

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



1 Click "User Management"

The screenshot shows the WCRA Portal interface. At the top left, it says "WCRA Portal". On the right, there are links for "Calculators" and "PowerUser". Below this is a dark green navigation bar with several menu items: "Home", "Claims", "Policy Data Reporting", "Reports", and "User Management". The "User Management" item is highlighted with an orange box. Below the navigation bar, the page says "Hello, PowerUser!" and "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." There are three main content cards: "Training" (with a graduation cap icon), "User Management" (with a person icon), and "Contact Us" (with a question mark icon). The "User Management" card has a sub-link "Add New User / Change Access" which is highlighted with an orange box.

2 Click "Add New User / Change Access"

This screenshot is identical to the one above, but the "User Management" menu item in the navigation bar is now expanded, and the "Add New User / Change Access" link is highlighted with an orange box. The rest of the page content remains the same.

3

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

Apply for Access

Type of Request

First Name *

Last Name *

Suffix

Title *

Company Name *

Email *

Phone *

4

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

Title *

Company Name *

Email *

Phone *

Business Mailing Address Line 1 *

Business Mailing Address Line 2

City *

State *

Zip *

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

Member

What access are you requesting? *

5

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

Business Mailing Address Line 1 * Business Mailing Address Line 2

City * State * Zip *

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

6

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

Business Mailing Address Line 1 * Business Mailing Address Line 2

City * State * Zip *

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

7 Click "Submit" to submit your request.

Business Mailing Address Line 1 * Business Mailing Address Line 2

City * State * Zip *

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

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

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

WCRA Portal Calculators PowerUser ▾

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

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.



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.

10 Click "Add New User / Change Access"

Data Reporting ▾ Reports ▾ **User Management ▾**

Add New User / Change Access

ser!

rtal.

management and WCRA data reporting.

mit and manage claims, run reports, and complete required data requests.



User Management



Contact Us

11

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

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

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

Q

x

What access are you requesting? *

13

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

Business Mailing Address Line 1 * Business Mailing Address Line 2

City * State * Zip *

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

14

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

Business Mailing Address Line 1 * Business Mailing Address Line 2

City * State * Zip *

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

15 Click "Submit" to submit your request.

Business Mailing Address Line 1 * Business Mailing Address Line 2

City * State * Zip *

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

16 When the request is successfully submitted, you will see a confirmation. Click "Close". All requests are reviewed before access are made.

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