December 30, 2014

To: Producer and Employer Users of WCRIBMA's OAR Program
From: WCRIBMA's Residual Market Team
RE: Updates to OAR's Administrative Functionality

As of this morning, some minor changes have been made to WCRIBMA's Online Assigned Risk ("OAR") with regard to the management of the accounts of OAR Users and Administrators. The changes will be described in full detail in the upcoming OAR Administration User's Guide, which will soon be available on the OAR login page.

To assure a smooth transition, Group Administrators should log into their OAR Accounts, click the Administration link in the blue menu bar, and then the Account Information link in the green menu bar. Check your name, user name and phone number for accuracy. It may be necessary for you to add a job title to your Group Administrator account if one has not yet been assigned.

Group Administrators should then click the Company Information link in the green menu bar and review the Company Information for accuracy. On the right side of the screen, please check the company's name, primary address, FEIN, and Type (Producer or Employer). The Group Administrator will be able to revise any of these fields, subject to certain validations.

Finally, Group Administrators should click the User Report link in the green menu bar to make sure all of your Users and Administrators are listed. If unknown people are listed, then your company may have been subject to an account merger.

If you are unable to access your account or have issues that you are unable to resolve, please contact either Christine Cronin (at 617-646-7544 or ccronin@wcribma.org), Buffy Bush (at 617-646-7508 or bbush@wcribma.org) or Mary DePierro (at 617-646-7582 or mtravers@wcribma.org).

The most notable of the revisions are as follows:

Producer and Employer Company Group Administrators can now create their own company accounts without the assistance of a WCRIBMA Administrator.

Producer and Employer Company Group Administrators can now effectively manage their own Company's, Users' and Administrators' Accounts.

Producer and Employer Company Accounts have been reorganized to assure that each Company Account is associated with only one FEIN (Federal Employer Identification Number) and each FEIN is associated with only one Company Account. All User Accounts are still active, but assignment of FEINs has caused a small number of company accounts to be merged, necessitating the selection of a Group Administrator. The current Group Administrator has the ability to replace him/herself with a new Group Administrator.

Producer and Employer Group Administrators now automatically have access to all of their Users' applications in OAR and can choose to receive the emails that are sent to any or all of their Users. Additionally, Users can assign access and/or email privileges to other Users so their applications can be processed while they are away from the office.

                                        Christine M. Cronin
                                        Residual Market Specialist

Until the OAR Administration User's Guide is available, this outline should help you locate and use any functionality now available in OAR Administration. These menu options are accessible by clicking Administration in the blue menu bar and then the links named below in the green menu bar.

For Group Administrators and Administrators:

Account Information
- Add a new User or Administrator account with Add New Account button. Enter all required information and click the Add button.
- View or Update an existing User's account by typing and then selecting their name in the Select User box. Make any necessary changes and click the Save button.
- View or Update a User's Location by expanding the User Location link at the bottom of the screen.
- View or Update a User's Distribution List by expanding the Distribution List link at the bottom of the screen.

Company Information
- View or Update your Company Information by making the necessary changes and clicking the Save button. Note that only Group Administrators can change Company Information.
- Add a new Company location by clicking the Add Location button, entering the information, and clicking Submit.
- Users must be assigned to locations under Account Information/User Location.

Distribution List
- View or update who from your organization has access to your own applications in OAR and who receives the emails related to your applications.
- View or update who from your organization has access to your Users' applications in OAR and who receives the emails related to their applications by typing and then selecting their name in the Select User box.

Replace Administrator
- Replace a Group Administrator or Administrator by selecting the Replacement and clicking Submit. All administrative functionality will be transferred to the Replacement and the Current Administrator will be demoted to a User.

User Report
- View or Print all Administrators and Users from your organization with OAR accounts.

For Users (non-Administrators):

My Profile
- View your own account information and change your User Name or Password.
- All other changes to your account need to be made by your Administrator or Group Administrator.

Distribution List
- View or update who from your organization has access to your own applications in OAR and who receives the emails related to your applications.