

## Self-Insured Employer Webinar FAQ's 11-15-13

1. **Q:** Will I be able to print the renewal application or other applications on WCAIS?  
**A:** At this time, you cannot print it but you can view it in the system. The system team is working on an enhancement to create this capability. Please email us at the resource account if you have a specific request on this matter: [ra-wcais-news-exp@pa.gov](mailto:ra-wcais-news-exp@pa.gov).
  
2. **Q:** How will I be notified prior that the annual self-insurance renewal application is due?  
**A:** You will be notified five months in advance of the due date. Whether the notification is sent electronically through the system or via mail will depend on how you set up your preferences on the "Profile" tab and whether you selected email or mail in the 'send correspondence by' field. If you select email you will get a notification to your email saying a new correspondence is issued and you have to login to WCAIS to view the correspondence. If you select mail you will get a paper copy via mail. All correspondence will be seen on your dashboard or on documents and correspondence tab of your self insurance program summary. Both the administrative and non-administrative users will be notified of this due date.
  
3. **Q:** When is the annual compensation form due?  
**A:** It is due on April 15, but you will get the notice to begin the application in March.
  
4. **Q:** Can I look at previous years renewal applications?  
**A:** Yes. From the navigation menu, select **Self-Insurance Program** → **Applications and Reports** → **Submitted Applications and Reports** → click on an **Application Type**.
  
5. **Q:** Our 10K is a multi-hundred page bound document, can that be accepted via mail?  
**A:** Yes it can still be mailed in, but it can also be uploaded. On the Financial info/credit rating page you can provide an explanation in the box of when your financial statements will be provided. Also if the statements are available electronically, you can also provide the web link where they are available. If you choose to upload it, it must be done in one document. WCAIS only accepts document files that are 10 megabytes or smaller in size. Please refer to the tips below for how to reduce 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
  
6. **Q:** What safety procedures are in place to make sure someone does not accidentally terminate their self-insurance program?

**A:** There are many safety procedures in place. First of all, clicking on the terminate link does not terminate the program. A screen will pop up asking you to confirm if you want to proceed with termination of your SI program. After you hit 'ok' the staff gets a request to terminate the program. Staff members review the request and have to accept your request to terminate the program in order for the program to be terminated. If at any point you decide not to terminate the program you can call the bureau and let them know.

7. **Q:** Does the certification no longer need to be completed by a corporate officer?

**A:** You can select the corporate officer's name from the drop down and submit it. However, we suggest that the corporate officer register as an employer's non-administrative user and access the certify tab on the renewal application. The corporate officer can review the entire application and then choose his or her name from the drop down provided and certify the application.

8. **Q:** Our safety program document is completed on HANDS by our safety representatives. Is that sufficient, or do I now need to enter via WCAIS?

**A:** When submitting your renewal application there is a link that will redirect you in WCAIS to the Health and Safety website, so you can submit that information there. However, for initial applications (366)/ standalone affiliate applications (366A) you will need to upload a form in WCAIS.

9. **Q:** Does each administrator user have a unique pin number?

**A:** All employer administrators that register on behalf of an organization get only one pin number which the non-administrative users can use. Each organization will have one pin number that administrative users will share.