

INDUSTRIAL COMMISSION WEB PORTAL GUIDE

Mediation Requests



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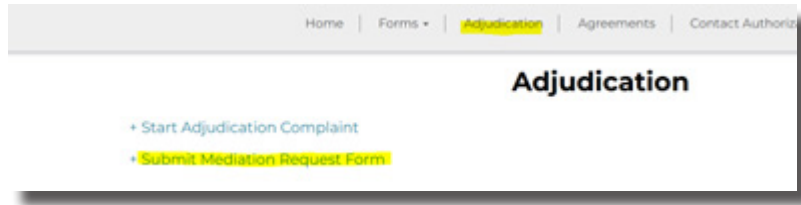
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Accessing the Web Portal

The Idaho Industrial Commission web portal can be accessed at <https://iicportal.idaho.gov>.

Navigate to Adjudication and +Submit Mediation Request Form



The Mediation Request Portal can accept mediation requests from:

1. Defense Attorney
2. Claimant Attorney
3. Claimant (Representing Self)
4. Surety
5. ISIF Special Indemnity Fund
6. Employer

Claimant (Representing Self)

Step 1. From the Mediation Request Homepage, enter the following information (if known):

- I.C. Number
- Requester Type
- Requester Name
- Preferred Locations
- Complaint Filed
- Is ISIF a Party?
- Issues to Mediate
- Claimant Name
- Claimant Phone Number
- Claimant Address
- Claimant Email

Mediation Request

1. Mediation Request
2. Parties

Request Information

LC Number

Requester Type

Claimant (Representing Self) ▼

Requester Name

Preferred Location(s)

Select or search options ▼

Complaint Filed

ⓧ No ☐ Yes

Is it/IF a Party?

ⓧ No ☐ Yes

Issues to Mediate

Claimant Information

Claimant Name

Claimant Phone *

Provide a telephone number

Claimant Address *

Claimant Email *

Next

Step 2. Select “Next”

Step 3. Enter Party Information

- Employer Name
- Surety Name

1. Mediation Request
2. Parties

Party Information

Employer Name *

Surety Name *

Additional Parties

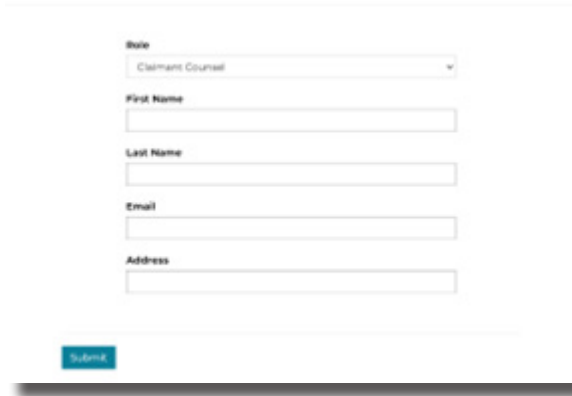
+ Add Party

Role	Last Name	First Name	Email	Address
There are no records to display.				

Previous
Submit

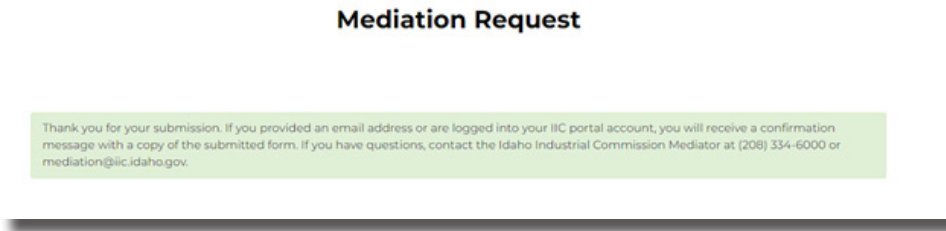
Step 4.

- Select +Add Party to enter contact information for all parties to be included in the mediation
 - If including more than one email address, please separate by comma
 - Mailing Address is optional

A screenshot of a web form titled 'Add Party'. The form contains several input fields: a dropdown menu for 'Role' with 'Claimant Counsel' selected, text boxes for 'First Name', 'Last Name', 'Email', and 'Address'. A blue 'Submit' button is located at the bottom left of the form.

- Select “Previous” to return to the previous screen and alter any information.
- Select “Submit” to continue.

Step 5. Once submitted you will be taken to the following page. The Mediation Request is complete.

A screenshot of a confirmation page titled 'Mediation Request'. It features a green box with the following text: 'Thank you for your submission. If you provided an email address or are logged into your IIC portal account, you will receive a confirmation message with a copy of the submitted form. If you have questions, contact the Idaho Industrial Commission Mediator at (208) 334-6000 or mediation@iic.idaho.gov.'

Claimant Attorney, Defense Attorney, Surety, Employer or ISIF

Step 1. From the Mediation Request Homepage, enter the following information (if known):

- I.C. Number
- Requester Type
- Requester Name
- Preferred Locations
- Complaint Filed
- Is ISIF a Party?
- Issues to Mediate
- Claimant Name

Mediation Request

The screenshot shows the 'Mediation Request' form with the '1 Mediation Request' tab selected. The form is divided into two main sections: 'Request Information' and 'Claimant Information'. In the 'Request Information' section, there are fields for 'I.C. Number', 'Requester Name', 'Complaint Filed' (with radio buttons for 'No' and 'Yes'), 'Issues to Mediate', 'Requester Type' (a dropdown menu currently showing 'Defense Attorney'), 'Preferred Location(s)' (a dropdown menu with 'Select or search options'), and 'Is ISIF a Party?' (with radio buttons for 'No' and 'Yes'). The 'Claimant Information' section has a 'Claimant Name' field. A 'Next' button is located at the bottom left of the form.

Step 2. Select “Next”

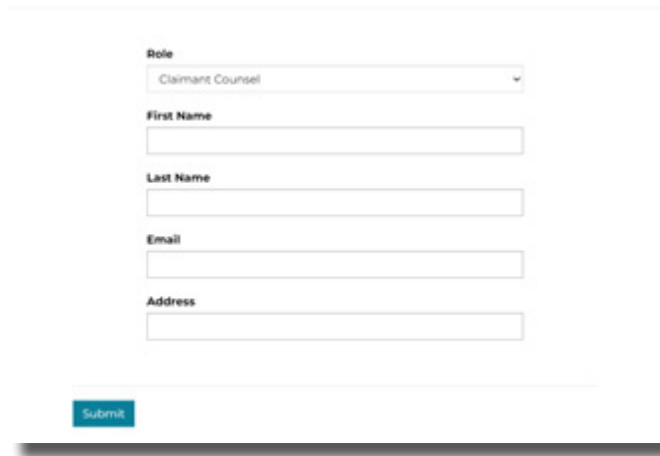
Step 3. Enter Party Information

- Employer Name
- Surety Name

The screenshot shows the 'Mediation Request' form with the '2 Parties' tab selected. The form is titled 'Party Information'. It has two main sections: 'Employer Name' and 'Surety Name', each with a text input field. Below these is the 'Additional Parties' section, which includes a table with columns for 'Role', 'Last Name', 'First Name', 'Email', and 'Address'. There is an '+ Add Party' button to the right of the table. A message 'There are no records to display.' is shown in a yellow box below the table. At the bottom left, there are 'Previous' and 'Submit' buttons.

Step 4.

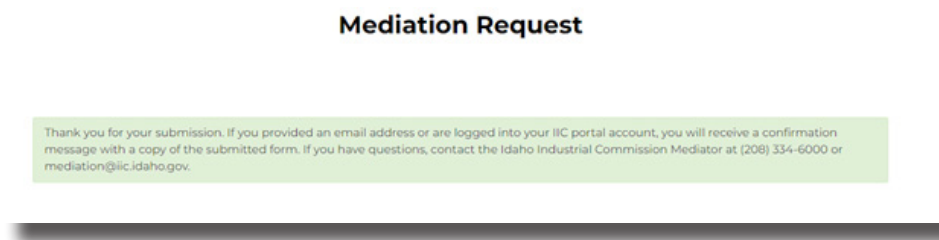
- Select +Add Party to enter contact information for all parties to be included in the mediation
 - If including more than one email address, please separate by comma
 - Mailing Address is optional



The screenshot shows a web form for adding a party to a mediation. It includes a dropdown menu for 'Role' with 'Claimant Counsel' selected. Below this are text input fields for 'First Name', 'Last Name', 'Email', and 'Address'. A blue 'Submit' button is located at the bottom left of the form area.

- Select “Previous” to return to the previous screen and alter any information.
- Select “Submit” to continue.

Step 5. Once submitted, you will be taken to the following page. The Mediation Request is complete.



The screenshot shows a confirmation page titled 'Mediation Request'. A green message box contains the text: 'Thank you for your submission. If you provided an email address or are logged into your IIC portal account, you will receive a confirmation message with a copy of the submitted form. If you have questions, contact the Idaho Industrial Commission Mediator at (208) 334-6000 or mediation@iic.idaho.gov.'

Questions

For questions regarding Mediation requests, please email mediation@iic.idaho.gov or call 208-334-6000.