



Committed to Providing Exceptional Customer Service

OSIP Online Services Guide

Actuaries

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OSIP@dir.ca.gov | <http://www.dir.ca.gov/osip/>

Rev. 06/15

What is OSIP Online Services?

[OSIP Online Services](#) is where you can electronically submit a growing list of information to the [Office of Self Insurance Plans \(OSIP\)](#). Login to file or amend Actuarial Summaries and Studies, update your profile, or de-select former clients.

Please email OSIP@dir.ca.gov or call (916) 464-7000 if you wish to register with OSIP, forgot your password, or have any questions.

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

	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 Department of Industrial Relations website. The navigation bar includes links for Home, Labor Law, Cal/OSHA - Safety & Health, Workers' Comp, Self Insurance, Apprenticeship, Director's Office, and Boards. The main content area features a sidebar with 'Office of Self Insurance Plans (OSIP)' and a 'Quick Links' section. A red box highlights the 'OSIP Online Services' link in the Quick Links. Another red box highlights the 'Forms, Publications and Reports' link in the main content area. Below the main content, 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 also visible.

The screenshot shows the OSIP website. The navigation bar includes links for Home, Labor Law, Cal/OSHA - Safety & Health, Workers' Comp, Self Insurance, Apprenticeship, Director's Office, and Boards. The main content area features a sidebar with 'Office of Self Insurance Plans (OSIP)' and a 'Quick Links' section. A red box highlights the 'OSIP Online Services User Guides' section in the main content area. Below this section, there are sections for 'Information Bulletin', 'Fiscal Year', and 'Newswire'. The 'OSIP Online Services User Guides' section includes links for 'Private Employer', 'Self Insured Group', 'Public Entity & Joint Power Authority (JPA)', 'Third Party Administrator (TPA)', and 'Actuary'. There are also buttons for 'Go to OSIP Online Services' and 'E-file my Annual Report'.

Registering with OSIP

Email OSIP@dir.ca.gov for a link to the New Actuary Registration form. The following requirements must be certified as true and correct in order to register:

1. *The actuary/firm maintains a minimum \$1,000,000 professional liability and errors and omissions coverage. §15209(a)(3).*
2. *I am independent with no common ownership or financial interest in the entity that is the subject of the actuarial study and summary.*
3. *I possess current experience making California workers' compensation actuarial projections.*
4. *I possess the professional designation of Fellow of the Casualty Actuarial Society (FCAS), or a member of the American Academy of Actuaries (MAAA), or a member of the Society of Actuaries (MSOA) who is qualified to sign a statement of actuarial opinion on loss reserves.*

Designations listed in the drop-down menu are the minimum registration requirements as set forth in the [California Code of Regulations](#).

After you submit your completed registration form:

1. You will receive a registration confirmation email with your User ID and Password to access OSIP Online.
2. Your name is placed on a list available to self insured employers to select your services.

The screenshot shows the 'New Actuary Registration' form on the State of California Department of Industrial Relations website. The form includes the following fields and instructions:

- Instruction:**
 - * Indicates required information
 - Do not use this form for updates. If your profile needs to be updated please email OSIP@dir.ca.gov or contact OSIP at (916) 464-7000
- Personal Information:** First Name, Middle Initial, Last Name, Title, Designation(s) (dropdown menu), Phone Number, Primary E-mail, Secondary E-mail.
- Firm Information:** Actuarial Firm Name, Firm Location (Street, City, State, Zip code).
- Terms and Conditions:** A scrollable list of four requirements, identical to the ones listed in the text above.
- Confirmation:** A checkbox labeled 'I certify the above statements to be true and correct'.
- Buttons:** Submit and Cancel.

Log-In to OSIP Online

Log-in, find links to regulations, FAQs, and user guides at <https://efiling.dir.ca.gov/OSIPO/>.

Please email OSIP@dir.ca.gov if you forgot your User ID or Password.

Internet Explorer (8 or higher), Chrome, Firefox, and Safari allow full functionality of OSIP Online.

The screenshot shows the OSIP Online Services login page. At the top, there is a navigation bar with the State of California logo and the Department of Industrial Relations name. Below the navigation bar, there is a welcome message and a login form. The login form includes fields for User ID and Password, and a Login button. Below the login form, there is a link for 'Forgot your password?' and a table of Annual Due Dates.

State of California
Department of Industrial Relations

Press Room | Contact DIR | CA.gov

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.

	Private Employers	Self Insured Groups	Public Employers/ Joint Power Authorities
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Main Menu

You may only submit an Actuarial Summary and Study after you receive an email notification that your client has selected you as their actuary. Click **Actuarial Summary & Study** to file or amend and note that information cannot be saved and continued at a later time.

Actuarial Summary and Study due dates:

Self insurance groups - April 15th

Private employers - May 1st

Choose **Update My Profile** to change any information entered at registration.

Choose **De-Select Employer** if you no longer wish to offer a client your services or wish to keep your list of clients up to date. It is not necessary to de-select a client in order for them to select a new actuary.

The screenshot shows the 'Actuary Menu' page on the State of California Department of Industrial Relations website. The page header includes the 'CA.GOV' logo, the text 'State of California Department of Industrial Relations', and navigation links for 'Press Room', 'Contact DIR', and 'CA.gov'. Below the header is a secondary navigation bar with links for 'Home', 'Labor Law', 'Cal/OSHA - Safety & Health', 'Workers' Comp', 'Self Insurance', 'Apprenticeship', and 'Director's Office'. The main content area features a 'Logout' button and a section titled 'I want to complete/file/submit:'. This section contains three menu items: 'Actuarial Summary & Study' (highlighted with a red box), 'De-Select Employer', and 'Update My Profile'. The 'Actuarial Summary & Study' item is expanded to show due dates and a note that the deadline has passed.

State of California
Department of Industrial Relations

Press Room | Contact DIR | CA.gov

CA.GOV

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

▶ Actuary Menu Logout

I want to complete/file/submit:

Actuarial Summary & Study Actuarial Summary & Study reports are due by:

- Self insurance group - April 15th
- Private employer - May 1st

Note: The regulatory deadline for submission of your Actuarial Summary & Study is already past. Please contact OSIP at (916) 464-7000 or you can send an email to OSIP@dir.ca.gov.

De-Select Employer Change my OSIP status with a current Employer / Client.

Update My Profile Update my actuary profile information.

Submitting the Actuarial Summary and Study

State of California
Department of Industrial Relations

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

Filing Actuarial Summary and Study Package Logout

Instructions:

- * Indicates required information
- Complete the Actuary Summary form below and attach the Actuarial Study before clicking the submit button
- Submissions must be completed in a single session, work cannot be saved
- Question or comments, please call (916) 484-7000 or email OSIP@dir.ca.gov

Actuarial Summary and Study

Please select an employer from pull down list

Employer Cert # Amended

Contact person Phone Email

The following summary information is from the attached actuarial study valued as of December 31, 2014

Net Liabilities *Entry fields below accept whole numbers only*

1. Loss Case Reserves *	<input type="text"/>	<input style="font-size: 8px; border: none; background: none; padding: 0 5px;" type="button" value="?"/>
2. Allocated Loss Adjustment Expense (ALAE) Case Reserves *	<input type="text"/>	<input style="font-size: 8px; border: none; background: none; padding: 0 5px;" type="button" value="?"/>
3. Incurred But Not Reported (IBNR) *	<input type="text"/>	<input style="font-size: 8px; border: none; background: none; padding: 0 5px;" type="button" value="?"/>
4. Unallocated Loss Adjustment Expense (ULAE) Liabilities *	<input type="text"/>	<input style="font-size: 8px; border: none; background: none; padding: 0 5px;" type="button" value="?"/>
5. Total Loss & Loss Adjustment Expense Liabilities	<input type="text"/>	<input style="font-size: 8px; border: none; background: none; padding: 0 5px;" type="button" value="?"/>

Ceded Liabilities

6. Total Loss & Loss Adjustment Expense Liabilities *	<input type="text"/>	<input style="font-size: 8px; border: none; background: none; padding: 0 5px;" type="button" value="?"/>
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Gross Liabilities

7. Total Loss & Loss Adjustment Expense Liabilities	<input type="text"/>	<input style="font-size: 8px; border: none; background: none; padding: 0 5px;" type="button" value="?"/>
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1. The actuarial study clearly identifies any excess coverage by carrier, policy year and self-insured retention, by year, as required by §15209(d).
 2. The actuary preparing the attached actuarial study understands that the study may be used by the State of California and the Self Insurers' Security Fund to set appropriate collateral and deposit amounts, and for any other regulatory purpose under the regulations, as required by §15209(e).
 3. All liabilities in this study and summary are for California claims only, §15209(g).
 4. The actuary preparing this report maintains a minimum of \$1,000,000 professional liability and cover and ceases coverage, §15209(h).

I certify under penalty of perjury, the above statements to be true and correct.

Actuary Name Telephone
 Actuary Title Designation E-mail
 Actuary Firm

Information entered on this summary page **cannot** be saved and continued later.

1) Select your client from the **Employer** pull down menu. Their certificate number, contact person, phone number, and email address will display. Your client will not be listed if they have not logged in to select your services. Once you are selected you will receive an email confirmation.

Check off **Amend** if this is an amendment. Contact OSIP if you need to amend after the due date.

2) Complete the **Net Liabilities** and **Ceded Liabilities** sections, the **Gross Liabilities** will automatically tally. Hover over for definitions.

3) Attach a PDF of your study by clicking **Upload File**. Please email the study to OSIP@dir.ca.gov if your file is larger than 12MB.

4) Read the certification statements and check the "I certify under penalty of perjury, the above statements to be true and correct" confirmation box to proceed.

5) Confirm your pre-populated profile information is accurate. Return to the main menu to update your profile by clicking **Cancel**. The information entered on the summary form will not be saved.

6) **Print** will print the form but not the attachment.

Submit will file the completed form and attachment with OSIP. A confirmation screen will appear. You and Security Fund will receive a confirmation email with a copy of the completed summary and study. Your client will also receive a confirmation email, but without the summary and study.

Cancel will bring you back to the Main Menu, your work will not be saved.

De-Select a Former Client

Choose **De-Select Employer** if you no longer wish to offer a client your services or wish to keep your list of clients up to date. It is not necessary to de-select a client in order for them to select a new actuary.

1. From the Main Menu select **De-Select Employer**.
2. Select your former client from the drop-down menu.
3. Verify that the correct contact information populates, then **Print** a copy for your records.
4. Click **Submit**. Both you and your former client will receive a confirmation email.

De-selecting Employer Logout

Instructions:

- Use this form if you want to stop filing an actuarial summary and study for your client
- Select the self insured employer from the drop down menu that you want to de-select
- Your change will be effective immediately upon submission

Client Employer Information

From the drop down menu, select the current client employer you want to de-select

Employer **Cert #**

Contact person: Phone: E-mail:

Print Submit Cancel

Update Your Profile

The most current information on file will be shown. Update any information that needs to be changed and click **Submit**. You will see a confirmation screen and receive a confirmation email.

Updates to your profile are not sent to your clients.

The screenshot shows the 'Actuary Profile Update' form on the State of California Department of Industrial Relations website. The page header includes the CA.GOV logo and navigation links for Home, Labor Law, Cal/OSHA - Safety & Health, Workers' Comp, Self Insurance, Apprenticeship, Director's Office, and Boards. The form title is 'Actuary Profile Update' with a 'Logout' button. Below the title is an 'Instruction:' section with a note: '* Indicates required information'. The form fields are: First Name, Middle Initial, Last Name, Title, Designation(s) (with a dropdown menu showing 'FCAS'), Phone Number, Primary E-mail, Secondary E-mail, Actuarial Firm Name, Firm Location (Street, City, State (dropdown showing 'AL - Alabama'), Zip code). A scrollable list of legal disclaimers is provided, including references to California regulations §15209. At the bottom, there is a checkbox for 'I certify the above statements to be true and correct.' and 'Submit' and 'Cancel' buttons.