

Express Filing Project

*Presented by
Elaina Brown & Ginny Schenck*





Project Overview Statement

During the 2007-09 biennium, this project will replace the Express Filing system that State Fund employers use for online filing and payment of industrial insurance premiums within the allotted funding of \$2,104,000



Project Scope



- ü Increase online filers
- ü Provide filing for payroll service companies
- ü Allow employers to file amended & late reports
- ü Replace obsolete technology



Scope of Software Release 1

§ Objectives met

- Increase Online Filers
- Replace Obsolete Technology – Replaced the existing system
- Additional ways to file
- Improve usability for external customers

§ Objective to meet

- Transition existing customers-**in progress**





Scope of Software Release 2

§ Objectives to meet

- Provide Bulk Filing options
- Allow employers to file amended reports online
- Allow employers to file late reports
- Increase online filers





Marketing/Communications

- § Contacted Large Payroll Providers
- § Held focus group sessions
- § Washington Society of CPA's
- § Develop Marketing/Communication Plan
- § External Stakeholder Committee
- § Express Filing Intercept Page
- § L & I Internet - [CAC outage](#) posted
- § L & I Internet - [Q&A](#) posted





Former Express Filing System





[LogOff](#)

CUSTOMER SUPPORT

[Express Filing Home](#)

[Quarterly Report Due Dates](#)

[Quarterly Report Filing Instructions](#)

[Base Rates and Risk Classifications](#)

Welcome to L&I's On-line Industrial Insurance Quarterly Reporting System!

This is where you can:

- [File Employer's Quarterly Report for Industrial Insurance - 2nd Quarter \(April-June\) 2008](#) (Report due July 31, 2008)
- [View Online Filed Quarterly Report](#)
- [Report Business Changes](#)
- Review Rate Notice
 - [Current](#)
 - [History](#)
- Account Authorization
 - [Enroll Account](#)
 - [Activate Account](#)
 - [Request Access to Enrolled Account](#)
- [Delegations process](#)
- [Sign Up for Quarterly Report E-mail Reminder](#)
- Upload/Download Processing
 - [Download Current Rate Information](#)
 - [Upload Quarterly Report Data](#)



Customer Support

Report Status

Report Menu

LogOff

Note - You MUST submit a Quarterly Report even if you had no workers.

Team# T7
20082

HINTON HOMES INC
7208 NE HAZEL DELL AVE STE B
VANCOUVER WA 98665

UBI Number	601 363 609
Account ID	814,360-00
This Report is for Quarter Ending	JUN 30, 2008
TO AVOID PENALTY-This Report Must be SUBMITTED with payment NO LATER THAN	JUL 31, 2008

EXEMPT CORPORATE OFFICERS, EXEMPT LIMITED LIABILITY MEMBERS, OWNERS, OR PARTNERS DO NOT HAVE COVERAGE. HOURS/UNITS FOR THESE INDIVIDUALS MUST NOT BE REPORTED

CLASS	SUB	NATURE OF WORK	GROSS PAYROLL (NEAREST DOLLAR)	WORKER HOURS OR UNITS	COMPOSITE RATE PER HOUR OR UNITS
0510	00	Wood Frame Bldg Construction	<input type="text"/>	<input type="text"/>	2.1432
4904	00	Clerical Office NOC & Draftsmn	<input type="text"/>	<input type="text"/>	0.1201
6303	11	Estimators-Outside	<input type="text"/>	<input type="text"/>	0.1776

Calculate Premium Payment Reset

QUESTION? PLEASE CALL DEBRA FYLES (360)902-4873





Customer Support

Report Status

Report Menu

LogOff

HINTON HOMES INC 814,360-00

Please enter address information.

	Address being replaced	New address information
Business Name:	<input type="text"/>	<input type="text"/>
Address:	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
City:	<input type="text"/>	<input type="text"/>
State:	<input type="text" value="v"/>	<input type="text" value="v"/>
ZIP Code:	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Phone Number:	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>

Effective date of change (mm dd yyyy) 2008

Submit Clear Form



New Quarterly Reporting System



Electrical contractors: Plug into L&I's online services. Purchase electrical permits or request an inspection.

- Business Links**
- What to do if your employees are injured
 - Find a safety rule
 - File Quarterly Reports
 - Find safety training materials
 - Running a business: What you need to do
 - more business topics

- Worker Links**
- Worker's comp claims
 - Find out about breaks
 - Learn about workplace safety requirements
 - Understanding overtime pay
 - more worker topics

- Medical Provider Links**
- Managing claims for injured workers
 - Medical treatment guidelines
 - Provider billing & payment
 - Check what needs pre-authorization
 - more medical provider topics

- Quick Links**
- 2007 minimum wage is \$7.93
 - Look up a contractor, plumber or electrician
 - 2007 final rates
 - Report fraud
 - News and media center

Office Locations

listing of offices

- Workers' Comp Claims
- For Medical Providers
- Fraud & Complaints
- Insurance for Business
 - Employer Intro to L&I Insurance
 - File Quarterly Reports**
 - File Online
 - Sign up to File Online
 - View Employer Account & Claims Info
 - Rates and Risk Classes
 - Self-Insured Employers
 - Reducing Premiums
 - Workers' Comp Injury Data & Statistics
 - Training
 - Verify Workers' Comp Coverage
 - Insurance Forms & Publications
- Help for Crime Victims
- WACs & RCWs

File Quarterly Reports

Three ways to file your quarterly report

	Quick File File online for current quarter	Claim & Account Center File online, plus manage your account	Paper Report on paper and file by mail
No sign-up required	✓	–	✓
View past quarterly reports	–	✓	–
Auto-calculate premium totals	✓	✓	–
Manage or update your account	–	✓	–
View rates and risk class information	–	✓	–
Make online payments	✓	✓	–
Get online help	✓	✓	✓
Submit supplemental reports	–	✓	✓
L&I Account ID: 8 digits (xxx,xxx-xx)	Already signed up? Login	New user? Sign up now. (Secure Access WA)	Instructions for filing by mail
WA UBI: 9 digits (xxx xxx xxxx)	<input type="button" value="File"/>		
Returning users with Digital Certificates login here. Or, switch to a free user ID and password .			
Web Customer Support: WebSupport@Lni.wa.gov or call 360-902-5999 (Weekdays 8 a.m to 5 p.m. Pacific)			

State agencies can only file via Claim & Account Center due to IAP (Inter-Agency Payment) payment method

Other helpful information

[Claim & Account Center password help](#)

Change or reset your password.

[Large payroll vendors](#)

Additional instructions for payroll services filing online quarterly reports for employers.

- ◊ Welcome
- ◊ Claim information
- ◊ Send information to L&I
- ◊ Claim payments
- ◊ Employer accounts
 - Employer accounts
 - Quarterly Reports
 - What are my rates?
- ◊ Experience factor information
- Account Summary
 - EFT Setup
 - Owners and Addresses
 - Account Update
 - What is my account balance?
 - Account overview
 - Preferred workers
 - Employer imaged documents

Employer Account Summary

Enter Account ID	Account ID	003,600-00
360000	Business name	TEST STATE AGENCY
<input type="button" value="Get Account"/>	Account manager	ELAINA BROWN 360-902-4828

Overview

Account Status	Active as of 01-01-2008 Account Activity history
Account Balance	\$0.00 Balance History
WA UBI	000 111 222
Legal Business Name	TEST STATE AGENCY
Doing Business as (DBA)	TEST STATE AGENCY Change DBA Name
Business type	IAP State Agency Payer
Filing status	Outstanding
Audit, collections or bankruptcies?	View Detail
Retro coverage?	
Are there sub accounts?	

Account Information on File

Quarterly Report Address	1122 STATE ST
	OLYMPIA, WA 98501
Foreign country	
Will this account receive claims correspondence?	Yes
Contact name	
Phone number	Ext
Alternate phone number	
Fax	

[▲ Back To Top ▲](#)

Once logged in this will be your landing page unless your agency has multiple sub-accounts. If so, you will see a "list" of all accounts where you can select which account to file

- ◉ Welcome
- ◉ Claim information
- ◉ Send information to L&I
- ◉ Claim payments
- ◉ Employer accounts
 - Employer Accounts
 - Quarterly Reports
- ◉ What are my rates?
- ◉ Experience factor information
- ◉ Account Summary
 - What is my account balance?
 - Account overview
 - Preferred workers
 - Employer imaged documents

Quarterly Reports

Enter Account ID	Account ID	003,600-00
360000	Business name	TEST STATE AGENCY
<input type="button" value="Get Account"/>	Account manager	ELAINA BROWN 360-902-4828

Reports to be Filed

Quarter	Due Date	Days Left to File Without Penalty	Status	
Q3-2008	10-31-2008	66	Ready	File Report

Note: Reports are considered to be overdue after the filing due date.

- ◉ [Quarterly Report Due Dates](#)
- ◉ [How does L&I calculate penalties and interest on overdue filings?](#)

Filing History

This screen normally displays 18 months of data. For access to archived data, please contact your Account Manager.



Back

Claim & Account Center L&I Secured

My profile

Logged in as: Express Filing Log off Help

3rd Quarter: July 1, 2008 - September 30, 2008 Due Date: 10/31/2008

TEST STATE AGENCY WA UBI 000 111 222
 1122 STATE ST L&I Account ID 003,600-00
 OLYMPIA, WA 98501 Phone Number
 Account Manager: ELAINA BROWN 360-902-4828

- I want to request a mailing address or phone change
- Please close this account.

Enter payroll and worker hours to calculate the premium owed this quarter. ? No employees this quarter?

Class Code	Nature of Work	Gross Payroll (Nearest \$)	Worker Hours (or units)	Rate Per Hour	Amount Owed
4902-00	State Govt: Clerical/Admin Ofc	\$ 1000	100	0.2750	\$27.50
5307-00	State Government NOC	\$ 2000	200	1.0653	\$213.06
6901-00	Volunteers-Excl Law Enf Offcers	\$ 3000	300	0.0659	\$19.77
7201-00	State Govt: Healthcare Empls	\$ 4000	400	2.6176	\$1,047.04

Total of premiums **\$1,307.37**
 Previous balance **\$0.00**
 Grand total **\$1,307.37**

Enter the preparer's name and contact information in case there are problems with this report.

* Indicates required field

Preparer: * Test Data (first and last)

Daytime phone: * 111 - 111 - 1111 ext.

E-mail: * test@lni.wa.gov

The information in this report I am submitting is true to the best of my knowledge.

Choose the method of payment for the premiums owed. We're sorry, we cannot accept debit and credit cards.

- Payment not required.
- Electronic check (ACH) drawn from a bank account.
- Washington State Interagency Payment (IAP).

Click to Submit Submit Preview Cancel



You have successfully submitted your report.

TEST STATE AGENCY - Quarterly Report

Submitted by: Test Data Received on: 8/26/2008 1:01:52 PM

Print quarterly report: Paper report

Print Quarterly Report

Copy is shown on next slide

This is the Confirmation Page

What do you want to do next?

- > View or file quarterly reports
> Check account status
> Update account information

Accountants

- > Go back to my account list



3rd Quarter: **July 1, 2008 - September 30, 2008**

Due Date: **10/31/2008**

TEST STATE AGENCY WA UBI **000 111 222**
1122 STATE ST L&I Account ID **003,600-00**
OLYMPIA, WA 98501 Phone Number

Account Manager: **ELAINA BROWN 360-902-4828**

Class Code	Nature of Work	Gross Payroll (Nearest \$)	Worker Hours (or units)	Rate Per Hour	Amount Owed
4902-00	State Govt: Clerical/Admin Ofc	\$1,000.00	100	0.2750	\$27.50
5307-00	State Government NOC	\$2,000.00	200	1.0653	\$213.06
6901-00	Volunteers-Excl Law Enf Offcers	\$3,000.00	300	0.0659	\$19.77
7201-00	State Govt: Healthcare Empls	\$4,000.00	400	2.6176	\$1,047.04
Total of premiums					\$1,307.37
Previous balance					\$0.00
Grand total					\$1,307.37

Preparer's Information

Preparer Test Data
 DayTime Phone 111-111-1111
 Email test@lni.wa.gov

Payment Information

Method of payment IAP

You have successfully submitted your report.

TEST STATE AGENCY - Quarterly Report

Submitted by:	Received on:
Test Data	8/26/2008 1:01:52 PM

Print quarterly report:

Paper report [Print Quarterly Report](#)

What do you want to do next?

- > [View or file quarterly reports](#)
- >
- > [Check account status](#)
- > [Update account information](#)

Accountants

- > [Go back to my account list](#)



- ◊ Welcome
- ◊ Claim information
- ◊ Send information to L&I
- ◊ Claim payments
- ◊ Employer accounts
 - ☐ Employer Accounts
 - ☐ Quarterly Reports
 - ☐ What are my rates?
 - ☐ Experience factor information
 - ☐ Account Summary
 - ☐ What is my account balance?
 - ☐ Account overview
 - ☐ Preferred workers
 - ☐ Employer imaged documents

Quarterly Reports

Enter Account ID	Account ID	003,600-00
<input type="text" value="360000"/>	Business name	TEST STATE AGENCY
<input type="button" value="Get Account"/>	Account manager	ELAINA BROWN 360-902-4828

Reports to be Filed

Quarter	Due Date	Days Left to File Without Penalty	Status
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Note: Reports are considered to be overdue after the filing due date.

- ◊ [Quarterly Report Due Dates](#)
- ◊ [How does L&I calculate penalties and interest on overdue filings?](#)

Filing History

Quarter	Date Filed	Filing Method	
Q3-2008	08-26-2008	Online	View Report

This screen normally displays 18 months of data. For access to archived data, please contact your Account Manager.



- [Welcome](#)
- [Claim information](#)
- [Send information to L&I](#)
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- [Employer accounts](#)
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Filing History

Quarter	Date Filed	Filing Method	
Q3-2008	08-26-2008	Online	View Report

This screen normally displays 18 months of data. For access to archived data, please contact your Account Manager.

Update account

Request a change to your L&I account information

- Ownership change.
- Nature of work/risk class change.
- Business closure.
- Doing business as (DBA).
- Add a new business location.
- Change a business address.
- Setup or change electronic funds transfer.
- Signup for e-mail reminders.

Change your online profile:

- Update your e-mail address.
- Add or delete users to the account.



- >Welcome
- Claim information
- Send information to L&I
- Claim payments
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 - Employer Accounts
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 - Account Summary
 - EFT Setup
 - Owners and Addresses
 - Account Update
 - What is my account balance?
 - Account overview
 - Preferred workers
 - Employer imaged documents



If you are a new user who has NOT registered with SAW (Secure Access Washington) the following SAW registration instructions will need to be completed

- Workers' Comp Claims
- For Medical Providers
- Fraud & Complaints
- Insurance for Business
 - Employer Intro to L&I Insurance
 - File Quarterly Reports**
 - File Online
 - Sign up to File Online
 - View Employer Account & Claims Info
 - Rates and Risk Classes
 - Self-Insured Employers
 - Reducing Premiums
 - Workers' Comp Injury Data & Statistics
 - Training
 - Verify Workers' Comp Coverage
 - Insurance Forms & Publications
- Help for Crime Victims
- WACs & RCWs

File Quarterly Reports

Three ways to file your quarterly report

	Quick File File online for current quarter	Claim & Account Center File online, plus manage your account	Paper Report on paper and file by mail
No sign-up required	✓	—	✓
View past quarterly reports	—	✓	—
Auto-calculate premium totals	✓	✓	—
Manage or update your account	—	✓	—
View rates and risk class information	—	✓	—
Make online payments	✓	✓	—
Get online help	✓	✓	✓
Submit supplemental reports	—	✓	✓

L&I Account ID: (xxx,xxx-xx)

WA UBI: (xxx xxx xxx)

Already signed up? [Login](#)

New user? [Sign up now.](#) (Secure Access WA)

[Instructions for filing by mail](#)

Returning users with Digital Certificates login here. Or, switch to a free user ID and password.

Web Customer Support: WebSupport@Lni.wa.gov or call 360-902-5999 (Weekdays 8 a.m to 5 p.m. Pacific)

Other helpful information

[Claim & Account Center password help](#)

Change or reset your password.

[Large payroll vendors](#)

Additional instructions for payroll services filing online quarterly reports for employers.





SecureAccess Washington allows Internet access to multiple online government services with the use of a unique single self-generated username and password.

Name and email address

Username and password

Choose a username and password that are easy to remember. We value the security of your personal information. In order to protect this information, your password must contain special characters and upper/lower case combinations that would be difficult for someone else to figure out. Please be sure to keep a copy of your username and password.

As an additional security measure, your password will expire every 120 days. We understand that this may be an inconvenience; however, your personal information is important and this step allows the State of Washington to protect your information.

Review your information

Enter security check

Check your email

Login to your account and add secure services

Start

**Enter your personal information:**

First Name

Last Name

Email Address

Confirm Email Address

Question: **Select a security question from the list below**

▾

Answer:

Previous

Next



Create a username and password:

NOTE: We value the security of your personal information. In order to protect this information, your password will expire **every 120 days**.

Username:

Password:

Confirm Password:

Requirements for a secure password:
2 more characters, 1 more numbers, 1 symbol characters

Choose a password with:

- at least 8 characters
- a number
- both upper and lower case letters
- at least one of the following special characters:
\$ @ ! * & %



Review information:

Here is your personal and account information.

NOTE: We value the security of your personal information. In order to protect this information, your password will expire **every 120 days**.

Name: John Smith
Email: johnsmith@dis.wa.gov
Username: johnsmith
Password: Password1!
Security Question: What is your first teachers last name?
Answer: test

**Go back to the previous page to make changes.
Continue to the next page if the information is correct.**

You may want to [PRINT](#) this page for your records.

[Previous](#) [Next](#)



Enter the security code:



In the box below, enter the security code you see above.



Previous

Submit

Speaker which allows you to hear the security code if you cannot read it



Check your email account:

You're not quite finished yet!

Next you will need to check your email to get information needed to get your account activated and ready to use!

From: Brown, Elaina L. (LNI)
To: Brown, Elaina L. (LNI)
Cc:
Subject: Thank you for creating your SecureAccess Washington Account

Sent: Tue 7/1/2008 9:46 AM

Thank you for creating your SecureAccess Washington Account

DIS Access WA<AccessWA@dis.wa.gov>

Thank you for creating an account with SecureAccess Washington (SAW)

Your Secure Access Washington (SAW) account (trudy) has been successfully created. Before you can begin using SAW you need to activate your account by visiting this page:

<http://secureaccess.wa.gov/login2.aspx?app=express>

Here's what to do if the link does not work in your email editor:

- Go to secureaccess.wa.gov
- Enter your user ID (trudy) and password
- Enter this activation code when prompted: 436924

If you have questions about using SecureAccess Washington or if you need help using it, please visit <http://support.secureaccess.wa.gov>



Your SecureAccess Washington account has been activated.
To continue the registration for Quarterly Reports Express Filing, please login below.

Login to your SecureAccess Washington Account

Username:

Password:

Login

[Forgot password?](#)
[Forgot username?](#)



Hello brem235

My Services

Add a New Service

Select an agency below to see a list of services:

- [Department of Ecology](#)
- [Department of Information Services](#)
- [Developer Testing Only](#)
- [BIS DEMO DOMAIN](#)
- [Labor & Industries](#)
- [Workforce Training and Education Board](#)

Service code:

If you have been given a service code, enter it below to apply for access to the service.

Search services by keywords:

Enter keyword(s) below to find related services. Leave field blank to display all services.


[My Secure Services](#)
[Account Management](#)
[About SecureAccess](#)
[Help](#)
[Logout](#)

Hello brem235

[My Services](#)
[Add a New Service](#)

Add a Service to Your Account

Select a service to apply for from the following.

Note: Services for which you currently have access, have applied to and are awaiting approval, or those that you have been suspended or rejected from will not appear in this list.

[All Agencies](#) > [Labor & Industries](#)

Action	Service Name	Description
Apply	Apprentice Tracking System	Apprentice Tracking System Privacy Notice
Apply	Contract Restricted Premium Status (PREPROD)	Restricted for government entities only. Use Verify Workers Comp Premium Status search to check if a business has an active workers comp insurance account. more Privacy Notice
Apply	Contract Restricted Premium Status (TEST)	Restricted for government entities only. Use Verify Workers Comp Premium Status search to check if a business has an active workers comp insurance account. more Privacy Notice
Apply	Electronic Permit and Inspection System	Purchase electrical and alteration of manufactured home permits with credit cards and contractor deposit accounts. Manage and review related inspection activity. more Privacy Notice
Apply	EPIS_WADS	EPIS_WADS Privacy Notice
Apply	Prevailing Wage Intents and Affidavits	Internet filing, approval and credit card payment of Prevailing Wage intent and affidavit forms. more Privacy Notice
Apply	Prevailing Wage Intents and Affidavits (Int)	Integration version of PWIA used to file intents and affidavits for Public Works projects. more Privacy Notice
Apply	Provider Express Billing (PreProd)	Allows for the upload of billing files in a legacy or HIPAA format. Also allows for the download of Remittance Advice, 997, and TA1 transactions. more Privacy Notice
Apply	Provider Express Billing (test)	Allows for the upload of billing files in a legacy or HIPAA format. Also allows for the download of Remittance Advice, 997, and TA1 transactions. more Privacy Notice
unavailable	Provider Express Billing (test) - old version	to point to the old version while in dev mode more Privacy Notice

Express Filing Quarterly Reports Service Registration

Please fill out the form below to apply to use the Department of Labor and Industries' **Express Filing Quarterly Reports**.

Thank you for registering to use the Labor and Industries Express Filing website.

You will receive an e-mail when your registration has been processed.

Contact Information

[Need help with registration?](#)

Fields marked with * are required.

*First Name	<input type="text"/>
Middle Name	<input type="text"/>
*Last Name	<input type="text"/>
*Phone number	<input type="text"/> <input type="text"/> <input type="text"/> Ext. <input type="text"/>
*E-mail address	<input type="text"/>



Hello brem235

My Services

Service	Agency	Description	User Status	Action
Claim and Account Center	Department of Labor and Industries	Check the status of a workers' compensation claim or an employer account.	Active	Remove
Express Filing Quarterly Reports	Department of Labor and Industries	Complete quarterly reports for the Department of Labor and Industries. The application does require enrollment request.	Active	Remove
Provider Express Billing	Department of Labor and Industries	Allows for the upload of billing files in a legacy or HIPAA format. Also allows for the download of Remittance Advice, 997, and TA1 transactions.	Active	Remove

Log-in will now be through Claim and Account Center link....NOT Express Filing Quarterly Reports link



Risk Classification Definitions (WAC 296-17A)

<http://www.leg.wa.gov/legislature>



Next Steps

§ **Begin design & development of Release 2 functionality**





Questions?





Contacts

§ Elaina Brown, Client Manager

- Email: brem235@lni.wa.gov; (360) 902-9113

§ Ginny Schenck, Project Manager

- Email: scgi235@lni.wa.gov ; (360) 902-5549

