

Workers' Compensation Claim Reporting Instructions

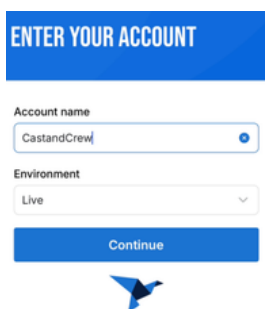
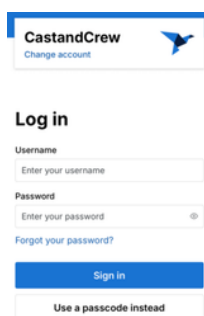
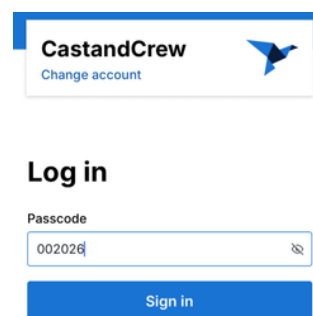
The Cast & Crew companies utilize ORIGAMI to simplify the process of reporting a workers' compensation claim. Here are instructions for available reporting options*:

Download Origami Intake App:

Apple iOS Devices	Google Android Devices (For any Android device running Android 6.0 (Marshmallow) or later)
https://origamirisk.com/mobile-apple	https://origamirisk.com/mobile-android

For user access to the app:

1. Download app and open,
2. Enter Account Name: CastandCrew
3. Enter Environment: 'Live'
4. Select Continue:
5. At the next screen, bypass username/password fields by selecting 'Use a passcode instead' as shown under the blue 'Sign in' button below:
6. Enter Passcode 002026 and then select 'Sign in'. You will now have access to the Mobile app reporting screen.

Alternatively, you can bookmark the web-based reporting platform, *with no login required*:

Click here to report directly on the web-based platform or access via QR Code, *with no login required*:

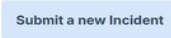


Gathering Details To Report A Claim:

You will need the following information to enter your incident report:

- Client information and contact phone number
- Date of Injury
- Claimant's full Name, address, phone number, date of birth and SSN
- Claimant's occupation and supervisor's contact information
- Description of how and where the injury occurred
- If, when, and where medical treatment was provided
- Information on any witnesses

Reporting A Claim In The Web-Based Platform:

1. Click the 'Submit A New Incident' button to begin the interview .
2. When you have completed all required fields, click '**Save and Continue**' at the bottom of the page (or '**Complete Incident**' at the top of the page).
3. A confirmation number will be displayed, and you will receive an email receipt of your submission.

Reporting A Claim In The Mobile App:

1. Select '**Forms**' then '**Incident**', then '**+ New**', then '**Injured Employee FROI**':
 - Required fields are marked with a red asterisk *; you cannot click 'Complete Incident' until you have completed all required fields.
 - Use drop-down menus to select answers for multiple choice fields 
 - o Click on the down arrow button or start typing in the box to pull up options.
 - Date fields have Calendar lookups 
 - If you do not know the answer to a field, select 'unknown', or 'other' from the drop-down or key 'unknown' in the field where allowed.
 - You may upload/attach documents and provide additional comments at the bottom of the form in the web-based platform and the Mobile app.
2. When you have completed all required fields, click '**Submit**'.
 - In the app you can track your submissions, edit and refer to them as needed
 - You can review submitted reports and store drafts when information is pending.
3. A confirmation number will be displayed, and you will receive an email receipt of your submission.

**The Origami application and the web-based reporting platform are modeled after our standard Injury/illness report. Both options feature single page scrolling for ease of visibility and user friendliness. Should you have questions about completing/submitting an incident, or wish to provide or obtain additional information; you may contact us at workcomp@castandcrew.com or (818) 738-9351.*

For portability or where internet access is limited, you can access a downloadable (printable) injury/illness reporting form through the Cast & Crew website at: <https://www.castandcrew.com/wp-content/uploads/2025/02/Injury-Illness-Report.pdf>