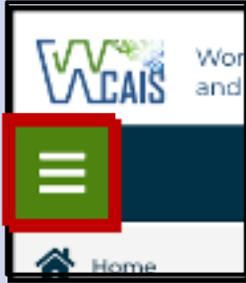
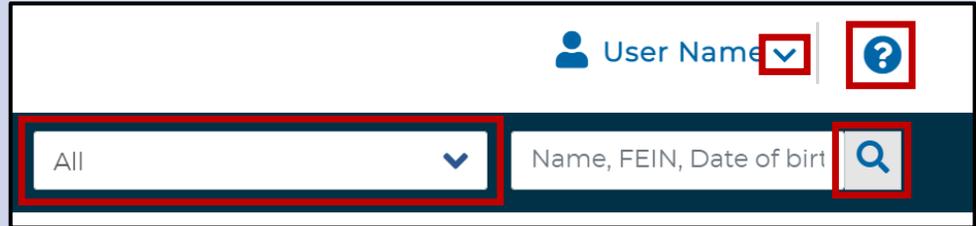


## Self-Insurance

### Basic Screen Functions



**Green menu** = view or collapse the menu



**Arrow next to User Name** = logout menu  
**Question icon** = access the Customer Service Center  
**All drop-down menu** = narrow search parameters  
**Magnifying glass icon** = search WCAIS

### Buttons



**Green button** = allows you to proceed to next screen



**Blue button** = additional task to perform



**Grey button** = Back, Cancel, Clear, etc.



**Blue arrow button** = scroll to top of screen

### Icons



**Check mark** = section complete  
**Blue circle** = section in progress  
**Grey circle** = section not started



**View additional information**



**Calendar**



**Delete**

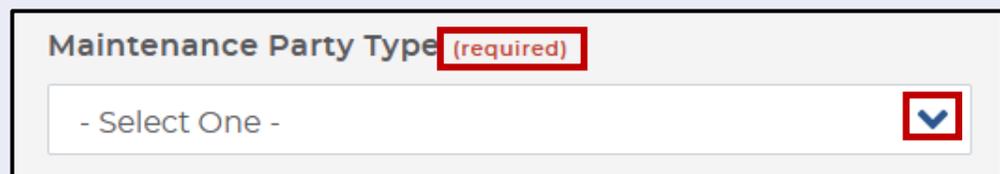


**Edit**



**View**

### Field Indicators



**Red (required)** = mandatory field  
**Arrow** = drop-down menu

### Grids

Class Code 	Description 	Loss Cost ↑	Basis ↑	Manual Premium ↑	Actions
0007	FARM MACHINERY OPERATION (4/1/13)	\$3.26	\$1,000.00	\$10,390.00	 
0006	FIELD CROP VEGETABLE FARM (12/1/09)	\$2.45	\$25.00	\$195.00	 

**Single arrow next to a column title** = the grid is sorted by that column  
**Double-sided arrow** = press to sort by that column



# Self-Insurance

**High-Level Screen Functions & Space-Saving Features:** Multiple features have been added to WCAIS screens to give users additional space to work, including collapsible sections and a flexible design that fills the browser.

Press the **green menu** to expand or collapse the menu.

Press the **Question icon** to navigate to the **Customer Service Center**.

Press the **arrow** to log out.

The screenshot shows the 'Self-Insurance Program Summary' page. At the top left is the WCAIS logo and the system name. On the right, there is a user profile section with a dropdown arrow and a question mark icon. Below the header is a search bar with 'All' and 'Name, FEIN, De' filters. The main content area is titled 'Self-Insurance Program Summary' and features a 'PROGRAM INFORMATION' section with a table of details. Below this is a horizontal tabbed interface with options like 'Manage Program', 'Applications and Reports', etc. At the bottom is a table of 'Self Insurance Program Entities'.

- Home
- Search
- Helpline
- WCAB
- Self-Insurance
- WCOA
- Healthcare
- EDI
- UEGF
- Profile
- Admin

**Program Information** displays in the top section and can be collapsed by pressing the arrow.

Tabs will display horizontally.

The **menu** will display on the left and will include icons. When the menu is collapsed, only the icons will be visible.

Name ↑					Termination Reason ↑	Action
Company Name	Group Member	##/##/####		Active		✕
	Group Member	##/##/####	##/##/####	Active		



# Self-Insurance

**Buttons, Application Progress & Icons:** Specific colors and icons will be used across WCAIS to indicate certain screen functions. These will serve to make completing tasks quicker for users. Progress bars have been added to help users visualize how many additional screens are required to complete an application.

Group New Member

PROGRAM INFORMATION ▾

**PROGRESS**

- 1 Member Information
- 2 Modified Manual Premium
- 3 Certify

Modified Manual Premium Worksheet for

COMPANY NAME

- Provide the following on the employer's payroll (or other basis of insurance premium) and on the Modified Manual Premium resulting from that payroll (or other basis of premium) using the Pennsylvania Rating Bureau classification system. Manual Premium is the Loss Cost X the Basis X the SWIF LCM(State Workers' Insurance Fund Loss Cost Multiplier).
- PLEASE ENSURE THAT THE INFORMATION PROVIDED IS ACCURATE, since the employer will be assessed at a later date for a percentage of the applicant's calculated modified manual premium. That assessment will go towards the maintenance of the Insurance Guaranty Fund.

Make sure you provide all applicable classification codes for your Pennsylvania Operations:

Class Code ↓	Description ↑	Loss Cost ↑	Basis ↓	Manual Premium ↓	Actions
0007	FARM MACHINERY OPERATION (4/1/13)	\$3.26	\$1,000.00	\$10,390.00	
0006	FIELD CROP VEGETABLE FARM (12/1/09)	\$2.45	\$25.00	\$195.00	

Showing 1 - 2 of 2

Add Class Code

**Totals**

Total Manual Premium(\$)

\$10,585.00

Experience Modification

0.500

Modified Manual Premium(\$)

\$5,292.00

Apply Apply and Save

Cancel Back Continue

A Progress Bar displays the steps which must be completed to submit an Application.

Action columns will now include icons. Hover over an icon for a description.

Blue button = additional task to perform

Grey button = Clear, Cancel, Back, etc.

Green button = allows you to proceed to next screen



# Self-Insurance

**Search:** The WCAIS search in the top-right corner will open a pop-up window to search for Matters. The search will work similarly to the way it currently does, but with an updated look and feel.

The screenshot shows the WCAIS search interface. At the top left, there is a 'WCAIS' header and a close button. Below it is a search bar with a dropdown menu set to 'Claim' and a search input field containing 'Name, FEIN, Date of birth (MM/DD/YYYY)' and a magnifying glass icon. A red box highlights the search input field, with a callout: 'Type information directly into the Search Bar.' Below the search bar is a table with 'Matter Type' and 'Count' columns. The 'Claim' row is highlighted with a count of '22455'. A red box highlights the 'Hide Advanced Search For Claim' link, with a callout: 'Select the Show/Hide Additional Search link to display/hide specific filters.' The main search form contains several fields: 'Claim Number', 'Claimant First Name', 'Claimant Last Name', 'Claimant Address', 'SSN', 'Date of Birth From' (with a calendar icon), 'Defendant/Employer Name', 'Business Unit', 'Claim Status' (with a dropdown arrow), 'Claim File Date From' (with a calendar icon), 'Date of Injury From' (with a calendar icon), and 'Workers Compens'. A red box highlights the calendar icon for 'Date of Birth From', with a callout: 'Calendar icon will display a date selection pop-up window.' Another red box highlights the dropdown arrow for 'Claim Status', with a callout: 'Down arrow indicates a drop-down menu.' At the bottom, there are 'Clear' and 'Search' buttons. Below the buttons, it says 'Found 27299 records. Showing 1 of 2730 pages.' and 'Records per page: 10 | 20 | 30'. A sample search result is shown with a 'Claim' button, a 'View More | View Claim Summary' link, and a list of fields: 'Claimant/Employee Name: LAST, FIRST | Defendant/Employer Name: Company Name | Business Unit: N/A | File Date: ##/##/#### | File Date: Suspended - ACSR | Date of Injury: ##/##/#### | Agency Claim Number: #####'.