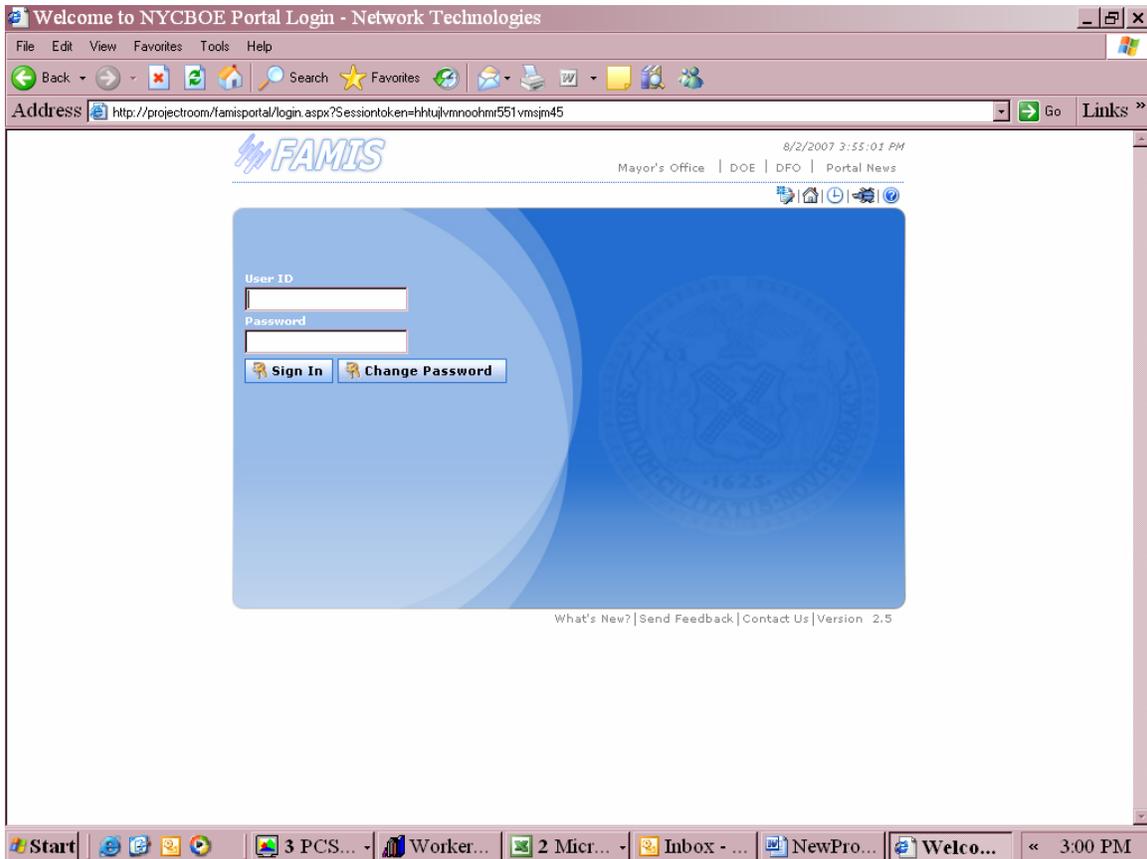


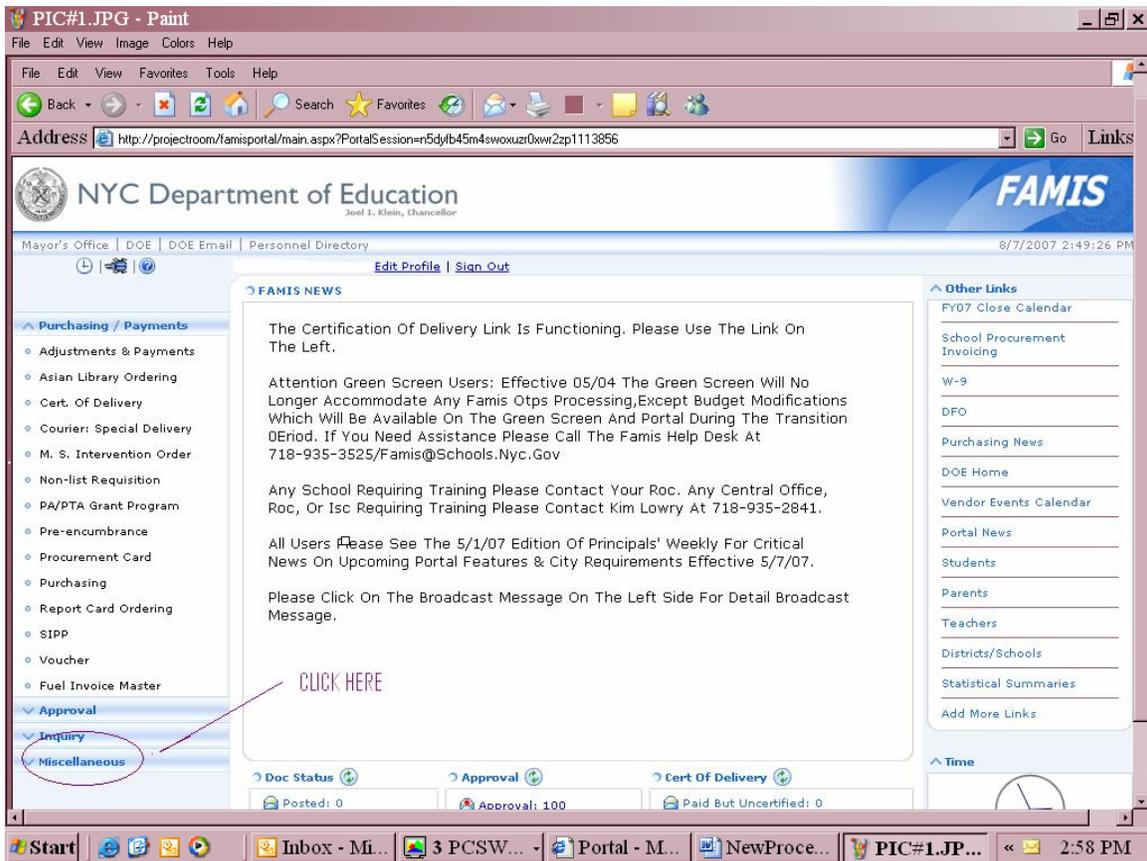
STEP BY STEP PROCEDURES FROM THE FAMIS PORTAL

Once you have obtained access to the FAMIS portal, please follow the steps in order to submit the C2 form electronically.

- Enter your user ID and password



- Click on the miscellaneous button on the left side of the column at the bottom.



- Click on the last field “C2 form approval”

NYC Department of Education
Joel I. Klein, Chancellor

Mayor's Office | DOE | DOE Email | Personnel Directory

8/7/2007 2:49:26 PM

[Edit Profile](#) | [Sign Out](#)

FAMIS NEWS

The Certification Of Delivery Link Is Functioning. Please Use The Link On The Left.

Attention Green Screen Users: Effective 05/04 The Green Screen Will No Longer Accommodate Any Famis Otps Processing, Except Budget Modifications Which Will Be Available On The Green Screen And Portal During The Transition Period. If You Need Assistance Please Call The Famis Help Desk At 718-935-3525/Famis@Schools.Nyc.Gov

Any School Requiring Training Please Contact Your Roc. Any Central Office, Roc, Or Isc Requiring Training Please Contact Kim Lowry At 718-935-2841.

All Users Please See The 5/1/07 Edition Of Principals' Weekly For Critical News On Upcoming Portal Features & City Requirements Effective 5/7/07.

Please Click On The Broadcast Message On The Left Side For Detail Broadcast Message.

CLICK HERE

Other Links

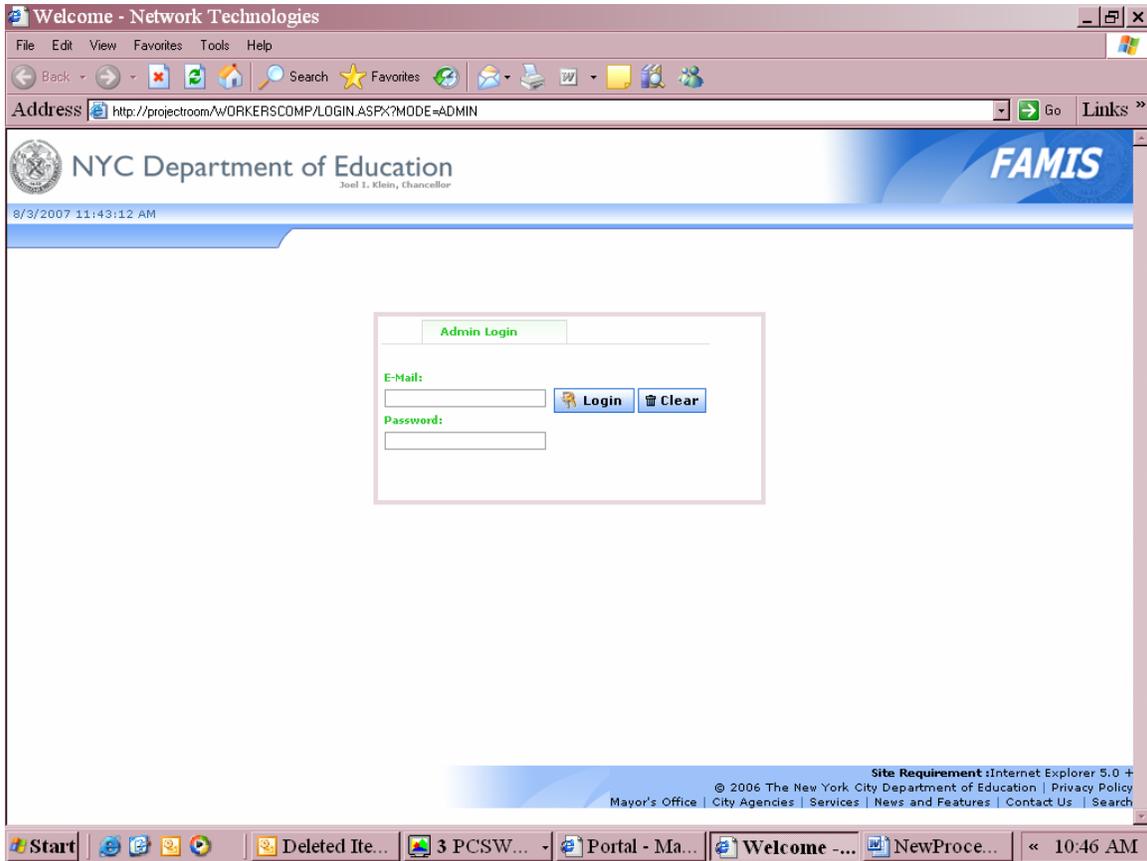
- [FY07 Close Calendar](#)
- [School Procurement Invoicing](#)
- [W-9](#)
- [DFO](#)
- [Purchasing News](#)
- [DOE Home](#)
- [Vendor Events Calendar](#)
- [Portal News](#)
- [Students](#)
- [Parents](#)
- [Teachers](#)
- [Districts/Schools](#)
- [Statistical Summaries](#)
- [Add More Links](#)

Navigation Menu:

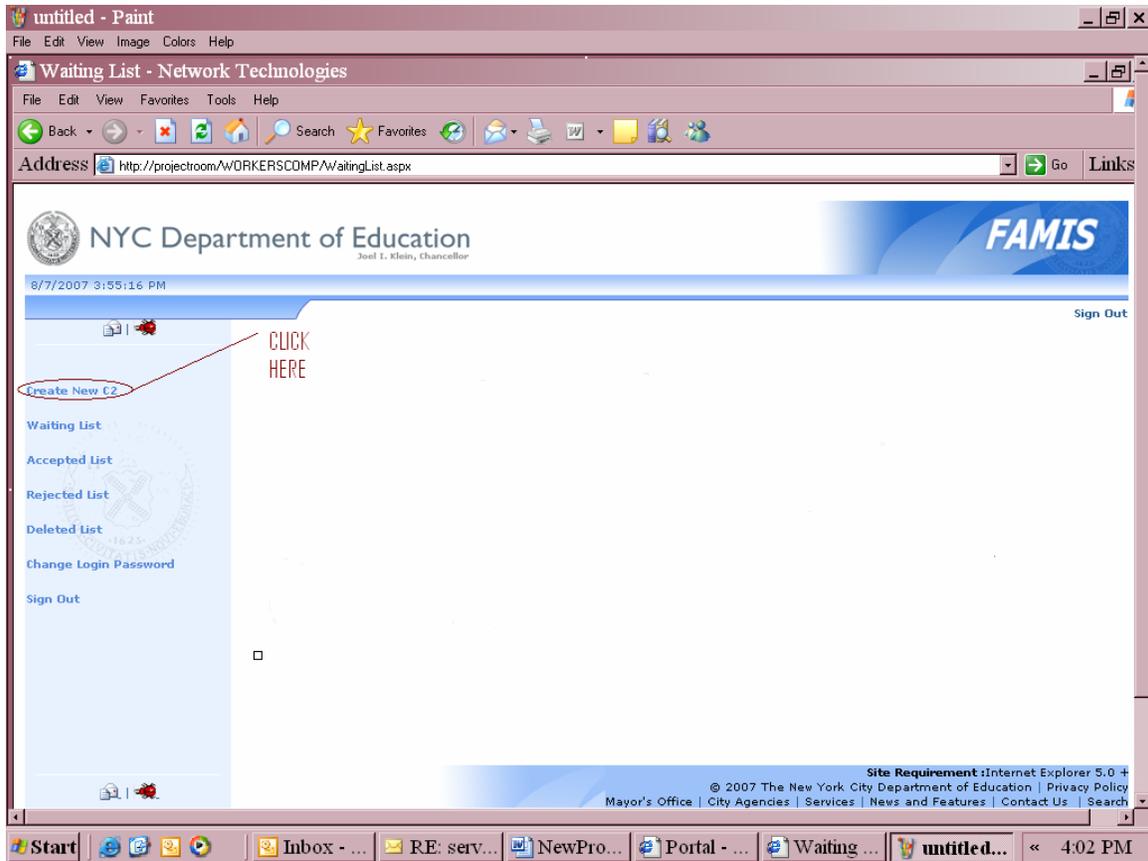
- Purchasing / Payments
- Approval
- Inquiry
- Miscellaneous
 - Book Buyback
 - Broadcast Message
 - Inventory
 - Stop Payment Form
 - Vendor Rating System
 - Workers Compensation
 - C2 Form Approval**

Taskbar: Start | Inbox - Mi... | Portal - M... | Welcome - ... | NewProce... | untitled - P... | 3:01 PM

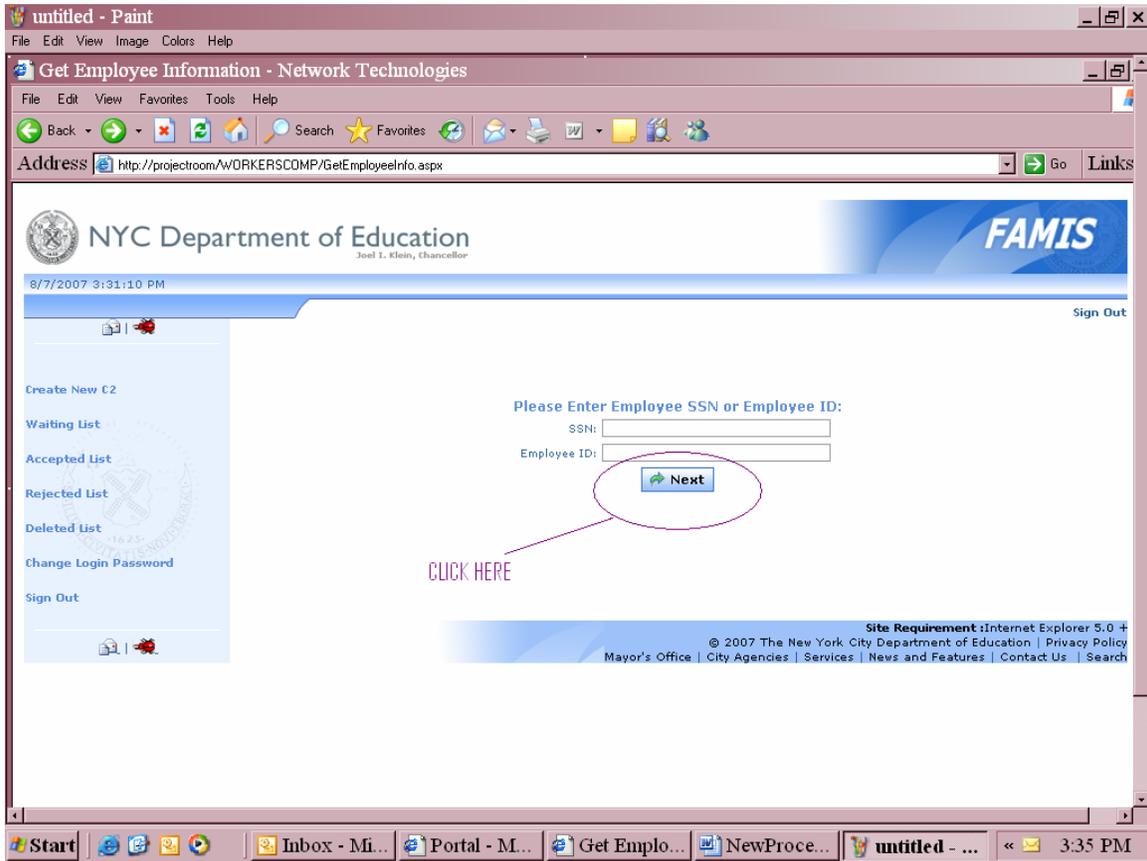
- For security reasons, you are prompted to enter your DOE email address and password.



- CLICK ON FIELD ON THE LEFT SIDE, “Create new C2”



- Enter employees' EIS or social security number and click on "next"



Once you type “next”, it will bring up the employee that corresponds to that information provided.

- Once verified, click on “details”.

untitled - Paint

Employee Information List - Network Technologies

Address <http://projectroom/WORKERSCOMP/EmployeeInfoList.aspx>

NYC Department of Education
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FAMIS

8/7/2007 3:03:34 PM

Sign Out

Employee Info List

SSN	Last Name	First Name	EIS ID	PayCycle	FMC	Location	Detail
							Detail

CLICK HERE

Site Requirement: Internet Explorer 5.0 +
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Mayor's Office | City Agencies | Services | News and Features | Contact Us | Search

Start | Inbox - Mi... | Welcome t... | Employee I... | NewProce... | untitled - ... | 3:15 PM

“Employee Info List” will appear, displaying all relevant personal information that pertains to the C2.

- Once verified, click on “Next”

NYC Department of Education
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8/7/2007 3:14:23 PM

Employee Info List

SSN	Last Name	First Name	EIS ID	PayCycle	FMC	Location	Detail
							Detail

Employee Detailed Information

SSN: _____
Last Name: _____
First Name: _____
Pay Cycle: _____
Location: _____
Title Code: _____
Gender: _____
Date of Birth: _____
Average Weekly Earnings: _____
Address First Line: _____
Address Second Line: _____
City: _____
Zip: _____

Eis Id: _____
First Name: _____
FMC: _____
Title Description: _____
Date Hired: _____
Age: _____
Total Earnings Paid: _____

State: _____

[Next](#)

CLICK HERE

As you can see, all personal information self populates itself to the C2 form. Proceed to enter the rest of the information on to the C2 form. Fields that are marked with an (*) must be filled out prior to submission.

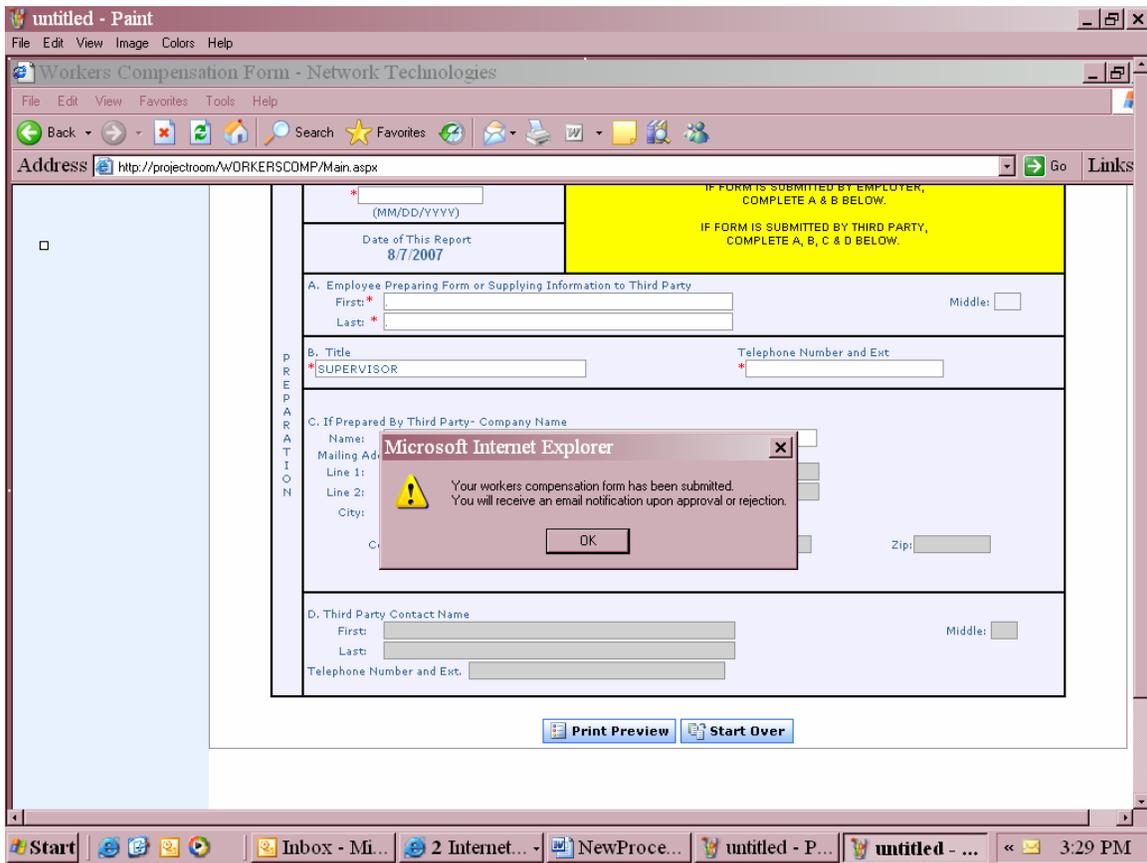
- Once C2 is filled out, click on the “submit” button.

The screenshot shows a web browser window with the address bar displaying `http://projectroom/WORKERSCOMP/Main.aspx`. The browser's address bar also shows a 'Go' button and a 'Links' button. The main content area displays a form titled 'PREPARATION' on the left side. The form is divided into several sections:

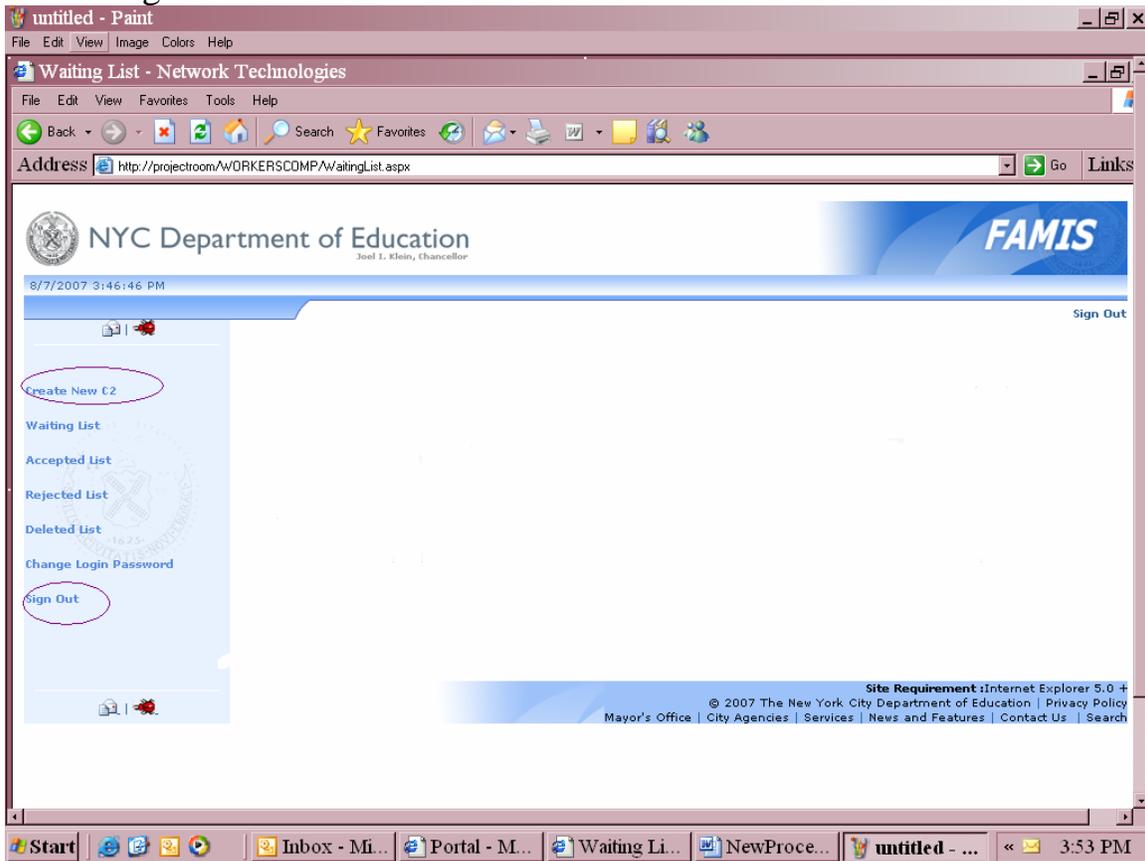
- of Injury**: A text input field with a red asterisk (*) and a label '(MM/DD/YYYY)'. Below it is a 'Date of This Report' field with the value '8/7/2007'.
- IF FORM IS SUBMITTED BY EMPLOYER, COMPLETE A & B BELOW.**: A yellow highlighted box.
- IF FORM IS SUBMITTED BY THIRD PARTY, COMPLETE A, B, C & D BELOW.**: A yellow highlighted box.
- A. Employee Preparing Form or Supplying Information to Third Party**: Contains 'First:' and 'Last:' text input fields with red asterisks (*), and a 'Middle:' text input field.
- B. Title**: A text input field with a red asterisk (*). To its right is a 'Telephone Number and Ext.' text input field with a red asterisk (*).
- C. If Prepared By Third Party- Company Name**: Contains 'Name:', 'Mailing Address for Third Party Company', 'Line 1:', 'Line 2:', 'City:', 'Country Code:' (with radio buttons for 'U.S.A.' and 'Other'), 'State:', and 'Zip:'.
- D. Third Party Contact Name**: Contains 'First:', 'Last:', and 'Middle:' text input fields.

At the bottom of the form, there are two buttons: 'Submit' and 'Clear'. The 'Submit' button is circled in red, and a red dashed box with the text 'CLICK HERE' points to it. The browser's taskbar at the bottom shows the Start button, several open applications (Inbox - Mi..., Welcome t..., Workers C..., NewProce...), and the current window 'untitled - ...' with a system clock showing 3:21 PM.

- You will get a message saying that the form was submitted.



- If you have another C2 to enter, click on “create new C2”, if not, “sign out”.



- Print a copy of the C2. Filling out the C2 on line is then complete. The following steps are not available on line but still need to be completed:
- Print and fill out other forms that are relevant (if applicable) to the case from the following link:
<http://schools.nyc.gov/Offices/DFO/BusinessOperations/WorkersCompensation/Default.htm>
- Mail C2 form with other forms (if applicable) to the Law Department at the following address:

City of New York Law Department
350 Jay Street, 9th floor
Brooklyn, NY 11201

- Keep a copy of all correspondence mailed to the Law Department for future reference.

If any further assistance is needed, you may contact the DOE’s Workers’ Compensation Unit at 718-935-2212 and speak to Phyllis Foreman.