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1. Introduction

The MWCIA Experience Mod History product provides access to experience modification history, ratesheets and Minnesota Contractors Premium Adjustment Program (MCPAP) worksheets. Although experience modification history is public, download of experience modification ratesheets and MCPAP worksheets in Experience Mod History is available for carriers and registered agents only.

Using Experience Mod History, registered agents can search, view and download individual ratesheets or MCPAP worksheets in PDF format. Carriers can search and download individual or multiple ratesheets or MCPAP worksheets, in PDF format or in WCIO (Workers Compensation Insurance Organizations) approved WCRATING Text or XML file formats. Additionally, carriers may choose to receive weekly or monthly notification emails when new or revised experience modifications are added.

2. Web Membership and Security

Access to Experience Mod History for insurance carriers and agents is provided through MWCIA's Web Membership system.

2.1. Types of Web Membership Accounts

Web Membership includes different user account types for insurance carriers and agents.

To learn more about managing your Web Membership user accounts and profile, please see the Web Membership User Guide.

2.1.1. Carrier Accounts

The following types of carrier user accounts are available in Web Membership:

- **Product User**: A Product User is any individual who has been assigned access to the Web Membership system. A product user may have access to one or more products. If the Product User belongs to a carrier group with multiple carriers, then the Product User may be assigned access to the data for only some of the carriers in the group.
- **Product Administrator**: A Product Administrator has authority to maintain user account information for a particular product or set of products only. He can create new user accounts or manage product access for existing user accounts. If the Product Administrator belongs to a carrier group with multiple carriers, then the Product Administrator may be assigned to manage access for only some of the carriers in the group.
- **Group Administrator**: A primary Group Administrator is required for each carrier group. The Group Administrator has authority to maintain all user accounts within the carrier group. The Group Administrator may create Product Users and Product Administrators as well as secondary Group Administrators. To become a primary Group Administrator,

an individual must complete a Group Administrator Web Membership Application Form and be approved by the MWCIA. For more information regarding Web Membership registration and the application form, please see the Web Membership User Guide.

2.1.2. Agency Accounts

Agency registration requires the purchase of one of two levels of accounts. The Platinum level provides unlimited downloads of experience modification ratesheets or MCPAP worksheets for one year. The Silver level provides 20 ratesheet or MCPAP worksheet downloads. Additional sets of 20 downloads may be purchased for the Silver level as needed. Once registered, the following types of agency user accounts are available in Web Membership:

- **Primary Agency User**: A Primary Agency User is required for each agency account. The primary Agency User has authority to maintain all user accounts within the agency account, and may create Secondary Agency Users. To become a Primary Agency User, an individual must complete an Agency Registration form and submit the completed form with appropriate payment to the MWCIA. For more information regarding the Agency Registration form, please see the Web Membership User Guide.
- **Secondary Agency User**: A Secondary Agency User is any individual who has been assigned access to the Web Membership system by the Primary Agency User.

2.2. Logging In

To access Experience Mod History, you must first log in to Web Membership with a valid username and password. Once you log in to Web Membership, the system will display the User Products screen, which displays the user products to which you have been assigned access. Click the Experience Mod History product link to access the product.

When opening Experience Mod History, the initial screen that displays is the Ratesheet/MCPAP Search screen. A menu bar at the top of the screen provides access to available functions, such as Ratesheet/MCPAP Search, Account Management, Reports, FAQ and Logout. The functions available will depend on the type of account you have.

2.3. Logging Out

When you have finished working in the Experience Mod History product, please click Logout to return to the Web Membership User Products screen. From here you can access another product, if needed, or click the Web Membership Log Out link at the top of the screen to log out of Web Membership.

2.4. Timing Out

If your Experience Mod History session remains inactive for too long, you will be logged out and will need to log in again. Similarly, if you use Web Membership to access Experience Mod History and do not return to use any Web Membership function for an extended period of time, you will be logged out of Web Membership. In this case, you may continue to use Experience Mod History for as long as you like, unless that session also becomes inactive.

3. Search for Ratesheets/MCPAP Worksheets

When opening Experience Mod History, the initial screen that displays is the General Search tab of the Ratesheet/MCPAP Search screen. You may return to this screen at any time by clicking Ratesheet/MCPAP Search.

Insurance carriers also have access to two additional search functions: Search by Carrier and New/Revised.

3.1. General Search

General Search is the default search function. Enter your desired search criteria in this screen to search for experience modification history by employer. General Search parameters include Name, Coverage ID, Combo ID, Zip and Mod Effective Date range.

When using General Search, you may enter a single search parameter, or use multiple parameters to limit your search further. Note: Searching by Zip Code always requires at least one other search criteria. Click Reset to clear all search parameters and begin a new search.

General Search results display in the lower half of the screen. If there are multiple pages of results, you can navigate to any page by using the page navigation buttons at the top right corner of the results. You can sort your results by any of the column headings by clicking on the heading by which you wish to sort.

3.2. Search by Carrier

Search by Carrier allows you to search for experience modification history by carrier specific parameters, including Carrier, Policy Number, Coverage ID, Combo ID, Policy Effective Date range, Mod Effective Date range and Notification Date range. This search is available to carriers only.

When using Search by Carrier, you must choose at least one carrier from the list as well as enter at least one other search parameter. The carriers in the list are limited to those that you have access to in Web Membership. Click Reset to clear all search parameters and begin a new search.

Search by Carrier results display in the lower half of the screen. If there are multiple pages of results, you can navigate to any page by using the page navigation buttons at the top right corner of the results. You can sort your results by any of the column headings by clicking on the heading by which you wish to sort.

3.3. New/Revised

The New/Revised tab allows you to search for any new or revised experience modifications for the indicated date ranges, for the carriers to which you have access. This search is available to carriers only.

Clicking on any of the date range links in the New/Revised tab will navigate you to the Search by Carrier tab, with any new or revised experience modifications for the selected date range displayed in the lower half of the screen. If there are multiple pages of results, you can navigate to any page by using the page navigation buttons at the top right corner of the results. You can sort your results by any of the column headings by clicking on the heading by which you wish to sort.

You may also choose to receive a weekly or monthly email when new or revised experience modifications are added for the carriers to which you have access. Click the Web Membership Profile button on the New/Revised tab to navigate to your Web Membership profile and select your email preference. To learn more about managing your Web Membership profile, please see the Web Membership User Guide.

4. View Experience Mod History

4.1. View Experience Mod History in General Search Results

In General Search, when you have entered your desired search criteria and clicked Search, the applicable search results display in rows by Employer Name. Several icons display on the left side of each row: a plus sign in the Exp. Mod column and a file icon in the Addl. Names column.

Click on the plus sign in the Exp. Mod column to expand and view the experience modification history for that employer. The entire experience modification history for that employer is viewable, but only the five most recent years' ratesheets or MCPAP worksheets can be downloaded. These rows are indicated by a download icon in the far right column of the experience modification history for that employer.

Note: In certain instances, there are no ratesheets to view. If a Does Not Qualify or a No Current Coverage letter were sent, those documents are available for view and download. If an interstate rating applies, that information is noted, but no ratesheet or letter is available. The MWCIA does not provide Interstate ratings. You may contact the National Council on Compensation Insurance at 1-800-622-4123 for more information.

Click on the minus sign to collapse the experience modification history. Only one employer's experience modification history can be expanded and viewed at a time.

To see additional information on the selected employer, click on the file icon in the Addl. Names column to open the Employer Detail window. The Employer Detail window is a new window that displays Primary Name, Primary Address, Combo Group ID, Coverage ID, additional employer names and addresses, and the complete experience modification history for that employer. Your Experience Mod History window with your General Search results remains open in the background.

4.2. View Experience Mod History in Search by Carrier Results

In Search by Carrier, when you have entered your desired search criteria and clicked Search (or when you have clicked a date range in the New/Revised tab), the applicable search results display in rows, one row for each Experience Mod rating issued. A circular More icon displayed on the far right side of each row allows you to click and see the options available for that row for downloads and viewing employer detail.

Note: In certain instances, there are no ratesheets to view. If a Does Not Qualify or a No Current Coverage letter were sent, those documents are available for view and download. If an interstate rating applies, that information is noted, but no ratesheet or letter is available. The MWCIA does not provide Interstate ratings. You may contact the National Council on Compensation Insurance at 1-800-622-4123 for more information.

The Search by Carrier results will only display Experience Mod ratings for the selected carrier(s). Additionally, as only the five most recent years' ratesheets or MCPAP worksheets can be downloaded, only the five most recent years will be displayed in the Search by Carrier results.

To see additional information on the employer for that Experience Mod rating, click on the circular More icon in the far right and click on the Employer Detail icon to open the Employer Detail window. The Employer Detail window is a new window that displays Primary Name, Primary Address, Combo Group ID, Coverage ID, additional employer names and addresses, and the complete experience modification history for that employer. Your Experience Mod History window with your Search by Carrier results remains open in the background.

5. Download Ratesheets/MCPAP Worksheets

Experience Mod History provides agents and carriers with a method to download the most recent five years' ratesheets or MCPAP worksheets for an employer in PDF format. Carriers also have options to download individual and multiple experience modifications in WCRATING Text and XML file formats as needed.

5.1. Download Ratesheets/MCPAP Worksheets in General Search Results

To download individual ratesheets or MCPAP worksheets from General Search results, click on the plus sign in the Exp. Mod column to expand and view the experience modification history for that employer. The entire experience modification history for that employer is viewable, but only the five most recent years' ratesheets or MCPAP worksheets can be downloaded. These rows are indicated by a download icon in the far right column of the experience modification history for that employer. Click on the download icon and click on the appropriate PDF icon to access the ratesheet or the MCPAP worksheet in PDF format. The PDF document may be opened, saved or printed as needed.

Note: In certain instances, there are no ratesheets to view. If a Does Not Qualify or a No Current Coverage letter were sent, those documents are available for view and download. If an interstate rating applies, that information is noted, but no ratesheet or letter is available. The MWCIA does not provide Interstate ratings. You may contact the National Council on Compensation Insurance at 1-800-622-4123 for more information.

5.2. Download Ratesheets/MCPAP Worksheets in Search by Carrier Results

In Search by Carrier results, a circular More icon displays on the far right side of each row, which allows you to click and see your options for download. To download individual ratesheets or MCPAP worksheets from Search by Carrier results, click on the circular More icon and then click on the applicable icon (PDF, WCRATING, or XML) to download the ratesheet or MCPAP worksheet in that format.

Note: In certain instances, there are no ratesheets to view. If a Does Not Qualify or a No Current Coverage letter were sent, those documents are available for view and download. If an interstate rating applies, that information is noted, but no ratesheet or letter is available. The MWCIA does not provide Interstate ratings. You may contact the National Council on Compensation Insurance at 1-800-622-4123 for more information.

To download multiple ratesheets or MCPAP worksheets at one time, use the checkboxes to the far left of your Search by Carrier results to select the rows you would like to download. Clicking the checkbox in the column heading will select all rows. Click the checkbox again to unselect. Then click the button for the appropriate format from action buttons displayed above the Search Results list: Download MCPAP Worksheet as PDF, Download Ratesheet as PDF, Download as WCRATING Text, or Download as WCRATING XML.

5.2.1. PDF Format

Click on the ratesheet or MCPAP worksheet PDF icon to access an individual ratesheet or MCPAP worksheet in PDF format. The PDF document may be opened, saved or printed as needed.

Multiple PDF ratesheets or MCPAP worksheets may be accessed by selecting the desired rows and clicking the Download as PDF button. A .ZIP folder will be created, containing all of the selected PDF documents. The files and folder can be opened or saved as needed.

5.2.2. WCRATING Text Format

Click on the WCRATING icon to access the rating as a text file in WCIO approved WCRATING format. A .ZIP folder will be created, containing a single .TXT file with the selected rating data.

A WCRATING file with multiple ratings may be created by selecting the desired rows and clicking the Download as WCRATING Text button. A .ZIP folder will be created, containing a single .TXT file with all of the selected data. The file and folder can be opened or saved as needed.

5.2.3. WCRATING XML Format

Click on the XML icon to access the rating as an XML file in WCIO approved WCRATING format. The XML file can be opened or saved as needed.

A WCRATING file with multiple ratings may be created by selecting the desired rows and clicking the Download as WCRATING XML button. The resulting XML file will contain all of the selected data. The file can be opened or saved as needed.

6. Agency Account Management

Click on Account Management to renew your Platinum account or purchase additional ratesheet/MCPAP worksheet downloads for Silver accounts. The Account Management function is only available to Agency Users.

6.1. Account Renewal

Platinum accounts may be renewed by clicking on Account Management and selecting Renew Account. This command becomes available when the account is within 60 days of expiring. Your current account expiration date is displayed in the upper right corner of the screen, under your name. As a reminder, a warning message and a link to the renewal form appear on the screen when the account is within 60 days of expiring. Only Primary Agency Users may renew an account.

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

6.2. Purchase Additional Ratesheets/MCPAP Worksheets

Silver accounts may purchase additional ratesheets or MCPAP worksheets by clicking on Account Management and selecting Purchase Ratesheets/MCPAP Worksheets. The number of ratesheet or MCPAP worksheet downloads available to you is displayed in the upper right corner of the screen, under your name. When your account has less than 5 downloads remaining, a warning and a link to the purchase form will appear on the screen as a reminder. Only Primary Agency Users may purchase additional ratesheets/MCPAP worksheets.

When you click on Purchase Ratesheets/MCPAP Worksheets, the Purchase Ratesheets/MCPAP Worksheets screen appears. Complete the form and click Submit. You will receive an automated email confirming your request. Click Print PDF to print the renewal request, and mail the printed request along with your check, to the MWCIA at the address noted.

6.3. Change Account Type

Your current account type may be changed by clicking Account Management and selecting Change A/C Type. The Change Account Type screen appears. Complete the form and click Submit. Click Print PDF to print the change request, and, if changing from Silver to Platinum, mail the printed request along with your check, to the MWCIA at the address noted. Only Primary Agency Users may change the account type.

6.4. Transaction History

You may view a history of account changes and purchases by clicking on Account Management and selecting Transaction History. The Transaction History screen will display, showing the Transaction Date, Transaction Type, Status, Check Number and Amount for any account transactions. Any Agency User may view Transaction History.

7. Reports

Experience Mod History provides options to view or print a Download History Report and a Transaction History Report. Transaction History Reports are only available to Agency Users.

7.1. Download History Report

The Download History Report provides a report of all downloads within a specified date range. Carriers also have the option to narrow the report by a specific carrier or carriers.

To access Download History Reports, click Reports, select Download History and enter your desired date range. If no dates are entered, the report will list all downloads until the current date. If only the first date is entered, the report will list all downloads from that date to the current date. If only the second date is entered, the report will list all downloads up to that date. Click Generate Report and choose to open or save the report as needed.

Carriers will also have the option to choose the carriers for which they want to see the Download History Report. At least one carrier from the list must be selected. The carriers that you are able to select by are limited to those that you have access to in Web Membership.

7.2. Transaction History Report

The Transaction History Report is available to agents only. It provides a report of all account transactions (new account registration, account renewal, account type change or additional ratesheet/MCPAP worksheet purchase) within a specified date range.

To access Transaction History Reports, click Reports, select Transaction History and enter your desired date range. If no dates are entered, the report will list all account transactions until the current date. If only the first date is entered, the report will list all account transactions from that date to the current date. If only the second date is entered, the report will list all account transactions up to that date. Click Generate Report and choose to open or save the report as needed.

8. Contact Information

If you have questions or concerns about Experience Modification History not addressed by this guide, please email expmod@mwcia.org. For questions regarding Web Membership registration, please email WebMembership@mwcia.org. For all other questions, please call the MWCIA at 952-897-1737.