**CIRCULAR LETTER 672—April 16, 2024**

TO: Members of the Bureau

FROM: Beth Nickel

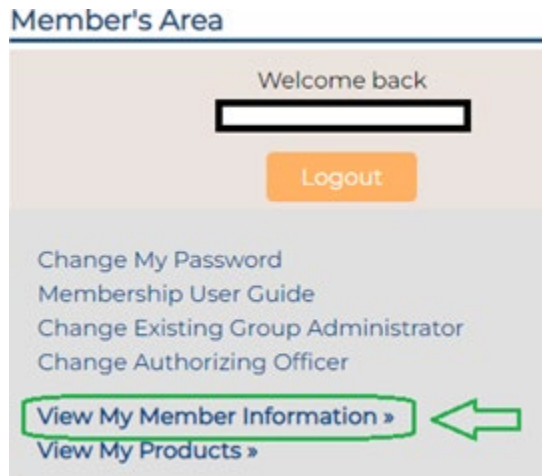RE: Manage Data Web Product Go Live

**Attention: Carrier Website Members**

The WCRB is pleased to announce the rollout of the Manage Data CARRIER ONLY Member Product to our website on April 29, 2024.

What you need to know:

- Manage Policy, Manage USR and NTC Lookup <u>data entry cutoff will be Friday, April 26th at 5:00 PM Central Standard Time</u>. Member access to these products will be removed at that time. No new submissions will be accepted using these legacy products after this cutoff date/time.

- Any submissions created but not submitted by 5:00 PM Central Standard Time on Friday April 26th will need to be recreated in the new Manage Data web product.

- The Manage Data User Guide and pre-recorded Manage Data training videos are available to view on our website in the Carrier section. Access the carrier page by browsing to wcrb.org and selecting the CARRIER button located on the website home page.

- Access to the new Manage Data Product will be based on the active user permissions currently assigned to Manage Policy, Manage USR and NTC Lookup as of 5:00pm CST Friday April 26th.

  o Those users who have permission to edit data in the legacy member products will have rights to edit data in Manage Data on Monday, April 29th.

  o Those users who have read-only permission in the legacy member products will have read-only permission in Manage Data on Monday, April 29th.

- If you need a change in access permissions to Manage Data, please contact your organization's designated Group Administrator (GA). If you do not know your GA you can get this information in two ways:

  1) Log into your wcrb.org account and select the VIEW MY MEMBER INFORMATION link to see your designated GA.



  2) Contact wcrbwebmaster@wcrb.org for assistance to look up your designated GA.

- For questions regarding how to view and enter policy information or access NTCs, please contact manage.policy@wcrb.org

- For questions regarding how to view and enter USR information or access Ratings, please contact exr-usr@wcrb.org