

INDUSTRIAL COMMISSION WEB PORTAL GUIDE

Adjudication Document Upload



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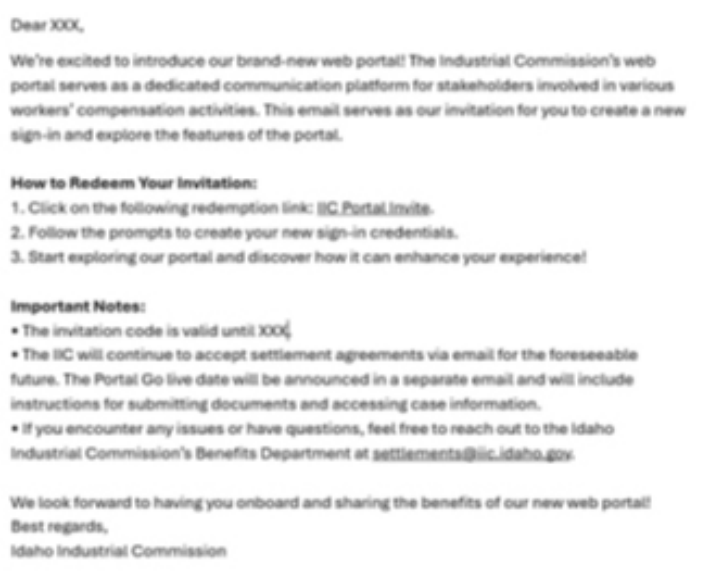
Accessing the Adjudication Document Upload Portal

- The Idaho Industrial Commission web portal can be accessed at <https://iicportal.idaho.gov>.
- From the homepage, you will be able to sign in to the Idaho Industrial Commission portal once registration has been completed.



Registering for the Web Portal

Attorney - Once you have received an email inviting you to register, please click the secure link in that email to ensure the form is linked properly. You will be able to set up your username and password during this registration process.



Pro Se - The portal is not available for Pro Se claimants at this time, they will continue to receive communications and documents directly from our Adjudication team.

Signing into the Web Portal

After redemption of the portal invitation, you will utilize your selected log-in credentials to sign in:



If you are an Attorney, your landing page will look similar to the image below:



Once on your landing page, you will have access to *forms*, *adjudication*, *your agreements*, and *contact authorizations*, and *eventually a dashboard*

Dashboard – In development.

Forms – Only Compliance forms at this time.

Adjudication – File workers' compensation complaints, declaratory rulings, motions, etc; (e-filing will still be available) download conformed copies of Commission documents. View case status, case type, IC number, Claimant information, assigned Referee, related consolidated cases, listed counsel and current assigned cases.



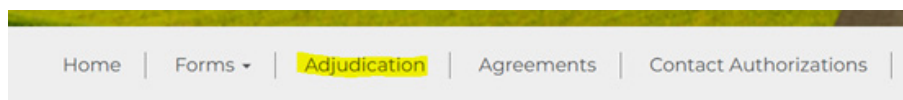
Agreements – Provides a record of active and closed agreements, as well as unprocessed document uploads or those documents pending an upload to the portal.

Contact Authorizations - Find the form used to add associates. Associates are parties you authorize to access your portal. You can choose if they have access to adjudication, agreements or both. ****Your authorization, along with IIC approval, allows them access to everything within your portal.**

Adjudication Document Upload

Step 1: Log into Portal

Step 2: Navigate to Adjudication



Step 3: Select +Start Adjudication Complaint

Step 4: Enter the Complaint Type

- WC Complaint
- Petition for Declaratory Ruling
- Petition for Change of Physician
- Peace Officer Complaint
- JRP 22 Motion
- Other

Step 5: Enter Submitted By Information

- First Name
- Last Name
- Email

Step 6: Upload the Document

- Select +Add files
- Add the document

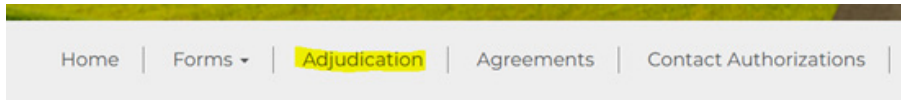
- Only .pdf, .doc, and .docx files are accepted

Step 7: Select Submit.

Adjudication Accessing Current Cases & Viewing Filed Documents

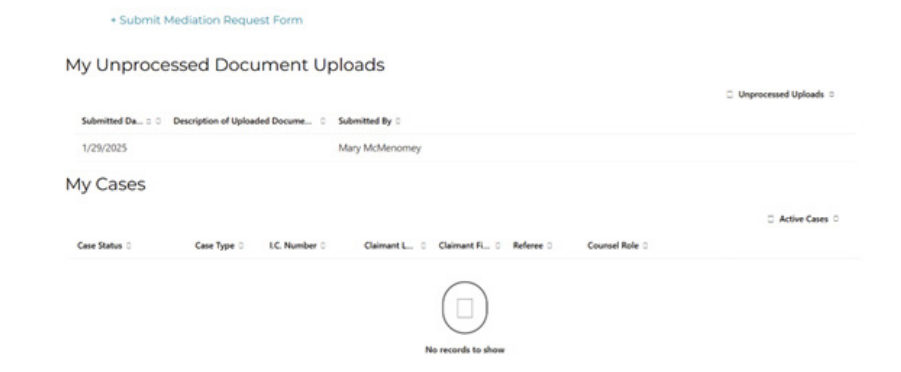
Step 1: Log into Portal

Step 2: Navigate to Adjudication

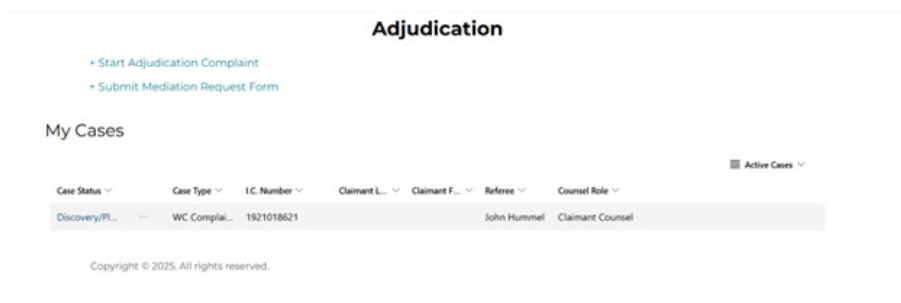


Step 3:

- Documents not yet processed by Adjudication will show under “My Unprocessed Document Uploads”



- Documents once processed can be viewed under the “My Cases” section. The assigned Referee and I.C. Number and Case Type can be viewed in this section as well.

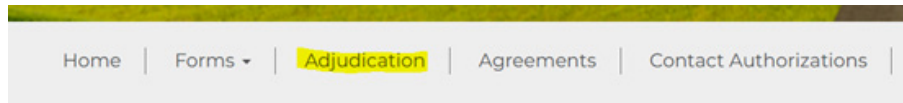


- Active cases assigned to an attorney can be viewed under “My Cases”
- Conformed copies can be downloaded from “My Cases”

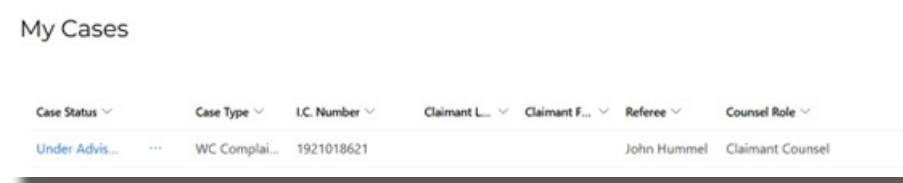
Downloading Conformed Copies

Step 1: Log into Portal

Step 2: Navigate to Adjudication

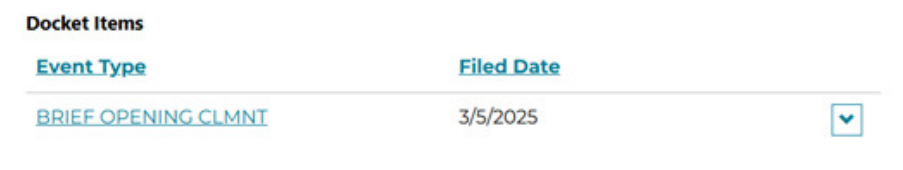


Step 3: Select on the Appropriate case under “My Cases



Step 4: A pop up box will appear labeled “Record details”

Step 5: Scroll to “Docket Items”



Step 6: Click on the specific Event Type for the document in question

Step 7: A new window will appear, click on Download to download the conformed copy



Step 8: When finished close the window and proceed onto a new case or continue with the same case.

Questions

For questions regarding the adjudication portal, please call 208-334-6000 and ask for a member of adjudication.