

Attorney Portal Instructions

The CAUSE system was removed at the end of April and is no longer accessible. Please complete your registration for our new claim system.

In the next several days, you will receive an email with a temporary password and a link to register in our new Attorney Portal. Click on “click here” and you will be directed to register with the provided email address and the temporary password.

From: noreply@wcb.in.gov [<mailto:noreply@wcb.in.gov>]

Sent: Monday, April 12, 2021 11:38 AM

To: bwallace@wcb.in.gov

Subject: Registration link to WCB

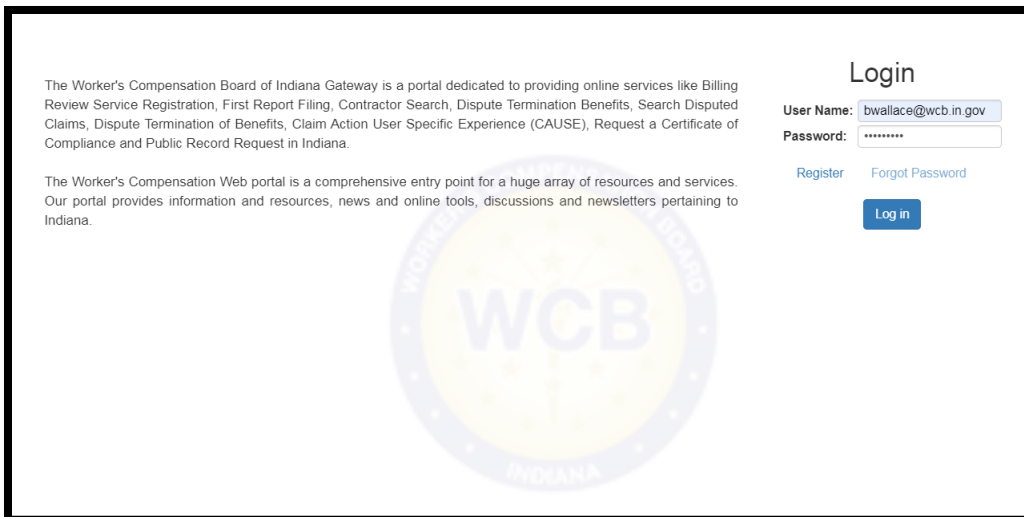
Please [click here](#) to register with Workers Compensation Board with following details:

User Name: bwallace@wcb.in.gov

Temporary Password: nHL6)RQR\$1XG

Please use Google Chrome browser for accessing Workers Compensation Board Gateway.

Insert your email address and the temporary password supplied in the email.



The Worker's Compensation Board of Indiana Gateway is a portal dedicated to providing online services like Billing Review Service Registration, First Report Filing, Contractor Search, Dispute Termination Benefits, Search Disputed Claims, Dispute Termination of Benefits, Claim Action User Specific Experience (CAUSE), Request a Certificate of Compliance and Public Record Request in Indiana.

The Worker's Compensation Web portal is a comprehensive entry point for a huge array of resources and services. Our portal provides information and resources, news and online tools, discussions and newsletters pertaining to Indiana.

Login

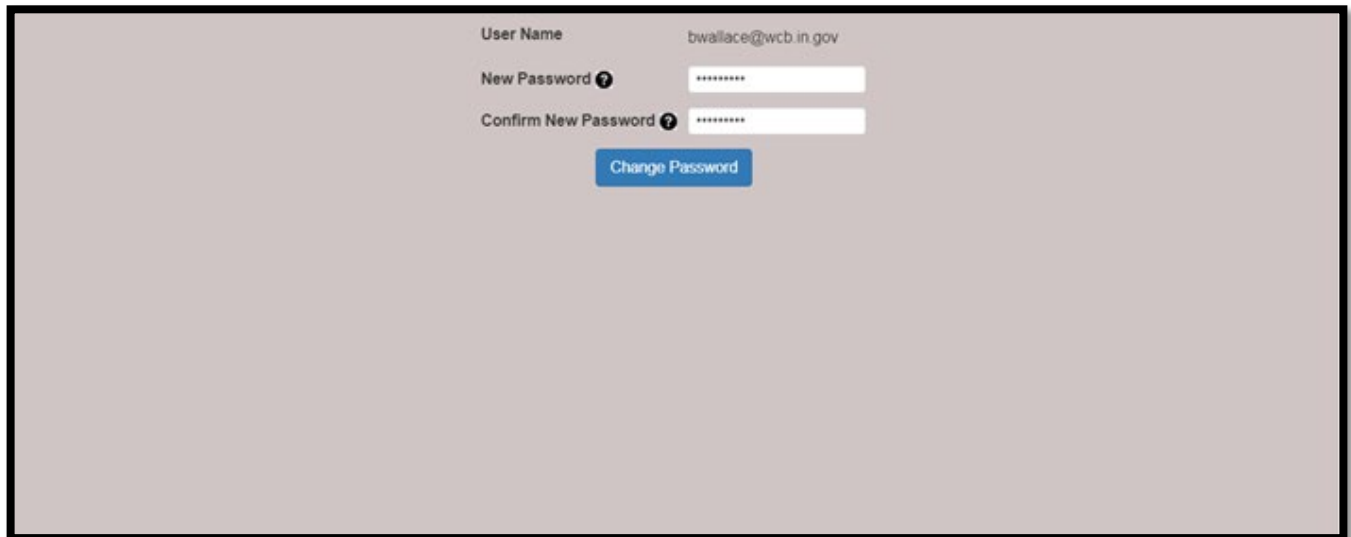
User Name:

Password:

[Register](#) [Forgot Password](#)

Once you log in, you will be directed to change your password, which must be at least 8 characters long and contain at least one upper case letter, one lower case letter, one number and a special symbol (!, &, #, %, *, etc.).

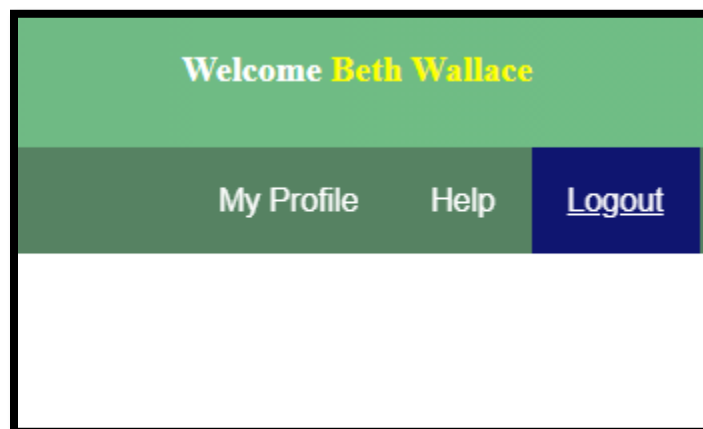
Click “Change Password” to be directed to the Attorney Registration page.



A screenshot of a web form for changing a password. The form is set against a light gray background. It contains three input fields: "User Name" with the value "bwallace@wcb.in.gov", "New Password" with a masked password "*****", and "Confirm New Password" also with a masked password "*****". Each password field has a small question mark icon to its left. Below the input fields is a blue button with the text "Change Password".

Once you have successfully changed your password and logged in, your name will appear in the top left corner. Click on “My Profile” and you will see the Attorney Registration page containing the current information the Worker’s Compensation Board has for you.

Concerning this Registration page, please do the following:



Attorney Registration ⌵

1. **First Name *** Beth **Last Name *** Wallace **Attorney Number *** 24776-49

Mailing Address * 402 W Washington St **City *** Indianapolis **State *** Indiana

Zip Code * 46204 **Include Address In Public Directory**

Phone Number * 3172333908 **Include Phone In Public Directory**

2.

Firm Details

Beth Wallace **Phone Number** 3172333908 **Website** WorkComp.org **Include In Public Directory**

Attorney Assistants Details

Assistant1 First Name Jane **Last Name** Smith **Email** Jsmith@wclaw.org **Email Notice(s)**

Assistant2 First Name Assistant2 First Name **Last Name** Assistant2 Last Name **Email** Assistant2 Email

Assistant3 First Name Assistant3 First Name **Last Name** Assistant3 Last Name **Email** Assistant3 Email

Primary Role Select Primary Role **Primary Email/UserName** Bwallace@wcb.in.gov

1. Review carefully and make any necessary changes to your contact information. An asterisk next to a field indicates this is required information. You can, and should, update this information any time it changes.
2. You also have the option of selecting whether or not to be included in the public Directory of Attorneys that will be maintained on our website. You can also select whether to include your firm’s website and phone number.
3. Please provide your firm’s information if applicable. These details are helpful to others when looking for you in the Directory.

Attorney Registration ⌵

First Name * Beth **Last Name *** Wallace **Attorney Number *** 24776-49

Mailing Address * 402 W Washington St **City *** Indianapolis **State *** Indiana

Zip Code * 46204 **Include Address In Public Directory**

Phone Number * 3172333908 **Include Phone In Public Directory**

Firm Details

Name Beth Wallace **Phone Number** 3172333908 **Website** WorkComp.org **Include In Public Directory**

Attorney Assistants Details

Assistant1 First Name Jane **Last Name** Smith **Email** Jsmith@wclaw.org **Email Notice(s)**

Assistant2 First Name Assistant2 First Name **Last Name** Assistant2 Last Name **Email** Assistant2 Email

Assistant3 First Name Assistant3 First Name **Last Name** Assistant3 Last Name **Email** Assistant3 Email

Primary Role Provider Plaintiff **Primary Email/UserName** Bwallace@wcb.in.gov

4.

5.

6.

4. If you would like your assistant(s) to receive email notifications, please enter their name and email address. You are allowed to enter up to three (3) different names and email addresses. Please make sure you check the box for each assistant that you want to receive email notifications.
5. Select your primary role when you appear before the Board. You have the choice of Defendant, Plaintiff or Provider Plaintiff. This is demographic information only and will not affect your ability to file or represent parties outside the primary role selected or be displayed in the Directory if you have opted in.
6. Your primary email address is permanently affixed to your profile. If you change this email address or switch firms, please contact our office to update your information.

7. The Board is now collecting digital oaths. If you already have an oath on file, we ask you to submit a digital version, this is a one-time requirement during registration.

Once logged in to the Attorney Portal after your registration, you will be able to view all your cases. You can search for Open, Closed or All cases.

If you have any questions about the registration process, please contact Beth Wallace at 317-233-3908 or email bwallace@wcb.in.gov.

Frequently Asked Questions:

Q. Can I have more than three assistants?

A. No, the profile is limited to three (3) assistants per Attorney, if you need notices from the Board distributed to more people, please contact your IT to help route email with a distribution group.

Q. Why should I register for the Attorney Portal?

A. The CAUSE system will no longer be available on our website after April 30, 2021. This portal will have new attorney features added to it in the future to assist with claim management.

Q. If I have questions who should I contact?

A. Beth Wallace at 317-233-3908 or email bwallace@wcb.in.gov