Minnesota Workers' Compensation
Insurers Association, Inc.

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www.mwcia.org

ACCEDE
USER GUIDE

Table of Contents:

Completing the Acknowledgment Form

- An ACCEDE account is not needed to access this form, however this can also be accessed by launching ACCEDE and using the Acknowledgement drop down in the left menu.
- Enter your NCCI Group/Carrier Code. Group/Carrier Name will auto-populate.
- If reporting Financial Calls as a group, check 'Group Reporting' and list all carriers.
- Indicate which of the call types will be reported.
- Fill in all required fields and click 'Submit'.
- Submission of this form determines which financial calls you can enter in ACCEDE.
- You can Print the form after submission.
- If a revision to the acknowledgement form is needed, the form can be resubmitted or the ACCEDE user for your group can login and make the revision.

MWCIA ACCEDE

ACKNOWLEDGMENT FORM

BASIC DETAIL

Note: You need to provide the NCCI number, not the NAIC number when entering group and carrier ids.

Group/Carrier Code: * | Group/Carrier Name: *

Address: *

City: * | State: * | Zip: *

Contact Information:

First Name: * | Last Name: *

Email: * | Telephone No: * | Extension:

Title: | Department:

☐ Group Reporting

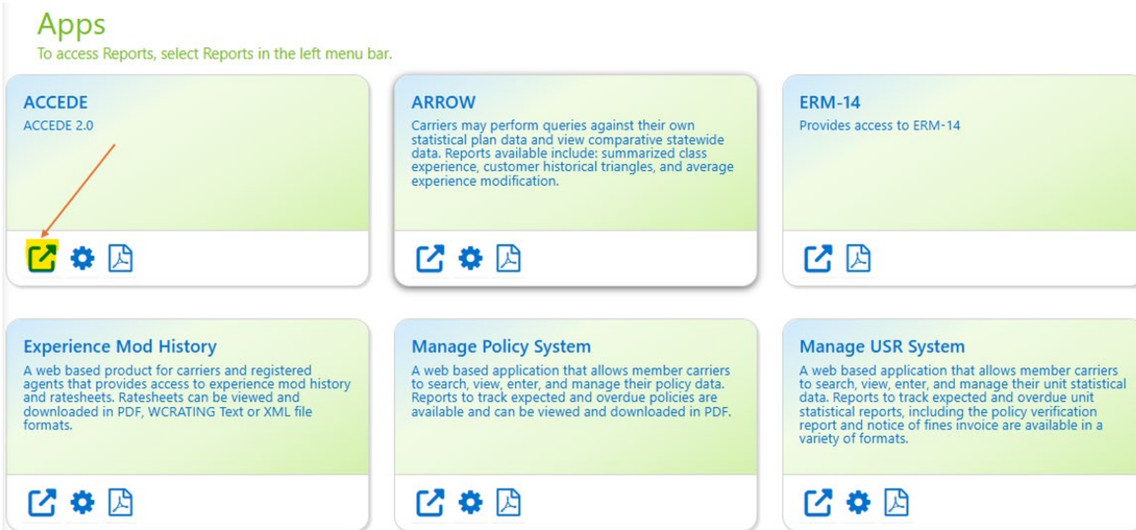
CARRIER CALLS

CALL TYPE	WILL REPORT	NO EXPERIENCE TO REPORT
Policy Year Call for Compensation Experience Valued as of December 31, 2024—Due April 1, 2025 *	○	○
Calendar-Accident Year Call for Compensation Experience Valued as of December 31, 2024 — Due April 1, 2025 *	○	○
Large Deductible Policy Year Call for Compensation Experience Valued as of December 31, 2024 — Due April 1, 2025 *	○	○
Large Deductible Calendar-Accident Year Call for Compensation Experience Valued as of December 31, 2024 — Due April 1, 2025 *	○	○
Reconciliation Report for Calendar Year 2024 Data Call — Due April 1, 2025 *	○	○
Large Loss and Catastrophe Call — Due April 1, 2025 *	○	○
Supplemental Call for Schedule Rating Premium Adjustments — Due April 1, 2025 *	○	○

Submit | RESET

Accessing ACCEDE

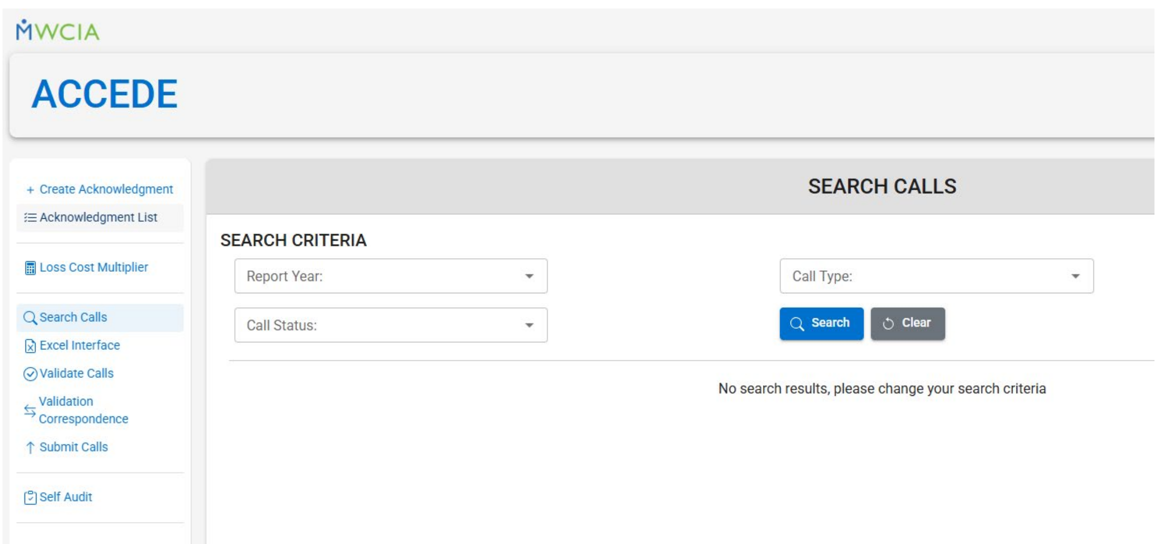
- Go to the ACCEDE launch page: https://www.mwcia.org/Pages/ACCEDE.
- On the ACCEDE home page, you will find links to the current Acknowledgment Form and the Minnesota Aggregate Financial Data Reporting Guidebook.
- Log in using your MWCIA Web Membership credentials.
- If you do not have a Web Membership login please contact your Group Administrator. If you do not know your Group Administrator please email actuarial@mwcia.org.
- Click the ACCEDE link under Apps to enter the system.



- Clicking the settings icon will reveal group information along the right side
- The PDF icon will load an ACCEDE User Guide

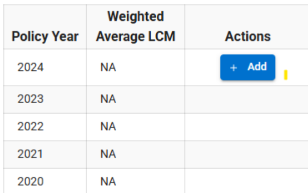
Entering Loss Cost Multipliers (LCMs)

- ACCEDE will default to the Search Calls screen. The left menu panel gives access to key functions such as Create Acknowledgment, Loss Cost Multiplier, Search Calls, Excel Interface, Validate Calls, Validation Correspondence, Submit Calls, and Self-Audit

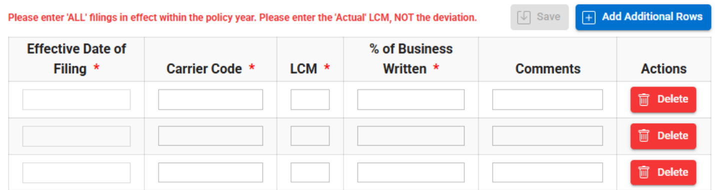


- First, select the Loss Cost Multiplier from the menu on the left panel and click ‘View’ next to the policy year that needs to be updated.
- Enter and/or update the effective date of each Loss Cost Multiplier (LCMs) filing, the carrier code, LCM, and the percent of business written
- The percent of business written must total 100% over all entries to ensure saving a valid weighted average LCM for the policy year.

- The Loss Cost Multiplier(s)need to cover the entire policy year. Update the effective date of the filing(s) accordingly.



Policy Year	Weighted Average LCM	Actions
2024	NA	+ Add
2023	NA	
2022	NA	
2021	NA	
2020	NA	



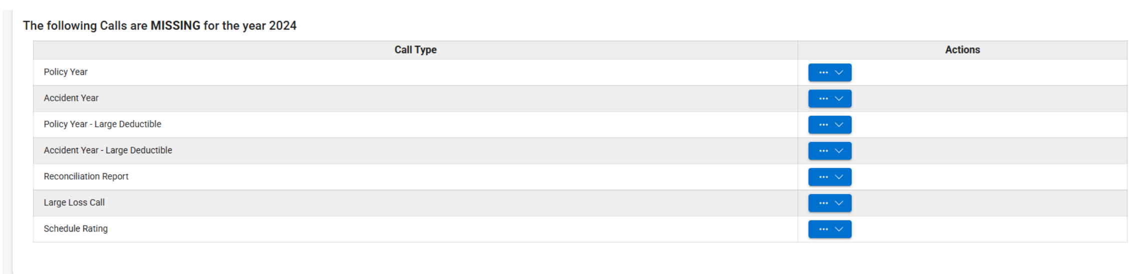
Please enter 'ALL' filings in effect within the policy year. Please enter the 'Actual' LCM, NOT the deviation.

Save | Add Additional Rows

Effective Date of Filing *	Carrier Code *	LCM *	% of Business Written *	Comments	Actions
					Delete
					Delete
					Delete

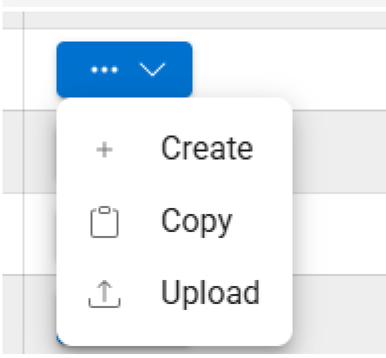
Creating or Copying Calls

- Go to 'Search Calls'.
- The current report year will be selected by default.
- You can view previous years by updating the report year filter.
- Using the blue dropdown menu under actions click 'Create' to start a new Call, or click 'Copy' to duplicate the prior report year's Call data over to the latest report year Call. The 'Upload' option will redirect to [Excel Interface](#) (described in the next section).
- Click on 'Update' so that Call data can be edited on-screen. Use 'Save' and 'Save & Close' to save changes.
- Cancel Editing' will return the Call to view mode.
- 'Close' will return the carrier user to the 'Search Calls' page.



The following Calls are MISSING for the year 2024

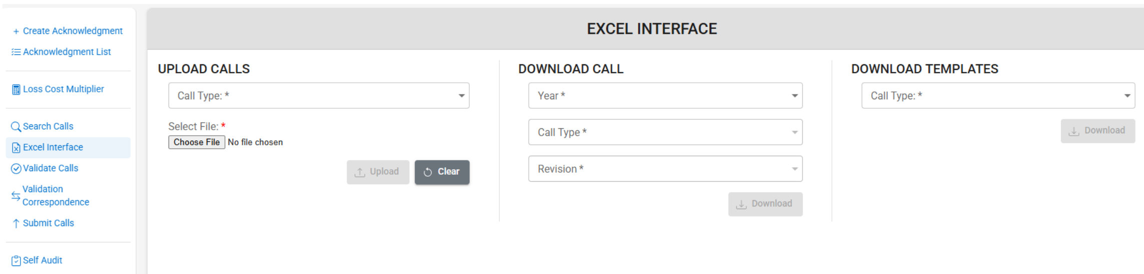
Call Type	Actions
Policy Year	...
Accident Year	...
Policy Year - Large Deductible	...
Accident Year - Large Deductible	...
Reconciliation Report	...
Large Loss Call	...
Schedule Rating	...



Downloading and Uploading Excel Templates

- Navigate to 'Excel Interface' on the left menu.
- Download templates (either individual .xlsx files or all 7 templates as .zip file).
- Populate the templates with the correct data.

- On the templates for the P1, P2, C1, and C2 Calls, don’t forget to answer the “Bulk in IBNR” questions found below row Z. With the exception of Claim Status and Date fields on the LL template, please enter only numeric values without decimals.
- Save and close the file before uploading.
- Upload the completed template for the corresponding Call.

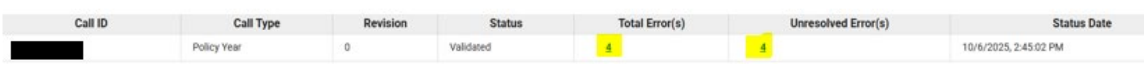


Call Status

- Unvalidated: Newly created, copied, or updated Calls before validation.
- Validated: Validation complete.
- Submitted: Final status after submission.
- Only Unvalidated or Validated Calls can be updated or deleted.
- To revise a Submitted Call, see the instructions below for “Revising Submitted Calls.”

Validating Calls

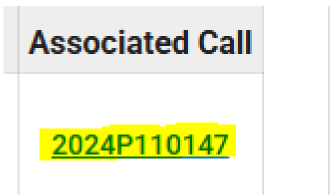
- Go to 'Validate Calls'.
- Ensure all required LCM (Loss Cost Multiplier) data is entered.
- Click 'Validate Calls'.
- ‘Total Error(s)’ and ‘Unresolved Error(s)’ hyperlink will take you to Validation Correspondence to review edits.



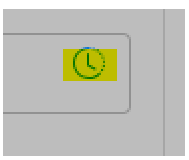
Call ID	Call Type	Revision	Status	Total Error(s)	Unresolved Error(s)	Status Date
[redacted]	Policy Year	0	Validated	4	4	10/6/2025, 2:45:02 PM

- Review 'Validation Correspondence' for edits.
- Statuses: Open, Pending, Resolved, Accepted. Open and Pending edits require an explanation or correction to Call data.
- ‘Pending’ edits are often triggered when a validated Call has cell values that should equal cell values on another submitted Call. (e.g. Line (Z) on a P1/P2 Call does not equal Line (Z) on a C1/C2 Call for a column.)
- ‘Resolved’ edits have saved carrier explanations.
- ‘Accepted’ edits have been reviewed and approved by MWCIA.
- When validating Call revisions, ensure that all necessary Calls are revised to avoid or correct ‘Pending’ edits.
- For ‘Open’ edits requiring an explanation, completely address what is causing the Call data to result in the edit.

- “Data is correct as reported,” “pending data correction,” or “researching edit” are **not acceptable** carrier explanations.
- To assist in providing an explanation or correcting the Call data, click the associated Call hyperlink to review the data.



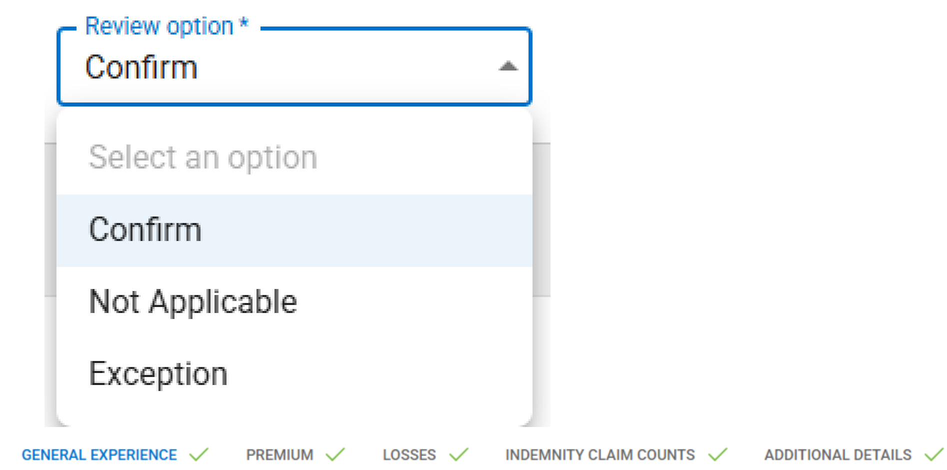
- Edits with a “clock” symbol were triggered on last year’s submission as well. Click the symbol to review last year’s explanation.



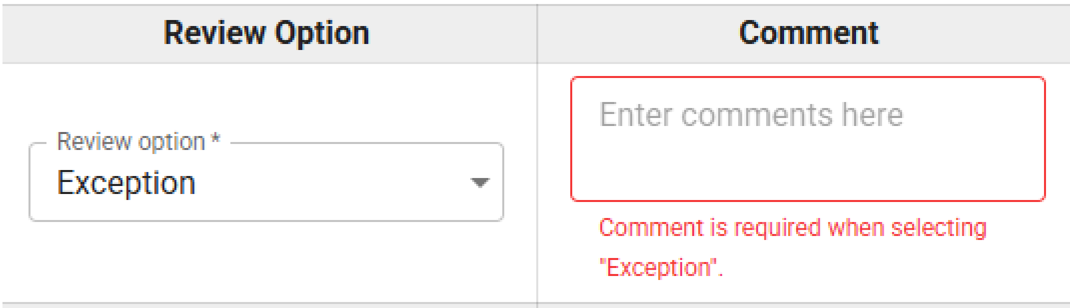
- Once all edits are ‘Resolved,’ Calls can be submitted.
- Edit Notifications should be monitored by Financial Call reporters for MWCIA review of Call data.

Submitting Calls

- Go to 'Submit Calls'.
- Calls with Unresolved Errors cannot be submitted.
- Complete the Self-Audit Form.
- Select a Review Option for each question in all five tabs: General Experience, Premium, Losses, Indemnity Claim Counts, and Additional Details.



- Provide comments for exceptions.



- Click ‘Save’ or ‘Close’ once all questions have been answered to finalize.
- Note that Self-Audit Form questions can be viewed at any point in ACCEDE.
- To submit Calls, check the boxes of the calls you wish to submit or use the ‘Select All’ box and click the ‘Submit Calls’ button.

Edit Notifications

- MWCIA may request clarification via email.
- Revisit 'Validation Correspondence' to address ‘Open’ or ‘Pending’ edits.
- Previously ‘Resolved’ edits may be reverted to ‘Open’ status due to incomplete or unacceptable carrier explanations.
- Fully answer MWCIA follow-up questions or requests in the Explanation box and resolve all ‘Open’ edits on submitted Calls.
- The ‘Submit Call Correspondence’ button will not be enabled if all Calls are not in submitted status or if any submitted Calls have ‘Open’ or ‘Pending’ edits.
- After all edits are ‘Resolved’ (explanations entered are saved automatically) your calls can be submitted. For the edit explanations to be sent to MWCIA **you must submit your calls.**
- MWCIA may send edit explanations back to the carrier with questions or requesting additional information.
- To view comments received from MWCIA the click the “+” button under validation correspondence.
- Submit Call revisions if necessary.

Revising Submitted Calls

- Go to the Search Calls Screen.
- From the blue action bar on the Call you wish to revise, select ‘View Call.’
- Select ‘Create Revision.’
- Make updates and save.
- [Re-validate](#) and address any new edits.
- Submit revised Calls and complete the Self-Audit Form again if needed.