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.