QUICK REFERENCE GUIDE

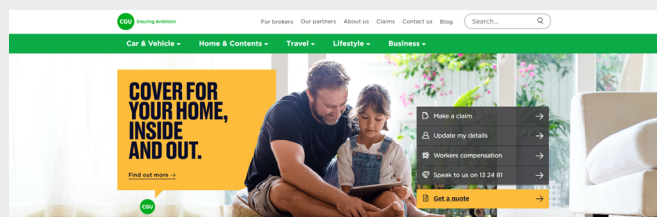## ONLINE INITIAL INJURY NOTIFICATION – CUSTOMERS

This guide is designed to assist you in using CGU's new Initial Notification of Injury system.

If you would like a more detailed information, you can access this from the Reporting an injury section of our website, https://www.cgu.com.au/business/workers-compensation
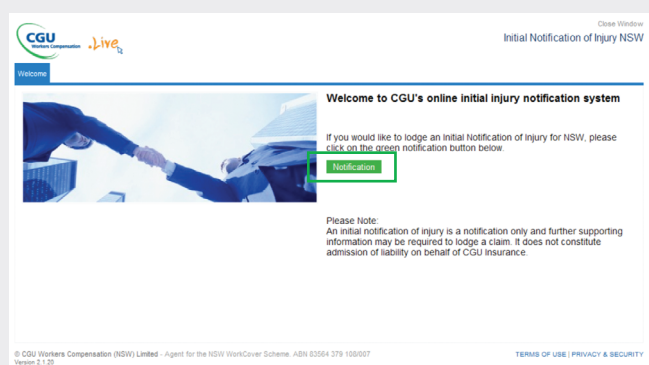
USING ONLINE NOTIFICATION

Please note any field marked with an * in the Initial Notification of Injury application is mandatory.

1. Access the CGU website **www.cgu.com.au**

2. Click on "Business'' and then the "Workers Compensation" heading. A pop up box may appear with questions relating to your location, please complete.
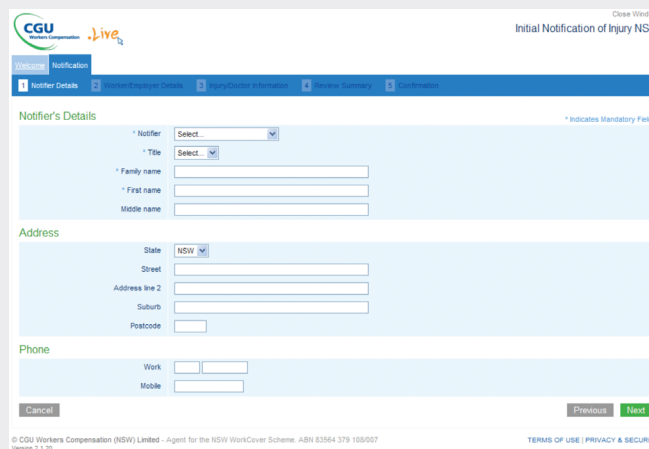

3. Click on the "Launch online notification'' link.

4. You will then be taken to the INI welcome page. Click on the **green** "Notification" button

5. A page with 5 tabs will open.

6. Enter the details required on the Notifier, Employer and Worker and Injury pages. When all details have been entered on each page, click on the "Next" button at the bottom of the page to move to the next screen.

7. Page 4 is the Review Summary page, please check all details are correct.

8. If you click on the "Previous" button you can return to each page and amend if required.

   Or you can click the "Print this Notification" button to view a PDF of the details.

9. Once all the details are correct you are required to enter the security code flashed on the screen in the provided field.

10. Once all details are correct, click on the green "Submit" button. This will take you to the final screen.

11. The confirmation page is where you will be provided with a reference number.

12. Click on the "Print this Notification" button to create a PDF of your review summary and reference number. You can then save, print or email this file.

13. If you have another notification to submit, click on the "Enter a New Notification" button.

14. If you have finished click on the green "Close Window" button to exit the Initial Notification of Injury application.

NOTE: After you have submitted a notification to CGU, you must not use the BACK button on your internet browser. This will cause a duplicate notification to be submitted to CGU.

> CGU.COM.AU