**Records Request Dashboard**

The dashboard is a one-stop shop to request bureau records through the (Workers' Compensation Automation and Integration System (WCAIS). Requests should be submitted online if:

- You are a party;
- You have a valid authorization (submitted within 60 days of the form's date);
- You have a Workers' Compensation Judge issued Subpoena.

Submitting records is an easy three-step process:

- Choose the request type:
- Add the claimant's first and last name:
- Upload a single PDF of the same documentation you used to fax or mail (cover letter, authorization and/or subpoena).

Some important things to remember when submitting requests:

- You must be registered in WCAIS to submit requests online.
- Only one claimant per request.
- Your non-editable PDF file must not be larger than 10MB
- Requests must be for Workers' Compensation records, not medical records.
- All requests submitted online will be returned via WCAIS in the Records Request Dashboard's Available Records grid.
- Requests are confidential and will only display to the party which submitted the request (logged in WCAIS user)
- As soon as a request is submitted, the request will appear in the requester's Pending Records Request grid and an email notification, including the request confirmation number, will be sent to the email listed in the profile of the logged in register.
- Once a response is ready, it will be listed in the Available Records Request grid. The response will be in PFD format and will remain on the grid for 90 days (unless the grid exceeds 250 entries and then the oldest will fall off sooner to make room for newer requests).
- Available PDF response files may be viewed, printed, or saved on an unlimited basis.
- It is important to keep your profile email address current to ensure delivery of WCAIS notifications.

Additional information on how to submit record requests online is available here.