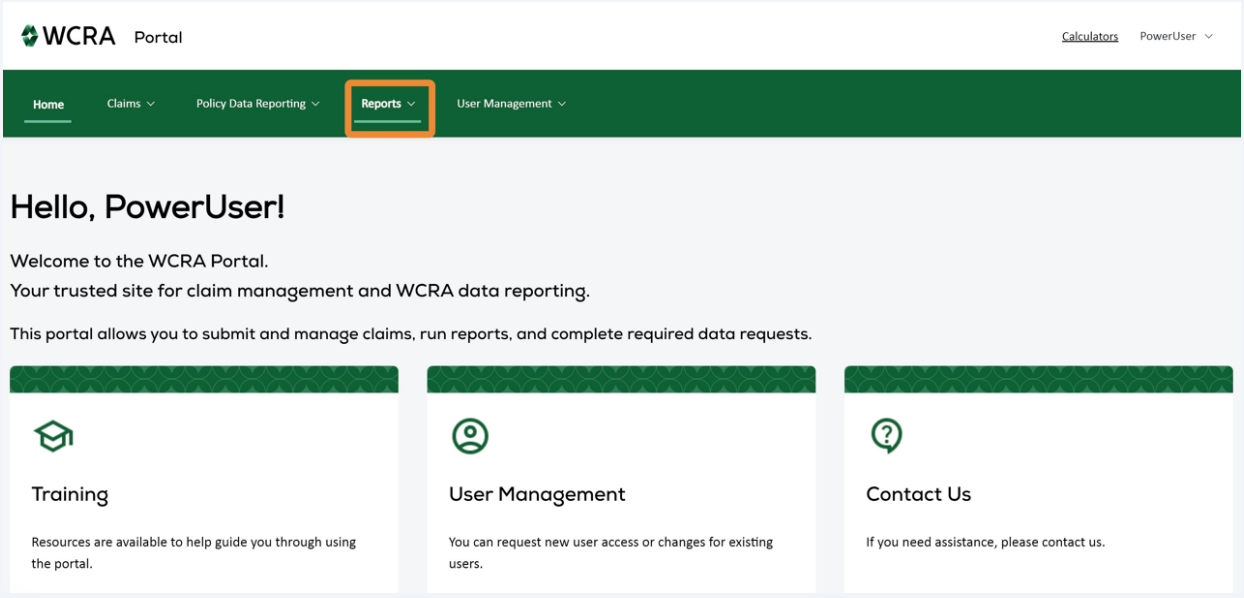
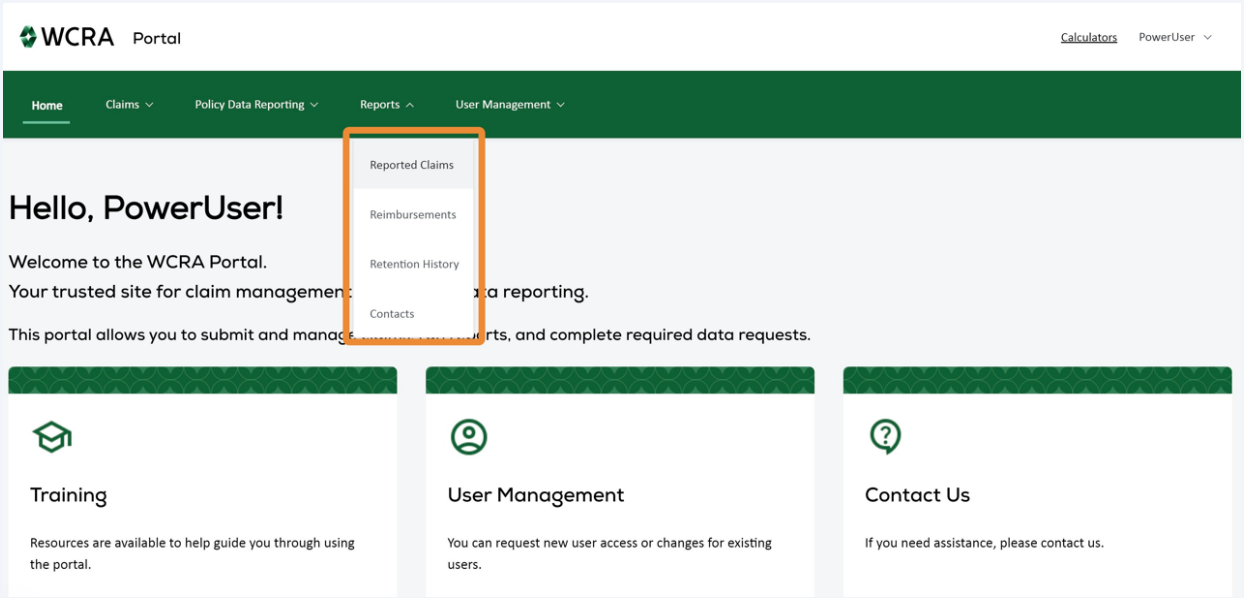
How to Access Reports.

WCRA

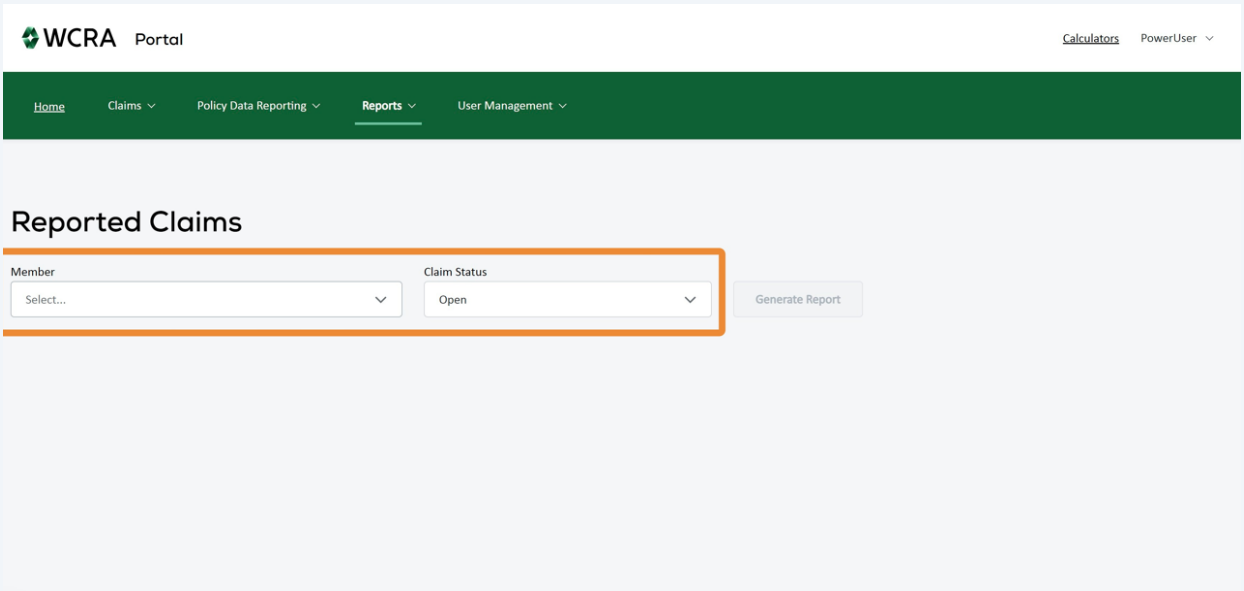
1 After logging in to the portal, click "Reports" in the header.



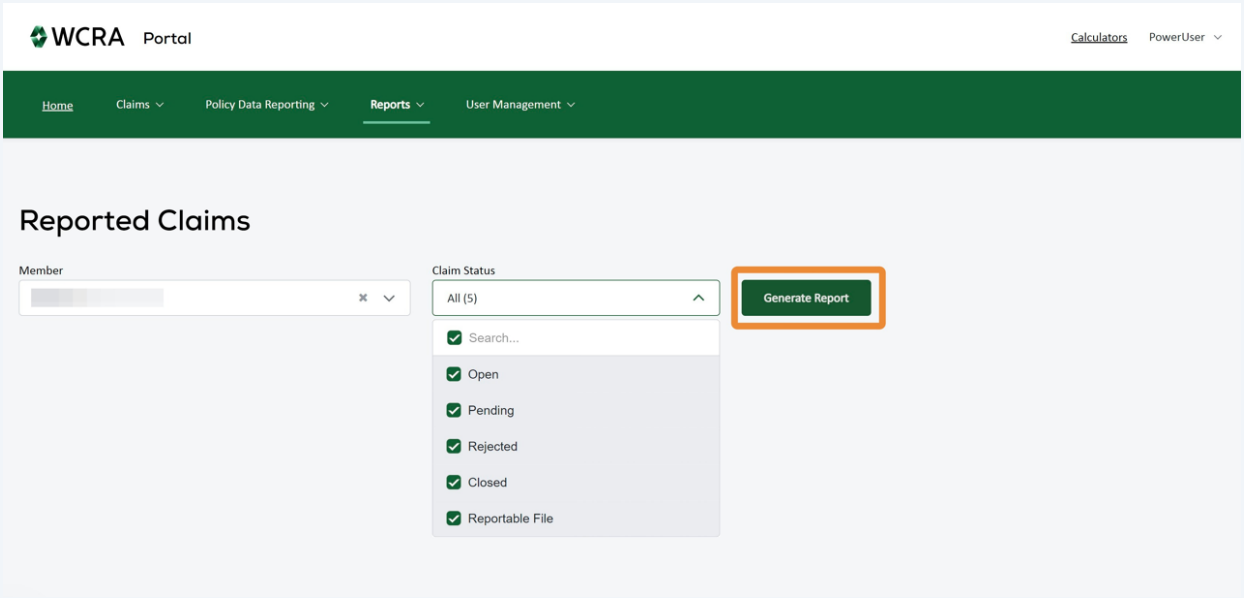
2 You have access to many reports (more to come!). To view claim reports, click "Reported Claims".



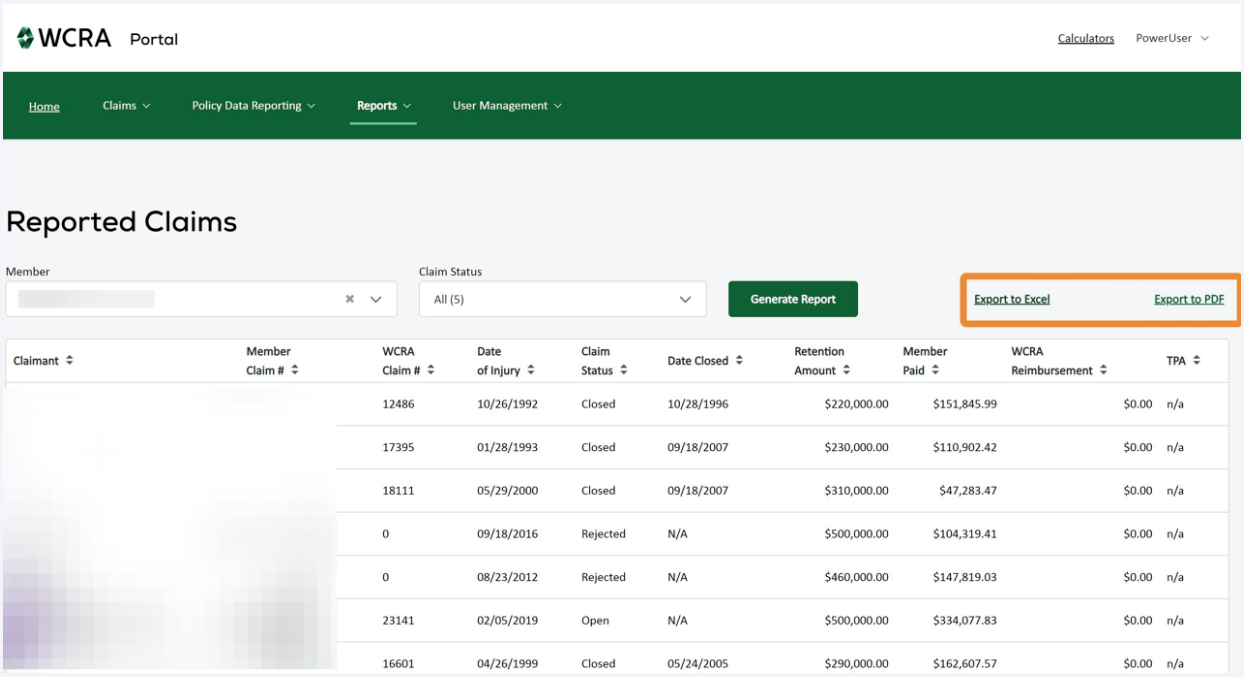
3 Use the filters to select a member and claim status.



4 After selecting the filters, click "Generate Report" to view the report.

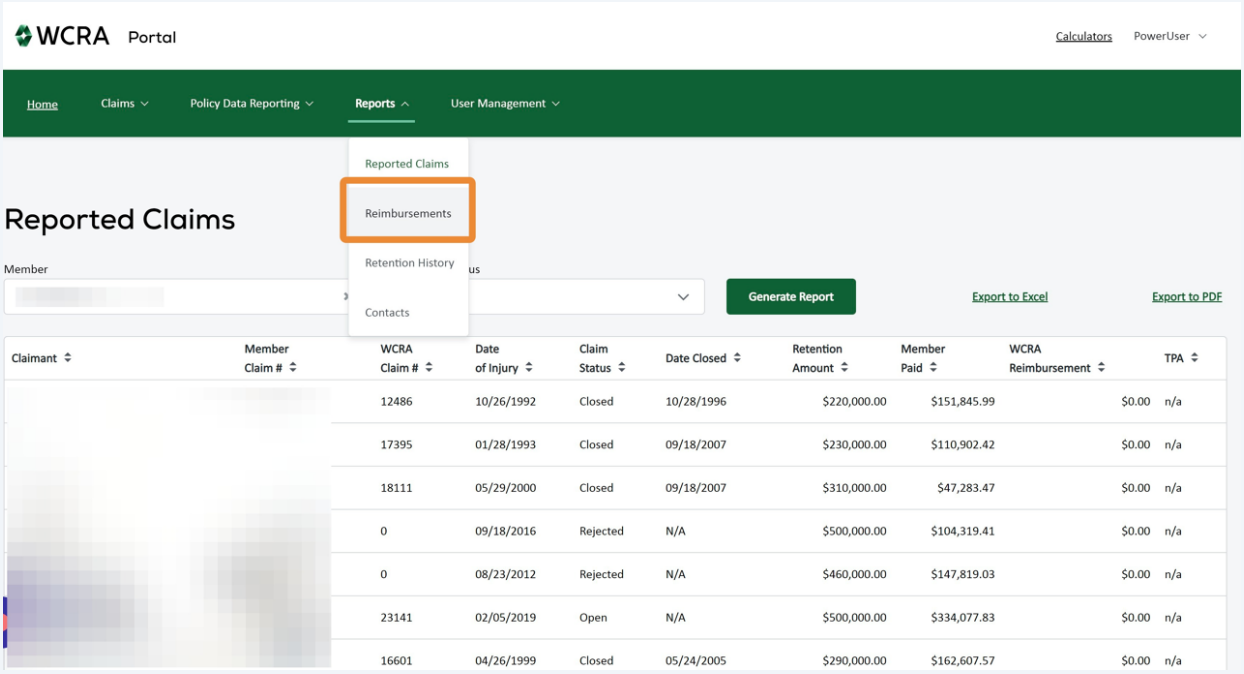


5 When the report is generated, you can export the report to Excel or PDF by using the links. The report will then be downloaded to your computer.



Claimant	Member Claim #	WCRA Claim #	Date of Injury	Claim Status	Date Closed	Retention Amount	Member Paid	WCRA Reimbursement	TPA
		12486	10/26/1992	Closed	10/28/1996	$220,000.00	$151,845.99	$0.00	n/a
		17395	01/28/1993	Closed	09/18/2007	$230,000.00	$110,902.42	$0.00	n/a
		18111	05/29/2000	Closed	09/18/2007	$310,000.00	$47,283.47	$0.00	n/a
		0	09/18/2016	Rejected	N/A	$500,000.00	$104,319.41	$0.00	n/a
		0	08/23/2012	Rejected	N/A	$460,000.00	$147,819.03	$0.00	n/a
		23141	02/05/2019	Open	N/A	$500,000.00	$334,077.83	$0.00	n/a
		16601	04/26/1999	Closed	05/24/2005	$290,000.00	$162,607.57	$0.00	n/a

6 To view the Reimbursements report, click "Reports" in the header, then click "Reimbursements".



Claimant	Member Claim #	WCRA Claim #	Date of Injury	Claim Status	Date Closed	Retention Amount	Member Paid	WCRA Reimbursement	TPA
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		23141	02/05/2019	Open	N/A	$500,000.00	$334,077.83	$0.00	n/a
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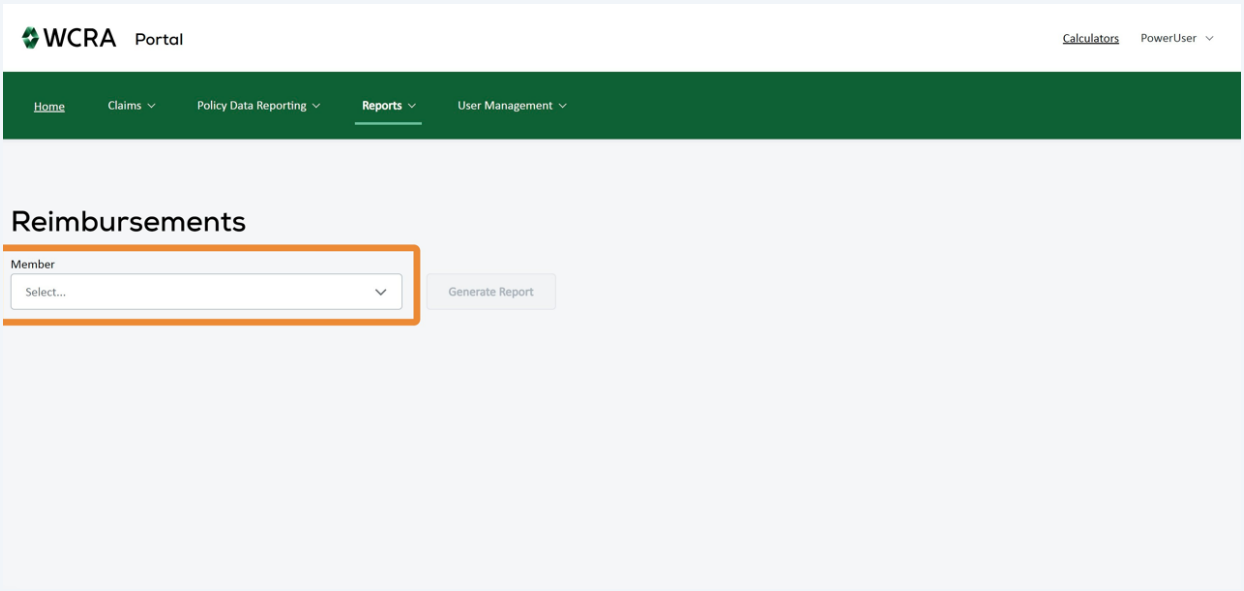
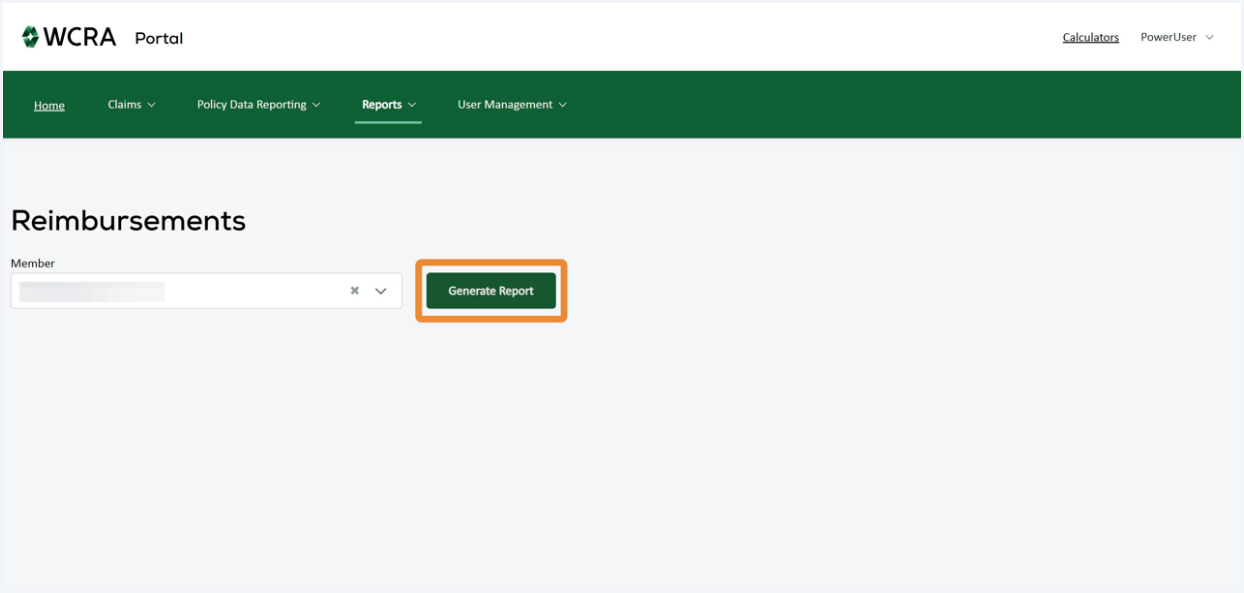
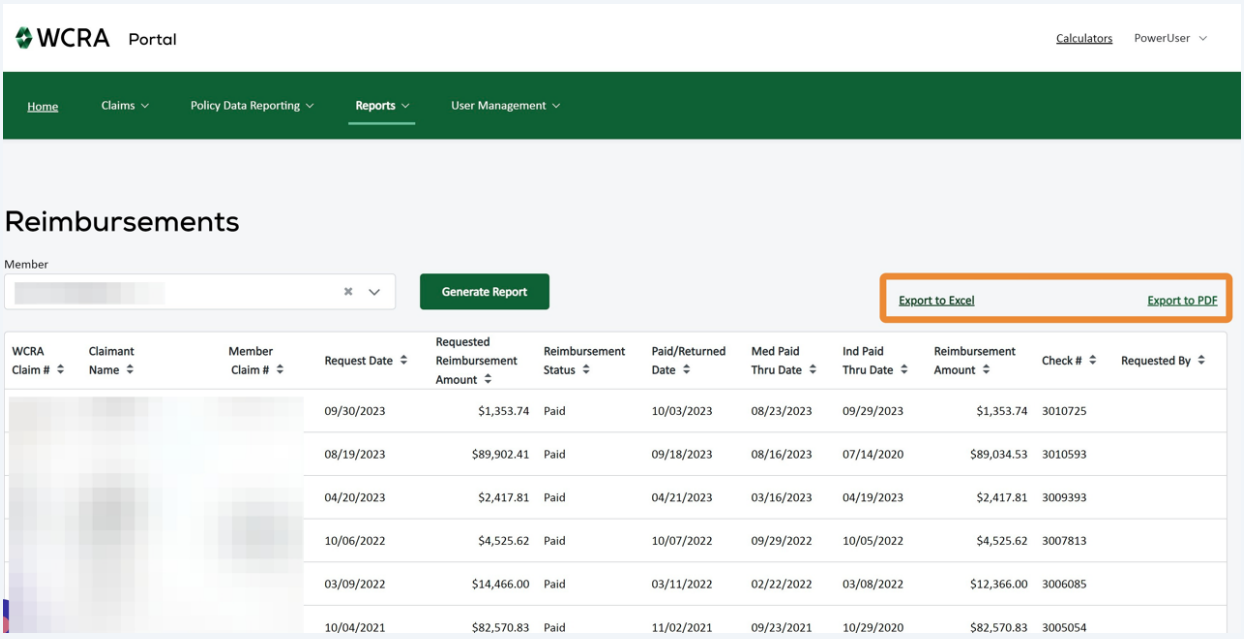
7 Use the filter to select the member.



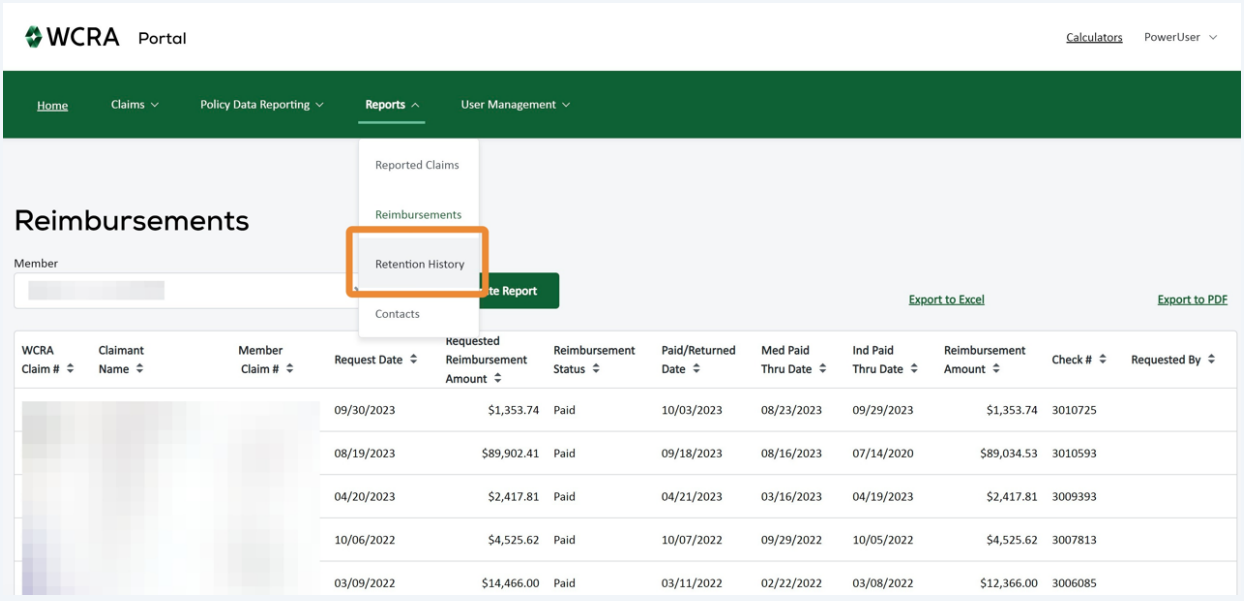
8 Then click "Generate Report" to view the report.



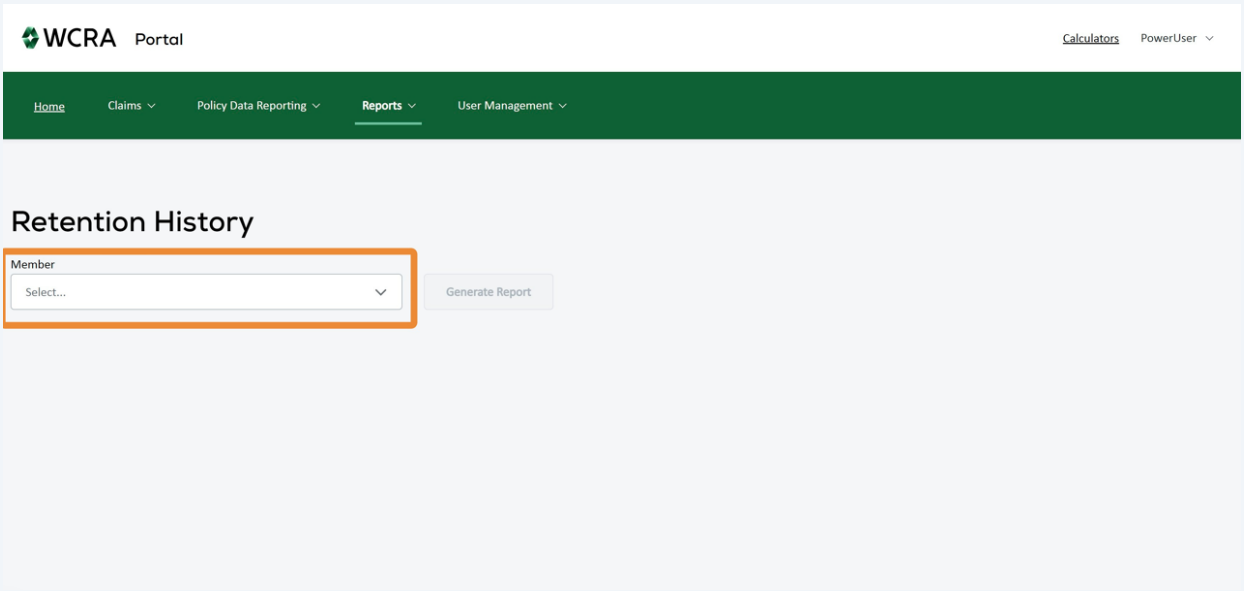
9 The report can be viewed on the screen or downloaded to your computer by using the "Export to Excel" or "Export to PDF" links.



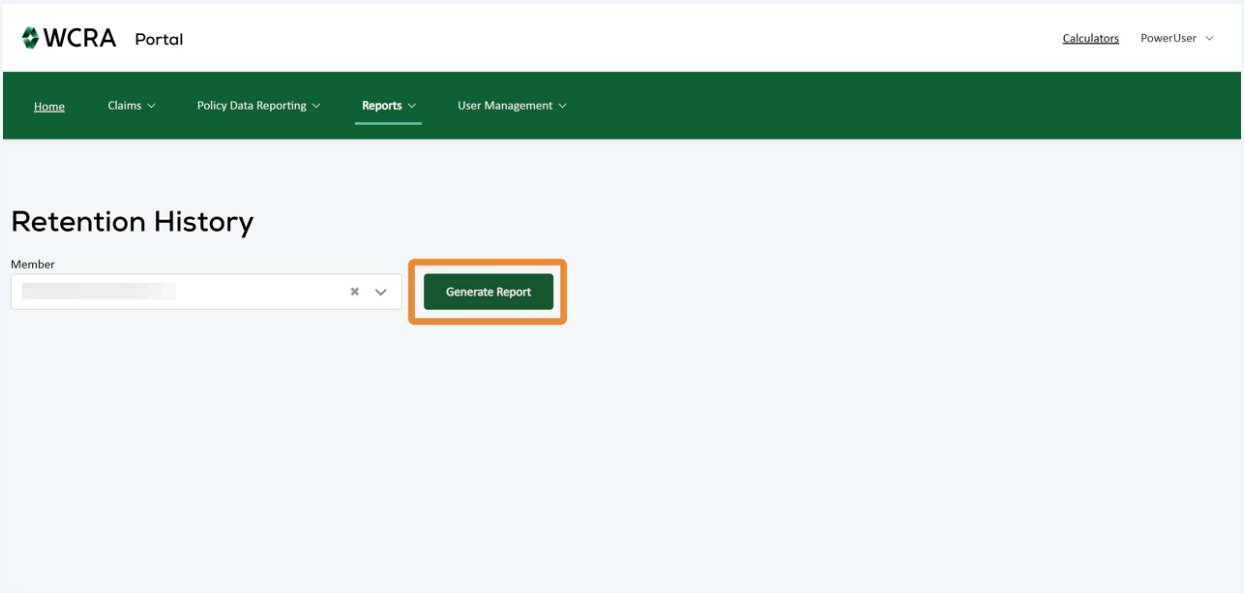
10 To view the Retention History report, click "Reports" in the header, then click "Retention History".



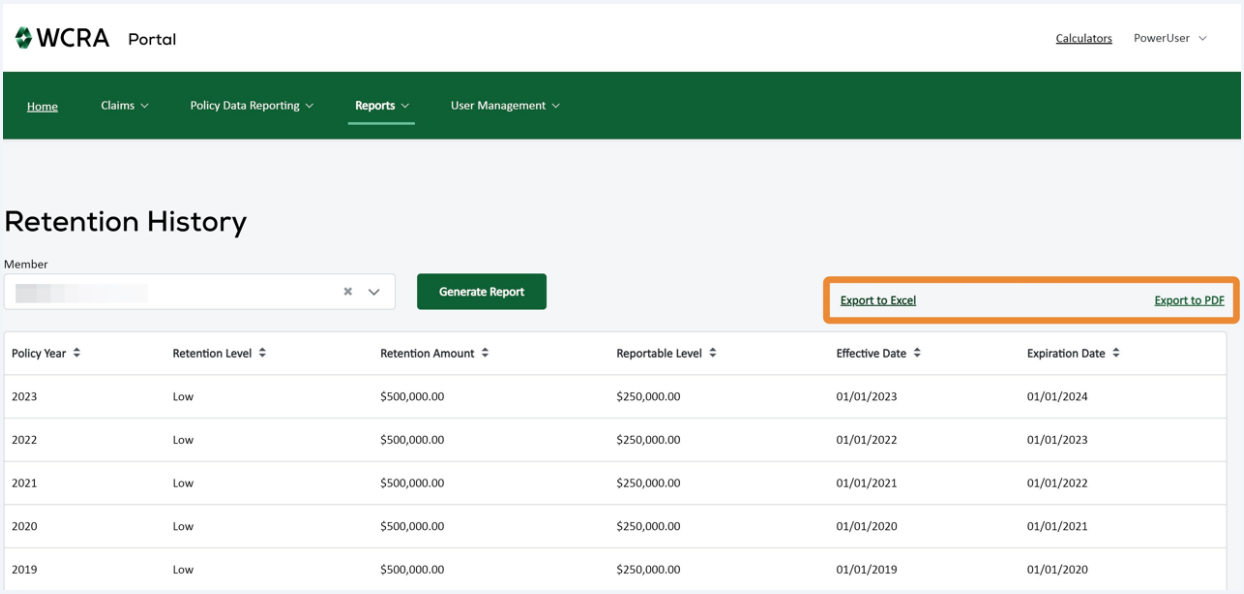
11 Use the filter to select the member.



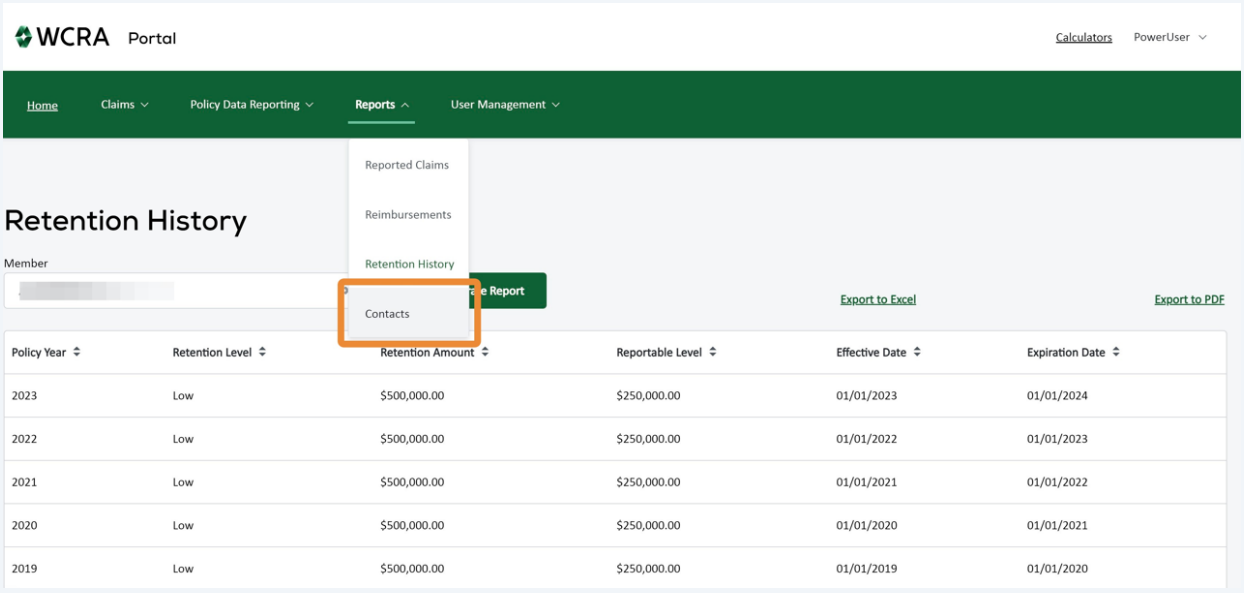
12 Then click "Generate Report" to view the report.



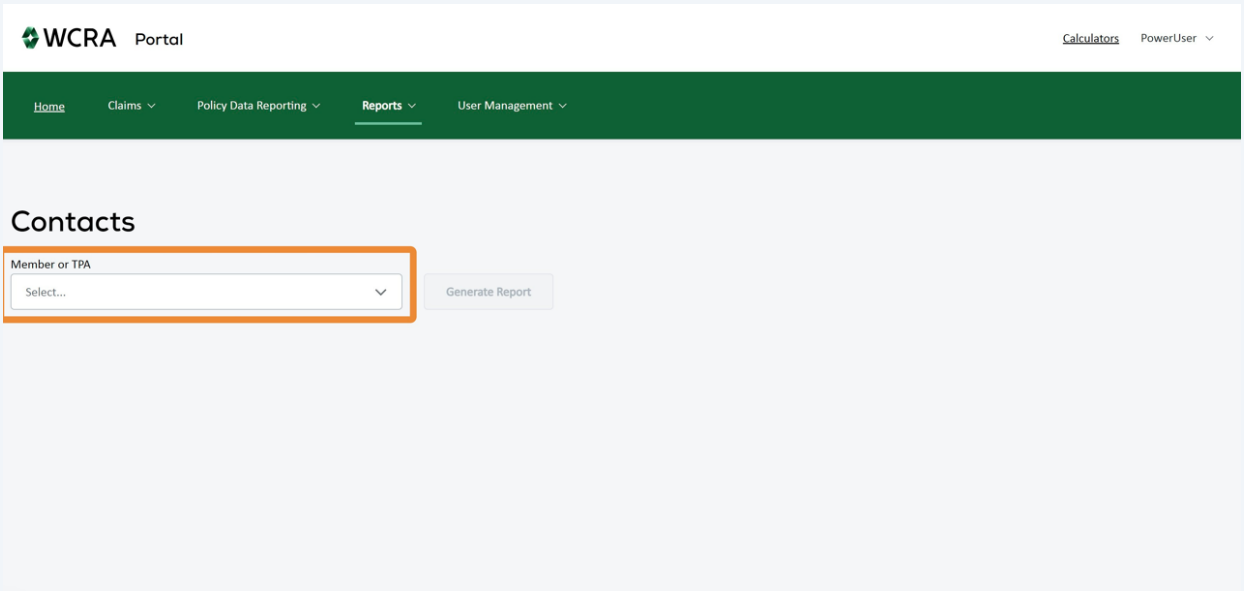
13 The report can be viewed on the screen or downloaded to your computer by using the "Export to Excel" or "Export to PDF" links.



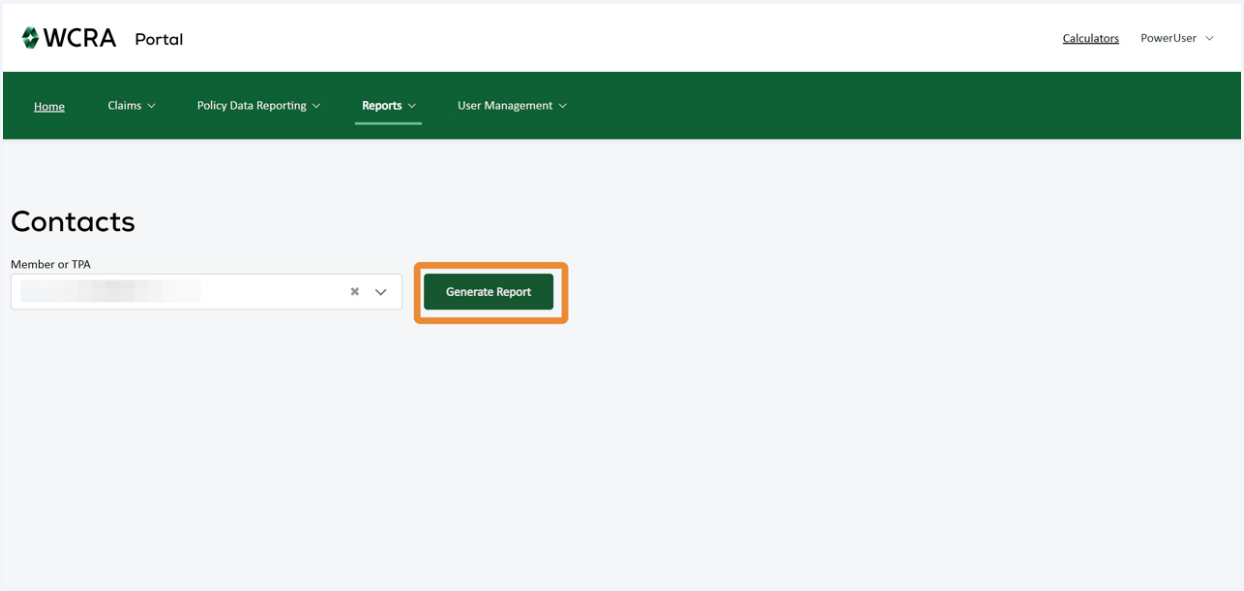
14 To view the Contacts report, click "Reports" in the header, then click "Contacts".



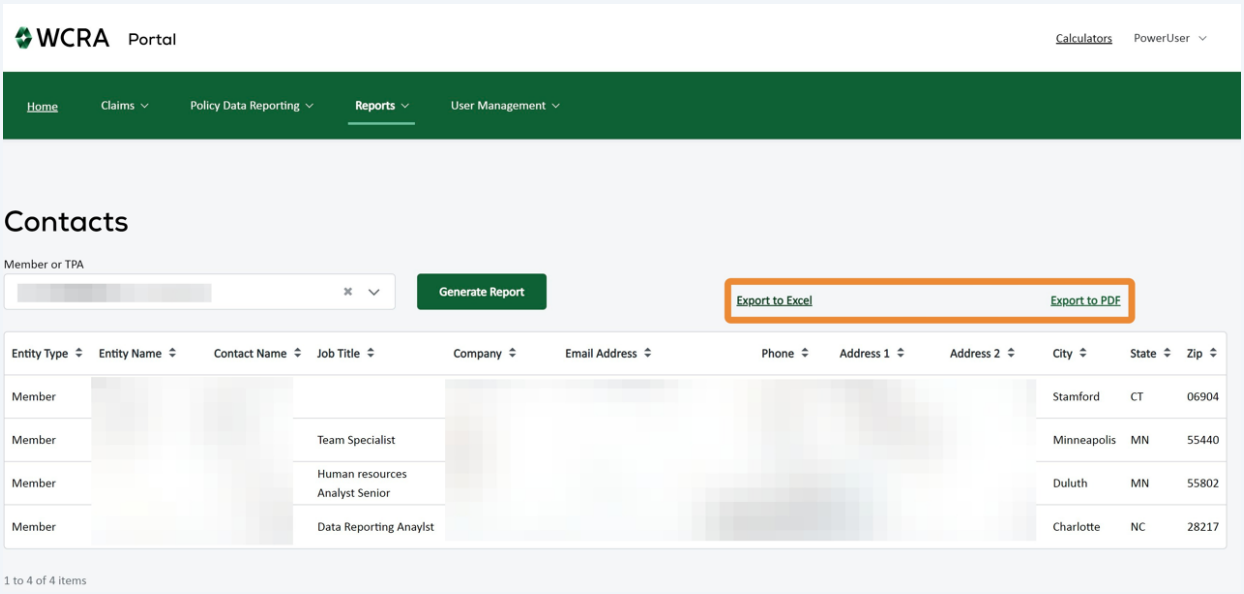
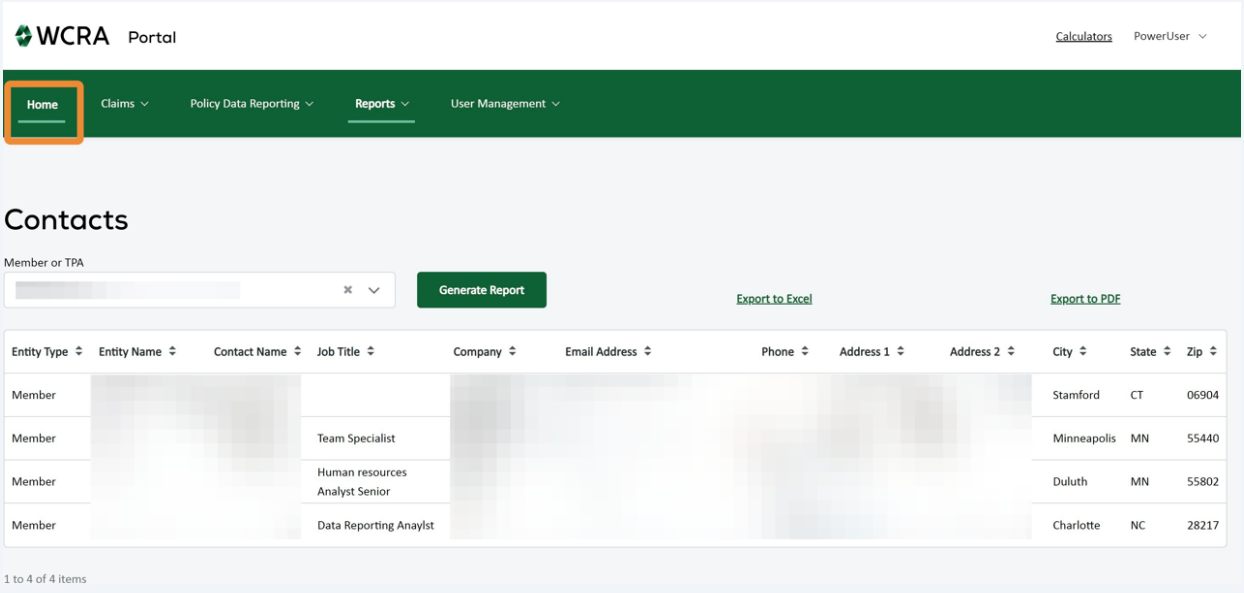
15 Use the filter to select the member or TPA.



16 Then click "Generate Report" to view the report.



17 The report can be viewed on the screen or downloaded to your computer by using the "Export to Excel" or "Export to PDF" links.



18 Click "Home" in the main menu to return to the home screen.