

Self-Insured Workers' Compensation Online User Guide

Missouri Department of Insurance, Financial Institutions and Professional Registration

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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.

Self-Insured Workers' Compensation Site Address: <https://apps.difp.mo.gov/SIWorkComp>

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.

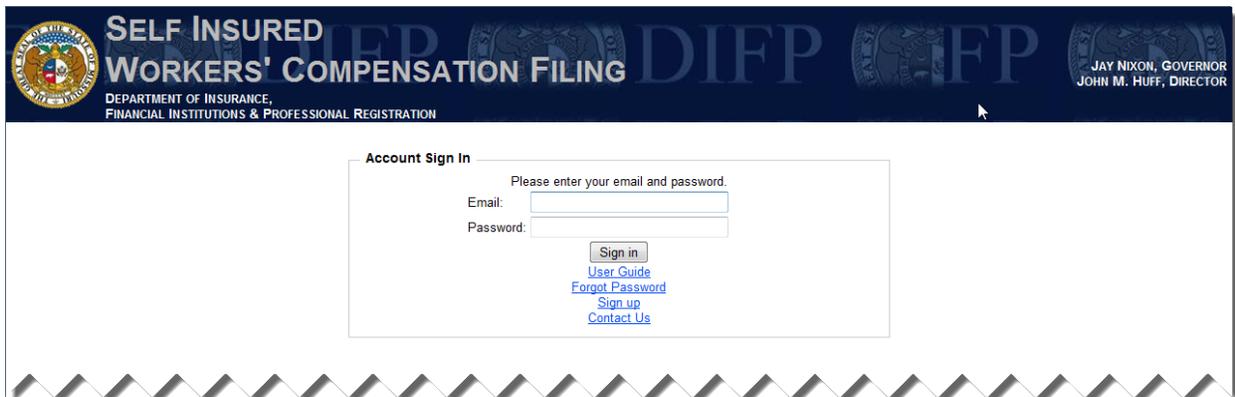
Account Registration

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

- 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

New users must register with DIFP 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.difp.mo.gov/SIWorkComp>



The screenshot shows the top navigation bar of the 'SELF INSURED WORKERS' COMPENSATION FILING' portal. The header includes the Missouri state seal, the text 'DEPARTMENT OF INSURANCE, FINANCIAL INSTITUTIONS & PROFESSIONAL REGISTRATION', and the names 'JAY NIXON, GOVERNOR' and 'JOHN M. HUFF, DIRECTOR'. The main content area features an 'Account Sign In' form with the instruction 'Please enter your email and password.' and fields for 'Email:' and 'Password:'. Below the fields are buttons for 'Sign in', 'User Guide', 'Forgot Password', 'Sign up', and 'Contact Us'. The bottom of the page has a decorative zigzag border.

Once you navigate to the site, in the middle of the screen on the 'Sign In' page, click the hyperlink titled **Sign up**. The hyperlink will redirect you to the Registration Page.

Account Information

Please complete the fields below.
All fields are required.
If you already have an account, please click [Here](#).

Email:

Password:

Confirmation Password:

Contact Name:

Contact Phone:

Contact Address:

Contact City:

Contact State:

Contact Zip:

<input type="checkbox"/>	Company NAIC Number	Company Name
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

When this symbol appears, an error has occurred in the associated field, hover over symbol for error message.

Complete the information requested on the form:

Email: Provide a valid email address in the textbox provided. After creating your account, you will receive emails pertaining to your account and claims. Be sure to keep this information updated.

Password: Create a password, which consists of at least eight characters. Include at least one upper case letter; one lower case letter; and one number or special character. Type the password you created into the textbox provided.

Confirmation Password: Retype your password into the 'Confirmation Password' text box to verify the password match. If the passwords do not match, please correct any errors or typos.

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 register.

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

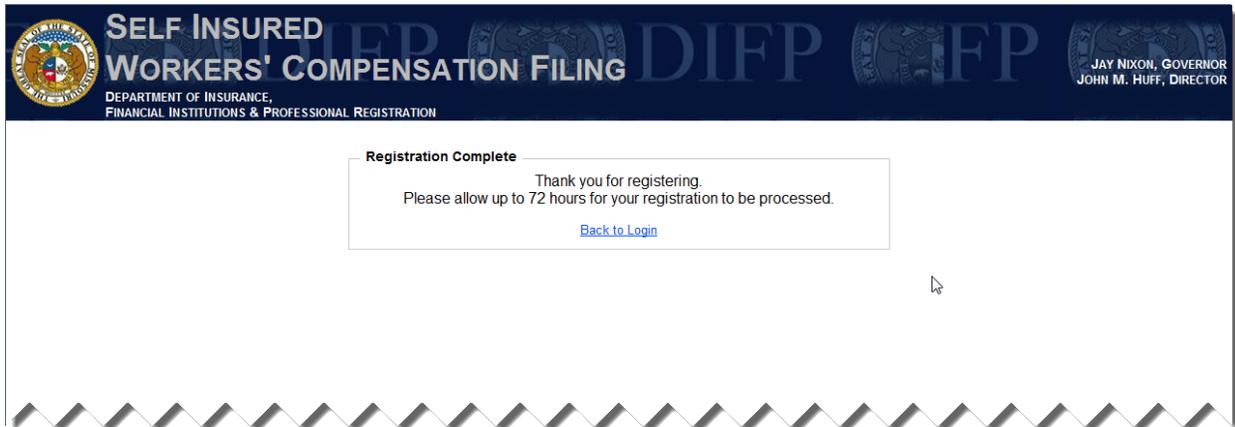
Contact State: From the drop down menu, select the state associated with the address provided above.

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.

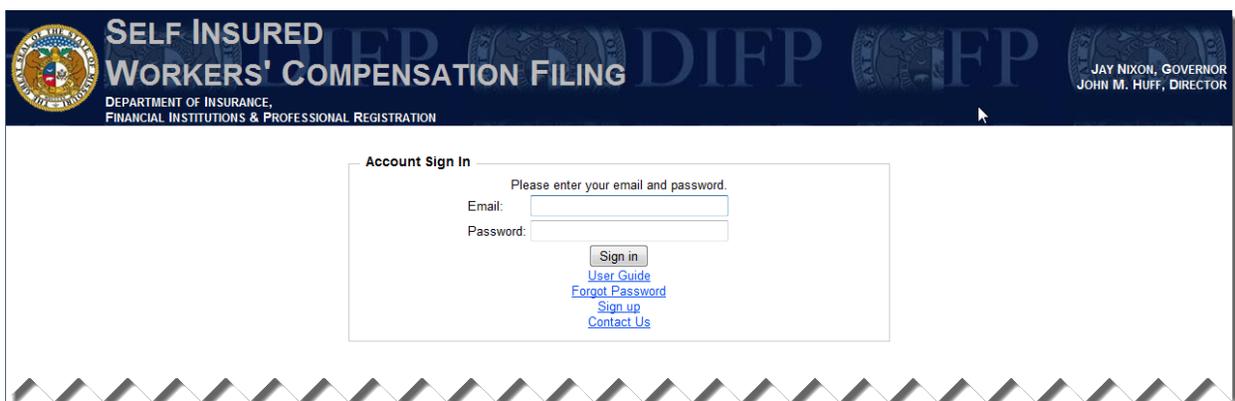
Login to your Self-Insured Workers' Compensation Web Portal

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

<https://apps.difp.mo.gov/SIWorkComp>

To login, provide your username and password.

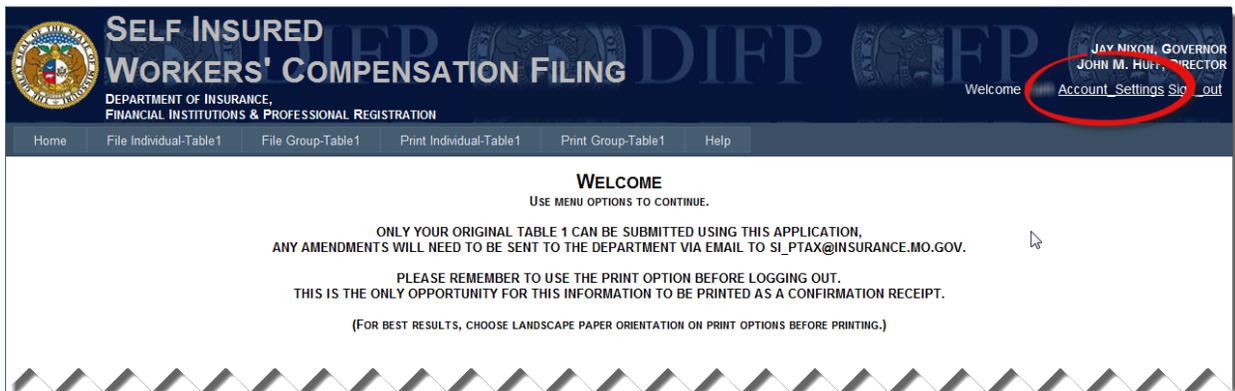
- If you forget your password, select 'Forgot Password' to reset your account.



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 DIFP 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.

The screenshot shows the 'Account Information' update page. At the top, there is a navigation bar with the Missouri Department of Insurance logo and the text 'SELF INSURED WORKERS' COMPENSATION FILING'. Below this, it says 'DEPARTMENT OF INSURANCE, FINANCIAL INSTITUTIONS & PROFESSIONAL REGISTRATION'. On the right side of the header, it says 'JAY NIXON, GOVERNOR JOHN M. HUFF, DIRECTOR' and 'Welcome Account_Settings Sign_out'. Below the header is a menu with 'Home', 'File Individual-Table1', 'File Group-Table1', 'Print Individual-Table1', 'Print Group-Table1', and 'Help'. The main content area is titled 'Account Information' and contains the following fields: 'Password:' with sub-fields for 'Current Password:', 'New Password:', and 'Confirm Password:'. 'Email:' with a field containing 'a@a.com'. 'Contact Information:' with sub-fields for 'Contact Name:' (Sample User), 'Contact Phone Number:' (999)999-9999, 'Contact Address:' (123 Some Place), 'Contact City:' (Test City), 'Contact State:' (MO-Missouri), and 'Contact Zip Code:' (12345). A 'Save' button is at the bottom of the form. A 'Help' link is also present. Below the form, a red error icon is shown with the text: 'When this symbol appears, an error has occurred in the associated field, hover over symbol for error message.'

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.

The screenshot shows the 'Account Settings Saved' confirmation page. At the top, there is a navigation bar with the Missouri Department of Insurance logo and the text 'SELF INSURED WORKERS' COMPENSATION FILING'. Below this, it says 'DEPARTMENT OF INSURANCE, FINANCIAL INSTITUTIONS & PROFESSIONAL REGISTRATION'. On the right side of the header, it says 'JAY NIXON, GOVERNOR JOHN M. HUFF, DIRECTOR' and 'Welcome Sample User Name Account_Settings Sign_out'. Below the header is a menu with 'Home', 'File Individual-Table1', 'File Group-Table1', 'Print Individual-Table1', 'Print Group-Table1', and 'Help'. The main content area is titled 'Account Settings Saved' and contains the following text: 'Your account settings have been saved. Back to Account_Settings'. A 'Back to Account_Settings' link is provided.

To have a company added or removed from your account, you will need to contact DIFP 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.

SELF INSURED WORKERS' COMPENSATION FILING
 DEPARTMENT OF INSURANCE, FINANCIAL INSTITUTIONS & PROFESSIONAL REGISTRATION
 WELCOME TO THE MISSOURI DEPARTMENT OF INSURANCE, FINANCIAL INSTITUTIONS & PROFESSIONAL REGISTRATION
 JAY NIXON, GOVERNOR
 JOHN M. HUFF, DIRECTOR
 Welcome Account_Settings Sign_out

Home File Individual-Table1 File Group-Table1 Print Individual-Table1 Print Group-Table1 Help

NAIC Number:
 Modification Factor:
 Tax Year:
 Standard Premium:
 Workers Compensation Tax:
 Payroll Total:
 Manual Premium Total:

[Add Class Code](#) [Class Codes](#)
 Click the Add Class Code button to add a class line.
 To file no business, submit without class lines.

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.

SELF INSURED WORKERS' COMPENSATION FILING
 DEPARTMENT OF INSURANCE, FINANCIAL INSTITUTIONS & PROFESSIONAL REGISTRATION
 WELCOME TO THE MISSOURI DEPARTMENT OF INSURANCE, FINANCIAL INSTITUTIONS & PROFESSIONAL REGISTRATION
 JAY NIXON, GOVERNOR
 JOHN M. HUFF, DIRECTOR
 Welcome Account_Settings Sign_out

Home File Individual-Table1 File Group-Table1 Print Individual-Table1 Print Group-Table1 Help

NAIC Number:
 Modification Factor:
 Tax Year:
 Standard Premium:
 Workers Compensation Tax:
 Payroll Total:
 Manual Premium Total:

[Add Class Code](#) [Class Codes](#)

Class Code	Description	Rate Per \$100 Payroll	Payroll Amount	Manual Premium
1				\$0.00

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.

The screenshot shows the 'SELF INSURED WORKERS' COMPENSATION FILING' interface. At the top, it displays the Missouri state seal and the names of the Governor (JAY NIXON) and Director (JOHN M. HUFF). Below the header, there are navigation links: Home, File Individual-Table1, File Group-Table1, Print Individual-Table1, Print Group-Table1, and Help. The main form area contains several input fields for filing information:

- NAIC Number: WI00
- Modification Factor: 1.52
- Tax Year: 2012
- Standard Premium: \$9,646.00
- Workers Compensation Tax: \$96.00
- Payroll Total: \$123,456.00
- Manual Premium Total: \$6,346.00

Below these fields are two buttons: 'Add Class Code' and 'Class Codes'. A table is displayed with the following data:

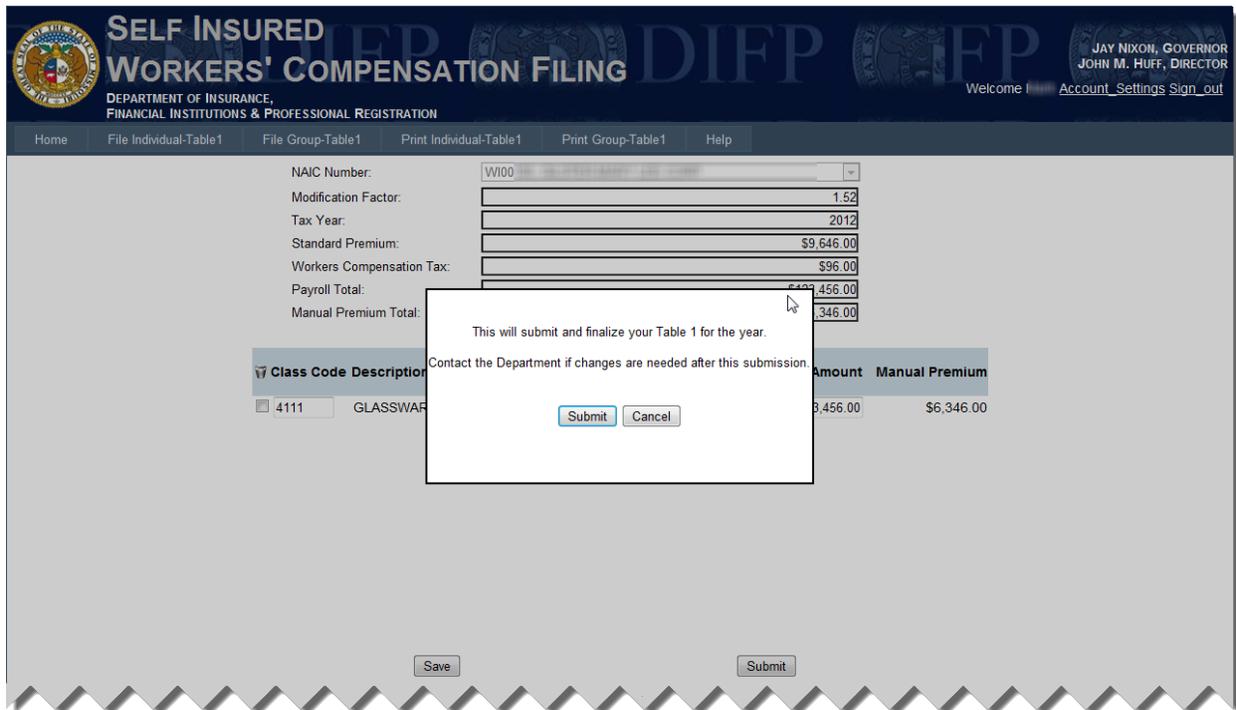
Class Code	Description	Rate Per \$100 Payroll	Payroll Amount	Manual Premium
<input type="checkbox"/> 4111	GLASSWARE MFG NO AUTO BLOW MACH	5.14	\$123,456.00	\$6,346.00
<input type="checkbox"/>				\$0.00

At the bottom of the form are 'Save' and 'Submit' buttons.

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.

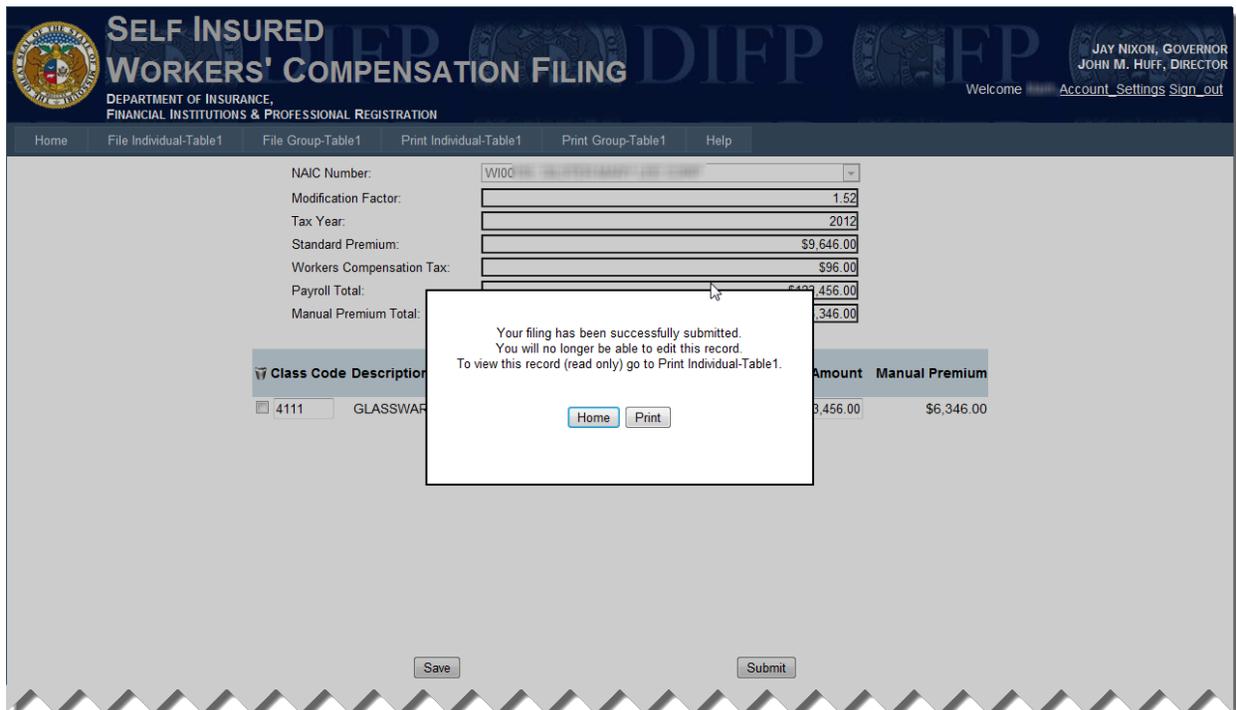
This screenshot shows the same interface as the previous one, but with a confirmation dialog box overlaid in the center. The dialog box contains the text: 'Your filing has been successfully saved.' and an 'ok' button. The background form is dimmed, showing the same input fields and table as before. The 'Save' and 'Submit' buttons are still visible at the bottom.

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.



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.

The screenshot shows a web browser window displaying the print preview for a filing. The main page header includes the Missouri Department of Insurance logo and the text "SELF INSURED WORKERS' COMPENSATION FILING". The print preview window shows the following information:

NAIC Number: W100
 Filing Status: Submitted
 Modification Factor: 1.52
 Tax Year: 2012
 Standard Premium: \$9,646.00
 Workers Compensation Tax: \$96.00
 Payroll Total: \$123,456.00
 Manual Premium Total: \$6,346.00

Class Code	Description	Rate Per \$100 Payroll	Payroll Amount	Manual Premium
4111	GLASSWARE MFG NO AUTO BLOW MACH	5.14	\$123,456.00	\$6,346.00

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.

The screenshot shows the main page of the portal with a message box displayed. The message reads: "Table 1 for this NAIC # has already been submitted for this tax year." Below the message are two buttons: "Home" and "Print".

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.

The screenshot displays the online filing interface for self-insured workers' compensation. At the top, the header includes the Missouri state seal and the text "SELF INSURED WORKERS' COMPENSATION FILING" along with the department name and state officials. A navigation menu contains options like "Home", "File Individual-Table1", and "File Group-Table1".

The main content area features a "NAIC Number:" dropdown menu with "WGC" selected. Below this is a "Members" section with a scrollable list of member names and a "Find" button. To the right of the list is a "Member Detail" form with the following fields:

2. Total Payroll	\$0.00
3. Manual Premium	\$0.00
4. Experience Modification Factor	0.00
5. Standard Premium	\$0.00
6. Expense Constant	\$0.00
7. Other Surcharge(s)	\$0.00
8. Premium Discount(s)	\$0.00
9. Member Premium	\$0.00

Below the member detail is the "Group Return - Table 1" form with the following fields:

10. Total Payroll	\$0.00
11. Manual Premium	\$0.00
12. Standard Premium	\$0.00
13. Total Member Premium	\$0.00
14. Audit Premium	\$0.00
15. Retro Premiums	\$0.00
16. Dividends Paid	\$0.00
17. Other Amount	\$0.00
17a. Other Description	-
18. Total Group Premium	\$0.00
19. WC Administrative Tax	\$0.00

At the bottom of the form are "Save" and "Submit" buttons.

Enter the totals for the group in the Group Return Portion.

Group Return - Table 1

10. Total Payroll	\$0.00
11. Manual Premium	\$0.00
12. Standard Premium	\$0.00
13. Total Member Premium	\$0.00
14. Audit Premium	\$0.00
15. Retro Premiums	\$0.00
16. Dividends Paid	\$0.00
17. Other Amount	\$0.00
17a. Other Description	
18. Total Group Premium	\$0.00
19. WC Administrative Tax	\$0.00

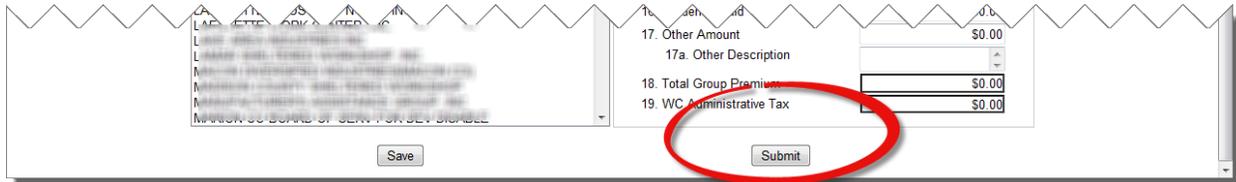
Click the Save button to save data entered into the group and members sections.

The screenshot shows a software window with a menu bar at the top and a main content area. In the main content area, there is a 'Save' button circled in red. To the right of the 'Save' button, there is a 'Submit' button. The background shows a list of members and a table with numerical values.

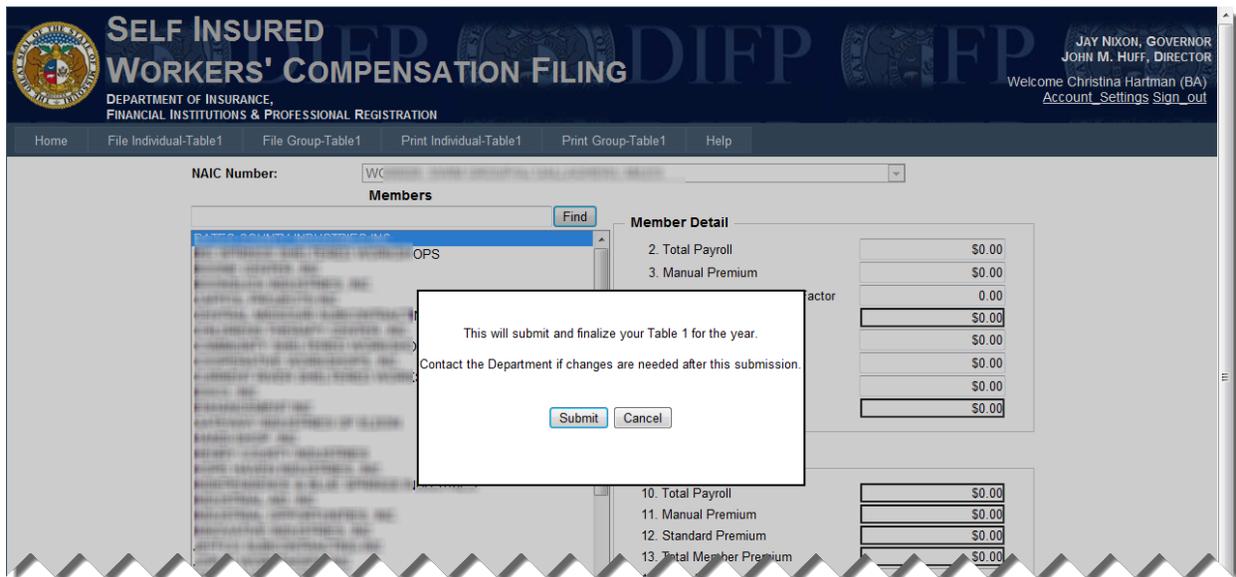
Receive confirmation message that the filing was saved.

The screenshot shows the 'SELF INSURED WORKERS' COMPENSATION FILING' web application. The header includes the Missouri state seal and the text 'DEPARTMENT OF INSURANCE, FINANCIAL INSTITUTIONS & PROFESSIONAL REGISTRATION'. A navigation menu is visible below the header. The main content area shows a 'Members' list and a 'Member Detail' section. A modal dialog box is displayed in the center of the screen with the text 'Your filing has been successfully saved.' and an 'ok' button.

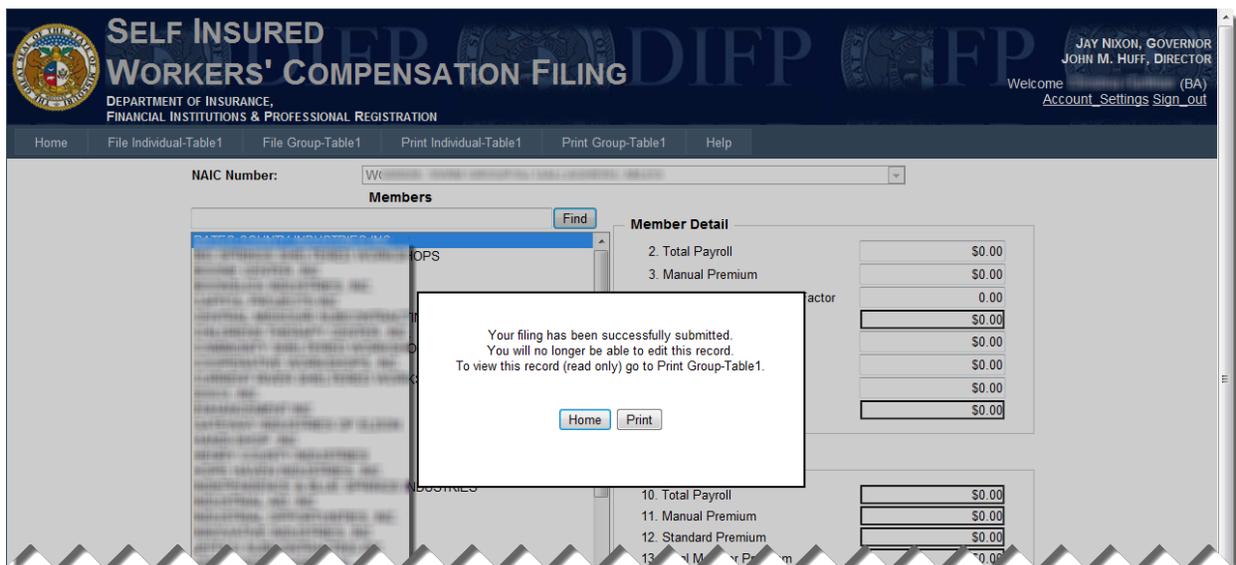
Click the Submit button to submit your information. Changes to your data will need to be emailed to the department directly after submitting your Table 1.



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.



Help Menu



Contact Us

Contact the Department of Insurance, Financial Institutions, and Professional Registration, Taxation Department, 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 DIFP 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.

