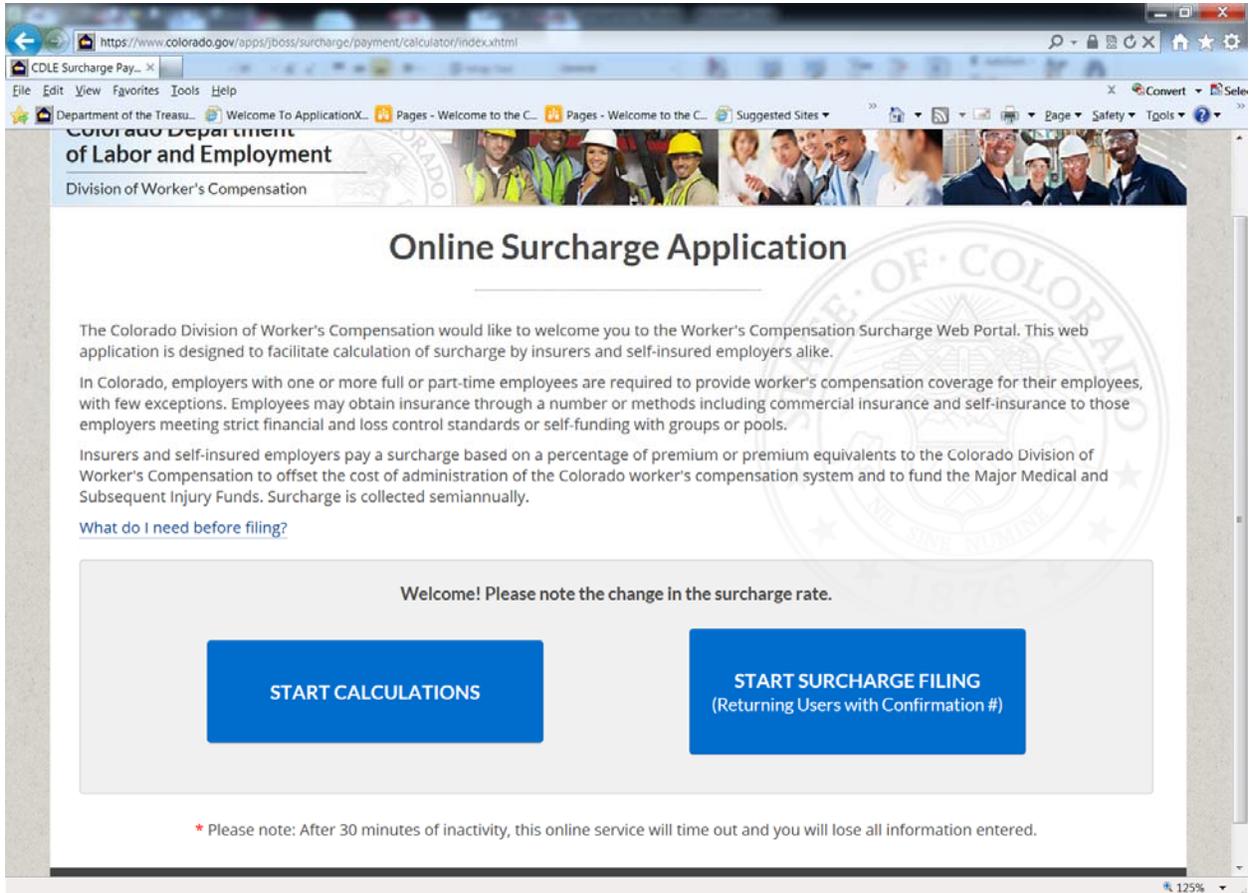
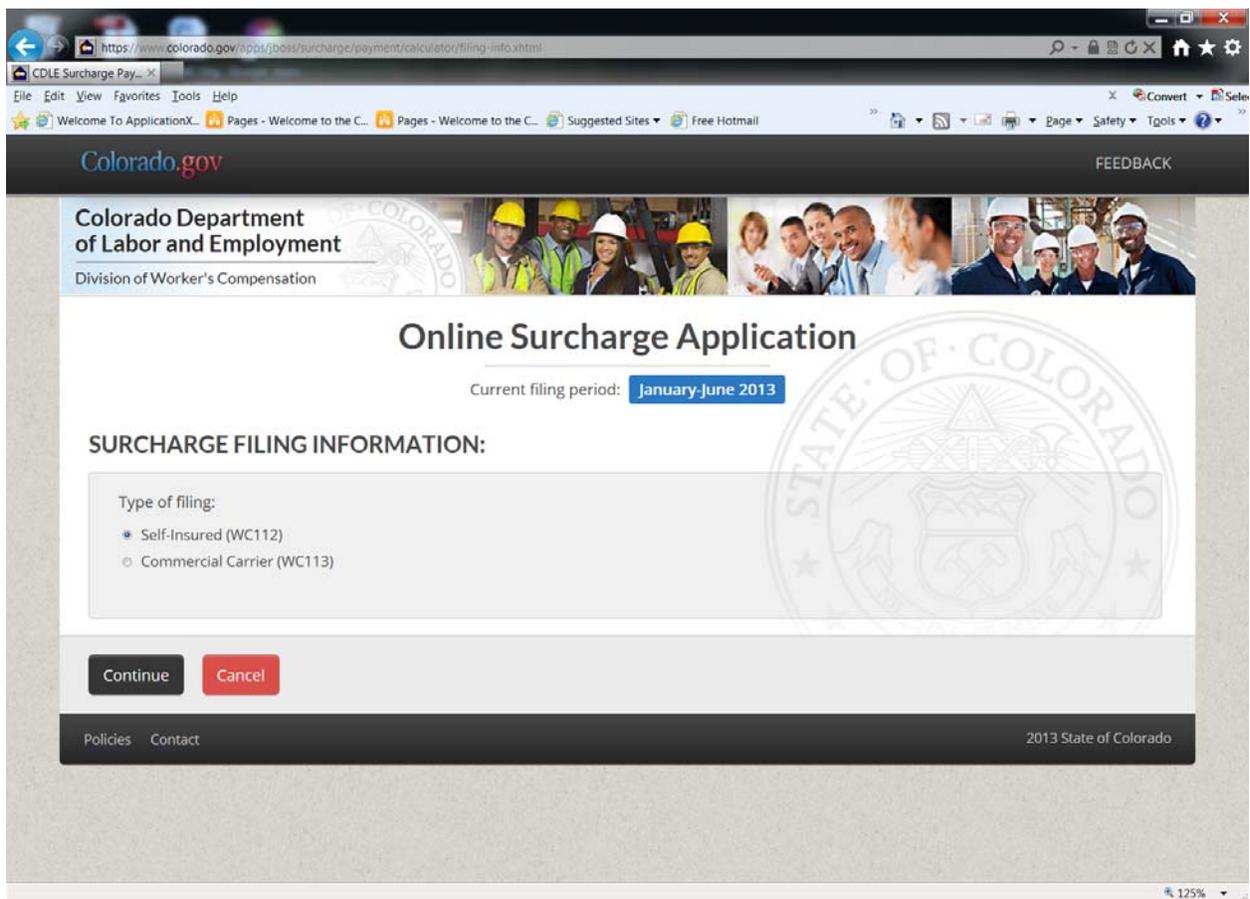


# SELF INSURED INSTRUCTIONS



Press Start Calculations Button.



Select Self Insured (WC112)

Then Continue

The screenshot shows a web browser window with the URL <https://www.colorado.gov/apps/jboss/surcharge/payment/calculator/filing-info.xhtml>. The browser's address bar and menu bar are visible. The main content area contains a form with the following fields and values:

Field	Value
* Company Name:	test
* FEIN:	55-555555
Block Number:	586
* Street Address:	6695 Street
Suite:	
* City:	City
* State:	Colorado
* Zip Code:	80202
* President or Chief Officer:	President
* Secretary of Chief Agent:	Secretary
* Other Contact Person:	Other
* Contact Phone:	3033188767
* Contact Email:	brenda.carrillo@state.co.us
* Address changed since last filing?:	<input checked="" type="radio"/> No

At the bottom of the form, there are two buttons: "Continue" (highlighted in red) and "Cancel". The footer of the page includes "Policies Contact" and "2013 State of Colorado".

Enter all of the information required

Then Continue

Colorado.gov FEEDBACK

Colorado Department of Labor and Employment  
Division of Worker's Compensation

## Online Surcharge Application

**CLASSIFICATION ENTRY REVIEW:**

Insurance Carrier Name: **Test**

Please confirm classifications are entered accurately. Occasionally, codes are substituted for new codes. If you see a new code below, the original code entered will display in parenthesis.

**SEARCH RESULTS:**

Classification Code	Number of Employees	Payroll	Rate	Prem. Equivalent
8810	526	562,354	0.19	1,068.47
7720	52,636	53,264,800	3.36	1,789,697.28

Continue Cancel Back

\* Note: The "Back" button will return you to the entry page where you can edit, delete, and add more codes if needed.

Policies Contact 2014 State of Colorado

No need to look up class code rates and calculate the premium equivalents. The application will prefill the class code rates and calculate the premium equivalents.

Enter class code, number of employees and payroll. You can enter up to 35 entries.

If you have 35 or more entries; click on the blue question mark to see how to turn the information into a CSV file. You can then save this information as a CSV file and press the Upload Button to upload into the application. The calculator will do the rest for you. You will find this easier for future filings to use the same file, update it with the current information and then upload. This is such a time saver when you don't have to enter each one individually. This file can be created and used for any amount of entries

Then click Continue

Colorado.gov FEEDBACK

**Colorado Department of Labor and Employment**  
Division of Worker's Compensation

## Online Surcharge Application

**CLASSIFICATION ENTRY REVIEW:**

Insurance Carrier Name: **test**

• Please confirm classifications are entered accurately. Occasionally, codes are substituted for new codes. If you see a new code below, the original code entered will display in parenthesis.

**SEARCH RESULTS:**

Classification Code	Number of Employees	Payroll	Rate	Prem. Equivalent
8810	4,596	560,000.92	0.19	1,064
7720	596	698,235	3.36	23,460.7

\* Note: The "Back" button will return you to the entry page where you can edit, delete, and add more codes if needed.

Policies Contact 2013 State of Colorado

125%

Confirm the information is correct and press Continue

1. Total of Payroll Premium Equivalents:

2. Premium Equivalent less Deductible is the Subject Premium: ?

3. \*NCCI Experience Mod:

4. Subject Premium times NCCI Experience Mod = Modified Premium:

5. Modified Premium times Rating discount = Standard Premium: ?

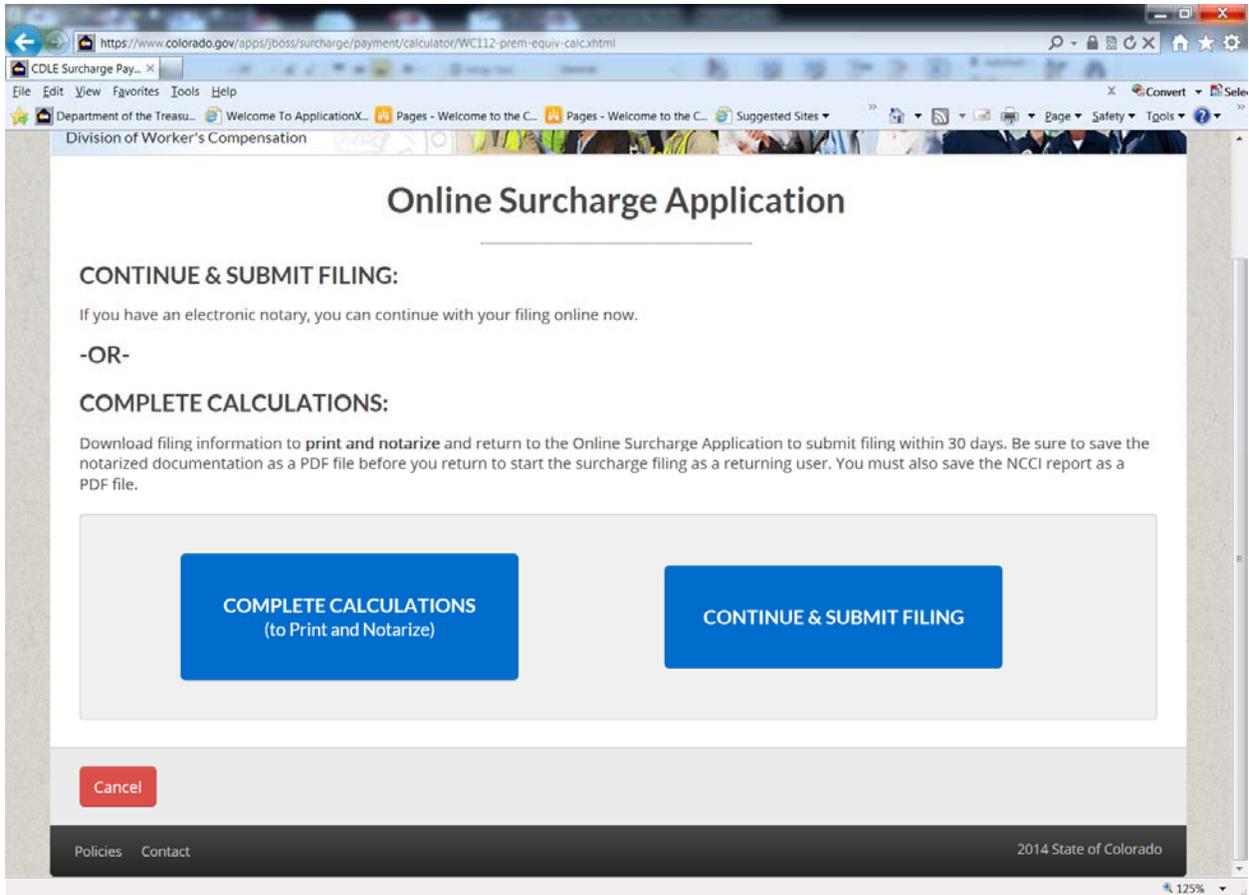
6. Surcharge Premium: Standard Premium minus the discount is the Surcharge Premium: ?

7. Surcharge Premium Times Rate = Surcharge Due: ?

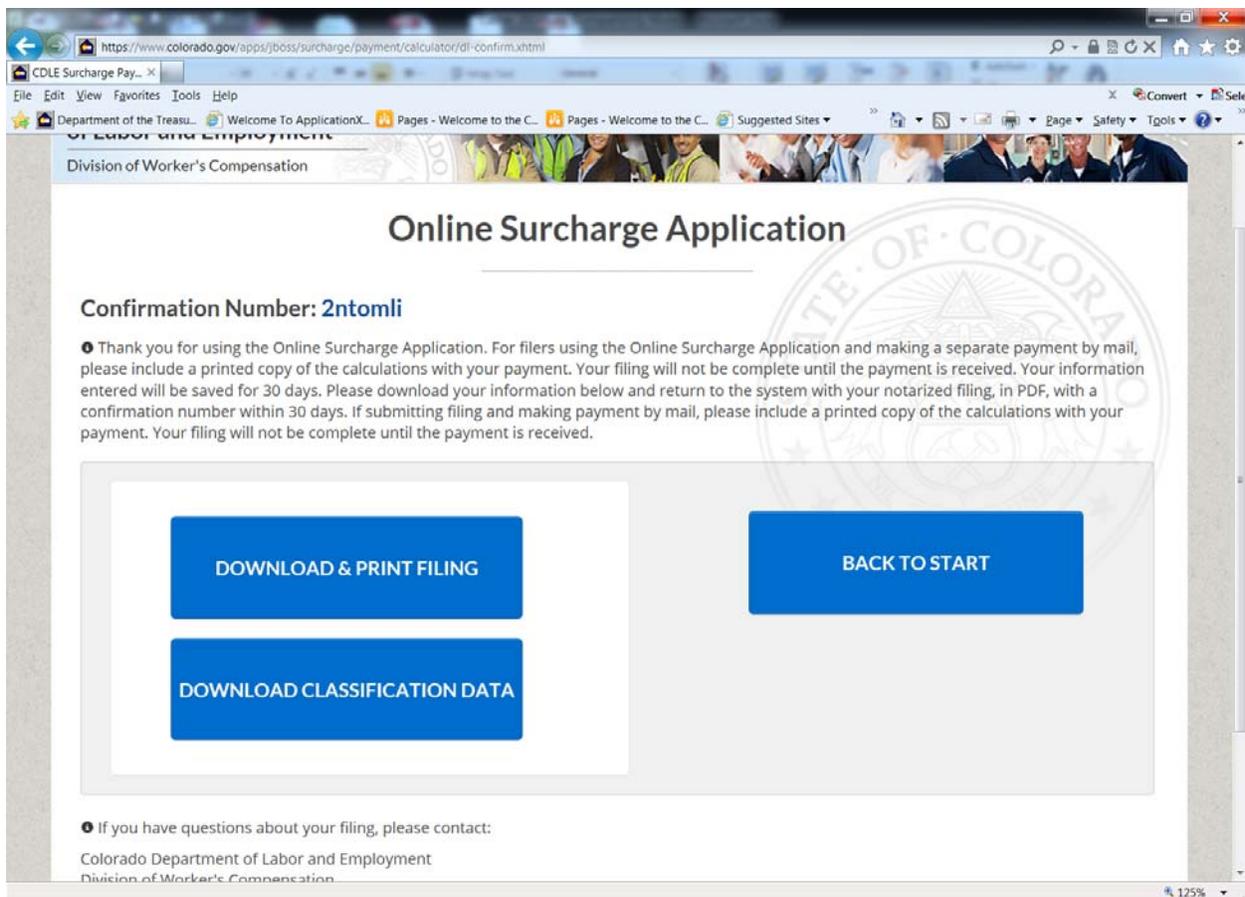
[Calculate Surcharge Due](#)

Enter the NCCI amount and press *Calculate Surcharge Due*

Then press *Continue*



If you do not have an electronic notary or do not wish to make payment at this time, press *Complete Calculations*.



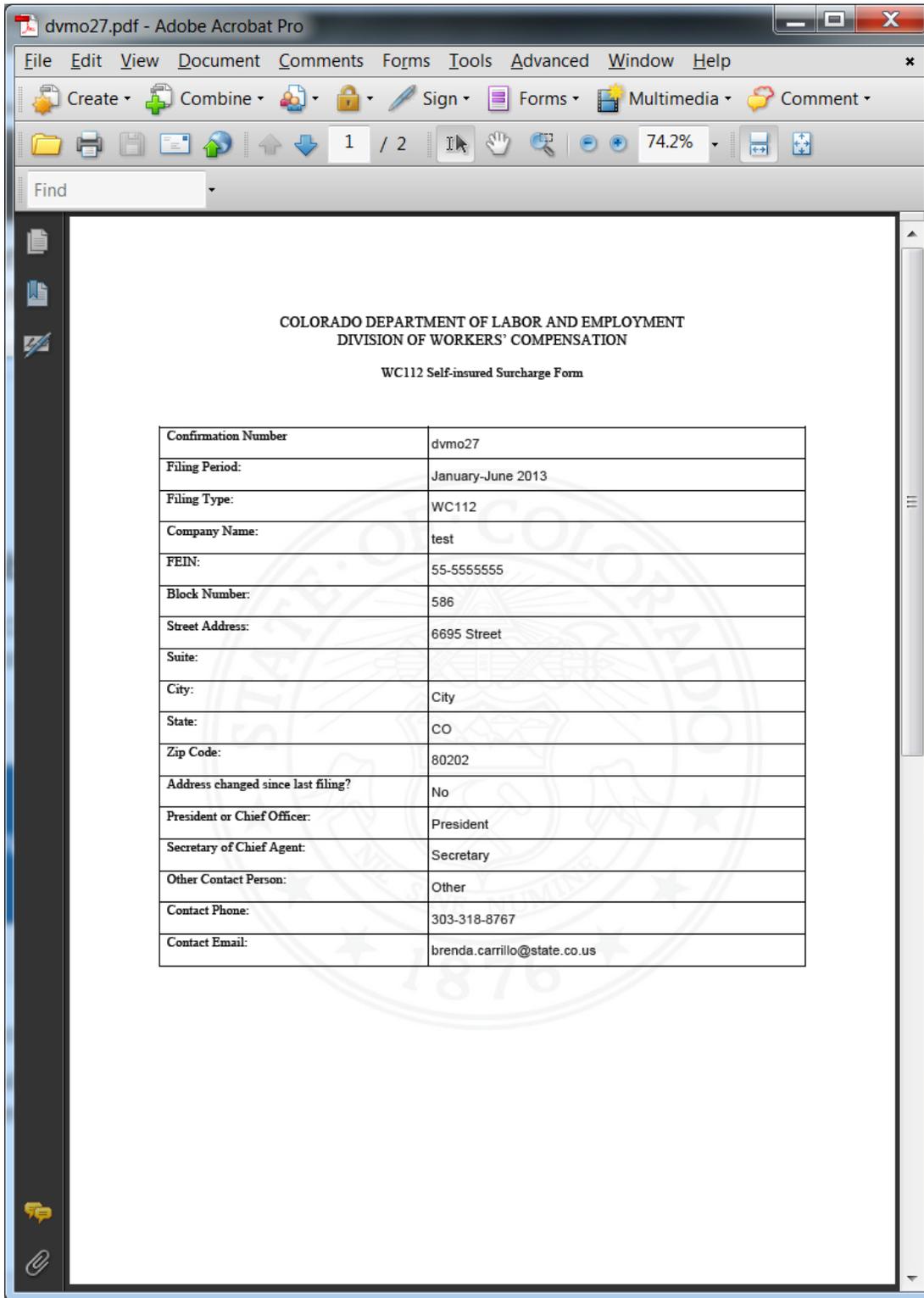
Select *Download Classification Data* to print a copy of the calculated totals and to use for your files.

Select *Download & Print Filing*. You will use these printed pages with the confirmation number to notarize and return to complete the on line filing if you will also be making a payment on line.

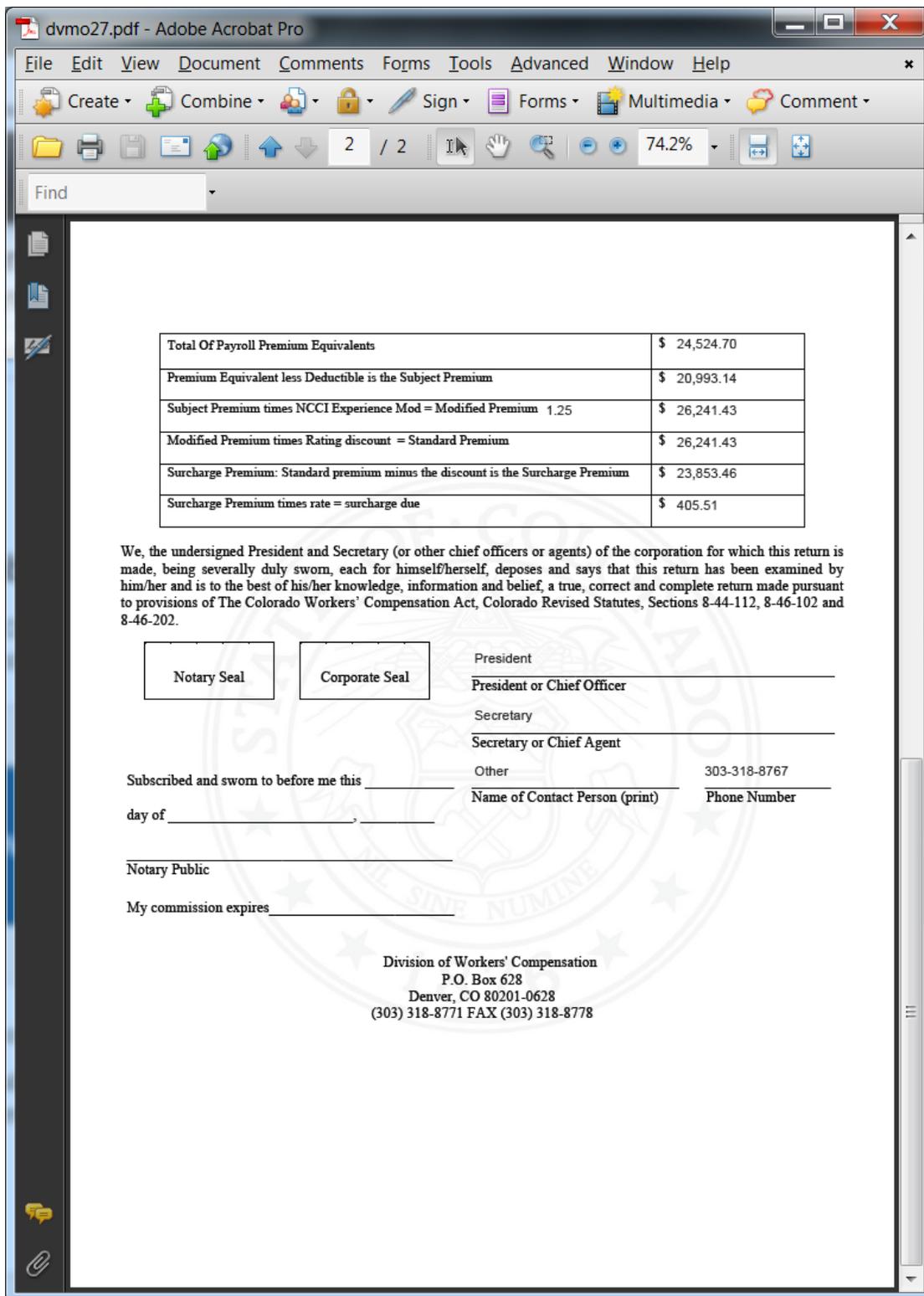
Save the notarized filing and the NCCI report as two separate PDF files to be used when you return to file the surcharge.

After the signatures and notarization are received and the PDF files have been created return to the website to complete the filing.

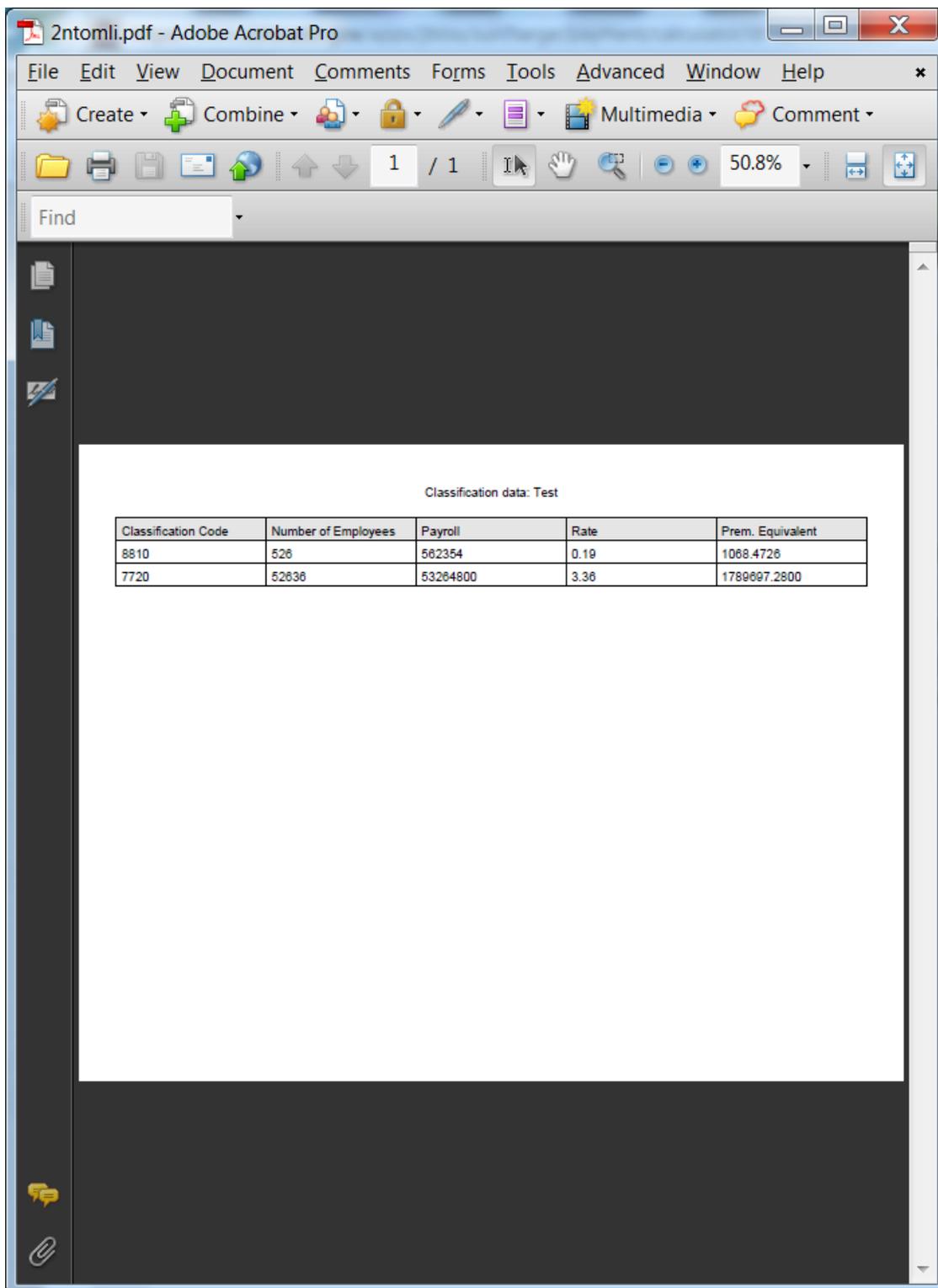
If you are using the surcharge application as a calculator and making payment by mail, please send this printed and notarized page and downloaded classification date along with the NCCI report and *payment* to the address above. Please note your filing is not complete until payment is received.



Example of printed page for reference only



Example of printed page for reference only. Have this page signed and notarized.



Example of printed page for reference only. Send with notarized pages if filing via mail.

## Returning User with Confirmation #

The screenshot shows a web browser window displaying the Colorado Department of Labor and Employment's Online Surcharge Application page. The browser's address bar shows the URL: <https://www.colorado.gov/apps/boiss/surcharge/payment/calculator/dl-confirm.xhtml>. The page header includes the Colorado Department of Labor and Employment logo and the text "Division of Worker's Compensation". The main heading is "Online Surcharge Application". Below the heading, there is a welcome message and several paragraphs of text explaining the surcharge process. A prominent blue box contains two buttons: "START CALCULATIONS" and "START SURCHARGE FILING (Returning Users with Confirmation #)". A note at the bottom of the page states: "\* Please note: After 30 minutes of inactivity, this online service will time out and you will lose all information entered."

Colorado Department of Labor and Employment  
Division of Worker's Compensation

### Online Surcharge Application

The Colorado Division of Worker's Compensation would like to welcome you to the Worker's Compensation Surcharge Web Portal. This web application is designed to facilitate calculation of surcharge by insurers and self-insured employers alike.

In Colorado, employers with one or more full or part-time employees are required to provide worker's compensation coverage for their employees, with few exceptions. Employees may obtain insurance through a number of methods including commercial insurance and self-insurance to those employers meeting strict financial and loss control standards or self-funding with groups or pools.

Insurers and self-insured employers pay a surcharge based on a percentage of premium or premium equivalents to the Colorado Division of Worker's Compensation to offset the cost of administration of the Colorado worker's compensation system and to fund the Major Medical and Subsequent Injury Funds. Surcharge is collected semiannually.

[What do I need before filing?](#)

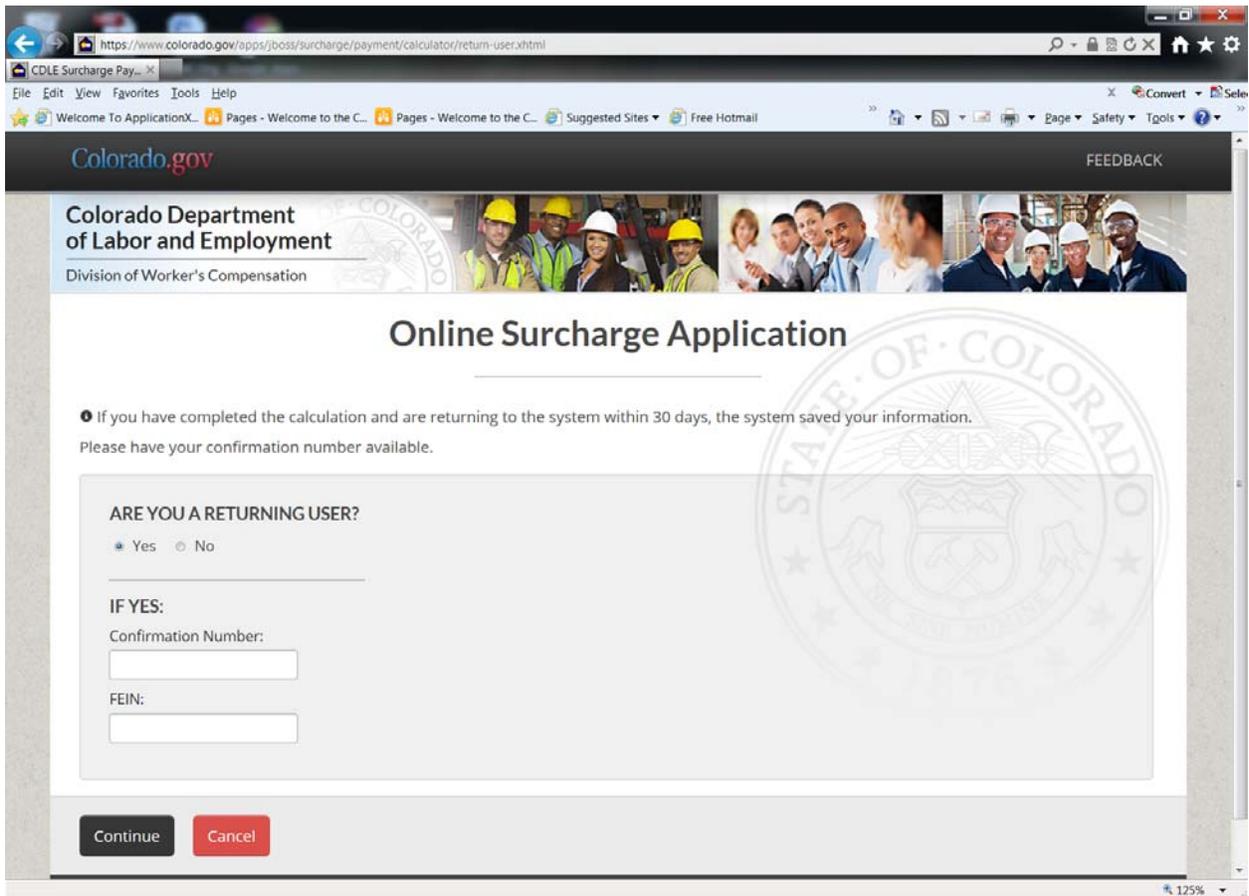
Welcome! Please note the change in the surcharge rate.

**START CALCULATIONS**

**START SURCHARGE FILING**  
(Returning Users with Confirmation #)

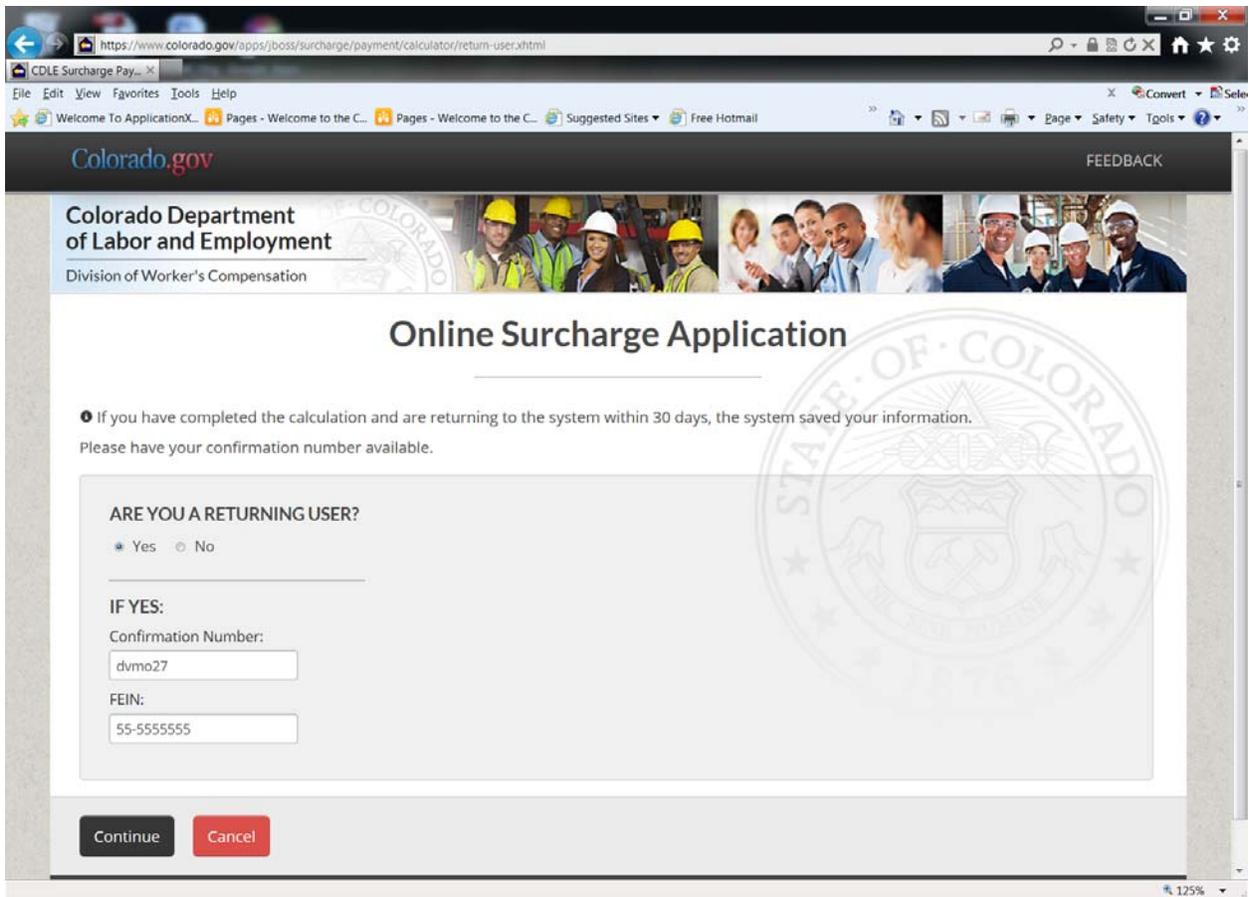
\* Please note: After 30 minutes of inactivity, this online service will time out and you will lose all information entered.

Select the Start Surcharge Filing button

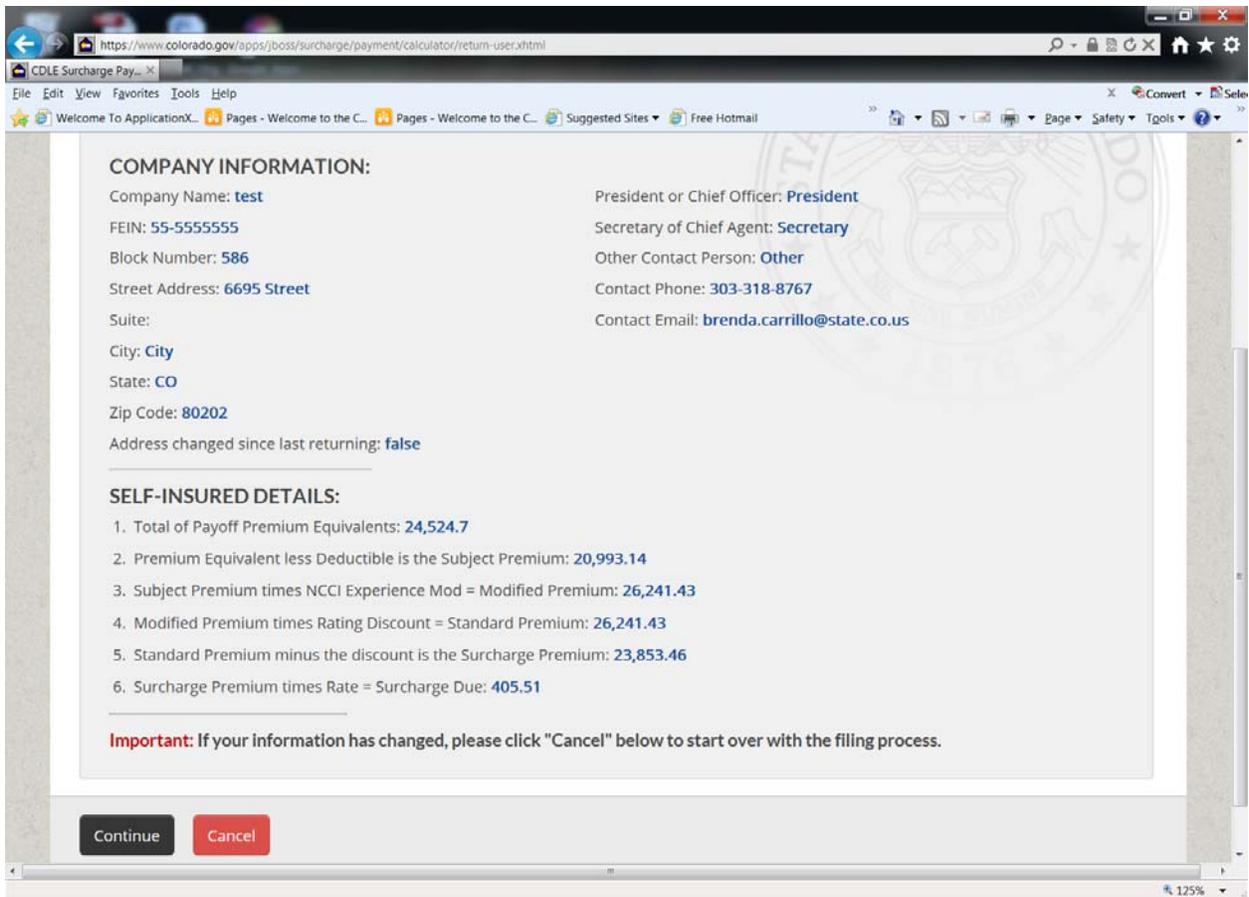


Select Yes – then insert confirmation number provided and your FEIN number

Press Continue

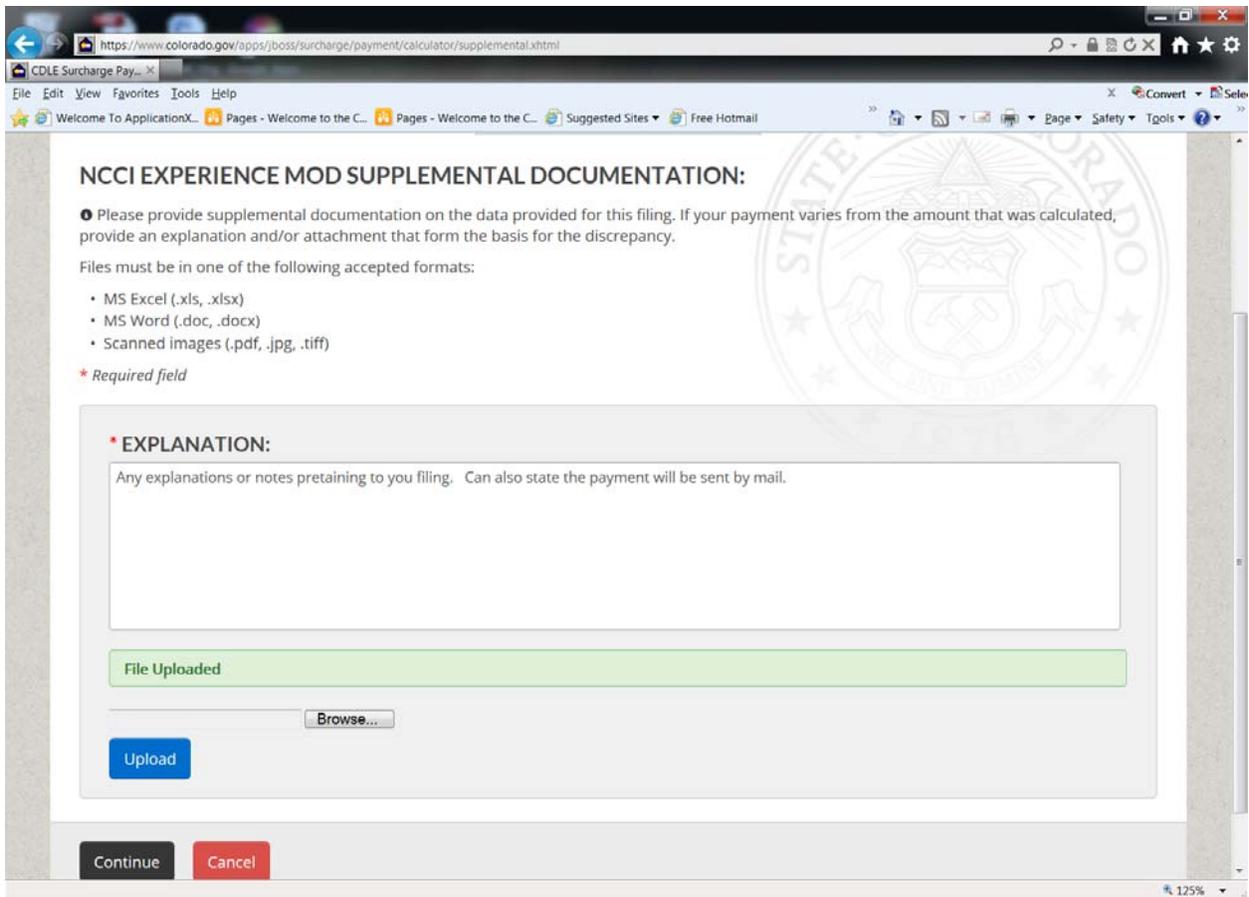


Press Continue



Everything will be prefilled with the information entered previously.

Press Continue

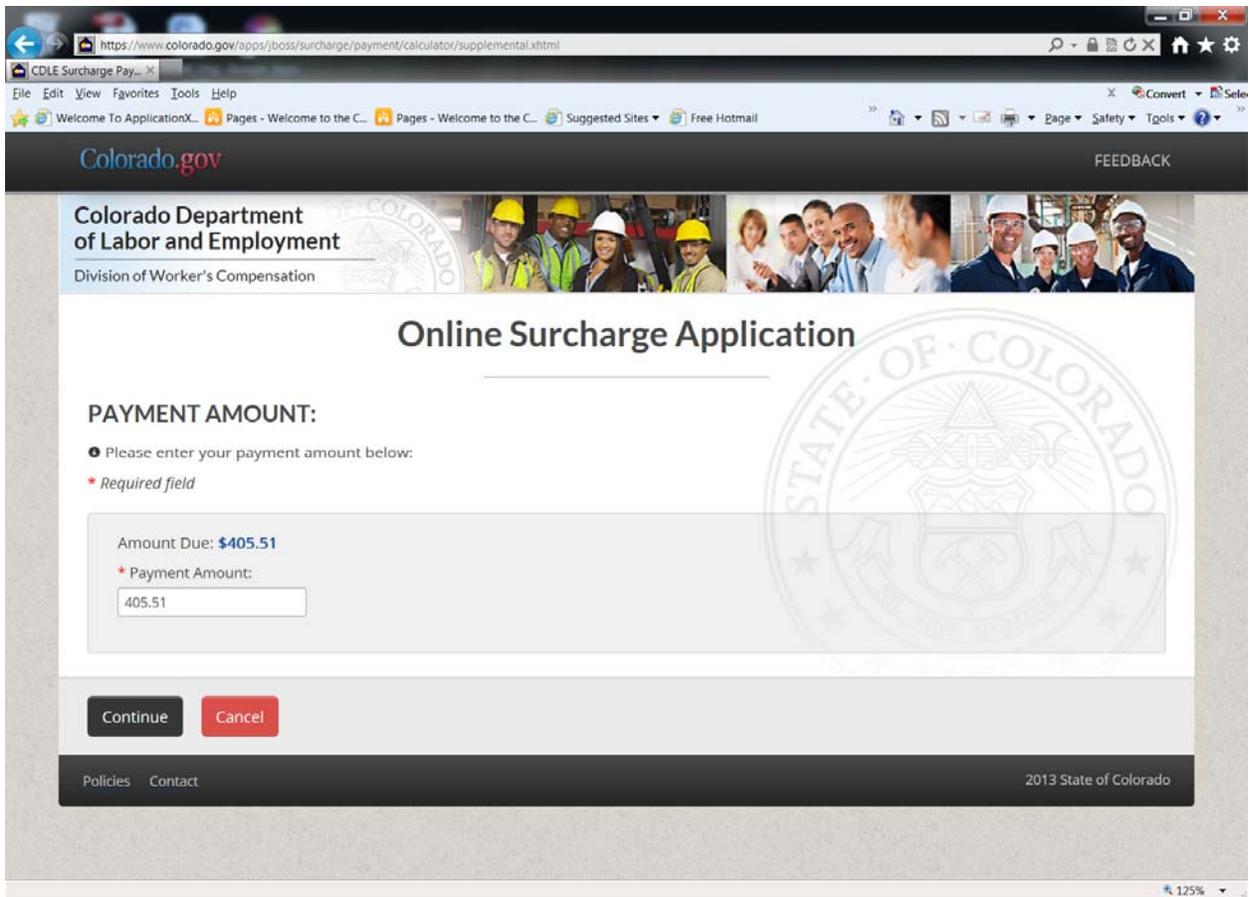


Select the Browse button and insert the PDF file you created with the NCCI information – then press the Upload Button. The green line will tell you the file has been uploaded.

If you have any additional relevant information to upload press the Upload button again and follow the same steps used to upload the NCCI report.

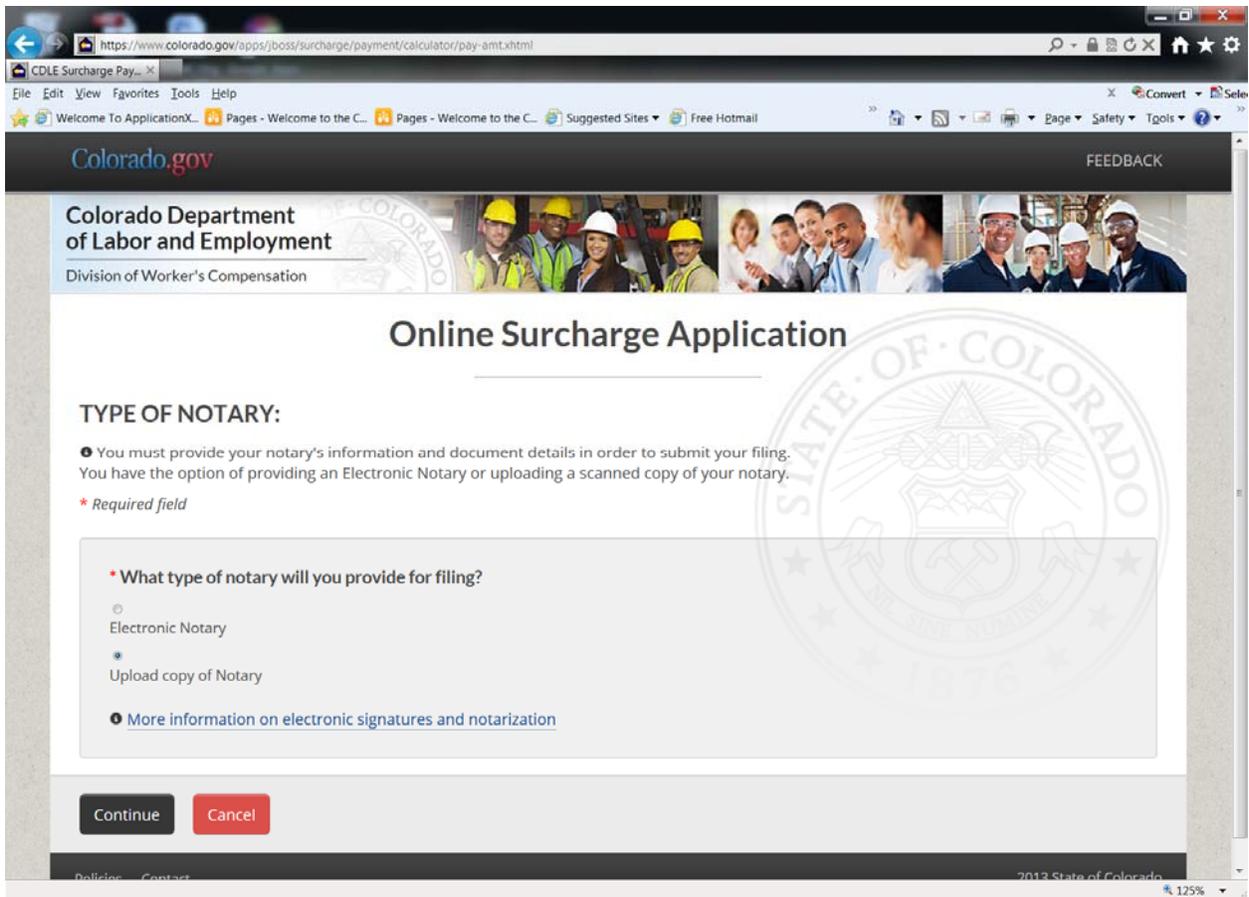
If you would like to explain any portion of this filing or if you are paying an amount different from the calculation, please use this space.

Then press Continue



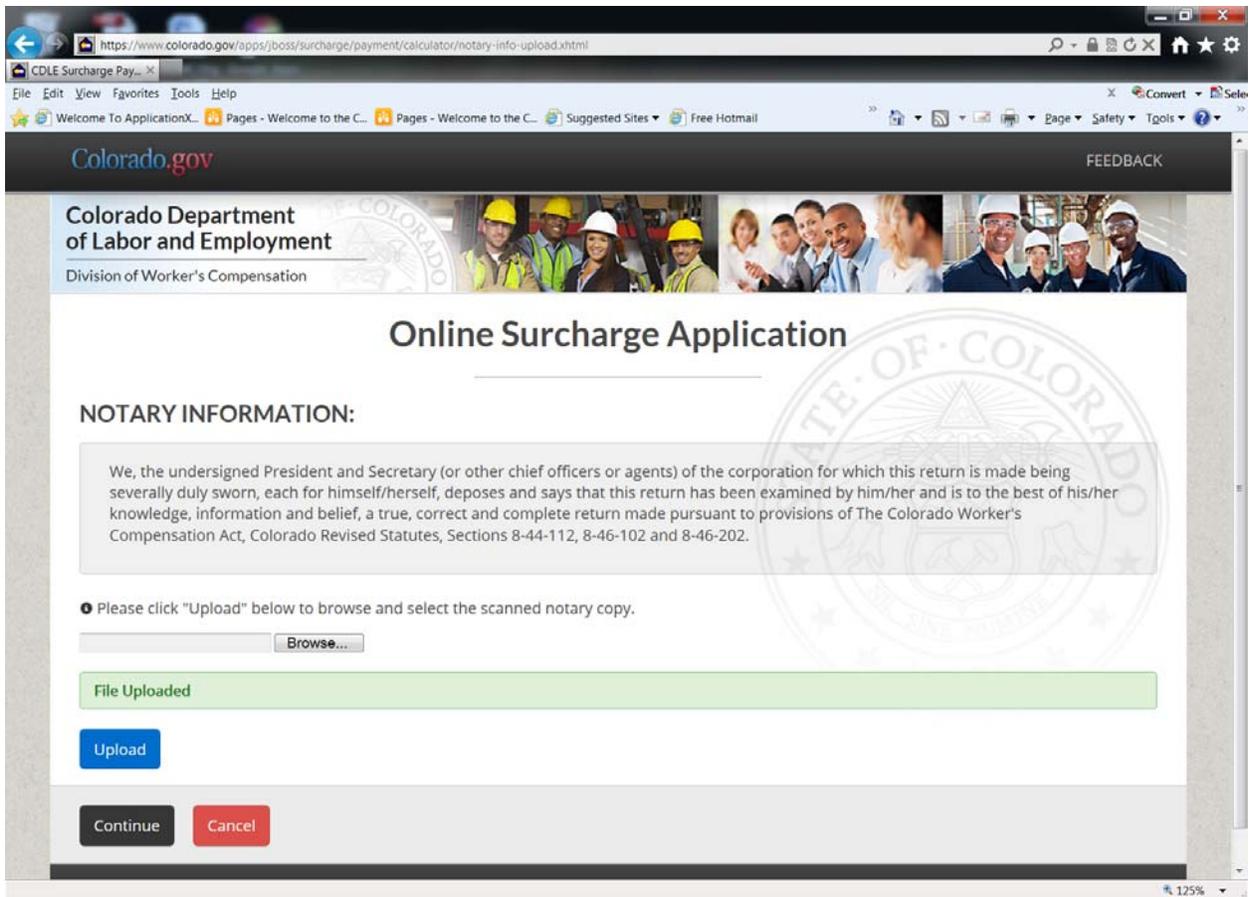
Enter the amount you will be paying for this surcharge filing.

Then press Continue



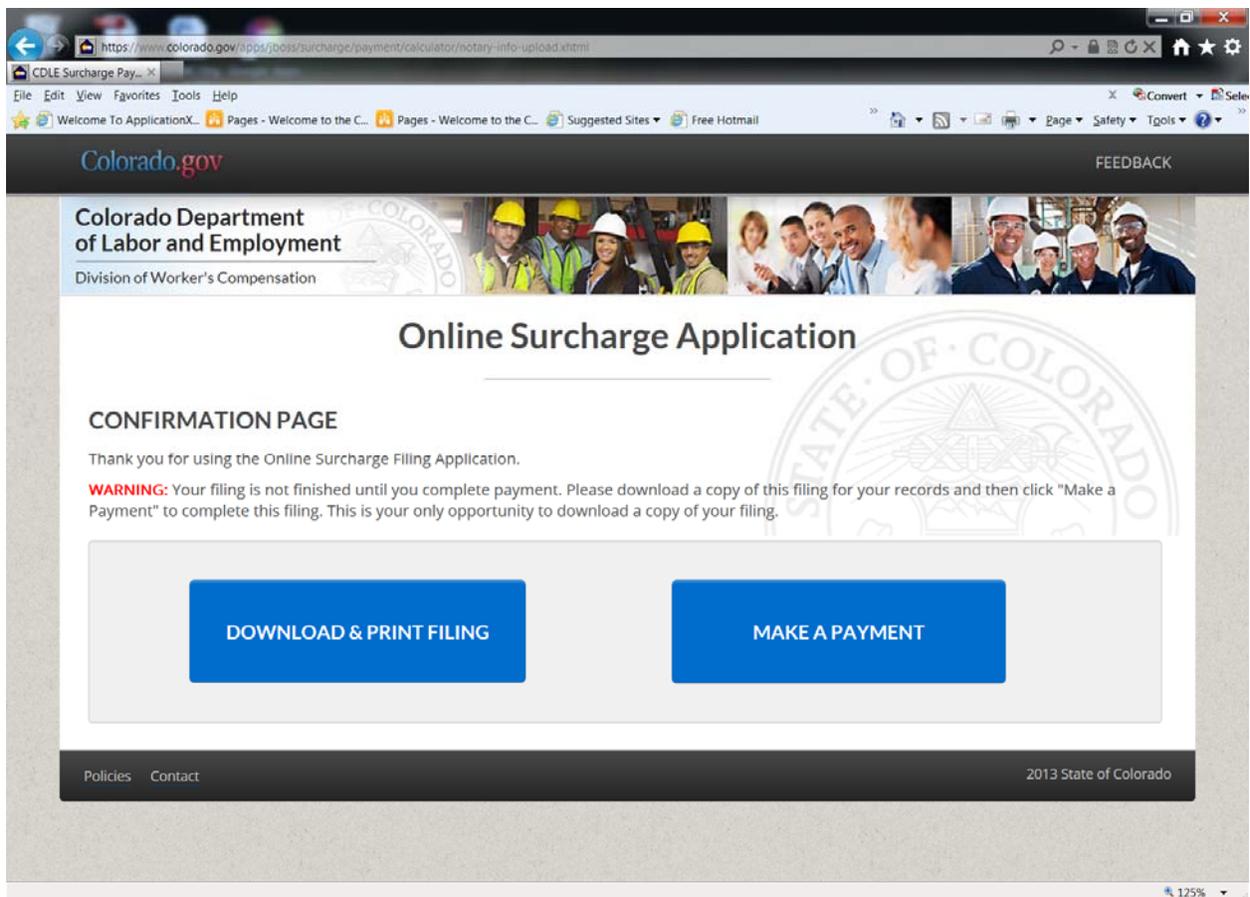
Select if you will be using an electronic notary or if you will be using the PDF file you created with the notarized pages.

Then press Continue



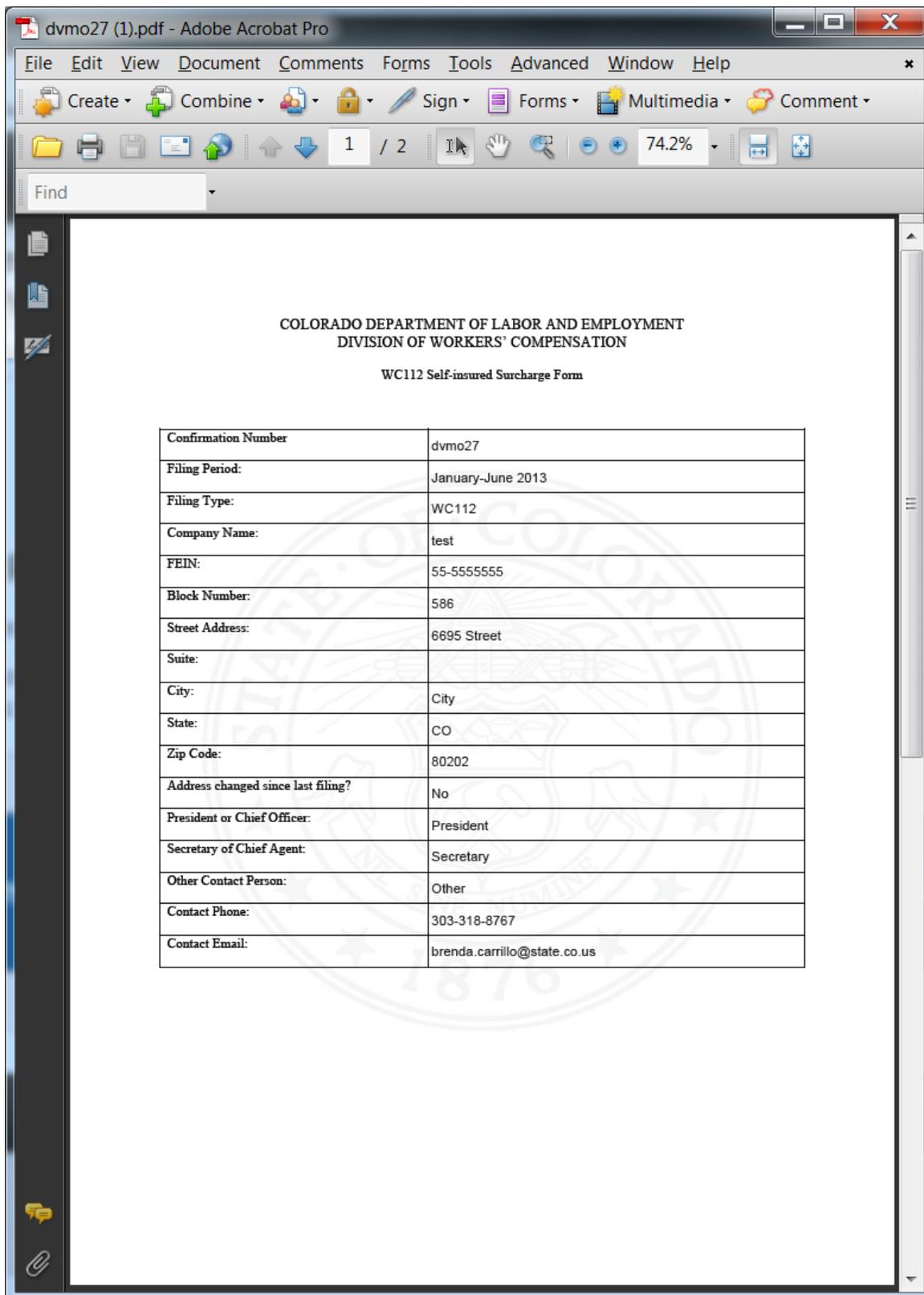
Select the Browse button and insert the PDF file you created with the notarized document – then press the Upload Button. The green line will tell you the file has been uploaded.

Press Continue

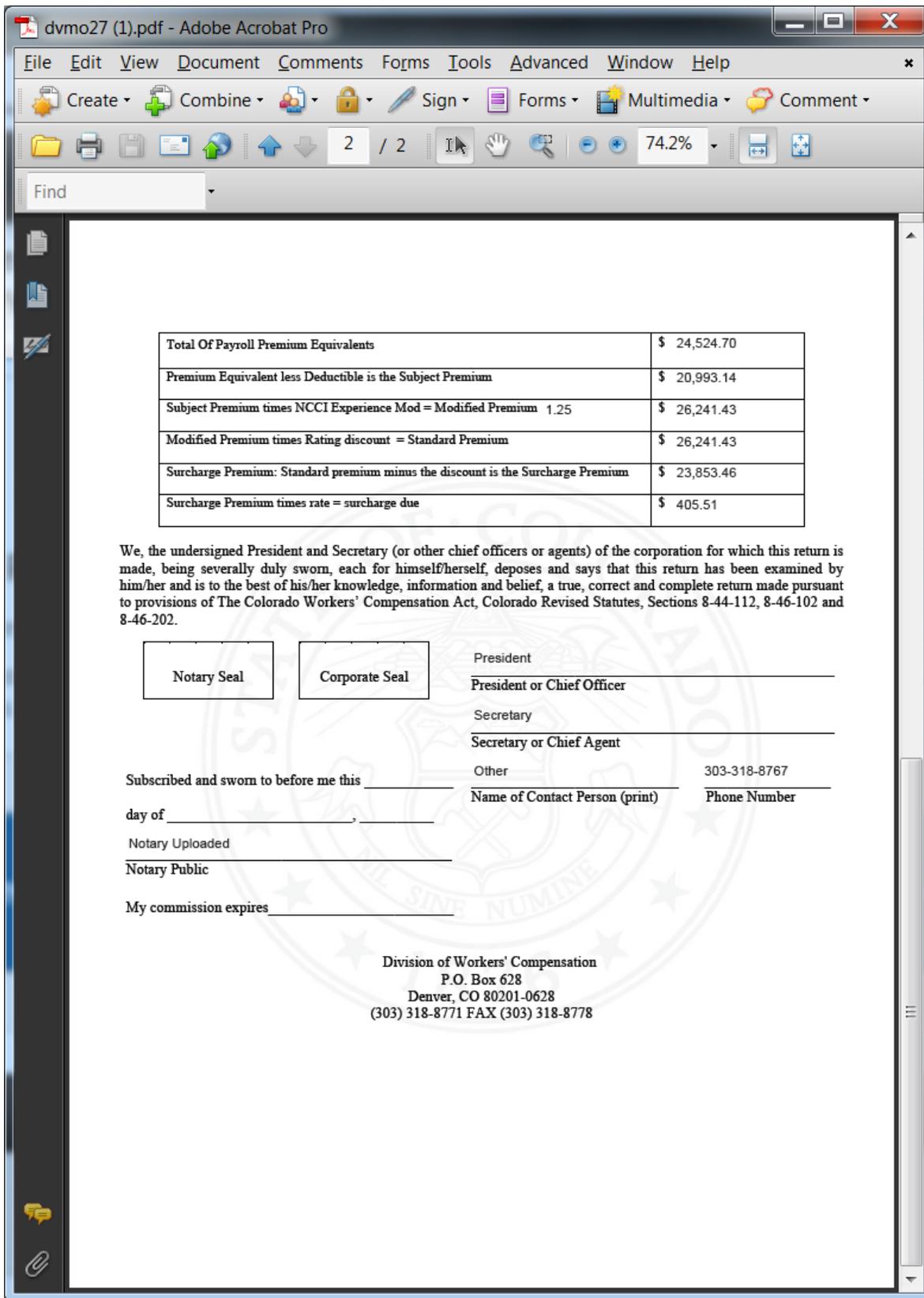


Press the Download & Print Filing button for your copy of this filing. After you have printed this document you will return to this page and select the Make a Payment button to pay on line.

The payment method is by e-check – you will need the routing number and checking account number

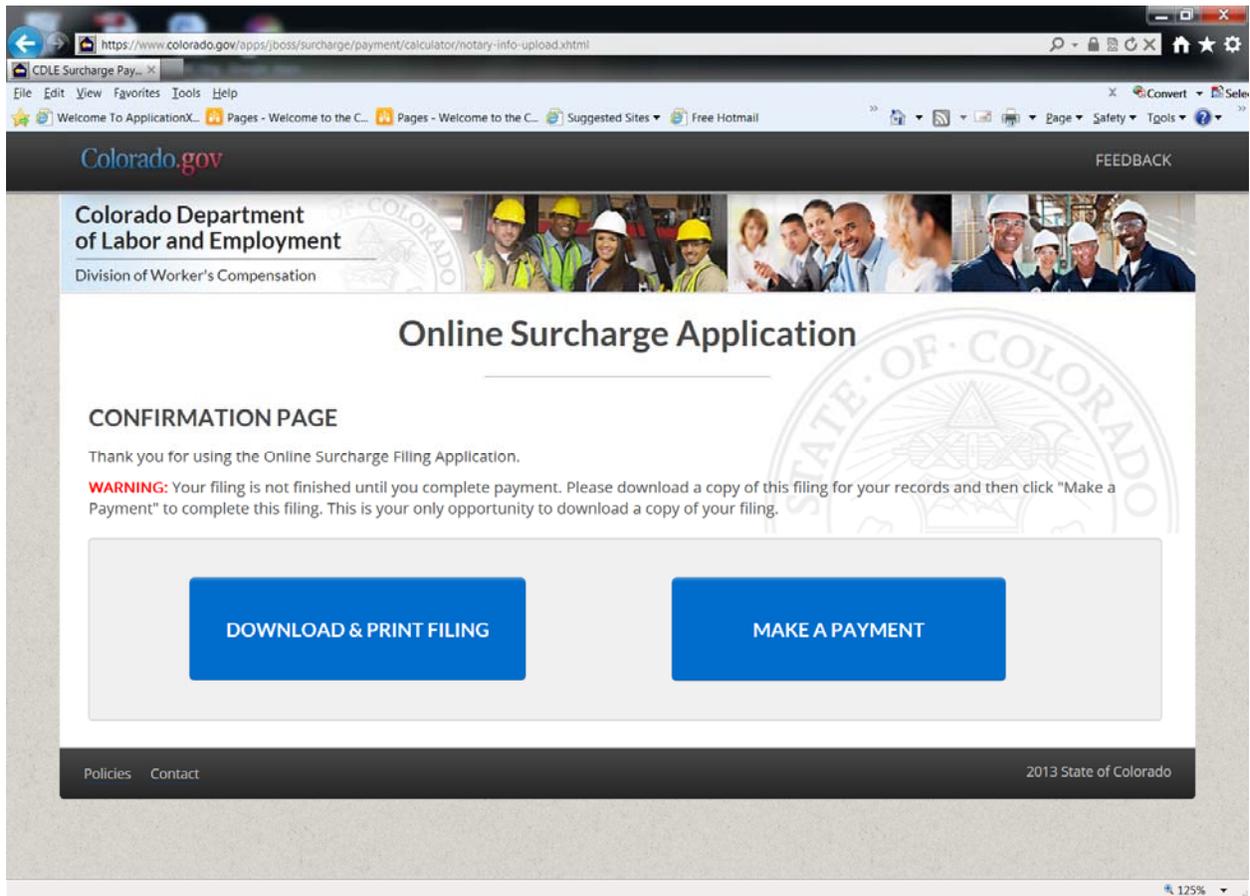


Example of printed page for reference only



Example of printed page for reference only

If making a payment on line press Make a Payment



Select the Make a Payment button to pay on line.

The payment method is by e-check – you will need the routing number and checking account number

When making a payment

The screenshot shows a web browser window with the URL [https://www.payconnexion.com/sconWeb/public/compressedPayment/enterPaymentInformation\\_input.action](https://www.payconnexion.com/sconWeb/public/compressedPayment/enterPaymentInformation_input.action). The page title is "COLORADO DIVISION OF WORKERS' COMPENSATION". The main content area is titled "Make a Payment - Payroll Statement Form" and includes a note: "Bold fields with \* are required." The form is divided into three sections: "PAYMENT INFORMATION", "PAYMENT DETAILS", and "PAYMENT METHOD".

PAYMENT INFORMATION	
Company Name*	test
NAIC*	null
Block Number*	null

PAYMENT DETAILS	
Payment Amount*	\$405.51
Payment Date*	Aug-22-2013

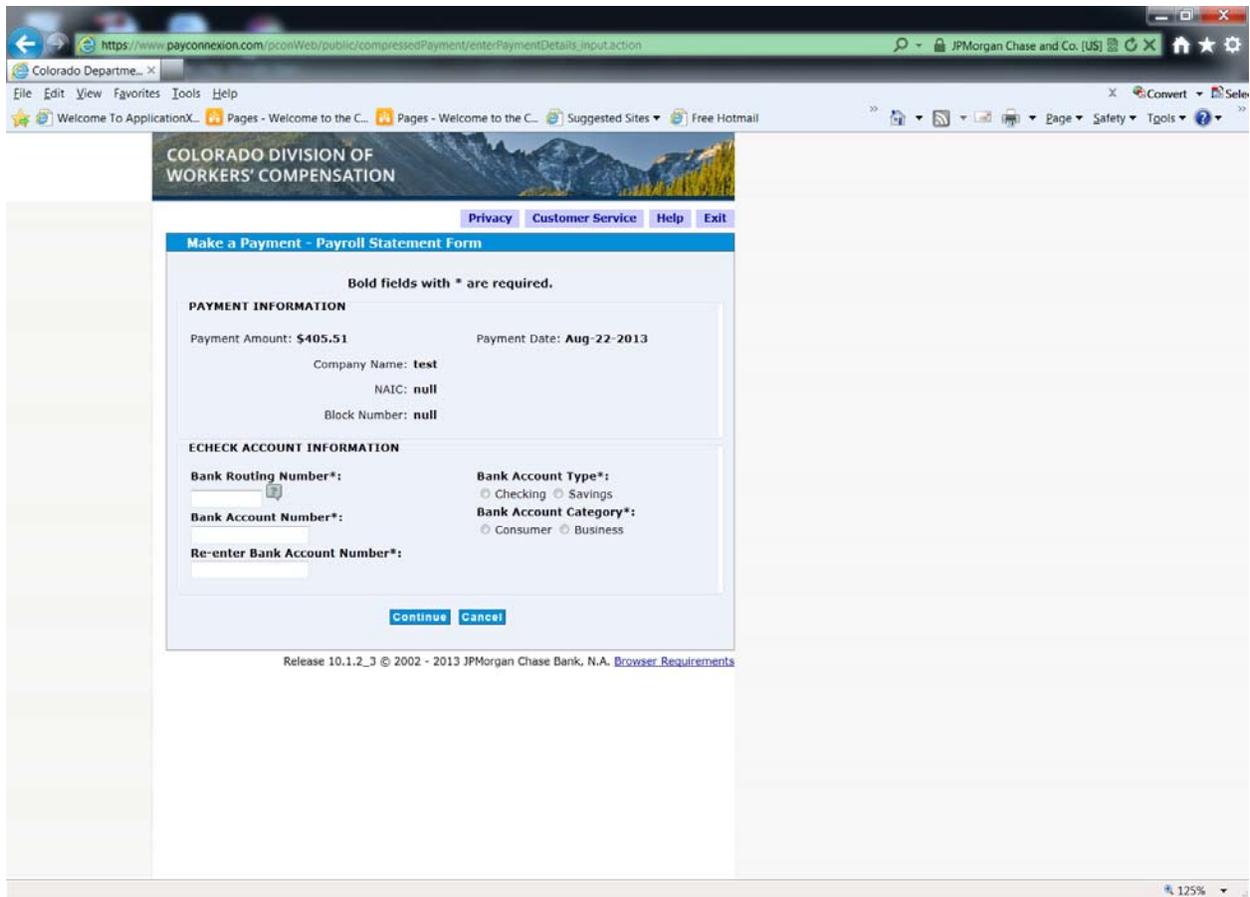
  

PAYMENT METHOD	
New Account*	<input checked="" type="radio"/> eCheck

At the bottom of the form are "Continue" and "Cancel" buttons. Below the form, the text "Release 10.1.2\_3 © 2002 - 2013 JPMorgan Chase Bank, N.A. [Browser Requirements](#)" is visible. The browser's address bar shows "Colorado Departme..." and the page is zoomed to 125%.

Astrix fields(\*) are required

Press Continue



Fill in banking information

Then press Continue

An email confirmation will be sent to your email address when completed.