



WCIRB Connect® Submission Manager – Quick Start Guide

November 2023

**Notice**

This *WCIRB Connect® Submission Manager – Quick Start Guide* was developed by the Workers' Compensation Insurance Rating Bureau of California for the convenience and guidance of its users. It does not bear the official approval of the Insurance Commissioner and is not a regulation.

© 2023 Workers' Compensation Insurance Rating Bureau of California. All rights reserved.

No part of this work may be reproduced or transmitted in any form or by any means, electronic or mechanical, including, without limitation, photocopying and recording, or by any information storage or retrieval system without the prior written permission of the Workers' Compensation Insurance Rating Bureau of California (WCIRB), unless such copying is expressly permitted in this copyright notice or by federal copyright law. No copyright is claimed in the text of statutes and regulations quoted within this work.

Each WCIRB member company, including any registered third-party entities (Company), is authorized to reproduce any part of this work solely in connection with the transaction of workers' compensation insurance and to the extent reasonably necessary for the training of Company personnel. This reproduction right does not include the right to make any part of this work available on any website or on any form of social media.

Workers' Compensation Insurance Rating Bureau of California, WCIRB, WCIRB California, WCIRB Connect, WCIRB Inquiry, WCIRB CompEssentials, X-Mod Direct, eSCAD, Comprehensive Risk Summary, X-Mods and More, Annual Business Comparative and the WCIRB California logo (WCIRB Marks) are registered trademarks or service marks of the WCIRB. WCIRB Marks may not be displayed or used in any manner without the WCIRB's prior written permission. Any permitted copying of this work must maintain any and all trademarks and/or service marks on all copies. To seek permission to use any of the WCIRB Marks or any copyrighted material, please contact the WCIRB at customerservice@wcirb.com.

Submission Manager Landing Page

Submission Manager
Search & Manage Submissions

Upload Test Submission Validation Mode

File Name TPE Name Date Range Data Type Status

Submissions 3 Results

Received	Status	File Name	Submitted By	Data Type	Errors	Records	Transactions
10/06/2023	Errors	PPDP_9999C_00004_202310061234	Test Group Name	WCPOLS	18	131	15
10/06/2023	Errors	PPDP_9999C_00004_202310062345	Test Group Name	WCPOLS	17	131	15
10/06/2023	Accepted	PPDP_9999C_00004_202310063456	Test Group Name	WCPOLS	32	131	15
10/06/2023	Accepted	PPDP_9999C_00004_202310064567	Test Group Name	WCPOLS	2	5	4
10/06/2023	Accepted	PPDP_9999C_00004_202310065678	Test Group Name	WCPOLS	7	5	4
10/06/2023	Accepted	PPDP_9999C_00004_202310066789	Test Group Name	WCPOLS	2	5	4

Rows per page: 10 1

Status: Simplified the file statuses to Errors, Accepted, and Processing. The status description will pop up if you hover over the status.

Errors: Shows the total errors triggered on a submission. This includes critical and non-critical errors.

Download Options: Hovering over the 3 dots will show options to download the submission file or the new Submission Details Report. The Submission Details Report replaces the current Submission History Report.

Validation Mode: New feature that enables users to validate a Test Submission against the WCIRB's preprocessing edits. Note that files uploaded through this process do not flow into the WCIRB's system and all production submissions must be submitted through the standard process.

Review a Submission – Errors Screen

WCIRB California
Objective. Trusted. Integral.

Bureau Number: [] Go Class Code: [] Go Classification Search

WCIRB Connect | Demo | Build date - 10/09/2023 | Feedback | Sign Out

Welcome Demo User

Menu Submission Manager

← Submission Manager

UBEP_9999C_00004_202310061234 Errors 0

Fatal preprocessing errors detected

Test Insurance Name

Received Date: 10/06/2023 Submission Type: Standard Operations Group Code: 99999 ETR Email: test@test.com Data Type: WCSTAT TPE/TPA/MGA: ...

18 Errors 132 Records

Policy Number: [] Record Type: Select All Report Level (RL): Select All Correction Type: Select All

Error Code: Select All Error Severity: Select All CA Insurer Code: Select All Policy Effective Date: MM/DD/YYYY

Reset Filters Search

CA Insurer Code	Policy Number	Effective Date	Claim Number	Field Name	Error Message	Reported Value	RL	Correction Sequence Number	Correction Type	Record Type	Line
					P50507904 - Fatal Error						
				Header Record Totals	Header Record Totals does not match count of header records submitted	00000180				99	19
					P50507904 - Fatal Error						
				Header Record Totals	Header Record Totals does not match count of header records submitted	00000180				99	20

Copyright © WCIRB 2023 Terms of Use and Privacy Notice Important Notice to System Administrators

Errors and Records tabs: Errors tab shows detailed information about the errors triggered on the file with several search and filter options. Records tab shows the records submitted within the transaction.

Error Information: Error details and the reported value are shown to help identify the reporting issue.

Line Number: Corresponds to the line number where the error occurred in the submission file. The hyperlink will navigate to the specific line on the Records tab.

Review a Submission – Records Screen

WCIRB California
Objective. Trusted. Integral.

Bureau Number: [Go] Class Code: [Go] Classification: [Add/Alt]

Welcome Demo User
WCIRB Connect! Demo! Build date: 10/09/2023 Feedback Sign Out

Menu Submission Manager

← Submission Manager

PPDP_9999C_00004_202310061234 **Errors** [Download .TXT] [Submission Report]

Fatal preprocessing errors detected
Test Insurance Name

Received Date	Submission Type	Operations Group Code	ETR Email	Data Type	TPE/TPA/MGA
10/13/2023	Standard	99999	test@test.com	WCPOLS	--

18 Errors 132 Records

Policy Number: [Search] Record Type: [Select All] Line Number: [Search 2] [Reset Filters] [Search]

1 Header 1 Result

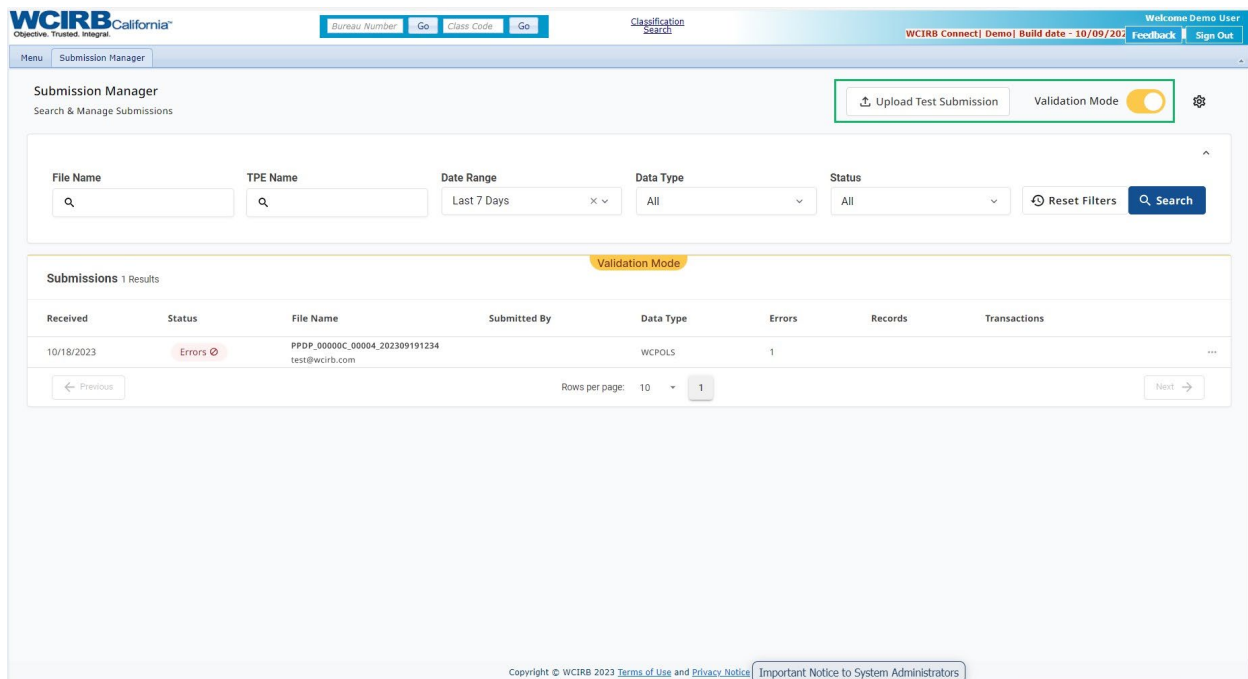
Record Type Code	Reserved for Future Use	DCO Generated Transaction Code	Policy Expiration or Cancellation Date	Risk ID Number	Reserved for Future Use	Original Administration Number Identifier	Reserved for Fut
1			191231	668857-R			

← Previous Rows per page: 10 1 Next →

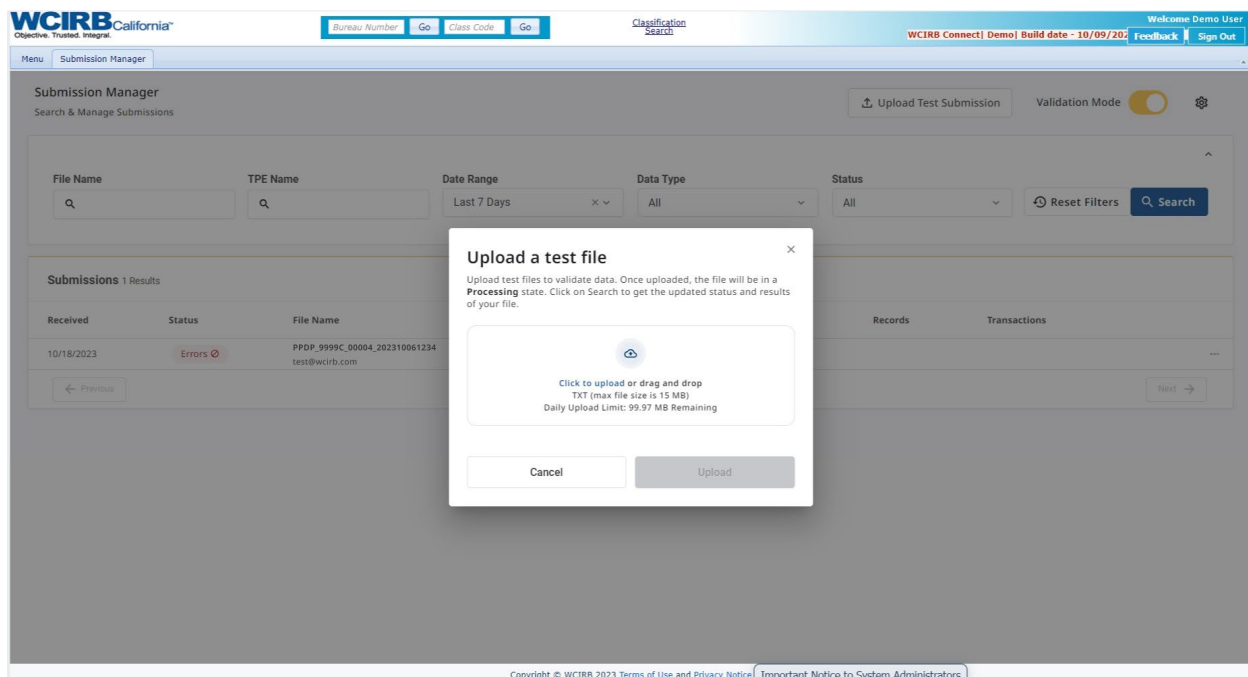
Copyright © WCIRB 2023 Terms of Use and Privacy Notice Important Notice to System Administrators

Records Screen: Users can review the submission by record and field within Submission Manager. If the field has an error, it will be highlighted in red. The error description will appear by clicking on the highlighted field. Note that both critical and non-critical errors are highlighted.

Validation Mode



Activate Validation Mode: The “Upload Test Submission” will no longer be greyed out and the search results also change to only show files previously uploaded by your company. Clicking on “Upload Test Submission” will enable the user to run a Test Submission against the WCIRB’s preprocessing edits and download the corresponding Submission Detail Report.



Upload a Test File: Once a file has been uploaded, select the “Upload” button and the file will begin processing. Please note that once a file is uploaded, you need to click the “Search” button to refresh the status of your file being uploaded.