For The Supervisor: It is very important that if an Employee sustains a work-related injury, illness or condition, you follow these steps:

1. The following URL can be used to guide a supervisor through the Workers Compensation Claim process: http://seattlearchbenefits.org

2. Then click on the Administrators Portal.

3. Then click on Administrative Pages then Workers Compensation

4. On the upper left corner click on Administrator’s Library. The following reports are available:
   - Supervisors Investigation Report
   - Employee Investigation Report

Any questions contact the Archdiocesan Retirement and Workers’ Compensation Program Manage.