

WCAIS Attorney Tips



Double-check all information entered into WCAIS

Ensure all information you provide on petitions and on all other litigation documents submitted online is correct. Double-checking your work will ensure that petitions and information is assigned to cases correctly.

Entry of appearance

To request entry of appearance in WCAIS, click **My Matters > Request for Entry of Appearance**.

- If you **know** the WCAIS Claim Number, enter it in the space provided; **do not** enter information for all three fields (Claim Number, SSN, and Date of Injury)
- If you **do not know** the WCAIS Claim Number, enter **both** the Claimant's SSN and the Date of Injury

If neither is successful, you can resubmit (after making sure everything is correct) or contact the BWC Helpline at 800-482-2383 for further assistance.

Uploading documents

Important Note: All documents related to litigation must be uploaded to the Dispute within WCAIS and **not** to the Claim.

- Documents must be uploaded as the correct document type, i.e., Exhibits should be uploaded as Exhibits and not as Letter to the Judge; Requests should be submitted as Requests and not as Letter to the Judge; etc.
- If you upload the document and can see it in WCAIS, it has been received by the Judge's office and there is no need to send additional copies by mail, fax, email, etc. (unless the judge wants a paper copy).

Tips for Reducing File Size

WCAIS has a **10 MB size limitation for uploaded documents**. Below are tips on how to reduce the file size of documents.

Scanning Tips:

- Choose the lowest acceptable resolution (dpi) when scanning. A resolution of 300 dpi and below typically produces a quality image while keeping the file size smaller.
- Scan in black and white.
- Ensure the Optical Character Recognition (OCR) is **not** being used when scanning documents.

Reducing the File Size of a PDF Tips:

- Utilize Adobe Acrobat's **Reduce File Size** feature and **Optimized PDF** function
 - Reduce File Size: Choose File > Save as > Reduced File Size PDF
 - Optimized PDF: Choose File > Save as > Optimized PDF

Other Option:

- Divide large documents into several smaller documents to upload into WCAIS.

Confirmation of Exhibits Upload

Once an exhibit is successfully uploaded, a confirmation page displays the date and time that the exhibit was submitted. You can also print this confirmation page for your records. The proof of service document is generated upon submission and can be retrieved from the dispute summary's "Documents and Correspondences" tab.

Law Firm Administrators and Association/Disassociation

Importance of a Law Firm Administrator: A law firm administrator can perform the following functions in WCAIS, allowing other staff to execute their job duties:

- Managing attorney and law firm users by providing them with a unique access PIN
- Resetting passwords for law firm users and attorneys
- Granting access of matters to other attorneys and law firm users
- Accessing matters of attorneys associated to the law firm
- Filing documents in WCAIS

Note: an attorney can also serve as a law firm administrator and therefore, would have two separate WCAIS IDs (Admin ID and Attorney ID).

Law Firm Association: If you are leaving your current law firm, be sure to update your profile with your new contact information (address, email, and phone number).

- You **do not** need to take any further actions if the matters you are correctly associated to are following you to your new law firm.
- If these matters are staying with the law firm you are leaving, you need to identify the attorney(s) at your current law firm who are taking over these matters and have them enter their appearance online through WCAIS. **Please complete this task prior to the leaving the law firm to ensure a smooth transition.**

Password Assistance

Passwords in WCAIS expire every 60 days. Your risk being locked out of your WCAIS account if you do not change your password within this timeframe.

When you create or reset your password, it must:

- Have **at least 8** characters
- Not contain your Keystone ID or your first or last name
- Not be a password that you have used within your **last six** password changes
- Not contain any spaces
- Contain **at least 3 types** of characters from these 4 categories
 - UPPERCASE letters
 - Lowercase letters
 - Numbers (0-9)
 - Non-alphanumeric characters (!, @, #, \$, etc.)

If you are experiencing problems re-setting your password, please clear your password cache and browsing history. Please note that resetting passwords will remove **ALL** passwords stored in your browser.

If you are still having issues with your password, have your Law Firm Administrator reset it, or call the BWC Helpline at 800-482-2383.

Petitions

WCOA petitions can be viewed in WCAIS from within **Disputes**:

- You can view your disputes under the **My Disputes** section of your Dashboard, or
- You can search for the correct dispute from the **Search > Search Matter** drop-down
- Once you are within the correct dispute, you can view petitions under the **Petitions and Answers** tab

Petition types include:

- Petition for Commutation (LIBC-34)
- Claim Petition (LIBC-362)
- Fatal Claim Petition (LIBC-363)
- Petition for Joinder (LIBC-376)
- Occupational Disease Claim Petition (301i) (LIBC-396)
- Petition for Review of Utilization Review Determination (LIBC-603)
- Employee Challenge Petition (LIBC-751)
- Claim Petition for Additional Compensation from the Subsequent Injury Fund (LIBC-375)
- Claim Petition for Benefits from UEGF (LIBC-550)
- Petition for Examination-Expert Interview (LIBC-499)
- Petition To/For (LIBC-378)

Electronic Data Interchange (EDI) Information

Learn more about the how claims and data are submitted via EDI transactions integrated with WCAIS. Download the latest copy of the EDI Claims Implementation Guide at the following location: http://www.portal.state.pa.us/portal/server.pt/community/wcais/20738/electronic_data_interchange/1117734

Online WCAIS Training Resources

Online training resources are available to assist you with WCAIS-related questions and/or concerns:

- **Training Resources Website**
 - Location: http://www.portal.state.pa.us/portal/server.pt/community/wcais/20738/training_resources/1667298
 - Contains overview presentations, demos/simulations, pre-recorded webinars, and communications
- **WCAIS Website**
 - Location: <http://www.wcais.pa.gov>; Available under the "Help" link in the upper right-hand corner of the web page
 - Contains How-To Guides and Frequently Asked Questions (FAQs) on the specific business processes of WCAIS

Contact Information for WCAIS Assistance

The following resources are available to assist you with WCAIS-related questions:

- Email: RA-LI-WCOA-PETUNIT@PA.GOV
 - For questions/assistance/issues related to matters in litigation and pending before Workers' Compensation Judges

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