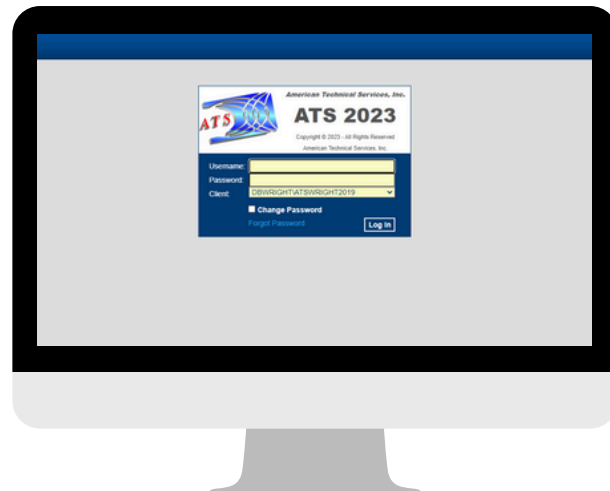


Workers' Comp Claim Reporting Portal User Guide



Overview

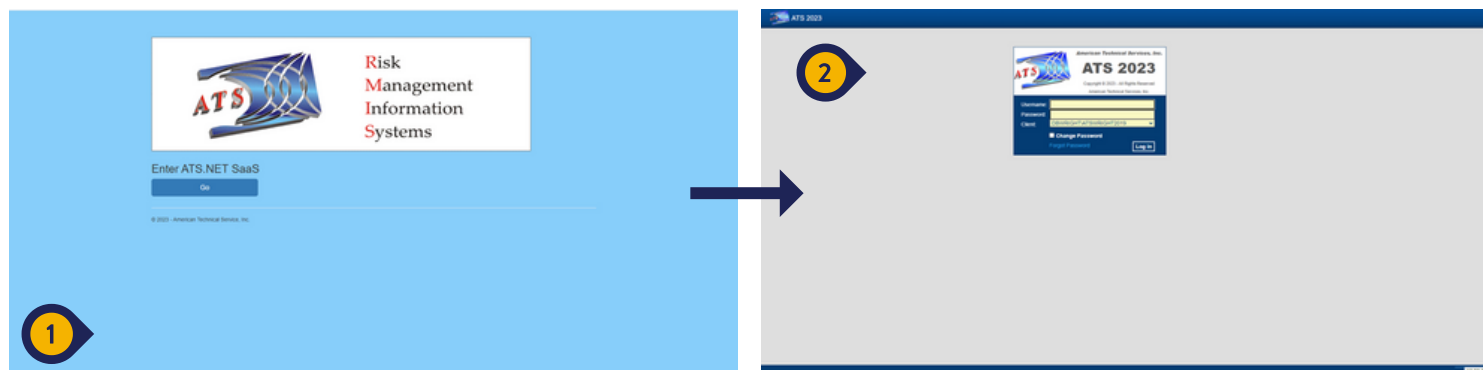
The External Reporting Portal provides registered users with access to the ATS system. The system will allow you to do the following:

- Enter First Report of Injury (FROI)
- Print the NY Workers' Compensation Board Employer's First Report of Work-Related Injury/Illness (C2-F)
 - A copy will be emailed to the user upon submission of the claim
- Upload additional supporting documentation to the claim
- Instantly receive a claim number
- View claim details and financials

Logging In

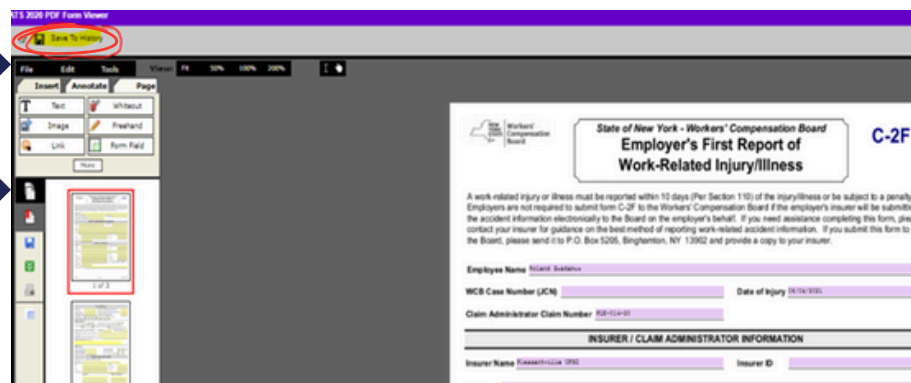
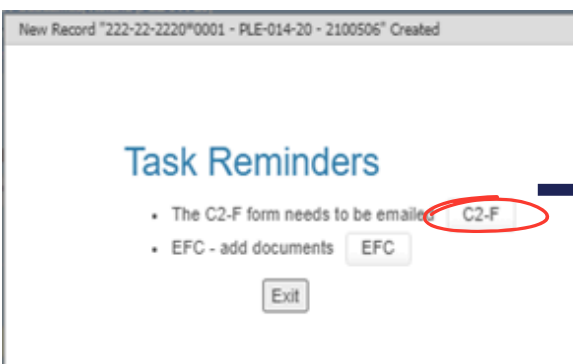
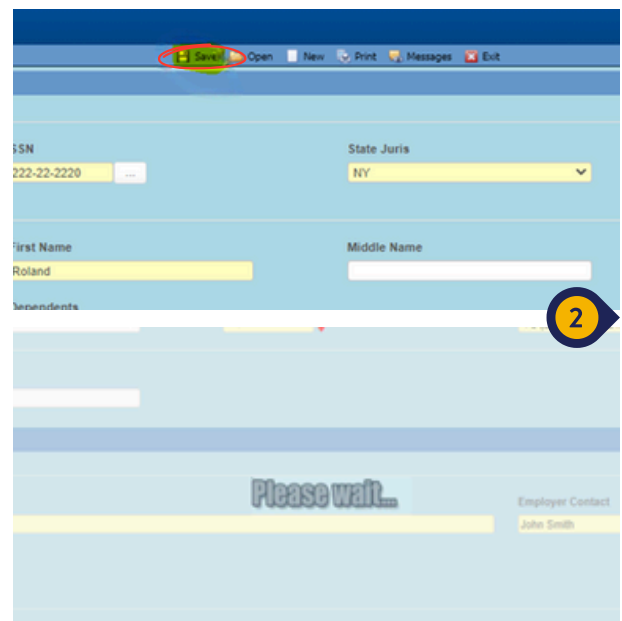
Log into the system using the credentials provided by Wright Risk Management at: <https://wright.atrsmis.com/>

1. When the page loads, **click on Go**.
2. You will then be prompted to **enter your credentials**.



Creating a Report

1. After logging in successfully, you will arrive at the ATS Console Page, displaying the Recently Accessed claims and the Workers' Compensation Menu. On the Workers' Compensation Menu, **click on First Reports**, and select **New FROI**.
2. The data entry screen appears. Enter the data about the injury on the screen. **All fields highlighted in yellow are required fields.** You are not required to fill out fields that are not highlighted, but it is helpful to WRM. Once you have filled out all pertinent data fields, **click the Save icon** at the top of the screen. The page will display the words "Please Wait..."
3. After saving successfully, the screen will display Task Reminders. **Click on the C2-F button** to display or modify the C2-F form. The form will be displayed on the screen, allowing you to modify it if you need to. When the form looks complete, **click on the Save To History button** on the upper right.



Saving

1. A popup will display, allowing you to rename the document as you wish. This is how the document is saved in the system. **Click Save To History again.**
2. After clicking Save To History, **you'll see a confirmation window** showing that the document was saved. In the background, the system will email you the form and a copy will be sent to WRM.

Adding Additional Documents

1. To add additional documents, **click on the EFC button** under Task Reminders. The Electronic File Cabinet (EFC) page will open.
2. **Click on the 'Add Document(s)' button.** Upload the document and give it a description. **Click Save.**
3. To view the documents, **click on the link in the Doc ID column.** Close out of the EFC and you'll return to the Task Reminders page. Click Exit when done.

The first screenshot shows the 'Task Reminders' page with a list of items. The 'EFC - add document' link is circled in red, and a blue callout bubble with the number '1' points to it.

The second screenshot shows the 'File Upload' page. The 'Add document(s)' button in the top navigation bar is circled in red, and a blue callout bubble with the number '2' points to it. The 'Description' field is empty, and the 'Index' dropdown is set to 'Generic'. The 'Save' button at the bottom right is circled in red.

The third screenshot shows the document list table after the upload. A blue callout bubble with the number '3' points to the table. The table has the following data:

Viewed	Doc ID	Doc Index	Detail	Doc File Name	Doc Date Time
<input type="checkbox"/>	1056	Generic	Claim Documentation	KRXJ File transfers.tbl	6/11/2021

At the bottom of the table, it says 'Page size: 10' and 'Page 1 of 1 (1 items)'.