



Minnesota Workers' Compensation
Insurers Association, Inc.
7701 France Avenue South ▪ Suite 450
Minneapolis, MN 55435-3200

Special Attention: Manage USR Users

May 29, 2013

ALL ASSOCIATION MEMBERS

Circular Letter No. 13-1634

RE: Upcoming Changes to Manage USR and Web Membership Systems

Minnesota Workers' Compensation Insurers Association, Inc. (MWCIA) is pleased to announce two changes planned for the Manage USR system on the MWCIA website. These changes are expected to go into effect in **August, 2013**. **Please alert appropriate staff to these upcoming changes.**

1. MWCIA will make fine invoices available via the Manage USR system. With the planned change, member insurance companies will be required to access fine invoices via the Manage USR system. Hard-copy fine invoices will no longer be provided via US mail.
2. The Manage USR system will be integrated with the MWCIA Web Membership system. The Web Membership system allows member carriers to set up and maintain their own user accounts and permissions for MWCIA website systems. Each carrier group establishes a group administrator who has primary responsibility for managing the user accounts for the carrier group. For more information on Web Membership, please refer to the Web Membership User Guide on the Web Membership login page: <https://www.mwcia.org/WebMembership/Login.aspx>.

The Web Membership system was introduced in 2011 with Manage Policy. One of the primary goals of Web Membership was to allow individual carrier users with the necessary permissions to access multiple MWCIA systems (such as Manage Policy and Manage USR) using the same login. Other MWCIA systems will be integrated with Web Membership soon.

When the exact rollout date for the above changes has been determined, MWCIA will issue another circular. We will provide at least two weeks' lead time for Web Membership group administrators to assign access privileges to Manage USR. At the end of that time, Manage USR will be accessible only through Web Membership.

If your carrier group has not already registered for Web Membership, you may wish to submit a Web Membership Group Administrator Application. Only one application is required per carrier

group. Please click on the following link to access the Web Membership Sign-up form on the Web Membership login page: <https://www.mwcia.org/WebMembership/Login.aspx>.

If you have questions about Manage USR, please contact our Data Quality Department staff by calling 952.897.1737, Option 4. If you have questions about Web Membership, please contact Debbie Peterson at 952-897-6439 or by emailing debbie.peterson@mwcia.org.