



Self-Insurance WebFile

Quick Reference Guide

Registering for SI WebFile

1. How do I register for SI WebFile?

Access to Self-Insurance (SI) WebFile may be requested by emailing a request to selfinsurance@workcomp.virginia.gov. The Commission will then send the user an email with a temporary password. Click the link provided in the email to go to WebFile. To register, enter the email address attached to the WebFile request as the username and enter the temporary password. Once the registration page appears the username should be updated to a unique username. The unique username should **not** be an email address.

2. I have successfully logged in to SI WebFile, but when I click the Annual Survey or Request button, I receive an error and cannot update my information.

This error normally occurs when a WebFile account username is longer than 25 characters. If you receive this error, email selfinsurance@workcomp.virginia.gov and request the username be reset.

3. I have successfully registered for SI WebFile but I do not see my Company information?

Once logged in to SI WebFile, there is a Self-Insurer (SI) Number under the home icon that may be clicked to access the account.

4. When using SI WebFile which web browser should I use?

The Commission recommends using Google Chrome or Internet Explorer. If using other browsers, errors may occur.

Viewing Information

1. I am having difficulty seeing all the information in SI WebFile?

SI WebFile has the ability to be viewed on multiple devices such as tablets and phones. When viewing the information, on tablets and phones the screen will adjust to accommodate the information that is being displayed. If you still cannot see all the information displayed, check the settings on your device.

2. I am having an issue viewing all the information displayed on my computer in SI WebFile.

When viewing SI WebFile on your laptop or desktop the content of SI WebFile will also adjust to the display size of the screen. If you find that you cannot see all the information displayed, there are options to adjust your zoom preferences based on the web browser used. Click the help option on your browser to identify how to adjust your zoom settings.

Worksite Location Addresses

1. I added the nature of operations and number of employees for the new locations and existing locations, however when I save I do not see the nature of operations?

There is an icon to the left of the name of the location. Once that icon is clicked, a second line will display the nature of operations.

Uploading Documents

1. My PDF is encrypted. Will I be able to upload the encrypted PDF?

The Commission WebFile platforms do not allow for encrypted PDF files to be uploaded due to security concerns. If the PDF must remain encrypted, it may be emailed to selfinsurance@workcomp.virginia.gov.