



# ManageUSR User Guide

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North Carolina Rate Bureau  
2910 Sumner Boulevard  
Raleigh, NC 27616  
919-783-9790

If at any time during these procedures if assistance is needed,  
contact the NCRB, NCRF and NCIGA Information Center at:

Phone: 919-582-1056  
Fax: 919-783-7467  
E-mail: [wcinfo@ncrb.org](mailto:wcinfo@ncrb.org)

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# Before You Start...

Welcome to the ManagePolicy USR web application! The USR portion of ManagePolicy USR has the ability to , create, correct, and replace Unit Statistical Report (USR) data. ManageUSR allows a carrier to print or download the rejection reports. ManageUSR also allows a carrier to search the status of a USR.

The application does not allow changes to be made to a USR directly. Changes must be made by creating and submitting USRs that are specifically defined for certain types of changes. The general procedure for creating, replacing or correcting a USR is as follows:

1. Create a web unit that creates a new USR, replaces a rejected USR or corrects an Accepted or Accepted with Warning USR.
2. Submit the web units for DCO processing. Web Units are submitted in a special data file called a Submission file (WCSTAT file).
3. Check the status of the USRs to determine if errors occurred in the submission.

By taking some time to review the first few pages of this user guide, this will prepare any user to quickly learn how to use this powerful online tool. ManageUSR was designed to be user-friendly and easy-to-use, but if problems occur, reference this guide for help.

Now let's get started!

## Web Browser Specifications

ManageUSR was developed to specifically take advantage of features available within **Internet Explorer 11**. Other browsers, such as Chrome, FireFox, Opera, and Netscape, are not supported at this time.



Download the latest version of Internet Explorer, free of charge, at <http://www.microsoft.com/windows/ie/downloads/default.msp>.

## Cookies

ManageUSR uses **session cookies** to remember important information as you move from page to page within the application. These session cookies reside in your browser's memory only as long as your browser session is active. In other words, when you close your web browser after using ManageUSR, the session cookie is destroyed, thus protecting any data you entered while using ManageUSR.

**Note:** Many web applications use **standard cookies** – a standard cookie is written to your hard drive and is used to remember you the next time you visit the application's web site. ManageUSR uses session cookies, not standard cookies, so no data is written to your hard drive (unless you request to download a file).

## Opening New Windows

Some pages in ManageUSR open, or spawn, a new browser window when they are accessed. For example, when you print a report, you are spawning a new window. Remember to close the new window whenever you want to exit it and return to where you were in ManageUSR.

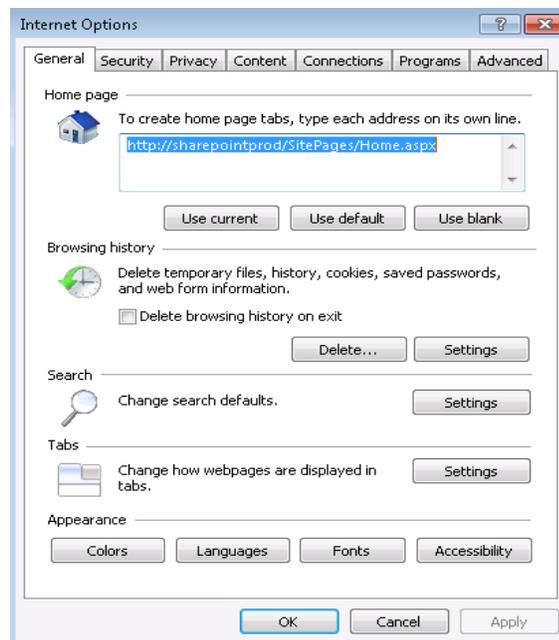
## Configuring Your Pop-up Blocker

If you have a pop-up blocker installed, you will need to allow pop-ups from the NCRB Web site to properly use ManageUSR.

To allow pop-ups from the NCRB Web site using Internet Explorer 11.0, follow these procedures:

- Step 1.** Open **Internet Explorer**. Click on the **Tools** icon  in the top right corner. Select **Internet Options** from the Tools list. The *Internet Options* window displays.

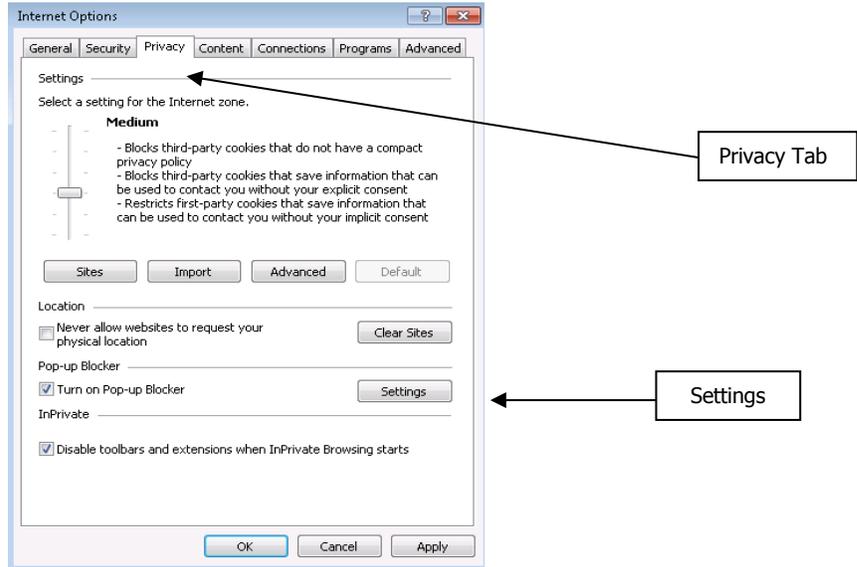
**Figure 1:** Internet Explorer 11.0 Internet Options window (based upon browser version, your view may look different)



- Step 2.** In the **Internet Options** window, select the **Privacy** tab. The *Privacy* tab information displays.

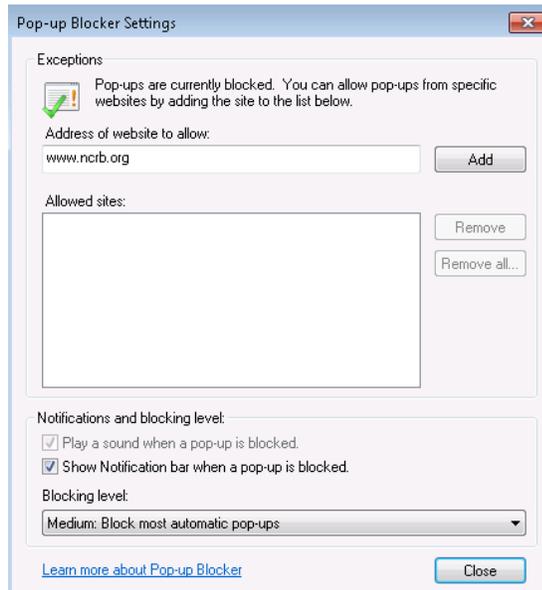
- Step 3.** On the **Privacy** tab, click the **Settings** button. The *Pop-up Blocker Settings* window displays.

**Figure 2: Internet Options Privacy Tab (based upon browser version, your view may look different)**



**Step 4.** On the **Pop-up Blocker Settings** window, type **www.ncrb.org** in the **Address of website to allow** field and click **Add**. The URL **www.ncrb.org** is added to the list of **Allowed sites**.

**Figure 3: Pop-up Blocker Settings Window (based upon browser version, your view may look different)**



**Step 5.** Click **Close** to close this window.

## System Timeout

ManageUSR times out after it has been inactive for more than one hour. A message displays indicating that the user must log into the system again.

The screenshot displays the ManageUSR application portal interface. At the top left is the logo for NCRB • NCRF • NCIGA, with the text "north carolina RATE BUREAU REINSURANCE FACILITY INSURANCE GUARANTY ASSOCIATION" below it. The date "7/22/2010" is shown in the top left corner. The main header area contains the text "NCRB • NCRF • NCIGA" in white on a dark blue background. A red error message "Error : 5 : Session Expired" is displayed at the top of the main content area, with an arrow pointing to it from a box labeled "Expired session notice". Below the error message is the "Logon" section, which includes a warning: "Web Applications can only be accessed by authorized personnel. Access requires a secure logon before any reports or functions can be accessed. Users of the system must first be authorized." There are two sub-sections: "Need a Logon Account?" with a link to "New Account Instructions" and "Already have a Logon Account?". The "Already have a Logon Account?" section contains the instruction: "Enter your Logon ID and Password below and click Logon to continue. The \* indicates if required." Below this is the "Enter Logon Information" section, which has input fields for "Logon ID\*" and "Password\*", and a "Logon" button. At the bottom of the page is the "Forgot Your Password?" section with a link to "here" to request a new password. On the left side of the page, there is a vertical sidebar with the text "APPLICATION PORTAL" and a small image of the NCRB NCRF NCIGA building.

## PDF Documents

ManageUSR supplies some forms and reports in PDF (Portable Document Format) form. To read PDF documents, you must have a PDF reader, like Adobe Acrobat Reader™, installed on your computer.



Download Acrobat Reader free of charge at <http://www.adobe.com>.

# Accessing ManageUSR

Access ManageUSR from the Secured Members Area of the NCRB, NCRF and NCIGA Web site. This section describes how to get to the Log On page, enter credentials, and access ManagePolicy USR.

## Logging into the Secured Members Area

The Secured Members Area, also known as the Member Services Portal, will provide access to all of the secured applications and data on the NCRB, NCRF and NCIGA Web site, log on to the Secured Members Area before access to ManagePolicy USR is available. To log in to the Secured Members Area, use the following procedure. (Use the valid user name and password that were provided.)

1. On the NCRB Web site (<http://www.ncrb.org>), click the NCRB link and then click on Workers Comp Services link. Under the Member Services area, click the Logon to NCRB Portal link. The Secured Members Area Logon page displays.

The screenshot shows the NCRB-NCRF-NCIGA Logon page. The header includes the NCRB-NCRF-NCIGA logo and the text "NCRB • NCRF • NCIGA". Below the header, there is a "Logon" section with a warning message: "Web Applications can only be accessed by authorized personnel. Access requires a secure logon before any reports or functions can be accessed. Users of the system must first be authorized." There are two sections: "Need a Logon Account?" with a link to "New Account Instructions" and "Already have a Logon Account?" with a form to enter Logon ID and Password. A "Logon" button is located below the form. A callout box labeled "Logon" points to the button. At the bottom, there is a "Forgot Your Password?" section with a link to request a new password. The footer contains contact information and copyright details.

2. Enter the Logon ID and password. Click the Logon button. The Secured Members Area page displays.

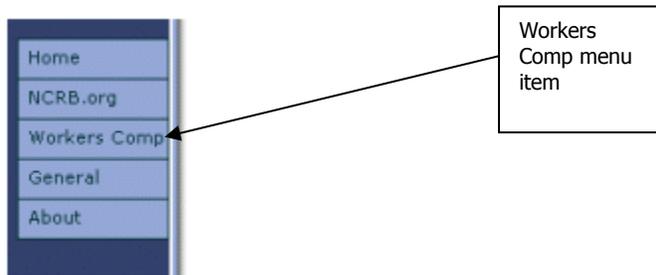
**Note:** If the incorrect user name or password was entered, the system will return an error message to inform you of the invalid data. Re-enter the user name and password correctly, and click the Logon button to enter the system.

## Launching an Application

ManagePolicy and ManageUSR are now located under the same application sub-menu.

The Secured Members Area is the common place from which all secured applications are accessed on the NCRB, NCRF and NCIGA Web site. Only applications you have been authorized to access are listed. All of the applications are categorized based upon the business unit that the application represents. To launch an application, follow these procedures:

1. On the left navigation menu, click Workers Comp.



2. On the sub-menu, click ManagePolicy USR. The application page displays.

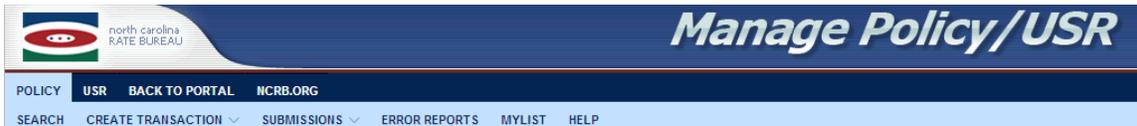


# Navigating in ManageUSR

ManageUSR was designed with an intuitive user interface that makes it easy to create and submit USRs, check the status of USRs that have been submitted, and review and correct errors. This section provides an overview of the interface and explains some rules about navigating in ManageUSR.

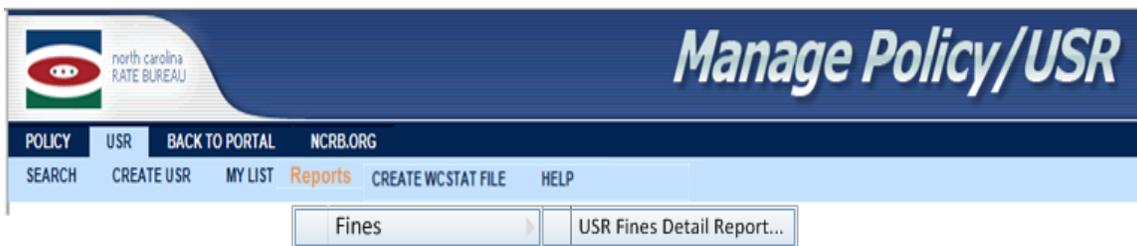
## Menu Navigation

When ManagePolicy USR is displayed if the user has security to both ManagePolicy and ManageUSR both web applications will be displayed with a top header that indicates which application the user is in, Policy or USR. Click USR to navigate to ManageUSR. If a user only has security rights to USR data, only the USR menu will be displayed.



ManagePolicy/USR features a menu bar that is displayed at the top of the application window. The menu bar is visible regardless of which page is currently displayed.

- **Policy**—Navigates to the ManagePolicy portion of this web application. See the ManagePolicy User Guide for guidance with the application.
- **USR**—Navigates to the ManageUSR portion of this web application.
- **Back to Portal**—Displays the NCRB Portal Home page.
- **NCRB.ORG**—Displays the NCRB Web site Home page.



ManageUSR features a menu bar that is displayed at the top of the application window. The menu bar is visible regardless of which page is currently displayed.

The menu choices are as follows:

**Search USR**— Under Search USR are the following sub-menus

- **General Search** – Allows a search for USRs by the criteria available on the screen. The search can specify the status of the USR that is being searched for and USR specific filter criteria to narrow the search can be defined. From the search results, the USR details can be accessed. Refer to “General Search” for more information.
- **Search By Claim** – Allows a search for claims that have been reported within a USR. Refer to “Search By Claim” for more information.
- **Search By Submission** – Allows a search for submissions received and processed by NCRB. Refer to “Search By Submission” for more details.
- **Current View Search** – Allows a search for the Current View of a USR. The Current View is the combined view of all report levels reported for a USR. Refer to “Current View Search” for more details.
- **Search By Status** – Allows a search for the Due Status of USRs. Refer to “Search By Status” for more details.

**Create USR**—Allows to the creation of a new USR. Refer to “Create USR” for more details.

**My List**—Displays the My List page, a personalized page that provides the ability to keep track of USRs. Refer to “My List” for more information.

**Reports** – The Reports menu contains a sub-menu for Fines.

- Fines – Reports related to USR fines

USR Fines Detail Report – A report disclosing the fines detail information for a given company within a specific month/year. **Create WCSTAT File**— Provides the ability to create and submit or download Submission files

**Help**—Displays the Help page, which includes the DCO Address, Contact Number, and Email Address; a link to the ManageUSR User Guide, a link to the NC STAT Plan Manual and Frequently Asked Questions.

# General Search

The General Search page allows the search for unsubmitted and submitted USRs as well as processed USRs. The status of the web units or USRs searched for can be specified and USR-specific filter criteria can be selected to narrow the search. From the search results, the USR details can be accessed by clicking the hyperlink of the policy#.

## General Search Criteria

The Search page displays fields that allow specific search criteria to be selected. When the search is executed, all USR records matching the criteria will be returned in the search results.

The screenshot shows the 'Manage Policy/USR' search interface. At the top, there's a navigation bar with 'POLICY', 'USR', 'BACK TO PORTAL', and 'NCRB.ORG'. Below that, a search bar contains 'SEARCH USR : General Search' and a timestamp 'Data was last updated on 01/29/2016'. The main search area has several tabs: 'General Search', 'Search By Claim', 'Search By Submission', 'Current View Search', and 'Search By Status'. On the left, there's a list of carriers with checkboxes, including 'Select All Carriers' and various insurance companies like 'Fidelity & Guaranty Insurance Company'. On the right, there are input fields for search criteria: 'Policy No.', 'Policy Eff. Date From' and 'To', 'Report No.', 'Corr. Seq. No.', 'Combo ID', 'Coverage ID', 'Edit No.', 'Edit Status', 'Processed Date From' and 'To', and 'Web Status'. At the bottom right, there are 'Search' and 'Reset' buttons.

The Carrier ID list in the upper left-hand corner of the General Search page allows the selection of one or more carriers for the search. At least one carrier must be selected.

The filter criteria that can be selected:

**Policy No.**—All USRs that contain the policy number will be returned. This would include the web units: unsubmitted and submitted. Policy Number must be at least 3 characters.

**Policy Eff. Date From and Policy Eff. Date To**— The search returns USRs within the date range specified. The date range can be a year or less than a year.

**Report No.**—The search returns USRs with the specified report number.

**Corr. Seq. No.**—The search returns USRs where the Correction Sequence Number matches the criteria entered. The available amounts are 01-36.

**Combo ID**—The search returns USRs where the Combo ID matches or begins with the value entered. If the value entered is less than seven characters, the application adds zeros to the beginning of the entry.

**Coverage ID**—The search returns USRs where the Coverage ID matches or begins with the value entered. If the value entered is less than eight characters, the application adds zeros to the beginning of the entry.

**Edit No.**—The search returns USRs that have produced this edit on the Rejected or Accepted with Warnings for the criteria entered.

**Edit Status**—The search returns USRs where the edit status selected matches the edit status of the USR. Edit status can be one of the following:

- Accepted – The USR has been Accepted with no edits failed.
- Accepted with Warnings – The USR has been Accepted with Warnings which means warning edits failed only.
- Rejected – The USR failed a reject edit and has been rejected by NCRB.

**Processed Date From and Processed Date To**—The search returns records where the processed date by NCRB falls within the entered criteria. The date must be a year or less in range.

**Web Status**—Records with the specified Web Status will be returned in the search results. To search for all Web Statuses, select the **All** option from the dropdown list.

Web Status is one of the following:

- **Not Processed** – The web unit was not processed because the entire submission that contained the USR was rejected.
- **Submitted** – The web unit has been submitted for DCO processing but has not been processed.
- **Unsubmitted** – The web unit has been started and saved but has not been submitted to the DCO.

**Note:** When searching by a Web Status, only *Web units* will be returned. Web units are USRs that were created in ManageUSR. USRs from other sources (for example, BEEP), will not be returned in search results.

After the specified search criteria have been selected, click the Search button. The search results grid displays all the records that match the search criteria.

To clear the criteria entered, click the Reset button.

## General Search Results

After the specified search criteria has been selected, click the Search button, the search results grid displays all USRs matching the criteria. Web Units appear with a value in the Web Status column, whereas processed policies have no value in this column.

29 record(s) returned

Select All USRs

<input type="checkbox"/>	Carrier ID	Policy Number	Policy Eff Date	Insured Name	Rpt No	Corr Sqa No	Corr Type	Combo ID	Coverage ID	Submission ID	Edit Status	Web Status
<input type="checkbox"/>	99996	<a href="#">JESSICATEST</a>	01/01/2010	JESSICA TEST	01	00		6495730	24455220	201209070003	Accepted With Warning	
<input type="checkbox"/>	99996	<a href="#">MUSRTEST4A</a>	05/01/2010	JST POLICY	01	00		6495495	24452880	201207230009	Accepted	
<input type="checkbox"/>	99996	<a href="#">MUSRTEST4A</a>	05/01/2010	JST POLICY	01	00		6495495	24452880	201207230008	Rejected	
<input type="checkbox"/>	99996	<a href="#">MUSRTEST4A</a>	05/01/2010	JST POLICY	01	01	L	6495495	24452880	201207230008	Rejected	
<input type="checkbox"/>	99996	<a href="#">MUSRTEST4A</a>	05/01/2010	JST POLICY	01	02	E	6495495	24452880	201207230008	Failed	
<input type="checkbox"/>	99996	<a href="#">MUSRTEST5A</a>	07/01/2009	SYDNEY DEANE	01	00		6495496	24452890	201207230008	Accepted	
<input type="checkbox"/>	99996	<a href="#">MUSRTEST6A</a>	03/13/2009	AVERY ROSE	01	00		6495497	24452900	201207230009	Accepted	
<input type="checkbox"/>	99996	<a href="#">MUSRTEST6A</a>	03/13/2009	AVERY ROSE	01	01	L	6495497	24452900	201207230009	Accepted With Warning	
<input type="checkbox"/>	99996	<a href="#">MUSRTEST6A</a>	03/13/2009	AVERY ROSE	01	02	L	6495497	24452900	201207230009	Accepted With Warning	
<input type="checkbox"/>	99996	<a href="#">MUSRTEST6A</a>	03/13/2009	AVERY ROSE	01	03	E	6495497	24452900	201207230009	Accepted	
<input type="checkbox"/>	99997	<a href="#">46WECZQ9911</a>	06/25/2010	EPHICACY CONSULTING GROUP, INC.	01	00		6452924	24063640	201208070005	Accepted	
<input type="checkbox"/>	99997	<a href="#">46WECZQ9911</a>	06/25/2010	EPHICACY CONSULTING GROUP, INC.	01	01	H	6452924	24063640	201208070006	Accepted	
<input type="checkbox"/>	99998	<a href="#">JBSTEST</a>	01/01/2010	JESSICA BETH IES	01	00		6495489	24452820	201207230010	Accepted	
<input type="checkbox"/>	99998	<a href="#">JBSTEST</a>	01/01/2010	JESSICA BETH IES	01	01	E	6495489	24452820	201207230010	Accepted	
<input type="checkbox"/>	99998	<a href="#">JULIANTEST</a>	01/01/2010	JULIAN DATE TEST	01	00		6495670	24454620	201208310004	Accepted With Warning	
<input type="checkbox"/>	99998	<a href="#">JULIANTEST</a>	01/01/2010	JULIAN DATE TEST	01	01	E	6495670	24454620	201208310005	Accepted	
<input type="checkbox"/>	99998	<a href="#">MUSRTEST1A</a>	01/01/2008	MUSR TEST 1	01	00		6495490	24452830	201207230010	Accepted	
<input type="checkbox"/>	99998	<a href="#">MUSRTEST2A</a>	01/01/2009	JESSICA B	01	00		6495491	24452840	201207230010	Accepted	
<input type="checkbox"/>	99998	<a href="#">MUSRTEST2A</a>	01/01/2009	JESSICA B	01	01	E	6495491	24452840	201207230010	Accepted	
<input type="checkbox"/>	99998	<a href="#">MUSRTEST2A</a>	01/01/2009	JESSICA B	01	02	E	6495491	24452840	201207230010	Accepted	
<input type="checkbox"/>	99998	<a href="#">MUSRTEST3A</a>	01/01/2009	JTAYLOR	01	00		6495493	24452860	201207230010	Accepted With Warning	
<input type="checkbox"/>	99998	<a href="#">OBAMAFORAMERICA</a>	02/01/2011	OBAMA FOR AMERICA	01	00		6496180	24459720	201209250013	Accepted With Warning	
<input type="checkbox"/>	99998	<a href="#">TOTALSTEST</a>	01/01/2010	TOTALS TEST	01	00		6495494	24452870	201207230010	Accepted With Warning	
<input type="checkbox"/>	99998	<a href="#">TOTALSTEST</a>	01/01/2010	TOTALS TEST	01	01	E	6495494	24452870	201207230011	Accepted With Warning	
<input type="checkbox"/>	99998	<a href="#">WITS18658</a>	01/01/2010	WITS 18658	01	00		6495532	24453240	201207260001	Rejected	

The top right-hand corner displays the grid page numbers. Click a page number to access another page of the search results. The page also displays a dropdown box that allows selection of the number of records to show per page.

Sort the list by clicking a column heading; the records will be sorted by the column values in ascending order. To reverse the sort order, click the column heading again.

The top left hand corner beneath the Add to My List button will display how many records have been returned.

### Add to My List

The checkbox in each row allows selects a USR for inclusion in My List. If need all records that are visible in the grid need to be selected, click the link labeled "Select All USRs". After the desired rows or all rows are selected, click the Add to My List button. For information about accessing the records that have been added, refer to the "My List" section.

### Add To WCSTAT File

The checkbox in each row allows a user to select USRs for inclusion in the WCSTAT file list. To select all records that are visible in the grid, click the link labeled "Select All USRs". After the desired rows or all rows are selected, click the Add to WCSTAT File button. For information about accessing the records that have been added, refer to the "Create WCSTAT File" section.

### View USR(s) Detail

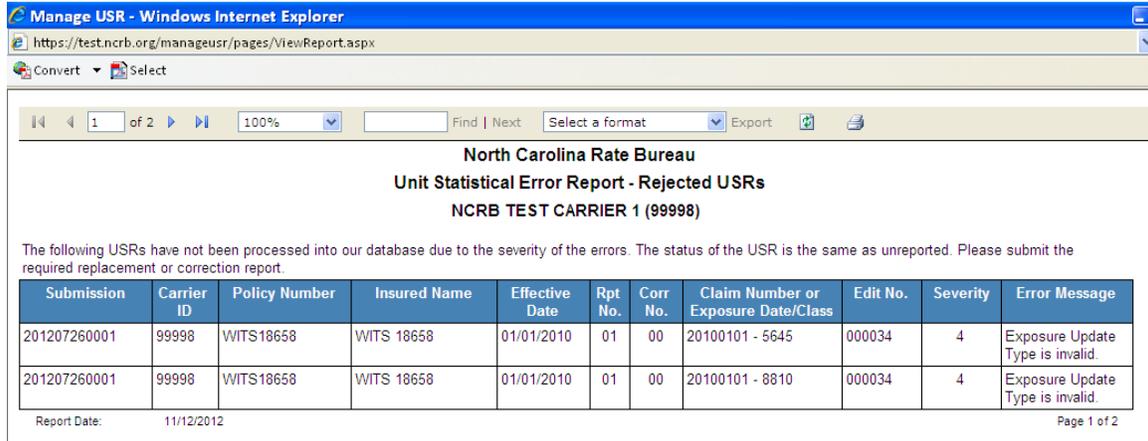
To view USR details, click the Policy Number link. Select more than one or all USRs in the Search results and click the button labeled View USR(s) Detail this will return all USRs in an USR

X of X to be viewed. For information about accessing the records that have been selected, refer to the “View USR” section.

### View/Print Reject Report

To view the USR reject report for any rejected USRs. Click the checkbox next to the USR record and click the View/Print Reject Report.

With the desired results displayed, click the Print Results button. A preview window will appear, displaying a Print button and an Export link. Click the Print button, the results are sent to the printer. To export the results, select the desired format and click Export. The pop up will display a prompt to specify filename, and location to which the results will be exported.



### Download Reject Report

To view the Download the USR reject report for any rejected USRs, click the checkbox next to the USR record and click the Download Reject Report. The report will be able to be downloaded in an Excel spreadsheet. The File Download window will appear which will allow the file to be Opened or Save the Excel spreadsheet.

## General Search Columns

**Carrier ID**— The carrier id reported for the USR.

**Policy Number**— The policy number reported for the USR. The policy number is a hyperlink and will take navigate to the USR Details.

**Policy Eff Date**— The effective date reported for the USR.

**Rpt No.**—The report number for the USR.

**Corr Seq No.**—The correction sequence number for the USR.

**Corr Type**—The correction type, if applicable, for the USR.

**Combo ID**— The combinable id associated with the insured reported on the USR. This column will be blank for web units.

**Coverage ID**— The coverage id associated with the insured reported on the USR. This column will be blank for web units.

**Submission ID**— This is the unique id assigned to the file that contained the USR. This column will be blank for web units.

**Edit Status**— The current edit status of the USR. The edit status is only applicable to USRs that have been processed by NCRB.

**Web Status**— The current web status of the web USR. This USR has not been processed by NCRB. This column is only applicable to USRs created within ManageUSR (web units).

# Search By Claim

The Search By Claim page allows the search for USRs with the specified claim number or partial claim number. After the specified search criteria is selected and the Search button clicked, the search results grid displays all USRs matching the criteria. From the search results, the USR details can be accessed by clicking the hyperlink of the policy#.

## Search By Claim Criteria

The Search By Claim page displays fields that allow the specify search criteria to be selected. When the search is executed, all USR records matching the criteria will be returned in the search results.

The Carrier ID list in the upper left-hand corner of the General Search page allows the selection one or more carriers for the search. At least one carrier must be selected.

The filter criteria that can be selected:

**Claim No.**— All USRs that contain the entered claim number or partial claim number will be returned. The claim number must be at least 3 characters.

**Policy No.**—All USRs that contain the policy number will be returned. This would include the web units: unsubmitted and submitted. Policy Number must be at least 3 characters.

**Policy Eff. Year**— The search returns USRs for policies effective within the chosen year from the drop down list.

## Search By Claim Results

After the criteria has been selected click the Search button, the search results grid displays all USRs matching the criteria. Web Units appear with a value in the Web Status column, whereas processed USRs have no value in this column.

SEARCH USR : Search By Claim Data was last updated on 01/29/2016

General Search | Search By Claim | Search By Submission | Current View Search | Search By Status

Select All Carriers

- 10227 - Fidelity & Guaranty Insurance Company
- 10243 - Continental Casualty Company
- 10804 - Travelers Insurance Company
- 11347 - Travelers Indemnity Company
- 12610 - Phoenix Insurance Company
- 12637 - Travelers Indemnity Company of Connecticut
- 13439 - Travelers Indemnity Company of America
- 13579 - Travelers Property Casualty Company of America
- 19399 - American Alternative Insurance Corporation
- 27405 - Travelers Casualty Company of Connecticut

Claim No.

Policy No.

Policy Eff. Year

2 record(s) returned

Carrier ID	Policy Number	Policy Eff Date	Claim Number	Rpt No	Corr Seq No	Corr Type	Combo ID	Coverage ID	Submission ID	Upd Type	Class	Inj Type	Accid Date	Claim Count	Claim Stat	Inc Ind	Inc Med	Paid Ind	Paid Med	Web Stat
<input type="checkbox"/>	12610	EC2OUB8275B48412	10/01/12	EXT9041	01	00	8388598	08275340	201405290007	R	7390	09	07/17/13	1	0	8985	9050	5247	5121	
<input type="checkbox"/>	12610	EC2OUB8275B48412	10/01/12	EXT9041	02	00	8388598	08275340	201305280006	R	7390	09	07/17/13	1	0	17248	8988	5247	5769	

The top right-hand corner displays the grid page numbers. Click a page number to access another page of the search results. The page also displays a dropdown box that allows the selection of the number of records to show per page.

Sort the list by clicking a column heading; the records will be sorted by the column values in ascending order. To reverse the sort order, click the column heading again.

The top left hand corner beneath the Add to My List button will display how many records have been returned.

The Add to My List, Add To WCSTAT File, View USR(s) Detail, View/Print Reject Report, and Download Reject Report are also available. These functions are the same as covered in the General Search Results section.

## Search By Claim Columns

Some columns are the same from screen to screen. Below is a listing of only the columns that are different from the General Search Columns.

**Claim Number**— The claim number reported on the USR.

**Upd Type**— The update type reported on the USR. This would be either P for previous or R for revised.

**Class**— This is the reported classification code associated with the claim number.

**Inj Type**— This is the Injury Type reported for the claim number.

**Accid Date**— This is Accident Date for the claim number.

**Claim Count**— The claim count reported with the claim number.

**Claim Stat**— The reported status of the claim.

**Inc Ind**— The Incurred Indemnity amount reported for the claim number.

**Inc Med**— The Incurred Medical amount reported for the claim number.

**Paid Ind**— The Paid Indemnity amount reported for the claim number.

**Paid Med**— The Paid Medical amount reported for the claim number.

# Search By Submission

The Search By Submission page allows the search for submissions received by NCRB within a specific to and from date or with a specific submission ID. Specify the USRs to search for and define USR-specific filter criteria to narrow the search.

## Search By Submission Criteria

The Search page displays fields that allow to specific criteria to be selected. When the search is executed, all USR records matching the criteria will be returned in the search results.

The Carrier ID list in the upper left-hand corner of the General Search page allows the selection of one or more carriers for the search. At least one carrier must be selected.

Filter criteria that can be selected:

**Received Date (From)**— All submissions that were received From this date to the To date will be returned.

**Received Date (To)**— All submissions that were received From this date to the To date will be returned.

**Submission ID**— The search returns USRs with the exact submission ID.

## Search By Submission Results

After the specified search criteria is selected and the Search button clicked, the search results grid displays all USRs matching the criteria.

The screenshot shows the 'Manage Policy/USR' application interface. At the top, there is a navigation bar with 'POLICY', 'USR', 'BACK TO PORTAL', and 'NCRB.ORG'. Below this is a secondary navigation bar with 'SEARCH', 'CREATE USR', 'MY LIST', 'REPORTS', 'CREATE WCSTAT FILE', and 'HELP'. The main content area is titled 'SEARCH USR : Search by Submission' and includes a sub-header 'Data was last updated on 01/29/2016'. There are several tabs: 'General Search', 'Search By Claim', 'Search By Submission' (selected), 'Current View Search', and 'Search By Status'. A search criteria panel on the left lists carriers with checkboxes, where '12610 - Phoenix Insurance Company' is selected. To the right, there are input fields for 'Received Date (From)', 'Received Date (To)', and 'Submission ID' (201504300001), along with 'Search' and 'Reset' buttons. Below the search panel are buttons for 'Add to My List', 'View Submission Detail', 'Add To WCSTAT File', 'View/Print Reject Report', and 'Download Reject Report'. At the bottom, a table shows '1 record(s) returned' with columns for Submission ID, Received Date, Processed Date, Total Rejected, Total Accepted, Total AWW, and Total USR(s). The table contains one row for submission 201504300001\* with values 0, 15, 1, and 16 respectively.

Submission ID	Received Date	Processed Date	Total Rejected	Total Accepted	Total AWW	Total USR(s)
<input type="checkbox"/> 201504300001*	04/30/2015	04/30/2015	0	15	1	16

The top right-hand corner displays the grid page numbers. Click a page number to access another page of the search results. The page also displays a dropdown box that allows the selection of the number of records to show per page.

Sort the list by clicking a column heading; the records will be sorted by the column values in ascending order. To reverse the sort order, click the column heading again.

The top left hand corner beneath the Add to My List button will display how many records have been returned.

The Add to My List, Add To WCSTAT File, View Submission Details, View/Print Reject Report, and Download Reject Report are also available. These functions are the same as covered in the General Search Results section.

**View Submission Detail**—To view the submission details, click the checkbox to the left of the row and click the View Submission Detail button. This will display the View Submission Detail screen with all the USRs the user has security to view. To view a specific USRs or all the USRs detail, click the checkbox next to the USR and click the View USR(s) Detail button. The Add to My List, Add To WCSTAT File, View/Print Reject Report, and Download Reject Report are also available. These functions are the same as covered in the General Search Results section.

If the user does not have access to all carrier ids in the submission as indicated by an asterisk next to the submission id, some USRs will not be viewable.

9 record(s) returned

Submission ID	Received Date	Processed Date	Total Rejected	Total Accepted	Total AWW	Total USR(s)
201210010002*	10/01/2012	10/01/2012	2	151	43	196
201209270003*	09/27/2012	09/27/2012	8	94	46	148
201209250012*	09/25/2012	09/25/2012	13	666	51	730
201209210010*	09/21/2012	09/21/2012	6	276	40	322
201209180007*	09/18/2012	09/18/2012	34	2992	391	3417
201209110004*	09/11/2012	09/11/2012	8	552	37	597
201209060011*	09/06/2012	09/06/2012	3	211	25	239
201209050006*	09/05/2012	09/05/2012	18	634	27	679
201209040002*	09/04/2012	09/04/2012	4	40	7	51

\* You do not have access to view all data within this submission

## Search By Submission Columns

Some columns are the same from screen to screen. Below is a listing of only the columns that are different from the General Search Columns.

**Received Date**— The date the submission was received by NCRB.

**Processed Date**— The date the submission was processed by NCRB.

**Total Rejected**— The total number of USRs with the edit status of Rejected within the submission.

**Total Accepted**— The total number of USRs with the edit status of Accepted within the submission.

**Total AWW**— The total number of USRs with the edit status of Accepted with Warnings within the submission.

**Total USR(s)**— The total number of USRs within the submission.

# Current View Search

The Current View Search page allows the search for the current view of the USRs with the specified search criteria. Specify the USRs to search for and define USR-specific filter criteria to narrow the search. From the search results, the USR details can be accessed by clicking the hyperlink of the policy#.

**Note:** When USRs are displayed, ManageUSR will display the current view of the USR as it exists in the DCO's USR system. It will not reflect changes defined in any Rejected, Not Processed, Unsubmitted or Submitted USRs.

## Current View Search Criteria

The Search page displays fields that allow to specific criteria to be selected. When the search is executed, all USR records matching the criteria will be returned in the search results

The screenshot shows the 'Manage Policy/USR' web application interface. At the top, there is a navigation bar with 'POLICY' and 'USR' tabs, and a menu with 'SEARCH', 'CREATE USR', 'MY LIST', 'REPORTS', 'CREATE WCSTAT FILE', and 'HELP'. The main content area is titled 'SEARCH USR : Current View Search' and includes a sub-header 'Data was last updated on 01/29/2016'. Below this, there are five tabs: 'General Search', 'Search By Claim', 'Search By Submission', 'Current View Search' (which is active), and 'Search By Status'. The 'Current View Search' form contains a list of carriers on the left with checkboxes, and several filter fields on the right: 'Policy No.' (text input), 'Policy Eff. Date' (dropdown), 'Report No.' (dropdown), 'Combo ID' (text input), and 'Coverage ID' (text input). 'Search' and 'Reset' buttons are located at the bottom right of the form.

The Carrier ID list in the upper left-hand corner of the General Search page allows the selection of one or more carriers for the search. At least one carrier must be selected.

Filter criteria that can be selected:

**Policy No.**—All USRs that contain the policy number will be returned. This would include the web units: unsubmitted and submitted. Policy Number must be at least 3 characters.

**Policy Eff. Date**— The search returns USRs with the chosen policy effective date entered.

**Report No.**— The search results will display what the USR was at the specified report level. If this field is left blank then the search results will only display the current view of the USR.

**Combo ID**—The search returns USRs where the Combo ID matches or begins with the value entered. If the value is less than seven characters, the application adds zeros to the beginning of the entry.

**Coverage ID**— The search returns USRs where the Coverage ID matches or begins with the value entered. If the value is less than eight characters, the application adds zeros to the beginning of the entry.

## Current View Search Results

After the specified search criteria is selected and the Search button clicked, the search results grid displays all USRs matching the criteria. . The Current View is only for processed USRs with a status of Accepted or Accepted with Warning. Rejected USRs and Web units are not included in the Current View of any USR.

The screenshot shows the 'Manage Policy/USR' web application interface. At the top, there is a navigation bar with 'POLICY', 'USR', 'BACK TO PORTAL', and 'NCRB.ORG'. Below this is a search bar with options like 'SEARCH', 'CREATE USR', 'MY LIST', 'REPORTS', 'CREATE WCSTAT FILE', and 'HELP'. The main content area is titled 'SEARCH USR : Current View Search' and includes a 'Data was last updated on 01/29/2016' timestamp. There are several search filters: 'General Search', 'Search By Claim', 'Search By Submission', 'Current View Search', and 'Search By Status'. A list of carriers is shown with checkboxes, all of which are checked. To the right, there are input fields for 'Policy No.' (EC2OUB8275B48412), 'Policy Eff. Date', 'Report No.', 'Combo ID', and 'Coverage ID'. Below the filters is a 'View USR(s) Detail' button. At the bottom, a table displays the search results for one record.

Carrier ID	Policy Number	Policy Eff Date	Insured Name	Rpt No	Combo ID	Coverage ID
<input type="checkbox"/> 12610	<a href="#">EC2OUB8275B48412</a>	10/01/2012	LB & B ASSOCIATES INC	02	8388598	08275340

The top right-hand corner displays the grid page numbers. Click a page number to access another page of the search results. The page also displays a dropdown box that allows the selection of the number of records to show per page.

Sort the list by clicking a column heading; the records will be sorted by the column values in ascending order. To reverse the sort order, click the column heading again.

The top left hand corner beneath the Add to My List button will display how many records have been returned.

## Current View Search Columns

Some columns are the same from screen to screen. Below is a listing of only the columns that are different from the General Search Columns.

**Rpt No**— This report number field is slightly different than the other Search screens. The report number on this search will be shown to display the highest level that is included in this Current View. In the example above it displays a 01 which means there are no other report levels and this is the Current View at this report level. If a carrier searches for a policy# and a particular report level, for example 04, then the Current View would display the Current View as of report level 04 even if there are higher report levels processed for the USR.

SEARCH USR : Current View Search Data was last updated on 12/18/2012

General Search
Search By Claim
Search By Submission
Current View Search
Search By Status

Select All Carriers  
 99996 - NCRB Test Carrier 3  
 99997 - NCRB Test Carrier 2  
 99998 - NCRB Test Carrier 1

Policy No.   
 Policy Eff. Date   
 Report No.   
 Combo ID   
 Coverage ID

[View USR\(s\) Detail](#)

1 record(s) returned

Carrier ID	Policy Number	Policy Eff Date	Insured Name	Rpt No	Combo ID	Coverage ID
<input type="checkbox"/> 99998	<a href="#">WITS21228</a>	01/01/2009	WITS 21228	01	1050479	08498650

SEARCH USR : Current View Search Data was last updated on 12/18/2012

General Search
Search By Claim
Search By Submission
Current View Search
Search By Status

Select All Carriers  
 99996 - NCRB Test Carrier 3  
 99997 - NCRB Test Carrier 2  
 99998 - NCRB Test Carrier 1

Policy No.   
 Policy Eff. Date   
 Report No.   
 Combo ID   
 Coverage ID

[View USR\(s\) Detail](#)

1 record(s) returned

Carrier ID	Policy Number	Policy Eff Date	Insured Name	Rpt No	Combo ID	Coverage ID
<input type="checkbox"/> 99998	<a href="#">WITS21228</a>	01/01/2009	WITS 21228	02	1050479	08498650

# Search By Status

The Search By Status page allows the search for USRs that have a status of Pre-delinquent, Delinquent, Expected, Pre-delinquent & Rejected, Expected & Rejected, and Delinquent & Rejected. The ability to search by the Month and Year a USR is due is also available. From the search results, the USR details can be accessed by clicking the hyperlink of the policy#.

**Note:** Rejected USRs that do not have a status are not searchable on this screen. To view rejected USRs, without a status, navigate to the General Search screen and search for the Edit Status of Rejected. USRs with a status of only rejected are not viewable on this screen. The only statuses searchable on this screen are shown below.

## Search By Status Criteria

The Search By Status page displays fields that allow specify search criteria to be selected. When the search is executed, all USR records matching the criteria will be returned in the search results.

The screenshot shows the 'Manage Policy/USR' web application interface. At the top, there is a navigation bar with 'POLICY', 'USR', 'BACK TO PORTAL', and 'NCRB.ORG'. Below this is a secondary navigation bar with 'SEARCH', 'CREATE USR', 'MY LIST', 'REPORTS', 'CREATE WCSTAT FILE', and 'HELP'. The main content area is titled 'SEARCH USR : Search By Status' and includes a timestamp 'Data was last updated on 01/29/2016'. There are five tabs: 'General Search', 'Search By Claim', 'Search By Submission', 'Current View Search', and 'Search By Status'. The 'Search By Status' tab is active. On the left, there is a list of carriers with checkboxes, including 'Select All Carriers' and various Travelers and Phoenix insurance companies. On the right, there are input fields for 'Policy No.', 'Due Status' (a dropdown menu), 'Month' (a dropdown menu), and 'Year' (a dropdown menu). There are 'Search' and 'Reset' buttons at the bottom right of the form area.

The Carrier ID list in the upper left-hand corner of the General Search page allows the selection of one or more carriers for the search. At least one carrier must be selected.

Filter criteria that can be selected:

- **Policy No.**—All USRs that contain the policy number will be returned. This would include the web units: unsubmitted and submitted. Policy Number must be at least 3 characters.
- **Due Status**— Choose to view All Statuses by choosing All, Pre-Delinquent, Delinquent, Expected, Pre-Delinquent & Rejected, Delinquent & Rejected, Expected & Rejected or All Rejected.

**Note: All Rejected will only display the rejected that have a status. To view rejected USRs that have rejected for 'No Matching Policy found' you must search by Rejected on the General Search screen.**

- **Month and Year**— Choose to view what USRs are due by a specific month and year. The month and year is only enabled if the Due Status is selected.

## Search By Status Results

After the specified search criteria is selected and the Search button clicked, the search results grid displays all USRs matching the criteria. . Web Units will not appear in this list as they do not have a status.

The screenshot shows the 'Manage Policy/USR' interface. At the top, there's a navigation bar with 'POLICY', 'USR', 'BACK TO PORTAL', and 'NCRB.ORG'. Below that, a search bar is active with 'SEARCH USR : Search By Status'. The search criteria are set to 'Search By Status' with 'Delinquent' as the due status. A list of carriers is shown with checkboxes, all of which are selected. Below the search criteria, there are buttons for 'View/Print Totals Report', 'View USR(s) Detail', 'Download USTS', and 'Download USTS (All Records)'. The results section shows '221 record(s) returned' and a table of search results.

Carrier ID	Policy Number	Policy Eff Dt	Policy Exp Dt	Insured Name	Rpt No	Corr Nbr	Seq Type	Coverage ID	Edit Status	Due Status	Due Date	Create USR
<input type="checkbox"/>	10243	WC612390983	01/01/2014	01/01/2015	REALCOMM CONFERENCE GROUP LLC	01	00			Delinquent	09/30/2015	<a href="#">Create</a>
<input type="checkbox"/>	10804	10UB371R619100	02/26/2000	02/26/2001	ULTRACART INC	01	00			Delinquent	11/30/2001	<a href="#">Create</a>
<input type="checkbox"/>	10804	10UB0551W77801	01/20/2001	01/20/2002	GULLEDGE INVESTMENT CO	01	00			Delinquent	10/31/2002	<a href="#">Create</a>
<input type="checkbox"/>	10804	1ACRUB1063W27101	04/06/2001	04/06/2002	BRANDEL STEPHENS & CO INC	01	00			Delinquent	01/31/2003	<a href="#">Create</a>
<input type="checkbox"/>	10804	1ACRUB349H44301	08/09/2001	08/09/2002	CODY EHLERS GROUP	01	00			Delinquent	05/31/2003	<a href="#">Create</a>

The top right-hand corner displays the grid page numbers. Click a page number to access another page of the search results. The page also displays a dropdown box that allows the selection of the number of records to show per page.

Sort the list by clicking a column heading; the records will be sorted by the column values in ascending order. To reverse the sort order, click the column heading again.

The top left hand corner beneath the View/Print Totals Report button will display how many records have been returned.

**View/Print Totals Report**—This report will be generated for each carrier in the Carrier List box and it will display the total per Delinquent, Expected, Pre-Delinquent, and Rejected by carrier.

**View USR(s) Detail**—To view USR details, click the Policy Number link, if available. Select more than one or all USRs in the Search results and click the button labeled View USR(s) Detail this will return all USRs in an USR X of X to be viewed. For information about accessing the records selected, refer to the “View USR” section. If the USR does not have a Create hyperlink then the policy# for the USR will be the hyperlink that will navigate to the Rejected USR.

**Download USTS**—This Excel spreadsheet will contain a listing of all UST data for the records selected on the UST Search Results page.

**Download USTS (All Records)**—This Excel spreadsheet will contain a listing of all the records of UST data displayed on the UST Search Results page.

## Search By Status Columns

Some columns are the same from screen to screen. Below is a listing of only the columns that are different from the General Search Columns.

**Policy Eff Date**— The reported expiration date of the policy or USR.

**Due Status**— The Due status for the USR which can be one of the following:

- Pre-delinquent – A Pre-delinquent USR is a USR that is less than 18 months past the end of the month in which the corresponding policy became effective.
- Expected – An Expected USR is a USR that is between 18 and 20 months past the end of the month in which the corresponding policy became effective.
- Delinquent – A Delinquent USR is a USR that has not been successfully submitted to the Bureau and is more than 20 months past the end of the month in which the corresponding policy became effective.
- Pre-delinquent & Rejected – This is a USR that has been rejected and is also Pre-delinquent.
- Expected & Rejected – This is a USR that has been rejected and is also Expected.
- Delinquent & Rejected – This is a USR that has been rejected and is also Delinquent.

**Due Date**— The date the USR is due to NCRB.

**Create USR**— If the USR has never been received there will be a Create hyperlink in this column and click this link to create a USR. If the USR does not have a Create hyperlink then the policy# for the USR will be the hyperlink that will navigate to the Rejected USR and from here the USR can be replaced by clicking the Replace button.

# Viewing USR Details

There are multiple ways to view the USR Details. When a policy hyperlink is clicked from the following screens the web application will navigate to the USR Details for the selected USR(s): General Search, Search by Claim, Current View Search, Search By Status, Search UST, Submission Details, My List and ManagePolicy USR link.

## USR Details

When a USR is accessed by clicking the policy hyperlink, the USR Detail page appears, providing access to all the details about the selected USR. All data is read-only.

The USR 1 of 1 label will display the number of USRs that have been selected to view. If only one USR was selected the label will read USR 1 of 1 but if more than one USR has been selected the label would display USR 1 of 10, for example. The arrow keys will navigate thru the different USRs.

**Note:** The Print button will Print the USR in stat card form.

## Header Tab

The Header tab will display the Link Data, Header, Name and Address information for the USR.

The screenshot displays the 'Manage Policy/USR' web application interface. At the top, there is a navigation bar with the North Carolina Rate Bureau logo and the title 'Manage Policy/USR'. Below this is a menu with options like 'POLICY', 'USR', 'BACK TO PORTAL', 'NCRB.ORG', 'SEARCH', 'CREATE USR', 'MY LIST', 'REPORTS', 'CREATE WCSTAT FILE', and 'HELP'. The main content area is titled 'View USR' and shows a 'Processed USR' summary with fields for Carrier ID, Policy No., Report No., Received Date, Submission ID, etc. Below the summary are several action buttons: '<< Back', 'Add to My List', 'Add to WCSTAT File', 'Correct', 'Replace', 'Modify', 'Save', 'Cancel', and 'Delete'. There are three tabs: 'Header', 'Exposure', and 'Loss Info'. The 'Header' tab is active, showing 'POLICY INFO' with fields for Carrier ID, Policy No., Report No., Exposure State, Risk ID Number, Insured's Name, and Address. Below this is the 'POLICY CONDITIONS' section with checkboxes for '3 yr. F/R Policy', 'Retro Policy', 'Multi State Policy', 'Canceled Mid-term', 'Interstate Policy', 'MCO Indicator', and 'Estimated Audit Code'. The 'POLICY TYPE ID' section includes fields for 'Type Of Coverage', 'Type Of Plan ID', 'Type Of Non Standard ID', 'Losses Subject To Deductible', 'Ded Amt Claim/Accident', 'Ded. Amt Aggregate', and 'Basis Of Deductible Calculation'.

At the top of the page is the USR Information, which displays Policy Key Data (Carrier, Policy Number, and Effective Date) and other details about the processed USR. The heading will display 'Processed USR' to distinguish between a Processed USR and a Web Unit.

**Note:** If the policy number is a hyperlink within the USR Details this will navigate to the Policy Details on the ManagePolicy side of the web application.

## Exposure Tab

The Exposure tab will display all the Exposures, by split indicator, which have been reported on the USR. The Exposures will only display for the first report and exposure and multiple corrections to the first report.

The Exposure Totals reported are displayed at the bottom of the screen.

**Note:** Modified Premium is not a reported total this is a field used only when Correcting, Modifying, Creating, and Replacing USRs. It is not applicable to Processed USRs.

The screenshot displays the 'Manage Policy/USR' application interface. At the top, there is a navigation bar with 'POLICY', 'USR', 'BACK TO PORTAL', and 'NCRB.ORG'. Below this is a secondary navigation bar with 'SEARCH', 'CREATE USR', 'MY LIST', 'REPORTS', 'CREATE WCSTAT FILE', and 'HELP'. The main content area is titled 'View USR' and shows details for a 'Processed USR' (USR 1 of 1). Key information includes Carrier ID: 12610, Report No.: 01, Received Date: 2/19/2005, Submission ID: 200502210001, Policy No.: 31FEUB254F335003, Corr. Seq. No.: 00, Accepted Date: 9/29/2005, Combo ID: 6010892, Policy Eff. Date: 7/1/2003, Correction Type: Accepted, and Coverage ID: 07988670. Below the details are buttons for '<< Back', 'Add to My List', 'Add to WCSTAT File', 'Correct', 'Replace', 'Modify', 'Save', 'Cancel', and 'Delete'. The 'Exposure' tab is selected, showing a table of exposures categorized by 'Split Indicator' (0 and 1). Each category includes 'Subject To Mod' and 'Non Standard' sections with data tables. At the bottom, the 'Exposure Totals' section shows input fields for Subject Premium (5065), Standard Exposure (884163), Standard Premium (5521), and Modified Premium (0), with a 'Calculate' button.

**Processed USR** USR 1 of 1 Print

Carrier ID: 12610 Report No.: 01 Received Date: 2/19/2005 Submission ID: 200502210001  
 Policy No.: [31FEUB254F335003](#) Corr. Seq. No.: 00 Accepted Date: 9/29/2005 Combo ID: 6010892  
 Policy Eff. Date: 7/1/2003 Correction Type: Accepted Edit Status: Accepted Coverage ID: 07988670

<< Back Add to My List Add to WCSTAT File Correct Replace Modify Save Cancel Delete

Header Exposure Loss Info

**Split Indicator**

0

**Subject To Mod**

Update Type	Mod Eff Date	Rate Eff Date	Exp Mod	Expo Act	Class	Exposure	Manual Rate	Premium Amt
R	7/1/2003	7/1/2003	1.090	01	8742	562133	0.600	3373
R	7/1/2003	7/1/2003	1.090	01	8810	101873	0.300	306
R	7/1/2003	7/1/2003	1.090	01	9807	0	0.000	70

**Not Subject To Mod**  
There are no records available.

**Non Standard**

Update Type	Mod Eff Date	Rate Eff Date	Exp Mod	Expo Act	Class	Exposure	Manual Rate	Premium Amt
R	7/1/2003	7/1/2003	0.000	01	0064	0	0.000	259
R	7/1/2003	7/1/2003	0.000	01	9740	0	0.000	265

1

**Subject To Mod**

Update Type	Mod Eff Date	Rate Eff Date	Exp Mod	Expo Act	Class	Exposure	Manual Rate	Premium Amt
R	7/1/2003	4/1/2004	1.090	01	8742	186380	0.640	1193
R	7/1/2003	4/1/2004	1.090	01	8810	33777	0.290	98
R	7/1/2003	4/1/2004	1.090	01	9807	0	0.000	25

**Not Subject To Mod**  
There are no records available.

**Non Standard**  
There are no records available.

**Exposure Totals**

Subject Premium: 5065 Standard Exposure: 884163 Standard Premium: 5521 Modified Premium: 0 Calculate

## Loss Info Tab

The Loss Info Tab displays all the claims reported for a USR and the elements applicable to the claim.

The complete Loss Totals for all claims are displayed at the bottom of the screen.

If no claims have been reported the following message will be displayed: "There are no losses to be displayed." This is per USR.

The screenshot shows the 'Manage Policy/USR' interface. At the top, there is a navigation bar with 'POLICY', 'USR', 'BACK TO PORTAL', and 'NCRB.ORG'. Below this is a search and utility bar with 'SEARCH', 'CREATE USR', 'MY LIST', 'REPORTS', 'CREATE WCSTAT FILE', and 'HELP'. The main content area is titled 'View USR' and shows 'Processed USR' with details for 'USR 1 of 1'. Key information includes Carrier ID (12610), Report No. (01), Received Date (2/5/2015), Submission ID (201502050005), Policy No. (31FJUB1196R33313), Corr. Seq. No. (00), Accepted Date (2/5/2015), Combo ID (6010892), Policy Eff. Date (7/1/2013), Correction Type, Edit Status (Accepted With Warning), and Coverage ID (20114150). Below this are buttons for '<< Back', 'Add to My List', 'Add to WCSTAT File', 'Correct', 'Replace', 'Modify', 'Save', 'Cancel', and 'Delete'. The 'Loss Info' tab is active, showing a table of claims with columns for Update Type, Claim Number, Accident Date, No Of Claims, Incurred Indemnity, Incurred Medical, Class, Type Of Injury, and Claim Status. The table contains five rows of claim data. Below the table are input fields for 'Update Type\*', 'Claim Number\*', 'Accident Date\*', 'No. of Claims', 'Inc. Indemnity', 'Incurred Medical', 'Class\*', 'Type of Injury', and 'Claim Status\*'. The 'LOSS CONDITIONS' section includes fields for 'Loss Act\*', 'Loss Type\*', 'Recovery\*', 'Claim Type\*', 'Settlement\*', 'Jurisdiction State', 'Catastrophe Code', 'MCO Type\*', 'Injury Part\*', 'Injury Nature\*', 'Injury Cause\*', 'Occu. Description', 'Voc. Reh. Ind.\*', 'Lump Sum\*', 'Fraud Indicator\*', 'Paid Indemnity', 'Paid Medical', 'Claimant Att. Fees', 'Emp. Attor. Fees', 'ALAE Paid', and 'ALAE Incurred'. At the bottom, the 'LOSS TOTALS' section displays summary statistics for 'No Of Claims\*', 'Incurred Indemnity\*', 'Incurred Medical\*', 'Paid Indemnity\*', 'Paid Medical\*', 'Claim Attor. Fees\*', 'Emp. Attor. Fees\*', 'ALAE Paid\*', and 'ALAE Incurred\*', along with 'Add Loss', 'Update Loss', and 'Clear' buttons.

Update Type	Claim Number	Accident Date	No Of Claims	Incurred Indemnity	Incurred Medical	Class	Type Of Injury	Claim Status
R	E0E5002	3/24/2014	1	0	255	8742	06	1
R	E0Z1141	6/11/2014	1	0	188	8742	06	1
R	EXT7851	7/22/2013	1	0	689	5191	06	1
R	EVR3816	9/16/2013	1	0	133	5191	06	1
R	EZH4616	1/6/2014	1	0	144	5191	06	1

The Claim Number and Accident Date fields in the middle of the screen are there to allow filtering on the Loss Info Tab.

Enter either the claim number or accident date and click the Filter button and this would bring back all claims with these criteria.

Click the Reset button to clear the fields and this will show all claims and the claim box will no longer be filtered by the entered criteria.

## Current View USR Details

When viewing a Current View USR a warning is displayed on the screen. "You are viewing a Current View USR."

## Current View Header

There are no differences in the Current View Header screen and the Processed USR Header screen.

**Manage Policy/USR**

POLICY USR BACK TO PORTAL NCRB.ORG

SEARCH CREATE USR MY LIST REPORTS CREATE WCSTAT FILE HELP

View USR

Processed USR USR 1 of 1 Print

Carrier ID: 12610 Report No.: Received Date: Submission ID:  
 Policy No.: EC2OUB8275B48412 Corr. Seq. No.: Accepted Date: Combo ID: 8388598  
 Policy Eff. Date: 10/1/2012 Correction Type: Edit Status: Coverage ID: 08275340

**Warning:** You are viewing a Current View USR.

Buttons: << Back, Add to My List, Add to WCSTAT File, Correc, Replace, Modify, Save, Cancel, Delete

Header Exposure Loss Info

**POLICY INFO**

Carrier ID \* 12610 Policy No. \* EC2OUB8275B48412 Policy Eff. Date \* 10/01/2012 Policy Exp. Date \* 10/01/2013  
 Report No. \* Corr. Seq. No. \* Correction Type  
 Exposure State 32 State Eff. Date  
 Risk ID Number 910000000 Replacement Ind  
 Insured's Name \* L B & B ASSOCIATES INC  
 Address 9891 BROKEN LAND PARKW COLUMBIA MD

**POLICY CONDITIONS**

3 yr. F/R Policy  Multi State Policy  Interstate Policy  Estimated Audit Code \* N  
 Retro Policy  Canceled Mid-term  MCO Indicator

**POLICY TYPE ID**

Type Of Coverage 01 Type Of Plan ID 01 Type Of Non Standard ID \* 01  
 Losses Subject To Deductible 03 Ded Amt Claim/Accident 150000 Ded. Amt Aggregate 0  
 Basis Of Deductible Calculation 02

## Current View Exposures

The difference between viewing a processed USR and a Current View USR is the last column on the Exposure tab. This column is labeled Rpt/Corr.

The Rpt/Corr column indicates in which report level and which correction the line of data was reported.

The Exposure Totals are the Totals reported on the last report level or last correction to a report level.

**Manage Policy/USR**

POLICY USR BACK TO PORTAL NCRB.ORG

SEARCH CREATE USR MY LIST REPORTS CREATE WCSTAT FILE HELP

View USR

Processed USR USR 1 of 1 Print

Carrier ID: 12610 Report No.: Received Date: Submission ID:  
 Policy No.: EC2OUB8275B48412 Corr. Seq. No.: Accepted Date: Combo ID: 8388598  
 Policy Eff. Date: 10/1/2012 Correction Type: Edit Status: Coverage ID: 08275340

**You are viewing a Current View USR.**

[Back](#) [Add to My List](#) [Add to WCSTAT File](#) [Correct](#) [Replace](#) [Modify](#) [Save](#) [Cancel](#) [Delete](#)

Header Exposure Loss Info

Split Indicator  
-

Subject To Mod										
Update Type	Mod Eff Date	Rate Eff Date	Exp Mod	Expo Act	Class	Exposure	Manual Rate	Premium Amt	Rpt/Corr	
R	10/1/2012	10/1/2012	0.730	01	0930	0	0.000	1531	01-00	
R	10/1/2012	10/1/2012	0.730	01	7390	1437549	5.230	75184	01-00	
R	10/1/2012	10/1/2012	0.730	01	8810	599638	0.230	1379	01-00	
R	10/1/2012	10/1/2012	0.730	01	9812	0	0.000	2144	01-00	

Not Subject To Mod										
Update Type	Mod Eff Date	Rate Eff Date	Exp Mod	Expo Act	Class	Exposure	Manual Rate	Premium Amt	Rpt/Corr	
R	10/1/2012	10/1/2012	0.000	01	9663	0	0.000	40281	01-00	

Non Standard										
Update Type	Mod Eff Date	Rate Eff Date	Exp Mod	Expo Act	Class	Exposure	Manual Rate	Premium Amt	Rpt/Corr	
R	10/1/2012	10/1/2012	0.000	01	9740	0	0.000	204	01-00	

**Exposure Totals**

Subject Premium  Standard Exposure  Standard Premium  Modified Premium  [Calculate](#)

## Current View Loss Info

The difference between viewing a processed USR and a Current View USR is the last column on the Exposure tab. This column is labeled Rpt/Corr.

The Rpt/Corr column indicates in which report level and which correction the line of data was reported.

The Loss Totals are the Totals reported on the last report level or last correction to a report level.

The screenshot displays the 'Manage Policy/USR' interface. At the top, there is a navigation bar with 'POLICY', 'USR', 'BACK TO PORTAL', and 'NCRB.ORG'. Below this is a search and action bar with 'SEARCH', 'CREATE USR', 'MY LIST', 'REPORTS', 'CREATE WCSTAT FILE', and 'HELP'. The main content area is titled 'View USR' and shows 'Processed USR' information for 'USR 1 of 1'. Key details include Carrier ID (12610), Policy No. (EC2OUB8275B48412), Policy Eff. Date (10/1/2012), Report No., Cor. Seq. No., Correction Type, Received Date, Accepted Date, Edit Status, Submission ID, Combo ID (8388598), and Coverage ID (08275340).

A warning icon indicates 'You are viewing a Current View USR.' Below this are buttons for '<< Back', 'Add to My List', 'Add to WCSTAT File', 'Correct', 'Replace', 'Modify', 'Save', 'Cancel', and 'Delete'. The interface has tabs for 'Header', 'Exposure', and 'Loss Info', with 'Exposure' currently selected.

The 'Exposure' tab contains a table with columns: Update Type, Claim Number, Accident Date, No Of Claims, Incurred Indemnity, Incurred Medical, Class, Type Of Injury, Claim Status, and Rpt/Corr. The table lists four claims:

Update Type	Claim Number	Accident Date	No Of Claims	Incurred Indemnity	Incurred Medical	Class	Type Of Injury	Claim Status	Rpt/Corr
<input type="radio"/> R	EUZ8055	10/9/2012	1	12371	19848	7390	09	1	01-00
<input type="radio"/> R	EXT9041	7/17/2013	1	17248	8988	7390	09	0	02-00
<input type="radio"/> R	EXT9877	8/7/2013	1	0	256	7390	06	1	01-00
<input type="radio"/> R	EVR0202	8/8/2013	1	491	449	7390	05	1	01-00

Below the table are input fields for 'Update Type\*', 'Claim Number\*', 'Accident Date\*', 'No. of Claims', and 'Inc. Indemnity'. There are also fields for 'Incurred Medical', 'Class\*', 'Type of Injury', and 'Claim Status\*'. A section titled 'LOSS CONDITIONS' contains various fields like 'Loss Act\*', 'Loss Type\*', 'Recovery\*', 'Claim Type\*', 'Settlement\*', 'Jurisdiction State', 'Catastrophe Code', 'MCO Type\*', 'Injury Part\*', 'Injury Nature\*', 'Injury Cause\*', 'Occu. Description', 'Voc. Reh. Ind.\*', 'Lump Sum\*', 'Fraud Indicator\*', 'Paid Indemnity', 'Paid Medical', 'Claimant Att. Fees', 'Emp. Attor. Fees', 'ALAE Paid', and 'ALAE Incurred'. At the bottom, there is a 'LOSS TOTALS' section with summary fields: 'No Of Claims\*' (4), 'Incurred Indemnity\*' (30110), 'Incurred Medical\*' (29541), 'Paid Indemnity\*' (18109), 'Paid Medical\*' (26322), 'Claim Attor. Fees\*' (0), 'Emp. Attor. Fees\*' (0), 'ALAE Paid\*' (16140), and 'ALAE Incurred\*' (0). Buttons for 'Add Loss', 'Update Loss', 'Clear', and 'Calculate' are also present.

# Print USR

The Print USR feature will allow the USR to be printed in a unit statistical card format.

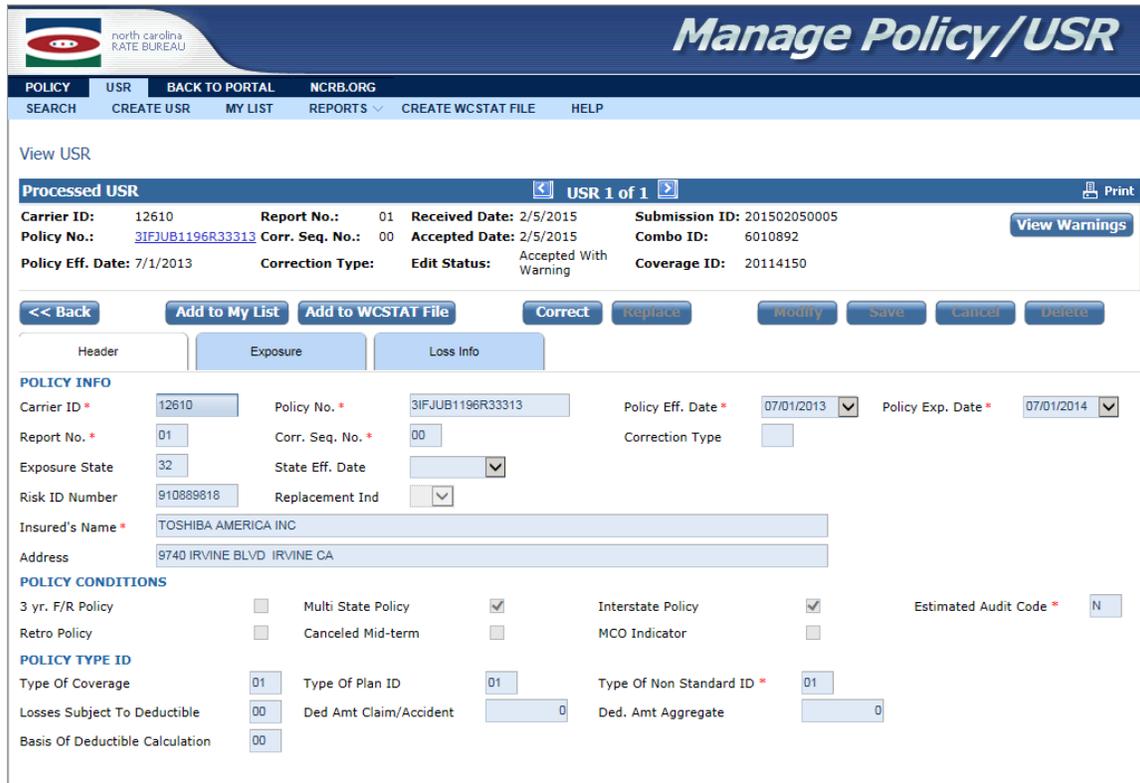
The Print USR icon is located in the top right hand corner of a USR. This is viewable within the USR Details.

Once the Print USR icon is selected the USR will be brought up in a separate window which will allow the user to print the report from this view or Export and Download. The pop up will contain a row of data at the top which displays how many screens are displayed as well as the format the report can be exported. If the user does not want to export, the print button allows the printing from the popup.



## View USR Warnings

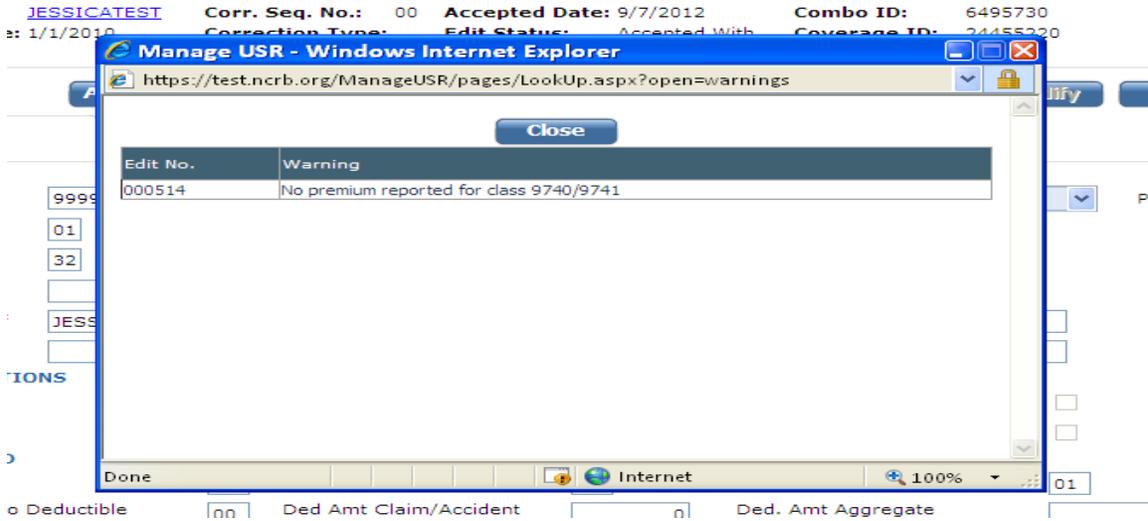
USRs with an Edit Status of Accepted with Warnings will display a button labeled “View Warnings” within the USR Details. This will allow a user to view the warnings that were generated from the editing of this USR.



The edit status is located in the middle column of the Header information.

The View Warnings button is located in the Header information on the right hand side of the screen.

This button will open up a separate popup.



## Print USR Reject Report

USRs with an Edit Status of Rejected will display a button labeled “Print Reject Report” within the USR Details. This will allow a user to view and print all errors that were generated from the editing of this USR.

Manage Policy/USR

POLICY USR BACK TO PORTAL NCRB.ORG

SEARCH CREATE USR MY LIST REPORTS CREATE WCSTAT FILE HELP

View USR

**Processed USR** USR 1 of 1 Print

Carrier ID: 12610	Report No.: 01	Received Date: 1/27/2009	Submission ID: 200901270001	<a href="#">Print Reject Report</a>
Policy No.: HACRUB2015L56607	Corr. Seq. No.: 00	Accepted Date:	Combo ID:	<a href="#">Download Reject Report</a>
Policy Eff. Date: 5/1/2007	Correction Type:	Edit Status: Rejected	Coverage ID:	

<< Back
Add to My List
Add to WCSTAT File
Correct
Replace
Modify
Save
Cancel
Delete

Header	Exposure	Loss Info
<b>POLICY INFO</b>		
Carrier ID * <input type="text" value="12610"/>	Policy No. * <input type="text" value="HACRUB2015L56607"/>	Policy Eff. Date * <input type="text" value="05/01/2007"/>
Report No. * <input type="text" value="01"/>	Corr. Seq. No. * <input type="text" value="00"/>	Policy Exp. Date * <input type="text" value="05/01/2008"/>
Exposure State <input type="text" value="32"/>	State Eff. Date <input type="text"/>	Correction Type <input type="text"/>
Risk ID Number <input type="text" value="911906376"/>	Replacement Ind <input type="text"/>	
Insured's Name * <input type="text" value="CYNERGY DATA, LLC"/>		
Address <input type="text" value="109-15 14TH AVE., SUIT COLLEGE POINT NY"/>		
<b>POLICY CONDITIONS</b>		
3 yr. F/R Policy <input type="checkbox"/>	Multi State Policy <input checked="" type="checkbox"/>	Interstate Policy <input checked="" type="checkbox"/>
Retro Policy <input type="checkbox"/>	Canceled Mid-term <input type="checkbox"/>	MCO Indicator <input type="checkbox"/>
Estimated Audit Code * <input type="text" value="N"/>		
<b>POLICY TYPE ID</b>		
Type Of Coverage <input type="text" value="01"/>	Type Of Plan ID <input type="text" value="01"/>	Type Of Non Standard ID * <input type="text" value="01"/>
Losses Subject To Deductible <input type="text" value="00"/>	Ded Amt Claim/Accident <input type="text" value="0"/>	Ded. Amt Aggregate <input type="text" value="0"/>
Basis Of Deductible Calculation <input type="text" value="00"/>		

The edit status is located in the middle column of the Header information.

The Print Reject Report button is located in the Header information on the right hand side of the screen.

The Reject Report will be brought up in a separate window which will allow the user to print the report from this view or Export and Download. The pop up will contain a row of data at the top which displays how many screens are displayed as well as the format the report can be exported. If the user does not want to export, the print button allows a user to print from the popup.

**North Carolina Rate Bureau  
Unit Statistical Error Report - Rejected USRs  
NCRB TEST CARRIER 2 (99996)**

The following USRs have not been processed into our database due to the severity of the errors. The status of the USR is the same as unreported. Please submit the required replacement or correction report.

Submission	Carrier ID	Policy Number	Insured Name	Effective Date	Rpt No.	Corr No.	Claim Number or Exposure Date/Class	Edit No.	Severity	Error Message
201207230008	99996	MUSRTEST4A	JST POLICY	05/01/2010	01	00	20100701 - 0063	000048	2	Exposure amount must be zero for statistical codes.
201207230008	99996	MUSRTEST4A	JST POLICY	05/01/2010	01	00	20100701 - 9664	000048	2	Exposure amount must be zero for statistical codes.
201207230008	99996	MUSRTEST4A	JST POLICY	05/01/2010	01	00	20100701 - 9887	000048	2	Exposure amount must be zero for statistical codes.
201207230008	99996	MUSRTEST4A	JST POLICY	05/01/2010	01	00	20100701 - 0063	000051	2	Exposure Amount must be zero for this Class Code.
201207230008	99996	MUSRTEST4A	JST POLICY	05/01/2010	01	00	20100701 - 9664	000051	2	Exposure Amount must be zero for this Class Code.
201207230008	99996	MUSRTEST4A	JST POLICY	05/01/2010	01	00	20100701 - 9887	000051	2	Exposure Amount must be zero for this Class Code.
201207230008	99996	MUSRTEST4A	JST POLICY	05/01/2010	01	00		000514	1	No premium reported for class 9740/9741

## Download USR Reject Report

USRs with an Edit Status of Rejected will display a button labeled “Download Reject Report” within the USR Details. This will allow a user to download the reject report for the errors that were generated from the editing of this USR.

**Manage Policy/USR**

POLICY USR BACK TO PORTAL NCRB.ORG

SEARCH CREATE USR MY LIST REPORTS CREATE WCSTAT FILE HELP

View USR

Processed USR USR 1 of 1 Print

Carrier ID: 12610 Report No.: 01 Received Date: 1/27/2009 Submission ID: 200901270001  
 Policy No.: HACRUB2015L56607 Corr. Seq. No.: 00 Accepted Date: Combo ID:  
 Policy Eff. Date: 5/1/2007 Correction Type: Edit Status: Rejected Coverage ID:

Print Reject Report  
Download Reject Report

<< Back Add to My List Add to WCSTAT File Correct Replace Modify Save Cancel Delete

Header Exposure Loss Info

**POLICY INFO**

Carrier ID \* 12610 Policy No. \* HACRUB2015L56607 Policy Eff. Date \* 05/01/2007 Policy Exp. Date \* 05/01/2008  
 Report No. \* 01 Corr. Seq. No. \* 00 Correction Type  
 Exposure State 32 State Eff. Date  
 Risk ID Number 911906376 Replacement Ind  
 Insured's Name \* CYNERGY DATA, LLC  
 Address 109-15 14TH AVE., SUIT COLLEGE POINT NY

**POLICY CONDITIONS**

3 yr. F/R Policy  Multi State Policy  Interstate Policy  Estimated Audit Code \* N  
 Retro Policy  Canceled Mid-term  MCO Indicator

**POLICY TYPE ID**

Type Of Coverage 01 Type Of Plan ID 01 Type Of Non Standard ID \* 01  
 Losses Subject To Deductible 00 Ded Amt Claim/Accident 0 Ded. Amt Aggregate 0  
 Basis Of Deductible Calculation 00

The edit status is located in the middle column of the Header information.

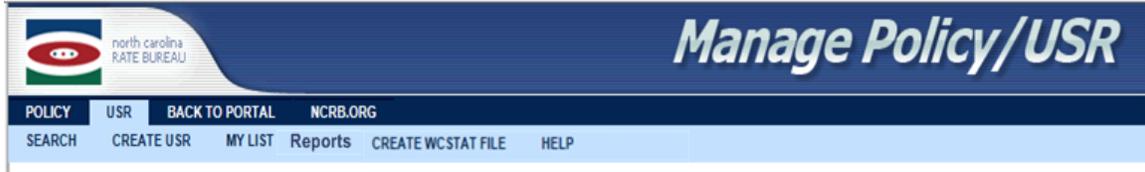
The Download Reject Report button is located in the Header information on the right hand side of the screen under the Print Reject Report button.

This report will be shown in Excel format.

Submission	Carrier ID	Policy Number	Insured Name	Effective Date	Rpt No.	Corr No.	Claim Number or Exposure Date/Class	Edit No.	Severity	Error Message
201207230008	99996	MUSRTEST4A	JST POLICY	05/01/2010	01	00	20100701 - 0063	000048	2	Exposure amount must be zero for statistical codes.
201207230008	99996	MUSRTEST4A	JST POLICY	05/01/2010	01	00	20100701 - 9664	000048	2	Exposure amount must be zero for statistical codes.
201207230008	99996	MUSRTEST4A	JST POLICY	05/01/2010	01	00	20100701 - 9887	000048	2	Exposure amount must be zero for statistical codes.
201207230008	99996	MUSRTEST4A	JST POLICY	05/01/2010	01	00	20100701 - 0063	000051	2	Exposure Amount must be zero for this Class Code.
201207230008	99996	MUSRTEST4A	JST POLICY	05/01/2010	01	00	20100701 - 9664	000051	2	Exposure Amount must be zero for this Class Code.
201207230008	99996	MUSRTEST4A	JST POLICY	05/01/2010	01	00	20100701 - 9887	000051	2	Exposure Amount must be zero for this Class Code.
201207230008	99996	MUSRTEST4A	JST POLICY	05/01/2010	01	00		000514	1	No premium reported for class 9740/9741

## Viewing USR Fines Detail Report

For users with access to view the Fines report, a Reports menu item will be available to open the USR Fines Detail Report criteria page. From here users will be able to run a detail report.



The header features the North Carolina Rate Bureau logo on the left and the title "Manage Policy/USR" in a large, stylized font on the right. Below the title is a dark blue navigation bar with the following items: POLICY, USR, BACK TO PORTAL, and NCRB.ORG. A light blue secondary navigation bar contains the following items: SEARCH, CREATE USR, MY LIST, Reports, CREATE WCSTAT FILE, and HELP.

**USR Fines Detail Report**

Select a company, month and year.

All Carriers  
 DEF Carrier  
 ABC Carrier  
 HIG Carrier

Month\*   
 Year\*

**USR Fines Detail Report**

Coverage ID	Insured Name	Policy Number	Effective Date	RPT No.	CORR No.	USR Status	Fine ID	Reference Date	Fine Amount
23744145	ABC Insured	WC101010101	12/31/01	01	01	Delinquent	7211010	12/31/01	\$50
0101010010	DFE Insured	WCD10101101	12/31/03	01	02	Rejected	7311101	12/31/02	\$50

Total: \$100.00

The user must select at least one of the carriers listed in the company box. The Month dropdown field defaults to the previous calendar month and the Year field defaults to the current year with the exception of January of a given year. If the current date is in January, the Month will default to December and the Year will default to the prior year.

When a user clicks the Search button, the report will run placing the results on the screen as seen above. When the Print button is clicked, the results of the search generate a printable report that can be exported to various formats including Excel, PDF, etc. The Clear All button removes all the criteria in the Search fields..

# Create USR

ManageUSR allows users with appropriate privileges to create USRs. Users can create USRs and create a WCSTAT file from the USRs. Only direct reporting carriers to NCRB are allowed to submit the created USRs to NCRB via the ManageUSR web application for processing.

**Note:** Users must have edit access to Create USRs.

The screenshot displays the 'Manage Policy/USR' web application interface. At the top, there is a navigation bar with the NCRB logo and the text 'Manage Policy/USR'. Below this is a menu bar with options like 'POLICY', 'USR', 'BACK TO PORTAL', 'NCRB.ORG', 'SEARCH', 'CREATE USR', 'MY LIST', 'REPORTS', 'CREATE WCSTAT FILE', and 'HELP'. The main content area is titled 'New USR' and contains a form for creating a new USR. The form is divided into several sections: 'POLICY INFO', 'POLICY CONDITIONS', and 'POLICY TYPE ID'. Each section contains various input fields, some of which are marked with a red asterisk to indicate they are required. The 'POLICY INFO' section includes fields for Carrier ID, Policy No., Report No., Policy Eff. Date, Policy Exp. Date, Exposure State, Risk ID Number, Insured's Name, and Address. The 'POLICY CONDITIONS' section includes checkboxes for 3 yr. F/R Policy, Retro Policy, Multi State Policy, Canceled Mid-term, Interstate Policy, MCO Indicator, and Estimated Audit Code. The 'POLICY TYPE ID' section includes dropdown menus for Type Of Coverage, Type Of Plan ID, Type Of Non Standard ID, Losses Subject To Deductible, Ded. Amt Claim/Accident, Basis Of Deductible Calculation, and Ded. Amt Aggregate.

To create a USR click the Create USR menu. This will open a blank New USR to be created. All fields with a red asterisk are required.

## Header Tab

The New USR opens up with the Header Tab. Once the Header information is complete, click the Exposure Tab to be taken to the Exposure screen. If Losses are applicable after the Exposure has been entered then click the Loss Info Tab to be taken to that screen.

Fill out the appropriate information as it pertains to the USR.

## Policy Info Fields

The carrier id is a dropdown with the NCCI carrier ids that are associated with the users web account.

The policy number, Insured Name, Address, and Risk ID Number are all fields that require entry.

If a USR is created from a Delinquent USR the following fields are prefilled: Carrier ID, Policy number, Policy effective date, policy expiration date, Name of Insured, Type of Coverage, Type of Plan ID, and Non-Standard ID.

The policy effective date, policy expiration date, and state effective date are either enterable or the date can be picked from the calendar date picker.

The report no. field is a dropdown to the available report number amounts, 1-10.

The Correction Type is a dropdown that displays the applicable correction types of NCRB. The Correction Type is only required on correction reports.

- E – Exposure Record Correction (First Reports Only)
- H – Header Record Correction (Including Link Data) (First Reports Only)
- L – Loss Record Correction
- M – Correction to Multiple Record Types

The Replacement Indicator field is only applicable to Replacement USRs.

The Exposure State field is not editable and this will always display 32 for NC.

## Policy Conditions

The following fields are selected by checking the box to indicate Yes (Y). If the box is left blank then this is an indication that this field is No (N) and does not apply to the USR.

- 3 year F/R (fixed-rate) Policy
- Multi-state Policy
- Interstate Policy
- Retro (retrospective rated) Policy
- Canceled Mid Term
- MCO Indicator

The Estimated Audit Code is a dropdown which displays the applicable codes to NC.

- Y for Yes Estimated Audit
- N for No Estimated Audit
- U for Uncooperative with Audit

## Policy Type ID

The following fields in this section are dropdowns with the applicable fields for NC:

- Type of Coverage
- Type of Plan ID
- Type of Non Standard ID

Losses Subject To Deductible  
Basis of Deductible Calculation

Deductible Amount Claim/Accident and Deductible Amount Aggregate are fields that allow entry.

## Exposure Tab

The Exposure tab allows users to enter the Exposure by split applicable to the USR.

To Begin click the Add Split button and this will add the first split with the '0' split indicator. If there are multiple splits then clicking the Add Split button will continue to Add Splits in consecutive order 0, 1, 2, and so on.

The screenshot displays the 'Manage Policy/USR' web application interface. At the top, there is a header with the North Carolina Rate Bureau logo and the title 'Manage Policy/USR'. Below the header is a navigation menu with options like 'POLICY', 'USR', 'BACK TO PORTAL', and 'NCRB.ORG'. A secondary menu includes 'SEARCH', 'CREATE USR', 'MY LIST', 'REPORTS', 'CREATE WCSTAT FILE', and 'HELP'. The main content area is titled 'New USR' and contains a form with the following fields: 'Carrier ID: 12610', 'Policy No.: ETZ11102', 'Policy Eff. Date: 8/28/2014', 'Report No.: 01', 'Corr. Seq. No.: 00', and 'Correction Type:'. Below these fields are several action buttons: '<< Back', 'Add to My List', 'Add to WCSTAT File', 'Correct', 'Replace', 'Modify', 'Save', 'Cancel', and 'Delete'. The 'Exposure' tab is selected, showing a 'Split Indicator' input field with the value '0' and an 'Add Split' button. At the bottom, the 'Exposure Totals' section includes input fields for 'Subject Premium', 'Standard Exposure', 'Standard Premium', and 'Modified Premium', along with a 'Calculate' button.

The split will be indicated by the number in the top left hand corner of the Exposure information.

The only selection on Create USR for the Update Type is R for Revised.

The Mod Eff Date and Rate Eff Date can be entered or chosen from the calendar date picker.

The Exp Mod, Class, Exposure, Manual Rate and Premium Amt are enterable fields. This system has edits in place per class code and if the class code does not allow one of these fields an edit will occur.

The Expo Act is a drop down will the applicable codes available for NC.

The Premium Amount per line must be within \$5 dollars of what the system calculates or an edit will appear and it will indicate that the system has calculated the expected premium amount and the amount must be within \$5 dollars of this calculated amount.

Once the row of data is complete click the Add Expo button to save the exposure information.

The row of data will be read only now. To Edit the row click the Edit link and this will make the fields editable. To save the changes click the Save link or changes will not be saved.

To Delete a row of data click the Delete link.

**Manage Policy/USR**

POLICY USR BACK TO PORTAL NCRB.ORG

SEARCH CREATE USR MY LIST REPORTS CREATE WCSTAT FILE HELP

New USR

Carrier ID: 12610 Report No.: 01  
 Policy No.: ETZ11102 Corr. Seq. No.: 00  
 Policy Eff. Date: 8/28/2014 Correction Type:

<< Back Add to My List Add to WCSTAT File Correct Replace Modify Save Cancel Delete

Header Exposure Loss Info

Split Indicator  
 - 0 Edit Delete

**Subject To Mod**

Update Type	Mod Eff Date	Rate Eff Date	Exp Mod	Expo Act	Class	Exposure	Manual Rate	Premium Amt	
R	6/1/2015	6/1/2015	1.000	01	8810	15123	0.440	67	Edit Delete
R	6/1/2015	6/1/2015	1.000	01	5474	15233	11.450	1744	Edit Delete
			0.00						Add Expo Clear Expo

**Not Subject To Mod**

Update Type	Mod Eff Date	Rate Eff Date	Exp Mod	Expo Act	Class	Exposure	Manual Rate	Premium Amt	
									Add Expo Clear Expo

**Non Standard**

Update Type	Mod Eff Date	Rate Eff Date	Exp Mod	Expo Act	Class	Exposure	Manual Rate	Premium Amt	
									Add Expo Clear Expo

1 Add Split

**Exposure Totals**

Subject Premium Standard Exposure Standard Premium Modified Premium Calculate

### Add/Edit/Delete Split

To Add a split click the Add Split button located at the bottom of the screen to add an additional split.

1 Add Split

To Edit a split click the Edit link within the split. This will be in the right hand corner across from the Split Indicator.

To Delete a split click the Edit link within the split. This will be in the right hand corner across from the Split Indicator.

Split Indicator  
 - 0 Edit Delete

### Exposure Totals

The Exposure Totals are located at the bottom of the Exposure screen and once all Exposures have been entered and saved then click the Calculate button to calculate the exposure totals.

These can also be entered. There will be an edit if the entered values do not match what the system is calculating but this can be ignored.

**Exposure Totals**

Subject Premium  Standard Exposure  Standard Premium  Modified Premium

If there are no Losses then click Save at the top of the screen and this will either save the USR or produce edits that will need to be fixed. If there are Losses click the Loss Info Tab to navigate to the Loss screen to enter information.

Once all edits are fixed and the USR is saved a message will display and the USR will now be in an Unsubmitted status. This status will be shown in the Header of the USR.



## No Policy Exist

NCRB must have a policy in order for the USR to be accepted. If no policy exists for the created USR, the following message will be displayed: **\*\*NCRB has not received the policy**  
The policy number will also be in red and have an asterisk.

**Unsubmitted USR**

Carrier ID:	99996	Report No.:	01
Policy No.:	bogususr*	Corr. Seq. No.:	00
Policy Eff. Date:	1/1/2010	Correction Type:	

\* NCRB has not received the policy  
\*\* You are currently viewing an unsubmitted unit. After completing your changes, click Save to validate and upon successful validation click Add to WCSTAT File.

 WARNING: NCRB does not have this policy on file. Please verify this policy has been submitted to NCRB before submitting this USR or this USR will be rejected.

## Loss Info Tab

The Loss Info tab allows entry of the Losses applicable to the USR.

The Update Type is a dropdown. If this is a first report then the only option will be R (Revised). If this is a subsequent report then the options will be P (Previous) or R (Revised).

Claim Number, Inc Indemnity, Incurred Medical, Class, Catastrophe Code, Occu. Description, Paid Indemnity, Paid Medical, Claimant Att Fees, Emp Attor. Fees, ALAE Paid, and ALAE Incurred are all enterable fields.

The Accident Date can be entered manually or a date can be chosen with the calendar date picker.

The No. of claims defaults to 1 as NCRB does not accept group claims.

The Type of Injury, Claim Status, Loss Act, Loss Type, Recovery, Claim Type, Settlement, MCO Type, Injury part, Injury Nature, Injury Cause, Voc Reh Ind, Lump Sum, Fraud Indicator are all dropdowns with the applicable codes available for NC.

The Jurisdiction State is defaulted to 32 for NC.

Once all data is entered click Add Loss. If there are errors then a popup will appear indicating the errors and what needs to be fixed. If there are no errors then the claim will be saved and will appear at the top of the screen.

Unsubmitted USR
USR 2 of 4 Print

Carrier ID: 99996 Report No.: 01  
 Policy No.: MUSRTEST6A Corr. Seq. No.: 02  
 Policy Eff. Date: 3/13/2009 Correction Type: L

\*\* You are currently viewing an unsubmitted unit. After completing your changes, click Save to validate and upon successful validation click Add to WCSTAT File.

<< Back
Add to My List
Add to WCSTAT File
Correct
Replace
Modify
Save
Cancel
Delete

Header	Exposure	Loss Info
Update Type	Claim Number	Accident Date
P	1231	5/13/2009
R	1231	5/13/2009
P	123A	6/13/2009
R	123A	6/13/2009

Update Type*	R	Claim Number*	1231	Accident Date*	5/13/2009	No. of Claims	1	Inc. Indemnity	2116
Incurred Medical	1213	Class*	8810	Type of Injury	05	Claim Status*	0		

**LOSS CONDITIONS**

Loss Act*	01	Loss Type*	01	Recovery*	01	Claim Type*	01	Settlement*	00
Jurisdiction State	32	Catastrophe Code	00	MCO Type*	00	Injury Part*	37	Injury Nature*	49
Injury Cause*	19	Occu. Description		Voc. Reh. Ind.*	N	Lump Sum*	N		
Fraud Indicator*	00			Paid Indemnity	512	Paid Medical	500		
Claimant Att. Fees	0	Emp. Attor. Fees	0	ALAE Paid	0	ALAE Incurred	0		

Add Loss Update Loss Clear

**LOSS TOTALS**

No Of Claims*	0	Incurred Indemnity*	91662	Incurred Medical*	6839	Paid Indemnity*	10028	Paid Medical*	1062
Claim Attor. Fees*	0	Emp. Attor. Fees*	0	ALAE Paid*	0	ALAE Incurred*	0		

Calculate

To edit a claim select the radial button next to the row. This is displayed next to the Update Type on the row of claim information. This will bring the information into the fields at the bottom of the screen. When editing a claim that has already been saved click 'Update Loss' button.

To delete a claim click the Delete hyperlink located at the end of the row of the claim information.

Once all claim information has been entered the Loss Totals must be entered or calculated. Enter the values in each field or click the Calculate button to have the system generate the Loss Totals based on the claim information provided. This should match the information the carrier has for the USRs.

## Modify USR

Modify is only available for USRs that have been created on the ManageUSR web application and have a web status of Unsubmitted. Once a USR has been saved it is in read-only mode unless the Modify button is selected. This will place the USR in modify mode and any of the data can be changed.

To Cancel out of Modify mode without making changes click the Cancel button.

To Save changes click the Save button.

### In read only mode

View USR

Unsubmitted USR USR 1 of 1 Print

Carrier ID: 10227 Report No.: 01  
Policy No.: 4569asd\* Corr. Seq. No.: 01  
Policy Eff. Date: 1/1/2014 Correction Type: H  
\* NCRB has not received the policy  
\*\* You are currently viewing an unsubmitted unit. After completing your changes, click Save to validate and upon successful validation click Add to WCSTAT File.

<< Back Add to My List Add to WCSTAT File Correct Replace Modify Save Cancel Delete

Header Exposure Loss Info

**POLICY INFO**

Carrier ID *	10227	Policy No. *	4569asd	Policy Eff. Date *	01/01/2014	Policy Exp. Date *	01/01/2015
Report No. *	01	Corr. Seq. No. *	01	Correction Type	H		
Exposure State	32	State Eff. Date					
Risk ID Number		Replacement Ind					

### In Modify mode

The screenshot shows the 'Manage Policy/USR' web application interface. At the top, there is a navigation bar with 'POLICY' and 'USR' tabs, and a 'Manage Policy/USR' title. Below the navigation bar, there are several buttons: '<< Back', 'Add to My List', 'Add to WCSTAT File', 'Correct', 'Replace', 'Modify', 'Save', 'Cancel', and 'Delete'. The main form is titled 'Modify USR' and contains the following fields:

- Carrier ID:** 27405
- Policy No.:** 123456
- Report No.:** 01
- Policy Eff. Date:** 8/1/2014
- Corr. Seq. No.:** 00
- Correction Type:** (dropdown menu)

The form is divided into three tabs: 'Header', 'Exposure', and 'Loss Info'. The 'POLICY INFO' section includes fields for Carrier ID, Policy No., Report No., Policy Eff. Date, Policy Exp. Date, Exposure State, State Eff. Date, Risk ID Number, Replacement Ind, and Insured's Name. The 'POLICY CONDITIONS' section includes checkboxes for 3 yr. F/R Policy, Multi State Policy, Interstate Policy, Retro Policy, Canceled Mid-term, MCO Indicator, and Estimated Audit Code. The 'POLICY TYPE ID' section includes fields for Type Of Coverage, Type Of Plan ID, Type Of Non Standard ID, Losses Subject To Deductible, Ded Amt Claim/Accident, Ded. Amt Aggregate, and Basis Of Deductible Calculation.

At the bottom right of the form, it says 'Last modified by test Travelers on 01/29/2016'.

## Correct USR

Correct is only available from a processed USR with an Edit Status of Accepted, Accepted with Warning, or Rejected. The Correct button will allow the creation of a correction report for the USR selected.

From the View USR select the Correct button, then select the type of correction.

- Header corrections only the Header tab is editable.
- Exposure corrections only the Exposure tab is editable.
- Total record corrections only the Exposure totals and Loss totals are editable.
- Loss record corrections only the Loss tab is editable.
- Corrections to Multiple records will allow multiple tabs to be corrected.

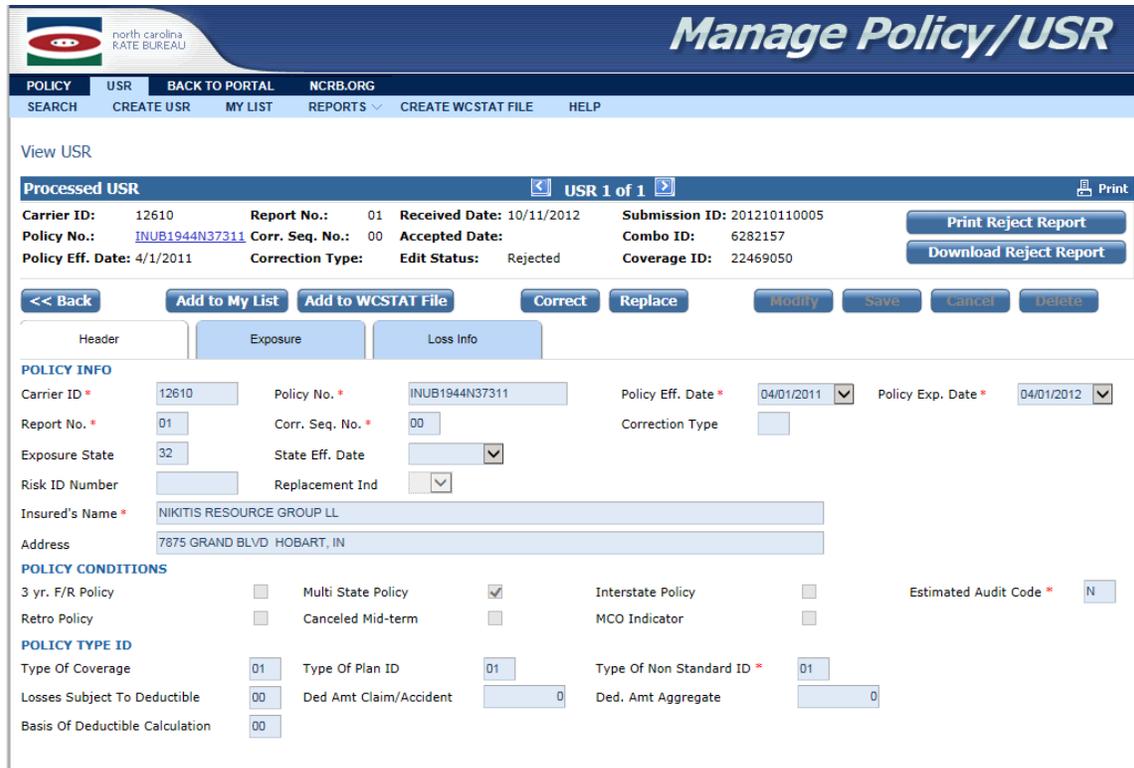


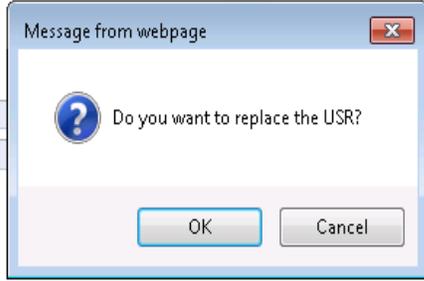
## Replace USR

Replace USR is only available for processed USRs with a status of Rejected. It is NCRB's preference if a USR is rejected to receive a replacement for the USR instead of a correction to the USR.

From the View USR select the Replace button.

The USR will be placed in Replace USR mode, all the data from the rejected USR will be copied and the USR can be corrected.





## Delete Unsubmitted USRs

Delete USR is only available for web units that have an edit status of Unsubmitted.

From the View USR select the Delete button on the right side of the screen.

**View USR**

**Unsubmitted USR** USR 1 of 1 Print

Carrier ID: 27405 Report No.: 01  
 Policy No.: 123456\* Corr. Seq. No.: 00  
 Policy Eff. Date: 8/1/2014 Correction Type:

\* NCRB has not received the policy  
 \*\* You are currently viewing an unsubmitted unit. After completing your changes, click Save to validate and upon successful validation click Add to WCSTAT File.

<< Back Add to My List Add to WCSTAT File Correct Replace Modify Save Cancel Delete

Header Exposure Loss Info

**POLICY INFO**

Carrier ID \* 27405 Policy No. \* 123456 Policy Eff. Date \* 08/01/2014 Policy Exp. Date \* 01/01/2015  
 Report No. \* 01 Corr. Seq. No. \* 00 Correction Type  
 Exposure State 32 State Eff. Date  
 Risk ID Number Replacement Ind  
 Insured's Name \* John Adkins  
 Address

**POLICY CONDITIONS**

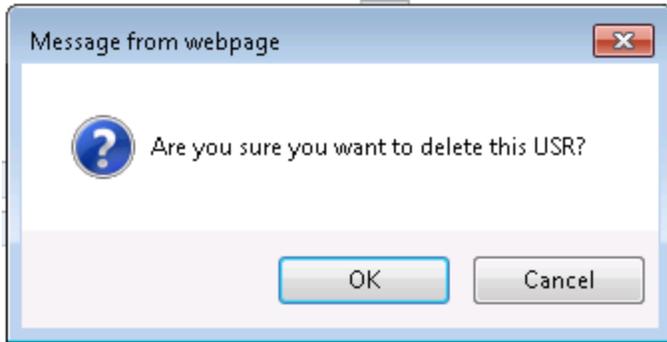
3 yr. F/R Policy  Multi State Policy  Interstate Policy  Estimated Audit Code \* Y  
 Retro Policy  Canceled Mid-term  MCO Indicator

**POLICY TYPE ID**

Type Of Coverage 01 Type Of Plan ID 01 Type Of Non Standard ID \* 01  
 Losses Subject To Deductible 00 Ded Amt Claim/Accident 0 Ded. Amt Aggregate 0  
 Basis Of Deductible Calculation 00

Last modified by test Travelers on 01/29/2016

A popup will display asking if the Deletion should continue. The deletion can be cancelled by clicking Cancel. The Deletion can continue by clicking Ok.



# Submit USR

After the USRs have been created, the USRs can be submitted to NCRB for processing. Only carriers that are approved to directly report USRs in a WCSTAT file to NCRB can submit USRs from ManageUSR to NCRB for processing. USRs are submitted in the form of a Submission file (WCSTAT file).

## Add USR to WCSTAT File List

USRs are submitted to the NCRB for processing in the form of a Submission file. After selecting the USRs to include, create a Submission file containing all the USRs and either submit the file for processing or download the file for review. Only USRs with a web status of Unsubmitted or Not Processed can be submitted to NCRB for processing.

USRs that are selected to be submitted to the NCRB must first be on the WCSTAT file screen. There are multiple ways to select USRs to add to the WCSTAT file screen to be included in the submission file.

From Search screens select the USRs by checking the first box in the row of the USR data and clicking the 'Add to WCSTAT file' button.

<input type="button" value="Add to My List"/> <input type="button" value="Add To WCSTAT File"/> <input type="button" value="View USR(s) Detail"/> <input type="button" value="View/Print Reject Report"/> <input type="button" value="Download Reject Report"/>													
2 record(s) returned													
<input type="checkbox"/>	Carrier ID	Policy Number	Policy Eff Date	Insured Name	Rpt No	Corr No	Seq	Corr Type	Combo ID	Coverage ID	Submission ID	Edit Status	Web Status
<input checked="" type="checkbox"/>	99996	<a href="#">bocususr</a>	01/01/2010	Jessica test	01	00							Unsubmitted
<input checked="" type="checkbox"/>	99996	<a href="#">JESSICATEST</a>	01/01/2010	JESSICA TEST	01	01	E						Unsubmitted

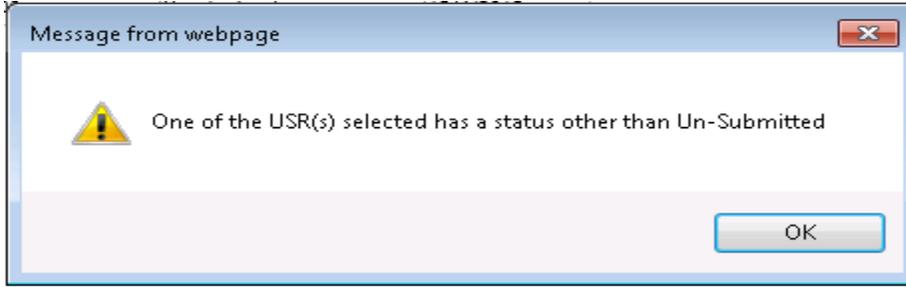
From the View USR screen simply click the 'Add to WCSTAT file' button.

This will add the USRs to the Create WCSTAT file screen navigate to this screen by clicking the Create WCSTAT file heading at the top of the ManageUSR screen.

## Create WCSTAT File

The screens lists all USRs that have been added to the WCSTAT List. This list can contain USRs that have been processed with an edit status of Accepted, Accepted with Warnings and Rejected. This list can also contain USRs with a web status of Unsubmitted, Submitted and Not Processed.

Accepted, Accepted with Warnings and Rejected status— USRs cannot be submitted again to NCRB for processing but they can be downloaded into a WCSTAT file for the carriers internal processing. If the USRs have a status other than Unsubmitted and is included in the data being submitted to the bureau the following error will appear. The USRs without and Unsubmitted status must be unselected to remove the error.



Submitted status— USRs have been submitted to NCRB and are waiting to change status. Once this status has changed the user must remove the USRs from the list.

Not Processed status—USRs have been attempted to be processed by NCRB and they have failed editing and the USR will need to be submitted again. This status is specific to the entire submission failing and the individual USR may not have a problem. Submit the USR again for processing.

Unsubmitted status—USRs can be submitted to NCRB in a WCSTAT file from this screen.

The following columns on this screen are different from the common columns:

- Status— The current status of the USR. See above for explanations of the status.
- Status Date— The current status date of the USR. Only USRs with a web status of Unsubmitted, Submitted and Not Processed will have a value displayed in this column.

Select the USRs that should be included in the WCSTAT file by clicking the checkbox beside the carrier id. Once all USRs have been selected either click the 'Submit to Bureau' which will create a WCSTAT file and submit the file to NCRB or 'Save/Download' which will create a WCSTAT file for download.

**WCSTAT List**

Only Unsubmitted USR(s) can be submitted to the Bureau. If a carrier is not approved to submit USRs directly to NCRB then you can only Download the WCSTAT file; you are not allowed to Submit to Bureau. If you would like to become a direct submitter then contact [industry-support@ncrb.org](mailto:industry-support@ncrb.org)

6 records

Carrier ID	Policy Number	Policy Eff Date	Rpt No	Corr Seq No	Status	Status Date
<input type="checkbox"/> 10227	<a href="#">0217359981</a>	1/26/1998	01	00	Accepted	
<input type="checkbox"/> 10227	<a href="#">D001W00008</a>	8/1/2001	10	00	Accepted	
<input type="checkbox"/> 10227	<a href="#">D001W00486</a>	7/1/2010	01	00	Accepted With Warning	
<input type="checkbox"/> 10243	<a href="#">WC135526743</a>	6/9/2005	01	00	Rejected	1/21/2016
<input type="checkbox"/> 27405	<a href="#">123456</a>	8/1/2014	01	00	Unsubmitted	1/29/2016
<input type="checkbox"/> 80411	<a href="#">ZAS123</a>	2/1/2014	01	01	Unsubmitted	1/29/2016

## Remove USR from WCSTAT File List

If a user would like to remove a USR from the WCSTAT list then the check box next to the carrier id for the row of data must be selected and the 'Remove From List' button selected. This will remove the USRs immediately from the List.

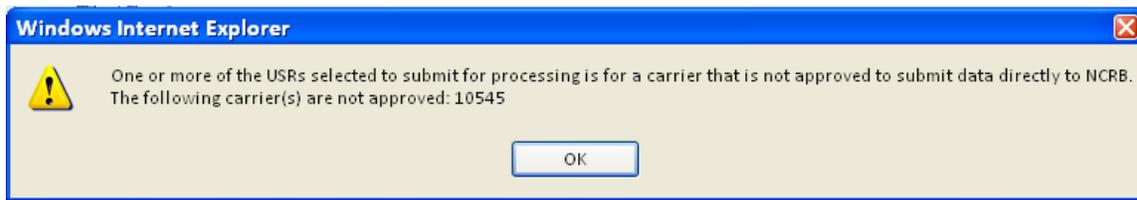
## Submit to Bureau

To create a Submission file that for processing, select one or more USRs by clicking the checkbox in the corresponding rows, then click the 'Submit to Bureau' button.

The Submission file is created for the selected USRs and the file is submitted for processing.

**Note:** After a submission has been submitted for processing, the included USRs will no longer be editable. Once the USRs have been processed the Status of the USR will change to either: Not Processed, Accepted, Accepted with Warnings or Rejected.

If the carrier is a not approved to submit data directly to NCRB the following error will appear.



## Downloading a Submission File

To create a Submission file for review purposes, select one or more USRs by clicking the checkbox in the corresponding rows, then click the 'Save/Download' button.

The Submission file is created for the selected USRs and there will be a prompt to either view the file or save it locally.

## View Submission Details

To view the USRs that were submitted in a submission file the user would need to go to the Search by Submission screen from the Search menu and search for a received date (from) and (to) or a submission id.

When the results are displayed, select one or more submissions by clicking the checkbox in the corresponding rows, then click the 'View Submission Details' button.

The USRs from the selected submissions will be displayed.



north carolina  
RATE BUREAU

Manage Policy/USR

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POLICY
USR
BACK TO PORTAL
NCRB.ORG

SEARCH
CREATE USR
MY LIST
REPORTS ▾
CREATE WCSTAT FILE
HELP

Search USR : > [Search By Submission](#) > View Submission Detail

<< Back
Add to My List
Add To WCSTAT File
View USR(s) Detail
View/Print Reject Report
Download Reject Report

30 record(s) returned

⏪
⏩
1 of 2
 ⏪
⏩

Carrier ID	Policy Number	Policy Eff Date	Rpt No	Corr Seq No	Corr Type	Combo ID	Coverage ID	Submission ID	Edit Status
<input type="checkbox"/>	13072	<a href="#">4064622</a>	01/01/2001	01	01	H		200509160001	Rejected
<input type="checkbox"/>	13072	<a href="#">4064624</a>	01/01/2002	01	07	H		200509160001	Rejected
<input type="checkbox"/>	13072	<a href="#">4064625</a>	01/01/2002	01	02	H		200509160001	Rejected
<input type="checkbox"/>	13072	<a href="#">4064627</a>	01/01/2003	01	04	H		200509160001	Rejected

# My List

The My List page is a personalized view of USRs that have been identified to display on this listing.

**Note:** USRs are added to the list from the Search Results pages.

Click the My List in the menu, the My List page appears. All USRs that have been added to My List will appear.

The screenshot shows the 'Manage Policy/USR' interface. At the top, there is a navigation bar with 'POLICY' and 'USR' tabs, and a menu with options like 'SEARCH', 'CREATE USR', 'MY LIST', 'REPORTS', 'CREATE WCSTAT FILE', and 'HELP'. Below the navigation bar, there are several action buttons: 'View USR(s) Detail', 'Print USR', 'Add to WCSTAT File', 'View/Print Reject Report', 'Download Reject Report', and 'Remove From My List'. A table titled 'My List' contains 10 records. Each record has a checkbox, Carrier ID, Policy Number, Policy Eff Date, Rpt No, Corr. Seq No, Combo ID, Coverage ID, Status, Status Date, and Processed Date.

<input type="checkbox"/>	Carrier ID	Policy Number	Policy Eff Date	Rpt No	Corr. Seq No	Combo ID	Coverage ID	Status	Status Date	Processed Date
<input type="checkbox"/>	10227	<a href="#">0217825982</a>	2/2/1998	01	01	6089840	20908430	Accepted		6/2/2000
<input type="checkbox"/>	10227	<a href="#">1002542987</a>	7/20/1998	01	01	6002366	20028060	Accepted With Warning		11/30/2000
<input type="checkbox"/>	10227	<a href="#">1106570987</a>	4/1/1998	01	01	8358362	06610800	Accepted		2/6/2003
<input type="checkbox"/>	10227	<a href="#">1106570987</a>	4/1/1998	02	01	8358362	06610800	Accepted		2/6/2003
<input type="checkbox"/>	10227	<a href="#">D001W00007</a>	6/30/2001	02	00	9127578	06700520	Accepted		3/1/2004
<input type="checkbox"/>	10227	<a href="#">D001W00007</a>	6/30/2001	02	01	9127578	06700520	Accepted		5/4/2006
<input type="checkbox"/>	10227	<a href="#">D001W00020</a>	11/1/2001	02	02	8219419	07301230	Accepted		6/30/2006
<input type="checkbox"/>	13072	<a href="#">4064622</a>	1/1/2001	01	01			Rejected	9/16/2005	9/16/2005
<input type="checkbox"/>	13072	<a href="#">4064624</a>	1/1/2002	01	07			Rejected	9/16/2005	9/16/2005
<input type="checkbox"/>	13072	<a href="#">4064625</a>	1/1/2002	01	02			Rejected	9/16/2005	9/16/2005

The policy hyperlink will navigate to the USR Details for the USR selected.

To view multiple USRs, select one or more USRs by clicking the checkbox in the corresponding rows, then click the 'View USRs Detail' button.

To print USRs, select one or more USRs by clicking the checkbox in the corresponding rows, then click the 'Print USR' button.

To add USRs to a WCSTAT file, select one or more USRs by clicking the checkbox in the corresponding rows, then click the 'Add to WCSTAT file' button.

To view or print the reject report for rejected USRs, select one or more USRs by clicking the checkbox in the corresponding rows, then click the 'View/Print Reject Report' button.

To download a reject report for rejected USRs, select one or more USRs by clicking the checkbox in the corresponding rows, and then click the 'Download Reject Report' button.

To remove USRs from My List, select one or more USRs by clicking the checkbox in the corresponding rows, and then click the 'Remove From My List' button.

# Help

Select the Help menu and the Help page appears.



The page displays the DCO Address, Contact Number, and Email Address; a link to the ManageUSR User Guide; a link to the NC Stat Plan manual; and a link to Frequently Asked Questions.

# Appendix A: Abbreviations and Definitions

Term / Abbreviation	Definition
WCIO	Workers Compensation Insurance Organization is a voluntary association of statutorily authorized or licensed rating, advisory, or data service organization that collects workers compensation insurance information in one or more states.
Bureau	Workers' Compensation state bureau. Also known as DCO.
DCO	Data Collection Organization. Also known as Bureau.
NC or NCRB	North Carolina Rate Bureau
WCSTAT	Workers Compensation Statistical Reporting Specifications is the name for the WCIO file layout that carriers use to submit USR data to a DCO.
ManagePolicy	A web application that allows users to view policy data online.
ManageUSR	A web application that allows users to view unit statistical data online.
Unsubmitted USR	USRs that are created by the user within the application but have not been submitted. Unsubmitted USRs can be viewed and modified.
Not Processed USR	USRs that are created by the user within the application and have been submitted to the bureau for processing. The USR was not processed because the entire WCSTAT submission was rejected and the USR will need to be resubmitted.
Submitted USR	USRs that are created by the user within the application but have been submitted for processing. Submitted USRs can only be viewed. Submitted USRs cannot be modified.
Correct	Correct allows a user to create a correction for a viewed USR.
Replace	Replace allows a user to replace a USR that has an Edit Status of Rejected.
Modify	Modify allows a user to modify an Unsubmitted USR.

Edit Status	Indicates the status of a USR. The possible statuses are as follows:  Accepted - The USR has been accepted.  Accepted with Warnings (AWW) – The USR has been Accepted with Warnings.  Rejected - The USR has been Rejected.
Web Status	Not Processed – The USR was in a submission file that rejected and the USR has Not Processed.  Unsubmitted – The USR has <b>not</b> been submitted to NCRB for processing.  Submitted – The USR has been submitted to NCRB for processing.