

NEW JERSEY WORKERS COMPENSATION INSURANCE PLAN



INSTRUCTIONAL BOOKLET

**DOWNLOADING THE PLAN FILE
FROM THE WEB**

DOWNLOADING THE PLAN FILE FROM THE WEB

IMPORTANT NOTE: PLEASE KEEP IN MIND THE PLAN RISK FILE IS UPDATED ON A DAILY BASIS SO THE FOLLOWING PROCEDURES HAVE TO BE DONE DAILY.

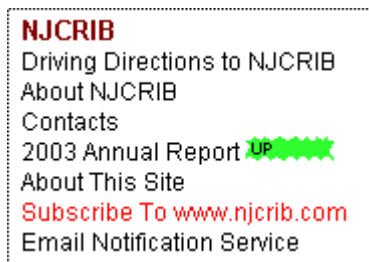
On the NJCRIB website (<http://www.njcrib.com>)

NOTE: You will need a User ID and Password in order to download the Plan Risk Expirations. To subscribe follow the instructions under “[Subscribe](#).” If you already subscribed and have a User ID and Password go to “[Download](#).”

STEP 1:

SUBSCRIBE:

Click on [Subscribe to www.njcrib.com](#) under NJCRIB



A security window will come up Click Yes.

Fill out the short form and Click Submit. In about 30 seconds you will be e-mailed your password.

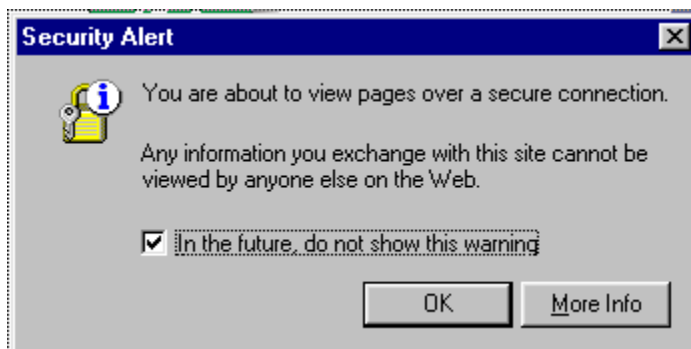
STEP 2:

DOWNLOAD:

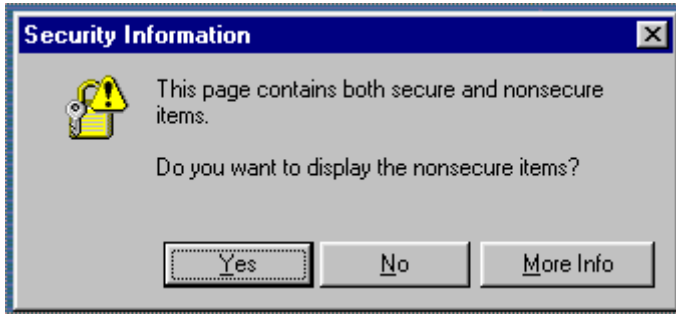
Click on

[Download all Plan Risks in Expiration Date Order](#)

If you get the following text box click in the little box to place a check mark “” next to “In the future, do not show this warning” will prevent this Security Alert text box to appear ever again. Click OK



Click Yes.



You need a User ID and Password to proceed. Fill out your User ID and Password and Click Login.

Login

User ID (account Name):

Password:

There are three files:

1. DELPLAN.dat (delimited data file)
2. Plan policy delimited record description (PDF File)
3. Procedure for Downloading the Plan File and Import it into Excel (Instruction Book)

RESIDUAL MARKET

Data current as of 5/6/2009

IMPORTANT NOTICE: If you want to use EXCEL Please Print & Read the Procedure for Downloading the Plan File

(Please Right Click link and choose Save Target As)

- [DELPLAN.dat](#)
- [Plan policy delimited record description.pdf](#)
- [Procedure for Downloading the Plan File and Import it into Excel.pdf](#)

STEP 3:

PRINTING DOCUMENT

Click on Plan Policy Delimited Record Description.doc

Note: This document is used for informational purposes only.

A word document will open.

1. Print this document, and/or
2. Save this document to your hard drive.

| <u>Delimited Residual Market Text File Record Definition</u> | | |
|--|--------------------------|----------------------------------|
| Each field is separated by a <u>question mark (?)</u> | | |
| <u>Column</u> | <u>Field Name</u> | <u>Size in Bytes</u> |
| A | Employer Name | 34 |
| B | Employer Street Address | 30 |
| C | Employer City | 20 |
| D | Employer State | 2 |
| E | Employer Zip Code | 10 (Includes Dash if applicable) |
| F | Employer County | 10 |
| G | Policy Expiration Date | 10 (Includes Slashes MM/DD/CCYY) |
| H | Policy Effective Date | 10 (Includes Slashes MM/DD/CCYY) |
| I | Policy Governing Code | 4 |
| J | Estimated Annual Premium | 11 |
| K | Bureau File Number | 6 |

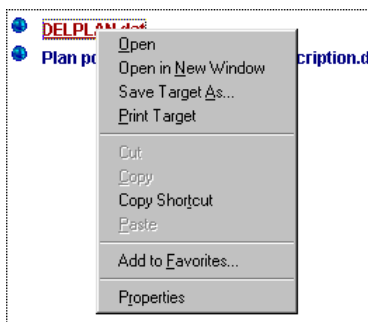
STEP 4:

DOWNLOADING:

Download DELPLAN.dat.

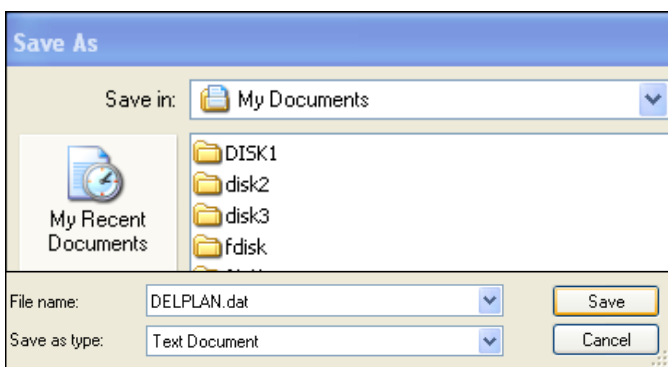
Right Click on DELPLAN.dat

Choose "Save Target As" from the pulldown menu

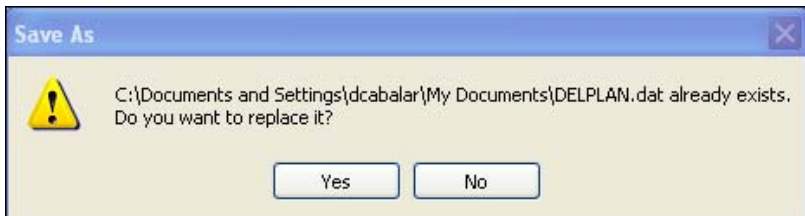


NOTE: For best results Save file to "My Documents." Or to Excel's "default directory."

Click Save.

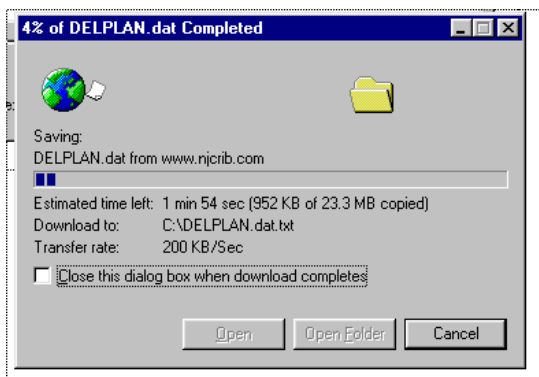


Note: If this is your first time downloading or saving this file you will not get the next text box. If you have downloaded or saved this file before just click “Yes” to replace existing file.

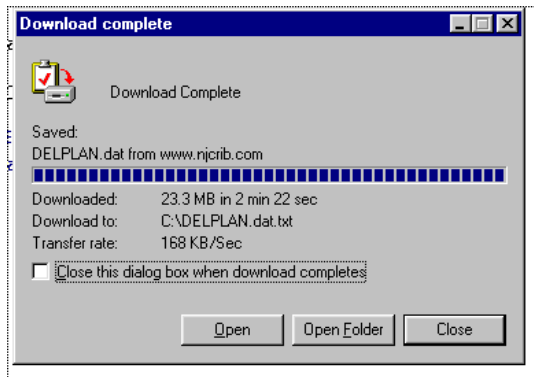


The following box, (A) will appear during download to the hard drive. When complete you will see box (B) “Download Complete”. Click “Close.”

(A)



(B)



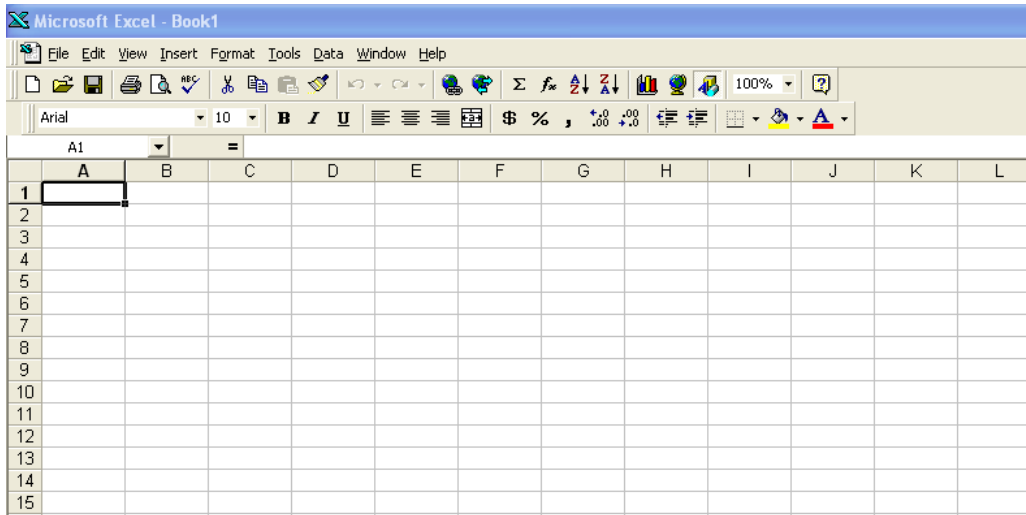
PLEASE BE PATIENT – THIS IS A VERY LARGE FILE AND WILL TAKE A FEW MINUTES TO FULLY DOWNLOAD.

NOTE: Once the download is complete, DELPLAN.dat file is ready for processing. If you plan on opening this file in EXCEL, you must continue with Step 5.

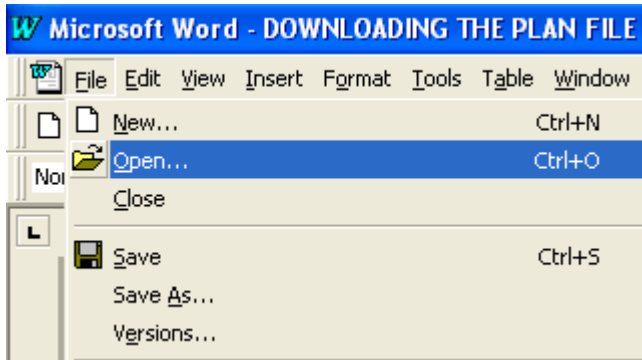
STEP 5

OPENING PLAN FILE IN EXCEL:

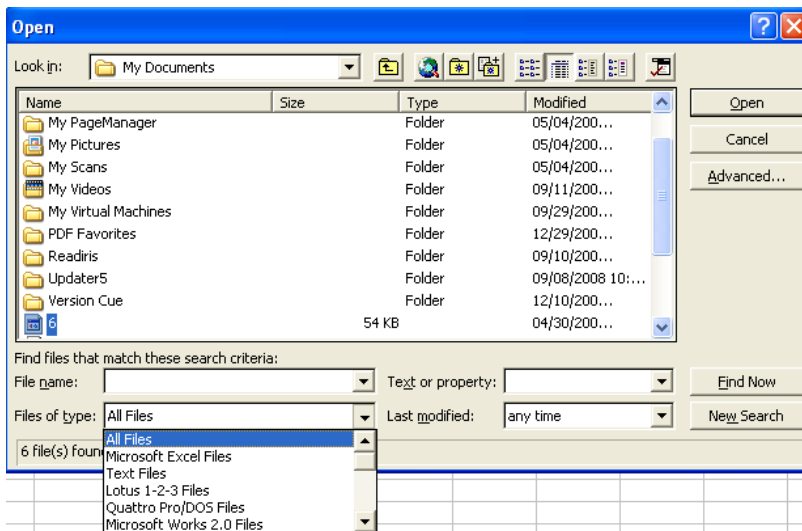
1. Open a blank excel spreadsheet.



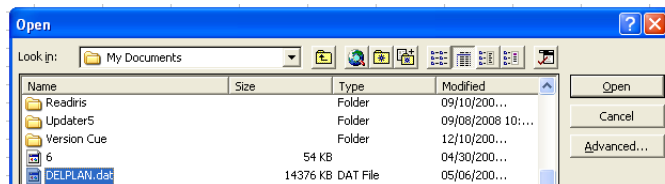
2. Click on File/Open



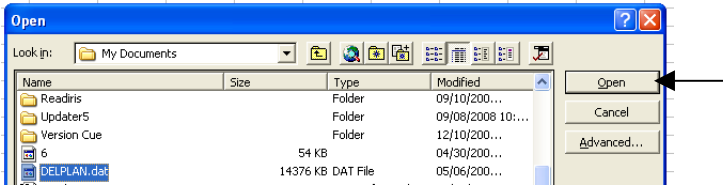
3. Choose All Files from the "Files of type" pulldown.



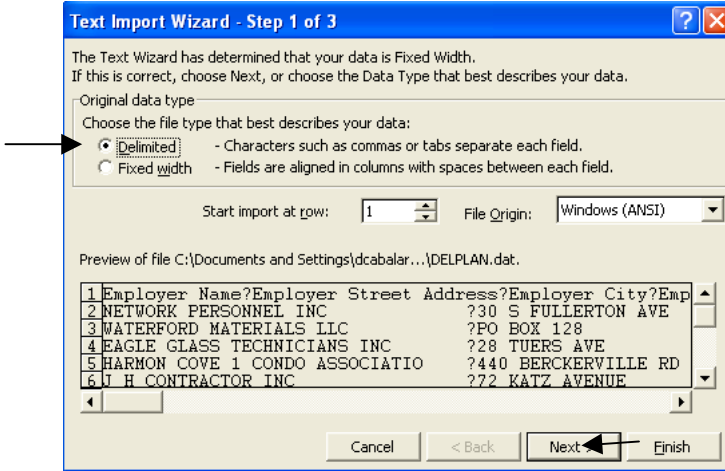
4. Choose Delplan.dat



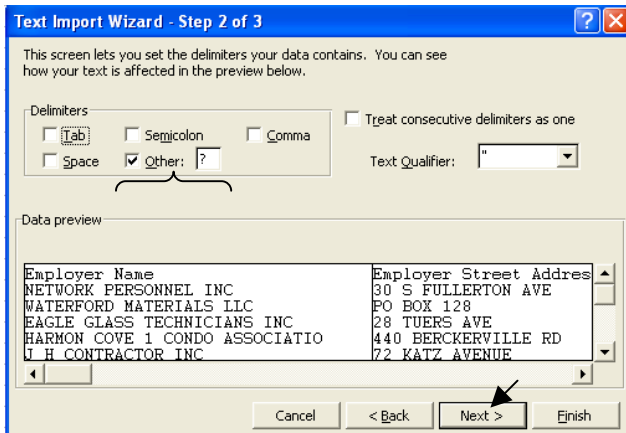
5. Click Open.



6. In the Text Import Wizard (Step 1 of 3) choose Delimited then click Next.



7. In the Text Import Wizard (Step 2 of 3) uncheck "Tab" and check "Other", type a ? in the box provided and click Next.



8. Click Finish.



An excel spreadsheet will open. You will need to know how to manipulate/sort this spreadsheet.

| | A | B | C | D | E | F | G |
|----|--------------------------------|--------------------------------|--------------------|----------------|--------------|-----------------|------------------------|
| 1 | Employer Name | Employer Street Address | Employer City | Employer State | Employer Zip | Employer County | Policy Expiration Date |
| 2 | NETWORK PERSONNEL INC | 30 S FULLERTON AVE | MONTCLAIR | NJ | 7042 | ESSEX | 04/20/2008 |
| 3 | WATERFORD MATERIALS LLC | PO BOX 128 | ATCO | NJ | 8004 | CAMDEN | 10/11/2008 |
| 4 | EAGLE GLASS TECHNICIANS INC | 28 TUERS AVE | JERSEY CITY | NJ | 7306 | HUDSON | 11/11/2008 |
| 5 | HARMON COVE 1 CONDO ASSOCIATIO | 440 BERCKERVILLE RD | MANCHESTER | NJ | 8759 | OCEAN | 11/30/2008 |
| 6 | J H CONTRACTOR INC | 72 KATZ AVENUE | PATERSON | NJ | 7502 | PASSAIC | 12/07/2008 |
| 7 | NIETUBYC ZENON | 355 CATOR AVE | JERSEY CITY | NJ | 7305 | HUDSON | 12/31/2008 |
| 8 | ELLE LLC T/A THE SUMMER COTTAG | 222 FOX RUN RD | STROUDSBURG | PA | 18360 | | 12/31/2008 |
| 9 | BIG TOP CONTRACTORS INC | 31 ELLIOT STREET | AVENEL | NJ | 7001 | MIDDLESEX | 01/01/2009 |
| 10 | BAHLER ASSOCIATES INC | 308 SPRINGFIELD AVE | BERKLEY HEIGHTS | NJ | 7922 | | 01/01/2009 |
| 11 | TOWNSHIP OF GREEN | 150 KENNEDY ROAD | TRANQUILITY | NJ | 7879 | | |
| 12 | THOMAS MARRONE | 77 W HIGHLAND AVE | ATLANTIC HIGHLANDS | NJ | 07716-1041 | MONMOUTH | 01/03/2009 |
| 13 | INNAMORATO RONALD T/A STREAMLI | 17 PEACHTREE COURT | MULLICA HILL | NJ | 8062 | GLOUCESTER | 01/04/2009 |
| 14 | FAR EASTERN FURNISHING INC | 202 GLENMORE RD | CHAPEL HILL | NC | 27516 | | 01/05/2009 |
| 15 | FABER ROGER DBA ROGER FABER BU | 25 BEEMER CHURCH ROAD | BRANCHVILLE | NJ | 7826 | SUSSEX | 01/07/2009 |
| 16 | ECCO STAFFING CORPORATION T/A | P O BOX 442 | BLOOMFIELD | NJ | 7003 | ESSEX | 01/07/2009 |
| 17 | DC TRUCKING & EXCAVATING LLC | 20 MADISON AVENUE | AVENEL | NJ | 7001 | MIDDLESEX | 01/08/2009 |
| 18 | DGT CONSULTING LLC | 4 ORCHARD TERRACE | CLARK | NJ | 7066 | UNION | 01/12/2009 |
| 19 | D & J FINANCIAL SERVICES INC | 1373 BROAD ST STE 300 | CLIFTON | NJ | 07013-4201 | PASSAIC | 01/12/2009 |
| 20 | SIMON ENTERPRISES INC DBA A1 H | P O BOX 1223 | HACKENSACK | NJ | 7601 | BERGEN | 01/14/2009 |
| 21 | RARITAN CETNER TRAVEL II | 110 FIELDCREST AVE RARITAN PLA | EDISON | NJ | 8837 | MIDDLESEX | 01/16/2009 |
| 22 | INPRO INC | 66 WITHERSPOON ST STE 200 | PRINCETON | NJ | 08542-3221 | MERCER | 01/18/2009 |
| 23 | NAILS AT LAST INC | 227 WEST BROAD STREET | PALMYRA | NJ | 8065 | BURLINGTON | 01/22/2009 |
| 24 | NATIONWIDE MECHANICALS INC | 116 GARRISON STREET | NEWARK | NJ | 7105 | ESSEX | 01/24/2009 |
| 25 | W C RICHARDSON LLC | P O BOX 504 | CRESSKILL | NJ | 7626 | BERGEN | 01/26/2009 |
| 26 | YOUSSEF KARMA | C/O COMMUNITY ACCESS | ELIZABETH | NJ | 7202 | UNION | 01/27/2009 |
| 27 | KELSIES TRUCKING LLC | 942 JARVIS RD | SICKLERVILLE | NJ | 08081-3271 | CAMDEN | 01/27/2009 |
| 28 | ZUTTY ASSOCIATES INC | PO BOX 13 | WINDSOR | NJ | 8561 | MERCER | 01/28/2009 |
| 29 | HATALA JOZEF | 4 SURREY LANE | HARRIMAN | NY | 10926 | | 01/29/2009 |
| 30 | SORTO LUIS DBA EXCEL TERMITE & | 845 BERGEN AVE #958 | JERSEY CITY | NJ | 7306 | HUDSON | 02/01/2009 |
| 31 | PYRAMID TILE INC | 205 WEST END AVENUE ,APT. 33 | LONG BRANCH | NJ | 7740 | MONMOUTH | 02/01/2009 |
| 32 | FLOORSERVE INC | 309 N HAMILTON ST | DALTON | GA | 30720 | | 02/01/2009 |
| 33 | PETCOR LLC | 8206 BAY TERRACE | HARVEY CEDARS | NJ | 8008 | OCEAN | 02/02/2009 |
| 34 | MICHAEL J KOZAS CONSTRUCTION L | 3 SHADOWBROOK WAY | MENDHAM | NJ | 07945-2151 | MORRIS | 02/02/2009 |
| 35 | KUSHI SYSTEMS INC | 12 CLAREMONT AVENUE | MONTCLAIR | NJ | 7042 | ESSEX | 02/03/2009 |
| 36 | FREEDOM MEDICAL BILLING LLC | 610 FRANKLIN AVENUE | NUTLEY | NJ | 7110 | ESSEX | 02/03/2009 |
| 37 | GROSSO ART PACKERS LLC | 32 ELIZABETH ST | HACKENSACK | NJ | 7601 | BERGEN | 02/04/2009 |
| 38 | ADVANCE SATELITE LLC | 136 MARION STREET | PATERSON | NJ | 7522 | PASSAIC | 02/04/2009 |
| 39 | PARTS SHACK LLC THE | 195 WELLS MILL ROAD | WARETOWN | NJ | 8758 | OCEAN | 02/05/2009 |
| 40 | BELLFAST TRUCKING INC | 227 COLES ST | JERSEY CITY | NJ | 7310 | HUDSON | 02/06/2009 |
| 41 | THE HOME HEALTH SERVICES & STA | PO BOX 64 | RIVERDALE | NJ | 7457 | MORRIS | 02/07/2009 |
| 42 | GRECO INDUSTRIES LLC | PO BOX 547 | COLTS NECK | NJ | 7722 | MONMOUTH | 02/07/2009 |
| 43 | WAYNE S NATUNEN JR | PO BOX 467 | NEW VERNON | NJ | 7976 | MORRIS | 02/07/2009 |
| 44 | TDJ CONTRACTING LLC | 504 B SOUTH ORANGE AVE | NEWARK | NJ | 7103 | ESSEX | 02/08/2009 |
| 45 | TJ HOOKWAY LLC | 136 BELVIDERE AVE | OXFORD | NJ | 7863 | WARREN | 02/08/2009 |
| 46 | PATTON DELIVERY LLC | 915 GRAND AVE | NORTH BERGEN | NJ | 7047 | HUDSON | 02/09/2009 |
| 47 | BRETT PETERSON T/A IKD CONSTRU | 6 CLAREMONT RD STE C D | BERNARDSVILLE | NJ | 07974-2281 | SOMERSET | 02/09/2009 |
| 48 | DELPLAN | | | | | | |