CIRCULAR LETTER 3185 — November 19, 2018

TO: Members of the Bureau

RE: Announcing a WCRB Web Service for Experience Modification Factors

The WCRB is pleased to announce a new web service that will provide Carrier members access to current experience modification factor data without human interaction. The web service is called WCUnderwriting.

Presently, WCRB offers a manual lookup of experience rating information. Underwriters log into the wcrb.org Web site, select the Experience Modification Lookup member product, enter search criteria and execute a search to obtain an experience modification factor.

Going forward, the new web service is an automated option available to Carrier members to use in lieu of the manual experience modification lookup search. The web service is a secure method of exchanging data electronically from one server to another. No human interaction is required. Once the connection is established, the Carrier's server will transmit unique credentials (provided upon registration for this service), a state code, Risk ID and/or policyholder's Federal Employer Identification Number (FEIN) and the web service will return the corresponding information.

Data returned by the web service includes:

- Current Experience Modification Factor
- Named Insured
- Rating Effective Date (Available to carrier of record only)
- Rating Effective Year (Available to carriers who are not the carrier of record)
- Rating Issue Date
- Contingent Indicator
- Rating Type Code

The Carrier's technical contact can customize the timing of the web service to run on a specific schedule (i.e.,one time per day, many times per day, weekly or monthly).

What Are the Benefits?

- Electronic 24/7 real time access to data (no manual interaction)
- Requestors can automate a scheduled connection that sends web service requests for any policy in need of current experience modification factor
- Allows seamless integration of requested data into requestor's system
- Decreases the cost and effort to manually access and enter the data into the requestor's system
- Improves data accuracy
- Utilizes the WCIO standard, WCUNDERWRITING XML format
- Available to WCRB carrier members at no additional charge

What Are the Steps to Sign-up for the service?

1) Complete and submit the WCRB Web Service Enrollment Form
2) Send to WCRB a signed WCRB Web Services Agreement

When these documents are received and validated, WCRB will coordinate the setup of the service with the designated technical contact.

Resources

For information on technical specifications and requirements, please refer to the following resources by selecting the WCUnderwriting web service link located in the Carrier section on wcrb.org Home page:

[WCRB Web Service Enrollment Form](#)

[WCRB Web Services Agreement](#)

[WCUnderwriting Web Service User Guide](#)

[WCIO XML Guides and Schemas for WCUnderwriting](#)

Carrier members may submit additional questions regarding this web service to:
wcrbwebmaster@wcrb.org