Campus 101 for Law Firms
Campus will put the workers’ compensation claim information you need at your fingertips

- **Self-service online access** to claims, related documents, events and outcomes.
- Securely send e-documents to the parties to the claim.
- Securely send and receive data between DLI, OAH and WCCA.
- Minimize claim errors through data accuracy verification.

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**Details Pages** allow internal users to create, view, and edit new entities & transactions and allow external users to view and submit forms to entities & transactions

- Each Transaction and Entity has a Details Page
- Some transactions are viewable by external users
Common Elements of Entity Details Pages

• All entities will receive a system-generated unique identifier
  • Format of unique identifiers will be determined in Cycle 1

• Entity Names are captured as Legal Name and DBA Name, and name changes are shown in the History Tab

• Related Claims display all the claims where that entity is referenced as a party
Getting Started with Campus

Campus Dashboard
The Dashboard is the starting point for users to be able to navigate and perform all necessary job functions.

The Campus Dashboard is where you can see:

- All related claims, upcoming events, and documents
- Queues, which will organize all work to be completed
- Notifications, which provide updates on claims and cases in progress

*When in doubt, navigate to the Dashboard--what you need next may be there. Click on the MN Logo from anywhere to go to the Dashboard.

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Forms Queue
Found at all times on the Dashboard, the Forms Queue will show all forms that you have submitted related to any of the Claims or Cases you have access to. Hardcopy forms are no longer required in relation to a Workers Comp Claim, as you can submit and see the status in Campus.

The Forms Queue is always on the Dashboard, and it will:

- Show all forms submitted to which you have access
- Show relationships between the form filed and the case to which it was filed
- Show status of any filed form
- Provide access to download copies
Viewing Notifications
Notifications are system generated messages that can either be specific to tasks that need to be completed or simply an informational message.

Notifications are always on your screen, next to your profile.

You’ll get a notification automatically when something happens to a case or claim you’re on, like:

- An event is scheduled or upcoming
- A form has been approved
- A scheduling poll has been sent out
- A document is uploaded. In some cases you can download a document right from the notification!
Exporting Documents

- Some notifications will include a down arrow icon in the lower right corner of the notification. This allows the user to export documentation.
- Clicking the down arrow will take you to the Download Documents window.
- A notification screen will appear if the submission was successful.

Successfully initiated download. You will receive a notification when your zip is ready to download.
Filing a Notice of Representation
As an Attorney trying to gain access to a Claim, you will need to file a Notice of Representation.

1. From the Dashboard, click on the Submit a Filing drop-down and select Access a Case or Claim from the menu. (*Not Pictured)
2. Select File Notice of Appearance or Representation from the drop down.
3. Click Next to continue.
4. Enter claim identifying information and click next to proceed to webform. *Next button will highlight after information is provided.
5. Select the Party you represent, attach required documents, and make necessary acknowledgments.
Claim Details Page
The Claim Details page provides additional details about a Claim such as **Key Dates**, **Injury**, **Accident**, **Employment**, **Benefits**, and **Payment**. You can navigate to any of the sections by clicking on the main headers to expand the information.
• The **Parties** tab shows individuals and entities related to the claim.
• On the bottom of the **Claim Details page**, you can find the **Parties** tab on the far right.
• The only external users with access to the claim are the users listed as Parties to the claim.
• Click on **Email All Parties** to send an email to the parties listed or **Cancel** to exit without sending.
Submitting to a Claim

- There are 2 ways a user can submit a transaction to an existing claim in Campus:
  1. Via Electronic Data Interchange (EDI).
  2. The other method is by eFORM submission. If the external user has the correct roles they will be able to click the Submit eFROI eSROI / Webform button.

- Depending on the selections, you will be directed to a webform to fill out the remaining information needed to continue.
Thank you!