



Online Quarterly Reporting System

L&I's new online reporting system is now available at www.QuarterlyReports.Lni.wa.gov

- You can save staff time, envelopes, and postage by filing online.
- You will improve your accuracy, avoiding the need for corrections and possible penalties and interest.

Quick File — easier than paper

- You don't have to log in to the Claim & Account Center.
- You can pay close to the filing deadline without leaving time for mailing.
- You can pay quickly online with L&I's new E-check option that doesn't store your bank information.

Deluxe File — available through the online Claim and Account Center

- Your risk classes will be provided, including changes requested online 5–7 business days before filing.
- You can pay online and choose the date your payment will come out of your account.
- Includes many features to help you manage your account.

Comparing the processes

Deluxe File Start at L&I home page. → Go to "File your quarterly reports." → Secure Access WA (7–10 steps) → L&I security (3–4 steps) → File your quarterly reports.

Quick File Start at L&I home page → Go to "File your quarterly reports." → Enter account ID and UBI. → Complete the form. → Pay by E-check, or write paper check and mail it.

Paper report Receive printed report in the mail. → Complete the form, including manually calculating premiums (and any interest) for each risk class. → Write check. → Mail.

Comparing features	Deluxe File	Quick File	Paper
Filing your reports			
Lists your risk classes on the report	✓	✓	✓
Calculates automatically — error-free	✓	✓	
Displays debits or credits on your account	✓		
File a late Quarterly Report	✓		✓
View previous reports	✓		✓
Print hard copy	✓	✓	✓
Payment options			
Paper check	✓	✓	✓
E-check	✓	✓	
Electronic Fund Transfer	✓		
Interagency agreements (for government agencies only)	✓		✓
Managing your account			
Review report status (one account or multiple accounts)	✓		
Update address and contact info	✓	✓	
See current rates and risk classes	✓	✓	
Review rate notice history	✓		
Beginning Nov. 2008: Receive secure messages	✓		
Beginning Nov. 2008: See how claims influence rates by using a new cost-analysis calculator	✓		

Questions and answers about L&I's new online Quarterly Reporting System

1. Will a user need to register separately for the Quarterly Reporting System and the Claim & Account Center?

No. Since the new reporting system is now within the Claim & Account Center (CAC), all users will only have to log in through the Claim & Account Center. New online filers will need to register for a Secure Access Washington (SAW) ID and apply for the CAC service.

2. If employers have a previous balance owing, will the new system show it?

Yes, the system will carry over the balance from the previous quarter. If an employer files a report late, Deluxe File will calculate the penalty and interest automatically.

3. What new tools are we providing for people who file for multiple accounts?

The new system will provide a navigation page for people with multiple accounts that lists all the accounts for which they file.

4. Will L&I ever be able to accept credit cards?

The agency is evaluating the possibility of providing this service in the future.

5. Can employers pay ahead of time?

Employers using electronic fund transfers will be able to schedule a payment ahead of time. Beginning with the first day of the quarter, an employer can fill out the report online and schedule an electronic fund transfer for the due date.

6. If bookkeepers or accountants leave a business, how will new people replace them?

- When signing up for the Claim and Account Center, the system asks you to select a relationship, for instance, worker, employer, or third-party administrator/accountant. If a new bookkeeper or accountant is already registered with an Accountant relationship and has the Account ID and Participation Activation Code (PAC) for the account they want to access, they will be able to add the new account to their list of accounts they represent.

- If new TPAs, bookkeepers, or accountants are not already registered with an Accountant relationship, you must send a letter to the account manager asking to file on your client's behalf.

7. How can employers change a report they have already filed online?

You need to print out the report, note changes by hand and mail to L&I. After the second phase of work on the new system is completed in early summer 2009, you will be able to revise a report online. You will need to explain your reason for revising the report; L&I may or may not approve the revisions.

8. Will the system automatically remind employers when quarterly reports are due?

No. You can sign up for an e-mail reminder at www.QuarterlyReports.Lni.wa.gov by clicking on "Join this e-mail list" in the first box to the right of the page. (L&I eliminated the previous list because many addresses were out of date.)

9. What is the turnaround time for online requests to change addresses or risk classes?

After you request a change online, it can take up to 5-7 business days for your account manager to make the change. If you mail the request, the change can take up to 3 weeks.

10. Can the owner and accountant file for the same quarter?

No, the new system will only accept one report per quarter per business.

 **On the Web: Visit the L&I Web site at:**
www.Lni.wa.gov

Other formats for persons with disabilities are available on request. Call 1-800-547-8367. TDD users, call 360-902-5797. L&I is an equal opportunity employer.