

Overview of the AC-2 process for PEOs

BWC requires professional employer organizations (PEOs) to report their actual payroll on a monthly basis. BWC will bill client employers of PEOs that are in a full PEO reporting lease \$120 as a single installment payment plan. However, client employers still need to complete a true-up of their payroll online at the end of the policy year.

If the PEO wishes to report payroll and make payments online under the client employer's policy as a service to them, the PEO must become an authorized representative for the client employer. There are two ways to do this.

The first method

Become a third-party representative by completing an *Application for Representative Identification Number* (R-4) to receive a representative ID number. After receiving your representative ID number, you must have each client employer complete a *Permanent Authorization* (AC-2). The completed AC-2 grants you, the PEO, permission to become the client employer's third-party representative.

A PEO must establish an authorized representative e-account on www.bwc.ohio.gov to gain online access to all of its client employer's accounts that have submitted AC-2s. The AC-2 will attach your representative ID number to the client employers' policies allowing you to view all policies with a valid AC-2 under your login.

To report the client employer's payroll or make payments, click on Employers from the www.bwc.ohio.gov home page, then select Payroll/Premium from the left-hand menu. A drop-down menu will appear with the available options. There are also options under the Financial Information heading on the Employers page.

The second method

The client employer logs into its own BWC e-account, clicks Employers, then Forms from the left-hand menu and selects AC-2 to make the PEO its third-party representative. The client employer can only do this if the PEO has completed the R-4, and BWC has assigned it a representative ID number.

The client employer may use the search option to find the representative ID number, or have the PEO provide it and continue through the screens to complete the online form. However, the PEO must still obtain a client signed hard copy of the AC-2 to provide to BWC if requested.



E-account

From the home page, www.bwc.ohio.gov, log into your established e-account.

BWC's website - www.bwc.ohio.gov

Useful info is just a click away

The screenshot shows the 'My policy' page for an employer. The left sidebar contains a navigation menu with links like 'Accident/Injury Info', 'Billing', 'Claim Costs/Reserves', 'Claim Info', 'Claim Payment', 'Claim Reference Info', 'Communications profile', 'Custom Services', 'Payroll/Premium', 'Rates', 'Policy Management', 'Programs', 'Safety Services', 'Self-Insured', 'State-fund guide', 'Forms', and 'Section Map'. The main content area is titled 'OhioBWC - Employer - Service My policy' and includes sections for 'My policy', 'Company information', 'Account balance', 'Coverage status', 'Rating plan information', 'Claim history', and 'Program/Plan information'. The 'Company information' section shows policy number 1123456, Ohio Employer PO Box 123, Columbus Ohio 43215, and phone (614) 444-1234. The 'Account balance' section shows a total balance of \$0.00. The 'Coverage status' section shows the policy is ACTIVE. The 'Rating plan information' section shows the policy year 2015 EM 0.95 and rating plan EXP. The 'Claim history' section shows a table of claims with columns for Claim, Date of injury, and Claim status. The 'Program/Plan information' section shows no programs found.

My policy

Once you log in, the My Policy page will appear. Using the left-side menu, select Forms.

The screenshot shows the 'Employer Forms' page. The left sidebar is the same as the previous screenshot. The main content area is titled 'OhioBWC - Employer - Form: (BWC Forms) - Employer Forms Home'. It includes a section for 'Employer Forms' with a 'Details' link. Below this, there is a table of forms with columns for BWC #, Form Title, Description, View, Print, and Online Order. The forms listed are: 3004P Summary of Work-Related Injuries and Illness, AC-18 Labor Lease Transaction - Payroll, AC-19 Labor Lease Transaction - Claims, AC-2 Permanent Authorization, AC-3 Temporary Authorization to Review Information, AC-3-ES Temporary Authorization to Review Information (En Español), C-9-A Request for Additional Medical Documentation for C-9, and C-11 ADR Appeal to the MCO Medical Treatment/Service Decision.

Employers Forms

The Employer Forms page will appear. Select the AC-2 online form. This takes you to the AC-2 page to begin the process.

The screenshot shows the 'Permanent Authorization (AC-2)' form. The left sidebar is the same as the previous screenshots. The main content area is titled 'OhioBWC - Employer - Form: Application for Permanent Authorization' and 'Permanent Authorization (AC-2)'. It includes an 'Introduction' section explaining the purpose of the form and a 'Required information' section listing the following items: Policy number OR Federal tax ID/SSN, Authorized representative ID/Name, Authorized representative type, Name of person who completed hard copy AC-2, Title of person who completed hard copy AC-2, and Actual date of completed hard copy AC-2. There is also a 'Complete the forms' section with a link to 'Begin online form now'.

Complete the forms section

Under the Complete the forms section, select Begin online form now.

BWC's website - www.bwc.ohio.gov

Useful info is just a click away

The screenshot shows the Ohio Bureau of Workers' Compensation website. The left sidebar contains a navigation menu with links such as 'Accident/Injury Info', 'Billing', 'Claim Costs/Reserves', 'Claim Info', 'Claim Payment', 'Claim Reference Info', 'Communications profile', 'Custom Services', 'Payroll/Premium', 'Rates', 'Policy Management', 'Programs', 'Safety Services', 'Self Insured', 'State-fund guide', 'Forms', 'Section Map', and 'Log Off'. The main content area is titled 'Verify account' and contains a form for updating employer information. The form includes fields for 'Employer name', 'Doing business as name', 'Street address', 'City', 'State', 'Zip code', 'Phone Number', 'Fax Number', and 'E-mail address'. There are 'update' buttons at the bottom of each section.

Verify account

Verify account information and click next.

The screenshot shows the 'Authorized representation' page on the Ohio BWC website. The left sidebar is the same as the previous screenshot. The main content area is titled 'Authorized representation' and contains a form for searching for a representative. The form includes fields for '*Authorized representative ID', '*Authorized representative name', and '*Type of authorized representation'. There is a 'search' button and a 'print form' button at the bottom.

Authorized representation

Use this page to search for the representative and select the type of representation.

Click search to take you to another page to find the representative and make the selection. You will need either the representative ID number or the authorized representative's name. Once you make your selection, you will return to this page to select the type and click next.

The screenshot shows the 'Contact details' page on the Ohio BWC website. The left sidebar is the same as the previous screenshots. The main content area is titled 'Contact details' and contains a form for providing contact information. The form includes fields for 'Name of person with the employer who completed the hard-copy AC-2', '*First', '*Last', '*Title of the person who signed the AC-2', and '*Actual date when AC-2 was signed'. There is a 'print form' button at the bottom.

Contact details

Complete the contact information and click next. This must agree with the signed hard copy AC-2 that must be available upon BWC's request.

BWC's website - www.bwc.ohio.gov

Useful info is just a click away

The screenshot shows the Ohio Bureau of Workers' Compensation website. The header includes the Ohio logo, 'Bureau of Workers' Compensation', and 'Ohio.gov State Agencies | Online Services'. A navigation bar contains links: HOME, WORKERS, EMPLOYERS, SAFETY SERVICES, MEDICAL PROVIDERS, BWC LIBRARY, and CONTACT US. A left sidebar lists various services like 'Accident/Injury Info', 'Billing', 'Claim Costs/Reserves', etc. The main content area is titled 'Employer: OhioBWC - Employer - Form: (AC-2) - Verification'. It contains a 'Policy #' field and a 'Please review the information you've entered below to make sure it is all correct. If you need to make corrections, click on the subheading for the section in which you need to make changes.' section. Below this are fields for 'Employer information' (Employer name, DSA name, Street address, City, State, Zip code, Phone number, Fax number) and 'Authorized representation' (Authorized representative ID, Authorized representative name, Type of authorized representation). A 'Contact Details' section follows. At the bottom, there are 'submit' and 'print form' buttons.

Verify information

Verify all of the information is correct, and click submit.

The screenshot shows the Ohio Bureau of Workers' Compensation website. The header and navigation bar are the same as the previous screenshot. The left sidebar is also the same. The main content area is titled 'Employer: OhioBWC - Employer - Form: (AC-2) - E-Signature'. It contains a 'Policy #' field and a section titled 'Ohio Bureau of Workers' Compensation Electronic Signature'. This section includes a warning: 'You have entered a part of our Web site that asks you to provide an electronic signature before we can process your request. Please provide your electronic signature before we process your request. When you click I agree, you agree the information you provide is accurate and complete to the best of your knowledge. Any attempts to commit fraud against BWC may be subject to administrative penalties and/or criminal prosecution.' Below this is a text input field for 'Enter your initials' and two buttons: 'I agree' and 'I disagree'.

E-signature

You will see an e-signature page. Enter your initials, and select I agree.

The screenshot shows the Ohio Bureau of Workers' Compensation website. The header and navigation bar are the same as the previous screenshots. The left sidebar is also the same. The main content area is titled 'Employer: OhioBWC - Employer - Form: (AC-2) - Confirmation'. It contains a 'Policy #' field and a section titled 'Application for permanent authorization (AC-2)'. Below this, it shows the 'Date of Submission: 6/18/2015', 'Time of Submission: 8:34:35 AM', and 'Submitter's Name: Test Tester'.

Confirmation

The final page is your confirmation.