



Welcome to the South Carolina Workers' Compensation
Commission's KERMIT system

KEY ELEMENT REPORTING MANAGEMENT & INCIDENT TRACKING

All documents, filings and pleadings from existing claims are still being migrated and are not yet available in KERMIT. These will be made available as the conversion and migration processes complete.

KEY KERMIT DOCUMENTS

[User Guide](#) (Posted November 26, 2019)

[Organizational Roles](#) (Posted November 26, 2019)

[Implementation Guide](#) (Updated November 25, 2019) PDF

[Attorney Registration Instructions](#) (Posted December 3, 2019)

[Carrier Adjuster Association Instructions](#) (Posted December 4, 2019)

[Terms and Conditions for Use](#)

This computer system is the property of South Carolina Workers' Compensation Commission and may be accessed only by authorized users. Unauthorized access, use, misuse or modification of this system or data contained herein or in transit to/from this system constitutes a violation of Title 18, United States Code, Section 1030, and may subject the individual to criminal and civil penalties pursuant to Title 26, United State Code, Sections 7213, 7213A and 7431. When a user accesses the system, they are expressing agreement to be bound by the terms and conditions contained in the KERMIT Terms and



#1



#2

1. As the Organizational Administrator, at arrow #1, click Log in
2. If the Organizational Admin is an attorney, log in through the 'Attorney Log In'



Pick an account



savannah@icapsolutions.net



carrierAttorney@scwccdev.com



claimsAnalyst@scwccdev.com



claimantAttorney@scwccdev.com

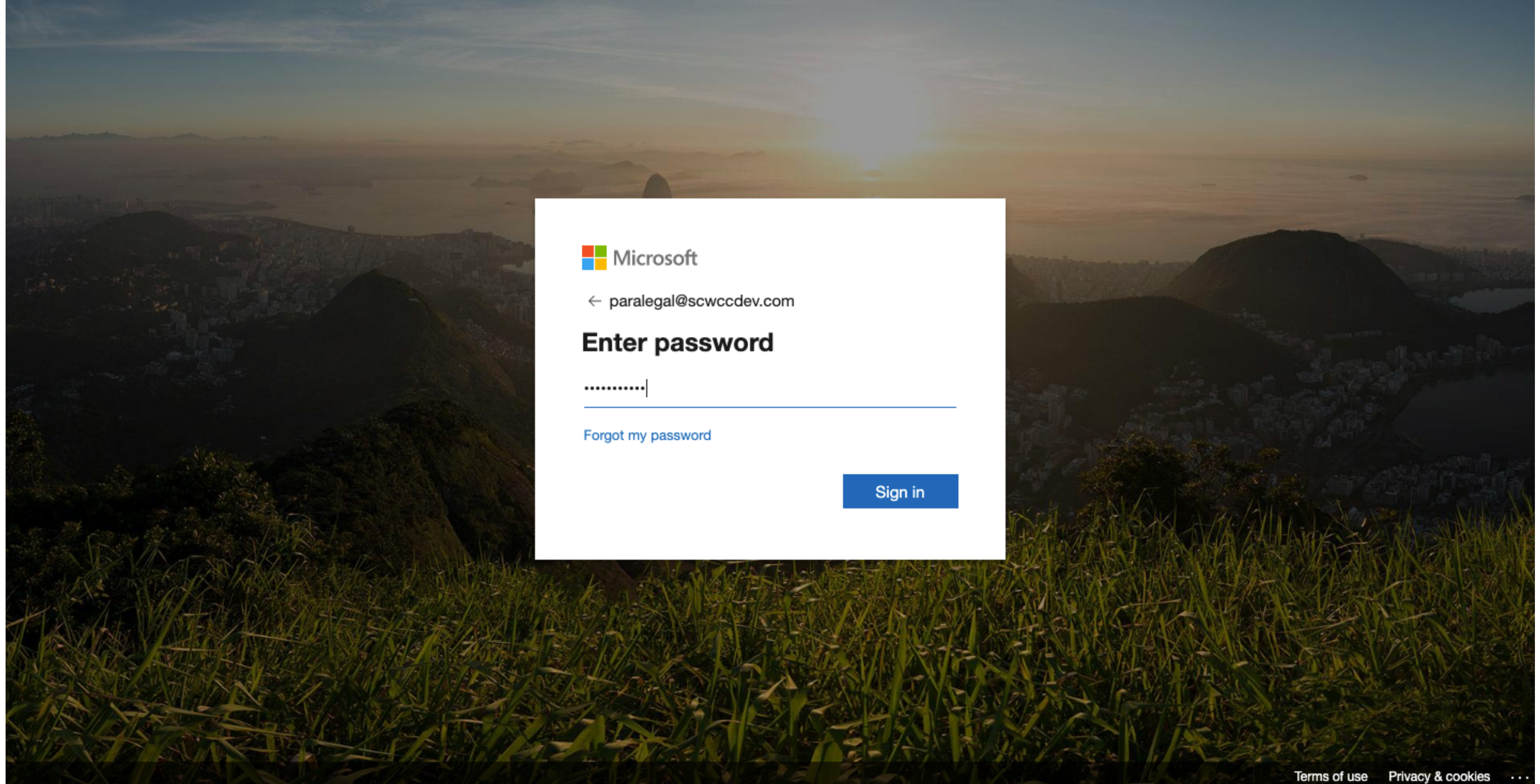


paralegal@scwccdev.com



Use another account

Click the email to sign in or enter your email address



Enter in the password associated with your email address

Workers' Compensation Commission

WORKERS' COMPENSATION COMMISSION

Welcome, Joshua Bailey ▾

SCWCC Tasks

- Notifications
- My Work
 - File a Claim with Representation
 - Submit Letter of Representation
 - Outstanding Balance
- System Management
- Calendar

My Work Claims

SUBMISSIONS

Submission Type	Claimant Name	Employer Name	Submission Date	Claim #	Status
▶ Form 50	Kim Falls	BOGARTS RESTAURANT	12/10/2019	20191210461	Draft
▶ Form 50	Joey Boots	AFLAC INC	12/11/2019	20191211477	Awaiting Attorney Signature
▶ Form 50	Joe Timmons	BOGARTS RESTAURANT	12/18/2019	201912184138	Awaiting Certification Of Service

Page size: 10 ▾ 3 items in 1 pages

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Once you have reached your home screen, go to the left menu bar and select 'System Management'



- 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

Navigation: [Previous] [1] [Next] Page size: 12

[ASSIGN USER ROLE](#) [INVITE USER](#)

Once the Left Menu Bar reveals the contents of the System Management Tab, Select Link Attorneys to Organization.

Link Attorneys to Organization

Choose an attorney from the grid and press the Link Attorney To

Organization Name = ABC Claim Administrators

Type the BarId for the Attorney you want to add.

18

#1

SEARCH

#2

Choose an Attorney

Attorney Name

BAR ID

test18 test18

18

#3

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⏩

1

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Page size: 10

▼

1 items in 1 pages

LINK ATTORNEY TO ORGANIZATION

#4

1. Once you are redirected to this screen, type in the Bar ID of the attorney you would like to add.
(Please do not enter any leading zeroes in Bar ID entry).
2. Hit the 'Search' Button once you have typed in the Bar ID.
3. The attorney with the associated Bar ID # should populate under the 'Choose an Attorney' section.
4. Once the Attorney has populated, click the 'Link Attorney to Organization' button.

Disclaimer: If the attorney does not populate, then they are already apart of the organization. If this issue persists, contact the Help Desk.

Link Attorneys to Organization

Choose an attorney from the grid and press the Link A

Organization Name = ABC Claim Administrators

Type the BarId for the Attorney you want to add.

Choose an Attorney

Attorney Name

BAR ID



No attorneys found without an organization.

◀ ◁ 1 ▷ ▶

Page size: 10 ▼

0 items in 1 pages

Use the remove link in the grid to remove an Attorney from your organization.

Attorneys Linked To Organization

Attorney Name

BAR ID



test18 test18

18

[Remove Link](#)



◀ ◁ 1 ▷ ▶

Page size: 10 ▼

1 items in 1 pages

The Attorney you have linked will populate under the 'Attorneys Linked to Organization' Section. The 'Remove Link' should show and be hyperlinked.



- SCWCC Tasks
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test18 test18	test@sccourts.org	False
Débon Peay	debon@icapsolutions.net	True

Page size: 12

ASSIGN USER ROLE

INVITE USER

You will be re-directed to 'System Management.'

Select the 'Users & Roles' function.

You should see the 'User Invite & Role Assignment' Screen.

Each user associated with the organization should be listed.

Select the user that has been invited and then select 'Assign User Role.'



SCWCC Tasks

System Management

Users & Roles

Link Attorneys to Organization

Attorney and Paralegal Linking

Calendar

USER INVITE & ROLE ASSIGNMENT

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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

Assign User Role [Help](#)

Role:
carrierAttorney

User Name:
test@sccourts.org

OK

Admin
False
False
True

Once 'Assign User Role' has been selected, the 'Assign User Role' will be brought up on your screen. The 'Role:' option will drop down a list of all user roles. Select which one applies to this user. Assign the correct role for the user, then select 'OK.'

Disclaimer: There is no confirmation after 'OK' is selected to assign the role. Press the 'X' to close the box.



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Page size: 12

ASSIGN USER ROLE INVITE USER



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USER ROLE(S) DETAILS

test18 test18

- carrierAttorney

<< GO BACK

To Perform Validation:
The role has been assigned to the correct user, go to the 'User & Roles' screen.

Select the user, then the 'User Role(s) Details' page will show up with the selected user and assigned role.