

GET STARTED WITH COMPENNSATION TODAY



NEW USER GUIDE

If you are new to the CompENNsation Web Portal, getting started is quick and easy. Just follow the step-by-step guide outlined below. Once registered, you will gain access to the tools and information you need to encourage workplace risk management and maintain a functional return to work program.

1. Go to: www.compensation.com
2. Click on "Create an Account" button
3. Fill in the requested information:
 - Email - This will be your **Username**
 - Password - Create a password to securely access your account
 - First and Last Name
 - Phone Number
 - Indicate if logging on as an employer or agent
 - If logging on as an employer enter your **Penn Millers Policy Number**
 - If logging on as an agency representative, enter your **Agency Code**

Note: Do not use spaces or dashes. Example: PGW1234567, not PGW-1234567. (Letter prefixes will either be PGW OR PAW.)
4. Click the "Create" tab and you will be brought to the home page.
 - *Note: An introductory video will launch the first time you log in.*
5. **Now you're ready to get started!** From the home page you can navigate to:
 - The CompENNsation Tutorial tab (on the left sidebar)
 - Workers Comp Basics training + quiz
 - Preventing Workplace Injuries training modules + quiz
 - Critical Workers Comp Program elements training modules + quiz
 - Frequently Asked Questions
 - The Report an Injury NOW tab
 - All Things Safety - contains 73 downloadable shop talks and 21 safety videos
 - The Resources and Web links tab - our reference library for all things directly and indirectly affecting safety and workers' comp.

The **Help Desk** tab at the top left of the home page.

Replies to Help Desk questions will be sent via email or phone within 24 hours

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