

**Special Attention: Policy Entry Personnel**

March 21, 2005

**ALL ASSOCIATION MEMBERS**

Circular Letter No. 05-1444

**RE: ACCCT Announces an Online PEEP WebEx Training Session**

Attached please find an announcement from the American Cooperative Council on Compensation Technology (ACCCT), dated March 21, 2005, announcing there will be an online PEEP™ WebEx training session on **Wednesday, April 20, 2005, from 1:00 p.m. to 3:00 p.m. Central Time.**

There is no charge to attend this session. However, you do need to complete and return the attached PEEP™ registration form by April 1, 2005.

Please refer to the attached announcement for further details. If you have questions regarding this Circular Letter, please contact Pam Flaten from MWCIA at 952.897.6417 or by email at [pam.flaten@mwcia.org](mailto:pam.flaten@mwcia.org).



American Cooperative Council on Compensation Technology  
7701 France Avenue South, Suite 450  
Minneapolis, MN 55435  
(952) 897-1737  
[www.acct.org](http://www.acct.org)

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## PEEP Training Announcement

March 21, 2005

### Register Now for the 2005 Policy Entry and Edit Package (PEEP) WebEx Training Session

The American Cooperative Council on Compensation Technology (ACCCT) will once again be holding an online (WebEx) PEEP training session. PEEP, the Policy Entry & Edit Package, is specifically designed for the manual entry or import, and electronic submission of policy information. The session will be conducted on Wednesday, April 20, 2005, from 1:00 p.m. to 3:00 p.m. Central time. There is no charge to attend the session.

#### Training Highlights

Several participants from the last PEEP training session asked that more time be devoted to the file handling functions. To accommodate that request, the session will be divided between PEEP entry functions and PEEP file handling functions.

#### Who Should Attend

The purpose for dividing the session is to allow the appropriate staff to be available as needed, rather than having to attend the entire conference, should everything not apply to you. The Policy Entry Functions portion will be conducted during the first ninety minutes (1:00 p.m. – 2:30 p.m.). The last half hour will focus on the File Handling Functions (2:30 p.m. – 3:00 p.m.).

The Policy Entry Functions portion is designed to familiarize, update, and train policy data providers who are currently using, or who wish to begin using, the PEEP online policy transaction entry functions.

The File Handling Functions portion is designed to familiarize, update, and train staff responsible for "file handling".

#### Agenda and What Can You Expect to Learn

**POLICY ENTRY FUNCTION**                      **1:00 p.m. – 2:30 p.m. Central Time**

The policy entry functions will address:

- PEEP navigation
- PEEP terminology
- Demonstrating the entry of policy transactions

**FILE HANDLING FUNCTION****2:30 p.m. – 3:00 p.m. Central Time**

The file handling functions will address:

- Importing files
- Creating submission files
- CDX (Compensation Data Exchange) and its functions

**Meeting Details**

Detailed information about joining the session will be sent to those who have registered. We encourage you to have as many participants as you wish, but ask that you coordinate your training site to accommodate as many of your participants as possible at one location.

Training materials will be sent via e-mail in advance of the session. You are encouraged to review the PEEP and/or CDX User Guides which can be found on the [ACCCT Web site](#).

Also, if you are not a member of CDX, and do not have access to PEEP, it will be valuable to do so prior to the session.

**Establishing Your PEEP/CDX Account**

Access to PEEP is provided through the CDX system. CDX is a service of Compensation Data Exchange LLC, and in order to access PEEP, Users must have a CDX account. If you are not a member of CDX, and do not have access to PEEP, it would be valuable for you to register with CDX prior to the session by going to the ACCCT Web site and completing the Application form which is located at the "Sign-Up" function on the site. If you are a member of CDX, but do not have access to PEEP, contact your CDX Insurance Group Administrator (IGA) to gain access.

You will not be accessing PEEP during the session, but being a member will permit you to log in once the training is complete, allowing you to apply what you have learned.

**Registration - Due by Friday, April 1, 2005**

It will be necessary for you to complete and return a registration form by April 1, 2005. If you plan to have multiple attendees at the same location, please provide the names, etc. on the form as instructed. For participants at different locations, please complete separate forms. You may complete the form and mail or fax it, or electronically complete and submit the form using the Submit Form function. The registration form is available on the ACCCT Web site at [www.accct.org](http://www.accct.org).

**Contact Us**

If you have any questions, comments, or need additional information, please contact Betty Rohde at 262-796-4551 or send an e-mail to:

[betty.rohde@wcrb.org](mailto:betty.rohde@wcrb.org).



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**PEEP REGISTRATION for the WebEx Training Session**  
 April 20, 2005

If you plan to have multiple attendees at the same location, please provide the names, etc. on the form as instructed. \*  
 For participants at different locations, please complete separate forms.

**PRIMARY REGISTRANT INFORMATION**

Registrant Name Title  
 Organization Name  
 Address City: State Postal Code  
 Phone # Fax #  
 E-mail Address  
 Registrant Interest: PEEP Entry File Handling

**\* ADDITIONAL PARTICIPANT INFORMATION**

Additional Participant Name Title  
 Phone # Fax #  
 E-mail Address  
 Registrant Interest: PEEP Entry File Handling

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Additional Participant Name Title  
 Phone # Fax #  
 E-mail Address  
 Registrant Interest PEEP Entry File Handling

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Additional Participant Name Title  
 Phone # Fax #  
 E-mail Address  
 Registrant Interest PEEP Entry File Handling

**To mail or fax registration:**

**PLEASE SUBMIT REGISTRATION NO LATER THAN FRIDAY, 4/1/05**

WCRB - Attention: Ms. Betty Rohde  
 P. O. Box 3080  
 Milwaukee, WI 53202-3080  
 Fax: 262-796-4416  
 Phone: 262-796-4551

**IMPORTANT NOTE: IF YOU HAVE ANY SUGGESTIONS FOR SPECIFIC TOPICS TO BE COVERED,  
 PLEASE NOTIFY BETTY ROHDE BY SENDING AN E-MAIL TO: [betty.rohde@wcrb.org](mailto:betty.rohde@wcrb.org).**