

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

**FISCAL YEAR (FY)  
WCS WORKERS' COMPENSATION CLAIMS ACTIVITY REPORT**

**INSTRUCTIONS FOR FILING ELECTRONICALLY (EMAIL)**

The WCS requires the filing of the ***FY WCS Workers' Compensation Claims Activity Report ("Activity Report")*** or the ***Statement of Inactivity*** electronically by email. The ***Activity Report*** must be filed in Excel format (.xls or .xlsx). The ***Statement of Inactivity*** must be emailed as a .doc or .pdf attachment. Follow the steps below for electronic reporting.

- 1) The WCS will only accept electronic submissions from insurers or third-party administrators who use the supplied forms.** These forms can be accessed from the links provided in the body of the WCS email request or directly from the WCS website at [http://dir.nv.gov/WCS/Insurer-TPA\\_Reporting/](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 or attempt to recreate the forms in any way. Forms that have been altered will not be accepted.** Save a copy of your submitted report 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 *Activity Report* or the *Statement of Inactivity* on or before the due date** by email to [wcsra@dir.nv.gov](mailto:wcsra@dir.nv.gov) as an attachment.