



THE WORKERS' COMPENSATION
RATING AND INSPECTION BUREAU

Group Administrator Web Account Application

Applicant Information

Organization Name: _____

NCCI Group Number: _____

Applicant Last Name: _____ First Name: _____

Mailing Address (Street or PO Box): _____

City: _____ State: _____ Zip Code: _____

Email Address: _____ Phone Number: _____

Requested User ID: _____

Authorizing Officer for Group Administrator Applicant

Last Name: _____ First Name: _____

Title: _____ Email Address: _____

Please attach business card, or a copy of a business card, of authorizing officer for verification.

I have read the attached *Members Area Web Accounts Privacy and Security Statement* and the *Terms and Conditions for Use of the WCRIBMA Web Site*. I understand and agree to the provisions contained therein. At the present time, no access fees will be charged.

Applicant Signature

Authorizing Officer Signature

WCRIBMA INTERNAL USE ONLY
Date Received
Date Confirmation Sent

Instructions

The application form must be filled out in its entirety and signed both by the Group Administrator applicant and the authorizing officer. The authorizing officer of the Group Administrator must be the president, owner, or a chief officer of the organization. It is required that a business card or a copy of a business card, of authorizing officer is included with the submitted application for verification purposes.

The application can be emailed to website@wcribma.org or mailed or faxed, to the attention of *WCRIB Administrator*, to the WCRIBMA mailing address or facsimile number located at the bottom of the Group Administrator Web Account Application.

Once the account has been created, the applicant will receive an email to notify them that their account has been established and to inform them of their temporary password. Basic instructions as to how the Group Administrator may create and maintain Administrator and User accounts are contained in the Members' User Guide, which can be accessed through the login page of the Members' Area section of the web site.

Overview

The WCRIBMA Members' Area utilizes a self-service structure that allows members to administer and control their accounts within their organization. Four levels of user accounts exist within the Members' Area:

- The *WCRIBMA Administrator* will create and edit Group Administrator accounts.
- A *Group Administrator* must exist for each organization. This individual will need authorization from the president, owner, or a chief officer of the organization and will primarily be responsible for creating and maintaining Administrator accounts, although they also have the ability to create and maintain User accounts. Group Administrators will also determine which products the Administrator will have access to. Access to search and view member account information for Administrators and Users in their organization will also be available.
- *Administrators* are selected by the Group Administrator. They will have the responsibility of creating and maintaining User accounts, and will determine which products each User will have access to, but can only grant access to products that the Group Administrator granted to them. Administrators will also be able to search and view member contact information for their Group Administrator and Users they've created in their organization.
- *Users* will have access to those Members' Area products the Group Administrator or Administrator has enabled for them. Change Password and Forget Password functions will be available to Users at all levels.

It should be noted that in the case of some carriers, the Group Administrator, Administrator, and User may all be the same individual. In this case, Administrator and User accounts need not be created.

Again, the Group Administrator for an organization is primarily responsible for creating and maintaining Administrator accounts for their organization; however, they can create and maintain User level accounts as well. The Group Administrator is intended to act as the first point of contact for Administrators in their organization and the secondary point of contact for Users in the event that a member has a question or issue.

MEMBERS AREA WEB ACCOUNTS PRIVACY AND SECURITY STATEMENT

This privacy and security statement discloses the privacy and security practices for the Workers' Compensation Rating and Inspection Bureau of Massachusetts' (WCRIBMA) Members Area Web Accounts (MAWA). We are committed to protecting the privacy of our members' information that is submitted through any MAWA and in our possession.

Information Collection and Use

The WCRIBMA will not sell, share, or disclose your submitted data or other information, to others in ways different from what is disclosed in this statement.

The WCRIBMA collects contact information that is used to communicate with you, the member, about changes to the service and to provide a method for the WCRIBMA to contact the member for communications regarding MAWA or the Unit Statistical Data Quality Incentive Programs. The WCRIBMA also automatically records information on our server logs detailing user activity.

Registration

In order to access members-only features of this web site, member users must register with the WCRIBMA by completing a *Group Administrator Web Account Application*. Each member carrier may designate additional administrators or members in accordance with the *Members' User Guide*.

Sharing

Information provided to the WCRIBMA at this site is not disclosed to third parties, other than the Massachusetts Division of Insurance, including the State Rating Bureau ("State Regulator"). However, from time to time, the WCRIBMA may be required by law to disclose the information obtained from you to third parties in response to subpoenas, court orders, or other legal process. In the event that disclosure of such information to third parties (other than the State Regulator) is required, the member will be notified of the disclosure within a reasonable timeframe, and the WCRIBMA will disclose to the party or parties receiving the information that the member has been notified of the disclosure.

If the WCRIBMA changes its privacy policy, those changes will be posted on our web site. If at any point we decide to use information obtained from our members in a manner different from that stated at the time it was collected, we will notify our member users in advance. Otherwise, we will use information only in accordance with the privacy policy under which the information was collected. **Security**

This web site supports secure transactions by employing socket layer (SSL) technology; using 128 Bit encryption. Encryption is the process of transforming meaningful information into coded language. Before any information is transmitted, it is transformed into an unrecognizable string of characters to protect the privacy of the information as it is transmitted over the internet. For further information about this web site's ability to secure your information, click on the *Verisign Secured* icon on the Home page of the WCRIBMA web site. Firewall technology is in use to ensure site security. You will be required to enter your private user ID and password each time you access a WCRIBMA MAWA. You should make sure that you do not share this information with others.

Correction/Updating Contact Information

If a member's identifiable contact information changes, or if a member would like to edit user information in the MAWA, then follow the instructions in the *Members' User Guide*.

Contact Information

If you have questions or concerns about this privacy and security statement, you should contact the WCRIBMA webmaster at: website@wcribma.org.