



United Software Developers Inc.

Worker's Comp Program

Starting the Worker's Comp Program:

- 1.) You can start the Worker's Comp Program from the main menu of your rating software by clicking on the **Workers Comp** button.
- 2.) This should open the Worker's Comp program on the "Payroll Information" Tab (shown below):

Workers Comp 1.0A

File Edit Help

Payroll Information Premium Breakdown Pay Plans

Experience Mod: 1.000 Years in business: 3 or more County: Albany

Entries

Class Code	Description	Yearly Payroll
0767h	#N/A	0

Estimated Premium

Company	Premium
AIG	5,000
Hartford	180
Rochdale	180
SIF	180
St. Paul	180
USD	10,000

Add Delete Save Retrieve Print Transfer Guidelines Exit

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- 3.) The "Experience Mod" can be obtained from the customer's existing commercial policy company. Enter this figure in the box below "Experience Mod". If you are unable to get this figure, leave it at 1.0.
- 4.) Click on the box under "Years in business" and choose the correct option for the number of years the customer has been in business.

- 5.) Click on the box under “County” and choose the county that the customer’s business is located in.
- 6.) If you know the customer’s class code, click on the box under “Class Code”. Otherwise, click on the box under “description” and choose the description that is closest to the type of business your customer has. This will fill in the class code for you.
- 7.) In the box under “Yearly Payroll” enter the yearly payroll for your customer’s business rounded to the nearest dollar.
- 8.) If you need to add additional class codes or business descriptions, click on the “Add” button at the bottom of the screen.
- 9.) If you need to remove class codes or business descriptions that are listed, click on the checkbox to the left of the items you would like to remove, then click on “Delete”.
- 10.) The Estimated Premiums for a Worker’s Comp policy for your customer will appear on the right side of the screen under “Estimated Premium”.
- 11.) Choose the Company that your customer would like to obtain Worker’s Comp Insurance through, then click on the “Premium Breakdown” Tab. This should bring up a Premium Breakdown screen similar to the one shown below:

Insurance carrier = USD				
Class Description	Code	Payroll	Rate	Premium
ADDING, Computing, Recording or Office MACHine MFG NDC	3574	200,000	2.680	5,360
Totals		200,000		5,360

Credits/Charges	Factor	Premium
Experience Mod	1.000	0
Estimated Discount	0.000	0
Total Premium		10,000

12.) Verify that the information shown is correct, then click on the “Pay Plans” Tab. This should bring up the Pay Plans screen (shown below):

	AIG	Hartford	Rochdale	SIF	St. Paul	USD
1 Payment	6,441	6,441	6,441	6,441	6,441	10,000
2 Payment	NA	NA	NA	3,231	3,230	NA
3 Payment	3,226	NA	NA	NA	NA	NA
4 Payment	NA	1,938	NA	NA	1,619	NA
9 Payment	NA	NA	NA	1,620	1,297	NA
10 Payment	NA	1,616	NA	NA	NA	NA
11 Payment	NA	NA	NA	NA	NA	2,000

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13.) This screen shows the available payment plans for each company available in the Worker’s Comp Rater. To see the full payment schedule and amount for any company, just click on the down payment amount and a new window will pop up showing the details of the payment plan (similar to the one shown below):

Pay Plan Details

07/31/2003 -> 2,505
 10/29/2003 -> 1,255
 01/27/2004 -> 1,255

Close

When you are done viewing the Pay Plan Details, click on “Close” to return to the Pay Plans screen.

14.) To print the Worker's Comp Quote, click on "File" at the top left of the screen, then click on "Print" on the menu that pops up. Enter all of your client's information, then click on "OK".

15.) To save the Worker's Comp Quote, click on "File" at the top left of the screen, then click on "Save" on the menu that pops up. Enter all of your client's information, then click on "OK".

16.) To Retrieve a saved Worker's Comp Quote, make sure that you are on the Payroll Information Tab, then click on "Retrieve" at the bottom of the screen.

17.) Click on the name of the customer whose quote you would like to retrieve, then click on "OK".

18.) To exit the program you can either click on "File" in the top left corner of the screen and then click on "Exit" on the menu that pops up, or click on "Exit" in the lower right corner of the "Payroll Information" Screen.