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APPLICATION FOR FTS USER ACCOUNT – WDCA, WDCAC, AGENCY

Michigan Department of Labor and Economic Opportunity
Workers' Disability Compensation Agency
P.O. Box 30016, Lansing, MI 48909

INSTRUCTIONS

The Michigan Workers' Disability Compensation Agency is now accepting filings from licensed Michigan attorneys via upload through Michigan File Transfer Service (FTS), a secure electronic file transfer portal. The service was formerly known as the Date Exchange Gateway (DEG). An application may be submitted for an individual user account or for a single account to be used for an entire firm. Existing account users should submit a new application for access to the additional mailboxes which will be accessed by your existing Mailbox name and password. Note: if the account is established for a firm, any documents transmitted back to that firm mailbox address will be deemed served upon the individual attorney handling the claim.

Once the FTS account is established, documents may be submitted for contested cases including cases pending before the Director, and the Workers' Disability Compensation Appeals Commission. A list of documents accepted will be sent with your User ID credentials and directions.

Upon completion of any transmission, no confirmation will be sent. You will be contacted only if there is an issue with the submission. Your FTS home screen for your account will indicate when a document was received and downloaded by the WDCA.

Please complete this application form and email it to kurikesuj@michigan.gov. Once the form is received and approved you will receive user instructions including User ID and Password.

If you already have an account as an FTS (formerly DEG) user, you still need to fill out the new application to request access to these additional mailboxes. You will use the same User ID and password.

Attorney/Lawfirm	
Street Address	City
State of Michigan Zip Code	Contact name
Contact email	Contact phone number

Check box for desired mailbox(es) ☐ WC Agency ☐ WC Appeals ☐ WDCA Claims

Do you have an existing account? ☐ Yes ☐ No

This form must be promptly updated whenever any information indicated above changes.

LEO is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

WDCA, WDCAC, Agency Instructions

Once a user account is approved, an email will be sent to you with a Username and temporary password. **Immediately** change your temporary password that was assigned to you. You will receive detailed start-up instructions with screen shot illustrations. **If you forget your password, resets are only available during business hours and may take up to 48 hours.**

All documents must be in PDF or Word format only. Multiple-page documents should be submitted in a single PDF file submission. File submissions that contain multiple documents or files (no sub-folders) should be submitted in a zip format.

If you submit documents using the FTS portal, **do not send a copy to the Agency in any other format (ex. mail or fax) unless specifically requested.** No confirmation will be sent from the agency, you will only be contacted when an issue with the submission occurs. When a document is submitted a message in red will appear at the top of the upload box stating you have successfully uploaded from your mailbox to the mailbox you sent it to.

The following naming protocol **must** be adhered to: Worker Last Name, Last 4 of SSN, Brief Document Description (such as: Jones 4321 Redemption Papers). Individual documents within the zip file must also follow this protocol. Documents expected to become exhibits, should be submitted as individual PDF or Word files and identified as an exhibit in the file name.

Uploading Documents Using FTS

Go to – https://dxgweb.state.mi.us
Sign in with Username and Password.

1. Click on – Upload Message (far right)
2. Recipient: Click within the box and pick the mailbox ID to which you will be sending documents or type in the mailbox name. **Unlike email, documents cannot be simultaneously uploaded to multiple mailboxes.**
3. Agency mailboxes:

- WCMIWDCAC — WC Appeals Commission
- WCMIAGENCY — WC Agency
- WCMICLMS — WC Claims

** See next page for list of documents that may be submitted to each mailbox

4. Transfer Mode: **Must always be Binary (check choice button)**
5. File specifications:
    - All documents must be in PDF or Word format only.
    - Multiple-page documents (i.e. medical records) should be submitted in a single file submission.
    - Submissions that contain multiple documents or files (no sub-folders) should be submitted in a zip format.
6. File name:
    - When naming a file, it should contain the Worker Last Name, Last 4 of SSN, and brief document description (such as: Jones 4321 Redemption Papers, or Smith 4321 104A)
7. Click Upload.
    - A message in red will appear at the top of the upload box stating you have successfully uploaded from your mailbox to the mailbox you sent it to. No confirmation will be sent, website will show when received.

To view any of your uploaded messages, select the uploaded option on the task bar (Available, Downloaded, Canceled, **Uploaded**). You will be able to see any files that you have uploaded and their status for up to 7 days.

If you should need to cancel an uploaded document contact the administrator – James Kurikesu kurikesuj@michigan.gov and he will manually cancel the message for you but only if it has not already been downloaded.

Downloading Documents Using FTS

Go to – https://dxgweb.state.mi.us
Sign in with Username and Password.

1. Check the box (□) next to the message you want to download.
2. Download the file as a binary.
3. The downloaded file will be indicated at the bottom of your screen – Click on file at bottom of screen to open.
4. Once file is open you can save the file to your own system.

Note – If the file is a Zip file you follow the same process then un-Zip the file on your computer

To view any of your downloaded messages, select the Downloaded option on the task bar (Available, Downloaded, Canceled, Uploaded). You will be able to see any messages that have been downloaded and their status.

Types of Documents accepted in each Mailbox –

WC Claims (WCMICLMS)

- Application for Mediation or Hearing - Forms
    - 104A, Application for Mediation or Hearing
    - 104B, Health Care Services Application for Mediation or Hearing
    - 104C, Defendants' Application for Mediation or Hearing.
    - Multiple Single page documents may be submitted in a single upload as long as each individual document is identified by the form number at the beginning of each document name.
- Coverage Forms 400, 401,
- Report of Injury: 100,
- Notice of Dispute 107,
- Notice of Compensation Payments: 701
    - Note – all forms must be single page documents, no attachments can be included.
    - Multiple Single page documents may be submitted in a single upload as long as each individual document is identified by the form number at the beginning of each document name.
- Documents to be used as exhibits in contested case and other types of hearings before a magistrate

WC Appeals (WCMIWDCAC)

- Claim for Review (WC-262)
- Pleadings relating to a pending case before the Appeals Commission, including transcripts, motions (and responses), briefs (and responses), responses to orders, and cross-appeals.
  Note: *The original document must still be mailed or delivered*, but documents are considered filed upon acceptance by FTS.

WC Agency (WCMIAGENCY)

- Documents requesting (WC-40) or related to a pending case before the Director
- Appeals to Director