

SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION



KERMIT

KEY ELEMENT REPORTING MANAGEMENT AND INCIDENT TRACKING

WWW.WCC.SC.GOV

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Introduction

The South Carolina Workers' Compensation Commission is pleased to welcome you to our new portal, KERMIT (Key Element Reporting Management and Incident Tracking). KERMIT was designed to provide easier access and better service for Claimants, Carriers, Attorneys, Self-Insured and Trading Partners. Parties involved in workers' compensation claims will now be able to submit claims, complete required reports and forms, and pay any applicable fees and fines, electronically.

Accounts

KERMIT Accounts will be set up using the security of Microsoft Azure Active Directory. Users will create accounts with Microsoft that synchronizes with Active Directory to use the password that is associated with the email address of the user. **Attorney accounts will be set up through the South Carolina Supreme Court AIS system and will use the attorney's BAR ID and password for the Supreme Court's system to access KERMIT.**

If you have not already registered, please read the registration documentation carefully before registering. This documentation is provided within KERMIT when you click the Register button.

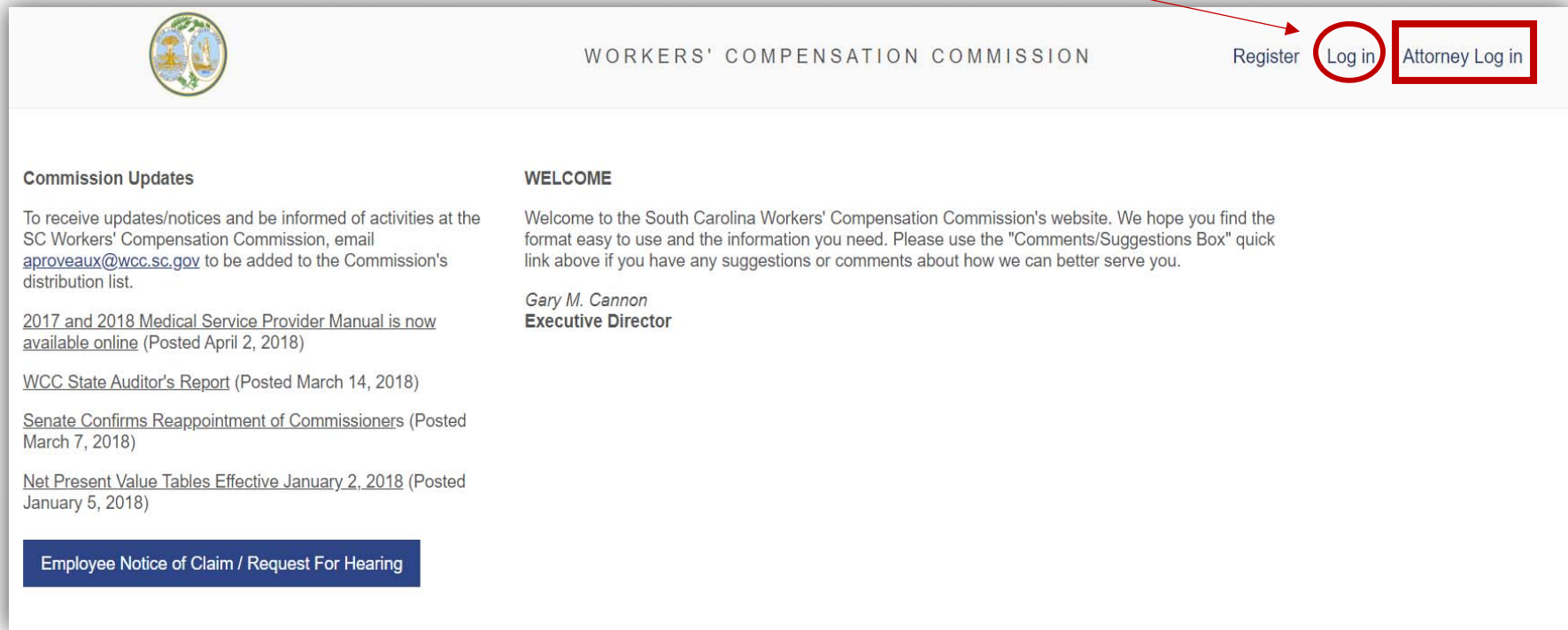
Roles

Once you are registered, you will be given a role or roles by your Organizational Administrator. Roles will be dependent upon the party a user is representing. For example, an Attorney for a Carrier will not have the option to file a Form 50 - Request for Hearing while an Attorney for a Claimant will not have the option to file a Form 21 - Request for Hearing. In addition, a user who is in a paralegal role, will not have the ability to sign legal submissions. The paralegal can create a filing that will fall into their attorney's account where he/she will be able to complete and submit a submission after using an electronic signature.


To learn more about the roles please review the Organization Roles documentation here: <https://wcc.sc.gov/it-kermit-system-updates>

Logging In

Once a user has registered, they will be brought back to the main screen where they can “Log in”. Attorney’s will use the Attorney Log in option while all other users will use the regular Log in option.



The screenshot shows the homepage of the South Carolina Workers' Compensation Commission. At the top, there is a header with the commission's logo on the left, the text "WORKERS' COMPENSATION COMMISSION" in the center, and three links on the right: "Register", "Log in", and "Attorney Log in". The "Log in" link is circled in red, and the "Attorney Log in" link is enclosed in a red rectangular box. Two red arrows point from the text in the paragraph above to these links. Below the header, the page is divided into two columns. The left column, titled "Commission Updates", contains several links to recent news items, including "2017 and 2018 Medical Service Provider Manual is now available online" and "WCC State Auditor's Report". The right column, titled "WELCOME", contains a welcome message from Gary M. Cannon, Executive Director, and a button labeled "Employee Notice of Claim / Request For Hearing".

 WORKERS' COMPENSATION COMMISSION

Register Log in Attorney Log in

Commission Updates

To receive updates/notices and be informed of activities at the SC Workers' Compensation Commission, email aproveaux@wcc.sc.gov to be added to the Commission's distribution list.

[2017 and 2018 Medical Service Provider Manual is now available online](#) (Posted April 2, 2018)

[WCC State Auditor's Report](#) (Posted March 14, 2018)

[Senate Confirms Reappointment of Commissioners](#) (Posted March 7, 2018)

[Net Present Value Tables Effective January 2, 2018](#) (Posted January 5, 2018)

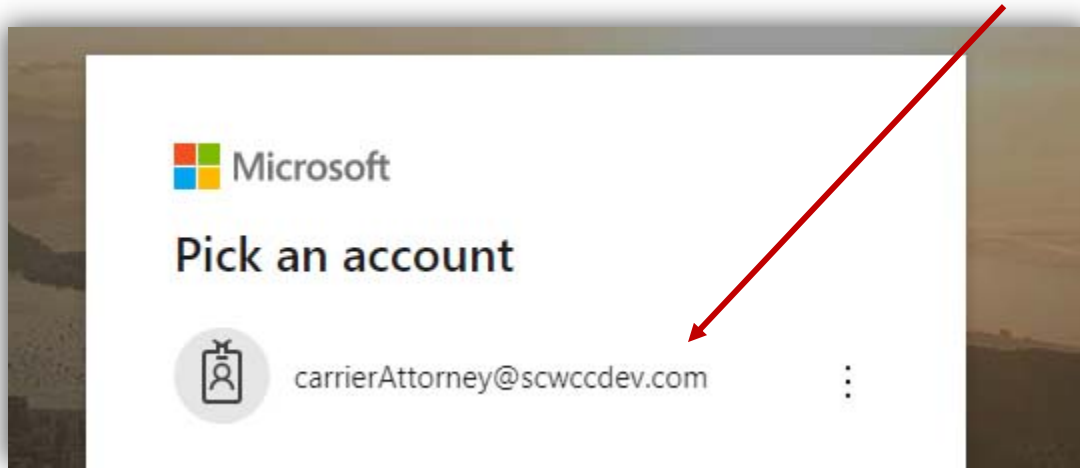
[Employee Notice of Claim / Request For Hearing](#)

WELCOME

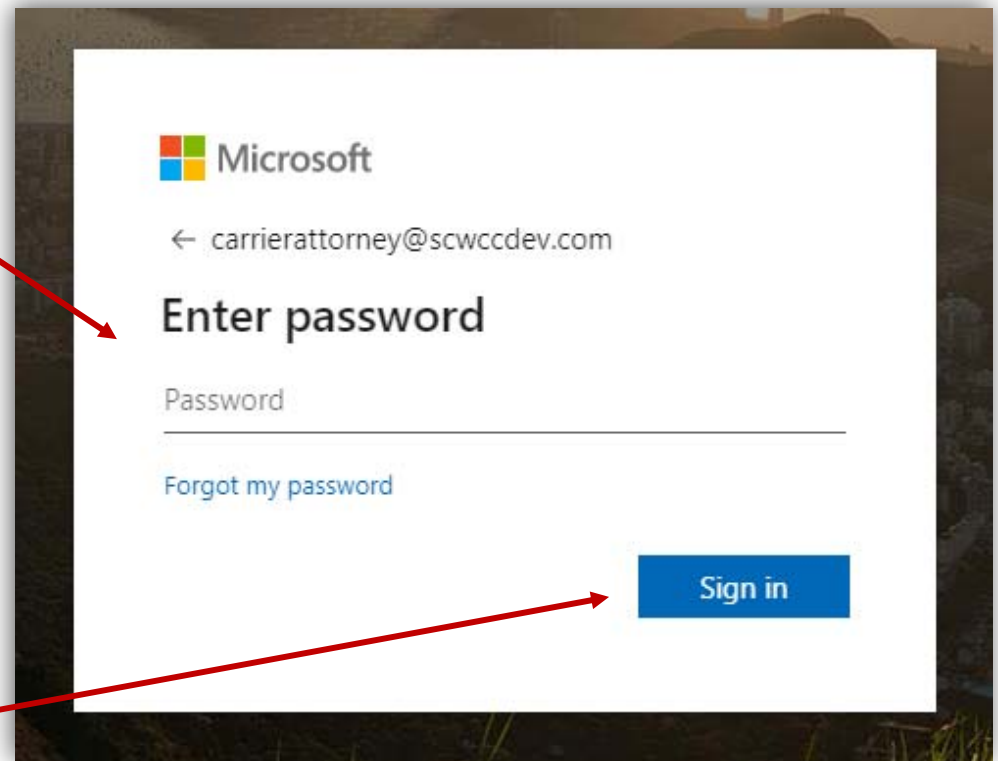
Welcome to the South Carolina Workers' Compensation Commission's website. We hope you find the format easy to use and the information you need. Please use the "Comments/Suggestions Box" quick link above if you have any suggestions or comments about how we can better serve you.

Gary M. Cannon
Executive Director

After choosing Log in, users will be prompted to choose or enter their email account that is associated with Microsoft.



Next, users will enter the password that is associated with their Microsoft email account.



Then the user can click "Sign in".

Landing Page

Once a user is logged in, they will be able to see the main landing page. Here users will be able to navigate their way throughout KERMIT. While in KERMIT, if a user ever wants to get back to the landing page, they can click the seal, as it acts as a “home” button to refresh the users screen and bring the user back to the landing page, in KERMIT.

The screenshot displays the KERMIT landing page for the Workers' Compensation Commission. The header includes the South Carolina state seal, the text "WORKERS' COMPENSATION COMMISSION", and a user greeting "Welcome, Douglas Novak". A left sidebar titled "SCWCC Tasks" lists options: "Notifications", "My Work", "File a Claim with Representation", "Submit Letter of Representation", and "Calendar". The main content area has tabs for "My Work" and "Claims", with "SUBMISSIONS" selected. It features a table with columns: Submission Type, Claimant Name, Employer Name, Submission Date, Claim #, and Status. One submission is listed: "Form 50" for "WAL-MART ASSOCIATES INC" dated "10/15/2019" with claim number "201910154230". Below the table are pagination controls showing "1" of 10 items and a "Page size" dropdown set to "10". A "Help" link is located in the top right corner. Two red arrows are overlaid on the image: one points to the state seal in the header, and the other points to the "Help" link.

Submission Type	Claimant Name	Employer Name	Submission Date	Claim #	Status
Form 50		WAL-MART ASSOCIATES INC	10/15/2019	201910154230	

If a user has any questions about navigating, or submitting work through KERMIT, they can click on the Help link that is found on every page of KERMIT.

Account Management

In the top right corner of the landing page, users can view their account settings by clicking the Welcome drop-down.

WORKERS' COMPENSATION COMMISSION

Welcome, Douglas Novak ▾

SCWCC Tasks

Notifications

My Work

File a Claim with Representation

Submit Letter of Representation

Calendar

My Work Claims

SUBMISSIONS

Submission Type	Claimant Name	Employer Name	Submission Date	Claim #	Status
Form 50		WAL-MART ASSOCIATES INC	10/15/2019	201910154230	

Page size: 10 ▾ 1 items in 1 pages

© 2018 South Carolina Workers' Compensation Commission

Clicking on the user's name above, will provide the drop down shown, on the left.

If Account Management is selected, the user will be able to access their Profile, Organization information, and Notification settings.

Users can also use the drop down to Log off.

Welcome, Douglas Novak ▾

Account Management

Log off

My Work

The My Work tab is always shown on the front of the landing page. All items that are listed in My Work are items that need additional actions taken by the user before being submitted to the Commission. For example, the view of the My Work tab below shows 9 items listed in the “Awaiting Certification of Service” status. This user can open any of the items by double clicking the row of the listing to complete service.

If the user knows the file or submission that needs be completed, they can use any of the search fields shown below. Simply type the criteria that needs to be located and hit the return button on the keyboard. (These type of search fields will be found throughout KERMIT.)

The screenshot displays the 'My Work' tab of the Workers' Compensation Commission (WCC) interface. The page header includes the WCC logo, the text 'WORKERS' COMPENSATION COMMISSION', and a welcome message for Kimberly Smith. The left sidebar contains a 'SCWCC Tasks' menu with options like 'Notifications', 'My Work', 'Submit Letter of Representation', 'Outstanding Balance', and 'Calendar'. The main content area is titled 'SUBMISSIONS' and features a table with columns: Submission Type, Claimant Name, Employer Name, Submission Date, Claim #, and Status. A red box highlights the search fields for each column. The table lists 9 items, all with a status of 'Awaiting Certification Of Service'. At the bottom, a pagination bar shows 'Page size: 10' and '9 items in 1 pages'. A red arrow points to the 'Page size' dropdown, indicating that users can increase the number of items shown per page by selecting 10, 20, or 50.

Submission Type	Claimant Name	Employer Name	Submission Date	Claim #	Status
Form 21			10/28/2019		Awaiting Certification Of Service
Form 51 - Response to Hearing			11/01/2019		Awaiting Certification Of Service
Form 51 - Response to Hearing			11/01/2019		Awaiting Certification Of Service
Form 51 - Response to Hearing	Andrew Blue	LARRY HARDEES AUTOMOTIVE SERVICE CENTER	11/07/2019	201910214264	Awaiting Certification Of Service
Form 51 - Response to Hearing			11/13/2019		Awaiting Certification Of Service
Form 51 - Response to Hearing			11/19/2019		Awaiting Certification Of Service
Form 51 - Response to Hearing			11/19/2019		Awaiting Certification Of Service
Form 15 II - Suspension	George Davenport	PETSMART INC	11/21/2019	2019111941530	Awaiting Certification Of Service
Form 51 - Response to Hearing	Mike Alexander	MOTIVATIONAL SPORTS PRODUCTS	11/21/2019	2019111641328	Awaiting Certification Of Service

Users may also increase the number of items that show on a page by selecting 10, 20, or 50, at the bottom of the page.

Claims

Right next to the My Work tab is the Claims tab. This tab will show every claim that is associated with the user. In addition to the search fields, the user can search by Open claims, Closed claims, or All claims, by clicking the drop-down on the far right.

A user may open the claim by double clicking anywhere on the row of the claim they wish to open.

WORKERS' COMPENSATION COMMISSION

Welcome, Kimberly Smith

SCWCC Tasks

- Notifications
- My Work
- Submit Letter of Representation
- Outstanding Balance
- Calendar

My Work **Claims**

Claim Id	Claimant	Employer	Date Of Injury	Claim Status
				Open
201911014672	Paul Winters	COCA COLA BOTTLING CO	10/28/2019	Open
201911074763	Jane Thomas	TIME OUT RESTAURANT	10/14/2019	Open
201910264469	Samantha Joe	BURGESS USA TRAINING LLC	10/01/2019	Open
2019111841418	Mandy Lewis	MICHAELS STORES INC	10/01/2019	Open
20190929396	Matthew Farley	THE FLOORING DEPOT INC	09/29/2019	Open
20190930399	Rain Wilson	Fred Anderson Toyota	09/29/2019	Open
201910214264	Andrew Blue	LARRY HARDEES AUTOMOTIVE SERVICE CENTER	09/25/2019	Open
201910224268	Frank Talon	STARBUCKS CORP	09/09/2019	Open
201910244346	Tom Jones	BOGARTS RESTAURANT	09/04/2019	Open
201910244348	Ariel Tonego	NICK'S HOUSE OF PIZZA	09/04/2019	Open

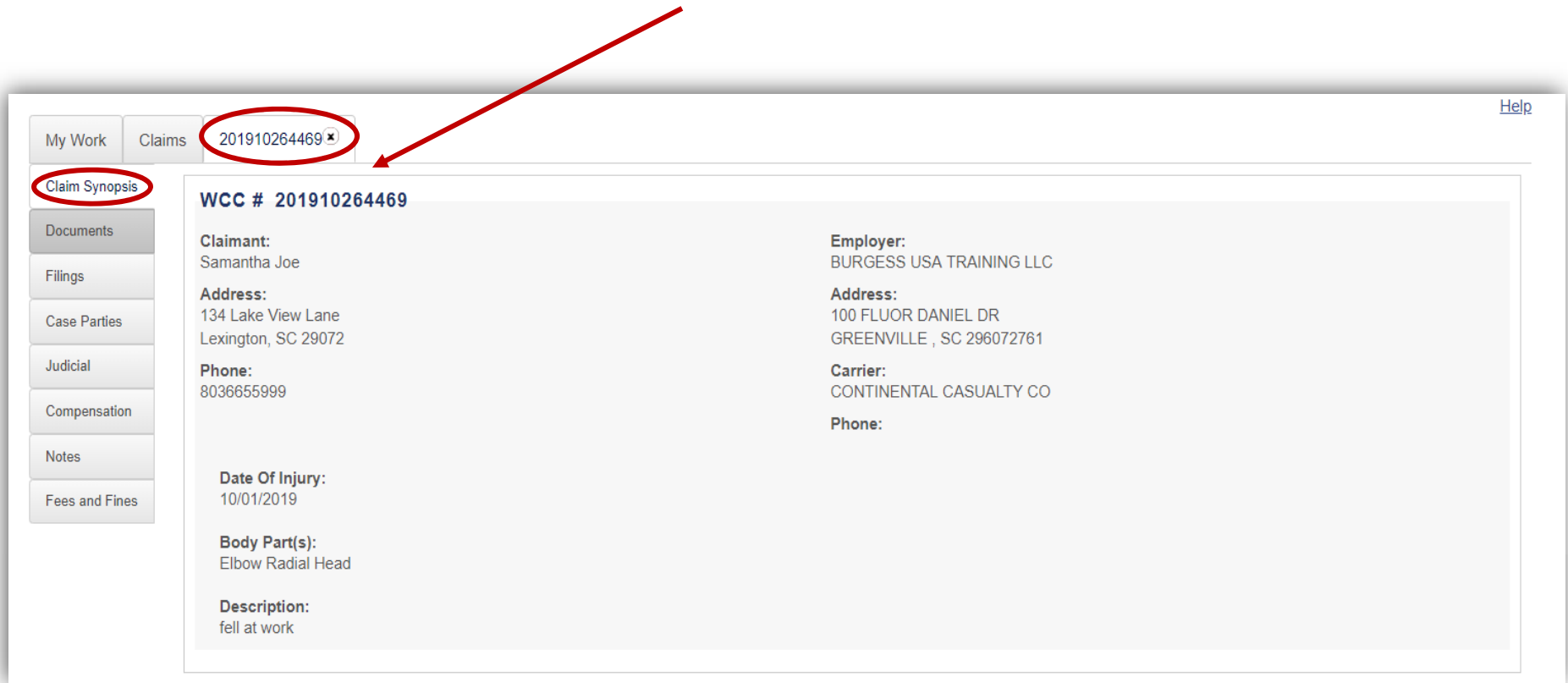
Page size: 10

31 items in 4 pages

****Users can search for the Claim by using a minimum of the last 4 digits of the SC WCC Claim number. ****

Claim Synopsis

Once a user has opened a claim to view, the first screen the user will see is the Claim Synopsis screen. This screen gives a snapshot of the main details of a claim. The tab at the top of the window will show the claim number of the claim that is currently open.



The screenshot shows a web application interface for a claim synopsis. At the top, there are two tabs: 'My Work' and 'Claims'. The 'Claims' tab is active, and a dropdown menu next to it displays the claim number '201910264469', which is circled in red. A red arrow points from this dropdown to the main content area. On the left side, there is a vertical sidebar with several menu items: 'Claim Synopsis' (circled in red), 'Documents', 'Filings', 'Case Parties', 'Judicial', 'Compensation', 'Notes', and 'Fees and Fines'. The main content area displays the following information:

WCC # 201910264469

Claimant: Samantha Joe	Employer: BURGESS USA TRAINING LLC
Address: 134 Lake View Lane Lexington, SC 29072	Address: 100 FLUOR DANIEL DR GREENVILLE, SC 296072761
Phone: 8036655999	Carrier: CONTINENTAL CASUALTY CO
	Phone:
Date Of Injury: 10/01/2019	
Body Part(s): Elbow Radial Head	
Description: fell at work	

****Users may have more than one claim open at a time.****






Documents

Directly below the Claim Synopsis tab, is the Documents tab. Users will find every document that is associated with a claim on this tab. Users can open each document by clicking on the PDF symbol.

My Work Claims 201910264469 [Help](#)

Claim Synopsis
Documents
Filings
Case Parties
Judicial
Compensation
Notes
Fees and Fines

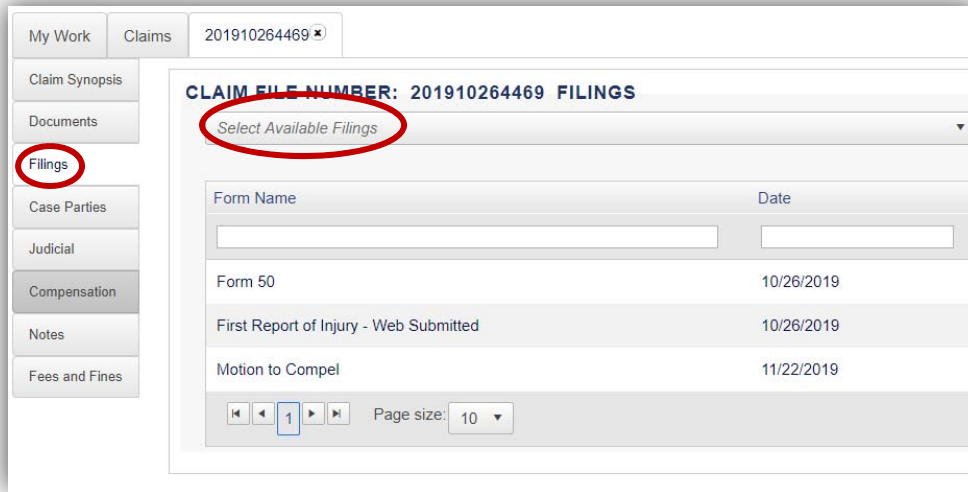
DOCUMENTS

Open Document	Form Name	Confirmation Number	Submitted By	Submitted Date
	ClaimWithRepresentation	201910264469	Joshua Bailey	10/26/2019
	ClaimWithRepresentation	201910264469	Joshua Bailey	10/26/2019
	CertOfServiceClaimWRep	201910264469	Joshua Bailey	10/26/2019
	ReportRepresentation	201910284537	Kimberly Smith	10/27/2019
	Motion	2019112241677	Kimberly Smith	11/22/2019

« 1 » Documents per page: 10 5 documents matching your search criteria

Filings

The Filings tab serves 2 functions. The first function is the top drop-down, “Select Available Filings” that allows the user to file Forms and Pleadings. When this drop-down is selected, only filings that can be filed by the user’s role and filings that directly correlate with the current status of the claim will be available. For example, a Claimant’s attorney will not be able to file a Form 21; or a Form 51 will not be available to be filed, if a Form 50 has not been filed.



The screenshot shows the 'Filings' tab selected in the sidebar. The main area displays a table of filings for claim file number 201910264469. The table has columns for 'Form Name' and 'Date'. The 'Select Available Filings' dropdown is circled in red, and a red arrow points from it to the expanded dropdown menu shown in the next image.

Form Name	Date
Form 50	10/26/2019
First Report of Injury - Web Submitted	10/26/2019
Motion to Compel	11/22/2019



The expanded dropdown menu shows the following options:

- Select Available Filings
- Consent Order
- Temporary Compensation - Form 15
- Temporary Compensation Suspension - Form 15 Section II
- Motion
- Receipt of Compensation - Form 17
- Request a hearing
- Settlement
- Wage Statement - Form 20

When the user selects the Form or Pleading, they would like to file, a second page will open to guide the user through filling out the proper data that applies to the submission.

At the top of each submission, the user will see general claim information along with expandable areas that the user can open by clicking on the Section Title. (This is the same information that is currently at the top of all the Commission's paper forms.)

WCC Form #15			Temporary Compensation		
CLAIM DETAILS					
Claim File Number:		Claimant Name:		Date of Injury:	
201910264469		Samantha Joe		10/1/2019	
<i>Please click on the Section Title to expand section details.</i>					
FILE INFORMATION					
CLAIMANT INFORMATION					
EMPLOYER INFORMATION					
PREPARER INFORMATION					



PREPARER INFORMATION		
First Name:	Middle Initial:	Last Name:
Kimberly		Smith
Phone:	Email:	
8031234569	carrierAttorney@scwccdev.com	
Company:	Title:	

The second function of the Filings tab gives the user the ability to view filings that have already been submitted to the Commission. By clicking on the row of the filing, the user will be able to see the data that was entered in the KERMIT submission.

My Work Claims 201910264469

Claim Synopsis Documents **Filings** Case Parties Judicial Compensation Notes Fees and Fines

CLAIM FILE NUMBER: 201910264469 FILINGS

Select Available Filings

Form Name	Date	Submitted By	Status
Form 50	10/26/2019	Joshua Bailey	Accepted
First Report of Injury - Web Submitted	10/26/2019	John Carrieron	Submitted
Motion to Compel	11/22/2019	Kimberly Smith	Pending Review

Page size: 10 3 items in 1 pages

** Please note that information found in the Filings tab will only be from data entered in KERMIT. There will be no historical data in the Filings tab. **

WCC Form #50 Employee's Notice of Claim and/or Request for Hearing

CLAIMANT INFORMATION

Employee Identifier Type Employee Social Security Number	Employee Identifier Value - 6231
Claimant First Name: Samantha	ClaimantLastName Joe
Street 1: 134 Lake View Lane	Street 2:
City: Lexington	State: SC
Home Phone: 8036655999	Mobile Phone:

CLAIM INFORMATION

Claim Options: BOTH	Date of Injury: 10/1/2019
------------------------	------------------------------

Case Parties

The Case Parties tab is where the user can find all case parties and the associated contact information. By clicking on the row for each case party, the contact information will populate on the right. If there is a Claim Administrator associated with the claim, that contact information will also be found on this tab and will show as its own row and the Associated Party will be labeled, "Claim Administrator".

The screenshot displays a web application interface for managing claims. At the top, there are tabs for 'My Work' and 'Claims', followed by a dropdown menu showing the claim number '201910264469'. Below the tabs is a sidebar with several navigation options: 'Claim Synopsis', 'Documents', 'Filings', 'Case Parties' (which is circled in red), 'Judicial', 'Compensation', 'Notes', and 'Fees and Fines'. The main content area is titled 'CLAIM FILE NUMBER: 201910264469 ACTIVE'. It contains a table with two columns: 'Name' and 'Associated Party'. The table lists six entries: Samantha Joe (Claimant), CONTINENTAL CASUALTY CO (Carrier), BURGESS USA TRAINING LLC (Employer), Joshua A. Bailey (Claimant Attorney), and Kimberly L. Smith (Carrier Attorney). A red arrow points from the 'Samantha Joe' row to the right-hand panel, which displays her contact information: Name: Samantha Joe, Street Address: 134 Lake View Lane, City, State, Zip: Lexington SC 29072, Phone: 8036655999, and Email: (blank).

Name	Associated Party
Samantha Joe	Claimant
CONTINENTAL CASUALTY CO	Carrier
BURGESS USA TRAINING LLC	Employer
Joshua A. Bailey	Claimant Attorney
Kimberly L. Smith	Carrier Attorney

Name:
Samantha Joe
Street Address:
134 Lake View Lane
City, State, Zip:
Lexington SC 29072
Phone:
8036655999
Email:

Judicial

The Judicial Tab consists of any Judicial Action Request, “JAR”, that has occurred on a claim. A JAR is created for every initiating pleading. Users can navigate to the Judicial tab to see the status of any JAR. If a user needs to respond to a pleading that created a JAR, a “Respond” link will be available.

My Work

Claims

201910244346

Claim Synopsis

Documents

Filings

Case Parties

Judicial

Compensation

Notes

Fees and Fines

CLAIM FILE NUMBER #

2 JAR(s) ready for review.

JAR Id	Created On	Pleading Type	Submitter	Status	Assignment	Commissioner
1362441	10/25/2019	NoticeofClaimOrRequestforHearing	Joshua Bailey	Awaiting Response		Respond
1362448	10/29/2019	ClaimWithRepresentation	Joshua Bailey	Awaiting Response		

If a user would like to see a summary of the pleadings, they can click anywhere on the row for that JAR to view the JAR Synopsis.

JAR Id	Created On	Pleading Type	Submitter	Status	Assignment	Commissioner
1362441	10/25/2019	NoticeofClaimOrRequestforHearing	Joshua Bailey	Awaiting Response		Respond



JAR Synopsis View

JAR INFORMATION

Claim File #:
201910244346

Synopsis For Jar #:
1362441

JAR Status:
Awaiting Response

Submission Confirmation Number:
201910244346

Is Hearing Held:
No

Filing Response Due Date:
11/23/2019

Claim Details:
Tom Jones vs. Employer: BOGARTS RESTAURANT Carrier: HARTFORD ACCIDENT AND INDEMNIT

Claimant Represented By:
Joshua A. Bailey

Carrier Represented By:
HARTFORD ACCIDENT AND INDEMNIT represented by Kimberly L. Smith
ACCIDENT FUND INS CO OF AMERIC represented by Kimberly L. Smith

Employer Represented By:
Employer Attorney(s)

Date of Injury:
9/4/2019

Pleading:
Form 50 - Hearing Request

Commissioner:

Scheduled:

ISSUES TO BE DETERMINED

Issues To Be Determined

DOCUMENTS

Open Document	Form Name	Document Name	Document Type	Submitted Date
	ReportRepresentation	201910244346_201910254392_ReportRepresentat PDF.pdf		10/24/2019

Compensation

The Compensation tab contains the record of any compensation that has been paid on a claim. The user can quickly see if there is currently an open period of compensation.

CLAIM CONFIRMATION NUMBER: 20190929396 COMPENSATION [Open](#)

Compensation Carrier Name: ALLMERICA FINANCIAL ALLIANCE I

Periodic Report

Reported Total Medical Amount Paid: \$0.00
Reported Total Compensation Paid: \$6,000.00
Form Submitted Date: 11/16/2019

[View Current Form 18 Report](#)

Wage Statement

Weekly Compensation Rate: \$769.27
Average Weekly Wage: \$1,153.85
Form Submitted Date: 11/13/2019

[View Current Form 20 Report](#)

Compensation Type	Benefit Period Start Date	Date Of First Payment	Benefit Period Stop Date	Compensation Rate Per Week	Weeks	Days	Benefit Amount Paid	Carrier Name
Temporary Total	11/13/2019	11/13/2019		500.00				ALLMERICA FINANCIAL ALLIANCE I
Temporary Total	09/29/2019	10/02/2019	10/31/2019	500.00	4	4	2500.00	ALLMERICA FINANCIAL ALLIANCE I

If a Form 18 has been filed, the option to view it from this screen, will be available.

The same option will also be available if a Form 20 has been filed.

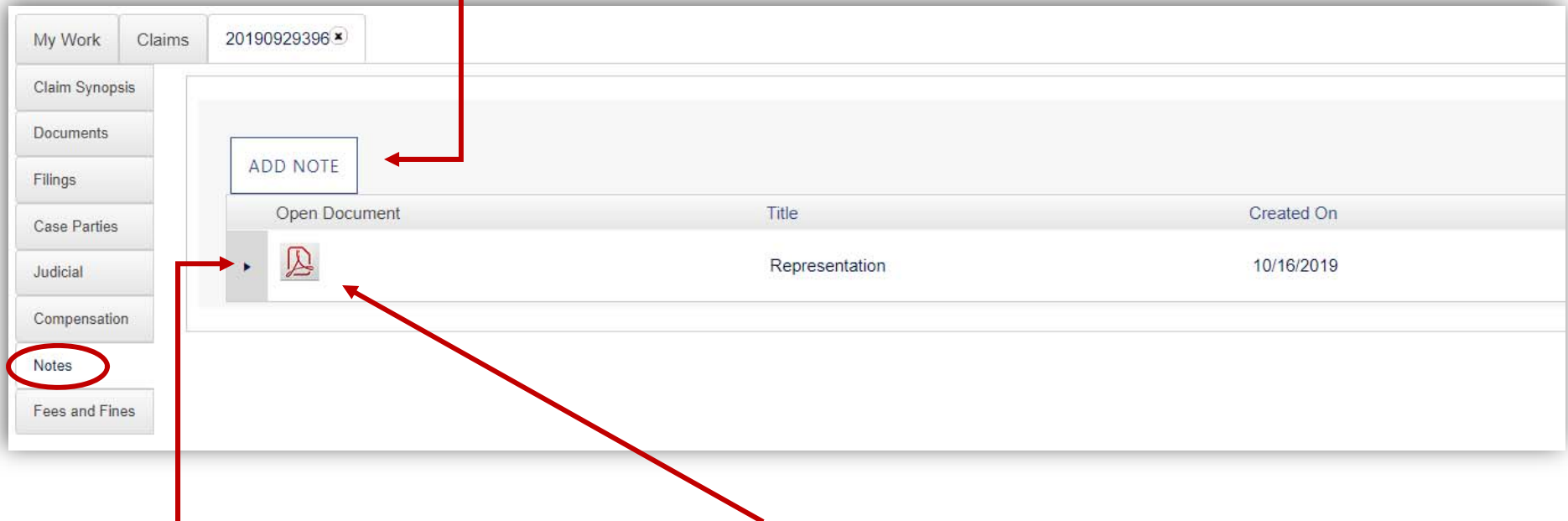
Each record of compensation can be expanded for more detailed information by clicking the triangle on the far left of the row.

▼	Temporary Total	09/29/2019	10/02/2019	10/31/2019	500.00	4	4	2500.00	ALLMERICA FINANCIAL ALLIANCE I
Temporary Compensation Forms									
	PDF Document	Submitted Date	Submitted By	Benefit Period Start Date	First Payment Date	Compensation Period	BenefitType	Compensation Rate	
	View Documentation	10/03/2019	John Carrierson	09/29/2019	10/02/2019	Initial Period	Temporary Total	500.00	
Temporary Compensation Suspension Forms									
	Suspension PDF Document	Submitted Date	Submitted By	Benefit Period Stop Date	Reason For Payment Suspension			Denial Reason	Method of Service
	View Documentation	11/13/2019	John Carrierson	10/31/2019	Claimant has returned to work at least 15 days and no temporary partial compensation is due.				
	View Documentation	11/13/2019	John Carrierson	10/31/2019	Claimant has returned to work at least 15 days and no temporary partial compensation is due.				

Users can click "View Documentation" if they would like to open the submission from the Compensation tab.

Notes

The Notes tab can be used by any party to a claim. All notes entered on this tab will be able to be viewed by every party to the claim, including the Commission. If a party needs to add a note or would like to upload correspondence to the claim, they can do so by clicking the “ADD NOTE” button.



Each note can be expanded for more detailed information by clicking the triangle on the far left of the row.

Users will also have the option to attach PDF documents and view PDF documents in notes.

Fees and Fines

The Fees and Fines tab can be used to view the record of fees and fines that have occurred on a claim. Users can choose to only see the fees and fines they are responsible for, or the user can see all fees and fines associated with a claim by clicking the “SHOW ALL” button.

My Work

Claims

20190929396

Claim Synopsis

Documents

Filings

Case Parties

Judicial

Compensation

Notes

Fees and Fines

CLAIM FILE NUMBER: 20190929396

SHOW ALL

Pay Charge	Charge Type	ChargeDescription	Responsible Party	Charge Due Date	Charge Amount	Amount Paid	Adjustment Amount	Amount Due	Paid By
<input type="checkbox"/>									

No records to display.

Number of Charges:

Total Charge Amount:

Total Paid Amount:

Total Adjustment Amount:

Total Amount Due:

1

Page size: 10

0 items in 1 pages

Users can also pay a fee or fine associated with a claim by checking the “Pay Charge” box.

SCWCC Tasks

The SCWCC Tasks box is another area of the landing page that holds more great features of KERMIT. The options that are listed under SCWCC Tasks is based on role and will vary from user to user. For example, Carriers and Claim Administrators have the option to “File First Report of Injury” (12A) while Claimant Attorneys have the option to “File a Claim with Representation” (Form 50) in order to initiate a claim from either side. Another example is, if the user has the Financial Role (ability to pay fees and fines) they will have “Outstanding Balance” as an option under SCWCC Tasks.



WORKERS' COMPENSATION COMMISSION

Welcome, Kimberly Smith

SCWCC Tasks

Notifications

My Work

Submit Letter of Representation

Outstanding Balance

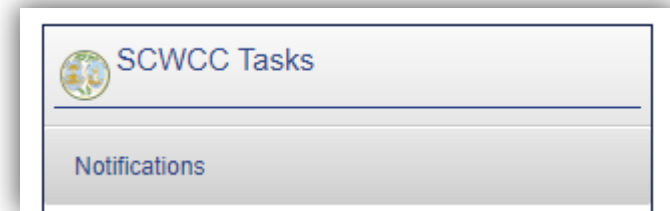
Calendar

My Work Claims

SUBMISSIONS

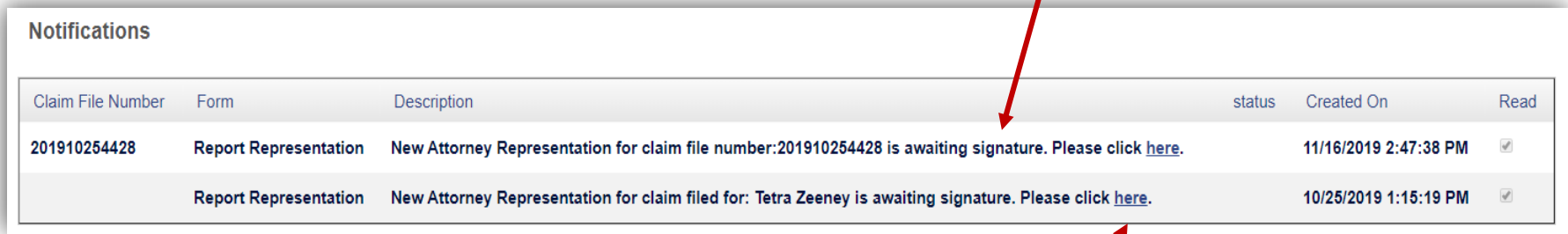
Submission Type	Claimant Name	Employer Name	Submission Date	Claim #
Form 21			10/28/2019	
Form 51 - Response to Hearing			11/01/2019	
Form 51 - Response to Hearing			11/01/2019	
Form 51 - Response to Hearing	Andrew Blue	LARRY HARDEES AUTOMOTIVE SERVICE CENTER	11/07/2019	201910214264

Users can access any feature by clicking on the title.



Notifications

Any time activity occurs on a claim, a Notification will be sent to all parties of a Claim. Notifications will also be sent between paralegals and attorneys when an action needs to be taken by the party. For example, if a paralegal has created a Form 50 that needs to be signed by an attorney, that attorney will receive a Notification that he/she has a Form 50 awaiting signature.

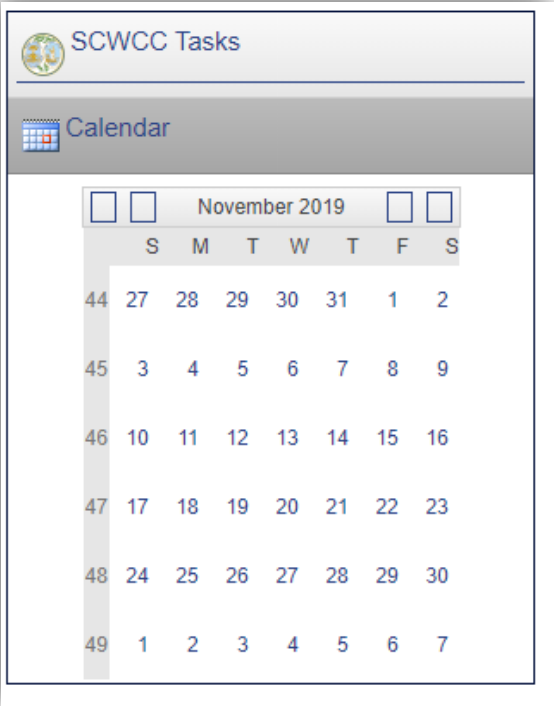


Claim File Number	Form	Description	status	Created On	Read
201910254428	Report Representation	New Attorney Representation for claim file number:201910254428 is awaiting signature. Please click here .		11/16/2019 2:47:38 PM	<input checked="" type="checkbox"/>
	Report Representation	New Attorney Representation for claim filed for: Tetra Zeeney is awaiting signature. Please click here .		10/25/2019 1:15:19 PM	<input checked="" type="checkbox"/>

Each user can access the Form or Pleading they need to act on by clicking the “here” hyperlink. By clicking this link, KERMIT will take the user directly to the action that needs to be completed. In addition to having the Notification appear in the user’s Notification box of KERMIT, the user will also receive an email that there is a Notification available.

Calendar

The calendar feature will allow users to see dates for hearings and allow attorneys to enter protection.



In order to add protection, the user can select the date they wish to be protected on and it will open a day/week/month/multi-day view. Users will be able to add a protection period from hours, to days, at a time.

Electronic Signature

When electronically signing documents, the user will check the confirmation box, type their name, and hit tab to have the system populate the Signature Time Stamp.

ELECTRONIC SIGNATURE *

Check box to confirm - *Required*

☐ I, Joshua Bailey , verify the contents of this submission are true and accurate to the best of my knowledge.

Signature - *Required*

Signature Time Stamp

ELECTRONIC SIGNATURE *

Check box to confirm - *Required*

☒ I, Joshua Bailey , verify the contents of this submission are true and accurate to the best of my knowledge.

Signature - *Required*

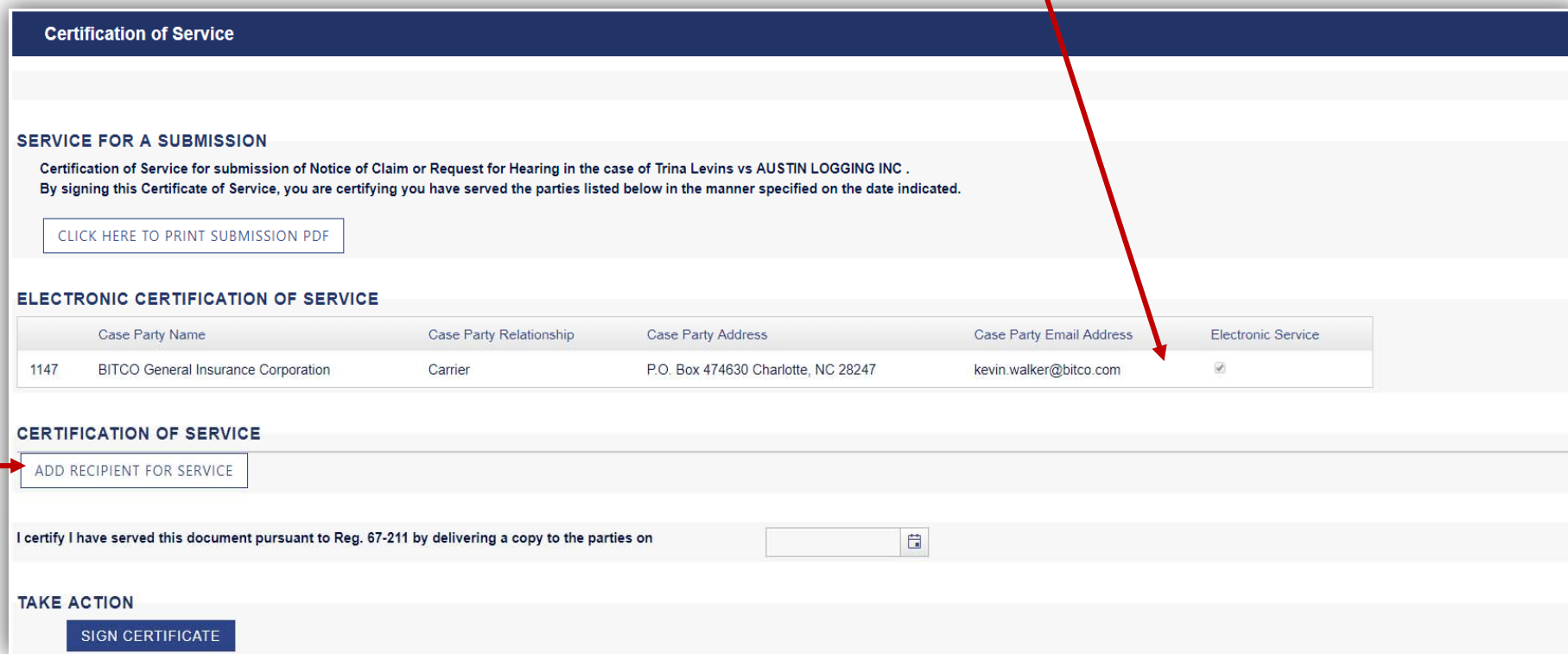
Joshua Bailey

Signature Time Stamp

11/24/2019 3:54:46 PM

Service

Everyone who registers in KERMIT will receive Notifications via KERMIT's electronic service feature. When serving a Form or Pleading, the parties that are registered in KERMIT, will default to Electronic Service.



Certification of Service

SERVICE FOR A SUBMISSION

Certification of Service for submission of Notice of Claim or Request for Hearing in the case of Trina Levins vs AUSTIN LOGGING INC .
By signing this Certificate of Service, you are certifying you have served the parties listed below in the manner specified on the date indicated.


[CLICK HERE TO PRINT SUBMISSION PDF](#)

ELECTRONIC CERTIFICATION OF SERVICE

Case Party Name	Case Party Relationship	Case Party Address	Case Party Email Address	Electronic Service
1147 BITCO General Insurance Corporation	Carrier	P.O. Box 474630 Charlotte, NC 28247	kevin.walker@bitco.com	<input checked="" type="checkbox"/>

CERTIFICATION OF SERVICE

[ADD RECIPIENT FOR SERVICE](#)

I certify I have served this document pursuant to Reg. 67-211 by delivering a copy to the parties on 

TAKE ACTION

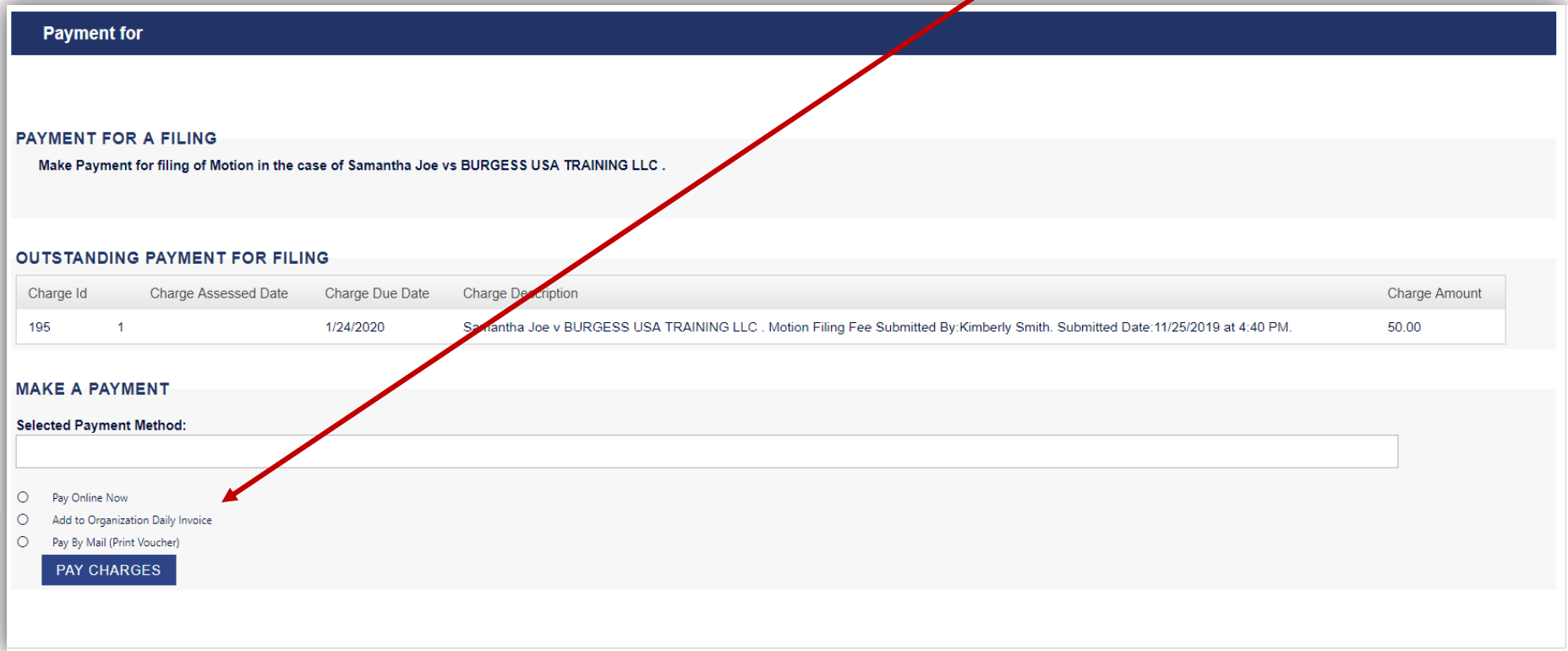
[SIGN CERTIFICATE](#)

If there are additional parties that need to be served, that are not registered in KERMIT, users can add their information and service address with the “ADD RECIPIENT FOR SERVICE” button.

**** Service will be completed by KERMIT when a Form or Pleading is completed, and payment of any filing fees has been made. ****

Payments

When making a payment for a filing or fee, users will have 3 options to pay charges. 2 options are done electronically while the third requires the user to mail in a check.



The screenshot shows a web interface for making payments. At the top is a dark blue header with the text "Payment for". Below this is a section titled "PAYMENT FOR A FILING" with the instruction "Make Payment for filing of Motion in the case of Samantha Joe vs BURGESS USA TRAINING LLC .".

Below the instruction is a section titled "OUTSTANDING PAYMENT FOR FILING" containing a table with the following data:

Charge Id	Charge Assessed Date	Charge Due Date	Charge Description	Charge Amount
195	1	1/24/2020	Samantha Joe v BURGESS USA TRAINING LLC . Motion Filing Fee Submitted By: Kimberly Smith. Submitted Date: 11/25/2019 at 4:40 PM.	50.00

Below the table is a section titled "MAKE A PAYMENT" with the label "Selected Payment Method:" and a text input field. Underneath the input field are three radio button options:

- ☐ Pay Online Now
- ☐ Add to Organization Daily Invoice
- ☐ Pay By Mail (Print Voucher)

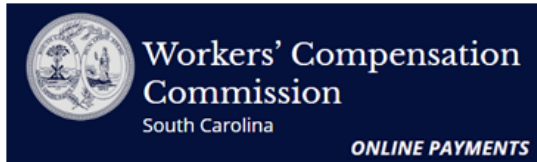
A red arrow points from the top right of the screen down to the "Pay By Mail (Print Voucher)" option. Below the radio buttons is a blue button labeled "PAY CHARGES".

- If the user selects, "Pay by Mail (Print Voucher)", KERMIT will provide a PDF for the user to print off and mail in with a check.
- If the user selects, "Add to Organization Daily Invoice", the charge will be added to an invoice for the Financial Manager of their Organization.

- If the user selects, “Pay Online Now”, the user will be taken to SC.GOV’s website to pay the charges with Credit Card or Electronic Check.



1 Payment Type 2 Customer Info 3 Payment Info 4 Submit Payment



Transaction Detail

The following amounts will be remitted back to the Workers' Compensation Commission TEST

SKU	Description	Unit Price	Quantity	Amount
Fee	Samantha Joe v BURGESS USA TRAINING LLC . Motion Filing Fee Submitted By:Kimberly Smith. Submitted Date:11/25/2019 at 4:40 PM.	\$50.00	1	\$50.00
			Total	\$50.00

Transaction Summary

Samantha Joe v BURGESS USA
TRAINING LLC . Motion Filing Fee
Submitted By:Kimberly Smith. \$50.00
Submitted Date:11/25/2019 at 4:40
PM.

SC.GOV TOTAL \$50.00



Need Help?

Select Payment Method and Continue to proceed with payment.

When the user selects between Credit Card or Electronic check, SC.GOV’s surcharge will be added to the total. For Credit/Debit Card Transactions, SC.GOV charges and retains a \$1.00 portal fee plus a 1.7% merchant fee. On all ACH/Electronic Check transactions, SC.GOV charges and retains a flat rate convenience fee of \$2.50. For example, if Credit Card was picked for the payment type, the SC.GOV total would show \$51.85.

Payment

Payment Type

Payment Type *

Select One

Next >

Customer Information



Users can select Credit Card or Electronic Check from the Payment Type drop-down.

Conclusion

This user guide is a brief overview of our new KERMIT system. We will be continuously rolling out updates that may change the appearance of these screens. We also may roll out new functionality before this guide is updated. We appreciate your patience and understanding during this exciting time.