



WebFile for

Self-Insurance

Frequently Asked Questions

Contents

Reporting.....	2
Updates & Changes.....	3
Uploads & Submissions.....	3
Missing Data.....	3
Contacts.....	4
Safeguard Protections.....	4
Forms & Templates.....	4

Reporting

1. Where can I find my reporting date?

The reporting date is located in the Self-Insurer summary box. You will see it in the right hand corner, under the heading Reporting Date.

2. Can I change my reporting date?

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

3. What if I miss my 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 and provide an explanation and evidence why they have not complied and their Self-Insurance Certificate should not be revoked.

4. 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 that will be available up to six months after the reporting due date.

5. What if I have a trading name or DBA? Which one should show first?

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

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

Payroll figures reported for tax assessment are based on a calendar year basis. Payroll reported for the Annual Survey is based on the valuation date of the Self-Insurers' fiscal year.

WebFile for Self-Insurance: Frequently Asked Questions

Updates & Changes

1. What if my NAIC code does not appear correct?

If the NAIC used is not consistent with your operations, please notify us by sending an email to selfinsurance@workcomp.virginia.gov.

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

SI WebFile currently only allows changes to active Self-Insurer Certificates. If you have changes on a previous inactive period of self-insurance, please submit those changes with supporting documentation to selfinsurance@workcomp.virginia.gov.

Uploads & Submissions

1. Our financials are public and listed on our website. Can I provide a link instead of downloading these and sending them?

Yes, that link can be emailed to selfinsurance@workcomp.virginia.gov.

Missing Data

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

State reporting requires the submission of all information of the legal entity to be submitted by email to selfinsurance@workcomp.virginia.gov for an immediate review. After twelve months, compliance initiative is implemented.

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

Generally, if there is a gap, the Commission does not have an official record of excess coverage during that period. If you notice a gap in coverage and have a record of excess coverage, submit the excess insurance policy and/or certificate to selfinsurance@workcomp.virginia.gov.

WebFile for Self-Insurance: Frequently Asked Questions

Contacts

1. How many corporate contacts can I have?

There is a Primary Corporate Contact. That individual will receive all notices related to their Self-Insurance certificate. The operating system allows for another contact to be listed, however, that individual will not receive notices. They are used in the event the primary contact is not available.

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

Currently, no. However, the Commission has an Attorney WebFile platform that an attorney can access.

Safeguard Protections

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

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 (includes VPN).

Another layer of protection, which includes the scenario if someone were to gain access (pass the firewalls and proxies), is the security authentication that takes place for users. All users are authenticated utilizing Active Directory. If you do not have the permissions, you cannot see the application (internal users are subject to this rule as well).

Lastly, all internal staff are required to undergo MOAT training (Managing Ongoing Awareness & Trust). This training is designed to education and reduce the types of attacks that may lead to a breach in our network.

Forms & 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, this can be found by [clicking here](#) or visiting the [VWC public website](#), Self-Insurance and...most Self-Insurers maintain the same document.