



**THE WORKERS' COMPENSATION
RATING AND INSPECTION BUREAU**

December 22, 2014

CIRCULAR LETTER NO. 2249

To All Members and Subscribers of the WCRIBMA:

**AVAILABILITY OF CONSTRUCTION CREDIT LETTERS
WITHIN MANAGE POLICY**

Effective Monday, December 22, 2014, the WCRIBMA will no longer be mailing to the carriers Notices of Credit or Notices of Ineligibility issued under the Massachusetts Construction Classification Premium Adjustment Program (CPAP). As of this date, carriers will be required to access their CPAP letters in Manage Policy within the Secured Online Services Account (SOSA) area of the WCRIBMA's website.

The user will have many options to search for their CPAP letters in Manage Policy. It will be possible to search for CPAP letters released within a specific time frame (week, month, year). It will also be possible to search by specific criteria, such as policy number, named insured, FEIN, coverage group number, combo group number, policy effective date range or letter release date range. In these cases, the search will return only CPAP letters where the field value matches the value(s) entered by the user.

Users who currently have access to Manage Policy will automatically have full access to their company's CPAP letters. Consequently, Group Administrators do not need to make any security changes.

If you have any questions, please contact either Mary Travers (617-646-7582 or mtravers@wcribma.org) or Buffy Bush (617-646-7508 or bbush@wcribma.org).

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