

## **Attorney Webinar FAQ's 01/13/14**

1. Q: Are exhibits uploaded to WCAIS viewable by anyone that has access to WCAIS?

A: Exhibits located within WCAIS can only be seen by interested parties associated with the claim and WCOA staff.

2. Q: If the claimant uploads exhibits to WCAIS, is defense counsel notified in any way on WCAIS that they have been uploaded or is it up to claimant to serve the exhibits?

A: WCAIS will generate a proof of service correspondence, but it is up to the claimant to serve it to all parties based on the "manner of service" they selected during the filing of the exhibit.

3. Q: When filing an answer to a claim petition, a confirmation page does not show up and the answer does not show up on the dashboard. How can we confirm it was filed and accepted?

A: The answer would be viewable from the answers tab within the dispute.

4. Q: I have an attorney that is taking over a bunch of cases that were listed under two attorneys who are no longer with the firm. How do I go about loading those files under the new attorney?

A: The new attorneys will have to submit entry of appearance requests for each of the claims.

5. Q: Can an administrator clean up incorrect addresses for attorneys/firm?

A: An administrative user can change the primary address associated with the law firm. Regarding changing incorrect addresses associated with attorneys, administrative users cannot change the primary address for an attorney, but they can change/add secondary and additional addresses.

6. Q: When are we going to be able to save documents directly from WCAIS? I.e. hearing notices, decisions, etc.?

A: Currently, you are able to save or download certain documents in WCAIS. By clicking on a document type link, users can see if they have the ability to save or download a document (a download button or save icon will display). If a user is unable to save or download a document, he or she can print the document by clicking on the print icon.