Invoice Online

User Guide

Delaware Compensation Rating Bureau, Inc.

Pennsylvania Compensation Rating Bureau

Issued: May 2020

Revised: July 2021

Sign up for Invoice Notifications (Carrier Group Administrators)

To receive notifications when new statements or invoices are issued by the DCRB/PCRB:

a) In Application Login, select **Carrier Group Admin** from the main menu and then select **Notification Setup** from the drop-down menu.

b) Click the ⚒ icon for **Invoice Online Notification Setup**.

c) Select the **Yes** radio button to enable the notification.

d) Enter up to five email addresses where the notifications are to be sent.

e) Click the **Update** button.
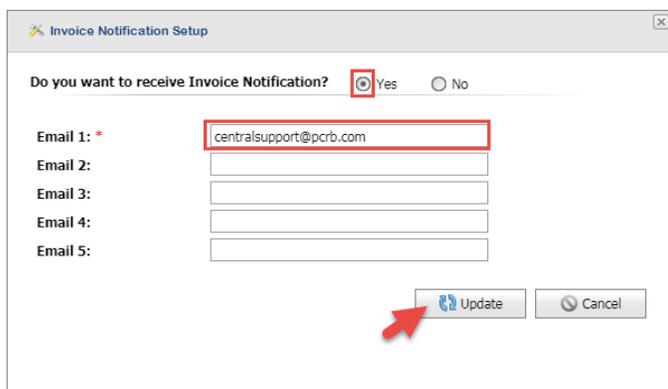
View Invoices via the Invoice Online Application (Carriers)

To view invoices via the DCRB/PCRB website, Carrier Group Users must have access to the Invoice Online application. Please contact your Carrier Group Administrator (CGA) for access. CGAs will have access by default.

a) In Application Login, navigate to the Invoice Online application.

b) If you wish to view invoices from DCRB, select **Switch to DE** from the main menu. The menu color will change from blue to green. If you wish to view invoices from PCRB, select **Switch to PA** from the main menu. The menu color will change from green to blue.

c) Select **Search Invoices** from the main menu.

d) Enter search criteria such as Invoice Type, Invoice Number or Date Range.

e) Click the **Search** button. The search result is displayed below the search fields.

f) Click the **PDF** icon to view the invoice.

View Recipient(s) of Invoice Notifications (Bureau Admins and Accounting Dept)

a) In Application Login, navigate to the Invoice Online application.

b) Select **Admin Function** from the main menu and then select **Notification** from the drop-down menu.

c) Search for the carrier group from the list and then click on the **[+]** icon to view the recipient(s).

Notes:

- Only the carrier group's CGA can update the distribution list.

- If the Active box is checked, the carrier group is signed up to receive invoice notifications.

- If the Active box is unchecked, the carrier group's CGA turned off invoice notifications.

- If a carrier group is not listed on the Invoice Notification screen, their CGA have not signed up to receive invoice notifications. Invoice notification is turned off for a carrier group by default.

Turn Off Hardcopy (Paper) Invoices (Bureau Admins and Accounting Dept)

a) In Application Login, navigate to the Invoice Online application.

b) Select **Admin Function** from the main menu and then select **Omit Carriers From Hardcopy** from the drop-down menu.

c) Click the **Edit** button.

	Omit Carriers from Hardcopy						
	Name	**Group Number**	**Carrier Number**	**NCCI Number**	**Omit?**	**State**	**Date Modified**
					⌄		
✏ edit	State Workers Insurance Fund	061	001	19984	☐		

d) Select the **State** (DE, PA or Both) from the dropdown list.

e) Check the **Omit** box.

f) Click the **Update** button.

g) Click the **Export & Send Email to Operations** button to notify IT with the updates and to run maintenance.
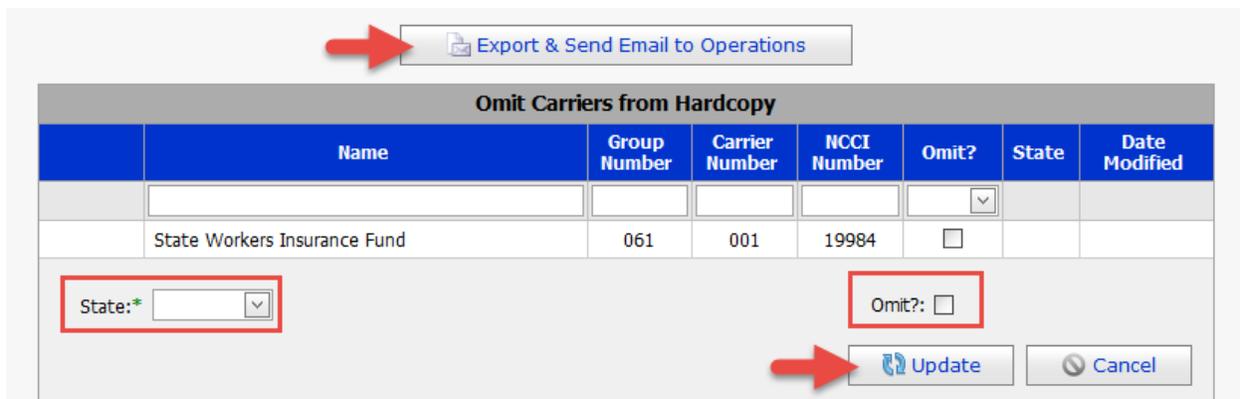
	📧 Export & Send Email to Operations						
	Omit Carriers from Hardcopy						
	Name	**Group Number**	**Carrier Number**	**NCCI Number**	**Omit?**	**State**	**Date Modified**
					⌄		
	State Workers Insurance Fund	061	001	19984	☐		

State:* [⌄]   Omit?: ☐

🔄 Update   ⊘ Cancel

Notes:

- If the Omit box is checked, the carrier will not receive hardcopy (paper) invoices. The invoices can only be viewed online via the Invoice Online application.

- If the Omit box is unchecked, the carrier will receive hardcopy (paper) invoices by mail. The invoices can also be viewed online via the Invoice Online application.

- If one carrier of a carrier group is signed up to view invoices online only (omit box is checked), but the rest of the carriers in the group have the omit box unchecked, then those carriers will receive a hardcopy of the invoices as well as have the ability to view them online.