How to add a new user or change user access to the WCRA portal.



2 Click "Add New User / Change Access" WCRA Portal Calculators PowerUser ~ User Management ~ Claims \ Add New User / Change Access Hello, PowerUser! Welcome to the WCRA Portal. Your trusted site for claim management and WCRA data reporting. This portal allows you to submit and manage claims, run reports, and complete required data requests. 2 ଚ୍ଚ 2 Training User Management Contact Us Resources are available to help guide you through using You can request new user access or changes for existing If you need assistance, please contact us. the portal. users.

🗳 WCRA

To add a new user, use the toggle to select "New User". The enter all the required information. Note: required fields are identified with an "*". 3

WCF	RA Porta	ıl				Calculators	PowerUser 🗸
Home	Claims ∨	Policy Data Reporting $ imes $	Reports \checkmark	User Management ~			
Apply	y for A	Access					
Type of Reg	juest ew User	Change Access					
First Name	*			Last Name *	Suffix		

4	Use the toggle to find the Member or TPA the user works for. The select the

Phone *

Member or TPA from the search box.

Company Name *

Title *

Email *

Title *	Company Name *		
Claims Adjuster	ABC Co.		
Email *		Phone *	
g.user@abc.com		651-555-1212	
Business Mailing Address Line 1 *	Business	s Mailing Address Line 2	
123 Main St.			
City *	State *	Zip *	
St. Paul	MN	55101	
)
Are you a Member or Third-party Administrator (TPA)			
Member TPA			
Member			
Q		×	
What access are you requesting? *			

5 Click the "What access are you requesting?" field and describe the access this user needs.

Business Mailing Address Line 1 *		Business Mailing Address Line 2		
123 Main St.				
City *	State *		Zip *	
St. Paul	MN		55101	
Are you a Member or Third-party Administrator (TPA)				
Member TPA				
Vember				
Q		×		
What access are you requesting? *				
I have read and agree to the Terms and Conditions, and I am authority	prized to enter into this agreement.			
Note: If you are a third-party administrator (TPA), the WCRA will verify t	hat any requests for online access are aut	horized by your client (WCRA member)		
via a TPA Authorization Agreement. Access to the site cannot be provide	ed until the WCKA member completes the	Agreement.		Cancel
				concer sustilit

6 Click this checkbox to confirm you have read and agree to the Terms and Conditions.

123 Main St. City* State* Zip* St. Paul Member or Third-party Administrator (TPA) Member Member TPA What access are you requesting? * Perform Loss Detection Reporting Profrom Loss Detection Reporting Inver read and agree to the Terms and Conditions, and I an authorized to enter into this agreement. Note: If you are a third-party administrator (TPA), the WCRA will verify that any requests for online access are authorized by your client (WCRA member) via The Authorization Agreement. Access to the site cannot be provided until the WCRA member completes the Agreement.	Business Mailing Address Line 1 *		Business Mailing Address Line 2		
City* State* Member TPA Member Perform Loss Detection Reporting In have read and agree to the Terms and Conditions, and I am authorized to enter into this agreement. Note: If you are a third-party administrator (TPA), the WCRA will verify that any requests for online access are authorized by your client (WCRA member)	123 Main St.				
St. Paul MN 55101	City *	State *		Zip *	
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Member Aember Image:	re you a Member or Third-party Administrator (TPA)				
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Cancel Submit		and the treas memory completes the	Breenerge		Cancel Submit

Click "Submit" to submit your request.

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123 Main St.				
ty *	State *		Zip *	
St. Paul	MN		55101	
e you a Member or Third-party Administrator (TPA)				
Member TPA				
ember				
Q Fabcon Precast LLC and Fabcon Companies LLC		×		
hat access are you requesting? *				
Perform Loss Detection Reporting				
I have read and agree to the Terms and Conditions and Lam	authorized to enter into this agreeme	nt		
Thave read and agree to the remis and conditions, and ram	autionzed to enter into this agreeme			
ote: If you are a third-party administrator (TPA), the WCRA will v	erify that any requests for online acces	ss are authorized by your client (WCRA me	ember)	
a a TPA Authorization Agreement. Access to the site cannot be p	provided until the WCRA member comp	pletes the Agreement.		Cancel Submit

8 When the request is successfully submitted, you will see a confirmation. Click "Close". All requests are reviewed before access is granted. Once access is granted, the new user will receive a registration email with instruction on completing their registration and access to the portal.

WCRA Portal	Calculators	PowerUser \vee
Home Claims v Policy Data Reporting v Reports v User Management v		
Apply for Access		
Successfully Submitted		
You have successfully submitted your request for access. WCRA will review your request. If approved, you will receive an email with directions for logging in.		
If you have any questions, please contact member@wcra.biz		
Close		

9 To change a user's access, click "User Management"

WCRA Portal		Calculators PowerUser 🗸
Home Claims × Policy Data Reporting × Reports ×	User Management ~	
Hello, PowerUser!		
Welcome to the WCRA Portal. Your trusted site for claim management and WC	CRA data reporting.	
This portal allows you to submit and manage claims,	run reports, and complete required data requests.	
Θ	2	\bigcirc
Training	User Management	Contact Us
Resources are available to help guide you through using the portal.	You can request new user access or changes for existing users.	If you need assistance, please contact us.

10 Click "Add New User / Change Access"

Data Reporting $ imes $	Reports 🗸	User Management A		
		Add New User / Change Access		
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mit and mana	ge claims, ru	n reports, and complete rea	uired data requests.	
		(2)		?
		User Management		Contact Us

11 Click "Change Access" the enter all required information. Note: required fields are identified with an "*".

WCF	RA Porta	I			Calculators	PowerUser ∨
Home	Claims ∨	Policy Data Reporting $ imes $	Reports ~	User Management ~		

Apply for Access

Type of Request New User Change Access		
First Name *	Last Name *	Suffix
Title *	Company Name *	
Email *	Phone *	

12 Use the toggle to find the Member or TPA the user works for. The select the Member or TPA from the search box.

Title *	Company Name *	
Claims Adjuster	ABC Co.	
Email *	Phone *	
p.user@abc.com	651-555-1212	
Business Mailing Address Line 1 *	Business Mailing Address Line 2	
123 Main St.		
City * State *	Zip *	
St. Paul MN	55101	
Are you a Member or Third-party Administrator (TPA) Member TPA		
Member	x	

13 Click the "What access are you requesting?" field and describe the access this user needs.

Business Mailing Address Line 1 *		Business Mailing Address Line 2		
123 Main St.				
City *	State *		Zip *	
St. Paul	MN		55101	
Are you a Member or Third-party Administrator (TPA) Member TPA Member What access are you requesting? *		×		
I have read and agree to the Terms and Conditions,	and I am authorized to enter into this agreement.			
Note: If you are a third-party administrator (TPA), the WC via a TPA Authorization Agreement. Access to the site can	RA will verify that any requests for online access are not be provided until the WCRA member complete	e authorized by your client (WCRA member) s the Agreement.		
				Cancel Submit

14 Click this checkbox to confirm you have read and agree to the Terms and Conditions.

Business Mailing Address Line 1 *		Business Mailing Address Line 2	
123 Main St.			
City *	State *	Zip *	
St. Paul	MN	55101	
Are you a Member or Third-party Administrator (TPA)			
Member TPA			
Member			
Q		×	
What access are you requesting? *			
Perform Reimbursement Requests			
have read and agree to the Terms and Conditions, and I am author	ized to enter into this agreement.		
Note: If you are a third-party administrator (TPA), the WCRA will verify th	at any requests for online access are aut	horized by your client (WCRA member)	
via a TPA Authorization Agreement. Access to the site cannot be provided	I until the WCRA member completes the	Agreement.	Cancel Submit

Click "Submit" to submit your request.

v *	State *		Zip *	
St. Paul	MN		55101	
you a Member or Third-party Administrator (TP	PA)			
mber				
Q Fabcon Precast LLC and Fabcon Companies L	LLC	×		
at access are you requesting? *				
, , , , , , , , , , , , , , , , , , , ,				
Perform Reimbursement Requests				
Perform Reimbursement Requests				
erform Reimbursement Requests	itions, and I am authorized to enter into this agreee	ment.		

16 When the request is successfully submitted, you will see a confirmation. Click "Close". All requests are reviewed before access are made.

WCRA Portal	Calculators	PowerUser \vee		
Home Claims v Policy Data Reporting v Reports v User Management v				
Apply for Access				
Successfully Submitted				
You have successfully submitted your request for access. WCRA will review your request. If approved, you will receive an email with directions for logging in.				
If you have any questions, please contact member@wcra.biz				
Close				