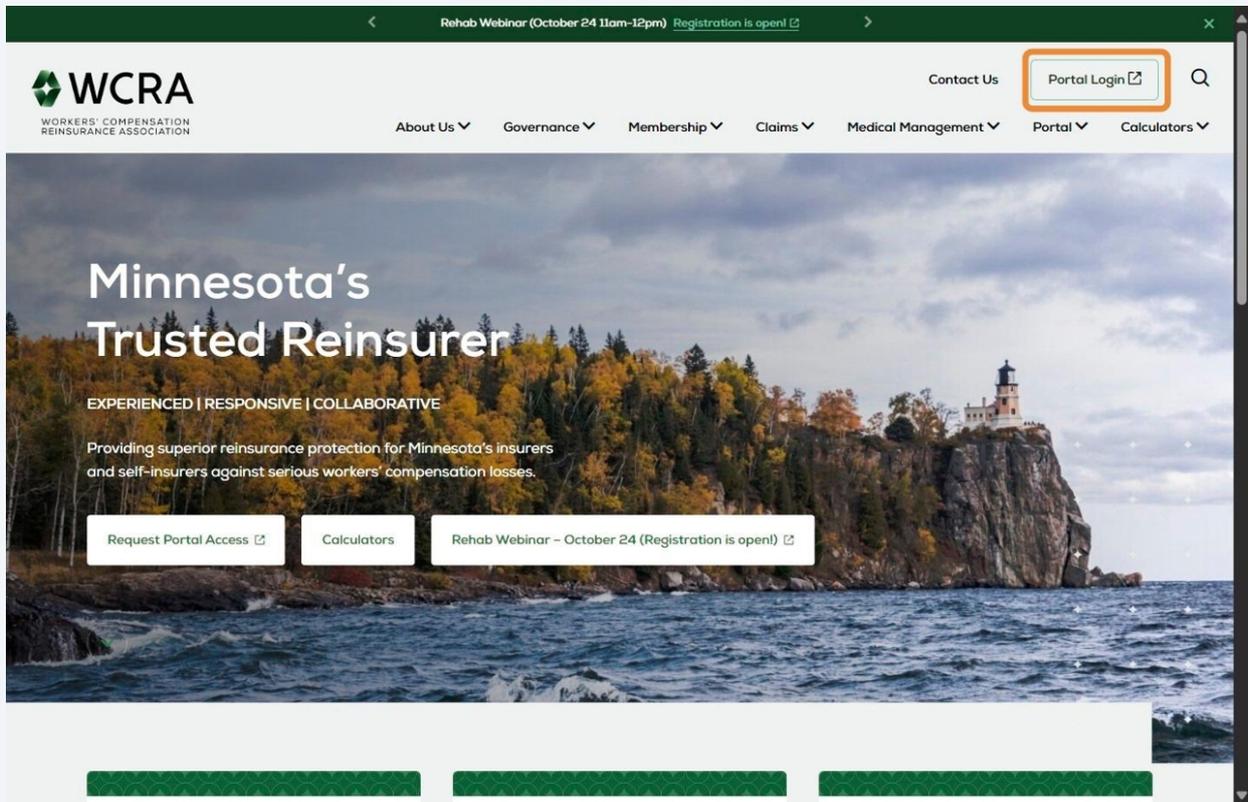


How to complete an Exposure Adjustment Report for an Insurer Member

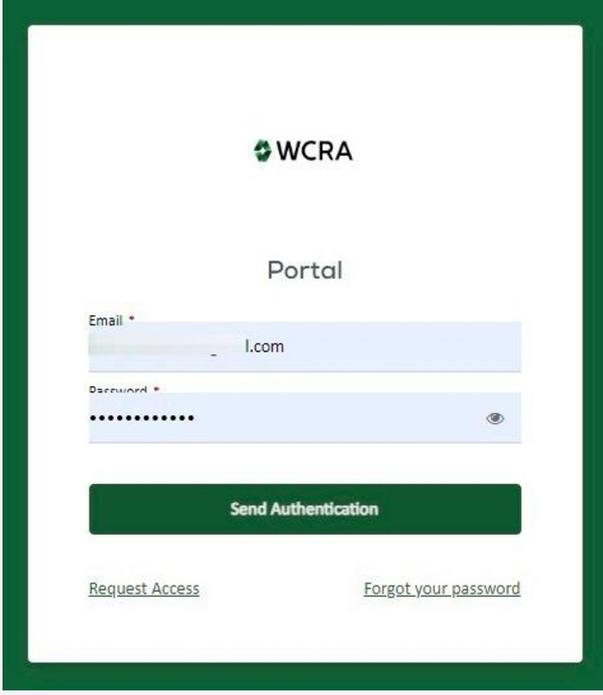


1 Navigate to <https://www.wcra.biz/>

2 Click "Portal Login"

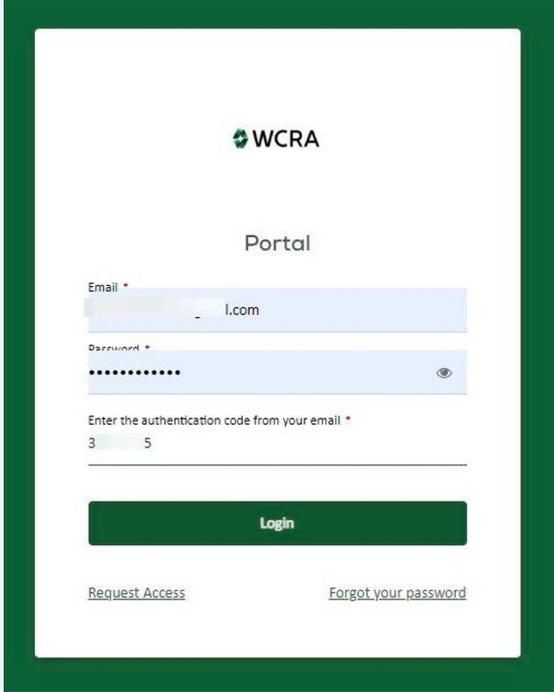


- 3 Enter your email address and password, then click send authentication.



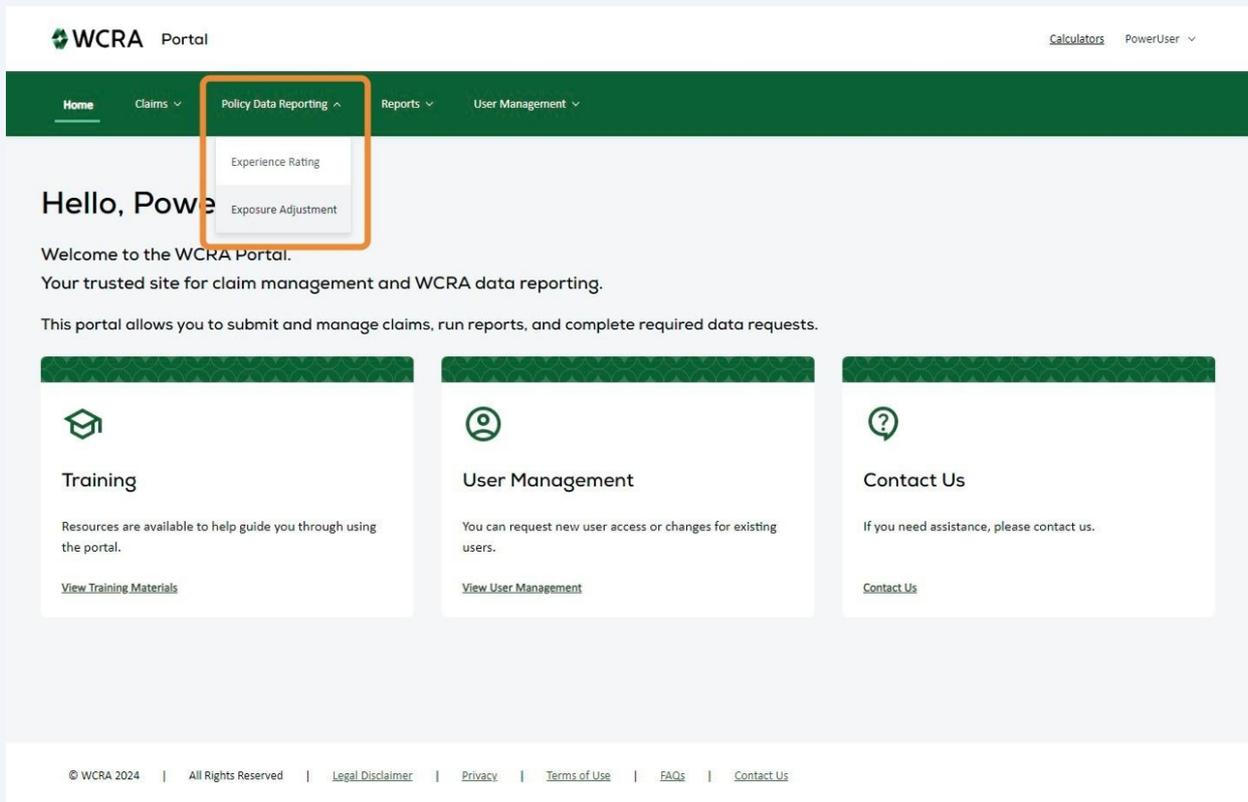
The screenshot shows the WCRA Portal login interface. At the top is the WCRA logo. Below it is the word "Portal". There are two input fields: "Email" with a red asterisk and a light blue background, containing a partially visible email address ending in ".com"; and "Password" with a red asterisk, a light blue background, and a masked password of ten dots, with an eye icon to its right. Below the fields is a dark green button labeled "Send Authentication". At the bottom are two links: "Request Access" and "Forgot your password".

- 4 Enter the authentication code sent to you via email, then click Login.

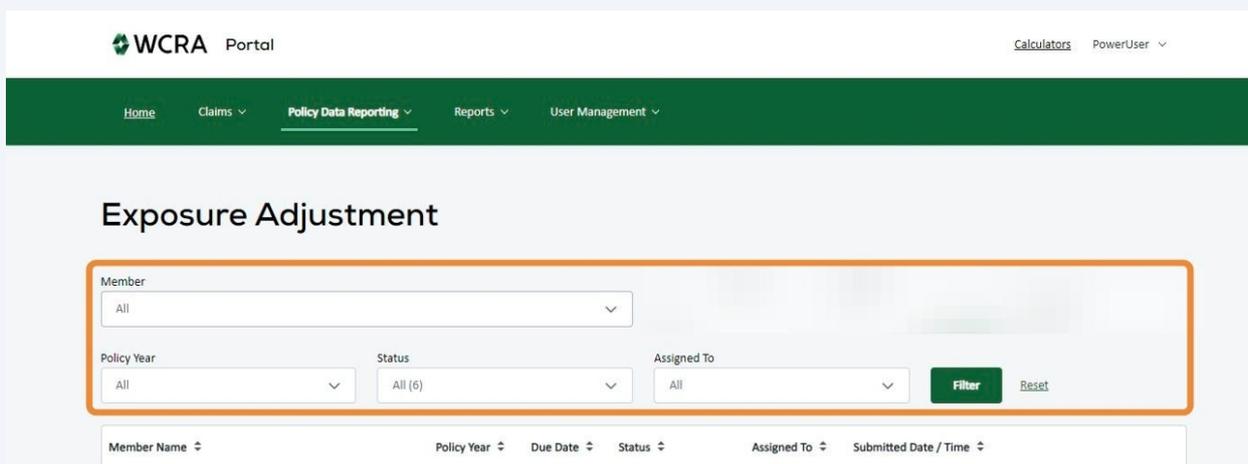


The screenshot shows the WCRA Portal login interface. At the top is the WCRA logo. Below it is the word "Portal". There are two input fields: "Email" with a red asterisk and a light blue background, containing a partially visible email address ending in ".com"; and "Password" with a red asterisk, a light blue background, and a masked password of ten dots, with an eye icon to its right. Below these is a new field: "Enter the authentication code from your email" with a red asterisk, containing the code "3 5" in a light blue box. Below this field is a dark green button labeled "Login". At the bottom are two links: "Request Access" and "Forgot your password".

5 From the home screen, click "Policy Data Reporting" then "Exposure Adjustment".



6 Use the filters to find the member you want to report for.



7

You can reassign a report to another registered user by clicking the reassign link.

WCRA Portal Calculators PowerUser

Home Claims Policy Data Reporting Reports User Management

Exposure Adjustment

Member

Policy Year: All Status: All (6) Assigned To: All Filter Reset

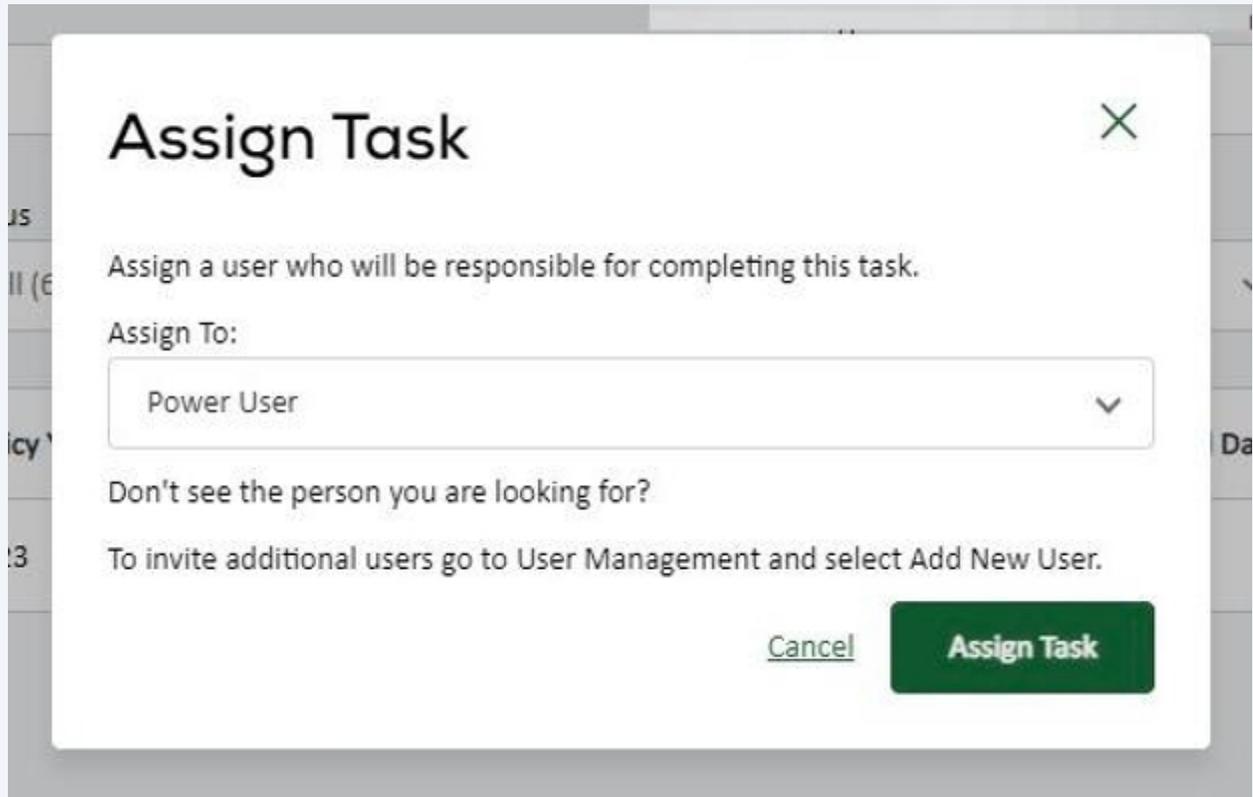
Member Name	Policy Year	Due Date	Status	Assigned To	Submitted Date / Time
Company	2023	08/15/2024 Past Due	Not Started	Robert Reassign	Start Report

1 to 1 of 1 items

© WCRA 2024 | All Rights Reserved | [Legal Disclaimer](#) | [Privacy](#) | [Terms of Use](#) | [FAQs](#) | [Contact Us](#)

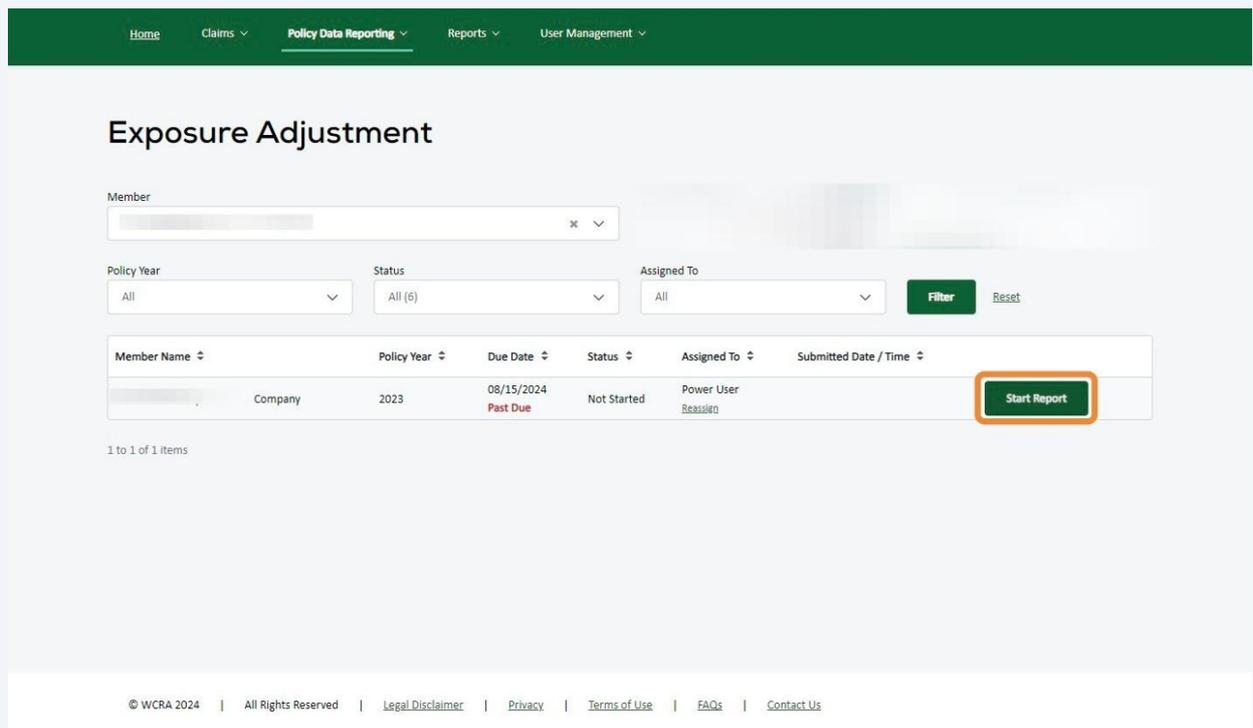
8

Use the dropdown in the reassignment pop-up to select the user to assign to, the click "Assign Task" to complete the reassignment. If the user is not in the list, Go to User Management in the header to invite a new user.



9

Click "Start Report" to begin reporting.



10

On the first screen, you can download the instructions and access reference materials. Click "Get Started" to begin reporting.

The screenshot shows a web application interface for "Exposure Adjustment Reporting". At the top is a dark green navigation bar with links for Home, Claims, Policy Data Reporting, Reports, and User Management. Below the navigation bar, the page title "Exposure Adjustment Reporting" is displayed, along with a breadcrumb "Exposure Adjustment" and a company identifier "Company 2023". The main content area contains several paragraphs of text explaining the reporting process and providing instructions. A "Get Started" button is highlighted with an orange border. To the right, a sidebar contains "Resources" (Overview & Instructions, Data Definitions) and "Reference Links" (Minnesota Department of Commerce Administrative Bulletin 2015-1). A "Still have questions?" section provides contact information for WCRA.

Home Claims Policy Data Reporting Reports User Management

Exposure Adjustment >

Exposure Adjustment Reporting

Company 2023

Annually the WCRA estimates each member's exposure for the coming year and calculates an annual premium based on the member's historical premium data. Once the policy year has expired (12/31), the WCRA obtains actual earned premium data for the most recent year and adjusts each member's premium to reflect actual exposure.

The WCRA electronic reporting site has been designed to assist members with reporting calendar year earned premium information to the WCRA. The WCRA Financial Call is used to verify the exposure data reported to the WCRA by reconciling the reported premium from a member's NAIC annual statement and the premium reported by the member on their Minnesota Workers' Compensation Insurer Association (MWCIA) annual financial call. The reconciled data is then used to calculate the member's actual reinsurance premium.

Please note premium for the Minnesota Special Compensation Fund Assessment should not be included in this call. For additional information please review the Minnesota Department of Commerce Administrative Bulletin 2015-1.

If you do not perform Exposure Adjustment reporting for this Member, click [here](#).

← Save and Exit

Resources

- [Overview & Instructions](#)
- [Data Definitions](#)

Reference Links

- [Minnesota Department of Commerce Administrative Bulletin 2015-1](#)

Still have questions?

For additional questions about Exposure Adjustment Reporting contact [WCRA](#).

Get Started

11

On the Reporting Questions step, answer the first question. Based on your response, either additional questions will display or you can select continue.

The screenshot shows the WCRA Portal interface. At the top left is the WCRA logo and 'Portal' text. At the top right are links for 'Calculators' and 'PowerUser'. A dark green navigation bar contains 'Home', 'Claims', 'Policy Data Reporting', 'Reports', and 'User Management'. Below this is a breadcrumb trail: 'Exposure Adjustment >'. A horizontal menu has four tabs: 'Reporting Questions' (active), 'Policy Data Reporting', 'Excess Workers Comp', and 'Review'. The main heading is 'Reporting Questions' with '2024' to its right. The question text is: 'Did this company write Workers' Compensation Insurance in Minnesota in 2024 or make adjustments to Minnesota Workers' Compensation premium written in prior years?'. Below the question are two buttons: 'Yes' and 'No', which are highlighted with an orange border. At the bottom left are links for 'Back to Instructions' and 'Save and Exit'. At the bottom right is a 'Continue' button. The footer contains copyright information: '© WCRA 2025 | All Rights Reserved | Legal Disclaimer | Privacy | Terms of Use | FAQs | Contact Us'.

12

If you answered yes to the first question, you are required to answer the second and third questions

WCRA Portal Calculators PowerUser

Home Claims Policy Data Reporting Reports User Management

Exposure Adjustment > [Redacted]

Reporting Questions Policy Data Reporting Excess Workers Comp Review

Reporting Questions 2024

Did this company write Workers' Compensation Insurance in Minnesota in 2024 or make adjustments to Minnesota Workers' Compensation premium written in prior years?

Yes No

During calendar year 2024, did this company write large deductible business in Minnesota?

Yes No

Did this company write large deductible policies on Minnesota exposure having a deductible amount greater than this member's 2024 WCRA retention of \$500,000?

Yes No

[Back to Instructions](#) [Save and Exit](#) Continue

13

If you answer yes to question 3 you are required to provide documentation. Documents can be uploaded by dragging the document into the "Attach additional Supporting Documents" box or selecting a file using the "browse to upload" link.

Compensation premium written in prior years?

Yes No

During calendar year 2023, did this company write large deductible business in Minnesota?

Yes No

Did this company write large deductible policies on Minnesota exposure having a deductible amount greater than this member's 2023 WCRA retention of \$500,000?

Yes No

Upload the endorsement page(s) for all policies having a deductible amount greater than this member's 2023 WCRA retention of \$500,000. If you do not have the endorsement page(s), [click here](#).

File Name	Uploaded By	Uploaded Date/Time
-----------	-------------	--------------------

Attach additional Supporting Documents

 Drop a file here or browse to upload

[← Back to Instructions](#) [Save and Exit](#)

[Continue](#)

14

After you have answered the qualification questions, and uploaded the documentation if required, click "Continue" to proceed to Policy Data Reporting

Compensation premium written in prior years?

Yes No

During calendar year 2023, did this company write large deductible business in Minnesota?

Yes No

Did this company write large deductible policies on Minnesota exposure having a deductible amount greater than this member's 2023 WCRA retention of \$500,000?

Yes No

Upload the endorsement page(s) for all policies having a deductible amount greater than this member's 2023 WCRA retention of \$500,000. If you do not have the endorsement page(s), [click here](#).

File Name	Uploaded By	Uploaded Date/Time
	PowerUser	17 Oct 2024 12:03

Attach additional Supporting Documents

Drop a file here or browse to upload

← Back to Instructions [Save and Exit](#) Continue

15

IMPORTANT: On the Policy Data Reporting step, read the instructions. Additional instructions for each line can be displayed by hovering over the tooltip icon.

Home Claims Policy Data Reporting Reports User Management

Exposure Adjustment >

Reporting Questions Policy Data Reporting Excess Workers Comp Review

Policy Data Reporting 2024

Please review the instructions before inputting data for the Call.

Values should be reported the same as they appear in your financials (if your system or financials show a value as a credit, DO NOT reverse the sign on the Call), the system calculated values on line item numbers 2, 3, 4, and 6 will calculate the reporting values based on the reversal adjustments that are needed. Members are required to report both regular and large deductible financial call data in the fields below.

Premium reported in Minnesota for Foreign Voluntary Compensation should be included in all premium types, Net Earned Premium, Standard Earned Premium and DSR Level Premium.

Premium generated from the Audit Noncompliance charge should be included in Direct Written Premium and Net Earned Premium. The premium should be removed prior to Standard Earned Premium under line 2e. Other Adjustments.

Additional instructions for each line item are located in the tool tip after each numbered item.

1 - Direct written premium at company rate level per the NAIC 2024 Annual Statement, exhibit of premium and losses. ⓘ	\$0
1a. Unearned premium reserve as reported on the NAIC 2023 Annual Statement. ⓘ	\$0
1b. Unearned premium reserve as reported on NAIC 2024 Annual Statement. ⓘ	\$0
1c. Earned premium for federal workers' comp coverages. ⓘ	\$0
1d. Earned premium earned but unbilled (EBUB). ⓘ	\$0
1e. Earned premium for excess policies. ⓘ	\$0

Lines 1., 1a., and 1b., values found on the NAIC Annual Statement, Exhibit of Premiums and Losses (Statutory Page 14). The values are typically presented as a positive amount and should be entered as a positive on the financial call.

16 Fill in the data for all items in section 1 through 6.

WCRA Portal Calculators PowerUser

Home Claims Policy Data Reporting Reports User Management

Exposure Adjustment > [Redacted]

Reporting Questions Policy Data Reporting Excess Workers Comp Review

Policy Data Reporting 2024

Please review the instructions before inputting data for the Call.

Values should be reported the same as they appear in your financials (if your system or financials show a value as a credit, DO NOT reverse the sign on the Call), the system calculated values on line item numbers 2, 3, 4, and 6 will calculate the reporting values based on the reversal adjustments that are needed. Members are required to report both regular and large deductible financial call data in the fields below.

Premium reported in Minnesota for Foreign Voluntary Compensation should be included in all premium types, Net Earned Premium, Standard Earned Premium and DSR Level Premium.

Premium generated from the Audit Noncompliance charge should be included in Direct Written Premium and Net Earned Premium. The premium should be removed prior to Standard Earned Premium under line 2e. Other Adjustments.

Additional instructions for each line item are located in the tool tip after each numbered item.

1 - Direct written premium at company rate level per the NAIC 2024 Annual Statement, exhibit of premium and losses. ⓘ	\$0
1a. Unearned premium reserve as reported on the NAIC 2023 Annual Statement. ⓘ	\$0
1b. Unearned premium reserve as reported on NAIC 2024 Annual Statement. ⓘ	\$0
1c. Earned premium for federal workers' comp coverages. ⓘ	\$0
1d. Earned premium earned but unbilled (EBUB). ⓘ	\$0
1e. Earned premium for excess policies. ⓘ	\$0
1f. Earned premium for TRIA and/or DTEC. ⓘ	\$0
1g. Earned premium for other adjustments. ⓘ	\$0

17

Some questions may require an explanation to be entered into the comment box.

Premium reported in Minnesota for Foreign Voluntary Compensation should be included in all premium types, Net Earned Premium, Standard Earned Premium and DSR Level Premium.

Premium generated from the Audit Noncompliance charge should be included in Direct Written Premium and Net Earned Premium. The premium should be removed prior to Standard Earned Premium under line 2e. Other Adjustments.

Additional instructions for each line item are located in the tool tip after each numbered item.

1 - Direct written premium at company rate level per the NAIC 2023 Annual Statement, exhibit of premium and losses. ⓘ	<input type="text"/>
1a. Add unearned premium reserve as reported on the NAIC 2022 Annual Statement. ⓘ	<input type="text"/>
1b. Less unearned premium reserve as reported on NAIC 2023 Annual Statement. ⓘ	<input type="text"/>
1c. Less earned premium for federal workers' comp coverages. ⓘ	<input type="text"/>
1d. Less earned premium earned but unbilled (EBUB). ⓘ	<input type="text"/>
1e. Less earned premium for excess policies. ⓘ	<input type="text"/>
1f. Less earned premium for TRIA and/or DTEC. ⓘ	<input type="text"/>
1g. Less earned premium for other adjustments. ⓘ	<input type="text" value="20,000"/>
Please provide an explanation (required) *	
<input type="text" value="Enter a description of earned premium for other adjustments"/>	

18

After all section are complete, click the "Continue" button to proceed to the Excess Work Comp step.

Note: If the "Continue" button is disabled, not all required information has been completed.

2e. Other adjustments (audit non-compliance premium, waiver of subrogation, short rate penalty, workplace related credits, etc.) [Ⓢ]	\$0
3. The system calculated sum of the data provided above, it should equal standard earned premium at company level per the 2024 MWCI policy year financial call (Line Z Calendar 2024). [Ⓢ]	\$10,000,000
3a. Value of company loss cost multiplier. [Ⓢ]	\$0
3b. Value of expense constants. [Ⓢ]	\$0
3c. Value of minimum premium. [Ⓢ]	\$0
3d. Sum of the MCPAP credit (Value is typically negative). [Ⓢ]	\$0
3e. Insurer Lost Cost Multiplier for calendar year 2024. [Ⓢ]	3.33
4. Equals standard earned at MWCI designated statistical reporting (DSR) level per the 2024 MWCI policy year financial call (Column 1, line Z).	\$10,000,000
5. Less the Employer's Liability Increased Limits coverage premium value (if included in line 4). [Ⓢ]	\$0
6. Equals 2024 WCRA Standard Earned Premium Exposure [Ⓢ]	\$10,000,000

[← Back to Reporting Questions](#) [Save and Exit](#) Continue

19 On the Excess Work Comp step, answer the question.

Home Claims Policy Data Reporting Reports User Management

Exposure Adjustment >

Reporting Questions Policy Data Reporting Excess Workers Comp Review

Excess Workers Comp 2024

During calendar year 2024, did this company write or assume excess workers' compensation insurance in Minnesota (reported under lines 17.3 or 34.1 on Statutory page 14 of the NAIC Annual Statement)?

← Back to Policy Data Reporting [Save and Exit](#) Continue

20 If you answered yes to the question, click "Add Policy" to enter the policy data.

Note: If you have more the 15 excess policies to report, contact Policy Service.

Home Claims Policy Data Reporting Reports User Management

Exposure Adjustment >

Reporting Questions Policy Data Reporting Excess Workers Comp Review

Excess Workers Comp 2024

During calendar year 2024, did this company write or assume excess workers' compensation insurance in Minnesota (reported under lines 17.3 or 34.1 on Statutory page 14 of the NAIC Annual Statement)?

You have not added any excess workers' compensation policies

If you have more than 15 excess policies to report, please contact our Policy Services team at PolicyServices@wcrs.biz.

← Back to Policy Data Reporting [Save and Exit](#) Continue

21

After clicking "Add Policy" you will see a pop-up. Complete all required policy data fields. If you want add supporting documents, click the toggle, and upload files using the Attach additional documents upload box. Additionally, you can provide comments.

After all required policy data is entered, click the "Save Policy" button.

Repeat "Add Policy" until all excess policies have been entered.

The image shows a screenshot of a web-based form for adding a policy. The form is titled "Add Policy" and contains several input fields and sections. The following fields and sections are highlighted with orange boxes:

- Policyholder Name *** and **Policy Number *** (text input fields)
- Effective Date *** and **Expiration Date *** (date pickers)
- Excess Policy Retention Limit *** (text input field)
- Self Insurance Termination Date** (date picker with format mm/dd/yyyy)
- Supporting Documents** section, which includes a toggle switch labeled "There are supporting documents for this policy" (highlighted with a red box).
- Attach additional documents** section, which includes a text input field with a placeholder "Drop a file here or browse to upload" (highlighted with a red box).
- File Name** and **Uploaded By** (text input fields, with "PowerUser" entered in the "Uploaded By" field)
- Comments** (text area)
- Save Policy** (green button)

Other visible fields include "Cancel" (white button) and "Legal" (small text at the bottom left).

22

Excess policy data that has been entered can be edited or deleted using the edit and delete links.

Excess Workers Comp

Company
2023

During calendar year 2023, did this company write or assume excess workers' compensation insurance in Minnesota (reported under lines 17.3 or 34.1 on Statutory page 14 of the NAIC Annual Statement)?

Yes
 No

Policyholder Name	Company	Edit Delete
Policyholder Number	WC123456	
Policy Effective Date	01/01/2023 at 12:00 AM	
Policy End Date	12/31/2023 at 12:00 AM	
Excess Policy Retention Limit	0.00	
Termination Date	N/A	
Comments		
Supporting documents		

If you have more than 15 excess policies to report, please contact our Policy Services team at PolicyServices@wcra.biz.

[Add Policy](#)

[Back to Policy Data Reporting](#) [Save and Exit](#)

[Continue](#)

23

After all excess policies have been entered, click "Continue" to proceed to the review step.

Excess Workers Comp

Company
2023

During calendar year 2023, did this company write or assume excess workers' compensation insurance in Minnesota (reported under lines 17.3 or 34.1 on Statutory page 14 of the NAIC Annual Statement)?

Yes
 No

Policyholder Name	Company	Edit Delete
Policyholder Number	WC123456	
Policy Effective Date	01/01/2023 at 12:00 AM	
Policy End Date	12/31/2023 at 12:00 AM	
Excess Policy Retention Limit	0.00	
Termination Date	N/A	
Comments		
Supporting documents		

If you have more than 15 excess policies to report, please contact our Policy Services team at PolicyServices@wcra.biz.

[Add Policy](#)

[Back to Policy Data Reporting](#) [Save and Exit](#)

[Continue](#)

24

In the review step, on the comments screen, you can add comments or upload supporting documents that will assist with the review.

Once complete, click "Continue" to review the report and complete the submission.

Home Claims Policy Data Reporting Reports User Management

Exposure Adjustment

Reporting Questions Policy Data Reporting Excess Workers Comp Review

Review

2024

[Comments & Supporting Documents](#)
[Review & Submit](#)

Comments & Supporting Documents

Would you like to include any additional notes or comments related to this submission? (optional)

Comments (optional)

Would you like to add any supporting documents to this submission? (optional)

Drop a file here or browse to upload

[Back to Excess Workers Comp](#) [Save and Exit](#) [Continue](#)

25

On the Review screen, use the "Download Report" link to download a copy of the report.

If changes to any of the data is needed, use the "Change Responses" links. This will return you to the associated step where you can correct the data.

Home Claims Policy Data Reporting Reports User Management

Exposure Adjustment >

Reporting Questions Policy Data Reporting Excess Workers Comp Review

Review

2024

[Comments & Supporting Documents](#)
[Review & Submit](#)

Review & Submit

Please review the summary below. Click submit to complete the report.

[Download Report](#)

Workers' Compensation Reinsurance Association (WCRA)
Exposure Adjustment for Insurers Summary Report

Policy Year: 2024
Member:
Policy Number: -2024
Coverage Dates: 01/01/2024 to 01/01/2025

Premium Audit Contact	Submitted By Contact
Name: Job Title: Company: Email: Phone:	Not Submitted

[Change Responses](#)

Reporting Questions

Did this company write Workers' Compensation Insurance in Minnesota in 2024 or make adjustments to Minnesota Workers' Compensation premium **Yes**

26

After you have reviewed the summary report and corrected any errors, click "Submit" to finalize the report.

5 - If premiums for Employer's Liability Increased Limits coverage are included in line 4., please provide the premium value.

6 - WCRA standard earned premium exposure for 2023.

Excess Workers Comp [Change Responses](#)

During calendar year 2023 did this company write or assume excess workers' compensation insurance in Minnesota (reported under lines 17.3 or 34.1 on Statutory page 14 of the NAIC Annual Statement)? **Yes**

Policyholder Name	<input type="text"/> any
Policyholder Number	WC123456
Policy Effective Date	01/01/2023 at 12:00 AM
Policy End Date	12/31/2023 at 12:00 AM
Excess Policy Retention Limit	<input type="text"/> 0,000.00
Termination Date	N/A
Comments	<input type="text"/>
Supporting documents	<input type="text"/> .jx

Comments & Supporting Documents [Change Responses](#)

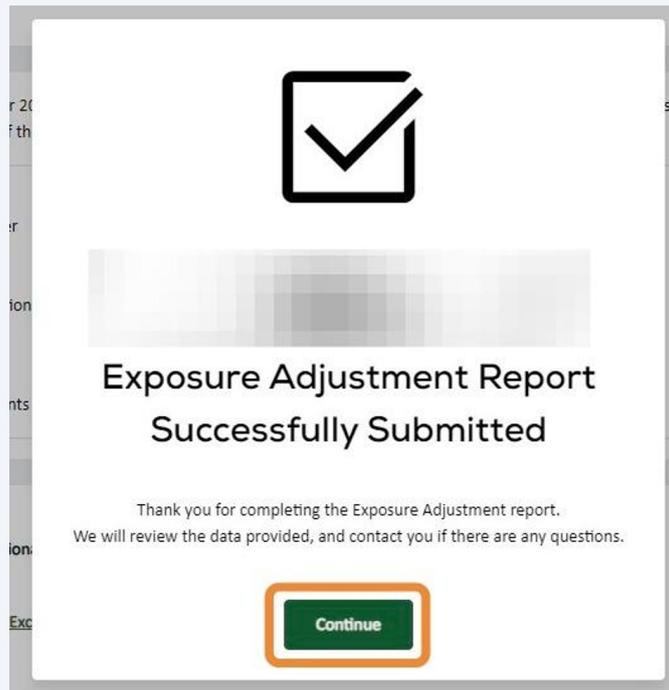
Comments (optional)

.jx

← Back to Comments & Supporting Documents [Save and Exit](#) **Submit**

27

After the report has been successfully submitted, you will see a confirmation pop-up. Click "Continue" to return to the list screen.



28

The report you submitted will be processed. While processing, you will see a status of "Processing"

Home Claims Policy Data Reporting Reports User Management

Exposure Adjustment

Member: [Member Name] x

Policy Year: All Status: All (6) Assigned To: All [Filter](#) [Reset](#)

Member Name	Policy Year	Due Date	Status	Assigned To	Submitted Date / Time
[Member Name] Company	2023	08/15/2024 Past Due	Processing	Power User	

1 to 1 of 1 items

29

When processing is complete, the status will change to "Submitted", and you can download a copy of the submitted report.

Home Claims Policy Data Reporting Reports User Management

Exposure Adjustment

Member: [Member Name] x

Policy Year: All Status: All (6) Assigned To: All [Filter](#) [Reset](#)

Member Name	Policy Year	Due Date	Status	Assigned To	Submitted Date / Time
[Member Name] Company	2023	08/15/2024 Reported Late	Submitted	Power User	10/17/24 12:06 PM

1 to 1 of 1 items

30

Occasionally WCRA requests revisions from it's members. When revisions are requested members are notified via email and the report is listed in the portal with a status of Revisions Requested.

From the Exposure Adjustment list screen, click "Start Revision".

Home Claims Policy Data Reporting Reports User Management

Exposure Adjustment

Member

Policy Year: All Status: All (6) Assigned To: All Filter [Reset](#)

Member Name	Policy Year	Due Date	Status	Assigned To	Submitted Date / Time
[Redacted] Company	2023	08/15/2024 Past Due	Revisions Requested	Power User <small>Reassign</small>	10/17/24 12:06 PM

1 to 1 of 1 items

31

IMPORTANT: On the instructions screen, read the Reviewer comments. Reviewer comments describe what revisions or clarifications are being requested.

Click "Get Started" to begin the revision process.

Home Claims Policy Data Reporting Reports User Management

Exposure Adjustment >

Exposure Adjustment Reporting

Company 2023

Annually the WCRA estimates each member's exposure for the coming year and calculates an annual premium based on the member's historical premium data. Once the policy year has expired (12/31), the WCRA obtains actual earned premium data for the most recent year and adjusts each member's premium to reflect actual exposure.

The WCRA electronic reporting site has been designed to assist members with reporting calendar year earned premium information to the WCRA. The WCRA Financial Call is used to verify the exposure data reported to the WCRA by reconciling the reported premium from a member's NAIC annual statement and the premium reported by the member on their Minnesota Workers' Compensation Insurer Association (MWCIA) annual financial call. The reconciled data is then used to calculate the member's actual reinsurance premium.

Please note premium for the Minnesota Special Compensation Fund Assessment should not be included in this call. For additional information please review the Minnesota Department of Commerce Administrative Bulletin 2015-1.

Reviewer comments:
Please review line 1e. Also, please clarify your comment on line 1g.

← Save and Exit

Get Started

Resources
[Overview & Instructions](#)
[Data Definitions](#)

Reference Links
[Minnesota Department of Commerce Administrative Bulletin 2015-1](#)

Still have questions?
For additional questions about Exposure Adjustment Reporting [contact WCRA](#).

32

Proceed through the steps, update data as needed, and click "Continue" to proceed to the next step.

When you get to the Comments & Supporting Documents screen in the review step. Read the Reviewer comments and enter your response in the "Revision Request Comment" box.

You can also upload additional supporting documentation if necessary.

The screenshot shows the WCRA Portal interface. At the top, there is a navigation bar with 'WCRA Portal' on the left and 'Calculators' and 'PowerUser' on the right. Below this is a dark green menu bar with options: 'Home', 'Claims', 'Policy Data Reporting', 'Reports', and 'User Management'. The main content area is titled 'Exposure Adjustment' and features a progress bar with four steps: 'Reporting Questions', 'Policy Data Reporting', 'Excess Workers Comp', and 'Review' (which is currently selected). The page title is 'Review' with the year '2024' on the right. On the left, there is a sidebar with 'Comments & Supporting Documents' and 'Review & Submit'. The main heading is 'Comments & Supporting Documents'. Below this, there is a question: 'Would you like to include any additional notes or comments related to this submission? (optional)'. This is followed by a 'Reviewer comments' section with the text: 'Please review line 1e. Also, please clarify your comment on line 1g.' Below that is a 'Revision Request Comments' text area with a placeholder 'Enter a comment'. Another question asks: 'Would you like to add any supporting documents to this submission? (optional)', with a file upload area. At the bottom, there is a table of uploaded files:

File Name	Uploaded By	Uploaded Date/Time
	PowerUser	10:35 AM

At the bottom left, there is a link 'Back to Excess Workers Comp' and a 'Save and Exit' link. At the bottom right, there is a green 'Continue' button.

33

After Revision Request Comments have been entered and any additional supporting documentation has been uploaded, click "Continue" to proceed to the Review screen to finalize your submission.

Home Claims Policy Data Reporting Reports User Management

Exposure Adjustment >

Reporting Questions Policy Data Reporting Excess Workers Comp Review

Review

2024

[Comments & Supporting Documents](#)
[Review & Submit](#)

Comments & Supporting Documents

Would you like to include any additional notes or comments related to this submission? (optional)

Reviewer comments:
Please review line 1e. Also, please clarify your comment on line 1g.

Revision Request Comments

Would you like to add any supporting documents to this submission? (optional)

Drop a file here or browse to upload

File Name	Uploaded By	Uploaded Date/Time
	PowerUser	10:35 AM

34

On the Review screen, click "Download Report" to download a copy of the report and review your data.

If changes are needed, use the "Change Responses" links. This will return you to the associated step where you can make the needed changes.

WCRA Portal Calculators PowerUser

Home Claims Policy Data Reporting Reports User Management

Exposure Adjustment

Reporting Questions Policy Data Reporting Excess Workers Comp **Review**

Review

2024

[Comments & Supporting Documents](#)
Review & Submit

Review & Submit

Please review the summary below. Click submit to complete the report. [Download Report](#)

Workers' Compensation Reinsurance Association (WCRA)
Exposure Adjustment for Insurers Summary Report

Policy Year: **2024**
Member: [Redacted]
Policy Number: [Redacted]-2024
Coverage Dates: 01/01/2024 to 01/01/2025

Premium Audit Contact	Submitted By Contact
Name: [Redacted] Job Title: [Redacted] Company: [Redacted] Email: [Redacted] Phone: [Redacted]	Not Submitted

Reporting Questions [Change Responses](#)

Did this company write Workers' Compensation Insurance in Minnesota in 2024 or make adjustments to Minnesota Workers' Compensation premium written in prior years? **Yes**

During calendar year 2024, did this company write large deductible business in Minnesota? **No**

Did this company write large deductible policies on Minnesota exposure having a deductible amount greater than this member's 2024 WCRA retention of \$5,000,000? **No**

35

After you have reviewed the report and made any necessary changes, click "Submit" to finalize the revision.

5 - If premiums for Employer's Liability increased limits coverage are included in line 4, please provide the premium value.

6 - WCRA standard earned premium exposure for 2023.

Excess Workers Comp [Change Responses](#)

During calendar year 2023 did this company write or assume excess workers' compensation insurance in Minnesota (reported under lines 17.3 or 34.1 on Statutory page 14 of the NAIC Annual Statement)? **Yes**

Policyholder Name
Policyholder Number
Policy Effective Date
Policy End Date
Excess Policy Retention Limit
Termination Date
Comments

Supporting documents [link](#)

Comments & Supporting Documents [Change Responses](#)

Reviewer comments:
Please review line 1e. Also, please clarify your comment on line 1g.

Revision Request Comments

[← Back to Comments & Supporting Documents](#) [Save and Exit](#)

36

When the report has been successfully submitted you will see a pop-up confirmation. Click "Continue" to return to the list screen.

