

Helpful Hints

You may want to set the WEB online as a favorite. To bookmark websites, open the website you want to add to your list of favorites. Click on the Favorites icon and then click Add to Favorites. Use the up and down arrows on the toolbar to move the topic higher or lower on the list. To rename the item, click on rename and type in the new name and press enter.

To create an Icon on your desktop, open the website you want to add and right click. Select Create Shortcut. Click OK when the box appears to create shortcut. To rename the item, on your desktop over the top of the icon right click and select rename. Type in the new name and press enter.

Be sure to use nine digit postal codes or the system will not let you past the edits. To obtain 9 digit postal codes use the United States Post Office website at www.usps.com

It would be helpful to have a paper copy of Occupation Class Code, Part of Body, Nature of Injury and Cause of Injury available. The drop down menu for each field is in alphabetical order with the descriptions.

If you enter dates as MMDDYY the system will automatically format the date for you.

Wage Period and Wage act as "pair" fields. If you enter one you must enter the other otherwise both must remain blank.

You must first file a FROI and receive a WC# before filing an NOC for that claim. No same day submissions for the same claim.

On the Insurer Information screen, you will must enter the Block Number. TPA Code will only be entered if applicable. After entering one or both fields you must then click on the Get Info button. This will display the information for the last entity indicated and will allow you to verify you have entered the correct insurer.