

compUpdate



Our web site has a new address — one that is a bit more user-friendly for the memory than the old address. Any bookmarked pages at the old address will be redirected to the new site, but you probably will want to update the bookmarks. The new site still offers a secure area with information about your policy. If you haven't registered to access your policy information, we encourage you to do so.

Look for
us @

www.IdahoSIF.org

Already registered?

If you were a registered user and you successfully logged in at our old web address before Aug. 1, 2005, you do not need to re-register at the new site. However, your old password will not work. When you enter your user name and old password, we will automatically e-mail a temporary password to the e-mail address you originally used to register your account.

When you get the temporary password, return to the log-in screen and enter the temporary password (for best results, cut and paste the temporary password from the e-mail to the log-in screen). You will be required to change this password, and once it is changed, you will have access to your policy information.

If you do not remember your user name, click on "Forgot Username," complete the information and we will e-mail you your user name.

If your e-mail address is different than the one you used to register your original account, call us at 208-332-2197 to update your e-mail address.

Haven't registered yet?

It's easy. You will need a Personal Identification Number (PIN), a valid user name, a password, and a policy number to gain access to our secure area. Forms and instructions for requesting a PIN and a user name are on the web site. Just click on the "How to register" link on our home page and follow the instructions.

Your PIN will be mailed to the address we have on file for your policy. For security purposes, we cannot e-mail the PIN or send it to an alternate mailing address. Allow one day for SIF to process the PIN request and an additional 2-5 days for mailing. It only takes about 15 minutes to receive an e-mail providing your user name and initial password.

Once you have the PIN, user name and password, you can log into the secure area of the web site and obtain information about your policy. You will need to change your initial password the first time you log in.

More details about accessing the secure area of the web site and the information available can be found in the Spring 2005 edition of compUpdate, which is on line at www.idahosif.org/compUpdate/PDFs/spring2005.pdf.

**Information
available
on line**

POLICY DETAILS INCLUDING POLICY ANNIVERSARY DATE, ESTIMATED ANNUAL PREMIUM, OUTSTANDING PAYROLL REPORTS, POLICY STATUS, DEPOSIT AMOUNT AND PAYROLL PLAN, CONTACT INFO FOR SIF TEAM MEMBERS • CURRENT RATING DETAILS INCLUDING CLASS CODES AND RATES BY LOCATION, ESTIMATED PAYROLL BY CLASS CODE AND LOCATION • FINANCIAL TRANSACTIONS INCLUDING PAYROLL RECEIVED, PAYMENT RECEIVED, PAYROLL REVISION • REPORT OF CLAIMS INCLUDING TOTAL MEDICAL AND COMPENSATION PAYMENTS MADE • AND MORE!

2 reports no longer mailed

Because 24-hour online access to claims information is now possible, two reports will no longer be mailed to policyholders: the Report of Claims and the Compensation Payment Report. The Report of Claims shows the status of all claims against your policy by policy year, while the Compensation Payment Report shows a list of compensation payments paid to individual claimants.

Here are detailed instructions on how to access these two reports via our web site. Also included are samples of how the forms should appear online.

Report of Claims

- Open the Idaho State Insurance Fund web site at www.IdahoSIF.org.
- Select the "Policyholder Log-In" link under the "Employers" heading.
- Log in with your user name and password to access your specific policy information. If you have not yet signed up as a user, select the "New Users" link and follow the procedures to obtain a Personal Identification Number, and a user name and password to access the secure area.
- Once you have signed in, you will be in the "Current Policy Period Detail Screen". Select the "Report of Claims" link located just above the brown title bar showing your policy name, policy number, anniversary date, and current estimated premium.
- The claims for the current policy period display on the lower part of the screen. To view a policy period other than the current period, place your cursor on the down arrow next to the Policy Period date box and click your mouse. A drop-down menu of past policy years will appear. Highlight the year desired and click your mouse button once. Click on the "Show Claims" button to bring up the claims for that year.
- Continue to view other policy periods by selecting the desired policy period and clicking on the "Show Claims" button.

There are two ways to get a hard-copy report.

ONE — Print a copy on your own printer:

- Select the policy period you want to export and then select the "Export Report of Claims" link.
- A dialogue box labeled "File Download" will appear. Click on the "Open" button. This will open Excel (or compatible spreadsheet program) and automatically export the data for the selected policy period into a new worksheet.
- You may need to resize the columns to show the data in the proper form (such as claim number, payments made, etc). You can also sort, format, and display the data in any manner your spreadsheet program permits.
- You can save the file in your own system and/or print it at your own computer.

OR

TWO — Order a report to be mailed/faxed to your business. Select the "Send SIF a request for printed loss runs" link and complete the fill-in form. Your underwriter will process the request, and can generally fax or mail the report to you by the following business day. If you experience a delay in getting the reports, please contact your underwriter.

Report of Claims

IDAHO BUSINESS INC. Policy #: 123457 Anniversary: 01/01/2005 Current EAP: \$500.00 Underwriter: RDUKE

Policy Status: ACTIVE

- ▶ [Export Report of Claims](#) (for Excel or similar program)
- ▶ [Send SIF a request for printed loss runs](#)
- ▶ [Compensation Payment Report](#)

Policy Period: 01/01/2004 - 01/01/2005 Show Claims >>>

Date of Injury	Claim Number	Last Name	First Name	Disposition	Claim Status	Nature of Injury	Body Part	Comp Paid	Medical Paid	Outstanding Reserves
02/19/2004	200000	DOE	JOHN	ACCEPTED	CLOSED	STRAIN	LOWER BACK	\$0.00	\$506.44	\$0.00
01/26/2004	200001	DUKE	RAOUL	ACCEPTED	CLOSED	STRAIN	KNEE	\$0.00	\$109.00	\$0.00
10/08/2004	200002	JOHNSON	FRED	ACCEPTED	CLOSED	STRAIN	FOOT	\$6,194.12	\$2,878.23	\$0.00
09/10/2004	200003	JONES	BILL	ACCEPTED	OPEN	STRAIN	LOWER BACK	\$5,710.73	\$9,299.02	\$15,650.73
04/16/2004	200004	POE	EDGAR	ACCEPTED	CLOSED	CRUSH	FINGER	\$1,762.20	\$2,219.99	\$0.00
03/15/2004	200005	SMITH	JOHN	ACCEPTED	CLOSED	SPRAIN	ANKLE	\$0.00	\$288.44	\$0.00

Total Claim Count	Total Medical Paid	Total Comp Paid	Total Reserves	Incurred Grand Total
6	\$15,391.12	\$13,667.05	\$15,650.73	\$44,708.90

Compensation Payment Report

Policyholders can use the **Compensation Payment Report** to view compensation payments made to their employee(s) for a specified period. To find and use this form:

- Open the Idaho State Insurance Fund web site at www.IdahoSIF.org.
- Select the **"Policyholder Log-In"** link under the **"Employers"** heading.
- Log in with your user name and password to access your specific policy information. If you have not yet signed up as a user, select the **"New Users"** link and follow the procedures to obtain a Personal Identification Number, and a user name and password to access the secure area.
- Once you have signed in, you will be on the **"Current Policy Period Detail Screen"**. You can use the Quick Link drop-down menu to select **"Compensation Report,"** or you can use the **"Report of Claims"** link located just above the title bar showing your policy name, policy number, anniversary date and current estimated premium and then select the **"Compensation Payment Report"** link.

- Use the drop-down menu to select a Report Start Date and a Report End Date. For example, you may want to see payments made between July 1, 2005, and July 31, 2005, or between Jan. 1, 2004, and Dec. 31, 2004, or any other specified range.
- Click on the **"Generate Report"** button.

The report for the period you selected will display on the screen. The report includes the claimant name(s), claim number, date of payment, the range of dates and number of days the payment covered, the amount paid, and the type of payment. For a description of the payment type codes, rest your cursor on the **"Type"** field and a drop-down explanation of the codes will appear. The report also includes the name of the examiner assigned to the claim. To send the examiner an e-mail, click on his or her name.

You can use the print command on your web browser to print the screen information for your records.

COMPENSATION PAYMENT REPORT 7/1/2005 - 7/22/2005

IDAHO BUSINESS, INC.
123 MAIN ST.
ANYTOWN, ID 83704

Policy Number: 1234567
Report Date: 7/22/2005

The following is a record of payments forwarded to your employers by the State Insurance Fund. Permanent total claims and fatality claims are not included.

JOHN DOE - Claim #: 111111111

Date Paid	Paid Dates	# of Days	Amount	Type	Examiner
07/04/2005	06/19/2005 - 07/02/2005	14	\$329.37	TP/ADV	BOB SMITH
07/18/2005	07/03/2005 - 07/16/2005	14	\$226.47	TP/ADV	BOB SMITH

Total Compensation Payments for this claim: \$555.84

A.G. BUNCH - Claim #: 111111112

Date Paid	Paid Dates	# of Days	Amount	Type	Examiner
07/07/2005	06/23/2005 - 07/02/2005	10	\$555.64	TP/ADV	BOB SMITH
07/19/2005	07/03/2005 - 07/16/2005	14	\$445.62	TP/ADV	BOB SMITH

Total Compensation Payments for this claim: \$1,001.26

JANE DOH - Claim #: 111111113

Date Paid	Paid Dates	# of Days	Amount	Type	Examiner
07/12/2005	06/29/2005 - 7/12/2005	14	\$691.98	TT/REG	BILL FOLD

Total Compensation Payments for this claim: \$691.98

State Insurance Fund
1215 West State Street
P.O. Box 83720
Boise, ID 83720-0044
(208) 332-2100
(800) 334-2370

E-mail addresses:

Underwriting: Underwriting@isif.state.id.us
Audit: Audit@isif.state.id.us
Claims: Claims@isif.state.id.us
Risk Management: RiskManage@isif.state.id.us
Client Relations: Client@isif.state.id.us
Manager's Office: Administration@isif.state.id.us

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www.IdahoSIF.org

ANTI-FRAUD HOTLINE 1-800-448-ISIF (4743)

Submitting Payroll Reports

The best way to ensure your payroll report is received and in our system is to mail it before the due date using the envelope provided or to the State Insurance Fund, PO Box 83720, Boise, Id 83720-0044.

If you want to fax your payroll report to the Premium Audit Department, our fax number is 208-332-2288. For a list of fax numbers for other departments, please visit our web site at www.IdahoSIF.org.

We use an automated fax system to receive payroll reports. The system allows a fax to be received as an electronic file and to go directly into our computerized information system. To ensure immediate system acknowledgement of your report, we suggest that you fax from an original report. We have found that faxes from a copy or report that has already been faxed distorts the detail and could delay the processing of your report. It is not necessary to mail a hard copy.

To transmit a fax to our automated system, you must use the automatic fax feature on your fax machine. For most fax machines, do the following:

- Load the original payroll report you want to fax.
- Enter our number, **208-332-2288**, using the keypad.
- Press the button to start the fax.
- DO NOT use a handset or speaker button to monitor for fax tones.

If you are unable to fax in this manner, please call Premium Audit 208-332-2150 for assistance Monday-Friday, 8 a.m. to 5 p.m. Mountain Time.

After your report is billed you will received an invoice in the mail. If you are a registered user of our web site you can view your billed payroll reports under Financial Transactions. Should you need to make a correction please contact us at 208-332-2150.

More changes planned for site

We're not finished with our web site. Not by a long shot. We will be continuing to fine tune it and adding features to it to make it a more useful tool for our policyholders.

Our plans include offering several e-commerce functions. Eventually policyholders will be able to use the site to:

- File claims with an online form, not an e-mail attachment.
- Report payroll.
- Make payments.
- Request certificates of insurance with an online form.

So, if you haven't already registered to access the secure area of the site, we urge you to do so—and to visit often.