



Minnesota Workers' Compensation
Insurers Association, Inc.

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<p>SPECIAL ATTENTION: WEB MEMBERSHIP CARRIER GROUP ADMINISTRATORS</p>
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August 25, 2016

ALL ASSOCIATION MEMBERS

Circular Letter No. 16-1694

RE: Web Membership Carrier Group Administrator Account Verification

The Minnesota Workers' Compensation Insurers Association, Inc. (MWCIA) will be conducting an annual verification of Carrier Group Administrator Accounts for the MWCIA Web Membership system.

If you are a Carrier Group Administrator in Web Membership, you will receive an email from MWCIA in September each year, asking you to verify your account is still valid and active. Your prompt response is appreciated.

The MWCIA Web Membership system allows insurance carriers and agents to manage their user accounts for MWCIA web products, such as Manage USR. For more information on Web Membership, please go to <http://www.mwcia.org/WebMembership/Login.aspx>. If you have questions about Web Membership or about this verification process, please contact Debbie Peterson at 952.897.6439 or by emailing debbie.peterson@mwcia.org.