

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 number 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 'm1' logo and 'DEPARTMENT OF LABOR AND INDUSTRY WORKERS' COMPENSATION'. Below the header, there is a 'Campus TEST Environment' banner. The main content area is titled 'My Overview' and features two large cards: '0 Open Claims' and '0 New Documents'. 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 'My Queues' section 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

Employee
Employer
Insurer

Andy Tester

ID	Address		Service Method	
EE-01-6155-609			Electronic	
Name	Title	Law Firm	Location	Email
Uat Attorney	Attorney	Uat Law Firm Inc Anusha MTEST		Uattestdli+atty@gmail.com
Phone Number	Address	Default Service Method	Status	
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.
2. A screenshot of the Campus WID number search results showing no WID number exists.

Note: The steps listed above are for requesting a WID number only. Users will still need to file documents with CAH after 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 will then create a new WID number and respond by encrypted email within 24 to 48 hours from when the ticket was received.

After 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.