

Conducting E-business **a guide to ohiobwc.com**

Whether you're an employee, employer or medical provider, you can access information and request workers' compensation services online.



Bureau of Workers'
Compensation

Navigating ohiobwc.com

What's New at BWC

First-time visitors and repeat visitors should make What's New at BWC their first stop on BWC's Web site. It provides the latest BWC news from customer programs to the latest fraud bust. When BWC issues a news release, you'll see it first in this section.

E-account

To manage your workers' compensation policy or to track the progress of your claim online, you need to first create an e-account (user ID and password). Anyone who wants to access specific, personal claim or policy information, or request individual workers' compensation services, needs an e-account.

The screenshot shows the OhioBWC website homepage. The browser address bar displays 'http://www.ohiobwc.com/Default.aspx'. The page header includes the Ohio.gov logo and navigation links: Home, Injured Workers, Ohio Employers, Safety Services, Medical Providers, and BWC Library. The main content area is titled 'Welcome to the Ohio Bureau of Workers' Compensation' and is organized into four columns: Injured Workers, Ohio Employers, Safety Services, and Medical Providers. Each column contains a list of links: Injured Workers (File a claim, Claim documents, Business info), Ohio Employers (Part of a report, Apply for coverage, File a claim), Safety Services (Consulting services, Library services, Training services), and Medical Providers (File a claim, Claim documents, National provider ID). Below these columns are sections for E-account Log On, Live Support, and BWC Library. The E-account Log On section includes fields for User ID and Password, a Sign on button, and links for 'Create E-account', 'Problems Logging on?', and 'Lost password?'. The Live Support section states 'Online support available Monday thru Friday 7:30 a.m. - 5:30 p.m. Click here to get help.' The BWC Library section includes links for 'About BWC', 'BWC Board of Directors', and 'Resolving Info...MPAA'. At the bottom, there are links for 'FORGOT PASSWORD?', 'WORKERS' COMPENSATION UNIVERSITY', and 'BWC CERTIFICATE OF COVERAGE'.

BWC Library

Our Web site offers many ways to gather information. In the BWC Library, you can look up a workers' compensation term in the glossary, get answers to frequently asked questions on a specific topic, or download forms and publications.

File a claim

When a workplace accident occurs, anyone can file the claim online.

Pay premium

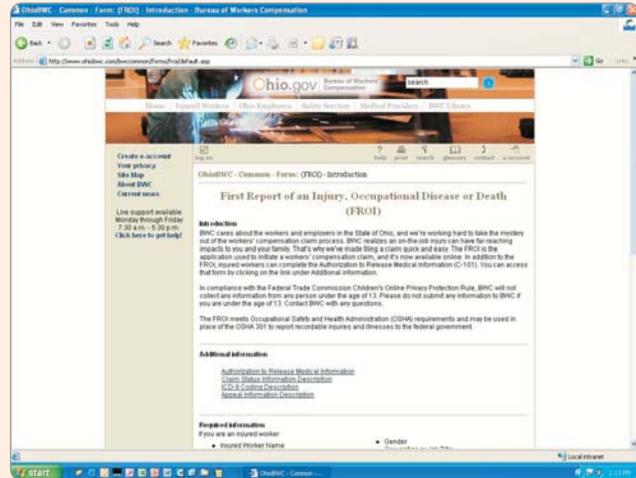
Employers can report their payroll, and then pay their premium either with an electronic withdrawal from a bank account or credit card.

Filing a claim

When a workplace accident occurs, anyone can file the claim online.

From the home page, click:

- File a claim;
- Complete FROI.



Creating an e-account

To manage your workers' compensation policy or to track the progress of your claim online, you need to first create an e-account (user ID and password). Anyone who wants to access specific, personal claim or policy information, or request individual workers' compensation services, needs an e-account.

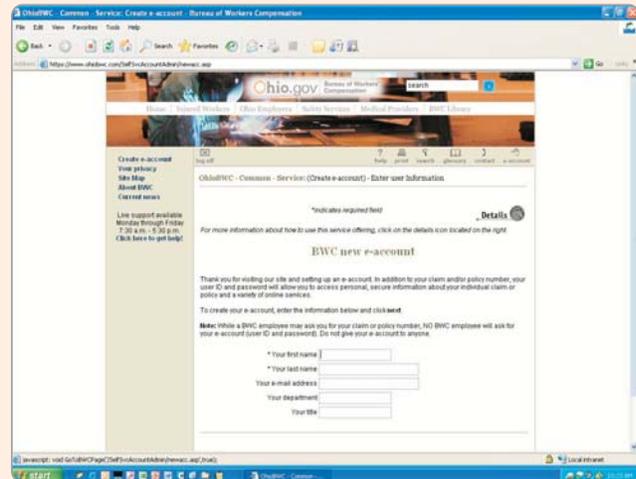
From the home page, click Create E-Account. Once you create your e-account, you can log on directly from the home page each time you visit the Web site.

To log on:

- o Enter your user ID and password;
- o Click Sign on.

With an e-account you can:

- o Report payroll and pay premiums;
- o Check the status of your claim;
- o Change your address;
- o Find out when you'll receive your next benefit check.



Payroll reporting

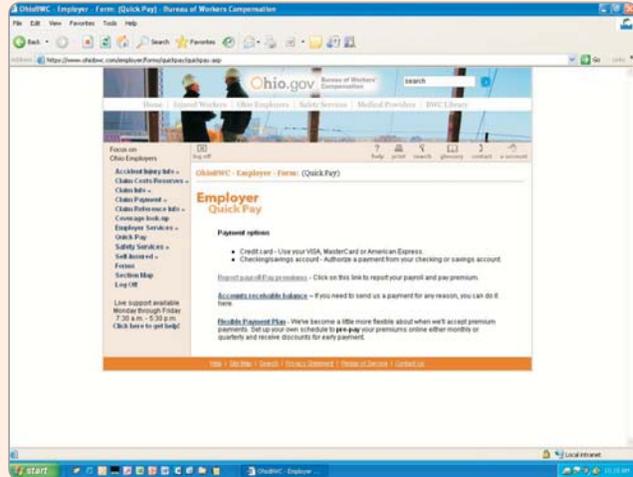
The preferred way for employers to submit their payroll reports and pay their workers' compensation premiums is online.

To report payroll and pay premium, sign on, and then click:

- Ohio Employers;
- Payroll reports.

To make a payment with your Visa®, MasterCard® or American Express®, click:

- Ohio Employers;
- Quick Pay.



Submitting a paid compensation report

Every March, self-insuring employers submit to BWC the *Report of Paid Compensation and Statistical Information (SI-40)*. This form captures compensation the employer has paid in the reporting year. BWC uses this report to calculate the self-insuring employer's semiannual assessment.

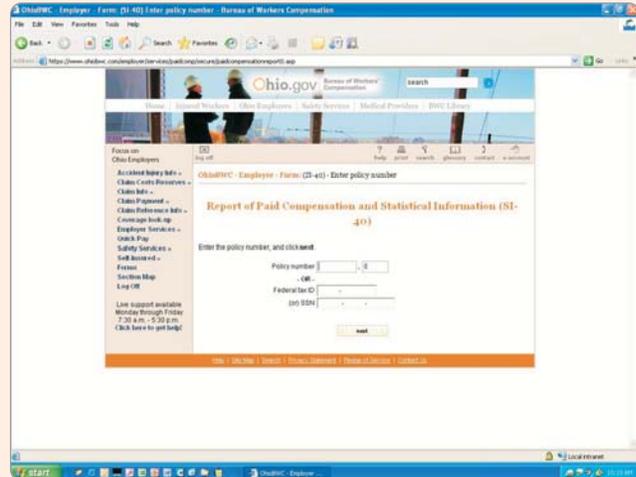
With an e-account (user ID and password), self-insuring employers can submit the SI-40 and review their assessment history.

To submit the SI-40, click:

- Ohio Employers;
- Self-Insured;
- Policy Information;
- Paid Compensation Report (SI-40).

To review your assessment history, click:

- Ohio Employers;
- Self-Insured;
- Policy Information;
- AR assessment history.

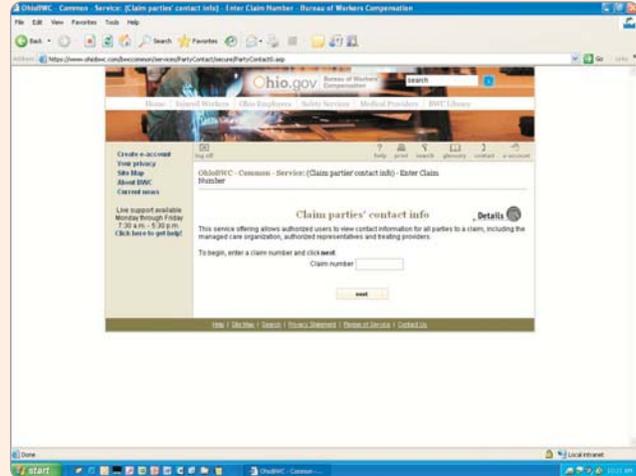


Contacting parties to a claim

Claims management is a team effort. So, it's important to stay in touch with all parties to a claim. Claim party contacts allows authorized users to look up contact information for all claim parties from the injured worker to the managed care organization. All you need is a claim number.

To look up contact information, click:

- Injured Workers, Ohio Employers, Medical Providers;
- Claim Info;
- Claim party contacts.



Looking for help?

Whether you're looking up information or requesting a service, **BWC's online help** will guide you through it. You can access online help from every Web page. **Simply click on the help link located in the upper, right-hand corner of each Web page.**

You also can speak with a customer service representative through **Live Support**. **The link, [Click here to get help!](#), is located in the left-hand corner of every Web page.** Representatives are available between 7:30 a.m. and 5:30 p.m., Monday through Friday.

So, don't simply conduct business with BWC. Conduct e-business with BWC. As you can see, it's quick, easy and convenient.

