

## **Uploading a Mediation Statement in WCAIS**

In order to preclude a mediation statement that you upload into WCAIS from being viewed by an opposing party, the mediation statement  $\underline{\text{MUST}}$  be uploaded through the **Mediation Information** tab.

To upload a Mediation Statement in WCAIS, you must be an interested party to a dispute. In WCAIS, a dispute refers to all information related to litigation (Note: If you are not an interested party on a dispute, you must submit a **Request for Entry of Appearance**).

The process of uploading a Mediation Statement begins from the **Dispute Summary** screen within WCAIS.

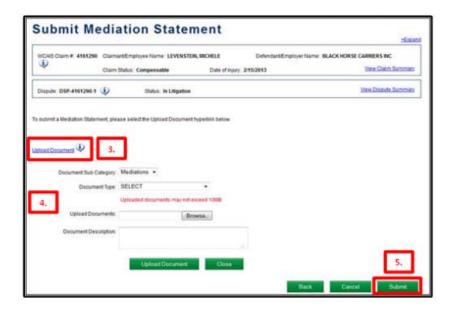
## **Steps to Upload a Mediation Statement:**

<u>Step 1</u>: Select the **Mediation Information** tab on the **Dispute Summary** screen

<u>Step 2</u>: Select the radio button for the mediation that you want to upload a Mediation Statement for in the **Upcoming Mediations** section and then press **Submit Mediation Statement** 



<u>Step 3</u>: Select the <u>**Upload Document**</u> link on the **Submit Mediation Statement** screen



<u>Step 4</u>: Follow the on-screen instructions and prompts to upload the Mediation Statement

<u>Step 5</u>: Press **Submit** after the Mediation Statement has been successfully uploaded

 $\underline{\text{Step 6}}\colon$  A confirmation message displays acknowledging that the Mediation Statement has been successfully submitted

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