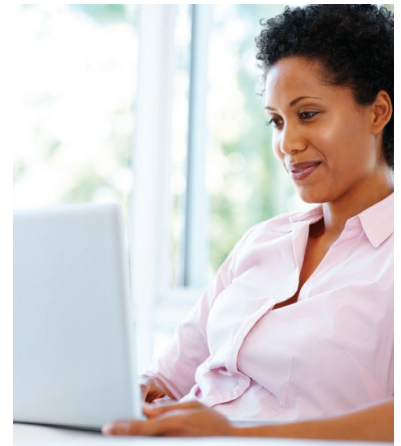


A Guide to Using wcf.com

WCF Insurance's website includes applications and forms to manage your policy. Below are details on accessing our most-used programs.



FOR ALL WCF.COM ONLINE FEATURES

- 1) Do not use Internet Explorer as it is generally an outdated and unsafe browser. Microsoft only supports IE version 11, and tens of millions of users still have older unsupported versions. Use any other browser as our site does not support IE.
- 2) Make sure your browser's pop-up blocker has an exception for wcf.com



ONLINE PAYROLL REPORTS – DOES NOT REQUIRE A LOGIN

- 1) ****Have the physical copy of the report ready for reference**** (not all features of online reporting are intuitive without this form, as payroll minimums and maximums for covered officers may vary)
 - If you do not have the physical copy of the report, it can be found under the "Invoice Viewing" tool on the home page of wcf.com (login required), or call us at 385.351.8000 (option 4) and we can email a pdf of the report to you.
- 2) Click "Online Payroll Reports" from the home page of wcf.com
- 3) Enter the Policy Number and Report Number to login
 - Both numbers can be found on the physical copy of the payroll report (see step 1)
- 4) Enter payroll amounts associated with each Class Code. (You must report amounts greater than or equal to "\$0.00" on each field)
 - Be sure to abide by payroll minimum / maximum limits for covered officers. These limits are listed on the physical copy of the report (see step 1)
- 5) Save, then submit the report.



FILE A CLAIM – DOES NOT REQUIRE A LOGIN

- 1) Click "File a Claim" from the home page of wcf.com
- 2) Select "File a Claim in Utah" or "File a Claim in Other States"
- 3) Fill out at least all Required Fields for each tab (Required Fields marked by red asterisk *)
 - NCCI Class Code under Employee tab – questions, call underwriter
 - For technical help, call 385.351.8919. For claims assistance, call 385.351.8000 (option 3)
- 4) Save, and Submit