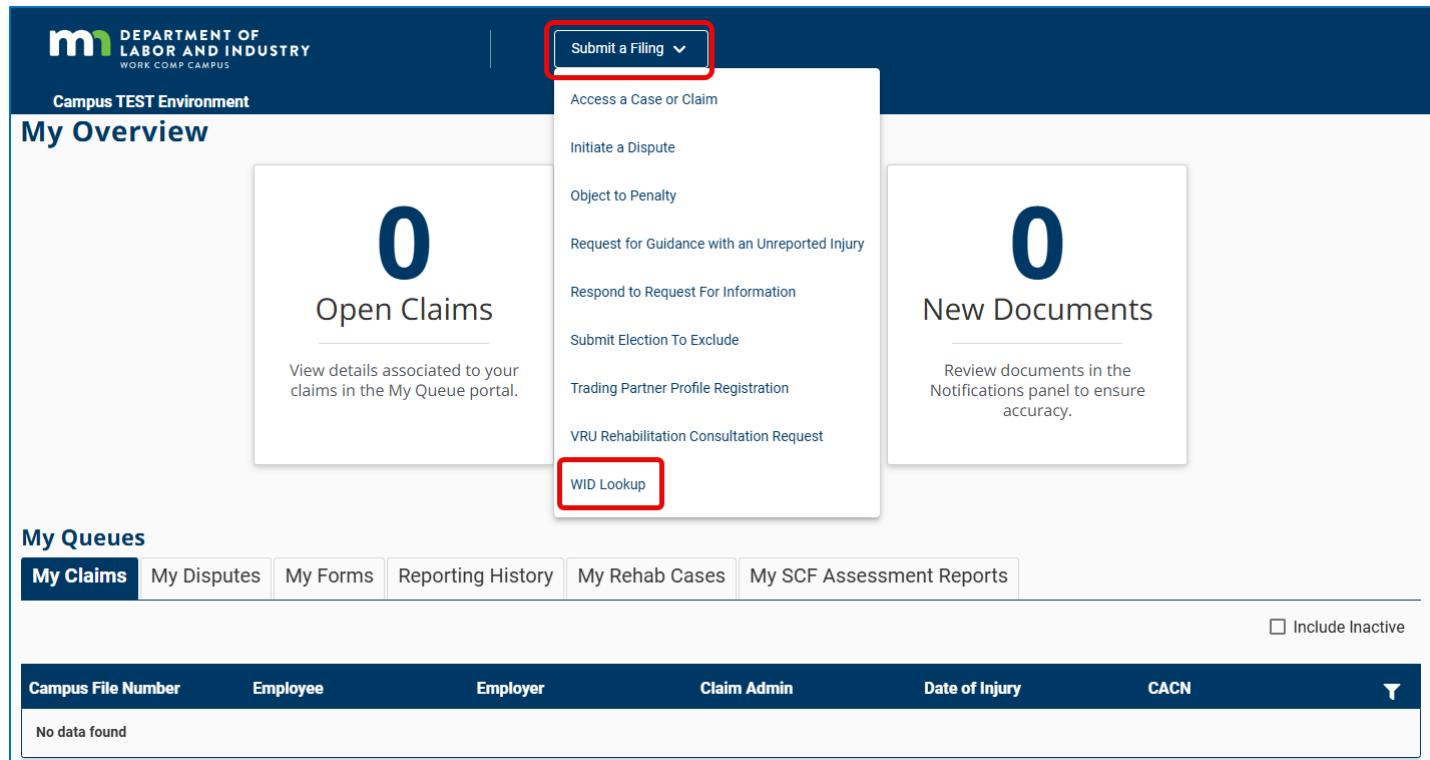


Worker Identification Number External Lookup Process

All documents submitted to the Court of Administrative Hearings (CAH) are required to be filed electronically. CAH is not able to process documentation if the worker identification (WID) number is missing for the employee. The documents must have a WID listed for the injured worker.

To search Work Comp Campus for a WID number, follow the steps below.



The screenshot shows the 'My Overview' section of the Work Comp Campus dashboard. At the top, there is a 'Submit a Filing' dropdown menu with a red box around it. Below the dropdown, there are several options: 'Access a Case or Claim', 'Initiate a Dispute', 'Object to Penalty', 'Request for Guidance with an Unreported Injury', 'Respond to Request For Information', 'Submit Election To Exclude', 'Trading Partner Profile Registration', 'VRU Rehabilitation Consultation Request', and 'WID Lookup'. A red box highlights the 'WID Lookup' option. To the left, there is a box for 'Open Claims' showing '0' and a link to 'View details associated to your claims in the My Queue portal'. To the right, there is a box for 'New Documents' showing '0' and a link to 'Review documents in the Notifications panel to ensure accuracy'. Below these boxes, there is a 'My Queues' section with tabs for 'My Claims' (which is selected and highlighted in blue), 'My Disputes', 'My Forms', 'Reporting History', 'My Rehab Cases', and 'My SCF Assessment Reports'. There is also a checkbox for 'Include Inactive'. At the bottom, there is a table with columns for 'Campus File Number', 'Employee', 'Employer', 'Claim Admin', 'Date of Injury', and 'CACN', with a 'No data found' message.

Locate a WID number in Work Comp Campus

- Login to Campus.
- From the dashboard, select "Submit a Filing" and scroll down to find the "WID Lookup" option.
- Input the required fields, click "Submit" and view the results.

Note: In Campus, WID numbers are nine digits and are formatted as EE-##-#####-##.

If an attorney or qualified rehabilitation consultant has access to the claim, they can find the WID number in Work Comp Campus.

- Go to the claim details page.
- Scroll to the bottom of the page, to view the tab options.
- Choose "Parties" and "Employee" if they are not already selected.

- The "ID" is formatted as "EE-##-#####-###" and the numerical portion of the ID is the WID number.

Screenshot of test claim

Employment Details

Benefits and Payment Details

Parties Claim Summary Benefits Documents Related Claims & Cases Reporting History Claim Payments

Employee Employer Insurer

Andy Tester

ID	Address	Service Method
EE-01-6155-609	Uat Attorney Attorney Uat Law Firm Inc Anusha MTEST	Electronic
Name Title Law Firm	Location Email	Phone Number Address Default Service Method Status
Uat Attorney Attorney Uat Law Firm Inc Anusha MTEST	Uatatestdli+atty@gmail.com	6128888888 999 Firm St Stacy, MN 55079 Electronic Access removed on 10/20/2025

Contact Parties

If no WID number is found

Email nowidonline@state.mn.us to request a WID number. The email must contain:

1. All the initiating documents.
- A screenshot of the Campus WID search results showing that no WID exists.

Note: The steps listed above are for requesting a WID number only. Users will still need to file documents with CAH once a WID number is received.

The request will be reviewed by the Department of Labor and Industry's Workers' Compensation Help Desk team. If a WID number can be located, it will be sent via encrypted email within 24-hours of the request. If a WID number is not found, a ticket will be created and sent to our Compliance Records and Training (CRT) unit for further review. CRT staff will then create a new WID number and respond by encrypted email within 24-48 hours from when the ticket was received.

Once the WID number is received, the user can continue the steps for e-filing the documents with CAH.

Questions regarding e-filing with CAH can be emailed to oah.wcefiling@state.mn.us.