



Take Control of Your Workers' Compensation Information

Join thousands of other employers in Pennsylvania and take control of workers' compensation information by eliminating paperwork, reducing timelines, and increasing access to claim-related information. How can this be done? By using the Workers' Compensation Automation and Integration System, commonly referred to as WCAIS. Through this web-based system, employers have 24/7 access to independently and immediately perform a variety of workers' compensation-related actions, including:

- Submitting a Certificate of Insurance and Proof of Coverage
- Monitoring the status and history of claims, disputes, and appeals to which employers are an interested party
- Reporting work-place injuries
- Filing an application for utilization review
- Filing an Impairment Rating Evaluation (IRE) appointment
- Filing a request for designation of a physician to perform an IRE
- Registering as a self-insured employer

Getting started with using WCAIS couldn't be easier. Access the system at <https://www.wcais.pa.gov> and register as a new user to receive a Keystone ID. See the step-by-step instructions below. (Note: Recommended Internet browsers include Internet Explorer, Mozilla Firefox, and Chrome.)

A variety of resources exist to assist an employer with using WCAIS. These resources include:

- The Pennsylvania Department of Labor and Industry WCAIS training resources website at: <http://www.portal.state.pa.us/portal/server.pt?open=514&objID=1667318&mode=2>
- Within WCAIS itself, an Online Help system that provides detailed instructions for completing specific actions in the form of How-To Guides and FAQs (frequently asked questions) submitted by defendants\employers
- The BWC Helpline, which can be reached at 800-482-2383, Monday through Friday between the hours of 7:30 a.m. and 4:30 p.m.

How to Register:

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| Step 1 | Access the WCAIS Home Page at https://www.wcais.pa.gov |
| Step 2 | Click the "Are you a New User?" link on the right side of the screen |
| Step 3 | Select "I am an employer, or I am an employer's representative" to indicate the type of user |
| Step 4 | Follow the on-screen instructions and prompts to complete the registration process |
| Step 5 | The Bureau of Workers' Compensation reviews the request and, if approved, an email is sent containing the assigned Keystone ID that can be used to access WCAIS |