## A portal screen walk-through of how to complete the Experience Rating Data Reporting process.



2 Registered users can enter their email address and password, then click "Send Authentication" button. An email will be sent to the email address registered with the WCRA and entered as part of this step.

9	WCRA
F	Portal
Email *	
Password *	•••]
Send /	Authentication
Request Access	Forgot your passwo

**WCRA** 

**3** Enter the authentication code sent to your email and click "Login".





WCRA Portal		<u>Calculators</u> PowerUser ~
Home Claims ~ Policy Data Reporting ~ Reports	: 🗸 User Management 🗸	
Hello, PowerUser! Welcome to the WCRA Portal. Your trusted site for claim management and the This portal allows you to submit and manage claim	WCRA data reporting. ns, run reports, and complete required data reques	ts.
Training	User Management	Contact Us
Resources are available to help guide you through using the portal.	You can request new user access or changes for existing users.	If you need assistance, please contact us.
View Training Materials	View User Management	Contact Us
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## Click "Experience Rating".

WCRA Portal		<u>Calculators</u> PowerUser ~
Home Claims ∨ Policy Data Reporting ∧ Reports ∨	✓ User Management ✓	
Experience Rating Expoure Adjustment Adjustment of the WCRA Portal. More trusted site for claim management and W This portal allows you to submit and manage claims This portal allows you to submit and manage claims Adjustment of the WCRA Portal. This portal allows you to submit and manage claims More trusted site for claim management and W This portal allows you to submit and manage claims More trusted site for claim management and W This portal allows you to submit and manage claims More trusted site for claim management and W This portal allows you to submit and management and W This portal allows you to submit and management and W More trusted site for claim management and W This portal allows you to submit and management and W This portal allows you to submit and management and W This portal allows you to submit and management and W This portal allows you to submit and management and W This portal allows you to submit and management and W This portal allows you to submit and management and W This portal allows you to submit and management and W This portal allows you to submit and management and W This portal allows you to submit and management and W This portal allows you to submit and management and W This portal allows you to submit and management and W This portal allows you to submit and management and W This portal allows you to submit and management and W This portal allows you to submit and management and W This portal allows you to submit and management and W This portal allows you to submit and management and W This portal allows you to submit and management and W This portal allows you to submit and management and w This portal allows you to submit and management and w This portal allows you to submit and w This portal allows	VCRA data reporting. , run reports, and complete required data request <b>Oser Management</b> You can request new user access or changes for existing users. <u>View User Management</u>	rs. Contact Us         If you need assistance, please contact us.         Contact Us
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**6** Use the filters to find the WCRA member which you want to complete a report.

WCRA Portal						<u>Calculators</u>	PowerUser 🗸
Home Claims V Policy I	a <b>ta Reporting</b> ∨ Reports ∨	User Man	agement 🗸				
Experience Ra	ting						
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olicy Year All	Status All (7)		V Due Date	id/уууу 🗊	Assigned To	Filter	<u>Reset</u>
Member Name 🗘	Policy Year 🗢	Due Date ¢	Status 🗢	Assigned To 🗘	Submitted Date/Time 🗘		
F . ny	2025	11/1/24 12:00 AM	Revisions Requested	nn <u>Reassign</u>	<b>5/16/24</b> 2:46 PM	s	tart Revision
s Inc	2025	11/1/24 12:00 AM	Revisions Requested	lson <u>Reassign</u>	5/8/24 2:24 PM	s	tart Revision
Bo	2025	6/28/24 12:00 AM	Not Started	Power User Reassign			Start Report
Ci	2025	6/28/24 12:00 AM	Not Started	Power User Reassign			Start Report
		6/28/24		Power User			

Click "Fi	lter" to f	lter the lis	t.					
WCRA Portal							<u>Calculators</u>	PowerUser 🗸
		December 1	User Management 🗸					
<u>Home</u> Claims ~	Policy Data Reportin	ив <>> кероптs <>						
Home Claims V Experience	Rating	ig ↔ Reports ↓						
Home Claims ~ Experience Member	Rating	ig v Reports v	× ×					
Home Claims ~ Experience Member Tion	Rating	status	× ×	Due Date	Assigned To			1
Home Claims ~ Experience Member tion Policy Year All	Policy Data Report	Status All (7)	× × ×	Due Date mm/dd/yyyy 😰	Assigned To	* ~	Filter	Reset

8 Click "Start Report" to begin reporting.

9

<b>WCRA</b> Po	ortal								<u>Calculators</u>	PowerUser ∨
<u>Home</u> Claims \	Policy Data Repor	ting ~ Reports ·	∽ User Manage	ement 🗸						
	ce Rating	3	,	• •						
Policy Year		Status			Due Date		Assigned To			
All	~	All (7)		~	mm/dd/yy	уу 🖃		* ~	Filter	Reset
Member Name 🗘	Policy Year 🗘	Due Date 🗘	Status ≑	Assign	ed To 🗘	Submitted Date,	Time 🗘		_	
Member Name 🗘	Policy Year 2025	Due Date 6/28/24 12:00 AM	Status 🗢 Not Started	Assign Reassign	ed To 🗢 ar	Submitted Date,	Time 🕈			Start Report

On the first reporting screen, you can download instructions, data definitions, and the data template you will use to upload your data.

	<u>Calculators</u> PowerUser ∨
Home Claims × Policy Data Reporting × Reports × User Management ×	
<section-header><section-header><section-header><section-header><section-header><section-header><text><text><text><text><text></text></text></text></text></text></section-header></section-header></section-header></section-header></section-header></section-header>	ion  Experience Rating? A method (calculation) that recognizes the differences among individual employers with respect to safety and loss prevention. It does this by comparing the experience of individual employers with the average employer with similar classifications and payrolls.  The differences are reflected by an experience rating modification factor (mod), based on individual payroll and loss records, which may result in an increase, decrease, or no change in premium. Experience rating is mandatory for all WCRA self-insurer members.  Explored used the experience of the experience ating modifications about Experience ating Reporting. contact WCRA.
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5

Click "Get Started" to begin reporting.

WCRA Portal	<u>Calculators</u> PowerUser V
Home Claims v Policy Data Reporting v Reports v User Management v	
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**11** If you haven't already downloaded the Excel template, you can download it here. Click "Download Excel Template".

	Calculators PowerUser V
Home Claims v Policy Data Reporting v Reports v User Management v	
Experience Rating > tion	
Claims Data Upload	ior 🚯
Upload Data Comments Review and Submit	
The Workers' Compensation loss data provided should be for all your Minnesota claims for the years indicated. Reported claims should only include those covered by your of injury or state of benefit. Do not report losses for claims with accident dates outside of the three years requested.	Minnesota WCRA policy. Do not report losses by state
The claims should be valued as of June 30, 2024, and reported for the years 2023, 2022, and 2021. All claims reported last year for accident years 2022 and 2021 should be	e reported this year.
If you haven't already, download the Excel Reporting template. The formatting must be retained to ensure your loss data uploads successfully.	
After you upload the file and click Save and Continue, you should receive a message indicating that the upload was successful. If it was not successful, you will receive location by line where the error(s) occurred. Please review the records and correct any issue(s), then upload the corrected data.	an error message that will identify the nature and
Select rile to Oprodu	
← Back to Previous Step Save and Exit	Save and Continue
	*

**12** After you have completed the Excel template, click "Select File to Upload" to upload your data.

WCRA Portal	Calculators PowerUser V
Home Claims × Policy Data Reporting × Reports × User Management ×	
Experience Rating > ion	
Claims Data Upload	ior 🚯
Upload Data Comments Review and Submit	
The Workers' Compensation loss data provided should be for all your Minnesota claims for the years indicated. Reported claims should only include those covered by your Minnesota WCR. of injury or state of benefit. Do not report losses for claims with accident dates outside of the three years requested.	A policy. Do not report losses by state
The claims should be valued as of June 30, 2024, and reported for the years 2023, 2022, and 2021. All claims reported last year for accident years 2022 and 2021 should be reported this ye	ar.
If you haven't already, download the Excel Reporting template. The formatting must be retained to ensure your loss data uploads successfully.	
Instructions and Data Definitions Data Reporting Template Instructions	
After you upload the file and click Save and Continue, you should receive a message indicating that the upload was successful. If it was not successful, you will receive an error message location by line where the error(s) occurred. Please review the records and correct any issue(s), then upload the corrected data.	: that will identify the nature and
← Back to Previous Step Save and Exit	Save and Continue
	v

**13** After selecting a file, click "Save and Continue". Your data will then be validated.

WCRA Portal	Calculators PowerUser V
Home Claims v Policy Data Reporting v Reports v User Management v	
Experience Rating > On	
Claims Data Upload	ioi 🚯
Upload Data Comments Review and Submit	
The Workers' Compensation loss data provided should be for all your Minnesota claims for the years indicated. Reported claims should only include those covered by your Minnesota Wi of injury or state of benefit. Do not report losses for claims with accident dates outside of the three years requested.	CRA policy. Do not report losses by state
The claims should be valued as of June 30, 2024, and reported for the years 2023, 2022, and 2021. All claims reported last year for accident years 2022 and 2021 should be reported this	year.
If you haven't already, download the Excel Reporting template. The formatting must be retained to ensure your loss data uploads successfully.	
Instructions and Data Definitions Data Reporting Template Instructions	
After you upload the file and click Save and Continue, you should receive a message indicating that the upload was successful. If it was not successful, you will receive an error messa location by line where the error(s) occurred. Please review the records and correct any issue(s), then upload the corrected data.	ige that will identify the nature and
$\exists$ Experience Rating - More than10 Errors.xlsx $ imes$	
← Back to Previous Step Save and Exit	Save and Continue

14 If your uploaded file has more than 10 errors, you will see a list of the errors. You will need to make corrections and re-upload the file. You can use the "Download Error Detail" link to download an Excel file with a list of the errors.

<u>Home</u> Claims ∨	Policy Data Reporting 🗸 Reports 🗸 User Management 🗸
	Upload Data Comments Review and Submit
solve Erro	rs to Continue
A Your file v	was not able to be processed.
'lease review the errors or detailed information (fter the file has been co	below and correct your Excel file. regarding the errors in your Excel Fil <mark>, Download Error Detail</mark> orrected, click on Back to Previous Step and upload the file again.
# of Error Occurrences	Error Message
6 errors	If this is a Medical Only claim, then it needs to be indicated as such with an "X" in the Medical Only field. If it is not a Medical Only claim, report the amounts in the proper Indemnity columns.
9 errors	Accident Date needs to be in the years: 2023, 2022, or 2021
1 error	Missing Employer Claim #
1 error	Claim Status must be marked as Open, Closed, or Reopened
1 error	Missing Accident Date
← Back to Previous Ste	© Need Help? If you are having issues resolving errors, send a support request to WCRA <u>Submit Support Request</u> Disclaimer: Submiting a support request does not fulfill your reporting requirements or extend the due date.

**15** Click "Back to Previous Step" to return to the previous screen to upload a corrected file.

verience Rating	
claims Do	ita Upload tion
	Upload Data Comments Review and Submit
esolve Error	s to Continue
Please review the errors b For detailed information r After the file has been co # of Error Occurrences	ielow and correct your Excel file. regarding the errors in your Excel File, <u>Download Error Detail</u> rrected, click on Back to Previous Step and upload the file again. Error Message
6 errors	If this is a Medical Only claim, then it needs to be indicated as such with an "X" in the Medical Only field. If it is not a Medical Only claim, report the amounts in the proper indemnity columns.
9 errors	Accident Date needs to be in the years: 2023, 2022, or 2021
1 error	Missing Employer Claim #
1 error	Claim Status must be marked as Open, Closed, or Reopened
1 error	Missing Accident Date
← Back to Previous Step	Need Help? If you are having issues resolving errors, send a support request to WCRA <u>Submit Support Request</u> Disclaimer: Submiting a support request does not fulfill your reporting requirements or extend the due date. Not are considered to submit your concert by the due date to a word appeditor.

16 Click the "X" next to the file name previously uploaded to remove the file prior to trying another upload.

<u>Home</u>	Claims 🗸	Policy Data Reporti	ng ~ Reports ~	User Manage	ment ~				
Experience Ratio	ns Date	tion A Uploc	ıd					ıtion	
				Upload Data	Comments	Review and Submit			8
The Workers' Co of injury or state The claims shou	ompensation loss da e of benefit. Do not uld be valued as of J	ata provided should b report losses for clai une 30, 2024, and re	e for all your Minnesota ms with accident dates o ported for the years 202	claims for the years i utside of the three ye 3, 2022, and 2021. All	indicated. Reported cla ears requested. I claims reported last y	ims should only include t ear for accident years 202	nose covered by your Minnesota N 2 and 2021 should be reported th	VCRA policy. Do not report losses by sta	
If you haver <b>Do</b>	n't already, downloa wnload Excel Temp s and Data Definitio ting Template Instru	ate	g template. The formatti	ng must be retained t	o ensure your loss dat	a uploads successfully.			
After you u location by	pload the file and cl line where the erro erience Rating - Moi	ick Save and Continu r(s) occurred. Please e than10 Errors.xls	e, you should receive a r review the records and X	nessage indicating the orrect any issue(s), th	at the upload was succ hen upload the correct	essful. If it was not succes ed data.	sful, you will receive an error me:	sage that will identify the nature and	
← Back to Prev	vious Step <u>Save an</u>	<u>d Exit</u>						Save and Continue	
© WCRA 2	024   All Rig	hts Reserved	Legal Disclaimer	<u>Privacy</u>   <u>T</u> e	erms of Use   E	AQs   Contact Us			

Click "Select File to Upload" to upload the corrected file.

Home Claims ~ Policy Data Reporting ~	Reports V User Manageme	ent V		
Claims Data Upload				tion
	Upload Data	Comments F	Review and Submit	
he Workers' Compensation loss data provided should be for all you i njury or state of benefit. Do not report losses for claims with acci- he claims should be valued as of June 30, 2024, and reported for th If you haven't already, download the Excel Reporting template. T 	r Minnesota claims for the years ind dent dates outside of the three year e years 2023, 2022, and 2021. All cli The formatting must be retained to e	licated. Reported claims rs requested. aims reported last year ensure your loss data up	should only include those or for accident years 2022 and i iloads successfully.	overed by your Minnesota WCRA policy. Do not report losses by state
After you upload the file and click Save and Continue, you should location by line where the error(s) occurred. Please review the r	d receive a message indicating that t ecords and correct any issue(s), ther	the upload was success n upload the corrected of	ul. If it was not successful, yo data.	ou will receive an error message that will identify the nature and
Back to Previous Step Save and Exit				Save and Continue

**18** After you have added the corrected file, click "Save and Continue" and your data will be validated.

Home Claims v Policy Data Reporting v Reports v User Management v	
Experience Rating > stion tion tion	
Upload Data Comments Review and Submit	9
The Workers' Compensation loss data provided should be for all your Minnesota claims for the years indicated. Reported claims should only include those covered by your Minnesota WCRA policy. Do not report losses by sta of injury or state of benefit. Do not report losses for claims with accident dates outside of the three years requested.	
The claims should be valued as of June 30, 2024, and reported for the years 2023, 2022, and 2021. All claims reported last year for accident years 2022 and 2021 should be reported this year.	
If you haven't already, download the Excel Reporting template. The formatting must be retained to ensure your loss data uploads successfully.	
After you upload the file and click Save and Continue, you should receive a message indicating that the upload was successful. If it was not successful, you will receive an error message that will identify the nature and location by line where the error(s) occurred. Please review the records and correct any issue(s), then upload the corrected data.	
← Back to Previous Step Save and Exit	
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If the uploaded file has less than ten errors, you can use the "Edit Data" link to make corrections or the "Back to Previous Step" button to upload a new file. 

			ion
		Upload Data Comments Review and Submit	
solve Errors to	Contin	le	
▲ Correct any e and upload a corr	errors di ected fil	rectly from the table below by clicking the 'Edit Data' link, or go back to the previous step e.	D
Row Column	Value	Error	
2 I - Medical Only		If this is a Medical Only claim, then it needs to be indicated as such with an "X" in the Medical Only field. If it is not a Medical Only claim, report the amounts in the proper Indemnity columns.	2
11 B - Accident Date	2020-09- 08	Accident Date needs to be in the years: 2023, 2022, or 2021	a
13 A - Employer Claim #		Missing Employer Claim # Edit Data	<u>a</u>
		Claim Status is closed; there cannot be any reserves on a closed claim <u>Edit Data</u>	a
35 G - Remaining Medical Reserve	5000		

Make the correction in the pop-up and click "Save".

rience F	Rating > tion	n		Paid Medical			
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				Remaining Indemnity Reserve	/		
sol	ve Errors to (	Contin	ue	Remaining Medical Reserve			
<u>∧</u> and	Correct any e I upload a corre	errors di ected fil	rectly frc e.	Multiple Claimant	No	~	, or go back to the previous step
Row	Column	Value	Error	Medical Only	Yes	~	
2	I - Medical Only		If this is a Me amounts in th		If this is a Medical Only claim, then indicated as such with an "X" in the field. If it is not a Medical Only claim	it needs to be Medical Only n, report the	ld. If it is not a Medical Only claim, report the <u>Edit Data</u>
11	B - Accident Date	2020-09- 08	Accident Date		amounts in the proper Indemnity of	columns.	<u>Edit Data</u>
13	A - Employer Claim #		Missing Empl	Recovery Subro	No	~	<u>Edit Data</u>
35	G - Remaining Medical Reserve	5000	Claim Status i	COVID	No	~	<u>Edit Data</u>
						•	
← Bac	k to Previous Step			Late Claim Reporting	No	~	send a support request to WCRA
				Save Ca	ancel		does not fulfill your reporting requirements or extend the due dat the due date to avoid penalties.

21 Continue to make corrections until all errors are removed from the list by clicking "Edit Data". Once All data is corrected you will be brought to the next step.

ain	ns Data Upload			tio
31		Uploa	d Data Comments Review and Submit	
solv	e Errors to Continue			
$\wedge$	Correct any errors direct	ly from the tab	le below by clicking the 'Edit Data' link, or	go back to the previous step
			· •	· · · ·
and l	upload a corrected file.			
Row	upload a corrected file.	Value	Error	
Row	Upload a corrected file. Column B - Accident Date	Value 2020-09-08	Error Accident Date needs to be in the years: 2023, 2022, or 2021	Edit.Data
Row 11	Column B - Accident Date A - Employer Claim #	Value 2020-09-08	Error Accident Date needs to be in the years: 2023, 2022, or 2021 Missing Employer Claim #	<u>Edit Data</u> <u>Edit Data</u>
Row 11 13 35	Column B - Accident Date A - Employer Claim # G - Remaining Medical Reserve	Value 2020-09-08 5000	Error Accident Date needs to be in the years: 2023, 2022, or 2021 Missing Employer Claim # Claim Status is closed; there cannot be any reserves on a closed claim	Edit Data Edit Data Edit Data

**22** After you have uploaded data with no errors or have made corrections to the data using "Edit Data", you will be brought to the Comments screen. Add any comments that will assist the WCRA in the review of the data.

	<u>Calculators</u> PowerUser ∨
Home Claims v Policy Data Reporting v Reports v User Management v	
Experience Bating > ion Comments Upload Data ✓ Comments Comments	tion
Please provide any information that will assist with the review of the reported data.  Comments	
← Back to Previous Step <u>Save and Exit</u>	Save & Continue
© WCRA 2024   All Rights Reserved   <u>Legal Disclaimer</u>   <u>Privacy</u>   <u>Terms of Use</u>   <u>FAQs</u>   <u>Contact Us</u>	

**23** After you have entered comments, click "Save & Continue" to proceed to the Review and Submit screen.

	<u>Calculators</u> PowerUser v
Home Claims -> Policy Data Reporting -> Reports -> User Management ->	
Experience Rating > ition	
Comments Upload Data  Comments Review and Submit	tion
Comments	
Please provide any information that will assist with the review of the reported data. Comments	
← Back to Previous Step <u>Save and Exit</u>	Save & Continue
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**24** On the Review and Submit screen you can download the report and the data file.

WCRA Portal					Calcula	<u>ors</u> PowerUser ∨
<u>Home</u> Claims ~ Policy Data Reporting	✓ Reports ✓ User Managen	ient V				
Experience Rating > tion Review and Submit	Upload Data 🗸	Comments 🎸 🕴	eview and Submit			tion
Please review 1	our submission. To make changes, use the	Change Reponses links. To	finalize your submissio	on, click on the submit	: button. load Report Download	Data
Experience Rating Contact	Experience Ra Membe Data Entry Contact Power User *Testing User for External Users*	ting Claim Policy Year: 2025 r Name: ti	Loss Repo	ort		
Claim Counts	Summary Paid - All Claims	of All Claims	Losses	maining Reserve - Open Claim	5	_
Accident Open Closed	Indemnity Medical	Med Only	Indemnity	Medical	Med Only	Total
2023 1 41	\$321,496 \$193,8	92 \$20,166	50	\$2,908	50	5538,462
	1	I				

**25** After you have reviewed the report. Click the "Submit" button to finalize the report submission. Note: There is a submit button on both the top and bottom of the Review and Submit screen.

8/21/23	E	:595	Closed	\$3,492	\$4,070	\$0	\$0			
9/8/23		3449	Closed	\$366	\$21	\$0	SO			
9/10/23		1269	Closed	\$30,252	\$44,735	\$0	50			
9/25/23		1749	Closed	\$0	50	\$0	\$0	x		
10/7/23		>614	Closed	50	\$131	\$0	\$0	x		
10/22/23		1639	Closed	50	\$187	\$0	50	x		
10/27/23		1082	Closed	\$34,480	\$29,142	\$0	50			
11/2/23		5717	Closed	\$0	\$244	\$0	\$0	x		
11/12/23		1937	Closed	\$1,347	50	\$0	50		×	
11/30/23		1248	Closed	50	\$302	50	50	x		
12/17/23		/199	Closed	\$955	\$235	\$0	\$0			
12/24/23		1385	Closed	\$0	\$515	\$0	\$0	x		
12/28/23		2111	Closed	50	\$2,700	\$0	50	x		
12/28/23		ыз8	Closed	\$13,824	\$32,680	\$0	\$0			
12/28/23		1387	Closed	50	\$1,069	50	\$0	x		
o Previous S	tep <u>Sa</u>	we and Exit								Subri

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**26** After clicking "Submit" on the Review and Submit screen you will see a submission confirmation screen. Click "Continue" to return to the Experience Rating list screen.

WCRA Portal	<u>Calculators</u> PowerUser ~
Home Claims v Policy Data Reporting v Reports v User Management v	
Experience Bating >	tion
Experience Rating Report Successfully Submitted Tank you for completing the Experience Rating report. We will review the data provided, and contact you if there are any questions. Click continue to view the status of your filing and complete other sepremere rating data filings if applicable. Continue	
PUMPR 2022 L. All Richts Russend L. Law/Dischlarz, L. Science, L. Toursefflier, L. Science, L. Control (c.	
w restrictions ( ) we region reserved ( ) and only and ( ) ZHRAK ( ) ZHRAK ( ) ZHAK ( ) And ANA ( ) And ANA ( )	

27 When you return to the list screen, you may see a status of "Processing" while your report is being processed.

WCRA Por	tal						Calculators	PowerUser 🗸
<u>Home</u> Claims ~	Policy Data Reporting	✓ Reports ✓	User Management 🗸					
	e Rating							
ion			ж 🗸					
Policy Year All	~	Status All (7)	~	Due Date mm/dd/yyyy 🗊	Assigned To	ж У	Filter	Reset
Member Name 🗘	Policy Year 🗘	Due Date 🗘	Status 🗢 Assig	ned To 🗘 Submitted D	ate/Time 🗘			
		6/28/24						

**28** After processing is complete, you can download the report and data submitted from the list screen.

WCRA Por	rtal								<u>Calculators</u>	PowerUser 🗸
<u>Home</u> Claims ~	Policy Data Reportin	g ~ Reports ~	User Management							
	e Rating									
ition				× ×						
Policy Year	~	Status All (7)		* *	Due Date mm/dd/yyyy 🐻		Assigned To	ж У	Filter	Reset
Policy Year All Member Name +	Policy Year \$	Status All (7) Due Date 🗘	Status ¢	× × ×	Due Date mm/dd/yyyy 😨 To 🗘 Submitt	ted Date/Time	Assigned To	* ~	Filter	Reset