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360-902-4851

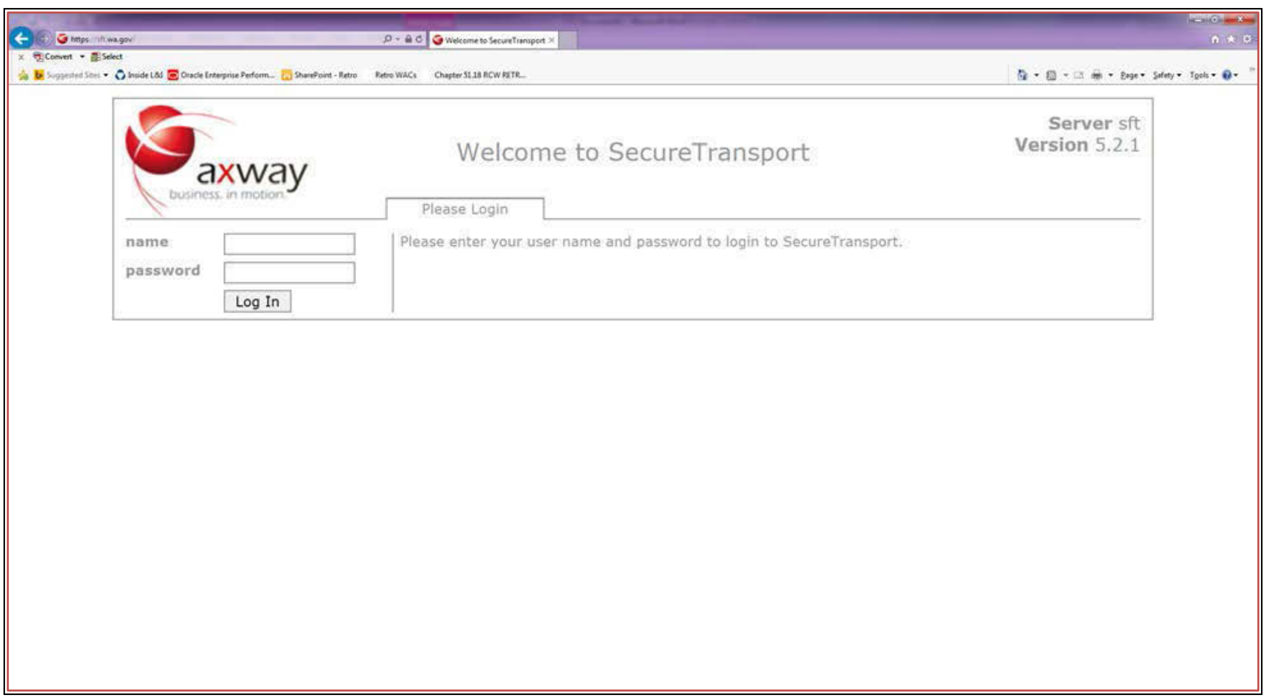
Accessing your Retro reports electronically using Secure File Transfer (SFT)

When you enroll in Retro, you have the option to receive your Retro reports in paper format or electronic format. Those who wish to receive their reports electronically must go through the Secure File Transfer (SFT) site. Below are step by step instructions for how to log into SFT, download both the report and data files, as well as how to format the files once you have downloaded them. If you have any additional questions regarding accessing your electronic reports, please contact the Retro program by sending an email to Retro@Lni.wa.gov or calling **360-902-4851**.

In order to log into SFT, you will need a **username** and **password**. If you are a first time user and *do not yet have a username and password*, please contact us using one of the methods listed above and we will provide you with that information.

Step ① – Logging into SFT

- The SFT website is found at: **https://sft.wa.gov/** Once you open the site, the landing page will look like *this:



- In the "name" field, type in your username (it will begin with "**vst_**")
- In the password field, type in your password.

* *Because of differences in web browsers and operating systems, what you see on your computer may vary slightly from these illustrations.*

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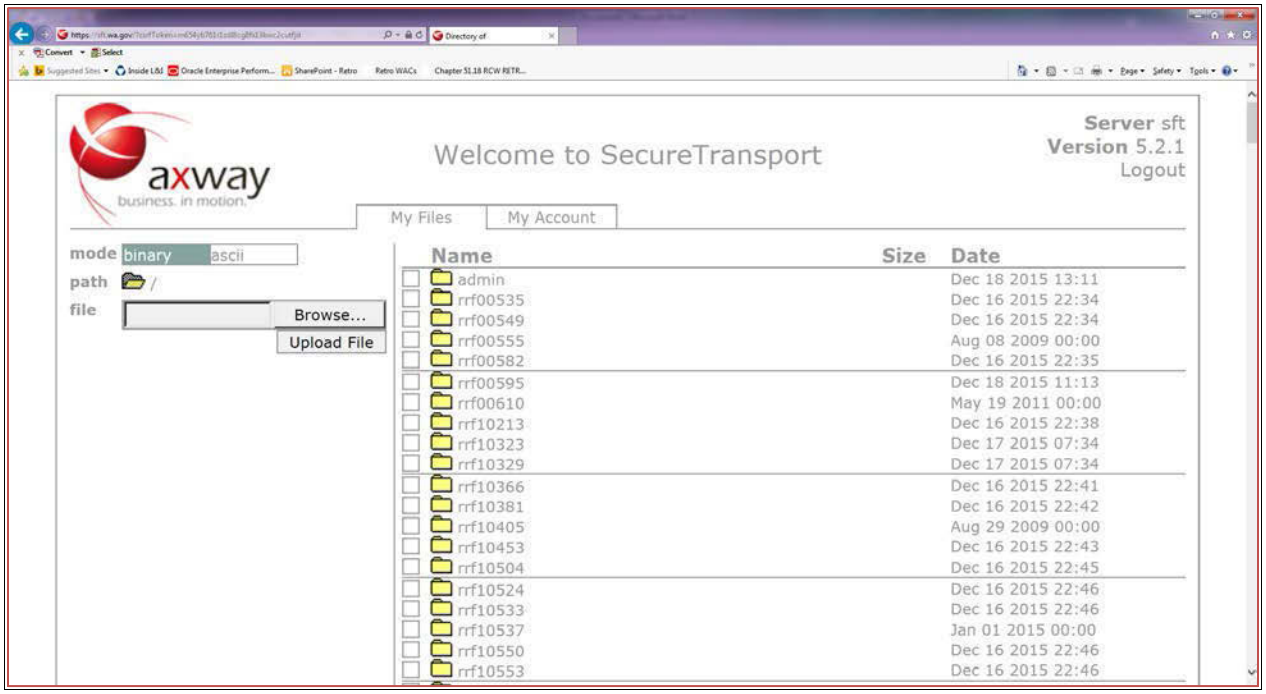
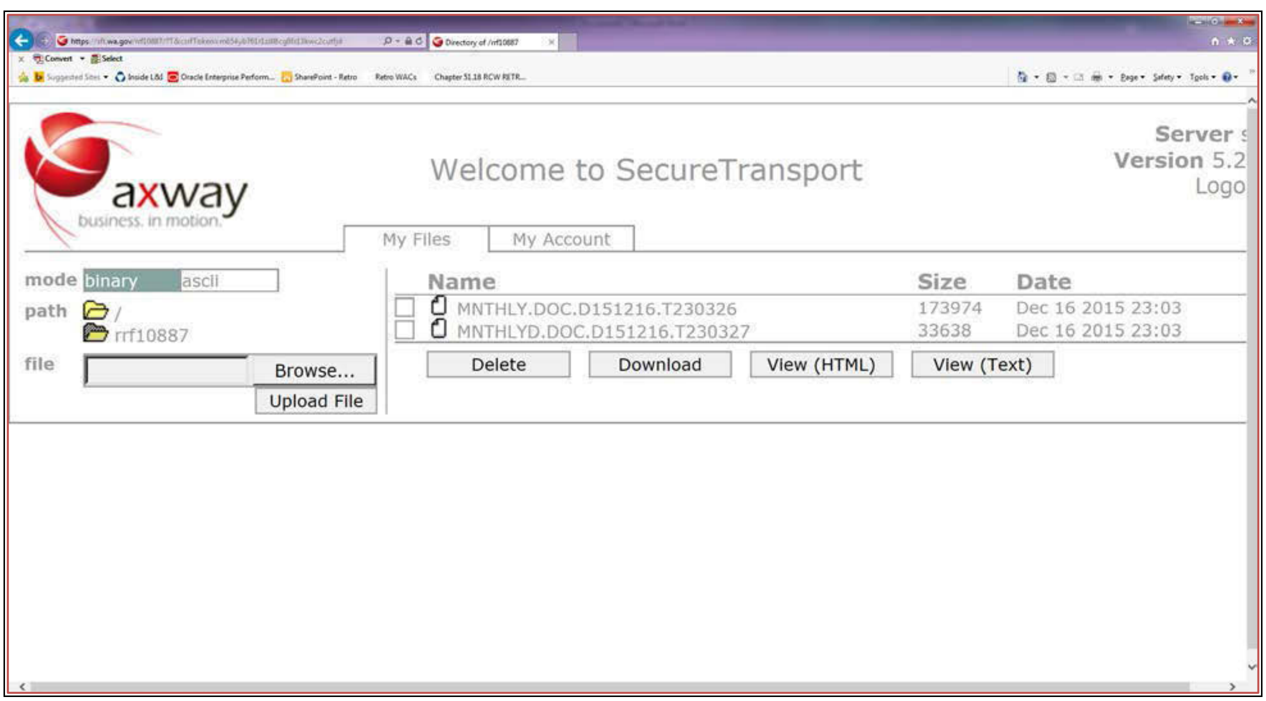
- Once you've entered your login information, you will be taken to your "homepage" within SFT. The "homepage" will look similar to the screenshot below; however, your homepage will only contain folders that you are entitled to access.



Step ② – Accessing your files

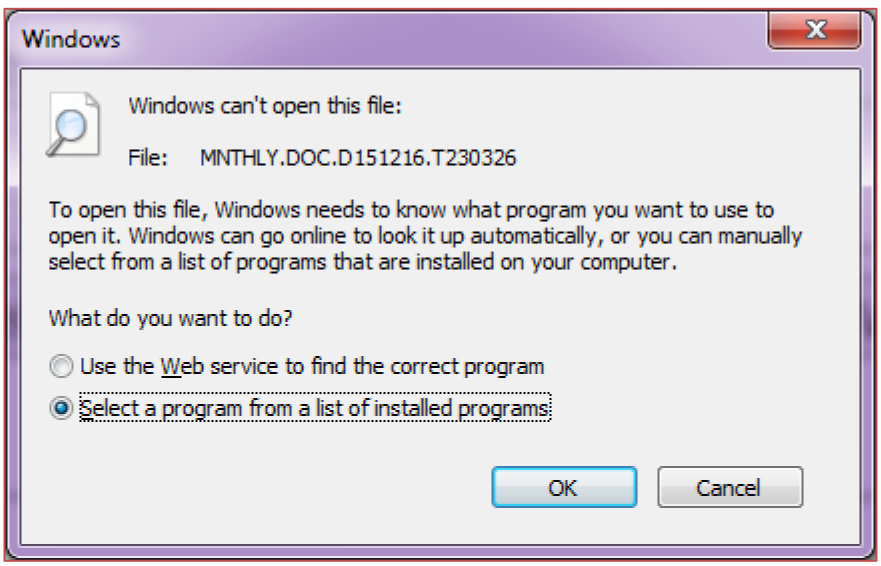
- In order to see your files, you will first need to click on the folder you wish to open.
- Once the folder opens, you will then be able to see all of the files which are currently available:



- **In this example**, you will see there are two different files.
    - The first file titled "MNTHLY.DOC.D151216.T230326" is known as the "report" file and the second file titled "MNTHLYD.DOC.D151216.T230327" is known as the "data" file. All **data files** will contain a "D" in their name (*prior to the first 'period'*).
        - **Report files** look similar to the paper version of the report and do not allow for any type of sorting or filtering.
        - **Data files** are comma delimited files which are typically exported into Excel and are meant for sorting and filtering.
    - All files within your folder will be presented in alphabetical order.
    - Note: The letters and numbers *following* "DOC" in the file name are of no import to end users (except to denote the date and time the file was uploaded to the server).

Step ③ – Opening your files

- In order to open your files you will first need to select which file you wish to open.
- Once you click on the file you want to open, you will receive a pop-up window asking how you would like to open the file. In this pop-up, you will need to choose the second option, "Select a program from a list of installed programs" and then click "OK".



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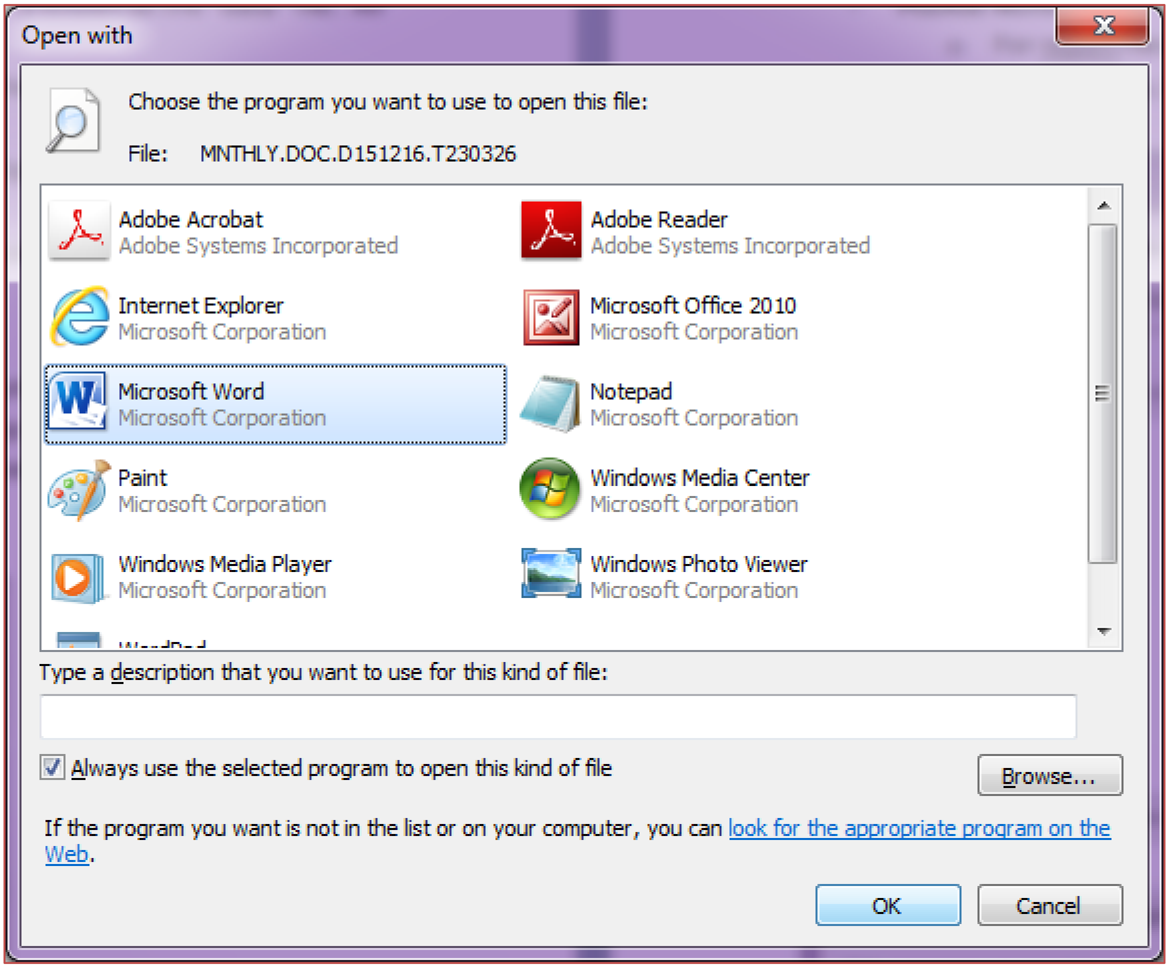
- After you click “OK”, another window will pop-up asking you to select which program you wish to use to open your file. For this first example, we will open the report file.
- **PLEASE NOTE:**
  - For **report files**, it is recommended that you open the files within Microsoft Word.
  - For **data files**, it is recommended that you open the files within Notepad.

REPORT FILE:



- Once you have selected the program with which you wish to open your file, click “OK”.
- Your file will then open within your selected program of choice.

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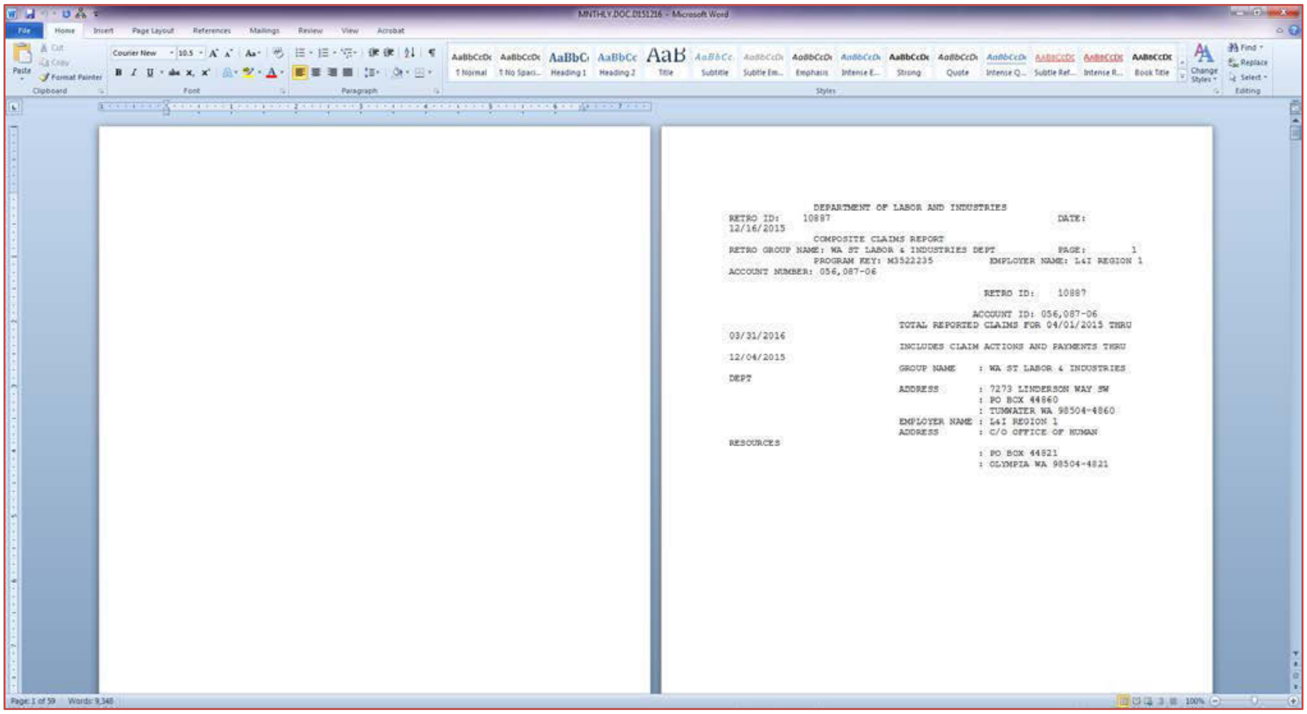

(Non-formatted Report file within Microsoft Word.)

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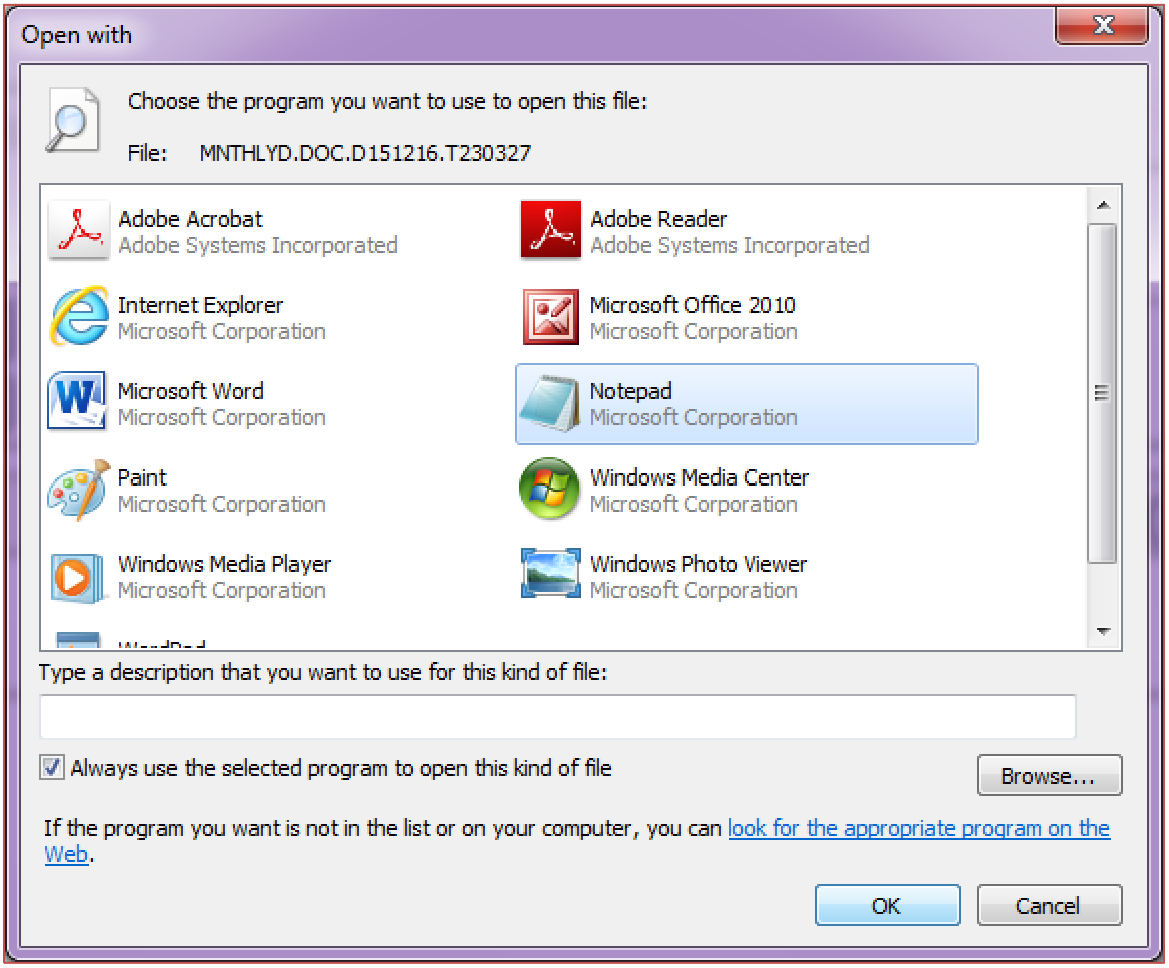
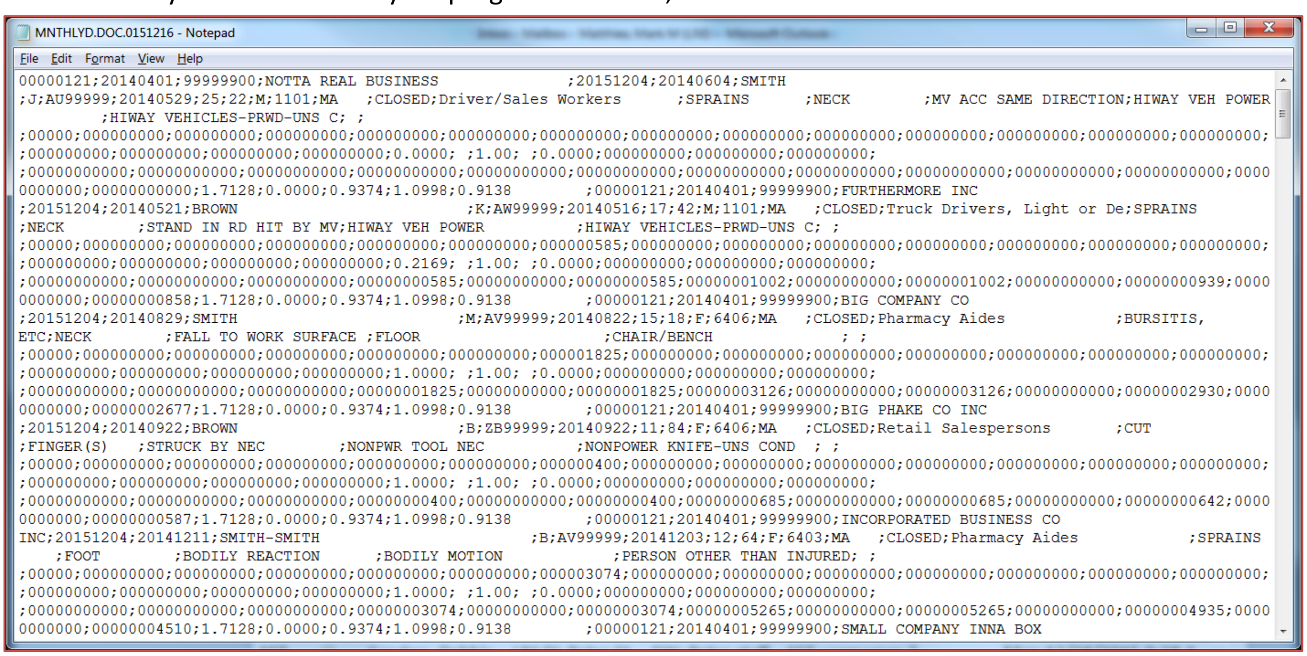
DATA FILE:



- Once you have selected your program of choice, click “OK”.



(Non-formatted Data file within Notepad)

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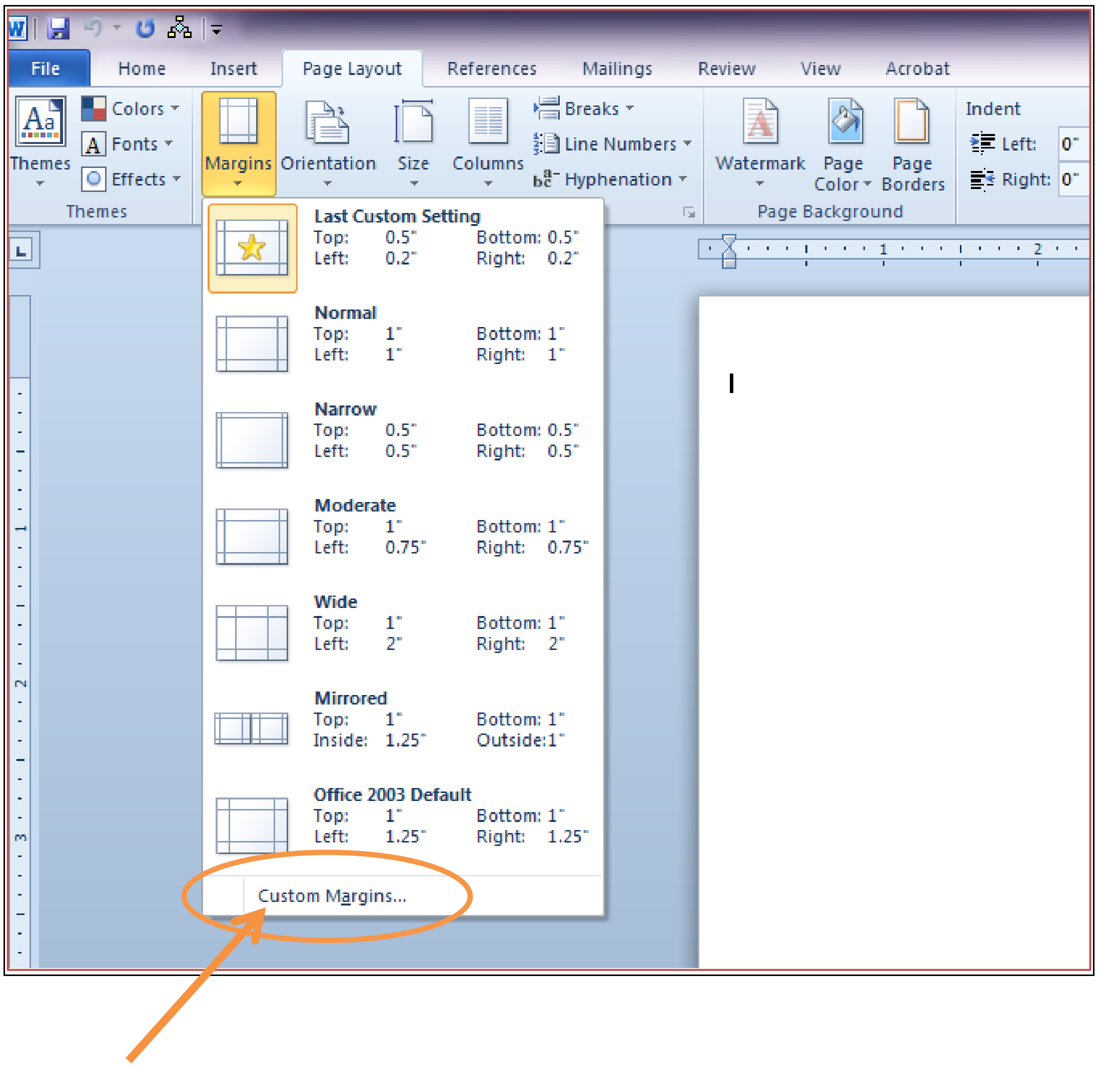
Step ④ – Formatting and saving your files

Report File:

- Once you have opened your report file in Word, you will need to format it. In order to format your report, you will first need to adjust the margins within the report. To do this, you will need to go to the "Page Layout" tab and click "Margins".
- After clicking "Margins" you will need to go down and click "Custom Margins…"



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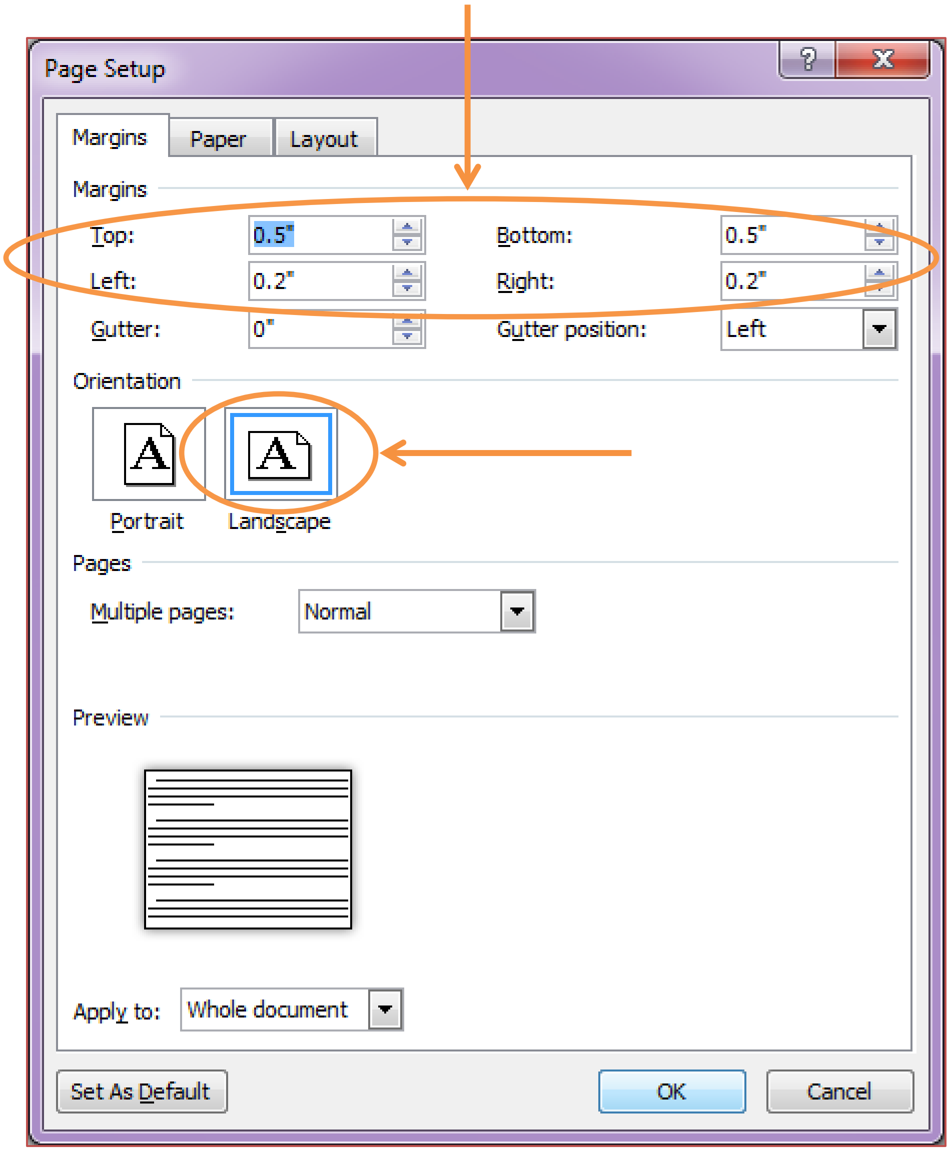
- After clicking “Custom Margins”, a “Page Setup” box will appear. In this box you will then need to adjust your margins to reflect the options shown below:



- Once you have updated your margins and page orientation, click “OK”.

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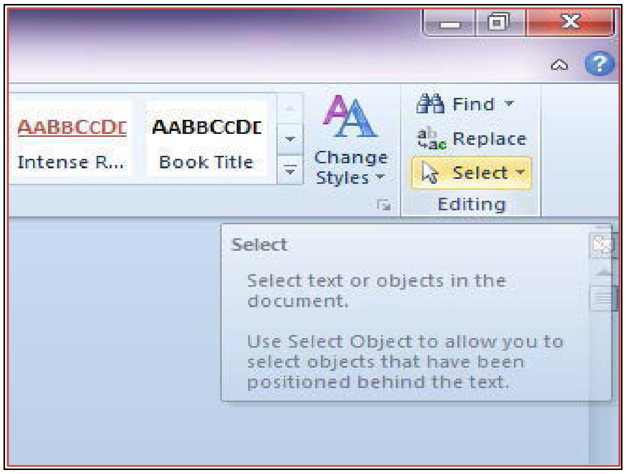
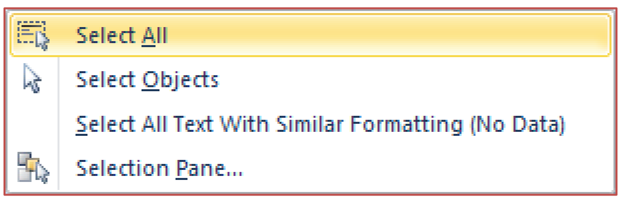
- You will then need to click back onto the "Home" tab and then click on "Select" in the right-hand corner of the screen.



- Once you've clicked on "Select" you will then need to click on "Select All". This will highlight all of the text within your report.



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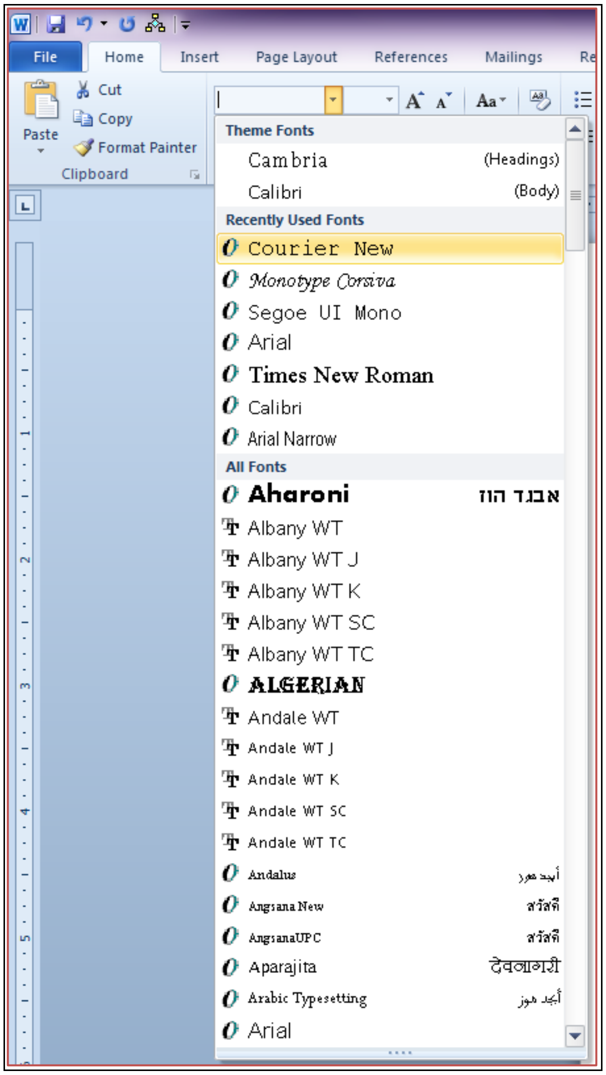
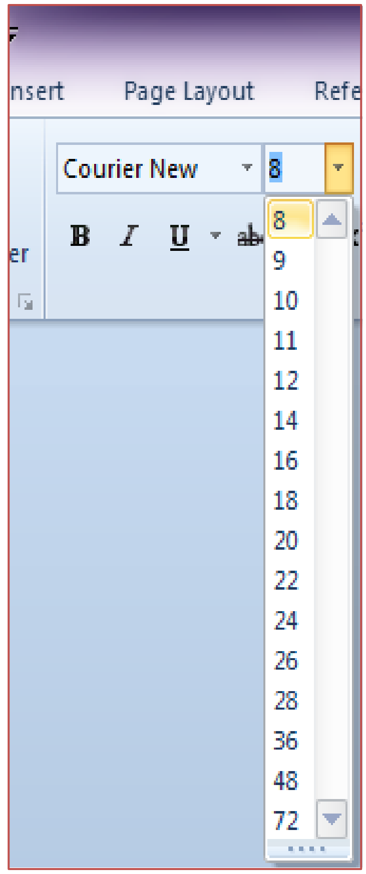
- Once all of the text has been highlighted, you will then need to adjust the font style and font size.
  - You will need to make your font style Courier New.
  - You will need to change your font to size 8.





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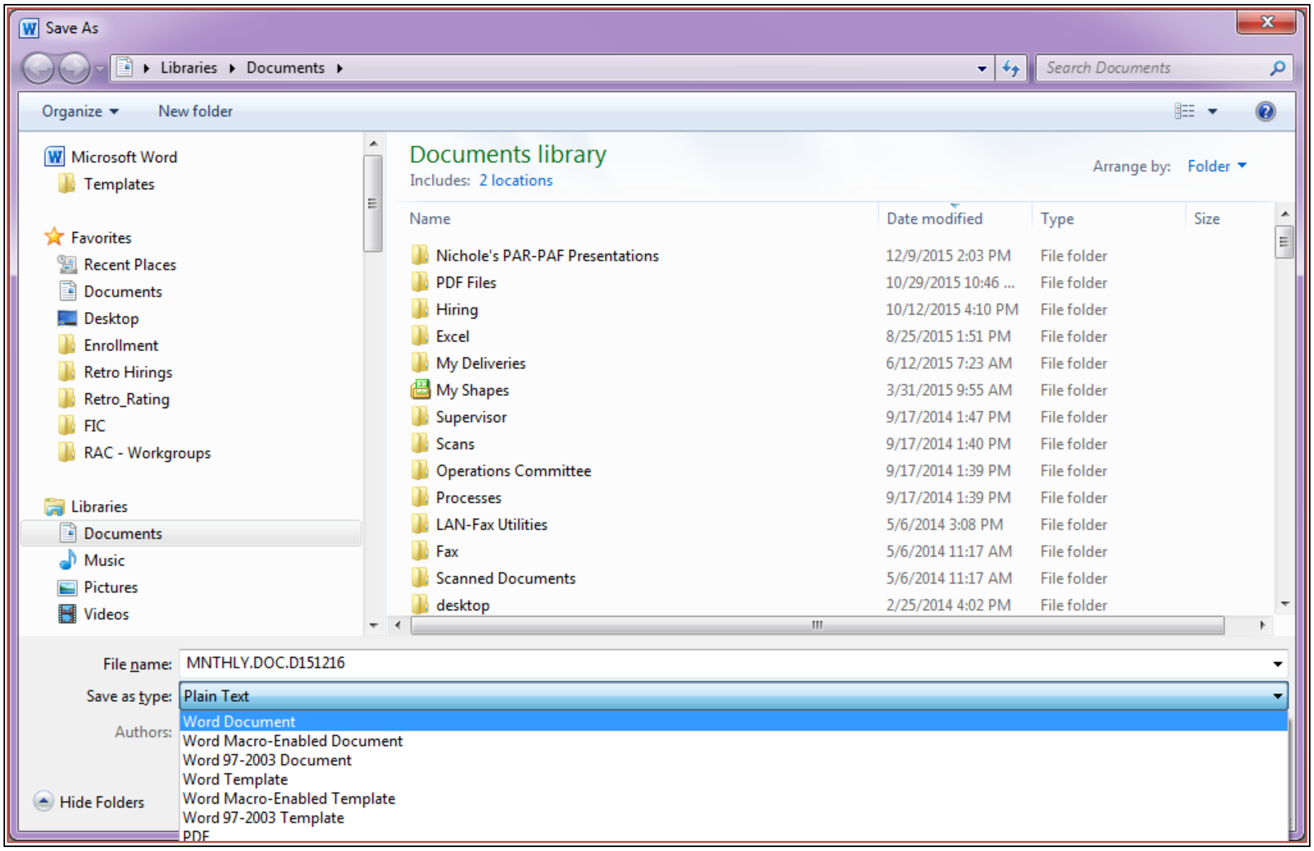
- After completing these steps, your report will be formatted into a print-friendly version.
- In order to save your report, you will need to go to "File" and select "Save As…"



- You will need to make sure you save the file as a "Word Document".
- Once your file has been saved as a Word Document it will keep the formatting changes and will stay in a print-friendly format.

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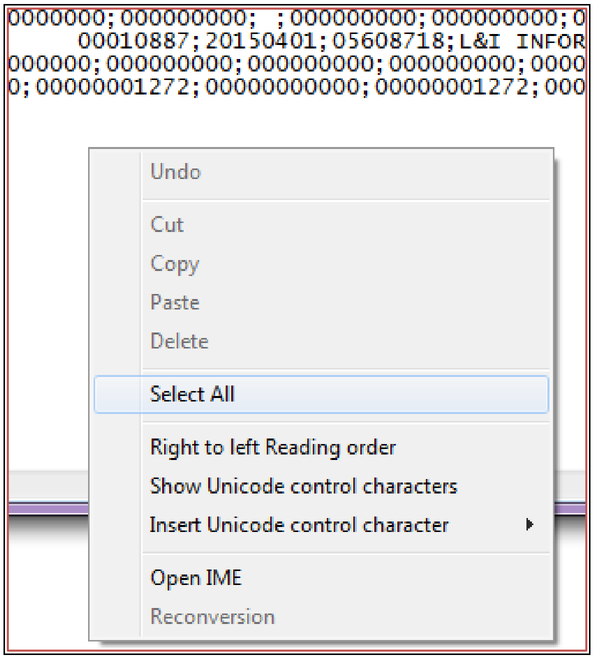
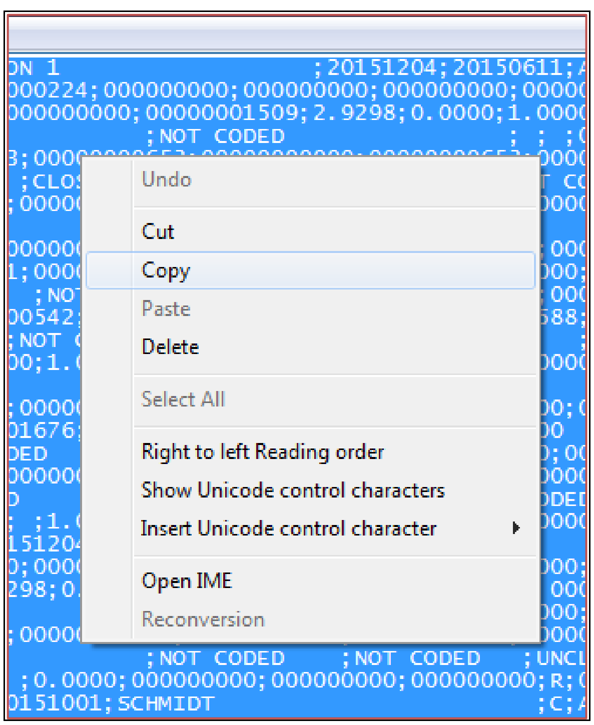
Data File:

- Once you've opened your data file in Notepad, you will need to copy and paste the information into Excel. In order to copy all of the information, you will need to "right click" anywhere within the document and then click on "Select All".



- Once all of the information has been highlighted, you will then need to then "right-click" again and select "Copy".



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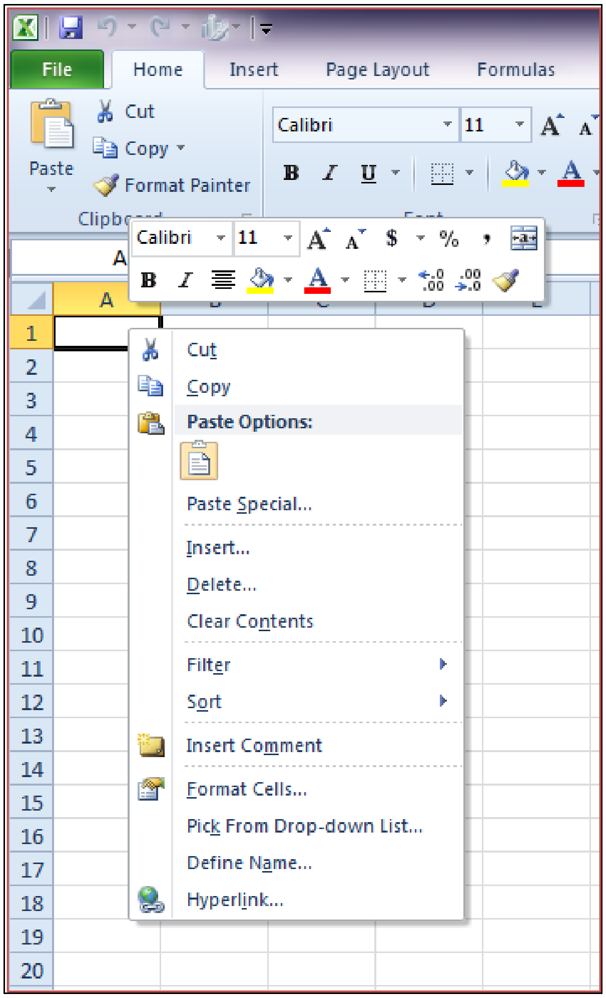
- After the information has been copied to your clipboard, you will then need to open Microsoft Excel.
- Once Excel is open, you will then need to paste the information into cell A1.



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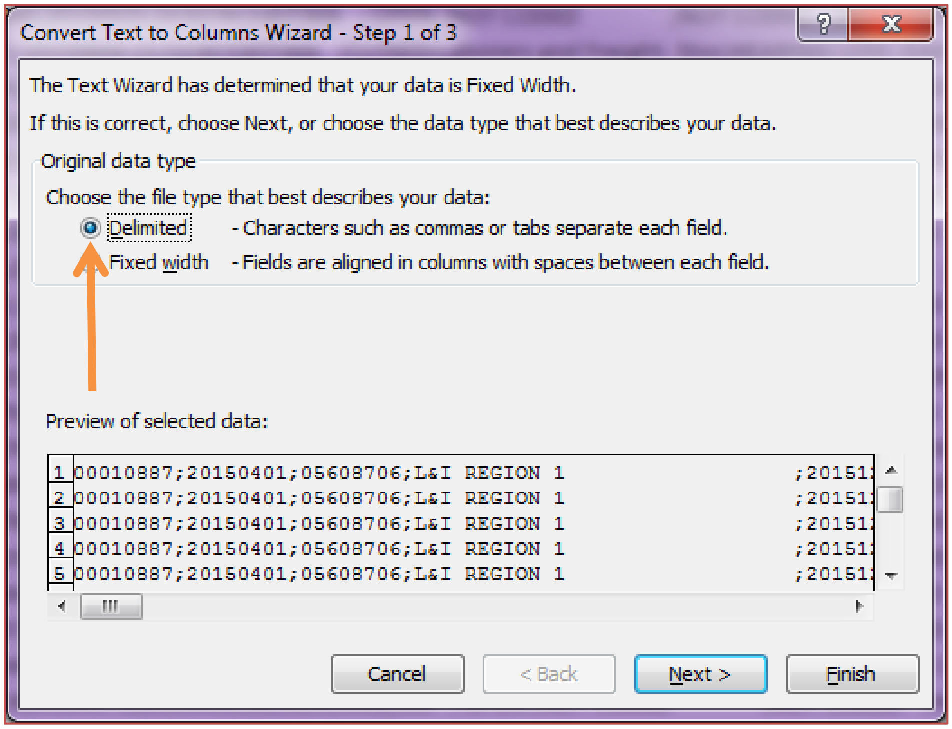
- After you have pasted your information into Excel, you will need to format the data.
- First, make sure column A is highlighted.
- Then, you will need to click on the "Data" tab and select "Text to Columns".
- Once you've clicked on "Text to Columns" a pop-up window will appear. You will need to make sure "Delimited" is selected; then click "Next>"



- On step 2, you will need to make sure that only the "Semicolon" box is checked.

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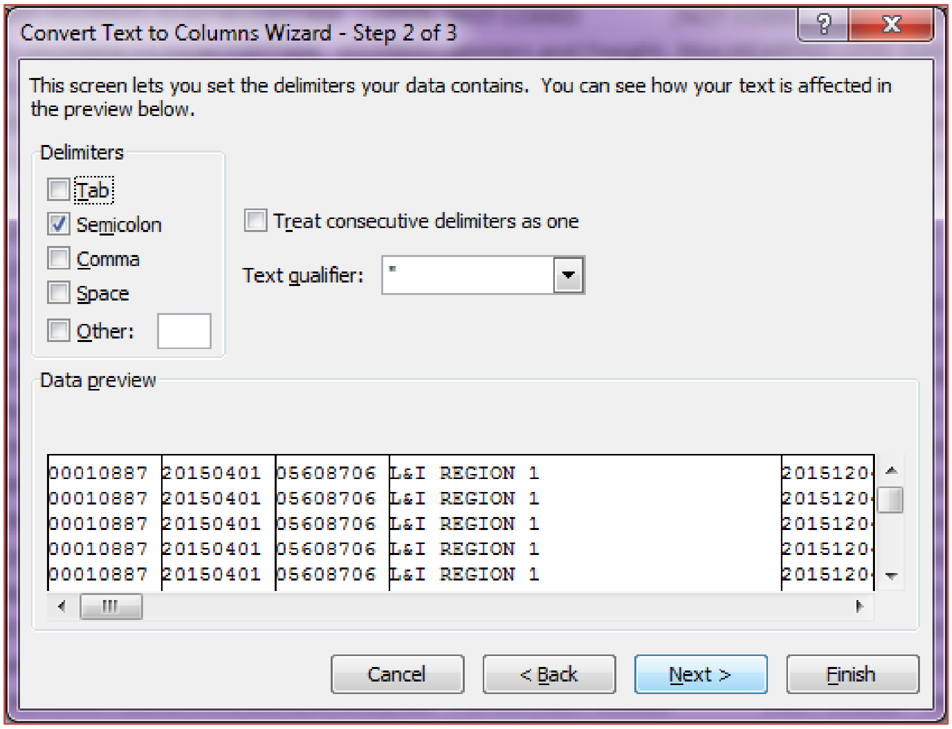
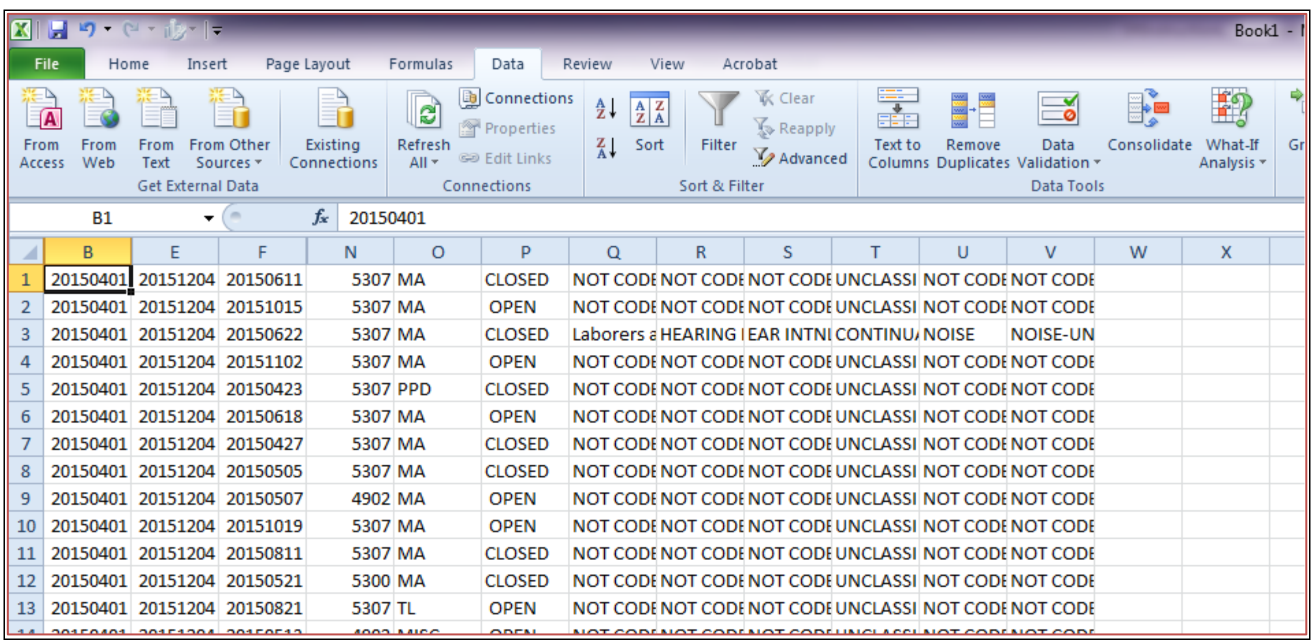


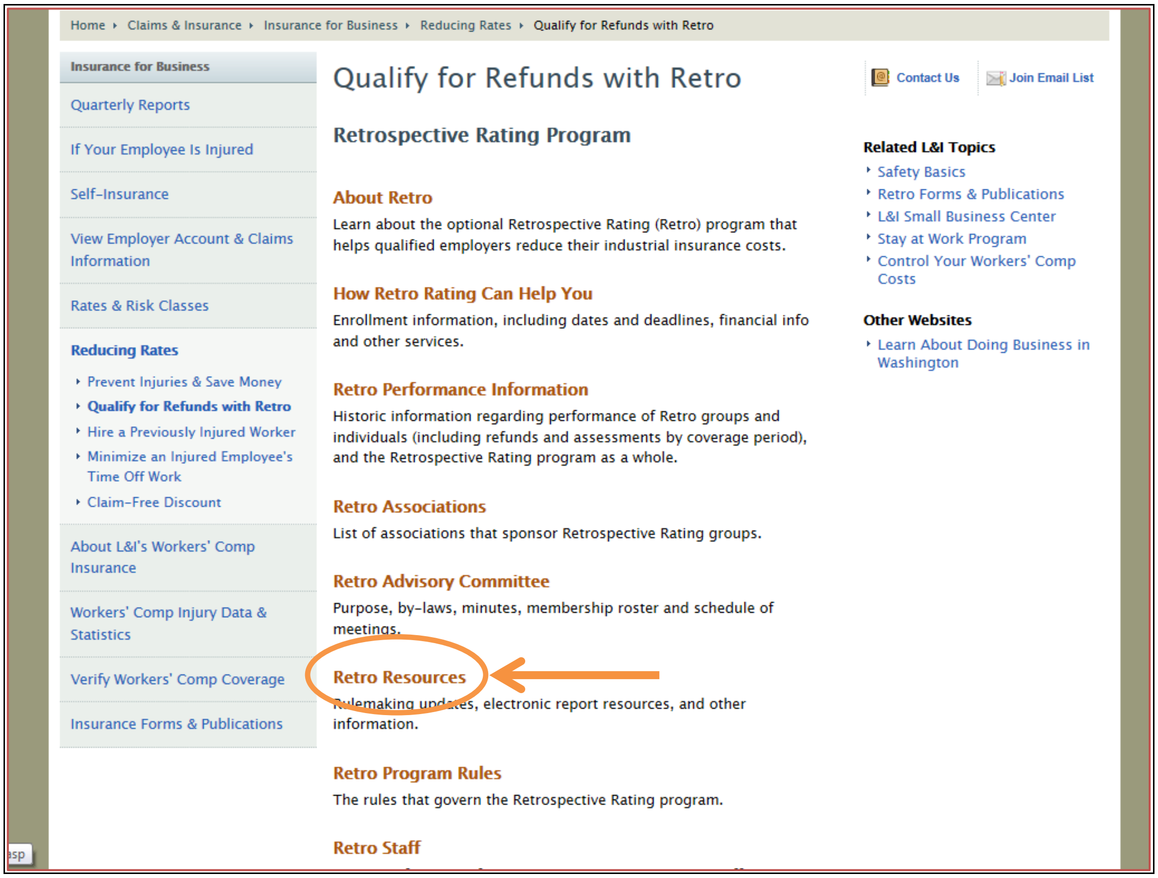
- Once you've checked the "Semicolon" box, you can then click "Finish". All of your data will now be entered into columns.



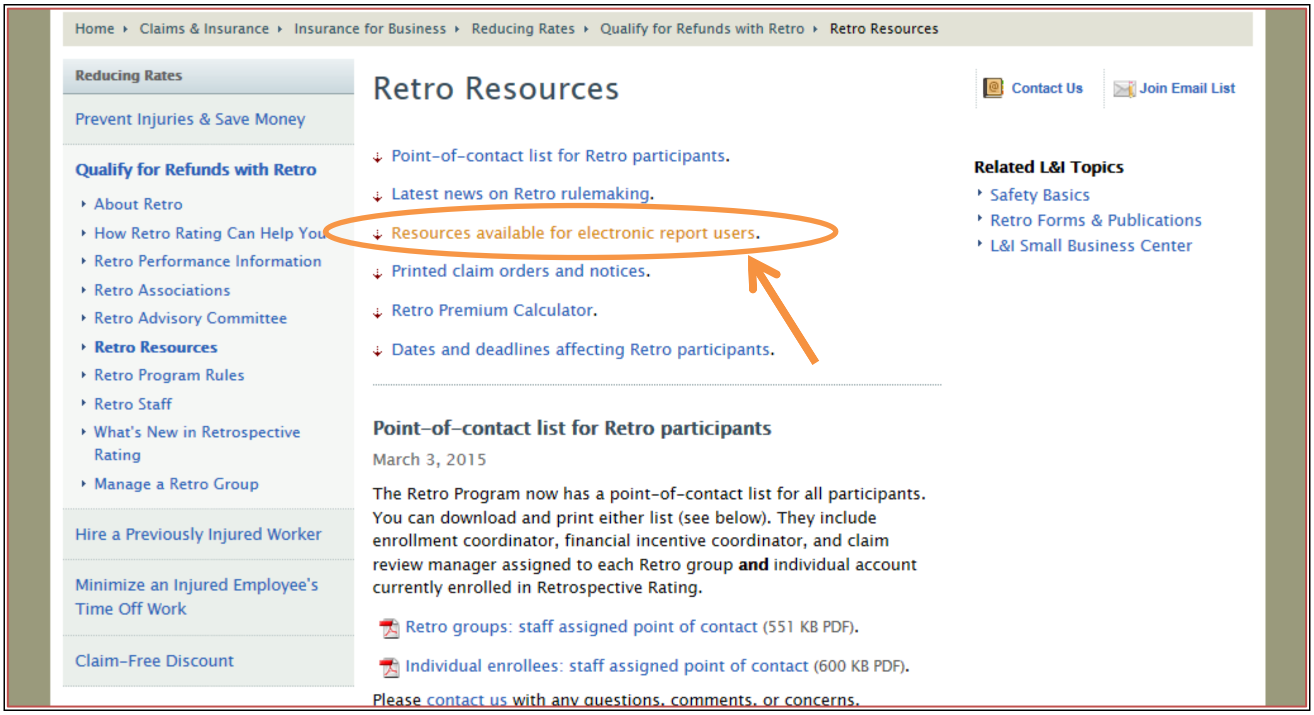
- You will notice the columns do not contain column headers. In order to get the headers for the columns, you will need to go to the **Retro website** at:

  http://www.Lni.wa.gov/ClaimsIns/Insurance/Reduce/Qualify/

- Once on the Retro homepage, click on the “Retro Resources” link.



- From the "Retro Resources" page, click on "Resources available for electronic report users."



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Reducing Rates
Prevent Injuries & Save Money
Qualify for Refunds with Retro
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- Retro Performance Information
- Retro Associations
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- Retro Resources
- Retro Program Rules
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- What's New in Retrospective Rating
- Manage a Retro Group

Hire a Previously Injured Worker
Minimize an Injured Employee's Time Off Work
Claim-Free Discount

Retro Resources

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- Point-of-contact list for Retro participants.
- Latest news on Retro rulemaking.
- Resources available for electronic report users.
- Printed claim orders and notices.
- Retro Premium Calculator.
- Dates and deadlines affecting Retro participants.

Related L&I Topics
- Safety Basics
- Retro Forms & Publications
- L&I Small Business Center

Point-of-contact list for Retro participants
March 3, 2015

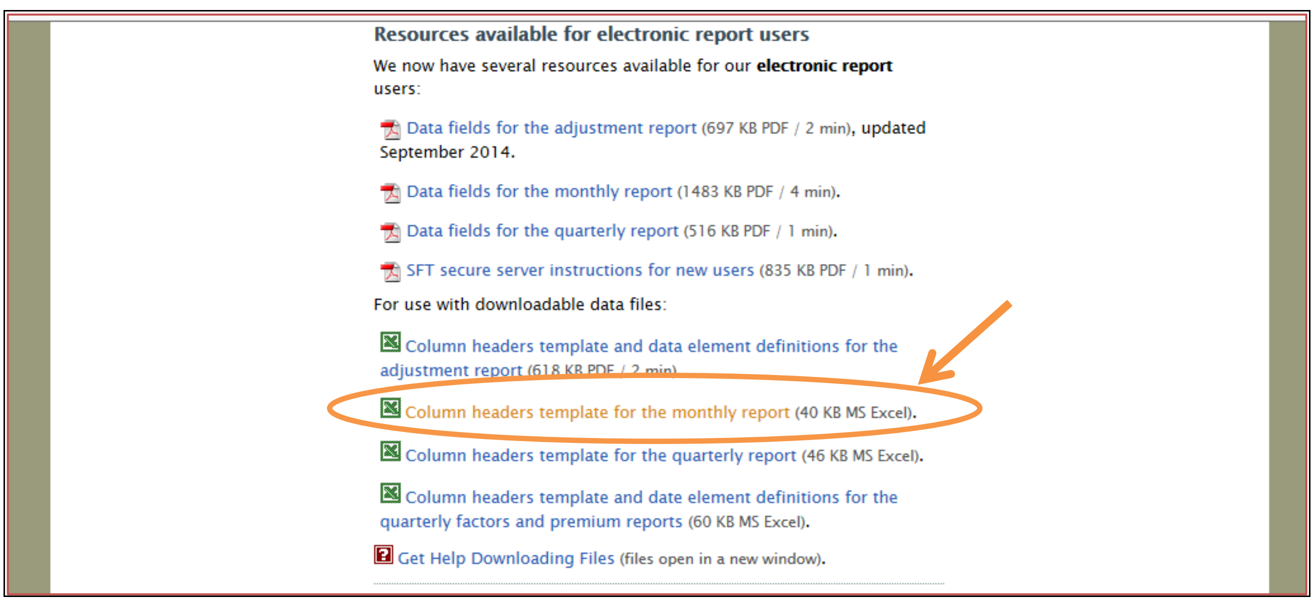
The Retro Program now has a point-of-contact list for all participants. You can download and print either list (see below). They include enrollment coordinator, financial incentive coordinator, and claim review manager assigned to each Retro group **and** individual account currently enrolled in Retrospective Rating.

Retro groups: staff assigned point of contact (551 KB PDF).

Individual enrollees: staff assigned point of contact (600 KB PDF).

Please contact us with any questions, comments, or concerns.

- Once within the "Resources available for electronic report users" portion of the webpage, select the Excel file that corresponds with the type of report you are working with. (In this example we have been working with the Monthly report data file.)



Resources available for electronic report users

We now have several resources available for our **electronic report** users:

Data fields for the adjustment report (697 KB PDF / 2 min), updated September 2014.

Data fields for the monthly report (1483 KB PDF / 4 min).

Data fields for the quarterly report (516 KB PDF / 1 min).

SFT secure server instructions for new users (835 KB PDF / 1 min).

For use with downloadable data files:

Column headers template and data element definitions for the adjustment report (618 KB PDF / 2 min).

Column headers template for the monthly report (40 KB MS Excel).

Column headers template for the quarterly report (46 KB MS Excel).

Column headers template and date element definitions for the quarterly factors and premium reports (60 KB MS Excel).

Get Help Downloading Files (files open in a new window).

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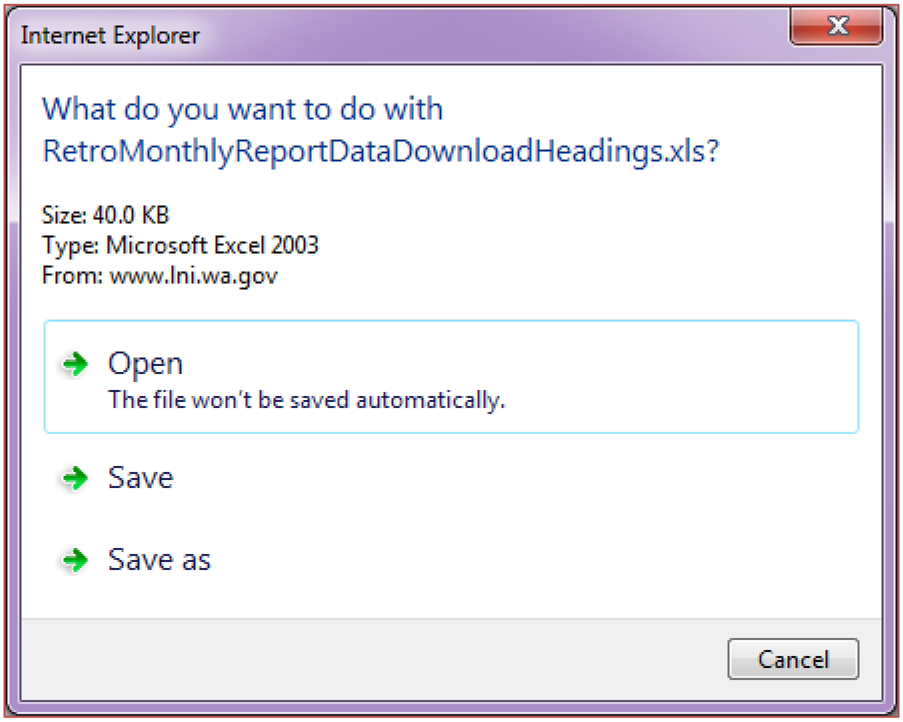
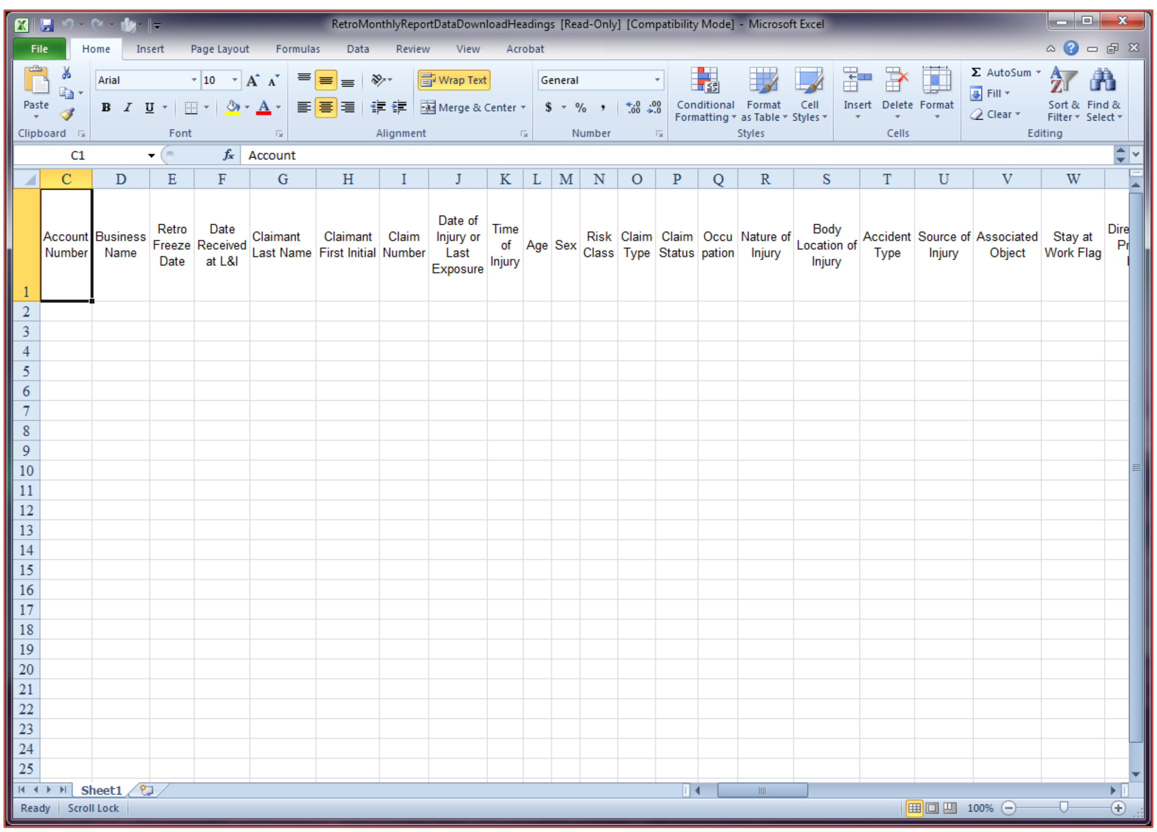
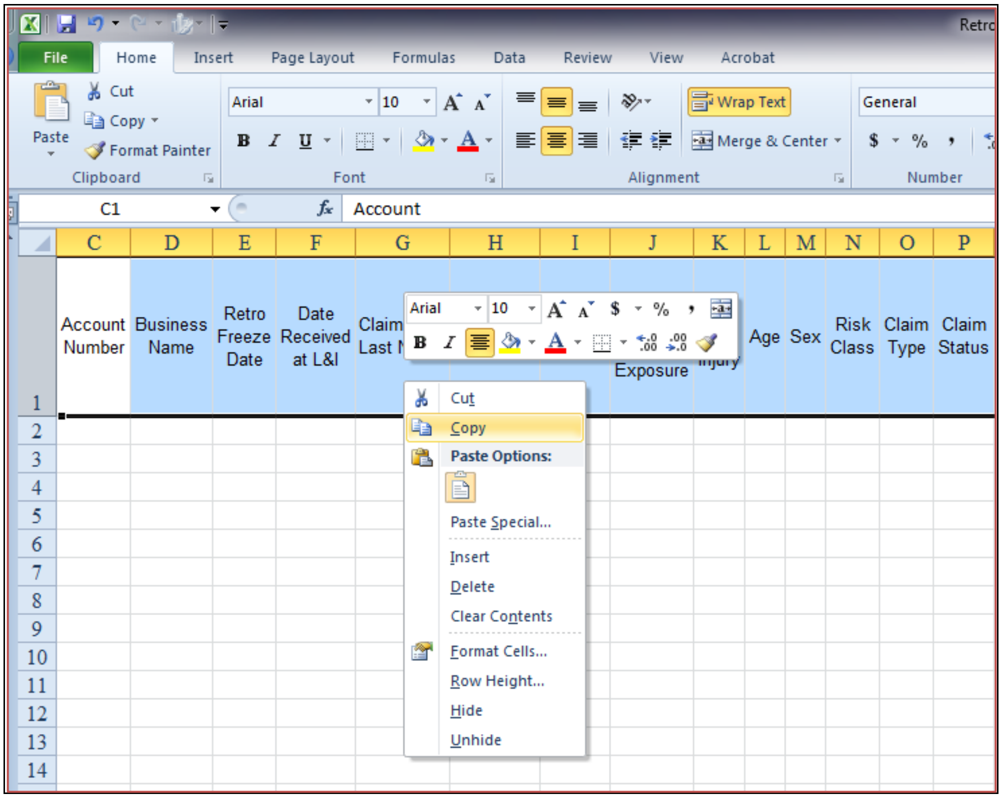
- Once you select the file you wish to open you will get a pop-up window. Click on "Open".



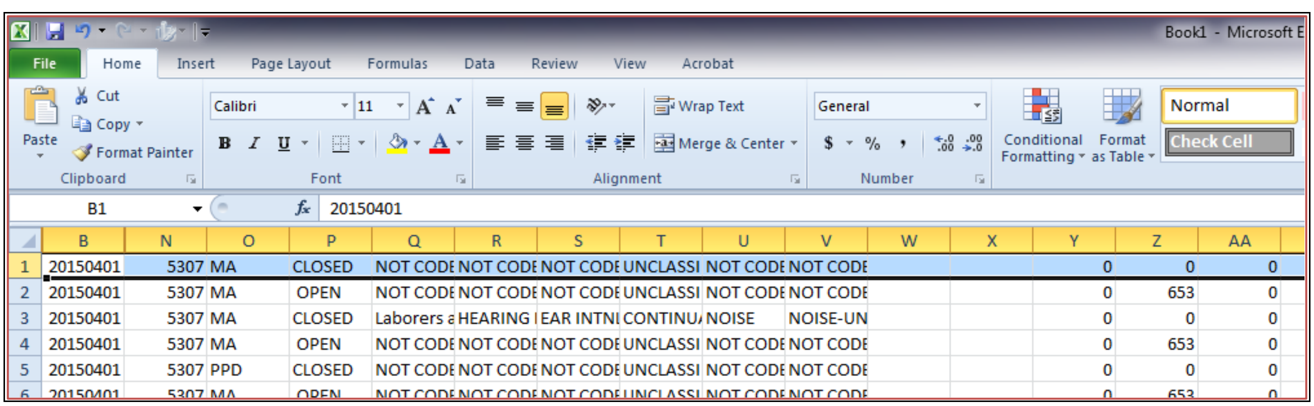
- After you have opened the file, a new Excel document will open and the headers for your data file will appear.



- You will need to highlight Row 1 by clicking on line 1. Once the row has been highlighted, right click and select "Copy".



- After the column headings have been copied, you will need to go back to your original Excel file that contains your data.
- You will then need to highlight Row 1 by clicking on line 1.



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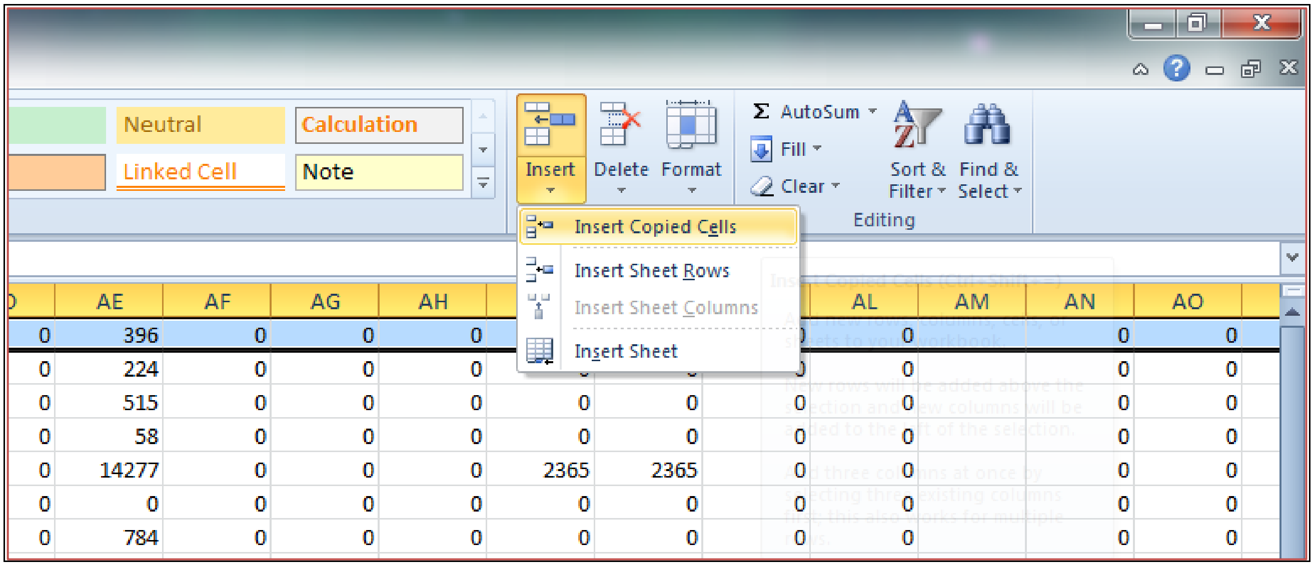
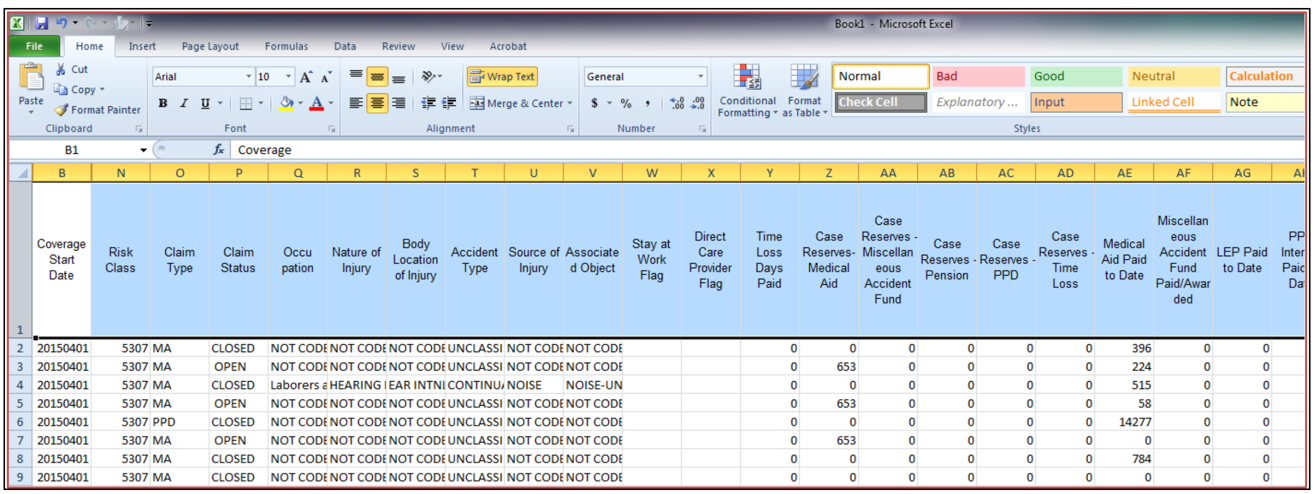
- Then, go to the right hand side of the screen and click on the word "Insert". You will then need to click on "Insert Copied Cells".



- This will **insert** a new row containing your column headers.



If you experience any **technical problems** with accessing, downloading, or formatting your reports, or have questions or concerns about the **information provided**, please contact the Retro program by sending an email to Retro@Lni.wa.gov or by calling **360-902-4851**.