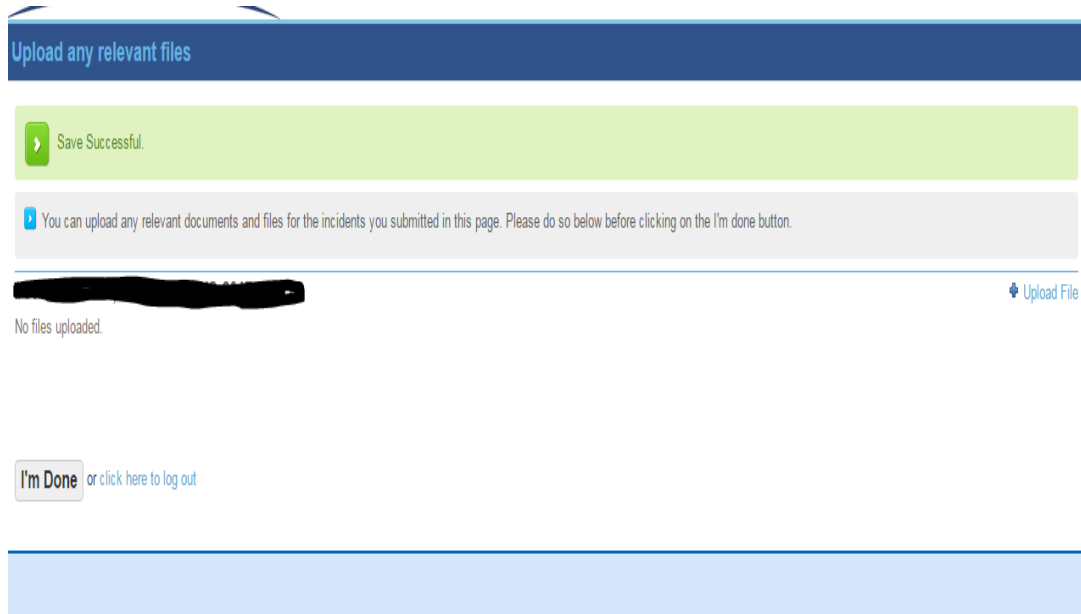


Reporting a new workers' comp claim online to MSGIA

Remember to report the claim as soon as possible. Do not wait!

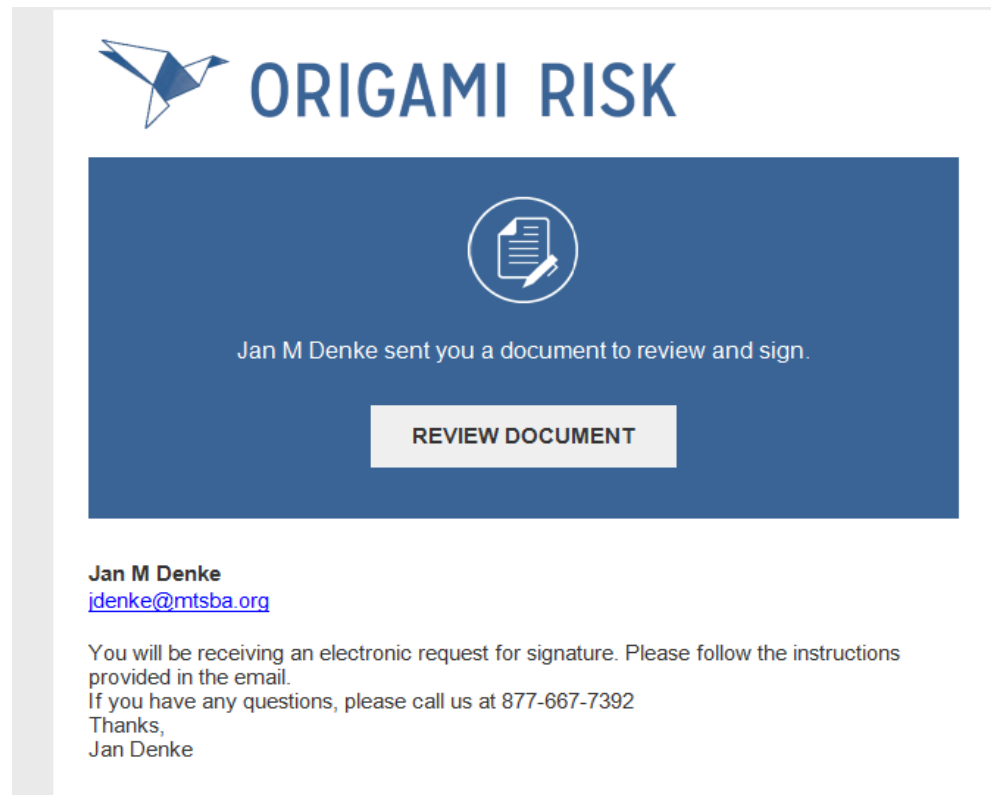
1. Go to www.msgia.org.
2. Click Report a Claim on the top of the page.
3. Click Workers' Compensation.
4. Click First Report of Injury Form (FROI).
5. Choose your district.
6. From the New Incident screen, **PLEASE** complete as much information as you can. The red * fields are required.
7. In the Accident Details section, **PLEASE** complete as much information as you can.
 - a. Description of Accident, be detailed, including right/left, upper/lower body parts and the injury (bruise, sprain, strain, laceration, etc. of each part) if known.
 - b. Date Reported to Member is the date the accident was reported to the injured employee's supervisor.
 - c. Injured Body Part, please provide right/left, upper/lower body parts and list all parts of the body injured.
 - d. Please indicate whether the injury occurred on school district premises and any witness information if available.
8. Location of Loss is the district building where the accident occurred. Accident Location (if different than Member Site), again is the location of the accident (Lost Trail Ski Resort, Memorial Park in Helena).
9. In the Treatment Information, please indicate whether initial treatment was sought (use the drop down arrow).
10. In the Member/Employer Information section,
 - a. Indicate whether you question the claim—very important!
 - b. Prepared By and E-mail address are required
11. Once you are satisfied with the information, click Complete Incident. Click OK.
DO NOT CLOSE THE WEB BROWSER!
12. The next screen will look like this....



The screenshot shows a web interface for reporting an incident. At the top, there is a blue header with the text "Upload any relevant files". Below this is a green success message: "Save Successful." with a right-pointing arrow. Underneath is a grey informational box with a blue arrow icon and the text: "You can upload any relevant documents and files for the incidents you submitted in this page. Please do so below before clicking on the I'm done button." Below the informational box is a blacked-out area representing a redacted name. To the right of this area is a blue "Upload File" button with a plus icon. Below the redacted area, it says "No files uploaded." At the bottom of the section is a button labeled "I'm Done" followed by the text "or click here to log out".

13. If you have a paper FROI that is completed with signatures, you can upload it here. Feel free to upload photos or any other information you wish to submit. When you upload a copy it stays with this incident. Just click "Upload File".
14. Click I'm Done when you are finished uploading any information you have.

15. **You will receive an email from DocuSign requesting a signature.** This will allow you to electronically sign the FROI. The injured worker will also receive the same email, asking them to sign the FROI.
- a. The email will be similar to this and have the following instructions.....



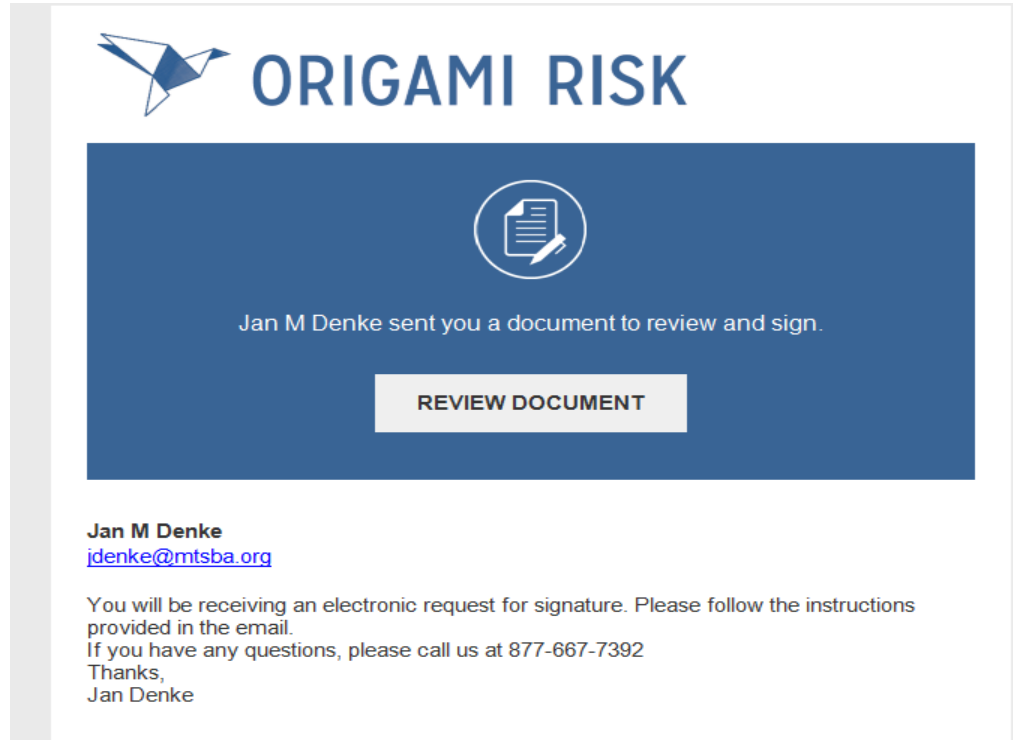
- b. Click “Review Document”.
- c. Click “I agree” and “Continue”.
- d. When the document opens, scroll down until you see “Sign” and click it to place your signature in the required area.
- i. Replace your email address with your name as you would sign a document. You may need to click “Change Style” on the right side of the page and select a signature similar to your own. Or, you may sign in the box using your mouse. Click “Adopt & Sign”.
- e. At the top of the screen Click “Finish” and “Continue”.
- f. When the Origami web page opens, you can close the browser.
- g. You will receive an email from which you can print the FROI.

You, as the Employer, should receive an email from DocuSign when the Employee has signed the FROI.

Any questions, please call MSGIA at 406-457-4500 or 877-667-7392.

Instructions to the injured employee when an email from DocuSign is received.

1. You will receive an email from DocuSign requesting a signature when your employer has completed the First Report of Injury (FROI) for MSGIA. This will allow you to electronically sign the FROI.
 - a. The email will be similar to this with instructions as follows...



- b. Click "Review Document".
- c. Click "I agree" and "Continue".
- d. When the document opens, scroll down until you see "Sign" and click it to place your signature in the required area.
 - i. Replace your email address with your name as you would sign a document. You may need to click Change Style on the right side of the page and select a signature similar to your own. Or, you may sign in the box using your mouse. Click "Adopt & Sign".
- e. At the top of the screen Click "Finish" and "Continue".
- f. You will receive an email from which you can print the FROI.

When the Origami web page opens, you can close the browser. You are done!

Any questions, please call MSGIA at 406-457-4500 or 877-667-7392.