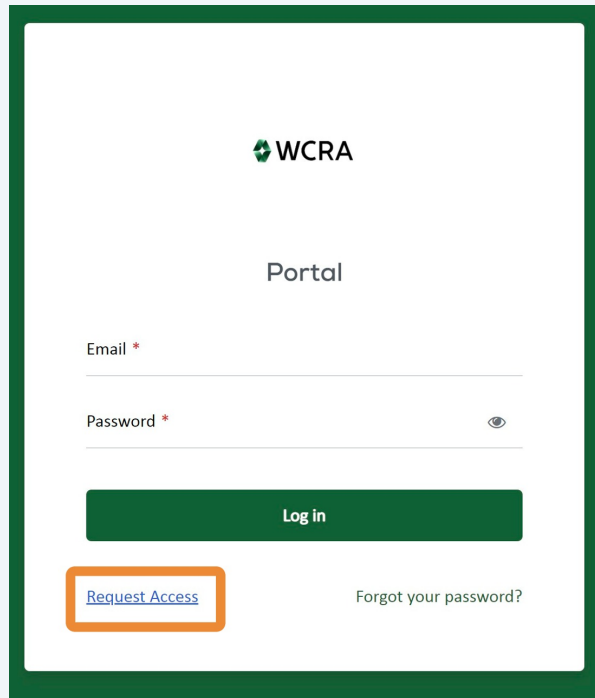


- 1 From the Log in screen you can request access for new users.



WCRA

Portal

Email *

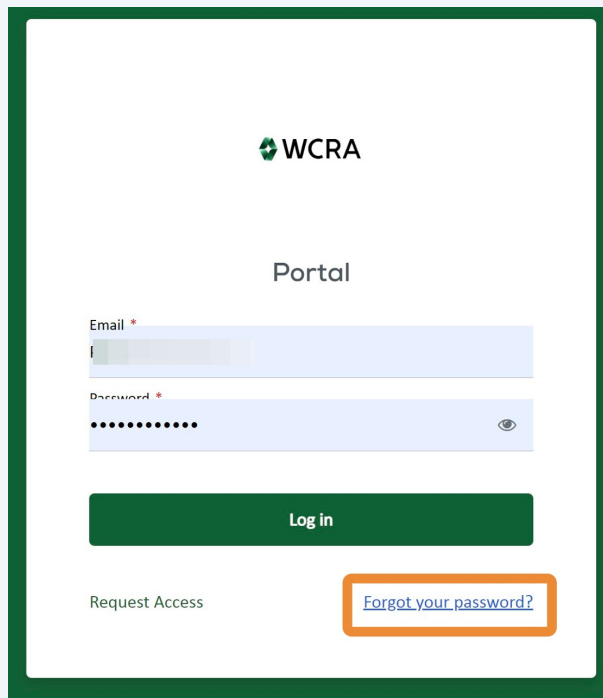
Password *

Log in

[Request Access](#) [Forgot your password?](#)

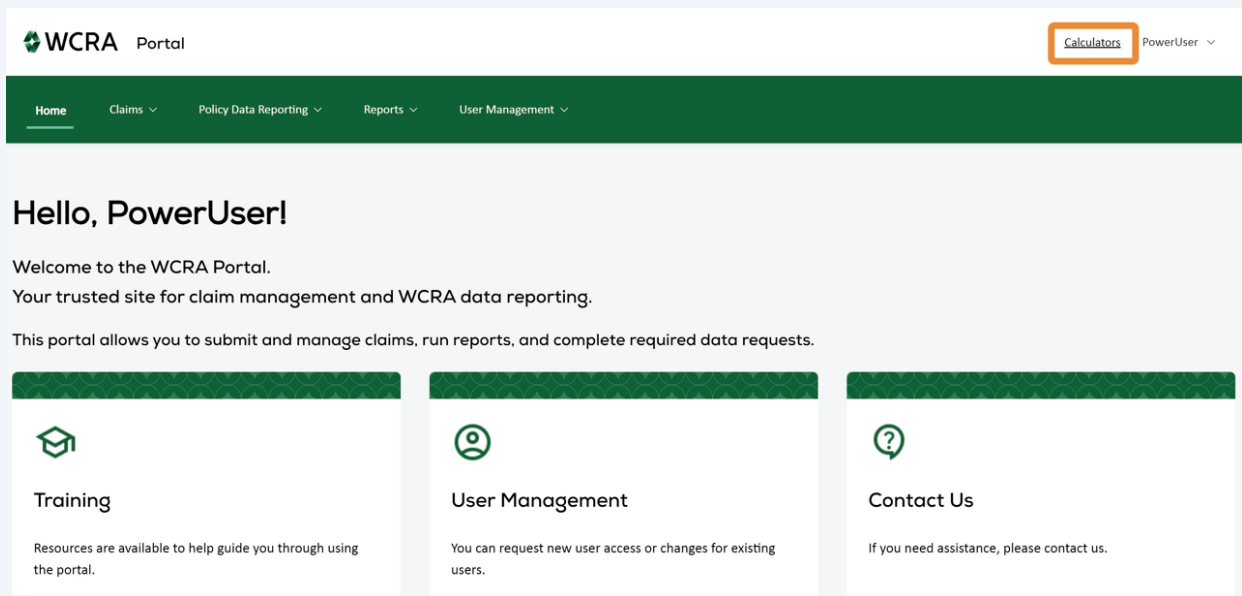
2

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



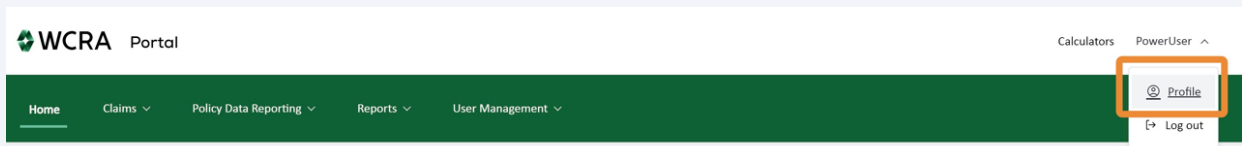
3

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.

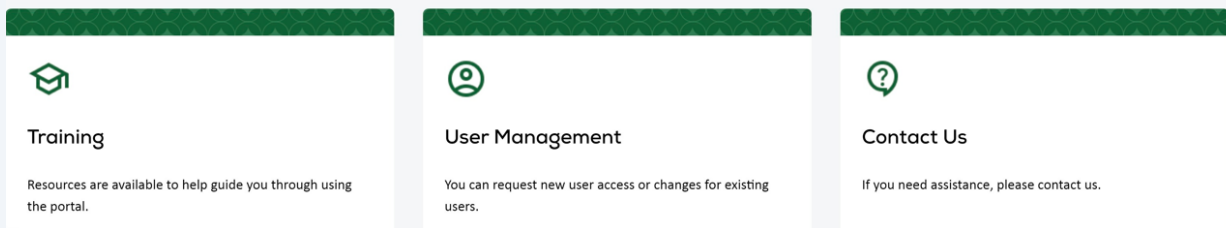


Hello, PowerUser!

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.



5

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

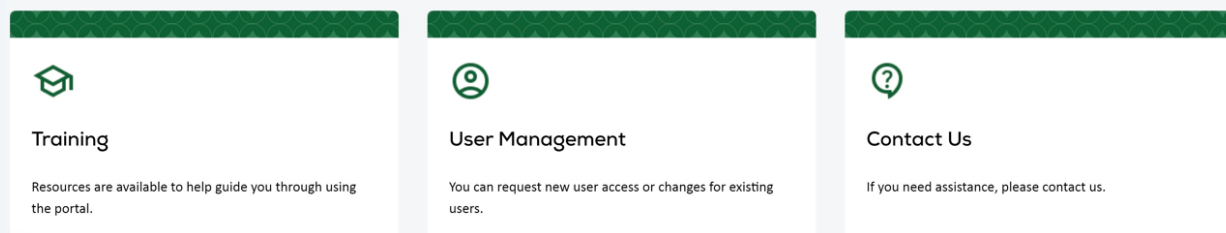


Hello, PowerUser!

Welcome to the WCRA Portal.

Your trusted site for claim management and WCRA data reporting.

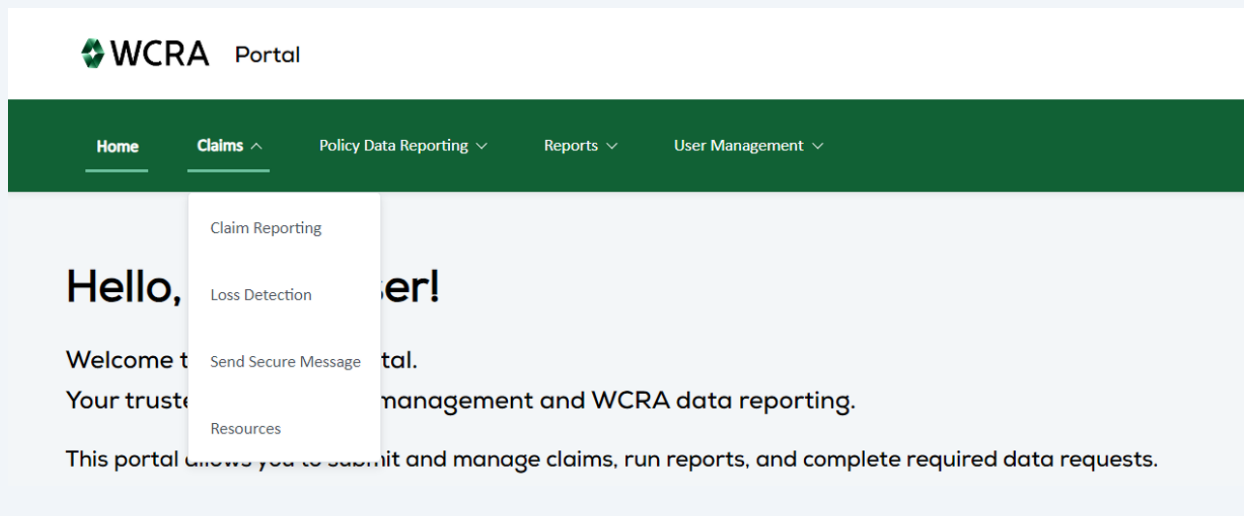
This portal allows you to submit and manage claims, run reports, and complete required data requests.



6

Click "Claims" in the main menu for Claim Reporting, Loss Detection, Send Secure Message, and access to Resources.

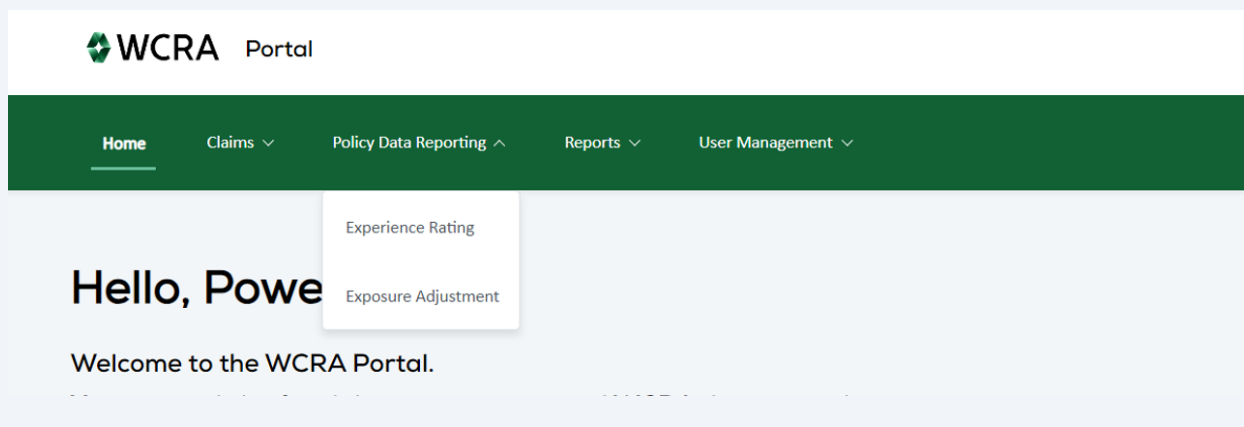
Depending on your access, you may not see the Claims tab.



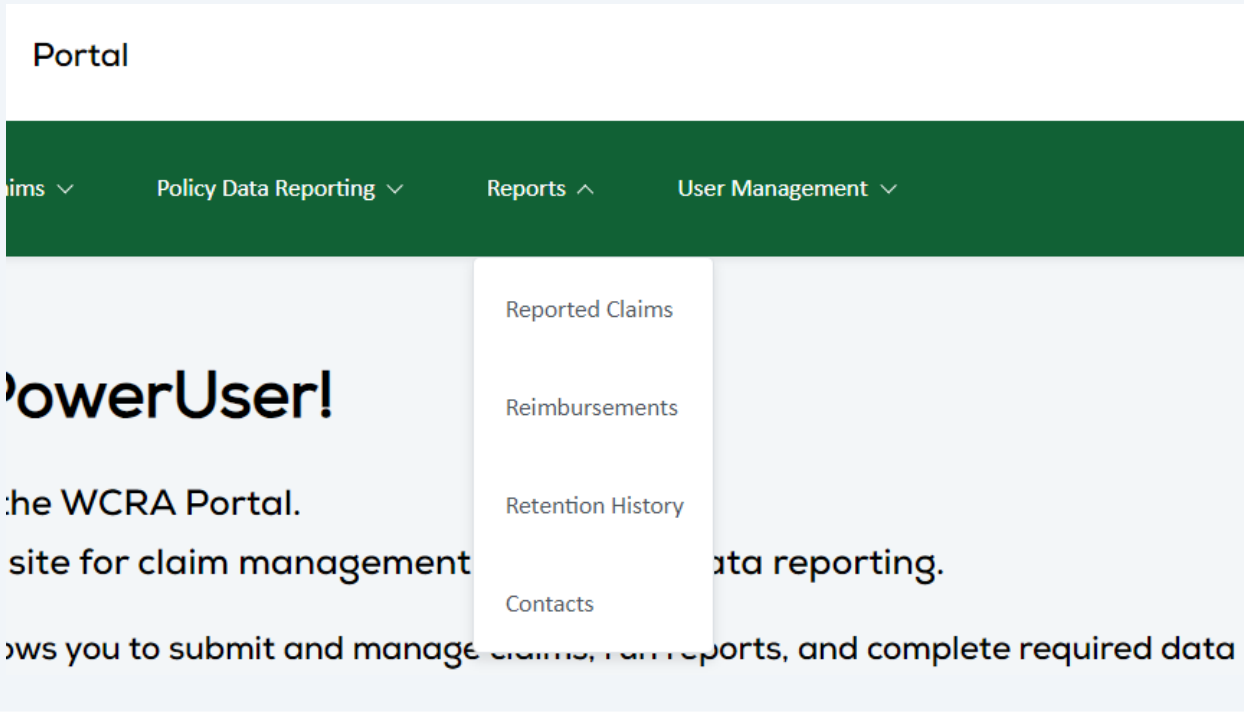
7

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

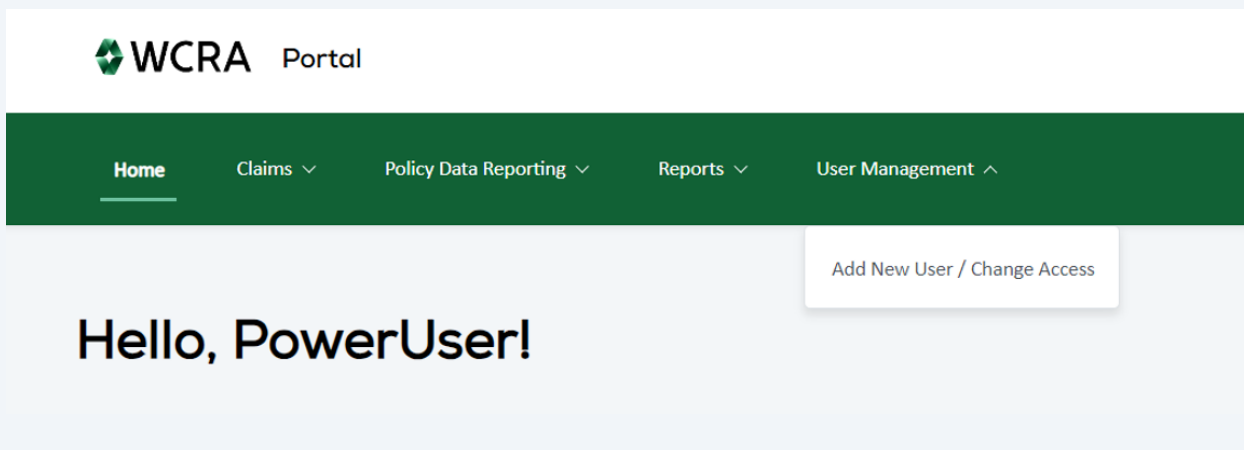
Depending on your access, you may not see the Policy Data Reporting tab.



8 Click "Reports" to access reports



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



10

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

The screenshot shows the WCRA Portal interface. At the top, there is a navigation bar with 'Home', 'Claims', 'Policy Data Reporting', 'Reports', and 'User Management'. Below this is a 'Claims' section with a 'Report New Claim' button. A toggle bar contains two options: 'Claims Assigned to Me' (which is highlighted with an orange box) and 'All Claims'. Below the toggle are seven data tiles: 'Past Due Updates' (1), 'Claim Updates' (0), 'Reportable Files' (3), 'Unread Correspondence' (9), 'Unread Reimbursements' (15), 'Draft' (30), and 'All Claims' (29303). Below the tiles are filters for 'Member' and 'TPA' (both set to 'All'), an 'Accident Date' field, an 'Assigned To' dropdown, a search box for 'Search Claim # or Name', and 'Filter' and 'Reset' buttons. An 'Export to E...' link is visible at the bottom right.

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.

This screenshot is similar to the previous one, but the 'All Claims' toggle is selected. The 'Past Due Updates' tile is highlighted with an orange box, and a tooltip is visible over it that reads 'Current claim update requests.' The data tiles now show: 'Past Due Updates' (24), 'Claim Updates' (1), 'Reportable Files' (16), 'Unread Correspondence' (27191), 'Unread Reimbursements' (24676), 'Draft' (43), and 'All Claims' (29303). The rest of the interface, including filters and navigation, remains the same.

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.

Summary Cards:

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

Filters:

- Member: All
- TPA: All
- Accident Date: mm/dd/yyyy
- Assigned To: All
- Search Claim # or Name
- Filter
- Reset

| Member Claim # | WCRA Claim # | Due Date | Injured Worker Name | Date of Injury | Member Name | TPA | Assigned To | |
|---------------------------|--------------|------------|---------------------|----------------|-------------|-----|---------------------|---------------|
| Y03C00091 | 21416 | 05/01/2016 | | 09/26/2012 | | N/A | Power User Reassign | Resume Update |
| | 22348 | 02/01/2018 | | 01/10/2017 | | N/A | Johnson Reassign | Resume Update |

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

Summary Cards:

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

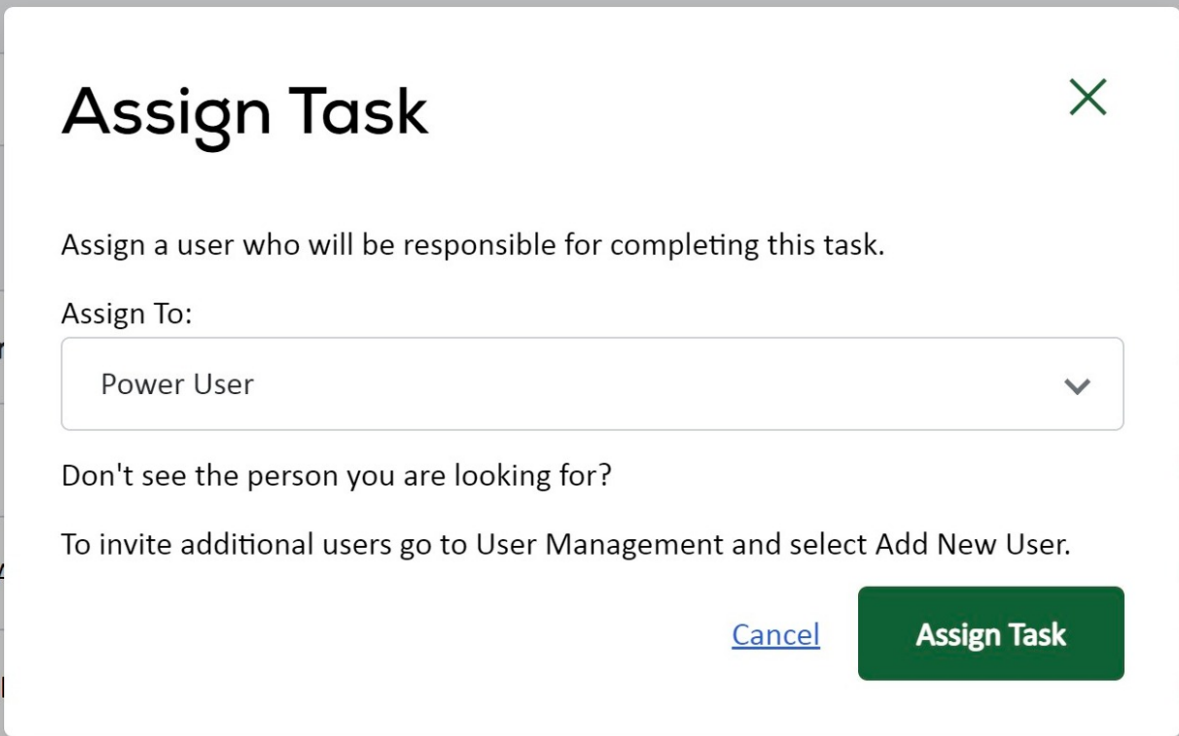
Filters:

- Member: All
- TPA: All
- Accident Date: mm/dd/yyyy
- Assigned To: All
- Search Claim # or Name
- Filter
- Reset

| Member Claim # | WCRA Claim # | Due Date | Injured Worker Name | Date of Injury | Member Name | TPA | Assigned To | |
|------------------------------------|--------------|------------|---------------------|----------------|-------------------|-----|---------------------|---------------|
| <input type="checkbox"/> Y03C00091 | 21416 | 05/01/2016 | | 09/26/2012 | Insurance Company | N/A | Power User Reassign | Resume Update |

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 ▾

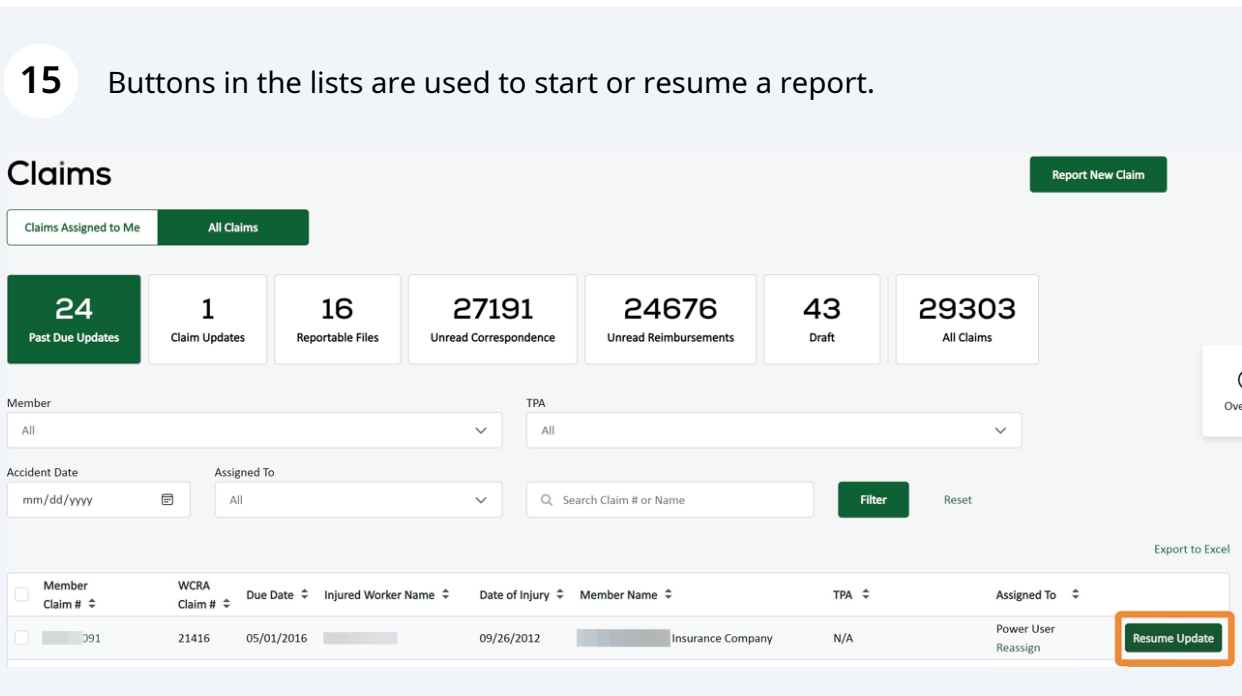
Don't see the person you are looking for?

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 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

Export to Excel

| Member Claim # | WCRA Claim # | Due Date | Injured Worker Name | Date of Injury | Member Name | TPA | Assigned To | |
|----------------|--------------|------------|---------------------|----------------|-------------------|-----|---------------------|----------------------|
| 991 | 21416 | 05/01/2016 | | 09/26/2012 | Insurance Company | N/A | Power User Reassign | Resume Update |

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

The screenshot shows a claims management interface. At the top, there are several filter fields: Member (dropdown set to 'All'), TPA (dropdown set to 'All'), Accident Date (calendar icon), and Assigned To (dropdown set to 'All'). A search bar labeled 'Search Claim # or Name' is also present, along with 'Filter' and 'Reset' buttons. Below the filters is a table with columns: Member Claim #, WCRA Claim #, Due Date, Injured Worker Name, Date of Injury, Member Name, TPA, and Assigned To. The first two rows of data are visible, each with a 'Resume Update' button. The table headers are highlighted with an orange box.

| 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 |
| 05 | 22348 | 02/01/2018 | | 01/10/2017 | | N/A | Johnson Reassign |

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.

The screenshot shows a 'Claims' dashboard. At the top is a navigation bar with 'Home', 'Claims', 'Policy Data Reporting', 'Reports', and 'User Management'. Below the navigation bar, the 'Claims' title is displayed. There are two tabs: 'Claims Assigned to Me' and 'All Claims'. A 'Report Ne' button is visible on the right. Below the tabs are seven summary cards: '24 Past Due Updates', '1 Claim Updates', '16 Reportable Files', '27191 Unread Correspondence', '24676 Unread Reimbursements', '43 Draft', and '29303 All Claims'. Below the summary cards is a filter section with fields for Member (dropdown set to 'All'), TPA (dropdown set to 'All'), Accident Date (calendar icon), and Assigned To (dropdown set to 'All'). A search bar labeled 'Search Claim # or Name' is also present, along with 'Filter' and 'Reset' buttons. The filter section is highlighted with an orange box.

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

The screenshot shows the WCRA Portal interface. At the top left is the WCRA logo and 'Portal' text. At the top right are 'Calculators' and 'PowerUser'. Below this is a dark green navigation bar with links: Home, Claims, Policy Data Reporting, Reports, and User Management. Below the navigation bar is a breadcrumb trail: Claim Reporting > Past Due Updates > Claim Update. Below the breadcrumb is a wizard bar with six steps: Injured Worker, Benefits, Payments & Reserves, Current Status, Supporting Documents & Comments, and Review & Submit. The 'Review & Submit' step is highlighted in dark green. Below the wizard bar is the main content area titled 'Review Report and Submit'. It includes a 'Download PDF' link, a 'Claim Update Report' section, and 'Injured Worker Details' with fields for 'Member Name' and 'TPA Name'.

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.

The screenshot shows the WCRA Portal interface, similar to the previous one. The breadcrumb trail is Claim Reporting > Past Due Updates > Claim Update. The wizard bar now has checkmarks in all six steps: Injured Worker, Benefits, Payments & Reserves, Current Status, Supporting Documents & Comments, and Review & Submit. The 'Review & Submit' step is still highlighted in dark green. Below the wizard bar is the main content area titled 'Review Report and Submit'. It includes a 'Download PDF' link, a 'Claim Update Report' section, and 'Injured Worker Details' with fields for 'Member Name' and 'TPA Name'.

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 *

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 |
| <input type="text"/> | <input type="text"/> | <input type="text" value="mm/dd/yyyy"/> | <input type="text"/> |

Outstanding / Unpaid Reserves

| | | | |
|---------------------------------------|---------------------------------------|---|--|
| Medical * | Indemnity * | Reserve Valuation Date * | Total Outstanding / Unpaid Reserves |
| <input type="text" value="\$50,000"/> | <input type="text" value="\$50,000"/> | <input type="text" value="09/01/2023"/> | <input type="text" value="\$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

Offsets currently being received

Social Security?

| | | |
|------------------------------------|--|--|
| Initial Social Security Amount | Current Social Security Monthly Amount * | Effective Date of Current Social Security Benefits |
| <input type="text" value="\$400"/> | <input type="text" value="\$500"/> | <input type="text" value="09/01/2023"/> |

Other Government Benefits?

| | | |
|-----------------------------------|---|---|
| Government Benefits Type ⓘ * | Current Monthly Government Benefit Amount * | Effective Date of Current Government Benefits |
| <input type="text" value="PERA"/> | <input type="text" value="\$200"/> | <input type="text" value="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 * |
| <input type="text"/> | <input type="text" value="390"/> |

Address


| | | |
|----------------------|----------------------|----------------------|
| City | State | Zip |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

| | |
|----------------------|---|
| Occupation * | Job Class Code * |
| <input type="text"/> | <input type="text" value="4352 - ENGRAVING"/> |

[← Back to Previous Step](#) Save and Exit Save and Continue

24

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

Accident Date: mm/dd/yyyy 

Assigned to: All

[Export to Excel](#)

| <input type="checkbox"/> | Member Claim # ↕ | WCRA Claim # ↕ | Due Date ↕ | Injured Worker Name ↕ | Date of Injury ↕ | Member Name ↕ | TPA ↕ | Assigned To ↕ | |
|--------------------------|------------------|----------------|------------|-----------------------|------------------|-------------------|-------|---------------------|--|
| <input type="checkbox"/> | 1 | 21416 | 05/01/2016 | | 09/26/2012 | Insurance Company | N/A | Power User Reassign | <input type="button" value="Resume Update"/> |