Summary
The Self-Insured Workers’ Compensation Web Portal allows industry users to submit the Individual Table 1 Payroll and Premium Tax Reports and/or the Self-Insured Group Workers’ Compensation tax report.
The forms contained within this application require information only on the payroll paid to employees subject to the Missouri Workers’ Compensation Law (Chapter 287 RSMo). “Payroll” is considered to be “remuneration” as defined by the Basic Guide of the National Council on Compensation Insurance (NCCI). This tutorial guides users through the online system for account creation, account management, and submission of the filings.

GUIDE

Self-Insured Workers’ Compensation Site Address: [https://apps.dci.mo.gov/SIWorkComp/login.aspx](https://apps.dci.mo.gov/SIWorkComp/login.aspx)

Account Management

Users require an approved account to file Self-Insured Workers’ Compensation and/or Group and Trust Self-Insured Workers’ Compensation filings. New users must create an account and receive approval prior to creating filings. Existing users will need to sign in to manage account information and create new filings.

Account Registration

**Required Information:** Users will need to provide the following information when registering for an account with DCI:

- Provide a valid Email Address
- Create a Secure Password
- Provide the Contact Name
- Provide Contact Phone Number
- Provide Contact Address Information
- Provide all Company NAIC Numbers associated to the account

Registration Process

Users must register a MoLogin account to gain access to the application. Begin the account creation process by navigating to the Self-Insured Workers’ Compensation Online Filings portal located on the internet at [https://apps.dci.mo.gov/SIWorkComp/login.aspx](https://apps.dci.mo.gov/SIWorkComp/login.aspx)

Once you navigate to the site, in the middle of the screen on the ‘Sign In’ page, click the button titled Login/Register. This will then pop up a box informing that you are being redirected to MoLogin.
Click the Log In button to redirect to MoLogin. You will then be redirected to MoLogin. If you do not have a MoLogin Account you will need to press the Request Account hyperlink.

When Request Account is clicked you will be asked for a Registered Email which will let you log in to MoLogin. If you have a previous Self-Insured Workers’ Compensation account use that Email so it can link to your account.
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Once you click the Request Account button an email will be sent to the Registered Email address from Missouri Account System. Click on the *Account Registration Link* hyperlink or the Full Link and it will take you to the MoLogin’s Create Account page.

An account registration request has been received for the State of Missouri MO Login account for this email. If you requested this account registration, please click the *Account Registration Link* below or copy and paste the *Full Link* into your browser to complete the process. For security reasons, this link expires in 1 hour.

**Account Registration Link**


If you did not request this account registration, please delete this email.

Fill out the form and press the *Create Account* button.

Once this is completed go back to [https://apps.dci.mo.gov/SIWorkComp/login.aspx](https://apps.dci.mo.gov/SIWorkComp/login.aspx).

Log in to MoLogin with the account you just created and if you had a previous account you will be redirected to the Portal Homepage. If you did not have a previous account you will be redirected to the Account Information form.
Complete the information requested on the Account Information form:

**Email:** This field will stay the same as it is linked to MoLogin. After creating your account, you will receive emails pertaining to your account and claims.

**Contact Name:** Enter the account contact name.

**Contact Phone Number:** Enter the primary phone number for the account in which you are registering.

**Contact Street Address:** In the text box provided, enter the street address for which the account will be registered.

**Contact City:** Enter the name of the city for the account in which you are registering.

**Contact State:** From the drop down menu, select the state associated with the address provided above.

**Contact Zip Code:** Enter the zip code associated with the address provided above.

After you have entered all the requested information, click the **Register** button to continue with account creation. The depiction of a red ‘x’ next to a field indicates an error associated with field requirements. **Follow prompts provided to correct online registration inconsistencies or errors.**

After selecting the **Register** button, the webpage redirects to the **Registration Complete** page. You will also receive an email notification verifying your registration.

It is important to note that processing registrations can take up to 72 hours before account approval. You will receive a confirmation email, once the account is accepted.
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Login to your Self-Insured Workers’ Compensation Web Portal

The Web Portal is located at the following link save this link to your favorites for login

To login, press the Login/Register button and a pop up will appear informing that you will be redirected to MoLogin.

Click Log In on the pop up to redirect to MoLogin.

Enter the Email and Password then press the Login button.

Once you login, the page redirects to the portal homepage. From the portal homepage, you can navigate to your account settings; File Individual-Table 1, File Group-Table 1, Print Individual-Table 1 Data, Print Group-Table 1 for this session; and Help to get DCI contact information.
From the homepage, navigate to Account Settings link at the top right of the page. The webpage redirects to the Account Settings pages.

Contact Information Updates
It is important to keep your contact information up-to-date, login into the account to manage account settings. You can change your password, email account, and contact information online through the account settings option.

Complete any necessary changes.
Your changes will be saved and the page will redirect to a webpage confirming changes to your account. You will also receive an email notification, informing you that your account settings were successfully changed.

To have a company added or removed from your account, you will need to contact DCI at SI.PTax@insurance.mo.gov.

**Individual Self-Insured Workers’ Compensation Filings**

To begin completion of an individual self-insured Table 1 Payroll and Premium Tax Report, select "File Individual Table 1" from the menu located on the homepage. The webpage redirects to the page where the appropriate NAIC Number can be selected from the dropdown list. If filing no business for the current tax year, select the appropriate NAIC Number click the Submit button.

Enter the information for the individual self-insured Table 1 Payroll and Premium Tax Report. Click the Add Class Code button. If a particular class code is not known, it can be looked up by selecting the Class Codes link. A web site listing of available class codes will be displayed.

After entering the specific class code record, select the Save button. Do not select the Submit button until you are completely done with the entire filing.

To add any additional class code records, select the Add Class Code button for each record.
Remember to select the Save button after each record until completely finished entering the entire filing before selecting the Submit button. Once you have completely finished entering the entire filing, click the Submit Button. You will receive a prompt to confirm the submission.

Confirm the filing is completed as desired and select the Submit button from the confirmation message.

A message indicating the filing has been submitted will be displayed. It will remind you that the filing can no longer be edited from the online system. Changes to your data will need to be emailed to the department directly after submitting your Table 1.

To print the submitted record, select the Print button.
### Missouri Department of Commerce and Insurance

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Description</th>
<th>All Amount</th>
<th>Manual Premium</th>
</tr>
</thead>
<tbody>
<tr>
<td>0005</td>
<td>NURSERY EMP</td>
<td>10,000.00</td>
<td>$4,700.00</td>
</tr>
<tr>
<td>0005</td>
<td>GOAL MINING</td>
<td>22.00</td>
<td>$1.00</td>
</tr>
</tbody>
</table>

This will submit and finalize your Table 1 for the year. Contact the Department if changes are needed after this submission.

[Submit] [Cancel]
**Printing**
The Self-Insured Workers’ Compensation Portal allows users to submit data; however, the print feature only allows users to print the data at the time of submittal.

A separate window will display the filing in a printable format. Select the printer icon to print the filing.

If you attempt to file again for the same NAIC Number, a message will be displayed indicating a filing has already been submitted for that tax year.

**Group and Trust Self-Insured Workers’ Compensation Filings**
To begin completion of a group and trust self-insured Table 1 Payroll and Premium Tax Report select "File Group Table 1" from the menu located on the homepage. The webpage redirects to the page where the appropriate NAIC Number can be selected from the dropdown list.
Use the search field to navigate to your appropriate member

Enter the highlighted member’s information into the member detail section.
Enter the totals for the group in the Group Return Portion.

Click the Save button to save data entered into the group and members sections.

Receive confirmation message that the filing was saved.
Click the Submit button to submit your information. Changes to your data will need to be emailed to the department directly after submitting your Table 1.

Click Submit to confirm that you want to submit and finalize our return for the year. Click Cancel to return to editing your return.
A confirmation message will be displayed once your data has been submitted to the Department and saved to the database.

**Printing**

The Self-Insured Workers’ Compensation Portal allows users to submit data; however, the print feature only allows users to print the data at the time of submittal.

Click the Home button to return to the Home Page or click the Print button to print your filing.

The system will open your printable version in a new window. A printed filing will look similar to the image below.
After you are done viewing and/or printing your filing, you may close the additional browser at the top right (on the red x).

Help Menu

Contact Us

Contact the Department of Commerce and Insurance, for help with filings by email at si_ptax@insurance.mo.gov.

User Guide

This User Guide can be obtained from the User Guide menu as well as from the DCI web site at http://insurance.mo.gov/industry/forms/index.php#Workers
Frequently Asked Questions (FAQ)
The Frequently Asked Question portion is divided into two sections: Self-Insured and Group and Trust. The link navigates the user to the Department of Labor & Industrial Relations website.

Self-Insured Workers’ Compensation FAQ
http://labor.mo.gov/DWC/Employers/ind_self_ins

Group and Trust Workers’ Compensation FAQ
http://labor.mo.gov/DWC/Employers/group_trust_self_ins

Sign-out
Before closing the browser, be sure to sign-out. To logout, select the Sign Out hyperlink at the top right corner of the page. Upon successful logout, the system redirects you to a confirmation page.