



Policy Data Collection Tool

User's Guide

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What Is Policy Data Collection?

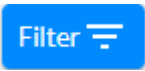

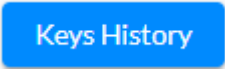




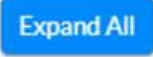
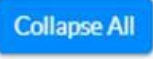






Policy Data Collection is a Web-based tool used to search, view, and update Policy and Proof of Coverage Notice/Binder information.

- ❑ For Policies:
 - Enter new, renewal, and annual rerate policy transactions
 - 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 submissions of all Policy Data
 - 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 a binder to a policy
 - Track errors and rejects
 - Enter Cancellations, Reinstatements, and Nonrenewals
 - Add name and address records
 - Correct unlinked names or unlinked addresses
 - Track the submissions of all Proof of Coverage Notice/Binder data
 - 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 your **Data Transfer via the Internet (DTVI)** mailbox to retrieve and update the company's databases.

Icons

Policy Data Collection uses the following icons:

Icon	Description
	Filter
	Refresh
Download	Download your search results into Microsoft® Excel
	Key Field Change
	Close your screen
	Edit your entry
	Expand arrow for a record—indicates additional information is available
	Collapse arrow for a record—information is being displayed
	Expands all records to display additional information for all records on screen
	Collapses all records displayed to hide additional information for all records on screen.
	Save your entry
	Undoes ALL changes saved but not submitted yet for processing
	Expand arrow from Policy Edit View
	Collapse arrow from Policy Edit View
	Delete a record
	Restore a previously deleted record

Logging in to Policy Data Collection

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

The screenshot shows the NCCI website's login interface. The 'Log In' link in the top navigation bar is highlighted with a green circle. The login form itself has a green arrow labeled '1' pointing to the User ID field and another green arrow labeled '2' pointing to the Log In button. The 'Remember me' checkbox is also checked.

To access the **Policy Data Collection** tool:

- ❑ Select the **Data Reporting** tab (1)
- ❑ Click the **Access Policy Data Collection** task tile (2)

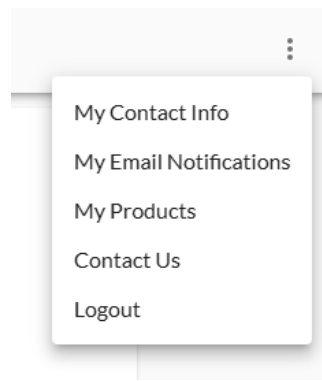


Main Page Features

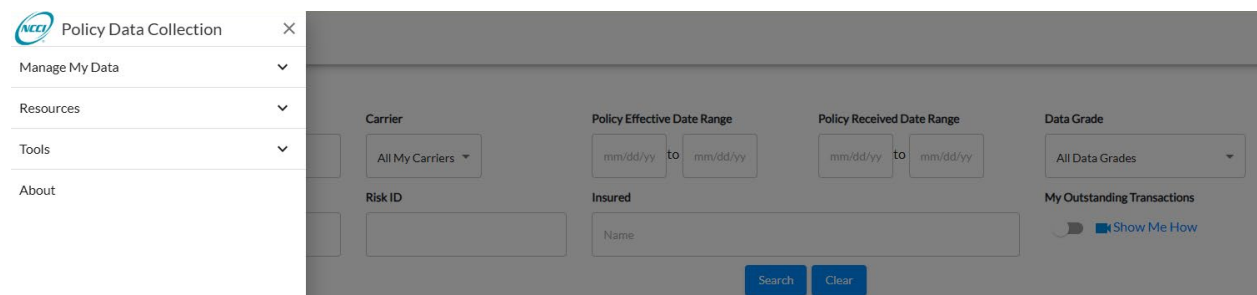
The **Policy Data Collection** tool Search Screen is displayed below.

The screenshot shows the 'Policy Data Collection' search interface. A green arrow labeled '2' points to the menu icon (three horizontal lines) in the top left corner. Another green arrow labeled '1' points to the user profile icon (three vertical dots) in the top right corner. The search form includes fields for Policy Number, Carrier (dropdown), Policy Effective Date Range (mm/dd/yy to mm/dd/yy), Policy Received Date Range (mm/dd/yy to mm/dd/yy), Data Grade (dropdown), FEIN, Risk ID, and Insured Name. There are 'Search' and 'Clear' buttons at the bottom. On the right, there are 'My Out' links: 'Show me how' and 'Show Me How'.

- ❑ Clicking **My Profile** displays your **ncci.com** navigation options (1)




- ❑ The **Policy Data Collection Resources and Links** icon allows you to access helpful links and resources to help you with your work (2)
- ❑ Click the menu icon to expand the section and see your links (3)




Manage My Data

The **Manage My Data** tab offers the following options:


- ☐ Search Policies—Search, view, and modify Policy Data
 - 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, exposures, endorsements) (update capability required)
 - Cancel, reinstate, or nonrenew policies
- ☐ Add a POC Notice—Enter and submit new Proof of Coverage Notice/Binders
- ☐ Add a Policy—Enter and submit new policies
- ☐ File Tracking—View and track your Policy Data
- ☐ Policy Pre-Edit—Provides information on our **Policy Pre-Edit Service** and how to use it
- ☐ Data Reports—Access and view NCCI-Generated Reports and create your own custom reports
- ☐ Extract Data—Generate and request your own custom Policy Data Extract

 Policy Data Collection	×
Manage My Data	^
Search Policies	
Add a POC Notice	
Add a Policy	
File Tracking	
Policy Pre-Edit	
Data Reports	
Extract Data	

The **Resources** option contains helpful reporting resources specific to Policy Data.

 Policy Data Collection	×
Manage My Data	▼
Resources	^
Policy Edit Matrix	
Policy and POC Reporting Guidebook	
Proof of Coverage State Guide	
Policy and POC Learning Center	
Policy Circulars	
WCIO	

The **Tools** option provides easy access to other NCCI data reporting tools:

 Policy Data Collection	×
Manage My Data	▼
Resources	▼
Tools	▲
Carrier Information	
Class Look-Up	
Data Manager Dashboard	
Data Transfer via the Internet	
DCI Data Collection	
Financial Data Collection	
Indemnity Data Collection	
Medical Data Collection	
Pool Financial Data Collection	
Take Out Credit	
Unit Data Collection	

- ❑ Carrier Information—Allows you to view your carrier information by group, branch, contact, and history.
- ❑ **Class Look-Up**—Allows you to look up class codes and descriptions.
- ❑ **Data Manager Dashboard**—Provides you with information most pertinent to your management function as it relates to reporting data to NCCI. This tool is a single source of information that enables you to monitor the timeliness and quality of your data reporting.
- ❑ **Data Transfer via the Internet**—Allows you to report data electronically. It also allows you to receive your error and submission reports and data files from NCCI.
- ❑ **DCI Data Collection**—Allows you to view, enter, and update your company's Detailed Claim Information (DCI) data.
- ❑ **Financial Data Collection**—Assists you in reporting your Financial Call data in compliance with NCCI's **Financial Call Reporting Guidebook**.
- ❑ **Indemnity Data Collection**—Allows you to view the results of Indemnity Call data submissions reported to NCCI.
- ❑ **Medical Data Collection**—Allows you to view the results of Medical Call data submissions reported to NCCI.
- ❑ **Pool Financial Data Collection**—Allows servicing carriers of the NCCI-managed Pools to view, enter, validate, and submit your company's residual market data.
- ❑ **Take-Out Credit** application—View, accept, decline, add, or modify your take-out credits (if you write in the assigned risk market).
- ❑ **Unit Data Collection**—Allows you to view, submit, and correct your company's Unit Statistical data and update your Unit Report Control (URC) statuses.

Policy Data Collection Tool Functionality

Policy Search Screen

The Policy Search Screen allows you to search and view Policy and Proof of Coverage Notice/Binder information.

The screenshot shows the 'Search Policies' interface. It includes input fields for Policy Number, FEIN, Carrier (a dropdown menu), Risk ID, Policy Effective Date Range (mm/dd/yy to mm/dd/yy), Policy Received Date Range (mm/dd/yy to mm/dd/yy), Data Grade (a dropdown menu), and Insured Name. There are 'Search' and 'Clear' buttons at the bottom right. A 'My Outstanding Transactions' toggle and a 'Show Me How' link are also present.

- ❑ You may search by Policy Number, FEIN, Risk ID, Insured Name, and Policy Effective Date Range as well as by Received 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.
- ❑ 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.

This screenshot shows the 'Data Grade' dropdown menu expanded. The options listed are: All Data Grades, Edit Conditions (2,3,4,6,7), All Reject Conditions (8 and 9), 0 - Error Free, 2 - Suspect, 3 - Default, 4 - Priority, 6 - POC, 7 - IPOC Critical, 8 - Reject Records, and 9 - Reject Transactions. A green arrow points to the dropdown menu, and another green arrow points to the 'All Reject Conditions (8 and 9)' option.

- ❑ If you select All Reject Conditions (8 and 9) you can further filter your search results by transaction Type.

This screenshot shows the 'Data Grade' dropdown set to 'All Reject Conditions (8 and 9)'. The 'Transaction Code' dropdown is open, showing a list of transaction types: All Transaction Types, 01 - New, 02 - Renewal, 03 - Endorsement, 04 - Annual Rerate, 05 - Cancellation/Reinstatement/NonRenewal, 06 - Key Field Change, 08 - Rating Change, 10 - Non-Rating Change, 14 - Miscellaneous/Non Key Field Change, 15 - Add/Delete State, 16 - POC Notice, and 17 - NonCompliance/Compliance.

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- ❑ To search for nonrejected policies (Data Grades 0, 2, 3, 4, 6, and 7), select either Edit Conditions (Data Grades 0, 2, 3, 4, 6, 7) or the individual nonreject data grade (Data Grades 0, 2, 3, 4, 6, or 7) from the Policy Data Grade drop-down box.

Policy Data Collection

Search Policies

Policy Number:

Carrier: All My Carriers

Policy Effective Date Range: mm/dd/yy to mm/dd/yy

Policy Received Date Range: mm/dd/yy to mm/dd/yy

Data Grade: All Data Grades

FEIN:

Risk ID:

Insured: Name

Search Clear

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

Enter date range search criteria.

- ❑ Click **Search**.

Policy Data Collection

Search Policies

Policy Number:

Carrier: All My Carriers

Policy Effective Date Range: 01/01/25 to 01/01/26

Policy Received Date Range: mm/dd/yy to mm/dd/yy

Data Grade: All Data Grades

FEIN:

Risk ID:

Insured: Name

Search Clear

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

Policy Data Collection

Search Policies

Policy Number:

Carrier: All My Carriers

Policy Effective Date Range: 01/01/25 to 01/01/26

Policy Received Date Range: mm/dd/yy to mm/dd/yy

Data Grade: All Data Grades

FEIN:

Risk ID:

Insured: Name

Search Clear

Access Records Filter 3 of 3 Item(s)

Data Grade	State POC Edits	Policy Number	Insured	Carrier	Pol Eff	Pol Rcvd	Status
2	N	DNPPOLO01	DNP INSURED ONE	16962	01/01/25	12/06/24	ACTIVE
	POC Notice	Plan Type	NonCompliance/Compliance	FEIN			
	N	V		854325888			
0	N	DNPPOCO01	DNP INSURED FIVE	40743	01/01/25	12/10/24	ACTIVE
	POC Notice	Plan Type	NonCompliance/Compliance	FEIN			
	Y	V		946519845			

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

! The search request you have entered requires an additional field to complete your search

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Sort

- ❑ You can click each of the column titles that have an underline to sort by that field. Clicking once sorts ascending and clicking the same title again sorts descending.

Access Records	Filter	3 of 3 item(s)							
	Data Grade	State POC Edits	Policy Number	Insured	Carrier	Pol Eff	Pol Rcvd	Status	
	7	N	DNPPOL001	DNP INSURED ONE	16962	01/01/25	12/06/24	ACTIVE	
		POC Notice	Plan Type	NonCompliance/Compliance	FEIN				
		N	V		854325888				
	Data Grade	State POC Edits	Policy Number	Insured	Carrier	Pol Eff	Pol Rcvd	Status	
	0	N	DNPPOL001	DNP INSURED FIVE	40743	01/01/25	12/10/24	ACTIVE	
		POC Notice	Plan Type	NonCompliance/Compliance	FEIN				
		Y	V		946519845				

Filter

- ❑ You can filter by each of the columns displayed. First click on the **filter icon** in the top-left of your search results review screen.

Access Records	Filter	3 of 3 item(s)							
	Data Grade	State POC Edits	Policy Number	Insured	Carrier	Pol Eff	Pol Rcvd	Status	
	7	N	DNPPOL001	DNP INSURED ONE	16962	01/01/25	12/06/24	ACTIVE	
		POC Notice	Plan Type	NonCompliance/Compliance	FEIN				
		N	V		854325888				
	Data Grade	State POC Edits	Policy Number	Insured	Carrier	Pol Eff	Pol Rcvd	Status	
	0	N	DNPPOL001	DNP INSURED FIVE	40743	01/01/25	12/10/24	ACTIVE	
		POC Notice	Plan Type	NonCompliance/Compliance	FEIN				
		Y	V		946519845				

- ❑ Once you click filter, the menu will open on the left side of your screen, which will allow you to select the Column Name to filter, how to filter, and what you are filtering for.

Filter By

Column Name

Filter

Filter Text

Column Name

Filter

Filter Text

Apply Clear

Carrier	Policy Effective Date Range	Policy Received Date Range	Data Grade
All My Carriers	01/01/25 to 01/01/26	mm/dd/yy to mm/dd/yy	All Data Grades
Risk ID	Insured	My Outstanding Transactions	
	Name	Show Me How	
Search Clear			
Edits	Policy Number	Insured	Carrier
	DNPPOL001	DNP INSURED ONE	16962
	Plan Type	NonCompliance/Compliance	FEIN
	V		854325888

Note: You can enter **two** filtering criteria in order to further filter your results.

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

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- ❑ If your search contains more than 500 results, click the **Load more** button to load additional results and a message will be displayed in the top-right corner of the screen.

The screenshot shows the 'Policy Data Collection' tool interface. At the top, there is a notification bar that reads: 'More than 500 records exist that match your search criteria. A maximum of 500 records has been retrieved for display.' Below this, the 'Search Policies' section contains several input fields: 'Policy Number', 'Carrier' (a dropdown menu set to 'All My Carriers'), 'Policy Effective Date Range' (with date pickers for '01/01/22' to '01/01/23'), 'Policy Received Date Range' (with date pickers for 'mm/dd/yy' to 'mm/dd/yy'), 'Data Grade' (a dropdown menu set to 'All Data Grades'), 'FEIN', 'Risk ID', and 'Insured' (a text field with a placeholder 'Name'). There are 'Search' and 'Clear' buttons at the bottom of the search section. Below the search section, there is a status bar that says 'Access Records' followed by a 'Filter' button, '20 of 500 Item(s)', and a 'Load more' button. A small 'C' icon is in the bottom right corner.

- ❑ If there are no results for the selected criteria, the following screen appears with a message “No results found for search criteria”:

This screenshot shows the same 'Policy Data Collection' tool interface as the previous one, but with a message at the bottom: 'No results found for search criteria'. This message is highlighted with a green rectangular box. The rest of the interface, including the search fields and buttons, remains the same.

My Outstanding Transactions

The **My Outstanding Transactions** option provides a view of your processing status for transactions that rejected, were saved but not submitted, or were submitted for processing but have not finished processing. The *Show me how* video link contains additional information about My Outstanding Transactions.

From the **Policy Data Collection** main page:

- Click the **My Outstanding Transactions** button.

The screenshot shows the 'Policy Data Collection' main page. At the top, there is a navigation bar with the NCCI logo and the text 'Policy Data Collection'. Below this is a 'Search Policies' section with various filters: Policy Number, Carrier (All My Carriers), Policy Effective Date Range, Policy Received Date Range, Data Grade (All Data Grades), FEIN, Risk ID, and Insured. The 'My Outstanding Transactions' button is circled in green, along with a 'Show Me How' link.

The following search results screen displays all your outstanding transactions.

Access Records

Filter

3 of 3 item(s)

Show me how

Data Grade

0

State POC Edits

N

Policy Number

DNPPPOC001

Insured

DNP INSURED FIVE

Carrier

40743

Pol Eff

01/01/25

Pol Rcvd

12/10/24

Status

CHG

Delete

POC Notice

Y

Plan Type

V

NonCompliance/Compliance

FEIN

946519845

Trans Code

16

Days Remaining

4

Data Grade

0

State POC Edits

N

Policy Number

DNPPPOL003

Insured

Carrier

40743

Pol Eff

01/01/25

Pol Rcvd

Status

REJECT

Delete

☐

POC Notice

N

Plan Type

V

NonCompliance/Compliance

FEIN

Trans Code

01

Days Remaining

90

Data Grade

0

State POC Edits

N

Policy Number

DNPPPOL002

Insured

Carrier

45856

Pol Eff

01/01/25

Pol Rcvd

Status

ADD

Delete

☒

POC Notice

N

Plan Type

NonCompliance/Compliance

FEIN

Trans Code

01

Days Remaining

4

Key Features:

- Status:** shows the status of the record displayed.
 - ACTIVE:** Policy is active and, on the database
 - CHG:** Changes have been saved but not submitted
 - PND:** Submitted transactions are **pending** processing completion
 - ADD:** Policy or POC Notice are in the process of being added but have not been submitted
 - REJECT:** Transaction was rejected due to data grade edit(s)
- Days Remaining:** Tells you how many days the new policy, new binder, saved changes or rejected transactions will remain on the database before being purged.
- Delete box:** To delete a record and start over click the delete box then click the delete button.

If you have no outstanding transactions, you will see a message stating, "No results found for search criteria."

Policy Data Grade

To view all of the errors associated with a particular policy, click the number under Data Grade.

Access Records

Filter

4 of 4 item(s)

Data Grade	State POC Edits	Policy Number	Insured	Carrier	Pol Eff	Pol Rcvd	Status
7	N	DNPPOL001	DNP INSURED ONE	16962	01/01/25	12/06/24	ACTIVE
	POC Notice	Plan Type	NonCompliance/Compliance	FEIN			
	N	V		854325888			

A box titled **Policy Edits** appears, with all applicable policy edits listed in it.

- ❑ 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.

Policy Edits

Data Grade	Record Type	Field Name	Edit Nbr	Edit Message	Reported Value	Defaulted Value
7	03	NAME LINK IDENTIFIER	0126-05	ADDRESS NOT LINKED TO A NAME	004	
4	04	TYPE OF NONSTANDARD ID CODE	0135-01	FIELD IS MISSING OR INVALID	02	

- ❑ Click on the **blue menu icon** to see a list of the records for each search result. Click one of these links to bring you to that screen.

Access Records

Filter

4 of 4 item(s)

Access Records

Filter

4 of 4 item(s)

Header

Names

Addresses

States

Exposures

Endorsements

Canc/Reinst/NonRenew

Noncompliance/Compliance

History

Data Grade	State POC Edits	Policy Number	Insured	Carrier	Pol Eff	Pol Rcvd	Status
	N	DNPPOL001	DNP INSURED ONE	16962	01/01/25	12/06/24	ACTIVE
	POC Notice	Plan Type	NonCompliance/Compliance	FEIN			
	N	V		854325888			
Grade	State POC Edits	Policy Number	Insured	Carrier	Pol Eff	Pol Rcvd	Status
	N	DNPPOL001	DNP INSURED FIVE	40743	01/01/25	12/10/24	ACTIVE
	POC Notice	Plan Type	NonCompliance/Compliance	FEIN			
	Y	V		946519845			

Note: The **blue menu icon** 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.

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** under the **Data 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** Search Screen:

- ❑ Input the policy number
- ❑ Click the drop-down menu for Policy **Data Grade** and select **9-Reject Transactions**
- ❑ Click **Search**

Search Policies

Policy Number:

Carrier:

Policy Effective Date Range: to

Policy Received Date Range: to

Data Grade:

Transaction Code:

FEIN:

Risk ID:

Insured:

My Outstanding Transactions: ☐ Show Me How

After performing the search, the following screen appears:

Search Policies

Policy Number:

Carrier:

Policy Effective Date Range: to

Policy Received Date Range: to

Data Grade:

FEIN:

Risk ID:

Insured:

My Outstanding Transactions: ☐ Show Me How

Access Records 4 of 4 item(s)

	Data Grade	State POC Edits	Policy Number	Insured	Carrier	Pol Eff	Pol Rcvd	Status	Delete
<input type="checkbox"/>	7	N	DNPPOL001	DNP INSURED ONE	16962	01/01/25	12/06/24	ACTIVE	
		POC Notice	Plan Type	NonCompliance/Compliance	FEIN				
		N	V		854325888				
<input type="checkbox"/>	0	N	DNPPOL001	DNP INSURED FIVE	40743	01/01/25	12/10/24	ACTIVE	
		POC Notice	Plan Type	NonCompliance/Compliance	FEIN				
		Y	V		946519845				
<input type="checkbox"/>	9	N	DNPPOL003	Insured	40743	01/01/25		REJECT	<input type="checkbox"/>
		POC Notice	Plan Type	NonCompliance/Compliance	FEIN	Trans Code	Days Remaining		
		N	V			01	90		

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To view the errors associated with this policy, click the Data Grade number links in each row. There are two rows in this example:

Search Policies

Policy Number: Carrier: All My Carriers Policy Effective Date Range: 01/01/25 to mm/dd/yy Policy Received Date Range: mm/dd/yy to mm/dd/yy Data Grade: All Reject Conditions (8 and 9) Transaction Code: All Transaction Types

FEIN: Risk ID: Insured: My Outstanding Transactions: ☐ Show Me How

Search Clear

Access Records Filter 2 of 2 item(s)

	Data Grade	State POC Edits	Policy Number	Insured	Carrier	Pol Eff	Pol Rcvd	Status	Delete
	9	N	DNPPOC001	DNP INSURED FIVE	40743	01/01/25		REJECT	<input type="checkbox"/>
	2	Y		NonComplce/Cmplce	FEIN 946519845	Trans Code 16	Days Remaining 90		
	2	N	DNPPOC003	Insured	40743	01/01/25		REJECT	<input type="checkbox"/>
		N		NonComplce/Cmplce	FEIN	Trans Code 01	Days Remaining 90		

Note: This information matches the information on your Policy Reject and Error Report

The following screen opens:

To correct the error, click the Record Type link 01.

Policy Edits

Data Grade	Record Type	Field Name	Edit Nbr	Edit Message	Reported Value	Defaulted Value
9	02	FEIN	0084-02	FIELD IS MISSING, NOT NUMERIC OR INVALID		000000000

The tool takes you directly to the record in error.

Click the pencil icon to edit the data

Policy Number: DNPPOC001 Policy Effective: 01/01/25 Policy Expiration: 01/01/26 Carrier: 40743 - NCCI TRAINING INSURANCE COMPANY

Insured: DNP INSURED FIVE FEIN: 946519845 Status: REJECT Carrier Group: 45856 - NCCI TRAINING COMPANY

Return to Search

View All Edits

Submit

Header Names Addresses States Exposures Endorsements

Add Name

	Data Grade	Insured	FEIN	Name Link ID	Cont Seq Nbr	Name Link Counter ID	Unemployment Seq Nbr
	2	DNP SIX		002	001	00	01

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The following screen appears:

- ❑ Update/add information as necessary (Add the Total Estd Std Prem)
- ❑ Click **Save**

Edit Name Information ×

Review Edit(s)

Data Grade	Field Name	Edit Nbr	Edit Message	Reported Value	Defaulted Value
9	FEIN	0084-02	FIELD IS MISSING, NOT NUMERIC OR INVALID		000000000

Insured	Name Stdzn	FEIN	Name Link ID	Cont Seq Nbr
DNP SIX		946519845	002	001
Name Link Counter ID	Name Type Code	Legal Nat of Entity	PEO/Client Code	
00	2 - COMMERCIAL NAME	03 - CORPORATION		

Unemployment Seq Nbr

Add State Code Unemployment Nbr

Save Link to New Address Link to Existing Address

- ❑ Ensure that all corrections have been made before submitting. If no other changes need to be made to this rejected transaction, click **Submit**.

Policy Data Collection Changes were saved but not submitted for record(s) on this Policy or POC Notice.

POC Notice

Policy Number DNPP0C001	Policy Effective 01/01/25	Policy Expiration 01/01/26	Carrier 40743 - NCCI TRAINING INSURANCE COMPANY
Insured DNP INSURED FIVE Return to Search	FEIN 946519845	Status REJECT	Carrier Group 45856 - NCCI TRAINING COMPANY

[View All Edits](#)

Submit

Header Names Addresses States Exposures Endorsements

Add Name **Expand All**

Data Grade	Insured	FEIN	Name Link ID	Cont Seq Nbr	Name Link Counter ID	Unemployment Seq Nbr
0	DNP SIX	946519845	002	001	00	01

The following message appears asking for confirmation:

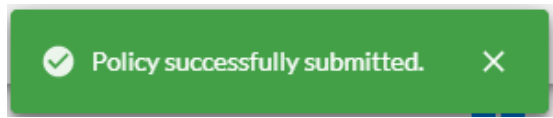
- ❑ Click **OK**

Submit Confirmation ×

Are you sure you would like to Submit this Policy?

OK

The following message appears:



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, 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**. 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—PRODUCTION (August 2, 2024, Release)

Record Type	Edit Number	Data Grade	Data Field	Edit Message	Edit Description	Transaction Code	Change Effective Date/Changes
00	0159-06	9	Transaction Code	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	02/25/2010—Adjusted the name of the data field. 10/31/2000—Edit added.
00	0159-07	9	Transaction Code	CORRESPONDING POLICY NOT FOUND ON THE DATABASE	The Transaction Code is 06 (Policy Replacement due to Key Field Change) and the Original Policy Number, Original Carrier Code, and Original Policy Effective Date in the Header Record (Record Type 01) do not exist on NCCI's database or were not submitted within the same submission via an accepted 01, 02, or 04 transaction.	06	02/25/2010—Adjusted the name of the data field. 04/01/2001—Edit added.
Z1	0159-08	9	Transaction Code	CORRESPONDING POLICY NOT FOUND WITHIN SUBMISSION OR ON DATABASE	The policy (Policy Number, Carrier Code, and Policy Eff Dt in the link data) for the submitted Noncompliance/Compliance type of transaction is not on NCCI's database and the policy is not within the same file.	17	05/03/2004—Edit added for compliance/noncompliance transactions.
00	0159-09	9	Transaction Code	COVERAGE NOTICE BINDER NOT ALLOWED AFTER FULL POLICY IS ON DATABASE	A Coverage Notice Binder has been submitted when a full policy is already on NCCI's database.	16	03/11/2014—Edit added to ensure Transaction Code 16 [Coverage Notice Binder] cannot be added when a full policy transaction is already on the database.
00	0159-11	9	Transaction Code	TRANSACTION NOT ALLOWED AFTER LATEST TRANSACTION IS A COVERAGE NOTICE BINDER	The Transaction Type Code must be 01, 02, 03, 04, 05, or 15—establishing only, when the latest transaction is a Coverage Notice Binder.	06, 08, 10, 14, 15, 16, 17	03/11/2014—Edit added related to Coverage Notice Binder.
00	0159-12	9	Transaction Code	INCOMPLETE TRANSACTION REMAINS AFTER EDITING	Due to individual record editing on the transaction, an incomplete set of records remains to accept the transaction.	01, 02, 04, 05, 06, 08, 10, 14, 15, 16, 17	01/07/2016—Edit added. 01/01/2016—Removed reference to hard copy under Transaction Code.

For example, the Policy Edit Matrix describes Edit Number 0159-06, 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.”



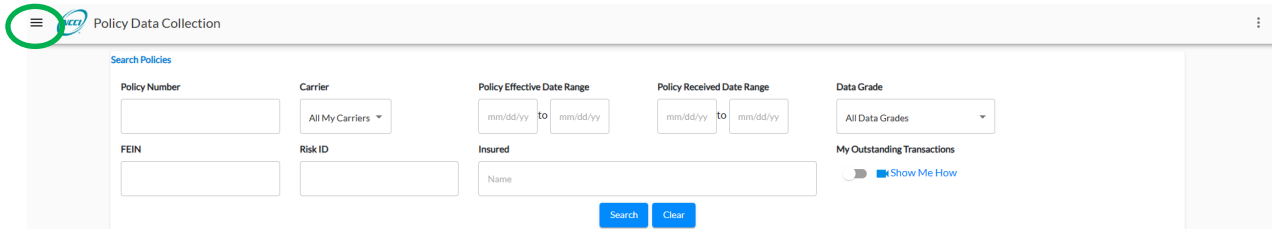
POLICY EDIT MATRIX—PRODUCTION (August 2, 2024, Release)

Record Type	Edit Number	Data Grade	Data Field	Edit Message	Edit Description	Transaction Code	Change Effective Date/Changes
00	0159-06	9	Transaction Code	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	02/25/2010—Adjusted the name of the data field. 10/31/2000—Edit added.

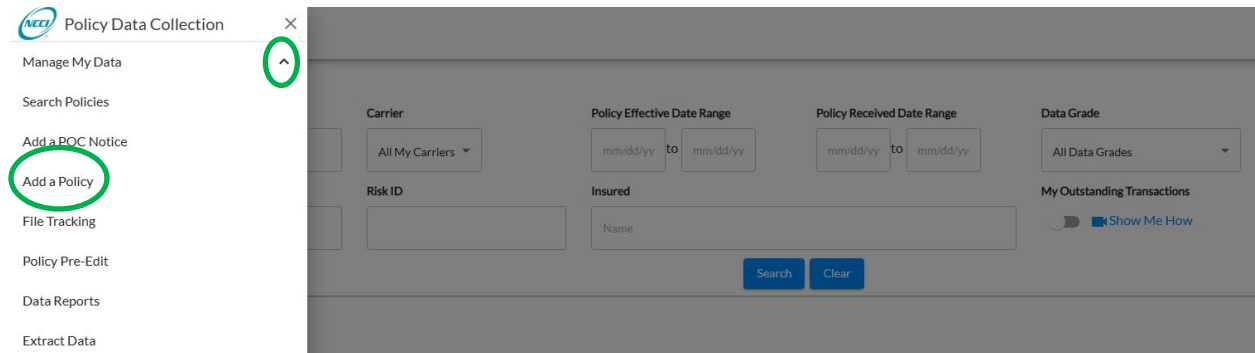
Add a New Policy

Policy Data Collection 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**:

- ❑ Click on the **menu icon** in the top-left corner.

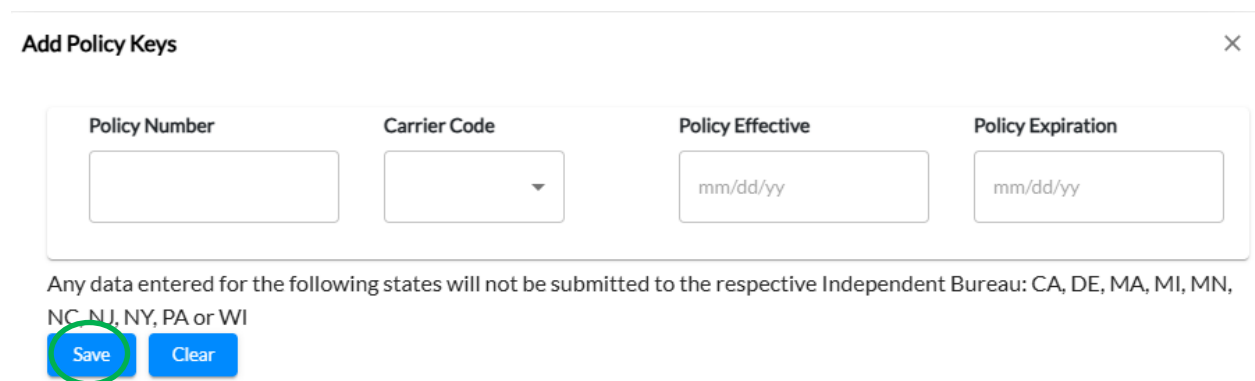


- ❑ From the menu, click the arrow next to **Manage My Data**, then select **Add a Policy**.



The following screen appears:

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





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

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.


Policy Data Collection Tool User's Guide

The following screen appears:

- Click the **blue pencil icon** to add the Header Record


 Policy Data Collection

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. X

 Policy Number DNPPOL004 Insured Return to Search	Policy Effective 01/01/25 FEIN	Policy Expiration 01/01/26 Status ADD	Carrier 40743 - NCCI TRAINING INDEMNITY COMPANY Carrier Group 45856 - NCCI TRAINING COMPANY	Show Me How - Update Keys
--	--	--	--	---

View All Edits

Submit

 Header


Names

Addresses

States

Exposures

Endorsements

 Data Grade: 0

Indicators

Trans Code 01 - NEW	Pol Term	Type of Cov Code	Type of Plan	Empl Leas Type
WU/OCIP Code	Legal Nat of Insrd	Exper Rtg Code	Retro Rtg Code	Multi State Pol

Details

Trans Issue Dt 12/11/24	Prior Pol Nbr	Min Prem St	Min Prem Amt	Tot Estd Std Prem	Risk ID
A/R Binder Nbr	Assignment Dt	A/R Governing St	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

- Enter the policy information on the next screen (below)
- Click **Save**

Edit Header Information X

Save

Indicators

Trans Code 01 - NEW	Pol Term 1 - STANDARD ONE-YE	Type of Cov Code 01 - STANDARD WORK	Type of Plan 01 - VOLUNTARY POLK	Empl Leas Type 1 - NON-EMPLOYEE LE	
WU/OCIP Code 2 - NON-WRAP-UP POL	Legal Nat of Insrd 03 - CORPORATION	Exper Rtg Code 1 - INTERSTATE RATED	Retro Rtg Code 3 - NOT RETROSPECTIV	Pol Chng Eff Dt mm/dd/yy	Pol Chng Expir Dt mm/dd/yy

Details

Trans Issue Dt 12/11/24	Prior Pol Nbr	Min Prem St FL - 09	Min Prem Amt 2000	Total Estd Std Prem 2000	
A/R Binder Nbr	Assignment Dt mm/dd/yy	A/R Governing St	EL Lim Amt-Bod Inj by Acc-Each Acc 100	EL Lim Amt-Bod Inj by Disease-Pol Lmt 100	EL Lim Amt-Bod Inj by Disease-Each Empl 100

Carrier Issuing Office

Branch Code
000-901 PENINSULA CORPORATE CIR--BOCA RATON-FL-334871339

Producer Information

Name
DNP PRODUCER

Address
901 PENINSULA CORPORATE CIR

City
BOCA RATON

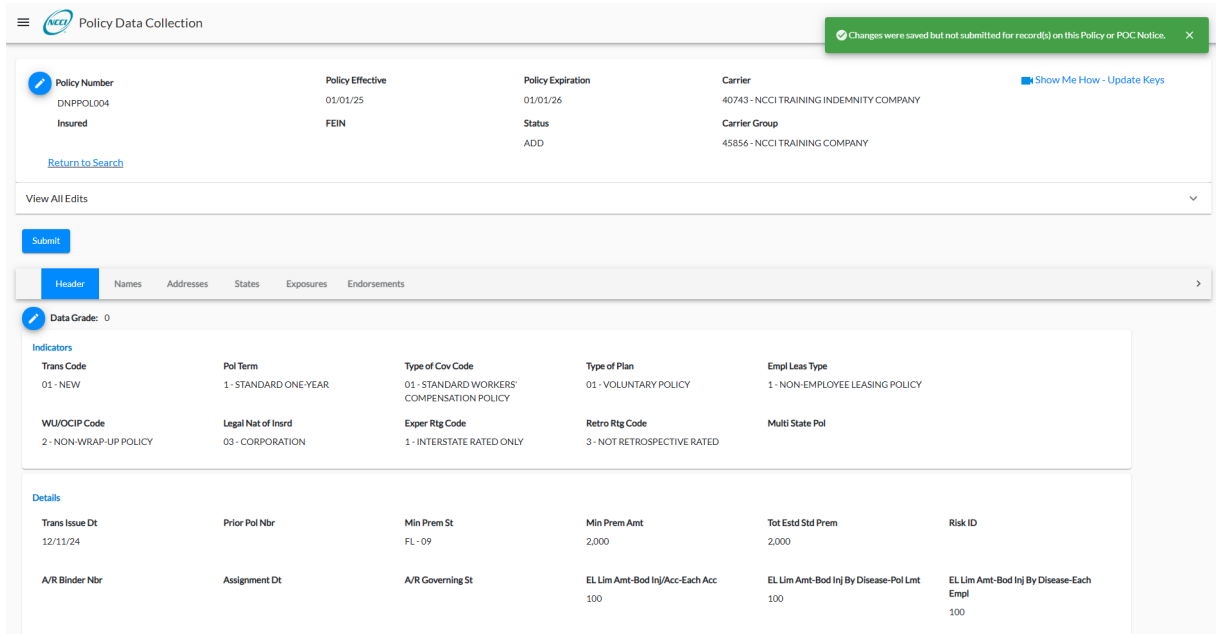
State
FL - 09

Zip Code
334871339

Save

Policy Data Collection Tool User's Guide

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



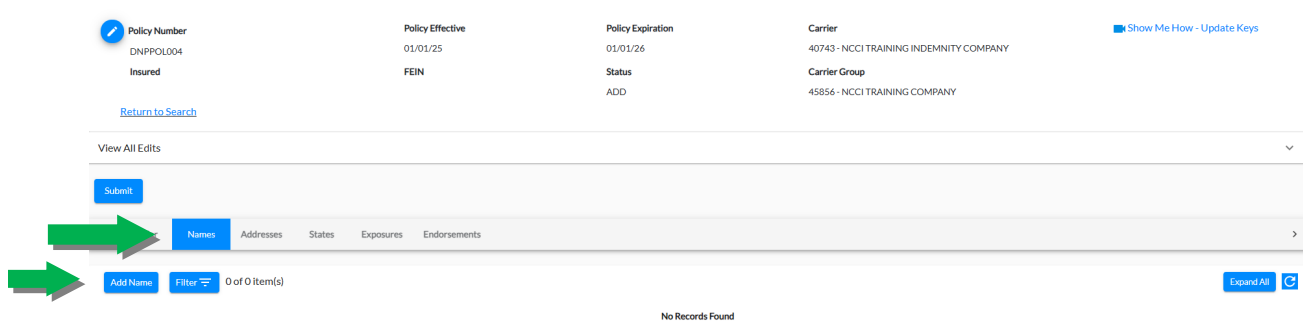
The screenshot shows the 'Policy Data Collection' interface. At the top, a green notification bar states: 'Changes were saved but not submitted for record(s) on this Policy or POC Notice.' A green arrow points to this bar. Below the notification, the policy details are displayed in a table:

Policy Number	Policy Effective	Policy Expiration	Carrier
DNPPOL004	01/01/25	01/01/26	40743 - NCCI TRAINING INDEMNITY COMPANY
Insured	FEIN	Status	Carrier Group
		ADD	45856 - NCCI TRAINING COMPANY

Below the table, there is a 'Return to Search' link and a 'View All Edits' dropdown. A 'Submit' button is also visible. The 'Header' tab is selected in the navigation bar. Below the header, the 'Data Grade' is 0. The 'Indicators' section shows details for Trans Code, Pol Term, Type of Cov Code, Type of Plan, and Empl Leas Type. The 'Details' section shows details for Trans Issue Dt, Prior Pol Nbr, Min Prem St, Min Prem Amt, Tot Estd Std Prem, Risk ID, A/R Blinder Nbr, Assignment Dt, A/R Governing St, EL Lim Amt-Bod Inj/Acc-Each Acc, EL Lim Amt-Bod Inj By Disease-Pol Lmt, and EL Lim Amt-Bod Inj By Disease-Each Empl.

To add a name to the policy:

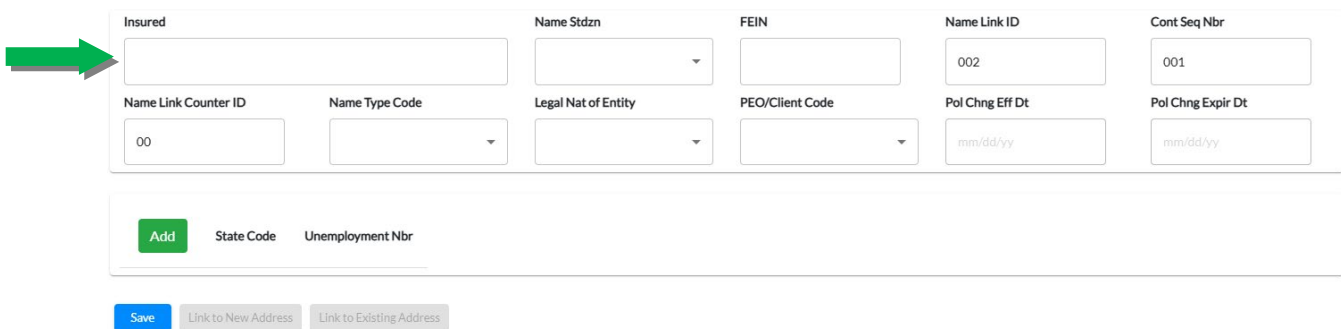
- ❑ Click the **Names** tab
- ❑ Click **Add a Name**



The screenshot shows the 'Policy Data Collection' interface with the 'Names' tab selected. A green arrow points to the 'Names' tab. Below the tab, there is an 'Add Name' button and a 'Filter' dropdown. The 'Add Name' button is highlighted with a green arrow. The 'Filter' dropdown is set to '0 of 0 Item(s)'. Below the 'Add Name' button, there is a 'No Records Found' message.

The following screen appears:

- ❑ Enter insured name information



The screenshot shows the 'Insured' form. A green arrow points to the 'Insured' field. The form contains the following fields:

Insured	Name Stdzn	FEIN	Name Link ID	Cont Seq Nbr
			002	001
Name Link Counter ID	Name Type Code	Legal Nat of Entity	PEO/Client Code	Pol Chng Eff Dt
00				mm/dd/yy
Pol Chng Expir Dt				
mm/dd/yy				

Below the form, there is an 'Add' button and a 'State Code' field. Below the 'Add' button, there is a 'Save' button and two links: 'Link to New Address' and 'Link to Existing Address'.

Note: The Unemployment Number is not required for all states and does not need to be reported on every name record. Refer to the **POC State Guide** to find what states require the field.

Policy Data Collection Tool User's Guide

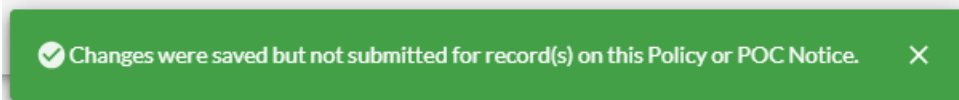
❑ Click **Save**

Insured DNP Insured Two	Name Stdzn ▼	FEIN 945687415	Name Link ID 002	Cont Seq Nbr 001	
Name Link Counter ID 00	Name Type Code 2 - COMMERCIAL NAME ▼	Legal Nat of Entity 03 - CORPORATION ▼	PEO/Client Code ▼	Pol Chng Eff Dt mm/dd/yy	Pol Chng Expir Dt mm/dd/yy
<div><div>Add</div>State CodeUnemployment Nbr</div>					

Save

Link to New AddressLink to Existing Address

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



Follow the same steps listed above to add additional names. The added names appear on the screen and are highlighted as seen below.

Header	Names	Addresses	States	Exposures	Endorsements	
<div><div>Add Name</div><div>Filter</div><div>2 of 2 Item(s)</div><div>Expand All</div><div></div></div>						
<div><div></div><div></div></div>	Data Grade	Insured	FEIN	Name Link ID	Cont Seq Nbr	Name Link Counter ID
	0	DNP INSURED ONE	946519845	001	001	00
<div><div></div><div></div></div>	Data Grade	Insured	FEIN	Name Link ID	Cont Seq Nbr	Name Link Counter ID
	0	DNP INSURED TWO	945687415	002	001	00

To add a State Unemployment Number to a name:

❑ Click the **pencil icon** next to the Name Record

Header

Names

Addresses

States

Exposures

Endorsements

Add Name

Filter

2 of 2 Item(s)

Expand All

<div><div></div><div></div></div>	<div>Data Grade</div> <div>0</div>	<div>Insured</div> <div>DNP INSURED ONE</div>	<div>FEIN</div> <div>946519845</div>	<div>Name Link ID</div> <div>001</div>	<div>Cont Seq Nbr</div> <div>001</div>	<div>Name Link Counter ID</div> <div>00</div>	<div></div>
<div><div></div><div></div></div>	<div>Data Grade</div> <div>0</div>	<div>Insured</div> <div>DNP INSURED TWO</div>	<div>FEIN</div> <div>945687415</div>	<div>Name Link ID</div> <div>002</div>	<div>Cont Seq Nbr</div> <div>001</div>	<div>Name Link Counter ID</div> <div>00</div>	<div></div>

❑ Click **Add** to add **State Unemployment Numbers**


Insured DNP INSURED ONE	Name Stdzn ▼	FEIN 946519845	Name Link ID 001	Cont Seq Nbr 001	
Name Link Counter ID 00	Name Type Code 2 - COMMERCIAL NAME ▼	Legal Nat of Entity 03 - CORPORATION ▼	PEO/Client Code ▼	Pol Chng Eff Dt mm/dd/yy	Pol Chng Expir Dt mm/dd/yy
<div><div>Add</div>State CodeUnemployment Nbr</div>					
<div><div>Save</div>Link to New AddressLink to Existing Address</div>					

Policy Data Collection Tool User's Guide

The following screen appears:

- ❑ Enter state unemployment information
- ❑ Click **Save**

Insured DNP INSURED ONE	Name Stdzn ▼	FEIN 946519845	Name Link ID 001	Cont Seq Nbr 001	
Name Link Counter ID 00	Name Type Code 2 - COMMERCIAL NAME ▼	Legal Nat of Entity 03 - CORPORATION ▼	PEO/Client Code ▼	Pol Chng Eff Dt mm/dd/yy	Pol Chng Expir Dt mm/dd/yy



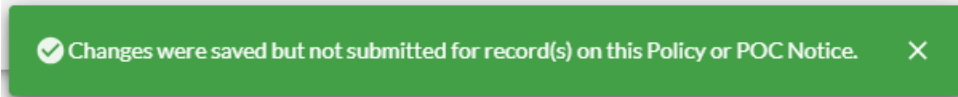
Add State Code Unemployment Nbr

[Delete](#) FL - 09 ▼ 005786581819888

Save

[Link to New Address](#) [Link to Existing Address](#)

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



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, as seen below.

Header Names Addresses States Exposures Endorsements						
Add Name Filter 2 of 2 item(s)		Expand All				
	Data Grade 0	Insured DNP INSURED ONE	FEIN 946519845	Name Link ID 001	Cont Seq Nbr 001	Name Link Counter ID 00
	Name Stdzn N	Reported Name DNP INSURED ONE PEO/Client Code	Name Type Code 2 - COMMERCIAL NAME State and UI Nbr FL-09 005786581819888	Legal Nat of Entity 03 - CORPORATION Name Eff Dt	Name Expir Dt	
	Data Grade 0	Insured DNP INSURED TWO	FEIN 945607415	Name Link ID 002	Cont Seq Nbr 001	Name Link Counter ID 00

Policy Data Collection Tool User's Guide

There are two methods to add addresses to a policy.

Method 1: Add an address when adding a name.

- Once the name record is saved, you can select **Link to New Address** or **Link to Existing Address**.

Add Name Information

×

Insured DNP Insured One	Name Stdzn ▼	FEIN 946519845	Name Link ID 001	Cont Seq Nbr 001	
Name Link Counter ID 00	Name Type Code 2 - COMMERCIAL NAME ▼	Legal Nat of Entity 03 - CORPORATION ▼	PEO/Client Code ▼	Pol Chng Eff Dt mm/dd/yy	Pol Chng Expir Dt mm/dd/yy

Add

State Code
FL - 09 ▼

Unemployment Nbr
005786581819888

Save

Link to New Address

Link to Existing Address

Clicking on **Link to Existing Address** will provide you with all addresses reported on the policy. You may then select the appropriate address from the menu and click **Save**.

Link to Existing Addresses

×

Linked Name

Name	Name Link ID	Name Link Counter ID
DNP Insured Two	002	00

Select Address

Pol Chng Eff Dt

Address Search

Search

Clear

☐

mm/dd/yy

654 DNP LANE BOCA RATON FL 33487

☒

mm/dd/yy

456 DNP STREET BOCA RATON FL 33487

Save

Clicking on **Link to New Address** allows you to enter a new address. Once the new address information has been added, click **Save**.

For both **Link to New Address** and **Link to Existing Address**, the name link IDs are automatically set to link the name and address.

Method 2. To add an address:

- Click the **Addresses** tab
- Click **Add an Address**

The following screen appears:

Linked Name

Name	Name Link ID	Name Link Counter ID
DNP Insured One	001	00

Street

City

State

Zip Code

St Code Link

Name Link ID

Name Link Counter ID

Address Type Code

Address Structure Code

Industry Code

Phone Number Insured

Number Of Employees

Email

Save

Policy Data Collection Tool User's Guide

❑ Enter insured address information

Linked Name				
Name	Name Link ID	Name Link Counter ID		
DNP Insured One	001	00		

Street	City	State	Zip Code
456 DNP Street	Boca Raton	FL - 09	33487

St Code Link	Name Link ID	Name Link Counter ID	Address Type Code	Address Structure Code
FL - 09	001	00	1 - MAILING ADDF	1 - STRUCTURED F

Industry Code	Phone Number Insured	Number Of Employees
811192	5618931000	15

Email
DNP@Insured.com

Save

❑ Click **Save**

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

✓ Changes were saved but not submitted for record(s) on this Policy or POC Notice. ✕

Follow the same steps listed above to add additional addresses. The added addresses appear on the screen and are highlighted, as seen below.

Header	Names	Addresses	States	Exposures	Endorsements
Add Address		Filter	2 of 2 Item(s)		Expand All
✓	✕	Data Grade 0	Address 654 DNP LANE BOCA RATON FL 33487	Address Type Code 1 - MAILING ADDRESS OF INSURED	St Code Link FL - 09
				Name Link ID 001	Name Link Counter ID 00
✓	✕	Data Grade 0	Address 456 DNP STREET BOCA RATON FL 33487	Address Type Code 2 - ADDRESS OF A LOCATION OF OPERATIONS	St Code Link FL - 09
				Name Link ID 002	Name Link Counter ID 00

To add state information:

- ❑ Click the **State** tab
- ❑ Click **Add a State**

Policy Number DNPP0004 Insured	Policy Effective 01/01/25 FEIN	Policy Expiration 01/01/26 Status ADD	Carrier 40743 - NCCI TRAINING INDEMNITY COMPANY Carrier Group 45856 - NCCI TRAINING COMPANY	Show Me How - Update Keys
Return to Search				
View All Edits				
Submit				
Header Names Addresses States Exposures Endorsements				
Add State		Filter	0 of 0 Item(s)	
No Records Found				

Policy Data Collection Tool User's Guide

The following screen appears:

- ☐ Enter state information
- ☐ Click **Save**

State FL - 09	(State) Carrier Code 40743	Est State Std Prem Tot 2000	Exper Mod Factor/Merit 2.250	
Premium Discount 100	Expense Constant 100	Loss Constant 100	Type of Non Std ID 01 - NON-STANDARD CODE DOE	Other Ind Risk Rtg Factor 1.000
Claim Admin FEIN 946519845	Reason State Added 0 - FIELD DOES NC	Exper Mod Status 1 - FINAL MODIFIK		
Pol Chng Eff Dt mm/dd/yy	Pol Chng Expir Dt mm/dd/yy			

Save

Link to New Exposure

Once the state information has been saved, you can link to new exposures. Click **Link to New Exposure**.

State FL - 09	(State) Carrier Code 40743	Est State Std Prem Tot 2000	Exper Mod Factor/Merit 2.250	Governing Class Code
Premium Discount 100	Expense Constant 100	Loss Constant 100	Type of Non Std ID 01 - NON-STANDARD CODE DOE	Other Ind Risk Rtg Factor 1.000
Claim Admin FEIN 946519845	Reason State Added 0 - FIELD DOES NC	Exper Mod Status 1 - FINAL MODIFICATION FACTO		
Pol Chng Eff Dt mm/dd/yy	Pol Chng Expir Dt mm/dd/yy			

Save

Link to New Exposure

The following screen appears:

- ☐ Enter Exposure information
- ☐ Click **Save**

Add Exposure Information

×


State FL - 09	Class Code 8810	Expos Act/Expos Cov 01 - STATE ACT OF	Expos Prd Eff Dt mm/dd/yy	Pol Chng Eff Dt mm/dd/yy	Pol Chng Expir Dt mm/dd/yy
Est Expos 2000	Man/Chrgd Rt 000002.2500	Calculate Premium	Est Prem Amt 45		



Save

Note: Premium amount is not automatically calculated; you must click the **Calculate Premium** button for the correct premium value to populate. The Calculate Premium button is disabled for Per Capita/Nonstandard Class Codes. Enter the Estimated Exposure Amount for nonpayroll exposure class codes considering the assumed decimal point. Reference the **Policy and Proof of Coverage Reporting Guidebook** Part 5—L. Nonpayroll Exposure. To add additional Exposures, click the **Add Exposures**

Policy Data Collection Tool User's Guide

button, then follow the same steps above. The added exposure(s) appears on the screen and will be highlighted in yellow.



Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History
<div>Add Exposure Filter 1 of 1 Item(s)</div>								
 	Data Grade 0	State FL-09	Class Code 8810 - CLERICAL OFFICE EMPLOYEES NOC	Expos Act/Expos Cov 01 - STATE ACT OR FEDERAL ACT EXCLUDING USL&HW AND FEDERAL MINE HEALTH AND SAFETY ACT	Est Expos 2,000	Man/Chrgd Rt 000002,2500	Est Prem Amt 45	Expos Prd Eff Dt

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

✓ Changes were saved but not submitted for record(s) on this Policy or POC Notice. ✕

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

Submit

Undo All Changes

Name and Address Combined View

Employer State View

State and Exposure Combined View

Header

Names

Addresses

States

Exposures

Endorsements

Canc/Reinst/NonRenew

Noncompliance/Compliance

History

Add Exposure

Filter 1 of 1 Item(s)

Data Grade

0

State

FL-09

Class Code

8810 - CLERICAL OFFICE EMPLOYEES
NOC

Expos Act/Expos Cov

01 - STATE ACT OR FEDERAL ACT EXCLUDING USL&HW AND
FEDERAL MINE HEALTH AND SAFETY ACT

Est Expos

2,000

Man/Chrgd Rt

000002,2500

Est Prem Amt

45

Expos Prd Eff Dt

The following message appears asking for confirmation:

☐ Click **OK**

Submit Confirmation ✕

Are you sure you would like to Submit this Policy?

OK

The following message appears:

✓ Policy successfully submitted. ✕


Add a Renewal/Annual Rerate Policy

From the **Policy Data Collection** Search screen:


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



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

Search Policies

Policy Number DNPPOL004	Carrier All My Carriers ▼	Policy Effective Date Range mm/dd/yy to mm/dd/yy	Policy Received Date Range mm/dd/yy to mm/dd/yy	Data Grade All Data Grades ▼
FEIN 	Risk ID 	Insured Name	My Outstanding Transactions <input type="checkbox"/> Show Me How	
		 <input type="button" value="Search"/> <input type="button" value="Clear"/>		

If the requested policy is found, a row appears:

Access Records 1 of 1 item(s) 

	Data Grade 0	State POC Edits N	Policy Number DNPPOL004	Insured DNP INSURED ONE	Carrier 40743	Pol Eff 01/01/25	Pol Rcd  Show me how	Status ACTIVE
		POC Notice N	Plan Type V	NonComplce/Complce	FEIN 946519845			


- ❑ Click the **blue menu icon** next to the policy


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** link

Access Records 1 of 1 item(s)

	Data Grade 0	State POC Edits N	<u>Policy Number</u> DNPPOL004
		POC Notice N	<u>Plan Type</u> V



- Header
- Names
- Addresses
- States
- Exposures
- Endorsements
- Canc/Reinst/NonRenew
- Noncompliance/Compliance
- History

Policy Data Collection Tool User's Guide

The following screen appears:

❑ Click **Add Renewal** or **Add Annual Rerate**

Policy Number: DNPPOL004
Insured: DNP INSURED ONE
[Return to Search](#)

Policy Effective: 01/01/25
FEIN: 946519845

Policy Expiration: 01/01/26
Status: ACTIVE

Carrier: 40743 - NCCI TRAINING INSURANCE COMPANY
Carrier Group: 45856 - NCCI TRAINING COMPANY

[Show Me How - Update Keys](#)

View All Edits

[Add Renewal](#) [Add Annual Rerate](#) [POC Notice Renewal](#) [Name and Address Combined View](#) [Employer State View](#) [State and Exposure Combined View](#)

Header | Names | Addresses | States | Exposures | Endorsements | Canc/Reinst/NonRenew | Noncompliance/Compliance | History

Data Grade: 0

Indicators

Trans Code 01 - NEW	Pol Term 1 - STANDARD ONE-YEAR	Type of Cov Code 01 - STANDARD WORKERS' COMPENSATION POLICY	Type of Plan 01 - VOLUNTARY POLICY	Empl Leas Type 1 - NON-EMPLOYEE LEASING POLICY
WU/OCIP Code 2 - NON-WRAP-UP POLICY	Legal Nat of Insrd 03 - CORPORATION	Exper Rtg Code 1 - INTERSTATE RATED ONLY	Retro Rtg Code 3 - NOT RETROSPECTIVE RATED	Multi State Pol N

The following screen appears (field information from the previous policy is listed below each field):

- ❑ Enter the new Policy Number
- ❑ Verify that other prefilled information is correct
- ❑ Click **Save**

Add A Renewal



Policy Number <input type="text"/> Current: DNPPOL004	Carrier Code <input type="text" value="40743"/> Current: 40743	Policy Effective <input type="text" value="01/01/26"/> Current: 01/01/25	Policy Expiration <input type="text" value="01/01/27"/> Current: 01/01/26
---	--	--	---



Save

Clear

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.

Policy Data Collection Tool User's Guide

The following screen appears:

- ☐ Review all fields
- ☐ Update and/or add information as necessary

The screenshot shows the 'Policy Data Collection' interface. At the top, a blue banner states: '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.' Below this, a summary table displays policy details:

Policy Number	Policy Effective	Policy Expiration	Carrier
DNPPOLO05	01/01/26	01/01/27	40743 - NCCI TRAINING INSURANCE COMPANY
Insured	FEIN	Status	Carrier Group
DNP INSURED ONE	946519845	ADD	45856 - NCCI TRAINING COMPANY

Below the summary table is a 'Return to Search' link and a 'View All Edits' dropdown. A 'Submit' button is located below the summary table. The interface then transitions to a 'Data Grade' section with tabs for 'Header', 'Names', 'Addresses', 'States', 'Exposures', and 'Endorsements'. The 'Data Grade' is currently 0. A table of indicators is displayed:

Indicators	Trans Code	Pol Term	Type of Cov Code	Type of Plan	Empl Leas Type
02 - RENEWAL	1 - STANDARD ONE-YEAR	01 - STANDARD WORKERS' COMPENSATION POLICY	01 - VOLUNTARY POLICY	1 - NON-EMPLOYEE LEASING POLICY	
WU/OICIP Code	Legal Nat of Insrd	Exper Rtg Code	Retro Rtg Code	Multi State Pol	
2 - NON-WRAP-UP POLICY	03 - CORPORATION	1 - INTERSTATE RATED ONLY	3 - NOT RETROSPECTIVE RATED		

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

To update state information:

- ☐ Click the **States** tab
- ☐ Click the **pencil icon** to update information as necessary

The screenshot shows the 'States' tab in the 'Data Grade' section. It displays a table with one item(s) and a 'Filter' button. The table has columns for 'Data Grade', 'State', '(State) Carrier Code', 'Est State Std Prem Tot', 'Exper Mod Factor/Merit', and 'Governing Class Code'. The first row shows '0', 'FL-09', '40743', '2000', '2.250', and '01 - NON-STANDARD CODE DOE'.

The following screen appears:

- ☐ Make necessary updates
- ☐ Click **Save**

The screenshot shows the 'Update' form for state information. It contains several input fields and dropdown menus:

- State:** FL - 09
- (State) Carrier Code:** 40743
- Est State Std Prem Tot:** 2000
- Exper Mod Factor/Merit:** 2.250
- Premium Discount:** 100
- Expense Constant:** 100
- Loss Constant:** 100
- Type of Non Std ID:** 01 - NON-STANDARD CODE DOE
- Other Ind Risk Rtg Factor:** 1.000
- Claim Admin FEIN:** 946519845
- Reason State Added:** 0 - FIELD DOES NC
- Exper Mod Status:** 1 - FINAL MODIFIK
- Pol Chng Eff Dt:** mm/dd/yy
- Pol Chng Expir Dt:** mm/dd/yy

At the bottom, there is a 'Save' button (circled in green) and a 'Link to New Exposure' button.

Policy Data Collection Tool User's Guide

The following screen appears:

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

Header	Names	Addresses	States	Exposures	Endorsements
<div><div>Add Exposure</div><div>Filter</div><div></div></div>					
		Data Grade	State	Class Code	Expos Act/Expos Cov
		DC-08	8810 - CLERICAL OFFICE EMPLOYEES	01 - STATE ACT OR FEDERAL ACT EXCLUDING USL&HW AND FEDERAL MINE HEALTH AND SAFETY ACT	
				Est Expos	Man/Chrgd Rt
				Est Prem Amt	Expos Prd Eff Dt

The following screen appears:

- ❑ Enter exposure information
- ❑ Click **Save**

Add Exposure Information



State	Class Code	Expos Act/Expos Cov	Expos Prd Eff Dt	Pol Chng Eff Dt	Pol Chng Expir Dt
FL - 09	8810	01 - STATE ACT OF	mm/dd/yy	mm/dd/yy	mm/dd/yy
Est Expos	Man/Chrgd Rt	Calculate Premium		Est Prem Amt	
2000	000002.2500			45	
<div>Save</div>					

The updated exposure record displays and is highlighted, as seen below.

Header	Names	Addresses	States	Exposures	Endorsements
<div><div>Add Exposure</div><div>Filter</div><div>1 of 1 Item(s)</div></div>					
		Data Grade	State	Class Code	Expos Act/Expos Cov
		0	FL-09	8810 - CLERICAL OFFICE EMPLOYEES	01 - STATE ACT OR FEDERAL ACT EXCLUDING USL&HW AND FEDERAL MINE HEALTH AND SAFETY ACT
				Est Expos	Man/Chrgd Rt
				Est Prem Amt	Expos Prd Eff Dt

To delete a state:

- ❑ Click the **trash can icon**

Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History
<div><div>Add State</div><div>Filter</div><div>2 of 2 Item(s)</div></div>								
		Data Grade	State	(State) Carrier Code	Est State Std Prem Tot	Exper Mod Factor/Merit	Governing Class Code	
		0	AL-01	40743	2,000	2.250	8810	
		Data Grade	State	(State) Carrier Code	Est State Std Prem Tot	Exper Mod Factor/Merit	Governing Class Code	
		0	FL-09	40743	2,000	2.250	8810	

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

- ❑ Enter the required Policy Change Date
- ❑ Click **OK**

Delete State Information



If you would like to delete **AL-01** State Record, please enter required Policy Change Date and click OK.

Note: All associated Exposures will also be deleted

mm/dd/yy





OK

Note: ALL ASSOCIATED EXPOSURES WILL ALSO BE DELETED.

Policy Data Collection Tool User's Guide

To delete specific exposures:

- ❑ Click the **trash can icon**

Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History
Add Exposure		Filter 2 of 2 item(s)						
 	Data Grade	State	Class Code	Expos Act/Expos Cov	Est Expos	Man/Chrgd Rlt	Est Prem Amt	Expos Prd Eff Dt
	0	AL-01	8810 - CLERICAL OFFICE EMPLOYEES NOC	01 - STATE ACT OR FEDERAL ACT EXCLUDING USL&HW AND FEDERAL MINE HEALTH AND SAFETY ACT	2,000	000003.5000	70	
 	Data Grade	State	Class Code	Expos Act/Expos Cov	Est Expos	Man/Chrgd Rlt	Est Prem Amt	Expos Prd Eff Dt
	0	FL-09	8810 - CLERICAL OFFICE EMPLOYEES NOC	01 - STATE ACT OR FEDERAL ACT EXCLUDING USL&HW AND FEDERAL MINE HEALTH AND SAFETY ACT	2,000	000002.2500	45	

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

- ❑ Click **OK**

Delete Exposure Information



Are you sure you would like to delete the Exposure Record?

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 the **State** tab
- ❑ Click **Add a State**

Policy Data Collection

Changes were saved but not submitted for record(s) on this Policy or POC Notice. X

Policy Number
DNPPOL005

Policy Effective
01/01/26

Policy Expiration
01/01/27

Carrier
40743 - NCCI TRAINING INSURANCE COMPANY

Insured
DNP INSURED ONE

FEIN
946519845

Status
CHG

Carrier Group
45856 - NCCI TRAINING COMPANY

[Return to Search](#)

View All Edits

Submit

Undo All Changes

[Name and Address Combined View](#)

[Employer State View](#)

[State and Exposure Combined View](#)

Header

Names

Addresses

States

Exposures

Endorsements

Canc/Reinst/NonRenew

Noncompliance/Compliance

History

Add State

Filter 0 of 0 item(s)

Expand All

No Records Found

The following screen appears:

- ❑ Enter state information
- ❑ Click **Save**

State FL - 09	(State) Carrier Code 40743	Est State Std Prem Tot 2000	Exper Mod Factor/Merit 2.250	
Premium Discount 100	Expense Constant 100	Loss Constant 100	Type of Non Std ID 01 - NON-STANDARD CODE DOE	Other Ind Risk Rtg Factor 1.000
Claim Admin FEIN 946519845	Reason State Added 0 - FIELD DOES NC	Exper Mod Status 1 - FINAL MODIFIK		
Pol Chng Eff Dt mm/dd/yy	Pol Chng Expir Dt mm/dd/yy			

Save

[Link to New Exposure](#)

Policy Data Collection Tool User's Guide

Once the state information has been saved, you can link to new exposures. Click **Link to New Exposure**.

State FL - 09	(State) Carrier Code 40743	Est State Std Prem Tot 2000	Exper Mod Factor/Merit 2.250	Governing Class Code
Premium Discount 100	Expense Constant 100	Loss Constant 100	Type of Non Std ID 01 - NON-STANDARD CODE DOE	Other Ind Risk Rtg Factor 1.000
Claim Admin FEIN 946519845	Reason State Added 0 - FIELD DOES NC	Exper Mod Status 1 - FINAL MODIFICATION FACTO		
Pol Chng Eff Dt mm/dd/yy	Pol Chng Expir Dt mm/dd/yy			

[Save](#) [Link to New Exposure](#)

The following screen appears:

- ☐ Enter Exposure information
- ☐ Click **Save**

Add Exposure Information

×

State FL - 09	Class Code 8810	Expos Act/Expos Cov 01 - STATE ACT OF	Expos Prd Eff Dt mm/dd/yy	Pol Chng Eff Dt mm/dd/yy	Pol Chng Expir Dt mm/dd/yy
Est Expos 2000	Man/Chrgd Rt 000002.2500	Calculate Premium		Est Prem Amt 45	

[Save](#)

Note: Premium amount is not automatically calculated; you must click the **Calculate Premium** button for the correct premium value to populate. The Calculate Premium button is disabled for Per Capita/Nonstandard Class Codes. Enter the Estimated Exposure Amount for nonpayroll exposure class codes considering the assumed decimal point. Reference the **Policy and Proof of Coverage Reporting Guidebook** Part 5—L. Nonpayroll Exposure.

To add additional Exposures, click the **Add Exposures** button, then follow the same steps above. The added exposure(s) appears on the screen and will be highlighted, as seen below.

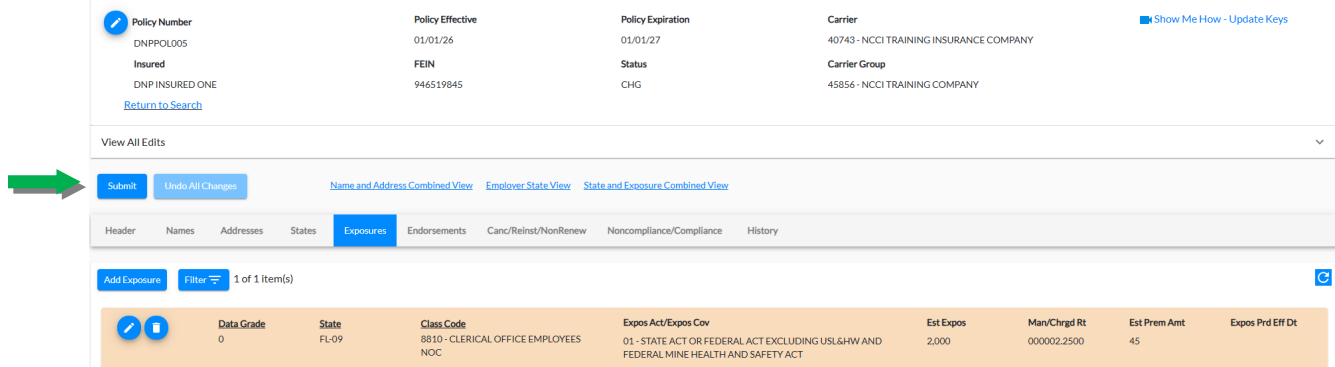
Once the exposure information has been saved, the following message appears:

✓ Changes were saved but not submitted for record(s) on this Policy or POC Notice. ✕

Policy Data Collection Tool User's Guide

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:



The screenshot shows the Policy Data Collection Tool interface. At the top, there are fields for Policy Number (DNPOL005), Policy Effective (01/01/26), Policy Expiration (01/01/27), Carrier (40743 - NCCI TRAINING INSURANCE COMPANY), Insured (DNP INSURED ONE), FEIN (946519845), Status (CHG), and Carrier Group (45856 - NCCI TRAINING COMPANY). A link "Return to Search" is below the Insured field. A "Show Me How - Update Keys" link is in the top right. Below these fields is a "View All Edits" link. A green arrow points to the "Submit" button. Other buttons include "Undo All Changes", "Name and Address Combined View", "Employer State View", and "State and Exposure Combined View". Below these is a tabbed interface with tabs for Header, Names, Addresses, States, Exposures (selected), Endorsements, Canc/Reinst/NonRenew, Noncompliance/Compliance, and History. Below the tabs is a table with one item. The table has columns: Data Grade, State, Class Code, Expos Act/Expos Cov, Est Expos, Man/Chrgd Rt, Est Prem Amt, and Expos Prd Eff Dt. The table contains one row with the following data: Data Grade 0, State FL-09, Class Code 8810 - CLERICAL OFFICE EMPLOYEES NOC, Expos Act/Expos Cov 01 - STATE ACT OR FEDERAL ACT EXCLUDING USL&HW AND FEDERAL MINE HEALTH AND SAFETY ACT, Est Expos 2,000, Man/Chrgd Rt 000002.2500, Est Prem Amt 45, and Expos Prd Eff Dt.

Data Grade	State	Class Code	Expos Act/Expos Cov	Est Expos	Man/Chrgd Rt	Est Prem Amt	Expos Prd Eff Dt
0	FL-09	8810 - CLERICAL OFFICE EMPLOYEES NOC	01 - STATE ACT OR FEDERAL ACT EXCLUDING USL&HW AND FEDERAL MINE HEALTH AND SAFETY ACT	2,000	000002.2500	45	

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

The following message appears:

❑ Click **OK**

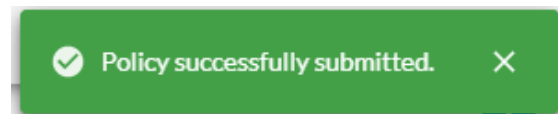
Submit Confirmation



Are you sure you would like to Submit this Policy?

OK

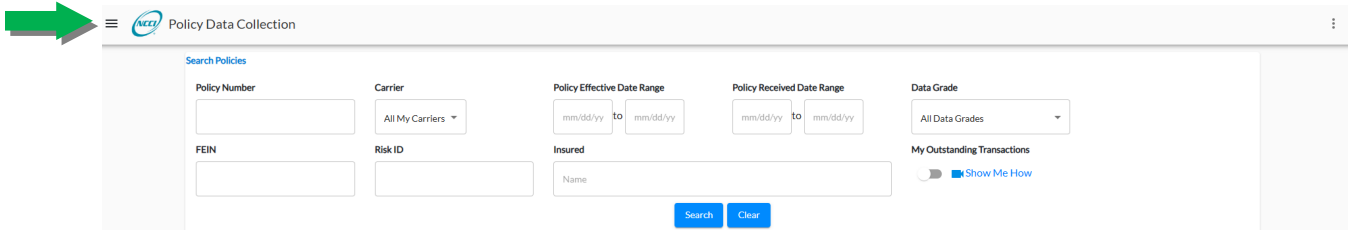
The following message appears:



Add a Proof of Coverage Notice

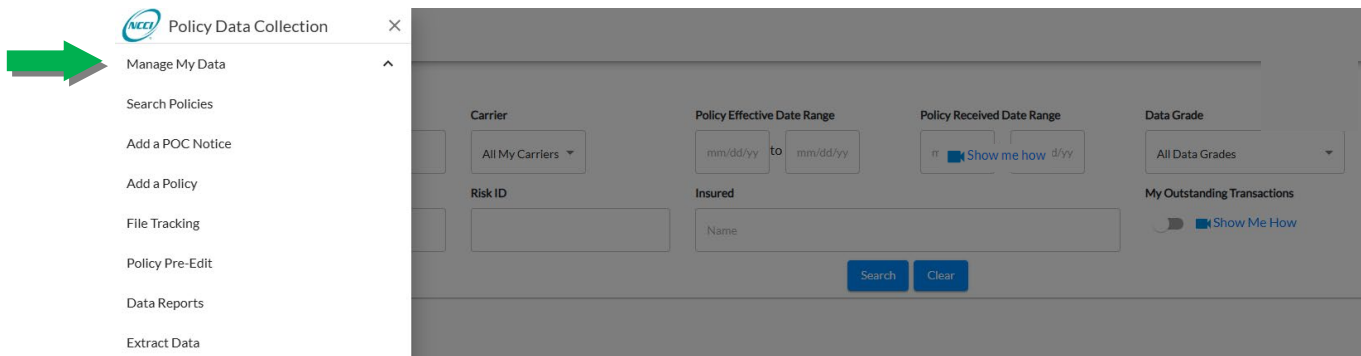
To add a new Proof of Coverage Notice/Binder, from the **Policy Data Collection** main page:

- ❑ Click on the **menu icon** in the top-left corner



The screenshot shows the 'Policy Data Collection' main page. A green arrow points to the menu icon (three horizontal lines) in the top-left corner. The page header includes the NCCI logo and the text 'Policy Data Collection'. Below the header, there is a 'Search Policies' section with several input fields: 'Policy Number', 'Carrier' (a dropdown menu currently showing 'All My Carriers'), 'Policy Effective Date Range' (with 'mm/dd/yy' placeholders and 'to' separators), 'Policy Received Date Range' (similarly formatted), and 'Data Grade' (a dropdown menu showing 'All Data Grades'). There are also fields for 'FEIN', 'Risk ID', and 'Insured' (with a 'Name' label). A 'My Outstanding Transactions' section is visible on the right with a 'Show Me How' link. At the bottom of the search section are 'Search' and 'Clear' buttons.

- ❑ From the menu, click the arrow next to **Manage My Data**, then select **Add a POC Notice**

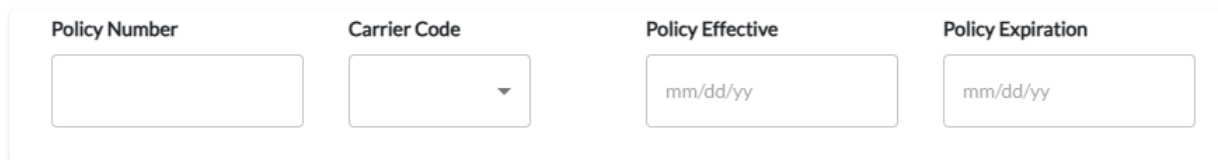


This block contains two screenshots. The left screenshot shows the 'Policy Data Collection' menu with a green arrow pointing to 'Manage My Data'. The right screenshot shows the 'Add a POC Notice' form, which is a modal window. It contains the same search fields as the main page: 'Carrier' (dropdown), 'Policy Effective Date Range', 'Policy Received Date Range', 'Data Grade', 'Risk ID', and 'Insured' (Name). It also has 'Search' and 'Clear' buttons. A 'Show me how' link is present next to the 'Policy Received Date Range' field. The 'My Outstanding Transactions' section is also visible on the right.

The following screen appears:

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

Add Policy Keys



The screenshot shows the 'Add Policy Keys' form, which is a modal window. It contains four input fields: 'Policy Number', 'Carrier Code' (a dropdown menu), 'Policy Effective' (with a 'mm/dd/yy' placeholder), and 'Policy Expiration' (with a 'mm/dd/yy' placeholder). At the bottom of the form are 'Save' and 'Clear' buttons. A green circle is drawn around the 'Save' button.

Please note that POC Notice is not available for HAWAII, IDAHO and MAINE as these states do not accept them

Save

Clear

Note: The Coverage Notice/Binder option is not accepted in Hawaii, Idaho, and Maine.

Policy Data Collection Tool User's Guide

The following screen appears:

- ❑ Click the **blue pencil icon**

The screenshot shows the 'Policy Data Collection' tool interface. At the top, there's a header with the NCCI logo and a notification banner stating: 'This POC Notice is in the process of being added, it must be submitted within four days from the initial add date or it will be deleted.' Below the header, the 'POC Notice' section displays policy details: Policy Number (DNPP0C02), Policy Effective (01/01/25), Policy Expiration (01/01/26), Carrier (40743 - NCCI TRAINING INDEMNITY COMPANY), Insured (FEIN), Status (ADD), and Carrier Group (45856 - NCCI TRAINING COMPANY). A 'Return to Search' link is present. Below this is a 'View All Edits' button. A 'Submit' button is also visible. The main form area has tabs for 'Header', 'Names', 'Addresses', 'States', 'Exposures', and 'Endorsements'. The 'Header' tab is active, showing a 'Data Grade: 0' and a blue pencil icon circled in green. The form fields are organized into sections: 'Indicators' (Trans Code: 16 - POC NOTICE, Type of Plan, Empl Leas Type, WU/OCIP Code, Legal Nat of Insrd), 'Details' (Trans Issue Dt: 12/12/24, Prior Pol Nbr, Assignment Dt), and 'Carrier Issuing Office' (Branch Code, Address).

- ❑ Enter the policy information on the next screen (below)
- ❑ Click **Save**

Edit Header Information

×

No Edits Exist

The 'Edit Header Information' form is displayed. It includes a 'Save' button at the top left. The form is divided into four main sections: 'Indicators' with fields for Trans Code (16 - POC NOTICE), Type of Plan, Empl Leas Type, WU/OCIP Code, and Legal Nat of Insrd; 'Details' with fields for Trans Issue Dt (12/12/24), Prior Pol Nbr, and Assignment Dt (mm/dd/yy); 'Carrier Issuing Office' with a Branch Code dropdown; and 'Producer Information' with fields for Name, Address, City, State (dropdown), and Zip Code. A 'Save' button is located at the bottom left of the form.

Policy Data Collection Tool User's Guide

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

Policy Data Collection

POC Notice

Changes were saved but not submitted for record(s) on this Policy or POC Notice.

Policy Number: DNPP0C02
Insured

Policy Effective: 01/01/25
FEIN

Policy Expiration: 01/01/26
Status: ADD

Carrier: 40743 - NCCI TRAINING INDEMNITY COMPANY
Carrier Group: 45856 - NCCI TRAINING COMPANY

[Return to Search](#)

View All Edits

Submit

Header Names Addresses States Exposures Endorsements

Data Grade: 0

Indicators

Trans Code	Type of Plan	Empl Leas Type	WU/OCIP Code	Legal Nat of Insrd
16 - POC NOTICE	01 - VOLUNTARY POLICY	1 - NON-EMPLOYEE LEASING POLICY	2 - NON-WRAP-UP POLICY	03 - CORPORATION

Details

Trans Issue Dt	Prior Pol Nbr	Assignment Dt
12/12/24		

Carrier Issuing Office

Branch Code	Address
000	901 PENINSULA CORPORATE CIR, BOCA RATON, FL, 334871339

To add a name to the policy:

- ❑ Click the **Names** tab
- ❑ Click **Add a Name**

POC Notice

Policy Number: DNPP0C02
Insured

Policy Effective: 01/01/25
FEIN

Policy Expiration: 01/01/26
Status: ADD

Carrier: 40743 - NCCI TRAINING INDEMNITY COMPANY
Carrier Group: 45856 - NCCI TRAINING COMPANY

[Return to Search](#)

View All Edits

Submit

Names Addresses States Exposures Endorsements

Add Name Filter 0 of 0 Item(s)

No Records Found

Expand All

The following screen appears:

- ❑ Enter insured name information
- ❑ Click **Save**

Add Name Information

Insured: DNP Insured One

Name Stdzn: [Dropdown]

FEIN: 946519845

Name Link ID: 001

Cont Seq Nbr: 001

Name Link Counter ID: 00

Name Type Code: 2 - COMMERCIAL NAME

Legal Nat of Entity: 03 - CORPORATION

PEO/Client Code: [Dropdown]

Add State Code Unemployment Nbr





Save Link to New Address Link to Existing Address

Policy Data Collection Tool User's Guide

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





✓ Changes were saved but not submitted for record(s) on this Policy or POC Notice. ✕

Follow the same steps listed above to add additional names. The added names appear on the screen and are highlighted, as seen below.

Header Names Addresses States Exposures Endorsements						
Add Name Filter 2 of 2 Item(s) Expand All						
 	Data Grade	Insured	FEIN	Name Link ID	Cont Seq Nbr	Name Link Counter ID
	0	DNP INSURED ONE	946519845	001	001	00
 	Data Grade	Insured	FEIN	Name Link ID	Cont Seq Nbr	Name Link Counter ID
	0	DNP INSURED TWO	946519855	002	001	00

To add a **State Unemployment Number** to a name:

- ❑ Click the **pencil icon** next to the Name Record

Header Names Addresses States Exposures Endorsements						
Add Name Filter 2 of 2 Item(s) Expand All						
 	Data Grade	Insured	FEIN	Name Link ID	Cont Seq Nbr	Name Link Counter ID
	0	DNP INSURED ONE	946519845	001	001	00
 	Data Grade	Insured	FEIN	Name Link ID	Cont Seq Nbr	Name Link Counter ID
	0	DNP INSURED TWO	946519855	002	001	00

- ❑ Click **Add** to add **State Unemployment Numbers**

Add Name Information

Insured	Name Stdzn	FEIN	Name Link ID	Cont Seq Nbr
DNP Insured One		946519845	001	001
Name Link Counter ID	Name Type Code	Legal Nat of Entity	PEO/Client Code	
00	2 - COMMERCIAL NAME	03 - CORPORATION		

Add

State Code

Unemployment Nbr

Save

Link to New Address

Link to Existing Address

The following screen appears:

- ❑ Enter state unemployment information
- ❑ Click **Save**

Policy Data Collection Tool User's Guide

Edit Name Information



No Edits Exist

Insured DNP INSURED ONE	Name Stdzn ▼	FEIN 946519845	Name Link ID 001	Cont Seq Nbr 001
Name Link Counter ID 00	Name Type Code 2 - COMMERCIAL NAME ▼	Legal Nat of Entity 03 - CORPORATION ▼	PEO/Client Code ▼	

Add

State Code
FL - 09 ▼

Unemployment Nbr
409583495783497

Delete

Save Link to New Address Link to Existing Address

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

✓ Changes were saved but not submitted for record(s) on this Policy or POC Notice. ✕

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, as seen below.

Header	Names	Addresses	States	Exposures	Endorsements	
Add Name	Filter	2 of 2 Item(s)				Expand All
✎	Data Grade 0	Insured DNP INSURED ONE	FEIN 946519845	Name Link ID 001	Cont Seq Nbr 001	Name Link Counter ID 00
	Name Stdzn N	Reported Name DNP INSURED ONE PEO/Client Code	Name Type Code 2 - COMMERCIAL NAME State and UI Nbr FL-09 409583495783497	Legal Nat of Entity 03 - CORPORATION Name Eff Dt		Name Expir Dt
✎	Data Grade 0	Insured DNP INSURED TWO	FEIN 946519855	Name Link ID 002	Cont Seq Nbr 001	Name Link Counter ID 00

There are two methods to add addresses to a policy.

Expand All

Method 1: Add an address when adding a name.

☐ Once the name record is saved, select **Link to New Address** or **Link to Existing Address**

Header	Names	Addresses	States	Exposures	Endorsements	
Add Name	Filter	2 of 2 Item(s)				Expand All
✎	Data Grade 0	Insured DNP INSURED ONE	FEIN 946519845	Name Link ID 001	Cont Seq Nbr 001	Name Link Counter ID 00
✎	Data Grade 0	Insured DNP INSURED TWO	FEIN 946519855	Name Link ID 002	Cont Seq Nbr 001	Name Link Counter ID 00

Policy Data Collection Tool User's Guide

Add Name Information

×

Insured DNP Insured One	Name Stdzn ▼	FEIN 946519845	Name Link ID 001	Cont Seq Nbr 001
Name Link Counter ID 00	Name Type Code 2 - COMMERCIAL NAME ▼	Legal Nat of Entity 03 - CORPORATION ▼	PEO/Client Code ▼	

Add

State Code

Unemployment Nbr

[Save](#) [Link to New Address](#) [Link to Existing Address](#)

Clicking on **Link to New Address** allows you to enter a new address. Once the new address information has been added, click **Save**.

Linked Name		
Name	Name Link ID	Name Link Counter ID
DNP Insured One	001	00

Street 456 DNP Street	City Boca Raton	State FL - 09 ▼	Zip Code 33487
St Code Link FL - 09 ▼	Name Link ID 001	Name Link Counter ID 00	Address Type Code 1 - MAILING ADDF ▼
Industry Code 811192	Phone Number Insured 5618931000	Number Of Employees 5	Address Structure Code 1 - STRUCTURED f ▼

Email
DNP@Insured.com

[Save](#)

Clicking on **Link to Existing Address** will provide you with all addresses reported on the policy. You may then select the appropriate address from the menu and click **Save**.

Link to Existing Addresses

×

Linked Name		
Name	Name Link ID	Name Link Counter ID
DNP Insured Two	002	00

Select Address

Pol Chng Eff Dt

Address Search

Search

Clear

☒

mm/dd/yy

456 DNP STREET BOCA RATON FL 33487

☐

mm/dd/yy

654 DNP LANE BOCA RATON FL 33487

[Save](#)

Policy Data Collection Tool User's Guide

Linked Name

Name	Name Link ID	Name Link Counter ID
DNP Insured One	001	00

Street	City	State	Zip Code	
<input type="text" value="456 DNP Street"/>	<input type="text" value="Boca Raton"/>	<input type="text" value="FL - 09"/>	<input type="text" value="33487"/>	
St Code Link	Name Link ID	Name Link Counter ID	Address Type Code	Address Structure Code
<input type="text" value="FL - 09"/>	<input type="text" value="001"/>	<input type="text" value="00"/>	<input type="text" value="1 - MAILING ADDF"/>	<input type="text" value="1 - STRUCTURED F"/>
Industry Code	Phone Number Insured	Number Of Employees		
<input type="text" value="811192"/>	<input type="text" value="5618931000"/>	<input type="text" value="5"/>		
Email				
<input type="text" value="DNP@Insured.com"/>				

Save

For both Link to New Address and Link to Existing Address, the name link IDs are automatically set to link the name and address.

Method 2. To add an address:

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

The following screen appears:

- ❑ Enter insured address information

Street	City	State	Zip Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
St Code Link	Name Link ID	Name Link Counter ID	Address Type Code	Address Structure Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1 - STRUCTURED F"/>
Industry Code	Phone Number Insured	Number Of Employees		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Email				
<input type="text"/>				

Save

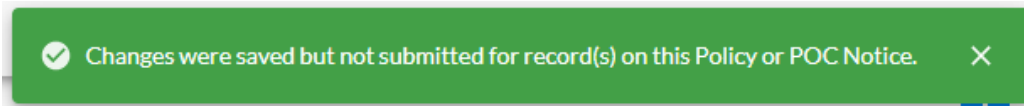
Policy Data Collection Tool User's Guide

❑ Click **Save**


Street 654 DNP LANE	City BOCA RATON	State FL - 09	Zip Code 33487	
St Code Link FL - 09	Name Link ID 002	Name Link Counter ID 00	Address Type Code 2 - ADDRESS OF A	Address Structure Code 1 - STRUCTURED F
Industry Code 811192	Phone Number Insured 5618931000	Number Of Employees 000005		
Email DNP@INSURED.COM				







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



Follow the same steps listed above to add additional addresses. The added addresses appear on the screen and are highlighted, as seen below.



Header	Names	Addresses	States	Exposures	Endorsements	
Add Address		Filter	2 of 2 item(s)		Expand All	
 	Data Grade 0	Address 456 DNP STREET BOCA RATON FL 33487	Address Type Code 1 - MAILING ADDRESS OF INSURED	St Code Link FL - 09	Name Link ID 001	Name Link Counter ID 00
 	Data Grade 0	Address 654 DNP LANE BOCA RATON FL 33487	Address Type Code 2 - ADDRESS OF A LOCATION OF OPERATIONS	St Code Link FL - 09	Name Link ID 002	Name Link Counter ID 00

Policy Data Collection Tool User's Guide

To add state information:

- ❑ Click the **State** tab
- ❑ Click **Add a State**

POC Notice

Policy Number DNPP0C02 Insured Return to Search	Policy Effective 01/01/25 FEIN	Policy Expiration 01/01/26 Status ADD	Carrier 40743 - NCCI TRAINING INDEMNITY COMPANY Carrier Group 45856 - NCCI TRAINING COMPANY	Show Me How - Update Keys
--	--	--	--	---

[View All Edits](#)

[Submit](#)

Header Names Addresses **States** Exposures Endorsements

[Add State](#) [Filter](#) 0 of 0 Item(s) [Expand All](#) [Refresh](#)

No Records Found

The following screen appears:

- ❑ Enter state information
- ❑ Click **Save**

Add State Information

Details

State FL - 09	(State) Carrier Code 40743	Est State Std Prem Tot 2000	Governing Class Code
Claim Admin FEIN 946509845	Reason State Added 0 - FIELD DOES NOT /		

[Save](#) [Link to New Exposure](#)

Once the state information has been saved, you can link to new exposures. Click **Link to New Exposure**.

Add State Information

Details

State FL - 09	(State) Carrier Code 40743	Est State Std Prem Tot 2000	Governing Class Code
Claim Admin FEIN 946519845	Reason State Added 0 - FIELD DOES NOT /		

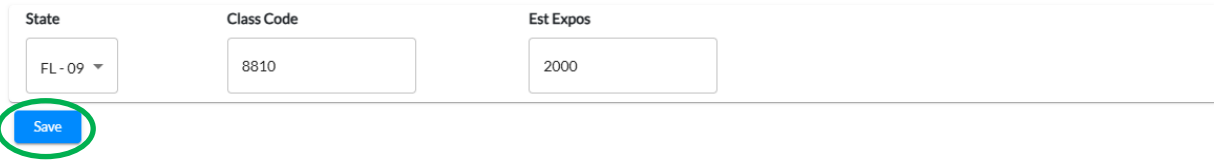
[Save](#) [Link to New Exposure](#)

Policy Data Collection Tool User's Guide

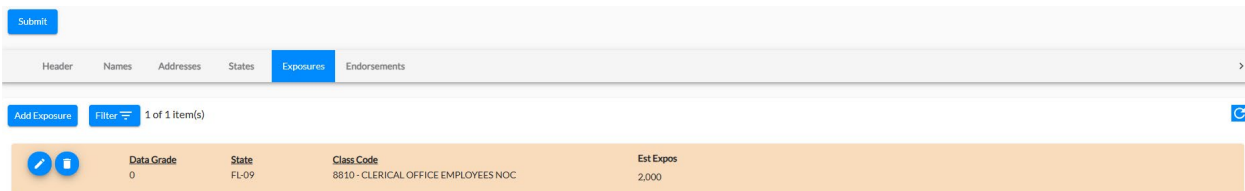
The following screen appears:

- ☐ Enter Exposure information
- ☐ Click **Save**

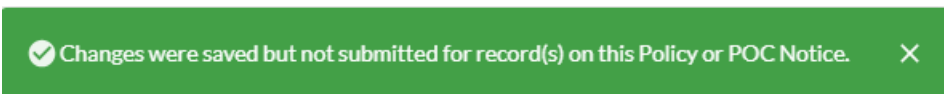
Add Exposure Information



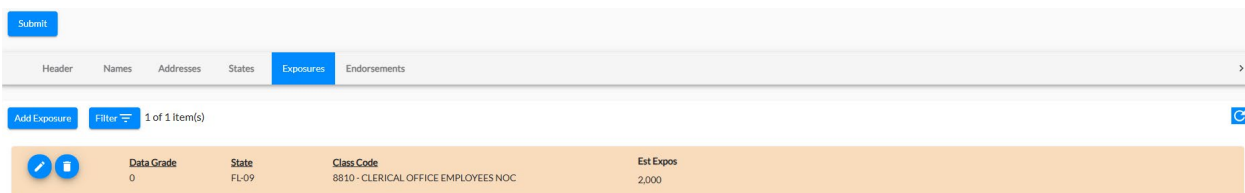
To add additional Exposures, click the **Add Exposures** button, then follow the same steps above. The added exposure(s) appears on the screen and will be highlighted, as seen below.



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



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



The following message appears asking for confirmation:

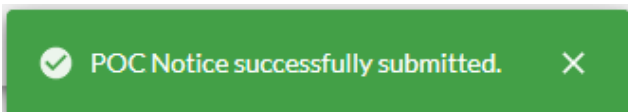
- ☐ Click **OK**

Submit Confirmation

Are you sure you would like to Submit this POC Notice

OK

The following message appears:



Add a Proof of Coverage Notice Renewal

From the **Policy Data Collection** Search screen:

To add a Proof of Coverage Notice Renewal, you must locate the expiring policy.

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

Search Policies

Policy Number <input type="text" value="DNPPOL005"/>	Carrier <input type="text" value="All My Carriers"/>	Policy Effective Date Range <input type="text" value="mm/dd/yy"/> to <input type="text" value="mm/dd/yy"/>	Policy Received Date Range <input type="text" value="mm/dd/yy"/> to <input type="text" value="mm/dd/yy"/>	Data Grade <input type="text" value="All Data Grades"/>
FEIN <input type="text"/>	Risk ID <input type="text"/>	Insured <input type="text" value="Name"/>		

If the requested policy is found, a row appears:

- ❑ Click the **blue menu icon** next to the policy
- ❑ **Note:** If no policy number is available, use one of the other search criteria to locate the policy.

Access Records 1 of 1 item(s)

	Data Grade 0	State POC Edits N	Policy Number DNPPOL005	Insured DNP INSURED ONE	Carrier 40743	Pol Eff 01/01/24	Pol Recd 12/12/24	Status ACTIVE
		POC Notice N	Plan Type V	NonCompliance/Compliance	FEIN 946519045			

The following list of policy record links displays:

- ❑ Select and click the **Header** link:

Access Records 1 of 1 item(s)

	Data Grade 0	State POC Edits N	<u>Policy Number</u> DNPPOL005
		POC Notice N	<u>Plan Type</u> V

Header

Names

Addresses

States

Exposures

Endorsements

Canc/Reinst/NonRenew

Noncompliance/Compliance

History

Policy Data Collection Tool User's Guide

The following screen appears:

- ❑ Click the **POC Notice Renewal** button

The screenshot shows the Policy Data Collection Tool interface. At the top, there is a summary section with fields for Policy Number (DNPPOL005), Policy Effective (01/01/24), Policy Expiration (01/01/25), Carrier (40743 - NCCI TRAINING INSURANCE COMPANY), Insured (DNP INSURED ONE), FEIN (946519845), Status (ACTIVE), and Carrier Group (45856 - NCCI TRAINING COMPANY). A 'Return to Search' link is also present. Below this is a 'View All Edits' button. The main navigation bar includes 'Add Renewal' (highlighted with a green arrow), 'POC Notice Renewal', 'Name and Address Combined View', 'Employer State View', and 'State and Exposure Combined View'. The 'Header' section lists various tabs: Names, Addresses, States, Exposures, Endorsements, Canc/Reinst/NonRenew, Noncompliance/Compliance, and History. The 'Data Grade: 0' section displays a table of indicators:

Trans Code	Pol Term	Type of Cov Code	Type of Plan	Empl Leas Type
01 - NEW	1 - STANDARD ONE-YEAR	01 - STANDARD WORKERS' COMPENSATION POLICY	01 - VOLUNTARY POLICY	1 - NON-EMPLOYEE LEASING POLICY
WU/OCIP Code	Legal Nat of Insrd	Exper Rtg Code	Retro Rtg Code	Multi State Pol
2 - NON-WRAP-UP POLICY	03 - CORPORATION	1 - INTERSTATE RATED ONLY	3 - NOT RETROSPECTIVE RATED	N

The following screen appears (field information from the previous policy is listed below each field):

- ❑ Enter the new Policy Number
- ❑ Verify that other prefilled information is correct
- ❑ Click **Save**

POC Notice Renewal

The screenshot shows the 'POC Notice Renewal' form. It contains four input fields: Policy Number (empty), Carrier Code (40743), Policy Effective (01/01/25), and Policy Expiration (01/01/26). Below each field is a 'Current' value: Current: DNPPOL005, Current: 40743, Current: 01/01/24, and Current: 01/01/25. A green arrow points to the 'Save' button.

Please note that POC Notice is not available for HAWAII, IDAHO and MAINE as these states do not accept them

Save **Clear**

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.

The following items will not be brought forward on a POC Notice Renewal:

- ❑ Name, Address, State, and Exposure Records for states where POC Notices are not available and for Independent Bureau states
- ❑ Endorsement Records

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.

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

Policy Data Collection Tool User's Guide

The tool will start you off on the screen below once you have entered your Key Fields.

- ☐ Review all fields and records
- ☐ Update and/or add information as necessary

Policy Data Collection

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

POC Notice Renewal

Policy Number: DNPP0C003
Policy Effective: 01/01/25
Policy Expiration: 01/01/26
Carrier: 40743 - NCCI TRAINING INSURANCE COMPANY
Insured: DNP INSURED ONE
FEIN: 946519845
Status: ADD
Carrier Group: 45856 - NCCI TRAINING COMPANY

Return to Search

View All Edits

Submit

Header | Names | Addresses | States | Exposures | Endorsements

Data Grade: 0

Indicators

Trans Code	Type of Plan	Empl Lease Type	WU/OICP Code	Legal Nat of Insrd
16 - POC NOTICE	01 - VOLUNTARY POLICY	1 - NON-EMPLOYEE LEASING POLICY	2 - NON-WRAP-UP POLICY	03 - CORPORATION

Show Me How - Update Keys

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

To update state information:

- ☐ Click the **States** tab
- ☐ Click the **pencil icon** to update information as necessary

Policy Data Collection

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

States

Add State | Filter | 1 of 1 Item(s) | Expand All

Data Grade	State	(State) Carrier Code	Est State Std Prem Tot	Governing Class Code
0	FL-09			

The following screen appears:

- ☐ Make necessary updates
- ☐ Click **Save**

No Edits Exist

Policy Data Collection

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

Details

State	(State) Carrier Code	Est State Std Prem Tot	Governing Class Code
FL - 09	40743	2000	

Claim Admin FEIN: 946519845

Reason State Added: 0 - FIELD DOES NOT /

Save

Policy Data Collection Tool User's Guide

The following screen appears:

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

Header	Names	Addresses	States	Exposures	Endorsements
Add Exposure Filter					
	Data Grade	State	Class Code	Est Expos	
	0	FL-09	8810 - CLERICAL OFFICE EMPLOYEES NOC	2000	

The following screen appears:

- ❑ Enter exposure information
- ❑ Click **Save**

Edit Exposure Information

No Edits Exist

State	Class Code	Est Expos
FL-09	8810	2000

Save

The updated exposure record displays and is highlighted, as seen below

Header	Names	Addresses	States	Exposures	Endorsements
Add Exposure Filter					
	Data Grade	State	Class Code	Est Expos	
	0	FL-09	8810 - CLERICAL OFFICE EMPLOYEES NOC	2,000	

Note: Additional exposures can be added by clicking the **Add Exposures** button.

To delete a state:

- ❑ Click the **trash can icon**

Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	History
Add State Filter 2 of 2 Item(s) Expand All							
	Data Grade	State	(State) Carrier Code	Est State Std Prem Tot	Governing Class Code		
	0	AL-01	16962	2,000	8810		
	Data Grade	State	(State) Carrier Code	Est State Std Prem Tot	Governing Class Code		
	0	FL-09	40743	2,000	8810		

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

- ❑ Click **OK**

Delete State Information

If you would like to delete **AL-01** State Record, please click OK.
Note: All associated Exposures will also be deleted

OK

Note: ALL ASSOCIATED EXPOSURES WILL ALSO BE DELETED.

Policy Data Collection Tool User's Guide

To delete specific exposures:

- ❑ Click the **trash can icon**

Header

Names

Addresses

States

Exposures

Endorsements

Canc/Reinst/NonRenew

History

Add Exposure

Filter 2 of 2 item(s)

Data Grade

0

State

AL-01

Class Code

8810 - CLERICAL OFFICE EMPLOYEES NOC

Est Expos

2,000

Data Grade

0

State

FL-09

Class Code

8810 - CLERICAL OFFICE EMPLOYEES NOC

Est Expos

2,000

Policy Data Collection Tool User's Guide

The following screen appears:

- ❑ Enter state information
- ❑ Click **Save**

Add State Information

Details

State	(State) Carrier Code	Est State Std Prem Tot	Governing Class Code
<input type="text" value="GA - 10"/>	<input type="text" value="40743"/>	<input type="text" value="2000"/>	
Claim Admin FEIN	Reason State Added		
<input type="text" value="987528544"/>	<input type="text" value="0 - FIELD DOES NOT"/>		

Save [Link to New Exposure](#)

Once the state information has been saved, you can link to new exposures. Click **Link to New Exposure**.

Add State Information

Details

State	(State) Carrier Code	Est State Std Prem Tot	Governing Class Code
<input type="text" value="GA - 10"/>	<input type="text" value="40743"/>	<input type="text" value="2000"/>	
Claim Admin FEIN	Reason State Added		
<input type="text" value="987528544"/>	<input type="text" value="0 - FIELD DOES NOT"/>		

Save **Link to New Exposure**

The following screen appears:

- ❑ Enter Exposure information
- ❑ Click **Save**

Add Exposure Information

State **Class Code** **Est Expos** **Pol Chng Expir Dt**

<input type="text" value="GA - 10"/>	<input type="text" value="8810"/>	<input type="text" value="2000"/>	<input type="text" value="mm/dd/yy"/>
--------------------------------------	-----------------------------------	-----------------------------------	---------------------------------------

Save

To add additional Exposures, click the **Add Exposures** button, then follow the same steps above. The added exposure(s) appears on the screen and will be highlighted, as seen below.



✓ Changes were saved but not submitted for record(s) on this Policy or POC Notice. ✕





Submit

HeaderNamesAddressesStatesExposuresEndorsements

Add Exposure

Filter1 of 1 Item(s)

	Data Grade	State	Class Code	Est Expos
 	0	FL-09	8810 - CLERICAL OFFICE EMPLOYEES NOC	2,000

 Click **OK**

Submit Confirmation

Are you sure you would like to Submit this POC Notice

OK

✔ POC Notice successfully submitted. ✕

Editing Individual Records

Header/Summary Info

By selecting the **Header** link, the tool takes you to the Policy Information screen for the policy selected.

The Title Information at the top of the screen includes:

- ☐ Policy Number
- ☐ Primary Name of Insured
- ☐ Policy Effective Date
- ☐ Primary FEIN
- ☐ Policy Expiration Date
- ☐ Policy Status
- ☐ Carrier Code/Name
- ☐ Carrier Group/Name

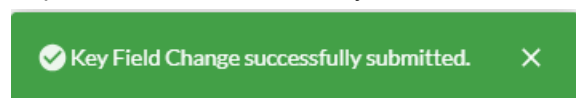
Policy Keys can be edited by clicking on the **pencil icon** in the top-left corner, entering new information, and clicking **Submit Record**.

Note: Clicking **Submit Record** results in direct processing to NCCI's database for this record.

The screenshot displays the 'Policy Data Collection' tool interface. The 'Header' tab is selected, showing policy details for DNPPOL004. A green arrow points to the pencil icon in the top-left corner of the policy card, which is used to edit the policy keys. An 'Update Policy Keys' modal is open, allowing users to update the Policy Number, Carrier Code, Policy Effective date, and Policy Expiration date. The modal includes a 'Submit Record' button. The background shows a table of policy details, including the Policy Number, Policy Effective date, Policy Expiration date, Carrier, Carrier Group, and various codes.



Policy Number	Policy Effective	Policy Expiration	Carrier	Carrier Group
DNPPOL004	01/01/25	01/01/26	40743 - NCCI TRAINING INSURANCE COMPANY	45856 - NCCI TRAINING COMPANY

Once a change to a key field has been submitted, the following message appears indicating that the request has been successfully submitted.



Policy Data Collection Tool User's Guide


If a Key Field has been previously changed, you can view these changes by clicking on **Keys History**.

 Policy Number DNPPOL004A Insured DNP INSURED ONE Return to Search	Policy Effective 01/01/25 FEIN 946519845	Policy Expiration 01/01/26 Status ACTIVE	Carrier 40743 - NCCI TRAINING INSURANCE COMPANY Carrier Group 45856 - NCCI TRAINING COMPANY	Show me how Me How - Update Keys  Keys History
---	---	---	--	--

When you click on **Keys History**, the following pop-up window appears displaying the history of the key fields:

Policy Keys Information ×

Current Keys

Policy Number	Policy Effective Dt	Policy Expiration Dt	Carrier Code
 DNPPOL004A	01/01/25	01/01/26	40743


Keys History

Policy Number	Policy Effective Dt	Carrier Code	Processed Dt
DNPPOL004	01/01/25	40743	12/12/24

Policy level information is viewable in the lower half of the header screen. The screen is organized by information as it pertains to Policy Indicators, Details, Carrier, and the Producer.

[Add Renewal](#) [Add Annual Rate](#) [POC Notice Renewal](#) [Name and Address Combined View](#) [Employer State View](#) [State and Exposure Combined View](#)

Header [Names](#) [Addresses](#) [States](#) [Exposures](#) [Endorsements](#) [Canc/Reinst/NonRenew](#) [Noncompliance/Compliance](#) [History](#)

 Data Grade: 0

Indicators

Trans Code 03 - ENDORSEMENT	Pol Term 1 - STANDARD ONE-YEAR	Type of Cov Code 01 - STANDARD WORKERS' COMPENSATION POLICY	Type of Plan 01 - VOLUNTARY POLICY	Empl Leas Type 1 - NON-EMPLOYEE LEASING POLICY
WU/OCIP Code 2 - NON-WRAP-UP POLICY	Legal Nat of Insrdr 03 - CORPORATION	Exper Rtg Code 1 - INTERSTATE RATED ONLY	Retro Rtg Code 3 - NOT RETROSPECTIVE RATED	Multi State Pol N

Details

Trans Issue Dt 12/12/24	Prior Pol Nbr	Min Prem St FL - 09	Min Prem Amt 2,000	Tot Estd Std Prem 2,000	Risk ID
A/R Binder Nbr	Assignment Dt	A/R Governing St	EL Lim Amt-Bod Inj/Acc-Each Acc 100	EL Lim Amt-Bod Inj By Disease-Pol Lmt 100	EL Lim Amt-Bod Inj By Disease-Each Empl 100

Carrier Issuing Office

Branch Code 000	Address 901 PENINSULA CORPORATE CIR, BOCA RATON, FL, 334871339
--------------------	---

Producer Information

Name DNP PRODUCER	Address 901 PENINSULA CORPORATE CIR, BOCA RATON, FL, 334871339
----------------------	---

Policy Level Information

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 **pencil icon**:

The screenshot shows the 'Policy Level Information' screen. At the top, there are three blue buttons: 'Add Renewal', 'Add Annual Rerate', and 'POC Notice Renewal'. Below these is a tabbed interface with tabs for 'Header', 'Names', 'Addresses', 'States', 'Exposures', and 'Endorsements'. The 'Header' tab is selected. In the 'Header' tab, there is a 'Data Grade: 0' label with a pencil icon circled in green. Below this, there is a section titled 'Indicators' with two columns of information: 'Trans Code' (03 - ENDORSEMENT), 'Pol Term' (1 - STANDARD ONE-YEAR), 'WU/OCIP Code' (2 - NON-WRAP-UP POLICY), and 'Legal Nat of Insrd' (03 - CORPORATION).

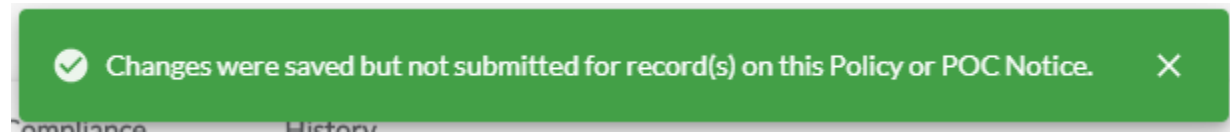
That will open the fields to be edited.

The screenshot shows the 'Edit Header Information' form. At the top, there is a 'Save' button. Below it, there is a section titled 'Indicators' with several fields: 'Trans Code' (03 - ENDORSEMENT), 'Pol Term' (1 - STANDARD ONE-YEAR), 'Type of Cov Code' (01 - STANDARD WORK), 'Type of Plan' (01 - VOLUNTARY POLIC), 'Empl Leas Type' (1 - NON-EMPLOYEE LE), 'WU/OCIP Code' (2 - NON-WRAP-UP POL), 'Legal Nat of Insrd' (03 - CORPORATION), 'Exper Rtg Code' (1 - INTERSTATE RATED), 'Retro Rtg Code' (3 - NOT RETROSPECTIV), 'Pol Chng Eff Dt' (mm/dd/yy), and 'Pol Chng Expir Dt' (mm/dd/yy). Below this is a section titled 'Details' with fields: 'Trans Issue Dt' (12/12/24), 'Prior Pol Nbr', 'Min Prem St' (FL - 09), 'Min Prem Amt' (2000), 'Total Estd Std Prem' (2000), 'A/R Binder Nbr', 'Assignment Dt' (mm/dd/yy), 'A/R Governing St', 'EL Lim Amt-Bod Inj by Acc-Each Acc' (100), 'EL Lim Amt-Bod Inj by Disease-Pol Lmt' (100), and 'EL Lim Amt-Bod Inj by Disease-Each Empl' (100). Below this is a section titled 'Carrier Issuing Office' with a 'Branch Code' dropdown menu showing '000-901 PENINSULA CORPORATE CIR--BOCA RATON-FL-334871339'. Below this is a section titled 'Producer Information' with fields: 'Name' (DNP PRODUCER), 'Address' (901 PENINSULA CORPORATE CIR), 'City' (BOCA RATON), 'State' (FL - 09), and 'Zip Code' (334871339). At the bottom, there is a 'Save' button.

Policy Data Collection Tool User's Guide


- ❑ Enter new information
- ❑ Click **Save**

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




To submit the changes:

- ❑ Click **Submit**

	Policy Number DNPPOL004A	Policy Effective 01/01/25	Policy Expiration 01/01/26
	Insured DNP INSURED ONE	FEIN 946519845	Status CHG
	Return to Search		

[View All Edits](#)

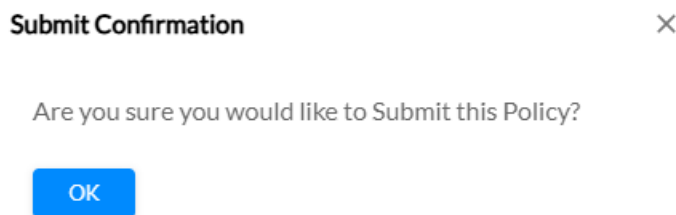


[Submit](#)[Undo All Changes](#)

[Name and Address Combined View](#)[Employer State View](#)[State and Exposure Combined View](#)

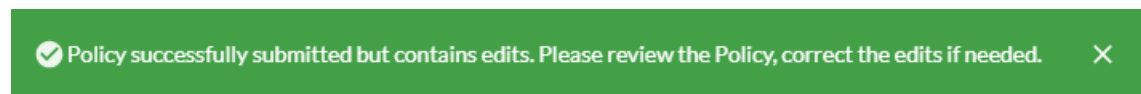
Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance
--------	-------	-----------	--------	-----------	--------------	----------------------	--------------------------

The following pop-up window appears:



- ❑ Click **OK**

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



Policy Edit View

To view all the edits associated with a policy, from any screen in the tool, click the **View All Edits** button located beneath the Title Information for the policy.

Policy Data Collection

Policy Number DNPPOL004A Insured DNP INSURED ONE Return to Search	Policy Effective 01/01/25 FEIN 946519845	Policy Expiration 01/01/26 Status ACTIVE	Carrier 40743 - NCCI TRAINING INSURANCE COMPANY Carrier Group 45856 - NCCI TRAINING COMPANY Show Me How - Update Keys Keys History
---	---	---	---

View All Edits

[Add Renewal](#)
[Add Annual Rate](#)
[POC Notice Renewal](#)
[Name and Address Combined View](#)
[Employer State View](#)
[State and Exposure Combined View](#)

The **View All Edits** section expands, and all edits associated with the policy display.

Policy Number DNPPOL004A Insured DNP INSURED ONE Return to Search	Policy Effective 01/01/25 FEIN 946519845	Policy Expiration 01/01/26 Status ACTIVE	Carrier 40743 - NCCI TRAINING INSURANCE COMPANY Carrier Group 45856 - NCCI TRAINING COMPANY Show Me How - Update Keys Keys History
---	---	---	---

View All Edits

Data Grade	Record Type	Field Name	Edit Nbr	Edit Message	Reported Value	Defaulted Value
7	03	NUMBER OF EMPLOYEES	0061-01	FIELD IS NOT NUMERIC		
4	01	RETROSPECTIVE RATING CODE	0185-01	FIELD IS MISSING OR INVALID		
4	02	LEGAL NATURE OF ENTITY	0111-01	FIELD IS MISSING OR INVALID		

In the example above, the policy received 3 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 Number DNPPOL004A Insured DNP INSURED ONE Return to Search	Policy Effective 01/01/25 FEIN 946519845	Policy Expiration 01/01/26 Status ACTIVE	Carrier 40743 - NCCI TRAINING INSURANCE COMPANY Carrier Group 45856 - NCCI TRAINING COMPANY Show Me How - Update Keys Keys History
---	---	---	---

View All Edits

Data Grade	Record Type	Field Name	Edit Nbr	Edit Message	Reported Value	Defaulted Value
7	03	NUMBER OF EMPLOYEES	0061-01	FIELD IS NOT NUMERIC		
4	01	RETROSPECTIVE RATING CODE	0185-01	FIELD IS MISSING OR INVALID		
4	02	LEGAL NATURE OF ENTITY	0111-01	FIELD IS MISSING OR INVALID		

Names

By selecting the **Names** tab, the **Policy Data Collection** tool takes you to the Names screen, which displays the employer(s) names associated with the policy. If you have update capability, you can add, change, delete, and restore name information.



Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History
Add Name		Filter 2 of 2 Item(s)		Expand All				
Data Grade		Insured	FEIN	Name Link ID	Cont Seq Nbr	Name Link Counter ID		
0		DNP INSURED ONE	946519845	001	001	00		
4		DNP INSURED TWO	945687415	002	001	00		

If a name record received an edit, the Data Grade number will display underneath the **Data Grade** column.

Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History
Add Name		Filter 2 of 2 Item(s)		Expand All				
Data Grade		Insured	FEIN	Name Link ID	Cont Seq Nbr	Name Link Counter ID		
0		DNP INSURED ONE	946519845	001	001	00		
4		DNP INSURED TWO	945687415	002	001	00		

Click the expand arrow on the name row to expand the record and view **Name Details**.

Here you can view additional information such as the **Reported Name**, the **Standardized Name** and **Name Expiration Date**, if applicable.

Add Name		Filter 2 of 2 Item(s)		Expand All				
Data Grade		Insured	FEIN	Name Link ID	Cont Seq Nbr	Name Link Counter ID		
0		DNP INSURED ONE	946519845	001	001	00		
Name Stdzn	Reported Name	Name Type Code		Legal Nat of Entity		Name Expir Dt		
N	DNP INSURED ONE	2 - COMMERCIAL NAME		03 - CORPORATION		01/01/25		
	PEO/Client Code	State and UI Nbr		Name Eff Dt				
		FL-09 005786581819888						

Edits

To view the **Edits**, click on the number link under the **Data Grade**.

Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History
Add Name		Filter 2 of 2 Item(s)		Expand All				
Data Grade		Insured	FEIN	Name Link ID	Cont Seq Nbr	Name Link Counter ID		
0		DNP INSURED ONE	946519845	001	001	00		
4		DNP INSURED TWO	945687415	002	001	00		

Once open all edits for the selected name record will display, as shown below.

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

State Unemployment Numbers

State Unemployment Numbers can be viewed by first expanding the name record then clicking the **View** link below the State Unemployment Number section.

Header

Names

Addresses

States

Exposures

Endorsements

Cancel/Reinst/NonRenew

Noncompliance/Compliance

History

Add Name

Filter

2 of 2 item(s)

Expand All

Expand All

<div><div></div></div>	<div>Data Grade</div> <div>0</div>	<div>Insured</div> <div>DNP INSURED ONE</div>	<div>FEIN</div> <div>946519845</div>	<div>Name Link ID</div> <div>001</div>	<div>Cont Seq Nbr</div> <div>001</div>	<div>Name Link Counter ID</div> <div>00</div>	
	<div>Name Stzdn</div> <div>N</div>	<div>Reported Name</div> <div>DNP INSURED ONE</div> <div>PEO/Client Code</div>	<div>Name Type Code</div> <div>2 - COMMERCIAL NAME</div> <div>State and UI Nbr</div> <div>FL-09 005786581819888</div>	<div>Legal Nat of Entity</div> <div>03 - CORPORATION</div> <div>Name Eff Dt</div> <div>01/01/25</div>		<div>Name Expir Dt</div>	

Filter Names


To narrow search results, click the **Filter** button.

Header Names Addresses States Exposures Endorsements Canc/Reinst/NonRenew Noncompliance/Compliance History						
Add Name		Filter 2 of 2 item(s)		Expand All		
Data Grade 0	Insured DNP INSURED ONE	FEIN 946519845	Name Link ID 001	Cont Seq Nbr 001	Name Link Counter ID 00	Expand All
Data Grade 4	Insured DNP INSURED TWO	FEIN 945687415	Name Link ID 002	Cont Seq Nbr 001	Name Link Counter ID 00	Expand All

Enter one of the following Column Names from the drop-down:

- Name of Insured
- FEIN (Federal Identification Number)
- Nm Link ID (Name Link Identifier)
- Data Grade
- Cont Seq Nbr (Continuation Sequence Number)

Filter By X



Column Name ▼

Filter ▼

Filter Text

Column Name ▼

Filter ▼

Filter Text

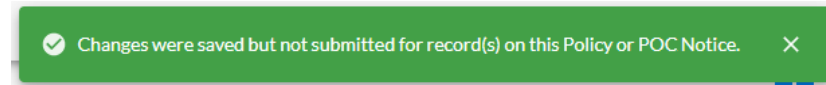
Apply

Clear

- Enter your Filter Text and an additional filter item if you like and click Apply.

Policy Data Collection Tool User's Guide

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



Follow the same steps listed above to add additional names. Added names will display in a highlighted grid row.

Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History
Add Name		Filter		2 of 2 Item(s)		Expand All		
Data Grade		Insured		FEIN		Name Link ID		Cont Seq Nbr
0		DNP INSURED ONE		946519845		001		Name Link Counter ID
								00
Data Grade		Insured		FEIN		Name Link ID		Cont Seq Nbr
0		DNP INSURED TWO		946519845		002		Name Link Counter ID
								00

Change Names

Primary Names can only 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.

Additional names with name link identifiers >001 are changed by deleting the incorrect name and adding the correct name.

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

Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History
Add Name		Filter		2 of 2 Item(s)		Expand All		
Data Grade		Insured		FEIN		Name Link ID		Cont Seq Nbr
0		DNP INSURED ONE		946519845		001		Name Link Counter ID
								00

The following screen displays:

Insured	Name Stdzn	FEIN	Name Link ID	Cont Seq Nbr
DNP INSURED ONE		946519845	001	001
Name Link Counter ID	Name Type Code	Legal Nat of Entity	PEO/Client Code	Pol Chng Eff Dt
00	2 - COMMERCIAL NAME	03 - CORPORATION		mm/dd/yy

Add

State Code

Unemployment Nbr

Delete

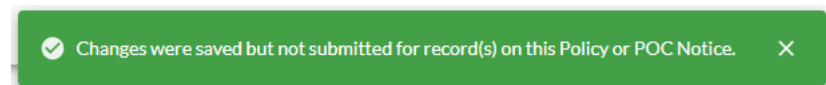
FL - 09

005786581819888

Save Link to New Address Link to Existing Address

- ❑ Enter the necessary changes on the row. The Pol Chng Eff Date (Policy Change Effective Date) is a required field.
- ❑ Click **Save**.

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



Policy Data Collection Tool User's Guide

The changed name will display in a highlighted grid row.

Header

Names

Addresses

States

Exposures

Endorsements

Canc/Reinst/NonRenew

Noncompliance/Compliance

History

Add Name

Filter

2 of 2 item(s)

Expand All

	Data Grade 0	Insured DNP INSURED ONE	FEIN 946519845	Name Link ID 001	Cont Seq Nbr 001	Name Link Counter ID 00	
	Data Grade 0	Insured DNP INSURED TWO	FEIN 945687415	Name Link ID 002	Cont Seq Nbr 001	Name Link Counter ID 00	

Delete Names

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

Header

Names

Addresses

States

Exposures

Endorsements

Canc/Reinst/NonRenew

Noncompliance/Compliance

History

Add Name

Filter

2 of 2 item(s)

Expand All

	Data Grade 0	Insured DNP INSURED ONE	FEIN 946519845	Name Link ID 001	Cont Seq Nbr 001	Name Link Counter ID 00	
	Data Grade 0	Insured DNP INSURED TWO	FEIN 945687415	Name Link ID 002	Cont Seq Nbr 001	Name Link Counter ID 00	

The following pop-up window appears:

- ☐ Enter the effective date of the name being deleted
- ☐ Click **OK**

Delete Name Information



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

mm/dd/yy



OK

Note: When a name has been deleted and saved, you must submit the policy after all changes are made.

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 the data again.

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

Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History
Add Name		Filter ▾		2 of 2 Item(s)		Expand All		
	Data Grade	Insured	FEIN	Name Link ID	Cont Seq Nbr	Name Link Counter ID		
	0	DNP INSURED ONE	946519845	001	001	00		
	Data Grade	Insured	FEIN	Name Link ID	Cont Seq Nbr	Name Link Counter ID		
	0	DNP INSURED TWO	945687415	002	001	00		

The following message displays:

☐ Click **OK**

Restore Name Information

Are you sure you would like to restore the Name Record for this Policy?

OK

The restored name edit window opens. Input changes and click **Save**.

Insured	Name Stdzn	FEIN	Name Link ID	Cont Seq Nbr
DNP INSURED TWO		945687415		
Name Link Counter ID	Name Type Code	Legal Nat of Entity	PEO/Client Code	Pol Chng Eff Dt
	2 - COMMERCIAL NAME	03 - CORPORATION		mm/dd/yy
				Pol Chng Expir Dt
				mm/dd/yy

Add State Code Unemployment Nbr



Save Link to New Address Link to Existing Address

The following message appears:

Changes were saved but not submitted for record(s) on this Policy or POC Notice.

Restored names display in a highlighted grid row.

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.

Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History
Add Name		Filter ▾		2 of 2 Item(s)		Expand All		
	Data Grade	Insured	FEIN	Name Link ID	Cont Seq Nbr	Name Link Counter ID		
	0	DNP INSURED TWO	945687415	002	001	00		
	Data Grade	Insured	FEIN	Name Link ID	Cont Seq Nbr	Name Link Counter ID		
	0	DNP INSURED ONE	946519845	001	001	00		

Name Standardization

NCCI's Name Standardization process was created to assist POC administrators in searching for compounded employer names. The process applies to names reported through a file in WCPOLS format or through the **Policy Data Collection** tool prior to NCCI's editing process.

There are two versions of the Name Standardization process:

1. Name Standardization for Policies Effective December 31, 2016, and Earlier

This version of the Name Standardization process includes rules for abbreviations, special characters, verbiage, removal of non-name data, and Name Splitting.

The Name Splitting rules are used to separate multiple names of a single insured when reported on a single name record. When the Name Splitting rule is applied, the first complete name after standardization is considered the Primary Name. All other names are additional insureds.

2. Name Standardization for Policies Effective January 1, 2017, and Later

With this version of the Name Standardization process, the Name Splitting rules have been discontinued; however, rules for abbreviations, special characters, verbiage, and removal of non-name data apply.

Name Standardization Indicator

The Name Standardization process includes a Name Standardization Indicator, which will display in the **Policy Data Collection** tool. The Name Standardization Indicator (Name Stdzn) identifies whether a name has been standardized:

Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History																											
<div> Add Name Filter 2 of 2 item(s) Expand All </div> <table border="1"> <tr> <td> <div> <div> Name Stdzn N </div> </div> </td> <td> Data Grade 0 </td> <td> Insured DNP INSURED ONE </td> <td> FEIN 946519845 </td> <td> Name Link ID 001 </td> <td> Cont Seq Nbr 001 </td> <td> Name Link Counter ID 00 </td> <td colspan="2"></td> </tr> <tr> <td></td> <td></td> <td> Reported Name DNP INSURED ONE PEO/Client Code </td> <td> Name Type Code 2 - COMMERCIAL NAME State and UI Nbr FL-09 005786581819888 </td> <td> Legal Nat of Entity 03 - CORPORATION Name Eff Dt 01/01/25 </td> <td colspan="4"></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td> Name Expir Dt </td> <td colspan="4"></td> </tr> </table>									<div> <div> Name Stdzn N </div> </div>	Data Grade 0	Insured DNP INSURED ONE	FEIN 946519845	Name Link ID 001	Cont Seq Nbr 001	Name Link Counter ID 00					Reported Name DNP INSURED ONE PEO/Client Code	Name Type Code 2 - COMMERCIAL NAME State and UI Nbr FL-09 005786581819888	Legal Nat of Entity 03 - CORPORATION Name Eff Dt 01/01/25									Name Expir Dt				
<div> <div> Name Stdzn N </div> </div>	Data Grade 0	Insured DNP INSURED ONE	FEIN 946519845	Name Link ID 001	Cont Seq Nbr 001	Name Link Counter ID 00																													
		Reported Name DNP INSURED ONE PEO/Client Code	Name Type Code 2 - COMMERCIAL NAME State and UI Nbr FL-09 005786581819888	Legal Nat of Entity 03 - CORPORATION Name Eff Dt 01/01/25																															
				Name Expir Dt																															

The Name Standardization Indicator values are as follows:

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

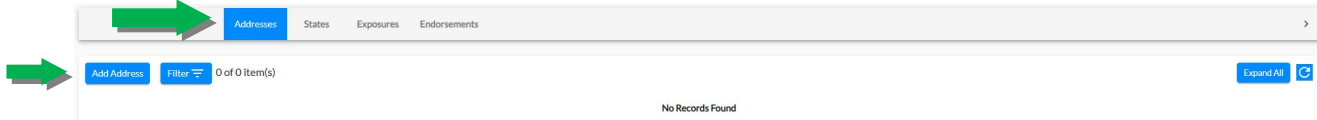
- ❑ Data providers can override the process when necessary. Users with update capability can override the standardization process when adding or changing a name by changing the Name Standardization Override indicator.

Insured DNP INSURED ONE	Name Stdzn <div> Standardized Not Standardized Override </div>	FEIN 946519845	Name Link ID 001	Cont Seq Nbr 001
Name Link Counter ID 00	Name Type Code 2 - COMMERCIAL NAME	Legal Nat of Entity 03 - CORPORATION	Pol Chng Eff Dt mm/dd/yy	Pol Chng Expir Dt mm/dd/yy
<div> Add State Code FL - 09 Unemployment Nbr 005786581819888 </div> <div> Delete Link to New Address Link to Existing Address </div>				

Once overridden, the name override indicator remains for the life of the policy term, unless changed.

Address

By selecting the **Addresses** tab, you will arrive at the address screen, which displays employer(s) addresses submitted for the policy. If you have update capability, you can add, change, delete, and restore address information.



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

Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History
Add Address	Filter	2 of 2 Item(s)						Expand All
	Data Grade 7	Address 654 DNP LANE BOCA RATON FL 33487	Address Type Code 1 - MAILING ADDRESS OF INSURED	St Code Link FL - 09	Name Link ID 001	Name Link Counter ID 00		

Edits

To view edits, click the Data Grade number link below Data Grade and the following screen is displayed.

Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History
Add Address	Filter	2 of 2 Item(s)						Expand All
	Data Grade 7	Address 654 DNP LANE BOCA RATON FL 33487	Address Type Code 1 - MAILING ADDRESS OF INSURED	St Code Link FL - 09	Name Link ID 001	Name Link Counter ID 00		

Any address edits for this address record will be displayed here.


Address Edits						
Data Grade	Field Name	Edit Nbr	Edit Message	Reported Value	Defaulted Value	
7	INDUSTRY CODE	0234-02	REPORTED INDUSTRY CODE IS INVALID OR MISSING			

Click the X in the top-right to close the screen.

Click the expand arrow on the address row to expand the record and view Additional Address Information including the Reported address.

Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History
Add Address	Filter	2 of 2 Item(s)						Expand All
	Data Grade 7	Address 654 DNP LANE BOCA RATON FL 33487	Address Type Code 1 - MAILING ADDRESS OF INSURED	St Code Link FL - 09	Name Link ID 001	Name Link Counter ID 00		
	Address Stctzn N	Reported Address 654 DNP LANE BOCA RATON FL 33487 Email DNP@INSURED.COM	Address Structure Code 1 - STRUCTURED FORMAT ADDRESS	Industry Code	Number of Employees 0	Phone Number Insured 5618931000	Address Eff Dt 01/01/25	Address Expir Dt

Reported Address

	Data Grade Z	Address 901 PENINSULA CORPORATE CIR BOCA RATON FL 334871339	Address Type Code 2 - ADDRESS OF A LOCATION OF OPERATIONS	St Code Link FL - 09	Name Link ID 005	Name Link Counter ID 00
Address Stdzn Y	Reported Address 901 PENINSULA CORP BOCA RATON FL 33487	Address Structure Code 1 - STRUCTURED FORMAT ADDRESS	Industry Code 811192	Number of Employees 5	Phone Number Insured 5618931000	Address Eff Dt 01/01/25
	Email DNP@INSURED.COM					Address Expir Dt

If the address is standardized, a “Y” will display beneath the Address Standardization column of the address row, and the reported address will be displayed next to it.

In the example above, the following address was submitted:

901 PENINSULA CORP BOCA RATON FL 33487

The address was standardized to:

901 PENINSULA CORPORATE CIR BOCA RATON FL 334871339

Filter Addresses

- ❑ To narrow search results, click the **Filter** button.

Header

Names

Addresses

States

Exposures

Endorsements

Canc/Reinst/NonRenew

Noncompliance/Compliance

History

Add Address

Filter

5 of 5 item(s)

Expand All

<

- ❑ Enter one of the following Column Names from the drop-down menu:

- Street
- City
- State
- Zip Code
- State Code Link
- Name Link Identifier
- Data Grade

Filter By ×

Column Name ▼

Filter ▼

Filter Text

Column Name ▼

Filter ▼

Filter Text

Apply

Clear

Add Addresses

From the Addresses screen, click **Add an Address**.

To add an address:

- ❑ Click the **Addresses** tab
- ❑ Click **Add Address**

The following screen appears:

- ❑ Enter insured address information

Street	City	State	Zip Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
St Code Link	Name Link ID	Name Link Counter ID	Address Type Code	Address Structure Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1 - STRUCTURED F
Industry Code	Phone Number Insured	Number Of Employees	Pol Chng Eff Dt	Pol Chng Expir Dt
<input type="text"/>	<input type="text"/>	<input type="text"/>	mm/dd/yy	mm/dd/yy
Email				
<input type="text"/>				



Save

- ❑ Click **Save**

Street	City	State	Zip Code	
123 DNP Road	Boca Raton	FL - 09	33487	
St Code Link	Name Link ID	Name Link Counter ID	Address Type Code	Address Structure Code
FL - 09	003	00	2 - ADDRESS OF A	1 - STRUCTURED F
Industry Code	Phone Number Insured	Number Of Employees	Pol Chng Eff Dt	Pol Chng Expir Dt
811192	5618931000	5	mm/dd/yy	mm/dd/yy
Email				
DNP@Insured.com				




Save

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

✓ Changes were saved but not submitted for record(s) on this Policy or POC Notice. ✕

Follow the same steps listed above to add additional addresses. The added addresses appear on the screen and are highlighted, as seen below.




Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History
Add Address	Filter	4 of 4 Item(s)						Expand All
Data Grade	Address	Address Type Code	St Code Link	Name Link ID	Name Link Counter ID			
0	123 DNP ROAD BOCA RATON FL 33487	2 - ADDRESS OF A LOCATION OF OPERATIONS	FL - 09	003	00			

Change Addresses

Primary Addresses can be changed only 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 icon** next to the Primary Address.

Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History
<div><div>Add Address</div><div>Filter</div><div>3 of 3 Item(s)</div><div>Expand All</div></div>								
	<u>Data Grade</u>	<u>Address</u>	<u>Address Type Code</u>		<u>St Code Link</u>	<u>Name Link ID</u>		<u>Name Link Counter ID</u>
	Z	654 DNP LANE BOCA RATON FL	1 - MAILING ADDRESS OF INSURED		FL - 09	001		00

The following grid row displays:

- ❑ Enter the necessary changes on the row. The Policy Change Effective Date is not a required field. If the date is not entered, it will default to PED.
- ❑ Click **Save**.

Review Edit(s)					
Data Grade	Field Name	Edit Nbr	Edit Message	Reported Value	Defaulted Value
7	INDUSTRY CODE	0234-02	REPORTED INDUSTRY CODE IS INVALID OR MISSING		

Street	City	State	Zip Code	
654 DNP LANE	BOCA RATON	FL - 09		
St Code Link	Name Link ID	Name Link Counter ID	Address Type Code	Address Structure Code
FL - 09	001	00	1 - MAILING ADDF	1 - STRUCTURED F
Industry Code	Phone Number Insured	Number Of Employees	Pol Chng Eff Dt	Pol Chng Expir Dt
811192	5618931000	0	01/01/25	mm/dd/yy
Email				
DNP@INSURED.COM				

Save

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



Changes were saved but not submitted for record(s) on this Policy or POC Notice.



Delete Addresses

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

Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History
Add Address		Filter	3 of 3 item(s)					Expand All
	Data Grade	Address	Address Type Code	St Code Link	Name Link ID	Name Link Counter ID		
	0	654 DNP LANE BOCA RATON FL	1 - MAILING ADDRESS OF INSURED	FL - 09	001	00		
	Data Grade	Address	Address Type Code	St Code Link	Name Link ID	Name Link Counter ID		
	0	456 DNP STREET BOCA RATON FL 33487	2 - ADDRESS OF A LOCATION OF OPERATIONS	FL - 09	002	00		

The following pop-up window appears:

- ☐ Enter the Policy Change Date of the address being deleted
- ☐ Click **OK**

Delete Address Information



If you would like to delete this Address Record, please enter the Policy Change Date and click OK.

mm/dd/yy

OK

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



Changes were saved but not submitted for record(s) on this Policy or POC Notice.





When an address has been deleted and saved, you must submit the policy after all changes are made.

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 the data again.

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

Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History
Add Address		Filter	2 of 2 Item(s)		Expand All			
	Data Grade	Address	Address Type Code	St Code Link	Name Link ID	Name Link Counter ID		
	0	123 DNP ROAD BOCA RATON FL 33487	1 - MAILING ADDRESS OF INSURED	FL - 09	001	00		
	Data Grade	Address	Address Type Code	St Code Link	Name Link ID	Name Link Counter ID		
	0	456 DNP STREET BOCA RATON FL 33487	2 - ADDRESS OF A LOCATION OF OPERATIONS	FL - 09	002	00		

The following message appears:

Click **OK**

Restore Address Information



Are you sure you would like to restore the Address Record for this Policy?

OK

The restored address record opens. Input your changes and click **Save**.

Street	City	State	Zip Code	
456 DNP STREET	BOCA RATON	FL - 09	33487	
St Code Link	Name Link ID	Name Link Counter ID	Address Type Code	Address Structure Code
FL - 09	002	00	2 - ADDRESS OF A	1 - STRUCTURED F
Industry Code	Phone Number Insured	Number Of Employees	Pol Chng Eff Dt	Pol Chng Expir Dt
811192	5618931000	10	mm/dd/yy	mm/dd/yy
Email				
DNP@INSURED.COM				

Save



The following message displays:



Changes were saved but not submitted for record(s) on this Policy or POC Notice.



Restored addresses display in a highlighted grid row.

Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History
Add Address		Filter	2 of 2 Item(s)		Expand All			
	Data Grade	Address	Address Type Code	St Code Link	Name Link ID	Name Link Counter ID		
	0	456 DNP STREET BOCA RATON FL 33487	2 - ADDRESS OF A LOCATION OF OPERATIONS	FL - 09	002	00		
	Data Grade	Address	Address Type Code	St Code Link	Name Link ID	Name Link Counter ID		
	0	123 DNP ROAD BOCA RATON FL 33487	1 - MAILING ADDRESS OF INSURED	FL - 09	001	00		

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.

Policy Combined Views

Name and Address Combined View

The **Name and Address Combined View** displays name and address information. This screen is view only; no changes can be made using this view.

Click the link below to access the view:

The screenshot shows the top navigation bar with buttons: Add Renewal, Add Annual Rate, POC Notice Renewal, **Name and Address Combined View** (highlighted), Employer State View, and State and Exposure Combined View. Below is a header with tabs: Header, Names, **Addresses**, States, Exposures, Endorsements, Canc/Reinst/NonRenew, Noncompliance/Compliance, and History. A sub-header shows 'Add Address' and 'Filter' with '2 of 2 Item(s)'. An 'Expand All' button is on the right. The main table has columns: Data Grade, Address, Address Type Code, St Code Link, Name Link ID, and Name Link Counter ID. Two rows are shown: one for '123 DNP ROAD BOCA RATON FL 33487' (Address Type Code: 1 - MAILING ADDRESS OF INSURED) and another for '456 DNP STREET BOCA RATON FL 33487' (Address Type Code: 2 - ADDRESS OF A LOCATION OF OPERATIONS).

Here you can search for **unlinked** Names and Addresses or **linked** Names and Addresses in the search criteria.

The search form includes fields for Name, FEIN, Name Link Identifier, and Cont. Sequence Number, along with a State dropdown. It has radio buttons for 'Unlinked Names and Addresses' (selected) and 'Linked Names and Addresses'. Policy details on the right include Policy Number (DNPPOL002), Policy Effective (01/01/25), Policy Expiration (01/01/26), Carrier (45856 - NCCI TRAINING COMPANY), and Insured (DNP INSURED ONE). Search and Clear buttons are at the bottom, along with a 'Download All Unlinked' link.

When we click **Search** in this example, all **unlinked** Names and Addresses are displayed.

The search results are displayed in two tables. The 'Unlinked Names' table has columns: Name, FEIN, Nm Link ID, Cont Seq Nbr, and Nm Link Counter ID. The 'Unlinked Addresses' table has columns: Address, City, State, Zip Code, Nm Link ID, and Nm Link Counter ID. A green arrow points to the 'Unlinked Names' table. The results show 'DNP INSURED TWO' as the only unlinked name and '456 DNP STREET' as the only unlinked address.

You can further narrow your search results by including additional information in your search criteria.

You can also download your results by clicking on the **Download All Linked** link.

Employer State View

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

Click the link below to access the view:

Add Renewal

Add Annual Rate

POC Notice Renewal

[Name and Address Combined View](#)

[Employer State View](#)

[State and Exposure Combined View](#)

Header

Names

Addresses

States

Exposures

Endorsements

Canc/Reinst/NonRenew

Noncompliance/Compliance

History

Add Address

Filter 2 of 2 item(s)

Expand All

	<div>Data Grade</div> <div>0</div>	<div>Address</div> <div>123 DNP ROAD BOCA RATON FL 33487</div>	<div>Address Type Code</div> <div>1 - MAILING ADDRESS OF INSURED</div>	<div>St Code Link</div> <div>FL - 09</div>	<div>Name Link ID</div> <div>001</div>	<div>Name Link Counter ID</div> <div>00</div> <div></div>
<div></div>	<div>Data Grade</div> <div>2</div>	<div>Address</div> <div>456 DNP STREET BOCA RATON FL 33487</div>	<div>Address Type Code</div> <div>2 - ADDRESS OF A LOCATION OF OPERATIONS</div>	<div>St Code Link</div> <div>FL - 09</div>	<div>Name Link ID</div> <div>003</div>	<div>Name Link Counter ID</div> <div>00</div> <div></div>

The following window opens in a new tab:

Policy Data Collection

POC Employer State View

POC State(s):

FL - 09

Name:

FEIN:

Search

Clear

Policy Number:

Policy Effective:

Policy Expiration:

Carrier:

Insured:

DNPPOL002

01/01/25

01/01/26

45856 - NCCI TRAINING COMPANY

DNP INSURED ONE

Download All

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

Policy Data Collection

POC Employer State View

POC State(s):

FL - 09

Name:

FEIN:

Search

Clear

Policy Number:

Policy Effective:

Policy Expiration:

Carrier:

Insured:

DNPPOL002

01/01/25

01/01/26

45856 - NCCI TRAINING COMPANY

DNP INSURED ONE

Download All

In this example, one employer name was returned:

Policy Data Collection

POC Employer State View

POC State(s):

FL - 09

Name:

FEIN:

Search

Clear

Policy Number:

Policy Effective:

Policy Expiration:

Carrier:

Insured:

DNPPOL002

01/01/25

01/01/26

45856 - NCCI TRAINING COMPANY

DNP INSURED ONE

Download All

State: FL-09 State Effective Date: 01/01/25

Name	FEIN	Nm Link ID	Cont Seq Nbr	PEO/Client Code	UI Number	Name Eff Dt
DNP INSURED ONE	946519845	001	001			01/01/25
Address	Email Address	Number of Employees	Industry Code	Address Eff Dt		
123 DNP ROAD, BOCA RATON, FL, 33487	DNP@INSURED.COM	10	811192	01/01/25		

You can also download all your linked or unlinked names by clicking on the **Download All** link.

State and Exposures Combined View

The **Name and Address Combined View** displays name and address information. This screen is view only; no changes can be made using this view.

To access the State and Exposures Combined View click the link under the policy summary information.

The screenshot shows the top navigation bar with tabs: 'Add Renewal', 'Add Annual Renewal', 'POC Notice Renewal', 'Name and Address Combined View', 'Employer State View', and 'State and Exposures Combined View' (highlighted with a green box). Below the tabs is a header with 'Header', 'Names', 'Addresses', 'States', 'Exposures', 'Endorsements', 'Canc/Reinst/NonRenew', 'Noncompliance/Compliance', and 'History'. The 'Addresses' tab is selected, showing a table with 2 items. The table has columns: Data Grade, Address, Address Type Code, St Code Link, Name Link ID, and Name Link Counter ID. The first row shows Data Grade 0, Address 123 DNP ROAD BOCA RATON FL 33487, Address Type Code 1 - MAILING ADDRESS OF INSURED, St Code Link FL - 09, Name Link ID 001, and Name Link Counter ID 00. The second row shows Data Grade 7, Address 456 DNP STREET BOCA RATON FL 33487, Address Type Code 2 - ADDRESS OF A LOCATION OF OPERATIONS, St Code Link FL - 09, Name Link ID 003, and Name Link Counter ID 00.

The following tab will open.

The screenshot shows the 'State and Exposure Combined View' tab. It features a search form with fields for State (dropdown), State Carrier Code (dropdown), Class Code (text), and buttons for Search and Clear. Below the search form is a 'Download All' link. To the right of the search form is a summary section with the following information: Policy Number: DNPPOL002, Policy Effective: 01/01/25, Policy Expiration: 01/01/26, Carrier: 45856 - NCCI TRAINING COMPANY, Insured: DNP INSURED ONE. Below the search form is a table with the following data: State: FL - 09, (State) Carrier Code: 40743, Est State Std Prem Tot: 2,000, Ins Prem Dev Factor: 2.250, Exper Mod Factor/Merit: 2.250, State Eff Dt: 01/01/25, Class Code: 8810, Expos Act/Expos Cov: 01, Est Expos: 2,000, Man/Chrgd Rt: 000003.5000, Est Prem Amt: 70, and Expos Prd Eff Dt.

You can also download all states and exposures by clicking on the **Download All** link.

States

By selecting the **States** tab, the **Policy Data Collection** tool displays the associated states written on the policy. If you have update capability, you can edit, add, delete, and restore state information.

Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History
Add State		Filter 3 of 3 Item(s)		Expand All				
		Data Grade	State	(State) Carrier Code	Est State Std Prem Tot	Exper Mod Factor/Merit	Governing Class Code	
		4	AL-01	40743	500	2.250	8810	▼
		Data Grade	State	(State) Carrier Code	Est State Std Prem Tot	Exper Mod Factor/Merit	Governing Class Code	
		0	FL-09	40743	2,000	2.250	8810	▼
		Data Grade	State	(State) Carrier Code	Est State Std Prem Tot	Exper Mod Factor/Merit	Governing Class Code	
		0	GA-10	40743	1,500	2.500	8810	▼

Detailed state information is displayed on a grid row.

Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History
Add State		Filter 3 of 3 Item(s)		Expand All				
		Data Grade	State	(State) Carrier Code	Est State Std Prem Tot	Exper Mod Factor/Merit	Governing Class Code	
		4	AL-01	40743	500	2.250	8810	▼
		Data Grade	State	(State) Carrier Code	Est State Std Prem Tot	Exper Mod Factor/Merit	Governing Class Code	
		0	FL-09	40743	2,000	2.250	8810	▼
		Data Grade	State	(State) Carrier Code	Est State Std Prem Tot	Exper Mod Factor/Merit	Governing Class Code	
		0	GA-10	40743	1,500	2.500	8810	▼

If a state record received an edit, the Data Grade number will display under Data Grade.

Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History
Add State		Filter 3 of 3 Item(s)		Expand All				
		Data Grade	State	(State) Carrier Code	Est State Std Prem Tot	Exper Mod Factor/Merit	Governing Class Code	
		4	AL-01	40743	500	2.250	8810	▼
		Data Grade	State	(State) Carrier Code	Est State Std Prem Tot	Exper Mod Factor/Merit	Governing Class Code	
		0	FL-09	40743	2,000	2.250	8810	▼
		Data Grade	State	(State) Carrier Code	Est State Std Prem Tot	Exper Mod Factor/Merit	Governing Class Code	
		0	GA-10	40743	1,500	2.500	8810	▼

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

Header

Names

Addresses

States

Exposures

Endorsements

Canc/Reinst/NonRenew

Noncompliance/Compliance

History

Add State

Filter 3 of 3 Item(s)

Expand All

Data Grade

4

State

AL-01

(State) Carrier Code

40743

Est State Std Prem Tot

500

Exper Mod Factor/Merit

2.250

Governing Class Code

8810

Premium Discount

0

Expense Constant

0

Loss Constant

0

Type of Non Std ID

Other Ind Risk Rtg Factor

1.000

Claim Admin FEIN

988676456

Reason State Added

0 - FIELD DOES NOT APPLY

State Add Delete Code

Exper Mod Status

1 - FINAL MODIFICATION FACTOR FOR POLICY PERIOD

State Eff Dt

01/01/25

State Expir Dt

Data Grade

0

State

FL-09

(State) Carrier Code

40743

Est State Std Prem Tot

2,000

Exper Mod Factor/Merit

2.250

Governing Class Code

8810

Data Grade

0

State

GA-10

(State) Carrier Code

40743

Est State Std Prem Tot

1,500

Exper Mod Factor/Merit








2,500

Governing Class Code

8810

Edits

State Edits can be found by clicking on the number link under Data Grade for each state.

Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History
Add State		Filter 3 of 3 item(s)		Expand All				
			State	(State) Carrier Code	Est State Std Prem Tot	Exper Mod Factor/Merit	Governing Class Code	
		4	AL-01	40743	500	2.250	8810	
		Data Grade	State	(State) Carrier Code	Est State Std Prem Tot	Exper Mod Factor/Merit	Governing Class Code	
		0	FL-09	40743	2,000	2.250	8810	
		Data Grade	State	(State) Carrier Code	Est State Std Prem Tot	Exper Mod Factor/Merit	Governing Class Code	
		0	GA-10	40743	1,500	2,500	8810	








When you click on the number link the following screen will display.

State Premium Edits

Data Grade	Field Name	Edit Nbr	Edit Message	Reported Value	Defaulted Value
4	TYPE OF NONSTANDARD ID CODE	0135-01	FIELD IS MISSING OR INVALID		

Note: A zero data grade means that there are no edits on the record.

You can also view State Edits by clicking on the **pencil icon**, as pictured below.

			Data Grade	State	(State) Carrier Code	Est State Std Prem Tot	Exper Mod Factor/Merit	Governing Class Code	
		4	FL-09	00000	4,620	0.000	9052		
		Data Grade	State	(State) Carrier Code	Est State Std Prem Tot	Exper Mod Factor/Merit	Governing Class Code		
		0	GA-10	00000	100,000	1.000			
		Data Grade	State	(State) Carrier Code	Est State Std Prem Tot	Exper Mod Factor/Merit	Governing Class Code		
		0	NY-31	00000	10,000	1.000			

When you enter the record, the Edits can be viewed in the top portion of the screen, as pictured below.




Review Edit(s)					
Data Grade	Field Name	Edit Nbr	Edit Message	Reported Value	Defaulted Value
4	TYPE OF NONSTANDARD ID CODE	0135-01	FIELD IS MISSING OR INVALID		

State	(State) Carrier Code	Est State Std Prem Tot	Exper Mod Factor/Merit	Governing Class Code
AL-01	40743	500	2.250	8810
Premium Discount	Expense Constant	Loss Constant	Type of Non Std ID	Other Ind Risk Rtg Factor
0	0	0		1.000
Claim Admin FEIN	Reason State Added	Exper Mod Status		
988876456	0 - FIELD DOES NC	1 - FINAL MODIFICATION FACTO		
Pol Chng Eff Dt	Pol Chng Expir Dt			
mm/dd/yy	mm/dd/yy			

Save

Experience Modification Information

Experience Modification Information can be found within the state record. You can edit Experience Modification Information by clicking on the **pencil icon**.

	Data Grade 4	State AL-01	(State) Carrier Code 40743	Est State Std Prem Tot 500	Exper Mod Factor/Merit 2.250	Governing Class Code 8810
	Data Grade 0	State FL-09	(State) Carrier Code 40743	Est State Std Prem Tot 2,000	Exper Mod Factor/Merit 2.250	Governing Class Code 8810
	Data Grade 0	State GA-10	(State) Carrier Code 40743	Est State Std Prem Tot 1,500	Exper Mod Factor/Merit 2.500	Governing Class Code 8810

When you do the following window opens:

State AL-01	(State) Carrier Code 40743	Est State Std Prem Tot 500	Exper Mod Factor/Merit 2.250	Governing Class Code 8810
Premium Discount 0	Expense Constant 0	Loss Constant 0	Type of Non Std ID ▼	Other Ind Risk Rtg Factor 1.000
Claim Admin FEIN 988876456	Reason State Added 0 - FIELD DOES NC	Exper Mod Status 1 - FINAL MODIFICATION FACTO		
Pol Chng Eff Dt mm/dd/yy	Pol Chng Expir Dt mm/dd/yy			

Save


Add States

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

View All Edits

Submit

Header Names Addresses **States** Exposures Endorsements

 Add State Filter 0 of 0 Item(s) Expand All

No Records Found

Policy Data Collection Tool User's Guide

The following screen appears:

- ☐ Enter state information
- ☐ Click **Save**

State FL - 09	(State) Carrier Code 40743	Est State Std Prem Tot 2000	Exper Mod Factor/Merit 2.250	
Premium Discount 100	Expense Constant 100	Loss Constant 100	Type of Non Std ID 01 - NON-STANDARD CODE DOE	Other Ind Risk Rtg Factor 1.000
Claim Admin FEIN 946519845	Reason State Added 0 - FIELD DOES NC	Exper Mod Status 1 - FINAL MODIFIK		
Pol Chng Eff Dt mm/dd/yy	Pol Chng Expir Dt mm/dd/yy			

Save

Link to New Exposure

Note: You must add an exposure for the added state. You have the option to add exposure now by clicking **Link to New Exposure** button or it can be added later. See the Add Exposures section in this user's guide for instruction additional instructions.

State FL - 09	(State) Carrier Code 40743	Est State Std Prem Tot 2000	Exper Mod Factor/Merit 2.250	Governing Class Code
Premium Discount 100	Expense Constant 100	Loss Constant 100	Type of Non Std ID 01 - NON-STANDARD CODE DOE	Other Ind Risk Rtg Factor 1.000
Claim Admin FEIN 946519845	Reason State Added 0 - FIELD DOES NC	Exper Mod Status 1 - FINAL MODIFICATION FACTO		
Pol Chng Eff Dt mm/dd/yy	Pol Chng Expir Dt mm/dd/yy			

Save

Link to New Exposure

- ☐ Enter Exposure information
- ☐ Click **Save**

Add Exposure Information

×

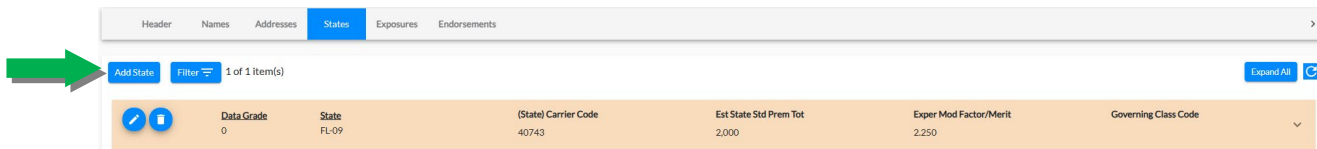
State FL - 09	Class Code 8810	Expos Act/Expos Cov 01 - STATE ACT OF	Expos Prd Eff Dt mm/dd/yy	Pol Chng Eff Dt mm/dd/yy	Pol Chng Expir Dt mm/dd/yy
Est Expos 2000	Man/Chrgd Rt 000003.5000	Calculate Premium	Est Prem Amt 70		

Save

Note: Premium amount is not automatically calculated; you must click the **Calculate Premium** button for the correct premium value to populate. The Calculate Premium button is disabled for Per Capita/Nonstandard Class Codes. Enter the Estimated Exposure Amount for nonpayroll exposure class codes considering the assumed decimal point. Reference the **Policy and Proof of Coverage Reporting Guidebook** Part 5—L. Nonpayroll Exposure.

Policy Data Collection Tool User's Guide

To add additional States, click the **Add State** button, then follow the same steps above.

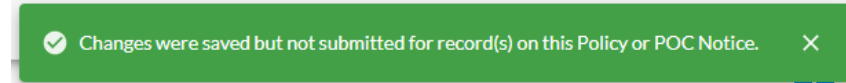


Header: Header | Names | Addresses | **States** | Exposures | Endorsements

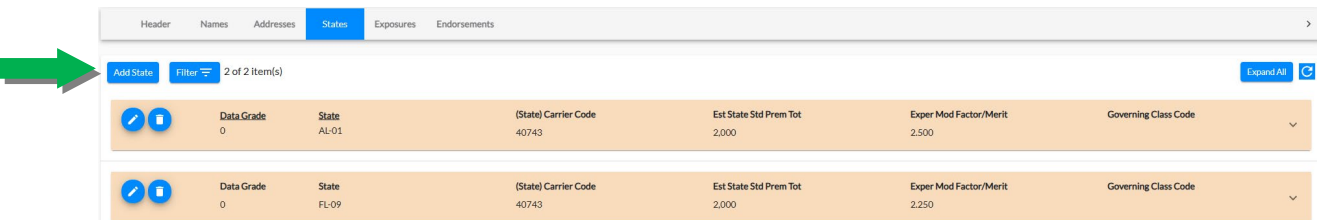
Add State Filter 1 of 1 Item(s) Expand All

Data Grade	State	(State) Carrier Code	Est State Std Prem Tot	Exper Mod Factor/Merit	Governing Class Code
0	FL-09	40743	2,000	2,250	

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



Added states will display in a highlighted grid row:



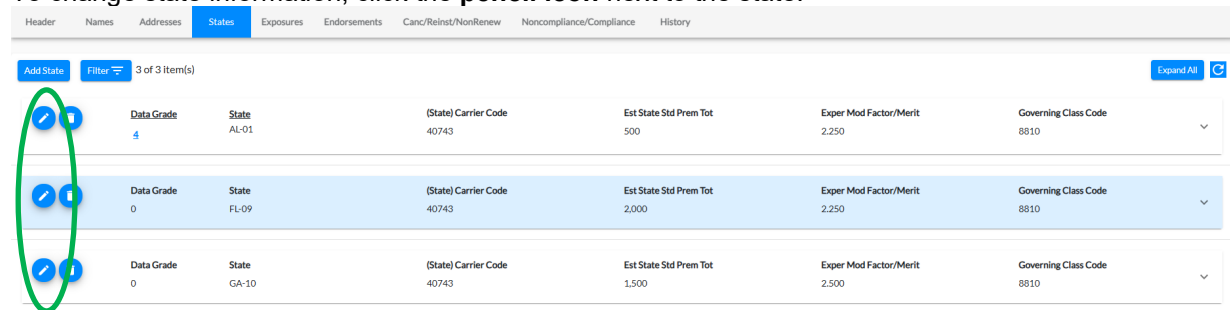
Header: Header | Names | Addresses | **States** | Exposures | Endorsements

Add State Filter 2 of 2 Item(s) Expand All

0	AL-01	40743	2,000	2,500	
0	FL-09	40743	2,000	2,250	

Change States

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



Header: Header | Names | Addresses | **States** | Exposures | Endorsements | Canc/Reinst/Non/Renew | Noncompliance/Compliance | History

Add State Filter 3 of 3 Item(s) Expand All

4	AL-01	40743	500	2,250	8810
0	FL-09	40743	2,000	2,250	8810
0	GA-10	40743	1,500	2,500	8810

The following screen appears:

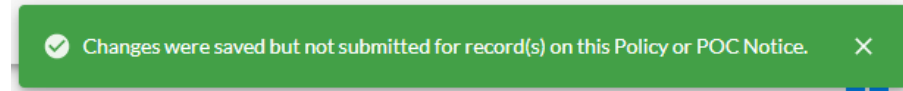
- ☐ Enter the necessary changes
- ☐ Click **Save**

State FL-09	(State) Carrier Code 40743	Est State Std Prem Tot 2,000	Exper Mod Factor/Merit 2.250	Governing Class Code 8810
Premium Discount 100	Expense Constant 100	Loss Constant 100	Type of Non Std ID 01 - NON-STANDARD CODE DOE	Other Ind Risk Rtg Factor 1.000
Claim Admin FEIN 946519845	Reason State Added 0 - FIELD DOES NC	Exper Mod Status 1 - FINAL MODIFICATION FACTO		
Pol Chng Eff Dt mm/dd/yy	Pol Chng Expir Dt mm/dd/yy			



Policy Data Collection Tool User's Guide

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



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

Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History
Add State Filter 3 of 3 item(s) Expand All								
		Data Grade 0	State FL-09	(State) Carrier Code 40743	Est State Std Prem Tot 2,000	Exper Mod Factor/Merit 2,250	Governing Class Code 8810	
		Data Grade 0	State AL-01	(State) Carrier Code 40743	Est State Std Prem Tot 500	Exper Mod Factor/Merit 2,250	Governing Class Code 8810	
		Data Grade 0	State GA-10	(State) Carrier Code 40743	Est State Std Prem Tot 1,500	Exper Mod Factor/Merit 2,500	Governing Class Code 8810	

Delete States

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

Add State Filter 3 of 3 item(s) Expand All								
		Data Grade 4	State AL-01	(State) Carrier Code 40743	Est State Std Prem Tot 500	Exper Mod Factor/Merit 2,250	Governing Class Code 8810	
		Data Grade 0	State FL-09	(State) Carrier Code 40743	Est State Std Prem Tot 2,000	Exper Mod Factor/Merit 2,250	Governing Class Code 8810	
		Data Grade 0	State GA-10	(State) Carrier Code 40743	Est State Std Prem Tot 1,500	Exper Mod Factor/Merit 2,500	Governing Class Code 8810	

The following pop-up window appears:

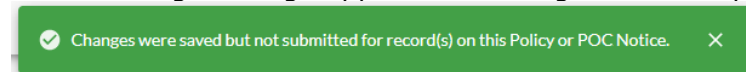
- ☐ Enter the Policy Change Date (the date you want the state deleted)
- ☐ Click **Save**

Delete State Information ×

If you would like to delete **GA-10** State Record, please enter required Policy Change Date and click OK.
Note: All associated Exposures will also be deleted

OK

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



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

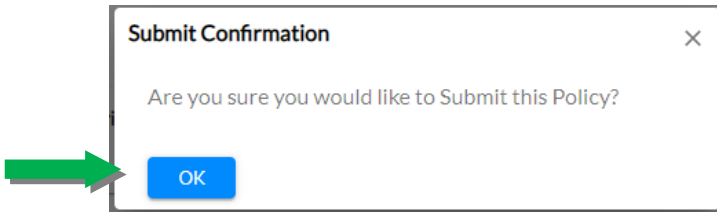


Submit Undo All Changes Name and Address Combined View Employer State View State and Exposure Combined View								
Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History
Add State Filter 2 of 2 item(s) Expand All								
		Data Grade 0	State AL-01	(State) Carrier Code 40743	Est State Std Prem Tot 500	Exper Mod Factor/Merit 2,250	Governing Class Code 8810	
		Data Grade 0	State FL-09	(State) Carrier Code 40743	Est State Std Prem Tot 2,000	Exper Mod Factor/Merit 2,250	Governing Class Code 8810	

Policy Data Collection Tool User's Guide

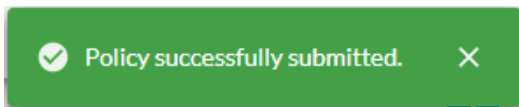
The following pop-up window appears:

- Click **OK**

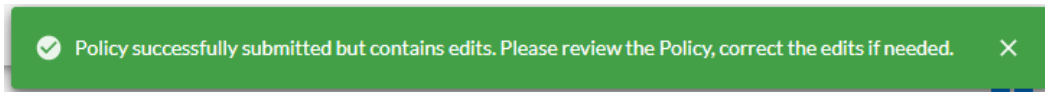


The following message appears indicating that the request has been successfully submitted, either with or without edits.






Without edits:



With edits:








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

Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History
Add State		Filter 3 of 3 Item(s)		Expand All				
 		Data Grade	State	(State) Carrier Code	Est State Std Prem Tot	Exper Mod Factor/Merit	Governing Class Code	
4		AL-01	40743	500	2,250	8810		
 		Data Grade	State	(State) Carrier Code	Est State Std Prem Tot	Exper Mod Factor/Merit	Governing Class Code	
0		FL-09	40743	2,000	2,250	8810		
		Data Grade	State	(State) Carrier Code	Est State Std Prem Tot	Exper Mod Factor/Merit	Governing Class Code	
		GA-10	40743	1,500	2,500	8810		

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**.

Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History
Add State		Filter 3 of 3 Item(s)		Expand All				
 		Data Grade	State	(State) Carrier Code	Est State Std Prem Tot	Exper Mod Factor/Merit	Governing Class Code	
4		AL-01	40743	500	2,250	8810		
 		Data Grade	State	(State) Carrier Code	Est State Std Prem Tot	Exper Mod Factor/Merit	Governing Class Code	
0		FL-09	40743	2,000	2,250	8810		
		Data Grade	State	(State) Carrier Code	Est State Std Prem Tot	Exper Mod Factor/Merit	Governing Class Code	
		GA-10	40743	1,500	2,500	8810		

Policy Data Collection Tool User's Guide

The following message displays:

- ❑ Click **OK**

Restore State Information ✕

Are you sure you would like to restore the State Record for this Policy?

OK

The restored state edit screen opens. Input changes, if applicable, and click **Save**.

State GA-10	(State) Carrier Code 40743 ▾	Est State Std Prem Tot 1,500	Exper Mod Factor/Merit 2.500	Governing Class Code 8810
Premium Discount 0	Expense Constant 0	Loss Constant 0	Type of Non Std ID 01 - NON-STANDARD CODE DOE ▾	Other Ind Risk Rtg Factor 1.000
Claim Admin FEIN 987528544	Reason State Added 0 - FIELD DOES NC ▾	Exper Mod Status 1 - FINAL MODIFICATION FACTO ▾		
Pol Chng Eff Dt mm/dd/yy	Pol Chng Expir Dt mm/dd/yy			

**Save**[Link to New Exposure](#)

The following message displays:



Changes were saved but not submitted for record(s) on this Policy or POC Notice.



Restored states display in a highlighted grid row.

Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History
Add State	Filter	3 of 3 item(s)		Expand All				
		Data Grade 0	State GA-10	(State) Carrier Code 00000	Est State Std Prem Tot 100,000	Exper Mod Factor/Merit 1.000	Governing Class Code 8810	
		Data Grade 0	State FL-09	(State) Carrier Code 00000	Est State Std Prem Tot 4,620	Exper Mod Factor/Merit 0.000	Governing Class Code 5472	
		Data Grade 0	State NY-31	(State) Carrier Code 00000	Est State Std Prem Tot 10,000	Exper Mod Factor/Merit 1.000	Governing Class Code 8742	

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

Exposures

The policy **Exposures** screen displays the associated exposures for this policy. If you have update capability, you can add, change, and delete exposure information.

Click the **Exposures** tab to view the exposure records for the state.

Data Grade	State	Class Code	Expos Act/Expos Cov	Est Expos	Man/Chrgd Rt	Est Prem Amt	Expos Prd Eff Dt
0	AL-01	8810 - CLERICAL OFFICE EMPLOYEES NOC	01 - STATE ACT OR FEDERAL ACT EXCLUDING USL&HW AND FEDERAL MINE HEALTH AND SAFETY ACT	500	000003.5000	18	
0	FL-09	8810 - CLERICAL OFFICE EMPLOYEES NOC	01 - STATE ACT OR FEDERAL ACT EXCLUDING USL&HW AND FEDERAL MINE HEALTH AND SAFETY ACT	2,000	000003.5000	70	
0	GA-10	8810 - CLERICAL OFFICE EMPLOYEES NOC	01 - STATE ACT OR FEDERAL ACT EXCLUDING USL&HW AND FEDERAL MINE HEALTH AND SAFETY ACT	500	000003.5000	18	

To limit the results view, use the filter function. First click on the **Filter** button.

Data Grade	State	Class Code	Expos Act/Expos Cov	Est Expos	Man/Chrgd Rt	Est Prem Amt	Expos Prd Eff Dt
0	AL-01	8810 - CLERICAL OFFICE EMPLOYEES NOC	01 - STATE ACT OR FEDERAL ACT EXCLUDING USL&HW AND FEDERAL MINE HEALTH AND SAFETY ACT	500	000003.5000	18	
0	FL-09	8810 - CLERICAL OFFICE EMPLOYEES NOC	01 - STATE ACT OR FEDERAL ACT EXCLUDING USL&HW AND FEDERAL MINE HEALTH AND SAFETY ACT	2,000	000003.5000	70	
0	GA-10	8810 - CLERICAL OFFICE EMPLOYEES NOC	01 - STATE ACT OR FEDERAL ACT EXCLUDING USL&HW AND FEDERAL MINE HEALTH AND SAFETY ACT	500	000003.5000	18	

Next enter any one of the following criteria in the filter fields: State, Data Grade, or Class Code; then select **Apply**.

Filter By

State Contains FL

Column Name Filter Filter Text



Apply Clear

Policy Effective: 01/01/25
FEIN: 946519845
Policy Expiration: 01/01/26
Status: ACTIVE

Class Code: 8810 - CLERICAL OFFICE EMPLOYEES NOC
Expos Act/Expos Cov: 01 - STATE ACT OR FEDERAL ACT EXCLUDING USL&HW AND FEDERAL MINE HEALTH AND SAFETY ACT







Policy Data Collection Tool User's Guide

The requested results will display:

Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History
Add Exposure Filter 1 of 3 item(s)								
 	Data Grade	State	Class Code	Expos Act/Expos Cov	Est Expos	Man/Chrgd Rt	Est Prem Amt	Expos Prd Eff Dt
0	FL-09	8810 - CLERICAL OFFICE EMPLOYEES NOC	01 - STATE ACT OR FEDERAL ACT EXCLUDING USL&HW AND FEDERAL MINE HEALTH AND SAFETY ACT	2,000	000003.5000	70		

Add Exposures

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

Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History
Add Exposure Filter 3 of 3 item(s)								
 	Data Grade	State	Class Code	Expos Act/Expos Cov	Est Expos	Man/Chrgd Rt	Est Prem Amt	Expos Prd Eff Dt
0	AL-01	8810 - CLERICAL OFFICE EMPLOYEES NOC	01 - STATE ACT OR FEDERAL ACT EXCLUDING USL&HW AND FEDERAL MINE HEALTH AND SAFETY ACT	500	000003.5000	18		
 	Data Grade	State	Class Code	Expos Act/Expos Cov	Est Expos	Man/Chrgd Rt	Est Prem Amt	Expos Prd Eff Dt
0	FL-09	8810 - CLERICAL OFFICE EMPLOYEES NOC	01 - STATE ACT OR FEDERAL ACT EXCLUDING USL&HW AND FEDERAL MINE HEALTH AND SAFETY ACT	2,000	000003.5000	70		
 	Data Grade	State	Class Code	Expos Act/Expos Cov	Est Expos	Man/Chrgd Rt	Est Prem Amt	Expos Prd Eff Dt
0	GA-10	8810 - CLERICAL OFFICE EMPLOYEES NOC	01 - STATE ACT OR FEDERAL ACT EXCLUDING USL&HW AND FEDERAL MINE HEALTH AND SAFETY ACT	500	000003.5000	18		

The following grid row appears:

- ☐ Enter the necessary information
- ☐ Click **Save**

Add Exposure Information

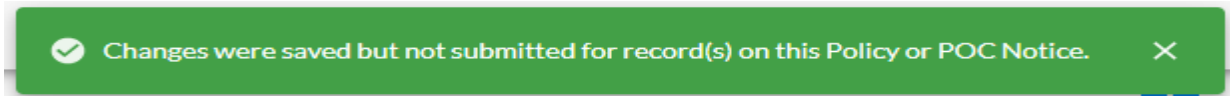


State	Class Code	Expos Act/Expos Cov	Expos Prd Eff Dt	Pol Chng Eff Dt	Pol Chng Expir Dt
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="mm/dd/yy"/>	<input type="text" value="mm/dd/yy"/>	<input type="text" value="mm/dd/yy"/>
Est Expos	Man/Chrgd Rt	Calculate Premium		Est Prem Amt	
<input type="text"/>	<input type="text"/>			<input type="text"/>	



Save

Note: To cancel or exit adding exposure click the “X” in the top-right corner of the box.

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



Added exposure records display in a highlighted grid row:

Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History
Add Exposure Filter 4 of 4 item(s)								
 	Data Grade	State	Class Code	Expos Act/Expos Cov	Est Expos	Man/Chrgd Rt	Est Prem Amt	Expos Prd Eff Dt
0	FL-09	9108 - AIRCRAFT OPERATION (PASSENGER SEAT SURCHARGE)	01 - STATE ACT OR FEDERAL ACT EXCLUDING USL&HW AND FEDERAL MINE HEALTH AND SAFETY ACT	0.01	000001.5500	100		
 	Data Grade	State	Class Code	Expos Act/Expos Cov	Est Expos	Man/Chrgd Rt	Est Prem Amt	Expos Prd Eff Dt
0	AL-01	8810 - CLERICAL OFFICE EMPLOYEES NOC	01 - STATE ACT OR FEDERAL ACT EXCLUDING USL&HW AND FEDERAL MINE HEALTH AND SAFETY ACT	500	000003.5000	18		000000
 	Data Grade	State	Class Code	Expos Act/Expos Cov	Est Expos	Man/Chrgd Rt	Est Prem Amt	Expos Prd Eff Dt
0	FL-09	8810 - CLERICAL OFFICE EMPLOYEES NOC	01 - STATE ACT OR FEDERAL ACT EXCLUDING USL&HW AND FEDERAL MINE HEALTH AND SAFETY ACT	2,000	000003.5000	70		000000

Change Exposures

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

Header

Names

Addresses

States

Exposures

Endorsements

Canc/Reinst/NonRenew

Noncompliance/Compliance

History

Add Exposure

Filter 4 of 4 item(s)

<div><div></div><div></div></div>	<div>Data Grade</div> <div>0</div>	<div>State</div> <div>AL-01</div>	<div>Class Code</div> <div>8810 - CLERICAL OFFICE EMPLOYEES NOC</div>	<div>Expos Act/Expos Cov</div> <div>01 - STATE ACT OR FEDERAL ACT EXCLUDING USL&HW AND FEDERAL MINE HEALTH AND SAFETY ACT</div>	<div>Est Expos</div> <div>500</div>	<div>Man/Chrgd Rt</div> <div>000003.5000</div>	<div>Est Prem Amt</div> <div>18</div>	<div>Expos Prd Eff Dt</div>
<div><div></div><div></div></div>	<div>Data Grade</div> <div>0</div>	<div>State</div> <div>FL-09</div>	<div>Class Code</div> <div>8810 - CLERICAL OFFICE EMPLOYEES NOC</div>	<div>Expos Act/Expos Cov</div> <div>01 - STATE ACT OR FEDERAL ACT EXCLUDING USL&HW AND FEDERAL MINE HEALTH AND SAFETY ACT</div>	<div>Est Expos</div> <div>2,000</div>	<div>Man/Chrgd Rt</div> <div>000003.5000</div>	<div>Est Prem Amt</div> <div>70</div>	<div>Expos Prd Eff Dt</div>
<div><div></div><div></div></div>	<div>Data Grade</div> <div>4</div>	<div>State</div> <div>FL-09</div>	<div>Class Code</div> <div>9108 - AIRCRAFT OPERATION (PASSENGER SEAT SURCHARGE)</div>	<div>Expos Act/Expos Cov</div> <div>01 - STATE ACT OR FEDERAL ACT EXCLUDING USL&HW AND FEDERAL MINE HEALTH AND SAFETY ACT</div>	<div>Est Expos</div> <div>0.01</div>	<div>Man/Chrgd Rt</div> <div>000001.5500</div>	<div>Est Prem Amt</div> <div>100</div>	<div>Expos Prd Eff Dt</div>

The following screen appears:

- ❑ Enter the necessary information
- ❑ Click **Save**

State FL-09	Class Code 0005	Expos Act/Expos Cov 01 - STATE ACT OF ▾	Expos Prd Eff Dt mm/dd/yy	Pol Chng Eff Dt mm/dd/yy	Pol Chng Expir Dt mm/dd/yy
Est Expos 10	Man/Chrgd Rt 000005.2500	Calculate Premium	Est Prem Amt 1		
Save					

Changed exposure records display in a highlighted grid row:

Submit

Undo All Changes

Name and Address Combined View

Employer State View

State and Exposure Combined View

Header

Names

Addresses

States

Exposures

Endorsements

Canc/Reinst/NonRenew

Noncompliance/Compliance

History

Add Exposure

Filter

4 of 4 Item(s)

Data Grade

0

State

FL-09

Class Code

0005 - FARM: NURSERY EMPLOYEES & DRIVERS

Expos Act/Expos Cov

01 - STATE ACT OR FEDERAL ACT EXCLUDING USL&HW AND FEDERAL MINE HEALTH AND SAFETY ACT

Est Expos

10

Man/Chrgd Rt

000005.2500

Est Prem Amt

1

Expos Prd Eff Dt

Data Grade

0

State

AL-01

Class Code

8810 - CLERICAL OFFICE EMPLOYEES NOC

Expos Act/Expos Cov

01 - STATE ACT OR FEDERAL ACT EXCLUDING USL&HW AND FEDERAL MINE HEALTH AND SAFETY ACT

Est Expos

500

Man/Chrgd Rt

000003.5000

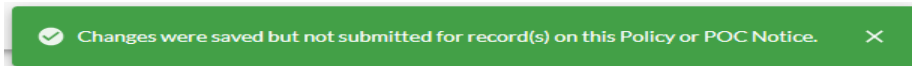
Est Prem Amt

18

Expos Prd Eff Dt

000000

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



Delete Exposures

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

Header

Names

Addresses

States

Exposures

Endorsements

Canc/Reinst/NonRenew

Noncompliance/Compliance

History

Add Exposure

Filter 4 of 4 item(s)

<div><div></div><div></div></div>	Data Grade	State	Class Code	Expos Act/Expos Cov	Est Expos	Man/Chrgd Rt	Est Prem Amt	Expos Prd Eff Dt
	0	AL-01	8810 - CLERICAL OFFICE EMPLOYEES NOC	01 - STATE ACT OR FEDERAL ACT EXCLUDING USL&HW AND FEDERAL MINE HEALTH AND SAFETY ACT	500	000003.5000	18	

Data Grade	State	Class Code	Expos Act/Expos Cov	Est Expos	Man/Chrgd Rt	Est Prem Amt	Expos Prd Eff Dt
0	FL-09	0005 - FARM: NURSERY EMPLOYEES & DRIVERS	01 - STATE ACT OR FEDERAL ACT EXCLUDING USL&HW AND FEDERAL MINE HEALTH AND SAFETY ACT	10	000005.2500	1	

Data Grade	State	Class Code	Expos Act/Expos Cov	Est Expos	Man/Chrgd Rt	Est Prem Amt	Expos Prd Eff Dt
0	FL-09	8810 - CLERICAL OFFICE EMPLOYEES NOC	01 - STATE ACT OR FEDERAL ACT EXCLUDING USL&HW AND FEDERAL MINE HEALTH AND SAFETY ACT	2,000	000003.5000	70	

Policy Data Collection Tool User's Guide

The following pop-up window appears:

- Click **OK**


Delete Exposure Information ×

Are you sure you would like to delete the Exposure Record?

OK


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







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



Submit **Undo All Changes** [Name and Address Combined View](#) [Employer State View](#) [State and Exposure Combined View](#)

Header Names Addresses States **Exposures** Endorsements Canc/Reinst/NonRenew Noncompliance/Compliance History

Add Exposure **Filter** 3 of 3 Item(s) 

	Data Grade	State	Class Code	Expos Act/Expos Cov	Est Expos	Man/Chrgd Rt	Est Prem Amt	Expos Prd Eff Dt
 	0	AL-01	8810 - CLERICAL OFFICE EMPLOYEES NOC	01 - STATE ACT OR FEDERAL ACT EXCLUDING USL&HW AND FEDERAL MINE HEALTH AND SAFETY ACT	500	000003.5000	18	000000
 	0	FL-09	8810 - CLERICAL OFFICE EMPLOYEES NOC	01 - STATE ACT OR FEDERAL ACT EXCLUDING USL&HW AND FEDERAL MINE HEALTH AND SAFETY ACT	2,000	000003.5000	70	000000
 	0	GA-10	8810 - CLERICAL OFFICE EMPLOYEES NOC	01 - STATE ACT OR FEDERAL ACT EXCLUDING USL&HW AND FEDERAL MINE HEALTH AND SAFETY ACT	500	000003.5000	18	000000

The following pop-up window appears:

- Click **OK**

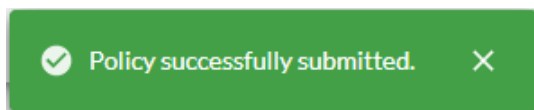
Submit Confirmation ×

Are you sure you would like to Submit this Policy?

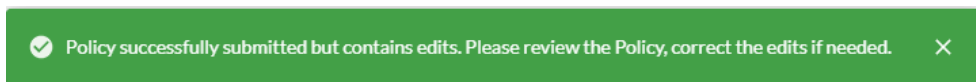
OK

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

Without edits:



With edits:



Endorsements

The Endorsements 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 can add, change, and delete endorsement information.

In the example below, the policy has one endorsement (Deductible Endorsement).

HeaderNamesAddressesStatesExposuresEndorsementsCanc/Reinst/NonRenewNoncompliance/ComplianceHistory

Add EndorsementFilter

1 of 1 item(s)

Data Grade

0

Record Type

43 - DEDUCTIBLE ENDORSEMENT

Losses Sub/Ded

01 - MEDICAL LOSSES ONLY

Endrs Nbr

WC000603

Basis/Ded Cal

01 - PER CLAIM DEDUCTIBLE AMOUNT

Bureau Ver ID

A

Ded %

5

Carrier Ver ID

A

Ded Per Claim/Acc

5,000

State

FL - 09

Ded/Agg

0

Endrs Eff Dt

01/01/25

In the example below, the policy has no endorsements.

Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History
<div> Add Endorsement Filter 0 of 0 item(s) </div>								
<div>No Records Found</div>								

Add Endorsements

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

Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History
<div> Add Endorsement Filter 0 of 0 item(s) </div>								
<div>No Records Found</div>								

The following screen appears:

- ☐ Click the drop-down arrow next to **Select Endorsement Type**
- ☐ Select the desired endorsement:

Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History
<div> Add Endorsement Filter 0 of 0 item(s) </div>								
<div> Add Endorsement Record </div>								
<div> Select Endorsement Type </div>								
<div> 07 - ENDORSEMENT IDENTIFICATION 10 - EXPERIENCE RATING MOD CHANGE ENDORSEMENT 13 - POLICY PERIOD ENDORSEMENT 42 - CONTINGENT EXPERIENCE RATING MOD FACTOR ENDORSEMENT 43 - DEDUCTIBLE ENDORSEMENT </div>								

Note: The selected endorsement is highlighted in blue.

Policy Data Collection Tool User's Guide

The following screen displays:

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

Add Endorsement Record 07

×

07 - ENDORSEMENT IDENTIFICATION

Endrs Nbr

WC000310

Bureau Ver ID

A

Carrier Ver ID

A

State

FL - 09

Pol Chng Eff Dt

01/01/25

Pol Chng Expir Dt

mm/dd/yy

Save

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

- ❑ Click **Submit**

Policy Data Collection

Changes were saved but not submitted for record(s) on this Policy or POC Notice.

Policy Number	Policy Effective	Policy Expiration	Carrier
DNPPOL002	01/01/25	01/01/26	45856 - NCCI TRAINING COMPANY
Insured	FEIN	Status	Carrier Group
DNP INSURED ONE	946519845	CHG	45856 - NCCI TRAINING COMPANY

Return to Search

View All Edits

Submit Undo All Changes

Name and Address Combined View Employer State View State and Exposures Combined View

Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History
--------	-------	-----------	--------	-----------	--------------	----------------------	--------------------------	---------

Add Endorsement Filter 2 of 2 item(s)

Data Grade	Record Type	Endrs Nbr	Bureau Ver ID	Carrier Ver ID	State	Pol Chng Eff Dt
0	07 - ENDORSEMENT IDENTIFICATION	WC000310	A	A	FL - 09	01/01/25

Data Grade	Record Type	Endrs Nbr	Bureau Ver ID	Carrier Ver ID	State	Endrs Eff Dt
0	43 - DEDUCTIBLE ENDORSEMENT	WC000603	A	A	FL - 09	01/01/25
Losses Sub/Ded	Basis/Ded Cal	Ded %	Ded Per Claim/Acc	Ded/Agg		
01 - MEDICAL LOSSES ONLY	01 - PER CLAIM DEDUCTIBLE AMOUNT	05	5,000	0		

The following message appears:

- ❑ Click **OK**

Submit Confirmation

×

Are you sure you would like to Submit this Policy?

OK

The following message appears:

Policy successfully submitted.

Change Endorsements

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

Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History														
<div> Add Endorsement Filter 2 of 2 item(s) </div> <table border="1"> <thead> <tr> <th>Data Grade</th> <th>Record Type</th> <th>Endrs Nbr</th> <th>Bureau Ver ID</th> <th>Carrier Ver ID</th> <th>State</th> <th>Pol Chng Eff Dt</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>07 - ENDORSEMENT IDENTIFICATION</td> <td>WC000310</td> <td>A</td> <td>A</td> <td>FL - 09</td> <td>01/01/25</td> </tr> </tbody> </table>									Data Grade	Record Type	Endrs Nbr	Bureau Ver ID	Carrier Ver ID	State	Pol Chng Eff Dt	0	07 - ENDORSEMENT IDENTIFICATION	WC000310	A	A	FL - 09	01/01/25
Data Grade	Record Type	Endrs Nbr	Bureau Ver ID	Carrier Ver ID	State	Pol Chng Eff Dt																
0	07 - ENDORSEMENT IDENTIFICATION	WC000310	A	A	FL - 09	01/01/25																

The following pop-up window appears:

- Enter the necessary changes
- Click **Save**

Edit Endorsement Record 07

No Edits Exist

Endrs Nbr	Bureau Ver ID	Carrier Ver ID	State
WC000310	Pol Chng Expir Dt mm/dd/yy	A	FL - 09
Pol Chng Eff Dt 01/01/25	Pol Chng Expir Dt mm/dd/yy		

Save

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

- Click **Submit**

Policy Number
DNPPO002
Insured
DNP INSURED ONE
[Return to Search](#)

Policy Effective
01/01/25
FEIN
946519845

Policy Expiration
01/01/26
Status
CHG

Carrier
45856 - NCCI TRAINING COMPANY
Carrier Group
45856 - NCCI TRAINING COMPANY

[Show Me How - Update Keys](#)

View All Edits

Submit

Undo All Changes

[Name and Address Combined View](#)
[Employer State View](#)
[State and Exposure Combined View](#)

Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History														
<div> Add Endorsement Filter 2 of 2 item(s) </div> <table border="1"> <thead> <tr> <th>Data Grade</th> <th>Record Type</th> <th>Endrs Nbr</th> <th>Bureau Ver ID</th> <th>Carrier Ver ID</th> <th>State</th> <th>Pol Chng Eff Dt</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>07 - ENDORSEMENT IDENTIFICATION</td> <td>WC000310</td> <td>A</td> <td>A</td> <td>FL - 09</td> <td>01/01/25</td> </tr> </tbody> </table>									Data Grade	Record Type	Endrs Nbr	Bureau Ver ID	Carrier Ver ID	State	Pol Chng Eff Dt	0	07 - ENDORSEMENT IDENTIFICATION	WC000310	A	A	FL - 09	01/01/25
Data Grade	Record Type	Endrs Nbr	Bureau Ver ID	Carrier Ver ID	State	Pol Chng Eff Dt																
0	07 - ENDORSEMENT IDENTIFICATION	WC000310	A	A	FL - 09	01/01/25																

The following message appears:

- Click **OK**

Submit Confirmation

Are you sure you would like to Submit this Policy?

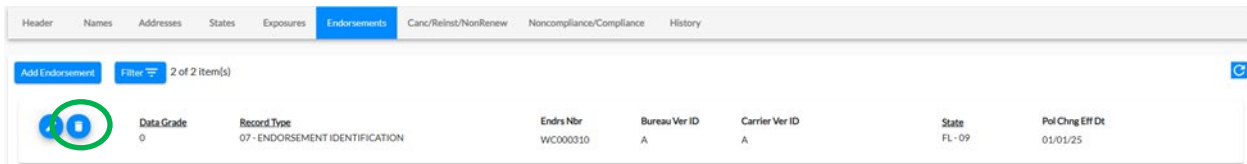
OK

The following message appears:

Policy successfully submitted.

Delete Endorsements

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



The following pop-up window appears:

- ❑ Click **OK**

Delete Endorsement Record

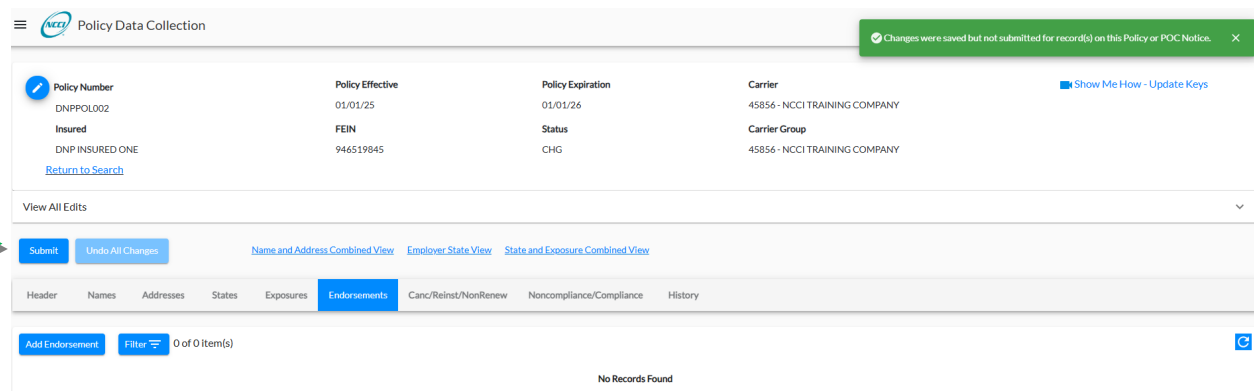


Are you sure you would like to delete Endorsement Record?

OK

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

- ❑ Click **Submit**



Note: The deleted endorsement does not display on the screen.

The following message appears:

- ❑ Click **OK**

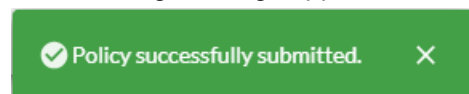
Submit Confirmation



Are you sure you would like to Submit this Policy?

OK

The following message appears:



Cancellation/Reinstatement/Nonrenewals

The **Canc/Reinst/NonRenew** (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:

The screenshot shows the 'Canc/Reinst/NonRenew' tab selected in the navigation bar. Below the navigation bar, there is a button labeled 'Add C/R/N'. In the main content area, the text 'No Records Found' is displayed and circled in green.

Example of a policy with a nonrenewal transaction:

The screenshot shows the 'Canc/Reinst/NonRenew' tab selected. Below the navigation bar, there is a button labeled 'Add C/R/N'. The main content area displays a table with the following data:

Current				
Data Grade 0	C/R/N ID NON-RENEWAL	State FL-09	C/R/N Eff Dt 01/01/26	Canc Mailed/Insrld Dt 09/01/25
NCCI Rcvd Dt 12/13/24	Canc Type 00 - N/A	Rein Type 00 - N/A	Reason for C/R/N 03 - CANCELLED BY EMPLOYER	

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)

The screenshot shows the 'Canc/Reinst/NonRenew' tab selected. Below the navigation bar, there is a button labeled 'Add C/R/N'. The main content area displays two sections: 'Current' and 'History'. A green arrow points from the 'Current' section to the 'History' section.

Current Section:

Data Grade 3	C/R/N ID REINSTATEMENT	State ALL-99	C/R/N Eff Dt 09/01/25	Canc Mailed/Insrld Dt
NCCI Rcvd Dt 12/13/24	Canc Type 00 - N/A	Rein Type 02 - REINSTATEMENT OF POLICY CANCELLED IN-TERM	Reason for C/R/N 01 - REINSTATEMENT REGULAR	

History Section:

Data Grade 0	C/R/N ID CANCELLATION	State ALL-99	C/R/N Eff Dt 01/01/25	Canc Mailed/Insrld Dt 09/01/25
NCCI Rcvd Dt 12/13/24	Canc Type 01 - CANCELLED FLAT	Rein Type 00 - N/A	Reason for C/R/N 03 - CANCELLED BY EMPLOYER	

Add a Cancellation

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

Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History
--------	-------	-----------	--------	-----------	--------------	-----------------------------	--------------------------	---------

Add C/R/N


The following screen displays:

- Click the down arrow next to **Select C/R/N Type**
Add Canc/Reinstate/Non-Renewal Information

Select CRN Type ▼ 

The following screen displays:

- Click C/R/N type (**Add Cancellation**)
Add Canc/Reinstate/Non-Renewal Information

Select CRN Type ▼ 

- Select CRN Type
- Add Cancellation**
- Add Reinstatement
- Add Non-Renewal

Note: The selected record type is highlighted in blue.

The following screen displays:

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

Add Cancellation ▼

State ALL-99	Cancellation Type Code 02 - CANCELLED PRO-RATA ▼	Cancellation Reason Code 03 - CANCELLED BY EMPLOYER ▼
Cancellation Effective Dt 09/01/25	Cancellation Mailed to Insured Dt 09/01/25	

Clicking Submit Record results in direct processing to NCCI's database for this record only.

Submit Record 

Note: Clicking Submit Record results in direct processing to NCCI's database for this record only.


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

✓ Cancellation successfully submitted ✕

The cancellation record displays on the screen underneath the Current section:

Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History
--------	-------	-----------	--------	-----------	--------------	-----------------------------	--------------------------	---------

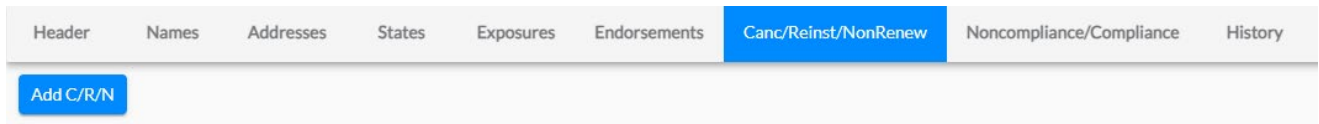
Add C/R/N

 **Current**

Data Grade 0	C/R/N ID CANCELLATION	State ALL-99	C/R/N Eff Dt 09/01/25	Canc Mailed/Insrd Dt 09/01/25
NCCI Rcvd Dt 12/13/24	Canc Type 02 - CANCELLED PRO-RATA	Rein Type 00 - N/A	Reason for C/R/N 03 - CANCELLED BY EMPLOYER	

Add a Reinstatement

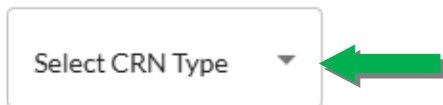
To reinstate a policy, click **Add C/R/N**.



The following screen displays:

- ❑ Click the down arrow next to **Select C/R/N Type**

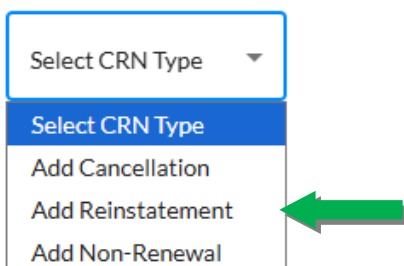
Add Canc/Reinst/Non-Renewal Information



The following screen displays:

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

Add Canc/Reinst/Non-Renewal Information



Note: The selected record type is highlighted in blue.

Policy Data Collection Tool User's Guide

The following screen displays:

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

Add Canc/Reinstate/Non-Renewal Information

Add Reinstatement ▾

State

ALL - 99 ▾

Reason for Reinstatement

01 - REINSTATEMENT REGULAR ▾

Reinstatement Type

02 - REINSTATEMENT OF POLICY CANCELLED IN-TERM ▾

Reinstatement Effective Dt

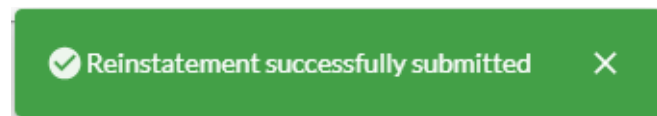
09/01/25

Clicking Submit Record results in direct processing to NCCI's database for this record only.

Submit Record

Note: Clicking Submit Record results in direct Processing to NCCI's database for this record only.

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

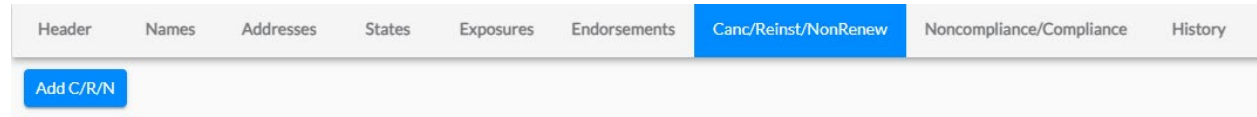


The reinstatement record displays on the screen underneath the Current section:

Header					Names					Addresses					States					Exposures					Endorsements					Canc/Reinst/NonRenew					Noncompliance/Compliance					History				
Add C/R/N																																												
Data Grade					C/R/N ID					State					C/R/N Eff Dt					Canc Mailed/Insr Dt																								
0					REINSTATEMENT					ALL-99					09/01/25																													
NCCI Rcvd Dt					Canc Type					Rein Type					Reason for C/R/N																													
12/13/24					00 - N/A					02 - REINSTATEMENT OF POLICY CANCELLED IN-TERM					01 - REINSTATEMENT REGULAR																													

Add a Nonrenewal

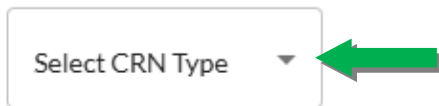
To add nonrenewal information for a policy, click **Add C/R/N**.



The following screen displays:

- ❑ Click the down arrow next to **Select C/R/N Type**

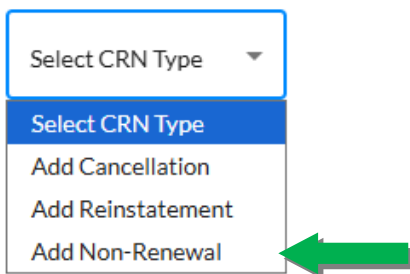
Add Canc/Reinstate/Non-Renewal Information



The following screen displays:

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

Add Canc/Reinstate/Non-Renewal Information



Note: The selected record type is highlighted in blue.

The following screen displays:

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

Add Canc/Reinstate/Non-Renewal Information

Add Non-Renewal ▾

State

ALL - 99 ▾

Reason for Cancellation

99 - OTHER ▾

Non-Renewal Effective Dt

01/01/26

Cancellation Mailed to Insured Dt

09/01/25

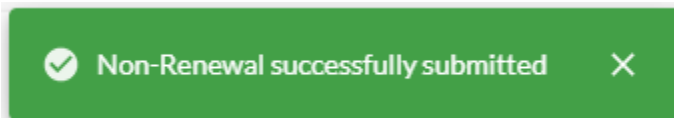
Clicking Submit Record results in direct processing to NCCI's database for this record only.



Submit Record

Note: Clicking Submit Record results in direct Processing to NCCI's database for this record only.

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



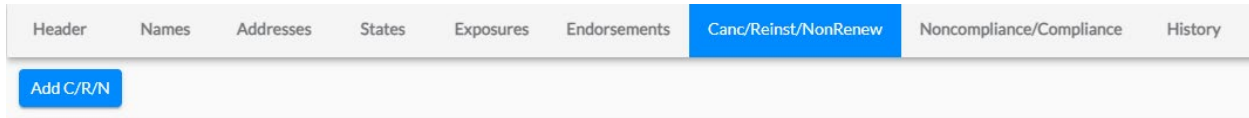
The nonrenewal record displays on the screen underneath the Current section:

Header Names Addresses States Exposures Endorsements Canc/Reinst/NonRenew Noncompliance/Compliance History					
Add C/R/N					
Current					
Data Grade	C/R/N ID	State	C/R/N Eff Dt	Canc Mailed/Insrd Dt	
0	NON-RENEWAL	FL-09	01/01/26	09/01/25	
NCCI Rcvd Dt	Canc Type	Rein Type	Reason for C/R/N		
12/13/24	00 - N/A	00 - N/A	03 - CANCELLED BY EMPLOYER		

Add a State-Level Nonrenewal

To enable coverage providers to submit a nonrenewal status for specific states on a multistate policy, NCCI's POC process will only send the nonrenewal and/or reinstatement to the specific state reported in the State Code field.

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



The following screen displays:

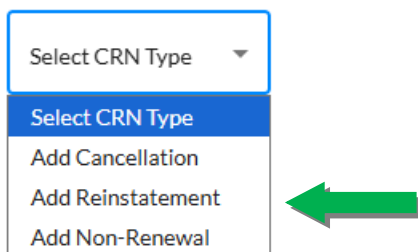
- ❑ Click the down arrow next to **Select C/R/N Type**
Add Canc/Reinst/Non-Renewal Information



The following screen displays:

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

Add Canc/Reinst/Non-Renewal Information



Note: The selected record type is highlighted in blue.

Policy Data Collection Tool User's Guide

The following screen displays:

- ❑ Select the single state for the state-level nonrenewal
- ❑ Enter the necessary information
- ❑ Click **Submit Record**

Add Canc/Reinstate/Non-Renewal Information

Add Non-Renewal ▼

State

FL - 09 ▼

Reason for Cancellation

99 - OTHER ▼

Non-Renewal Effective Dt

01/01/26

Cancellation Mailed to Insured Dt

09/01/25

Clicking Submit Record results in direct processing to NCCI's database for this record only.

Submit Record

Note: Clicking **Submit Record** results in direct processing to NCCI's database for this record only.

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

✓ Non-Renewal successfully submitted ✕

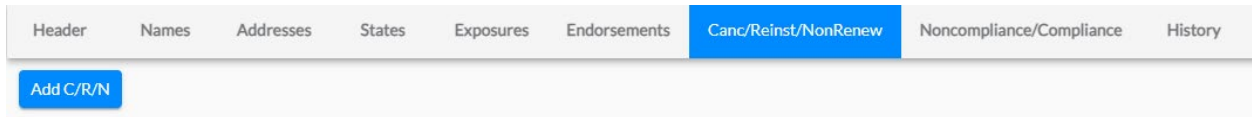
The state-level nonrenewal record displays on the screen underneath the Most Recent section:

Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History
<div>Add C/R/N</div>								
						<div>Current</div>		
Data Grade	C/R/N ID	State		C/R/N Eff Dt	Canc Mailed/Insrd Dt			
0	NON-RENEWAL	FL-09		01/01/26	09/01/25			
NCCI Rcvd Dt	Canc Type	Reason Type		Reason for C/R/N				
12/13/24	00 - N/A	00 - N/A		99 - OTHER				

Note: Reporting requirements for various Policy-Level and State-Level Nonrenewal transactions can be found in the ***Policy and Proof of Coverage Reporting Guidebook***.

Add a State-Level Reinstatement

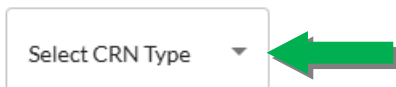
To reinstate a policy, click **Add C/R/N**.



The following screen displays:

- ❑ Click the drop-down arrow next to **Select C/R/N Type**

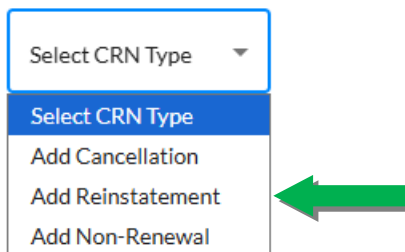
Add Canc/Reinst/Non-Renewal Information



The following screen displays:

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

Add Canc/Reinst/Non-Renewal Information



Note: The selected record type is highlighted in blue.

Policy Data Collection Tool User's Guide

The following screen displays:

- ❑ Select the single state for the state-level reinstatement
- ❑ Enter the necessary information
- ❑ Click **Submit Record**

Add Canc/Reinstate/Non-Renewal Information

Add Reinstatement ▼

State

FL - 09 ▼

Reason for Reinstatement

01 - REINSTATEMENT REGULAR ▼

Reinstatement Type

03 - WITHDRAWAL OF NONRENEWAL STATUS ▼

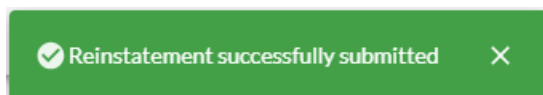
Reinstatement Effective Dt

09/01/25

Clicking Submit Record results in direct processing to NCCI's database for this record only.

Submit Record

Note: Clicking **Submit Record** results in direct processing to NCCI's database for this record only. 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 Current section:

Header					Names					Addresses					States					Exposures					Endorsements					Canc/Reinst/NonRenew					Noncompliance/Compliance					History				
Add C/R/N																																												
Data Grade					C/R/N ID					State					C/R/N Eff Dt					Canc Mailed/Insr Dt																								
0					REINSTATEMENT					FL-09					01/01/26																													
NCCI Rcvd Dt					Canc Type					Rein Type					Reason for C/R/N																													
12/13/24					00 - N/A					03 - WITHDRAWAL OF NONRENEWAL STATUS					01 - REINSTATEMENT REGULAR00 - N/A																													

Note: Reporting requirements for various Policy-Level and State-Level Reinstatement transactions can be found in the **Policy and Proof of Coverage Reporting Guidebook**.

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:

Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History
Add Noncompliance/Compliance								
No Records Found								

Example of a policy with a Noncompliance transaction:

Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History
Add Noncompliance/Compliance								
Current								
Noncompliance/Compliance Notification Type Code	Current Outstanding Prem Due	Compliance Eff Dt	Rcvd Dt	In Compliance				
1-NOTIFICATION OF NONCOMPLIANCE REASON(S)	1.000	N/A	12/13/24	N				

Example of a policy with multiple Noncompliance/Compliance records:

- ❑ The latest Noncompliance/Compliance transaction displays in the Current section (a Compliance transaction, in this example)
- ❑ Prior Noncompliance/Compliance transaction(s) displays in the History section (a Noncompliance Transaction in this example)

Header

Names

Addresses

States

Exposures

Endorsements

Canc/Reinst/NonRenew

Noncompliance/Compliance

History

Add Noncompliance/Compliance

Current

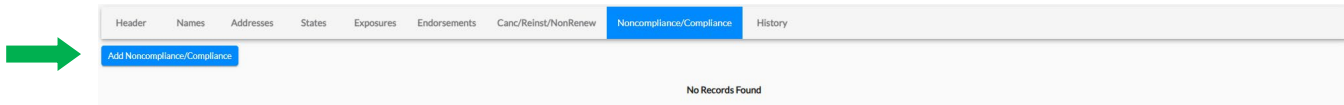
Noncompliance/Compliance Notification Type Code	Current Outstanding Prem Due	Compliance Eff Dt	Rcvd Dt	In Compliance	
2-NOTIFICATION OF COMPLIANCE REASON(S)		12/13/24	12/13/24	Y	

History

Noncompliance/Compliance Notification Type Code	Current Outstanding Prem Due	Compliance Eff Dt	Rcvd Dt		
1-NOTIFICATION OF NONCOMPLIANCE REASON(S)		N/A	12/13/24		

Add a Noncompliance Record

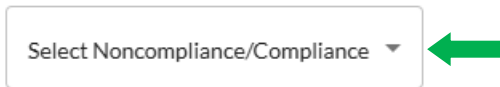
To place a policy in noncompliance, click **Add Noncompliance**.



The following screen displays:

- ❑ Click the down arrow next to **Add Noncompliance/Compliance Type**

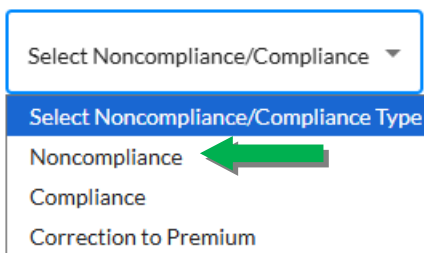
Add Noncompliance/Compliance Information



The following screen displays:

- ❑ Click **Noncompliance**

Add Noncompliance/Compliance Information



Note: The selected record type is highlighted in blue.

Policy Data Collection Tool User's Guide

The following screen displays:

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

Add Noncompliance/Compliance Information

×

Noncompliance ▼

Add Noncompliance

1st Noncompliance Reason Code

99 - NONCOMPLIANCE - OTHER ▼

2nd Noncompliance Reason Code

▼

3rd Noncompliance Reason Code

▼

4th Noncompliance Reason Code

▼

Outstanding Premium Amount

Clicking Submit Record results in direct processing to NCCI's database for this record only.

Submit Record

Clear

Note: Clicking **Submit Record** results in direct processing to NCCI's database for this record only.

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

✓ Noncompliance record successfully submitted

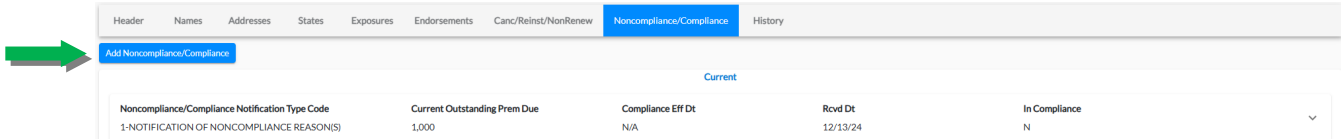
×

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

Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History
Add Noncompliance/Compliance								
Current								
Noncompliance/Compliance Notification Type Code	Current Outstanding Prem Due	Compliance Eff Dt	Revd Dt	In Compliance				
1-NOTIFICATION OF NONCOMPLIANCE REASON(S)	1,000	N/A	12/13/24	N				

Add a Compliance Record

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



The following screen displays:

- ❑ Click the down arrow next to **Add Noncompliance/Compliance Type**

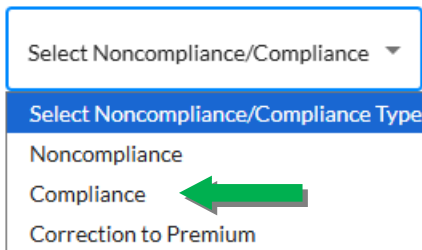
Add Noncompliance/Compliance Information



The following screen displays:

- ❑ Click **Compliance**

Add Noncompliance/Compliance Information



Note: The selected record type is highlighted in blue.

Policy Data Collection Tool User's Guide

The following screen displays:

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

Add Noncompliance/Compliance Information

×

Compliance ▼

Add Compliance

1st Compliance Reason Code

99 - COMPLIANCE - OTHER ▼

2nd Compliance Reason Code

3rd Compliance Reason Code

4th Compliance Reason Code

Compliance Eff Dt

12/13/24

Clicking Submit Record results in direct processing to NCCI's database for this record only.

Submit Record

Clear

Note: Clicking **Submit Record** results in direct processing to NCCI's database for this record only.

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

✓ Compliance record successfully submitted ✕

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

Header

Names

Addresses

States

Exposures

Endorsements

Canc/Reinst/NonRenew

Noncompliance/Compliance

History

Add Noncompliance/Compliance

Current

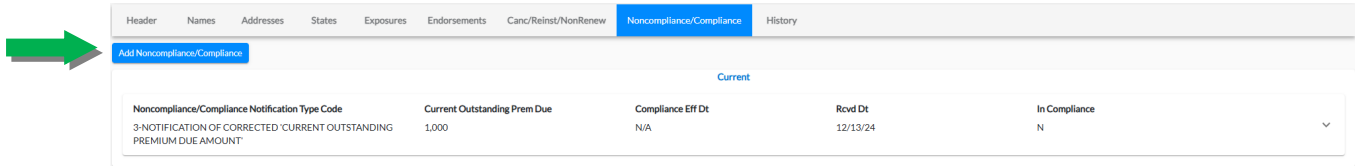
Noncompliance/Compliance Notification Type Code	Current Outstanding Prem Due	Compliance Eff Dt	Rcvd Dt	In Compliance	
2-NOTIFICATION OF COMPLIANCE REASON(S)		12/13/24	12/13/24	Y	

History

Noncompliance/Compliance Notification Type Code	Current Outstanding Prem Due	Compliance Eff Dt	Rcvd Dt		
1-NOTIFICATION OF NONCOMPLIANCE REASON(S)		N/A	12/13/24		

Add a Correction to Premium Record

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



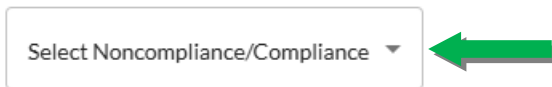
The screenshot shows the 'Noncompliance/Compliance' tab selected in the top navigation bar. Below the navigation bar, there is a table with the following data:

Noncompliance/Compliance Notification Type Code	Current Outstanding Prem Due	Compliance Eff Dt	Rev'd Dt	In Compliance
3-NOTIFICATION OF CORRECTED 'CURRENT OUTSTANDING PREMIUM DUE AMOUNT'	1,000	N/A	12/13/24	N

The following screen displays:

- ❑ Click the down arrow next to **Noncompliance/Compliance Type**

Add Noncompliance/Compliance Information

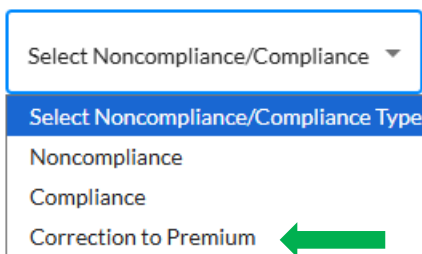


The screenshot shows a dropdown menu with the text 'Select Noncompliance/Compliance' and a downward arrow. A green arrow points to the dropdown arrow.

The following screen displays:

- ❑ Click **Correction to Premium**

Add Noncompliance/Compliance Information



The screenshot shows a dropdown menu with the following options:

- Select Noncompliance/Compliance
- Select Noncompliance/Compliance Type
- Noncompliance
- Compliance
- Correction to Premium

The 'Correction to Premium' option is highlighted in blue. A green arrow points to the 'Correction to Premium' option.

Note: The selected record type is highlighted in blue.

Policy Data Collection Tool User's Guide

The following screen displays:

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

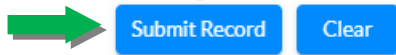
Add Noncompliance/Compliance Information

Correction to Premium ▼

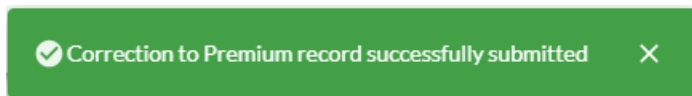
Correction To Premium

1000

Clicking Submit Record results in direct processing to NCCI's database for this record only.



Note: Clicking **Submit Record** results in direct processing to NCCI's database for this record only.



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

Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History
Add Noncompliance/Compliance								
Current								
Noncompliance/Compliance Notification Type Code	Current Outstanding Prem Due	Compliance Eff Dt	Rcvd Dt	In Compliance				
3-NOTIFICATION OF CORRECTED CURRENT OUTSTANDING PREMIUM DUE AMOUNT	1,000	N/A	12/13/24	N				

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

Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History
Add Noncompliance/Compliance								
Current								
Noncompliance/Compliance Notification Type Code	Current Outstanding Prem Due	Compliance Eff Dt	Rcvd Dt	In Compliance				
3-NOTIFICATION OF CORRECTED CURRENT OUTSTANDING PREMIUM DUE AMOUNT	1,000	N/A	12/13/24	N				
History								
Noncompliance/Compliance Notification Type Code	Current Outstanding Prem Due	Compliance Eff Dt	Rcvd Dt					
1-NOTIFICATION OF NONCOMPLIANCE REASON(S)	1,000	N/A	12/13/24					

History

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

Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History
--------	-------	-----------	--------	-----------	--------------	----------------------	--------------------------	---------

In the example below, there are four transactions for the policy:

- Transaction Code 01 (New Policy)
- Transaction Code 14 (Full Policy Replacement)
- Transaction Code 05 (Cancellation)
- Transaction Code 05 (Reinstatement)

Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History
Data Grade 0	Submission ID 3436828	Trans Code 05 - ALL - REINSTATEMENT	Endrs Nbr N/A	Rcvd Dt 12/13/24	Trans Issue Dt 12/13/24	Submission Type Online	Processed Dt 12/13/24	User ID/Name 1299671 / Dep Eighteen Trainer
Historical Data Grade 0	Submission ID 3436828	Trans Code 05 - ALL - CANCELLATION	Endrs Nbr N/A	Rcvd Dt 12/13/24	Trans Issue Dt 12/13/24	Submission Type Online	Processed Dt 12/13/24	User ID/Name 1299671 / Dep Eighteen Trainer
Historical Data Grade 4	Submission ID 3436828	Trans Code 14 - MISCELLANEOUS/NON KEY FIELD CHANGE	Endrs Nbr N/A	Rcvd Dt 12/13/24	Trans Issue Dt 12/12/24	Submission Type Online	Processed Dt 12/13/24	User ID/Name 1299671 / Dep Eighteen Trainer
Historical Data Grade 0	Submission ID 3436780	Trans Code 01 - NEW	Endrs Nbr N/A	Rcvd Dt 12/12/24	Trans Issue Dt 12/12/24	Submission Type Online	Processed Dt 12/12/24	User ID/Name 1299671 / Dep Eighteen Trainer

To view historical edits for a transaction:

- Click the Data Grade number link next to the Submission ID number:

Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History
Data Grade 0	Submission ID 3436828	Trans Code 05 - ALL - REINSTATEMENT	Endrs Nbr N/A	Rcvd Dt 12/13/24	Trans Issue Dt 12/13/24	Submission Type Online	Processed Dt 12/13/24	User ID/Name 1299671 / Dep Eighteen Trainer
Historical Data Grade 0	Submission ID 3436828	Trans Code 05 - ALL - CANCELLATION	Endrs Nbr N/A	Rcvd Dt 12/13/24	Trans Issue Dt 12/13/24	Submission Type Online	Processed Dt 12/13/24	User ID/Name 1299671 / Dep Eighteen Trainer
Historical Data Grade 4	Submission ID 3436828	Trans Code 14 - MISCELLANEOUS/NON KEY FIELD CHANGE	Endrs Nbr N/A	Rcvd Dt 12/13/24	Trans Issue Dt 12/12/24	Submission Type Online	Processed Dt 12/13/24	User ID/Name 1299671 / Dep Eighteen Trainer
Historical Data Grade 0	Submission ID 3436780	Trans Code 01 - NEW	Endrs Nbr N/A	Rcvd Dt 12/12/24	Trans Issue Dt 12/12/24	Submission Type Online	Processed Dt 12/12/24	User ID/Name 1299671 / Dep Eighteen Trainer

A new window opens and the edit (or edits) that fired for this transaction will display:

Record Type	Field Name	Edit Nbr	Edit Message	Reported Value	Defaulted Value
01	EMP LEASING POLICY TYPE CODE	0062-01	FIELD IS MISSING OR INVALID		
04	TYPE OF NONSTANDARD ID CODE	0135-01	FIELD IS MISSING OR INVALID		

Note: No edits fired for the First Transaction Code 01, which is why there is not a Data Grade number link next to the bottom row.

Header	Names	Addresses	States	Exposures	Endorsements	Canc/Reinst/NonRenew	Noncompliance/Compliance	History
Data Grade 0	Submission ID 3436828	Trans Code 05 - ALL - REINSTATEMENT	Endrs Nbr N/A	Rcvd Dt 12/13/24	Trans Issue Dt 12/13/24	Submission Type Online	Processed Dt 12/13/24	User ID/Name 1299671 / Dep Eighteen Trainer
Historical Data Grade 0	Submission ID 3436828	Trans Code 05 - ALL - CANCELLATION	Endrs Nbr N/A	Rcvd Dt 12/13/24	Trans Issue Dt 12/13/24	Submission Type Online	Processed Dt 12/13/24	User ID/Name 1299671 / Dep Eighteen Trainer
Historical Data Grade 4	Submission ID 3436828	Trans Code 14 - MISCELLANEOUS/NON KEY FIELD CHANGE	Endrs Nbr N/A	Rcvd Dt 12/13/24	Trans Issue Dt 12/12/24	Submission Type Online	Processed Dt 12/13/24	User ID/Name 1299671 / Dep Eighteen Trainer
Historical Data Grade 0	Submission ID 3436780	Trans Code 01 - NEW	Endrs Nbr N/A	Rcvd Dt 12/12/24	Trans Issue Dt 12/12/24	Submission Type Online	Processed Dt 12/12/24	User ID/Name 1299671 / Dep Eighteen Trainer

Data Reports

The **Data 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 are available on the first day of the month, and weekly reports are 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**. Emails for monthly reports go 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**. 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.

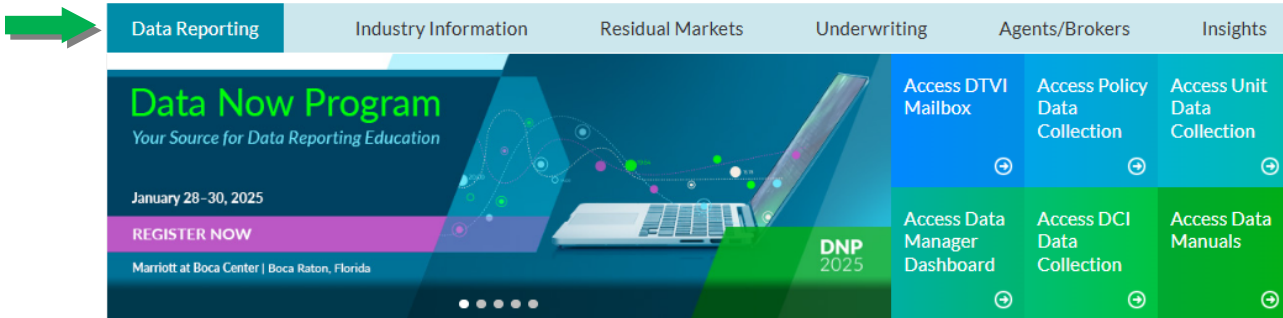
Accessing Data Reports

To access these reports:

- ❑ From the **Policy Data Collection** main page, click the menu button in the top-left corner.

- ❑ Click the arrow next to **Manage My Data** to expand the section
- ❑ Select **Data Reports**

- ❑ Additional information is available for data reports located on **ncci.com**
- ❑ Select **Data Reporting**
- ❑ Under Resources select **Data Reports Guide**



GENERAL

- POLICY AND POC
- UNIT STATISTICAL DATA
- FINANCIAL CALLS
- INDEMNITY DATA CALL

RESOURCES

- Data Now Program (DNP) Resource Library
- Data Reporting: Electronic Certification and Recertification Requirements
- Data Reports Guide
- WCIO Data Specifications

LEARNING CENTER

- NCCI Academy (Exclusively for Carriers and Regulators)
- General Data Reporting Module (6 courses)

EXPERIENCE RATING SPLIT

Data Reports Guide

Posted Date: Current

The Data Reports Guide has been updated with these changes:

- Policy, Proof of Coverage (POC), Unit, Unit Report Control (URC), Detailed Claim Information (DCI), and ER Split Data tabs—Updated the tool name from *Data Reports* feature to *Data Reports* tool
- Unit tab—Deleted the Unit Notification Tracking Report
- Financial Calls, Pool, Medical tab—Updated tool name from *Pool Data Online* to *Pool Financial Data Collection*

NCCI's Data Reports Guide is a complete listing of all NCCI-generated and customer-generated data reports and includes report names, descriptions, schedules, and available formats.

NCCI-Generated Reports—Distributed on a production schedule. For most reports, an email will be sent to you indicating that the report is available.

Customer-Generated Reports—Requested by you using defined parameters. Most reports will be available to view immediately on-screen.

The Data Reports Guide is organized by these data types:

- Policy
- POC
- Unit
- URC
- DCI
- Financial Calls, Pool, and Medical
- ER Split Data

View the [Data Reports Guide \(Excel\)](#) for details on all of the data reports.

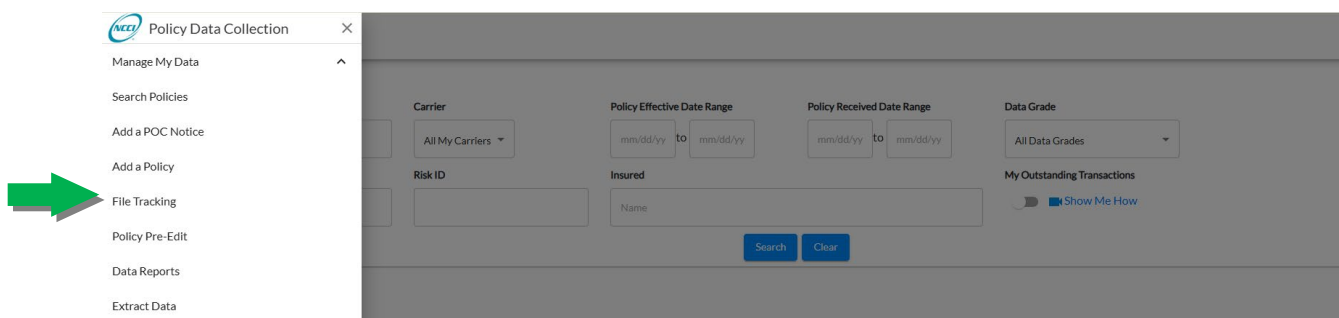
File Tracking

The **File Tracking** feature allows you to monitor Policy file submissions received by NCCI and those sent by NCCI using **Data Transfer via the Internet**. With this feature, you can:

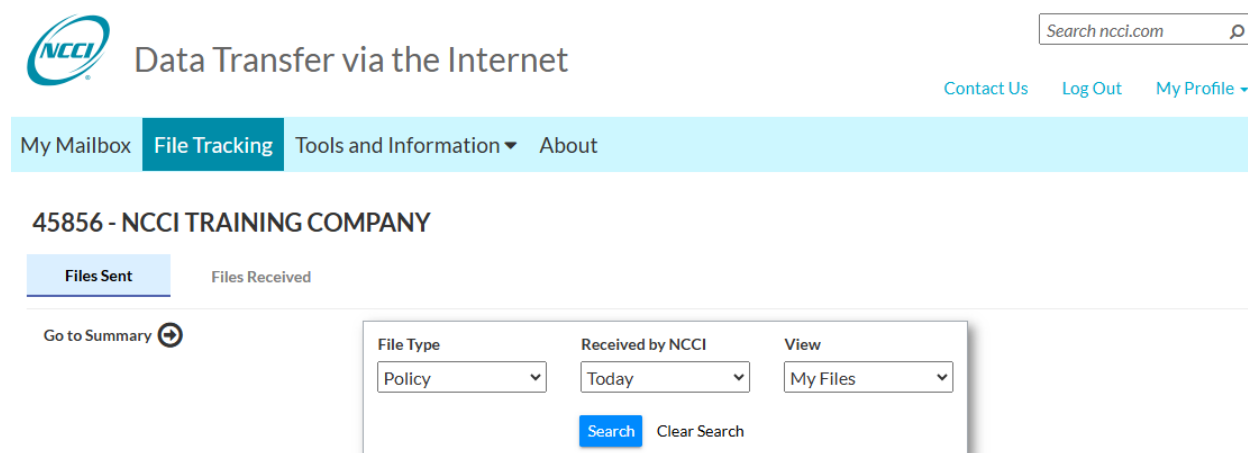
- ❑ Monitor the files sent and received by you and your company for up to 120 days
- ❑ View the status of your Production, Certification, and Pre-Edit file submissions
- ❑ Use filters to find specific Policy files sent and received
- ❑ Access submission results reports for most submissions
- ❑ View receipt and download activity for files sent to you and others in your company
- ❑ Access file submission details for Unit Statistical and Detailed Claim Information files as well

Using File Tracking

- ❑ From the **Manage My Data** tab, click **File Tracking**



- ❑ By selecting this option, it will automatically bring you to **Data Transfer via the Internet** with the **File Tracking** feature highlighted:



Views:

Files Sent **Files Received**

Files Sent—view all files sent to NCCI by you and your company

Files Received—view all files sent by NCCI to you and your company

Filters:

File Type **Received by NCCI** **View**

Policy Today My Files

Search Clear Search

File Type **Received from NCCI** **View**

Policy Today My Files

Default:

File Type: Policy

Received: Today

View: My Files

- ❑ To view the different options for each of the filters, click the drop-down menus:

File Type **Received by NCCI** **View**

All DCI Financial Policy Pool Unit Other

Today Last 8 Days Last 30 Days Last 90 Days Last 120 Days

My Files All Files

File Type: This option allows you to select DCI, Financial, Policy, Pool, Unit Statistical, or Other submissions.

Received by NCCI/ Received From NCCI: This option allows you to select a time frame for viewing your submissions to and from NCCI.

View: This option allows you to either view only your files (My Files) or all of your company files (All Files).

Files Sent—My Files

This view allows you to monitor the **DTV** data file submissions sent to NCCI that are associated with your User ID.

- To view your files, select the **Files Sent** tab, click the drop-down arrow under **View**, select **My Files**, and click **Search**. In this example, the **View** and **Received by NCCI** filters are set to search for all of your Policy file submissions received by NCCI within the past eight days.

My Mailbox **File Tracking** Tools and Information ▾ About

45856 - NCCI TRAINING COMPANY

Files Sent **Files Received**

Go to Summary ➔

File Type: Policy ▾ Received by NCCI: Last 8 Days ▾ View: My Files ▾

Search Clear Search

- A screen similar to the one below displays.

My Mailbox

File Tracking

Tools and Information

About

45856 - NCCI TRAINING COMPANY

Files Sent

Files Received

Go to Summary

File Type

Received by NCCI

View

Policy

Last 8 Days

My Files

Search

Clear Search

Tip: Make use of open fields for a more specific search.

Files Sent

5 items

File Type	Process Type	File Name	Received by NCCI	Status	Submission ID
Policy	Pre-Edit Svc	prepolpredit2.txt	09/28/2018 12:25:54 PM	Completed w/Rejects	2623522
Policy	Certification	polycert1.tst	09/28/2018 12:24:31 PM	Rejected	2623521
Policy	Pre-Edit Svc	prepolpredit1.txt	09/28/2018 12:20:33 PM	Completed w/Rejects	2623520
Policy	Production	policy.prod2.txt	09/28/2018 12:15:10 PM	Completed w/Rejects	2623509
Policy	Production	policy.prod1.txt	09/28/2018 12:13:53 PM	Rejected	2623508

Tip: Click on column headers to sort.

Tip: Clicking this icon displays a copy of the data file that was submitted.

The screen above provides a snapshot of some key information regarding the Policy submissions received:

- **File Type**—Lets you know the data type results you are viewing
- **Process Type**—Lists which type of submission was received: Production, Certification, or Pre-Edit Service
- **File Name**—File name you used to send your data to NCCI (name will match what you have stored in your system)
- **Received by NCCI**—Lets you know when we received your data and completed the editing
- **Status**—Indicates what stage of processing your file has completed. Stages include:
 - Completed—File has completed editing and has no rejects
 - Completed with Rejects—File contains reject edits
 - Rejected—Entire file did not pass submission editing
 - In Progress—File has been received, however file editing process has not completed

□ To see the additional submissions details, click the expansion arrow:

Policy	Production	policy.prod2.txt	09/28/2018 12:15:10 PM	Completed w/Rejects	2623509
Name		Tracking #			
Dep_Two Trainer		3529003			
Header Count		Record Count		Submission Results	
Submitted		Submitted	Rejected	Status	
1		26	26	Go to Report	

How to read expanded view:

- **Name**—Under the My Files view, this will always be your name
- **Tracking #**—Unique number assigned to the file and assists you in identifying the associated submission results report
- **Header Count**—Provides the total number of headers submitted in the file
- **Records Count**—Provides the number of records submitted and how many rejected
- **Submission Results:**
 - If a submission results report is available, the status will display the **Go to Report** hyperlink
 - This hyperlink will take you to the Data Reports feature, where you can select the format in which you would like to view the associated Submissions Results Report
 - If a report is not available, the status will display as "Not Available"

Submission Results
Status
Not Available

Policy Data Collection Tool User's Guide

- ❑ For Rejected Files, the expanded view will provide only the reason for the reject with no counts:

✓	Policy	Production	policy.prod1.txt	📄	09/28/2018 12:13:53 PM	Rejected	2623508
		Name				Tracking #	Records
		Dep_Two Trainer				3529002	26
		Reject Reason - OUT OF BALANCE					

Note: To obtain submission details for claims submitted using **Policy Data Collection**, use the PDF version of the Policy Daily Submission Results Report.

Files Sent—All Files

This view allows you to monitor all data file submissions sent to NCCI by anyone else in your company with **DTV** access.

- To view all files sent by your company, select the **Files Sent** tab, click the drop-down arrow under **View**, select **All Files**, and click **Search**. In this example, the **View** and **Received by NCCI** filters have been set to search for all Policy files submitted in the last eight days.

File Type

Received by NCCI

View

Policy

Last 8 Days

All Files

Search

Clear Search

- The following results will display:

Files Sent						10 Items
File Type	Process Type	File Name	Received by NCCI	Status	Submission ID	
Policy	Pre-Edit Svc	prepolpredit2.txt	09/28/2018 12:25:54 PM	Completed w/Rejects	2623522	
Policy	Certification	polycert1.tst	09/28/2018 12:24:31 PM	Rejected	2623521	
Policy	Pre-Edit Svc	prepolpredit1.txt	09/28/2018 12:20:33 PM	Completed w/Rejects	2623520	
Policy	Production	policy.prod2.txt	09/28/2018 12:15:10 PM	Completed w/Rejects	2623509	
Policy	Production	policy.prod1.txt	09/28/2018 12:13:53 PM	Rejected	2623508	
Policy	Pre-Edit Svc	prepol.depprepoltest1.txt	09/12/2018 11:28:08 AM	Completed w/Rejects	2617623	
Policy	Production	policy.deppol101test2.txt	09/12/2018 11:26:23 AM	Rejected	2617622	

- By expanding a row, you can see the file submission details, as well as the name of the person who submitted the file.

Policy	Pre-Edit Svc	prepol12062017.txt	09/12/2018 11:23:30 AM	Completed w/Rejects	2617619
Name		Tracking #			
Dep_Two Trainer		3522305			
Header Count		Record Count		Submission Results	
Submitted		Submitted		Rejected	Status
99		4743		752	Not Available

Files Received—My Files

This view is where you will find any data files that NCCI has sent to your **DTV** mailbox. If you are unsure of what any of the files are, or what they are used for, refer to Part 5—Receiving NCCI Outbound Files in the *Electronic Transmission User's Guide*.


- ❑ To view the files that NCCI has sent to your **DTV** mailbox, select the **Files Received** tab, click the drop-down arrow under **View**, select **My Files**, and click **Search**.

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Files Sent **Files Received**

Go to Summary ➔

File Type: Policy Received from NCCI: Last 90 Days View: My Files

 **Search** Clear Search

- ❑ Search results will display.

Files Received						4 items
Tracking #	File Type	File Name	Received From NCCI	Byte Count	Record Count	
1982826	Policy	pdcpol_1982826.txt	08/01/2018 05:00:41 AM	2,416	8	
1977024	Policy	pdcpol_1977024.txt	07/17/2018 05:00:53 AM	302	1	
1975407	Policy	pdcpol_1975407.txt	07/12/2018 05:00:41 AM	8,154	27	
1974954	Policy	pdcpol_1974954.txt	07/11/2018 05:00:50 AM	2,416	8	

The screen above provides a snapshot of some key information regarding the DCI submissions received:

- **Tracking Number**—Unique Tracking number that was assigned to the file that was sent to you
- **File Type**—Data type the file is associated with
- **File Name**—Name of the file
- **Received from NCCI**—Date and time the files were received in your **DTV** mailbox
- **Byte Count**—Size of the file sent
- **Record Count**—Number of records included in the file

Note: Column labels are sortable, and the tracking number and File Name columns can be filtered.

Policy Data Collection Tool User's Guide

- ☐ To view the last activity details for the files delivered to your **DTV** mailbox, click the expansion arrow

✓	1974954	Policy	pdcpol_1974954.txt	07/11/2018 05:00:50 AM	2,416	8
		Recipient Name		Last Activity		
		Dep_One Trainer		Notify Email Sent 07/11/2018 05:00:50 AM		

How to read expanded view:

Recipient Name—This will always be your name in the My Files view

Last Activity—Displays one of two status messages:

- Notify Email Sent—This is when NCCI sent an email notifying you that the report was delivered to your **DTV** mailbox
- File Downloaded From Mailbox—This shows the date the file was downloaded by you to your system

- ☐ When a file has been downloaded, the following message displays:

✓	1962873	Policy	pdcpol_1962873.txt	06/08/2018 05:00:45 AM	1,812	6
		Recipient Name		Last Activity		
		Dep_One Trainer		FILE DOWNLOADED FROM MAILBOX 06/13/2018 11:14:23 AM Details		

Details regarding the download can be accessed using this hyperlink, including:

- File Name
- Received from NCCI—Date and Time
- Downloaded—Date and Time
- File Size
- Transfer Time—in seconds
- IP Address—that received the file
- Transport—Method used to send the file (HTTP or SFTP)

Files Received—All Files

This view is where you will find all data files that NCCI has sent to all **DTV** user mailboxes in your company. If you are unsure of what any of the files are, or what they are used for, refer to Part 5—Receiving NCCI Outbound Files in the ***Electronic Transmission User's Guide***.

- ❑ To view the files received by all **DTV** users in your company, select the **Files Received** tab, click the drop-down arrow under **View**, select **All Files**, and click **Search**.

File Type	Received from NCCI	View
Policy ▼	Last 90 Days ▼	All Files ▼
Search		Clear Search

- ❑ By expanding the rows, you will see who in your company received the files and if there were multiple recipients, they will be displayed on multiple lines:

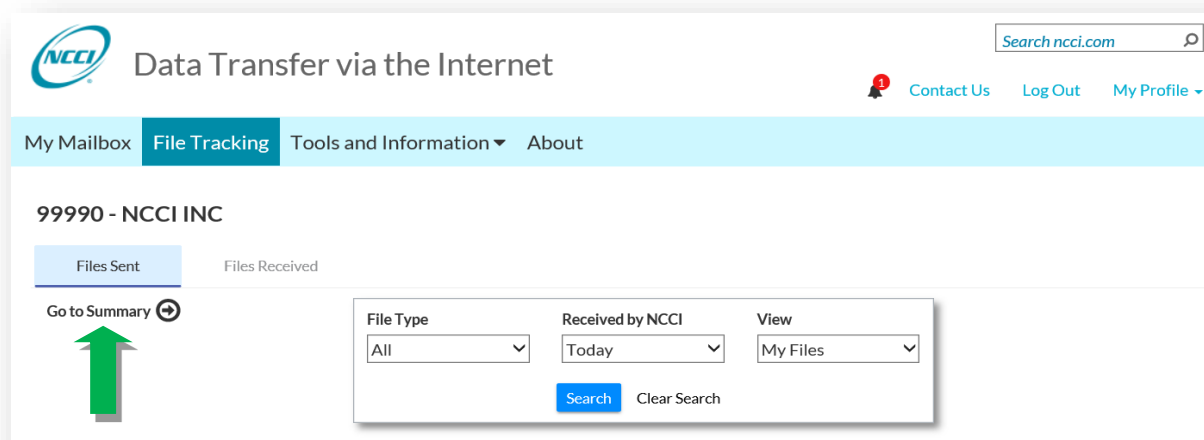
	2005991	Policy	PolicyDailySubmissionResultsReport_2005991.csv	09/27/2018 02:11:35 AM	2,991	16
Recipient Name				Last Activity		
Brett Tester				Notify Email Sent 09/27/2018 02:11:35 AM		
Tracy Contact				Notify Email Sent 09/27/2018 02:11:37 AM		

File Tracking Summary Views

Both the Files Sent and Files Received tabs contain a link to a summary view of your file submissions to and from NCCI. This provides an alternative to the detailed views by allowing you to view the same information as a count or percentage.

Summary Views—File Sent

- To access the Summary view of all data files sent to NCCI that are associated with your User ID, click the **Go to Summary** Link



- Results for all data types sent will display on one screen (default view is **My Files**):

The screenshot shows the 'My Files Summary' table in the NCCI Data Transfer via the Internet interface. The table displays file types and their counts across different time periods: Today, 8 Days, 30 Days, 90 Days, and 120 Days. The 'My Files' tab is selected.

My Files Summary					
File Type	Today	8 Days	30 Days	90 Days	120 Days
Total	0	1	8	10	10
DCI Production (Rejected)	0	0	0	1	1
ER Split Data Production (Rejected)	0	0	2	3	3
Financial Production (Completed)	0	0	3	3	3
Policy Certification (Rejected)	0	0	1	1	1
Policy Pre-Edit Svc (Completed w/Rejects)	0	1	1	1	1
Policy Production (Rejected)	0	0	1	1	1

A summary of all file types you've submitted will be listed here based on the age of the file.

Policy Data Collection Tool User's Guide

- To access the Summary view of data files submitted by all individuals in your company, switch your view to **All Files**:

The screenshot shows the NCCI Data Transfer via the Internet interface. At the top, there is a search bar with 'Search ncci.com' and a magnifying glass icon. Below the search bar are links for 'Contact Us', 'Log Out', and 'My Profile'. A navigation bar contains 'My Mailbox', 'File Tracking' (highlighted), 'Tools and Information', and 'About'. Below the navigation bar, the user is identified as '99990 - NCCI INC'. There are two tabs: 'Files Sent' (selected) and 'Files Received'. A 'Back' button is visible. Below the tabs, there are two buttons: 'My Files' and 'All Files' (highlighted with a green arrow). Below these buttons is a table titled 'All Files Summary' with columns for 'File Type', 'Today', '8 Days', '30 Days', '90 Days', and '120 Days'. The table lists various file types and their counts across the different time periods.

File Type	Today	8 Days	30 Days	90 Days	120 Days
DCI Certification (Completed w/Rejects)	0	0	1	3	3
DCI Certification (Completed)	0	0	1	1	1
DCI Pre-Edit Svc (Completed w/Rejects)	0	0	0	3	3
DCI Pre-Edit Svc (Completed)	0	0	4	4	4
DCI Pre-Edit Svc (Rejected)	0	0	0	1	1
DCI Production (Completed w/Rejects)	0	0	5	9	10
DCI Production (Completed)	0	1	2	3	3
DCI Production (Rejected)	0	0	10	16	16
ER Split Data Certification (Completed)	0	0	2	4	4

A summary of all file types you've submitted will be listed here based on the age of the file.

- To view the counts by individual user, click on the expansion arrow

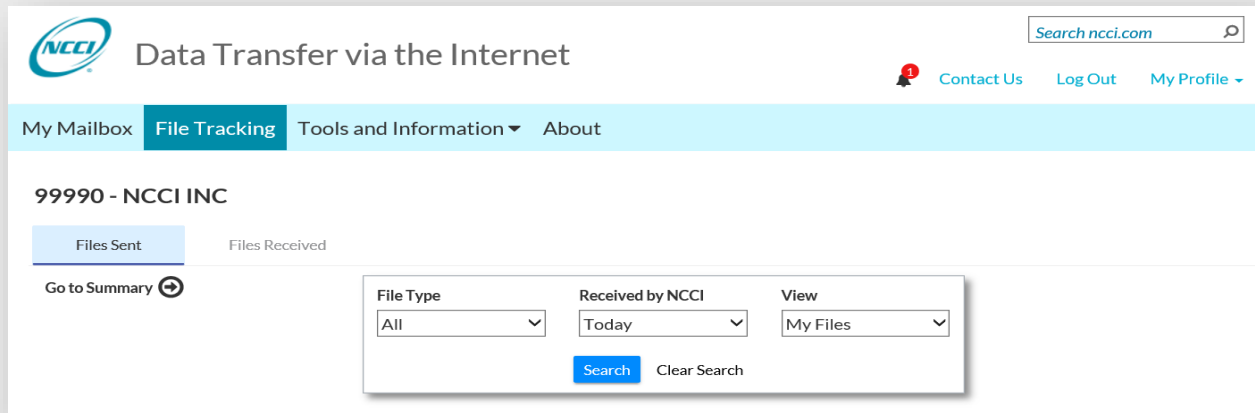
The screenshot shows the NCCI Data Transfer via the Internet interface, similar to the previous one. The 'All Files' button is highlighted. Below it, the 'All Files Summary' table is shown. The 'Total' row is expanded, showing counts for individual users: 'Sandy Submitter', 'Sftp User', and 'Testjessica Testmorgen'. A green arrow points to the expansion arrow on the left side of the table.

File Type	Today	8 Days	30 Days	90 Days	120 Days
Total	0	42	283	615	792
DCI Certification (Completed w/Rejects)	0	0	1	3	3
DCI Certification (Completed)	0	0	1	1	1
DCI Pre-Edit Svc (Completed w/Rejects)	0	0	0	3	3
DCI Pre-Edit Svc (Completed)	0	0	4	4	4
Sandy Submitter	0	0	1	1	1
Sftp User	0	0	1	1	1
Testjessica Testmorgen	0	0	2	2	2
DCI Production (Rejected)	0	0	10	16	16
ER Split Data Certification (Completed)	0	0	2	4	4

To exit this view, click the **Back** button within the File Tracking Tab:

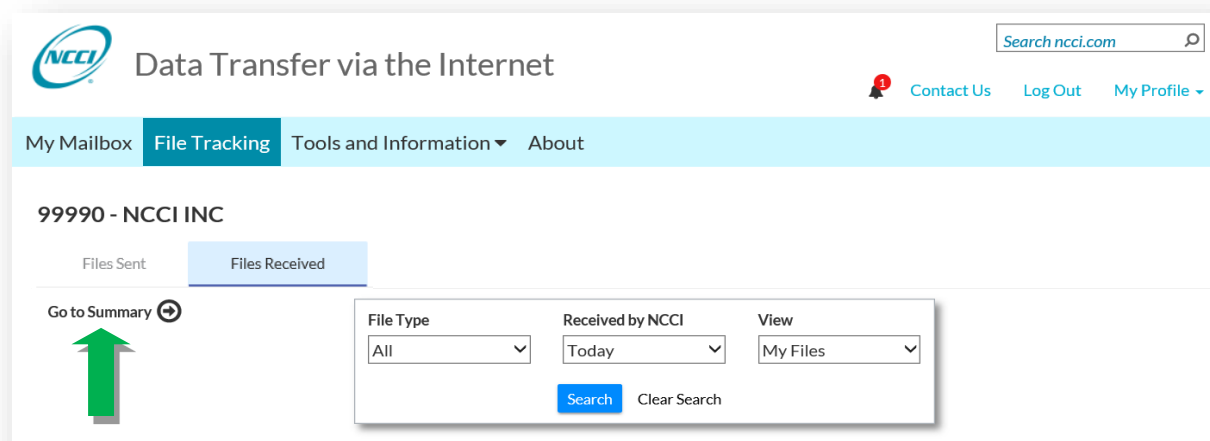


and that will return you to the File Sent filter screen

The screenshot shows the "Data Transfer via the Internet" interface. At the top, there's a search bar with "Search ncci.com" and a magnifying glass icon. Below it, a navigation bar includes "My Mailbox", "File Tracking" (highlighted), "Tools and Information", and "About". The main content area is for "99990 - NCCI INC" and has two tabs: "Files Sent" (active) and "Files Received". Below the tabs, there's a "Go to Summary" link with a right-pointing arrow. To the right, there's a filter box with three dropdown menus: "File Type" (set to "All"), "Received by NCCI" (set to "Today"), and "View" (set to "My Files"). Below these are "Search" and "Clear Search" buttons.

Summary Views—File Received

- ❑ To access the Summary view of all data files received from NCCI that are associated with your User ID, click the **Go to Summary** Link

This screenshot is similar to the one above but shows the "Files Received" tab selected. A large green arrow points to the "Go to Summary" link, which now has a right-pointing arrow icon next to it. The filter box and other interface elements remain the same.

- ❑ Results for all data files by data type will display on one screen (default view is **My Files**):

The screenshot shows the NCCI Data Transfer via the Internet interface. The user is logged in as 99990 - NCCI INC. The 'File Tracking' tab is selected. The 'Files Received' sub-tab is active. A green arrow points to the 'My Files' button. Below the buttons, the 'My Files Summary' table is displayed, showing file counts and download percentages for various file types over different time periods.

My Files Summary											
File Type	Today		8 Days		30 Days		90 Days		120 Days		
	Count	Download	Count	Download	Count	Download	Count	Download	Count	Download	
Total	0	0%	2	0%	5	0%	13	8%	16	13%	
DCI	0		1	0%	1	0%	1	0%	2	0%	
Policy	0		0		0		4	0%	6	17%	
Unit	0		1	0%	4	0%	8	12%	8	12%	

A summary of all file types you've received from NCCI will be listed here by File Type, Age, and the number of files received and what percentage of those files were downloaded.

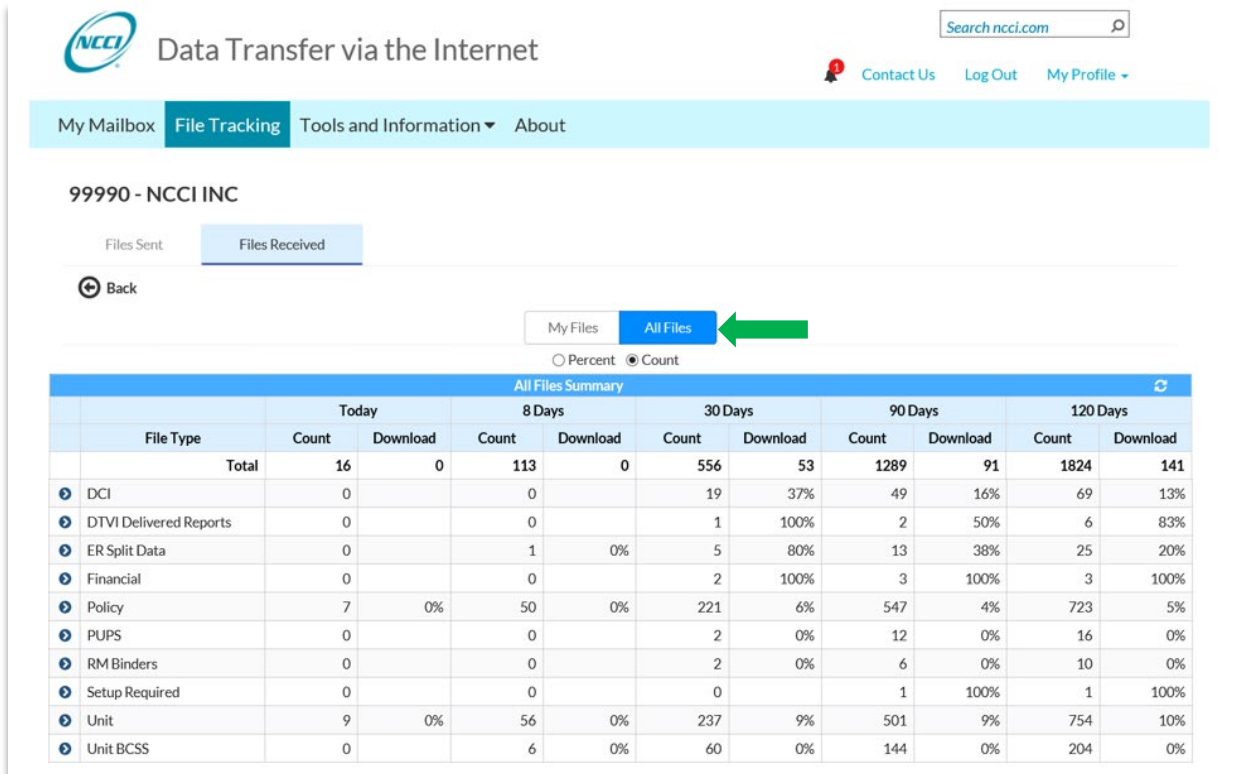
- ❑ To switch the data to a count, click the **Count** radio button and that will switch your view:

The screenshot shows the NCCI Data Transfer via the Internet interface. The user is logged in as 99990 - NCCI INC. The 'File Tracking' tab is selected. The 'Files Received' sub-tab is active. A green arrow points to the 'Count' radio button. Below the buttons, the 'My Files Summary' table is displayed, showing file counts for various file types over different time periods.

My Files Summary											
File Type	Today		8 Days		30 Days		90 Days		120 Days		
	Count	Download	Count	Download	Count	Download	Count	Download	Count	Download	
Total	0	0	2	0	5	0	13	1	16	2	
DCI	0	0	1	0	1	0	1	0	2	0	
Policy	0	0	0	0	0	0	4	0	6	1	
Unit	0	0	1	0	4	0	8	1	8	1	

Policy Data Collection Tool User's Guide

- To access the Summary view of data files received by all individuals in your company, you can switch your view to **All Files**:

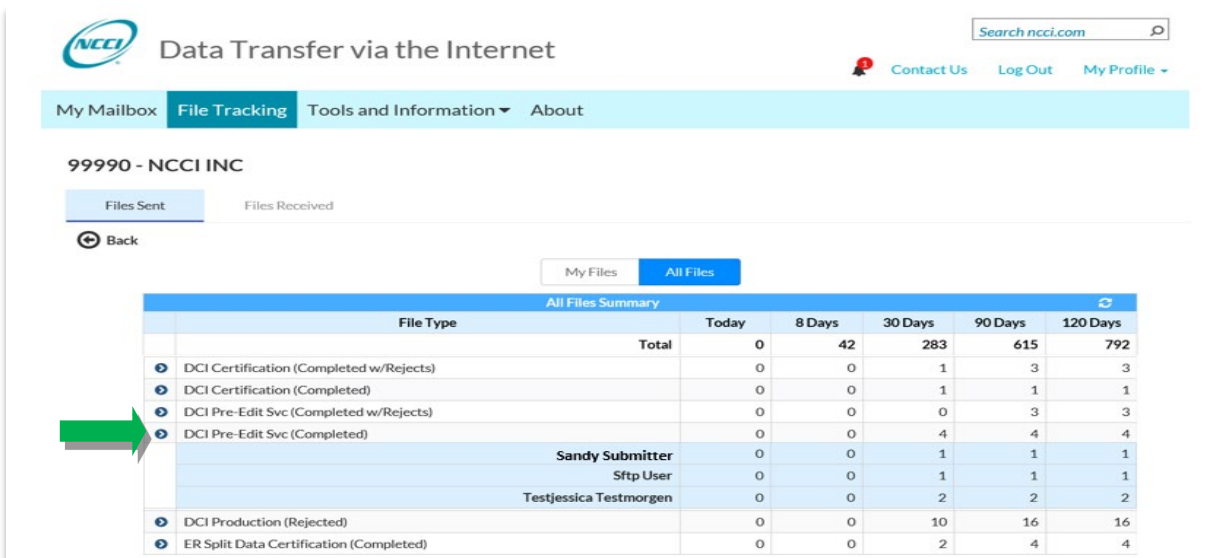


The screenshot shows the NCCI Data Transfer via the Internet interface. The user is logged in as 99990 - NCCI INC. The 'File Tracking' tab is selected. The 'Files Received' sub-tab is active. The 'All Files' button is highlighted with a green arrow. The 'All Files Summary' table is displayed, showing file counts and download percentages across various time periods.

All Files Summary											
File Type	Today		8 Days		30 Days		90 Days		120 Days		
	Count	Download	Count	Download	Count	Download	Count	Download	Count	Download	
Total	16	0	113	0	556	53	1289	91	1824	141	
DCI	0		0		19	37%	49	16%	69	13%	
DTVI Delivered Reports	0		0		1	100%	2	50%	6	83%	
ER Split Data	0		1	0%	5	80%	13	38%	25	20%	
Financial	0		0		2	100%	3	100%	3	100%	
Policy	7	0%	50	0%	221	6%	547	4%	723	5%	
PUPS	0		0		2	0%	12	0%	16	0%	
RM Binders	0		0		2	0%	6	0%	10	0%	
Setup Required	0		0		0		1	100%	1	100%	
Unit	9	0%	56	0%	237	9%	501	9%	754	10%	
Unit BCSS	0		6	0%	60	0%	144	0%	204	0%	

A summary of all file types you've received from NCCI will be listed here by File Type, Age, and the number of files received and what percentage of those files were downloaded.

- To view the counts by individual user, click on the expansion arrow



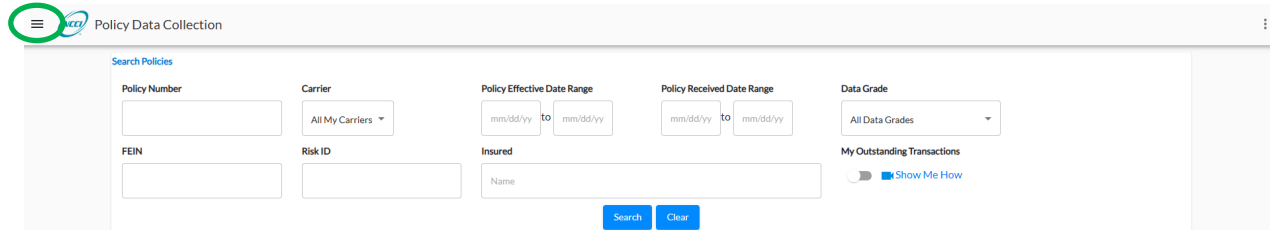
The screenshot shows the NCCI Data Transfer via the Internet interface. The user is logged in as 99990 - NCCI INC. The 'File Tracking' tab is selected. The 'Files Received' sub-tab is active. The 'All Files' button is highlighted. The 'All Files Summary' table is displayed, showing file counts and download percentages across various time periods. The table is expanded to show user-specific data for 'Sandy Submitter', 'Sftp User', and 'Testjessica Testmorgen'.

All Files Summary						
File Type	Today	8 Days	30 Days	90 Days	120 Days	
Total	0	42	283	615	792	
DCI Certification (Completed w/Rejects)	0	0	1	3	3	
DCI Certification (Completed)	0	0	1	1	1	
DCI Pre-Edit Svc (Completed w/Rejects)	0	0	0	3	3	
DCI Pre-Edit Svc (Completed)	0	0	4	4	4	
Sandy Submitter	0	0	1	1	1	
Sftp User	0	0	1	1	1	
Testjessica Testmorgen	0	0	2	2	2	
DCI Production (Rejected)	0	0	10	16	16	
ER Split Data Certification (Completed)	0	0	2	4	4	

Carrier Information

The **Carrier Information** option allows you to see your carrier, branch, contact, and history information.

- ❑ From the **Policy Data Collection** main page, click the menu button in the top-left corner.



Policy Data Collection

Search Policies

Policy Number:

Carrier:

Policy Effective Date Range: to

Policy Received Date Range: to

Data Grade:

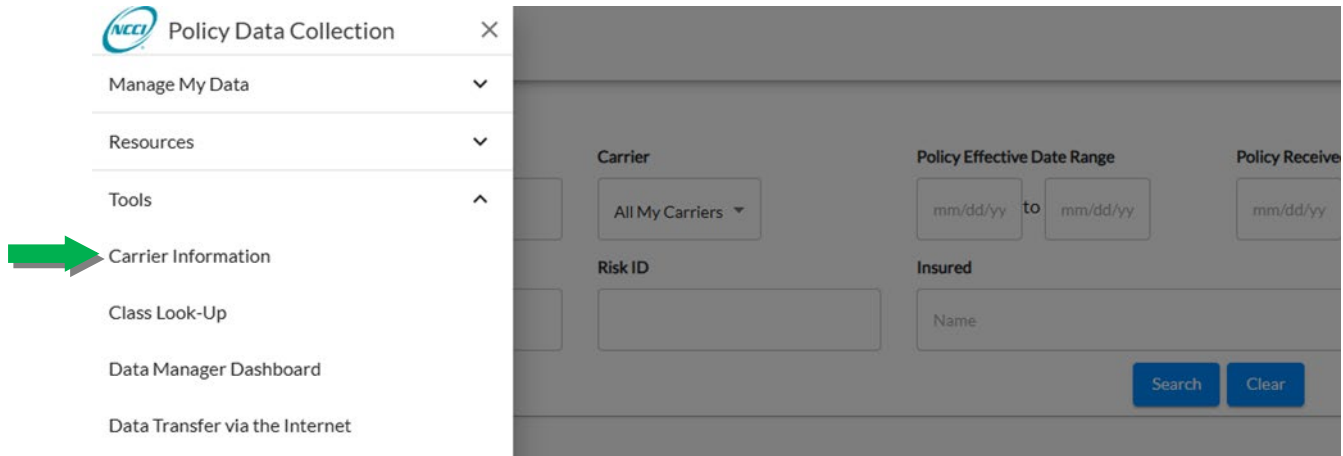
FEIN:

Risk ID:

Insured:

My Outstanding Transactions: ☐ Show Me How

- ❑ Click the arrow next to **Tools**
- ❑ Select **Carrier Information**



Policy Data Collection

Manage My Data

Resources

Tools

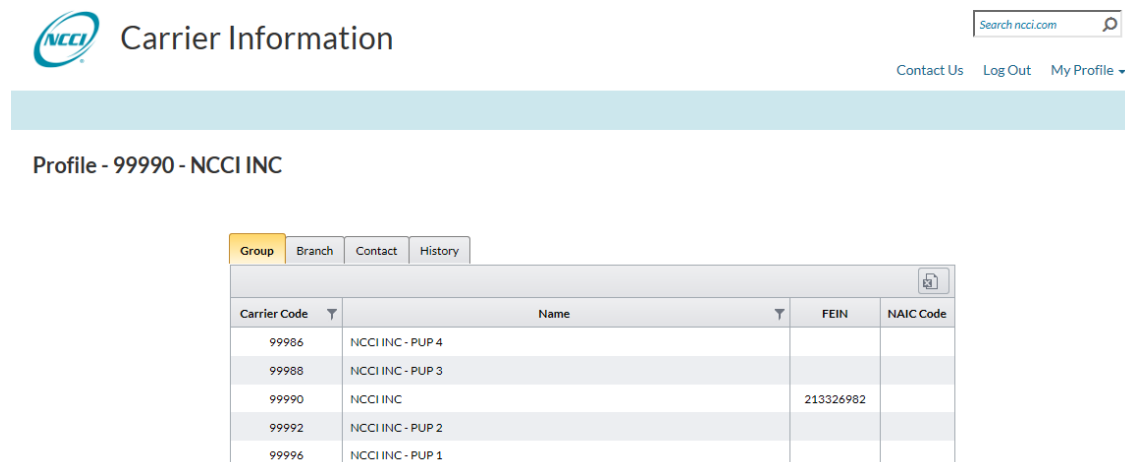
Carrier Information

Class Look-Up

Data Manager Dashboard

Data Transfer via the Internet

The following pop-up window appears:



NCCI Carrier Information

Search ncci.com


Contact Us Log Out My Profile

Profile - 99990 - NCCI INC

Group	Branch	Contact	History
Carrier Code	Name	FEIN	NAIC Code
99986	NCCI INC - PUP 4		
99988	NCCI INC - PUP 3		
99990	NCCI INC	213326982	
99992	NCCI INC - PUP 2		
99996	NCCI INC - PUP 1		


Group Tab

The **Group** tab displays the list of carrier codes under your company.

Group	Branch	Contact	History
<div>  </div>			
Carrier Code	Name	FEIN	NAIC Code
99986	NCCI INC - PUP 4		
99988	NCCI INC - PUP 3		
99990	NCCI INC	213326982	
99992	NCCI INC - PUP 2		
99996	NCCI INC - PUP 1		

Branch Tab


The **Branch** tab shows the list of branch addresses that we have in our system for your carrier. The branch information can also be shown on a map.

Group	Branch	Contact	History
<div> Filter by state: All  </div>			
Code	Address		
000	901 PENINSULA CORPORATE CIR BOCA RATON, FL - 33487		
001	18722 CANDLEWICK DRIVE BOCA RATON, FL - 33496-5008		
002	50 MARINE'S VIEW PLAZA HOBOKEN, NJ - 07030		
003	456 BACKOUT ADDRESS BOCA RATON, FL - 33496		
004	1001 BISHOP STREET STE. 1550 HONOLULU, HI - 96813		
005	POB 308 WELLAND, RI - L38SP8		
006	181 BAY ST STE 1000 TORONTO, RI - M532T3		
007	ONEIDA TOWER CLOCK MONTREAL, EC - 12Q3T4		
008	50 MADISON AVE SPRING VALLEY, NY - 10977		
009	123 TOWER SQUARE ONTARIO, RI - 12340		

Contact Tab

The **Contact** tab displays your current contact information. You can email directly from the tab and show the address on a map.

Group	Branch	Contact	History
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Contact Details

TESTJESSICA TESTMORGEN
DCI Data Reporting
901 PENINSULA CORPORATE CIR
BOCA RATON, FL - 33487-1339
E-mail jessica_morgenthal@ncci.com

MARY STORMONTEST
POLICY Data Reporting, URC Data Reporting, UNIT Data Reporting
901 PENINSULA CORPORATE CIR
BOCA RATON, FL - 33487-1339
Tel (954) 456-1111
E-mail Mary_Stormont@ncci.com

History Tab

The **History** tab displays buyout information.

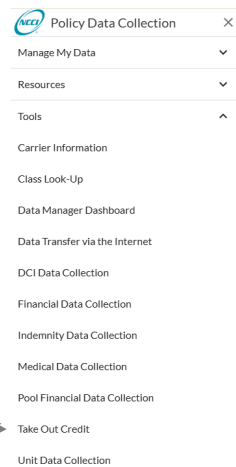
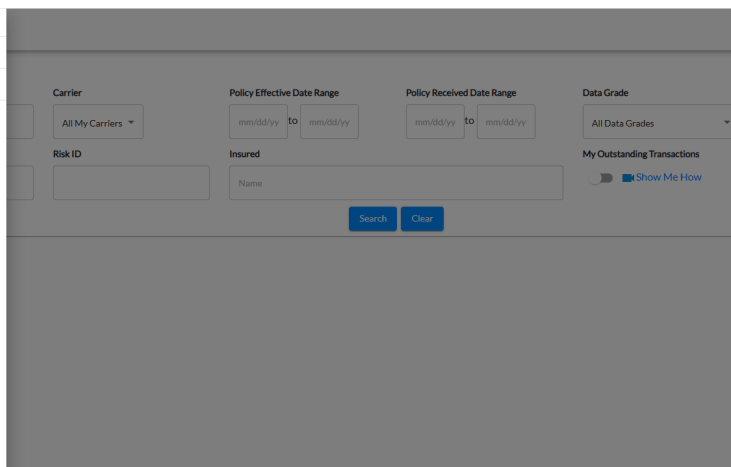
Group	Branch	Contact	History	
<div><div></div></div>				
Carrier Code and Name		Buyout	Group Code	Effective Date
99986 - NCCI INC - PUP 4		No Change	99990	05/07/2004
99988 - NCCI INC - PUP 3		No Change	99990	05/07/2004
99990 - NCCI INC		No Change	99990	11/16/1998
▶	99992 - NCCI INC - PUP 2	Buyout	99990	12/13/2002
▶	99996 - NCCI INC - PUP 1	Buyout	99990	12/13/2002

Take-Out Credit

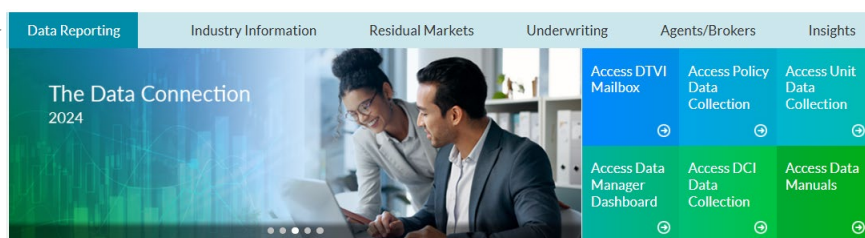
The **Take-Out Credit** feature allows companies to view their historical takeout credits. NCCI has developed a take-out program to promote the depopulation of state assigned risk plans. The program provides insurers with financial incentives to remove employers from the assigned risk plans by writing those policies voluntarily.

To access Take-Out Credit:

- ❑ From the **Policy Data Collection** main page, click the menu button in the top-left corner
- ❑ Click the arrow next to **Tools**
- ❑ Select **Take-Out Credit** to access the application

- ❑ Additional information is available for Take-Out Credit located on **ncci.com**
- ❑ Select Data Reporting and Policy and POC
- ❑ Under Resources select Take-Out Credit Program
- ❑ For more information, refer to NCCI's **Basic Manual**



GENERAL
POLICY AND POC
UNIT STATISTICAL DATA
FINANCIAL CALLS
INDEMNITY DATA CALL
DETAILED CLAIM INFORMATION
MEDICAL DATA CALL
POOL DATA

PRODUCTS

- Circulars (part of Atlas Underwriting Bundle)
- Class Look-Up
- Data Manager Dashboard
- Data Reports
- Data Transfer via the Internet
- NCCI Atlas (Access Manuals)
- Policy Data Collection
- Proof of Coverage Inquiry
- Riskworkstation™
- State Insight
- Take-Out Credit Program (TOC)

RESOURCES

- Proof of Coverage State Guide
- Professional Employer Organizations (PEO) - Guide to State-Specific Requirements
- Take-Out Credit Program
- Policy Edit Matrix
- Professional Employer Organizations (PEO)

LEARNING CENTER

- Policy and POC Module (13 courses)

PUBLICATIONS / REPORTS

- Policy Data Collection Tool User's Guide (PDF)