



MINNESOTA

WORKERS' COMPENSATION
MODERNIZATION PROGRAM

Campus 101 for Organizations

Campus 101 for Organizations

Course Description

High level overview of Campus for External Organizations

Audience

- Organizations using Campus

Course Length

3 hours

Prerequisites

- None

Agenda

- 1** **Campus Overview & Benefits** *5 min*
- 2** **Getting Started with Campus** *60 min*
- 3** **Group Management** *20 min*
- 4** **Claim Access** *40 min*
- 5** **Claim Overview** *20 min*
- 6** **Electronic Service** *20 min*
- 7** **Requests for Information** *20 min*
- 8** **Elections** *20 min*

Campus Overview

Welcome to the Minnesota Workers' Compensation Campus!

The Workers' Compensation Campus (Claim Access and Management Platform User System), is your new hub for all workers' compensation claims and filings with the Minnesota Department of Labor & Industry.

Campus allows easy access for all parties to a workers' compensation claim. Quicker access to claim information online will ensure work injuries are reported and compensated in a streamlined process.

The screenshot displays the Minnesota Department of Labor and Industry's Workers' Compensation Campus interface. The top navigation bar includes the logo and a 'Submit a Filing' dropdown menu. The 'My Overview' dashboard features two main cards: '4 Open Claims' with a sub-note 'View details associated to your claims in the My Queue portal.' and '0 New Documents' with a sub-note 'Review documents in the Notifications panel to ensure accuracy.' A dropdown menu is open over the dashboard, listing actions: 'Access a Case or Claim', 'Initiate a Dispute', 'Open Appeal/Petition', 'Request for Guidance with an Unreported Injury', 'Respond to Request For Information', 'Submit Election To Exclude', and 'Trading Partner Profile Registration'. Below the dashboard is a detailed view for a claim titled 'Megan Johnson: Injury on 6/10/19'. The claim details include: Campus File Number 029919986, Employee Megan Johnson, Date of Injury 6/11/2019, Part of Body Injured 10: Multiple Head Injury, Employer The Brick Store, and Insurer Shield Insurance. The 'Claim Overview' section shows 'Claim Denied by Insurer' and 'Employee Deceased' (highlighted in green). A sidebar on the right contains a 'status' filter with options like 'Open/Not Contested' and 'Default Status Place...'. The bottom of the page shows a list of expandable sections: 'Claim Details', 'Key Dates', 'Injury Details', 'Accident Details', 'Employment Details', and 'Benefits and Payment Details'.

Campus will put the workers' compensation claim information you need at your fingertips



**Self-service
online access**
to claims, related
documents, events
and outcomes.



**Securely send e-
documents
to the parties to
the claim.**



**Securely send
and receive data
between DLI,
OAH and WCCA.**



**Minimize claim
errors
through data
accuracy
verification.**

Entities vs. Transactions

Entities

Entities are the **parties that exist** in the system to which transactions can be associated

- Injured Worker
- Employer
- Insurer
- Trading Partner
- TPA
- QRC Firm
- Health Care Provider
- State Agency
- Law Firm

Transactions

Transactions are the **“things” that will be worked on**

- Appeal/Petition to Vacate
- Claim
- Dispute
- Event
- Reimbursement
- Coverage Investigation
- Election
- Compliance Audit
- Compliance Case
- Penalty
- Rehab Case
- Settlement
- Case Service Funds
- Prepaid Cards
- Receivables
- Medical Policy Violation
- Outgoing Payment
- Payment/Adjustment
- Intervention Case
- Job Placement Case

Details Pages allow internal users to create, view, and edit new entities & transactions and allow external users to view and submit forms to entities & transactions

- Each Transaction and Entity has a Details Page
- Some transactions are viewable by external users

Example of a Details Page

The screenshot displays a web application interface for the Department of Labor and Industry. The page title is 'Fineley & Barge Insurance' with a status of 'ACTIVE'. The insurer ID is 'IR-90-1230-029'. The page includes a search bar for 'Transaction Number Search' and an 'Advanced Search' button. The main content area is divided into sections: 'Insurer Overview' and 'Insurer Status'. The 'Insurer Overview' section contains a grid of key-value pairs: Company Name (Finley & Barge Insurance), NAIC (72312309), Assessment (Assessed/Actively Licensed), SWIFT Customer Number (029374920384029098), FEIN (93838290430), NCCI (398273), Insurer Prompt Action (Yes), and SWIFT Sequence Number (9829209). The 'Insurer Status' section shows 'Start Date' (01/05/2017) and 'Bankrupt' (No). Below these sections is a navigation bar with tabs for 'Related Transactions', 'Documents', 'Contacts', 'Relationships', 'Addresses', 'Notes', 'Transaction History', 'Report History', and 'Audit'. The 'Related Transactions' tab is active, showing a table with columns for Name, WC ID, Phone Number, Email, Address, and Status. The table contains one entry for 'David Brown' with contact information and an 'Active' status. There are also buttons for '+ Add Party' and 'Contact Parties'.

Name	WC ID	Phone Number	Email	Address	Status
David Brown	WC-456-87-9087	(518) 321-4567	dbrown@gmail.com	123 4th Street Troy, NY 12180	Active

Common Elements of Entity Details Pages

ENTITY NAME | ENTITY ID

Entity Details

Entity Supporting Information

Addresses/Locations	Documents
Contacts	
Related Claims	

Group Supporting Information

Users	User Invites
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- All entities will receive a system-generated unique identifier
 - Format of XX-##-###-### with the prefix dependent on the type of Entity or Transaction
- Entity Names are captured as Legal Name and DBA Name, and name changes are shown in the History Tab
- Related Claims display all the claims where that entity is referenced as a party

Agenda

- 1 Campus Overview & Benefits *5 min*
- 2 **Getting Started with Campus** *60 min*
- 3 Group Management *20 min*
- 4 Claim Access *40 min*
- 5 Claim Overview *20 min*
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- 7 Requests for Information *20 min*
- 8 Elections *20 min*



Getting Started with Campus |

Before we get started...

You'll notice that screenshots in this deck are annotated with red numbers and text...

- These are from the **User Manuals** which are available to you outside of this training.
- After this course, we'll provide these Manuals, which are your step-by-step guides to completing the actions in this presentation



Getting Started with Campus |

Registering in Campus

As a new user to Campus, you will need to register your account to access the system.

Registration

Login

Reset Password

1. Go to the **Campus** website:
<https://b42tawappsvc002.doli.state.mn.us/user/login>.
2. Select **Sign Up**.
3. Complete fields marked with an * in the **About Me** and **Contact** sections.
4. Enter a valid email address and create password.
5. Click the required boxes.
6. Click Sign Up to register your Campus account.

**A verification email will be sent to the email address that was used to sign up. You will need to access the email and confirm prior to logging into Campus.*

m DEPARTMENT OF LABOR AND INDUSTRY
WORK COMP CAMPUS

Sign In

Email *

Email

Email is required

Password *

Password is required

Forgot password?

Login Sign Up

Please read our [Terms of Service & Privacy Policy](#) to get more information about our system.

Register for Work Comp Campus

About Me

I am Registering as a *

First Name * Middle Name Last Name * Suffix

Date of Birth

Contact Information

Phone Type * Phone Country * United States (+1) Phone Number * Extension

Address 1 * Address 2

Postal Code * City * County * State Province *

My Account

Email Address * Confirm Email Address *

Email Address Confirm Email Address

Confirm Email Address is required

Password * Confirm Password *

Password is required

Password Requirements

- × Must be at least 8 characters long
- × Must include an uppercase letter
- × Must include one number
- × Must include one special character

I have read and accept the [Terms of Service & Privacy Policy](#)

I have read and accept the [Access Requirements](#)

I agree to accept legal service, including notifications and documents, electronically via CAMPUS

I'm not a robot

reCAPTCHA

Sign Up Cancel



Getting Started with Campus |

Logging into Campus

If your account is already registered in Campus, follow the steps to log in.

Registration

Login

Reset Password

1. Enter the registered email and password.
2. Click **Login**.
3. Click **I Agree**.

mn DEPARTMENT OF LABOR AND INDUSTRY
WORK COMP CAMPUS

Sign In

Email *
DLITestExt1+TP90@gmail.com

Password *
.....

Forgot password?

Please read our [Terms of Service & Privacy Policy](#) to get more information about our system.

Access Requirements Acknowledgement

By using this system, you affirm that:

- You are accessing a restricted government information system.
- System usage may be monitored, recorded, and subject to audit.
- You consent to such monitoring and recording.
- Unauthorized use of the system is prohibited and may be subject to criminal and/or civil penalties.



Getting Started with Campus |

Campus User Profile

You can easily edit required information in Campus via the **Your Profile** page.

Registration

Login

Reset Password

1. Click **Forgot Password**.
2. Enter your email address.
3. Click the **reCAPTCHA** box.
4. Click **Submit** to continue.

**The email address that you entered will then be sent an email with directions on how to create a new password. Campus passwords expire every 90 days and you will be prompted to reset at login.*

m1 DEPARTMENT OF LABOR AND INDUSTRY
WORK COMP CAMPUS

Sign In

Email *
DLITestExt1+general15@gmail.com

Password *
.....

Forgot password? 1

Login Sign Up

m1 DEPARTMENT OF LABOR AND INDUSTRY
WORK COMP CAMPUS

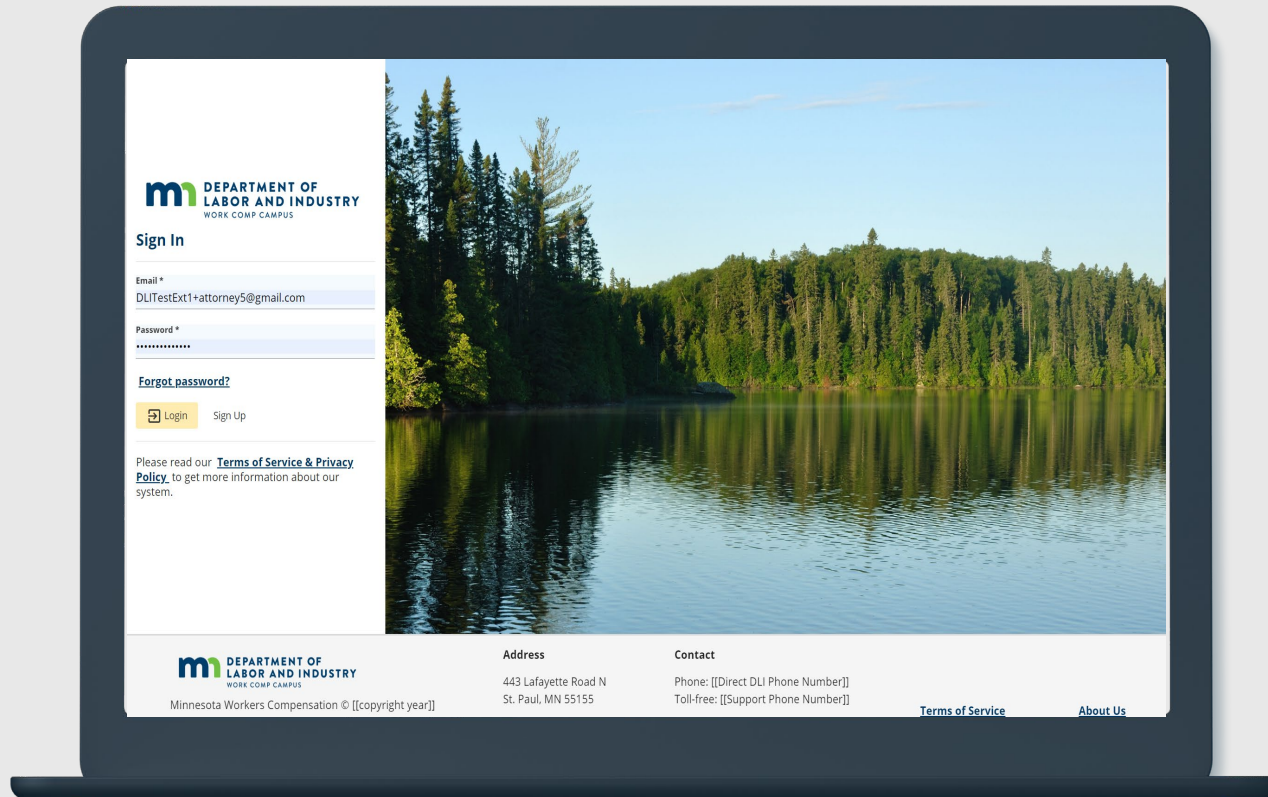
Please enter the email associated with your account

Email *
DLITestExt1+general15@gmail.com 2

I'm not a robot 3 reCAPTCHA
Privacy • Terms

Submit 4 Cancel

Demo



In this demo, you will see how to...

- Sign up for Campus
- Log in to Campus
- Navigate to and Edit a user profile



Getting Started with Campus |

Campus Dashboard

The **Dashboard** is the starting point for users to be able to navigate and perform all necessary job functions.

The Campus Dashboard is where you can see:

- All related claims, upcoming events, and documents
- Queues, which will organize all work to be completed
- Notifications, which provide updates on claims and cases in progress

****When in doubt, navigate to the Dashboard-- what you need next may be there. Click on the MN Logo from anywhere to go to the Dashboard.***

The screenshot shows the Campus Dashboard interface with several callout boxes:

- Click on the Logo image at any time to return to the Dashboard (Home Page).** (Points to the MN logo)
- The Submit a Filing drop-down contains a list of common tasks that you can click on depending on the specific action you wish to take.** (Points to the 'Submit a Filing' button)
- Your User Name is listed here along with a drop-down menu with the following options: Edit Profile, My Groups and Log Out.** (Points to the user profile 'Darth Vader')
- The bell icon indicates how many Notifications you have.** (Points to the notification bell icon)
- Notifications can also be found here in list form.** (Points to the 'Notifications' panel)
- The My Overview section contains a high-level count regarding Open Claims, Upcoming Events and New Documents.** (Points to the 'My Overview' section)
- The My Queues area includes common tabs for Claims, Disputes, Forms, and Appeals along with the associated details.** (Points to the 'My Queues' section)
- My Events is a calendar view of events that have been scheduled.** (Points to the 'My Events' calendar)

The dashboard includes a 'My Overview' section with three cards: '1 Open Claims', '0 Upcoming Events', and '0 New Documents'. Below this is a 'My Queues' section with tabs for 'My Claims', 'My Disputes', and 'My Forms'. A table shows a claim with the following details:

Campus File Number	Employee	Employer	Claim Admin	Date of Injury	Status
CL-0000000000	G	M		4/21/2020	Open/Not Contested

At the bottom, there is a 'My Events' calendar for May 2020.



Getting Started with Campus |

Forms Queue

Available at all times on the Dashboard, the Forms Queue will show all forms that you have submitted related to any of the Claims or Cases you have access to. Hardcopy forms are no longer required in relation to a Workers Comp Claim, as you can submit and see the status in Campus.

The Forms Queue is always on the Dashboard, and it will:

- Show all forms submitted to which you have access
- Show relationships between the form filed and the case to which it was filed
- Show status of any filed form
- Provide access to download copies

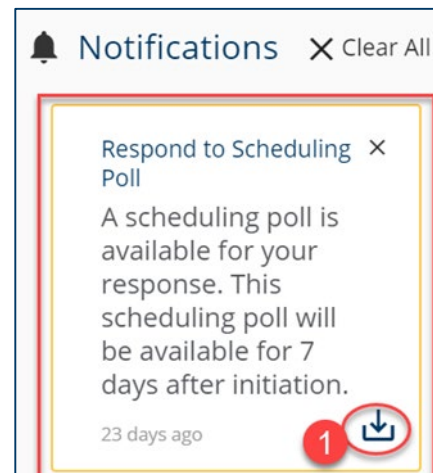
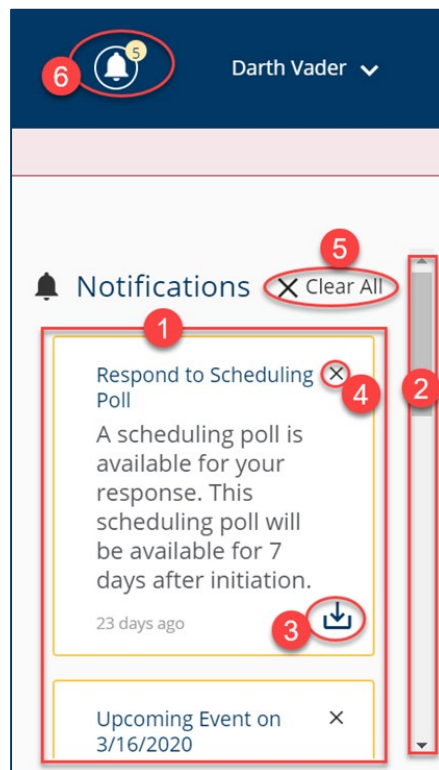
Form Type	Associated To	Associated ID	Last Updated	Status	Confirmation ...
Access Case Or C	4/14/2020	Submitted	1699
Motion to Inter	4/2/2020	Submitted	1557
Claim Access Au	4/2/2020	Submitted	1528
Annual Claim fo	4/1/2020	Submitted	1493
Injury Report	3/29/2020	Submitted	1405
Submit Election t	2/25/2020	Submitted	710
Request For Assis	2/24/2020	Submitted	618
Request For Assis	2/21/2020	Submitted	413



Getting Started with Campus |

Viewing Notifications

Notifications are system generated messages that can either be specific to tasks that need to be completed or simply an informational message.



Notifications are always available on your screen, next to your profile.

You'll get a notification automatically when something happens to a case or claim you're on, like:

- An event is scheduled or upcoming
- A form has been approved
- A scheduling poll has been sent out
- A document is uploaded. In some cases you can download a document right from the notification!

Demo

The screenshot shows a user interface for the Department of Labor and Industry. At the top, there is a navigation bar with the logo, a 'Submit a Filing' button, and a user profile for 'Johnnie Cochran'. The main content area is titled 'My Overview' and features three large cards: '1 Open Claims', '0 Upcoming Events', and '0 New Documents'. To the right, there is a 'Notifications' section with the text 'No notifications.'. Below the overview cards, there is a 'My Queues' section with tabs for 'My Claims', 'My Disputes', 'My Forms', 'My Rehab Cases', 'My Appeals', and 'My SCF Assessment Reports'. The 'My Claims' tab is active, showing a table with one row of data. To the right of the table is a 'My Events' calendar for July 2020.

Campus File Numb...	Employee	Employer	Claim Admin	Date of Injury	Status
CL-06-9888-186	Peter Parker	Sando's Care Corpor...		6/18/2020	Open



In this demo, you will see how to...

- Explore the Dashboard
- View Notification Menu
- Submit a Filing



Getting Started with Campus |

Groups In Campus

View Group Information

- The **My Groups** screen lists the group that you are associated with.
- Each group that you are associated with shows the **Permissions, Group Admins, and Date Joined.**

Manage Group Information

The screenshot displays the 'My Groups' interface. At the top right, a user profile dropdown for 'Darth Vader' is visible, with a red circle '1' around it. Below it, a menu item 'My Groups' is highlighted with a red circle '2'. The main content area shows three group cards. Each card has a red box '3' around its title and member count. The first card, 'Employer' (7 Members), has a table with columns 'My Permissions', 'Group Admins', and 'Date Joined', with a red box '4' around the 'Date Joined' header. The table lists 'Darth Vader (DLITestExt1+general15@gmail.com)' as the Group Administrator, joined on 4/14/2020. The second card, 'Wilson's Wands' (5 Members), shows 'Minnie Apples (DLITestExt1+general@gmail.com)' as the Group Administrator, joined on 2/24/2020. The third card also shows 'Darth Vader (DLITestExt1+general15@gmail.com)' as a Group Administrator.



Getting Started with Campus |

Groups In Campus

View Group Information

- Groups in Campus allow for users to be associated to claims and cases that they need to access.
- Access to claims and cases will be granted to the Group, and then your membership to that Group will allow you to manage the information as needed.
- If you need to delete a member in this Group, click the **Remove Member** icon.

Manage Group Information

My Groups

Employer: [Redacted]

7 Members

My Permissions: Group Administrator, Service of Process Designee, Designated Contact for Information Requests from DLI

Group Admins: Darth Vader (DLITestExt1+general15@gmail.com)

Date Joined: 4/14/2020

Group Management

Active Members | Open Invitations

Name	Email	User Type	Date Joined
Darth Vader	DLITestExt1+general15@gmail...	General	4/14/2020

Showing (1-1) of 1 | Items per page 10

Darth Vader, General

Permissions: Group Administrator, Service of Process Designee, Designated Contact for Information Requests from DLI

Relationships: No relationships assigned



Getting Started with Campus |

Groups In Campus

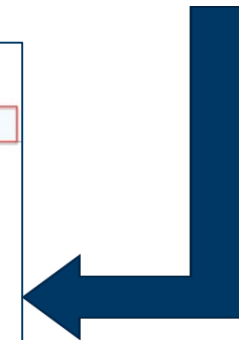
Groups in Campus allow for users to be associated to claims and cases that they need to access. Access to claims and cases will be granted to the Group, and then your membership to that Group will allow you to view the information as needed.



- Click the **Add Member** button to enter a valid Email Address for the new member.
- Permissions are assigned by clicking on the + icons.
- Permissions can be viewed in the **Selected Items** column.
- Click the **Add** button as needed to save the information.



Name	Email	User Type	Date Joined
Darth Vader	DLItestExt1+general15@gmail...	General	4/14/2020





Getting Started with Campus |

Groups In Campus

Adding Member(s) to a Group

Leave a Group

- Select **Leave Group** and click **Yes, Leave Group** to confirm or **Cancel** to exit without leaving that group.

Employer
3 Members

My Permissions
Group Administrator
Service of Process Designee

Group Admins
Darth Vader (DLITestExt1+general15@gmail.com)
Iman Attorney (dlitext1+attorney@gmail.com)

Date Joined
2/19/2020

1

View Group
Manage Group
Manage Case/Claim Access
2 Leave Group



Are you sure you want to leave this Group?

Leaving the Group will 3 move your access to the Group's activity in Campus.

Yes, Leave Group Cancel

Agenda

- 1 Campus Overview & Benefits *5 min*
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Group Management |

Group Administration

Group Administration

Viewing/ Editing Entity Details

- Group Administration tasks such as adding members, changing permissions, updating addresses, etc. can only be performed as a Group Administrator within Campus.
- To access, at the top right of your **User Dashboard**, click the drop-down arrow to display the menu.
- The **My Groups** screen lists the groups that you are associated with.
- Please note that only Group Administrators can manage groups.





Group Management |

Group Administration

Group Administration

Viewing/ Editing Entity Details

- The **Group Management** page appears displays all Active Members.
- The **Open Invitations** tab will show any pending Members.
- Click the **+Add Member** button to add additional Members.
- Click the **Edit** icon to change Permissions and Relationships
- The **Edit Location** icon can be used to update the business address that the Member is associated to.
- Click on the **Remove Member** icon to remove the selected Member from the Group.

Dashboard > My Groups > Group Management

Submit a Filing

Andy Clark

Group Management

+ Add Member

Active Members Open Invitations

Name	Email	User Type	Date Joined
Andy Clark	DLITestExt1+QRC90@gmail.com	Qualified Rehab Consultant (QRC)	4/30/2020

Showing (1-1) of 1

Items per page 10

Andy Clark, Qualified Rehab Consultant (QRC)

8 Edit Location 9 Remove Member

7 Edit

Permissions

- Group Administrator
- Service of Process Designee
- Designated Contact for Information Requests from DLI
- Designated Contact for Penalties
- Profile Management Designee
- Claim Access Administrator

Relationships

No relationships assigned



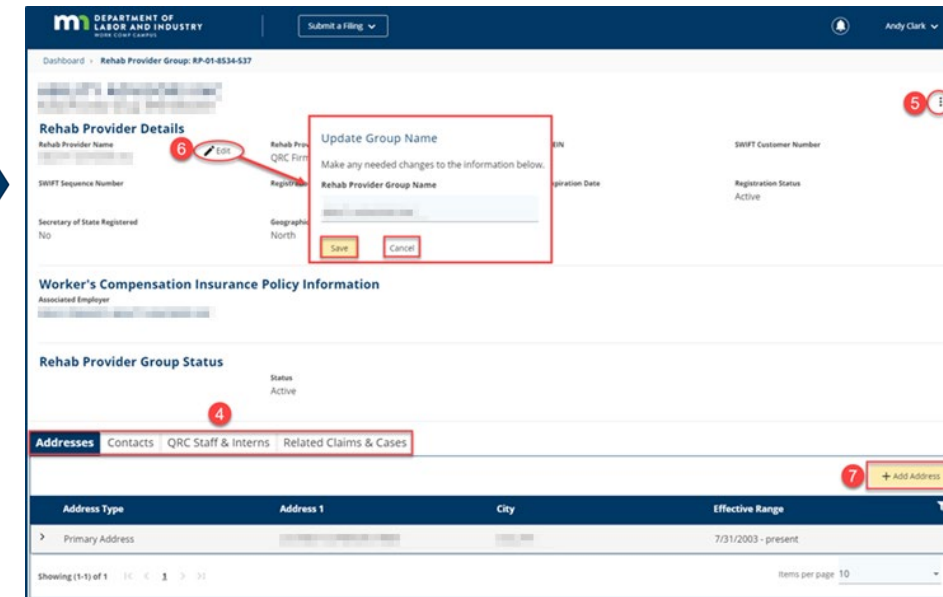
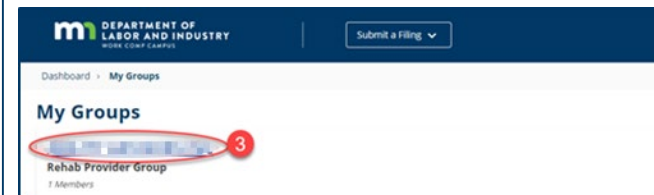
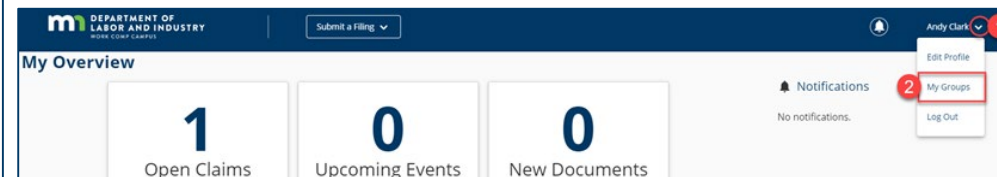
Group Management |

Viewing/ Editing Entity Details

Group Administration

Viewing/ Editing Entity Details

- All Entities (except for Employees and Employers) can view/edit Entity details.
- To access, at the top right of your **User Dashboard**, click the drop-down arrow to display the menu.
- The **My Groups** lists the groups that you are associated with. Click on the hyperlink for the entity that you wish to view/edit.
- The **+Add Address** button adds additional addresses for the entity.
- A Group Administrator or a Profile Management Designee can only perform these functions.





Viewing/ Editing Entity Details

Group Administration

Viewing/ Editing Entity Details

- Information marked with an asterisk (*) is required to continue.
- Click **Save** to submit the new address request or **Close** to exit without saving.
- Any edits made to the entity name or address information will be submitted to DLI and require approval prior to saving to the entity.

Add Address

Address Type *

Address 1 *
Address 1

Address 2
Address 2

Outside US

Postal Code * Postal Code **City *** City **County** County

State Province State Province **Country** United States

Save **Close**

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Requesting and Redeeming a Unique Access Code

Requesting and Redeeming a Unique Access Code

Claim Access Authorization Webform

Exporting Documents to Zip File

- To gain Access to a Claim as an Employee (Injured Worker) or a representative of an Employer, you will first need to generate a unique Claim Access Code.
- A code will be sent via Email. After receiving the Code, log back on and navigate back to the same webform.
- If successful, you will see a confirmation message and receive a confirmation email. You should now be able to access the Claim on your Dashboard (home page) under the **Claims** tab.

Request or Redeem an Access Code

Who are you?*

If you are the employee named on a claim, or a representative of an employer named on a claim, the Minnesota Department of Labor and Industry needs to verify your identity with a custom, one-time-use code. Once you redeem this code, you will have access to all of your work comp claims. To request or redeem a code, first select the option below that applies to you.

I am the employee named on a claim I am a representative of an employer named on a claim

Are you requesting or redeeming an access code?*

I have a code I need a code

Confirm your social security number or department-provided PIN, date of birth and zip code below. The zip code should be that which your employer has on file for you. If you need assistance, contact the Minnesota Workers' Compensation Hotline at [Support Phone Number] or email us at [Support Email Address].

Social Security Number Edit	Department-provided PIN 123-45-6789
Date of Birth * 1/1/2000 (mm/dd/yyyy)	Preferred Zip Code * 12345

Confirm

Attestation

By checking this box, I confirm that the information on this form is true, accurate, and complete to the best of my knowledge.

Submit Form Cancel



Claim Access Authorization Webform

Requesting and Redeeming a Unique Access Code

Claim Access Authorization Webform

Exporting documents to Zip File

- Users who are not parties to the Claim (ex. Spouse of injured worker, QRCs, representative of Employee's Estate, etc.) must submit the Claim Access Authorization webform to DLI.
- DLI will then review the submission and determine whether Claim access will be granted.

Dashboard - Claim Access Authorization

Claim Access Authorization

1 Identification 2 Locate a Claim 3 Submit Authorization

Claim Information

This form authorizes Tom Bombadil to access all parts of the Minnesota workers' compensation claim file maintained by the Department of Labor and Industry (DLI) for the employee and claim record you have identified. Upon submission of this webform, DLI will review your authorization request and notify you with the result.

- Following receipt of this properly completed authorization, DLI will review the request and may grant access to the online workers' compensation claim file that would not otherwise be accessible to the public.
- Once access to this information is granted, DLI does not control how it is used or further distributed by the recipient.
- A copy of this authorization may be used in the same manner and with the same effect as the original documents.
- This authorization is valid for six months from the date signed, or until this consent is withdrawn by notifying DLI in writing at the following address: Department of Labor and Industry Workers' Compensation File Review PO Box 64226 St. Paul, MN 55164-0226

Authorizing Individual Information

I am authorized to sign this form because I am the:

- Parent of a minor or incapacitated employee (attach proof of relation)
- Guardian of a minor or incapacitated employee (attach a court order documenting guardianship)
- Dependent of a deceased employee (attach proof of dependency)
- Representative of the employee's estate (attach a court order)



Claim Access Authorization Webform

Requesting and Redeeming a Unique Access Code

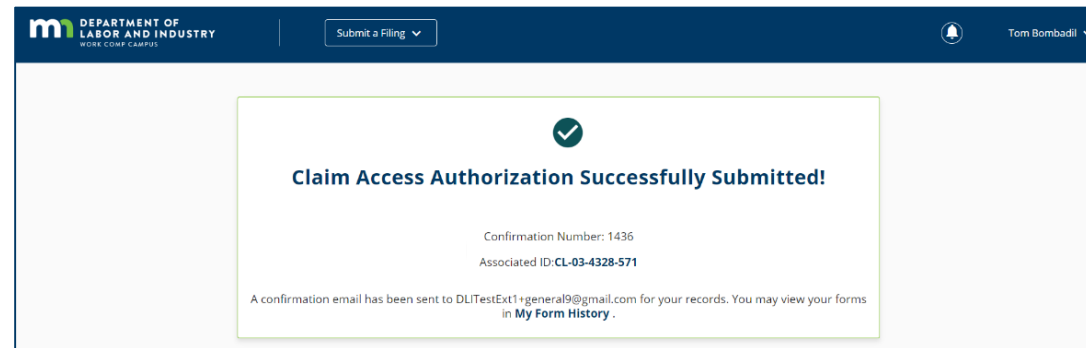
Claim Access Authorization Webform

Exporting documents to Zip File

- Upon submission you will see a confirmation screen showing a Confirmation Number and the Associated ID. You will also receive a confirmation email.
- A DLI representative will then review your submission, and either accept or reject.
 - If **Approved** – you will receive an email to the account on file informing you of access approval and you will now see the Claim displayed on your **My Claims** tab.
 - If **Denied** – you will receive an email to the account on file informing you of the access denial and providing you with the Campus support hotline information.

****Access will be granted for a 6-month period beginning on the approval date. Once your access expires, you will receive an automated email informing you of your access removal.***

*****If at any point during a Claim's lifetime your access is removed, you will receive an email indicating your removal.***





Exporting Documents to a Zip File

Requesting and Redeeming a Unique Access Code → Claim Access Authorization Webform → **Exporting Documents to Zip File**

- Documents relating to a Claim or other Case in Campus can be downloaded as a Zip file that will contain all of the files together.
- You will receive an email with a link to download the zip file
- When enacted, the Zip file will begin downloading to your browser.

Document ID	Document Type	Created By - Party	Created By - User	Created On
> DD-03-4328-605	Notice of Representation (2 Attachment s)		Iman Attorney	5/1/2020 4:41 pm
> DD-03-4328-574	Claim Access Authorization (1 Attachment)		Tom Bombadi	5/1/2020 2:11 pm

Download Documents

Select the documents to be downloaded.

The selected documents and their original attachments associated with this transaction will be processed. You will receive an email when your zip file is ready for download. This process can take a few minutes.

All Select Subset of Documents Include Claim Summary Report

Document Category

Dashboard - Document Export for CL-03-4328-571

Document Export
Claim: CL-03-4328-571

Click the button below to download the document you requested from Claim: CL-03-4328-571. If you have previously downloaded the document you will be unable to do so again and must request the document export again.

mn DEPARTMENT OF LABOR AND INDUSTRY
WORK COMP CAMPUS

Iman -

Your document has been exported and is ready for download. Follow the following link to retrieve your documents: [Download Documents](#)

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Claim Overview |

Claim Details Page

The Claim Details page provides additional details about a Claim such as **Key Dates**, **Injury**, **Accident**, **Employment**, **Benefits**, and **Payment**. You can navigate to any of the sections by clicking on the main headers to expand the information.

The screenshot displays the 'Claim Details' page for claim CL-00-2157-418. The page is divided into several sections:

- Claim Overview:** Shows the claim status as 'Injury on 4/21/20'. It includes buttons for 'Open/Close Cases' and 'Assignee: Owner:'. There are also buttons for 'Submit Filing' and 'Submit eBOS eSROI / Webform'.
- Claim Details:** A table of key information:

Campus File Number	Employee	Date of Injury	Part of Body Injured
Employer	Insurer	Claim Administrator	Claim Administrator Claim Number
- Claim Narrative:** A section for the claim narrative.
- Managed Care Provider:** A section for the managed care provider.
- Key Dates:** A section for key dates.
- Injury Details:** A section for injury details.
- Accident Details:** A section for accident details.
- Employment Details:** A section for employment details.
- Benefits and Payment Details:** A section for benefits and payment details.

Red boxes and circles highlight the 'Claim Details' section and the navigation links at the bottom. A red arrow points to the navigation links with the text: 'Click on each Title to expand the detail for that section'.



Claim Overview |

Parties

Parties

Submitting to a Claim

Uploading Documents to a Claim

- The **Parties** tab shows individuals and entities related to the claim.
- On the bottom of the **Claim Details page**, you can find the **Parties** tab on the far right.
- The only external users with access to the claim are the users listed as Parties to the claim.
- Click on **Email All Parties** to send an email to the parties listed or **Cancel** to exit without sending.

ID	Address	Service Method				
EE-01-2402-012		Other				
Name	Title	Email	Phone Number	Address	Default Service Method	Status
Darth Vader	Administrator	DU7estExt1+general15@gmail.com	5555555555		Mail	Withdrawn on 5/31/2020



Contact Parties

Employee
Administrator
Darth Vader
DLITestExt1+general15@gmail.com
(555) 555-5555

Employer
No contact information available

Insurer
No contact information available

Claim Admin
No contact information available

Cancel **Email All Parties**



Submitting to a Claim

Parties

Submitting to a Claim

Demo

- There are 2 ways a user can submit a transaction to an existing claim in Campus:
 1. Via Electronic Data Interchange (EDI).
 2. The other method is by eFORM submission. If the external user has the correct roles they will be able to click the **Submit eFROI eSROI / Webform** button.
- Depending on the selections, you will be directed to a webform to fill out the remaining information needed to continue.

The screenshot displays the 'Claim Overview' page for a claim with ID CL-03-4328-393. The claim type is 'Payment ETL' and the date of injury is 4/1/2020. The employee is 'Payment ETL' and the part of the body injured is '35: Hand'. The claim status is 'Suspended'. A modal window titled 'eFORM Submission' is open, showing the following options:

- What would you like to do?
Submit to Existing Claim
- My Claims
CL-03-4328-393 - Payment ETL
- Next Action
CA - Change in Benefit Amount

At the bottom of the modal, there are 'Next' and 'Cancel' buttons. Red callouts are placed on the interface: 1 points to the '+ Submit eFROI eSROI / Webform' button in the top right; 2 points to the 'Submit to Existing Claim' option in the modal; 3 points to the 'Next' button in the modal.

Demo

The screenshot shows a web application interface for "Group Case and Claim Access Management" under the "DEPARTMENT OF LABOR AND INDUSTRY" logo. The user is logged in as "Johnnie Cochran". The page title is "Group Case and Claim Access Management" and the breadcrumb is "Dashboard > Insurer/Self-insurer: IR-02-3836-648 > Group Case and Claim Access Management".

Below the title, there is a section titled "Group Case and Claim Access Management" with a sub-header "NORGUARD INSURANCE CO". There are two tabs: "Claims" (selected) and "Cases". A "Bulk Edit" button is visible in the top right of the claims table.

Claim Name	Claim Admin Claim #	Campus File Number	Group Role	Status
<input type="checkbox"/> Luke Danes: Injury on 06/15/2020		CL-05-9191-330	Insurer	Default Status Placeholder
<input checked="" type="checkbox"/> Peter Parker: Injury on 06/18/2020	MAWC051478002	CL-06-9888-186	Insurer	Open

Showing (1-2) of 2 | Items per page: 10

Peter Parker: Injury on 06/18/2020
Claim : CL-06-9888-186

Members with Access* | Edit

- Johnnie Cochran

Cases on this Claim*

Name	Type	Campus Number	Group Role
Reh File Explorer Parker	Rehab Case	RC-07-1508-353	Insurer



In this demo, you will see how to...

- Perform a Bulk Edit to a Claim
- Remove member access to a Claim
- Upload a document to a Claim

Agenda

- 1 Campus Overview & Benefits *5 min*
- 2 Getting Started with Campus *60 min*
- 3 Group Management *20 min*
- 4 Claim Access *40 min*
- 5 Claim Overview *20 min*
- 6 **Electronic Service** *20 min*
- 7 Requests for Information *20 min*
- 8 Elections *20 min*



Electronic Service |

Filing a Form with an Affidavit of Service

Filing a Form with an Affidavit of Service

Serving Documents

Receiving Service Emails

- The external user submitting a Motion to Intervene on a Dispute must require legal service.
- After selecting the applicable **Dispute ID** hyperlink, you will be taken to the Dispute Details page.
- Select **Motion to Intervene** from the drop-down menu and **Save**. This will take you to the webform, where you will go through the steps of filing the motion.
- In filling out the Intervention details, anything with an asterisk (*) is required.
- Add any Supporting Attachments by clicking the **+Upload Document** button to continue.

Dispute ID	Dispute Type	Petitioner	Employee	Date of Injury	Status
DS-03-5028-391	Medical	Shawn Spencer	Shawn Spencer: EE...	05/04/2020	Pending Review
DS-03-5028-395	Rehabilitation	Shawn Spencer	Shawn Spencer: EE...	05/04/2020	Pending Review

Submit a Filing

Please indicate the type of filing you wish to make.

Filing Name
Motion to Intervene

Save Back

Motion to Intervene

Locate a Dispute Intervenor Details Intervention Details Serve Parties

Complete the following information related to the organization filing this Motion to Intervene. Intervenor provides services or pay benefits to or on behalf of the employee and have a statutory right to intervene under Minnesota Statutes § 176.361.

Which organization do you represent?

Organization *

My organization is not listed

Next Back Cancel Save as Draft

The applicant is filing this Motion to Intervene in the following disputes: DS-03-5028-391

Medical Request Date *
5/28/2020

The applicant, APPLICANT, has provided services or paid benefits to or on behalf of the employee and has a statutory right to intervene under Minnesota Statutes § 176.361. Attached to this Motion to Intervene is an exhibit(s) itemizing the charges for services provided or payments made to or on behalf of the employee by the applicant for the dates below.

Total Claim Amount to Date * Start Date * End Date *

Upon request of a party or to present evidence of the intervention claim at hearing, the applicant acknowledges it will provide additional documentation, records and reports as required by law.

Acknowledge Intervention
A determination in this case may affect the ability of the applicant to obtain payment from any source for the services provided or payments made to or on behalf of the employee as itemized in the attached exhibit(s).

The applicant's representative, who has authority to settle on behalf of the applicant can be contacted using the information below.

First Name * Spencer Last Name * Wilson Title *
Phone * (703) 481-9944 Email * minvikies@gmail.com

Therefore, the applicant requests it be allowed to intervene as a party in the above-captioned proceeding and that payment for services provided or benefits paid be made, plus appropriate statutory interest.

Supporting Attachments

+ Upload Document

File Name	File Type	Description	Remove
-----------	-----------	-------------	--------

Next Back Cancel Save as Draft



Serving Documents

Serving documents allows you to serve the intervention to select parties on the dispute.

Filing a Form with an Affidavit of Service

Serving Documents

Receiving Service Emails

- In the Serve Parties step, all parties on the dispute will be displayed. The user can click the checkbox in the **Serve Party** column to select who gets served.
- Each party will set their own preferred **Service Method**, which is how the motion will be served.
- You can also manually add service recipients by clicking on the **+Add Service Recipient** button.

Serve Party	Name	Role	Address	Service Method	Service Date
<input checked="" type="checkbox"/>	Shawn Spencer	Employee	123 Main Street Lone Tree, CO 80124	US Mail	Choose a date * 6/2/2020



Serving Documents

Serving documents allows you to serve the intervention to select parties on the dispute.

Filing a Form with an Affidavit of Service

Serving Documents

Receiving Service Emails

- In filling out the information, anything with an asterisk (*) is required.
- All boxes must be checked to declare and confirm, and your Electronic Signature must be entered exactly as it is in your Campus profile.
- Once the filing is submitted, you can find a record of it by going to the **My Forms** queue on the dashboard and clicking on the hyperlink under **Form Type**.

Add Service Recipient

Complete the fields below to add a service recipient. This recipient must be served via mail. Adding a recipient during this step will not add them as a party to the Case or Claim.

Name *

Role *

Address 1 *
Address 1

Address 2 *
Address 2

Outside US

Postal Code * City * Country

State Province Country
United States

Save Cancel

Declaration

I declare under penalty of perjury that everything that I have stated in this document is true and correct. Minn. Stat. § 358.116

Electronic Signature

Please type your first and last name as they appear on your CAMPUS profile. By signing and dating this form, I certify copies of this form and attachments are being sent to the employee, insurer, any attorney(s), the Department of Labor and Industry and, if required, to the department's Vocational Rehabilitation unit (VRU).

Full Name of Signatory *
Spencer Wilson

I understand that by checking this box, I am legally signing this electronic form and I confirm that the information on this form is true, accurate, and complete to the best of my knowledge.

Submit Form Back Cancel Preview Document

My Queues

My Claims My Disputes My Forms

Form Type	Associated To	Associated ID	Last Updated	Status	Confirmation Nu...
Motion to Intervene		None	6/2/2020	Submitted	2048
Request for Inform...		None	5/28/2020	Submitted	2024
Initiate Dispute		None	5/28/2020	Submitted	2023
Initiate Dispute		None	5/28/2020	Submitted	2022



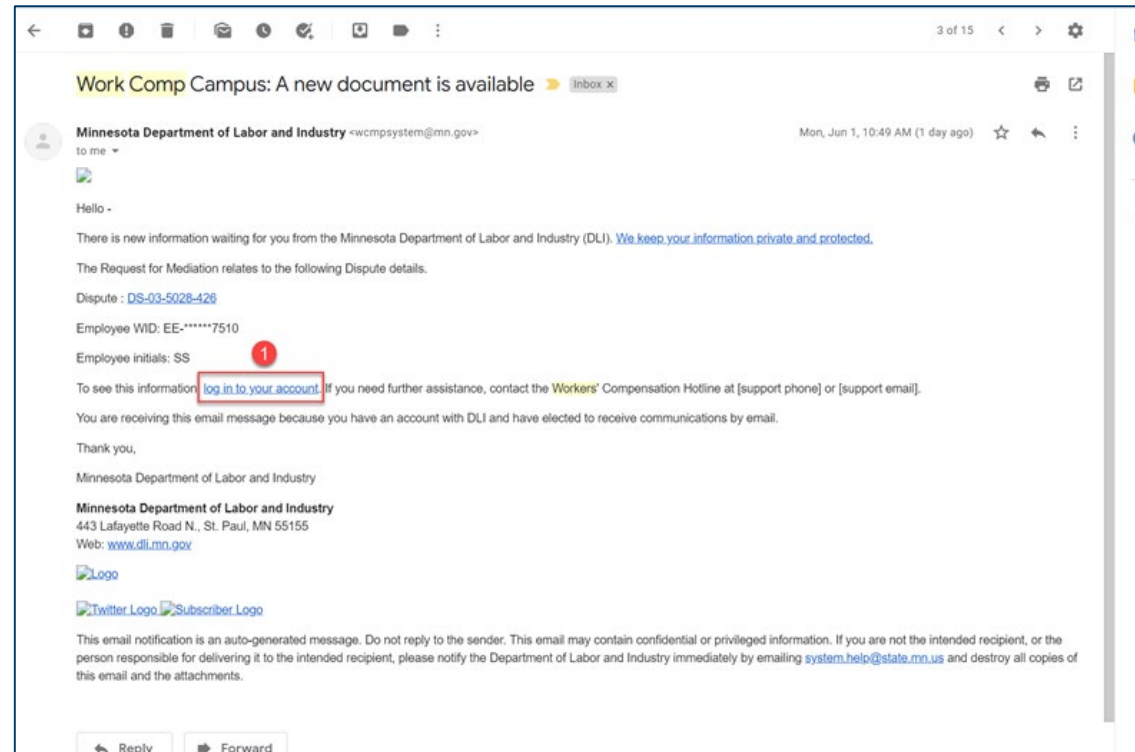
Receiving Service Emails

Filing a Form with an Affidavit of Service

Serving Documents

Receiving Service Emails

- When you are served a document electronically, you will receive an email indicating that there is a document available for you to view.
- This email will only contain basic information about the document and associated transaction.
- Once you click the hyperlink to log in and enter your log in credentials, you will be taken to the **Document Details** page in Campus.





Setting up Service of Process Designees

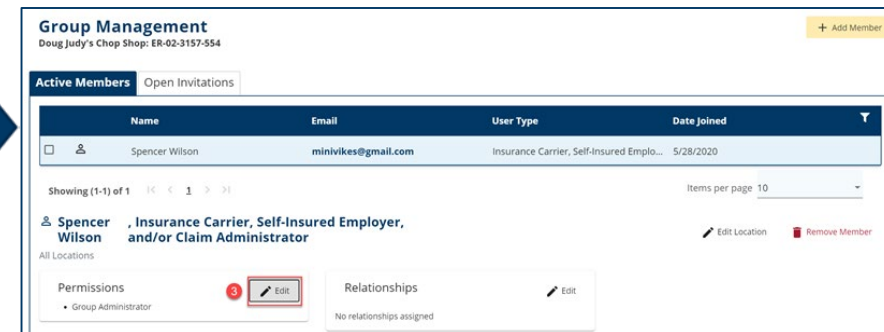
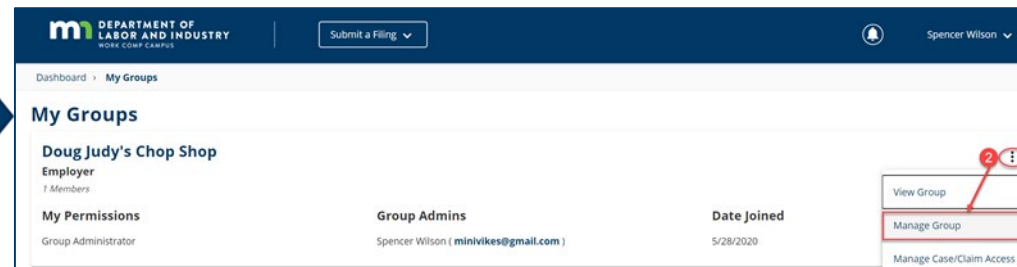
External users will also be served documents.

Setting up Service of Process Designees

Document Details Page

Demo

- Each external entity will have an assigned group admin, and the group admin can assign another user, or themselves, as the Service of Process Designee.
- From the Dashboard, click on your username on the top right and select **My Groups** from the drop-down menu.
- To assign a Service of Process Designee, click the kebab icon and choose **Manage Group**.
- On this page, it will show all Active Members and their roles. To assign a role to a user, click the **Edit** option in the **Permissions** box under their name.





Setting up Service of Process Designees

Setting up Service of Process Designees

Document Details Page

Demo

- Once this is done, if a document needs to be served on the entity, the user assigned to this role will receive that document.

Manage permissions for Spencer Wilson, Insurance Carrier, Self-Insured Employer, and/or Claim Administrator

Adjust the information below to add or remove permissions for the selected user, and click save to make any changes.

Item Pool	Selected Items
<input checked="" type="checkbox"/> Service of Process Designee <small>Members with this permission are included in the list of serviceable participants to be served anytime a filing is added to a claim, case, dispute, or appeal relating to your group.</small>	<input type="checkbox"/> Group Administrator <small>Members with this permission can add and remove group members, change permissions to existing members, and change relationships among members if applicable.</small>
<input type="checkbox"/> Designated Contact for Information Requests from DLI <small>Members with this permission are contacted when DLI sends a request to their associated entity and receive a notification to respond to the request.</small>	
<input type="checkbox"/> Designated Contact for Penalties <small>The users in this Permission group will receive all communications related to Penalties for the Group.</small>	
<input type="checkbox"/> Claim Access Administrator <small>The Users in this Permission group will be able to administer users' access to Claims and Cases within the group.</small>	

Save Cancel

Manage permissions for Spencer Wilson, Insurance Carrier, Self-Insured Employer, and/or Claim Administrator

Adjust the information below to add or remove permissions for the selected user, and click save to make any changes.

Item Pool	Selected Items
<input type="checkbox"/> Designated Contact for Information Requests from DLI <small>Members with this permission are contacted when DLI sends a request to their associated entity and receive a notification to respond to the request.</small>	<input checked="" type="checkbox"/> Group Administrator <small>Members with this permission can add and remove group members, change permissions to existing members, and change relationships among members if applicable.</small>
<input type="checkbox"/> Designated Contact for Penalties <small>The users in this Permission group will receive all communications related to Penalties for the Group.</small>	<input checked="" type="checkbox"/> Service of Process Designee <small>Members with this permission are included in the list of serviceable participants to be served anytime a filing is added to a claim, case, dispute, or appeal relating to your group.</small>
<input type="checkbox"/> Claim Access Administrator <small>The Users in this Permission group will be able to administer users' access to Claims and Cases within the group.</small>	

Save Cancel



Document Details Page

Document Details Page

Demo

- The **Document Details** page shows additional information about the document along with related links to associated transactions that can be viewed.
- To access the page from the Dashboard, click on the **My Forms** queue and click on the hyperlink under **Form Type**.
- The **Related Links** section is useful and shows any additional transactions associated to the document and can be viewed by clicking on the hyperlink.

My Overview

1 Open Claims
View details associated to your claims in the My Queue portal.

1 Upcoming Events
View and edit the details of your events in the Events portal.

0 New Documents
Review documents in the Notifications panel to ensure accuracy.

My Queues

My Claims | My Disputes | **My Forms**

Form Type	Associated To	Associated ID	Last Updated	Status	Confirmation Nu...
Motion to Intervene		None	6/2/2020	Submitted	2048
Request for Inform...		None	5/28/2020	Submitted	2024
Initiate Dispute		None	5/28/2020	Submitted	2023

Dashboard • Document: DO-03-5593-769

Document: DO-03-5593-769

Document Details

If document details or the Case/Claim to which the document was uploaded should be updated, please contact the Department of Labor and Industry at (Support Phone Number) or (Support Email Address).

Document Type
Motion to Intervene

Document Source
Webform

Description
Motion To Intervene

Created By
Spencer Wilson

Created Date
6/2/2020

Updated By
Spencer Wilson

Updated Date
6/2/2020

Confidential
No

Related Links

Associated To
[DS-03-5028-391](#)

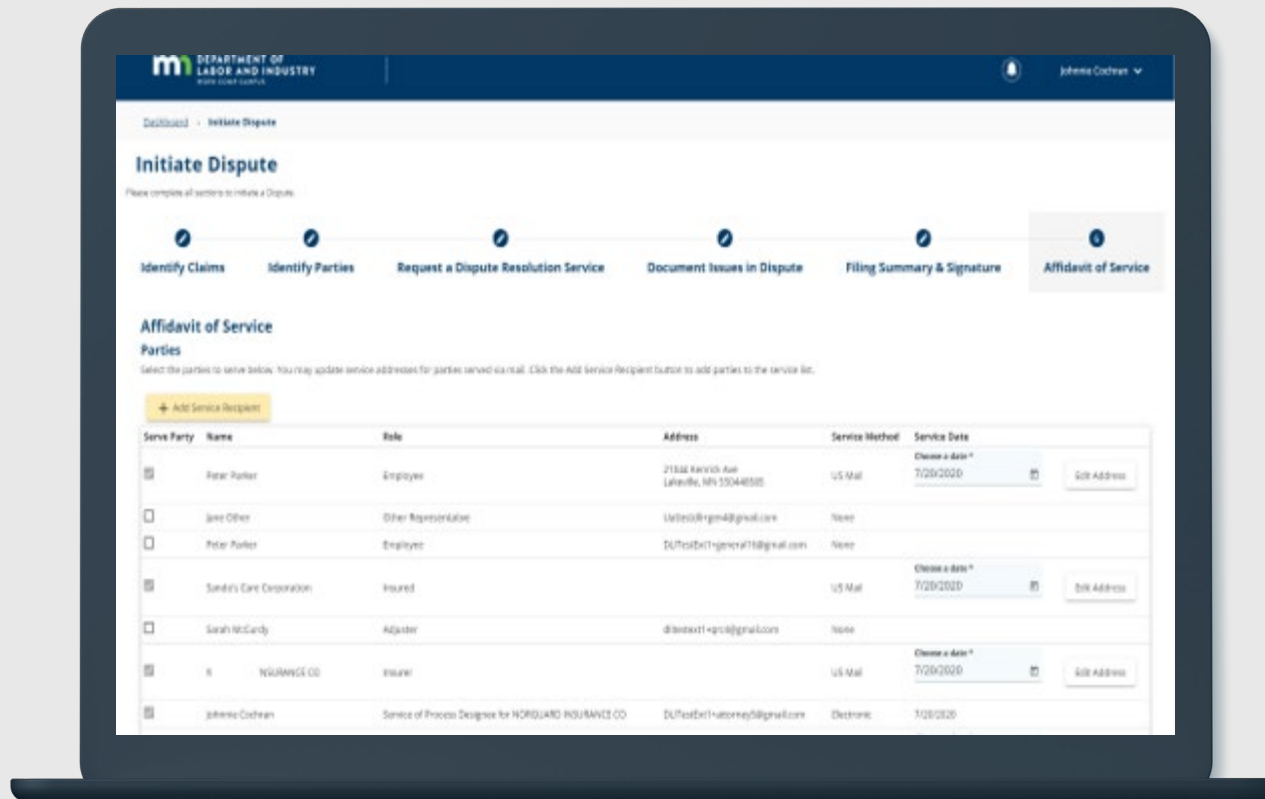
MOTION TO INTERVENE

Case File Number(s): CL030011707
Employee ID: 68-02-101610
Date of Hire: 1/4/2002
Current Employer: Employee
MR: Spencer Wilson

- The applicant is filing this Motion to Intervene in the following situation(s):
Motion Request dated: 6/2/2020 Reapplication Request dated: 6/2/2020
Claim Reason for Only Medical Benefits or Rehabilitation Benefits (See: 1)
- The applicant, Spencer Wilson (name of entity filing this Motion to Intervene), has provided services or paid benefits to or on behalf of the employee and has a statutory right to intervene under Minnesota Statutes § 179.201.
- Associated to this Motion to Intervene is an application, pending the changes for services provided or payments made to or on behalf of the employee by the applicant from 5/1/2020 (date) to 5/1/2020 (date). The claim to date is \$100.00. Upon receipt of a party or a payment provider of the information open at hearing, the applicant acknowledges it will provide additional documentation, records and reports as required by law.
- A determination in this case may affect the ability of the applicant to obtain payment for any services for the services provided or payments made to or on behalf of the employee as provided in the attached exhibits.
- The applicant's representative, who has authority to settle on behalf of the applicant, Spencer Wilson, can be contacted at (763) 451-6004 (phone number) and mwilson@dli.mn.gov (email address).
- Therefore, the applicant requests it be allowed to intervene as a party in the above-captioned proceeding and that payment for services provided to benefits paid be made, with appropriate attorney's fees.

Date signed: 6/2/2020 Signature of person filing motion: Spencer Wilson
Printed name: Spencer Wilson Date signed: 6/2/2020 at 10:46:07
Name: Spencer Wilson
Mailing address: Email address: mwilson@dli.mn.gov
Telephone: (763) 451-6004

Demo



In this demo, you will see how to...

- Filing a Form with an Affidavit of Service

Agenda

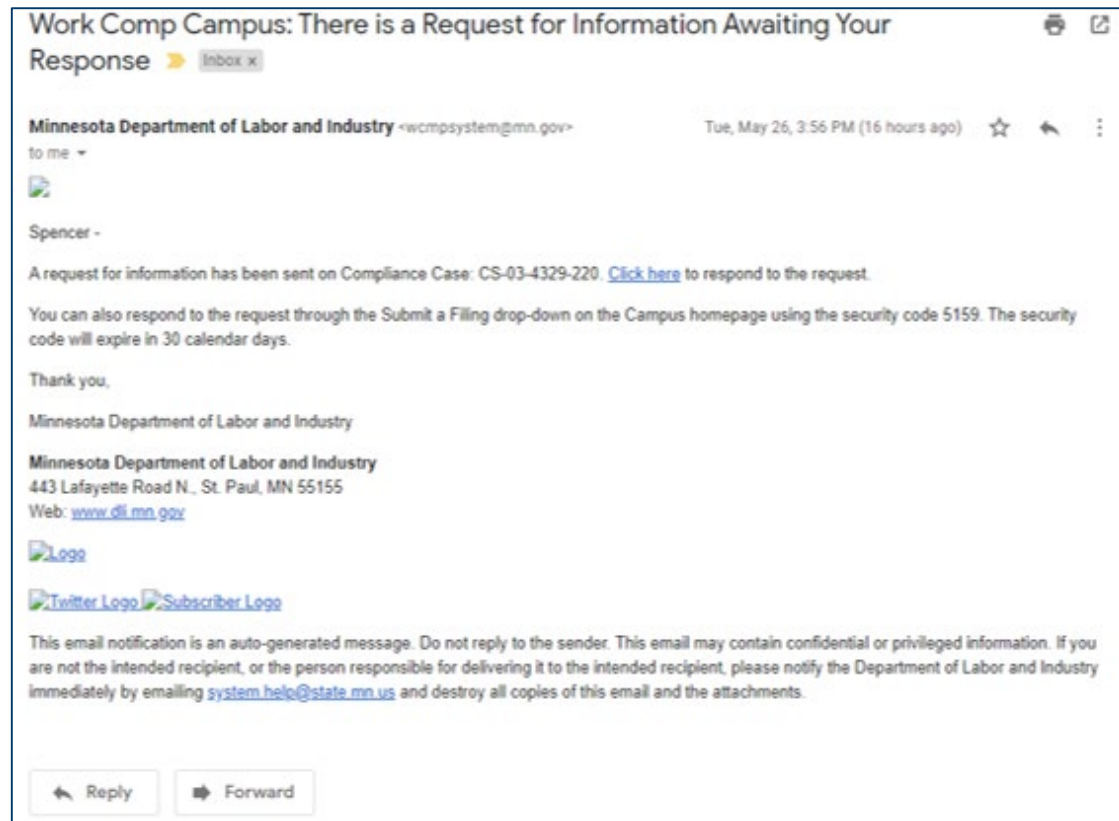
- 1 Campus Overview & Benefits 5 min
- 2 Getting Started with Campus 60 min
- 3 Group Management 20 min
- 4 Claim Access 40 min
- 5 Claim Overview 20 min
- 6 Electronic Service 20 min
- 7 **Requests for Information** 20 min
- 8 Elections 20 min



Request for Information |

Request for Info Email & Webform

When an internal user sends a Request for Information to an external user, they will receive an email with instructions on how to respond, as well as the number of days they are expected to respond within.



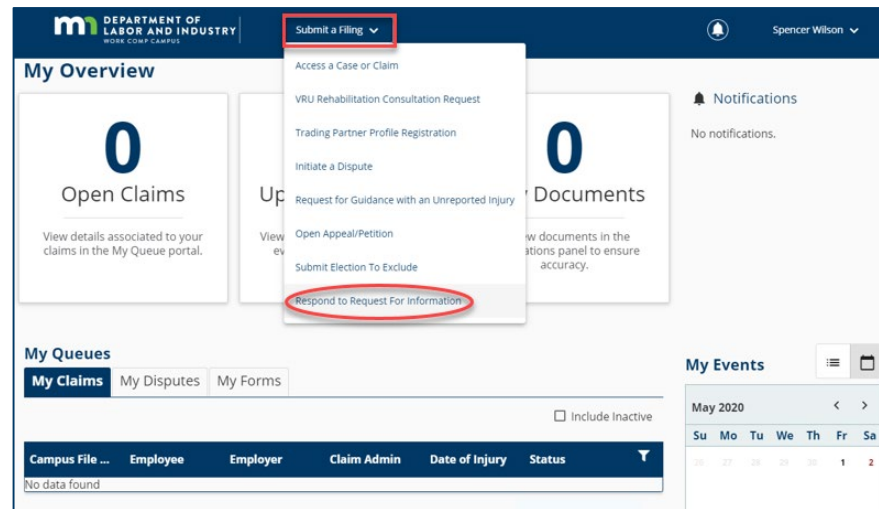


Request for Information |

Request for Info Email & Webform

Navigation to the response is possible in two ways:

1. Do not navigate from the email link and use the PIN, which was sent in the email.
2. Navigate via the Submit a Filing dropdown in the dashboard. (Screenshot below)



This will prompt to enter a PIN, which will link responses to the correct request for information. Clicking the link in the email, will not require to entering a PIN. The log-in page will display, and from there, directly to the webform submission. If already logged into Campus, the webform will display.



Request for Information |

Request for Info Email & Webform

On the next page, there are two buttons: **Download** and **View Document**. The **Download** button will allow the download of the actual request for information, while the **View Document** button will be able to view it in the browser.

Request For Information
There has been a request for additional information regarding Compliance Case: CS-03-4329-220.

PIN Validation **2** Response Details

Read the details of the request in the document below and attach all requested information and supporting documents.

RFI Test Template.pdf
Request For Information

Download View Document

Supporting Attachments

+ Upload Document

File Name	File Type	Description	Remove
RFI Response.docx	Supporting Attachment for Response to Request for Information	Supporting Attachment for Response to Request for Information	Remove

Submit Form Back Cancel

The response cannot be submitted without a document uploaded. Once a document or multiple documents have been uploaded, they click **Submit** to complete the response.

Supporting Attachments

+ Upload Document

File Name	File Type	Description	Remove
RFI Response.docx	Supporting Attachment for Response to Request for Information	Supporting Attachment for Response to Request for Information	Remove

Submit Form Back Cancel



Request for Information |

Request for Info Email & Webform

Once a response has been submitted, the process has been completed. The user who submitted the response can view it on the **My Forms Queue** on their dashboard.

My Overview

0 Open Claims
View details associated to your claims in the My Queue portal.

0 Upcoming Events
View and edit the details of your events in the Events portal.

0 New Documents
Review documents in the Notifications panel to ensure accuracy.

Notifications
No notifications.

My Queues

My Claims | My Disputes | **My Forms**

Form Type	Associated To	Associated ID	Last Updated	Status	Confirmation ...
Request for Info	Complaint Inve...	CS-03-4329-220	5/27/2020	Submitted	1936

Showing (1-1) of 1 | Items per page 10

My Events

May 2020

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Agenda

- 1 **Campus Overview & Benefits** *5 min*
- 2 **Getting Started with Campus** *60 min*
- 3 **Group Management** *20 min*
- 4 **Claim Access** *40 min*
- 5 **Claim Overview** *20 min*
- 6 **Electronic Service** *20 min*
- 7 **Requests for Information** *20 min*
- 8 **Elections** *20 min*



Elections Webform

Request for Info Email & Webform

Elections Webform

- The Election to Exclude Coverage Webform in Campus is used to enter the required information for exclusion and submit for approval.
- To access, click on the **Submit a Filing** drop-down and select **Submit Election To Exclude**.
- The dropdown shows all Employers to which the user is associated. You must select an Employer that is an incorporated entity or an LLC.
- Answer a series of questions to identify if the Employer is able to exclude coverage for certain Employees. “Yes” must be answered for all questions or the ineligibility message will appear.



Elections Webform

Request for Info Email & Webform

Elections Webform

- Use the **+Add button** to add Executive Officers and Managers.
- Enter information for the required fields (**Name, Title, Percent Owned**).
- You can add one or multiple employees to a single election to exclude coverage form.

Submit an Election to Exclude

Use this webform to exclude (omit) from workers' compensation coverage certain employees who are related within the third degree of kindred to either an executive officer who owns at least 25 percent of the stock of a closely held corporation (CHC) or a manager of a limited liability company (LLC) who owns at least 25 percent membership in the LLC.

You do not need to file this form if you only intend to exclude the spouse, parent, or child/step-child of a CHC executive officer with at least 25 percent stock or an LLC manager with at least 25 percent membership in the LLC as they are automatically excluded from coverage.

1 Identify Employer 2 Eligibility 3 CHC Executive Officer / LLC Manager Information 4 Relatives to be excluded 5 Certification

List the names of all CHC Executive Officers who own at least 25 percent of stock in the corporation / all LLC Managers who own at least 25 percent membership interest in the LLC.

+ Add 6

Submit an Election to Exclude

Use this webform to exclude (omit) from workers' compensation coverage certain employees who are related within the third degree of kindred to either an executive officer who owns at least 25 percent of the stock of a closely held corporation (CHC) or a manager of a limited liability company (LLC) who owns at least 25 percent membership in the LLC.

You do not need to file this form if you only intend to exclude the spouse, parent, or child/step-child of a CHC executive officer with at least 25 percent stock or an LLC manager with at least 25 percent membership in the LLC as they are automatically excluded from coverage.

1 Identify Employer 2 Eligibility 3 CHC Executive Officer / LLC Manager Information 4 Relatives to be excluded 5 Certification

List the names of all CHC Executive Officers who own at least 25 percent of stock in the corporation / all LLC Managers who own at least 25 percent membership interest in the LLC.

Name *	Title *	Percent Owned *	Percent Owned	Remove
Name	Title	%	Percent Owned	Remove

7

Submit an Election to Exclude

Use this webform to exclude (omit) from workers' compensation coverage certain employees who are related within the third degree of kindred to either an executive officer who owns at least 25 percent of the stock of a closely held corporation (CHC) or a manager of a limited liability company (LLC) who owns at least 25 percent membership in the LLC.

You do not need to file this form if you only intend to exclude the spouse, parent, or child/step-child of a CHC executive officer with at least 25 percent stock or an LLC manager with at least 25 percent membership in the LLC as they are automatically excluded from coverage.

1 Identify Employer 2 Eligibility 3 CHC Executive Officer / LLC Manager Information 4 Relatives to be excluded 5 Certification

List the relatives to be excluded from workers' compensation coverage and their relationship to one of the CHC Executive Officers / LLC Managers listed in Step 3. Any spouse, parent, or child/step-child of CHC Executive Officers / LLC Managers is automatically excluded.

Name *	Relationship *	Remove
Name	Name of Related CHC Executive Officer / LLC Mana... - Relationship *	Remove

8

+ Add

9 Save as Draft Cancel



Elections Webform

Request for Info Email & Webform

Elections Webform

- Add the Electronic Signature to the form by entering your Full Name, clicking the checkbox to confirm, and enter your Executive Title and Phone Number.
- Add **Supporting Attachments**.
- Click **Submit** for final approval.
**Submit button will highlight after required information is provided.*

Dashboard > Submit Election to Exclude

Submit an Election to Exclude

Use this webform to exclude (omit) from workers' compensation coverage certain employees who are related within the third degree of kindred to either an executive officer who owns at least 25 percent of the stock of a closely held corporation (CHC) or a manager of a limited liability company (LLC) who owns at least 25 percent membership in the LLC.

You do not need to file this form if you only intend to exclude the spouse, parent, or child/step-child of a CHC executive officer with at least 25 percent stock or an LLC manager with at least 25 percent membership in the LLC as they are automatically excluded from coverage.

Progress: 1. Identify Employer, 2. Eligibility, 3. CHC Executive Officer / LLC Manager Information, 4. Relatives to be excluded, 5. Certification

By signing this form I certify that all information provided is complete and accurate to the best of my knowledge and that I have the authority to sign this form for the corporation / LLC named in Step 1.

Electronic Signature

Please type your First and Last Name as they appear on your CAMPUS profile. By signing and dating this form, I certify copies of this form and attachments are being sent to the employee, insurer, any attorney(s), the Department of Labor and Industry and, if required, to the department's Vocational Rehabilitation unit (VRU).

I certify that I am the signatory signing this electronic form and confirm that the information on this form is true.

Full Name of Signatory *
Executive Title *
Phone Number *

Have the relatives listed in Section 4 been notified that this form to exclude them from workers' compensation coverage is being filed? *

Submit a copy of this form to your workers' compensation insurance company, if any. If you change insurance companies, submit a copy of this form to the new insurance company.

Refile this form with the Department of Labor and Industry (DLI) and your workers' compensation insurer if any information in Sections 2, 3, or 4 changes and you still want to exclude relatives from workers' compensation coverage.

Notice

- The election to exclude relatives from workers' compensation coverage is not effective unless the information provided on this form is accurate and meets the statutory requirements. If so, then the effective date of this exclusion will be based on the date DLI receives this form.
- DLI does not guarantee that this election to exclude the relatives listed in Section 4 from workers' compensation coverage is legally effective. The CHC Executive Officer / LLC manager signing this form is responsible for determining the CHC's / LLC's legal obligations and for correctly and accurately completing this form. DLI will notify you of potential defects if they are apparent, but you are encouraged to consult an attorney about the legal effect of this election. If the information provided is not accurate and complete, or the information changes, the CHC / LLC or CHC executive officer(s) / LLC manager(s) may be liable for workers' compensation injuries of the relatives listed in Section 4.
- The information you provide on this form may be available to the public upon request.

Supporting Attachments

+ Upload Document 11

File Name	File Type	Description	Remove
Submit 12			

Submit Save as Draft Preview Cancel

**Congratulations in completing
Campus 101 for Organizations!**

