



Workers' Compensation

eFiling

**PRE-REGISTERED USER  
ACCOUNT CONFIRMATION  
INSTRUCTIONS**

OFFICE OF ADMINISTRATIVE HEARINGS

600 NORTH ROBERT STREET, SAINT PAUL, MN 55101

The Office of Administrative Hearings (OAH) is pleased to be able to offer eFiling and eService to all parties to contested Workers' Compensation claims in Minnesota. **Our system will be available on Monday, March 26, 2018 at 2:00 p.m.**

Prior to go-live, OAH set up eFiling accounts for all known Workers' Compensation attorneys and their legal assistants. Attorneys' accounts have already been linked to all open, pending Workers' Compensation disputes.

- Pre-registered attorneys should complete the following instructions in order to opt in to eService and eFiling. If attorneys don't want to opt in, they do not need to do anything.

**How do you know if you are a pre-registered attorney?** You got an email from Chief Judge Pust on March 25 or 26 informing you of your username and temporary password. If you didn't get an email, you can register as described in the [eFiling User Guide](#), beginning on page 7.

- Pre-registered legal assistants should complete the following instructions if they want to use their own separate eFiling account. Legal assistants who plan to use their attorneys' eFiling accounts to access the system do not need to do anything (other than make sure that your attorney(s) complete the steps below to confirm their account(s).)

**How do you know if you are a pre-registered legal assistant?** You got an email from Chief Judge Pust on March 25 or 26 informing you of your username and temporary password. If you didn't get an email, you can register as described in the [eFiling User Guide](#), beginning on page 7.

## Log In to eFiling and Confirm Your Email Address

1. Click on the Workers' Compensation eFiling link on OAH's website:  
<http://mn.gov/oah>
2. Enter the **Username** and **Password** provided in the email from Chief Judge Pust.
3. Click **Login**.

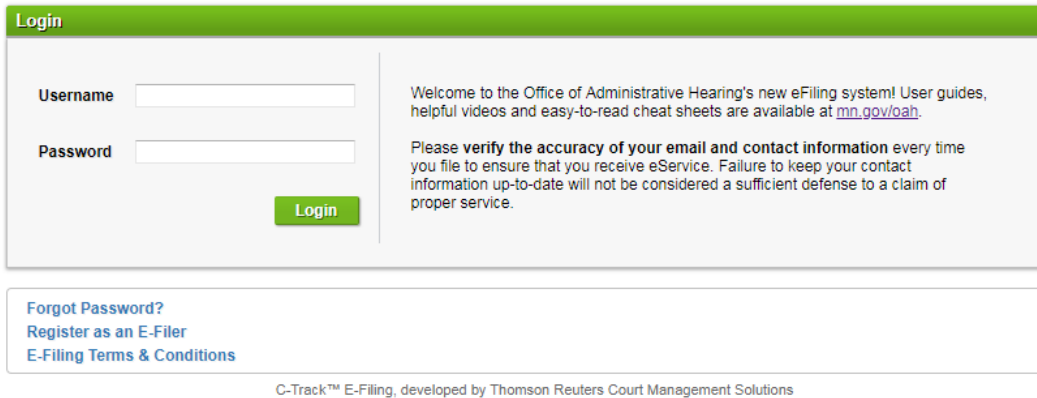


Image: Login screen

4. Click the down arrow next to your name in the upper-right corner of the screen.
5. Click **My Account**.



Image: My Account link

6. Click **Resend Approval E-mail**. Note that the email will be sent to the address listed in the **Primary E-Mail** box.

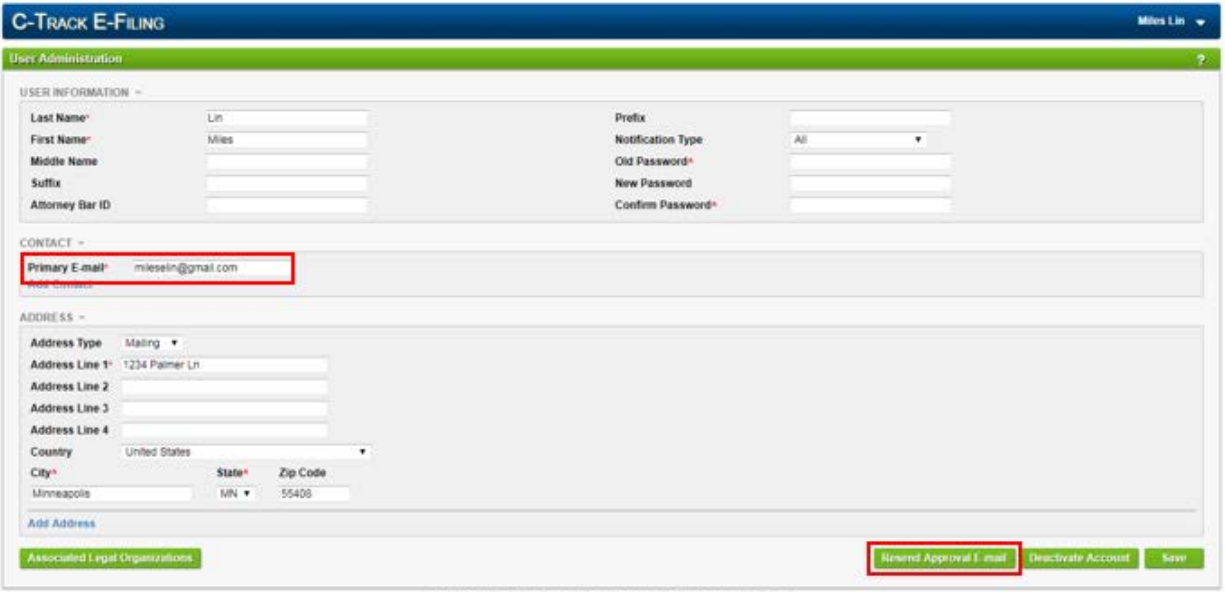
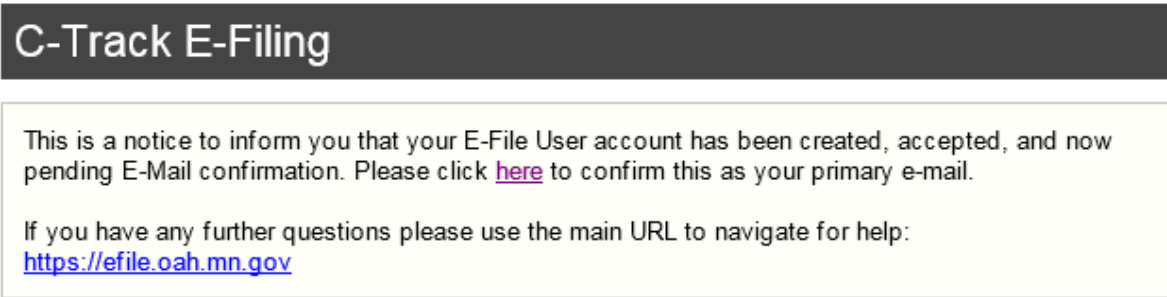


Image: User Administration screen

7. Log into your email account (the one listed in the **Primary E-Mail** box of the **User Administration** screen).
8. Open the eFiling account confirmation email from OAH. If you do not receive the account confirmation email, check your spam box. The email will appear similar to the image below.



Do not respond to this system-generated e-mail notification. For help with technical problems, please contact the system administrator.

Image: Example email confirmation

9. **Click the link** provided in the email.

**What happens next?** A browser window opens and navigates to the **eFiling Login** screen. The green **Success** notification is displayed.

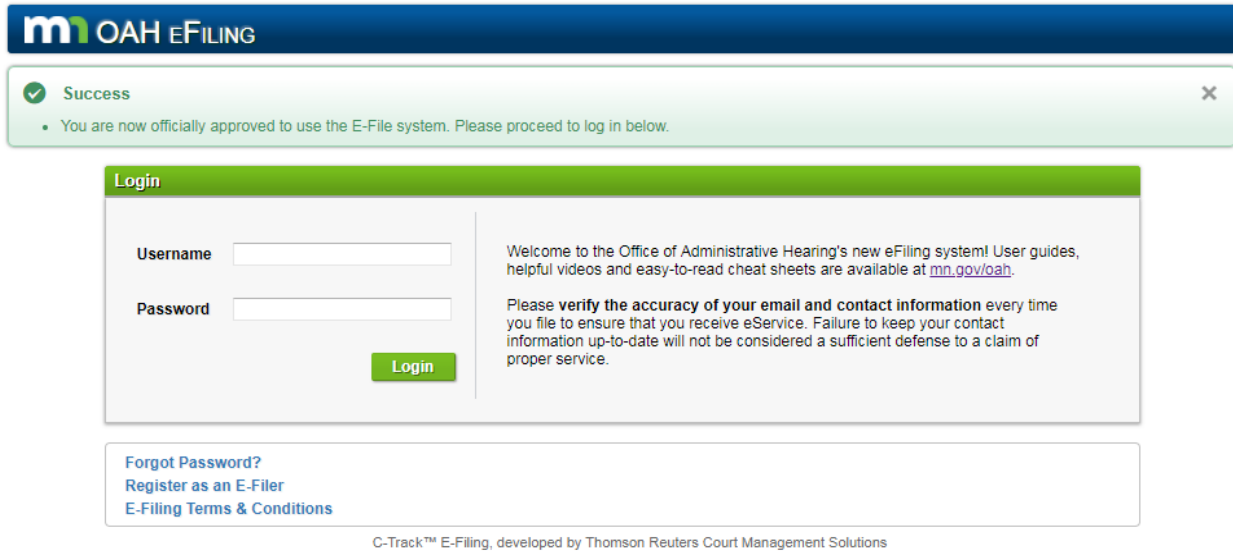


Image: eFiling Login screen

## Log In and Switch to Legal Organization Account

1. Enter your **Username**.
2. Enter your **Password**.
3. Click **Login**.

**What happens next?** The **eFiling Home** screen appears. Your first and last name display in the top right corner of the page.



Image: eFiling Home screen

4. You are registered as part of a legal organization (law firm, etc.), so you should switch to your legal organization view to view your open cases or submit a filing.
5. Click the down arrow next to your name.
6. Click **Switch Association**.

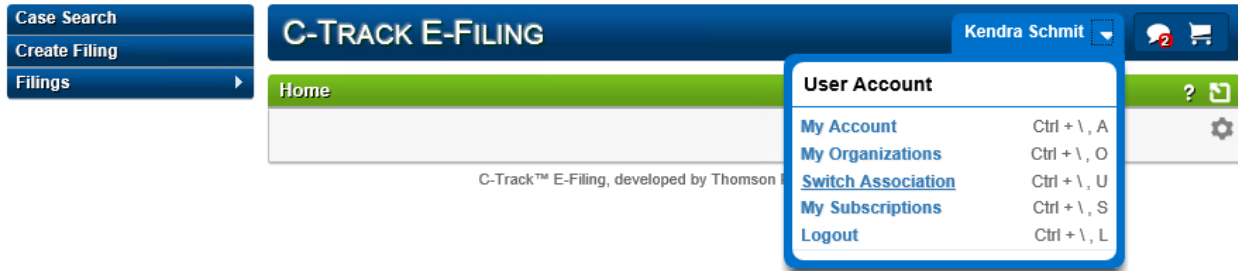


Image: Switch Association link

7. Select your legal organization from the **Legal Organization** dropdown menu.

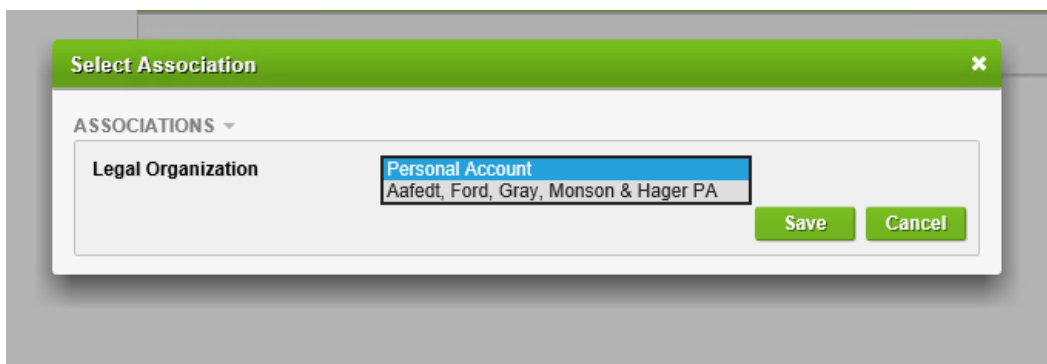


Image: Legal Organization Association dropdown menu

8. Click **Save**.

## Change Your Password

1. Click the down arrow next to your name in the upper-right corner of the screen.
2. Click **My Account**.



Image: My Account link

3. Type the temporary password provided by OAH in the **Old Password** box.

4. Enter your chosen password in both the **New Password** and **Confirm Password** boxes.

The screenshot shows the 'User Administration' interface. The 'USER INFORMATION' section contains fields for Last Name (Lin), First Name (Miles), Middle Name, Suffix, Attorney Bar ID (888888), Prefix, Notification Type (All), Old Password, New Password, and Confirm Password. The password fields are highlighted with a red box. Below this is the 'CONTACT' section with a Primary E-mail field (mileslin@gmail.com) and an 'Add Contact' link. The 'ADDRESS' section includes Address Type (Mailing), Address Line 1 (600 N Robert St), Address Line 2, Address Line 3, Address Line 4, Country (United States), City (St. Paul), State, and Zip Code (55164). At the bottom, there are buttons for 'Associated Legal Organizations', 'Deactivate Account', and 'Save', with the 'Save' button highlighted by a red box.

Image: User Administration screen – Change Password

5. Click **Save**.

**You're ready to eFile!**

Refer to the [eFiling User Guide](#) on OAH's website for detailed eFiling instructions.