

HOW TO EFILE SETTLEMENT DOCUMENTS THROUGH EAMS

1. Prepare and circulate the OCR paper form for signature. Once fully executed, scan the OCR document and any addenda as one document. Rename the scanned file: Signed Compromise and Release or Signed Stipulations with Request for Award.
2. Scan and name any additional documents to be submitted with the settlement documents for review:
 - a. If filing a case opening Compromise & Release/Stipulations with Request for Award – Benefit Notices, QME waiver, 4906 (h), Medical reports, Wage statements are some of the documents that may be required.
 - b. If a case already exists – any additional documents to support the settlement, if not previously filed.
 - c. Dependency Compromise & Release/Stipulations with Request for Award-Death – Death Certificate, Birth Certificate(s), Marriage license, Petition for Guardian Ad Litem are some of the documents that may be required.
 - d. Third Party Compromise & Release – Third Party settlement scanned with signed agreement.
 - e. Proof of Service – required for all submissions and must include your UAN, EAMS Administrator’s Name, direct telephone number and email address, name of injured worker and EAMS case number (if one exists)
3. Verify Uniform Assigned Names (UAN) for Claims Administrators and Law Firms before entering into eform using the UAN database searches: https://www.dir.ca.gov/dwc/EAMS/EAMS-LC/EAMS_ClaimsAdmins_Reps.htm
4. Open the eform matching the OCR paper form. Enter the same information from the signed settlement agreement into the eform. This information is required to update or create case information and trigger workflow to a Judge. *Do not enter any signatures into the eform; they are already in the signed agreement.*
5. Use the Attachment link at the top of the eform to identify information about each document and click on ‘Attachment’. Repeat this step for each document to be attached to the settlement, one at a time. When all documents appear in the Uploaded Documents section click on ‘Done’ to be taken back to the eform.
6. Click on Print PDF to open and review the eform. Print the eform using the print icon at the top of the form. This PDF document must be served upon all parties identified in your proof of service.
7. Click on Submit to receive your Batch ID. Print the batch ID page to use for tracking the documents. *Note: you may have to resolve errors in your eform before the system will provide a batch ID number. Click on the error message displayed and correct the information. Examples of errors are missing mandatory information, incorrect date format, incorrect UAN for claims administrator, incorrect UAN for law firm. After correcting the error, click on Submit again.*
8. Your documents will process through the system within 2 to 24 hours. The longer duration indicates erring to the Unprocessed Documents Queue and requiring attention by DWC staff.
9. Any questions about efilings documents should be addressed to Eforms@dir.ca.gov.

Until further notice, DO NOT check ‘Yes’ for Walk Thru on the eform coversheet. Doing so may cause delays in documents being assigned and action taken by Judges.