How to add a new user or change user access to the WCRA portal.

WCRA

1   Click "User Management"

2   Click "Add New User / Change Access"

3 To add a new user, use the toggle to select "New User". The enter all the required information. Note: required fields are identified with an "*".

4 Use the toggle to find the Member or TPA the user works for. The select the Member or TPA from the search box.

5 Click the "What access are you requesting?" field and describe the access this user needs.

Business Mailing Address Line 1 *

123 Main St.

Business Mailing Address Line 2

City *

St. Paul

State *

MN

Zip *

55101

Are you a Member or Third-party Administrator (TPA)

| Member | TPA |

Member

🔍 ▓▓▓▓▓▓▓ ✕

What access are you requesting? *

☐ I have read and agree to the Terms and Conditions, and I am authorized to enter into this agreement.

Note: If you are a third-party administrator (TPA), the WCRA will verify that any requests for online access are authorized by your client (WCRA member) via a TPA Authorization Agreement. Access to the site cannot be provided until the WCRA member completes the Agreement.

Cancel   Submit

---

6 Click this checkbox to confirm you have read and agree to the Terms and Conditions.

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What access are you requesting? *

Perform Loss Detection Reporting

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Cancel   Submit

7   Click "Submit" to submit your request.

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Cancel   **Submit**

---

8   When the request is successfully submitted, you will see a confirmation. Click "Close". All requests are reviewed before access is granted. Once access is granted, the new user will receive a registration email with instruction on completing their registration and access to the portal.

♻ **WCRA** Portal   Calculators   PowerUser ⌄

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

Apply for Access

☑

Successfully Submitted

You have successfully submitted your request for access. WCRA will review your request. If approved, you will receive an email with directions for logging in.

If you have any questions, please contact member@wcra.biz

Close

9   To change a user's access, click "User Management"

10   Click "Add New User / Change Access"

11 Click "Change Access" the enter all required information. Note: required fields are identified with an "*".

WCRA Portal

Calculators   PowerUser ∨

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

Apply for Access

Type of Request

| New User | **Change Access** |

First Name *

Last Name *

Suffix

Title *

Company Name *

Email *

Phone *

---

12 Use the toggle to find the Member or TPA the user works for. The select the Member or TPA from the search box.

Title *

Claims Adjuster

Company Name *

ABC Co.

Email *

p.user@abc.com

Phone *

651-555-1212

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Member

🔍   ✕

What access are you requesting? *

6

13 Click the "What access are you requesting?" field and describe the access this user needs.

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Member | TPA

Member

🔍 ▓▓▓▓▓▓▓▓ ▓▓▓▓▓ ✕

What access are you requesting? *

Perform Reimbursement Requests

☐ have read and agree to the Terms and Conditions, and I am authorized to enter into this agreement.

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Cancel   Submit

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Member

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What access are you requesting? *

Perform Reimbursement Requests

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Cancel   **Submit**

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Calculators   PowerUser ⌄

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

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