

How to Access Reports.



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

The screenshot shows the WCRA Portal header. The navigation menu includes Home, Claims, Policy Data Reporting, Reports, and User Management. The 'Reports' menu item is highlighted with a red rectangular box. The user is logged in as 'PowerUser'.

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.

Three service tiles are displayed: 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.), and Contact Us (If you need assistance, please contact us.).

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

The screenshot shows the WCRA Portal header with the 'Reports' dropdown menu open. The 'Reported Claims' option is highlighted with a red rectangular box. The user is logged in as 'PowerUser'.

Hello, PowerUser!

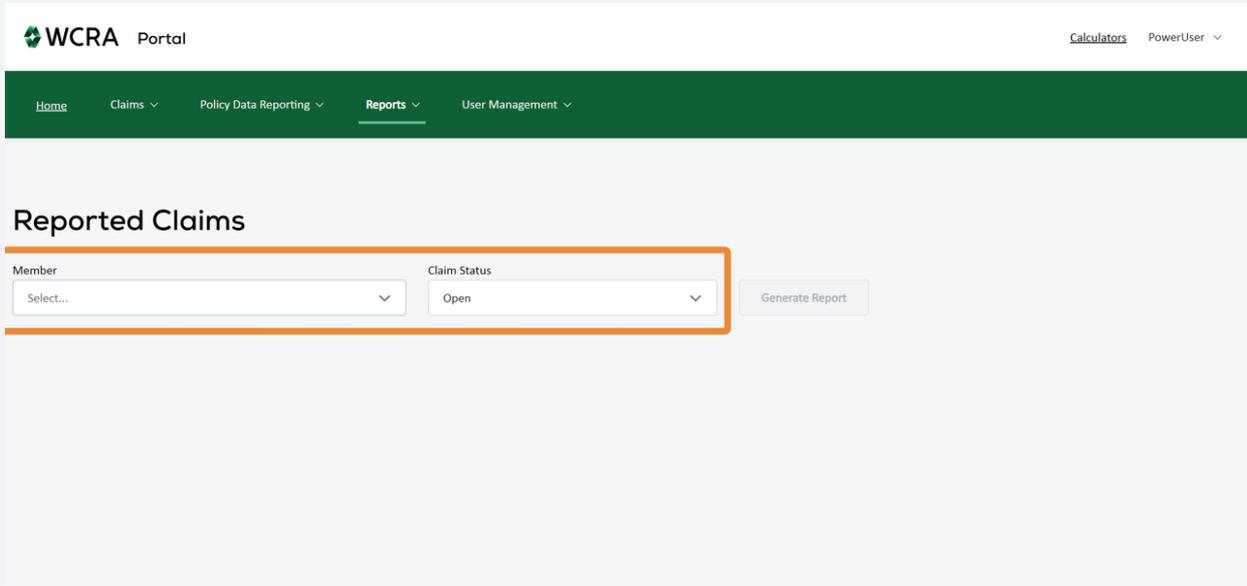
Welcome to the WCRA Portal.

Your trusted site for claim management and WCRA data reporting.

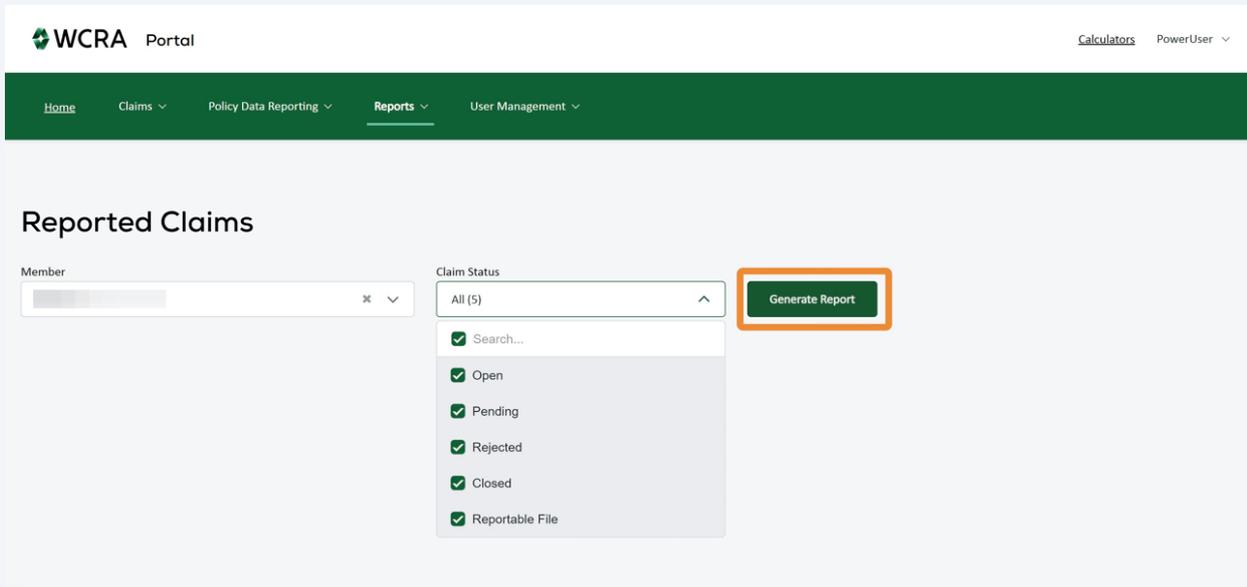
This portal allows you to submit and manage claims, run reports, and complete required data requests.

Three service tiles are displayed: 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.), and Contact Us (If you need assistance, please contact us.).

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.

WCRA Portal Calculators PowerUser

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

Reported Claims

Member Claim Status All (5)

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".

WCRA Portal Calculators PowerUser

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

Reported Claims

Member Claim Status All (5)

- Reported Claims
- Reimbursements**
- Retention History
- Contacts

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

7

Use the filter to select the member.

The screenshot shows the WCRA Portal interface. At the top left is the logo and 'WCRA Portal'. At the top right are links for 'Calculators' and 'PowerUser'. A dark green navigation bar contains 'Home', 'Claims', 'Policy Data Reporting', 'Reports', and 'User Management'. Below this is the 'Reimbursements' section. It features a 'Member' dropdown menu with 'Select...' as the current selection, which is highlighted with an orange border. To the right of the dropdown is a 'Generate Report' button.

8

Then click "Generate Report" to view the report.

This screenshot is identical to the previous one, but the 'Generate Report' button is now highlighted with an orange border. The 'Member' dropdown menu is still present but no longer highlighted.

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.

WCRA Portal Calculators PowerUser

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

Reimbursements

Member Export to Excel Export to PDF

WCRA Claim #	Claimant Name	Member Claim #	Request Date	Requested Reimbursement Amount	Reimbursement Status	Paid/Returned Date	Med Paid Thru Date	Ind Paid Thru Date	Reimbursement Amount	Check #	Requested By
			09/30/2023	\$1,353.74	Paid	10/03/2023	08/23/2023	09/29/2023	\$1,353.74	3010725	
			08/19/2023	\$89,902.41	Paid	09/18/2023	08/16/2023	07/14/2020	\$89,034.53	3010593	
			04/20/2023	\$2,417.81	Paid	04/21/2023	03/16/2023	04/19/2023	\$2,417.81	3009393	
			10/06/2022	\$4,525.62	Paid	10/07/2022	09/29/2022	10/05/2022	\$4,525.62	3007813	
			03/09/2022	\$14,466.00	Paid	03/11/2022	02/22/2022	03/08/2022	\$12,366.00	3006085	
			10/04/2021	\$82,570.83	Paid	11/02/2021	09/23/2021	10/29/2020	\$82,570.83	3005054	

10

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

WCRA Portal Calculators PowerUser

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

Reimbursements

Member Retention History Export to Excel Export to PDF

- Reported Claims
- Reimbursements
- Retention History
- Contacts

WCRA Claim #	Claimant Name	Member Claim #	Request Date	Requested Reimbursement Amount	Reimbursement Status	Paid/Returned Date	Med Paid Thru Date	Ind Paid Thru Date	Reimbursement Amount	Check #	Requested By
			09/30/2023	\$1,353.74	Paid	10/03/2023	08/23/2023	09/29/2023	\$1,353.74	3010725	
			08/19/2023	\$89,902.41	Paid	09/18/2023	08/16/2023	07/14/2020	\$89,034.53	3010593	
			04/20/2023	\$2,417.81	Paid	04/21/2023	03/16/2023	04/19/2023	\$2,417.81	3009393	
			10/06/2022	\$4,525.62	Paid	10/07/2022	09/29/2022	10/05/2022	\$4,525.62	3007813	
			03/09/2022	\$14,466.00	Paid	03/11/2022	02/22/2022	03/08/2022	\$12,366.00	3006085	

11 Use the filter to select the member.

The screenshot shows the WCRA Portal interface. At the top left is the logo and 'Portal' text. At the top right are links for 'Calculators' and 'PowerUser'. A dark green navigation bar contains 'Home', 'Claims', 'Policy Data Reporting', 'Reports', and 'User Management'. Below this is the 'Retention History' section. It features a 'Member' dropdown menu with 'Select...' as the current selection, which is highlighted with an orange border. To the right of the dropdown is a 'Generate Report' button.

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

This screenshot is similar to the previous one, showing the 'Retention History' page. The 'Member' dropdown menu now contains a selected member name, also highlighted with an orange border. The 'Generate Report' button is now highlighted with an orange border, indicating it is the next step in the process.

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.

WCRA Portal Calculators PowerUser

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

Retention History

Member [Export to Excel](#) [Export to PDF](#)

Policy Year	Retention Level	Retention Amount	Reportable Level	Effective Date	Expiration Date
2023	Low	\$500,000.00	\$250,000.00	01/01/2023	01/01/2024
2022	Low	\$500,000.00	\$250,000.00	01/01/2022	01/01/2023
2021	Low	\$500,000.00	\$250,000.00	01/01/2021	01/01/2022
2020	Low	\$500,000.00	\$250,000.00	01/01/2020	01/01/2021
2019	Low	\$500,000.00	\$250,000.00	01/01/2019	01/01/2020

14

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

WCRA Portal Calculators PowerUser

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

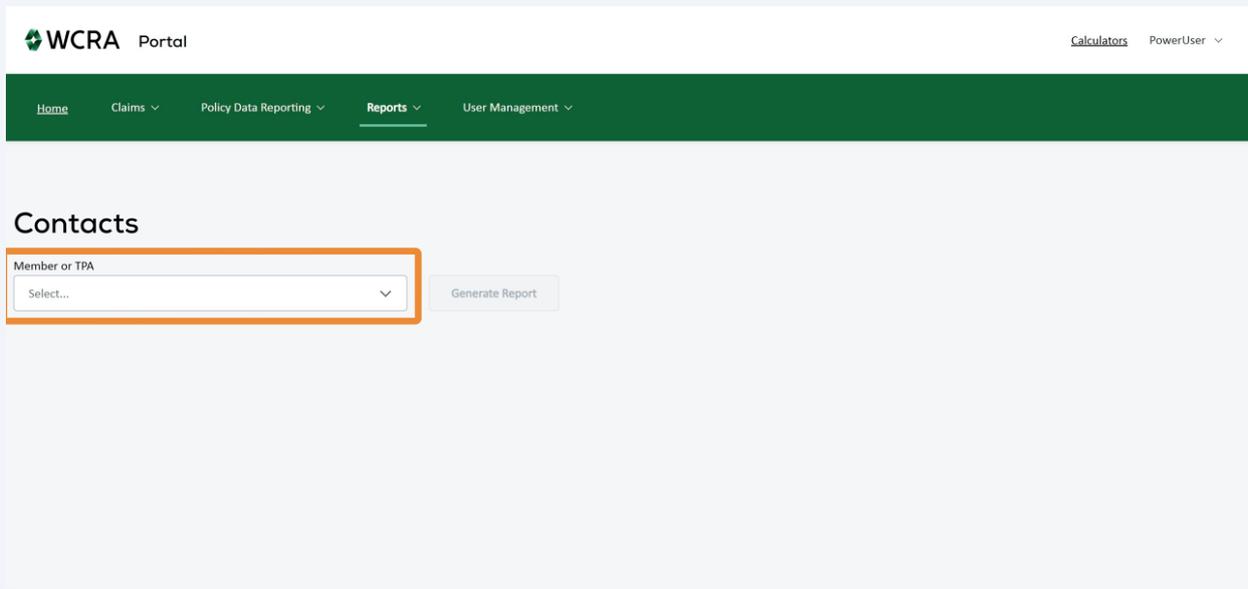
- Reported Claims
- Reimbursements
- Retention History
- Contacts**

Retention History

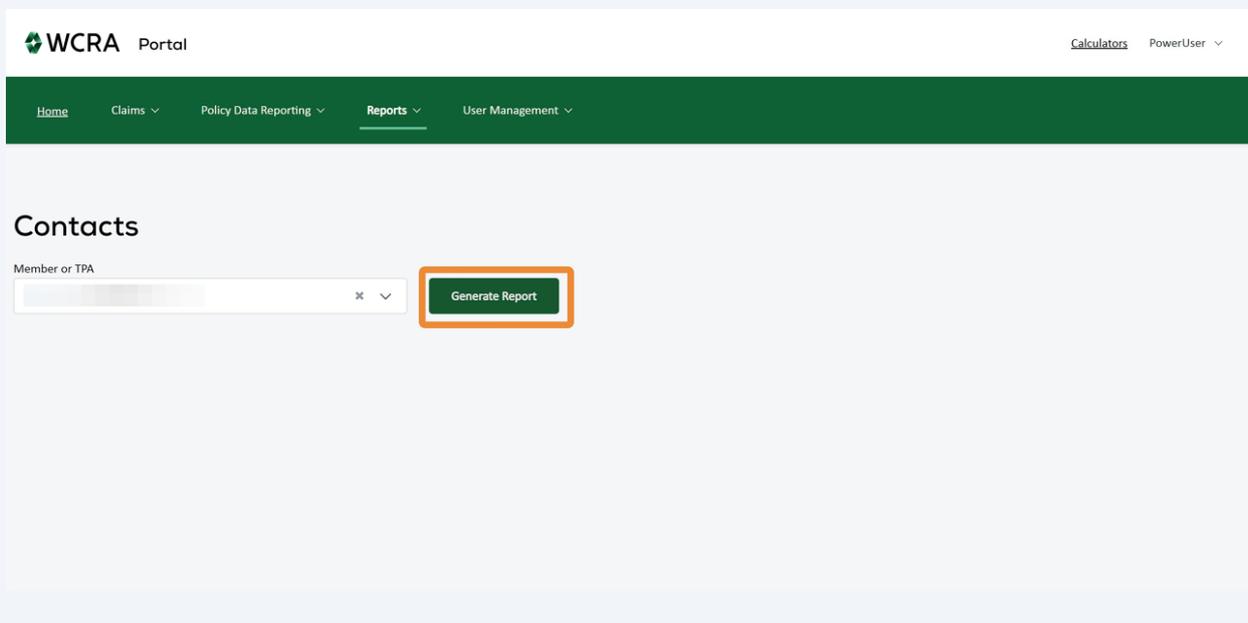
Member [Export to Excel](#) [Export to PDF](#)

Policy Year	Retention Level	Retention Amount	Reportable Level	Effective Date	Expiration Date
2023	Low	\$500,000.00	\$250,000.00	01/01/2023	01/01/2024
2022	Low	\$500,000.00	\$250,000.00	01/01/2022	01/01/2023
2021	Low	\$500,000.00	\$250,000.00	01/01/2021	01/01/2022
2020	Low	\$500,000.00	\$250,000.00	01/01/2020	01/01/2021
2019	Low	\$500,000.00	\$250,000.00	01/01/2019	01/01/2020

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.

WCRA Portal Calculators PowerUser ▾

Home Claims ▾ Policy Data Reporting ▾ **Reports ▾** User Management ▾

Contacts

Member or TPA x ▾ Generate Report Export to Excel Export to PDF

Entity Type ▾	Entity Name ▾	Contact Name ▾	Job Title ▾	Company ▾	Email Address ▾	Phone ▾	Address 1 ▾	Address 2 ▾	City ▾	State ▾	Zip ▾
Member									Stamford	CT	06904
Member			Team Specialist						Minneapolis	MN	55440
Member			Human resources Analyst Senior						Duluth	MN	55802
Member			Data Reporting Analyst						Charlotte	NC	28217

1 to 4 of 4 items

18

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

WCRA Portal Calculators PowerUser ▾

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

Contacts

Member or TPA x ▾ Generate Report Export to Excel Export to PDF

Entity Type ▾	Entity Name ▾	Contact Name ▾	Job Title ▾	Company ▾	Email Address ▾	Phone ▾	Address 1 ▾	Address 2 ▾	City ▾	State ▾	Zip ▾
Member									Stamford	CT	06904
Member			Team Specialist						Minneapolis	MN	55440
Member			Human resources Analyst Senior						Duluth	MN	55802
Member			Data Reporting Analyst						Charlotte	NC	28217

1 to 4 of 4 items