

Managing Pennsylvania's Worker's Compensation Program

Information for Employers regarding the
Workers' Compensation Automation and
Integration System (WCAIS)



Agenda

WCAIS Overview

Features of WCAIS

Employer Specific Functions

Resources

WCAIS Overview



Purpose of This Overview

- Understand how the implementation of a new computer system by the Pennsylvania Department of Labor & Industry impacts employers who provide workers' compensation coverage to their employees
- Provide information relevant to employers on WCAIS functionality
- Identify additional resources for support when using WCAIS

Background

- Most Pennsylvania employers are required to provide workers' compensation coverage to their employees
- Employers may purchase workers compensation insurance from one of the 300+ private sector insurers who offer workers' compensation policies, including the State Workers' Insurance Fund (SWIF)
- In some cases, certain employers may choose to be self-insured
- Employers are required to submit new claims and/or activity on existing claims to the Bureau of Workers' Compensation (BWC)

A Change for the Better



Before WCAIS, user interaction was limited:

- File and submit documents by mail
- Limited electronic interaction
- Call helpline for the status of claim and basic information

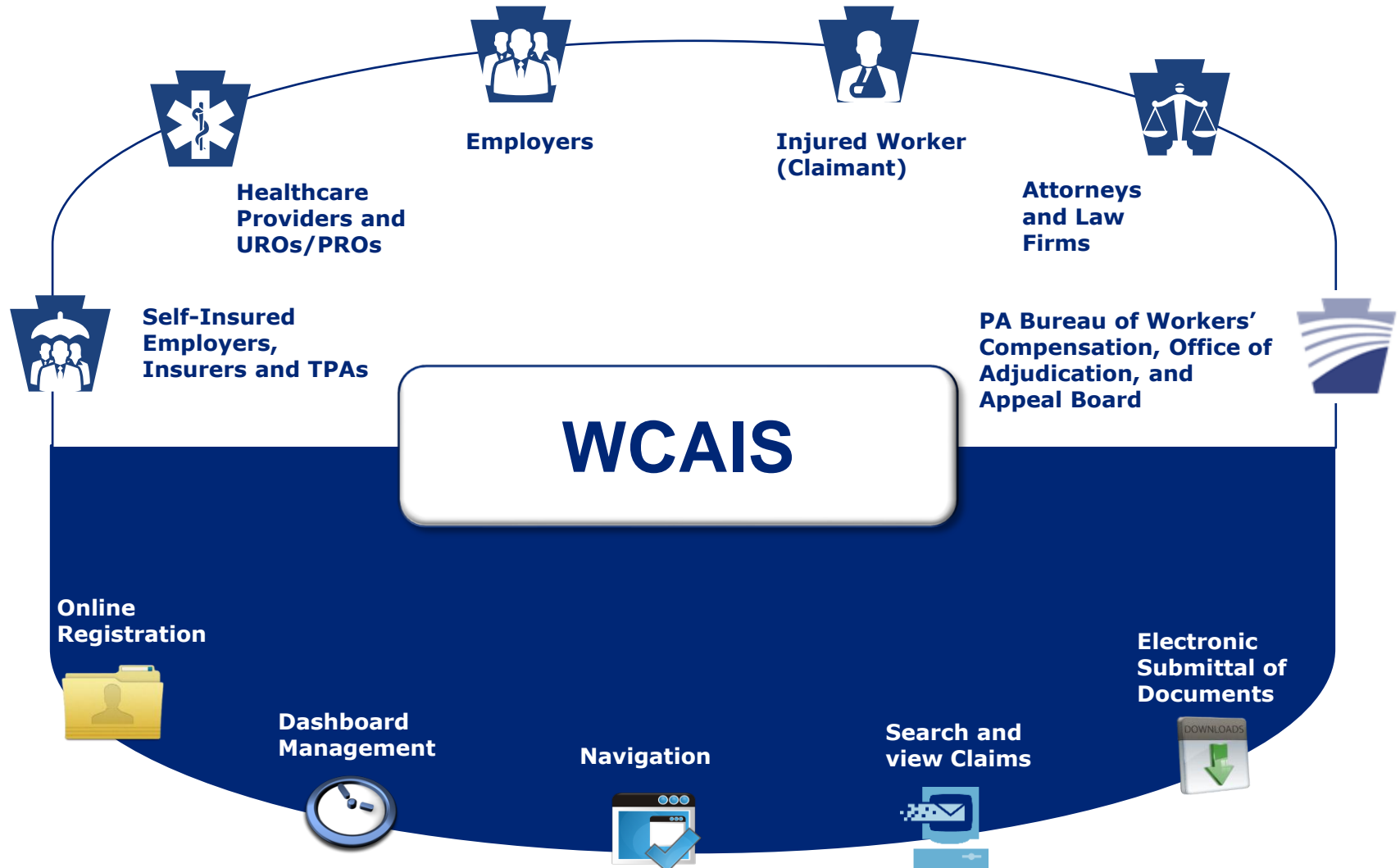


Now, employers can submit data electronically using WCAIS!

The web-based system will provide users with “24/7” electronic access and availability of online services

The workers' compensation community will have access to all matters including claims, disputes and appeal information.

Workers' Compensation Services Management Enabled by WCAIS



Common Terms

WCAIS Term	Old Term(s)	Definition
Interested Parties	Parties to Claim, Parties of Record	Any party that is related to a case/claim
Claimant/Employee	Employee, Interested Party, Claimant	Injured worker prior to claim, after claim is created or after appeal is filed
Insurer	Insurance Carrier, Carrier	Group Self-Insurer, SWIF, Self-Insurer, Insurance Carrier
Matter	NA	Includes Appeals, Claims, Disputes, Hearings, Opinions, and Petitions
Claim	Claim, Bill	A single instance of a particular injury reported on a particular date
Claim Summary	Claim File	Contains and stores the claim information
Petition	Petition	Filed when an interested party requests an action taken by a WC Judge or Appeal Board
Dispute	Case	Created when a petition is filed, a party requests mediation, or an administrative appeal is approved for litigation
Dispute Summary	Case File	Contains and stores the case information relevant to a dispute
Appeal	Appeal	Filed when an associated party is not satisfied with the WC Judge's decision
Appeal Summary	Case File	Contains and stores the appeal information for WCAIS
Defendant/Employer	Employer	Employer

User How-To-Guides






The screenshot shows the WCAIS homepage. At the top left, there is a link for 'Páginas en español'. In the top right corner, there are links for 'Help' (circled in red) and 'Accessibility'. The main login section is a large blue arrow pointing downwards, containing a 'Keystone Key' icon, a 'Keystone ID' input field, a 'Password' input field, and a 'Login' button. Below the login section, there are links for 'Are you a New User?', 'Forgot Your Password?', and 'Forgot Your Keystone ID?'. At the bottom, there is a dark blue box titled 'FAQs' containing a list of links: 'Claimant/Employee FAQs', 'Claimant Dependent FAQs', 'Defendant/Employer FAQs' (circled in red), 'Attorney FAQs', 'Insurer FAQs', 'Healthcare Provider FAQs', 'TPA FAQs', 'URO/PRO FAQs', and 'SI Group Fund FAQs'.

- For every function in WCAIS discussed in this presentation there are how-to-guides (HTGs) available for users to use and follow for step-by-step directions for each process
- The HTGs and FAQs are available from the homepage of WCAIS (www.wcais.pa.gov). Access the online help center either below the keystone key log-in section or in the upper right-hand corner of the screen
- Relevant HTGs will be listed throughout this presentation as they relate to the processes discussed

Common User Functions



Features of WCAIS

	Register for WCAIS
	Dashboard Management
	Navigate WCAIS
	Search/View Claims
	Upload Documents

Register for WCAIS

The online registration process provides users with a “Keystone ID” and password, a unique set of credentials that is used to access the Workers’ Compensation Automation and Integration System (WCAIS).

HTG: “Self-Register to Get an Account (Keystone ID and Password): ‘Employers’

FYI:

- Self-insured employers that are not associated to a group self-insured fund must register in WCAIS once as an employer and distribute the PIN to non-administrative users in the organization



Register for WCAIS

- To access WCAIS, self-insurers must first complete the online registration process at the homepage, <https://www.wcais.pa.gov>
- Select **Are You a New User?** and follow the prompts
- Employers can establish users in distinct role categories including:
 1. **Administrative user**
 - Verify and approve user requests for all non-administrative users
 - Reset passwords for users within the firm
 - Modify user profiles
 - Employers are encouraged to have more than one administrative user
 2. **Non-administrative user**
 - Granted access through a registration PIN provided by administrative user
 - Most staff are assigned non-administrative user roles

Keystone Key

Keystone ID

Ex. b-joansmith0

Password

Login

[Are you a New User?](#)

[Forgot Your Password?](#)

[Forgot Your Keystone ID?](#)

- **Employers** can self-verify using the UC account number if the organization exists in WCAIS or by providing details for three or more claims. Employers can apply for SI status after registration.

Dashboard Management

After logging into WCAIS, users are automatically directed to the dashboard as the starting point for all functions. The dashboard is a 'key task' management tool. It contains **Alerts, Correspondence** and **Upcoming Events. Quick Links** also display according to the assigned login. Functionality exists to add or remove customized dashboard items.

*HTG: "**Manage Your Dashboard**"*

FYI: Employers will be able to see their claims, appeals and disputes from the dashboard.



Dashboard Management

Dashboard

Alerts: 1.

Date	Alerts
No Data Found	

Correspondence: 2.

Document Type	Case #	Date Sent
Annual Claims Status Report		10/10/2013
Conversion Notice	CLAIM NUMBER - 4222874	9/27/2013
Conversion Notice	CLAIM NUMBER - 4222817	9/27/2013
Conversion Notice	CLAIM NUMBER - 4213312	9/27/2013
Conversion Notice	CLAIM NUMBER - 4214719	9/27/2013

1 2 3 4 5 6 7 8 9 10 ...

Quick Links

[File a WCAB Appeal/Petition](#)

[My ACSR Reports](#)

Additional Dashboard Items:

My Claims

Add Item

My Utilization Reviews:

UR Number	Claimant/Employee Name	UR Determination Due Date	Assigned URO
UR-454193	DAVID TJOA, JR.	11/28/2012	DLB SERVICES
UR-431738	JAMES FOGELMAN	04/27/2009	INDUSTRIAL REHABILITATION ASSOC
UR-425033	STEVEN KISSINGER	04/30/2008	WEST PENN IME INC
UR-419972	ANDREW BIVINS	07/09/2007	HAJDUK AND ASSOCIATES URO/PRO SERVICES
UR-419829	DANNY ROUDABUSH	07/02/2007	DENOVO MANAGEMENT

1 2

[X Remove from Dashboard](#)

1. The alerts section displays messages to the users set by the commonwealth staff.

2. The correspondence section displays any correspondence sent by the commonwealth to the logged in user. The electronic correspondence is received in lieu of paper if that preference is set by the user.



Dashboard Management

Dashboard

Alerts:

Date	Alerts
No Data Found	

Correspondence:

Document Type	Case #	Date Sent
Annual Claims Status Report		10/10/2013
Conversion Notice	CLAIM NUMBER - 4222874	9/27/2013
Conversion Notice	CLAIM NUMBER - 4222817	9/27/2013
Conversion Notice	CLAIM NUMBER - 4213312	9/27/2013
Conversion Notice	CLAIM NUMBER - 4214719	9/27/2013

1	2	3	4	5	6	7	8	9	10	...
---	---	---	---	---	---	---	---	---	----	-----

Quick Links

[File a WCAB Appeal/Petition](#)

[My ACSR Reports](#)

Additional Dashboard Items:

My Claims

[Add Item](#) 3.

My Utilization Reviews: 4.

UR Number	Claimant/Employee Name	UR Determination Due Date	Assigned URO
UR-454193	DAVID TJOA, JR.	11/28/2012	DLB SERVICES
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UR-419829	DANNY ROUDABUSH	07/02/2007	DENOVO MANAGEMENT

1	2
---	---

5. [X Remove from Dashboard](#)

3. The dashboard widgets can be customized by the logged-in user. The user can choose to see associated functions by selecting *Add Item* in the drop down menu.

4. The *My Utilization Reviews* widget displays a summary of all claims that the logged-in user is affiliated with.

5. The *Remove from Dashboard* widget can be selected to remove any dashboard items.

Navigate WCAIS

From the Dashboard, users can navigate WCAIS and perform specific employer related functions such as search appeals, claims, and disputes, and submit proof of coverage and exceptions. Users can also update and change profile information from the dashboard.

FYI:

- Under the **Profile** tab, a user can indicate preferences for communications by mail or email as well as update associated addresses.



Navigate WCAIS



[Home](#) [Help](#)

CRAIG TORRES [Logout](#)

[Search](#) [Helpline](#) [WCAB](#) [Self-Insurance](#) [Compliance](#) [WCOA](#) [Healthcare](#) [EDI](#) [UEGF](#) [Profile](#) [Admin](#)

Dashboard

- From the **Dashboard**, employers can perform the following functions:
 - Manage self-insurance and/or submit proof of coverage and exceptions of insurance
 - Submit a request for hearing to contest fee review determination
 - Submit utilization review applications
 - Submit EDI transactions
 - Submit UEGF notices
 - File WCAB and WCOA petitions
 - View profile and update information
 - Select communication by mail or email
 - Search/view specified matters
 - Appeals, claims, WCAB petitions, hearing, opinion, disputes

Search/View Matters

Employers can search and view all associated matters through the **Search Matter** link on the dashboard. This includes claims, appeals, disputes, petitions etc. that are associated with the employer. The summary screen provides a comprehensive set of details about matter including history, interested parties and documents and correspondence.

HTG: "Search/View Matters"

FYI: Users can file a petition on a specific claim by selecting **Dispute** → **File a Petition** on the **Claim Summary**



Search/View Matters

- Users can search various matters
 - Appeals
 - Claims
 - Disputes
 - Hearings
 - Opinions
 - WCAB petitions
- To search/view one of these matters, users must enter one of three types of information:
 1. Claim ID #
 2. Claimant information
 3. Other information
 - Defendant/employer name
 - Claim file date

Search Claim

Matter Info: 1.

Please enter the Claim ID # to search the matter.

Claim ID #:

Search **Clear**

Claimant Info: 2.

Please enter at least one of the following fields:

- Workers' Compensation ID #
- Last Name and First Name

Workers' Compensation ID Number:

Last Name: Starts With:

First Name: Starts With:

City/Town:

State: Zip Code:

Date Of Injury From: To:

Search **Clear**

Other Info: 3.

Please enter the Employer Name.

Note: If either the From date or To date is entered, select one of Claim File Date or Date Of Injury

Defendant/Employer Name: Starts With:

Claim File Date From: To:

Search **Clear**



Search/View Matters

- Users can perform the following functions from the **Claim Summary** screen:
 - View claim history
 - View interested parties
 - View injury details
 - File a petition through dispute
 - Request mediation through dispute
 - Appeal case information
 - View benefits information
 - Submit SFR application (LIBC-662)
 - View healthcare services request
 - View payment history
 - Submit LIBC forms through actions
 - View documents and correspondence
 - Submit EDI transaction

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Home Help
wcais user44 Logout

Search Helpline WCAB Self-Insurance WCOA Healthcare EDI UEGF Profile Admin Dashboard

Claim Summary - External

[+Expand](#)

WCAIS Claim #: [3969722](#) Claimant/Employee Name: HUGHES, WILLIAM Defendant/Employer Name: Growth Horizons, Inc.
Claim Status: No FROI Date of Injury: 9/6/2011

Claim History

Action	Claim Status	Received Date	Status
Application for Fee Review	No FROI	1/17/2012	Approved

[Interested Parties](#)
[Injury Details](#)
[Dispute](#)
[Appeal Case Information](#)
[Benefits Information](#)
[SFR Application](#)
[Healthcare Services Requests](#)
[Payment History](#)
[Actions](#)
[Documents and Correspondences](#)
[EDI Transaction](#)

[Back](#)

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Upload Documents

Many functions in WCAIS require the user to upload supporting documents. Regardless of the path, the process to upload a document is consistent throughout the system.

HTG: "Upload Documents"

FYI: When users are uploading documents (e.g., brief) to an existing matter, the user searches for and selects the appropriate matter record. WCAIS navigates the party to the appropriate summary screen and the user selects the **Actions, Disputes or Documents and Correspondence** tab to upload.






Upload Documents

- When uploading documents through WCAIS, the screen will always display an **Upload Document link**:

1. Click upload document to expand section
2. Select the appropriate sub category
3. Select the appropriate document type
4. Click browse to open the file upload screen
5. *Optional: enter document description*
6. Click upload document
7. Click continue


Upload any document(s)

In order to file appeal on-line, a copy of the WCJ's Order must be uploaded:

[Upload Document](#)  1.

Upload any document(s)

In order to file appeal on-line, a copy of the WCJ's Order must be uploaded:

[Upload Document](#) 

Document Sub Category: 2.

Document Type: 3.

Upload Documents: 4.

Document Description: 5.

6.

7.



Upload Documents

- WCAIS only accepts document files that are 10 megabytes (4096 kilobytes) or smaller in size
- ***Tips for Reducing the File Size***
 - Scan in black and white
 - Determine the lowest acceptable resolution
 - Divide large documents into several smaller documents
 - Limit a page's dimensions to its true size
 - Avoid using Optical Character Recognition (OCR)
 - Use the "Reduce File Size" feature in PDFs

Employer Specific Functions



Features of WCAIS



Submit Employers Certificate of Insurance



View and Manage Disputes



Submit a Self-Insurance Application

Submit Employer's Certificate of Insurance

Employers can submit their certificate of insurance online through WCAIS. This process is used when an employer is identified as a new or modified business and receives either the first or second request to submit their certificate of workers' compensation insurance and proof of coverage.

HTG: "Submit Employer's Certificate of Insurance"



Submit Employers Certificate of Insurance

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Home Help
STEPHEN PARSONS Logout

Search Helpline WCAB Self-Insurance Compliance WCOA Healthcare EDI UEGF Profile Dashboard

Compliance Forms
Proof of Coverage and Exceptions
Submit Employer's Certificate of Insurance
Submit Application to Include Domestic Workers
Submit Executive Officer Exception
Submit Application for Religious Exception of Specified Employees

- To file an application for review, users select **Compliance → Compliance Forms → Submit Employer's Certificate of Insurance** on the dashboard
- Information required to complete process
 - Pennsylvania employer account number
 - Number of Pennsylvania employees
 - Policy number and information
 - Supportive documents
 - The **Declaration Page of the Certificate of Insurance**



Submit Employers Certificate of Insurance

- If your coverage information is up to date, the following notice will display on the **Dashboard**
- Follow the prompts to **Submit Employers Certificate of Insurance**:
 1. Enter insurance and policy information
 2. Upload supportive documents
- Once the form is submitted, if necessary, press the **View Employer Proof of Coverage and Exceptions, Religious Exceptions** or **Domestic Exceptions** links to indicate various exceptions

Dashboard



Your proof of coverage information is up to date and you do not need to submit Certificate of Insurance online. If you have any questions please contact Compliance Section at 1-717-787-3567.

Defendent/Employer's Certificate Of Insurance

Required fields are indicated by *:

[Click here to access information about the Certificate of Insurance](#)

1. Provide Current Workers' Compensation Insurance Coverage Information

PA Employer Account Number*:

Number of PA Employees:

Select one of the following:*

☒ I have Workers' Compensation Insurance

☐ I do not have Workers' Compensation Insurance

Insurer Name*:

Policy Number*:

Policy Effective Start Date*:

Policy Effective End Date*:

Provide Proof of Coverage (Declaration page or the Certificate of Insurance):
2. [Upload Document](#)

View and Manage Disputes

Employer users can view and manage disputes online through WCAIS. Once the appropriate dispute has been selected, users can perform various functions. Users must be an interested party to access and view disputes.

*HTG: "**File an Answer to a WCOA Petition**" and "**File an Appeal Online**"*

FYI:

- Users can file an answer on a specific dispute by selecting **Dispute → File a Petition** on the **Dispute Summary**
- Users can file an appeal on a specific dispute by selecting **Dispute → Decision → File Appeal** on the **Dispute Summary**



View and Manage Disputes



[Home](#) [Help](#)

DIANE PLUNKARD [Logout](#)

[Search](#) [Helpline](#) [My Matters](#) [WCAB](#) [WCOA](#) [Healthcare](#) [UEGF](#) [Profile](#)

[Dashboard](#)

Search Matter

Appeal

Claim

Dispute

Hearing

Opinion

WCAB Petition

- To view and manage disputes, users select **Search** → **Matter** → **Dispute** or select a dispute number in the **My Disputes** widget on the **Dashboard**

- Information required to complete process
 - Associate claim information (e.g. "Dispute Number")
 - Desired type of petition
 - Supportive documents



View and Manage Disputes

- From the **Dispute Summary** screen, users can view and manage:
 - General information
 - Interested parties and associated recipients
 - Petitions and answers
 - Hearing information
 - Mediation information
 - Exhibits
 - Witnesses
 - Briefs
 - Decisions
 - Documents and correspondence

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Home Help
DIANE PLUNKARD Logout
Search Helpline My Matters WCAB WCOA Healthcare UEGF Profile Dashboard

Dispute Summary

+Expand

WCAIS Claim #: 4195039 Claimant/Employee Name: SKOFF, TIMOTHY Defendant/Employer Name: PIETRO INDUSTRIES INC
Claim Status: Comp Denied Date of Injury: 4/21/2013 [View Claim Summary](#)

Dispute: DSP-4195039-1 Status: In Litigation [View Dispute Summary](#)

1. **General Information**

Listed below are basic details for the selected Dispute:

Dispute Status: In Litigation
Assigned Judge: Poorman, Donald

☐ This is an Act 48 (firefighter cancer) claim

Listed below are the Event details for the selected Dispute. This information is regarding the next scheduled Event for the Dispute:

Next Scheduled Event: 9/25/2013
Event Start Time: 9:30AM
Event Type: Hearing
Event Location: Malvern Field Office

[Interested Parties & Associated Recipients](#)
[Petitions and Answers](#)
[Hearing Information](#)
[Mediation Information](#)
[Exhibits](#)
[Witness](#)
[Requests](#)
[Briefs](#)
[Decision](#)
[Documents and Correspondence](#)

Back Cancel



View and Manage Disputes

- To file an answer, users select **Petitions and Answers** → **File Answer** on the **Dispute Summary** screen
 - The answer form displays based on the petition type selected
 - User follows the prompts, indicates **Manner of Service** and certifies submission
- Once submitted, WCAIS generates a **Proof of Service** correspondence to all interested parties and all selected associated recipients

Dispute Summary

[+Expand](#)

WCAIS Claim #: 3973235	Claimant/Employee Name: CAMPBELL, DEBRA	Defendant/Employer Name: DAN'S LAWN CARE INC
	Claim Status: No FROI	Date of Injury: 12/30/2011
		View Claim Summary

Dispute: DSP-3973235-1		Status: In Litigation	View Dispute Summary
------------------------	--	-----------------------	--------------------------------------

[General Information](#)
[Interested Parties & Associated Recipients](#)
[Petitions and Answers](#)
[Hearing Information](#)
[Mediation Information](#)
[Exhibits](#)
[Witness](#)
[Requests](#)
[Briefs](#)
[Decision](#)
[Documents and Correspondence](#)

Petition Information

Listed below are all submitted Petitions associated with this Dispute:

Select One	Petition Number	Filed By	Date Filed	Petition Type
<input checked="" type="radio"/>	PET-3973235-1-1		1/17/2012	Claim Petition (LIBC-362)

[File Answer](#)

Petition History:

Petition Number	Petition Type	Date Moved	Previous Dispute Number
No Data Found			

Additional Petition Documentation:

Document Type	Submitted Date	Submitted By	Submission Method	Associated Petition Number
No Data Found				

Answer Information

All Answers filed on Petitions related to this Dispute are listed below. Select the view option to display the submitted Answer:

Date Submitted	Answer Type	Submitted By	Petition Answer was Submitted For	Action
2/15/2012			PET-3973235-1-1	



View and Manage Disputes

- An appeal is filed when an interested party disagrees with the judge's decision on a dispute
- Users file an appeal by selecting **Decisions → File an Appeal** on the **Dispute Summary** screen and following the prompts:
 - Select **Appeal type** and provide the reason for filing the appeal
 - Upload supporting documents
- Once submitted, WCAIS sends a **Proof of Service** to the WCOA field office and to all selected interested parties and associated recipients

File Appeal

Required fields are indicated by *.

You are currently preparing to file an appeal in relation to the claim and the dispute below. The rules for filing an appeal are available for your review by clicking [here](#).

WCAIS Claim #: 2651866	Claimant/Employee Name: BAIR, VIRGINIA	Defendant/Employer Name: LYON & TOWING
Claim Status: Closed	Date of Injury: 7/19/2004	View Claim Summary
Dispute: DSP-2651866-2	Status: Closed	Circulation Date: 11/21/2011 View Dispute Summary
Appeal Case: A11-1887	Status: Closed	Date Filed: 12/5/2011 View Appeal Summary

Complete Appeal

1 Complete Appeal

2 Certify

3 Preview/Confirm

4 Confirmation

Type of Appeal: ☒ Appeal ☐ Cross Appeal

Select and provide reason(s) for filing this appeal: (Enter reasons in each text box below, OR upload text document and type "uploaded" in specified box):

☐ Findings of Fact

I hereby appeal from the decision of Judge N/A and allege the following findings of fact are in error and are not supported by substantial evidence, or contain other errors as specifically set forth below. A copy of the Judge's decision is attached.

Enter Findings of Fact:

☐ Errors of Law

I hereby appeal from the decision of Judge N/A and specify the following errors of law committed by the said Judge, and the reason why the decision does not conform to the provisions of the Workers' Compensation Act or the Occupational Disease Act. A copy of the Judge's decision is attached.

Enter Errors of Law:

☐ Waive rights to Oral Argument

Upload any document(s)

In order to file appeal on-line, a copy of the WCCJ's Order must be uploaded:

[Upload Document](#)

Cancel

Back

Spell Check

Continue

Submit a Self-Insurance Application

Employers can register as a self-insured employer by submitting a self-insurance application in WCAIS. WCAIS enables the applicant to save the application and access it at a later time for completion.

HTG: "Submit Initial Self-Insurance Application: Public Employer (Private Employer)"

FYI: If an application is initiated and not resumed within a period of 90 days, WCAIS will delete the application.





Submit a Self-Insurance Application

Dashboard

Assessments

Self Insurance Program

- To begin the self-insurance application process, users select **Self-Insurance** → **Self Insurance Program** on the dashboard
- In order to apply for self-insurer status, employers must meet the following requirements:
 1. Have liquid assets of \$10 million or more
 2. Have been in business for at least three consecutive years
 3. Provide audited financial statements for the past three years
 4. Maintain an adequate accident and illness prevention program



Submit a Self-Insurance Application

Manage Program

- For employers who have not applied for self-insurer status before, the program summary screen contains the **Manage Program** tab

- The user clicks the **Apply for Individual SI** button
- The user then follows the prompts on the next screens

Apply for Self Insurance

This Information is intended to help companies understand self-insurance as well as ways to obtain self-insurance. If you are unclear on any of the information below, please contact the Self-Insurance Division at 717-783-4476.

Please note: Self-Insurance is only available to employers which have been in business at least three years and which possess substantial capitalization.

Pennsylvania Workers' Compensation Self-Insurance is governed by the Workers' Compensation Act and applicable regulations. There are two types of self-insurance: individual self-insurance and group self-insurance.

Apply for Individual SI

[Click here to learn more about Individual Self-Insurance](#)

Apply for Group SI

[Click here to learn more about Group Self-Insurance](#)

NOTE: If you have a current insurance policy with a large deductible you are not a self-insured employer. In order to be a self-insured employer you would have to apply and be granted the privilege to self-insure your workers' compensation liability by the Bureau. The granting of self-insurance status would result, among other things, in the assignment of a four digit insurer code. If you have a large deductible policy currently but are interested in becoming self-insured, please view the information above.

Back

*For more information on self-insurer status, or group self-insurer status, the user can choose "**Click here to learn more about Individual Self-Insurance**" or "**Group Self-Insurance**"*



Submit a Self-Insurance Application

- Under the **Initial Application Package** screen, users can access and complete the following tabs:

1. Applicant information
2. Contact information
3. Financial info/ credit rating
4. Operations information
5. Insurance experience
6. Modified manual premium
7. Locations list
8. Excess insurance and securities
9. Health and safety
10. Certify

- Users choose which request type they are (self, self and affiliates, or affiliates only) and then continue on with the prompts

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Home Help
WC ER110 Logout

Search Helpline WCAB Self-Insurance Compliance WCOA Healthcare EDI UEGF Profile Dashboard

Initial Application Package

Required fields are indicated by *:

Employer: Test Org 10 Insurer Code: FEIN: Test10
Employer Type: [View Employer Summary](#)

1 Applicant Information
2 Contact Information
3 Financial Info / Credit Rating
4 Operations Information
5 Insurance Experience
6 Modified Manual Premium
7 Locations List
8 Excess Insurance and Securities
9 Health and Safety
10 Certify

Click [here](#) to access 34 Pa. Code, Chapter 125, Subchapter A, the regulations governing applications for and the operations of individual self-insurance in Pennsylvania.

Application Information
Identify the collection of entities applying for Self-Insurance status and the requested effective date. The application must be filed no later than 90 days prior to the requested effective date.

Request Type*
☒ Self (Individual Employer applying for Self-Insurance status for itself only)
☐ Self and Affiliates (Parent guarantor applying for Self-Insurance status for itself and one or more of its affiliates)
☐ Affiliates Only (Parent guarantor applying for self-insurance status for one or more of its affiliates; the parent guarantor will not be self-insured)

Requested Effective Date*:

Provide details on the organization serving as the applicant for Self-Insurance status.

Organization Type*:

State of Incorporation or Organization*:

Date of Incorporation or Organization*:

Provide the date the employer initiated operations in Pennsylvania*:

Check here if applicant is a subsidiary of a U.S. parent company: ☐

Cancel Save and Continue

Resources



Helpline

The BWC helpline is another resource to the workers' compensation community. Helpline can be reached Monday through Friday 7:30 a.m. – 4:30 p.m.

- Toll Free inside PA: 800-482-2383
- Local outside PA: 717-772-4447
- ra-li-bwc-helpline@pa.gov



Resources and Helpful Links

- WCAIS is available at <https://www.wcais.pa.gov>
- Refer to detailed, step by step [how-to guides](#) for specific assistance
- Refer to [FAQs](#) page
- Refer to the [Training Resources](#) page