



Pennsylvania Compensation Rating Bureau

The Widener Building • 6th Floor
One South Penn Square • Philadelphia, PA 19107-3577
(215)568-2371 • FAX (215)564-4328 • www.pcrb.com

Note: The address on the attached specimen letter has been revised to reflect the Bureau's new address as of 4/1/07.

January 19, 2004

4/25/05 – Effective this date, questions regarding CGA's should be directed to Michaela Maravilla, Help Desk, at mmaravilla@pcrb.com or Extension 4453

BUREAU CIRCULAR NO. 1472

To All Members of the Bureau:

Re: **CARRIER GROUP ADMINISTRATOR DESIGNATION**

The Pennsylvania Compensation Rating Bureau (PCRB) website features many different informational applications for use by a variety of consumers at no charge. We have added new and exciting web-enabled services that allow our carrier members to access their own data from the Bureau's databases and to transact business with the Bureau online.

The Bureau is providing and maintaining robust and effective security technology pertaining to our websites, but each carrier group must play the key role of authorizing access to Bureau applications for its own dynamic complement of employees and/or representatives. Toward that end, an executive officer of each carrier group must provide to the Bureau in writing on company letterhead the names, titles, e-mail addresses and telephone numbers of two individuals who their group designates to be their "Carrier Group Administrators," responsible for establishing and maintaining contact information and authorization for all individuals within the group who are to be able to access the group's data and information on secured portions of the Bureau website. Attached to this circular is a specimen letter suggested for purposes of such a notification. **This information must be provided to the Bureau's satisfaction before access to any new secured application(s) will be allowed for any carrier group.** Letters should be sent to the following address:

PCRB	
Carrier Group Administrator Program	Address Effective 4/1/07
Widener Building, 6th Floor	United Plaza Building – Suite 1500
One South Penn Square	30 South 17th Street
Philadelphia, PA 19107	Philadelphia, PA 19103-4007

The Bureau will give the two Carrier Group Administrators a member group so identifies all necessary tools and instructions to enable them to manage the security of the group's data and information on our website. On an ongoing basis, the Bureau will communicate any and all system information and related items to these Carrier Group Administrators as representatives of the carrier group.

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The Bureau is confident that the content and functionality of the secured applications we are offering will be invaluable to our member carrier groups for many reasons. We look forward to working with our members and encourage feedback and suggestions on ways that we might improve or enhance the exchange of information between the Bureau and its members.

Questions about Carrier Group Administrators should be directed to John Murphy, Director – Systems & Programming, at jmurphy@pcrb.com or 215-568-2371, Extension 4418.

4/25/05 – Effective this date, questions regarding CGA's should be directed to Michaela Maravilla, Help Desk, at mmaravilla@pcrb.com or Extension 4453

Timothy L. Wisecarver
President

TLW/kg
Attachment

Remember to visit our website at www.pcrb.com for more information about this and other topics.

SPECIMEN LETTER

Carrier Letterhead

Date

Delaware/Pennsylvania Compensation Rating Bureaus
Carrier Group Administrator Program
United Plaza Building – Suite 1500
30 South 17th Street
Philadelphia, PA 19103-4007

RE: Carrier Group Administrator Designation
(Carrier Group Name)

Dear Bureau Administrator:

Listed below are the names of the two individuals that we have designated to be our “carrier group administrators.”

1. First Administrator’s Name (Please print or type)

First Name _____ Initial _____ Last Name _____

Title _____

Phone Number _____

Fax Number _____

Email Address _____

2. Second Administrator’s Name (Please print or type)

Name _____ Initial _____ Last Name _____ First _____

Title _____

Phone Number _____

Fax Number _____

Email Address _____

The above carrier group administrators are hereby authorized by the undersigned to perform all the necessary functions of that position.

Sincerely,

Carrier Executive Signature
Title