



SCWCC eCase Electronic Claims Management System

User Guide

SC Workers' Compensation Commission eCase Portal User Guide



SCWCC eCase Electronic Claims Management System

User Guide

Introduction

The SC Workers' Compensation Commission is proud to offer direct access to our claims database through the eCase Status web portal for registered users. Registered user reports allow the Commission to provide information to attorneys, carriers, and TPAs who represent a party to the claim. Search options include: SCWCC number, scheduling dates, and the current status of the claim. Registered attorneys may link to their assigned cases electronically. Only parties to a claim may register on eCase. The registration process requires an individual's access be approved by an attorney of record or a claims manager. Upon approval, the access is confirmed by the Commission. Registration is offered for 3 types of user: attorney, carrier or TPA. The registration process consists of 2 steps: 1) creating a user account and 2) linking to a party or claim.

Registration Instructions

The registration process requires a multistep procedure. Step one is creating an individual eCase User id. Step two is linking to a record with SCWCC. Step three, access must be approved. Step four, upon approval, access is confirmed by the Commission. Once the registration process is complete, the user will have access to eCase features for the user's cases at SCWCC.

Step 1: Create eCase Account

1. From the SCWCC website (www.wcc.sc.gov), select the **eCase Status** link in the center of the home page. The following screen will be displayed:



SCWCC eCase Electronic Claims Management System

User Guide

A screenshot of the SCWCC eCase Electronic Claims Management System user interface. The page has a dark blue header with the SCWCC seal on the left and "Sign Up" and "Sign In" buttons on the right. The main content area is white with a dark blue banner that says "WELCOME TO South Carolina Workers' Compensation Commission Online Reporting Interface". Below this, there are two sections for "Available Reports": "Agency Case Listing - Appeals" with a "View Report" button and a "Publicly Available Report" tag, and "Case Schedule Listing - Registered" with a "Sign In to View Report" button and a "Registered User Only Report" tag. At the bottom, there is a "Contact us with any of your questions" section with two columns: "Law Firm/Attorney Questions" with email "judicialanalysts@wcc.sc.gov" and "Carrier/TPA Questions" with email "coverage@wcc.sc.gov". A footer at the very bottom reads "Copyright © 2023 State of South Carolina. All rights reserved."

2. Select Sign Up



SCWCC eCase Electronic Claims Management System

User Guide

2. Select Sign Up

The screenshot shows the homepage of the SCWCC eCase Electronic Claims Management System. At the top right, there are two buttons: "Sign Up" and "Sign In". A red arrow points to the "Sign Up" button, which is also circled in red. The main content area features a "WELCOME TO South Carolina Workers' Compensation Commission Online Reporting Interface" section with a link to "Sign up and get started!". Below this is an "Available Reports" section with two options: "Agency Case Listing - Appeals" (Publicly Available Report) and "Case Schedule Listing - Registered" (Registered User Only Report). At the bottom, there is a "Contact us with any of your questions" section with email addresses for Law Firm/Attorney Questions (judicialanalysts@wcc.sc.gov) and Carrier/TPA Questions (coverage@wcc.sc.gov). The footer contains the copyright notice: "Copyright © 2023 State of South Carolina. All rights reserved."

3. Enter Registration Information. The asterisk (*) indicates required information.



SCWCC eCase Electronic Claims Management System

User Guide

Home / User Registration

User Registration

Sign Up Sign In

FAQs

First Name: Last Name:

Email Address: Job Title:
This will be your username

Address 1: Address 2:

City: State: Zip:

Phone: Fax:

Password: Re-enter Password:

I represent a:

- Law Firm
- Carrier or Self-Insurer
- TPA - Claims

Submit Clear

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The password you select must be at least six (6) characters and may contain any combination of letters and numbers with the exception of "&" "%" "+" "=" . Passwords are case-sensitive. Entering the password twice should prevent typographical errors. If you forget your password, the **Forgot Password** link on the Registered User Login screen will allow you to request a temporary password to be sent to your email. Please remember to change your temporary password to one that you can remember.

4. Select user type by choosing Law Firm, Carrier or Self-Insurer, or TPA and click **Submit**



SCWCC eCase Electronic Claims Management System

User Guide

I represent a:

Law Firm

Carrier or Self-Insurer

TPA - Claims

User Type = Law Firm

1. Select user type by choosing Law Firm and click **Submit**

I represent a:

Law Firm

Carrier or Self-Insurer

TPA - Claims

2. The following indicator will be displayed. Click **OK**

localhost:20300 says

In the next page, please setup Attorney(s)/Carriers(s) or cases that you would like to run reports for.

Step 2: Link Your eCase Account To An Attorney



SCWCC eCase Electronic Claims Management System

User Guide

1. Enter all or part of the attorney's last and first name, Bar ID, and Authorizing Email address. (The Authorizing Email address is that of the attorney to whom you are linking.)

The screenshot shows a web interface titled "Link to An Attorney". It features a search form with the following fields: "Last Name*", "First Name*", "BarID*", and "Authorizing Email*". There is also a "Receive Notices:" checkbox. Below the form are three buttons: "Search", "Add", and "Clear". A table below the form displays a list of attorneys with columns for Firm, Attorney, BarID, Authorizing Email, eCase Link Confirmed, and Receive notices for attorney. The table contains one entry for "Nguard" with an attorney named "Nguard ATTORNEY", BarID "55555", and Authorizing Email "approver@email.com".

Firm	Attorney	BarID	Authorizing Email	eCase Link Confirmed	Receive notices for attorney
Nguard	Nguard ATTORNEY	55555	approver@email.com	no	yes - eCaseNotices

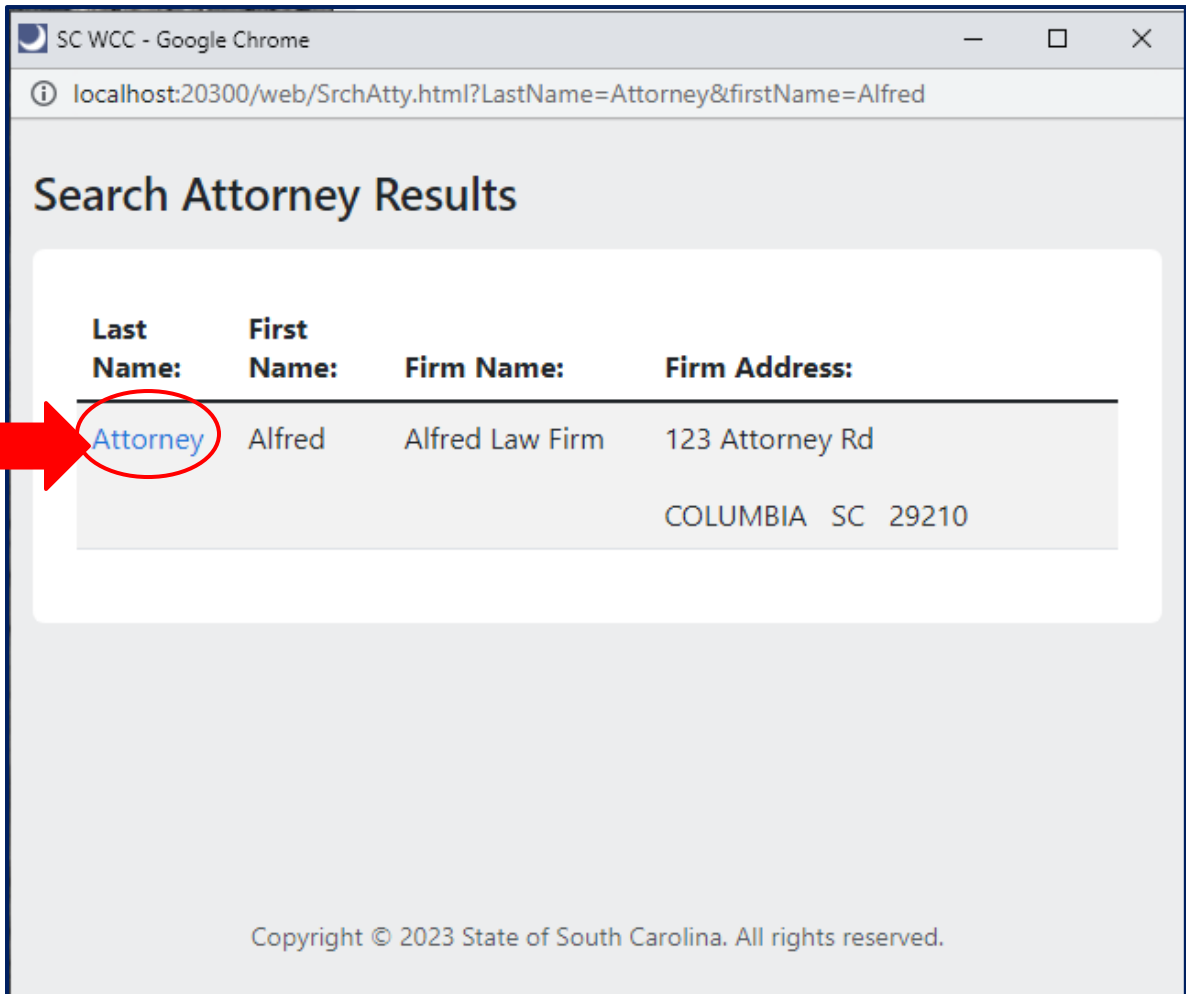
* If you wish to receive notices for attorney, please check "Receive Notices" checkbox while adding a new link to an attorney.
If you want to start receiving notices after attorney has been already linked OR if you want to stop receiving the notices in future, please contact WCC via email at judicial@wcc.sc.gov

2. When all information is entered click **SEARCH**. This locates the attorney in our database.
3. A second screen will display a list of attorneys matching your entry. Click the name of the attorney in blue to whom you are linking.



SCWCC eCase Electronic Claims Management System

User Guide

A screenshot of a web browser window titled 'SC WCC - Google Chrome'. The address bar shows 'localhost:20300/web/SrchAtty.html?LastName=Attorney&firstName=Alfred'. The page content is titled 'Search Attorney Results' and displays a table with one row of results. A red arrow points to the word 'Attorney' in the 'Last Name' column, which is also circled in red. The table columns are 'Last Name', 'First Name', 'Firm Name', and 'Firm Address'. The row contains 'Attorney', 'Alfred', 'Alfred Law Firm', and '123 Attorney Rd COLUMBIA SC 29210'. At the bottom of the page, there is a copyright notice: 'Copyright © 2023 State of South Carolina. All rights reserved.'

Last Name:	First Name:	Firm Name:	Firm Address:
Attorney	Alfred	Alfred Law Firm	123 Attorney Rd COLUMBIA SC 29210

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SCWCC eCase Electronic Claims Management System

User Guide

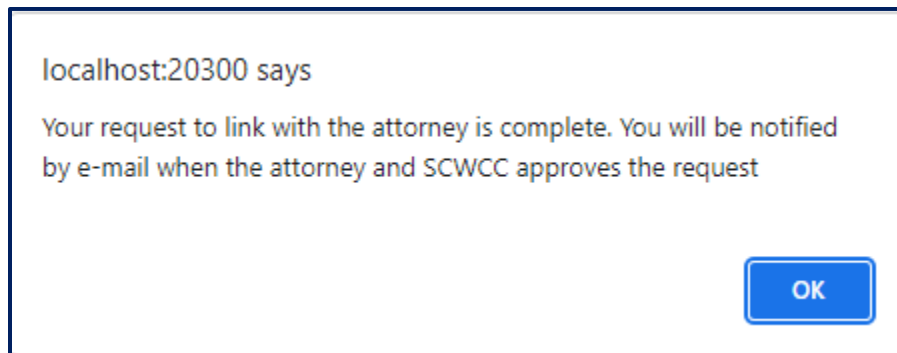
4. You will be returned to the previous screen.

The screenshot shows the 'Link to An Attorney' form. It includes input fields for Last Name, First Name, BarID, and Authorizing Email. Below these fields are 'Search', 'Add', and 'Clear' buttons. A red box highlights the 'Receive Notices' checkbox, with a red arrow pointing to it. Below the form is a table with columns: Firm, Attorney, BarID, Authorizing Email, eCase Link Confirmed, and Receive notices for attorney. A footer note reads: '* If you wish to receive notices for attorney, please check "Receive Notices" checkbox while adding a new link to an attorney. If you want to start receiving notices after attorney has been already linked OR if you want to stop receiving the notices in future, please contact WCC via email at judicial@wcc.sc.gov'

If you wish to receive notices for hearings/orders for this attorney click on the box beside "Receive Notices". Please note that if you do not do this, you are still able to see activity in eCase, but you will not receive notices for this particular attorney.

This screenshot is identical to the previous one, but the 'Add' button is highlighted with a red box and a red arrow points to it. The 'Receive Notices' checkbox is now unchecked.

5. Then you will click Add. You will see the following pop-up message if your link was processed correctly.





SCWCC eCase Electronic Claims Management System

User Guide

- After clicking **OK**, notice the attorney will be displayed but the confirmed column indicates "no". This is normal until the Attorney Authorization (step 3 below) is complete.

The screenshot shows the 'Link to An Attorney' interface. It includes search fields for Last Name, First Name, BarID, and Authorizing Email, along with a 'Receive Notices' checkbox. Below the search area is a table with the following data:

Firm	Attorney	BarID	Authorizing Email	eCase Link Confirmed	Receive notices for attorney
Nguard	Nguard ATTORNEY	55555	approver@email.com	no	yes - eCaseNotices

Below the table, there is a note: "* If you wish to receive notices for attorney, please check 'Receive Notices' checkbox while adding a new link to an attorney. If you want to start receiving notices after attorney has been already linked OR if you want to stop receiving the notices in future, please contact WCC via email at Judicial@wcc.sc.gov"

And you will see if "Receive notices for attorney" is yes or no. If you wish to add yourself for an attorney with whom you are already linked, you must e-mail Judicial@wcc.sc.gov

You can also see if you are listed to receive notices for any attorney you're linked to by going to "Link To Attorney"

The screenshot shows the 'Link To Attorney' page. At the top, there is a navigation menu with 'Link To Attorney' highlighted. Below the navigation is a header with the text 'WELCOME TO South Carolina Workers' Compensation Commission Online Reporting Interface'. The main content area is titled 'Available Reports' and contains two report listings:

- Agency Case Listing - Appeals**: Listing of appealed cases based on user defined parameter. Includes a 'Publicly Available Report' tag and a 'View Report' button.
- Case Schedule Listing - Registered**: Schedule listing of cases based on user defined parameters. Includes a 'Registered User Only Report' tag and a 'View Report' button.

Note - eCase can accommodate a user linking to multiple attorneys. To do this repeat the linking process (step 2) for each attorney. If you have questions or issues regarding registering as an attorney or linking to an attorney, please contact judicialanalysts@wcc.sc.gov



SCWCC eCase Electronic Claims Management System

User Guide

Step 3: Attorney Authorization

The attorney will receive an email at the Authorizing Email address you entered. He or she must reply to that email message to either grant or deny permission.

If the attorney is the user registering, the Commission will directly review the registration request with data on file with the Commission. Once approved, you will receive an email confirming your approval and the link will show "yes" in the confirmed column.

Firm	Attorney	BarID	Authorizing Email	eCase Link Confirmed	Receive notices for attorney
Nguard	Nguard ATTORNEY	55555	approver@email.com	yes	yes - eCaseNotices

* If you wish to receive notices for attorney, please check "Receive Notices" checkbox while adding a new link to an attorney.
If you want to start receiving notices after attorney has been already linked OR if you want to stop receiving the notices in future, please contact WCC via email at Judicial@wcc.sc.gov

Note - eCase can accommodate a user linking to multiple attorneys. To do this repeat the linking process (step 2) for each attorney. If you have questions or issues regarding registering as an attorney or linking to an attorney, please contact judicialanalysts@wcc.sc.gov



SCWCC eCase Electronic Claims Management System

User Guide

[Adding an attorney to a Case](#)

The **Add Attorney to Case** feature replaces the submission of a letter of representation. It also allows attorney users to search for existing claims in the SCWCC database for the purpose of obtaining the SCWCC#. The Commission will not notice opposing counsel. An attorney added to a claim electronically may only be removed by the operation of Reg. 67-1203. The Commission logs and monitors each search performed in this portal. In order to access this feature, a user must first have a confirmed link to the attorney.

Process to add an attorney to a case:

1. Log in to eCase as a Registered User
2. Select the link **Add Attorney to Case**



SCWCC eCase Electronic Claims Management System

User Guide

The screenshot shows the user interface of the SCWCC eCase Electronic Claims Management System. At the top, there is a navigation bar with a small logo on the left, two links: "Link To Attorney" and "Add Attorney to Case" (the latter is circled in red with a red arrow pointing to it), and a user profile icon on the right labeled "User" with the email "aattorney@email.com". Below the navigation bar is a dark blue banner with the text "WELCOME TO South Carolina Workers' Compensation Commission Online Reporting Interface" and a large version of the state seal on the right. Underneath the banner is a section titled "Available Reports" containing two report cards. The first card is for "Agency Case Listing - Appeals", described as a "Listing of appealed cases based on user defined parameter", with a "Publicly Available Report" tag and a "View Report" button. The second card is for "Case Schedule Listing - Registered", described as a "Schedule listing of cases based on user defined parameters", with a "Registered User Only Report" tag and a "View Report" button.

3. The following screen will display. Select which party the attorney will be representing and click **Submit**.



SCWCC eCase Electronic Claims Management System

User Guide

The screenshot shows the 'Add Attorney To Case' page in the SCWCC eCase system. The page header includes the system logo, a user profile for 'User1' with email 'aattorney@email.com', and a breadcrumb trail 'Home / Add Attorney To Case'. The main heading is 'Add Attorney To Case' with a 'FAQs' link. The page content is titled 'SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION' and contains the following text: 'ATTENTION: This electronic process is in lieu of filing a letter of representation with the Commission pursuant to R 67-1202. Proceeding with this process will add the specified attorney to the SC Workers' Compensation Case. The attorney may only be removed by order of the Commission pursuant to R 67-1203.' Below this text is a section titled 'I will be representing' with three radio button options: 'Claimant', 'Carrier', and 'Employer (directly)'. A red oval highlights this section. At the bottom of the section are 'Submit' and 'Clear' buttons. The footer contains the copyright notice: 'Copyright © 2023 State of South Carolina. All rights reserved.'

4. In the next screen, enter case selection criteria to search for an existing case. If the SCWCC number is known, enter WCC#, Date of Injury and Bar ID of the attorney to be added. This is the best way to search. If the SCWCC number is unknown, enter the claimant's SSN, last name, Date of Injury and Bar ID. When all required fields are entered, click **Submit**.



SCWCC eCase Electronic Claims Management System

User Guide

The screenshot shows the 'Claimant' form in the SCWCC eCase Electronic Claims Management System. The form is titled 'Claimant' and includes a breadcrumb trail: 'Home / Add Attorney To Case / Claimant'. The user is identified as 'User aattorney@email.com'. The form contains the following fields and values:

- * SSN (999-99-9999): 123456789
- WCC# (optional): 0300000
- * Claimant Last Name: Test
- * Date of Injury (MM/DD/YYYY): 01/01/2003
- * Attorney Bar ID: ALF


Buttons for 'Submit' and 'Clear' are located below the Attorney Bar ID field. A note at the bottom of the form states: '* Required unless WCC# entered, then at least one required.' The footer of the page reads: 'Copyright © 2023 State of South Carolina. All rights reserved.'

5. The screen expands to show the results of your search. Verify this is the correct case from the injury details. If not, click Cancel. If the correct case is found, click the name of the party to be represented by the attorney.



SCWCC eCase Electronic Claims Management System

User Guide

User
aattorney@email.com


[Home](#) / [Add Attorney To Case](#) / [Claimant](#)

Claimant

FAQs

* SSN (999-99-9999): WCC# (optional):

* Claimant Last Name:

* Date of Injury (MM/DD/YYYY): 

* Attorney Bar ID:
Alfred Attorney

* Required unless WCC# entered, then at least one required.

CASE DETAILS

WCC #:	0300000	INJURY
Date Of Injury:	01/01/2003	DETAILS:
Claimant:	Test	
Case Status:	Open	

Please click on the name of the party attorney wishes to represent

Case Parties	Name	Attorneys
Claimant:	Test	
Employer:	TEST	

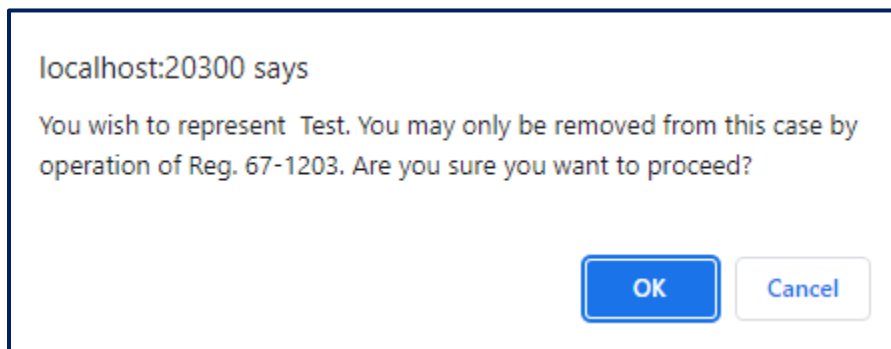
Copyright © 2023 State of South Carolina. All rights reserved.



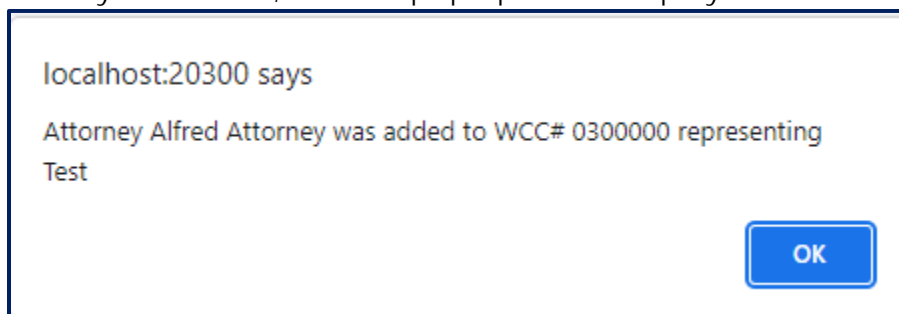
SCWCC eCase Electronic Claims Management System

User Guide

6. You will see the following pop-up display on screen. Click OK to proceed or Cancel to abort.



7. Once you click OK, another pop-up will be displayed for confirmation. Click OK.



Now the screen should display the SCWCC case status information:



SCWCC eCase Electronic Claims Management System

User Guide

The screenshot displays the 'Case Schedule Listing' page. At the top right, the user is identified as 'User aattorney@email.com'. The page includes search filters for WCC#, WCC#, SSN, Date Range, and Status Group, along with 'Submit' and 'Clear' buttons. Below the filters is a disclaimer: 'This information is subject to change and is not to be considered Official Notice from the SC Workers' Compensation Commission.' The main heading is 'SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION'. Report details show: 'Report run: 04/27/23 13:36', 'Report WCC#: 0300000', and 'Criteria:'. A table lists cases with columns for WCC #, Caption, D/O/I, Carrier, Attorney for Defendant, Attorney for Claimant, and Status. A red arrow points to the first row of the table.

WCC #	Caption	D/O/I	Carrier	Attorney for Defendant	Attorney for Claimant	Status
0300000	Test -VS- TEST	01/01/03			FOR EMPLOYEE: Alfred Attorney 123 Attorney Rd COLUMBIA SC 29210	Case Open and Active.

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To add an attorney to another case, close the report window and click Add Attorney to Case from the main eCase screen. (Repeat these instructions beginning with step #2.)



SCWCC eCase Electronic Claims Management System

User Guide

User Type = Carrier or Self-Insurer

1. Choose Carrier or Self-Insurer and click SUBMIT

A screenshot of a web form titled "I represent a:". It contains three radio button options: "Law Firm", "Carrier or Self-Insurer" (which is selected), and "TPA - Claims". Below the options are two buttons: "Submit" and "Clear".

I represent a: Law Firm
 Carrier or Self-Insurer
 TPA - Claims

2. You will see the following pop-up. Click OK

A screenshot of a pop-up message box. The text inside reads: "localhost:20300 says" followed by "In the next page, please setup Attorney(s)/Carriers(s) or cases that you would like to run reports for." There is an "OK" button in the bottom right corner.

localhost:20300 says

In the next page, please setup Attorney(s)/Carriers(s) or cases that you would like to run reports for.

Carrier User - Link to Carrier(s) or Cases

If you represent a carrier and need access to ALL claims as the carrier of record, the following process will link you to the carrier record in our database.

1. Enter the Carrier Name and Authorizing Supervisor's Email address and click Search



SCWCC eCase Electronic Claims Management System

User Guide

The screenshot shows the 'Link To A Carrier' page. At the top left is the South Carolina seal. At the top right is a user profile icon with the text 'User acarrier@email.com'. Below the header is a breadcrumb trail: 'Home / Link To A Carrier'. The main heading is 'Link To A Carrier' with a 'FAQs' link. The form contains two input fields: 'Carrier Name' with the value 'test' and 'Authorizing Supervisor's Email' with the value 'carrierManager@test.com'. Below these fields are three buttons: 'Search' (highlighted with a red circle and a red arrow), 'Add', and 'Clear'. At the bottom, there is a table with three columns: 'Carrier Name', 'Authorizing Supervisor's Email', and 'Confirmed'.

2. The search results will be displayed in a pop-up window. Click on the name of the carrier in blue to whom you wish to link.



SCWCC eCase Electronic Claims Management System

User Guide

The screenshot shows a web browser window titled "SC WCC - Google Chrome" with the URL "localhost:20300/web/SrchCarr.html?CarrierName=test". The page displays "Search Carrier Results" with a table of results. The "Carrier Name" is "TEST CARRIER", which is circled in red with a red arrow pointing to it. The "Carrier Address" is "1333 MAIN ST, COLUMBIA SC 29201". At the bottom, there is a copyright notice: "Copyright © 2023 State of South Carolina. All rights reserved."

Carrier Name:	Carrier Address:
TEST CARRIER	1333 MAIN ST COLUMBIA SC 29201

You will be returned to the previous screen. Click **ADD** to complete the link request.

A confirmation message box with the text: "localhost:20300 says Your request to link with the carrier is complete. You will be notified by e-mail when the carrier and SCWCC approves the request". There is a blue "OK" button at the bottom right.

An email will be sent to the carrier supervisor at the email address you entered. A manager must reply to that message to grant permission to access those cases. The Commission will confirm the carrier's information with data on file. Once



SCWCC eCase Electronic Claims Management System

User Guide

approved, you will receive an email confirming your approval and the link will show "yes" in the confirmed column.

Carrier Name	Authorizing Supervisor's Email	Confirmed
TEST CARRIER	carrierManager@test.com	yes

eCase Status can accommodate a user linking to multiple carriers. To do this repeat the linking process for each carrier.

[Carrier User – Register TPA Company](#)

An approved Carrier user may Register their TPA company information to enable linking to individual claims on a TPA basis. This feature applies if a user has a need to review case information for claims not associated with one of their approved Carrier links. To Register a TPA Company, click 'Link to Register TPA Company'.



SCWCC eCase Electronic Claims Management System

User Guide

Link To A Carrier [Link To Register TPA Company](#) User acarrier@email.com

WELCOME TO
**South Carolina
Workers' Compensation
Commission**
Online Reporting Interface

Available Reports

Agency Case Listing - Appeals
Listing of appealed cases based on user defined parameter
[View Report](#)
Publicly Available Report

Case Schedule Listing - Registered
Schedule listing of cases based on user defined parameters
[View Report](#)
Registered User Only Report

Contact us with any of your questions

Law Firm/Attorney Questions
✉ judicialanalysts@wcc.sc.gov

Carrier/TPA Questions
✉ coverage@wcc.sc.gov

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Enter Company Name, Address, Phone and FEIN information and click Submit.



SCWCC eCase Electronic Claims Management System

User Guide

Home / Request for Registered Status

Request for Registered Status [FAQs](#)

TPA Company Details

Company:

Address1: Address2:

City: State: Zip:

Phone: FEIN:

Is This FEIN User for EDI Claims Reporting

If information is accepted, a 'Link to a Case' screen will open. The user may now link to individual claims as outlined in the "TPA Link to Case" section of this document.

[User Type = TPA](#)

A TPA user is one who handles claim administration for multiple underwriting companies, which are otherwise unrelated. If TPA – Claims is selected, the Registration screen will expand as shown below: enter required information that is marked with an asterisk (*).

1. Click TPA – Claims. (**Note, the screen will expand to display new entry fields below**)



SCWCC eCase Electronic Claims Management System

User Guide

I represent a: Law Firm
 Carrier or Self-Insurer
 TPA - Claims

Company:

Address Same as User

Address1: Address 2:

City: State: Zip:

Phone Same as User

Phone:

Is This FEIN User for EDI Claims Reporting

FEIN:

Manager Name: Manager Email:

2. Enter the additional TPA Company information and click 'Submit'



SCWCC eCase Electronic Claims Management System

User Guide

Company:

Address Same as User

Address1: Address 2:

City: State: Zip:

Phone Same as User

Phone:

Is This FEIN User for EDI Claims Reporting

FEIN:

Manager Name: Manager Email:

The following message displays when the registration process is completed successfully.

localhost:20300 says

Your registration request is complete. You will be notified by e-mail when SCWCC approves the request. After that, you can setup links to case(s).

A request for authorization is sent to the Manager Email. A manager must reply to the email to approve the user's access to eCase data. The Commission will review manager responses and confirm user registration requests. The user will receive an email when access is granted. Then the user will be able to set up links to SCWCC cases as described in the TPA Link to Case section below.



SCWCC eCase Electronic Claims Management System

User Guide

[TPA Link to Case](#)

TPA Users' access to claim information will be driven by links to individual cases in the SCWCC database. After registration is approved, you may link to SCWCC case data as described in this section:

1. Log into eCase from the SCWCC website
2. Click the 'Link to A Case' option at the top of the screen



SCWCC eCase Electronic Claims Management System

User Guide

[Link to A Case](#) User atpa@test.com

WELCOME TO
**South Carolina
Workers' Compensation
Commission**
Online Reporting Interface

Available Reports

Agency Case Listing - Appeals
Listing of appealed cases based on user defined parameter
Publicly Available Report [View Report](#)

Case Schedule Listing - Registered
Schedule listing of cases based on user defined parameters
Registered User Only Report [View Report](#)

Contact us with any of your questions

Law Firm/Attorney Questions
judicialanalysts@wcc.sc.gov

Carrier/TPA Questions
coverage@wcc.sc.gov

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SCWCC eCase Electronic Claims Management System

User Guide

3. Enter the Carrier File # (Claim Admin Claim Number as reported by EDI) and WCC #. If the WCC # is unknown, enter the Date of Injury and Claimant's SSN. Click Add.

Home / Link To A Case

Link To A Case

Carrier File #: TESTCFNUM WCC #: 0300000

Date of Injury: 01/01/2003 SSN: 123456789

Add Clear

* Indicates Required Fields. Date of Injury and SSN are required if WCC# is not entered.

Currently Linked Cases

Carrier File #	WCC#	Case Details	Date Injury	Unlink
TESTCFNUM	0300000	Test vs. TEST	01/01/2003	Unlink

4. Currently linked cases appear in the table sorted by Carrier File Number. All linked cases will be listed here for each user. If a case link is no longer needed, click "Unlink" to remove from user.

eCase Reports



SCWCC eCase Electronic Claims Management System


User Guide


eCase presents claim information to registered users by a reporting interface with four search parameters: hearing date range, SCWCC#, SSN and status group. A search for a hearing date range will display the following information:



SCWCC eCase Electronic Claims Management System

User Guide




User
aattorney@email.com ▾

[Home](#) / [Case Schedule Listing](#)

Case Schedule Listing [FAQs](#)

Select Options:

WCC#:

SSN:

Date Range: -

Status Group:

Attorney/Carrier:

This information is subject to change and is not to be considered Official Notice from the SC Workers' Compensation Commission.

SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION

Report run: 04/27/23 14:02
 Report Date Range from 2023-05-27 - 2023-06-08
 Criteria:

Friday 06/02/2023

Commissioner: T. Scott Beck
RICHLAND
SC Workers' Compensation Commission, 1333 Main Street, Suite 500 Hearing Room B
Columbia, SC 29201

Time	Type	WCC #	Caption	Attorney for Defendant	Attorney for Claimant	Status
10:00 AM	Hearing	0300000	Test - VS - TEST		Alfred Attorney	Scheduled for Hearing

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SCWCC eCase Electronic Claims Management System

User Guide

Searches on WCC#, SSN or Status Group will display the following claim information:

SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION

Report run: 04/27/2023 @ 2:19 PM

WCC#: 0300000	Caption: Test -VS- TEST	Date of Injury: 01/01/03	Case Status: Open
----------------------	----------------------------	-----------------------------	----------------------

Claimant

Employee: TEST	Attorney: Alfred Attorney 123 Attorney Rd COLUMBIA, SC 29210
--------------------------	--

Defendant

Employer: TEST TEST TEST, SC 12345-6

Claims Activities

06/02/23	Hearing scheduled 06/02/23, 10:00 AM at SC Workers' Compensation Commission, 1333 Main Street, Suite 500 Hearing Room B, Columbia. SC Forms 50/51-Admitted before Commissioner Beck
04/27/23	Scheduled for Hearing
04/27/23	Hearing Schedule Pending
04/27/23	Form 50 Hearing requested

eCase Report Features

1. Login as a Registered User. (Go to www.wcc.sc.gov, click eCase Status link on the home page.) Select Sign In.



SCWCC eCase Electronic Claims Management System

User Guide

WELCOME TO

South Carolina Workers' Compensation Commission

Online Reporting Interface

Don't have an account? [Sign up and get started!](#)

Available Reports

Agency Case Listing - Appeals
Listing of appealed cases based on user defined parameter
[View Report](#)
Publicly Available Report

Case Schedule Listing - Registered
Schedule listing of cases based on user defined parameters
[Sign In to View Report](#)
Registered User Only Report

Contact us with any of your questions

Law Firm/Attorney Questions	Carrier/TPA Questions
✉ judicialanalysts@wcc.sc.gov	✉ coverage@wcc.sc.gov

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SCWCC eCase Electronic Claims Management System

User Guide

2. Log in with the Email Address and password created at registration

A screenshot of the SCWCC eCase login interface. The page has a dark blue background. At the top, it says "WELCOME" in white. Below that is the South Carolina seal. The main heading is "Sign In to Your Account" in white. There are two input fields: "Email Address" with the text "aattorney@email.com" and "Password" with six dots. A blue "Sign In" button is below the fields. A link "Forgot your password?" is below the button. At the bottom, there is a link "Don't have an account? Sign up and get started!" and a copyright notice: "Copyright © 2023 State of South Carolina. All rights reserved."/>

WELCOME



Sign In to Your Account

Email Address

Password

[Sign In](#)

[Forgot your password?](#)

[Don't have an account? Sign up and get started!](#)

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3. Click Case Schedule Listing – Registered



SCWCC eCase Electronic Claims Management System

User Guide

Link To Attorney Add Attorney to Case User aattorney@email.com

WELCOME TO

South Carolina Workers' Compensation Commission

Online Reporting Interface

Available Reports

Agency Case Listing - Appeals
Listing of appealed cases based on user defined parameter
[View Report](#)
Publicly Available Report

Case Schedule Listing - Registered
Schedule listing of cases based on user defined parameters
[View Report](#)
Registered User Only Report

Contact us with any of your questions

Law Firm/Attorney Questions
judicialanalysts@wcc.sc.gov

Carrier/TPA Questions
coverage@wcc.sc.gov

4. Select Search Options: Search parameter fields will be enabled based on your selection.



SCWCC eCase Electronic Claims Management System

User Guide

The screenshot displays the 'Case Schedule Listing' interface. At the top right, a user profile is shown with the email 'aattorney@email.com'. The breadcrumb navigation indicates 'Home / Case Schedule Listing'. The main heading is 'Case Schedule Listing' with a link to 'FAQs'. The search filters include:

- Select Options:** A dropdown menu currently showing 'WCC#', with a list of options: 'WCC#', 'SSN', 'Hearing Date Range', and 'Status Group'.
- WCC#:** A text input field.
- SSN:** A text input field.
- Date Range:** Two date input fields in 'mm/d' format separated by a hyphen.
- Status Group:** A dropdown menu.
- Attorney/Carrier:** A dropdown menu showing 'All' and 'Alfred Attorney'.
- Buttons:** 'Submit' and 'Clear' buttons.

At the bottom of the filter section, a disclaimer reads: 'This information is subject to change and is not to be considered Official Notice from the SC Workers' Compensation Commission.'

5. Enter search criteria.



SCWCC eCase Electronic Claims Management System

User Guide

The screenshot shows the 'Case Schedule Listing' search interface. At the top left is the SCWCC logo. At the top right, a user profile is shown for 'User' with email 'aattorney@email.com'. Below the navigation bar, the page title 'Case Schedule Listing' is displayed with a 'FAQs' link. The search area contains several input fields: 'Select Options' with a dropdown menu set to 'WCC#', 'WCC#' with the value '0300000', 'SSN' (empty), 'Date Range' with 'mm/d' and '-' separators, and 'Status Group' (empty). To the right, 'Attorney/Carrier' has a dropdown menu with 'All' selected and 'Alfred Attorney' visible. 'Submit' and 'Clear' buttons are at the bottom of the search area. A disclaimer at the bottom states: 'This information is subject to change and is not to be considered Official Notice from the SC Workers' Compensation Commission.'

- The following results will display if link to case exists when searching by WCC # or SSN.

The screenshot shows the case details page for WCC# 0300000. At the top, it says 'SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION'. Below that, 'Report run: 04/27/2023 @ 2:34 PM' is shown. A row of buttons includes 'Print', 'View Docs', 'Upload File', 'Appeal a Fine', 'Ask a Question', and 'Close Window'. The main content area is divided into sections: 'WCC#: 0300000', 'Caption: Test -VS- TEST', 'Date of Injury: 01/01/03', and 'Case Status: Open'. Below this are sections for 'Claimant' and 'Defendant'. The 'Claimant' section shows 'Employee: Test' and 'Attorney: Alfred Attorney, 123 Attorney Rd, COLUMBIA, SC 29210'. The 'Defendant' section shows 'Employer: TEST, TEST TEST, SC 12345-6'. On the right side, there is a 'Claims Activities' section with a list of events: '06/02/23 Hearing scheduled 06/02/23, 10:00 AM at SC Workers' Compensation Commission, 1333 Main Street, Suite 500 Hearing Room B, Columbia, SC Forms 50/51-Admitted before Commissioner Beck', '04/27/23 Scheduled for Hearing', '04/27/23 Hearing Schedule Pending', and '04/27/23 Form 50 Hearing requested'.



SCWCC eCase Electronic Claims Management System


User Guide

7. The following results will show when searching by Hearing Date Range.



SCWCC eCase Electronic Claims Management System

User Guide



User
 aattorney@email.com

[Home](#) / [Case Schedule Listing](#)

Case Schedule Listing [FAQs](#)

Select Options: Attorney/Carrier:
Alfred Attorney

WCC#:

SSN:

Date Range: -

Status Group:

This information is subject to change and is not to be considered Official Notice from the SC Workers' Compensation Commission.

SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION

Report run: 04/27/23 16:47
 Report Criteria: Date Range from 2023-06-01 - 2023-08-01

Friday 06/02/2023

Commissioner: T. Scott Beck
RICHLAND
SC Workers' Compensation Commission, 1333 Main Street, Suite 500 Hearing Room B
Columbia, SC 29201

Time	Type	WCC #	Caption	Attorney for Defendant	Attorney for Claimant	Status
10:00 AM	Hearing	0300000	Test - VS - TEST		Alfred Attorney	Scheduled for Hearing

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User Guide

8. The following are selections to choose when searching by Status Group

The screenshot shows the 'Case Schedule Listing' page with the following search filters:

- Select Options: Status Group (dropdown)
- WCC#: (text input)
- SSN: (text input)
- Date Range: mm/d - mm/d
- Status Group: (dropdown menu)
- Attorney/Carrier: All, Alfred Attorney (dropdown)

The 'Status Group' dropdown menu is open, showing the following options:

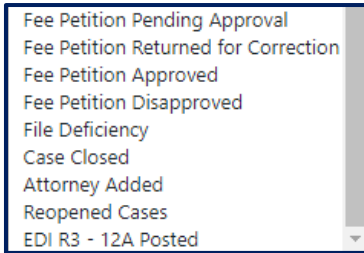
- Scheduled for Hearing
- Scheduled for Informal Conference
- Scheduled for Appeal Hearing
- Scheduled for Mediation
- Hearing Issues Resolved
- Improper Hearing Request
- Hearing Request Pending
- Conference Pending
- Appeal Pending
- Appeal Dismissed
- Improper Appeal
- Informal Conference Postponed
- Motion Pending
- Motion Not Proper
- Order Pending
- Order Served
- Settlement Pending Approval
- Settlement Approved
- Settlement Returned for Correction
- Settlement Disapproved

A callout box labeled 'Statuses Continued' points to the 'Continued' status in the dropdown menu.



SCWCC eCase Electronic Claims Management System

User Guide



9. The following is an example of selecting Hearing Request Pending Status Group



SCWCC eCase Electronic Claims Management System

User Guide

Home / Case Schedule Listing

Case Schedule Listing FAQs [↗](#)

Select Options: Attorney/Carrier:
Alfred Attorney

WCC#:

SSN:

Date Range: -

Status Group:

This information is subject to change and is not to be considered Official Notice from the SC Workers' Compensation Commission.

SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION

Report run: 04/27/23 16:53
 Report StatusGroup: Scheduled for Hearing
 Criteria:

WCC #	Caption	D/O/I	Carrier	Attorney for Defendant	Attorney for Claimant	Status
0300000	Test -VS- TEST	01/01/03			FOR EMPLOYEE: Alfred Attorney 123 Attorney Rd COLUMBIA SC 29210	Hearing scheduled 06/02/23, 10:00 AM at SC Workers' Compensation Commission, 1333 Main Street, Suite 500 Hearing Room B, Columbia, SC Forms 50/51-Admitted before Commissioner Beck. 04/27/23 Scheduled for Hearing 04/27/23 Hearing Schedule Pending 04/27/23 Form 50 Hearing requested

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SCWCC eCase Electronic Claims Management System

User Guide

Expanded Claims Activity Detail

The updated eCase (2023) now shows all claims activity in a scrolling window on the right side of the screen. This allows users full access to claims history.

The screenshot displays the 'SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION' interface. At the top, it shows 'Report run: 04/27/2023 @ 4:55 PM' and several action buttons: 'Print', 'View Docs', 'Upload File', 'Appeal a Fine', 'Ask a Question', and 'Close Window'. The main content area is divided into sections: 'WCC#: 0300000', 'Caption: Test -VS- TEST', 'Date of Injury: 01/01/03', and 'Case Status: Open'. Below this is the 'Claimant' section, which includes 'Employee: Test' and 'Attorney: Alfred Attorney, 123 Attorney Rd, COLUMBIA, SC 29210'. On the right side, there is a 'Claims Activities' section with a vertical scrollbar. The activities listed are: '06/02/23 Hearing scheduled 06/02/23, 10:00 AM at SC Workers' Compensation Commission, 1333 Main Street, Suite 500 Hearing Room B, Columbia, SC Forms 50/51-Admitted before Commissioner Beck', '04/27/23 Scheduled for Hearing', and '04/27/23 Hearing Schedule Pending'. A red arrow points to the scrollbar, and a callout box says 'Scroll to expand'.

View Documents Associated with a Claim

With the latest update to eCase, SCWCC is proud to introduce the document view feature for claims document. In order to access this feature, Do the following:

1. Login as a registered user
2. Access the claim number you wish to review
3. Click on the button for View Docs



SCWCC eCase Electronic Claims Management System

User Guide

SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION

Report run: 05/03/2023 @10:38 AM

[Print](#) [View Docs](#) [Appeal a Fine](#) [Ask a Question](#) [Close Window](#)

WCC#: 0300000 Caption: Test -VS- TEST Date of Injury: 01/01/03 Case Status: Open

Claimant

Employee: **Test**

Attorney: **test attorney attorneyx**
1333 Main Street Test Blvd
COLUMBIA, SC 29202

Attorney: **Alfred Attorney**
123 Attorney Rd
COLUMBIA, SC 29210

Defendant

Employer: **TEST**
TEST TEST, SC 12345-6

Claims Activities

- 06/02/23 Hearing scheduled 06/02/23, 10:00 AM at SC Workers' Compensation Commission, 1333 Main Street, Suite 500 Hearing Room B, Columbia, SC Forms 50/51-Admitted before Commissioner Beck
- 04/27/23 Scheduled for Hearing
- 04/27/23 Hearing Schedule Pending
- 04/27/23 Form 50 Hearing requested

4. A window will open up with claim documents of record. Click on the document name at the top and the bottom of the screen will show a preview of the document. From here, you can print the item.



SCWCC eCase Electronic Claims Management System

User Guide

The screenshot shows a web browser window with the following elements:

- Browser Tab:** R08 FRM - Form 12A - 5/3/2023 - WCC #: 0300000 - Google Chrome
- Address Bar:** sceisimage.sc.gov/AppNetWCC/docpop/pdfpop.aspx
- Page Title:** Document Search Results
- Table:** A table with one header row "DOCUMENT NAME" and two data rows. The first row, "R08 FRM - Form 12A - 5/3/2023 - WCC #: 0300000", is highlighted in blue and circled in red. A red arrow points to this row.
- Items:** Items: 2
- Document Preview:** A dark-themed preview window showing a document titled "R08 FRM - Form 12A - 5/3/2023 - WCC #: 0300000". The document content is "Test 12A". A red box labeled "Preview Document" is overlaid on the preview area.
- Toolbar:** A toolbar at the bottom right of the preview window contains a download icon, a print icon, and a menu icon. A red circle highlights these icons, and a red arrow points to them from a red box labeled "Print or Save Document".
- Footer:** Revision 1 of 1

Ask a Question Button

1. Click ask a question button



SCWCC eCase Electronic Claims Management System

User Guide

SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION

Report run: 04/27/2023 @ 4:55 PM

Print View Docs Upload File Appeal a Fine **Ask a Question** Close Window

WCC#: 0300000 Caption: Test -VS- TEST Date of Injury: 01/01/03 Case Status: Open

Claimant

Employee: Test Attorney: Alfred Attorney
123 Attorney Rd
COLUMBIA, SC 29210

Claims Activity

06/02/23	Hearing scheduled 06/02/23, 10:00 AM at SC Workers Compensation Commission, 1333 Main Street, Suite 500 Hearing Room B, Columbia, SC Forms 50/51-Admitted before Commissioner Beck
04/27/23	Scheduled for Hearing
04/27/23	Hearing Schedule Pending

2. Select question



SCWCC eCase Electronic Claims Management System

User Guide

The screenshot displays the 'eCase Question' interface. It includes the following fields and content:

- SCWCC File#: 0300000
- Caption: Test -VS- TEST
- From: aattorney@email.com
- Subject: A dropdown menu with a downward arrow.
- Comments: A list of question prompts, with the following text highlighted in blue:
 - Why is this SCWCC file not closed?
 - What information was requested of the carrier by SCWCC on this file?
 - What is the status of the Clincher or Fee Petition?
 - I suspect a duplicate SCWCC file for this claim.
 - I have a coverage question regarding this claim.
 - I have a question regarding the carrier on this claim.
 - I have a question about a hearing request or motion on this case.**
 - I have a question about an informal conference in this case.
 - I have a question about an appeal in this case.
 - I have a question about the scheduled hearing.
 - I have a claims question not in this list.
 - I have a judicial question not in this list.
 - I need help with the new Upload feature.

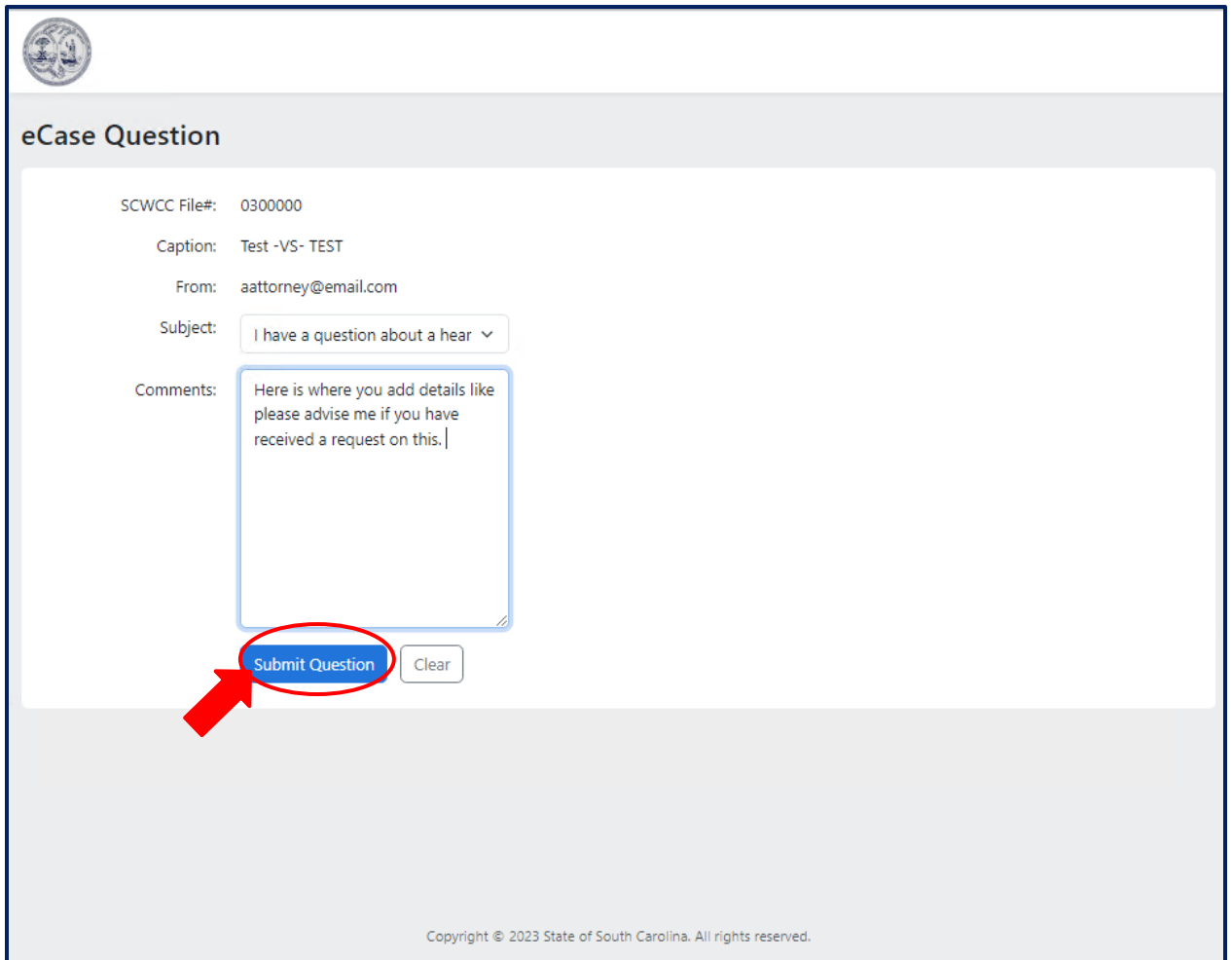
Two red arrows point to the dropdown menu and the highlighted subject option. Callout boxes contain the text: 'Click for questions' and 'Choose a subject'. A small SCWCC logo is in the top left corner of the interface. At the bottom, the text reads: 'Copyright © 2023 State of South Carolina. All rights reserved.'

3. Compose message and then click Submit Question



SCWCC eCase Electronic Claims Management System

User Guide



The screenshot shows the 'eCase Question' form. At the top left is a small version of the South Carolina seal. The form fields are as follows:

- SCWCC File#: 0300000
- Caption: Test -VS- TEST
- From: aattorney@email.com
- Subject: I have a question about a hear ▾
- Comments: Here is where you add details like please advise me if you have received a request on this. |

At the bottom of the form, there are two buttons: 'Submit Question' (highlighted with a red circle and a red arrow pointing to it) and 'Clear'. The footer of the page reads: Copyright © 2023 State of South Carolina. All rights reserved.

4. An Email will be sent to appropriate SCWCC Contact and a copy to you.

Appeal a Fine

1. Log in as a registered user
2. Access the claim associated with the fine you would like to appeal
3. Click the Appeal a Fine button at the top of the screen



SCWCC eCase Electronic Claims Management System

User Guide

SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION

Report run: 05/03/2023 @10:38 AM

Print View Docs **Appeal a Fine** Ask a Question Close Window

WCC#: 0300000 Caption: Test -VS- TEST Date of Injury: 01/01/03 Case Status: Open

Claimant

Employee: **Test**

Attorney: **test attorney attorneyx**
1333 Main Street Test Blvd
COLUMBIA, SC 29202

Attorney: **Alfred Attorney**
123 Attorney Rd
COLUMBIA, SC 29210

Defendant

Employer: **TEST**
TEST TEST, SC 12345-6

Claims Activities

- 06/02/23 Hearing scheduled 06/02/23, 10:00 AM at SC Workers' Compensation Commission, 1333 Main Street, Suite 500 Hearing Room B, Columbia, SC Forms 50/51-Admitted before Commissioner Beck
- 04/27/23 Scheduled for Hearing
- 04/27/23 Hearing Schedule Pending
- 04/27/23 Form 50 Hearing requested

- This will take you to the Fines and Penalties page to show you how to appeal a specific type of fine

Upload

An upload option is available for eCase attorney users for a selected group of document types. Documents submitted by the parties for individual Commissioner Hearings and Appellate Panel Hearings may be submitted to the Commission electronically by uploading. The eCase upload feature replaces secure email, standard email or USPS methods for serving these document types on SCWCC.



SCWCC eCase Electronic Claims Management System

User Guide

- APA
- APA - Supplemental
- Appellant Brief
- Appellant Brief - Amended
- Appellate Reply Brief
- Deposition
- Memorandum of Law
- Pre-Hearing Brief - Notice of Witnesses
- Pre-Hearing Brief - Notice of Witnesses - Amended
- Pre-Hearing Brief Notice of Witnesses-Supplemental
- Proffered Document
- Respondent Brief
- Respondent Brief - Amended
- Trial Exhibits

Using the Upload Feature:

Note – to access the upload feature, the user must be linked to an active case party of record.

1. Log into eCase.
2. Pull up the WCC case (See eCase Report Features Section of this document).
3. View expanded case detail by clicking the WCC#.
4. Click the "Upload File" Button.

The screenshot displays the user interface for the South Carolina Workers' Compensation Commission. At the top, it reads "SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION". Below this, a report timestamp "Report run: 04/27/2023 @ 4:55 PM" is shown. A row of buttons includes "Print", "View Docs", "Upload File" (circled in red with a red arrow pointing to it), "Appeal a Fine", "Ask a Question", and "Close Window".

Key case information is displayed below the buttons:

- WCC#: 0300000**
- Caption:** Test -VS- TEST
- Date of Injury:** 01/01/03
- Case Status:** Open

The interface is divided into sections:

- Claimant:** Employee: Test; Attorney: Alfred Attorney, 123 Attorney Rd, COLUMBIA, SC 29210.
- Claims Activities:** A list of events including:
 - 06/02/23: Hearing scheduled 06/02/23, 10:00 AM at SC Workers' Compensation Commission, 1333 Main Street, Suite 500 Hearing Room B, Columbia, SC Forms 50/51-Admitted before Commissioner Beck
 - 04/27/23: Scheduled for Hearing
 - 04/27/23: Hearing Schedule Pending



SCWCC eCase Electronic Claims Management System

User Guide

5. Please note the Document Type Help and User Guide buttons. These are for your use in determining what Document types you should select and other information on this process.

eCase Upload Document

SCWCC File#: 0300000

Caption: Test -VS- TEST

Select Submitter: Alfred Attorney

Select Document Type:

[Document Type Help](#)

No file chosen

* ALL FIELDS REQUIRED *

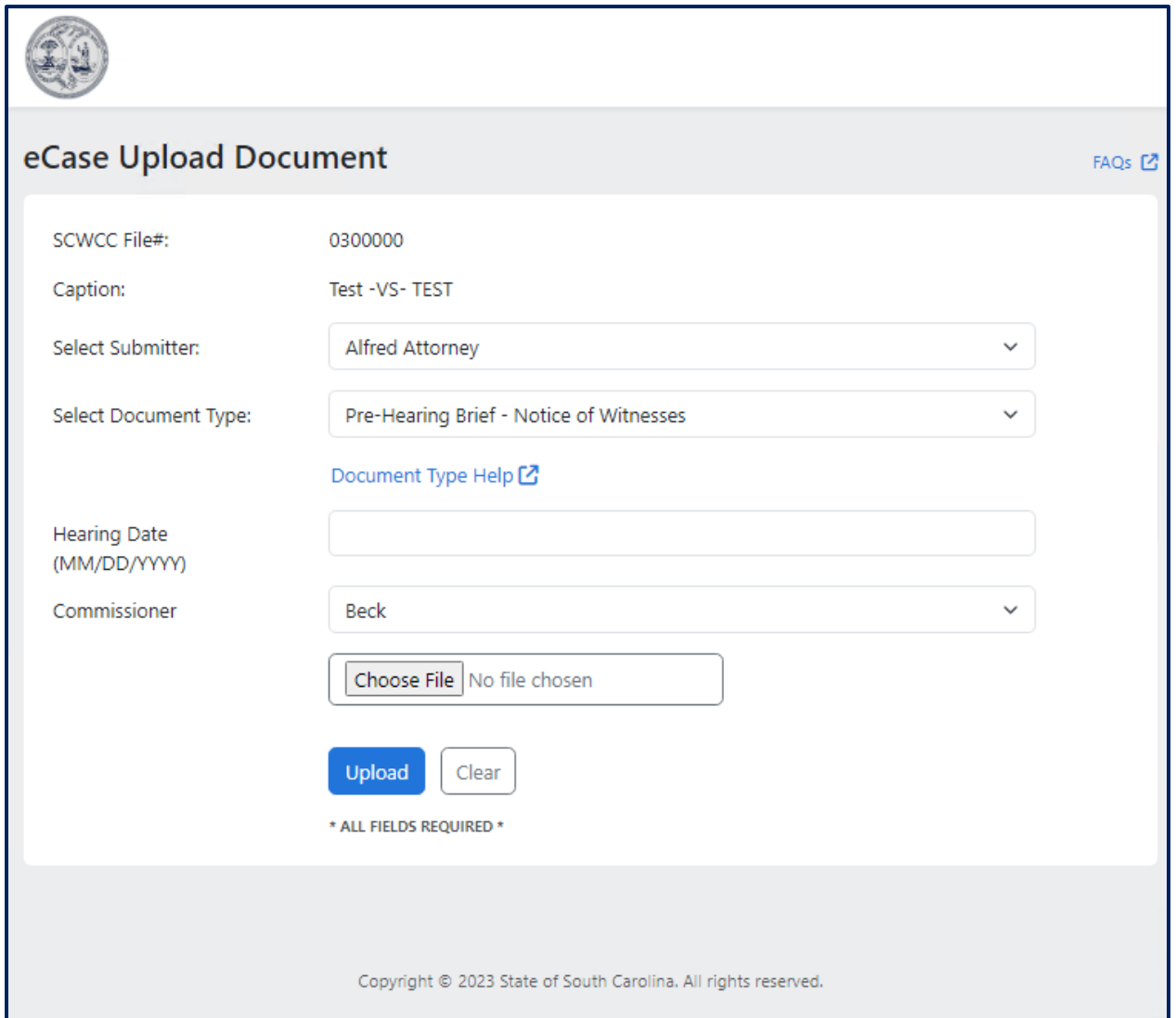
Copyright © 2023 State of South Carolina. All rights reserved.

6. Select submitter and Document Type. Other fields expand for entry.



SCWCC eCase Electronic Claims Management System

User Guide



The screenshot shows the 'eCase Upload Document' interface. At the top left is a small version of the South Carolina seal. The title 'eCase Upload Document' is centered, with a 'FAQs' link on the right. The form contains the following fields and controls:

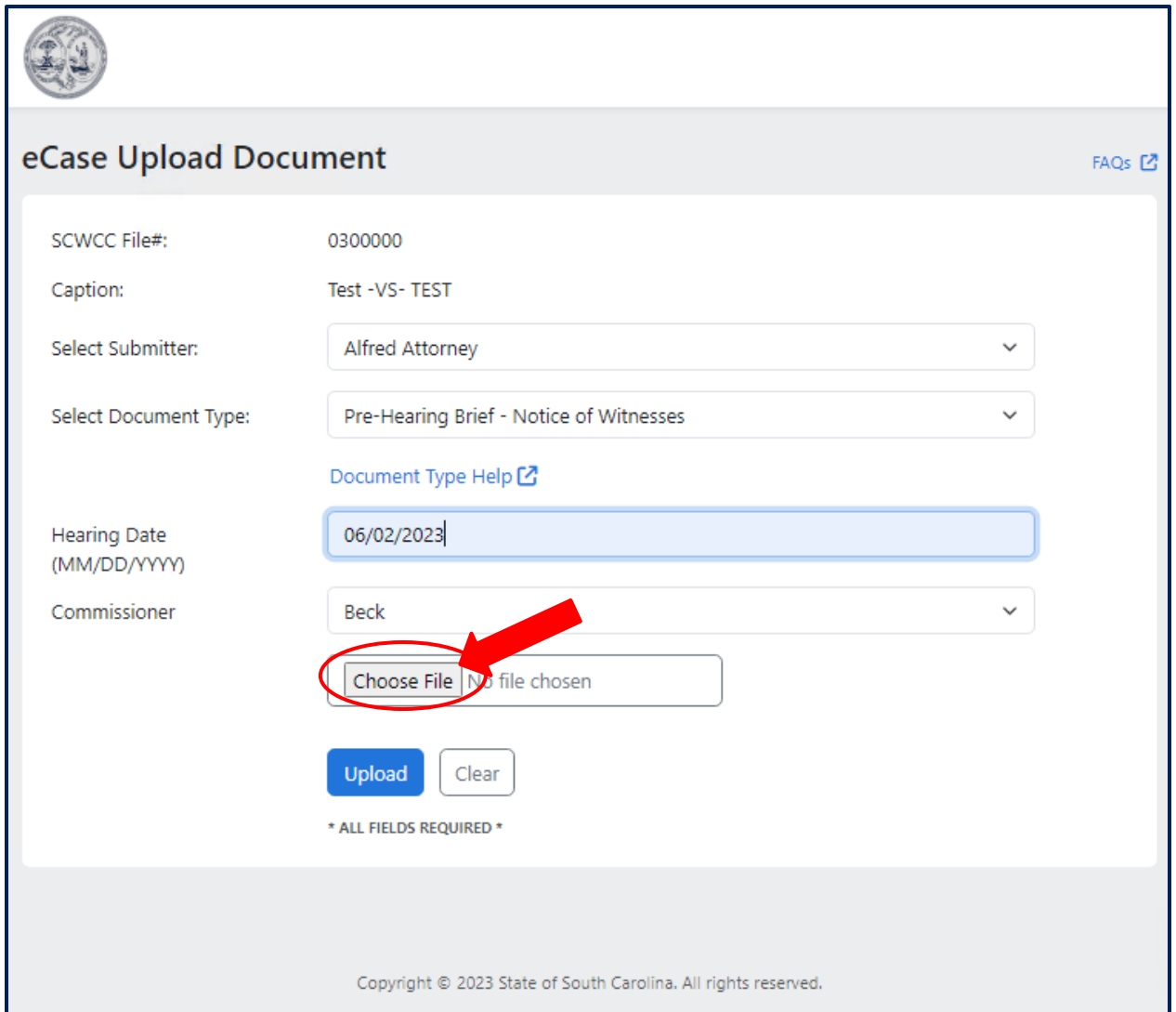
- SCWCC File#: 0300000
- Caption: Test -VS- TEST
- Select Submitter: Alfred Attorney (dropdown menu)
- Select Document Type: Pre-Hearing Brief - Notice of Witnesses (dropdown menu)
- Document Type Help (link with external icon)
- Hearing Date (MM/DD/YYYY): [Empty text box]
- Commissioner: Beck (dropdown menu)
- File selection: A button labeled 'Choose File' next to the text 'No file chosen'.
- Actions: 'Upload' (blue button) and 'Clear' (white button).
- Footer: '* ALL FIELDS REQUIRED *'
- Page-Footer: Copyright © 2023 State of South Carolina. All rights reserved.

7. Enter all fields. All fields are required.
8. Select Choose File to select a file on your computer and click 'Open'



SCWCC eCase Electronic Claims Management System

User Guide



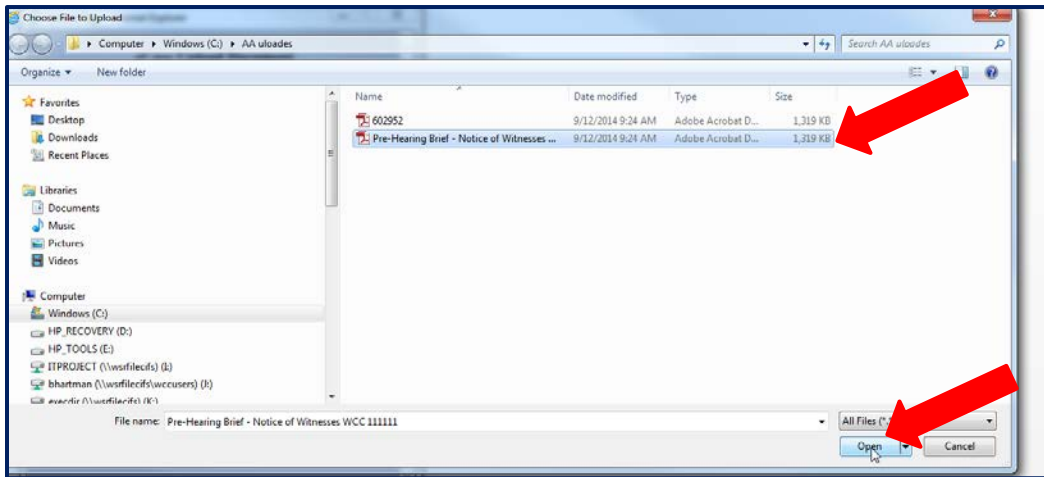
The screenshot shows the 'eCase Upload Document' interface. It includes a header with the SCWCC logo and a 'FAQs' link. The form fields are: SCWCC File# (0300000), Caption (Test -VS- TEST), Select Submitter (Alfred Attorney), Select Document Type (Pre-Hearing Brief - Notice of Witnesses), Hearing Date (06/02/2023), and Commissioner (Beck). A file selection area contains a 'Choose File' button (circled in red with an arrow pointing to it) and 'No file chosen' text. Below are 'Upload' and 'Clear' buttons. A footer note states '* ALL FIELDS REQUIRED *' and a copyright notice for 2023 State of South Carolina is at the bottom.

9. Browse to select a file on your computer and click 'Open'



SCWCC eCase Electronic Claims Management System

User Guide



10. Click Upload button.



SCWCC eCase Electronic Claims Management System

User Guide

eCase Upload Document [FAQs](#)

SCWCC File#: 0300000

Caption: Test -VS- TEST

Select Submitter: Alfred Attorney

Select Document Type: Pre-Hearing Brief - Notice of Witnesses

[Document Type Help](#)

Hearing Date (MM/DD/YYYY): 06/02/2023

Commissioner: Beck

Choose File: testUpload.txt

Upload Clear

* ALL FIELDS REQUIRED

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11. The following message box opens; click OK.

localhost:20300 says

On the next page, please review the document you have selected and click 'CONFIRM' to complete the upload

OK

12. Once you have clicked okay, scroll down below the Upload and Clear buttons to find expanded text.



SCWCC eCase Electronic Claims Management System

User Guide

Note: the upload is NOT complete at this point (until you click Confirm).

To preview the selected document and verify the uploaded file is correct, click the blue 'HERE' hyperlink before you choose to confirm or Delete.

A screenshot of the SCWCC eCase system's upload confirmation screen. At the top, there are two buttons: a blue "Upload" button and a white "Clear" button. Below them is the text "* ALL FIELDS REQUIRED *". The main text reads: "Your upload is almost complete. Please click [HERE](#) to view the selected file. If file is correct, click CONFIRM. If file is not correct, click DELETE." The word "HERE" is circled in red, and a red arrow points to it. Below this text is a paragraph: "By clicking CONFIRM, you certify that you have read the pleading, motion, or other paper being submitted, and that it is, to the best of your knowledge, accurate and complete." At the bottom, there are two buttons: a blue "Confirm" button and a white "Delete" button with a red border. The text "IF YOU DO NOT CLICK CONFIRM, YOUR UPLOAD IS NOT COMPLETE" is displayed in red above the buttons.

13. Document will open for user to preview and verify it is correct. Please review for case number, document type and the quality of the document. To close the preview window, click the red X
14. If document previewed or any of the information entered was not correct, click the 'Delete' button, and repeat the process. If the document looks correct, click 'Confirm'



SCWCC eCase Electronic Claims Management System

User Guide

* ALL FIELDS REQUIRED *

Your upload is almost complete. Please click [HERE](#) to view the selected file. If file is correct, click CONFIRM. If file is not correct, click DELETE.

By clicking CONFIRM, you certify that you have read the pleading, motion, or other paper being submitted, and that it is, to the best of your knowledge, accurate and complete.

IF YOU DO NOT CLICK CONFIRM, YOUR UPLOAD IS NOT COMPLETE

15. Message opens indicating upload is complete and successful. If you do not see this message box, the upload did not complete.

localhost:20300 says

Your upload has been completed. A confirmation email will be sent to you within 24 hours.



SCWCC eCase Electronic Claims Management System

User Guide

16. Please Note that each document type must be loaded as one complete document. Size limitation for the upload is approximately 120MB. If you are having technical issues with the upload, please contact wccit@wcc.sc.gov. If you have questions about what document type to use, please contact the commissioner's office that has jurisdiction over the case in question.

Technical Notes

Creating PDF documents for upload

Each document type must be loaded as one complete document in PDF format. The PDF should be created in black and white and optimized for size. This will reduce the issue with size limitations. If the PDF is created with grey scan or color it increases the size of the document and the time it takes to upload. The size limitation for the upload is approximately 120MB. If you are having technical issues with the upload, please contact wccit@wcc.sc.gov. If you have questions about what document type to use, please contact the Commissioner's office that has jurisdiction over the case in question.

What is a Document Type?

The upload function mimics the documents that you would have mailed, emailed and or brought to the hearing. For example, the Pre-Hearing Brief, Form 58, and List of Witnesses is the same document that would have been submitted prior to the Hearing. The APA is the same document that you would submit at the hearing. The APA must be paginated, contain an index outlining the individual documents contained in the APA with page number references.



SCWCC eCase Electronic Claims Management System

User Guide

Document Type Help Guide

Document Type	Hearing Type	Business Definition	Filing Timeframe	Type
APA	Single Commissioner	Medical records, physical & written evidence offered and admitted to the record	After hearing is held	pdf
Proffered Document	Single Commissioner	APA submissions of any written or physical evidence offered as evidence at the hearing but objected to by an opposing party, the Commissioner receives the document; however, the Commissioner does not consider the document contents when making the ruling.	After hearing is held	Pdf
Deposition	Single Commissioner	Original written transcript, or any portion thereof, of any prior testimony of a party or witness offered as evidence at a hearing. Must be original. If the Commissioner keeps the original after the hearing, the Commissioner office will upload. Please do not duplicate with a copy	After hearing is held	Pdf
Trial Exhibits	Single Commissioner	All written or other physical evidence, which are submitted at the hearing and clocked in as evidence	After hearing is held	Pdf, tif, jpeg, gif, avi
Pre-Hearing Brief – Notice of Witnesses	Single Commissioner	WCC Form 58 stating the facts in controversy and legal issues involved, together with the document “Notice of Witnesses and Written Medical Reports”, and a Certificate of Service. The actual evidence shall not be filed with the Commission prior to the Hearing. Please include the Notice of Witnesses as part of the upload with the form 58	15 days before the hearing for the moving party and 10 days before the hearing for the non-moving party	Pdf
Pre-Hearing Brief – Notice of Witnesses – Amended	Single Commissioner	Any amendments to the WCC Form 58 made subsequent to the uploading of the initial Pre-hearing Brief.	At least 5 days before the hearing	Pdf
Pre-Hearing Brief – Notice of Witnesses Supplemental	Single Commissioner	Notice to the commission and opposing parties that APA Submissions, witnesses, or evidence, listed on the initial Pre-Hearing Brief, is supplemented	At least 5 days before the hearing	Pdf
Memorandum of Law	Single Commissioner	If requested by commissioner, an argument in support of the party’s position, less formal than a brief.	After the hearing is held	Pdf
Appellant Brief	Appeal Hearing	Written brief of the party seeking review by the full commission of the single commissioner’s Decision and Order outlining the support in law and fact for the position Appellant is arguing on appeal	On or before the date provided for on the Form 31	Pdf
Appellant Brief – Amended	Appeal Hearing	Any amendments to the Brief of Appellants made subsequent to the uploading of the Brief of Appellants	On or before the date provided for on the Form 31, but at least 5 days before the Appellate Hearing	Pdf
Respondent Brief	Appeal Hearing	Written brief of the party responding to an adverse party’s request for Full Commission review	Within 15 days of service of the Appellant’s Brief, but no less than 5 days before the Appellate Hearing	Pdf
Respondent Brief – Amended	Appeal Hearing	Any amendments to the Brief of Respondents made subsequent to the uploading of the Respondents Brief	Within 15 days of service of the Appellant’s Brief, but no less than 5 days before the Appellate Hearing	Pdf
Appellate Reply Brief	Appeal Hearing	Brief of Appellant responding to issues raised in Brief of Respondents	Within ten days of service of Respondents Brief, but at least 5 days before the Appellate Hearing	pdf

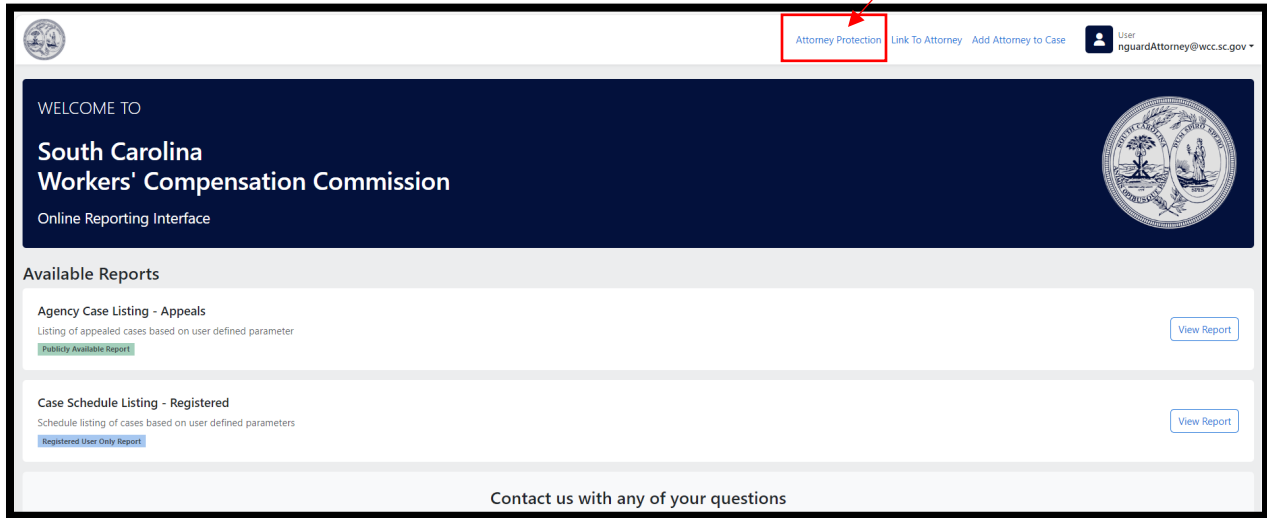


SCWCC eCase Electronic Claims Management System

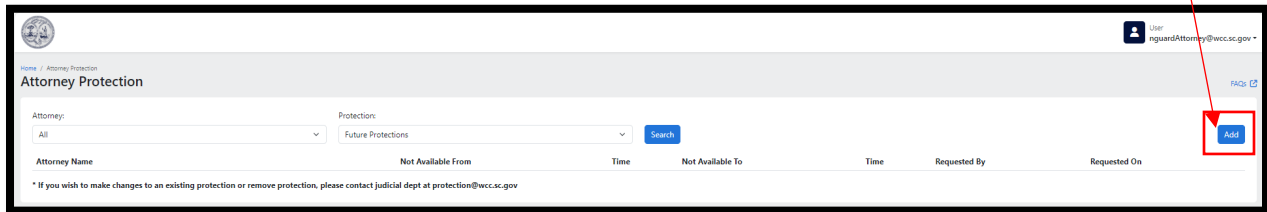
User Guide

Appellant Reply Brief – Amended	Appeal Hearing	Any amendments to the Brief of Appellant responding to issues raised in Brief of Respondents	Within ten days of service of Respondents Brief, but at least 5 days before the Appellate Hearing	pdf
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1. Login to eCase
2. Click on the "Attorney Protection" link at the top of the webpage



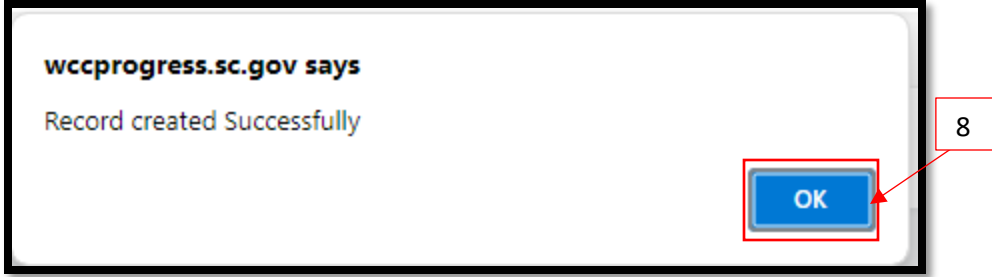
3. Click "Add"



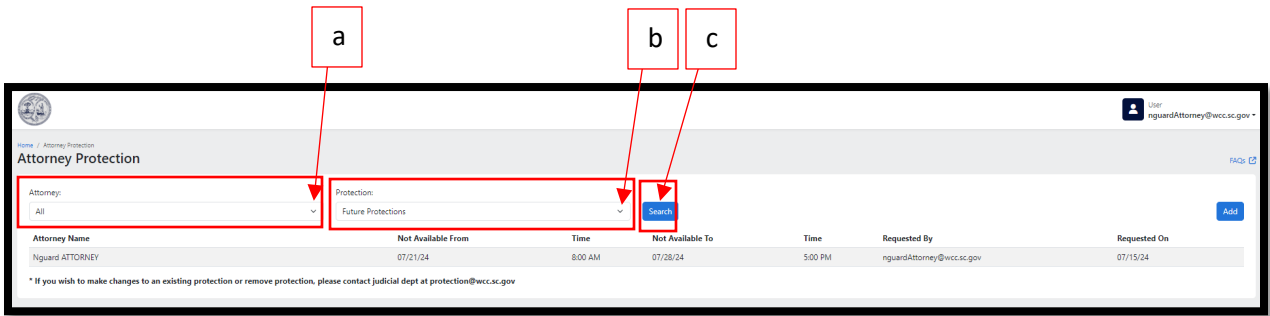
4. Select the Attorney for whom you wish to add protection from Dropdown
5. Select Protection From Date / Time
6. Select Protection To Date / Time
7. Click "Add"



8. You will receive the following message. Click "OK"



9. Review your “Future Protections” to confirm your entry is as expected using following steps
- Select Attorney From Dropdown
 - Select Future Protections from Dropdown
 - Click “Search”



10. Please note that you can also review past protections by using the dropdown that says “Past Protections” or “All Protections”

