

# Policyholder Site Offers the Tools You Need When You Need Them



As your workers' compensation provider, Accident Fund is committed to helping keep your employees working safely. As your partner, we work with you to create a safe work environment, keep costs down and use your time efficiently. Accessing information easily is key. Our Policyholder site provides the tools to do just that.

**WorkSafe Toolbox™** — To ensure that we are providing the best possible loss prevention services, we regularly update the Toolbox and safety offerings to help you keep accidents to a minimum. We offer resources to build your own safety program and provide access to a video library, online training and a wealth of printable and downloadable safety guides. In addition you can sign up for WorkSafe Solutions, our monthly e-blast containing industry-specific safety information.

**Pay Invoices** — Set up payments from your checking or savings accounts.\*

**Billing History** — View previous invoices and payments at a glance.

**Report a Claim** — File a claim with your account-specific information pre-filled on the electronic form.\*

**Search for PPOs** — Find quality care providers in your area.

\* Some website functions must be assigned to users by your organization's Security Administrator. See the back of this page for more information on this process and to learn how to register for the Policyholder site.

## For Policyholders Who Previously Registered on the Site

If you previously registered on the site and have used your user ID and password since early 2010, you should still be able to use your login information to access our WorkSafe Toolbox™ materials. However, to access *Online Payments* and *Report a Claim* features, you will need to re-register for the site. **Please note:** If you registered separately for the safety training available through the Lezage Training Center, this will **not** affect your access to that site.



## Who Should Perform Website Registration (or Re-Registration) for Your Organization?

Please note that only one person can perform the initial registration process for the site. The first person to do so is designated as the Security Administrator for your organization. This role is typically managed by a Human Resources or Information Technology staff member because of the responsibilities attached to the designation, which allow the individual to grant other users at your organization access to the site and any necessary applications via the Security Administrator tools. If you do not hold this role at your organization, please identify who does and have them complete the initial registration process.

Once you have completed the initial registration, you are encouraged to add other staff members at your organization as users. All users are granted automatic access to the WorkSafe Toolbox™ features; the Security Administrator will need to provide users with access to any applications they require, including *Online Payments* and *Report a Claim*. Instructions to do so are available on the site.

A screenshot of the Accident Fund website's registration page. The title is 'Welcome First Time Login registration'. Below the title is a note: '\* All fields are required to complete the user registration process. The information required to register can be found on the first page of the policy.' The form is titled 'Policy Information:' and contains three fields: 'Policy Number' with the value '8058020', 'FEIN' with the value '38254750', and 'Policy Expiration Date' with the value '07/26/2011'. Below the fields is a link: 'Click here to request assistance'. At the bottom of the form are 'Next' and 'Cancel' buttons. A copyright notice is visible at the very bottom: 'Copyright © 2011, Accident Fund. All rights reserved.'

## How to Perform the Initial Registration (or Re-Registration) for the Site

1. To register on the Policyholder site, go to AccidentFund.com and click on *Login* under the *Policyholder Login* section.
2. Select *Register Here* under the *For Initial Policyholder Login* heading.
3. Provide your policy information. You will need your policy number, Federal Employer Identification Number and your policy expiration date to register, all of which are available on your policy. Once complete, select *Next*.
4. Create a user name for your account and select *Next*. (For example you can use your name such as "Susan.Smith.")
5. Complete the user information, answer your authentication questions and click *Register*.
6. Congratulations! You are now a registered user and the Security Administrator for your organization. Please set up a second Security Administrator to assist you with managing users' access to the site. Instructions can be found on the landing page via the *User ID/ Password Instructions* link.

We hope the enhanced functionality of our Policyholder site makes it easy for you to do business with us. If you have any problems registering or accessing applications, please call Technical Assistance at 1-866-206-5851.