

Employer E-File

Create a user account for non-subscriber filings
DWC Form-005 and DWC Form-007

Step 1 – Create a user account

1. Go to [Employer E-File Application](#)
2. Select [Request access to E-File account](#).
3. Enter the required information

Request access to E-File account

Use the form below to request access. When you log in for the first time, we will ask about your company.

First name <input type="text"/>	Last name <input type="text"/>
Title <input type="text"/>	Email <input type="text"/>
Phone <input type="text"/>	Phone extension (optional) <input type="text"/>

4. Click **SUBMIT**. A confirmation screen will pop up.

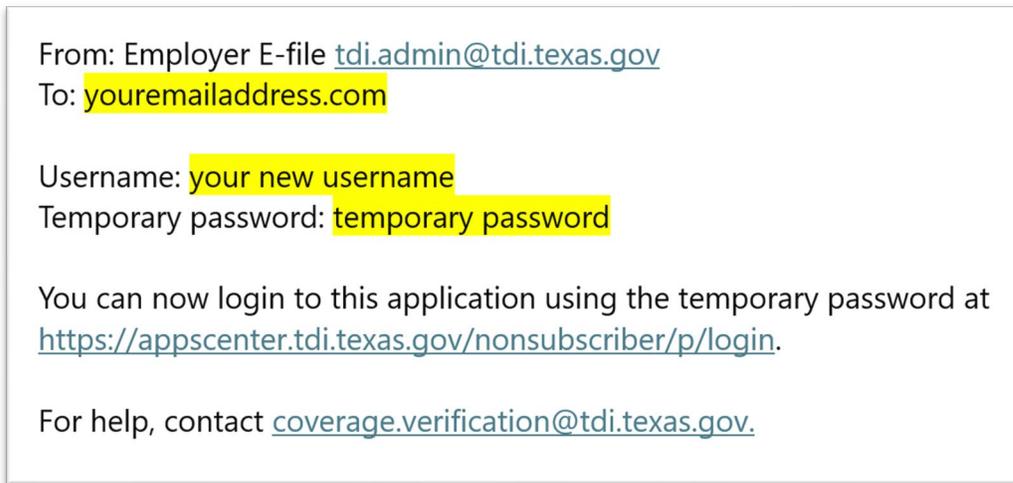
Request access to E-File account

Your request has been processed successfully and login information has been sent to marthapluevano@yahoo.com. Log In to Employer E-File with your user name and password to:

1. Change your password.
2. Manage your security settings.
3. Register your company, and
4. File required reports:
 - a. DWC Form-005, *Non-subscriber notice to Division of Workers' Compensation*, and
 - b. DWC Form-007, *Employer's report of non-covered employee's work-related injury or illness*.

5. You will get an email from tdi.admin@tdi.texas.gov with your new username and temporary password

Follow the instructions to re-set your temporary password.



6. Log in with your new password.

Step 2 – Complete the Business Information section

Provide the required (red asterisk ***) information in the *Business Information* section. You can update your business information at any time during and after you register.

Choose the business type that applies to you:

1. **Non-subscriber.** Owners and employees of a business without workers' compensation coverage.

The system **may** give you the option to access and update your DWC Form-005 data.

The image shows a web form titled 'Existing business'. It contains the text: 'A business already exists in the system with a similar profile. Is this your business?'. Below this, it says 'Your business' followed by '1234 N Highway, City, TX, USA, 123456789'. At the bottom right, there are two buttons: 'No' (red) and 'Yes' (green).

2. **Agent.** A company filing on behalf of one or more different non-subscribers.
3. **Subscriber.** A business with workers' compensation coverage and employees that have waived that coverage. Subscribers use the system to file DWC Form-007.