

## Third Party Entity Registration

Form 902 (Rev. 09/2022)

### Instructions

#### About This Form

This form is for use by WCIRB member insurers (Insurers) only to designate a Third Party Entity (TPE) to act on behalf of a specific Insurer. Upon receipt of this completed form, the WCIRB will prepare a *Consent to Use Third Party Entity and Agreement to Indemnify* (TPE Agreement) based on the information provided.

Each Insurer must submit a separate registration form for each TPE being authorized to act on its behalf. Sections A and B must be completed on each form. The Insurer must also complete either Section C, D, E, F or any combination of these sections.

#### TPE Registration Requirements

##### A. Insurer Information

List the Company Name, Address, Primary Contact, Signatory, and Legal Contact. The **Primary Contact** is the person with whom the WCIRB will communicate regarding the registration process. The **Signatory** must be an officer or attorney who has the authority to legally bind the company and is authorized to sign the TPE Agreement on the Insurer's behalf. The **Legal Contact** is the person authorized to accept legal notices on behalf of the Insurer and must be an officer or attorney affiliated with the Insurer.

**The Primary Contact, Signatory, and Legal Contact must be affiliated with the Insurer and not the TPE.**

##### B. TPE Information

List the TPE's name, address, Federal Employer Identification Number, Primary Contact, and Systems/Technical Contact. The **Primary Contact** is the person with whom the WCIRB will communicate with as needed. The **Systems/Technical Contact** is the person with whom WCIRB information technology staff will communicate with as needed.

##### C. Authorization for Information

The Insurer may authorize the TPE to submit the following to the WCIRB: policy data, unit statistical data, aggregate financial data, medical transaction data, indemnity data, long-term loss development survey responses, permanent disability survey responses, workers' compensation terrorism policy survey responses, and/or policy forms for approval.

##### D. Authorization to Access WCIRB Connect™

Insurers with access to WCIRB Connect may authorize the TPE to have one of the following four levels of access to the website:

- Level 1 - Restricted Access - Policyholder Search
- Level 2 - Restricted Access - Submitter
- Level 3 - Restricted Access - BSI
- Level 4 - Unrestricted Access - Insurer Level

By authorizing the TPE to have either Level 2, Level 3 or Level 4 Access, the Insurer's System Administrator will have the ability to authorize the TPE Authorized Users to respond to the Insurer's work queue items in Connect. If Level 2 – Restricted Access – Submitter is authorized, the TPE will only be able to view and respond to work queue items for the data submitted by that TPE. If Level 3 – Restricted Access –BSI is authorized, the TPE will only be able to view and respond to work queue items that relate to policy and/or unit statistical data reported with the Business Segment Identifier (BSI) assigned to that TPE. If Level 4 – Unrestricted Access – Insurer Level is authorized, the TPE will be able to view and respond to **all** work queue items for that Insurer. Additional details about what each level of access includes are provided in Section D in the form below.

##### E. Authorization to Request and Receive Data via WCIRB X-Mods and More™

Insurers with access to WCIRB X-Mods and More may authorize the TPE to request and receive data via WCIRB X-Mods and More (API Services). API Services authorization allows the TPE to request and receive risk-level data including 10 years of experience modifications with corresponding rating effective year, reported policyholder names and addresses, and WCIRB assigned and reported classifications. The TPE can also receive rating effective dates **if the authorizing Insurer is the insurer of record and pursuant to the TPE's level of access in WCIRB Connect**. Additional details about what each level of access includes is provided in Section E in the form below.

##### F. Authorization to Request and Receive Coverage Information

The Insurer may authorize the TPE to request and receive coverage information relating to a pending workers' compensation claim.

##### Form Completion

This form can be completed electronically, printed or typed, and emailed or mailed to the following:

Email [contracts@wcirb.com](mailto: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 415.778.7241 or email [contracts@wcirb.com](mailto:contracts@wcirb.com).

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**A. Insurer Information**

Name of Insurer			
Address	City	State	Zip

**Insurer Primary Contact**

The Insurer Primary Contact is the person with whom the WCIRB will communicate regarding the registration process and must be affiliated with the Insurer, not the TPE.

Primary Contact Name	Title		
Primary Contact Address	City	State	Zip
Telephone	Email		

**Insurer Signatory**

The Insurer Signatory must be an officer or attorney affiliated with the Insurer, not the TPE, who is authorized to legally bind the company and is authorized to sign the TPE Agreement on behalf of the Insurer.

Signatory Name	Title		
Signatory Address	City	State	Zip
Telephone	Email		

**Insurer Legal Contact**

The Insurer Legal Contact must be an officer or attorney affiliated with the Insurer, not the TPE, who is authorized to accept legal notices on behalf of the Insurer.

Legal Contact Name	Title		
Legal Contact Address	City	State	Zip
Telephone	Email		

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#### B. TPE Information

Insurers must submit a separate registration form for each TPE designated to act on its behalf.

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Company Name

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Address

City

State

Zip

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Federal Employer Identification Number (FEIN)

#### TPE Primary Contact

The TPE Primary Contact is the person with whom the WCIRB will communicate regarding initial setup and administration of TPE services.

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Primary Contact Name

Title

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Primary Contact Address

City

State

Zip

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Telephone

Email

#### TPE Systems/Technical Contact

The TPE Systems/Technical Contact is the person with whom WCIRB information technology staff will communicate during the TPE setup and thereafter as needed.

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Systems/Technical Contact Name

Title

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Systems/Technical Contact Address

City

State

Zip

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Telephone

Email

#### C. Authorization for TPE to Submit Information

To authorize the TPE to submit data, policy forms or respond to survey requests on the Insurer's behalf, indicate by checking the appropriate box(es) below. This authorization allows the WCIRB to communicate with the TPE regarding the submission by any means including telephone, email or other electronic means, fax or mail.

- ☐ Policy Data
- ☐ Unit Statistical Data (All Report Levels and Corrections)
- ☐ Aggregate Financial Data
- ☐ Medical Transaction Data
- ☐ Indemnity Data
- ☐ Long-Term Loss Development Survey Responses
- ☐ Permanent Disability Survey Responses
- ☐ Workers' Compensation Terrorism Policy Survey Responses
- ☐ Policy Forms for Approval (Policy Forms, Endorsement Forms, Ancillary Agreements and Notice Forms)

#### **D. Authorization for Access to WCIRB Connect®**

To authorize the TPE to access WCIRB Connect on the Insurer's behalf, indicate by checking the appropriate box the specific level of access the Insurer authorizes. This authorization allows the WCIRB to communicate with the TPE regarding the accessed information or action taken in the work queue by any means including telephone, email or other electronic means, fax or mail.

The Insurer's System Administrator determines the specific roles assigned to each TPE Authorized User within each access level. **All levels of access** allow the TPE to search for any policyholder by name, FEIN or Bureau Number, view experience modifications and WCIRB assigned classifications, subscribe to X-Mod Direct and request a Risk Summary Report.

☐ **Level 1 Access - Restricted: Policyholder Search**

This level of access also allows TPE Authorized Users, if authorized in Connect by the Insurer's System Administrator, to view all the Insurer's policyholders' rate sheets and inspection reports. TPE Authorized Users will not be able to respond to Insurer work queue items.

☐ **Level 2 Access - Restricted: Submitter**

This level of access also allows TPE Authorized Users, if authorized in Connect by the Insurer's System Administrator, to (1) respond to work queue items relating to the Insurer's policy and unit statistical data if the TPE is identified as the submitter on the Electronic Transmission Record (ETR) for the data, (2) view rate sheets, inspection reports and detailed policy and unit statistical data for policies submitted by the TPE, (3) search for policy audit and unit statistical audit letters for policies submitted by the TPE, (4) access Submission Manager to view submission reports relating to submissions made by the TPE and (5) submit Test Audit data if the TPE submitted the policy at issue.

☐ **Level 3 Access - Restricted: BSI**

This level of access also allows TPE Authorized Users, if authorized in Connect by the Insurer's System Administrator, to (1) respond to Insurer work queue items in Connect for policy work queue items that relate to policy data submitted with the assigned BSI and/or unit statistical data work queue items that relate to unit statistical data submitted with the assigned BSI, (2) view rate sheets if the rate sheet is related to policy and/or unit statistical data submitted with the assigned BSI, (3) view inspection reports if the inspection report relates to policy and/or unit statistical data submitted with the assigned BSI, (4) view detailed policy data submitted with the assigned BSI, (5) view detailed unit statistical data submitted with the assigned BSI, (6) search for policy and/or unit statistical audit letters for the related policy and/or unit statistical data submitted with the assigned BSI, relating to the Insurer and (7) submit Test Audit data if the policy data has been submitted with the assigned BSI.

☐ Check here to allow all BSI TPE Authorized Users to access Submission Manager to view all submission reports relating to the Insurer.

☐ **Level 4 Access - Unrestricted: Insurer Level**

This level of access also allows TPE Authorized Users, if authorized in Connect by the Insurer's System Administrator, to (1) respond to any Insurer work queue items in Connect, (2) view all of the Insurer's data that the Insurer can view for all of the Insurer's policyholders, regardless of whether the TPE submitted the data, (3) view all information that the Insurer can view including Scheduled Reports, (4) search for policy audit and unit statistical audit letters for the Insurer; (5) submit and approve requests submitted by agents or brokers for change in ownership and/or combinability of entities, and (6) access Submission Manager to view all submission reports when provided access to policy or unit statistical data and (7) submit Test Audit data.

**Continue to page 4 and complete Sections E and F, if applicable.**

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### E. Request and Receive Data via WCIRB X-Mods and More™

To authorize the TPE to request and receive data via WCIRB X-Mods and More on the Insurer's behalf, indicate by checking the box below. This authorization allows the WCIRB to communicate with the TPE regarding the accessed data by any means including telephone, email or other electronic means, fax or mail.

☐ **Request and Receive X-Mods and More**

This authorizes the TPE to request data by Bureau Number or FEIN and receive data by Bureau Number including policyholder name, policyholder address, policyholder FEINs, risk ID number, state code, rating effective year, rating issue date, rating type code, WCIRB assigned classification codes including the date assigned, classification code submitted by insurer and the classification with the highest exposure for that Bureau Number. The TPE will have access to rating effective dates if the Authorizing Insurer is the insurer of record and pursuant to the TPE's level of access in WCIRB Connect as follows: If the TPE has Level 2 – Restricted Access - Submitter, the TPE may receive rating effective dates if the TPE is the submitter on the policy or unit statistical submission. If the TPE has Level 1 – Restricted Access Policyholder Search or Level 4 – Unrestricted Access – Insurer Level, the TPE may receive rating effective dates for all policies for which the Insurer is the insurer of record. If the TPE has Level 3 – Restricted Access – BSI, the TPE may receive rating effective dates if the TPE is associated with the BSI on the policy or unit statistical submission.

If X-Mods and More is selected, provide the TPE IP Address:

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### F. Authorization to Request and Receive Coverage Information

To authorize the TPE to request and receive coverage information relating to a pending workers' compensation claim on the Insurer's behalf, indicate by checking the box below. This authorization allows the WCIRB to communicate with the TPE regarding the request and information provided by any means including telephone, email or other electronic means, fax or mail.

☐ **Request and Receive Coverage Information** (relating to a pending workers' compensation claim)

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