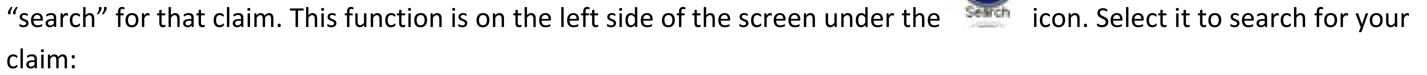
DWC FORM 3 THROUGH YCE LOGIN

If you only need to submit a DWC-3 form, you will need to login to YCE directly and not go through the claim opening wizard (iCOW). The following instructions will get you to the same DWC-3 module. Save this link in your favorites!!!

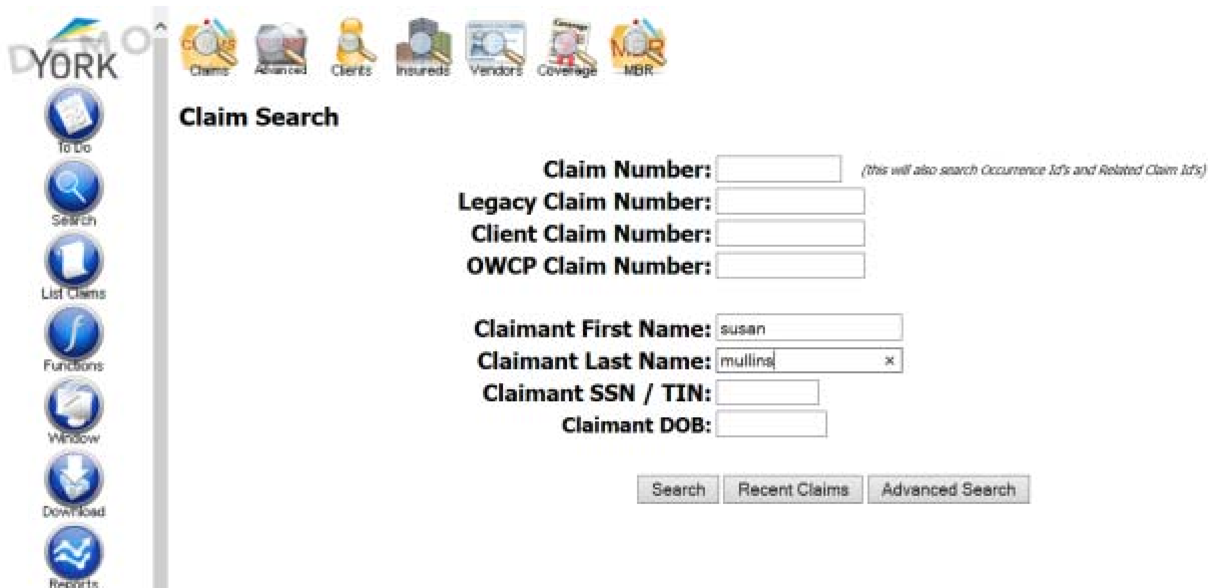
https://www.iclaimsexpert.com/

You will click to login and then go to your main page. The Login and Password are the same that you will use for submitting a new claim. You will need to enter JIC as the Company name

Once you are in the system, you will need to locate the claim you want to submit the DWC-3 on so you will need to

"search" for that claim. This function is on the left side of the screen under the  icon. Select it to search for your claim:

You have several ways you can search, claim number, legacy claim number, name or SSN. I used name:



Hit the search button. All claims with that name will be retrieved. For more common names, please make sure you select the right date of injury. You can narrow it down if you use the claim number if you have it available but many times the name is the fastest way. Once you identify the claim you want to work in, select it by moving your cursor to the claim number **unscored in blue** .

YORK

Claims | Advanced | Clients | Insureds | Vendors | Coverage | MBR

To Do | Search | List Claims | Functions | Window | Download | Reports | Help | Logout

Claim Search (15 Claims Found) [Retain Results List in New Window]

Show Totals

Claim	Claimant Name	LOB	Insured Name	Insured Location (1st)	Carrier	Accident	Status	Adjuster Name	Assigned
5594927	Susan Mullins	TX WC Ind	Demo Insured A	424- Columbus	SIR	06/12/2015	Open	David M Richard	06/23/2015
		Description: Picking up a patient to a bed							
5595971	Susan Mullins	IL WC RPO	Demo Insured A	424- Columbus	SIR	06/24/2015	Closed	David M Richard	06/25/2015
		Description: Teacher dropped beaker in class. Cut finger on broken glass.							
5596441	Susan Mullins	IL WC RPO	Demo Insured A	424- Columbus	SIR	06/26/2015	Closed	David M Richard	06/26/2015
		Description: Teacher burned finger on chemicals.							
5670523	Susan Mullins	TX WC Ind	Demo Insured A	424- Columbus	SIR	08/01/2015	Open	David M Richard	08/13/2015
		Description: Lifting boxes							
5670591	Susan Mullins	TX WC Ind	Demo Insured A	424- Columbus	SIR	08/02/2015	Open	David M Richard	08/13/2015
		Description: Lifting boxes							

Show Legend | Cancel

DWC FORM 3

YORK

Claim | Details | Alerts | Coverage | Notes | Reserves | Payments | Adjustment | Contacts | EventLog | Medical | To Do | Functions | T&E | Banner

To Do | Search | List Claims | Functions | Window | Download | Reports | Help | Logout | Switch

DWC-3

Associated With: Claim

Document Type: All

Search Options:

Refresh Listing

Form/Letter History

Sorry, no form/letter history available.

Forms and Letters Help

Name	LOB	State
DWC-3 - Employer's Wage Statement Texas DWC-3	All LOB Codes	Texas
DWC-3 School Districts - Employer's Wage Statement for School Districts Texas DWC-3sd	All LOB Codes	Texas
DWC-32 - Request for Designated Doctor Texas DWC-32	All LOB Codes	Texas
DWC-32 Spanish - Solicitud para Obtener un Examen por Parte de un Medico Designado Texas DWC-32 Spanish	All LOB Codes	Texas
DWC-3ME Multiple Employment Wage Statement DWC-3ME Multiple Employment Wage Statement	All LOB Codes	Texas

(Page 1 of 1)

The DWC-3 form comes up as a typeable PDF. There are highlighted fields for you to complete but all of the injured workers' demographics will populate from the claim that was set up. Any changes to the address or other key areas will automatically update to this form so if changes were made between the submission of the DWC -1 and the DWC-3 (or DWC-6) then that information updates to the demographics on the forms.

The next screenshot below is the section to enter wages and hours. Note, there are drop down options for the dates and provides you with a calendar you can use to select your dates or you can free-form type in the text. Also note the wages will total on the right side of the form.

Once you complete the form you select the “submit” button to save the form to the system as an attachment. It becomes part of the claim file.