



Committed to Providing Exceptional Customer Service

OSIP Online Services Guide

Public Entities & Joint Power Authorities (JPAs)

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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](#).

Please see the [regulations](#) regarding self insurance plans and our **Forms, Publications, and Reports** page for [updated user guides](#).

Annual Due Dates			
	Private Employers	Self Insured Groups	Public Employers/ Joint Power Authorities
Annual Report	March 1 st	March 1 st	October 1 st
Actuarial Summary & Study	May 1 st	April 15 th	-
Financial Statement	Annually	March 1 st * / July 1 st	-
Core Member Financials	-	Annually	-

* Unaudited

The screenshot shows the OSIP Online Services page. The header includes the State of California logo and navigation links. The main content area features a 'Quick Links' section with a highlighted 'OSIP Online Services' link. Below this, there are sections for 'About OSIP', 'Self Insured Employers', 'Self Insurance Groups (SIG)', 'Third Party Administrator (TPA)', 'Public Entities and Joint Power Authorities (JPA)', 'Forms, Publications and Reports', 'Laws & Regulations', 'Payments - Invoices', and 'Contact OSIP'. A 'Go to OSIP Online' button is highlighted in a green box.

The screenshot shows the 'Forms, Publications, and Reports' page. The header is consistent with the previous page. The main content area features a 'Quick Links' section with a highlighted 'OSIP Online Services User Guides' link. Below this, there are sections for 'OSIP Online Services User Guides', 'Information Bulletin', 'Fiscal Year', and 'Newsline'. The 'OSIP Online Services User Guides' section includes links for Private Employer, Self Insured Group (SIG), Public Entity & Joint Power Authority (JPA), Third Party Administrator (TPA), and Actuary. A 'Go to OSIP Online Services' button is highlighted in a green box.

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.](mailto: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.

The screenshot shows the website for the State of California Department of Industrial Relations, Office of Self Insurance Plans (OSIP). The main heading is "Change Password and Setup Security Question". Below this, there are several input fields: "Current Password:", "Type Your Password:" (with a note: "Password must have one digit, one letter, one of the following !@#\$%&*+= and have a length between 8 - 12 characters."), "New Password:", "Retype Password:", "Type A Secret Question To Reset Password:", "Answer To Secret Question:", and "Email:". There are "Clear" and "Submit" buttons at the bottom.

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)

The screenshot shows a form titled "To Whom Should Correspondence Be Addressed For Security Deposit and Financial Matters?". The form has several input fields: "First Name:", "MI:", "Last:", "Position/Title:", "Email Address:", "Company Name:", "Phone:", "Fax:", "Address 1:", "City:", "State:" (with a dropdown menu showing "CA"), "ZIP:", and "Corporate Web Address:". There are "Save & Close" and "Save & Next" buttons at the bottom.

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.

State of California
Department of Industrial Relations

Home | Labor Law | Cal/OSHA - Safety & Health | Workers' Comp | Self Insurance | Apprenticeship | Director's Office | Boards

Welcome to OSIP Online Services

Thank you for visiting OSIP Online Services, the Office of Self Insurance Plans online tool. OSIP Online allows Self Insured Employers, Actuaries, Third Party Administrators and Group Administrators to file and submit their required documents online.

First time users, please email OSIP@dir.ca.gov to receive a login user ID and password, or call OSIP at (916) 464-7000.

OSIP Online system requirements are: Internet Explorer (8 or higher), Chrome, Firefox and Safari.

[Self-Insurance Regulations](#)
[FAQs](#)
[User Manuals](#)
[Direct access to the Annual Report](#)

User ID:
Password:

Forgot your password? Actuaries, please email OSIP@dir.ca.gov. All others, please [retrieve your password](#) by answering the question you chose during registration.

Annual Due Dates

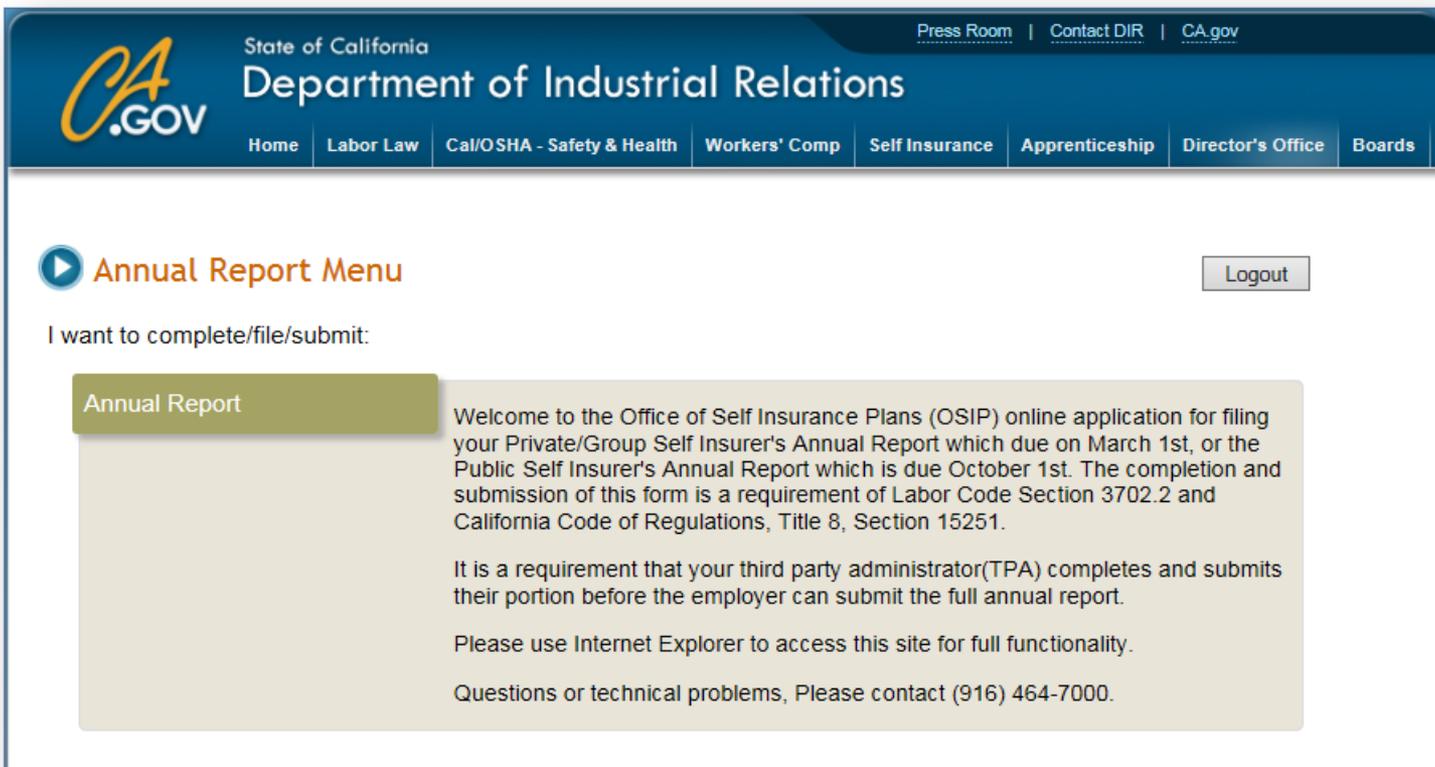
	Private Employers	Self Insured Groups	Public Employers/ Joint Power Authorities
Annual Report	March 1 st	March 1 st	October 1 st
Actuarial Summary & Study	May 1 st	April 15 th	-
Financial Statement	Annually	March 1 st * / July 1 st	-
Core Member Financials	-	Annually	-

* Unaudited

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.



The screenshot shows the OSIP Online Main Menu website. The header is dark blue with the CA.GOV logo on the left and the text "State of California Department of Industrial Relations" in the center. On the right side of the header, there are links for "Press Room", "Contact DIR", and "CA.gov". Below the header is a navigation menu with the following items: "Home", "Labor Law", "Cal/OSHA - Safety & Health", "Workers' Comp", "Self Insurance", "Apprenticeship", "Director's Office", and "Boards". The main content area has a white background. On the left, there is a play button icon followed by the text "Annual Report Menu". On the right, there is a "Logout" button. Below this, there is a section titled "I want to complete/file/submit:" with a dropdown menu showing "Annual Report" selected. To the right of the dropdown, there is a text box containing the following information: "Welcome to the Office of Self Insurance Plans (OSIP) online application for filing your Private/Group Self Insurer's Annual Report which due on March 1st, or the Public Self Insurer's Annual Report which is due October 1st. The completion and submission of this form is a requirement of Labor Code Section 3702.2 and California Code of Regulations, Title 8, Section 15251. It is a requirement that your third party administrator(TPA) completes and submits their portion before the employer can submit the full annual report. Please use Internet Explorer to access this site for full functionality. Questions or technical problems, Please contact (916) 464-7000."

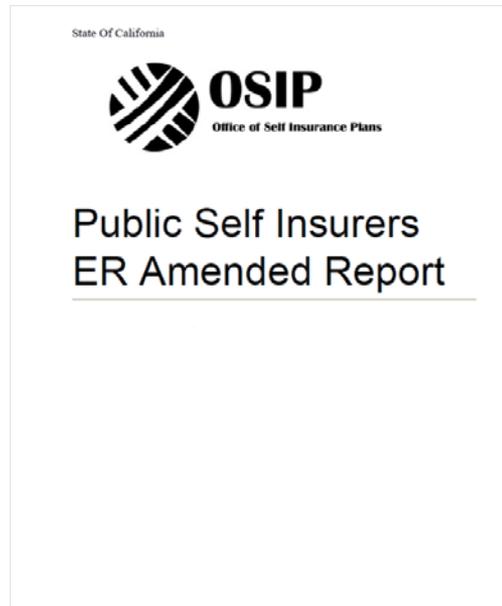
Annual Report All self insured entities are required to file an Annual Report.

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.

CA.gov | Contact DIR | Press Room

Go to Search

State of California
Department of Industrial Relations

Home | Labor Law | Workplace Safety | Workers' Comp | Self Insurance | Apprenticeship | Director's Office | Boards

Office of Self Insurance Plans (OSIP)
Home | Login

Welcome

Department of Industrial Relations
STATE OF CALIFORNIA
OFFICE OF SELF INSURANCE PLANS

Welcome to the Office of Self Insurance Plans (OSIP) online application for filing your Private/Group Self Insurer's Annual Report which is due on March 1st, or the Public Self Insurer's Annual Report which is due October 1st. The completion and submission of this form is a requirement of Labor Code Section 3702.2 and California Code of Regulations, Title 8, Section 15251.

It is a requirement that your third party administrator(TPA) completes and submits their portion before the employer can submit the full annual report.

Please use Internet Explorer to access this site for full functionality.

Questions or technical problems, please contact (916) 464-7000.

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Sign In

Username:
Username x

Password:

Employer TPA

Remember me on this computer

Sign In

Forgot Password

First Time User

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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.

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Department of Industrial Relations
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Go to Search

Home | Labor Law | Workplace Safety | Workers' Comp | Self Insurance | Apprenticeship | Director's Office | Boards

Office of Self Insurance Plans (OSIP) Options

Welcome - [Name] :

Annual Reports EMPLOYER

Create Annual Report

ID	Year	Type	Status	Function
1	2013	Annual	Submitted	Amend
2	2012	Annual	Submitted	

Function & Status Features From The Employer Menu Screen Are:

- **EDIT** - Under the Function Category this means that you will be able to Edit your Annual Report.
- **AMEND** - You can Amend your prior year's annual report for any discrepancies found. You will not be able to amend reports beyond the prior year.
- **SUBMITTED** - Your annual report has been submitted (once submitted the annual report cannot be modified).

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To Whom Should Correspondence Be Addressed For Security Deposit and Financial Matters?

First Name: * MI: Last: * Position/Title:

Email Address: Company Name: *

Phone: * Fax:

Address 1: *

City: * State: * ZIP: *

Corporate Web Address:

Save & Close Save & Next

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**.

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State of California
Department of Industrial Relations

Go to Search

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Office of Self Insurance Plans (OSIP)

Welcome - [Redacted]

Options
Logout

Annual Reports EMPLOYER

ID	Year	Type	Status	Function
1	2014	Annual	Saved	Edit
2	2013	Annual	Submitted	Amend
3	2012	Annual	Submitted	

Function & Status Features From The Employer Menu Screen Are:

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- **SUBMITTED** - Your annual report has been submitted (once submitted the annual report cannot be modified).

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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.

Public Self Insurer's Annual Report

Annual Report Page 2 Page 3

General Information

* = Required Information

TPA Completed <input type="checkbox"/>	Certificate #: []	Period of Report
	Period: * 07/01/2013	To: * 06/30/2014
	Master Certificate Holder:	FTIN: []
	Name: []	Address 1: []
	City: []	State: [] ZIP: []

List the names of ALL separate, but affiliated companies covered by this certificate.

[Add Affiliate](#)

Attach a PDF file for affiliated companies. [Attach File](#)

Type of Public Agency:

<input type="radio"/> City / County	<input type="radio"/> Police / Fire	<input type="radio"/> Transit	<input type="radio"/> Other
<input type="radio"/> School	<input type="radio"/> Hospital	<input type="radio"/> JPA	

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 fiscal year, please prorate the number of employees and wages.
- Enter "0" if this certificate has been revoked for three full fiscal years.

The email address entered when choosing your password will receive submission confirmations. The email address entered on the report will receive all other correspondences from OSIP. 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 an email address typo on the report.

During the reporting period of this report, has there been any of the following with respect to the Master Certificate Holder or any affiliate?

A merger or unification? Yes No
Changes in name or identity? Yes No
Any addition to Self Insurance Program Yes No

If yes, explain: *

Employment and Wages paid in current fiscal year (If your certificate has been revoked for more than 3 fiscal years then indicate zeroes for both.)

Number of Employees: *

Total wages and salaries paid: * \$

To Whom Should Correspondence Be Addressed For Security Deposit and Financial Matters?

First Name: * MI: Last: * Position/Title: *

Email Address: * Company Name: *

Phone: * Fax:

Address 1: *

City: * State: * ZIP: *

Corporate Web 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

Annual Report Page 2 Page 3

Record Storage

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

[Add Agency](#)

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

[Add Insurance](#)

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

Action	Insurance Company	Policy Number	Policy Issue Date	Retention Limit
Edit Delete				

[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.

Public Self Insurer's Annual Report

Annual Report > Page 2 > Page 3

I declare under the penalty of perjury...

Certificate by Agency Official

Name of Company Officer: *

Name of Company: *

Street Address: *

City: * State: * CA Zip: *

Phone: *

Signature of Company Officer (Type your Full Name): * Date & Time: *

Name of person legally responsible for this Electronic Signature

Back Save & Close Submit

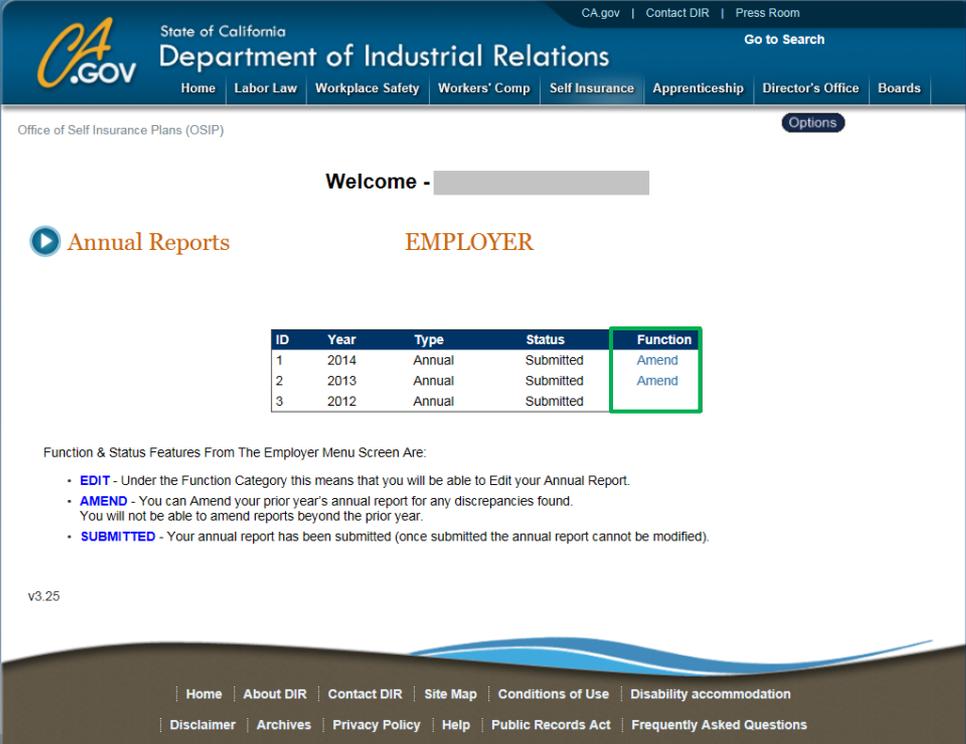


Amending the Annual Report

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.



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State of California
Department of Industrial Relations
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Office of Self Insurance Plans (OSIP) Options

Welcome - [REDACTED]

▶ Annual Reports EMPLOYER

ID	Year	Type	Status	Function
1	2014	Annual	Submitted	Amend
2	2013	Annual	Submitted	Amend
3	2012	Annual	Submitted	

Function & Status Features From The Employer Menu Screen Are:

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Interim Annual Reports/ Changing TPAs

An Interim Annual Report is required within 30 calendar days of changing TPAs.

On the date of transfer the prior TPA(s) will also need to file a [Report of Transfer of Records](#) with OSIP and the new TPA containing:

1. A list of all open and closed claims for the self insurer in the possession of the former administrative agency as of the date of the transfer; and
2. A written description of the physical location of all claim files, the required claim logs, and any computer data files of the self insurer's plan. Physical location shall include claim files sent to storage and where stored; files sent to the self insurer; and files sent to the new administrator.
 - Except where specified in a contractual agreement between the self insurer and the former administrative agency, all claim files, claim logs and computerized data files shall be the property of the self insurer and shall be returned to the self insurer or delivered to the new administrator or administrative agency designated by the self insurer.
 - Failure of an administrative agency or self insurer to provide a Report of Transfer of Records as set forth in this section may be good cause for revocation of a certificate to administer.

Create an Interim Annual Report:

1. Your former TPA will create the report by clicking **Create Interim Report**.
2. They will complete their portion and advise you that you can login to complete your portion and **Submit** the entire report.

TPA Welcome Screen

Create Interim Report					
ID	From Date	To Date	Type	Status	Function
1	01/01/2013	12/31/2013	Annual	SUBMITTED	
2	01/01/2012	12/31/2012	Annual	SUBMITTED	

Employer Welcome Screen

ID	Year	Type	Status	Function
1	2014	Interim	Saved	New
2	2013	Annual	Submitted	Amend
3	2013	Interim	Saved	Edit
4	2012	Annual	Submitted	Amend