Quick reference guide: Rehabilitation provider registration and renewal

Work Comp Campus will be used to electronically file documents that were previously filed via paper. Users will be able to submit rehabilitation provider registrations and renew their registrations online using Campus.

Rehabilitation provider registration

1. Click **Submit a Filing** in the header of the dashboard.
2. Select **Rehab Provider Registration**.
3. Select the rehabilitation provider group type to register.
   *This form can be used for both qualified rehabilitation consultant (QRC) firms and rehabilitation vendors.
4. Fill in the information for your rehabilitation provider.
   *If an existing rehabilitation provider is found with the same FEIN or Minnesota tax ID number, you will not be able to submit the form.
5. Add an address and any staff members.
   *You must add at least one primary address, one primary contact, one manager and one QRC.
6. Electronically sign the document and click Submit Form, which will send the form to DLI for approval.

7. After submitting the form, mail your registration fee payment to the address provided (see Helpful tips below).

8. After your form is approved, you will receive a notification in Campus.

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Rehabilitation provider registration renewal

1. On the Campus dashboard, click your name in the top right and select My Groups from the drop-down menu.

2. Click the name of your rehabilitation provider group or click the kebab menu and select View Group.
3. From the rehabilitation provider page, click the kebab menu in the top right and select Submit Registration.

4. The Registration Type will automatically indicate it is a renewal. Some fields will populate based on the rehabilitation provider’s profile and will not be editable.

*If any populated information is not accurate, it can be changed by selecting Amend My Profile in the previous step.

5. Fill in all the required fields, electronically sign the document and click Submit Form, which will send the form to DLI for approval.

6. After submitting the form, mail your registration fee payment to the address provided (see Helpful tips below).

7. After your form is approved, you will receive a notification in Campus.

Helpful tips

- Send registration fees to: Minnesota Department of Labor and Industry, Financial Services
  443 Lafayette Road N.
  St. Paul, MN 55155

- Changes to the rehabilitation provider profile can be made by navigating to the rehabilitation provider profile page and selecting Amend My Profile from the kebab menu.