



**State of Vermont
Account #0786764 (WC)**

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**To file a First Report of Injury or Accident electronically go to PMA's website:
www.pmacompanies.com**

- Click on the icon "Report a Claim" in the upper left hand of the screen under CLIENT SERVICES.
- Click the blue box for "Report a Claim" again.
- Type in your account number and password. (Your PMA account number is your "user name" and your password is "newclaim").
- Select the type of claims being reported (Workers Comp), and click "go".
- Complete the screens that follow (The mandatory fields are highlighted in blue).
- To receive an email copy of the claim submitted, simply check "Send email copy to originator" and enter your email address.
- Click the submit button and your claim will be transmitted to our claims processing office. Immediately you will receive confirmation of your submitted claim along with the assigned claim number.

If you encounter system problems backup reporting methods are as follows:

To file a First Report of Injury or Accident, kindly fax the applicable Incident Report Worksheet to: **1-888-329-2721**

To call in a First Report of Injury please complete Incident Report Worksheet and call: **1-888-476-2669**

Please forward all Medical Billing and/or Medical Reports to the address below:

**PMA Customer Service Center
P.O. Box 5231
Janesville, WI 53547-5231
Fax: 1-800-432-9762
PMA Call Center Phone Number:
1-888-476-2669**