Kansas
Department of Labor
Division of Workers Compensation
www.dol.ks.gov

Requestor's Guide for Workers Compensation Records Upload/Download Site

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This guide is intended to provide an overview of the process when registering as a requestor and downloading workers compensation records.

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Apply for Access to Request for Workers Compensation Records

Request form for access

1. The *Registration for Access to Electronic Records* form can be obtained by contacting the workers compenstation research unit or the form is available on the Kansas Department of Labor Division of Workers Compensation website **here** (see Exhibit 1 below for example of the form).
2. Once the form is completed, return it to the research unit of the Division of Workers Compensation at the address or fax number listed on the form.

Exhibit 1: Registration for Access to Electronic Records Form

KANSAS DEPARTMENT OF LABOR
www.dol.ks.gov

REGISTRATION FOR ACCESS TO ELECTRONIC RECORDS
K-WC 96 (Rev. 6-12)

The Kansas Department of Labor, Division of Workers Compensation, provides claims information access via a secure website: *Request for Workers Compensation Records* (https://kdwcupload.dol.ks.gov/ClaimantUpload/).

This website allows registered users to download claims information after submitting a signed *Request for Workers Compensation Records* (form K-WC 97 or 98) to the division. Paper copies of the request forms are necessary due to signature requirements. If users submit multiple research requests, each request will be uploaded separately and emails sent upon completion of each request. Users only need to complete this registration form once; **users already registered must check the box indicating "Electronic download" on each records request form or the records will be sent by mail.**

ADDITIONAL INFORMATION
Once you obtain access to the "Request for Workers Compensation Records" website, the following is required:

1) You will be sent an access code by email and the link to the registration page once the completed request has been received and a login is assigned. Registration from this link requires creation of a password for access into the site.
2) A single sign-on name; spelling of the sign-on name is critical since the website will reject a sign-on if the spelling does not match the registered name.
3) Each password must:
   - include at least one number
   - contain at least one uppercase letter
   - contain at least one lowercase letter
   - include at least one special character such as: ! @ # $ % ^ & *
   - be at least eight (8) characters in length
4) Once the registration process has been completed, an email notification will be sent instructing you to "Please click on this link to activate your account." This is verification that the email address is true and correct.

To register for access, please complete, print and sign this form and return to the address below.

First name _____ Last name _____

Email _____ Phone _____

ONLY ONE REGISTRATION NECESSARY PER EMPLOYER, LAW OFFICE AND/OR CARRIER.

The division currently scans images of accident reports and undocketed settlements, therefore, some records may be in the form of a .tif image document. In order to view those documents, the requestor must have a .tif viewer. If you do not currently have a .tif viewer, a link to download a free viewer will be available on the website.

I certify that all information provided by me is true and correct to the best of my knowledge. I understand that providing false or misleading information may be a fraudulent or abusive practice under the Workers Compensation Act and may subject me to prosecution.

Signature _____ Date (mm/dd/yyyy) _____

DIVISION OF WORKERS COMPENSATION – RESEARCH UNIT
401 SW Topeka Blvd., Suite 2, Topeka, KS 66603-3105 • Phone (785) 296-4000 • Fax (785) 291-3430

Process to register for access

Once a written request is received, the research unit will assign a temporary registration code for external users (requestor[1]) to access the registration section of the "Request for Workers Compensation Records" website. The research unit will send an email with the website address and the access code (see Exhibit 2 below).

Exhibit 2: Email Registration Notification

Example:

Your code to access the "Request for Workers Compensation Records" website is below:
https://kdwcupload.dol.ks.gov/ClaimantUpload/Default.asp

Registration Code
vBq17H

Exhibit 3: Home Page

This is the home page where users log into the program. Completion of registration is required (see Exhibit 4).

From this screen users can log in, register or request forms from the division. The user clicks on the "Register" icon.

This takes users to the registration page (see Exhibit 4) where they use the registration code provided via email (as shown in Exhibit 2 above).

[1] Requestor and user both refer to the external user requesting workers compensation records.

Exhibit 4: Log in Screen

Exhibit 5: Create Login ID and Password

After the user has entered his name and registration code on the registration page, and the "submit" button is clicked, the user will be taken to a page where a user ID and password are created (see below). Note the password requirements. Click the "next" button to continue to the contact information page (see Exhibit 6).

Exhibit 6: Registration Page

On the contact information page, fill in all required data. Note, if requestor is representing an employer or a carrier, the business name is required. The address and phone number supplied should belong to the person who will be the contact point if there is an issue. The user ID and password can be generic to allow use by more than one user. However, only one email address (this can be a shared email address) can be used for sending the notices of available records.

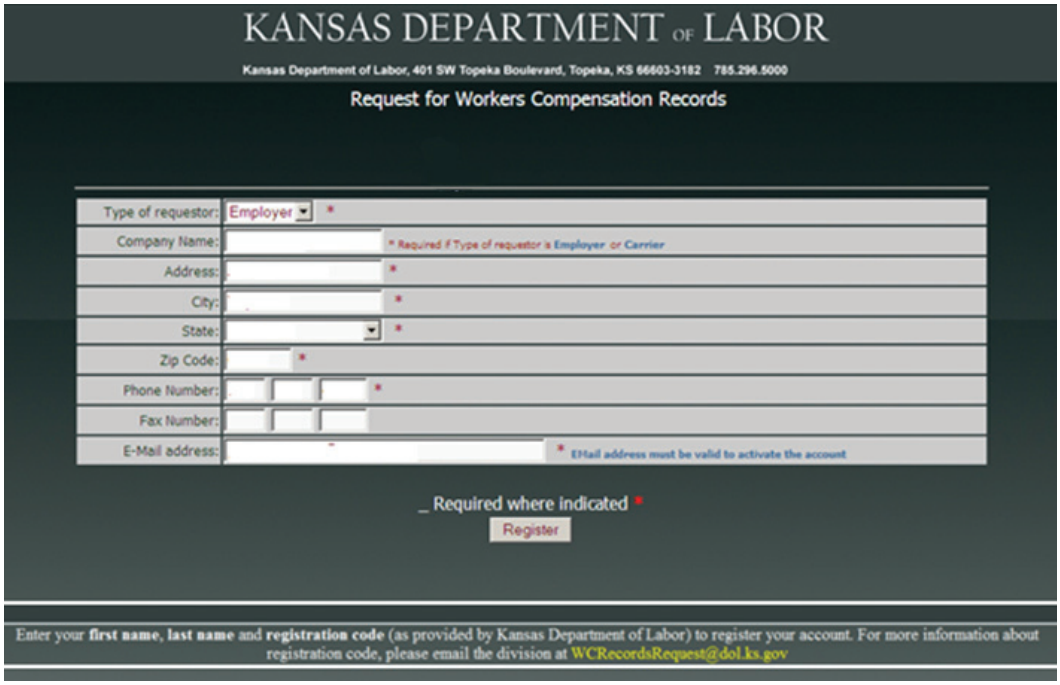


Exhibit 7: Registration Completed Notice

Once the information section is completed and "Register" is clicked, the user will see a screen that identifies the name and email address supplied, along with a message stating that the requestor will be receiving email verification and a link to activate the account.

Exhibit 8: Email link to Activate Account

An activation link will be sent to the email address provided. The account is not activated until the link is used to verify that the email address is correct.

> Dear Joe,
> Thank you for registering wih the Kansas Department of Labor.
> **Please click on this link to activate your account --> KDOL Workers Compensation Activation Site**

Exhibit 9: Activate Account

This is the screen the user will see after clicking on the "KDOL Workers Compensation Activation Site" link in the email. Click the "Activate" button to complete the registration.

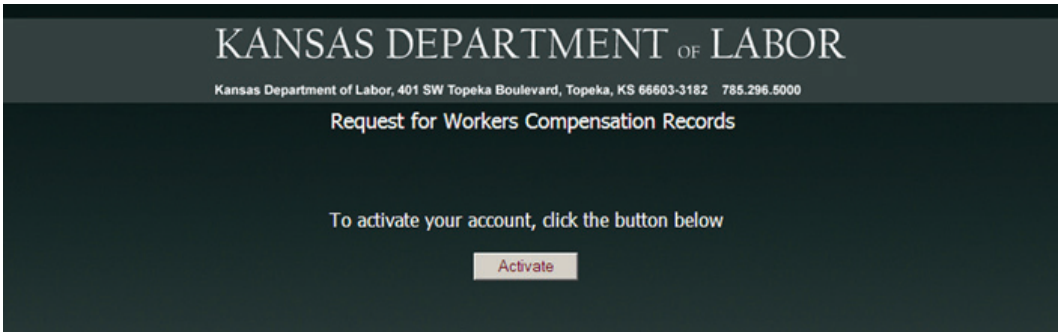


Exhibit 10: Log In after Registration

At this screen, the user will enter the user ID and password created previously to access requested records.

Exhibit 11: Button Description

Change Password

This button allows the user to change their password.

Log out

This button will log the user out of the "Request for Workers Compensation Records" website.

Request Forms

This button will take the user to the Kansas Department of Labor Division of Workers Compensation website, where downloadable forms are available.

Exhibit 12: Downloadable Forms Page

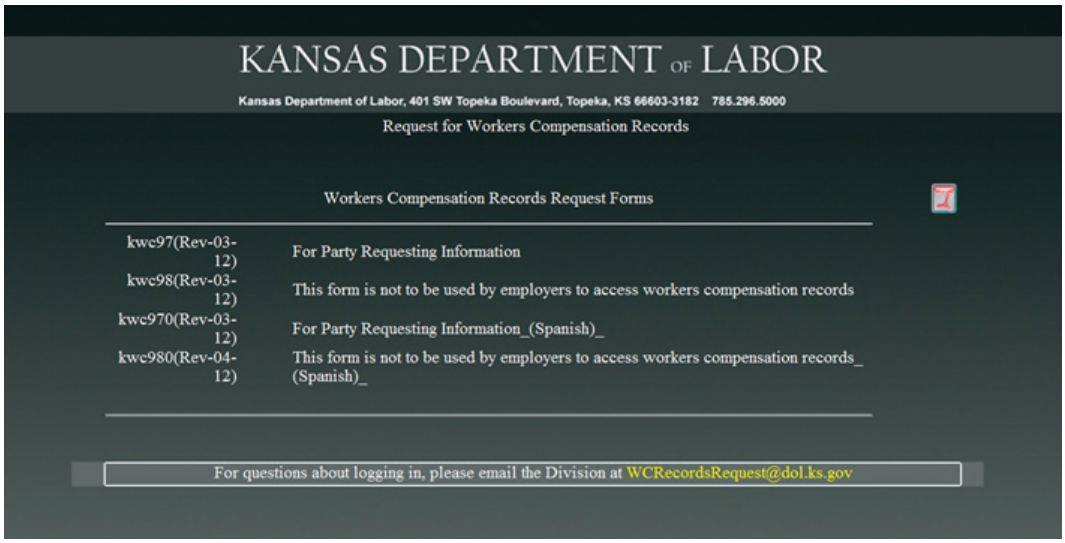
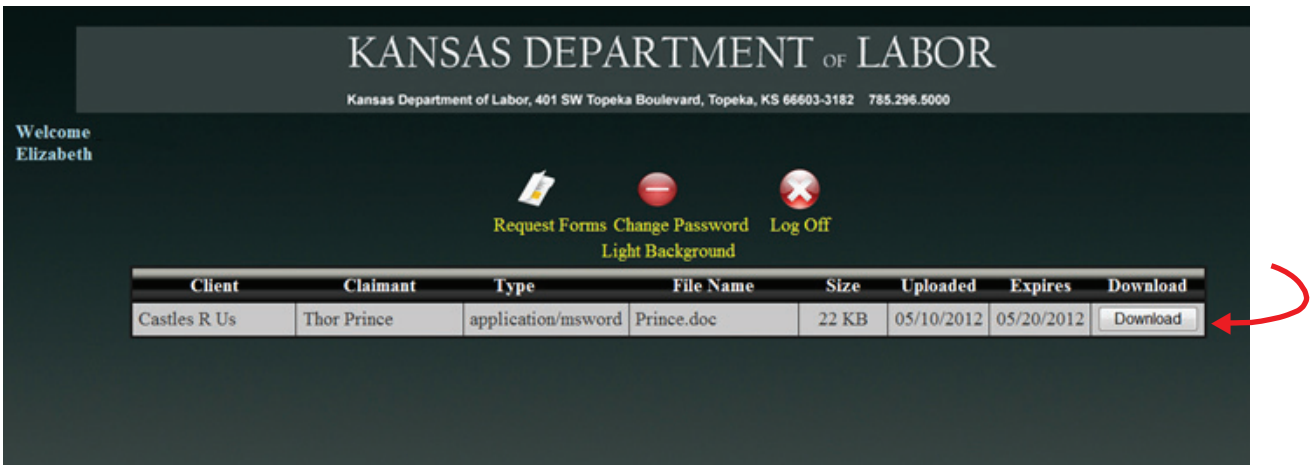


Exhibit 13: Requestor Home Page

On the home page the user will see a list of all available documents. The *Claimant* column will list the claimant's name associated with the document. The *Uploaded* date is the first date the document is available for download and the *Expires* date is the last date the document will be available to download. The user must click the *Download* buttom for each requested document.



To help assist the user once a document has been downloaded, the background color of the *Download* button will change to red (see below).

Email any questions on the "Request for Workers Compensation Records" website to: WCRecordsRequest@dol.ks.gov