August 8, 2011

**ALL ASSOCIATION MEMBERS**

Circular Letter No. 11-1597

**RE: New Manage Policy System for the MWCIA Website**

The Minnesota Workers' Compensation Insurers Association, Inc. (MWCIA) is pleased to announce the release of the new Manage Policy System on the MWCIA Website effective August 15, 2011.

The Manage Policy System will allow member carriers to manage their own policy data. Features of the system include:

- Search interfaces for coverage, electronic policy transactions, submissions, and policy errors.  Errors can be viewed in PDF or Excel-compatible formats.
- Functions to manage electronic policy transactions: view, create, copy, change, validate, import, export, and submit to bureau.
- Coverage functions such as replace, renew, and rewrite.
- Comprehensive pre-submission validation.
- Print capabilities for coverage, transactions, policy errors, letters, and search results.
- Data is updated near-time based on bureau processing. Please allow extra processing time for the mailing and entry of hard-copy policies.
- Over 33 months of coverage and transaction history.
- Available to submitters of electronic and hard-copy policy data. Submission testing is not required for Manage Policy System submissions.
- To learn more about the Manage Policy System, please email Manage_Policy@mwcia.org or contact Kim LaHoud at 952-897-6412.

To use the Manage Policy System, each carrier group must register for Web Membership. Web Membership registration requests will be accepted beginning August 8, 2011. Please note the following about Web Membership:

- Each carrier group must establish one group administrator who is responsible for setting up and maintaining user accounts for the group. Only one registration request is required per carrier group.
- The group administrator may appoint secondary group administrators to assist with user account maintenance.
- A group administrator may appoint product administrators. A product administrator has authority to maintain user accounts with respect to particular products, like the Manage Policy System.

- A product or group administrator sets up one account for each product user at their company.
- The Manage Policy System is the first of many products to be integrated with Web Membership. As other web products are added, the same logins can be used to access multiple products.
- To learn more about Web Membership, please contact Debbie Peterson at 952-897-6439 or by emailing debbie.peterson@mwcia.org.

To register to become a group administrator for the Web Membership site, please complete the attached application or click on the following link:
https://www.mwcia.org/WebMembership/Login.aspx . Instructions for mailing and faxing are provided on the form.

**Please note that the current Policy View System will be phased out as of November 1, 2011. Existing Policy View logins will remain in effect until this time.**

**Please also note that the mailing of hard-copy policy error reports will be discontinued as of September 1, 2011. From this date forward, you must access the Manage Policy System or Policy View to acquire policy error information.**

# Web Membership – Group Administrator Application

Please complete the application in its entirety and mail or fax it to MWCIA.
Address:        MWCIA, 7701 France Ave South, Suite 450, Minneapolis, MN 55435-3200
Fax:            952-897-6495

Organization Name: 

NCCI Group Number: 

First Name: _____  Last Name: _____

Job Title _____  Department: _____

Address: 

City _____  State: _____  Zip: _____

Phone: _____  Phone 2: _____

Fax _____  Extension: _____

Email: 

User ID: _____

User ID Requirements: Must be 6 characters minimum; must begin with at least one ALPHA CHARACTER; can be all alpha or alpha-numeric beginning with alpha; no symbols; no common words; no spaces.

## Authorizing Officer for Group Administrator Applicant

Must be the president, owner, or a chief officer of the organization

First Name: _____  Last Name: _____

Title _____  Phone: _____

Email: 

Please attach a business card, or copy of a business card, of the authorizing officer for verification.

_____  _____
Applicant Signature                        Authorizing Officer Signature

Applicant's Agreement to attached Additional Terms and Conditions of Use is a part of this Application.

**ADDITIONAL TERMS AND CONDITIONS OF USE**

The Applicant Organization may be an Insurance Group or an insurance producer/agency. The Authorizing Officer is duly authorized to execute this application on behalf of and to bind to the Terms and Conditions of Use (a) the above named Organization and its Authorized Users, and (b) in the case of an Insurance Group each of the individual carriers and Authorized Users within that Insurance Group. By executing this application, the Organization and each of its Authorized Users agrees to be bound by the Terms and Conditions of Use set forth in this Application and on the MWCIA web-site at www.mwica.org, together with all future modifications thereof.

MWCIA's web membership is a self-administered service offered to MWCIA members and a limited number of insurance producers and agencies. Each Organization shall be required to designate a Group Administrator (GA) for the Organization. The GA shall be solely responsible for the following activities: (a) establishing, controlling, and maintaining Applicant's access to MWCIA's web-site and its products, services and content; (b) creating and maintaining a web access account with MWCIA for the Organization; (c) establishing and maintaining all security and user control governing access to and use of the MWCIA web site by Authorized Users within the Organization; (d) advising each Authorized User of the Terms and Conditions of Use of the MWCIA web site; and (e) assessing and responding to all security issues and breaches.

## SYSTEM SECURITY/ACCESS CODES

Authorized Users will be issued a confidential User ID and password by the GA allowing such individuals to access information and documents available on the MWCIA web site subject to such restrictions determined by the GA and offered by the MWCIA web site to Organizations. MWCIA shall have no obligation or responsibility to establish any level of restrictions for Authorized Users or to monitor or report actual access and use by Authorized Users or others to the Organization. Each such Authorized User shall keep his or her personal access code strictly confidential. MWCIA may require Authorized Users to change their confidential User ID and/or password at any time. No device, software or routine to interfere or attempt to interfere with the proper functioning of the MWCIA web site or any information contained on this site may be used. Authorized Users shall promptly notify their GA and MWCIA of any known or suspected violation of these rules or threat to the MWCIA web site system security.

## INDEMNITY

THE ORGANIZATION AGREES TO INDEMNIFY AND HOLD MWCIA AND ITS MEMBERS AND ANY OF ITS OR THEIR AFFILIATES, DIRECTORS, OFFICERS, AGENTS AND EMPLOYEES, HARMLESS FROM ANY CLAIM OR DEMAND, ALL LIABILITY, WHETHER DIRECT OR IMPLIED, ALL DAMAGES, WHETHER DIRECT, INCIDENTAL, OR PUNITIVE, AND ALL REASONABLE ATTORNEYS' FEES ARISING FROM THE USE OR MISUSE OF THE  MWCIA  WEB SITE OR ITS PRODUCTS, SERVICES OR CONTENT BY ANY PERSON OR ENTITY GAINING ACCESS TO THE WEB SITE THROUGH THE ORGANIZATION, ITS GA OR ITS AUTHORIZED USERS, ANY VIOLATION OF THESE TERMS AND CONDITIONS OF USE BY THE ORGANIZATION, ITS GA AND/OR ITS AUTHORIZED USERS, AND/OR THE VIOLATION OF ANY RIGHTS OF ANOTHER BY THE ORGANIZATION, ITS GA AND/OR ITS AUTHORIZED USERS.

## Instructions

The application form must be filled out in its entirety and signed both by the Group Administrator applicant and the authorizing officer. The authorizing officer of the Group Administrator must be the president, owner, or a chief officer of the organization. It is required that a business card, or a copy of a business card, of the authorizing officer be included with the submitted application for verification purposes.

The application can be mailed or faxed to the MWCIA, as specified on the application.

Once the account has been created, the applicant will receive an email to notify them that their account has been established and to inform them of their temporary password. For more information on how to use the Web Membership system, please consult the Web Membership User Guide available on the MWCIA website.

## Overview

The MWCIA Web Membership system uses a self-service structure that allows administrators to manage the accounts for their organization. The following sorts of accounts are available:

- **Group Administrator**: A Group Administrator is required for each organization. The Group Administrator has the authority and responsibility to maintain all user accounts within a particular organization. The Group Administrator may establish Product Users and Product Administrators as well as Secondary Group Administrators. To become a Group Administrator, an individual must complete a Group Administrator Web Membership Application Form and be approved by the MWCIA.

- **Product Administrator**: A Product Administrator has authority to maintain user account information for a particular product or set of products only. A Product Administrator 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 within the carrier group.

- **Product User**: A Product User is an individual who has been assigned access to products within 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.

Note: The system requires each user to have a separate user account. The Group Administrator is intended to serve as the point of contact for Product Administrators and Product Users within the system. In some organizations, a single individual may be Group Administrator, Product Administrator and Product User.