Modernizing workers’ compensation for Minnesota

Campus Answer Hour for Employers

Oct. 20, 2020
Self-service online access to claims, related documents, events and outcomes.

Securely send e-documents to the parties to the claim.

Securely send and receive data among DLI, OAH and WCCA.

Minimize claim errors through data accuracy verification.

Work Comp Campus will put the workers’ compensation claim information you need at your fingertips.
1. Requests for information  
2. Elections

20 minutes
When an internal user sends a request for information to an external user, they will receive an email message with instructions about how to respond, as well as the number of days they are expected to respond within.
Request for information email message and webform

Navigation to the response is possible in two ways:
1. do not navigate from the emailed link and use the PIN, which was sent in the email message; or
2. navigate via the "Submit a Filing" drop-down menu in the dashboard (see screenshot).

This will prompt you to enter a PIN, which will link responses to the correct request for information. Clicking the link in the email message will not require entering a PIN. The login page will display and, from there, directly to the webform submission. If you are already logged in to Campus, the webform will display.
Request for information email message and webform

On the next page, there are two buttons: Download and View Document. The Download button allows the download of the actual request for information, while the View Document button enables you to view it in the browser.

The response cannot be submitted without a document uploaded. After a document has – or multiple documents have – been uploaded, click Submit Form to complete the response.
Request for information, continued

Request for information email message and webform

After a response has been submitted, the process has been completed. The user who submitted the response can view it on the My Forms Queue on their dashboard.
The Submit an Election to Exclude coverage webform in Campus is used to enter the required information for the exclusion and submit it for approval.

To access, click on the Submit a Filing drop-down menu and select Submit Election To Exclude.
The drop-down menu shows all employers to which the user is associated. Select an employer that is an incorporated entity or LLC.

Answer the questions to identify if the employer is able to exclude coverage for certain employees. Yes must be answered for all questions or the ineligibility message will appear.
Elections webform

Request for information email message and webform

Elections webform

• Use the + Add button to add executive officers and managers.

• Enter information for the required fields (Name, Title, Percent Owned).

• You can add one or multiple employees to a single election to exclude coverage form.
Elections webform

Request for information email message and webform

- Add the electronic signature to the form by entering your full name, clicking the checkbox to confirm and entering your executive title and phone number.
- Add Supporting Attachments.
- Click Submit for final approval. *The submit button will highlight after required information is provided.
Questions?
Thank you!

Questions?
Send email to dli.wcmp@state.mn.us.