

THE INDUSTRIAL COMMISSION OF ARIZONA



ICA Community Administrator Account Request Form

_____ (“Party”) (FEIN: _____)
hereby requests that the Industrial Commission of Arizona (the “Commission”) assign Party’s
“administrator” privileges in the ICA Community to the following ICA Community user(s):

Request to Add “Administrator” Privileges

Carrier/Self Insured Employer

Community Username (*i.e.* Email Address to be associated with “administrator” privileges):

If you do not have a Community user account, please register at <https://azicawc.force.com/claims/s/>
and then submit this form for "administrator" privileges.

Further information and training materials on ICA Community are available at [http://
www.azica.gov/resources/resources-ica-community](http://www.azica.gov/resources/resources-ica-community).

Request to Remove “Administrator” Privileges

Carrier/Self Insured Employer

Community Username(s) (*i.e.* Email Address(es) associated with “administrator” privileges):

This ICA Community Administrator Account Request (“Request”) shall be effective on the date
the Commission processes the Request. This Request will remain effective until Party
completes and submits an updated Request using this form.

By signing below, I certify that I am an authorized representative of Party. I further certify that I
am authorized to sign and submit this Request and that all of the representations included in this
Request are true, accurate, and complete.

Printed Name

Title

Email Address

Phone

Signature

Date

THE INDUSTRIAL COMMISSION OF ARIZONA



The Commission requests that Parties submit this form in the following ways:

In-Person or by U.S. Mail:

**Industrial Commission of Arizona
c/o Claims Fileroom
800 West Washington Street, Suite 103
Phoenix, Arizona 85007**

By E-Mail:

claims@azica.gov

For technical questions regarding obtaining "Administrator" privileges, please contact Julie Hill at Julie.Hill@azica.gov.