

WEBFILE - PAPERLESS OPTION FOR CLAIMANTS


Claimant WebFile users have the option to "go paperless". The users 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.

Here are a few things to know about the paperless option:

- The paperless preference for a Claimant is set individually.
- Claimants 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 WebFile Users log in to WebFile, a banner at the top of the screen will display their current paperless status.
- WebFile Users 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.



BEFORE YOU GET STARTED

- ✓ “EWI Banner” displays current paperless status.
- ✓ Paperless Option can only be changed once per calendar day.
- ✓ People that elect Paperless will appear with the  icon.

ELECTING PAPERLESS

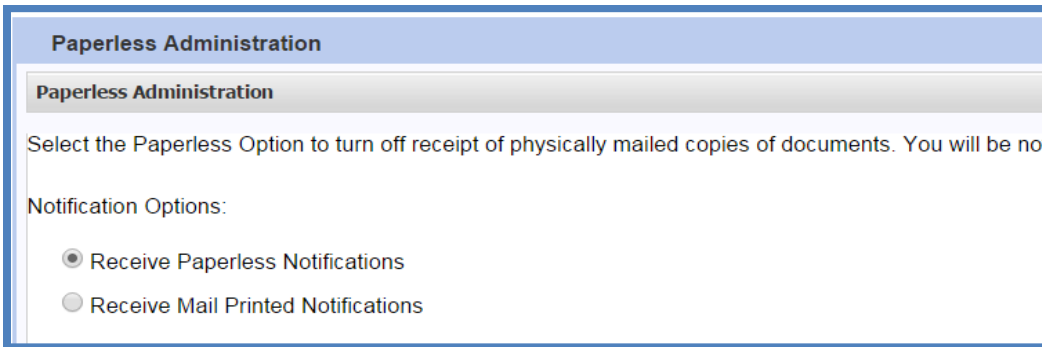


STEPS TO COMPLETE

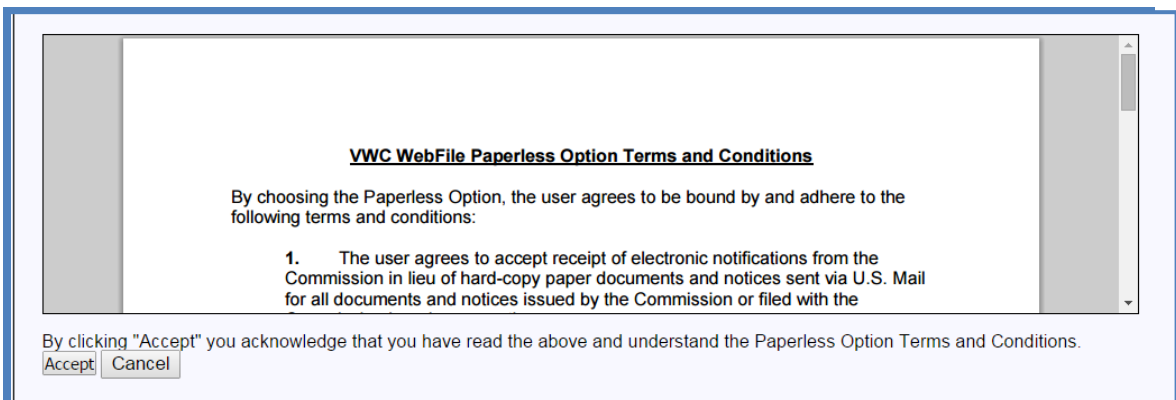
1. Log in to *WebFile*.
2. Navigate to the “EWI Banner” located in the upper right corner.
3. Click the “Opt In Now” link.



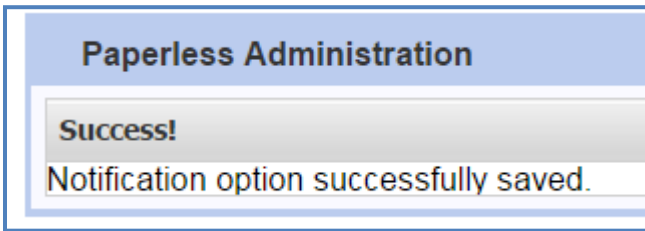
4. Select the “Receive Paperless Notifications” option.



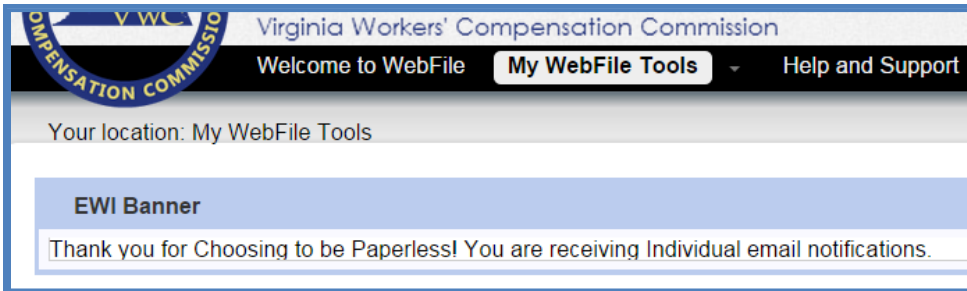
5. Scroll and read the Terms and Conditions.
6. Click the “Accept” button.




7. Confirmation message will appear.



8. "EWI Banner" will now display updated status.



 **QUICK TIP**

Users can also manage Paperless options by clicking the "Manage Paperless Option" link located in the upper right corner of the home screen.

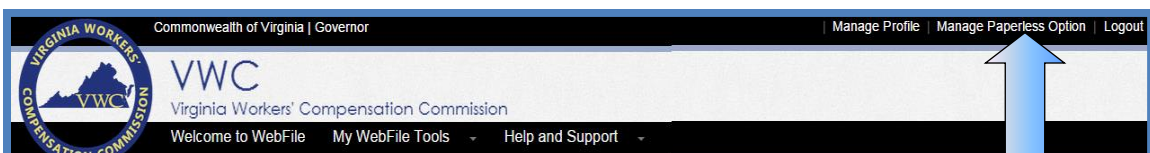
OPT OUT OF PAPERLESS

Users may choose to revert back to receiving mailed notifications.

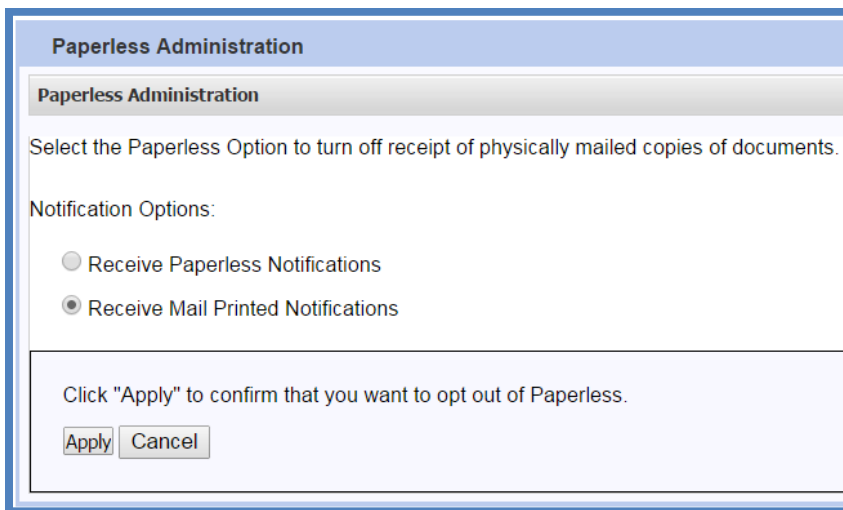


STEPS TO COMPLETE

1. Log in to *WebFile*.
2. Navigate to the "Manage Paperless Option" link.

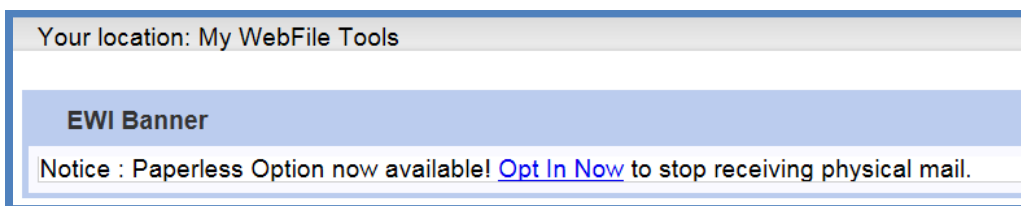


3. Select the “Receive Mail Printed Notifications” option.
4. Click the “Apply” button.



The screenshot shows a web interface titled "Paperless Administration". Below the title is a sub-header "Paperless Administration" and a paragraph: "Select the Paperless Option to turn off receipt of physically mailed copies of documents." Underneath, it says "Notification Options:" followed by two radio button options: "Receive Paperless Notifications" (which is unselected) and "Receive Mail Printed Notifications" (which is selected). At the bottom, there is a light blue box containing the text "Click 'Apply' to confirm that you want to opt out of Paperless." and two buttons: "Apply" and "Cancel".

5. The “EWI Banner” will display the updated status.



The screenshot shows a notification banner. At the top, it says "Your location: My WebFile Tools". Below that is a blue header bar with the text "EWI Banner". Underneath the header bar is a white box with the text: "Notice : Paperless Option now available! [Opt In Now](#) to stop receiving physical mail."