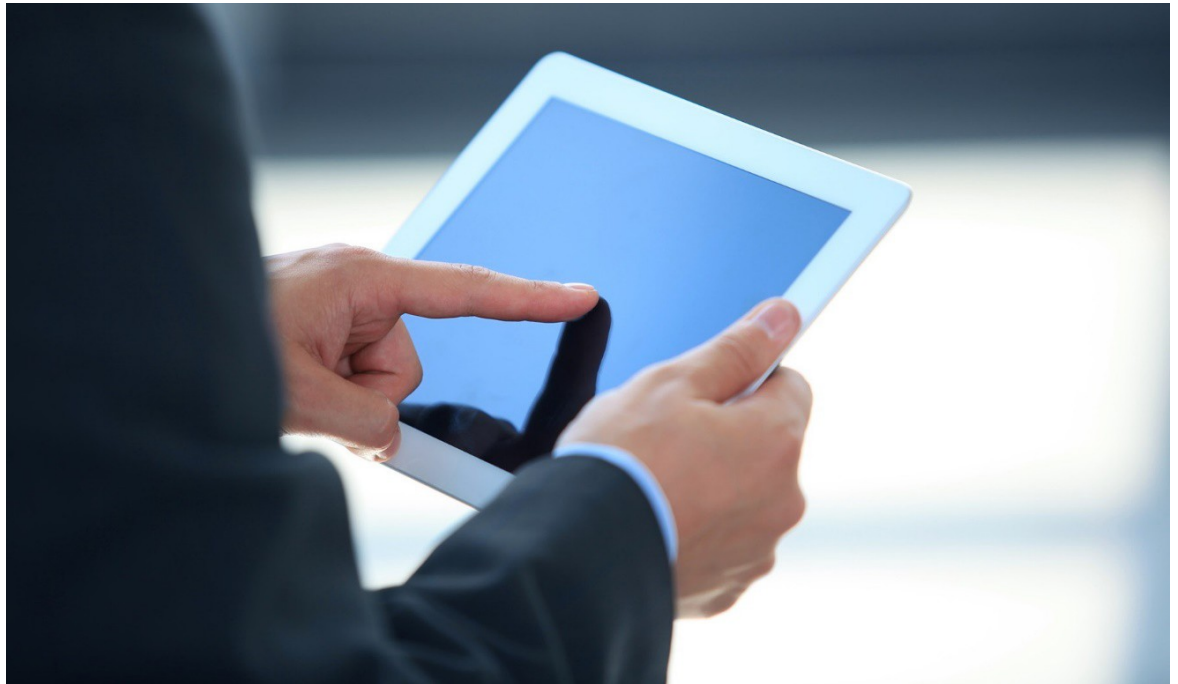


# OSIP ONLINE USERS GUIDE

## Office of Self-Insurance Plans



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# CONTENTS

## Welcome to OSIP Online<sup>SM</sup>.

The OSIP Online Users Guide provides information on how to file an annual report, update your profile, select/change your actuary and to file your financial statement.

- **Accessing OSIP Online – Page 2**
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**Important Information About Browser Compatibility and Pop-up Blockers:** OSIP Online is compatible with the latest versions of Internet Explorer, Google Chrome, and Mozilla Firefox.

# OSIP Online

OSIP Online is a secure portal for Office of Self-Insurance Plans (OSIP) customers to submit their required documents.

## Registration and Accessing OSIP Online

To register or access for OSIP Online:

1. Visit <https://efiling.dir.ca.gov/OSIPO> to get started.
2. If you have never logged into OSIP online, then you will need to send an email to [OSIP@dir.ca.gov](mailto:OSIP@dir.ca.gov) to request your temporary log in.
3. First time users enter your user id and password for the first time and the system will prompt you to update your password. Please do not use a personal password.



### Welcome to OSIP Online Services

Thank you for visiting OSIP Online Services, the Office of Self Insurance Plans online tool. OSIP Online allows Self Insured Employers, Actuaries, Third Party Administrators and Group Administrators to file and submit their required documents online.

[First time users](#), please email [OSIP@dir.ca.gov](mailto:OSIP@dir.ca.gov) to receive registration information.

OSIP Online system requirements are: Internet Explorer (8 or higher), Chrome, Firefox, and Safari.

[Self-Insurance Regulations](#)

[FAQs](#)

[User Guides](#)

Forgot your password? Please [Click here to reset your password](#)

4. Insert your User ID and password.

## Reset Password

If you have forgotten your OSIP Online password:

1. Visit <https://efiling.dir.ca.gov/OSIPO/> to get started.
2. Go to **Reset Password**.
3. Insert your User ID.
4. Select **Actuary or Third Party Administrator or Employer** depending on your role.
5. Then click "submit".
6. After selecting submit, an email with a temporary password will be sent to the email address of the Correspondence Contact on record with Office of Self-Insurance Plans.

**Note:** After submitting, a confirmation page will display. Please keep your confirmation number for your records

# OSIP Online

If you click “Reset Password Link, you will be redirected to the reset password page



## Reset Password

### Instruction:

- \* Indicates required information
- Do not use this form to change password.
- If you have further questions, please email [OSIP@dir.ca.gov](mailto:OSIP@dir.ca.gov) or contact OSIP at (916) 464-7000

## Password Reset

Your user ID is your 4 digit Certificate Number

Select “Employer”  
and click the “submit” button

The image shows a web form for password reset. It has two main input fields: "Your User Id \*" and "Your User Role Type \*". The "Your User Id" field is a text box. The "Your User Role Type" field is a radio button group with three options: "ACTUARY", "Third Party Administrator", and "Employer". A red arrow points from the text "Your user ID is your 4 digit Certificate Number" to the "Your User Id" field. Another red arrow points from the text "Select 'Employer' and click the 'submit' button" to the "Employer" radio button. A third red arrow points from the same text to the "Submit" button. Below the form are two buttons: "Submit" and "Cancel". The "Submit" button is highlighted with a red border.

\*After submitting an email with a temporary password will be sent to the email address of the Correspondence Contact on record with the Office of Self-Insurance Plans.

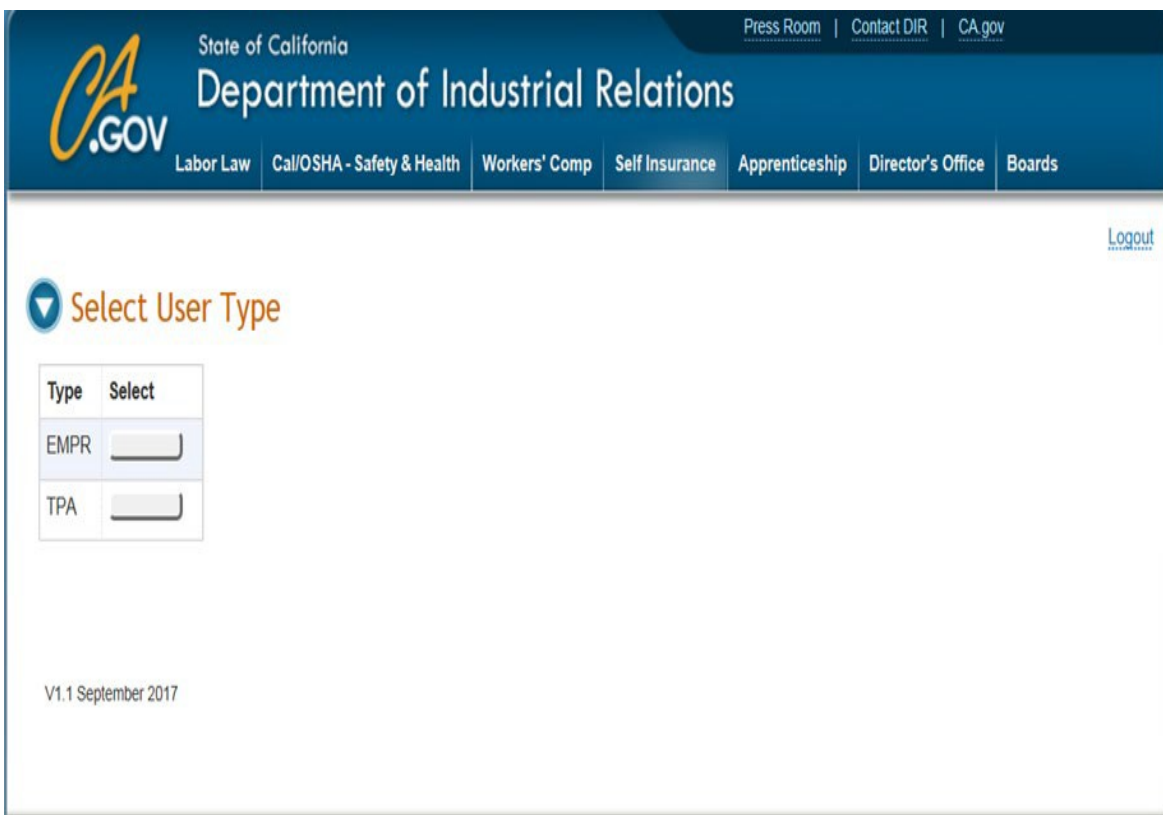
**Important:** If you still need assistance, contact the OSIP at (916) 464-7000 to speak to a representative or send an email to [SIP@dir.ca.gov](mailto:SIP@dir.ca.gov).

# Complete and Submit Your Annual Report

OSIP Online<sup>SM</sup> is the fastest way to file your Private, Public or Group Annual Report. Private and Group Annual Reports are due March 1<sup>st</sup> and Public or JPA Annual Reports are due October 1<sup>st</sup>.

1. Log in to **OSIP Online** to get started.
2. Insert your User Id and password.
3. The system will take you to a screen to select your user type.
4. If you select “employer” the system will display a **Navigation Menu**.
5. Select **Annual Report Business Profile**.
6. Complete your portion and select submit.
7. If you are an employer who is self-administered, then you will need to log in as the employer and complete the business profile portion then select the TPA to complete the claims portion.
8. After you select the Annual Report Business Profile from the menu, the system will bring you to the screen where you can complete the current year’s annual report or amend the prior year’s annual report.

**Note:** After submitting your portion of the annual report, a confirmation page will display. Please keep your confirmation number for your records. You will also receive an email.



The screenshot shows the OSIP Online user selection interface. At the top, there is a blue header with the State of California logo and the text "State of California Department of Industrial Relations". Navigation links for "Press Room", "Contact DIR", and "CA.gov" are in the top right. A secondary navigation bar includes "Labor Law", "Cal/OSHA - Safety & Health", "Workers' Comp", "Self Insurance", "Apprenticeship", "Director's Office", and "Boards". A "Logout" link is in the top right corner of the main content area.

The main content area features a "Select User Type" section with a dropdown arrow. Below this is a table with two columns: "Type" and "Select".

Type	Select
EMPR	<input type="text"/>
TPA	<input type="text"/>

At the bottom left of the page, the version information "V1.1 September 2017" is displayed.

# Complete and Submit Your Annual Report

Office of Self-Insurance Plans (OSIP) :: OSIPO Navigation Menu

## OSIPO Navigation Menu

The system will display your certificate number.

[Change User Type](#)  Employer [Logout](#)

I want to complete/file/submit:

### Annual Report Business Profile

Submit the Business Profile portion of My Annual Report. For new, saved and Amended Submissions. Former certificate holders must file a report as long as there are still claims open from the period of self-insurance.

### Financial Statement

Annually submit a current, certified, independently audited financial statement complete with all notes and schedules.

### Select/Change My Actuary



Select or change an actuary from the approved list. Once selected, the actuary will be able to submit the Actuarial Summary and Study.

Office of Self-Insurance Plans (OSIP) :: Annual Report Business Profile

## Annual Report Business Profile

**Welcome:** Name of the Self-Insured Employer will appear here

Your certificate number will appear here [Logout](#)

ID	Year	Type	Status	PDF	Function
1	2018	Annual	Submitted		<a href="#">Amend</a>
+ 2	2017	Annual	Submitted		<a href="#">Amend</a>

Function & Status Features From the Employer Menu Screen are:

- **New** - You can begin the annual report for the new reporting period.
- **Edit** - Under the Function Category this means that you will be able to Edit your Annual Report.
- **Amend** - You can amend your prior year's annual report for any discrepancies found. You will not be able to amend reports beyond the prior year.
- **Submitted** - Your annual report has been submitted (once submitted the annual report cannot be modified).

# Complete and Submit Your Annual Report

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To complete the **TPA claims portion**:

1. Log in to **OSIP Online** to get started.
2. Insert your User Id and password.
3. The system will take you to a screen to select your usertype.
4. Select "TPA" the system will display a **Navigation Menu**.
5. Select **Annual Report Claim**.
6. Complete your portion and select submit.
7. If you are an employer who is self-administered, then you will need to log in as the employer and complete the business profile portion then select the TPA to complete the claims portion.
8. After you select the Annual Report Claim from the menu, the system will bring you to the screen to select the **Company Type**. Depending on what you select, the drop down menu will display the employers that you adjust claims for.
9. The TPA can also prepare an **Interim Report** if required to.

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[Office of Self-Insurance Plans \(OSIP\)](#) :: [OSIPO Navigation Menu](#)

## OSIPO Navigation Menu

I want to complete/file/submit:

[Change User Type](#) [Cert. No.](#) | [TPA](#) | [Logout](#)

**Annual Report Claim**

The Claims portion for new, saved, Interim or Amended Annual Reports

# Complete and Submit Your Annual Report

Office of Self-Insurance Plans (OSIP) | Annual Report Claim

## Annual Report Claim

The certificate no. [Logout](#)  
will appear here

**Welcome:** The self-insured employer will appear here

Select Company Type:  Private and Group Employers  
 Public and JPA Employers

Select a Company:

certification number will appear here as well as the name of the self-insured company and their TPA location.



## Annual Report Claim

Cert. No. [Logout](#)

**Welcome:** Self-Insured Employer

Select Company Type:  Private and Group Employers  
 Public and JPA Employers

Create Interim Report

Select a Company:

ID	From Date	To Date	Type	Status	PDF	Function
1	01/01/2018	12/31/2018	Annual	Submitted		<a href="#">Amend</a>
2	01/01/2017	12/31/2017	Annual	Submitted		<a href="#">Amend</a>



# To Submit a Financial Statement

A requirement to being self-insured is to submit annually a copy of the employer's current, certified and independently audited financial statement complete with all notes and schedules.

To submit a copy of your financial statement:

1. Log in to **OSIP Online** to get started.
2. Insert your **User Id** and **password**.
3. The system will take you to a screen to select your **usertype**.
4. Select "employer" the system will display a **Navigation Menu**.
5. Select **Financial Statement**.
6. Complete your portion, attach the appropriate **document**, make sure to select the **certify box** then select **submit**.
7. The system will generate a confirmation email once submission is complete.

[Office of Self-Insurance Plans \(OSIP\)](#) | [OSIPO Navigation Menu](#)

## OSIPO Navigation Menu

I want to complete/file/submit:

The system will display your certificate number.

[Change User Type](#)  Employer [Logout](#)

### Annual Report Business Profile

Submit the Business Profile portion of My Annual Report. For new, saved and Amended Submissions. Former certificate holders must file a report as long as there are still claims open from the period of self-insurance.

### Financial Statement

Annually submit a current, certified, independently audited financial statement complete with all notes and schedules.

### Select/Change My Actuary

Select or change an actuary from the approved list. Once selected, the actuary will be able to submit the Actuarial Summary and Study.

# To Submit a Financial Statement

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- Prior to the July 1, 1994, any private self insurer granted a Certificate to Self Insure that has continued as a self insurer shall demonstrate a net worth of at least \$2,200,000 and an average net income for the preceding 5 years of at least \$300,000.
- After July 1, 1994, all private individual employer applicants for a master Certificate of Consent to Self Insure shall demonstrate a net worth of at least \$5,000,000 and average net income for the preceding 5 years of at least \$500,000.

## Self Insured Employers Financial Statement

**Self Insurer**

**Cert #**

[Redacted]

[Redacted]

Financial information must be entered for the self insured guarantor identified below:

The Walt Disney Company

Financial year ending: \*  ?

Net worth: \*  ?

Net income (loss): \*  ?

\* I certify that the above statements to be true and correct.

# Select/Change My Actuary

A requirement for being self-insured is that Private and Group Employers must file an actuarial study and summary. One is not required if in the current years report you have 10 or fewer open claims or your estimated future liability is less than \$1,000,000.

To Select or Change Your Actuary:

1. Log in to **OSIP Online** to get started.
2. Insert your **User Id** and **password**.
3. The system will take you to a screen to select your **usertype**.
4. Select “employer” the system will display a **Navigation Menu**.
5. Select **Select/Change My Actuary**.
6. The system will bring you to the form to either select an actuary or change your current actuary.



#### Instructions:

- Private and group self insurers are not required to file an actuarial study or actuarial summary in years when their current year filed Self Insurer's Annual Report reports either: (A) 10 or fewer open claims, or (B) less than \$1,000,000 of total estimated future liabilities.
- The top section displays your current Actuary, or "NONE" (or "N/A") if OSIP does not have one for you on record.
- The bottom section is where you select your new, or change your current Actuary, or "NONE" if you will not have one for the foreseeable future. **Please note:** you must file an Actuarial Summary and Study for the Actuary selected in order to submit an Actuarial Summary and Study.
- Question or comments, please email OSIP@dir.ca.gov, or call (916) 464-7000.

### Select Actuary

Self Insurer	Cert #
[Redacted]	[Redacted]

#### Current Actuary Information

Current Actuary:	Actuary Firm:		
Brian Cornelison	Oliver Wyman Actuarial Consulting, Inc.		
Actuary Title:	Designation(s):	Actuary Phone:	Actuary E-mail:
Partner	FCAS,MAAA	(404) 239-6415	OSIPUATactuary@dir.ca.gov

An actuary must be listed above in order for a study and summary to be submitted.  
Select or change your actuary below or click Cancel if no changes are needed.

#### Actuary Information

Select / Change Actuary:			
<input type="text"/>			
<b>This information is required.</b>	Designation(s):	Actuary Phone:	Actuary E-mail:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

NOTE : If you have 10 or less open indemnity claims or less than \$1 million of total estimated future liability on your current annual report, you are not required to submit an actuarial summary or study.

Once you have selected an actuary, your current actuary will appear in the top portion of the form. If you are changing your current actuary to a new one, then you will need to select a new actuary from the drop down menu in the bottom portion of the screen.

# Contact Us

You can contact OSIP at (916) 464-7000 or send an email to [SIP@dir.ca.gov](mailto:SIP@dir.ca.gov) for assistance. Or you can visit our website for FAQ's at <https://www.dir.ca.gov/osip/OSIP-FAQ.htm>

The bottom portion of the screen print below also indicates the due dates for specific filing requirements.

State of California  
**Department of Industrial Relations**

Labor Law    Cal/OSHA - Safety & Health    Workers' Comp    Self Insurance    Apprenticeship    Director's Office    Boards

Office of Self-Insurance Plans (OSIP) | Welcome to OSIP Online Services

## Welcome to OSIP Online Services

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First time users, please email [OSIP@dir.ca.gov](mailto:OSIP@dir.ca.gov) to receive registration information.

OSIP Online system requirements are: Internet Explorer (8 or higher), Chrome, Firefox, and Safari.

[Self-Insurance Regulations](#)  
[FAQs](#)  
[User Guides](#)

Enter Username

Enter Password

Forgot your password? Please [Click here to reset your password](#)

### Annual Due Dates

	Private Employers	Self Insured Groups	Public Employers/ Joint Power Authorities
Annual Report	March 1 <sup>st</sup>	March 1 <sup>st</sup>	October 1 <sup>st</sup>
Actuarial Summary & Study	May 1 <sup>st</sup>	April 15 <sup>th</sup>	-
Financial Statement	Annually	March 1 <sup>st</sup> * / July 1 <sup>st</sup>	-