Employer’s First Report (EFR)
(1) Go to https://ehs.ucop.edu/efr

(2) Select UCSB.

(3) Then press next.
(4) Sign in with your UCSBnetID and password.
(5) Select Create Claim

Create Claim - Enables you to report a new injury or illness incident for any University of California employee.

My Claims - Allows you to view your personal claims.
(6) Identify who is creating the claim.

(7) Select Continue to Incident Report.
(8) The Employee box is an active field. Begin typing employee's name (Last, First) and select the correct name when it appears.

(9) Enter identification information.

FYI...Employment type is a drop down box.
(10) Enter supervisor information. If you are the supervisor it will auto fill your name and email. Be sure to add the supervisor’s phone number.

(11) Finish all entry information and select Continue to Part 2.
(12) Enter incident date and incident specifics.

FYI...There are times that the Employer Knowledge Date and Date of Injury may be different.

This box is for the physical location the injury/illness occurred. Be as specific as possible.
(13) Continue entering incident specifics.

Please be as specific as possible when filling in these fields.

(14) Select if employee needs medical treatment.

CALL EXT. 4440 IF EMPLOYEE NEEDS MEDICAL TREATMENT

(15) When done entering incident specifics select Save.
You’ve now created a claim!

That’s all folks!

(If you are a supervisor please see “Employer Investigation” tutorial)

No need to fax or email anything to the Workers’ Compensation office.

No need to call the Workers’ Compensation reporting line.

No need to call the Workers’ Compensation office unless medical treatment is required.