

Introduction:

This message provides important information about the registration process for individually self-insured (SI) employers and group self-insurance funds.

The Pennsylvania Department of Labor & Industry is excited to announce the launch of a new computer system for the workers' compensation program: the Workers' Compensation Automation and Integration System (WCAIS). Self-insured employers and group self-insurance funds can now register and submit data electronically through WCAIS.

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

Registration Process:

Please see below for clarifications around the self-insured employer and group self-insured fund registration process:

Individually Self-Insured Employer Users:

- Individually self-insured employers must register in WCAIS once as an employer and distribute the access PIN to non-administrative users in the organization
- Non-administrative users register using the organizations PIN, and will gain access to the system once the administrative user approves the request
- Pre-approved self-insured employers will have access to self-insurance functionality once accessing the system
- Employers who want to apply for SI status can do so once they register as an employer and gain access to the system
- SI employers can self-verify using the UC account number if the organization exists in WCAIS or by providing details for three or more claims
- Administrative users can self-verify by providing claimant name, date of injury and claim number for each of the three claims
 - If the self-insured employer does not have claims information for three or more claims, select "Staff Assistance" on the verification page and follow the steps to receive Helpline assistance

Group Self-Insurance Fund Administrative Users:

- Group self-insurance fund administrators must register once as a group fund and distribute the group access PIN to non-administrative users within the fund
- Non-administrative users register using the fund's PIN, and will gain access to the system once the administrative user approves the request
- Group self-insurance fund administrators can self-verify by providing claimant name, date of injury and claim number for each of the three claims
- Group self-insurance fund registrations must be approved by a bureau staff member if the organization does not exist in WCAIS or exists in the system and is not associated to three or more claims
 - If the group self-insurance fund does not have claims information for three or more claims, select "Staff Assistance" on the verification page and follow the steps to receive Helpline assistance

How to Register:

- Step 1: Visit the WCAIS homepage at www.wcais.pa.gov
- Step 2: Click the "Are you a new user?" link
- Step 3: Select user role
 - Click the "I am an employer, or I am an employer's representative" link (Please select this option if you are an authorized individually self-insured employer or a representative of a self-insured employer)
 - Or, click the "I am a Group Self-Insured Fund Admin, or I am a Group Self-Insured Fund Admin's representative"
- Step 4: Follow the instructions and prompts to complete the registration process
- Step 5: After completing registration, a Keystone I.D., which is your user I.D. to access the new system, will be sent to your email address following bureau approval

How to get help within WCAIS:

For more information on the registration process, please refer to the How-To Guides located in the Online Help Center titled "Self-Register to Get an Account (Keystone I.D. and password): 'Employers' and 'Group Self-Insured Fund.'" You can access the online help center by navigating to the top right section of the screen on the WCAIS homepage (www.wcais.pa.gov) and clicking the "Help" link.

Visit the DLI WCAIS website to receive more information about WCAIS by [clicking here](#)