

**Settlements Will Go Electronic Through CompFile on July 22, 2020**

Dear WCLA Members,

We hope that you and your families have remained healthy throughout the COVID-19 pandemic. These challenging times illustrate the crucial importance of leveraging technology to support remote work and ensure business continuity. Now more than ever, it is imperative that the implementation of CompFile become a reality. Therefore, we are happy to announce that attorneys can draft, sign, submit, and receive approval of settlement contracts through CompFile beginning on July 22, 2020.

**Electronic Settlement – Instructions, Explanations, and How-To’s**

To prepare for electronic settlements in CompFile, please visit the CompFile Implementation webpage, [www.iwcc.il.gov/compfile](http://www.iwcc.il.gov/compfile), where you can view short how-to videos. These will show you the fundamentals of e-filing a settlement contract. After you have viewed the videos, be sure to attend a Demo and Q&A Webinar Session. Scheduled webinar dates and times are also posted on the CompFile Implementation webpage.

**Be Sure Your Firm is Registered Correctly in CompFile**

Thank you to all who have registered in CompFile. If you are the law firm administrator for your firm, please be sure to check your invitations (found on the CompFile portal homepage) and re-send any unredeemed invitations that have expired. You can re-send invitations by going under “Law Firm Users” and clicking on the boxed arrow to the right of the user’s name.

If you have not yet registered, the process is simple. Step-by-step instructions on how to register are available at [www.iwcc.il.gov/compfile](http://www.iwcc.il.gov/compfile).

**4 Registration Steps**

**1.** Initial registration of your firm by the firm’s primary law firm administrator

The law firm administrator will then

**2.** Add other users to the firm’s CompFile account (attorneys and other necessary staff)

**3.** Assign filing permissions and/or administrative permissions to the added users

**4.** Send invitations to the added users, which will allow them to create their passwords and complete their own registrations (invitations expire after 5 days)

If your firm is ready to register, or if you want to log into CompFile to check your invitations, please visit the CompFile web portal at <https://iwcc.dynamics365portals.us/>.

For assistance, please do not hesitate to contact the CompFile Team at wcc.compfile@illinois.gov.

Sincerely,

The CompFile Team

*Illinois Workers’ Compensation Commission*