State of Nevada
Claims and Regulatory Claims System (CARDS)

INSURER INFORMATION FORM
QUICK STEPS

1. Go to https://CARDS.nv.gov login. Login using your email address and password.

2. Choose 'Information Form' from the 'Forms and Tools' menu for the Insurer. (You will only see this in the menu if you have been granted this permission by a CARDS Account Administrator for your company.)

3. Complete the form with **insurer company contacts** including **addresses, emails and telephone numbers**. These must be employees of the insurance company. Do not enter TPA contacts in these fields. TPAs have their own *TPA Information Form* where they maintain their own information independently from the insurers.

4. In the next section, you will be asked a series of questions regarding claims administration. It is very important that this information is accurate and is regularly maintained.

   - If you use one (1) or more TPAs to administer your Nevada workers' compensation claims, you will be required to "link" your TPA(S) by choosing them from the drop down menu of licensed TPAs. You will need the effective date(s) of the contracts with your TPA(s) at which time they began administering Nevada workers' compensation claims for your company. Since TPAs maintain their own contact information in CARDS, all you need to do is link them.

   - The Claims Office address block is for an insurer claims office that is used to manage its own claims (not a TPA). If the insurer is a self-insured employer, an association of self-insured employers or a private carrier that is actively writing policies in Nevada, at least one (1) TPA and/or the in-state Claims Office address block is required. If the insurer uses a TPA and does not have a separate claims office where the insurer administers its own claims, leave the Claims Office block blank.

5. Do not enter TPA addresses in the Location of Records (Physical and Electronic) blocks. These are additional records locations in addition to the TPA(s) and/or Claims Office where files may be stored. Examples might be Iron Mountain, a law office, etc. If you do not have another location where records are stored, the Location of Records blocks may be left blank.

6. Complete and submit the form. Submitting the form creates a "Ticket" that is identified by a ticket number (TKT-###). You will see this ticket number in the Filing History Table on your CARDS Insurer Home page.

7. Email the ticket number from the Home page Filing History Table to CARDS@business.nv.gov. This will notify us to review your submission and process the form.

8. Once processed the final step will be sent back via email.

For additional information, click here for the CARDS External System User Manual.