Special Attention: Manage USR Users

August 5, 2013

ALL ASSOCIATION MEMBERS

Circular Letter No. 13-1636

RE: Rollout for Manage USR and Web Membership Changes

On May 29, 2013, the Minnesota Workers' Compensation Insurers Association, Inc. (MWCIA) distributed Circular Letter No. 13-1634 announcing upcoming changes to the Manage USR and Web Membership systems on the MWCIA website. These changes have been scheduled for **August 19, 2013**:

1. MWCIA will provide fine invoices via the Manage USR system. Beginning August 19, 2013, member insurance companies will be required to access Manage USR to obtain their fine invoices. Hard-copy fine invoices will no longer be provided via US mail. Fine invoices will be accessible via the "Carrier Fines Unpaid – Notice of Fine Invoices" report. This report will replace the current "Carrier Fines Unpaid" report.

2. Manage USR will be integrated with the MWCIA Web Membership system. If member carriers wish to access Manage USR on or after August 19, 2013, then they must assign their users permissions through Web Membership.

   A transition period of two weeks has been established for member carriers to assign Web Membership permissions to Manage USR. Beginning August 5, 2013, carriers may set up permissions for Manage USR via Web Membership. During the transition period, Manage USR will remain accessible via existing login credentials. Manage USR will not be accessible via Web Membership until August 19, 2013.

   Current Manage USR users should note that their existing My List entries will not be ported to their new accounts. However, users may add new entries to My List from any search results screen. The USR submission option is available only on the My List screen.

If your carrier group has not yet registered for Web Membership, you may wish to submit a Web Membership Group Administrator Application. 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 or fine invoices, 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.