

After you click on the [NOTICE AND REQUEST FOR ALLOWANCE OF LIEN](#) link, the lien eform will open.


You will see the "attachment" hyperlink on top of the window (circled in the screenshot below).

The screenshot shows a web browser window displaying an online form. The browser's address bar shows the URL: <https://eams.dmpreg.dwr.ca.gov/eams/forms/properties/FormRegion.jsp?regions=form&processorType=document&...>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The browser's toolbar shows icons for Request Participant Handl..., DW: ca, DW: E-form files, DW: DWC EAMS Lien Claimant..., Registration, Employer Search, and Case. The form's navigation bar includes links for Attachment (circled in red), Submit, Help, and Print PDF. Below the navigation bar, there are tabs for Coversheet - 1, Coversheet - 2, Coversheet - 3, Coversheet - 4, Coversheet - 5, Form - 1, Form - 2, Form 3, and Fo. The main content area of the form is titled "DISTRICT OFFICE - DIVISION OF WORKERS' COMPENSATION WORKERS' COMPENSATION APPEALS BOARD NOTICE AND REQUEST FOR ALLOWANCE OF LIEN". The form contains several input fields and sections: "Date (MM/DD/YYYY)" and "Date Of Original Lien\*" (MM/DD/YYYY) with an "Amended Lien" checkbox; "Case Number"; a section for injury type with radio buttons for "a specific injury on" (MM/DD/YYYY) and "a cumulative trauma injury which began on" (START DATE: MM/DD/YYYY) and "ended on" (END DATE: MM/DD/YYYY); "SSN (Numbers only)"; "Date of Birth" (MM/DD/YYYY); an "Injured Worker" section with fields for First Name, MI, Last Name, Address/PO Box, City, State, and Zip Code (Numbers Only); and a "Lien Claimant" section with fields for Organization\*, First Name, MI, Last Name, Address/PO Box\*, City\*, and Contact\*.

After you click "attachment" a new dialog window will open, that will include drop down menus to enter document information to identify the attachment.

Enter the information in each drop down menu in the order listed. In the first drop down menu enter the document type: LIENS AND BILLS

https://ieamsdmprep.dwc.ca.gov/?hdnContextName=%2Feamseforms&param=&doc\_change=change&doc\_type=- Internet Explorer



Document Type\*: LIENS AND BILLS ▾

Document Title\*: --select-- ▾

Document Date:  (MM/DD/YYYY)


Author:

File Upload\*:  Browse...

Attachment

In the second drop down menu enter the document title: ORIGINAL BILL

https://ieamsdmprep.dwc.ca.gov/?hdnContextName=%2Feamseforms&param=&doc\_change=change&doc\_type=- Internet Explorer



Document Type\*: LIENS AND BILLS ▾

Document Title\*: ORIGINAL BILL ▾

Document Date:  (MM/DD/YYYY)

Author:

File Upload\*:  Browse...

Attachment

Next, you would enter the document date, followed by the Author of the document (your UAN)

Click "Browse" and locate the bill saved on your computer

Then click "attachment"; the document will be loaded into the window

The screenshot shows a web browser window with the URL <https://ieamsdmprep.dwc.ca.gov/>. The page header features the EAMS logo and the text "Electronic Adjudication Management System". Below the header is a form with the following fields:

- Document Type\*: ---select---
- Document Title\*: ---select---
- Document Date: (MM/DD/YYYY)
- Author:
- File Upload\*: Browse...

Below the form is an "Attachment" button. Underneath is a section titled "Uploaded Documents" containing a table:

Document Type	Document Title	File Name	
LIENS AND BILLS	ORIGINAL BILL	C:\Users\casandra ortiz\Desktop\original bill.doc	Delete

Below the table is a "Done" button.

Verify that all of the information in the screen is correct, and then click "Done"

The window will close, taking you back to the Notice and Request for Allowance of Lien, and then you can print the PDF so you can serve the eform Notice and Request for Allowance of Lien. Then click "submit" to get your Batch ID information.