Committed to Providing Exceptional Customer Service

OSIP Online Services Guide

Public Entities &
Joint Power Authorities (JPAs)
What is OSIP Online Services?

**OSIP Online Services** is where you can submit the Annual Report to the **Office of Self Insurance Plans** (OSIP). More online services will be added in the future. For now, the Annual Report may be accessed either through OSIP Online Services or at the previously used **Annual Report login page**.

Annual Reports are due by October 1st.

Please see the regulations regarding self insurance plans and our **Forms, Publications, and Reports** page for updated user guides.
E-filer vs. Correspondence Contact – who receives what?

- Update contact information or reset the password for a new employee by emailing OSIP@dir.ca.gov.

**E-filer**

Only one person at a time may have login credentials to e-file and can choose who will receive the completed Annual Report in a confirmation email.

New e-filers may choose their password by:

1. Emailing OSIP@dir.ca.gov for a temporary password
2. Creating a new password
3. Choosing a security question to reset the password if it is lost
4. Entering an email address (this does not need to be the e-filer’s email address) to receive the completed Annual Report in a confirmation email. This email address will also receive a link to reset a lost password.

**Correspondence Contact**

The person designated to receive correspondences on the first page of the Annual Report will receive:

- Announcements
- Notices
- Assessment invoices
- Security deposit and financial correspondences
- Inquiries (about submitted reports and in general)

![Change Password and Setup Security Question](image-url)
Log-In to OSIP Online

Log-in at https://efiling.dir.ca.gov/OSIPO/ and enter the same User ID and Password used to file your Annual Report. Your User ID is your four digit certificate number (add leading zeroes if your certificate number is less than four digits). Answer the security question you chose to retrieve your password. You will receive a temporary password and link at the email address entered when the password was created. Click the link in the email and enter the temporary password to choose a new password.

Please email OSIP@dir.ca.gov if this is the first year you are e-filing anything for your company and request that the password and associated email address be reset.

To fill out the Annual Report either click on Direct access to the Annual Report or login to OSIP Online and be redirected to the existing Annual Report login page.

Internet Explorer (8 or higher), Chrome, Firefox, and Safari will allow full functionality of OSIP Online. Internet Explorer is the optimal browser for the Annual Report.
OSIP Online Main Menu

The **Annual Report** button will bring you to the same annual report login screen used in previous years.

The report is based on the preceding fiscal year and is due by October 1st each year.
Annual Report  All self insured entities are required to file an Annual Report.

Formerly Self Insured/Revoked Entities:

Continue to file Annual Reports until a final report has been submitted showing all claims have been closed and there are no remaining claims with the expectation of future liabilities. After the first full three fiscal years of being revoked, please enter zero employees and wages.

Overall Process:

1. Log-in at https://apps.dir.ca.gov/OSIP/, click Create Annual Report, begin filling out the report, click Save & Close.

2. Let your TPA(s) know you have created the report so they can fill out their portion.

3. When they are finished you will see a checkmark by their name(s) on the first screen of your report. When all portions are complete you can submit them to OSIP by clicking Submit.

4. The email address entered when choosing your password will receive a confirmation email along with a PDF copy of the report, including the TPA's portion.
Annual Report Login Page

Log-in with the same Username and Password used last year/used to log into OSIP Online. Your User ID is your four digit certificate number (please add leading zeroes if your certificate number is less than four digits).

Select **Employer**, then click **Sign In**.

If you are self administered and need to fill out the Liabilities by Reporting Location portion, enter the same Username and Password, but select **TPA**.

Please call (916) 464-7000 or e-mail **OSIP@dir.ca.gov** if this is the first year you are filing for your office so the password and e-mail address that will receive submission confirmations with PDF copies can be reset.

If you forgot your password, please contact OSIP or reset the password by clicking **Forgot Password** and answering your security question. You will receive a temporary password and link at the email address entered when the password was created.
Annual Report - Create a New Report

Click **Create Annual Report** to open a report for the preceding fiscal year; for yourself and your TPA(s).

If you do not wish to fill out the report yet, click **Save & Close** at the bottom of the page. You can also begin filling it out and click **Save & Next** to continue through the three pages and eventually click **Save & Close**.

Let your TPA(s) know they can begin filling out the report you opened and saved.

It is alright if you opened an amended report in error as long as you do not click **Submit** on the last page of the report.
Annual Report – Edit, Amend, or Logout

After saving the report you will be brought back to the Welcome screen listing the report year, type of report, submission status, and options to edit or amend this years’ or last years’ reports.

Click on **Edit** to continue working on your report. Once a report is **Submitted** it cannot be modified and an amended report will have to be filed by clicking on **Amend** to make changes. After opening and saving an amended report, you and your TPA(s) will need to fill out the entire report again.

Logout by clicking on **Options**, then on **Logout**.

![Image of OSIP Online - Public Entity & JPA User Guide](image)
Annual Report – Page 1

The top section is pre-populated, please review the information for correctness.

The report can only be submitted to OSIP after the box indicating the TPA has completed their portion is checked off.

The TPA listed would be incorrect if a Report of Transfer of Records was not filed by your prior TPA, which is required on the date of transfer. Also, you and your prior TPA should file an Interim Annual Report within 30 calendar days of the transfer.

If you click on Add Subsidiary all of the affiliates and/or subsidiaries entered will be pre-populated on your next report. You may also click on Attach File if you prefer to attach a PDF (include each of their states of incorporation and subsidiary/affiliate certificate numbers).

Select your type of entity in the third section.
Annual Report – Page 1 Continued

Number of Employees and Total wages and salaries paid:
- Enter what’s reported to the Employment Development Department (EDD) on the DE-6 Quarterly Report or other similar EDD form used to report employment and wages for the fiscal year.
- A part-time employee counts as one employee, two part-time employees do not count as one employee.
- If you became self insured in the middle of the calendar year please prorate the number of employees and wages.
- Enter “0” if this certificate has been revoked for three full fiscal years.

The correspondence person entered for security deposit and financial matters will receive all correspondences, except for the Annual Report confirmation. The email address entered when choosing your password will receive Annual Report confirmations. Click Save & Next to continue.

- An amended report is required to correct the number of employees and wages after the report is submitted.
- Correspondences will not be received if there is a typo on the correspondence’s email address.
Annual Report – Page 2

Record Storage
Choose **Yes** if any records are stored at a location other than with your current TPA and enter it on the window that will pop-up.

Insurance Coverage
Add any standard, specific excess or aggregate (stop loss) workers’ compensation policies. This information is for the current reporting period. Choosing **Yes** will pop-up new windows to enter details.

Click **Save & Next** to continue.

![Private Self Insurer’s Annual Report](image)

### Record Storage

1) Are claim records stored at any location other than with the current administrator?
   - **Yes**
   - **No**

### Insurance Coverage

1) Are any of your workers’ compensation liabilities in California during the reporting period covered by a standard workers’ compensation insurance policy?
   - **Yes**
   - **No**

2) Are any of your workers’ compensation liabilities in California during the reporting period covered by a specific excess workers’ compensation insurance policy?
   - **Yes**
   - **No**

<table>
<thead>
<tr>
<th>Action</th>
<th>Insurance Company</th>
<th>Policy Number</th>
<th>Policy Issue Date</th>
<th>Retention Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit Delete</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add Insurance

3) Do you carry an aggregate (stop loss) workers’ compensation insurance policy?
   - **Yes**
   - **No**

Add Insurance
Annual Report - Page 3

The person making the declaration in the Certificate by Agency Official section is:
- an authorized public self insurer officer or employee for the public standalone entity, or
- an authorized officer or employee of the JPA

Review the report for accuracy. Once submitted, the report cannot be modified and an amended report will have to be filed by you and your TPA(s) to make any changes. Information entered on the original report will not be transferred to the amended report.

Click Submit when your report is finished. You will not be able to if the TPA has not clicked Transmit, the TPA completed box should be checked off on the first page of your report.

A pop-up window will give you the option to Print and Submit the report or to Cancel the submission, allowing further editing. The e-mail address entered when you chose your password will be sent a confirmation of the submission with a PDF copy of the report, including the TPA’s portion.
Amending the Annual Report

You and each of your TPAs must fill out an amended report to correct information on the original submission.

Follow the same process to file an amended report:

1. Log-in at https://apps.dir.ca.gov/OSIP/, click Amend, begin filling out the report, click Save & Close.

2. Let your TPA(s) know you have created the report so they can fill out their portion.

3. When they are finished you will see a checkmark by their name(s) on the first screen of your report. When all portions are complete you can submit them to OSIP by clicking Submit.

4. The email address entered when choosing your password will receive a confirmation email along with a PDF copy of the report, including the TPA’s portion.
**Interim Annual Reports**

An Interim Annual Report is required within 30 calendar days of changing TPAs. The prior TPA(s) will also need to file a *Report of Transfer of Records* to OSIP on the date of transfer.

If the TPA is completing separate adjusting location reports for claims handled at the same location, please call OSIP at (916) 464-7000 to obtain a substitute location number. Separate location pages count as separate adjusting locations in calculating the employer’s annual license fee. Self insured employers that have separate substitute locations do not use the same location alpha character for the second or third substitute locations.

The Interim Annual Report must be completed by you and your prior TPA(s). Follow these steps:

1. The TPA will create the report by clicking **Create Interim Report**.
2. They will complete their portion and advise you that you can log-in to complete your portion and **Submit** the entire report.

---

**TPA Welcome Screen**

```
<table>
<thead>
<tr>
<th>ID</th>
<th>From Date</th>
<th>To Date</th>
<th>Type</th>
<th>Status</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>01/01/2013</td>
<td>12/31/2013</td>
<td>Annual</td>
<td>SUBMITTED</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>01/01/2012</td>
<td>12/31/2012</td>
<td>Annual</td>
<td>SUBMITTED</td>
<td></td>
</tr>
</tbody>
</table>
```

**Employer Welcome Screen**

```
<table>
<thead>
<tr>
<th>ID</th>
<th>Year</th>
<th>Type</th>
<th>Status</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2014</td>
<td>Interim</td>
<td>Submitted</td>
<td>Amend</td>
</tr>
<tr>
<td>2</td>
<td>2013</td>
<td>Annual</td>
<td>Submitted</td>
<td>Edit</td>
</tr>
<tr>
<td>3</td>
<td>2013</td>
<td>Interim</td>
<td>Saved</td>
<td>Edit</td>
</tr>
<tr>
<td>4</td>
<td>2012</td>
<td>Annual</td>
<td>Submitted</td>
<td>Amend</td>
</tr>
</tbody>
</table>
```