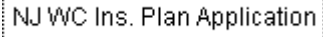




QUICK START FOR ONLINE APPLICATION FOR DESIGNATION OF AN INSURANCE COMPANY

- Go to NJCRIB web page (www.njcrib.com).



- Click on “NJ WC Ins. Plan Application” on the NJCRIB Home Page.

- Complete Producer logon using User ID and Password (or “Register New Agency” if you have not already done so).

- Click on either

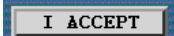

1. The New Application button



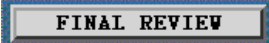
OR

2. Enter the application number that you want to review.




- Click the I Accept button  acknowledging that I/We have read the Instructions for filing the application.
- For new applications, complete those parts of the application in **red**. Press the Save button  to be assigned an application number.

- Fully complete the rest of the application. Be sure to click on the Save button periodically so that no data will be lost


- When finished, click the Final Review button  This will completely check the entire application and get the final screens needed for the application to be processed. The final screens that will appear are:

1. Truckers Supplemental or Employee Leasing Supplemental Applications, if required.
2. Notice of Election, if required.
3. "Check"/Bank draft screen. Complete all fields.
4. Authorization screen.

Click the Print Fax button. 
Sign, date, attach a voided check, and
FAX **ONLY THIS FORM** to NJCRIB.

- Print a copy of the application, if desired

- **Always:**

1. Click Final Review  before printing the Authorization Form. Correct errors as required.
2. Print the Authorization Form.
3. Producer **and** Client must sign and date the Authorization Form (3 Signatures **required in all cases**).
4. Attach a voided check.
5. FAX (973-622-0553) **ONLY** the Authorization Form with the voided check to NJCRIB.
6. Read the following **“IMPORTANT NOTES”**

*****IMPORTANT NOTES*****

THE BUREAU WILL NOT DESIGNATE A CARRIER UNTIL:

- THE APPLICATION HAS GONE THROUGH “FINAL REVIEW” AND IS ERROR FREE, AND
- THE EXECUTED AUTHORIZATION FORM AND VOIDED CHECK ARE RECEIVED BY THE BUREAU
- THE REQUESTED EFFECTIVE DATE MUST BE AT LEAST 1 DAY, BUT NOT MORE THAN 60 DAYS IN ADVANCE. THE EFFECTIVE DATE OF COVERAGE IS GOVERNED BY THE PROVISIONS OF 3:14-8 OF THE NEW JERSEY MANUAL.
- DO NOT ASSUME COVERAGE HAS BEEN ASSIGNED BY VIRTUE OF THE FACT THAT AN APPLICATION AND FAX HAVE BEEN SUBMITTED AND ACCEPTED BY NJCRIB. COVERAGE IS NOT EFFECTIVE UNTIL YOU RECEIVE A CONFIRMING E-MAIL FROM THE BUREAU. THIS WILL BE FOLLOWED BY WRITTEN NOTIFICATION.
- OUR GOAL IS TO SEND CONFIRMING E-MAILS WITHIN 24 HOURS OF RECEIPT AND PROCESSING, PROVIDING THE APP. AND FAX ARE RECEIVED AT THE BUREAU PRIOR TO 3PM.
- DO NOT USE FAX # FOR ANYTHING EXCEPT PLAN AUTHORIZATION SUBMISSIONS. ANY OTHER MATERIAL RECEIVED ON THIS FAX LINE WILL BE DISCARDED WITHOUT REVIEW.
- ANY APPLICATION ANSWERING QUESTIONS 9 OR 11 “YES” MUST BE ACCOMPANIED BY A DETAILED EXPLANATION ON THE “SUPPLEMENTAL” FORM.
- FOR NON-PAY CANCELLATIONS, SUCH EXPLANATION MUST INCLUDE CONFIRMATION THAT THE APPLICANT HAS NO OUTSTANDING PREMIUM TO A PRIOR CARRIER. RISKS CANCELLED FOR NON-PAY WITHIN THE PAST TWO YEARS ARE **NOT ELIGIBLE FOR ASSIGNMENT** UNTIL ALL PRIOR PREMIUM OBLIGATIONS ARE SATISFIED. **NON QUALIFYING APPLICATIONS WILL BE REJECTED WITHOUT PROCESSING.**

IF YOU HAVE NOT SEEN THE DIALOG BOX:

“APP. RECEIVED AT NJCRIB. PROCESSING WILL BEGIN UPON RECEIPT OF THIS FORM. PRINT AND FAX.”

YOUR APPLICATION HAS NOT YET BEEN FULLY RECEIVED AND CANNOT BE PROCESSED.

ALL APPLICATIONS WILL BE REMOVED FROM THE WEB SYSTEM AFTER 30 DAYS, REGARDLESS OF DESIGNATION. IT IS THE RESPONSIBILITY OF THE PREPARER TO ASCERTAIN THE STATUS OF THE COVERAGE PRIOR TO INCURRING ANY LIABILITY UNDER THE NEW JERSEY WORKERS’ COMPENSATION LAW.

For assistance, call the Bureau at (973) 622-6014, press prompt #1 then #3.

CLICK TO REGISTER