

# Instructions for Filing Workers Compensation Claims or Injury Report

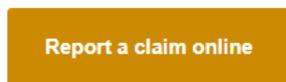
Complete a First Report of Incident form online (no paper forms)

(should be completed ***first if possible*** with the employee whether treatment is required or not).

**First Incident Report**: Select "REPORT A CLAIM" at the top of the page.



Select "Report a claim online" button:



When prompted, enter:

*Username = 0807297*

*Password = newclaim*

From the drop down boxes choose:

*Select Line of Business: Workers' Compensation*

*State: North Carolina*

**Complete all sections.** If completing as a record only, with no medical treatment or lost time, check the box **record Only - no medical treatment and no lost time** on the Claim Submission section.

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When an employee is injured and requires treatment they most go to one of the following:  
Make sure to call prior to going.

**[Workers' Compensation Preferred Facilities](#)**

Send all doctor's notes from the visit to Human Resources at **[absence@wfu.edu](mailto:absence@wfu.edu)**.

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