



SEG SELF-INSURER WORKERS' COMPENSATION FUND

FILING A WORKERS' COMPENSATION CLAIM

SET SEG members will now file workers' compensation claims using the SET SEG Member Portal, simplifying the claims process. If you do not have a Portal account, please contact your district's Primary User or email pcwcteam@setseg.org for access. Users will need to have either Primary or Support permissions to file workers' compensation claims.

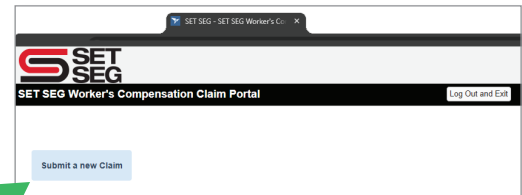
LOGGING IN

- Navigate to setseg.org and log in to the Portal using the login fields at the top-right portion of the page.

Note: If you have Portal access for multiple districts, make sure to select the appropriate account on the [My Account Overview Page](#).

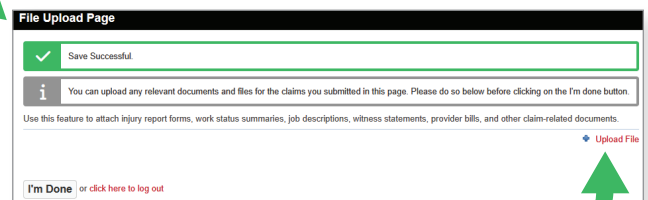
FILING A CLAIM

- Select **File a Claim/Review Claims** under the Workers' Compensation tab.
- Select **Submit a New Claim**.
- Complete all required fields and select **Save Changes**.



UPLOADING FILES

- After saving the claim, you will be redirected to the File Upload Page to attach any supporting documentation. Upload documents like injury reports, medical documentation, witness statements, and provider bills.
- Select **Upload File** to attach supporting documentation to the claim.
- Your claim will be submitted to CRS and assigned to an adjuster. CRS will contact you once a claim number and adjuster have been assigned.
- To add documents at a later date, select **File a Claim** under the Workers' Compensation tab and click **Upload Files to Existing Claim**. Search for a claim using the Claim textbox or click the magnifying glass next to it and select the desired claim from the list that populates. Click **Complete Incident** at the top-right of the screen to open the File Upload page. Attach your documents and select **I'm Done** to send them to your assigned adjuster for review. You may also email documents directly to your adjuster.



Note: You must be logged in to the Portal with Primary or Support permissions to upload files.