

WEBFILE - PAPERLESS OPTION FOR CLAIMANTS


Claimant WebFile users have the option to "go paperless". The users who opt into this program will rely only on electronic notifications from the Commission and will no longer receive paper copies of notices and filings.

Here are a few things to know about the paperless option:

- The paperless preference for a Claimant is set individually.
- Claimants may log into WebFile and opt into or out of the paperless program at any time. However, they may not change their paperless option more than once per day.
- When WebFile Users log in to WebFile, a banner at the top of the screen will display their current paperless status.
- WebFile Users who have chosen to be paperless will be labeled with a green leaf icon indicating that they do not need a mailed copy of the filing.



BEFORE YOU GET STARTED

- ✓ "EWI Banner" displays current paperless status.
- ✓ Paperless Option can only be changed once per calendar day.
- ✓ People that elect Paperless will appear with the  icon.

ELECTING PAPERLESS



STEPS TO COMPLETE

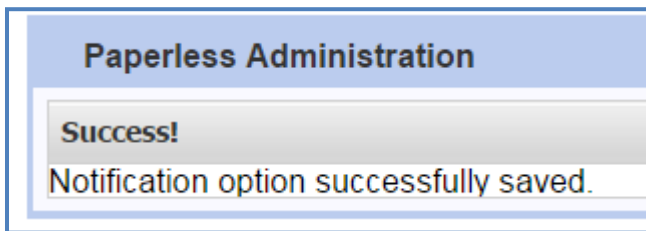
1. Log in to ***WebFile***.
2. Navigate to the "EWI Banner" located in the upper right corner.
3. Click the "Opt In Now" link.



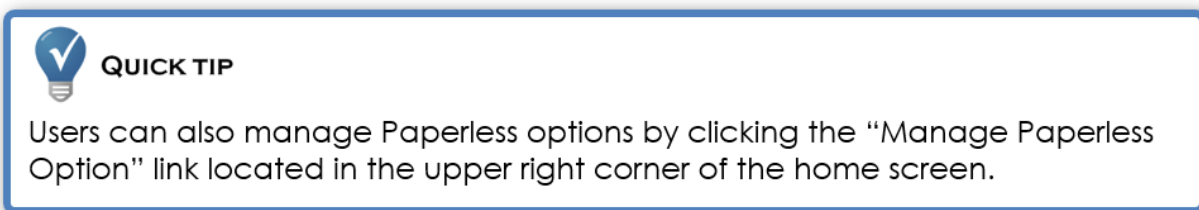
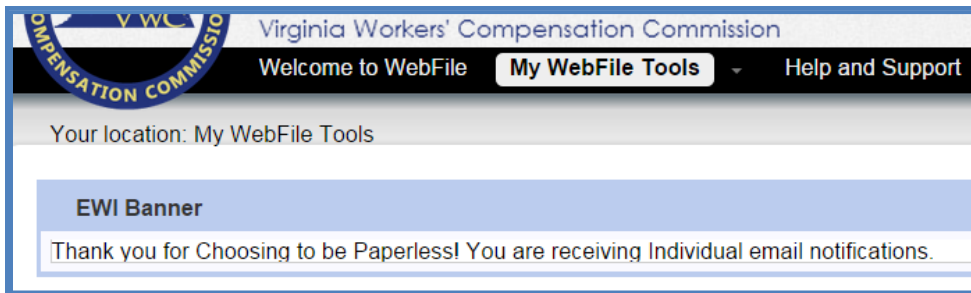
4. Select the “Receive Paperless Notifications” option.

5. Scroll and read the Terms and Conditions.
6. Click the “Accept” button.

7. Confirmation message will appear.



8. “EWI Banner” will now display updated status.



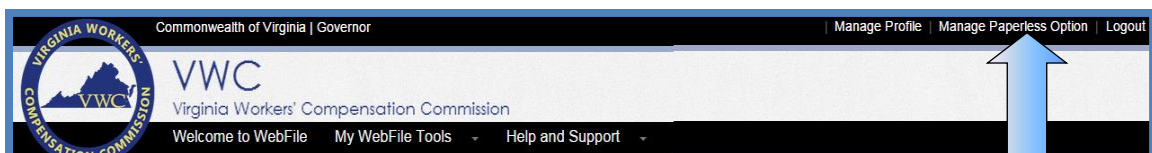
OPT OUT OF PAPERLESS

Users may choose to revert back to receiving mailed notifications.

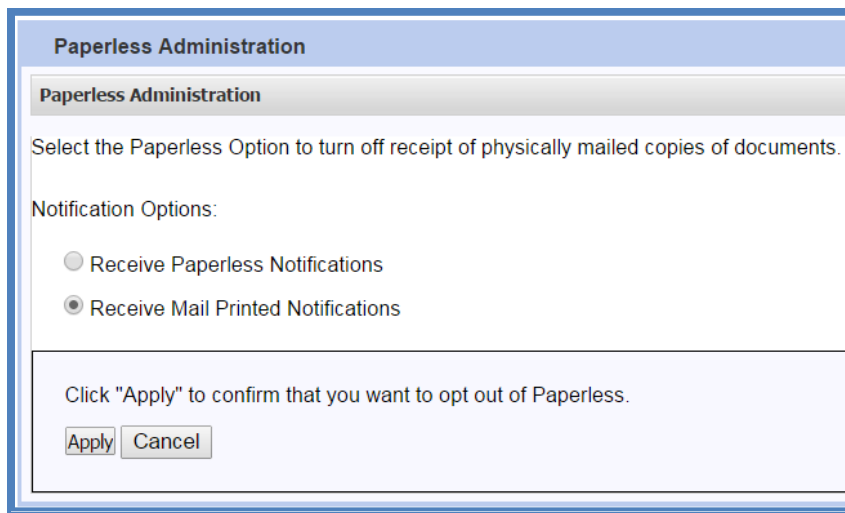


STEPS TO COMPLETE

1. Log in to *WebFile*.
2. Navigate to the “Manage Paperless Option” link.

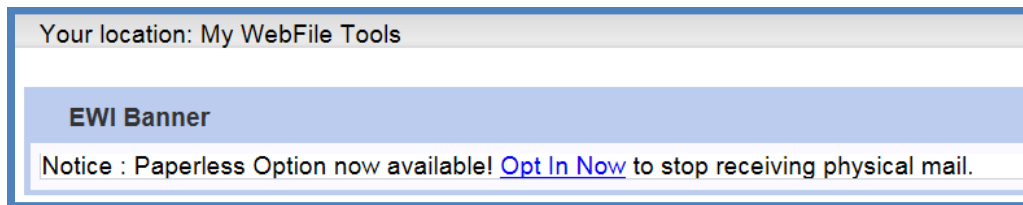


3. Select the “Receive Mail Printed Notifications” option.
4. Click the “Apply” button.



The screenshot shows a dialog box titled "Paperless Administration". Inside, there is a sub-header "Paperless Administration" followed by the text "Select the Paperless Option to turn off receipt of physically mailed copies of documents." Below this, under the heading "Notification Options:", there are two radio button options: "Receive Paperless Notifications" (which is unselected) and "Receive Mail Printed Notifications" (which is selected). At the bottom of the dialog, there is a text prompt "Click 'Apply' to confirm that you want to opt out of Paperless." and two buttons: "Apply" and "Cancel".

5. The “EWI Banner” will display the updated status.



The screenshot shows a banner notification within a web interface. At the top, it says "Your location: My WebFile Tools". Below this is a blue header bar with the text "EWI Banner". The main body of the banner contains the text "Notice : Paperless Option now available! [Opt In Now](#) to stop receiving physical mail."