

Quick reference guide: Filing a benefit addendum webform

Work Comp Campus will be used to electronically file the benefit addendum webform. This webform is required when requested by the Department of Labor and Industry (DLI) when additional information is needed regarding the benefits paid on a workers' compensation claim.

1. On your Campus dashboard, find the claim on the **My Claims** tab. Click on the Campus File Number (CFN, also the jurisdiction claim number or JCN) to link directly to the claim. You can also click on the filter button to filter by any of the column headers, then click on the CFN/JCN to link directly to the claim.

The screenshot shows the 'My Overview' section of the Work Comp Campus dashboard. It features three summary cards: '4 Open Claims', '0 Upcoming Events', and '0 New Documents'. Below these is the 'My Queues' section with tabs for 'My Claims', 'My Disputes', 'My Forms', and 'My SCF Assessment Reports'. A table lists claims with columns: Campus File Number, Employee, Employer, Claim Admin, Date of Injury, and Status. The 'Campus File Number' column is highlighted with a red box. A red arrow points to the filter button (a funnel icon) in the top right of the table area.

Campus File Number	Employee	Employer	Claim Admin	Date of Injury	Status
CL-02-3883-404	Practice Parish	Third Street Elementary School		3/17/2020	Open
CL-02-3883-449	Ashley Spinelli	Third Street Elementary School		2/1/2019	Open

This screenshot shows the same dashboard as above, but with a filter applied. A red box highlights the 'Filters' section where the 'Employee' column is selected with the value 'Ashley Spinelli'. A red arrow points to the 'Apply' button. The table below now only displays the claim for Ashley Spinelli.

Campus File Number	Employee	Employer	Claim Admin	Date of Injury	Status
CL-02-3883-449	Ashley Spinelli	Third Street Elementary School		3/17/2020	Open

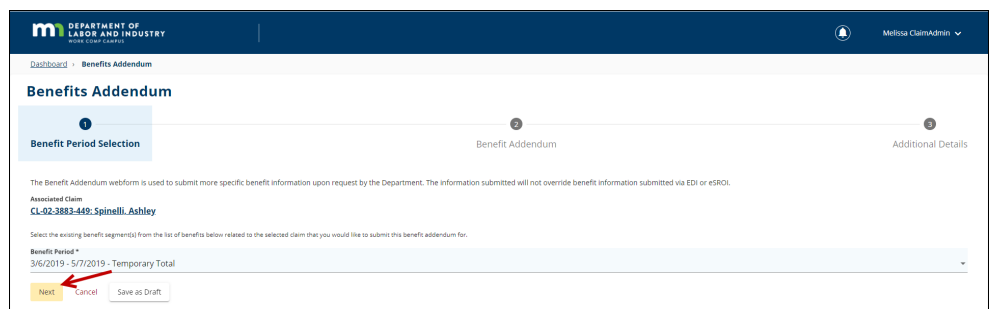
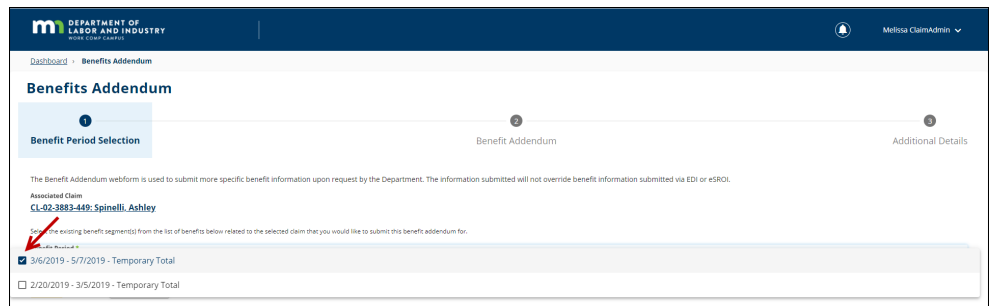
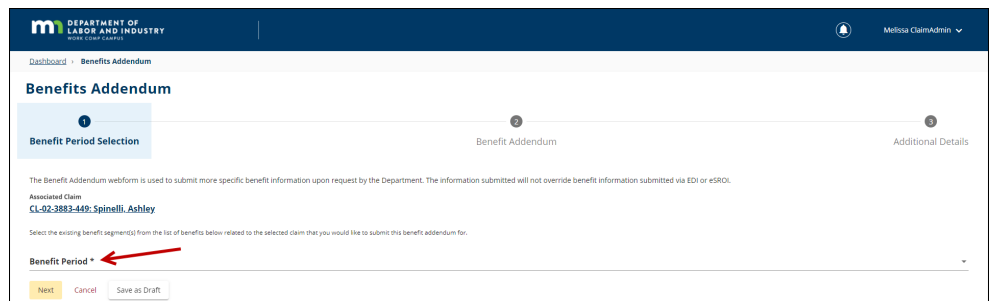
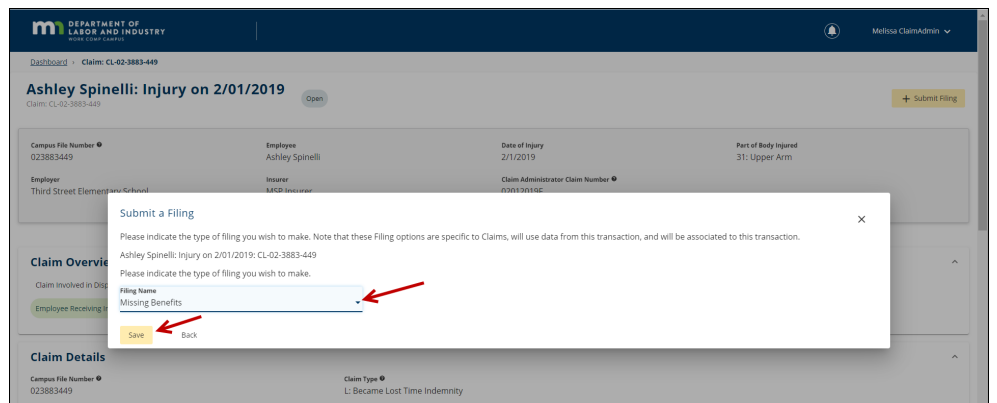
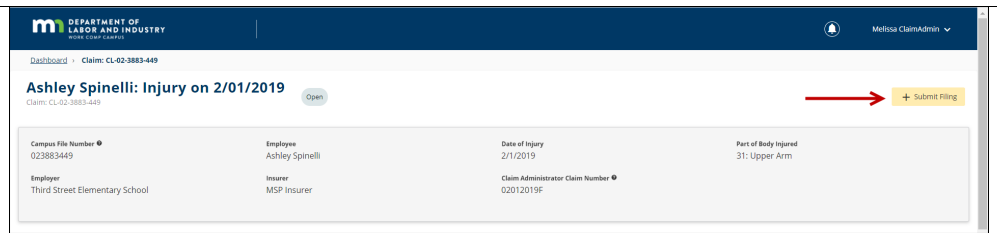
2. On the Claim Details Page, click **Submit Filing**.

3. When the Submit a Filing box appears, choose **Missing Benefits** from the Filing Name drop-down menu and then click **Save**.

4. On the Benefits Addendum screen, click on the Benefit Period field to display the benefit periods that have been reported on the claim.

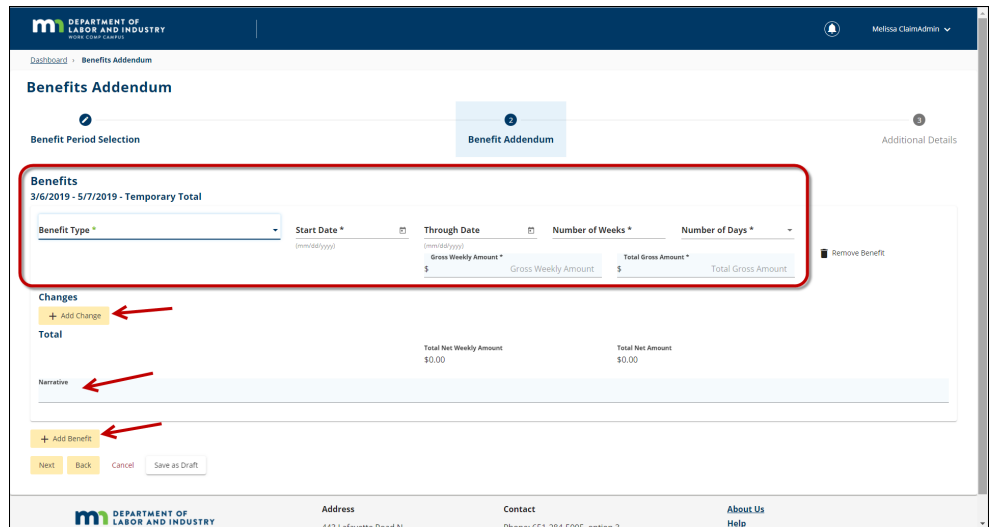
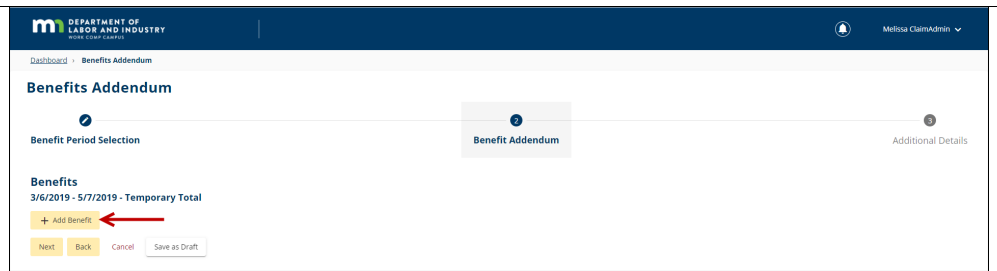
5. Select the appropriate benefit period by checking the box next to the correct row, then click **Next**.

6. Click **Add Benefit**.

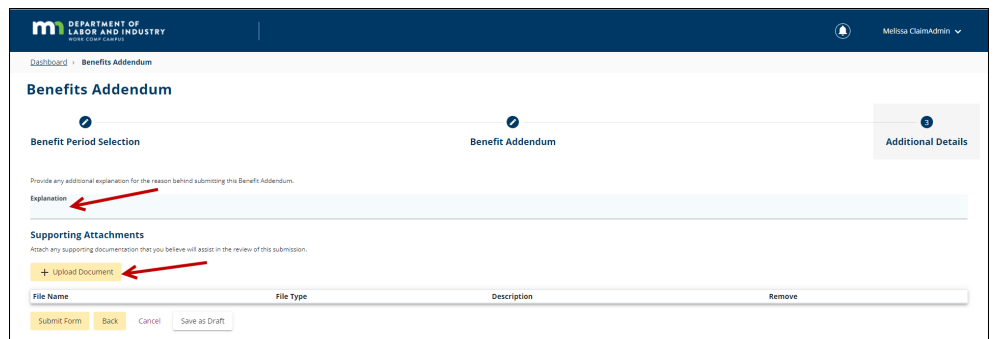


7. In the Benefits section, fill in the **Benefit Type**, **Start Date**, **Through Date**, **Number of Weeks**, **Number of Days**, **Gross Weekly Amount** and **Total Gross Amount** of the benefit period.

If you need to add changes such as adjustments, credits or redistributions, you can select **Add Change** and fill in the related fields. You can also add a narrative to explain the benefit period if needed. To add more than one row of benefits click the **Add Benefit** button again and repeat the instructions above.



8. You can provide additional information in the **Explanation** field or by attaching documents through **Upload Document**.

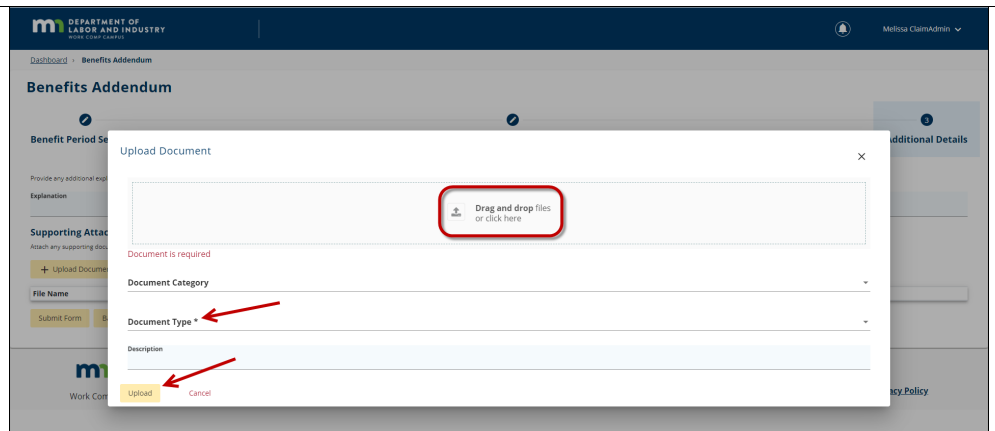


9. If you click **Upload Document** either drag and drop your PDF document or click to do a search of your computer to find the document. Next, click **Document Type** to select the applicable document type from the drop-down menu. Once selected, the

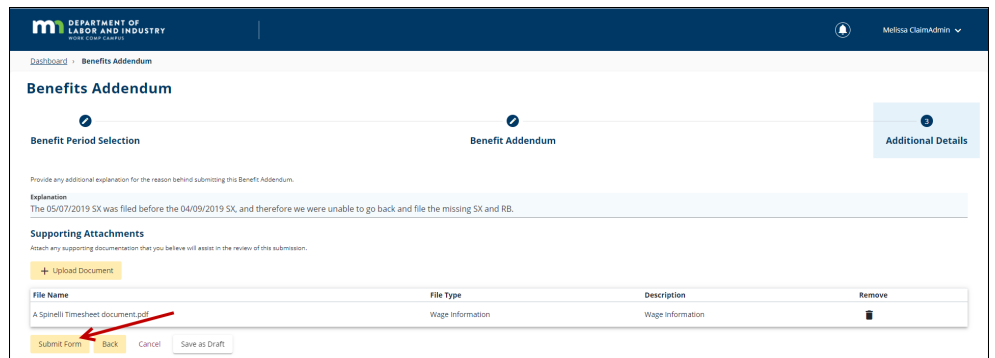
Description will

automatically populate with the Document Type name, but you can edit the Description to be more specific if needed. Finally, click on **Upload**.

10. Click **Submit Form** to submit your Benefit Addendum webform.



The screenshot shows the 'Benefits Addendum' webform with an 'Upload Document' modal open. The modal contains a text area for the document, a 'Document Category' dropdown, a 'Document Type' dropdown (highlighted with a red arrow), and a 'Description' text field. A red box highlights the 'Drag and drop files or click here' area. At the bottom of the modal, there are 'Upload' and 'Cancel' buttons. The background shows the 'Benefits Addendum' form with a 'Submit Form' button highlighted by a red arrow.



The screenshot shows the 'Benefits Addendum' webform with the 'Supporting Attachments' section. It features a table with columns for 'File Name', 'File Type', 'Description', and 'Remove'. The table contains one row: 'A Spinelli Timesheet document.pdf', 'Wage Information', 'Wage Information', and a trash icon. Below the table are buttons for 'Submit Form', 'Back', 'Cancel', and 'Save as Draft'. A red arrow points to the 'Submit Form' button.

Helpful tips:

- After the benefit addendum webform is successfully submitted, it will appear on the **My Forms History** tab of your Campus dashboard.
- A confirmation email message will be sent to the email address registered to your Campus profile.
- Buttons at the bottom of the webform allow you to **Save as Draft**, **Preview** or **Cancel**.