

## **SI Employer Webinar FAQ's 01/15/14**

1. Q: In November, it was stated that the self-insurance renewal application could not be printed. Did I just hear that it can (now) be printed? If so, thank you.

A: Yes, the print feature is now available in WCAIS and you will be able to print your renewal application directly from the system.

2. Q: Is the group self-insurance annual report available online at this time?

A: Yes, the group self-insurance annual report is now available through WCAIS.

3. Q: Do passwords expire every 60 days?

A: Yes, currently passwords in WCAIS expire every 60 days for security purposes.

4. Q: Who is responsible for registering in WCAIS? A third party administrator (TPA) who submits information for a self-insured (SI) employer or the SI employer themselves?

First, an SI employer should register for WCAIS as an administrator. Then, the TPA can register with WCAIS and receive the organization PIN from the SI employer administrator. The TPA can fill out required information for the SI employer and then the SI employer can go into WCAIS and verify and certify the information that the TPA provided.

5. Q: When an SI renewal application is approved does the SI employer receive a confirmation letter?

A: The SI employer will be notified when a renewal application is approved. The method of correspondence depends on what the user picked as their preference under their profile in WCAIS, either by mail or by email. If the user chose email, an email will be sent to the user notifying them that a document is available for them to view on their dashboard within WCAIS.

6. Q: For an outside vendor who completes assessment reports for an SI employer, will that vendor still be able to complete these tasks for the SI employer?

A: The vendor can keep the same process that they currently use, and can complete the paper assessment reports, send them by mail to the SI employer, and the SI employer can use this information to complete their tasks within WCAIS.

7. Q: How do affiliates of a SI employer use WCAIS?

A: For self-insurance purposes, SI employers and affiliates only need to have one account registered under the parent company in WCAIS. When registering in WCAIS, the SI employer and affiliates will use the parent company information to sign in and affiliate information will be generated within the system.

8. Q: How does the bureau verify that the person submitting and certifying information actually represents the employer?

A: Any information submitted in WCAIS captures the Keystone ID of the account who submitted the information.