

Instructions for Completion of the Electronic BOP Employer's First Report of Injury

Please read through the instructions before completing the electronic First Report of Injury. You may want to print this page before you begin. If you have questions, please call the Bureau of Personnel Workers' Compensation Program at 605.773.3148.

Completing the Electronic First Report of Injury

1. **Access the electronic [First Report of Injury](#).**
2. **Search**
 - Select either Volunteer, Social Security Number, or Employee ID by clicking the field to the left of your selection.
Note: Use the SSN only if an Employee ID is not available.
 - Enter your SSN or Employee ID.
Note: You will be required to enter an SSN if you selected Volunteer.
 - After entering your SSN or Employee ID, the cursor will automatically advance to "Date of Birth". Be sure to enter the year as a four digit number (e.g. 1978).
 - Next, click the drop down box beside "Select Agency". Select the agency where you worked at the time of the injury.
 - Click the Search button.
3. **Employee and Employment Information**
 - You should now be in the first of the employee and employment information sections, as seen in the list on the left side of your screen
 - Verify the information is correct in the employee information section before proceeding to the employment information section. Be sure the fields marked in red are completed.
 - After completing the employee section, move to the employment section by clicking the employment information tab on the left side of your screen or by clicking the forward arrow at the bottom of the form.
 - Verify the information is correct. Be sure the fields marked in red are completed.
 - Click the Injury Information tab on the left side of your screen or the forward arrow at the bottom of the form.
4. **Injury Information**
 - Complete all fields marked in red. When completing this section be as detailed as possible when describing the duties performed at the time of injury and description of the injury.
 - Click the Current Treatment tab on the left side of your screen or the forward arrow at the bottom of the form.
5. **Current Treatment**
 - Select the Type of Treatment and enter any relevant information.
 - Click the Prior Treatment tab on the left side of your screen or the forward arrow at the bottom of the form.
6. **Prior Treatment**
 - Answer the questions in red and then enter any relevant information.
 - Click the Submit button at the bottom of your screen.
7. **Submission**
 - After submitting your BOP First Report of Injury, you will receive a confirmation number and your information will be sent to your Human Resource Office.