



March 4, 2008

BUREAU CIRCULAR NO. 831

To All Members of the Bureau

Re: **FINAL REMINDER - EFFECTIVE APRIL 1, 2008**

**DISCONTINUATION OF HARD COPY EXPERIENCE
AND MERIT RATING WORKSHEETS**

UPDATE OF BUREAU CIRCULAR NO. 814

As previously announced in Bureau Circular No. 814, beginning April 1, 2008, the Bureau will discontinue distribution of hard copy worksheets. This will include experience rating and merit rating worksheets, as well as Does Not Qualify (NQ) worksheets. Carriers will be required to obtain their experience and merit rating worksheets from the American Cooperative Council on Compensation Technology (ACCCT) data exchange (CDX) application via the "EXR" link. If you do not have access to CDX, contact your Insurance Group Administrator (IGA). If you are unsure who your IGA is, contact Michaela Maravilla, Systems & Programming Department, at 215-320-4453 or mmaravilla@dcrb.com for assistance.

It is extremely important that company personnel responsible for receipt and processing of hard copy worksheets be given access to the Experience Rating Worksheet Lookup Product (EXR). If your company does not already have access to EXR, we recommend you obtain access by registering at American Cooperative Council on Compensation Technology's website at www.accct.org (Sign-up link).

The Bureau will provide e-mail notifications when new ratings are issued or a rating is revised to a recipient designated by your company. The set-up instructions for designating a recipient will be available on our site in the near future and will require your current Carrier Group Administrator (CGA) for the Bureau to administer. If you do not desire notification, someone within your organization must be responsible for checking EXR for new and revised rating updates.

Rating worksheets in hard copy form will continue to be available on a per request basis to carriers and other qualified parties at a cost of \$15 per rating, subject to a letter of authority from the employer granting release of the information.

Keep in mind that if your company does not register with your IGA for access to EXR before April 1, 2008, you will not have access to your rating worksheets, as hard copy worksheets will no longer be produced.

If you have any questions about the discontinuation of hard copy ratings or need assistance in using EXR, contact John Murphy, Director of Systems and Programming, at 215-320-4418 or jmurphy@dcrb.com.

Timothy L. Wisecarver
President

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