

SCWCC eCase Status Portal  
REGISTERED 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](http://www.wcc.sc.gov)), select the **eCase Status** link in the center of the home page. The following screen will be displayed:



WELCOME TO

# South Carolina Workers' Compensation Commission

Online Reporting Interface

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

[Sign Up](#) [Sign In](#)

## 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](#) [Sign In to View Report](#)

### Contact us with any of your questions

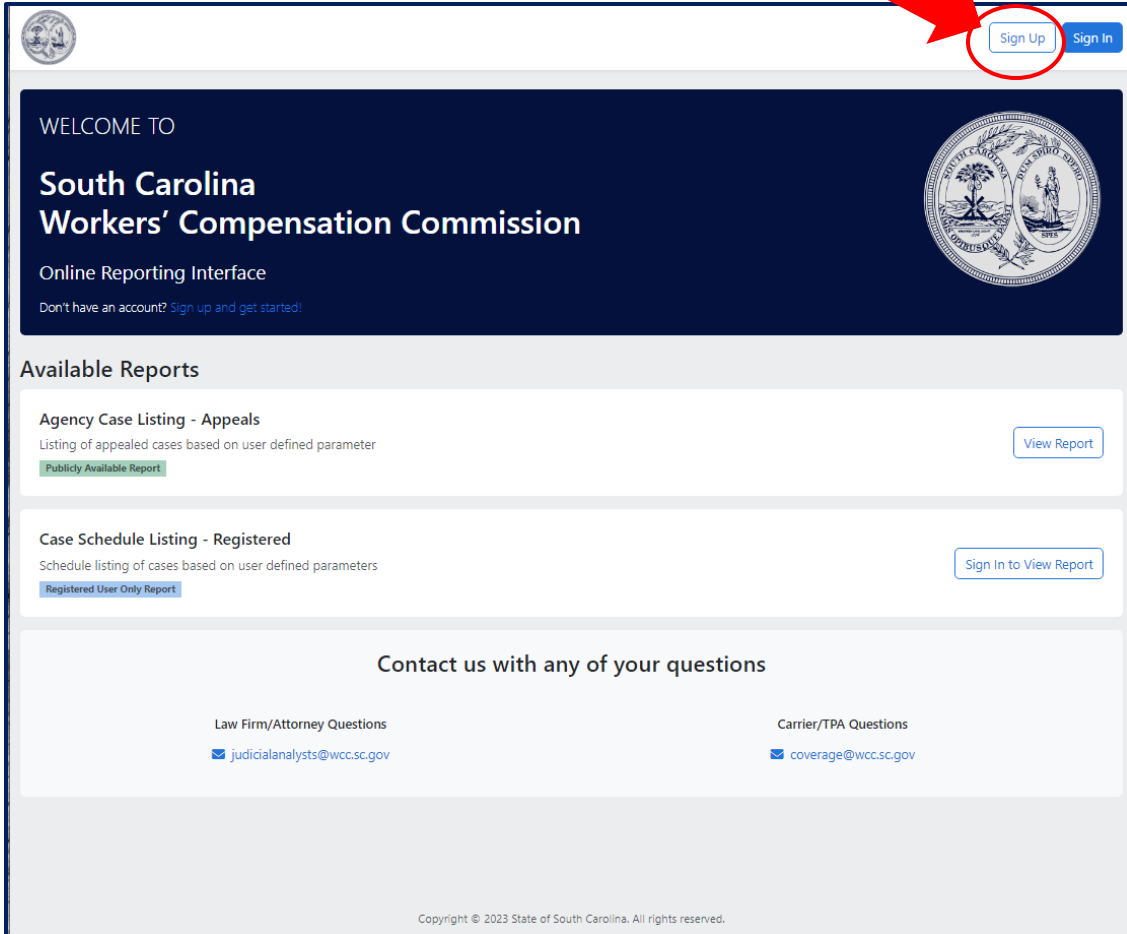
Law Firm/Attorney Questions  
[✉ judicialanalysts@wcc.sc.gov](mailto:judicialanalysts@wcc.sc.gov)

Carrier/TPA Questions  
[✉ coverage@wcc.sc.gov](mailto:coverage@wcc.sc.gov)

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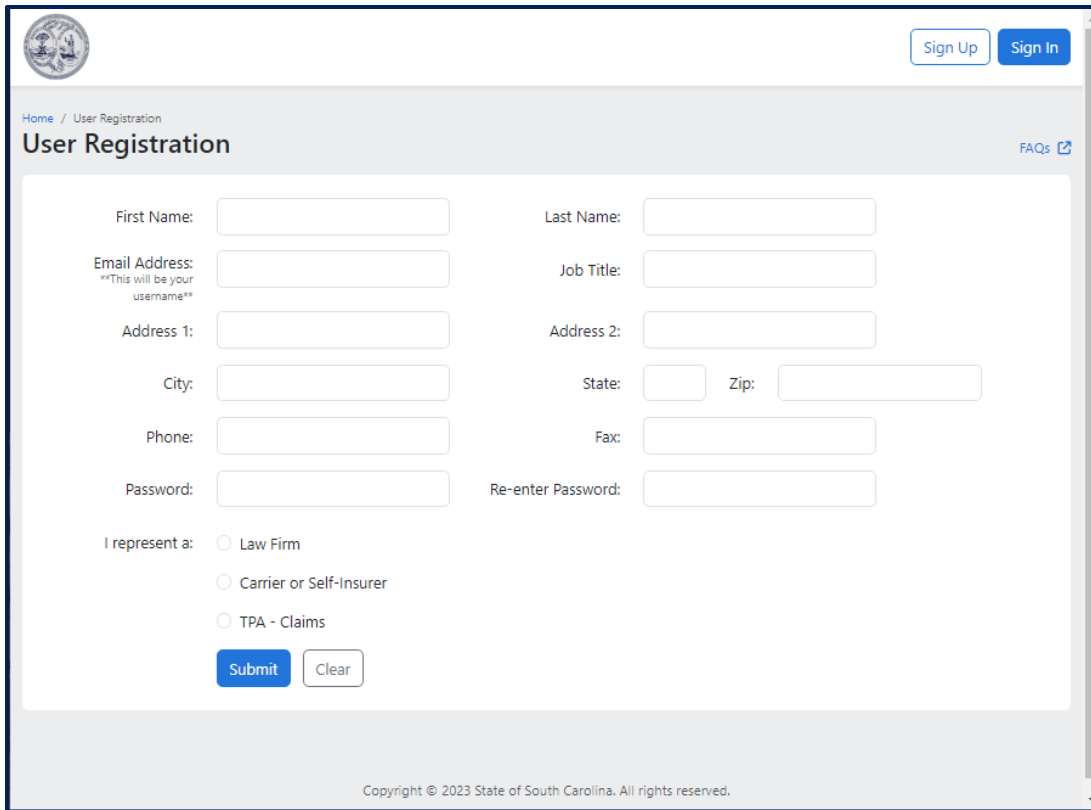
2. Select Sign Up

2. Select Sign Up



The screenshot shows the homepage of the South Carolina Workers' Compensation Commission. At the top right, there are two buttons: "Sign Up" and "Sign In". The "Sign Up" button is circled in red, and a red arrow points from the instruction box above to it. The main header area contains the text "WELCOME TO South Carolina Workers' Compensation Commission Online Reporting Interface" and a link to "Sign up and get started!". Below this, there are sections for "Available Reports" including "Agency Case Listing - Appeals" and "Case Schedule Listing - Registered". At the bottom, there are contact emails for "Law Firm/Attorney Questions" and "Carrier/TPA Questions".

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



Home / User Registration

## User Registration

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:

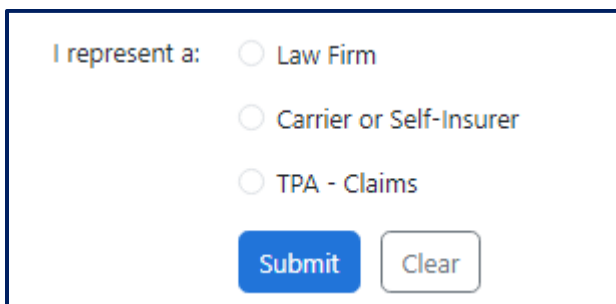
I represent a:

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

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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**

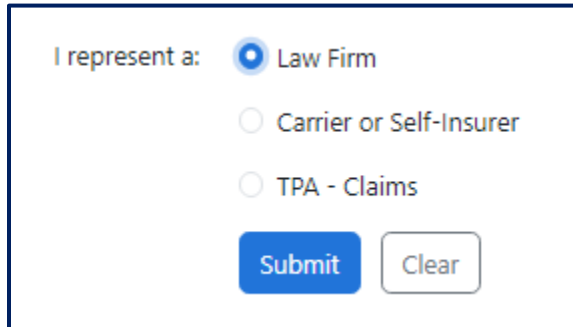


I represent a:

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

## User Type = Law Firm

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



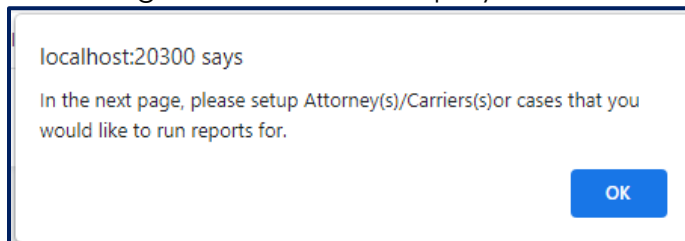
I represent a:

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

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.)



## Link to An Attorney

Last Name:

First Name:

BarID:

Authorizing Email:

Firm	Attorney	BarID	Authorizing Email	Confirmed
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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.

SC WCC - Google Chrome

localhost:20300/web/SrchAtty.html?LastName=Attorney&firstName=Alfred

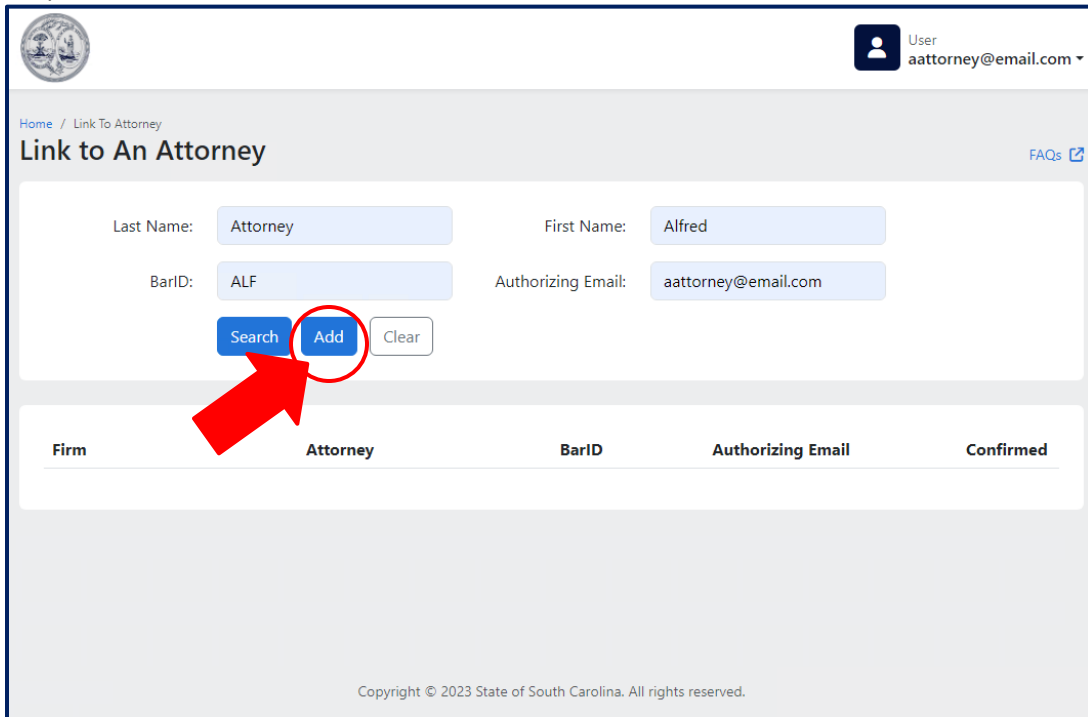
## Search Attorney Results

Last Name:	First Name:	Firm Name:	Firm Address:
<a href="#">Attorney</a>	Alfred	Alfred Law Firm	123 Attorney Rd COLUMBIA SC 29210

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



Home / Link To Attorney

## Link to An Attorney

FAQs

Last Name: Attorney First Name: Alfred

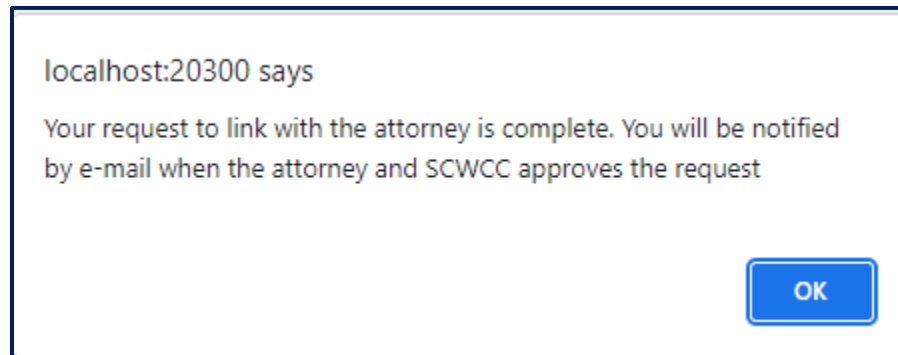
BarID: ALF Authorizing Email: aattorney@email.com

Search Add Clear

Firm	Attorney	BarID	Authorizing Email	Confirmed
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- You will see the following pop-up message if your link was processed correctly.



- 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.

Home / Link To Attorney

## Link to An Attorney

FAQs [↗](#)

Last Name:  First Name:

BarID:  Authorizing Email:

Firm	Attorney	BarID	Authorizing Email	Confirmed
Alfred Law Firm	Alfred Attorney	ALF	aattorney@email.com	no

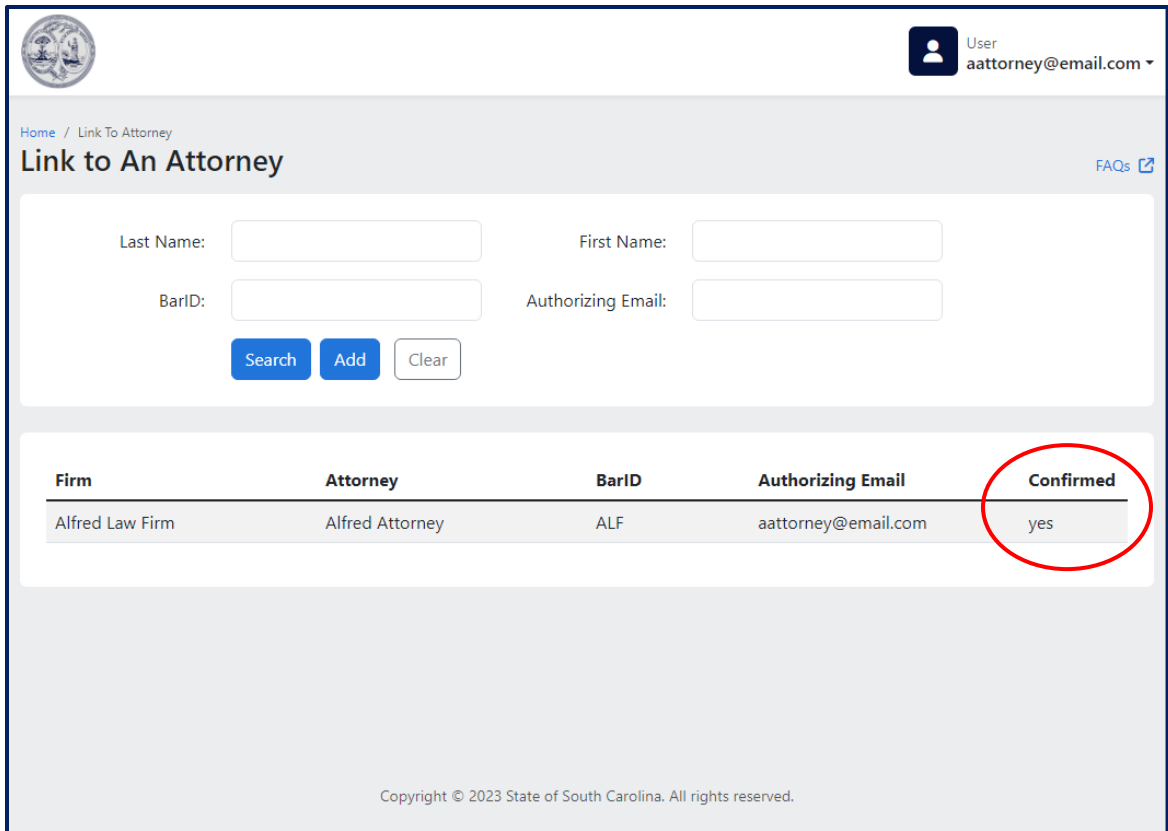
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**Note** - eCase can accommodate a user linking to multiple attorneys. To do this repeat the linking process (step 2) for each attorney. If you have questions or issues regarding registering as an attorney or linking to an attorney, please contact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

### 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.



Home / Link To Attorney

## Link to An Attorney

FAQs

Last Name:  First Name:

BarID:  Authorizing Email:

Firm	Attorney	BarID	Authorizing Email	Confirmed
Alfred Law Firm	Alfred Attorney	ALF	aattorney@email.com	yes

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**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](mailto:judicialanalysts@wcc.sc.gov)

### [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**

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  
**Publicly Available Report** [View Report](#)

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

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



## Add Attorney To Case

### SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION

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.

**I will be representing**

Claimant  Carrier  Employer (directly)

Submit

Clear

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**.



## Claimant

* SSN (999-99-9999):	<input type="text" value="123456789"/>	WCC# (optional):	<input type="text" value="0300000"/>
* Claimant Last Name:	<input type="text" value="Test"/>		
* Date of Injury (MM/DD/YYYY):	<input type="text" value="01/01/2003"/>		
* Attorney Bar ID:	<input type="text" value="ALF"/>		

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

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.



## Claimant

\* 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.

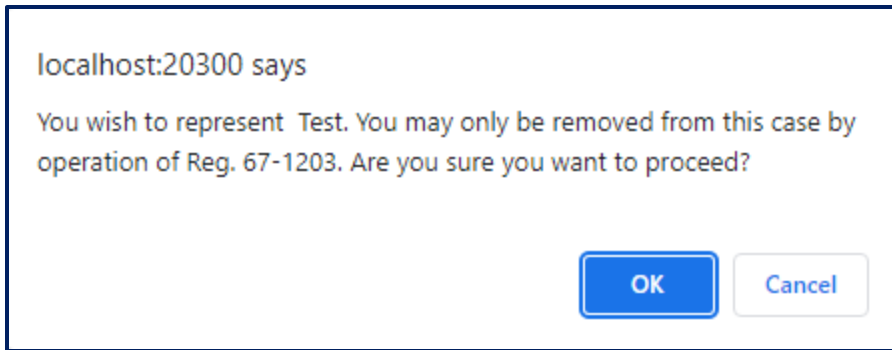
### CASE DETAILS

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

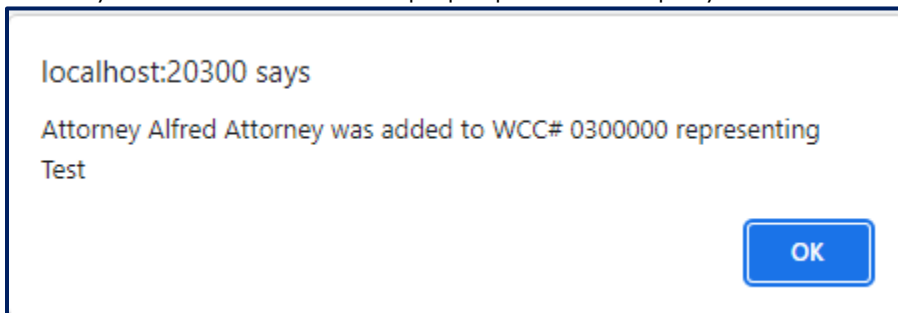
Please click on the name of the party attorney wishes to represent

Case Parties	Name	Attorneys
Claimant:	<a href="#">Test</a>	
Employer:	TEST	

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:




User  
aattorney@email.com

Home / Case Schedule Listing

## Case Schedule Listing

[FAQs](#)

Select Options: WCC#

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 13:36  
 Report WCC#: 0300000  
 Criteria:

WCC #	Caption	D/O/I	Carrier	Attorney for Defendant	Attorney for Claimant	Status
0300000	Test -VS- TEST	01/01/03			<b>FOR EMPLOYEE:</b> 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.)

### User Type = Carrier or Self-Insurer

1. Choose Carrier or Self-Insurer and click SUBMIT

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

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

localhost:20300 says

In the next page, please setup Attorney(s)/Carrier(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.

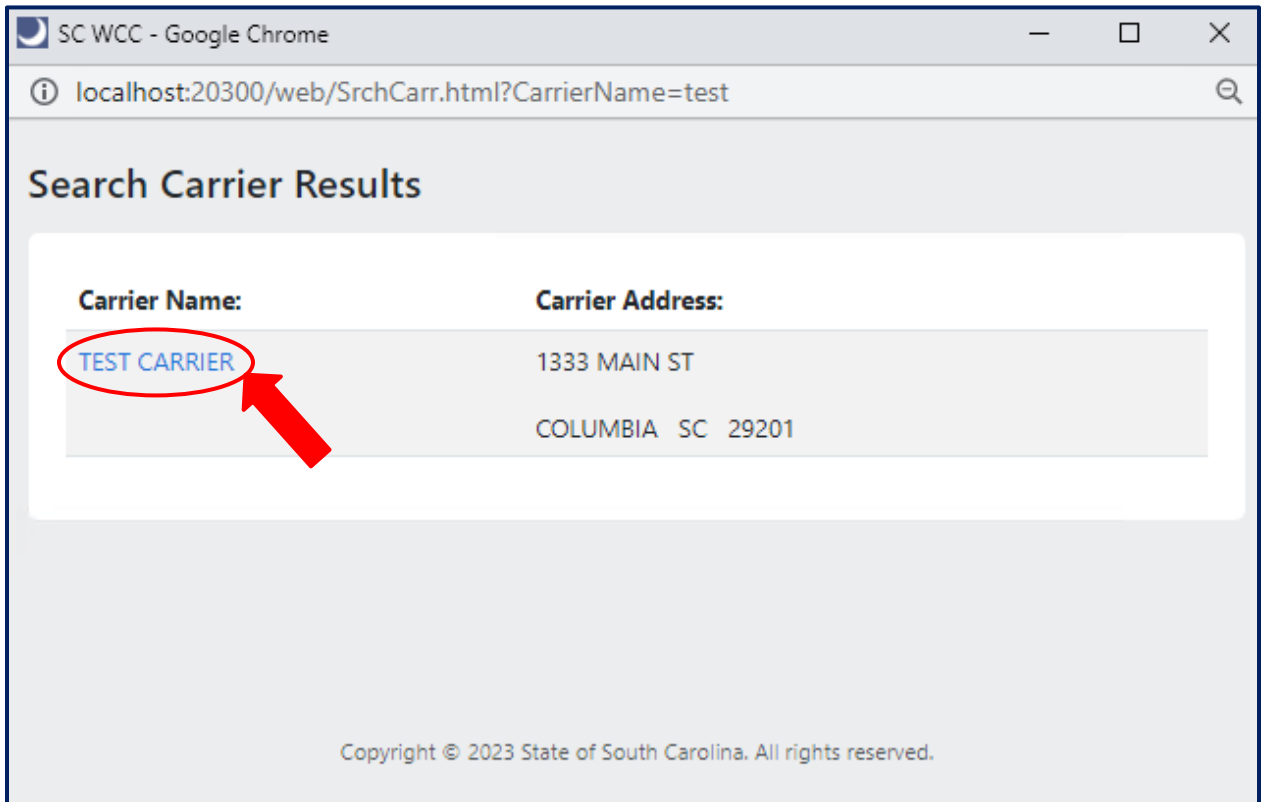
1. Enter the Carrier Name and Authorizing Supervisor's Email address and click Search

Carrier Name:

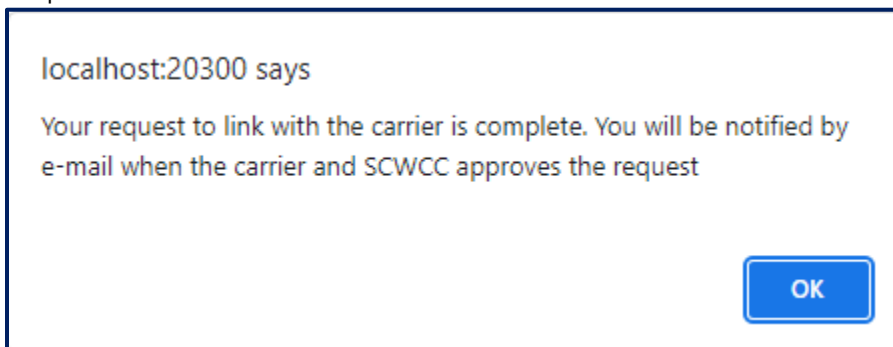
Authorizing Supervisor's Email:

Carrier Name	Authorizing Supervisor's Email	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.



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



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 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:

[Search](#) [Add](#) [Clear](#)

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'.



[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

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](mailto:judicialanalysts@wcc.sc.gov)

Carrier/TPA Questions

[✉ coverage@wcc.sc.gov](mailto:coverage@wcc.sc.gov)

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

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**)

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

Company:

Address Same as User

Address 1:  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'

Company:

Address Same as User

Address 1:  Address 2:

City:  State:  Zip:

Phone Same as User

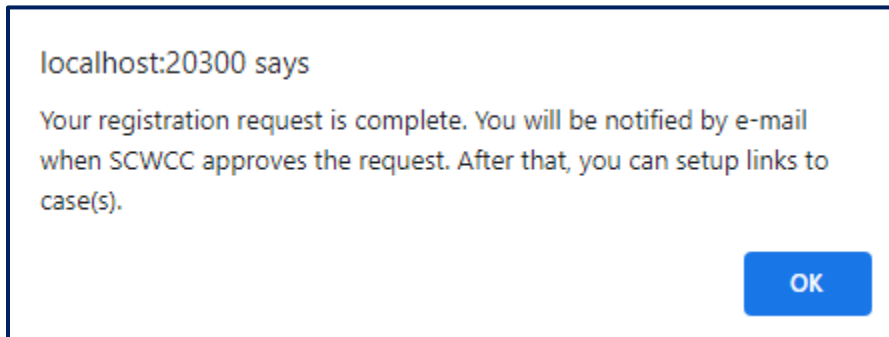
Phone:

Is This FEIN User for EDI Claims Reporting

FEIN:

Manager Name:  Manager Email:

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



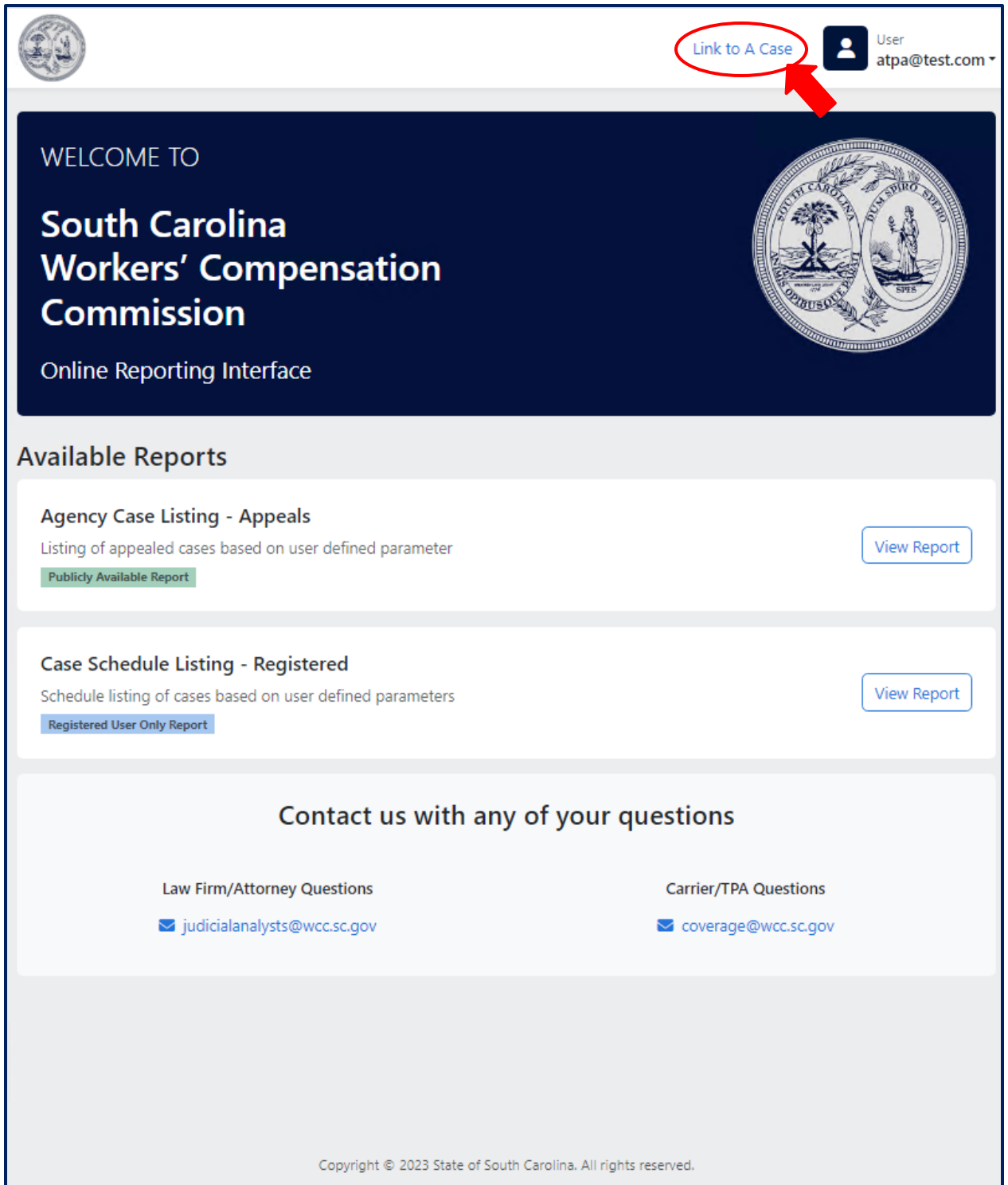
A request for authorization is sent to the Manager Email. A manager must reply to the email to approve the user's access to eCase data. The Commission will review manager responses and confirm user registration requests. The user will receive an email when access is granted. Then the user will be able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

### [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





WELCOME TO

# South Carolina Workers' Compensation Commission

Online Reporting Interface

## Available Reports

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

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Law Firm/Attorney Questions  
[judicialanalysts@wcc.sc.gov](mailto:judicialanalysts@wcc.sc.gov)

Carrier/TPA Questions  
[coverage@wcc.sc.gov](mailto:coverage@wcc.sc.gov)

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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.

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	<a href="#">Unlink</a>

- 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

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:



# Case Schedule Listing

[FAQs](#)

Select Options:

WCC#:

SSN:

Date Range:  -

Status Group:

Attorney/Carrier:   
Alfred Attorney

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

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

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

Employee: <b>Test</b>	Attorney: <b>Alfred Attorney</b> 123 Attorney Rd COLUMBIA, SC 29210
--------------------------	--

**Defendant**

Employer: <b>TEST</b> TEST TEST, SC 12345-6
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**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](http://www.wcc.sc.gov), click eCase Status link on the home page.) Select Sign In.

WELCOME TO

# South Carolina Workers' Compensation Commission

Online Reporting Interface

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

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[Sign In to View Report](#)  
Registered User Only Report

### Contact us with any of your questions

Law Firm/Attorney Questions  
[judicialanalysts@wcc.sc.gov](mailto:judicialanalysts@wcc.sc.gov)

Carrier/TPA Questions  
[coverage@wcc.sc.gov](mailto:coverage@wcc.sc.gov)

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

WELCOME



## Sign In to Your Account

Email Address

aattorney@email.com

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

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

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Law Firm/Attorney Questions  
[judicialanalysts@wcc.sc.gov](mailto:judicialanalysts@wcc.sc.gov)

Carrier/TPA Questions  
[coverage@wcc.sc.gov](mailto:coverage@wcc.sc.gov)

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

Home / Case Schedule Listing

## Case Schedule Listing

FAQs

Select Options:

WCC#:

SSN:

Date Range:  -

Status Group:

Attorney/Carrier:   
Alfred Attorney

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

5. Enter search criteria.

Home / Case Schedule Listing

## Case Schedule Listing

FAQs

Select Options:

WCC#:

SSN:

Date Range:  -

Status Group:

Attorney/Carrier:   
Alfred Attorney

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

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



**SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION**

Report run: 04/27/2023 @ 2:34 PM

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

Employee: <b>Test</b>	Attorney: <b>Alfred Attorney</b> 123 Attorney Rd COLUMBIA, SC 29210
--------------------------	--

**Defendant**

Employer: <b>TEST</b> TEST TEST, SC 12345-6
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**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

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- 04/27/23 Scheduled for Hearing

---


- 04/27/23 Hearing Schedule Pending

---

- 04/27/23 Form 50 Hearing requested

---

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



User  
aattorney@email.com

Home / Case Schedule Listing

## Case Schedule Listing

[FAQs](#)

Select Options:

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

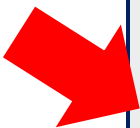
Report run: 04/27/23 16:47  
 Report Criteria: Date Range from 2023-06-01 - 2023-08-01

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

Home / Case Schedule Listing

## Case Schedule Listing

FAQs

Select Options: Status Group

WCC#:

SSN:

Date Range:  -

Status Group:

Attorney/Carrier: All  
Alfred Attorney

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

Considered Official Notice from the SC Workers' Compensation Commission.

Statuses  
Continued

Fee Petition Pending Approval  
Fee Petition Returned for Correction  
Fee Petition Approved  
Fee Petition Disapproved  
File Deficiency  
Case Closed  
Attorney Added  
Reopened Cases  
EDI R3 - 12A Posted

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

# Case Schedule Listing

Select Options:

Attorney/Carrier:

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			<b>FOR EMPLOYEE:</b> 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

### 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.

**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: <b>Test</b>	Attorney: <b>Alfred Attorney</b> 123 Attorney Rd COLUMBIA, SC 29210
--------------------------	--

**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

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

**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: <b>Test</b>	Attorney: <b>test attorney attorneyx</b> 1333 Main Street Test Blvd COLUMBIA, SC 29202
	Attorney: <b>Alfred Attorney</b> 123 Attorney Rd COLUMBIA, SC 29210

**Defendant**

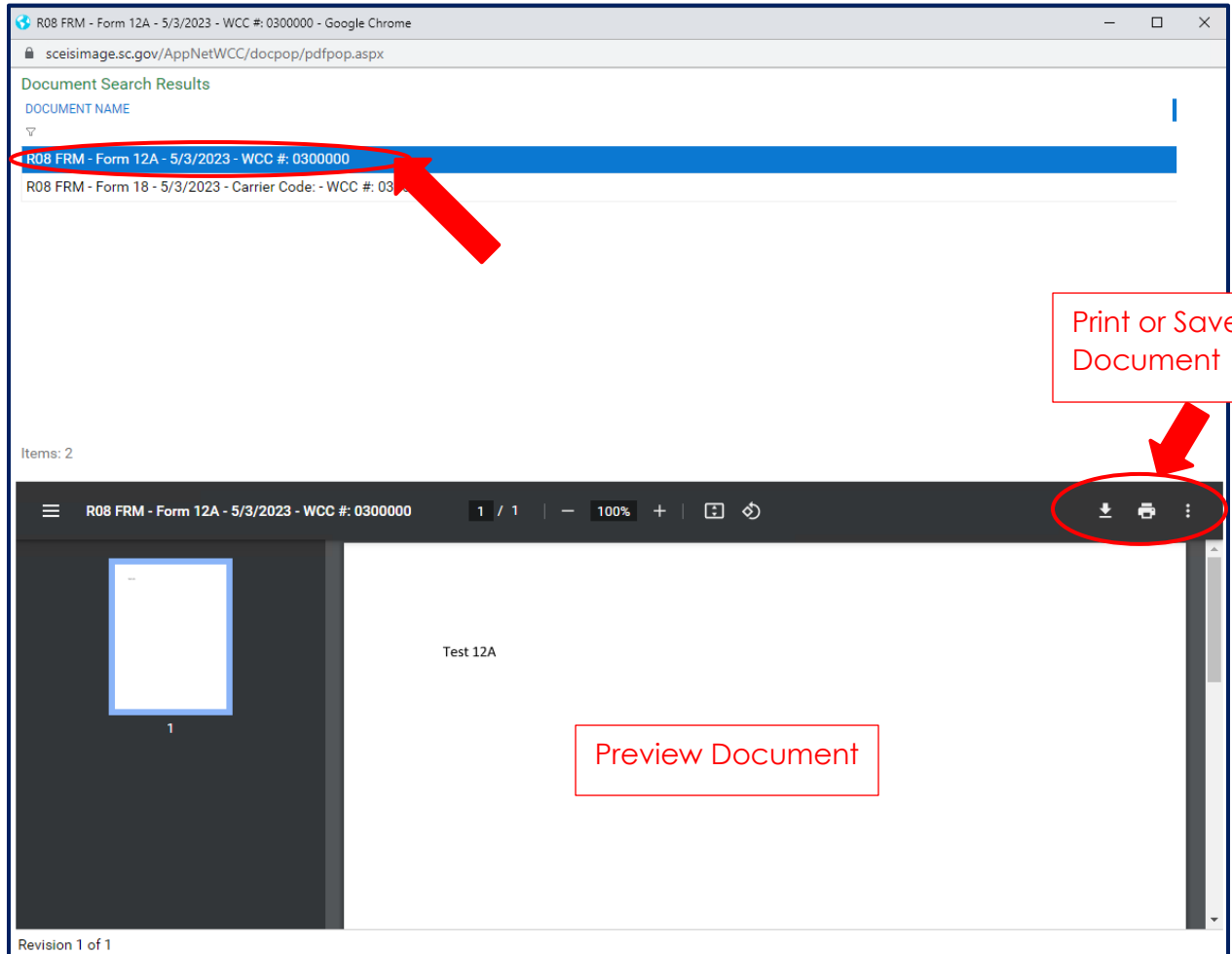
Employer: <b>TEST</b> TEST TEST, SC 12345-6
---

**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

[View Docs](#)

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.



## Ask a Question Button

1. Click ask a question button

**SOUTH CAROLINA WORKERS' COMPENSATION COMMISSION**

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

---

**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

 **eCase Question**

SCWCC File#: 0300000

Caption: Test -VS- TEST

From: aattorney@email.com

Subject:

Comments:

- 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.

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3. Compose message and then click Submit Question

The screenshot shows a web form titled "eCase Question" with a header logo. 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 (dropdown menu)
- Comments: Here is where you add details like please advise me if you have received a request on this. (text area)

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".

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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



**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: <b>Test</b>	Attorney: <b>test attorney attorneyx</b> 1333 Main Street Test Blvd COLUMBIA, SC 29202
	Attorney: <b>Alfred Attorney</b> 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

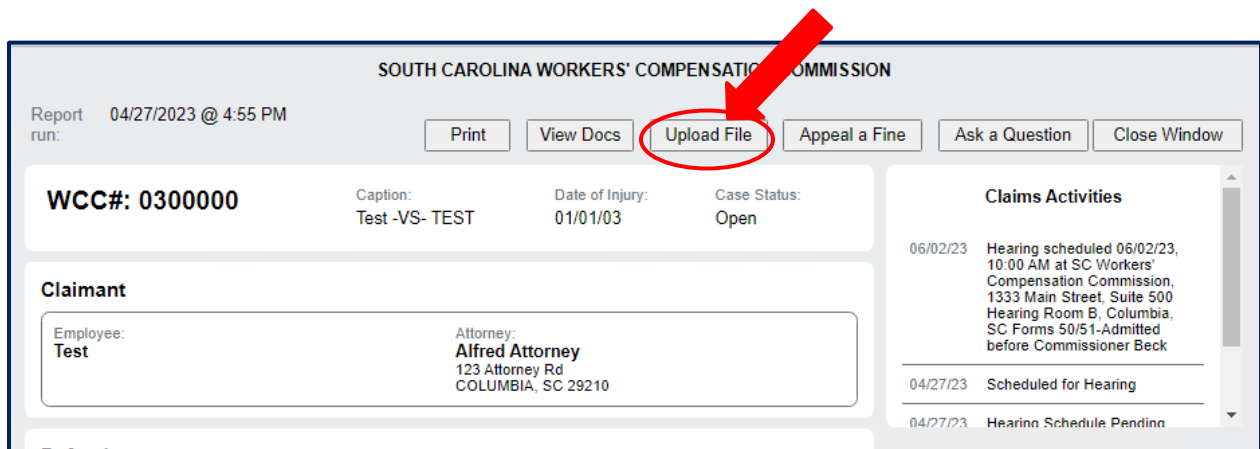
An upload option is available for eCase attorney users for a selected group of document types. Documents submitted by the parties for individual Commissioner Hearings and Appellate Panel Hearings may be submitted to the Commission electronically by uploading. The eCase upload feature replaces secure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

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.



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

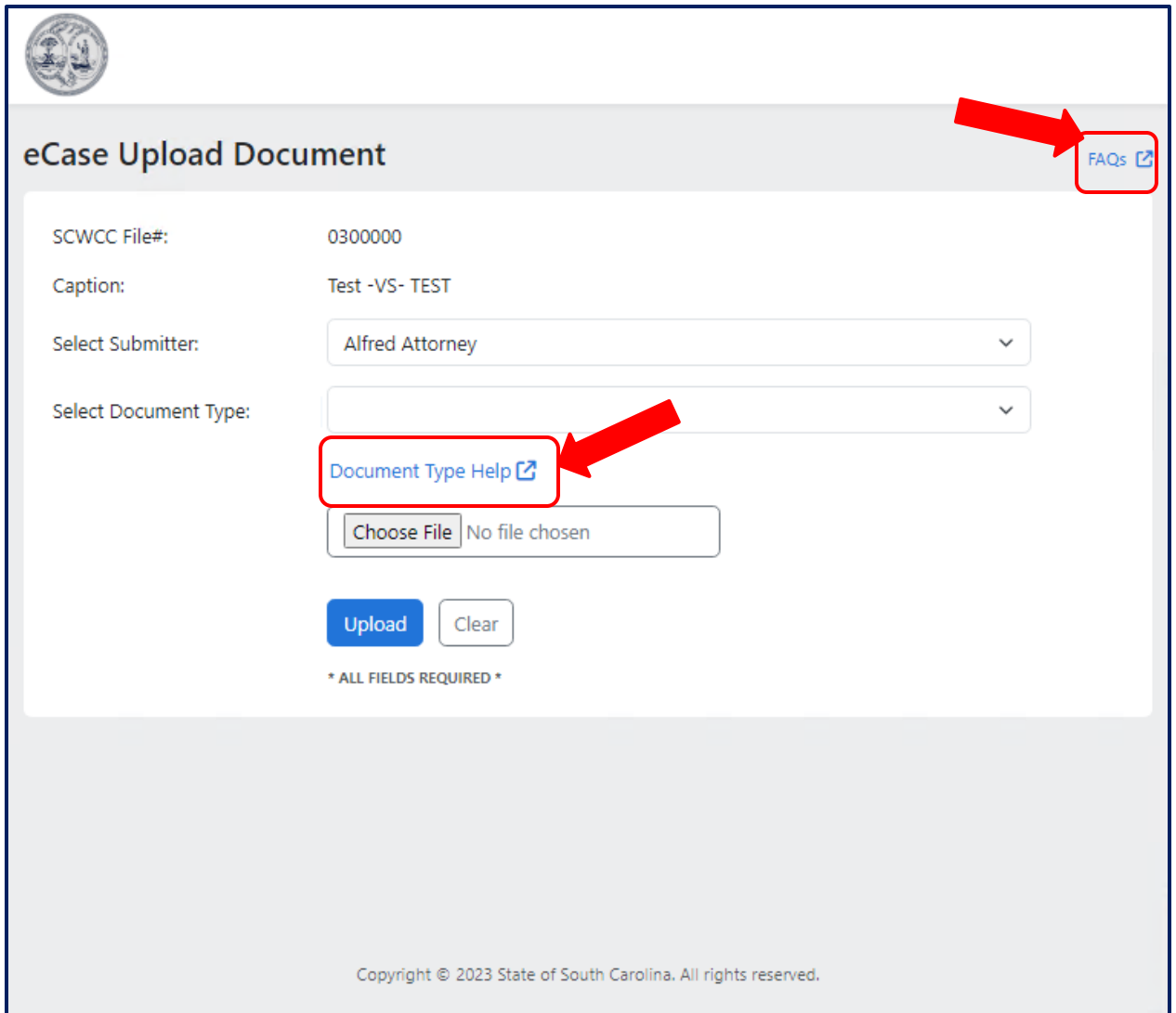
**Claimant**

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

**Claims 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

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.



The image shows a web form titled "eCase Upload Document" with a state seal in the top left. The form contains the following fields and elements:

- SCWCC File#: 0300000
- Caption: Test -VS- TEST
- Select Submitter: Alfred Attorney (dropdown menu)
- Select Document Type: (empty dropdown menu)
- Document Type Help (link with external icon, highlighted with a red box and arrow)
- Choose File No file chosen (file upload button)
- Upload (blue button)
- Clear (white button)
- \* ALL FIELDS REQUIRED \*
- FAQs (link with external icon, highlighted with a red box and arrow)

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



## 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)

Commissioner: Beck

No file chosen

\* ALL FIELDS REQUIRED \*

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



## 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 No file chosen

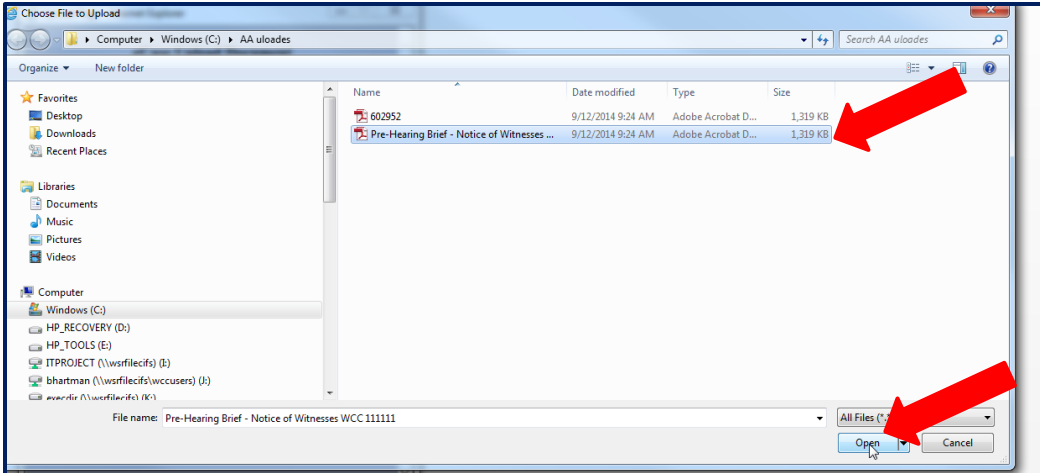
Upload

Clear

\* ALL FIELDS REQUIRED \*

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



10. Click Upload button.

eCase Upload Document

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

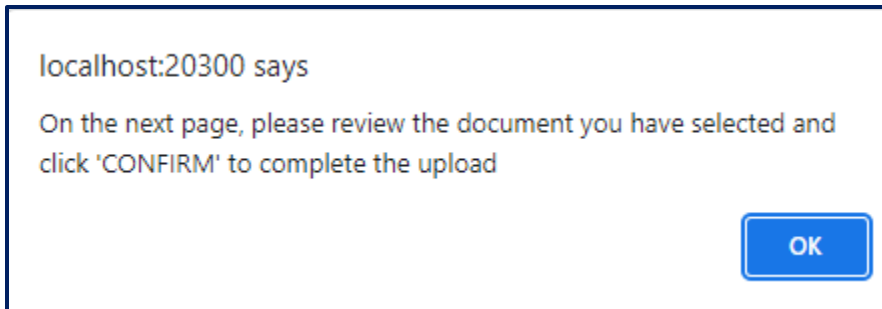
Choose File testUpload.txt

Upload Clear

\* ALL FIELDS REQUIRED

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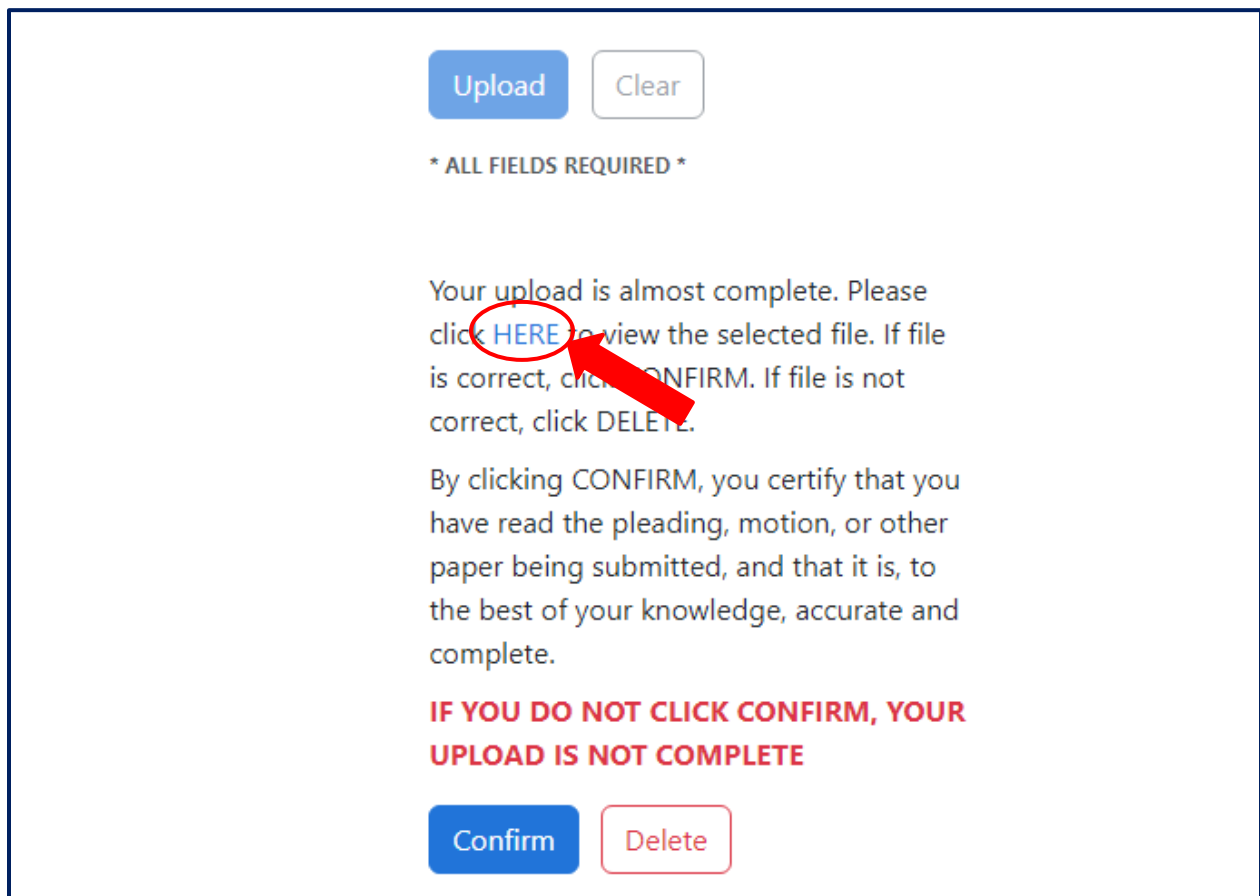
11. The following message box opens; click OK.



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

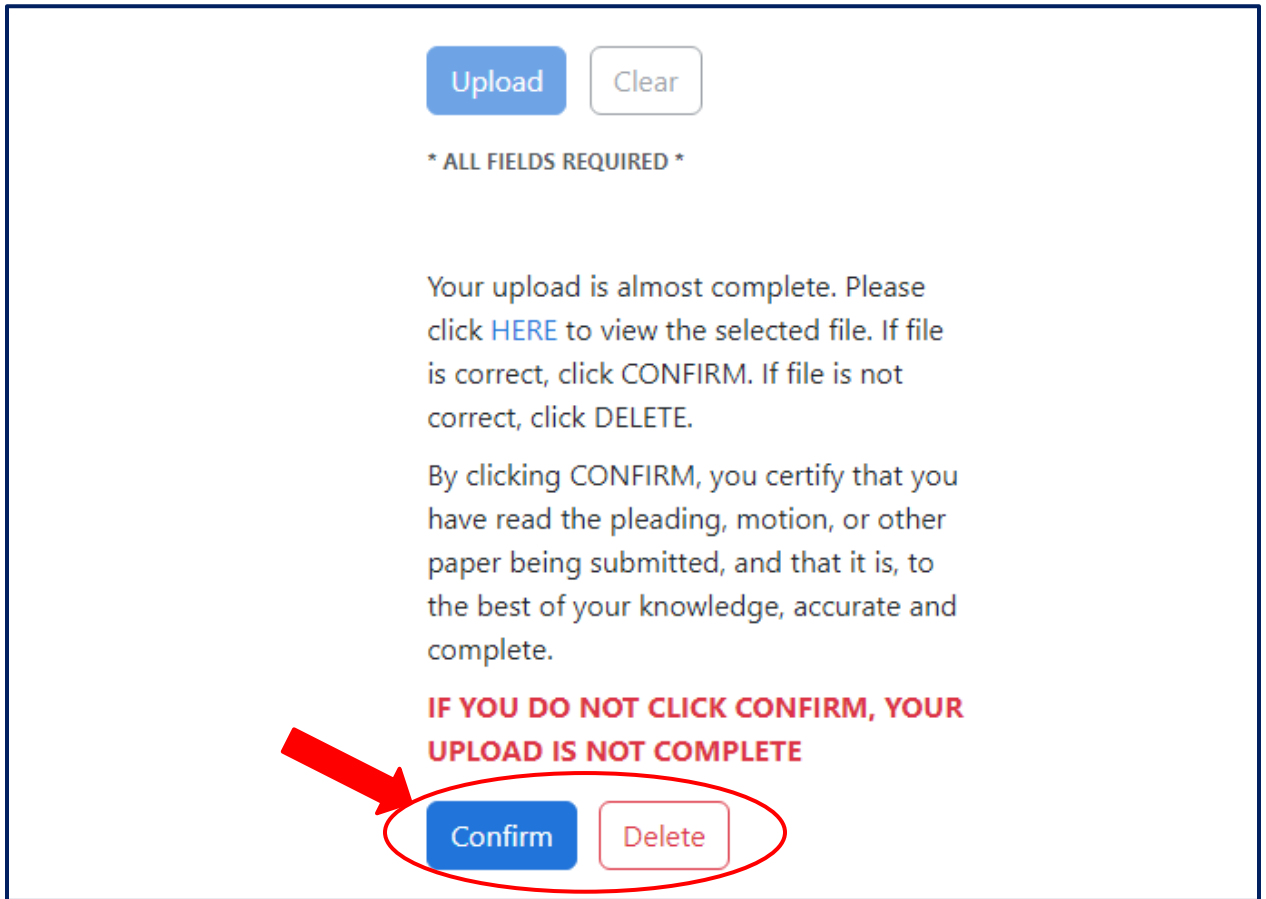
**Note: the upload is NOT complete at this point (until you click Confirm).**

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



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'



Upload Clear

\* ALL FIELDS REQUIRED \*

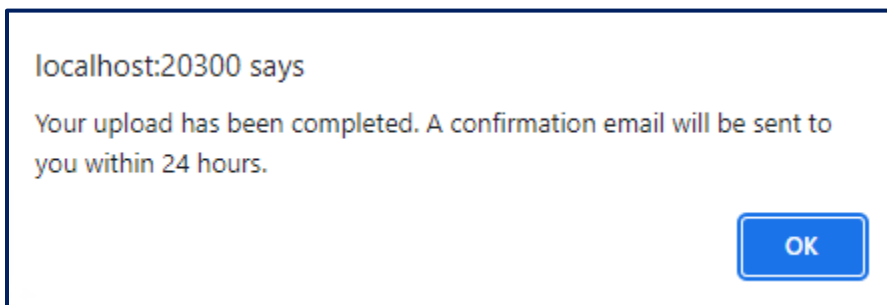
Your upload is almost complete. Please click [HERE](#) to view the selected file. If file is correct, click CONFIRM. If file is not correct, click DELETE.

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**

Confirm Delete

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.

OK

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](mailto: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](mailto: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.

## 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
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