



WebFile Guide for

# **Attorneys and Attorney Site Administrators**

**How to Navigate through WebFile**

# WELCOME

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Welcome to the Virginia Workers' Compensation Commission's WebFile application.

The Commission created WebFile to provide its partners in the legal community with self-service capabilities to view and manage case files and documents online.

This guide contains all the information and instructions needed to take full advantage of the case-management functions in this web-based tool.

While the guide may be printed, it is recommended that the guide be utilized electronically due to updates and revisions.

Questions regarding WebFile processes should be directed to the firm's WebFile Site Administrator. Site Administrators should use the WebFile Support online tool at [workcomp.virginia.gov/webfile/webfile-support](http://workcomp.virginia.gov/webfile/webfile-support) for issue resolution or direction to the proper Commission resources.

# TABLE OF CONTENTS

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WebFile SECURITY.....	1
USERNAMES.....	1
PASSWORDS.....	1
TWO-FACTOR AUTHENTICATION (2FA).....	2
SYSTEM CLOCK SYNCHRONIZATION.....	3
ACCOUNT LOCK.....	3
TIMEOUT FEATURE.....	3
WebFile ROLE OVERVIEW.....	4
DELEGATION OF AUTHORITY.....	5
WebFile ACCESS AND REGISTRATION OVERVIEW.....	6
REQUEST ACCESS.....	7
ACTIVATE A NEW ATTORNEY USER.....	8
ACTIVATE OWN ATTORNEY ACCOUNT.....	18
ACCESS AN EXISTING ATTORNEY USER PROFILE.....	19
DEACTIVATE ATTORNEY USER ACCESS.....	21
CHANGE PASSWORD.....	23
FORGOT USERNAME.....	25
PASSWORD RESET.....	27
RESET AN ATTORNEY USER PASSWORD AS A SITE ADMINISTRATOR.....	28
CHANGE EMAIL ADDRESS.....	30
NOTE REPRESENTATION.....	33
SEARCH AND VIEW CASE RECORD.....	36
PARTY DETAILS.....	37
VIEW ELECTRONIC NOTIFICATIONS.....	38
CHANGE A NOTIFICATION STATUS.....	40
NOTIFICATION VIEW CUSTOMIZATION.....	41
DOCUMENT & FILINGS.....	42
DOCUMENT & FILINGS VIEW CUSTOMIZATION.....	43
SUBMIT WEB FORMS.....	44
UPLOAD DOCUMENTS AND FORMS.....	47
MEDICAL RECORDS.....	50
UPCOMING HEARINGS AND MEDIATIONS.....	51
PAPERLESS OPTION.....	53
ELECTING PAPERLESS.....	53
OPT OUT OF PAPERLESS.....	54
COPYING PARTIES.....	54
WebFile SUPPORT.....	54
Appendix.....	56
CERTIFICATE OF SERVICE.....	57

# WebFile SECURITY

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The WebFile system uses a variety of security protocols to help ensure that case records remain confidential. A key component of this structure (which governs access rights) is username and password.

## USERNAMES

All WebFile users will have individual usernames. The username cannot be changed after the registration and activation process is complete.

### Username Criteria

- ✓ Username has a minimum length of 6.
- ✓ Username has a maximum length of 50.
- ✓ Username cannot be an existing username of another user.
  - The user should receive a “Username already exists” message if they entered a taken username.
- ✓ Username may have any of the following characters
  - Letters
  - Digits
  - Allowed special characters (i.e., @, #).

## PASSWORDS

All users are required to use a password along with the username. The initial password will be set up by the Commission. The user will then set up a new password at the time of registration.

### Password Criteria

- ✓ May not be any previous 24 passwords.
- ✓ If the password has been updated within the last 24 hours (excluding temporary passwords created by admins), do not allow the user to proceed.
- ✓ Minimum 8 characters.
- ✓ At least one special character (i.e., @, #).
- ✓ At least one digit.
- ✓ At least one lowercase character.
- ✓ Password may not be the same their e-mail.
- ✓ Password may not be the same as their username.

## TWO-FACTOR AUTHENTICATION (2FA)

2FA is used to help secure stakeholder accounts from the growing number of cyber threats. It will require WebFile users to provide two different forms of identification before accessing the application.

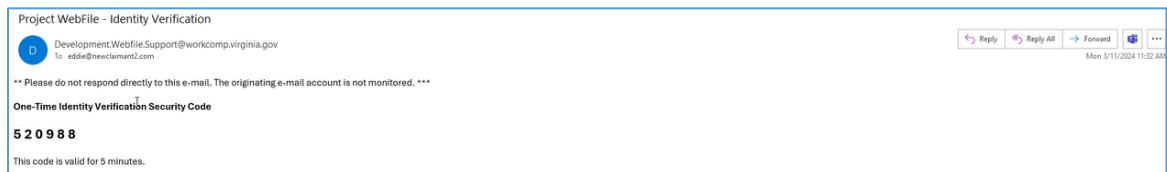
### What to expect from 2FA:

- **Easy Setup:** Log in or register your WebFile account. The first factor is entering the current WebFile username and password. After entering the correct password, WebFile will then prompt the user for a second form of verification as the second factor of authentication. This is a six-digit code sent to the user's email address registered with the WebFile account.
- **Enhanced Security:** 2FA reduces the risk of unauthorized access, giving important documents and systems greater security from cyber threats.
- **Remember Me Feature:** 2FA remembers your browser on your device for 30 days. This means users using the same device and browser won't be prompted for 2FA until after 30 days provided the user doesn't clear the cache on their browser.

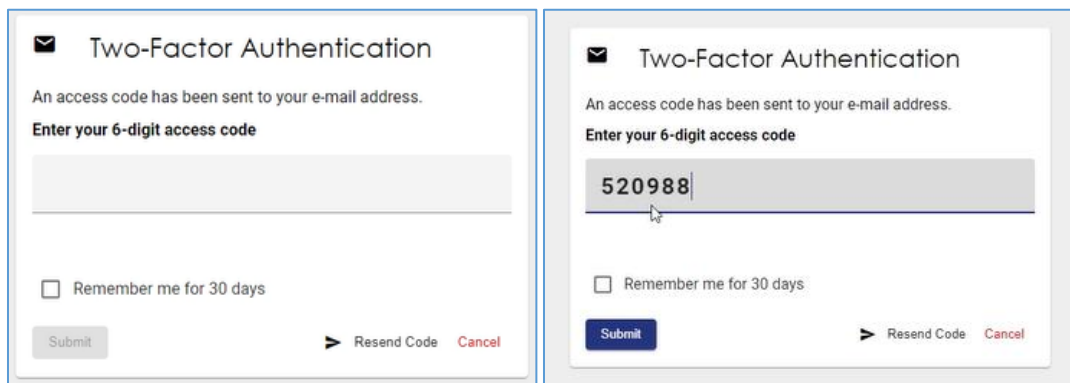
### Steps to Login to WebFile with 2FA are as follows:

Enter your username and password. See [Change Password](#) for more details.

An email will be sent to the address indicated which contains a one-time two factor authentication code. **This code will expire in 5 minutes.** The email could also be in a spam or junk folder.



Enter your 6-digit access code in WebFile as shown below.



## SYSTEM CLOCK SYNCHRONIZATION

WebFile requires users' PC/device clocks to be synchronized closely with the correct time. If you experience issues with accessing WebFile after login, please do the following:

1. Compare the clock on the PC/device you are attempting to access WebFile with to another device with a reliable time, such as a mobile phone. If the clock is off, please adjust it manually or work with your IT team to make the necessary adjustments and try to access WebFile again.
2. If the clock is showing the correct time and you are having other issues, please complete a [WebFile Support Request](#).

## ACCOUNT LOCK

After three failed login attempts, the user will enter a “cool-down” time before they can attempt to log into WebFile again.

## TIMEOUT FEATURE

The system has been set up with a 45-minute timeout feature. If there is no activity within 45 minutes, the user will receive a message notifying them that they need to extend the session in WebFile to continue their session.



### **IMPORTANT**

*Entering data is still viewed by the system as being idle—users who take longer than 45 minutes to submit data or to conduct other transactions will be automatically logged off of the system, and all information not saved or submitted will be lost.*

# WebFile ROLE OVERVIEW

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The WebFile system is set up with two levels of permissions.

## Site Administrator



- ✓ Primary point-of-contact between the Commission and his or her own organization
- ✓ Activate profiles
- ✓ Manage all access requests from within own organization, and agree not to grant access to non-employees
- ✓ Add to, deactivate and modify the firm's user list
- ✓ Manage password resets
- ✓ Communicate with the Commission to ensure current WebFile access matches approvals granted by Site Administrator
- ✓ Use the Commission's dedicated email channel, [webfile.support@workcomp.virginia.gov](mailto:webfile.support@workcomp.virginia.gov), as the means to send questions and comments related to WebFile

## Attorney User



- ✓ Access, view, and in some cases, modify Workers' Compensation Claim records
- ✓ Has submitted contact information, including Bar number and FEIN (Federal Employer Identification Number) to the Commission
- ✓ Can note representation to at least one party on the claim

### IMPORTANT



*Attorneys may also have Site Administrator rights within WebFile. There is no need to create a separate Site Administrator account if an attorney in the firm wishes to take on the Site Administrator role.*

## DELEGATION OF AUTHORITY

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### **IMPORTANT**

*Attorneys may share their passwords with legal secretaries (or other staff members) according to the Commission's policy, which is based upon the Eastern District's Policy on Access Delegation.*

Attorneys may allow a secretary, paralegal, or other person in their office to use their login and password to file documents on their behalf.

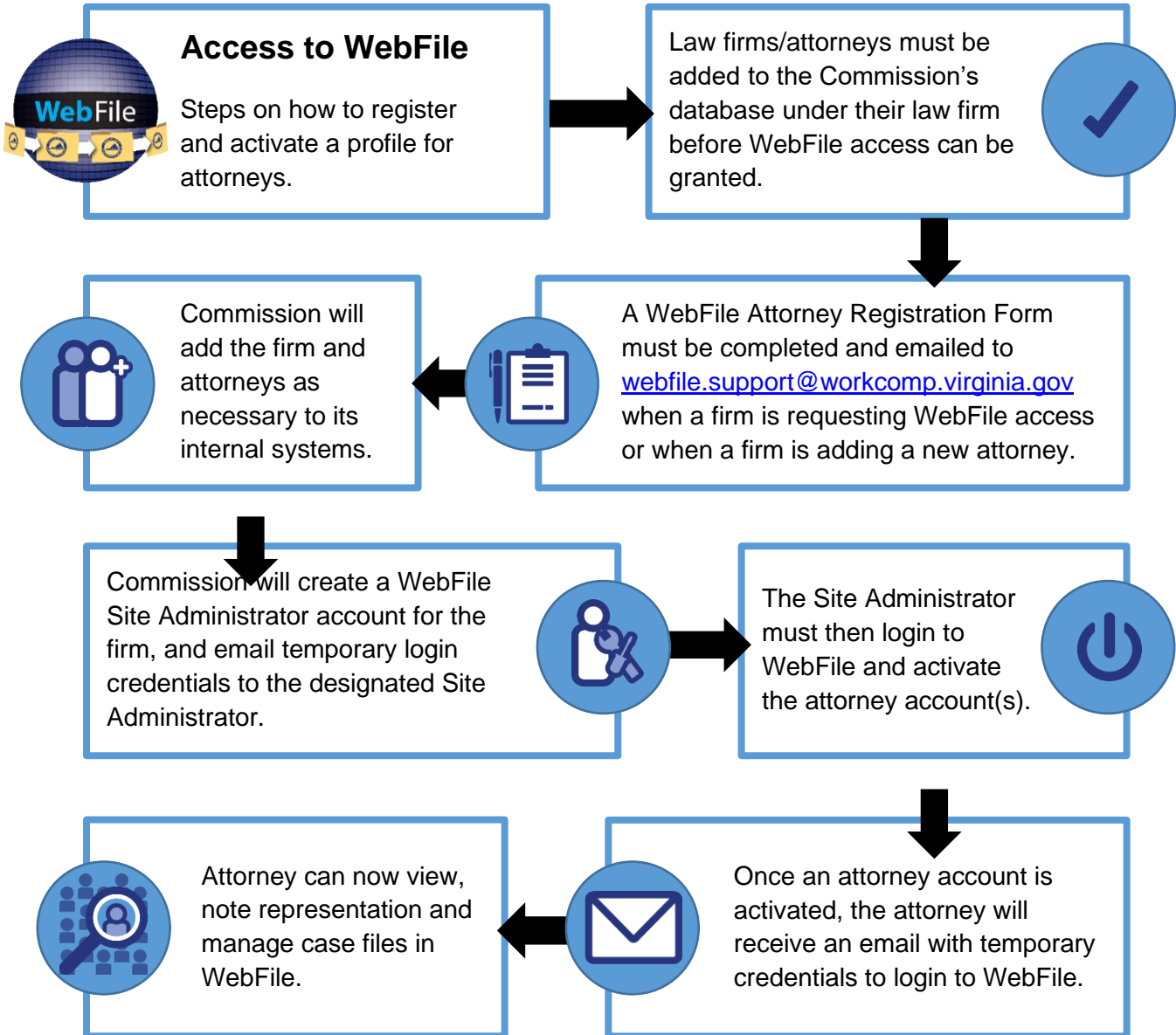
However, attorneys should remember that

- Their login and password constitute their signature, regardless of whether they personally use the login and password or delegate that authority to someone else.
- They are responsible for safeguarding and protecting their login and password at all times.



# WebFile ACCESS AND REGISTRATION OVERVIEW

Below is a brief overview of the WebFile registration process.



## IMPORTANT



Attorney User WebFile access is managed by the firm's Site Administrator; questions regarding WebFile should be directed to their firm's Site Administrator.



Site Administrators should direct questions regarding WebFile to the Commission at **877-664-2566** or to [webfile.support@workcomp.virginia.gov](mailto:webfile.support@workcomp.virginia.gov). WebFile access requests should also be directed to this email address.

The Commission maintains a database of lawyers who represent parties to workers' compensation claims in Virginia. The [WebFile Attorney Registration Form](#) must be completed to ensure that all attorneys from a firm who may need WebFile access are added to and maintained in the Commission's database.

### ATTORNEY REGISTRATION FORM

This form is located on the Virginia Workers' Compensation Commission website:

[workcomp.virginia.gov/webfile/webfile-attorney-registration-form](http://workcomp.virginia.gov/webfile/webfile-attorney-registration-form)

- ✓ Make sure that the form is filled out **entirely**.
- ✓ Information that is omitted will stall the registration process.
- ✓ A FEIN (Federal Employer Identification Number) is mandatory.

Submit the form to the below email address:

[webfile.support@workcomp.virginia.gov](mailto:webfile.support@workcomp.virginia.gov)



### CHECK EMAIL

When a law firm requests WebFile access, the Commission creates a Site Administrator account for the firm. The Site Administrator will receive temporary login credentials via email and then may log in to register their account with the Commission. Once registered, the Site Administrator must activate the firm's attorney accounts within WebFile.

## SA A ACTIVATE A NEW ATTORNEY USER

This section covers the procedures Site Administrators will use to activate an Attorney User. The Site Administrator must complete steps 1 - 15 and the Attorney User will need to complete steps 16 - 26.

### info BEFORE YOU GET STARTED

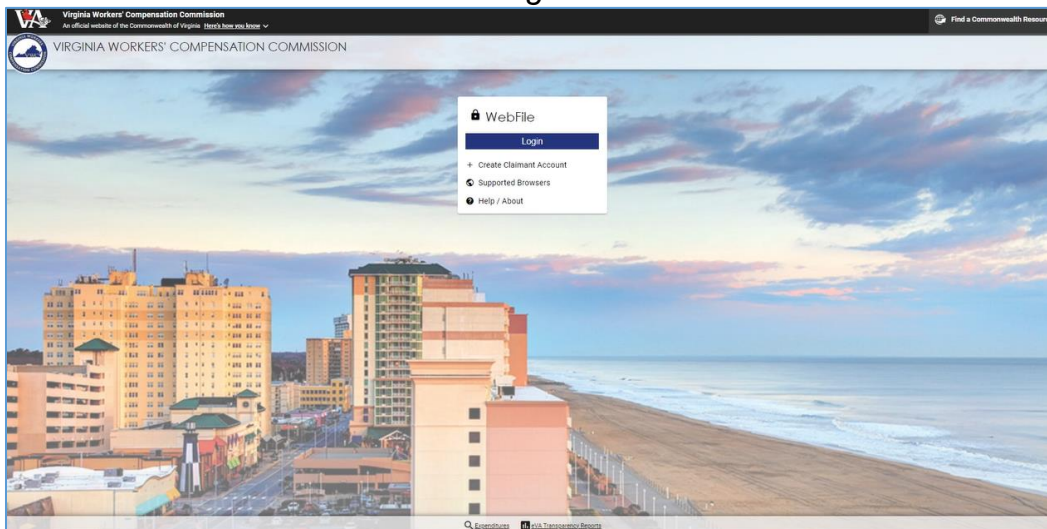
- ✓ The Site Administrator **must** complete the registration process and be set up by the Commission.
- ✓ The prospective Attorney User's information **must** be submitted and housed in the Commission's master database.

### STEPS TO COMPLETE SA

1. Go to the WebFile website at:

[webfile.workcomp.virginia.gov](http://webfile.workcomp.virginia.gov).

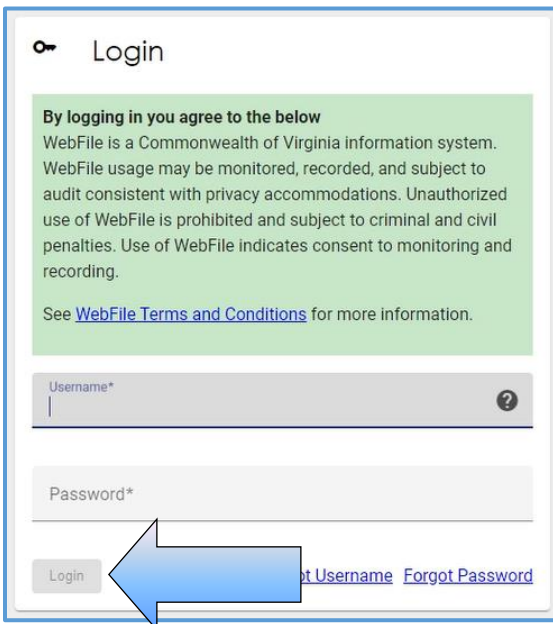
#### WebFile Login Interface



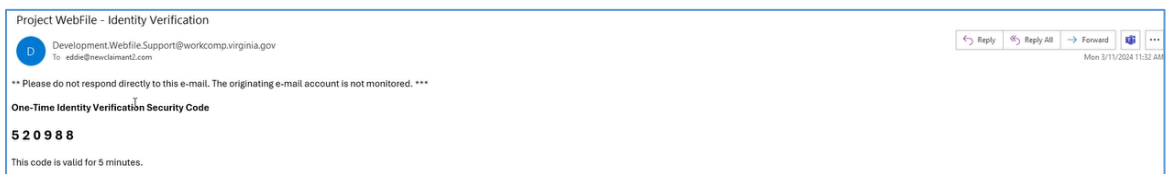
2. Click the "Login" button.



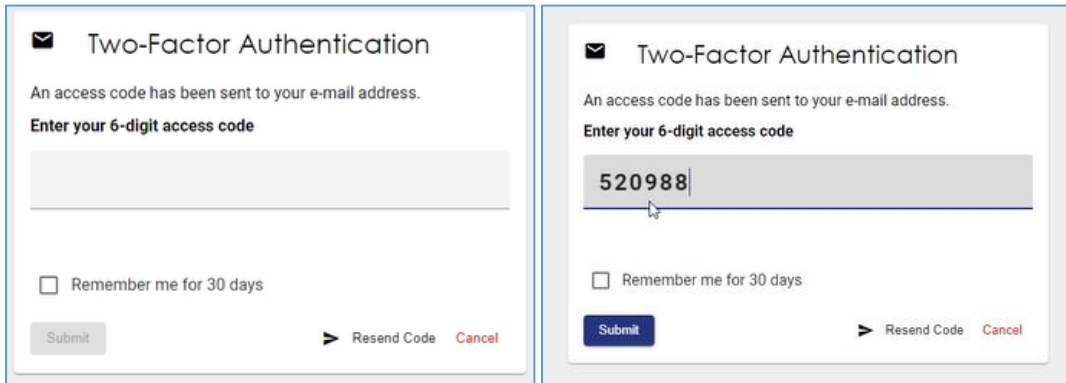
3. Since this is the first time logging into WebFile, enter the registered email address (as your username) and the temporary password.



4. An email will be sent to the address indicated which contains a one-time two factor authentication code. **This code will expire in 5 minutes.** The email could also be in a spam or junk folder.



5. Enter your 6-digit access code in WebFile as shown below.

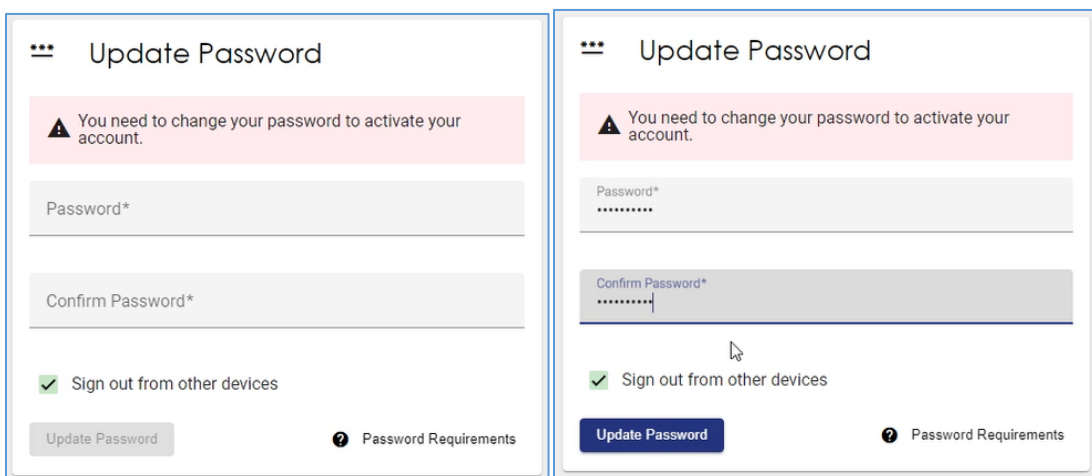


The image shows two side-by-side screenshots of a 'Two-Factor Authentication' web form. Both screens have a title 'Two-Factor Authentication' and a message: 'An access code has been sent to your e-mail address.' Below this is the instruction 'Enter your 6-digit access code' followed by a text input field. At the bottom, there is a checkbox labeled 'Remember me for 30 days', a 'Submit' button, and links for 'Resend Code' and 'Cancel'.

The left screenshot shows the input field as empty. The right screenshot shows the input field containing the text '520988'.

For more information, see [Two-factor authentication \(2FA\)](#).

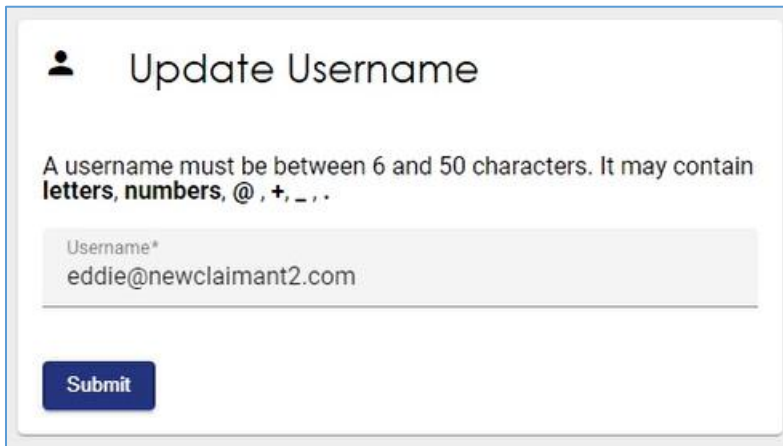
6. The current password on this screen is the temporary password that was just sent. Create a new password based on the following criteria:
- ✓ May not be any previous 24 passwords.
  - ✓ If the password has been updated within the last 24 hours (excluding temporary passwords created by admins), do not allow the user to proceed.
  - ✓ Minimum 8 characters.
  - ✓ At least one special character (i.e., @, #).
  - ✓ At least one digit.
  - ✓ At least one lowercase character.
  - ✓ Password may not be the same their e-mail.
  - ✓ Password may not be the same as their username.




The image shows two side-by-side screenshots of an 'Update Password' web form. Both screens have a title 'Update Password' and a warning message: 'You need to change your password to activate your account.' Below this are two text input fields: 'Password\*' and 'Confirm Password\*'. At the bottom, there is a checked checkbox labeled 'Sign out from other devices', an 'Update Password' button, and a link for 'Password Requirements'.

The left screenshot shows both input fields as empty. The right screenshot shows both input fields filled with masked characters (dots).

7. Create a username based on the following criteria:
  - ✓ Username has a minimum length of 6.
  - ✓ Username has a maximum length of 50.
  - ✓ Username cannot be an existing username of another user.
    - The user should receive a “Username already exists” message if they entered a taken username.
  - ✓ Username may have any of the following characters
    - Letters
    - Digits
    - Allowed special characters (i.e., @, #).
  
8. Click “Submit” to complete your registration.



 Update Username

A username must be between 6 and 50 characters. It may contain **letters, numbers, @, +, -, .**

Username\*  
eddie@newclaimant2.com

Submit

9. Enter all required fields to complete your registration.
10. Click the "Submit" button.

**Register**  
\* required field

**Name**

First Name\*  
Last

Middle Name

Last Name\*  
Man

**Contact**

Phone Type  
Home Phone

Phone number

**Address**

Primary address\*

City\*  
Richmond

State\*  
Virginia

Zip\*  
23220

Country\*  
United States

I accept the following Terms and Conditions

**Submit**

11. You can now log into WebFile with the new username and password.
12. Click the menu dropdown ( ≡ ) in the top right and select "User Administration."

**Manage Profile**

**Getting Started**

**User Administration**

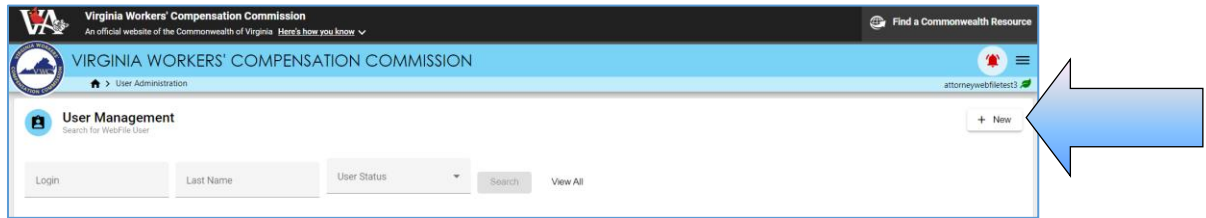
**Site Administrators**

**Help / About**

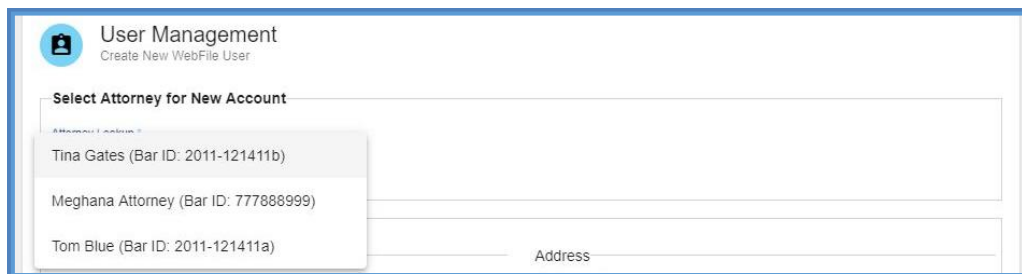
**Logout**

JCN	Date of Injury ↓	Claimant First Name	Claimant Last Name
VA05235390133	03/26/2020	JOHN	_TEST_PETERS
VA02000010912	05/22/2018	QAYIFVMJWYFQR	JRHNSTIAMBJS

13. Click “New” to add a user.

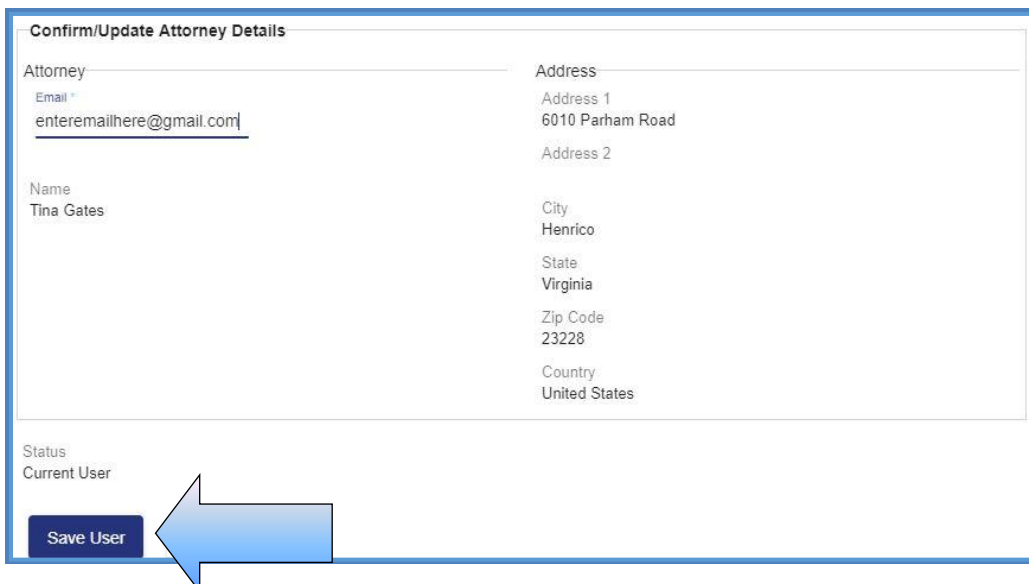


14. Click Attorney Lookup (the dropdown menu will display all users associated with the law firm) and then select a \*name.



\*If you are both the Site Administrator and an Attorney User (e.g., you are a sole proprietor), select your own record from the list of available attorneys.

15. Enter the Attorney User’s email in the “Confirm/Update Attorney Details” section.  
16. Click the “Save User” button.





17. An email with the Attorney User's temporary password will be generated and sent to the attorney email address.

### IMPORTANT



*Temporary password emails may show up in a spam/junk folder. Email security settings and contact lists may need to be adjusted to allow future emails. Please consult your Internet Service Provider (ISP) with any questions pertaining to these settings.*

### TRANSITION



*At this point, the **Site Administrator's** involvement in this process is complete. **The Attorney User will need to complete the remaining steps.***



### STEPS TO COMPLETE A

18. New Attorney User will need to access the WebFile website at:  
[webfile.workcomp.virginia.gov/](http://webfile.workcomp.virginia.gov/)
19. Click the "Login" button.



20. Since this is the first time logging into WebFile, enter the registered email address (as your username) and the temporary password.

By logging in you agree to the below  
WebFile is a Commonwealth of Virginia information system. WebFile usage may be monitored, recorded, and subject to audit consistent with privacy accommodations. Unauthorized use of WebFile is prohibited and subject to criminal and civil penalties. Use of WebFile indicates consent to monitoring and recording. See [WebFile Terms and Conditions](#) for more information.

Username\*  
typeyourusernamehere

Password\*  
\*\*\*\*\*

Login [Forgot Username](#) [Forgot Password](#)

21. An email will be sent to the address indicated which contains a one-time two factor authentication code. **This code will expire in 5 minutes.** The email could also be in a spam or junk folder.

Project WebFile - Identity Verification  
Development.Webfile.Support@workcomp.virginia.gov  
To: edde@newcliamt2.com

\*\* Please do not respond directly to this e-mail. The originating e-mail account is not monitored. \*\*

One-Time Identity Verification Security Code  
**520988**  
This code is valid for 5 minutes.

22. Enter your 6-digit access code in WebFile as shown below.

Two-Factor Authentication  
An access code has been sent to your e-mail address.  
Enter your 6-digit access code

Remember me for 30 days

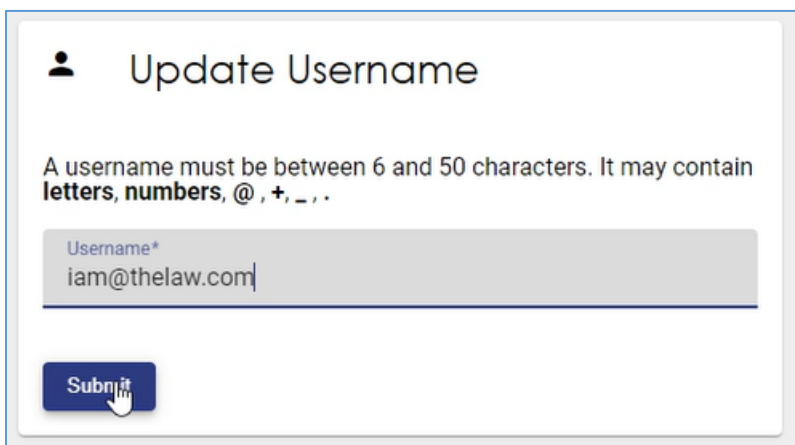
Submit Resend Code Cancel

For more information, see [Two-factor authentication \(2FA\)](#).

23. The current password on this screen is the temporary password that was just sent. Create a new password based on the following criteria:
- ✓ May not be any previous 24 passwords.
  - ✓ If the password has been updated within the last 24 hours (excluding temporary passwords created by admins), do not allow the user to proceed.
  - ✓ Minimum 8 characters.
  - ✓ At least one special character (i.e., @, #).
  - ✓ At least one digit.
  - ✓ At least one lowercase character.
  - ✓ Password may not be the same their e-mail.
  - ✓ Password may not be the same as their username.

The image displays two side-by-side screenshots of the 'Update Password' form. Both screenshots show a header with a hamburger menu icon and the title 'Update Password'. Below the header is a pink warning box with a triangle icon and the text: 'You need to change your password to activate your account.' The form contains two input fields: 'Password\*' and 'Confirm Password\*'. In the left screenshot, both fields are empty. In the right screenshot, both fields are filled with asterisks. Below the input fields is a checkbox labeled 'Sign out from other devices' which is checked. At the bottom of the form, there is a button labeled 'Update Password' and a link labeled 'Password Requirements' with a question mark icon. In the left screenshot, the 'Update Password' button is greyed out, while in the right screenshot, it is highlighted in blue.

24. Create a username based on the following criteria:
- ✓ Username has a minimum length of 6.
  - ✓ Username has a maximum length of 50.
  - ✓ Username cannot be an existing username of another user.
    - The user should receive a “Username already exists” message if they entered a taken username.
  - ✓ Username may have any of the following characters
    - Letters
    - Digits
    - Allowed special characters (i.e., @, #).
25. Click the “Submit” button.



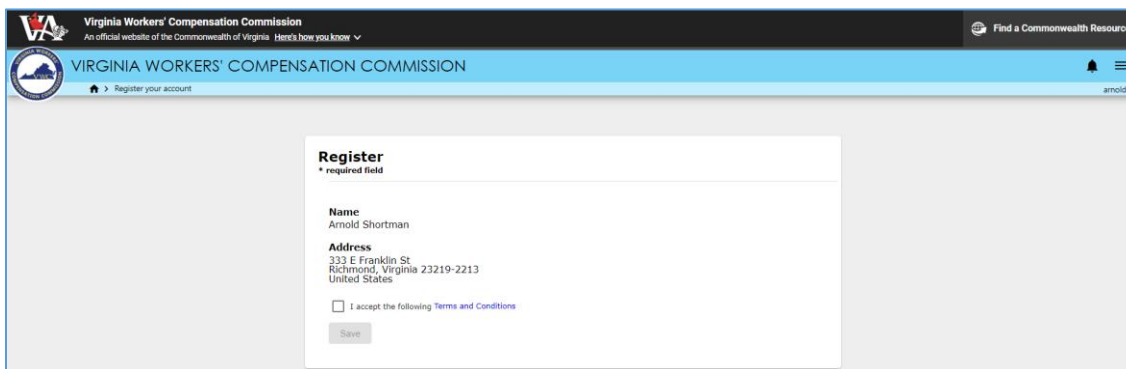
**Update Username**

A username must be between 6 and 50 characters. It may contain letters, numbers, @, +, \_ , .

Username\*  
iam@thelaw.com

Submit

26. Accept the terms and conditions.
27. Click the “Save” button.



Virginia Workers' Compensation Commission  
An official website of the Commonwealth of Virginia [Here's how you know](#)

VIRGINIA WORKERS' COMPENSATION COMMISSION

Register your account

**Register**  
\* required field

**Name**  
Arnold Shortman

**Address**  
333 E Franklin St  
Richmond, Virginia 23219-2213  
United States

I accept the following [Terms and Conditions](#)

Save

28. You can now log into WebFile with the new username and password

# ACTIVATE OWN ATTORNEY ACCOUNT SA A

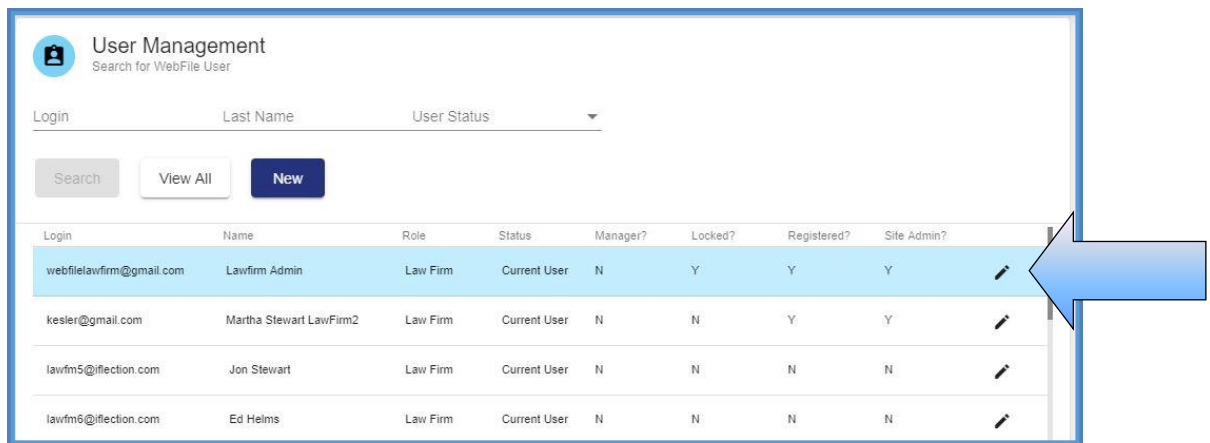


## STEPS TO COMPLETE

1. Go to the WebFile website at:  
[webfile.workcomp.virginia.gov](http://webfile.workcomp.virginia.gov).
2. Click the “Login” button.
3. Enter Username and Password
4. Click the menu dropdown in the top right and select “User Administration.”
5. Click “View All” to add a user.



6. Next to your account, click the edit icon (  ) on the right of the screen.



7. Click Attorney Lookup and then select your account.
8. Click the “Save User” button.

This section covers the procedure for searching for an existing Attorney User in your law firm's user list. This is a useful way to audit who has access, and modify an existing user's profile or reset a password.

## info

### BEFORE YOU GET STARTED

- ✓ Set up as a Site Administrator by the Commission.
- ✓ Finished Registration process.
- ✓ Created an Attorney User profile.



### STEPS TO COMPLETE

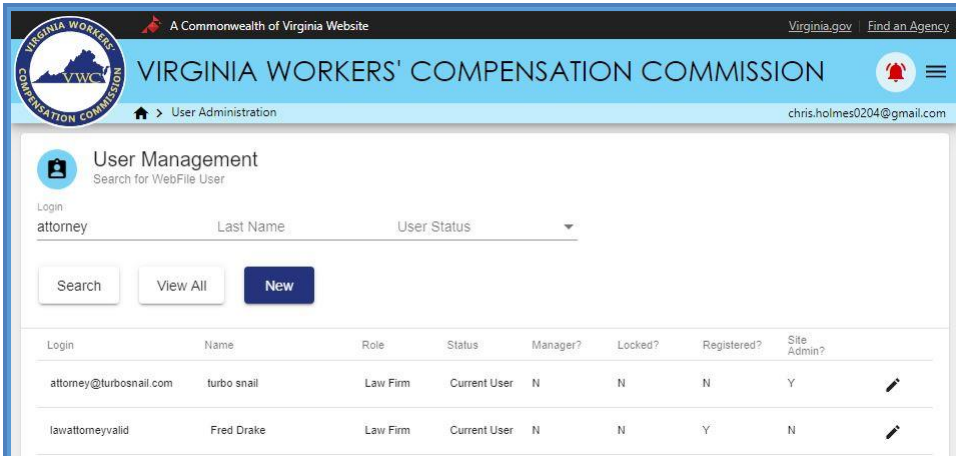
1. Log in to WebFile.
2. Click the menu dropdown in the top right and select "User Administration."
3. Enter either a Username Login or a Last Name.
4. Click on the "Search" button.

The screenshot shows the 'User Management' section of the Virginia Workers' Compensation Commission website. The page header includes the logo and 'A Commonwealth of Virginia Website'. The main content area has a search form with the following elements:

- Header: 'User Management' and 'Search for WebFile User'
- Input fields: 'Login', 'Last Name', and 'User Status' (with a dropdown arrow)
- Button: 'Search'

A large blue arrow points to the 'Search' button.

## Search Results:



The screenshot shows the 'User Management' interface for the Virginia Workers' Compensation Commission. The page title is 'User Management' with a subtitle 'Search for WebFile User'. The search criteria are 'attorney' for 'Login' and 'Last Name' for 'User Status'. There are three buttons: 'Search', 'View All', and 'New'. Below the buttons is a table with the following data:

Login	Name	Role	Status	Manager?	Locked?	Registered?	Site Admin?
attorney@turbosnail.com	turbo snail	Law Firm	Current User	N	N	N	Y
lawattorneyvalid	Fred Drake	Law Firm	Current User	N	N	Y	N

5. Enter new information or click the “Search” button if changes to the existing search are needed.

## QUICK TIPS



Selecting “View All” from the search screen provides a view of all Attorney Users within your organization. You can use this to see the status of current users, such as whether or not they have registered and if their account has been locked. This should be your first step to determine if a user’s account has been locked.



# DEACTIVATE ATTORNEY USER ACCESS

This section covers the procedures for deactivating access for an Attorney User.

## IMPORTANT



An Attorney User should be deactivated if the user is no longer eligible to view claims or is no longer employed by (or associated with) the firm. If a user violates the Terms and Conditions, the Commission has the right to deactivate their access.

Removing an Attorney from a profile does not remove them from a case, it just blocks WebFile access. You will need to file a Motion to Substitute Counsel or Withdraw as appropriate. You may file a Motion to Substitute through WebFile.






## BEFORE YOU GET STARTED

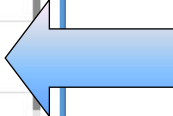
- ✓ Set up as a Site Administrator by the Commission.
- ✓ Finished Registration process.
- ✓ Created an Attorney User profile.



## STEPS TO COMPLETE

1. Access user's profile.
2. Navigate to the right side of the screen and click the "Edit" button.

Status	Manager?	Locked?	Registered?	Site Admin?	
Current User	N	Y	Y	Y	
Current User	N	N	Y	Y	
Current User	N	N	N	N	





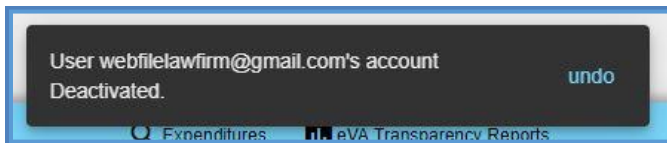
3. Click the “Deactivate Account” button under the “Confirm/Update Attorney Details” section.

**Confirm/Update Attorney Details**

Attorney	Address
Login webfilelawfirm@gmail.com	Address 1 1419 W Main St
Name Lawfirm Admin	Address 2
	City Richmond
	State Virginia
	Zip Code 23220-4629
	Country United States

Status  
Current User

4. A confirmation message will be displayed.



#### QUICK TIPS

Reactivate deactivated profiles by clicking the “Reactivate Account” button.



## CHANGE PASSWORD

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This section covers changing a password after a profile has been created.



### BEFORE YOU GET STARTED

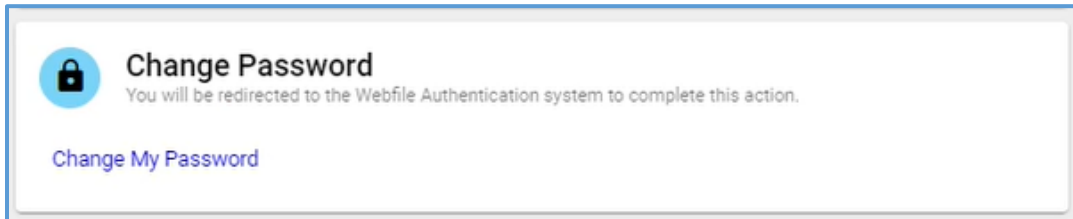
Remember the WebFile Password Criteria:

- ✓ May not be any previous 24 passwords.
- ✓ If the password has been updated within the last 24 hours (excluding temporary passwords created by admins), do not allow the user to proceed.
- ✓ Minimum 8 characters.
- ✓ At least one special character (i.e., @, #).
- ✓ At least one digit.
- ✓ At least one lowercase character.
- ✓ Password may not be the same their e-mail.
- ✓ Password may not be the same as their username.

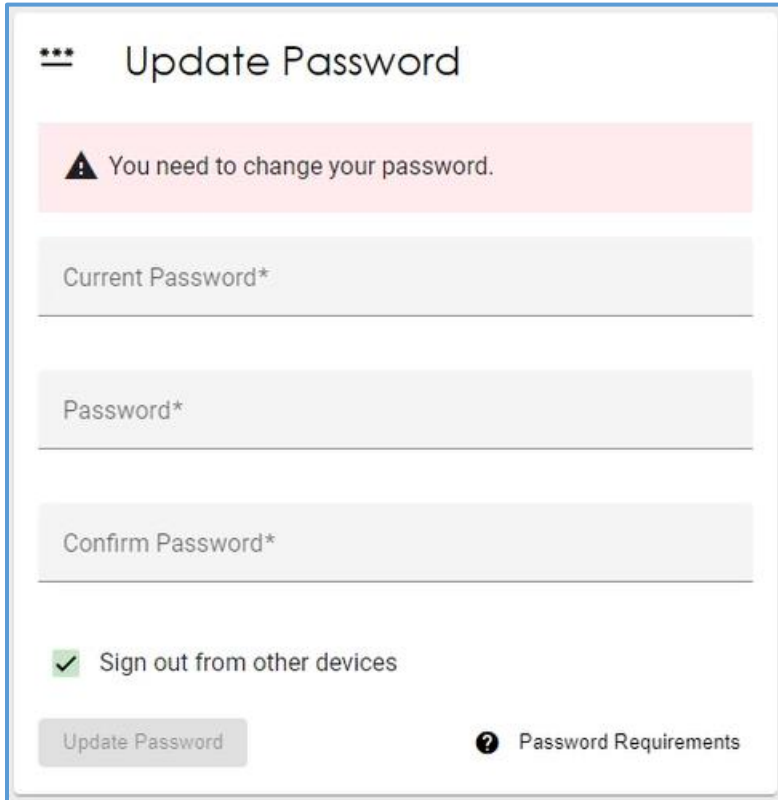


### STEPS TO COMPLETE

1. Click the menu dropdown ( ≡ ) in the top right and select “Manage Profile.”
2. Go to the “Change Password” section.
3. Click the “Change My Password” link.



4. Enter your current password and confirm the new password.



\*\*\* Update Password

**⚠** You need to change your password.

Current Password\*

Password\*

Confirm Password\*

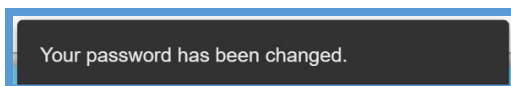
Sign out from other devices

Update Password ❓ Password Requirements

5. Click the “Update Password” button.



6. A confirmation message will appear.



If you have any questions, contact the Commission at **877-664-2566** or [webfile.support@workcomp.virginia.gov](mailto:webfile.support@workcomp.virginia.gov).



## FORGOT USERNAME

---

This section covers how to retrieve a forgotten username



### STEPS TO COMPLETE

On the log in screen, you have the option to request a new password.

1. Click the “Forgot Username” link.

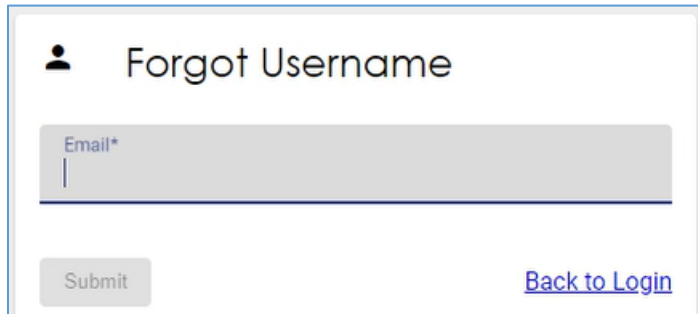
**By logging in you agree to the below**  
WebFile is a Commonwealth of Virginia information system. WebFile usage may be monitored, recorded, and subject to audit consistent with privacy accommodations. Unauthorized use of WebFile is prohibited and subject to criminal and civil penalties. Use of WebFile indicates consent to monitoring and recording.  
See [WebFile Terms and Conditions](#) for more information.

Username\*

Password\*

Login [Forgot Username](#)

2. Enter your email address and click the “Submit” button.



The screenshot shows a web form titled "Forgot Username" with a person icon to the left. Below the title is a text input field labeled "Email\*" with a vertical cursor. At the bottom left is a "Submit" button, and at the bottom right is a blue hyperlink labeled "Back to Login".

3. A confirmation message will appear and an email will be sent.
4. Retrieve the email from [notices\\_no-reply@workcomp.virginia.gov](mailto:notices_no-reply@workcomp.virginia.gov) containing your username.

# SA A PASSWORD RESET

This section covers how to reset a password. There are two methods that can be used in WebFile. One is for the user to reset a forgotten password and the other is for the Site Administrator to reset a forgotten password.

## info BEFORE YOU GET STARTED

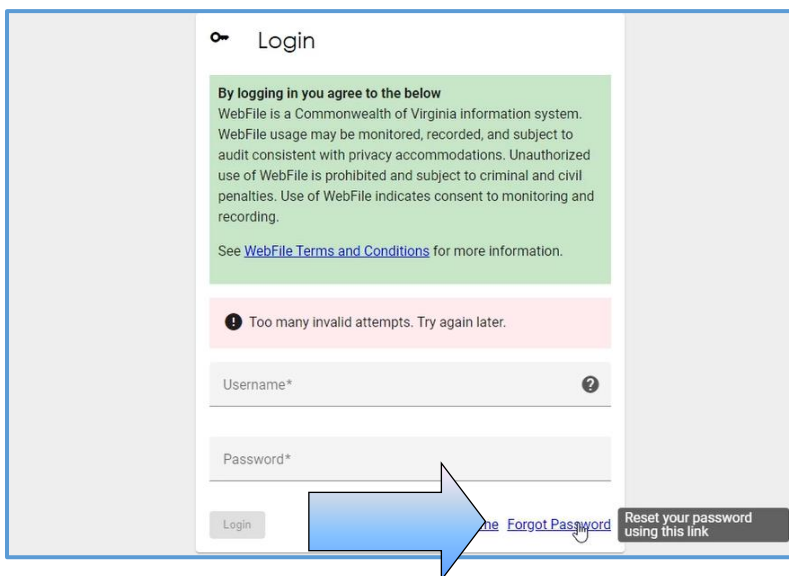
Remember the WebFile Password Criteria:

- ✓ May not be any previous 24 passwords.
- ✓ If the password has been updated within the last 24 hours (excluding temporary passwords created by admins), do not allow the user to proceed.
- ✓ Minimum 8 characters.
- ✓ At least one special character (i.e., @, #).
- ✓ At least one digit.
- ✓ At least one lowercase character.
- ✓ Password may not be the same their e-mail.
- ✓ Password may not be the same as their username.

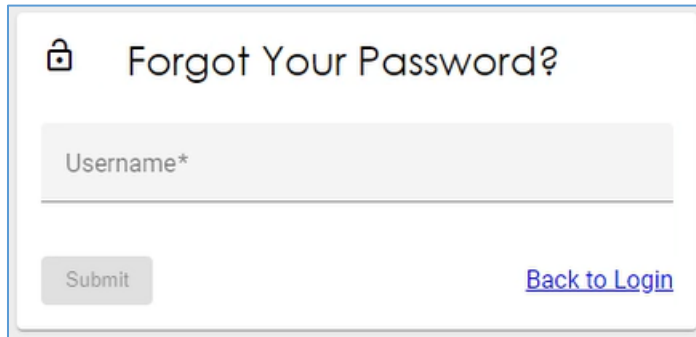
## STEPS TO COMPLETE

On the log in screen, you have the option to request a new password.

1. Click on the “Forgot Password” link.



2. Enter your username and click the “Submit” button.



3. A confirmation message will appear and an email will be sent.
4. Retrieve the email from [notices\\_no-reply@workcomp.virginia.gov](mailto:notices_no-reply@workcomp.virginia.gov) containing a link to reset your current password. **This link will expire in 15 minutes.** The email could also be in a spam or junk folder.
5. Upon clicking the email link, you will be required to create a new permanent password as outlined in [Change Password](#).

## RESET AN ATTORNEY USER PASSWORD AS A SITE ADMINISTRATOR



### STEPS TO COMPLETE

SA

1. Log in to WebFile.
2. Click the menu dropdown in the top right and select “User Administration.”
3. Click the “View All” button.
4. Click the “Edit” icon next to the attorney account to be edited.

5. Click the “Reset Password” button.

The screenshot shows a web interface titled "User Management" with a sub-header "Edit WebFile User". It contains two main sections: "Select Attorney for Account" and "Confirm/Update Attorney Details".

**Select Attorney for Account**

Attorney Lookup \*  
Sally Lawless (Bar ID: ...)

**Confirm/Update Attorney Details**

Attorney	Address
Login atty5@iffaction.com	Address 1 2414 Libbie Ave
Name Sally Lawless	Address 2
	City Richmond
	State Virginia
	Zip Code 23230-2332
	Country United States

Status  
Current User

Reset Password Save User Back

A large blue arrow points to the "Reset Password" button.



This section covers changing an email address after a profile has been created.

## info

## BEFORE YOU GET STARTED

- ✓ Email address can **only** be changed if attorney remains associated with the current firm.
- ✓ Attorneys moving to a new firm must notify the Clerk's Office and indicate if cases will be moved to the new firm.
- ✓ Attorneys moving to a new firm will need to request a new WebFile profile.



## STEPS TO COMPLETE

1. Click the menu dropdown in the top right and select "Manage Profile."
2. Go to the "Change Email Address" section.

The screenshot shows the Virginia Workers' Compensation Commission website. The top navigation bar includes the logo, the text "A Commonwealth of Virginia Website", and links for "Virginia.gov" and "Find an Agency". The main header reads "VIRGINIA WORKERS' COMPENSATION COMMISSION". Below the header, there is a "Manage Profile" link with a dropdown arrow. A blue arrow points to this link. The "Change Email Address" form is displayed below, showing the current email address as "chris.holmes0204@gmail.com" and asking "Are you changing law firms?" with "Yes" and "No" radio buttons. The form also includes fields for "Last Name" (Holmes), "Email Address" (chris.holmes0204@gmail.com), "Street Address" (1000 Dmv Dr), and "City" (Richmond).

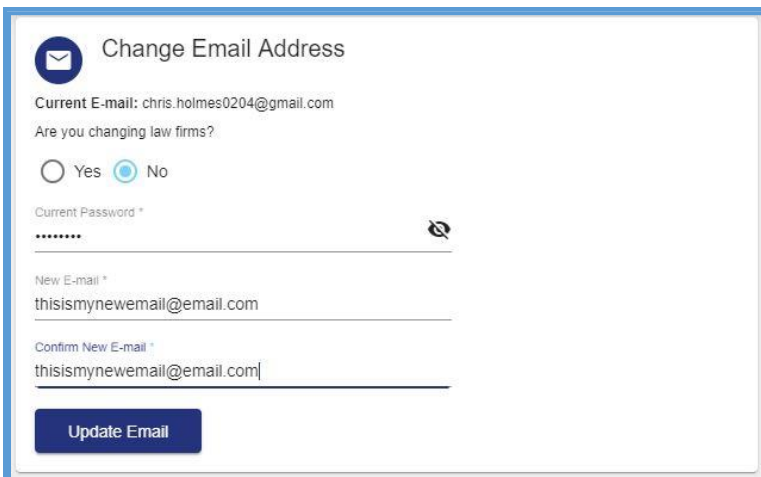
3. Select "Yes" or "No."
4. If you selected "Yes," due to changing your law firm, please contact the Clerk's Office at **804-205-3569**.

## IMPORTANT



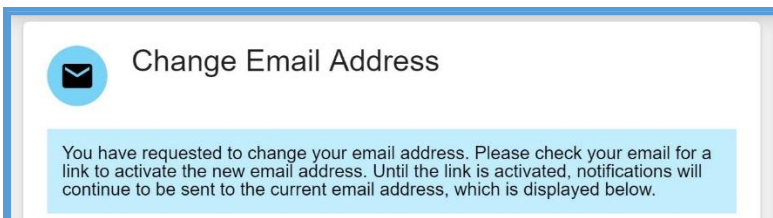
**If you are changing law firms:** If an attorney who is currently using WebFile to manage cases before the Commission moves to a new firm and wishes to continue managing their existing cases through WebFile in the new firm, the attorney **MUST** contact the Clerk's Office (804-205-3569) for assistance.

5. If you selected “No,” enter the current profile password.
6. Enter and confirm the new email address.
7. Click the “Update Email” button.

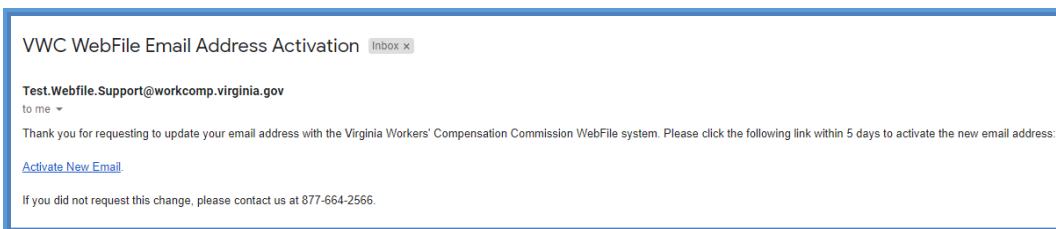


The screenshot shows a web form titled "Change Email Address" with an envelope icon. It displays the current email address as "chris.holmes0204@gmail.com". Below this is a question "Are you changing law firms?" with radio buttons for "Yes" and "No", where "No" is selected. There are three input fields: "Current Password" (masked with dots and a toggle icon), "New E-mail" (containing "thisismynewemail@email.com"), and "Confirm New E-mail" (containing "thisismynewemail@email.com"). A blue "Update Email" button is at the bottom.

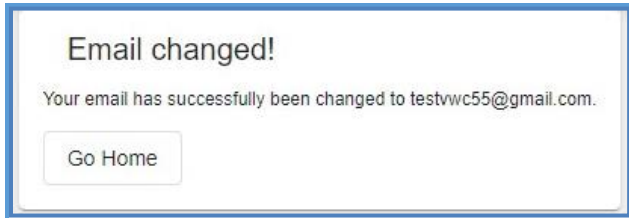
8. A confirmation message will appear and will provide instructions to complete the email change.



9. Open the email from [webfile.support@workcomp.virginia.gov](mailto:webfile.support@workcomp.virginia.gov) with a subject of “VWC WebFile Email Address Activation.”
10. Click the “Activate New Email” link.



11. Access WebFile and verify that the email address has changed.



Questions regarding WebFile processes should be directed to the Commission at 877-664-2566 or please visit [workcomp.virginia.gov/webfile/webfile-support](http://workcomp.virginia.gov/webfile/webfile-support) and complete a WebFile Support Request.



## NOTE REPRESENTATION

This section covers the procedure for gaining access to a claim record by first noting representation through WebFile.



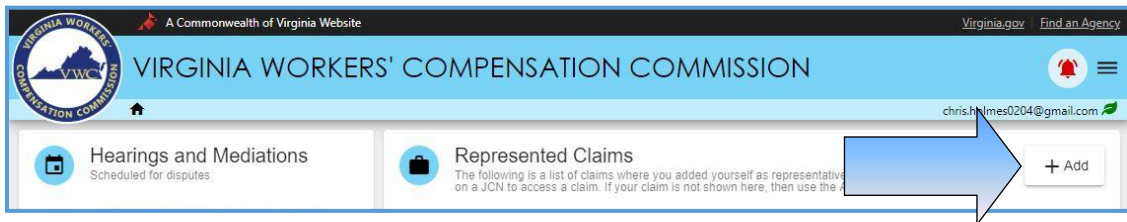
### IMPORTANT

*Attorney Users cannot access a claim record until they have noted representation of one or more of the parties.*



### STEPS TO COMPLETE

1. Log in to WebFile.
2. Navigate to the “Represented Claims” section.
3. Click the “Add” button.



4. Enter the Jurisdiction Claim Number (JCN) and the Date of Injury.
5. Click the “Next” button.

 A screenshot of the "Note Representation" form. The form has a title "Note Representation" and a sub-header "Enter the JCN and Injury Date from your client's claim in order to note representation. This information can be found on the Notification of injury letter or by contacting the commission." Below the sub-header, there are two input fields: "JCN \*" and "Date of Injury \*". At the bottom of the form, there are two buttons: "Next" and "Cancel".

6. Select the party you represent.
7. Click the “Submit” button.

**Note Representation**  
Enter the JCN and Injury Date from your client's claim in order to note representation. This information can be found on the Notification of Injury letter or by contacting the commission.

Jurisdiction Claim Number:  
VA00000012549

Injury Date:  
12/03/2008

Select Party You Represent:

Claimant (Fresh, Kim)

Claim Administrator (CHAP ADMIN INC)

Other Party:

Please select a Letter of Representation to upload for this request (Adobe Acrobat Format Only). If you submitted a Letter of Representation for one of the non-Claimant/Claim Administrator parties you will have to wait several days for verification before having access to the claim records. Otherwise please use the Represented Claims portlet to find your newly associated claim.

[Previous](#)

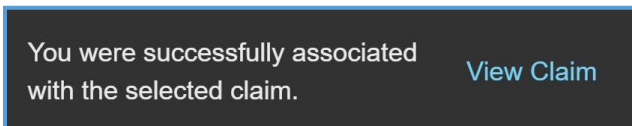
Please consider the table below when selecting representation.

Party	Representing	Documentation	Access
Claimant	Injured Worker	None	Immediate Access
Claim Administrator*	Both Employer and Insurer “Defense”	None	Immediate Access
Other	Medical Provider or Employer or Insurer	Letter of Representation	2-3 Business Days

\*If representing the “Defense,” a FROI must be filed with the Commission. If a FROI is not on file, “Other” must be selected and a letter of representation must be uploaded.

8. Once the transaction is complete, a success message will appear and the JCN will appear in the “Represented Claims” section.

**Note:** Represented Claims will also appear once the Clerk’s Office completes noting representation process if “Other” is selected.



### IMPORTANT

***You must copy your opponent on the letter noting your representation, as well as on any other notice or document that you would normally send today.***



*If your opponent is a WebFile user, they will receive an electronic notification and can view this transaction.*

*WebFile Attorney Users have the option of “opting out” of paperless. This is discussed in greater detail in the [Paperless Options](#) section.*

### QUICK TIPS



*Attorney Users can have access to files even though a colleague is the Primary Attorney. This way, one can help “cover” for attorneys on vacation or with hearing conflicts.*

*If you wish to be noted as the Primary Attorney, you may do so when first noting your Representation; otherwise, you may contact the Deputy Commissioner’s office handling the case to make this request.*

A

# SEARCH AND VIEW CASE RECORD

This section covers the process attorneys use to search for and view case records.

info

## BEFORE YOU GET STARTED

- ✓ Attorney has access to WebFile and has noted representation.

1

## STEPS TO COMPLETE

1. Log in to WebFile.
2. Navigate to the “Represented Claims” section.
3. Click on the JCN to view specifics of the record you wish to see; this will take you to the “Claim Summary” section.

**Represented Claims**  
The following is a list of claims where you added yourself as representative to a party to that claim. Click on a JCN to access a claim. If your claim is not shown here, then use the Note Representation feature below.

Note Representation

0 active filters

JCN	Date of Injury	Claimant First Name	Claimant Last Name	Party Represented
VA02000010912	5/22/18	QAYIFIVMJWYFQR	JRHNSTIAMBJSJW	QAYIFIVMJWYFQR JRHNSTIAMBJSJW
VA02000010896	4/24/18	XPYPTFEDKUDUTX	LVNPAGXPPNPKEQ	XPYPTFEDKUDUTX LVNPAGXPPNPKEQ

4. Review the information available.

**JOHN\_TEST\_PETERS**  
VA0225390133

Employee Social Security Number: \*\*\* - \*\* - 6745  
Claim Administration Claim Number: VA05235390133  
Date of Injury: 03/26/2020  
Claim Type: Lost Time/Indemnity  
Employer: \_TEST\_GELATO FARMS OF VA  
Insurer: BLACKBERRY INS

**Claim Status Overview**

- Claim for Benefits Filed
- Claim Denied by Insurer
- In ADR
- Payments Reported
- Average Weekly Wage
- Award Entered by Commission

**Incident Details**  
VA0225390133  
Date of Injury: 03/26/2020

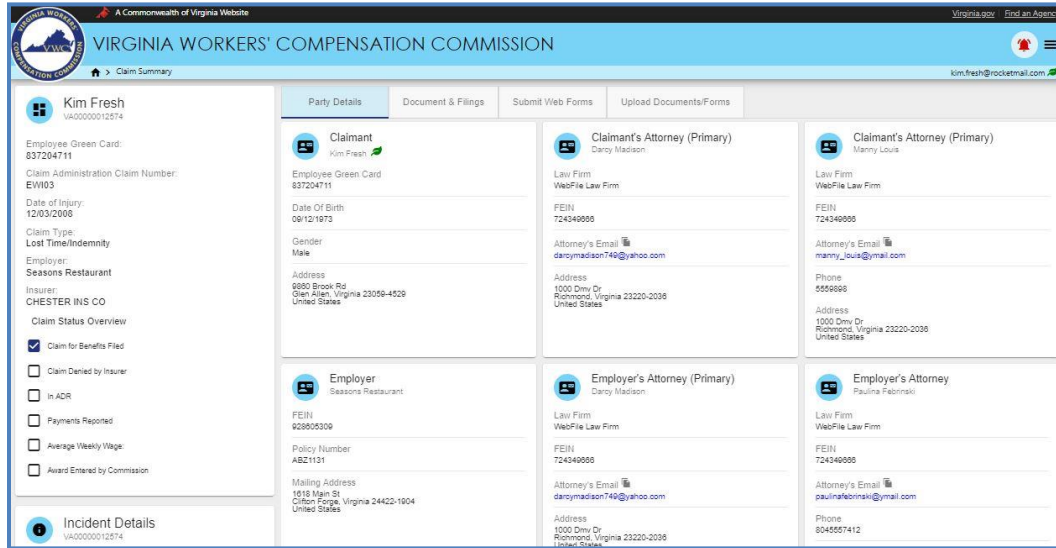
**Party Details**

- Claimant** JOHN\_TEST\_PETERS  
Employee Social Security Number: \*\*\* - \*\* - 6745  
Date of Birth: 08/11/1980  
Address: 11732 W Broad St, Richmond, Virginia 23233-1005, United States
- Claimant's Attorney (Primary)** Bob Bradley  
Law Firm: Dewey Cheatham and Howe  
FEIN: 123456789  
Attorney's Email: rdm@wvc.com  
Phone: 222-2222  
Address: 207 N Rowland St, Richmond, Virginia 23220-3429, United States
- Employer's Attorney (Primary)** Christa Holmes  
Law Firm: WebFile Law Firm  
FEIN: 724349088  
Attorney's Email: chris.holmes0204@gmail.com  
Phone: 8045551212  
Address: 1000 Dmy Dr
- Employer** \_TEST\_GELATO FARMS OF VA  
FEIN: 111111112  
Mailing Address: 1924 Emma St N, Charlottesville, Virginia 22901-2815, United States
- Employer's Attorney** Mariana Sutton  
Law Firm: WebFile Law Firm  
FEIN: 724349088  
Attorney's Email: marianasutton207@yahoo.com  
Phone: 8045550328  
Address: 1000 Dmy Dr
- Claim Administrator** ALLIANCE INSURANCE  
Claim Administrator FEIN: 887830901  
Adjuster Name: No Adjuster Specified  
Phone: 757-221-4301 ext 2232  
Address: 1107 S Craig Ave, Covington, Virginia 24426-2246, United States
- Insurance Carrier** BLACKBERRY INS  
Insurer Carrier FEIN: 0188759309  
Insurer Carrier Type Code: Self-Insurer  
Address: 1000 Dmy Dr, Richmond, Virginia 232202008, United States

# PARTY DETAILS

The Party Details tab is the default view and is pre-selected.

## Party Details Interface



The chart below lists information available to claimants within the “Party Details” tab.

Incident Details	General information regarding the reported incident such as dates, description and location.
Claimant	The party who sustained an injury or occupational disease on the job.
Employer	The person or entity with control over your work activities.
Claim Administrator	The organization responsible for administering a workers' compensation claims.
Insurance Carrier Designated Representative	Each insurance carrier licensed to write workers' compensation coverage in the Commonwealth of Virginia, each employer certified as a self-insurer by the Virginia Workers' Compensation Commission, and each group association licensed as a self-insurer by the State Corporation Commission is hereby ordered to designate and maintain a representative in Virginia.
Insurance Carrier	A company licensed to write workers' compensation coverage in Virginia.
Additional Parties	Parties to a claim include the injured worker, employer, carrier, claim administrator, and attorneys of record for the injured worker, employer, or carrier. Typically, family members are not considered a party to the claim unless the Commission has authorization from the injured worker. This may also include health care providers who have filed a claim, and their attorneys of record.

\*Attorneys that represent both Employer and Insurance Carrier are listed under the “Claim Administrator” section.





## VIEW ELECTRONIC NOTIFICATIONS

This section covers the steps for viewing the summary of electronic notifications.



### IMPORTANT

WebFile’s electronic notifications do **NOT** satisfy the requirement to copy opponents. Attorneys must still copy opponents using existing methods and processes.



### BEFORE YOU GET STARTED

- ✓ Attorney is registered user
- ✓ Attorney is already associated with a claim
- ✓ Transactions exist which have generated relevant notifications
- ✓ **Only** active WebFile users will receive electronic notifications



### STEPS TO COMPLETE

1. View email announcing electronic notification.

#### Email Inbox View

<input type="checkbox"/> ☆ WebFileSupport	New Notification - You have received a new notification from the Virginia Workers' Compensation Commission: JCN ..	11:29 am
<input type="checkbox"/> ☆ WebFileSupport (5)	New Notification - You have received a new notification from the Virginia Workers' Compensation Commission: JCN ..	Oct 24
<input type="checkbox"/> ☆ WebFileSupport	New Notification - You have received a new notification from the Virginia Workers' Compensation Commission: JCN ..	Oct 23

#### Individual Email View

**New Notification** Inbox | X

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☆ **WebFileSupport@wvc.state.va.us** to me [show details](#) Oct 23 (3 days ago) Reply

You have received a new notification from the Virginia Workers' Compensation Commission:

JCN: VA0000009092

You can view this notification by logging into the commission's WebFile system at <https://webfile.workcomp.virginia.gov/portal/wvc-portal?doLoginDialog=1>.

Virginia Workers' Compensation Commission

2. Log in to WebFile.
3. Click the alert icon (🔔 if the notifications are old, 🔔 if the notifications are new) in the top right.

JCN	Date of Injury	Claimant First Name	Claimant Last Name	Party Represented
VA02000010912	5/22/18	QAYIFVMJWYFOR	JRHNSTIAMBJSJW	QAYIFVMJWYFOR JRHNSTIAMBJSJW
VA02000010696	4/24/18	XPYPTFEDKUDUTX	LVNPAGXPPNPKEQ	XPYPTFEDKUDUTX LVNPAGXPPNPKEQ
VA02000005063	3/31/15	JTMRXPKZHJMUN	HWJHDIADPNMLSI	JTMRXPKZHJMUN HWJHDIADPNMLSI
VA02000005046	3/30/15	IJEYYUMYEWVMOU	LXCEZBBMLXMSP	IJEYYUMYEWVMOU LXCEZBBMLXMSP
VA02000005005	3/24/15	ZFWEBHYVNWVDK	ZCMVGHBPNUAFUY	ZFWEBHYVNWVDK ZCMVGHBPNUAFUY
VA02000005007	3/24/15	MLUVSSVWAGTFO	IDFOLBEPALASI	MLUVSSVWAGTFO IDFOLBEPALASI

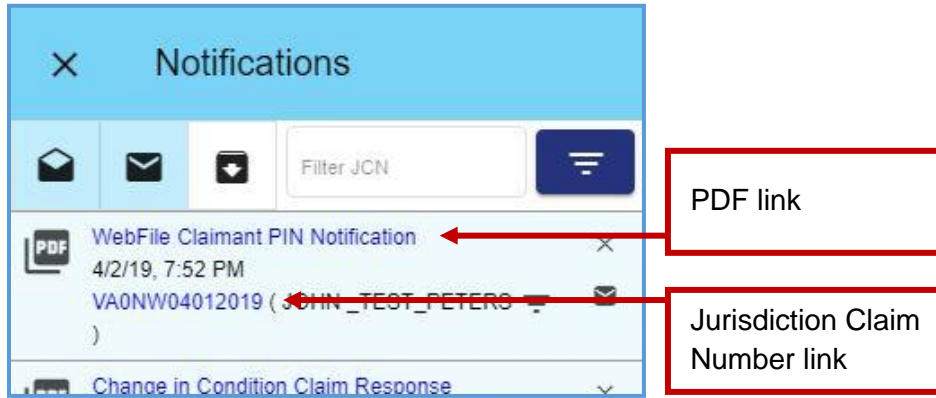
### Notifications Interface



### QUICK TIPS



The Notifications Interface contains the list of all notifications received over the past two years.

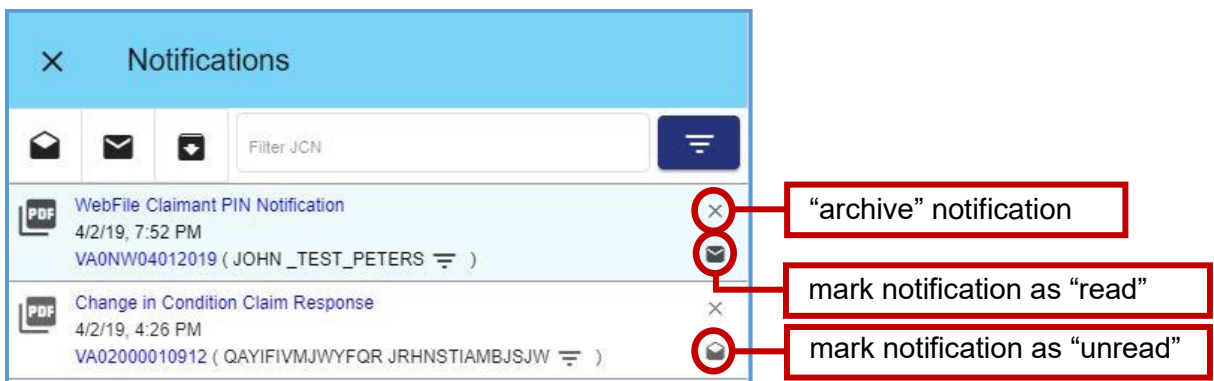
4. Review the list of notifications.
  - a. Click on the PDF link to view a document
  - b. Click the Jurisdiction Claim Number link to view the claim associated with the notification.



## CHANGE A NOTIFICATION STATUS

Once a notification is viewed, the system automatically changes it to “Read” status. The status can be changed to “Unread” or “Archive” at any time.

1. Select a new status at the right of the Notification.
  - a. Clicking the “x” icon will archive the notification.
  - b. Clicking the unopened mail icon (  ) will mark the notification as read.
  - c. Clicking the opened mail icon (  ) will mark the notification as unread.

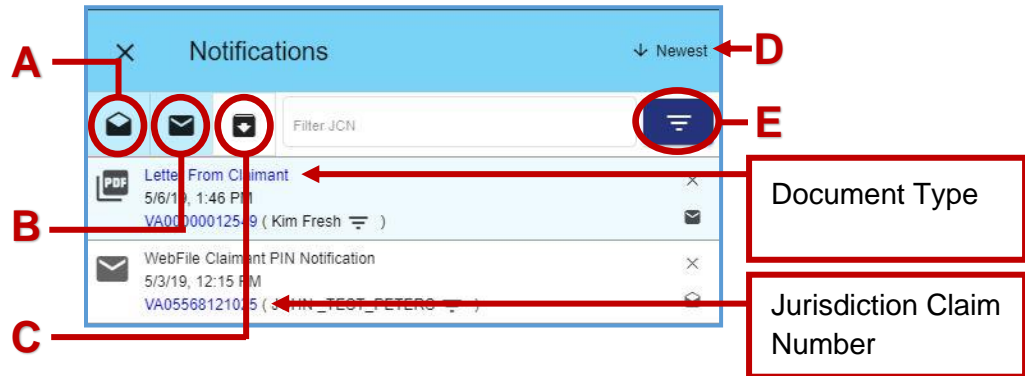







### QUICK TIPS

*As the list of notifications grows over time, users are encouraged to use the archived folder option. Click the “x” icon to the right of the notification you wish to archive.*

## NOTIFICATION VIEW CUSTOMIZATION

Here are some options that may make it easier to view notifications.



- A. **View Read** (  ): Clicking the “**View Read**” toggle with display **only** “read” notifications.
- B. **View Unread** (  ): Clicking the “**View Unread**” toggle with display **only** “unread” notifications.
- C. **View Archived** (  ): Clicking the “**View Archived**” toggle with display **only** “archived” notifications.
- D. **Sort Button** (  ): displays events in ascending or descending order.
- E. **Filters** (  ): Typing in the “Filter JCN” field can be used to display certain notifications on the claim associated with the JCN searched.



### QUICK TIPS

*Multiple toggles can be selected at once. To return to the standard view, be sure to unselect all toggles.*



## DOCUMENT & FILINGS

The “Document & Filings” tab allows attorneys to view documents and upload filings associated with a claim.



### STEPS TO COMPLETE

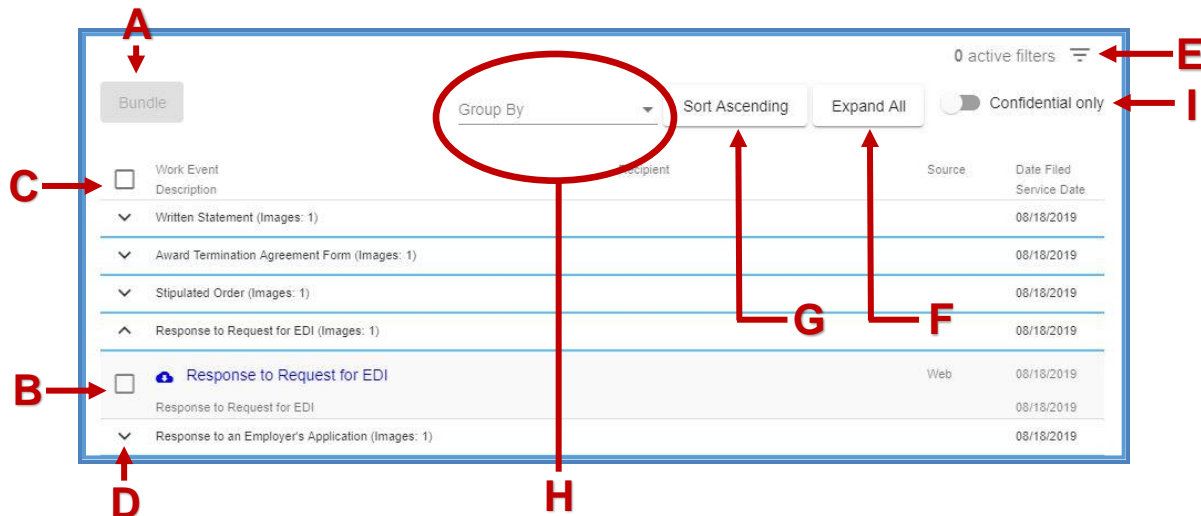
1. Log in to WebFile.
2. Navigate to the “Represented Claims” section.
3. Click on the desired JCN.
4. Select the “Document & Filings” tab.

The screenshot displays the 'Document & Filings' interface for a claimant named JOHN TEST PETERS (VA05235390133). The 'Document & Filings' tab is highlighted with a red circle. The page includes an 'Instructions' section, a 'Bundle' button, and a table of documents. The table lists documents such as 'Written Statement (Images: 1)', 'Award Termination Agreement Form (Images: 1)', 'Stipulated Order (Images: 1)', and 'Response to Request for EDI (Images: 1)', all dated 08/18/2019.

Work Event Recipient Description	Date Filed Service Date Source
Written Statement (Images: 1)	08/18/2019
Award Termination Agreement Form (Images: 1)	08/18/2019
Stipulated Order (Images: 1)	08/18/2019
Response to Request for EDI (Images: 1)	08/18/2019

## DOCUMENT & FILINGS VIEW CUSTOMIZATION

Here are some options that may make it easier to view documents and filings.



- A. **Bundle Button:** creates a PDF combining all selected work events.
- B. **Check Toggle:** select/deselect a work event.
- C. **Check/Uncheck All Toggle:** selects/deselects all work events.
- D. **Expand:** displays the selected work event details.
- E. **Filter Button (☰):** displays fields that can be used to narrow view details.

### Filter Interface

The Filter Interface includes the following fields and controls:

- Work Event
- Recipient
- Description
- Service Date (Before)
- Service Date (On)
- Service Date (After)
- Date Filed (Before)
- Date Filed (After)
- Apply button
- Clear button

- F. **Expand/Collapse All Button:** displays all work event details.
- G. **Sort Button:** displays events in ascending or descending order.
- H. **Group By Button:** displays the selected work event details.
- I. **Confidential Only Toggle:** displays only confidential documents.



## SUBMIT WEB FORMS

This section covers the process for submitting a new filing via a Web Form. This filing creates and posts a new PDF document to the record.



### STEPS TO COMPLETE

1. Log in to WebFile.
2. Navigate to the “Represented Claims” section.
3. Click on the desired JCN.

**Represented Claims**  
The following is a list of claims where you added yourself as representative to a party to that claim. Click on a JCN to access a claim. If your claim is not shown here, then use the Note Representation feature below.

Note Representation

0 active filters

JCN	Date of Injury	Claimant First Name	Claimant Last Name	Party Represented
VA02000010912	5/22/18	QAYIFIVMJWYFQR	JRHNSTIAMBJSJW	QAYIFIVMJWYFQR JRHNSTIAMBJSJW

4. Select the “Submit Web Forms” tab.

Party Details | Document & Filings | **Submit Web Forms** | Upload Documents/Forms

**Select a Web Form**

Form Type

5. Choose the Web Form from the drop down menu.

Party Details | Document & Filings | **Submit Web Forms** | Upload Documents/Forms

**Select a Web Form**

Form Type

- Claim Form
- Pre-Hearing Statement - Claimant's Claim
- Pre-Hearing Statement - Employer's App
- Pre-Hearing Statement - Medical Provider's App
- Request for Mediation



- Complete the blank fields and make sure all required fields marked with an asterisk (\*) are complete.



## QUICK TIPS

Click the Help icon ( ? ) to find additional information on how to complete a chosen Web Form.

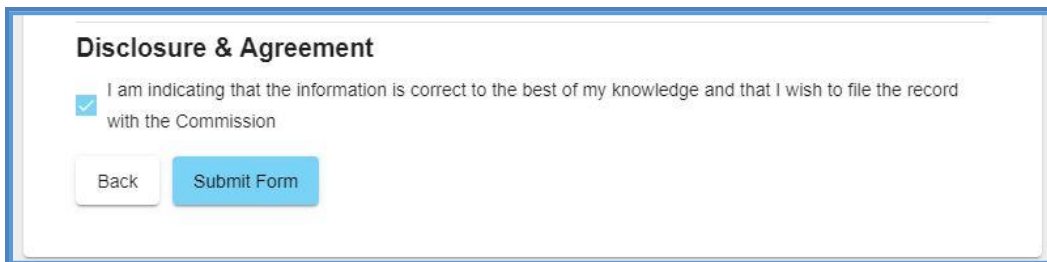
- Attach supporting non-encrypted PDF documents.

**Note:** Keep in mind that the total size of PDF attachments cannot exceed 15 MB.

- Attach a “Certificate of Service” document.
- Click the “Next” button.



10. Review the content of the Web Form.
11. Read the “Disclosure & Agreement” statement and click the check box to accept.
12. Click the “Submit Form” button.



13. Review the success message generated by the system.

here.' At the bottom of the page, there is a 'Form Type' dropdown menu." data-bbox="174 350 815 562"/>

14. Verify that a new PDF has been added to the record by selecting the link in the success message to open the PDF.

### IMPORTANT



*Attorneys may edit and change existing data as part of the filing process. This data does not update the master data in the record, however, but does provide the opportunity to submit edited data so that it becomes a part of the overall record.*



### QUICK TIPS

*Clicking on the “Documents & Filings” tab and then selecting the appropriate link will also open the submitted web form.*

# A UPLOAD DOCUMENTS AND FORMS

This section covers the steps for uploading PDF documents to a case record.

## IMPORTANT



WebFile will send electronic notifications to all parties to the claim indicating that a document has been uploaded. Users may then log in and review the filing. Filers are still obligated to send paper copies to opponents.

**Continue to send sealed documents to the Commission on paper, since uploaded documents are immediately viewable by all approved users.**



## BEFORE YOU GET STARTED

- ✓ Document to be saved in PDF format.
- ✓ Document must be non-encrypted PDF.
- ✓ The total size of PDF attachments cannot exceed 15 MB.

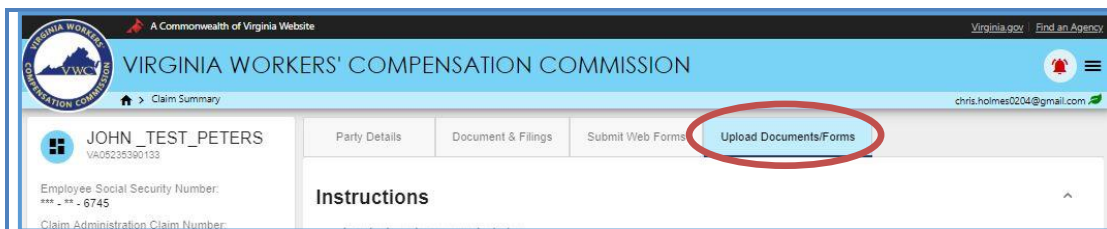


## STEPS TO COMPLETE

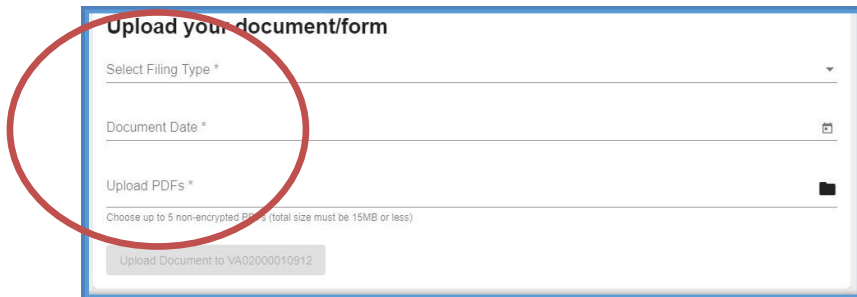
1. Log in to WebFile.
2. Navigate to the “Represented Claims” section.
3. Click on the desired JCN.

JCN	Date of Injury ↓	Claimant First Name	Claimant Last Name	Party Represented
VA02000010912	05/22/2018	QAYIFIVMJWYFQR	JRHNSTIAMBJSJW	QAYIFIVMJWYFQR JRHNSTIAMBJSJW

4. Select the “Upload Documents/Forms” tab.
5. Review the “Instructions” section.

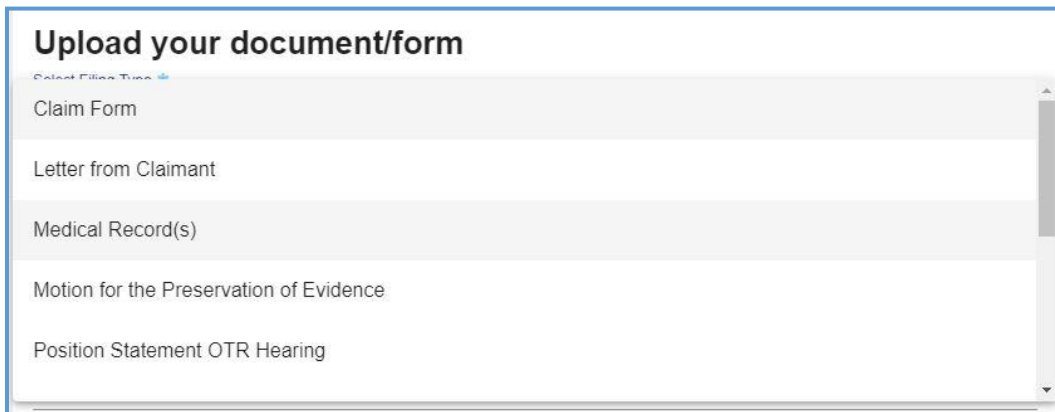


6. Navigate to the “Upload your document/form” section, which is lower on the page.
7. There are three required areas to be completed.



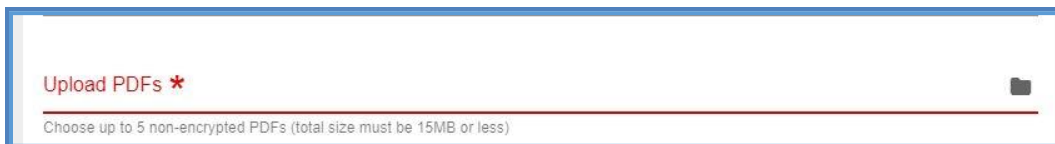
The screenshot shows the 'Upload your document/form' section. It contains three required fields: 'Select Filing Type \*', 'Document Date \*', and 'Upload PDFs \*'. A red circle highlights these three fields. Below the 'Upload PDFs \*' field, there is a note: 'Choose up to 5 non-encrypted PDFs (total size must be 15MB or less)'. At the bottom of the section is a button labeled 'Upload Document to VA02000010912'.

8. Select the “Filing Type” that is being uploaded.



The screenshot shows the 'Upload your document/form' section with the 'Select Filing Type' dropdown menu open. The options listed are: Claim Form, Letter from Claimant, Medical Record(s), Motion for the Preservation of Evidence, and Position Statement OTR Hearing.

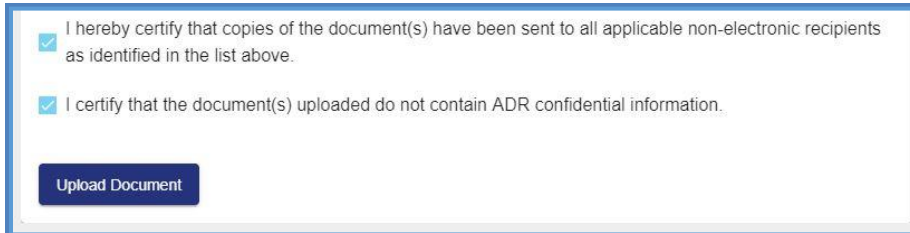
9. In the “Document Date” field, type or select the correct date by clicking the calendar icon).
10. Click “Upload PDFs” to locate the document. The total size of PDF attachments cannot exceed 15 MB.



The screenshot shows the 'Upload PDFs \*' field with a red underline and a folder icon. Below the field, there is a note: 'Choose up to 5 non-encrypted PDFs (total size must be 15MB or less)'.

11. Create and upload a “Certificate of Service” letter. A template can be found in the [Appendix](#).
12. Check box to signify copies of the document(s) have been sent to all parties.
13. Check box to certify signatures.

14. Click the “Upload Document” button.

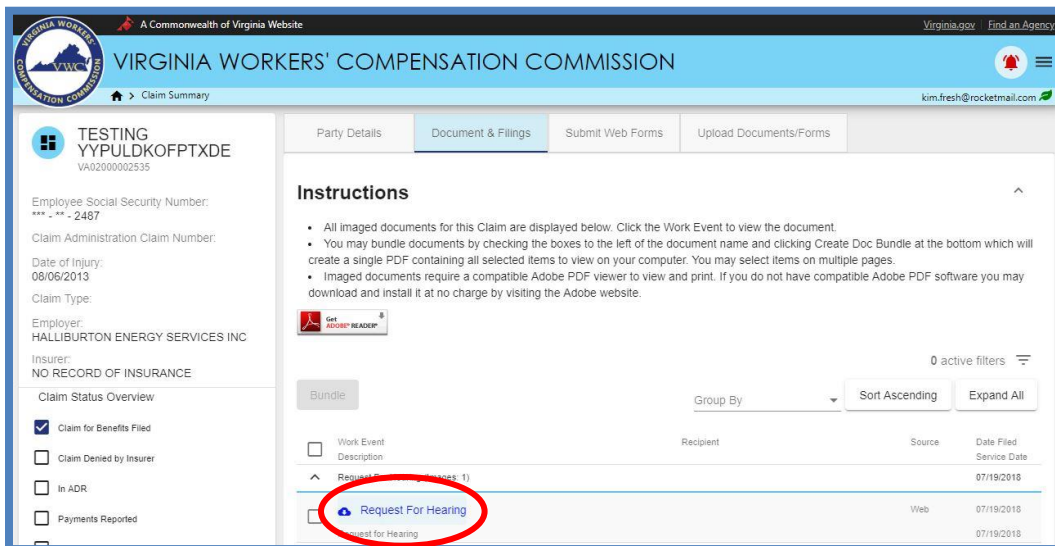


I hereby certify that copies of the document(s) have been sent to all applicable non-electronic recipients as identified in the list above.

I certify that the document(s) uploaded do not contain ADR confidential information.

[Upload Document](#)

15. Confirm a successful upload by reviewing the “Documents & Filings” tab.



VIRGINIA WORKERS' COMPENSATION COMMISSION

Claim Summary

TESTING YYPULDKOFPTXDE  
VA0200002535

Employee Social Security Number: \*\*\* - \*\* - 2487  
Claim Administration Claim Number:  
Date of Injury: 08/06/2013  
Claim Type:  
Employer: HALLIBURTON ENERGY SERVICES INC  
Insurer: NO RECORD OF INSURANCE

Claim Status Overview

- Claim for Benefits Filed
- Claim Denied by Insurer
- In ADR
- Payments Reported

Instructions

- All imaged documents for this Claim are displayed below. Click the Work Event to view the document.
- You may bundle documents by checking the boxes to the left of the document name and clicking Create Doc Bundle at the bottom which will create a single PDF containing all selected items to view on your computer. You may select items on multiple pages.
- Imaged documents require a compatible Adobe PDF viewer to view and print. If you do not have compatible Adobe PDF software you may download and install it at no charge by visiting the Adobe website.

0 active filters

Bundle Group By Sort Ascending Expand All

Work Event Description	Recipient	Source	Date Filed Service Date
Request For Hearing (1)			07/19/2018
<input checked="" type="checkbox"/> Request For Hearing		Web	07/19/2018
<input type="checkbox"/> Request for Hearing			07/19/2018

## IMPORTANT



*When a document is uploaded in error:*

***If the claim is on the Docket – Contact the Deputy Commissioner’s Office***

***If the claim is not on the Docket – Contact the Clerk’s Office***

***Other – Contact the Customer Contact Center***

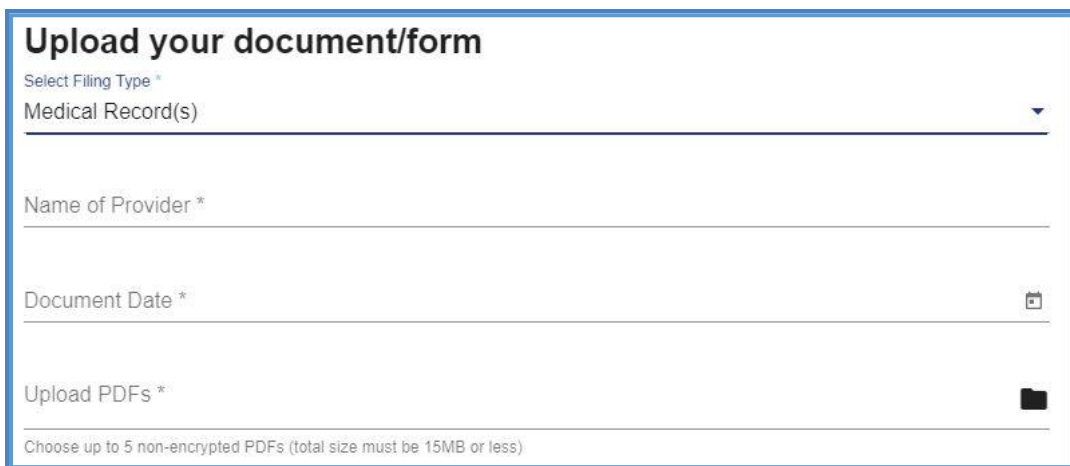
## MEDICAL RECORDS

There are a few items to consider when uploading Medical Records into WebFile.

The “Name of Provider” field allows for free-form text, up to 50 characters, which can be used for clarifying descriptions. Example: “Dr. Wilson Medical Records, March 1 – March 10, 2015.”

When uploading Medical Records, enter the latest Date of Service in the “Document Date” field if the records cover more than one date.

WebFile automatically indicates today’s date under the “Date Filed” column viewable from the “Documents & Filings” tab once the record is uploaded.



The screenshot shows a web form titled "Upload your document/form". It contains the following fields and elements:

- Select Filing Type \***: A dropdown menu with "Medical Record(s)" selected.
- Name of Provider \***: A text input field.
- Document Date \***: A date input field with a calendar icon.
- Upload PDFs \***: A file upload area with a folder icon.
- Choose up to 5 non-encrypted PDFs (total size must be 15MB or less)**: A note at the bottom of the upload area.

# A UPCOMING HEARINGS AND MEDIATIONS

This section covers the process for viewing the Commission’s scheduled hearings.

## info BEFORE YOU GET STARTED

- ✓ Commission has scheduled a hearing through its internal system.
- ✓ Primary Attorney, who has previously noted representation, has received email notification of this activity.

## IMPORTANT



The commission mails notifications of scheduled hearings to the Primary Attorney only. Also, WebFile does not send reminders of upcoming hearings, although changes to a hearing date/time will generate a new notification.



## STEPS TO COMPLETE

1. Log in to WebFile.
2. Navigate to the “Hearings and Mediations” section.

Date of Injury	Claimant First Name	Claimant Last Name	Party Represented
05/22/2018	QAYIFVMJWYFQR	JRHNSIAMBJSJW	QAYIFVMJWYFQR JRHNSIAMBJSJW (Claimant)
04/24/2018	XPYPTFEDKUDUTX	LVNPAGXPPNPKEQ	XPYPTFEDKUDUTX LVNPAGXPPNPKEQ (Claimant)
03/26/2018	JOHN	_TEST_PETERS	_TEST_GELATO FARMS OF VA (Employer)
03/26/2018	JOHN	_TEST_PETERS	JOHN_TEST_PETERS (Claimant)
01/22/2018	JUANITA	_TEST_PETERS	JUANITA_TEST_PETERS (Claimant)

3. Review the list of scheduled hearings; clicking on the related JCN will take you to the Claim Summary section for that record.

WebFile only displays scheduled hearings for the following:

- ✓ Evidentiary
- ✓ Show Cause
- ✓ Review
- ✓ Mediation

“On The Record” (OTR) hearings are not displayed.

### QUICK TIPS




*You can note representation on and access files even though a colleague is the Primary Attorney. In this way, you can help “cover” for attorneys (e.g. those on vacation, with hearing conflicts in other jurisdictions, etc.).*

*If a Primary Party is already listed, and you wish to be noted as the Primary Attorney, contact the Deputy Commissioner’s office handling the case to make this request.*

## A PAPERLESS OPTION

This section covers options regarding the WebFile Paperless feature. The attorneys who “go paperless” rely only on electronic notifications from the Commission and no longer receive paper copies of notices and filings.

### info BEFORE YOU GET STARTED

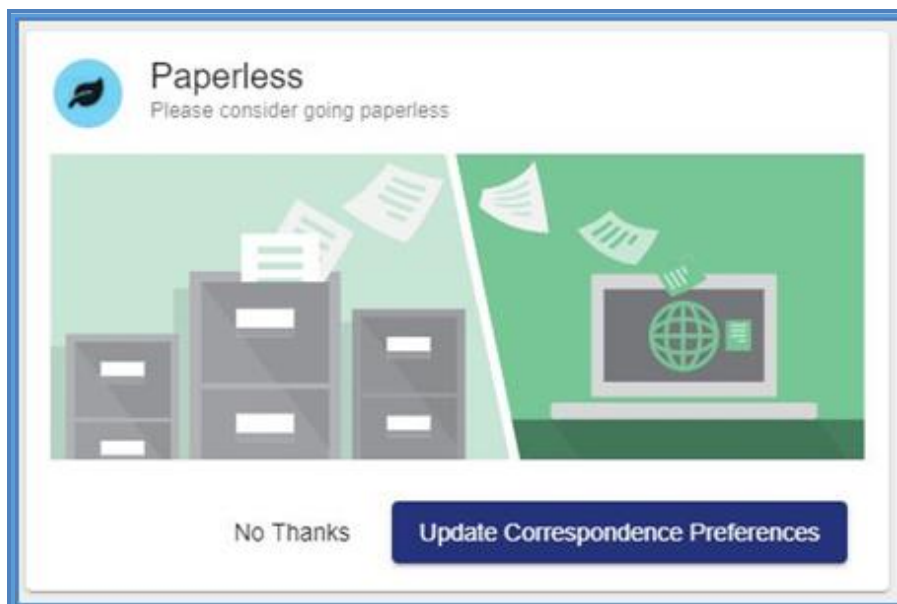
- ✓ Paperless Option can only be managed by the Attorney User.
- ✓ Paperless Option can only be changed once per calendar day.
- ✓ People that elect Paperless will appear with the  icon.

## ELECTING PAPERLESS



### STEPS TO COMPLETE

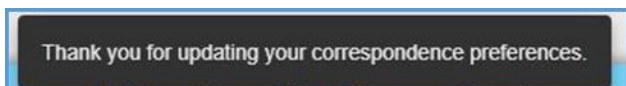
1. Log in to WebFile.
2. If you have not enrolled in paperless, a paperless notification will pop-up.
3. Click the “Update Correspondence preferences” button.





4. Select the “Receive one email alert notification, per document” or “Receive one email alert notification, per day” option.
5. Click the “Update Correspondence Preferences” button.

6. Confirmation message will appear.




## OPT OUT OF PAPERLESS

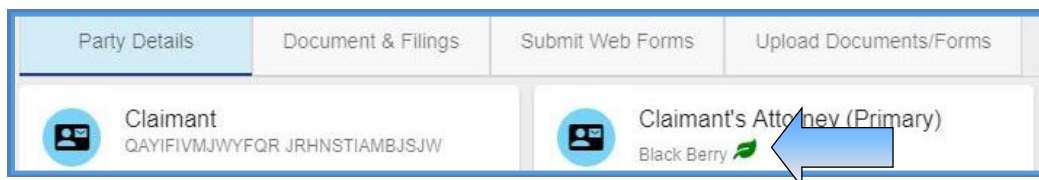


### STEPS TO COMPLETE

1. Click the menu dropdown in the top right and select “Manage Profile.”
2. Go to the “Correspondence Preferences” section.
3. Select the “Receive printed notifications via mail” option.
4. Click the “Update Correspondence Preferences” button.

## COPYING PARTIES

When uploading documents through WebFile, all parties to the claim are listed to remind the attorney of whom they need to copy on their filing. Attorneys who have chosen to be paperless are labeled with a green leaf  icon indicating that they do not need a mailed copy of the filing.



## WebFile SUPPORT

WebFile Support pertains directly to WebFile accounts, transactions, and errors. WebFile users can find answers and solutions to common issues such as creating or unlocking a WebFile account and viewing or managing a claim.

[Click here to use the interactive WebFile Support tool.](#)

# WebFile Support

If you are still having issues, or have additional questions after using the WebFile Support tool, please visit [workcomp.virginia.gov/webfile/webfile-support-request](https://workcomp.virginia.gov/webfile/webfile-support-request) and complete a WebFile Support Request.

# Appendix

## CERTIFICATE OF SERVICE

Attorneys should certify service of every document electronically filed with the Commission. Each filing must include a Certificate of Service, which contains 3 sections:

- A list of those recipients who receive electronic notifications
- A list of those recipients who receive mail notifications
- Your name

### CERTIFICATE OF SERVICE SAMPLE

I hereby certify that on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I will electronically file the foregoing with the Commission using the WebFile system, which will then send a notification of such filing to the following WebFile Users who have opted out of receiving paper notifications, as indicated by the “Green Leaf Paperless” icon on WebFile:

Jacob Smith  
Attorney at Law  
123 Main Street  
Any Town, VA 22310  
[jsmithatty@goodlaw.com](mailto:jsmithatty@goodlaw.com)

John Johnson  
ABC Law Firm  
1000 Maple Avenue  
Any Town, VA 23220  
[jjohnson@abclaw.gmail.com](mailto:jjohnson@abclaw.gmail.com)

And I hereby certify that I will mail the document by U.S. mail to remaining Parties Who Have Not Opted Out of receiving notifications and to whom I am obligated to copy:

Jane Jones  
224 Ivy Lane  
Any Town, VA 22214

Bill Smith  
2018 W. Broad Street  
Any Town, VA 23226

The Certificate of Service sample referenced above can be used as a guide for how to create your own Certificate of Service document.

Completed documents must be uploaded to the record,

- In PDF format
- Either separately or in a (scanned) document bundle
- Part of the document upload function when submitting a Web Form

Attorneys who elect to turn off paper will receive only email notifications on those claims for which they have noted representation.



