

State of Nevada
Department of Business and Industry
Division of Industrial Relations
Workers' Compensation Section

**FISCAL YEAR 2016
WCS WORKERS' COMPENSATION CLAIMS ACTIVITY REPORT**

INSTRUCTIONS FOR FILING ELECTRONICALLY (EMAIL)

The WCS requests the filing of the *Fiscal Year 2016 WCS Workers' Compensation Insurer Information Form* and either the *Claims Activity Report* or the *Statement of Inactivity* electronically by email. MS Excel must be used to file the *Fiscal Year WCS Workers' Compensation Claims Activity Report* electronically. The *Insurer Information Form* and the *Statement of Inactivity* may be emailed as MS Word or .pdf attachments. Follow the steps below for electronic reporting.

- 1) **The WCS will only accept electronic submissions from insurers or third-party administrators who use the electronic forms.** These forms can be accessed from the links provided in the body of the WCS email report request or directly from the WCS website at http://dir.nv.gov/WCS/Insurer-TPA_Reporting/
- 2) **Complete the electronic form(s) supplied by WCS** by entering the required information into the blank forms.
 - A) Only enter alphanumeric values in the *Activity Report* form. Do not enter formulas, links or references to other forms. Reports submitted with non-alphanumeric values will be returned for correction.
 - B) **Do not alter the forms in any way. Forms that have been altered will not be accepted.** Save a copy for future reference. Insurers filing electronically must be able to provide signed hard copies of reports, statements and forms upon request.
- 3) **Submit the completed electronic *Insurer Information Form* and either the *Activity Report* or the *Statement of Inactivity* on or before February 28, 2017.** Completed reports and forms are to be submitted by email to wcsra@business.nv.gov as attachments.