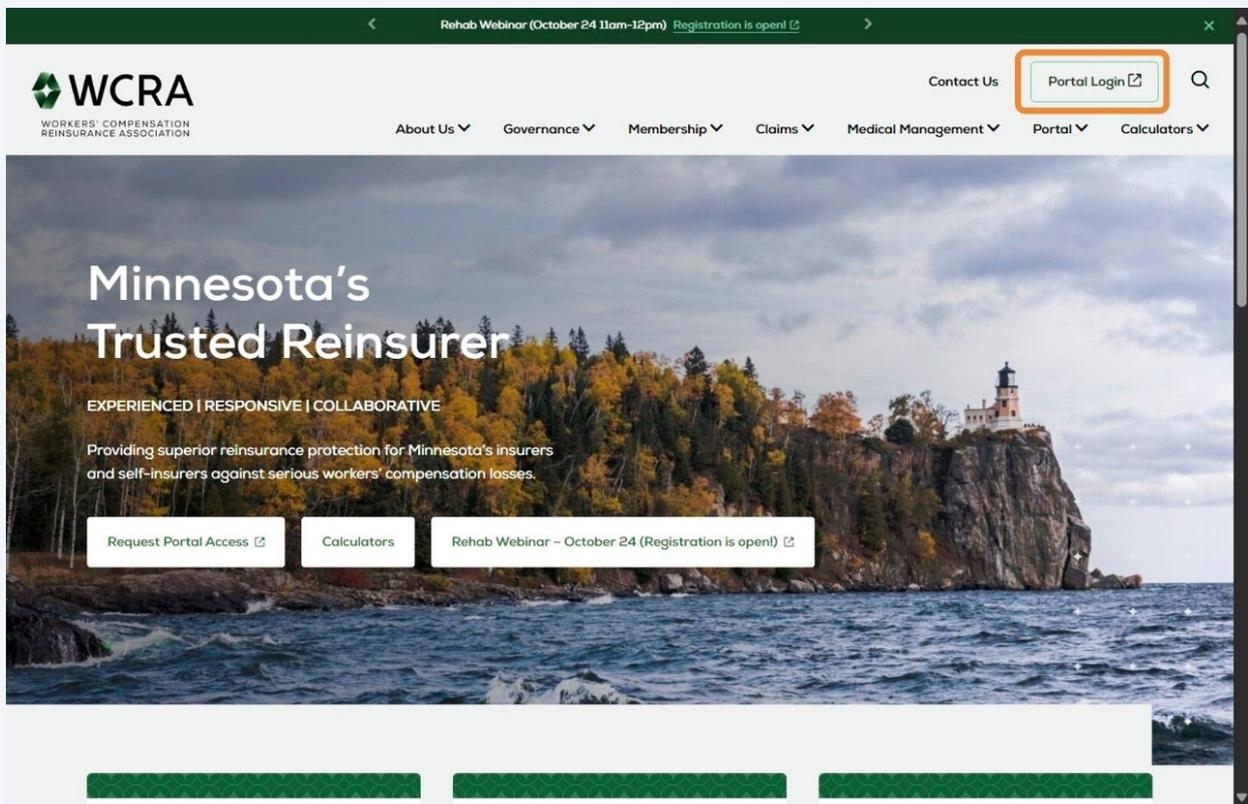


How to complete an Exposure Adjustment Report for a Self-Insured Member (Leader Flow)

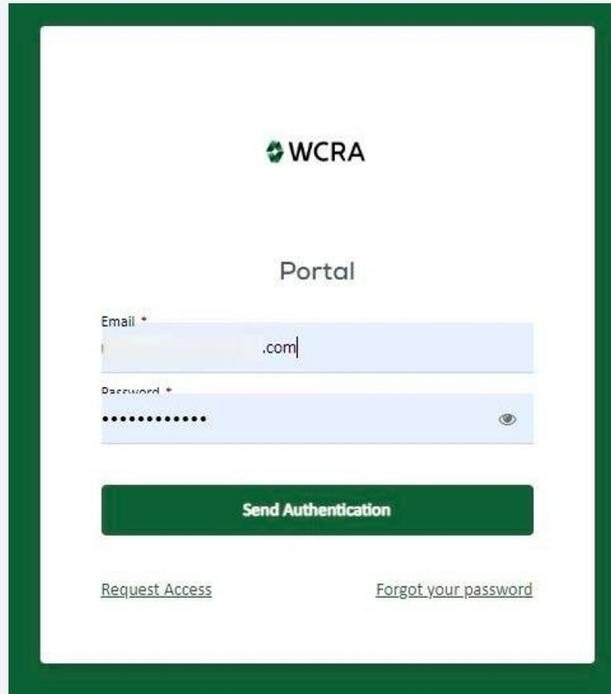


1 Navigate to <https://www.wcra.biz/>

2 Click "Portal Login"

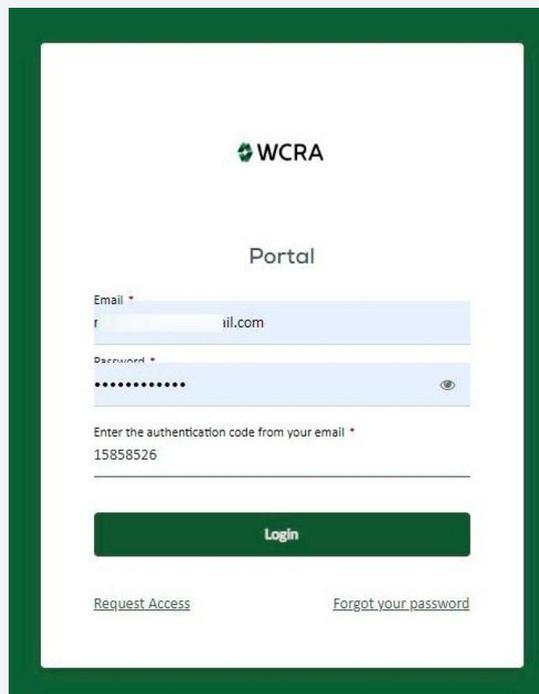


- 3 Enter your email address and password, then click "Send Authentication".



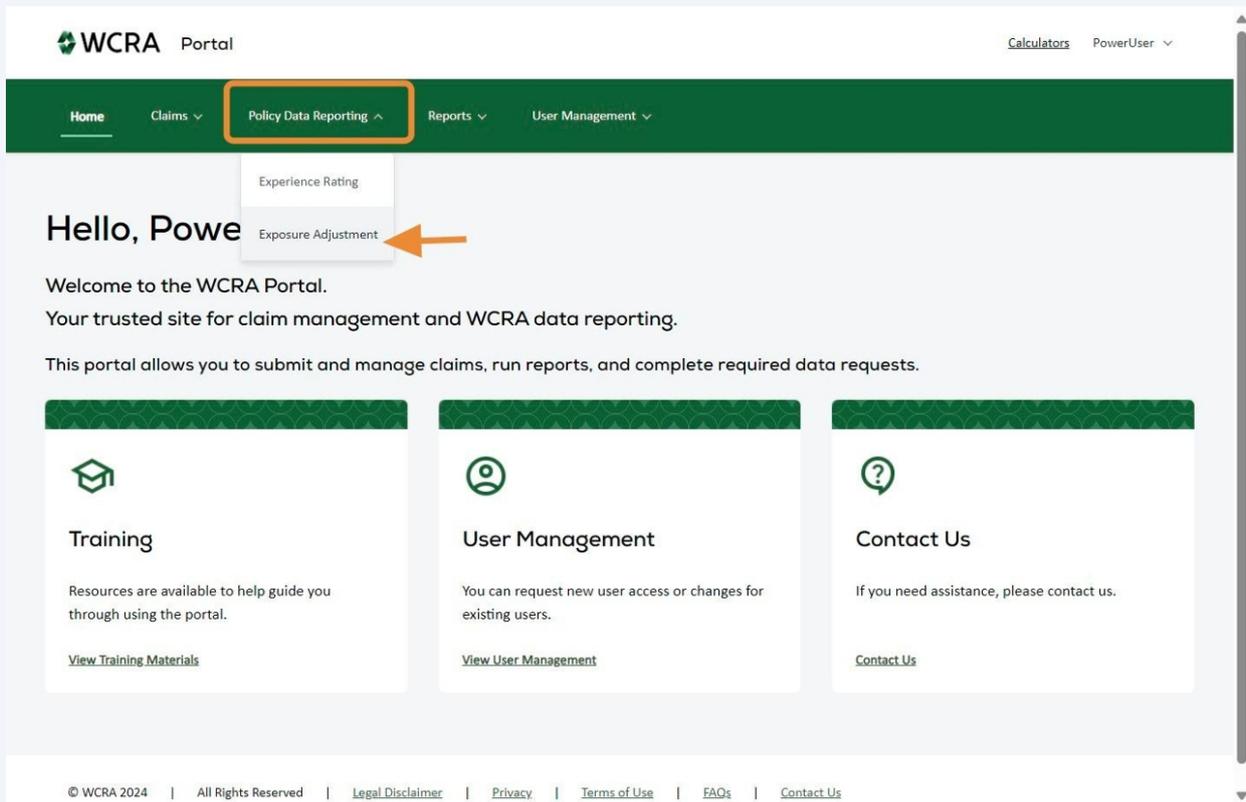
The screenshot shows the WCRA Portal login interface. At the top is the WCRA logo. Below it is the word "Portal". There are two input fields: "Email *" with a light blue background and a cursor, and "Password *" with a light blue background and a masked password of 10 dots. A green "Send Authentication" button is centered below the fields. At the bottom, there are two links: "Request Access" and "Forgot your password".

- 4 Enter the authentication code sent to you via email, then click "Login".

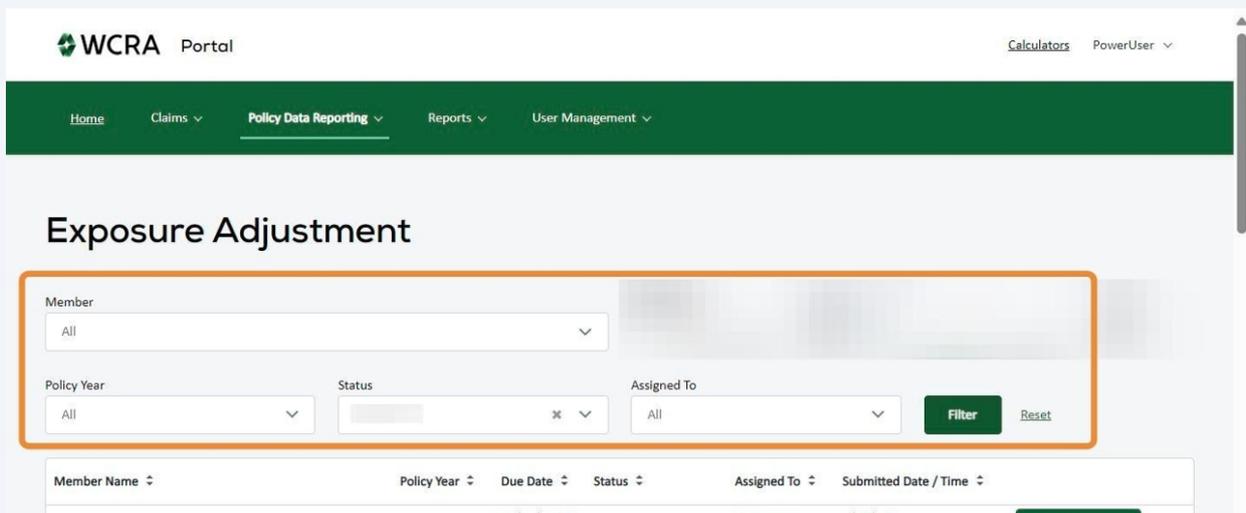


The screenshot shows the WCRA Portal login interface. At the top is the WCRA logo. Below it is the word "Portal". There are two input fields: "Email *" with a light blue background and a cursor, and "Password *" with a light blue background and a masked password of 10 dots. Below these is a third input field labeled "Enter the authentication code from your email *" with the value "15858526" entered. A green "Login" button is centered below the fields. At the bottom, there are two links: "Request Access" and "Forgot your password".

5 From the home screen, click "Policy Data Reporting" then "Exposure Adjustment".



6 Use the filters to find the member you want to report for. When you have your filters set, click "Filter" to see the results.



7

You can reassign a report to another user by clicking the "Reassign" link.

Note: Reassignment is only allowed for the designated Exposure Adjustment contact

The screenshot shows the WCRA Portal interface. At the top, there is a header with the WCRA logo and 'Portal' text, and a user profile 'PowerUser'. Below this is a dark green navigation bar with links for Home, Claims, Policy Data Reporting (selected), Reports, and User Management. The main content area is titled 'Exposure Adjustment'. It features several filter dropdowns: Member (set to 'All'), Policy Year (set to 'All'), Status (set to 'Not Started'), and Assigned To (set to 'All'). There are 'Filter' and 'Reset' buttons. Below the filters is a table with columns: Member Name, Policy Year, Due Date, Status, Assigned To, and Submitted Date / Time. A single row is visible with the following data: Member Name (blurred), Policy Year (2023), Due Date (08/15/2024, marked as 'Past Due'), Status (Not Started), Assigned To (blurred), and Submitted Date / Time (blurred). A 'Reassign' link is located under the Assigned To column and is highlighted with an orange box. A 'Start Report' button is located at the end of the row. Below the table, it says '1 to 1 of 1 items'. At the bottom of the page, there is a footer with copyright information and links for Legal Disclaimer, Privacy, Terms of Use, FAQs, and Contact Us.

8

Use the dropdown in the reassignment pop-up to select the user to assign to, then click "Assign Task" to complete the reassignment. If the user is not in the list, Go to User Management in the header to invite a new user.

The image shows a modal dialog box titled "Assign Task" with a close button (X) in the top right corner. The dialog contains the following text and elements:

- Instruction: "Assign a user who will be responsible for completing this task."
- Label: "Assign To:"
- Dropdown menu: A dropdown menu with "Power User" selected and a downward arrow on the right.
- Text: "Don't see the person you are looking for?"
- Text: "To invite additional users go to User Management and select Add New User."
- Buttons: A "Cancel" button (underlined) and a green "Assign Task" button.

Background elements visible through the dialog include a table with columns for "Status", "Not", "Due", "08/", and "Past".

9 Click "Start Report" to begin reporting.

WCRA Portal [Calculators](#) PowerUser ▼

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

Exposure Adjustment

Member:

Policy Year: Status: Assigned To: [Filter](#) [Reset](#)

Member Name	Policy Year	Due Date	Status	Assigned To	Submitted Date / Time
	2023	08/15/2024 Past Due	Not Started	Power User Reassign	

1 to 1 of 1 items

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10

To use multiple reporting units, select "Yes" to the question "Would you like to use Reporting Units to report your payroll Data?"

Note: Some members are required to report using reporting units, but all members can use them. Reporting units can make reporting easier, eliminating the need to consolidate data before uploading it.

Home Claims Policy Data Reporting Reports User Management

Exposure Adjustment > Fairview Health Services

Exposure Adjustment Reporting

WCRA members are required to report their payroll to the WCRA annually. The reported data is used to reconcile members' prior year exposure and premium.
 Your exposure adjustment reporting is due by 12/31/2024.
 Information in the right sidebar provides members with valuable information to accurately report their payroll data.

Downloads

[Overview, Terms, and Definitions](#)
[Payroll Data Template](#)
[Payroll Data Template Instructions](#)
[Reconciliation Template](#)
[Reconciliation Template Instructions](#)

For exposure adjustment reporting questions please contact the assigned WCRA Auditor:
 Eric Grunig
 (651) 229-1827
 e.grunig@wcra.biz

If you do not perform Exposure Adjustment reporting for this Member, click [here](#).

You can report your payroll data by Reporting Unit. ⓘ

Would you like to use Reporting Units to report your payroll Data?

No Yes

[Add Reporting Unit](#)

 All reporting units must have a Completed status before a Member can report. Click "Save and Exit" to return to the list screen to start reporting for a Reporting Unit.

If the Reporting Unit is assigned to another user, that user must log into the portal and submit for the Reporting Unit.

[Save and Exit](#) [Get Started](#)

Fairview Health Services

Overview

The WCRA Annual Exposure Adjustment (Annual Adjustment) reporting process is required to reconcile estimated premium calculated at the time of policy issuance to the actual exposure for the period. The annual adjustment requires the WCRA to collect payroll data by workers' compensation classification code following the expiration of a policy term.

The data collected will be used to calculate your year-end 2024 premium. Your organization will either receive an invoice or a refund depending on the reconciliation of your exposure and the premium based on the updated data reported.

Reference Links

[Employee Definition: Minn.Stat.176.011 Sub 9](#)
[Trucking & Messenger/Courier Industries: Independent Contractors – Seven Factors: Minn.Stat.176.043](#)
[Officials of Political Subdivision Payroll & Classification: Classification Interpretations C111 Minnesota Basic Manual \(mwcia.org\)](#)
[MWCIA Basic Manual](#)

11

After clicking "Add Reporting Unit" you will see an Add Reporting Unit pop-up box. You can also assign a registered contact by clicking the down arrow in the Assigned To box. If an Assigned To contact is not selected, the system will default to the same Assigned To contact on the member level report.

The screenshot shows a white pop-up window titled "Add Reporting Unit" with a close button (X) in the top right corner. The form contains two main sections: "Reporting Unit Name" with a text input field and "Assigned To" with a dropdown menu. The dropdown menu currently displays "Select a contact" and a downward arrow. At the bottom right of the form, there are two buttons: "Cancel" (underlined) and "Save" (a solid green button).

MCR

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is M

Data?

- 12 Click "Save" to close the Add Reporting Unit pop-up window.

WCR

Add Reporting Unit

Reporting Unit Name *

Shop

Assigned To ?

Select a contact

Cancel Save

his M

ll Data?

13

To add additional reporting units, click the Add Reporting Unit button. You can also edit or delete reporting units as needed.

Home Claims Policy Data Reporting Reports User Management

Exposure Adjustment >

Exposure Adjustment Reporting

WCRA members are required to report their payroll to the WCRA annually. The reported data is used to reconcile members' prior year exposure and premium.
 Your exposure adjustment reporting is due by 12/31/2024.
 Information in the right sidebar provides members with valuable information to accurately report their payroll data.

Downloads

[Overview, Terms, and Definitions](#)
[Payroll Data Template](#)
[Payroll Data Template Instructions](#)
[Reconciliation Template](#)
[Reconciliation Template Instructions](#)

For exposure adjustment reporting questions please contact the assigned WCRA Auditor:

If you do not perform Exposure Adjustment reporting for this Member, click [here](#).

You can report your payroll data by Reporting Unit.

Would you like to use Reporting Units to report your payroll Data?
 No Yes

Reporting Unit Name	Assigned To Contact	External Status	
Shop	Power User	Not Started	 

Add Reporting Unit

 All reporting units must have a Completed status before a Member can report. Click "Save and Exit" to return to the list screen to start reporting for a Reporting Unit.

If the Reporting Unit is assigned to another user, that user must log into the portal and submit for the Reporting Unit.

Overview

The WCRA Annual Exposure Adjustment (Annual Adjustment) reporting process is required to reconcile estimated premium calculated at the time of policy issuance to the actual exposure for the period. The annual adjustment requires the WCRA to collect payroll data by workers' compensation classification code following the expiration of a policy term.

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Reference Links

[Employee Definition: Minn.Stat.176.011 Sub 9](#)
[Trucking & Messenger/Courier Industries: Independent Contractors – Seven Factors: Minn.Stat.176.043](#)
[Classification of Officials of Political Subdivision: Classification Interpretations C11 Minnesota Basic Manual \(mwcia.org\)](#)
[MW CIA Basic Manual](#)
[Sample Reconciliation](#)

14

All reporting units must complete their individual report before the aggregate company reports are submitted to the WCRA. Click "Save & Exit" to return to the list screen.

You can report your payroll data by Reporting Unit.

Would you like to use Reporting Units to report your payroll Data?
 No Yes

Reporting Unit Name	Assigned To Contact	External Status	
Shop	Power User	Not Started	 
HQ	Power User	Not Started	 

Add Reporting Unit

 All reporting units must have a Completed status before a Member can report. Click "Save and Exit" to return to the list screen to start reporting for a Reporting Unit.

If the Reporting Unit is assigned to another user, that user must log into the portal and submit for the Reporting Unit.

← Save and Exit **Get Started**

or a refund depending on the reconciliation of your exposure and the premium based on the updated data reported.

Reference Links

[Employee Definition: Minn.Stat.176.011 Sub 9](#)
[Trucking & Messenger/Courier Industries: Independent Contractors – Seven Factors: Minn.Stat.176.043](#)
[Classification of Officials of Political Subdivision: Classification Interpretations C11 Minnesota Basic Manual \(mwcia.org\)](#)
[MW CIA Basic Manual](#)
[Sample Reconciliation](#)
[Trucking Payroll Allocation Procedures](#)

Still have questions?

For additional questions about Exposure Adjustment Reporting contact WCRA.

15 From the list screen, use the expand arrow to view the reporting units.

Note: For detailed instructions on how to submit for a reporting unit, see [How to complete an Exposure Adjustment Report for a Self-insured Member \(Reporting Unit\)](#)

Exposure Adjustment

Member ✕

Policy Year: Status: ✕ Assigned To:

Member Name	Policy Year	Due Date	Status	Assigned To	Submitted Date / Time	
<input type="text" value=""/>	2023	08/15/2024 Past Due	In Progress	Power User Reassign		<input type="button" value="Resume"/> <input type="button" value="↑"/>
Reporting Unit Name	Audit Status	Assigned To Contact	Submitted Date			
Shop	Not Started	Power User		<input type="button" value="Start Report"/>		
HQ	Not Started	Power User		<input type="button" value="Start Report"/>		

1 to 1 of 1 items

16

Once a Reporting Unit has completed their submissions, the report can be downloaded by clicking "Download Report".

If corrections are needed, the Reporting Unit can be reopened by clicking the "Reopen" link.

Home Claims Policy Data Reporting Reports User Management

Exposure Adjustment

Member: [Redacted]

Policy Year: 2023 Status: All (6) Assigned To: All [Filter](#) [Reset](#)

Member Name	Policy Year	Due Date	Status	Assigned To	Submitted Date / Time	
[Redacted]	2023	08/15/2024 Past Due	In Progress	Power User Reassign		Resume
Reporting Unit Name	Audit Status	Assigned To Contact	Submitted Date			
Shop	Completed	Power User	10/17/24 9:20 AM	Download Report	Reopen	
HQ	Completed	Power User	10/17/24 9:24 AM	Download Report	Reopen	

1 to 1 of 1 items

17

Once **all** Reporting Units have completed their submissions, click "Resume" to start reviewing the data.

Home Claims Policy Data Reporting Reports User Management

Exposure Adjustment

Member: [Redacted]

Policy Year: 2023 Status: All (6) Assigned To: All [Filter](#) [Reset](#)

Member Name	Policy Year	Due Date	Status	Assigned To	Submitted Date / Time	
[Redacted]	2023	08/15/2024 Past Due	In Progress	Power User Reassign		Resume
Reporting Unit Name	Audit Status	Assigned To Contact	Submitted Date			
Shop	Completed	Power User	10/17/24 9:20 AM	Download Report	Reopen	
HQ	Completed	Power User	10/17/24 9:24 AM	Download Report	Reopen	

1 to 1 of 1 items

18 Next, click "Get Started".

Note: If additional reporting units need to be added, they can be added from this screen.

Exposure Adjustment >

Exposure Adjustment Reporting

WCRA members are required to report their payroll to the WCRA annually. The reported data is used to reconcile members' prior year exposure and premium.

Your exposure adjustment reporting is due by 12/31/2024.

Information in the right sidebar provides members with valuable information to accurately report their payroll data.

Downloads

[Overview, Terms, and Definitions](#)

[Payroll Data Template](#)

[Payroll Data Template Instructions](#)

[Reconciliation Template](#)

[Reconciliation Template Instructions](#)

For exposure adjustment reporting questions please contact the assigned WCRA Auditor:

If you do not perform Exposure Adjustment reporting for this Member, click [here](#).

You can report your payroll data by Reporting Unit. ⓘ

Would you like to use Reporting Units to report your payroll Data?

No Yes

Reporting Unit Name	Assigned To Contact ⓘ	External Status		
Shop	Power User	Completed		
HQ	Power User	Completed		

[Add Reporting Unit](#)

[Save and Exit](#)

[Get Started](#)

Overview

The WCRA Annual Exposure Adjustment (Annual Adjustment) reporting process is required to reconcile estimated premium calculated at the time of policy issuance to the actual exposure for the period. The annual adjustment requires the WCRA to collect payroll data by workers' compensation classification code following the expiration of a policy term.

The data collected will be used to calculate your year-end 2024 premium. Your organization will either receive an invoice or a refund depending on the reconciliation of your exposure and the premium based on the updated data reported.

Reference Links

[Employee Definition: Minn.Stat.176.011 Sub 9](#)

[Trucking & Messenger/Courier Industries: Independent Contractors-- Seven Factors: Minn.Stat.176.043](#)

[Classification of Officials of Political Subdivision: Classification Interpretations C11 Minnesota Basic Manual \(mwcia.org\)](#)

[MWCA Basic Manual](#)

[Sample Reconciliation](#)

19

When reviewing the data in any of the sections, you can use the drop down to filter the data by reporting unit, or the consolidate member data. Use the search to view data for an individual class code.

WCRA Portal Calculators PowerUser

Home Claims Policy Data Reporting Reports User Management

Exposure Adjustment >

Payroll Reporting Payroll Reconciliation Org Changes Review

Payroll Reporting 2023

- Gross Payroll
- Overtime
- Exclusions
- Officer Excess
- Summary

Gross Payroll

Review the Gross Payroll being reported.
If changes need to be made, Save and Exit to return to the listing screen. Re-open the Reporting Unit to make changes and submit a new Reporting Unit report.
▲ Please note that payroll should be reported for all Minnesota employees that received pay at any time during the current year being reported.

View Data For Shop

Search by Class Code (ID) or by Class Code description Search Reset

Class Code	Class Code Description	Gross Payroll Amount
5022	MASONRY NOC	
5037	PAINTING - METAL STRUCTURES OVER 2 STORIES & D	
5190	ELECTRICAL WIRING - WITHIN BLDGS & D	
5192	VEND/COIN OP MACH INSTALL,SERV,REPAIR & SHOP & S,D	
5403	CARPENTRY - NOC	

20

Review the data then click "Continue" to proceed to the next section.

9516 RADIO,TV,VIDEO & AUDIO EQUIP INSTAL,SERV,REPAIR & D

Total

1 to 25 of 25 items
[Show pagination](#)

[Back to Instructions](#) [Save and Exit](#) Continue

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21 IMPORTANT: Any changes to the data need to be made at the reporting unit level.

WCRA Portal Calculators PowerUser

Home Claims Policy Data Reporting Reports User Management

Exposure Adjustment >

Payroll Reporting Payroll Reconciliation Org Changes Review

Payroll Reporting 2023

Gross Payroll
Overtime
Exclusions
Officer Excess
Summary

Overtime

Review the Overtime being reported.
If changes need to be made, Save and Exit to return to the listing screen. Re-open the Reporting Unit to make changes and submit a new Reporting Unit report.

View Data For: American Crystal Sugar Company (Member)

Search by Class Code (ID) or by Class Code description Search Reset

Class Code	Class Code Description	Overtime Amount	Overtime Rate	Total Overtime Premium
------------	------------------------	-----------------	---------------	------------------------

22 IMPORTANT: To make changes to the data, click "Save & Exit" to return to the list screen. Re-open the reporting unit and resubmit with the correct data.

9516	RADIO,TV,VIDEO & AUDIO EQUIP INSTAL,SERV,REPAIR &D			
Total				

1 to 30 of 30 items
[Show all records](#)

[Back to Gross Payroll](#) Save and Exit Continue

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23 After all Payroll Reporting data has been reviewed, click "Continue" from the summary screen to proceed to Payroll Reconciliation.

24

Review the payroll reconciliation data, then click "Continue" to proceed to the Supporting Documents.

Payroll not included on the third-party verification source documents is displayed in the table under the appropriate adjustment.

Examples include: Payments to independent contractors, compensation for political officials, wages for work study programs, and other.

**The Other Adjustments wages option should be used to input adjustments not included in the other data reported in the reconciliation table, whether inclusions or exclusions, that are needed to reconcile Verification Source Totals with Gross Wages by Class Code totals. Such adjustments may include wages for employees on your payroll but not covered under your Minnesota workers' compensation policy, or payroll for employees covered under a construction wrap insurance policy, etc.*

View Data for Member or Reporting Unit

Dakota County (Member) ▾

	Q1	Q2	Q3	Q4	Independent Contractors	Political Officials	Work Study Program	Other Adjustment	Total	Reconciled / Not Reconciled
Shop					\$0	\$0	\$0	\$0		▲
HQ					\$0	\$0	\$0	\$0		▲
Total					\$0	\$0	\$0	\$0		

1 to 2 of 2 items
[Show all records](#)

Total Reconciliation Amount:
 Gross Payroll:
 Variance: \$1,000
 Data Not Reconciled

▲ There is a \$1,000 variance between your Gross Payroll and the Reconciliation Data.

The following reporting unit payroll amounts were not reconciled.

Reporting Unit Name	Variance Amount
Shop	\$500
HQ	\$500

The unreconciled payroll will be allocated to the highest rated Class Code. This may result in higher fees.

← [Back to Payroll Summary](#) [Save and Exit](#)

Continue

25

Review the supporting documents, then click "Continue" to proceed to Organizational Change.

[Exposure Adjustment](#)

Payroll Reporting	Payroll Reconciliation	Org Changes	Review
-------------------	-------------------------------	-------------	--------

Payroll Reconciliation

2024

[Reconciliation](#)

[Supporting Docs](#)

Supporting Documents

Review the the supporting documentation being submitted.

If changes need to be made, Save and Exit to return to the listing screen. Re-open the Reporting Unit to make changes and submit a new Reporting Unit report.

Verification Source Documents

Preferred - The Minnesota Unemployment Insurance Quarterly Wage Detail Report. (Only the page(s) showing the gross wages by quarters are required to be submitted to the WCRA as verification.)

Wage & Tax Registers (Only accepted if your organization does not file Minnesota Unemployment Insurance Quarterly Wage Reports).

941s, 940s, or W-3s (Only accepted if your organization does not file Minnesota Unemployment Insurance Quarterly Wage Reports).

Social Security Numbers should be excluded or redacted from any documents submitted to the WCRA.

View Data for Member or Reporting Unit

Dakota County (Member) ▾

Reporting Unit Name	File Name	Submitted By	Submitted Date/Time
HQ	[REDACTED]	PowerUser	12/12/2024 at 02:24 PM
Shop	[REDACTED]	PowerUser	12/12/2024 at 02:23 PM

1 to 2 of 2 items

← Back to Reconciliation [Save and Exit](#)



26

Review the organizational changes submitted by the reporting units. If additional information regarding organizational changes is needed, click the toggle, then add the information in the comments box. Then click "Continue" to proceed to the review.

WCRA Portal Calculator PowerUser

Home Claims Policy Data Reporting Reports User Management

Exposure Adjustment

Payroll Reporting Payroll Reconciliation **Org Changes** Review

Organizational Changes 2024

Review the organizational changes being submitted.
If changes need to be made, Save and Exit to return to the listing screen. Re-open the Reporting Unit to make changes and submit a new Reporting Unit report.
Were there any changes to your Minnesota operations during 2024 that had a material impact on the payroll when compared to the payroll reported for 2023?
Examples include organizational changes such as acquisitions, mergers, etc., or significant staffing changes impacting payroll such as layoffs, increases or decreases to staff greater than 10 percent, or opening or closing of Minnesota locations.

(Member)

Do you have organizational changes to report?

Comment

Reporting Unit Responses

HQ

Shop

[Back to Supporting Documents](#) [Save and Exit](#) **Continue**

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27

Review the general comments submitted by the reporting units. If additional general comments are needed, add the information in the Comment box. Then click "Continue" to proceed to the summary.

Leader Review

2023

- Comments
- Summary

General Comments

Review the general comments being submitted.
If changes need to be made, Save and Exit to return to the listing screen. Re-open the Reporting Unit to make changes and submit a new Reporting Unit report.

(Member)

Would you like to include any additional comments related to this submission?

Comment (optional)

I

Reporting Unit Responses

HQ

No Comments

Shop

No Comments

← Back to Organizational Changes [Save and Exit](#)

[Continue](#)

28

You can download the report from the summary screen by clicking the "Download Report" link.

Payroll Reporting
Payroll Reconciliation
Org Changes
Review

Leader Review

2023

- Comments
- Summary

Report Summary

Review the summary below. Click submit to complete the reporting.
If changes need to be made, Save and Exit to return to the listing screen. Re-open the Reporting Unit to make changes and submit a new Reporting Unit report.

[Download Report](#)

Workers' Compensation Reinsurance Association (WCRA) Annual Adjustment Self Insurer Summary Report						
Policy Year: 2023	Policy Number: -2023	Coverage Dates: 01/01/2023 to 01/01/2024				
Member:	Report Type: Combined Reporting Units	Date Submitted: Not Submitted				
Exposure Adjustment Contact:		Submitted By:				
Reporting Units						
Reporting Unit Name	Completed By	Date Completed				
HQ	PowerUser	10/17/2024 at 09:24 AM				
Shop	PowerUser	10/17/2024 at 09:20 AM				
Summary						
Class Code	Class Code Description	Gross Payroll	Overtime	Officer Excess & Minimum Adjustment	Other Exclusions	Chargeable Payroll

29 IMPORTANT: Any changes to the data must be made at the reporting unit level.

To make changes to the data, click "Save & Exit" at the bottom of the screen to return to the list screen. The re-open the reporting unit and resubmit with the correct data.

Exposure Adjustment > [redacted]

Payroll Reporting | Payroll Reconciliation | Org Changes | **Review**

Leader Review

2023

Comments | **Summary**

Review the summary below. Click submit to complete the reporting.

If changes need to be made, Save and Exit to return to the listing screen. Re-open the Reporting Unit to make changes and submit a new Reporting Unit report.

[Download Report](#)

Workers' Compensation Reinsurance Association (WCRA)
Annual Adjustment Self Insurer Summary Report

Policy Year: 2023	Policy Number: [redacted]-2023	Coverage Dates: 01/01/2023 to 01/01/2024
Member: [redacted]	Report Type: Combined Reporting Units	Date Submitted: Not Submitted
Exposure Adjustment Contact: [redacted]	[redacted]	Submitted By: [redacted]

30 After all data has been reviewed and you are ready to finalize the report, click the checkbox to acknowledge the data being provided is accurate and complete.

HQ	N/A
Shop	N/A

By checking this box, you certify that the data you have provided is accurate and complete to the best of your knowledge.

← Back to Comments [Save and Exit](#)

31 Then click "Submit" to finalize your report.

MEMBER COMMENTS
N/A
HQ
N/A
Shop
N/A

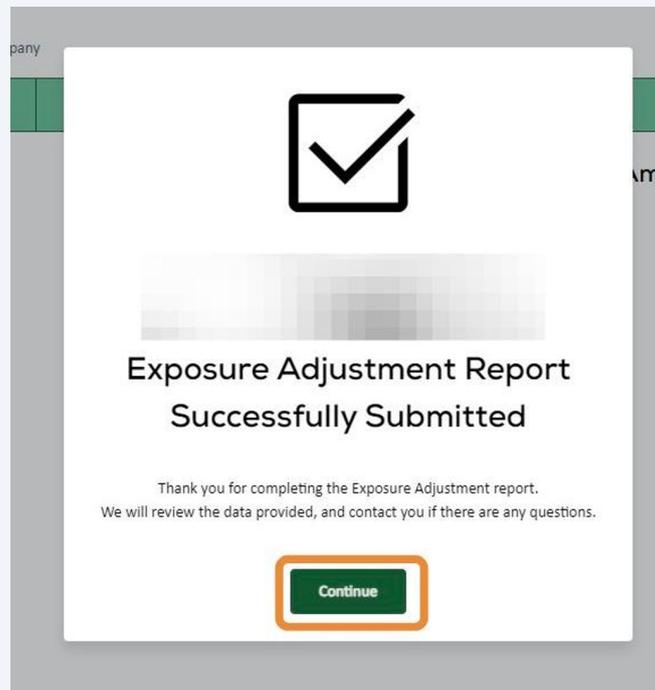
By checking this box, you certify that the data you have provided is accurate and complete to the best of your knowledge.

[← Back to Comments](#) [Save and Exit](#)

Submit

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32 When the report is successfully submitted you will see a pop-up confirmation. Click "Continue" to return to the list screen.



33

After the member level report has processed and the status is submitted, you can click "Download Report" to download the member level report or the reporting unit report.

Home Claims Policy Data Reporting Reports User Management

Exposure Adjustment

Member [Redacted] x v

Policy Year: 2023 x v Status: All (6) v Assigned To: All v Filter Reset

Member Name	Policy Year	Due Date	Status	Assigned To	Submitted Date / Time	
[Redacted]	2023	08/15/2024 Reported Late	Submitted	Power User	10/17/24 9:29 AM	Download Report ^

Reporting Unit Name	Audit Status	Assigned To Contact	Submitted Date	
Shop	Completed	Power User	10/17/24 9:20 AM	Download Report <small>Reopen</small>
HQ	Completed	Power User	10/17/24 9:24 AM	Download Report <small>Reopen</small>

1 to 1 of 1 items

34

Occasionally, the WCRA requests revisions from it's members. When revisions are requested members are notified via email and the report is listed in the portal with a status of Revisions Requested.

To begin, click "Start Revision".

Exposure Adjustment

Member [Redacted] x v

Policy Year: All v Status: Revisions Requested x v Assigned To: All v Filter Reset

Member Name	Policy Year	Due Date	Status	Assigned To	Submitted Date / Time	
[Redacted]	2024	12/31/2024	Revisions Requested	Revision	12/12/24 2:41 PM	Start Revision v

1 to 1 of 1 items

35

On the instructions screen, read the "Reviewer comments" for what revisions are being requested.

If the revisions are **only requesting clarifications or comments**, and no data changes are needed, click "Get Started".

If the revisions require a change to a reporting unit's submitted data, click "Save & Exit" to return to the list screen. Skip to slide 38

Exposure Adjustment >

Exposure Adjustment Reporting

WCRA members are required to report their payroll to the WCRA annually. The reported data is used to reconcile members' prior year exposure and premium.

Your exposure adjustment reporting is due by 12/31/2024.

Information in the right sidebar provides members with valuable information to accurately report their payroll data.

Downloads

[Overview, Terms, and Definitions](#)

[Payroll Data Template](#)

[Payroll Data Template Instructions](#)

[Reconciliation Template](#)

[Reconciliation Template Instructions](#)

For exposure adjustment reporting questions please contact the assigned WCRA Auditor:

Reviewer comments:

Please provide additional detail

You can report your payroll data by Reporting Unit. ⓘ

Would you like to use Reporting Units to report your payroll Data?

No Yes

Reporting Unit Name	Assigned To Contact ⓘ	External Status		
Shop	Power User	Completed		
HQ	Power User	Completed		

Add Reporting Unit

← Save and Exit

Get Started

Overview

The WCRA Annual Exposure Adjustment (Annual Adjustment) reporting process is required to reconcile estimated premium calculated at the time of policy issuance to the actual exposure for the period. The annual adjustment requires the WCRA to collect payroll data by workers' compensation classification code following the expiration of a policy term.

The data collected will be used to calculate your year-end 2024 premium. Your organization will either receive an invoice or a refund depending on the reconciliation of your exposure and the premium based on the updated data reported.

Reference Links

[Employee Definition: Minn.Stat.176.011 Sub 9](#)

[Trucking & Messenger/Courier Industries: Independent Contractors – Seven Factors: Minn.Stat.176.043](#)

[Classification of Officials of Political Subdivision: Classification Interpretations C11 Minnesota Basic Manual \(mwcia.org\)](#)

[MWCA Basic Manual](#)

[Sample Reconciliation](#)

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Click on the Review step. The requested information will be shown under "Reviewer comments". Use the Comment box to provide your answer.

After you have added your response, click "Continue".

Exposure Adjustment >

Payroll Reporting Payroll Reconciliation Org Changes **Review**

Leader Review

2024

Comments
Summary

General Comments

Review the general comments being submitted.
If changes need to be made, Save and Exit to return to the listing screen. Re-open the Reporting Unit to make changes and submit a new Reporting Unit report.

Reviewer comments:
Please provide additional detail on ...

Comment

Enter a comment

Reporting Unit Responses

HQ
No Comments

Shop
No Comments

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On the Report Summary screen, scroll down to the bottom to able to view your response. Otherwise you can either select "Change Responses" or "Back to Comments" to edit your response.

Once it looks ok, click "Submit" to finalize the revised submission. At this point, you are done.

Comments [Change Responses](#)

Would you like to include any additional notes related to the submission?

Member Comments
N/A

HQ
N/A

Shop
N/A

WCRA Reviewer Comments

Please provide additional detail on ...

Revision Comments
Example leader flow comment

By checking this box, you certify that the data you have provided is accurate and complete to the best of your knowledge.

[← Back to Comments](#) [Save and Exit](#) **Submit**

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If there needs to be a data modification from the original submission, you will need to reopen the appropriate Reporting Unit. To do this, click the "Reopen" link next to the Reporting Unit you need to modify.

WCRA Portal Calculators PowerUser

Home Claims Policy Data Reporting Reports User Management

Exposure Adjustment

Member: [Redacted]

Policy Year: 2023 Status: All (6) Assigned To: All Filter Reset

Member Name	Policy Year	Due Date	Status	Assigned To	Submitted Date / Time	
[Redacted]	2023	08/15/2024 Past Due	Revisions Requested	Power User Reassign	10/17/24 9:29 AM	Start Revision
Reporting Unit Name	Audit Status	Assigned To Contact	Submitted Date			
Shop	Completed	Power User	10/17/24 9:20 AM	Download Report Reopen		
HQ	Completed	Power User	10/17/24 9:24 AM	Download Report Reopen		

1 to 1 of 1 items

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Then click the "Resume" button and proceed through the submission process to make the corrections.

For detailed instructions on submitting data for a Reporting Unit, see [How to complete an Exposure Adjustment Report for a Self-insured Member \(Reporting Unit\)](#)

Exposure Adjustment

Member

Policy Year: 2023 Status: All (6) Assigned To: All [Filter](#) [Reset](#)

Member Name	Policy Year	Due Date	Status	Assigned To	Submitted Date / Time	
	2023	08/15/2024 Past Due	Revisions Requested	Power User Reassign	10/17/24 9:29 AM	Start Revision
Reporting Unit Name	Audit Status	Assigned To Contact	Submitted Date			
Shop	In Progress	Power User	10/17/24 9:20 AM	Resume		
HQ	Completed	Power User	10/17/24 9:24 AM	Download Report Reopen		

1 to 1 of 1 items

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After the reporting unit has completed their revision, click "Start Revision" to complete the member level report.

Exposure Adjustment

Member

Policy Year: 2023 Status: All (6) Assigned To: All [Filter](#) [Reset](#)

Member Name	Policy Year	Due Date	Status	Assigned To	Submitted Date / Time	
	2023	08/15/2024 Past Due	Revisions Requested	Power User Reassign	10/17/24 9:29 AM	Start Revision
Reporting Unit Name	Audit Status	Assigned To Contact	Submitted Date			
Shop	Completed	Power User	10/17/24 10:37 AM	Download Report Reopen		
HQ	Completed	Power User	10/17/24 9:24 AM	Download Report Reopen		

1 to 1 of 1 items

41 Review the summary report, then click "Submit" to finalize the revision.

You can also download the report using the "Download Report" link at the top of the screen.

Use the "Change Responses" link to return to the section to review or correct data.

IMPORTANT: To make changes to the data for a reporting unit, click "Save & Exit" at the bottom of the screen to return to the list screen. Re-open the reporting unit and resubmit with the correct data.

Operations did not change.

HQ
None

Shop
Acquired XYZ Company

[Comments](#) [Change Responses](#)

Would you like to include any additional notes related to the submission?

Member Comments
N/A
HQ
N/A
Shop
N/A

WCRA Reviewer Comments
Please provide clarification of the organizational changes for reporting unit Shop.
Also, please correct the class codes for reporting unit Shop.

Revision Comments
XYZ Company was acquired from JKL

By checking this box, you certify that the data you have provided is accurate and complete to the best of your knowledge.

[← Back to Comments](#) [Save and Exit](#) [Submit](#)

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When the report has been successfully submitted you will see a pop-up confirmation. Click "Continue" to return to the list screen.

