

**Origami Risk URL:** License required for login. Account Name is tamus and Username is your email.

<https://live.origamirisk.com/origami/account/Login?account=tamus>

**Step 1: Select or Filter Incidents** – Use the wild card for text searches (e.g., '%will') and/or use the saved **Incidents Views** on the right.

**Step 2: Select the Incident # to open the record** – To edit the form, select the **Edit Incident** button in the top right.

**Step 3: Ensure the accuracy and completeness of all the data** – Select the **Save Changes** button at the top right to save your changes.

**Step 4: Generate and attach a First Report of Injury** – Select the **More** button at the top right. Then select the **Online State Forms** option. Select the **First Report** Category and then form **2737**.

Online State Forms			
ID	Category	Form	Description
2737	First Report	DWC Form-001	EMPLOYERS FIRST REPORT OF INJURY OR ILLNESS
2738	First Report	DWC Form-1S	EMPLOYERS FIRST REPORT OF INJURY OR ILLNESS (for state employees)
6279	First Report	Form 7239	Incident / Illness Report
4750	First Report		INCIDENT ANALYSIS FORM
6280	First Report	Formulario 7239-S	Informe de enfermedad o incidente
2739	First Report	DWC Form-6	SUPPLEMENTAL REPORT OF INJURY

**Step 5: Save and verify the form and then attach to the Incident record under Files.**

**Step 6: Submit Incident to WCI** – Select 'Yes' once all data has been reviewed and the First Report of Injury has been attached to the Files section of the Incident record.

### WC Liaison Review

If the injured employee received medical care or an injury results in more than one day absence from work for the injured employee not counting the day of the injury or the employer received notice of a death, occupational disease, please submit the incident to WCI no later than 3 business days from the date of injury. To submit the incident to WCI, set the 'Submit to WCI' field below as 'Yes'.

Submit Incident to WCI

Submit Incident to WCI Date

**System Action:** An Email will be sent to the Employee including a copy of this First Report of Injury and the Rights and Responsibilities Statement.