

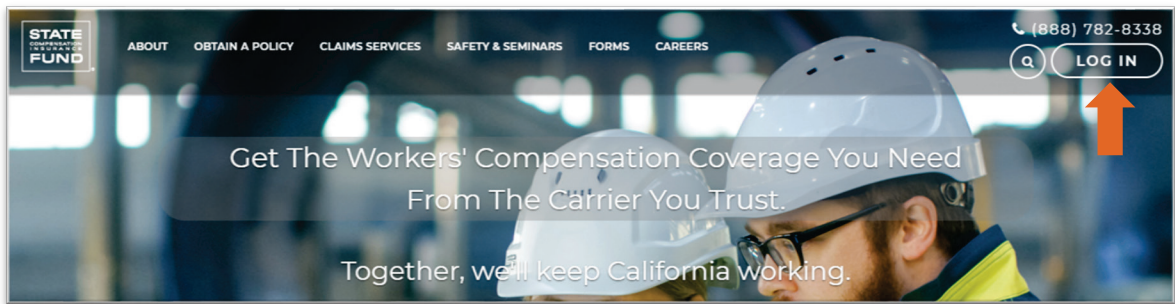
State Fund Online Registration Guide

Creating an Online Account in State Fund Online and Assigning Access to State Fund Online Features

Access State Fund Online through the [StateFundCA.com website](http://StateFundCA.com) to access policy, claims, and safety information for your business.

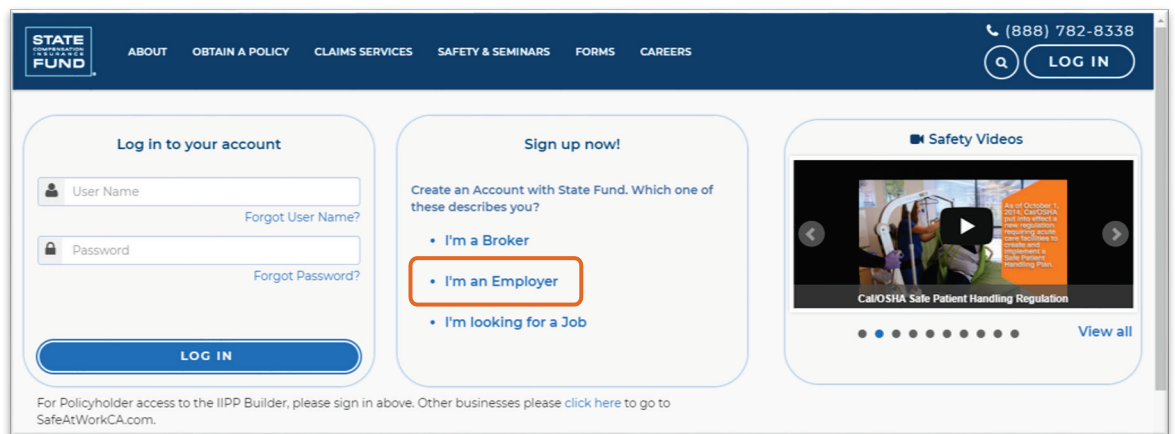
1. Access State Fund Online’s Log In Page

On the top right corner of the StateFundCA.com home page, click **LOG IN**. This will bring you to the log in screen, where you can access State Fund Online.



2. Create a New Account

If you already have an account, skip to step 5, otherwise, click **I'm an Employer** to create an online account. The person who initially creates the online account will automatically become the System Administrator and have full access to all features. Only the System Administrator can add users and assign specific access to those users, including assigning a secondary administrator. The primary workers' compensation policy contact at your company should decide who will be the System Administrator.



Follow the directions on the next page, filling out all required fields marked with an asterisk (*), and click the **SIGN UP** button at the bottom of the page.

3. Activation E-mail

You should receive an activation e-mail, which will come from postmaster@scif.com. Open the email and click the link to finish activating your account.

Please note the activation link expires in seven days. If you do not 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.

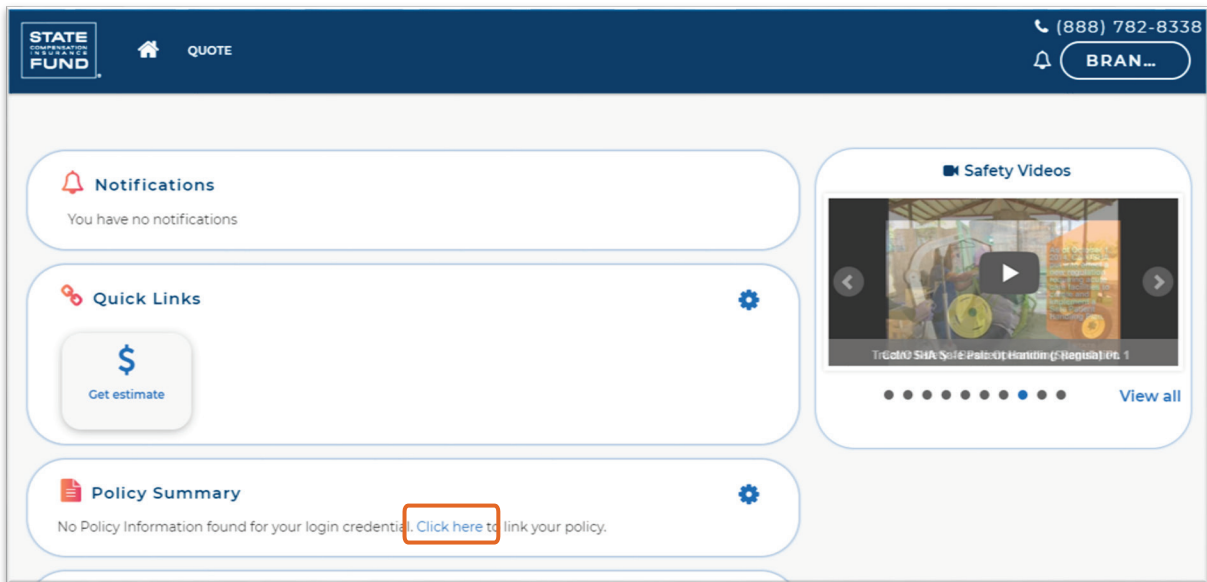
4. Log in to your Account

The link in the activation email will bring you back to the log in screen, where you will see a message that says **THANKS FOR SIGNING UP**. You can now log in with the user ID and password created on the employer sign-up form.

Click the **LOG IN** button when ready to continue.

5. Linking Your Policy

Next, your policy must be linked to the account. In the Policy Summary section. Click the **Click here** link to start the linking process.



6. Complete the Policy Summary

The fields marked with an asterisk (*) must be completed. Once all fields are completed, click **LINK POLICY** to finalize.

In the below section and diagrams, we've defined the items needed to link a policy, and have provided example declarations to help you find the necessary information.

Group Number (if applicable): If your policy is part of a group, enter the first three digits of the group number.


Policy Number or Group Unit number: If your policy number has a hyphen, enter the numbers prior to the hyphen.

Company Name: Ensure that you enter your company name exactly as it appears on your Annual Rating Endorsement (ARE) or Declarations document (DEC). Otherwise, the policy won't be linked,


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

Total Estimated Annual Premium: Enter only the numbers before the decimal. The field will automatically format the EAP correctly.

NON-GROUP POLICY DECLARATIONS EXAMPLE

		IMPORTANT - THIS IS NOT A BILL. SEND NO MONEY UNLESS STATEMENT IS ENCLOSED.	
HOME OFFICE	SAN FRANCISCO	POLICY DECLARATIONS	
CALIFORNIA WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY POLICY THESE DECLARATIONS ARE A PART OF THE WORKERS' COMPENSATION POLICY INDICATED HEREON.			
THIS INSURANCE IS EFFECTIVE FROM 12:01 A.M., PACIFIC STANDARD TIME 5-19-21 TO 5-19-22 AND SHALL AUTOMATICALLY RENEW EACH 5-19 UNTIL CANCELLED		CONTINUOUS POLICY 9298511-21	
Company Name: enter exactly as it appears.	A B COOLING, INC. 224 W FESLER ST SANTA MARIA, CALIF 93458	DEPOSIT PREMIUM MINIMUM PREMIUM PREMIUM ADJUSTMENT PERIOD	\$2,503.00 \$1,515.00 MONTHLY N NA
NAME OF EMPLOYER- A B COOLING, INC. TRADE NAMES- A B COOLING, INC. LOCATIONS- 2400 W MAIN ST SANTA MARIA CA 93458		Deposit Premium: enter numbers before hyphen. Deposit Premium: enter numbers before decimal.	
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			
CODE NO. PRINCIPAL WORK AND RATES EFFECTIVE FROM		05-19-21 TO 05-19-22	
		Inception Date: enter in MM/DD/YY format.	

GROUP POLICY ANNUAL RATING ENDORSEMENT EXAMPLE

		HOME OFFICE SAN FRANCISCO		ANNUAL RATING ENDORSEMENT	
IT IS AGREED THAT THE CLASSIFICATIONS AND RATES PER \$100 OF REMUNERATION APPEARING IN THE CONTINUOUS POLICY ISSUED TO THIS EMPLOYER ARE AMENDED AS SHOWN BELOW.					
HERE ARE YOUR NEW RATES FOR THE PERIOD INDICATED. IF YOUR NAME OR ADDRESS SHOULD BE CORRECTED OR IF INSURANCE IS NOT NEEDED FOR NEXT YEAR, PLEASE TELL US.					
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		CONTINUOUS POLICY		L&H-9259717-20	
Company Name: enter exactly as it appears.		LINCOLN AVE BREWERY & BEER GARDEN 1473 LINCOLN AVENUE CALISTOGA, CALIF 94515		DEPOSIT PREMIUM MINIMUM PREMIUM PREMIUM ADJUSTMENT PERIOD	
				\$2,558.00 \$715.00 MONTHLY R NA	
NAME OF EMPLOYER-		LINCOLN AVE BREWERY & BEER GARDEN (CORPORATION) (A CORP) (A CORPORATION)			
CODE NO. PRINCIPAL WORK AND RATES EFFECTIVE FROM		08-23-20 TO 08-23-21			
		Group Policy: enter numbers between hyphens. Group Policy: enter characters before hyphen. Deposit Premium: enter numbers before decimal. Inception Date: enter in MM/DD/YY format.			

7. Add Users

Once registration and linking is complete, you will have access to the State Fund Online home page. To add users click **More** in the top navigation, then **User Administration** and **Create User**.

8. Create the User and Assign Applications

The Administrator can create additional users and select the applications they can access. For example, if you want a user to be able to access and manage your business's participation in STAR Program, you would select **Manage STAR Program** under **Application(s)**.

Since participation in the STAR Program also requires policyholders to create or upload an Injury and Illness Prevention Program (IIPP) into State Fund's IIPP BuilderSM, we recommend that you also assign that person access rights to the **Injury and Illness Prevention Program (IIPP)**.

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.

Create User
- 1234567
Wanda's Widget World

Create User

User Information

**Required Fields*

*User ID sampleuser 6 characters minimum

*First Name Sample

*Last Name User

Phone () Ext

*E-mail sampleuser@test.com (name@domainname.com)

Middle Name

Suffix (Jr/Sr/III)

Fax ()

*Confirm E-mail sampleuser@test.com

Application(s)

Select all applications to be assigned.

Policy

Safety Services (Loss Control)

Employers First Report of Injury

Enroll in ePayroll and ePayment

Authorized to ePayroll and ePayment

Enroll in eDocuments

EPAY Auto Payments

Claims Portal Messaging Access

Loss Analysis

Injury and Illness Prevention Program (IIPP)

User Administration

Manage Bank Account Information

Complete ePayroll Report

Request/View Certificates

Manage Star Program

Renewal Access

SUBMIT CLEAR

Once you have created the user and assigned them with their specific permissions you can now 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.

To view and edit existing users, click **More** on the navigation toolbar and 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.

The above evaluations and/or recommendations are for general guidance only and should not be relied upon for medical advice or legal compliance purposes. They are based solely on the information provided to us and relate only to those conditions specifically discussed. We do not make any warranty, expressed or implied, that your workplace is safe or healthful or that it complies with all laws, regulations or standards.

For more information, visit: www.SafeAtWorkCA.com