

QUICK REFERENCE GUIDE - Filing a lien and paying for the fee using E-form



The lien filer logs into the EAMS system and navigates to the **Notice and Request for Allowance of Lien E-form** as usual.

Complete the E-form

1. Log into EAMS with the appropriate username and password
2. Click the **E-forms** link
3. Click the **Notice and Request for Allowance of Lien** link
4. Complete all required and applicable fields on the E-form
5. Use the check boxes on Form 5 to indicate if a lien is exempt from filing fees.



Use the check boxes on Form 5 to indicate if the lien is exempt. Check this box if this is not a lien filed under LC §4903(b) and is not a claim of costs filed as a lien, otherwise leave it blank. Check this box if the lien is exempt; otherwise leave it blank.

If a filing fee is not required, indicate the reason below (choose one):

This is not a lien filed under Labor Code section 4903(b) and is not a claim of costs filed as a lien.

This lien is exempt from the filing fee under labor code section 4903.05(c)(7).

6. Submit the E-form when all required and applicable fields are complete.

EAMS automatically generates a lien reservation number when the E-form is submitted. The lien reservation number is a unique identifier for each lien.

Exempt lien confirmation

1. View the confirmation page.
2. Print the confirmation page, if desired.
3. Click **OK**.

Submission of this eform through EAMS constitutes service upon any internal DWC unit.

Case #: ADJ120912309
Lien #: 000002672
Lien Claimant : COMPANY
Batch ID: 40786 Date: 12/27/2012 02:29:43 PM

When an exempt lien is submitted, a confirmation page is displayed. The confirmation page includes a case # (case reference), lien # (lien reservation number), lien claimant name, batch ID and date/time of submission.

Non-exempt lien: Continue to payment

When a non-exempt lien is submitted, EAMS passes the lien reservation number and payment amount due (\$150) to the lien fee payment website.

The lien fee payment website displays a form for the lien filer to enter payment information.