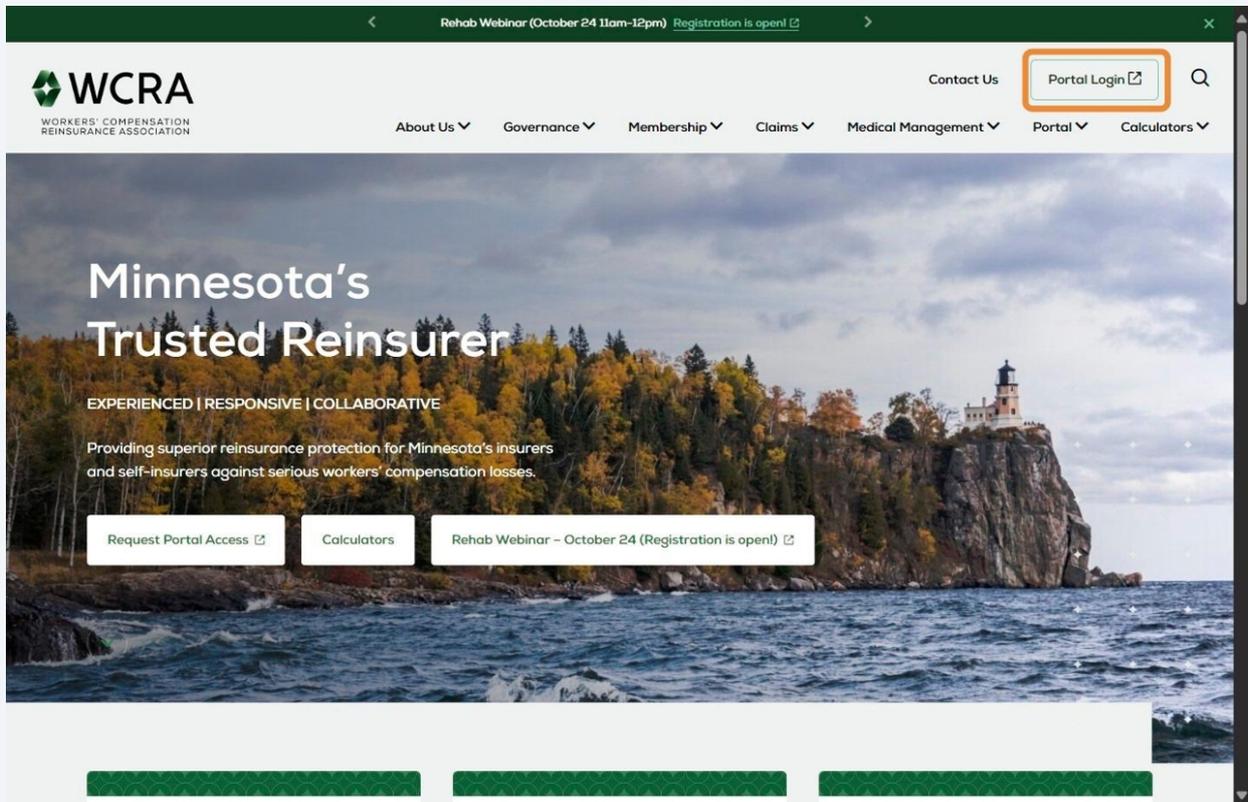


# How to complete an Exposure Adjustment Report for a Hybrid Self-Insurer Member

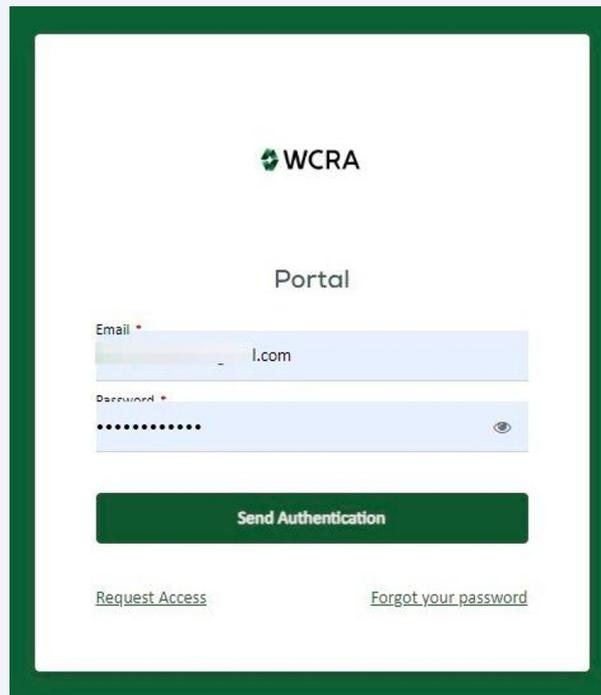


1 Navigate to <https://www.wcra.biz/>

2 Click "Portal Login"

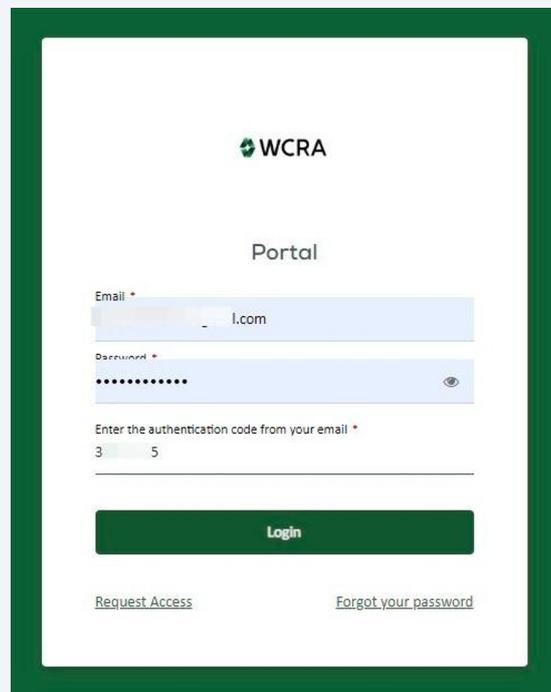


- 3 Enter your email address and password, then click send authentication.



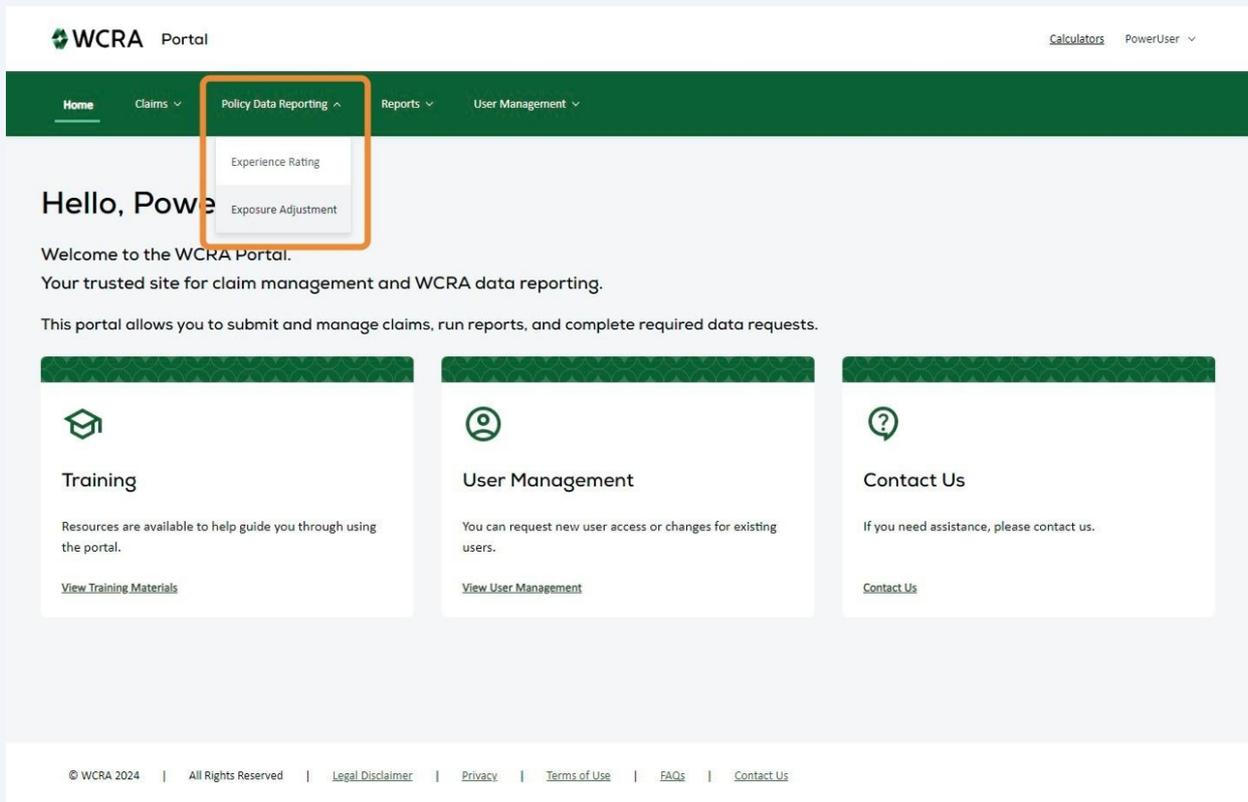
The screenshot shows the WCRA Portal login interface. At the top is the WCRA logo. Below it is the word "Portal". There are two input fields: "Email" with a red asterisk and a light blue background, containing a partially visible email address ending in ".com"; and "Password" with a red asterisk, a light blue background, and a masked password of ten dots, with an eye icon to its right. Below the fields is a dark green button labeled "Send Authentication". At the bottom are two links: "Request Access" and "Forgot your password".

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

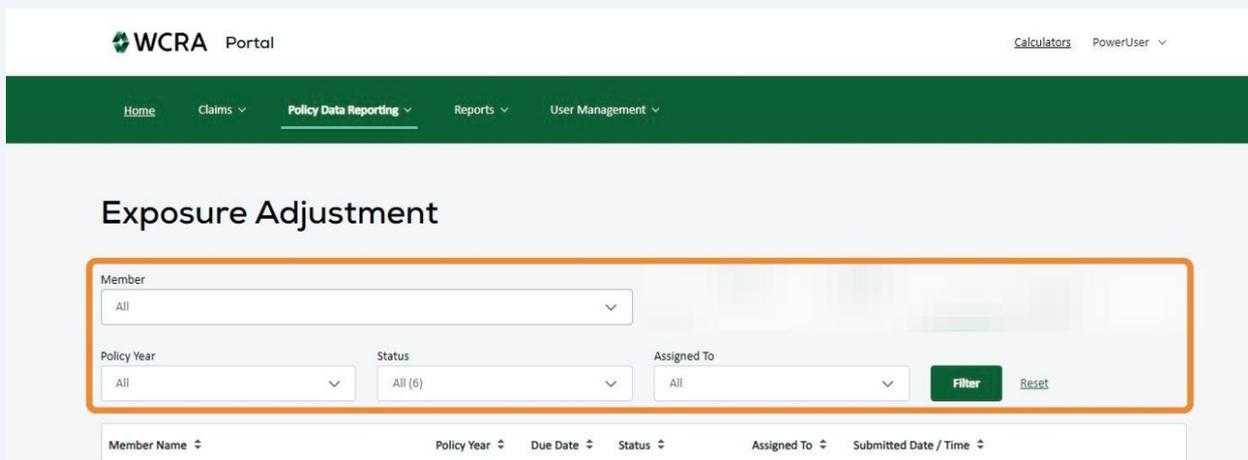


The screenshot shows the WCRA Portal login interface after the authentication code step. It features the same WCRA logo and "Portal" title. The "Email" and "Password" fields are present. Below them is a new field labeled "Enter the authentication code from your email" with a red asterisk, containing the code "3 5". Below this field is a dark green button labeled "Login". At the bottom are the same 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.



7

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

WCRA Portal Calculators PowerUser

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

## Exposure Adjustment

Member

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

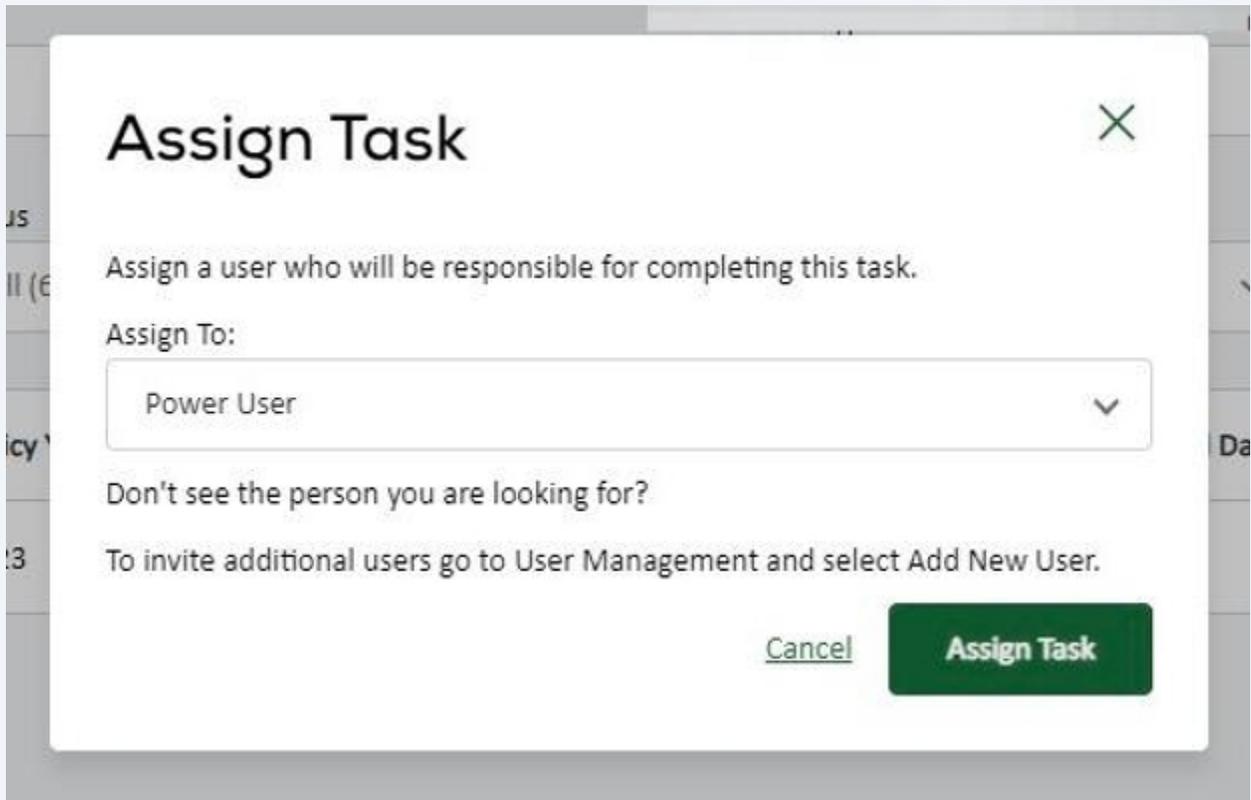
Member Name	Policy Year	Due Date	Status	Assigned To	Submitted Date / Time
Company	2023	08/15/2024 Past Due	Not Started	Robert <a href="#">Reassign</a>	<a href="#">Start Report</a>

1 to 1 of 1 items

© WCRA 2024 | All Rights Reserved | [Legal Disclaimer](#) | [Privacy](#) | [Terms of Use](#) | [FAQs](#) | [Contact Us](#)

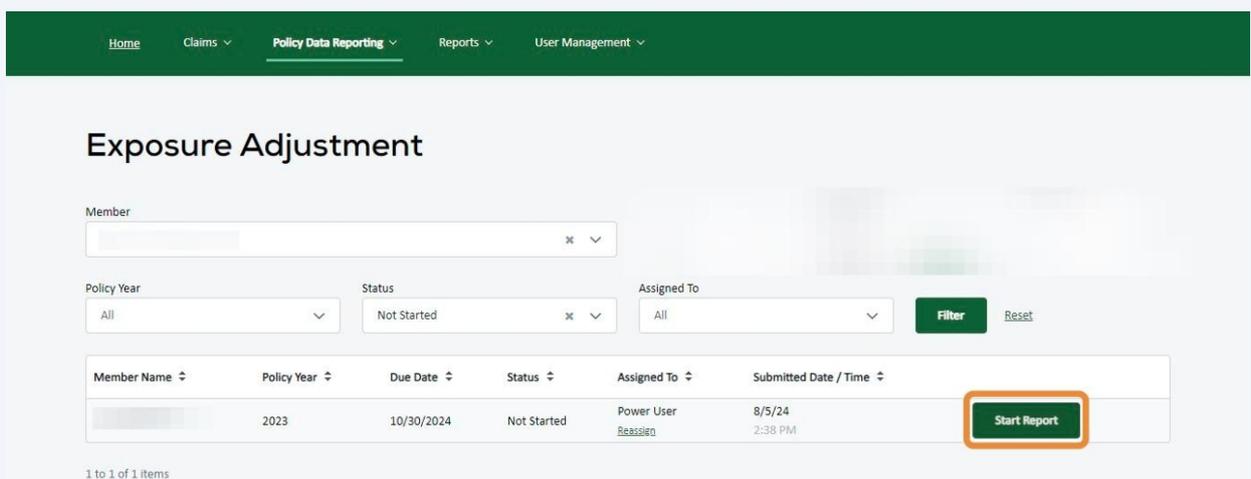
8

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



9

Click "Start Report" to begin reporting.



10

On the first screen, you can download the data templates used to upload data along with instructions.

Click "Get Started" to begin reporting.

The screenshot shows the WCRA Portal interface for 'Exposure Adjustment Reporting' for the year 2023. The page features a green navigation bar with links for Home, Claims, Policy Data Reporting, Reports, and User Management. The main content area includes a breadcrumb trail for 'Exposure Adjustment', a title 'Exposure Adjustment Reporting', and introductory text stating that WCRA members must report payroll annually by 10/30/2024. A list of links is provided, with 'Instructions and Data Definitions', 'Payroll Data Template', and 'Payroll Data Template Instructions' highlighted with an orange box. A 'Get Started' button is also highlighted with an orange box. A sidebar on the right contains an 'Overview' section explaining the reporting process and a 'Reference Links' section. The page also includes a 'Save and Exit' link and a user profile indicator 'Calculators PowerUser'.

11

On the Payroll Reporting screen answer the first question, download the data template if necessary, and upload your data.

Exposure Adjustment >

Payroll Reporting Data Verification Org Changes Review

## Upload Payroll Data

2024

[Upload Payroll Data](#)  
[Payroll Reporting](#)

▲ Please note that payroll should be reported for all Minnesota employees that received pay at any time during the current year being reported.

has Gross Payroll for 2024?

Yes No

If you have not already, please download the Excel template to use to upload your data.

[Download Excel Template](#) [Template Instructions](#)

[Reporting Requirements](#)

Next, upload the Excel file with your data.

[Select file](#)

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

12

After you have selected a file to upload, click "Continue". Your data will then be validated. If you selected the wrong file for upload, you can remove the file by clicking the "X" after the file name.

Home Claims Policy Data Reporting Reports User Management

Exposure Adjustment :

Payroll Reporting Data Verification Org Changes Review

## Upload Payroll Data

2024

[Upload Payroll Data](#)  
[Payroll Reporting](#)

▲ Please note that payroll should be reported for all Minnesota employees that received pay at any time during the current year being reported.

has Gross Payroll for 2024?

Yes No

If you have not already, please download the Excel template to use to upload your data.

[Download Excel Template](#) [Template Instructions](#)

[Reporting Requirements](#)

Next, upload the Excel file with your data.

[1.xlsx](#) X

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

© WCRA 2025 | All Rights Reserved | Legal Disclaimer | Privacy | Terms of Use | FAQs | Contact Us

13

If errors are found during validation, you will see a list of the errors. After reviewing the errors, click "Back to Previous Step" to return to the Upload Data screen.

Home Claims Policy Data Reporting Reports User Management

Exposure Adjustment

Payroll Reporting Data Verification Org Changes Review

## Upload Payroll Data 2024

Upload Payroll Data  
Payroll Reporting

### Errors found in upload file

▲ Your file was not able to be processed.

Please review the summary of errors listed below.  
Once you have fixed the errors in your upload file, go back to the previous step and upload the corrected file.

**Gross & Chargeable Payroll Errors:**

- Row 2, Column A: Invalid class code 9999. Correct this by using a valid class code for policy year 2024.
- Need to add Chargeable Payroll data.

[Back to Previous Step](#)

🔔 Need Help?  
If you are having issues resolving errors, send a support request to WCRA  
[Submit Support Request](#)

Disclaimer: Submitting a support request does not fulfill your reporting requirements or extend the due date. You are required to submit your report by the due date to avoid penalties.

14

After correcting the upload file, select the corrected file and click "Continue". The data will be validated again.

WCRA Portal Calculators PowerUser ▾

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

Exposure Adjustment > 2024

Payroll Reporting Data Verification Org Changes Review

### Upload Payroll Data

[Upload Payroll Data](#)  
[Payroll Reporting](#)

▲ Please note that payroll should be reported for all Minnesota employees that received pay at any time during the current year being reported.

Has Gross Payroll for 2024?

Yes  No

If you have not already, please download the Excel template to use to upload your data.

[Download Excel Template](#) [Template Instructions](#)

[Reporting Requirements](#)

Next, upload the Excel file with your data.

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

15

After the data has been validated you will see the Payroll Reporting screen. Review the data for accuracy.

You can use the search box to find specific class codes.

Use the "Add Class Code" button to add another class code.

To make changes or remove a class code, click the edit or delete icons.

When the data has been reviewed, click "Continue to proceed to the Data Verification step.

The screenshot displays the WCRA Portal interface for the 'Payroll Reporting' section in 2024. The page includes a top navigation bar with 'WCRA Portal' and 'Calculators PowerUser'. A secondary navigation bar contains 'Home', 'Claims', 'Policy Data Reporting', 'Reports', and 'User Management'. The main content area features a breadcrumb trail 'Exposure Adjustment >' and a progress indicator with steps: 'Payroll Reporting', 'Data Verification', 'Org Changes', and 'Review'. The 'Payroll Reporting' step is active. The main heading is 'Upload Payroll Data' for the year '2024'. Below this, there is a search bar with the placeholder 'Search by Class Code or by Class Code description', 'Search', and 'Reset' buttons, and an 'Add Class Code' button. A table lists two class codes: 8810 (CLERICAL OFFICE EMPLOYEES NOC) and 9403 (GARBAGE, ASHES OR REFUSE COLLECTION & D), with columns for 'Class Code', 'Class Code Description', 'Gross Payroll', and 'Chargeable Payroll'. Each row has edit and delete icons. The table also includes a 'Total' row. Below the table, it shows '1 to 2 of 2 items' and a 'Show all records' link. At the bottom, there are links for 'Back to Upload Data', 'Save and Exit', and a 'Continue' button. The footer contains copyright information: '© WCRA 2025 | All Rights Reserved | Legal Disclaimer | Privacy | Terms of Use | FAQs | Contact Us'.

Class Code	Class Code Description	Gross Payroll	Chargeable Payroll
8810	CLERICAL OFFICE EMPLOYEES NOC	\$708,502,788	\$354,251,394
9403	GARBAGE, ASHES OR REFUSE COLLECTION & D	\$24,782,378	\$12,391,189
<b>Total</b>		<b>\$733,285,166</b>	<b>\$366,642,583</b>

16 Review the list of data verification documents that need to be provided.

Documents can be uploaded by dragging the document into the "Upload verification documents" box or selecting a file using the "browse to upload" link.

The screenshot shows the 'Data Verification' page for the year 2024. At the top, there is a navigation bar with 'Home', 'Claims', 'Policy Data Reporting', 'Reports', and 'User Management'. Below this is a breadcrumb trail 'Exposure Adjustment >'. A horizontal menu contains 'Payroll Reporting', 'Data Verification' (which is highlighted in dark green), 'Org Changes', and 'Review'. The main heading is 'Data Verification' with '2024' to its right. A text box states: 'Hybrid members are also required to submit the following:' followed by two bullet points: 'A listing of all policyholders and their respective Minnesota gross payroll as well as chargeable payroll aggregated by class code.' and 'Payroll prorate calculation file used to report chargeable payroll for each policy year.' Below this is a table with columns 'File Name', 'Uploaded By', and 'Uploaded Date/Time'. Underneath the table is a box labeled 'Upload verification documents' containing a file upload icon and the text 'Drop a file here or browse to upload'. At the bottom left, there are links for 'Back to Payroll Summary' and 'Save and Exit'. At the bottom right, there is a 'Continue' button.

17 After you have uploaded the documentation, click "Continue" to proceed to Organizational Changes.

This screenshot is identical to the previous one, but with the 'Continue' button at the bottom right highlighted with an orange box. Additionally, the table below the upload area now contains one row of data: a file named 'cs', uploaded by 'PowerUser' on '23 Jan 2025 08:06'. The 'Upload verification documents' box and the 'Verification Documents' section below it are still visible.

18

Enter any organizational changes in the Comments field. If there were no organizational changes, turn the toggle next to the question off.

WCRA Portal Calculators PowerUser ▾

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

Exposure Adjustment > >

Payroll Reporting | Data Verification | **Org Changes** | Review

## Organizational Changes 2023

Were there any changes to your operation in Minnesota that occurred during 2023 that had a material impact on the chargeable payroll or job class codes when compared to the chargeable payroll and job class codes reported for 2022? Other comments regarding business operations or environment changes are also welcome

Do you have organizational changes to report?

Comment (Required)

Field required.

[← Back to Data Verification](#) [Save and Exit](#) [Continue](#)

© WCRA 2024 | All Rights Reserved | [Legal Disclaimer](#) | [Privacy](#) | [Terms of Use](#) | [FAQs](#) | [Contact Us](#)

19

After the organizational changes have been completed, click "Continue" to go to the Report Summary screen.

Exposure Adjustment >  

Payroll Reporting

Data Verification

Org Changes

Review

## Organizational Changes 2023

Were there any changes to your operation in Minnesota that occurred during 2023 that had a material impact on the chargeable payroll or job class codes when compared to the chargeable payroll and job class codes reported for 2022? Other comments regarding business operations or environment changes are also welcome

Do you have organizational changes to report?

Comment (Required)

XYZ Company

Field required.

← Back to Data Verification [Save and Exit](#)Continue

20

Enter any additional information in the Comments field that will provide clarification of the data being reported.

HomeClaims ▾Policy Data Reporting ▾Reports ▾User Management ▾

Exposure Adjustment >  

Payroll Reporting

Data Verification

Org Changes

Review

## Report Summary 2023

Comments

Summary

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

Comment (optional)

Optional Comment

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

21

After the comments have been entered, click "Continue" to go to the Report Summary screen and review your draft data submission.

The screenshot displays the WCRA Portal interface. At the top left, the logo 'WCRA Portal' is visible, and at the top right, there are links for 'Calculators' and 'PowerUser'. A dark green navigation bar contains 'Home', 'Claims', 'Policy Data Reporting', 'Reports', and 'User Management'. Below this, a breadcrumb trail shows 'Exposure Adjustment' followed by a progress bar with four stages: 'Payroll Reporting', 'Data Verification', 'Org Changes', and 'Review' (which is highlighted in dark green). The main heading is 'Report Summary' for the year '2023'. On the left, there are tabs for 'Comments' and 'Summary'. The central content area asks, 'Would you like to include any additional comments related to this submission?' with a 'Comment (optional)' label and a large text input field. At the bottom left, there is a link to 'Back to Organizational Changes Save and Exit'. At the bottom right, there is a prominent 'Continue' button with an orange border. The footer contains copyright information: '© WCRA 2024 | All Rights Reserved | Legal Disclaimer | Privacy | Terms of Use | FAQs | Contact Us'.

22

From the Report Summary screen, you can click "Download Report" to download a PDF of the report.

If you need to make any changes, click "change responses". This will bring you back to the associated step where you can edit your data.

WCRA Portal Calculators PowerUser

Home Claims Policy Data Reporting Reports User Management

Exposure Adjustment >

Payroll Reporting Data Verification Org Changes Review

## Report Summary 2023

[Comments](#)  
[Summary](#)

**Report Summary**  
Please review the report. Use the Change Responses link to edit data. Click Submit to complete the submission.

[Download Report](#)

Annual Adjustment for Self-Insurer Hybrids

---

Policy Year: 2023  
Member Name: \_\_\_\_\_

<b>Premium Audit Contact</b>	<b>Submitted By Contact</b>
Name: _____	Not Submitted
Job Title: _____	
Company: _____	
Email: _____	
Phone: _____	

Class Code	Class Code Description	Gross Payroll	Chargeable Payroll
8810	CLERICAL OFFICE EMPLOYEES NOC	\$50,000	\$45,000
<b>Total</b>		<b>\$50,000</b>	<b>\$45,000</b>

Organizational Changes:  
XYZ Company acquired W

[change.responses](#)

23

After you have reviewed the summary, click the checkbox to certify you are providing accurate and complete information.

Summary

Please review the report. Use the Change Responses link to edit data. Click Submit to complete the submission.

Annual Adjustment for Self-Insurer Hybrids

---

Policy Year: 2023  
Member Name: \_\_\_\_\_

Premium Audit Contact	Submitted By Contact
Name: _____	Not Submitted
Job Title: _____	
Company: _____	
Email: _____	
Phone: _____	

Class Code	Class Code Description	Gross Payroll	Chargeable Payroll
8810	CLERICAL OFFICE EMPLOYEES NOC	\$50,000	\$45,000
<b>Total</b>		<b>\$50,000</b>	<b>\$45,000</b>

Organizational Changes:  
XYZ Company acquired JKL ....

Additional notes or Comments:  
Optional Comments

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

24

Then click "Submit" to finalize the submission.

## Report Summary

2023

Comments  
Summary

### Report Summary

Please review the report. Use the Change Responses link to edit data. Click Submit to complete the submission.

[Download Report](#)

Annual Adjustment for Self-Insurer Hybrids

---

Policy Year: 2023  
Member Name: \_\_\_\_\_

Premium Audit Contact	Submitted By Contact
Name: _____	Not Submitted
Job Title: _____	
Company: _____	
Email: _____	

Class Code	Class Code Description	Gross Payroll	Chargeable Payroll
8810	CLERICAL OFFICE EMPLOYEES NOC	\$50,000	\$45,000
<b>Total</b>		<b>\$50,000</b>	<b>\$45,000</b>

Organizational Changes:  
XYZ Company acquired JKL ....

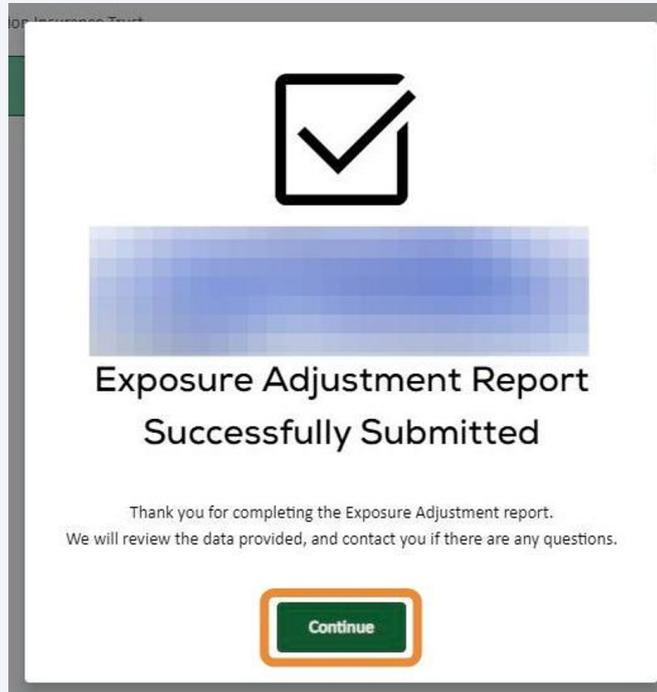
Additional notes or Comments:  
Optional Comments

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

25

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



26

The report you submitted will be processed. While processing, you will see a status of "Processing"

The screenshot shows a web application interface. At the top is a dark green navigation bar with links for Home, Claims, Policy Data Reporting, Reports, and User Management. Below this is the main heading "Exposure Adjustment". There are several filter controls: a Member dropdown, a Policy Year dropdown set to "All", a Status dropdown set to "All (6)", and an Assigned To dropdown set to "All". There are "Filter" and "Reset" buttons. Below the filters is a table with the following data:

Member Name	Policy Year	Due Date	Status	Assigned To	Submitted Date / Time
[Redacted]	2023	08/30/2024 Past Due	Processing	Power User	

At the bottom left of the table area, it says "1 to 1 of 1 items". The "Processing" status in the table row is highlighted with an orange rectangular border.

27

When processing is complete, the status will change to "Submitted", and you can download a copy of the submitted report. It can take up to 24 hours for the processing to be completed.

WCRA Portal Calculators PowerUser

Home Claims Policy Data Reporting Reports User Management

## Exposure Adjustment

Member

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

Member Name	Policy Year	Due Date	Status	Assigned To	Submitted Date / Time	
	2023	08/30/2024 <span>Reported Late</span>	Submitted	Power User	10/17/24 3:59 PM	<a href="#">Download Report</a>

1 to 1 of 1 items

© WCRA 2024 | All Rights Reserved | [Legal Disclaimer](#) | [Privacy](#) | [Terms of Use](#) | [FAQs](#) | [Contact Us](#)

28

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

From the Exposure Adjustment list screen, click "Start Revision".

## Exposure Adjustment

Member

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

Member Name	Policy Year	Due Date	Status	Assigned To	Submitted Date / Time	
	2023	08/30/2024 Past Due	Revisions Requested	Power User <a href="#">Reassign</a>	10/17/24 3:51 PM	<span>Start Revision</span>

1 to 1 of 1 items

29

**IMPORTANT:** On the instructions screen, read the Reviewer comments. Reviewer comments describe what revisions or clarifications are being requested. Click "Get Started" to begin the revision process.

*Note: If the reviewer is asking for only additional comments/clarifications you may skip a few steps in the process and be brought to the comments screen. You can still use the back to previous step links to review other data.*

**WCRA Portal** Calculators PowerUser ▾

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

Exposure Adjustment > 2023

## 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 08/30/2024.

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

[Instructions and Data Definitions](#)  
[Payroll Data Template](#)  
[Payroll Data Template Instructions](#)

**Reviewer comments:**  
Please confirm or correct chargeable payroll for class codes 5183, 5123, and 5022.

Also, please explain the change in gross payroll from 2022 to 2023 for class code 8810.

← 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.

Member who are classified as hybrid reporting members have a one-year lag in report to allow for completion of their own policy audits. As your data is audited and collected, please keep in mind the following data reporting definitions applicable to the data reported to the WCRA. The data being collected and reported to the WCRA will be used to calculate your year-end 2023 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

30

Proceed through the steps, update data as needed, and click "Continue" to proceed to the next step.  
When you get to the Comments screen in the review step. Read the Reviewer comments and enter your response in the "Revision Request Comments" box.

The screenshot shows the 'Review' step of the 'Report Summary' process for the year 2023. The navigation bar at the top includes 'Home', 'Claims', 'Policy Data Reporting', 'Reports', and 'User Management'. Below the navigation bar, there is a progress indicator for 'Exposure Adjustment' and a series of tabs: 'Payroll Reporting', 'Data Verification', 'Org Changes', and 'Review'. The 'Review' tab is active. The main content area is titled 'Report Summary' and includes a sidebar with 'Comments' and 'Summary' options. The 'Comments' section contains the following text: 'Would you like to include any additional comments related to this submission?' followed by 'Reviewer comments: Please confirm or correct chargeable payroll for class codes 5183, 5123, and 5022. Also, please explain the change in gross payroll from 2022 to 2023 for class code 8810.' Below this is a text input field labeled 'Revision Request Comments' with the placeholder text 'Enter a comment'. The field is highlighted with an orange border. At the bottom left, there is a link to 'Back to Organizational Changes' and a 'Save and Exit' button. At the bottom right, there is a 'Continue' button.

31

After revision comments have been entered, click "Continue" to proceed to the Summary screen.

The screenshot shows the 'Review' step of the 'Report Summary' process for the year 2023. The navigation bar at the top includes 'Home', 'Claims', 'Policy Data Reporting', 'Reports', and 'User Management'. Below the navigation bar, there is a progress indicator for 'Exposure Adjustment' and a series of tabs: 'Payroll Reporting', 'Data Verification', 'Org Changes', and 'Review'. The 'Review' tab is active. The main content area is titled 'Report Summary' and includes a sidebar with 'Comments' and 'Summary' options. The 'Comments' section contains the following text: 'Would you like to include any additional comments related to this submission?' followed by 'Reviewer comments: Please confirm or correct chargeable payroll for class codes 5183, 5123, and 5022. Also, please explain the change in gross payroll from 2022 to 2023 for class code 8810.' Below this is a text input field labeled 'Revision Request Comments' with the placeholder text 'Enter a comment'. The field contains the text 'The change in gross payroll for class code 8810 was due to changes in' and is highlighted with an orange border. At the bottom left, there is a link to 'Back to Organizational Changes' and a 'Save and Exit' button. At the bottom right, there is a 'Continue' button.

32

You will see the "Download Report" link appear on the right of the screen to download a copy of the report.

Review your data. If changes are needed, use the "change responses" link. This will return you to the associated step where you can make the needed changes.

WCRA Portal

Calculators PowerUser

Home Claims Policy Data Reporting Reports User Management

Exposure Adjustment

Payroll Reporting Data Verification Org Changes Review

### Report Summary

2023

Comments Summary

Report Summary

Please review the report. Use the Change Responses link to edit data. Click Submit to complete the submission.

[Download Report](#)

Annual Adjustment for Self-Insurer Hybrids

Policy Year: 2023  
Member Name:

Premium Audit Contact		Submitted By Contact	
Name:		Name: Power User	
Job Title:		Job Title:	
Company:		Company:	
Email:		Email:	
Phone:		Phone:	

Class Code	Class Code Description	Gross Payroll	Chargeable Payroll	<a href="#">change responses</a>
8810	CLERICAL OFFICE EMPLOYEES NOC	\$50,000	\$45,000	
Total		\$50,000	\$45,000	<a href="#">change responses</a>

Organizational Changes:  
XYZ Company acquired W

33

After you have reviewed the report and made any necessary changes, click "Submit" to finalize the revision.

Annual Adjustment for Self-Insurer Hybrids

---

Policy Year: 2023  
Member Name: \_\_\_\_\_

Premium Audit Contact		Submitted By Contact	
Name: _____	Job Title: _____	Name: Power User	Job Title: _____
Company: _____	Company: _____	Company: _____	Company: _____
Email: _____	Email: _____	Email: _____	Email: _____
Phone: _____	Phone: _____	Phone: _____	Phone: _____

Class Code	Class Code Description	Gross Payroll	Chargeable Payroll	<a href="#">change responses</a>
8810	CLERICAL OFFICE EMPLOYEES NOC	\$50,000	\$45,000	
<b>Total</b>		<b>\$50,000</b>	<b>\$45,000</b>	<a href="#">change responses</a>

Organizational Changes:  
XYZ Company acquired JKL [change responses](#)

Reviewer comments:  
Please confirm or correct chargeable payroll for class codes 5183, 5123, and 5022.  
Also, please explain the change in gross payroll from 2022 to 2023 for class code 8810.

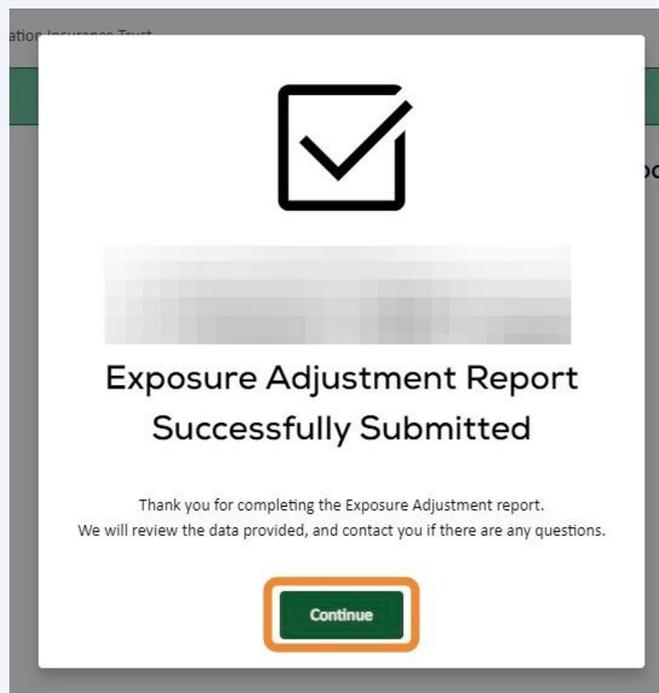
Revision Request Comments:  
The change in gross payroll for class code 8810 was due to changes in \_\_\_\_\_

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**

34

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



35

The report you submitted will be processed. While processing, you will see a status of "Processing".

Home Claims Policy Data Reporting Reports User Management

## Exposure Adjustment

Member

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

Member Name	Policy Year	Due Date	Status	Assigned To	Submitted Date / Time
	2023	08/30/2024 Past Due	Processing	Power User	10/17/24 3:51 PM

1 to 1 of 1 items

36

When processing is complete, the status will change to "Submitted", and you can download a copy of the submitted report. It can take up to 24 hours for the processing to be completed.

WCRA Portal Calculators PowerUser

Home Claims Policy Data Reporting Reports User Management

### Exposure Adjustment

Member

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

Member Name	Policy Year	Due Date	Status	Assigned To	Submitted Date / Time	
	2023	08/30/2024 Reported Late	Submitted	Power User	10/17/24 3:59 PM	<a href="#">Download Report</a>

1 to 1 of 1 Items

© WCRA 2024 | All Rights Reserved | [Legal Disclaimer](#) | [Privacy](#) | [Terms of Use](#) | [FAQs](#) | [Contact Us](#)