

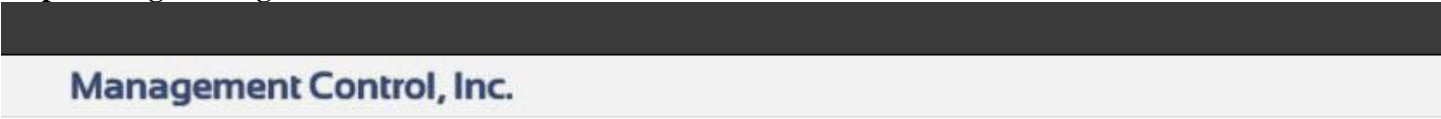
Dear Client:

Your 2012 OSHA 300 & 300A are now available on our website. Please visit www.mcigo.net and print, sign and post a copy of your 2012 OSHA 300A in a place where all employees can see.

In compliance with the OSHA Recordkeeping regulation (29 CFR 1904), all employers with more than ten employees must post Form 300A (the summary of Work-Related Injuries and Illnesses) in their workplace every year from February 1 to April 30.

Please see step-by-step instructions below on how to access your completed Forms 300 & 300A now!
(If you need a password to access your information, please contact your payroll processor or Selena Phillips at sphillips@mycharterhr.com.)

Step 1 – Login Using Password



Help Desk: 256-234-6299





Username

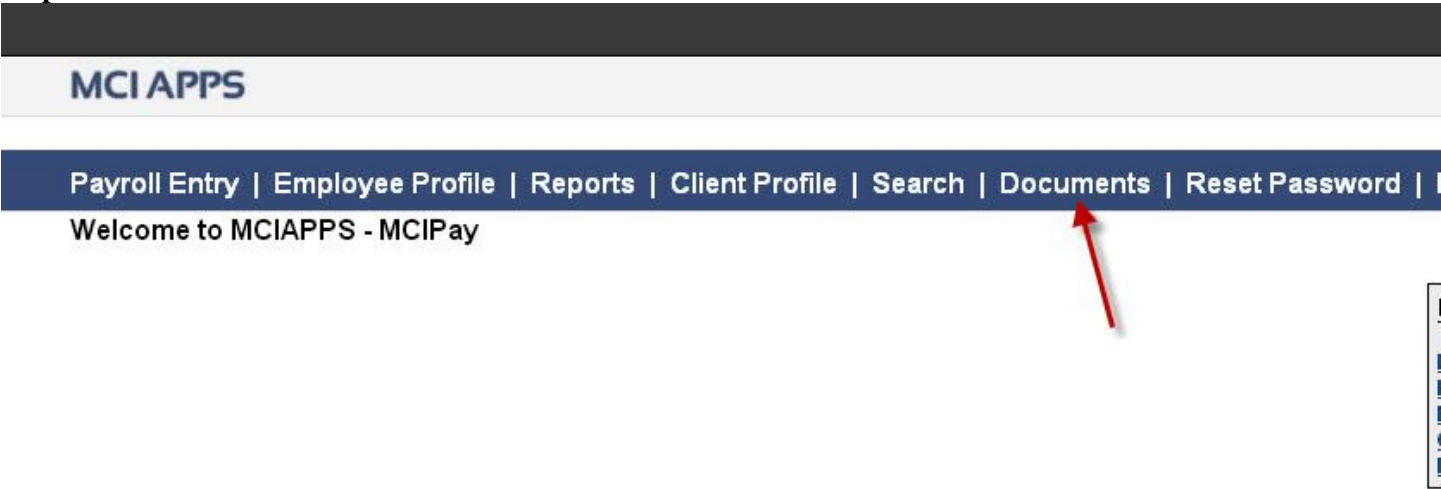


Password

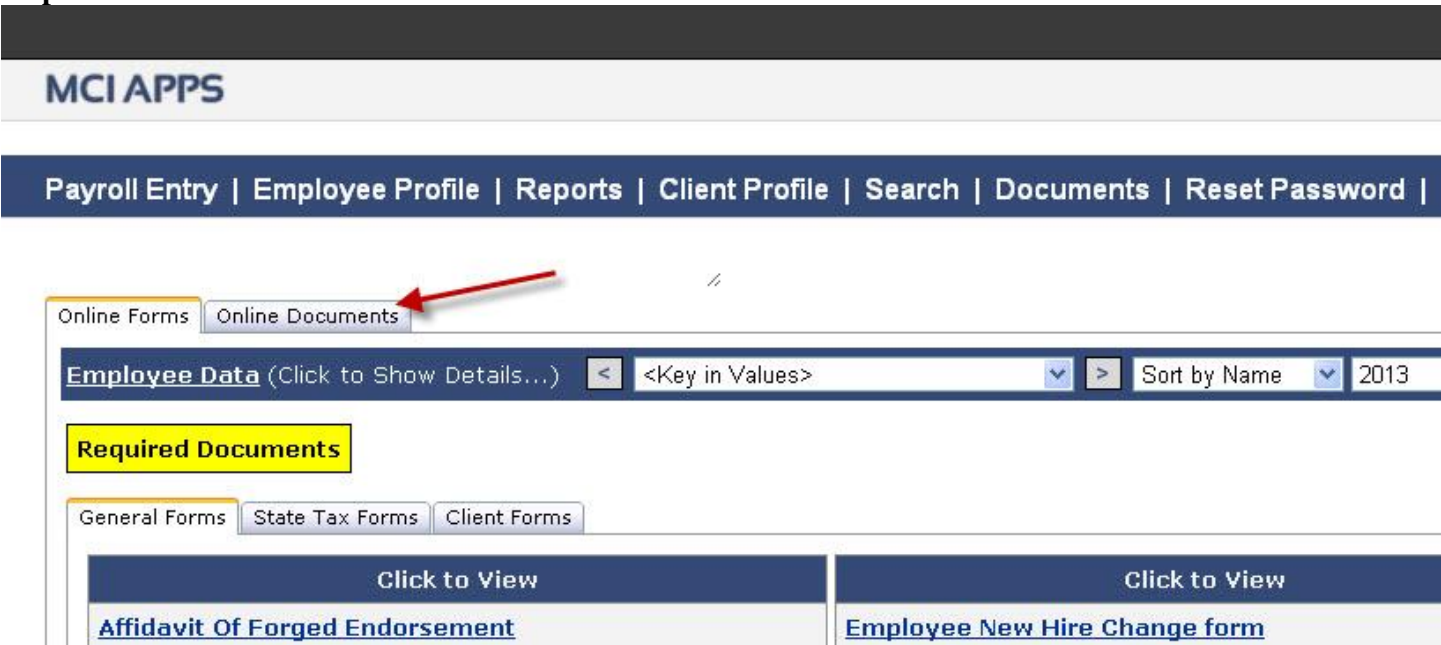
Login

[Create/Reset User Account](#)

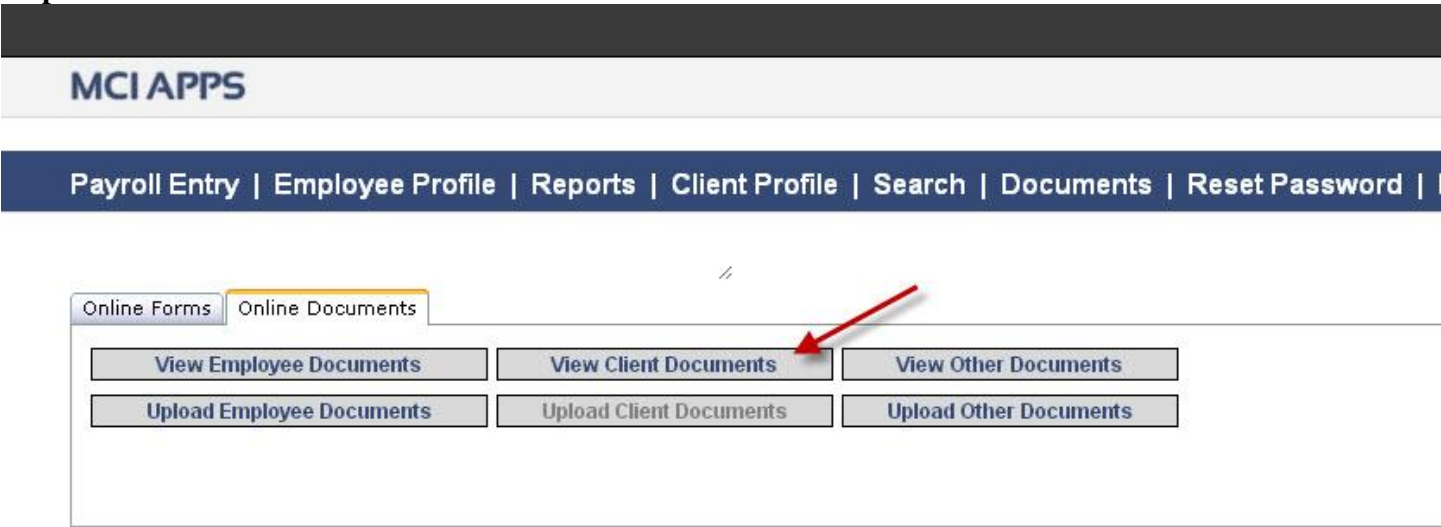
Step 2 – Click on Documents Tab



Step 3 – Click on Online Documents Tab



Step 4 – Click on View Client Documents



Step 5 – Click View beside Current OSHA Document

Charter - ASO - 24-7 Health & Wellness Center - *Public/MCIPay_CharterHr - MCI_Neal

MCI APPS

Payroll Entry | Employee Profile | Reports | Client Profile | Search | Documents | Reset Password |

Online FormsOnline Documents

View Employee DocumentsView Client DocumentsView Other Documents

Upload Employee DocumentsUpload Client DocumentsUpload Other Documents

Client Documents:

View	Form Identifier	Form Sub Identifier
View	OSHA LOGS	LOSS DATE: 01/01/2011-12/31/2011
View	OSHA LOGS	LOSS DATE: 01/01/2012-12/31/2012

Step 6 – Print Document

Step 7 – Sign & Date OSHA 300A (2nd Page)

Step 8 – Post In A Place Where All Employees Can See From 02/01/13 – 04/30/13

Please feel free to contact Steve Winn at swinn@mycharterhr.com or 251-391-7365 should you have any questions or need assistance.