

March 10, 2016

ALL ASSOCIATION MEMBERS

Circular Letter No. 16-1681

RE: Release Date for the Newly Redesigned Manage USR

The Minnesota Workers' Compensation Insurers Association, Inc. (MWCIA) is pleased to announce the newly redesigned and enhanced Manage USR, which is planned to be released the weekend of **April 9, 2016**.

Using the new Manage USR, member carriers will be able to:

- **Search for USR data.** Search for USRs, claims, import files, USR submissions and USR errors.
- **Create, update and manage USR data.** Functions include easy creation of correction reports, subsequent reports, replacement reports and due/delinquent reports, as well as the ability to delete rejected and unsubmitted reports as needed.
- **Validate USR data.** Robust pre-submission validation allows for the correction of errors prior to submission to MWCIA. Only valid USR data may be submitted to MWCIA.
- **Import USR files.** Import, validate and submit valid USR files (text or XML files) created on other systems. Direct FTP is also an option, through MWCIA Web Membership.
- **Export USR data.** Create USR files (text or XML files) for record-keeping or storage in other systems.
- **Access near real-time submission results.** Depending upon the size of submission and/or if MWCIA review is needed, results of a submission may be available in Manage USR within minutes, the same day, or as soon as offline processing/review is completed.
- **Access USR reports.** Access a variety of reports, including Notice of Fines Invoices, Policy Verification, USR Expected and Overdue USR reports, in Excel, CSV and PDF formats. For those reports which are refreshed monthly, Manage USR will contain the current month's reports, and in the future will contain up to three months' historical reports.
- **Use Manage USR on a range of devices.** Manage USR's responsive design provides ease of use and navigation using a variety of devices, from desktops to tablets and mobile phones.

Access to Manage USR is provided through MWCIA's Web Membership system. The Web Membership system allows insurance carriers and agents to manage their user accounts for MWCIA web products, such as Manage USR. For more information on Web Membership, please go to <http://www.mwcia.org/WebMembership/Login.aspx>.

Further information on the new Manage USR, including training and the User Guide, will be available on the MWCIA website prior to release. If you have any questions, please contact the MWCIA Unit Statistical Reporting department at 952.897.1737 (Option 4) or via email at unitstat@mwcia.org.