



# Self-Insurance WebFile

Frequently Asked Questions

## TABLE OF CONTENTS

---

Reporting .....	3
Worksite Location Addresses .....	4
Updates and Changes .....	5
Uploads and Submissions .....	5
Missing Data .....	6
Contacts .....	6
Safeguard Protections.....	7
Forms and Templates .....	7

## Reporting

### 1. Where can I find my reporting date?

The reporting date is located in SI WebFile under the Self-Insurer Summary.

### 2. How was my reporting date established?

Reporting dates were established in 1999. The reporting dates reflect quarters (March, June, September, December) and spread Self-Insurer accounts over a period of time to ensure a full regulatory review.

### 3. Will I receive a notice my Annual Survey is due?

The individual(s) registered for SI WebFile will receive an electronic notice via email that the Annual Survey session has opened. The email will also include the due date. If there is more than one registered user, both users will receive a notice. For additional resources, please see the Self-Insurance WebFile User Aides [here](#).

### 4. What if I miss my Annual Survey reporting date?

Self-Insurers receive a notice to report 90 days before their due date. Within 60 days after the request, the Self-Insurer must provide the completed report of payroll or completed Annual Survey. Once the due date expires, the Self-Insurer will receive a notice requesting an explanation on why they have not submitted their report. If no response has been received after that request, the Commission reserves the right to issue a Show Cause Order to appear before the Commission to provide an explanation and evidence why they have not complied and their Self-Insurance Certificate should not be revoked.

### 5. Am I required to have all information submitted by my reporting due date?

Yes, all information is required to be submitted with the exception of the most current financial statements (available to submit up to six months after the reporting due date) and an excess policy or certificate (available to submit up to 60 days prior to an expiration date).

### 6. What if I have a trading name or DBA? Which one should be listed first?

The legal name of the Self-Insurer and its subsidiaries should be listed first.

**7. Are payroll figures reported for tax assessment the same as payroll reported for the Annual Survey?**

Payroll figures reported for tax assessment are on a calendar year basis. Payroll reported for the Annual Survey is either based on the Self-Insurers' excess insurance renewal date, the Self-Insurers' fiscal year or the Annual Survey reporting date.

**8. What valuation date should I use when reporting claims statistics for the Annual Survey?**

The valuation date should be no greater than 90 days before the due date of the Annual Survey.

## **Worksite Location Addresses**

**1. There are over 100 worksite locations covered under the Virginia Self-Insurance Certificate and the total number of employees has not changed much. Do I have to update the number of employees for each location, every year?**

The number of employees per worksite is required. However, any time the average number of employees changes by less than 5% for each individual worksite location in any given reporting year, the employee changes are not required to be entered for each individual location. New worksite locations and/or worksite locations with 100 or more employees must always be entered.

**2. What if my worksite location addresses are construction projects?**

Construction projects should be reported as worksite location addresses with the applicable start (effective date) and end (expiration date) dates. The project name or number can be listed in the Location Description section. If coverage under the Self-Insurance Certificate is being extended to the sub-contractor, be sure to include the name of the sub-contractor in the location description.

## Updates and Changes

- 1. What if my National Association Of Insurance Commissioners (NAIC) code does not appear correct?**

If the NAIC used is not consistent with your operations, please notify the Self-Insurance Department at [selfinsurance@workcomp.virginia.gov](mailto:selfinsurance@workcomp.virginia.gov).

- 2. What if I have two separate self-insurance periods and want to view both?**

SI WebFile currently only allows active Self-Insurers to view information related to their self-insurance period. If there are changes on a previous inactive period of self-insurance, please submit those changes to [selfinsurance@workcomp.virginia.gov](mailto:selfinsurance@workcomp.virginia.gov) with supporting documentation.

## Uploads and Submissions

- 1. Our financials are public and listed on our website. Can I provide a link instead the full report?**

Yes, the financials link may be emailed to [selfinsurance@workcomp.virginia.gov](mailto:selfinsurance@workcomp.virginia.gov).

- 2. I would like to print a draft copy of the Annual Survey or Changes for review before submitting. Is this possible?**

This is not possible. SI WebFile only creates an image document of all entries and modifications made to the Annual Survey once the submit button has been selected. If a copy of that document is needed, email [selfinsurance@workcomp.virginia.gov](mailto:selfinsurance@workcomp.virginia.gov) to request a copy. The image document is not available when submitting a change request.

## Missing Data

### 1. What if a legal entity I intended to include in the Self-Insurance Certificate is not displaying?

State reporting requires the submission of all information on a legal entity to be submitted 30 days for Commission review and approval before the change occurs. If a legal entity is not displaying, please notify the Self-Insurance Department at [selfinsurance@workcomp.virginia.gov](mailto:selfinsurance@workcomp.virginia.gov).

### 2. There is a gap in the Excess Insurance coverage dates? Why?

Generally, if there is a gap in excess insurance coverage dates, the Commission does not have an official record of excess coverage during that period. If there is a gap in coverage and a record of excess coverage is available, please submit the excess insurance policy and/or certificate to [selfinsurance@workcomp.virginia.gov](mailto:selfinsurance@workcomp.virginia.gov).

## Contacts

### 1. How many corporate contacts can I have?

There are three contact types: Primary Corporate Contact, Corporate Contact and Other Contact. For a definition and use of each type, please view the WebFile Guide for Self-Insurers [here](#) or watch the SI WebFile- Contacts YouTube tutorial [here](#).

### 2. Can I have a member of my legal team or attorney receive the Self-Insurer notices (as Insurance Carrier on record)?

Yes, SI WebFile allows the Self-Insurer to designate a member of their legal team or other staff member to receive notices. The individual would be added as the Corporate Contact - Primary. For a definition and use of each type, please view the WebFile Guide for Self-Insurers [here](#) or watch the SI WebFile - Contacts YouTube tutorial [here](#).

## Safeguard Protections

### 1. Our Financials are private. What protections do you have for a cyber-attack?

The Commission's internal applications are protected from cyber-attacks through a multi-layered network design utilizing firewalls and proxies. This essentially makes the applications invisible to the outside world. There is no way to see these applications other than being on the network which requires VPN.

Another layer of protection, which includes the scenario if someone were to gain access through the firewalls and proxies, is the security authentication that takes place for users. All users are authenticated utilizing Active Directory. The application cannot be viewed without the required permissions. Only members of the Self-Insurance Program and their managers have access to the SI operating system.

In addition, all Virginia Workers' Compensation employees are required to undergo MOAT training (Managing Ongoing Awareness & Trust). This training is designed to educate and reduce the types of attacks that may lead to a breach in the network.

## Forms and Templates

### 1. I received my notice of Annual Survey being due, however, the forms I need to complete are no longer attached?

If a blank form is required, it can be found [here](#) under the Self-Insured Forms side bar.