

BULLETIN

April 17, 2009

Contact: *Lennora Snipes*
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R.C. 2204

To: The Members of the Board

**Re: CDX Announcement on Web Conference Training-
Policy Entry & Edit Package (PEEP)**

CDX (Compensation Data Exchange) will be hosting a free on-line training session for PEEP. The session will be held on Tuesday, May 12, 2009 from 1:00 p.m. to 3:00 p.m. Central Time.

As a reminder to carriers still submitting policy data on hardcopy, beginning July 1, 2009 the Board will no longer accept hardcopy policy information (please refer to R.C. Bulletins 2153 and 2200). We, therefore, suggest that carriers, especially those still reporting hardcopy Policy, Endorsement &/or Cancellation and Reinstatement data, take advantage of this training session.

Please refer to the attached CDX Announcement for details on the training, as well as the registration information. The deadline for registration is Friday, May 1, 2009.

Very truly yours,

Monte Almer

President

MA/jg
Encl.



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PEEP TRAINING ANNOUNCEMENT

April 17, 2009

Register Now for the 2009 Policy Entry and Edit Package (PEEP) Web Conference Training Session to be held May 12, 2009

CDX is hosting a Web conference PEEP training session. PEEP is specifically designed for policy entry, import, and revision of existing transactions, and the electronic submission of policy information. The session will be conducted on Tuesday, May 12, 2009 from 1:00 p.m. to 3:00 p.m. Central Time. There is no charge to attend the session. Prompt registration for this session is essential.

Who Should Attend

The focus of this session is designed to familiarize policy data providers with the functions of:

- Search
- Navigation
- PEEP Terminology
- Importing transactions into PEEP
- Changing imported transactions
- Using transactions to create new transactions
- Creating submission files

Agenda and What You May Expect To Learn

- PEEP navigation
- PEEP terminology
- Demonstration of the import of policy transactions
- Demonstration of the creation/modification of policy transactions
- Creation of submission files
- Archiving policy transactions

Meeting Details

Detailed information about joining the session will be sent to those who have registered. We encourage you to have as many participants as you wish, but ask that you coordinate your training site to accommodate as many of your participants as possible and use one conference connection. Each location/conference connection will need Web access and a separate phone line.

Training Materials will be sent via e-mail in advance of the session. You are encouraged to review the PEEP and/or CDX User Guides which can be found on the ACCCT Web Site, home to PEEP and CDX.

Also, if you are not a member of CDX, and so not have access to PEEP, it will be valuable to do so prior to the session.

Establishing Your PEEP/CDX Account

Access to PEEP is provided through the CDX system. CDX is a service of Compensation Data Exchange LLC, and in order to access PEEP, users must have a CDX account. If you are not a member of CDX, and do not have access to PEEP, it would be valuable for you to register with CDX prior to the session by going to the ACCCT Web site and completing the Application form which is located at the "Sign-Up" function on the site. If you are a member of CDX, but do not have access to PEEP, contact your CDX Insurance Group Administrator (IGA) to gain access. Familiarity of the PEEP application is recommended prior to the session.

Registration—Due Friday May 1, 2009

It will be necessary for you to complete and return a registration form by May 1, 2009. If you plan to have multiple attendees at the same location, please provide the name and title for each participant on the form as instructed. Each registration form will provide access for a single conference connection. For participants at different locations, please complete separate forms. Forms may be mailed, faxed, or e-mailed to the addresses or fax numbers provided on the registration form. The attached registration form is also available in the *What's New* section of CDX. E-mail confirmation will be sent to each participant upon receipt of the registration form.

Contact Us

If you have any questions, comments, or need additional information, please contact Sara Shackelford at 262-796-4574, e-mail: sara.shackelford@wcrb.org