

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 <u>eFiling User Guide</u>, 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 <u>eFiling User Guide</u>, beginning on page 7.

#### Log In to eFiling and Confirm Your Email Address

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

#### OAH EFILING

Login	
Username Password Login	Welcome to the Office of Administrative Hearing's new eFiling system! User guides, helpful videos and easy-to-read cheat sheets are available at <u>mn.gov/oah</u> . Please <b>verify the accuracy of your email and contact information</b> every time you file to ensure that you receive eService. Failure to keep your contact information up-to-date will not be considered a sufficient defense to a claim of proper service.
Forgot Password? Register as an E-Filer E-Filing Terms & Conditions	

C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions

#### Image: Login screen

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

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0 Information	User Account		
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You are currently pending user approval. Please check the primary e-mail you entered during negistration for further instructions.	my organizations	C21+1.0	
	Switch Association My Subscriptions	Ctrl + 1, U Ctrl + 1, S	
C-Track ** E-Filing, developed by Thomson Revbers Court Management Solutions	Logout	Ctrl+1, L	

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.

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Minneapolis		MN .	55408		
Add Address Associated Legal	Organizations				Newend Approval 6 mail Desctivate Account Save

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.

# C-Track E-Filing

This is a notice to inform you that your E-File User account has been created, accepted, and now pending E-Mail confirmation. Please click <u>here</u> to confirm this as your primary e-mail.

If you have any further questions please use the main URL to navigate for help: <u>https://efile.oah.mn.gov</u>

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.

Success		
You are now officially approved to use the E-File system. Pla	ease proceed to log in below.	
Login		
Username	Welcome to the Office of Administrative Hearing's new eFiling system! User guides, helpful videos and easy-to-read cheat sheets are available at <u>mn.gov/oah</u> .	
Password	Please verify the accuracy of your email and contact information every time you file to ensure that you receive eService. Failure to keep your contact information up-to-date will not be considered a sufficient defense to a claim of proper service.	
Forgot Password? Register as an E-Filer E-Filing Terms & Conditions		
E-Filing Terms & Conditions	ing, developed by Thomson Reuters Court Management Solutions	)

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.

Case Search	C-TRACK E-FILING	Kendra Schmit 🗢		
Create Filing				
Filings >	Home		? 🖸	
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C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions

#### 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.

Case Search Create Filing	C-TRACK E-FILING		Kendra Schmit 🚽	2
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Image: Switch Association link

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

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Legal Organization	Personal Account Aafedt, Ford, Gray, Monson & Hager PA		
	······································	Save	Cancel

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**.

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You are currently pending user approval. Please check the primary e-mail you entered during registration for further instructions.	my organizations	Ctrl + 1, 0	
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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.

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USER INFORMATIO	N -						
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Middle Name	Miles				Old Password^	All •	
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Suffix					New Password		
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CONTACT -							
Primary E-mail* Add Contact	mileslin@gmail.	com					
ADDRESS -							
Address Type	Mailing <b>•</b>						
Address Line 1*	600 N Robert St						
Address Line 2							
Address Line 3							
Address Line 4							
Country	United States			Ŧ			
City^		State^	Zip Code				
St. Paul		•	55164				
Add Address							
Associated Legal	Organizations					Deactivate /	Account Save

Image: User Administration screen - Change Password

5. Click Save.

## You're ready to eFile!

Refer to the <u>eFiling User Guide</u> on OAH's website for detailed eFiling instructions.