

INDUSTRIAL COMMISSION WEB PORTAL GUIDE

Settlement Agreements



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Web Portal

The Idaho Industrial Commission (IIC) offers an external portal for workers' compensation attorneys to submit settlement documents, track case status, and download signed documents for various settlement agreement submissions.

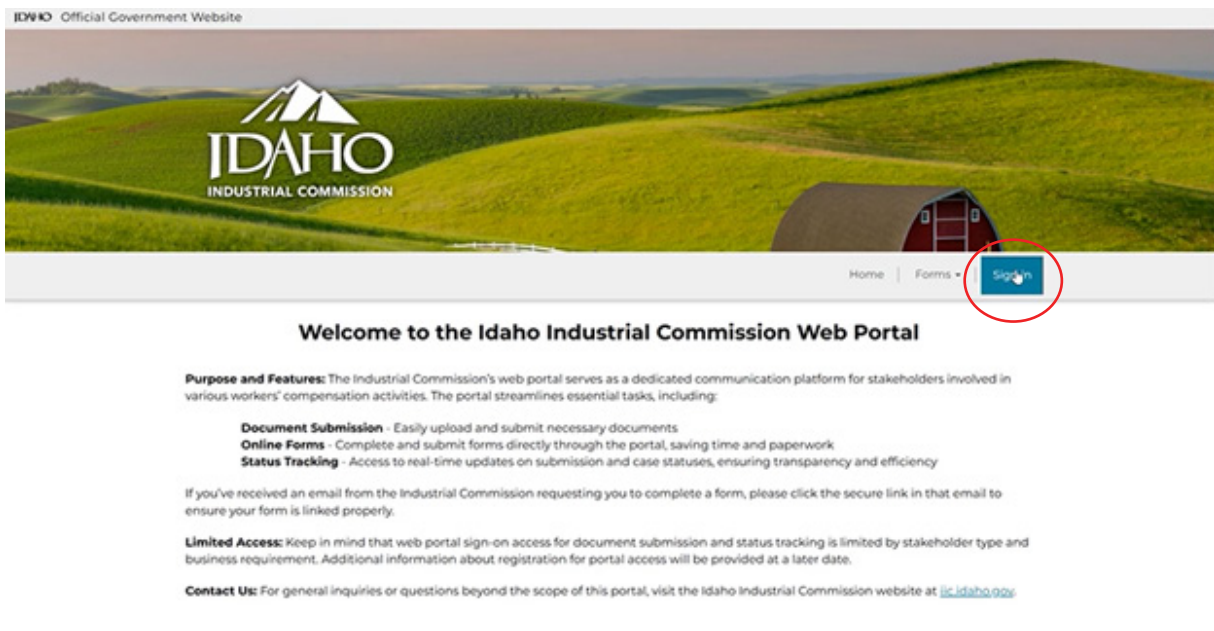
These instructions are intended to assist the user in navigation of the web portal. A recorded instructional video is also available at:

[Intro to Portal Preview](#)

Accessing the Web Portal

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

From the home page, you will be able to sign in to The Idaho Industrial Commission web portal once you have completed registration.



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.

Dear XXX,

We're excited to introduce our brand-new web portal! The Industrial Commission's web portal serves as a dedicated communication platform for stakeholders involved in various workers' compensation activities. This email serves as our invitation for you to create a new sign-in and explore the features of the portal.

How to Redeem Your Invitation:

1. Click on the following redemption link: [IIC Portal Invite](#).
2. Follow the prompts to create your new sign-in credentials.
3. Start exploring our portal and discover how it can enhance your experience!

Important Notes:

- The invitation code is valid until XXXX.
- The IIC will continue to accept settlement agreements via email for the foreseeable future. The Portal Go live date will be announced in a separate email and will include instructions for submitting documents and accessing case information.
- If you encounter any issues or have questions, feel free to reach out to the Idaho Industrial Commission's Benefits Department at settlements@iic.idaho.gov.

We look forward to having you onboard and sharing the benefits of our new web portal!

Best regards,

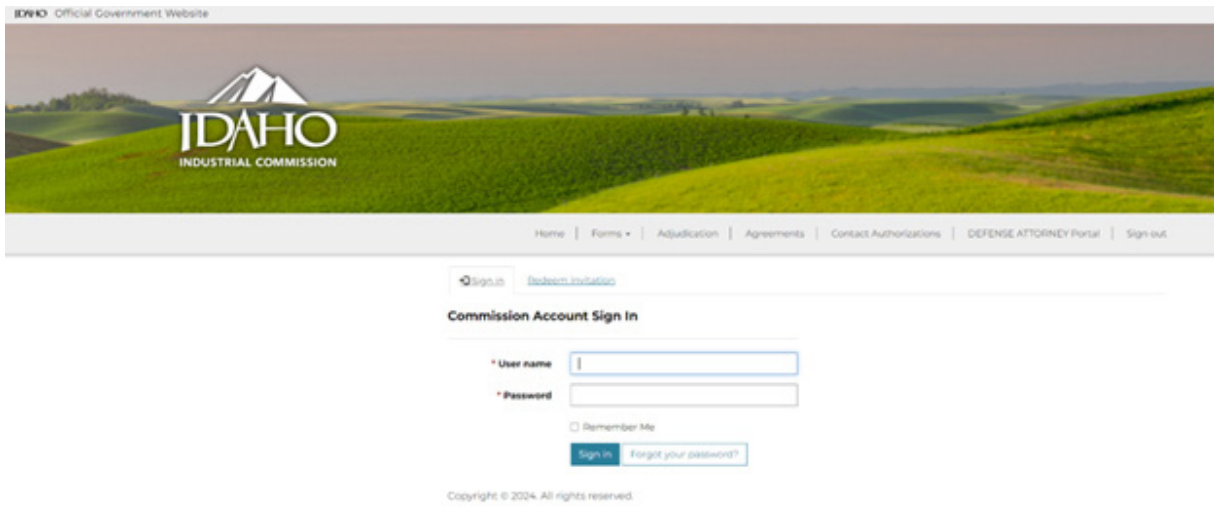
Idaho Industrial Commission

Pro Se

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

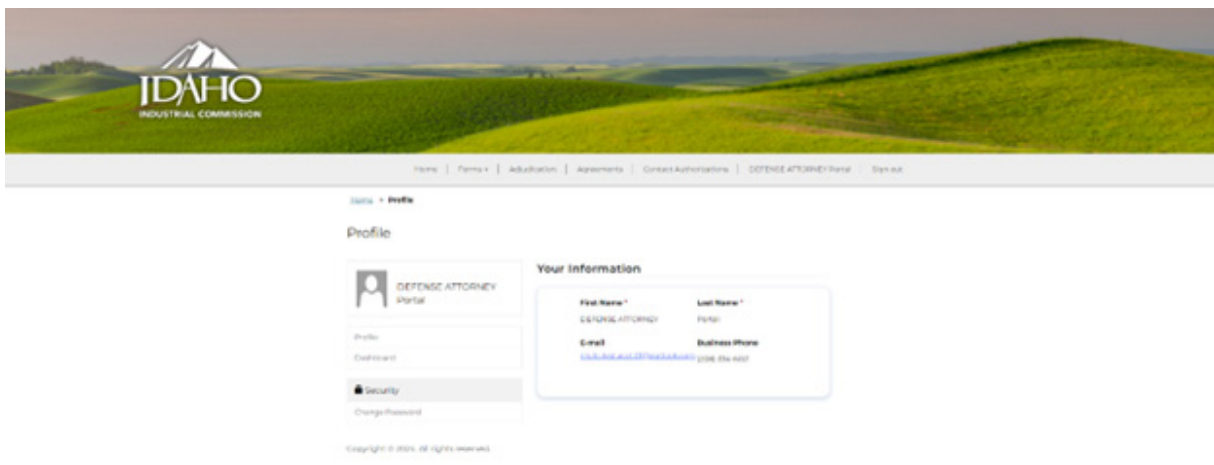
Signing into the Web Portal

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



The screenshot shows the IDAHO Industrial Commission website. At the top is a navigation bar with links: Home, Forms, Adjudication, Agreements, Contact Authorizations, DEFENSE ATTORNEY Portal, and Sign out. Below the navigation bar is a sign-in section titled "Commission Account Sign In". It contains a "Sign in" button and a "Redeem Invitation" link. The sign-in form has fields for "User name" and "Password", a "Remember Me" checkbox, and a "Sign in" button. A "Forgot your password?" link is also present. The footer indicates "Copyright © 2024. All rights reserved."

If you are an Attorney, this is what your landing page will look like:



The screenshot shows the IDAHO Industrial Commission website for a Defense Attorney. The navigation bar is the same as the previous page. Below the navigation bar is a "Profile" section with a "DEFENSE ATTORNEY Portal" header. It includes a "Photo" field, a "Dashboard" link, and a "Security" section with a "Change Password" link. To the right of the profile section is a "Your information" box containing fields for "First Name", "Last Name", "Email", and "Business Phone". The footer indicates "Copyright © 2024. All rights reserved."

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

Dashboard – In development.

Forms – Only Compliance forms at this time.

Adjudication – In development.

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.**

Agreements & Charging Liens

Navigation of Settlement Agreements and Charging Liens

By clicking on the Agreements tab, you will pull up a list of Settlement Agreements and Charging Liens tied to the authorizing Attorney.



Anything under My Unprocessed Document Uploads is something that has been received by The IIC and not yet been prepared for assignment to an analyst for review. When you submit a new agreement or charging lien, you will see it here under My Unprocessed Document Uploads. Once it is ready for assignment to an analyst, you will see it under My Agreements and Charging Liens.

Status	Agreement Type	Primary Claim Number	Claimant Name	Claimant Attorney	Defense Attorney
Analyst Review	Dismissal	2034001111	Arthur Anderson	CLAIMANT ATTORNEY Portal	DEFENSE ATTORNEY Portal
On Hold	Charging Lien	2034001111	Arthur Anderson	CLAIMANT ATTORNEY Portal	DEFENSE ATTORNEY Portal
Commissioner Review	Offset	2034002222	Benjamin Bertrand	CLAIMANT ATTORNEY Portal	DEFENSE ATTORNEY Portal
Commissioner Review	Charging Lien	2034002222	Benjamin Bertrand	CLAIMANT ATTORNEY Portal	DEFENSE ATTORNEY Portal
Commissioner Review	Best Interest	2034003333	Christopher Clancy	CLAIMANT ATTORNEY Portal	DEFENSE ATTORNEY Portal
Analyst Review	Charging Lien	2034003333	Christopher Clancy	CLAIMANT ATTORNEY Portal	DEFENSE ATTORNEY Portal

My Unprocessed Document Uploads

Primary Claim Number	Claimant Name	Submitted By	Created On	Description of Uploaded Documents
2034004444	Douglas Davidson	DEFENSE ATTORNEY Portal	8/28/2024 1:16 PM	Douglas Davidson - Settlement Agreement
2034005555	Elliott Edmund	DEFENSE ATTORNEY Portal	8/28/2024 1:32 PM	Elliott Edmund - Charging Lien
2034006666	Frederick Franklin	DEFENSE ATTORNEY Portal	8/28/2024 2:13 PM	Frederick Franklin - Agreement Documents
1234567899	Annie Hoffmann	DEFENSE ATTORNEY Portal	10/22/2024 1:13 PM	This is a document.

You can select an active agreement by clicking on the blue hyperlink or the ellipsis (3 dots) on each line prior to Agreement Type. You will be taken to the Record Details page.

Record details

Agreement Information

Primary Claim Number *	Received Date
2034001111	8/28/2024
Claimant	Effective Date
Arthur Anderson	8/28/2024
Agreement Type *	Approval Date
Dismissal	---
	Not Approved Date

Agreement Analyst

Defense Attorney

DEFENSE ATTORNEY Portal

Claimant Attorney

CLAIMANT ATTORNEY Portal

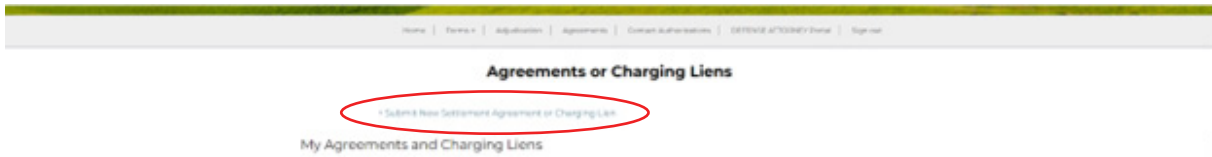
Agreement Holds

Date Created	Status Reason	Hold Party	Hold Reasons	Public Description
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There are no records to display.

Creating New Settlement Agreements and Charging Liens

Click on Submit a New Settlement Agreement or Charging Lien link.



Once the form loads, add claimant name and Primary IIC Claim Number (Jurisdictional Claim Number JCN) into the REQUIRED fields and click Next.

*If you do not have the JCN number, you can enter the Surety's claim number.

A screenshot of the 'New Agreement or Charging Lien Document Upload' form on the IDAHO Industrial Commission website. The form has two tabs: '1. Submission Information' (active) and '2. Document Upload'. Under the 'Submission Information' tab, there are two required text input fields: 'Claimant Name *' and 'Primary IIC Claim Number *'. A 'Next' button is located at the bottom left of the form. The background of the page features the IDAHO Industrial Commission logo and a scenic image of rolling green hills and a red barn.

Uploading Documents

New Settlement Agreement or Charging Lien:

The screenshot shows the IDAHO Industrial Commission website. The header features the IDAHO Industrial Commission logo and a navigation bar with links: Home, Forms, Contact Authorizations, Agreements, DEFENSE ATTORNEY Portal, and Sign out. The main heading is "New Agreement or Charging Lien Document Upload". Below this, there are two tabs: "1 Submission Information" (checked) and "2 Document Upload". The "2 Document Upload" tab is active, showing a "Case Document Upload" section with an "Add files" button. Below the button, a message states "There are no folders or files to display." At the bottom of the form, there is a text input field labeled "Description of Uploaded Documents *".

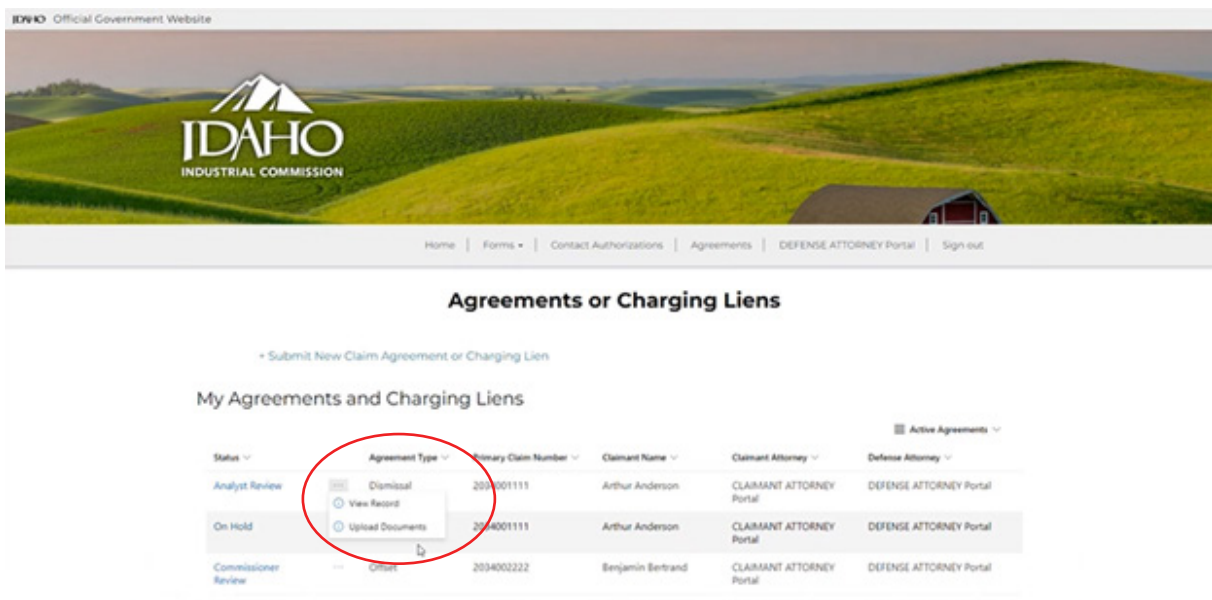
This screenshot shows the same IDAHO Industrial Commission website, but with a file selection dialog box open. The dialog box is titled "Add files" and contains a "Choose files" button, a "No file chosen" message, and an "Overwrite existing files" checkbox. At the bottom of the dialog are "Add files" and "Cancel" buttons. The background shows the "New Agreement or Charging Lien Document Upload" form, which is slightly dimmed. The "2 Document Upload" tab is still active, and the "Add files" button is visible. The "Description of Uploaded Documents *" field is also present. At the bottom of the form, there are "Previous" and "Submit" buttons.

- Once you are on the Document Upload tab, enter a description of the documents you will be uploading, this is a mandatory field (e.g. Dismissal, Offset, ProSe, Charging Lien, Supporting Documents).
- Click on add files
- Click on submit

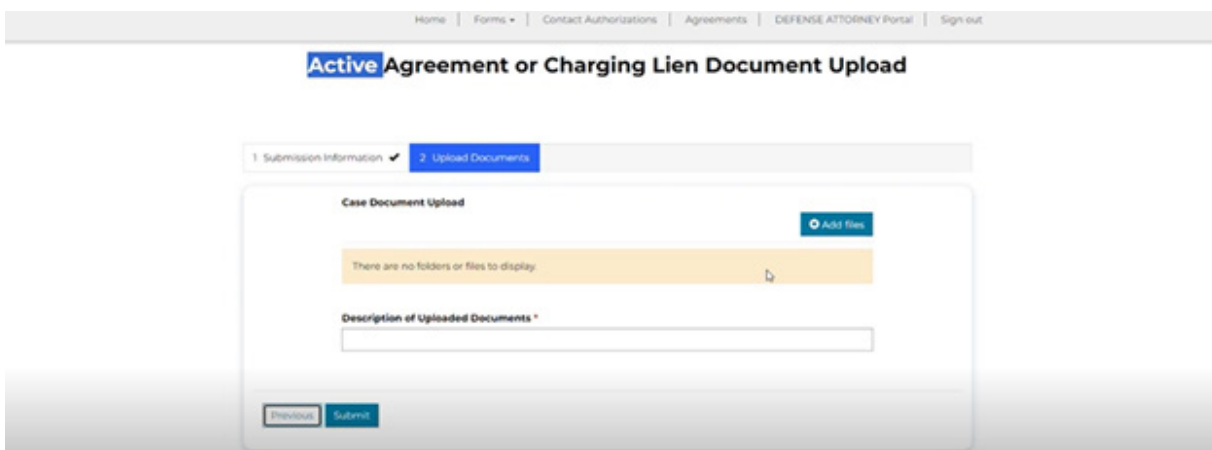
You can then choose your files, they must be PDF documents. If you upload the wrong PDF, you can upload a new document. The override existing files box is **always** marked and will override the document that you previously sent. If you wish not to override the prior document, you will have to uncheck the box.

Existing Settlement Agreement or Charging Lien:

If you click upload documents from My Agreements and Charging Liens via the *action menu* (click on the ellipses), information will populate from the existing agreement.

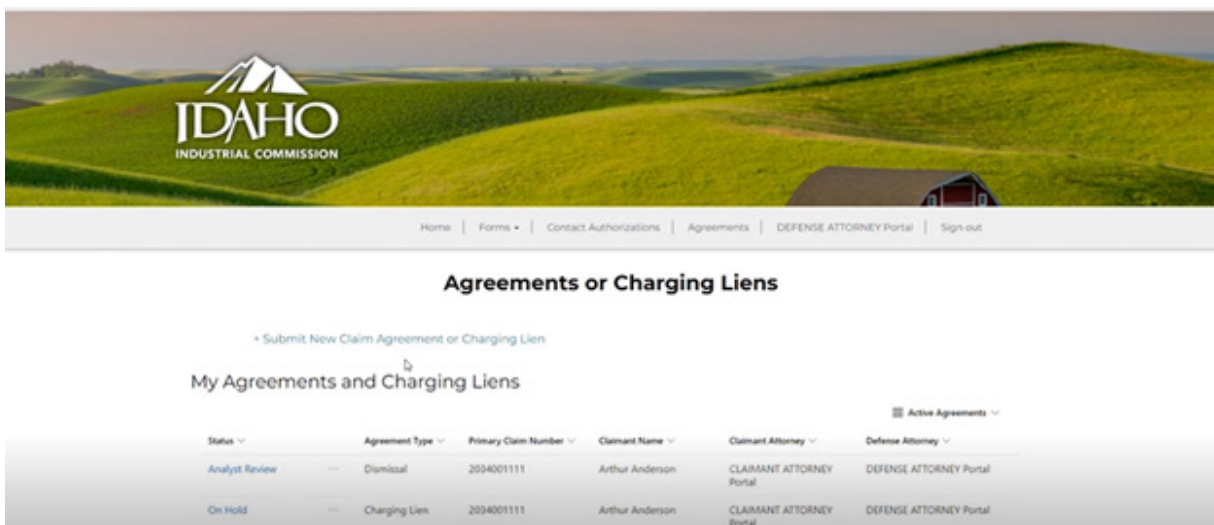
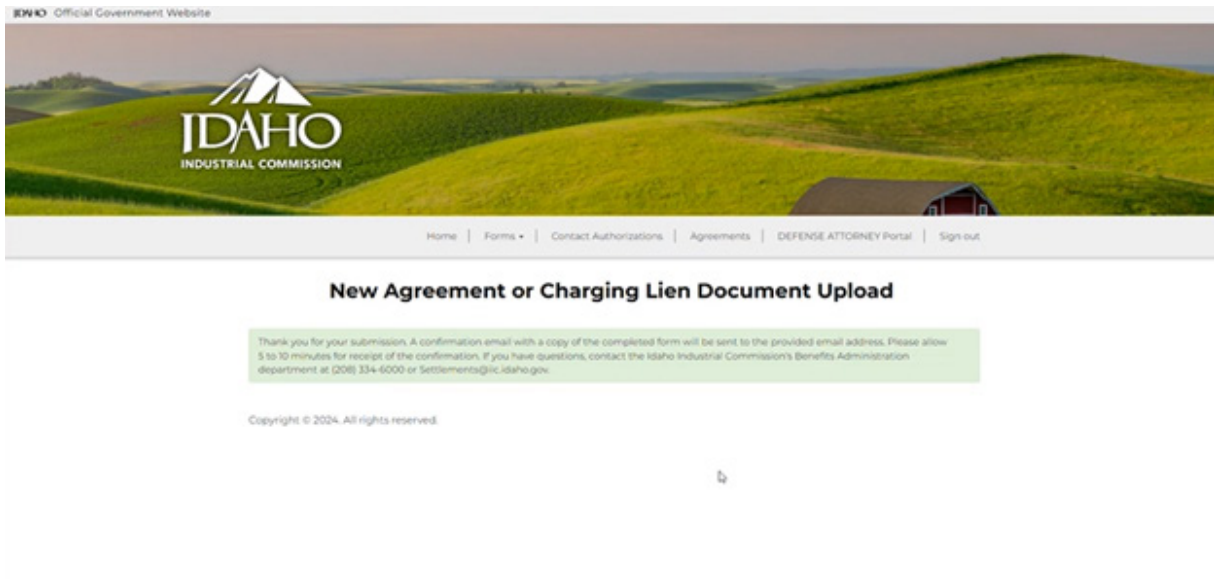


In this case, it pulls up the **Active Agreement or Charging lien Document Upload** screen that already has the submission info completed and you will be taken to the 2 *Upload Documents* tab. Should you need to navigate back to the Submission Info tab, you can.



Confirmation

The person who uploaded the documents will receive a confirmation email. Please note the email goes to whomever had logged in when the documents were uploaded and not to all parties associated on the attorney profile. If someone else, who is associated, wants to know if it uploaded, they may log in and check for confirmation.



Status

An Attorney or Attorney Associate can check the status of a Settlement Agreement or Charging Lien by clicking on the hyperlink.

Agreements or Charging Liens

+ Submit New Claim Agreement or Charging Lien

My Agreements and Charging Liens Active Agreements

Status	Agreement Type	Primary Claim Number	Claimant Name	Claimant Attorney	Defense Attorney
Analyst Review	Dismissal	2034001111	Arthur Anderson	CLAIMANT ATTORNEY Portal	DEFENSE ATTORNEY Portal
On Hold	Charging Lien	2034001111	Arthur Anderson	CLAIMANT ATTORNEY Portal	DEFENSE ATTORNEY Portal
Commissioner Review	Offer	2034002222	Benjamin Bertrand	CLAIMANT ATTORNEY Portal	DEFENSE ATTORNEY Portal
Commissioner Review	Charging Lien	2034002222	Benjamin Bertrand	CLAIMANT ATTORNEY Portal	DEFENSE ATTORNEY Portal
Commissioner Review	Best Interest	2034003333	Christopher Clancy	CLAIMANT ATTORNEY Portal	DEFENSE ATTORNEY Portal
Analyst Review	Charging Lien	2034003333	Christopher Clancy	CLAIMANT ATTORNEY Portal	DEFENSE ATTORNEY Portal

My Unprocessed Document Uploads

Clicking on the hyperlink will open the Settlement Agreement or Charging Lien record. The record details are where you can find the status (hold, etc.) and any completed documents.

If a Settlement Agreement or Charging Lien is placed on hold, the party who submitted the Settlement Agreement or Charging Lien will receive an email advising of the hold.

Home | Forms | Contact Authorizations | Agreements | DEFENSE ATTORNEY Portal | Sign out

Record details

Agreement Information

Primary Claim Number *	Received Date
2034001111	8/28/2024
Claimant Name	Effective Date
---	8/28/2024
Agreement Type *	Approval Date
Dismissal	---
Agreement Analyst	Not Approved Date
---	---
Defense Attorney	
DEFENSE ATTORNEY Portal	

My Unprocessed Document Uploads

Upload History

Record details

Agreement Analyst

Defense Attorney

DEFENSE ATTORNEY Portal

Claimant Attorney

CLAIMANT ATTORNEY Portal

Agreement Holds

Date Created	Status Reason	Hold Party	Hold Reasons	Public Description
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There are no records to display.

If a hold has been placed on a settlement, both parties will be able to log in and see the status. For example, if a hold is placed on a Charging Lien while The IIC gathers additional information from the Claimant Attorney (Attorney Associate), the Defense Attorney (Attorney Associate) would be able to view the hold as well.

If a hold is active, it will stay in an open status. Once the hold is satisfied it will move to a closed status.

What a hold will look like...

Record details

Defense Attorney

DEFENSE ATTORNEY Portal

Claimant Attorney

CLAIMANT ATTORNEY Portal

Agreement Holds

Date Created	Status Reason	Hold Party	Hold Reasons	Public Description
8/28/2024 1:36 PM	Open	Claimant	Incorrect JCN	Listed JCN does not identify specified claimant

Signed Documents

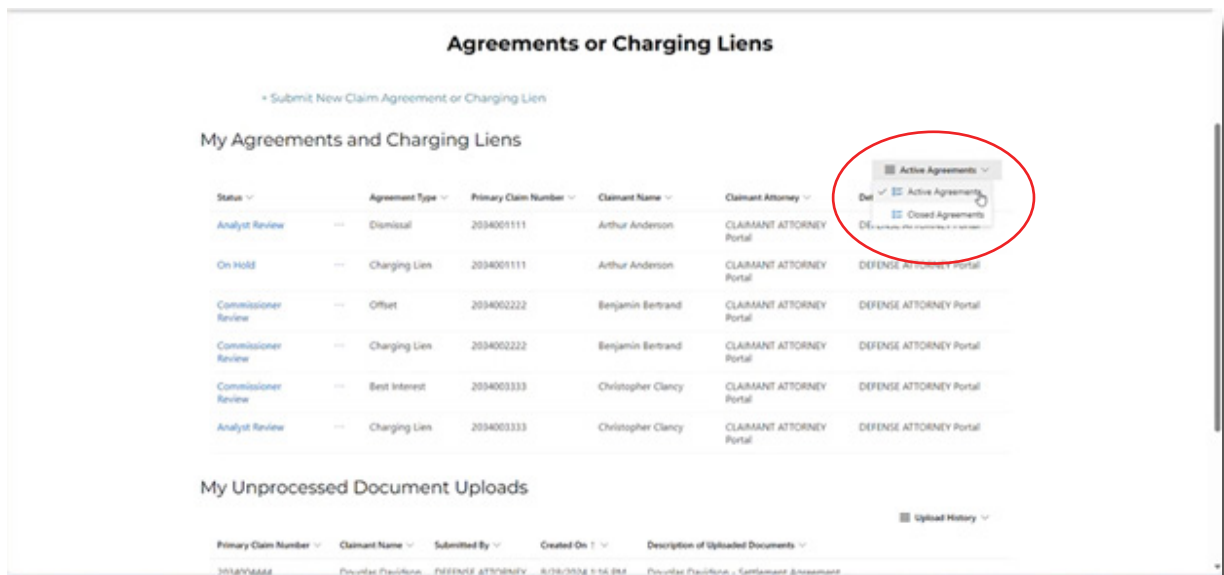
Sub.Type	Description	Document Date	Created On
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Currently, there are no signed documents available for download.

Obtaining/Printing Secured Documents

Once The IIC has placed a document in the served or completed status, the document will become available in the portal.

How do you find an agreement? You will want to navigate to the drop-down navigation button on the top right of the Agreements or Charging Liens screen.



The Settlement Agreements and Charging Liens will be available under Active Agreements while in process. Upon completion, they will be moved to closed agreements and will remain there for 90 days.

Maintaining Authorized Users (Attorney Associates)

If you are an Attorney, you will have access to the Contact Authorizations tab where you can view who you have given access to and what type of access (e.g. adjudication, agreements, both) you have given them. Only an Attorney can request adding an associate and only an Attorney can delete an associate.

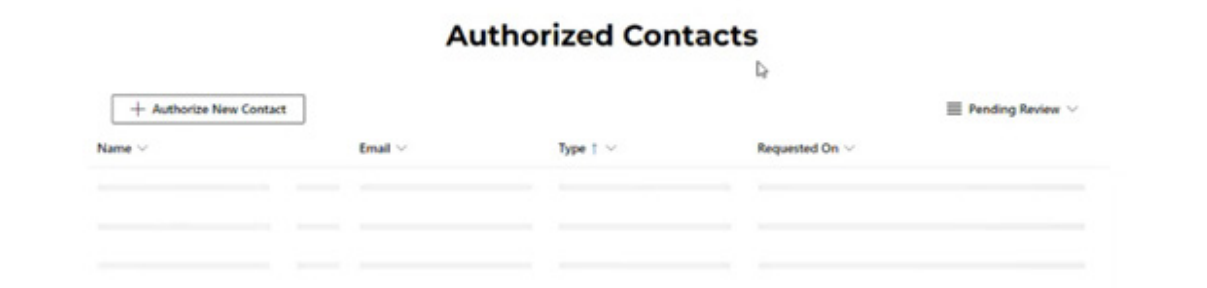
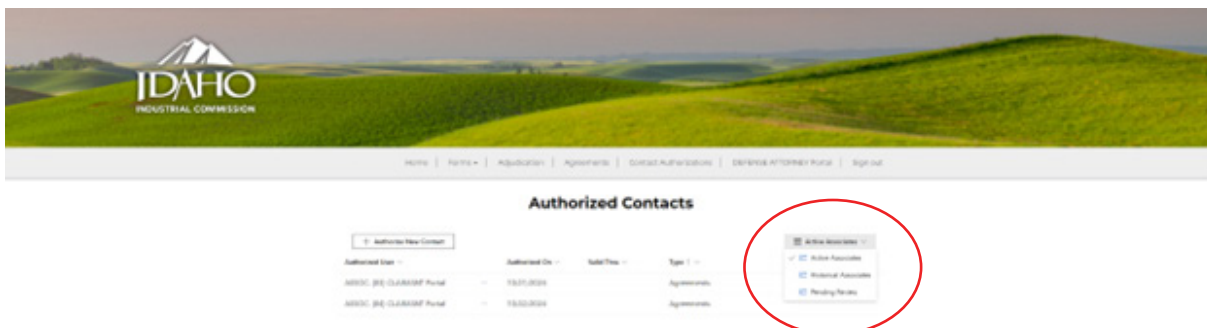
**Attorney Associates will have FULL ACCESS to all Settlement portal information linked to the Attorney.*

Adding:

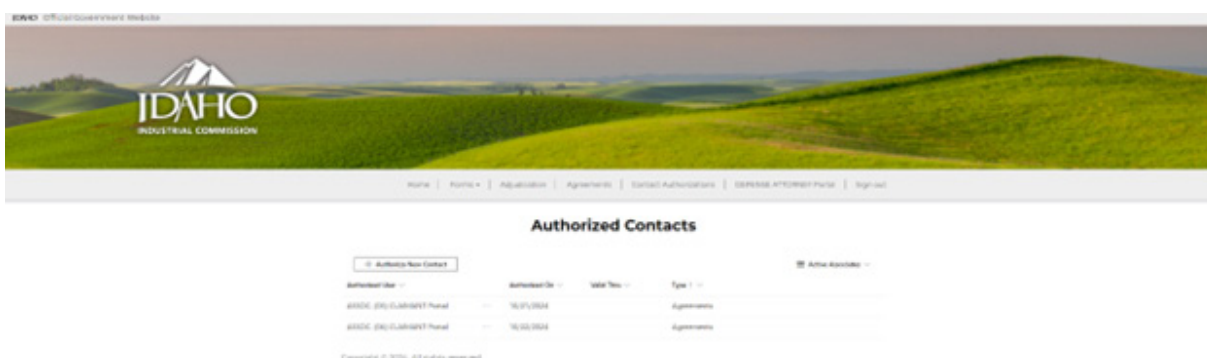
An Attorney will utilize the contact authorization tab to request an Attorney Associate be added. The required fields will need to be completed, and the request will need to be submitted. Once the request is submitted, it is reviewed for authorization by The IIC.

The screenshot displays a web application interface for managing authorized contacts. At the top, a navigation bar includes links for Home, Forms, Manual Authorizations, Registrations, and Settlement Portal. The main heading is "Authorized Contacts". Below this, there is a button labeled "Authorize New Contact" and a dropdown menu for "Historical Associates". A table header is visible with columns: "Authorized User", "Authorized On", "Valid Thru", and "Type". Below the table, a modal window titled "Authorize New Contact" is open, showing a "Request Contact Authorization" form. The form contains the following fields: "Authorization Type" (with a search icon), "Contact Name", "Contact Email", "Title", "Organization", and "Comments". A "Submit" button is located at the bottom of the form.

An Attorney can view authorized contacts that are pending processing/authorization from The IIC by utilizing the Pending Review drop-down button. After the IIC receives the attorney's request to authorize an associate, we will review the request and create the necessary profile in our system. The associate will receive a registration email so that they can create their username and password. These requests will be processed in the order they are received and may take several days to weeks for completion.



Sample of Authorized Contacts:

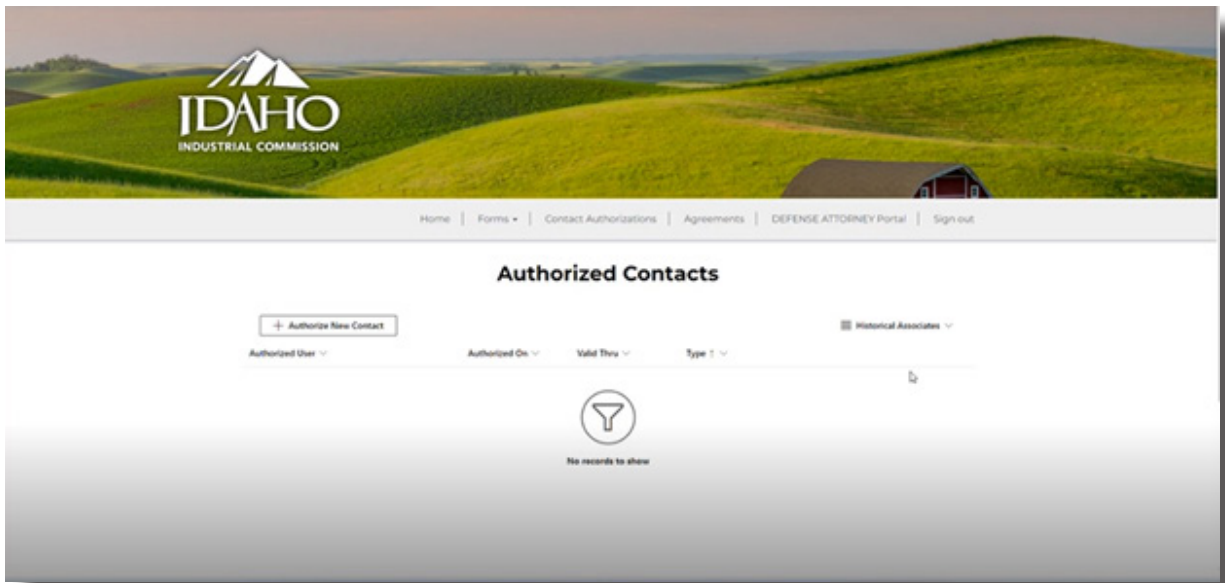
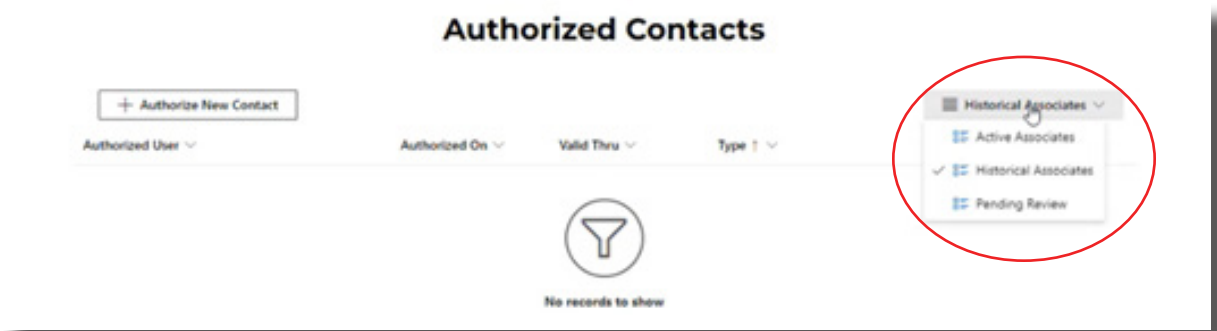


Removing:

An Attorney will utilize the contact authorization tab to request an Attorney Associate be removed. Unlike adding an Attorney Associate, this is an **immediate** process. The Attorney Associate is removed when the Attorney processes the removal. **As a reminder, the Attorney will have the responsibility of removing an associate. The associate will have full access to all web portal information (e.g. adjudication, agreements or both) linked to the Attorney until they are removed by the Attorney.**

Historical Attorney Associate Data:

An Attorney can review who has previously been on the list and is now removed, by utilizing the Historical Associate tab.



Questions

For questions regarding settlement uploads or adding attorney associates, please email the Industrial Commission at settlements@iic.idaho.gov.