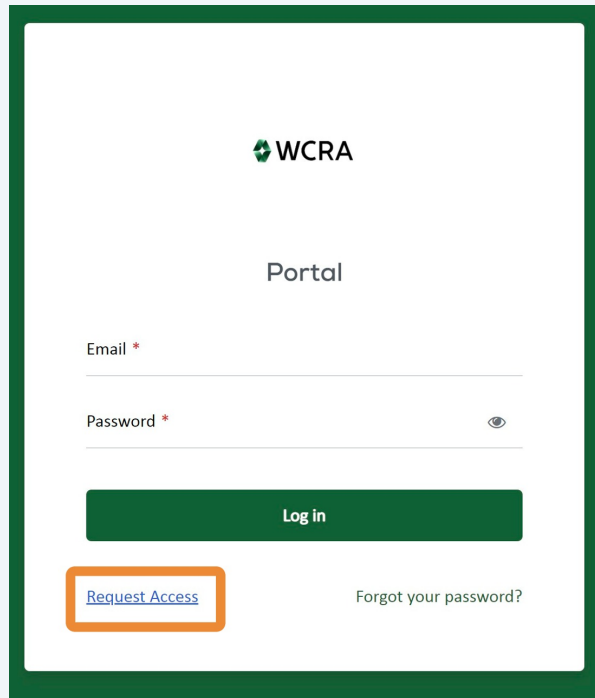# General Navigation

WCRA

1 From the Log in screen you can request access for new users.
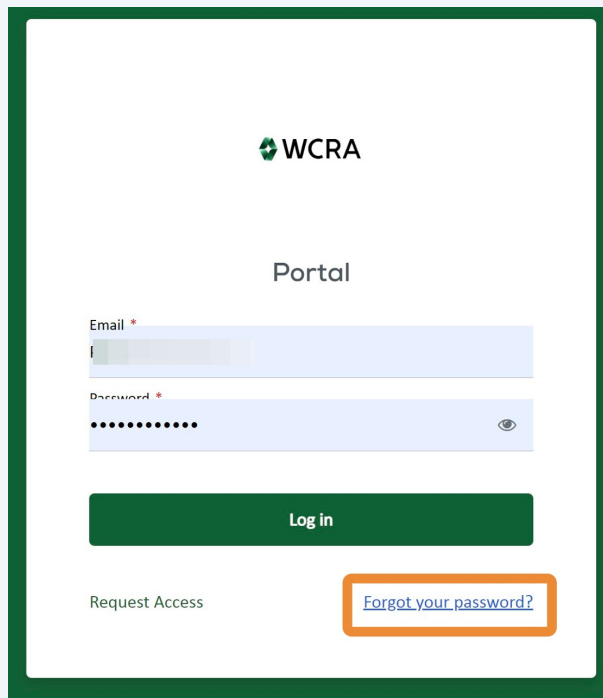
WCRA

Portal

Email *

Password *

Log in

Request Access   Forgot your password?
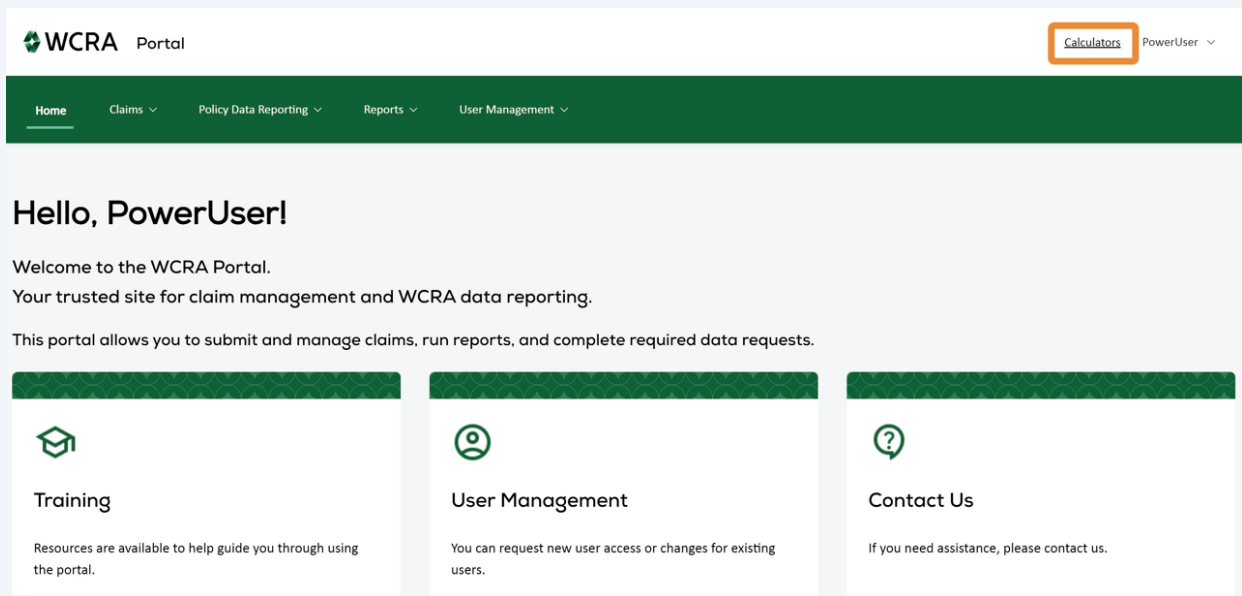
2 If you forget your password, use the Forgot your password? link on the Log in screen.
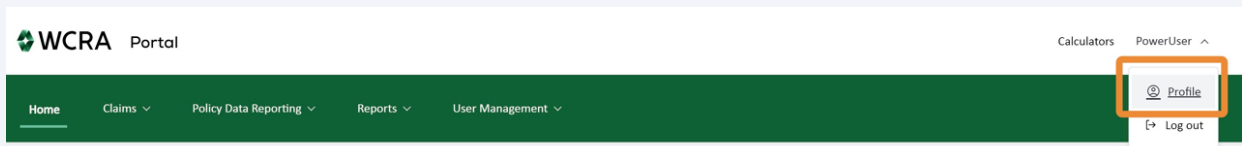

3 The page header has a link to the calculators.

4 You can edit your user profile by clicking the user name in the header. You can also log out by clicking the user name, then Log out.

WCRA Portal

Calculators   PowerUser ⌃

Home   Claims ⌄   Policy Data Reporting ⌄   Reports ⌄   User Management ⌄
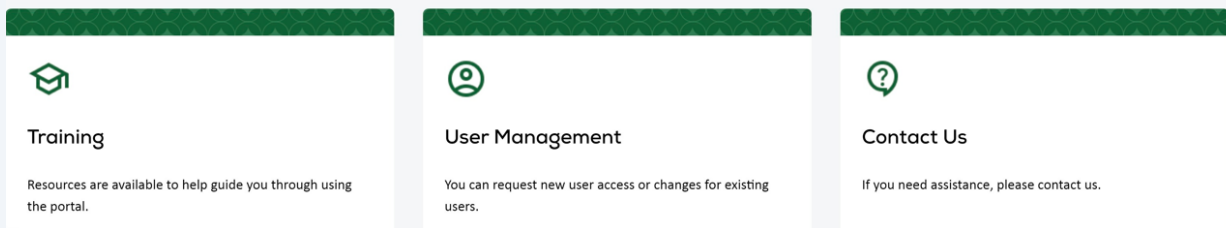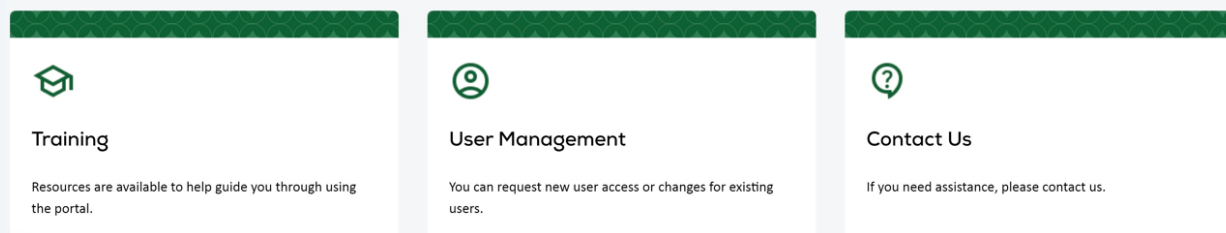
ⓤ Profile
[→ Log out

Hello, PowerUser!

Welcome to the WCRA Portal.
Your trusted site for claim management and WCRA data reporting.

This portal allows you to submit and manage claims, run reports, and complete required data requests.

Training
Resources are available to help guide you through using the portal.

User Management
You can request new user access or changes for existing users.

Contact Us
If you need assistance, please contact us.

---

5 Click "Home" in the main menu to return to the portal home page.

WCRA Portal

Calculators   PowerUser ⌄

Home   Claims ⌄   Policy Data Reporting ⌄   Reports ⌄   User Management ⌄

Hello, PowerUser!

Welcome to the WCRA Portal.
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Contact Us
If you need assistance, please contact us.

6

Click "Claims" in the main menu for Claim Reporting, Loss Detection, Send Secure Message, and access to Resources.
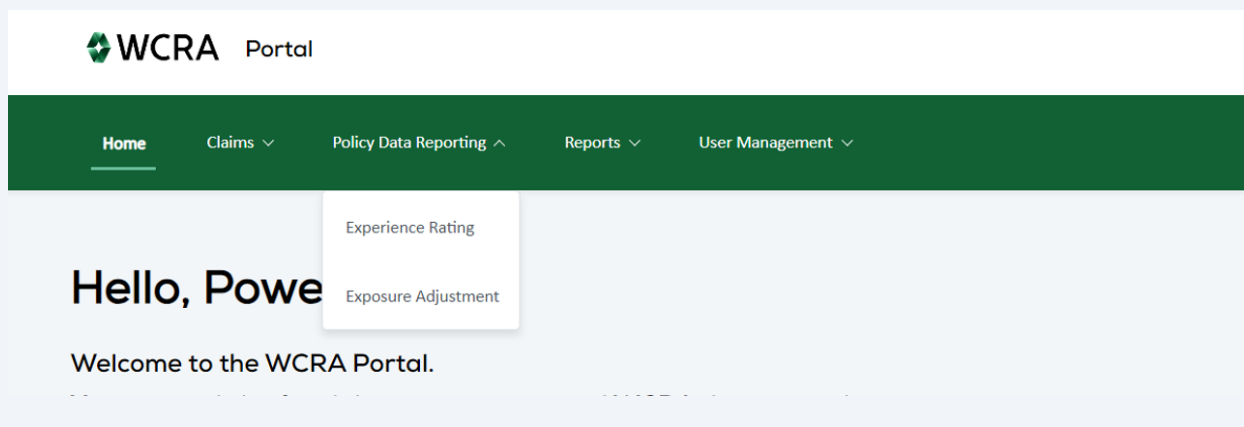
Depending on your access, you may not see the Claims tab.
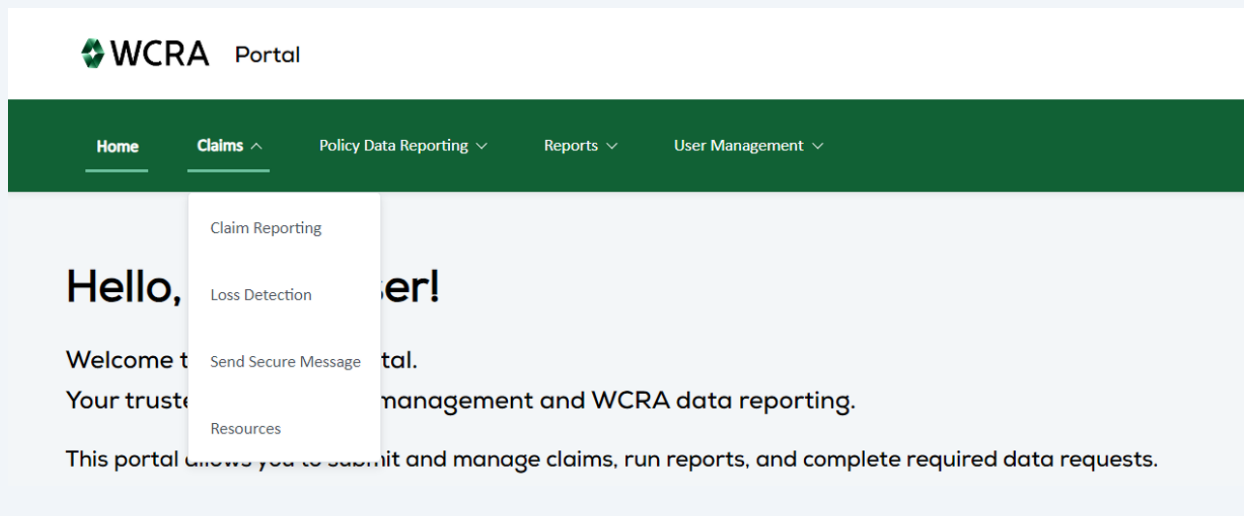
7

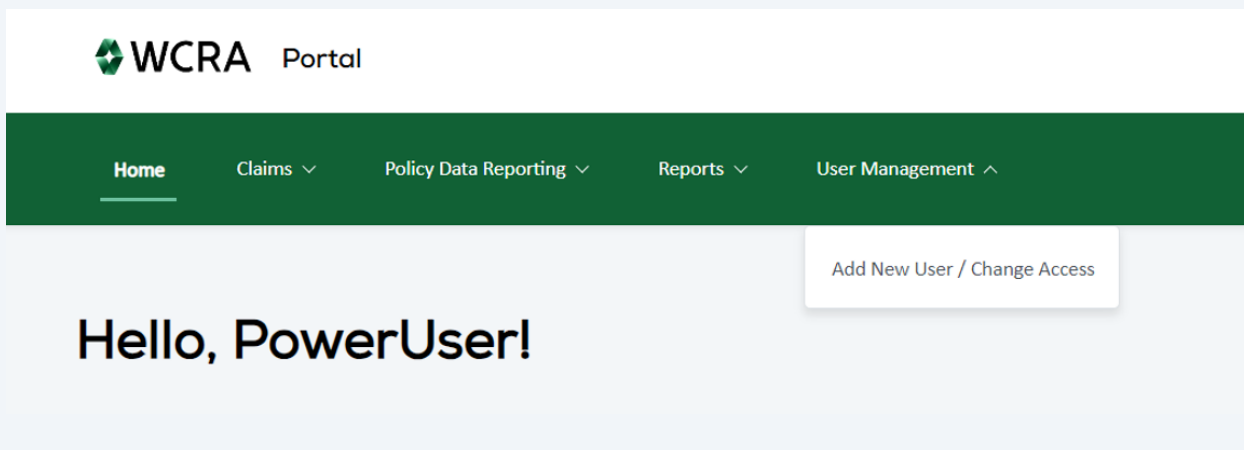Click "Policy Data Reporting" for Experience Rating and Exposure Adjustment reporting.

Depending on your access, you may not see the Policy Data Reporting tab.

8 Click "Reports" to access reports

Portal

ims ⌄   Policy Data Reporting ⌄   Reports ∧   User Management ⌄

owerUser!

he WCRA Portal.

site for claim management   ata reporting.

ws you to submit and manage claims, run reports, and complete required data

Reported Claims

Reimbursements

Retention History

Contacts
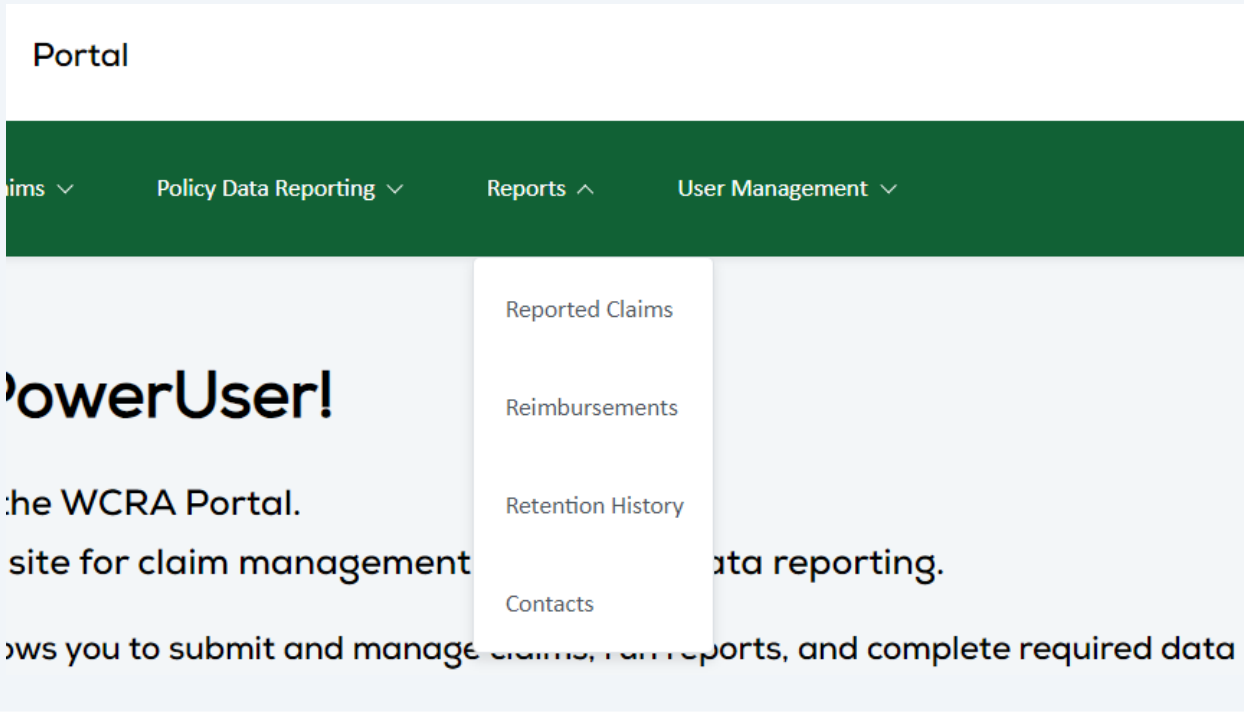
9 Click "User Management" to request access for new users, or to request access changes for existing users.

WCRA Portal

Home   Claims ⌄   Policy Data Reporting ⌄   Reports ⌄   User Management ∧

Add New User / Change Access

Hello, PowerUser!

10 Toggles can be used to filter lists. Selecting a toggle will update the counts on the tiles accordingly.

11 Tiles can be used to navigate between different lists of requests. You can also hover over a tile to display a brief explanation of the list.

12 Some data in the lists are hyperlinks to additional information.

In this example, clicking the Member Claim # will bring you to the Claim Detail screen.

13 You can reassign reporting tasks to other users by clicking "Reassign" in the list.

14 To reassign a task, select the user from the drop-down in the Assign Task pop-up. Note: If the user is not in the drop-down list, go to User Management to add a new user or request additional access.

Assign Task ✕

Assign a user who will be responsible for completing this task.

Assign To:

Power User ⌄

Don't see the person you are looking for?

To invite additional users go to User Management and select Add New User.

Cancel   **Assign Task**

---

15 Buttons in the lists are used to start or resume a report.

Claims

Report New Claim

Claims Assigned to Me	All Claims

24	1	16	27191	24676	43	29303
Past Due Updates	Claim Updates	Reportable Files	Unread Correspondence	Unread Reimbursements	Draft	All Claims

Member
All ⌄

TPA
All ⌄
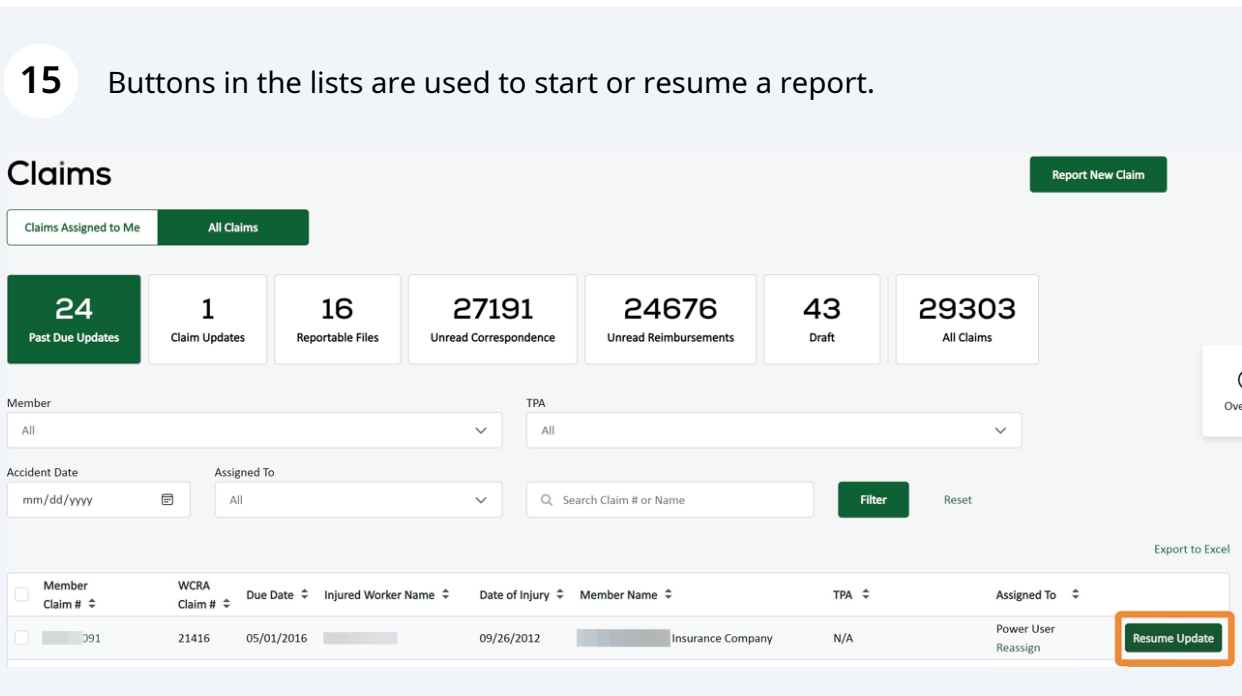
Accident Date
mm/dd/yyyy 📅

Assigned To
All ⌄

🔍 Search Claim # or Name   **Filter**   Reset

Export to Excel

☐	Member Claim # ⇕	WCRA Claim # ⇕	Due Date ⇕	Injured Worker Name ⇕	Date of Injury ⇕	Member Name ⇕	TPA ⇕	Assigned To ⇕	
☐	091	21416	05/01/2016		09/26/2012	Insurance Company	N/A	Power User Reassign	Resume Update

8

16 Lists can be sorted by clicking on the column header.

	Member Claim # ⇕	WCRA Claim # ⇕	Due Date ⇕	Injured Worker Name ⇕	Date of Injury ⇕	Member Name ⇕	TPA ⇕	Assigned To ⇕	
☐	1	21416	05/01/2016		09/26/2012	Insurance Company	N/A	Power User Reassign	Resume Update
☐	05	22348	02/01/2018		01/10/2017		N/A	Johnson Reassign	Resume Update

Member
All ⌄

TPA
All ⌄

Accident Date
mm/dd/yyyy 📅

Assigned To
All ⌄

🔍 Search Claim # or Name

Filter   Reset

Export to

---

17 Lists can also be filtered.

Enter your filter criteria and click the "Filter" button.

To clear all filters and display all data, use the filter "Reset" link.

Home   Claims ⌄   Policy Data Reporting ⌄   Reports ⌄   User Management ⌄

Claims

Report Ne

Claims Assigned to Me   All Claims

24 Past Due Updates	1 Claim Updates	16 Reportable Files	27191 Unread Correspondence	24676 Unread Reimbursements	43 Draft	29303 All Claims

Member
All ⌄

TPA
All ⌄

Accident Date
mm/dd/yyyy 📅

Assigned To
All ⌄

🔍 Search Claim # or Name

Filter   Reset

18 Breadcrumbs can be used to navigate back to list screens.

19 The wizard bar shows your progress through the reporting process. In most processes you can move freely between wizard steps. When all required information is entered for a step, a check mark will appear.

20 Required fields are identified with a "*". You may not be able to move to the next step if required data is missing.

Current Social Security Monthly Amount *

$500

21 After all required data has been entered, the "Save and Continue" button will be enabled. Click "Save and Continue" to proceed to the next step. Note: If the "Save and Continue" button is disabled/grayed-out, not all required data has been entered.

Recoveries Received-to-Date

Medical	Indemnity	Recoveries Received Through Date	Total Recoveries Received-to-Date
		mm/dd/yyyy	

Outstanding / Unpaid Reserves

Medical *	Indemnity *	Reserve Valuation Date *	Total Outstanding / Unpaid Reserves
$50,000	$50,000	09/01/2023	$100,000

← Back to Previous Step   Save and Exit   Save and Continue

22 Use the "Back to Previous Step" link to return to the previous step.

Is PPD currently being paid?

Permanency Rating   Calculate Total Rated Permanency

0.00 %

Offsets currently being received

Social Security?

Initial Social
Security Amount

$400

Current Social Security Monthly
Amount *

$500

Effective Date of Current Social Security
Benefits

09/01/2023

Other Government Benefits?

Government Benefits
Type ⑦ *

PERA

Current Monthly Government
Benefit Amount *

$200

Effective Date of Current
Government Benefits

09/01/2023

← Back to Previous Step   Save and Exit   Save and Continue

---

23 Use the "Save and Exit" link to save your progress. This will return you to the listing screen. From the listing screen, click the "Resume" button to continue reporting.

✔ Information saved.

Employment Information

Employer Name *

Hired Date *

390

Address

City   State   Zip

Occupation *   Job Class Code *

4352 - ENGRAVING

← Back to Previous Step   Save and Exit   Save and Continue

24 To continue a previously started and saved report, click "Resume Update".

	Member Claim # ⇕	WCRA Claim # ⇕	Due Date ⇕	Injured Worker Name ⇕	Date of Injury ⇕	Member Name ⇕	TPA ⇕	Assigned To ⇕	
☐	1	21416	05/01/2016		09/26/2012	Insurance Company	N/A	Power User Reassign	Resume Update

Accident Date: mm/dd/yyyy

Assigned To: All

Search Claim # or Name

Filter   Reset

Export to Excel