

Attorney Comprehensive WCAIS Survival Guide

WCAIS ROLES AND REGISTRATION:

- Law Firm Admin Registration
- Attorney Registration
- Attorney Association to a New Law Firm
- Disassociating an Attorney from a Law Firm
- Reassigning Matters from a Disassociated Attorney
- Sharing an Attorney's Matters within the Law Firm
- Law Firm User Registration
- Law Firm Admin Approving a Law Firm User's Registration
- Attorney Approving a Law Firm User to Perform Work on Their Behalf
- Law Firm User Performing Work on Behalf of an Attorney(s)
- Updating Attorney WCAIS Profile

ENTRY AND WITHDRAWAL OF APPEARANCE:

- Entering Appearance
- Withdrawing Appearance

**WCAIS IS THE OFFICIAL
LEGAL RECORD.**

WCAIS ROLES & REGISTRATION

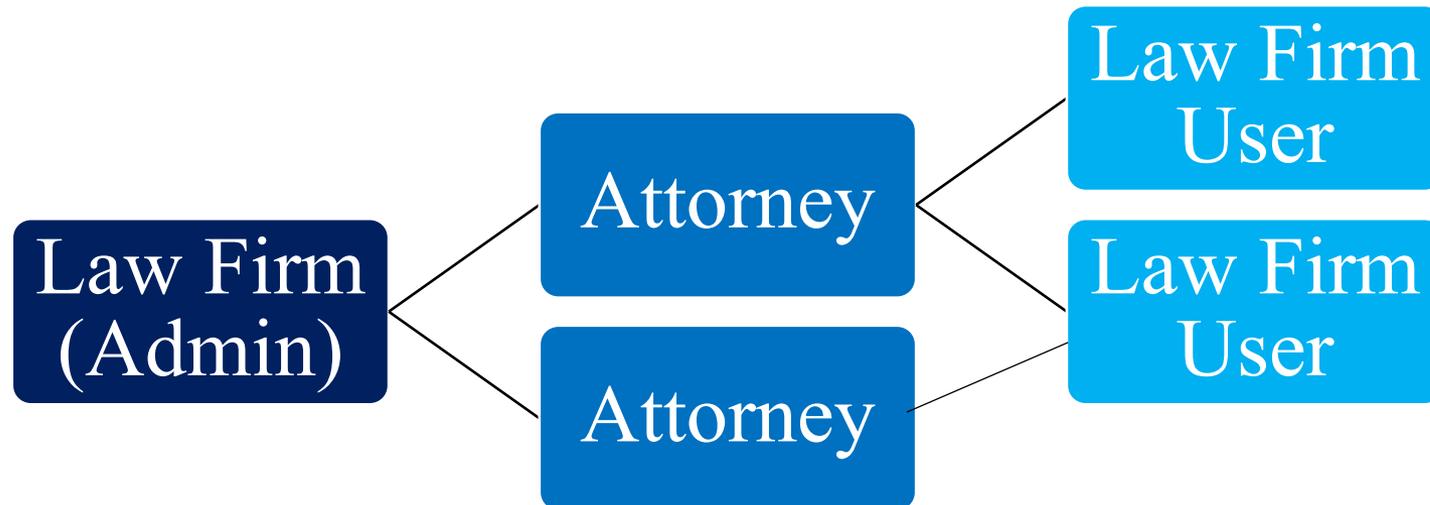
WCAIS Roles:

- **Law Firm Admin (Office Manager)**
- **Law Firm User (Paralegal, Secretary, other Support Staff)**
- **Attorney**

WCAIS ROLES & REGISTRATION:

Law Firm Admin Registration

Law Firm Admin: Maintains all firm related functions within WCAIS.



Attorney Comprehensive WCAIS Survival Guide

Law Firm Admins can complete a number of Administrative functions on behalf of the law firm.

To register as a Law Firm Admin, select the **Are you a New User?** link from www.wcais.pa.gov.

pennsylvania
DEPARTMENT OF LABOR & INDUSTRY

Workers' Compensation Automation and Integration System

PA STATE AGENCIES ONLINE SERVICES

Bureau of Workers' Compensation
Workers' Compensation Office of Adjudication
Workers' Compensation Appeal Board

- About
- Compliance
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- Contact Information

BWC Announcements

Keystone Key
Keystone ID
Password
Login
Are you a New User?
Forgot Your Password?
Forgot Your Keystone ID?
Have a Question?

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GOVERNOR TOM WOLF

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Select **I am a Law Firm or I am a Law Firm's representative** and **Register**.

Self Registration - User Selection

Required fields are indicated by *:

Individual users, please select one of the following options:

- I am an attorney
- I am a claimant
- I am a Dependent of a deceased claimant

Organizational users, please select one of the following options*:

- I am an employer, or I am an employer's representative. (Please select this option if you are an authorized individually self-insured employer or a representative or guarantying entity of a self-insured employer)
- I am a Healthcare Provider (Facility / Group e.g. Pharmacy, Hospital), or I am a Healthcare Provider's representative
- I am an insurer, or I am an insurer's representative (Insurance Carrier)
- I am a Law Firm, or I am a Law Firm's representative
- I am a Third Party Administrator (TPA), or I am a TPA's representative
- I am an existing Utilization Review Organization/Peer Review Organization (URO/PRO), or I am an existing URO/PRO's representative
- I am a Group Self-Insured Fund Admin, or I am a Group Self-Insured Fund Admin's representative
- I am an applicant Utilization Review Organization/Peer Review Organization (URO/PRO), or I am an applicant URO/PRO's representative

Register

Select **I am an administrative law firm user (responsible for administering WCAIS user accounts within the organization)** and **Save and Continue**.

Follow the prompts to set up a password and answer security questions. Keystone ID (username) will come via e-mail upon a successful registration.

Law Firm Self Registration Request - Role in the Organization

Required fields are indicated by *:

1 Organization Role

2 Identifying Information

3 Online Agreement

4 Account Information

5 Verify Information

Tell us about your role in your organization*:

I am an administrative law firm user (responsible for administering WCAIS user accounts within the organization)

I am a non-administrative law firm user (requires registration pin provided by WCAIS administrator of your organization)

Back Cancel **Save and Continue**

Law Firm Admins have access to the law firm's PIN which can be distributed to Attorneys and Law Firm users who wish to associate with the law firm.

To access the PIN, Law Firm Admins click **Profile** from the Navigation Bar from the WCAIS Dashboard and **Change Profile** or the [Click Here](#) link in the yellow alert at the top of the Dashboard.

The screenshot displays the WCAIS Dashboard interface. At the top, a navigation bar includes links for Search, Helpline, My Matters, WCAB, Profile, and Admin. The 'Profile' link is highlighted, and a dropdown menu is open, showing options: Change Profile (highlighted with a red box), Change Hint Questions and Answers, Change Password, and MDA Notice. On the right side of the dashboard, there is a search bar with a dropdown menu set to 'All Matters' and a 'GO' button. Below the navigation bar, the main content area features a large 'Dashboard' heading. A yellow alert banner is visible, containing the text: 'You are registered as an administrator for your organization pin' on the left and 'administrative users to register themselves into WCAIS' on the right, with a 'Click here' link (highlighted with a red box) following the second sentence.

Here is where the **WCAIS User Registration PIN** can be found:

Change Profile

Required fields are indicated by *:

KeyStone ID: **b-wcuat190**

Organization Name: **ASSOCIATES**

Federal Employer Identification Number: **195**

WCAIS User Registration PIN: 272

status: **Active**

WCAIS Roles: **Law Firm Administrator**

WCAIS ROLES & REGISTRATION:

Attorney Registration

To register as an attorney for the first time, select the **Are you a New User?** link from www.wcais.pa.gov.

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DEPARTMENT OF LABOR & INDUSTRY

Workers' Compensation Automation and Integration System

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Bureau of Workers' Compensation
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BWC Announcements

Keystone Key
Keystone ID
Password
Login
Are you a New User?
[Forgot Your Password?](#)
[Forgot Your Keystone ID?](#)
[Have a Question?](#)

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Select **I am an attorney** and **Register**.

Follow the prompts to complete registration.

Self Registration - User Selection

Required fields are indicated by *:

Individual users, please select one of the following options*:

- I am an attorney
- I am a claimant
- I am a Dependent of a deceased claimant

Organizational users, please select one of the following options*:

- I am an employer, or I am an employer's representative. (Please select this option if you are an authorized individually self-insured employer or a representative or guarantying entity of a self-insured employer)
- I am a Healthcare Provider (Facility / Group e.g. Pharmacy, Hospital), or I am a Healthcare Provider's representative
- I am an insurer, or I am an insurer's representative (Insurance Carrier)
- I am a Law Firm, or I am a Law Firm's representative
- I am a Third Party Administrator (TPA), or I am a TPA's representative
- I am an existing Utilization Review Organization/Peer Review Organization (URO/PRO), or I am an existing URO/PRO's representative
- I am a Group Self-Insured Fund Admin, or I am a Group Self-Insured Fund Admin's representative
- I am an applicant Utilization Review Organization/Peer Review Organization (URO/PRO), or I am an applicant URO/PRO's representative

Register

The Attorney is prompted to enter the Law Firm's PIN received from the Law Firm Admin.

Information

Required fields are indicated by *:

- 1 Organization Role
- 2 Identifying Information**
- 3 Online Agreement
- 4 Account Information
- 5 Verify Information

Since this is the first time you are accessing WCAIS, please confirm the following details to complete your registration.

Tell us about yourself.

First Name*: Test

Last Name*: Tester

Email Address*: sleech@pa.gov

Confirm Email Address*: sleech@pa.gov

Tell us about your organization

User Registration PIN*:

For security reasons, please answer the following question:

Which is the first color in the following list: January, blue, fish, orange, green?*: [Change Question](#)

Back Cancel Save and Continue

NOTE: PIN is required for the Attorney to register in WCAIS. Therefore, somebody must be registered as a Law Firm Admin first to obtain the Law Firm's PIN.

Attorney Comprehensive WCAIS Survival Guide

Once an Attorney is registered and associated to a firm, the firm name will appear after the Attorney's name on the Interested Parties tab.

[Interested Parties & Associated Recipients](#) [View/Edit Access](#)

[Petitions and Answers](#)

[Hearing Information](#)

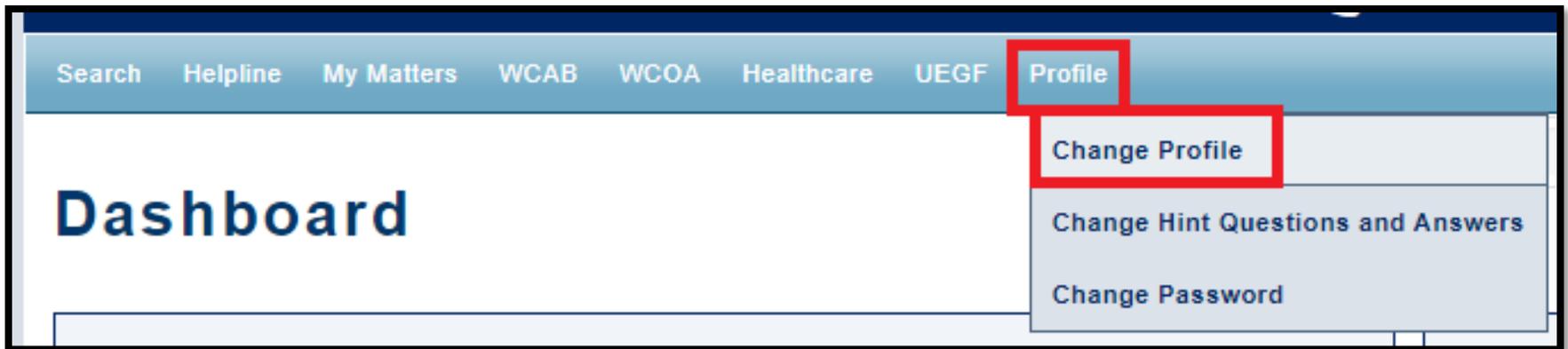
Interested Parties

Name	Type	Business Unit	Correspondence Address	Email Address	Action
UNINSURED EMPLOYERS GUARANTY FUND	Fund		1171 S Cameron St, Harrisburg, PA 17104-2542 View History		Change Party Info
NICOLE D MIKLOV IC, ESQ (Office of Chief Counsel)	Fund's Attorney (UNINSURED EMPLOYERS GUARANTY FUND)		1171 S Cameron St, Harrisburg, PA 17104-2542 View History	wcais.test@gmail.com	Change Party Info

WCAIS ROLES & REGISTRATION:

Attorney Association to a New Law Firm

When an Attorney who is already registered in WCAIS wants to associate to a new firm, the attorney starts by clicking the **Profile** dropdown on the Navigation Bar on the WCAIS Dashboard and **Change Profile**.



Click the **Update Association** link:

Change Profile

Required fields are indicated by *:

KeyStone ID: b-wcuat1

Pennsylvania Attorney ID Number: 556

status: Active

Law Firm: CHANAN & YOONE

WCAIS Roles: Attorney

[Update Association](#)

Click the radio button next to **Associate with New Law Firm PIN**, enter the PIN received from the Law Firm Admin at the new firm and click **Submit and Continue**.

Associate Law Firm

Law Firm Information Looks like you're already associated with a Law Firm. Please choose an action:

Disassociate with Law Firm

Associate with New Law Firm PIN

BUCHANAN INGERSOLL & ROONEY

Enter PIN:

NOTE: Disassociating from your old firm is not necessary once you receive confirmation of the new association with the new law firm.

Click **Yes** to confirm association to the new firm:

Confirm Association to Law Firm

Name: VEN & ASSOCIATES

Address Line 1: 190 FRONT ST

Address Line 2:

City: HARRISBURG

State: PA

Zip Code: 17102 +4 Digits: 2270

County: Dauphin

Country: United States

Is the information listed above correct?

After successfully associating to the new firm, the Attorney will receive a confirmation message.

Change Profile

Required fields are indicated by *:



You have been successfully associated to the selected Law Firm.

Attorney Comprehensive WCAIS Survival Guide

Once an Attorney is associated to a firm, the firm name will appear after the Attorney's name in the Interested parties tab in WCAIS with the name of the firm in parentheses.

[Interested Parties & Associated Recipients](#) [View/Edit Access](#)

[Petitions and Answers](#)

[Hearing Information](#)

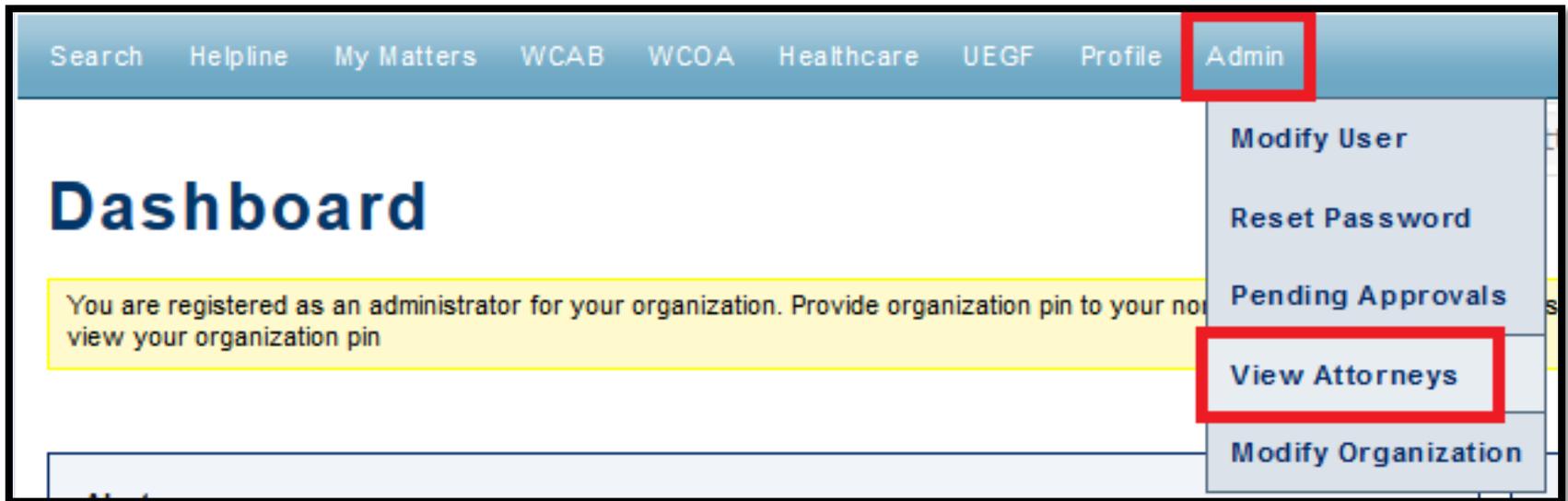
Interested Parties

Name	Type	Business Unit	Correspondence Address	Email Address	Action
UNINSURED EMPLOYERS GUARANTY FUND	Fund		1171 S Cameron St, Harrisburg, PA 17104-2542 View History		Change Party Info
NICOLE D MIKLOV IC ESO (Office of Chief Counsel)	Fund's Attorney (UNINSURED EMPLOYERS GUARANTY FUND)		1171 S Cameron St, Harrisburg, PA 17104-2542 View History	wcais.test@gmail.com	Change Party Info

WCAIS ROLES & REGISTRATION:

Disassociating an Attorney from a Law Firm

Law Firm Admins have the ability to disassociate Attorneys from their firm by selecting the **Admin** dropdown from the Navigation Bar on the WCAIS Dashboard and **View Attorneys**.



The screenshot shows the WCAIS Dashboard interface. At the top, there is a navigation bar with several menu items: Search, Helpline, My Matters, WCAB, WCOA, Healthcare, UEGF, Profile, and Admin. The Admin menu item is highlighted with a red box. Below the navigation bar, the word "Dashboard" is displayed in a large, bold, blue font. A yellow highlighted box contains the text: "You are registered as an administrator for your organization. Provide organization pin to your no view your organization pin". To the right of the Admin menu item, a dropdown menu is open, listing several options: Modify User, Reset Password, Pending Approvals, View Attorneys, and Modify Organization. The "View Attorneys" option is highlighted with a red box.

Check the box next to the Attorney who is disassociating from the firm and click **Disassociate**.

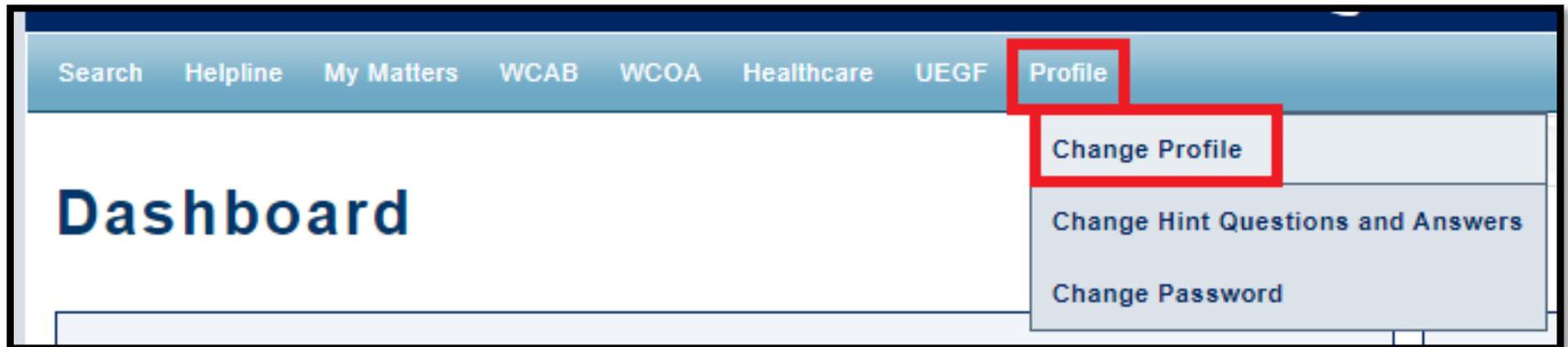
List of Attorneys

Select All	Name	Pennsylvania Attorney ID	View Matter List	Law Firm's Access End Date
<input checked="" type="checkbox"/>	<u>EVAN</u> _____	556	View Matter List	
<input type="checkbox"/>	_____, <u>DAVID</u>	468	View Matter List	
<input type="checkbox"/>	<u>SMITH</u> _____	200	View Matter List	
<input type="checkbox"/>	_____, <u>RUTH</u>	319	View Matter List	
<input type="checkbox"/>	<u>Wade</u> _____	321	View Matter List	

Back

Disassociate

Attorneys can also disassociate themselves from a firm by selecting the **Profile** dropdown from the Navigation Bar on the WCAIS Dashboard and **Change Profile**.



Click the radio button next to **Disassociate with Law Firm** and click **Submit and Continue**.

Associate Law Firm

Law Firm Information Looks like you're already associated with a Law Firm. Please choose an action:

Disassociate with Law Firm BUCHANAN INGERSOLL & ROONEY

Associate with New Law Firm PIN Enter PIN:

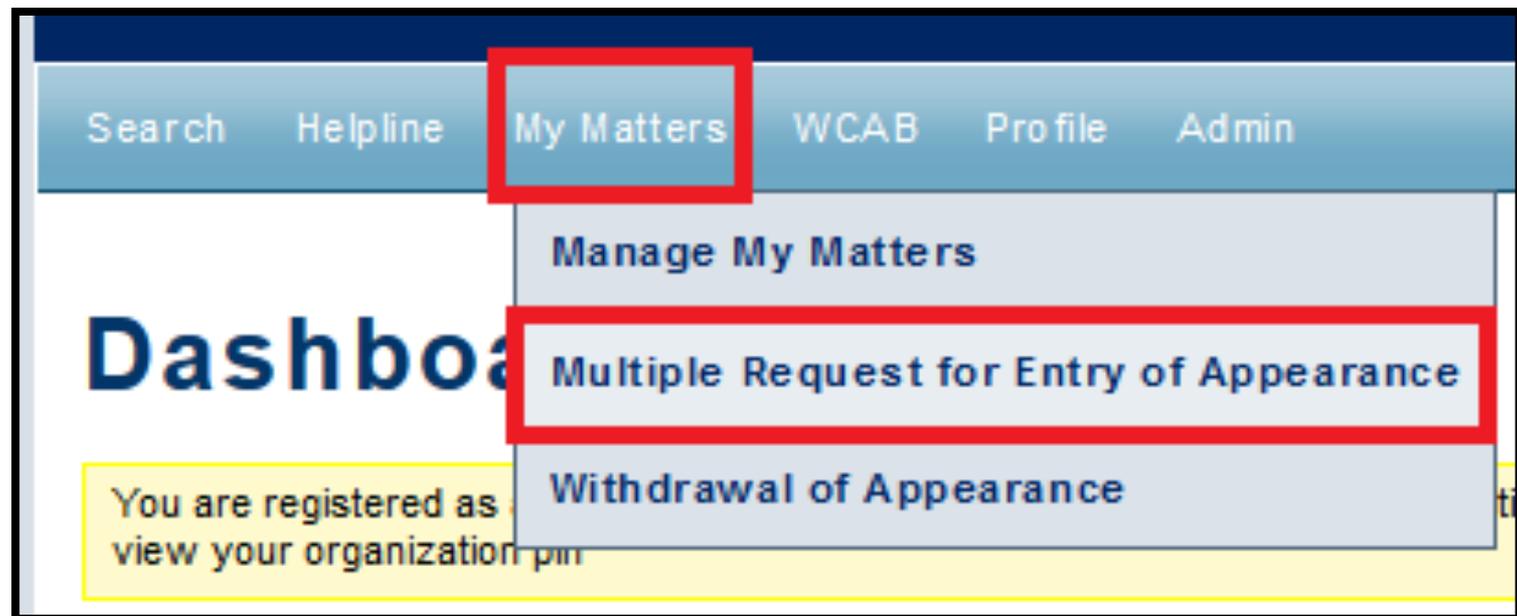
NOTE: Only disassociate if you are not associating with a new law firm.

WCAIS ROLES & REGISTRATION:

Reassigning Matters from a Disassociated Attorney

When an Attorney is disassociated from a Law Firm, the Law Firm Admin maintains access to that Attorney's matters for 30 days. This allows the Law Firm Admin to enter the appearance of a different Attorney on one or multiple matters simultaneously.

To do that, the Law Firm Admin clicks **My Matters** from the Navigation Bar on the WCAIS Dashboard and **Multiple Request for Entry of Appearance**.



Select the Disassociated Attorney's name from the dropdown and then click **Submit**.

Multiple Request for Entry of Appearance

Please Select an Attorney to list their matters::

SELECT

SELECT

RUTH

SMITH

Wade

DAVID

EVAN

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Attorney Comprehensive WCAIS Survival Guide

The Law Firm Admin can select some or all of the disassociated Attorney's matters to be reassigned and then click the radio button next to the Attorney who will be taking over, check the certification box, and then click **Submit**.

<input checked="" type="checkbox"/>	415	DEBRA	11/23/2012	Custom Painting
<input checked="" type="checkbox"/>	420	LAWRENCE	4/27/2013	USA INC
<input checked="" type="checkbox"/>	701	Kevin	2/15/1995	COMPANY

1 2 3 4 5 6 7 8 9 10 ...

List of Attorneys

Select One	Name	Pennsylvania Attorney ID
<input checked="" type="radio"/>	SMITH	200
<input type="radio"/>	Wade	321
<input type="radio"/>	DAVID	468
<input type="radio"/>	EVAN	556

I certify that all parties for the above claims have been notified of this request

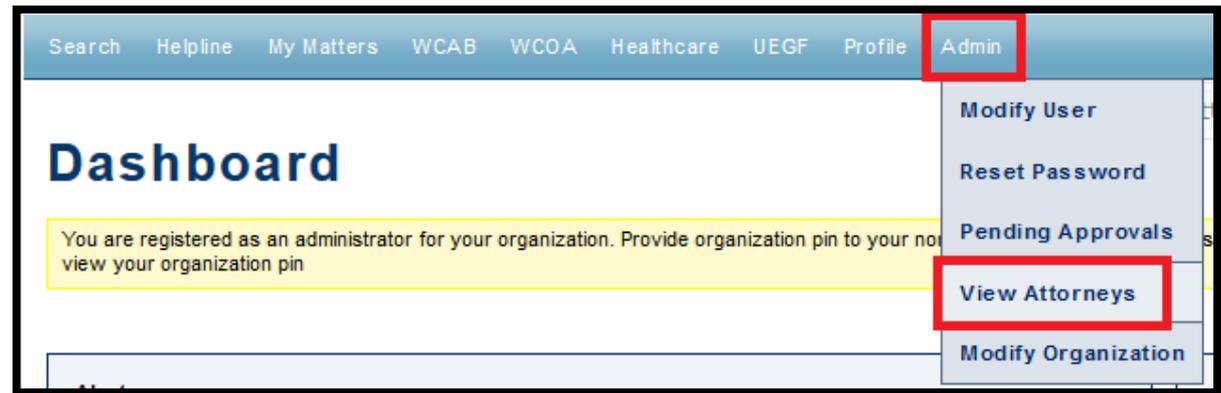
NOTE: This process may be repeated until all of the disassociated Attorney's matters are reassigned.

WCAIS ROLES & REGISTRATION:

Sharing an Attorney's Matters within the Law Firm

Law Firm Admins and Attorneys can “share” a matter with another Attorney.

Law Firm Admins select the **Admin** dropdown from the Navigation Bar on the WCAIS Dashboard and **View Attorneys**.



Attorneys select the **My Matters** dropdown from the Navigation Bar on the WCAIS Dashboard and **Manage My Matters**.



Law Firm Admins click the **View Matter List** link next to the Attorney whose matters will be shared.

List of Attorneys

Select All	Name	Pennsylvania Attorney ID	View Matter List	Law Firm's Access End Date
<input type="checkbox"/>	EVAN _____	556	View Matter List	
<input type="checkbox"/>	_____ DAVID	468	View Matter List	
<input type="checkbox"/>	SMITH _____	200	View Matter List	
<input type="checkbox"/>	_____ RUTH	319	View Matter List	
<input type="checkbox"/>	Wade _____	321	View Matter List	

Attorney Comprehensive WCAIS Survival Guide

Law Firm Admin and Attorney can check the box next to the matter(s) to be shared and then click **Manage Matter**.

<input checked="" type="checkbox"/>	2312	.BERT	ALUMINUM COMPANY
<input checked="" type="checkbox"/>	248	ERIC	Children's Hospital
<input checked="" type="checkbox"/>	249	SANDY	Womens Hospital

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | ...

Manage Matter

Select Attorney(s) to share the matters with and then click **Update**.

Manage Matter Access

 **Warning:** You are managing access to multiple matters of the Attorney. Individuals that are not selected will lose access to all selected matters and individuals that are selected below will be granted access to all selected matters.

Attorneys

Attorneys Associated to VEN & ASSOCIATES

Select All	Name	Pennsylvania Attorney ID
<input type="checkbox"/>	_____ RUTH	319
<input type="checkbox"/>	SMITH _____	200
<input type="checkbox"/>	Wade _____	321
<input type="checkbox"/>	_____ DAVID	468

Click **Yes** to confirm the selection.

Manage Matter Access - Confirmation

Claim Number	Name	Access Change
3101320	RAMIEREZ,	GAIN
3146781	RAMIEREZ	GAIN

Upon successful submission, a success message will appear.

List of Matters for _____, KIMBERLY .



Action saved successfully

WCAIS ROLES & REGISTRATION:

**Law Firm User Registration
(Not Attorney or Law Firm Admin)**

To register as a Law Firm User select the **Are you a New User?** link from www.wcais.pa.gov.

The screenshot displays the WCAIS website interface. At the top left is the Pennsylvania Department of Labor & Industry logo. The main heading is "Workers' Compensation Automation and Integration System". A navigation bar includes "PA STATE AGENCIES" and "ONLINE SERVICES". Below this, there are three main sections: "Bureau of Workers' Compensation", "Workers' Compensation Office of Adjudication", and "Workers' Compensation Appeal Board". The "Bureau of Workers' Compensation" section contains a list of links: "About", "Compliance", "Conferences", and "Contact Information", along with a "BWC Announcements" box. On the right side, there is a login section titled "Keystone Key" with fields for "Keystone ID" and "Password", a "Login" button, and a red-bordered link "Are you a New User?". Other links include "Forgot Your Password?", "Forgot Your Keystone ID?", and "Have a Question?". The footer contains the Pennsylvania logo, copyright information for 2011, and a "GOVERNOR TOM WOLF" logo.

When registering in WCAIS, Law Firm Users click **I am a Law Firm** or **I am a Law Firm's representative** and **Register**.

Self Registration - User Selection

Required fields are indicated by *:

Individual users, please select one of the following options*:

- I am an attorney
- I am a claimant
- I am a Dependent of a deceased claimant

Organizational users, please select one of the following options*:

- I am an employer, or I am an employer's representative. (Please select this option if you are an authorized individually self-insured employer or a representative or guarantying entity of a self-insured employer)
- I am a Healthcare Provider (Facility / Group e.g. Pharmacy, Hospital), or I am a Healthcare Provider's representative
- I am an insurer, or I am an insurer's representative (Insurance Carrier)
- I am a Law Firm, or I am a Law Firm's representative
- I am a Third Party Administrator (TPA), or I am a TPA's representative
- I am an existing Utilization Review Organization/Peer Review Organization (URO/PRO), or I am an existing URO/PRO's representative
- I am a Group Self-Insured Fund Admin, or I am a Group Self-Insured Fund Admin's representative
- I am an applicant Utilization Review Organization/Peer Review Organization (URO/PRO), or I am an applicant URO/PRO's representative

Register

Select **I am a non-administrative law firm user**, **Save and Continue**, and follow the prompts.

Law Firm Self Registration Request - Role in the Organization

Required fields are indicated by *:

1 Organization Role

2 Identifying Information

3 Online Agreement

4 Account Information

5 Verify Information

Tell us about your role in your organization*:

I am an administrative law firm user (responsible for administering WCAIS user accounts within the organization)

I am a non-administrative law firm user (requires registration pin provided by WCAIS administrator of your organization)

The Law Firm User is prompted to enter the Law Firm's PIN (obtained from the Law Firm Admin) to complete registration.

Information

Required fields are indicated by *:

- 1 Organization Role
- 2 **Identifying Information**
- 3 Online Agreement
- 4 Account Information
- 5 Verify Information

Since this is the first time you are accessing WCAIS, please confirm the following details to complete your registration.

Tell us about yourself.

First Name*:

Last Name*:

Email Address*:

Confirm Email Address*:

Tell us about your organization

User Registration PIN*:

For security reasons, please answer the following question:

Which is the first color in the following list: January, blue, fish, orange, green?*: [Change Question](#)

NOTE: PIN is required for the Law Firm User to register in WCAIS. Therefore, somebody must be registered as a Law Firm Admin first to obtain the Law Firm's PIN.

When a Law Firm User registers in WCAIS and enters a Law Firm's PIN, their registration goes to the Law Firm Admin to approve.

Your request has been sent to your organization's administrator for approval. Please note it may take a few days for processing your request. Once processed, a notification email will be sent to sleech@pa.gov.

At first log in, please update your profile with your preferred method to receive correspondence. Also, please note that you are responsible for keeping your profile current and up to date.

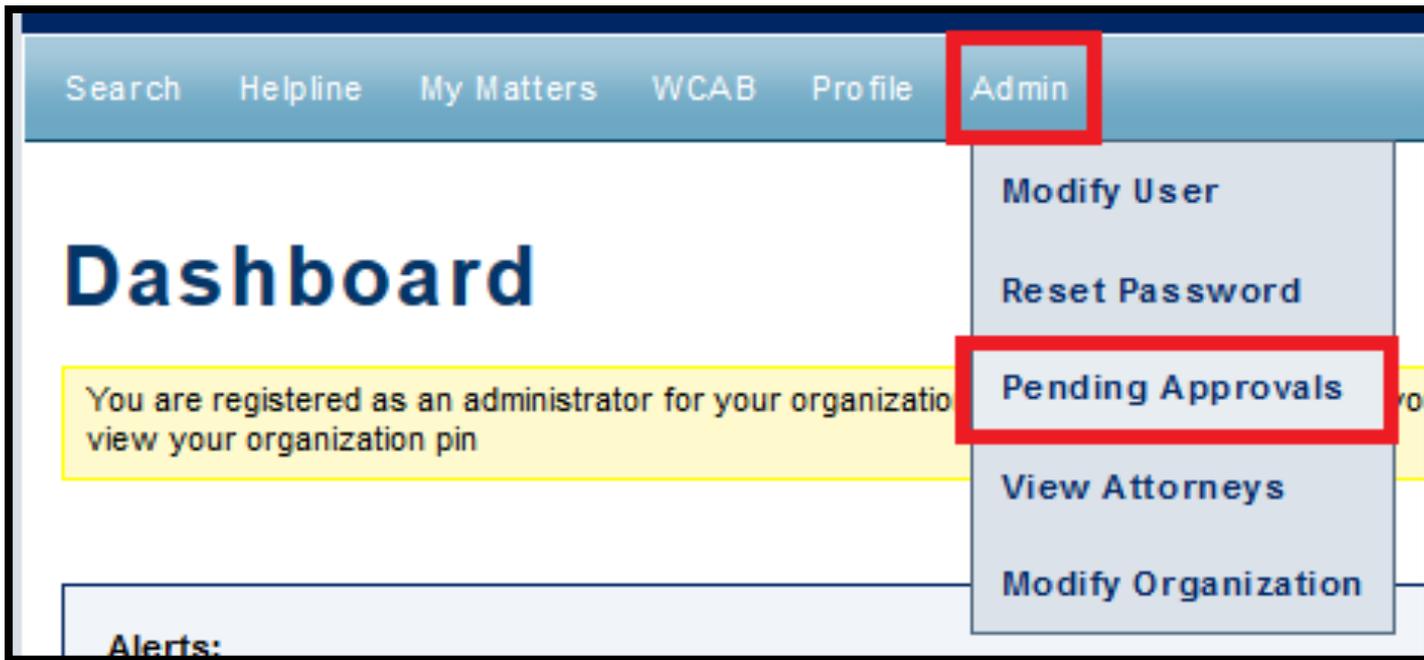
Regards,

WCAIS System Administrator

WCAIS ROLES & REGISTRATION:

Law Firm Admin Approving a Law Firm User's Registration

To approve a Law Firm User's registration, the Law Firm Admin selects the **Admin** dropdown from the Navigation Bar on the WCAIS Dashboard and **Pending Approvals**.



From the **Approval Request Status** dropdown, click **Pending** and then **Search**.

When the search results appear, click the radio button next to the appropriate Law Firm User and **Select and Continue**.

Pending Approval Request

Required fields are indicated by *:

Approval Request Search

Approval Request Status*: Pending

Approval Requests

Select One	Keystone Id	Name	Email Address	Request Date
<input checked="" type="radio"/>		Test Tester	sleech@pa.gov	05/06/2020

The Law Firm Admin will be prompted to enter a **Reason for the Approver's Decision** and then click **Approve** to approve the Law Firm User's registration.

Registration Request

Required fields are indicated by *:

User Registration PIN: 272784482 

First Name: Test

Last Name: Tester

Email Id: sleech@pa.gov 

Reason for Approver's Decision*:

WCAIS ROLES & REGISTRATION:

Attorney Approving a Law Firm User to Perform Work on Their Behalf

Attorneys have the ability to select a Law Firm User(s) at their firm to perform work on their behalf by selecting the **My Matters** dropdown on the Navigation Bar on the WCAIS Dashboard and then clicking **Manage Access of Law Firm User**.



NOTE: If the Attorney wants the Law Firm Admin to perform work on their behalf, the Law Firm Admin must also register as a Law Firm User.

Select the Law Firm User(s) by checking the box next to their name, check the certification checkbox, and then **Submit**.

Manage access to My Matters with Law Firm Users

My Law Firm Users

* You may designate one or more law firm users to perform functions on your behalf in WCAIS.
You remain responsible for any actions taken by the law firm user(s) you designate.
You can revoke an individual's user status at any time by managing your access.

Select All	Law Firm User Name
<input checked="" type="checkbox"/>	CHRISTOPHER
<input type="checkbox"/>	CHRISTINA
<input type="checkbox"/>	JANNEY
<input type="checkbox"/>	Tester, Test

Once the Attorney has successfully permitted a Law Firm User to work on their behalf, they will receive a confirmation message.

Dashboard

 Access to law firm user is updated

Alerts:

Date	Alerts
No Data Found	

Correspondence:

[Show Recent Correspondence](#)

[Search Correspondences](#)

Quick Links

- [WCOA Dashboard](#)
- [WCAB Dashboard](#)
- [Records Request Dashboard](#)
- [File a WCOA Petition](#)
- [Judges' Procedural Questionnaires](#)

WCAIS ROLES & REGISTRATION:

**Law Firm User Performing Work
on Behalf of an Attorney(s)**

When the Law Firm User logs in using their Law Firm User Keystone ID, they will have a dropdown on their Dashboard with the names of all the Attorneys who have granted them permission to work on their behalf.

The Law Firm User can then toggle between the Attorneys (without having to log out and log in as each one) to perform work on their behalf.

The screenshot displays the 'Dashboard' interface. At the top left, the title 'Dashboard' is in large blue font. Below it, the text 'Please Select an Attorney to work for:' is followed by a dropdown menu. The dropdown menu is open, showing a list of attorney names: 'SELECT' (highlighted in blue), 'RUTH', 'SMITH', 'Wade', 'DAVID', and 'EVAN'. To the left of the dropdown, there is an 'Alerts:' section with a table that has a 'Date' header and a 'No Data Found' message. Below the alerts is a 'Correspondence:' section with a green button labeled 'Show Recent Correspondence'. To the right of the dashboard is a 'Quick Links' section with a blue header and four links: 'WCOA Dashboard', 'WCAB Dashboard', 'Records Request Dashboard', and 'File a WCOA Petition'.

When an Attorney's name is selected from the dropdown, the screen will refresh to show that Attorney's matters.

The screenshot shows the Pennsylvania WCAIS Dashboard. At the top, the user profile is displayed as "JENNIFER (working for ESQ., JOHN)". Below this is a navigation bar with "Customer Service Center" and "Logout" options. The main dashboard area features a search bar with "All Matters" selected and a "GO" button. A prominent message states: "In performing administrative functions in WCAIS, the law firm user acknowledges that he or she is acting under the authority and direction of the supervisory attorney." Below this message is a dropdown menu labeled "Please Select an Attorney to work for:" with "ESQ., JOHN" selected. The dashboard is divided into two main sections: "Alerts" and "Quick Links".

Alerts:

Date	Alerts
	<p>The Workers' Compensation Appeal Board:</p> <p>The Workers' Compensation Appeal Board is fully operating. However, WCAB hearings are cancelled (INCLUDING ERIE, JULY 7, 2020 AND PITTSBURGH, JULY 8TH AND 9TH) the Appeal Board shall be decided "on-briefs-only" unless a party files a specific request (instructions below) that its appeal be re-listed for oral argument at a future date.</p> <p>BRIEFING SCHEDULES WILL BE FOLLOWED. The briefing schedule issued with</p>

Quick Links:

- [WCOA Dashboard](#)
- [WCAB Dashboard **NEW**](#)
- [Records Request Dashboard](#)
- [File a WCOA Petition](#)

When a different Attorney's name is selected from the dropdown, the screen will refresh to show that Attorney's matters.

The screenshot displays the Pennsylvania WCAIS Dashboard. At the top, the user is identified as JENNIFER (working for ESQ., KAREN). The dashboard includes a navigation bar with links for Search, Helpline, My Matters, WCAB, WCOA, Healthcare, UEGF, Profile, and a Dashboard button. A search bar is present with a dropdown menu set to 'All Matters' and a 'GO' button. Below the navigation, a message states: "In performing administrative functions in WCAIS, the law firm user acknowledges that he or she is acting under the authority and direction of the supervisory attorney." A dropdown menu for selecting an attorney is shown, currently set to 'ESQ., KAREN'. The main content area is divided into two columns. The left column, titled 'Alerts', contains a table with a header row for 'Date' and 'Alerts'. The right column, titled 'Quick Links', lists several links: 'WCOA Dashboard NEW', 'WCAB Dashboard NEW', 'Records Request Dashboard', and 'File a WCOA Petition'. A yellow banner at the bottom of the alerts section reads: "BRIEFING SCHEDULES WILL BE FOLLOWED. The briefing schedule issued with".

Alerts:

Date	Alerts
	<p>The Workers' Compensation Appeal Board:</p> <p>The Workers' Compensation Appeal Board is fully operating. However, WCAB hearings are cancelled (INCLUDING ERIE, JULY 7, 2020 AND PITTSBURGH, JULY 8TH AND 9TH) the Appeal Board shall be decided "on-briefs-only" unless a party files a specific request (instructions below) that its appeal be re-listed for oral argument at a future date.</p> <p>BRIEFING SCHEDULES WILL BE FOLLOWED. The briefing schedule issued with</p>

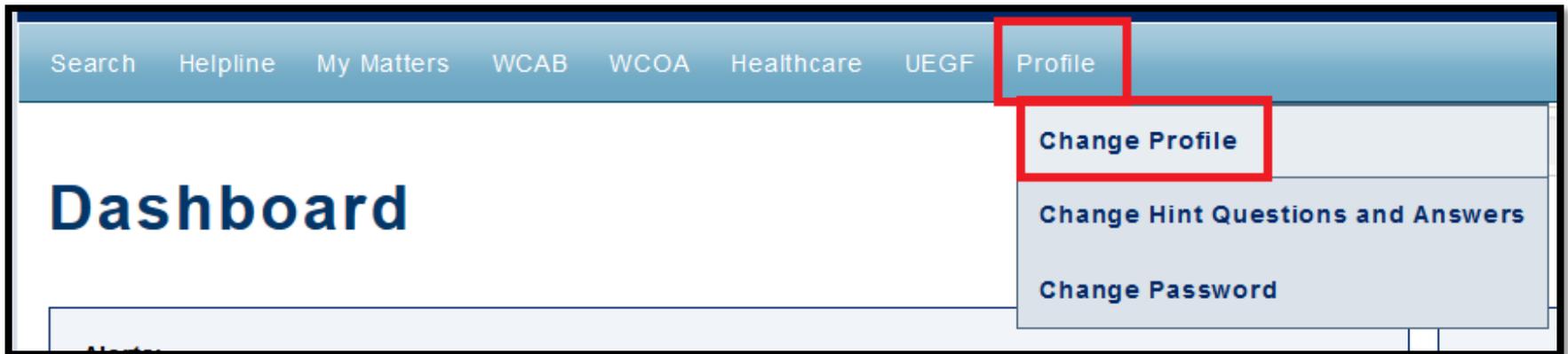
Quick Links

- [WCOA Dashboard](#) **NEW**
- [WCAB Dashboard](#) **NEW**
- [Records Request Dashboard](#)
- [File a WCOA Petition](#)

WCAIS ROLES & REGISTRATION:

Updating Attorney WCAIS Profile

Attorneys can update their WCAIS Profile by selecting the **Profile** dropdown from the Navigation Bar on the WCAIS Dashboard and then **Change Profile**.



Attorney Comprehensive WCAIS Survival Guide

KeyStone ID: b-wcaut1

Pennsylvania Attorney ID Number: 5568

status: Active

Law Firm: **BUCHSOLL** [Update Association](#)

WCAIS Roles: Attorney

First Name:

Middle Initial:

Last Name:

Suffix:

Phone Number (Primary): Ext:

Phone Number (Secondary): Ext:

Phone Number (Other): Ext:

Email Address:

Confirm Email Address:

Send Correspondence By: Email Mail

Language preference: English Spanish

Fax:

Primary Address:

Address Line 1:

Address Line 2:

City/Town:

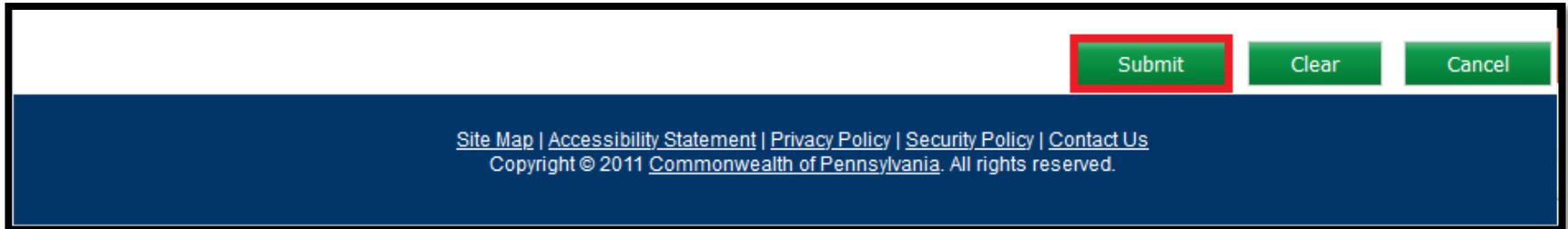
State/Province/Region:

Zip/Postal Code: -

Update a variety of information including but not limited to e-mail address, mailing address, correspondence preference, and law firm association.

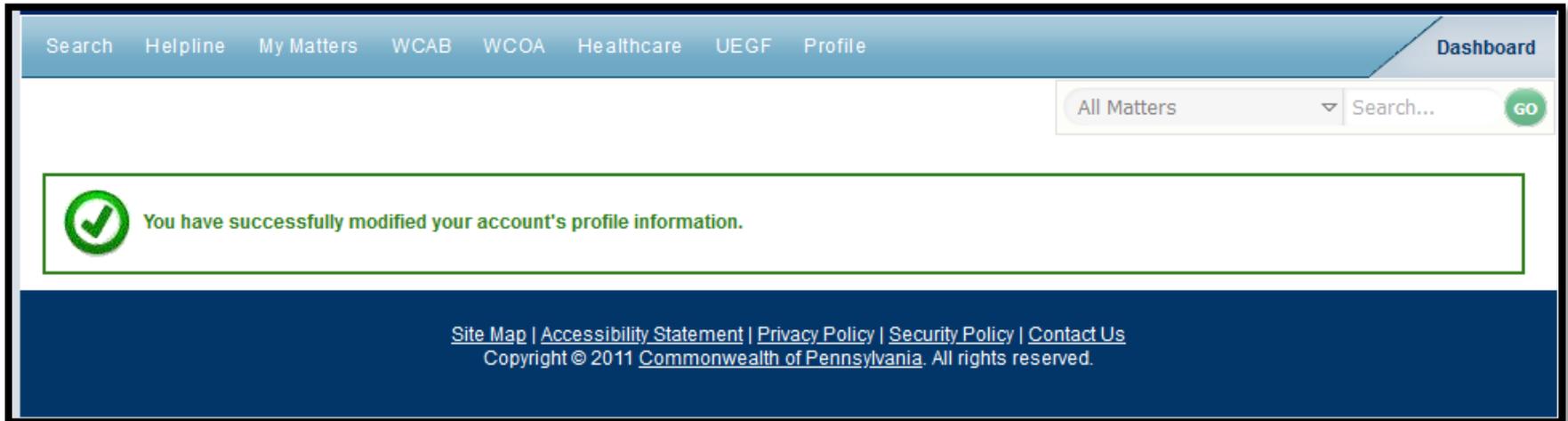
Update your e-mail address and your correspondence preference here.

After making updates, scroll down and click **Submit**.



A screenshot of a web form submission area. At the top right, there are three buttons: "Submit" (highlighted with a red border), "Clear", and "Cancel". Below the buttons is a dark blue footer containing the following text: [Site Map](#) | [Accessibility Statement](#) | [Privacy Policy](#) | [Security Policy](#) | [Contact Us](#)
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When updates are saved, a success message will appear.



A screenshot of a dashboard interface. The top navigation bar includes links for Search, Helpline, My Matters, WCAB, WCOA, Healthcare, UEGF, Profile, and Dashboard. Below the navigation bar is a search box with a dropdown menu set to "All Matters" and a "GO" button. A green-bordered box contains a success message:  You have successfully modified your account's profile information. Below the message is a dark blue footer with the same text as the previous screenshot: [Site Map](#) | [Accessibility Statement](#) | [Privacy Policy](#) | [Security Policy](#) | [Contact Us](#)
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ENTRY AND WITHDRAWAL OF APPEARANCE

Entering Appearance

To enter appearance, click **My Matters** from the Navigation Bar on the WCAIS Dashboard and then click **Request for Entry of Appearance**.

The screenshot shows the WCAIS Dashboard interface. At the top left is the Pennsylvania logo with the text "pennsylvania" and "WORKERS' COMPENSATION AUTOMATION AND INTEGRATION SYSTEM". Below this is a navigation bar with the following items: Search, Helpline, My Matters, WCAB, WCOA, and Healthcare. The "My Matters" item is highlighted with a red box. A dropdown menu is open under "My Matters", listing the following options: Manage My Matters, Request for Entry of Appearance, Manage Access of Law Firm User, Multiple Request for Entry of Appearance, and Withdrawal of Appearance. The "Request for Entry of Appearance" option is highlighted with a red box. On the left side of the dashboard, there is an "Alerts:" section with a "Date" field below it.

Choose the party role you are representing from the dropdown, i.e. Claimant, Defendant, Healthcare Provider, Healthcare Professional, Insurer, or Fund.

Request for Entry of Appearance

Required fields are indicated by *:

To submit a Request for Entry of Appearance, select a party below.

Please select the party on whose behalf you are entering your appearance is required.

Please select the party on whose behalf you are entering your appearance*

SELECT

Claimant/Employee
Defendant/Employer
Healthcare Professional
Healthcare Provider
Insurer
Fund



You will be able to choose between three sets of information you can enter:

1. WCAIS Claim Number plus Injury Date

Request for Entry of Appearance

Required fields are indicated by *:

To submit a Request for Entry of Appearance, select a party below. Once a party is selected additional fields will display.

Please select the party on whose behalf you are entering your appearance*: Claimant/Employee 

Please select a criteria for identifying the claim*: WCAIS Claim Number and Date of Injury 

Enter the WCAIS Claim Number and the Date of Injury

WCAIS Claim Number*: Date of Injury*: 

* I hereby certify that I am this day serving my entry of appearance in the claim above upon all persons and entities associated with the claim, in a manner that satisfies the requirements of the Pennsylvania Workers' Compensation Act, 77 P.S. § 1, et seq. and relevant regulations. I understand that all parties to this matter must be provided with an electronic or paper copy of my entry of appearance in this matter.

If you don't have the WCAIS Claim Number you can choose:

2. Claimant's SSN plus Injury Date

Request for Entry of Appearance

Required fields are indicated by *:

To submit a Request for Entry of Appearance, select a party below. Once a party is selected additional fields will display.

Please select the party on whose behalf you are entering your appearance*: 

Please select a criteria for identifying the claim*: 

Enter the Claimant's SSN and the Date of Injury



* I hereby certify that I am this day serving my entry of appearance in the claim above upon all persons and entities associated with the claim, in a manner that satisfies the requirements of the Pennsylvania Workers' Compensation Act, 77 P.S. § 1, et seq. and relevant regulations. I understand that all parties to this matter must be provided with an electronic or paper copy of my entry of appearance in this matter.

If you don't have either the Claim Number or SSN you can choose:

3. Claimant's First Name, Claimant's Last Name, Date of Birth, and Injury Date

Click the certify checkbox and then click **Submit**.

Request for Entry of Appearance

Required fields are indicated by *:

To submit a Request for Entry of Appearance, select a party below. Once a party is selected additional fields will display.

Please select the party on whose behalf you are entering your appearance*: 

Please select a criteria for identifying the claim*: 

Enter the Claimant's First Name, Claimant's Last Name, Claimant's Date of Birth and the Date of Injury

First Name*: Last Name*:

Date of Birth*:  Date of Injury*: 

I hereby certify that I am this day serving my entry of appearance in the claim above upon all persons and entities associated with the claim, in a manner that satisfies the requirements of the Pennsylvania Workers' Compensation Act, 77 P.S. § 1, et seq. and relevant regulations. I understand that all parties to this matter must be provided with an electronic or paper copy of my entry of appearance in this matter.

When Entry of Appearance is successful, a confirmation message will appear.

Request for Entry of Appearance

Required fields are indicated by *:



Your Request for Entry of Appearance has been processed successfully. [Click here](#) to view the claim summary

To submit a Request for Entry of Appearance, select a party below. Once a party is selected additional fields will display.

Please select the party on whose behalf you are entering your appearance*:



A **Request for Entry of Appearance** correspondence will appear in the Correspondence grid on the WCAIS Dashboard to use to serve other parties in the manner selected.

Dashboard

Alerts:

Date	Alerts
No Data Found	

Correspondence:

[Refresh](#)

View Status	Document Type	Case #	Date Sent
	Request for Entry of Appearance	_____	5/6/2020
	Assignment Notice	DSP- _____	5/4/2020
	Petition for Review of Utilization Review Determination	_____	5/1/2020
	Request Proof of Service	DSP- _____	5/1/2020
	Brief Proof of Service	DSP- _____	4/27/2020

1 2 3 4 5 6 7 8 9 10 ...

Quick Links

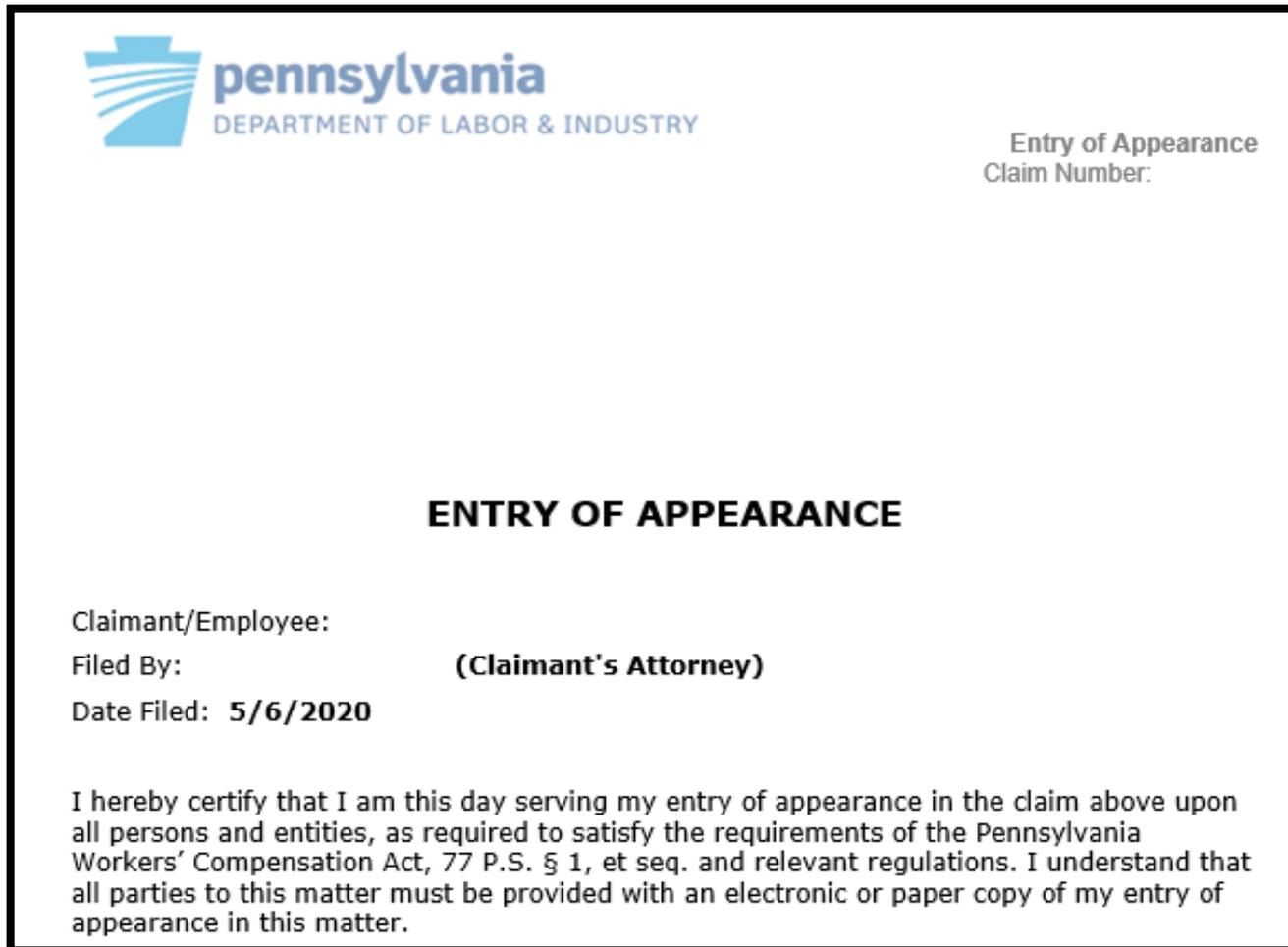
- [WCOA Dashboard](#) **NEW**
- [WCAB Dashboard](#)
- [Records Request Dashboard](#)
- [File a WCOA Petition](#)
- [Judges' Procedural Questionnaires](#)

Additional Dashboard Items:

My Claims

[Add Item](#)

This is the **Request for Entry of Appearance** document that needs to be served.



 **pennsylvania**
DEPARTMENT OF LABOR & INDUSTRY

Entry of Appearance
Claim Number:

ENTRY OF APPEARANCE

Claimant/Employee:
Filed By: **(Claimant's Attorney)**
Date Filed: **5/6/2020**

I hereby certify that I am this day serving my entry of appearance in the claim above upon all persons and entities, as required to satisfy the requirements of the Pennsylvania Workers' Compensation Act, 77 P.S. § 1, et seq. and relevant regulations. I understand that all parties to this matter must be provided with an electronic or paper copy of my entry of appearance in this matter.

If you are entering your appearance on behalf of the defendant and there is an additional defendant on the claim, you will see an error message but there is an additional dropdown where you need to select which defendant you are representing.



There are some errors in the form below. Please correct the following error(s) before proceeding:

- Please select the party on whose behalf you are entering appearance

To submit a Request for Entry of Appearance, select a party below. Once a party is selected additional fields will display.

Please select the party on whose behalf you are entering your appearance*: Defendant/Employer 

Please select a criteria for identifying the claim*: WCAIS Claim Number and Date of Injury 

Enter the WCAIS Claim Number and the Date of Injury

WCAIS Claim Number*: Date of Injury*: 

Select the party on whose behalf you are entering appearance

SELECT

CORPORATION (Interested Party)

LLC (Additional Defendant)

* I hereby certify that I am this day serving my entry of appearance on behalf of the party selected with the claim, in a manner that satisfies the requirements of the Pennsylvania Workers' Compensation Act, 77 P.S. § 1, et seq. and relevant regulations. I understand that all parties to this matter must be provided

Interested Parties

Name	Type	Business Unit	Correspondence Address	Email Address	Action
	Claimant/Employee				
	Claimant's Attorney ()			wcais.test@gmail.com	
CORPORATION	Defendant/Employer				
New Attorney	Defendant's Attorney (CORPORATION)			wcais.test@gmail.com	Change Party Info
	Insurer				

< >

Associated Recipients

Name	Type	Business Unit	Correspondence Address	Email Address
Former Attorney	Defendant's Attorney (CORPORATION)			wcais.test@gmail.com

If you are entering your appearance for a party who is already represented on the claim, your entry will move the former attorney down to the Associated Recipients grid on the Interested Parties tab while you will appear as the attorney of record in the Interested Parties grid.

NOTE: Ensure all parties, including the Judge, are made aware of your Entry of Appearance.

Attorney Comprehensive WCAIS Survival Guide

Interested Parties

Name	Type	Law Firm	Correspondence Address
	Claimant/Employee		
	Defendant/Employer		
	Insurer		

- Receive Correspondence
- Have Electronic Access

Associated Recipients

Name	Type	Law Firm	Correspondence Address
	Claimant's Attorney		

- Receive Correspondence
- Do NOT Have Electronic Access

Additional Defendants/Employers

Name	Type	Law Firm	Correspondence Address
	Defendant/Employer		

- Receive Correspondence
- Have Electronic Access

Withdrawing Appearance

Generally, to withdraw your appearance, select **My Matters** from the Navigation Bar on the WCAIS Dashboard and then click **Withdrawal of Appearance**.



You cannot withdraw your appearance from the WCAIS Dashboard if you are an interested party or there are open matters within the claim. Attempting to do so, will result in an error message.

If there is a Dispute pending in front of a Judge, you **should** submit a Miscellaneous request seeking leave to withdraw appearance, pursuant to Section 131.56a of the Judges' Rules.

Confirmation

Your Withdrawal of Appearance Request has been denied for claims:



An open dispute has been identified for this claim. Any withdrawal of appearance must be made in conformity with 34 Pa. Code § 131.56a of the Special Rules of Administrative Practice and Procedure Before Workers' Compensation Judges. To make a request to withdraw an appearance before a Judge, please submit a Miscellaneous request from the Requests tab of the Dispute Summary.

For further details, please call our Claims Information Helpline toll free inside Pennsylvania at 1-800-482-2383, or 717-772-4447 locally or outside of Pennsylvania.

[Return to Dashboard](#)

If you are an Associated Recipient or there are no open matters within the claim and you wish to withdraw your appearance, select **My Matters** from the Navigation Bar on the WCAIS Dashboard and then click **Withdrawal of Appearance**.

The screenshot displays the Pennsylvania WCAIS Dashboard. At the top left is the logo for Pennsylvania, featuring the letters 'PA' in a white outline of the state, followed by the word 'pennsylvania' in a dark blue font. Below this is the text 'WORKERS' COMPENSATION AUTOMATION AND INTEGRATION SYSTEM'. A navigation bar contains several items: 'Search', 'Helpline', 'My Matters', 'WCAB', 'WCOA', and 'Healthcare'. The 'My Matters' item is highlighted with a red rectangular box. Below the navigation bar, a dropdown menu is visible, listing several options: 'Manage My Matters', 'Request for Entry of Appearance', 'Manage Access of Law Firm User', 'Multiple Request for Entry of Appearance', and 'Withdrawal of Appearance'. The 'Withdrawal of Appearance' option is also highlighted with a red rectangular box. On the left side of the dashboard, there is a section titled 'Alerts:' with a table below it. The table has a header row with a blue background and the word 'Date' in white text. The table body is currently empty.

Select the checkbox(s) next to the claims from which you wish to withdraw your appearance and click **Save and Continue**.

Withdrawal of Appearance

Select All	Claim Number	Claimant/Employee	Defendant/Employer	Date of Injury	Matter Party Type ▲
<input type="checkbox"/>				2/2/2004	Additional Defendant
<input type="checkbox"/>				5/7/2004	Associated Recipient
<input checked="" type="checkbox"/>				10/31/1995	Associated Recipient

1 2 3 4 5 6 7 8 9 10 ...

Review your selected claim(s) and then click **Submit**.

Withdrawal of Appearance

To submit a withdrawal, please select a claim. [Select Claim](#)

Claim Number	Claimant/Employee	Defendant/Employer	Date of Injury	Matter Party Type
			; 10/31/1995	Associated Recipient

[Cancel](#) [Submit](#)

If your withdrawal of appearance is successful, you will receive a confirmation message.

Confirmation

Your Withdrawal of Appearance Request has been processed successfully for claims:



For further details, please call our Claims Information Helpline toll free inside Pennsylvania at 1-800-482-2383, or 717-772-4447 locally or outside of Pennsylvania.

[Return to Dashboard](#)



THE END