MWCIA Manage Policy System User Guide

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1. Introduction

The Manage Policy System allows member carriers to view the electronic and hard-copy policy data they reported to the MWCIA. Members can:

- Search for coverage (accepted policies), electronic policy transactions, submissions, import files, policy errors, and policy letters.
- Create, update, copy, validate, and submit electronic policy transactions, including cancellations and reinstatements.
- Replace, rewrite, and reissue coverage, or add a period to coverage.
- Import electronic transactions created on other policy systems.
- Export accepted transactions for record-keeping or storage in other systems.
- Print coverage or transaction detail; print errors and warnings for accepted and rejected transactions (also available in Excel-compatible format); print search results.

The Home page includes a link to this document as well as links to other documents and useful sites.

2. Coverage Window

2.1 Availability of Coverage

The system includes coverage (accepted policies) whose effective date is greater than or equal to the current date minus 33 months. If any period of a multi-period policy fits this criterion, then all periods of the policy are included.

The system may also include older coverage based on recently submitted transactions.

2.2 Availability of Transactions

The system includes basic transaction history, such as link data and status, for all transactions that fall within the 33 month coverage window. However, complete detail is available for only those transactions that meet the following criteria:

- Transaction is current. For a full policy transaction (transaction codes 01, 02, 04, 06, 08, 10, 14, 15, 16), only the accepted transaction with the most recent issue date can be viewed. The most recent rejected transaction with the same or more recent issue date may also be viewed.

- Coverage is recent. The effective date of the coverage is greater than or equal to the current date minus 24 months.

Exception: For recent coverage, the detail for all cancellations, reinstatements, and compliance/noncompliance transactions is available for viewing.

The system will include complete detail for any older transactions that were recently submitted (i.e. within the last thirty days).

2.3 Availability of Policy Errors

The system allows you to view errors that resulted from the processing of policy transactions. These transactions will have a status of Accepted or Rejected. Generally, errors are available for

viewing only if the transaction detail is available for viewing (see 2.2 Availability of Transactions).

3. **Membership and Security**

Member carriers must register to use the Manage Policy System. Registration is handled by the MWCIA Web Membership web application. This Web Membership application allows member carriers to maintain logins and permissions by individual user. If a member group includes multiple carriers, then each user can be assigned to whatever subset of carriers is applicable for that individual.

The available Manage Policy System permissions are:

View Coverage	Allows you to view coverage, search for coverage, and view policy errors (for accepted and rejected transactions) and letters.
View Transactions	Allows you to view transactions, search for transactions, export transactions, view submissions, and view import files.
Add/Change Transactions	Allows you to create transactions, change transactions, import transactions, validate transactions, and submit transactions. You may also delete transactions, but only those which you created. These functions apply to "Not Submitted" transactions only.

These rights are cumulative. For example, if you have permissions to Add/Change Transactions, you automatically have access to View Coverage and View Transactions. For more information on Web Membership, please visit the MWCIA Web Membership site.

3.1 Logging In

To use the Manage Policy System, you must log in via Web Membership with a valid username and password. Once you log in, the system will provide you with a list of applications to which you have access. Click on the Manage Policy option.

Once you have logged in, the system will refresh your current screen with the Manage Policy System Search screen. Your username and the current date will be displayed in the upper right-hand corner of the screen.

3.2 Logging Out

When you are done with the Manage Policy System, you can log out and return to Web Membership. Click on the Logout link on the blue menu bar. Note: If you have been working in the Manage Policy System for an extended period of time, your Web Membership session may have expired.

3.3 Timing Out

If your Manage Policy System session is inactive for too long, you will be logged out of the Manage Policy System.

If you were in the middle of adding or editing a transaction:

Then any changes since you last saved the transaction will be lost.

Note: When you advance from one tab of a transaction to the next, the system will automatically save your changes for you.

4. General Information

4.1 Standards and Requirements

With respect to electronic policy transactions, the Manage Policy System adheres to WCIO WCPOLS standards.

For further information regarding standards, please refer to the WCIO website. A link to this site is available on the MWCIA website and on the Manage Policy System Home page.

4.2 Transaction Overview

The Manage Policy System provides you with the means to enter or change policy information via WCPOLS transactions. The following steps are necessary:

1. Create transactions using a Manage Policy function (such as copy transaction or replace coverage) or import WCPOLS transactions via a file created in another system. The status of the transaction is 'Not Submitted'.
2. Validate the transactions and correct any pre-submission errors. Only valid transactions can be submitted to the MWCIA for processing.
3. Submit valid (or valid with warnings) transactions to the MWCIA for processing. One or more transactions can be submitted at once. Depending upon the size of the submission and the extent of MWCIA review required (if any), submission results will be provided within minutes, the same day, or as soon as MWCIA review is completed.
4. The transactions will now have a status of Accepted or Rejected. Review any policy warnings or errors issued by the MWCIA and respond as needed.

Transaction Status

Every transaction has a status. The status dictates what you can do with the transaction.

MPS Status	Description
Not Submitted	A transaction created in MPS is not yet submitted. You may update, validate, or delete the transaction.
Pending	A transaction has been submitted and is pending MWCIA processing or review. You may not change the transaction in any way.
Rejected	Transaction was rejected by the MWCIA. Coverage was not updated.
Accepted	Transaction was accepted by the MWCIA. Coverage was updated.
Cancelled	The submission that included this transaction was cancelled. None of the transactions were processed.
Submission Rejected	The entire submission was rejected by MWCIA due to submission-level errors.

4.3 Basic Navigation

When you successfully log into the Manage Policy System, you will see the Search page.

To access other features in the system, use the blue menu bar at the top of the screen. Click on the desired menu option.

Home	Click here to advance to the Manage Policy System Home page. This includes links to useful reference documents and sites.
Search	Click here to advance to the Search page. From here, you can search for coverage, transactions, or submissions sent to the MWCIA. With a login session, if you move away from a particular Search tab, your most recent search results for the tab will be retained.
Letters/ Errors	Click here to search for Letters or Errors. Letters or Errors are the means by which the MWCIA alerts carriers regarding issues with coverage or transactions. For example, if a submitted transaction fails a bureau edit, then a policy error is generated. Policy errors are available for Accepted and Rejected transactions only.
Create Transaction	Click here to create a new transaction. Drop-down menu options allow you to choose what kind of transaction you wish to create.
Import	Click here to import a WCPOLS file or to view import file history.
My List	Click here to review coverage and transactions you have added to My List.
Process History	Click here to access information about processing that took place offline. See section 17, Process History, for more information.
Data Quality	Click here to view policy timeliness and quality measures for companies in your carrier group.
Logout	Click here to log out of the Manage Policy System and return to the Web Membership system.

4.4 My List

My List is an optional list of coverage or transactions that a MPS user maintains. Each MPS user, or login, has a separate My List. Only you can add items to or remove items from My List.

Adding coverage or transactions to My List

You can add items to My List from any screen that has the "Add to My List" button. Select the items you'd like to add to My List by clicking on the checkboxes for the desired items then click the "Add to My List" button.

Viewing My List

To view My List, click on the My List menu option available on the blue menu bar at the top of the MPS screen.

On the My List screen, there will be one row for each policy or transaction that you added to My List. For each row in the grid, you may:

View Coverage	Click here to advance to the Coverage Detail screen for the coverage or transaction. Available only if the coverage exists.
View Transactions	Click here to advance to the transaction search results screen for the given Carrier ID, Policy Number, and Policy Effective Date. These results allow you to see the My List transaction in the context of the complete transaction history for the policy.
Remove from My List	Click here to remove the item from My List.

Additional functions are available in the menu bar above the grid. To use these functions, click on the checkbox for one or more rows in My List.

Remove from My List	Allows you to remove the checked items from My List.

5. How to Search

5.1 Getting Started

To perform a search on coverage, transactions, submissions, or import files, click on the Search menu option located on the Blue Menu bar. Note: When you first log in, you are automatically positioned on this page.

Three search tabs are displayed on the Search page: Coverage Search, Transaction Search, and Submission Search. The default is Coverage Search. Click on the tab corresponding with the type of search you'd like to do.

Next, enter or select search criteria. Note: If you have already completed a search on this tab during your current login session, the prior search criteria will still be listed. You may reset or modify these criteria.

Once you establish the search criteria, then click the Search button.

5.2 Search Unsuccessful

A search will fail if any of the following occurs.

Too many search results rows: If the search criteria result in too many rows in the result set, then the system will not show the results. Please refine the search criteria. Limit: 1000 rows.

Invalid search criteria: If you have provided invalid or insufficient search criteria, then the system will notify you accordingly. Please adjust the search criteria as necessary.

5.3 Search Results

If the system completes a search, then the search results are displayed in the search results grid located on the lower half of the tab, beneath the search button. You may page forward and backward though the results.

Select or Select All*:* Each row of the search results has a checkbox in the leftmost column. (Exception: Only current transactions will have a checkbox.) You may check (or uncheck) rows to use with the group functions located above the grid. If you wish to select (or deselect) all rows, then click on the checkbox in the column heading. Note: The system limits how many rows you can Select All (current limit: fifty). If the number of rows exceeds the limit, then the Select All function is not allowed. However, you can manually select as many rows as you like.

Group functions: Group functions allow you to operate against multiple selections at once. Example: You may select multiple 'Not Submitted' transactions to validate at once. Note: Requests that involved a large number of transactions may need to be processed offline. See section 17, Process History, for more information.

5.4 Coverage Search Results

On the Coverage Search tab, specify the search criteria you would like to use and click on the Search button. If the search is successful, then the search results grid will be displayed in the lower half of the tab.

In the search results grid, there will be one row for each policy that satisfies your search criteria. For each row in the grid, you may:

View Coverage	Click here to advance to the Coverage Detail screen for the coverage.
View Coverage Transactions	Click here to see the transaction history for the coverage.

Additional group functions are available above the search results grid:

Add to My List	Allows you to add the selected items to My List.
Print List	Allows you to print the entire search results list.
Rejected/Pending	Displayed only if the search identified transactions that would have resulted in coverage if they hadn't been rejected or weren't still pending. Click on the button to view the rejected/pending transaction search results.

5.5 Transaction Search Results

On the Transaction Search tab, specify the search criteria you would like to use and click on the Search button. If the search is successful, then the search results grid will be displayed in the lower half of the tab.

In the search results grid, there will be one row for each transaction that satisfies your search criteria. For each row in the grid, you may:

View Validation Summary	Click here to view a PDF report of the pre-submission validation errors and warnings. Available only for Not Submitted transactions with available validation results.
Validate Transaction	Click here to validate the transaction. Available only for Not Submitted transactions.
View Transaction	Click here to view the transaction detail for the transaction, if it is available for viewing. Note: *If a transaction is not current, detail is not available. If an invalid transaction code is reported, then all records with the same link data are represented by a single row and the detail is not available.*
View Coverage	Click here to view coverage for the transaction. Available only if coverage exists.
Copy Transaction	Click here to copy the transaction. Cancellation, reinstatement, compliance, and noncompliance transactions cannot be copied. Only policy transactions with available detail can be copied.

Additional group functions are available above the search results grid:

Validate	Allows you to validate selected transactions. Only 'Not Submitted' transactions can be validated.
Submit	Allows you to submit selected transactions. Only valid 'Not Submitted' transactions can be submitted.
Delete	Allows you to delete selected transactions. Only 'Not Submitted' transactions can be deleted.
Print List	Allows you to print the entire search results list.
Add to My List	Allows you to add the selected items to My List.
Export	Allows you to create a WCPOLS file of the selected transactions. Only Accepted transactions with available detail can be exported.*
View Validation Summary	View the pre-submission validation errors and warnings for the selected transaction. Available only for Not Submitted transactions with available validation results.

* Only transaction data relevant to MN is available for export. With limited exceptions, this does not include data for other states. Also, only electronic transactions can be exported. If hard-copy endorsements are submitted, those changes will not be reflected in exported electronic transactions.

5.6 Submission Search Results

On the Submission Search tab, specify the search criteria you would like to use and then click on the Search button. If the search is successful, then the search results grid will be displayed in the lower half of the tab. Note: Submission history is limited to the last six months.

In the search results grid, there will be one row for each submission that satisfies your search criteria. For each row in the grid, you may:

View Transactions	Click here to advance to the transaction search results screen to view the transactions in the submission.

Print list of transactions in submission	Click here to receive a list of the transactions included in the submission.
View transaction errors for submission	Click here to advance to the Error Search screen to view the Accepted and Rejected transactions with policy errors or warnings. See section 6, Policy Errors/Letters.

6. Policy Errors/Letters

6.1 Overview

The Manage Policy System allows you to search for policy errors that may have resulted when the MWCIA processed a policy transaction. The MPS will allow you to search for policy errors regardless of the origin of a transaction (MPS or CDX). Error search is available only for transactions with a status of Accepted or Rejected. Note: Not all policy errors are available for review. For more information, please review section 2.3, Availability of Policy Errors.

The Manage Policy System also allows you to search for certain types of coverage-related letters generated by the MWCIA.

6.2 Getting Started

To perform a search for policy letters or policy errors, click on the Letters/Errors menu option on the Blue Menu bar.

Two search tabs are displayed: 'Error Search for Rejected and Accepted Transactions' and 'Letter Search'. Click on the tab of interest.

Next, enter or select search criteria. Note: If you have already completed a search on this tab during your current MPS session, the prior search criteria will still be listed. You may reset or modify these criteria.

Once you've established the search criteria, then click the Search button.

6.3 Error Search Results for Accepted and Rejected Transactions

If an error search is successful, then the search results will be displayed in a grid located in the lower half of the tab.

In the search results grid, there will be one row for each transaction that satisfies the search criteria. **A transaction will be listed only if policy errors are available for fixing. For more information on availability, see sections 2.2, Availability of Transactions, and 2.3, Availability of Policy Errors.**

Pre-submission errors for Not Submitted transactions are not included on this screen.

Submission-level errors are not included on this screen. Also, please be aware that transaction results will be provided as they become available. To look for ALL errors for a submission, be sure that the submission has a status of Processed.

For each row in the grid, you may:

View error(s) in pdf	Click here to view the transaction's policy errors in PDF format.
View error(s) in csv	Click here to view the transaction's policy errors in csv format*.
View Transaction	Click here to view the transaction detail for the transaction.
View Coverage	Click here to view the coverage for the transaction, if coverage exists.

Similar functions are available above the search results grid. These functions work with multiple transactions (check the boxes of the transactions you want or Select All).

View as PDF	Click here to view the policy errors in PDF format.
View as CSV	Click here to view the policy errors in csv format*.
Pending Transactions	Search results include one or more submissions that have a Pending status. Click on the Pending Transactions button to review the list pending transactions.
Add to My List	Allows you to add the selected transactions to My List.

* CSV format: Comma-separated file compatible with Excel.

For further information on policy errors, please refer to the section entitled "How to Respond to Policy Errors."

6.4 Letter Search Results

On the Letter Search tab, specify the search criteria you would like to use and click on the Search button. If the search is successful, then the search results grid will be displayed in the lower half of the tab.

In the search results grid, there will be one row for each letter that satisfies your search criteria.

For each row in the grid, you may:

View Coverage	Click here to view the Coverage for the transaction.
View Letter in PDF	Click here to view the letter in PDF format.

7. How to View Coverage

The Manage Policy System allows you to view detailed coverage information. On any screen which includes an option to View Coverage, click on the icon to View Coverage.

7.1 Coverage Functions

At the top of the coverage detail screen, you will find a set of buttons. Some buttons may or may not be present, depending upon the type of coverage involved. Possible options include:

Replace	Click here to create a Replacement transaction based on the coverage. For more information, see section 9.4, Replace.
Renew	Click here to create a Renewal transaction based on the coverage. For more information, see section 9.3, Renew.

Rewrite	Click here to create a Rewrite transaction based on the coverage. For more information, see section 9.6, Reissue.
Add Period	Click here to create an Annual Rerate transaction for the coverage. Available for multi-period policies only. For more information, see section 9.7, Add a Period.
Cancel/Reinstate	Click here to create a cancellation or reinstatement transaction for the coverage. For more information, see section 10, How to Cancel/Reinstate Coverage.
Print	Click here to print coverage detail in a PDF format.
Add to My List	Click here to add the policy to My List.
Back	Click here to go back to the previous screen you were viewing.
Premium Owing or Audit Noncompliance	Click here to create a transaction for Premium Owing or Audit Noncompliance. Available for Assigned Risk policies only. For more information, see section 11, Assigned Risk Premium Owing/Audit Noncompliance.

7.2 Coverage Information

Beneath the coverage functions, you will see identifying information for the policy. Among other things, this includes the Carrier ID, Policy Number, Effective Date, Coverage ID, Status, Primary Name, and Mailing Address.

The remainder of the screen is devoted to tabs that further describe the coverage. Some tabs may or may not be present, depending upon the type of coverage involved. Possible tabs include:

Info Page	Click here to view detail that would normally appear on the Information Page of a policy.
Name & Address	Click here to view the names and address on a policy. The names and addresses are provided in separate grids.
Premium	Click here to view premium detail for a policy. The MN premium and Other States premium, if any, are provided in separate grids.
Exposure	Click here to view estimated exposures for a policy.
Endorsements	Click here to view endorsements for a policy. If detail exists for an endorsement, you may click on a button to view the detail.
Cancel/Reinstate	Click here to view the cancellations and reinstatements for the policy, if any.
Noncompliance	Click here to view the Assigned Risk Compliance/ Noncompliance history for the policy, if any.
Transaction History & Errors	Click here to view a log of the electronic transactions for the policy, if any. If an Accepted or Rejected transaction has policy errors or warnings, you can click on a button to view the policy errors/warnings.
Letters	Click here to view the list of letters for the policy, if any. You may open a letter and view it in PDF format.

Note: The coverage tabs include information relevant to Minnesota only. Only limited information for other states is included.

8. How to View Transactions

The Manage Policy System allows you to view detailed information for a transaction. (For information on transaction detail availability, see section 2.2, Availability of Transactions.) On any screen which includes an option to View Transaction, click on the icon to View Transaction.

8.*1 Transaction Functions*

At the top of the transaction detail screen, you will find a set of buttons. Some buttons may or may not be present, depending upon the type of transaction involved.

If you are in View (read-only) mode, the options include:

Update	Click here to enter Update mode for the transaction. For Not Submitted transactions only.
Validate	Click here to validate the transaction. For Not Submitted transactions only.
Submit	Click here to submit the transaction to the MWCIA. For valid, Not Submitted transactions only.
Delete	Click here to delete the transaction. For Not Submitted transactions only.
Print	Click here to print transaction detail in a PDF format.
Add to My List	Click here to add the transaction to My List.
Back	Click here to go back to the previous screen you were viewing.

If you are entering a new transaction or have clicked the 'Update' button for an existing transaction, then the options include:

Save & Close	Click here to save any changes to the transaction and exit update mode. The Validation Status of the transaction is set to Not Validated.
Save & Validate	Click here to save any changes and validate the transaction. The transaction remains in update mode.
Close	Click here to close the transaction without saving any changes since the last Save. Also, click here after Save & Validate to exit update mode without losing validation results. Reminder: When you advance from one tab of a transaction to the next, the system will automatically save your changes for you.

8.2 Transaction Detail and Tabs

Beneath the transaction functions, you will see identifying information for the transaction. This includes the Carrier ID, Policy Number, Effective Date, Transaction Code, Transaction Issue Date, and Transaction Status.

The remainder of the screen is devoted to tabs that further describe the transaction. Depending upon the type of transaction, the tabs may include:

Info Page	Click here to view detail that would normally appear on the Information Page of a policy.

Name & Address	Click here to view the names and addresses for the transaction. The names and addresses are provided in separate grids. Note: Wrap-up project name should be stored under Address Type 4.
Premium	Click here to view 3A premium detail for the transaction. The MN premium and Other States premium, if any, are provided in separate grids.
Exposure	Click here to view estimated exposures for the transaction. Exposures are included in a grid.
Other States Coverage	Click here to view 3C Other States Coverage info for the transaction. Other States Coverage records are included in a grid.
Endorsements	Click here to view endorsements for the transaction. If detail exists for an endorsement, you may click on a button to view the detail. Endorsements are included in a grid.
Status History	Click here to view the status history for the transaction. This option is not available if you are in Update mode.

Note: The coverage tabs include information relevant to Minnesota only. Only limited information for other states is included.

8.3 Transaction Grids

Detail is displayed on most transaction tabs in a grid format. Each row in a grid represents a record.

Some grids include a column labeled Action. If any icons appear in this column, then additional functions are available for the given rows.

View-only mode

If you are viewing a transaction in *View-only* mode, the following Action options might be available:

(mouse-over)	If there is an icon of a page with text, you may slide your mouse over this icon to view additional detail for the record.
View Endorsement Detail	Click here to view the detail records associated with a particular endorsement record.

Update mode

If you are entering or updating an existing transaction, the following Action options might be available:

Edit	Click here to edit an existing row.
Manage Endorsement Detail	Click here to view the detail records associated with a particular endorsement record. (When those detail records are displayed, additional functions will allow you to add, change, or delete those records.)
Delete	Click here to delete an existing row.

Also, beneath a grid, there may be a button labeled **Add New**. Click on this button to add a new row to the grid.

8.4 Validation Status and Error Summary for Not Submitted Transactions

If you are viewing transaction detail and the transaction has a status of Not Submitted, then the Edit Summary and Validation Status for the transaction will be displayed on the right side of the screen. To refresh the Edit Summary and Validation Status, click the Validate button.

Note: A transaction must be Valid or Valid with Warnings in order to submit it to the MWCIA.

Validation status is color-coded and will be one of the following.

Not Validated	Blue	The transaction hasn't been validated since it was last saved.
Invalid	Red	The transaction has validation errors.
Valid with Warnings	Yellow	The transaction has warnings but no errors.
Valid	Green	The transaction has no validation errors.

The **Error Summary** is divided into sections that correspond to the transaction tabs. Click on an Error Summary section to view the edit violations for a particular transaction tab. If you click on the arrow icon on the Error Summary section heading, then the corresponding transaction tab will open.

Each edit violation is identified as an error (red) or warning (yellow). A transaction can be submitted with warnings but not with errors. For each edit violation, the system identifies the field (or fields) in error, additional identifying information (if applicable), and a message.

9. How to Enter or Update Coverage

To enter or change coverage, you must create a policy transaction that reflects the correct information, validate it, and submit it to the MWCIA for processing. The content of a transaction is based on WCPOLS guidelines. The following functions are available to create transactions.

9.1 Create New

You may use this function to create a policy transaction from scratch. The system will not pre-fill any fields based on existing coverage or transactions.

To access this function, click on the New Transaction menu option on the blue menu bar. Then click on the "Create Policy Transaction" drop-down menu option. (You may also use this function to create a Cancellation or Reinstatement transaction. For more information, see section 10, How to Cancel/Reinstate Coverage.)

9.2 Copy

You may use this function to copy an existing policy transaction. The system pre-fills all fields based on the transaction being copied. Exception: Data that violates record type or transaction type rules may not be copied.

You may access this function from the transaction search results screen or the transaction detail screen.

Restrictions on copying:

- You are allowed to copy a transaction only if the transaction detail is available for viewing. For more information, please review section 2.2, Availability of Transactions.
- Expired detail records are not copied. For example, if a name expires mid-term, it will not be copied to the new transaction.

9.3 Renew

You may use this function to renew an existing policy. The system creates a renewal transaction and pre-fills some fields based on the policy you are renewing. The system prompts you to determine whether you would like name and address information pre-filled.

This function is available on the Coverage Detail screen.

9.4 Replace

You may use this function to replace an existing policy. The system creates a replacement (or change) transaction and pre-fills fields based on the policy you are renewing. There are several types of replacements. Each represents a complete replacement of the policy on record.

Transaction code	Description
08	Policy Replacement due to Rating Change
10	Policy Replacement due to Non-Rating Change
14	Policy Replacement due to Miscellaneous Change/Non-Key Field Change
15	Policy Replacement due to Add/Delete State Change

The Replace function is available on the Coverage Detail screen. If a transaction is already pending for a policy, the Replace function is not enabled for that policy.

Change Effective and Expiration Dates

- When you create a replacement transaction, the system allows you to provide effective and expiration dates for information that is changing. When these dates appear, you may leave them blank or provide the appropriate dates. When adding Minnesota via transaction code 15, please pay special attention to these dates.

- A change effective date of zeroes is equivalent to the policy effective date. A change expiration date of zeroes indicates the record is in effect throughout the coverage period.

9.5 Create Original

The MWCIA creates a record of a "missing" policy when we receive a qualifying document (such as a unit statistical report) for which we have no policy on record. You may use the Create Original function to provide the original policy for a binder or "missing" policy.

The system creates a transaction and pre-fills fields based on the binder or "missing" policy you are viewing.

This function is available on the Coverage Detail screen.

9.6 Rewrite

You may use this function to rewrite or reissue an existing policy. The system creates a Rewrite transaction and pre-fill fields based on the policy you are reissuing. The system prompts you to determine whether you would like name and address information pre-filled.

This function is available on the Coverage Detail screen.

9.7 Add a Period

You may use this function to add a period to an existing multi-period policy. A multi-period policy is either long-term (more than one year and sixteen days and less than three years) or a three-year policy (other than three-year fixed rate).

The system creates an Annual Rerate transaction and pre-fill fields based on the policy. The system prompts you to determine whether you would like name and addresses pre-filled.

This function is available on the Coverage Detail screen.

10. How to Cancel/Reinstate Coverage

The Manage Policy System provides you with the means to cancel or reinstate a policy. To do so, you must create a cancellation or reinstatement transaction, validate it, and submit it to the MWCIA for processing.

This function is available on the Coverage Detail screen. It is also available by clicking on the New Transaction menu option on the blue menu bar and then clicking on the "Create Cancel/Reinstate Transaction" drop-down menu option.

11. Assigned Risk Premium Owing/Audit Noncompliance

If you are an Assigned Risk Servicing Contractor, then the Manage Policy System provides you with the means to provide information regarding premium owing or audit noncompliance events. To do so, you must create a Noncompliance or Compliance transaction, validate it, and submit it to the MWCIA for processing.

The Add Noncompliance function is available on the Coverage Detail screen for Assigned Risk policies only. You may use this function to create a Noncompliance or Compliance transaction.

12. How to Validate Transactions Prior to Submission

One of the primary advantages of the Manage Policy System is its robust validation of transactions prior to submission. Some validation takes place automatically during entry or import. Other validation takes place when you click the Validate button.

A transaction must have a status of "Not Submitted" to be validated. A transaction must be Valid or Valid with Warnings to submit it to the MWCIA. For more information on validation status, see section 8.4, Validation Summary and Validation Status.

12.1 Validate the transaction currently being viewed

To run validation against the transaction you are viewing, click on the Validate button on the Transaction Detail screen. The results of the validation will appear on the right-hand side of the screen. (For more information, see section 8.3, Validation Summary and Validation Status.)

The results are tab-driven, which means you can see the errors for the transaction tab you are viewing. To view a different set of errors, click on the desired transaction tab or error tab.

12.2 Validate multiple transactions

To run validation against multiple transactions, select the transactions you want on the Transaction Search Results screen. Select transactions by clicking on the checkbox to the left of the search results row or Select All. When you have completed your selection, click the Validate button.

If the number of selected transactions is manageable, the system will perform the validation immediately while you wait. Otherwise, the system will ask you if you would like the validation to take place offline, allowing you to proceed with other work. If you agree, then the system alerts you when the validation is completed.

Offline validation results are available under the Process History menu, Offline Validation. For more information on process history, see section 17, Process History.

Alternatively, you may review the errors one transaction at a time. On the transaction search results screen, click on the View Validation Summary option. You may also open the transaction and view the Error Summary on the right side of the transaction detail screen.

13. How to Submit to the MWCIA

The Manage Policy System allows you to submit policy transactions to the MWCIA for processing. To be submitted, a transaction must be valid and have a status of "Not Submitted".

13.1 Submit the transaction currently being viewed

To submit the transaction you are viewing, you may click on the Submit button on the Transaction Detail screen. Some validation may be rerun at this time to ensure that nothing in the system has changed since the last validation.

If any submission-level validation fails, the system will notify you and the submission will not be allowed to proceed.

13.2 Submit multiple transactions

To submit multiple transactions, you may select transactions from the Transaction Search Results screen. Select transactions by clicking on the checkboxes to the left of each search results row or you can Select All. When you have completed your selections, click the Submit button.

If the number of selected transactions is small, the system will perform the submission immediately while you wait. Otherwise, the system will process the submission offline, allowing you to proceed with other work, and then alert you when processing is completed.

If any submission-level validation fails, then the system will notify you and the submission will not be allowed to proceed.

13.3 What happens to submitted transactions?

A submission is processed by the MWCIA system. How quickly the submission is processed depends upon a number of factors, including the size of the submission and whether any manual intervention is required.

Generally, if a submission has a small number of transactions and no intervention on the part of MWCIA staff is required, then the results will be available in Manage Policy within the hour or even sooner. Larger files and manual intervention may delay the reporting of results until the next business day.

Regardless of how long it takes to process a submission, the current status information for the submission and its transactions is available in the MPS.

In addition, email and screen notifications are provided to alert you to changes in the status of your submission.

14. How to Respond to Policy or Submission Errors

Once a transaction has been processed by the MWCIA, the results are provided to the Manage Policy System. You can use Manage Policy to view and respond to transactions regardless of the system of origin – Manage Policy or CDX. Policy and Submission Errors are available for Accepted and Rejected transactions only.

14.1 Submission Errors

We advise that you first verify the status of the submission. You may search for the submission on the Submission Search tab.

If a submission has been rejected, then please review the submission errors. If the submission was Rejected because too many transactions were rejected, then the status of the individual transactions will be Rejected. If the submission was rejected because of problems with the submission itself, then the status of the individual transactions will be Submission Rejected.

14.2 Policy Errors

A processed transaction has a status of Accepted or Rejected.

If a transaction is Rejected or Accepted with errors or warnings, the MWCIA advises carriers to review the errors and warnings, and if appropriate, submit another transaction to correct the issues. Note: If a transaction is Rejected, this means that the transaction was not updated to coverage and cannot be used to satisfy proof of coverage requirements.

To review policy errors, you may:

- Search for policy errors using the Letters/Errors screen. For more information, see section 6, Policy Letters/Errors. Use customized search criteria to identify transactions with errors and review them.

- Search for the submission using the Submission Search function. Once you have located the submission, you may view the transactions in the submission or view the errors for the submission.
- Search for the transactions using the Transaction Search function. Once you have located the transactions, you may review them individually for errors.

14.3 How to Respond to Policy Errors

To address policy errors for a particular Accepted or Rejected transaction, you must create a new transaction and then apply any changes that are required. For example, if a transaction has been rejected, you may copy the rejected transaction and then edit the new transaction to address the errors. Another option, if coverage exists, is to use the Replace function to create a transaction.

Once you have created and edited the transaction, you must validate it and then submit it to the MWCIA for processing.

15. Import

The Manage Policy System allows you to import transaction files created on another system. The file must adhere to current WCPOLS standards for Minnesota.

Two import options are available. The Import/Submit option will import and validate the transactions and, if no errors are found, a submission file will be automatically created and sent to the MWCIA for processing. An Import only option is also available. This option only imports the transactions. They must be manually validated and submitted.

Only data that is applicable to Minnesota will be collected and displayed. Non-MN data, such as names and addresses for other states, exposures for other states, and endorsements not pertaining to Minnesota, will not be made available for viewing, editing, copying, submitting, or export.

15.1 How to Import a WCPOLS File

The option to import a WCPOLS file is available on the Import screen. To get to this screen, click on the Import menu option on the blue menu bar. To import a file, click on the Import or Import/Submit button. The Manage Import pop-up screen will prompt you for a filename and path.

To provide the filename and path, click on the Browse button. A window will allow you to navigate to the file you wish to import. Click on the file to import and then click the Open button. On the Manage Import screen, click the Save & Close button to import the file or click the Cancel button to abandon the import request.

Once an import request has been initiated, the system will start to load the file. If the file surpasses system file size constraints or fails import validation, then the system will notify you and the import request will fail. If the import request is approved, then the transactions are loaded and you may search for and work with them.

If the Import/Submit request passes the initial import validations, the individual transactions will be validated. If all validations pass, you will receive notification that the file has been submitted to the MWCIA. If any validations fail, the submission will not be sent. The errors can be found

on the Import menu from the Manage Import File Transactions icon for the imported submission. Correct the errors and submit all imported transactions.

15.2 How to Search for an Import File

The Import screen automatically shows you a list of recently imported WCPOLS files with the most recent files at the top. If you would like to search for a particular file or set of files, you can specify search criteria and then click on the Search button. The search results will be displayed in the lower half of the tab.

In the search results grid, there will be one row for each import file that satisfies the search criteria. For each row in the grid, you may:

Manage Import File Transactions	Click here to advance to the Import File Transactions screen.
View Original Import File	Click here to advance to the Original Import File screen.
Download Original File	Click here to download a copy of the original import file.
Delete Import File and Transactions	Click here to delete the import file and all its transactions. This option is not available if any of the transactions on the file have been submitted.

15.3 Import File Transactions screen

To access this screen, click on the "Manage Import File Transactions" button for an import file on the Import screen.

At the top of the screen, you may view general information about the import file, such as the filename, the date it was imported, and who imported it.

In the lower half of the screen, you may view an up-to-date list of the transactions included on the import file. The detail and functions available on this screen should match what is available on the Transaction Search Results screen. You may work with imported transactions on either screen.

15.4 Original Import File screen

To access this screen, click on the "View Original Import File" button for an import file on the Import screen.

This screen contains a listing of the transactions originally included on the import file. This list is static and does not reflect any actions taken on individual transactions.

16. How to Export Transactions

Disclaimer: It is each carrier's responsibility to keep the data in its own systems in sync with any changes submitted via MPS.

The system allows you to create a WCPOLS file of accepted transactions. Only Accepted transactions with available detail can be exported. The system does not monitor how many times a transaction is exported.

On the Transaction Search Results screen or My List, select the transactions that you wish to export. Click on the Export button.

Only transaction data relevant to MN is available for export. With limited exceptions, this does not include data for other states. Also, only electronic transactions can be exported. If hard-copy endorsements are submitted, those changes will not be reflected in exported electronic transactions.

16.1 Immediate Export

If the number of transactions selected for export is small, then the system creates the export file while you wait. You may immediately view or download the resulting file.

16.2 Offline Export

If the number of transactions selected for export is large, then the system creates the export file offline. You are free to pursue other activities while the file is constructed. When the file is ready, the system will notify you and you may access the file from the Offline Exports menu option on the blue menu bar at the top of the screen.

On the Offline Exports screen, the grid contains one row for each offline file that was created at your request. For each row, you may download the file. Note: You can only download the file once. The system will remove the file from the grid once you have downloaded it.

17. Process History

To ensure robust system performance, the system conducts certain processing offline. Offline processing means that the system queues the process until system resources become available. In the meantime, you are allowed to proceed with other activities. Offline processing generally occurs when a user validates, submits, or exports a large number of transactions at once. The system alerts the user when offline processing is necessary. When the offline processing is completed, the system sends an email to the user.

The status and results of offline processing are available via the Process History option on the blue menu bar. You may view offline process history for validation, submission, or export requests. You may also view a listing of all offline processing messages via the Offline messages option.

18. Contact Information

If you have questions or concerns, please email: Manage_Policy@mwcia.org