Workers’ Compensation: How to Report an Injury Online Using WebConnect

1. The WebConnect system supports Internet Explorer, Firefox, Safari, and Chrome now. Please ensure your browser has the latest security updates.

2. If you log in from off-campus IP address, please download and log in VPN client first.

3. Please note that if you try to do a right click in a form field (i.e., to paste some text you copied from somewhere else) you will get the WebConnect menu not the Internet Explorer menu. If you want to paste something into a form field you will need to use Ctrl-V (for paste).

4. For Internet Explorer users: You need to add WebConnect to your Trusted Sites in Internet Explorer so that it will function properly. To do so open up Internet Explorer and then go to Tools, Internet Options, click on the Security Tab, click on Trusted sites, click on the Sites button, type the following website https://workerscomp.arizona.edu and click on the Add button. You should now see it in the Websites area as pictured below:

![Trusted sites](image)

Click on the Close button, and then click on the OK button. If you are uncomfortable making this change, please contact your IT Support person to assist you with this setup.

5. You need to have a password set up prior to logging into WebConnect. If you haven’t previously registered with Risk Management & Safety, please contact Belen Aranda to set up a temporary password.

6. Go to WebConnect and log in (see next page).
You will need to enter your first name, last name, 8-digit employee ID and password. Please note that your first name and last name need to be entered exactly as they appear in UAccess or on your UA paystub.

7. If you logged in with a temporary password, or if you would like to change your current password, click on Change Password at the top right.
Enter your old password, new password, confirm the new password and click OK. You will get the following message:

Click OK, and then you will get the following message:

Click OK. You will be logged out of WebConnect so you will need to log in again using your new password.
8. To enter a new incident, click on Add Incident (from either the top left or bottom left).

You will see a screen that allows you to choose to enter an incident for yourself, Another Employee or a Previously Saved Incident. Choose Another Employee.
If the employees who report to you are set up in UAccess, then you should have their names listed on the selection box that appears and you can select them.

Otherwise, choose “Other” and then enter the employee’s Last Name, 8-digit Employee ID and then click on Find.
You will see the Verify Employee Information Screen:

If any of the information is incorrect, you should have the employee correct the information in UAccess. Otherwise, click on Next.

Fill out all areas of the Incident Type screen with as much information as possible.
Please note that any time you see an arrow, there is a drop-down menu for you to choose from a list. Click on Next.

Please note that at any time you see the Save and Close button, you can click that button. You will be prompted with the following message:

Click OK to save and exit, otherwise click Cancel to return to the form.

If you saved and exited the incident, when you are ready to complete the incident form click on Add Incident and then choose Previously Saved Incident. You will see a listing of any incidents that you saved and didn’t complete.

Choose the incident you want to complete. It will bring you back to where you left off in the form. Click Next to go to continue completing the form. On each page, be sure to complete all information, if possible, and then click Next.
Step 3 of 9 may take about 60 seconds to load data, please be patient. Be sure to type the dates and times just as in the examples next to the form fields. Internet explorer version 10 may have problems with selecting "Incident Date" on Step 3 and "Date Reported" on Step 4, please click the Compatibility View Button on the address bar to fix the problem.
Please note that if you have more than one witness, **click on More Witnesses to add** as many as you would like.

On the Injury Description page, if you don’t see your Doctor or Medical Facility in the Drop-Down list **you can add them by clicking on the Plus (+) button.**

Be sure to complete all information on the Incident Information Screen, for example:
If Safety Equipment was used, complete the next page. Otherwise, leave it blank and click Next.

Be sure to enter a detailed employee’s statement of injury on the next page:
You have now completed all the sections and a page displays everything you have entered. Please review what you have made, using the scroll bar on the right side to move down the page.
If you need to make any changes to the information you entered, click on the Edit button on the section you need to modify.
Make any necessary changes and then click on Return to final verification page.

If you have completed all the information and are ready to submit the form, click on Finish at the top right.
You will receive the following message:

![Message from webpage]

Click OK. You will receive a confirmation page similar to this:

![Confirmation page]

If you have any questions or need to update any of the information you submitted, you will need to contact Belen Aranda and use the Case Number as a reference.

Be sure to Log Out when you have completed submitting the incident.