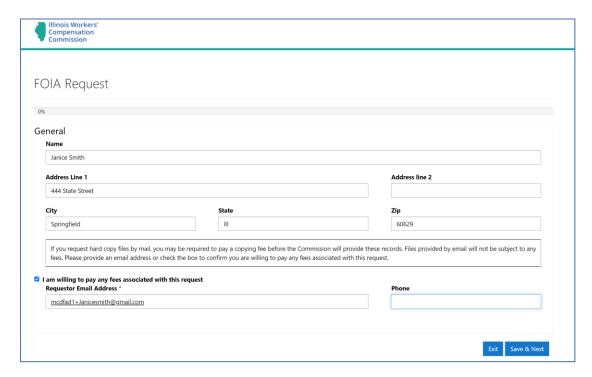
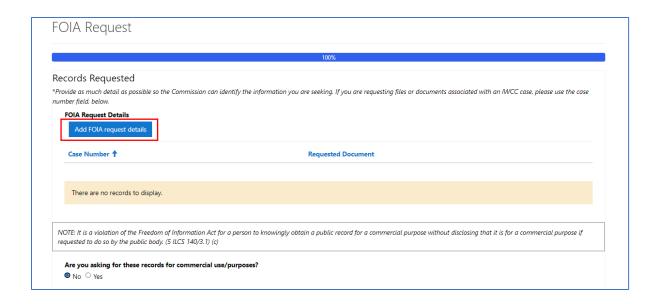
Freedom of Information Act (FOIA) Information

The user will click the FOIA request link to access the FOIA form (https://iwccsip.dynamics365portals.us/foia/).



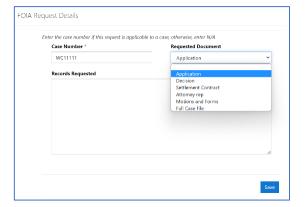
The form contains basic information that allows the IWCC FOIA staff to accurately capture the details of the request. Notice there is only one required field in the above screenshot: the *Requestor Email Address.* This allows IWCC to contact the requestor when necessary. Once the form is filled out, the user clicks *Save & Next.*

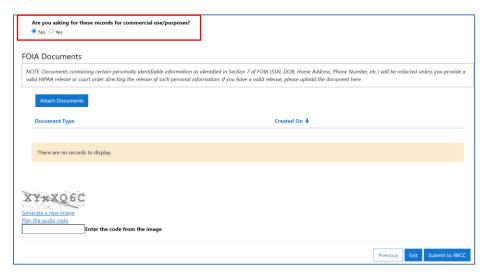
The next screen is where the details of the request will be put into the form. Click the *Add FOIA* request details button.



A new window opens for adding *Case Number*, *Requested Document* type (see the dropdown in the screenshot), and a free form text box to allow for any details needed for successful fulfillment of the request. The case number is only needed if applicable to a case. It is a mandatory field, but N/A is an acceptable entry. Click *Save* when this page is completed.

Let the IWCC know if your request is for a commercial or non-commercial purpose by selecting the radio button that is applicable.





Attach documents, if necessary, by clicking the *Attach Documents* button. A code displays at the bottom left of the request form. Enter the letters/numbers into the box and click *Submit to IWCC* when finished.

An email confirmation is sent to the requestor letting them know the request has been received by the IWCC and will be responded to according to the Freedom of Information Act.

