Click “Log In” on the WPV reporting webpage: [http://www.dir.ca.gov/dosh/workplace-violence-reporting-for-hospitals.html](http://www.dir.ca.gov/dosh/workplace-violence-reporting-for-hospitals.html)

Log in with your user name and password.

Click on the magnifying glass icon in the WPV Reference ID field here.
You can only correct reports that you have submitted.

The original report will be marked “inactive” in the Status field on the report list and will not be counted.

For more information, watch the tutorial Reviewing and Revising Submitted Reports here: https://youtu.be/ABATlNFE3K0

Click on the number of the report you would like to correct. Double check the number you select. Do not type in the WPV Reference ID field.

The WPV Reference ID field will auto-fill with the selected Number.

Helpful tip: If the report list is too long to scroll through, use the “Go To” function to filter.

Complete the incident report, entering the corrected information. You must re-enter all the data.

Click “Submit” when you’ve completed the corrected report.

You will receive an email receipt for your corrected report with a new incident ID number.

Notes:

- You can only correct reports that you have submitted.
- The original report will be marked “inactive” in the Status field on the report list and will not be counted.
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INCIDENT # WPV0001754