

APPLICATION MANAGER

Access Guide

Learn how to access Application Manager and connect with the applications and tools you need to support your daily work.



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P C R B
PENNSYLVANIA
Compensation Rating Bureau

D C R B
DELAWARE
Compensation Rating Bureau, Inc.

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Pennsylvania Compensation Rating Bureau (PCRB)

Delaware Compensation Rating Bureau, Inc. (DCRB)

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A. INTRODUCTION

The Application Manager is the common interface for accessing products hosted in the secure section of the DCRB/PCRB website.

This guide offers an overview of the features available within the Application Manager and provides useful tips for navigating the website. It is recommended that you review this document before using the website.

B. PRIVACY AND SECURITY

The DCRB/PCRB Privacy and Security Statement can be viewed directly from the website. A link to the statement is available on the Sign In screen of the Application Manager.

C. GETTING STARTED

Accessing the Website

The recommended web browser for accessing the Application Manager is Google Chrome. Some features may not function properly when using alternative browsers.

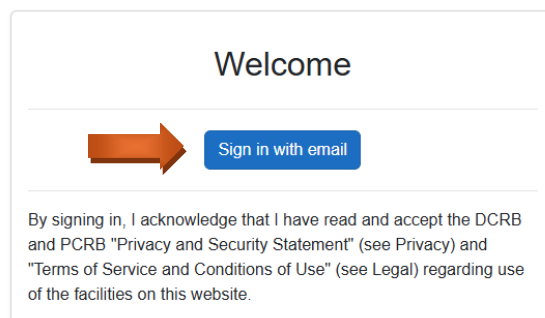
To access the Application Manager, visit:

- <https://apps.pcrb.com/AppMgr/>

Alternatively, you can click on the Application Manager link located on the DCRB/PCRB website: www.pcrb.com or www.dcrb.com.

Existing Users – Signing In

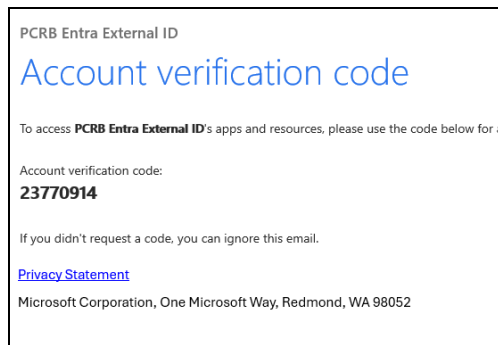
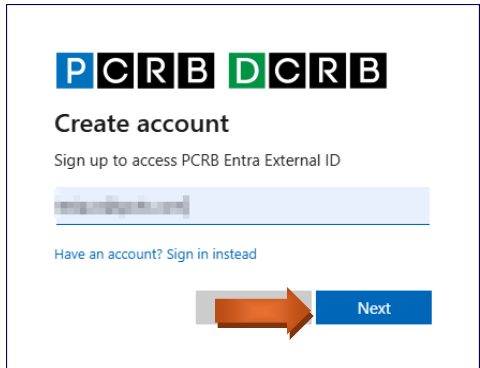
1. On the sign in screen, read the user agreement paragraph, and then click the **Sign in with email** button to proceed. By doing so, you acknowledge and accept the DCRB/PCRB Privacy and Security Statement, as well as the Terms of Service and Conditions of Use for using the website's facilities.



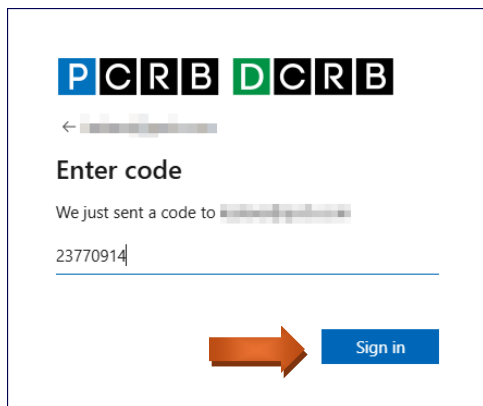
2. If this is your first time accessing the website, select the **No Account? Create One** link.



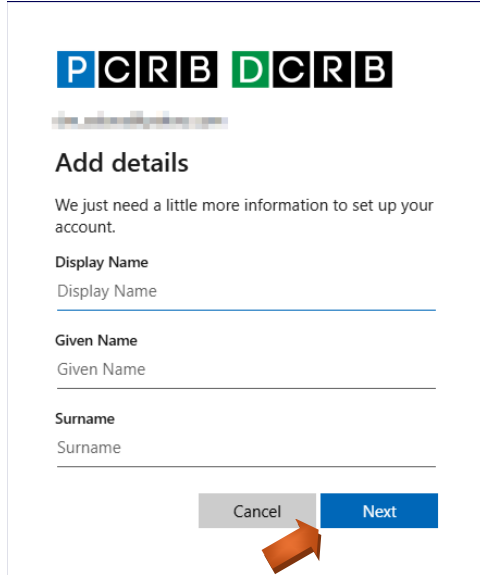
3. Enter your email address. Click **Next**. After submitting your email address, a verification code will be sent to that email. The verification code is a one-time code that expires after 30 minutes.



4. Check your inbox for the code, then enter it on the website. Click **Sign In** to access your account.



5. If this is your first time accessing the website, you will be prompted to complete this step. Enter your information. In the **Given Name** field, enter your first name, and in the **Surname** field, enter your last name. For the **Display Name**, enter your first and last name. Click **Next**.



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Add details

We just need a little more information to set up your account.

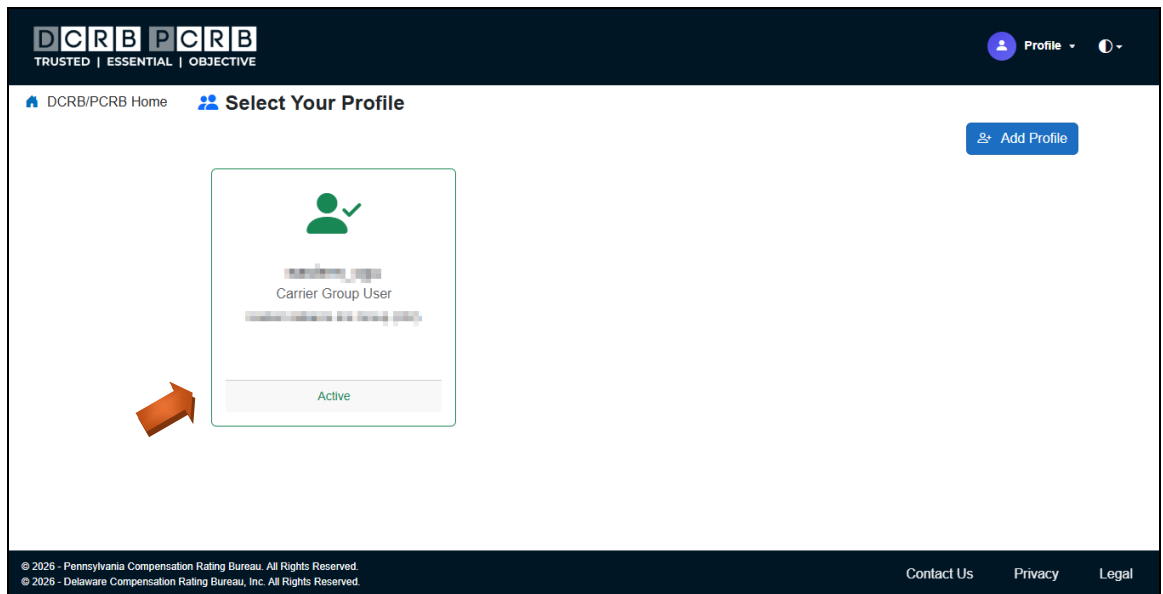
Display Name
Display Name

Given Name
Given Name

Surname
Surname

Cancel Next

6. You will be redirected to the **SELECT YOUR PROFILE** screen where you can select your user profile.



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Profile

DCRB/PCRB Home **Select Your Profile**

Add Profile

Carrier Group User
Active

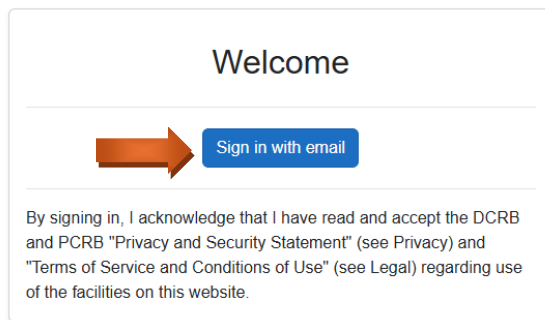
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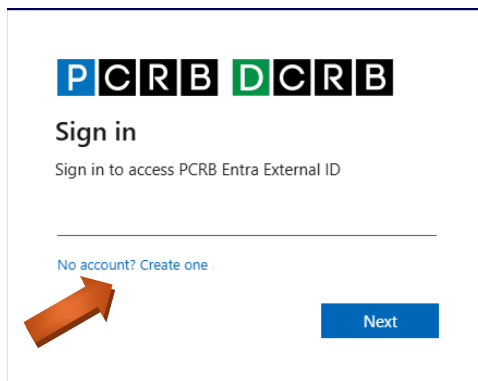
New Users – Creating a New Account and a User Profile

First time website users must create an account and a user profile before they can access the products within the Application Manager. A single registration will allow access to both Pennsylvania and Delaware data.

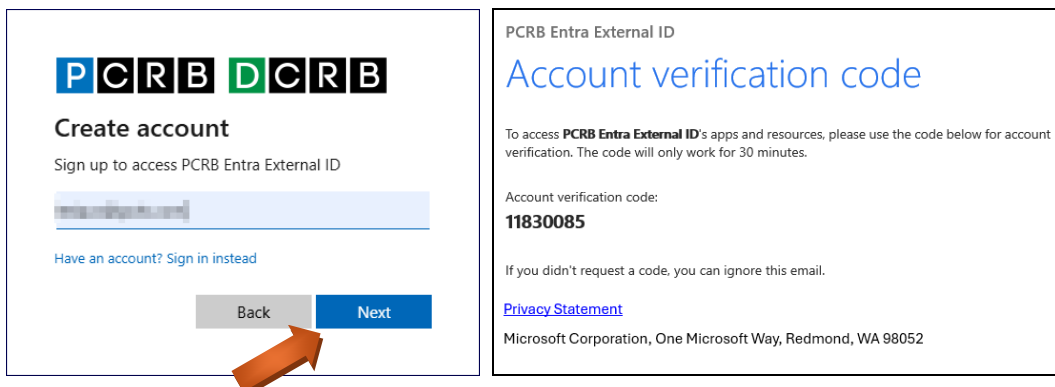
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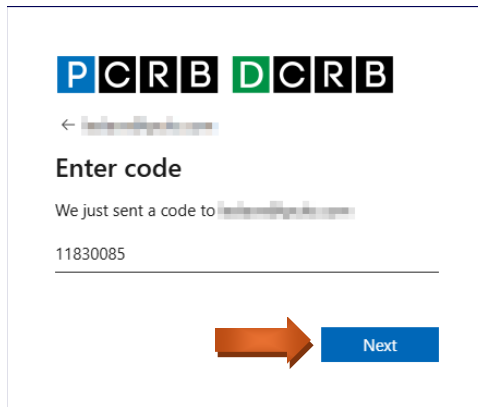
2. Select the **No Account? Create One** link.



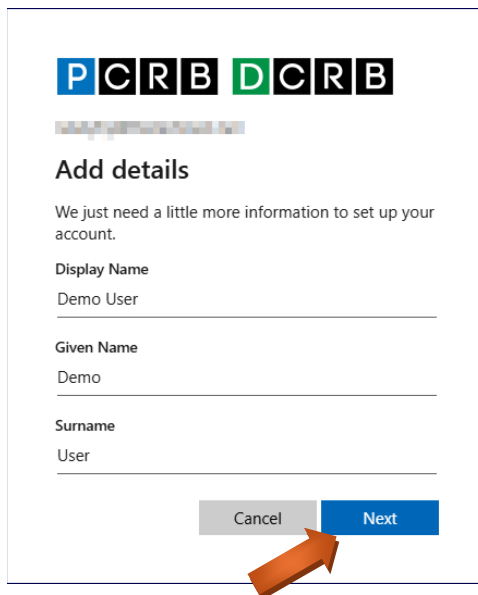
3. Enter your email address. Click **Next**. After submitting your email address, a verification code will be sent to that email. The verification code is a one-time code that expires after 30 minutes.



4. Enter the code you received in your email and click **Next**.



5. After verifying your email, you will be prompted to enter a **Display Name**, your **Given Name** (First Name) and **Surname** (Last Name) to set up your account. For the Display Name, enter your full name: First Name and Last Name. Click **Next**.



6. You will be redirected to a screen to create a new user profile. Select the **User Profile Role** option that best describes your role.
- **Agent User** – This is for insurance agents and brokers. Agent Users require approval from their Agency Group Administrator. Individuals applying for the role of Agency Group Administrator (AGA) must be appointed by the agency's authorizing officer. Complete the **AUTHORIZING OFFICER** section of the form if applying to become the AGA.

- **Carrier Group User** – This is for individuals associated with a DCRB/PCRB member carrier. It requires approval from the Carrier Group Administrator. After selecting this role, you will be required to choose your company name from a drop-down list.
 - **Coal Bureau User** – This is for individuals employed by the Coal Mine Compensation Rating Bureau of PA.
 - **Employer User** – This is for business owners. Employer Users require approval from their Employer Group Administrator. Individuals applying for the role of Employer Group Administrator (EGA) must be appointed by the company's authorizing officer. Complete the **AUTHORIZING OFFICER** section of the form if applying to become the EGA.
 - **Guest User** – This is for individuals who are not associated with a carrier group, employers, insurance agents, or brokers. It does not require approval from an administrator.
 - **Insurance Department User** – This is for individuals employed by the Pennsylvania or Delaware State Insurance Department. It requires approval from the Insurance Department Administrator.
 - **TPA (Third Party Administrator)** – This is for an entity or individual that processes insurance transactions for a carrier. A valid TPA ID is required to register. It requires approval from the Carrier Group Administrator.
7. Complete the - **Contact and Company Details** section with the necessary information. For the **Profile Name**, enter a display name to identify the user profile. Profile names are customizable.

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DCRB/PCRB Home [User Profiles](#) / User Registration

Registration Information

Please select the option that is appropriate to you. If you are registering as other than a Guest User you will then be required to select your company name or department name from the drop down list that will be presented after you make this selection.

Registration in each state is not required. A single registration in either state will allow you to access both Pennsylvania and Delaware data.

A single profile provides access to all companies within the group. Creating multiple profile for the same group is prohibited.

Note: Access to the WorkComp360 Statewide Lens application will be available within 24-48 hours following user profile registration. For any questions, please contact centralsupport@pcrb.com

User Profile Role * ⓘ
-- Select user role --

Contact and Company Details

Email * ⓘ
dm_eslava@yahoo.com

First Name * ⓘ
David

Last Name * ⓘ
Burns

Profile Name * ⓘ

Title * ⓘ

Phone Number * ⓘ

Phone Ext. * ⓘ

Company Name * ⓘ

Company Address * ⓘ

Company City * ⓘ

Company State * ⓘ
-- Select state --

Company Zip Code * ⓘ

[Cancel](#) [Register Now](#)

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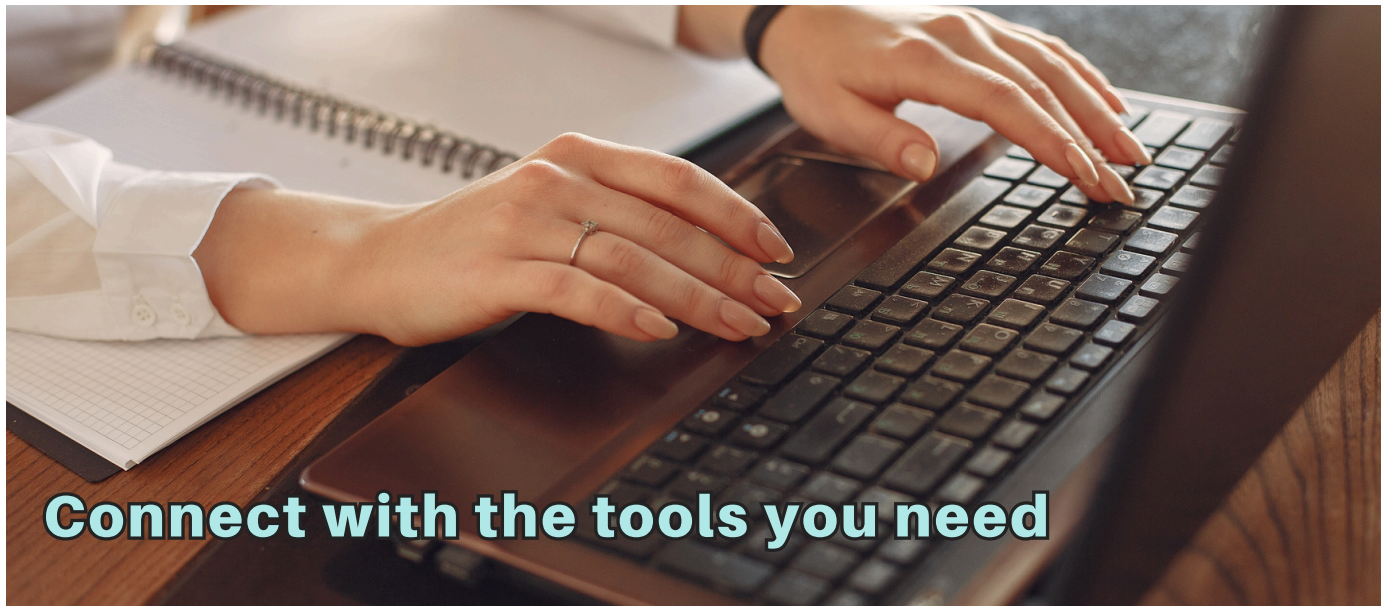
[Contact Us](#) [Privacy](#) [Legal](#)

8. Once you've filled out all the required information, click the **Register Now** button to complete your registration.

Account Verification and Lockout Policy

- The verification code is automatically generated and sent to the email address associated with the account.
- The verification code is a one-time code valid for 30 minutes from the time of issuance. After this period, the code expires, and you will need to request a new code to proceed.

APPLICATION MANAGER ACCESS GUIDE



Connect with the tools you need

Application Manager brings PCRB and DCRB applications together in one secure location, simplifying access to resources that support your organization.

For Application Manager support, please contact:

Central Support

centralsupport@pcrb.com

centralsupport@dcrb.com

215-320-4933
