

WebFile – Paperless Option for Attorneys

Attorney WebFile users have the option to "go paperless". The attorneys who opt into this program will rely only on electronic notifications from the Commission and will no longer receive paper copies of notices and filings.

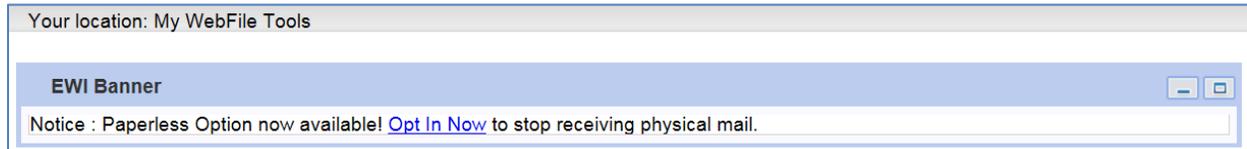
Notes about Paperless

- The paperless preference is set by the attorney, not by their firm.
- Attorneys may log into WebFile and opt into or out of the paperless program at any time however they may not change their paperless option more than once per day.
- When attorneys log in to WebFile there will be a banner at the top of the screen that displays their current paperless status.
- Attorneys who choose to be paperless will have the option to receive one email per notice or one email per day with all notices for the day. This option can be changed at any time but may only be changed once per day.
- When uploading documents and web forms 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 will be labeled with a green leaf icon indicating that they do not need a mailed copy of the filing.

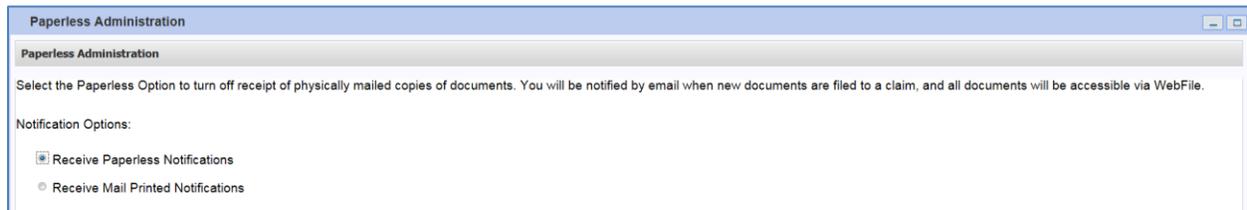
Opting into Paperless

There are two ways to opt into paperless after logging into WebFile. This option can be changed by the user at any time but may only be changed once per day.

1. Click “Opt in Now” in the “EWI Banner” on the “My WebFile Tools” page.

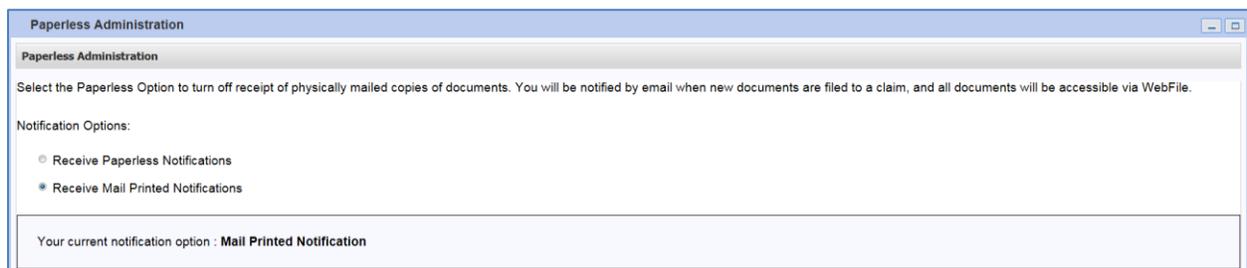


2. Click “Manage Paperless Option” at the top of the screen and choose “Receive Paperless Notifications”.



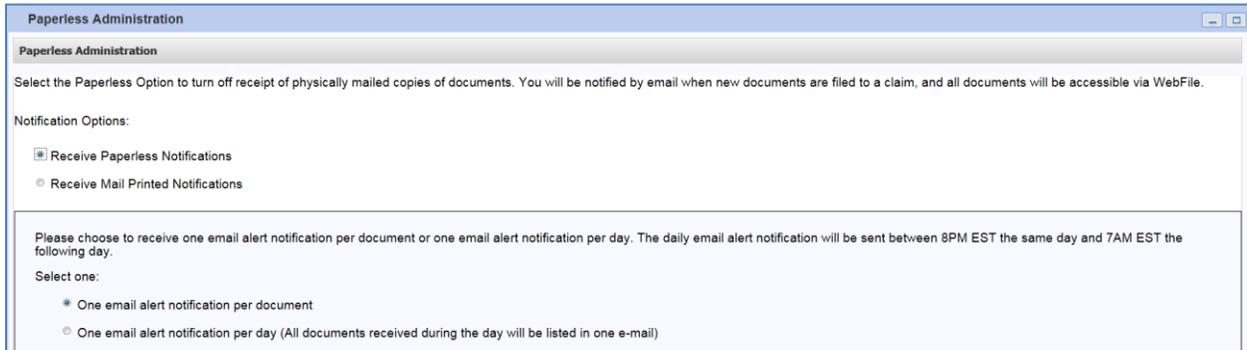
Opting out of Paperless

To opt out of paperless and receive mailed notifications, log into WebFile, click “Manage Paperless Option” at the top of the screen, and choose “Receive Mail Printed Notifications”. This option can be changed by the user at any time but may only be changed once per day.



Selecting Email Notification Preference

If choosing to be paperless, the preference for frequency of email notifications must be set. The paperless user may choose to receive one email for each notification from the Commission or they may choose to receive one email per day that contains all notices for that day. This option can be changed by the user at any time but may only be changed once per day.



Paperless Administration

Select the Paperless Option to turn off receipt of physically mailed copies of documents. You will be notified by email when new documents are filed to a claim, and all documents will be accessible via WebFile.

Notification Options:

- Receive Paperless Notifications
- Receive Mail Printed Notifications

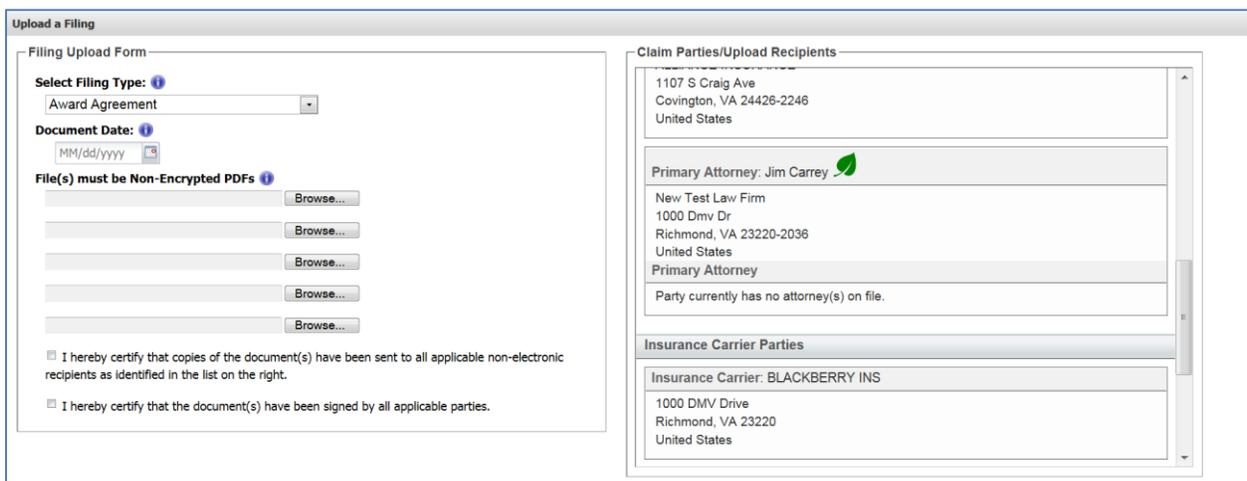
Please choose to receive one email alert notification per document or one email alert notification per day. The daily email alert notification will be sent between 8PM EST the same day and 7AM EST the following day.

Select one:

- One email alert notification per document
- One email alert notification per day (All documents received during the day will be listed in one e-mail)

Copying Opponents

When uploading documents and web forms 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 will be labeled with a green leaf icon indicating that they do not need a mailed copy of the filing.



Upload a Filing

Filing Upload Form

Select Filing Type: **Award Agreement**

Document Date: MM/dd/yyyy

File(s) must be Non-Encrypted PDFs

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

I hereby certify that the document(s) have been signed by all applicable parties.

Claim Parties/Upload Recipients

- 1107 S Craig Ave
Covington, VA 24426-2246
United States
- Primary Attorney: **Jim Carrey** 
New Test Law Firm
1000 Dmv Dr
Richmond, VA 23220-2036
United States
Primary Attorney
Party currently has no attorney(s) on file.
- Insurance Carrier Parties
Insurance Carrier: **BLACKBERRY INS**
1000 DMV Drive
Richmond, VA 23220
United States

WebFile Support

Attorney WebFile users should contact their firm's WebFile Site Administrator for support and assistance with the WebFile application. WebFile Site Administrators are not able to change an attorney's paperless or email notification settings unless they are logged in with the attorney's WebFile account credentials.

WebFile Site Administrators may contact the Commission at 1-877-664-2566 or at webfile.support@workcomp.virginia.gov for assistance.