

# Work Comp Campus training: How to upload documents

1. Login to the Work Comp Campus external training website using your email address and password at:  
<https://b42pawappsvc002.doli.state.mn.us/user/login>.
2. Open your desired claim and press the orange **Submit Filing** button.

The screenshot displays the user interface of the Work Comp Campus external training website. At the top, there is a dark blue header with the logo for the Minnesota Department of Labor and Industry, Work Comp Campus, on the left, and a notification bell icon and the user name 'Vickie Claim Adjuster' on the right. Below the header, a breadcrumb trail shows 'Dashboard > Claim: CL-02-3883-491'. The main content area features the claim title 'Cindy Brady: Injury on 10/01/2020' in large blue text, with the claim ID 'Claim: CL-02-3883-491' below it. To the right of the title is a light blue 'Open' button. Further right are two orange buttons: '+ Submit Filing' and '+ Submit eFROI eSROI / Webform'. Below this information is a table with a light gray background and rounded corners, containing claim details.

Campus File Number ⓘ	Employee	Date of Injury	Part of Body Injured
023883491	Cindy Brady	10/1/2020	
Employer	Insurer	Claim Administrator ⓘ	Claim Administrator Claim Number ⓘ
Tommys Tool Company	Vickie Trade	Vickie Trade	12345678

3. Under **Submit a Filing**, scroll down to see where the **Filing Name** is listed and click on the **right drop-down arrow** to the choice that is most fitting to your submission. In this situation, choose **Other Filing**, which best fits what we are filing. Then press the **Save** button.

The screenshot shows a web interface for a claim titled "Cindy Brady: Injury on 10/01/2020" with claim number "CL-02-3883-491". A modal window titled "Submit a Filing" is open, containing the following text: "Please indicate the type of filing you wish to make. Note that these Filing options are specific to Claims, will use data from this transaction, and will be associated to this transaction." Below this, the claim name and number are repeated: "Cindy Brady: Injury on 10/01/2020: CL-02-3883-491". Another instruction follows: "Please indicate the type of filing you wish to make." A dropdown menu is open, showing the following options: "Initiate Dispute", "Missing Benefits", "Other Filing" (which is highlighted), "PPD Follow Up Webform", and "VRU Referral". The background shows a table with columns: "Campus File Number", "Employee", "Date of Injury", and "Part of Body Injured".

4. You are now on the **Submit Other Filing** page. Press the orange **+ Upload Document** button under **Upload Your Filing** and choose the PDF file you wish to upload. *(Note: Make sure your document is saved as a PDF before uploading.)* If you wish to upload **Supporting Attachments** (such as a benefit addendum to an NOBP), click the orange **Upload Document** button below **Supporting Attachments**.

## Submit Other Filing

1

Filing Details

### Upload Your Filing

Please prepare your filing offline, and save as a PDF. When you complete this form, your filing will be added to the record for all parties to see. If you do not see your Filing Type in the list, contact 651.284.5005, option 3 for filing process.

+ Upload Document

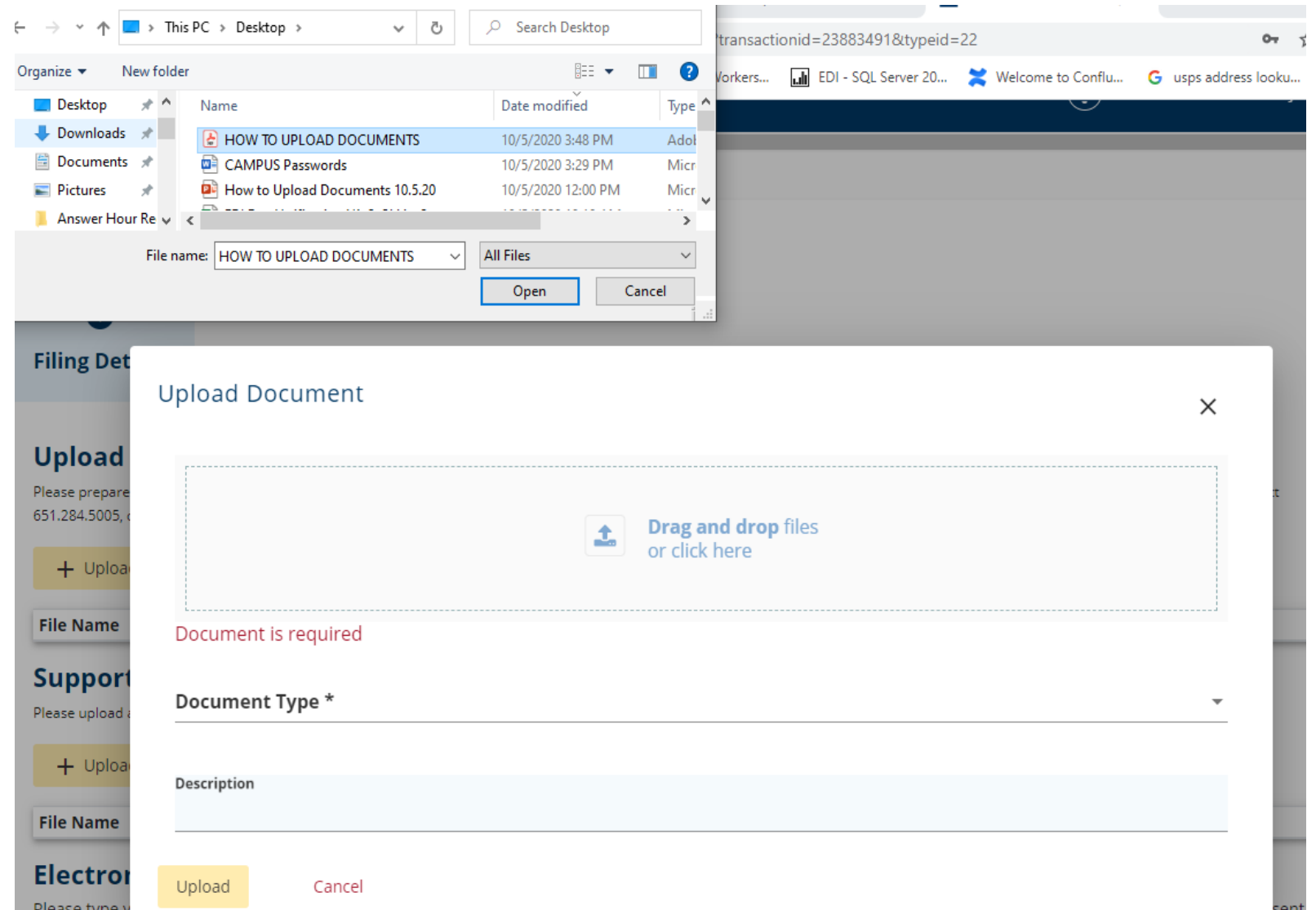
File Name	File Type	Description	Remove
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### Supporting Attachments

Please upload any documents to support your filing

+ Upload Document

5. When choosing the documents to be uploaded, click the **Drag and Drop Files** button and locate the PDF file you wish to upload. After the upload is complete, the document name will appear. If more documents need to be uploaded, repeat the process on the same screen.



- Go to **Document Type** and scroll at the **right drop-down arrow** to choose the type of document you are submitting. If you do not see a choice that applies to your type of submission, click on any of the choices listed and in the **Description** line below you can type **“This document is not a (photograph), it is instructions about how to upload documents”** and then press the **Upload** button.

**Filing Details**

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+ Upload

File Name

### Support

Please upload

+ Upload

File Name

### Electron

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Full Name

I underst

**Upload Document** [Close]

HOW TO UPLOAD DOCUMENTS.pdf (96.05 KB) [Remove] [Upload]

Document Type \*  
Photograph

Description  
This is not a photograph, it is instructions on How to Upload Documents

Upload Cancel

7. Farther down the same page is the **Electronic Signature** area. Enter your name under **Full Name of Signatory**, check the box accepting the disclaimer and then press the **Submit** button.

## Submit Other Filing

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### Filing Details

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+ Upload Document

File Name	File Type	Description	Remove
HOW TO UPLOAD DOCUMENTS.pdf	Photograph	This is not a photograph, it is instructions for Hot to Upload Documents	

### Supporting Attachments

Please upload any documents to support your filing

+ Upload Document

File Name	File Type	Description	Remove
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### Electronic Signature

Please type your First and Last Name as they appear on your CAMPUS profile. By signing and dating this form, I certify copies of this form and attachments are being sent to the employee, insurer, any attorney(s), the Department of Labor and Industry and, if required, to the department's Vocational Rehabilitation unit (VRU).

Full Name of Signatory \*

I understand that by checking this box, I am legally signing this electronic form and I confirm that the information on this form is true, accurate, and complete to the best of my knowledge.

Submit Cancel

After the document is sent and is successfully submitted, you will receive a message similar to the one below showing the document was successfully uploaded to the transaction.



## Upload Document To Transaction Successfully Submitted!

Confirmation Number: 372

Click the link to view your new document:

[DO-02-3883-550](#)

A confirmation email has been sent to [Campustestvla+ca@gmail.com](mailto:Campustestvla+ca@gmail.com) for your records. You may view your forms in [My Form History](#).



# Thank you!