

AnalyticsPortal Enrollment Form 310 (Rev. 07/2023)

Instructions

Use of This Form

This form is for use by **WCIRB member insurers (Insurers) only** to (1) begin the process of enrolling in WCIRB AnalyticsPortal alone or with WCIRB Inquiry® and/or Class-in-telSM or (2) add WCIRB Inquiry and/or Class-in-tel to a current AnalyticsPortal subscription. Upon receipt of this completed form, the WCIRB will prepare a WCIRB AnalyticsPortal Agreement (Agreement) or other contract documents for execution based on the information provided on this form.

AnalyticsPortal Enrollment

WCIRB AnalyticsPortal provides access to executive level benchmarking reports and data quality dashboards.

WCIRB Inquiry provides powerful classification experience and aggregate financial data query tools and detailed reports.

Class-in-tel allows for the review of classification metrics by region, employer size, claim characteristics and industry as generated from unit statistical report claims and payroll data, pure premium rates and additional sources of information.

Submission of this completed form is required to initiate the enrollment process for the Insurer.

Pricing

There is no charge for accessing WCIRB AnalyticsPortal.

The fee for accessing WCIRB Inquiry is determined using the most recent available pure premium written on California workers' compensation policies reported to the WCIRB by the Insurer. The fees shown below are based upon a calendar year and will be prorated for Insurers enrolling within a calendar year.

Written Pure Premium	Annual Fee
\$0 to \$250 million	\$8,000
More than \$250 million	\$16,000

The annual fee for accessing Class-in-tel is \$4,000. The fee is based upon a calendar year and will be prorated for Insurers enrolling within a calendar year.

Required Information

Section A – Insurer/Group Information

List the name of the Insurer or Insurer(s) in the Insurer Group.

Access to information in WCIRB AnalyticsPortal, WCIRB Inquiry and Class-in-tel is impacted by how an Insurer reports data to the WCIRB.

Insurers that are within the same NAIC group may enroll jointly and access WCIRB Inquiry reports and Class-in-tel information for one, some or all of the Insurers within the group. However, due to how aggregate financial data is reported to the WCIRB, some groupings may limit access to some aggregate financial data and corresponding reports. In addition, access to the reports and dashboards available in WCIRB AnalyticsPortal is restricted to authorized individuals of the Insurer.

The WCIRB will work with Insurers to determine the constituents of the grouping that are most appropriate while safeguarding access to Insurers' data.

Section B – Primary Contact

The Insurer must designate a Primary Contact who has the authority to act on behalf of the companies subscribing to WCIRB AnalyticsPortal, WCIRB Inquiry and/or Class-in-tel.

Section C – General System Administrator (GSA)

The Insurer must designate a General System Administrator who will be responsible for establishing and administering user accounts for the Insurer. This information is not required for current AnalyticsPortal subscribers wishing to enroll in WCIRB Inquiry and/or Class-in-tel.

Section D – Legal Contact

The Insurer must designate an officer of, or attorney affiliated with, the Insurer as the Legal Contact. The Legal Contact must be authorized to accept legal notices.

Section E – Insurer Signatory

Each Insurer must identify a signatory who is an officer of, or attorney affiliated with, the Insurer and who is authorized to legally bind the Insurer and to sign any agreements on behalf of the Insurer.

Form Completion

This form may be completed electronically, printed or typed, and emailed or mailed to:

Email contracts@wcirb.com
Mail WCIRB Legal Department
1901 Harrison St., 17th Floor
Oakland, CA 94612

If you have questions about this form, contact the WCIRB Contract Administrator at contracts@wcirb.com.

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A. Insurer/Group Information

Name of Insurer or Insurer Group

NAIC Group Number (if known)

If enrolling an Insurer Group, list all Insurers included in this enrollment request:

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B. Primary Contact

The Primary Contact should have the authority to act on behalf of all the insurers identified in Section A.

Name

Title

Company Name

Address

City

State

Zip

Telephone

Email

C. General System Administrator (GSA)

The GSA has the authority to administer users for all the Insurers identified in Section A. Current AnalyticsPortal subscribers wishing to enroll in Class-in-tel and/or WCIRB Inquiry do not need to complete this section.

Name

Title

Company Name

Address

City

State

Zip

Telephone

Email

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D. Legal Contact

The Legal Contact must be (1) an officer of, or attorney affiliated with, the Insurer or Insurer Group and (2) authorized to accept legal notices on behalf of all the Insurers identified in Section A.

Name	Title		
Company Name			
Address	City	State	Zip
Telephone	Email		

E. Insurer Signatory

Each Insurer identified in Section A above must have an Insurer Signatory who is (1) an officer of, or attorney affiliated with, the Insurer or Insurer Group, (2) authorized to legally bind the Insurer and (3) authorized to sign the Agreement or other contract documents on behalf of the Insurer. If the Insurer Signatory does not have authority to sign the Agreement or other contract documents on behalf of all the Insurers identified in Section A, multiple signatories are required.

Check this box if the Insurer Signatory is authorized to sign the Agreement or other contract documents on behalf of all the Insurers identified in Section A. If this box is not checked, Section G must be completed for each remaining Insurer identified in Section A.

Name	Title		
Company Name			
Address	City	State	Zip
Telephone	Email		

F. WCIRB Inquiry, Class-in-tel and/or Third Party Access

To request Insurer and/or Third Party Entity (TPE) access to WCIRB AnalyticsPortal, WCIRB Inquiry and/or Class-in-tel, check the applicable box(es) below. Each Insurer identified in Section A that wishes to authorize a TPE to access WCIRB AnalyticsPortal, WCIRB Inquiry and/or Class-in-tel on the Insurer's behalf must submit a completed Form 908, *Third Party Entity Registration Form — WCIRB Inquiry* (Form 908) and sign a *Consent to Use Third Party Entity and Agreement to Indemnify — WCIRB Inquiry* (TPE Inquiry Agreement) before any TPE will be given access to WCIRB AnalyticsPortal, WCIRB Inquiry and/or Class-in-tel.

- Request Insurer access to WCIRB Inquiry.
- Request Insurer access to Class-in-tel.
- Request TPE Access to WCIRB AnalyticsPortal, WCIRB Inquiry and/or Class-in-tel.

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G. Additional Signatory(ies) (see Section E)

Each Insurer Signatory must be (1) an officer of, or attorney affiliated with, the Insurer, (2) authorized to legally bind the Insurer and (3) authorized to sign the Agreement or other contract documents on behalf of the Insurer.

Name Title

Company Name

Address City State Zip

Telephone Email

Name Title

Company Name

Address City State Zip

Telephone Email

Name Title

Company Name

Address City State Zip

Telephone Email

Name Title

Company Name

Address City State Zip

Telephone Email