

# How to Edit a User Profile.



1 Log into the WCRA portal and click the user name in the header.

WCRA Portal Calculators MBR-PowerUser

[Home](#) [Claims](#) [Policy Data Reporting](#) [Reports](#) [User Management](#)

## Hello, MBR-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.

2 Then click "Profile" to view and edit the user profile.

WCRA Portal Calculators MBR-PowerUser

[Home](#) [Claims](#) [Policy Data Reporting](#) [Reports](#) [User Management](#)

[Profile](#)  
[Log out](#)

## Hello, MBR-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.

3

Update information as needed. Note: Required fields are identified with an "\*".

### Contact Information

First Name *	Middle Name	Address Line 1 *
<input type="text"/>	<input type="text"/>	<input type="text" value="123 Main St"/>
Last Name *		Address Line 2
<input type="text"/>		<input type="text"/>
Email Address *		City *
<input type="text" value="MBR-PowerUser@wcra.biz"/>		<input type="text" value="Plymouth"/>
Company Name *		State *
<input type="text"/>		<input type="text" value="MN"/>
Phone Number *		Zip Code *
<input type="text"/>		<input type="text" value="55446"/> <input type="text"/>

4

When all information is updated, click "Save changes".

First Name *	Middle Name	Address Line 1 *
<input type="text" value="SingleCompany"/>	<input type="text"/>	<input type="text" value="123 Main St"/>
Last Name *		Address Line 2
<input type="text" value="PowerUser"/>		<input type="text" value="Bldg 999"/>
Email Address *		City *
<input type="text" value="MBR-PowerUser@wcra.biz"/>		<input type="text" value="Plymouth"/>
Company Name *		State *
<input type="text" value="Thunder Inc"/>		<input type="text" value="MN"/>
Phone Number *		Zip Code *
<input type="text" value="321-456-7890"/>		<input type="text" value="55446"/> <input type="text"/>
Job Title *		
<input type="text" value="Claims Adjuster"/>		

5

When the changes are successfully submitted you will see a confirmation screen. Click "Close" to exit the confirmation.

WCRA Portal

Calculators MBR-PowerUser

Contact Changes Successfully Submitted.

Home Claims Policy Data Reporting Reports User Management

### Contact Information

## Successfully Submitted

Please allow 24 to 72 business hours for these to take effect. We will contact you if we have any questions regarding the information submitted.

If this is an urgent change, please [contact us](#).

Close

6

All changes are reviewed by WCRA. If you attempt to edit your profile while the changes are being reviewed, you will see an attention message stating changes are pending. After the changes are approved or denied by WCRA, the attention message will be removed.

WCRA Portal

Calculators MBR-PowerUser

Home Claims Policy Data Reporting Reports User Management

### Contact Information

Changes Pending. The contact information displayed below is what we currently have on record. Contact changes may take between 24-72 business hours. If this is an urgent change, please [contact us](#).

First Name \* Middle Name Address Line 1 \*

SingleCo PowerUser 123 Main St

Last Name \* Address Line 2

PowerUser Bldg 999

Email Address \* City \*

MBR-PowerUser@wcra.biz Plymouth