
The Customer Portal is a section of the www.StateFundCA.com website that enables employers to access policy, claims, and safety information for their business.

On the top right corner of the www.StateFundCA.com home page, click “LOG IN.” This will bring you to the log-in screen to access the customer portal (see below).

https://www.StateFundCA.com/

Log-in Screen/Creating a New State Fund Customer Portal Account

Once you have clicked “LOG IN” the screen on the following page will appear. If you are a policyholder and do not already have an online account, you can now click “I'm an Employer” to create an online account with State Fund.

Please be aware that the person who initially creates the online account will automatically become the System Administrator. The System Administrator is the only user who can create additional users and assign specific access, including assigning a secondary administrator. Be sure to check with the primary person at your company who handles your workers' compensation policy about who the System Administrator should be before you create the online account.
Employer Sign Up Form

Fill out all “Required Fields” marked with an asterisk (*)

Activation e-mail

After you click “Sign Up” you should receive an activation e-mail, which will come from postmaster@scif.com. See sample e-mail on the following page. Please note the activation link expires in seven days. If you don’t complete the registration by then, you will be required to go through the initial sign up process again by selecting a different user name and password.

Sample Activation Email

Thank you for signing up for a user account with State Fund. Before you can login with your selected user name and password, you will need to activate your account. Passwords are confidential information. You must not share your password for this account with anyone.

Please click the following link to complete your registration and begin experiencing the benefits of your account access with State Fund: https://portal.scif.com/Usa/Activate/2a911cc9d2b95449b9e828838c1e1d1d041e8797536b3a4f5f14d2022b6c485e790be8c71e1d1d0. (If your system does not recognize the hyperlink, copy and paste the entire URL into your web browser.)

Your activation link expires in 7 days. If you do not complete your registration by then, you will be required to go through the initial sign up process again by selecting a different user name and password.

We look forward to welcoming you to State Fund as a registered user.

Regards,
State Compensation Insurance Fund

This is a notification-only email from State Fund. Please do not reply to this message.
Logging In to Your Account

Successful activation brings the employer to the page below. The employer should see a message that says “THANKS FOR SIGNING UP.” The user can now log in with the user id and password they created on the employer sign up form.

Click the LOG IN button when ready to continue.

Registration

Registration is successful once this screen appears.
Customer Portal Page

To be able to use the online tools, the employer’s policy must be linked to their account.

Click the “Click here” link under the “Policy Summary” section to start linking.

Customer Portal/Linking Policy

The fields marked with an asterisk (*) must be completed.

**Group Number (if applicable):** If your policy is part of a group, enter the group number up to 3 digits.

**Policy Number or Group Unit number:** If your policy number looks like 1234567-05, just enter 1234567.

**Company Name:** Your company name must be entered exactly as it appears on your Annual Rating Endorsement (ARE) Declarations document (DEC) – see example on the following page.

**Policy Inception Date:** Is the date of your current policy period.

Once all fields are completed, click “LINK POLICY.”
NON-GROUP POLICY

HOME OFFICE SAN FRANCISCO

IMPORTANT - THIS IS NOT A BILL SEND NO MONEY UNLESS STATEMENT IS ENCLOSED

THERE IS INFORMATION ON YOUR "POLICY DECLARATIONS" (DEC) PAGE OR ANNUAL RATING ENDORSEMENT (ARE) PAGE

STATE

CALIFORNIA BUSINESS
1234 MAIN ST
ANYTOWN, CA 90000

DEPOSIT PREMIUM $2,503.00
MINIMUM PREMIUM $1,265.00
PREMIUM ADJUSTMENT PERIOD MONTHLY
REP 03 R SC

CONTACT INFORMATION

NAME OF EMPLOYER- CALIFORNIA BUSINESS
TRADE NAMES- CALIFORNIA BUSINESS
INTERNATIONAL SHIPPING COMPANY
LOCATIONS- 001 1234 MAIN STREET ANYTOWN, CA 90000
002 4321 CENTER BLVD THE CITY, CA 91111

CODE NO. 1-01-19 TO 1-01-20
INCEPTION DATE: ENTER IN MM/DD/Y FORMAT
TOTAL ESTIMATED ANNUAL PREMIUM $25,274
TOTAL ESTIMATED ANNUAL PREMIUM ENTER NUMBERS

1. WORKERS' COMPENSATION INSURANCE - PART ONE OF THIS POLICY APPLIES TO THE WORKERS' COMPENSATION LAWS OF THE STATE OF CALIFORNIA.

2. EMPLOYER'S LIABILITY INSURANCE - PART TWO OF THIS POLICY APPLIES TO LIABILITY UNDER THE LAWS OF THE STATE OF CALIFORNIA. THE LIMIT OF OUR LIABILITY INCLUDING DEFENSE COSTS UNDER PART TWO IS

$1,000,000

GROUP POLICY

HOME OFFICE SAN FRANCISCO

IMPORTANT - THIS IS NOT A BILL SEND NO MONEY UNLESS STATEMENT IS ENCLOSED

THE RATING PERIOD BEGINS AND ENDS AT 12:01AM PACIFIC STANDARD TIME

GROUP POLICY: ENTER NUMBERS BETWEEN HYPHEN

GROUP POLICY: ENTER CHARACTERS BEFORE HYPHEN

STATE

CALIFORNIA BUSINESS
1234 MAIN ST

DEPOSIT PREMIUM $2,558.00
MINIMUM PREMIUM $200.00
PREMIUM ADJUSTMENT PERIOD MONTHLY
Adding Additional Users

Once registration and linking is complete, the user will have access to the main portal page where they can add additional users.

This can be done by clicking “More” on the toolbar and then, “Users Administration” and “Create User.”
Creating the User and Assigning Applications

After clicking on “Create User” the screen below should appear. From this screen, the Administrator can create additional users and select what applications the user can access. For example, if you want a user to be able to access the new IIPP Builder℠, you can select “Injury and Illness Prevention Program (IIPP)” under the “Applications(s).” If you also want the user to be an additional Administrator, you would select “User Administration”. The fields marked with an asterisk (*) must be completed. Once you have created the user and assigned them with their specific permissions click “Submit”.

The added user will receive an email from Contact@scif.com with the user ID you created for them and a temporary password, as well as instructions for changing the password. After logging into the Customer Portal, the new user will be able to access the applications within the portal for which the primary administrator provided access.
Viewing/Editing Existing Users

Administrators can also view and edit existing users. This is done by clicking “More” on the toolbar, then “User Administration,” and “List/Update Users.” From this screen the Administrator can view all existing users, edit their access, or deactivate the user completely.