



Working  
together toward  
**data  
reporting**  
success

The graphic features several interlocking gears of various colors (blue, orange, green, purple, grey) arranged in a cluster. Some gears have icons in their centers, such as a person icon or a gear icon. The gears are set against a background of colored rectangular blocks: blue, orange, purple, and green.

# Policy Data Collection via DCA Access<sup>®</sup> Online User's Guide

**2015 Data Educational Program**

**January 27–30, 2015**

Palm Beach County Convention Center  
West Palm Beach, FL

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## DCA Access® Online—General Information

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**DCA Access® Online** is a Web-based tool used to easily search, view, and update policy, unit report, unit report control (URC), detailed claim information (DCI), and coverage provider information online. This tool also enables:

- ❑ Tracking of electronic submissions to NCCI
- ❑ Data Extracts for Policy, Unit Statistical, and Detailed Claim Information
- ❑ **Bureau Compliance Statistical Service (BCSS)** customers to track, update, and resubmit data to the Independent Bureaus

## DCA Access® Online—Subscriptions

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**DCA Access® Online** allows for the following subscriptions:

- ❑ **Inquiry Feature**  
View policy, unit statistical, unit report control (URC), detailed claim information, noncompliance/compliance, notifications, take-out credit, and coverage/data provider information. Also, track your electronic submissions and view your reports.
- ❑ **Policy Entry, Correction, and Update Feature**  
Enter new, renewal, and annual rerate policies. Correct and update policy data that was processed or rejected; also extract policy data. Additionally, enter, search, and update Proof of Coverage (POC) Notice/Binder data.
- ❑ **Unit Report Entry, Correction, and Update Feature**  
Enter, correct, and update all report levels (1st–10th) of URE data that was processed, and correct rejected URE data. Also, add subsequent unit reports and extract unit data.
- ❑ **Unit Report Control (URC) Update Feature**  
Update URC information at the policy and state levels. View report levels to help monitor the timely submission of unit report data.
- ❑ **Detailed Claim Information (DCI) Entry, Update, and Replacement Feature**  
Enter and update Detailed Claim Information Reports for claims with a Reported to Insurer Date of September 2009 and later. Also, add subsequent valuations and extract DCI data.
- ❑ **Noncompliance Correction**  
Add noncompliance and compliance transactions. Correct noncompliance and compliance data.
- ❑ **Take-Out Credit Update Feature**  
Accept or decline take-out credits that have been issued to your company.
- ❑ **Unit Pre-Edit Tool Feature**  
Submit your unit statistical data file to pre-edit and receive error reports to view and correct your data online prior to submitting it to production.

## What Is Policy Data Collection via DCA Access® Online?

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**Policy Data Collection** via **DCA Access® Online** is a Web-based tool used to search and view Policy and Proof of Coverage Notice/Binder information.

- For Policies:
  - Enter new, renewal, and annual rerate policy transactions online
  - Track errors and rejects
  - Enter Cancellations, Reinstatements, and Nonrenewals
  - Add Noncompliance or Compliance Transactions
  - Add and update name and address records
  - Correct unlinked names or unlinked addresses
  - Track the submission of all policy data submitted
  - Enter endorsements including Experience Modification Change Endorsement, Contingent Experience Rating Modification Factor Endorsement, Deductible Endorsement, Policy Period Endorsement, and Endorsement ID
  
- For Proof of Coverage Notice/Binders:
  - Enter and submit new Proof of Coverage Notice/Binder transactions, as well as convert one to a policy, online
  - Track errors and rejects online
  - Enter Cancellations, Reinstatements, and Nonrenewals
  - Add name and address records
  - Correct unlinked names or unlinked addresses
  - Track the submission of all Proof of Coverage Notice/Binder data submitted
  - Enter key endorsements including Include Corporate Officers, Exclude Corporate Officers, and Deductible Endorsement

When changes are made to policies or Proof of Coverage Notice/Binders using the **Policy Data Collection** tool, an electronic WCPOLS file is sent to the user's **Data Transfer via the Internet (DTVI)** mailbox to retrieve and update the company's databases.

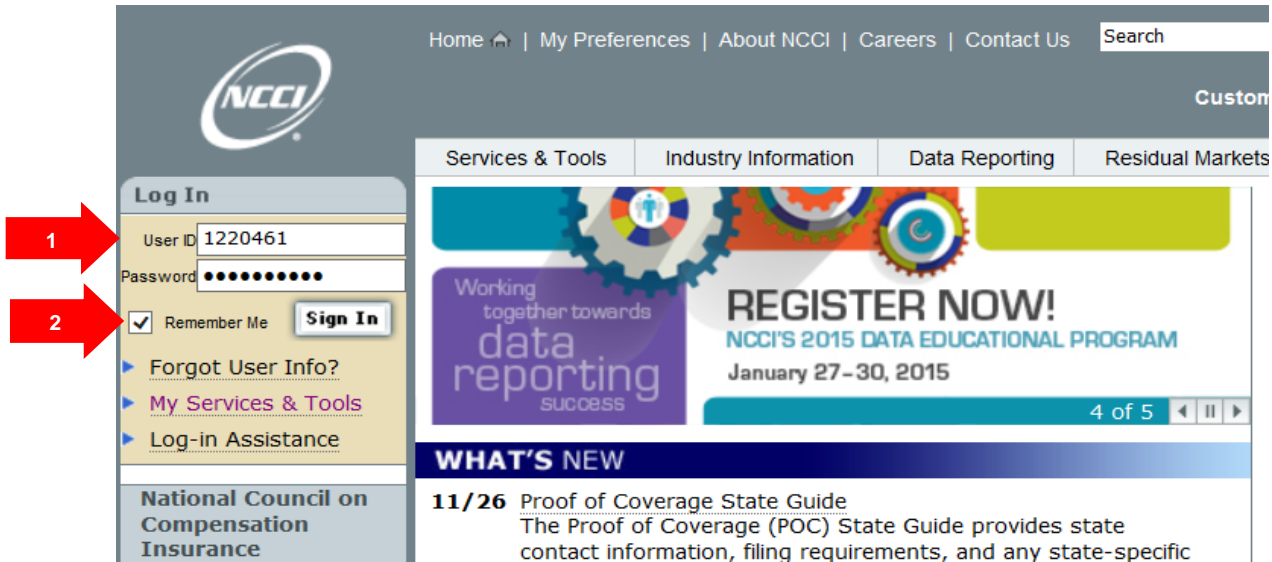
## Icons

*Policy Data Collection* via *DCA Access® Online* utilizes the following icons:

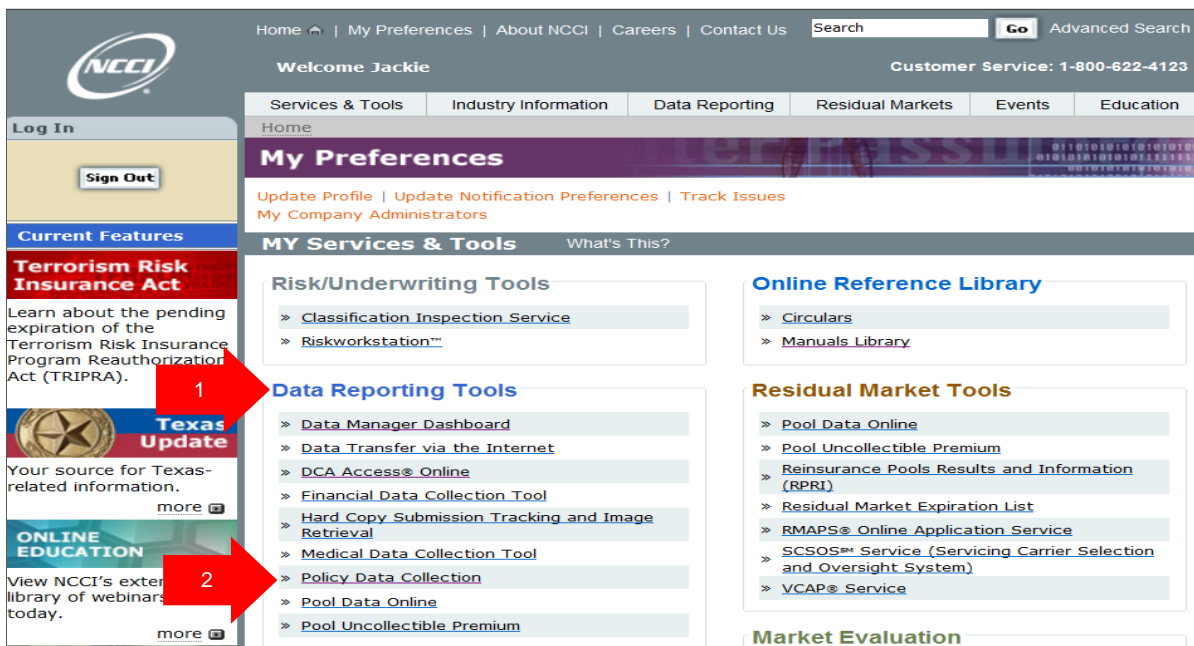
Icon	Description
	Filter
	Refresh
	Microsoft® Excel report
	Key Field Change
	Information lookup table
	Close your screen
	Edit your entry
	Expand arrow for a record—indicates additional information is available
	Collapsed arrow for a record—information is being displayed
	Save your entry
	Cancel your entry
	Expand arrow from Policy Edit View
	Collapse arrow from Policy Edit View
	Delete a record
	Restore a previously deleted record
	Expand All for a listing
	Collapse All for a listing
	Add a record

## Logging Into Policy Data Collection via DCA Access® Online

- ❑ Go to **ncci.com**
- ❑ Enter your **User ID** and **Password** in the **Log In** box (1)
- ❑ Check the **Remember Me** box and click **Sign In** (2)



- ❑ To access the **Policy Data Collection** tool, go to **My Preferences** and, under **Data Reporting Tools** (1), click **Policy Data Collection** (2)





## Main Page Features

The **Policy Data Collection** tool main page is displayed below.

The screenshot shows the main interface of the Policy Data Collection tool. At the top, there is a search bar and navigation links for 'Manage My Data' and 'Tools and Information'. The main content area is divided into several sections:

- 1. Timeliness:** A bar chart showing 'Voluntary Data' for the months of May, June, July, and August. The chart has a legend with categories: 'Rec'd Prior to Pol Eff Date', 'Rec'd 9-30 Days After Pol Eff Date', 'Rec'd 31-60 Days After Pol Eff Date', and 'Rec'd 61 or more Days After Pol Eff Date'. A link 'Show Assigned Risk Data' is located below the chart.
- 2. System Alerts and Information:** A section titled 'Latest Enhancements' with a welcome message and a link to 'View Release Notes'.
- 3. Submission Summary:** A table showing the 'Number of Outstanding Policy Edits' and 'Number of Outstanding Policy Rejects' for Data Grade 7, 8, and 9.
- 4. Latest 5 NCCI-Generated Policy/POC Reports:** A table listing the most recent reports, including their names, 'Get Report' links, and generation dates/times.
- 5. Latest 5 Policy/POC Circulars:** A table listing the most recent circulars, including their dates, titles, and numbers.

At the bottom of the page, there is a footer with the NCCI logo, a description of the organization, and copyright information: '© Copyright 2015 National Council on Compensation Insurance, Inc. All Rights Reserved.'

Each section displays information from other NCCI products for your Carrier Group:

- ❑ **Timeliness** (1) displays the Timeliness chart from the **Data Manager Dashboard** Current Snapshot Policy page.
  - The user can toggle between Voluntary Data (default) and Assigned Risk Data by clicking the link in the bottom right of the Timeliness widget.
  - Clicking the title for this widget will bring the user to the **Data Manager Dashboard** tool.
- ❑ **System Alerts and Information** (2) provides up-to-the-minute information on current system or edit issues in the **Policy Data Collection** tool. **Latest Enhancements** (2) displays the latest updates made to tool.
  - View Release Notes provides a detailed description of the latest enhancements to the tool.
- ❑ **Submission Summary** (3) displays the Number of Outstanding Policy Edits and the Number of Outstanding Policy Rejects charts from the **Data Manager Dashboard** Current Snapshot Policy page.
  - Clicking the title for this widget will bring the user to the **Data Manager Dashboard** tool.
- ❑ **Latest 5 NCCI-Generated Policy/POC Reports** (4) displays the 5 most recent NCCI Generated Policy and/or POC Reports via Policy Reports.
  - Clicking the title for this widget will bring the user to the Policy Reports tool.
- ❑ **Latest 5 Policy/POC Circulars** (5) displays the 5 most recent Policy and/or POC-related circulars or FYIs released.
  - Clicking the title for this widget will bring the user to the Circulars.

## Manage My Data

The **Manage My Data** tab allows you to:

- ❑ Search and view policies
- ❑ Enter and submit new Proof of Coverage Notice/Binders (update capability required)
- ❑ Enter and submit new, renewal, and annual rerate policies (update capability required)
- ❑ Correct policy information submitted on or after November 1, 2000 (update capability required)
- ❑ Correct Proof of Coverage Notice/Binder information submitted within the past 90 days (update capability required)
- ❑ Update separate records (header, name, address, state, exposure, endorsements) (update capability required)
- ❑ Cancel, reinstate, or nonrenew policies
- ❑ Track the policies they're working on via the Processing Queue
- ❑ Access and view NCCI-generated reports and create your own custom reports
- ❑ Track policy submissions
- ❑ View, accept, decline, add, or modify your take-out credits (if the user writes in the Assigned Risk market)
- ❑ Check on the status of your take-out credit request (if the user writes in the Assigned Risk market)

**Submission Summary**

Number of Outstanding Policy Edits		Number of Outstanding Policy Rejects	
Data Grade 7 (POC Critical Error)	20	Data Grade 9 (Entire Transaction Reject)	49
Data Grade 8 (POC Error)	210	Data Grade 8 (Single Record Reject)	29

**Latest 5 NCCI Generated Policy/POC Reports**

Report Name	Get Report	Report Generated Date/Time
Policy Submission Results Report - 2349015	Get	4/24/2013 1:37:53 PM
Policy Submission Results Report - 2349014	Get	5/24/2013 1:35:57 PM
Policy Submission Results Report - 2348782	Get	6/19/2013 11:04:55 PM
Policy Submission Results Report - 2348743	Get	6/19/2013 11:04:41 AM
Policy Submission Results Report - 2348742	Get	6/19/2013 11:03:43 AM

**Latest 5 Policy/POC Circulars**

Date	Title	Number
07/24/2012	Policy - Report Requirements - Cancellation/Reinstatement/Code - Schedule/Original Data	POL-2012-03
07/25/2012	Policy - Future Data Reporting Enhancements Targeted for 4th Quarter 2013	POL-2012-02
07/13/2012	Policy - Data Reporting Requirement Updates	POL-2012-01
06/04/2012	Circulars - Proof of Coverage Compliance Requirements	FYI-POC-NY-2012-01
05/25/2012	Division - Proof of Coverage Compliance Requirements	FYI-POC-OR-2012-01

The **Tools and Information** tab provides easy access to other NCCI Data Reporting Tools.

**Submission Summary**

Number of Outstanding Policy Edits		Number of Outstanding Policy Rejects	
Data Grade 7 (POC Critical Error)	20	Data Grade 9 (Entire Transaction Reject)	48
Data Grade 8 (POC Error)	210	Data Grade 8 (Single Record Reject)	29

**Latest 5 NCCI Generated Policy/POC Reports**

Report Name	Get Report	Report Generated Date/Time
IAABC POC Coverage Provider Reject & Error Report - September 11, 2013	Get	9/11/2013 6:01:09 PM
IAABC POC Coverage Provider Accepted Report - September 11, 2013	Get	9/11/2013 6:00:30 PM
Monthly Outstanding Noncompliance Report - September 2013	Get	9/2/2013 8:03:03 AM
Assigned Risk Binder Number Report - September 2013	Get	9/1/2013 3:00:32 AM
IAABC POC Coverage Provider Accepted Report - August 09, 2013	Get	8/9/2013 6:00:27 PM

**Latest 5 Policy/POC Circulars**

Date	Title	Number
07/24/2012	Policy - Report Requirements - Cancellation/Reinstatement/Code - Schedule/Original Data	POL-2012-03
07/25/2012	Policy - Future Data Reporting Enhancements Targeted for 4th Quarter 2013	POL-2012-02
07/13/2012	Policy - Data Reporting Requirement Updates	POL-2012-01
06/04/2012	Circulars - Proof of Coverage Compliance Requirements	FYI-POC-NY-2012-01
05/25/2012	Division - Proof of Coverage Compliance Requirements	FYI-POC-OR-2012-01

## Search Policies

The **Search Policies** option allows you to search and view Policy and Proof of Coverage Notice/Binder information. Select **Search Policies** from the Policy drop-down menu.

The screenshot shows the 'Policy Data Collection' dashboard. The 'Search Policies' option is highlighted in the 'Tools and Information' menu. The dashboard includes a 'Submission Summary' table, a 'Latest 5 NCCI-Generated Policy/POC Reports' table, and a 'Latest 5 Policy/POC Circulars' table.

Number of Outstanding Policy Edits		Number of Outstanding Policy Rejects	
Data Grade 7 (POC Critical Error)	20	Data Grade 9 (Entire Transaction Reject)	49
Data Grade 8 (POC Error)	210	Data Grade 8 (Single Record Reject)	29

Report Name	Get Report	Report Generated Date/Time
Policy Submission Results Report - 2349015		6/24/2013 1:37:53 PM
Policy Submission Results Report - 2349014		6/24/2013 1:35:57 PM
Policy Submission Results Report - 2348752		6/19/2013 1:10:55 PM
Policy Submission Results Report - 2348743		6/19/2013 11:04:41 AM
Policy Submission Results Report - 2348742		6/19/2013 11:03:43 AM

Date	Title	Number
07/29/2012	Policy-Reporting Requirements-Cancellation/Default Statement Update-6/24/2012 Original Data	POL-S-2012-03
07/28/2012	Policy-Policy Data Reporting Enhancements Targets for 4th Quarter 2012	POL-S-2012-02
07/13/2012	Policy-Data Reporting Requirement Updates	POL-S-2012-01
09/04/2012	Carrier-Proof of Coverage Compliance Requirements	FYI-POC-HY-2012-01
09/29/2012	Carrier-Proof of Coverage Compliance Requirements	FYI-POC-OR-2012-01

- ❑ The Search Policies screen appears. The user may search by Policy Number, FEIN, Risk ID, Insured Name, and Policy Effective Date Range. Entering more information accelerates the search and limits search results.
- ❑ View capability is available for policies processed before November 1, 2000; however, changes cannot be made to these policies.

The screenshot shows the 'Search Policies' search form. It includes fields for Policy Number, Carrier Code, FEIN, Risk ID, Policy Effective Date/Range, Insured Name, and Policy Data Grade. There are 'Search' and 'Reset' buttons.

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- ❑ To search by only rejected submissions (Data Grades 8–9), select either the All Reject Conditions (8 and 9) or the individual reject data grade from the Policy Data Grade drop-down box.

The screenshot shows the NCCI Policy Data Collection search interface. The 'Policy Data Grade' dropdown menu is open, displaying the following options: All Data Grades, All Data Grades, Edit Conditions (1,3,4,6,7), All Reject Conditions (8 and 9), 0-Edit free/Reject free, 3-Default Edits, 4-Priority Edits, 6-POC Edits, 7-IPOC Critical Edits, 8-Reject Records, and 9-Reject Transactions. The options 'All Reject Conditions (8 and 9)' and '8-Reject Records' are highlighted with red boxes.

- ❑ To search for non-rejected policies (Data Grades 1, 3, 4, 6, and 7), select either Edit Conditions (Data Grades 1, 3, 4, 6, 7) or the individual nonreject data grade (Data Grades 1, 3, 4, 6, or 7) from the Policy Data Grade drop-down box.

The screenshot shows the NCCI Policy Data Collection search interface. The 'Policy Data Grade' dropdown menu is open, displaying the following options: All Data Grades, All Data Grades, Edit Conditions (1,3,4,6,7), All Reject Conditions (8 and 9), 0-Edit free/Reject free, 3-Default Edits, 4-Priority Edits, 6-POC Edits, 7-IPOC Critical Edits, 8-Reject Records, and 9-Reject Transactions. The options 'Edit Conditions (1,3,4,6,7)' and '7-IPOC Critical Edits' are highlighted with red boxes.

**Note:** The default, All Data Grades selection, will display both reject and nonreject conditions together in the search results.

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- ❑ Enter date range search criteria.
- ❑ Click **Search**.

**Policy Data Collection**  
DCA Access® Online

Search ncci.com

Manage My Data Tools and Information

**Search**

To view Policy data, enter search criteria and Click 'Search'.

Policy Number

Carrier Code

FEIN

Risk ID

Policy Effective Date/Range  Thru

Insured Name

Policy Data Grade

- ❑ The search results will be similar to the ones below:

Policy Number	Insured Name	Carrier Code	Branch Code	Working Status	Policy Status	Policy Effective Date	Risk ID	FEIN	Policy Data Grade	Plan Type	Coverage Notice/Binder	Compliance/Non-Compliance	Transaction Code
POCTEST2013M	POCTESTING2013 INC		000			09/01/13		311534001	9	V	N		01
POCTEST2013N	POCTESTING2013 INC	00000	000			09/01/13		311534001	9	V	N		01
DCAMK111	POLICY TEST 11	99990	000		ACTIVE	12/01/13		456456456	7	V	N	C	
DCAMK110	POLICY TEST 10	00000	000		ACTIVE	11/01/13		686868684	7	V	N	C	
DCAMK109	POLICY TEST 9	00000	000		ACTIVE	10/01/13		114477885	7	V	N	C	
#811	POCTESTING2013 INC	99990	000			09/01/13		311534001	9	V	N		01
ASQNDT001	ASSIGN OT VIA DCA	00000	000		ACTIVE	09/01/13		102938576	0	V	N	C	
DCAMK108	POLICY TEST 8	99990	000		ACTIVE	08/01/13		454545451	7	V	N	C	
POCTEST2013A	POCTESTING2013 INC	00000	000		ACTIVE	09/01/13		311534001	4	V	N	C	
POCTEST2013AA	POCTESTING2013 INC	99990	000			09/01/13			9		N		01

**Note:** If the appropriate search criteria are not used, the following message will display:

**!** The search request you have entered is not an admissible search combination. Please enter ONE of the following search combinations:

- Insured Name
- Insured Name and Carrier Code
- Insured Name, Carrier Code and Policy Effective Date Range
- Insured Name and Policy Effective Date Range
- Policy Number
- Risk Id
- FEIN
- Carrier Code and Policy Effective Date Range

**Sort**

- ❑ You can click each of the column titles to sort by that row.

Policy Number	Insured Name	Carrier Code	Branch Code	Working Status	Policy Status	Policy Effective Date	Risk ID	FEIN	Policy Data Grade	Plan Type	Coverage Notice/Binder	Compliance/Non-Compliance	Transaction Code
LYNNTEST01032013	LYNN CLAUDIO	99990	000		ACTIVE	01/01/13		870661111	0	V	Y	C	
PDC1002F	MARTY'S POC TEST POLICY	99990	000		ACTIVE	01/01/13		651122334	4	V	Y	C	

**Filter**

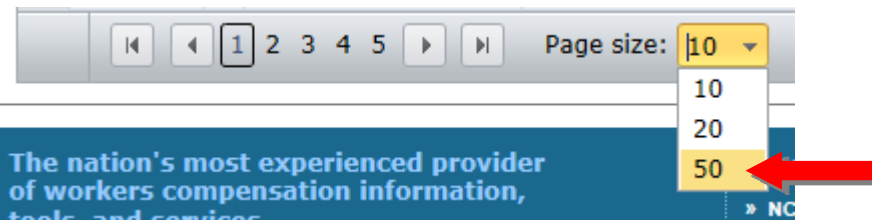
- ❑ You can filter by each of the columns displayed as well. Enter your filter criteria and click the icon next to the field to select what kind of filter you want performed.

Search Results

	Policy Number	Insured Name	Carrier Code	Branch Code	Working Status	Policy Status	Policy Effective Date	Risk ID	FEIN	Policy Data Grade	Plan Type	Coverage Notice/Binder	Compliance/Non-Compliance	Transaction Code
						CAN-								
DETAILS	RS0NC001	RISK ID	99990	000		CAN-F	06/10/13	917038244	190066010	0	V	N	C	
DETAILS	INFO05242013AA	INFOTESTING052412 INC	99990	000		CAN-P	06/01/13		311534001	7	V	N	C	
DETAILS	INFO05242013CC	INFOTESTING052413 INC	99990	000		CAN-S	06/01/13		311534001	6	V	N	C	

- ❑ If more than one result is retrieved, select the appropriate Policy Effective Date.
- ❑ When the user searches for a policy and there is only one result, only one row of data will display.

To view additional results on one page, increase the page size by clicking the downward arrow in the **Page size:** box:



To export the results to a Microsoft® Excel spreadsheet, click the **Microsoft® Excel report icon** at the top right of the list of policies:

Search Results

	Policy Number	Insured Name	Carrier Code	Branch Code	Working Status	Policy Status	Policy Effective Date	Risk ID	FEIN	Policy Data Grade	Plan Type	Coverage Notice/Binder	Compliance/Non-Compliance	Transaction Code
DETAILS	AAAA1001I	POLICY TEST 9	99990	000		ACTIVE	12/01/14		686868684	6	AR	N	C	
DETAILS	KKKH1001I	POLICY TEST 11	99990	000		ACTIVE	12/01/14		686868684	6	AR	N	C	
DETAILS	KKHP1001I	POLICY TEST 11	99990	000		ACTIVE	12/01/14		686868684	6	AR	N	C	
DETAILS	KXXX1001I	POLICY TEST 11	99990	000		ACTIVE	12/01/14		686868684	6	AR	N	C	
DETAILS	KLEA1001I	POLICY TEST 9	99990	000		ACTIVE	12/01/14		686868684	6	AR	N	C	
DETAILS	MKHPDC001	POLICY PERIOD ENDORSEMENT	99990	000		ACTIVE	12/01/14		358748951	6	V	N	C	
DETAILS	DEV08515	DEV08515TESTING CO	99990	000		ACTIVE	11/01/14		311534001	6	AR	N	C	
DETAILS	DEV08348	DEV08348TESTING CO	99990	000		ACTIVE	10/23/14		311534001	6	AR	N	C	
DETAILS	MK082514	TESTING MERGE POLICY FUNCTION	99990	000		ACTIVE	08/24/14		851456852	6	V	N	C	
DETAILS	AAAA1001J	POLICY TEST 10	99990	000		ACTIVE	08/01/14		778899445	6	V	N	C	

Page size: 10

41 items in 5 pages

A window will appear with the information in a Microsoft® Excel format. The following is a sample of the Microsoft® Excel report:

Policy Number	Insured Name	Carrier Code	Branch Code	Working Status	Policy Status	Policy Effective Date	Risk ID	FEIN	Policy Data Grade	Plan Type	Coverage Notice/Binder	Compliance/Non-Compliance	Transaction Code
AAAA1001I	POLICY TEST 9	99990	000		ACTIVE	12/1/2014		686868684	6	AR	N	C	
KKHM1001I	POLICY TEST 11	99990	000		ACTIVE	12/1/2014		686868684	6	AR	N	C	
KKHP1001I	POLICY TEST 11	99990	000		ACTIVE	12/1/2014		686868684	6	AR	N	C	
KKKK1001I	POLICY TEST 11	99990	000		ACTIVE	12/1/2014		686868684	6	AR	N	C	
KLEA1001I	POLICY TEST 9	99990	000		ACTIVE	12/1/2014		686868684	6	AR	N	C	
MKHPDC001	POLICY PERIOD ENDORSEMENT	99990	000		ACTIVE	12/1/2014		358748951	6	V	N	C	
DEV08348	DEV08348TESTING CO	99990	000		ACTIVE	10/23/2014		311534001	6	AR	N	C	

If there are no results for the selected criteria, the following screen appears with a message "No records to display":



## Policy Data Grade

To view all of the errors associated with a particular policy, click the expand arrow next to the selected search result to expand the row. A yellow banner bar titled **Policy Edits** appears, with the applicable policy edits listed below it.

Policy Number	Insured Name	Carrier Code	Branch Code	Working Status	Policy Status	Policy Effective Date	Risk ID	FEIN	Policy Data Grade	Plan Type	Coverage Notice/Binder	Compliance/Non-Compliance	Transaction Code
PDCTEST2013M	PDCTESTING2013 INC		000			09/01/13		311534001	9	V	N		01
PDCTEST2013N	PDCTESTING2013 INC	00000	000			09/01/13		311534001	9	V	N		01
DCAMKH11	POLICY TEST 11	99990	000		ACTIVE	12/01/13		456456456	7	V	N	C	
<b>Policy Edits</b>													
Data Grade	Record Type	Field Name	Edit Number	Edit Message	Reported Value	Defaulted Value							
01	01	INDUSTRY CODE	8234-01	REPORTED INDUSTRY CODE IS INVALID	000000								
05	05	CLASS CODE	8037-02	INVALID VALUE FOR STATE AND/OR EFFECTIVE DATE	2002								
DCAMKH10	POLICY TEST 10	00000	000	ACTIVE	11/01/13	686868684	7	V	N	C			
DCAMKH09	POLICY TEST 9	99990	000	ACTIVE	10/01/13	114477885	7	V	N	C			

- ❑ The Record Type column for each edit displayed is a link to the record where the edit occurred. By clicking this link, you will arrive at the record in error.
- ❑ Hover over the **DETAILS** button to see a list of the records for each search result. Click one of these links to bring you to that screen.

**Note:** The **DETAILS** button is not displayed for policies with a Policy Data Grade of 8. Record Rejects can't be corrected and must be added to the policy or Proof of Coverage Notice/Binder in question.

Policy Number	Insured Name	Carrier Code	Branch Code	Working Status
PDCTEST2013M	PDCTESTING2013 INC		000	
PDCTEST2013N	PDCTESTING2013 INC	00000	000	
DCAMKH08	POLICY TEST 8	99990	000	
PDCTEST2013A	PDCTESTING2013 INC	99990	000	
PDCTEST2013AA		99990	000	

[Header/Summary Info](#)

[Names and Addresses](#)

[States and Exposures](#)

[Endorsements](#)

[Cancellations/Reinstatements/NonRenewals](#)

[Noncompliance](#)

[Transaction History](#)

## Header/Summary Info

By selecting the **Header/Summary Info** link, the tool takes the user to the Policy Information screen for the policy selected. The Policy Information screen displays detailed information on the policy selected. It includes:

- ❑ Policy Number
- ❑ Policy Effective Date
- ❑ Carrier Code/Name
- ❑ Primary Name of Insured
- ❑ Primary FEIN
- ❑ Carrier Name and Address
- ❑ Name of Producer and Producer Address
- ❑ Policy-level information

The screenshot displays the 'Policy Data Collection' interface. At the top, it shows the policy number 'POCHKH5PLT03', effective date '07/01/14', and carrier 'NCCI INC'. The primary name of the insured is 'REPORTED NAME BEFORE STANDARDIZATION'. The 'Header/Summary Info' tab is selected, showing a table of policy keys and a detailed table of policy information. The policy key table includes columns for Trans Code, Orig Pol Nbr, Orig Pol Eff Dt, Orig Carrier Code, Prior Pol Nbr, Pol Term, Type of Cov Cd, Empty Leas Type, Type of Plan, WU/OCIP Cd, Multistate Pol, and Header Data Grade. The detailed table includes columns for Min Prem St, Min Prem Amt, Total Estmd Std Prem, Legal Nat of Insrd, Txt "Other" Legal Nat of Insrd, Exp Rating Cd, Retro Rtnng Cd, EL Lim Amt-Bod Inj/Acc-Each Acc, EL Lim Amt-Bod Inj by Disease-Pol Lmt, EL Lim Amt-Bod Inj by Disease-Each Empl, A/R Binder Nbr, Assign Dt, AR Governing State, Risk ID, and Firm ID. Below these tables are sections for Group ID, Branch Code, Carrier Name, Street, City, State, and Zip Code, and a section for Name of Producer, Street, City, State, and Zip Code.

## Policy Information Tab

Update capability allows you to update the policy fields, carrier details, and producer details from this screen.

To change the Policy Information on a policy, click the edit icon (**pencil**) next to the row that needs to be changed:

This screenshot is similar to the previous one but shows a different policy with number 'POCHKH000001' and effective date '12/01/13'. A red arrow points to the pencil icon in the 'Policy Information' table, specifically next to the 'Min Prem St' column for the first row. The rest of the interface, including the carrier details and address sections, is identical to the previous screenshot.



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That will open up the fields to be edited.

- Enter new information
- Click the save icon (**check mark**)

[Back To Search Results](#)

Policy Number PDCMKH000001      Policy Effective Date 12/01/13      Carrier Code/Name 99990/NCCI INC  
 Primary Name of Insured REPORTED NAME BEFORE STANDARDIZATION DBA AFTER STANDARDIZATION LLC FOR ADDT SPLIT=%^&&@      FEIN 187845684

Policy Edit View

Add Renewal   Add Annual ReRate   **Submit**

Header/Summary Info   Names and Addresses   Stages and Exposures   Endorsements   Cags/Plans/NonRetro   Noncompliance   Transaction History

Policy Keys   **Policy Information**

Trans Code	Orig Pol Nbr	Orig Pol Eff Dt	Orig Carrier Code	Prior Pol Nbr	Pol Term	Type of Cov Cd	Emply Lees Type	Type of Plan	WU/OCEP Cd	Multistate Pol	Header Data Grade
03	PDCMKH000001	12/01/13	99992		1	01	1	01	2	Y	0

Min Prem St	Min Prem Amt	Total Estmd Std Prem	Legal Nat of Insrd	Txt "Other" Legal Nat of Insrd	Exp Rating Cd	Retro Rtn Cd	El Lim Amt- Bod Inj/ Acc- Each Acc	El Lim Amt- Bod Inj by Disease-Pol Limit	El Lim Amt- Bod Inj by Disease-Each Empl	A/R Binder Nbr	Assign Dt	Pol Chng Eff Dt	Pol Chng Exp Dt
GA - 10	1100	141006	03		3	3	50000	50000	50000				

Group ID	Branch Code	Carrier Name	Street	City	State	Zip Code
99990	900	NCCI INC	901 PENINSULA CORPORATE CIR	BOCA RATON	FL	33487

Name of Producer	Street	City	State	Zip Code

The following message appears indicating that the request has been successfully saved:

**Policy changes have been successfully saved.**  
 Please note: Submit must be selected for all changes to be processed. You MUST SUBMIT these changes within 4 days or the changes will expire and must be reentered. Changes were saved but not submitted for 1 or more records related to this policy or Coverage Notice/Binder.

To submit the changes:

- Click the **Submit** button

[Back To Search Results](#)

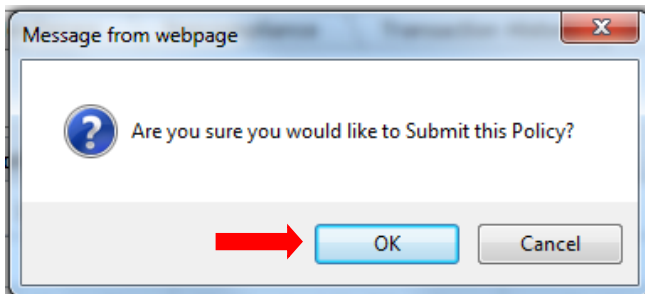
Policy Number PDCMKH000001      Policy Effective Date 12/01/13      Carrier Code/Name 99990/NCCI INC  
 Primary Name of Insured REPORTED NAME BEFORE STANDARDIZATION DBA AFTER STANDARDIZATION LLC FOR ADDT SPLIT=%^&&@      FEIN 187845684

Policy Edit View

Add Renewal   Add Annual ReRate   **Submit**

The following pop-up window appears:

- Click **OK**



The following message appears indicating that the request has been successfully submitted:

**Policy successfully submitted.**

## Policy Keys Tab

In addition to the key fields—Policy Number, Carrier Code, and Policy Effective Date—the Policy Expiration Date can be changed by selecting the **Policy Keys** tab to the left of the Policy Information tab.

Back To Search Results

Policy Number PDCMKH000001      Policy Effective Date 12/01/13      Carrier Code/Name 99990/NCCI INC

Primary Name of Insured REPORTED NAME BEFORE STANDARDIZATION DBA AFTER STANDARDIZATION LLC FOR ADD'T SPLIT#1%-R&B/E      FEIN 187845684

Policy Edit View

Add Renewal    Add Annual ReRate      Submit

Header/Summary Info    Names and Addresses    States and Exposures    Endorsements    Canc/Reinst/NonRenew    Noncompliance    Transaction History

**Policy Keys**    Policy Information

Trans Code	Orig Pol Nbr	Orig Pol Eff Dt	Orig Carrier Code	Prior Pol Nbr	Pol Term	Type of Cov Cd	Emply Leas Type	Type of Plan	WU/OCIP Cd	Multistate Pol	Header Data Grade
14					1	01	1	01	2	Y	0

Min Prem St	Min Prem Amt	Total Estmd Std Prem	Legal Nat of Insord	Txt "Other" Legal Nat of Insord	Exp Rating Cd	Retro Rting Cd	El Lim Amt-Bod Inj/Acc-Each Acc	El Lim Amt-Bod Inj by Disease-Pol Lmt	El Lim Amt-Bod Inj by Disease-Each Empl	A/R Binder Nbr	Assign Dt	AR Governing State	Risk ID	Firm ID
GA - 10	1,100	191,000	03		3	3	100,000	500,000	500,000					

Group ID	Branch Code	Carrier Name	Street	City	State	Zip Code
99990	000	NCCI INC	901 PENINSULA CORPORATE CIR	BOCA RATON	FL	33487

Name of Producer	Street	City	State	Zip Code

To change these fields click the **Policy Keys** tab:

- Click the **Edit** button
- Enter the necessary data

Header/Summary Info    Names and Addresses    States and Exposures    Endorsements    Canc/Reinst/NonRenew    Noncompliance    Transaction History

**Policy Keys**    Policy Information

Policy Number PDCMKH000001

Carrier Code 99992

Policy Effective Date (mm/dd/yy) 12/01/13

Policy Expiration Date (mm/dd/yy) 12/01/14

Edit

The field that changed will be highlighted in yellow:

- Click the **Submit Record** button

Add Renewal    Add Annual ReRate      Submit

Header/Summary Info    Names and Addresses    States and Exposures    Endorsements    Canc/Reinst/NonRenew    Noncompliance    Transaction History

**Policy Keys**    Policy Information

Policy Number PDCMKH000001      PDCMKH000001

Carrier Code 99990      99992

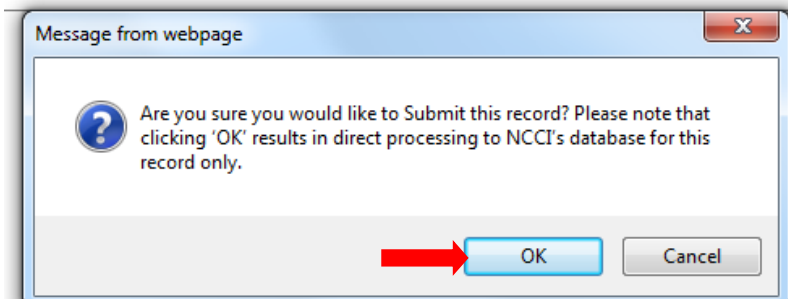
Policy Effective Date (mm/dd/yy) 12/01/13      12/01/13

Policy Expiration Date (mm/dd/yy) 12/01/14      12/01/14

Submit Record    Cancel

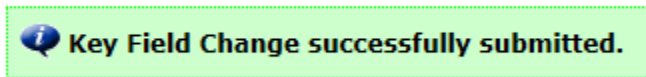
The following pop-up window appears:

- ❑ Click **OK**

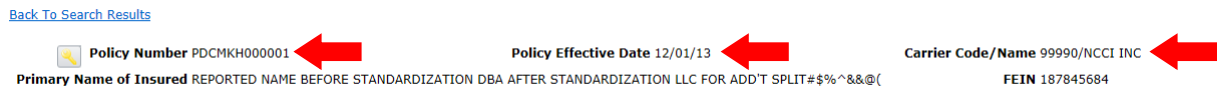


**Note:** This change is immediate.

The following message appears indicating that the request has been successfully updated:



To verify the Key Field Change, view the three fields across the top of the screen. This section is called the Title Section:



To View the Key Field Change History for a policy, click the **key icon** next to the Policy Number:



The following pop-up window appears displaying the history of the key fields:

Key Field Change History			
Policy Number	Pol Eff Date	Carrier Code	NCCI Processed Date
PDCMKH000001	12/01/2013	99992	09/16/2014
PDCMKH000001	01/01/2014	99992	06/05/2014
PDCMKH000061	01/01/2014	99992	06/05/2014

## Policy Edit View

To view all of the edits associated with a particular policy, from any screen in the tool, click the **Policy Edit View** arrow located beneath the Title Information for the policy.

**Note:** Title Information includes the three key fields (Policy Number, Policy Effective Date, and Carrier Code/Name), plus the Primary Name of Insured and the FEIN of the primary insured.

[Back To Search Results](#)

Policy Number PDCMKH00001

Policy Effective Date 12/01/13

Carrier Code/Name 99990/NCCI INC

Primary Name of Insured REPORTED NAME BEFORE STANDARDIZATION DBA AFTER STANDARDIZATION LLC FOR ADD'T SPLIT#\$\$%^&&@{(

FEIN 187845684



Policy Edit View

The Policy Edit View line expands, and all edits associated with the policy display.

Policy Data Collection  
 Manage My Data Tools and Information

[Back To Search Results](#)

Policy Number PDCMKH00001 Policy Effective Date 12/01/13 Carrier Code/Name 99990/NCCI INC  
 Primary Name of Insured REPORTED NAME BEFORE STANDARDIZATION DBA AFTER STANDARDIZATION LLC FOR ADD'T SPLIT#\$\$%^&&@{( FEIN 187845684

Data Grade	Record Type	Field Name	Edit Number	Edit Message	Reported Value	Defaulted Value
7	02	NAME LINK IDENTIFIER	0126-02	NAME NOT LINKED TO AN ADDRESS	003	
7	03	NAME LINK IDENTIFIER	0126-05	ADDRESS NOT LINKED TO A NAME	002	
6	02	CONTINUATION SEQUENCE NUMBER	0043-01	FIELD IS MISSING OR NOT NUMERIC	000	
4	02	NAME TYPE CODE	0129-01	FIELD IS MISSING OR INVALID		
4	04	EXPERIENCE MOD STATUS CODE	0073-01	FIELD IS MISSING OR INVALID		
3	04	EXPENSE CONSTANT AMOUNT	0072-01	FIELD IS NOT NUMERIC		0
3	04	LOSS CONSTANT AMOUNT	0117-01	FIELD IS NOT NUMERIC		0
3	04	EXPERIENCE MODIFICATION FACTOR	0075-01	FIELD IS NOT NUMERIC OR ONLINE ENTRY IS NOT IN CORRECT FORMAT (#####)		0.000
3	04	PREMIUM DISCOUNT AMOUNT	0165-01	FIELD IS NOT NUMERIC		0
3	05	MANUAL / CHARGED RATE	0122-01	FIELD IS NOT NUMERIC OR ONLINE ENTRY IS NOT IN CORRECT FORMAT (#####)		000000.0000
3	05	EXPOSURE COVERAGE ACT CODE	0079-01	FIELD IS MISSING OR INVALID		01

In the example shown above, the policy received 11 edits.

Notice the link underneath each Record Type. By clicking this link, you will arrive at the record in error and be able to correct it.

To collapse the **Policy Edit View**, click the collapse arrow:



Policy Edit View

Data Grade	Record Type	Field Name	Edit Number	Edit Message	Reported Value	Defaulted Value
7	02	NAME LINK IDENTIFIER	0126-02	NAME NOT LINKED TO AN ADDRESS	003	
7	03	NAME LINK IDENTIFIER	0126-05	ADDRESS NOT LINKED TO A NAME	002	
6	02	CONTINUATION SEQUENCE NUMBER	0043-01	FIELD IS MISSING OR NOT NUMERIC	000	
4	02	NAME TYPE CODE	0129-01	FIELD IS MISSING OR INVALID		
4	04	EXPERIENCE MOD STATUS CODE	0073-01	FIELD IS MISSING OR INVALID		
3	04	EXPENSE CONSTANT AMOUNT	0072-01	FIELD IS NOT NUMERIC		0
3	04	LOSS CONSTANT AMOUNT	0117-01	FIELD IS NOT NUMERIC		0
3	04	EXPERIENCE MODIFICATION FACTOR	0075-01	FIELD IS NOT NUMERIC OR ONLINE ENTRY IS NOT IN CORRECT FORMAT (#####)		0.000
3	04	PREMIUM DISCOUNT AMOUNT	0165-01	FIELD IS NOT NUMERIC		0
3	05	MANUAL / CHARGED RATE	0122-01	FIELD IS NOT NUMERIC OR ONLINE ENTRY IS NOT IN CORRECT FORMAT (#####)		000000.0000
3	05	EXPOSURE COVERAGE ACT CODE	0079-01	FIELD IS MISSING OR INVALID		01



## Name Details

Click the **Name Details** tab to view the Reported Name and the Standardized Name.

Name of Insured	Nm SMDzn	FEIN	Nm Link ID	Cont Seq Nbr	Nm Link Counter ID	NCCI Split Nm Nbr	Nm Type Cd	Legal Nat of Entity	Txt 'Other' Legal Nat of Entity	PEO/Client Cd	Name Eff Dt	Name Exp Dt	Name Dg
HEATTESTING596857 INC	N	311534001	001	001	00	001	3				08/01/13		

Reported Name	Standardized Name
HEATTESTING596857 INC	HEATTESTING596857 INC

## State Unemployment Numbers

Click the **State Unemployment Numbers** tab to view the State Unemployment Number(s) reported for the name.

Name of Insured	Nm SMDzn	FEIN	Nm Link ID	Cont Seq Nbr	Nm Link Counter ID	NCCI Split Nm Nbr	Nm Type Cd	Legal Nat of Entity	Txt 'Other' Legal Nat of Entity	PEO/Client Cd	Name Eff Dt	Name Exp Dt	Name Dg
HEATTESTING596857 INC	N	311534001	001	001	00	001	3				08/01/13		

State Code	Unemployment Nbr
00	0000000000000000

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To view any names not linked to an address, click the **Linking** tab and expand **Unlinked Names**.

The screenshot shows the 'Policy Data Collection' interface. At the top, there are navigation links like 'Manage My Data' and 'Tools and Information'. Below that, there's a search bar and a 'Back To Search Results' link. The main area displays policy details: Policy Number PDCMKH000001, Policy Effective Date 12/01/13, and Carrier Code/Name 99992/NCCI INC - PUP 2. The primary name of the insured is 'REPORTED NAME BEFORE STANDARDIZATION DBA AFTER STANDARDIZATION LLC FOR ADD'T SPLIT#%~&&@(''. The FEIN is 187845687.

The 'Policy Edit View' section has several tabs: 'Header/Summary Info', 'Names and Addresses', 'States and Exposures', 'Endorsements', 'Canc/Reinst/NonRenew', 'Noncompliance', and 'Transaction History'. The 'Names and Addresses' tab is active, and within it, the 'Linking' sub-tab is selected. A red arrow points to this sub-tab.

The 'Linking' sub-tab contains a 'Name and Address Linking Filter' section with fields for 'Employer Name' (with a search hint), 'Zip Code', 'Name Link Identifier', and 'State'. There are 'Search' and 'Reset' buttons. Below the filter are 'Preview', 'Reset', and 'Save' buttons.

Below the filter, there's a section for 'Employer Names' and 'Addresses'. Under 'Employer Names', there are 'Linked Names' and 'Unlinked Names'. The 'Unlinked Names' section is expanded, showing a list of names: 'PICTURE PERFECT FRAMES', 'Name Link Identifier: 005', and 'Name Link Counter ID: 00'. A red arrow points to this section. The 'Addresses' section shows 'FL' and 'Unlinked Addresses'.

To view any deleted names, click the **Names** tab and view the Names screen. Look for the **restore icon** or view the **Deleted?** column in the name record and look for "Y." The Name Effective Date (Name Eff Dt) and Name Expiration Date (Name Exp Dt) columns should match. If they do match, the date reflects the deleted date.

The screenshot shows the 'Names' tab selected. The table below displays a list of name records. The columns are: Deleted?, Name of Insured, No. Address, FEIN, No. Link ID, Cont. Sec. Nbr, No. Link Counter ID, NCCI Split Num Nbr, Nm Type Cd, Legal Nat of Entry, Txt "Other" Legal Nat of Entry, PEO/Client Cd, Name Eff Dt, Name Exp Dt, and Name Lnk.

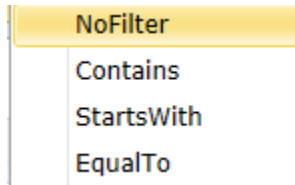
Deleted?	Name of Insured	No. Address	FEIN	No. Link ID	Cont. Sec. Nbr	No. Link Counter ID	NCCI Split Num Nbr	Nm Type Cd	Legal Nat of Entry	Txt "Other" Legal Nat of Entry	PEO/Client Cd	Name Eff Dt	Name Exp Dt	Name Lnk
N	REPORTED NAME BEFORE STANDARDIZATION DBA AFTER STANDARDIZATION LLC FOR ADD'T SPLIT#%~&&@('	0	187845687	001	001	00	001	2	10			12/01/13		0
N	SECOND NAME TO MATCH TO AN ADDRESS	N	981597845	002	001	00	001	2	01			07/01/14		0
N	NAME OF INSURED	N	381459784	003	001	00	001	1	10			08/01/14		0
N	NEW NAME FOR PRIMARY	N	574965158	004	001	00	001	1	05			12/01/13		0
N	PICTURE PERFECT FRAMES	N	358749784	005	001	00	001	2	01			12/01/13		Y
Y	REPORTED NAME BEFORE STANDARDIZATION	S	187845687	001	001	00	001	2	10			12/01/13	12/01/13	
Y	AFTER STANDARDIZATION LLC DBA	S	187845687	001	001	00	002	2	10			12/01/13	12/01/13	
Y	FOR ADD'T SPLIT % S.	S	187845687	001	001	00	003	2	10			12/01/13	12/01/13	

**Filter**

- ❑ To narrow search results, enter one of the following criteria in the filter box:
  - Name of Insured
  - FEIN (Federal Identification Number)
  - Nm Link ID (Name Link Identifier)
  - Cont Seq Nbr (Continuation Sequence Number)
  - Nm Link Counter ID (Name Link Counter Identifier)
  - NCCI Split Nm Nbr (NCCI Split Name Number)



- ❑ Click the **filter icon** and select one of the filter options:



**Sort**

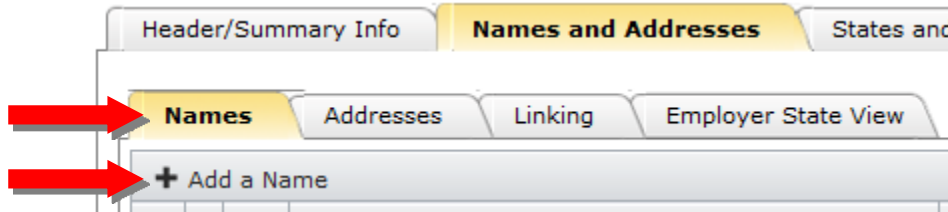
- ❑ You can click each of the column titles to sort by that row. The first sort is ascending. Click the column title again and the sort will be descending. Click the column title a third time to remove the sort feature.





## Add Names

From the Names screen, click **Add a Name** to add a name.



The following grid row displays:

- Enter the new name information
- Click the **check mark**

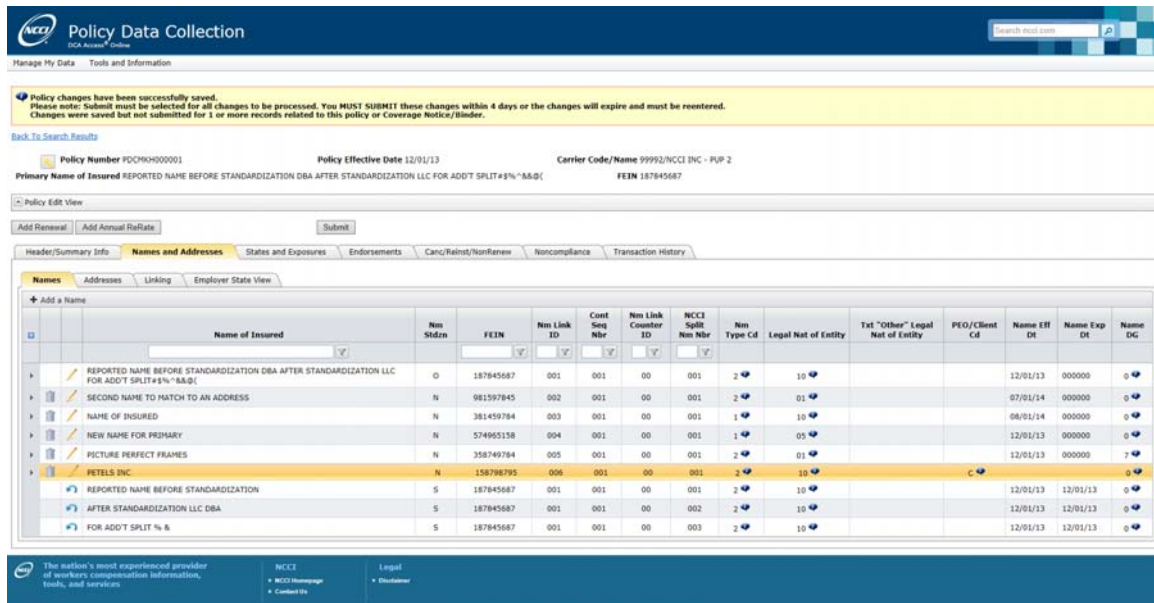


**Note:** The **PEO/Client Cd** (Professional Employer Organization/Client Company) field is mandatory for all employee leasing policies. This field identifies the name as either the Professional Employer Organization or the Client Company.

The following message appears indicating that the request has been successfully saved:

Policy changes have been successfully saved. Please note: Submit must be selected for all changes to be processed. You MUST SUBMIT these changes within 4 days or the changes will expire and must be reentered. Changes were saved but not submitted for 1 or more records related to this policy or Coverage Notice/Binder.

Added names will display in a highlighted grid row.



## Change Names

Primary Names can be changed once on NCCI's database.

The Primary Name is reported with Name Link Identifier 001, Continuation Sequence Number 001, and Name Link Counter Identifier 00 or 01.

All other names should be changed by deleting the incorrect name and adding the correct name.

To change primary name information on a policy, click the **pencil** next to the Primary Name.

Back To Search Results

Policy Number FDCRKH00001 Policy Effective Date 12/01/13 Carrier Code/Name 99992/NCCI INC - PUP 2  
 Primary Name of Insured REPORTED NAME BEFORE STANDARDIZATION DBA AFTER STANDARDIZATION LLC FOR ADDT SPLIT#%~%&@ FEIN 187845688

Policy Edit View

Add Renewal Add Annual ReRate Submit

Header/Summary Info Names and Addresses States and Exposures Endorsements Canc/Reinst/NonRenew Noncompliance Transaction History

Names Addresses Linking Employer State View

Name of Insured	Nm Stdz	FEIN	Nm Link ID	Cont Seq Nbr	Nm Link Counter ID	NCCI Split Nm Nbr	Nm Type Cd	Legal Nat of Entity	Txt "Other" Legal Nat of Entity	PEO/Client Cd	Name Eff Dt	Name Exp Dt	Name DG
REPORTED NAME BEFORE STANDARDIZATION DBA AFTER STANDARDIZATION LLC FOR ADDT SPLIT#%~%&@	O	187845688	001	001	00	001	2	10			12/01/13		0

The following grid row displays:

Header/Summary Info Names and Addresses States and Exposures Endorsements C/R/N Noncompliance Transaction History

Names Addresses Linking Employer State View

Name of Insured	Nm Stdz	FEIN	Nm Link ID	Cont Seq Nbr	Nm Link Counter ID	NCCI Split Nm Nbr	Nm Type Cd	Legal Nat of Entity	Txt "Other" Legal Nat of Entity	PEO/Client Cd	Pol Chng Eff Date	Pol Chng Exp Date	Name DG
VALID VALUE OR POLICY		180066019	001	001	00	001	1			C			4

Edits Name Details State Unemployment Numbers

Data Grade	Field Name	Edit Number	Edit Message	Reported Value	Defaulted Value
4	LEGAL NATURE OF ENTITY	0111-01	FIELD IS MISSING OR INVALID		00

- ❑ Enter the necessary changes on the row. The **Pol Chng Eff Date** (Policy Change Effective Date) is a required field
- ❑ Click the **check mark** next to the name to save the information

The following message appears indicating that the request has been successfully saved:

Changes were saved but not submitted for 1 or more records related to this policy or Coverage Notice/Binder.

The changed name will display in a highlighted grid row.

Back To Search Results

Policy Number FDCRKH00001 Policy Effective Date 12/01/13 Carrier Code/Name 99992/NCCI INC - PUP 2  
 Primary Name of Insured REPORTED NAME BEFORE STANDARDIZATION DBA AFTER STANDARDIZATION LLC FOR ADDT SPLIT#%~%&@ FEIN 187845684

Policy Edit View

Add Renewal Add Annual ReRate Submit

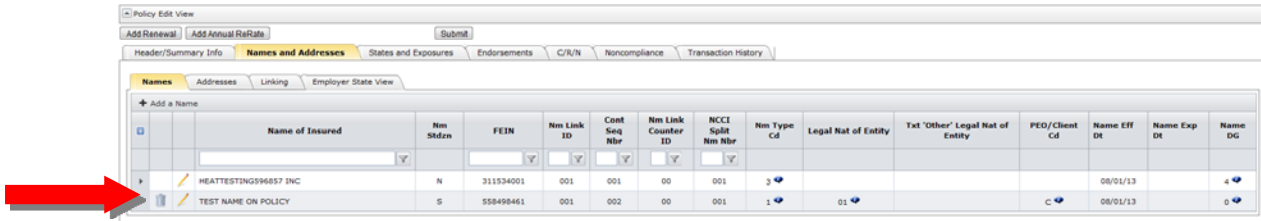
Header/Summary Info Names and Addresses States and Exposures Endorsements Canc/Reinst/NonRenew Noncompliance Transaction History

Names Addresses Linking Employer State View

Name of Insured	Nm Stdz	FEIN	Nm Link ID	Cont Seq Nbr	Nm Link Counter ID	NCCI Split Nm Nbr	Nm Type Cd	Legal Nat of Entity	Txt "Other" Legal Nat of Entity	PEO/Client Cd	Name Eff Dt	Name Exp Dt	Name DG
REPORTED NAME BEFORE STANDARDIZATION DBA AFTER STANDARDIZATION LLC FOR ADDT SPLIT#%~%&@	O	187845684	001	001	00	001	2	10			12/01/13	000000	0

## Delete Names

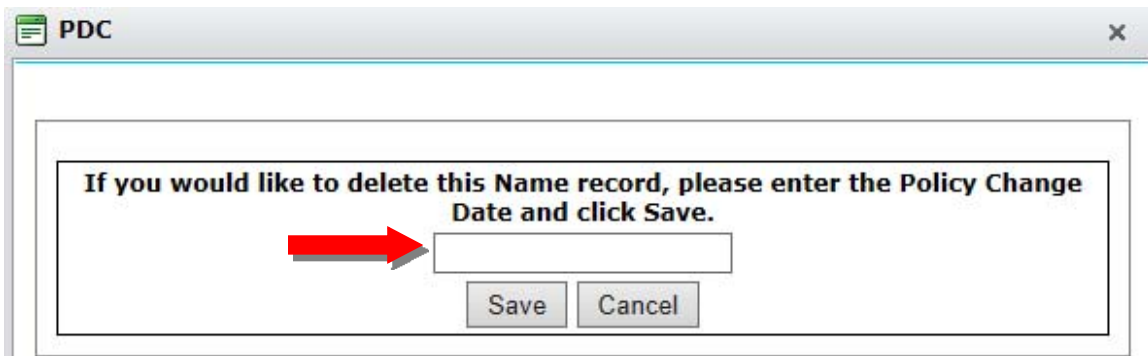
To delete a name from a policy, click the **trash can** next to that name.



Name of Insured	Nm Stkzn	FEIN	Nm Link ID	Cont Seq Nbr	Nm Link Counter ID	NCCI Split Nm Nbr	Nm Type Cd	Legal Nat of Entity	Tax "Other" Legal Nat of Entry	PEO/Client Cd	Name Eff Dt	Name Exp Dt	Name DG
HEATTESTING596857 INC	N	311534001	001	001	00	001	3				06/01/13		4
TEST NAME ON POLICY	S	558498461	001	002	00	001	1	01		C	06/01/13		0

The following pop-up window appears:

- Enter the effective date of the deleted name
- Click **Save**




**PDC**


If you would like to delete this Name record, please enter the Policy Change Date and click Save.


The following message appears indicating that the request has been successfully saved:

 Policy changes have been successfully saved.  
Please note: Submit must be selected for all changes to be processed. You **MUST SUBMIT** these changes within 4 days or the changes will expire and must be reentered. Changes were saved but not submitted for 1 or more records related to this policy or Coverage Notice/Binder.

If the Policy Change Date entered is not a valid date, the following message appears:

 **Invalid Date Entered.**

When a name has been deleted and saved, you must submit the policy after all changes are made. If you do not submit the policy and view the name record again, the following screen appears and the deleted name does not display:

 Changes were saved but not submitted for 1 or more records related to this policy or Coverage Notice/Binder.

## Restore Names

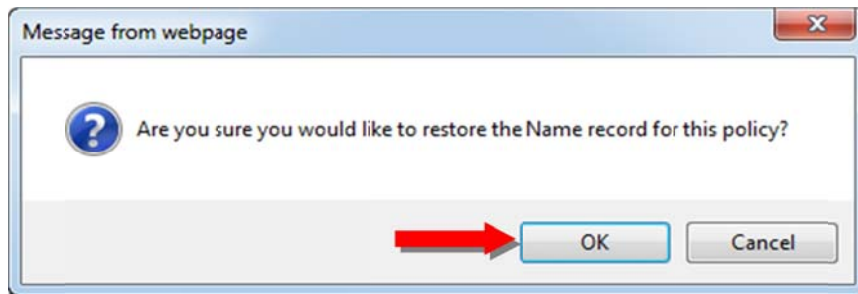
After a name has been deleted, the tool continues to retain the original data. This allows you to restore the record without having to input all of the data again.

To restore a name to a policy, click the **restore icon**.

	Name of Insured	Nm Stztn	FEIN	Nm Link ID	Cost Seq Nbr	Nm Link Counter ID	NCCI Split Nm Nbr	Nm Type Cd	Legal Nat of Entity	1st "Other" Legal Nat of Entity	PEO/Cliant Cd	Name Eff Dt	Name Exp Dt	Name DG
	HEATTESTING98657 INC	N	311534002	001	001	00	001	3				08/01/13	08/01/13	
	HEATTESTING98657 CO	S	311534002	001	001	00	001	3				08/01/13		4
	TEST NAME ON POLICY	S	888498461	001	002	00	001	1	01			08/01/13		8

The following message displays:

- Click **OK**



The restored name grid row opens. Input changes and click the **check mark**.


Policy Data Collection

Policy Number: PC098300001 Policy Effective Date: 12/01/13 Carrier Code/Name: 9990/NCCI INC - PUP 3

Primary Name of Insured: RESTORED NAME BEFORE STANDARDIZATION FEIN: 187945567

	Name of Insured	Nm Stztn	FEIN	Nm Link ID	Cost Seq Nbr	Nm Link Counter ID	NCCI Split Nm Nbr	Nm Type Cd	Legal Nat of Entity	1st "Other" Legal Nat of Entity	PEO/Cliant Cd	Pol Chng Eff Date	Pol Chng Exp Date
	RESTORED NAME BEFORE STANDARDIZATION ORG AFTER STANDARDIZATION LLC FOR ADDY SPLIT % & S	O	187945568	001	001	00	001	2					
	NAME OF INSURED	N	383439194	002	002	00	001	1					
	NEW NAME FOR PROPERTY	N	574925158	004	001	00	001	1					
	PICTURE PERFECT FRAMES	N	358749764	005	003	00	001	2					
	FEETLS INC	N	116760785	006	001	00	001	2			C		
	RESTORED NAME BEFORE STANDARDIZATION	S	187945567	001	002	00	001	2					
	AFTER STANDARDIZATION LLC ORG	S	187945567	001	001	00	002	2					
	FOR ADDY SPLIT % &	S	187945567	001	002	00	003	2					
	SECOND NAME TO MATCH TO AN ADDRESS		981537845					2	01				

The following message appears:

 Policy changes have been successfully saved. Please note: Submit must be selected for all changes to be processed. You MUST SUBMIT these changes within 4 days or the changes will expire and must be reentered. Changes were saved but not submitted for 1 or more records related to this policy or Coverage Notice/Binder.

Restored names display in a highlighted grid row.

Back To Search Results

Policy Number: FC09H00001      Policy Effective Date: 12/01/13      Carrier Code/Name: 99992/NCCI INC - PUP 2

Primary Name of Insured: REPORTED NAME BEFORE STANDARDIZATION DBA AFTER STANDARDIZATION LLC FOR ADDT SPLIT #5% \*BAQJ      FEIN: 187845888

Policy Edit View

Add Renewal   Add Annual ReRats   Submit

Header/Summary Info   **Names and Addresses**   States and Exposures   Endorsements   Canc/Reinst/NonRenew   Noncompliance   Transaction History

+ Add a Name		Name of Insured	Nm Sbz	FEIN	Nm Link ID	Cred Seq Nbr	Nm Link Counter ID	NCCI Split Nm Nbr	Nm Type Cd	Legal Nat of Entity	Txt "Other" Legal Nat of Entity	PEO/Client Cd	Name Eff Dt	Name Exp Dt	Name DG
		REPORTED NAME BEFORE STANDARDIZATION DBA AFTER STANDARDIZATION LLC FOR ADDT SPLIT #5% *BAQJ	O	187845888	001	001	00	001	2	10			12/01/13	000000	0
		SECOND NAME TO MATCH TO AN ADDRESS	N	981597845	002	001	00	001	2	01			07/01/14	07/01/14	0
		NAME OF INSURED	N	381459784	003	001	00	001	1	10			08/01/14	000000	0
		NEW NAME FOR PRIMARY	N	574965158	004	001	00	001	1	05			12/01/13	000000	0
		PICTURE PERFECT FRAMES	N	358749784	005	001	00	001	2	01			12/01/13	000000	0
		PETELS INC	N	158798795	006	001	00	001	2	10		C	12/01/13	000000	7
		REPORTED NAME BEFORE STANDARDIZATION	S	187845887	001	001	00	001	2	10			12/01/13	12/01/13	0

**Note:** When restoring a name, the new Name Effective Date and Name Expiration Date will not display until the Submit button is clicked and the transaction processes.

### Name Standardization

The Name Standardization indicator identifies whether or not standardization has been applied to the primary and additional names. Standardization allows for more accurate reporting of names to POC states. Standardization also improves the accuracy of search results for the data providers in the **Policy Data Collection** tool and **Proof of Coverage Inquiry** states.

Policy Data Collection

Manage My Data   Tools and Information

Back To Search Results

Policy Number: FC09H00001      Policy Effective Date: 12/01/13      Carrier Code/Name: 99992/NCCI INC - PUP 2

Primary Name of Insured: REPORTED NAME BEFORE STANDARDIZATION      FEIN: 187845888

Policy Edit View

Add Renewal   Add Annual ReRats   Submit

Header/Summary Info   **Names and Addresses**   States and Exposures   Endorsements   Canc/Reinst/NonRenew   Noncompliance   Transaction History

+ Add a Name		Name of Insured	Nm Sbz	FEIN	Nm Link ID	Cred Seq Nbr	Nm Link Counter ID	NCCI Split Nm Nbr	Nm Type Cd	Legal Nat of Entity	Txt "Other" Legal Nat of Entity	PEO/Client Cd	Name Eff Dt	Name Exp Dt	Name DG
		REPORTED NAME BEFORE STANDARDIZATION DBA AFTER STANDARDIZATION LLC FOR ADDT SPLIT #5% *BAQJ	O	187845888	001	001	00	001	2	10			12/01/13	000000	0
		NAME OF INSURED	N	381459784	003	001	00	001	1	10			08/01/14	000000	0
		NEW NAME FOR PRIMARY	N	574965158	004	001	00	001	1	05			12/01/13	000000	0
		PICTURE PERFECT FRAMES	N	358749784	005	001	00	001	2	01			12/01/13	000000	0
		PETELS INC	N	158798795	006	001	00	001	2	10		C	12/01/13	000000	7
		REPORTED NAME BEFORE STANDARDIZATION	S	187845887	001	001	00	001	2	10			12/01/13	12/01/13	0
		AFTER STANDARDIZATION LLC DBA	S	187845887	001	001	00	001	2	10			12/01/13	12/01/13	0
		FOR ADDT SPLIT #5 %	S	187845887	001	001	00	001	2	10			12/01/13	12/01/13	0
		SECOND NAME TO MATCH TO AN ADDRESS	N	981597845	002	001	00	001	2	01			07/01/14	07/01/14	0

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The name standardization rules are applied to all Policy Name records processed by NCCI and encompass the following:

- Excess spaces and special characters are removed
- Standard abbreviations are applied
- Names are split at logical break points

- ❑ The following codes in the **Name Standardization** indicator field are invoked when a name is submitted to NCCI:

Code	Description	Definition
S	Standardized	Standardization rules have been applied to the name.
N	Not Standardized	The name did not require standardization rules.
P	Prestandardization	The name was processed prior to implementing the new Name Standardization process.
O	Overridden	The data provider has elected, through <b>Policy Data Collection</b> only, to override the Name Standardization process.

- ❑ You may override a standardized name by changing the name and selecting **Override** in the **Name Standardization** indicator field
- ❑ If you leave the **Name Standardization** field blank and do not select **Override** to override it, the name will be standardized

The screenshot shows a software interface with a 'Names' tab selected. Below the tab are buttons for 'Addresses', 'Linking', and 'Employer State View'. The main area contains a table with columns 'Name of Insured' and 'Nm Stdzn'. The 'Name of Insured' field has a text input containing 'HEATTESTING596857 INC' and two small icons (a checkmark and a red circle with a slash). The 'Nm Stdzn' field is a dropdown menu that is currently open, showing 'Override' as the selected option. A red arrow points to the 'Override' option in the dropdown.

## Address Screen

By selecting the Names and Addresses tab, you will arrive at the Names screen, which displays employer(s) names submitted for the policy. To view the addresses submitted for the policy, click the Addresses tab. The submitted addresses will display. If the user has update capability, the user is able to add, change, delete, and restore address information.

The screenshot shows the 'Addresses' tab selected. The table below contains one record:

Street	City	State	Zip Code	State Code Link	Address Standardization	Name Link Identifier	Name Link Counter Identifier	Address Type Code	Address Effective Date	Address Expiration Date	Address Data Grade
95412 SILVER LANE DRIVE	MIAMI	FL	47851	09	N	001	00	1	09/01/13		7

If an address record received an edit, the Data Grade number will display underneath the Address Data Grade column.

The screenshot shows the address record with an expanded edit section. The 'Data Grade' field is highlighted with a red arrow.

Data Grade	Field Name	Edit Number	Edit Message	Reported Value	Defaulted Value
7	INDUSTRY CODE	0234-01	REPORTED INDUSTRY CODE IS INVALID	000000	

Click the expand arrow on the address row to expand the record.

The screenshot shows the address record with the expand arrow on the left side of the row highlighted by a red arrow.

## Edits

Edits is the default tab. Any address edits for this address record will be displayed.

The screenshot shows the 'Edits' tab selected. The table below contains one edit record:

Data Grade	Field Name	Edit Number
7	NAME LINK IDENTIFIER	0126-05

## Additional Address Information

Click the **Additional Address Information** tab to view additional address information.

Address Structure Code	Phone Number of Insured	Number of Employees	Industry Code
1	5618932251	55	811192

## Reported Address

Click the **Reported Address** tab to view the reported address.

Reported Street	Reported City	Reported State	Reported Zip Code
3100 NORTH LAKE SHORE DRIVE	CHICAGO	IL	60657

If the address is standardized, a “Y” will display beneath the Address Standardization column of the address row, and the standardized address will display on the address row.

In the example above, the following address was submitted:  
 3100 North Lake Shore Drive Chicago IL 60657

The address was standardized to:  
 3100 N Lake Shore Dr Chicago IL 606574946



## 2015 Data Educational Programs Policy Data Collection via DCA Access® Online User's Guide

- To view any addresses not linked to a name, click the **Linking** tab and expand each state's addresses in the Addresses section of the screen. All unlinked addresses are shaded in dark gray.

Policy Number PDCMKH000001      Policy Effective Date 12/01/13      Carrier Code/Name 99992/NCCI INC - PUP 2  
 Primary Name of Insured REPORTED NAME BEFORE STANDARDIZATION DBA AFTER STANDARDIZATION LLC FOR ADDT SPLIT#%\$%^&&@C      FEIN 187845684

Policy Edit View

Add Renewal   Add Annual ReRate   Submit

Header/Summary Info   **Names and Addresses**   States and Exposures   Endorsements   Canc/Reinst/NonRenew   Noncompliance   Transaction History

Names   Addresses   **Linking**   Employer State View

**Name and Address Linking Filter**

To filter the Employer Names and/or Addresses, enter the filter criteria and click 'Search'.

Employer Name    Zip Code

Name Link Identifier

State

Search   Reset

Preview   Reset   Save

Drag Addresses from the right column to their respective matching Name on the left. This will create the proper link codes.  
 Right click on a linked Address to link or unlink

**Employer Names**

Linked Names

- REPORTED NAME BEFORE STANDARDIZATION DBA AFTER STANDARDIZATION LLC FOR ADDT SPLIT#%\$%^&&@C  
Name Link Identifier: 001  
Name Link Counter ID: 00
- SECOND NAME TO MATCH TO AN ADDRESS  
Name Link Identifier: 002  
Name Link Counter ID: 00
- NEW NAME FOR PRIMARY  
Name Link Identifier: 004  
Name Link Counter ID: 00
- PETELS INC  
Name Link Identifier: 006  
Name Link Counter ID: 00

UnLinked Names

- NAME OF INSURED  
Name Link Identifier: 003  
Name Link Counter ID: 00
- PICTURE PERFECT FRAMES  
Name Link Identifier: 005  
Name Link Counter ID: 00

**Addresses**       Unlinked Addresses

- CO  
6 SANDY LANE DENVER CO 21845
- FL  
9 GREEN PINE BLVD BOCA RATON FL 12549815
- 85 SE 2ND ST MIAMI FL 331312102
- 901 PENINSULA CORP CIR BOCA RATON FL 334871339
- 45189 CLINT MOORE ROAD BOCA RATON FL 54891

- To view any deleted addresses, click the **Addresses** tab, view the Addresses screen, and look for the **restore icon**.

Back To Search Results

Policy Number PDCMKH000001      Policy Effective Date 12/01/13      Carrier Code/Name 99992/NCCI INC - PUP 2  
 Primary Name of Insured REPORTED NAME BEFORE STANDARDIZATION DBA AFTER STANDARDIZATION LLC FOR ADDT SPLIT#%\$%^&&@C      FEIN 187845684

Policy Edit View

Add Renewal   Add Annual ReRate   Submit

Header/Summary Info   **Names and Addresses**   States and Exposures   Endorsements   Canc/Reinst/NonRenew   Noncompliance   Transaction History

Names   **Addresses**   Linking   Employer State View

+ Add an Address

	Street	City	State	Zip Code	State Code Link	Address Standardization	Name Link Identifier	Name Link Counter Identifier	Address Type Code	Address Effective Date	Address Expiration Date	Address Data Grade
	901 PENINSULA CORPORATE CIR	BOCA RATON	FL	334871339	09	Y	001	00	1	12/01/13		0
	45189 CLINT MOORE ROAD	BOCA RATON	FL	54891	09	N	002	00	2	12/01/13		0
	85 SE 2ND ST	MIAMI	FL	331312102	09	Y	004	00	2	12/01/13		0
	6 SANDY LANE	DENVER	CO	21845		N	006	00	2	12/01/13		0
	9 GREEN PINE BLVD	BOCA RATON	FL	12549815		N	007	00	2	12/01/13		7
	15546 40TH ST	BOCA RATON	FL	58741		N	003	00	2	12/01/13	12/01/13	
	456 MOUNTAIN VIEW ROAD	DENVER	CO	21845		N	005	00	2	01/01/14	01/01/14	
	45189 CLINT MOORE RD	BOCA RATON	FL	54891	27	N	005	00	2	12/01/13	02/01/14	

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- Or view the **Deleted?** column in the address record with a “Y.”

Back To Search Results

Policy Number: PCHKH000001      Policy Effective Date: 12/01/13      Carrier Code/Name: 99992/NCCI INC - PUP 2

Primary Name of Insured: REPORTED NAME BEFORE STANDARDIZATION DBA AFTER STANDARDIZATION LLC FOR ADVT SPLIT#%\*%&@      FEIN: 187845084

Policy Edit View

Header/Summary Info    **Names and Addresses**    States and Exposures    Endorsements    Cancellation/Renewal    Noncompliance    Transaction History

Deleted?	Street	City	State	Zip Code	State Code Link	Address Standardization	Name Link Identifier	Name Link Counter Identifier	Address Type Code	Address Effective Date	Address Expiration Date	Address Data Grade
X	501 PENINSULA CORPORATE CIR	BOCA RATON	FL	334871330	09	Y	001	00	2	12/01/13		0
X	45184 CLINT PRODR ROAD	BOCA RATON	FL	54081	09	N	002	00	2	12/01/13		0
X	85 SE 2ND ST	MIAMI	FL	33131302	09	Y	004	00	2	12/01/13		0
X	6 SANDY LANE	DENVER	CO	23815		N	006	00	2	12/01/13		0
X	9 GREEN HILL BLVD	BOCA RATON	FL	13546015		N	007	00	2	12/01/13		0
Y	13595 10TH ST	BOCA RATON	FL	33471		N	003	00	2	12/01/13	12/01/13	
Y	456 MOUNTAIN VIEW ROAD	DENVER	CO	71045		N	005	00	2	01/01/14	01/01/14	
Y	45184 CLINT PRODR RD	BOCA RATON	FL	54081	27	N	005	00	2	12/01/13	02/01/14	

A “Y” indicates, “yes, the address record was deleted.”

- To narrow search results, enter one of the following criteria in the filter box:
  - Street
  - City
  - State
  - Zip Code
  - State Code Link
  - Address Standardization
  - Name Link Identifier
  - Name Link Counter Identifier

Back To Search Results

Policy Number: PCHKH000001      Policy Effective Date: 12/01/13      Carrier Code/Name: 99992/NCCI INC - PUP 2

Primary Name of Insured: REPORTED NAME BEFORE STANDARDIZATION DBA AFTER STANDARDIZATION LLC FOR ADVT SPLIT#%\*%&@      FEIN: 187845084

Policy Edit View

Add Renewal    Add Annual ReRate    Submit

Header/Summary Info    **Names and Addresses**    States and Exposures    Endorsements    Cancellation/Renewal    Noncompliance    Transaction History

Names    **Addresses**    Linking    Employer State View

➕ Add an Address

Deleted?	Street	City	State	Zip Code	State Code Link	Address Standardization	Name Link Identifier	Name Link Counter Identifier	Address Type Code	Address Effective Date	Address Expiration Date	Address Data Grade

- Click the **filter icon** and select one of the filter options:

NoFilter

Contains

StartsWith

EqualTo

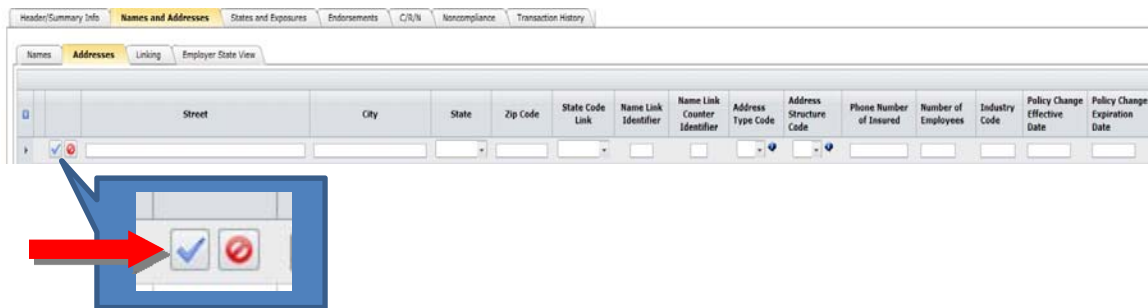
## Add Addresses

From the Addresses screen, click **Add an Address** to add an address.



The following grid row displays:

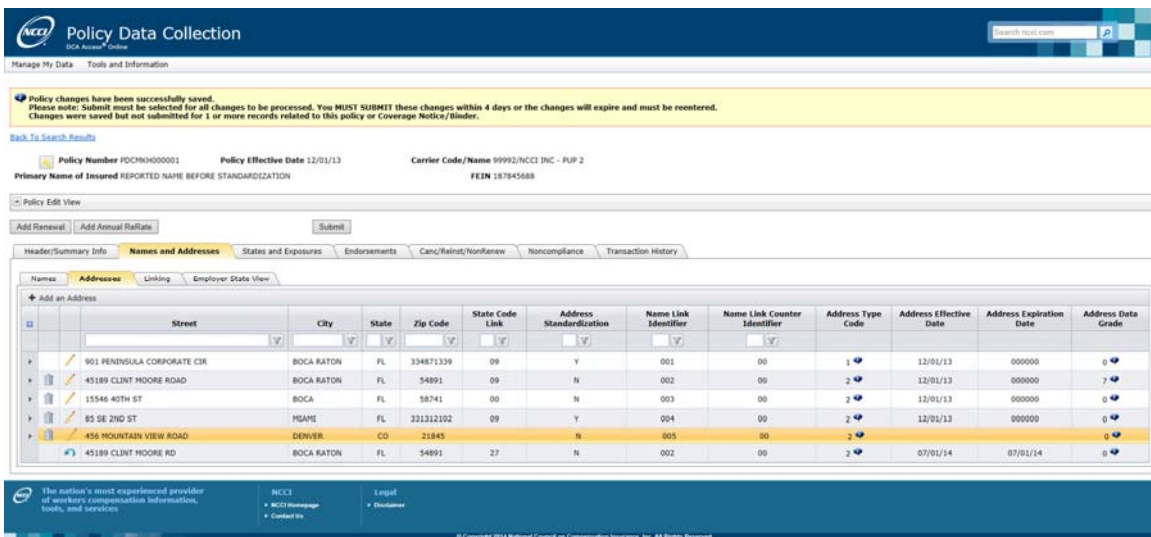
- Enter the new address information on the open grid row
- Click the **check mark**



The following message appears indicating that the request has been successfully saved.

**Policy changes have been successfully saved.**  
 Please note: Submit must be selected for all changes to be processed. You **MUST SUBMIT** these changes within 4 days or the changes will expire and must be reentered. Changes were saved but not submitted for 1 or more records related to this policy or Coverage Notice/Binder.

Added addresses will display in a highlighted grid row.



## Change Addresses

Primary Addresses can be changed once on NCCI's database.

The Mailing Address of the Insured (Address Type 1) is the Primary Address.

All other addresses should be changed by deleting the incorrect address and adding the correct address.

To change primary address information on a policy, click the **pencil** next to the Primary Address.

Back To Search Results

Policy Number PDCRH000001 Policy Effective Date 12/01/13 Carrier Code/Name 99992/NCCI INC - PUP 2  
Primary Name of Insured REPORTED NAME BEFORE STANDARDIZATION DBA AFTER STANDARDIZATION LLC FOR ADDT SPLIT#9%-B&G FEIN 187845688

Policy Edit View

Add Renewal Add Annual ReRate Submit

Header/Summary Info Names and Addresses States and Exposures Endorsements Canc/Reinst/NonRenew Noncompliance Transaction History

Names	Addresses	Linking	Employer State View									
+ Add an Address												
<input type="checkbox"/>	<input type="text" value="901 PENINSULA CORPORATE CIR"/>	<input type="text" value="BOCA RATON"/>	<input type="text" value="FL"/>	<input type="text" value="334871339"/>	<input type="text" value="09"/>	<input type="text" value="Y"/>	<input type="text" value="001"/>	<input type="text" value="00"/>	<input type="text" value="1"/>	<input type="text" value="12/01/13"/>	<input type="text" value=""/>	<input type="text" value=""/>

The following grid row displays:

- Enter the necessary changes on the row. The **Policy Change Effective Date** is a required field.
- Click the **check mark** next to the name to save the information.

Back To Search Results

Policy Number PDCRH000001 Policy Effective Date 12/01/13 Carrier Code/Name 99992/NCCI INC - PUP 2  
Primary Name of Insured REPORTED NAME BEFORE STANDARDIZATION DBA AFTER STANDARDIZATION LLC FOR ADDT SPLIT#9%-B&G FEIN 187845688

Policy Edit View

Add Renewal Add Annual ReRate Submit

Header/Summary Info Names and Addresses States and Exposures Endorsements Canc/Reinst/NonRenew Noncompliance Transaction History

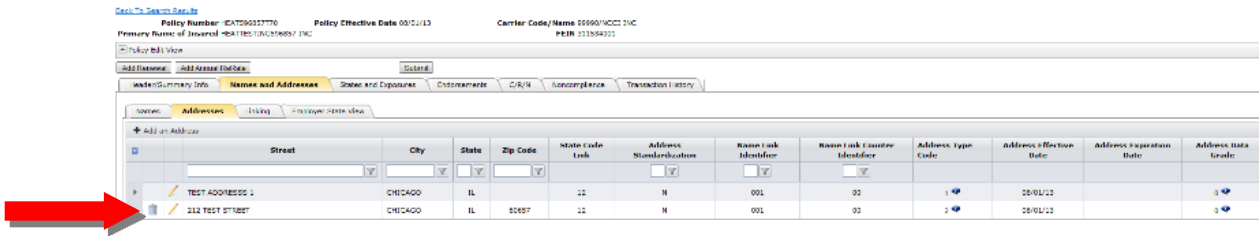
Names	Addresses	Linking	Employer State View								
<input checked="" type="checkbox"/>	<input type="text" value="901 PENINSULA CORPORATE CIR"/>	<input type="text" value="BOCA RATON"/>	<input type="text" value="FL - 09"/>	<input type="text" value="334871339"/>	<input type="text" value="FL - 09"/>	<input type="text" value="001"/>	<input type="text" value="00"/>	<input type="text" value="1"/>	<input type="text" value="12/01/13"/>	<input type="text" value=""/>	<input type="text" value=""/>

The following message appears indicating that the change has been successfully saved:

Policy changes have been successfully saved.  
Please note: Submit must be selected for all changes to be processed. You MUST SUBMIT these changes within 4 days or the changes will expire and must be reentered.  
Changes were saved but not submitted for 1 or more records related to this policy or Coverage Notice/Binder.

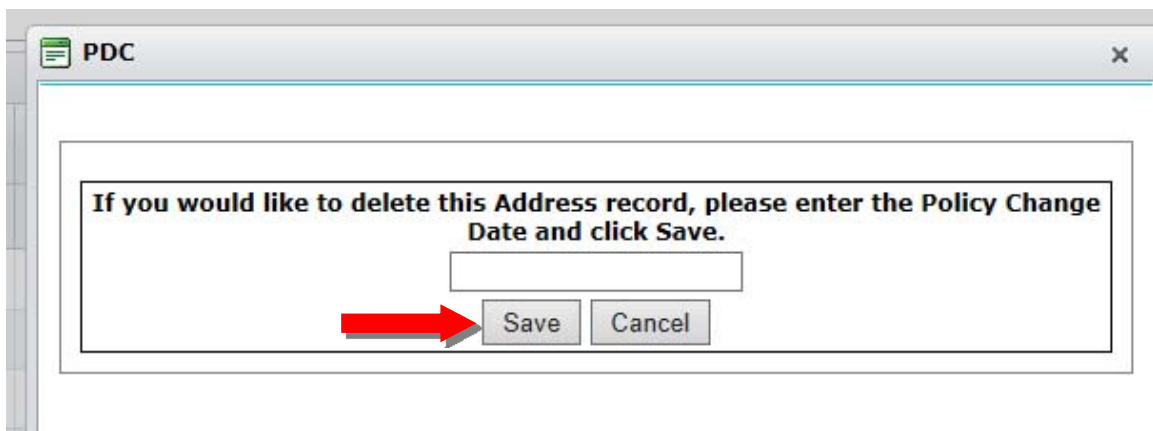
## Delete Addresses

To delete an address from a policy, click the **trash can** next to that address.



The following pop-up window appears:

- Enter the Policy Change Date of the deleted name
- Click **Save**



The following message appears indicating that the request has been successfully saved:

**Policy changes have been successfully saved.**  
Please note: Submit must be selected for all changes to be processed. You **MUST SUBMIT** these changes within 4 days or the changes will expire and must be reentered. Changes were saved but not submitted for 1 or more records related to this policy or Coverage Notice/Binder.

If the Policy Change Date entered is not a valid date, the following message appears:

**Invalid Date Entered.**

When an address has been deleted and saved, you must submit the policy after all changes are made. If you do not submit the policy and view the address record again, the following screen appears and the deleted address does not display:

**Changes were saved but not submitted for 1 or more records related to this policy or Coverage Notice/Binder.**

## Restore Addresses

After an address has been deleted, the tool continues to retain the original data. This allows you to restore the record without having to input all of the data again.

To restore an address to a policy, click the **restore icon**.

Back To Search Results

Policy Number HEAT95687770 Policy Effective Date 06/01/13 Carrier Code/Name 99990/NCCI INC

Primary Name of Insured HEATTESTING296687 INC FEIN 31153401

Policy Edit View

Add Renewal Add Annual ReRate Submit

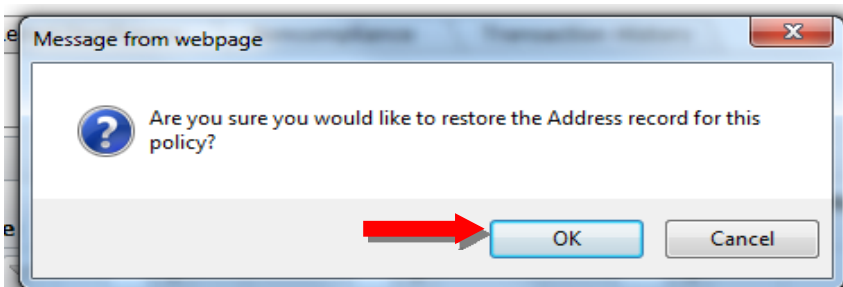
Header/Summary Info Names and Addresses States and Exposures Endorsements C/R/N Noncompliance Transaction History

Names Addresses Linking Employer State View

Street	City	State	Zip Code	State Code Link	Address Standardization	Name Link Identifier	Name Link Counter Identifier	Address Type Code	Address Effective Date	Address Expiration Date	Address Data Grade
3120 N LAKE SHORE DR	CHICAGO	IL	606574948	12	Y	001	00	1	08/01/13	08/01/13	
TEST ADDRESS 1	CHICAGO	IL		12	N	001	00	1	08/01/13		0
212 TEST STREET	CHICAGO	IL	60657	12	N	001	00	2	08/01/13		0

The following message appears:

- Click **OK**



The restored address record opens. Input changes and click the **check mark**.

Back To Search Results

Policy Number PDCH000001 Policy Effective Date 12/01/13 Carrier Code/Name 99992/NCCI INC - PUP 2

Primary Name of Insured REPORTED NAME BEFORE STANDARDIZATION DBA AFTER STANDARDIZATION LLC FOR ADD'T SPLIT#1%~8A,B,C FEIN 187845684

Policy Edit View

Add Renewal Add Annual ReRate Submit


Header/Summary Info Names and Addresses States and Exposures Canc/Retnot/NonRenew Noncompliance Transaction History

Names Addresses Linking Employer State View

Street	City	State	Zip Code	State Code Link	Name Link Identifier	Name Link Counter Identifier	Address Type Code	Policy Change Effective Date	Policy Change Expiration Date
901 PENINSULA CORP CIR	BOCA RATON	FL	334871339	09	001	00	1		
45189 CLINT MOORE ROAD	BOCA RATON	FL	54891	09	002	00	2		
15546 40TH ST	BOCA	FL	58741	00	003	00	2		
85 SE 2ND ST	HGANE	FL	331312102	09	004	00	2		
45189 CLINT MOORE RD	BOCA RATON	FL	54891	09	002	00	1	000000	000000

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The following message displays:

 **Policy changes have been successfully saved.**  
Please note: Submit must be selected for all changes to be processed. You **MUST SUBMIT** these changes within 4 days or the changes will expire and must be reentered. Changes were saved but not submitted for 1 or more records related to this policy or Coverage Notice/Binder.

Restored addresses display in a highlighted grid row.

[Back To Search Results](#)

Policy Number: PDCR0000001      Policy Effective Date: 12/01/13      Carrier Code/Name: 09992/NCCI INC - PUP 2

Primary Name of Insured: REPORTED NAME BEFORE STANDARDIZATION DBA AFTER STANDARDIZATION LLC FOR ADDT SPLT#%#\*%&@      FEIN: 187945684

Policy Edit View

Add Renewal    Add Annual ReRate    **Submit**

Header/Summary Info    **Names and Addresses**    States and Exposures    Endorsements    Canc/Reinst/NonRenew    Noncompliance    Transaction History

Names    **Addresses**    Linking    Employer State View

	Street	City	State	Zip Code	State Code Link	Address Standardization	Name Link Identifier	Name Link Counter Identifier	Address Type Code	Address Effective Date	Address Expiration Date	Address Data Grade
+	901 PENINSULA CORP CIR	BOCA RATON	FL	334871339	09	Y	001	00	1	12/01/13	000000	0
+	45189 CLINT MOORE ROAD	BOCA RATON	FL	54891	09	N	002	00	1	12/01/13	000000	0
+	15546 40TH ST	BOCA	FL	58741	00	N	003	00	2	12/01/13	000000	0
+	85 SE 2ND ST	MIAMI	FL	331312102	09	Y	004	00	2	12/01/13	000000	0
+	45189 CLINT MOORE RD	BOCA RATON	FL	54891	27	N	005	00	2	07/01/14	07/01/14	0

**Note:** When restoring an address, any new Address Effective Date and Address Expiration Date will not display until the Submit button is clicked and the transaction processes.

## Linking Screen

The Linking screen displays all linked names and addresses and all unlinked names and all unlinked addresses. If you have update capability, you are able to use this screen to link names and addresses together with the drag-and-drop feature.

### Employer Names—Linked Names

Upon accessing the Linking Screen, all names are collapsed. Click the arrow next to **Linked Names**, underneath **Employer Names**, to expand the list of linked names.

Policy Number PDCMKH000001      Policy Effective Date 12/01/13      Carrier Code/Name 99992/NCCI INC - PUP 2  
Primary Name of Insured REPORTED NAME BEFORE STANDARDIZATION DBA AFTER STANDARDIZATION LLC FOR ADD'T SPLIT#%^^&&@{(      FEIN 187845684

Policy Edit View

Add Renewal   Add Annual ReRate   Submit

Header/Summary Info   **Names and Addresses**   States and Exposures   Endorsements   Canc/Reinst/NonRenew   Noncompliance   Transaction History

Names   Addresses   **Linking**   Employer State View

**Name and Address Linking Filter**  
To filter the Employer Names and/or Addresses, enter the filter criteria and click 'Search'.  
Employer Name    Zip Code   
Name Link Identifier   
State

Search   Reset

Preview   Reset   Save

Drag Addresses from the right column to their respective matching Name on the left. This will create the proper link codes.  
Right click on a linked Address to link or unlink

**Employer Names**      **Addresses**       **Unlinked Addresses**

- ↳ Linked Names
- ↳ UnLinked Names

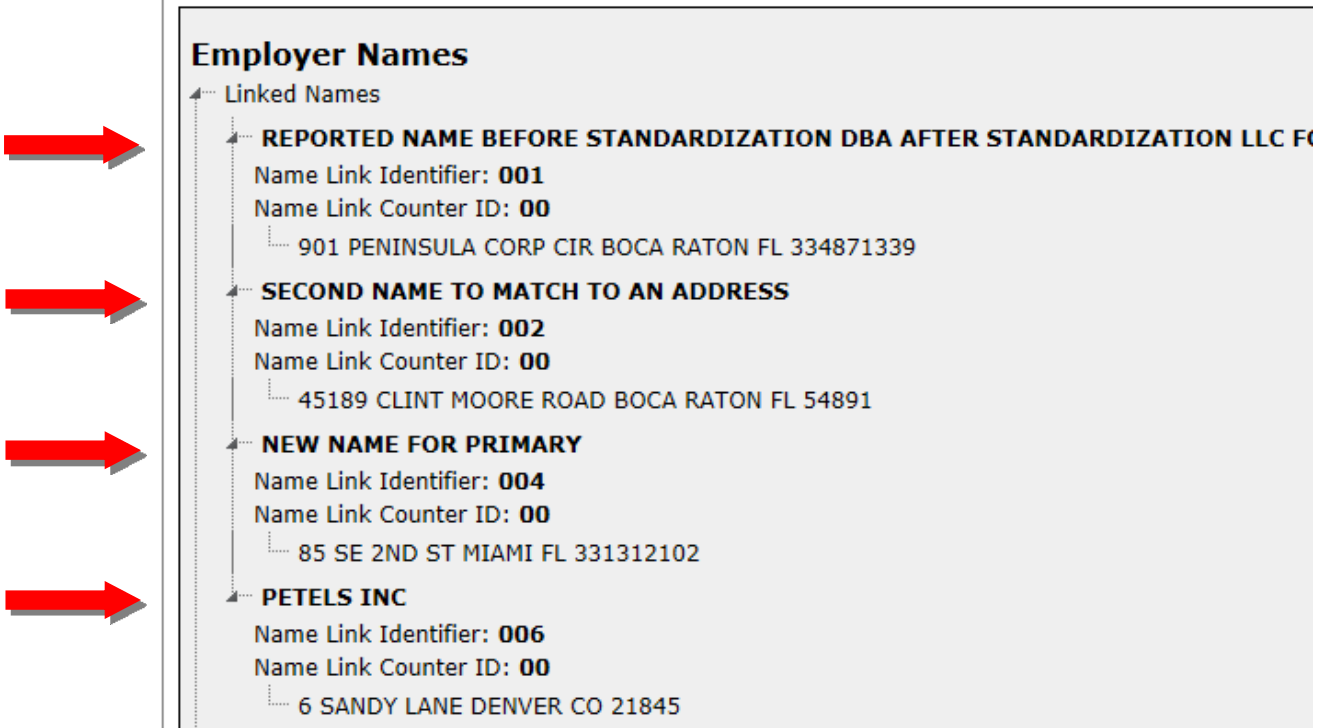
- ↳ CO
- ↳ FL

**Employer Names**

- ↳ **Linked Names**
  - ↳ **REPORTED NAME BEFORE STANDARDIZATION DBA AFTER STANDARDIZATION LLC F**  
Name Link Identifier: **001**  
Name Link Counter ID: **00**
  - ↳ **SECOND NAME TO MATCH TO AN ADDRESS**  
Name Link Identifier: **002**  
Name Link Counter ID: **00**
  - ↳ **NEW NAME FOR PRIMARY**  
Name Link Identifier: **004**  
Name Link Counter ID: **00**
  - ↳ **PETELS INC**  
Name Link Identifier: **006**  
Name Link Counter ID: **00**



Click the expansion arrow next to each name to see the linked address for each name.



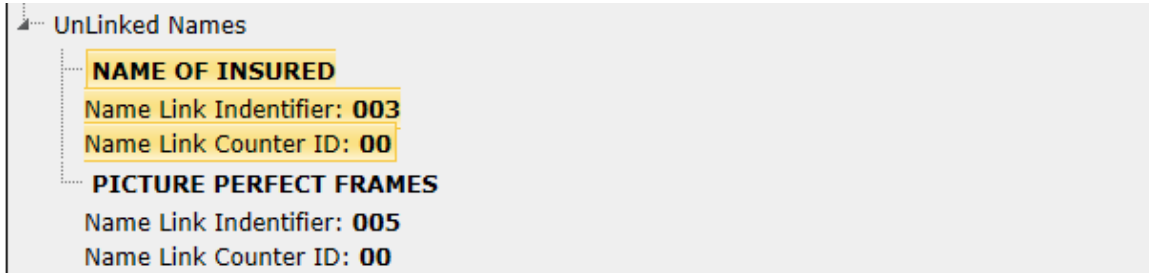
**Employer Names**

Linked Names

- REPORTED NAME BEFORE STANDARDIZATION DBA AFTER STANDARDIZATION LLC F  
Name Link Identifier: 001  
Name Link Counter ID: 00  
901 PENINSULA CORP CIR BOCA RATON FL 334871339
- SECOND NAME TO MATCH TO AN ADDRESS  
Name Link Identifier: 002  
Name Link Counter ID: 00  
45189 CLINT MOORE ROAD BOCA RATON FL 54891
- NEW NAME FOR PRIMARY  
Name Link Identifier: 004  
Name Link Counter ID: 00  
85 SE 2ND ST MIAMI FL 331312102
- PETELS INC  
Name Link Identifier: 006  
Name Link Counter ID: 00  
6 SANDY LANE DENVER CO 21845

### Employer Names—Unlinked Names

Upon accessing the Linking Screen, all names are collapsed. Click the arrow next to **Unlinked Names**, underneath **Employer Names**, to expand the list of unlinked names.



UnLinked Names

- NAME OF INSURED  
Name Link Identifier: 003  
Name Link Counter ID: 00
- PICTURE PERFECT FRAMES  
Name Link Identifier: 005  
Name Link Counter ID: 00

## Addresses

Upon accessing the Linking Screen, all addresses are collapsed. Click the arrow next to each state abbreviation listed, underneath **Addresses**, to expand the list of addresses.

Policy Number PDCMKH000001 Policy Effective Date 12/01/13 Carrier Code/Name 99992/NCCI INC - PUP 2  
Primary Name of Insured REPORTED NAME BEFORE STANDARDIZATION DBA AFTER STANDARDIZATION LLC FOR ADD'T SPLIT#\$\$%^&&@{( FEIN 187845684

Policy Edit View

Add Renewal Add Annual ReRate Submit

Header/Summary Info **Names and Addresses** States and Exposures Endorsements Canc/Reinst/NonRenew Noncompliance Transaction History

Names Addresses **Linking** Employer State View

**Name and Address Linking Filter**  
To filter the Employer Names and/or Addresses, enter the filter criteria and click 'Search'.  
Employer Name Enter 5 or more characters for Search Ahead Zip Code  
Name Link Identifier  
State  
Search Reset

Preview Reset Save

Drag Addresses from the right column to their respective matching Name on the left. This will create the proper link codes.  
Right click on a linked Address to link or unlink

**Employer Names** Linked Names UnLinked Names

**Addresses** Unlinked Addresses  
CO  
FL

The following screen displays the expanded lists:

Policy Number PDCMKH000001 Policy Effective Date 12/01/13 Carrier Code/Name 99992/NCCI INC - PUP 2  
Primary Name of Insured REPORTED NAME BEFORE STANDARDIZATION DBA AFTER STANDARDIZATION LLC FOR ADD'T SPLIT#\$\$%^&&@{( FEIN 187845684

Policy Edit View

Add Renewal Add Annual ReRate Submit

Header/Summary Info **Names and Addresses** States and Exposures Endorsements Canc/Reinst/NonRenew Noncompliance Transaction History

Names Addresses **Linking** Employer State View

**Name and Address Linking Filter**  
To filter the Employer Names and/or Addresses, enter the filter criteria and click 'Search'.  
Employer Name Enter 5 or more characters for Search Ahead Zip Code  
Name Link Identifier  
State  
Search Reset

Preview Reset Save

Drag Addresses from the right column to their respective matching Name on the left. This will create the proper link codes.  
Right click on a linked Address to link or unlink

**Employer Names** Linked Names UnLinked Names

**Addresses** Unlinked Addresses  
CO  
FL  
6 SANDY LANE DENVER CO 21845  
9 GREEN PINE BLVD BOCA RATON FL 12549815  
85 SE 2ND ST MIAMI FL 331312102  
901 PENINSULA CORP CIR BOCA RATON FL 334871339  
45189 CLINT MOORE ROAD BOCA RATON FL 54891

Unlinked addresses are highlighted with gray shading.

## Linking Addresses to Names

The Linking Screen allows you to link addresses to names; however, names cannot be linked to addresses; you can move data right to left, but not left to right.

To link an address to a name, click the address to highlight it in yellow:

The screenshot shows two panels: 'Employer Names' on the left and 'Addresses' on the right. The 'Employer Names' panel is divided into 'Linked Names' and 'UnLinked Names'. Under 'Linked Names', there are four entries: 'REPORTED NAME BEFORE STANDARDIZATION DBA AFTER STANDARDIZATION LLC F...', 'SECOND NAME TO MATCH TO AN ADDRESS', 'NEW NAME FOR PRIMARY', and 'PETELS INC'. Under 'UnLinked Names', there are two entries: 'NAME OF INSURED' and 'PICTURE PERFECT FRAMES'. The 'Addresses' panel shows a list of addresses under 'Unlinked Addresses', including '6 SANDY LANE DENVER CO 21845', '9 GREEN PINE BLVD BOCA RATON FL 12549815', '85 SE 2ND ST MIAMI FL 331312102', '901 PENINSULA CORP CIR BOCA RATON FL 334871339', and '45189 CLINT MOORE ROAD BOCA RATON FL 54891'. A red arrow points from the address '9 GREEN PINE BLVD BOCA RATON FL 12549815' to the 'SECOND NAME TO MATCH TO AN ADDRESS' entry.

Drag the address to the name you want to link it to until both the name and address are highlighted in yellow; then drop it:

The screenshot shows the same interface as the previous one, but now the 'NAME OF INSURED' entry in the 'UnLinked Names' section of the 'Employer Names' panel and the address '9 GREEN PINE BLVD BOCA RATON FL 12549815' in the 'Addresses' panel are both highlighted in yellow. A red arrow points to the 'NAME OF INSURED' entry.

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A message will display informing you of successful linking. The Name Link Identifier and Name Link Counter Identifier display in the message also.

**Linked Address 9 GREEN PINE BLVD BOCA RATON FL 12549815 to Name NAME OF INSURED Name Link Identifier: 003 Name Link Counter Idntf: 00**

[Back To Search Results](#)

Policy Number PDCMKH000001      Policy Effective Date 12/01/13      Carrier Code/Name 99992/NCCI INC - PUP 2  
 Primary Name of Insured REPORTED NAME BEFORE STANDARDIZATION DBA AFTER STANDARDIZATION LLC FOR ADD'T SPLIT#%^^&&@{(      FEIN 187845684

Click **Save**

**Linked Address 9 GREEN PINE BLVD BOCA RATON FL 12549815 to Name NAME OF INSURED Name Link Identifier: 003 Name Link Counter Idntf: 00**

[Back To Search Results](#)

Policy Number PDCMKH000001      Policy Effective Date 12/01/13      Carrier Code/Name 99992/NCCI INC - PUP 2  
 Primary Name of Insured REPORTED NAME BEFORE STANDARDIZATION DBA AFTER STANDARDIZATION LLC FOR ADD'T SPLIT#%^^&&@{(      FEIN 187845684

Policy Edit View

Add Renewal   Add Annual ReRate      Submit

Header/Summary Info   **Names and Addresses**   States and Exposures   Endorsements   Canc/Reinst/NonRenew   Noncompliance   Transaction History

Names   Addresses   **Linking**   Employer State View

**Name and Address Linking Filter**

To filter the Employer Names and/or Addresses, enter the filter criteria and click 'Search'.

Employer Name       Zip Code

Name Link Identifier       State

Drag Addresses from the right column to their respective matching Name on the left. This will create the proper link codes. Right click on a linked Address to link or unlink.

A pop-up window appears:

Please enter the Effective Date(s) for this Policy Change.

Name and Address Linking			
Name	Address	Link/Unlink	Policy Change Effective Date
NAME OF INSURED	9 GREEN PINE BLVD BOCA RATON FL 12549815	Linked	<input type="text"/>

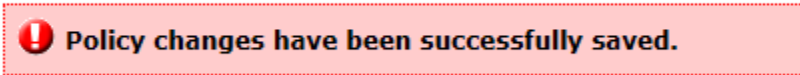
Enter the Policy Change Effective Date and click **Save**:

Please enter the Effective Date(s) for this Policy Change.

Name and Address Linking			
Name	Address	Link/Unlink	Policy Change Effective Date
NAME OF INSURED	9 GREEN PINE BLVD BOCA RATON FL 12549815	Linked	12/01/13

The following message appears indicating that the save was successful:



### Name and Address Linking Filter

- To narrow search results, enter one of the following criteria in the filter box to search for **name** information:
  - Employer Name
  - Name Link Identifier
  - State

**Name and Address Linking Filter**

To filter the Employer Names and/or Addresses, enter the filter criteria and click 'Search'.

**Employer Name**  **Zip Code**

**Name Link Identifier**

**State**

- To narrow search results, enter the zip code in the filter box to search for **address** information:


**Name and Address Linking Filter**

To filter the Employer Names and/or Addresses, enter the filter criteria and click 'Search'.

**Employer Name**  **Zip Code**

**Name Link Identifier**

**State**



## Preview

Click the **Preview** button

Drag Addresses from the right column to their respective matching Name on the left. This will create the proper link codes.  
 Right click on a linked Address to link or unlink

**Employer Names**

Name Link Counter ID: 00  
 901 PENINSULA CORP CIR BOCA RATON FL 334871339

← **SECOND NAME TO MATCH TO AN ADDRESS**  
 Name Link Identifier: 002  
 Name Link Counter ID: 00  
 45189 CLINT MOORE ROAD BOCA RATON FL 54891

← **NAME OF INSURED**  
 Name Link Identifier: 003  
 Name Link Counter ID: 00  
 9 GREEN PINE BLVD BOCA RATON FL 12549815

← **NEW NAME FOR PRIMARY**  
 Name Link Identifier: 004  
 Name Link Counter ID: 00  
 85 SE 2ND ST MIAMI FL 331312102

← **PETELS INC**  
 Name Link Identifier: 006  
 Name Link Counter ID: 00  
 6 SANDY LANE DENVER CO 21845

← UnLinked Names  
 ← **PICTURE PERFECT FRAMES**  
 Name Link Identifier: 005  
 Name Link Counter ID: 00  
 6 SANDY LANE DENVER CO 21845

**Addresses** Unlinked Addresses

CO  
 6 SANDY LANE DENVER CO 21845

FL  
 9 GREEN PINE BLVD BOCA RATON FL 12549815  
 85 SE 2ND ST MIAMI FL 331312102  
 901 PENINSULA CORP CIR BOCA RATON FL 334871339  
 45189 CLINT MOORE ROAD BOCA RATON FL 54891

To view any changes you made:

Name and Address Linking Preview		
Name	Address	Link/Unlink
PICTURE PERFECT FRAMES	6 SANDY LANE DENVER CO 21845	Linked

**Note:** You must **Cancel** this view and click **Save** in order to input a Policy Change Effective Date, click **Save** again, and then click **Submit** to ensure that all your changes process.

## Reset

Click **Reset** to undo any changes you made.

**Name and Address Linking Filter**

To filter the Employer Names and/or Addresses, enter the filter criteria and click 'Search'.

**Employer Name** 
**Zip Code**

**Name Link Identifier**

**State**

Drag Addresses from the right column to their respective matching Name on the left. This will create the proper link codes.  
 Right click on a linked Address to link or unlink

## Employer State View

The Employer State View screen displays name and address information for a specific state. This screen is view only; no changes can be made using this screen.

Click the **State** drop-down arrow to search for a specific state; then click **Search**.

In this example, two employer names were returned:

Employer Name	FEIN	Name Link Identifier	Name Link Counter Identifier	Cont Seq Nbr	Name Effective Date
PICTURE PERFECT FRAMES	358749784	005	00	001	12/01/13
PETELS INC	158798795	006	00	001	07/01/14

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To view the address(es) for each name, click the expand arrow(s) next to the name(s):

Employer State View Filter  
To view Names and Addresses for a state, select a State and click 'Search'.  
State: CO - 05  
Search Reset

Employer Name	FEIN	Name Link Identifier	Name Link Counter Identifier	Cont Seq Nbr	Name Effective Date
PICTURE PERFECT FRAMES	358749784	005	00	001	12/01/13
PETELS INC	158798795	006	00	001	07/01/14

The following results are displayed:

Employer State View Filter  
To view Names and Addresses for a state, select a State and click 'Search'.  
State: CO - 05  
Search Reset

Employer Name	FEIN	Name Link Identifier	Name Link Counter Identifier	Cont Seq Nbr	Name Effective Date
PICTURE PERFECT FRAMES	358749784	005	00	001	12/01/13
Address Details					
Street	City	State	Zip Code	State Code Link	Address Effective Date
6 SANDY LANE	DENVER	CO	21845		12/01/13
PETELS INC	158798795	006	00	001	07/01/14
Address Details					
Street	City	State	Zip Code	State Code Link	Address Effective Date
6 SANDY LANE	DENVER	CO	21845		12/01/13



## State and Exposures

### States Screen

By selecting the **State and Exposures** tab, the **Policy Data Collection** tool displays the associated states and exposures written on the policy. If you have update capability, you are able to add, change, delete, and restore state information and add, change and delete exposure information.

**Note:** Exposure Records cannot be restored; once deleted, they must be re-added.

The screenshot shows the 'Policy Data Collection' interface. At the top, there are fields for Policy Number (FDCHV000001), Policy Effective Date (12/01/13), and Carrier Code/Name (99902/NCCI INC - PUP 2). Below this is a 'Policy Edit View' section with buttons for 'Add Renewal', 'Add Annual ReRate', and 'Submit'. The 'States and Exposures' tab is selected and highlighted in yellow. A red arrow points to this tab. Below the tabs is a table with columns: State, (State) Carrier Code, Est State Std Prem Tot, Prem Discount, Expense Constant Amt, Loss Constant, Type of Nstd ID, Insurer Prem Dev Factor, Type Prem Dev, Reason St Add Pol, State Eff Dt, State Exp Dt, Gov Class, State Add/Del Cd, and State DG. Three rows are visible for states CO-05, FL-09, and NV-27.

Detailed state information is displayed on a grid row.

State	(State) Carrier Code	Est State Std Prem Tot	Prem Discount	Expense Constant Amt	Loss Constant	Type of Nstd ID	Insurer Prem Dev Factor	Type Prem Dev	Reason St Add Pol	State Eff Dt	State Exp Dt	Gov Class	State Add/Del Cd	State DG
CO-05	00000	\$50,000	\$0	\$0	\$0	01	1,000	3	0	12/01/13		8742		0
FL-09	00000	\$25,000	\$0	\$0	\$0	02	1,000	1	0	12/01/13		8742		0
NV-27	00000	\$191,006	\$0	\$0	\$0	08	1,000	3	0	12/01/13		8380		0

If a state record received an edit, the Data Grade number will display underneath the State DG column.

This screenshot is identical to the previous one, but a red arrow points to the 'State DG' column in the table, which contains the value '0' for each row.

To view additional state information, click the expand arrow next to the state.

The screenshot shows the 'States and Exposures' screen with the 'CO-05' row expanded. A red arrow points to the expand arrow (a small square with a plus sign) next to the 'CO-05' row. The expanded view shows a 'State Edits' section with a table for 'Experience Modification Information' and 'Exposures'. The 'Experience Modification Information' table has columns: Data Grade, Field Name, Edit Number, Edit Message, Reported Value, and Defaulted Value. Below this, it says 'No Edits Exist.' The 'Exposures' section is currently empty.

## Edits

**State Edits** is the default tab. Any state edits for this state record will be displayed.

State	(State) Carrier Code	Est State Std Prem Tot	Prem Discount	Expense Constant Amt	Loss Constant	Type of Nstd ID	Insurer Prem Dev Factor	Type Prem Dev	Reason St Add Pol	State Eff Dt	State Exp Dt	Gov Class	State Add/Del Cd	State DG
CO-05	00000	\$50,000	\$0	\$0	\$0	01	1.000	3	0	12/01/13		8742		0
FL-09	00000	\$25,000	\$0	\$0	\$0	02	1.000	1	0	12/01/13		8742		0
NV-27	00000	\$191,006	\$0	\$0	\$0	06	1.000	3	0	12/01/13		8380		0

## Experience Modification Information

Click the **Experience Modification Information** tab to view the Experience Modification Information for the state.

Exp Mod Factor/Merit	Exp Mod Status	ARD	Other Ind Risk Rating Factor
1.000	3		1.000

## Exposures

Click the **Exposures** tab to view the Exposure Records for the state.

State	Class Cd	Exp Act/Exp Cov	Est Exp	Man/Chrgd RT	Est Prem Amt	Exp Prd Eff Dt	Expos DG
CO-05	8742	01	\$ 50,000	000000.1000	\$ 50		0

**Note:** If you have update capability, you will be able to add, change, and delete exposure information.

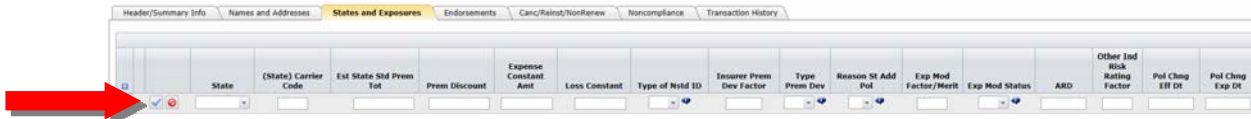
## Add a State

To add state information to a policy, click **Add a State**.



The following grid row appears:

- ❑ Enter the necessary information
- ❑ Click the **check mark** to save state information



**Note:** The red circle with a slash is a **cancel icon**, which will collapse the row when clicked, thus deleting the information just entered.

The following message appears indicating that the request has been successfully saved:

Policy changes have been successfully saved.  
Please note: Submit must be selected for all changes to be processed. You **MUST SUBMIT** these changes within 4 days or the changes will expire and must be reentered. Changes were saved but not submitted for 1 or more records related to this policy or Coverage Notice/Binder.

Added names will display in a highlighted grid row, plus an "A" will display in the State Add/Del Cd field:

Policy changes have been successfully saved.  
Please note: Submit must be selected for all changes to be processed. You **MUST SUBMIT** these changes within 4 days or the changes will expire and must be reentered. Changes were saved but not submitted for 1 or more records related to this policy or Coverage Notice/Binder.

[Back To Search Results](#)

Policy Number F0CH6H000001      Policy Effective Date 12/01/13      Carrier Code/Name 99992/NCCI INC - PUP 2  
Primary Name of Insured REPORTED NAME BEFORE STANDARDIZATION      FEIN 187845584

Policy Edit View

Add Renewal    Add Annual ReRate    Submit

	State	(State) Carrier Code	Est State Std Prem Tot	Prem Discount	Expense Constant Amt	Loss Constant	Type of Nstd ID	Insurer Prem Dev Factor	Type Prem Dev	Reason St Add Pol	State Eff Dt	State Exp Dt	Gov Class	State Add/Del Cd	State DG	Pol Chng Eff Dt	Pol Chng Exp Dt
	CO-05	00000	\$50,000	\$0	\$0	\$0	01	1.000	3	0	12/01/13	000000	8742		0		
	FL-09	00000	\$25,000	\$0	\$0	\$0	02	1.000	1	0	12/01/13	000000	8742		0		
	NH-30	00000	\$850,000	\$0	\$0	\$0	01	1.000	0	2	000000	000000		A	0		
	NV-27	00000	\$191,006	\$0	\$0	\$0	08	1.000	3	0	12/01/13	000000	8380		0		

**Reminder!** You must add an exposure for the added state. Please see the Add Exposures section in this user's guide for instruction.

## Change States

To change state information, click the **pencil** next to the state.

Header/Summary Info															Names and Addresses															States and Exposures															Endorsements															Canc/Reinst/NonRenew															Noncompliance															Transaction History														
Add a State																																																																																																								
State	(State) Carrier Code	Est State Std Prem Tot	Prem Discount	Expense Constant Amt	Loss Constant	Type of Nstd ID	Insurer Prem Dev Factor	Type Prem Dev	Reason St Add Pol	State Eff Dt	State Exp Dt	Gov Class	State Add/Del Cd	State DG																																																																																										
CO-05	00000	\$50,000	\$0	\$0	\$0	01	1,000	3	0	12/01/13		8742		0																																																																																										
FL-09	00000	\$25,000	\$0	\$0	\$0	02	1,000	1	0	12/01/13		8742		0																																																																																										
NV-27	00000	\$191,006	\$0	\$0	\$0	08	1,000	3	0	12/01/13		8380		0																																																																																										

The following screen appears:

- Enter the necessary changes
- Click the **check mark** to save the changes

Header/Summary Info															Names and Addresses															States and Exposures															Endorsements															Canc/Reinst/NonRenew															Noncompliance															Transaction History														
State	(State) Carrier Code	Est State Std Prem Tot	Prem Discount	Expense Constant Amt	Loss Constant	Type of Nstd ID	Insurer Prem Dev Factor	Type Prem Dev	Reason St Add Pol	State Add/Del Cd	Pol Chng Eff Dt	Pol Chng Exp Dt																																																																																												
CO-05	00000	\$50,000	\$0	\$0	\$0	01	1,000	3	0																																																																																															
FL-09	00000	25,000	0	0	0	02	1,000	1	0																																																																																															
NV-27	00000	\$191,006	\$0	\$0	\$0	08	1,000	3	0																																																																																															

The following message appears indicating that the request has been successfully saved:


Policy changes have been successfully saved.  
Please note: Submit must be selected for all changes to be processed. You MUST SUBMIT these changes within 4 days or the changes will expire and must be reentered. Changes were saved but not submitted for 1 or more records related to this policy or Coverage Notice/Binder.

The state that was changed will display in a highlighted grid row:

Header/Summary Info															Names and Addresses															States and Exposures															Endorsements															Canc/Reinst/NonRenew															Noncompliance															Transaction History														
State	(State) Carrier Code	Est State Std Prem Tot	Prem Discount	Expense Constant Amt	Loss Constant	Type of Nstd ID	Insurer Prem Dev Factor	Type Prem Dev	Reason St Add Pol	State Eff Dt	State Exp Dt	Gov Class	State Add/Del Cd	State DG																																																																																										
CO-05	00000	\$50,000	\$0	\$0	\$0	01	1,000	3	0	12/01/13		8742		0																																																																																										
FL-09	00000	\$25,000	\$0	\$0	\$0	02	1,000	0	0	12/01/13		8742		0																																																																																										
NV-27	00000	\$191,006	\$0	\$0	\$0	08	1,000	3	0	12/01/13		8380		0																																																																																										

## Delete States

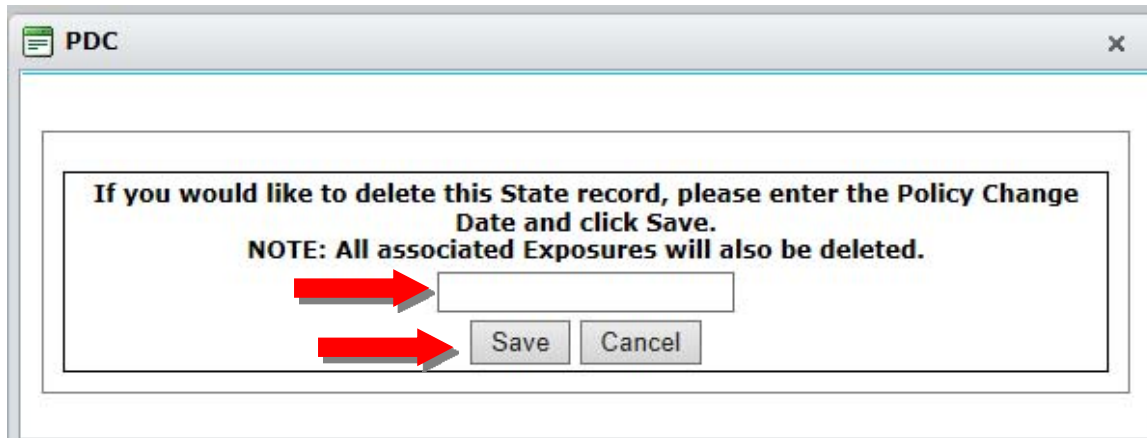
To delete state information, click the **trash can** next to the state.



State	(State) Carrier Code	Est State Std Prem Tot	Prem Discount	Expense Constant Amt	Loss Constant	Type of Nstd ID	Insurer Prem Dev Factor	Type Prem Dev	Reason St Add Pol	State Eff Dt	State Exp Dt	Gov Class	State Add/Del Cd	State DG
CO-05	00000	\$50,000	\$0	\$0	\$0	01	1,000	3	0	12/01/13		8742		0
FL-09	00000	\$25,000	\$0	\$0	\$0	02	1,000		0	12/01/13		8742		0
WV-27	00000	\$191,000	\$0	\$0	\$0	08	1,000	3	0	12/01/13		8380		0

The following pop-up window appears:

- Enter the Policy Change Date (the date you want the state deleted)
- Click the **Save** button



**If you would like to delete this State record, please enter the Policy Change Date and click Save.**  
**NOTE: All associated Exposures will also be deleted.**

\_\_\_\_\_

Save Cancel

The following message appears indicating that the request has been successfully saved:

**Policy changes have been successfully saved.**  
 Please note: Submit must be selected for all changes to be processed. You **MUST SUBMIT** these changes within 4 days or the changes will expire and must be reentered. Changes were saved but not submitted for 1 or more records related to this policy or Coverage Notice/Binder.

Notice the state that was deleted does NOT display on the screen. You must submit the transaction to see the deleted state.



State	(State) Carrier Code	Est State Std Prem Tot	Prem Discount	Expense Constant Amt	Loss Constant	Type of Nstd ID	Insurer Prem Dev Factor	Type Prem Dev	Reason St Add Pol	State Eff Dt	State Exp Dt	Gov Class	State Add/Del Cd	State DG
CO-05	00000	\$50,000	\$0	\$0	\$0	01	1,000	3	0	12/01/13	000000	8742		0
FL-09	00000	\$25,000	\$0	\$0	\$0	02	1,000		0	12/01/13	000000	8742		0

To view the deleted state and verify the delete was successful, click the **Submit** button.


**Policy changes have been successfully saved.**  
 Please note: Submit must be selected for all changes to be processed. You **MUST SUBMIT** these changes within 4 days or the changes will expire and must be reentered. Changes were saved but not submitted for 1 or more records related to this policy or Coverage Notice/Binder.

Back To Search Results

Policy Number PDC93000001      Policy Effective Date 12/01/13      Carrier Code/Name 99992/NCC INC - PUP 2  
 Primary Name of Insured REPORTED NAME BEFORE STANDARDIZATION DBA AFTER STANDARDIZATION LLC FOR ADOT SPLIT#4%~6A&C      FEIN 187845694

Policy Edit View

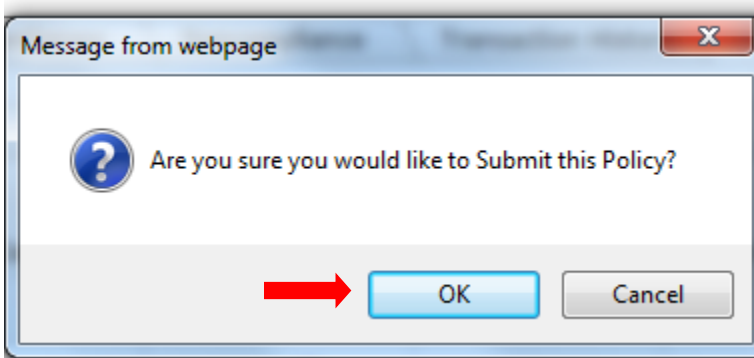
Add Renewal   Add Annual ReRate   **Submit**



State	(State) Carrier Code	Est State Std Prem Tot	Prem Discount	Expense Constant Amt	Loss Constant	Type of Nstd ID	Insurer Prem Dev Factor	Type Prem Dev	Reason St Add Pol	State Eff Dt	State Exp Dt	Gov Class	State Add/Del Cd	State DG
CO-05	00000	\$50,000	\$0	\$0	\$0	01	1,000	3	0	12/01/13	000000	8742		0
FL-09	00000	\$25,000	\$0	\$0	\$0	02	1,000		0	12/01/13	000000	8742		0

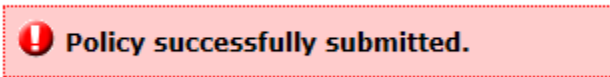
The following pop-up window appears:

- Click **OK**

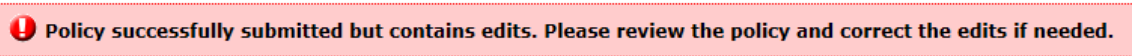


The following message appears indicating that the request has been successfully submitted, either with or without edits.

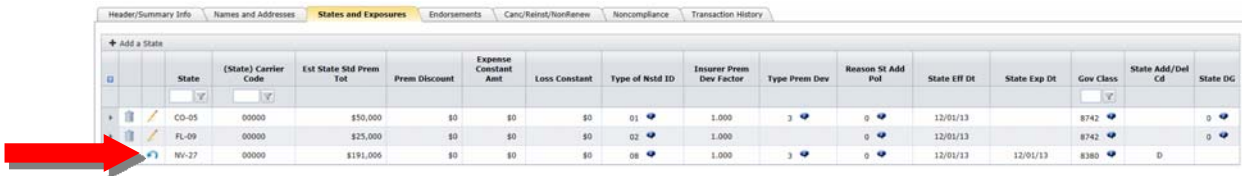
Without edits:



With edits:



The deleted state displays with a **restore icon**.



	State	(State) Carrier Code	Ext State Sld Prem Tot	Prem Discount	Expense Constant Amt	Loss Constant	Type of Nstd ID	Insurer Prem Dev Factor	Type Prem Dev	Reason St Add Pol	State Eff Dt	State Exp Dt	Gov Class	State Add/Del Cd	State DG
	CO-05	00000	\$50,000	\$0	\$0	\$0	01	1.000	3	0	12/01/13		8742		0
	FL-09	00000	\$25,000	\$0	\$0	\$0	02	1.000		0	12/01/13		8742		0
	NV-27	00000	\$191,006	\$0	\$0	\$0	08	1.000	3	0	12/01/13	12/01/13	8380	D	

## Restore States

After a state has been deleted, the tool continues to retain the original data. This allows you to restore the record without having to input all of the data again.

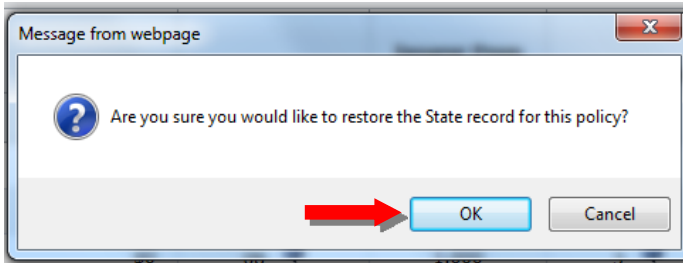
To restore a state to a policy, click the **restore icon**.



ID	State	(State) Carrier Code	Est State Std Prem Tot	Prem Discount	Expense Constant Amt	Loss Constant	Type of Nstd ID	Insurer Prem Dev Factor	Type Prem Dev	Reason St Add Pol	State Eff Dt	State Exp Dt	Gov Class	State Add/Del Cd	State DC
	CO-05	00000	\$50,000	\$0	\$0	\$0	01	1.000	3	0	12/01/13		8742		0
	FL-09	00000	\$25,000	\$0	\$0	\$0	02	1.000		0	12/01/13		8742		0
	NV-27	00000	\$191,000	\$0	\$0	\$0	08	1.000	3	0	12/01/13	12/01/13	8380	D	

The following message displays:

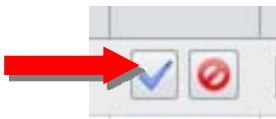
- Click **OK**



The restored state grid row opens. Input changes, if applicable, and click the **check mark**.



ID	State	(State) Carrier Code	Est State Std Prem Tot	Prem Discount	Expense Constant Amt	Loss Constant	Type of Nstd ID	Insurer Prem Dev Factor	Type Prem Dev	Reason St Add Pol	State Add/Del Cd	Pol Chng Eff Dt	Pol Chng Exp Dt
	CO-05	00000	\$50,000	\$0	\$0	\$0	01	1.000	3	0			
	FL-09	00000	\$25,000	\$0	\$0	\$0	02	1.000		0			
	NV-27	00000	\$190,000	0	0	0	01	1.000	0	0	D	12/01/13	



The following message displays:

Policy changes have been successfully saved.  
 Please note: Submit must be selected for all changes to be processed. You **MUST SUBMIT** these changes within 4 days or the changes will expire and must be reentered. Changes were saved but not submitted for 1 or more records related to this policy or Coverage Notice/Binder.

Restored states display in a highlighted grid row.



ID	State	(State) Carrier Code	Est State Std Prem Tot	Prem Discount	Expense Constant Amt	Loss Constant	Type of Nstd ID	Insurer Prem Dev Factor	Type Prem Dev	Reason St Add Pol	State Eff Dt	State Exp Dt	Gov Class	State Add/Del Cd	State DC
	CO-05	00000	\$50,000	\$0	\$0	\$0	01	1.000	3	0	12/01/13		000000	8742	0
	FL-09	00000	\$25,000	\$0	\$0	\$0	02	1.000		0	12/01/13		000000	8742	0
	NV-27	00000	\$190,000	\$0	\$0	\$0	01	1.000	0	0	12/01/13	000000	8380	A	0

**Note:** When restoring a state, you must add all exposures since all exposures were automatically deleted when the state was deleted. See the Add an Exposure section in this user's guide for instruction.

## Exposure Screen

The policy **Exposure** screen displays the associated exposures for this policy. If you have update capability, you are able to add, change, and delete exposure information.

To view exposures, click the **States and Exposures** tab and then the **Exposures** tab.

State	(State) Carrier Code	Est State SM Prem Tot	Prem Discount	Expense Constant Amt	Loss Constant	Type of Noid ID	Insurer Prem Dev Factor	Type Prem Dev	Reason St Add Pol	State Eff Dt	State Exp Dt	Gov Class	State Add/Del Cd	State DG
CO-05	00000	\$55,000	\$0	\$0	\$0	01	1.000	3	0	12/01/13		8742		0
FL-09	00000	\$25,000	\$0	\$0	\$0	02	1.000		0	12/01/13		8742		0
NV-27	00000	\$190,000	\$0	\$0	\$0	01	1.000		0	12/01/13		5474		0

State	Class Cd	Exp Act/Exp Cov	Est Exp	Man/Chrgd Rt	Est Prem Amt	Exp Prd Eff Dt	Expos DG
NV-27	5462	01	\$ 75,000	000000.1000	\$ 75		0
NV-27	5474	01	\$ 100,000	000000.1000	\$ 100		0
NV-27	8742	01	\$ 50,000	000000.1000	\$ 50		0
NV-27	8810	10	\$ 25,000	000000.1000	\$ 25		0

To limit the results view, use the filter function. Enter any one of the following criteria in the filter fields: Class Code (**Class Cd**) or Exposure Period Effective Date (**Exp Prd Eff Dt**); then select a filter option.

State	Class Cd	Exp Act/Exp Cov	Est Exp	Man/Chrgd Rt	Est Prem Amt	Exp Prd Eff Dt	Expos DG
NV-27	5462	01	\$ 75,000	000000.1000	\$ 75		0
NV-27	5474	01	\$ 100,000	000000.1000	\$ 100		0
NV-27	8742	01	\$ 50,000	000000.1000	\$ 50		0
NV-27	8810	10	\$ 25,000	000000.1000	\$ 25		0

The requested results will display:

State	Class Cd	Exp Act/Exp Cov	Est Exp	Man/Chrgd Rt	Est Prem Amt	Exp Prd Eff Dt	Expos DG
NV-27	5462	01	\$ 75,000	000000.1000	\$ 75		0



## Add Exposures

To add exposure information to a policy, click **Add an Exposure**.

The screenshot shows the 'States and Exposures' section of the application. The 'Exposures' sub-tab is active, and a red arrow points to the '+ Add an Exposure' button. Below this button is a grid for adding exposure records.

State	Class Cd	Exp Act/Exp Cov	Est Exp	Man/Chrgd Rt	Est Prem Amt	Exp Prd Eff Dt	Expos DG
CO-05	2002	01	\$ 25,000	000000.5000	\$ 125		0
CO-05	5022	01	\$ 30,000	000000.2500	\$ 75		0
CO-05	8742	01	\$ 50,000	000000.1000	\$ 50		0

The following grid row appears:

- ❑ Enter the necessary information
- ❑ Click the **check mark** to save exposure information

This screenshot shows the 'Exposures' grid with a red arrow pointing to a red circle with a slash icon, which is used to cancel or delete the information in that row.

State	Class Cd	Exp Act/Exp Cov	Est Exp	Man/Chrgd Rt	Est Prem Amt	Exp Prd Eff Dt	Pol Chng Eff Dt	Pol Chng Exp Dt
CO-05								

**Note:** The red circle with a slash is a **cancel icon**, which will collapse the row when clicked, thus deleting the information just entered.

The following message appears indicating that the request has been successfully saved:

**Policy changes have been successfully saved.**  
 Please note: Submit must be selected for all changes to be processed. You MUST SUBMIT these changes within 4 days or the changes will expire and must be reentered. Changes were saved but not submitted for 1 or more records related to this policy or Coverage Notice/Binder.

Added exposure records display in a highlighted grid row:

State Edits Experience Modification Information **Exposures**

+ Add an Exposure

State	Class Cd	Exp Act/Exp Cov	Est Exp	Man/Chrgd Rt	Est Prem Amt	Exp Prd Eff Dt	Expos DG
CO-05	2002	01	\$ 25,000	000000.5000	\$ 125		0
CO-05	5022	01	\$ 30,000	000000.2500	\$ 75		0
CO-05	8742	01	\$ 50,000	000000.1000	\$ 50	000000	0

## Change Exposures

To change exposure information, click the **pencil** next to the exposure.

The screenshot shows the 'States and Exposures' section of the software. The main grid displays state-level information for CO-05. Below it, the 'Exposures' sub-grid is visible. A red arrow points to the pencil icon in the first row of the 'Exposures' grid, indicating the action to edit an exposure.

State	Class Cd	Exp Act/Exp Cov	Est Exp	Man/Chrgd Rt	Est Prem Amt	Exp Prd Eff Dt	Expos DG
CO-05	2002	01	\$ 25,000	000000.5000	\$ 125		0
CO-05	5022	01	\$ 30,000	000000.2500	\$ 75		0
CO-05	8742	01	\$ 50,000	000000.1000	\$ 50		0

The following grid row appears:

- Enter the necessary information
- Click the **check mark** to save exposure information

This screenshot shows the 'Exposures' grid after editing. The second row (CO-05, Class Cd 5022) is highlighted, and a red arrow points to the checkmark icon in the 'Expos DG' column, indicating that the changes have been saved.

State	Class Cd	Exp Act/Exp Cov	Est Exp	Man/Chrgd Rt	Est Prem Amt	Exp Prd Eff Dt	Expos DG
CO-05	2002	01	\$ 25,000	000000.5000	\$ 125		0
CO-05	5022	01	\$ 30,000	000000.2500	Calculate Premium	75	

The following message appears indicating that the request has been successfully saved:

**Policy changes have been successfully saved.**  
 Please note: Submit must be selected for all changes to be processed. You **MUST SUBMIT** these changes within 4 days or the changes will expire and must be reentered. Changes were saved but not submitted for 1 or more records related to this policy or Coverage Notice/Binder.

Changed exposure records display in a highlighted grid row:

The screenshot shows the 'Exposures' grid with the second row (CO-05, Class Cd 5022) highlighted in yellow, indicating that the changes have been successfully saved and are now reflected in the main data view.

State	Class Cd	Exp Act/Exp Cov	Est Exp	Man/Chrgd Rt	Est Prem Amt	Exp Prd Eff Dt	Expos DG
CO-05	2002	01	\$ 25,000	000000.5000	\$ 125	000000	0
CO-05	5022	01	\$ 35,000	000000.2500	\$ 75		0
CO-05	8742	01	\$ 50,000	000000.1000	\$ 50	000000	0

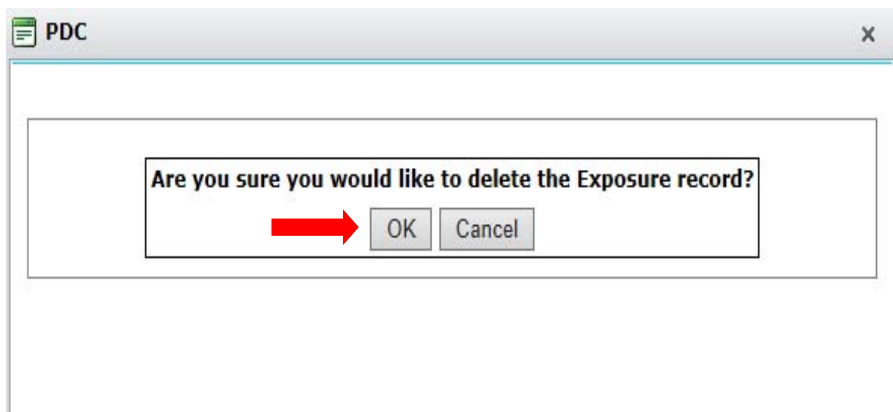
## Delete Exposures

To delete exposure information, click the **trash can** next to the exposure.

The screenshot shows the 'States and Exposures' tab with two tables. The top table lists states with columns: State, (State) Carrier Code, Est State Bid Prem Tot, Prem Discount, Expense Constant Amt, Loss Constant, Type of Nstd ID, Issuer Prem Dev Factor, Type Prem Dev, Reason St Add Pol, State Eff Dt, State Exp Dt, Gov Class, State Add/Del Cd, and State DG. The bottom table, titled 'Exposures', lists individual exposure records with columns: State, Class Cd, Exp Act/Exp Cov, Est Exp, Man/Chrgd Rt, Est Prem Amt, Exp Prd Eff Dt, and Expos DG. A red arrow points to the trash can icon next to the last row in the 'Exposures' table.

The following pop-up window appears:

- Click **OK**



The following message appears indicating that the request has been successfully saved.

**Policy changes have been successfully saved.**  
Please note: Submit must be selected for all changes to be processed. You **MUST SUBMIT** these changes within 4 days or the changes will expire and must be reentered. Changes were saved but not submitted for 1 or more records related to this policy or Coverage Notice/Binder.

**Note:** The deleted exposure(s) does NOT display on the screen. You must submit the transaction to ensure the exposure is deleted.

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To verify the delete was successful, click the **Submit** button:

Policy changes have been successfully saved.  
Please note: Submit must be selected for all changes to be processed. You MUST SUBMIT these changes within 4 days or the changes will expire and must be reentered. Changes were saved but not submitted for 1 or more records related to this policy or Coverage Notice/Insider.

Back To Search Results

Policy Number P0CRH000001      Policy Effective Date 12/01/13      Carrier Code/Name 9992/NCCI INC - PUP 2  
Primary Name of Insured REPORTED NAME BEFORE STANDARDIZATION DBA AFTER STANDARDIZATION LLC FOR ADDY SPLT#9% \*SADJ      FEIN 187845884

Policy Edit View

Add Renewal    Add Annual Refund    **Submit**

Header/Summary Info    Names and Addresses    **States and Exposures**    Endorsements    Canc/Retire/NonRenew    Noncompliance    Transaction History

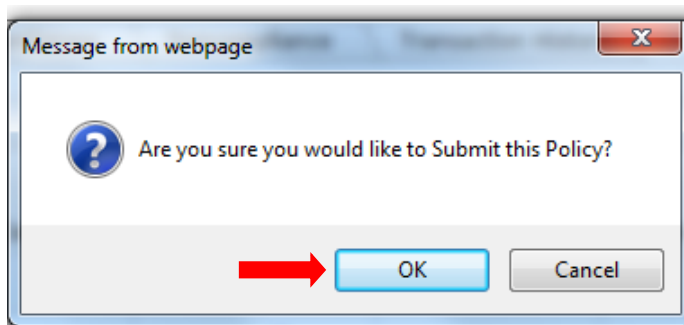
State	(State) Carrier Code	Est State Sid Prem Tot	Prem Discount	Expense Constant Amt	Less Constant	Type of Hold ID	Insurer Prem Dev Factor	Type Prem Dev	Reason St Add Ptd	State Eff Dt	State Exp Dt	Gov Class	State Add/Del Cl	State DC
CD-05	00000	\$50,000	\$0	\$0	\$0	01	1.000	3	0	12/01/13	000000	5022		0
FL-09	00000	\$25,000	\$0	\$0	\$0	02	1.000	0	0	12/01/13	000000	8742		0
NV-27	00000	\$190,000	\$0	\$0	\$0	01	1.000	0	0	12/01/13	000000	5022		0

State Edits    Experience Modification Information    **Exposures**

State	Class Cl	Exp Act/Exp Civ	Est Exp	Max/Chrgd Rt	Est Prem Amt	Exp Prd Eff Dt	Expn DG
NV-27	5022	01	\$ 125,000	000000.1000	\$ 125	000000	0
NV-27	5462	01	\$ 75,000	000000.1000	\$ 75	000000	0
NV-27	5474	01	\$ 100,000	000000.1000	\$ 100	000000	0
NV-27	8742	01	\$ 50,000	000000.1000	\$ 50	000000	0

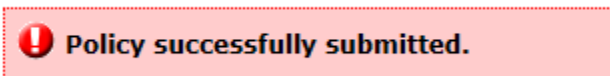
The following pop-up window appears:

Click **OK**

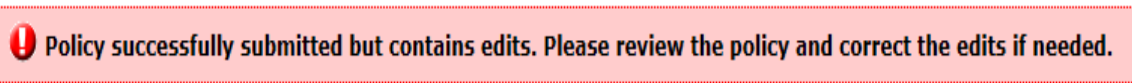


The following message appears indicating that the request has been successfully submitted, either with or without edits.

Without edits:



With edits:



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The deleted exposure no longer displays on the screen:

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Policy Number P0CH000001      Policy Effective Date 12/01/13      Carrier Code/Name 99992/NCCI INC - PUP 2  
 Primary Name of Insured REPORTED NAME BEFORE STANDARDIZATION DBA AFTER STANDARDIZATION LLC FOR ADOT SPLIT#1%&D      FEIN 187845884

Policy Edit View

Add Renewal    Add Annual RteRate    Submit

Header/Summary Info    Names and Addresses    **States and Exposures**    Endorsements    Calc/Reinst/NonRenew    Noncompliance    Transaction History

+ Add a State														
State	(State) Carrier Code	Est State Std Prem Tot	Prem Discount	Expense Constant Amt	Less Constant	Type of Noid ID	Insurer Prem Dev Factor	Type Prem Dev	Reason St Add Pol	State Eff Dt	State Exp Dt	Gov Class	State Add/Del Cd	State DC
CO-05	00000	\$50,000	\$0	\$0	\$0	01	1.000	2	0	12/01/13		5022		0
FL-09	00000	\$25,000	\$0	\$0	\$0	02	1.000		0	12/01/13		8742		0
NV-27	00000	\$190,000	\$0	\$0	\$0	01	1.000		0	12/01/13		5022		0

State Edit    Experience Modification Information    **Exposures**

+ Add an Exposure							
State	Class Cd	Exp Act/Exp Cov	Est Exp	Man/Chrgd Rt	Est Prem Amt	Exp Prd Eff Dt	Expos DG
NV-27	5022	01	\$ 125,000	000000.1000	\$ 125		0
NV-27	5462	01	\$ 75,000	000000.1000	\$ 75		0
NV-27	5474	01	\$ 100,000	000000.1000	\$ 100		0
NV-27	8742	01	\$ 50,000	000000.1000	\$ 50		0

## Endorsement Screen

The Endorsement screen displays a list of all endorsements that apply to a policy. NCCI only captures endorsement numbers, except for the following endorsements:

- Experience Rating Mod Change Endorsement (10)
- Policy Period Endorsement (13)
- Contingent Experience Rating Modification Factor Endorsement (42)
- Deductible Endorsement (43)

If you have update capability, you are able to add, change, and delete endorsement information.

In the example below, the policy has one endorsement (Deductible Endorsement). To view additional endorsement information, click the expand button.

Policy Data Collection  
 Manage My Data Tools and Information

Back To Search Results

Policy Number PDCMKH000002 Policy Effective Date 01/01/14 Carrier Code/Name 99992/NCCI INC - PUP 2  
 Primary Name of Insured REPORTED NAME BEFORE STANDARDIZATION DBA AFTER STANDARDIZATION LLC FOR ADD'T SPLIT#\$\$%^&&@{ FEIN 256718200

Policy Edit View

Add Renewal Add Annual ReRate Submit

Header/Summary Info Names and Addresses States and Exposures **Endorsements** Canc/Reinst/NonRenew Noncompliance Transaction History

+ Add an Endorsement										
	Record Type	Endrs Nbr	Bureau Ver ID	Carrier Ver ID	State	Pol Chng Eff Dt	Pol Chng Exp Dt	Endrs Eff Dt	Endrs DG	
		43	WC000603		NV - 27	N/A	N/A	01/01/14	0	

The following screen displays:

+ Add an Endorsement										
	Record Type	Endrs Nbr	Bureau Ver ID	Carrier Ver ID	State	Pol Chng Eff Dt	Pol Chng Exp Dt	Endrs Eff Dt	Endrs DG	
		43	WC000603		NV - 27	N/A	N/A	01/01/14	0	
Deductible Endorsement (Record 43)										
Losses Sub/Ded	Basis/Ded Cal	Ded %	Ded Per Claim/Acc	Ded/Agg						
01	01	0	500	0						

In the example below, the policy has no endorsements.

Policy Data Collection  
 Manage My Data Tools and Information

Back To Search Results

Policy Number PDCMKH000001 Policy Effective Date 12/01/13 Carrier Code/Name 99990/NCCI INC  
 Primary Name of Insured REPORTED NAME BEFORE STANDARDIZATION DBA AFTER STANDARDIZATION LLC FOR ADD'T SPLIT#\$\$%^&&@{ FEIN 187845684

Policy Edit View

Add Renewal Add Annual ReRate Submit

Header/Summary Info Names and Addresses States and Exposures **Endorsements** Canc/Reinst/NonRenew Noncompliance Transaction History

**No Endorsement records reported for this Policy.**

Back To Search Results

+ Add an Endorsement										
	Record Type	Endrs Nbr	Bureau Ver ID	Carrier Ver ID	State	Pol Chng Eff Dt	Pol Chng Exp Dt	Endrs Eff Dt	Endrs DG	

## Add Endorsements

To add an endorsement to a policy, click **Add an Endorsement**.

The screenshot shows the 'Policy Data Collection' interface. At the top, there is a blue header with the NCCI logo and the text 'Policy Data Collection' and 'DCA Access® Online'. Below the header, there are navigation links: 'Manage My Data' and 'Tools and Information'. A yellow banner states 'No Endorsement records reported for this Policy.' with a link to 'Back To Search Results'. The main content area displays policy details: 'Policy Number PDCMKH000001', 'Policy Effective Date 12/01/13', and 'Carrier Code/Name 99990/NCCI INC'. Below this, the 'Primary Name of Insured' is listed. A 'Policy Edit View' section contains buttons for 'Add Renewal', 'Add Annual ReRate', and 'Submit'. A tabbed interface shows 'Endorsements' as the active tab. A red arrow points to a '+ Add an Endorsement' button.

The following screen appears:

- Click the down arrow next to **Select Record to Add**

This screenshot shows the 'Endorsements' tab in the 'Policy Edit View' section. A red arrow points to the 'Carrier Ver ID' column of a table. Below the table, there is a dropdown menu labeled 'Select Record to Add' with a 'Cancel' button next to it. The table has columns for 'Record Type', 'Endrs Nbr', 'Bureau Ver ID', 'Carrier Ver ID', 'State', 'Pol Chng Eff Dt', 'Pol Chng Exp Dt', 'Endrs Eff Dt', and 'Endrs DG'. The dropdown menu is currently open, showing a list of record types.

The following drop-down menu displays:

This screenshot shows the dropdown menu options for 'Select Record to Add'. The options are: 'Select Record Type', 'Endorsement Identification (Record 7)', 'Experience Rating Mod Change Endorsement (Record 10)', 'Policy Period Endorsement (Record 13)', 'Contingent Experience Rating Mod Factor Endorsement (Record 42)', and 'Deductible Endorsement (Record 43)'. A 'Cancel' button is visible to the right of the dropdown. The NCCI logo and tagline 'The nation's most e of workers compen tools, and services' are visible in the bottom left corner. The footer contains the text '© Copyright 2014 National Council on Compensation Insurance, Inc. All Rights Reserved.'

**2015 Data Educational Programs  
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Select the desired endorsement:

**No Endorsement records reported for this Policy.**

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Policy Number PDCMKH000001      Policy Effective Date 12/01/13      Carrier Code/Name 99990/NCCI INC  
 Primary Name of Insured REPORTED NAME BEFORE STANDARDIZATION DBA AFTER STANDARDIZATION LLC FOR ADDT SPLIT#8%^&&@{      FEIN 187845684

Policy Edit View

Add Renewal    Add Annual ReRate    Submit

Header/Summary Info    Names and Addresses    States and Exposures    **Endorsements**    Canc/Reinst/NonRenew    Noncompliance    Transaction History

Record Type	Endrs Nbr	Bureau Ver ID	Carrier Ver ID	State	Pol Chng Eff Dt	Pol Chng Exp Dt	Endrs Eff Dt	Endrs DG
Select Record to Add								
Select Record Type								
Select Record Type								
Endorsement Identification (Record 7)								
Experience Rating Mod Change Endorsement (Record 10)								
Policy Period Endorsement (Record 13)								
Contingent Experience Rating Mod Factor Endorsement (Record 42)								
Deductible Endorsement (Record 43)								

The nation's most of workers comp tools, and services.

**Note:** The selected endorsement is highlighted in yellow.

The following screen displays:

- ❑ Enter the necessary data.
- ❑ Click **Save**

Header/Summary Info    Names and Addresses    States and Exposures    **Endorsements**    Canc/Reinst/NonRenew    Noncompliance    Transaction History

Record Type	Endrs Nbr	Bureau Ver ID	Carrier Ver ID	State	Pol Chng Eff Dt	Pol Chng Exp Dt	Endrs Eff Dt	Endrs DG
Select Record to Add								
Endorsement Identification (Record 7)								
Enter Endorsement Identification (Record 07)								
Endrs Nbr	WC000310	Bureau Ver ID		Carrier Ver ID		Pol Chng Exp Dt	12/01/14	
State	FL - 09	Pol Chng Eff Dt	12/01/13	Pol Chng Exp Dt	12/01/14	Save    Cancel		

The following message appears indicating that the request has been successfully saved:

- ❑ Click the **Submit** button

**Policy changes have been successfully saved.**  
 Please note: Submit must be selected for all changes to be processed. You MUST SUBMIT these changes within 4 days or the changes will expire and must be reentered. Changes were saved but not submitted for 1 or more records related to this policy or Coverage Notice/Binder.

[Back To Search Results](#)

Policy Number PDCMKH000001      Policy Effective Date 12/01/13      Carrier Code/Name 99990/NCCI INC  
 Primary Name of Insured REPORTED NAME BEFORE STANDARDIZATION DBA AFTER STANDARDIZATION LLC FOR ADDT SPLIT#8%^&&@{      FEIN 187845684

Policy Edit View

Add Renewal    Add Annual ReRate    **Submit**

Header/Summary Info    Names and Addresses    States and Exposures    **Endorsements**    Canc/Reinst/NonRenew    Noncompliance    Transaction History

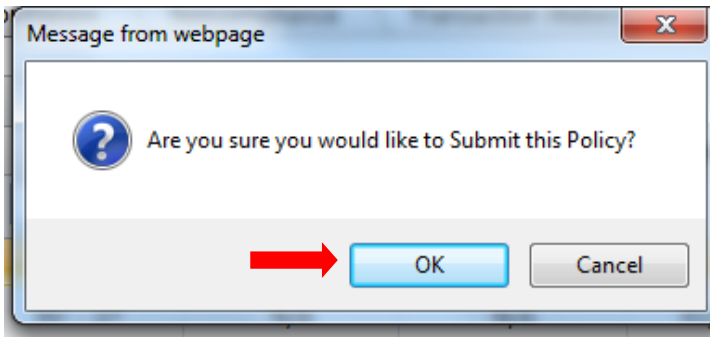
+ Add an Endorsement

Record Type	Endrs Nbr	Bureau Ver ID	Carrier Ver ID	State	Pol Chng Eff Dt	Pol Chng Exp Dt	Endrs Eff Dt	Endrs DG
07	WC000310			FL - 09	12/01/13	12/01/14	N/A	0

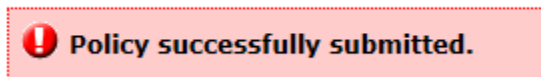


The following message appears:

- Click **OK**



The following message appears:



## Change Endorsements

To change endorsement information, click the **pencil** next to the endorsement.


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Policy Number PDCMKH000001 Policy Effective Date 12/01/13 Carrier Code/Name 99990/NCCI INC  
Primary Name of Insured REPORTED NAME BEFORE STANDARDIZATION DBA AFTER STANDARDIZATION LLC FOR ADD'T SPLIT#5%^&&@{( FEIN 187845684

Policy Edit View

Add Renewal Add Annual ReRate Submit

Header/Summary Info Names and Addresses States and Exposures **Endorsements** Canc/Reinst/NonRenew Noncompliance Transaction History

+ Add an Endorsement										
	Record Type	Endrs Nbr	Bureau Ver ID	Carrier Ver ID	State	Pol Chng Eff Dt	Pol Chng Exp Dt	Endrs Eff Dt	Endrs DG	
	07	WC000310			FL - 09	12/01/13	12/01/14	N/A	0	

The following pop-up window appears:

- Enter the necessary changes
- Click the **check mark** to save


[Back To Search Results](#)

Policy Number PDCMKH000001 Policy Effective Date 12/01/13 Carrier Code/Name 99990/NCCI INC  
Primary Name of Insured REPORTED NAME BEFORE STANDARDIZATION DBA AFTER STANDARDIZATION LLC FOR ADD'T SPLIT#5%^&&@{( FEIN 187845684

Policy Edit View

Add Renewal Add Annual ReRate Submit

Header/Summary Info Names and Addresses States and Exposures **Endorsements** Canc/Reinst/NonRenew Noncompliance Transaction History

+ Add an Endorsement										
	Record Type	Endrs Nbr	Bureau Ver ID	Carrier Ver ID	State	Pol Chng Eff Dt	Pol Chng Exp Dt	Endrs Eff Dt	Endrs DG	
	07	WC000310			NV - 27	12/01/13	12/01/14	N/A	0	

The following message appears indicating that the request has been successfully saved. Click the **Submit** button.

Policy changes have been successfully saved.  
Please note: Submit must be selected for all changes to be processed. You MUST SUBMIT these changes within 4 days or the changes will expire and must be reentered.  
Changes were saved but not submitted for 1 or more records related to this policy or Coverage Notice/Binder.


[Back To Search Results](#)

Policy Number PDCMKH000001 Policy Effective Date 12/01/13 Carrier Code/Name 99990/NCCI INC  
Primary Name of Insured REPORTED NAME BEFORE STANDARDIZATION DBA AFTER STANDARDIZATION LLC FOR ADD'T SPLIT#5%^&&@{( FEIN 187845684

Policy Edit View

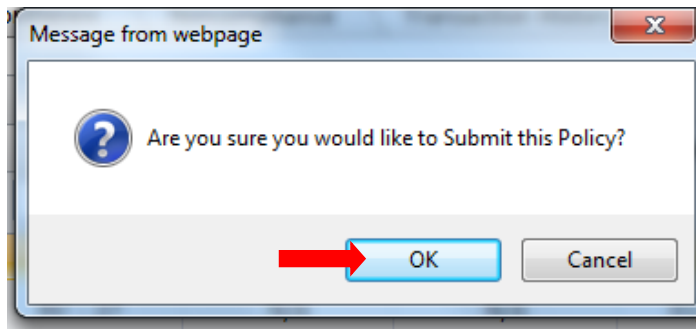
Add Renewal Add Annual ReRate **Submit**

Header/Summary Info Names and Addresses States and Exposures **Endorsements** Canc/Reinst/NonRenew Noncompliance Transaction History

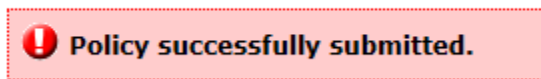
+ Add an Endorsement										
	Record Type	Endrs Nbr	Bureau Ver ID	Carrier Ver ID	State	Pol Chng Eff Dt	Pol Chng Exp Dt	Endrs Eff Dt	Endrs DG	
	07	WC000310			NV - 27	12/01/13	12/01/14	N/A	0	

The following message appears:

- Click **OK**



The following message appears:



## Delete Endorsements

To delete an endorsement on a policy, click the **trash can** next to that endorsement.

[Back To Search Results](#)


Policy Number PDCMKH000001 Policy Effective Date 12/01/13 Carrier Code/Name 99990/NCCI INC  
Primary Name of Insured REPORTED NAME BEFORE STANDARDIZATION DBA AFTER STANDARDIZATION LLC FOR ADD'T SPLIT#5%^&&@{( FEIN 187845684

Policy Edit View

Add Renewal Add Annual ReRate Submit

Header/Summary Info Names and Addresses States and Exposures **Endorsements** Canc/Reinst/NonRenew Noncompliance Transaction History

+ Add an Endorsement

	Record Type	Endrs Nbr	Bureau Ver ID	Carrier Ver ID	State	Pol Chng Eff Dt	Pol Chng Exp Dt	Endrs Eff Dt	Endrs DG
	07	WC000310			NV - 27	12/01/13	12/01/14	N/A	0

The following pop-up window appears:

- Click **OK**

PDC

Are you sure you would like to delete the Endorsement record?

OK Cancel

The following message appears indicating that the request has been successfully saved:

- Click **Submit**

Policy changes have been successfully saved.  
Please note: Submit must be selected for all changes to be processed. You **MUST SUBMIT** these changes within 4 days or the changes will expire and must be reentered.  
Changes were saved but not submitted for 1 or more records related to this policy or Coverage Notice/Binder.  
No Endorsement records reported for this Policy.

[Back To Search Results](#)

Policy Number PDCMKH000001 Policy Effective Date 12/01/13 Carrier Code/Name 99990/NCCI INC  
Primary Name of Insured REPORTED NAME BEFORE STANDARDIZATION DBA AFTER STANDARDIZATION LLC FOR ADD'T SPLIT#5%^&&@{( FEIN 187845684

Policy Edit View

Add Renewal Add Annual ReRate Submit

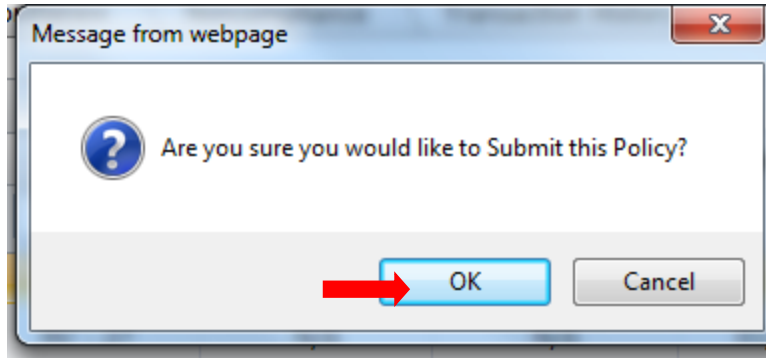
Header/Summary Info Names and Addresses States and Exposures **Endorsements** Canc/Reinst/NonRenew Noncompliance Transaction History

+ Add an Endorsement

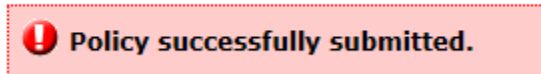
	Record Type	Endrs Nbr	Bureau Ver ID	Carrier Ver ID	State	Pol Chng Eff Dt	Pol Chng Exp Dt	Endrs Eff Dt	Endrs DG
--	-------------	-----------	---------------	----------------	-------	-----------------	-----------------	--------------	----------

The following message appears:

- Click **OK**



The following message appears:

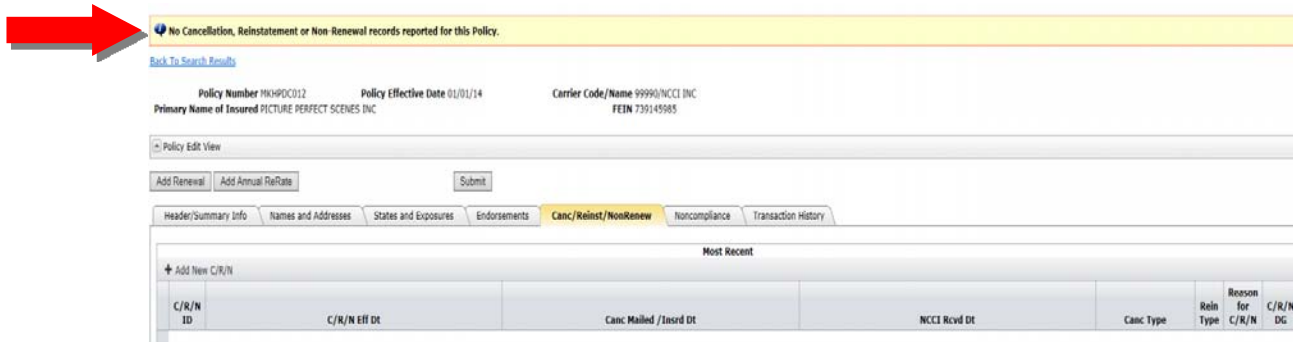


## Cancellation/Reinstatement/Nonrenewals

The **Canc/Reinst/Non-Renew** (Cancellation/Reinstatement/Nonrenewal) tab displays the associated cancellation, reinstatement, and/or nonrenewal detailed information for the policy. If you have update capability, you can add cancellation, reinstatement, and nonrenewal data for a nonrejected policy.

**Note:** Cancellation/Reinstatement/Nonrenewal transactions are processed into the system immediately.

Example of a policy with no cancellations, reinstatements, or nonrenewals:



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Policy Number HHHPDC012    Policy Effective Date 01/01/14    Carrier Code/Name 9999/NCCI INC  
 Primary Name of Insured PICTURE PERFECT SCENES INC    FEIN 739145885

Policy Edit View

Add Renewal    Add Annual ReRate    Submit

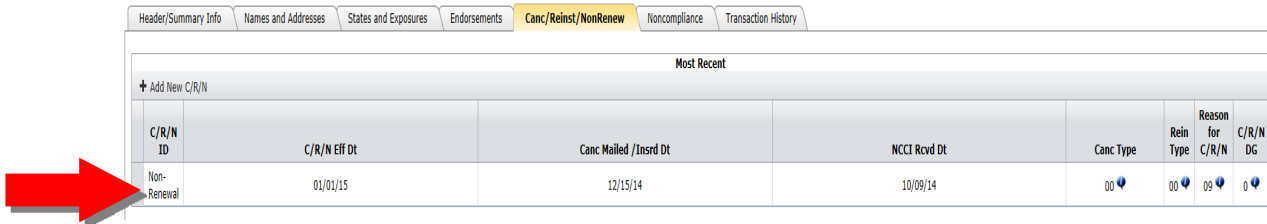
Header/Summary Info    Names and Addresses    States and Exposures    Endorsements    **Canc/Reinst/NonRenew**    Noncompliance    Transaction History

Most Recent

+ Add New C/R/N

C/R/N ID	C/R/N Eff Dt	Canc Mailed / Insrld Dt	NCCI Rcvd Dt	Canc Type	Rein Type	Reason for C/R/N	C/R/N DG
----------	--------------	-------------------------	--------------	-----------	-----------	------------------	----------

Example of a policy with a nonrenewal transaction:



Header/Summary Info    Names and Addresses    States and Exposures    Endorsements    **Canc/Reinst/NonRenew**    Noncompliance    Transaction History

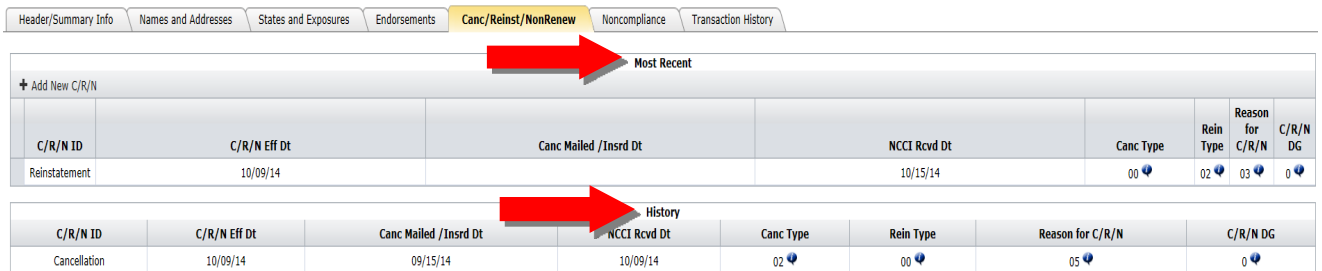
Most Recent

+ Add New C/R/N

C/R/N ID	C/R/N Eff Dt	Canc Mailed / Insrld Dt	NCCI Rcvd Dt	Canc Type	Rein Type	Reason for C/R/N	C/R/N DG
Non-Renewal	01/01/15	12/15/14	10/09/14	00	00	09	0

Example of a policy with multiple Cancellation/Reinstatement/Nonrenewal records:

- ❑ The latest C/R/N transaction displays in the Most Recent section (a Reinstatement in this example)
- ❑ Prior C/R/N transaction(s) displays in the History section (a Cancellation in this example)



Header/Summary Info    Names and Addresses    States and Exposures    Endorsements    **Canc/Reinst/NonRenew**    Noncompliance    Transaction History

Most Recent

+ Add New C/R/N

C/R/N ID	C/R/N Eff Dt	Canc Mailed / Insrld Dt	NCCI Rcvd Dt	Canc Type	Rein Type	Reason for C/R/N	C/R/N DG
Reinstatement	10/09/14		10/15/14	00	02	03	0

History

C/R/N ID	C/R/N Eff Dt	Canc Mailed / Insrld Dt	NCCI Rcvd Dt	Canc Type	Rein Type	Reason for C/R/N	C/R/N DG
Cancellation	10/09/14	09/15/14	10/09/14	02	00	05	0

## Adding a Cancellation

To cancel a policy, click **Add New C/R/N**.



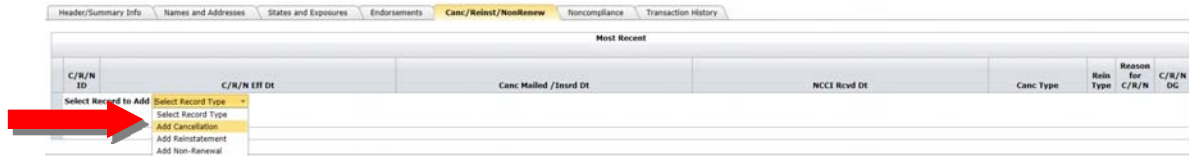
The following screen displays:

- ❑ Click the down arrow next to **Select Record to Add**



The following screen displays:

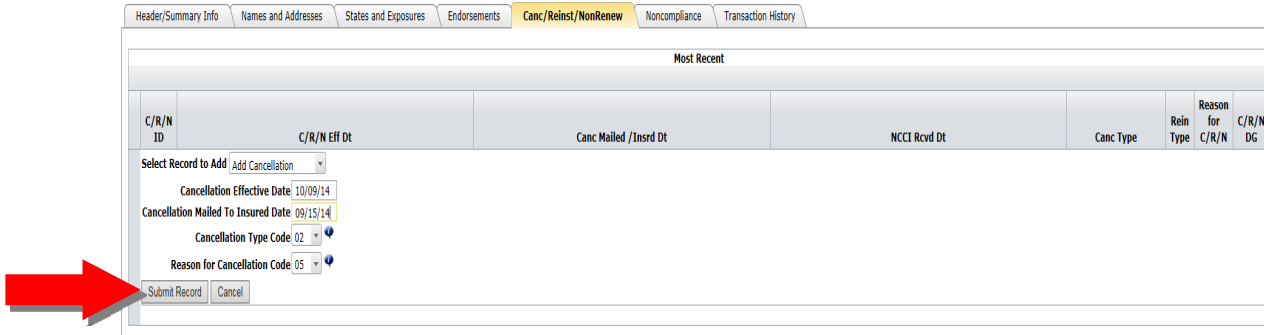
- ❑ Click record type (**Add Cancellation**)



**Note:** The selected record type is highlighted in yellow.

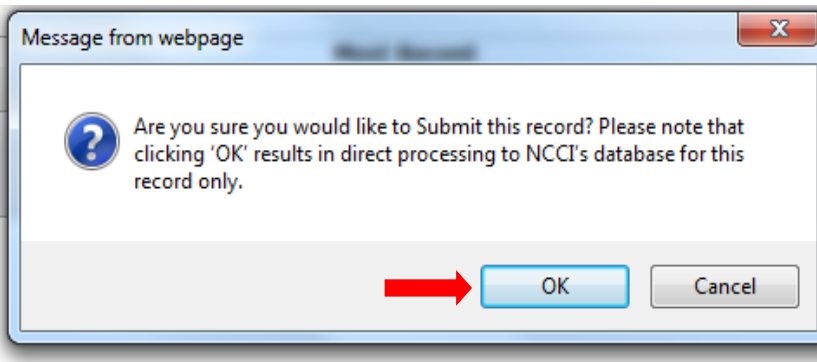
The following screen displays:

- ❑ Enter the necessary information
- ❑ Click **Submit Record**

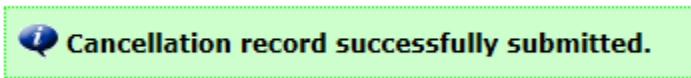


The following message appears asking for confirmation and notifying you that processing to NCCI's database is immediate:

- Click **OK**



The following message appears indicating that the cancellation has been successfully submitted to NCCI's database:



The cancellation record displays on the screen underneath the Most Recent section:

ⓘ Cancellation record successfully submitted.  
[Back To Search Results](#)  
 Policy Number MKHPDC013    Policy Effective Date 01/01/14    Carrier Code/Name 99990/NCCI INC  
 Primary Name of Insured PICTURE PERFECT SCENES INC    FEIN 739145985

Policy Edit View  
 Add Renewal    Add Annual ReRate    Submit

Header/Summary Info    Names and Addresses    States and Exposures    Endorsements    **Canc/Reinst/NonRenew**    Noncompliance    Transaction History

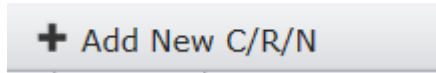
+ Add New C/R/N    **Most Recent**

C/R/N ID	C/R/N Eff Dt	Canc Mailed / InsrDt	NCCI Rcvd Dt	Canc Type	Rein Type	Reason for C/R/N	C/R/N DG
Cancellation	10/09/14	09/15/14	10/09/14	02	00	05	0



## Adding a Reinstatement

To reinstate a policy, click **Add New C/R/N**.



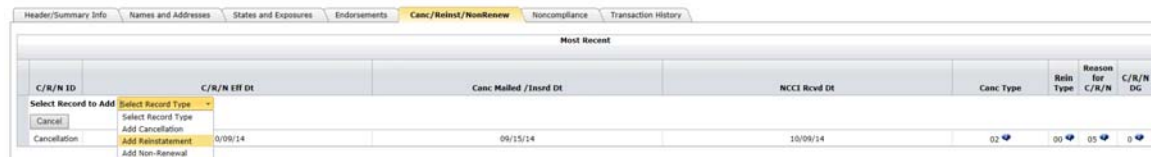
The following screen displays:

- Click the down arrow next to **Select Record to Add**



The following screen displays:

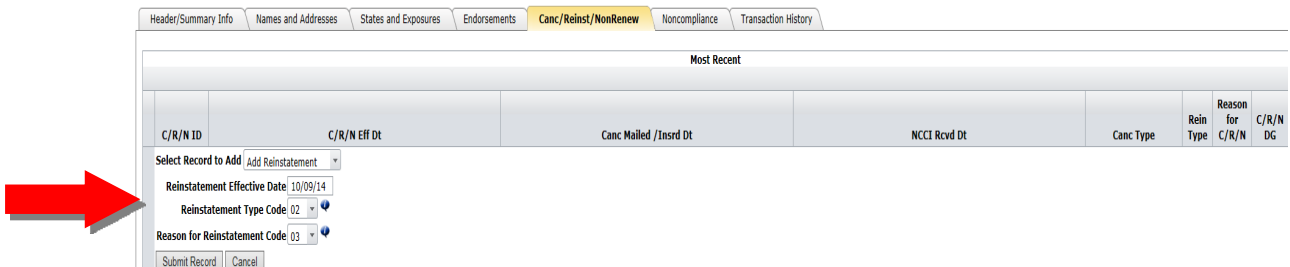
- Click record type (**Add Reinstatement**)



**Note:** The selected record type is highlighted in yellow.

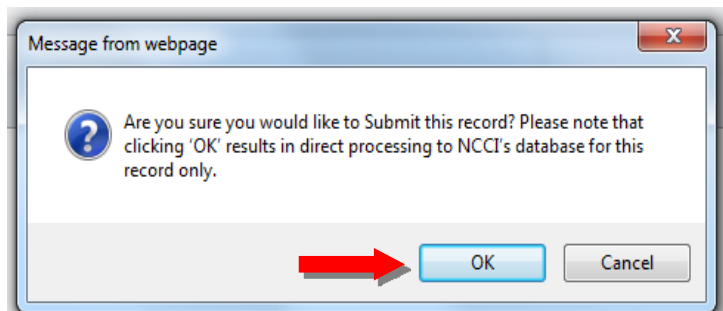
The following screen displays:

- Enter the necessary information
- Click **Submit Record**



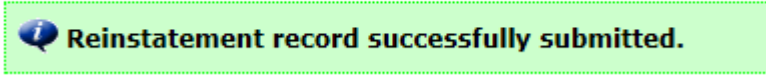
The following message appears asking for confirmation and notifying you that processing to NCCI's database is immediate:

- Click **OK**



**2015 Data Educational Programs  
Policy Data Collection via DCA Access® Online Policy User's Guide**

The following message appears indicating that the request has been successfully submitted to NCCI's database:



The reinstatement record displays on the screen underneath the Most Recent section:

Reinstatement record successfully submitted.

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Policy Number MKHPDC013      Policy Effective Date 01/01/14      Carrier Code/Name 99990/NCCI INC  
 Primary Name of Insured PICTURE PERFECT SCENES INC      FEIN 739145985

Policy Edit View

Add Renewal    Add Annual ReRate    Submit

Header/Summary Info    Names and Addresses    States and Exposures    Endorsements    **Canc/Reinst/NonRenew**    Noncompliance    Transaction History

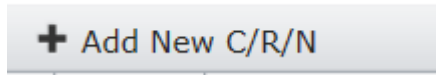
+ Add New C/R/N

Most Recent

C/R/N ID	C/R/N Eff Dt	Canc Mailed /Insrld Dt	NCCI Rcvd Dt	Canc Type	Rein Type	Reason for C/R/N	C/R/N DG
Reinstatement	10/09/14		10/15/14	00	02	03	0

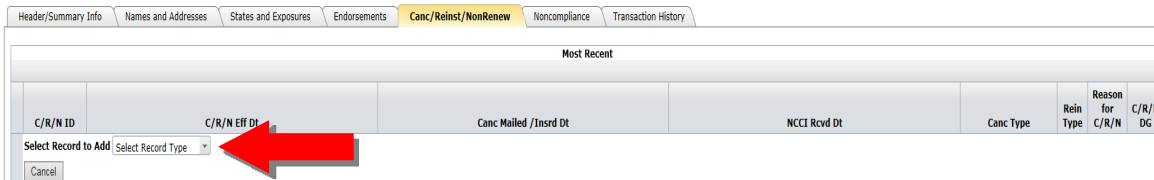
## Adding a Nonrenewal

To add nonrenewal information for a policy, click **Add New C/R/N**.



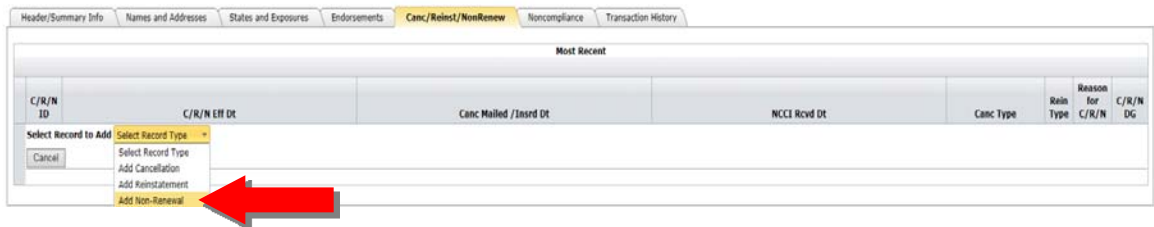
The following screen displays:

- ❑ Click the down arrow next to **Select Record to Add**



The following screen displays:

- ❑ Click record type (**Add Non-Renewal**)



**Note:** The selected record type is highlighted in yellow.

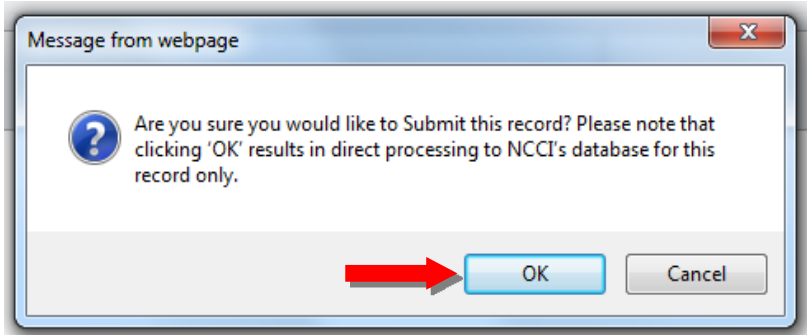
The following screen displays:

- ❑ Enter the necessary information
- ❑ Click **Submit Record**

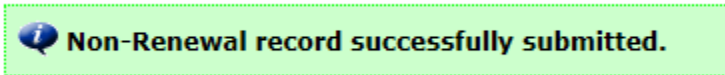


The following message appears asking for confirmation and notifying you that processing to NCCI's database is immediate:

- ❑ Click **OK**



The following message appears indicating that the request has been successfully submitted to NCCI's database:



The nonrenewal record displays on the screen underneath the Most Recent section:

Non-Renewal record successfully submitted.

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Policy Number 160HPDC014 Policy Effective Date 01/01/14 Carrier Code/Name 99990/NCCI INC  
Primary Name of Insured PICTURE PERFECT SCENES INC FEIN 730143985

Policy Edit View

Add Renewal Add Annual ReRate Submit

Header/Summary Info Names and Addresses States and Exposures Endorsements **Canc/Reinst/NonRenew** Noncompliance Transaction History

Add New C/R/N

C/R/N ID	C/R/N Eff Dt	Canc Mailed / Insrd Dt	NCCI Rcvd Dt	Canc Type	Rein Type	Reason for C/R/N	C/R/N DG
Non-Renewal	01/01/15	12/01/14	10/15/14	00	00	16	0

## Noncompliance/Compliance Transactions

The **Noncompliance** option displays the associated Noncompliance, Compliance, and Correction to Premium detailed information for the policy. With the proper authorization, you can add Noncompliance, Compliance, and Correction to Premium transactions.

**Note:** Noncompliance/Compliance transactions update immediately.

Example of a policy with no Noncompliance/Compliance records:

Policy Number: HXHPDC015    Policy Effective Date: 01/01/14    Carrier Code/Name: 99990/NCCI INC  
 Primary Name of Insured: PICTURE PERFECT SCENES INC    FEIN: 73914585

Policy Edit View

Buttons: Add Renewal, Add Annual ReRate, Submit

Header/Summary Info | Names and Addresses | States and Exposures | Endorsements | Canc/Reinst/NonRenew | **Noncompliance** | Transaction History

+ Add Noncompliance

Noncompliance/Compliance Notification Type Code	1st Noncompliance Reason Code	2nd Noncompliance Reason Code	3rd Noncompliance Reason Code	4th Noncompliance Reason Code	1st Compliance Reason Code	2nd Compliance Reason Code	3rd Compliance Reason Code	4th Compliance Reason Code	Current Outstanding Premium Due	Compliance Eff Date	NCCI Received Date	In Compliance
No Noncompliance/Compliance records reported for this policy.												

Example of a policy with a Noncompliance transaction:

Header/Summary Info | Names and Addresses | States and Exposures | Endorsements | Canc/Reinst/NonRenew | **Noncompliance** | Transaction History

+ Add Noncompliance

Noncompliance/Compliance Notification Type Code	1st Noncompliance Reason Code	2nd Noncompliance Reason Code	3rd Noncompliance Reason Code	4th Noncompliance Reason Code	Current Outstanding Premium Due	NCCI Received Date	In Compliance
1-NOTIFICATION OF NONCOMPLIANCE REASON(S)	01				500	10/29/14	N

Example of a policy with multiple Noncompliance/Compliance records:

- ❑ The latest Noncompliance/Compliance transaction displays in the Most Recent section (a Noncompliance transaction in this example)
- ❑ Prior Noncompliance/Compliance transaction(s) displays in the History section (two transactions, a Noncompliance, and a Compliance transaction in this example)

Header/Summary Info | Names and Addresses | States and Exposures | Endorsements | Canc/Reinst/NonRenew | **Noncompliance** | Transaction History

+ Add Noncompliance

Noncompliance/Compliance Notification Type Code	1st Noncompliance Reason Code	2nd Noncompliance Reason Code	3rd Noncompliance Reason Code	4th Noncompliance Reason Code	Current Outstanding Premium Due	NCCI Received Date	In Compliance
1-NOTIFICATION OF NONCOMPLIANCE REASON(S)	04					10/29/14	N

Noncompliance/Compliance Notification Type Code	1st Noncompliance Reason Code	2nd Noncompliance Reason Code	3rd Noncompliance Reason Code	4th Noncompliance Reason Code	1st Compliance Reason Code	2nd Compliance Reason Code	3rd Compliance Reason Code	4th Compliance Reason Code	Current Outstanding Premium Due	Compliance Eff Date	NCCI Received Date
2-NOTIFICATION OF COMPLIANCE REASON(S)					97				0	10/29/14	10/29/14
1-NOTIFICATION OF NONCOMPLIANCE REASON(S)	01								500		10/29/14

## Adding a Noncompliance Record

To place a policy in noncompliance, click **Add Noncompliance**.



Header/Summary Info | Names and Addresses | States and Exposures | Endorsements | Canc/Reinst/NonRenew | **Noncompliance** | Transaction History

Most Recent

Noncompliance/Compliance Notification Type Code	1st Noncompliance Reason Code	2nd Noncompliance Reason Code	3rd Noncompliance Reason Code	4th Noncompliance Reason Code	1st Compliance Reason Code	2nd Compliance Reason Code	3rd Compliance Reason Code	4th Compliance Reason Code	Current Outstanding Premium Due	Compliance Eff Date	NCCI Received Date	In Compliance
No Noncompliance/Compliance records reported for this policy.												

The following screen displays:

- Click the down arrow next to **Select Record to Add**



Header/Summary Info | Names and Addresses | States and Exposures | Endorsements | Canc/Reinst/NonRenew | **Noncompliance** | Transaction History

Most Recent

Noncompliance/Compliance Notification Type Code	1st Noncompliance Reason Code	2nd Noncompliance Reason Code	3rd Noncompliance Reason Code	4th Noncompliance Reason Code	1st Compliance Reason Code	2nd Compliance Reason Code	3rd Compliance Reason Code	4th Compliance Reason Code	Current Outstanding Premium Due	Compliance Eff Date	NCCI Received Date	In Compliance
No Noncompliance/Compliance records reported for this policy.												

Select Record to Add | Select Record Type | Cancel

The following screen displays:

- Click record type (**Noncompliance**)



Header/Summary Info | Names and Addresses | States and Exposures | Endorsements | Canc/Reinst/NonRenew | **Noncompliance** | Transaction History

Most Recent

Noncompliance/Compliance Notification Type Code	1st Noncompliance Reason Code	2nd Noncompliance Reason Code	3rd Noncompliance Reason Code	4th Noncompliance Reason Code	1st Compliance Reason Code	2nd Compliance Reason Code	3rd Compliance Reason Code	4th Compliance Reason Code	Current Outstanding Premium Due	Compliance Eff Date	NCCI Received Date	In Compliance
No Noncompliance/Compliance records reported for this policy.												

Select Record to Add | Select Record Type | Cancel

- Noncompliance
- Compliance
- Correction to Premium

**Note:** The selected record type is highlighted in yellow.

The following screen displays:

- Enter the necessary information
- Click **Submit Record**



Header/Summary Info | Names and Addresses | States and Exposures | Endorsements | Canc/Reinst/NonRenew | **Noncompliance** | Transaction History

Most Recent

Noncompliance/Compliance Notification Type Code	1st Noncompliance Reason Code	2nd Noncompliance Reason Code	3rd Noncompliance Reason Code	4th Noncompliance Reason Code	1st Compliance Reason Code	2nd Compliance Reason Code	3rd Compliance Reason Code	4th Compliance Reason Code	Current Outstanding Premium Due	Compliance Eff Date	NCCI Received Date	In Compliance
No Noncompliance/Compliance records reported for this policy.												

Select Record to Add | Noncompliance | Cancel

Insert Noncompliance

1st Noncompliance Reason Code: (0) - NONPAYMENT OF AMOUNT BILLED AT FINAL AUDIT

2nd Noncompliance Reason Code:

3rd Noncompliance Reason Code:

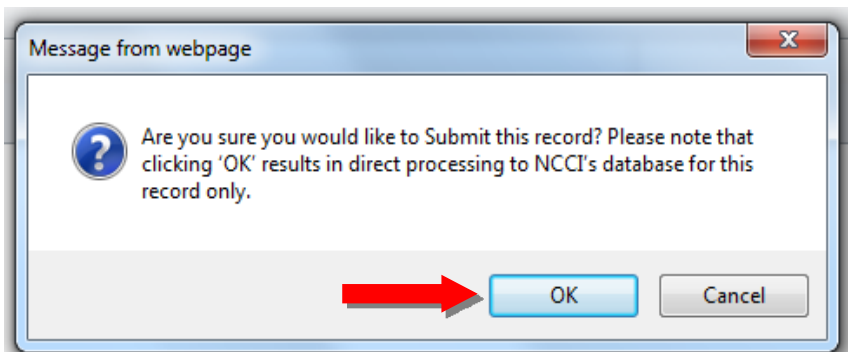
4th Noncompliance Reason Code:

Outstanding Premium Amount: 0.00

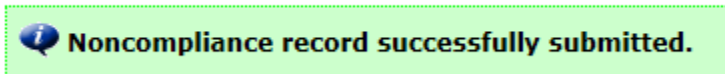
Submit Record | Cancel

The following message appears asking for confirmation and notifying you that processing to NCCI's database is immediate:

- Click **OK**



The following message appears indicating that the request has been successfully submitted to NCCI's database:



The Noncompliance record displays on the screen underneath the Most Recent section:

A screenshot of the software interface showing the "Noncompliance" section. The "Most Recent" section is highlighted with a red arrow. Below it is a table with the following data:

Noncompliance/Compliance Notification Type Code	1st Noncompliance Reason Code	2nd Noncompliance Reason Code	3rd Noncompliance Reason Code	4th Noncompliance Reason Code	Current Outstanding Premium Due	NCCI Received Date	In Compliance
1-NOTIFICATION OF NONCOMPLIANCE REASON(S)	04					10/29/14	N

## Adding a Compliance Record

To place a policy back into compliance, click **Add Noncompliance**.

The screenshot shows the 'Noncompliance' tab selected. A red arrow points to the '+ Add Noncompliance' button. Below the button is a table with the following data:

Noncompliance/Compliance Notification Type Code	1st Noncompliance Reason Code	2nd Noncompliance Reason Code	3rd Noncompliance Reason Code	4th Noncompliance Reason Code	Current Outstanding Premium Due	NCCI Received Date	In Compliance
1-NOTIFICATION OF NONCOMPLIANCE REASON(S)	04					10/29/14	N

The following screen displays:

- Click the down arrow next to **Select Record to Add**

The screenshot shows the 'Noncompliance' tab. A red arrow points to the down arrow next to the 'Select Record to Add' dropdown menu. The dropdown menu is open, showing 'Select Record Type' and a 'Cancel' button. Below the dropdown is the same table as in the previous screenshot.

The following screen displays:

- Click record type (**Compliance**)

The screenshot shows the 'Noncompliance' tab. A red arrow points to the 'Compliance' option in the 'Select Record Type' dropdown menu. The 'Compliance' option is highlighted in yellow. Below the dropdown is the same table as in the previous screenshot.

**Note:** the selected record type is highlighted in yellow.

The following screen displays:

- Enter the necessary information
- Click **Submit Record**

The screenshot shows the 'Noncompliance' tab. A red arrow points to the 'Submit Record' button. The form is filled out with the following information:

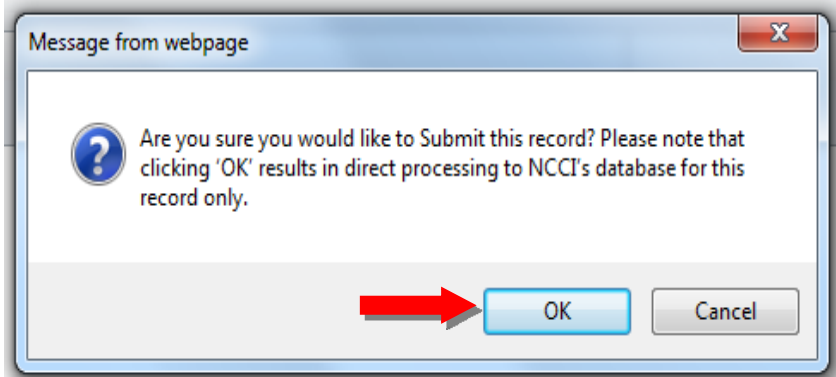
- Select Record to Add:** Compliance
- Insert Compliance:**
  - 1st Compliance Reason Code: 06 - COMPLIANCE OF AUDIT
  - 2nd Compliance Reason Code:
  - 3rd Compliance Reason Code:
  - 4th Compliance Reason Code:
- Compliance Eff Date:** 10/29/14

Below the form is the same table as in the previous screenshots.

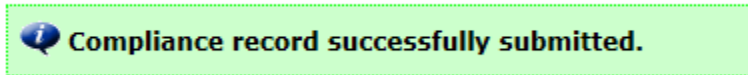


The following message appears asking for confirmation and notifying you that processing to NCCI's database is immediate:

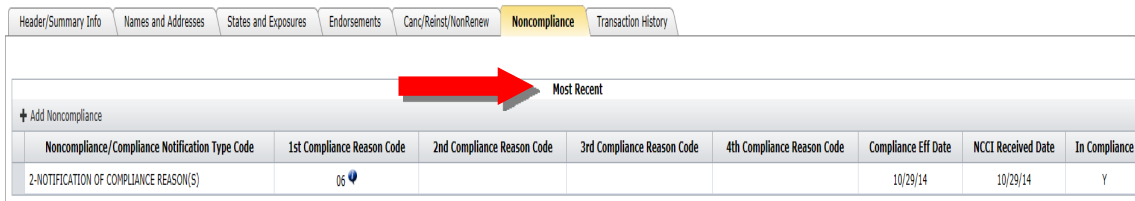
- Click **OK**



The following message appears indicating that the request has been successfully submitted to NCCI's database:



The Compliance record displays on the screen underneath the Most Recent section:



Noncompliance/Compliance Notification Type Code	1st Compliance Reason Code	2nd Compliance Reason Code	3rd Compliance Reason Code	4th Compliance Reason Code	Compliance Eff Date	NCCI Received Date	In Compliance
2-NOTIFICATION OF COMPLIANCE REASON(S)	06				10/29/14	10/29/14	Y

## Adding a Correction to Premium Record

To correct the outstanding premium due, click **Add Noncompliance**.

Most Recent								
Noncompliance/Compliance Notification Type Code	1st Noncompliance Reason Code	2nd Noncompliance Reason Code	3rd Noncompliance Reason Code	4th Noncompliance Reason Code	Current Outstanding Premium Due	NCCI Received Date	In Compliance	
1-NOTIFICATION OF NONCOMPLIANCE REASON(S)	01				250	10/30/14	N	

The following screen displays:

- Click the down arrow next to **Select Record to Add**

Most Recent								
Noncompliance/Compliance Notification Type Code	1st Noncompliance Reason Code	2nd Noncompliance Reason Code	3rd Noncompliance Reason Code	4th Noncompliance Reason Code	Current Outstanding Premium Due	NCCI Received Date	In Compliance	
1-NOTIFICATION OF NONCOMPLIANCE REASON(S)	01				250	10/30/14	N	

The following screen displays:

- Click record type (**Correction to Premium**)

Most Recent								
Noncompliance/Compliance Notification Type Code	1st Noncompliance Reason Code	2nd Noncompliance Reason Code	3rd Noncompliance Reason Code	4th Noncompliance Reason Code	Current Outstanding Premium Due	NCCI Received Date	In Compliance	
1-NOTIFICATION OF N	01				250	10/30/14	N	

**Note:** The selected record type is highlighted in yellow.

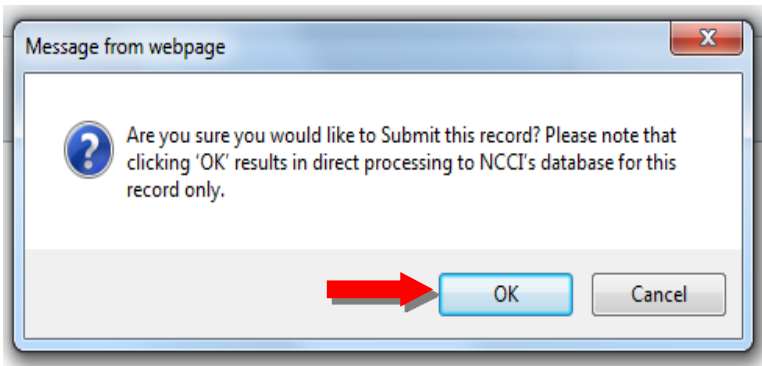
The following screen displays:

- Enter the necessary information
- Click **Submit Record**

Most Recent								
Noncompliance/Compliance Notification Type Code	1st Noncompliance Reason Code	2nd Noncompliance Reason Code	3rd Noncompliance Reason Code	4th Noncompliance Reason Code	Current Outstanding Premium Due	NCCI Received Date	In Compliance	
1-NOTIFICATION OF NONCOMPLIANCE REASON(S)	01				250	10/30/14	N	

The following message appears asking for confirmation and notifying you that processing to NCCI's database is immediate:

- ❑ Click **OK**



The following message appears indicating that the request has been successfully submitted to NCCI's database:



The Correction to Premium record displays on the screen underneath the Most Recent section:

Header/Summary Info																																											
Names and Addresses		States and Exposures		Endorsements		Canc/Reinst/NonRenew		Noncompliance		Transaction History																																	
<div style="display: flex; justify-content: space-between;"> <span>Most Recent</span> <span>History</span> </div>																																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="11" style="text-align: left;">+ Add Noncompliance</th> </tr> <tr> <th colspan="4">Noncompliance/Compliance Notification Type Code</th> <th colspan="2">Current Outstanding Premium Due</th> <th colspan="2">NCCI Received Date</th> <th colspan="2">In Compliance</th> <th></th> </tr> </thead> <tbody> <tr> <td colspan="4">3-NOTIFICATION OF CORRECTED CURRENT OUTSTANDING PREMIUM DUE AMOUNT</td> <td colspan="2">500</td> <td colspan="2">10/30/14</td> <td colspan="2">N</td> <td></td> </tr> </tbody> </table>											+ Add Noncompliance											Noncompliance/Compliance Notification Type Code				Current Outstanding Premium Due		NCCI Received Date		In Compliance			3-NOTIFICATION OF CORRECTED CURRENT OUTSTANDING PREMIUM DUE AMOUNT				500		10/30/14		N		
+ Add Noncompliance																																											
Noncompliance/Compliance Notification Type Code				Current Outstanding Premium Due		NCCI Received Date		In Compliance																																			
3-NOTIFICATION OF CORRECTED CURRENT OUTSTANDING PREMIUM DUE AMOUNT				500		10/30/14		N																																			
History																																											
Noncompliance/Compliance Notification Type Code	1st Noncompliance Reason Code	2nd Noncompliance Reason Code	3rd Noncompliance Reason Code	4th Noncompliance Reason Code	1st Compliance Reason Code	2nd Compliance Reason Code	3rd Compliance Reason Code	4th Compliance Reason Code	Current Outstanding Premium Due	Compliance Eff Date	NCCI Received Date																																
1-NOTIFICATION OF NONCOMPLIANCE REASON(S)	01								250		10/30/14																																

The Noncompliance record displays on the screen underneath the History section:

Header/Summary Info																																											
Names and Addresses		States and Exposures		Endorsements		Canc/Reinst/NonRenew		Noncompliance		Transaction History																																	
<div style="display: flex; justify-content: space-between;"> <span>Most Recent</span> <span>History</span> </div>																																											
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+ Add Noncompliance																																											
Noncompliance/Compliance Notification Type Code				Current Outstanding Premium Due		NCCI Received Date		In Compliance																																			
3-NOTIFICATION OF CORRECTED CURRENT OUTSTANDING PREMIUM DUE AMOUNT				500		10/30/14		N																																			
History																																											
Noncompliance/Compliance Notification Type Code	1st Noncompliance Reason Code	2nd Noncompliance Reason Code	3rd Noncompliance Reason Code	4th Noncompliance Reason Code	1st Compliance Reason Code	2nd Compliance Reason Code	3rd Compliance Reason Code	4th Compliance Reason Code	Current Outstanding Premium Due	Compliance Eff Date	NCCI Received Date																																
1-NOTIFICATION OF NONCOMPLIANCE REASON(S)	01								250		10/30/14																																

To display the correction to premium information, click the **Refresh** button.

## Transaction History

The **Transaction History** option displays all the transactions associated with a policy.

Policy Number PDCMKHCN8005      Policy Effective Date 06/01/14      Carrier Code/Name 99990/NCCI INC  
 Primary Name of Insured CNB HOLDINGS INC      FEIN 213546879

Policy Edit View

Add Renewal   Add Annual ReRate      Submit

Header/Summary Info   Names and Addresses   States and Exposures   Endorsements   Canc/Reinst/NonRenew   Noncompliance   **Transaction History**



In the example below, there are four transactions for the policy:  
 Transaction Code 16 (Proof of Coverage Notice/Binder)  
 Transaction Code 02 (Renewal)  
 Transaction Code 14 (Full Policy Replacement)  
 Transaction Code 14 (Full Policy Replacement)

Policy Number PDCMKHCN8005      Policy Effective Date 06/01/14      Carrier Code/Name 99990/NCCI INC  
 Primary Name of Insured CNB HOLDINGS INC      FEIN 213546879

Policy Edit View

Add Renewal   Add Annual ReRate      Submit

Header/Summary Info   Names and Addresses   States and Exposures   Endorsements   Canc/Reinst/NonRenew   Noncompliance   **Transaction History**

Submission ID	Transaction Code	NCCI Received Date	Transaction Issue Date	Submission Type	Endorsement Number	Document ID	User ID	NCCI Processed Date	Merged
1911783	14	06/12/2014	06/12/2014	E	N/A	DPCOR	1063131	06/12/2014	
1911783	14	06/12/2014	06/12/2014	E	N/A	DPCOR	1063131	06/12/2014	
1911617	02	06/11/2014	01/01/2012	E	N/A		837436	06/11/2014	
1911614	16	06/11/2014	01/01/2012	E	N/A		837436	06/11/2014	

To view historical edits for a transaction:  
 Click the expansion arrow next to the Submission ID number:


Policy Number PDCMKHCN8005      Policy Effective Date 06/01/14      Carrier Code/Name 99990/NCCI INC  
 Primary Name of Insured CNB HOLDINGS INC      FEIN 213546879

Policy Edit View

Add Renewal   Add Annual ReRate      Submit

Header/Summary Info   Names and Addresses   States and Exposures   Endorsements   Canc/Reinst/NonRenew   Noncompliance   **Transaction History**

Submission ID	Transaction Code	NCCI Received Date	Transaction Issue Date	Submission Type	Endorsement Number	Document ID	User ID	NCCI Processed Date	Merged
1911783	14	06/12/2014	06/12/2014	E	N/A	DPCOR	1063131	06/12/2014	
1911783	14	06/12/2014	06/12/2014	E	N/A	DPCOR	1063131	06/12/2014	
1911617	02	06/11/2014	01/01/2012	E	N/A		837436	06/11/2014	
1911614	16	06/11/2014	01/01/2012	E	N/A		837436	06/11/2014	



The row expands and the edit (or edits) that fired for this transaction will display:

Header/Summary Info   Names and Addresses   States and Exposures   Endorsements   Canc/Reinst/NonRenew   Noncompliance   **Transaction History**

Submission ID	Transaction Code	NCCI Received Date	Transaction Issue Date	Submission Type	Endorsement Number	Document ID	User ID	NCCI Processed Date	Merged
1911783	14	06/12/2014	06/12/2014	E	N/A	DPCOR	1063131	06/12/2014	
1911783	14	06/12/2014	06/12/2014	E	N/A	DPCOR	1063131	06/12/2014	
Record Type	Field Name	Edit Number	Edit Message	Reported Value	Defaulted Value				
03	ADDRESS STRUCTURE CODE	0007-02	ADDRESS STRUCTURE INDC INVALID FOR SPOC STATE	2					
1911617	02	06/11/2014	01/01/2012	E	N/A		837436	06/11/2014	
1911614	16	06/11/2014	01/01/2012	E	N/A		837436	06/11/2014	



**Note:** No edits fired for the most recent Transaction Code 14, which is why there is not an expansion arrow next to the top row.

Header/Summary Info   Names and Addresses   States and Exposures   Endorsements   Canc/Reinst/NonRenew   Noncompliance   **Transaction History**

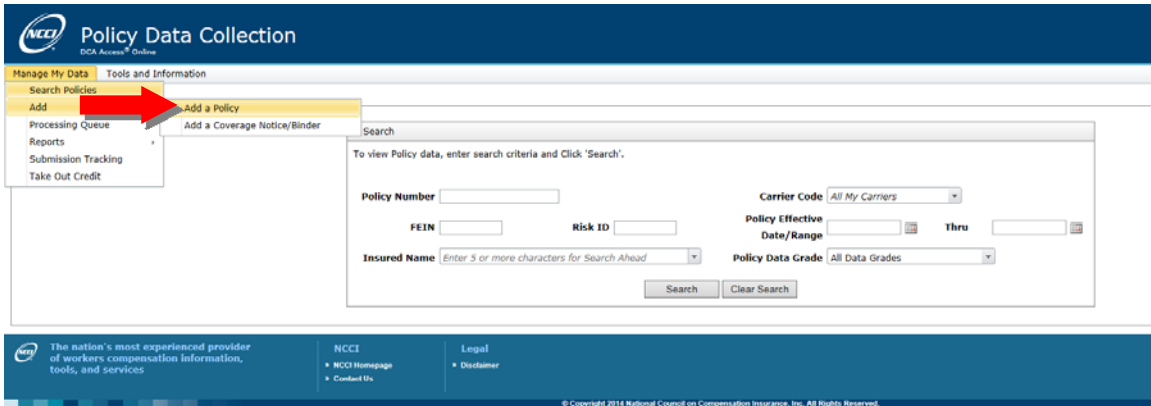
Submission ID	Transaction Code	NCCI Received Date	Transaction Issue Date	Submission Type	Endorsement Number	Document ID	User ID	NCCI Processed Date	Merged
1911783	14	06/12/2014	06/12/2014	E	N/A	DPCOR	1063131	06/12/2014	
1911783	14	06/12/2014	06/12/2014	E	N/A	DPCOR	1063131	06/12/2014	
1911617	02	06/11/2014	01/01/2012	E	N/A		837436	06/11/2014	
1911614	16	06/11/2014	01/01/2012	E	N/A		837436	06/11/2014	



## Add a New Policy

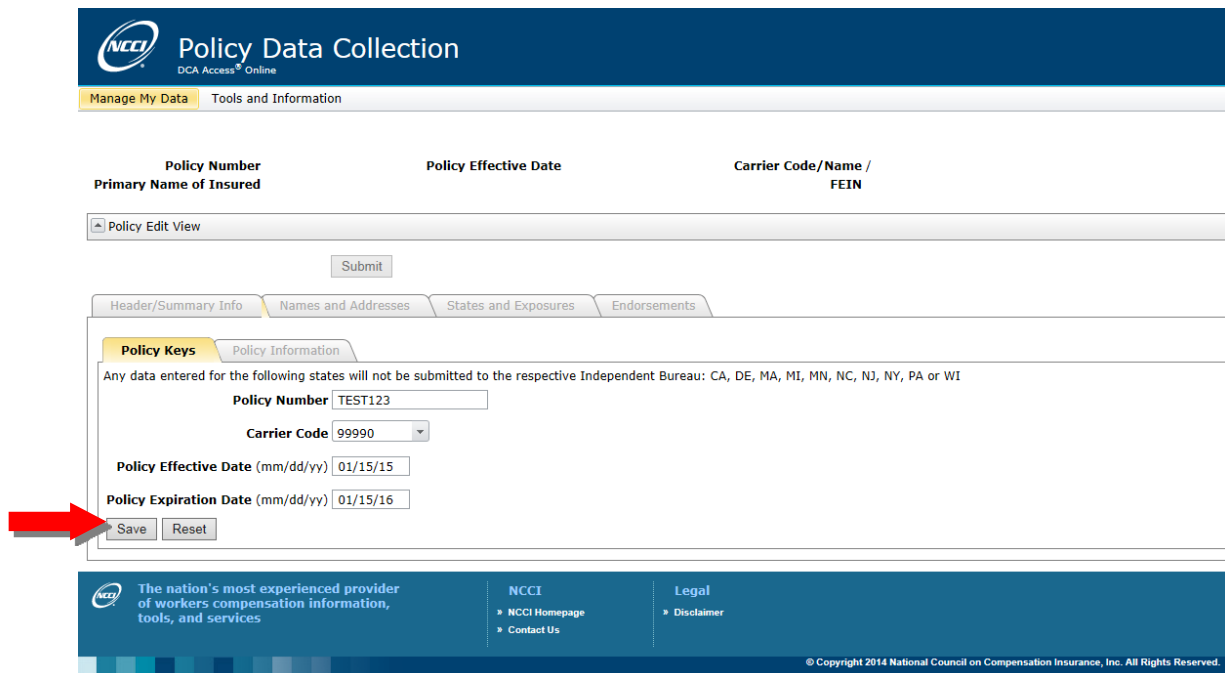
**Policy Data Collection** via **DCA Access® Online** allows you to enter New Business (Transaction Code 01), Renewal (Transaction Code 02), and Annual Re-Rate (Transaction Code 04). See the following pages for instructions. To add a new policy using **Policy Data Collection** via **DCA via Access® Online**:

- ❑ Hover over the **Manage My Data** tab and select **Add**; then click **Add a Policy**



The following screen appears:

- ❑ Enter Policy Number, Coverage Provider ID (Carrier Code), Policy Effective Date, and Policy Expiration Date
- ❑ Click **Save**



**Note:** Any data entered for the following states will not be submitted to the respective Independent Bureau: CA, DE, MA, MI, MN, NC, NJ, NY, PA, or WI.

## 2015 Data Educational Programs Policy Data Collection via DCA Access® Online Policy User's Guide

The following screen appears:

- Click the **pencil** for the top grid row and enter the Policy Information

**This policy is in the process of being Added, it must be submitted within four days from the initial add date or it will be deleted.**

Policy Number TEST123      Policy Effective Date 01/15/15      Carrier Code/Name 99990/NCCI INC  
Primary Name of Insured FEIN

Policy Edit View

Submit

Header/Summary Info    Names and Addresses    States and Exposures    Endorsements

Policy Keys    Policy Information

Trans Issue Dt	Pol Term	Type of Cov Cd	Empty Leas Type	Type of Plan	WU/OCIP Cd
10/30/14					

Min Prem St	Min Prem Amt	Total Estmd Std Prem	Legal Nat of Insrd	Txt "Other" Legal Nat of Insrd	Exp Rating Cd	Retro Rtnng Cd	EL Lim Amt-Bod Inj/Acc-Each Acc	EL Lim Amt-Bod Inj by Disease-Pol Lmt	EL Lim Amt-Bod Inj by Disease-Each Empl	A/R Binder Nbr	Assign Dt

Branch Code

Name of Producer	Street	City	State	Zip Code

- Click the **check mark** to save/update your policy information

Header/Summary Info    Names and Addresses    States and Exposures    Endorsements

Policy Keys    Policy Information

Trans Issue Dt	Pol Term	Type of Cov Cd	Empty Leas Type	Type of Plan	WU/OCIP Cd
10/30/14	1	01	1	01	2

- Click the **pencil** for *each* grid row and enter the Policy Information
- Click the **check mark** to save/update your policy information

Once the information has been saved, the following message appears:

**Policy information has been successfully saved.**  
**This policy is in the process of being Added, it must be submitted within four days from the initial add date or it will be deleted.**

Policy Number TEST123      Policy Effective Date 01/15/15      Carrier Code/Name 99990/NCCI INC  
Primary Name of Insured FEIN

Policy Edit View

Submit

Header/Summary Info    Names and Addresses    States and Exposures    Endorsements

Policy Keys    Policy Information

Trans Issue Dt	Pol Term	Type of Cov Cd	Empty Leas Type	Type of Plan	WU/OCIP Cd
10/30/14	1	01	1	01	2

Min Prem St	Min Prem Amt	Total Estmd Std Prem	Legal Nat of Insrd	Txt "Other" Legal Nat of Insrd	Exp Rating Cd	Retro Rtnng Cd	EL Lim Amt-Bod Inj/Acc-Each Acc	EL Lim Amt-Bod Inj by Disease-Pol Lmt	EL Lim Amt-Bod Inj by Disease-Each Empl	A/R Binder Nbr	Assign Dt
FL - 09	500	1,500	10		3	1					

Branch Code

Name of Producer	Street	City	State	Zip Code
PRODUCER NAME	901 PENINSULA CORP CIRCLE	BOCA RATON	FL	33487

**2015 Data Educational Programs  
Policy Data Collection via DCA Access® Online Policy User's Guide**

To add a name to the policy:

- ❑ Click the **Names and Addresses** tab
- Note:** The screen defaults to the Names tab
- ❑ Click **Add a Name**

This policy is in the process of being Added, it must be submitted within four days from the initial add date or it will be deleted.

No Name records reported for this Policy.

Policy Number TEST123      Policy Effective Date 01/15/15      Carrier Code/Name 99990/NCCI INC  
Primary Name of Insured      FEIN

Policy Edit View

Submit

Names and Addresses      States and Exposures      Endorsements

Names      Addresses      Linking

+ Add a Name

	Name of Insured	Nm Stdzn	FEIN	Nm Link ID	Cont Seq Nbr	Nm Link Counter ID	Nm Type Cd	Legal Nat of Entity	Txt "Other" Legal Nat of Entity	PEO/Client Cd



The following screen appears:

- ❑ Enter insured name information
- ❑ Click the **check mark** to save/update your policy Information

Header/Summary Info      Names and Addresses      States and Exposures      Endorsements

Names      Addresses      Linking

	Name of Insured	Nm Stdzn	FEIN	Nm Link ID	Cont Seq Nbr	Nm Link Counter ID	Nm Type Cd	Legal Nat of Entity	Txt "Other" Legal Nat of Entity	PEO/Client Cd
<input checked="" type="checkbox"/>	Purple Shadows		658741514	001	001	00	2	10		



Once the name information has been saved, the following message appears:

**Policy information has been successfully saved.**  
This policy is in the process of being Added, it must be submitted within four days from the initial add date or it will be deleted.

Follow the same steps listed above to add additional names. The added names appear on the screen and are highlighted in yellow.

Header/Summary Info      Names and Addresses      States and Exposures      Endorsements

Names      Addresses      Linking

+ Add a Name

	Name of Insured	Nm Stdzn	FEIN	Nm Link ID	Cont Seq Nbr	Nm Link Counter ID	Nm Type Cd	Legal Nat of Entity	Txt "Other" Legal Nat of Entity	PEO/Client Cd
<input checked="" type="checkbox"/>	PURPLE SHADOWS	N	658741514	001	001	00	2	10		
<input checked="" type="checkbox"/>	ORANGE BLOSSOMS	N	487596315	002	001	00	2	10		

To add a State Unemployment Number to a name:

- ❑ Click the expand arrow next to the name grid row
- ❑ Click the **State Unemployment Numbers** tab

Header/Summary Info      Names and Addresses      States and Exposures      Endorsements

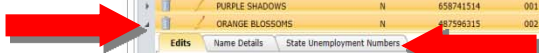
Names      Addresses      Linking

+ Add a Name

	Name of Insured	Nm Stdzn	FEIN	Nm Link ID	Cont Seq Nbr	Nm Link Counter ID	Nm Type Cd	Legal Nat of Entity	Txt "Other" Legal Nat of Entity	PEO/Client Cd
<input checked="" type="checkbox"/>	PURPLE SHADOWS	N	658741514	001	001	00	2	10		
<input checked="" type="checkbox"/>	ORANGE BLOSSOMS	N	487596315	002	001	00	2	10		

Edits      Name Details      State Unemployment Numbers

Data Grade	Field Name	Edit Number	Edit Message	Reported Value	Defaulted Value
No Edits Exist.					



The following screen appears:

- Click **Add New Unemployment Number**

Header/Summary Info | **Names and Addresses** | States and Exposures | Endorsements

Names | Addresses | Linking

+ Add a Name

Name of Insured	Nm Stázn	FEIN	Nm Link ID	Cont Seq Nbr	Nm Link Counter ID	Nm Type Cd	Legal Nat of Entity	Txt "Other" Legal Nat of Entity	PEO/Client Cd
PURPLE SHADOWS	N	658741514	001	001	00	2	10		
ORANGE BLOSSOMS	N	487596315	002	001	00	2	10		

Edits | Name Details | **State Unemployment Numbers**

+ Add New Unemployment Number

State Code	Unemployment Nbr

No Unemployment Number records exist.

The following screen appears:

- Enter state unemployment information
- Click the **check mark** to save (insert) state unemployment number information

Header/Summary Info | **Names and Addresses** | States and Exposures | Endorsements

Names | Addresses | Linking

+ Add a Name

Name of Insured	Nm Stázn	FEIN	Nm Link ID	Cont Seq Nbr	Nm Link Counter ID	Nm Type Cd	Legal Nat of Entity	Txt "Other" Legal Nat of Entity	PEO/Client Cd
PURPLE SHADOWS	N	658741514	001	001	00	2	10		
ORANGE BLOSSOMS	N	487596315	002	001	00	2	10		

Edits | Name Details | **State Unemployment Numbers**

State Code	Unemployment Nbr
FL - 09	00575498798

No Unemployment Number records exist.

Once the state unemployment number information has been saved, the following message appears:

**Policy information has been successfully saved.**  
 This policy is in the process of being Added, it must be submitted within four days from the initial add date or it will be deleted.

Follow the same steps listed above to add additional state unemployment numbers. The added state unemployment numbers appear on the screen and will be highlighted in yellow.

Header/Summary Info | **Names and Addresses** | States and Exposures | Endorsements

Names | Addresses | Linking

+ Add a Name

Name of Insured	Nm Stázn	FEIN	Nm Link ID	Cont Seq Nbr	Nm Link Counter ID	Nm Type Cd	Legal Nat of Entity	Txt "Other" Legal Nat of Entity	PEO/Client Cd
PURPLE SHADOWS	N	658741514	001	001	00	2	10		
ORANGE BLOSSOMS	N	487596315	002	001	00	2	10		

Edits | Name Details | **State Unemployment Numbers**

+ Add New Unemployment Number

State Code	Unemployment Nbr
09	00575498798



**2015 Data Educational Programs  
Policy Data Collection via DCA Access® Online Policy User's Guide**

To add an address to the policy:

- ❑ Click the **Names and Addresses** tab
- ❑ Click the **Addresses** tab
- ❑ Click **Add an Address**

**This policy is in the process of being Added, it must be submitted within four days from the initial add date or it will be deleted.**  
No Address records reported for this Policy.

Policy Number TEST123      Policy Effective Date 01/15/15      Carrier Code/Name 99990/NCCI INC  
Primary Name of Insured      FEIN

Policy Edit View

Submit

Header/Summary Info    **Names and Addresses**    States and Exposures    Endorsements

Names    **Addresses**    Linking

+ Add an Address

Street	City	State	Zip Code	State Code Link	Address Standardization	Name Link Identifier	Name Link Counter Identifier	Address Type Code
--------	------	-------	----------	-----------------	-------------------------	----------------------	------------------------------	-------------------



The following screen appears:

- ❑ Enter insured address information
- ❑ Click the **check mark** to save address information

Header/Summary Info    **Names and Addresses**    States and Exposures    Endorsements

Names    **Addresses**    Linking

Street	City	State	Zip Code	State Code Link	Name Link Identifier	Name Link Counter Identifier	Address Type Code	Address Structure Code	Phone Number of Insured	Number of Employees	Industry Code
70 Ocean Front Blvd	boca raton	FL - 09	33455	FL - 09	001	00	1	1	5616224123	5	811192



Once the address information has been saved, the following message appears:

**Policy information has been successfully saved.**  
**This policy is in the process of being Added, it must be submitted within four days from the initial add date or it will be deleted.**

Follow the same steps listed above to add additional addresses. The added addresses appear on the screen and are highlighted in yellow.

Header/Summary Info    **Names and Addresses**    States and Exposures    Endorsements

Names    **Addresses**    Linking

+ Add an Address

Street	City	State	Zip Code	State Code Link	Address Standardization	Name Link Identifier	Name Link Counter Identifier	Address Type Code
70 OCEAN FRONT BLVD	BOCA RATON	FL	33455	09	N	001	00	1
564 ROUGH WAVE HIGHWAY	BOCA RATON	FL	33485	09	N	001	00	2

**2015 Data Educational Programs  
Policy Data Collection via DCA Access® Online Policy User's Guide**

To add state information:

- ❑ Click the **State and Exposures** tab
- Note:** The screen defaults to state information
- ❑ Click **Add a State**

**This policy is in the process of being Added, it must be submitted within four days from the initial add date or it will be deleted.**  
No State records reported for this Policy.

Policy Number TEST123      Policy Effective Date 01/15/15      Carrier Code/Name 99999/NCCI INC  
Primary Name of Insured      FEIN

Policy Edit View

Submit

Header/Summary Info    **States and Exposures**    Endorsements

+ Add a State

State	(State) Carrier Code	Est State Std Prem Tot	Prem Discount	Expense Constant Amt	Loss Constant	Type of Nstd ID	Insurer Prem Dev Factor	Type Prem Dev	Reason St Add Pol

The following screen appears:

- ❑ Enter state information
- ❑ Click the **check mark** to save the state information

Header/Summary Info    Names and Addresses    **States and Exposures**    Endorsements

State	(State) Carrier Code	Est State Std Prem Tot	Prem Discount	Expense Constant Amt	Loss Constant	Type of Nstd ID	Insurer Prem Dev Factor	Type Prem Dev	Reason St Add Pol	Exp Mod Factor/Merit	Exp Mod Status	ARD	Other Ind Risk Rating Factor
FL-09		50000	00	00	00	01	1.000	0	0	1.000	3		1.000

Once the state information has been saved, the following message appears:

**Policy information has been successfully saved.**  
This policy is in the process of being Added, it must be submitted within four days from the initial add date or it will be deleted.

Follow the same steps listed above to add additional states. The added state(s) appears on the screen and is highlighted in yellow.

Header/Summary Info    Names and Addresses    **States and Exposures**    Endorsements

+ Add a State

State	(State) Carrier Code	Est State Std Prem Tot	Prem Discount	Expense Constant Amt	Loss Constant	Type of Nstd ID	Insurer Prem Dev Factor	Type Prem Dev	Reason St Add Pol
FL-09	00000	\$50,000	\$0	\$0	\$0	01	1.000	0	0

To add exposure information:

- ❑ Click the expand arrow next to the state grid row
- ❑ Click the **Exposures** tab

Header/Summary Info    Names and Addresses    **States and Exposures**    Endorsements

+ Add a State

State	(State) Carrier Code	Est State Std Prem Tot	Prem Discount	Expense Constant Amt	Loss Constant	Type of Nstd ID	Insurer Prem Dev Factor	Type Prem Dev	Reason St Add Pol
FL-09	00000	\$50,000	\$0	\$0	\$0	01	1.000	0	0

State Edits    Experience Modification Information    **Exposures**

Data Grade	Field Name	Edit Number	Edit Message	Reported Value	Defaulted Value
No Edits Exist.					

The following screen appears:

- ❑ Click **Add an Exposure**

Header/Summary Info | Names and Addresses | **States and Exposures** | Endorsements

+ Add a State

State	(State) Carrier Code	Est State Std Prem Tot	Prem Discount	Expense Constant Amt	Loss Constant	Type of Nstd ID	Insurer Prem Dev Factor	Type Prem Dev	Reason St Add Pol
FL-09	00000	\$50,000	\$0	\$0	\$0	01	1.000	0	0

State Edits | Experience Modification Information | **Exposures**

+ Add an Exposure

State	Class Cd	Exp Act/Exp Cov	Est Exp	Man/Chrgd Rt	Est Prem Amt	Exp Prd Eff Dt
No Exposure records exist for this state.						

The following screen appears:

- ❑ Enter exposure information
- ❑ Click the **check mark** to save exposure information

Header/Summary Info | Names and Addresses | **States and Exposures** | Endorsements

+ Add a State

State	(State) Carrier Code	Est State Std Prem Tot	Prem Discount	Expense Constant Amt	Loss Constant	Type of Nstd ID	Insurer Prem Dev Factor	Type Prem Dev	Reason St Add Pol
FL-09	00000	\$50,000	\$0	\$0	\$0	01	1.000	0	0

State Edits | Experience Modification Information | **Exposures**

+ Add an Exposure

State	Class Cd	Exp Act/Exp Cov	Est Exp	Man/Chrgd Rt	Est Prem Amt	Exp Prd Eff Dt
FL-09	8810	01	500000	000000.1000	500	

Calculate Premium

No Exposure records exist for this state.

**Note:** Premium amount is not automatically calculated; you must click the **Calculate Premium** button for the correct premium value to populate.

Once the exposure information has been saved, the following message appears:

**Policy information has been successfully saved.**  
 This policy is in the process of being Added, it must be submitted within four days from the initial add date or it will be deleted.

Follow the same steps listed above to add additional exposure records. The added exposure(s) appears on the screen and will be highlighted in yellow.

Header/Summary Info | Names and Addresses | **States and Exposures** | Endorsements

+ Add a State

State	(State) Carrier Code	Est State Std Prem Tot	Prem Discount	Expense Constant Amt	Loss Constant	Type of Nstd ID	Insurer Prem Dev Factor	Type Prem Dev	Reason St Add Pol
FL-09	00000	\$50,000	\$0	\$0	\$0	01	1.000	0	0

State Edits | Experience Modification Information | **Exposures**

+ Add an Exposure

State	Class Cd	Exp Act/Exp Cov	Est Exp	Man/Chrgd Rt	Est Prem Amt	Exp Prd Eff Dt
FL-09	8810	01	\$ 500,000	000000.1000	\$ 500	

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If there are no endorsements to be entered, click the **Submit** button located in the middle of the screen above the Names and Addresses tab:

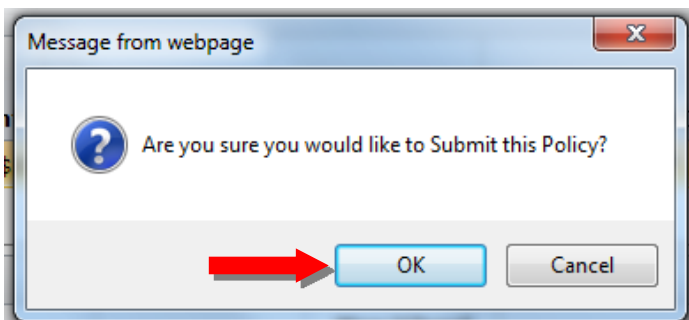
State	(State) Carrier Code	Est State Std Prem Tot	Prem Discount	Expense Constant Amt	Loss Constant	Type of Nstd ID	Insurer Prem Dev Factor	Type Prem Dev	Reason St Add Pol
FL-09	00000	\$50,000	\$0	\$0	\$0	01	1.000	0	0

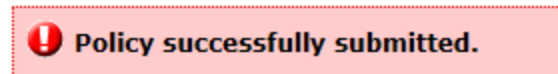
State	Class Cd	Exp Act/Exp Cov	Est Exp	Man/Chrgd Rt	Est Prem Amt	Exp Prd Eff Dt
FL-09	8810	01	\$ 500,000	000000.1000	\$ 500	

The following message appears asking for confirmation:

☐ Click **OK**



The following message appears:



## Add a Renewal/Annual Rerate Policy

From the **Policy Data Collection** via **DCA Access® Online** main page:

- Hover over **Manage My Data** and select **Search Policies** from the drop-down menu.

To add a renewal/annual rerate policy, you must locate the expiring policy.

- Enter a policy number and click **Search**

If the requested policy is found, a grid row appears:

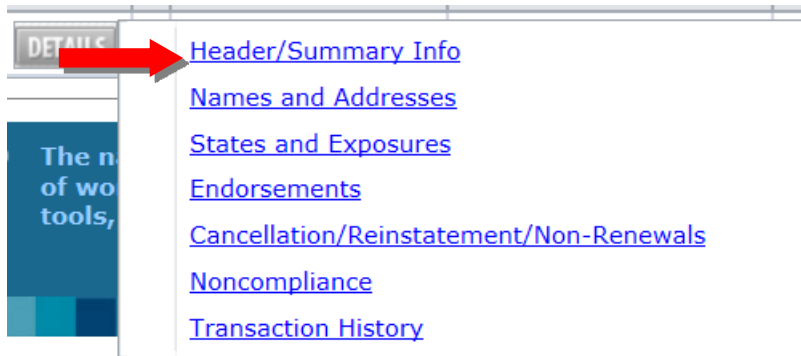
- Hover over the **DETAILS** button

	Policy Number	Insured Name	Carrier Code	Branch Code	Working Status	Policy Status	Effective Date	Risk ID	FEIN	Policy Data Grade	Plan Type	Coverage Notice/Binder	Compliance/Non-Compliance	Transaction Code
<b>DETAILS</b>	MKHPDC04	COOKING TIME INC	99990	000		ACTIVE	01/29/14		557515941	0	V	N	NC	

**Note:** If no policy number is available, use one of the other search criteria to locate the policy.

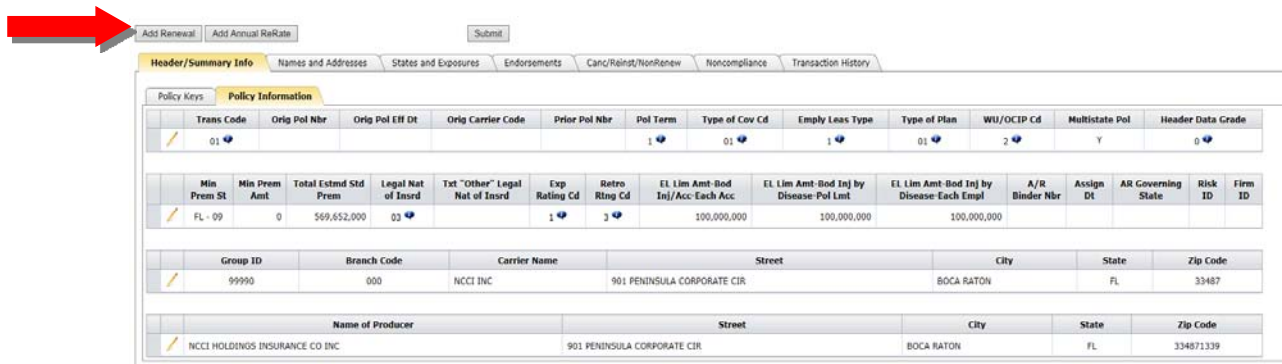
The following list of policy record links displays:

- Select and click the **Header/Summary Info** link:



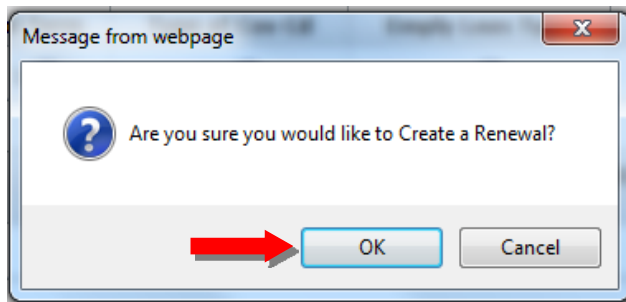
The following screen appears:

- Click the **Add Renewal** or **Add Annual ReRate** button

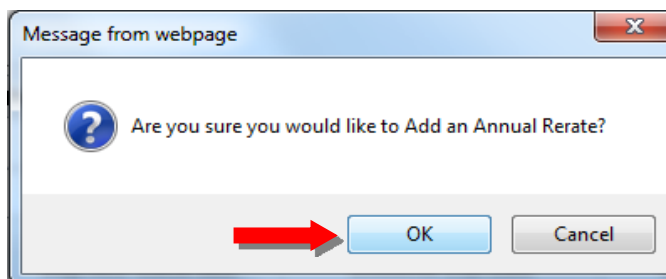


The following pop-up message appears:

- Click **OK**



Or



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The following screen appears (field information from the previous policy is listed to the right):

- Enter the new Policy Number
- Verify other prefilled information is correct
- Click **Add a Renewal** (or **Add an Annual ReRate**)

Buttons: Add Renewal, Add Annual ReRate, Submit

Header/Summary Info | Names and Addresses | States and Exposures | Endorsements | Canc/Reinst/NonRenew | Noncompliance | Transaction History

Policy Keys | Policy Information

Policy Number: mkhpd05 x MKHPDC04

Carrier Code: 99990 99990

Policy Effective Date (mm/dd/yy): 01/29/15 01/29/14

Policy Expiration Date (mm/dd/yy): 01/29/16 01/29/15

Buttons: Add A Renewal, Cancel

**Note:** The policy expiration date from the previous policy period automatically prefills as the new policy effective date of the renewal policy. The carrier code from the previous policy automatically prefills, and the policy expiration date prefills and is automatically advanced one year from the policy effective date.

Name and Address Records from the expiring policy are brought forward to the Renewal policy. Endorsement records are not brought forward.

To complete the Renewal, update the required fields in each record. The following records must be updated and saved before you can submit the renewal:

- Policy Information (Header)
- State and Exposures

**Note:** Records with a Data Grade 4 or greater from the prior policy period will not be brought forward. In addition, certain fields will not be brought forward on each record.

The following screen appears:

- Review all fields
- Click the **pencil** to update and/or add information as necessary

This policy is in the process of being Added, it must be submitted within four days from the initial add date or it will be deleted.

Policy Number: MKHPDC05 | Policy Effective Date: 01/29/15 | Carrier Code/Name: 99990/NCCI INC  
 Primary Name of Insured: COOKING TIME INC | FEIN: 557515941

Policy Edit View | Submit

Header/Summary Info | Names and Addresses | States and Exposures | Endorsements

Policy Keys		Policy Information									
Trans Issue Dt	Pol Term	Type of Cov Cd	Emply Leas Type	Type of Plan	WU/OCIP Cd						
10/31/14	1	01	1	01	2						
Min Prem St	Min Prem Amt	Total Estmd Std Prem	Legal Nat of Insrd	Txt "Other" Legal Nat of Insrd	Exp Rating Cd	Retro Rtnng Cd	EL Lim Amt-Bod Inj/Acc-Each Acc	EL Lim Amt-Bod Inj by Disease-Pol Limt	EL Lim Amt-Bod Inj by Disease-Each Empl	A/R Blnder Nbr	Assign Dt
FL - 09	0		03		1	3	100,000,000	100,000,000	100,000,000		
Branch Code											
000											
Name of Producer			Street			City		State		Zip Code	
NCCI HOLDINGS INSURANCE CO INC			901 PENINSULA CORPORATE CIR			BOCA RATON		FL		334871339	

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The following screen appears:

- Click the **check mark** to save header information

Trans Issue Dt	Pol Term	Type of Cov Cd	Empty Leas Type	Type of Plan	WU/OCIP Cd						
10/31/14	1	01	1	01	2						
Min Prem St	Min Prem Amt	Total Estmd Std Prem	Legal Nat of Insrd	Txt "Other" Legal Nat of Insrd	Exp Rating Cd	Retro Rtnng Cd	El Lim Amt-Bod Inj/Acc-Each Acc	El Lim Amt-Bod Inj by Disease-Pol Lmt	El Lim Amt-Bod Inj by Disease-Each Empl	A/R Binder Nbr	Assign Dt
FL-09	100	50000	03		1	2	100000000	100000000	100000000		

**Note:** Not all state and exposure fields are brought forward from the expiring policy; therefore, updates need to be made.

To update state and exposure information:

- Click the **State and Exposures** tab
- Click the **pencil** to update information as necessary

State	(State) Carrier Code	Est State Std Prem Tot	Prem Discount	Expense Constant Amt	Loss Constant	Type of Nstd ID	Insurer Prem Dev Factor	Type Prem Dev	Reason St Add Pol
CO-05		\$	\$	\$	\$				
GA-10		\$	\$	\$	\$				
MD-19		\$	\$	\$	\$				
MS-23		\$	\$	\$	\$				
NV-27		\$	\$	\$	\$				
TN-41		\$	\$	\$	\$				

The following screen appears:

- Make necessary updates
- Click the **check mark** to save state information

State	(State) Carrier Code	Est State Std Prem Tot	Prem Discount	Expense Constant Amt	Loss Constant	Type of Nstd ID	Insurer Prem Dev Factor	Type Prem Dev	Reason St Add Pol
CO-05		5000	00	00	00		1.000	0	0

The updated state record displays and is highlighted in yellow.

- Click the expansion arrow next to the state that was updated

State	(State) Carrier Code	Est State Std Prem Tot	Prem Discount	Expense Constant Amt	Loss Constant	Type of Nstd ID	Insurer Prem Dev Factor	Type Prem Dev	Reason St Add Pol
CO-05	00000	\$500,000	\$0	\$0	\$0	01	1.000	0	0
MD-19		\$	\$	\$	\$				
MS-23		\$	\$	\$	\$				
NV-27		\$	\$	\$	\$				
TN-41		\$	\$	\$	\$				



The following screen appears:

- Click the **Experience Modification Information** tab:

State	(State) Carrier Code	Est State Std Prem Tot	Prem Discount	Expense Constant Amt	Loss Constant	Type of Nstd ID	Insurer Prem Dev Factor	Type Prem Dev	Reason St Add Pol
CO-05	00000	\$500,000	\$0	\$0	\$0	01	1.000	0	0

The following screen appears:

- Click the **pencil** to update

Exp Mod Factor/Merit	Exp Mod Status	ARD	Other Ind Risk Rating Factor

The following screen appears:

- Enter experience modification information
- Click the **check mark** to save experience modification information

Exp Mod Factor/Merit	Exp Mod Status	ARD	Other Ind Risk Rating Factor
1.000	3		1.000

The experience modification information displays on the screen. To update the exposure information, click the **Exposures** tab:

Exp Mod Factor/Merit	Exp Mod Status	ARD	Other Ind Risk Rating Factor
1.000	3		1.000

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The following screen displays:

- ❑ Click the **pencil** to update information as necessary

Header/Summary Info											
Names and Addresses			States and Exposures				Endorsements				
+ Add a State											
State	(State) Carrier Code	Est State Std Prem Tot	Prem Discount	Expense Constant Amt	Loss Constant	Type of Nstd ID	Insurer Prem Dev Factor	Type Prem Dev	Reason St Add Pol		
CO-05	00000	\$500,000	\$0	\$0	\$0	01	1.000	0	0		
State Edits Experience Modification Information Exposures											
+ Add an Exposure											
State	Class Cd	Exp Act/Exp Cov	Est Exp	Man/Chrgd Rt	Est Prem Amt	Exp Prd Eff Dt					
CO-05	8742	01	\$		\$						

The following screen appears:

- ❑ Make necessary updates
- ❑ Click the **check mark** to save state information

Header/Summary Info												
Names and Addresses			States and Exposures				Endorsements					
+ Add a State												
State	(State) Carrier Code	Est State Std Prem Tot	Prem Discount	Expense Constant Amt	Loss Constant	Type of Nstd ID	Insurer Prem Dev Factor	Type Prem Dev	Reason St Add Pol			
CO-05	00000	\$500,000	\$0	\$0	\$0	01	1.000	0	0			
State Edits Experience Modification Information Exposures												
+ Add an Exposure												
State	Class Cd	Exp Act/Exp Cov	Est Exp	Man/Chrgd Rt	Est Prem Amt	Exp Prd Eff Dt						
CO-05	8742	01	50000	000000.1000	Calculate Premium	50						

The updated exposure record displays and is highlighted in yellow.

Header/Summary Info											
Names and Addresses			States and Exposures				Endorsements				
+ Add a State											
State	(State) Carrier Code	Est State Std Prem Tot	Prem Discount	Expense Constant Amt	Loss Constant	Type of Nstd ID	Insurer Prem Dev Factor	Type Prem Dev	Reason St Add Pol		
CO-05	00000	\$500,000	\$0	\$0	\$0	01	1.000	0	0		
State Edits Experience Modification Information Exposures											
+ Add an Exposure											
State	Class Cd	Exp Act/Exp Cov	Est Exp	Man/Chrgd Rt	Est Prem Amt	Exp Prd Eff Dt					
CO-05	8742	01	\$ 50,000	000000.1000	\$ 50						

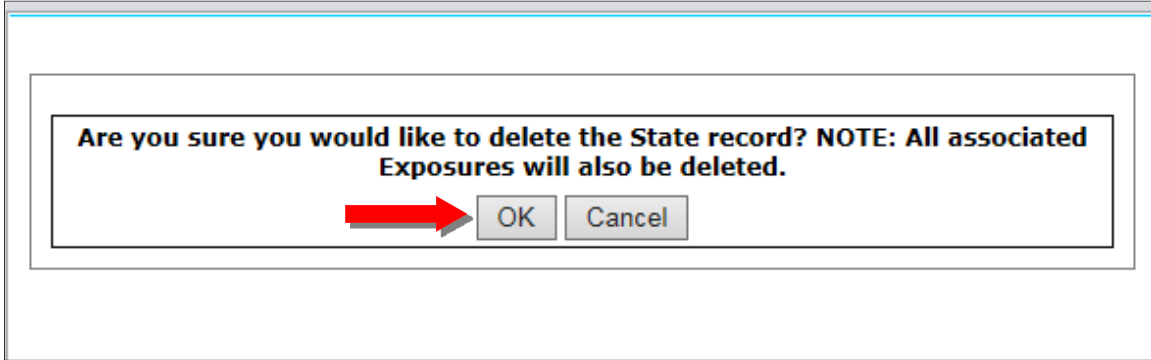
To delete a state:

- ❑ Click the **trash can**

Header/Summary Info											
Names and Addresses			States and Exposures				Endorsements				
+ Add a State											
State	(State) Carrier Code	Est State Std Prem Tot	Prem Discount	Expense Constant Amt	Loss Constant	Type of Nstd ID	Insurer Prem Dev Factor	Type Prem Dev	Reason St Add Pol		
CO-05	00000	\$500,000	\$0	\$0	\$0	01	1.000	0	0		
MD-19		\$	\$	\$	\$						
MS-23		\$	\$	\$	\$						
NV-27		\$	\$	\$	\$						
TN-41		\$	\$	\$	\$						

The following pop-up box appears to confirm the deletion:

- Click **OK**



The screen refreshes. The exposure record collapses, and the deleted state record is removed from the screen.

Header/Summary Info												
Names and Addresses												
States and Exposures												
Endorsements												
+ Add a State												
	State	(State) Carrier Code	Est State Std Prem Tot	Prem Discount	Expense Constant Amt	Loss Constant	Type of Nstd ID	Insurer Prem Dev Factor	Type Prem Dev	Reason St Add Pol		
▶	CO-05	00000	\$500,000	\$0	\$0	\$0	01	1.000	0	0		
▶	MS-23		\$	\$	\$	\$						
▶	NV-27		\$	\$	\$	\$						
▶	TN-41		\$	\$	\$	\$						

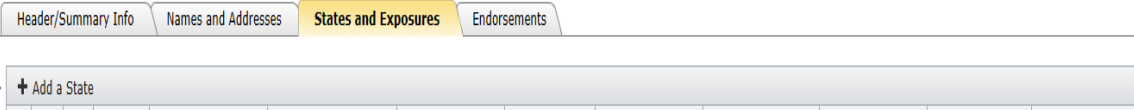
To delete an exposure:

- Click the **trash can**
- A pop-up box appears to confirm the deletion
- Click **OK**

The screen refreshes and the deleted exposure record is removed from the screen. Edit all remaining state and exposure records.

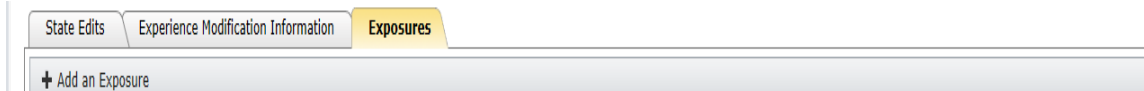
To add another state:

- Click **Add a State**
- Enter state information
- Click the **check mark** to save state information



To add another exposure:

- Access the exposure records by expanding the state record
- Click the **Exposures** tab
- Click **Add an Exposure**
- Enter exposure information
- Click the **check mark** to save exposure information

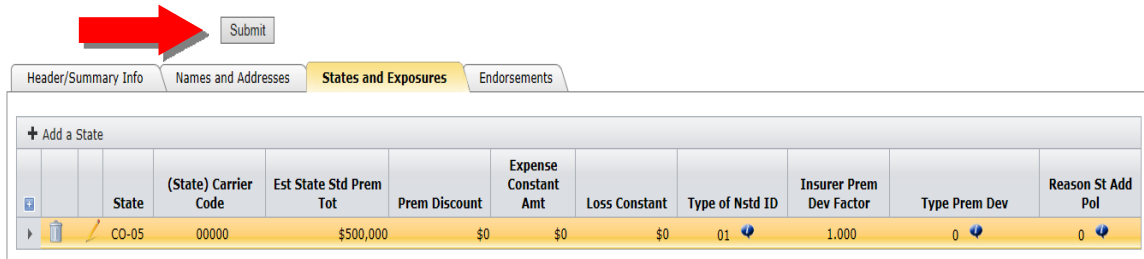


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To add endorsement information, see the Add Endorsements section of this user's guide.

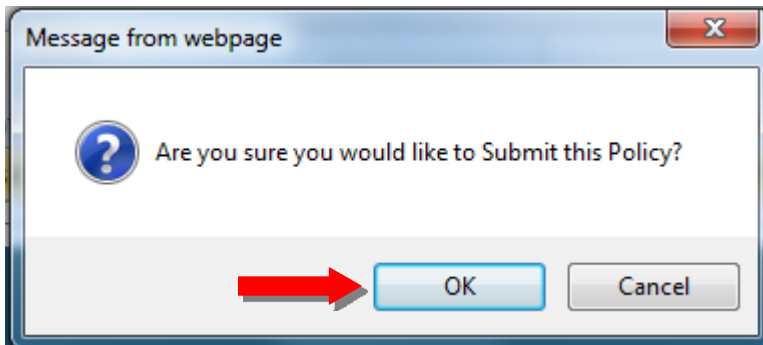
Once all the information is entered and/or updated and saved:

- Click **Submit** to process the renewal or annual rerate policy

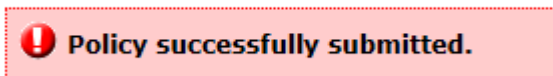


The following message appears:

- Click **OK**



The following message appears:



## Additional Policy Functions

### Processing Queue

The **Processing Queue** option provides the user a view of their processing status for transactions that rejected, were saved but not submitted, or were submitted for processing but have not finished processing.

From the **Policy Data Collection** via **DCA Access® Online** main page:

- ❑ Hover over **Manage My Data**
- ❑ Select **Processing Queue** from the drop-down menu

The screenshot shows the 'Policy Data Collection' interface. A red arrow points to the 'Processing Queue' option in the 'Manage My Data' dropdown menu. The interface includes a navigation bar, a search bar, and several data sections: 'Submission Summary', 'Latest 5 NCCI-Generated Policy/POC Reports', and 'Latest 5 Policy/POC Circulars'. A bar chart shows assigned risk data for 2013 and 2014, and system alerts and information are displayed at the bottom.

The following screen displays:

The screenshot shows the 'Processing Queue' screen. A red arrow points to the 'Status' dropdown menu, which currently displays 'Please Select'. The screen includes a search bar and a text box with the instruction: 'To view the status of your created/submitted/rejected policies, select a 'Status'.'

- ❑ For a listing of all status options, click the drop-down arrow in the **Status** box

The screenshot shows a search interface with a dropdown menu. The dropdown is open, showing the following options: 'Please Select', 'Rejected Data', 'Saved and Not Submitted', and 'Submitted for Processing'. The NCCI logo is visible in the bottom left corner of the interface.

- ❑ **Rejected Data**—allows you to view all rejected transactions submitted by the user.
- ❑ **Saved and Not Submitted**—allows you to view any transactions that have pending changes but have not been submitted. If you choose not to submit the transaction, you still have the option to delete from here.
- ❑ **Submitted for Processing**—allows you to view any transactions that have been submitted but have not finished processing.

If there is no data for the selected status, you will see a message stating “No records to display.”

## Reports

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The **Reports** option allows you to access data reports as a result of your policy submission(s).

NCCI provides reports to inform data providers about the results of data submissions for all data types, including the data expected to be reported to NCCI. The reports provide key details about data that may require corrective action as identified during the editing process. The reports are available in PDF, Microsoft® Excel, and CSV formats.

There are two types of reports: NCCI-Generated Reports or Customer-Generated Reports.

**NCCI-Generated Reports** are automatically created and distributed on a production schedule. NCCI-Generated Reports produced on a monthly basis are available for up to six months. All other reports are available for up to three months. Monthly reports will be available on the first day of the month, and weekly reports will be available each Monday.

When a Submission Results report is available for viewing, an email is sent to you to indicate that you can find it through **Policy Data Collection** via **DCA Access® Online**. Emails for monthly reports will go on to the Policy contact on file.

**Customer-Generated Reports** are reports requested by you using defined parameters within the **Reports** feature in **Policy Data Collection** via **DCA Access® Online**. Most customer-generated reports are viewable immediately upon submission. However, some reports may be sent to the Report Queue depending on the volume of data produced on the report, in addition to the time it takes for the report to generate. Reports in the Report Queue are available for 10 calendar days.

## Accessing NCCI-Generated Reports

To access these reports:

- ❑ From the **Policy Data Collection** via **DCA Access® Online** main page, hover over **Manage My Data**
- ❑ From the drop-down menu, select **Reports**
- ❑ Click **Access NCCI-Generated Reports**

The screenshot shows the 'Policy Data Collection' interface. A red arrow points to the 'Reports' option in the 'Manage My Data' dropdown menu. Another red arrow points to the 'Access NCCI-Generated Reports' option within the 'Reports' submenu. The main content area displays a 'Submission Summary' table with columns for 'Number of Outstanding Policy Edits' and 'Number of Outstanding Policy Rejects'. Below this is a table titled 'Latest 5 NCCI-Generated Policy/POC Reports' with columns for 'Report Name', 'Get Report', and 'Report Generated Date/Time'. A third table, 'Latest 5 Policy/POC Circulars', lists various circulars with columns for 'Date', 'Title', and 'Number'.

A new browser will open for the **Reports** feature:

- ❑ For a listing of all available reports, click the downward arrow on the **Report Name** drop-down menu

The screenshot shows the 'Reports - Policy Data' interface. The 'Report Name' dropdown menu is open, and a red arrow points to the downward arrow on the right side of the dropdown. The dropdown menu contains a list of report names, including 'Assigned Risk Binder Number Report', 'IAIABC POC Coverage Provider Accepted Report', 'IAIABC POC Coverage Provider Monthly Outstanding Reject Report', 'IAIABC POC Coverage Provider Reject & Error Report', 'Monthly Outstanding Noncompliance Report', 'Noncompliance/Compliance Reject Report', 'Policy Certification Submission Results Report', 'Policy Daily Submission Results Report', 'Policy Monthly Outstanding Data Grade 7 Report', 'Policy Pre-Edit Service Submission Results Report', and 'Policy Submission Results Report'. The footer of the page includes the copyright notice: '© Copyright 2014 National Council on Compensation Insurance, Inc. All Rights Reserved.' and a link to 'My Preferences'.

The list appears:

The screenshot shows the 'Report Name' dropdown menu with the following list of reports:

- Please select a Report Name —
- Assigned Risk Binder Number Report
- IAIABC POC Coverage Provider Accepted Report
- IAIABC POC Coverage Provider Monthly Outstanding Reject Report
- IAIABC POC Coverage Provider Reject & Error Report
- Monthly Outstanding Noncompliance Report
- Noncompliance/Compliance Reject Report
- Policy Certification Submission Results Report
- Policy Daily Submission Results Report
- Policy Monthly Outstanding Data Grade 7 Report
- Policy Pre-Edit Service Submission Results Report
- Policy Submission Results Report

To select a report, highlight the report name and hit enter, or double-click the name. In this example, the Policy Submission Results Report was selected:

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- ❑ Input the appropriate criteria based on the report chosen
- ❑ Select the report format (Adobe® Acrobat®/PDF, Microsoft® Excel, or CSV)
- ❑ Click the **Retrieve Report** button

**Reports**

Policy Unit URC DCI

**Reports – Policy Data**  
NCCI-Generated Reports - Policy Submission Results Report

Report Name: Policy Submission Results Report

Report Criteria Filter  
Select and/or enter criteria to generate a report, then click Retrieve Report.

Coverage Provider Group ID: 99990

Select Submission ID: Select Value or Enter Date(s)

or Report Create Date/Range: 10/02/2014 Thru 11/03/2014

Report Format:  
 AcrobatPDF  
 Excel  
 CSV

**Retrieve Report** **Reset**

The following screen appears:

- ❑ To launch the report, click the icon under **Get Report**, and your report will appear on the screen

**Reports**

Policy Unit URC DCI

**Reports – Policy Data**  
NCCI-Generated Reports - Policy Submission Results Report

Report Name: Policy Submission Results Report

Report Criteria Filter  
Select and/or enter criteria to generate a report, then click Retrieve Report.

Coverage Provider Group ID: 99990

Select Submission ID: Select Value or Enter Date(s)

or Report Create Date/Range: 10/02/2014 Thru 11/03/2014

Report Format:  
 AcrobatPDF  
 Excel  
 CSV

**Retrieve Report** **Reset**

Report Name	Get Report	Report Generated DateTime
Policy Submission Results Report - Submission ID: 1951025		11/02/2014 7:20:22 AM
Policy Submission Results Report - Submission ID: 1950987		11/02/2014 6:52:41 AM
Policy Submission Results Report - Submission ID: 1950832		10/31/2014 11:17:25 AM
Policy Submission Results Report - Submission ID: 1950457		10/09/2014 11:43:22 PM
Policy Submission Results Report - Submission ID: 1950456		10/09/2014 11:42:22 PM
Policy Submission Results Report - Submission ID: 1950455		10/09/2014 11:41:24 PM
Policy Submission Results Report - Submission ID: 1950454		10/09/2014 11:40:22 PM
Policy Submission Results Report - Submission ID: 1950453		10/09/2014 11:39:22 PM
Policy Submission Results Report - Submission ID: 1950452		10/09/2014 11:38:21 PM
Policy Submission Results Report - Submission ID: 1950451		10/09/2014 11:37:22 PM

Change page: 1 2 3 4 5 6 7 8 9 10  
Displaying page 1 of 9, Items 1 to 10 of 88.



## Generate Custom Reports

To request custom-generated reports:

- ❑ From the **Policy Data Collection** via **DCA Access® Online** main page, hover over **Manage My Data**
- ❑ From the drop-down menu, select **Reports**
- ❑ Click **Generate Custom Reports**

**Policy Data Collection**  
DCA Access® Online

Manage My Data | Tools and Information

Search Policies  
Add  
Processing Queue  
**Reports**  
Submission Tracking  
Take Out Credit

Access NCCI-Generated Reports  
**Generate Custom Reports**  
Generate Policy Risk ID Report

Number of Outstanding Policy Edits  
Data Grade 7 (IPOC Critical Error) 36,106  
Data Grade 6 (POC Error) 74

Number of Outstanding Policy Rejects  
Data Grade 9 (Entire Transaction Reject) 177  
Data Grade 8 (Single Record Reject) 80

Latest 5 NCCI-Generated Policy/POC Reports

Report Name	Get Report	Report Generated Date/Time
Policy Submission Results Report		11/3/2014 7:20:22 AM
Policy Submission Results Report		11/3/2014 6:52:41 AM
Assigned Risk Binder Number Report		11/1/2014 5:14:55 AM
Monthly Outstanding Noncompliance Report		11/1/2014 4:12:42 AM
Policy Daily Submission Results Report		11/1/2014 2:22:47 AM

Latest 5 Policy/POC Circulars

Date	Title	Number
11/03/2011	TITLEFORXXXPOLIS-TEST-01	XXPOLIS-TEST-01
11/02/2011	TITLEFORXXPOC-TEST-01	XXPOC-TEST-01
10/05/2011	Kentucky - Proof of Coverage Update	POC-KY-2011-01
09/26/2011	Policy - New Federal Mine Safety and Health Act Coverage Service - NCCI Authorized Actor Behalf of the Industry to Report USDOJ Coverage	POLIS-2011-01
09/02/2011	Maryland - Policy Report in Requirement for Canceled Policy Cessation Request of Premium Finance Company	FYI-POLIS-MD-2011-01

A new browser will open for the **Reports** feature, and the following screen will appear:

**Reports**

Policy | Unit | URC | DCI

Reports - Policy Data  
Generate Custom Reports - Policy Reject and Error Report

Report Criteria Filter

Select and/or enter criteria to generate a report, then click 'Generate Report.'

Coverage Provider ID: Find All My Coverage Providers  
Policy Effective Date Range: [ ] Thru [ ]  
Risk ID: [ ]  
Transaction Code: All Transaction Types  
Data Grade Options (Please select an option.)  
Policy Data Grade: [ ]  
Reporting Options

Enter Report Name: [ ]  
Report Format:  AcrobatPDF  Excel  CSV  
**Generate Report** **Reset**

Input the appropriate search criteria, select the report format, enter a report name, and click **Generate Report**.

**Reports**

Policy | Unit | URC | DCI

Reports - Policy Data  
Generate Custom Reports - Policy Reject and Error Report

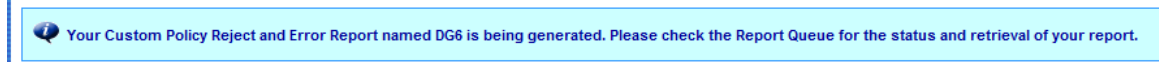
Report Criteria Filter

Select and/or enter criteria to generate a report, then click 'Generate Report.'

Coverage Provider ID: Find All My Coverage Providers  
Policy Effective Date Range: 01/01/2014 Thru 12/31/2014  
Risk ID: [ ]  
Transaction Code: All Transaction Types  
Data Grade Options (Please select an option.)  
Policy Data Grade: 6-POC Errors  
Reporting Options

Enter Report Name: D06  
Report Format:  AcrobatPDF  Excel  CSV  
**Generate Report** **Reset**

Once the report is requested the following message displays:



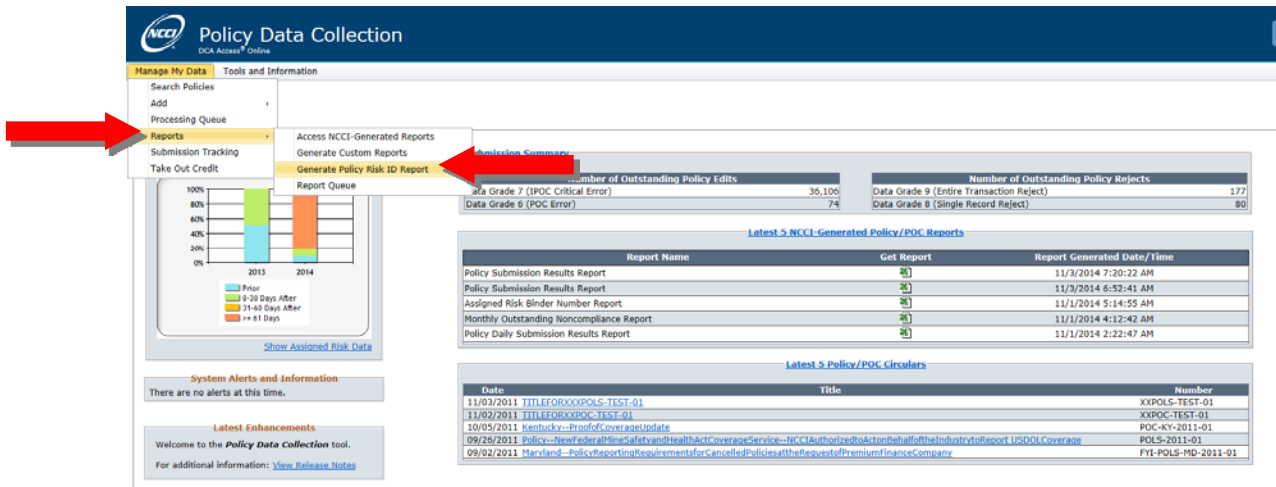
When the report is available, an email will be sent to the requestor.

### Generate Policy Risk ID Report

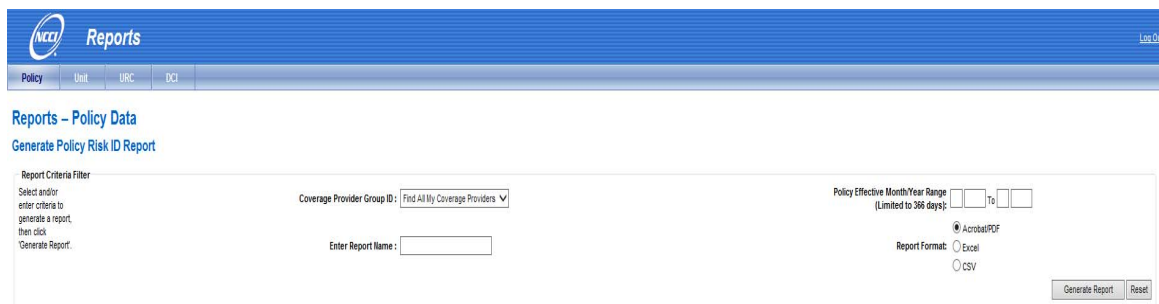
This report displays policies and their associated Risk IDs, which can be used to report the correct Risk ID on renewal policies and Unit Reports when they are submitted to NCCI. A generated Policy Risk ID List will be displayed immediately and housed in the Report Queue for 10 calendar days.

To generate a Policy Risk ID Report:

- ❑ From the **Policy Data Collection via DCA Access® Online** main page, hover over **Manage My Data**
- ❑ From the drop-down menu, select **Reports**
- ❑ Click **Generate Policy Risk ID Report**



A new browser will open for the **Reports** feature, and the following screen appears:



Input the appropriate search criteria, select the report format, enter a report name, and click **Generate Report**:

The screenshot shows the 'Reports - Policy Data' section of the application. The main heading is 'Generate Policy Risk ID Report'. Below this, there is a 'Report Criteria Filter' section. It includes a 'Coverage Provider Group ID' dropdown menu with the option 'Find All My Coverage Providers'. To the right, there is a 'Policy Effective Month/Year Range' section with a date picker set to '01 2014 To 12 2014'. Below that, there are radio buttons for 'Report Format' with options 'AcrobatPDF', 'Excel', and 'CSV'. At the bottom, there is a text input field for 'Enter Report Name' and two buttons: 'Generate Report' and 'Reset'. A large red arrow points down towards the 'Generate Report' button.

## Report Queue

This feature contains customer-generated reports that are not immediately available for viewing. Most reports are viewable immediately upon submission. However, some reports may be sent to the **Report Queue** depending upon the volume of data produced on the report, in addition to the time it takes for the report to generate. Reports in the Report Queue are available for 10 calendar days. An email is sent upon report availability.

To view custom-generated reports:

- ❑ From the **Policy Data Collection** via **DCA Access® Online** main page, hover over **Manage My Data**
- ❑ From the drop-down menu, select **Reports**
- ❑ Click **Report Queue**

The screenshot shows the 'Policy Data Collection' main page. The 'Manage My Data' menu is open, showing options like 'Search Policies', 'Add', 'Processing Queue', 'Reports', 'Submission Tracking', and 'Take Out Credit'. The 'Reports' option is highlighted, and a sub-menu is visible with options: 'Access NCCI-Generated Reports', 'Generate Custom Reports', 'Generate Policy Risk ID Report', and 'Report Queue'. A red arrow points to the 'Report Queue' option. Below the menu, there is a search form with fields for 'Policy Number', 'FEIN', 'Risk ID', 'Insured Name', 'Carrier Code', 'Policy Effective Date/Range', and 'Policy Data Grade'. There are 'Search' and 'Clear Search' buttons.

A new browser will open for the **Reports** feature listing any reports in your queue.

## Submission Tracking

The **Submission Tracking** option allows you to search for policy submission(s) based on a date range and retrieve information about each submission.

To search for this data:

- ❑ From the **Policy Data Collection** via **DCA Access® Online** main page, hover over **Manage My Data**
- ❑ Select **Submission Tracking**

The screenshot shows the 'Policy Data Collection' interface. A red arrow points to the 'Manage My Data' menu, and another red arrow points to the 'Submission Tracking' option within that menu. The main content area displays a 'Submission Summary' table, a table of 'Latest 5 NCCI-Generated Policy/POC Reports', and a table of 'Latest 5 Policy/POC Circulars'. A sidebar on the left contains a chart titled 'Show Assigned Risk Data' and sections for 'System Alerts and Information' and 'Latest Enhancements'.

The following pop-up window appears:

- ❑ Input the appropriate search criteria, and click **Search**

The search window is titled 'Search' and contains the following fields and controls:

- Submission Type:** A dropdown menu currently set to 'All Submissions'.
- Received Date/Range:** Two date pickers showing '10/01/2014' and '10/31/2014' with a 'Thru' label between them.
- Submission ID:** A text input field.
- User ID:** A text input field.
- Submission File Name:** A text input field.
- Buttons:** 'Search' and 'Clear Search' buttons. A red arrow points to the 'Search' button.

A screen appears indicating the submissions that NCCI received for your selected search criteria (the file names appear in the last column, the Submission File Name column):

Carrier Group	NCCI Received Date/Time	NCCI Processed Date/Time	Submission Status	Records Submitted	Records Processed	Records Rejected	Header Records Submitted	Header Records Processed	Submission Type	Submission ID	Submission File Name
99990	10/1/2014 12:00:00 AM	10/2/2014 12:00:17 AM	Completed	80	25	55			Online	1942175	
99990	10/1/2014 10:29:48 AM	10/1/2014 10:31:00 AM	Completed	18	18	0	1	1	DTVI	1942586	policy_end_13_g.txt
99990	10/1/2014 1:38:20 PM	10/1/2014 1:39:59 PM	Completed	1	1	0	0	0	DTVI	1942637	policy_rtest_03-87.txt
99990	10/1/2014 1:46:47 PM	10/1/2014 1:47:50 PM	Completed	1	0	1	0	0	DTVI	1942638	policy_03-87.txt
99990	10/1/2014 1:50:36 PM	10/1/2014 1:51:50 PM	Completed	1	0	1	0	0	DTVI	1942639	policy_03-87.txt
99990	10/1/2014 2:09:38 PM	10/1/2014 2:10:56 PM	Completed	10	10	0	1	1	DTVI	1942640	policy_basic.txt
99990	10/1/2014 2:11:41 PM	10/1/2014 2:12:34 PM	Completed	10	0	9	1	1	DTVI	1942641	policy_basic_del_state.txt
99990	10/1/2014 2:14:55 PM	10/1/2014 2:16:38 PM	Completed	10	10	0	1	1	DTVI	1942642	policy_basic_del_state_a.txt
99990	10/1/2014 3:29:37 PM	10/1/2014 3:31:05 PM	Completed	10	10	0	1	1	DTVI	1942645	policy_basic_a.txt
99990	10/1/2014 3:33:11 PM	10/1/2014 3:34:46 PM	Completed	10	10	0	1	1	DTVI	1942646	policy_basic_delete_state_b.txt

## Take-Out Credit

The **Take-Out Credit** feature allows companies to view their historical take-out credits. NCCI has developed a take-out program to promote the depopulation of state assigned risk plans. The program provides insurers with financial incentives to remove employers from the assigned risk plans by writing those policies voluntarily.

To access Take-Out Credit:

- ❑ From the **Policy Data Collection via DCA Access® Online** main page, hover over **Manage My Data**
- ❑ Select **Take Out Credit**

The screenshot shows the NCCI Policy Data Collection interface. A red arrow points to the 'Take Out Credit' option in the 'Manage My Data' dropdown menu. Another red arrow points to the 'Take Out Credit' link in the left-hand navigation pane. The main content area displays a 'Submission Summary' table, a 'Latest 5 NCCI-Generated Policy/POC Reports' table, and a 'Latest 5 Policy/POC Circulars' table. A bar chart on the left shows assigned risk data for 2013 and 2014, categorized by time periods: Prior, 0-30 Days After, 31-60 Days After, and >= 91 Days.

The following screen appears:



Take Out Credit is provided to promote the depopulation of the state assigned risk plans. The goal is to keep as many risks out of the residual market by helping them obtain coverage in the voluntary market.

NCCI has developed a take-out program to promote the depopulation of state assigned risk plans. The program provides insurers with financial incentives to remove employers from the assigned risk plans by writing those policies voluntarily. For more information, refer to [NCCI's Basic Manual](#).

Take Out Credit is available in this application for the following states: AK, AL, AR, CT, DC, GA, IA, IL, IN, KS, MS, NH, NM, OR, SC, SD, VA, VT and WV.

By selecting CONTINUE you understand and agree to the [Terms and Conditions](#) of use of the Take Out Credit System and to the terms of the [Disclaimer](#).

Continue

For more information, refer to NCCI's **Basic Manual**.

## Correcting Policy Errors

Data submitted to NCCI goes through the editing process. Policy Submission Results Reports are created for all policies with errors. The Policy Submission Results Report is housed in **Policy Data Collection** via **DCA Access® Online** under the **Reports** option. An email is sent when the reports are available for viewing.

We recommend working the more critical errors (Data Grade 9, 8, 7, and 6) as the first step in the workflow process. These data grade errors may impact Proof of Coverage reporting.

To search for a rejected policy transaction:

- ❑ From the **Policy Data Collection** via **DCA Access® Online** main page, hover over **Manage My Data**
- ❑ Select **Search Policies**

The screenshot shows the 'Policy Data Collection' interface. A red arrow points to the 'Manage My Data' menu, which is open and showing 'Search Policies'. The main content area displays a 'Submission Summary' table, a 'Latest 5 NCCI-Generated Policy/POC Reports' table, and a 'Latest 5 Policy/POC Circulars' table. A bar chart on the left shows 'Assigned Risk Data' for 2013 and 2014, categorized by days after submission.

Number of Outstanding Policy Edits		Number of Outstanding Policy Rejects	
Data Grade 7 (IPOC Critical Error)	35,109	Data Grade 9 (Entire Transaction Reject)	177
Data Grade 6 (POC Error)	75	Data Grade 8 (Single Record Reject)	82

Report Name	Get Report	Report Generated Date/Time
Policy Daily Submission Results Report	[Get]	11/4/2014 2:15:20 AM
Policy Submission Results Report	[Get]	11/3/2014 7:20:22 AM
Policy Submission Results Report	[Get]	11/3/2014 6:52:41 AM
Assigned Risk Binder Number Report	[Get]	11/1/2014 5:14:55 AM
Monthly Outstanding Noncompliance Report	[Get]	11/1/2014 4:12:42 AM

Date	Title	Number
11/02/2011	TITLEFORXPOPOLA-TEST-01	XXPOLA-TEST-01
11/02/2011	TITLEFORXPOPOLA-TEST-01	XXPOLA-TEST-01
10/05/2011	Kentucky--Proof of Coverage Update	POC-KY-2011-01
09/26/2011	Policy--New Federal Mine Safety and Health Act Coverage Services--NCCI Authorized to Act on Behalf of the Industry to Report USDOL Coverage	POLS-2011-01
09/02/2011	Maryland--Policy Reporting Requirement for Cancelled Policies at the Request of Premium Finance Company	FYI-POLS-MD-2011-01

The following screen appears:

- ❑ Input the policy number (e.g., DEPP1001B)
- ❑ Click the drop-down menu for Policy Data Grade and select **9-Reject Transactions**
- ❑ Click the **Search** button

The screenshot shows the search interface in the 'Policy Data Collection' tool. A red arrow points to the 'Search' button. The search criteria include: Policy Number (DEPP1001B), Carrier Code (All My Carriers), Policy Effective Date/Range, Insured Name (Enter 5 or more characters for Search Ahead), Policy Data Grade (9-Reject Transactions), and Transaction Code (All Transaction Types).

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After performing the search, the following screen appears:

The search form includes fields for Policy Number (DEPP1001B), Carrier Code (All My Carriers), FEIN, Risk ID, Policy Effective Date/Range, Insured Name, Policy Data Grade (9-Reject Transactions), and Transaction Code (All Transaction Types). Below the form is a table with the following data:

Policy Number	Insured Name	Carrier Code	Branch Code	Working Status	Policy Status	Policy Effective Date	Risk ID	FEIN	Policy Data Grade	Plan Type	Coverage Notice/Binder	Compliance/Non-Compliance	Transaction Code
DEPP1001B	PDC POLICY	99990	000			01/01/15		951753456	9	V	N		01
DEPP1001B		99990	000			01/01/15			9	N/A	N		05

To view the errors associated with this policy, click the expand arrows next to each row. There are two rows in this example:

The screenshot shows the search results table with two rows expanded. Red arrows point to the expand arrows on the left side of the table. The expanded rows show the following details:

Data Grade	Record Type	Field Name	Edit Number	Edit Message	Reported Value	Defaulted Value
9	00	POLICY TRANSACTION CODE	0159-06	DUPLICATE TRANSACTIONS	01	
9	00	C/R/N TRANSACTION ID CODE	0026-07	CANCELLING A POLICY THAT IS ALREADY CANCELLED	01	

**Note:** This information matches the information on your Policy Reject and Error Report.

To correct the error on the top row, click the Record Type link 00.

The screenshot shows the search results table with the top row expanded. A red arrow points to the Record Type link '00' in the expanded row details.

Data Grade	Record Type	Field Name	Edit Number	Edit Message	Reported Value	Defaulted Value
9	<u>00</u>	POLICY TRANSACTION CODE	0159-06	DUPLICATE TRANSACTIONS	01	

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The tool takes you directly to the record in error. In this example the following screen appears (the error determination is that the Transaction Code is incorrect and needs to change from 01 to 14):

- ❑ Click the **pencil** to edit the data

**Note:** The Transaction Code can only be changed on rejected transactions, not in Production.

[Back To Search Results](#)

Policy Number DEFP1001B      Policy Effective Date 01/01/15      Carrier Code/Name 99990/NCCI INC  
Primary Name of Insured PDC POLICY      FEIN 951753456

Policy Edit View

Header/Summary Info    Names and Addresses    States and Exposures    Endorsements

Policy Keys    Policy Information

Trans Issue Dt	Trans Code	Orig Pol Nbr	Orig Pol Eff Dt	Orig Carrier Code	Prior Pol Nbr	Pol Term	Type of Cov Cd	Empl Leas Type	Type of Plan	WU/OCIP Cd	Multistate Pol	Header Data Grade		
11/30/11	01		000000	000000		1	01	1	01	2				
<b>Min Prem St</b>	<b>Min Prem Amt</b>	<b>Total Estmd Std Prem</b>	<b>Legal Nat of Insurd</b>	<b>Txt "Other" Legal Nat of Insurd</b>	<b>Exp Rating Cd</b>	<b>Retro Rtnng Cd</b>	<b>EL Lim Amt-Bod Inj/Acc-Each Acc</b>	<b>EL Lim Amt-Bod Inj by Disease-Pol Lmt</b>	<b>EL Lim Amt-Bod Inj by Disease-Each Empl</b>	<b>A/R Binder Nbr</b>	<b>Assign Dt</b>	<b>AR Governing State</b>	<b>Risk ID</b>	<b>Firm ID</b>
NV - 27	1,100	191,006	03		3	3	500,000	500,000	500,000		000000			
<b>Group ID</b>	<b>Branch Code</b>	<b>Carrier Name</b>			<b>Street</b>			<b>City</b>	<b>State</b>	<b>Zip Code</b>				
99990	000	NCCI INC			901 PENINSULA CORPORATE CIR			BOCA RATON	FL	33487				
<b>Name of Producer</b>				<b>Street</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>							

The following screen appears:

- ❑ Update/add information as necessary (change 01 to 14)
- ❑ Click the **check mark** to save the changes

Header/Summary Info    Names and Addresses    States and Exposures    Endorsements

Policy Keys    Policy Information

Trans Issue Dt	Trans Code	Orig Pol Nbr	Orig Pol Eff Dt	Orig Carrier Code	Prior Pol Nbr	Pol Term	Type of Cov Cd	Empl Leas Type	Type of Plan	WU/OCIP Cd	Pol Chng Eff Dt	Pol Chng Exp Dt
11/30/11	14		000000			1	01	1	01	2	000000	000000

Notice that the line with the change is now highlighted in yellow (see below).

- ❑ Ensure that all corrections have been made before submitting. If no other changes need to be made to this rejected transaction, click **Submit**.

[Back To Search Results](#)

Policy Number DEFP1001B      Policy Effective Date 01/01/15      Carrier Code/Name 99990/NCCI INC  
Primary Name of Insured PDC POLICY      FEIN 951753456

Policy Edit View

Header/Summary Info    Names and Addresses    States and Exposures    Endorsements

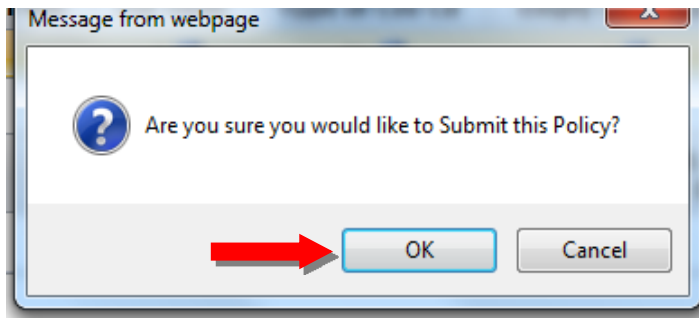
Policy Keys    Policy Information

Trans Issue Dt	Trans Code	Orig Pol Nbr	Orig Pol Eff Dt	Orig Carrier Code	Prior Pol Nbr	Pol Term	Type of Cov Cd	Empl Leas Type	Type of Plan	WU/OCIP Cd	Multistate Pol	Header Data Grade		
11/30/11	14		000000	000000		1	01	1	01	2		0		
<b>Min Prem St</b>	<b>Min Prem Amt</b>	<b>Total Estmd Std Prem</b>	<b>Legal Nat of Insurd</b>	<b>Txt "Other" Legal Nat of Insurd</b>	<b>Exp Rating Cd</b>	<b>Retro Rtnng Cd</b>	<b>EL Lim Amt-Bod Inj/Acc-Each Acc</b>	<b>EL Lim Amt-Bod Inj by Disease-Pol Lmt</b>	<b>EL Lim Amt-Bod Inj by Disease-Each Empl</b>	<b>A/R Binder Nbr</b>	<b>Assign Dt</b>	<b>AR Governing State</b>	<b>Risk ID</b>	<b>Firm ID</b>
NV - 27	1,100	191,006	03		3	3	500,000	500,000	500,000		000000			
<b>Group ID</b>	<b>Branch Code</b>	<b>Carrier Name</b>			<b>Street</b>			<b>City</b>	<b>State</b>	<b>Zip Code</b>				
99990	000	NCCI INC			901 PENINSULA CORPORATE CIR			BOCA RATON	FL	33487				
<b>Name of Producer</b>				<b>Street</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>							

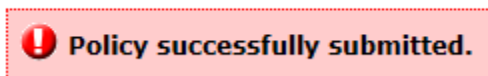


The following pop-up window appears:

- Click **OK**



The following message displays:



As a result of processing your correction/update using the tool, a WCPOLS correction file will be generated and returned to your **Data Transfer via the Internet (DTVI)** mailbox.

Be sure to download the correction file within the eight-calendar-day retention period, and update your source system.

Work any remaining rejects or errors of your Policy Reject and Error Report using the same process flow.

For additional information regarding rejects or errors on your Policy Reject and Error Report please refer to the **Policy Edit Matrix**.

## Policy Edit Matrix

The Policy Edit Matrix is located in the ***Policy and Proof of Coverage (POC) Reporting Guidebook*** at [ncci.com](http://ncci.com). The Policy Edit Matrix provides a more detailed explanation of the specific edit by record type, data grade, edit number, or update date.



POLICY EDIT MATRIX (April 10, 2014 Release)

Record Type	Edit No.	Data Field	Error Code	Data Grade	Edit Message	Edit Description	Trans Code	Subm Media Type	Effective Date of Edit	Update Date	Changes
00	0159-03	Transaction Code	0032	9	INVALID DATA RELATIONSHIP	The policy (Policy Number, Carrier Code, and Policy Effective Date in the link data) for the submitted transaction is on NCCI's database, but has had a key field change. Either the Carrier Code, Policy Number and/or Policy Effective Date was changed.	03, 05, 06, 08, 10, 14, 15, 17, HE	B	04/01/04	01/29/13 09/23/10 02/25/10 05/03/04 10/01/01	Edit deactivated. Specified the Transaction Codes [Trans Code]. Removed Record Type Z+. This edit has been modified to operate on compliance transactions. Removed note that explained how the edit was performed prior to 4/1/04.
00	0159-04	Transaction Code	0040	9	CORRESPONDING POLICY NOT FOUND ON THE DATABASE	The Transaction Code is 15 and the policy is not on the database or within the same submission. The state premium record with the add/delete indicator is 'blank' or 'D' and the state code is not one of the following: CA (04), NJ (29), PA (37), DE (07), MI (21), MN (22), WI (48), NC (32), MA (20).	15	B	11/01/02	02/25/10	Adjusted the name of the data field. Edit added to address Transaction Code 15 as a policy establishing transaction.
00	0159-05	Transaction Code	2514	9	CORRESPONDING POLICY OR COVERAGE NOTICE BINDER NOT FOUND ON THE DATABASE	The policy or Coverage Notice Binder for the submitted endorsement or cancellation/reinstatement must be on NCCI's database and the policy or Coverage Notice Binder is not within the same file.	03, 05, HE	B		03/11/14 02/25/10	Updated the Edit Message and Edit Description to include Coverage Notice Binder. Adjusted the name of the data field.
00	0159-06	Transaction Code	0038	9	DUPLICATE TRANSACTIONS	An initial policy transaction (New Business, Renewal or Annual Rerate Endorsement) has been submitted for a policy that is already on NCCI's database.	01, 02, 04	B		02/25/10	Adjusted the name of the data field.

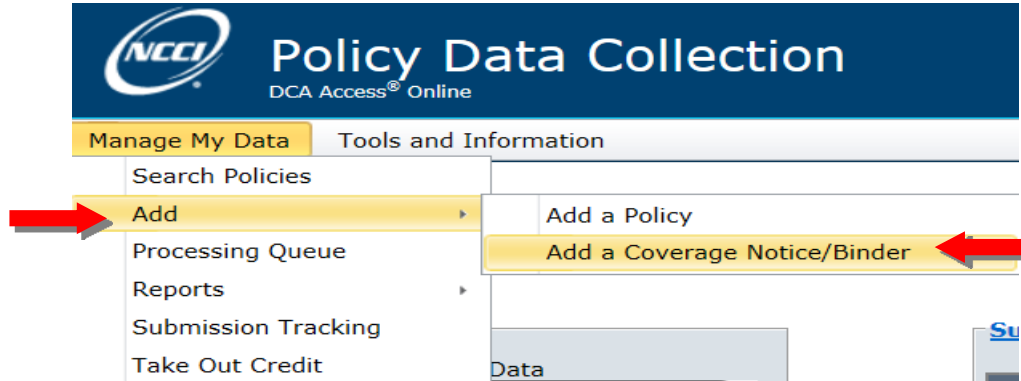
For example, the Policy Edit Matrix describes Edit Number 0159-06, Error Code 0038, as "Duplicate Transactions." The Policy Edit Matrix further describes the edit as "An initial policy transaction (New Business, Renewal or Annual Rerate Endorsement) has been submitted for a policy that is already on NCCI's database."

00	0159-06	Transaction Code	0038	9	DUPLICATE TRANSACTIONS	An initial policy transaction (New Business, Renewal or Annual Rerate Endorsement) has been submitted for a policy that is already on NCCI's database.	01, 02, 04	B		02/25/10	Adjusted the name of the data field.
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## Add a Proof of Coverage Notice/Binder

To add a new Proof of Coverage Notice/Binder, from the **Policy Data Collection** via **DCA Access® Online** main page:

- ❑ Hover over the **Manage My Data** tab
- ❑ Select **Add**
- ❑ Click **Add a Coverage Notice/Binder**



The following screen appears:

- ❑ Enter Policy Number, Coverage Provider ID (Carrier Code), Policy Effective Date, and Policy Expiration Date
- ❑ Click **Save**

A screenshot of the 'Coverage Notice Binder' form in the Policy Data Collection application. The header is the same as the previous screenshot. Below the header, the title 'Coverage Notice Binder' is displayed. The form contains several fields: 'Policy Number' (with value KLEA111114), 'Policy Effective Date' (with value 11/11/14), 'Carrier Code/Name / FEIN' (with value 99990), and 'Policy Expiration Date' (with value 11/11/15). A red arrow points to the 'Save' button at the bottom of the form. A note at the top of the form states: 'Please note that Coverage Notice/Binder is not available for HAWAII, IDAHO and MAINE as these states do not accept them.'

**Note:** The Coverage Notice/Binder option is not accepted in Hawaii, Idaho, and Maine.

## 2015 Data Educational Programs Policy Data Collection via DCA Access® Online Policy User's Guide

The following screen appears:

- Click the **pencil** for the top grid row and enter the Policy Information

**This Coverage Notice/Binder is in the process of being Added, it must be submitted within four days from the initial add date or it will be deleted.**

### Coverage Notice Binder

Policy Number KLEA111114    Policy Effective Date 11/11/14    Carrier Code/Name 99990/NCCI INC  
Primary Name of Insured    FEIN

Policy Edit View    Submit

Header/Summary Info    Names and Addresses    States and Exposures    Endorsements

Policy Keys    Policy Information

Trans Issue Dt	Prior Pol Nbr	Emply Leas Type	Type of Plan	WU/OCIP Cd
11/11/14				

Legal Nat of Insrd    Assign Dt

Branch Code

Name of Producer	Street	City	State	Zip Code

- Click the **check mark** to save your policy information

Header/Summary Info    Names and Addresses    States and Exposures    Endorsements

Policy Keys    Policy Information

Trans Issue Dt	Prior Pol Nbr	Emply Leas Type	Type of Plan	WU/OCIP Cd
11/11/14		1	01	2

- Click the **pencil** for *each* grid row and enter the Policy Information
- Click the **check mark** to save your policy information

Once the information has been saved, the following message appears:

**Coverage Notice/Binder information has been successfully saved.**  
**This Coverage Notice/Binder is in the process of being Added, it must be submitted within four days from the initial add date or it will be deleted.**

### Coverage Notice Binder

Policy Number KLEA111114    Policy Effective Date 11/11/14    Carrier Code/Name 99990/NCCI INC  
Primary Name of Insured    FEIN

Policy Edit View    Submit

Header/Summary Info    Names and Addresses    States and Exposures    Endorsements

Policy Keys    Policy Information

Trans Issue Dt	Prior Pol Nbr	Emply Leas Type	Type of Plan	WU/OCIP Cd
11/11/14		1	01	2

Legal Nat of Insrd    Assign Dt

Branch Code

Name of Producer	Street	City	State	Zip Code
NCCI PRODUCTION CO	901 PENINSULA CORP CIR	BOCA RATON	FL	33487

**2015 Data Educational Programs  
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To add a name to the policy:

- ❑ Click the **Names and Addresses** tab
- Note:** The screen defaults to the **Names** tab
- ❑ Click **Add a Name**

This Coverage Notice/Binder is in the process of being Added, it must be submitted within four days from the initial add date or it will be deleted.  
No Name records reported for this Coverage Notice/Binder.

**Coverage Notice Binder**

Policy Number KLEA111114      Policy Effective Date 11/11/14      Carrier Code/Name 99990/NCCI INC  
Primary Name of Insured      FEIN

Policy Edit View

Submit

Names and Addresses    States and Exposures    Endorsements

Names    Addresses    Linking

+ Add a Name

	Name of Insured	Nm Stdz	FEIN	Nm Link ID	Cont Seq Nbr	Nm Link Counter ID	Nm Type Cd	Legal Nat of Entity	PEO/Client Cd
<input type="checkbox"/>									

The following screen appears:

- ❑ Enter insured name information
- ❑ Click the **check mark** to save the name information

Header/Summary Info    Names and Addresses    States and Exposures    Endorsements

Names    Addresses    Linking

	Name of Insured	Nm Stdz	FEIN	Nm Link ID	Cont Seq Nbr	Nm Link Counter ID	Nm Type Cd	Legal Nat of Entity	PEO/Client Cd
<input checked="" type="checkbox"/>	Blue Fountain Valley		159753654	001	001	00	1	10	

Once the name information has been saved, the following message appears:

Coverage Notice/Binder information has been successfully saved.  
This Coverage Notice/Binder is in the process of being Added, it must be submitted within four days from the initial add date or it will be deleted.

Follow the same steps listed above to add additional names. The added names appear on the screen and are highlighted in yellow.

Header/Summary Info    Names and Addresses    States and Exposures    Endorsements

Names    Addresses    Linking

+ Add a Name

	Name of Insured	Nm Stdz	FEIN	Nm Link ID	Cont Seq Nbr	Nm Link Counter ID	Nm Type Cd	Legal Nat of Entity	PEO/Client Cd
<input checked="" type="checkbox"/>	BLUE FOUNTAIN VALLEY	N	159753654	001	001	00	1	10	
<input checked="" type="checkbox"/>	YELLOW LINE ROAD	N	157489578	002	001	00	1	10	

To add a State Unemployment Number to a name:

- ❑ Click the expansion arrow next to the name grid row
- ❑ Click the **State Unemployment Numbers** tab

Header/Summary Info    Names and Addresses    States and Exposures    Endorsements

Names    Addresses    Linking

+ Add a Name

	Name of Insured	Nm Stdz	FEIN	Nm Link ID	Cont Seq Nbr	Nm Link Counter ID	Nm Type Cd	Legal Nat of Entity	PEO/Client Cd
<input checked="" type="checkbox"/>	BLUE FOUNTAIN VALLEY	N	159753654	001	001	00	1	10	
<input checked="" type="checkbox"/>	YELLOW LINE ROAD	N	157489578	002	001	00	1	10	

Edits    Name Details    State Unemployment Numbers

Data Grade	Field Name	Edit Number	Edit Message	Reported Value	Defaulted Value
No Edits Exist.					

The following screen appears:

- ❑ Click **Add New Unemployment Number**

Header/Summary Info | **Names and Addresses** | States and Exposures | Endorsements

Names | Addresses | Linking

Name Insured	Nm Stdz	FEIN	Nm Link ID	Cont Seq Nbr	Nm Link Counter ID	Nm Type Cd	Legal Nat of Entity	PEO/Client Cd
BLUE FOUNTAIN VALLEY	N	159753654	001	001	00	1	10	
YELLOW LINE ROAD	N	157489578	002	001	00	1	10	

Edits | Name Details | **State Unemployment Numbers**

+ Add New Unemployment Number

No Unemployment Number records exist.

The following screen appears:

- ❑ Enter state unemployment information
- ❑ Click the **check mark** to save State Unemployment Number Information

Header/Summary Info | **Names and Addresses** | States and Exposures | Endorsements

Names | Addresses | Linking

Name Insured	Nm Stdz	FEIN	Nm Link ID	Cont Seq Nbr	Nm Link Counter ID	Nm Type Cd	Legal Nat of Entity	PEO/Client Cd
BLUE FOUNTAIN VALLEY	N	159753654	001	001	00	1	10	
YELLOW LINE ROAD	N	157489578	002	001	00	1	10	

Edits | Name Details | **State Unemployment Numbers**

+ Add New Unemployment Number

State Code: RI - 38 | Unemployment Nbr: 254879879513

✓

Unemployment Number records exist.

Once the state unemployment number information has been saved, the following message appears:

**Coverage Notice/Binder information has been successfully saved.**  
 This Coverage Notice/Binder is in the process of being Added, it must be submitted within four days from the initial add date or it will be deleted.

Follow the same steps listed above to add additional state unemployment numbers. The added state unemployment numbers appear on the screen and are highlighted in yellow.

Header/Summary Info | **Names and Addresses** | States and Exposures | Endorsements

Names | Addresses | Linking

Name Insured	Nm Stdz	FEIN	Nm Link ID	Cont Seq Nbr	Nm Link Counter ID	Nm Type Cd	Legal Nat of Entity	PEO/Client Cd
BLUE FOUNTAIN VALLEY	N	159753654	001	001	00	1	10	
YELLOW LINE ROAD	N	157489578	002	001	00	1	10	

Edits | Name Details | **State Unemployment Numbers**

+ Add New Unemployment Number

State Code	Unemployment Nbr
38	254879879513

To add an address to the policy:

- ❑ Click the **Names and Addresses** tab
- ❑ Click the **Addresses** tab
- ❑ Click **Add an Address**

This Coverage Notice/Binder is in the process of being Added, it must be submitted within four days from the initial add date or it will be deleted.

No Address records reported for this Coverage Notice/Binder.

**Coverage Notice Binder**

Policy Number KLEA111114 | Policy Effective Date 11/11/14 | Carrier Code/Name 99990/NCCI INC

Primary Name of Insured: FEIN

Policy Edit View

Submit

Header/Summary Info | **Names and Addresses** | States and Exposures | Endorsements

Names | **Addresses** | Linking

+ Add an Address

Street	City	State	Zip Code	State Code Link	Address Standardization	Name Link Identifier	Name Link Counter Identifier	Address Type Code

**2015 Data Educational Programs  
Policy Data Collection via DCA Access® Online Policy User's Guide**

The following screen appears:

- Enter insured address information
- Click the **check mark** to save Address Information

Street	City	State	Zip Code	State Code Link	Name Link Identifier	Name Link Counter Identifier	Address Type Code	Address Structure Code	Phone Number of Insured	Number of Employees	Industry Code
5 waterview road	providence	RI - 38	15878		001	00	1			5	811192

Once the address information has been saved, the following message appears:

**Coverage Notice/Binder information has been successfully saved.  
This Coverage Notice/Binder is in the process of being Added, it must be submitted within four days from the initial add date or it will be deleted.**

Follow the same steps listed above to add additional addresses. The added addresses appear on the screen and are highlighted in yellow.

Street	City	State	Zip Code	State Code Link	Address Standardization	Name Link Identifier	Name Link Counter Identifier	Address Type Code
5 WATERVIEW ROAD	PROVIDENCE	RI	15878		Y	001	00	1
75 SHADY LANE DRIVE	NEWPORT	RI	58742		N	001	00	2

To add state information:

- Click the **State and Exposures** tab
- Note:** The screen defaults to state information
- Click **Add a State**

**This Coverage Notice/Binder is in the process of being Added, it must be submitted within four days from the initial add date or it will be deleted.  
No State records reported for this Coverage Notice/Binder.**

**Coverage Notice Binder**

Policy Number KLEA111114      Policy Effective Date 11/11/14      Carrier Code/Name 99990/NCCI INC  
Primary Name of Insured      FEIN

Policy Edit View

Submit

State	(State) Carrier Code	Est State Std Prem Tot	Reason St Add Pol
+ Add a State			

Follow the same steps listed above to add additional states. The added state(s) appears on the screen and is highlighted in yellow.

State	(State) Carrier Code	Est State Std Prem Tot	Reason St Add Pol
RI-38	00000	\$51,000	0

To add exposure information:

- ❑ Click the expansion arrow next to the state grid row
- ❑ Click the **Exposures** tab

Data Grade	Field Name	Edit Number	Edit Message	Reported Value	Defaulted Value
No Edits Exist.					

The following screen appears:

- ❑ Click **Add an Exposure**

State	Class Cd	Est Exp
No Exposure records exist for this state.		



The following screen appears:

- ❑ Enter exposure information
- ❑ Click the **check mark** to save exposure information

+ Add a State				
	State	(State) Carrier Code	Est State Std Prem Tot	Reason St Add Pol
	RI-38	00000	\$51,000	0

+ Add an Exposure			
	State	Class Cd	Est Exp
<input checked="" type="checkbox"/>	RI-38	8742	189500

No Exposure records exist for this state.

Once the exposure information has been saved, the following message appears:

Coverage Notice/Binder information has been successfully saved.  
 This Coverage Notice/Binder is in the process of being Added, it must be submitted within four days from the initial add date or it will be deleted.

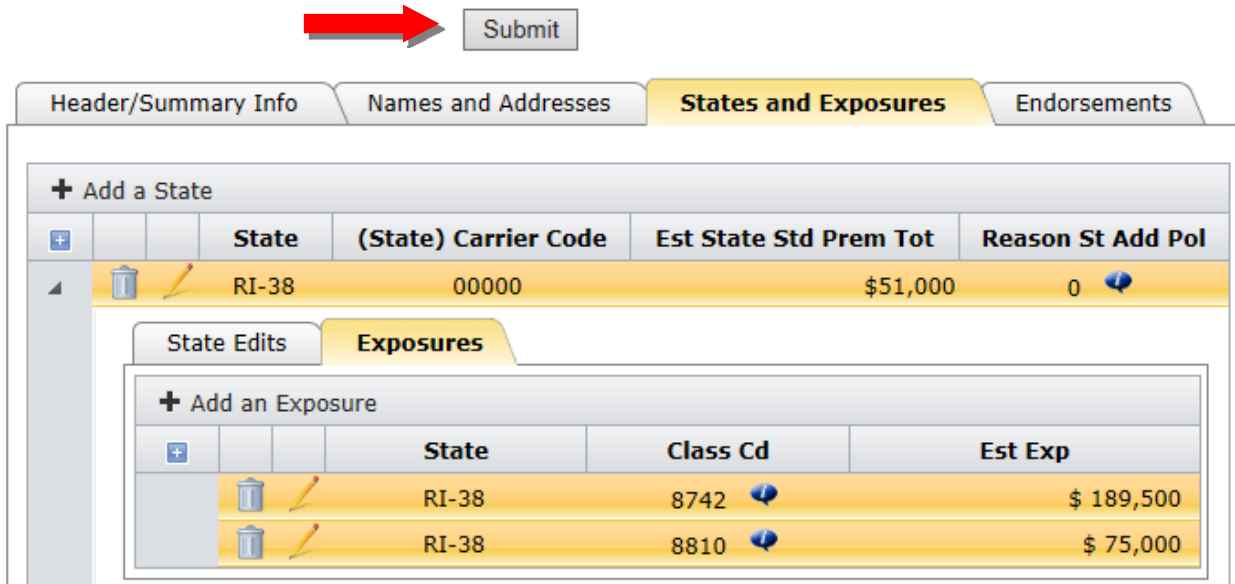
Follow the same steps listed above to add additional exposure records. The added exposure(s) appears on the screen and is highlighted in yellow.

+ Add a State				
	State	(State) Carrier Code	Est State Std Prem Tot	Reason St Add Pol
	RI-38	00000	\$51,000	0

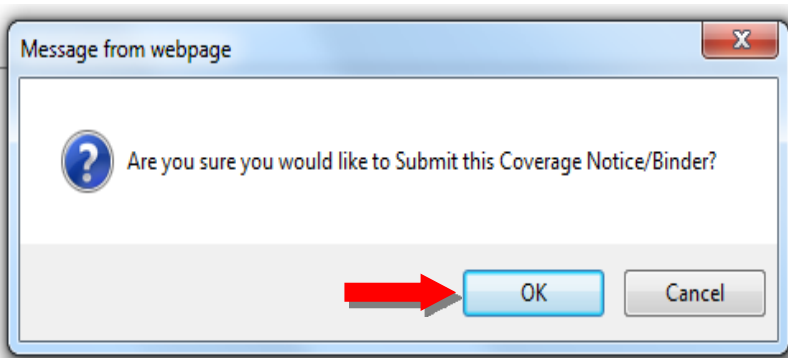
+ Add an Exposure			
	State	Class Cd	Est Exp
	RI-38	8742	\$ 189,500
	RI-38	8810	\$ 75,000

If there are no endorsements to be entered, click the **Submit** button located in the middle of the screen above the Names and Addresses tab:

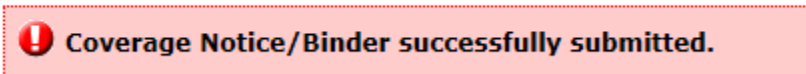


The following message appears asking for confirmation:

- Click **OK**



The following message appears:





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# **Supplemental Information**



## Presenter Biographies

**Bob Vaughan** has worked at NCCI for 16 years. He is the manager of the Data Services Department in NCCI's Data Resources Division. Bob leads the business team that is responsible for data reporting communications and manuals, including rule interpretation and item filings. He is also involved in several trade associations and industry committees, focusing on data reporting.

**Brett Reno** has been with NCCI for nine years and is the senior data analyst for the Proof of Coverage team in Data Collection. His primary responsibility is working with POC jurisdictions to assist with data reporting anomalies. Prior to this role, he was the senior data analyst for the Customer Support Policy Team. Brett started with NCCI as an analyst in the Experience Rating Department.

He is a veteran of the United States Marine Corps and has a bachelor's degree from Flagler College in Florida.

**Kristie England** joined NCCI 14 years ago and is currently in the Data Collection Department of NCCI's Data Resources Division. In her role as a lead data analyst for the Policy Team, she is primarily responsible for policy system enhancements and support. Kristie has held positions at NCCI in Financial Data, Customer Operations, and Data Quality and Compliance.

**Ryan Withey** works in the product development area of NCCI's Data Resources Division and has been with NCCI for 13 years. He is a senior data consultant, responsible for leading the development and production of NCCI's database tools, such as ***Medical Data Collection*** and ***Policy Data Collection*** via ***DCA Access® Online***. He is currently working on NCCI's first mobile application, ***Workers Comp Coverage Verification***.

Ryan holds a bachelor of arts degree in business administration from Florida Atlantic University.