

## 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 Work Comp Campus dashboard. At the top, there is a header with the logo and navigation links. Below the header, there is a section titled 'My Overview' with two large cards: 'Open Claims' (0) and 'New Documents' (0). To the right of these cards, a dropdown menu is open, showing options like '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'. The 'WID Lookup' option is highlighted with a red box. Below the dropdown, there is a section titled 'My Queues' with tabs for 'My Claims', 'My Disputes', 'My Forms', 'Reporting History', 'My Rehab Cases', and 'My SCF Assessment Reports'. At the bottom, there is a table with columns: 'Campus File Number', 'Employee', 'Employer', 'Claim Admin', 'Date of Injury', and 'CACN'. The table currently shows 'No data found'.

### 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

Contact Parties

Employee

Employer

Insurer

Andy Tester

ID

EE-01-6155-609

Address

Service Method

Electronic

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

## If no WID number is found

Email [nowidonline@state.mn.us](mailto: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](mailto:oah.wcefiling@state.mn.us).