

Special Attention: MWCIA Members/Subscribers

September 15, 1999

ALL ASSOCIATION MEMBERS

Circular Letter No. 99-1331

RE: **MWCIA Website Access**

Rules and procedures to begin accessing products & services on MWCIA's new website:

- ☞ Users will need to have either MS Internet Explorer 4.0 and higher or Netscape 4.0 and higher as their Internet browser to successfully logon to MWCIA's website without experiencing an error message.
- ☞ The Internet requires each user to maintain an individual login name and password. **All members and subscribers with active MWCIA charge account numbers must reapply for a new individual charge account number.** Each member/subscriber at this level of service will be provided a new MWCIA Individual User Account and will be required to register an individual login name and password. This service requires an initial start up fee of \$30 per Individual User Account.
- ☞ The MWCIA database is privately owned and access is limited. To apply for a new MWCIA Individual User Account with member/subscriber access, a user must be a current employee of a member insurance company or a licensed w.c. insurance agent in good standing. Access for all other applicants will be reviewed on a case by case basis.

[**Note:** Members/subscribers with multiple users who are currently under one account number in our system will be required to submit separate applications with a \$30 start up fee for each user. Members/subscribers without Internet access should contact Karen Ose at 612.897.6428 for further instructions.]
- ☞ Members and subscribers without an MWCIA Individual User Account will continue to receive MWCIA's normal Circular Letter Service until their current charge account

renewal date but will no longer be able to purchase other MWCIA products and services.

- 📄 Each new MWCIA Individual User Account holder will be charged an annual maintenance fee of \$30. Members and subscribers without an Individual User Account may continue to receive our hardcopy Circular Letter Service for a renewal fee of \$60.
- 📄 Users without an MWCIA Individual User Account may logon as a guest of MWCIA's website to access Assigned Risk rate information, Employer name and address information, and our Circular Letter Service free of charge.
- 📄 MWCIA reserves the right to refuse or revoke an Individual User Account's active status for failure to meet or maintain member/subscriber guidelines, failure to pay required fees, or for other reasons deemed appropriate by MWCIA. Upon revocation of this status, your sole remedy will be to recover the unused portion of any fee actually paid by you.

Questions regarding our new member/subscriber service may be directed to Marie Johnson, Director of Underwriting Services, at 612.897.6410. Questions regarding the various products and services available on MWCIA's website may be directed to either our front desk services specialists or one of our underwriters at 612.897.1737, or by emailing our office in care of info@mwcia.org. To apply for your MWCIA Individual User Account today, please complete the attached application and submit it to our office with your \$30 start up fee.



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

MWCIA WEB APPLICATION

Please type or print legibly using dark ink

Last Name First Name

Business Name

Billing Address

City State Zip

Email Address Phone No.

Please check the appropriate box & complete the data next to the box:

- ☐ Agent: _____
(License #) (Agency Name)
- ☐ Ins. Co. Employee _____
(Position/Title) (Insurance Company Name)
- ☐ Other _____

Reason/Purpose for Data Request: _____

I have read and agree to the Terms and Conditions listed on the Login Screen of the MWCIA Website and Website rules and procedures. If my application is accepted, I understand and agree that it is my responsibility to pay all bills associated with usage of the individual login name and password listed below.

(Name) (Signature)

Login Name Password

(For Internal Use Only)

User Type: ☐ Staff ☐ Subscriber ☐ Government ☐ Member