



MINNESOTA

WORKERS' COMPENSATION
MODERNIZATION PROGRAM

Trading Partner Overview

Trading Partner Overview

Course Description

This course will be an overview of the functions available to Trading Partners in Campus and provide an overview of how a Trading Partner will interact with DLI.

Audience

- Trading Partners using Campus

Course Length

2 hours

Prerequisites

- Campus 101

Agenda

- 1 **Trading Partner Portal** *60 min*
- 2 **Requests for Information** *30 min*
- 3 **Claim Reporting eFORMs** *30 min*



Trading Partner Overview |

Trading Partner Portal

- After registering and logging in as a Trading Partner, you will have a customized Dashboard to help you navigate in Campus.

Trading Partner
Ryans Cycle 15 Trader Submit eFORM or Waiver

Trading Partner Details

Trading Partner ID	Trading Partner Name	Account Name	FEIN	Status	View Profile
TP-02-5606-965	Ryans Cycle 15 Trader		92-838850	Active	

Account Overview View: Last 30 days Notifications Clear All

5 Transactions
100.0% Accepted Transactions
1 in every 1 transactions

N/A Rejected Transactions
No rejected transactions

Average Days For Employer to Notify Claim Admin
0 days

Average Claim Submission Time
0 days

New Claims 0

Claims with Paid Benefits 0

Claims Awaiting Benefits 0

My Queues
First Actions | My Form History

Reporting Year

	2020	2019	2018	2017	2016	
Total Reportable Claims	0	0	0	0	0	
Timely Claims	0	0.0%	0	0.0%	0	0.0%
Untimely Claims	0	0.0%	0	0.0%	0	0.0%

Reporting Year | Reporting Date | Date of Injury | Claim Admin Claim # | Employee Name | JCN | Timely | MTC



Trading Partner Overview |

Trading Partner Registration Webform

You can submit a Trading Partner Registration Webform to register as a Trading Partner and submit transactions through Campus.

- To access, click the **Submit a Filing** drop-down and select **Trading Partner Profile Registration**.
- After adding the required information in each of the four steps, click **Submit Form** to transmit the registration form. You will be directed to a confirmation page and an email will also be sent to your registered email in Campus.
- DLI will review the request - once approved you will be able to submit transactions to the department.

The screenshot displays the 'Trading Partner Profile Registration' webform. At the top, the 'Submit a Filing' dropdown menu is open, showing options: 'Access a Case or Claim', 'VRU Rehabilitation Consultation Request', 'Trading Partner Profile Registration' (highlighted with a red box and a red circle '1'), and 'Initiate a Dispute'. Below this, the 'Trading Partner Details' section shows 'Trading Partner ID: TP-02-0370-942' and 'Trading Partner Name: Ryans Eform Trader'. The main form area is titled 'Trading Partner Profile Registration' and includes a progress bar with four steps: 'Trading Partner Details', 'Transmission Method', 'Contact Information', and 'Company Information'. The 'Insurer Information' section is expanded, showing 'Companies within Campus' and 'Companies not within Campus'. The 'Companies within Campus' section has an '+ Add' button highlighted with a red box and a red circle '7'. The 'Companies not within Campus' section has a table with columns for 'Name *', 'FEIN *', and 'Insurer Type', and a 'Remove' button. The table contains one entry: 'Tornis Insurer' with FEIN '12-1212121'. At the bottom, there is a 'Submit Form' button highlighted with a red box and a red circle '8', along with 'Back', 'Save as Draft', and 'Cancel' buttons. A note at the bottom states: 'Once your application has been submitted and approved, you will be notified by the Minnesota Department of Labor and Industry to begin testing.'



Trading Partner Overview |

Profile Updates

You can update your profile information at any time from the Trading Partner Portal in Campus.

- To access, click the **View Profile** button on the **Trading Partner Portal**.
- You will be directed to your profile screen that shows existing information. Click the **Update My Profile** button to begin the process.
- After completion, you will be directed to a confirmation page and an email will also be sent to your registered email in Campus.

The screenshot shows the Trading Partner Portal for Ryans Eform Trader. The top navigation bar includes the Department of Labor and Industry logo, a 'Submit a Filing' button, and the user's name 'Mr. Electronic Interchange'. The main content area is titled 'Trading Partner' and displays the following information:

- Trading Partner Details:** Trading Partner ID: TP-02-0370-942, Trading Partner Name: Ryans Eform Trader, Account Name: Ryans Eform Trader, FEIN: 82-0093840, Status: Active. A red circle with the number 1 highlights the 'View Profile' button.
- Account Overview:** View: Last 30 days. Notifications: 2. A notification states: 'Your Trading Partner Profile Registration submission has been approved. Form submission 1342 has been approved. 25 days ago.'
- Transaction Statistics:** 26 Transactions. Accepted Transactions: 100.0% (1 in every 1 transactions). Rejected Transactions: N/A (No rejected transactions).
- Performance Metrics:** Average Days For Employer to Notify Claim Admin: 0 days. Average Claim Submission Time: 0 days.
- Claims:** New Claims, Claims with Paid Benefits, Claims Awaiting Benefits.

The screenshot shows the Trading Partner Profile page for Ryans Eform Trader. The top navigation bar includes the Department of Labor and Industry logo, a 'Submit a Filing' button, and the user's name 'Mr. Electronic Interchange'. The main content area is titled 'Trading Partner' and displays the following information:

- Trading Partner Details:** Trading Partner Name: Ryans Eform Trader, Account Name: Ryans Eform Trader, FEIN: 82-0093840, Physical Address Postal Code: 551011234, Status: Active. A red circle with the number 2 highlights the 'Update My Profile' button.
- Submission Method - Production Connection:** Transmission Method: Direct Connect FTP Software Vendor, Direct Connect IP Address.
- Submission Method - Test Connection:** Transmission Method: eFORM, Direct Connect FTP Software Vendor, Direct Connect IP Address.



Trading Partner Overview |

Signing Up for EDI versus eFORM

- You will be able to sign-up for a submission method via the **Trading Partner Registration Webform** or the **Amended Trading Partner Registration Webform**.
- If submitting via EDI, there are additional fields that are required for completion.
- Complete all required fields and click **Next** to submit this information.



Trading Partner Overview |

Transaction History

After navigating to a claim details page, a user can see the transactions that have been submitted to the claim.

- By clicking the **Reporting History** tab, information such as the transaction type and how the transaction was submitted can be viewed on this screen.
- Note that not all transactions will have a transaction details page.

Date Received	Description	Submitted By	Source
> 5/2/2020	SU - Sync Up	Ryans Eform Trader	eForm
> 4/29/2020	PY - Payment Report	Ryans Eform Trader	eForm
> 4/29/2020	00 - New First Report of Injury	Ryans Eform Trader	eForm

Showing (1-3) of 3 << < 1 > >> Items per page 10



Trading Partner Overview |

Reporting Capabilities

After navigating to a claim details page, a user can see the transactions that have been submitted to the claim.

- Scroll to the bottom of the Claims Details page and select the **Documents** tab.
- The **Download All Documents** button will take you to the **Download Documents** window.
- After clicking the **Download Documents** button, a zip file will appear, and you will be notified when it is ready to download to your computer.

Document ID	Document Type	Created By - Party	Created By - User	Created On
> DO-03-4560-477	Discontinuance		Mr. Electronic Interchange	5/6/2020 9:58 pm
> DO-03-4328-396	Notice of Insurer's Primary Liability Deter...		Mr. Electronic Interchange	4/30/2020 3:33 am
> DO-03-4328-395	Claim Data		Mr. Electronic Interchange	4/30/2020 3:29 am

Download Documents

Select the documents to be downloaded.

The selected documents, and their related attachments associated to this transaction will be prepared. You will receive an email when your zip file is ready for download; this process can take a few minutes.

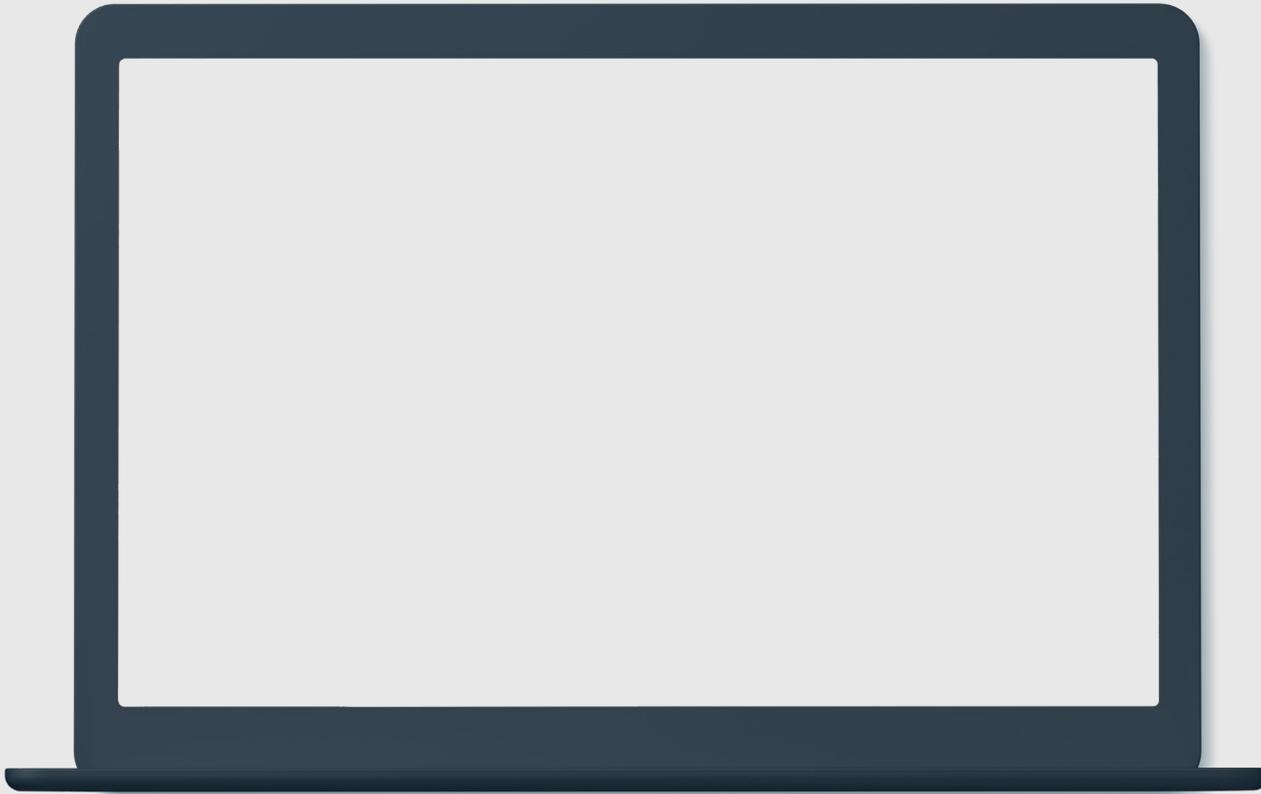
All Select Subset of Documents

Include Claim Summary Report

Download Documents Cancel

Document ID	Document Type	Created By - Party	Created By - User	Created On
> DO-03-4328-400	Notice of Benefit Payment		Mr. Electronic Interchange	4/30/2020 3:48 am
> DO-03-4328-399	Claim Data		Mr. Electronic Interchange	4/30/2020 3:46 am

Demo



In this demo, you will see how to...

- **Use the features in the Trading Partner Portal**
- **Make a Profile Update**
- **View Transactions and Batch Details page**

Agenda

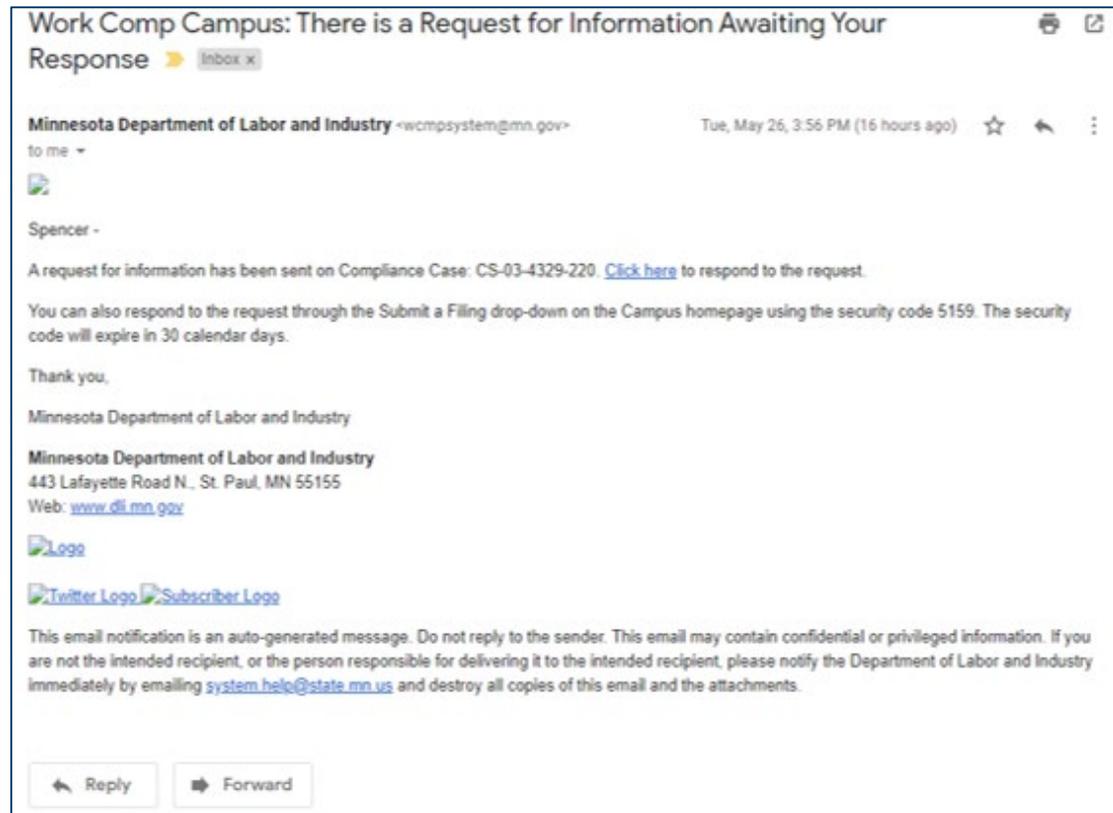
- 1 Trading Partner Portal *60 min*
- 2 **Requests for Information** *30 min*
- 3 Claim Reporting eFORMs *30 min*



Request for Information |

Request for Info Email & Webform

When an internal user sends a Request for Information to an external user, they will receive an email with instructions on how to respond, as well as the number of days they are expected to respond within.



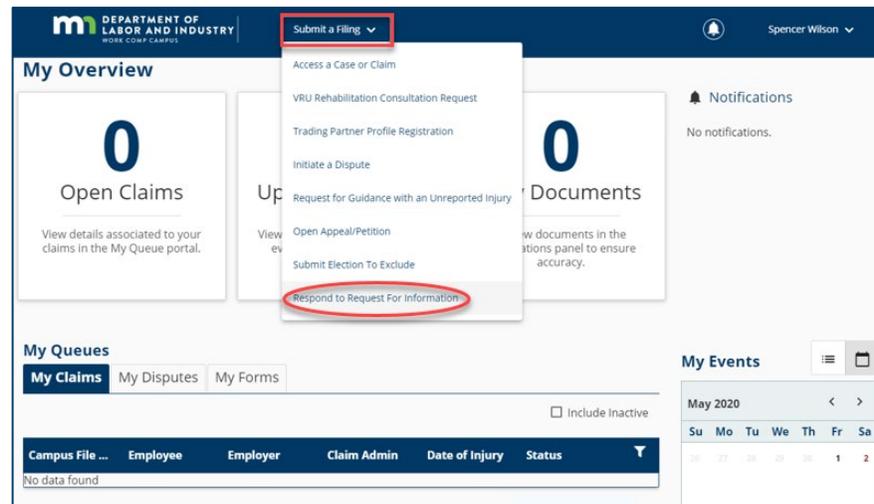


Request for Information |

Request for Info Email & Webform

Navigation to the response is possible in two ways:

1. Do not navigate from the email link and use the PIN, which was sent in the email.
2. Navigate via the Submit a Filing dropdown in the dashboard. (Screenshot below)



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



Request for Information |

Request for Info Email & Webform

On the next page, there are two buttons: **Download** and **View Document**. The **Download** button will allow the download of the actual request for information, while the **View Document** button will be able to view it in the browser.

Request For Information
There has been a request for additional information regarding Compliance Case: CS-03-4329-220.

PIN Validation **2** Response Details

Read the details of the request in the document below and attach all requested information and supporting documents.

RFI Test Template.pdf
Request For Information

[Download](#) [View Document](#)

Supporting Attachments

[+ Upload Document](#)

File Name	File Type	Description	Remove
RFI Response.docx	Supporting Attachment for Response to Request for Information	Supporting Attachment for Response to Request for Information	

[Submit Form](#) [Back](#) [Cancel](#)

The response cannot be submitted without a document uploaded. Once a document or multiple documents have been uploaded, they click **Submit** to complete the response.

Supporting Attachments

[+ Upload Document](#)

File Name	File Type	Description	Remove
RFI Response.docx	Supporting Attachment for Response to Request for Information	Supporting Attachment for Response to Request for Information	

[Submit Form](#) [Back](#) [Cancel](#)



Request for Information |

Request for Info Email & Webform

Once 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.

My Overview

0 Open Claims
View details associated to your claims in the My Queue portal.

0 Upcoming Events
View and edit the details of your events in the Events portal.

0 New Documents
Review documents in the Notifications panel to ensure accuracy.

Notifications
No notifications.

My Queues

My Claims | My Disputes | **My Forms**

Form Type	Associated To	Associated ID	Last Updated	Status	Confirmation ...
Request for Info	Complaint Inve...	CS-03-4329-220	5/27/2020	Submitted	1936

Showing (1-1) of 1 | 1 | Items per page 10

My Events

May 2020

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9



Request for Information |

Missing Benefits Webform

Campus can be used by external parties to submit missing benefits. To file this, go to the **External Claim Details** page and click the **Submit a Filing** button. Provide any required information, attachments or additional details and **Submit Form** to complete.

Craig Robinson: Injury on 6/01/2020
Claim: CL-05-9191-531 Default Status Placeholder + Submit Filing

Campus File Number 059191531	Employee Craig Robinson	Date of Injury 6/1/2020	Part of Body Injured 10: Multiple Head Injury
Employer Taylor Tools	Insurer New Brighton Insurance	Claim Administrator New Brighton Insurance	

Claim Overview

Claim Involved in Dispute	Claim Denied by Insurer	Employee Returned To Work	Employee Consulted for Vocational Rehab
Employee Receiving Indemnity Benefits			

Claim Details

Campus File Number 059191531	Claim Type
Date of Injury 6/1/2020	Time of Injury 12:00 am
Employee * EE-02-5696-957; Robinson, Craig	Employer * ER-02-5696-950; Taylor Tools

Benefits Addendum

Benefit Period Selection 1 | Benefit Addendum 2 | **Additional Details** 3

Provide any additional explanation for the reason behind submitting this Benefit Addendum.

Explanation

Supporting Attachments
Attach any supporting documentation that you believe will assist in the review of this submission.

+ Upload Document

File Name	File Type	Description	Remove
-----------	-----------	-------------	--------

At least one addendum must be created to submit the missing benefit addendum

Submit Form Back Cancel Save as Draft

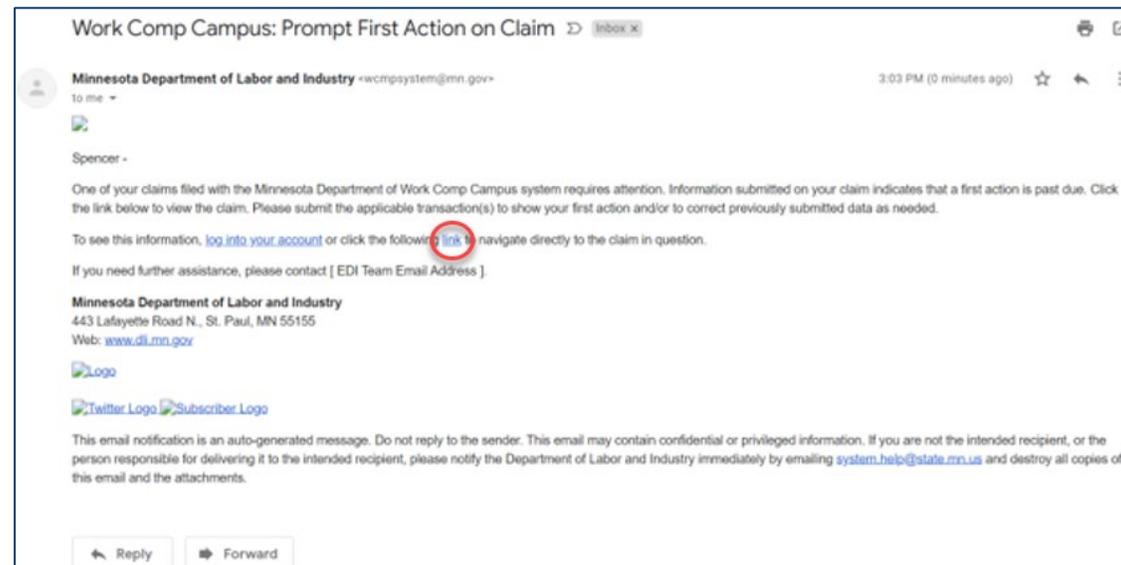


Requests for Information |

Object to Penalty Webform

DLI can also send alerts to Claim Admins when their first action is past due.

- They will receive an email indicating what is needed and with a link taking them to the associated claim.
- The link in the email will take them directly to the Claim, where they can view the details of the request and take the necessary action.
- Any filing can be done by using the **Submit a Filing** button and choosing the appropriate submission.





Request for Information |

Penalty Details Page

The Penalty Details page is where you can see all pertinent details to a current penalty. Also, you can take appropriate action on a penalty from this page.

Insurance Coverage Gap Penalty on Taylor Tools

Penalty: PN-05-9191-433

[+ Submit Filing](#) [+ Object to Penalty](#) [?](#)

Penalty Details

Penalty Type
Insurance Coverage Gap

Due Date
6/30/2020

Balance Due
\$500.00 due as of 07/01/2020

Penalty Status	Days to Object
1	9

Responsible Party

Responsible Party
ER-02-5696-950: Taylor Tools

Penalty Amounts

Warning
No

Total Amount
\$1,100.00

Additional Details



Requests for Information |

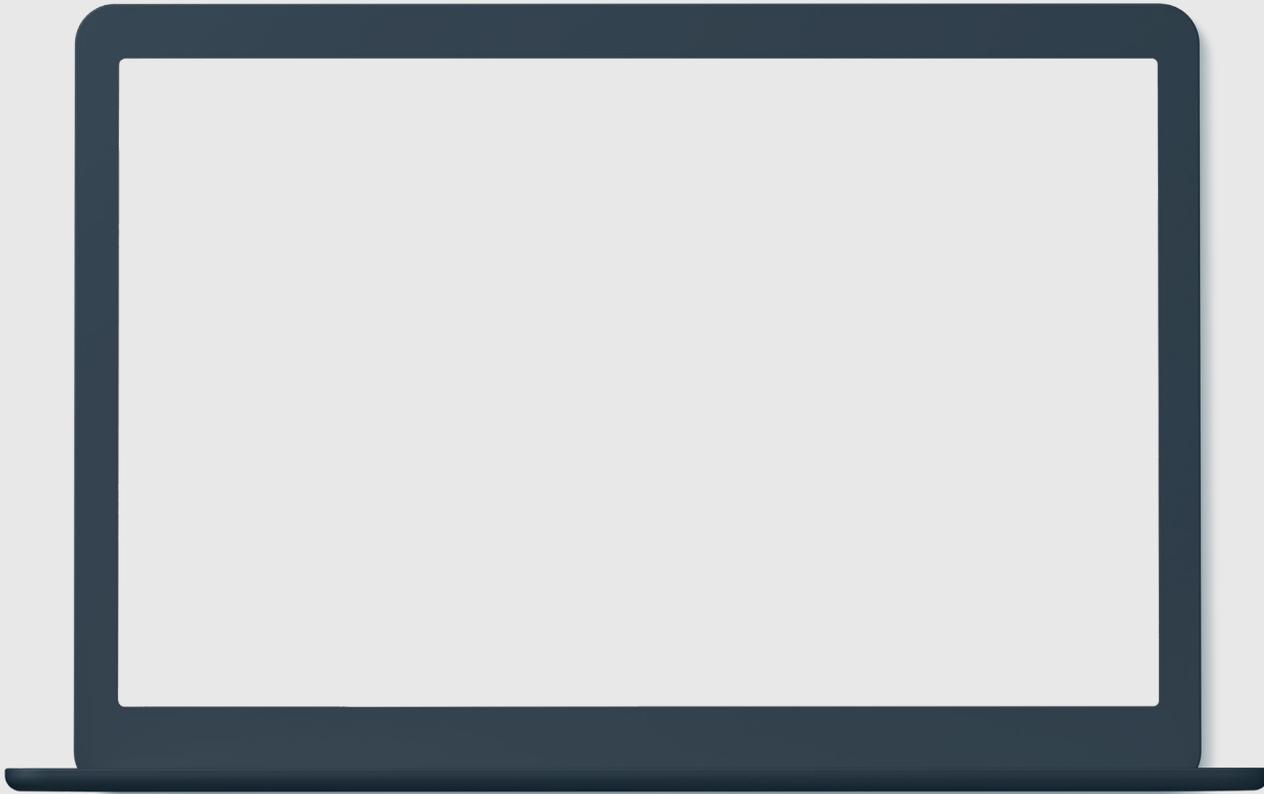
Object to Penalty Webform

- The main focus of the penalty objection webform is to provide the reason for why you are objecting.
- To submit the objection, you also must either attach documents, or provide additional information in the narrative section.

The screenshot shows the 'Objection Information' section of the webform. It includes a progress bar at the top with three steps: 'Penalty Information' (completed), 'Objection Information' (current), and 'Filing Party Information'. The 'Objection Information' section contains a text area for a narrative, which is highlighted with a red box. A callout bubble points to the 'Other' radio button option, stating 'If chosen, must enter an explanation.' Below the narrative section is the 'Supporting Attachments' section, which includes an 'Upload Document' button and a table with columns for 'File Name', 'File Type', 'Description', and 'Remove'. At the bottom of this section are 'Next', 'Back', 'Cancel', and 'Save as Draft' buttons.

The screenshot shows the 'Filing Party Information' section of the webform. It includes a progress bar at the top with three steps: 'Penalty Information' (completed), 'Objection Information' (completed), and 'Filing Party Information' (current). The 'Filing Party Information' section contains several required fields, each marked with an asterisk (*): 'First Name', 'Last Name', 'Company Name', 'Filing Party Type', 'Address 1', 'Address 2', 'City', 'State', 'Zip Code', and 'Phone Number'. A callout bubble points to the asterisks, stating 'If there is a *, the information must be provided to continue.' At the bottom of this section are 'Submit Form', 'Back', 'Cancel', and 'Save as Draft' buttons.

Demo



In this demo, you will see how to...

- **View a Penalty Details Page**
- **File the Object to Penalty Webform**

Agenda

- 1 Trading Partner Portal *60 min*
- 2 Requests for Information *30 min*
- 3 Claim Reporting eFORMs *30 min*



Claim Reporting eForms |

Navigating to eForm

- To access, log into Campus with the appropriate external user account. (Ex. A Trading Partner acct)
- Once you have logged in, you will see the **Submit eFORM or Webform** button in the top right corner of the screen.
- You can choose to use this button for submitting an eFORM or you can choose a specific Claim from your **My Queues** section and submit an eFORM from the Claim Details page.

The screenshot displays the 'Trading Partner' interface for 'Ryans Cycle 15 Trader'. It includes a 'Submit eFORM or Webform' button in the top right. The 'Trading Partner Details' section shows the account name, ID, and status. The 'Account Overview' section features a donut chart for '5 Transactions' with a '100.0%' completion rate for 'Accepted Transactions' and 'N/A' for 'Rejected Transactions'. It also shows 'Average Days For Employer to Notify Claim Admin' and 'Average Claim Submission Time' both at '0 days'. The 'My Queues' section includes a table for 'First Actions' and a 'Reporting Year' table. The 'Reporting Year' table shows data for 2020, 2019, 2018, 2017, and 2016. The 'Reporting Year' table is as follows:

Reporting Year	2020	2019	2018	2017	2016	
Total Reportable Claims	0	0	0	0	0	
Timely Claims	0	0.0%	0	0.0%	0	0.0%
Untimely Claims	0	0.0%	0	0.0%	0	0.0%

Below the table is a detailed list of claims with columns for Reporting Year, Reporting Date, Date of Injury, Claim Admin Claim #, Employee Name, JCN, Timely, and MTC. The first three rows are highlighted with a red border:

Reporting Year	Reporting Date	Date of Injury	Claim Admin Claim #	Employee Name	JCN	Timely	MTC
2020	6/16/2020	6/1/2020	3482304	Natasha Romanoff	59706013		PD
2020	6/18/2020	6/3/2020	34234444444444	Peter Parker	59705971		PD
2020	6/17/2020	6/1/2020	FifteenCycle8283049	CycleFifteen Guy	59193417		



Claim Reporting eFORMS |

PPD Follow-up Webform

- To access, choose **PPD Follow Up Webform** from the list on the **eFORM Submission** page.
- The webform will display, just add the required information and click **Submit Form** to complete.

eFORM Submission

What would you like to do?
Submit to Existing Claim

My Claims
CL-05-9705-971 - Peter Parker

Next Action
PPD Follow Up Webform



Permanent Partial Disability Benefit

PPD Benefit Info

Percentage *	Percentage	Applicable PPD Schedule Rule Number *	Applicable PPD Schedule Rule Number	Total Benefit Amount *	Total Benefit Amount
--------------	------------	---------------------------------------	-------------------------------------	------------------------	----------------------

Rating Info

Medical Report Preliminary Rating

Rating Based On Medical Report

Rating Based On Medical Report

Medical Report Date

Received By Insurer Date

Payment Info

Payment Type *

Contact Info of Person Making Determination

First Name	Last Name	Phone Number
First Name	Last Name	Phone Number

Supporting Attachments

+ Upload Document

File Name	File Type	Description	Remove
-----------	-----------	-------------	--------

Submit Form Cancel

If there is a *, the information is required to proceed.



Claim Reporting eFORMS |

Dependency Webform

- To access, choose **Dependency Info Webform** from the list on the **eFORM Submission** page.
- The webform will display, just add the required information regarding the employee's dependents and click **Submit Form** to complete.

eFORM Submission

What would you like to do?
Submit to Existing Claim

My Claims
CL-05-9705-971 - Peter Parker

Next Action
Dependency Info Webform

Employee's Dependent Information

Employee First Name: Peter, Employee Last Name: Parker, Employer Name: Avengers

Claim Admin Claim Number: 34234444444444, Date Of Death:

Please upload any documentation proving dependency, if applicable.

Supporting Attachments

Upload Document

File Name	File Type	Description	Remove
Please enter the following information for all of the Employee's dependents, by household			
Household # *	First Name *	Last Name *	
Dependent Gender *	Allocation Percentages Per Person *		
Address 1 *	Address 1		
Address 2 *	Address 2		
City *	State/Province *	Postal Code *	Country *
Phone *	Email	Relation To Employee *	
Date of Birth *	Birth Order *		
<input type="checkbox"/> Full Time Student <input type="checkbox"/> Disabled Dependents <input type="checkbox"/> Receiving Social Security Survivor Benefits			

Remove

Add Dependent Submit Form Save as Draft Cancel

If there is a *, the information is required to proceed.



Claim Reporting eFORMS |

Serving Documents

Some of the webforms in Campus have the ability to serve documents to all parties on the Claim through the Affidavit of Service.

- From the **Initiate Dispute** webform, you can access the **Affidavit of Service** webform page.
- To highlight the serving documents functionality, we can see the Affidavit of Service screen and the required information needed to serve parties on the Claim.

Initiate Dispute
Please complete all sections to initiate a Dispute.

Identify Claims Identify Parties Request a Dispute Resolution Service Document Issues in Dispute Filing Summary & Signature **Affidavit of Service**

Affidavit of Service
Parties
Select the parties to serve below. You may update service addresses for parties served via mail. Click the Add Service Recipient button to add parties to the service list.

+ Add Service Recipient

Serve Party	Name	Role	Address	Service Method	Service Date	
<input type="checkbox"/>	Natasha Romanoff	Employee	123 West St Saint Paul, MN 55101	US Mail	Choose a date * 6/18/2020	<input type="text"/> Edit Address
<input type="checkbox"/>	Avengers	Employer	123 Stark St Saint Paul, MN 55101	US Mail	Choose a date * 6/18/2020	<input type="text"/> Edit Address
<input type="checkbox"/>	Great Insurance	Insurer		US Mail	Choose a date * 6/18/2020	<input type="text"/> Edit Address
<input type="checkbox"/>		Claim Admin		US Mail	Choose a date * 6/18/2020	<input type="text"/> Edit Address
<input type="checkbox"/>	Ryans Cycle 15 Trader	Trading Partner		US Mail	Choose a date * 6/18/2020	<input type="text"/> Edit Address

Notice
Upon clicking Submit, Campus will:
• Create and merge an Affidavit of Service with your filed document.
• Send an email to all parties who receive service via Campus.

To serve parties by mail you must print a copy of the filed document and your Affidavit of Service.

Declaration
 I declare under penalty of perjury that everything that I have stated in this document is true and correct. Minn. Stat. § 358.116.

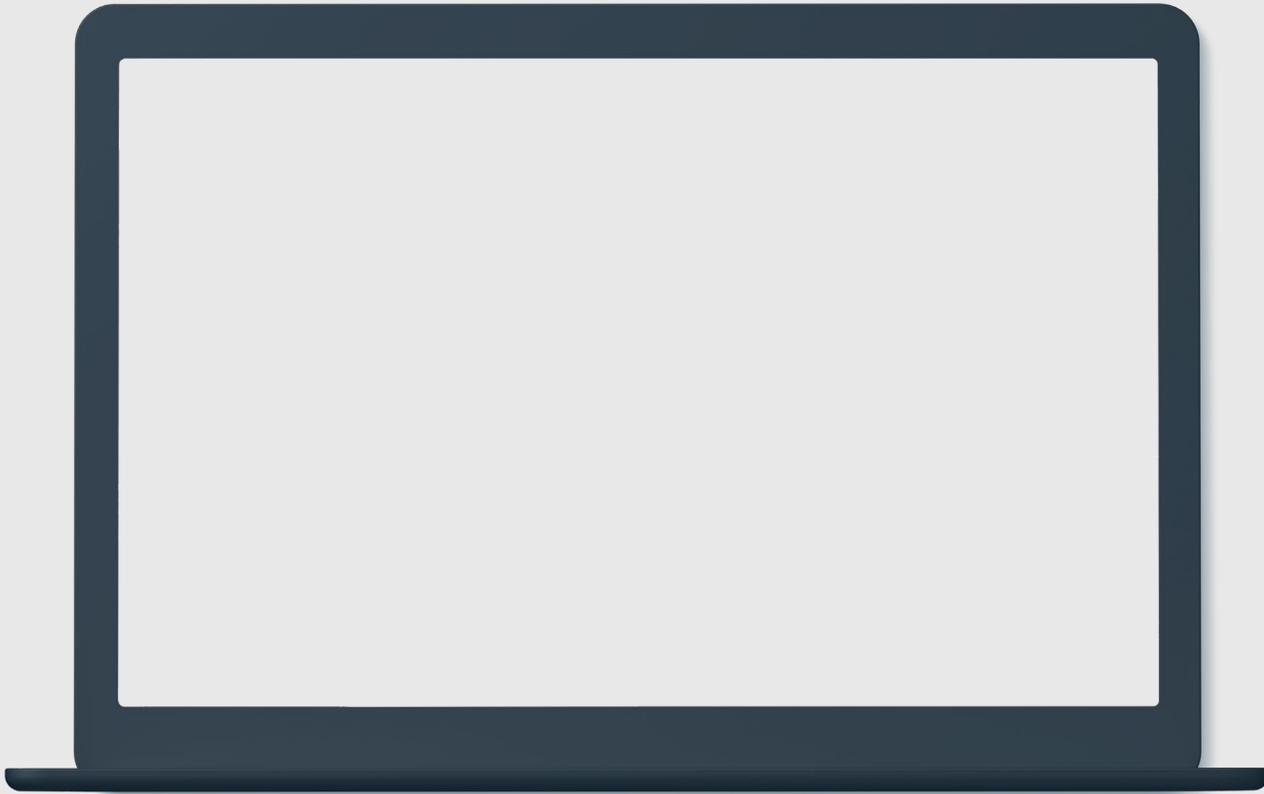
Electronic Signature
Please type your First and Last Name as they appear on your CAMPUS profile. By signing and dating this form, I certify copies of this form and attachments are being sent to the employee, insurer, any attorneys, the Department of Labor and Industry and, if required, to the department's Vocational Rehabilitation unit (VRU).

Full Name of Signatory *
 I understand that by checking this box, I am legally signing this electronic form and I confirm that the information on this form is true, accurate, and complete to the best of my knowledge.

Back **Submit** Save as Draft Preview Cancel

Submit form button will highlight when required information has been filled out.

Demo



In this demo, you will see how to...

- **View and understand the Dependency, PPD, Discontinuance and Disability Status webform**

Congratulations in completing Trading Partner Overview!

