

**COMMONWEALTH OF VIRGINIA
WORKERS' COMPENSATION COMMISSION**



***WebFile* Guide For Group
Self-Insured Associations**

Instructional Guide for WebFile System

MARCH 2014 EDITION

PREFACE

This Guide is designed to assist Group Self-Insured Associations (GSIA) with using **WebFile**, the Virginia Workers' Compensation Commission's self-service GSIA Membership Management system. The Commission implemented this efficient, easy-to-use web-based system so that GSIA could shift away from manual, paper-based processing to an efficient online tool to manage and update Member data. Questions about any of the information provided in this guide should be directed to pocmailbox@vwc.state.va.us.

WELCOME

Welcome to the Virginia Workers' Compensation Commission's **WebFile** system.

The WebFile Guide for GSIA's provides the information and instructions necessary for navigating this web-based membership management tool. It has been designed to be used in two different ways –

- the printed document may be used as a hard-copy comprehensive reference manual or,
- the electronic file may be used as an online reference guide (see the Table of Contents for specific sections of interest)

If after reviewing the guide you do not find an answer to your question about how to use **WebFile**, please e-mail your questions to pocmailbox@vwc.state.va.us. Technical questions can be directed to webfilesupport@vwc.state.va.us.

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WebFile for GROUP SELF INSURED ASSOCIATIONS (GSIA)

Background

Insuring through a licensed Group Self Insurance Association (GSIA) is one of the four methods an employer may choose to secure workers' compensation coverage in Virginia.

GSIA Licensure & Requirements

Two or more employers that have a common interest may be licensed by the State Corporation Commission (S.C.C.) as a group self-insurance association and are permitted to enter into agreements to pool their liabilities under the Act. Requirements for licensure are found in § 65.2-802 of the Workers' Compensation Act. The Bureau of Insurance in S.C.C. strongly encourages all parties interested in forming a Group Self-Insurance Association to schedule a personal meeting with the Bureau prior to application to gain an understanding of the licensing process. Contact the Bureau by phone at **(804)-371-9185**. Parties with an interest are also encouraged to review the Rules governing Group Self-Insurance Associations to appreciate the prerequisites and obligations of a GSIA.

Insurance Requirements

Specific and aggregate excess insurance may be required as a condition for licensing a group self-insurance association.

GSIA Rules

Group Self-Insurance Associations are governed by the State Corporation Commission. The rules governing GSIA's are listed in the Virginia Administrative Code under the State Corporation Commission, Bureau of Insurance at 14 VAC 5-370-10 et seq. To review the Rules click on the link provided for the Virginia Administrative Code and scroll down to Chapter 370, then click on it.

GSIA WebFile – A Web-Based Membership Reporting System

GSIA WebFile is the means by which a GSIA files to license GSIA coverage and to file ongoing required notices with the Virginia Workers' Compensation Commission (VWCC). This webpage contains information as to what is required to become **Group Self Insured in Virginia**. GSIA's must register all relevant data requested including but not limited to member insurance information. GSIA requirements are established by law and cannot be waived or varied without legislative change or approval.

GSIA Reporting

GSIA's are required to file annual reports. The Workers' Compensation Commission provides an online tool, "**WebFile for GSIA**" to satisfy GSIA reporting obligations. Once a GSIA is licensed, one or more members may be granted access to WebFile. The GSIA WebFile Guide is available to assist in navigating through the application.

Commission Assistance

If additional questions need answering or assistance is required, please contact the Insurance Department of the Commission by phone at (804) 205-3586 or by email at pocsupport@vwc.state.va.us.

WebFile ACCESS

Requesting Access

The first step to using GSIA WebFile is obtaining access. To request **WebFile** access send an e-mail to pocsupport@vwc.state.va.us. A GSIA may request WebFile access for up to two users. Please note, when requesting user access that all users that obtain access will receive all notices generated by the Commission for that GSIA.

WebFile RESPONSIBILITIES

WebFile User

A GSIA **WebFile** user refers to an individual that is authorized to act on behalf of a GSIA and applies for and is granted user access through the Commission . The Commission sends out routine and individualized GSIA notices, including compliance notices, to **WebFile** users via email, therefore a current and accurate listing of a GSIA's **WebFile** users and their contact information is required at all times.

The GSIA is responsible for:

- Maintaining at least one active GSIA **WebFile** user for the GSIA at all times
- Ensuring that all GSIA **WebFile** users listed for the GSIA with the Commission are current and active and the email addresses accurate
- Notifying the Commission of any change, discontinuance or addition in GSIA **WebFile** users, so that the Commission can take appropriate action to deactivate a user, modify a name, email or take other action that may be required

A notice sent by the Commission to a WebFile user that is listed as active for a GSIA will be deemed notice sent to the GSIA.

WebFile SECURITY

The **WebFile** system has security protocols to help ensure that information remains confidential.

Logon User Name The logon username is the user's e-mail address. The e-mail address is also the data used to identify who created and has rights to update the GSIA information in **WebFile**.

The logon username cannot be changed to be anything other than another e-mail address. If your e-mail address changes and you wish to update your profile, contact the Commission through webfilesupport@vwc.state.va.us.

If a user leaves the company or changes responsibilities, please notify the Commission so the account can be deactivated and a new user id established.

Please note: the GSIA is responsible for ensuring that the GSIA user's information is updated with the Commission. Failure to notify the Commission of a change in user e-mail or status shall not be grounds for dismissal of a GSIA noncompliance notice sent to a GSIA user.

Passwords. All users are required to use a password along with their logon username. The initial password will be set up by the Commission. The user will then create a new password at initial login.

Password Criteria

- Must contain one special character (ie. @#)
- Must be at least 8 characters in length
- Must have at least one number
- Must not have been used within the previous 12 months

*Passwords expire every 90 days if not use.

Each user has their own individual logon username and password. Logon usernames and passwords should not be shared.

TIMEOUT FEATURE

The system has been set up with a 30 minute timeout feature. If there is no activity within 30 minutes, the user will receive a message notifying them that they need to log back in.

INITIAL LOG IN AND WEBFILE ENROLLMENT

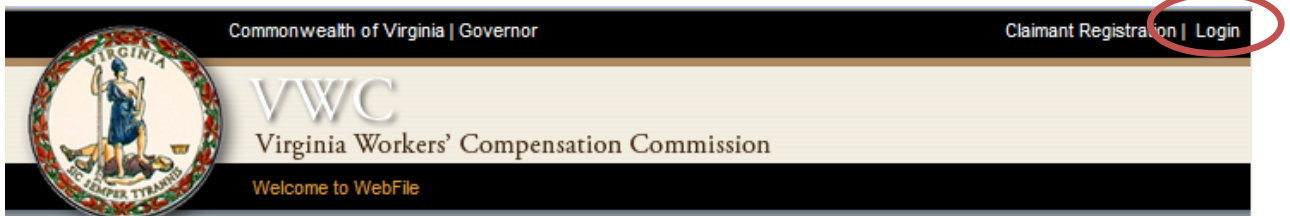
This section explains how to login to *WebFile* the first time and enroll in GSIA WebFile.

The *WebFile* enrollment step is only required once, the first time a user logs in.

1. To login go to the following website: <https://webfile.workcomp.virginia.gov>

Click on **Login**


Do not click on Claimant Registration



2. Enter login username and password

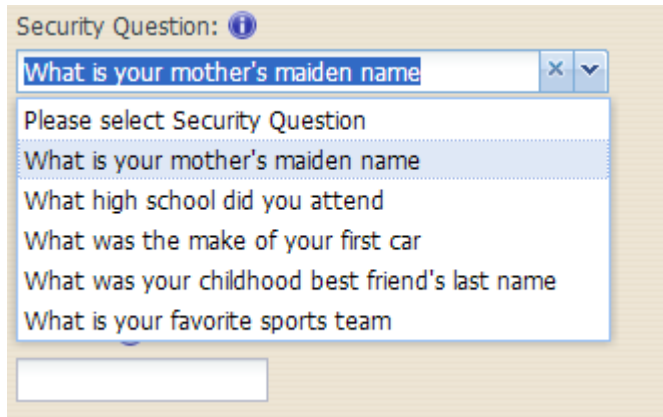
3. The first time you login you will need to complete the *WebFile* enrollment page.



This symbol  next to a field indicates a required field. See below.

4. Set up a new password. Make sure to create a password using the criteria set forth above. Note your password in a secure place. You will need it each time you login. If your password expires or you are locked out of your account, contact the Commission at pocsupport@vwc.state.va.us. A password is not re-usable for 12 months.
5. Login using the new password that you created.

- The next fields capture responses to security questions that will assist you in case you forget your password.

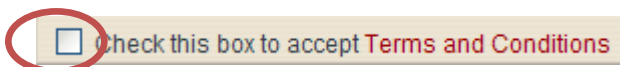


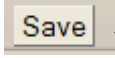
- Select three security questions that you will remember.
- Enter your information
 - Enter first name
 - Enter last name
 - Enter mailing address

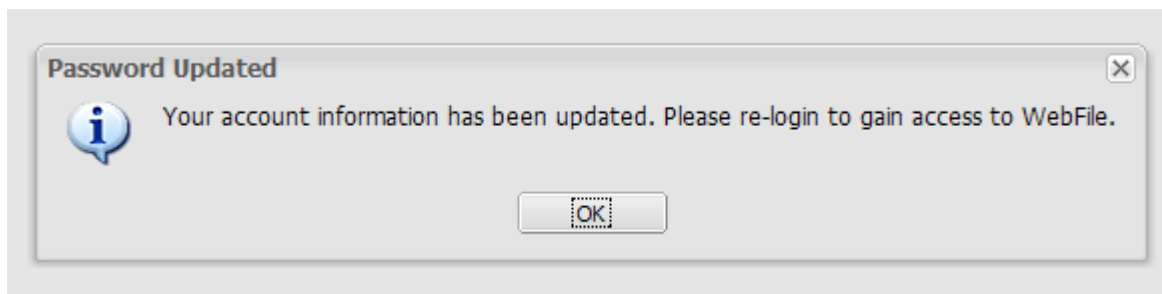


The address is validated against the US Postal Service database. A valid address is required to enroll in WebFile.

- Review the Terms and Conditions by clicking on the words “**Terms and Conditions**” at the bottom left hand corner. Enter a check in the box that displays to accept the Terms and Conditions.



- Click the  button to save your WebFile account information.



Once your account information is saved you have completed WebFile enrollment.



Once saved, you will be directed to the main page, where you will need to log back in using the new password that you selected.

Note: you may wish to login to WebFile at least once every 90 days in order to avoid needing to have your password reset.

FORGOTTEN PASSWORD AND RESET

This section covers resetting a password. The directions differ based on your scenario. Scenario 1 is for a forgotten or expired password. Scenario 2 is for voluntarily resetting a password.

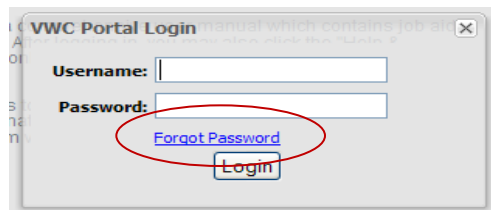
Applicable Roles: GSIA User

Prerequisite Actions: User has been set up and has enrolled in *WebFile*.

Business Scenario 1: User forgot their password or it has not been used in 90 days and password has expired.

When the log in screen displays, you have the option to request a new password yourself

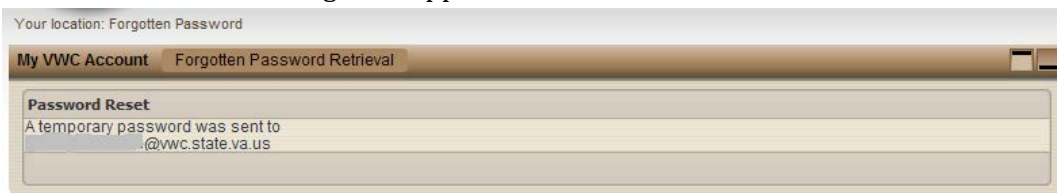
1. Click FORGOT PASSWORD



2. You will be asked to enter your Logon Username. Click SUBMIT



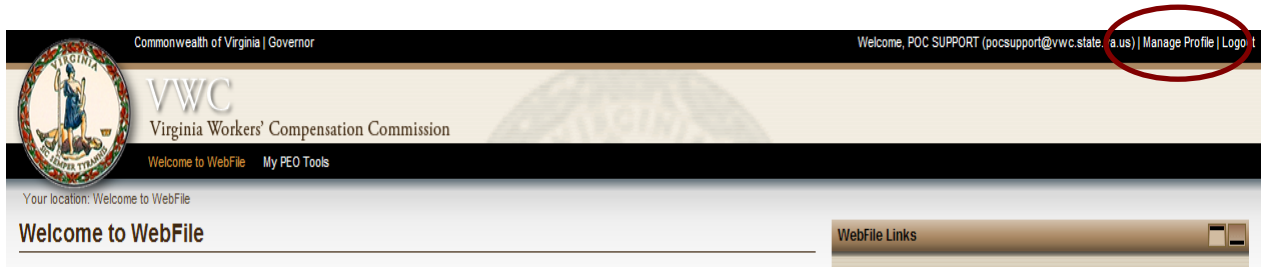
3. You will need to answer the security questions you completed when you first enrolled. If you cannot remember the answers to your security questions, contact popsupport@vwc.state.va.us.
4. Once you have entered your answers. Click SUBMIT
5. A confirmation message will appear.



6. You will receive an e-mail with a temporary password.
7. When you login you will be required to re-enroll.

Business Scenario 2: User logs in with the current password and user wishes to reset it.

1. From the main *WebFile* menu, click on Manage Profile



2. Manage Account Profile screen will display

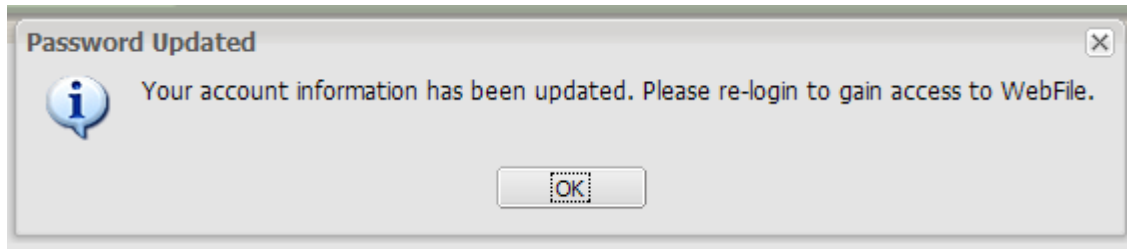
A screenshot of the 'Manage Account Profile' and 'Manage Account Password' sections of the VWC WebFile interface. The 'Manage Account Profile' section includes fields for First Name, Middle Name, Last Name, Mailing Address, Address: Street, City, State (Virginia), Postal Code, and Country (United States). The 'Manage Account Password' section includes fields for Current Password, New Password, and Confirm New Password, along with a 'Reset' button.

3. Scroll down to the “Manage Account Password” section
4. Enter current password, then enter new password twice.



Make sure to create a password that is at least 8 characters in length, has at least one number, has at least one letter, has at least one special character, and has no spaces. The password is not re-usable for 12 months.

5. Click RESET. "Password Updated" will display and you will be asked to hit OK and login again to proceed.



6. Click OK to return to main *WebFile* page.
7. You will need to log back in with the new password you have created.

MANAGING YOUR USER PROFILE

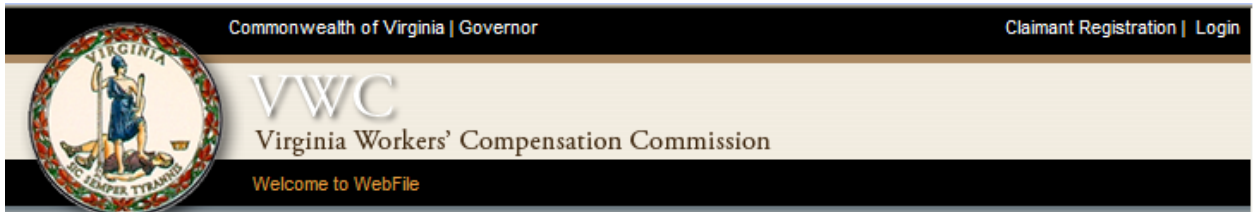
This section covers the steps for updating a user's personal profile.

Applicable Roles: GSIA User

Prerequisite Actions: User has been set up and has enrolled in *WebFile*.

Business Scenario: User needs to update data originally set up during the WebFile enrollment process.

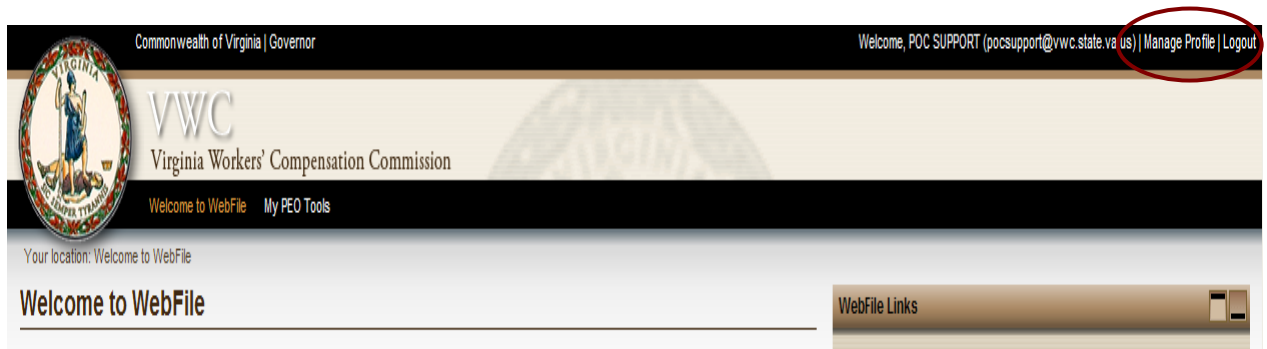
1. Go to new website at: <https://webfile.workcomp.virginia.gov>
2. Log into **WebFile**



3. Enter login id and password

The screenshot shows a "VWC Portal Login" window. It contains two input fields: "Email:" and "Password:". Below the password field is a link for "Forgot Password" and a "Login" button.

4. From the main **WebFile** menu, click on Manage Profile



5. Manage Account Profile screen will display

My VWC Account Manage Account Profile

First Name:

Middle Name:

Last Name:

Mailing Address

Address: Street:

City:

State:

Postal Code:

Country:

Check this box to accept **Terms and Conditions**

Save

6. Make whatever changes are necessary

7. Check the box to accept the Terms and Conditions

8. Click SAVE

9. A confirmation page will display

Your location: My VWC Account

My VWC Account Manage Account Profile

Successful Registration

Thank you for updating your account information.

[Back to Manage Profile](#)

How To Register a Member

This section explains how to register a Member in *WebFile*.

Applicable Roles: GSIA User

Prerequisite Action: A GSIA User has properly enrolled in GSIA *WebFile* with the Commission

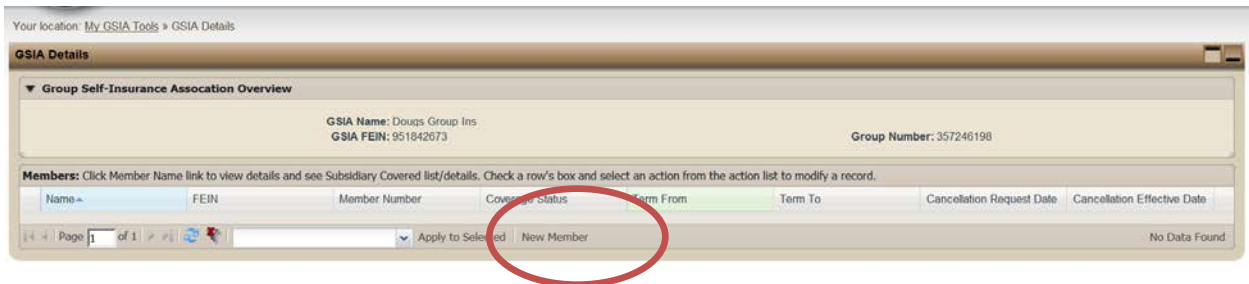
Business Scenario: User wishes to register a member

1. Login to *WebFile*.
2. User selects the GSIA it wishes to access by clicking the Federal Employer Identifier Number (FEIN) link (GSIA's who manage multiple GSIA FEINs with the Commission will see multiple rows).



ADDING NEW MEMBER

A new member may be added by selecting New Member and entering all required data.



Your location: My.GSIA Tools » GSIA Details

GSIA Details

▼ Group Self-Insurance Association Overview

GSIA Name: Dougs Group Ins
GSIA FEIN: 951942673

Group Number: 357246198

Add New Member

Name:

FEIN:

Legal Status:

Member Number:

Coverage Effective Date:

Coverage Expiration Date:

Street Address:

City:

State:

Postal Code:

1. Member Name
2. Member FEIN
3. Member Legal Status
4. Member Number
5. Coverage Effective date
6. Coverage Expiration date
7. Member Street Address
8. City
9. State
10. Zip Code

Select Submit

The following confirmation message will appear:

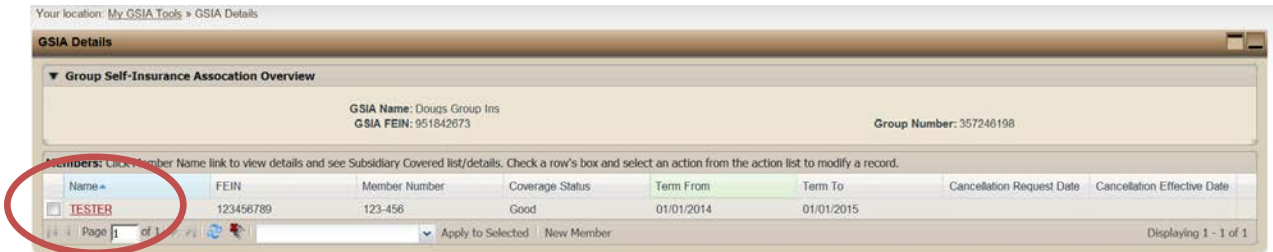
■ Successful save. Your transaction will be processed within the next 24 hours.



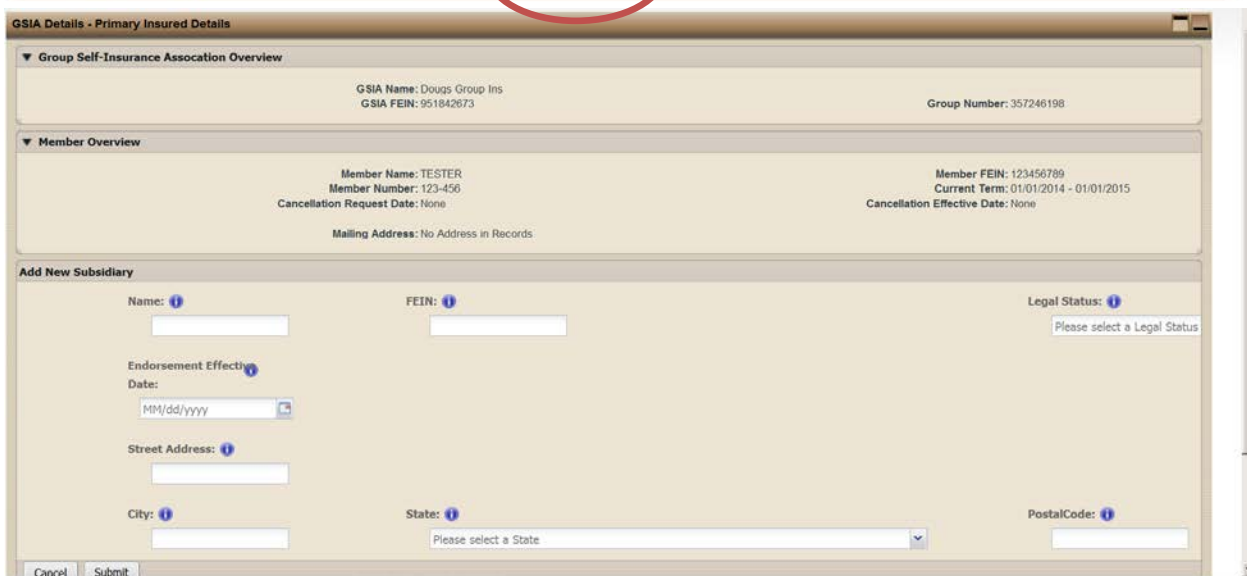
Because WebFile employs a batch process run after business hours to upload all Member and Subsidiary data received throughout the day, updated records are not visible until the following business day.

ADDING subsidiaries, affiliates, trade names and / or additional locations. It is important to list all affiliated businesses with their names, locations and Federal Employer Identification numbers.

1. Select the Member Name



2. A subsidiary, affiliate, trade name and/or additional location may be added by Selecting "New Subsidiary" and entering the required data.




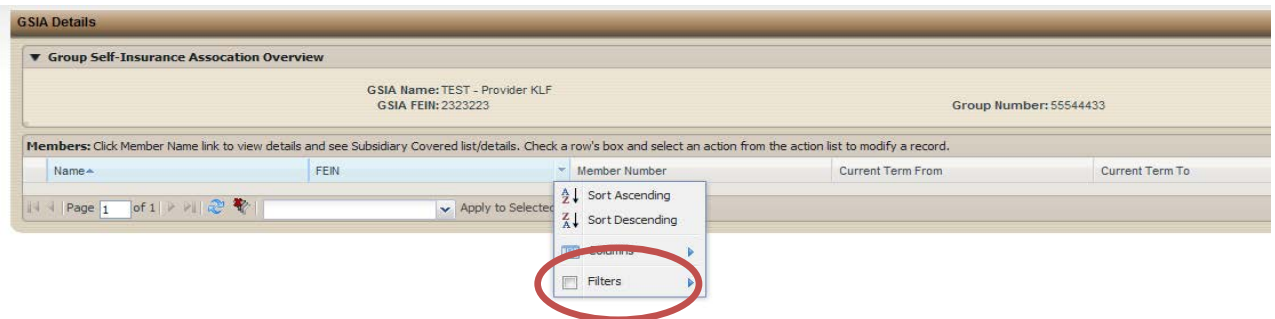
1. Name (may be the same as the Member if adding location)
2. FEIN (may be the same as the Member if adding trade name or location)

3. Legal Status
4. Endorsement Effective Date
5. Street Address
6. City
7. State
8. Postal Code

Select Submit

Repeat if necessary to add additional subsidiaries, affiliates, trade names and/or locations.

 All Columns have "Filtering Capability." This allows users to hone in on a particular record (or set of records); filtering begins as soon as one character is entered . The sample below shows the drop down for filtering by FEIN, but the drop down choice is the same of each column.



How To Edit a Member

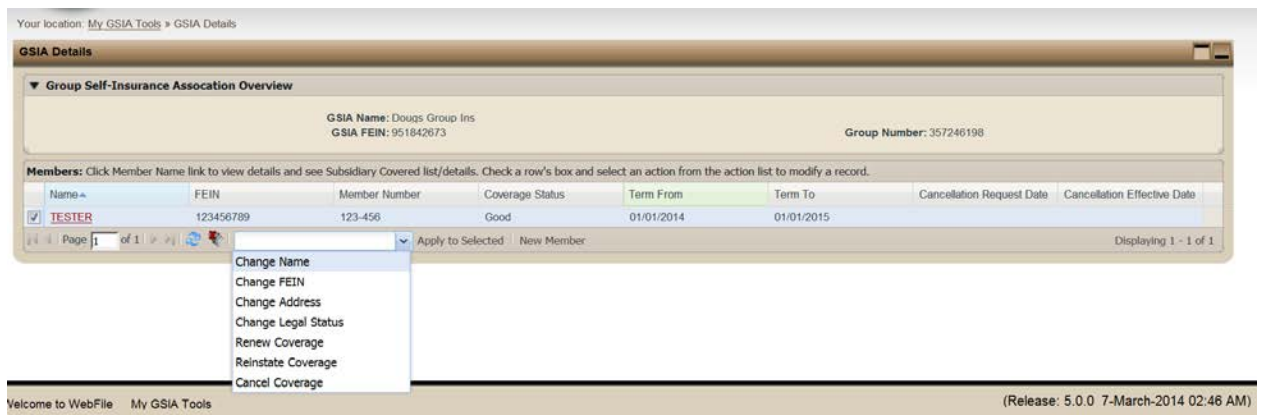
This section explains how to edit a member in *WebFile*.

Applicable Roles: GSIA User

Prerequisite Action: A GSIA User has properly enrolled in GSIA *WebFile* with the Commission

Business Scenario: User wishes to edit a member

1. Login to *WebFile*.
2. User selects the GSIA it wishes to access by clicking the Federal Employer Identifier Number (FEIN) link (GSIA's who manage multiple GSIA FEINs with the Commission will see multiple rows).
3. Edit a Member by checking the box next the record and then clicking dropdown menu and highlight the data you wish to edit.



4. Click Apply to Selected which will launch the appropriate pop-up window. Edit the data and select submit.

1. Change Name

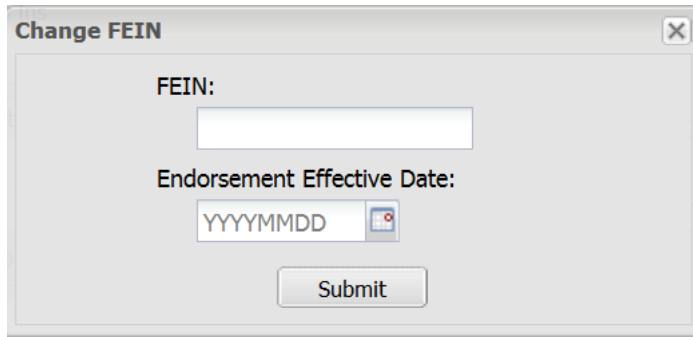
Change Name

Name:

Endorsement Effective Date:

Submit

2. Change FEIN



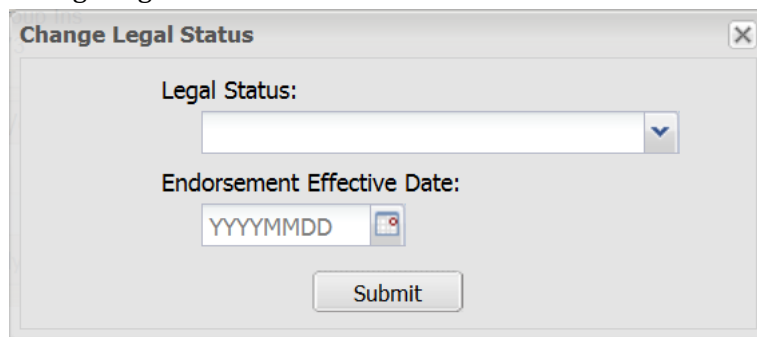
A dialog box titled "Change FEIN" with a close button (X) in the top right corner. It contains two input fields: "FEIN:" followed by an empty text box, and "Endorsement Effective Date:" followed by a date input field with the placeholder "YYYYMMDD" and a calendar icon. A "Submit" button is located at the bottom center.

3. Change Address



A screenshot of a web application interface. At the top, it says "Your location: My GSIA Tools > GSIA Details". Below that is a section titled "GSIA Details" with a sub-section "Group Self-Insurance Association Overview". This section displays "GSIA Name: Dougs Group Ins", "GSIA FEIN: 951842673", and "Group Number: 357246198". Below this is a "Change Address" section with the following fields: "Street Address:" with a text box containing "1000 DMV DR"; "City:" with a text box containing "RICHMOND"; "State:" with a dropdown menu showing "Virginia"; and "PostalCode:" with a text box containing "232202036". There are "Cancel" and "Submit" buttons at the bottom left of the "Change Address" section.

4. Change Legal Status



A dialog box titled "Change Legal Status" with a close button (X) in the top right corner. It contains two input fields: "Legal Status:" followed by a dropdown menu, and "Endorsement Effective Date:" followed by a date input field with the placeholder "YYYYMMDD" and a calendar icon. A "Submit" button is located at the bottom center.

5. Renew Coverage

The 'Renew Coverage' dialog box contains three date input fields: 'Coverage Effective Date:', 'Coverage Expiration Date:', and 'Endorsement Effective Date:'. Each field is a text box with a 'YYYYMMDD' placeholder and a calendar icon to its right. A 'Submit' button is located at the bottom center of the dialog.

6. Reinstate Coverage

The 'Reinstate Coverage' dialog box contains one date input field: 'Endorsement Effective Date:'. It is a text box with a 'YYYYMMDD' placeholder and a calendar icon to its right. A 'Submit' button is located at the bottom center of the dialog.

7. Cancel Coverage

The 'Cancel Coverage' dialog box contains two input fields: 'Cancellation Reason:' is a dropdown menu, and 'Cancellation Effective Date:' is a text box with a 'YYYYMMDD' placeholder and a calendar icon to its right. A 'Submit' button is located at the bottom center of the dialog.

Editing subsidiaries, affiliates, trade names and additional locations

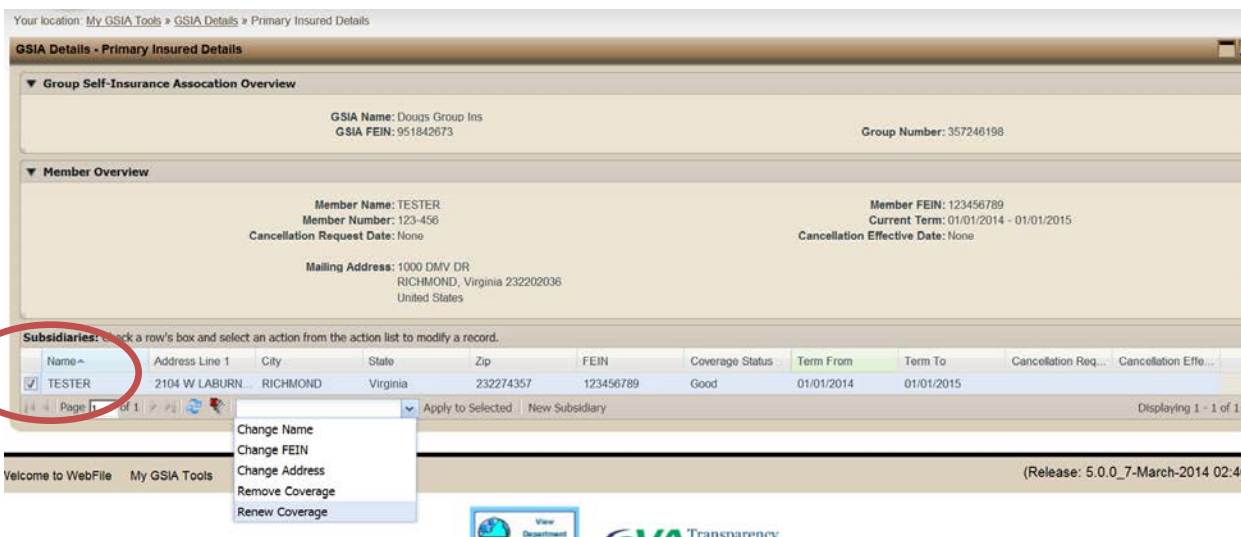
Select the Member Name that contains the subsidiary, affiliate, trade name or location to be edited.



The Member Overview and any subsidiaries or affiliates entered will appear.

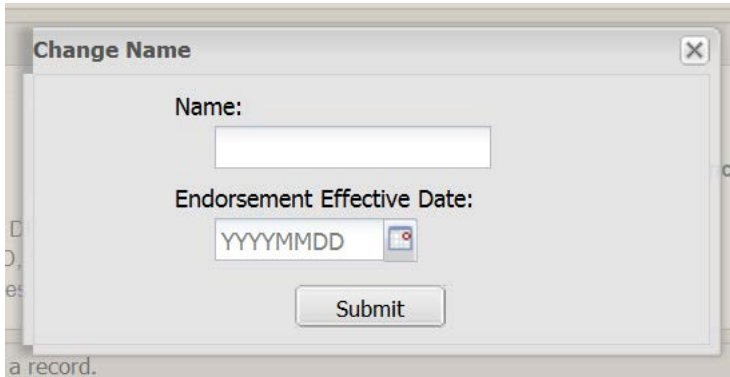


5. Edit a subsidiary, affiliate, tradename or location by checking the box next the record and then clicking the dropdown menu and highlight the data you wish to edit.



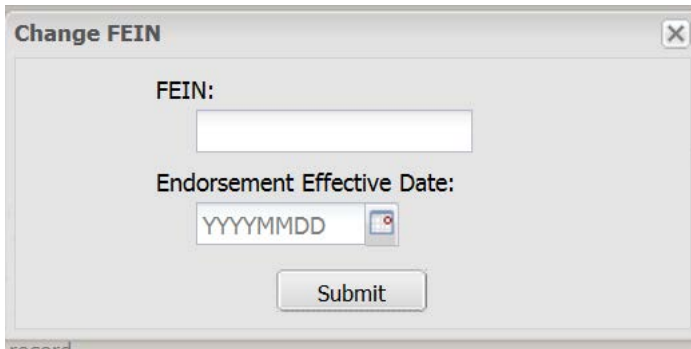
6. Clicking "Apply to Selected" which will open the appropriate pop-up window. Edit the data and select submit.

1. Change Name



A pop-up window titled "Change Name" with a close button (X) in the top right corner. It contains two input fields: "Name:" with a text box, and "Endorsement Effective Date:" with a date picker showing "YYYYMMDD". A "Submit" button is located at the bottom center.

2. Change FEIN



A pop-up window titled "Change FEIN" with a close button (X) in the top right corner. It contains two input fields: "FEIN:" with a text box, and "Endorsement Effective Date:" with a date picker showing "YYYYMMDD". A "Submit" button is located at the bottom center.

3. Change Address

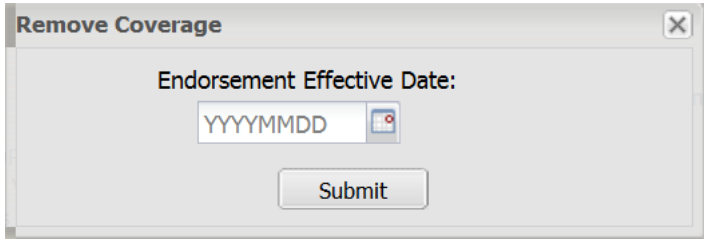


A screenshot of the "GSIA Details - Primary Insured Details" web application. The "Change Address" section is active, showing the following information:

- Group Self-Insurance Association Overview:** GSIA Name: Dougs Group Ins, GSIA FEIN: 951842673, Group Number: 357246198
- Member Overview:** Member Name: TESTER, Member Number: 123-456, Member FEIN: 123456789, Current Term: 01/01/2014 - 01/01/2015, Cancellation Request Date: None, Cancellation Effective Date: None, Mailing Address: No Address in Records
- Change Address:** Street Address: 2104 W LABURNUM AVE, City: RICHMOND, State: Virginia, Postal Code: 232274357

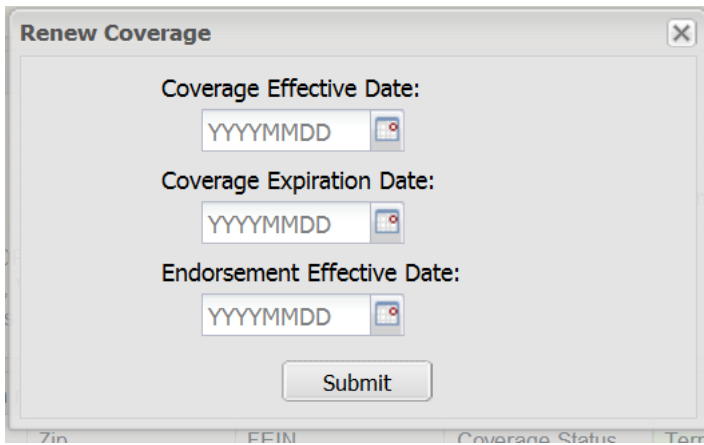
Buttons for "Cancel" and "Submit" are located at the bottom left of the form.

4. Remove Coverage



The 'Remove Coverage' dialog box features a title bar with a close button (X). The main content area contains the label 'Endorsement Effective Date:' followed by a text input field with the placeholder 'YYYYMMDD' and a calendar icon to its right. Below the input field is a 'Submit' button.

5. Renew Coverage



The 'Renew Coverage' dialog box has a title bar with a close button (X). It contains three date input fields, each with a 'YYYYMMDD' placeholder and a calendar icon. The labels are 'Coverage Effective Date:', 'Coverage Expiration Date:', and 'Endorsement Effective Date:'. A 'Submit' button is positioned at the bottom center of the dialog.

REPORT UPLOAD FUNCTIONS

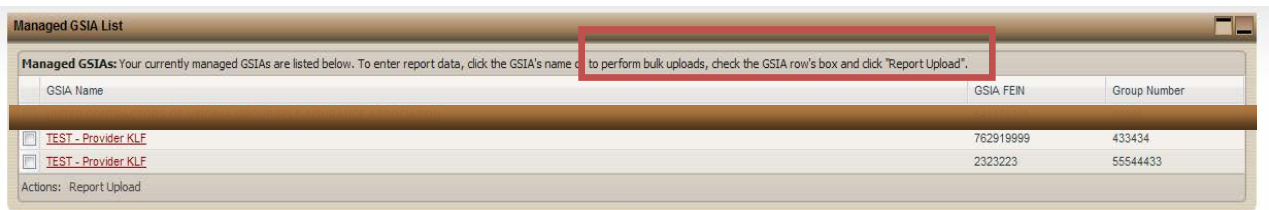
This module covers the functionality available for managing and updating GSIA Member Data using the Report Upload option.

Applicable Roles: GSIA Administrator User

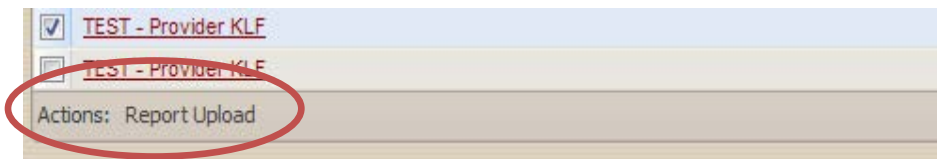
Prerequisite Actions: A GSIA has properly registered with the Commission.

Business Scenario: GSIA needs to provide updated Member data to the Commission using the Report Upload option.

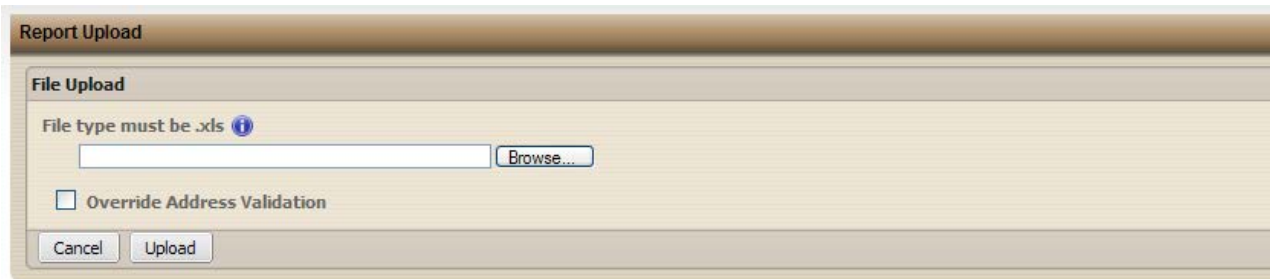
1. Login to WebFile.
2. The “Managed GSIA List” will display.
3. Follow the directions provided to upload data for multiple Members via the “Report Upload” function.



4. Place a check next to the appropriate GSIA, and click the “Report Upload” button.



5. The File Upload portlet appears. Select the Browse button to open the “Choose File” option (not shown here), allowing you to access the spreadsheet you wish to upload from its location on your computer or network.





Please note that the only file type accepted by WebFile is Excel. Supported versions are 95, 97, 2000, XP, and 2003. If you are using Excel 2007 as part of the Office 2007 suite, please “Save As” to a supported version.

6. After you have selected the file, WebFile will auto-insert the file pathway beginning with the letter of the drive where the file is located. Click the Upload Button.

7. If all data is properly entered and formatted on the spreadsheet, the following confirmation message will appear.



Because WebFile employs a batch process run after business hours to upload all Member and Subsidiary data received throughout the day, updated records are not visible until the following business day.

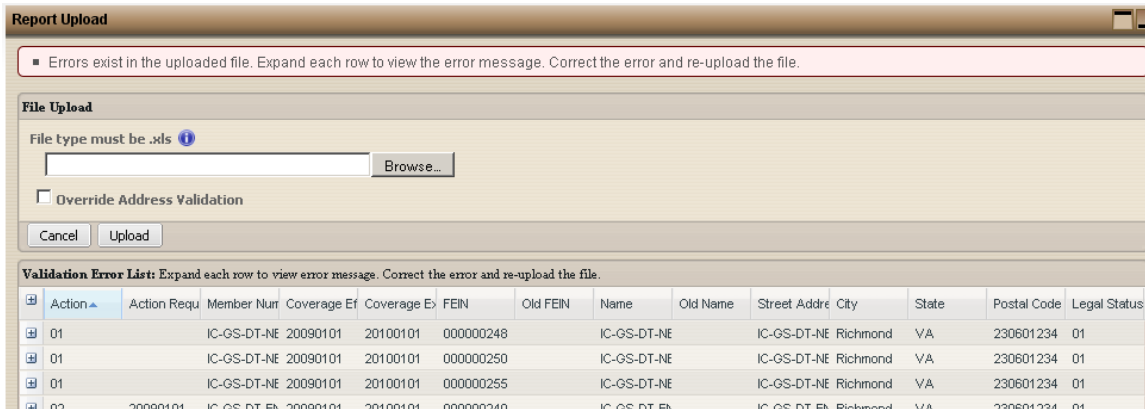
Common Errors During the Report Upload Process

WebFile validates uploaded report data against Commission standards, as well as against (for Address data specifically) the US Postal Service’s address database. The two most common reasons for error messages, therefore, involve

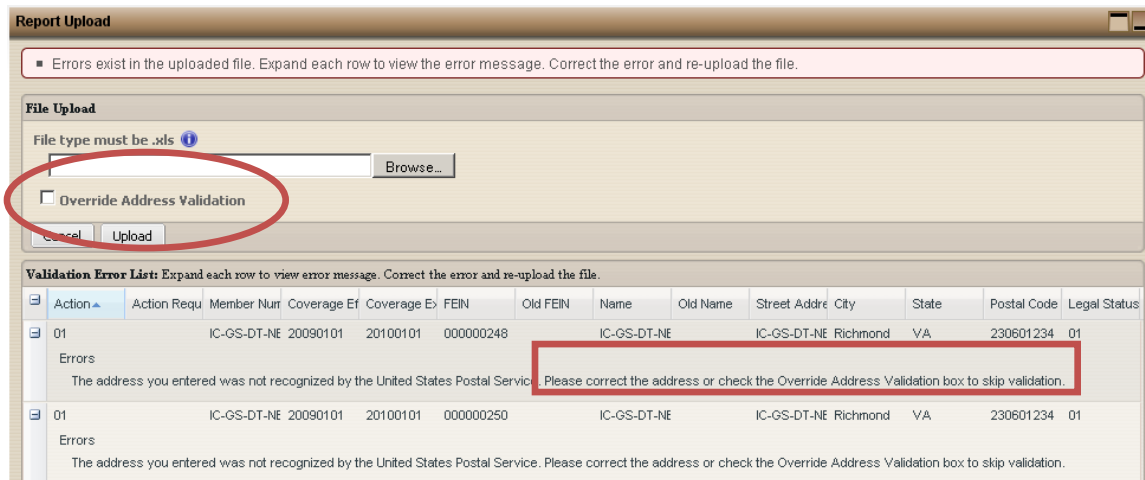
1. Improperly Formatted or Missing Data in Required Fields
2. Invalid Address Data [Street, City, State, Zip Code]

Beginning on page 20 below, the **Report Upload Spreadsheet Field and Function Matrix** provides details on the type and format of data required in the spreadsheet GSIs upload to **WebFile**. It also contains a list of system error messages and how to correct them.

The following two screen shots illustrate how WebFile displays errors. The summary view shows a list of only those rows from the uploaded report which contains errors.



Users may expand the view to see a description of the error, with suggested next steps.



If, as illustrated above, the errors are limited to Address Data, users may check "Override Address Validation." **WebFile** will then return a Successful Upload message after the Report is uploaded again.



*Non-Address data errors cannot be overridden, and **must be corrected on the source spreadsheet** and reloaded before **WebFile** will accept the Report.*

REPORT UPLOAD SPREADSHEET FIELD AND FUNCTION MATRIX

Spreadsheet Column	Required Format of Data	Maximum Width	Required / Optional	Common System Error Messages	Description of Data Element
Action	2-digit number between 01 and 21	2	Required for All Transactions	<i>Action Code Not Valid</i> <i>Maximum length for the Action Code is 2</i>	An Action Code corresponds to a specific transaction type. See the last page for “Action Code Reference Table” for a list of each Action Code, Name, and Description.
Action Request Effective Date	YYYYMMDD (Example: May 5 th , 2009 is entered as 20090505)	8	Required for All Transactions	<i>Action Request Effective Date is required</i> <i>Maximum length for the Action Request Effective Date is 8</i>	This date reflects the effective date of the action being requested.
Member Number	Can be Alpha-Numeric, and can include special characters	18	Required for All Transactions	<i>Member Number is required</i> <i>Maximum length for the Member Number is 18</i>	This number is generated by the Group Self-Insured Association.
Coverage Term Effective Date	YYYYMMDD (Example: June 1 st , 2009 is		Required for All Transactions	<i>Coverage Effective Date is required</i>	The effective date of the coverage contract for the new certificate or the renewal certificate.

Spreadsheet Column	Required Format of Data	Maximum Width	Required / Optional	Common System Error Messages	Description of Data Element
	entered as 20090601)	8		<i>Maximum length for the Coverage Effective Date is 8</i>	
Coverage Term Expiration Date	YYYYMMDD (Example: June 1 st , 2010 is entered as 20100601)	8	Required for All Transactions	<i>Coverage Expiration Date is required</i> <i>Maximum length for the Coverage Expiration Date is 8</i>	The end date of the certificate contract for the new business certificate or the renewal certificate.
FEIN	9-digit Federal Employer Identification Number (FEIN)	9	Required for All Transactions	<i>Federal Employer Identification Number is required</i> <i>Maximum length for a FEIN is 9</i>	
Old FEIN	Former 9-digit Federal Employer Identification Number	9	Required Only When Changing/Updating the Original Member or Subsidiary FEIN (Transactions 02 or 06)	<i>Federal Employer Identification Number is required</i> <i>Maximum length for a FEIN is 9</i>	FEIN as it existed prior to being updated in the FEIN field. Note: Other terms for Subsidiary include "Trading As" or "Doing Business As"

Spreadsheet Column	Required Format of Data	Maximum Width	Required / Optional	Common System Error Messages	Description of Data Element
Name	Data must match precisely with what is already in WebFile , including punctuation	90	Required for All Transactions	<i>Name is required</i> <i>Maximum length for a Name is 90</i> <i>Member/Subsidiary name, FEIN, and Member Number combination is not valid</i>	Name of Member. This data may be found by accessing WebFile and reviewing the Member / Subsidiary record. This data represents what was initially provided by the GSIA and loaded to the Commission's database.
Old Name	Former Name of Member	90	Required Only When Changing/Updating Original Member Name (Transactions 03 or 07)	<i>Name is required</i> <i>Maximum length for a Name is 90</i>	Member Name as it exists prior to being updated in this transaction.
Address	US Post Office standard, including use of standard abbreviations as needed. (Example: 1119 West Main Street or 1119 W. Main St.)	60	Required for All Transactions	<i>Street Address is required</i> <i>Maximum length for a Street Address is 60</i>	Address of Member. This data may be found by accessing WebFile and reviewing the record. This data represents what was initially provided by the GSIA and loaded to the Commission's database.

Spreadsheet Column	Required Format of Data	Maximum Width	Required / Optional	Common System Error Messages	Description of Data Element
City	US Post Office standard naming; no commas in field	30	Required for All Transactions	<i>City is required</i> <i>Maximum length for a City is 30</i>	The city of the Member's primary address or the city of the Member's address in the jurisdiction.
State	US Post Office Standard 2-letter Abbreviation (Examples: VA, NC, MN)	2	Required for All Transactions	<i>State is required</i> <i>Maximum length for a State is 2</i>	The State/jurisdiction of the Member's primary address or the State/jurisdiction of the Member's address in the jurisdiction.
Zip	US Post Office 5-digit or 9-Digit Zip Code	9	Required for All Transactions	<i>Postal Code is required</i> <i>Maximum length for a Postal Code is 9</i>	The postal code of the Member's primary address or the postal code of the Member's address in the jurisdiction.
Legal Status	2-digit number	2	Required for All Transactions	<i>Legal Status is required</i> <i>Maximum length for the Legal Status is 2</i>	The code associated with the Nature of Business.

Spreadsheet Column	Required Format of Data	Maximum Width	Required / Optional	Common System Error Messages	Description of Data Element
					<p>Values:</p> <p>01 = Individual</p> <p>02 = Partnership</p> <p>03 = Corporation</p> <p>04 = Assoc., Labor Union, Religious Organization</p> <p>05 = Limited Partner</p> <p>06 = Joint Venture</p> <p>10 = Limited Liability Company (LLC)</p> <p>11 = Trust or Estate</p> <p>12 = Executor or Trustee</p> <p>13 = Limited Liability Partnership (LLP)</p> <p>14 = Governmental Entity</p> <p>99 = Other</p>

REPORT UPLOAD SPREADSHEET SAMPLE – NO ERRORS

Action	Action Request Effective Date	Member #	Coverage Term Eff Dt	Coverage Term Exp Dt	FEIN	Old FEIN	Name	Old Name	Address	City	State	Zip	Legal Status
12	20090101	IC-GS-DT-REI-0221	20090101	20100101	000000221		IC-GS-DT-REI-0221-Employer Name		IC-GS-DT-REI-0221-Primary Address	Richmond	VA	230601234	01
12	20090101	IC-GS-DT-REI-0222	20090101	20100101	000000222		IC-GS-DT-REI-0222-Employer Name		IC-GS-DT-REI-0222-Primary Address	Richmond	VA	230601234	01
12	20091030	IC-GS-DT-REI-0223	20090101	20100101	000000223		IC-GS-DT-REI-0223-Employer Name		IC-GS-DT-REI-0223-Primary Address	Richmond	VA	230601234	01
12	20090101	IC-GS-DT-REI-0224	20090101	20100101	000000224		IC-GS-DT-REI-0224-Employer Name		IC-GS-DT-REI-0224-Primary Address	Richmond	VA	230601234	01
06	20090101	IC-GS-DT-END-0225	20090101	20100101	000000225	000099999	IC-GS-DT-END-0225-Employer Name		IC-GS-DT-END-0225-Primary Address	Richmond	VA	230601234	01
05	20090101	IC-GS-DT-END-0226	20090101	20100101	000000226		IC-GS-DT-END-0226-Employer Name		IC-GS-DT-END-0226-Primary Address	Richmond	VA	230601234	01
08	20090101	IC-GS-DT-END-0228	20090101	20100101	000000228		IC-GS-DT-END-0228-Employer Name		IC-GS-DT-END-0228-Primary Address New	Richmond	VA	230601234	01
07	20090101	IC-GS-DT-END-0229	20090101	20100101	000000229		IC-GS-DT-END-0229-Employer Name New	IC-GS-DT-END-0229-Employer Name Old	IC-GS-DT-END-0229-Primary Address	Richmond	VA	230601234	01
09	20090101	IC-GS-DT-END-0230	20090101	20100101	000000230		IC-GS-DT-END-0230-Employer Name		IC-GS-DT-END-0230-Primary Address	Richmond	VA	230601234	01
03	20090101	IC-GS-DT-END-0231	20090101	20100101	000000231		IC-GS-DT-END-0231-Employer Name New		IC-GS-DT-END-0231-Primary Address New	Richmond	VA	230601234	01
02	20090101	IC-GS-DT-END-0240	20090101	20100101	000000240	000099999	IC-GS-DT-END-0240-Employer Name		IC-GS-DT-END-0240-Primary Address	Richmond	VA	230601234	01
11	20090101	IC-GS-DT-REN-0242	20090101	20100101	000000242		IC-GS-DT-REN-0242-Employer Name		IC-GS-DT-REN-0242-Primary Address	Richmond	VA	230601234	01
11	20090101	IC-GS-DT-REN-0243	20090101	20100101	000000243		IC-GS-DT-REN-0243-Employer Name		IC-GS-DT-REN-0243-Primary Address	Richmond	VA	230601234	01
10	20090101	IC-GS-DT-REN-0244	20090101	20100101	000000244		IC-GS-DT-REN-0244-Employer Name		IC-GS-DT-REN-0244-Primary Address	Richmond	VA	230601234	01
19	20090101	IC-GS-DT-CAN-0245	20090101	20100101	000000245		IC-GS-DT-CAN-0245-Employer Name		IC-GS-DT-CAN-0245-Primary Address	Richmond	VA	230601234	01
13	20090101	IC-GS-DT-CAN-0246	20090101	20100101	000000246		IC-GS-DT-CAN-0246-Employer Name		IC-GS-DT-CAN-0246-Primary Address	Richmond	VA	230601234	01
14	20090101	IC-GS-DT-CAN-0247	20090101	20100101	000000247		IC-GS-DT-CAN-0247-Employer Name		IC-GS-DT-CAN-0247-Primary Address	Richmond	VA	230601234	01
01	20090101	IC-GS-DT-NEW-0248	20090101	20100101	000000248		IC-GS-DT-NEW-0248-Employer Name		IC-GS-DT-NEW-0248-Primary Address	Richmond	VA	230601234	01
01	20090101	IC-GS-DT-NEW-0250	20090101	20100101	000000250		IC-GS-DT-NEW-0250-Employer Name		IC-GS-DT-NEW-0250-Primary Address	Richmond	VA	230601234	01
10	20090101	IC-GS-DT-REN-0254	20090101	20100101	000000254		IC-GS-DT-REN-0254-Employer Name		IC-GS-DT-REN-0254-Primary Address	Richmond	VA	230601234	01
01	20090101	IC-GS-DT-NEW-0255	20090101	20100101	000000255		IC-GS-DT-NEW-0255-Employer Name		IC-GS-DT-NEW-0255-Primary Address	Richmond	VA	230601234	01

General Error Messages During Spreadsheet Upload

The Following Error Messages May Display During the Spreadsheet Upload Process:

An error occurred during the document upload; please verify that the file is of the correct file type. The correct file type is Microsoft Excel; supported versions are 95, 97, 2000, XP, and 2003. If you are using Excel 2007 as part of the Office 2007 suite, please “Save As” to a supported version.

An error occurred during the document upload; the administrator has been contacted. If the problem persists, please contact the administrator. The WebFile Administrator can be contacted at Webfilesupport@vwc.state.va.us.

Errors exist in the uploaded file. Expand each row to view the error message. Correct the error and re-upload the file. This message will no longer display once all of the data and formatting requirements have been met. If errors persist, please attach the spreadsheet (with errors highlighted) in an e-mail to Webfilesupport@vwc.state.va.us.

The address you entered was not recognized by the United States Postal Service. Please correct the address or check the Override Address Validation box to skip validation.

The system validates address data against the US Postal Service database to ensure quality data is loaded to the system. You may override this step so that your Address Data is accepted. See the Spreadsheet Upload Section above for details.

REPORT UPLOAD SPREADSHEET – ACTION CODE REFERENCE TABLE

Action Code Reference Table			
Action Code	Action Name	Action Description	Use This Action Code to...
01	Add New Member	Add New Insured Member	
02	Change Member FEIN	Change Existing Insured FEIN to new FEIN - must also insert former FEIN in Old FEIN field	
03	Change Member Name	Change Legal Status of Insured (see "Legal Status" row above for specific status options)	
04	Change Member Address	Change Official Address for Insured	
05	Add New Subsidiary / Trading Name / Doing Business As*	Add New Employer	
06	Change Subsidiary FEIN	Change existing Employer FEIN to New FEIN - must also insert former FEIN in Old FEIN field	
07	Change Subsidiary Name	Change existing Employer name to new Name - must also insert former name in Old Name field	
08	Change Subsidiary Address	Change existing Employer address to new address	
09	Remove Subsidiary	Delete Employer	
10	Renew Member	Renew existing Insured client - must also insert Member Number in "Member #" field	
11	Renew Subsidiary	Renew existing Employer - must also insert Member Number in "Member #" field	
12	Reinstate Member	Reinstate currently inactive Insured client	
13	Cancel Member due to Non-Payment (group's request)	Cancel Insured Client due to Non-Payment; action generated by Group	
14	Cancel Member due to Underwriting Reason (group's request)	Cancel Insured Client due to Underwriting Reason; action generated by Group	
15	Cancel/Non-renew Member due to Cov Placed Elsewhere (member's request)	Cancel due to Client Coverage moved to competitor; action initiated by member	
16	Cancel/Non-renew Member due to Change of Ownership (member's request)	Cancel due to Change of Ownership; action initiated by member	
17	Cancel/Non-renew Member due to No Empl/No Expos/No Ops (member's request)	Cancel due to No Employer, No Expos (?), No Ops (?)	
18	Cancel/Non-renew Member due to Out of Business (member's request)	Cancel due to member going out of business; action initiated by member	
19	Cancel/Non-renew Member Reason Unknown (member's request)	Cancel when action initiated by member, with no reason given	
20	Non-renew Member due to Non Payments (group's request)	Non-renew member due to non-payment; action initiated by Group	
21	Non-renew Member due to Underwriting Discretion (group's request)	Non-renew member due to Underwriting decision; action initiated by Group	
	*Note: Other Terms for Subsidiary are "Trading Name" and "Doing Business As"		

