

## PROCEDURES FOR SUBMITTING AN ONLINE MCCPAP APPLICATION

To enter an online MCCPAP construction credit application, the user must first use the Employer Search provided to find the policy to apply the credit to. The online MCCPAP application form must be completed and submitted in one session - the application cannot be saved to be completed and/or submitted at a later time. If an application, which has not been submitted, is left inactive for 20 minutes or more, the application will time out and the user must reenter the application information in order to submit.

### EMPLOYER SEARCH SCREEN

The Employer Search will allow the user to search by either the employer's FEIN or the employer's name and city/town or zip code. Enter your search criteria and click on the Search button.

Helpful hints for searching:

- For best search results, search by the Employer's FEIN number.
- When using the search by employer name, enter the employer's name as it is listed on the policy - excluding punctuation.
- It is not necessary, or recommended, to enter the employer's complete name, but at least 3 characters must be entered to initiate the search.
- When searching by a person's name and the search yields no results, try changing your search criteria by entering the individual's last name first or first name last.

### EMPLOYER SEARCH RESULTS

Based on the search criteria entered, the search will return all employers found that match the search criteria.

- If the employer that you are searching for is returned in the results, select (click on) the employer's name link.
- If the employer that you are searching for is not returned in the Employer Search Results or No Search Results are found, click on the Return to Search link and modify your search criteria and search again.

### POLICY RESULTS

Based on the employer name link selected, the search will return all policies for the employer that are eligible for a construction credit. Policies not eligible for a construction credit include:

- All policies that have a policy expiration date more than six months prior to the current date.
- All wrap-up policies.

Select the policy that you are completing the application credit for. The right-most column on the policy results line will indicate the quarter/year that should be completed on the application being submitted for that policy.

If the employer's appropriate policy is not found in the search, a construction credit application cannot be submitted online.

### COMPLETION OF THE ONLINE MCCPAP (CONSTRUCTION CREDIT) APPLICATION

Based on the policy selected, the policy information will be prefilled on the application form. The prefilled information cannot be edited except for the calendar quarter ending date. If this is not the correct policy, click on the link, Return to Employer Search Results, and select a different policy or Return to Search and change your search criteria.

Enter all of the remaining information on the application form.

- At least one email address is required, either the employer's or the producer's or both may be submitted.
- At least one class code entered must be an eligible class code under the MCCPAP program.
- Do not enter per capita class codes.
- If the prefilled calendar quarter is changed to a calendar quarter other than 9/30, the user must provide an explanation in the Additional Information / Explanation box.
- The security 'Captcha', which is not case sensitive, must be completed.

Click on the SUBMIT button to submit the application.

- If any edits are triggered, the user will get a message. The user must correct the deficiency, reenter the 'Captcha', and submit the application.
- If no edits are triggered, the user will get a page indicating the application was successfully submitted. The user will also be provided with a button to view, print or save a pdf copy of the submitted Online MCCPAP Application. Please save a copy of the application for your records.