CompFile User Manual

TABLE OF CONTENTS

SECTION 1: COMPFILE BASIC INTRODUCTION

The IWCC is excited to announce CompFile, the future e-filing system for managing workers' compensation cases. The IWCC contracted with Microsoft Consulting Services and WorkComp Strategies to implement the CompFile system and kicked off the project in Summer 2019. The first release of CompFile comes in February 2020. This release contains the *registration* process of CompFile. The agency decided upon a phased approach. This allows external stakeholders to attend training, establish themselves in the system via registration, and build their business profile according to what best suits their organizational structure before they begin filing of legal pleadings and case management. **Please Note: IWCC has implemented Release 3 of CompFile. Settlements have been updated. After reviewing this information, please refer to the "New in R3 Electronic Settlements" document by clicking the following link:**

https://www2.illinois.gov/sites/iwcc/resources/Documents/CompFile%20New%20in%20R3%20Settlements.pdf

SECTION 2: COMPFILE HELPFUL INFORMATION

SUBSECTION 2.1: COMPFILE SUPPORT/METHODS OF CONTACT

The IWCC has established a CompFile Support team that is available to answer questions and assist. You may contact CompFile Support Monday-Friday, 8:30 a.m. – 5:00 p.m. CT, exclusive of state holidays. You may call the CompFile Support line at (312) 814-6500. You may email CompFile Support at wcc.compfile@illinois.gov (24 hours per day, but emails will only be answered during the hours listed previously). Additionally, once your account is active, there is a Submit Feedback button that allows you to send the IWCC comments, questions, or concerns you have.

SUBSECTION 2.2: COMPFILE HOURS OF OPERATION

CompFile is available twenty-four hours a day, seven days per week, excluding scheduled maintenance or unanticipated technical interruptions. Staffing for email/phone/feedback responses is available Monday-Friday, 8:30 a.m. – 5:00 p.m. central time.

SUBSECTION 2.3: COMPFILE IMPLEMENTATION/RELEASE TIMELINE

CompFile will be released in three phases:

Release 1: February 2020; General registration processes including setting up of law firm, attorney (including solo practitioners), and pro se accounts.

Release 2: Summer 2020; e-Filing of settlement agreements.

Release 3: April 2021; a) electronic delivery of notices and decisions, b) secure, online access to case information and documents, c) e-filing of application and other litigation documents, and d) updates to electronic settlements.

Section 3: CompFile Registration

To be a CompFile user, you must register in the system and provide basic information to activate your account.

Subsection 3.1: Who should register?

During the initial rollout, registration is open for law firm administrators, attorneys (including solo practitioners), and pro se petitioners. **Law Firm Administrators** *and* **Solo Practitioners** *are responsible for setting up and maintaining the firm's account and inviting firm attorneys (not in the case of Solo Practitioners) and additional firm administrators to open their accounts.* **Attorneys & Solo Practitioners** *set up CompFile law firm profiles.* **Pro Se petitioners** *may also register in CompFile. The primary focus of the first release is to set up IWCC stakeholders in CompFile, which includes providing law firms the ability to invite their employees/attorneys to register through the firm's CompFile account.* ***Release 1*** <u>**does not**</u> ***provide e-filing capabilities.***

Subsection 3.2: When should I register?

CompFile Release 1 rolls out in mid-February 2020. The IWCC will communicate the CompFile go-live date and you with then be able to register. You do not have to register immediately; however, it is advantageous to complete registration prior to Release 2, which contains functionality for settlement agreements. This provides approximately 3 months to set up your law firm profile/business in CompFile.

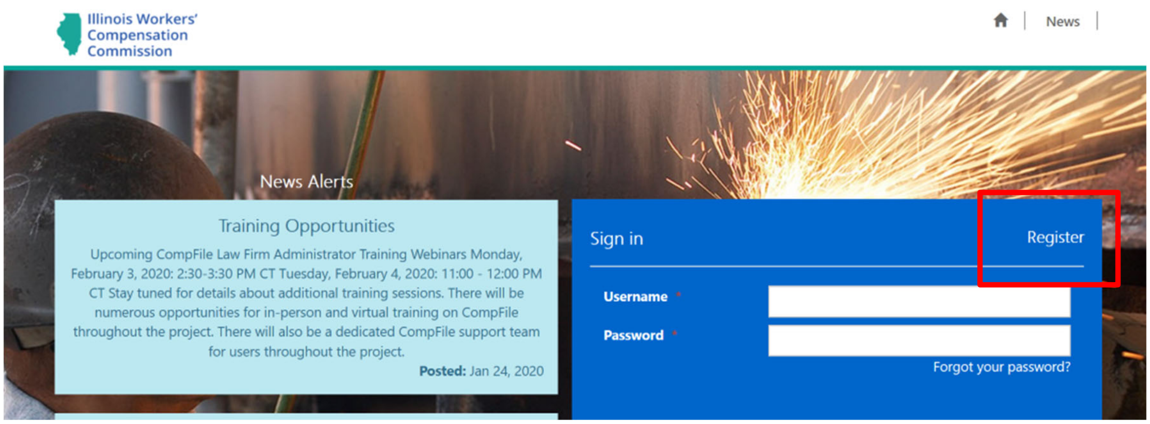
Subsection 3.3: Law Firms/Attorneys with assigned IWCC Code Numbers

If you/your law firm have submitted legal pleadings to the IWCC in the past, you already have an IWCC Code number assigned. If you have an IWCC Code number assigned to you, please provide that number when registering. This prevents possible duplication of numbers in the system. Currently, some attorneys (non-solo practitioners) have IWCC code numbers. The IWCC will work with these attorneys to streamline IWCC code numbers to law firms versus single attorney assignment. This <u>*doesn't*</u> *apply to solo practitioners.*

Subsection 3.4: Law Firm Administrator/Solo Practitioner Registration process

1. *The Law Firm Administrator/Solo Practitioner logs into the CompFile portal.*

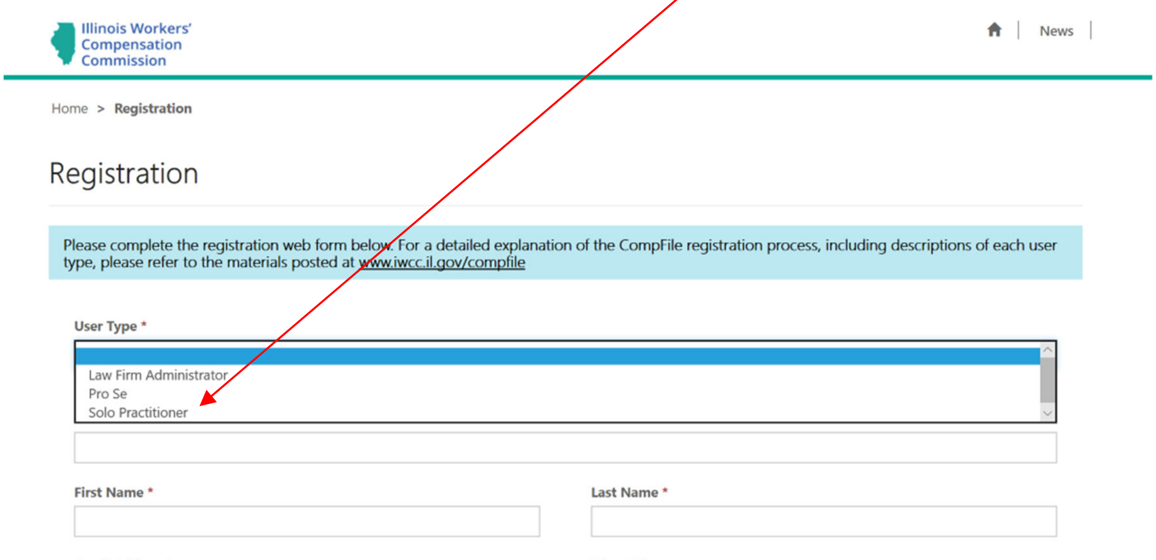
2. *Law Firm Administrator/Solo Practitioner clicks on the 'Register' button at the top right of the sign in window.*



3. *Upon clicking the register button, the* Registration *box appears. The first field dictates what information is required for the remainder of registration. If you are the law firm administrator, please be sure to select* Law Firm Administrator *in the drop-down box.*

   a. *If you are an attorney doubling as the law firm administrator, you MUST provide your ARDC number to ensure you have e-filing rights in subsequent releases.*
   b. *If you are an attorney practicing within a law firm, please contact your law firm administrator to invite you to register in CompFile to ensure you are integrated into the law firm.*

4. *If you are a solo practitioner, please be sure to select* Solo Practitioner *in the drop-down box.*



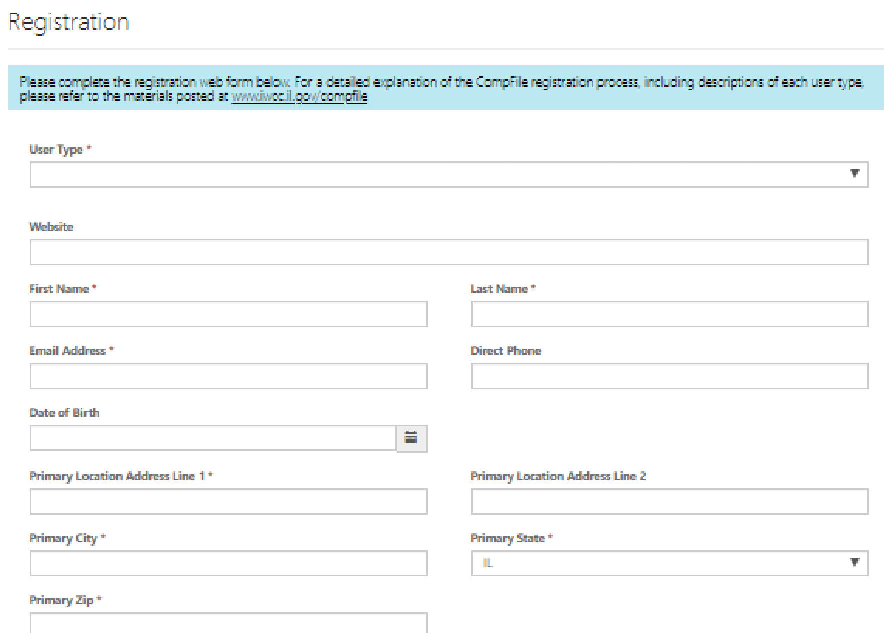
5. *User type is a mandatory field and you may not proceed until you choose one of the options from the drop-down list. Once you have selected the user type, you are ready to continue.*

6. *The page requires that certain fields be filled out before successfully submitting the request. If any of the fields marked with an * are left blank, you will receive an error.*

a. **NOTE**: If you are an attorney doubling as a firm administrator and are the first person registering your firm, you MUST provide your ARDC number (even though it's not mandatory in this case) to ensure you have filing rights.

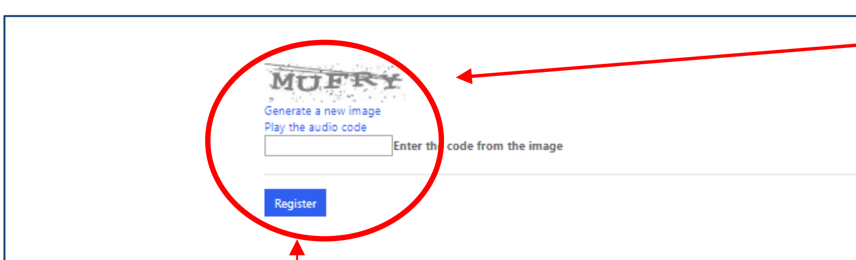
7. *If you click on the error message link, it will take you to the field you need to populate/provide/correct your answer.*

   a. *You do not need to include a 1 with a phone number. The phone number format is (111) 111-1111. You do not have to add in the parenthesis/dashes as the system formats it for your convenience.*
   b. *The website you provide should be the law firm web address.*



8. *After the above fields are completed, the final step is to verify the captcha image.*

   a. *Captcha allows CompFile to distinguish human versus machine input to prevent spam and extraction of data. By entering the captcha code into the box accurately, you can submit your registration. If you have trouble determining the captcha code in the image, you may click the link 'Generate a new image' or click 'Play the audio code'. Once you enter the code, click on Register.*

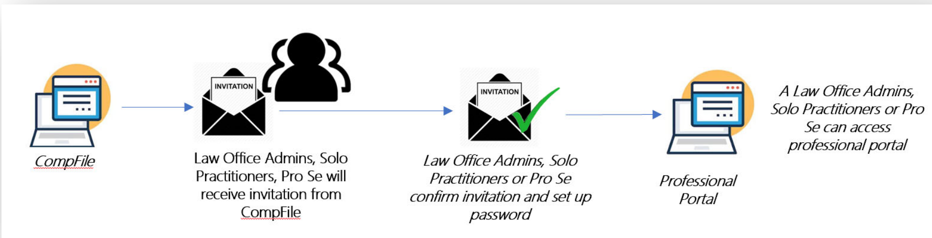


Captcha process

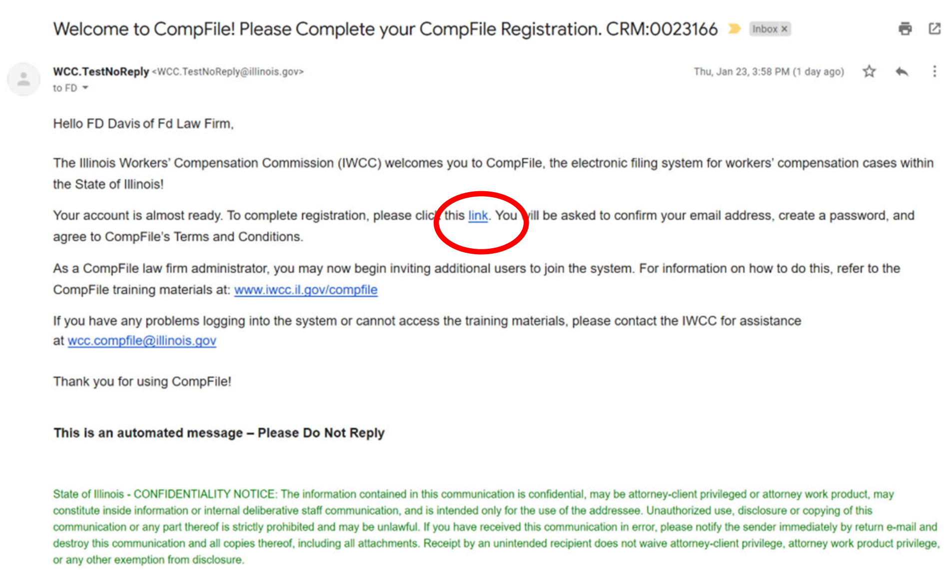
9. *After clicking the register button, a message is displayed: "Thank you for submitting your CompFile registration request. An IWCC staff member will process your request and send an email asking you to complete your*

account setup within 1-2 business days. Please monitor your email's inbox and spam folders. For any questions or concerns, please contact the CompFile team at wcc.compfile@illinois.gov."

10. *The Law Firm Administrator/Solo Practitioner receives an email with instructions how to complete the registration process. Accepting an invitation is the same for all users.*



11. *The law firm administrator/solo practitioner clicks on the link provided in the body of the email they receive as the example shows below.*



Welcome to CompFile! Please Complete your CompFile Registration. CRM:0023166 Inbox ×

WCC.TestNoReply <WCC.TestNoReply@illinois.gov> Thu, Jan 23, 3:58 PM (1 day ago)
to FD

Hello FD Davis of Fd Law Firm,

The Illinois Workers' Compensation Commission (IWCC) welcomes you to CompFile, the electronic filing system for workers' compensation cases within the State of Illinois!

Your account is almost ready. To complete registration, please click this link. You will be asked to confirm your email address, create a password, and agree to CompFile's Terms and Conditions.

As a CompFile law firm administrator, you may now begin inviting additional users to join the system. For information on how to do this, refer to the CompFile training materials at: www.iwcc.il.gov/compfile

If you have any problems logging into the system or cannot access the training materials, please contact the IWCC for assistance at wcc.compfile@illinois.gov

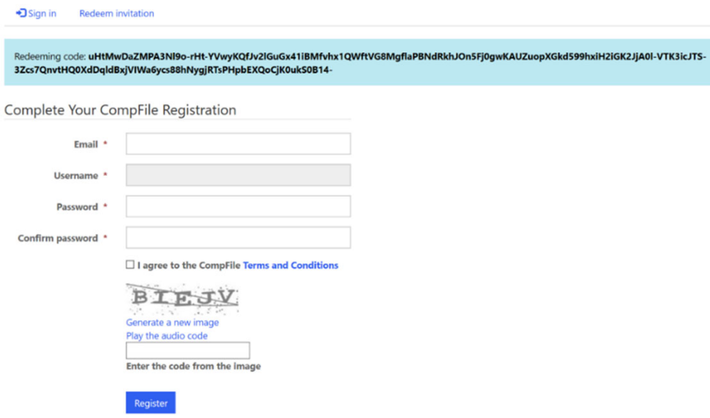
Thank you for using CompFile!

This is an automated message – Please Do Not Reply

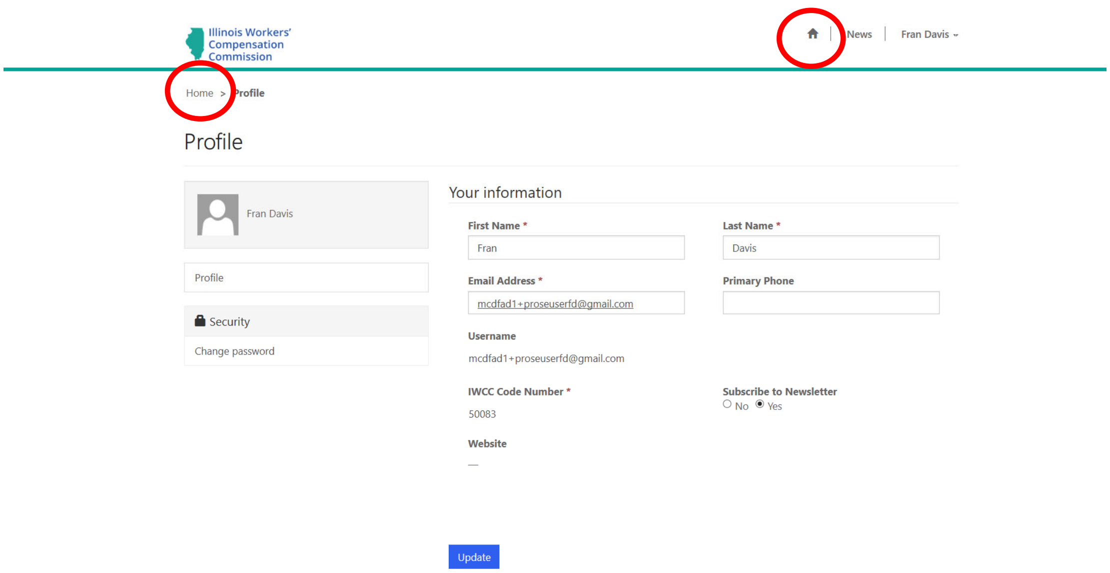
State of Illinois - CONFIDENTIALITY NOTICE: The information contained in this communication is confidential, may be attorney-client privileged or attorney work product, may constitute inside information or internal deliberative staff communication, and is intended only for the use of the addressee. Unauthorized use, disclosure or copying of this communication or any part thereof is strictly prohibited and may be unlawful. If you have received this communication in error, please notify the sender immediately by return e-mail and destroy this communication and all copies thereof, including all attachments. Receipt by an unintended recipient does not waive attorney-client privilege, attorney work product privilege, or any other exemption from disclosure.

12. *The Law Firm Administrator/Solo Practitioner clicks the link (marked in red in the above screenshot) which takes them to the Redeem Invitation Page where they create a password, agree to CompFile terms and conditions, enter the captcha code, and click 'Register'. See image below for reference.*

    ***NOTE**: Passwords must be at least 8 characters and contain three of the following four-character types: uppercase letter, lowercase letter, letter, number, and non-alphanumeric (special) character.*



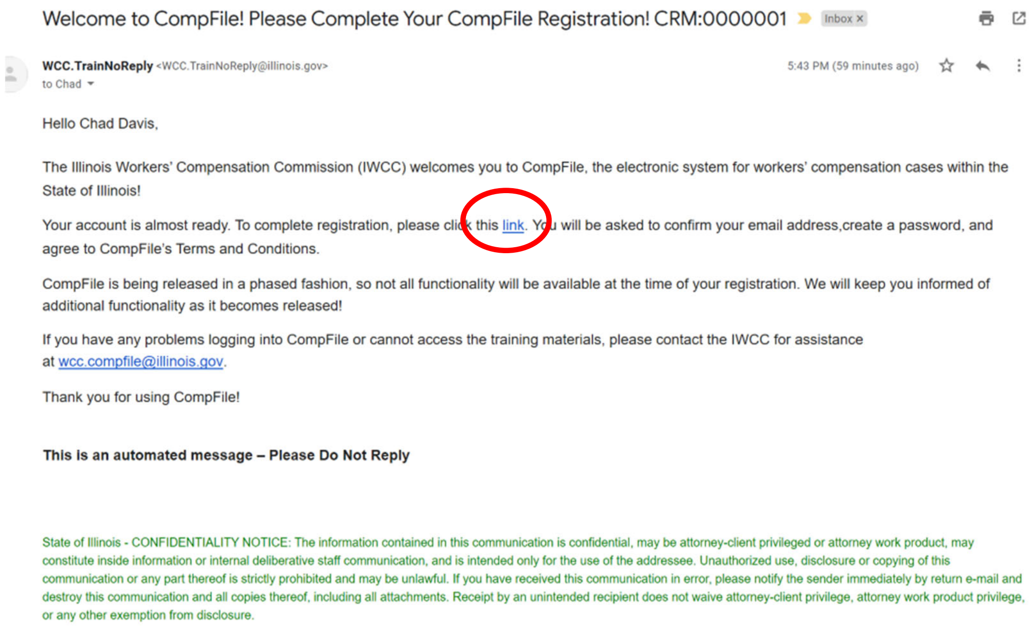
13. *Registration is <u>now</u> complete, and the Law Firm Administrator/Solo Practitioner can navigate to the CompFile home page. Clicking either of the home buttons (circled in red below) will accomplish this task.*



Subsection 3.5: Attorney Registration Process

For Attorneys in a law firm to register for CompFile, the Law Firm Administrator MUST add them, assign them a web role (more details on this later), and send the Attorney an invitation to activate their account. Instructions on this process follows:

1. *Attorney receives an auto-generated email containing an invitation from the CompFile system. The Attorney clicks on the link provided in the email message.*


Welcome to CompFile! Please Complete Your CompFile Registration! CRM:0000001 Inbox ×

WCC.TrainNoReply <WCC.TrainNoReply@illinois.gov> 5:43 PM (59 minutes ago)

to Chad

Hello Chad Davis,

The Illinois Workers' Compensation Commission (IWCC) welcomes you to CompFile, the electronic system for workers' compensation cases within the State of Illinois!

Your account is almost ready. To complete registration, please click this link. You will be asked to confirm your email address,create a password, and agree to CompFile's Terms and Conditions.

CompFile is being released in a phased fashion, so not all functionality will be available at the time of your registration. We will keep you informed of additional functionality as it becomes released!

If you have any problems logging into CompFile or cannot access the training materials, please contact the IWCC for assistance at wcc.compfile@illinois.gov.

Thank you for using CompFile!

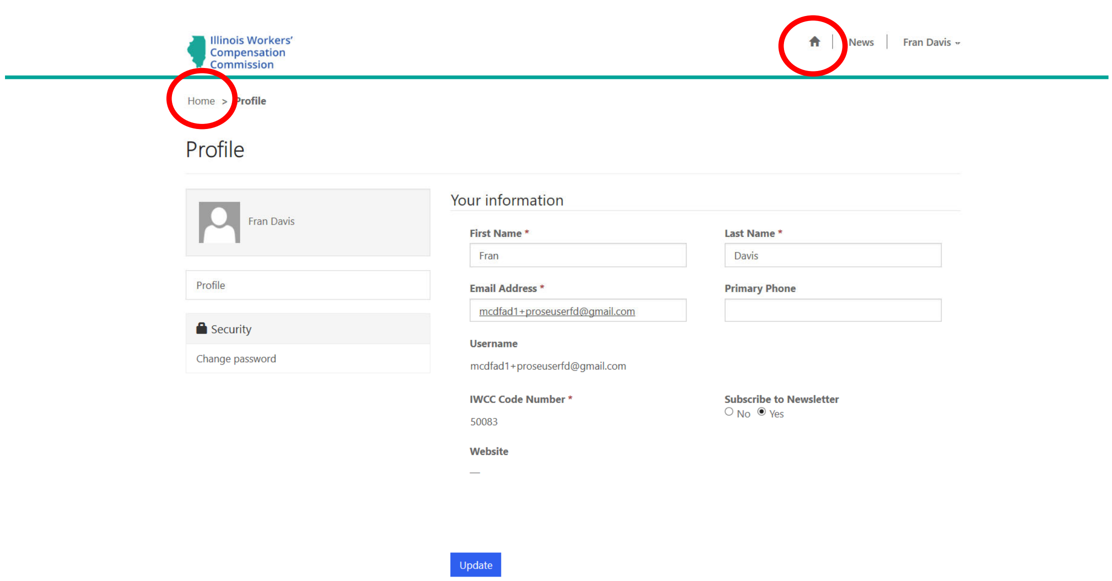
This is an automated message – Please Do Not Reply

State of Illinois - CONFIDENTIALITY NOTICE: The information contained in this communication is confidential, may be attorney-client privileged or attorney work product, may constitute inside information or internal deliberative staff communication, and is intended only for the use of the addressee. Unauthorized use, disclosure or copying of this communication or any part thereof is strictly prohibited and may be unlawful. If you have received this communication in error, please notify the sender immediately by return e-mail and destroy this communication and all copies thereof, including all attachments. Receipt by an unintended recipient does not waive attorney-client privilege, attorney work product privilege, or any other exemption from disclosure.

2. *Clicking the link takes the Attorney to the Redeem Invitation Page (**NOTE**: the link in the email is valid for 5 DAYS. If the invitee clicks on the link after that time period, the Law Firm Administrator MUST send another invitation) where they create a new password, agree to CompFile terms and conditions, verify the captcha code, and click the 'Registration' button.*

   NOTE: *Passwords must be at least 8 characters and contain three of the following four-character types; uppercase letter, lowercase letter, number, and non-alphanumeric (special) character.*

3. *Registration is now complete, and the Attorney can navigate to the CompFile screen. Clicking either of the home buttons (circled in red below) will accomplish this task.*

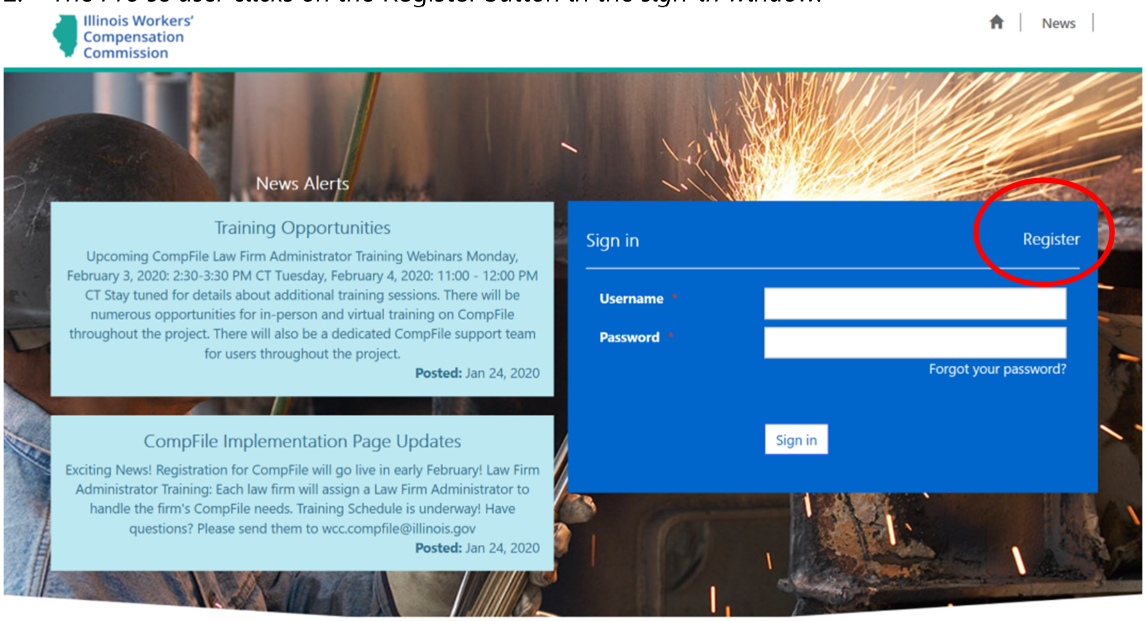


SUBSECTION 3.6: PRO SE REGISTRATION PROCESS

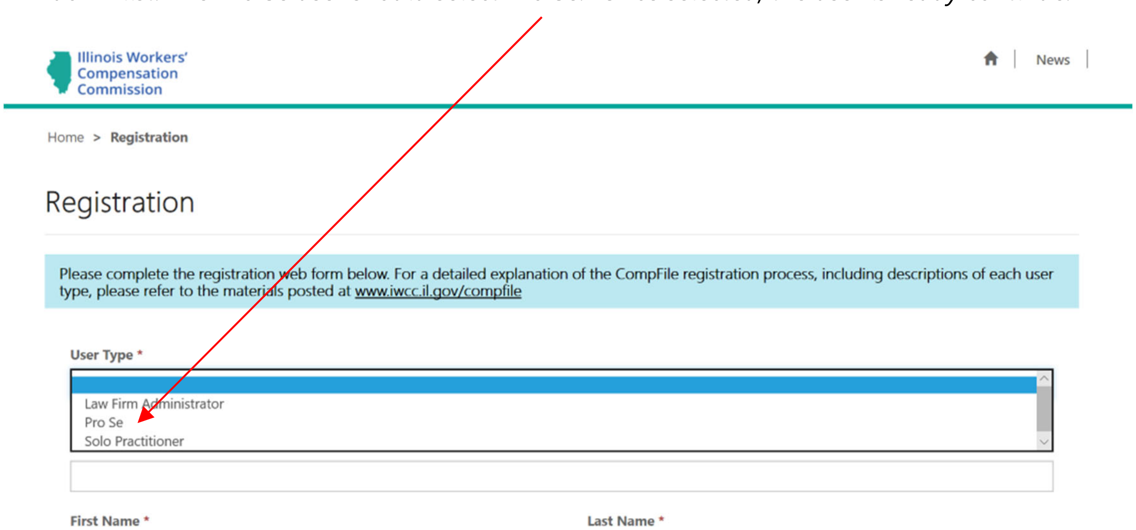
In Release 1, Pro Se petitioners can register in CompFile and get their account set up. The first release <u>doesn't include filing capabilities</u>*, but it allows CompFile users to get registered in the system and prepare for next steps; these are detailed below.*

1. *The Pro Se user opens the CompFile portal.*

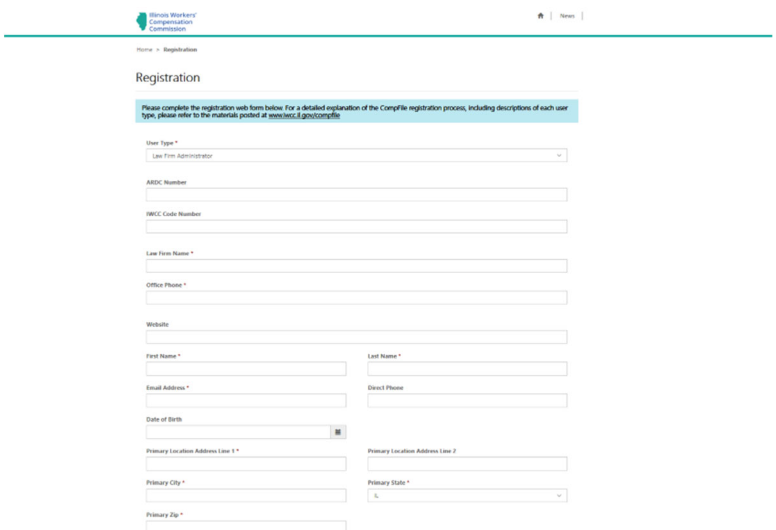
2. *The Pro se user clicks on the* Register *button in the sign-in window.*



3. *User type is a mandatory field and you may not proceed until you choose one of the options from the drop-down list. The Pro Se user should select Pro Se. Once selected, the user is ready continue.*



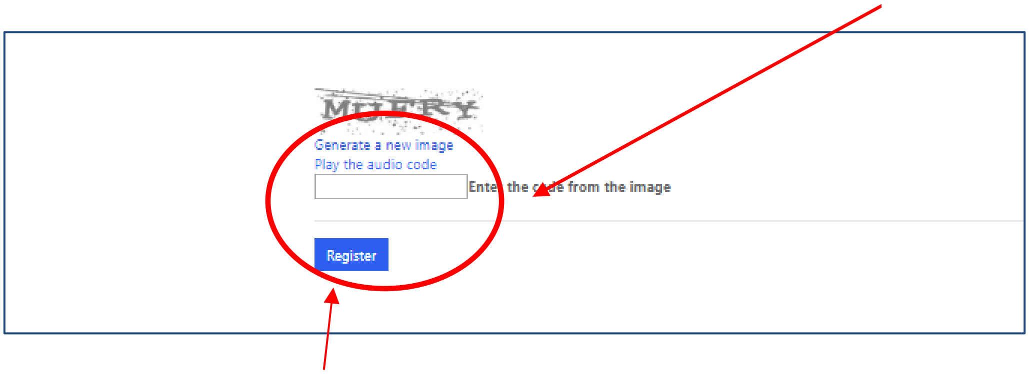
4. *The page requires certain fields be filled out before successfully submitting the request.*
   a. *If any of the fields marked with an * are left, you will receive an error.*
      i. *If you click on the error message link, it will take you to the field you need to populate/provide/correct your answer.*
   b. *You do not need to include a 1 with a phone number. The phone number format is (111) 111-1111.*
      i. *Please do not enter the parenthesis/dashes as the system formats the phone number for your convenience.*
   c. *The website you provide should be the law firm web address.*



5. *After the above fields are filled out in the CompFile portal registration page, the final step on this page is to verify the captcha image in the box.*

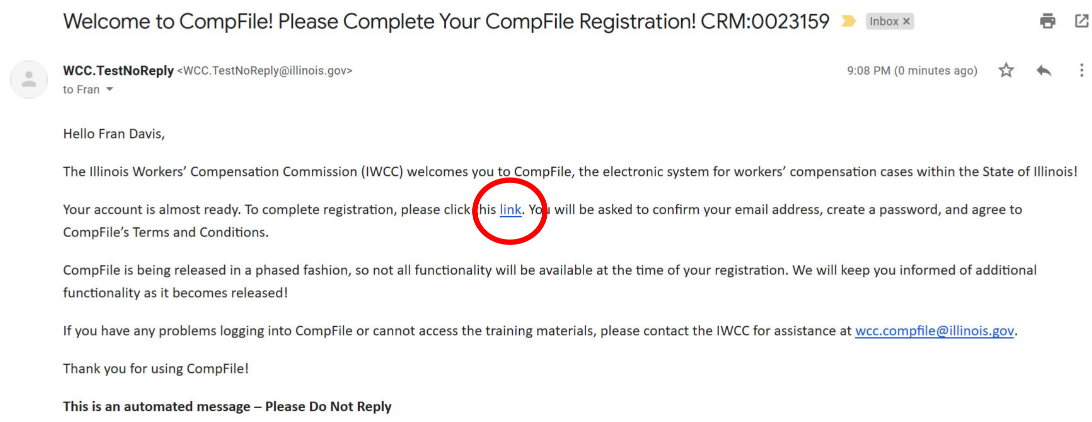
   a. *Captcha allows CompFile to distinguish human versus machine input to prevent spam and extraction of data. By entering the captcha code into the box accurately, you can submit your registration. If you have trouble determining the captcha code in the image, you may click the link 'Generate a new image' or click 'Play the audio code'. Once you enter the code, click on the Register button.*

Captcha process



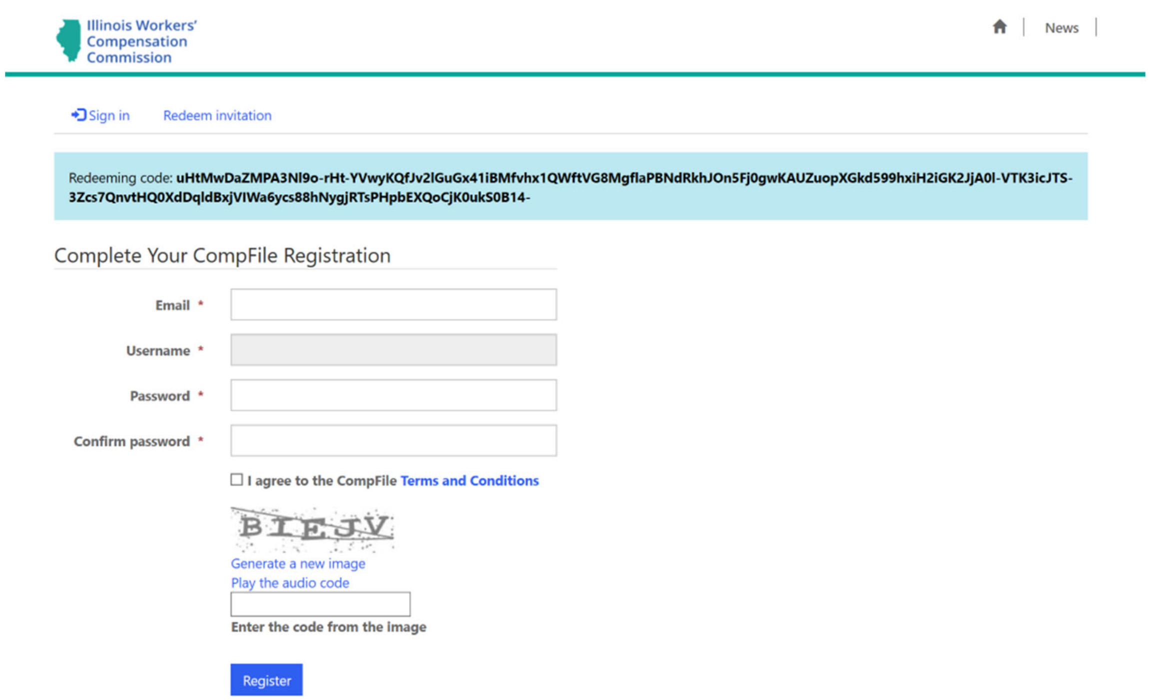
6. *After clicking the register button, a new window displays the following message: 'Thank you for submitting your CompFile registration request. An IWCC staff member will process your request and send an email asking you to complete your account setup within 1-2 business days. Please monitor your email's inbox and spam folders. For any questions or concerns, please contact the CompFile team at <u>wcc.compfile@illinois.gov</u>.'*

7. *The Pro Se user receives an email with instructions on how to complete the registration process.*

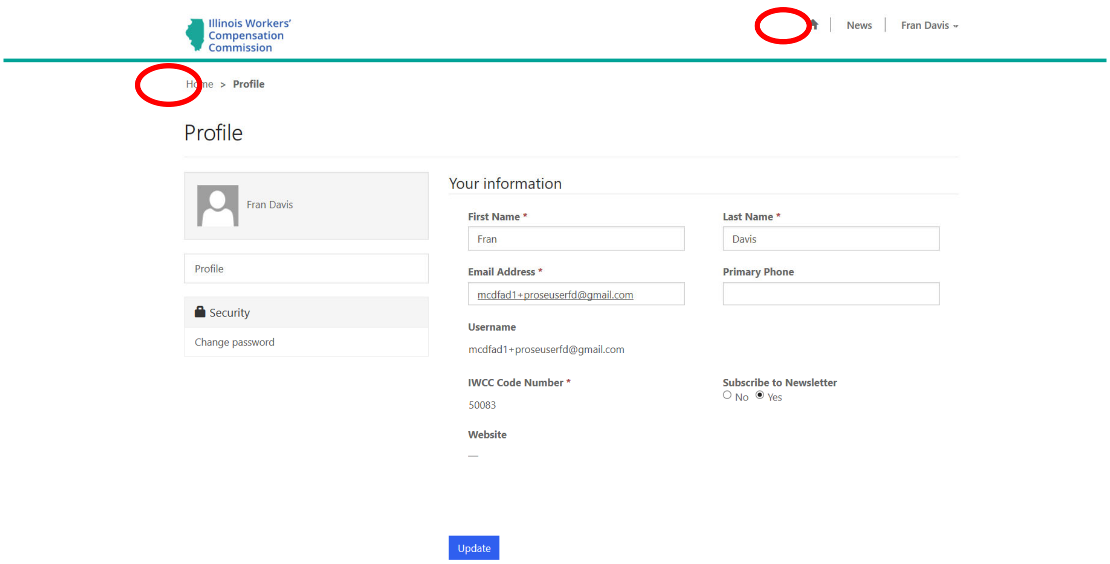


8. *The Pro Se user clicks the link within the email (shown in the red in screenshot above). The user is taken to the Redeem Invitation Page. The Pro Se user creates a password, agrees to CompFile terms and conditions, verifies the captcha code, and clicks the 'Register' button.*

   ***NOTE**: Passwords must be at least 8 characters and contain three of the following four-character types; uppercase letter, lowercase letter, number, and non-alphanumeric (special) character.*



9. *Registration is now complete and the Pro Se user can log into CompFile with their username and password. Clicking either of the home buttons takes the user to their CompFile home page.*



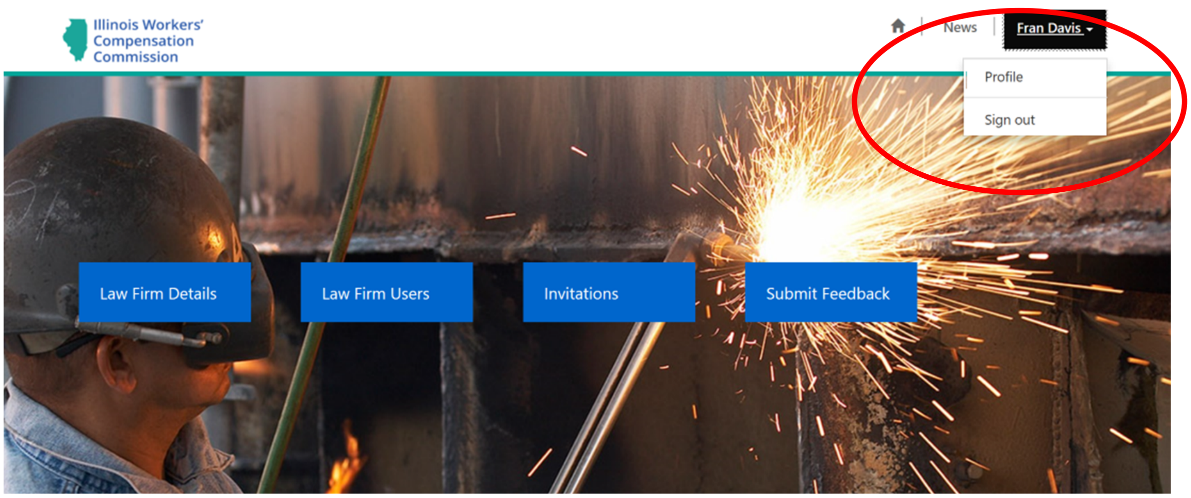
Section 4: Profile and Account Maintenance

This section provides guidance on how to set up your account/profile, reset your password, change your password, attach a photo, and other details associated with your CompFile account/profile.

Subsection 4.1: How to set up Law Firm Administrator/Solo Practitioner/Pro Se Profile/Account and attach a Photo

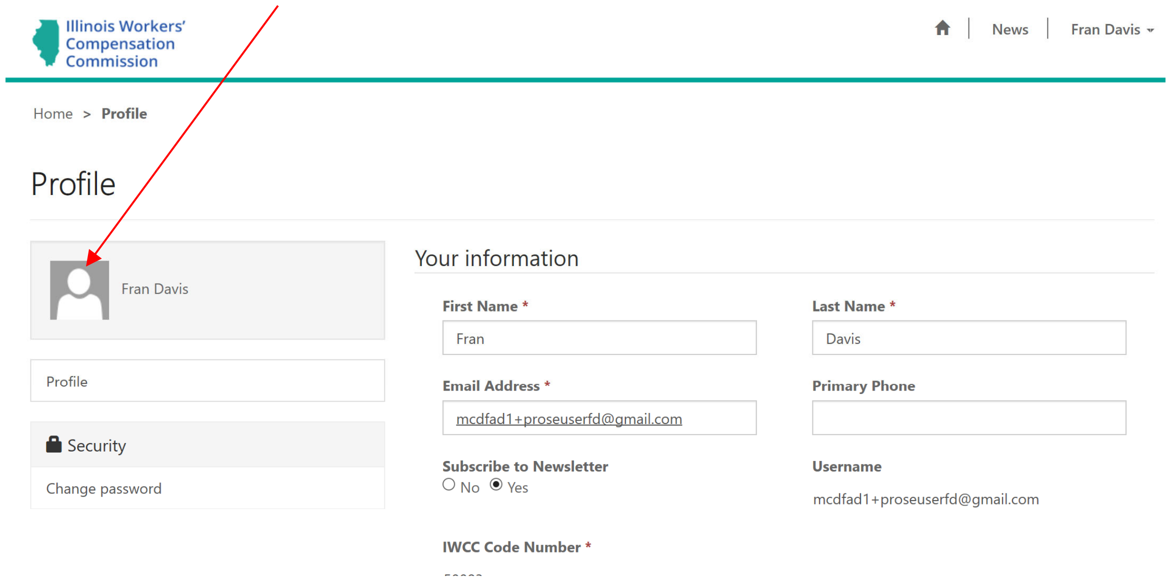
1. *The user signs into CompFile with their log in credentials (username and password).*

2. *The user clicks on their profile from the top right-hand corner of the screen. The Law Firm Administrator, Attorney, Solo Practitioner, and Pro Se home pages are all different. Nevertheless, navigation to your personal profile is the same for all users.*



3. *The user clicks the down arrow next to their name in the profile drop down box and clicks Profile.*

4. *The user views their profile information on the screen. A box with a silhouette displays as the profile picture. The user clicks on the photo box as shown in the screenshot.*



5. *The user browses to the location (on their computer or phone) of a photo they wish to use as their CompFile profile picture and selects the photo file to upload.*

6. *The user clicks the upload button, the file is uploaded, and a 'saved' message appears.*

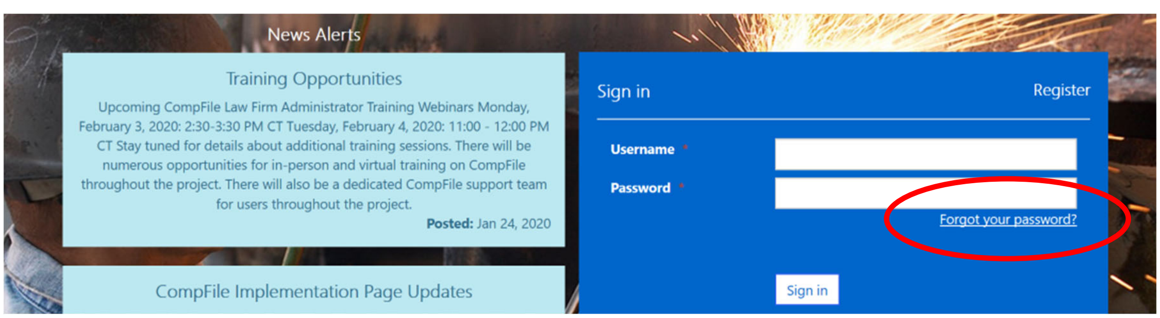
7. *The user closes the window and the user's photo appears in the photograph box.*
    a. *If you attempt to leave the page and get an error message about losing your changes, click the 'Update' button on the bottom of the screen to ensure your changes are saved.*

8. *To remove the photo, click on the photo, select Remove Image, and confirm the deletion. Another photo can be uploaded using the steps above.*

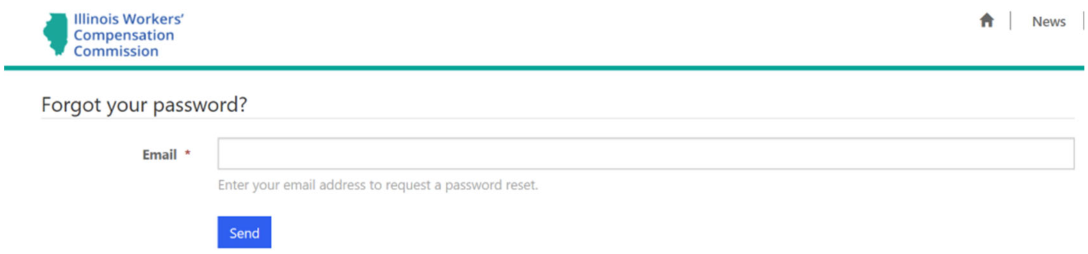
SUBSECTION 4.2: I FORGOT MY PASSWORD - HOW TO RESET PASSWORD

The CompFile user navigates to the CompFile portal and is unable to log in because of a forgotten password.

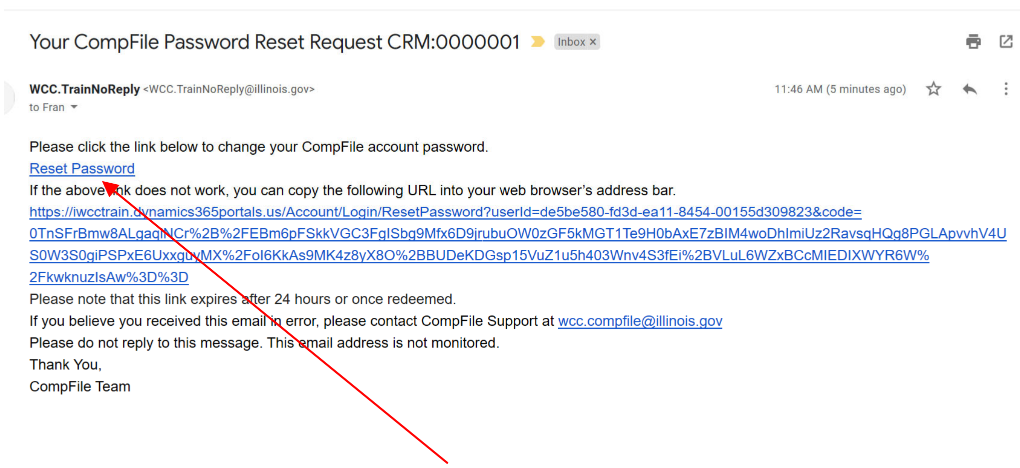
1. The CompFile user clicks on the 'Forgot your password?' button below the sign-in box.



2. The window displays (as shown below) and the CompFile user enters their email address and clicks send.



3. The new window appears requesting CompFile user to check their email for a password reset link. Below is an example of the email.

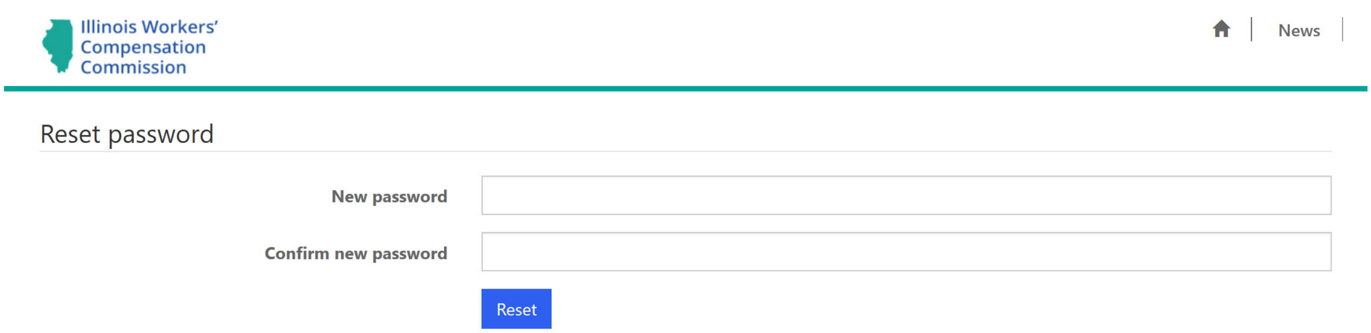


Your CompFile Password Reset Request CRM:0000001 Inbox ×

WCC.TrainNoReply <WCC.TrainNoReply@illinois.gov> 11:46 AM (5 minutes ago)
to Fran

Please click the link below to change your CompFile account password.
Reset Password
If the above link does not work, you can copy the following URL into your web browser's address bar.
https://iwcctrain.dynamics365portals.us/Account/Login/ResetPassword?userId=de5be580-fd3d-ea11-8454-00155d309823&code=0TnSFrBmw8ALgaqlNCr%2B%2FEBm6pFSkkVGC3FglSbg9Mfx6D9jrubuOW0zGF5kMGT1Te9H0bAxE7zBIM4woDhlmiUz2RavsqHQg8PGLApvvhV4US0W3S0giPSPxE6UxxguyMX%2FoI6KkAs9MK4z8yX8O%2BBUDeKDGsp15VuZ1u5h403Wnv4S3fEi%2BVLuL6WZxBCcMIEDIXWYR6W%2FkwknuzIsAw%3D%3D
Please note that this link expires after 24 hours or once redeemed.
If you believe you received this email in error, please contact CompFile Support at wcc.compfile@illinois.gov
Please do not reply to this message. This email address is not monitored.
Thank You,
CompFile Team

4. The CompFile user clicks the 'reset password' link and is taken to a window where they enter a new password and click 'reset'. **NOTE:** Passwords must be at least 8 characters and contain three of the following four-character types; uppercase letter, lowercase letter, number, and non-alphanumeric (special) character. As with other sites, when changing your password, it must be entered twice to ensure the password has been entered correctly.

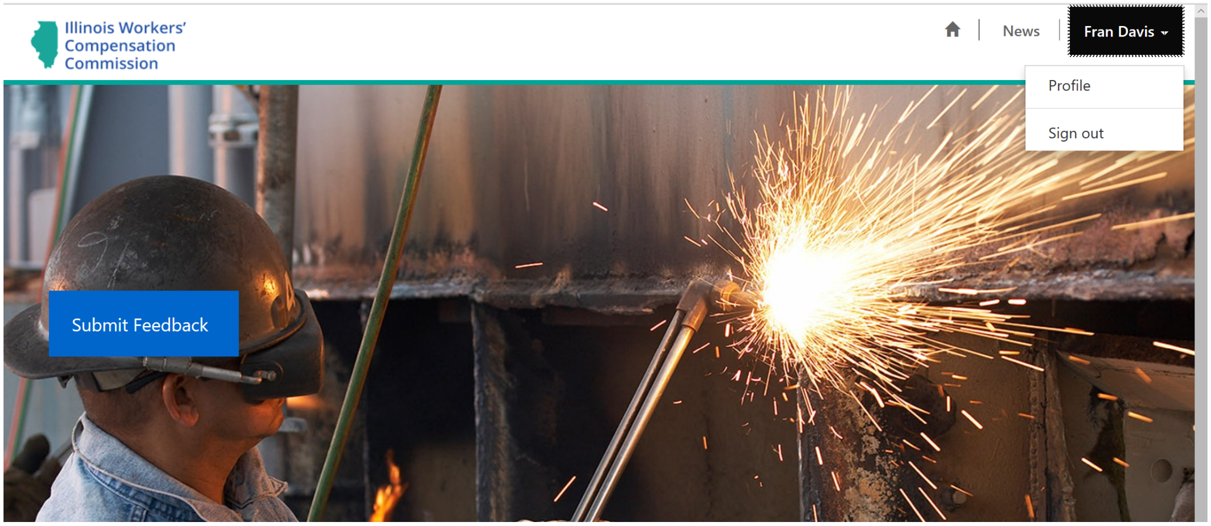


5. The CompFile user will see a new window stating the password has been reset. The user will click the home button where they will enter their username and *newly reset* password to log into CompFile.

Subsection 4.3: How to change your password

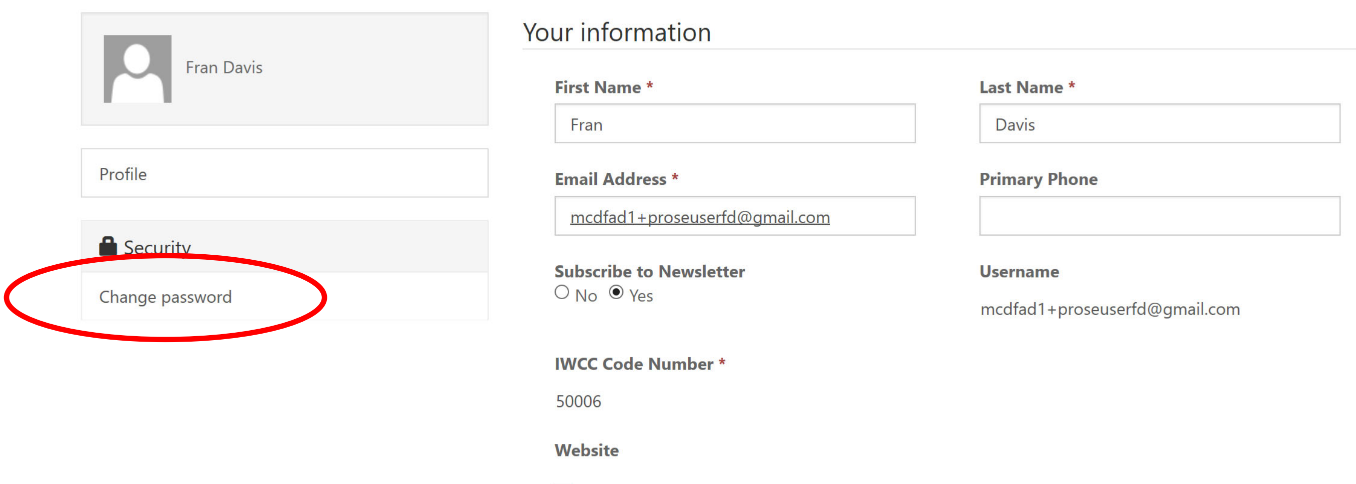
The CompFile user has signed into the system and wants to change their password. This can be done at the discretion of the user.

1. The CompFile user clicks on their profile from the top right of the CompFile screen.

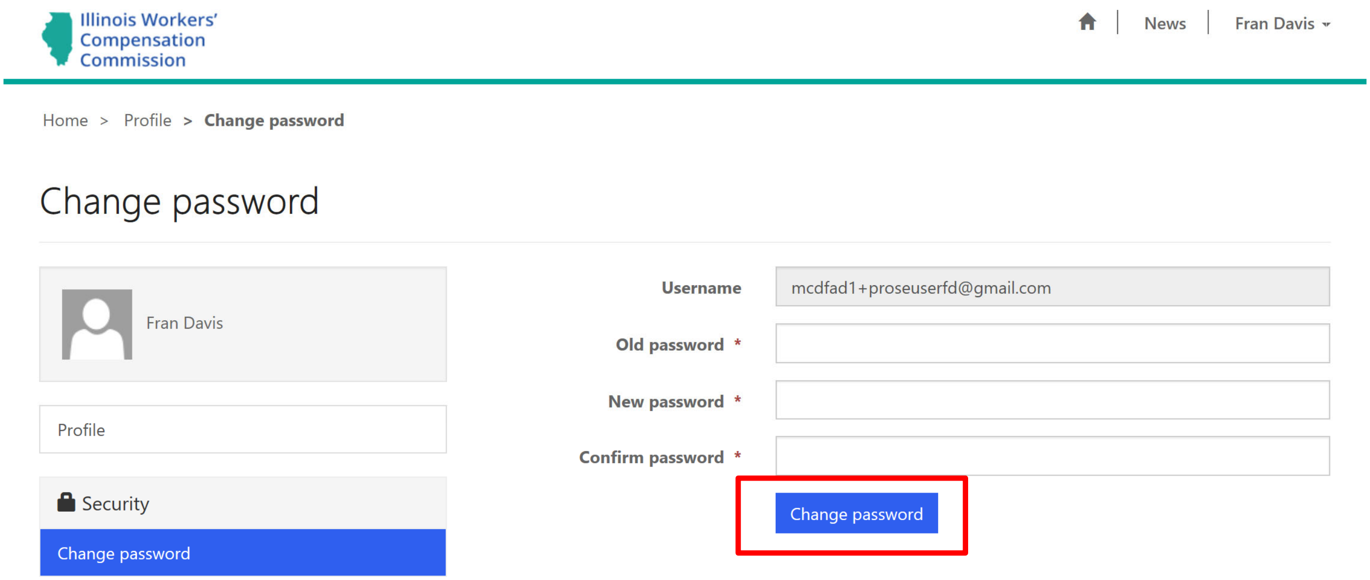


2. The CompFile user selects their name from the profile drop-down.

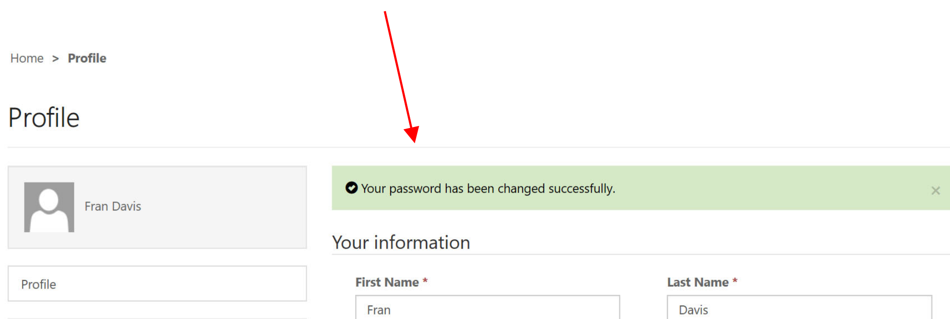
3. A new window appears that contains all the user's profile information. The user clicks on the 'Change password' button. See the image below.



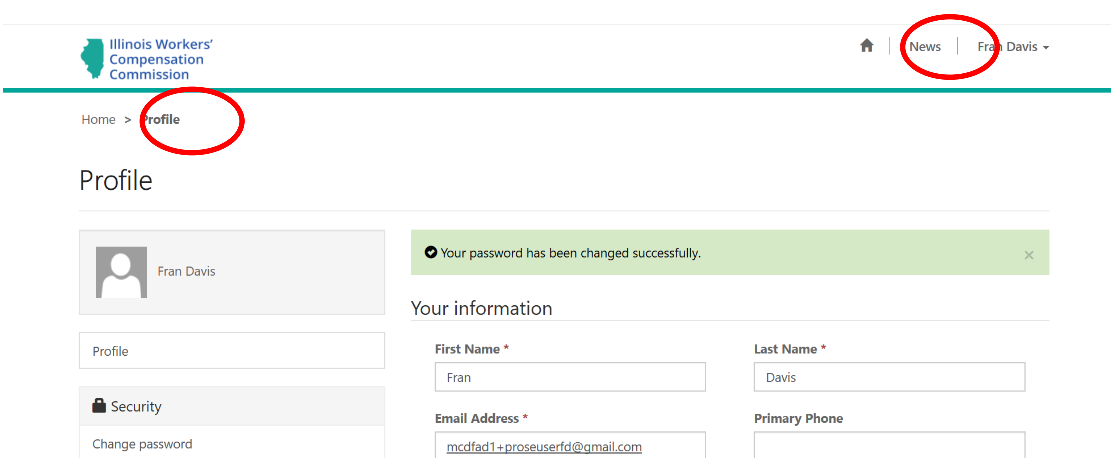
4. The CompFile user enters the old password, enters/confirms a new password and clicks the 'Change password' button directly below the new password (see image below). **NOTE:** Passwords must be at least 8 characters and contain three of the following four-character types; uppercase letter, lowercase letter, number, and non-alphanumeric (special) character.



5. The CompFile screen states that the password has been successfully changed.



6. *The CompFile user navigates back to the home page of CompFile by using the breadcrumb trail or the home button on the top right of the screen.*



SECTION 5: LAW FIRM ADMINISTRATOR (LFA) AND SOLO PRACTITIONER OPERATIONS

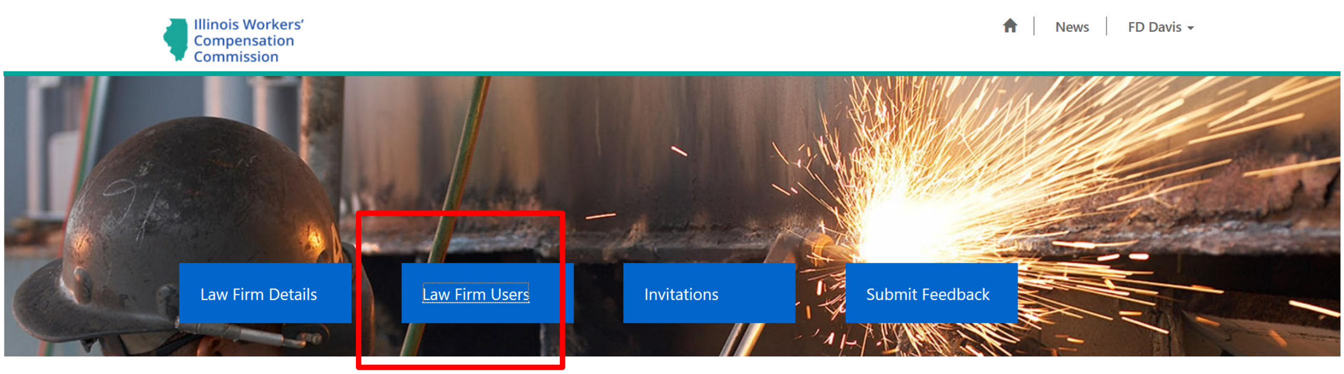
The Law Firm Administrator is responsible for managing CompFile accounts for a law firm, and inviting other users (i.e., Attorneys and Administrators) to CompFile accounts. The LFA serves as a Clerical position in the system. The LFA will **not** have e-Filing privileges (unless they are also an attorney and have provided CompFile with their ARDC number or have registered as a Solo Practitioner).

SUBSECTION 5.1: ADD LAW FIRM USERS (INVITING ATTORNEYS AND LAW FIRM SUPPORT STAFF TO REGISTER)

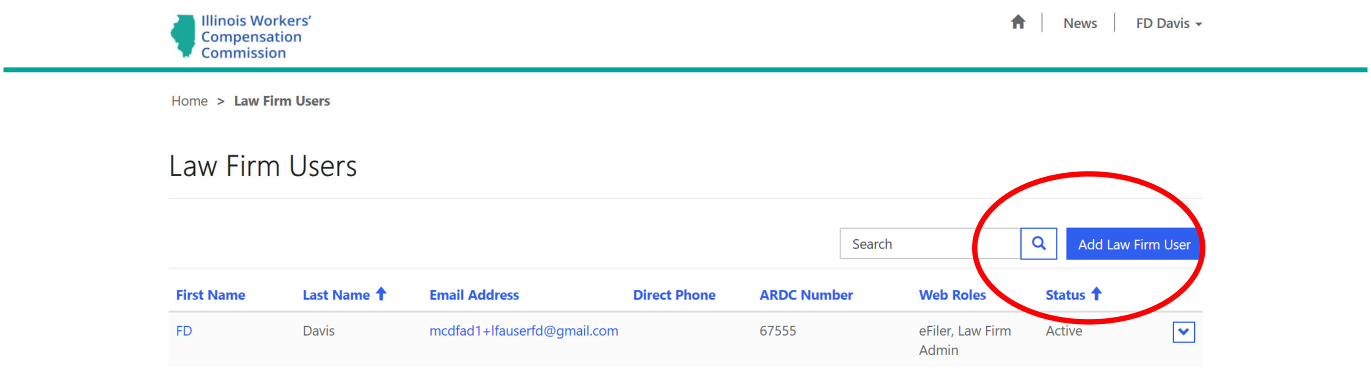
Law Firm Administrators and Solo Practitioners can invite users to the law firm. They can add Law Firm Administrators and/or Attorneys to the firm. Solo Practitioners can invite Law Firm Administrators to their firm. They should not however invite other Attorneys to join their firm due to the nature of a solo practice. See instructions that follow on adding users.

1. *The Law Firm Administrator/Solo Practitioner signs into the CompFile portal with their username and password.*

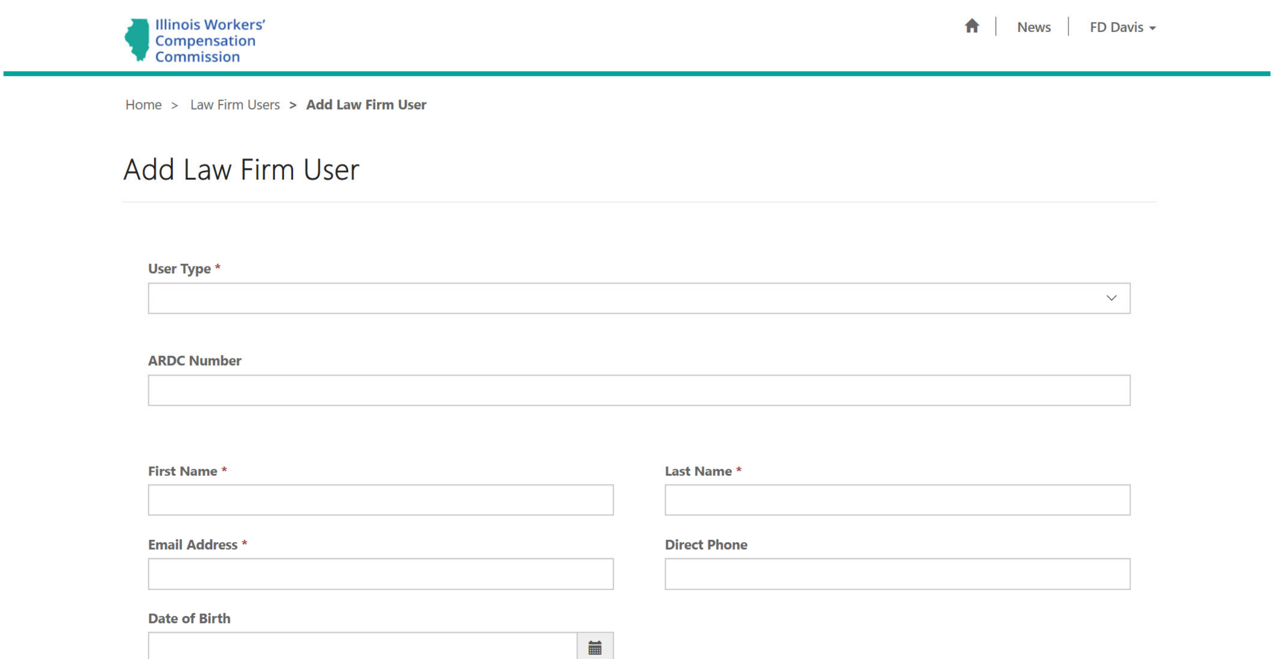
2. *The Law Firm Administrator/Solo Practitioner clicks the Law Firm Users button on the screen as shown in the following image.*



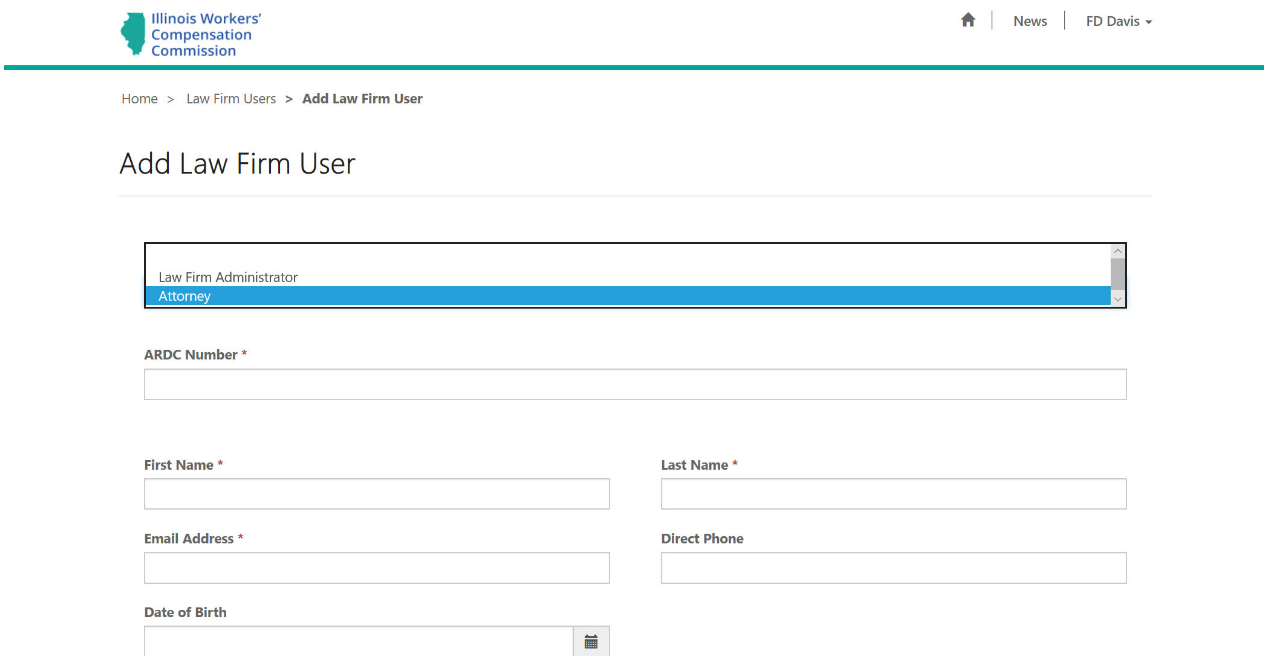
3. *The Law Firm Administrator/Solo Practitioner clicks on the 'Add Law Firm User' button.*



4. *Upon clicking the 'Add Law Firm User' button, the Add Law Firm User page appears. This allows the Law Firm Administrator to enter information for (the user they are adding) into CompFile.*



5. *By selecting the User Type, the Law Firm Administrator specifies whether they are adding an Attorney or a backup/additional Law Firm Administrator. The Solo Practitioner adds Law Firm Administrator(s) to their firm.*



6. *There is one difference between adding an Attorney versus adding a Law Firm Administrator. The Attorney selection <u>requires</u> the ARDC number to complete the process. You cannot add an Attorney to the firm without an ARDC number. If you are adding a law firm administrator who is also an attorney, you MUST enter an ARDC upon the initial invitation. This will ensure the attorney has e-Filing permissions.*

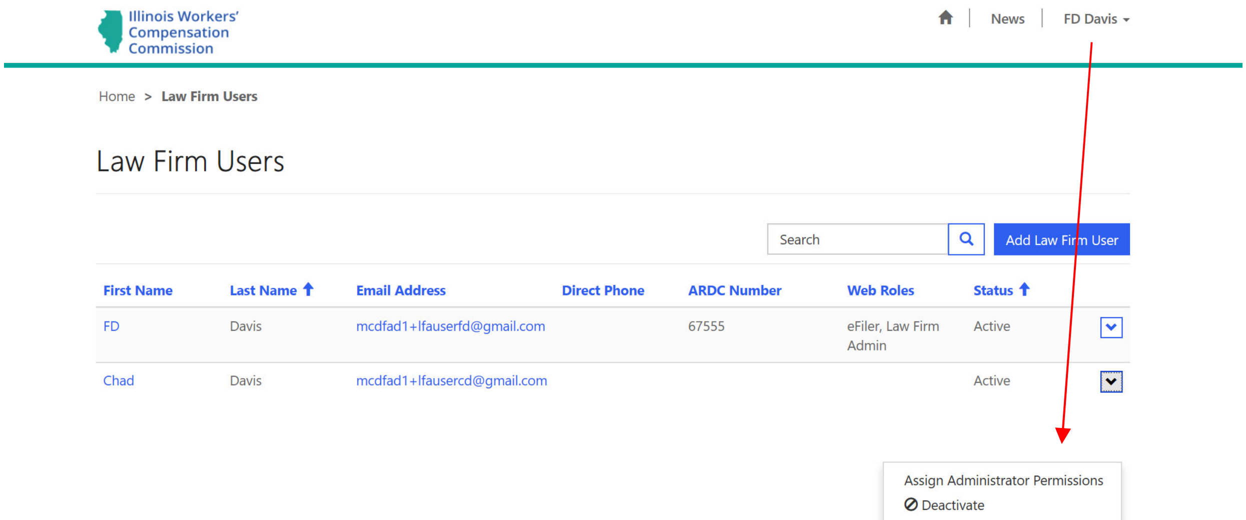
SUBSECTION 5.2: ASSIGN E-FILING PERMISSIONS

In addition to being able to add users to the firm, the Law Firm Administrator/Solo Practitioner can assign filing permissions. The Law Firm Administrator assigns both e-Filing permissions and Law Firm Administrator permissions. The Solo Practitioner adds Law Firm Administrator permissions only. Both users can do this through the CompFile portal.

1. *The Law Firm Administrator/Solo Practitioner signs into CompFile with their username and password.*

2. *The Law Firm Administrator/Solo Practitioner clicks the 'Law Firm Users' tab.*

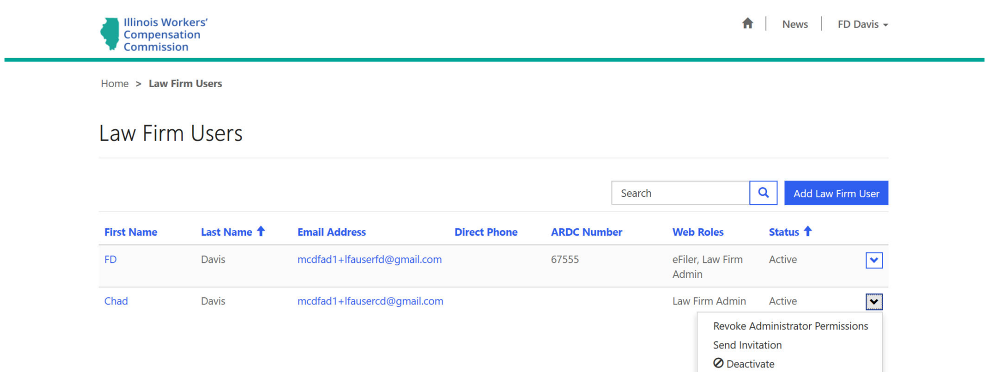
3. *The Law Firm Administrator/Solo Practitioner clicks the down arrow next to the user that needs permissions assigned.*



4. *The Law Firm Administrator/Solo Practitioner assigns Law Firm Administrator permissions to this user.*

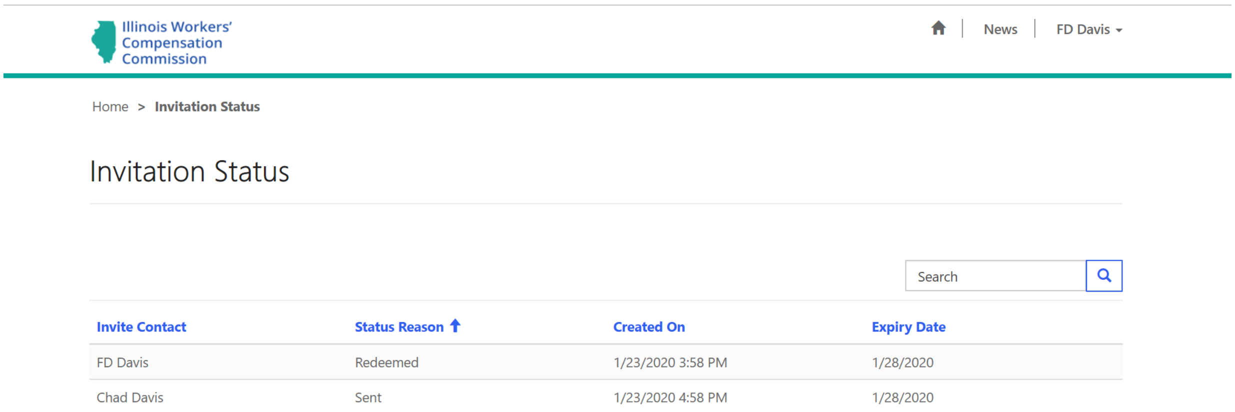
5. *Once the permission has been assigned, the Law Firm Administrator/Solo Practitioner clicks the arrow next to the new user and clicks on 'Send Invitation.'*

   ***NOTE**: the Send Invitation option will not appear unless the user has a role assigned.*



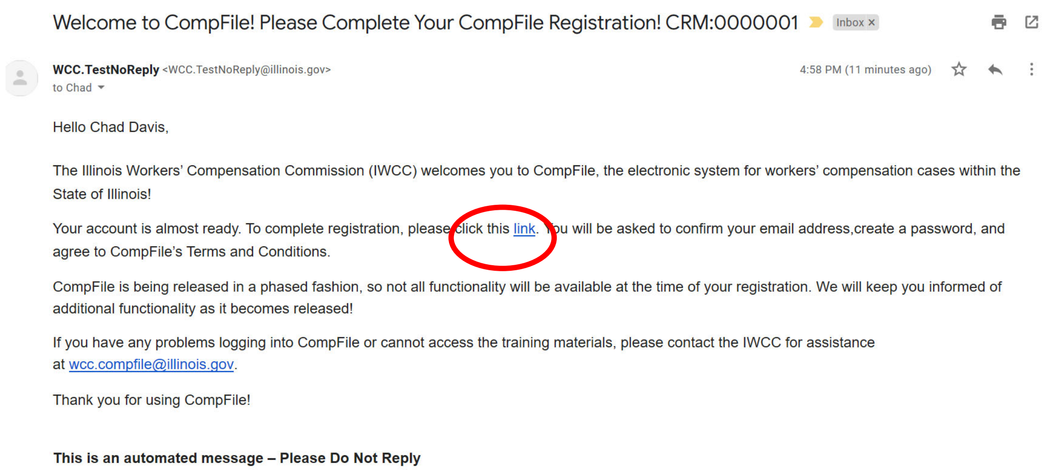
6. *A message displays 'Invitation has been sent.'*

7. *The Law Firm Administrator/Solo Practitioner may ensure the invitation was sent by clicking on the 'Invitations' button. This will show that an invitation was sent. It will also tell the Law Firm Administrator/Solo Practitioner that an invitation has been redeemed. Once redeemed, the new user is added to the Law Firm.*



Invite Contact	Status Reason	Created On	Expiry Date
FD Davis	Redeemed	1/23/2020 3:58 PM	1/28/2020
Chad Davis	Sent	1/23/2020 4:58 PM	1/28/2020

8. The invited user receives an invitation via email.



Welcome to CompFile! Please Complete Your CompFile Registration! CRM:0000001 Inbox ×

WCC.TestNoReply <WCC.TestNoReply@illinois.gov> 4:58 PM (11 minutes ago)
to Chad

Hello Chad Davis,

The Illinois Workers' Compensation Commission (IWCC) welcomes you to CompFile, the electronic system for workers' compensation cases within the State of Illinois!

Your account is almost ready. To complete registration, please click this link. You will be asked to confirm your email address,create a password, and agree to CompFile's Terms and Conditions.

CompFile is being released in a phased fashion, so not all functionality will be available at the time of your registration. We will keep you informed of additional functionality as it becomes released!

If you have any problems logging into CompFile or cannot access the training materials, please contact the IWCC for assistance at wcc.compfile@illinois.gov.

Thank you for using CompFile!

This is an automated message – Please Do Not Reply

9. *When the user clicks the link, the Redeem Invitation page is displayed and the user is asked to create a password, agree to CompFile terms and conditions, and validate the captcha code. This process adds them to the law firm.*

SUBSECTION 5.3: REVOKE FILING PERMISSIONS

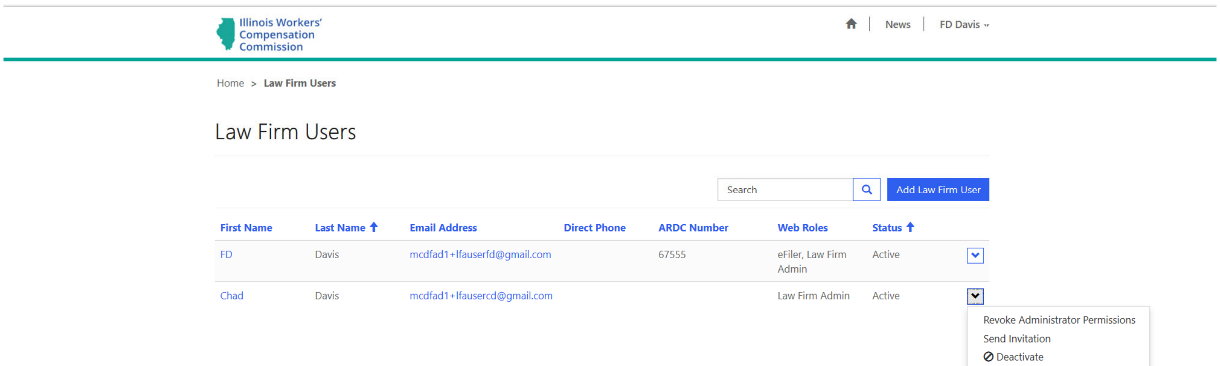
Law Firm Administrators/Solo Practitioners can revoke permissions as necessary, whether someone leaves the firm or changes positions within the firm.
***NOTE**: DO NOT REVOKE YOUR OWN PERMISSIONS*

1. *The Law Firm Administrator/Solo Practitioner signs into CompFile with their username and password.*

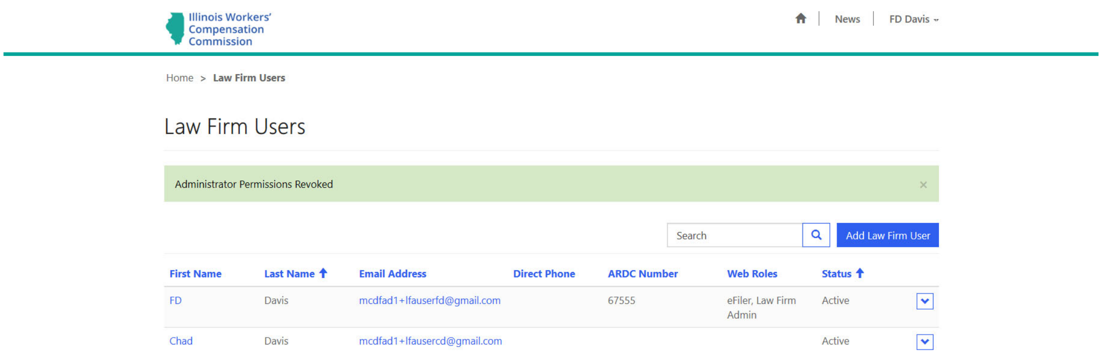
2. *The Law Firm Administrator/Solo Practitioner clicks on the 'Law Firm Details' button.*

3. *The Law Firm Administrator/Solo Practitioner clicks the down arrow (just like in the assign permissions instructions) next to the user whose permissions are to be revoked.*

4. *The Law Firm Administrator/Solo Practitioner clicks on 'Revoke Administrator Permissions'.*



5. *The user no longer has administrator permissions in CompFile. They are still able to submit feedback and can view law firm details but cannot change any law firm details (The user would have to be 'deactivated' to have no access, which is described below in Subsection 5.4. below).*



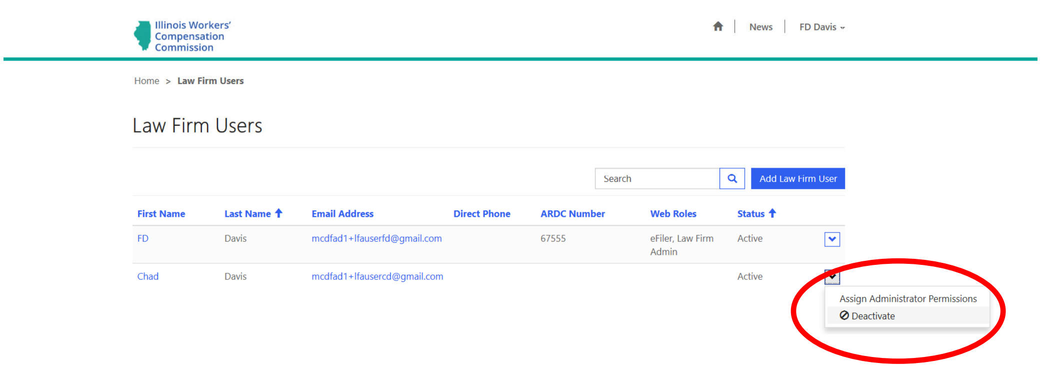
Subsection 5.4: Deactivate Law Firm User

If an individual (either Attorney or Law Firm Administrator) leaves a law firm, the Law Firm Administrator MUST deactivate them from the firm.

1. *The Law Firm Administrator/Solo Practitioner logs into CompFile with their username and password.*

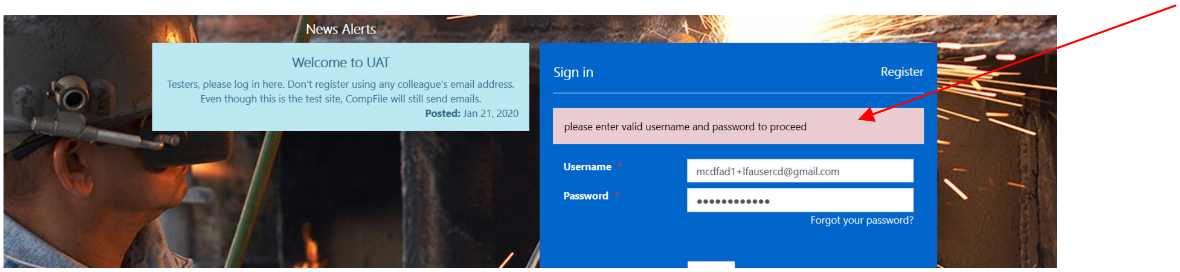
2. *The Law Firm Administrator/Solo Practitioner navigates to the 'Law Firm Users' button.*

3. *The Law Firm Administrator /Solo Practitioner selects the user in need of 'Deactivation.'*



4. *The Law Firm Administrator/Solo Practitioner clicks 'Deactivate' and the system displays a confirmation message asking if user is sure about the deactivation. If "Yes" is selected, the user is no longer able to access CompFile with their username and password. Their status in Law Firm Users is listed as "inactive."*

5. *If the deactivated user tries to access the CompFile system, they get a message that the username and password entered is not valid.*



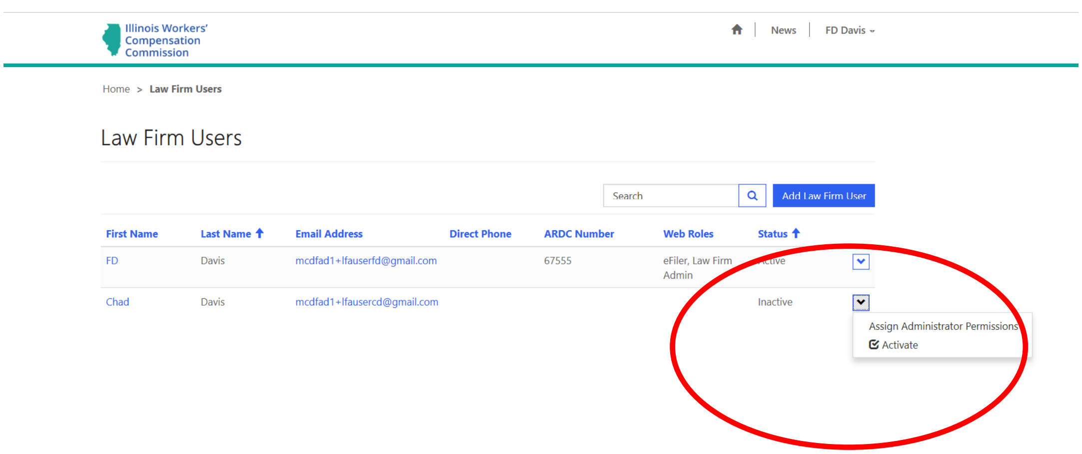
Subsection 5.5: Reactivate law Firm User

Just as a law firm user may decide to leave/change firms, an attorney may decide to return to a firm. The Law Firm Administrator can reactivate an account of an attorney who has returned to work at the law firm (assuming the email address is EXACTLY the same as it was when that person was deactivated. If the email address is different upon return, a NEW account must be opened. See Subsection 5.1 on adding new users to the law firm). This can be accomplished in very similar format as deactivating.

1. *The Law Firm Administrator signs into CompFile with their username and password.*

2. *The Law Firm Administrator navigates to the Law Firm Details page.*

3. *The Law Firm Administrator clicks the down arrow next to the individual in need of activation as shown below.*



4. *The Law Firm Administrator clicks on the activate button, and the user is ready to work in CompFile.*

5. *The Law Firm Administrator should make sure that the law firm user has assigned permissions in the system, otherwise, the law firm user will be limited to only submitting feedback. (See Subsection 5.2 for assigning permissions).*

SECTION 6: ATTORNEY OPERATIONS

Attorneys who are not Solo Practitioners have limited functionality in CompFile (until we add e-filing capabilities in later releases). They can update their CompFile profile, add a photo, change their password, view law firm users, submit Feedback, and view Announcements. How to submit Feedback and view Announcements are detailed in the following sections.

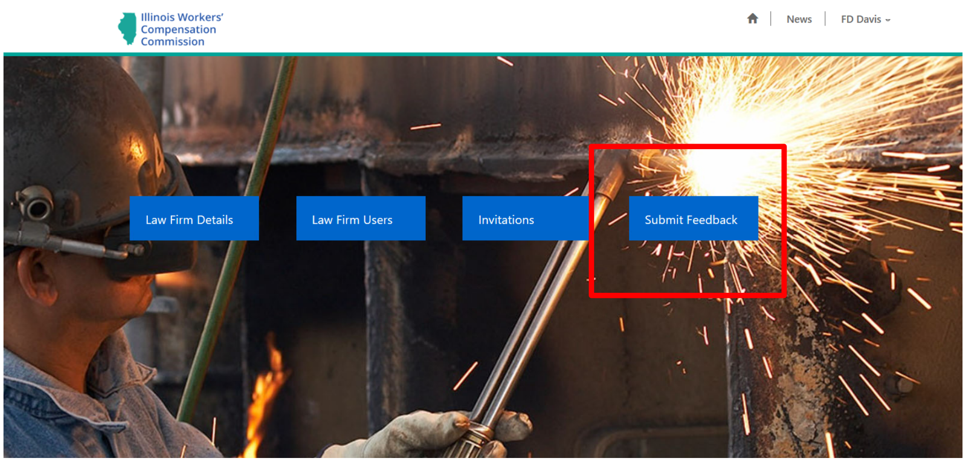
See section 9 for processing electronic settlement contracts.

SECTION 7: SUBMITTING FEEDBACK

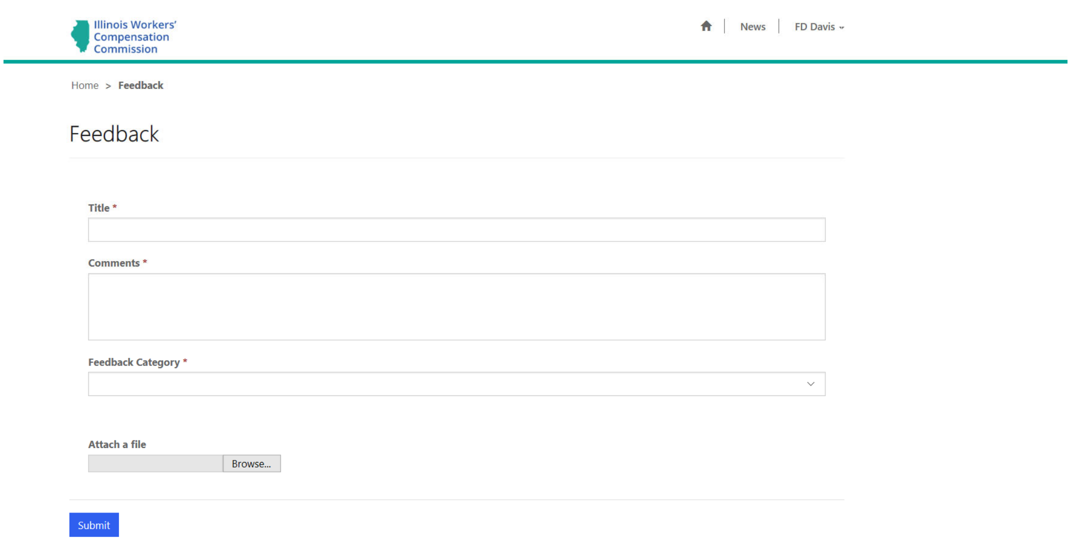
All CompFile users can submit feedback to the IWCC if something is wrong, ask questions about CompFile processes, suggest enhancements, or even send a compliment through the Feedback functionality of CompFile.

1. *The user signs into the CompFile system with their username and password.*

2. *The user clicks on the 'Submit Feedback' button.*



3. *The user is taken to a feedback 'form' that once completed can be submitted to the CompFile Support Team.*



4. *The Title (description) of the feedback being submitted is a required field as are Comments. These allow the user to describe in detail what issue, question, or concern they have relating to CompFile.*

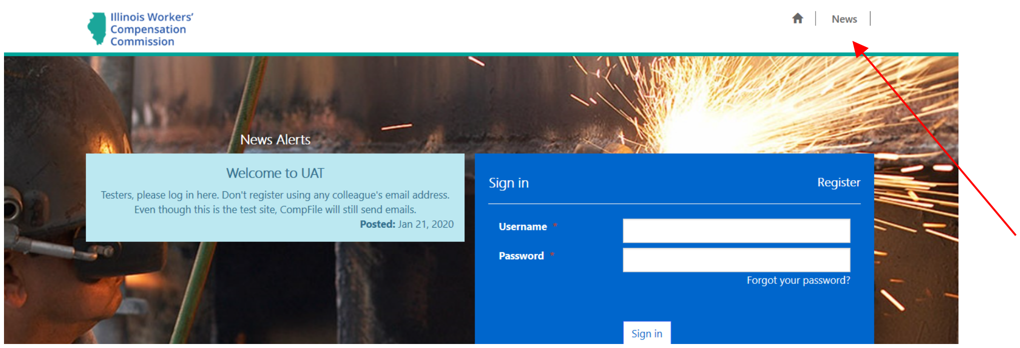
5. *The Feedback category is also a required field; the user selects the category that best fits the description of the feedback being submitted. Below is a list of feedback categories currently in the CompFile system.* ***NOTE****: The categories will evolve as additional functionality is added to CompFile.*

6. *If the user wants to include an attachment with feedback, the user clicks on the 'Choose Files' box under 'Attach a file', browses to and selects (on their computer or phone) the .jpg, .png or .pdf file(s) they wish to attach to the feedback.*
7. *The next page provides confirmation that the feedback has been uploaded to CompFile.*

SECTION 8: VIEW COMPFILE ANNOUNCEMENTS

All users can view announcements. CompFile announcements may or may not be duplicated on the IWCC web page. CompFile announcements will also contain announcements specific to CompFile.

1. *The user navigates to the CompFile site. The top two most important announcements (as defined by IWCC) are displayed in the light blue box. These announcements will change. Once the user logs into CompFile, the News Alerts box is no longer visible, however, clicking on the News link (shown on the next page) allows the user to view news (including archived items).*



SECTION 9: ELECTRONIC SETTLEMENT CONTRACTS

It is with great excitement that the IWCC announces electronic filing of settlement contracts. This includes everything from drafting and signing of a settlement contract to downloading and printing a PDF copy of the signed and approved contract. **Please Note: Effective April 2021, the IWCC has implemented Release 3 of CompFile. The information in this section has been updated to reflect changes to the electronic settlement process in Release 3. After reviewing this information, please refer to the "New in R3 Electronic Settlements" document by clicking the following link:**

https://www2.illinois.gov/sites/iwcc/resources/Documents/CompFile%20New%20in%20R3%20Settlements.pdf

SUBSECTION 9.1: DO ALL SETTLEMENT CONTRACTS HAVE TO BE FILED ELECTRONICALLY?

Effective with CompFile Release 3 in April 2021, **all** settlement contracts must be filed electronically in CompFile. (This is a change from Release 2, when pro se settlement contracts and "No-App" settlement contracts were excluded from the electronic settlement process.)

Which settlements MUST be filed in CompFile?

- **Fully-Represented Settlements:** settlements on cases in which an application for adjustment of claim was previously filed, all parties have representation, and a case number has already been assigned should be filed in CompFile.
- **Direct Insurer/Third-Party Administrator (TPA) Settlements WITH an Existing Case Number**: settlements on cases in which the injured worker and his or her attorney settle directly with an insurance company or third-party administrator, the insurance company has not hired outside counsel, and a case number has been assigned should be filed in CompFile.
- **Pro Se Settlements:** settlements on cases in which the injured worker is not represented must be filed in CompFile. *Pro se settlements are still required to have a hearing.*
- **"No-App" Settlements:** settlements on cases in which the settlement contract is the first filing in that case and no case number has been assigned must be filed in CompFile.

SUBSECTION 9.2: I AM NOT REGISTERED IN COMPFILE. DO I NEED TO REGISTER IN ORDER TO FILE A SETTLEMENT CONTRACT?

Yes, you must register in CompFile to file a settlement contract. You may refer to Section 3 of this document for information on registering in the system.

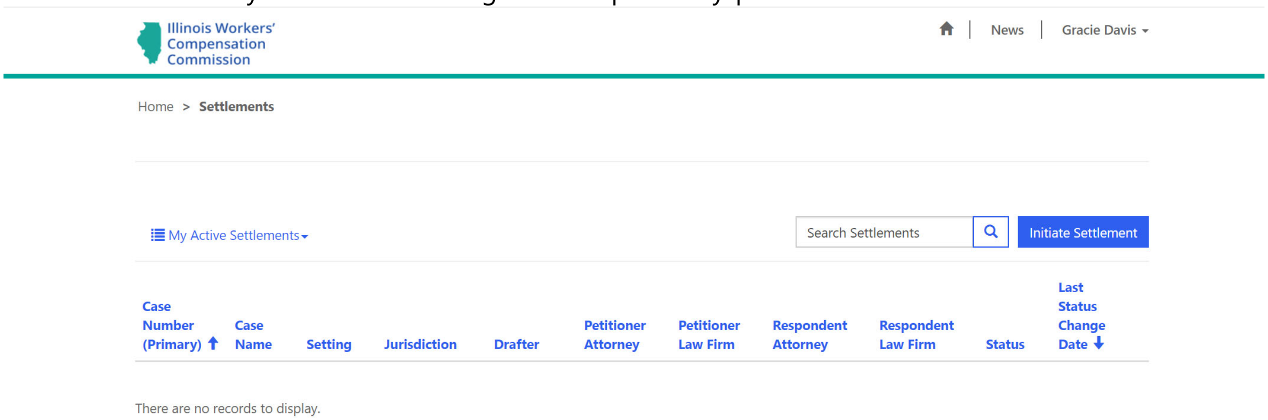
SUBSECTION 9.3: I HAVE FILED PAPER SETTLEMENT CONTRACTS WITH THE IWCC FOR 20 YEARS. WILL I BE ABLE TO FILE SETTLEMENTS ELECTRONICALLY?

Yes, CompFile is designed with you in mind! The process for completing the electronic settlement contract is simple and remarkably similar in design to filing paper settlement contracts.

Subsection 9.4: My law firm is registered in CompFile and I have a CompFile account. How do I draft a settlement contract?

When you log into CompFile with your username (email address) and password, the first screen you see has several buttons (most buttons should look familiar especially if you went through our *CompFile Registration Training*). You will notice, however, a new button on this screen, the "Settlements" button. When you click the "Settlements" button, you are taken to a new screen where you will initiate and manage all your or your firm's settlements.

When you first click the "Settlements" button, you are taken to the screen below that shows a list of settlements. You will see a variety of column headings that help identify pertinent information about the listed settlements.



Subsection 9.4.1: Initiate Settlement

From the "Settlements" screen, you can now start a new settlement by clicking the "Initiate Settlement" button. New in Release 3: You can initiate a settlement contract without a case number. Immediately upon submission, a case number and Arbitrator will be assigned to the case.

Subsection 9.4.2: Pick Role and Assigned Arbitrator/Commissioner

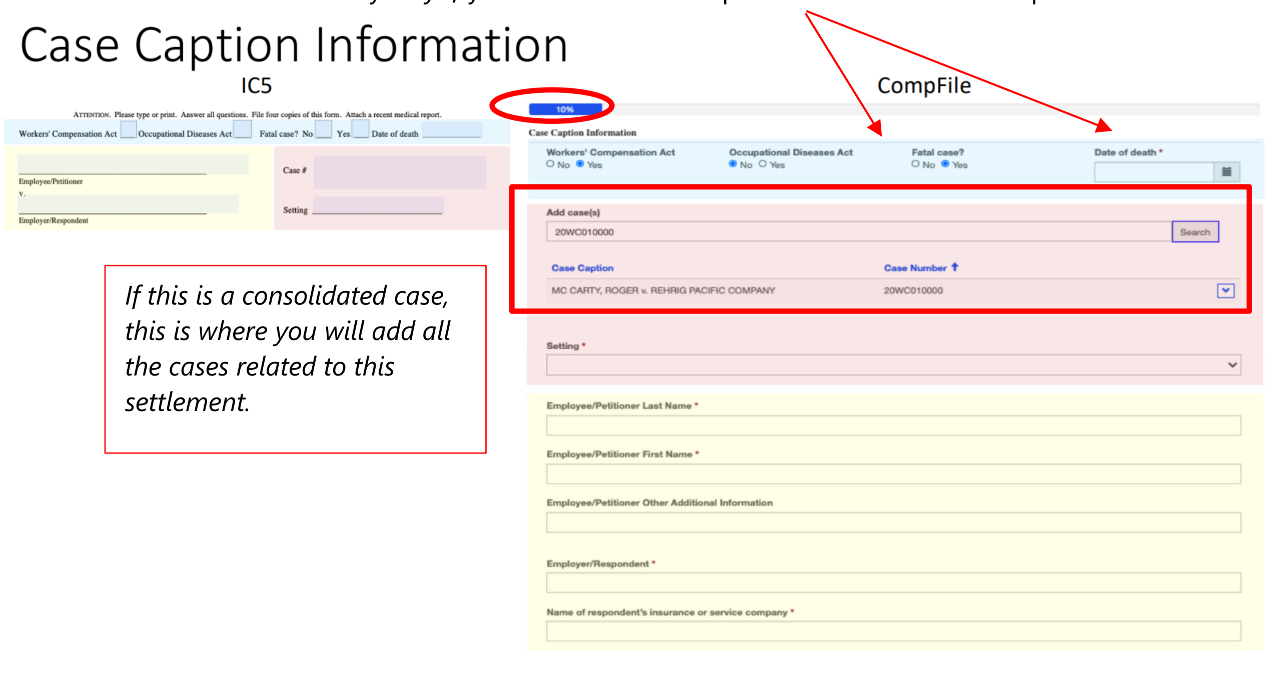
The "Case Information" screen asks you to identify your role in the case being settled: Are you a respondent attorney or a petitioner attorney? New in Release 3: CompFile uses the Commissioner or Arbitrator already assigned to your case. You are able to request a Commissioner assignment if the Arbitrator no longer has jurisdiction..

The final question on this initial screen asks whether you are amending a previously approved settlement contract. This applies only to a situation when you are submitting a settlement contract, and the purpose is to amend a prior, approved settlement contract. For example, an initial settlement left medical open, and this was approved, and now the parties wish to close out medical. The word "AMENDED" will appear across the final PDF copy of the settlement contract if you select "Yes" to the "Are you amending a prior approved settlement contract?" question.

Subsection 9.4.3: Case Caption Information

The "Case Caption Information" screen covers the identifying information for the case being settled. You identify whether the Workers' Compensation Act or Occupational Diseases Act applies to the case and indicate if it is a fatal case. You then search and add the case being settled by typing the assigned IWCC case number into the box with the "Enter Case Number" label. Use the ##WC###### case number format with no space between the numbers and letters and leading zeros when searching for the case (e.g., 20WC123456 or 20WC000123). A valid case number displays a new box with the "Select Case" label. Click this box and select the case number and name to add it to the case list. You can repeat this process to add multiple cases if the settlement involves consolidated cases. Next, you select the setting for the case by clicking the box below the "Setting" field and selecting the appropriate city in the drop-down menu. Finally, you enter the names of the employee/petitioner and employer/respondent and click the "Next" button to move to the next screen.

The "Case Caption Information" screen and the subsequent screens and fields in the electronic settlement contract closely mimic the paper settlement contract ("Form IC5"). The following screenshots show a comparative analysis between the various sections from the paper Form IC5 and the screens from the CompFile settlement contract. Notice there is a percentage that shows up in blue in the screenshot below. This percentage represents the level of completion for the settlement contract on that particular screen. The percentage complete will advance as you progress through the electronic settlement contract. You will also notice there is a red asterisk (*) next to the "Date of death" field in the screenshot. A red asterisk (*) signifies a mandatory field. In the screenshot below, the "Date of death" field becomes mandatory *only if* you select the "Yes" option to the "Fatal case?" question



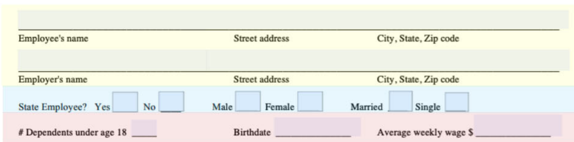
Subsection 9.4.4: Employment Information

The "Employment Information" screen covers the employee's and employer's addresses and the employee's personal information, such as gender, marital status, dependents under age 18, birthdate, and average weekly wage. There is little difference here between the paper Form IC5 and the electronic settlement contract. As just mentioned, any mandatory fields are marked with a red asterisk (*).

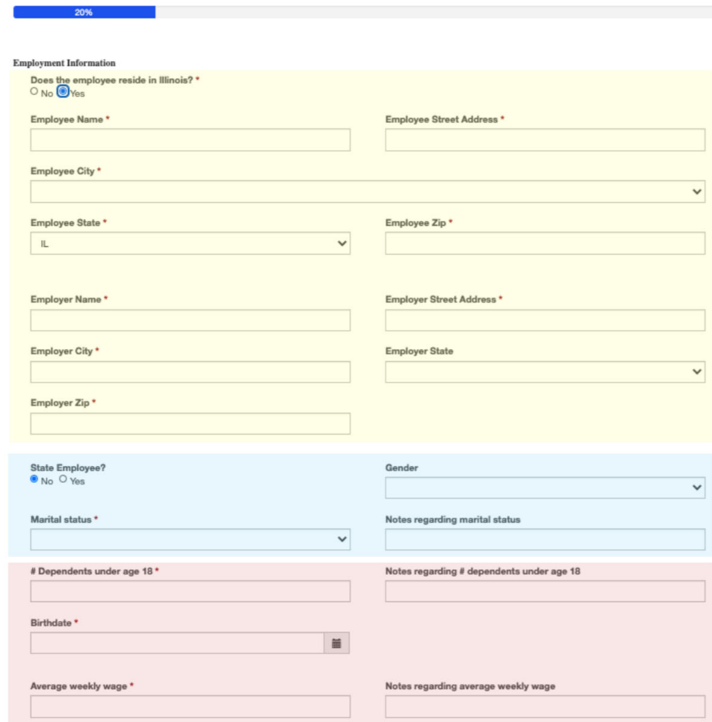
The electronic settlement contract screens contain a combination of radio buttons ("Yes/No" answers), drop-down menus (as shown by the down arrow next to the "Employee City" field), and pop-up calendars for selecting dates (as shown by the calendar icon next to the "Birthdate" field) for your convenience. The electronic settlement contract screens also contain "Notes" fields. During the creation of the CompFile system, IWCC stakeholders told us that they utilized white space on the paper Form IC5 to include additional information or statements about the settlement that they wanted to communicate to the IWCC (e.g., adding "Disputed" or "See Terms of Settlement" in the margins). By adding the "Notes" fields, the IWCC has provided a way for you to communicate this information on the electronic settlement contract.

Employment Information

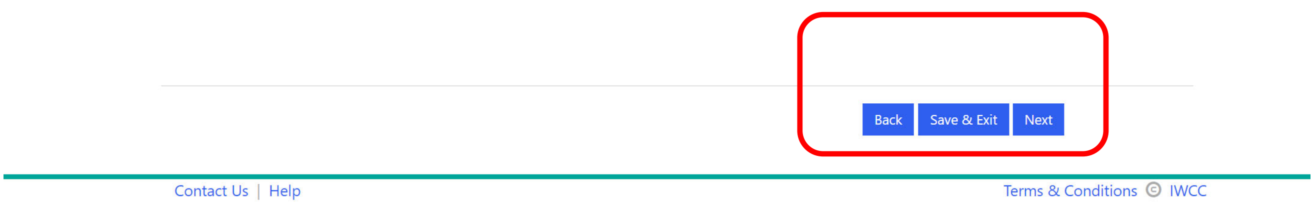
IC5



CompFile



As you complete the electronic settlement contract screens, you will see blue buttons at the bottom of each screen. Depending on where you are in the drafting process, the buttons may change. The "Back" button takes you to the previous screen. If you start filling out fields on the screen, you will get a message warning data loss if you attempt to go back to the previous screen. You may cancel the action or return to the previous screen, your choice. The "Save & Exit" button is your save a draft function. This will save your work and take you out of the electronic settlement contract altogether. You can go back to your draft when you are ready to finalize the settlement contract.

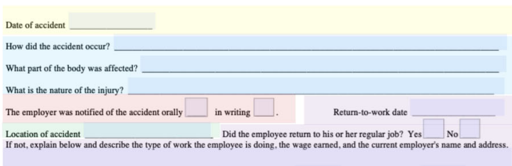


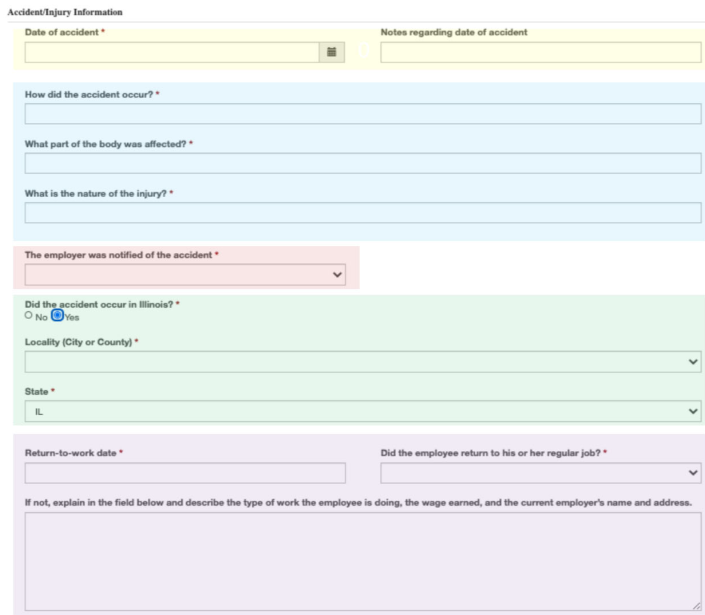
Subsection 9.4.5: Accident/Injury Information

The "Accident/Injury Information" screen covers information about the employee's accident and injury. The fields on this screen closely resemble those found on the paper Form IC5. Again, any mandatory fields are marked with a red asterisk (*). There are also character limits on certain fields in the electronic settlement contract. For example, the "How did the accident occur?" field has a limit of 150 characters, which includes spaces and any punctuation. Once you reach the character limit, you cannot type any additional information into that specific field.

Accident/Injury Information

IC5


Date of accident
How did the accident occur?
What part of the body was affected?
What is the nature of the injury?
The employer was notified of the accident orally ___ in writing ___. Return-to-work date
Location of accident ___ Did the employee return to his or her regular job? Yes ___ No ___
If not, explain below and describe the type of work the employee is doing, the wage earned, and the current employer's name and address.


Accident/Injury Information
Date of accident *
Notes regarding date of accident
How did the accident occur? *
What part of the body was affected? *
What is the nature of the injury? *
The employer was notified of the accident *
Did the accident occur in Illinois? *
No Yes
Locality (City or County) *
State *
IL
Return-to-work date *
Did the employee return to his or her regular job? *
If not, explain in the field below and describe the type of work the employee is doing, the wage earned, and the current employer's name and address.

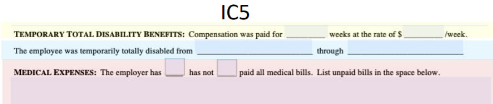
CompFile

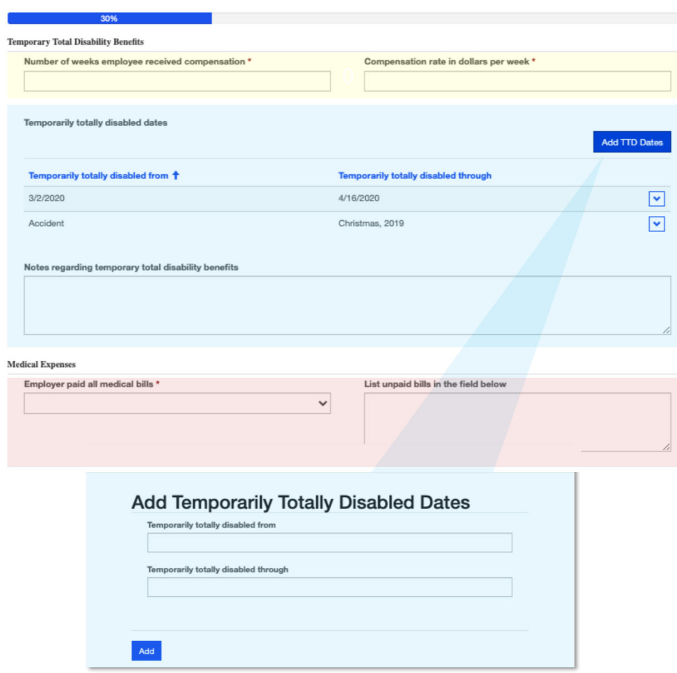
Subsection 9.4.6: TTD Benefits

The next screen covers information about temporary total disability (TTD) benefits, medical expenses, and previous agreements. Notice the small amount of space provided for TTD benefits on the paper Form IC5 shown on the left below. In solutioning the electronic settlement contract, the IWCC heard that there is often a need to display multiple, intermittent periods of disability as well as details surrounding the TTD or TPD benefits paid to the petitioner. Additionally, we heard there was a need for text to be an option for the TTD dates as opposed to listing dates only. CompFile allows users to add text or dates to the TTD period listed on the electronic settlement contract (e.g., "from 3/15/2020 through date of contract approval"). To add the TTD period, click the "Add TTD Dates" button, enter the TTD from and through dates as shown in the screenshot below, and click the "Add" button. Repeat these steps for multiple periods of TTD.

TTD Benefits

IC5


TEMPORARY TOTAL DISABILITY BENEFITS: Compensation was paid for ______ weeks at the rate of $ ______/week.
The employee was temporarily totally disabled from ______ through ______
MEDICAL EXPENSES: The employer has ___ has not ___ paid all medical bills. List unpaid bills in the space below.


30%
Temporary Total Disability Benefits
Number of weeks employee received compensation *
Compensation rate in dollars per week *
Temporarily totally disabled dates
Add TTD Dates

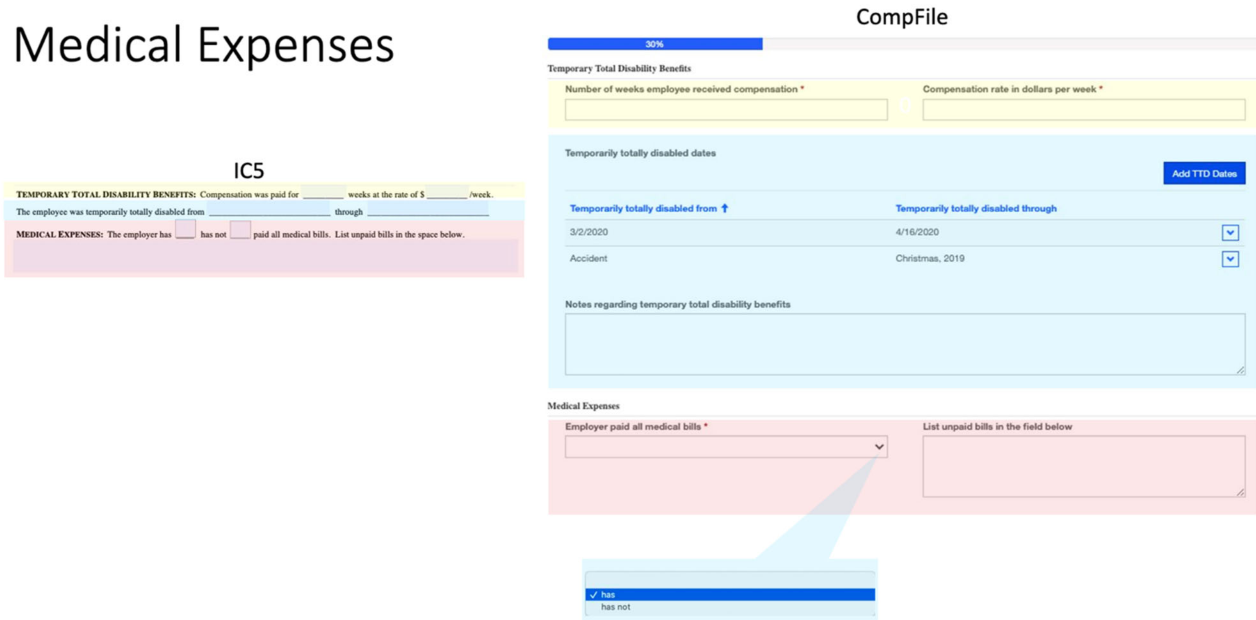
Temporarily totally disabled from	Temporarily totally disabled through
3/2/2020	4/16/2020
Accident	Christmas, 2019

Notes regarding temporary total disability benefits
Medical Expenses
Employer paid all medical bills *
List unpaid bills in the field below
Add Temporarily Totally Disabled Dates
Temporarily totally disabled from
Temporarily totally disabled through
Add

CompFile

Subsection 9.4.7: Medical Expenses

After adding the TTD benefits information, you must answer whether the employer paid all medical bills. If the answer is that the employer "has not" paid all medical bills, then you must provide a list of all unpaid medical bills. If the answer is that the employer "has" paid all medical bills, then you can simply proceed to the next section on previous agreements.

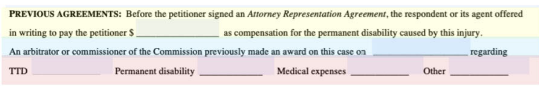


Subsection 9.4.8: Previous Agreements

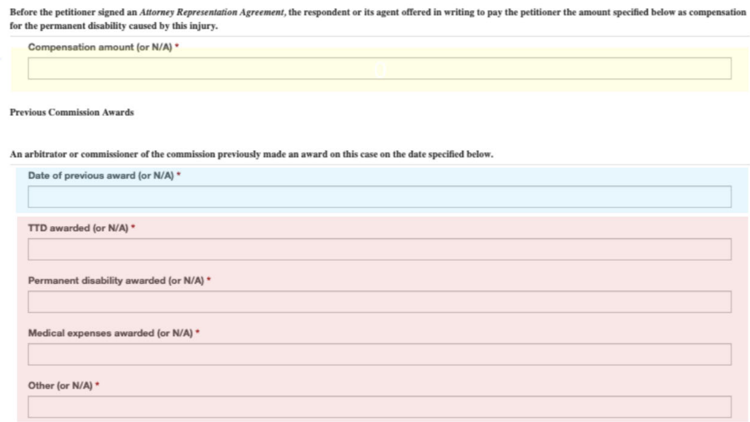
The next section covers information about previous agreements. Similar to the paper Form IC5, you must indicate if the respondent made an offer in writing before the petitioner signed an *Attorney Representation Agreement* or if an Arbitrator or Commissioner previously awarded benefits on the case being settled. Provide details about the previous offer or awarded benefits in this section. Even if there are no previous agreements or awards on the case, the fields in this section are mandatory as indicated by the red asterisk (*). If this applies to you, then you would enter "N/A" for "Not Applicable" in these fields and click the "Next" button to move to the next screen.

Previous Agreements

IC5


PREVIOUS AGREEMENTS: Before the petitioner signed an *Attorney Representation Agreement*, the respondent or its agent offered in writing to pay the petitioner $ ________ as compensation for the permanent disability caused by this injury.
An arbitrator or commissioner of the Commission previously made an award on this case on ________ regarding
TTD ________ Permanent disability ________ Medical expenses ________ Other ________

CompFile

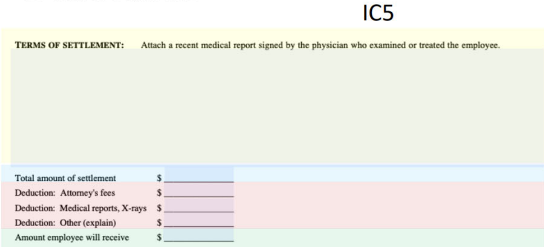

Before the petitioner signed an *Attorney Representation Agreement*, the respondent or its agent offered in writing to pay the petitioner the amount specified below as compensation for the permanent disability caused by this injury.
Compensation amount (or N/A) *
Previous Commission Awards
An arbitrator or commissioner of the commission previously made an award on this case on the date specified below.
Date of previous award (or N/A) *
TTD awarded (or N/A) *
Permanent disability awarded (or N/A) *
Medical expenses awarded (or N/A) *
Other (or N/A) *

Subsection 9.4.9: Terms of Settlement, Settlement Amount, and Deduction Amounts

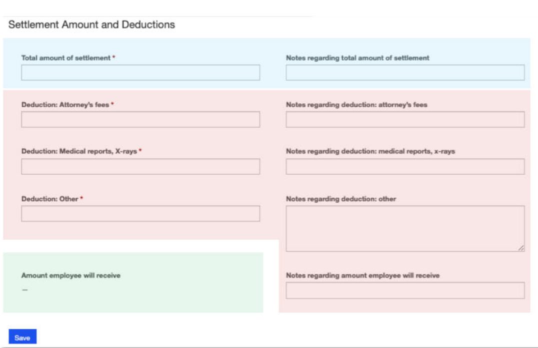
The “Terms of Settlement” screen is a critical part of the electronic settlement contract. The paper Form IC5 provides limited space for writing or typing the settlement terms. When submitting the paper Form IC5, the parties often attached riders or addendums and requested the Arbitrator’s or Commissioner’s approval stamp and signature on those attachments as well as the settlement contract itself. CompFile has the capability to include all relevant settlement terms in the “Terms of Settlement” field. This area of the electronic settlement contract can expand and hold up to 50,000 characters, which equates to approximately 12-15 pages of text. A best practice for the “Terms of Settlement” field is to draft the terms in Microsoft Word, including any spread language or agreements for Medicare Set-Aside Arrangements, and copy/paste these into the “Terms of Settlement” field (as shown in the following screenshot).

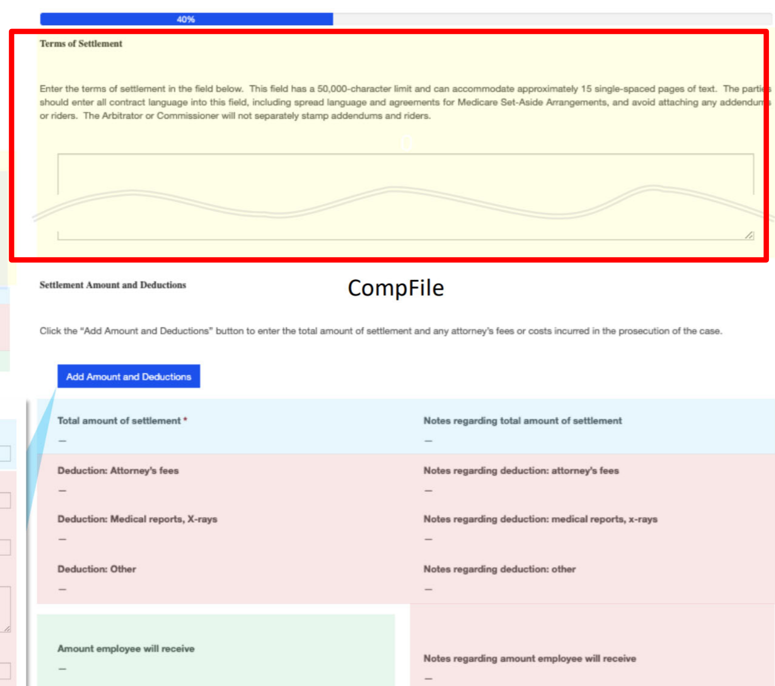
Terms of Settlement and Settlement Amount and Deductions

IC5


TERMS OF SETTLEMENT: Attach a recent medical report signed by the physician who examined or treated the employee.

Total amount of settlement $ ________
Deduction: Attorney's fees $ ________
Deduction: Medical reports, X-rays $ ________
Deduction: Other (explain) $ ________
Amount employee will receive $ ________


Settlement Amount and Deductions
Total amount of settlement *
Notes regarding total amount of settlement
Deduction: Attorney's fees *
Notes regarding deduction: attorney's fees
Deduction: Medical reports, X-rays *
Notes regarding deduction: medical reports, x-rays
Deduction: Other *
Notes regarding deduction: other
Amount employee will receive
Notes regarding amount employee will receive
Save

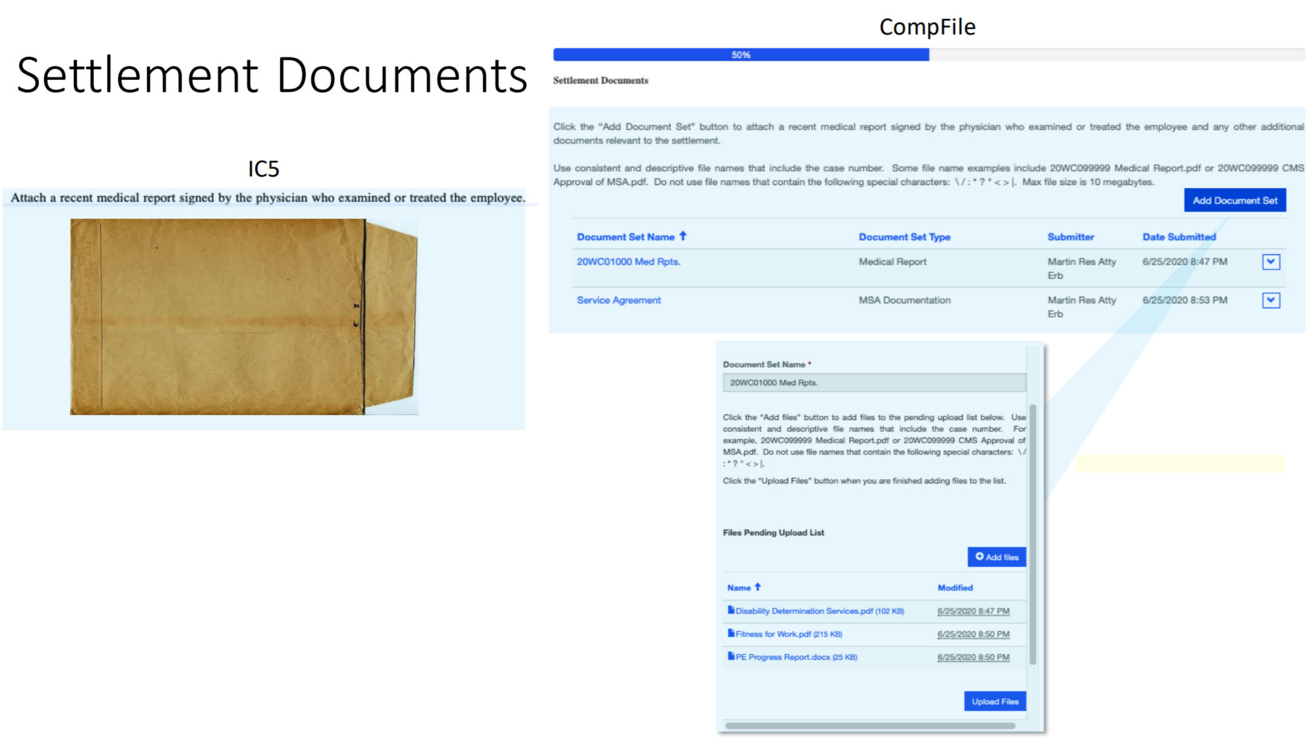

40%
Terms of Settlement
Enter the terms of settlement in the field below. This field has a 50,000-character limit and can accommodate approximately 15 single-spaced pages of text. The parties should enter all contract language into this field, including spread language and agreements for Medicare Set-Aside Arrangements, and avoid attaching any addendums or riders. The Arbitrator or Commissioner will not separately stamp addendums and riders.
Settlement Amount and Deductions
Click the "Add Amount and Deductions" button to enter the total amount of settlement and any attorney's fees or costs incurred in the prosecution of the case.
Add Amount and Deductions
Total amount of settlement *
Notes regarding total amount of settlement
Deduction: Attorney's fees
Notes regarding deduction: attorney's fees
Deduction: Medical reports, X-rays
Notes regarding deduction: medical reports, x-rays
Deduction: Other
Notes regarding deduction: other
Amount employee will receive
Notes regarding amount employee will receive

CompFile

After entering the settlement terms, you must add the settlement amount and deductions. Your role in the case (respondent attorney or petitioner attorney) determines what fields you can complete in this section. The respondent attorney can add an amount to the "Total amount of settlement" field as well as a note with additional information explaining the amount. Only a petitioner attorney can fill out the deductions and deduction notes. The "Amount employee will receive" field is locked and auto-calculates a final amount after the total amount of settlement and the deductions have been added to the electronic settlement contract. For either attorney to add amounts and notes to this section, click on the "Add Amount and Deductions" button. A new window appears where you may add in the appropriate amounts and notes depending on your role in the case. See previous screenshot (Page 33) for a visual.

Subsection 9.4.10: Settlement Documents:

To submit an electronic settlement contract for approval, the parties **must** include a recent medical report as is also required with the paper Form IC5. Adding documents to the electronic settlement contract is a simple, two-step process. In the first step, attorneys need to select and name their document set. The following are the four available options for the types of documents that can be added to the electronic settlement contract: 1.) Medical Report, 2.) Representation Agreement, 3.) MSA Documentation, and 4.) Other. The document set name should include the case number and describe the selected document type. For example, an attorney attaching a recent medical report would type "20WC001234 Medical Report" as the document set name. In the second step, attorneys need to add the appropriate documents or files. Browse your computer and choose the appropriate files to add to the document set. Attorneys can add multiple files to a document set. After choosing the appropriate files, the attorney clicks the "Upload Files" button to complete the process. There are limitations on the document type (.pdf, .doc, .docx) and document size (10 MB max limit) so be mindful of those limits when selecting your documents for upload.



Subsection 9.4.11: Add Attorneys

New in Release 3: The attorneys of record on the case automatically get added to the settlement contract.

This section still applies, however, to cases without a case number. Now that the settlement information is complete, it is time to add the other attorney(s) to the electronic settlement contract. If you are the respondent attorney and you drafted the settlement contract, you will add the petitioner attorney in this next step. Click the "Add to Signature List" button and a new window appears where you select the role of your opposing counsel (respondent attorney or petitioner attorney) and click the search icon in the "Contact" field to bring up a record lookup for searching the name of the attorney. Type the attorney's name in the search bar and click the search icon. You will be presented with search results containing a list of names that match your search criteria. Select the appropriate attorney's name and click the "Select" button to add the attorney to the settlement contract.

NOTE: The drafter must add all other attorneys on the settlement at this stage. Repeat these steps to add all attorneys who must review and sign the electronic settlement contract before submitting it to the IWCC for approval.

To simplify searching, you may want to include an asterisk (*), which is oftentimes referred to as a "wildcard" in your search. In the example below, Mr. Larson is the attorney being added to the electronic settlement contract. Depending on the number of attorneys with the name "Larson" in the system, the search could return many results. There may also be a time when you do not know the full name of the attorney you want to add to the settlement contract (or you forgot.) You can search by partial names using wildcards. For example, you can type *Lar* in the search bar and it will return all results that include the letters "lar" in the name.

Subsection 9.4.12: Add Respondent Signer

Once the other attorney(s) has been added to the electronic settlement contract, the next screen asks whether the respondent's insurance or service company needs to sign the settlement contract. In most situations, the respondent attorney will sign the settlement contract on behalf of the respondent. There are occasions, however, when a representative from the respondent's insurance or service company needs to sign the settlement contract. If this situation arises, select "Yes" in the box below the "Does respondent's insurance or service company need to sign the settlement contract?" field and click the "Add to Signature List" button to add the signer's name, phone, and email address. If you accidentally add a signer, you can remove him or her by clicking the down arrow at the end of the row, which is circled in red below, and selecting the “Remove” option.

Respondent’s Insurance or Service Company (Signer)

Only if Insurer or Servicer must sign.

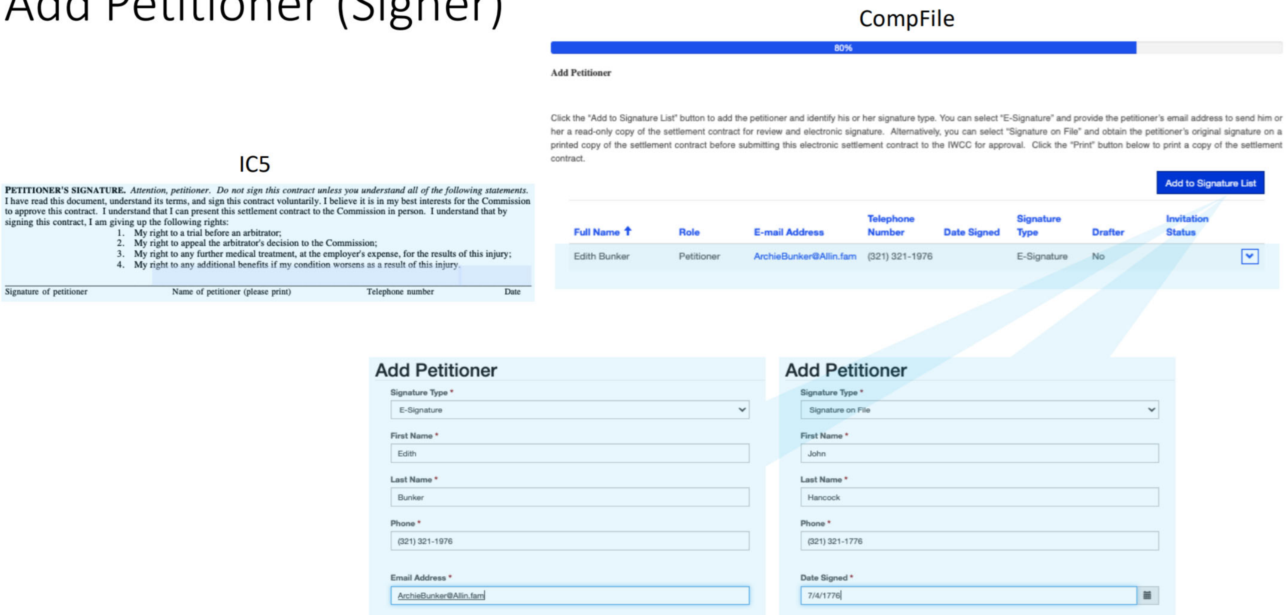
Subsection 9.4.13: Add Petitioner Signer

Be sure to check out the Release 3 updates, which include some improvements on managing the petitioner’s signature. The “Add Petitioner” screen allows the petitioner attorney to add a petitioner to the electronic settlement contract. Click the “Add to Signature List” button and a window appears where you can select the petitioner’s signature type. There are two options for the petitioner to sign the electronic settlement contract: 1) E-Signature and 2) Signature on File.

E-Signature involves having the petitioner e-sign the contract. The petitioner attorney will add the petitioner to the contract along with his or her email address. The petitioner will then receive an email and a link to the settlement. The petitioner will need to create a password to complete registration for electronic filing and click “E-Sign” on the settlement to add his or her signature. The petitioner can also print a copy of the contract just signed or return later to the settlement, for example after the contract is approved, and print a final, stamped copy of the contract.

Signature on File involves the petitioner attorney printing a copy of the electronic settlement contract and collecting the petitioner’s signature onto the printed copy. The attorney should then input the date of this signature in CompFile. On the submitted version of the contract, the petitioner’s signature says, “Signature on File.” The Rules Governing Practice Before the Illinois Workers’ Compensation Commission, 50 Ill. Admin. Code 9015.40, “Signatures,” covers this scenario of a signer not registered for electronic filing and requires the attorney to retain the document and make it available for inspection by the IWCC upon request.

Add Petitioner (Signer)



Subsection 9.4.14: Prepare Submission Information

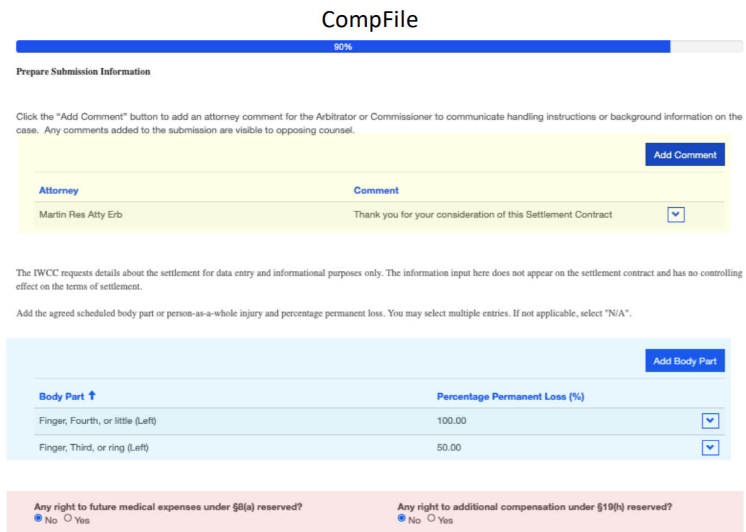
The “Prepare Submission Information” screen provides a way for attorneys to communicate with the Arbitrator or Commissioner. By clicking the “Add Comment” button, the attorneys can add handling instructions or background information on the case. Any comments added to the electronic settlement contract are visible to opposing counsel.

This screen is also where the attorneys add details about the settlement for data entry and informational purposes. The information input here does not appear on the electronic settlement contract and has no controlling effect on the terms of settlement. The attorneys add the agreed scheduled body part or person-as-a-whole injury and percentage permanent loss. Click the “Add Body Part” button and a new window appears where you select the body part from a drop-down menu and enter the percentage permanent loss for the selected body part (e.g., 15.5 or 25). The acceptable values for percentage permanent loss are 0.01 – 100.00. Do not include the percent symbol, but only input numerals as indicated; the percent symbol is automatically applied to your input. You cannot submit the electronic settlement contract without adding a body part. You may select, however, the “N/A” option for “Not Applicable” from the drop-down menu. If you select the “N/A” option, the percentage permanent loss is not mandatory, and you may proceed to the next screen.

Finally, the attorneys must indicate if the petitioner reserved his or her right to reimbursement for future medical expenses under §8(a) or additional compensation under §19(h) of the Workers’ Compensation Act. Mark the appropriate answer for each question and then click the “Next” button to move to the next screen.

Prepare Submission Information

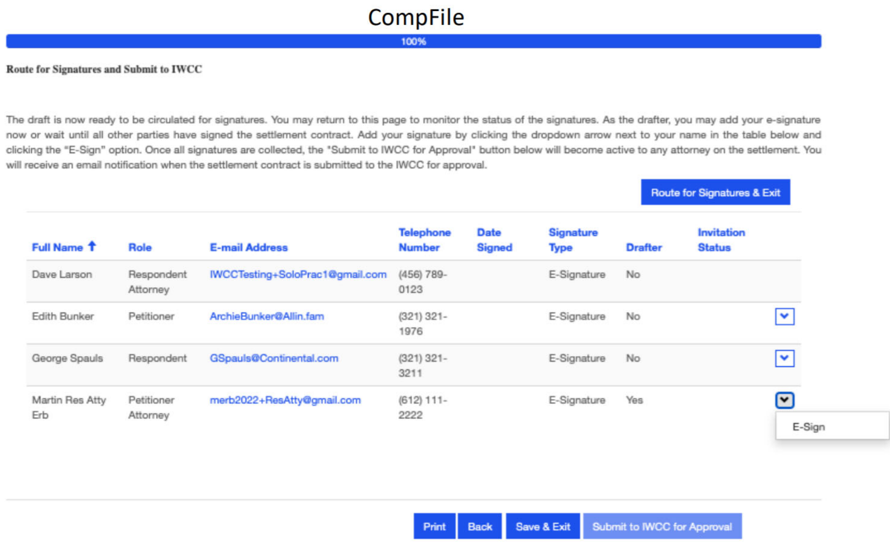
- Comments for Arbitrator or Commissioner
- Body part information
- §8(a) reservation
- §19(h) reservation



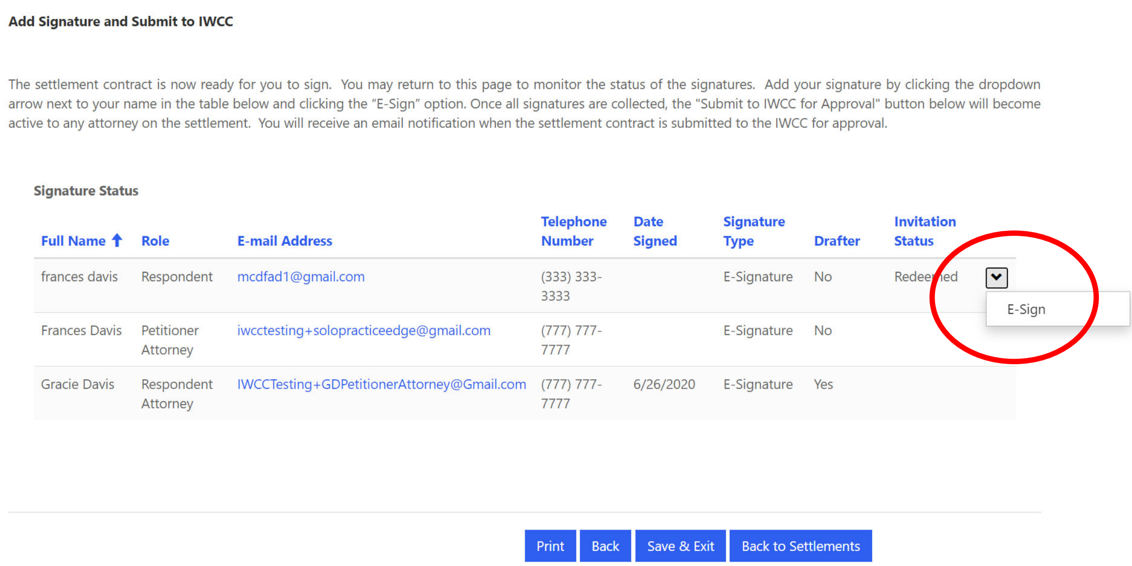
Subsection 9.4.15: Route for Signatures and Submit to IWCC

The "Route for Signature and Submit to IWCC" screen is the final screen for the drafting attorney. The electronic settlement contract is now ready to circulate for review and signature. As the drafting attorney, you can e-sign the settlement contract now or wait to e-sign until after the other settlement parties sign the settlement contract. If you wish to e-sign first, go to your name in the table that appears on the screen (as shown below), click the down arrow on the right-hand side of the row, and select the "E-Sign" option. Once you select the "E-Sign" option, a signature date populates in the table below the "Date Signed" column heading. There is also a "Print" button at the bottom of the screen. If you click the "Print" button, a window appears where you can click the link to a downloadable copy of the unapproved electronic settlement contract. It will download to your computer and the download itself will show up (in most browser windows) in the lower left of your screen. Once the download is complete, click on the document and it will open for you to view/save a PDF copy of the settlement contract.

You can route the electronic settlement contract to the other settlement parties listed in the table by clicking the "Route for Signatures & Exit" button. When you click the "Route for Signatures & Exit" button, a message is displayed to confirm your request and ensure that you want to route the settlement contract for signatures. Clicking the "Yes" button triggers CompFile to deliver the settlement contract to the other settlement parties and send an email notifying them that there is a settlement contract waiting for their review and signature on a specific case number.



If the petitioner is already added to the electronic settlement contract as an E-Signer, he or she also receive an email from CompFile with a link to the CompFile system. Clicking the link takes the petitioner to a log-in screen where the petitioner registers in CompFile by creating a password, agreeing to terms and conditions, and filling out the Captcha code (to ensure user is not a robot.) Once logged into CompFile, the petitioner can see the "Settlements" button. Clicking the "Settlements" button takes the petitioner to the "Settlement" screen where he or she can open the settlement and view a read-only copy of the electronic settlement contract to verify the settlement information. The petitioner can then e-sign by clicking the down arrow and selecting the "E-Sign" option. Once e-signed, a signature date populates in the table below the "Date Signed" column heading.



A best practice is for the drafter to confirm, prior to routing for signatures, that the settlement contract is acceptable to the other settlement parties. You can download a copy of the draft electronic settlement contract by clicking the "Print" button, which opens a new window containing a link to a downloadable PDF copy of the unapproved settlement contract. You can open and download (or print) the draft settlement contract and send it to clients and the other attorneys involved in the settlement for review. It is simpler for the drafter to perform edits on the settlement contract at this stage before routing it to the other parties for signature. Another best practice is to confirm the preferred signature sequence with opposing counsel prior to routing for signatures. Some attorneys prefer the practice of drafting the settlement contract, forwarding it to opposing counsel for signature, and receiving it back for final signature and submission. Other attorneys draft and sign the settlement contract and then forward it to opposing counsel for signature and submission. Both approaches work in CompFile.

When the settlement contract is being routed for signatures, it appears on your list of settlements in the status of "Routed for Signatures." You can search among your listed settlements, sort by status, and perform other functions to sort and filter your settlements. This is covered in the section below on Settlement Views. There is also a section covering the various statuses and their definitions.

Subsection 9.5: My opponent routed a Settlement Contract for my signature in CompFile. How do I review and sign it?

CompFile tracks the attorney who drafted and routed an electronic settlement contract for signatures as the drafting attorney or "drafter." All other attorneys on the settlement who did not draft the settlement contract are considered non-drafting attorneys or "non-drafters." Non-drafters are responsible for adding certain information to the electronic settlement contract depending on their role as a petitioner attorney or a respondent attorney.

Subsection 9.5.1: Reviewing Settlement Contracts

When the drafter clicks the "Route for Signatures & Exit" button, CompFile delivers the electronic settlement contract to the non-drafters for review and signature and sends the following email notifying that a settlement contract is awaiting their signatures:

Subject Line: 99WC123456 – A Settlement Contract is Awaiting Your Signature in CompFile

This email is to inform you that a settlement contract in case # 99WC123456 is now drafted and requires your review and signature to proceed for approval. Please click the following link to view the settlement contract:

Link

Thank you for your attention to this matter.

This is an automated message – Please Do Not Reply

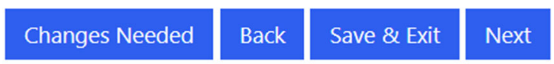
Clicking the "Link" button in the email opens a new CompFile window and takes you directly to the electronic settlement contract. Note that the link is specific to the user who received the email. Thus, a law firm administrator (non-attorney) who assists an attorney must first be logged in as the attorney who received the email before clicking the "Link" and attempting to access the settlement contract from the email. The law firm administrator can also locate the electronic settlement contract from their own account by searching for the case number indicated in the subject line.

Alternatively, non-drafters can manually search for the electronic settlement contract from the "Settlements" screen of CompFile. Once located, click the "Case Number" link or click the down arrow next to the "Last Status Change Date" column and select the "View Settlement Contract" option to begin reviewing the settlement contract.

NOTE: A settlement's status changes to "Routed for Signatures" when the drafter routes it to the non-drafters for review and signature. This change in status also updates the settlement's "Last Status Change Date," meaning the newly routed settlement should appear at the top of your various settlement views.

Subsection 9.5.2: How to Request Changes

Once the drafter has routed the settlement for signatures, they cannot edit the settlement contract unless a non-drafting attorney requests changes. Alternatively, the drafter can click the "Changes Needed" button to return the settlement contract to the "Draft" Status. When reviewing an electronic settlement contract as a non-drafting attorney, CompFile presents most of the information on one screen; note that most fields cannot be edited on this screen. If you notice any information that the drafter needs to change, click the "Changes Needed" button at the bottom of the screen. When you click the "Changes Need" button, a message is displayed to confirm your request and ensure that you want to send the electronic settlement contract back to the drafter for changes. Clicking the "Yes" button triggers CompFile to deliver the electronic settlement contract back to the drafter and send the drafter an email notifying him or her that the settlement contract requires changes.



CompFile also removes or clears any previously applied signatures and signature dates from the electronic settlement contract. All settlement parties will need to re-sign the settlement contract once the drafter re-routes it for review and signature.

Subsection 9.5.3: Settlement Documents (Non-Drafting Attorney)

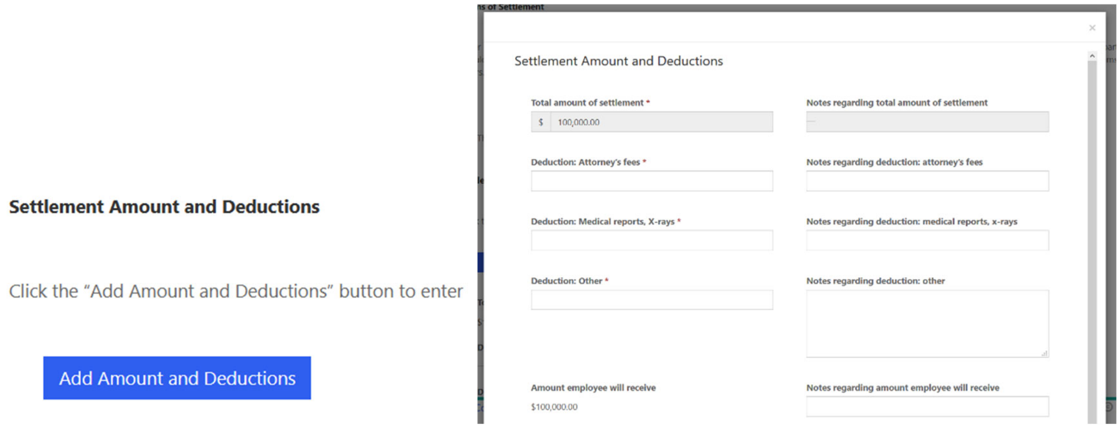
At the end of the first settlement review screen is the "Settlement Documents" section. Non-drafting attorneys can click the "Add Document Set" button to add documents to the electronic settlement contract. The process for adding documents is the exact same for drafting and non-drafting attorneys. **NOTE**: **The parties must add a recent medical report before submitting the settlement contract to the IWCC for approval.** Thus, the non-drafting attorney should add a recent medical report NOW if the drafting attorney has not already added the medical report.

Subsection: 9.5.4: Non-Drafter Review and Signature – Differences between Petitioner Attorney and Respondent Attorney Views

There are differences on this first settlement review screen and the screens that follow depending on whether the reviewing attorney is a petitioner attorney or respondent attorney.

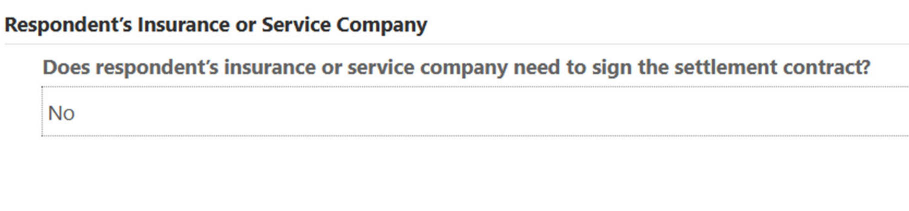
Petitioner Attorney Only: Adding Deductions

Towards the middle of the first settlement review screen, the petitioner attorney non-drafter sees the "Add Amount and Deductions" button. When you click the "Add Amount and Deductions" button, a new window appears where you can add the deductions and deduction notes. The deduction amount fields are mandatory fields marked with a red asterisk (*). If a deduction does not apply, input the numeral zero ("0") in the field. **NOTE**: A respondent attorney cannot add deductions or deduction notes. A respondent attorney non-drafter reviewing the electronic settlement contract sees a "View Amount and Deduction" button as opposed to the "Add Amount and Deductions" button. So, the petitioner attorney MUST add the deductions when initially drafting the settlement.



Respondent Attorney Only: Adding Insurance or Service Company Signer

If the non-drafting attorney is a respondent attorney, clicking the "Next" button at the bottom of the first settlement review screen takes the respondent attorney to the "Respondent's Insurance or Service Company" screen. This screen asks whether the respondent's insurance or service company needs to sign the settlement contract. If this situation arises, select "Yes" in the box below the "Does respondent's insurance or service company need to sign the settlement contract?" field and click the "Add to Signature List" button to add the signer's name, phone, and email address. If you accidentally add a signer, you can remove him or her by clicking the down arrow at the end of the row, which is circled in red below, and selecting the "Remove" option.

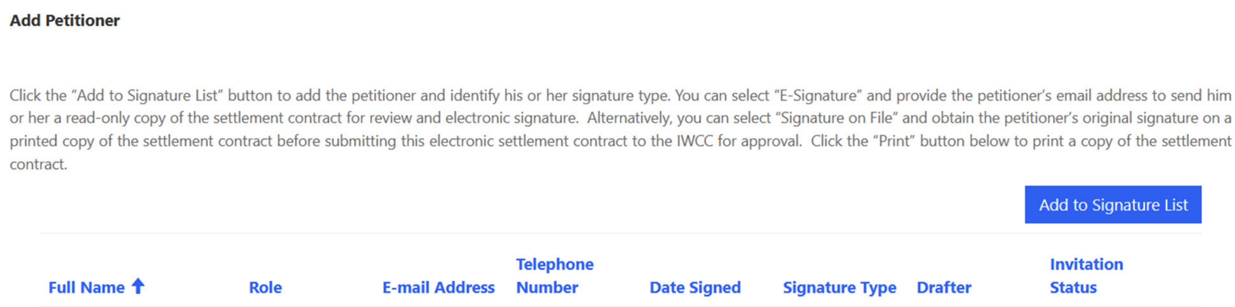


Adding Petitioner Signers

If the non-drafting attorney is a petitioner attorney, clicking the "Next" button at the bottom of the first settlement review screen takes the petitioner attorney to the "Add Petitioner" screen. This screen allows the petitioner attorney to add a petitioner to the electronic settlement contract. Click the "Add to Signature List" button and a window appears where you can select the petitioner's signature type. There are two options for the petitioner to sign the electronic settlement contract: 1) E-Signature and 2) Signature on File.

E-Signature involves having the petitioner e-sign the contract. The petitioner attorney will add the petitioner to the contract along with his or her email address. The petitioner will then receive an email and a link to the settlement. The petitioner will need to create a password to complete registration for electronic filing and click "E-Sign" on the settlement to add his or her signature. The petitioner can also print a copy of the contract just signed or return later to the settlement, for example after the contract is approved, and print a final, stamped copy of the contract.

Signature on File involves the petitioner attorney printing a copy of the electronic settlement contract and collecting the petitioner's signature onto the printed copy. The attorney should then input the date of this signature in CompFile. On the submitted version of the contract, the petitioner's signature says, "Signature on File." The Rules Governing Practice Before the Illinois Workers' Compensation Commission, 50 Ill. Admin. Code 9015.40, "Signatures," covers this scenario of a signer not registered for electronic filing and requires the attorney to retain the document and make it available for inspection by the IWCC upon request.



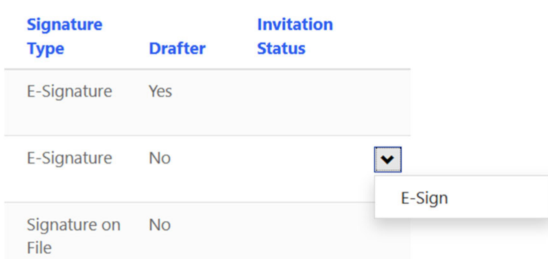
NOTE: New in Release 3: Respondent attorneys can add petitioners to electronic settlement contracts only when they are drafting a settlement contract and answer "Yes" to the "Is this a pro se settlement?" question on the initial screen.

Subsection: 9.5.5: Prepare Submission Information (Non-Drafting Attorney)

Clicking the "Next" button at the bottom of either the "Add Petitioner" screen or "Respondent's Insurance or Service Company" screen takes the non-drafter to the "Prepare Submission Information" screen. The non-drafting attorney can also add a comment using the "Add Comment" button. Any comments previously added by an attorney are visible here. The comment is not part of the final contract but instead serves as a proxy for a cover letter to the reviewing Arbitrator or Commissioner.

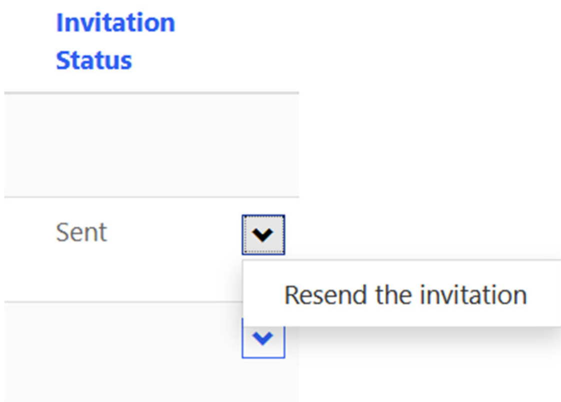
Subsection 9.5.6: Add Signature and Submit to IWCC

Clicking the "Next" button at the bottom of the "Prepare Submission Information" screen takes the non-drafting attorney to the "Add Signature and Submit to IWCC" screen. To apply your signature, go to your name in the table that appears on the screen, click the down arrow on the right-hand side of the row, and select the "E-Sign" option. Once you select the "E-Sign" option, the signature date (today's date) populates in the table below the "Date Signed" column heading. If the petitioner attorney wishes to wait and e-sign until after the petitioner has signed (if the petitioner is e-signing the contract), then the petitioner attorney can click the "Save & Exit" button and add their e-signature after the petitioner has reviewed and e-signed the electronic settlement contract.



Resending E-Signer Invitations

If you added any petitioner e-signers on the "Add Petitioner" screen or respondent e-signers on the "Respondent's Insurance or Service Company" screen, you may need to resend their invitation to register for CompFile and review the electronic settlement contract. Click the down arrow on the right-hand side of their respective row in the table that appears on the "Add Signature and Submit to IWCC" screen. You then select the "Resend the invitation" option to send another email to that e-signer identical to the initial email that CompFile sent the e-signer prompting him or her to register and sign the electronic settlement contract.



Submitting to IWCC for Approval

After all parties sign the electronic settlement contract in CompFile, the "Submit to IWCC for Approval" button becomes active for any attorney on the settlement. If a non-drafting attorney is the last party to apply a signature in CompFile, he or she can click the "Submit to IWCC for Approval" button. When you click the "Submit to IWCC for Approval" button, CompFile transmits the electronic settlement contract to the assigned Arbitrator or Commissioner for review and approval, sends an email to all attorneys on the settlement notifying them of the submission, and changes the settlement's status to "Submitted for Approval."

Attorneys should communicate with each other concerning the desired order of signatures. If the drafter intends for the non-drafter to review, e-sign, and submit the electronic settlement contract, then the drafter would apply his or her signature prior to routing the settlement contract to the other settlement parties for their review and signature. If the drafter wants to have the final review, then he or she routes the electronic settlement contract for signatures and waits until the other settlement parties have reviewed and e-signed the settlement contract The drafter can monitor the signature status and once all other parties have signed the electronic settlement contract, then the drafter can add his or her e-signature and click the now-active "Submit to IWCC for Approval" button.

In the "E-Filer Views" section of this manual, we discuss a shortcut whereby an attorney can select the "View Signatures" option for a settlement and quickly check the status of the signatures.

CompFile accommodates variations in the order for applying signatures and submitting the electronic settlement contract to the IWCC. Attorneys should continue to communicate with each other concerning the status of their signatures and whether they feel ready to submit the settlement contract. Note that once any attorney applies his or her signature, the settlement terms become locked and cannot be changed or edited. CompFile removes any and all signatures before allowing the drafter to make changes to the electronic settlement contract. The drafter must then re-route the electronic settlement contract for review, and all settlement parties, including petitioner and respondent e-signers must re-apply their signatures before submitting the settlement contract to the IWCC.

Telephone Number	Date Signed	Signature Type	Drafter	Invitation Status
(123) 456-7890	6/29/2020	E-Signature	Yes	
(123) 456-7890	6/29/2020	E-Signature	No	Sent
(123) 456-7890	6/29/2020	E-Signature	No	

Print | Back | Save & Exit | Submit to IWCC for Approval

NOTE: CompFile does NOT send emails to the drafter when a settlement party signs the electronic settlement contract. If the drafter has not signed the settlement contract by the time you sign it, contact the drafter outside of CompFile to let them know when you have signed the electronic settlement contract.

If a petitioner or respondent (not the attorney) will be an e-signer, then their view of the settlement contract is very similar to that of the attorney non-drafter with the exception that they **CANNOT** make any changes whatsoever to the electronic settlement contract. A petitioner or respondent **CANNOT** add comments or documents or update any fields on the electronic settlement contract. They also **CANNOT** click the "Submit to IWCC for Approval" button. The petitioner or respondent can only access a read-only copy of the electronic settlement contract to view the settlement terms, attached documents, and comments. They may then apply their e-signature. It is advisable to download a copy of the settlement contract and share it with the petitioner or respondent party prior to routing them the electronic settlement contract for signature to ensure that they have no suggested changes. This guarantees the signature process is a straightforward application of the e-signature step indicated above.

Subsection 9.6: Settlement Views (Attorney)

Be sure to check out the latest updates from Release 3, including some improvements on viewing and managing your settlement contract drafts and submissions.

Subsection 9.6.1: My Active Settlements, Sorting, and Filtering

When a user logs into CompFile and clicks on the "Settlements" button, the default screen is the "My Active Settlements" view shown here:

Case Number (Primary) ↑	Case Name	Setting	Jurisdiction	Drafter	Petitioner Attorney	Petitioner Law Firm	Respondent Attorney	Respondent Law Firm	Status	Last Status Change Date ↓
20WC000228	Savala, David v. Wakanda	Chicago	To Be Assigned	Alan J Stitzer	Dave Larson	Dave Larson Law	Alan J Stitzer	AJ Stitzer, LLC	Returned by Attorney	6/26/2020
08WC000224	Changes Needed, FF Test v. Doms	Chicago	To Be Assigned	Alan J Stitzer	Alan J Stitzer	AJ Stitzer, LLC	Dave Larson	Dave Larson Law	Returned by Attorney	6/25/2020
08WC000223	schweitzer, karen v. Community Consolidated Schoo	Chicago	# Alan Stitzer	Alan J Stitzer	Alan J Stitzer	AJ Stitzer, LLC	Dave Larson	Dave Larson Law	Approved	6/25/2020
20WC012570	Pln74213, Pfn74213 v. Rln74213, Rfn74213	Ottawa	To Be Assigned	Manoj M	Manoj M	Test	Alan J Stitzer	AJ Stitzer, LLC	Waiting for Signatures	6/25/2020
19WC000013	Martin, Julie v. Villa	Chicago	# Alan Stitzer	Alan J Stitzer	Alan J Stitzer	AJ Stitzer, LLC	Dave Larson	Dave Larson Law	Rejected	6/24/2020

Notice the column headings on the screen. The two columns highlighted in red and displaying the blue arrow denote the default sort order. Active settlements are sorted first by most recent status change date THEN by primary case number.

You can adjust the sort order to anything you prefer by clicking the column header. The first click will change the display order to ascending on that column. A second click on the same column header will switch the order to descending. You will know what you have sorted on by the blue arrow pointed either up or down next to the column header name. In the screenshot below, the "My Active Settlements" view is sorted in ascending status order.

My Active Settlements

Search Settlements | Initiate Settlement

Case Number (Primary)	Case Name	Setting	Jurisdiction	Drafter	Petitioner Attorney	Petitioner Law Firm	Respondent Attorney	Respondent Law Firm	Status	Last Status Change Date
19WC000111	Lincoln, Abraham v. US Gov't	Collinsville	To Be Assigned	Matt Bryant	Alan Rel2 AdminAtty Stitzer	AJS Release 2 Law Firm	Matt Bryant	R2I1 Functional Testing Solo Practice	Approved	6/4/2020
20WC000010	Douglas, Stephen v. State of IL	Woodstock	To Be Assigned	Matt Bryant	Matt Bryant	R2I1 Functional Testing Solo	Alan Rel2 AdminAtty Stitzer	AJS Release 2 Law Firm	Approved	6/4/2020

You will also notice the "Search Settlements" box and a magnifying glass next to the blue "Initiate Settlement" button on the upper right side of the screen.

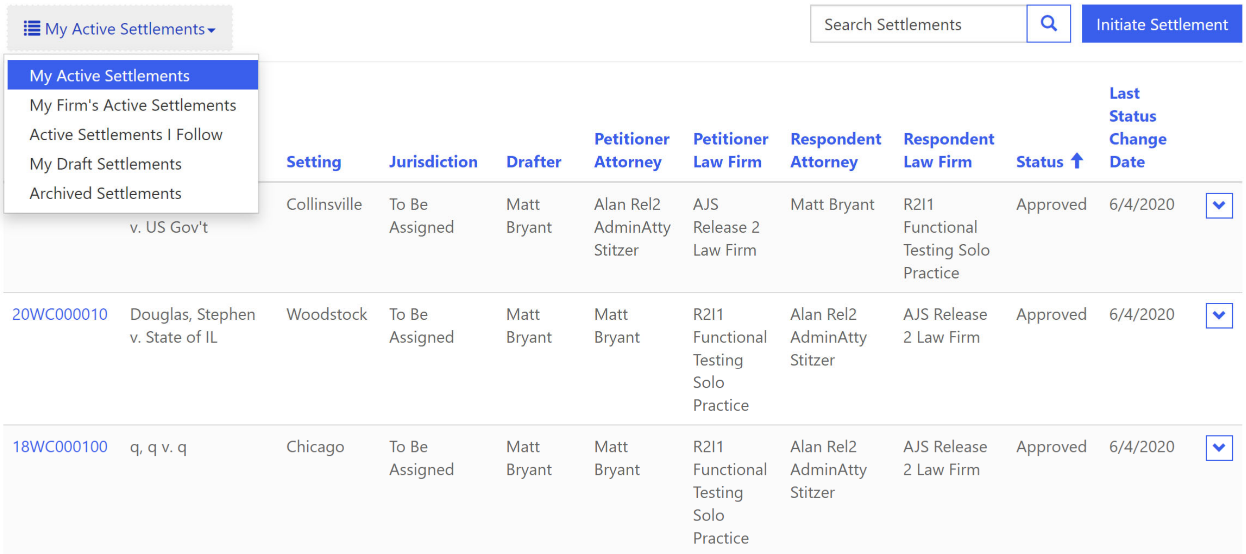
This search box allows you to search on any information in any column. For instance, if you want to show your active settlements with "Matt Bryant," you type that name in the search box and click the magnifying glass. The search results will be displayed in the table. Notice that the system will find ALL occurrences of "Matt Bryant" no matter where that name appears in the columns. See below.

My Active Settlements

matt | Initiate Settlement

Case Number (Primary)	Case Name	Setting	Jurisdiction	Drafter	Petitioner Attorney	Petitioner Law Firm	Respondent Attorney	Respondent Law Firm	Status	Last Status Change Date
19WC000111	Lincoln, Abraham v. US Gov't	Collinsville	To Be Assigned	Matt Bryant	Alan Rel2 AdminAtty Stitzer	AJS Release 2 Law Firm	Matt Bryant	R2I1 Functional Testing Solo Practice	Approved	6/4/2020
20WC000010	Douglas, Stephen v. State of IL	Woodstock	To Be Assigned	Matt Bryant	Matt Bryant	R2I1 Functional Testing Solo Practice	Alan Rel2 AdminAtty Stitzer	AJS Release 2 Law Firm	Approved	6/4/2020
18WC000100	q, q v. q	Chicago	To Be Assigned	Matt Bryant	Matt Bryant	R2I1 Functional Testing Solo Practice	Alan Rel2 AdminAtty Stitzer	AJS Release 2 Law Firm	Approved	6/4/2020

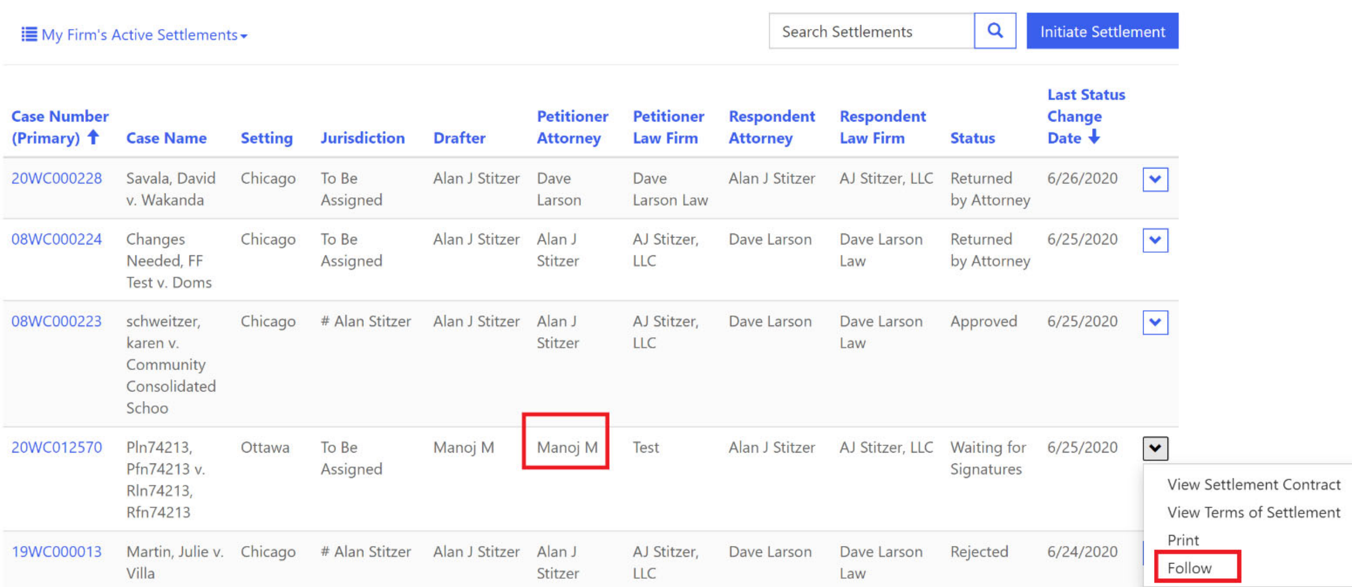
As stated above, the default screen is the "My Active Settlements" view. To see different views of the settlements, click on the blue down arrow next to the "My Active Settlements" label. See below:



		Setting	Jurisdiction	Drafter	Petitioner Attorney	Petitioner Law Firm	Respondent Attorney	Respondent Law Firm	Status	Last Status Change Date
	v. US Gov't	Collinsville	To Be Assigned	Matt Bryant	Alan Rel2 AdminAtty Stitzer	AJS Release 2 Law Firm	Matt Bryant	R2I1 Functional Testing Solo Practice	Approved	6/4/2020
20WC000010	Douglas, Stephen v. State of IL	Woodstock	To Be Assigned	Matt Bryant	Matt Bryant	R2I1 Functional Testing Solo Practice	Alan Rel2 AdminAtty Stitzer	AJS Release 2 Law Firm	Approved	6/4/2020
18WC000100	q, q v. q	Chicago	To Be Assigned	Matt Bryant	Matt Bryant	R2I1 Functional Testing Solo Practice	Alan Rel2 AdminAtty Stitzer	AJS Release 2 Law Firm	Approved	6/4/2020

Subsection 9.6.2: My Firm's Active Settlements

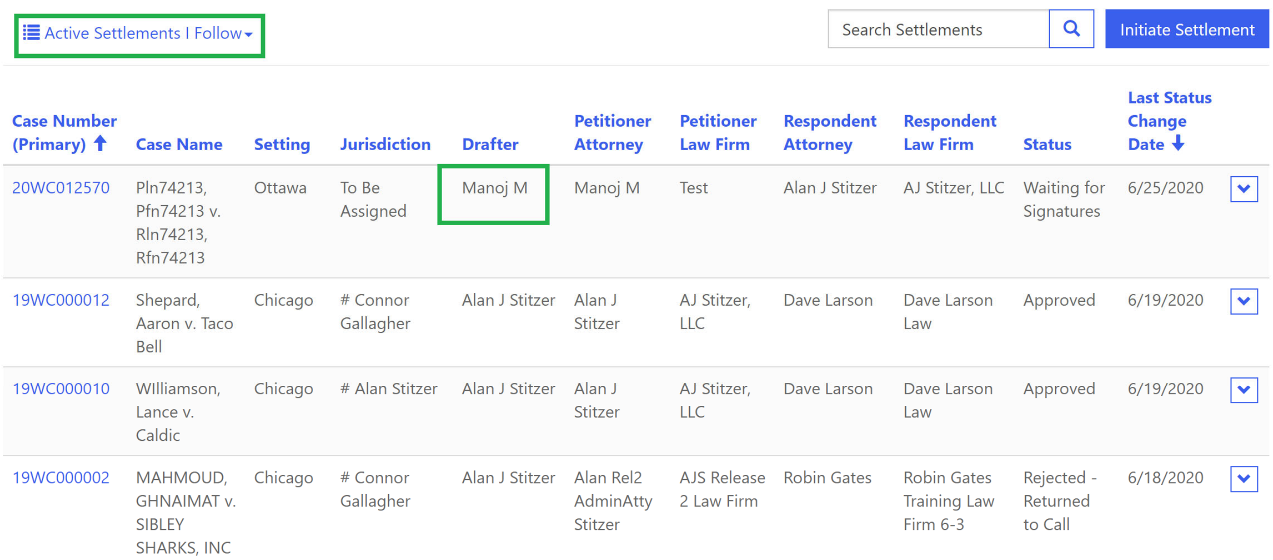
This view will display all your firm's active settlements. In other words, even if you are not the attorney of record on the settlement, you can see all the settlements in which your firm is associated.



Case Number (Primary)	Case Name	Setting	Jurisdiction	Drafter	Petitioner Attorney	Petitioner Law Firm	Respondent Attorney	Respondent Law Firm	Status	Last Status Change Date
20WC000228	Savala, David v. Wakanda	Chicago	To Be Assigned	Alan J Stitzer	Dave Larson	Dave Larson Law	Alan J Stitzer	AJ Stitzer, LLC	Returned by Attorney	6/26/2020
08WC000224	Changes Needed, FF Test v. Doms	Chicago	To Be Assigned	Alan J Stitzer	Alan J Stitzer	AJ Stitzer, LLC	Dave Larson	Dave Larson Law	Returned by Attorney	6/25/2020
08WC000223	schweitzer, karen v. Community Consolidated Schoo	Chicago	# Alan Stitzer	Alan J Stitzer	Alan J Stitzer	AJ Stitzer, LLC	Dave Larson	Dave Larson Law	Approved	6/25/2020
20WC012570	Pln74213, Pfn74213 v. Rln74213, Rfn74213	Ottawa	To Be Assigned	Manoj M	Manoj M	Test	Alan J Stitzer	AJ Stitzer, LLC	Waiting for Signatures	6/25/2020
19WC000013	Martin, Julie v. Villa	Chicago	# Alan Stitzer	Alan J Stitzer	Alan J Stitzer	AJ Stitzer, LLC	Dave Larson	Dave Larson Law	Rejected	6/24/2020

Subsection 9.6.3: Active Settlements I Follow

The "Follow" feature allows you to quickly see the status of settlements that you are not assigned to but have an interest in following. To follow a settlement, click the down arrow next to the "Last Status Change Date" column and select the "Follow" option. Notice in the screenshot above, the screen has been changed to the "My Firm's Active Settlements" view. **NOTE**: You do not have to be an attorney to follow a case. This feature is helpful to law firm administrators who are not an attorney but assist particular attorneys with their cases. They can “follow” certain settlements to get a quick view of the status of those settlements.

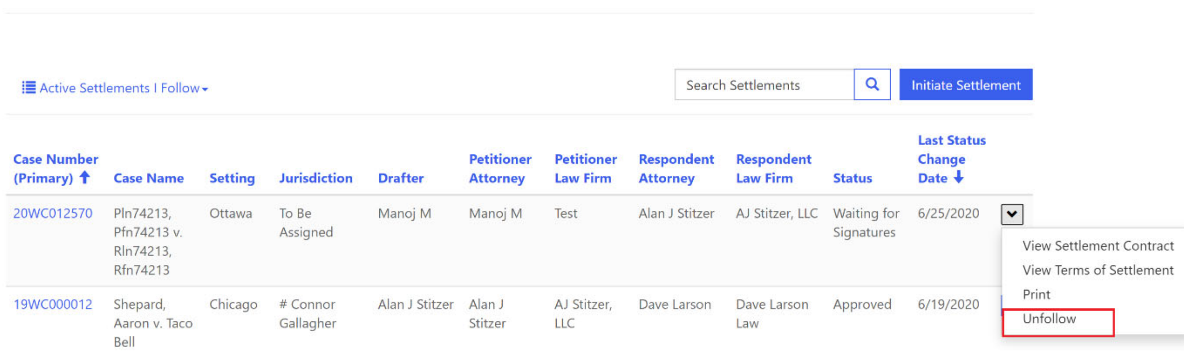


Active Settlements I Follow

Search Settlements | Initiate Settlement

Case Number (Primary)	Case Name	Setting	Jurisdiction	Drafter	Petitioner Attorney	Petitioner Law Firm	Respondent Attorney	Respondent Law Firm	Status	Last Status Change Date
20WC012570	Pln74213, Pfn74213 v. Rln74213, Rfn74213	Ottawa	To Be Assigned	Manoj M	Manoj M	Test	Alan J Stitzer	AJ Stitzer, LLC	Waiting for Signatures	6/25/2020
19WC000012	Shepard, Aaron v. Taco Bell	Chicago	# Connor Gallagher	Alan J Stitzer	Alan J Stitzer	AJ Stitzer, LLC	Dave Larson	Dave Larson Law	Approved	6/19/2020
19WC000010	WIlliamson, Lance v. Caldic	Chicago	# Alan Stitzer	Alan J Stitzer	Alan J Stitzer	AJ Stitzer, LLC	Dave Larson	Dave Larson Law	Approved	6/19/2020
19WC000002	MAHMOUD, GHNAIMAT v. SIBLEY SHARKS, INC	Chicago	# Connor Gallagher	Alan J Stitzer	Alan Rel2 AdminAtty Stitzer	AJS Release 2 Law Firm	Robin Gates	Robin Gates Training Law Firm 6-3	Rejected - Returned to Call	6/18/2020

If you would like to unfollow a settlement from the “Active Settlements I Follow” view, click the down arrow next to the “Last Status Change Date” column and select the “Unfollow” option. This action does nothing to the status of the settlement but removes the settlement from this view for the logged in user.



Active Settlements I Follow

Search Settlements | Initiate Settlement

Case Number (Primary)	Case Name	Setting	Jurisdiction	Drafter	Petitioner Attorney	Petitioner Law Firm	Respondent Attorney	Respondent Law Firm	Status	Last Status Change Date
20WC012570	Pln74213, Pfn74213 v. Rln74213, Rfn74213	Ottawa	To Be Assigned	Manoj M	Manoj M	Test	Alan J Stitzer	AJ Stitzer, LLC	Waiting for Signatures	6/25/2020
19WC000012	Shepard, Aaron v. Taco Bell	Chicago	# Connor Gallagher	Alan J Stitzer	Alan J Stitzer	AJ Stitzer, LLC	Dave Larson	Dave Larson Law	Approved	6/19/2020

View Settlement Contract
View Terms of Settlement
Print
Unfollow

Subsection 9.6.4: My Draft Settlements

This view displays all settlements you’re working on that HAVE NOT been routed for signatures by either your client and/or opposing counsel. In other words, a “Draft” is one where you have clicked “Initiate Settlement,” started on the draft, and clicked “Save and Exit.” Later, you can return to the draft and pick up where you left off. Once you click “Route for Signatures” it is no longer in the “My Drafts Settlements” view, but in the “My Active Settlements” and other views of active cases.

Home > **Settlements**

My Draft Settlements ▾ | Search Settlements | Initiate Settlement

Case Number (Primary)	Case Name	Setting	Jurisdiction	Drafter	Petitioner Attorney	Petitioner Law Firm	Respondent Attorney	Respondent Law Firm	Status	Last Status Change Date
	, v.		To Be Assigned	Dave Larson					Draft	
20WC000487	GHANAYEM, KHALIL v. Flying Good Group	Chicago	To Be Assigned	Dave Larson	Dave Larson	Dave Larson Law	Alan J Stitzer	AJ Stitzer, LLC	Draft	

Subsection 9.6.5: Archived Settlements

This view will show all approved and rejected settlements from your firm that have had no activity in 45 days. This means that for 45 days after approval, the settlement will show in “My Active Settlements,” after which it will show in the “Archived Settlements” view. The settlements are not really archived, but they are taken off the active view to keep that view as clean as possible.

Archived Settlements ▾ | Search Settlements | Initiate Settlement

Case Number (Case)	Case Name	Setting	Jurisdiction	Drafter	Petitioner Attorney	Petitioner Law Firm	Respondent Attorney	Respondent Law Firm	Status	Last Status Change Date

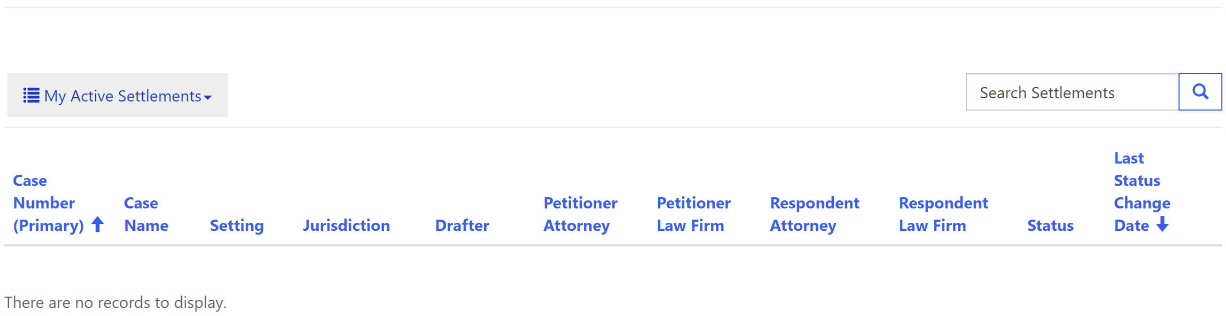
There are no records to display.

SUBSECTION 9.7: SETTLEMENT VIEWS (LAW FIRM ADMINISTRATOR)

For the sake of this section, we are only talking about Law Firm Administrators (LFA) without E-filing permissions. This means that the LFA is a legal assistant in the firm, responsible for assisting with the firm’s registered users. LFAs also have the ability to view cases and settlements, but without e-filing permissions (registration with an ARDC number) they cannot make filings. The ability to follow and view settlements is there, as are all the other LFA functions previously described. When logged in as an LFA, the ability to do anything other than view settlements (e.g., click ”Initiate Settlement”) is not permitted. If, as an LFA, you need to perform activities for an attorney, you must be logged in to that account to accomplish those tasks.

Subsection 9.7.1: My Active Settlements

When you first log into CompFile and click the blue Settlements button on the home page, you are taken to a screen "My Active Settlements". This will always be blank (since, as an LFA without E-Filing permissions) cannot file anything with the IWCC.



My Active Settlements

Search Settlements

Case Number (Primary) ↑	Case Name	Setting	Jurisdiction	Drafter	Petitioner Attorney	Petitioner Law Firm	Respondent Attorney	Respondent Law Firm	Status	Last Status Change Date ↓

There are no records to display.

Subsection 9.7.2: My Firm's Active Settlements

To see all your firm's settlements, you must change the view by clicking on the blue down arrow next to "My Active Settlements" on the left side of the screen. Doing that will show you all the choices you have to look at the settlements.

My Firm's Active Settlements

Search Settlements

Case Number (Primary) ↑	Case Name	Setting	Jurisdiction	Drafter	Petitioner Attorney	Petitioner Law Firm	Respondent Attorney	Respondent Law Firm	Status	Last Status Change Date ↓
20WC000289	Fry, Lacie v. Costco	Chicago	To Be Assigned	Connor WCS Law Gallagher	SoloPrac Non-Redeemed	Dave Larson Law	Connor WCS Law Gallagher	WCS Law, LLC	Waiting for Signatures	6/26/2020
17WC000136	Chris, Shorner, Jr v. Forest Park School District	Chicago	Test Rizwan.Lodhi	Alan J Stitzer	Connor WCS Law Gallagher	WCS Law, LLC	Alan Rel2 AdminAtty Stitzer	AJS Release 2 Law Firm	Approved	6/15/2020
19WC001008	Petitioner, Frank v. Riordan Steel	Peoria	To Be Assigned	Robin SP Gates	Connor Gallagher	WCS Law, LLC	Robin SP Gates	Robin Gates SP LLC	Waiting for Signatures	6/8/2020
19WC001001	Johnson, Frank v. Riordan Steel	Chicago	To Be Assigned	Robin Gates	Connor Gallagher	WCS Law, LLC	Robin Gates	Robin Gates Training Law Firm 6-3	Waiting for Signatures	6/6/2020
20WC000009	Smith, John v. Toyota Manufacturing	Peoria	# Fran Davis	Frances Davis	Frances Davis	Fran's Solo Practice	Martin Erb	WCS Law, LLC	Rejected	6/4/2020

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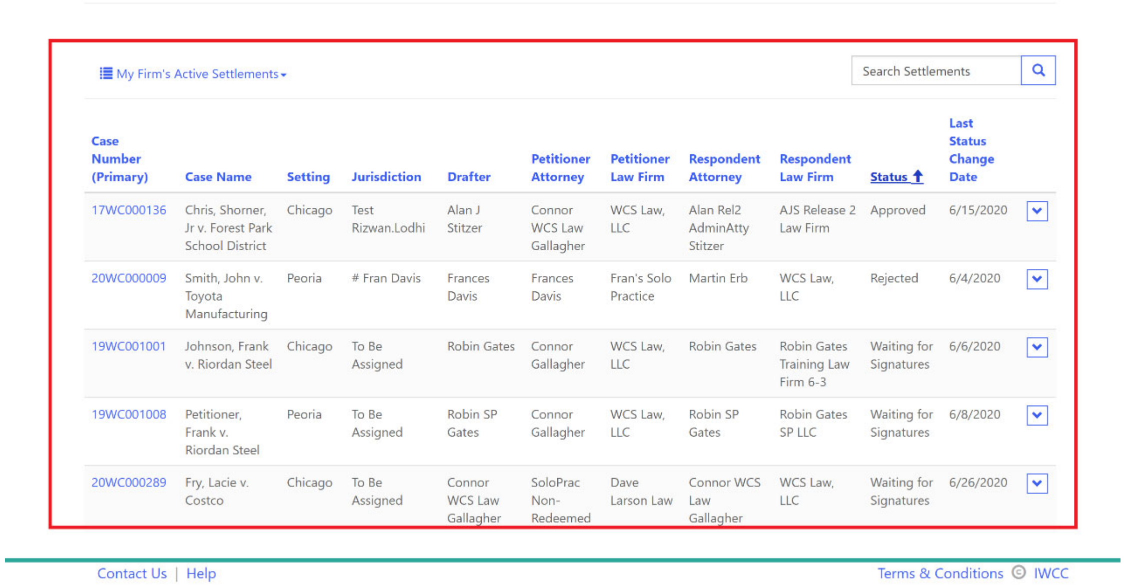
Notice the Blue arrows next to Case Number and Last Status Change Date. The initial sort sequence is the last status change date, followed by case number. This allows you to see the most recent activity on the most recent case.

To change the sort order on this display (or any screen), you can click on the column header. Clicking once will sort the column ascending, clicking again will sort that same column descending. Notice in the screen shot below, it is sorted on Status. Also notice the blue arrow pointing up. This indicates the view you are looking at is sorted by status, in ascending order.



My Firm's Active Settlements

Search Settlements

Case Number (Primary)	Case Name	Setting	Jurisdiction	Drafter	Petitioner Attorney	Petitioner Law Firm	Respondent Attorney	Respondent Law Firm	Status	Last Status Change Date
17WC000136	Chris, Shorner, Jr v. Forest Park School District	Chicago	Test Rizwan.Lodhi	Alan J Stitzer	Connor WCS Law Gallagher	WCS Law, LLC	Alan Rel2 AdminAtty Stitzer	AJS Release 2 Law Firm	Approved	6/15/2020
20WC000009	Smith, John v. Toyota Manufacturing	Peoria	# Fran Davis	Frances Davis	Frances Davis	Fran's Solo Practice	Martin Erb	WCS Law, LLC	Rejected	6/4/2020
19WC001001	Johnson, Frank v. Riordan Steel	Chicago	To Be Assigned	Robin Gates	Connor Gallagher	WCS Law, LLC	Robin Gates	Robin Gates Training Law Firm 6-3	Waiting for Signatures	6/6/2020
19WC001008	Petitioner, Frank v. Riordan Steel	Peoria	To Be Assigned	Robin SP Gates	Connor Gallagher	WCS Law, LLC	Robin SP Gates	Robin Gates SP LLC	Waiting for Signatures	6/8/2020
20WC000289	Fry, Lacie v. Costco	Chicago	To Be Assigned	Connor WCS Law Gallagher	SoloPrac Non-Redeemed	Dave Larson Law	Connor WCS Law Gallagher	WCS Law, LLC	Waiting for Signatures	6/26/2020

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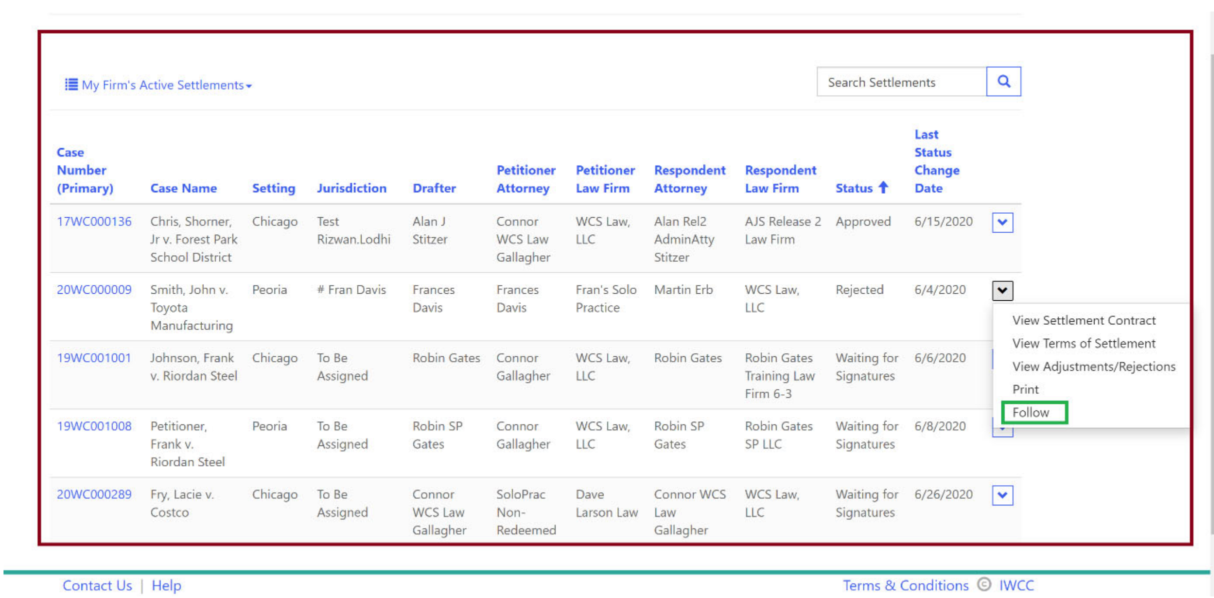
CompFile has a "Follow" feature which is helpful to you as an LFA. The follow feature allows you to be able to easily locate all the settlements in which your attorney(s) have an interest.

To follow a settlement, click the blue arrow next to the Last Status Change Date column, and select "Follow" from the drop-down menu. What this does, is add that settlement to the "Active Settlements I Follow" view (discussed below), where you will see all cases where you have made the "Follow" selection.



My Firm's Active Settlements

Search Settlements

Case Number (Primary)	Case Name	Setting	Jurisdiction	Drafter	Petitioner Attorney	Petitioner Law Firm	Respondent Attorney	Respondent Law Firm	Status	Last Status Change Date
17WC000136	Chris, Shorner, Jr v. Forest Park School District	Chicago	Test Rizwan.Lodhi	Alan J Stitzer	Connor WCS Law Gallagher	WCS Law, LLC	Alan Rel2 AdminAtty Stitzer	AJS Release 2 Law Firm	Approved	6/15/2020
20WC000009	Smith, John v. Toyota Manufacturing	Peoria	# Fran Davis	Frances Davis	Frances Davis	Fran's Solo Practice	Martin Erb	WCS Law, LLC	Rejected	6/4/2020
19WC001001	Johnson, Frank v. Riordan Steel	Chicago	To Be Assigned	Robin Gates	Connor Gallagher	WCS Law, LLC	Robin Gates	Robin Gates Training Law Firm 6-3	Waiting for Signatures	6/6/2020
19WC001008	Petitioner, Frank v. Riordan Steel	Peoria	To Be Assigned	Robin SP Gates	Connor Gallagher	WCS Law, LLC	Robin SP Gates	Robin Gates SP LLC	Waiting for Signatures	6/8/2020
20WC000289	Fry, Lacie v. Costco	Chicago	To Be Assigned	Connor WCS Law Gallagher	SoloPrac Non-Redeemed	Dave Larson Law	Connor WCS Law Gallagher	WCS Law, LLC	Waiting for Signatures	6/26/2020

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Subsection 9.7.3: Active Settlements I Follow

After having "followed" a settlement, change the view to "Active Settlements I Follow" and the settlements you selected will appear in this screen.

If you would like to "unfollow" a settlement, from the Active Settlements I Follow view, click the blue arrow next to the "Last Status Change Date" column and select the "unfollow" option. This action does nothing to the status of the settlement, but it removes the settlement from this view, for the logged in user.

Active Settlements I Follow

Search Settlements | Initiate Settlement

Case Number (Primary)	Case Name	Setting	Jurisdiction	Drafter	Petitioner Attorney	Petitioner Law Firm	Respondent Attorney	Respondent Law Firm	Status	Last Status Change Date
20WC012570	Pln74213, Pfn74213 v. Rln74213, Rfn74213	Ottawa	To Be Assigned	Manoj M	Manoj M	Test	Alan J Stitzer	AJ Stitzer, LLC	Waiting for Signatures	6/25/2020
19WC000012	Shepard, Aaron v. Taco Bell	Chicago	# Connor Gallagher	Alan J Stitzer	Alan J Stitzer	AJ Stitzer, LLC	Dave Larson	Dave Larson Law	Approved	6/19/2020

View Settlement Contract
View Terms of Settlement
Print
Unfollow

Active Settlements I Follow

Search Settlements

Case Number (Primary)	Case Name	Setting	Jurisdiction	Drafter	Petitioner Attorney	Petitioner Law Firm	Respondent Attorney	Respondent Law Firm	Status	Last Status Change Date
20WC000009	Smith, John v. Toyota Manufacturing	Peoria	# Fran Davis	Frances Davis	Frances Davis	Fran's Solo Practice	Martin Erb	WCS Law, LLC	Rejected	6/4/2020

Subsection 9.7.4: Archived Settlements

This view will show all approved and rejected settlements from your firm that have had no activity in 45 days. This means that for 45 days after approval, the settlement will show in "My Active Settlements," after which it will show in the "Archived Settlements" view. The settlements are not really archived, but they are taken off the active view to keep that view as clean as possible.

Archived Settlements

Search Settlements | Initiate Settlement

Case Number (Case)	Case Name	Setting	Jurisdiction	Drafter	Petitioner Attorney	Petitioner Law Firm	Respondent Attorney	Respondent Law Firm	Status	Last Status Change Date

There are no records to display.

IMPORTANT: Email Links: CompFile allows only one active log in session per machine. When you check emails for your attorney, and there is a notification from CompFile of some action required, you must log out of you LFA CompFile account BEFORE continuing to your attorney's account. If you are still logged in as an LFA, when you click the link in the attorney's email, you will get a CompFile error stating you are not authorized. You would simply log out as LFA, log in as attorney, and click the link again. The email will also have the case ID number, and you can locate the case information in your LFA account in either the My Firm's Active Settlements or Active Settlements I Follow views.

SUBSECTION 9.8: TRACKING SETTLEMENT STATUS IN COMPFILE

As settlement contracts move through the drafting, signature, submission, and approval steps, they are assigned a status. This allows parties to track where the contract is located within the process.

Subsection 9.8.1: Drafting by Attorneys – Parties Prepare and Submit Settlement Contract for Approval

Status	Begins when	Actions
Draft	• Parties have informally agreed to a settlement • Drafter attorney clicks "Initiate Settlement" button on the "Settlements" screen	• Data fields are available to the drafter attorney for editing • IWCC staff have no access to the settlement contract
Routed for Signatures	• Drafter attorney completes settlement entry • Drafter attorney clicks "Route for Signatures" button on the "Route for Signatures and Submit" screen	• CompFile sends "for your e-signature" emails to parties added to the settlement contract and registered in CompFile • CompFile sends a registration invitation email to all parties not registered in CompFile (in other words, the petitioner and respondent clients) • Non-drafter petitioner attorney can add petitioner, medical records, and deduction amounts to settlement contract before e-signing • IWCC staff have no access to the settlement contract
Returned by Attorney	• Non-Drafter attorneys reviews the settlement contract and wants to request changes • Non-drafter attorney clicks "Changes Needed" button on the "Settlement Review" screen	• CompFile removes all signatures • CompFile unlocks settlement fields for drafter attorney • IWCC staff have no access to the settlement contract
Submitted for Approval	• Settlement contract contains all required signatures and attachments, and the "Submit to IWCC for Approval" button becomes available • Attorney clicks "Submit to IWCC for Approval" button	• CompFile locks the settlement contract • CompFile delivers settlement to IWCC for review • Settlement included in all parties' CompFile Views
Submitted for Approval – Post Return	• Arbitrator or Commissioner returns the settlement contract and requests adjustments/changes • Parties discuss requested adjustments, and drafter attorney makes changes to settlement contract • Parties re-sign the settlement contract and click the "Submit to IWCC for Approval" button	• CompFile locks the settlement contract • CompFile delivers settlement to IWCC for review • Settlement included in all parties' CompFile Views

Subsection 9.8.2: Arbitrator or Commissioner with Jurisdiction Reviews Settlement

Status	Begins when	Action
Approved	• Arbitrator or Commissioner reviews and approves the settlement contract	• CompFile emails settlement parties notifying them of approved settlement contract • Settlement parties may download settlement contract with e-stamp for files
Returned by Commission	• Arbitrator or Commissioner reviews settlement contract and requires adjustments/changes • Arbitrator or Commissioner returns settlement to parties with comments	• CompFile emails settlement parties notifying them of returned settlement contract • Drafter attorney and non-drafter attorney can view Arbitrator's or Commissioner's comment, agree to requested changes, and resubmit the settlement contract • Drafter attorney makes the necessary changes to the settlement contract and routes for signatures
Rejected	• Arbitrator or Commissioner rejects the settlement contract • Arbitrator or Commissioner returns settlement to parties with comments	• CompFile emails settlement parties notifying them of rejected settlement contract • Settlement parties may download copy of rejected contract for files • Attorneys may agree to seek Commissioner-level review if Arbitrator rejected the settlement contract; if desired, they would contact IWCC Review Department to request assignment to Commissioner for review

Subsection 9.8.3: Commissioner Reviews Rejected Settlement

Status	Begins when	Action
Submitted for Approval – Post Rejection	• Arbitrator rejects the settlement contract and returns it to parties with comments • Attorneys request review of settlement contract rejected by an Arbitrator; attorneys follow current procedures and contact IWCC Review Department to request assignment to Commissioner for review	• IWCC Review Department assigns rejected settlement to Commissioner and manually sets Status to "Submitted for Approval – Post Rejection • Settlement contract is available to assigned Commissioner for review
Returned by Commission	• Similar to above • Commissioner reviews the prior submission, recommends changes to the settlement contract, and returns to the parties for changes	• Similar to above • CompFile emails settlement parties notifying them of returned settlement contract • Drafter attorney and non-drafter attorney can view Arbitrator's or Commissioner's comment, agree to requested changes, and resubmit the settlement contract

Status	Begins when	Action
		• Drafter attorney makes the necessary changes to the settlement contract and routes for signatures
Rejected – Returned to Call	• Commissioner reviews the prior submission, agrees with the outcome, and rejects the settlement	• CompFile emails settlement parties notifying them of rejected settlement contract • Settlement parties may download copy of rejected contract for files
Approved Post Rejection	• Commissioner reviews the prior submission and approves the settlement contract	• CompFile emails settlement parties notifying them of approved settlement contract • Settlement parties may download copy of approved contract with e-stamp for files