

Secure File Transfer Server (AKA) Valicert

First you will need to contact the retrospective rating section to notify us that you would like to receive your retrospective rating monthly & or quarterly reports electronically.

You can do this by e-mail or by phone Retro@lmi.wa.gov 360.902.4851. E-mail would be preferred.

Information that should be provided when contacting us for this service is as follows:

Contact Name

company name of retro enrollee

phone number

retro id

e-mail address of individual of who will be downloading the reports.

After this information is received your logon & password will be provided too you.

There is no digital certificate needed to access your reports. All you will need is web access.

Your reports will be available for you to access 24 hours a day & 7 days a week, but will be deleted from the server after 14 calendar days.

It is password protected. Passwords will expire after 90 calendar days. Passwords are case sensitive and must contain 8 characters:

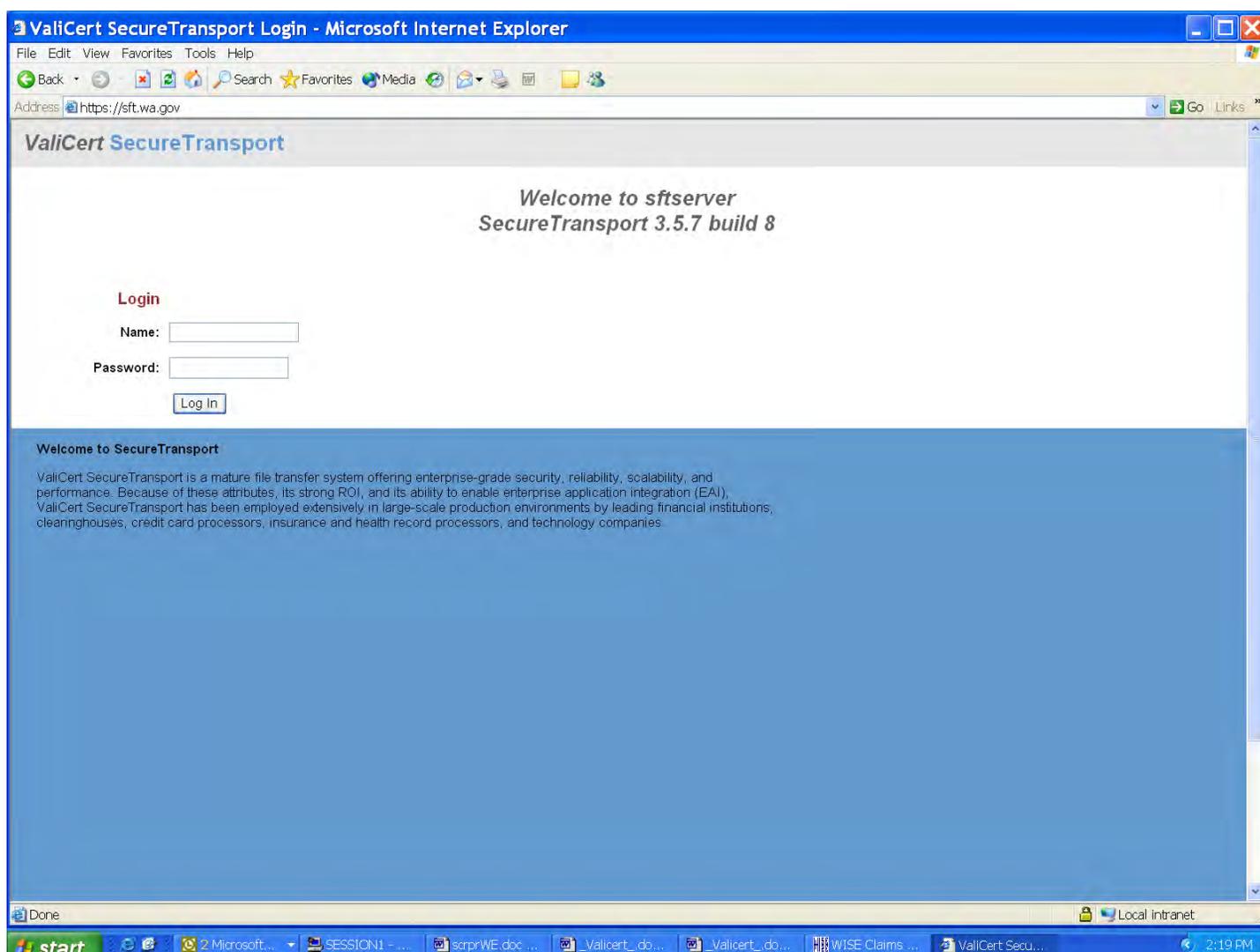
at least 2 alpha characters, 2 numeric characters, 2 special characters.

You have 3 attempts to login, after 3 unsuccessful attempts you will need to have your password reset. To do this contact Retro Staff at 360.902.4851 or e-mail Retro@LNI.WA.GOV

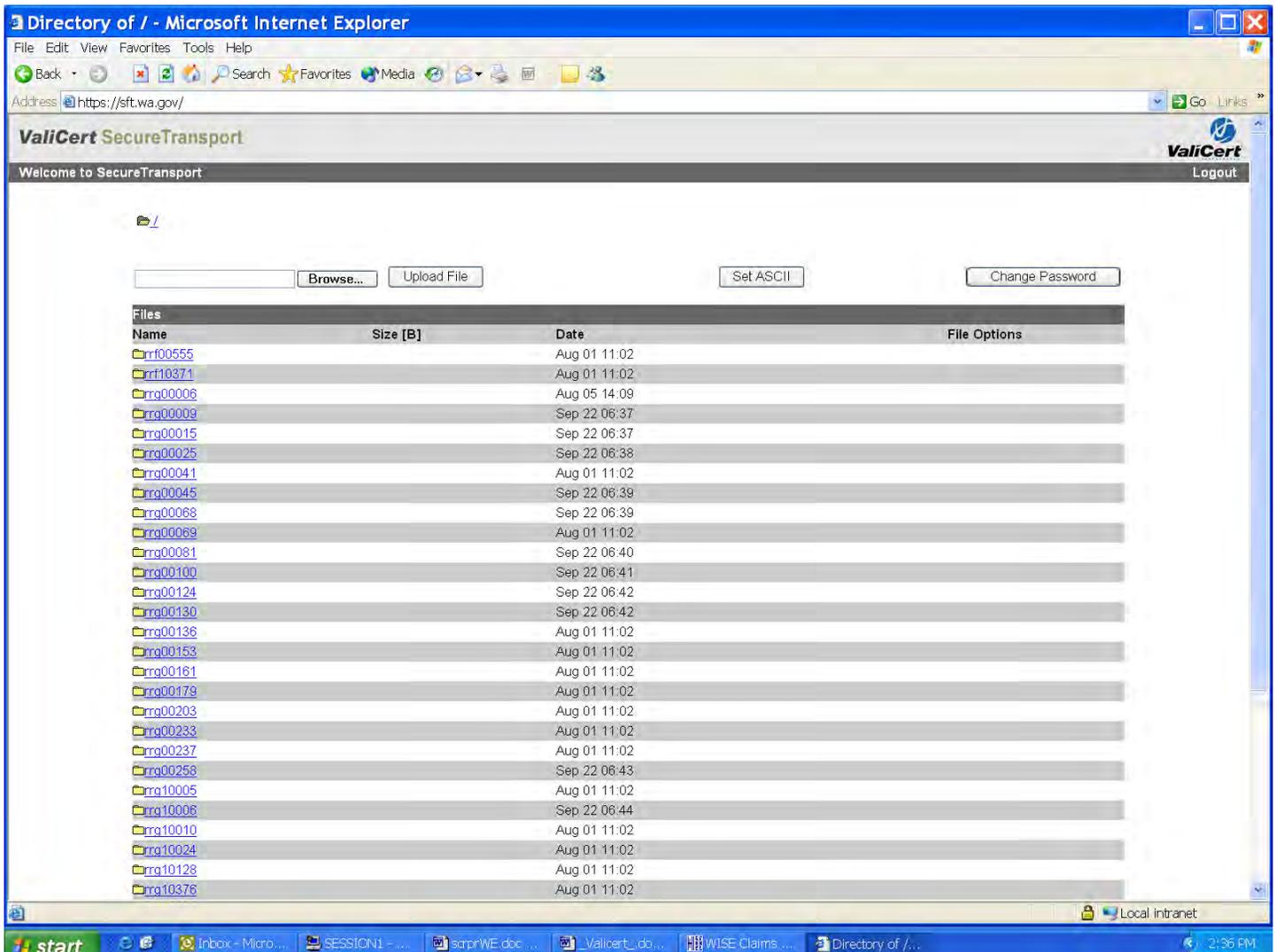
Downloading your Monthly & Quarterly Retrospective Rating reports

First open the internet explorer and type <https://sft.wa.gov>

This screen will appear & you will need to key in your login name & password (which will be provided upon request, from the retro unit).



Your files will be the only ones that will appear in the following screen:



To view your report click on the link. Both files are on this page as were in Transact Washington. One for the report & one for the data file. The larger file is the report.

Directory of /rrg00025 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: <https://sft.wa.gov/rrg00025/?T>

ValiCert SecureTransport

Welcome to SecureTransport Logout

[/](#)
[rrg00025](#)

Name	Size [B]	Date	File Options
MNTHLY DOC.D030922.T063835	12045062	Sep 22 06:38	↔
MNTHLYD.DOC.D030922.T063707	697400	Sep 22 06:37	↔

start | Inbox - Micro... | SESSION1 - ... | scrprWE doc... | ValiCert... | WISE Claims... | Directory of /... | 2:46 PM

To download your report & save it to your desk top, place your pointer on the file & right or left click (depending how your mouse is set up). This drop down menu will appear. Once the menu appears you will want to select "Save Target As".

Directory of /rrg00025 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://sft.wa.gov/rrg00025/?T>

ValiCert SecureTransport

Welcome to SecureTransport Logout

Name	Size [B]	Date	File Options
MONTHLY.DOC.D030922.T063835	12045062	Sep 22 06:38	↔
MONTHLY.DOC.D030922.T063835	19875995	Nov 17 07:36	↔
MONTHLYD.DOC.D030922.T063835	697400	Sep 22 06:37	↔
MONTHLYD.DOC.D030922.T063835	1467840	Nov 17 07:33	↔

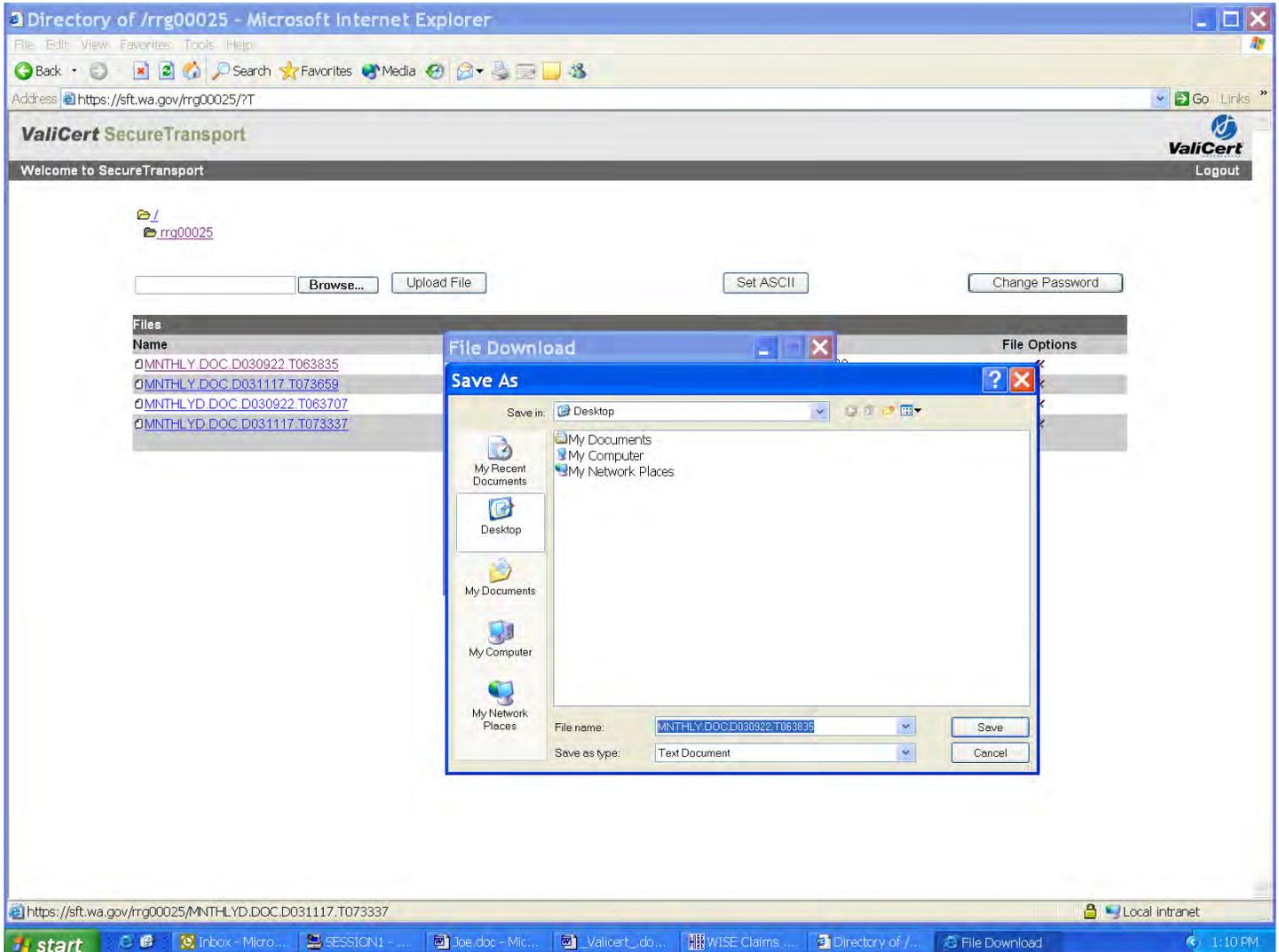
Context Menu:

- Open
- Open in New Window
- Save Target As...
- Print Target
- Cut
- Copy
- Copy Shortcut
- Paste
- Add to Favorites...
- Properties

Address bar: <https://sft.wa.gov/rrg00025/MNTHLY.DOC.D030922.T063835> Local Intranet

Taskbar: start, Inbox - Micro..., SESSION1 - ..., Joe.doc - Mic..., _Valloert_db..., WISE Claims ..., Microsoft Exc..., Directory of /..., 2:37 PM

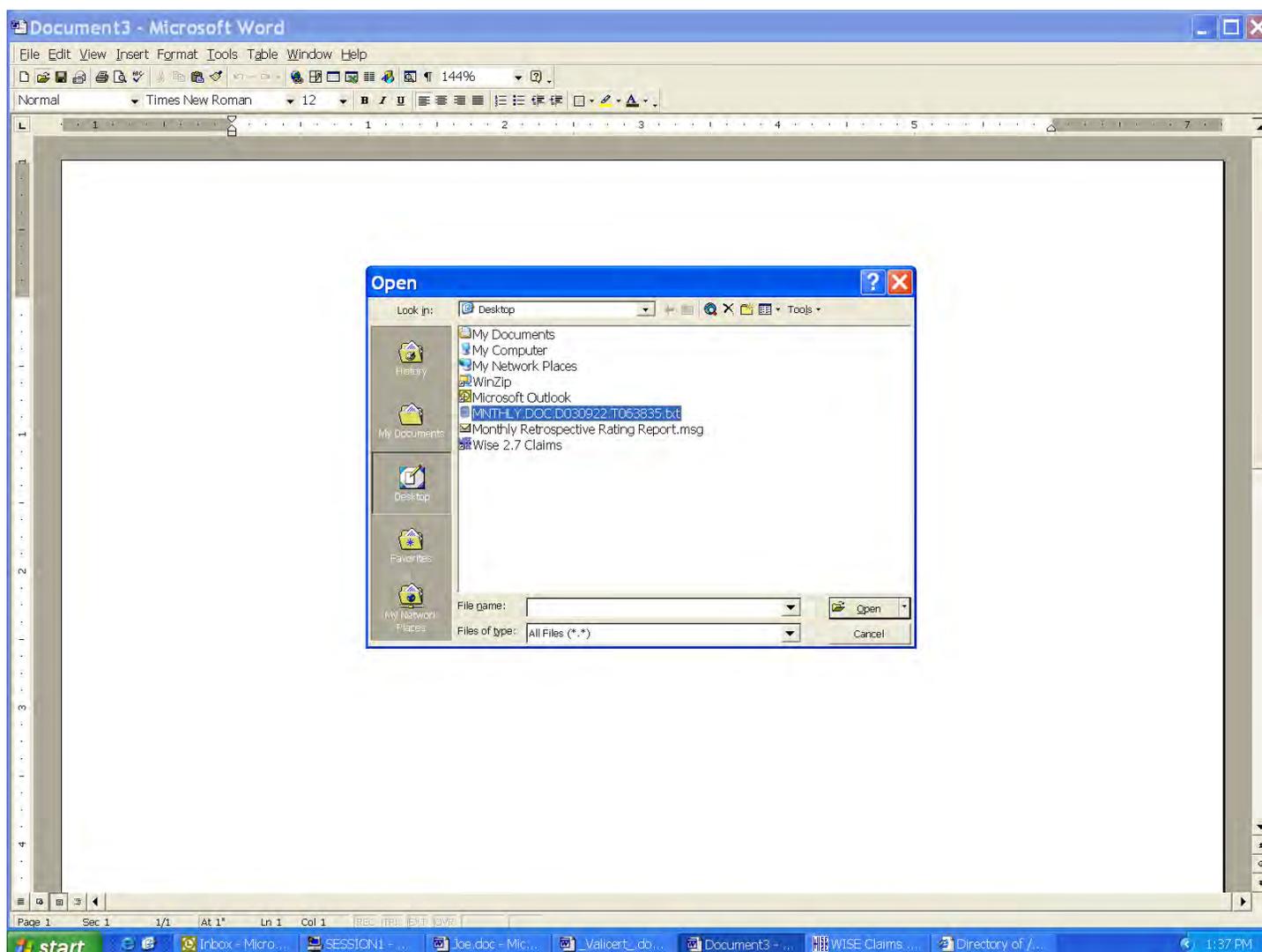
Once you have selected "Save Target As" this screen should appear and you will want to make sure that "Desk Top" appears in your save in window. Click on save.



Go to your desk top and your report should appear as displayed below.



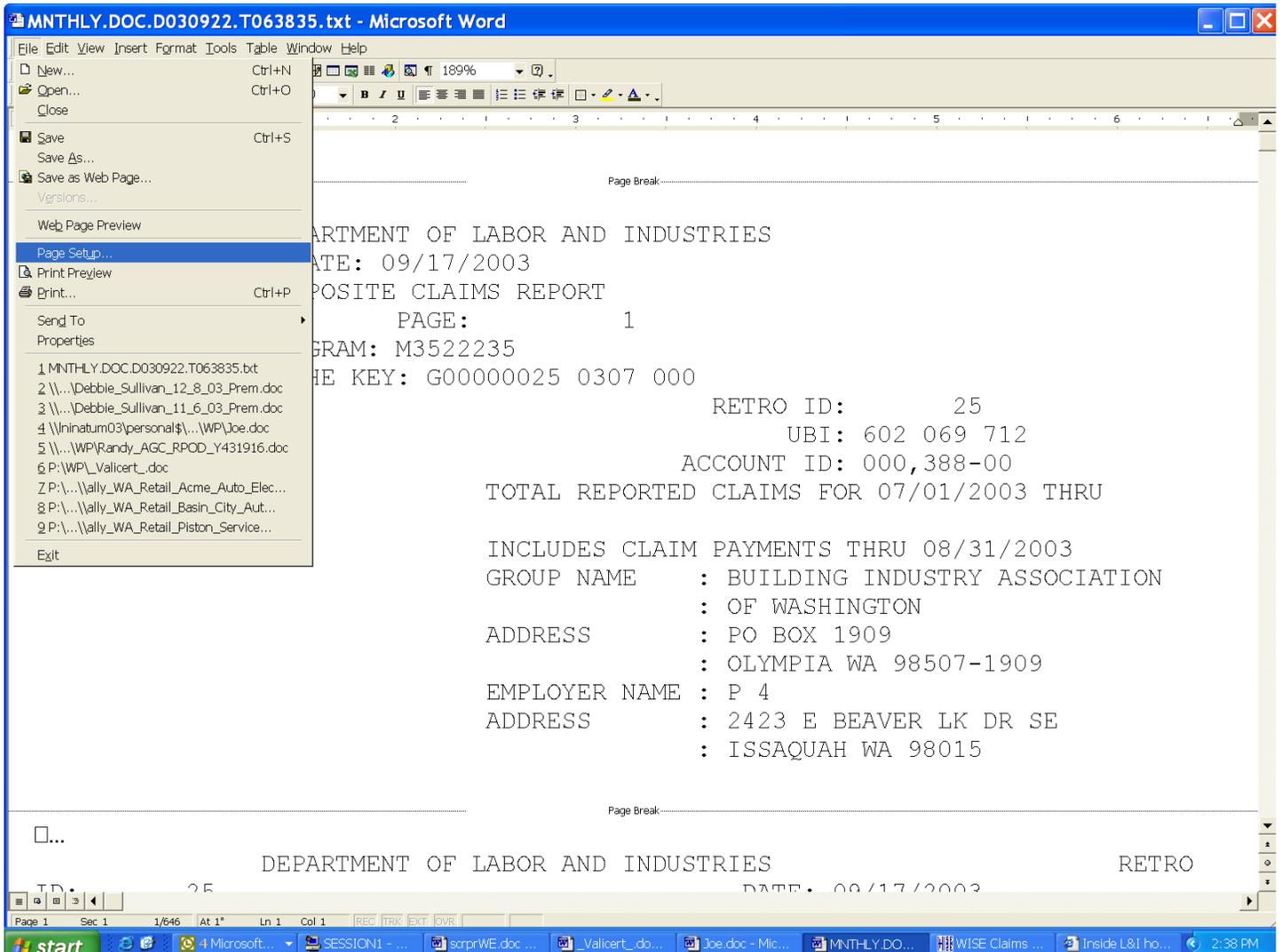
Open microsoft word and make sure desk top is displayed in the "look in" window as displayed below (your file should appear).



From this point some formatting will need to be done to print out your report and these steps are as follows.

These are the same steps that most of you used when downloading your reports from Transact Washington.

Select "File" Page set up & change from portrait to Landscape, set margins to .5.



Select "Edit", "Select All", "Format" "Font" to Courier & Font size to 8.

MNTHLY.DOC.D030922.T063835.txt - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Font...

Paragraph...

Bullets and Numbering...

Borders and Shading...

Columns...

Tabs...

Drop Cap...

Text Direction...

Change Case...

Background

Theme...

Frames

AutoFormat...

Style...

Object...

DATE: 09/17/2003

PAGE: 1

DEPARTMENT OF LABOR AND INDUSTRIES

COMPOSITE CLAIMS REPORT

AM: M3522235

KEY: G00000025 0307 000

RETRO ID: 25

UBI: 602 069 712

ACCOUNT ID: 000,388-00

TOTAL REPORTED CLAIMS FOR 07/01/2003 THRU 06/30/2003 INCLUDES CLAIM PAYMENTS THRU 08/31/2003

GROUP NAME : BUILDING INDUSTRY ASSOCIATION OF WASHINGTON

ADDRESS : PO BOX 1909 OLYMPIA WA 98507-1909

EMPLOYER NAME : P 4

ADDRESS : 2423 E BEAVER LK DR SE ISSAQUAH WA 98015

DEPARTMENT OF LABOR AND INDUSTRIES

DATE: 09/17/2003

COMPOSITE CLAIMS REPORT

RETRO ID: 25

ACCOUNT ID: 000,388-00

Page 1 Sec 1 1/739 At 0.9" Ln 1 Col 1

start Microsoft... SESSION1 - ... scrprWE.doc ... Valicert...do... Joe.doc - Mic... MNTHLY.DO... WISE Claims ... Inside L&I ho... 2:39 PM

Your report should be ready to print properly with pages breaks provided in the programming.