



Compensation Data Exchange

Summary of Changes

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Introduction

This guide is for the carriers and third party administrators who use the CDX administrative application.

Compensation Data Exchange (CDX) has been developed as a secure Internet application with the goal of providing the ability to exchange data electronically between the carriers and CDX Members, or Data Collection Organizations (DCOs). Primarily, the product is used for the purpose of sending, receiving, and managing files. The transmitted data uses the WCIO standards such as WCPOLS, WCSTAT, etc. These standards are found in the WCIO Workers Compensation Data Specifications Manual. For additional information on the standards, visit www.wcio.org.

Information on the various products that are available can be found on the CDX website under the [Products Overview](#) page.

Various access levels of user accounts exist within CDX and it is set up so that users can only see data with which they are associated. This guide describes the various access levels and detailed instructions for each type of user.

Definition of Roles and Responsibilities

Following are the various roles, definitions, and responsibilities: (Note: The term “Carrier” and “Insurer” are interchangeable in the CDX User Guide and on the CDX application.)

Data Collection Organizations (DCOs)

A DCO is an organization that collects workers compensation information. The DCO can be a bureau, jurisdiction, or statistical agent.

CDX Central Support

CDX Central Support receives the Insurer UMG Primary Administrator applications, establishes the Carrier’s Insurer Primary Administrator, and notifies affected DCOs that the Insurer Primary Administrator has been established.

Insurer UMG (User Management Group)

An Insurer User Management Group represents a group of carriers and users managed by a single Primary Administrator. Insurer Users are granted rights to send files and use applications within UMGs by the Primary Administrator.

Insurer Primary Administrator

There can be only one Primary Administrator within an Insurer UMG. The Primary Administrator has the ability to set up products, create and maintain Insurer Users, request additional carriers be included in their UMG, grant application access and setup transfer permissions. They also request Third Party Administrators (TPAs) to be set up for their UMG and administer TPA rights for their UMG. The Primary Administrator will be contacted periodically with a reminder e-mail to review their Users and to remove any Users that are no longer active.

Insurer User

The role of the User is to perform the actual functions of the application. Any User can have Admin permissions if this is granted by the Insurer Primary Administrator.

TPA Primary Administrator

The TPA Primary Administrator has the ability to create and maintain TPA Users including setting up transfer permissions for CDX products and application access. TPA organizations must be approved by the Insurer Primary Administrators for application access and transfer permissions.

TPA User

The role of the TPA User is to perform the actual functions of the application. Any TPA user can have Admin permissions if this is granted by the TPA Primary Administrator.

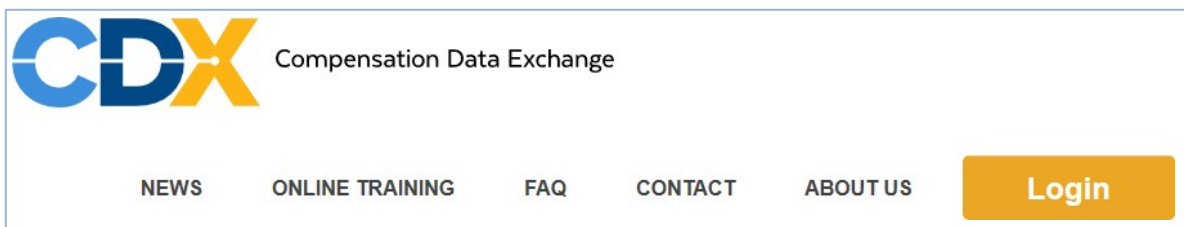
Signing Up with CDX

Request New UMG/Carrier Group

This process should be followed if your carrier is new to the CDX products. If your carrier group is already utilizing CDX and you need to request a new carrier to be added to your existing group, please follow the instructions under Carriers – Create a Carrier Request.

If you are new to CDX and do not have a primary administrator established, follow these instructions.

- Click on “Login”



- Click on “New Account”:

The image shows a login and registration form. At the top, there is a navigation bar with links for 'FAQ', 'CONTACT', 'ABOUT US', and a greyed-out 'Login' button. Below this, the section is titled 'Welcome'. It contains two input fields: 'Username' and 'Password'. To the right of the 'Username' field is a blue button labeled 'I Agree'. Below the 'Password' field, there are three links: 'New Account' (highlighted in yellow), 'Forgot Password', and 'Terms and Conditions'. At the bottom of the form, there is a small line of text: 'Selecting the "I Agree" button to submit your Username and Password acknowledges that you have read and accepted the CDX "Terms and Conditions" regarding the use of this website.'

- This will navigate to the Insurer UMG Primary Administrator Application.

Fill out the form completely, submit it online, print a copy, sign it, and follow the instructions to submit the hard copy version.

Choose a username for the Primary Administrator. If the username is already taken, you will be instructed to choose another.

If you are entering a new carrier –click

☒ **New Carrier**

Insurer UMG Primary Administrator Information

● *Request New Carrier UMG (User Management Group)*

NOTE: The ability to change the current Primary Administrator's contact information or assign a new Primary Administrator to an existing UMG is available to logged-in users via the Admin menu item.

Desired User ID:

☐ *New Carrier*

NOTE: Creating a new Carrier is not necessary if you are requesting a new UMG/Carrier Group in order to move an existing Carrier into it.

Enter the contact information for the Primary Administrator, the person who will administer your Users and carriers in CDX.

Applicant Information

Carrier Group Name:	<input type="text"/>	NCCI Number:	<input type="text"/>
First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Address:	<input type="text"/>	Address 2:	<input type="text"/>
City:	<input type="text"/>	State:	<input type="text" value="AK"/>
ZIP:	<input type="text"/>		
Phone Number:	<input type="text"/>	Ext.:	<input type="text"/>
Email Address:	<input type="text"/>	Fax Number:	<input type="text"/>

The Carrier information section will only appear if this is a new carrier.

Carrier Information

Carrier Name:	<input type="text"/>	NCCI Number:	<input type="text"/>
Address:	<input type="text"/>	Address 2:	<input type="text"/>
City:	<input type="text"/>	State:	<input type="text" value="AK"/>
ZIP:	<input type="text"/>		
Phone:	<input type="text"/>	Ext.:	<input type="text"/>
		Fax:	<input type="text"/>

Enter the contact information for the corporate officer authorized to approve this request on behalf of your company.

CDX Central Support will contact this person prior to processing your request.

Authorizing Officer

First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Title:	<input type="text"/>	Email Address:	<input type="text"/>

Click the hyperlink 'Terms and Conditions' to view the CDX Terms and Conditions as a PDF in a separate window or tab.

Agreement

By submitting this form, you agree to abide by all [Terms and Conditions](#) (PDF download).

When you have finished filling out the application, click the Submit button

Submit Form

Submit

Errors on the form will be highlighted in red and displayed at the top of the screen. Fix any errors and click Submit again.

Example of errors on Insurer UMG Primary Administrator Application

- ⚠ You must enter a User ID.
- ⚠ You must enter an Email address.
- ⚠ You must enter the authorizing officer's first name.
- ⚠ You must enter the authorizing officer's last name.
- ⚠ You must enter the authorizing officer's title.
- ⚠ You must enter the authorizing officer's email address.

Once you have successfully submitted the application, you will see notification that the application has been sent:

Application Submitted

Your application has been submitted. Please click the link below to print a copy of the application. This printed form must be signed by the UMG Primary Administrator and an Authorizing Officer of the Applicant who shall be fully authorized to bind the Applicant to the Terms and Conditions of Use at www.CDXWorkComp.org. The completed form with the signatures, along with a copy of the authorizing officer's business card or letter head, must be mailed, faxed, or e-mailed to:

*CDX Central Support
c/o Farragut Systems
2775 Meridian Pkwy
Durham, NC 27713*

*E-mail: cdxinfo@wcribma.org
Fax: 919-572-0783*

If a method other than mailing is used, a signed original must also be mailed to CDX Central Support. Once your account has been created, the Applicant's Insurer UMG Primary Administrator will receive an e-mail notifying the UMG Primary Administrator that an account has been established and informing the Applicant's Insurer Primary Administrator of its temporary password. A copy of this e-mail, without the password, will be sent to the Applicant's Authorizing Officer.

For a printed version of the application click the hyperlink labeled 'Click here to print this application for submission' to launch a printable version.

<p>Print This Application</p> <p>Click here to print this application for submission.</p>
--

You will receive an e-mail titled “Insurer UMG Primary Administrator Application Received”, which also includes a link to print the application.

The printable copy will include instructions on how to complete the application process.

This printed application must be signed by the Primary Administrator and an Authorizing Officer of the Applicant who shall be fully authorized to bind the Applicant to the Terms and Conditions of Use at www.cdxworkcomp.org. The completed application with the signatures, along with a copy of the authorizing officer's business card or letterhead, must be e-mailed to:

CDX Central Support
E-mail: support@cdxworkcomp.org

Replacing an Existing Primary Administrator

To replace an existing administrator, you will need to already have an account and will need to navigate to the Admin | Requests | Primary Admin menu and complete the steps.

The current administrator is not allowed to just simply change the name to a different individual.

Update Primary Administrator Contact Information

You are about to submit a request to have your contact information updated. The request will be rejected if the application is not filled out in full or if you attempt to change the Primary Administrator to another user. If a new Primary Administrator is desired, then that user should logon and submit a request.

☐ By selecting this box, I certify that I have read and understand the information above.

Proceed

What's Next:

Central Support reviews the request:

- If Rejected - Requestor will receive an email notification with the reason for rejection
- If Approved - Outgoing Primary Admin and Authorizing officer receives email notification of request

The Outgoing Primary Admin reviews the request

- Logs on to CDX and the following popup is displayed.

New Insurer Primary Admin - Organization will be listed here

A new user has requested to be the Primary Administrator of your UMG. Please review the information below and approve or deny the request. If you believe this request to be erroneous or if you have any questions, please contact CDX Central Support.

Current Primary Administrator
Will be listed here

New Primary Administrator
Will be listed here

By clicking APPROVE, I approve the request to change the Insurer Primary Administrator for my organization.

Enter a comment to reject this request...

Approve Reject

- If Rejecting:
 - Enter a comment (reason) and select Reject
 - Requestor will receive an email notification with the reason for rejection
- If Approving:
 - Select Approve
 - Requestor will receive an email notification stating request was approved

View Application Status

- Log into CDX
- Select Admin->Requests->Primary Admin
- The Application Review and Authorization page will be in the view with current status information at the top of the page
- Status types include:
 - NOT SUBMITTED – the request was started but has not been submitted.
 - IN PROCESS – the request has been submitted, but not all required documents have been provided and reviewed by Central Support
 - PENDING APPROVAL – all attached documents meet the specified requirements, and additional parties have been asked to approve the request.
 - PENDING RESPONSE – one or more documents do not meet the specified requirements, and Central Support has requested a replacement.
 - APPROVED – the request has been approved by all required parties.
 - COMPLETED – Central Support has completed account setup.
 - REJECTED – the required approving parties have rejected the request or requirements were not met when the application was submitted. CDX will automatically set the application to rejected if all requirements are not met within two weeks of the application submission

Delete Application Request

An Insurer UMG can only have one application request submitted at a time. To delete a pending application:

- Log into CDX
- Select Admin->Requests->Primary Admin
- The Application Review and Authorization page will be in the view
- Select the link provided in the “Click here to delete the current application” message at the bottom of the page.
- A pop up Delete Application message appears
- Select the Delete button to delete the application.
- Select Cancel if you do not want to delete the application

Primary Administrator – Updating Contact Information

Updates to the Primary Administrator information, such as name or email address, must be approved by CDX Central Support. To submit a request for change:

- Logon to CDX
- Select Admin | Requests | Primary Admin



- Select the “By selecting this box, I certify...” checkbox
- Select proceed

A screenshot of the 'Update Primary Administrator Contact Information' form. At the top, there is a progress bar with four steps: 'Update Contact Information', 'Provide Authorizing Officer', 'Print and Sign Documents', and 'Receive Authorization'. The first step, 'Update Contact Information', is currently active. The main heading of the form is 'Update Primary Administrator Contact Information'. Below the heading, there is a paragraph of text: 'You are about to submit a request to have your contact information updated. The request will be rejected if the application is not filled out in full or if you attempt to change the Primary Administrator to another user. If a new Primary Administrator is desired, then that user should logon and submit a request.' Below this text, there is a checkbox with the label 'By selecting this box, I certify that I have read and understand the information above.' At the bottom right of the form, there is a 'Proceed' button.

- Verify contact information and make any changes necessary
- changes will be applied only if the application is accepted
- Select Save and Next

Status: NOT SUBMITTED

Update Contact Information

Your current contact information is listed below. Please make any changes that you would like to take effect should your application be approved.

Applicant Information

UserName: ⓘ **Email Address:** ⓘ
First Name: ⓘ **Last Name:** ⓘ

Save Contact Information

[Save and Next](#)

Click [here](#) to delete the current application.

- Fill out Authorizing Officer information
- Select the “By selecting this box, I certify...” checkbox
- Select Submit

Responsibilities Update Contact Information **Provide Authorizing Officer** Print and Sign Documents Receive Authorization Ap

Status: NOT SUBMITTED

Provide an Authorizing Officer

Please provide the contact information for an Authorizing Officer from your company. An Authorizing Officer must be a person employed by the requestor's company who holds an office such as President, Vice President, CEO, Treasurer etc.

Authorizing Officer

First Name: ⓘ **Last Name:** ⓘ
Title: ⓘ **Email Address:** ⓘ
Phone Number: ⓘ **Ext:**

☐ By selecting this box, I certify that the information provided is an Officer of my company.

Save Contact Information

[Submit](#)

Click [here](#) to delete the current application.

- Select Print Application

Responsibilities
Update Contact Information
Provide Authorizing Officer
Print and Sign Documents
Receive Authorization
Ap

Status: IN PROCESS

Print, Sign, and Upload Required Documents

You must now print the application, sign it, and upload a copy of the signed application on this page. Additionally, you must supply **ONE** of the following in .pdf format:

- A scanned copy of your Authorizing Officer's business card.
- A signed letter from your Authorizing Officer on company letter head.

These documents may be uploaded using the fields below. You may submit files containing one or more of the required documents. Please check the box for all documents included in the uploaded file. Uploaded documents may be replaced at your discretion prior to being submitted to Central Support.

Print Application

- Scan the fully signed application and any supporting documents back onto your device.

Steps to Upload Documents:

- Select browse to locate the signed application and corresponding documents
- Select the appropriate check box for the documents that are being uploaded
- Select Upload File
- Repeat upload steps for each attachment

Upload File

Browse...

☐ Signed Application
☐ Business Card
☐ Signed Letter on Company Letter Head

Upload File

Reminder: You must upload the application with either the business card or signed letter to have the ability to submit your request

- Select Submit

Signed Application	
Business Card	
Signed Letter on Company Letter Head	
Submit Required Documents	<input type="button" value="Submit"/>

This completes the initial application submission steps.

What's Next:

Central Support reviews the request:

- If Rejected - Requestor will receive an email notification with the reason for rejection
- If Approved – An email is sent to the Authorizing Officer.

The Authorizing Officer will complete the process by clicking the link within the email, reviewing the details and either Rejecting or Approving

Upon logging into the CDX site, the Primary Administrator

Current Contact Information	
UserName:	UserGuideTest
First Name:	CDXAdmin
Address:	111 Main Street
City:	Anywhere
Zip Code:	27611
Phone Number:	9191112222
Fax Number:	
Email Address:	paula@syndium.com
Last Name:	UserGuide
Address Line 2:	
State:	NC
Country:	US
Ext.:	

Rejection Comment:

Enter a comment to reject this application...

Offer Approval

My Account

The My Account menu on the upper right will allow a user to view or change their profile by clicking on Edit Profile. The user can also click on Change Password to change their password.



When Edit Profile is chosen, the User Profile will be displayed with modifiable fields in boxes; this screen also includes the ability to edit and reset the password using a button below the fields. The changes can be saved by clicking the Save button at the bottom of the screen.

NOTE: Primary Administrators cannot change their own information. Please see the [Updating Primary Administrator Contact Information](#) section of this guide.

User Profile

User:	UserGuideTest		
Group:	User Guide Test		
First Name:	CDXAdmin		
Last Name:	UserGuide		
Email:	paula@syndium.com		
Active:	True		
Is Primary:	True		
Address Ln. 1:	<input type="text" value="111 Main Street"/>		
Address Ln. 2:	<input type="text"/>		
City:	<input type="text" value="Anywhere"/>		
State/Province/Region:	<input type="text" value="NC"/>		
ZIP:	<input type="text" value="27611"/>		
Country:	<input type="text" value="United States"/>		
Phone:	<input type="text" value="919-111-2222"/>		
Ext.:	<input type="text"/>		
Fax:	<input type="text"/>		
Password:	<input type="button" value="Change Password"/>		
Update Contact Info	<input type="button" value="Go to Application"/>		
Created:	4/30/2022 8:56:28 AM		
Modified:	5/1/2022 1:29:31 PM		
<input type="button" value="Save"/>			

Change Password

This screen can be accessed by selecting Change Password from the My Account drop-down menu, or by clicking the Change Password button in the Edit Profile screen. A user can change their password by entering the Current Password and entering and retyping a new password.



The screenshot shows the CDX Compensation Data Exchange logo at the top. Below it, the heading "Reset Password" is displayed. There are three input fields: "Current Password:", "Enter new password:", and "Retype new password:". Each field has a small eye icon to the right. Below the fields is a blue "Reset" button. Underneath the button, the section "Password Requirements :" is followed by a bulleted list of rules for password creation.

Reset Password

Current Password: ⓘ

Enter new password: ⓘ

Retype new password: ⓘ

[Reset](#)

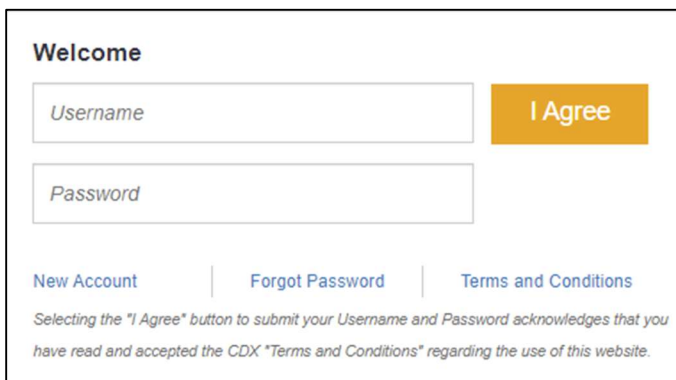
Password Requirements :

- Password must be at least 8 characters long
- Password must contain at least 1 numeric characters
- Password must contain at least 1 lowercase characters
- Password must contain at least 1 uppercase characters
- Password must contain at least 1 characters from this list @\$%^&+=!
- Password cannot contain Username
- New Passwords cannot appear in the list of common passwords.
- New Passwords cannot match any of the previous 3 passwords.

To cancel password reset, navigate away from this page using top dropdown menus.

Forgot Password

If a user forgets their password the option to receive a new password is located on the login page. The user would need to click the 'Forgot Password' hyperlink.



The screenshot shows the CDX login page. It has a "Welcome" heading. There are two input fields: "Username" and "Password". To the right of the "Username" field is an orange "I Agree" button. Below the input fields are three links: "New Account", "Forgot Password", and "Terms and Conditions". At the bottom, there is a line of small text stating that selecting the "I Agree" button acknowledges the user's acceptance of the CDX Terms and Conditions.

Welcome

Username [I Agree](#)

Password

[New Account](#) | [Forgot Password](#) | [Terms and Conditions](#)

Selecting the "I Agree" button to submit your Username and Password acknowledges that you have read and accepted the CDX "Terms and Conditions" regarding the use of this website.

This will open the Forgot Password screen where the user will be prompted to enter their username and text from a security image. Once entered the user will click the Submit button to receive an e-mail that contains a link to initiate the password reset process. The link contained

within the e-mail is only good for 10 minutes. Clicking on the link within the e- mail will route the user to the CDX reset password page.

If this screen was navigated to in error the user can select the 'Click here to return to login page' to exit the 'Forgot Password' screen.

Locked Accounts

If a user fails to provide the correct login credentials within 3 attempts the user will be locked out of the application. If this happens, the account can be unlocked by resetting the password via "Forgot Password", contacting your Primary Administrator, or by contacting Central Support. The Primary Administrator can send a reset password for the user. The Primary Administrator navigates to the user under My UMG and clicks the edit icon and the 'Reset Password' button. The user will then receive an e-mail with a link to initiate the password reset process.

Once the password has been reset successfully, the user will receive an e-mail with the subject 'Password Reset'.

Password Expiration

Passwords will expire every three months and users will be forced to create new passwords.

DCO Login

The DCO Log In page allows a CDX user to connect to participating DCO sites utilizing your CDX credentials. Please see the Single Sign On (SSO) section of this guide for configuration of this feature.

The screenshot shows the CDX Compensation Data Exchange website. The header includes the CDX logo, navigation links (BEEP, PEEP, EXR, ETR, ADMIN, NEWS, HELP), and user options (My Account, DCO Login, Log out). The main content area is titled "DCO Log In" and contains a form with fields for "DCO Site" (a dropdown menu), "DCO UserName" (text input), and "DCO Password" (password input). A "Log in" button is below the password field. A note at the bottom states: "When connecting to a DCO, please do not log off from the DCO until the status message is returned to the CDX screen to confirm that the authentication synchronization has finished."

CDX Notifications or Announcements

The screen shown upon log in is called either the Notifications or Announcements screen. This screen will display any changes or upcoming updates to the CDX Products.

The screenshot shows the "Recent News" section of the CDX website. It features the CDX logo and navigation links. Below the header, the "Recent News" section displays a news item titled "IMPORTANT: Significant CDX website and FTP site changes scheduled for Saturday, November 2nd" dated "9/24/2019".

Help

This menu item will allow the user to navigate to Online Training, CDX Admin User Guide, BEEP, PEEP and EXR User Guides, FAQ, and Contact Us

The screenshot shows the CDX website with the "HELP" menu item highlighted in the header. A dropdown menu is visible, listing the following options: "Online Training", "CDX Admin User Guide", "BEEP User Guide", "PEEP User Guide", "EXR User Guide", "FAQ", and "Contact Us".

Online Training

This link will open the Online Training Videos page.

CDX Admin User Guide

This link will open a PDF of the CDX Admin User Guide document.

BEEP, PEEP and EXR User Guides

These links will open a PDF of the individual BEEP, PEEP or EXR User Guides.

FAQ

This link navigates to a list of administration questions.

 Compensation Data Exchange

BEEPPEEXPETRWCUnderwriting

CDX Frequently Asked Questions

EXR | PEEP | BEEP

User Accounts (Non-Administrator)

[+ How do I get a new user account to access CDX?](#)

You also have the option to click on one of the specific products or you can scroll down.

To return to the top of the FAQ page, you can click the Return to FAQ Home button under each section.

[Return to FAQ Home](#)

Contact Us

This screen displays a listing of contact names and contact information by product.

Contact Us

For technical support or user account setup, contact:

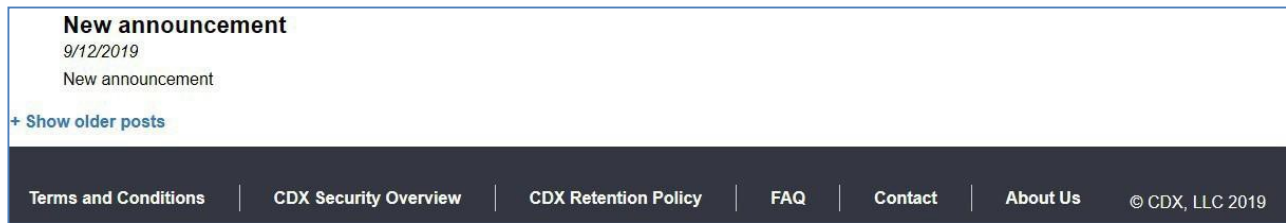
CDX Central Support
[919-595-1890](tel:919-595-1890)
cdxinfo@wcribma.org

For assistance with data reporting requirements, missing experience modifications, edits and submissions files, contact:

ORGANIZATION MEMBERS	DCO #	CDX CONTACT INFO	PEEP CONTACT INFO	BEEP CONTACT INFO	EXR CONTACT INFO
Workers' Compensation Insurance Rating Bureau of California	00004	Customer Service 888-229-2472 customerservice@wcrib.com	Customer Service 888-229-2472 customerservice@wcrib.com	Customer Service 888-229-2472 customerservice@wcrib.com	Customer Service 888-229-2472 customerservice@wcrib.com
Delaware Compensation Rating Bureau, Inc.	00007	Jim Frost 215-320-4417 jfrost@pcrb.com	DCRB Central Support 215-320-4933 centralsupport@dcrb.com	Chris Chao 215-320-4416 cchao@dcrb.com Diane Weldon 215-320-4461 dweldon@dcrb.com	Alex Pagan 215-320-4429 centralsupport@pcrb.com
Workers' Compensation Rating and Inspection Bureau of Massachusetts	00020	WCRIbMA Tech Support 617-646-7510 wcribma-techsupport@wcribma.org	Deborah Dohl 617-646-7538 ddohl@wcribma.org	Deborah Dohl 617-646-7538 ddohl@wcribma.org	WCRIbMA Tech Support 617-646-7510 wcribma-techsupport@wcribma.org
Compensation Advisory Organization of Michigan	00021	Jeannine Paquet 734-462-9600 , Ext 229 cdxbac@caom.com	Jeannine Paquet 734-462-9600 , Ext 229 cdxbac@caom.com	Jeannine Paquet 734-462-9600 , Ext 229 cdxbac@caom.com	Jeannine Paquet 734-462-9600 , Ext 229 cdxbac@caom.com
Minnesota Workers' Compensation Insurers Association, Inc.	00022	Marc Coleman 952-897-6438 cdxmn@mwcia.org	Sondra Mattke 952-897-6428 cdxmn@mwcia.org	Deanne Reese 952-897-6429 cdxmn@mwcia.org	Marc Coleman 952-897-6438 cdxmn@mwcia.org

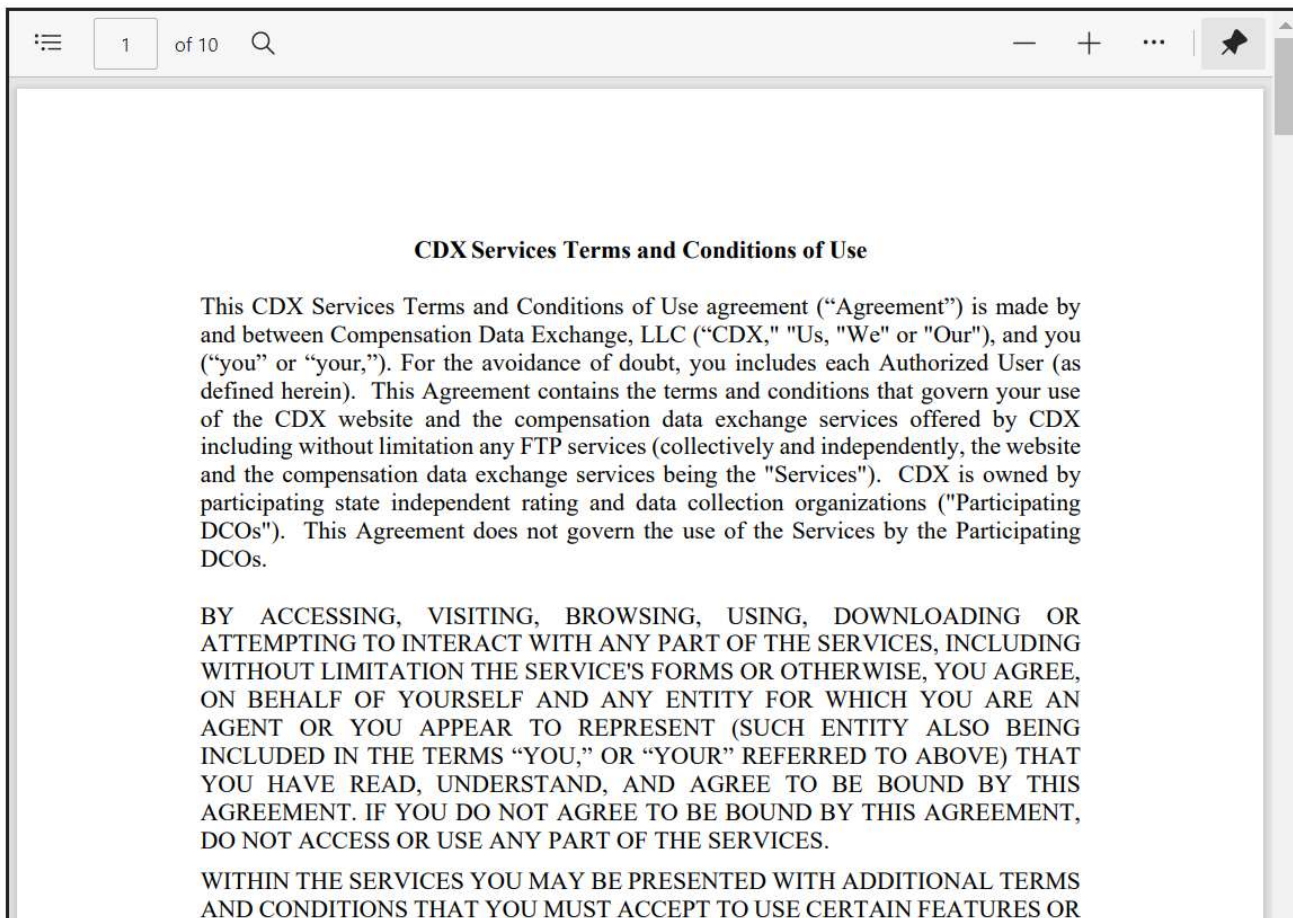
Note: View the CDX website page for the most current contact information.

At the bottom of the CDX screen are the following options:



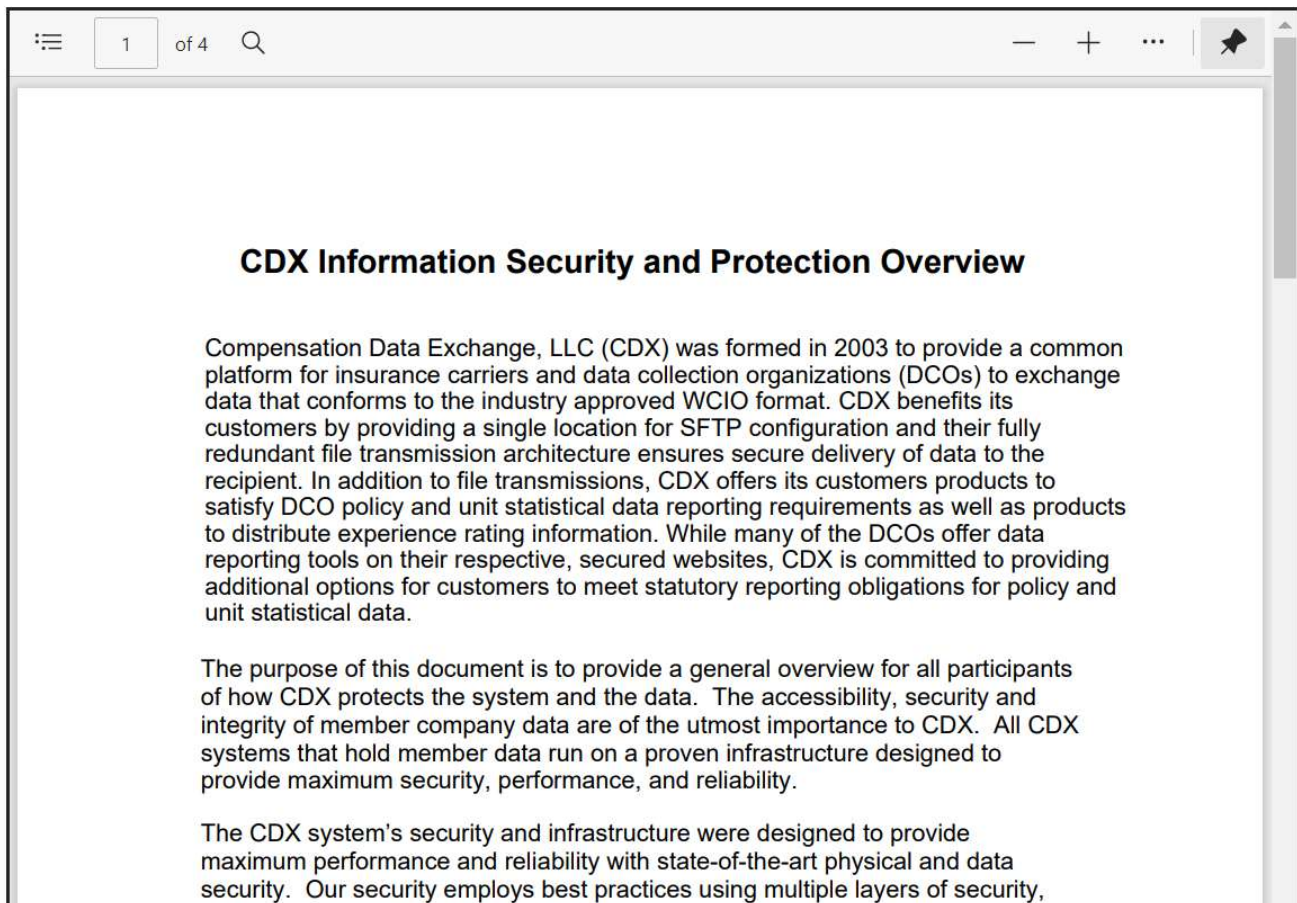
Terms and Conditions

This link will open a PDF of the CDX Terms and Conditions document.



CDX Security Overview

This menu will open a PDF of the CDX Security Overview document.



CDX Retention Policy

Record Retention and Deletion Policy:

Records deleted on a daily basis:

- EXRs that have an expiration date older than 2 years and an issue date older than 2 years
- Policies that have an expiration date older than 2 years and an entry date older than 2 years
- Delete any USRs that meet the following criteria:
 - Have a most recent submission date that is older than 3 years or
 - Have not been submitted and have an entry date older than 3 years.

See the PEEP and BEEP User Guides for additional archive information

Also, at the bottom of the screen are FAQ and Contact which were presented in the Help section.

About Us

About Us

Overview:

Compensation Data Exchange, LLC (CDX) was formed in 2003 to provide a common platform for insurance carriers and data collection organizations (DCOs) to exchange data that conforms to the industry approved **WCIO** format. CDX benefits its customers by providing a single location for SFTP/FTPS configuration and their fully redundant **file transmission** architecture ensures secure delivery of data to the recipient. In addition to file transmissions, CDX offers its customers products to satisfy DCO policy and unit statistical data reporting requirements as well as **products** to distribute experience rating information. While many of the DCOs offer data reporting tools on their respective, secured websites, CDX is committed to providing additional options for customers to meet statutory reporting obligations for policy and unit statistical data.

Mission Statement:

CDX enables the secure exchange of transactional workers' compensation data by providing insurers and their data reporters a common platform for submitting data to and accessing data from DCOs. Specifically, CDX will:

- Provide insurers the tools and interfaces necessary for the timely and complete exchange of data with the DCOs that comprise the CDX membership.
- Facilitate data reporting in accordance with the WCIO's national reporting standards.
- Seek continuous improvement to optimize the efficiency of the data exchange process and to respond to the evolving needs of insurers.

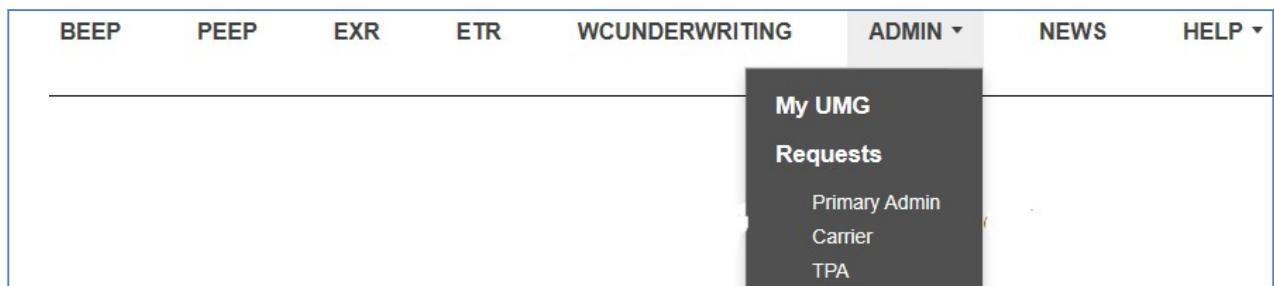
CDX Members

- Workers' Compensation Insurance Rating Bureau of California
- Delaware Compensation Rating Bureau, Inc.
- Workers' Compensation Rating and Inspection Bureau of Massachusetts
- Compensation Advisory Organization of Michigan
- Minnesota Workers' Compensation Insurers Association, Inc.
- New Jersey Compensation Rating & Inspection Bureau
- New York Compensation Insurance Rating Board
- North Carolina Rate Bureau
- Pennsylvania Compensation Rating Bureau
- Wisconsin Compensation Rating Bureau

Admin

My UMG

The My UMG menu option is only available to the Primary Administrator and Users who have Admin permissions (Manage Users and Permissions For This UMG, Manage Carriers and Carrier Groups, and/or Manage Locations for this UMG checked green for user). Selecting My UMG will take a user to the User Management Group.



The tabs will be accessible depending on the user's permissions.

Base

Name of the Insurer UMG

Insurer UMGs ► User Guide Test

Base	Users	Permissions	Carriers	Carrier Groups	Carrier Requests	TPAs	Locations	FTP Credentials	Application Access	Transfer Permission	Web Service Setup
Name: <input type="text" value="User Guide Test"/>											
Description: <input type="text"/>											

Users

A listing of all users in this Insurer UMG. Add new users and edit users from this screen.

Add User

- To setup a new user, choose the tab labeled Users.
- Click the Add User button at the bottom of the screen.

Insurer UMGs ► Jessica Test Group

Base	Users	Permissions	Carriers	Carrier Groups	Carrier Requests	TPAs	Locations	FTP Credentials	Application Access	Transfer Permission
User	Last Name	First Name	UMG	City	State	Email	Active	Primary		
chip&dale	Dale	Chip	Jessica Test Group	raleigh	nc	jst@ncrb.org	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
clarabell	Bell	Clara	Jessica Test Group	raleigh	nc	jst@ncrb.org	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
daisyduck	Duck	Daisy	Jessica Test Group	Apex	nc	jst@ncrb.org	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
donaldduck	Duck	Donald	Jessica Test Group	Garner	nc	jst@ncrb.org	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
goofygoof	Goof	Goofy	Jessica Test Group	Apex	NC	jst@ncrb.org	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
mickeymouse	Mouse	Mickey	Jessica Test Group	raleigh	nc	jst@ncrb.org	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
minniemouse	mouse	minnie	Jessica Test Group	Raleigh	NC	jst@ncrb.org	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
pluto	the dog	Pluto	Jessica Test Group	raleigh	nc	jst@ncrb.org	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

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[Add User](#)

The Create User screen will appear.

- Create a user login name (must be unique in CDX, no spaces allowed).
The only special characters allowed will be: \$ _ . -
- Check the Active box to make this user active immediately.
- Fill in the users first and last name and the basic contact information (e-mail, phone, address). Fields with a little icon to the right are required fields.
- Most permissions (with exception of the Manage Permission value can be copied from an already existing user.
-

Fax: UserJ
 Copy Permissions UserK *
 From:

- When finished click the Create button.

Insurer UMGs ▶ Jessica Test Group

Base	Users	Permissions	Carriers	Carrier Groups	Carrier Requests	TPAs	Locations	FTP Credentials	Application Access	Transfer Permission
<p>Users ▶ Create User</p> <p>Username: <input type="text"/></p> <p>Group: Jessica Test Group</p> <p>Active: <input type="checkbox"/></p> <p>Is Primary: False</p> <p>First Name: <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p>Email: <input type="text"/></p> <p>Address Ln. 1: <input type="text"/></p> <p>Address Ln. 2: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State: <input type="text"/></p> <p>Zip: <input type="text"/></p> <p>Phone + Ext.: <input type="text"/></p> <p>Fax: <input type="text"/></p> <p style="text-align: center;"><input type="button" value="Create"/></p>										

- A “Success” box will appear with the message “User successfully created”
- The new User will show up in the userslist.
- The new User will receive an e-mail with a link to create their password.

Edit User

- Select Admin | My UMG.
- Click the Users tab.
- To edit a user, click the hyperlink for the user or the pencil icon at the end of the user information. The Edit User screen will appear where the user's information can be edited.

Insurer UMGs ► Jessica Test Group

Base	Users	Permissions	Carriers	Carrier Groups	Carrier Requests	TPAs	Locations	FTP Credentials	Application Access	Transfer Permission
User	Last Name	First Name	UMG	City	State	Email	Active	Primary		
chip&dale	Dale	Chip	Jessica Test Group	raleigh	nc	jst@ncrb.org	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
clarabell	Bell	Clara	Jessica Test Group	raleigh	nc	jst@ncrb.org	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
daisyduck	Duck	Daisy	Jessica Test Group	Apex	nc	jst@ncrb.org	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
donaldduck	Duck	Donald	Jessica Test Group	Garner	nc	jst@ncrb.org	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
goofygoof	Goof	Goofy	Jessica Test Group	Apex	NC	jst@ncrb.org	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
mickeymouse	Mouse	Mickey	Jessica Test Group	raleigh	nc	jst@ncrb.org	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
minniemouse	mouse	minnie	Jessica Test Group	Raleigh	NC	jst@ncrb.org	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
pluto	the dog	Pluto	Jessica Test Group	raleigh	nc	jst@ncrb.org	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

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[Add User](#)

- To cancel the edit, click the blue Users hyperlink to navigate back to the Insurer UMG's screen. To save the edit click the Save button. A "Success" box will appear with the message "User successfully saved"

Inactivate User

To inactivate a user:

- Select Admin | My UMG.
- Click the Users Tab.
- Click the User hyperlink for the user or the pencil icon at the end of the user information; this will navigate you to the Edit Userscreen.
- Uncheck the Active box.
- Click Save.

The screenshot shows the 'Edit User' interface. At the top, there is a navigation bar with tabs: Base, Users, Permissions, Carriers, Carrier Groups, Carrier Requests, TPAs, Locations, FTP Credentials, and Application Access. Below this is a sub-header 'Transfer Permission'. The main content area is titled 'Edit User' and shows the user 'clarabell'. The 'Active' checkbox is unchecked and highlighted with a red box. The 'Save' button at the bottom is also highlighted with a red box.

Base	Users	Permissions	Carriers	Carrier Groups	Carrier Requests	TPAs	Locations	FTP Credentials	Application Access
Transfer Permission									
Users ▶ clarabell ▶ Edit User									
<h3>Edit User</h3>									
User:	clarabell								
Group:	Jessica Test Group								
Active:	<input type="checkbox"/>								
Is Primary:	False								
First Name:	Clara								
Last Name:	Bell								
Email:	test@ncrb.org								
Address Ln. 1:	111 mickey lane								
Address Ln. 2:									
City:	raleigh								
State:	nc								
Zip:	27610								
Phone + Ext.:	919-111-2222								
Fax:									
Password:	<button>Reset Password</button>								
Delete User:	<button>Delete User</button>								
Created:	7/30/2013 9:01:01 AM								
Modified:	8/27/2013 12:20:00 PM								
<button>Save</button>									

Delete User

To delete a user account:

- Select Admin | My UMG.
- Click the Users Tab.
- Click the User hyperlink for the user or the pencil icon at the end of the user information; this will navigate you to the Edit Userscreen.
- Click on the Delete User button
- Confirm deletion by clicking OK

The screenshot shows a web application interface with a top navigation bar containing tabs: Base, Users, Permissions, Carriers, Carrier Groups, Carrier Requests, TPAs, Locations, FTP Credentials, and Application Access. Below the navigation bar is a sub-header 'Transfer Permission'. The main content area is titled 'Edit User' and displays the following information:

- User:** clarabell
- Group:** Jessica Test Group
- Active:** ☒
- Is Primary:** False
- First Name:** Clara
- Last Name:** Bell
- Email:** test@ncrb.org
- Address Ln. 1:** 111 mickey lane
- Address Ln. 2:**
- City:** raleigh
- State:** nc
- Zip:** 27610
- Phone + Ext.:** 919-111-2222
- Fax:**
- Password:**
- Delete User:**
- Created:** 7/30/2013 9:01:01 AM
- Modified:** 8/27/2013 12:20:00 PM
-

Reset User Password

To reset a user's password:

- Select Admin | My UMG.
- Click the Users Tab.
- Click the User hyperlink for the user or the pencil icon at the end of the user information; this will navigate you to the Edit Userscreen.

Insurer UMGs ▶ Jessica Test Group

Base	Users	Permissions	Carriers	Carrier Groups	Carrier Requests	TPAs	Locations	FTP Credentials	Application Access	Transfer Permission
User	Last Name	First Name	UMG	City	State	Email	Active	Primary		
chip&dale	Dale	Chip	Jessica Test Group	raleigh	nc	jst@ncrb.org	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
clarabell	Bell	Clara	Jessica Test Group	raleigh	nc	jst@ncrb.org	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
daisyduck	Duck	Daisy	Jessica Test Group	Apex	nc	jst@ncrb.org	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
donaldduck	Duck	Donald	Jessica Test Group	Garner	nc	jst@ncrb.org	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
goofygoof	Goof	Goofy	Jessica Test Group	Apex	NC	jst@ncrb.org	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
mickeymouse	Mouse	Mickey	Jessica Test Group	raleigh	nc	jst@ncrb.org	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
minniemouse	mouse	minnie	Jessica Test Group	Raleigh	NC	jst@ncrb.org	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
pluto	the dog	Pluto	Jessica Test Group	raleigh	nc	jst@ncrb.org	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

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Add User

Click the Reset Password button.

Reset Password

Click OK.



The user will receive an email that allows them to reset their own password.

Permissions

The Permissions page is used to configure the permissions for the users within the UMG.

- Click Admin | My UMG.
- Click the Permissions tab.

Insurer UMGs ► MARC TEST GROUP

Base	Users	Permissions	Carriers	Carrier Groups	Carri					
Web Service Setup										
User Name	First Name	Last Name	Manage Users and Permissions For This UMG	Manage Carriers and Carrier Groups	Manage Locations for this UMG	Manage FTP Credentials	Manage File Transfer Configuration	Basic Insurer Access Rights	Basic Application Access Rights	Manage Web Service Credentials
cdxaccess	cdx	access	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>
chilipepper	Red	Hot	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>
DarkN	Dark	N	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>
marc558	Marc	Fivefiveeight	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>
marccarrier	marc	carrier	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>
marccarrie	marc	carri	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>
marctest	ddddddddd	Dupa	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
marctuser	marc	tuser	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>

Legend
☒ Granted
 ☐ Denied

- The screen will list all users within your Insurer UMG.
- The columns listed on the right side of the screen are the functions available for users to perform. Grant or deny a User access by changing the blank circle to a green check mark (for granting the permission) or leave blank (for denying the permission) by clicking the circle.
- To save the changes to this screen, click Save.
- To undo the changes to this screen, click Reset instead of Save.
- If the User setting up permissions is not the Primary Administrator, they may not be able to

change permissions. Users also cannot change their own permissions.

The following describes the Permission that are available:

Manage Users and Permissions for this UMG

Granting this permission will allow the user the ability to add, edit and delete users for this UMG.

Manage Carriers and Carrier Groups

Granting this permission will allow the user the ability to request a new carrier for the UMG.

Manage Locations for this UMG

Granting this permission will allow the user to add, edit and delete Locations for the UMG. Locations are where and how the carriers will receive files.

Manage FTP Credentials

Granting this permission will allow the user to add, edit and delete FTP credential. FTP credentials are setup for the secure FTP transfer of files.

Manage File Transfer Configuration

Granting this permission will allow the user to setup for users to send files by product type, such as WCPOLS, WCSTAT, and WCMED.

Basic Insurer Access Rights

This permission is defaulted and gives the user basic access rights to the web application.

Basic Application Access Rights

This permission is defaulted and gives the user basic application access rights to the web application.

Manage Web Service Credentials

This permission is defaulted and gives the user access to the Web Service Setup tabs where you can obtain approval to use the WCUnderwriting web services.


Warning: New Insurer User setup is not complete without Application Access and Transfer Permissions. Section [Setup Application Access](#) has instructions to configure these permissions.

Carriers

This tab contains the list of carriers in the Insurer UMG. Each column can be sorted, and the user may enter data in the blank fields at the top of each column to filter the list.

New carrier requests will appear on this tab once they are approved by CDX.

My Account | DCO Login | Log out



BEEP PEEP EXR ETR ADMIN ▾ NEWS HELP ▾

Insurer UMGs ▶ User Guide Test

Base Users Permissions Carriers Carrier Groups Carrier Requests TPAs Locations FTP Credentials Application Access Transfer Permission Web Service Setup

Name ▾	NCCI # ▾	NAIC # ▾	CA # ▾	Carrier Group ▾	Primary Address ▾	City ▾	State ▾	Zip ▾
Test Carrier 71	00071			User Guide Test	222 First Avenue	Another City	NC	27611
Test Carrier 72	00072			User Guide Test	7772 Corporate Way	TestCity	NC	27611
User Guide Carrier	00077			User Guide Test	111 Main Street	Anywhere	NC	27611

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Selecting the name link will display the Edit Carrier section for that carrier. The Edit Carrier section includes tabs for

- **Carrier** – Modify carrier demographics
- **Global Product Setup** – Specify the Location for receipt of DCO data files
- **ETR Response Setup** – Configure
- **Registrations** – View the status of approval to submit/receive data with the DCOs
- **Web Service Setup** – Request approval and obtain API key for WCUnderwriting

Carrier

The **Carrier** tab displays basic carrier information, including the Insurer Group Primary Administrator. To request updates to this information, please contact CDX Central Support.

Insurer UMGs ► User Guide Test

BaseUsersPermissionsCarriersCarrier GroupsCarrier RequestsTPAsLocationsFTP CredentialsApplication AccessTransfer PermissionWeb Service Setup

Carrier List ► Edit Carrier

CarrierGlobal Product SetupETR Response SetupRegistrationsWeb Service Setup

Carriers ► User Guide Carrier ► Edit Carrier

Carrier Group:User Guide Test
Carrier Name:User Guide Carrier
NCCI Number:00077
NAIC Number:
CA Number:
Address Ln. 1:111 Main Street
Address Ln. 2:
City:Anywhere
State:NC
Zip:27611
Phone:9191112222
Ext.:
Fax:
Insurer Primary Administrator Name:CDXAdmin UserGuide (UserGuideTest)
Insurer Primary Administrator Email:paula@syndium.com
Insurer Primary Administrator Phone:919-111-2222
Insurer Primary Administrator Ext.:

Selecting **Application Access** from the dropdown will display a list of users that are associated with the selected carrier and their product access. Administrators can select/deselect access privileges and Save to update.

Insurer UMGs ► User Guide Test

BaseUsersPermissionsCarriersCarrier GroupsCarrier RequestsTPAsLocationsFTP CredentialsApplication Access

Transfer PermissionWeb Service Setup

Carrier List ► Edit Carrier

CarrierGlobal Product SetupETR Response SetupRegistrationsWeb Service Setup

Carriers ► Test Carrier 71 ► Application Access

Legend

☒ Access Allowed ☐ Access Prohibited Collapsed - Multiple Child States

Expand AllCollapse AllSaveReset

Group By Carrier

Carrier Name	Carrier NCCI	User Name	First Name	Last Name	User Type	Access BEEP	Access PEEP	Access ETR	Access EXR	Access DCO Mod Lookup
Test Carrier 71	00071	UserGuide Test	CDXAdmin	UserGuide	User	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Expand AllCollapse AllSaveReset

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Selecting **Transfer** Permissions from the dropdown will display the list of Transfer Permissions that are set up for the selected carrier and user id. Each user account, including the FTP account, that will be sending files through CDX will be required to have the transfer permissions selected here for the required product(s).

Administrators can select/deselect access privileges and Save to update.

Insurer UMGs ▶ User Guide Test

Base
Users
Permissions
Carriers
Carrier Groups
Carrier Requests
TPAs
Locations
FTP Credentials
Application Access
Transfer Permission
Web Service Setup

Carrier List ▶ Edit Carrier

Carrier
Global Product Setup
ETR Response Setup
Registrations
Web Service Setup

Carriers ▶ Test Carrier 71 ▶ Transfer Permission

Filter By:

SOURCE
Test Carrier 71

Group Columns By:

PRODUCT

Group Rows By:

SOURCE

Apply

Legend

☒ Transfer Allowed
☐ Transfer Prohibited
Collapsed - Multiple Child States
Recipient Not Configured

Expand All
Collapse All
Save
Reset

Source	Carrier NCCI	Sender	Sender Type	WCPOL\$	TESTPRODUCT	TESTPRODUCT2	WCSYAT	XWGPOL\$	XWCSTAT	WCHMED	WCIND
Test Carrier 71	00071	TEST USER GUIDE TPA	TPA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		TESTFTPUSER	FTP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		UserGuideTest	User	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Legend

☒ Transfer Allowed
☐ Transfer Prohibited
Collapsed - Multiple Child States
Recipient Not Configured

Expand All
Collapse All
Save
Reset

Global Product Setup

The **Global Product Setup** tab lists the products that can be sent from DCOs to carriers. Each product has an associated checkbox and dropdown field. The dropdown lists available locations where product files may be sent. Note that there are separate columns to specify locations for Production files and for Test files. (Location details are in the Locations tab, which is addressed in another section of this guide.)

For each product that is to be received, click the associated checkbox and select the appropriate location from the dropdown. After all selections have been made, click Save.

Insurer UMGs ► User Guide Test

Base	Users	Permissions	Carriers	Carrier Groups	Carrier Requests	TPAs	Locations	FTP Credentials	Application Access	Transfer Permission	Web Service Setup																																																																		
Carrier List ► Edit Carrier																																																																													
<table border="1"><thead><tr><th>Carrier</th><th>Global Product Setup</th><th>ETR Response Setup</th><th>Registrations</th><th>Web Service Setup</th></tr></thead><tbody><tr><td></td><td><table><thead><tr><th>Product</th><th>Location for Production Files</th><th>Location for Test Files</th></tr></thead><tbody><tr><td>WCEPOLS</td><td><input type="checkbox"/> Not Configured</td><td><input type="checkbox"/> Not Configured</td></tr><tr><td>WCRATING</td><td><input checked="" type="checkbox"/> TEST FTP DESTINATION SITE</td><td><input type="checkbox"/> Not Configured</td></tr><tr><td>WCESTAT</td><td><input type="checkbox"/> Not Configured</td><td><input type="checkbox"/> Not Configured</td></tr><tr><td>WCCNTL</td><td><input type="checkbox"/> Not Configured</td><td><input type="checkbox"/> Not Configured</td></tr><tr><td>WCMOD</td><td><input type="checkbox"/> Not Configured</td><td><input type="checkbox"/> Not Configured</td></tr><tr><td>WCRATE</td><td><input type="checkbox"/> Not Configured</td><td><input type="checkbox"/> Not Configured</td></tr><tr><td>NOA</td><td><input type="checkbox"/> Not Configured</td><td><input type="checkbox"/> Not Configured</td></tr><tr><td>XWCEPOLS</td><td><input type="checkbox"/> Not Configured</td><td><input type="checkbox"/> Not Configured</td></tr><tr><td>XWCRATING</td><td><input type="checkbox"/> Not Configured</td><td><input type="checkbox"/> Not Configured</td></tr><tr><td>XWCESTAT</td><td><input type="checkbox"/> Not Configured</td><td><input type="checkbox"/> Not Configured</td></tr><tr><td>XWCCNTL</td><td><input type="checkbox"/> Not Configured</td><td><input type="checkbox"/> Not Configured</td></tr><tr><td>XWCMOD</td><td><input type="checkbox"/> Not Configured</td><td><input type="checkbox"/> Not Configured</td></tr><tr><td>XWCRATE</td><td><input type="checkbox"/> Not Configured</td><td><input type="checkbox"/> Not Configured</td></tr><tr><td>XNOA</td><td><input type="checkbox"/> Not Configured</td><td><input 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ETR Response Setup

The **ETR Response Setup** tab lists products that can be sent from carriers to DCOs.

The **Email Address** is the address to which CDX will send delivery status notifications.

The **Due Days** field is used to calculate the Due Date when viewing the results in the ETR product. It is a simple calculation of the Received Date + the # of days entered. This can be used to help a carrier identify when they should follow-up with a DCO for file processing status. For example, if you submit a file to a DCO on 1/1/2022 and the Due Days is set to 10, then the ETR Due column will display 1/11/2022 as the date you would expect a DCO to have processed your file.

For each product that will be sent to a DCO, click the checkbox, enter the e-mail address that is to receive delivery status notification, from CDX, and if desired, enter the number of due days. After all data has been entered, click Save.

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Base	Users	Permissions	Carriers	Carrier Groups	Carrier Requests	TPAs	Locations	FTP Credentials	Application Access	Transfer Permission	Web Service Setup																																										
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Registrations


The Registrations tab lists the CDX Members (DCOs) and the carrier's registration status for each DCO. Once a DCO approves a carrier for data submissions, the Registration Status will reflect 'Associated'.

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Carrier List ► Edit Carrier

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DCO	Carrier Name	NCCI Number	CarrierGroupName	Registration Status	Expiration Date	
Workers Compensation Insurance Ratin...	Test Carrier 71	00071	User Guide Test	DCOReview		✓
The Workers Compensation Rating and...	Test Carrier 71	00071	User Guide Test	DCOReview		✓
Compensation Advisory Organization of...	Test Carrier 71	00071	User Guide Test	DCOReview		✓
Minnesota Workers Compensation Insu...	Test Carrier 71	00071	User Guide Test	Associated		✓ 
New York Compensation Insurance Rati...	Test Carrier 71	00071	User Guide Test	DCOReview		✓
North Carolina Rate Bureau	Test Carrier 71	00071	User Guide Test	DCOReview		✓
Delaware Compensation Rating Bureau	Test Carrier 71	00071	User Guide Test	DCOReview		✓
Pennsylvania Compensation Rating Bur...	Test Carrier 71	00071	User Guide Test	DCOReview		✓
Wisconsin Compensation Rating Bureau	Test Carrier 71	00071	User Guide Test	DCOReview		✓
Comp Rating and Inspection Bureau of NJ	Test Carrier 71	00071	User Guide Test	DCOReview		✓

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
For Associated DCOs, the Registrations status list includes the ability to view the associated DCO Product Setup screen, by selecting the document icon on the far right.

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Compensation Advisory Organization of...	Test Carrier 71	00071	User Guide Test	DCOReview		✓
Minnesota Workers Compensation Insu...	Test Carrier 71	00071	User Guide Test	Associated		✓ 
New York Compensation Insurance Rati...	Test Carrier 71	00071	User Guide Test	DCOReview		✓
North Carolina Rate Bureau	Test Carrier 71	00071	User Guide Test	DCOReview		✓
Delaware Compensation Rating Bureau	Test Carrier 71	00071	User Guide Test	DCOReview		✓
Pennsylvania Compensation Rating Bur...	Test Carrier 71	00071	User Guide Test	DCOReview		✓
Wisconsin Compensation Rating Bureau	Test Carrier 71	00071	User Guide Test	DCOReview		✓
Comp Rating and Inspection Bureau of NJ	Test Carrier 71	00071	User Guide Test	DCOReview		✓

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Carrier List ► Edit Carrier

Carrier	Global Product Setup	ETR Response Setup	Registrations	Web Service Setup
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Product Setup for files From DCO 00022 to Carrier 00071

Product	Location for Production Files	Location for Test Files
WCEPOLS	Not accepted by recipient	Not accepted by recipient
WCRATING	<input checked="" type="checkbox"/> Use Default	Not accepted by recipient
WCESTAT	Not accepted by recipient	Not accepted by recipient
WCCNTL	Not accepted by recipient	Not accepted by recipient
WCMOD	Not accepted by recipient	Not accepted by recipient
WCRATE	Not accepted by recipient	Not accepted by recipient
NOA	Not accepted by recipient	Not accepted by recipient
XWCEPOLS	Not accepted by recipient	Not accepted by recipient
XWCRATING	Not accepted by recipient	Not accepted by recipient
XWCESTAT	Not accepted by recipient	Not accepted by recipient
XWCCNTL	Not accepted by recipient	Not accepted by recipient
XWCMOD	Not accepted by recipient	Not accepted by recipient
XWCRATE	Not accepted by recipient	Not accepted by recipient
XNOA	Not accepted by recipient	Not accepted by recipient
WCCRIT (WCSTAT)	Not accepted by recipient	Not accepted by recipient
WCCRIT (WCPOLS)	Not accepted by recipient	Not accepted by recipient

Save

Product Setup for files From Carrier 00071 to DCO 00022

Product	Location for Production Files	Location for Test Files
WCPOLS	<input type="checkbox"/> Use Default	<input type="checkbox"/> Use Default
TESTPRODUCT	Not accepted by recipient	Not accepted by recipient
TESTPRODUCT2	Not accepted by recipient	Not accepted by recipient
WCSTAT	<input type="checkbox"/> Use Default	<input type="checkbox"/> Use Default
XWCPOLS	Not accepted by recipient	Not accepted by recipient
XWCSTAT	Not accepted by recipient	Not accepted by recipient
WCMD	Not accepted by recipient	Not accepted by recipient
WCIND	Not accepted by recipient	Not accepted by recipient

The section Product Setup for files From DCO X to Carrier Y, lists all products that may be sent from a DCO to a carrier. Products must first be configured in the Global Product Setup tab before they can be configured on the DCO Registration page. Once a product is enabled on Global Product Setup, a checkbox will appear on this page with a corresponding dropdown to specify the destination location of the files. The default setting on the dropdown field is Use Default, which is the location specified in Global Product Setup.

If the location that was specified in Global Product Setup is appropriate, no action is needed on this screen. If a location other than the location in Global Product Setup is needed, for a given product and DCO, then check the associated box and select the location from the dropdown.

The section Product Setup for files From Carrier Y to DCO X lists all products that may be sent from a carrier to a DCO. Products that have been set up, in Global Product Setup, will have a corresponding checkbox and dropdown field. This section may be edited by the DCO.

Web Service Setup

The Web Service Setup page is used to request approval from participating DCOs to utilize the WCUnderwriting web service. This service enables a carrier to electronically receive ratings factors from participating DCOs. In order to use this service, each DCO must approve the carrier. After approved, the carrier utilizes this screen to obtain an API Authorization Key.

NOTES:

TPAs must obtain API Authorization Keys from their carriers. Please reach out to your carrier to initiate the process.

Some DCOs require the carrier to have established a Single Sign On (SSO) account first. Please see the Single Sign On (SSO) section of this guide for further instructions.

Depending on what configuration the DCOs support, Authorization Keys can be established at either the Group Level or the individual Carrier Level.

To access the Group Level, select Admin, then MyUMG and then the Web Services Setup tab.

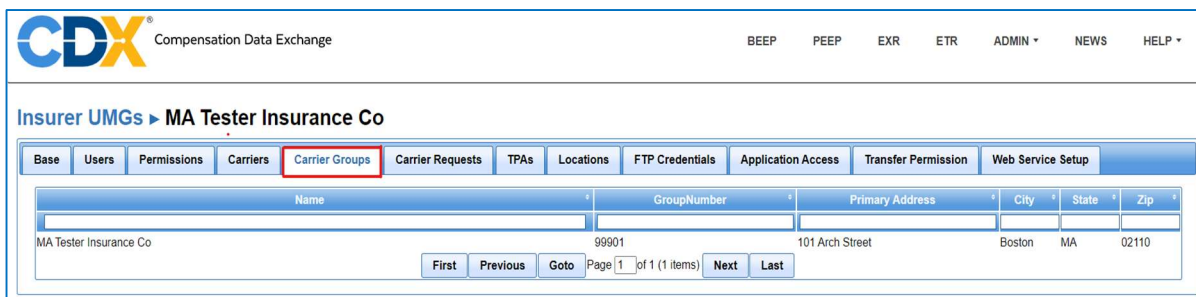
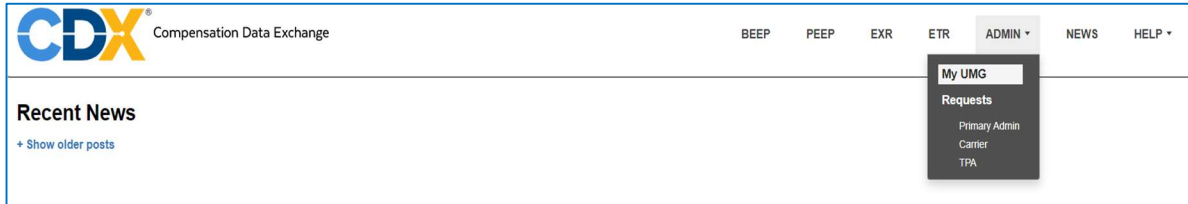
To access the Carrier Level, select Admin, then MyUMG, then the Carrier tab. Select the carrier id link and then click the Web Services Setup tab.

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Base	Users	Permissions	Carriers	Carrier Groups	Carrier Requests	TPAs	Locations	FTP Credentials	Application Access	Transfer Permission	Web Service Setup
<p>To request approval to utilize the CDX WCUnderwriting web service, select the Request DCO Approval button for the appropriate DCO. Some DCOs may require you to be approved for Single Sign-On in order to initiate the setup process. The person initiating the request will receive an email notification from CDX when the DCO approves or rejects your request. If approved, a link will appear to access the Authorization Key. The Get Authorization Key link can only be used once. If you need to generate a new Authorization Key, use the Regenerate option. To withdraw your request to use the WCUnderwriting web service for a DCO, click the Delete button.</p>											
<div>Refresh Status</div>											
DCO	Status	Updated By	Last Updated Date								
NCRB				Request DCO Approval				Regenerate		Delete	
				This DCO requires you to establish a valid SSO connection before you can request an Authorization Key.							
DCRB				Request DCO Approval				Regenerate		Delete	
				This DCO requires you to establish a valid SSO connection before you can request an Authorization Key.							
PCRB				Request DCO Approval				Regenerate		Delete	
				This DCO requires you to establish a valid SSO connection before you can request an Authorization Key.							
NJCRI				Request DCO Approval				Regenerate		Delete	

Carrier Groups

The Carrier Groups tab lists the carrier group(s) in the Insurer UMG. It is accessible to the Primary Administrator and users who have security to manage Carriers and Carrier Groups. For such users, the Carriers tab and Carrier Requests tab are also accessible. Select the Admin menu, then My UMG.



Carrier and TPA Requests

The Primary Administrator or a User with Admin permissions to Manage Carriers and Carrier Groups will have an Admin menu where they can create Carrier Requests.

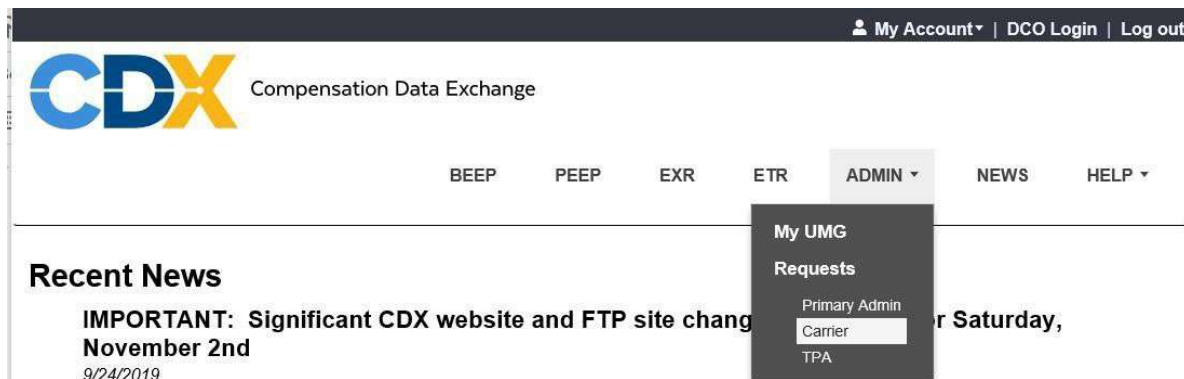
The Primary Administrator or a User with Admin permissions to Manage Users and Permissions will have an Admin menu where they can create TPA Requests.

Create a Carrier Request

A Carrier Request is a request sent to CDX Central Support to add a new carrier to the UMG. There are two options, for navigating to the Carrier Request screen.

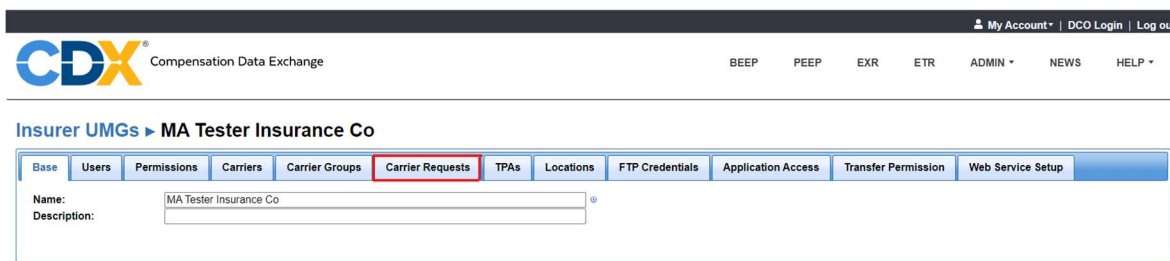
Option 1

- Choose the Admin menu, then Requests, then Carrier.



Option 2

- Choose the Admin menu, then My UMG.
- Select the Carrier Requests tab.



- The Carrier Request screen will list the current carrier requests for your UMG and their Status.
- To request a new carrier, click the 'Request a New Carrier' button.

Carrier Requests						
Requested By	Insurer Group	Carrier Group	Carrier Name	NCCI #	Status	Processed By
minniemouse	Jessica Test Group	Jessica Test Group	Pluto carrier	33333	Approved	sysadmin
minniemouse	Jessica Test Group	Jessica Test Group	Goofy Carrier	59999	Approved	sysadmin
minniemouse	Jessica Test Group	Jessica Test Group	Daisy Duck Carrier	79999	Approved	sysadmin
<div> First Previous Goto Page 1 of 1 (3 items) Next Last </div>						
<div>Request a New Carrier</div>						

- The Request a New Carrier screen will appear.
- Fill out the Carrier Name, NCCI Number, Phone and Address information.
- Click the 'Submit Request' button. To cancel click the 'Back' button.

Insurer UMGs ▶ MN Test Carrier

Base
Users
Permissions
Carriers
Carrier Groups
Carrier Requests
TPAs
Locations
FTP Credentials
Application Access

Request a New Carrier

Carrier Group: MN Test Carrier

Carrier Name:

NCCI Number:

CA Number:

Address:

City:

State:

ZIP:

Phone:

Ext.:

Fax:

Submit Request
Back

- A pop-up message displays indicating the request has been submitted for review.



- You will also receive an e-mail titled 'New Carrier Request' indicating that your request has been submitted for review.

- The request will appear in the Carrier Requests list.

Create a TPA Request

A TPA Request is a request sent to **CDX Central Support** to add a new TPA to CDX.

- Choose the Admin menu, then Requests, then TPA. This will navigate to the TPA Requests screen.



- Click the 'Create Request' button.
- Enter the TPA Name and TPA Number, if known. Typically, the TPA Number will be the FEIN # of the TPA.

Request New TPA

TPA

TPA Name:
TPA Number:

Address Ln. 1:
Address Ln. 2:
City:
State:
Zip:
Phone:

Requesting Administrator

User Name: mwclatest
First Name: Minnesota Workers
Last Name: Comp Insurers Assoc
Email Address: sondra.mattke@mwclia.org
Phone: 9526976420
Ext.:
UMG: MN Test Carrier

Initial Administrative User

User Name:
First Name:
Last Name:
Email Address:
Phone:
Ext.:

- The requesting Primary Administrator is pulled from the logged in user.
- Complete the Initial Administrative User information. This information would contain the user that will become the primary administrator for the TPA.
- To process the request, select the 'Send To System Admin' button.
- To cancel the request, choose the 'Cancel' button.
- The new request will appear in the TPA requests page with an "Open" status.
- An e-mail will be sent to you with the title "New TPA Request" stating that your request has been submitted for review.
- To view the approved TPAs, select Admin, then My UMG. Click the TPAs tab and you will receive a list of TPAs linked to your UMG.

- If the Active checkbox is not checked, then this TPA is not approved and cannot access carrier data or transfer files.

Insurer UMGs ▶ User Guide Test

Base	Users	Permissions	Carriers	Carrier Groups	Carrier Requests	TPAs	Locations	FTP Credentials	Application Access	Transfer Permission
Web Service Setup										
Name *	TPANumber *	NAICNumber *	CANumber *	Active *	City *	State *	Zip *			
TEST USER GUIDE TPA	123456788			<input checked="" type="checkbox"/>	ANYTOWN	NC	26111			
<div> First Previous Goto Page 1 of 1 (1 items) Next Last </div>										

Once a TPA is linked to your UMG, there are a couple of additional steps you will need to complete in order for the TPA to begin accessing and submitting data.

- Application Access – Grant the TPA administrator access to the applicable CDX products (e.g. PEEP, BEEP)
- Transfer Permissions – Grant the TPA administrator access to the data types (e.g. WCPOLS, WCSTAT)

Follow the same process used to give permissions to Users (see [Setup Application Access](#)).

The TPA will appear on the Application Access tab as a User with User Type TPA and in Transfer Permissions as a Sender with Sender Type TPA:

Insurer UMGs ▶ User Guide Test

Base	Users	Permissions	Carriers	Carrier Groups	Carrier Requests	TPAs	Locations	FTP Credentials	Application Access	Transfer Permission	Web Service Setup
Legend <input checked="" type="checkbox"/> Access Allowed <input type="checkbox"/> Access Prohibited <input type="checkbox"/> Collapsed - Multiple Child States											
<div> Expand All Collapse All Save Reset </div>											
Group By User ▼											
User Name	First Name	Last Name	User Type	Carrier Name	Carrier NCCI	Access BEEP	Access PEEP	Access ETR	Access EXR	Access DCO Mod Lookup	
TEST USER GUIDE TPA			TPA	Test Carrier 71	00071	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				Test Carrier 72	00072	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				User Guide Carrier	00077	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UserGuideTest	CDXAdmin	UserGuide	User	-	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<div> Expand All Collapse All Save Reset </div>											

Insurer UMGs ► User Guide Test

Base Users Permissions Carriers Carrier Groups Carrier Requests TPAs Locations FTP Credentials Application Access Transfer Permission Web Service Setup

Carrier List ► Edit Carrier

Carrier Global Product Setup ETR Response Setup Registrations Web Service Setup

Carriers ► Test Carrier 71 ► Transfer Permission ▼

Filter By: SOURCE ▼ Test Carrier 71 ▼ Group Columns By: PRODUCT ▼ Group Rows By: SOURCE ▼ Apply

Legend

☒ Transfer Allowed
 ☐ Transfer Prohibited
 Collapsed - Multiple Child States
 Recipient Not Configured

Expand All Collapse All Save Reset

Source	Carrier NCCI	Sender	Sender Type	WCPOLS	TESTPRODUCT	TESTPRODUCT2	WCPSTAT	XWCPOLS	XWCPSTAT	WCPMID	WCPEND
Test Carrier 71	00071	TEST USER GUIDE TPA	TPA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		TESTFTPUSER	FTP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		UserGuideTest	User	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Legend

☒ Transfer Allowed
 ☐ Transfer Prohibited
 Collapsed - Multiple Child States
 Recipient Not Configured

Expand All Collapse All Save Reset

Disassociate TPAs

- Choose the Admin menu, then My UMG, then the TPA tab. This will navigate to the TPA screen.
- Click on the TPA name you wish to disassociate.
- Then click on the Dissociate button.

TPAs ► TEST USER GUIDE TPA ► Edit TPA ▼

TPA Name: TEST USER GUIDE TPA ⓘ

TPANumber: 123456788 ⓘ

NAICNumber:

CANumber:

Active: ☒

Address Ln. 1: 123 TPA STREET ⓘ

Address Ln. 2:

City: ANYTOWN ⓘ

State: NC ⓘ

Zip: 26111 ⓘ

Phone: 919-111-2222 ⓘ

Ext.:

Fax:

TPA Primary Administrator Name: Admin First Admin Last (TPAADMINUSERGUIDE)

TPA Primary Administrator Email: paula@syllindium.com

TPA Primary Administrator 919-555-3333

Phone:

TPA Primary Administrator Ext.:

Disassociate

- An “Are you sure...” confirmation box will pop up. Select OK.
- A “Successfully disassociated...” confirmation box will pop up. Select OK.
- The TPA will no longer appear in the list of TPAs for the UMG and the TPA will no longer be able to report or view data for the carrier(s) in the UMG.

Locations

Locations specify the list of options for how carriers will receive files that are sent from the DCOs. The two choices for file receipt are either electronically to the carrier network utilizing Secure File Transfer Protocol (SFTP) or manually by logging into the CDX website and performing a file download (Web Pick-up).

To access, Select the ADMIN menu, select My UMG, and then Locations.

Insurer UMGs ► User Guide Test

Base	Users	Permissions	Carriers	Carrier Groups	Carrier Requests	TPAs	Locations	FTP Credentials	Application Access	Transfer Permission	Web Service Setup
UMG		Location		Global	Active	Type					
User Guide Test		TEST FTP DESTINATION SITE		<input type="checkbox"/>	<input type="checkbox"/>	SFTP					
		First Previous Goto		Page 1 of 1 (1 items)		Next Last					
Add Location											

The Location screen will display the UMG and the current Location setups. Once Locations are setup, the Primary Administrator or User with Admin permissions will be able to specify the target file location for each of the products utilizing the Global Product Setup page. Carriers can elect to set up a single location for all file types, or to create separate locations for the different file types (e.g. one location for WCPOLS, a separate location for WCSTAT).

Add Location

- Select ADMIN, My UMG, then the Locations tab.
- Select the 'Add Location' button.
- The 'Create Location' screen will appear.

Create Location

Location Name:	<input type="text"/>	?
Global:	<input type="checkbox"/>	
Active:	<input type="checkbox"/>	
Compression:	<input checked="" type="radio"/> Zip <input type="radio"/> None	
PDF Preferences:	<input type="radio"/> None <input type="radio"/> Single <input type="radio"/> Multiple	
PDF delivery is not an option for Massachusetts, New Jersey, or North Carolina ratings.		
Encoding:	<input type="radio"/> ASCII <input type="radio"/> EBCDIC	
Line Terminator:	<input type="radio"/> None <input type="radio"/> CR <input type="radio"/> CRLF	
Failure Notification	<input type="text"/>	?
Email Address:		
Confirm Failure	<input type="text"/>	?
Notification Email Address:		

Type:	<input type="text" value="SFTP"/>	
SFTP Address:	<input type="text"/>	?
Username:	<input type="text"/>	?
Password:	<input type="text"/>	?
Directory Tree:	<input type="text"/>	?
Port:	<input type="text"/>	
Append:	<input type="checkbox"/>	
Use Key	<input type="checkbox"/>	
Authentication:		

- **Location Name** - Name to identify the destination and file type (e.g. WCPOLS SFTP).
- **Global** - This field is no longer used and will be removed in a future version of the software
- **Active** – Helps to identify current vs. discontinued locations.
- **Compression** - Choose either Zip or None
- **PDF Preferences** – Utilizing to specify the file type for receipt of WCRatings files. If PDF is not selected, the DCO will send WCRatings files in the WCIO flat file format. Note: Not all DCOs support delivery of PDF files and the PDF files.
- **Encoding**: Choose either ASCII, or EBCDIC to indicate the encoding that should be applied to the files that are received at the specified location. ASCII is the default, EBCDIC is typically only used for files that need to be processed by a mainframe.
- **Line Terminator**: Choose either None, CR (Carriage Return) or CRLF (Carriage Return Line Feed). Linux servers typically utilize CR and Windows servers utilize CRLF.
- **Failure Notification E-mail**: The email address that should receive notifications when a file transfer fails. CDX currently only supports a single email address. Carriers can enter a distribution group email address if you would like multiple recipients to receive the notifications.

- **Type:** Choose how you would like to receive the file: either SFTP or Web.

For SFTP

- **SFTP Address** - The destination SFTP server address
- **Username** - The username that should be utilized to authenticate to the SFTP site.
- **Password** - The password that should be utilized to authenticate to the SFTP site.
- **Directory Tree** - Input the directory tree relative to the root that should be used when transferring files (e.g. \In). If left empty/blank, files will be transferred to the root directory.
- **Append** - In most cases, this should be left unchecked. Check the box if you want the system to open the target file and append vs. overwrite files if the file name already exists on the destination directory.
- **Use Key Authentication** – This option provides password-less authentication using SSH key authentication and requires manual setup by CDX. Please contact CDX Central Support if you would like more information about this option.


For Web

No additional information is needed beyond that entered in the top section. When Web is chosen in the Type section, the Type section will collapse.

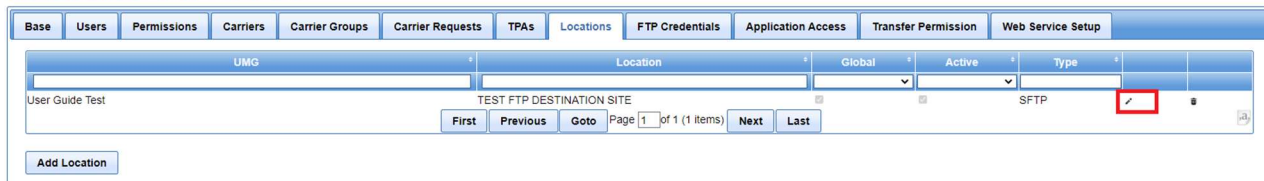
Click the 'Create' button to save the location.

Click the 'Back' button to cancel out of creating a location.

Edit Location

- Click ADMIN, then My UMG.
- Click the Locations Tab.
- Click the pencil icon  located at near the end of the row.

Insurer UMGs ► User Guide Test



Base	Users	Permissions	Carriers	Carrier Groups	Carrier Requests	TPAs	Locations	FTP Credentials	Application Access	Transfer Permission	Web Service Setup
<div> <div> <div>UMG</div> <div>Location</div> <div>Global</div> <div>Active</div> <div>Type</div> </div> <div> <div>User Guide Test</div> <div>TEST FTP DESTINATION SITE</div> <div>Page 1 of 1 (1 items)</div> </div> </div>											
<div> <div>First</div> <div>Previous</div> <div>Goto</div> <div>Next</div> <div>Last</div> </div>											

Add Location

- The 'Edit Location' screen will appear, and you can change any of the fields. Click the 'Save' button to save the changes.
- To cancel out of this page, click the UMG Locations Listing or one of the carrier

tabs.

Insurer UMGs ► User Guide Test

Base Users Permissions Carriers Carrier Groups Carrier Requests TPAs Locations **FTP Credentials** Application Access Transfer Permission Web Service Setup

UMG Locations Listing ► Edit Location

Location Name:

Global: ☒

Active: ☒

Compression: ☒ Zip ☐ None

PDF Preferences: ☐ None ☒ Single ☐ Multiple
PDF delivery is not an option for Massachusetts, New Jersey, or North Carolina ratings.

Encoding: ☒ ASCII ☐ EBCDIC

Line Terminator: ☒ None ☐ CR ☐ CRLF

Failure Notification:

Email Address:

Confirm Failure Notification Email Address:

Type:

SFTP Address:

Username:

Password:

Directory Tree:


Port:

Append: ☐


Use Key: ☐

Authentication: ☐

Delete Location

- Click ADMIN, then My UMG.
- Click the Locations Tab.
- Click the trash can  located at the end of the row.
- A popup will appear asking “Are you sure you want to delete this Location?”
- Click OK to delete the location. You will receive a popup “Location Deleted successfully”
- Click Cancel to terminate the deletion. You will be navigated back to the Locations screen.

Insurer UMGs ► User Guide Test

Base	Users	Permissions	Carriers	Carrier Groups	Carrier Requests	TPAs	Locations	FTP Credentials	Application Access	Transfer Permission	Web Service Setup
UMG		Location		Global	Active	Type					
User Guide Test		TEST FTP DESTINATION SITE		<input type="checkbox"/>	<input checked="" type="checkbox"/>	SFTP					
		First Previous Goto Page 1 of 1 (1 Items) Next Last									
<input type="button" value="Add Location"/>											

FTP Credentials

The FTP Credentials tab is used to create the FTP account that will be used to transfer files to the CDX SFTP website. This account can then be given to the carrier IT Department for configuration of FTP transfers.

Insurer UMGs ► User Guide Test

Base	Users	Permissions	Carriers	Carrier Groups	Carrier Requests	TPAs	Locations	FTP Credentials	Application Access	Transfer Permission	Web Service Setup										
<table border="1"> <thead> <tr> <th>Group</th> <th>User Name</th> <th>Enabled</th> <th>Description</th> <th>Last Modified</th> </tr> </thead> <tbody> <tr> <td>User Guide Test</td> <td>TESTFTPUSER</td> <td><input checked="" type="checkbox"/></td> <td></td> <td>04/30/2022 09:38:04 AM</td> </tr> </tbody> </table>												Group	User Name	Enabled	Description	Last Modified	User Guide Test	TESTFTPUSER	<input checked="" type="checkbox"/>		04/30/2022 09:38:04 AM
Group	User Name	Enabled	Description	Last Modified																	
User Guide Test	TESTFTPUSER	<input checked="" type="checkbox"/>		04/30/2022 09:38:04 AM																	
<div> First Previous Goto Page 1 of 1 (1 items) Next Last </div>																					
<div> Create </div>																					
<h3>Technical Contact Information</h3> <p>Resource for FTP resolution and upgrades</p> <p> Name: <input type="text" value="Test User"/> Email Address: <input type="text" value="test@cdxworkcomp.org"/> Phone: <input type="text" value="999-333-2222"/> </p> <div> Save </div>																					

Create FTP Credentials

- Click ADMIN, then My UMG.
 - Click the FTP Credentials tab.
 - Click the 'Create' button.
 - The Create FTP Credentials screen will appear.
-
- Make sure the enabled check box is checked.
 - Enter a unique username for the FTP Credentials.
 - Enter a password following the password requirements or click the Generate Password button to generate a random password.
 - Optionally, enter a description.
 - Enter the email address that can be utilized for error notifications.
 - Select the checkbox next to the 'Send Confirmation to ETR Email address, if available' checkbox if you would prefer for error notifications to be sent to the email address that is contained within the ETR record of each data file.
 - Click the 'Create' button to save the FTP Credentials.
 - Click the 'Back' button to cancel out of creating the FTP Credentials.

Base	Users	Permissions	Carriers	Carrier Groups	Carrier Requests	TPAs	Locations	FTP Credentials	Application Access	Transfer Permission	Web Service Setup
------	-------	-------------	----------	----------------	------------------	------	-----------	-----------------	--------------------	---------------------	-------------------

Create FTP Credentials

Enabled: ☒

UMG: User Guide Test

User Name:

Email Address:

Confirm Email:

Address:

Password:

Description:

Send confirmation to ☐

ETR Email address if available:

Password Requirements :

- Password must be at least 12 characters long
- Password must contain at least 2 numeric characters
- Password must contain at least 2 lowercase characters
- Password must contain at least 2 uppercase characters
- Password must contain at least 1 characters from this list @\$%*&+=!`
- New Passwords cannot appear in the list of common passwords.

Technical Contact Information

If one does not exist for your organization, a pop up will be displayed asking for the Technical Contact information. This person is normally an IT staff member that is responsible or familiar with your organizations FTP setup/process. CDX utilizes this email address for sending notifications related to FTP maintenance, outages or upgrades.

- Enter the name (first & last)
- Enter the Email address
- Enter the Phone number
- Click Save.
- Click Close.

The Technical Contact information will be displayed on the FTP Credential Tab

Insurer UMGs ► User Guide Test

Base	Users	Permissions	Carriers	Carrier Groups	Carrier Requests	TPAs	Locations	FTP Credentials	Application Access	Transfer Permission	Web Service Setup										
<table border="1"><thead><tr><th>Group</th><th>User Name</th><th>Enabled</th><th>Description</th><th>Last Modified</th></tr></thead><tbody><tr><td>User Guide Test</td><td>TESTFTPUSER</td><td><input checked="" type="checkbox"/></td><td></td><td>04/30/2022 09:38:04 AM</td></tr></tbody></table> <p>First Previous Goto Page 1 of 1 (1 items) Next Last</p>												Group	User Name	Enabled	Description	Last Modified	User Guide Test	TESTFTPUSER	<input checked="" type="checkbox"/>		04/30/2022 09:38:04 AM
Group	User Name	Enabled	Description	Last Modified																	
User Guide Test	TESTFTPUSER	<input checked="" type="checkbox"/>		04/30/2022 09:38:04 AM																	
<p>Create</p> <h3>Technical Contact Information</h3> <p>Resource for FTP resolution and upgrades</p> <p>Name: <input type="text" value="Test User"/></p> <p>Email Address: <input type="text" value="test@cdxworkcomp.org"/></p> <p>Phone: <input type="text" value="999-333-2222"/></p> <p>Save</p>																					

To edit the Technical Contact Information

- Make any necessary changes
- Click Save.

Edit FTP Credentials

- Click ADMIN, then MyUMG.
- Click the FTP Credentials tab. Edit Credential is selected by default.
- Click the pencil icon located at near the end of the row.

Insurer UMGs ► User Guide Test

Base	Users	Permissions	Carriers	Carrier Groups	Carrier Requests	TPAs	Locations	FTP Credentials	Application Access	Transfer Permission	Web Service Setup										
<table border="1"><thead><tr><th>Group</th><th>User Name</th><th>Enabled</th><th>Description</th><th>Last Modified</th></tr></thead><tbody><tr><td>User Guide Test</td><td>TESTFTPUSER</td><td><input checked="" type="checkbox"/></td><td></td><td>04/30/2022 09:38:04 AM</td></tr></tbody></table>												Group	User Name	Enabled	Description	Last Modified	User Guide Test	TESTFTPUSER	<input checked="" type="checkbox"/>		04/30/2022 09:38:04 AM
Group	User Name	Enabled	Description	Last Modified																	
User Guide Test	TESTFTPUSER	<input checked="" type="checkbox"/>		04/30/2022 09:38:04 AM																	
<div>First Previous Goto Page 1 of 1 (1 items) Next Last</div> <div>Create</div> <div>Technical Contact Information Resource for FTP resolution and upgrades Name: <input type="text" value="Test User"/> Email Address: <input type="text" value="test@cdxworkcomp.org"/> Phone: <input type="text" value="999-333-2222"/> Save</div>																					


- The Edit Credentials screen will appear, and you can change any of the fields.
- Click the 'Save' button to save the changes.
- Click the 'Back' button to cancel out of the changes.
- To edit the FTP Transfer Permissions, click on the down arrow next to Edit Credential to select Transfer Permission.
- Click Save to save changes or Reset to undo changes. For further details on this type of permission, see the Setup Transfer Permission section of this document.

Insurer UMGs ► User Guide Test

Base	Users	Permissions	Carriers	Carrier Groups	Carrier Requests	TPAs	Locations	FTP Credentials	Application Access	Transfer Permission	Web Service Setup
<div>FTP Credential List ► TESTFTPUSER ► Edit Credential ▼</div> <div>Enabled: <input checked="" type="checkbox"/> User Name: <input type="text" value="TESTFTPUSER"/> Email Address: <input type="text" value="test@cdxworkcomp.org"/> Confirm Email Address: <input type="text" value="test@cdxworkcomp.org"/> Password: <input type="text" value="9\$%&26sRC5G"/> Description: <input type="text"/> Send confirmation to <input checked="" type="checkbox"/> ETR Email address if available: <div>Generate Password Save Back</div></div> <div>Password Requirements :<ul style="list-style-type: none">• Password must be at least 12 characters long• Password must contain at least 2 numeric characters• Password must contain at least 2 lowercase characters• Password must contain at least 2 uppercase characters• Password must contain at least 1 characters from this list @\$%*&+=!• New Passwords cannot appear in the list of common passwords.</div>											


Delete FTP Credentials

- Click ADMIN, then MyUMG.
- Click the FTP Credentials Tab

- Click the trash can  located at the end of the row.
- A pop-up will appear asking “Are you sure you want to delete this FTP credential?”
- Click OK to delete the FTP Credential. You will receive a pop-up “Successfully deleted FTP credentials.”
- Click Cancel to terminate the deletion. You will be navigated back to the FTP Credentials screen.

Insurer UMGs ▶ User Guide Test

BaseUsersPermissionsCarriersCarrier GroupsCarrier RequestsTPAsLocationsFTP CredentialsApplication AccessTransfer PermissionWeb Service Setup

Group	User Name	Enabled	Description	Last Modified	
User Guide Test	TESTFTPUSER	<input type="checkbox"/>		04/30/2022 09:38:04 AM	

FirstPreviousGotoPage 1 of 1 (1 items)NextLast

Create

Technical Contact Information

Resource for FTP resolution and upgrades

Name:

test@cdxworkcomp.org

Email Address:

999-333-2222

Phone:

Save

Application Access

Application Access is the screen on which the Primary Administrator or User with Admin permissions sets each User's permissions to access the CDX applications. The Primary Administrator or User with Admin permissions has the ability to set up application access by Users and by Carrier.

Note: A user with Admin permissions may only setup access for users in the carrier(s) for which the Admin has Manage User permissions and for only the applications for which the Admin has permissions.

For example, if group 12345, has carriers 12345 and 13579 and the Admin has Manage User permissions only for carrier 13579, and only has access to BEEP, the Admin may only set permissions for users in carrier 13579 and for BEEP.

- Select ADMIN, then My UMG.
- Click the Application Access tab.

The default view is Group by User and all the users in the UMG will be listed.

- Click Expand All button to see all Carrier Names by User Name.
- Click the + icon next to the name to expand one at a time.
- Click Collapse All button to see only User Names.
- Click the – icon next to the name to collapse one at a time.

Example of Group by User

The Group by User screen displays a listing of all users and the Access Rights per carrier id.

Insurer UMGs ► User Guide Test

Base

Users

Permissions

Carriers

Carrier Groups

Carrier Requests

TPAs

Locations

FTP Credentials

Application Access

Transfer Permission

Web Service Setup

Legend

☒ Access Allowed

☐ Access Prohibited

Collapsed - Multiple Child States

Expand All

Collapse All

Save

Reset

Group By User

User Name	First Name	Last Name	User Type	Carrier Name	Carrier NCCI	Access BEEP	Access PEEP	Access ETR	Access EXR	Access DCO Mod Lookup
TEST USER GUIDE TPA			TPA	Test Carrier 71	00071	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				Test Carrier 72	00072	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				User Guide Carrier	00077	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UserGuideTest	CDXAdmin	UserGuide	User	Test Carrier 71	00071	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
				Test Carrier 72	00072	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
				User Guide Carrier	00077	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Expand All

Collapse All

Save

Reset

Example of Group by Carrier

The Group by Carrier screen displays a listing of all carriers and the access rights per user.

Insurer UMGs ► User Guide Test

Base	Users	Permissions	Carriers	Carrier Groups	Carrier Requests	TPAs	Locations	FTP Credentials	Application Access	Transfer Permission	Web Service Setup
------	-------	-------------	----------	----------------	------------------	------	-----------	-----------------	--------------------	---------------------	-------------------

Legend
☒ Access Allowed ☐ Access Prohibited Collapsed - Multiple Child States

Expand All Collapse All Save Reset

Group By Carrier ▼

Carrier Name	Carrier NCIC	User Name	First Name	Last Name	User Type	Access BEEP	Access PEEP	Access ETR	Access EXR	Access DCO Mod Lookup
Test Carrier 71	00071	TEST USER GUIDE TPA			TPA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		UserGuideTest	CDXAdmin	UserGuide	User	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Test Carrier 72	00072	TEST USER GUIDE TPA			TPA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		UserGuideTest	CDXAdmin	UserGuide	User	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
User Guide Carrier	00077	TEST USER GUIDE TPA			TPA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		UserGuideTest	CDXAdmin	UserGuide	User	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Expand All Collapse All Save Reset

- Setup access to BEEP, PEEP, ETR and EXR by clicking the circle under each, for each user or carrier.
- To allow access, the box should have a green checkmark.
- To deny access, the box will have a blank circle.
- To save the changes to the Application Access, click the Save button.
- After saving changes, you will get a Success pop-up that says "Permissions successfully saved".
- To reset the screen and remove any changes that have been made, click the Reset button.
- The Primary Administrator cannot make changes to their own Application Access, but they will have the default access to all.

Transfer Permissions

Transfer Permissions is the screen on which the Primary Administrator or User with Admin permissions sets each User's permissions to send WCIO Products to DCOs.

Note: A user with Admin permissions may only setup transfer permissions for users in the carrier(s) for which the Admin has Manage User permissions and for only the WCIO products for which the Admin has permissions.

For example, if group 12345, has carriers 12345 and 13579 and the Admin has Manage User permissions only for carrier 13579, and only has transfer permissions for WCSTAT, the Admin may only set permissions for users in carrier 13579 and for WCSTAT.

- Click ADMIN, then My UMG.
- Click the Transfer Permission tab.

General grid behavior is as follows:

- Click Expand All button to expand all collapsed listings.
- Click the + icon next to the name to expand one at a time.
- Click Collapse All button to collapse all expanded columns.

- Click the – icon next to the name to collapse one at a time.

Fields above the Legend allow the user to filter and display the data in different ways.

Utilize the Filter By Source (Carrier List), Sender (User List) or Product (WCIO Product) to limit which data is displayed. Selecting one of these options will change the content of the second dropdown list.

The user also has the option Group Columns By Source, Sender or Product, and Group Rows By Source, Sender or Product to change the way the data is presented.

Whatever option is chosen in one field, determines what can be chosen in other fields, because all of the options must be different. For example if Filter by Source is chosen, then Source may not be selected for Group Columns By or for Group Rows By.

- To allow access, click the field to display a green checkmark circle.
- To deny access, the box will have a blank circle.
- To save the changes to the Transfer Permissions, click the Save button.
- After saving changes, you will get a Success pop-up stating “Permissions successfully saved.”
- To reset the screen and remove any changes that have been made, click the Reset button.

Web Service Setup

The Web Service Setup page is used to request approval from participating DCOs to utilize the WCUnderwriting web service. This service enables a carrier to electronically receive ratings factors from participating DCOs. In order to use this service, each DCO must approve the carrier. After approved, the carrier utilizes this screen to obtain an API Authorization Key.

NOTES:

TPAs must obtain API Authorization Keys from their carriers. Please reach out to your carrier to initiate the process.

Some DCOs require the carrier to have established a Single Sign On (SSO) account first. Please see the Single Sign On (SSO) section of this guide for further instructions.

Depending on what configuration the DCOs support, Authorization Keys can be established at either the Group Level or the individual Carrier Level.

To access the Group Level, select Admin, then MyUMG and then the Web Services Setup tab.

To access the Carrier Level, select Admin, then MyUMG, then the Carrier tab. Select the carrier id link and then click the Web Services Setup tab.

Insurer UMGs ► User Guide Test

Base	Users	Permissions	Carriers	Carrier Groups	Carrier Requests	TPAs	Locations	FTP Credentials	Application Access	Transfer Permission	Web Service Setup																													
<p>To request approval to utilize the CDX WCUnderwriting web service, select the Request DCO Approval button for the appropriate DCO. Some DCOs may require you to be approved for Single Sign-On in order to initiate the setup process. The person initiating the request will receive an email notification from CDX when the DCO approves or rejects your request. If approved, a link will appear to access the Authorization Key. The Get Authorization Key link can only be used once. If you need to generate a new Authorization Key, use the Regenerate option. To withdraw your request to use the WCUnderwriting web service for a DCO, click the Delete button.</p>																																								
<div><div>Refresh Status</div><table><thead><tr><th>DCO</th><th>Status</th><th>Updated By</th><th>Last Updated Date</th><th></th></tr></thead><tbody><tr><td>NCRB</td><td></td><td></td><td></td><td><div>Request DCO ApprovalRegenerateDelete</div></td><td>This DCO requires you to establish a valid SSO connection before you can request an Authorization Key.</td></tr><tr><td>DCRB</td><td></td><td></td><td></td><td><div>Request DCO ApprovalRegenerateDelete</div></td><td>This DCO requires you to establish a valid SSO connection before you can request an Authorization Key.</td></tr><tr><td>PCRB</td><td></td><td></td><td></td><td><div>Request DCO ApprovalRegenerateDelete</div></td><td>This DCO requires you to establish a valid SSO connection before you can request an Authorization Key.</td></tr><tr><td>NJCRI</td><td></td><td></td><td></td><td><div>Request DCO ApprovalRegenerateDelete</div></td><td></td></tr></tbody></table></div>												DCO	Status	Updated By	Last Updated Date		NCRB				<div>Request DCO ApprovalRegenerateDelete</div>	This DCO requires you to establish a valid SSO connection before you can request an Authorization Key.	DCRB				<div>Request DCO ApprovalRegenerateDelete</div>	This DCO requires you to establish a valid SSO connection before you can request an Authorization Key.	PCRB				<div>Request DCO ApprovalRegenerateDelete</div>	This DCO requires you to establish a valid SSO connection before you can request an Authorization Key.	NJCRI				<div>Request DCO ApprovalRegenerateDelete</div>	
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NJCRI				<div>Request DCO ApprovalRegenerateDelete</div>																																				

ETR (Electronic Transmittal Record)

The ETR product provides access to view the status of files that were submitted to the DCO for processing. Files that have successfully been sent to the DCO have a 'Sent' status. Once a DCO processes a file, the status will be updated to 'Accepted' or 'Rejected'.

Within this menu a user has access to the ETR Search, ETR Log and ETR Web Upload.

ETR Search


ETR Search allows users to search for submissions sent or received for all carriers in the UMG or a specific carrier. ETR Log displays submissions received within the previous 90 days for a UMG.

NOTE: The actual submission files are only available for 30 days.

- Click the ETR menu
- Choose ETR Search
- When conducting a search, the search can consist of a single-search criteria, or a combination of criteria.
 - Search by dates: enter a date range in mm/dd/yyyy format or click the hyperlink to search for today's date, a week date range, month date range, or a year's date range. The dates will be prefilled if you choose the hyper link. You can also click in the blank box to bring up a calendar to select a date from.
 - Search by Statuses/Grouping which consist of:
 - ETR Processing Status: the processing status of the file (see glossary for status explanations). Choose one from the dropdown list
 - Product: All CDX products; choose one from the dropdown list.
 - Submission Type Code: Type of file; choose one from the dropdown list.
 - File Picked Up Status: either true or false; Choose one.
 - Search by DCO or Carrier.
 - Search by File Name.
 - Search by ETR ID.
 - Search by Submitted By name.

My Account | DCO Login | Log out

ETR



Compensation Data Exchange

ETR SEARCH

ETR LOG

ETR WEB UPLOAD

HELP

ETR Search

Dates (Use mm/dd/yyyy)

Date Received At CDX:

From:

To:

today week month year

Date Sent:

From:

To:

today week month year

ETR Response Date:

From:

To:

today week month year

Statuses / Grouping

ETR Processing Status:

All Statuses

Product:

All Products

Submission Type Code:

All Types

File Picked Up Status:

All

Sender / Recipient (Use NCCI Number)

DCO:

All

Carrier:

All

File Identifier

File Name:

ETR ID:

Submitted By:

Search



Clear

Once you have entered your search criteria, select the Search button, or press the Enter key on your computer.

To clear entered or chosen search criteria, click the Clear button.

- The ETR Search Results will display with the search criteria shown at the top of the each column.
- Utilize the First, Previous, Next and Last buttons to navigate the grid pages.
- The Page # field will jump you to a specified page. In the Page box enter the

page number to go to. If the user keys a number greater than the total of pages the system will take the user to the last page.

- The  icon located at the end of the row will take you to a screen which displays the details of the file, including error information, if applicable. See ETR Log section for further description of this screen.
- The down arrow  icon at the end of the row allows you to download the file by opening or saving the file. This is limited to the last 30 days of results.
- To refine the search or to change the search completely, click the Refine Search button at the bottom of the screen. This will re-direct you to the ETR Search screen with your current search criteria pre-filled.



Compensation Data Exchange

ETR SEARCH

ETR LOG



ETR WEB UPLOAD

HELP *

Title Name	Product	Submission Type	Record Count	Received at CDR	Sender	Receiver	ETR Status	ETR Due	ETR Response		
PPFP_0002T_00031_20131201104 to 201312014	WCPOLS	S	10	03/18/2014 02:47:23	96002	00031	Sent	0	None		
UBEP_00002_C_00031_20120070907 to 201200707	WCSTAT	S	23	03/18/2014 02:47:13	96002	00031	Sent	0	None		
UBEP_00001_C_00031_201402137516 to 20140213	WCSTAT	S	17	03/19/2014 02:46:57	96002	00031	Sent	0	None		
PPFP_00001_C_00031_201312191254 to 20131216	WCPOLS	S	28	03/19/2014 02:46:06	96001	00031	Sent	0	None		
PPFP_00001_C_00031_201401160018 to 20140116	WCPOLS	S	5	03/19/2014 02:45:10	96001	00031	Sent	0	None		
PPFP_00002_C_00031_20140100000 to 20140100	WCPOLS	S	3	03/19/2014 02:45:14	96002	00031	Sent	0	None		
POEP_00002C_00031D_201401161102 to 20140116	WCPOLS	S	215	03/19/2014 02:41:33	96002	00031	Sent	0	None		
PPFP_00001_C_00031_201312161254 to 20131216	WCPOLS	S	20	03/19/2014 02:40:42	96001	00031	Sent	0	None		
PPFP_00001_C_00031_201401160018 to 20140116	WCPOLS	S	3	03/19/2014 02:40:06	96001	00031	Sent	0	None		
PPFP_00002_C_00031_20140100000 to 20140100	WCPOLS	S	3	03/19/2014 02:39:43	96002	00031	Sent	0	None		
UBEP_00002_C_00031_201402137516 to 20140213	WCSTAT	S	17	03/17/2014 04:24:36	96002	00031	Sent	1	Rejected		
PPFP_00002T_00031_20131201104 to 201312014	WCPOLS	S	10	03/17/2014 04:24:29	96002	00031	Sent	1	Accepted		
PPFP_00002T_00031_20131201104 to 201312014	WCPOLS	S	10	03/17/2014 04:24:18	96002	00031	Sent	-1	Rejected_DuplicateFile		
UBEP_00002_C_00031_20120070907 to 201200707	WCSTAT	S	23	03/17/2014 04:23:54	96002	00031	Sent	-1	Accepted		
PPFP_00002T_00031_20131041719 to 201310412	WCPOLS	S	26	03/17/2014 04:23:17	96002	00031	Sent	-1	Rejected		
PPFP_00001_C_00031_201401281230 to 20140128	WCPOLS	S	81	03/17/2014 04:21:19	96001	00031	Sent	-1	Accepted		
POEP_00001C_00031D_201308011401 to 20130801	WCPOLS	S	32	03/17/2014 04:20:36	96001	00031	Sent	-1	Accepted		
POEP_00001C_00031D_201304120213 to 20130412	WCPOLS	S	50	03/17/2014 04:20:07	96001	00031	Sent	-1	Accepted		
POEP_00001C_00031D_201303010215 to 20130301	WCPOLS	S	17	03/17/2014 04:19:36	96001	00031	Sent	-1	Accepted		
PPFP_00002T_00031_20131201104 to 201312014	WCPOLS	S	10	03/02/2014 03:24:53	96002	00031	Sent	-6	Rejected		

ETR Log

The ETR Log will display all files received within the last 90 days.

- Click the ETR menu.
- Choose ETR Log.
- The pencil icon  located near the end of the row will take you to a screen which displays the details of the file. See below for further description of this screen.
- The down arrow  icon at the end of the row allows you to download the file by opening or saving the file. This is limited to the last month of results.

- To refine the search even further or to change your search completely, click the Refine Search button at the bottom of the screen will direct you to the ETR Search screen with your current search criteria.
- Another option for refining your search from the results screen is by entering values into one or more of the blank boxes under each column description, such as File Name, Sender, etc.
- For example, to see all files with a record count of 72 you would enter the number 72 in the record Count box. The list would be filtered to only show files that have a record count of 72.

File Name	Product	Type	Count	at CDX	Sender	Receiver	Status	Date	Response
55104.10302000T pol	WCPOLS	7	72	11/01/2006 12:10:51	55104	00022	Sent	-2009	Accepted
55104.10302000S3 pol	WCPOLS	5	72	11/01/2006 12:04:13	55104	00022	Sent	-2009	Accepted
55104.10302000S2 pol	WCPOLS	5	72	11/01/2006 11:58:44	55104	00022	Sent	-2009	Accepted
55104.10302000S pol	WCPOLS	5	72	11/01/2006 11:51:12	55104	00022	Sent	-2009	Accepted

First Previous Page 1 of 322 Next Last

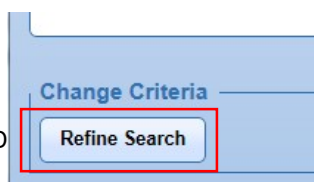
- You can also refine by selecting a dropdown value from certain columns such as Product or ETR status, for example. The search results will immediately change. For example, selecting WCPOLS will show only WCPOLS files after selecting the value.


File Name	Product	Distinction	Type	Record Count	Received at CDX	Sender	Receiver	CDX Status	ETR Date	ETR Response
PPPEP_96002T_00031_201311201104.txt.2013112014	WCPOLS			10	03/18/2014 02:47:23	96002	00031	Sent	1	None
PPPEP_96001_C_00031_201312161254.txt.20131216	WCPOLS			20	03/19/2014 02:46:05	96001	00031	Sent	1	None
PPPEP_96001_C_00031_201401160010.txt.20140116	WCPOLS			3	03/19/2014 02:45:30	96001	00031	Sent	1	None
PPPEP_96002_C_00031_201401000050.txt.20140100	WCPOLS			3	03/19/2014 02:45:14	96002	00031	Sent	1	None
POPEP_96002T_00031_201401161105.txt.20140116	WCPOLS			215	03/18/2014 02:41:33	96002	00031	Sent	1	None
PPPEP_96001_C_00031_201312161254.txt.20131216	WCPOLS			20	03/19/2014 02:40:42	96001	00031	Sent	1	None
PPPEP_96001_C_00031_201401160010.txt.20140116	WCPOLS			3	03/19/2014 02:40:05	96001	00031	Sent	1	None
PPPEP_96002_C_00031_201401000050.txt.20140100	WCPOLS			5	03/19/2014 02:39:43	96002	00031	Sent	1	None
PPPEP_96002T_00031_201311201104.txt.2013112014	WCPOLS			10	03/17/2014 04:25:29	96002	00031	Sent	0	Accepted
PPPEP_96002T_00031_201311201104.txt.2013112014	WCPOLS			10	03/17/2014 04:24:10	96002	00031	Sent	0	Rejected_DuplicateFile
PPPEP_96002T_00031_201311043715.txt.2013110412	WCPOLS			26	03/17/2014 04:23:17	96002	00031	Sent	0	Rejected
PPPEP_96001_C_00031_201401291238.txt.20140129	WCPOLS			41	03/17/2014 04:21:10	96001	00031	Sent	0	Accepted
POPEP_96001C_00031_201304091901.txt.20130409	WCPOLS			32	03/17/2014 04:20:36	96001	00031	Sent	0	Accepted
POPEP_96001C_00031_201304100623.txt.20130412	WCPOLS			20	03/17/2014 04:20:07	96001	00031	Sent	0	Accepted
POPEP_96001C_00031_201301001025.TXT.201301	WCPOLS			37	03/17/2014 04:19:39	96001	00031	Sent	0	Accepted
PPPEP_96002T_00031_201311201104.txt.2013112014	WCPOLS			10	03/19/2014 03:24:53	96002	00031	Sent	-7	Rejected
PPPEP_96002T_00031_201311040719.txt.2013110412	WCPOLS			26	03/19/2014 03:16:34	96002	00031	Sent	-7	Rejected
POPEP_96001C_00031_201305005001.txt.20130500	WCPOLS			32	03/19/2014 12:20:09	96001	00031	Sent	-7	Rejected
POPEP_96001C_00031_201301001025.TXT.201301	WCPOLS			37	03/19/2014 12:19:46	96001	00031	Sent	-7	Rejected
POPEP_96001C_00031_201304100623.txt.20130412	WCPOLS			25	03/19/2014 12:07:34	96001	00031	Sent	-7	Accepted

First Previous Goto Page 1 of 4 (57 items) Next Last

Change Criteria
Refine Search

- The Refine Search button at the bottom of the screen will direct you to the ETR Search screen where the list can be filtered.



- The pencil icon (says Edit when hovered over with cursor) located near the end of the row will take you to a screen which displays the details of the submission.
- The down arrow  icon at the end of the row (says Download when hovered over with cursor) allows you to download the file by opening or saving the file. This is limited to the last month of results.
- Base tab displays the ETR Record base, the ETR record details and the Contact information from the submission.

[Back to ETR Log](#)

Base

ETR Response

Errors

[Download File](#)

ETR Record Base

Sender: 33333
Receiver: 00032
Product: WVCSTAT
Original FileName: UBER_33333_C_00032_201308190931.TXT
New FileName: 52754b37-ae07-4fc0-851e-c2e858b252c/UBER_33333_C_00032_201308190931.TXT 20130819093124
Submission Type Code: S
Record Count: 6
Date Received: 8/19/2013 9:31:24 AM

ETR Record Details

Data Provider Type Code: WVS
Data Provider Code: 33333
Data Receiver Code: 00032
Data Type Code:
Electronic or Paper: E
Receipt Code:
Record Type Code:
Submission Replacement Identifier:
Transmission Version Identifier: 13231V01
Processed Date: 8/19/2013 12:00:00 AM
Error Reporting Code:
FEIN:

Contact Information

Data Provider Contact: minnie mouse
Email: jst@ncrb.org
Street: 2910 Sumner Blvd
City: Raleigh
State: NC
Zip: 27616
Phone: 9198108593
Phone Extension:
Fax: 0000000000

ETR Response tab displays the ETR Response Status, Rejection Reason and Response Date for this file (if file is rejected). See glossary for Response explanations.

The screenshot shows a web interface with a 'Back to ETR Log' button at the top. Below it are three tabs: 'Base', 'ETR Response' (which is selected), and 'Errors'. The 'ETR Response' tab displays the following information:

ETR Response Status:	Rejected
Rejection Reason:	Test reason
Response Date:	3/12/2014 4:19:13 PM

- The Errors tab displays the errors that were generated from the file if there were any. Files with an ETR Status of “Invalid” in the ETR Log or ETR Search will have an error displayed in this tab. See glossary for status explanations.
- The Back to ETR Log button will direct you back to the ETR Listscreen.

The screenshot shows the same web interface, but with the 'Errors' tab selected. It displays the following error message:

ETRIId: 142775 - Field: RECCOUNT

- Message: Unable to extract valid record count from SCR. Record may be corrupt. Severity: Fatal

ETR Web Upload

If a carrier does not want to electronically submit files to the DCOs utilizing the SFTP process, the carrier can manually upload files directly to the CDX site and CDX will transfer the files to the DCO specified in the ETR record. To upload:

- Click the ETR menu.
- Choose ETR—Web Upload.

Users can either upload individual files with the .txt extension, or they can upload a compressed Zip file that contains multiple .txt files.

ETR - Web Upload

Select File for Import: No file chosen

Instructions:

Very large files may time out during upload. If you run into this problem, you can ZIP the file to compress it.

Upload the ZIP file and the file processor will automatically unzip it before continuing the import.

The maximum file size allowed for upload is 15MB. Files larger than 15MB should be compressed before uploading or transferred via FTP.

Only file extensions of .zip and .txt are allowed for file upload. Other extensions will no longer be accepted, such as .dat.

Electronic Delivery Options:

In addition to using the ETR - Web Upload feature, carriers can also transmit files to the DCOs electronically using File Transfer Protocol (FTP). Please visit the [File Transmission Options](#) page for more information. Files submitted using FTP will be sent directly to the DCO and the file status made available on the ETR Log page.

NOTE: There are two requirements to utilize the ETR Web Upload feature:

- The user must have Transfer Permissions for the file type (e.g. WCPOLS)
- The carrier must be approved by the DCO for data submissions (Admins can check this status by accessing the Admin, MyUMG, Carrier, Registrations tab)

BEEP

The BEEP application is used to enter or modify Unit Statistical Reports. Primary Administrators can grant access to this product by using the Admin | MyUMG | Application Access tab.

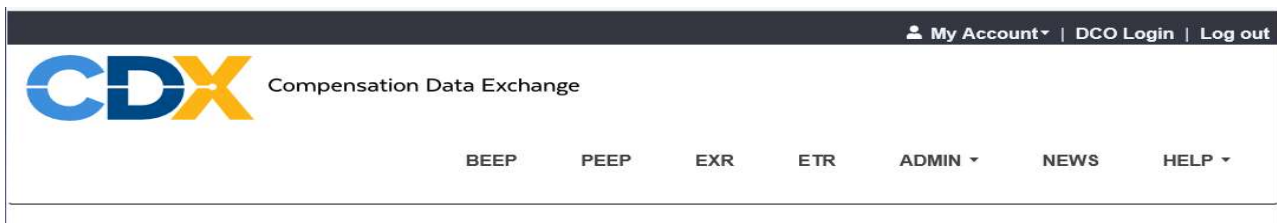
Please see the BEEP User Guide for more information.



PEEP

The PEEP application is used to enter or modify policy transactions. Administrators can grant access to this product by using the Admin | MyUMG | Application Access tab.

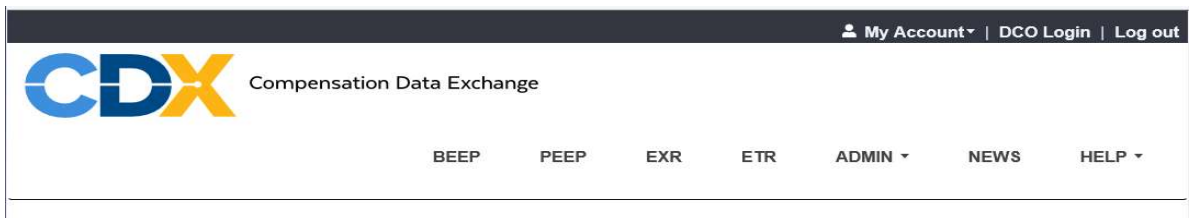
Please see the PEEP User Guide for more information.



EXR

The EXR application is used to retrieve rating worksheets from participating DCOs. Administrators can grant access to this product by using the Admin | MyUMG | Application Access tab.

Please see the EXR User Guide for more information.

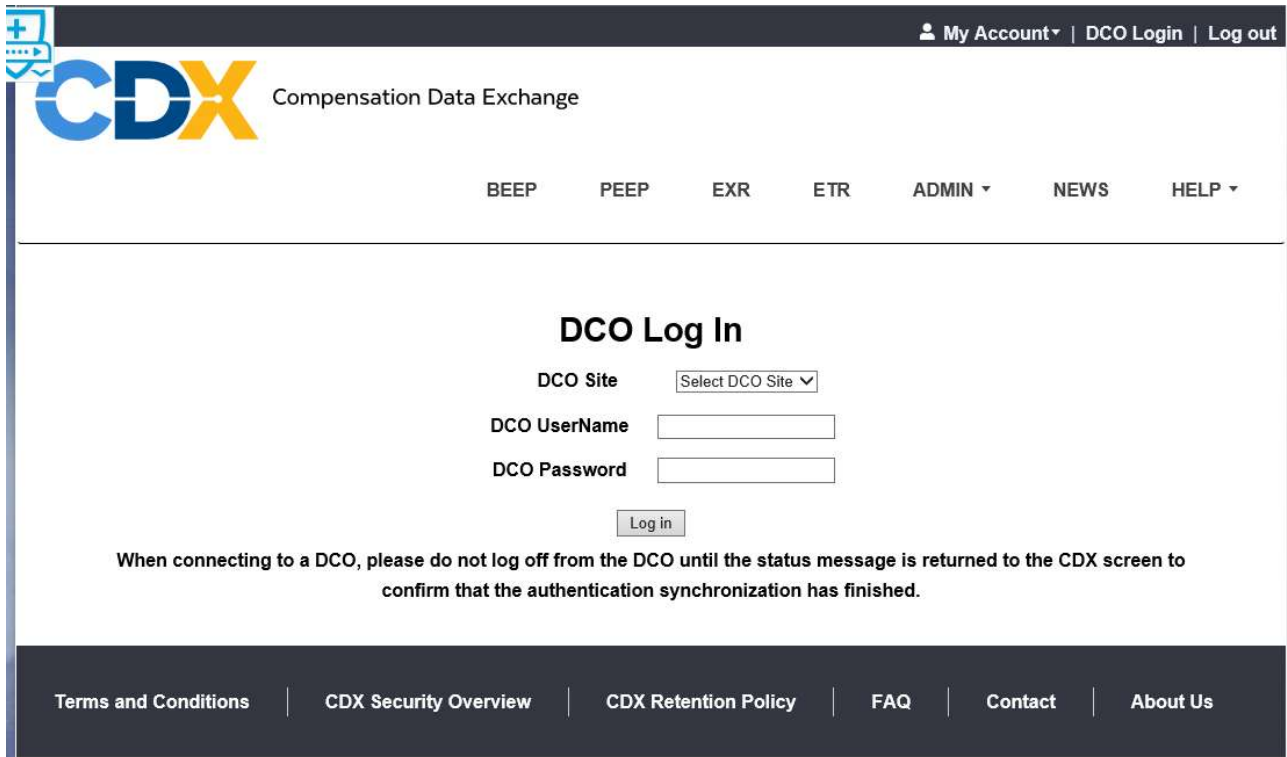


Single Sign On (SSO)

The Single Sign On (SSO) feature allows CDX users to log in to the CDX website and to securely gain access to participating DCO websites without being prompted to log in again at each of the independent DCO websites.

To access Single Sign On:

- Log in to the CDX website with your CDX User Name and password.
- Click on the “DCO Login” link located in the top right-hand corner. The SSO environment is displayed.



The screenshot shows the CDX (Compensation Data Exchange) website interface. At the top, there is a dark navigation bar with a user icon, "My Account", "DCO Login", and "Log out". Below this is the CDX logo and the text "Compensation Data Exchange". A secondary navigation bar contains links for BEEP, PEEP, EXR, ETR, ADMIN, NEWS, and HELP. The main content area is titled "DCO Log In" and contains a form with the following fields: "DCO Site" (a dropdown menu with "Select DCO Site" as the placeholder), "DCO UserName" (a text input field), and "DCO Password" (a text input field). Below the password field is a "Log in" button. A message below the button states: "When connecting to a DCO, please do not log off from the DCO until the status message is returned to the CDX screen to confirm that the authentication synchronization has finished." At the bottom, a dark footer bar contains links for "Terms and Conditions", "CDX Security Overview", "CDX Retention Policy", "FAQ", "Contact", and "About Us".

Initial DCO Log In

CDX Users must have an active account on the DCO's website to establish a trusted relationship between CDX and the DCO website.

Note: The browser pop-up blocker must be turned off for SSO to work properly.

To access a DCO's website for the first time:

- Select a DCO from the DCO Site dropdown menu.
- Type the DCO User Name and password.
- Click the Log in button. If the connection is successful, the DCO's website is displayed and the user will be logged in.

Unsuccessful DCO Log In

The DCO Log In may fail due to the following. Contact the DCO for each scenario below:

1. If the login is not successful because the DCO User Name and/or Password are invalid, the error message "Login to DCO site was unsuccessful. Please contact the DCO to resolve the issue" is displayed.
2. If the login is not successful because the DCO User Name is already in use by another CDX User, the error message "This DCO user is already in use. Please contact the DCO to resolve the issue" is displayed. Subsequent DCO LogIn

When the initial DCO Log In set up is successfully completed, it is not necessary to enter the DCO User name and password again to connect to the DCO.

Note: The browser pop-up blocker must be turned off for SSO to work properly.

To access a DCO's website:

- Select a DCO from the DCO Site dropdown menu.
- Click the Log in button. If the connection is successful, the DCO's website is displayed and the user will be logged in.

WCUnderwriting

The WCUnderwriting web services (Business to Business –B2B) provides immediate access to participating DCO data for experience modification factors, merit rating factors and related rating information. The user is able to retrieve data using Risk IDs or FEIN #s and may request a specific date range. Data returned adheres to the WCIO WCUnderwriting XML data specification file layout.

To utilize the WCUnderwriting web services, please contact your Primary Administrator to request approval by the participating DCO and to obtain a copy of the CDX WCUnderwriting Implementation Guide from CDX Central Support. The WCUnderwriting Implementation Guide provides additional details on the following:

- Requesting authorization keys for participating DCOs
- Technical details for integration with carrier systems
- XML Schemas
- Sample files

File Naming Convention for CDX

Example: AAEP_SSSSSC_RRRRR_CCYYMMDDHHMMSS.FFF

Where:

AA = Type of Data

PP = WCPOLS - Policy data in PEEP format (ASCII)

PD = WCPOLS - Policy data in WCIO tape format *

UB = WCSTAT - Unit Stat data in BEEP format (ASCII)

UD = WCSTAT - Unit Stat data in WCIO tapeformat*

RG = WCRATING - Experience Modification Adjustment *

PE = WCEPOLs - Policy Errors *

UE = WCESTAT - Unit Stat Errors *

MD = WCMOD - Experience Modification *

RT = WCRATE - Classes and Rates *

CT = WCCNTL - Unit Report Control Listing *

NA = WCNOA - Notice of Assignment *

ID = WCSTAT - ICR Data *

EC = WCCRIT - Workers Compensation Criticism Information

MC = WCMED - Medical Data Call

MK = WKMED – Medical Call Key Field Change Records

IC = WCIND - Indemnity Data Call **

Note: * WCIO tape format (EBCDIC)

** For NY, refer to the Indemnity Data Call Guide and Manual on NYCIRB's website.

** For PA/DE, refer to the Indemnity Data Call Electric Submission Guidelines on PCRB's website.

** For NJ, refer to the Indemnity Data Call Guide and Manual available on NJCRIB's website.

E = Source

E = CDX

D = Direct FTP

M = E-mail

P = Data Type

P= Production

T = Test

_ = 1 underscore delimiter for readability

SSSSS = Sender Carrier/State Code (preceded by ZEROS if code is less than 5)

C = Sender Type

C = Carrier

T = TPA
D = DCO

_ = 1 underscore delimiter for readability

RRRRR = Receiver Carrier/State Code (preceded by ZEROS if code is less than 5)

_ = 1 underscore delimiter for readability

CCYYMMDDHHMM = Submission Date/Time

CC = Century (i.e. 20)

YY = Year (i.e. 03)

MM = Month (i.e. 01 thru 12)

DD = Day (i.e. 01 thru 31)

HH = Hour (on a 24-hour clock [i.e. 01 thru 24])

MM = Minute (on 60 minute hour [i.e. 01 thru 60])

FFF = File Extension

BIN = Binary

TXT = Text

Glossary of Terms

ASCII	American Standard Code for Information Interchange. A standard coding scheme for representing characters as data
ASWG	Advisory Statistical Working Group—A group within the WCIO that developed the revised USR data format, and by extension, the formats themselves.
Batch Number	Identifies groups of USRs as they are entered into BEEP® on a particular date
BEEP®	Bureau Entry & Edit Package—A web-based application designed to give Insurers the ability to enter, validate and submit Workers Compensation statistical information.
Breadcrumbs	A link to a prior screen
Bureau Version Identifier (Edition Number)	An identifier used to correspond to a specific endorsement number reported previously
Carrier Version Identifier	An identifier used to determine the version of the endorsement applied to a policy
CDX®	Compensation Data Exchange. CDX® is a secure Internet based service that facilitates the electronic transmission of Workers' Compensation data between member insurers and DCOs
Correction Report	A USR which revises previously reported data within a report level, correction reports are sequentially numbered (i.e., the first, second or third correction to a First Report)
DCO	Data Collection Organization – An organization that collects workers' compensation information. A DCO can be a bureau, jurisdiction or statistical agent
Date Entered	The date a USR was entered into BEEP® either by data entry or import
EBCDIC	Extended Binary Coded Decimal Interchange Code - A standard coding scheme for representing characters as data commonly used on mainframe computers (compare ASCII).
Edit Status	Defines the state of the transaction within PEEP® and BEEP®. Edit statuses are defined in the associated User Guide.
Employee Leasing Policy Type Code	A code used to identify the type of employee leasing policy.
Endorsement Number	An identifier used to report an endorsement number

Endorsements with Variable Data	These are the individual endorsements that are attached to a policy that contain information beyond the standard endorsement wording. Meaning the endorsement requires policy specific variable text
ETR	Electronic Transmittal Record – Is the first line of a submission file used to identify data within, and destination of a submission
Exposure Period Code	A code used to identify the period covered by the reported estimated exposure amount.
EXR	Product used to access rating data from participating DCOs
First Report	The initial USR for a policy, which reflects policy, exposure, premium, and loss information that is valued and submitted per the established USR valuation schedule
IAIABC	International Association of Industrial Accident Boards and Commissions - A non-profit trade association providing workers' compensation information and education
Import	To bring data into a computer system from an external source. PEEP® provides the facility to import policy transactions (WCPOLS) and BEEP® provides the facility to import USRs (WCSTAT).
Legal Nature of Entity Code	A code used to identify the type of entity(s) being insured. (Reported in the Name Record)
Legal Nature of Insured Code	A code used to identify the type of entity(s) being insured. (Reported in the Header Record)
Link Data	The data elements which are required to be reported consistently for all records within a transaction. Link data is used to keep these records connected for processing, storage and identifying duplicate data
Name Link Identifier	An identifier used to link names with their corresponding addresses and exposures.
PEEP	Policy Entry and Edit Package— A web-based application designed to give Insurers the ability to enter, validate, and submit Workers Compensation policy information
POC	Proof of Coverage – Data derived from a workers' compensation policy which is used by state accident boards and commission to verify workers' compensation coverage for the employers in their state.
Policy Change Effective Date	The date of change or addition reported on the record
Policy Change Expiration Date	The date of change or deletion reported on the record

Primary Administrator	The administrator responsible for a CDX User Management Group (UMG)
Replacement Report Code	A code used to report if the USR is replacing a previously submitted report
Retrospective Rating Code	A code used to report the type of retrospective rating plan applied
Secondary Administrator	A CDX User delegated some administrator privileges
SFTP	Secure File Transfer Protocol – Provides a secure method for sending or receiving files in CDX
SSL	Secure Sockets Layer – An interface between applications (such as browsers) and the Transmission Control Protocol/Internet Protocol (TCP/IP) protocols to provide server authentication, client authentication, and an encrypted communication channel between client and server.
State Unemployment Number	The unemployment number issued by a given state.
Submission File	An electronic file created to submit data.
Subsequent Report	A USR that is valued and submitted on a predetermined 12-month schedule after the First Report. Subsequent Reports provide updated information on losses from the Second Report through the Tenth Report.
TPA/TPE	Third Party Administrator/Third Party Entity – An organization that processes insurance transactions for a separate entity
Transaction Issue Date	The date of issuance of the transaction
Transaction Type Code	The code use to identify the type of transaction that is being submitted by the carrier. See the WCIO for the list of possible values.
UMG	User Management Group – Represents a group of users managed by a single Primary Administrator
Validate	The process of running edits

Summary of Changes

Page, Section, etc.	Date of Change	Change/Update
All	1/26/2026	Removed references to DCO Mod Lookup
Page 10	11/2/2022	CDX Support email address changed to support@cdxworkcomp.org
All	5/27/2022	Guide reviewed for accuracy and additional content
Page 45-46	10/13/21	Removed FTP with SSL option from Location Setup
Page 70	8/27/21	Added WCUnderwriting Product
Pages 45 to 47	4/1/21	Remove email delivery. FTP delivery now requires SSL.
Page 71	3/2/21	Change CDX File Naming Convention-WKMED
Pages 67 to 70	8/25/20	Renaming WCUnderwriting to DCO Mod Lookup
Pages 57 and 58	6/1/20	ETR Log updated to display submissions received within 90 days.
Pages 8 and 71	3/10/20	Update to Replacing an Existing Administrator, and addition to PA/DE Indemnity Data Call Information Note
Entire User Guide	10/10/19	Updates to new CDX website design.
Pages 8-13, 74-77	9/17/18	IPA Request New UMG Primary Admin User for Existing UMG, Update Contact Info for Existing UMG Primary Admin User, & WCUNDERWRITING Search User Guide Information
Pages 54-55	3/19/18	Update for Member Verification Technical Contact Information