

Welcome to KERMIT!

We are now ready to register Law Firms, Attorneys and Paralegals. Please read below and follow the steps carefully.

Every Law Firm will need to register as an Organization before linking attorneys and inviting paralegals. The Organization will register with the person they want to designate as their Organization Administrator. The Organization Administrator will be responsible for maintaining users for the firm by inviting new users and deleting users when appropriate. If the law firm is small and would like this role to be handled by an attorney, that can be done by starting with Steps to Register an Attorney as defined below. If an attorney registers first, before any Organization Administrator, that attorney will become the Organization Administrator by default. The Organization Administrator will also be responsible for designating the Financial Manager; any user who has the financial manager role will be able to pay fees and fines. The Organization Administrator can also serve in this role or can assign this role to one user or multiple users. For so small firms, the same person may serve both roles. Also, to accommodate the needs of larger firms, there can be multiple Organizational Administrators and multiple Financial Managers. To read more about these roles and to view the user guide, please go to our website, <https://wcc.sc.gov/it-kermit-system-updates>.

Steps to Register an Organization/Organization Administrator

1) The user that will act as the Organizational Administrator will click on the “Register” button which will ask them to either Register as an Individual or Register with an Organization. This user will select, Register with an Organization. **If the user is an attorney, please do NOT use this process to create the Organization, instead, go to the Steps to Register an Attorney Step 2.**



2) The user will enter their email address and click submit.

Workers' Compensation Commission

WORKERS' COMPENSATION COMMISSION [Register](#)

SCWCCDEV REGISTRATION - ORGANIZATION PROFILE

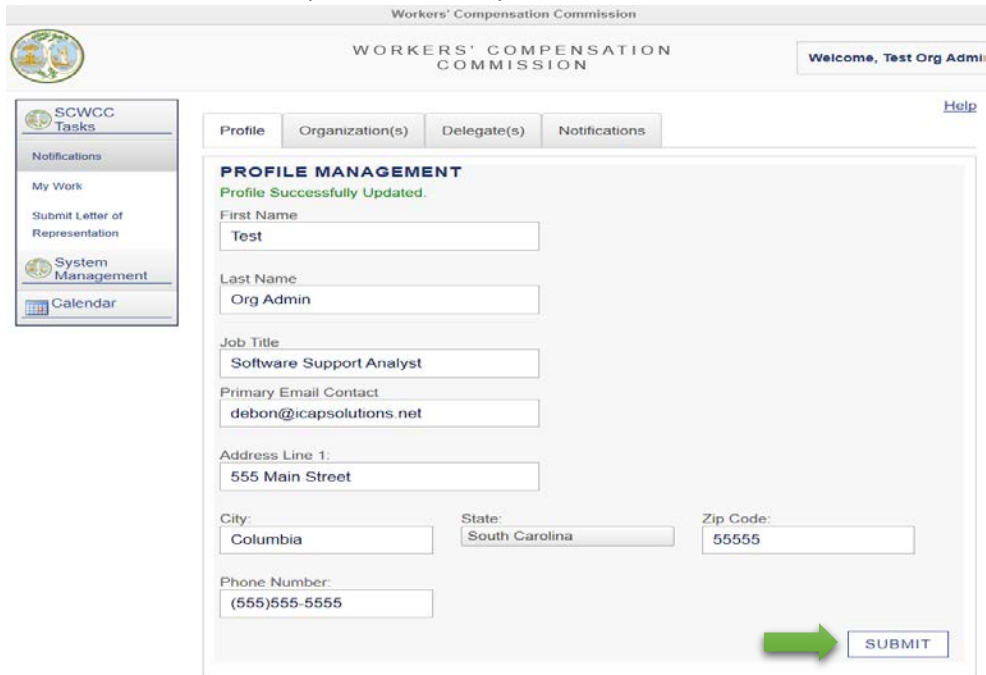
Email Address

[CANCEL](#) [SUBMIT](#)

3) Once the Organization Administrator receives the email invitation, they will click on the green “Get Started” button from the Microsoft email. This will either walk the user through a process of integrating their email with Microsoft Azure Active Directory or take them back to the main screen to log in.



4) The user will then complete their user profile and click submit.



The screenshot shows the 'Profile Management' section of the Workers' Compensation Commission website. The page has a header with the SCWCC logo, the text 'WORKERS' COMPENSATION COMMISSION', and a welcome message 'Welcome, Test Org Admin'. A sidebar on the left contains links for 'SCWCC Tasks', 'Notifications', 'My Work', 'Submit Letter of Representation', 'System Management', and 'Calendar'. The main content area has tabs for 'Profile', 'Organization(s)', 'Delegate(s)', and 'Notifications'. The 'Profile' tab is active, showing a form with the following fields: First Name (Test), Last Name (Org Admin), Job Title (Software Support Analyst), Primary Email Contact (debon@icapsolutions.net), Address Line 1 (555 Main Street), City (Columbia), State (South Carolina), Zip Code (55555), and Phone Number ((555)555-5555). A green arrow points to the 'SUBMIT' button at the bottom right of the form.

5) The user will then click on the Organization tab and complete the information for the Organization the user will need to establish.



The screenshot shows the 'Organization(s)' section of the Workers' Compensation Commission website. The page has the same header and sidebar as the previous screenshot. The 'Organization(s)' tab is active, showing a form with the following fields: FEIN (a field with a dash and underline), Organization Name (a field with the placeholder 'Organization Name'), Organization Type (a dropdown menu with 'Select One' selected), Insurer License Number (only required for Organization Type Insurer) (a field with the placeholder 'Insurer License Number'), Web URL (a field with the placeholder 'Web URL'), Parent FEIN (a field with a dash and underline), and Claims Service Address (a section with two fields for Address Line 1 and Address Line 2, and three fields for City, State (a dropdown menu with 'Select One' selected), and Zip Code (a field with a dash and underline)). There is also an 'Email for Service' field at the bottom. A 'GO BACK' button is located at the top right of the form.

*** After these steps have been completed, and internal system approval will take place and the Organization Administrator will wait for an email from Microsoft Invitations.**

6) When the user clicks the log in button, they will log in with the password that is associated with their email account.

7) The user is now logged in and registered as the Organization Administrator for the law firm in KERMIT.

Steps to Register an Attorney

Attorneys can register two different ways:

1) The Organization Administrator can add attorneys to the law firm by choosing System Management (on the left of the screen under SCWCC Tasks) and choosing “Link Attorneys to Organization”. This will open a grid where the user can search by Attorney Name or BAR ID. Once the law firm has added the attorney, the attorney can then log in with their BAR ID under the “Attorney Log In” button and will be associated with their law firm.

OR

2) The attorney chooses the “Attorney Log In” * from the main screen and logs in with their BAR ID and the password associated with their log in from AIS (Attorney Information System from the South Carolina Supreme Court).


*This is also the same link the attorney will use every time he/she logs in to KERMIT.

The screenshot displays the top navigation bar of the Workers' Compensation Commission website. It includes the commission's logo on the left, the text "WORKERS' COMPENSATION COMMISSION" in the center, and three links: "Register", "Log in", and "Attorney Log in". A green arrow points to the "Attorney Log in" link, which is highlighted with an orange border. Below the navigation bar, the "ATTORNEY LOGIN" section is shown. It contains a text prompt: "Please enter your BarId (No leading zeroes) and the associated password used within the AIS system." Below this prompt are two input fields, both highlighted with an orange border and a green arrow pointing to them. The first field is labeled "Bar Id:" and contains the number "18". The second field is a password field with masked characters (dots). Below these fields is a "LOG IN" button.

If the attorney chooses this option, the attorney will then need to verify his/her profile (this information will be auto populated with the information from AIS) and then choose the Organization tab and search for their law firm by FEIN. If the system recognizes the FEIN and displays the correct Organization, the

attorney can then request to be added to the Organization. The law firm will then accept the request to establish a link between the law firm and the attorney. If the law firm has not been set up, the attorney will become the Organization Administrator by default.

Workers' Compensation Commission

WORKERS' COMPENSATION COMMISSION

SCWCC Tasks

Notifications

My Work

Calendar

Profile

Organization(s)

Delegate(s)

Notifications


ORGANIZATION(S)

Your account is currently not associated with an Organization.
Enter the FEIN and type of an existing Organization and click 'Search For Existing Organization' or click 'Add New Organization' to request creation of a new Organization.

FEIN:
99-9999990

SEARCH FOR EXISTING ORGANIZATION

Workers' Compensation Commission

WORKERS' COMPENSATION COMMISSION

Welcome, test17 test17

SCWCC Tasks

Notifications

My Work

Calendar

Profile

Organization(s)

Delegate(s)

Notifications

ORGANIZATION(S)

Your account is currently not associated with an Organization.
Enter the FEIN and type of an existing Organization and click 'Search For Existing Organization' or click 'Add New Organization' to request creation of a new Organization.

FEIN:
99-9999990

You are requesting to be added to the organization: **ABC Claim Administrators**. Please request an invite from your organization administrator, debon@icapsolutions.net

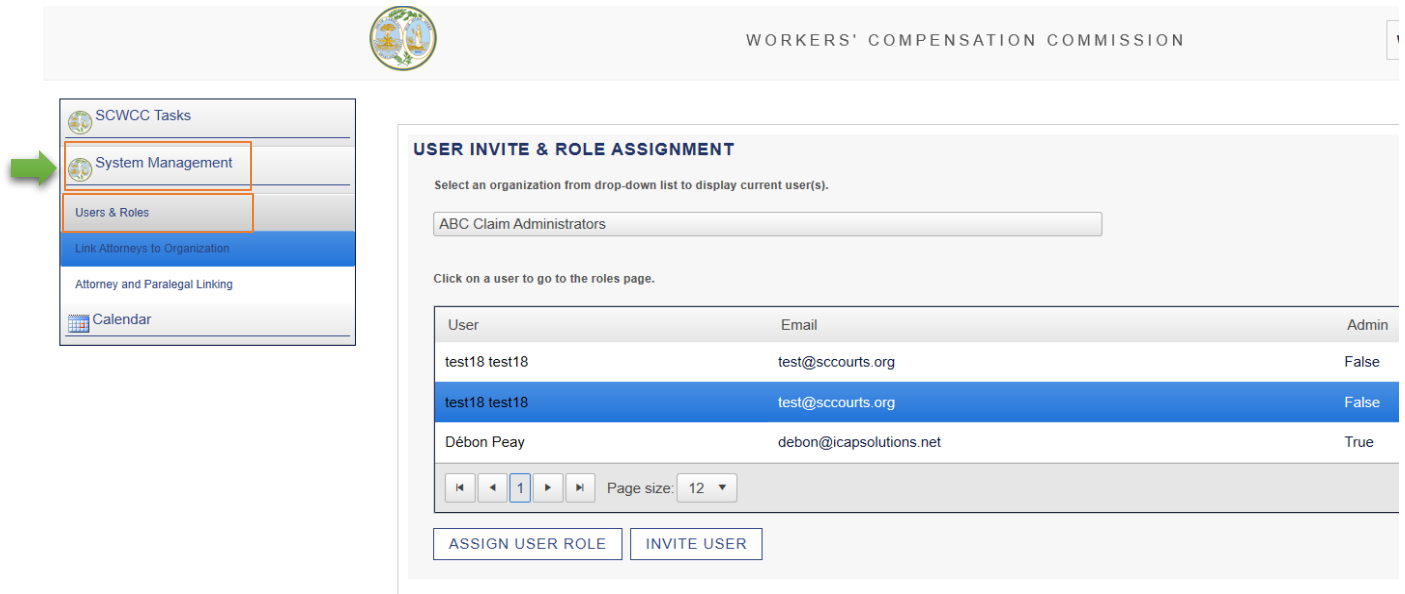
SEARCH FOR EXISTING ORGANIZATION

ADD NEW ORGANIZATION

3) The attorney is now registered in KERMIT.

Steps to Register a Paralegal

1) The Organization Administrator will choose System Management from the left side and then, Users and Roles.



WORKERS' COMPENSATION COMMISSION

SCWCC Tasks

System Management

Users & Roles

Link Attorneys to Organization

Attorney and Paralegal Linking

Calendar

USER INVITE & ROLE ASSIGNMENT

Select an organization from drop-down list to display current user(s).

ABC Claim Administrators

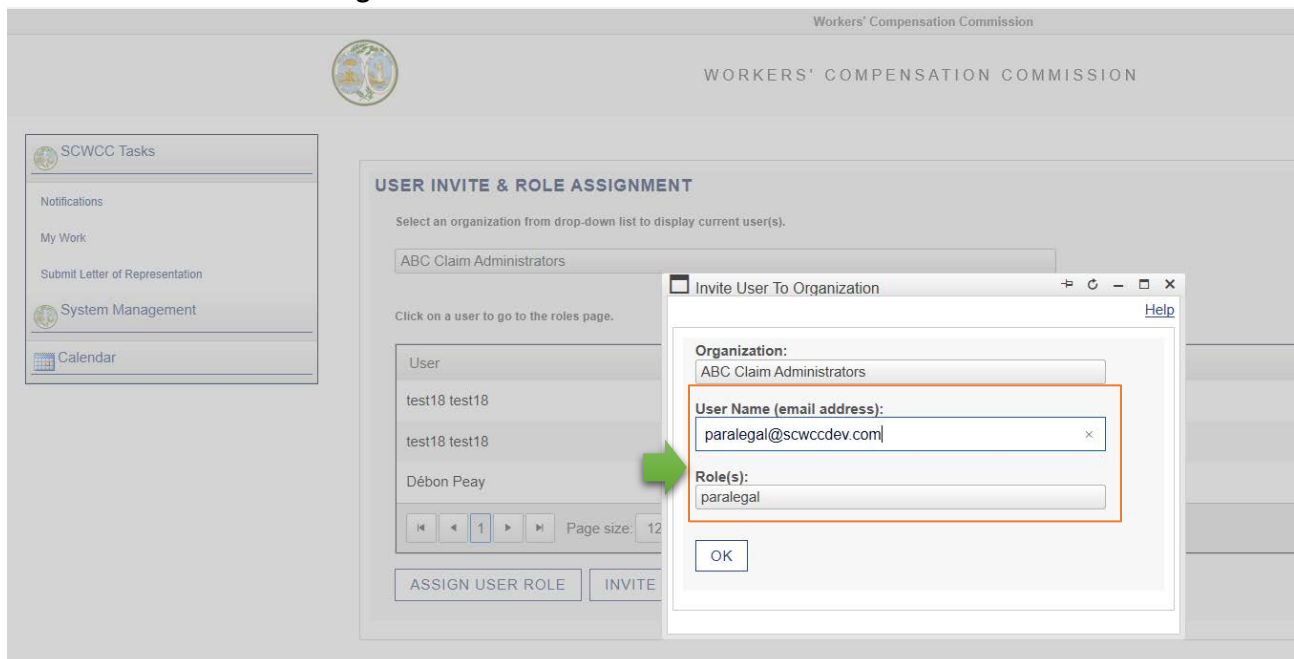
Click on a user to go to the roles page.

User	Email	Admin
test18 test18	test@sccourts.org	False
test18 test18	test@sccourts.org	False
Débon Peay	debon@icapsolutions.net	True

Page size: 12

ASSIGN USER ROLE INVITE USER

2) The user then chooses the “Invite User” button to invite paralegals. User will then enter the paralegal’s username (email address) and the appropriate role, then click ok. ***The system does not give a confirmation that the role has been assigned after clicking “ok”. To ensure the role was assigned, navigate back to the “Users & Roles” page and click on the record for the paralegal. This will display the roles that have been assigned to them.**



Workers' Compensation Commission

WORKERS' COMPENSATION COMMISSION

SCWCC Tasks

Notifications

My Work

Submit Letter of Representation

System Management

Calendar

USER INVITE & ROLE ASSIGNMENT

Select an organization from drop-down list to display current user(s).

ABC Claim Administrators

Click on a user to go to the roles page.

User
test18 test18
test18 test18
Débon Peay

Page size: 12

ASSIGN USER ROLE INVITE

Invite User To Organization

Organization: ABC Claim Administrators

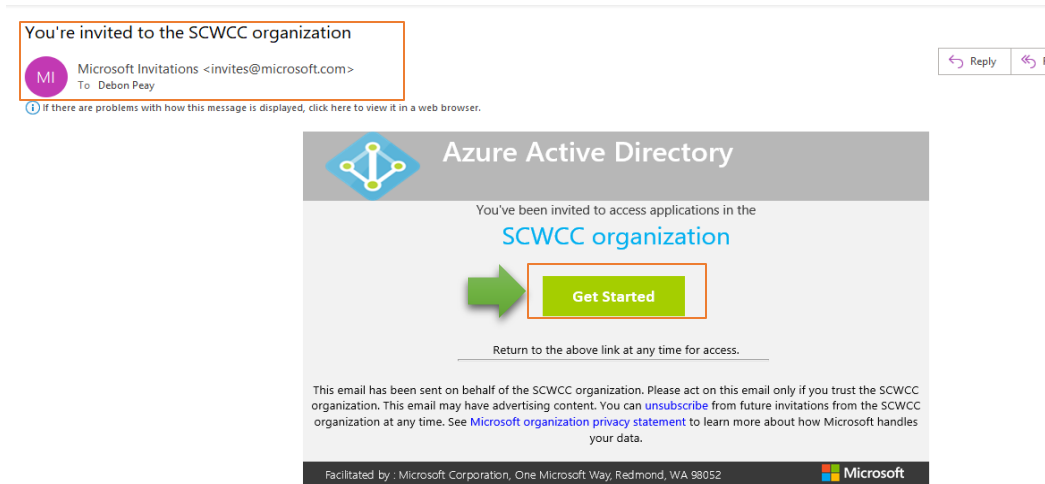
User Name (email address): paralegal@scwccdev.com

Role(s): paralegal

OK

***Paralegal will wait for an email invitation.**

3) The Paralegal will receive an email invitation from Microsoft Invitations and will click on the green “Get Started” button from the Microsoft email. This will either walk the user through a process of integrating their email with Microsoft Azure Active Directory or take them back to the main screen to log in.

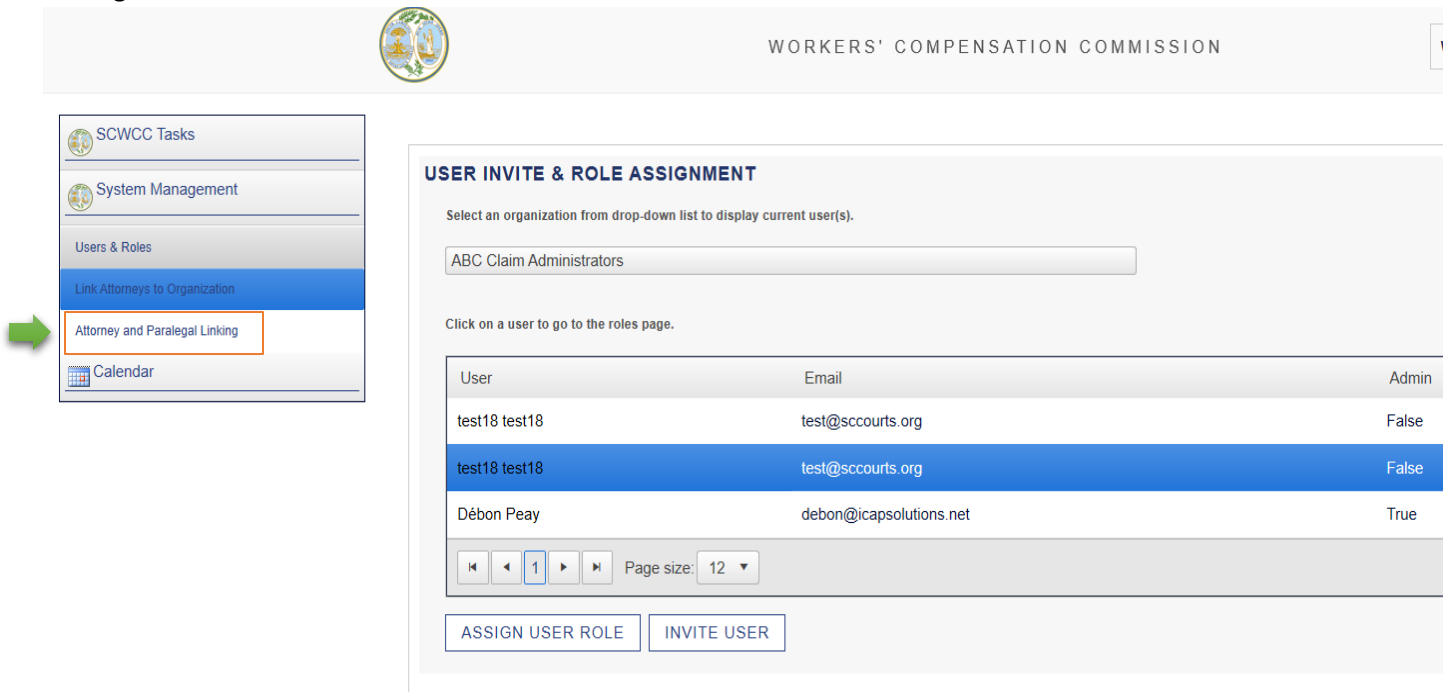


4) When the user clicks the log in button, they will log in with the password that is associated with their email account.

5) The paralegal is now registered in KERMIT.

Steps for the Organization Administrator to link Paralegals to Attorneys

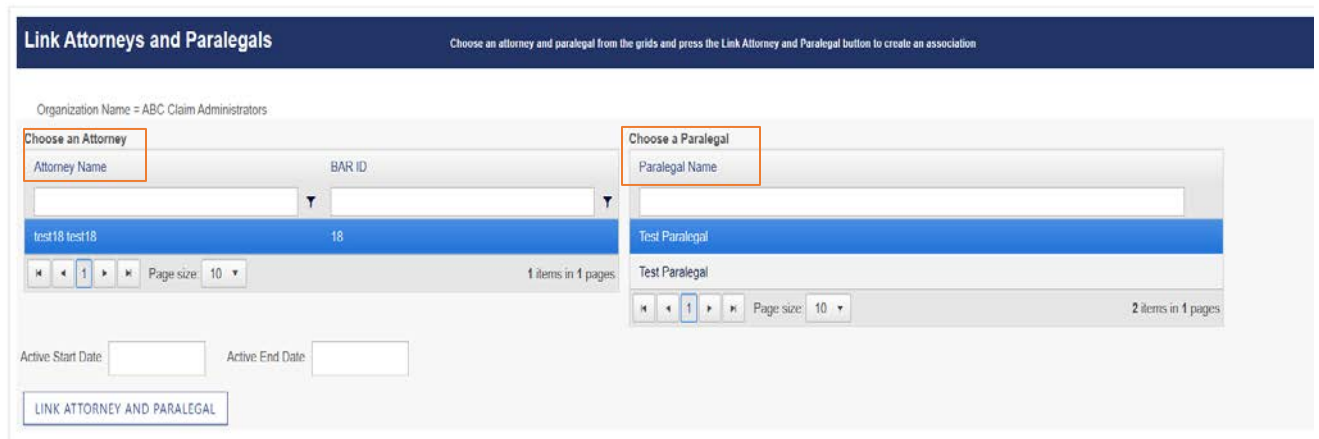
1) User selects System Management from the left-hand side and chooses “Attorney and Paralegal Linking”.



The screenshot shows the Workers' Compensation Commission (WCC) system interface. On the left, a sidebar menu lists various tasks: SCWCC Tasks, System Management, Users & Roles, Link Attorneys to Organization, Attorney and Paralegal Linking (highlighted with a green arrow), and Calendar. The main content area is titled 'USER INVITE & ROLE ASSIGNMENT'. It includes a dropdown menu for selecting an organization, currently set to 'ABC Claim Administrators'. Below this, a table lists users with columns for User, Email, and Admin status. The user 'test18 test18' is highlighted in blue. At the bottom, there are buttons for 'ASSIGN USER ROLE' and 'INVITE USER'.

User	Email	Admin
test18 test18	test@sccourts.org	False
test18 test18	test@sccourts.org	False
Débon Peay	debon@icapsolutions.net	True

2) Users will see two drop-down lists for selections, as well as a grid that allows them to see a list of all links made in their organization



The screenshot shows the 'Link Attorneys and Paralegals' interface. It features two dropdown lists: 'Choose an Attorney' and 'Choose a Paralegal'. Below these are two grids displaying the selected attorney and paralegal. The 'Choose an Attorney' dropdown is set to 'test18 test18' with a 'BAR ID' of '18'. The 'Choose a Paralegal' dropdown is set to 'Test Paralegal'. Both grids show a list of items with pagination controls. The 'Active Start Date' and 'Active End Date' fields are also visible. A button labeled 'LINK ATTORNEY AND PARALEGAL' is at the bottom.

Attorney Name	BAR ID
test18 test18	18

Paralegal Name
Test Paralegal

3) The first drop-down list is for attorneys. The user will select an attorney from the drop-down list. (This drop-down will be populated with attorneys associated with that organization).

4) The second drop-down list is for paralegals. The user will select the paralegal from the drop-down list that they would like to link to the attorney chosen in the first dropdown list (This drop-down will be populated with paralegals associated with that organization).

5) In addition to the selection of attorneys and paralegals, there are also two date fields that allow the user to choose “active from” and “active to” dates. These dates are used if they know the duration of time that an attorney and a paralegal will be linked. These fields are not required.

6) Once the user selects the attorney and the paralegal, they can click the “Link Attorney and Paralegal” button.

Link Attorneys and Paralegals

Choose an attorney and paralegal from the grids and press the Link Attorney and Paralegal button to create an association

Organization Name = ABC Claim Administrators

Choose an Attorney

Attorney Name

BAR ID

test10 test10

10

1 items in 1 pages

Choose a Paralegal

Paralegal Name

Test Paralegal

Test Paralegal

2 items in 1 pages

Active Start Date

Active End Date

LINK ATTORNEY AND PARALEGAL

7) The paralegal and attorney are now linked and will be visible in the grid. Please note that only active links between attorneys and paralegals will display.

Use the remove link in the grid to remove links between Attorneys and Paralegals.

Linked Attorneys and Paralegals

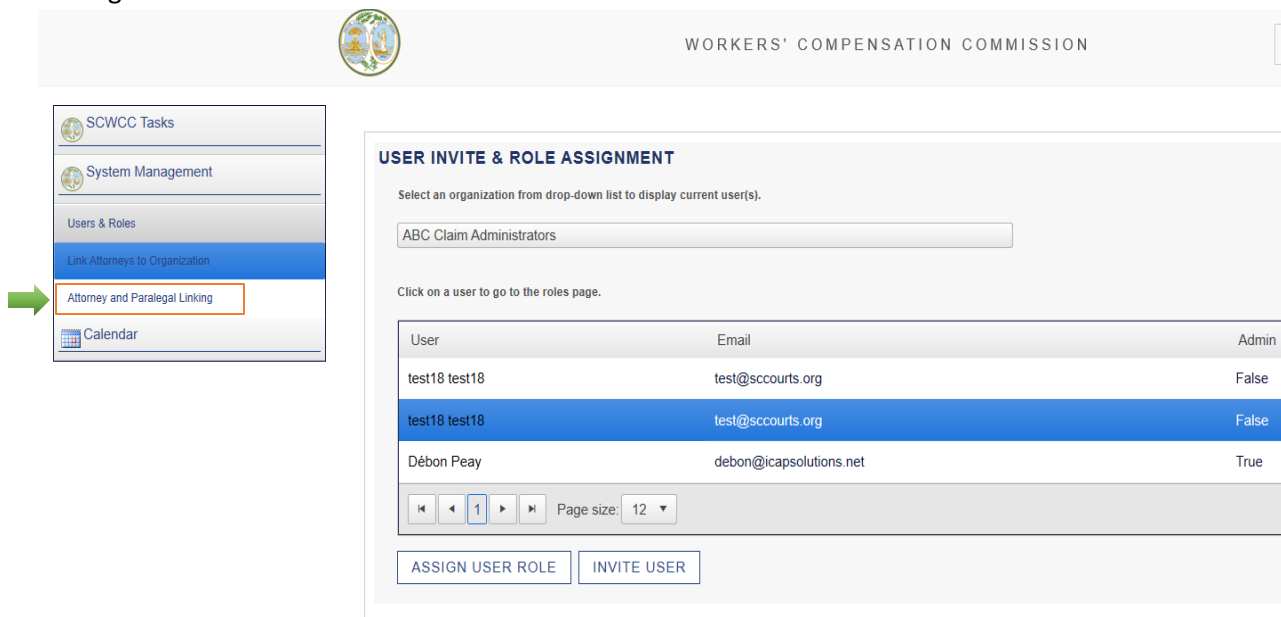
Attorney Name	Paralegal Name	Active From	Active To
test18 test18	Test Paralegal		

Remove Link

1 items in 1 pages

Steps for the Organization Administrator to unlink Paralegals to Attorneys

1) User selects System Management from the left-hand side and chooses “Attorney and Paralegal Linking”.



WORKERS' COMPENSATION COMMISSION

SCWCC Tasks

System Management

Users & Roles

Link Attorneys to Organization

Attorney and Paralegal Linking

Calendar

USER INVITE & ROLE ASSIGNMENT

Select an organization from drop-down list to display current user(s).

ABC Claim Administrators

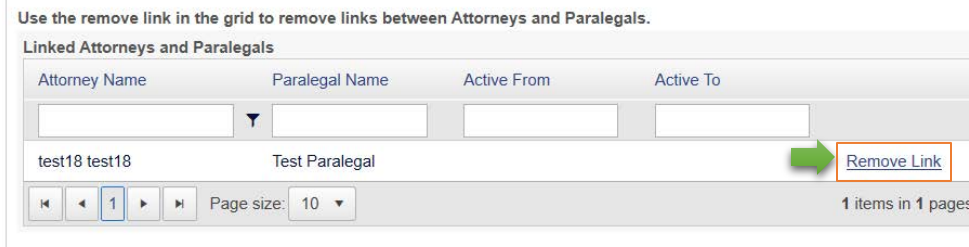
Click on a user to go to the roles page.

User	Email	Admin
test18 test18	test@sccourts.org	False
test18 test18	test@sccourts.org	False
Débon Peay	debon@icapsolutions.net	True

Page size: 12

ASSIGN USER ROLE INVITE USER

2) User will see a grid that shows all attorneys with their associated/linked paralegals within the Organization. Next to these associations, there will be a “Remove” link.



Use the remove link in the grid to remove links between Attorneys and Paralegals.

Linked Attorneys and Paralegals

Attorney Name	Paralegal Name	Active From	Active To
test18 test18	Test Paralegal		

Remove Link

Page size: 10

1 items in 1 pages

3) Once the user clicks the “Remove” link, the end date for the attorney and paralegal to be linked will be populated and their association will become inactive.

4) The paralegal and attorney are now unlinked. Please note that only active links between Attorneys and Paralegals will be displayed.