

FAQs: Provision of paper copies ceasing Nov. 22, 2021

Q. Why will the Department of Labor and Industry (DLI) no longer print documents for individuals who can access Workers' Compensation Division file documents in Work Comp Campus?

A. Campus users can directly access the division file to see and review all documents and electronic data interchange (EDI) information. This provides immediate access for users to see and print any documents they need, rather than waiting for DLI to make copies and having to pay DLI's copy charges.

Q. When will DLI discontinue printing documents by request?

A. As of Monday, Nov. 22, 2021, DLI will no longer print documents for individuals who can access division file documents in Campus by obtaining proper permission, such as with a Notice of Appearance, a Notice of Representation or a signed authorization.

Requests for documents submitted before Nov. 22 will be fulfilled.

Q. I have never used Campus, so how do I start?

A. The DLI website has a lot of information about using Campus on its [Work Comp Campus training](#) webpage, including the [External technical manual](#). Directions about how to register and login to Campus are on pages 6 through 8 of the manual.

Q. I have never looked for documents or attempted to print documents from Campus. How will I be able to do that?

A. [Step-by-step instructions](#), with screenshots, have been created to guide users in the process.

Q. How do I get access to a claim, when I am not representing a party for that claim, to be able to see the documents?

A. Under the "Requesting Access" function in Campus, an alternative drop-down menu option to submitting a Notice of Appearance or a Notice of Representation is to submit a signed authorization. After the authorization specifying the date of injury is received, user access to the claim will be granted as a "File Reviewer." You will be able to see, print and download all the documents.

Q. Is there someone at DLI who can assist me with questions or problems I may have accessing and printing documents?

A. Yes, if you need assistance, contact the Workers' Compensation Division Help Desk at 651-284-5005 (press 3), 800-342-5354 (press 3) or helpdesk.dli@state.mn.us.