



Minnesota Workers' Compensation
Insurers Association, Inc.
7701 France Avenue South • Suite 450
Minneapolis, MN 55435-3203

February 11, 2015

ALL ASSOCIATION MEMBERS

Circular Letter No. 15-1665

RE: Carrier Membership Contact Update Forms

The MWCIA is pleased to announce the release of electronic Membership Contact Update forms.

The importance of the Membership Contact Update forms is to help ensure that our member carrier contact information is current, allowing us to communicate with the appropriate person within your organization in a timely manner.

The electronic Membership Contact Update forms will allow member carriers to manage their own membership contact data including:

- ▶ Group information,
- ▶ Carrier information,
- ▶ Financial Group information and
- ▶ Circular letter distribution

MWCIA will continue to send out the New Membership packets to all new carrier members; however **all changes** to existing carrier contact information will need to be made electronically by the carrier using these new forms.

The new forms and instructions can be found on our website www.mwcia.org on the lower right corner of our home page.

Please direct any questions you may have concerning Membership updates via email to Membership@mwcia.org.