



Minnesota Workers' Compensation
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May 24, 2022

ALL ASSOCIATION MEMBERS

Circular No. 22-1805

RE: ERM-14 Web Application Carrier Reports

We are pleased to announce an enhancement to our ERM-14 Web Application. Carriers now have the capability to view or export a report of ***processed*** ERM-14s. Carriers also have the ability to search for ERM-14s processed within a specific date range.

As of May 1, 2022, processed ERM-14s are available for carriers to view and export. ERM-14s processed prior to May 1st will not be available for carriers to view or export. Additionally, ERM-14s are removed from the system 365 days after the last activity.

Attached is a training document providing step by step instructions for utilizing the report feature on the ERM-14 carrier dashboard.

Please direct any questions you may have concerning this item to MWCIA's Underwriting Department at 952-897-1737, Option 1, or email to underwriting@mwcia.org.



Online ERM-14 Carrier Dashboard

Step by step instructions for
utilizing the report feature on the
online ERM-14 Carrier Dashboard

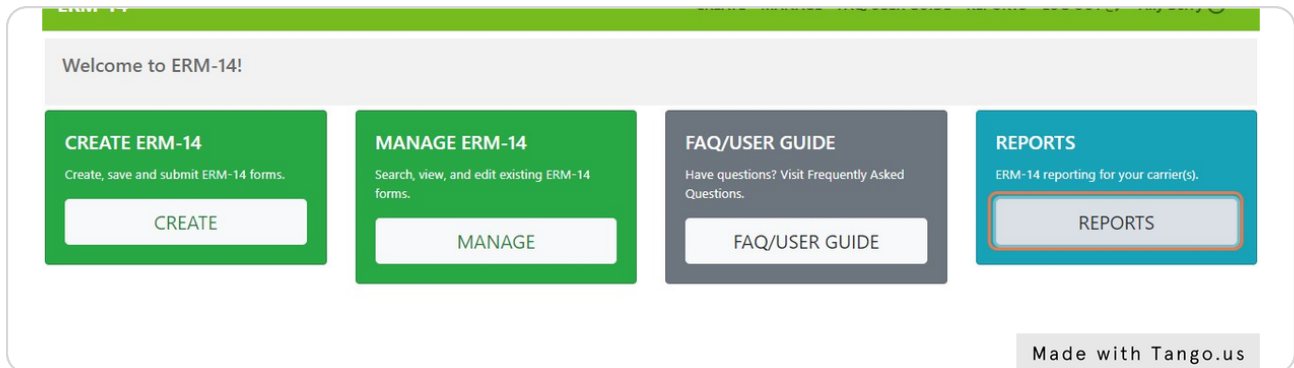
STEP 1

Go to the Online ERM-14 landing page and log-in

Log-in <https://www.mwcia.org/WebMembership/Login.aspx>

STEP 2

Click on REPORTS



ERM-14

Welcome to ERM-14!

CREATE ERM-14
Create, save and submit ERM-14 forms.
CREATE

MANAGE ERM-14
Search, view, and edit existing ERM-14 forms.
MANAGE

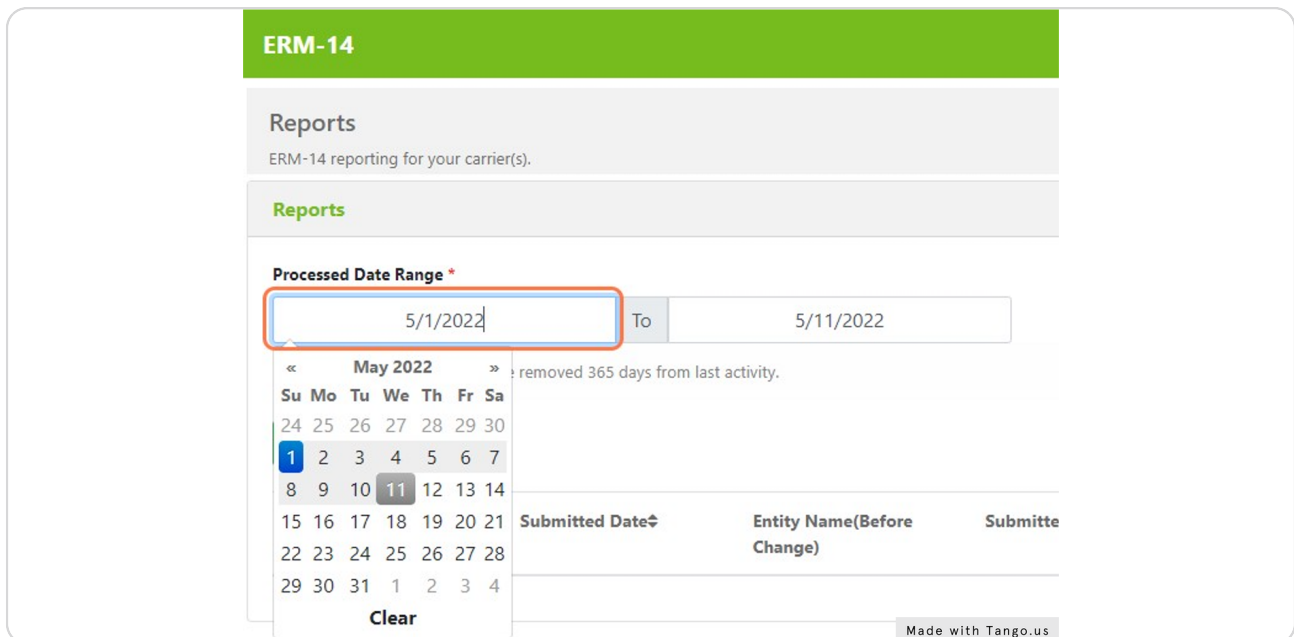
FAQ/USER GUIDE
Have questions? Visit Frequently Asked Questions.
FAQ/USER GUIDE

REPORTS
ERM-14 reporting for your carrier(s).
REPORTS

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STEP 3

Click on beginning date range field and enter the date you need to begin your search



ERM-14

Reports
ERM-14 reporting for your carrier(s).

Reports

Processed Date Range *

5/1/2022 To 5/11/2022

« May 2022 » removed 365 days from last activity.

Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Clear

Submitted Date↕ Entity Name(Before Change) Submitte

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STEP 4

Follow the same process for the end date should you need to change it from today's date

ERM-14

Reports

ERM-14 reporting for your carrier(s).

Reports

Processed Date Range *

5/1/2022

To

5/11/2022

<< May 2022 >>

Su Mo Tu We Th Fr Sa

24 25 26 27 28 29 30

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30 31 1 2 3 4

Clear

removed 365 days from last activity.

Submitted Date

Entity Name(Before Change)

Submit

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STEP 5

You can also click on the << arrows to navigate through the calendar

Reports

Processed Date Range *

5/1/2022

To

<< February 2022 >>

Su Mo Tu We Th Fr Sa

30 31 1 2 3 4 5

6 7 8 9 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28 1 2 3 4 5

removed 365 days from last activity.

Submitted Date

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STEP 6

Once you have chosen the correct date ranges click on the search button

Processed Date Range *

01/01/2022 To 05/11/2022

Note: All ERM-14 forms are removed 365 days from last activity.

Search **Reset**

Processed Date **Submitted Date** **Entity Change**

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STEP 7

You will now see the list of ERM-14s completed for your company in a list below the search and reset buttons

ERM-14 CREATE MANAGE FAQ/USER GUIDE REPORTS LOG OUT Ally Berry

Reports
ERM-14 reporting for your carrier(s).

Reports

Processed Date Range *

01/01/2022 To 05/11/2022

Note: All ERM-14 forms are removed 365 days from last activity.

Search **Reset** **Export**


Processed Date	Submitted Date	Entity Name (Before Change)	Submitter First Name	Submitter Last Name	ERM-14 Resolution	Actions
4/27/2022	4/27/2022	Cake Shop	Eileen	Marcantonio	Combinable Entities	+
4/1/2022	10/27/2020	ewew	Tim	Anderson	Name Change	+
4/1/2022	1/9/2020	Republic Seven Corners LLC	David	Dilley	Name Change	+
4/1/2022	2/3/2020	Talon's Testing	Danielle	Main	Name Change	+
4/1/2022	2/3/2020	Dani's Doggone Daycare	Danielle	Main	Name Change	+
4/1/2022	6/10/2020	f	Tim	Anderson	Combinable Entities	+
3/10/2022	5/11/2021	Goose TestOne	Danielle	Main	Name Change	+
1/20/2022	1/20/2022	Old LLC	Eileen	Marcantonio	Name Change	+



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STEP 8

You can choose to export this list into a .CSV (excel) file if it needs to be shared internally

from last activity.

Export

Entity Name(Before Change)	Submitter First Name	Submitter Last Name	ERM-14 Resolution↕	Actions
Cake Shop	Eileen	Marcantonio	Combinable Entities	
ewew	Tim	Anderson	Name Change	
Republic Seven	David	Dilley	Name Change	

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