

# compUpdate

The State Insurance Fund now has a secure area on its web site just for policyholders. Policyholders with an internet connection can now access information about their policy with a simple mouse click anytime they wish — 24/7. Once an insured employer signs up to enter the secure area, all he or she will need to do is go to [www2.state.id.us/isif](http://www2.state.id.us/isif) and click on the employer log-in link. Once in the secure area, employers can find:

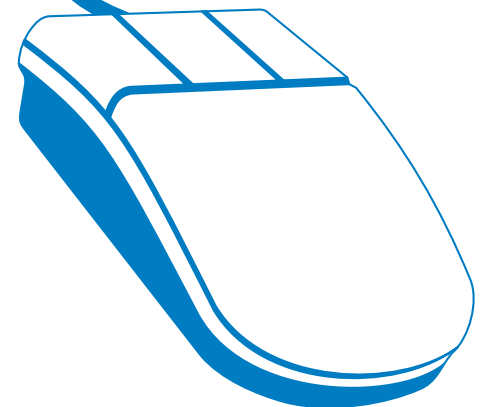
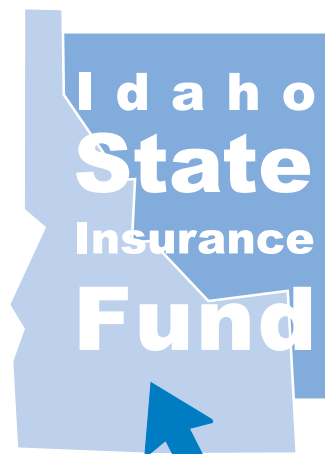
- Policy details, including name, number, addresses, locations, etc.
- Current and historical experience modification information.
- Class codes assigned to the policy and payroll information by class code.
- Current and historical financial transactions.
- Claim details, including claimant name, date of injury, type of injury, payment amounts, and total reserves. For time-loss claims, a list of time-loss payment dates and amounts is also available.
- Current and historical loss information by policy year.
- Contact information for SIF team members and/or the agent.

## How does a policyholder sign up to use the web site?

Policyholders must have a Personal Identification Number (PIN), a valid user name, a password, and their policy number to access the secure area of the site. Forms and instructions for requesting a PIN and a user name are on the web site under New Users.

The State Insurance Fund will issue a PIN and mail it to the address we have on file for the policyholder. For security purposes, we cannot e-mail the PIN or send it to an alternate mailing address.

**Your policy information is just a click away**



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# Accessing information about your policy via the web

*The first page you will see after entering the secure area of the SIF web site will be the Current Policy Period Detail page. This page will provide a great deal of information about your policy as well as provide links to more detailed information.*

- 1 If you have your policy with SIF through an agency, this area displays the agency name, telephone number, and e-mail address. If you have questions about your policy, please contact your agent. If you have your policy with SIF directly, this area is blank.
- 2 When you are finished viewing information in the secure area, you can log out with this button.
- 3 These are the menu options available. Each menu displays different information about your policy.
  - 3a **Current Policy Period Detail.** This screen displays when you enter the secure area. From this page, you can quickly see if you have outstanding payroll reports or outstanding payments, and the date they are due. This screen also displays the policy demographics.
  - 3b **Renewal Detail.** Sixty days prior to your policy renewal date, you can view renewal information here. Renewal information includes the class codes, new rates, payroll estimates, and the estimated annual premium for your renewal policy.
  - 3c **Current Rating Details.** This screen displays the class codes assigned to your policy by location, the associated rate, the estimated payroll, and the estimated premium for the current policy period.
  - 3d **Financial Transactions.** This screen displays the transactions on your policy for the current policy year plus six months. The transaction lists includes requests for payroll information, statements generated from completed payroll reports, and debit and credit amounts. For details of debits and credits, click on "View" to see the statement associated with the transaction.
  - 3e **Report of Claims.** This screen shows the status of all claims against your policy by policy year. To change the policy year, select the policy period from the drop down menu and use the "Display Claims" button to retrieve the information. You can view a list of compensation payments paid to individual claimants by clicking on "View" in the Comp Paid Column. You can export claim information to an Excel (or similar) program to sort as you desire.
  - 3f **Loss Experience Analysis Report.** This screen displays premium and loss information for the current policy year and up to five past policy periods. You can review the claims for a specific policy year by selecting "View" in the Claims Count column.
- 4 Look here to find your policy name, number, anniversary date, and estimated annual premium (Current EAP).
- 5 If you have an outstanding payroll report, details about the report will be here.
- 6 If you have an outstanding payment amount, details will be here. Click on "Payment History" to view the Financial Transactions screen. Find the transaction, and click on "View" to see the statement associated with the balance due.
- 7 This is the status of your current policy.
- 8 This shows the current balance due, if you have a balance due. This is the same information found in area 6.
- 9 This is the mailing address we have for your policy.
- 10 This is the phone number we have on file for your policy. Please call your agent or your underwriter if the mailing address and/or phone number are incorrect.
- 11 If you have requested SIF to send payroll reports and statements to an alternate billing address, this is the address we have on file.
- 12 Displays the effective date and the expiration date of your current policy.
- 13 If you are on a payroll reporting plan, this is the amount of your deposit. If you are on an installment payment plan, this is the amount of your initial installment.
- 14 This is your current billing plan. If you are on an installment billing plan, click on "Schedule" to view your installment amounts and due dates.
- 15 If your policy is eligible for an Experience Modification Factor (e-mod), you can find your current e-mod here. Click on "History" to view your e-mod for previous policy periods.
- 16 This area displays endorsements attached to your policy.
- 17 This area shows the limits of liability for the employer's liability (Part 2) of your policy. You can find more information about limits of liability on our web site at [www2.state.id.us/isif/read\\_about/liability\\_limits.html](http://www2.state.id.us/isif/read_about/liability_limits.html).
- 18 Here, you will find the business name and all of the business locations we have on file for your policy. If any of this information is incorrect, please call your agent or your underwriter.
- 19 This is a list of the names, telephone numbers, and e-mail address of the State Insurance Fund employees assigned to your account. If there is no underwriter or field service representative listed, please call your agent for assistance.



INSURANCE AGENTS

EMPLOYERS

INJURED WORKERS

HEALTH PROFESSIONALS

Current Policy Period Detail

2 [Log Out]

1 INDEPENDENT AGENT & CO - #6000 Phone: 208-555-5555 indyagent@indyagent.com.

3 3a [Current Policy Period Detail] 3b [Renewal Detail] 3c [Current Rating Details] 3d [Financial Transactions] [Report of Claims] [Loss Experience Analysis Report] 3e 3f

4 IDAHO, INC. Policy#: 123456 01/01/2005 Current EAP: \$10,162

Outstanding Payroll Reports

Table with 3 columns: Period Begin Date, Period End Date, Due Date. Row 5: 03/01/05, 03/31/04, 04/21/05

Outstanding Amounts

Table with 4 columns: Outstanding Amount, Period Begin Date, Period End Date, Due Date. Row 6: \$210.00 Payment History, 02/01/05, 02/28/05, 04/21/05

7 Policy Status: Active
8 Current Balance: \$210.00 Payment History
9 Mailing Address: 123 Main St. Anytown, ID 83704

10 Telephone Number: 208-555-1212
11 Billing Address: C/O Accountant 567 Main St. Anytown, ID 83702

Billing Telephone Number:

12 Policy Effective Date: 01/01/05
13 Policy Expiration Date: 01/01/06
14 Deposit Amount: \$5,000.00
15 Billing Plan: Monthly
16 Experience Modification: 1.20 History
17 Coverage Endorsements: Alcohol and Drug Free Workplace Premium Credit 01/01/03
Limits of Employers Liability Insurance: Bodily Injury By Accident \$100,000 EACH ACCIDENT, Bodily Injury By Disease \$50,000 POLICY LIMIT, Bodily Injury By Disease \$100,000 EACH EMPLOYEE

Business Name: IDAHO BUSINESS, INC.

18 Entity Type: Corporation
Owners: J.A. Idaho, President, Exempt

Business Location: IDAHO BUSINESS, INC.

Physical Address: 123 Main St. Anytown, ID 83704

Telephone Number: 208-555-1212
Contact Name: Joe Idaho, Accountant

SIF Service Team

Table with 4 columns: Name, Title, Phone number, Email Address. Row 19: MARTY ANDERSON, Risk Management, 208/332-2236, MANDERSO@ISIF.STATE.ID.US

**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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[www2.state.id.us/isif/](http://www2.state.id.us/isif/)

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

## ***Continued from front page***

An automated system processes requests for user names and passwords and e-mails the user name and an initial password to the requestor. The user will be required to change the initial password when he or she logs in the first time.

If a policyholder needs to have multiple users, each user should request their own user name and password. All users will need the policy's PIN to associate their user name and password with the policy.

## **How long does it take to get a PIN?**

SIF will process PIN requests each weeknight and will generally mail the PIN on the following business day. Policyholders should allow one day for SIF to process the PIN request, and an additional 2-5 days for mailing.

## **How long does it take to get a user name and password?**

An e-mail containing the user name and an initial password is usually sent within 15 minutes of the request. Users will be required to change the initial password the first time they log in.

## **Does a user have to enter the policy number and the PIN at each log-in?**

No. The policy number and the PIN are only required for the initial log-in. During the initial log-in process, the PIN and the policy number are required to authenticate the user and to register the user to the policy. Once the user is registered to the policy, he or she can access policy information with just the user name and password.

## **What happens if the policyholder forgets the PIN?**

Since the PIN is only required for the initial log-in, the policyholder does not need to remember the PIN or keep it nearby. To prevent unauthorized individuals from accessing policy information, policyholders should keep the PIN letter in a secure place.

***More detailed information on accessing the secure area is available at [www2.state.id.us/isif/read\\_about/Register\\_policyholders.htm](http://www2.state.id.us/isif/read_about/Register_policyholders.htm)***