

State of Nevada  
Claims and Regulatory Claims System (CARDS)  
Workers' Compensation Section

**INSURER INFORMATION FORM - QUICK STEPS**

(Important: You must have been granted the Insurer Information Form permission by the Account Administrator for your entity to access the web form.)

1. Go to <https://CARDS.nv.gov> and login to CARDS.
2. Select the Insurer from the Entity Selection drop down.
3. Click on the "Forms and Tools" button for the insurer. Choose "Insurer Information Form" from the drop-down menu. You will only see the option on the menu if you have been granted this permission by a CARDS Account Administrator for the insurer selected.
4. The top of the form will display the Insurer Name and identifying information. Make sure you are completing the form for the correct insurer. The remainder of the form will pre-populate with the current information in the CARDS database. (Be aware that it may take a minute to load the data.) If this is an initial submission, the form will be blank.
5. In the "Claims Administration" section, you will be asked a series of questions regarding contracted TPAs and claims administration. It is important that this information is accurate and regularly maintained.
  - If the insurer contracts with one (1) or more TPAs to administer Nevada workers' compensation claims, you will be required to "link" them by clicking on the "Add TPA+" button and selecting them from the drop-down menu of licensed TPAs. You will need to enter the effective date(s) of the contracts with the TPA(s) at which time they began administering Nevada workers' compensation claims for the insurer.
6. Contact blocks should be populated with insurer contacts only. Do not enter TPA information in the contact blocks.
7. If you are not making changes to the Contacts information portion of the form, you may check the box indicating that no changes are required. **If you check the "no changes" box, any changes you made will not be saved.**
8. Complete the "Individual Completing Form" section and Click on "Submit." You should receive a "Success" message if your form was successfully submitted. If you do not receive the "Success" message, review the form to ensure all questions are answered and required fields are completed. Successfully submitting the form creates a record in the Filing History table on your CARDS Insurer Home page and will display an "Accepted" status.
9. If you are not ready to submit the form, you may save your draft by clicking the "Save" button. This will create a record in your Filing History table and will display a "Draft" status. You may return to the draft later by clicking on the Form link on that record.

For additional information, click here for the [CARDS Web Portal User Manual](#) and visit our [CARDS Information Page](#) on our website. Direct questions to [CARDS@dir.nv.gov](mailto:CARDS@dir.nv.gov) or [wcsra@dir.nv.gov](mailto:wcsra@dir.nv.gov).