

Reassigning Reporting Tasks in WCRA Portal.



1

From most screens in the portal (Claims reporting, Policy Data Reporting) you are able to reassign tasks to other portal users (provided the user has the proper permissions). Use the "Reassign" link to assign the task.

CLAIMS

Report New Claim

Claims Assigned to Me All Claims

9 Past Due Updates	22 Claim Updates	4 Reportable Files	0 Unread Correspondence	0 Unread Reimbursements	0 Draft	29158 All Claims
-----------------------	---------------------	-----------------------	----------------------------	----------------------------	------------	---------------------

Member: All TPA: All

Accident Date: mm/dd/yyyy Assigned To: All

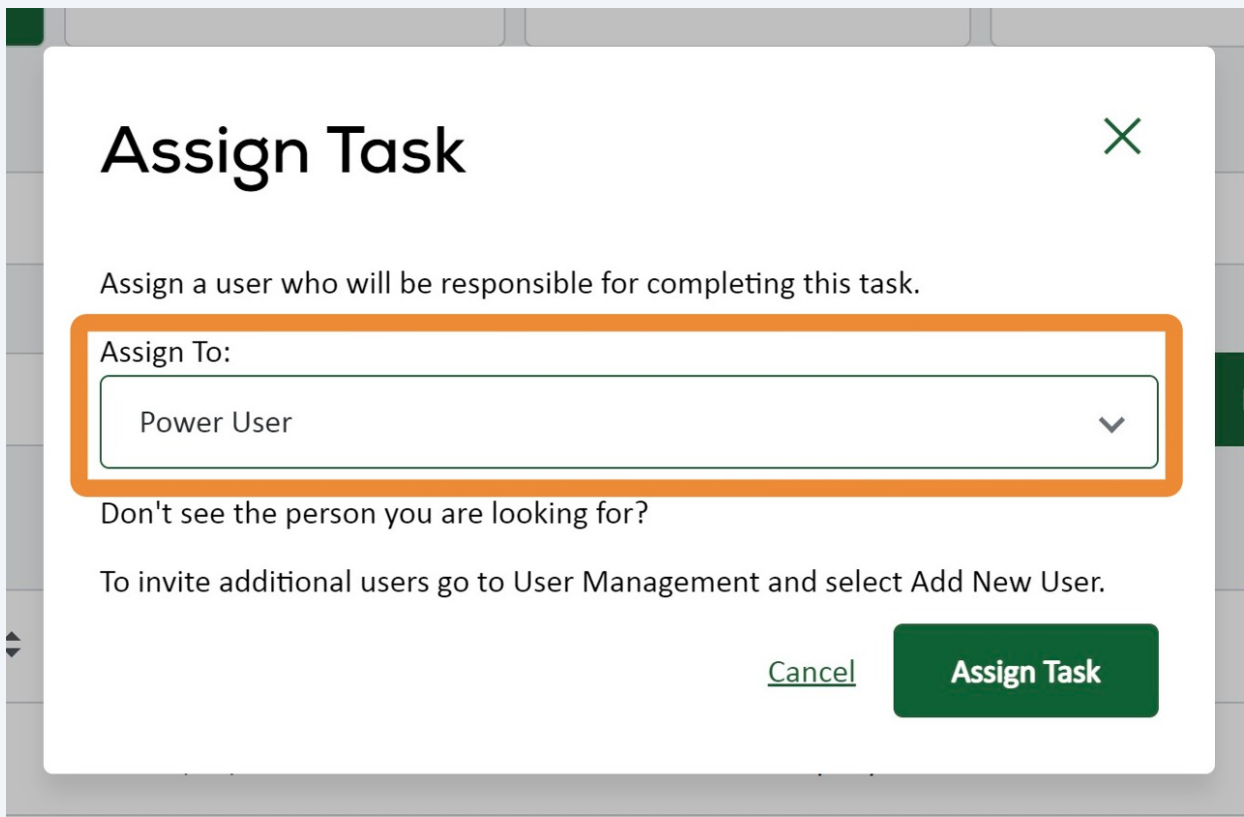
Search Claim # or Name [Filter] [Reset]

Export to Excel

Member Claim #	Due Date	Injured Worker Name	Date of Injury	Member Name	TPA	Assigned To	
	05/22/2022				N/A	Power User Reassign	Resume Update
					N/A	Power User Reassign	Resume Update
					N/A	Power User Reassign	Resume Update
						Power User	

2

When you click the "Reassign" link, you'll see a pop-up to select the new assignee (from the drop-down). If you don't see the user you want, they either don't have portal access, or they don't have the proper permissions. Use "User Management", in the header, to request access or change permissions.



- 3 After selecting the user from the drop-down, click "Assign Task" to assign the task.

Assign Task ✕

Assign a user who will be responsible for completing this task.

Assign To:

Power User ▾

Don't see the person you are looking for?

To invite additional users go to User Management and select Add New User.

[Cancel](#) **Assign Task**

- 4 The assigned user will now have access to the reporting request, and it will be visible to them when they log in to the portal.