

Slide 1 – Electronic Filing Video

Welcome to the EAMS electronic filing video. Electronic filing is the best way to get documents into EAMS, the electronic case management system for the workers' compensation courts. Until recently there's only been one method of filing electronically, and that's e-forms. Over the past two years we worked extensively with system users just like you and developed a second electronic filing method.

Now, we want you to join the e-team and decide which method of electronic filing is best for you. The purpose of this video is to help you decide whether you will be an e-form filer or JET filer.

Slide 2 – Main Decision Considerations

In this video, we will discuss why electronic filing is better than filing on paper, give you information about how e-forms and JET Filing work and show you the benefits of each method. We will compare and contrast the two filing methods, tell you how to sign up for each and point out resources available to help you.

Slide 3 – Why Electronic Filing is Best

Filing electronically will save time and money on the submission process. Both e-form filing and JET Filing will allow for faster submission of forms and attachments, and receipt of responses. Although the response time for each method differs, error responses and hearing dates for Declarations of Readiness to Proceed or DORs will be delivered quicker than submitting forms on paper.

Electronic filing will save you money on paper and postage. In addition, filers are able to stay out of the paper queue at district offices, which helps speed up the submission process and resolve cases quickly.

Slide 4 – Two Ways to Submit Electronically into EAMS

There are now two ways to file electronically in EAMS!

e-forms, which you may be familiar with or even currently use, are electronic forms filed over the Web. e-forms are filed by those with a logon to EAMS or by those using a third party vendor to file liens and applications. e-form filing is available now and applications for the e-forms trial are continuously being accepted.

JET File, the new method of electronic filing, is now available. JET File allows electronic filing of multiple forms and attachments in a single transmission through a secure file transfer service. No logon to EAMS is needed to JET File.

With JET File, you may purchase vendor software developed especially for JET File, use the services of a third party vendor who will JET File on your behalf or choose to build your own transmission pipeline.

Slide 5 – How e-forms Work

e-forms, which are best suited for small to medium offices filing a limited amount of documents with the workers' compensation courts, are web based forms filed electronically over the internet.

Logons are issued for filing locations and require that only one person be logged onto EAMS at a time.

e-form filers must comply with the e-forms trial agreement, take computer based training and participate in a mandatory Webinar. The computer based training gives users a general idea of how e-forms work, while the mandatory Webinar provides the user with specific training.

Additional training materials, including a reference guide, are available on the EAMS Web site.

Slide 6 – Benefits of e-forms

There are multiple benefits to being an e-form filer.

e-form filers can view case documents if they are a case participant and choose a hearing date when filing a DOR, but must resubmit if a hearing date is not available. All forms and attachments are available for submission when you are an e-form filer.

In addition, a dedicated help desk is available during regular business hours.

Unless you are using the services of a third party vendor, e-form filing carries no cost to the filer.

Slide 7 – How of JET File Works

JET File uses a server-based secure file transfer method to exchange electronic data. Initially, the six most common forms, along with the requisite attachments, will be available for JET Filing. Those forms are the Application for Adjudication of Claim, Declaration of Readiness to Proceed to hearing and to expedited trial, Compromise and Release, Stipulations with Request for Award, and the Notice and Request for Allowance of Lien.

For this reason, JET Filing is for those filing 100 or more of these six forms annually.

For the user, the process is easy. You can file between 4:30 a.m. and 7:30 p.m. on most days, which is longer than DWC district office hours. JET File will provide automatic electronic submission and error responses.

If you use JET File, you have a choice of three ways to submit data and attachments: You can purchase software from an approved vendor that will allow you to JET File, You can use the services of a third party filer, who will JET File on your behalf or You can create the transmission process needed on your end to transmit data and attachments by JET File.

Once you've chosen your method of filing and agreed to the terms, you're ready to JET File!

Slide 8 – How JET Filing Works

Here is a visual representation of how JET Filing works. The user sends files electronically to an account using the state's secure file transfer service. DWC picks up the files from the server and deposits them into EAMS. At this point an automatic electronic response of successful submission or errors will be dropped back off to the user's account on the server and are available for pick up by the user.

Slide 9 – Benefits of JET Filing

JET Filing can be used to file the six most common forms and their attachments.

Advantages of JET File include the process itself, which allows for system to system filing of one or multiple forms and attachments on one or many cases in a single transmission; the automatic electronic response mechanism that notifies you of successful submission or errors; and a DOR pending queue that reprocesses DORs for 15 days if no court date is initially available.

Also, JET Filers have the option of filing OCR forms as necessary or e-forms as necessary if the user is in the e-forms trial.

Slide 10 – EAMS Electronic Filing Method Major Considerations

Let's compare the two electronic filing methods and explore differences and benefits of each. This will help you decide which form of electronic filing best suites your business needs.

e-forms is a method of electronic filing that is more appropriate for small to medium offices that operate with one user filing at a time, versus JET file, which is for large to very large offices with electronic files. JET File is also great for those who have an interest in customizing the filing process to fit their business process more closely. For example, if an entity has multiple filing locations, that entity can decide if it wants each

location to submit using JET File, or it wants all its locations to file using one submission process. In either case, the filer can submit multiple files in one transaction.

There is no cost associated with e-forms. Once you sign up for the e-forms trial and complete training, you are issued a logon for EAMS and can begin filing. With JET File you have three options; purchase vendor software, use the services of a third party who will file on your behalf or build your own transmission process to JET File. The specific information needed to build your own transmission process is posted on the DWC Web site.

All forms and attachments are available when e-form filing. JET File is currently accepting the six most common forms and attachments, which are the Application for Adjudication of Claim, Declaration of Readiness to Proceed (to Hearing), Declaration of Readiness to Proceed (to Expedited Trial), Compromise and Release, Stipulations with Request for Award, and Notice and Request for Allowance of Lien.

e-form filers receive notice of errors manually from the DWC within 2-3 days of filing. JET Filers receive automatic electronic notice of all errors or acceptance.

e-forms limits the user access to one filer at a time using a logon. JET Filing does not require a logon for EAMS.

e-form filers typically file one form and attachments on one case at a time, although auto-population of e-forms for liens and applications is currently available using vendor-developed software. JET File allows the user to submit the needed data and attachments for multiple documents in a single transmission if desired.

As mentioned before, e-form filers are able to view case documents if they are a case participant. Since JET File is a filing method, there is no access to case documents unless you are in the e-forms trial. JET Filers can use the public information search tool to look up vital case information.

When using e-forms, a DOR hearing date can be selected if available. The filer must resubmit the DOR if no dates are available. A hearing date is selected for JET Filers. If no date is available at the time of submission, the DOR will be held in EAMS and reprocessed automatically for 15 days until a date is available.

Slide 11 – How to Sign Up

To sign up for the e-forms trial you need to sign the e-forms trial agreement, take the computer based training and participate in training via Webinar upon acceptance into the e-forms trial.

To sign up for JET Filing you will need to decide whether you want to use vendor software, third party services or build your own transmission using technical specifications from the DWC Web site. In any of these scenarios you will need to read the business rules and the trading partner agreement. Those who are filing on their own behalf using vendor software or their own transmission will need to submit a signed copy of the trading partner agreement. Those using third party filer services will sign an authorization with the filer, who submits a trading partner agreement.

All trading partners building their own transmission process must conduct transmission code testing and receive validation from DWC.

Slide 12 – EAMS Available Resources

We continue to create and provide resources to help you succeed.

Please check out the EAMS Web site at www.dwc.ca.gov/eams, where you will find JET File and e-form specific pages, training materials, frequently asked questions, our EAMS Insider newsletter and more.

If you have any questions, email us at eams@dir.ca.gov. Please put the nature of your question or need in the subject line.

You may want to contact vendors or statewide and local professional associations to help in your decision.

Welcome to the next generation of filing with the workers' compensation courts! We've worked with you over the past two years to develop an additional electronic filing method that offers you an option for joining the e-team. We know that once you're into electronic filing you'll find the benefits were worth the energy you put into this decision.