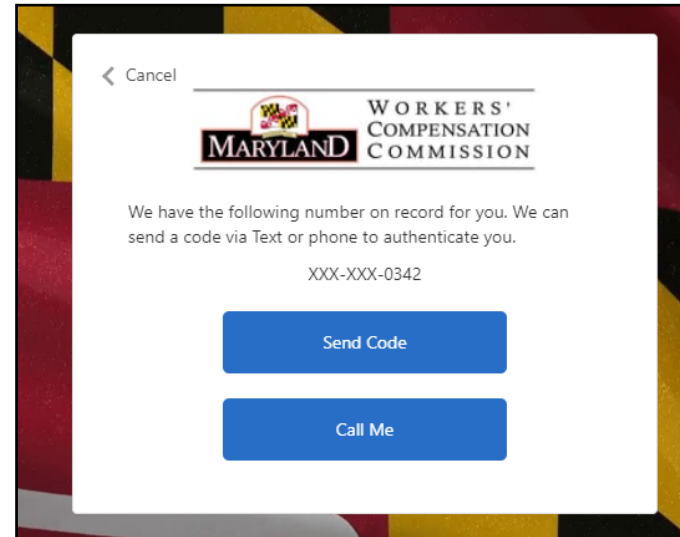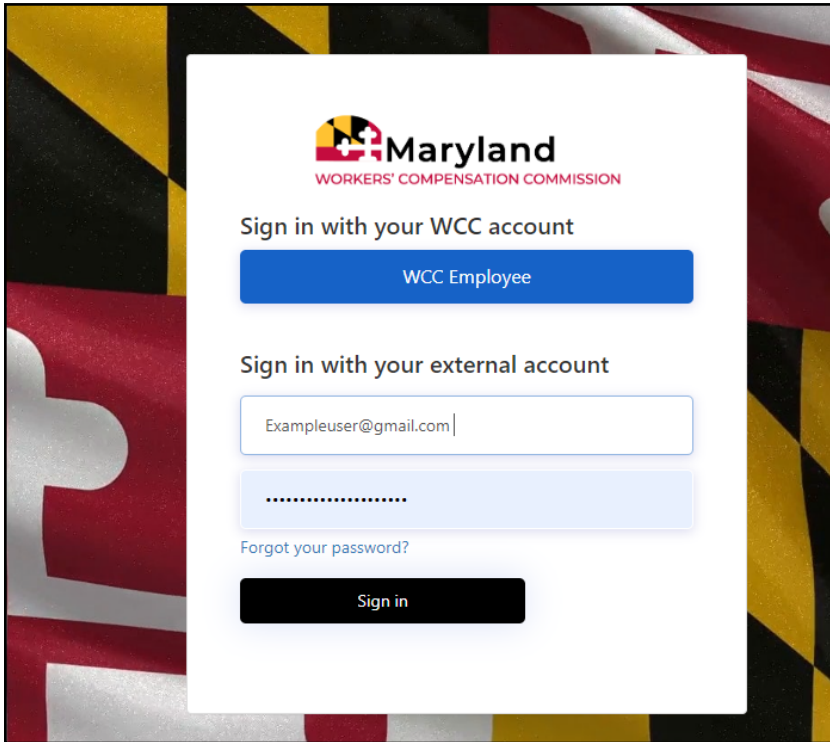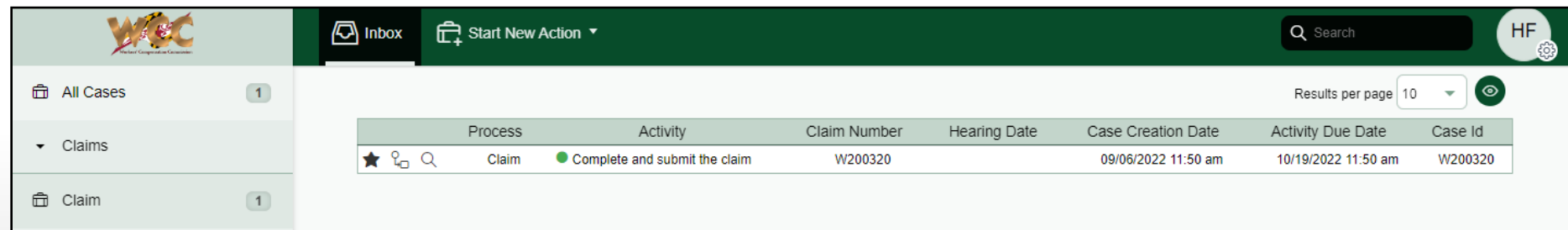# Logging In

Quick Start Guide

Logging into CompHub is quick and easy. Remember to keep your cell phone handy if you're logging on from a PC. CompHub makes use of a concept called two-factor authentication to keep your account safe. CompHub presents users with a crisp, easy to use log-in page.

Maryland
WORKERS' COMPENSATION COMMISSION

Sign in with your WCC account

WCC Employee

Sign in with your external account

Exampleuser@gmail.com

••••••••••••••

Forgot your password?

Sign in

< Cancel

WORKERS' COMPENSATION COMMISSION
MARYLAND

We have the following number on record for you. We can send a code via Text or phone to authenticate you.

XXX-XXX-0342

Send Code

Call Me

2 *To ensure the proper user is logging in, you must confirm by entering a code delivered by Text Message or Automated Phone Call .*

1 *Enter your username and password created during registration and click/tap Sign in .*

Inbox | Start New Action ▼ | Search | HF

		Process	Activity	Claim Number	Hearing Date	Case Creation Date	Activity Due Date	Case Id
☐ All Cases	1					Results per page 10		
▾ Claims		Claim	● Complete and submit the claim	W200320		09/06/2022 11:50 am	10/19/2022 11:50 am	W200320
☐ Claim	1							

3 *Welcome to the CompHub Inbox!*

Navigating the Inbox

Quick Start Guide

The Inbox is essentially CompHub's landing page (presented to the user upon login). You can think of the inbox as your "Homepage". You can initiate processes, view your workload, and edit settings all from this page.

The inbox displays all of your active processes and their pending activities

If you know your Claim Number or "Case ID" you can type it directly into the search bar to find information regarding the Claim and any processes you have access to.

The sidebar contains a collapsible section where you can view all your cases (active processes) by subcategory and view a count of your cases.

| | Inbox | Start New Action ▾ | Queries ▾ | Reports ▾ | Search | DJ |

	All Cases	364
	Claim	76
▸	Administrative	
▸	Claims	
▸	Hearings	
▸	Processes	
▸	Profile	
▸	WCC Internal	

All Cases · Results per page 20

	Case Number	Process	Activity	Claim Number	Hearing Date	Case Creation Date	Activity Due Date
☆	EHR-153	Emergency Hearing Request	● Claims Review	W301697	05/30/2023 1:32 pm	05/12/2023 1:46 pm	05/15/2023 12:00 pm
☆	CA556	M Claim	● Verify MClaim			05/12/2023 10:30 am	05/15/2023 8:30 am
☆	CA549	Medical Claims	● Review Controversion	W301696		05/10/2023 12:01 pm	05/10/2023 2:10 pm
☆	SWI-145	Statement of Wage Information	● Verify Wage Information	W301682	05/20/2023 11:59 am	05/01/2023 12:57 pm	05/02/2023 12:00 pm
☆	EHR-148	Emergency Hearing Request	● Claims Review	W301195	01/30/2023	04/28/2023 1:47 pm	05/01/2023 12:00 pm
☆	C17-56	File C17	● Verify C17	W301683		04/28/2023 12:16 pm	05/01/2023 12:00 pm
☆	CLQ-179	Claimant Questionnaire	● Review Claimant Questionnaire	W301681		04/28/2023 9:37 am	05/01/2023 9:38 am
☆	C17-54	File C17	● Verify C17	W301680		04/27/2023 8:04 pm	04/28/2023 6:00 pm
★	CA522	Claim	● Complete and submit the claim	CA522		04/27/2023 9:21 am	06/08/2023 9:21 am
☆	ISS-1492	File/Withdraw Issues	● Claims Review	W301675		04/24/2023 1:53 pm	04/25/2023 12:00 pm
☆	CA514	Claim	● Verify claim	CA514		04/21/2023 2:40 pm	04/28/2023 2:45 pm

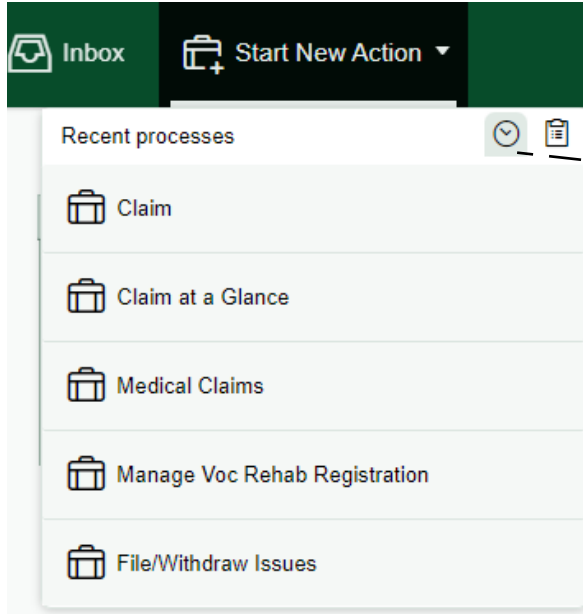<< < 1 2 3 4 5 6 7 8 9 10 11 12 13 14 > >>

☰ ● 363 ● 0 ● 1 ★

A count of each process' status based on activity due dates (e.g. filing deadlines and Commission business rules) is displayed in the bottom left hand corner. You can click any of the three icons to filter the inbox view to only display processes with the selected status.

☰ ● 4 ● 0 ● 1 ★

Click/Tap your initials in the top right hand corner to access Accessibility Settings (Default Font Size), General Information, and most importantly to log out at the end of your session.

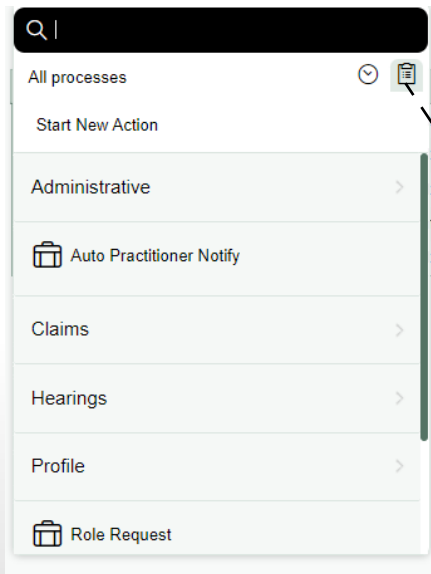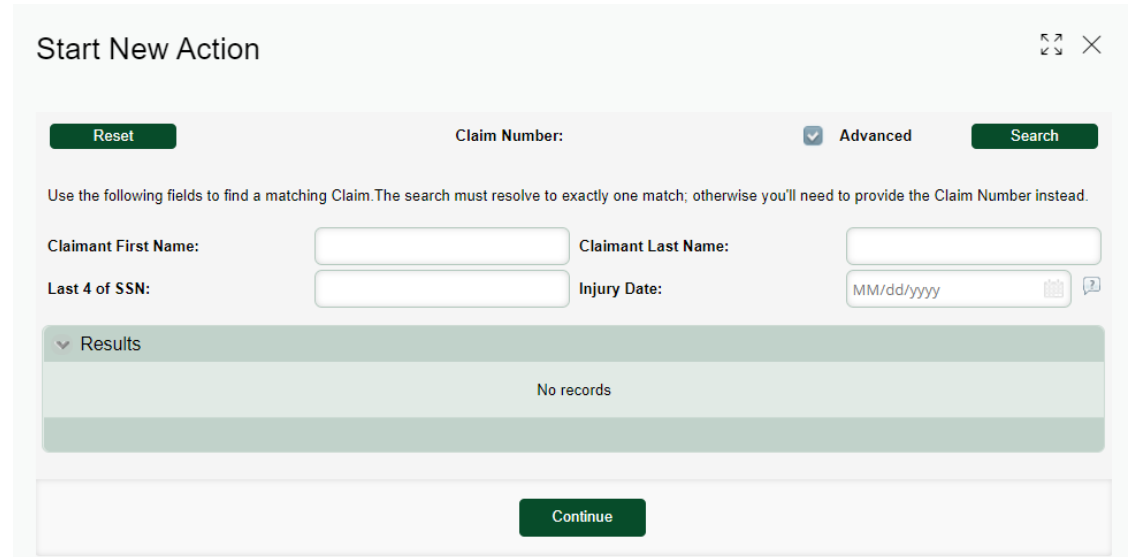| | JS |
AA	Accessibility
◎	Privacy
▦	Mobile code
ⓘ	About
⏻	Log out

Starting a Process

Quick Start Guide

Processes are initiated through the Inbox. It's as simple as selecting the process you would like to begin and entering the required information on the Start Form.

Inbox	Start New Action ▾

Recent processes

- 📋 Claim
- 📋 Claim at a Glance
- 📋 Medical Claims
- 📋 Manage Voc Rehab Registration
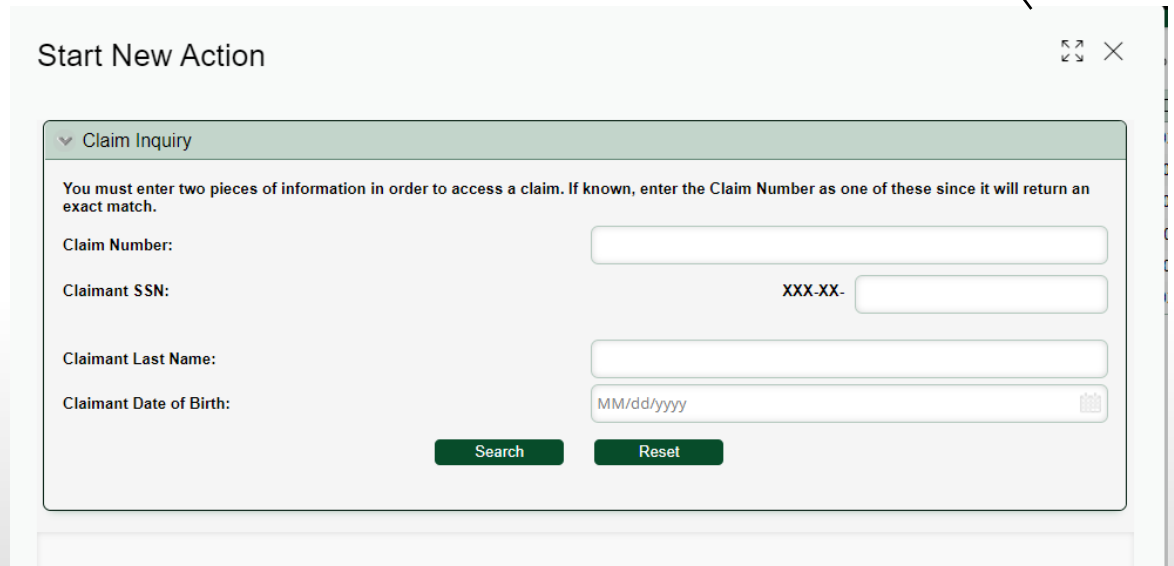- 📋 File/Withdraw Issues

📌 *Clicking/Tapping "Start New Action" will automatically bring up the processes you've used in the past. Click/Tap on a process name to initiate it.*

All processes

- Start New Action
- Administrative
- 📋 Auto Practitioner Notify
- Claims
- Hearings
- Profile
- 📋 Role Request

📌 *You can also Click/Tap the Clipboard Icon to view a categorized list of all processes or search for one by typing directly into the space provided.*

Start New Action

| Reset | | Claim Number: | ☑ Advanced | Search |

Use the following fields to find a matching Claim. The search must resolve to exactly one match; otherwise you'll need to provide the Claim Number instead.

| Claimant First Name: | | Claimant Last Name: | |
| Last 4 of SSN: | | Injury Date: | MM/dd/yyyy |

▾ Results

No records

Continue

📌 *Different processes may have different start forms, but they generally are designed with the objective of identifying the underlying Claim.*

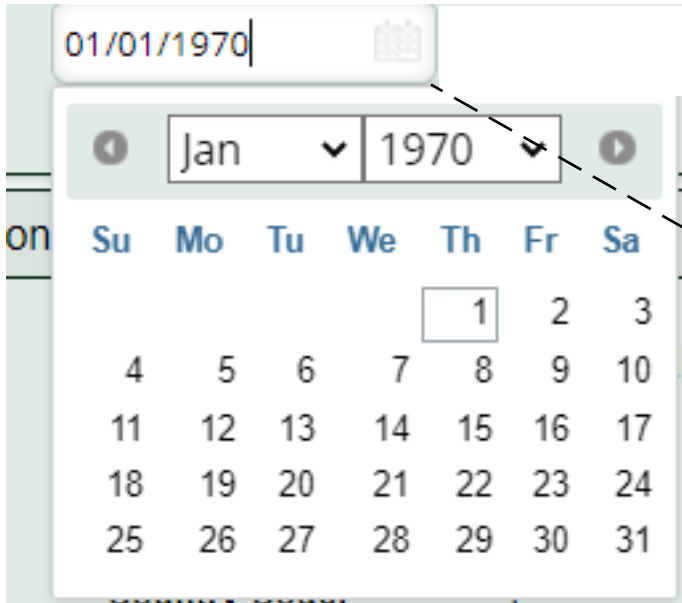## Start New Action

▾ Claim Inquiry

You must enter two pieces of information in order to access a claim. If known, enter the Claim Number as one of these since it will return an exact match.

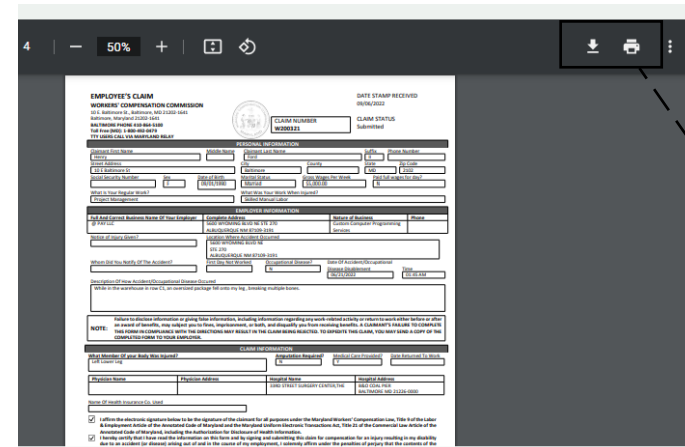| Claim Number: | |
Claimant SSN:	XXX-XX-
Claimant Last Name:	
Claimant Date of Birth:	MM/dd/yyyy

Search **Reset**

Quick Start Guide

CompHub is built on top of the Bizagi technical platform that contains certain buttons and icons that may be new to you.

WCC
Workers' Compensation Commission

01/01/1970

	Jan ⌄	1970 ⌄	
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

The Datepicker icon allows you to open a calendar to select a date if you would like to do so instead of manually typing it.

CompHub contains a built in PDF viewer to print and/or download documentation straight from the application.
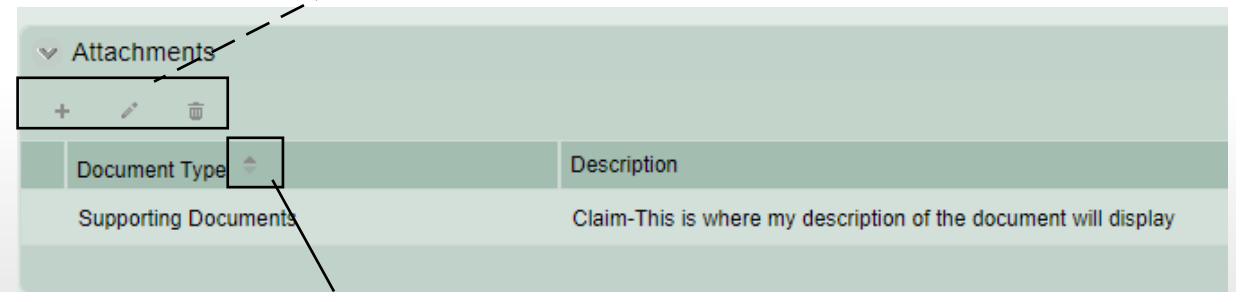
Tables are commonplace in CompHub. Below you will see an "Attachments" table for supporting documentation. CompHub only accepts PDF attachments (In Order to save a document as PDF quickly, open the file on your PC or Phone and Print as PDF)

- The Plus (+) icon allows you to add a new entry
- The Pen icon allows you to edit an existing entry, given you have highlighted it by clicking the row first
- The Trash Can icon allows you to delete an existing entry, given you have highlighted it by clicking the row first

Please verify this address with USPS   Verify Address

Don't forget to use the Verify Address utility whenever you enter an address!

🔍

In order to use the Search function in the electronic process you must first click the Magnifying Glass Icon to begin the search. Don't forget red lines identify required entries!

⌄ Attachments

+ ✏ 🗑

Document Type ▲	Description
Supporting Documents	Claim-This is where my description of the document will display

All CompHub tables can be sorted by clicking the column header.