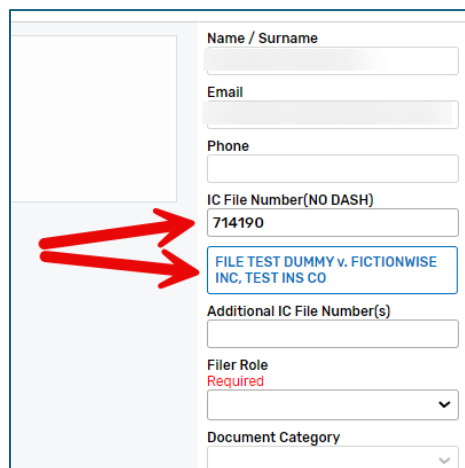


NEW EDFP FILING PROTOCOL and FILING TIPS – June 24, 2024

Below are instructions for completing the IC File Number Field when filing documents with the Industrial Commission electronically. This protocol will allow the filing of documents whether or not a party has received an acknowledgement of a claim with an IC file number. The instructions are separated into two sections for claimants and defendants, as the protocol differs slightly for each.

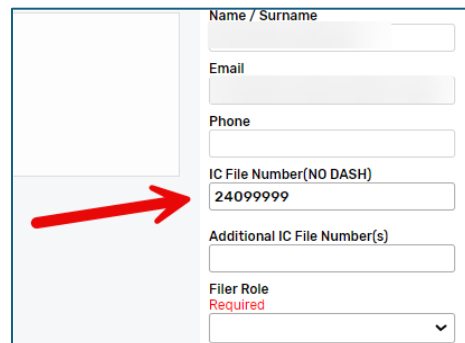
FILING PROTOCOL FOR EMPLOYERS/CARRIERS/TPAS/COUNSEL

1. If you have an IC file number, enter the IC file number in the field labeled IC File Number. You should see the caption appear below that field.



A screenshot of a web form for filing documents. The form includes fields for Name / Surname, Email, Phone, IC File Number (NO DASH), Additional IC File Number(s), Filer Role (Required), and Document Category. The IC File Number field contains the value "714190". Below this field, a blue box displays the case caption: "FILE TEST DUMMY v. FICTIONWISE INC, TEST INS CO". A red arrow points from the left side of the form to the IC File Number field, and another red arrow points from the IC File Number field to the caption box.

2. If you have not yet received an acknowledgement of a claim or other correspondence from the Commission with an IC file number, but you have the Jurisdiction Claim Number (JCN) received by the claim administrator after filing a First Report of Injury (FROI), enter the JCN in the IC File Number Field. The JCN usually becomes the IC file number if one does not already exist when the FROI is filed. You will not see the caption appear unless the JCN has already been accepted by the Commission as the IC file number.



A screenshot of the same web form as above. The IC File Number field now contains the value "24099999". A red arrow points from the left side of the form to the IC File Number field. The caption box is no longer visible.

FILING PROTOCOL FOR CLAIMANTS/ATTORNEYS FOR CLAIMANTS

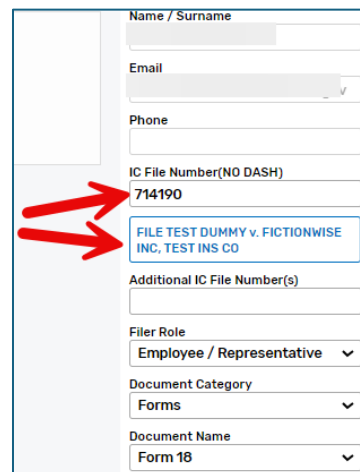
This section is divided into two sub sections, one regarding filing the first Form 18 for an injury and the other for filing all other documents.

Filing The First Form 18

There are **two ways to file a Form 18 electronically**, the Electronic Form 18 or document upload via EDFP. **Use the Electronic Form 18 where possible** as it saves processing time for the Commission and reduces the chance of data entry errors. Note: If you submit the Electronic Form 18, please do not attach a separate Form 18 document.

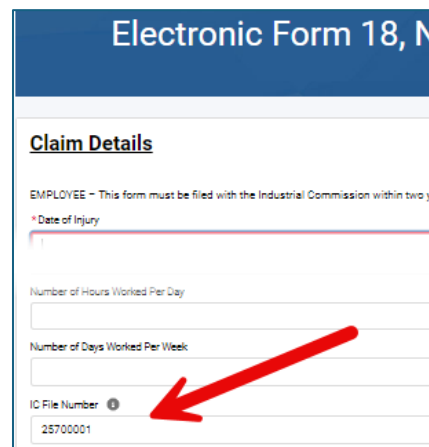
1. If you have an IC file number, enter the IC file number in the field labeled IC File Number. You should see the caption appear below that field if you are uploading the Form 18 document via EDFP, but there is no field for the caption on the Electronic Form 18.

EDFP Document Upload



Name / Surname	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>
IC File Number(NO DASH)	714190
	FILE TEST DUMMY v. FICTIONWISE INC, TEST INS CO
Additional IC File Number(s)	<input type="text"/>
Filer Role	Employee / Representative
Document Category	Forms
Document Name	Form 18

Electronic Form 18



Electronic Form 18, N

Claim Details

EMPLOYEE - This form must be filed with the Industrial Commission within two years.

* Date of Injury

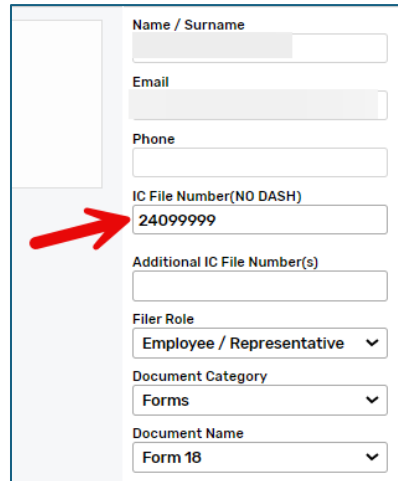
Number of Hours Worked Per Day

Number of Days Worked Per Week

IC File Number ⓘ 25700001

2. If you have not yet received correspondence from the Commission with an IC file number, you may inquire with the employer/carrier/TPA about whether they have filed a First Report of Injury (FROI) and received a Jurisdiction Claim Number (JCN). The JCN usually becomes the IC file number if one does not already exist when the FROI is filed. If you obtain the JCN, enter it in the IC File Number Field. You will not see the caption appear unless the JCN has been accepted by the Commission as the IC file number.

EDFP Document Upload



Name / Surname

Email

Phone

IC File Number(NO DASH)
24099999

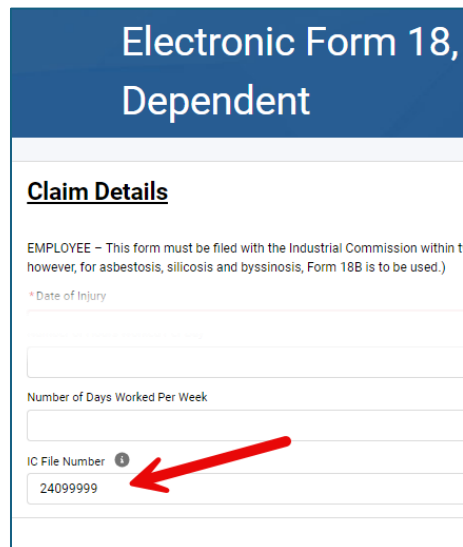
Additional IC File Number(s)

Filer Role
Employee / Representative

Document Category
Forms

Document Name
Form 18

Electronic Form 18



Electronic Form 18,
Dependent

Claim Details

EMPLOYEE – This form must be filed with the Industrial Commission within 30 days of the date of injury, however, for asbestosis, silicosis and byssinosis, Form 18B is to be used.)

* Date of Injury

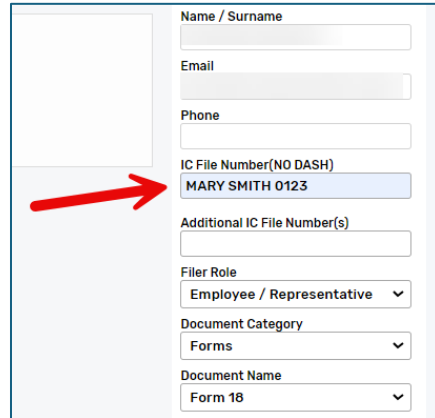
Number of Days Worked Per Week

IC File Number ⓘ
24099999

3. If you do not have an IC file number or a JCN and you are uploading a Form 18 via EDFP, enter the claimant's first and last name and the last 4 digits of the claimant's social security number (SSN) in the IC File Number Field. If you do not have the last 4 digits of the SSN, you may enter the date of injury. You will not see a caption appear. [Note: The first Form 18B for an occupational disease claim may also be filed this way.]

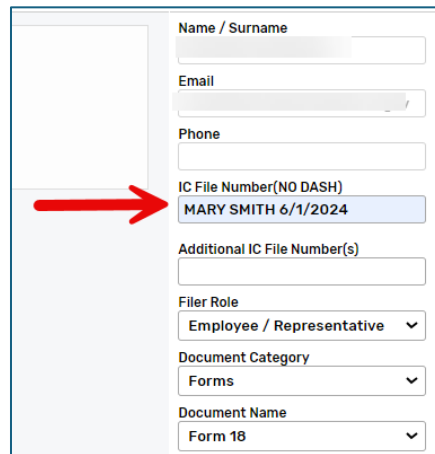
If you are submitting an Electronic Form 18, you may leave the IC File Number Field blank because the claimant's name and SSN are already on the electronic form.

EDFP Document Upload
(Name and Last 4 of SSN)



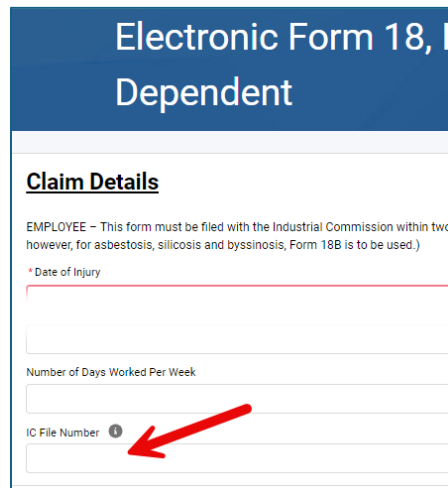
This screenshot shows a form for uploading an EDFP document. The fields include: Name / Surname, Email, Phone, IC File Number(NO DASH) (containing 'MARY SMITH 0123'), Additional IC File Number(s), Filer Role (Employee / Representative), Document Category (Forms), and Document Name (Form 18). A red arrow points to the IC File Number field.

EDFP Document Upload
(Name and Date of Injury)



This screenshot shows a form for uploading an EDFP document. The fields include: Name / Surname, Email, Phone, IC File Number(NO DASH) (containing 'MARY SMITH 6/1/2024'), Additional IC File Number(s), Filer Role (Employee / Representative), Document Category (Forms), and Document Name (Form 18). A red arrow points to the IC File Number field.

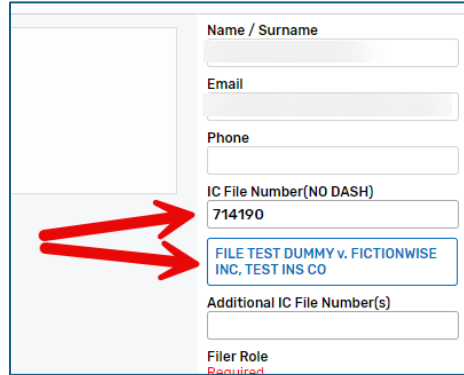
Electronic Form 18



This screenshot shows the 'Electronic Form 18, I Dependent' form. The 'Claim Details' section includes: EMPLOYEE - This form must be filed with the Industrial Commission within two however, for asbestosis, silicosis and byssinosis, Form 18B is to be used.; * Date of Injury; Number of Days Worked Per Week; and IC File Number (with an information icon). A red arrow points to the IC File Number field.

Filing Documents Other Than First Form 18

1. If you have an IC file number, enter the IC file number in the field labeled IC File Number. You should see the caption appear below that field.

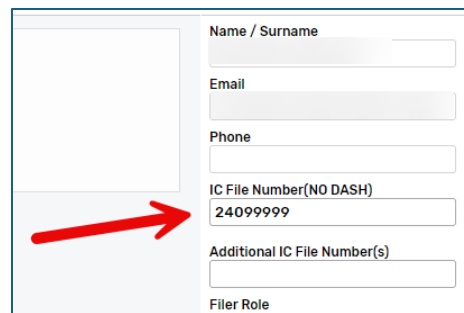


A screenshot of a web form with the following fields and values:

- Name / Surname: [Empty]
- Email: [Empty]
- Phone: [Empty]
- IC File Number(NO DASH): 714190
- Additional IC File Number(s): [Empty]
- Filer Role: Required

Two red arrows point from the left towards the 'IC File Number' field and the caption below it.

2. If you have not yet received correspondence from the Commission with an IC file number, you may inquire with the employer/carrier/TPA about whether they have filed a First Report of Injury (FROI) and received a Jurisdiction Claim Number (JCN). The JCN usually becomes the IC file number if one does not already exist when the FROI is filed. If you obtain the JCN, enter it in the IC File Number Field. You will not see the caption appear unless the JCN has already been accepted by the Commission as the IC file number.




A screenshot of a web form with the following fields and values:

- Name / Surname: [Empty]
- Email: [Empty]
- Phone: [Empty]
- IC File Number(NO DASH): 24099999
- Additional IC File Number(s): [Empty]
- Filer Role: [Empty]

A red arrow points from the left towards the 'IC File Number' field.

3. If you do not have an IC file number or JCN, but you have uploaded a Form 18 via EDFP, enter the **Intake Number** from the filing receipt in the IC File Number Field.

 **INDUSTRIAL COMMISSION**

May 28, 2024

The Industrial Commission is in receipt of a filing and the following intake record has been created:

Intake Number	Document Name	Matter Reference
202405-86171	Form 18	
Caption	Additional IC File Numbers	Files Uploaded

Please keep this email for your records.

Thank you

If you do not have an IC file number or JCN, but you have filed an Electronic Form 18, enter the **Intake Number** from the completed Form 18 you receive with the filing confirmation email.

NOTE: If employee is unable to sign this form, another may sign for him. This form should be typed or printed by hand in black ink, if possible. Employee should retain one signed copy of this notice, mail one signed copy to the Industrial Commission at the address below, and provide one signed copy to employer.

Signed Electronically

Signature of (Check One) Employee, Attorney, Representative, or Dependent Printed Name of Signer E-mail Address Telephone Number

5/29/2024

Address City State Zip Code Date Completed

EMPLOYER: This notice is being sent to you in compliance with requirements of the North Carolina Workers' Compensation Act, in order that the medical services prescribed by the Act may be obtained; and, if disability extends beyond 7 days duration, or if death ensues, compensation may be paid according to law.

FORM 18

INTAKE NUMBER 202405-06936
Filed Electronically via **EDFP**

When you enter the Intake Number, you will not see a caption appear below the IC File Number Field. Please include the dash in the Intake Number even though the IC File Number Field has “(NO DASH)” in the name of the field.

Name / Surname	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>
IC File Number(NO DASH)	<input type="text" value="202405-86171"/>
Additional IC File Number(s)	<input type="text"/>
Filer Role <i>Required</i>	<input type="text"/>
Document Category <i>Required</i>	<input type="text"/>
Document Name <i>Required</i>	<input type="text"/>
Supplemental Descriptor	<input type="text"/>

