

Self-Insured Workers' Compensation Online User Guide

Missouri Department of Commerce and Insurance

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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.

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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>

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

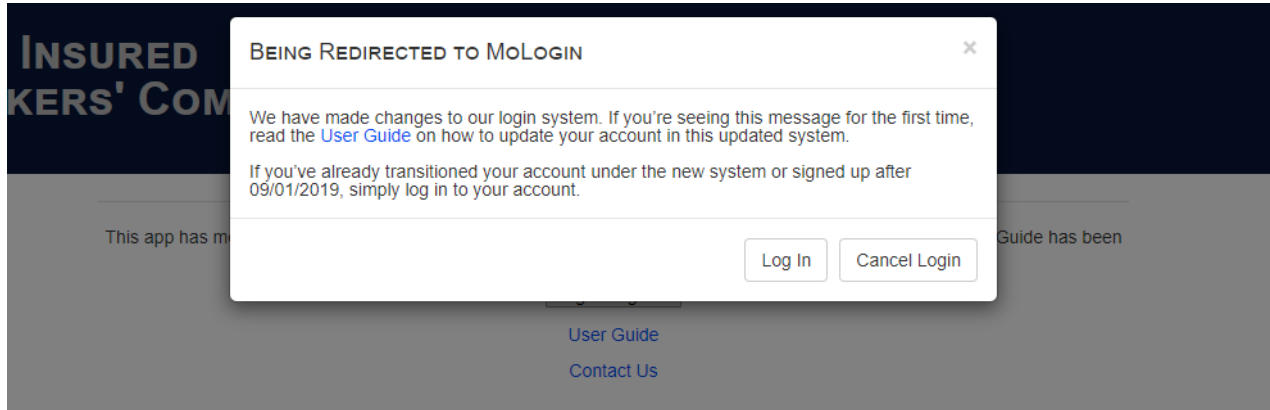
Registration Process

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>



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.

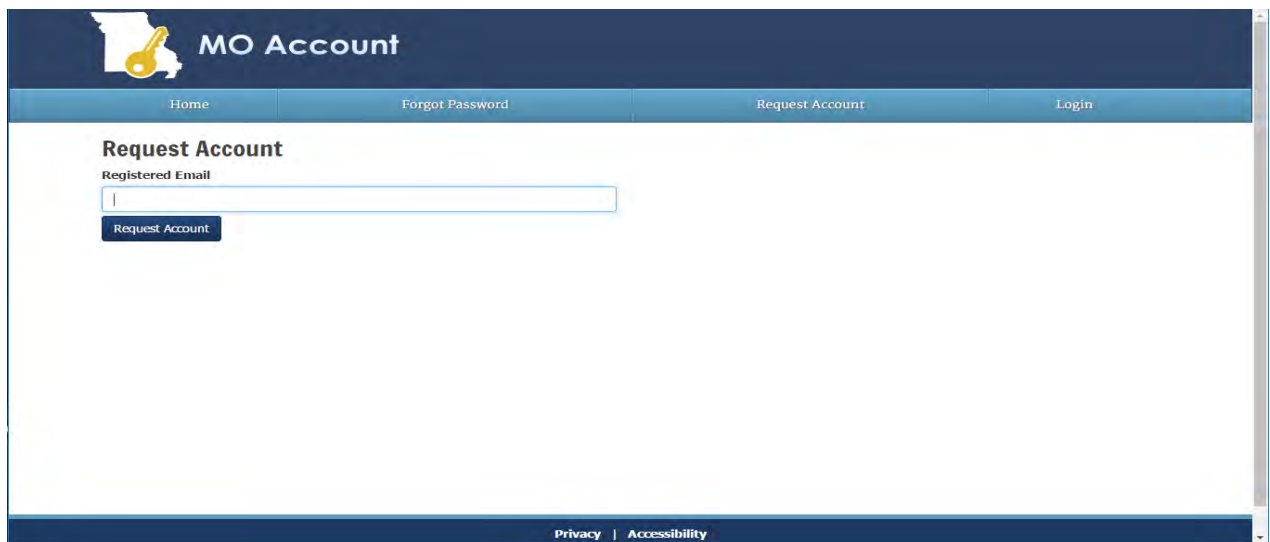
Click the Log In button to redirect to MoLogin.



You will then be redirected to MoLogin. If you do not have a MoLogin Account you will need to press the *Request Account* hyperlink.

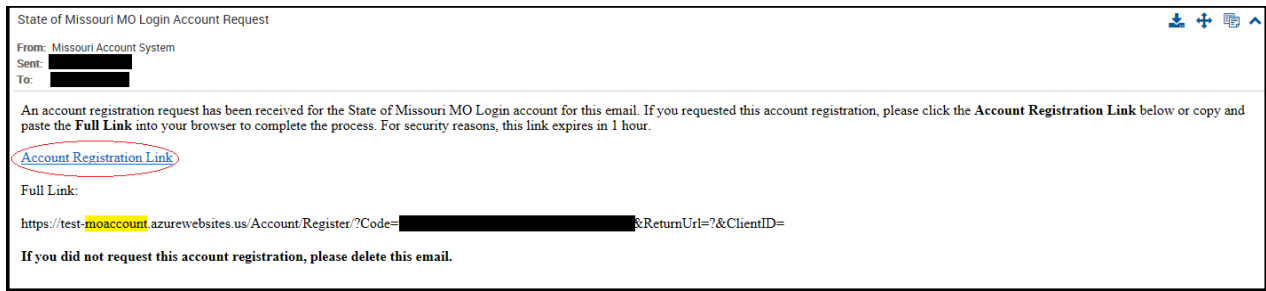


When *Request Account* is clicked you will be asked for a Registered Email which will let you log in to MoLogin. If you have a previous Self-Insured Workers' Compensation account use that Email so it can link to your account.



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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.



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>.

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:

The screenshot shows the 'Account Information' form on the DCI website. The header includes the DCI logo and the text 'SELF INSURED WORKERS' COMPENSATION FILING'. On the right, it lists 'MICHAEL L. PARSON, GOVERNOR' and 'CHLORA LINDLEY-MYERS, DIRECTOR'. The form itself has a title 'Account Information' and a sub-header 'Please complete the fields below. All fields are required. If you already have an account, please click [Here](#)'. The form contains several input fields: 'Email', 'Contact Name', 'Contact Phone', 'Contact Address', 'Contact City', 'Contact State' (a dropdown menu), and 'Contact Zip'. Below these fields is a table with two columns: 'Company NAIC Number' and 'Company Name'. There is an 'Add Company' button below the table. At the bottom of the form is a 'Register' button. A red 'x' icon is shown next to the 'Company NAIC Number' field, indicating an error. A note at the bottom states: 'When this symbol appears, an error has occurred in the associated field, hover over symbol for error message'.

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 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.

The screenshot shows the 'Registration Complete' page on the DCI website. The header is identical to the previous screenshot. The main content area has a title 'Registration Complete' and a message: 'Thank you for registering. Please allow up to 72 hours for your registration to be processed.' Below the message is a 'Back to Login' link.

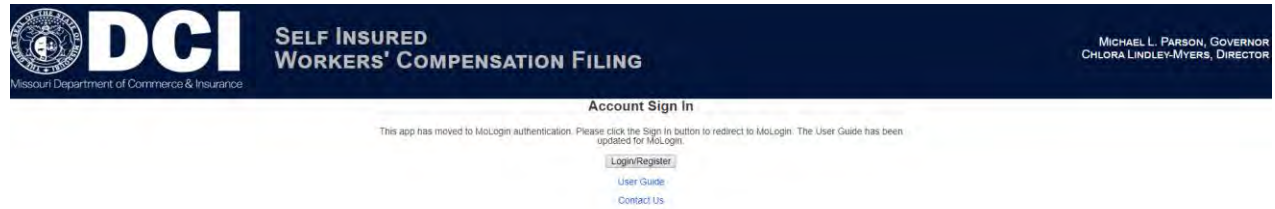
It is important to note that processing registrations can take up to 72 hours before account approval. You will receive a confirmation email, once the account is accepted.

Login to your Self-Insured Workers' Compensation Web Portal

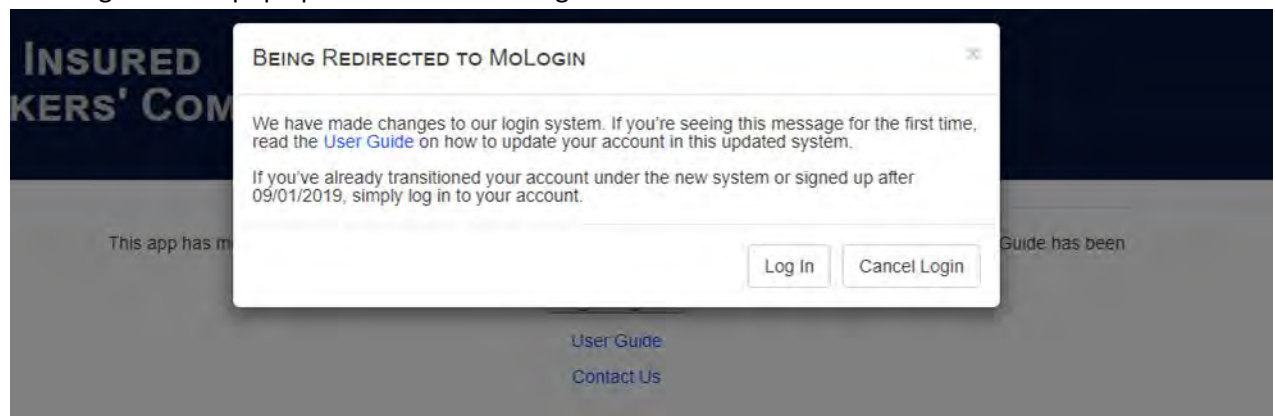
The Web Portal is located at the following link save this link to your favorites for login

<https://apps.dci.mo.gov/SIWorkComp/login.aspx>

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.

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DCI SELF INSURED WORKERS' COMPENSATION FILING

MISSOURI DEPARTMENT OF Commerce & Insurance

MICHAEL L. PARSON, GOVERNOR
CHLORA LINDLEY-MYERS, DIRECTOR

Welcome Test Account Account Settings Sign out

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

WELCOME

USE MENU OPTIONS TO CONTINUE.

ONLY YOUR ORIGINAL TABLE 1 CAN BE SUBMITTED USING THIS APPLICATION.
ANY AMENDMENTS WILL NEED TO BE SENT TO THE DEPARTMENT VIA EMAIL TO SI_PTAX@INSURANCE.MO.GOV.

PLEASE REMEMBER TO USE THE PRINT OPTION BEFORE LOGGING OUT.
THIS IS THE ONLY OPPORTUNITY FOR THIS INFORMATION TO BE PRINTED AS A CONFIRMATION RECEIPT.

(FOR BEST RESULTS, CHOOSE LANDSCAPE PAPER ORIENTATION ON PRINT OPTIONS BEFORE PRINTING.)

From the homepage, navigate to Account Settings link at the top right of the page. The webpage redirects to the Account Settings pages.

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MISSOURI DEPARTMENT OF Commerce & Insurance

MICHAEL L. PARSON, GOVERNOR
CHLORA LINDLEY-MYERS, DIRECTOR

Welcome Test Account **Account Settings** Sign out

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

WELCOME

USE MENU OPTIONS TO CONTINUE.

ONLY YOUR ORIGINAL TABLE 1 CAN BE SUBMITTED USING THIS APPLICATION.
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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.

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DCI SELF INSURED WORKERS' COMPENSATION FILING

MISSOURI DEPARTMENT OF Commerce & Insurance

MICHAEL L. PARSON, GOVERNOR
CHLORA LINDLEY-MYERS, DIRECTOR

Welcome Test Account Account Settings Sign out

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

Account Information

Please enter the information you wish to update.

Email:

Contact Information:

Contact Name:

Contact Phone Number:

Contact Address:

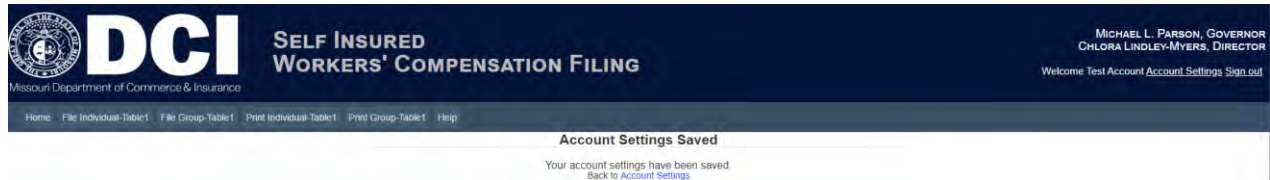
Contact City:

Contact State:

Contact Zip Code:

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.

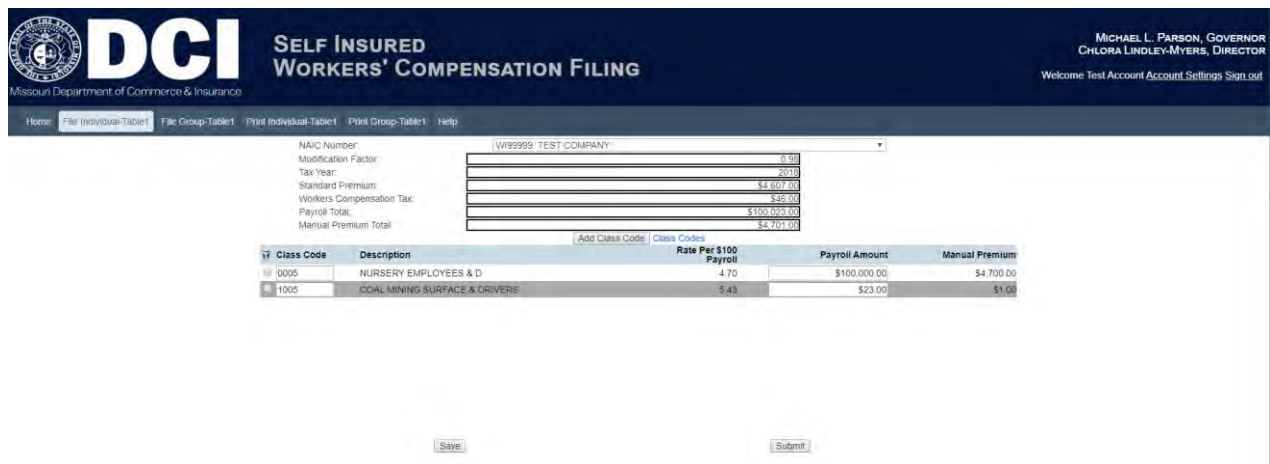


To have a company added or removed from your account, you will need to contact DCI at

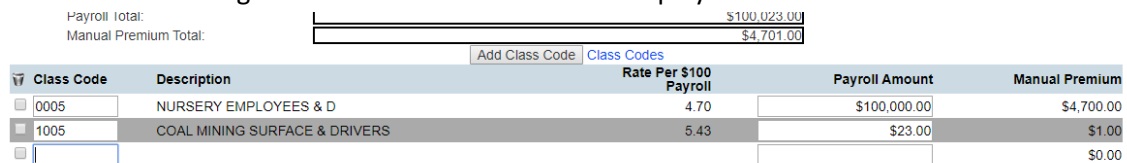
SI.PTax@insurance.mo.gov.

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.



SELF INSURED WORKERS' COMPENSATION FILING

MICHAEL L. PARSON, GOVERNOR
CHLORA LINDLEY-MYERS, DIRECTOR

Welcome Test Account [Account Settings](#) [Sign out](#)

Home | [File Individual Table 1](#) | [File Group Table 1](#) | [Print Individual Table 1](#) | [Print Group Table 1](#) | [Help](#)

NAIC Number: W09999 TEST COMPANY

Modification Factor: 0.98

Tax Year: 2018

Standard Premium: \$4,613.00

Workers Compensation Tax: \$46.00

Payroll Total: \$100,126.00

Manual Premium Total: \$4,707.00

Class Code	Description	Rate Per \$100 Payroll	Payroll Amount	Manual Premium
<input type="checkbox"/> 0005	NURSERY EMPLOYEES & D	4.70	\$100,000.00	\$4,700.00
<input checked="" type="checkbox"/> 1005	COAL MINING SURFACE & DRIVERS	0.43	\$23.00	\$1.00
<input type="checkbox"/> 0251	IRRIGATION WORKS OPERATION & D	0.02	\$123.00	\$6.00

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.

Standard Premium: \$4,607.00

Workers Compensation Tax: \$46.00

Payroll Total: \$100,023.00

Manual Premium Total: \$4,701.00

Message from webpage

Your filing has been successfully saved

Class Code	Description	Payroll Amount	Manual Premium
<input type="checkbox"/> 0005	NURSERY EMPLOYEES & D	\$100,000.00	\$4,700.00
<input checked="" type="checkbox"/> 1005	COAL MINING SURFACE & DRIVERS	\$23.00	\$1.00

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

Modification Factor: 0.98

Tax Year: 2018

Standard Premium: \$4,607.00

Workers Compensation Tax: \$46.00

Payroll Total: \$100,023.00

Manual Premium Total: \$4,701.00

This will submit and finalize your Table 1 for the year.

Contact the Department if changes are needed after this submission.

Class Code	Description	Payroll Amount	Manual Premium
<input type="checkbox"/> 0005	NURSERY EMPLOYEES & D	\$100,000.00	\$4,700.00
<input checked="" type="checkbox"/> 1005	COAL MINING SURFACE & DRIVERS	\$23.00	\$1.00

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.

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Modification Factor:	0.98
Tax Year:	2018
Standard Premium:	\$4,607.00
Workers Compensation Tax:	\$46.00
Payroll Total:	\$0,023.00
Manual Premium Total:	\$4,701.00

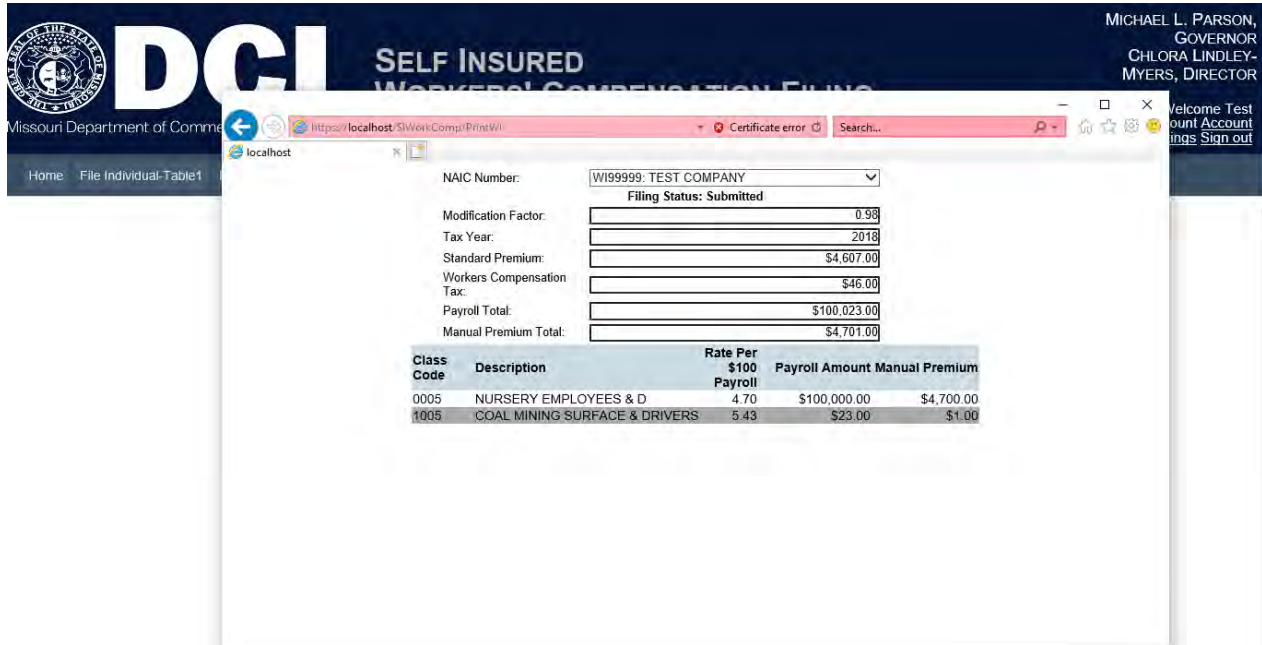
This will submit and finalize your Table 1 for the year.
Contact the Department if changes are needed after this submission.

<input type="checkbox"/> Class Code	Description	Total Amount	Manual Premium
<input type="checkbox"/> 0005	NURSERY EMP	100,000.00	\$4,700.00
<input type="checkbox"/> 1005	COAL MINING S	\$23.00	\$1.00

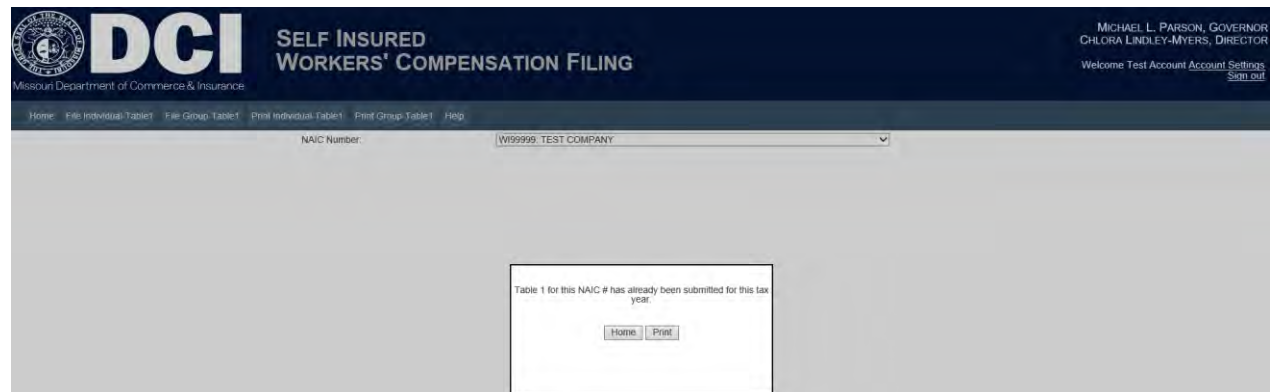
Printing

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

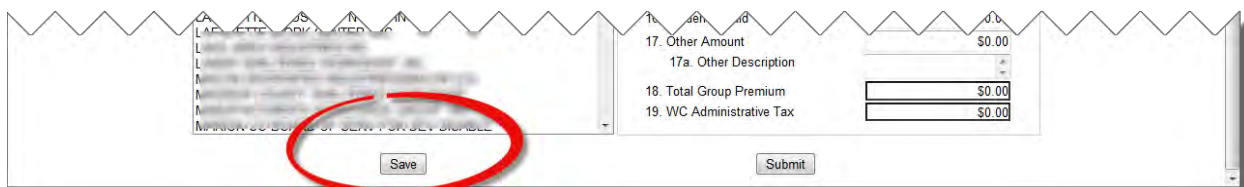
To begin completion of a group and trust self-insured Table 1 Payroll and Premium Tax Report select "File Group Table 1" from the menu located on the homepage. The webpage redirects to the page where the appropriate NAIC Number can be selected from the dropdown list.

Member Detail	
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

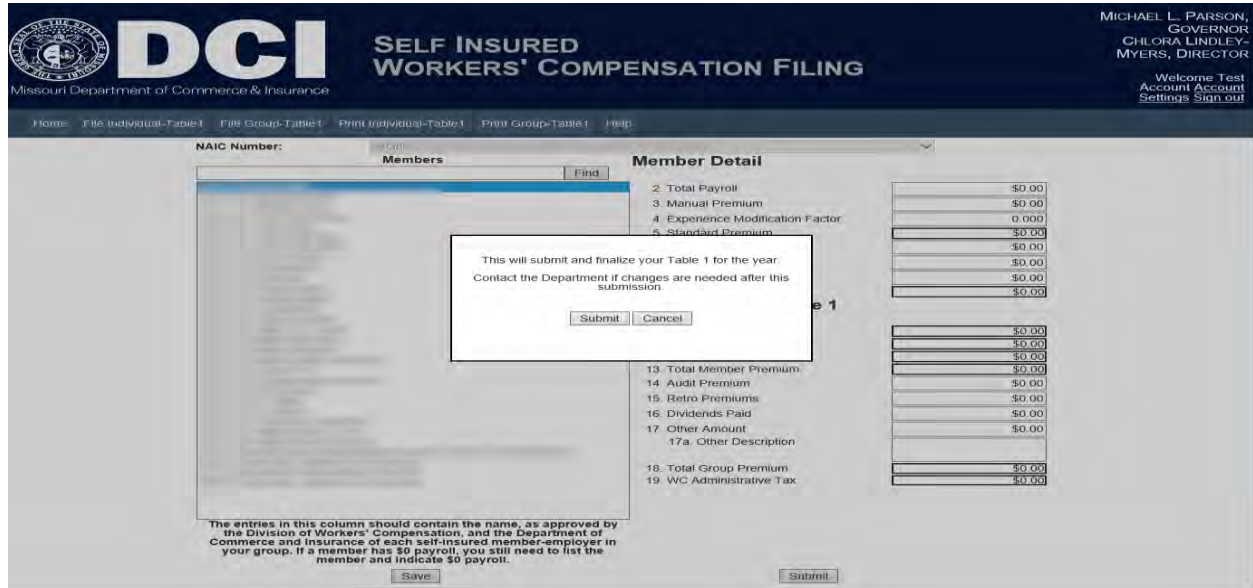
Enter the totals for the group in the Group Return Portion.

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

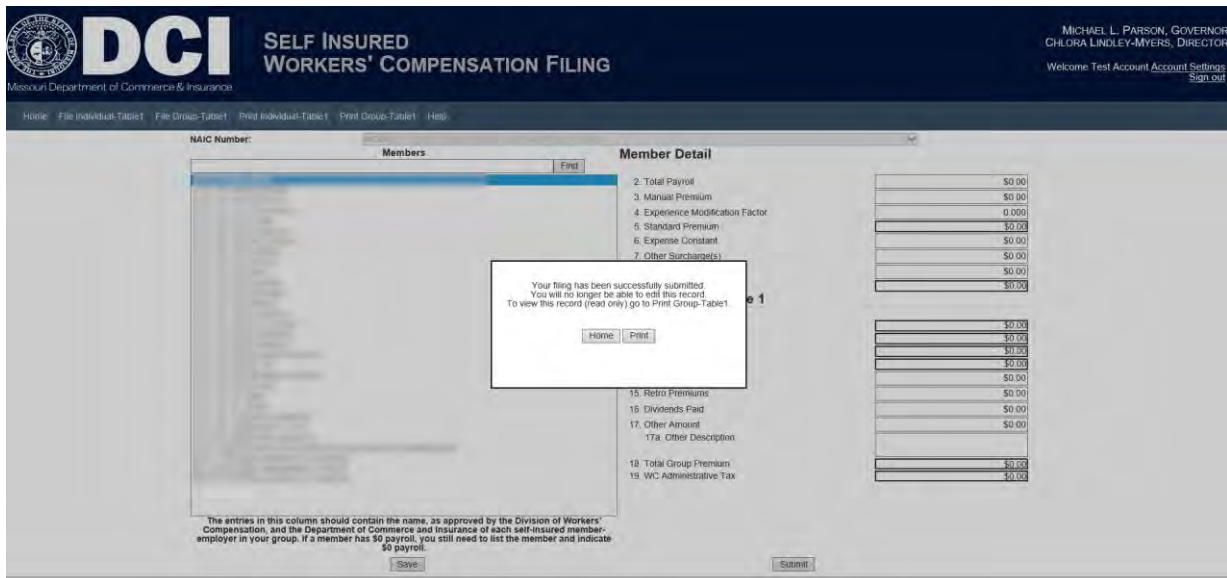
Click the Save button to save data entered into the group and members sections.



Receive confirmation message that the filing was saved.



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.

The screenshot shows the DCI Self-Insured Workers' Compensation Filing application. At the top, it displays the DCI logo and the text 'SELF INSURED WORKERS' COMPENSATION FILING'. On the right, it identifies 'MICHAEL L. PARSON, GOVERNOR' and 'CHLORA LINDLEY-MYERS, DIRECTOR'. Below the header, there is a navigation menu with options like 'Home', 'File Individual-Table1', and 'File Group-Table1'. The main content area shows a 'Group Return - Table 1' summary with a list of items (10-19) and their corresponding values, all of which are \$0.00. Below this is a detailed table with the following columns: 1. Member Name, 2. Total Payroll, 3. Manual Premium, 4. Experience Modification Factor, 5. Standard Premium, 6. Expense Constant, 7. Other Surcharge (\$), 8. Premium Discount(\$), and 9. Member Premium. The table contains multiple rows of data, all showing \$0.00 values across all columns.

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

The screenshot shows the DCI Self-Insured Workers' Compensation Filing application with the 'Help' menu open. The menu options are: 'Contact Us', 'User Manual', 'Self Insured Workers' Compensation (FAQ)', and 'Group and Trust Self Insured Workers' Compensation (FAQ)'. Below the menu, there is a notice: 'PLEASE REMEMBER TO USE THE PRINT OPTION BEFORE LOGGING OUT. THIS IS THE ONLY OPPORTUNITY FOR THIS INFORMATION TO BE PRINTED AS A CONFIRMATION RECEIPT. (FOR BEST RESULTS, CHOOSE LANDSCAPE PAPER ORIENTATION ON PRINT OPTIONS BEFORE PRINTING.)'.

Contact Us

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

The screenshot shows the DCI Self-Insured Workers' Compensation Filing application with the 'Contact Information' page displayed. The page includes the DCI logo and the text 'SELF INSURED WORKERS' COMPENSATION FILING'. On the right, it identifies 'MICHAEL L. PARSON, GOVERNOR' and 'CHLORA LINDLEY-MYERS, DIRECTOR'. Below the header, there is a navigation menu with options like 'Home', 'File Individual-Table1', and 'File Group-Table1'. The main content area displays the following contact information: 'Department of Commerce and Insurance', 'Taxation Section', '301 W. High Street', 'Jefferson City, MO 65101', and 'Email: 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.

