

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 with the URL <https://eams.dmpreg.dwr.ca.gov/eams/forms/properties/FormRegion.jsp?regions/form&processor/Types/document&...>. The browser's address bar and menu bar are visible. Below the browser, a navigation bar contains links: [Attachment](#) (circled in red), [Submit](#), [Help](#), and [Print PDF](#). Below this is a tabbed interface with tabs for Coversheet - 1 through Coversheet - 5, and Form - 1, Form - 2, Form 3, and Form 4. The active 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): []
- Date Of Original Lien* (MM/DD/YYYY): []
- Amended Lien
- Case Number: []
- (Choose only one)
- a specific injury on (MM/DD/YYYY): []
- 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): []
- Injured Worker**
- First Name: []
- MI: []
- Last Name: []
- Address/PO Box: []
- City: []
- State: []
- Zip Code (Numbers Only): []
- Lien Claimant**
- Organization*: []
- First Name: []
- MI: []
- Last Name: []
- Address/PO Box*: []
- City*: []
- Country*: []

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¶m=&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¶m=&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 title is "Attachment - Internet Explorer". The main header features the "EAMS" logo and the text "Electronic Adjudication Management System".

The form contains the following fields and buttons:

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

Below the form 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

At the bottom of the table area 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.