# 1.1. Custom App - Claim Registration WCL 2

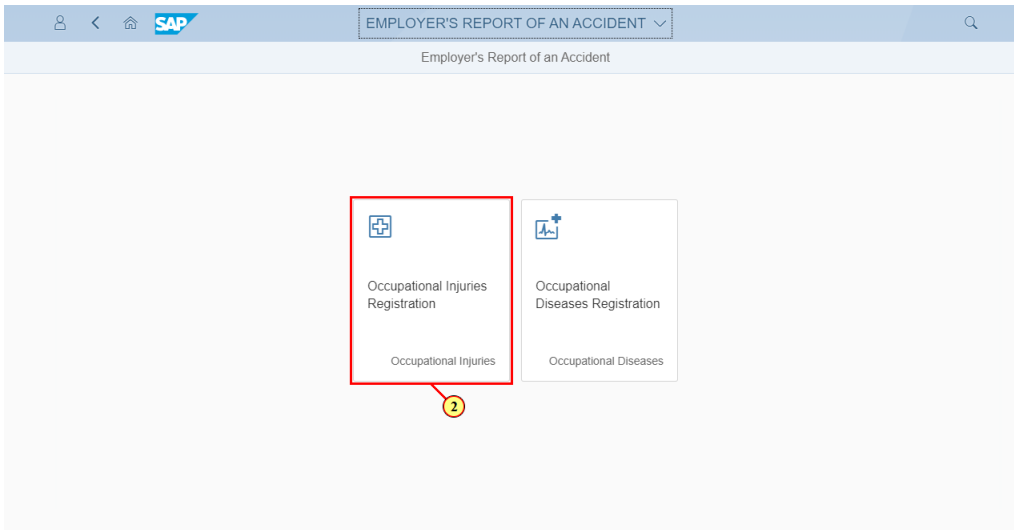| |
|---|
| **Purpose** |
| The purpose of this transaction is to lodge a notification of an Occupational Injury claim (WCL 2) using the CompEasy System. |
| **Business Scenario** |
| In this scenario the Authorised User, the Employer, in this example, lodges an Occupational Injury claim in the CompEasy System. |
| The Compensation for Occupational Injuries and Diseases Act applies to: |
| • All employers with casual or full-time workers who sustained a workplace accident or contracted a work-related disease. |
| For exclusions please refer to the act. |
| **Prerequisites** |
| The following prerequisites are applicable when processing this transaction: |
| • Registered Business Partner. |
| • Authorised third party user access to CompEasy. |
| • Completed WCL2 Occupational Injury Notification form. |
| • Completed WCL4 Medical Report. |
| • Proof of Identity. |

## 1.1.1. Home - Google Chrome
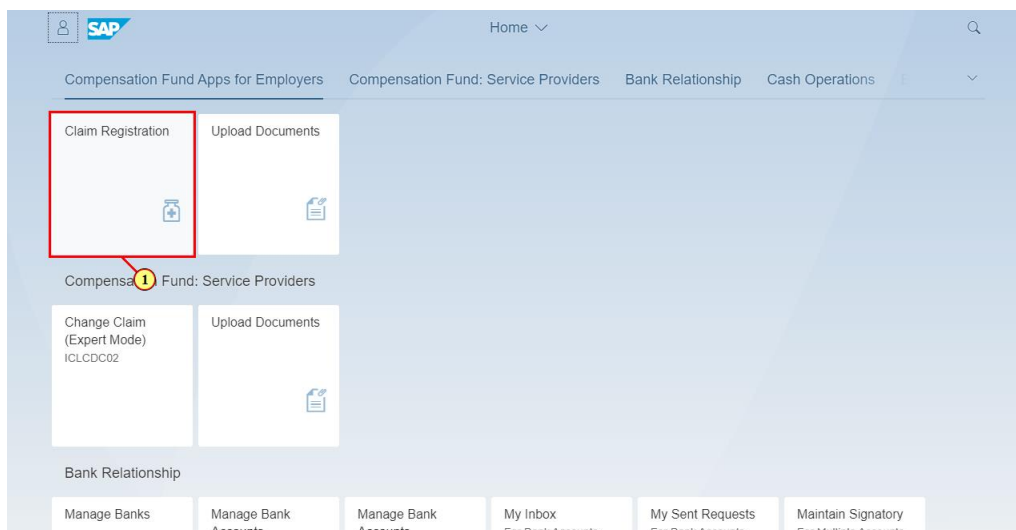


| Step | Action |
|---|---|
| | |

| Step | Action |
|------|--------|
| [1] | Click on the **Claim Registration** Claim Registration to access the transaction. |

## 1.1.2.    EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| | In the **Incident Type** field, the employer must select the **Form Type** in which they wish to lodge a claim.<br><br>There are two options available:<br><br>• WCL2 - Occupational Injury<br>• WCL1 - Occupational Disease |
|---|---|

| Step | Action |
|------|--------|
| [2] | Click on the **Occupational Injuries Registration** Occupational Injuries Registration to start the registration. |

### 1.1.3. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| | |
|---|---|
|  | All fields marked with a red asterisk '*' or red border are mandatory fields. |

| Step | Action |
|---|---|
| [3] | Click the **Province** ⌄ **drop down option** button to display the available list. |

### 1.1.4. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome

| Step | Action |
|------|--------|
| [4] | Click on the **Gauteng South** Gauteng South option to select it. |

## 1.1.5. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [5] | Enter **KEMPTON PARK** in the **Labour Centre** field. |
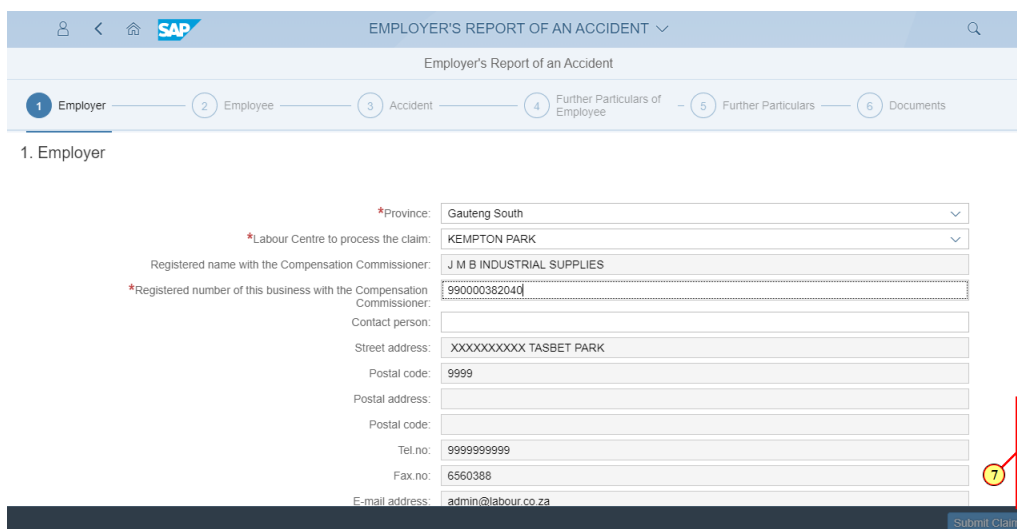
## 1.1.6. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome

| | In the "**Registered Number of this Business with the Compensation Commissioner"** field the Employer Contract number starting with 99 is entered. |
|---|---|
| | Once the correct contract number has been populated the employer information will be populated in the fields below. |
| | If the employer contract number does not exist, please contact customer services for assistance. |

| Step | Action |
|---|---|
| [6] | Enter **990000382040** in the **Registered number of this business with the Compensation Commissioner** field. |

## 1.1.7.   EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|---|---|
| [7] | Click in the **area below the scroll bar** to scroll down. |

## 1.1.8. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [8] | Enter **Germiston** in the **Location of the business/farm** field. |

## 1.1.9. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [9] | Enter **Logistics** in the **Nature of business, trade or industry** field. |

## 1.1.10.  EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|---|---|
| [10] | Click the **Step 2** [Step 2] button to display the next task. |

## 1.1.11.  EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



The "**Is the Injured Person a**" field defines the employee's' employment status within the business, for example, Part time or Permanent.

| Step | Action |
|------|--------|
| [11] | Click the **Is the injured person a** [v] **drop down option** button to display the available list. |

## 1.1.12.   EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [12] | Click on the **Regular Employee (Full-Time)** Regular Employee (Full-Time) option to select it. |

## 1.1.13. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| | Based on the type of identity document that the employee has, the user can select the relevant Radio button.<br><br>For example, if the employee holds a passport, the user will select the "**Passport**" Radio button. |
|---|---|

| Step | Action |
|---|---|
| [13] | Click to select the **ID Number** ⭕ radio button. |

### 1.1.14. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [14] | Click the **OK** OK button to acknowledge the message. |

### 1.1.15. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome

| | If the employee record does not exist in the system a pop-up message will display informing the employer to contact Customer Services.<br><br>**⚠ Error**<br><br>Disallow claim, inform user to contact Customer Services<br><br>Close |
|---|---|

| Step | Action |
|------|--------|
| [15] | Enter **7104165167084** in the **ID no** field. |

## 1.1.16. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| | When the employee ID number is entered, field values are generated with the employee's details.<br><br>If changes are required, fields in white can be changed. |
|---|---|

| Step | Action |
|------|--------|
| [16] | Click in the **area below the scroll bar** to scroll down. |

## 1.1.17. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| | Once the correct identity information has been entered, the employee details fields will be populated.<br><br>Should any information have changed, the fields are open for editing and updating as per WCL forms. |
|---|---|

| Step | Action |
|---|---|
| [17] | Enter **Driver** in the **Occupation** field. |

## 1.1.18. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [18] | Enter **20 years** in the **Period in your employ (years/month)** field. |

## 1.1.19. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [19] | Click to select the **14 & More** ◯ radio button. |

## 1.1.20. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [20] | Click the **Step 3** [Step 3] button to display the next task. |
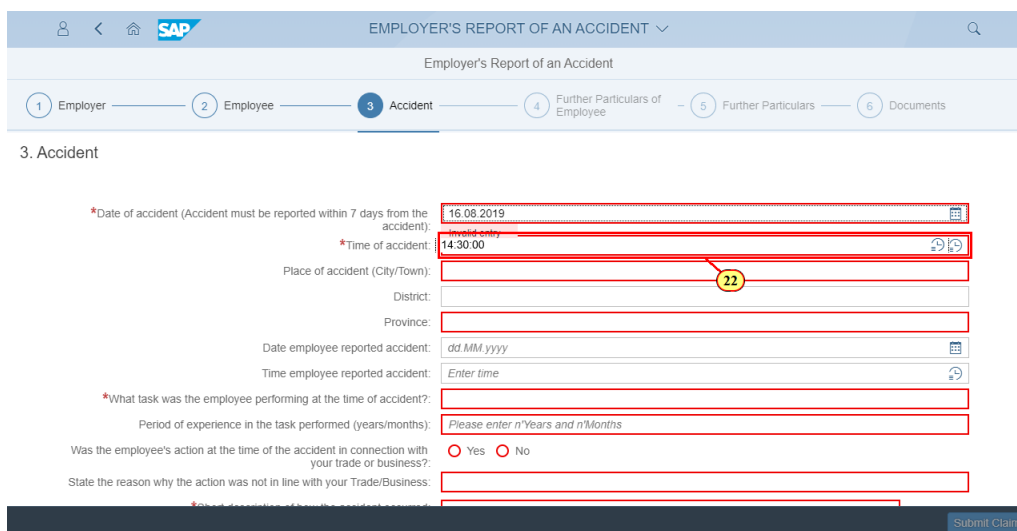
## 1.1.21. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome

|  | The next few steps demonstrate how to answer the *Structured Facts Questions* (SFQ), as per answers in the WCL forms submitted.<br><br>These questions must be answered as accurately as per possible, as each question informs and determines the next question.<br><br>Some of the questions may require additional documentation, for example, if the incident took place on a public road the form WCL226 will be required for the claim to be created. |
|---|---|

| Step | Action |
|------|--------|
| [21] | Enter **16.08.2019** in the **\*Date of accident (Accident must be reported within 7 days from the accident)** field. |

## 1.1.22. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [22] | Enter **14:30:00** in the **Time of accident** field. |

## 1.1.23. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [23] | Enter **Germiston Lake Ekuruleni** in the **Place of accident (City/Town)** field. |

## 1.1.24. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [24] | Enter **Gauteng** in the **Province** field. |

## 1.1.25.  EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [25] | Enter **16.08.2019** in the **Date employee reported accident** field. |

## 1.1.26.  EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [26] | Enter **14:50:00** in the **Time employee reported accident** field. |

## 1.1.27.   EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [27] | Enter **Driving** in the **What task was the employee performing at the time of accident?** field. |

## 1.1.28.   EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [28] | Enter **9 years** in the **Period of experience in the task performed (years/months)** field. |

### 1.1.29.   EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [29] | Click in the **area below the scroll bar** to scroll down. |

### 1.1.30.   EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [30] | Click to select the **Yes**  radio button. |

## 1.1.31. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [31] | Enter **Multi vehicle pile up** in the **Short description of how the accident occurred** field. |

## 1.1.32. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [32] | Click the **Contributing Factors/Causes** ⌄ **drop down option** button to display the available list. |

## 1.1.33. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [33] | Click in the **area below the scroll bar** to scroll down. |

## 1.1.34. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [34] | Click to select the **Unfavourable conditions** ☐ checkbox. |

## 1.1.35. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [35] | Click to select the **Yes** ⭕ radio button. |

## 1.1.36. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [36] | Enter **n/a** in the **Was the Employee traveling to or from work** field. |

## 1.1.37. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [37] | Enter **DD00JKGP** in the **\*If motor vehicles were involved furnish registration numbers:** field. |

## 1.1.38. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [38] | Enter **Right hand** in the **\*Nature of injury sustained (e.g. index finger of right hand crushed):** field. |

## 1.1.39.   EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|---|---|
| [39] | Click the **Mark any of the following when applicable**  **drop down option** button to display the available list. |

## 1.1.40.   EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|---|---|
| [40] | Click on the **Multi Trauma** Multi Trauma option to select it. |

## 1.1.41. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [41] | Click to select the **Yes** radio button. |

## 1.1.42. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [42] | Click to select the **No** radio button. |

## 1.1.43. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [43] | Click the **Step 4** ![Step 4] link to access the next step. |

## 1.1.44. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [44] | Click to select the **Earnings R/Month** ◯ radio button. |

## 1.1.45. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [45] | Enter **14000** in the **Gross Cash Earnings** field. |

## 1.1.46. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [46] | Enter **900** in the **Allowance of a Recurrent nature: Bonuses (13th Cheque)** field. |

## 1.1.47. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [47] | Enter **0** in the **Allowance of a recurrent nature: Other allowances (Specify nature)** field. |

## 1.1.48. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [48] | Enter **0** in the **Cash value of food** field. |

## 1.1.49. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [49] | Enter **0** in the **Cash value of free quarters** field. |

## 1.1.50. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [50] | Enter **0** in the **Other payment in kind(specify nature)** field. |

## 1.1.51. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [51] | Click in the **area below the scroll bar** to scroll down. |

## 1.1.52. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [52] | Click to select the **Yes** radio button. |

## 1.1.53. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [53] | Enter **01.09.2019** in the **For what period were such payment made? From** field. |

## 1.1.54. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [54] | Enter **01.12.2019** in the **For what period were such payment made? To** field. |

user **31**

## 1.1.55. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [55] | Click the **Number of days per week worked by employee** ⌄ **drop down option** button to display the available list. |

## 1.1.56. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [56] | Click on the **6** 6 option to select it. |

## 1.1.57. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [57] | Enter **16.08.2019** in the **Date on which the employee ceased work due to accident** field. |

## 1.1.58. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [58] | Click to select the **No** radio button. |

### 1.1.59. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [59] | Click the **Step 5** [Step 5] button to display the next task. |

### 1.1.60. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [60] | Click to select the **Yes** ◯ radio button. |

## 1.1.61. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [61] | Enter **J Smith** in the **State the name of the medical practitioner/chiropractor who treated the employee:** field. |

## 1.1.62. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [62] | Enter **Germiston Netcare** in the **If the employee received treatment at a hospital, state name of hospital** field. |

## 1.1.63. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [63] | Click to select the **No**  radio button. |

## 1.1.64. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [64] | Click to select the **No**  radio button. |

## 1.1.65. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [65] | Click in the **area below the scroll bar** to scroll down. |

## 1.1.66. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [66] | Click to select the **No** radio button. |

## 1.1.67. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [67] | Click to select the **No** ⭕ radio button. |

## 1.1.68. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [68] | Click to select the **Yes** ⭕ radio button. |

## 1.1.69.  EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [69] | Enter **Germiston SAPS** in the *Name of Police Station: field |

## 1.1.70.  EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [70] | Enter **08/2019/876** in the *State the Docket number of the case: field. |

## 1.1.71. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [71] | Click the **Step 6** button to display the next task. |

## 1.1.72. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| | |
|---|---|
| (i) | Please note that you will not be able to submit the claim until the required documents have been uploaded. |

| Step | Action |
|------|--------|
| [72] | Click the **Document type** [∨] **drop down option** button to display the available list. |

## 1.1.73. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [73] | Click on the **SA ID** SA ID option to select it. |

## 1.1.74. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome

| Step | Action |
|------|--------|
| [74] | Click the **Add** ✚ button to upload a document. |

## 1.1.75. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [75] | Double click on the **SA ID.pdf** ⟨SA ID.pdf⟩ file to select it. |

## 1.1.76. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome

| Step | Action |
|------|--------|
| [76] | Click the **Document type** [⌄] **drop down option** button to display the available list. |

## 1.1.77. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [77] | Click on the **Road Accident Questionnaire WCL226** Road Accident Questionnaire WCL226 option to select it. |

## 1.1.78. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome

| Step | Action |
|------|--------|
| [78] | Click the **Add** ➕ button to upload a document. |

## 1.1.79.   Open



| Step | Action |
|------|--------|
| [79] | Double click on the **WCL 226.pdf** 📕 WCL 226.pdf file to select it. |
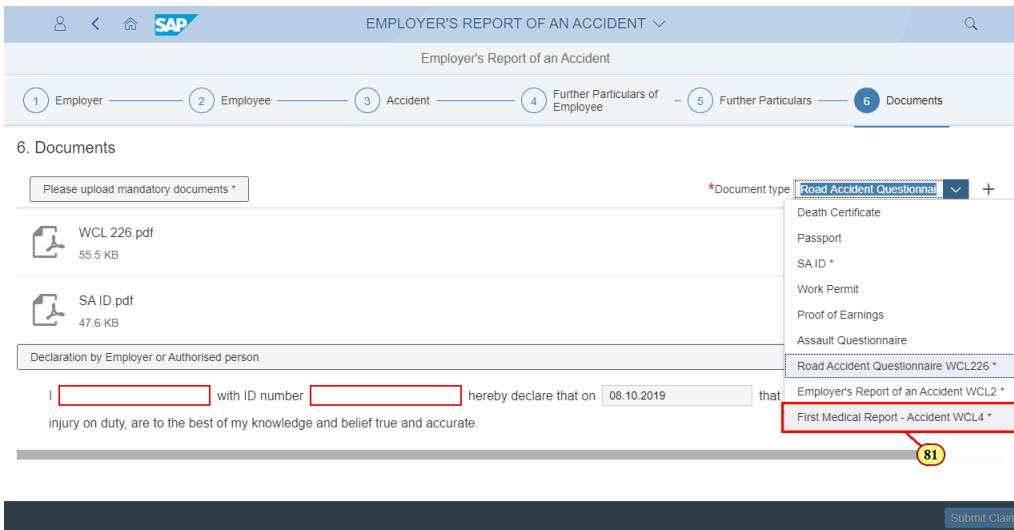
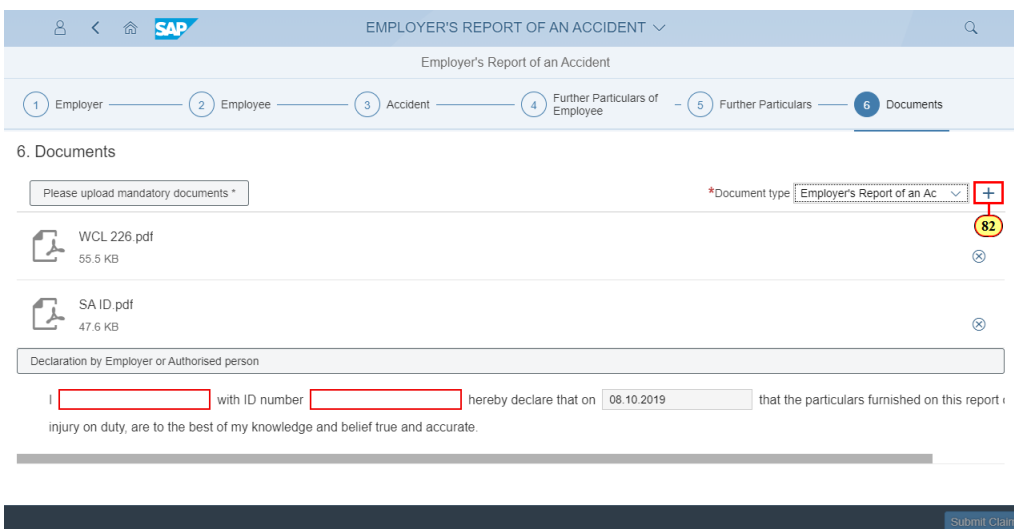## 1.1.80.   EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| | |

| Step | Action |
|------|--------|
| [80] | Click the **Document type** ⌄ **drop down option** button to display the available list. |

## 1.1.81. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



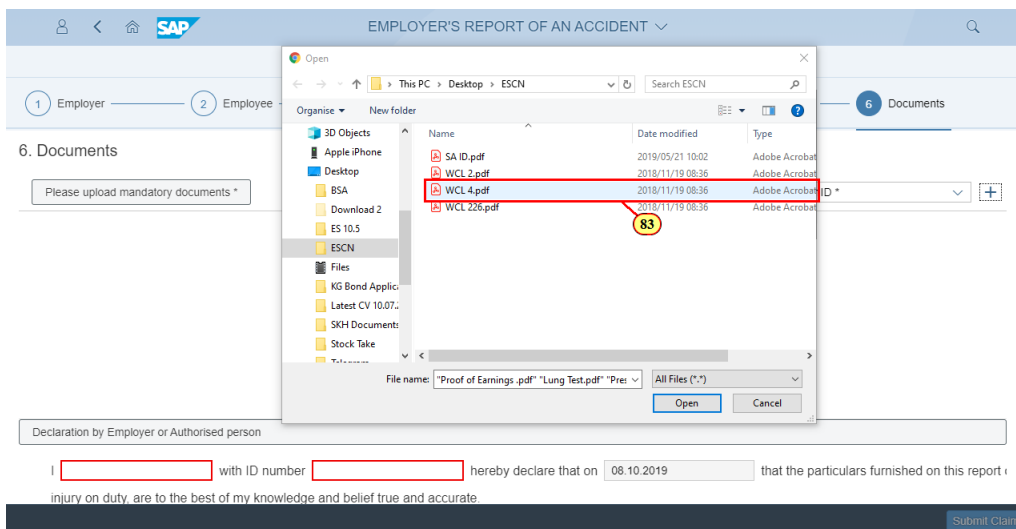| Step | Action |
|------|--------|
| [81] | Click on the **First Medical Report - Accident WCL4** First Medical Report - Accident WCL4 * option to select it. |

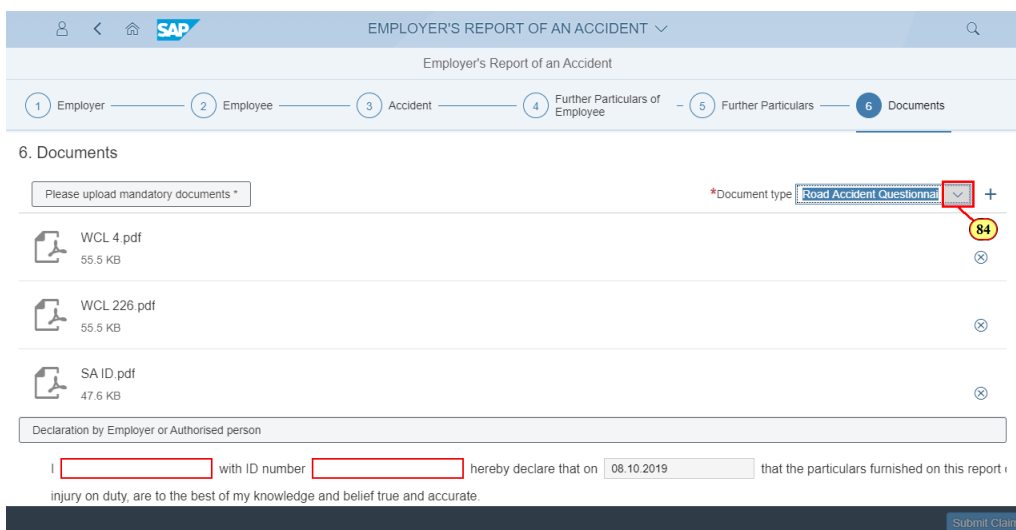## 1.1.82. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome

| Step | Action |
|------|--------|
| [82] | Click the **Add** ✛ button to upload a document. |

## 1.1.83. Open



| Step | Action |
|------|--------|
| [83] | Double click on the **WCL 4.pdf** [📄 WCL 4.pdf] file to select it. |

## 1.1.84. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|

| Step | Action |
|------|--------|
| [84] | Click the **Document type** [⌄] **drop down option** button to display the available list. |

## 1.1.85. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [85] | Click on the **Employer's Report of an Accident WCL2** Employer's Report of an Accident WCL2 option to select it. |

## 1.1.86. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome

| Step | Action |
|------|--------|
| [86] | Click the **Add** ✛ button to upload a document. |

## 1.1.87. Open



| Step | Action |
|------|--------|
| [87] | Double click on the **WCL 2.pdf** ⬛ WCL 2.pdf file to select it. |

## 1.1.88. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|

| Step | Action |
|------|--------|
| [88] | Click in the **area below the scroll bar** to scroll down. |

## 1.1.89. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|
| [89] | Enter **s.mas** in the **I** field. |

## 1.1.90. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|------|--------|

| Step | Action |
|------|--------|
| [90] | Enter **6001018788081** in the **ID Number** field. |

## 1.1.91. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| | Upon submitting the claim information, a claim number will be generated. |
|---|---|

| Step | Action |
|------|--------|
| [91] | Click the **Submit Claim** ![Submit Claim] button to submit the claim. |

## 1.1.92. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| | |
|---|---|
| | Please take note of the **Confirm** message displayed in the pop-up window. |

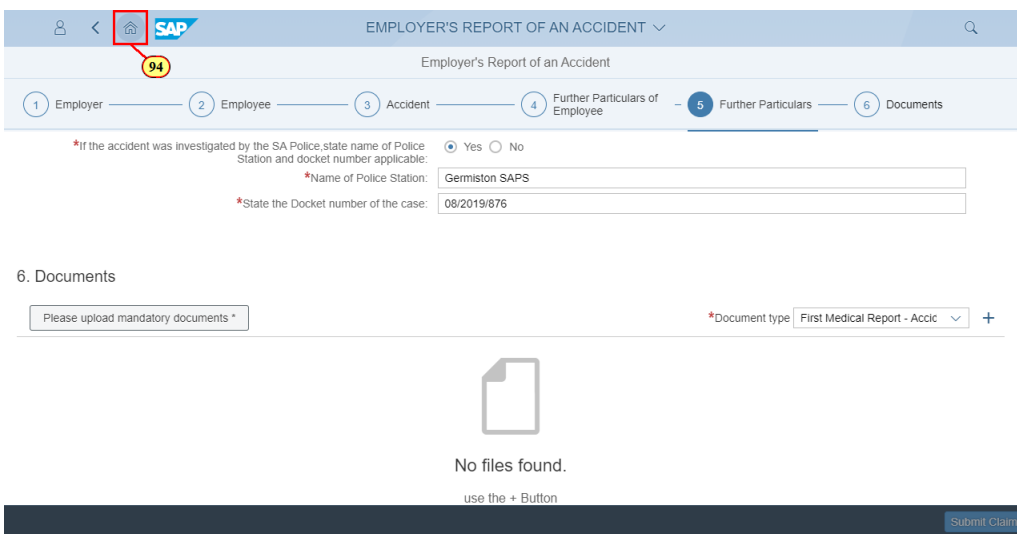| Step | Action |
|---|---|
| [92] | Click the **Yes** [Yes] button to confirm the submission. |

## 1.1.93. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome

| | Please take note of the message displayed in the pop-up window indicating the claim number. |
|---|---|

| Step | Action |
|---|---|
| [93] | Click the **OK** OK button to acknowledge the message. |

## 1.1.94. EMPLOYER'S REPORT OF AN ACCIDENT - Google Chrome



| Step | Action |
|---|---|
| [94] | Click the **Home** 🏠 button to return to the launchpad. |

## 1.1.95. Home - Google Chrome
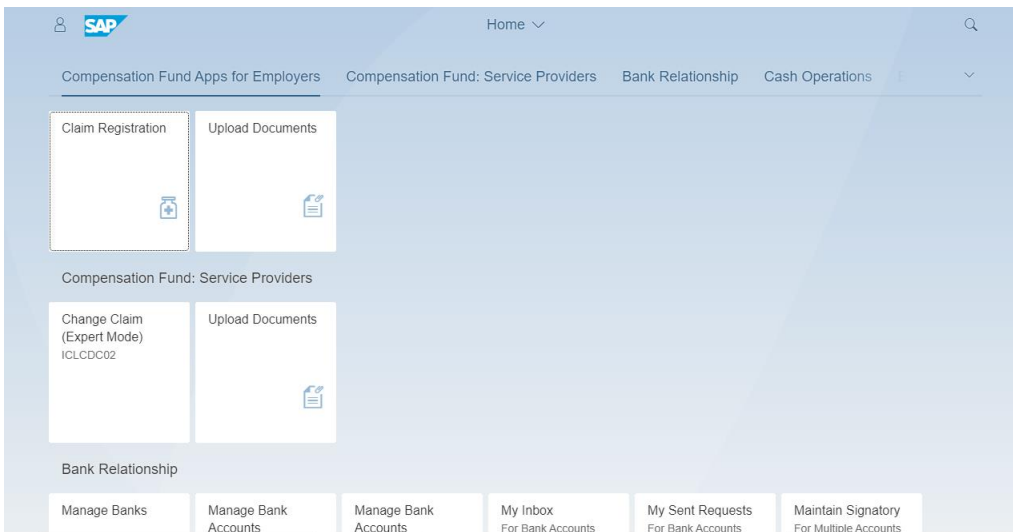


| | Well done!  You have successfully completed lodging a claim. |
|---|---|