How to Edit a User Profile.

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

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

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

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

Contact Information

First Name *

Middle Name

Address Line 1 *

123 Main St

Last Name *

Address Line 2

Email Address *

MBR-PowerUser@wcra.biz

City *

Plymouth

Company Name *

State *

MN

Phone Number *

Zip Code *

55446

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

First Name *

SingleCompany

Middle Name

Address Line 1 *

123 Main St

Last Name *

PowerUser

Address Line 2

Bldg 999

Email Address *

MBR-PowerUser@wcra.biz

City *

Plymouth

Company Name *

Thunder Inc

State *

MN

Phone Number *

321-456-7890

Zip Code *

55446

Job Title *

Claims Adjuster

Save changes

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

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.