Employer User Guide

UMEHLUKO REPORTING

Electronic Reporting Of Work Related Accidents and Diseases via Umehluko
Umehluko: Employer Guide – Claims Submission

To access the Umehluko system, one first needs to get a DoL username and password,

This can be done at http://www.labour.gov.za/DOL/ and selecting the Online Claims Submissions link. See below

You will then see the Online Submission Portal, where you register or log in
Let’s look at “How To Register” – This is to be done only if you do not already have an online account, if you already do, please enter your log in details.

Fill in the required information on the registration form, upon completion click submit, thereafter and email will be sent to you containing your username and password and authentication key.
Once you receive your username and password go back to the website and fill in your log in credentials.

You will then see the page below, where you can link an organization to your profile or select an organization that has already been linked.

You can link the organisation you wish to act on behalf of by entering the practice number and then clicking ‘get organisation’ and then ‘add to profile’.
You can then select the linked organization and register a claim, by clicking submit medical report you will be redirected to the Umehluko log on page where you enter you log on details.

This is the Umehluko Log On page where you are required to log in and register a claim for the Organisation you have linked/selected to act on behalf of.
The Umehluko Logon screen will displays: (The user must then fill in the “User Name” and “Password” credentials to be able to access the system. Once the user completed the login credentials the user will click on “Log In”).

The user must select either the Accident Notification for an Accident or the Disease Notification for an occupational disease.
The employer will capture all the necessary information. The red asterisk represent that the field are mandatory. The drop down fields makes submission faster.
Then select the "Close" button
The system will automatically supply the notification with a File Reference number/claim number instantly; however, the notification process is not yet complete.

Select the Claim details then "Edit" button to proceed.

The following screen will appear: "Update Accident Person Details"
The user will return to the menu bar and select the "Earnings" button then add earnings and submit.

Be sure to capture correct earnings for the employee!
The user will return to the menu bar and click on Medical and select Injuries/diagnosis then add injuries also selecting the correct ICD codes and submit.

Give us an indication of what type of injury the employee sustained.

Drop down fields have a variety of injury types to select from.
Click on menu bar Employment and click on Set Event Employment

<table>
<thead>
<tr>
<th>Claim</th>
<th>Medical</th>
<th>Earnings</th>
<th>Person Details</th>
<th>Employment</th>
<th>Leave Vignet</th>
<th>Requirements</th>
<th>Notes</th>
<th>Payments</th>
<th>RMA Questionnaires</th>
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<td>Skilled?</td>
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<td>Date Captured</td>
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</table>
The user will return to Claim and select PEV details. Browse and insert the Authentication key then Member Submit.

Authentication is a security control measure, keep your unique key confidential.
Notification sent to CompCare.

YOU HAVE SUCCESSFULLY COMPLETED SUBMITING A CALIM.

PLEASE REMEMBER TO LOG OUT

For more information contact us on:

Call

• 086 999 0090

Or email

• ccms @labour.gov.

The Compensation Fund, working for you!!