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CIRCULAR

May 30, 2025

DCRB Circular #1055

To All Members of the DCRB:

Re: Transition to Paperless Invoicing – Effective July 1, 2025

As part of our continued commitment to efficiency, sustainability, and modernization, the Delaware Compensation Rating Bureau (DCRB) will transition to a **paperless invoicing system** effective **July 1, 2025**.

Key changes include:

- **Paper invoices and statements will no longer be mailed via USPS.**
- All billing documents will be accessible via **Invoice Online** through the **Application Manager**.
- **Email notifications** will alert designated users when new invoices are posted.

This transition streamlines operations, improves security, and reduces environmental impact, aligning with our mission to serve members more effectively.

Members should work with their **Carrier Group Administrator (CGA)** to confirm that appropriate contacts are listed for **Invoice Online Notifications**. CGAs can view and update notification settings through the Application Manager. For instructions, refer to the **Invoice Online Notification Setup** section of the [Application Manager User Guide](#).

For support during this transition, please contact Central Support centralsupport@dcrb.com or Accounting at finance@dcrb.com

William Taylor
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