

  
**WORKERS' COMPENSATION COMMISSION**

**Instructions for the 2018 Online IC-1 Information Report**

Please read the instructions before you access the online report (form). Supported web browsers are Internet Explorer 11.x and most current Google Chrome. Unsupported IE versions should not be used.

**Using the Online IC-1 Information Report**

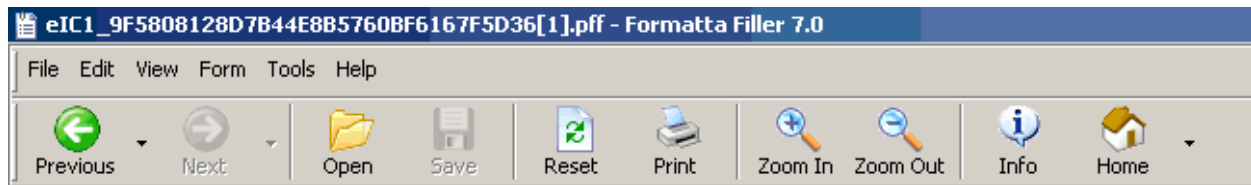
The Fiscal Year 2018 IC-1 Annual Report online form will pre-populate with the last information reported to the Insurance, Compliance & Reporting Division, via the previous year's online report or subsequent information filings.

**TIP:** Before you log-in to the online report it's a good idea to download the PDF IC-1 Report and use it as a worksheet. This PDF can also be used to collect report information from other people or locations that you need to complete the report.

**Download and install Formatta Filler** as you would any software to your PC. A successful installation will result in Formatta Filler launching and providing a success message.

**Formatta Filler forms behave much like Adobe PDF forms.** Each form field will display some helpful text about the input format or requirements when you are "in" the field; completing a field advances to the next; where it does not automatically advance, use the TAB key. Most fields will "format" the data for you, e.g. FEIN.

**Formatta Filler has a "toolbar" at the top;** you can move from page to page or zoom from the icon bar and use the other functions in the File|Edit|View|Form|Tools|Help bar for File> Save As.



**Except for blank items in Section III - Participating Payroll Offices\*, all form information fields require input.** You must enter some value in all reporting fields, even if the response is "0" or "none". Leaving empty fields will result in an error message and prevent submission of the form.

\*Section III requires that complete information is provided for any Payroll Office that is reported.

**Please enter numerical data,** like telephone numbers, with no spaces, dashes or symbols. The form will configure the proper format

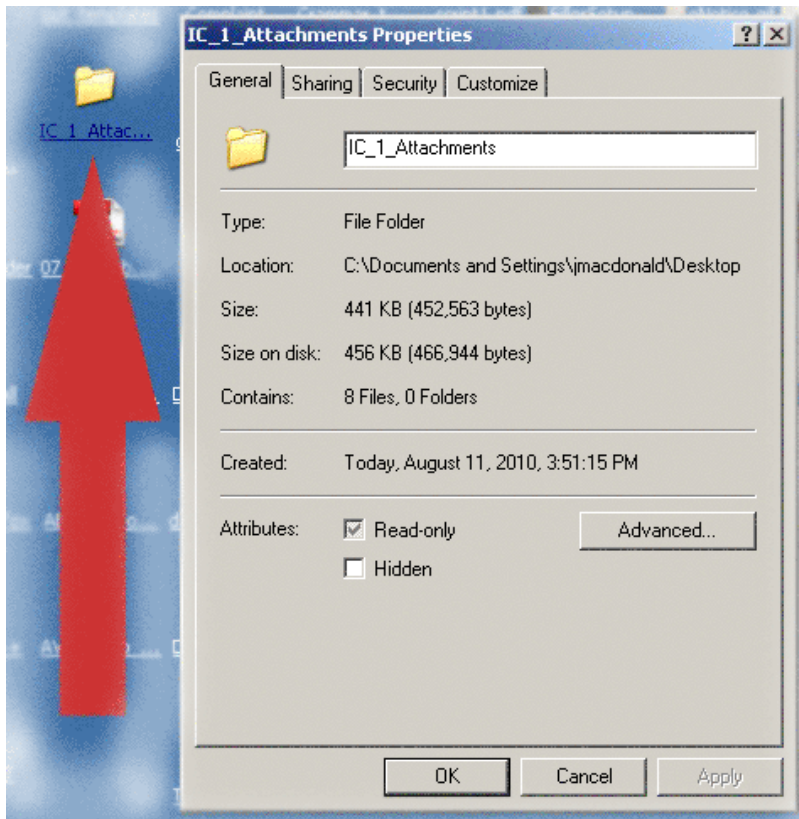
**Date entries** or changes use the drop-down menu lists to indicate the correct date: Month-Day-Year.

Effective Date of self-ins.: 01 01 2006

01
02
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## Attachments:

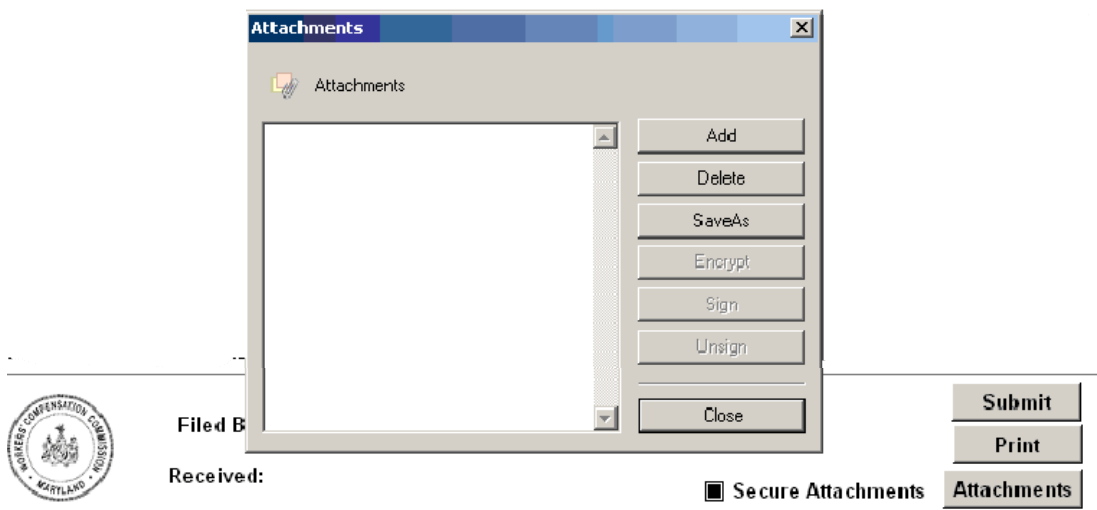
**Attached files have a functional 4 MB (megabyte) and 500 page total limit.** You can save these files into a folder on your PC, right click on the folder and select **Properties** to view the total size of your attachment files. Attachments more than 50 pages will take longer to process and will likely result in an error message in Formatta Filler. Remember, so long as you receive the success email, your report is submitted.



TIP: You will be attaching items listed in Section IX - Additional Information as indicated and in Section III - Participating Payroll Offices when you have more offices to report than allowed on the form.

You can download the fillable PDF Participating Payroll Offices template from the link on the log-in or IC&R Reports page. You may download the template PDF once, complete each page, save the file and enter new information, then save it again under a different name to attach to the report as necessary. You may also attach this information as a single Word or other office document, providing all information that is indicated on the template.

**Attachments are added** using the **Attachments** button (in the Submission/Signature box on the last page, below) then **Add** the files into the dialog box. You will browse for the files on your PC just like attaching a file to an email; the file name will appear in the **Attachments** box. When all files are attached, select **Close**. For convenience it is suggested that attachments added just prior to submitting the form. **Delete** deletes the highlighted file attachment; **SaveAs** will save the file back to your PC.



Tip: The small paperclip in the upper right corner of Filler turns **gold** to indicate there are attachments. These become part of the IC-1 submission and their file names will appear in the Attachments box as they are added. You are not required to email, FAX or mail them to the Commission.

### **Attachment types, sizes:**

**The preferred file type for attachment is a good PDF conversion/print** from an office suite document, such as Excel files (\*.XLS), Word documents (\*.DOC). Many Excel spreadsheets contain high volumes of formulas and calculations making the file unnecessarily big. PDF versions are many times smaller than the original office document with macros, formulas and other embedded functionality.

A free, open-source PDF printer driver that acts like a printer to convert these files to PDF is FoxIt Reader. It can be found here: [http://www.foxitsoftware.com/Secure\\_PDF\\_Reader/](http://www.foxitsoftware.com/Secure_PDF_Reader/)

**Scanned items are best captured as PDF in greyscale, should be clear, good copies and saved as greyscale PDF, GIF or JPG. Please review the scan output quality before attaching the file.**

**Most common office file types are accepted but** should be well under 2MB each, total attachment size exceeding 4 MB (four megabytes) may result in an error message. Large or large numbers of attached files will take longer for Formatta Filler to process and update your copy with a submission timestamp; times can range up to five (5) or more minutes in extreme cases when a high page count is submitted.

**If you receive an error message on the form and a success email**, your form and attachments have processed. If you receive the form error message and failure email or no email, the form submission is failed. You may have exceeded the attachment recommendations or there are some other technical problems.

The report **MUST** be submitted online; questions about the report requirements or special requests for reporting must be sent to [Insurance\\_IC1@wcc.state.md.us](mailto:Insurance_IC1@wcc.state.md.us). The online report cannot be printed and mailed; any other options must be approved in advance by the Insurance, Compliance & Reporting Division.

**Technical assistance is available via email to: [websupport@wcc.state.md.us](mailto:websupport@wcc.state.md.us)**

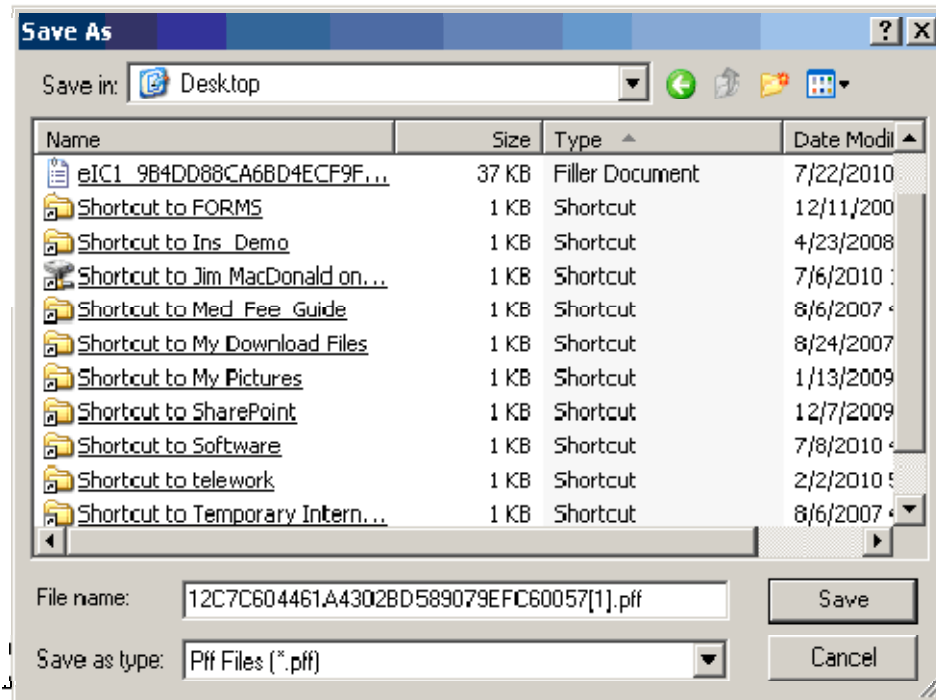
**Missing attachments** can be subsequently added to a newly downloaded form - in this instance it is strongly advised that the complete set of attachments is added to the updated report.

Previously submitted attachments are not included in the report/form that you download from the WCC. It is not required but advisable to submit the complete report with attachments when making report corrections.

**You must complete the section IX - Additional Information checklist** every time the form is submitted.

## Collaboration and completing the IC-1

**When the report is completed in sections by multiple parties:** someone will download the IC-1 online form, enter their data, and select "File" and "Save As" from the Filler toolbar, then save the form WITH ITS EXACT SAME NAME INTACT to their Desktop. The file can be sent as an email attachment from the user's Desktop to the next person who opens the email attachment completes their section and saves the form WITH ITS EXACT SAME INTACT NAME to their Desktop. This can be done as often as needed to complete the form, but NEVER rename the file before submission.



**The last person will enter their email address at the end of the report and SUBMIT the completed report with attachments the WCC using the SUBMIT button.** The submitting party is prompted to review and assure all information is correct and to print the form; the email address is entered in the signature box will receive an email receipt. Please be sure to type the email address correctly.

After submitting the form you can print, save or rename it. **You cannot re-submit the form file that has been submitted to the Commission,** you must log-in and retrieve a new one to make changes. The last data reported will pre-populate the new form.

**Multiple persons cannot download their own form** and submit by sections. You must download a single form and collaborate as indicating above to complete it.

**If form data must be corrected from a previous submission,** the initial log-in and password will load the form with your last submitted report data. Please change the erroneous data and resubmit the form.

**IMPORTANT NOTE:** If you receive a "Cannot Connect to Webserver" or similar error message on submission but you still receive a successful process confirmation email a few minutes later, your report is accepted. Submissions with many pages (hundreds) or large attachments simply take longer to process on the Commission's server than your Formatta Filler client will wait and gives the error message when it "times out". If you are unsure, you can simply confirm that we've received the report by sending us an email to [websupport@wcc.state.md.us](mailto:websupport@wcc.state.md.us).

In Section III – Participating Payroll Offices, you may now delete obsolete or erroneous entries by selecting the **RED** bordered check box adjacent the individual listing.

<input type="checkbox"/>	Federal I.D. #:	123-45-6789
	Business Name:	Obsolete Payroll Office

**Access the general Instructions for the IC-1 Annual Report by clicking here.**