



Workers' Compensation

eFiling

**UPDATE CONTACT INFORMATION**

COURT OF ADMINISTRATIVE HEARINGS  
600 NORTH ROBERT STREET, SAINT PAUL, MN 55101

## I. Notify CAH (for Notices and Orders)

If your contact information changes at any time, you must notify CAH of the change **in addition** to taking the steps shown below. **Updating your information in the eFiling system does not update your information in CAH's files – so please email [CAH.WCeFiling@state.mn.us](mailto:CAH.WCeFiling@state.mn.us) with any changes.**

## II. Update Name or Mailing Address

➤ **NOTE:** If you are an attorney, your name and mailing address are synced from CAH's internal system. Please email [CAH.WCeFiling@state.mn.us](mailto:CAH.WCeFiling@state.mn.us) and request that CAH update your name or mailing address for you.

1. Notify CAH of the changed information as described above.
2. Click your name in the upper-right corner of the eFiling application.
3. Click **My Account**.
4. Update information as necessary.
5. Click **Save**.

## III. Change or Add a Service Email Address

### A. Notify CAH

**Changing email addresses in the eFiling system does not update your email addresses in CAH's files.** Please notify CAH which email addresses should receive copies of CAH Notices and Orders, via email to [CAH.WCeFiling@state.mn.us](mailto:CAH.WCeFiling@state.mn.us).

### B. My Account

1. Click your name in the upper-right corner of the eFiling application.
2. Click **My Account**. The **User Administration** screen appears.
3. To change your email address, edit the information in the **Primary Email** box.
4. To add an additional service email, click **Add Contact**. Select **email** from the dropdown menu that appears, and type the additional email address.

CONTACT ▾

Primary E-mail\* kendra.schmit@state.mn.us

Email ▾ support@state.mn.us ✕

Email ▾ eservice@state.mn.us ✕ ✕

[Add Contact](#)

5. Click **Save**.

### C. Legal Organization Account

If you are part of a legal organization (such as a law firm), also complete the following steps.

1. From the **My Account/User Administration** screen, click **Associated Legal Organizations**.
2. Click on your email address in the “Legal Organization Association” section of the page.

Manage Associated Legal Organizations ? ↗

USER DETAILS ▾

User Name	kschmit	Name	Kendra Schmit	
Primary E-mail	kendra.schmit@state.mn.us	Attorney Bar ID		

LEGAL ORGANIZATION ASSOCIATION

Legal Organization Name	Role	E-mail	Status	Support Staff
Schmit Law	Attorney	kendra.schmit@state.mn.us	Approved	<a href="#">View/Edit</a>

[Add Legal Organization](#)

3. To change your service email address, edit the email address in the **Service Email** box.
4. To add an additional email to receive service, click **Add Another**. Type the additional email address into the box that appears. To remove the additional email, click the grey X.

User-Legal Organization Details ✕

USER-LEGAL ORGANIZATION DETAILS ▾

Active

Role Attorney ▾

Service E-Mail\* kendra.schmit@state.mn.us

[Add Another](#)

[Save](#) [Remove](#) [Cancel](#)

5. Click **Save**.