

# WCAIS Self-Insured Employer Registration

## To get started....

Register in WCAIS as an employer administrator and distribute PIN to non-administrative users in your organization.

**Note:** Pre-approved self-insured employers will have access to the "Self-Insurance" tab 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.



- 1) Complete online WCAIS registration process from homepage:  
<https://www.wcais.pa.gov>
- 2) Select **"Are You a New User?"**

3) Select appropriate user group in order to register for WCAIS:

Both administrative and non-administrative users click on **"I am an employer, or I am an employer's representative"**

4) Click **Register** and then follow the prompts on the next screen

**Note:** Self-insurers can establish users in distinct role categories including:

- Administrative user
- Non-administrative user

## Note

**\*\*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**

If the SI employer does not have claims information for three or more claims, select **"Staff Assistance"** on the verification page and follow the steps to receive Bureau assistance.

