How to use fillable forms from WCA

Thank you for your interest in the fillable forms that we at Work Comp Associates develop for our customers. We make every effort to design these forms to make it easier for you to submit information to us and to better serve your needs.

Please note that you must use **Adobe Acrobat or Adobe Reader** to view and complete our fillable forms correctly. If you didn't know, the pdf file format was created by Adobe and they continue to have some proprietary technology involved in the product. So, we have chosen to use their program as a stable and secure means for submitting data. In addition, they provide a free version of Adobe Reader to access any form created with Adobe Acrobat on their web site. If you need to download Adobe Reader, a link is included here:

> Get Adobe Reader

If you have Adobe Reader, but not the latest version, we encourage you to update to the latest version as some of the functionality of our forms may not work with older versions.
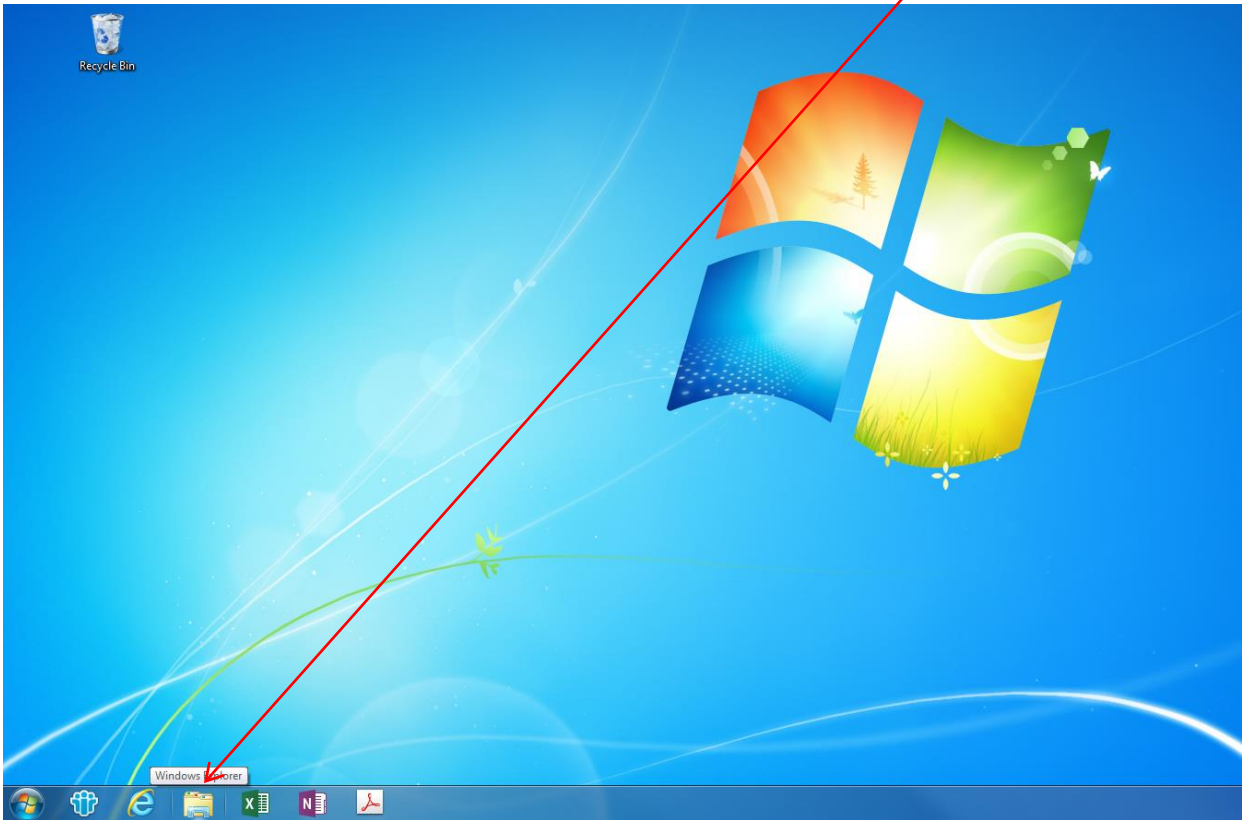
Now, a Step-by-Step Guideline for Working with any of our Forms:

1. **Open the Email:**

2. **Save the Attachment:** You will see that there is an attached file, which is the fillable form we are providing to you for easy completion of the QSA. But first, a couple of notes:

   - Most email programs give you a couple of options for how to handle the attachment when you click on it: View (or Open), and Save. **Pick "Save"**. **Do not pick "View" or "Open"**.

   - We recommend that you save the attachment initially to your "Downloads" folder under "Favorites". After you complete the form, you may choose to move the file to another area on your computer, but we encourage you to start with the file there.

   - If you need more help, click on one of the links below for step-by-step instructions for the 3 most popular email providers:

     1. Yahoo

     2. Google Gmail

     3. Microsoft Outlook (current service name), MSN or Hotmail (old service names)

Work Comp Associates, Inc.

Florida's Premier Source for Workers' Compensation Coverage & Information
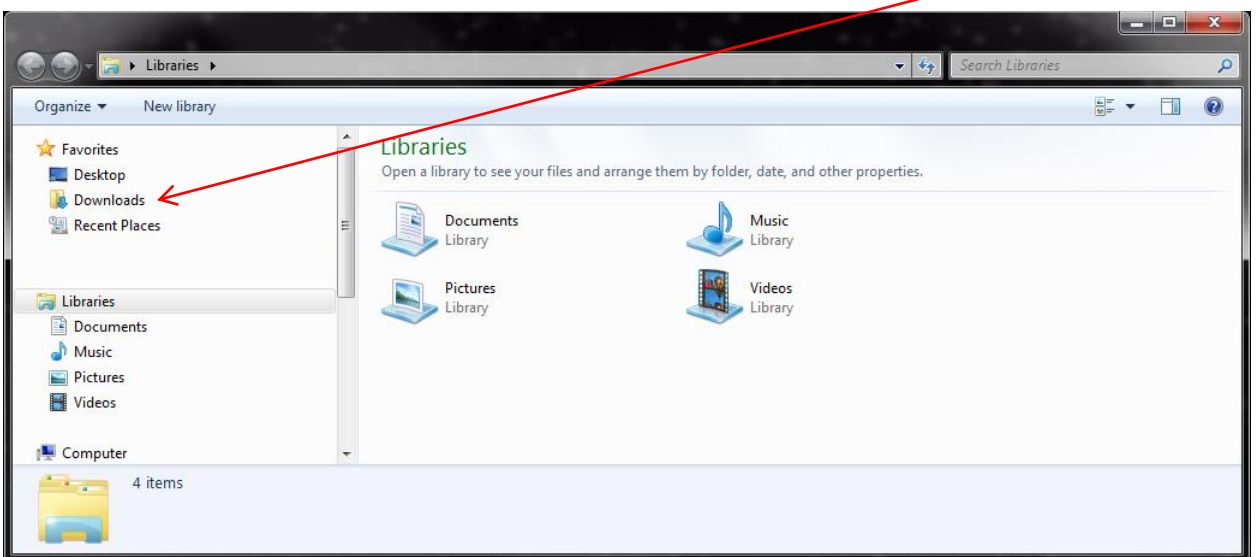
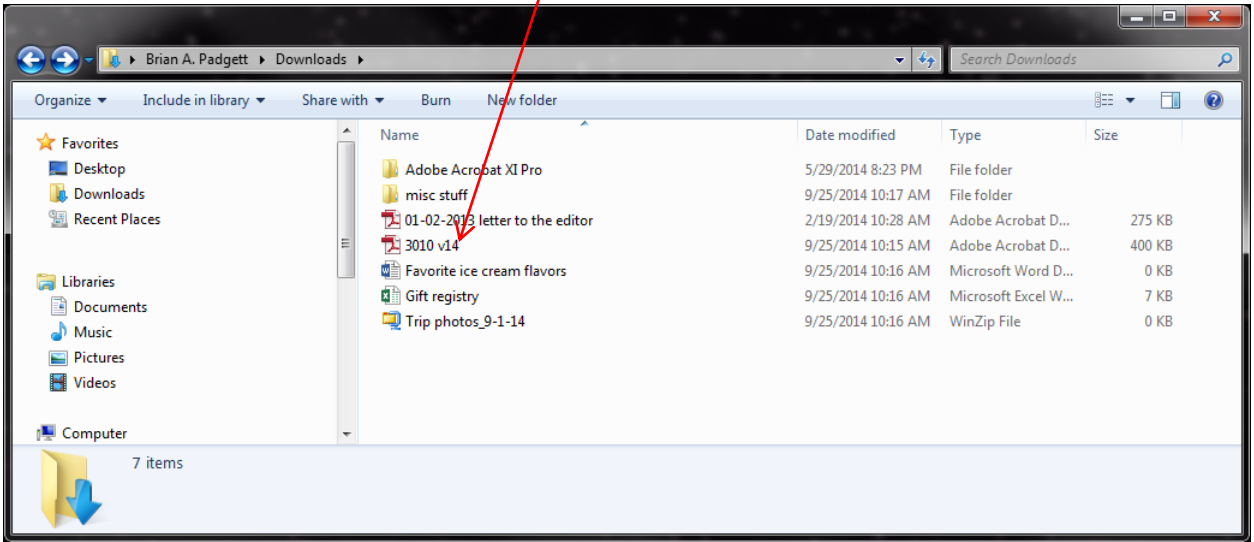3. **Open the new file you just saved to your computer:**

Step 1. Start Windows Explorer. Its button is in the bottom toolbar like this:

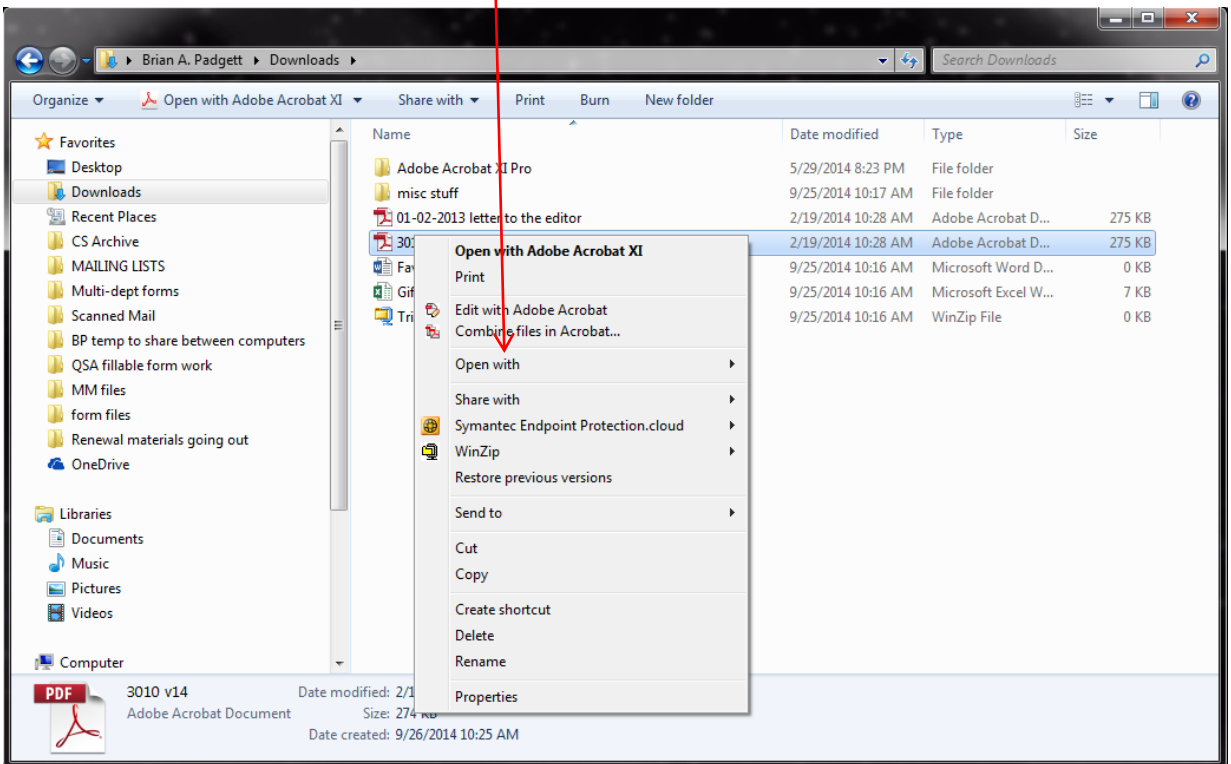Step 2. Windows Explorer starts. Click on the "Downloads" folder in the left panel:

Work Comp Associates, Inc.

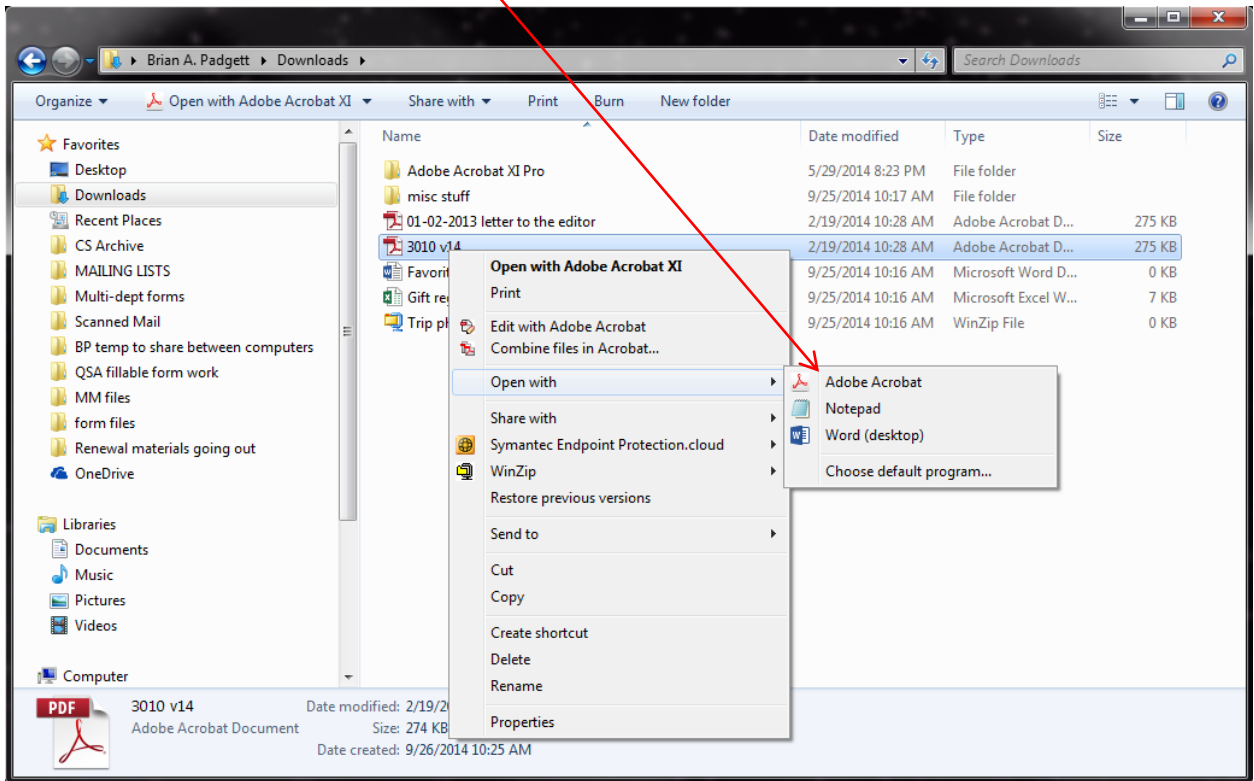*Florida's Premier Source for Workers' Compensation Coverage & Information*

Step 3. The contents of the Downloads folder are displayed. **Right-click** (click the RIGHT mouse button) on the file you downloaded:

Step 4. A pop-up menu appears. Move the mouse to "Open With …" to choose which program you want to use to open the file:

Step 5. The computer displays some options for programs to open the file. Pick **"Adobe Acrobat" or "Adobe Reader":**

Step 6. **If neither program is displayed, you don't have them.** Not a problem, as we indicated, you can download a free copy of Adobe Reader from Adobe's Web site. Here is the link again:

[Get Adobe Reader](#)

4. **Complete the form:**

- With every form we send out, we usually send along a specific "form instruction" help file explaining how the form works and the fields that you are supposed to enter.

  If you have any problems while filling out a form, please don't hesitate to call us. We'll be glad to help walk you through the form and answer any questions you may have.

5. **Save the Form:** When you are finished, click the "Save" button shown on the form.

- If you have left out any items, or if you have entered any incorrectly, you'll get an error message and you will be sent back to the first item that you need to fix. Make any changes that you need to make and then save the file.

Work Comp Associates, Inc.

Florida's Premier Source for Workers' Compensation Coverage & Information

6. **Send the Form back to WCA:** Create a new email to WCA and attach the file you saved.

If you need more help, click on one of the links below for step-by-step instructions for the 3 most popular email providers:

1. Yahoo

2. Google Gmail

3. Microsoft Outlook (current service name), MSN or Hotmail (old service names)

Frequently Asked Questions

I have an Apple Macintosh and would like to use it. Can I use your forms on it?

Unfortunately, no. Our forms are designed for use with the versions of Adobe Acrobat and Adobe Reader that run on IBM-compatible computers.

I clicked the attachment in my email program, but nothing happened. What do I do now?

Make sure you click the correct option in your email program to *save* a copy of the attached file. If you have Windows XP, you may get a popup window in the middle of the screen to let you pick the location to which to save the file. Windows 7 and Windows 8 may use a yellow bar at the bottom of the screen—click the arrow beside "Save" and then pick "Save As."

Your computer may skip straight to the following. If you don't see the above, click the drop-down arrow on the "Save" button above, then click "Save as." You will then see this:

Click on "Desktop" in the left pane, and then click the "Save" button. You have now saved the attachment to your Desktop. You can now continue with step Step 3 above.

When I opened the form, I got a "JavaScript" message that concerns me. What is this?

If you get any warning messages like "JavaScript will modify the hard drive," please click OK or Yes to allow the modification.   We use JavaScript code in our programming on the forms.   It automatically checks to see if you are using the latest version of the program.

JavaScript is a dynamic computer programming language that is currently trademarked and updated by Oracle Corporation.   JavaScript itself is updated by Oracle and is considered trusted software by the computer community as a whole.

I can't type anything in the form. What's going on?

Some computers do not allow you to enter information in our forms. Macintosh computers often have problems. Also, our forms are not currently designed to be used on a mobile device or smart phone. In these cases, you may need to prepare a paper form instead. We still make these available in a format for completion on paper. Please feel free to call us at (844) WCA-FLWC and we will send you one.

I completed the form, but the Save button doesn't allow me to save the form. Why not?

Our forms are designed to make sure that you complete all required information. If you have only entered one part of an important item, but you have not entered another part that is required, you will get an error message telling you to complete a field on the form first. Please enter the field that you are directed to complete.

Work Comp Associates, Inc.

Florida's Premier Source for Workers' Compensation Coverage & Information

I completed the form and saved it. After I closed it, I opened it again, but now it doesn't show the information I typed into it. Why?

If you used "View" or "Open" to open the attachment from your email program, your computer probably opened the form from a temporary location and your changes were saved to that temporary location, instead of updating the file attached to the email. For this reason, please save a copy of the attached form from the email to your Desktop and then open the form from your Desktop.

I don't want to install any program on my computer or check for versions of Reader. Can I just complete the form on paper?

Of course. Though we prefer forms filled out on the computer, we still provide paper forms where possible. If the form has a "Print Blank Form Only" button, you can use it to print the form so that it is suitable for paper. Or, you can contact us to request a form on paper.

I'm still confused. Can I contact you for help?

Please do! Our contact information is as follows:

Tel: (844) WCA-FLWC

Email: Mail@WorkCompAssociates.com

Work Comp Associates, Inc.

Florida's Premier Source for Workers' Compensation Coverage & Information