

Insurance Online Applications Guidance

61A & 16A

Browser Compatibility

One of the most common issues reported using Commission web applications are from people that are using older web browsers that do not support some of the newer Internet standards. While other modern web browsers should continue to work with our online applications, we cannot test all of them. The Commission recommends the use of Google Chrome as it is the browser we use for testing.

If you are uncertain which Internet browser you are using, you can get this information by going to this website: www.whatsmybrowser.org. Please see the section below for the corresponding browser you are using for specific tips.

Internet Explorer:

If you are using Internet Explorer, you should be running version 11 and compatibility mode should be disabled.

How can I tell if compatibility mode is on or not?

- For information on how to use/disable Compatibility Mode, [Click Here](#).

1. When Internet Explorer recognizes that a webpage is not compatible, you will see the **Compatibility View** button on the **Address** bar.



2. When Compatibility View is turned on, the button changes from an outline to a solid color when you view the page.



What if I'm not using Internet Explorer 11?

- It has been reported to the Commission that Internet Explorer 9 & 10 (both not in compatibility mode) have worked, but are not recommended for use in completing this form as it poses a security risk to your data and your device. These browsers have not been supported by Microsoft for over a year and have many recognized significant security problems that will never be corrected. More information and upgrade instructions can be found from Microsoft at this link: <https://www.microsoft.com/en-us/WindowsForBusiness/End-of-IE-support>



Google Chrome:

The Commission has tested all of our web applications in Chrome and it is recommended.

What if I'm using Chrome and it isn't working?

- A very small number of users using the Chrome browser have reported issues due to updates being disabled. If you are having issues in Chrome, you can check by following these steps:
 - In the top right, click the Chrome menu
 - Click Update Google Chrome. If you don't see this button, you're on the latest version.
 - Click Relaunch.



Firefox/Opera/ Safari:

We have **NOT** tested our applications on these browsers, however they currently support the most current technology and our applications should therefore be compatible with them.

Other Reported Application & Access Related Issues

- If typing in the website address to access the 61A form, you **MUST** enter the ENTIRE website address. <https://webfile.workcomp.virginia.gov/portal/vwc-portal/Form61A> Be sure to include the HTTPS:// at the beginning.



- As you type the Carrier Code into the application – the Insurance Carrier name and carrier number will appear in a list. Click/Select your Insurance Carrier from that list. This will populate your Insurance Carrier's name in the Insurance Carrier field. If the Insurance Carrier list does **NOT** appear/populate, please confirm your Carrier Code.

Commonwealth of Virginia | Governor Claimant Registration | Login

VWC
Virginia Workers' Compensation Commission
WebFile User Resources

Your location: Submit Form 61A Online

Form 61A - Certificate of Workers' Compensation Insurance

- Is this business insured for workers' compensation?
 Yes No

- How did you obtain your insurance?
 Through an Insurance Carrier licensed in Virginia
 Became a Member of a Group Self Insurance Association (GSIA)
 Became a client of a Professional Employer Organization (PEO) registered in Virginia
 Was issued a certificate of authorization to be self-insured by the Virginia Workers' Compensation Commission

- Enter five digit NCCI carrier code found on the declaration page of your policy.

Carrier Code: 1233
 Enter the policy number of your policy, excluding spaces and dashes (example PWJK123478901).
 Policy Number: EMPLOYERS FIRE INSURANCE COMPANY
 Enter the effective date of your policy.
 Effective Date: NATIONAL INDEMN CO
 Enter the expiration date listed on your policy.
 Expiration Date: MM/dd/yyyy

Back Next >> Cancel

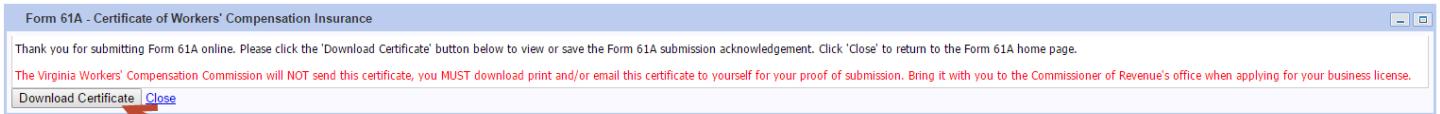
- The Insurance Policy number should **NOT** include any special characters (dashes - , spaces , * , & ...) even if they appear on your policy DEC page. The exception is **ALL** GSIA (Group Self Insured Agency) policy – they must include the dash.

Enter the policy number listed on your declaration page of your policy, **excluding spaces and dashes (example PWJK123478901).**

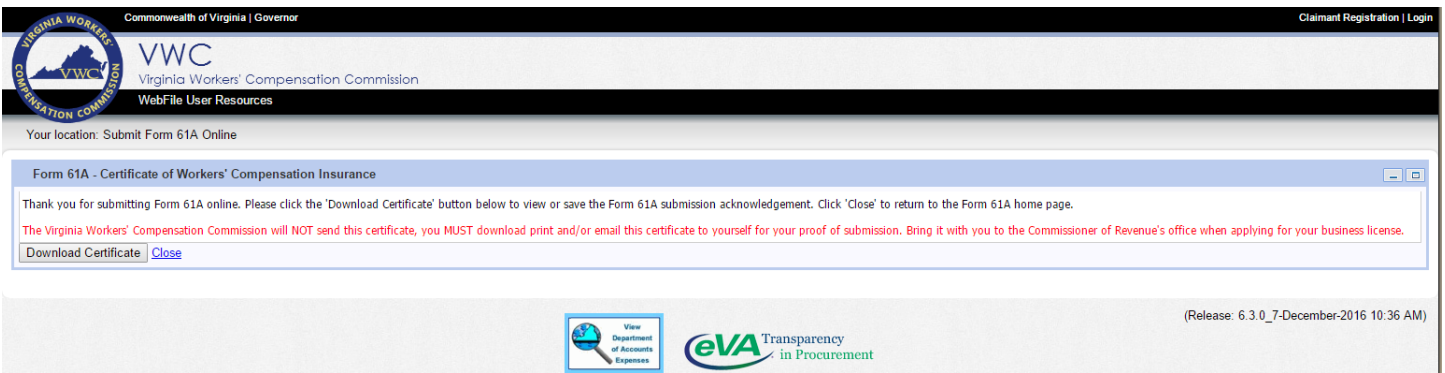
Policy Number

Enter the effective date listed on your policy.

- Upon Submission, you **MUST** select **DOWNLOAD CERTIFICATE.**



- Chrome Users be aware:** If your certificate does not appear, please check the bottom of your browser screen. The PDF may have downloaded and you must select the box at the bottom of your screen to open the PDF, and then save it appropriately.



**If the PDF does not
open automatically
then Click here to
open the document**

