

SPECIAL ATTENTION: RATE FILING STAFF

August 25, 2004

ALL ASSOCIATION MEMBERS

Circular Letter 04-1429

**RE: Joint Announcement from the Minnesota Department of Commerce
and MWCIA on Enhancements to the Rate Filing Application**

The Minnesota Department of Commerce and the Minnesota Workers' Compensation Insurers Association Inc. (MWCIA) are pleased to announce the release of Phase Two enhancements to the Rate Filing Application (RFA), available on **August 27, 2004**. This collaborative effort between the Commerce Department and the MWCIA has led to the following software enhancements to the RFA:

RFA APPLICATION

- Activity screen that displays all of the users filings and their current status
- Pre-filling of some data on the transmittal document (PC-TD-1)
- Selected data pre-fills subsequent forms
- Addition of DOC WC-2 and WC-7 forms
- Ability to deviate up to ten classification codes
- Ability to file up to ten Large Risk Rate Filing certification forms per RFA filing
- Instructions for attaching RFA filings to SERFF
- Rate schedules can be viewed, printed, saved
- Rate schedules can be saved and made part of SERFF
- User can "opt" into a program to have filing fees fronted by MWCIA when filings are submitted electronically for either RFA or SERFF

RFA PUBLIC

- A) All filings filed with the RFA tool will be available for public viewing on-line
- B) All SERFF filings will be uploaded by the Commerce Department for public viewing on-line

Since RFA and SERFF electronic filings will be available for public view, members who submit filings electronically will no longer need to send copies of these approved electronic filings to MWCIA. Approved paper filings submitted to the Commerce Department will still need to be copied and sent to MWCIA, resulting in increased efficiencies for all parties.

Members can “opt” into the MWCIA Filing Fee Advancement Program to have filing fees fronted by MWCIA when filings are submitted electronically using either RFA or SERFF. This optional program promotes speed to market as a carrier will no longer need to separately submit their filing fees or wait for those fees to be matched to a filing before processing can begin by the Commerce Department. The insurer will be billed by the MWCIA on a quarterly basis. Specific information on how to designate this option for each type of electronic filing is contained in the RFA tool and the SERFF General Instructions. Paper filings are not eligible for this option.

Instructions for how to submit RFA filings are available on the MWCIA website at www.mwcia.org, under the tabs Member Services/Rate Filing Application. Information is also available in the Department of Commerce Bulletin 2004-3 located on the Commerce’s website at www.commerce.state.mn.us. The Department of Commerce Bulletin 2004-3 is also located directly on the MWCIA website www.mwcia.org under the “What’s New” column on the MWCIA website home page. Simply click onto the item entitled MN Department of Commerce Bulletin 2004-3 to view the Bulletin.

General questions regarding RFA or SERFF should be directed to Tammy Lohmann, Chief Workers’ Compensation Analyst, at the Commerce Department at 651.296.2327, or by emailing her at tammy.lohmann@state.mn.us. System use questions should be directed to the MWCIA IT Department by contacting Deb Ronald at deb.ronald@mwcia.org.