



Minnesota Workers' Compensation
Insurers Association, Inc.
7701 France Avenue South ▪ Suite 450
Minneapolis, MN 55435-3200

Special Attention: Users of Web Experience Mod History

January 15, 2014

ALL ASSOCIATION MEMBERS

Circular Letter No. 14-1646

RE: Rollout Schedule for Changes to MWCIA Web Experience Mod History

On November 7, 2013, the Minnesota Workers' Compensation Insurers Association, Inc. (MWCIA) distributed Circular Letter No. 13-1642 announcing the new and improved Experience Mod History product, to be integrated with the MWCIA Web Membership system. This product will be rolled out according to the following schedule:

For Carrier Groups: Effective *January 20, 2014*, enhancements to the MWCIA Web Membership system will allow member carriers to establish Web Membership accounts and assign permissions for their staff to use the upcoming Experience Mod History product. The product itself will not be available until January 27.

Effective *January 27, 2014*, final rollout of the Experience Mod History product will occur. Member carriers will be able to access the Experience Mod History product from Web Membership on that date. Please see the attached FAQ document for more information.

For Agents: Effective *January 27, 2014*, Agents with current web accounts will have their account data automatically migrated to the new Web Membership Experience Mod History product, and may use their existing account information to log in to Web Membership. Agents without a current web account will need to sign up for Web Membership. Please see the attached FAQ document for more information.

For all users: A Web Membership account will be required to download ratesheets. However, the existing Experience Mod History interface will remain available for public access. Effective *January 27, 2014*, the existing interface will be updated and new lookup features will be available, including a new Employer Lookup screen to provide coverage detail. Due to these updates, the existing Experience Mod History interface will be offline January 24, 2014 to January 27, 2014.

If you have questions about Experience Mod History or the upcoming changes, please contact our Member and Customer Services staff at 952.897.1737, Option 1. If you have questions about Web Membership, please contact Debbie Peterson at 952.897.6439 or debbie.peterson@mwcia.org.

WEB MEMBERSHIP EXPERIENCE MOD HISTORY FAQS

REGISTRATION

I am an insurance agent. How do I get registered to use Experience Mod History?

You will need to register for MWCIA's Web Membership system. Agency registration requires the purchase of one of two levels of accounts. The Platinum level provides unlimited downloads of experience modification ratesheets for one year. The Silver level provides 20 ratesheet downloads. Additional sets of 20 downloads may be purchased for the Silver level as needed.

Complete an Agency Registration form (available on the Web Membership login page January 20, 2014 <http://www.mwcia.org/WebMembership/Login.aspx>) and submit the completed form with appropriate payment to MWCIA. For more information regarding the Agency Registration form, please see the Web Membership User Guide.

How will I know when my check is received and my Web Membership/Experience Mod History account is ready to use?

You will receive an email with a temporary password when your registration form and payment have been received and processed. The Experience Mod History product will be available to use January 27, 2014.

I'm an agent and I already have an MWCIA web account (Platinum or Silver). Do I need to re-register for Web Membership?

If you have an active Platinum or Silver account with MWCIA, your account information will be transferred to Web Membership effective January 27, 2014. After that date, you will be able to use your existing login information in the Web Membership system to access Experience Mod History.

I work for an insurance carrier. How do I get registered to use Experience Mod History?

If your carrier already has a Web Membership account, you should ask your Group Administrator to grant you access to Experience Mod History in Web Membership. Please note, your Group Administrator will not be able to grant access to Experience Mod History until January 20, 2014 and the Experience Mod History product will not be available to use until January 27, 2014.

If your carrier has not yet registered for a Web Membership account, you will need to register for MWCIA's Web Membership system. You must complete a Group Administrator Web Membership Application Form (available on the Web Membership login page at <http://www.mwcia.org/WebMembership/Login.aspx>) and be approved by MWCIA. Please see the Web Membership User Guide for more information regarding Web Membership registration and the application form.

ADDITIONAL RATESHEET PURCHASE/ACCOUNT RENEWAL

How do I know when my Platinum account expires?

Your current account expiration date is displayed in the upper right corner of the screen, under your name. As a reminder, a warning message and a link to the renewal form appear on the screen when your account is within 60 days of expiring.

How do I renew my Platinum account?

To renew your account, click Account Management and select Renew Account. Please note, only Primary Agency Users are allowed to renew an account.

When you click on Renew Account, the Account Renewal screen appears. Complete the form and click Submit. Click Print PDF to print the renewal request, and mail the printed request along with your check, to MWCIA at the address noted.

How do I tell how many ratesheet downloads I have left in my Silver account?

The number of ratesheet downloads available to you is displayed in the upper right corner of the screen, under your name. When your account has less than 5 ratesheet downloads remaining, a warning and a link to the purchase form will appear on the screen as a reminder.

How do I purchase more ratesheets for my Silver account?

To purchase more ratesheets, click on Account Management and select Purchase Ratesheets. Please note, only Primary Agency Users are allowed to purchase additional ratesheets.

When you click on Purchase Ratesheets, the Purchase Ratesheet Request screen appears. Complete the form and click Submit. Click Print PDF to print the renewal request, and mail the printed request along with your check, to MWCIA at the address noted.

How do I upgrade my Silver account to Platinum?

To change your account type, click Account Management and select Change A/C Type. The Change Account Type screen appears. Complete the form and click Submit. Click Print PDF to print the change request, and, if changing from Silver to Platinum, mail the printed request along with your check, to MWCIA at the address noted. Please note, only Primary Agency Users are allowed to change the account type.

MISSING RATESHEETS

Why is there no interstate ratesheet to download for the employer/policy/date range I'm researching?

If an interstate rating applies, that information is noted, but no ratesheet or letter is available. MWCIA does not provide interstate ratings. You may contact the National Council on Compensation Insurance at 1-800-622-4123 for more information.

Why is there no ratesheet to download for the employer/policy/date range I'm researching?

In certain instances, there is no ratesheet to view. If a Does Not Qualify or a No Current Coverage letter was sent, these documents are available for view and download, but no ratesheet exists. Additionally, only the most recent five years of ratesheets are available to download.