



Workers' Compensation

eFiling

UPDATE CONTACT INFORMATION

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

I. Notify OAH (for Notices and Orders)

If your contact information changes at any time, you must notify OAH of the change **in addition** to taking the steps shown below. **Updating your information in the eFiling system does not update your information in OAH's files – so please email OAH.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 OAH's internal system. Please email OAH.WCeFiling@state.mn.us and request that OAH update your name or mailing address for you.

1. Notify OAH 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 OAH

Changing email addresses in the eFiling system does not update your email addresses in OAH's files. Please notify OAH which email addresses should receive copies of OAH Notices and Orders, via email to OAH.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	View/Edit

[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**.