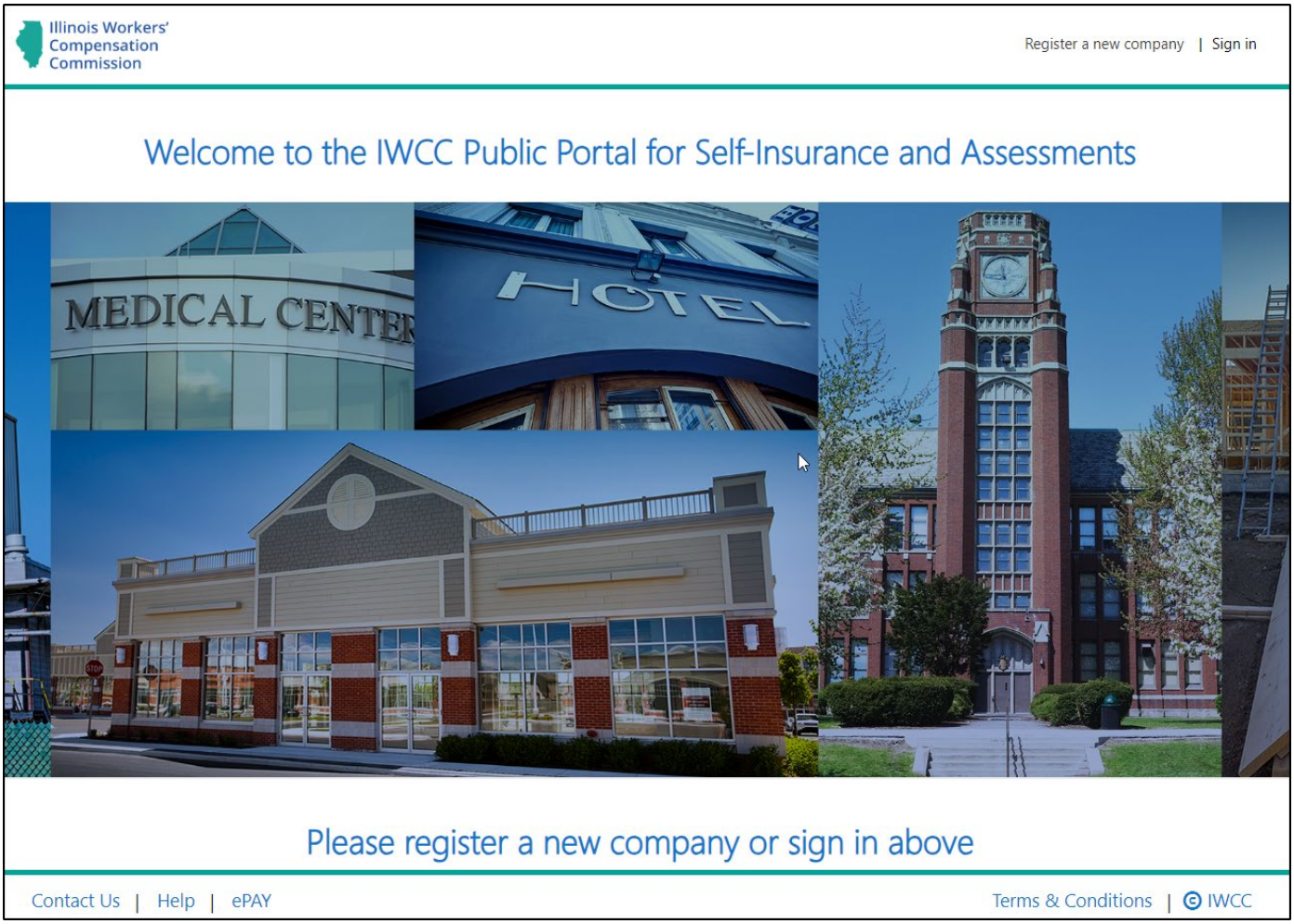


Self-Insurance Plus (SIP)

Training Manual

I. Portal User Pointers

A. Helpful Pointers for Self-Insurance Plus

1. SIP works best with a Chrome or Edge web browser.

2. For Company Admins, make sure when setting up company contacts that you add individuals from your company who will be using SIP regularly and those who will serve as backups to the primary users.

    a) Note: All company contacts will have access to all documents submitted to the system and correspondence from the IWCC. Contact the IWCC at wcc.selfinsurance@illinois.gov if the company contact should only see *Assessment* information.

3. Keywords may be used by utilizing the wildcard character (*) when the user is not sure about the spelling or format of the application or assessment needed. For example, if you want to find information containing the word *West*, format the search as follows: *West* and click search.

4. If you are a contact working with multiple companies in the SIP portal (ABC Company and XYZ Company), contact the IWCC at wcc.selfinsurance@illinois.gov to properly set up your account. The email message should state that you need to be a *Multi-Company Contact* in SIP.

Use of the registration link on the Portal page is only for initial online registration of a Company Contact representing either:

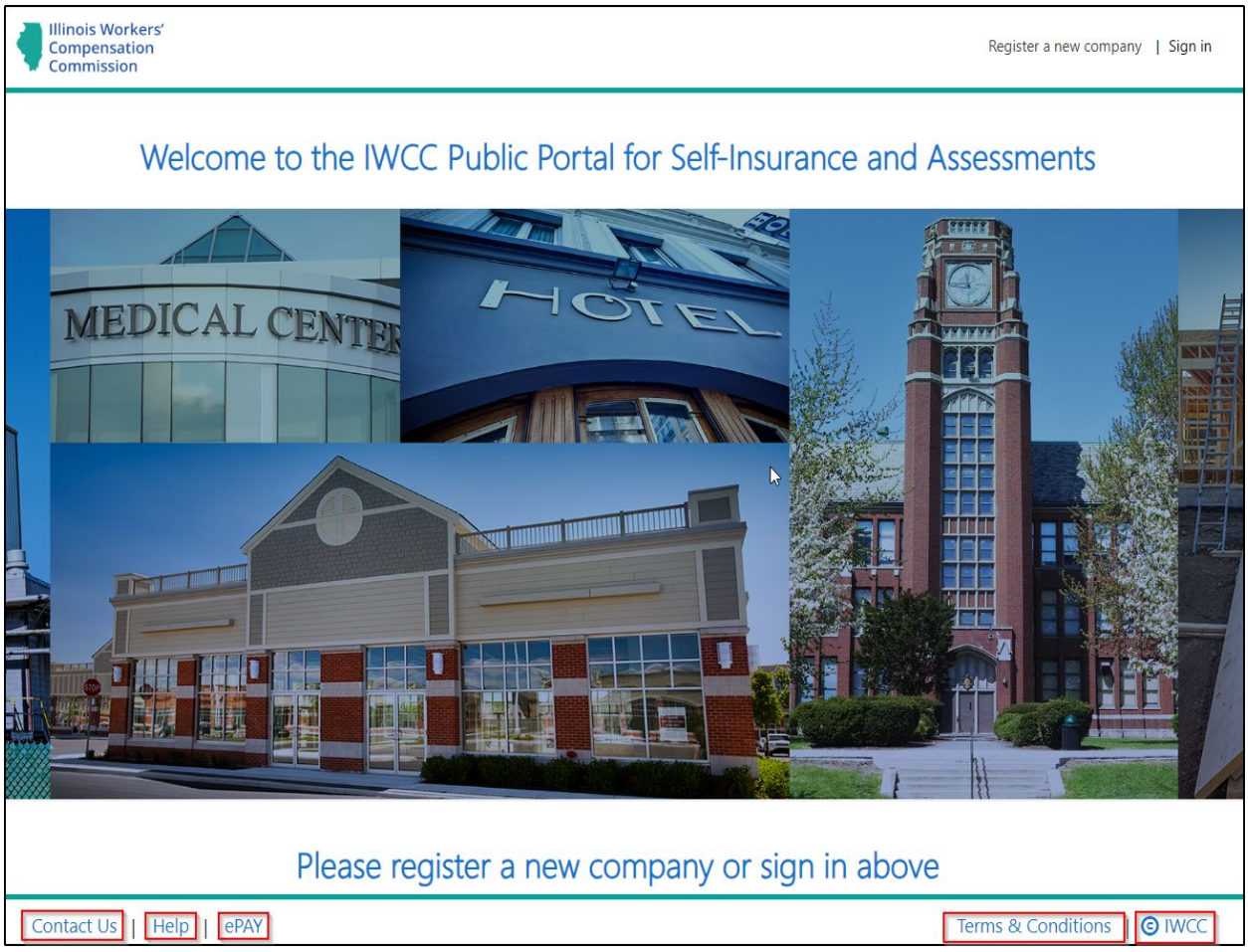
A. A company not currently Self-Insured and initiating the process of applying for Private Self-Insured Employer certification for the Self-Insurance privilege, or
B. A company not already registered with the IWCC as an Insurance Company, Local Public Entity, or Pools-Group WC/Intergovernmental/Not for Profit Company to comply with IWCC Assessment requirements to receive and pay IWCC assessments.

The registration of ALL other Company Contacts is initiated by a registered SIP Company Administrator or IWCC staff. If you have any doubt about the advisability of using the Registration link, please contact the IWCC at wcc.selfinsurance@illinois.gov.

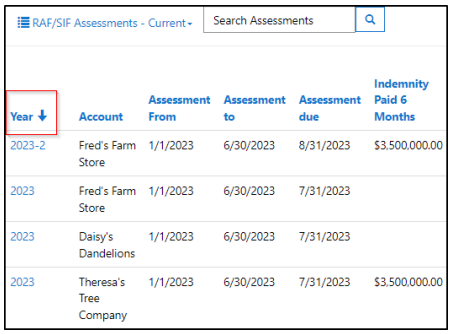
5. To register for SIP, click the *Register a new company* button in the top right corner. If you try to register an email address and get an error message stating the email already exists in Okta, contact the IWCC at wcc.selfinsurance@illinois.gov for assistance or click the *Contact Us* link at the bottom of the SIP homepage. For additional information on the *Registration* process, see the Self-Insurance Plus Registration Manual on the IWCC website.

6. Non-self-insured companies will not be able to add subsidiaries or affiliates from the portal. Contact the IWCC via email at wcc.selfinsurance@illinois.gov for assistance. Include the *Company Name, Street Address, City, State, Zip Code, FEIN, and the Company type (Insurance Company, Local Public Entity, or Pools-Group WC/Intergovernmental/Not-For-Profit)* so the IWCC can add the correct subsidiary/affiliate information into your profile. You may also click the *Contact Us* link at the bottom of the SIP homepage.

7. To stay up to date on self-insurance information from the IWCC, click the *Help* link at the bottom of the SIP homepage. This link takes you to the IWCC's Self-Insurance information page. For accessing information on making payments online, click the *ePay* button. To go to the IWCC homepage, click on ©IWCC. Clicking the *Terms & Conditions* link provides the terms upon which you agree to use the SIP portal.



8. Columns listed in a grid are sortable. For example, on the *Assessment* tab, the screenshot below has multiple RAF/SIF Assessments. By clicking on the *Year* column, you can sort the list. To sort in reverse order, click the year again. The same goes for all columns in blue.



Year	Account	Assessment From	Assessment to	Assessment due	Indemnity Paid 6 Months
2023-2	Fred's Farm Store	1/1/2023	6/30/2023	8/31/2023	$3.500.000.00
2023	Fred's Farm Store	1/1/2023	6/30/2023	7/31/2023	
2023	Daisy's Dandelions	1/1/2023	6/30/2023	7/31/2023	
2023	Theresa's Tree Company	1/1/2023	6/30/2023	7/31/2023	$3.500.000.00

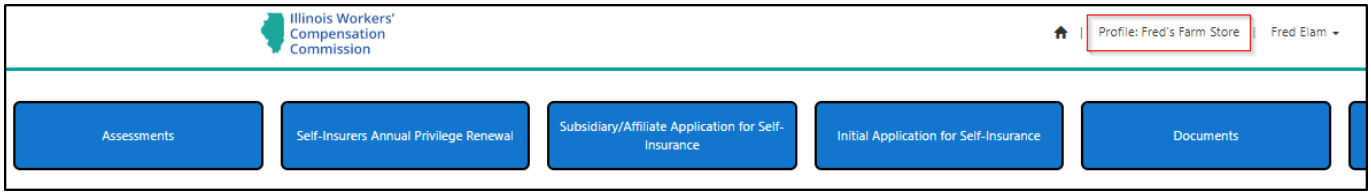
II. Multi-Company Contacts and Default Profiles

A. Multi-Company Contacts

1. Any Contact with the *Multi-Company Responsibility* must be linked to more than one primary company (Profile) within SIP.

a) *Multi-company contacts* can be assigned to a Profile as a *Primary Contact* or *Secondary Contact,* but not both, and/or an *Assessment Contact*. For example, Fred Elam is a *Multi-Company Contact* for Fred's Farm Store and Quality Equipment Rentals, so his Web Role is *SI Company Admin* because he is expected to engage in taking care of all Self-Insurance and Assessment Contact activities.

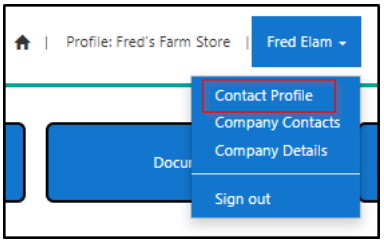
b) As a *Multi-Company Contact*, when Fred logs into SIP, particular attention should be paid to the Profile he used the last time he was in the SIP Portal. This is the *Default Profile*. Upon entering SIP, notice the *Profile* in the top right corner of the SIP screen. This displays the profile Fred had when last in SIP.

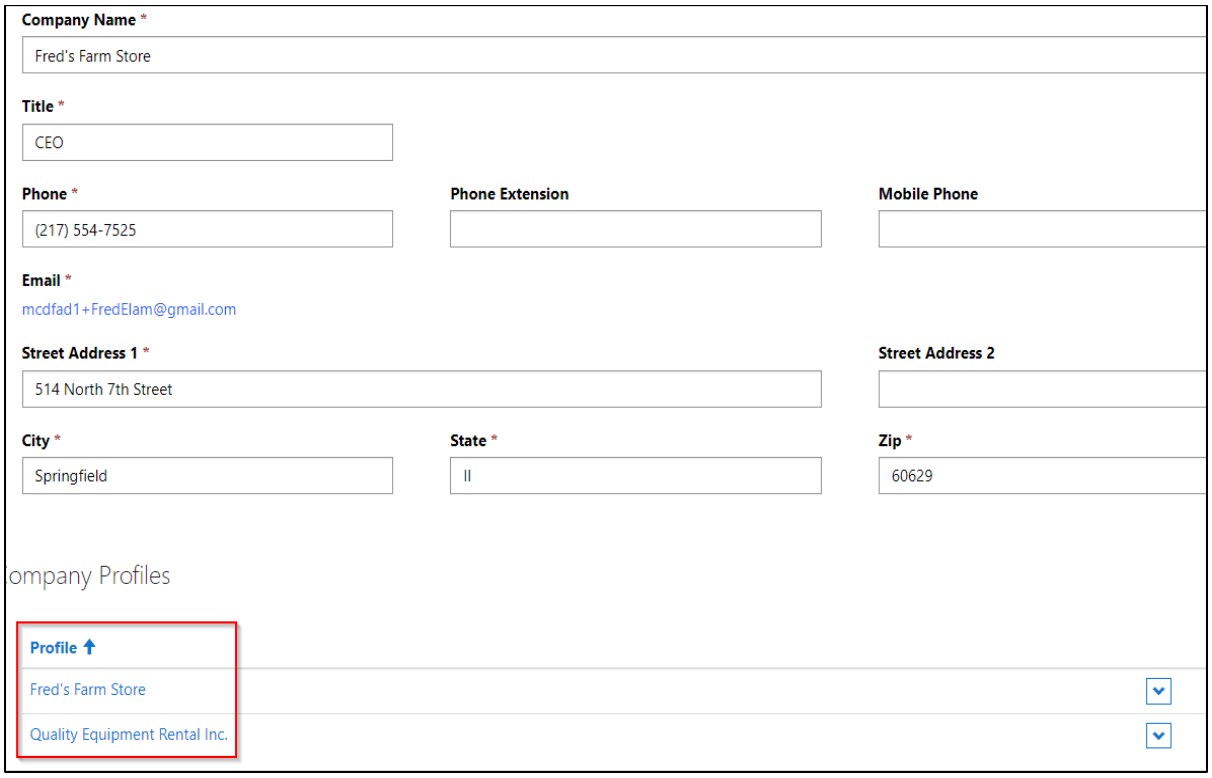


B. Default Profile

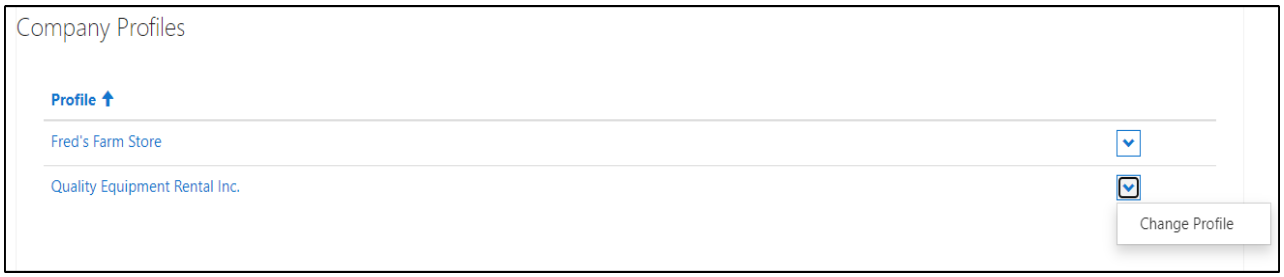
1. To change the *Default Profile* to another profile, click the down arrow next to the name and select *Contact Profile.*

2. The *Contact Profile* window opens and details the contact's information in SIP. Down close to the bottom of the screen is the *Company Profiles* information. Notice two Profiles are listed: Fred's Farm Store and Quality Equipment Rentals (see screenshot).

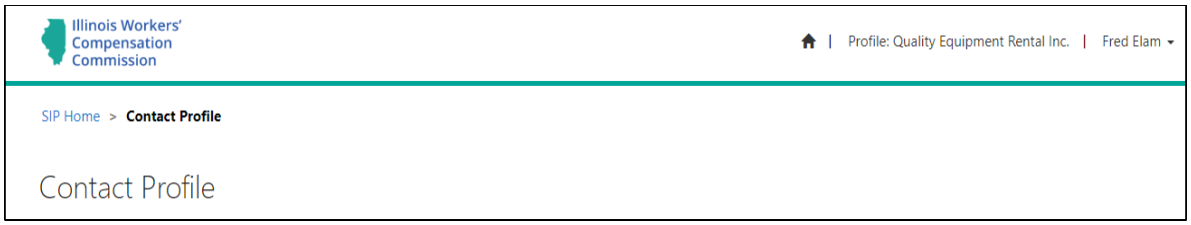




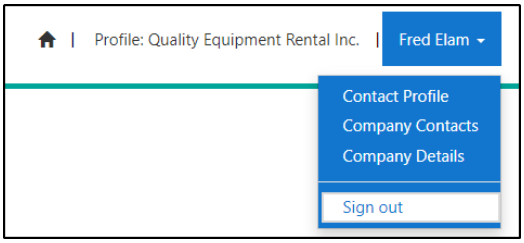
3. Fred can change the default profile. Click the down arrow next to the new default company. Click *Change Profile.*



4. Click the *Change Profile* button and the profile information at the top of the screen reflects the newly selected Profile.



5. Fred can click the home button at the top right of the screen, go back to the logged-in home screen, and perform any tasks within the system for the default Profile.



a) The default profile can be changed back by repeating the previous steps.

b) When Fred is finished in SIP, he clicks the s*ign out* button and is logged out.

NOTE: You have the option to utilize the *Multi-Company Contacts* method, or you may choose to have a separate email address for each company in which you do business. Either option is an acceptable process for your business.

III. Introduction to Self-Insurance Plus (SIP)

SIP is the Illinois Workers' Compensation Commission's electronic web portal for submitting initial applications, sub applications, and renewal applications, as well as assessments, and more! The portal requires you to register in the system, create a password to keep your information secure, and create an Okta account with multi-factor authentication.

The SIP portal is designed for a variety of functions. Companies requesting the self-insurance privilege can utilize the SIP portal for:

- Initial Application: file a new application for self-insurance.
- Sub Application: add a subsidiary or affiliate to an existing approved application.
- Renewal Application: renew your application for self-insurance.
- Documents: provides the ability to upload documents to the IWCC electronically.
- Company Certificates: manage SIP certificates of coverage electronically.
- Non-SI Companies can use SIP for managing their *Assessments*. SI and Non-SI Companies may access the SIP system by going to https://iwccsip.dynamics365portals.us/.

IV. Types of Portal Users

Portal users can be one of two types: Non-SI Companies (insurance companies, municipalities, pools) and Self-Insurance Companies (SI Companies (private self-insurers)). The options available to each are different and described in detail below.

A. SIP Homepage for SI Company Admins

The SIP portal has different functions available depending on the account type registered within the system. If an account is registered as a private self-insurer, users can serve as a SI Company Admin or have a SI Company Staff role.

1. SI Company Admin role can access all portal features and manage company users.

   a) Assignment of security roles as well as the ability to send invitations to other company portal users to join the company's account.

   b) Company Admin role can assign the *Company Admin* role to multiple people in the company. Multiple *Company Admins* are permitted; the Commission supports and *recommends* multiple Company Admins.

2. SI Company Staff role can access all portal features, but cannot add new portal users, assign web roles, or send invitations.

   a) SI Company Staff role can access all documents submitted in the system and correspondence from the IWCC.

   b) Contact the IWCC at **wcc.selfinsurance@illinois.gov** if a contact should only see assessment information.

B. SIP Homepage for Non-Self-Insurance Company Admins (Non-SI)

Non-SI Companies need access to the SIP Portal for assessment purposes only. Non-SI Companies have two roles in the portal: *Non-SI-Company Admin* or *Non-SI-Company Staff.*

1. Non-SI Company Admin can access limited portal features and manage company users.

   a) Allows access to company Assessment information only.

   b) This permission allows the assignment of security roles and sending invitations to other company portal users to join the company's account. The commission supports and recommends multiple company admins.

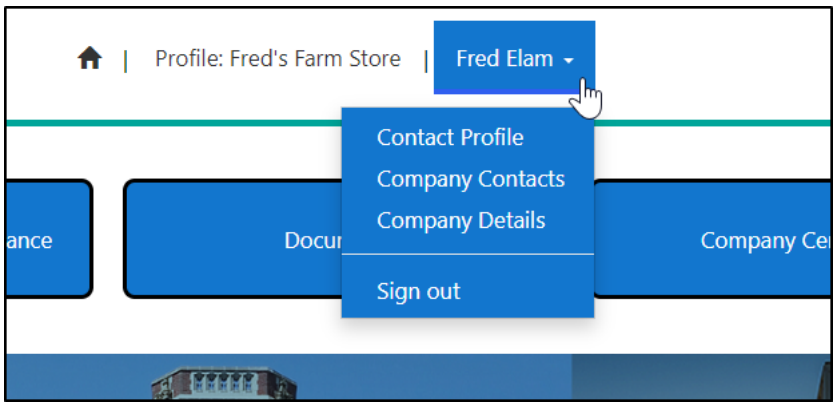
2. Non-SI Company Staff can access Assessments, but cannot add new portal users, assign web roles, or send invitations.

V. Profile and Contact Management

Portal users with *Company Admin* permissions can manage their company profile. All users can manage their contact information in the portal. *The only exception to this is a Multi-Company Contact,* which was discussed in Section II. See Portal Pointers for Multi-Company Contacts and Default Profiles.

A. Profile and Contact Management

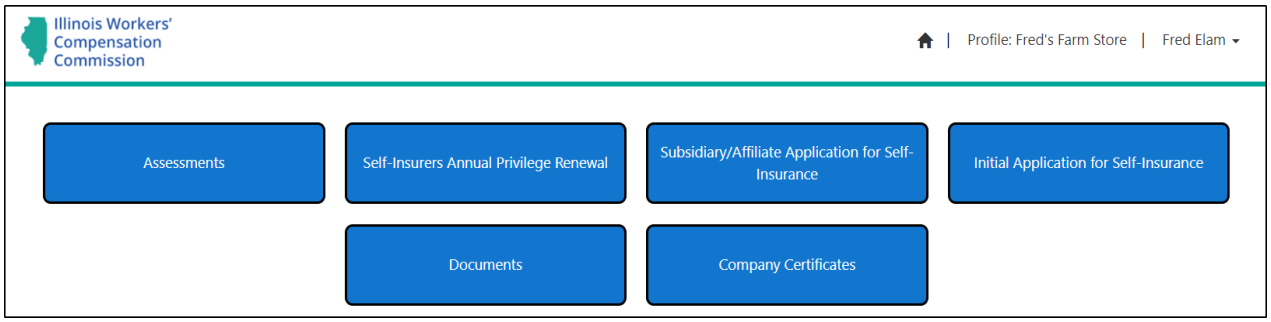
1. Log into the SIP Portal using the established username and password.
2. Click the drop-down arrow to the right of the logged-in user's name.
3. Select *Contact Profile, Company Contacts, and Company Details* to view or make updates to the information contained within each selection.
4. Click *Sign Out* to log out of SIP.



For more information on managing profiles and contacts, please see the *Company Contact Management and Registration* document on the IWCC's Self-Insurance Plus web page.

VI. SIP for the Self-Insured Employer (SI Company)

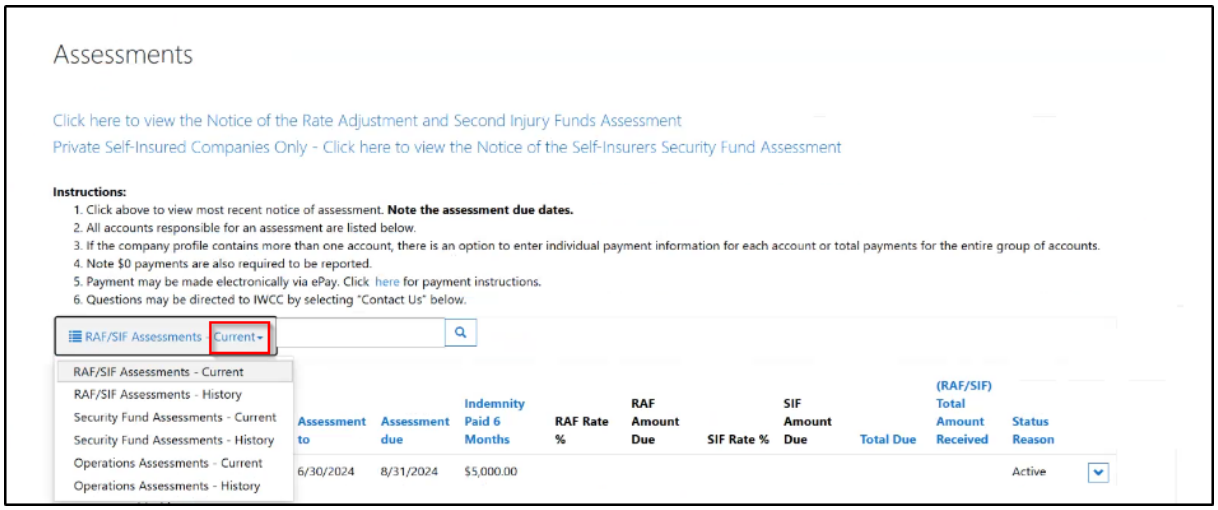
When a Self-Insured Company Contact is logged in, the SIP homepage displays six (6) buttons, as shown in screenshot below. A brief description of the buttons follows (from left to right, top to bottom order).



A. Assessments Button

1. Clicking the *Assessments* button takes the user to the *Assessments* summary page. This page includes summary details of the: Rate Adjustment Fund (RAF)/Second Injury Fund (SIF), Self-Insurers Security Fund (SISF), and Operations assessments.

2. For each assessment, there is a *Current* and *History* option, which is accessed by clicking the drop-down arrow.



Note: when opening the Assessments page, the default view is the RAF/SIF Assessments - Current. For more detailed information, please see the section on Assessments.

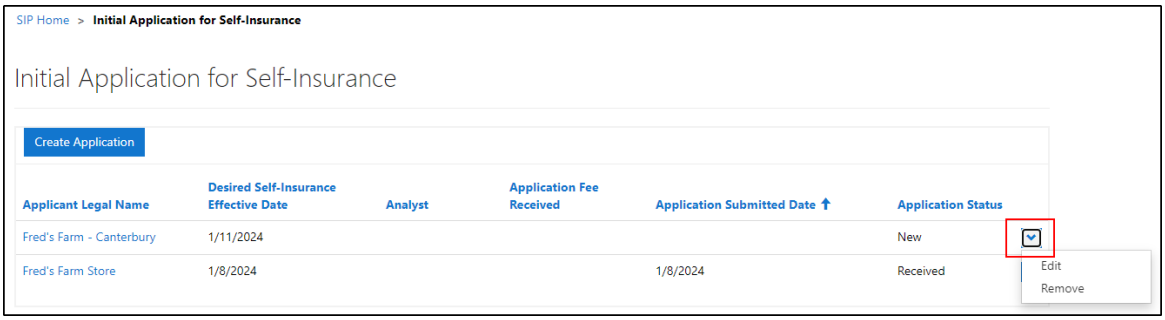
B. Initial Application for Self-Insurance Button

1. Click the *Initial Application for Self-Insurance* button. This takes the user, with SI permissions, to the application summary page.

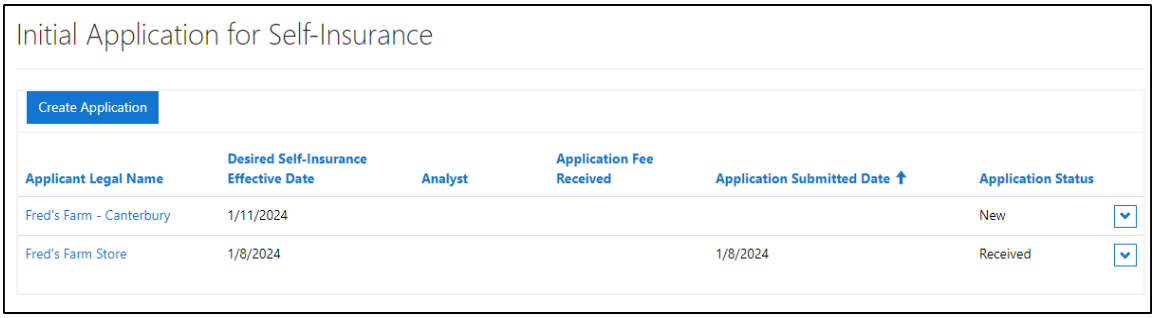
2. To apply for self-insurance, click the *Create Application* button.

a) Before the final submission of the application, the user can work on the application and save it as a *draft*. The draft application will be listed in the summary as *New*.

b) When the user is ready to continue the application process, click the down arrow on the far right to *Edit* or *Remove* the application.



c) Once an application has been submitted to the IWCC, it cannot be edited, only viewed. See screenshot below for an application that has already been received by the IWCC.



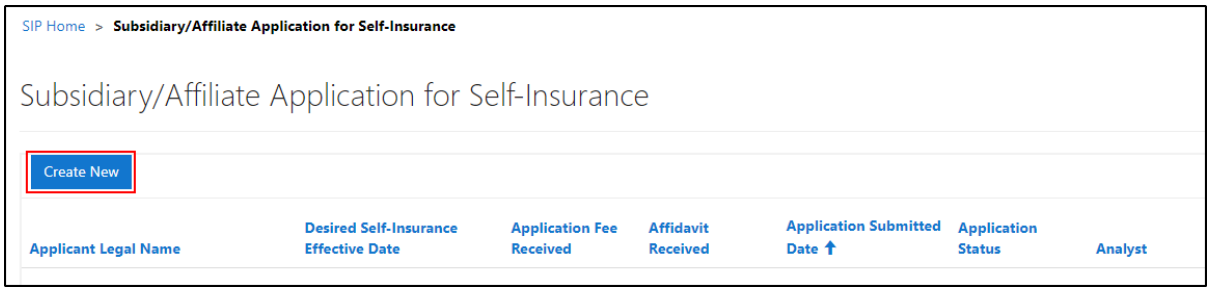
Note: Before completing an application, view the *Required Information and Documents* instructions within this document or go to the *IWCC Self-Insurance Plus* webpage for assistance. Clicking the *Help* link on the bottom of the SIP portal page takes you to the IWCC's Self-Insurance information page. For instructions on entering an application, see the section *Filing an Application for Self-Insurance in SIP.*

C. Subsidiary/Affiliate Application for Self-Insurance Button

1. Click the *Subsidiary/Affiliate Application for Self-Insurance* button. This takes the user, with SI permissions, to the subsidiary/affiliate application summary page.

2. If the user is a current self-insured employer and wants to complete a self-insured application for a subsidiary or affiliate, click *Create New.*

3. The summary page also displays existing electronic subsidiary applications. Please remember, a subsidiary/affiliate application cannot be submitted if the parent's initial application or current renewal application is pending.



Note: Before completing a subsidiary/affiliate application, view the *Required Information and Documents* instructions or go to the *IWCC Self-Insurance Plus* webpage. Clicking the *Help* link on the bottom of the SIP portal page also takes you to the IWCC Self-Insurance information page. For instructions on completing a Subsidiary/Affiliate Application, see section *Filing a Subsidiary Application for Self-Insurance in SIP*.

D. Self-Insurers Annual Privilege Renewal Button

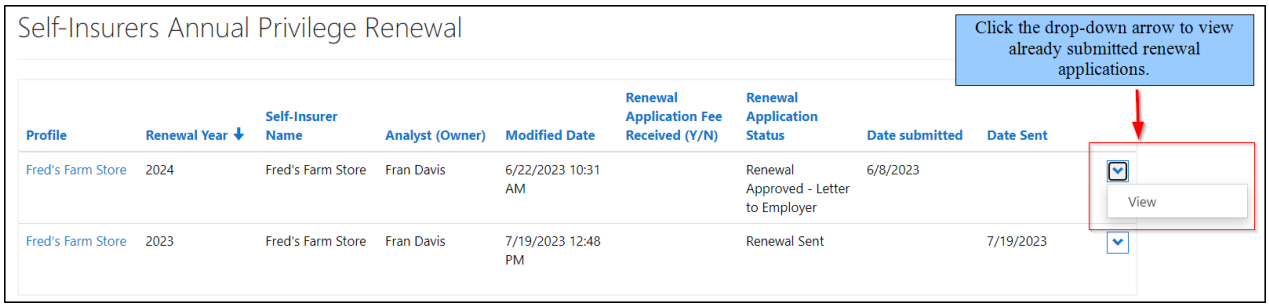
Every primary self-insured employer must file a yearly renewal to maintain its self-insurance privilege.

1. Click the *Self-Insurers Annual Privilege Renewal* button. This takes the user, with SI permissions, to the renewal summary page.

2. This page shows the user's current and prior electronic renewal applications. The system will notify the primary and secondary company contacts, via email, when the renewal application process is available for completion.

3. Click the drop-down arrow next to the new renewal application (*Renewal Application Status* is *Renewal Sent)* to start the application or click the drop-down arrow on a prior renewal to view it.

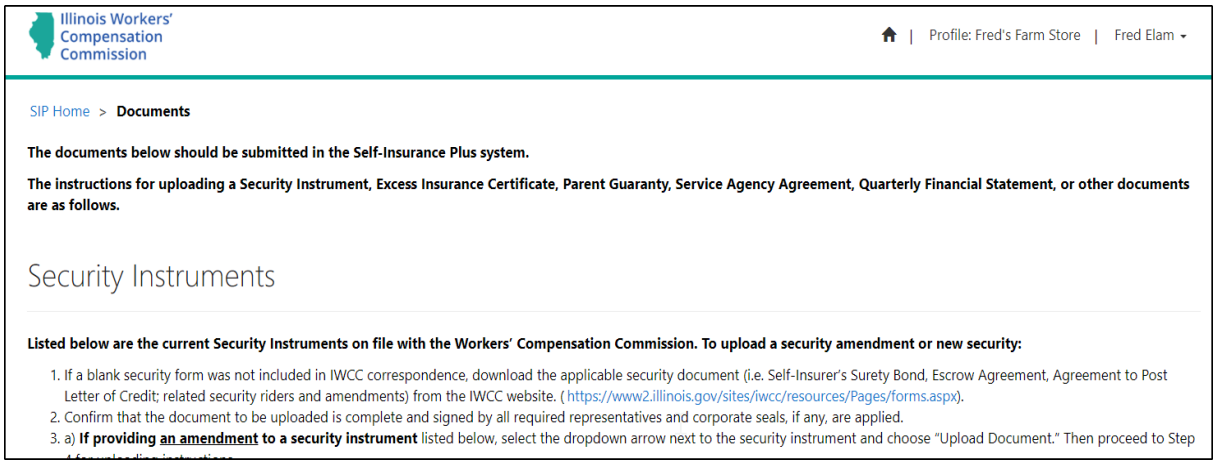
Note: Before completing a renewal application, view the *Required Information and Documents* instructions or go to the *IWCC Self-Insurance Plus* web page. Clicking the *Help* link on the bottom of the SIP portal page also takes you to the *IWCC's Self-Insurance* Plus page. For instructions on entering a renewal, see section *Filing a Renewal Application for Self-Insurance in SIP*.



E. Documents Button

Clicking the *Documents* button takes the user to the Documents *Summary* page.

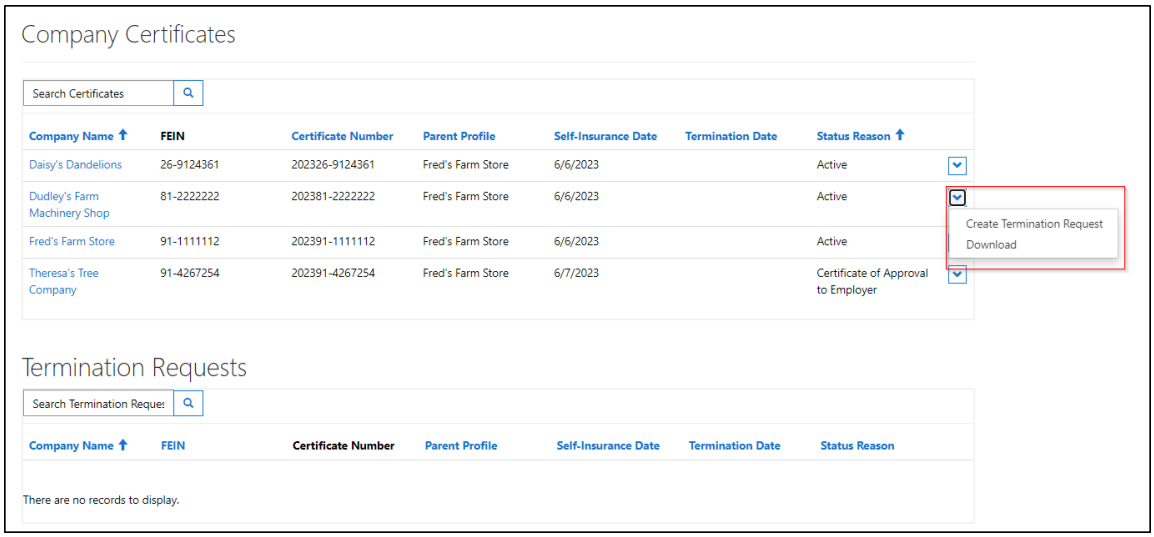
1. The screen lists existing security instruments, excess coverage certifications, and additional documents submitted to the IWCC.
2. Portal users can upload new documents to existing records or add a new document as requested by the IWCC.
3. If information for a specific document is displayed incorrectly, contact the IWCC.



F. Company Certificates Button

Clicking the *Company Certificates* button takes the user to a summary page listing certificates issued, as well as termination requests made in the electronic system.

1. The user can download and print a certificate by clicking on the down arrow next to the active certificate, provided the certificate is not in *pending status*.
2. To request a self-insurer be terminated from the self-insurance program, click the down arrow next to the self-insurer's certificate record, and select *Create Termination Request.*


Company Certificates
Search Certificates
Company Name
FEIN
Certificate Number
Parent Profile
Self-Insurance Date
Termination Date
Status Reason
Daisy's Dandelions
26-9124361
202326-9124361
Fred's Farm Store
6/6/2023
Active
Dudley's Farm Machinery Shop
81-2222222
202381-2222222
Fred's Farm Store
6/6/2023
Active
Fred's Farm Store
91-1111112
202391-1111112
Fred's Farm Store
6/6/2023
Active
Theresa's Tree Company
91-4267254
202391-4267254
Fred's Farm Store
6/7/2023
Certificate of Approval to Employer
Create Termination Request
Download
Termination Requests
Search Termination Reques
Company Name
FEIN
Certificate Number
Parent Profile
Self-Insurance Date
Termination Date
Status Reason
There are no records to display.

VII. Submitting Assessments

A. Navigating Assessments in SIP

1. Registered users (SI and Non-SI portal users) can see details of their assessments within SIP.

2. SI employers can view the following: Rate Adjustment Fund (RAF)/Second Injury Fund (SIF) Assessments; Self-Insurers Security Fund (SISF) Assessments; and Operations Assessments.

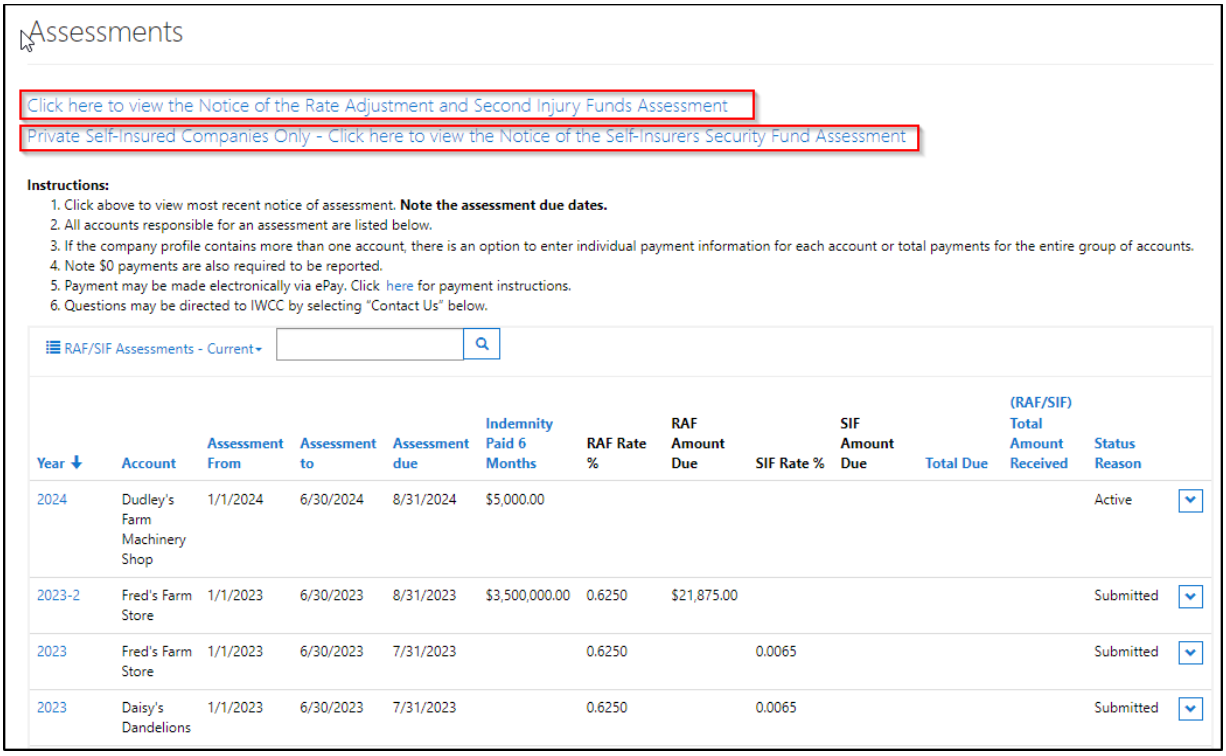
3. Non-SI employers can view the following: Rate Adjustment Fund (RAF)/Second Injury Fund (SIF) Assessments, and Security Fund (SISF) Assessments.

4. Assessment notices and due dates are available in the portal. The *Assessment* page has two links (shown below).

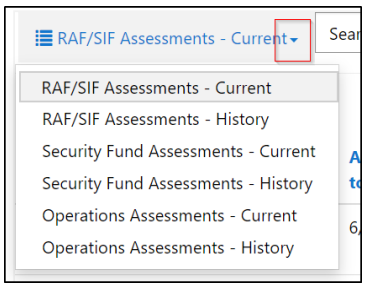
   a) Notice of the Rate Adjustment and Second Injury Fund Assessment

   b) Notice of the Self-Insurers Security Fund Assessment

Clicking either of these links takes the portal user to the fund specific *Notice of Assessment*, allowing the user to download or print the document(s).



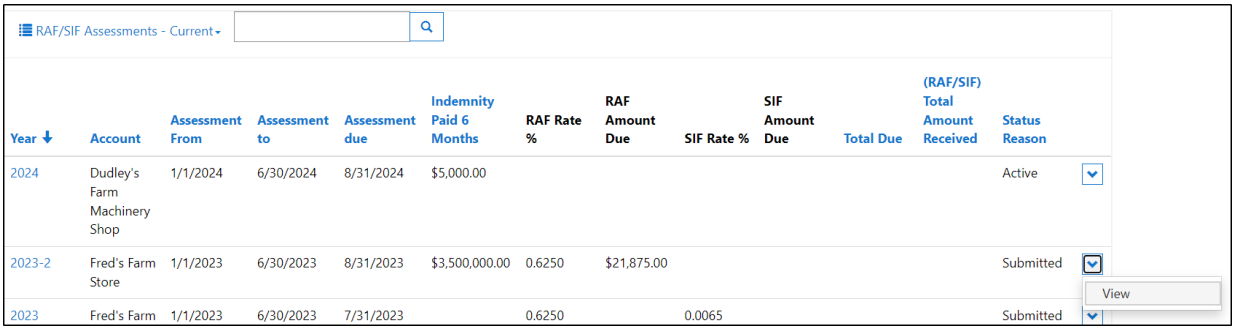
5. Clicking the down arrow (outlined for reference) allows the portal user to select the assessment type as well as choose current or historical data, depending on the need.



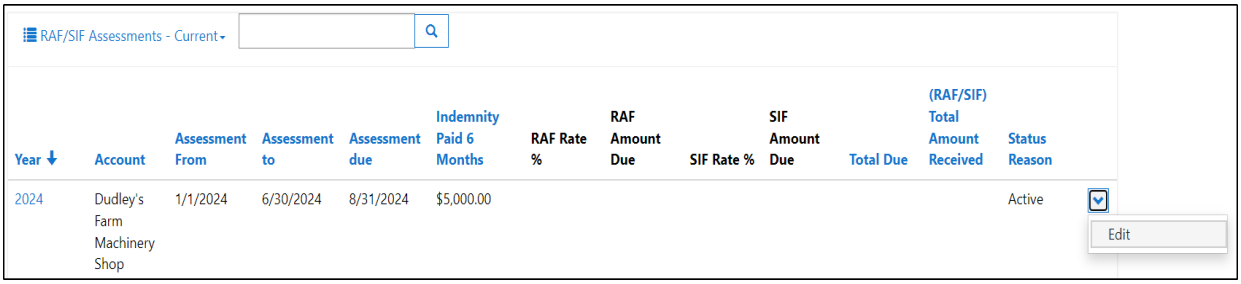
Note: Portal users can complete an assessment if the assessment is in *Active* status.

6. Click the assessment record under the year column or by selecting the down arrow on the right. The portal user can enter the assessment fields to complete the assessment, print, upload, and submit it to the IWCC.

a) *Once an assessment has been submitted to the IWCC, it cannot be edited.* See screenshot below and note that the assessment has a status reason of *Submitted,* and *View* is the only option for the assessment.



b) The following screenshot shows an assessment with an *Active* status reason, which can be edited.



B. Submitting RAF/SIF and SISF Assessments

1. The portal user receives an email from SIP (wcc.SIPNoReply@illinois.gov) when an assessment has been issued and is ready for completion.

Please be advised that Dudley's Farm Machinery Shop has a new Rate Adjustment/Second Injury Funds assessment notice to view. The RAF/SIF assessment is due 8/31/2024.

The assessment is available to complete on the IWCC SIP Portal Assessments Page. Look for ***RAF/SIF Assessments - Current*** in the dropdown list just below the instructions.

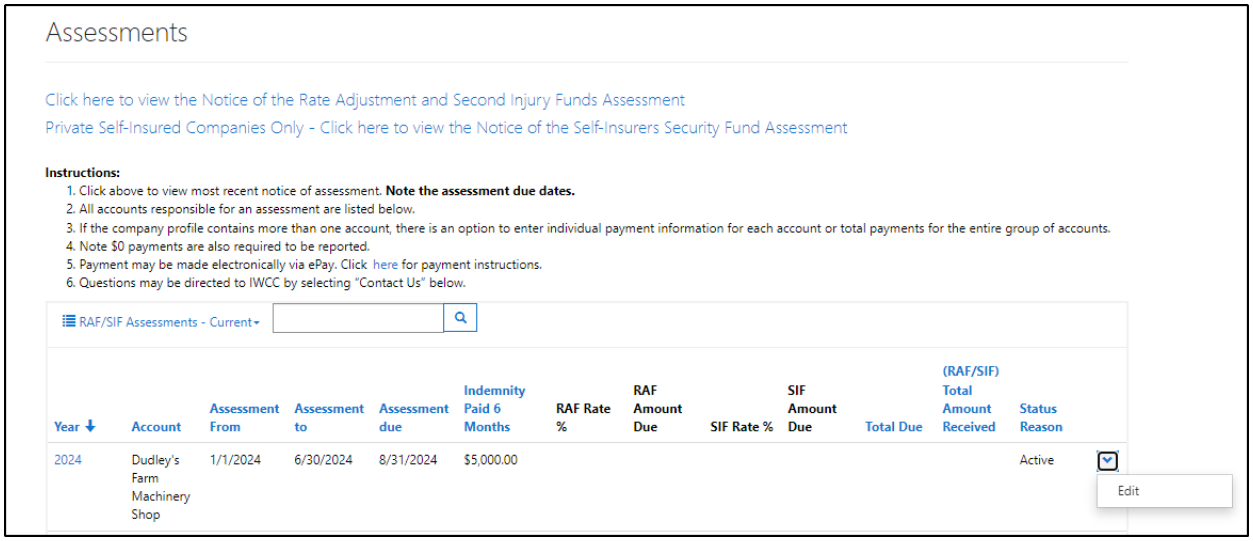
After submitting the assessment, payment may be made electronically via ePAY. Click here to access ePAY instructions.

Thank You,
IWCC

Click here to access the IWCC SIP Portal.

2. The portal user can click either link contained within the email (see previous screenshot) or go to the SIP homepage (https://iwccsip.dynamics365portals.us/), log into the system (if not already logged into SIP), and click the *Assessments* button.

3. By clicking the down arrow next to the *active* assessment, a menu appears with an *Edit* option.

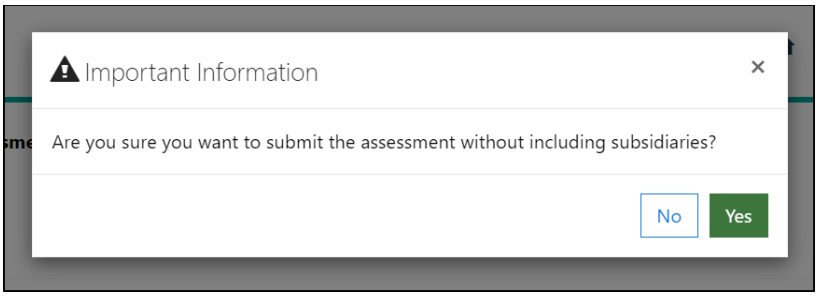


4. A new window displays to complete the assessment. As shown, indemnity payments of $5000.00 were reported by clicking in the payment box and typing the amount. Note: *Indemnity Payments* is a required field: Enter $0 if applicable.

5. If there are subsidiaries associated with the record, there is the option to link the subsidiaries into one assessment or leave them separate: select *Yes* or *No* depending on your preference. There are instructions on the webpage to guide you through the process.

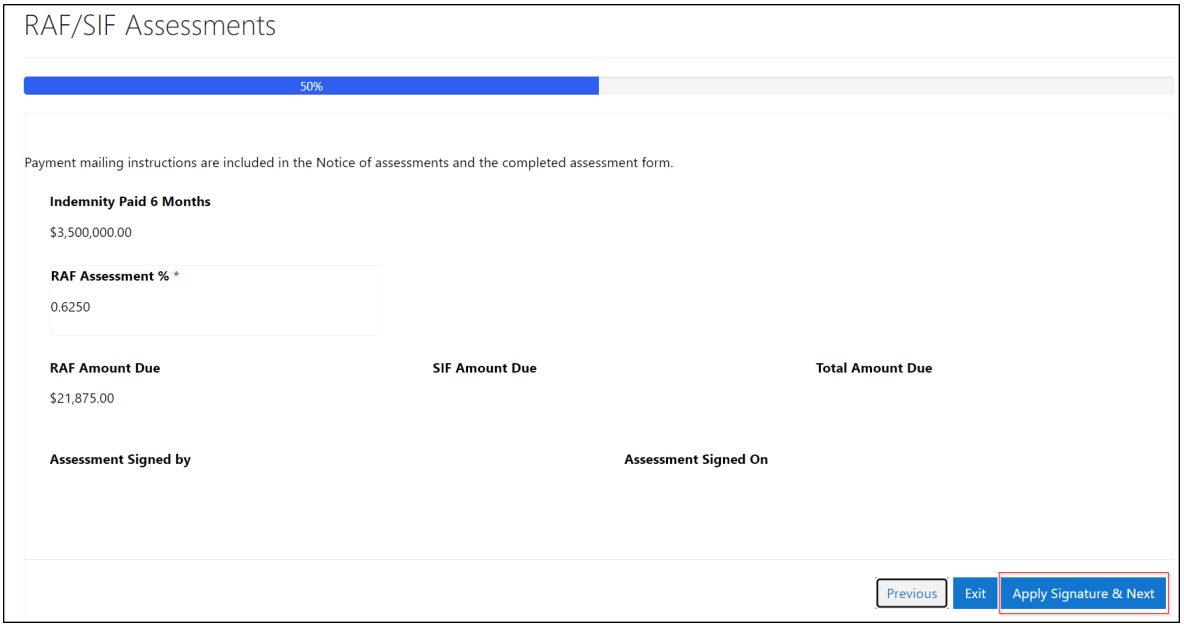
6. Click *Save & Next.*

7. If you choose not to include subsidiaries for this assessment, a pop-up window displays with a message to ensure you do not want to include subsidiaries. Click *Yes* to continue without subsidiaries or *No* to go back and select the button to include the subsidiaries. For this example, subsidiaries are not included in this assessment.



8. Clicking *Save & Next* calculates the amount due and presents the totals on the next screen. It also provides a summary of the Assessment fields and has options on the bottom right to go to the *Previous* page.

9. If an error has been made, *Exit* the page (Exit does not save your changes to the current page), or click *Apply Signature & Next*. By clicking the *Apply Signature & Next* button, a pop-up appears asking you to confirm you want to sign the assessment; Click *Yes* to move to the next step and sign the assessment.



10. The last step is the option to attach any supporting documents. This is *not* required. Click the *Attach Documents* button and select the document type. *Document type* options include:

a) RAF/SIF Signed Assessment Form

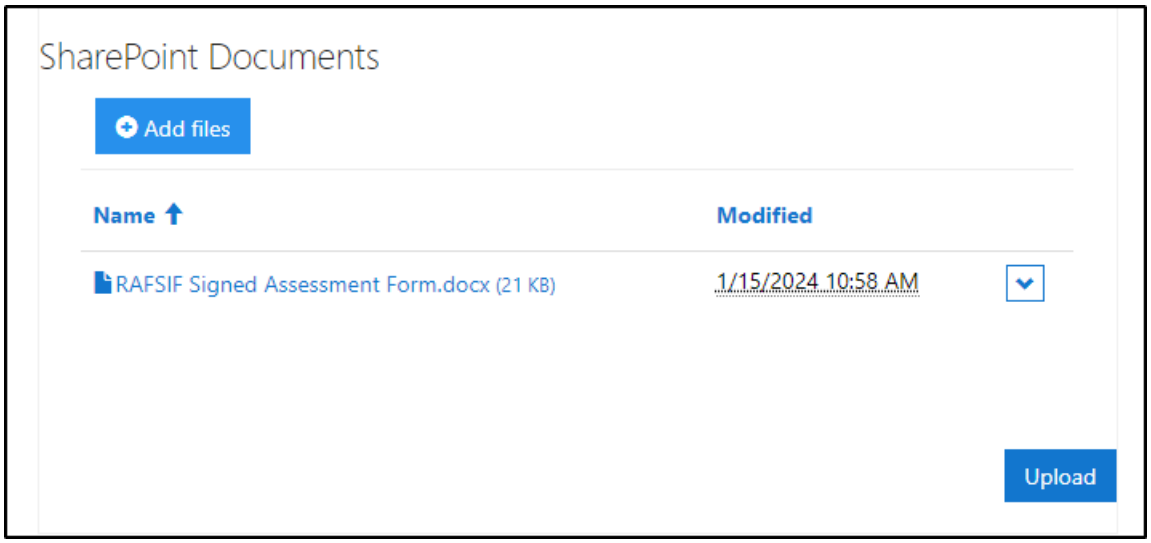
b) Self-Insurer Security Fund Assessment Form

c) Operations Assessment Letter

d) Check Copy

11. Select the appropriate *Document Type* and click Save & Next.

12. Click the *Add files* button, click the *Choose Files* button, and navigate/select the pertinent file from your computer. Click *Upload.*



13. The newly added document shows up on the screen displaying *Document Type, Submitted By,* and *Created On* details of the record.

14. If you have inadvertently added the wrong document for upload, you may click the down arrow next to the incorrect document and delete it. Repeat the steps to add the correct document.

Please note: to print the assessment for your records, click the *Print* button located on the bottom right of the screen. Clicking the print button begins the download of the assessment. Once the assessment is downloaded, you can print it. Once everything is complete and any documents are uploaded into SIP, click *Submit to IWCC.* Payment instructions are included in the notice.

C. Operations Fund (ICOP) Assessments

1. The portal user receives an email from SIP (wcc.sipnoreply@illinois.gov) when an assessment has been issued and is ready for review. An example ICOP email is shown below; within it is a link to the assessment in SIP.

Please be advised that Fred's Farm Store has a new Operations assessment to view. The Operations assessment is due 9/30/2024.

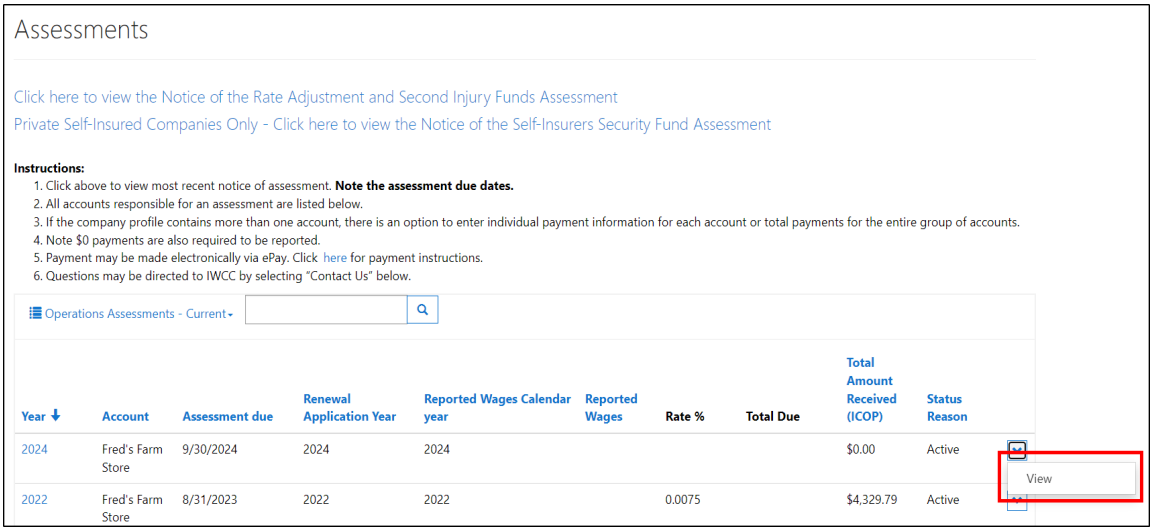
The assessment is available to view on the IWCC SIP Portal Assessments Page. Look for ***Operations Assessments - Current*** in the dropdown list just below the instructions.

After submitting the assessment, payment may be made electronically via ePAY. Click here to access ePAY instructions.

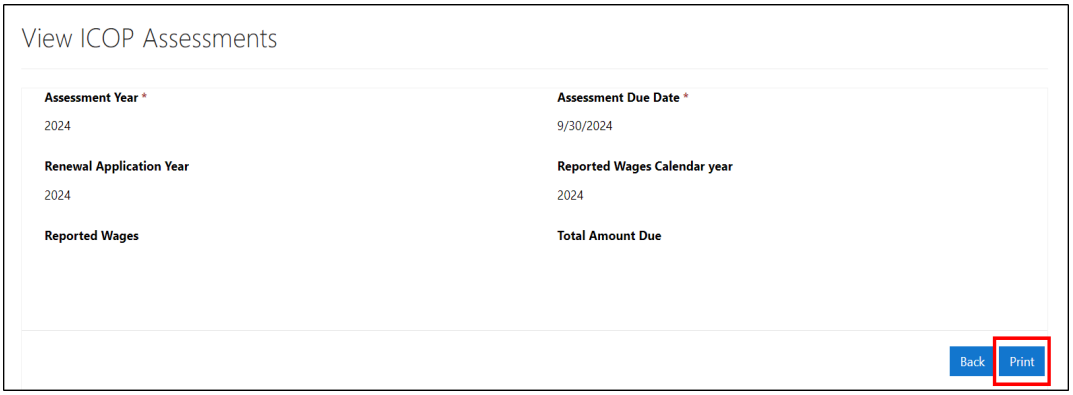
Thank You,
IWCC

Click here to access the IWCC SIP Portal.

2. The portal user can click the Assessment link in the email or go directly to the *Assessments* on the SIP homepage (https://iwccsip.dynamics365portals.us/). Click the down arrow for the assessment and click *View.*



3. The ICOP assessment can be downloaded/printed by clicking the *Print* button.



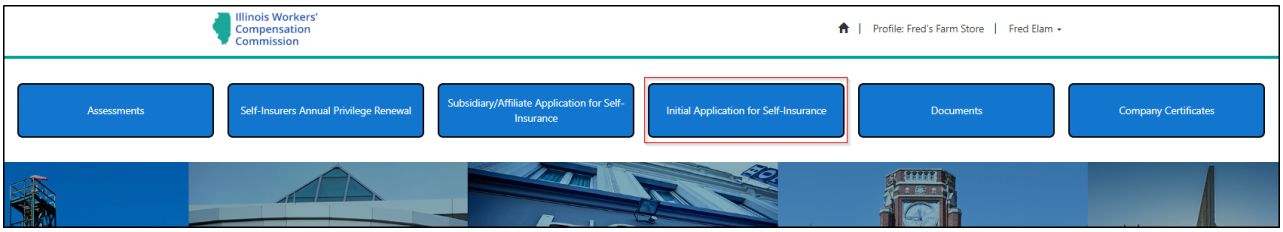
4. Click the download to open the document. Payment instructions are included in the notice.

VIII. Filing an Initial Application for Self-Insurance in SIP

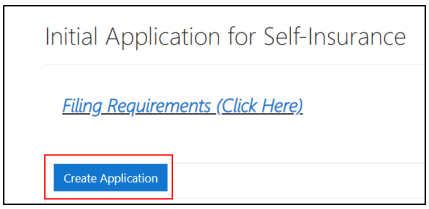
A. How to File an Initial Application

An initial application is filed when a private employer seeks approval for the self-insured privilege. Note: before entering an application, view the *Required Information and Documents for Filing an Initial Application* instructions. Click the *Help* link on the bottom of the SIP portal page to go to the IWCC's Self-Insurance information page for additional resources.

1. User navigates to the SIP portal and logs into their Self-Insurance account by clicking *Sign In.* Click the *Initial Application for Self-Insurance* button.



2. Click the *Create Application* button. This generates an initial application for Self-Insurance to submit to the IWCC for approval.

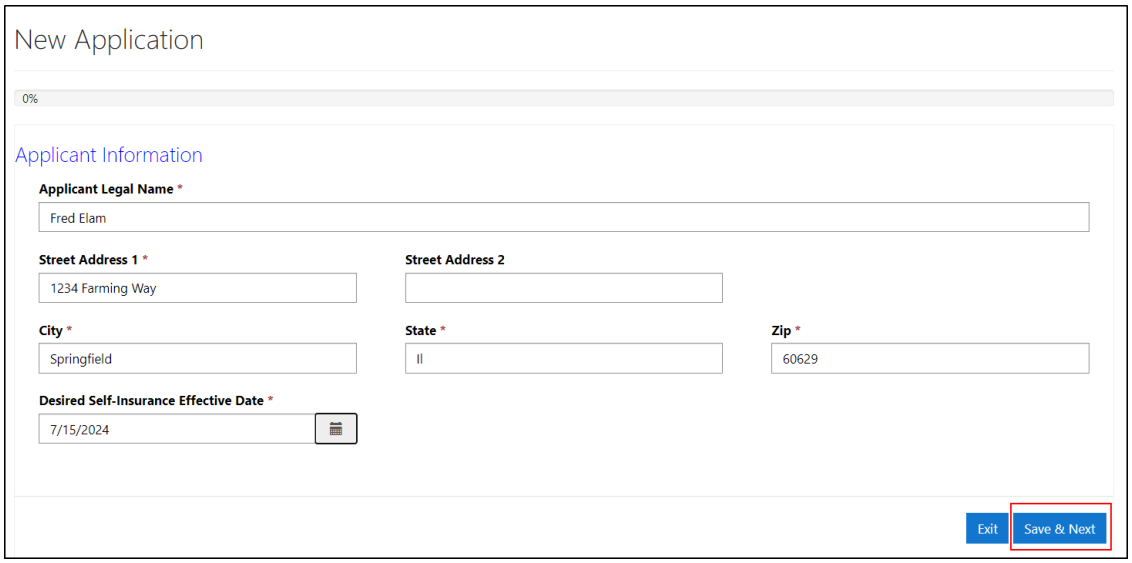


The *Applicant Information* screen displays, as shown in screenshot below. Mandatory fields are denoted with red asterisks. The percentage bar lets the user know the completion level as the screens/pages progress.

3. Fill in the *Applicant Legal Name**. The *Applicant Legal Name* is the full legal name of the employer applying to be self-insured within the state of Illinois.

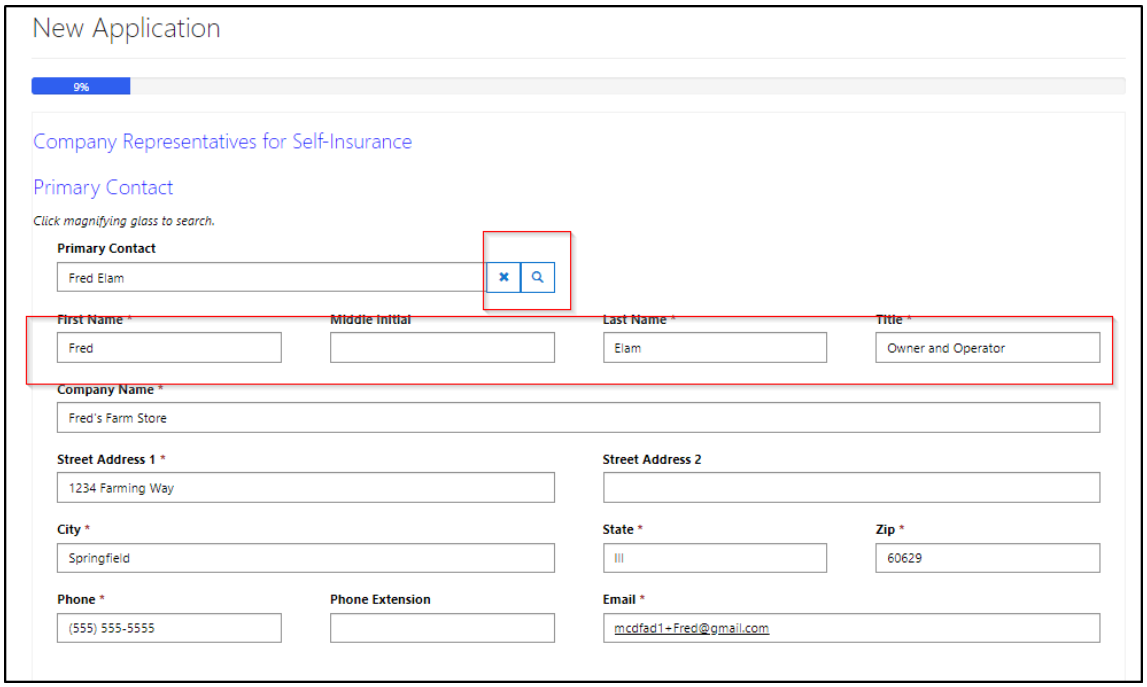
4. Enter address information and fill in the *Desired Self-Insurance Effective Date.*

5. Click *Save & Next.*



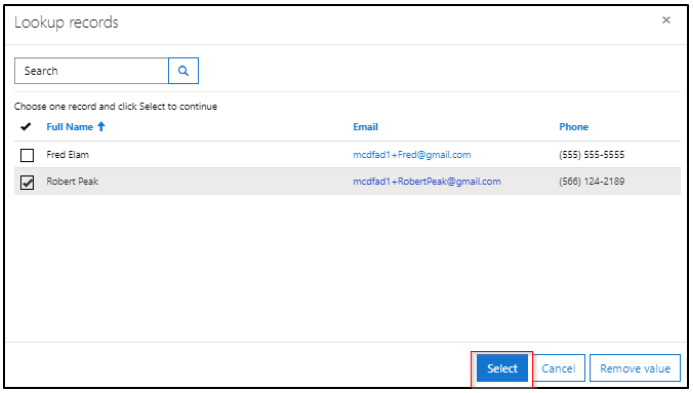
6. If at any time during this process, you need to step away from your machine and come back later, press *Save & Next* at the bottom right of the screen. This will ensure all your work up to this point is saved, and you can come back later to complete the process. Pressing *Exit* will take you out of the process. Clicking *Exit* does not save the work completed on the application.

7. The following page asks the user to provide primary, secondary, and assessment contact information. All three are mandatory fields and must be filled out to move to the next page of the application.



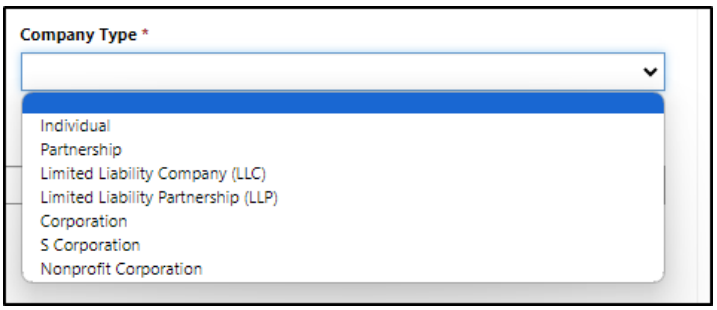
8. If the Company Admin has added one or more company contacts to the profile, the user can click the magnifying glass as shown in screenshot above and select a contact from the list for the representative roles.

9. The user can also type in the name or put a checkmark next to the name and click the *Select* button. The contact information for the selected user auto-populates the name, address, and phone into that section of the application. If a person is chosen for a specific contact type by accident, put a checkmark next to their name and click the *Remove Value* button. Repeat the above steps to add the correct contact.

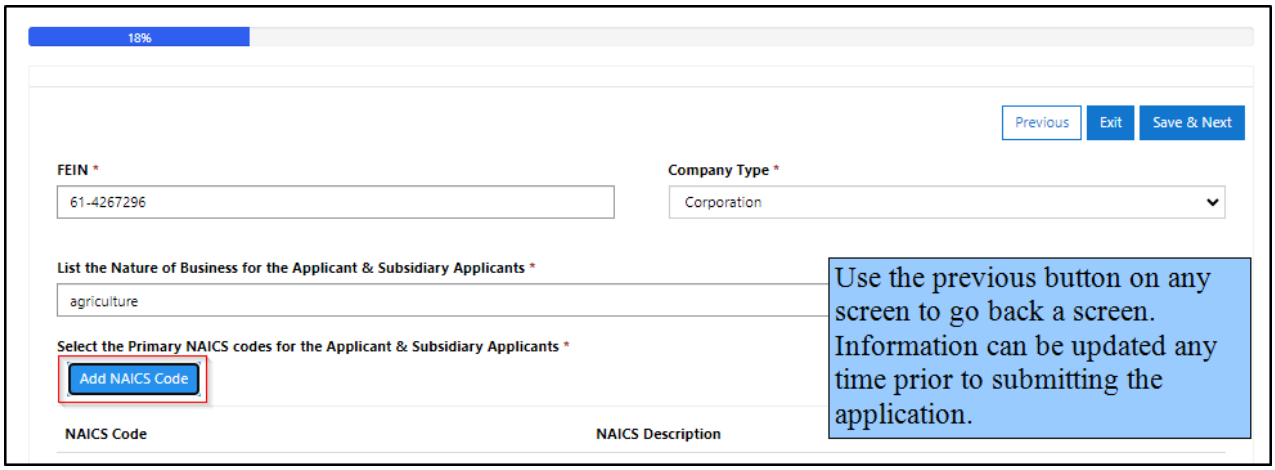


10. When the selected contact is chosen through the search function, the information about the contact auto-fills and you do not have to fill out the information for each contact a second time. If the company contacts contain all the information about your company and those who are working within the portal, it makes this page easy to fill out. Click *Save & Next.*

11. The next page continues with questions regarding the applicant's Federal Employer ID Number (FEIN) and Company Type. *Company Type* is a drop-down list: Select *Individual, Partnership, Limited Liability Company (LLC), Limited Liability Partnership (LLP), Corporation, S Corporation, or Nonprofit Corporation*. Only one may be selected.

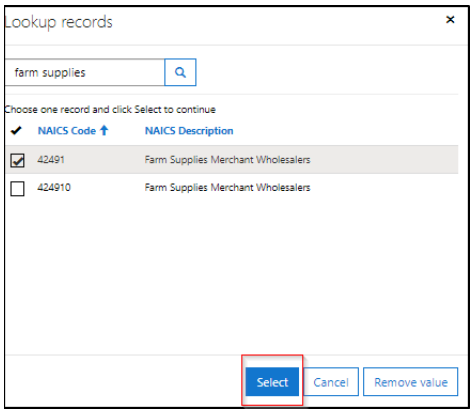


12. Fill in the field for the *Nature of Business* and click the *Add NAICS Code* to open a new window.

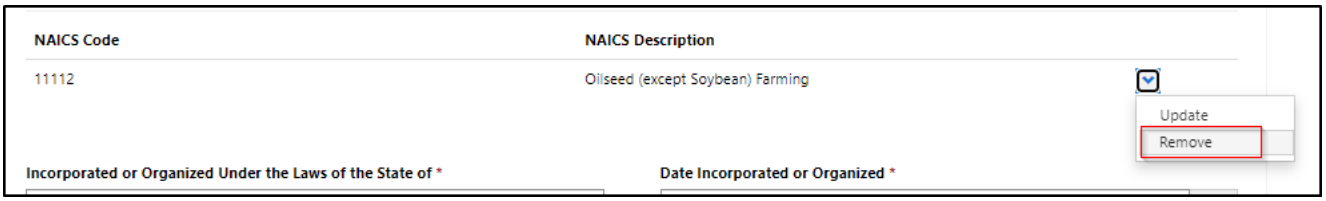


13. Click the magnifying glass to open a search window.

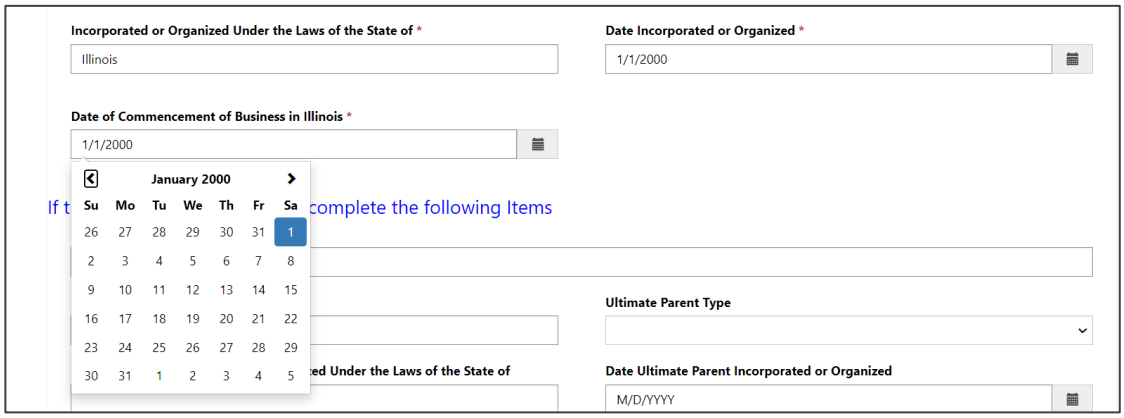
14. Type the code or a business description into the search bar and click the magnifying glass. Choose the correct NAICS Code/Description from the list and click *Select*. Click *Save & Close.* Repeat for each NAICS code. The use of a wildcard character is allowed/recommended in this search. You can type farm* in the search bar to return all NAICS codes/descriptions that begin with the word *farm*. If there are multiple results, choose the most appropriate NAICS Code description and click the *Select* button.



Note: If an incorrect code/description was added, it can be updated or removed by using the down arrow next to the code/description. Go through the steps to *Add NAICS Code* to add the correct NAICS code.

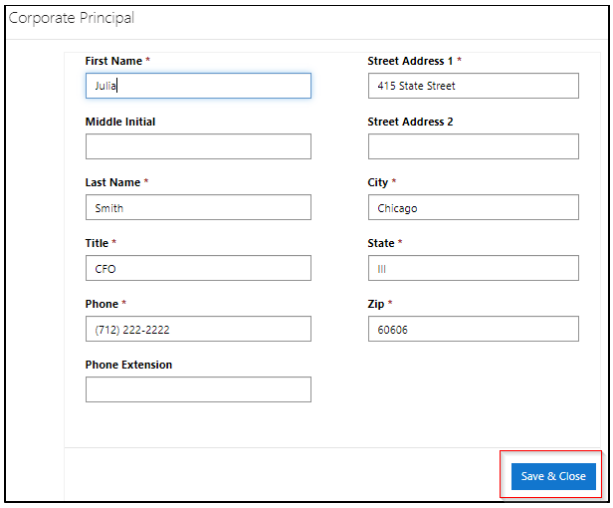


15. The remainder of this page asks the user questions relating to the state of incorporation, incorporation date, and when the employer began doing business in Illinois. For the date fields, you can use the calendar function that allows you to have a calendar view and select the appropriate date or type the date into the box (M/D/YYYY). If the employer is a subsidiary, be prepared to also provide the ultimate parent's legal name, FEIN, and incorporation information. Click *Save & Next*.

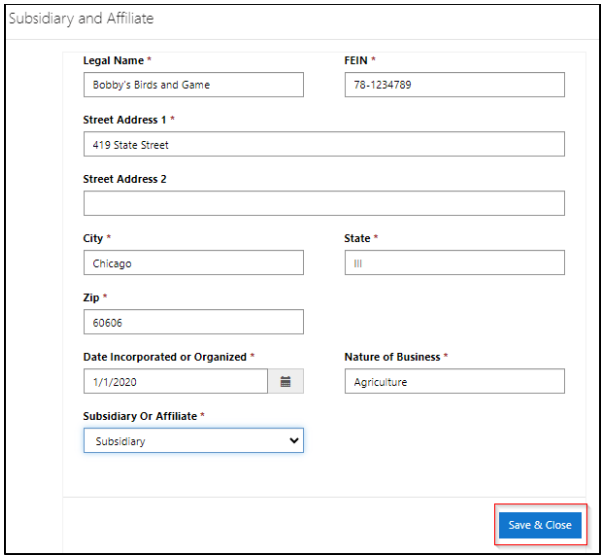


16. Provide the corporate principal details by clicking the *Add Corporate Principal* button. A new window opens, and details of the corporate principal are entered.

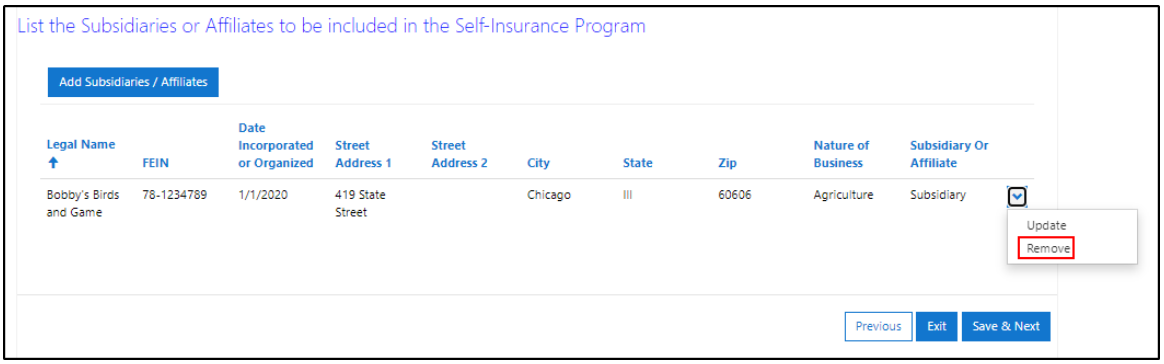
17. Click *Save & Close* to save the information. As shown in the screenshot below, the corporate principal information has been added to the screen. At least one corporate principal must be added. Click *Save & Next* to continue.



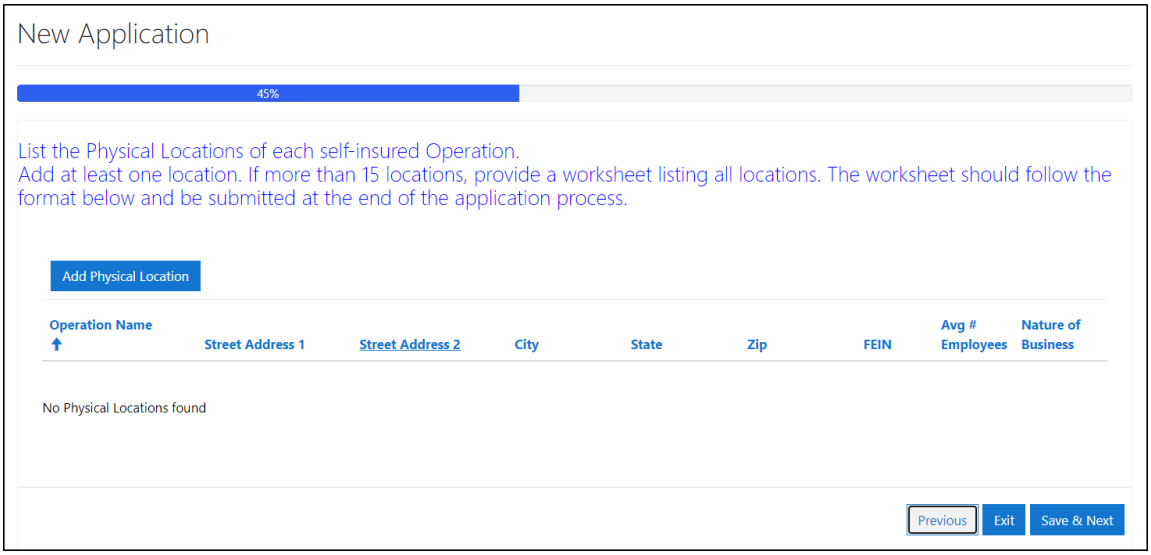
18. List any Subsidiaries or Affiliates seeking approval for self-insurance, if applicable. Click *Add Subsidiaries/Affiliates* and a new window opens to add requested information. When complete, click *Save & Close*.



19. If a subsidiary or affiliate is added incorrectly, they can be updated with the correct information or removed altogether by clicking the down arrow next to the company and making the correct selection. Click *Save & Next* when ready to continue.

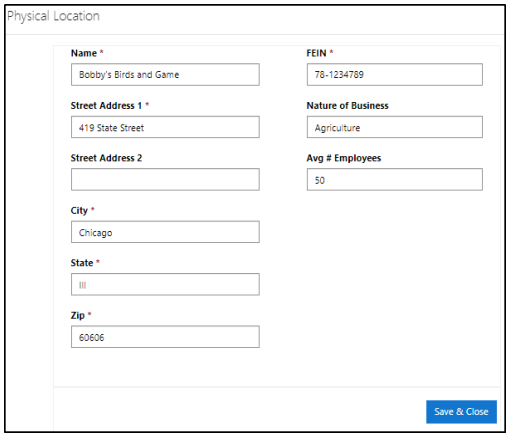


20. On the next page of the application, add the physical locations of each associated self-insured company. Click the *Add Physical Location* button, which opens up a new window for entering location information.



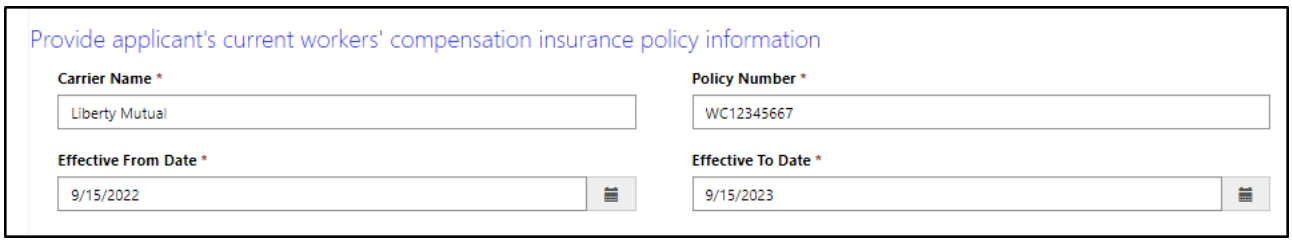
21. Enter information for each Illinois physical location to be included in the self-insurance program. Click *Save & Close. Perform this process for each location. At least one location is required.* After all locations have been entered, click *Save & Next.*

Note: If there are more than 15 locations, create a worksheet with all of the information contained on the *Add Physical Location* screen (Name, Street Address, City, State, Zip, FEIN, Nature of Business, and Avg. # Employees). This worksheet will be uploaded in a later step but before submission of the application. If the button to add a location is clicked in error, click the x in the top right corner to close the pop-up window.

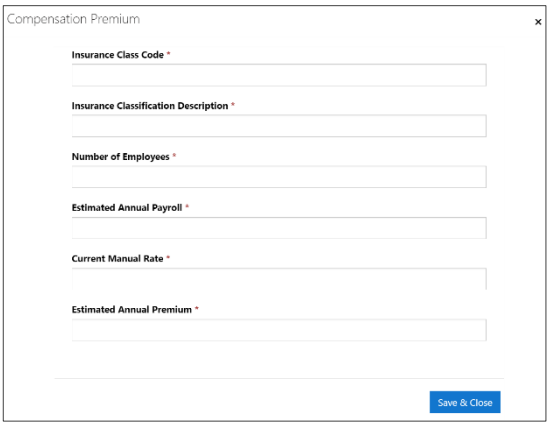


22. The next screen requires workers' compensation policy information. Enter the current policy number and effective date, as well as specific premium information and class codes.

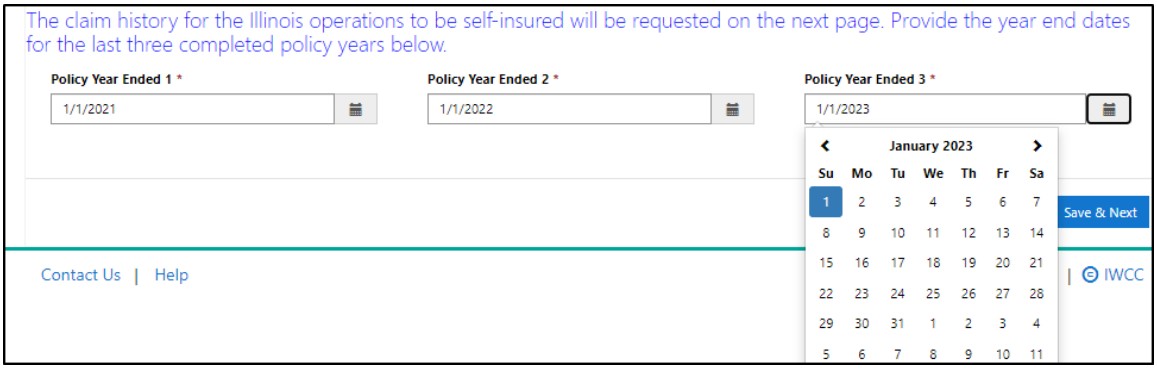
Note: Mandatory fields must be entered, or an error message is displayed. The application process cannot continue until all required information has been provided.



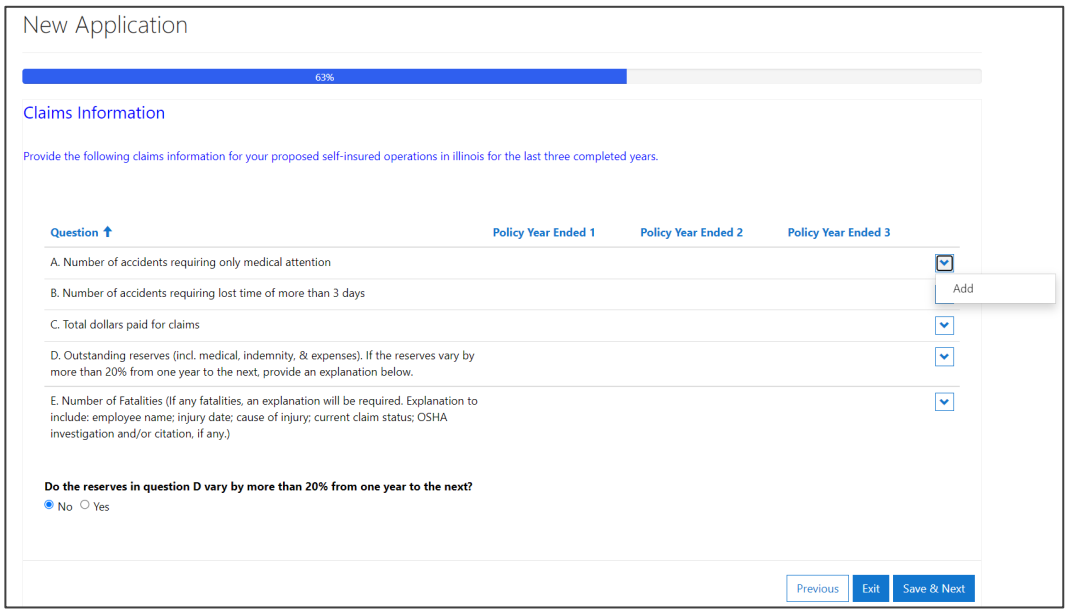
23. To add compensation premium, click the *Add Compensation Premium* button and a new window appears. All fields are required before clicking *Save & Close.*



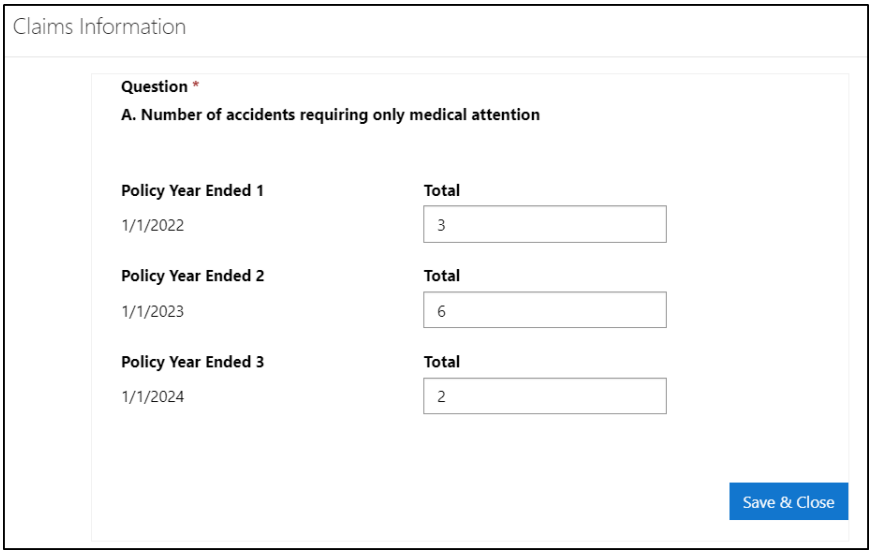
24. The next section on the screen involves claim history and requires the year-end dates for the most recent three (3) completed policy years. Use the calendar function or manually enter the dates (M/D/YYYY). When fields are completed, click *Save & Next.* If you need to go back to the previous page, click *Previous.* Note: your progress on the current page will be lost if you go back to the previous page.



25. This question requires details about claims information. Click the down arrow to the right of each question to *Add* responses.

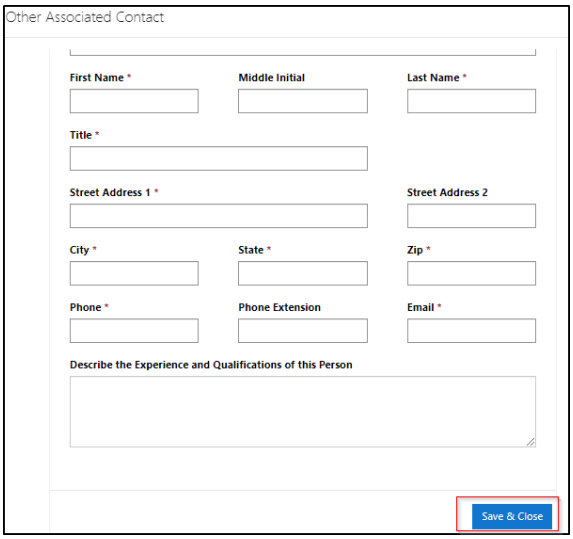


26. A new window opens to enter claim information for each *Policy Year Ended*. For example, the *Number of accidents requiring only medical attention* question has fields available for all three policy years. These are manual data entry fields. Click in the box and respond to each line item. A value of 0 is a valid answer. When finished, click Save & Close.

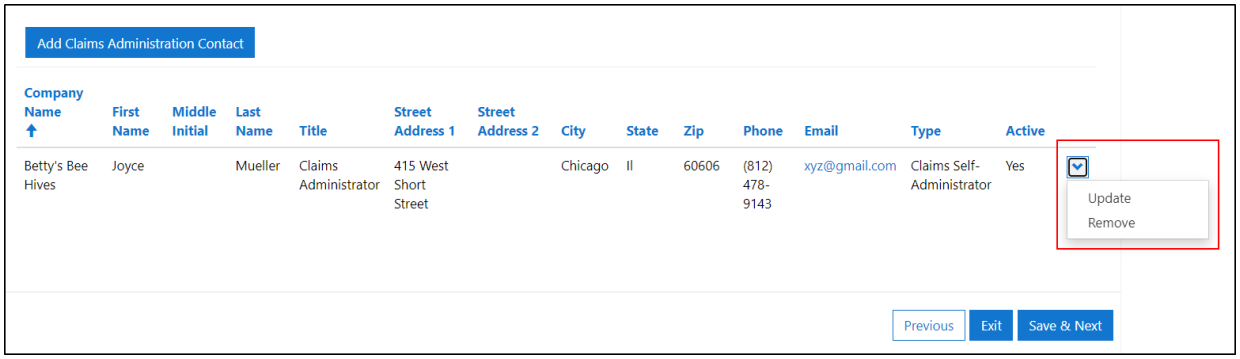


27. After each question is answered, the user must indicate if the reserves in question D vary by more than 20% from one year to the next. If *Yes*, a box will appear to provide an explanation for the variance. Click *Save & Next* to proceed.

28. Enter *Claim Administrator Contact* regarding the responsible party for the administration of claims for the proposed self-insured company. Click the *Add Claims Administration Contact* button and provide the required information. Click *Save & Close*.

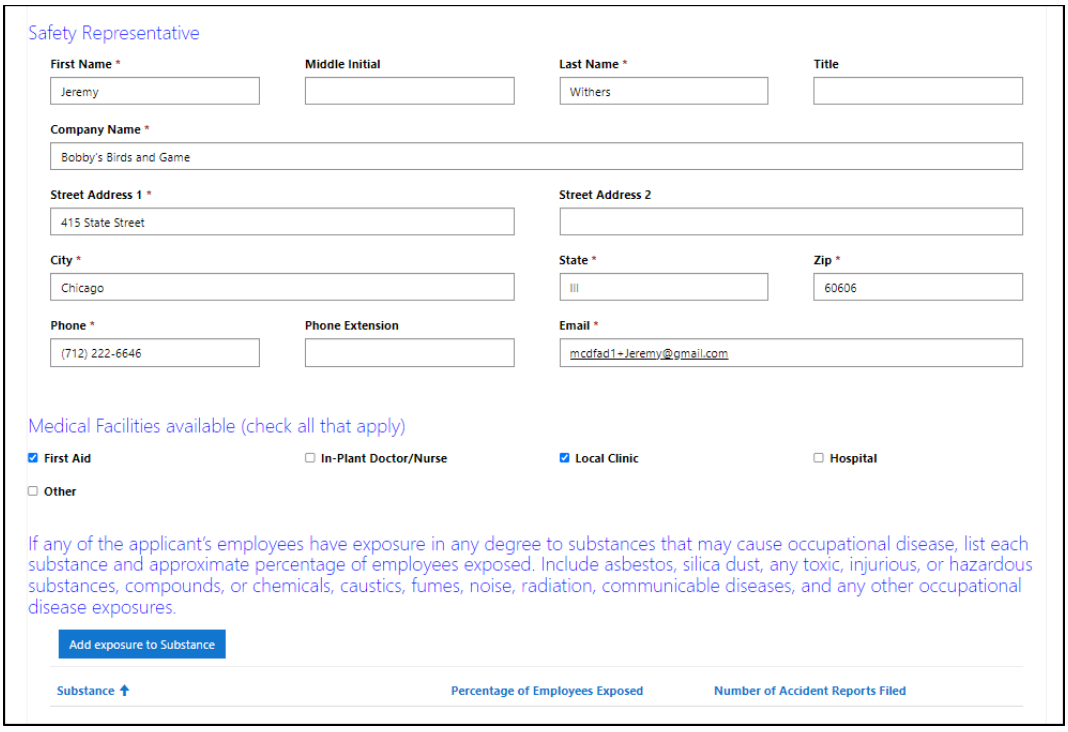


29. Once the information has been added to the screen, verify its accuracy. If something has been incorrectly added, click on the down arrow on the right side of the screen. There is an option to *Update* or *Remove* the line item. If remove is selected, a message appears asking you to confirm removal of the information. If confirmed, click the *Delete* button and the information is removed from the system. If the information is correct, click *Save & Next.*



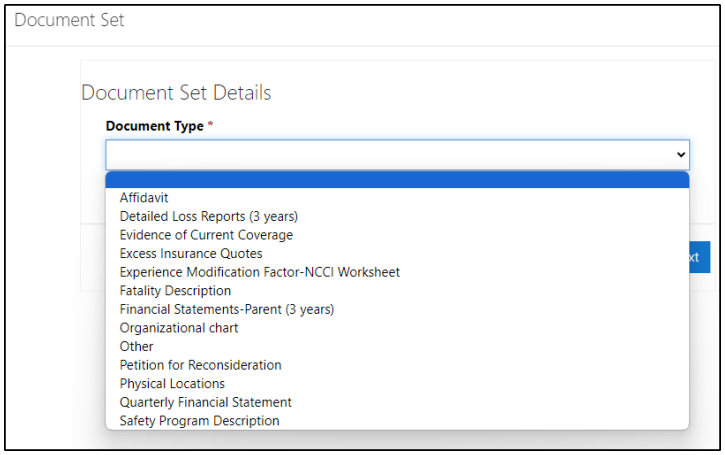
30. Enter the name and contact information for the safety representative, identify all medical facilities that are available, and add any employee occupational disease exposures if applicable.

31. *Add exposure to Substance* works like the other *Add* features in the portal: Click the button, a new window appears, enter the mandatory fields, and click *Save & Close*. If no exposures have occurred, click *Save & Next* and proceed to the next page.

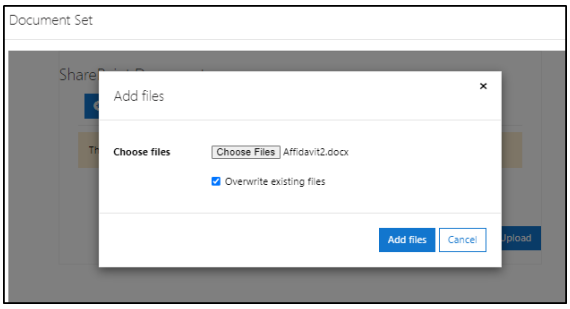


32. The next screen contains three questions, with Yes/No answers. Make the appropriate selection. Each of the questions have answers defaulted to "No". If any of the questions are *Yes*, an explanation will be required in a box that appears directly below the question. Click *Save & Next* when complete.

33. Attach and upload required *Application* documents. Click *Attach Documents.* This opens the *Document Set Details* window. Select the document type from the list below.



34. Click the *Add Files* button, click *Choose Files* and locate the file on your local machine. Once located, click *Add Files.* The file is added to the sub-grid.

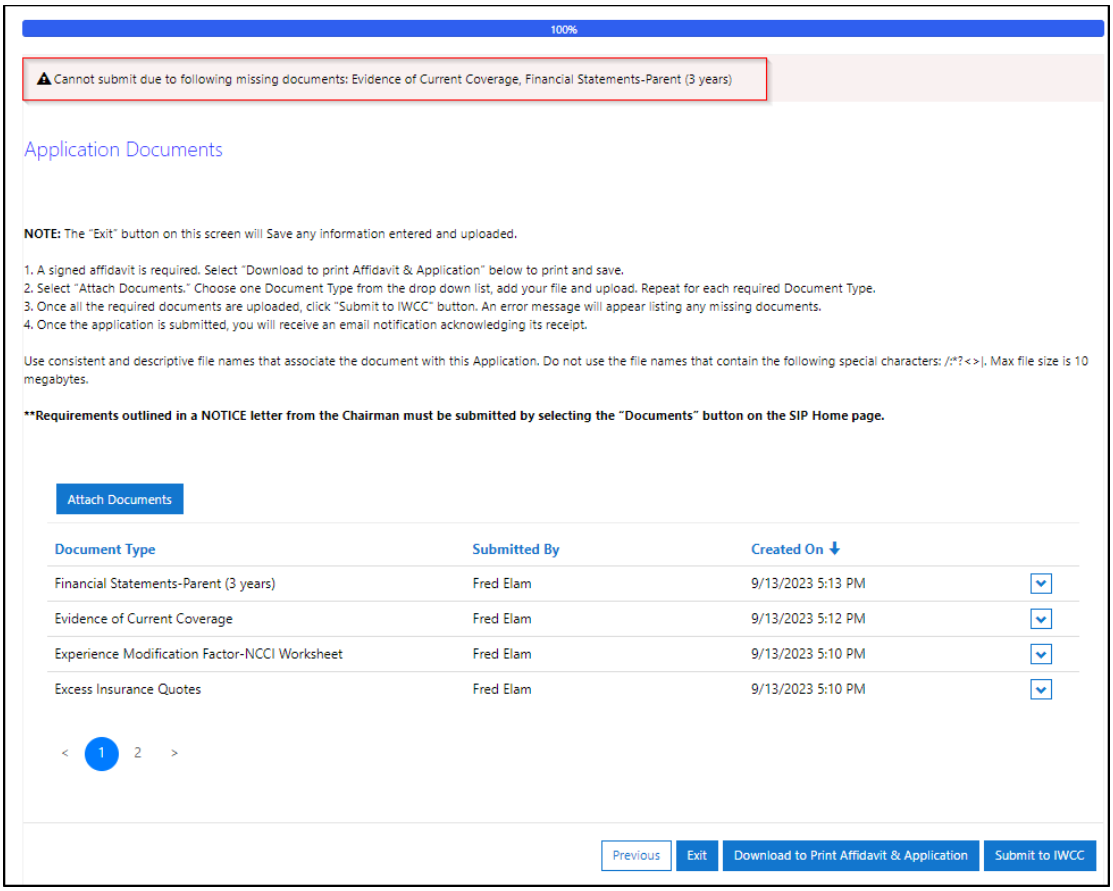


35. Click *Upload* to add the document to the portal. By clicking *Upload,* it is added to the document list. Do this for all required documents. For uploading more than file per document type, see section *Uploading Multiple Files within a Document Type* .

Note: Prior to final submission of the application, download and print the application for the officer signatures and notarization.

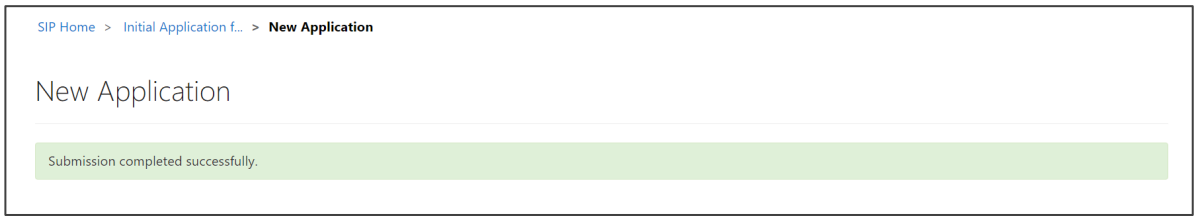
36. When all documents have been added to the application, click the *Download to Print Affidavit and Application* button. This downloads the document to your computer. Once signed/notarized, upload along with other required documents.

37. If the user fails to upload all the required documents before clicking 'Submit to IWCC,' an error message is returned. Only when all document types have been uploaded to the application is the user able to submit the self-insurance application.

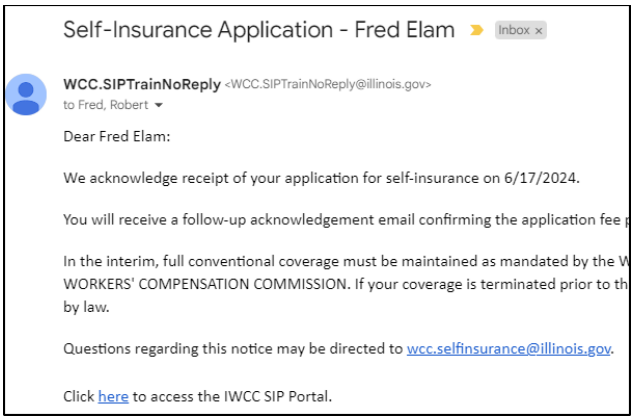


Note: The required documents for an initial application for self-insurance include *Signed & Notarized Affidavit, Evidence of Current Coverage, Experience Modification Factor – NCCI Worksheet, Financial Statements (3 years),* and *Detailed Loss Runs (3 years).* If more than 15 locations need to be added to the application, upload the additional locations during this step. Create a worksheet with all of the information contained on the *Add Physical Location* screen (Operation Name, Street Address, City, State, Zip, FEIN, Nature of Business and Avg. # Employees). Descriptions of all fatalities must be included, if applicable.

38. When all documents have been attached and downloaded, select *Submit to IWCC.* Once submitted, a success message displays.



39. After submitting the initial application to the IWCC, an acknowledgment email is sent to the primary and secondary contact.



IMPORTANT: The application will not be processed until the application fee has been paid. It currently cannot be paid through the Self-Insurance Plus Portal. Please remit fee to:

Illinois Workers' Compensation Commission
Office of Self-Insurance Administration
400 S. Ninth Street, Suite 106
Springfield, IL 62701

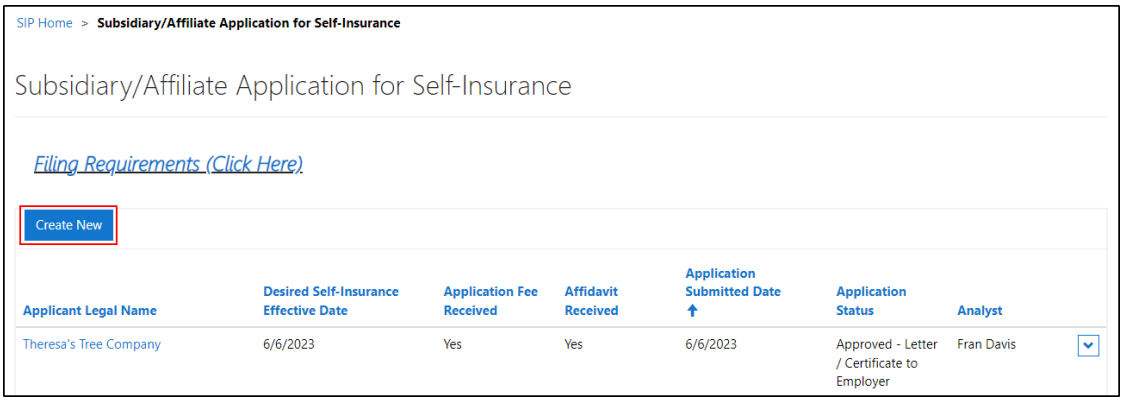
IX. Filing a Subsidiary Application for Self-Insurance in SIP

A. How to File a Subsidiary Application

A subsidiary application is filed when an approved self-insurance employer seeks to add subsidiaries or affiliates to its self-insurance program. Note: prior to entering a subsidiary application, view the *Required Information and Documents for Filing a Subsidiary Application* instructions. Click the *Help* link on the bottom of the SIP portal page to go to the IWCC's Self-Insurance information page for additional resources.

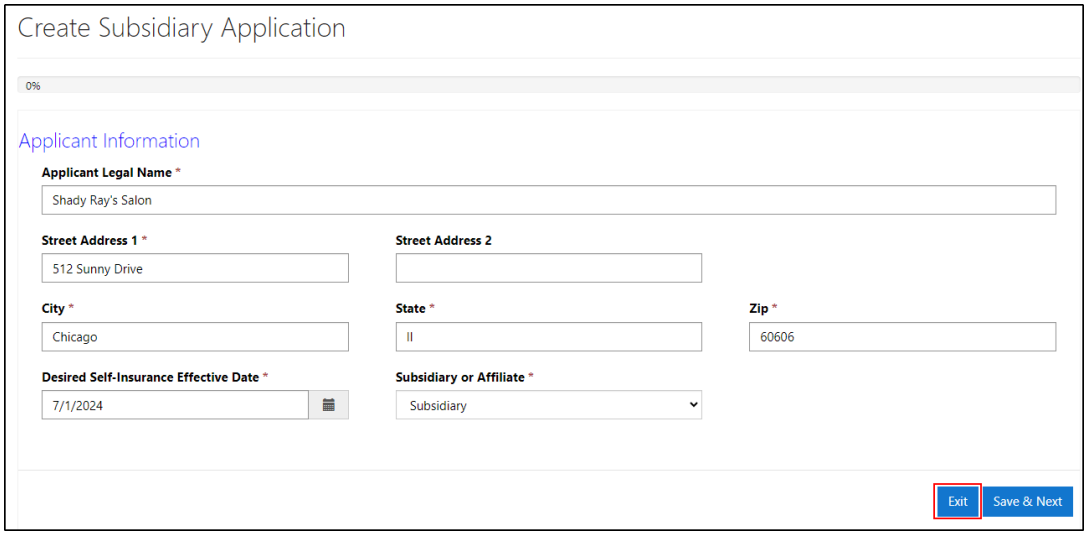
1. User navigates to the SIP portal and logs into their Self-Insurance account by clicking *Sign In.* Click the *Subsidiary/Affiliate Application for Self-Insurance* button.

2. Click the *Create New* button which generates a subsidiary/affiliate application to submit to the IWCC for approval. Once the information has been saved in the application, the status of the application can be viewed in the portal.

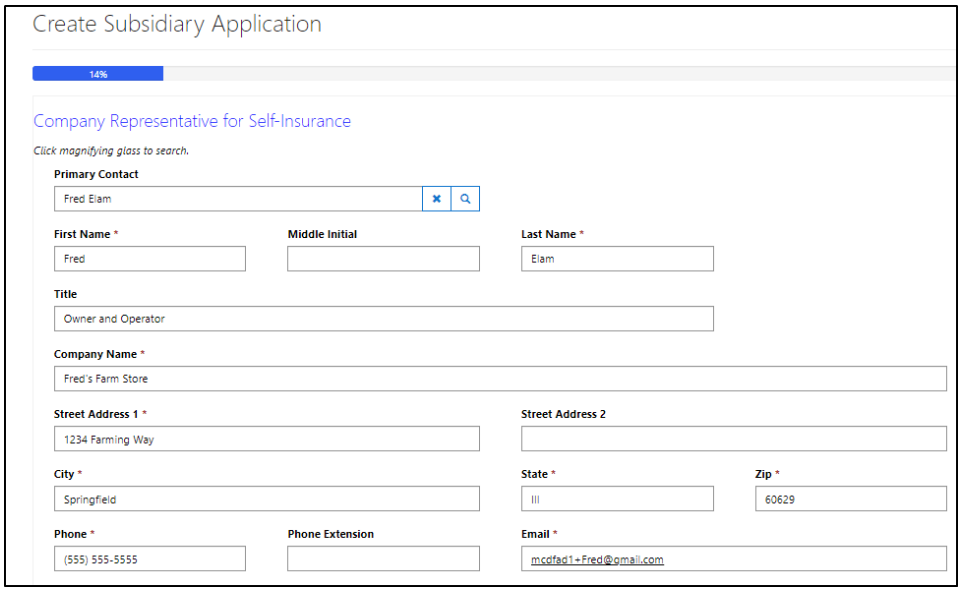


3. The *Applicant Information* screen displays. Mandatory fields are denoted with red asterisks. The percentage bar lets the user know the completion level as the screens/pages progress.
4. Fill in the *Applicant Legal Name.* The *Applicant Legal Name* is the full legal name of the employer applying to be self-insured within the state of Illinois.
5. Enter the address information and fill in the *Desired Self-Insurance Effective Date.*
6. Specify if it is a subsidiary or affiliate and click *Save & Next.*
7. If at any time during this process, you need to step away from your machine and come back later, press *Save & Next* at the bottom right of the screen. This will ensure all your work up to that point is saved, and you can come back at a later time to complete the process. Pressing

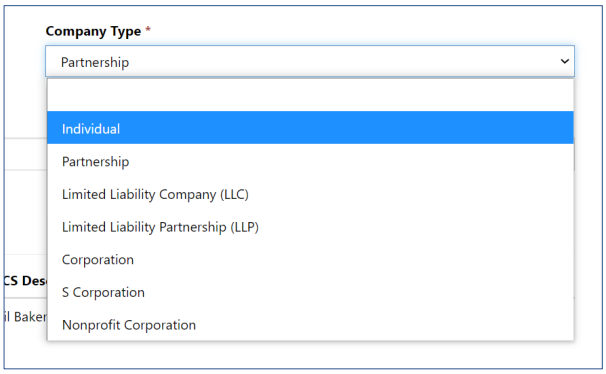
Exit will take you out of the process. Clicking *Exit* does not save the work completed on the subsidiary application.



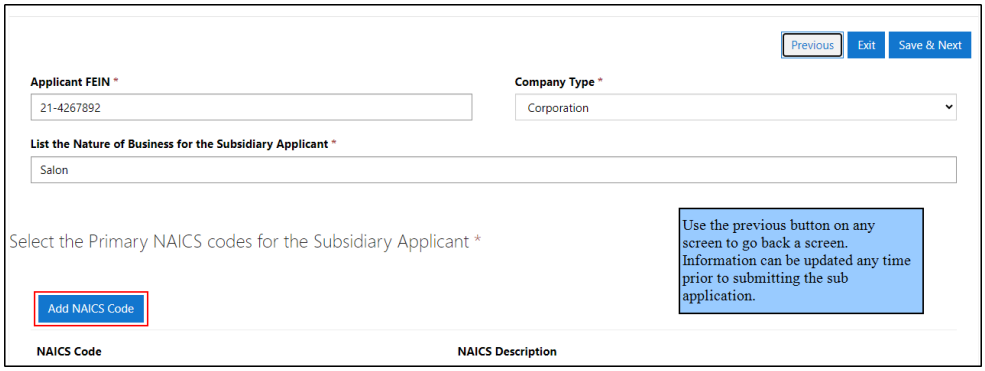
8. The following page presents the primary contact information. These fields auto-populate from the Parent Company profile. Click *Save & Next.*



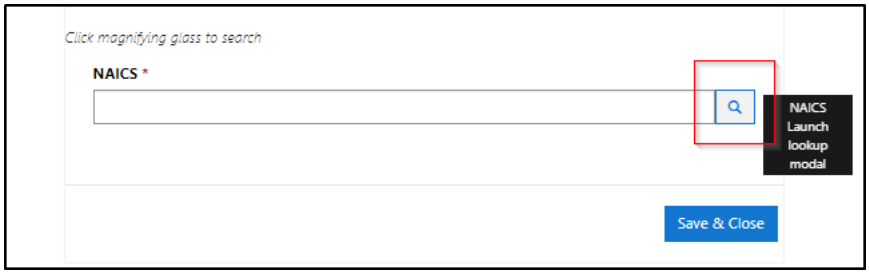
9. Enter the applicant's Federal Employer ID Number (FEIN) and Company Type. Company Type is a drop-down list: Select Individual, Partnership, Limited Liability Company (LLC), Limited Liability Partnership (LLP), Corporation, S Corporation, or Nonprofit Corporation. Only one may be selected.



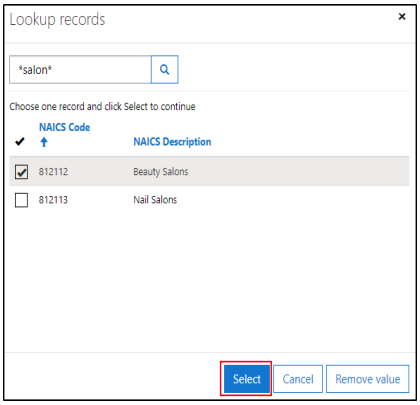
10. Fill in the field for the *Nature of Business* and click the *Add NAICS Code* to open a new window.



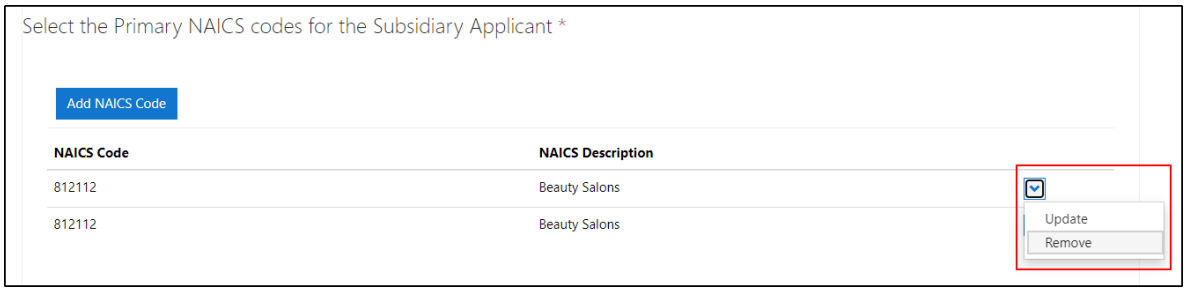
11. Click the magnifying glass to open a search window.



12. Type the code or business description into the search bar and click the magnifying glass. Choose the correct NAICS Code/Description from the list and click *Select*. Click *Save & Close.* Repeat for each NAICS code. The use of a wildcard character is allowed/recommended in this search. You can type *farm* in the search bar to return all NAICS codes/descriptions that contain the word *physician*. If there are multiple results, choose the most appropriate NAICS Code description and click the *Select* button.

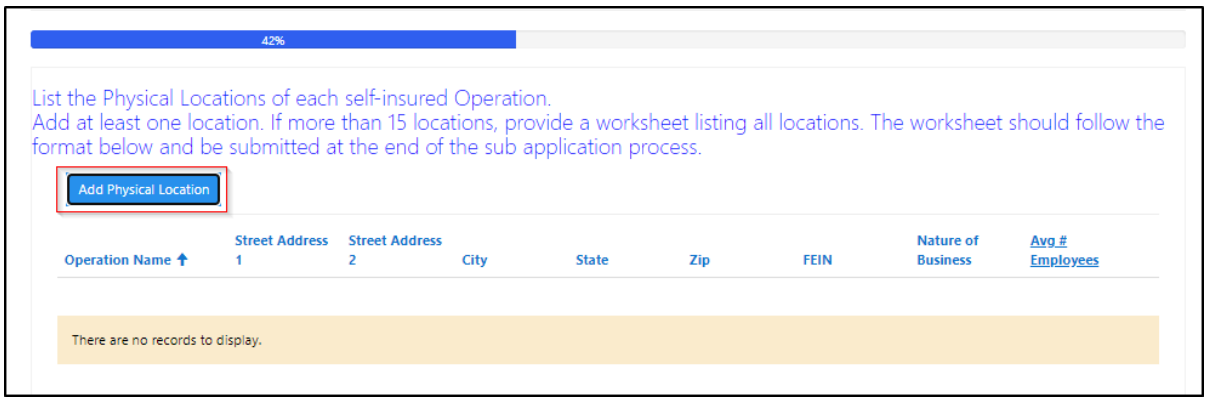


Note: If an incorrect code/description was added, it can be updated or removed by using the down arrow next to the code/description. Go through the steps to *Add NAICS Code* to add the correct NAICS code.

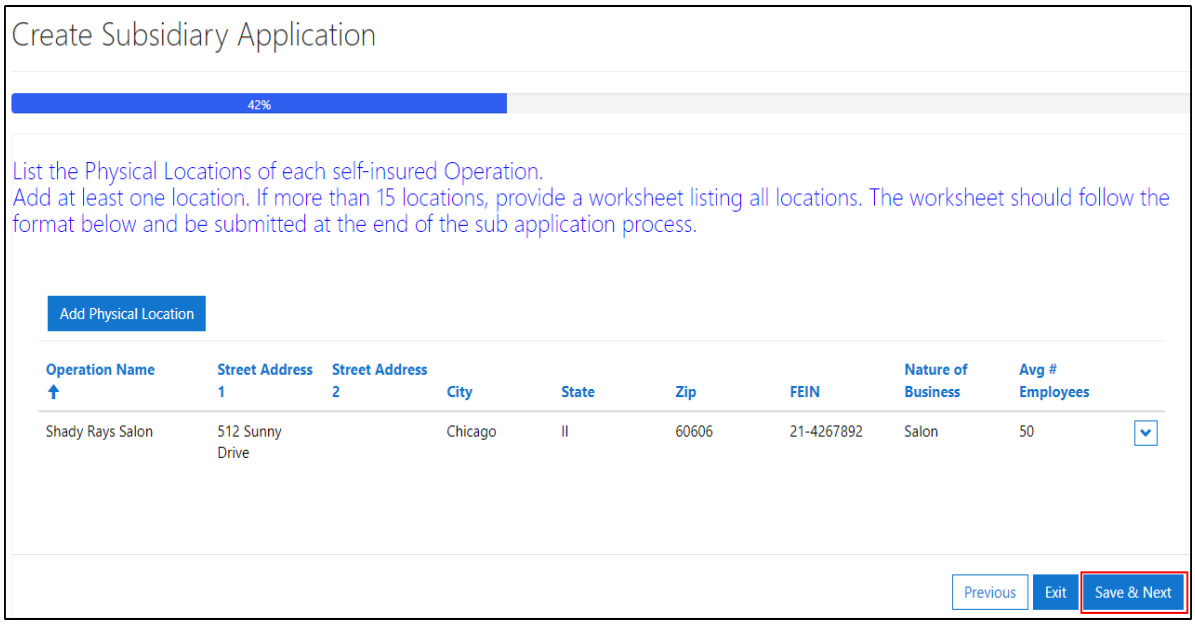


13. The remainder of this page asks the user questions relating to state of incorporation, incorporation date, and when the employer began doing business in Illinois. For the date fields, use the calendar function that allows you to have a calendar view and select the appropriate date or type the date into the box (M/D/YYYY). Click *Save & Next*.

14. Add the physical locations of each applicant. Click the *Add Physical Location* button, which opens up a new window for entering location information.



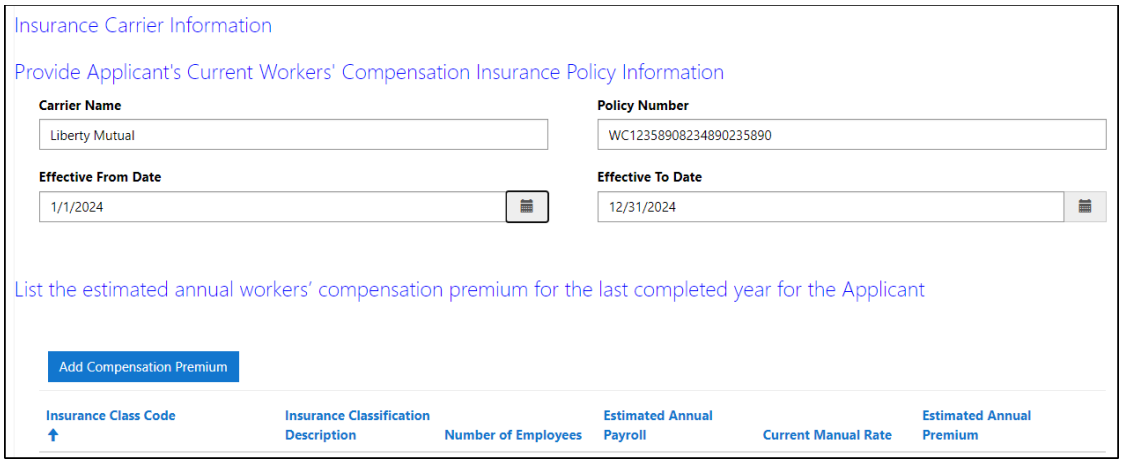
15. Enter information for each Illinois physical location to be included in the self-insurance program. Click *Save & Close*. Perform this process for each location. *At least one location is required.* After all locations have been entered, click Save & Next.



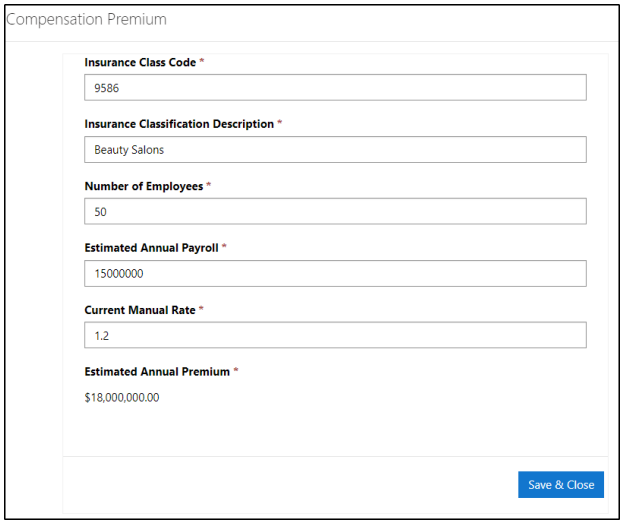
Note: If there are more than 15 locations, create a worksheet with all the information contained on the *Add Physical Location* screen (Name, Street Address, City, State, Zip, FEIN, Nature of Business and Avg. # Employees). This worksheet will be uploaded in a later step, prior to submission of the subsidiary application.

16. Once you have added the location(s), the details display on the page. If an error has been made when entering the location(s), click the down arrow at the end of the location to update or remove the record. If the button to add a location is clicked in error, click the x in the top right corner to close the pop up window. Click *Save & Next* to proceed.

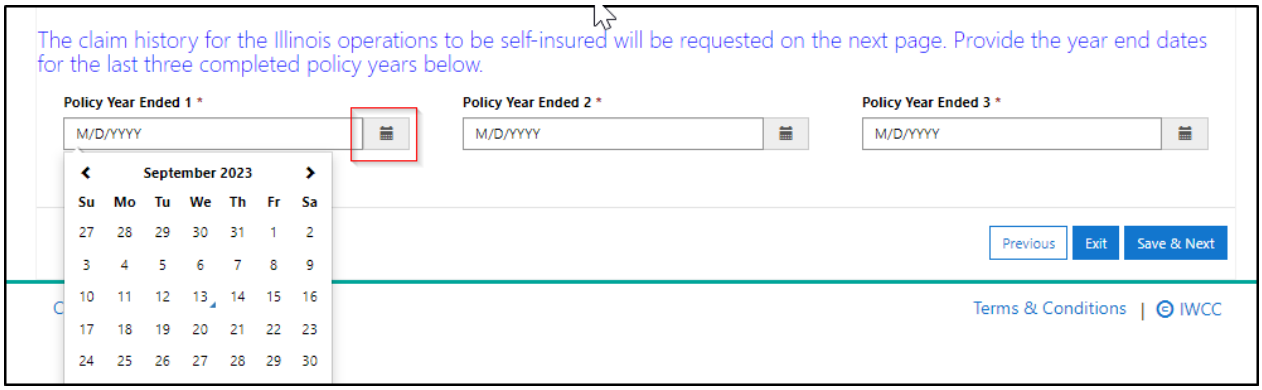
17. The next screen requires workers' compensation policy information. If there is a current policy in place, enter the current policy number and effective dates, as well as specific premium information and class codes.



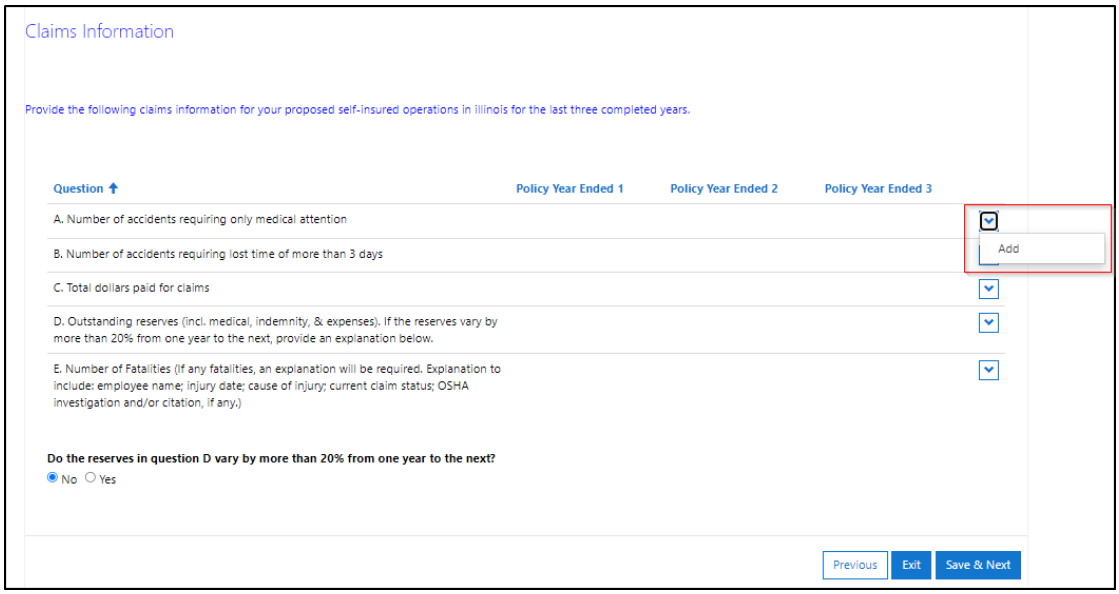
18. To add compensation premium, click the *Add Compensation Premium* button and a new window appears. All fields are required before clicking *Save & Close.*



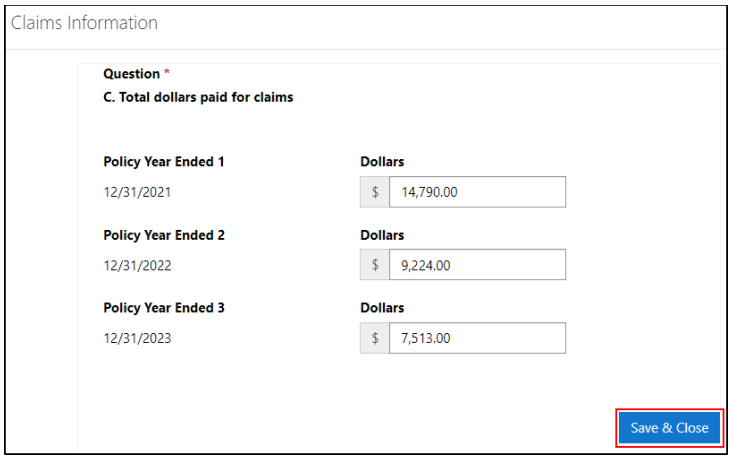
19. The next screen involves claims history and requires the year end dates for the most recent three (3) completed policy years. Use the calendar function or manually enter in the dates (M/D/YYYY). When fields are completed, click *Save & Next.* If you need to go back to the previous page, click *Previous.* Note: your progress on the current page will be lost if you go back to the previous page.



20. This section is related to *Claims Information.* All questions must be answered in order to proceed. Click the down arrow to the right of each question to *Add* responses.

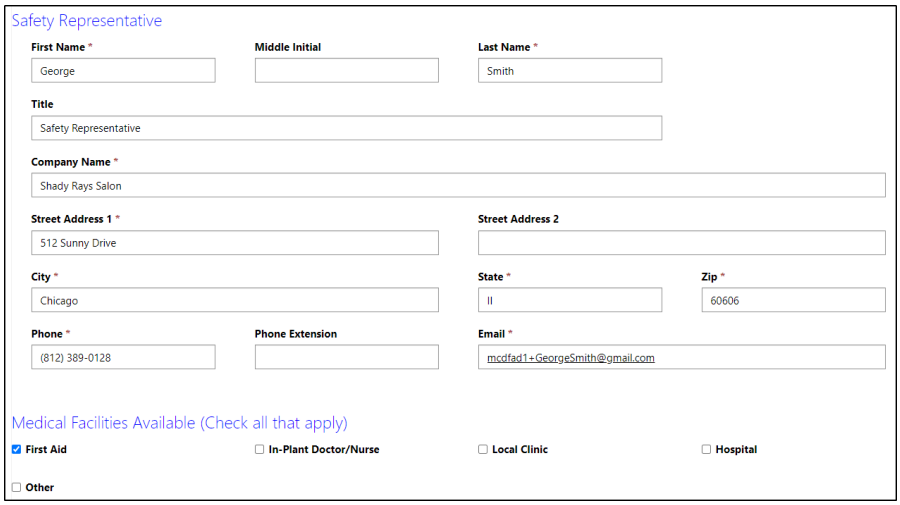


21. After the down arrow is clicked and *Add* is selected, a new window opens to enter claim information for each *Policy Year Ended.* For example, the *Total dollars paid for claims* question has fields available for all three policy years. These are manual data entry fields, so simply click in the box and respond to each line item. A value of 0 is a valid answer. When finished, click *Save & Close*.



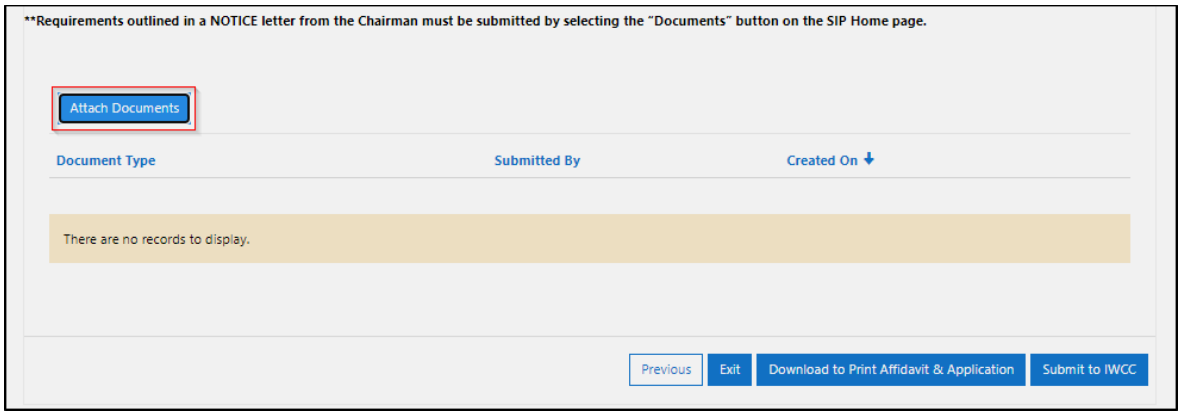
22. After each question is answered, the user must indicate if the reserves in question D vary by more than 20% from one year to the next. If *Yes,* a box will appear to provide an explanation for the variance. Click *Save & Next* to proceed.

23. Enter the name and contact information for the safety representative, identify all medical facilities that are available, and add any employee occupational disease exposures, if applicable. *Add exposure to Substance* works like the other *Add* features in the portal: Click the button, a new window appears,enter the mandatory fields, and click *Save & Close*. If no exposures have occurred, click *Save & Next* and proceed to the next page.

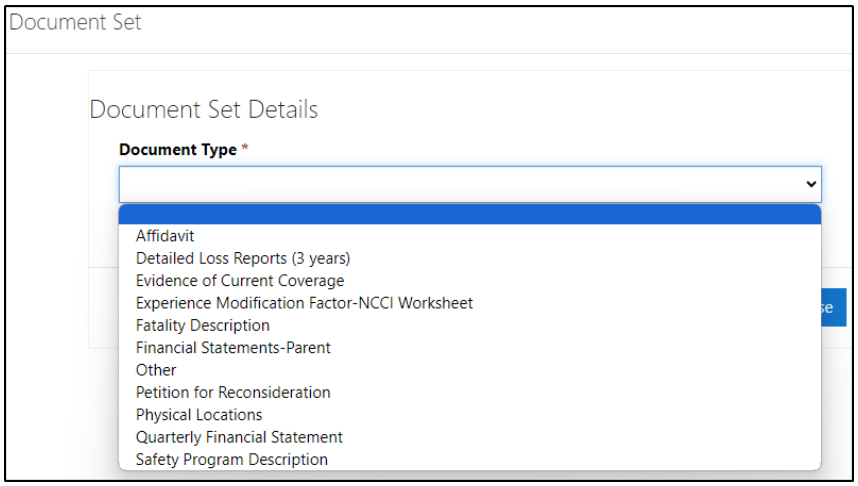


24. Attach and upload the required documents into the portal prior to submitting the application to the IWCC. Prior to final submission of the subsidiary application, the user must download and print the affidavit for the officer signatures and notarization. Click *Download to Print Affidavit and Application* button to download the document. Once signed/notarized, upload along with the other required documents.

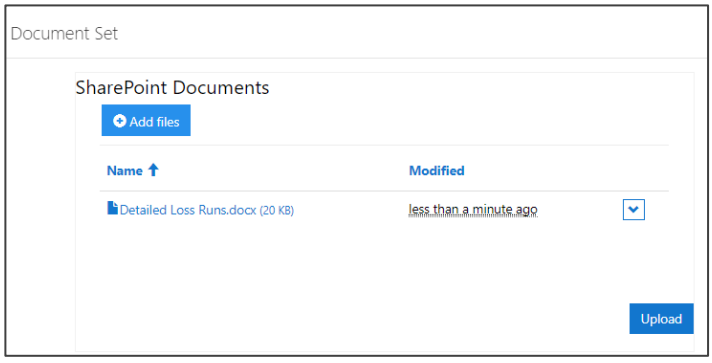
25. Click the *Attach Documents* button.



26. Once clicked, a new window appears. Click the down arrow to bring up a list of document types. Note: do this for every required document type: Select the appropriate document types one by one. Click *Save & Next.*

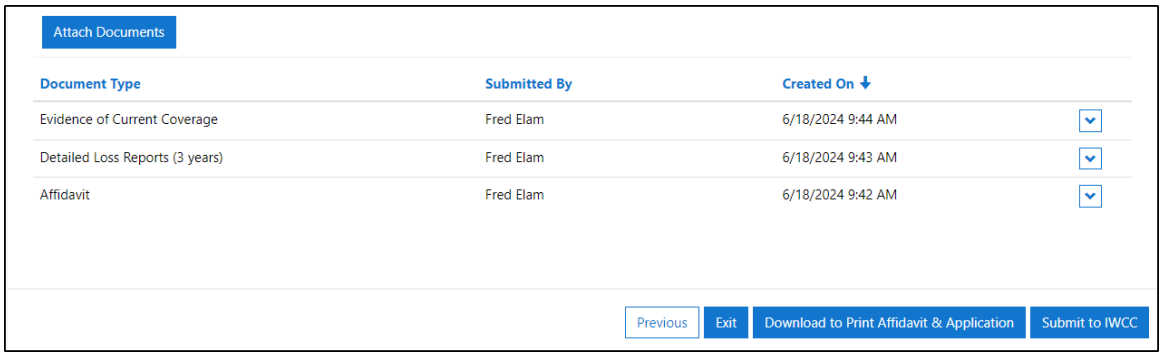


27. A secondary window opens for uploading the selected document, click *Add files,* then *Choose Files.* Locate the file(s) on your local machine and click *Add files,* then *Upload.*



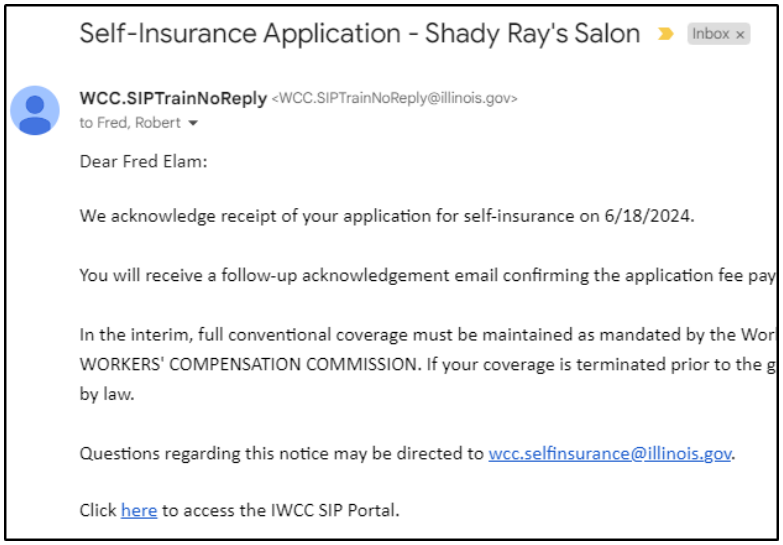
28. If the user fails to upload all the required documents before clicking *Submit to IWCC,* an error message is returned.

29. The required documents include: Signed Affidavit, Evidence of Current Coverage, and Description of all Fatalities (if applicable). For uploading more than one file per document type, see section *Uploading Multiple Files within a Document Type.*



30. When all documents have been attached and downloaded, select *Submit to IWCC*. Once submitted, a success message displays.

31. After submitting the subsidiary application to the IWCC, an email is sent to the primary and secondary contact acknowledging receipt.



IMPORTANT: The application will not be processed until the application fee has been paid. It currently cannot be paid through the Self-Insurance Plus portal. Please remit fee to:

Illinois Workers' Compensation Commission
Office of Self-Insurance Administration
400 S. Ninth Street, Suite 106
Springfield, IL 62701

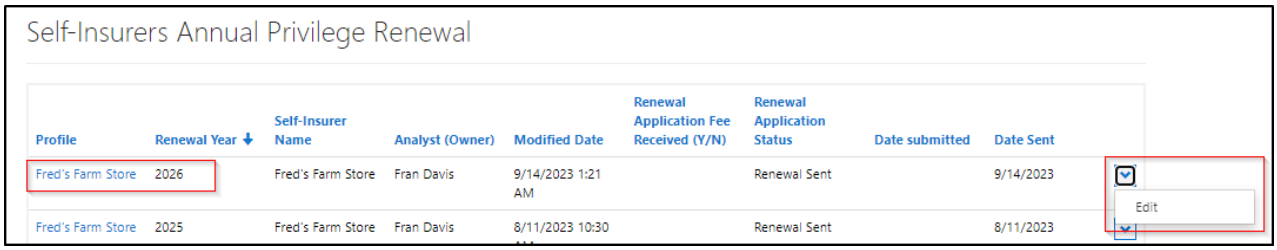
X. Filing a Renewal Application for Self-Insurance in SIP

A. How to File a Renewal Application

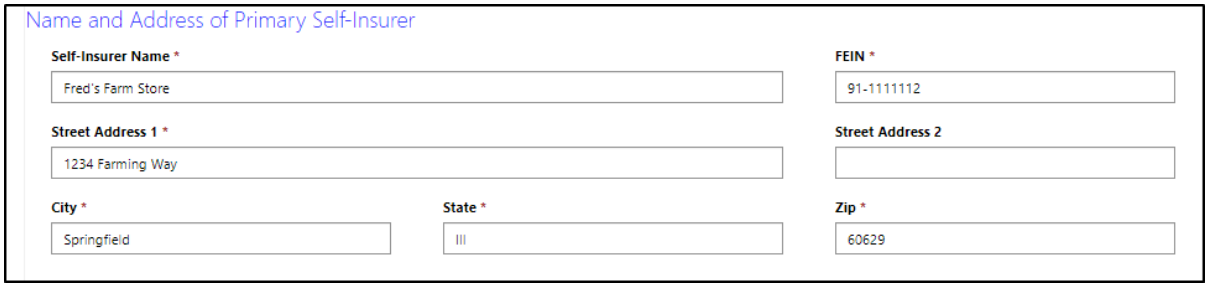
Each private self-insurer must file an annual renewal application for its self-insurance privilege with the IWCC. The Self-Insurance Office will notify the companies when it is time to renew via an email to the primary contact and a copy to the secondary contact. Note: prior to completing a renewal application, view the *Required Information and Documents for Filing a Renewal Application* instructions. Click the *Help* link on the bottom of the SIP portal page to go to the IWCC's Self-Insurance information page for additional resources.

1. User navigates to the SIP portal and logs into their Self-Insurance account by clicking *Sign In.* Click the *Self-Insurers Annual Privilege Renewal* button.

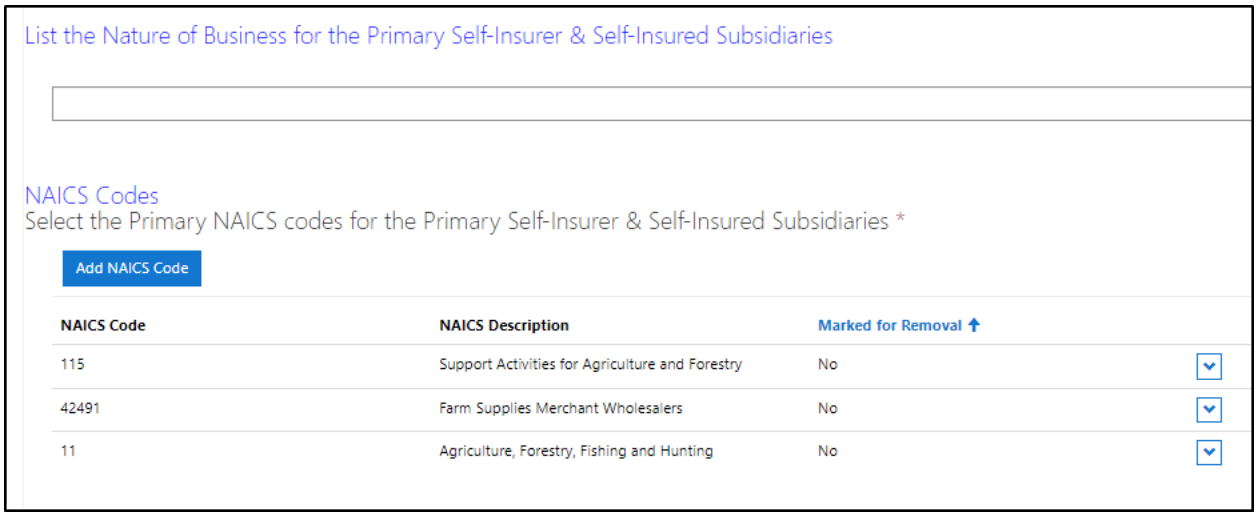
2. The status of the renewal is *Renewal Sent.* Click the dropdown arrow next to the new renewal application and select *Edit* to start the application.



3. Some of the fields within the renewal application will be pre-populated based on previous data provided to the Self-Insurance office. Answer all the renewal questions and validate the information that is presented on the screen for accuracy. If any information presented on the screen cannot be edited and saved, contact the analyst.

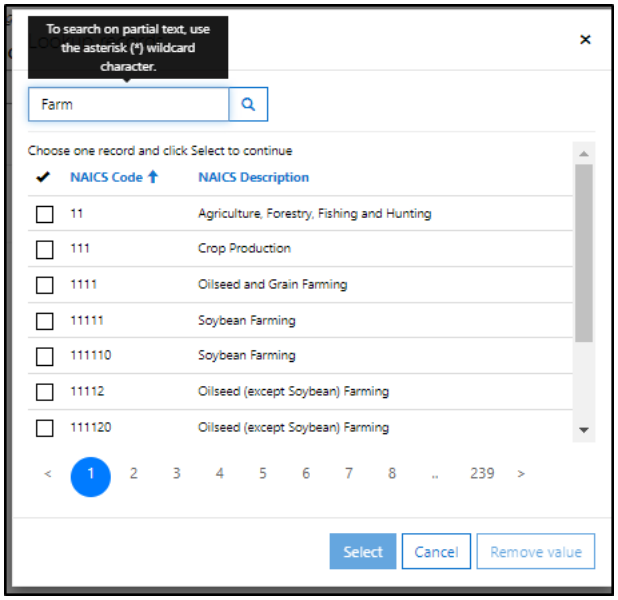


4. Enter the *Nature of Business* and the NAICS code(s) for the primary self-insurer and approved subsidiaries. If populated, verify information.



5. Fill in the field for *Nature of Business* if blank. If you need to add new NAICS codes, click the *Add NAICS Code* button to bring up a new window.

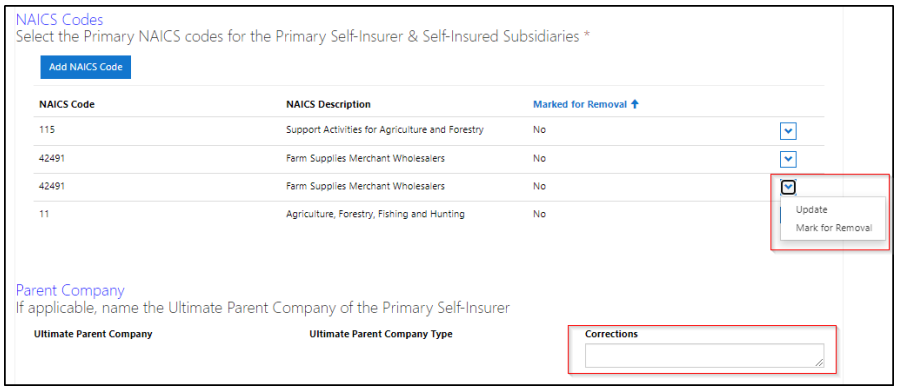
6. Click the magnifying glass and type the code or business description into the search bar. Choose the correct NAICS Code/Description from the list and click *Select.* The use of a wildcard character is allowed/recommended in this search. You can type *Farm* in the search bar to return all NAICS codes/descriptions that contain the word farm. If there are multiple results, click the box for the appropriate NAICS description and click the *Select* button.



7. Click *Save & Close* on the NAICS Code window.

Note: The NAICS Code selection you made appears in the sub grid below the code and description. If there is a wrong code/description listed, click the down arrow at the end of the NAICS Code sub grid and click *update* or *Mark for Removal*.

8. If there is an ultimate parent company, it would be present on this screen. If there are corrections that need to be made, click in the *Corrections* text box, and enter those corrections. Once complete, Click *Save & Next*.



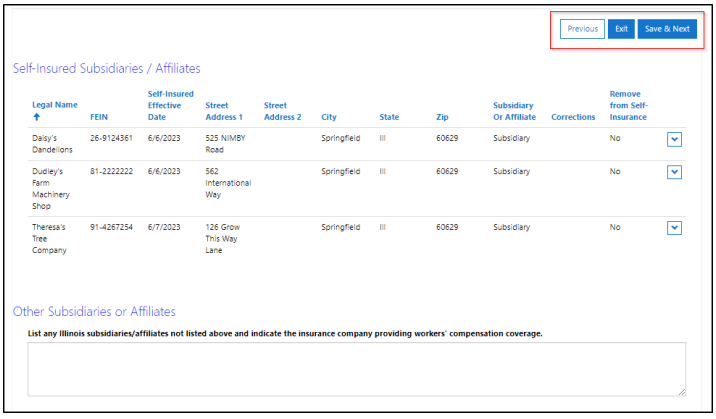
9. The next section lists the approved subsidiaries/affiliates. The user should verify the information for accuracy. If any of the information is incorrect, or if the employer needs a subsidiary/affiliate to be removed from the self-insurance program, select the dropdown arrow to the right of the company to update. In the new window, show changes in the *Corrections* text box and select *Yes* if the subsidiary is to be *Marked for Termination.*

The following text boxes will not be pre-populated:

- The *Other Subsidiaries or Affiliates* text box should reflect the subsidiaries that are not approved self-insurers.
- The *Other States* text box should list all the states where the employer is currently self-insured for workers' compensation.

10. Once information is provided, click *Save & Next*. If you need to go back to the prior page, click *Previous* and you will be taken back one page.

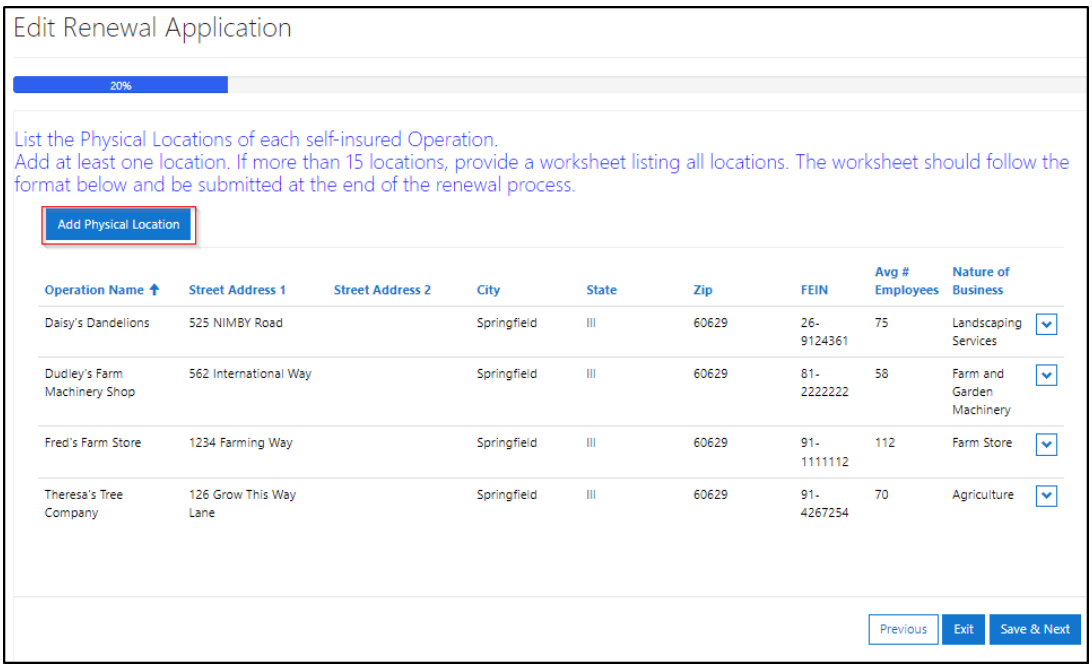
Note: At any time during the renewal application process, if you need to step away from your machine and come back later, click *Save & Next* at the bottom right of the screen. This will ensure all your work up to that point is saved, and you can come back later to complete the process. Pressing *Exit* will take you out of the process. Clicking *Exit* does not save the work completed on the renewal application.



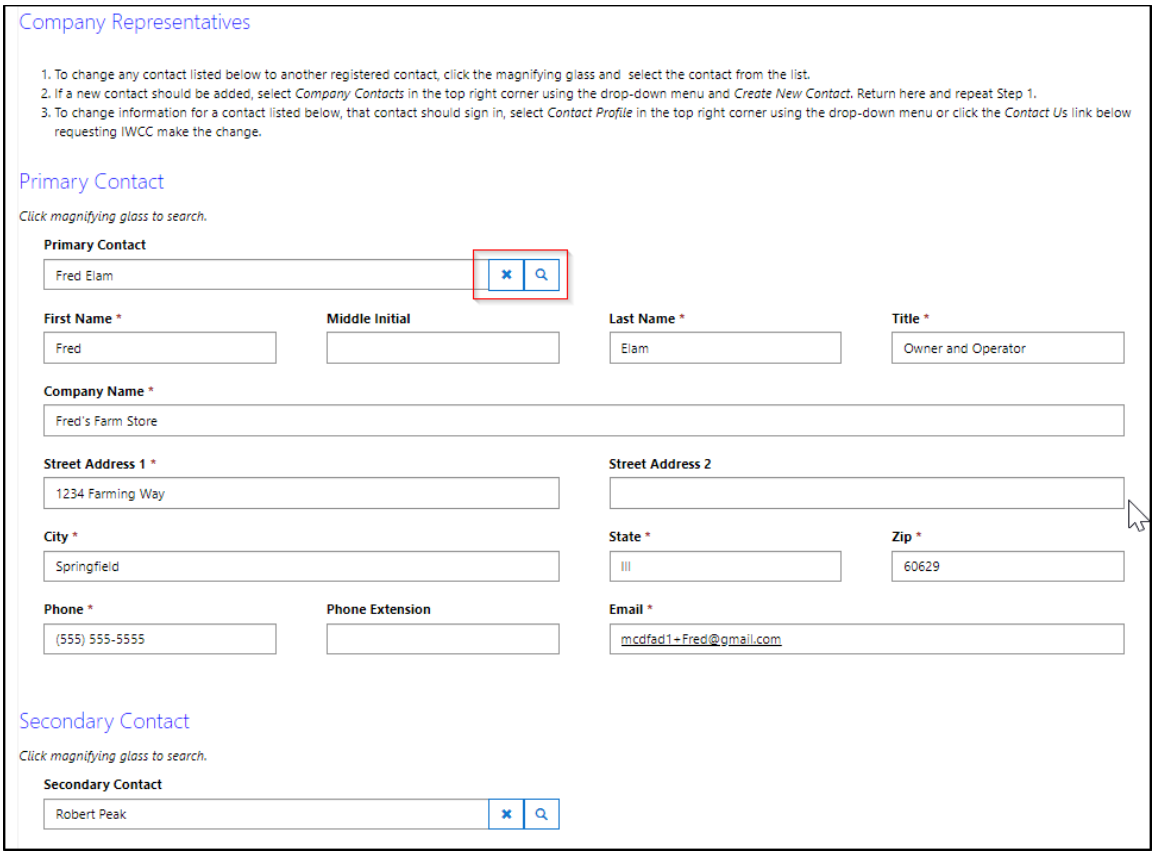
11. Self-insured locations reported by the employer are listed on the *Physical Location* screen. The user can update or remove any locations from the list by selecting the dropdown arrow next to the operation name and select *Update.* Click *Save & Close* when done updating.

12. New self-insured locations can be added by using the *Add Physical Location* button. Once the locations information is correct, click *Save & Next.*

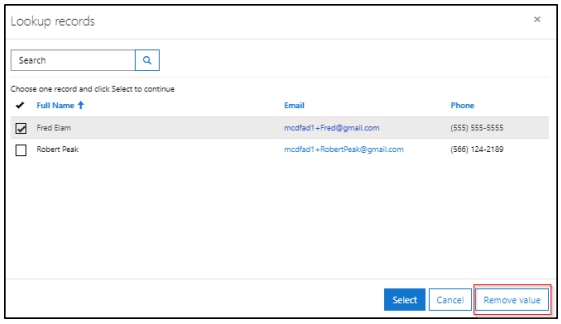
Note: If there are more than 15 locations, create a worksheet with all of the information contained on the *Add Physical Location* screen (Operation Name, Street Address 1, Street Address 2 if applicable, City, State, Zip, FEIN, Nature of Business and Avg. # Employees). This worksheet will be uploaded in a later step, prior to submission of the renewal application to the IWCC. If the button to add a location is selected in error, click the x in the top right corner to close the pop up window. Clicking *Save & Close* will not allow you to move forward as the system expects data to be added to the fields before continuing. If the location needs to be deleted from this screen, select *Yes* for *Marked for Deletion* within the *Physical Location* pop-up window.



13. The *Company Representatives* provides previously reported information about primary, secondary, and assessment contacts. Verify the contact information for accuracy. If a contact change is necessary, click the magnifying glass next to the current contact to select and replace with another registered contact. To delete the current contact, click the X, as shown in the screenshot below.

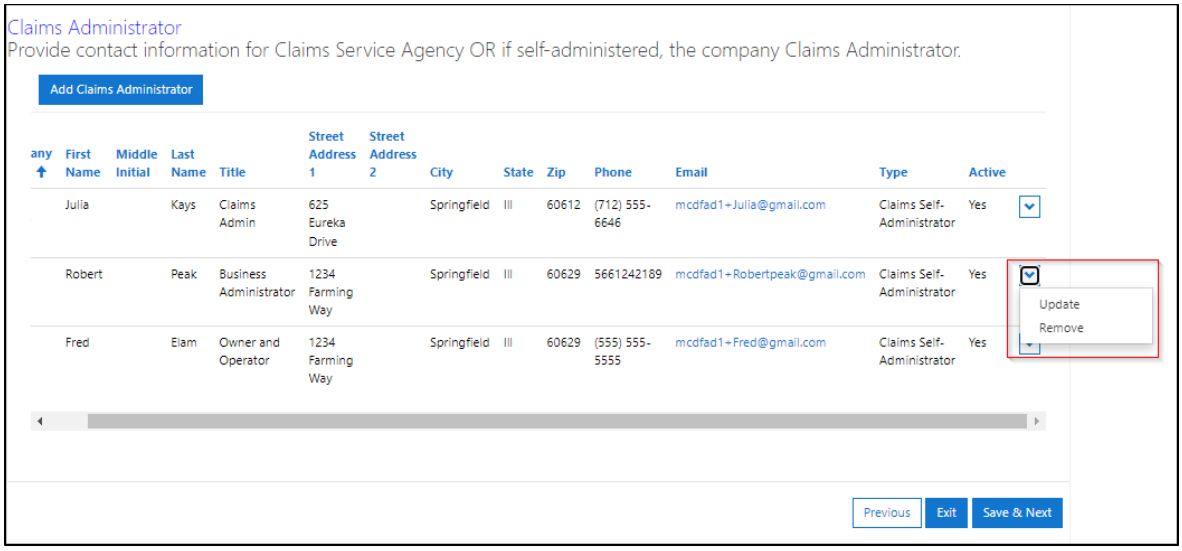


14. If the Company Admin has added one or more company contacts to the profile, the user is able to click the magnifying glass and type in the name of the contact to be added for the three representative roles. Once you have found the contact's name, click to put a check mark next to the name and click the *Select* button. The contact information for the selected user auto-populates the name, address, and phone. Do this for each contact type. If a person is chosen for a specific contact type by accident, put a check mark next to their name and click the *Remove Value* button. Repeat the above steps to add in the correct contact. You are ready to move to the next screen by clicking *Save & Next.*

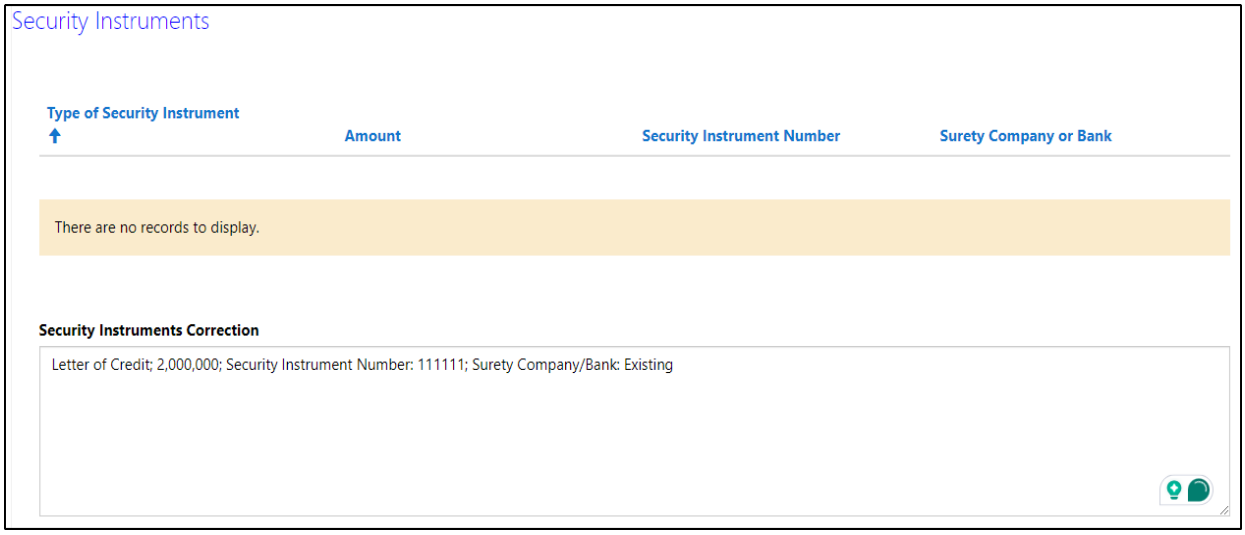


15. Information regarding the claims service agency/claims self-administrator appears on the next page. If everything is correct, click *Save & Next.* If the information is not correct, you may update or remove the listed administrator by clicking the dropdown arrow to the right of the company.

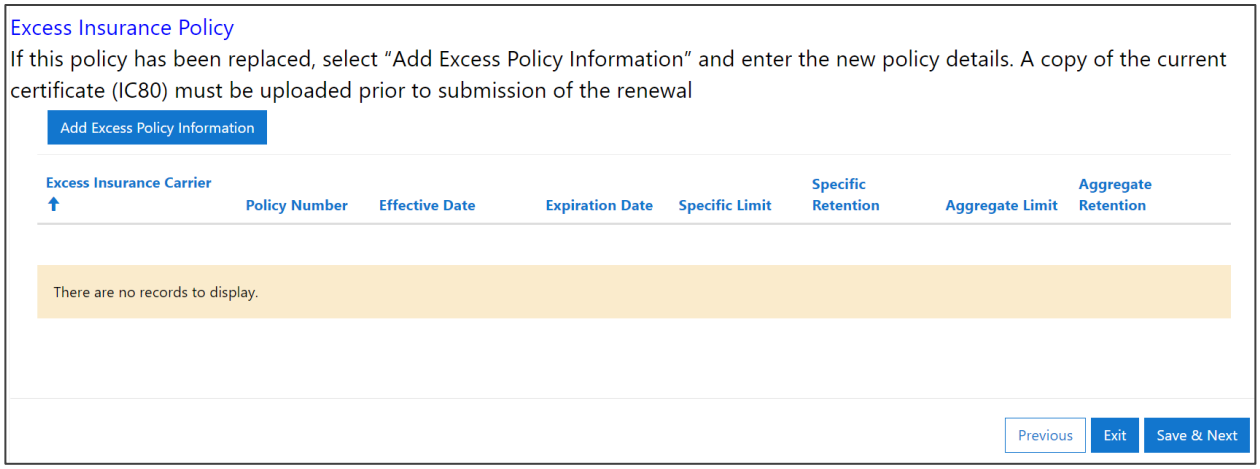
16. To add a new claims administrator, click the *Add Claims Administrator* button. After entering all required fields, *click Save & Close* to close out the window and click *Save & Next* to move to the next screen. Note: a copy of the new claims service agency contract or amendment must be uploaded at a later step.



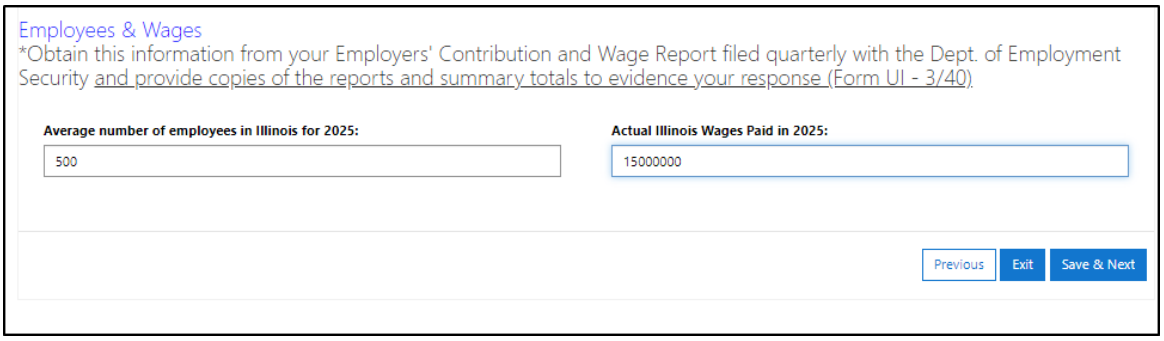
17. Information regarding the Security instruments maintained by the IWCC is listed on the next screen in detail. If there are corrections, they may be added to the *Security Instruments Correction* box.



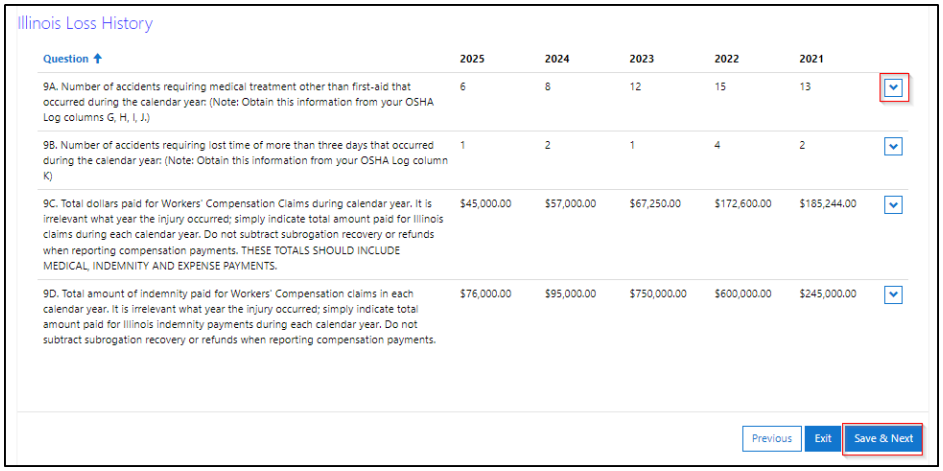
18. Information regarding the current excess insurance reported to the IWCC is also listed on this page. New policy information should be added here by clicking *Add Excess Policy Information.* After entering the required data, click *Save & Close.* Note: a copy of the new excess certificate must be uploaded at a later step. Once finished, click *Save & Next.*



19. Provide information about *Employees & Wages* on the next page; simply click and type within the text boxes provided. Click *Save & Next.* Note: a copy of the wage reports must be uploaded at a later step.

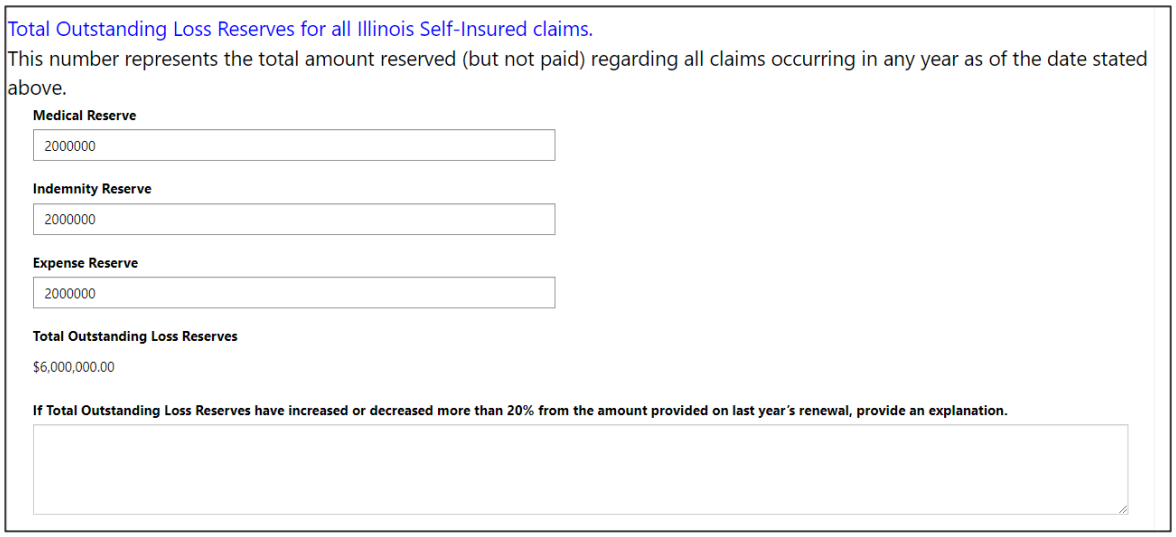


20. On the Illinois Loss History screen, data for previous years will be pre-populated based on previous reports provided to the Self-Insurance office. Claims information from the previous calendar year must be added by clicking the down arrow for each line item.

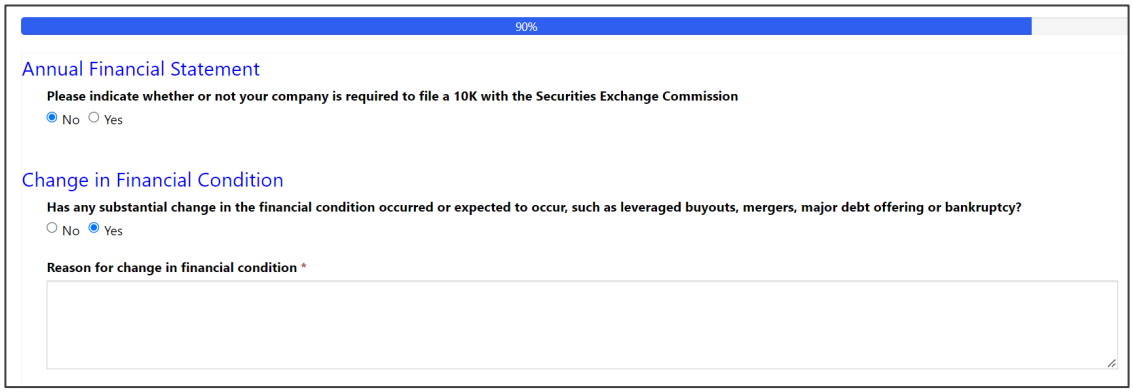


Note: The pre-populated information contained within the previous years' fields cannot be updated here. Corrections must be indicated within the *Comments* field. The Self-Insurance office will review the corrections and contact the company if necessary. When all answers have been provided, click *Save & Next* to move to the next page of the renewal application. Note: a copy of the paid loss reports must be uploaded at a later step.

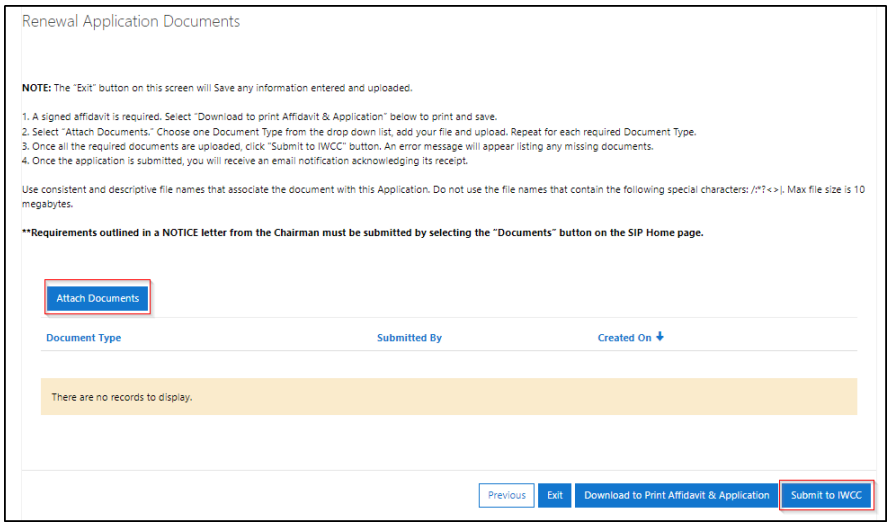
21. Provide Outstanding Loss Reserves detail. The requested validation date for the reserves is indicated. Click within the text box and enter the appropriate information for each question listed. *Total Outstanding Loss Reserves* is a calculated field and therefore cannot be edited. If *Total Outstanding Loss Reserves* have increased or decreased more than 20% from the amount provided, please detail within the text box on this screen. Note: a copy of the outstanding loss reserves must be uploaded at a later step. Click *Save & Next.*



22. Two questions are presented on the next page. Simple No/Yes responses are required; Notice if you select *Yes* on the second question, a reason for change in financial condition is required. Provide the reason and click Save *& Next*.

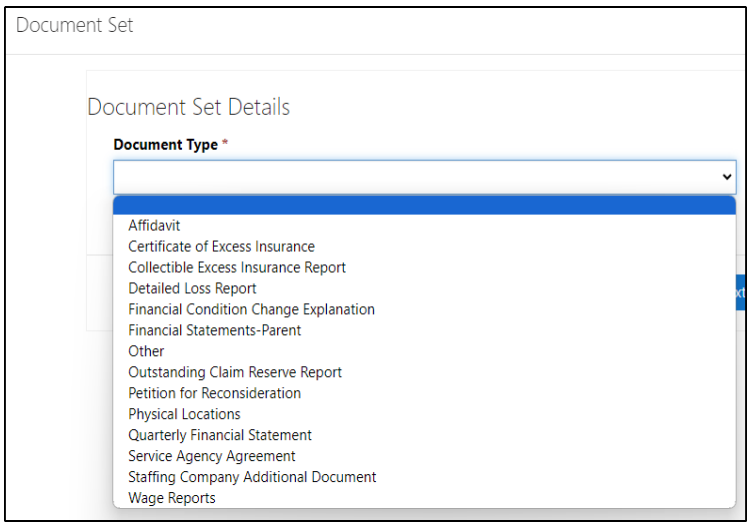


23. The last screen (noted with 100% complete in the blue bar across the top) instructs the user to attach the required documents for the renewal. This is a mandatory step, and the renewal application cannot be submitted until the appropriate documents are attached.

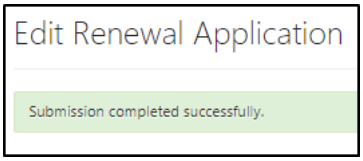


24. Per the instructions on the page, the first step is to select the *Download to Print Affidavit & Application* button to print and save the renewal application. A download appears as a Microsoft Word document: Click on it to open. A *draft* of the application is presented to you for printing/reviewing/saving. The affidavit must be signed and notarized. Please note this is not the submitted renewal application.

25. Next, click the *Attach Documents* button and the *Document Type* drop down displays the various documents available for upload for the renewal application. Select the document type, then click the *Add Files* button from the pop-up window. Navigate to the file you are uploading, click *Add Files,* and click the *Upload* button. Please note only one document type may be uploaded at a time. You must complete these steps for every document you upload into the SIP system. For uploading more than one file per document type, see section: Uploading Multiple Files within a Document Type.



26. Once the documents have been attached, click *Submit to IWCC.* If a document has been omitted, an error message displays listing the missing documents. Once all required documents have been submitted, a success message displays.



Required documents for the renewal application include:
Signed Affidavit
Financial Statements-Parent
Outstanding Claim Reserve Report
Detailed Loss Reports
Wage Reports

These documents are required (if applicable, based on responses within the renewal):
Collectible Excess Insurance Report
Service Agency Agreement
Certificate of Excess Insurance
Evidence of conventional insurance coverage for Terminated subsidiary/affiliates (select other)
Financial Condition Change Explanation

Additional Support Documents:
Physical Locations List
Spreadsheet with columns in the following order: Operation Name, Street Address1 and 2 (if applicable), City, State, Zip, FEIN, Nature of Business and Avg. # Employees
Quarterly Financial Statement
Staffing Company Additional Document
Other

POST SUBMISSION OF THE RENEWAL APPLICATION

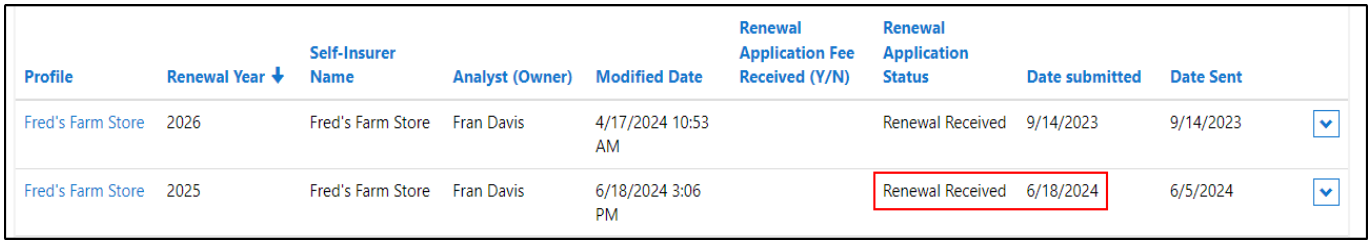
IMPORTANT: The renewal application will not be processed until the renewal fee has been paid. It currently cannot be paid through the self-insurance Plus Portal. Please remit fee to:

Illinois Workers' Compensation Commission
Office of Self-Insurance Administration
400 S. Ninth Street, Suite 106
Springfield, IL 62701

No changes may be made to the renewal application after it is submitted. It can be viewed, but not altered. If you make a mistake on the renewal application, you may contact the IWCC by clicking the *Contact Us* at the bottom left of the screen, allowing you to email the self-insurance team for assistance (wcc.selfinsurance@illinois.gov).

If the user failed to attach a document, they could go back to the *Upload Document* screen and attach it. Click on the *Self-Insurers Annual Privilege Renewal* from the SIP homepage screen to return to the renewal screen. Select the renewal to attach additional documents. The system will take you to the last page with the *Attach Documents* button.

To follow the status of the renewal, click on the *Self-Insurers Annual Privilege Renewal* button from the SIP homepage and select the renewal.



Profile	Renewal Year	Self-Insurer Name	Analyst (Owner)	Modified Date	Renewal Application Fee Received (Y/N)	Renewal Application Status	Date submitted	Date Sent
Fred's Farm Store	2026	Fred's Farm Store	Fran Davis	4/17/2024 10:53 AM		Renewal Received	9/14/2023	9/14/2023
Fred's Farm Store	2025	Fred's Farm Store	Fran Davis	6/18/2024 3:06 PM		Renewal Received	6/18/2024	6/5/2024

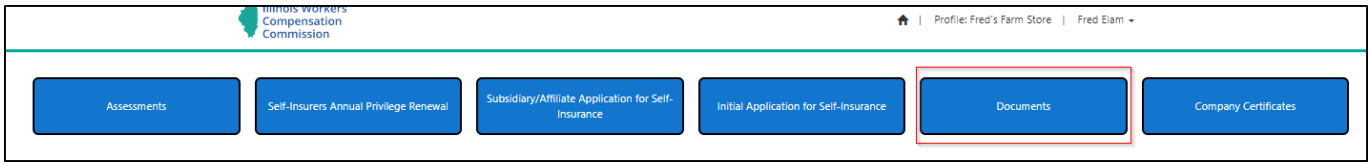
Note: Please note the status of items you submit to the IWCC. Certain status descriptions allow you to make updates or edits, while some do not.

Once IWCC reviews the application and the Notice is signed by the Chairman, the primary and secondary contacts will receive an email that a Notice is available to be viewed. Click on the *Self-Insurers Annual Privilege Renewal* button from the SIP homepage to return to the renewal application screen. Select the dropdown arrow to the right of the *Renewal Year*, select *View.* Click *Next.* The Notice letter will be listed with all the documents the user previously uploaded. The Notice letter can be viewed/downloaded by clicking the down arrow. IMPORTANT: There may be deadline requirements in the Notice.

Profile	Renewal Year	Self-Insurer Name	Analyst (Owner)	Modified Date	Application Fee Received (Y/N)	Application Status	Date submitted	Date Sent
Fred's Farm Store	2026	Fred's Farm Store	Fran Davis	4/17/2024 10:53 AM		Renewal Received	9/14/2023	9/14/2023
Fred's Farm Store	2025	Fred's Farm Store	Fran Davis	6/18/2024 3:06 PM		Renewal Received	6/18/2024	6/5/2024
Fred's Farm Store	2024	Fred's Farm Store	Wendy Keithley	11/20/2023 2:43		Renewal	6/8/2023	

View

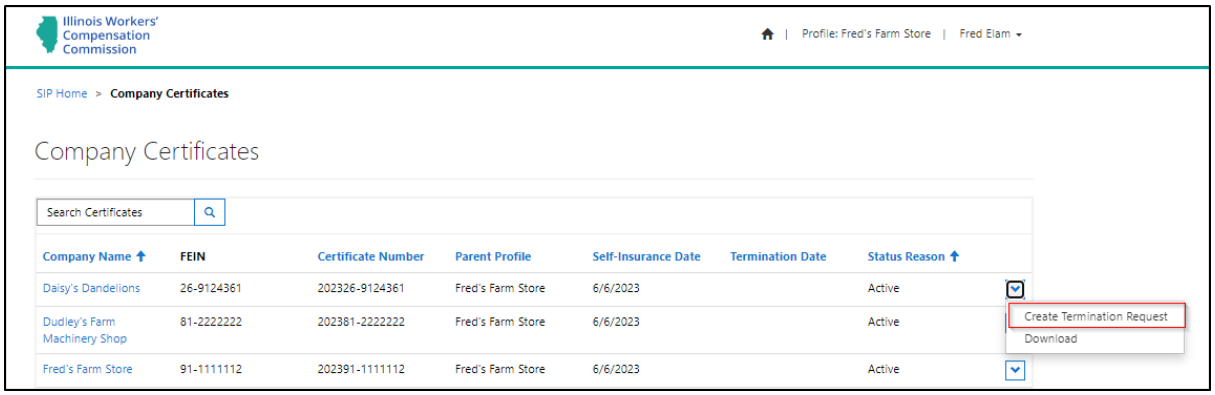
After reviewing the *notice*, any required documents can be uploaded by clicking the *Documents* button from the SIP homepage (refer to *Documents button* description for additional information).



XI. Self-Insurance Termination Request

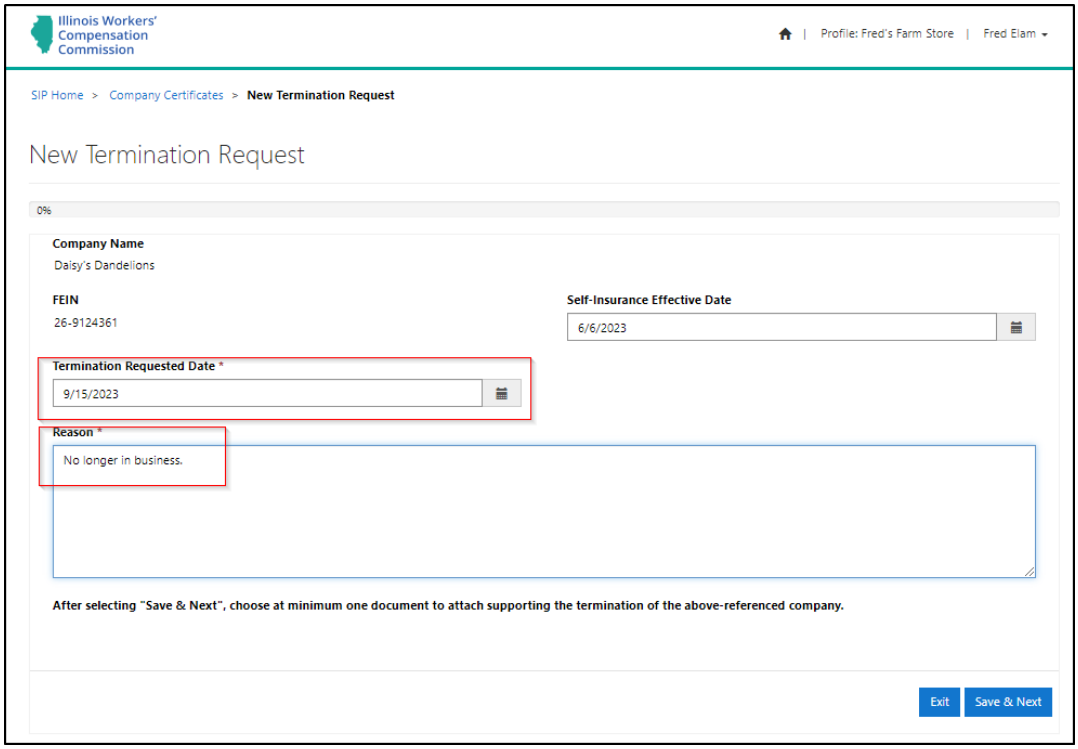
A. How to Request Termination of Self-Insurance Privilege.

1. If an approved self-insurer is terminating its self-insurance privilege, a user may begin the termination process by clicking the *Company Certificates* button from the SIP homepage. The certificates page shows all the company's self-insurance certificates.



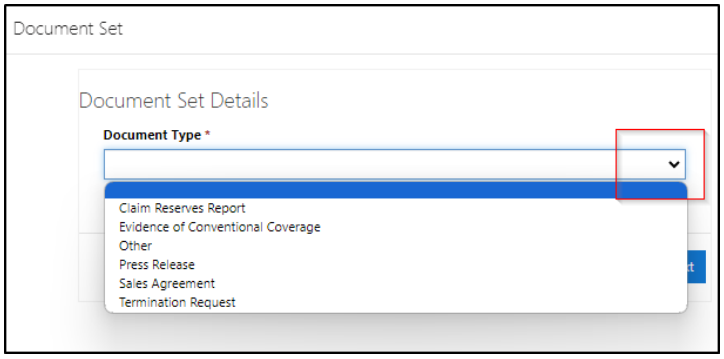
2. Click the down arrow next to the company being terminated from the self-insurance program and select *Create Termination Request*. Enter the date termination is requested.

3. There are required fields for the termination request, one of which is a *Reason* for the termination. Provide the details as to why you wish to terminate self-insurance; click *Save & Next.*



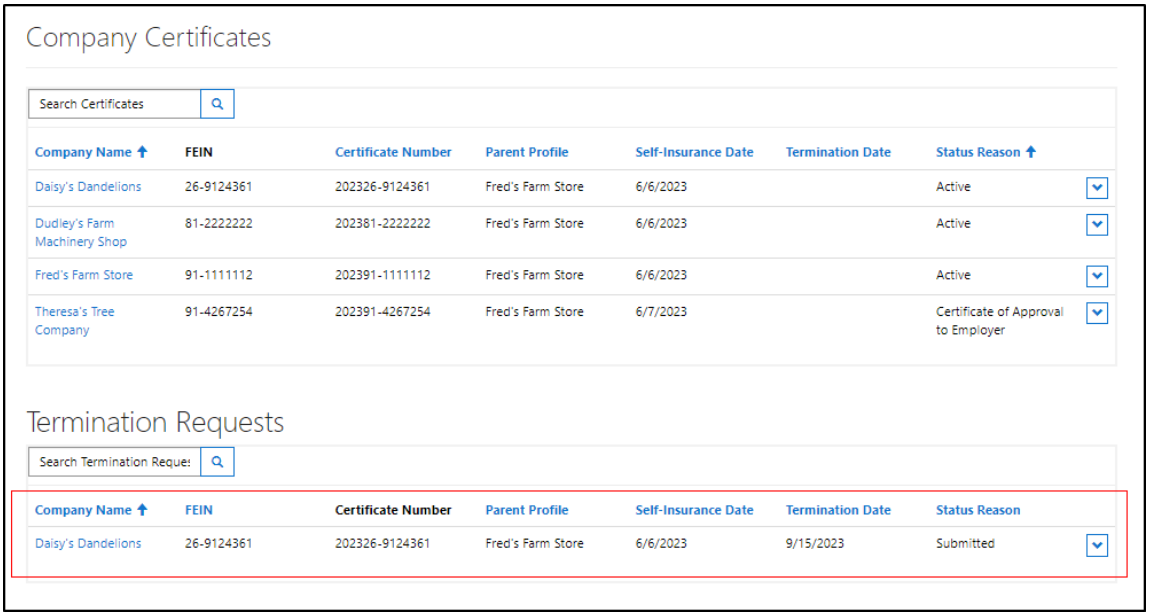
4. Click *Attach Documents* to select the appropriate document type to upload. Choose *Add Files* and navigate to the appropriate document for upload. Once selected, click *Add files, Choose Files,* navigate to the document on your local machine, *Add Files,* and click *Upload.*

Note: At least one of the document types listed below in the screenshot must be attached for the termination request. Once attachment(s) is complete, click *Submit to IWCC*.



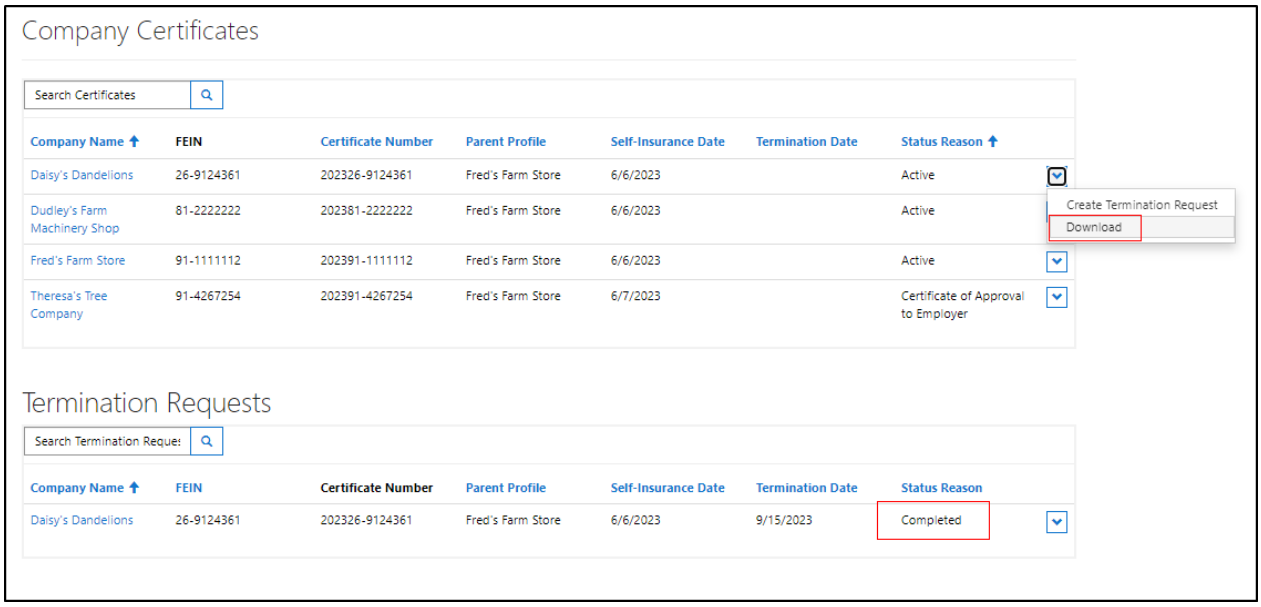
5. As per the instructions on the page, you will receive an email notification of receipt of the request and the *Company Certificates* page will reflect the submission.

6. Once IWCC reviews and approves the request, a Certificate of Termination will be issued, and available via the SIP home screen.



7. If you submit a termination request by mistake, or realize after the fact, that you need to withdraw the termination request, please contact the IWCC for assistance. *You cannot withdraw the termination request in the portal.*

8. When IWCC has processed the termination certificate, the status reason for the request will be *Completed,* as shown below.



9. As shown above, you may download a copy of the termination certificate by clicking the down arrow on the certificate line item and selecting *download.* A new window appears; click the blue link to view/download the termination certificate.

XII. Filing an Initial Application for Self-Insurance
Required Information and Documents for the Self-Insurance Plus System

Private employers: After answering the application questions in the online system, you must download an affidavit page for the signatures of the appropriate company officers and notary. Then you will be required to upload the signed affidavit before final submission of the application. The information and documents required to complete the application are listed below.

In addition, the online application will not be processed until receipt of the nonrefundable application fee of **$500** for each separate legal entity applying. You will receive an email confirmation upon our receipt of the application payment and all required documents.

Electronic payment: https://magic.collectorsolutions.com/magic-ui/en-US/Login/illinois-workers-comp-commissio
Select Payment Category: *Self-Insurers Security Fund*
Select Payment Type: *Renewal/Application Fee*
OR
Check payable to the: "Illinois Workers' Compensation Commission"
Mail to: Illinois Workers' Compensation Commission - Office of Self-Insurance
400 S. Ninth Street, Suite 106, Springfield, IL 62701

Gather the following information and documents before starting the online application. Note if the application information is not entered in one session, you will be able to save and resume the process until final submission.

1) Representative information for primary, secondary, and assessment contacts.
2) Federal Employer Identification Number (FEIN) for applicant, any applying subsidiaries, and ultimate parent, if applicable.
3) North American Industry Classification System (NAICS) code(s) describing nature of business.
4) Corporate principals' contact information.
5) Physical locations. If more than 15, a list can be uploaded following the online format.
6) Evidence of current coverage.
7) Estimated annual workers' compensation premium for the last completed calendar year detailing the insurance class codes, estimated payroll, and current manual rate.
8) Detailed loss runs for the last 3 completed years.
9) Description of fatalities, if any.
10) Proposed claims administrator information.
11) Safety Representative information and a description of the safety program for the Illinois operations.
12) Information regarding any potential exposure to substances that may cause occupational disease.
13) Explanation if workers' compensation insurance has been refused or canceled.
14) Explanation if an application for self-insurance has been denied or a certification revoked.
15) List of other self-insured jurisdictions.
16) Financial Statements
    (a) If the applicant has an ultimate parent, provide the ultimate parent company's audited financial statements for the most recent three years.
    (b) If the applicant has no ultimate parent, provide the applicant's audited financial statements for the most recent three years.
    (c) If certified audited financial statements are not prepared, provide the financial statements prepared by an outside accountant for the most recent three years.
17) Current 10Q or internal quarterly balance sheet and income statement.
18) Experience Modification Factor report. Provide an explanation if the factor is greater than one.
19) Organizational Chart indicating which entities with operations in Illinois are seeking self-insurance.
20) Excess insurance quotes if applicant chooses to purchase excess coverage.

XIII. Filing a Subsidiary Application for Self-Insurance
Required Information and Documents for the Self-Insurance Plus System

Private employers: After answering the application questions in the online system, you must download an affidavit page for the signatures of the appropriate company officers and notary. Then you will be required to upload the signed affidavit before final submission of the application. The information and documents required to complete the application are listed below.

In addition, the online application will not be processed until receipt of the nonrefundable application fee of **$500** for each separate legal entity applying. You will receive an email confirmation upon our receipt of the application payment and all required documents.

Electronic payment: https://magic.collectorsolutions.com/magic-ui/en-US/Login/illinois-workers-comp-commissio
Select Payment Category: *Self-Insurers Security Fund*
Select Payment Type: *Renewal/Application Fee*

OR

Check payable to the: "Illinois Workers' Compensation Commission."
Mail to: Illinois Workers' Compensation Commission - Office of Self-Insurance
400 S. Ninth Street, Suite 106, Springfield, IL 62701

Gather the following information and documents before starting the online application. Note if the application information is not entered in one session, you will be able to save and resume the process until final submission.

1) Federal Employer Identification Number (FEIN) for applying subsidiaries.
2) North American Industry Classification System (NAICS) code(s) describing nature of business.
3) Physical locations. If more than 15, a list can be uploaded following the online format.
4) Evidence of current coverage, if applicable.
5) Estimated annual workers' compensation premium for the last completed calendar year detailing the insurance class codes, estimated payroll, and current manual rate, if applicable.
6) Detailed loss runs for the last 3 completed years, if applicable.
7) Description of fatalities, if any.
8) Safety Representative information and a description of the safety program for the Illinois operations.
9) Information regarding any potential exposure to substances that may cause occupational disease.
10) Financial Statements
    (a) If the applicant has an ultimate parent, provide the ultimate parent company's audited financial statements for the most recent three years.
    (b) If the applicant has no ultimate parent, provide the applicant's audited financial statements for the most recent three years.
    (c) If certified audited financial statements are not prepared, provide the financial statements prepared by an outside accountant for the most recent three years.
11) Current 10Q or internal quarterly balance sheet and income statement.
12) Experience Modification Factor report, if applicable. Provide an explanation if the factor is greater than one.
13) Organizational Chart indicating which entities with operations in Illinois are seeking self-insurance.

Direct questions to: wcc.selfinsurance@llinois.gov

Revised 5/8/2024

XIV. Filing a Renewal Application for Self-Insurance
Required Information and Documents for the Self-Insurance System

Private employers: After answering the renewal application questions in the online system, you must download an affidavit page for the signatures of the appropriate company officers and notary. Then you will be required to upload the signed affidavit before final submission of the renewal application. The information and documents required to complete the renewal application are listed below.

In addition, the online application will not be processed until receipt of the nonrefundable application fee of **$500** for each separate legal entity renewing. You will receive an email confirmation upon our receipt of the renewal payment and all required documents.

Electronic payment: https://magic.collectorsolutions.com/magic-ui/en-US/Login/illinois-workers-comp-commissio
Select Payment Category: *Self-Insurers Security Fund*
Select Payment Type: *Renewal/Application Fee*

OR

Check payable to the: "Illinois Workers' Compensation Commission"
Mail to: Illinois Workers' Compensation Commission - Office of Self-Insurance
400 S. Ninth Street, Suite 106, Springfield, IL 62701

Gather the following information and documents before starting the online application. Note if the application information is not entered in one session, you will be able to save and resume the process until final submission.

1) Claims administrator information, including the Service Agency agreement, if applicable.
2) Certificate of Excess Insurance.
3) Wage report for prior calendar year.
4) Claim Payment report for prior calendar year.
5) Claim Reserve report valued as of the most recent quarter ended.
6) Collectible excess insurance report, if applicable.
7) Financial Statements
   (a) If the applicant has an ultimate parent, provide the ultimate parent company's audited financial statements.
   (b) If the applicant has no ultimate parent, provide the applicant's audited financial statements.
   (c) If certified audited financial statements are not prepared, provide the financial statements prepared by an outside accountant.

Direct questions to: wcc.selfinsurance@llinois.gov

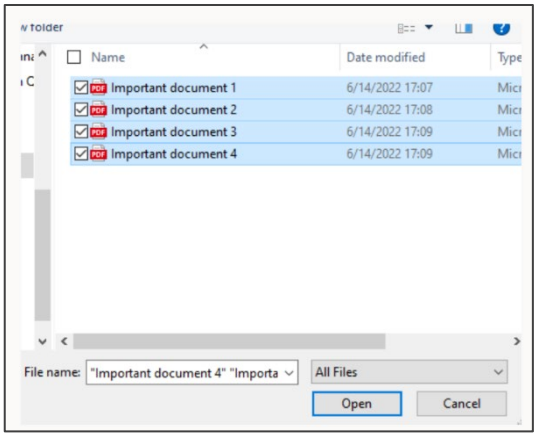
Revised 5/8/2024

XV. Uploading Multiple Files within a Document Type

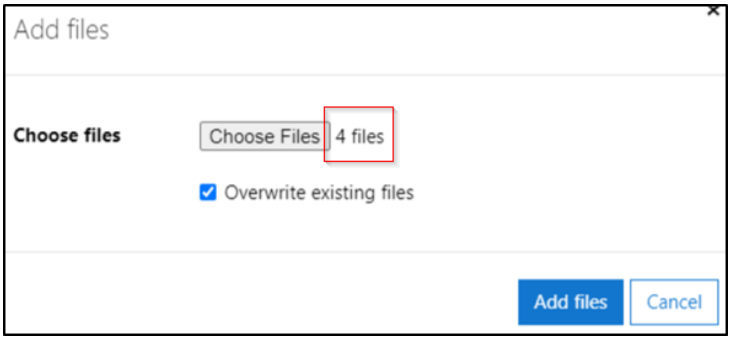
1. Click any of the *Attach Documents* buttons. The *Document Type* box appears.
2. Select the document type appropriate for the document and in the *Add files* modal, select the files pertinent to the document type.

   a) You can click *Ctrl* and select the files one at a time.

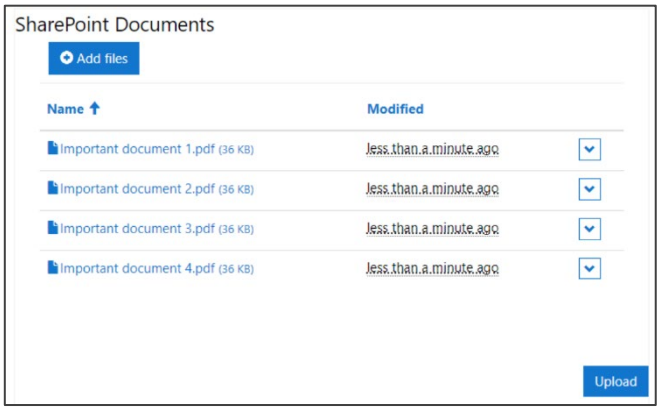
   b) You may also click the *Shift* button and click the first and last files to select all files in between.



3. Click *Open*. Notice in the *Add files* modal, the number of files is displayed.



4. Click *Add files.* The list of files to upload is displayed.



5. Click *Upload* and the documents are uploaded into the portal. Click here to go back to uploading single files to SIP.

XVI. Glossary of Terms

Affiliate: A company associated with another company under common ownership.

Assessment: Illinois Workers' Compensation Commission's statutory requirement to fulfill self-funding obligations.

Corporate Principal(s): Also known as a Corporate Officer, a high-level management executive such as CEO, CFO, treasurer, president, vice-president, or secretary.

Estimated Annual Payroll: The projected annual payroll for any individual workers' compensation insurance classification code.

Excess Insurance: An insurance policy that indemnifies the self-insured employer for workers' compensation claims exceeding a designated dollar amount.

Experience Modification Factor: A numerical score of a company's workers' compensation claims history. It is the ratio of a company's actual claim costs compared to the expected costs for companies of similar size in the same industry.

Insurance Classification Codes: Three- or four-digit numerical code assigned by the National Council on Compensation Insurance (NCCI). These codes are assigned to differentiate between various job duties or work performed by employees.

Insurance Company: a company that sells a policy promising to pay for certain losses. Insurance companies that do *not* write workers' compensation insurance policies in Illinois, but are licensed to do so, are *still* required to complete Rate Adjustment/Second Injury Funds assessments.

Local Public Entity: any city, county, village, township, school district, or any other political subdivision organized under the laws of this state. An Illinois public entity may insure itself under the IWCC Acts and shall file annually with the IWCC its election to self-insure.

Loss Runs: A report showing a company's claim activity. A loss run includes claimant name, policy number, date of injury, type of injury, claim status, amounts paid and reserved.

Manual Rate: A unit of cost that is multiplied by an exposure base to determine an insurance premium.

Non-SI Company: Refers to portal users that are not private employers certified for the self-insurance privilege. These include insurance companies, local public entities, and pools. Non-SI Companies can only access *Assessments* in the SIP portal. (If you are an insurance company and you do *not* write workers' compensation insurance policies in Illinois, but are licensed to do so, you are *still* required to complete the assessment form).

Operations Fund: Created to pay the administrative costs of the Illinois Workers' Compensation Commission. More information regarding this fund can be found on the Assessments page of the Commission's website.

Pools-Group Workers' Compensation /Intergovernmental /Not-For-Profit Trust: Two or more employers or members of an association with homogenous risk characteristics that have combined their workers' compensation liability exposure collectively.

Private Self-Insured Employer: An employer granted permission to assume the financial responsibility for providing workers' compensation benefits for its employees.

Rate Adjustment Fund (RAF): Created to pay cost-of-living increases to individuals who are either permanently or totally disabled or the survivors of fatally injured workers. Individuals who receive permanent and total disability or death benefits are eligible. More information regarding this fund can be found on the Commission's website: Assessments Page .

Second Injury Fund (SIF): Created to provide an incentive to employers to hire disabled workers. If a worker previously incurred the complete loss of a member (one hand, arm, foot, leg, or eye) is injured on the job and suffers the complete loss of another member, so that he/she is permanently and totally disabled (PTD), the employer is liable only for the injury due to the second accident. More information on this fund can be found on the Commission's website: Assessments Page.

Security Instruments: Documents required by the IWCC to ensure the applicant satisfies the IWCC requirements to be self-insured. Applicants are required to furnish security in the form of a letter of credit, surety bond or escrow account to the Commission to guarantee payment of its workers' compensation obligation. This is to be precedent to approval of initial or renewal applications for self-insurance.

Self-Insurance Plus (SIP): The IWCC system enabling electronic submission of self-insurance initial applications, sub applications, and renewal applications, as well as assessments, and more.

Self-Insured Company: An employer that has obtained certification to self-insure its workers' compensation liabilities from the Illinois Workers' Compensation Commission; or an employer that is part of a Pool regulated by the Illinois Department of Insurance or a local public entity that may self-insure without obtaining certification.

Self-Insurers Security Fund (SISF): Created to pay benefits to employees of insolvent private self-insurers. More information regarding this fund can be found on the Commission's website: Assessments Page.

Subsidiary: A company owned or controlled, directly or indirectly, by a company owning more than 50%.

Ultimate Parent: The topmost responsible entity of a corporate organizational structure.

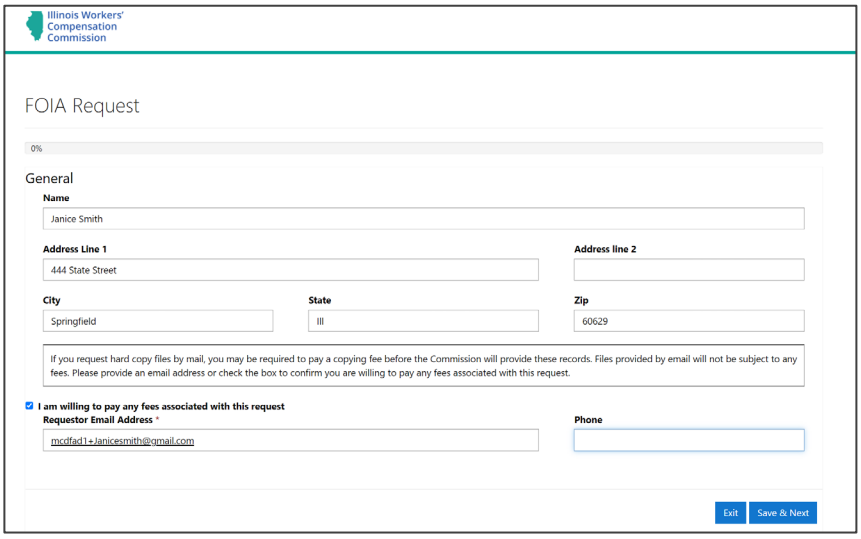
10-K: A comprehensive report filed *annually* by a publicly traded company about its financial performance and is required by the U.S. Securities and Exchange Commission. The report contains much more detail than the company's annual report and is provided to its shareholders before an annual meeting to elect company directors.

10-Q: A quarterly report of financial performance required of all public companies to the Securities and Exchange Commission. This report contains financial statements, management discussion, and is usually unaudited.

XVII. Freedom of Information Act (FOIA)

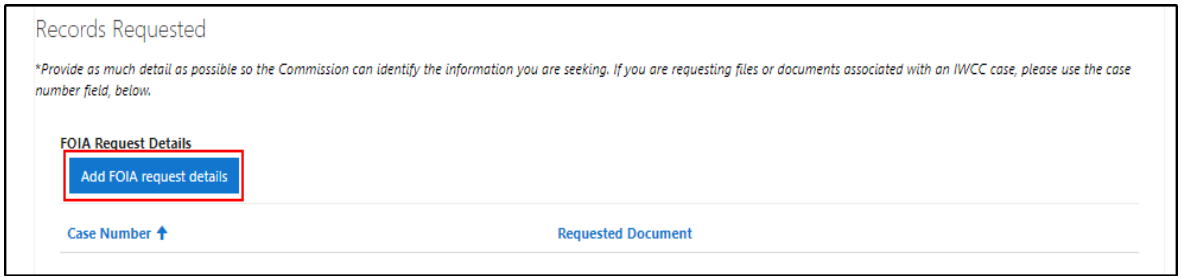
B. Filing a FOIA Request

1. FOIA requester will click the FOIA request link to access the FOIA form.

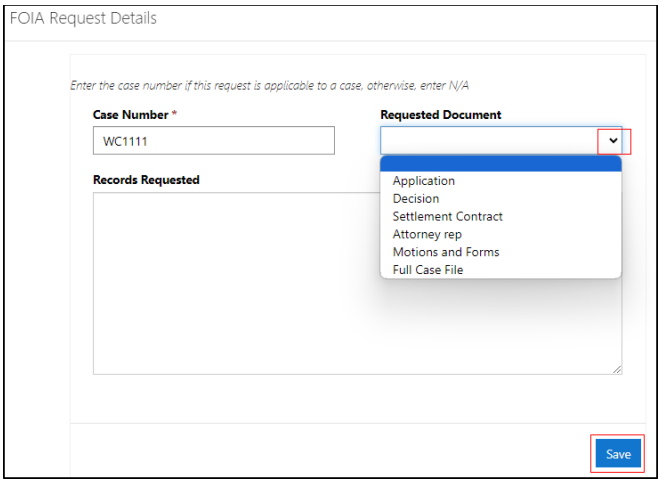


2. The form contains basic information that allows the IWCC FOIA staff to accurately capture the details of the request. There is only one required field in the screenshot above: the *Requestor Email Address.* This allows IWCC to contact the requestor when necessary. Once the form is filled out, click *Save & Next.*

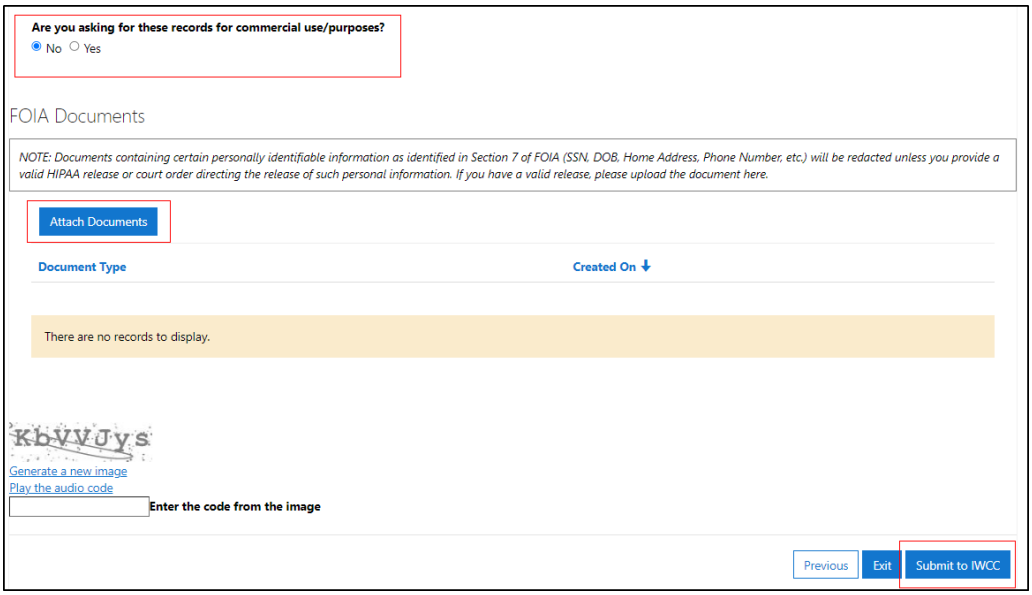
3. Input the details of the request into the request form by clicking the *Add FOIA request details* button.



4. A new window opens for adding *Case Number, Requested Document* type (see dropdown in screenshot), and a free form text box to allow for any details needed for successful fulfillment of the request. Case number is only needed if applicable to a case. It is a mandatory field, but N/A is an acceptable entry. Click *Save* when this page is completed.



5. Let the IWCC know if your request is for a commercial or non-commercial purpose by selecting the radio button that is applicable.



6. Attach documents, if necessary, by clicking the *Attach Documents* button. A code is displayed at the bottom left of the request form. Enter the letters/numbers into the box and click *Submit to IWCC* when finished.

7. An email confirmation is sent to the requestor letting them know the request has been received by the IWCC and will be responded to according to the Freedom of Information Act.