

Procedure Title: Webpage Notice Entry
Procedure ID: N/A
Business Unit: Data Management
Owner: Mike Bartow
Effective Date: 3/4/2019

Revision History:

Revision Date	Revision Description	Author
5/15/2019	NEW	M. Bartow

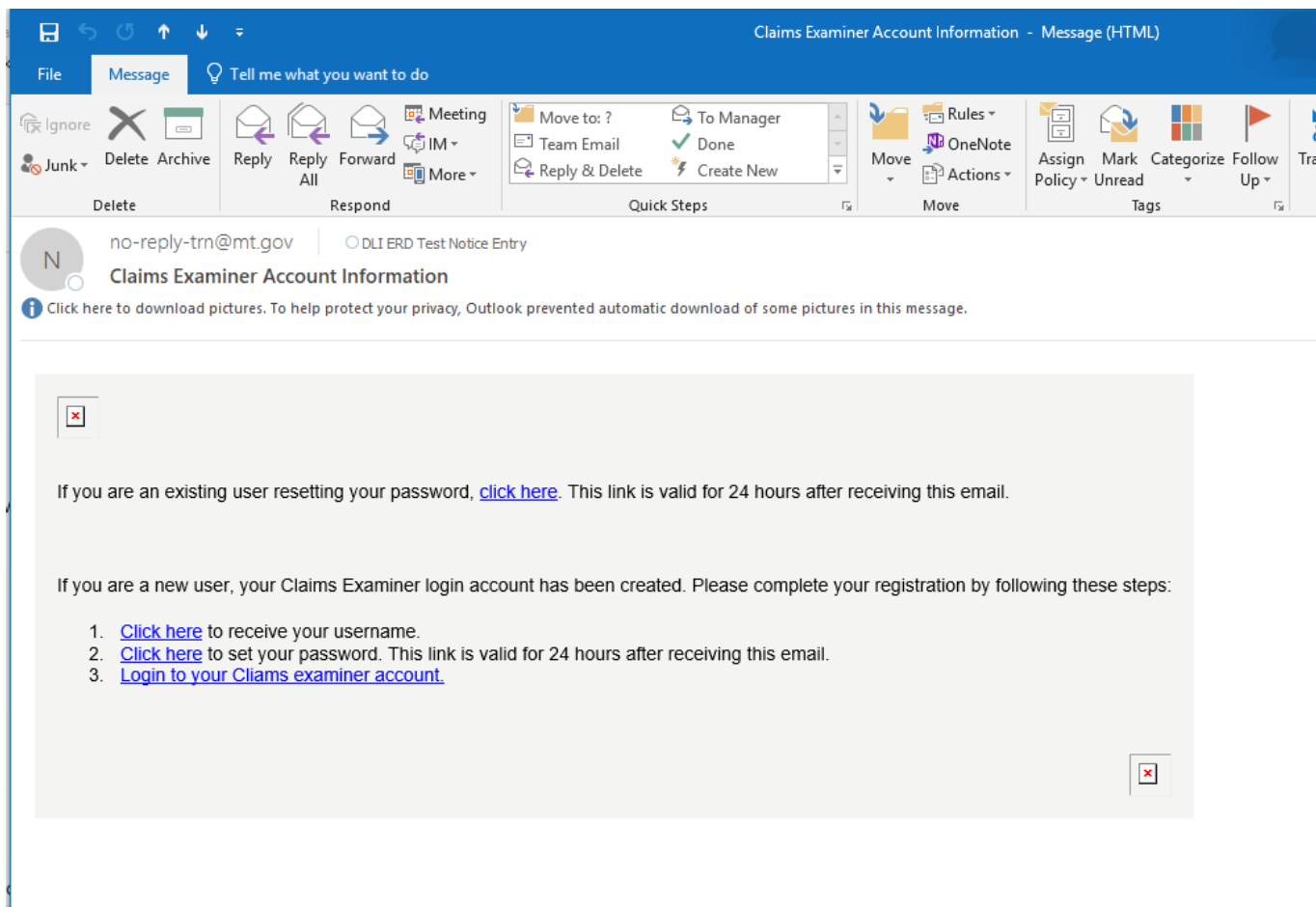
TABLE OF CONTENTS

Procedure	3
Flowchart	13

PROCEDURE

These are the steps necessary to enter Denial, Reservation or Rights and 14-Day Notices through the ERD webpage.

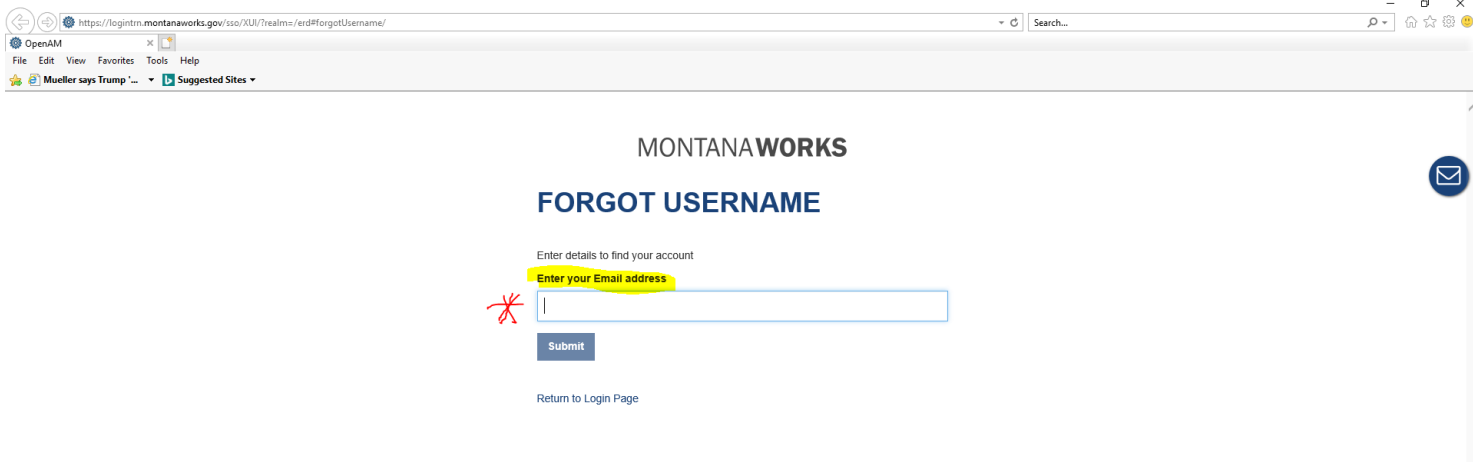
1. Once your supervisor has requested your access to the ERD Notice Entry webpage, you will receive an email from an ERD representative with links to retrieve your Username, Password and link for the Logon Page.



- a. Click the 1. "Click here" link to retrieve your Username.

If you are a new user, your Claims Examiner login account has been created. Please complete your re

1. [Click here](#) to receive your username. *
2. [Click here](#) to set your password. This link is valid for 24 hours after receiving this email.
3. [Login to your Cliams examiner account.](#)



i. At the next screen, enter your email address and click submit.

MONTANAWORKS FORGOT USERNAME

Enter details to find your account

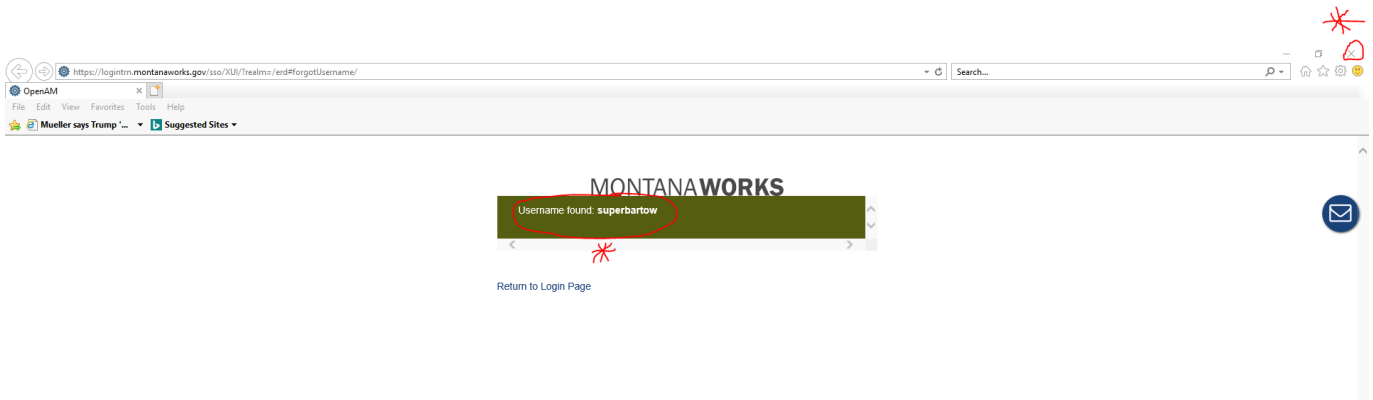
Enter your Email address

* ERDTestNotice1@mt.gov X

Submit

[Return to Login Page](#)

ii. Note your password and close screen.



- b. Click the 2. "Click here" link to set your Password.

If you are a new user, your Claims Examiner login account has been created. Please complete your registration.

1. [Click here](#) to receive your username.
2. [Click here](#) to set your password. This link is valid for 24 hours after receiving this email.
3. [Login to your Claims examiner account.](#)

MONTANAWORKS

* Must be between 8-30 characters long, and must contain letters and numbers PLUS at least one of the following special characters: !@#\$\$%^&*.

Confirm password

Submit

Return to Login Page

- i. Create a password and confirm. Note the password criteria Must be between 8-30 characters long, and must contain letters and numbers PLUS at least one of the following special characters: !@#\$\$%^&*. The password and confirm password fields will remain highlighted in red until proper criteria is met.

BAD PASSWORD

MONTANAWORKS

Must be between 8-30 characters long, and must contain letters and numbers PLUS at least one of the following special characters: !@#\$\$%^&*.

Confirm password

Submit

GOOD PASSWORD

OpenAM x +

https://logintrn.montanaworks.gov/sso/XUI/?realm=/erd#passwordReset/

MONTANAWORKS

Must be between 8-30 characters long, and must contain letters and numbers PLUS at least one of the following special characters: !@#\$%^&*.

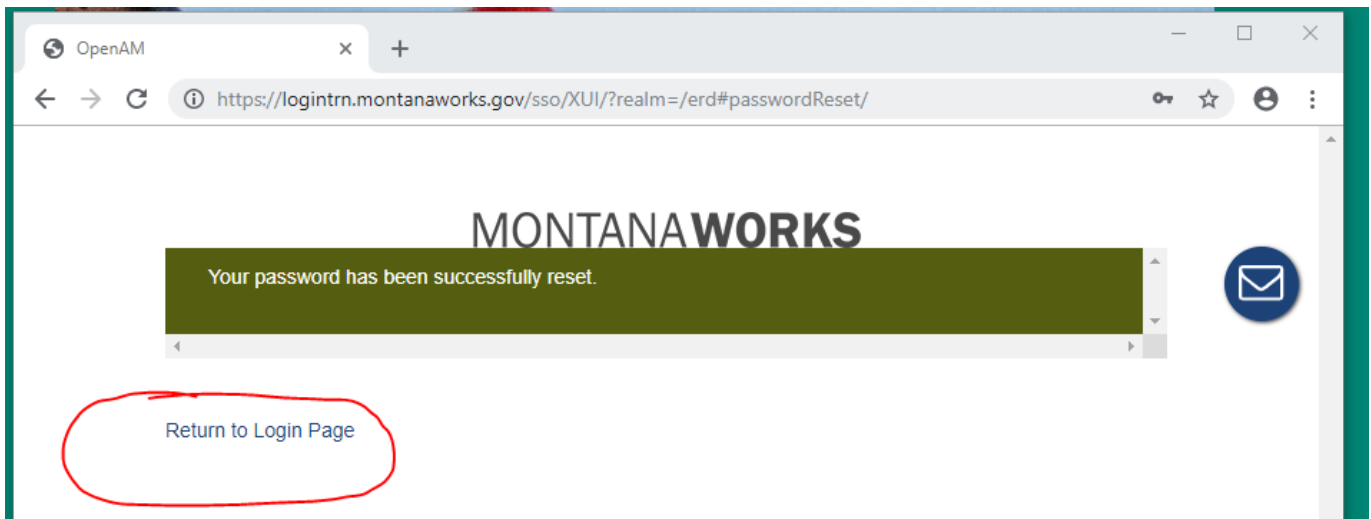
.....

.....|

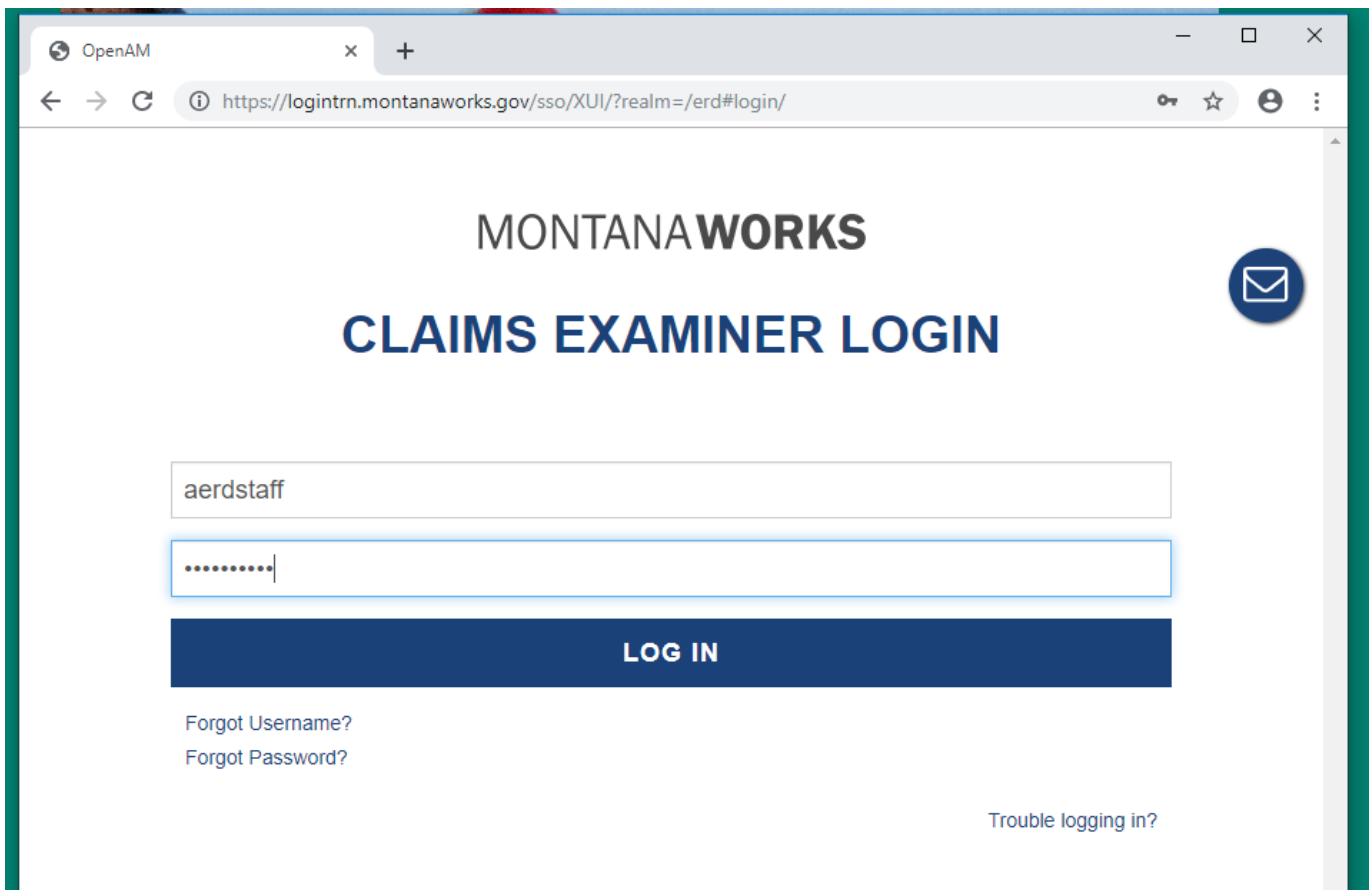
Submit

[Return to Login Page](#)

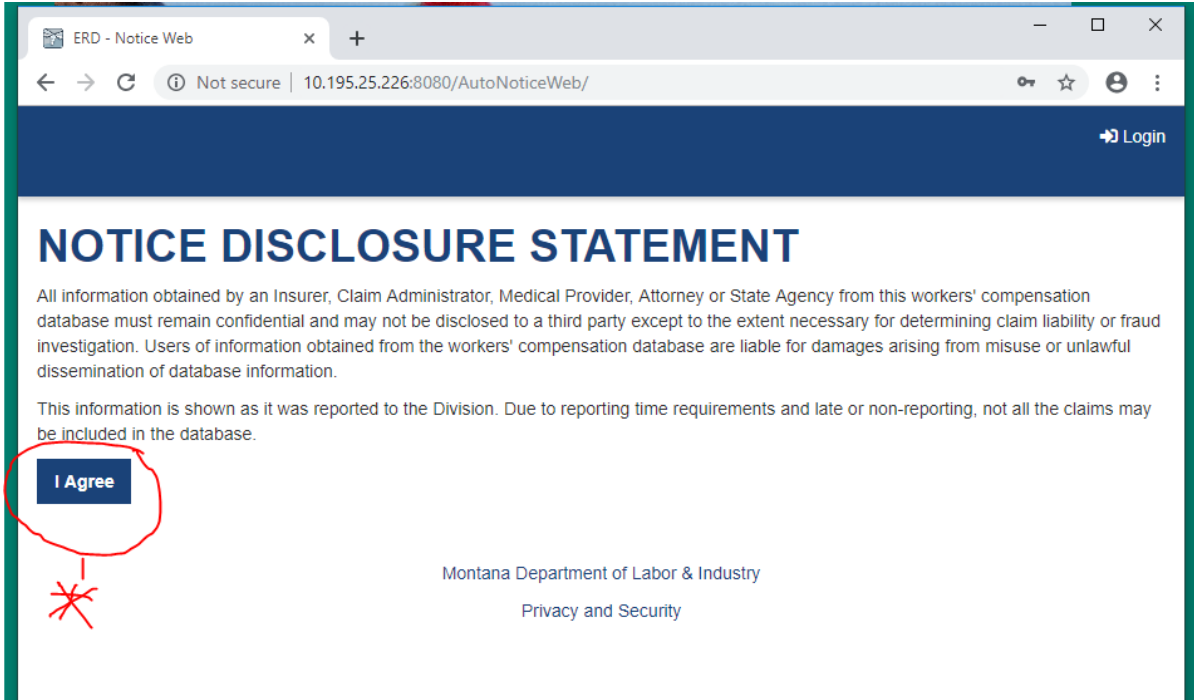
2. Once you've correctly created and submitted your password, click the return to Login Page. You may want to save this page to your Favorites.



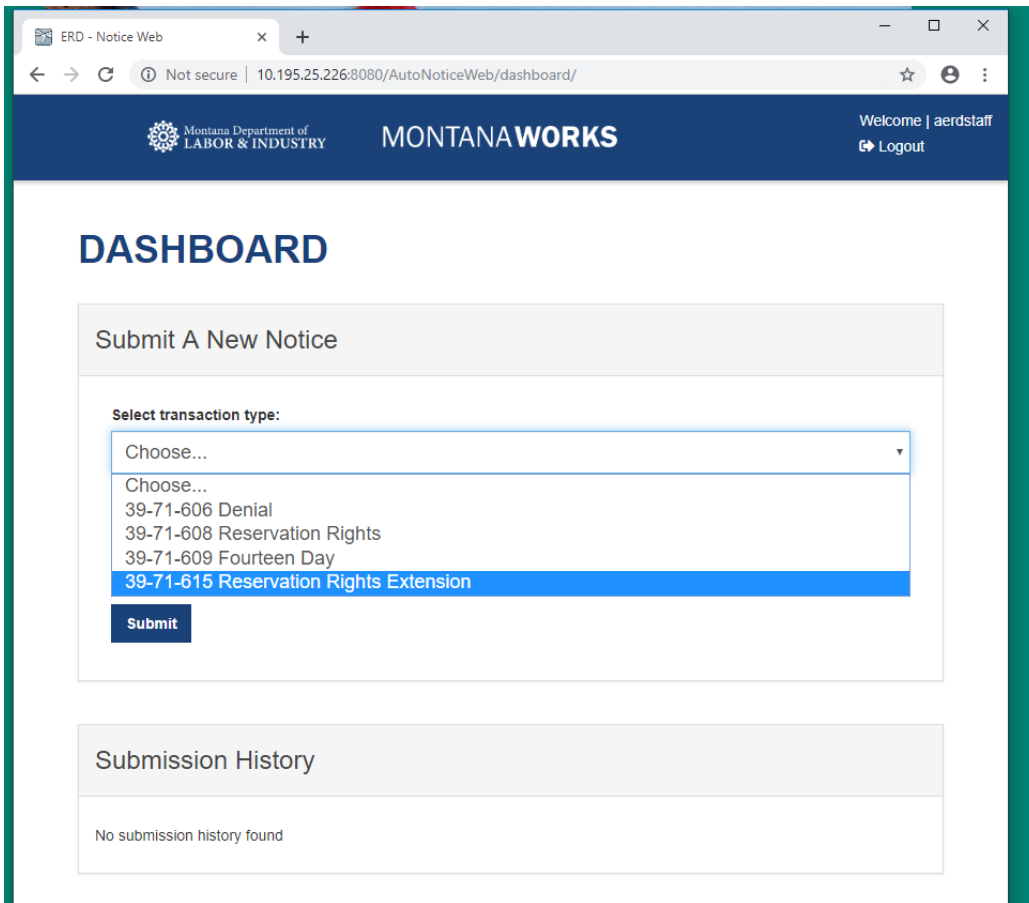
3. Enter your username and password and click Log In. Note you may want to save this page to your favorites or bookmark.



4. Read the Notice Disclosure Statement and click the "I Agree" button on the bottom left.

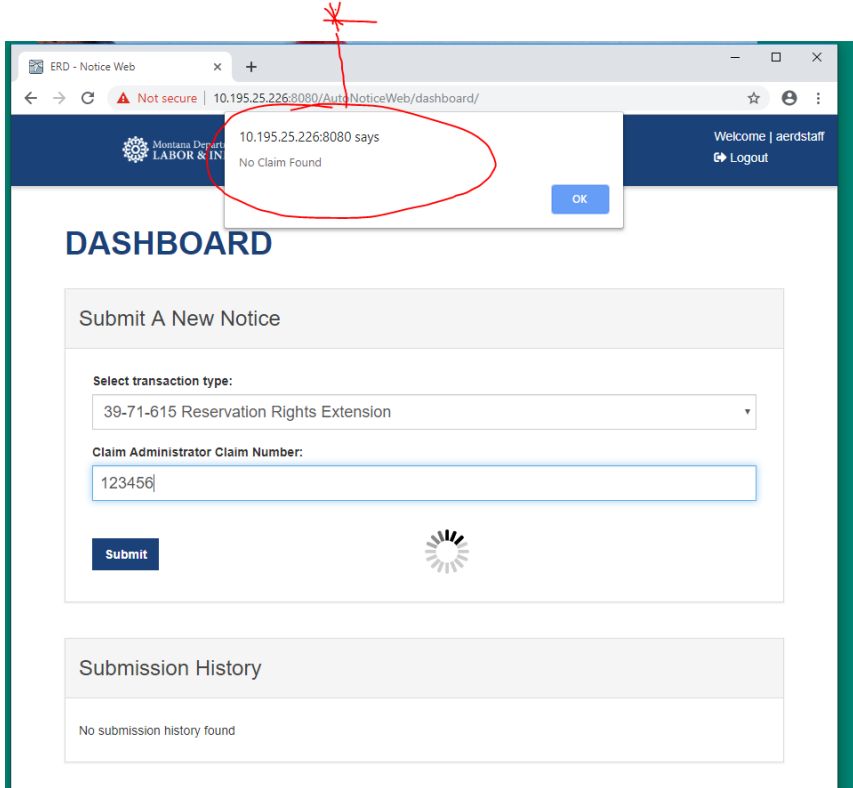


5. At the notice Dashboard, choose the type of notice you want to enter from the drop down menu.

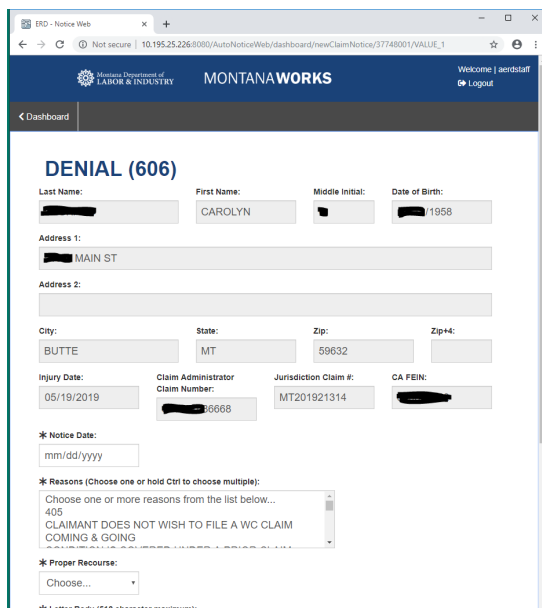


6. Enter your claim number and click submit.

- i. If the claim is not existing on the ERD database, you will get an error message seen below and need to submit the FROI for the claim.



- ii. If the claim is existing, it will bring up the claim details for you to confirm. Complete the required fields and click submit. Note you can change the claimant's address if it does not match.



Address 2:

City: BUTTE State: MT Zip: 59632 Zip+4:

Injury Date: 05/19/2019 Claim Administrator Claim Number: ██████████6668 Jurisdiction Claim #: MT201921314 CA FEIN: ██████████

* Notice Date: 05/20/2019

* Reasons (Choose one or hold Ctrl to choose multiple): Note that more than one reason can be used on all notices.

- NO 30-DAY NOTIFICATION TO EMPLOYER
- NO COVERAGE
- NO MEDICAL INFORMATION TO SUBSTANTIATE CLAIM
- NO SIGNED FROI HAS BEEN RECEIVED
- NON-COOPERATION IN INVESTIGATION

* Proper Recourse: Y

* Letter Body (512 character maximum):

MCA provides that an injury or occupational disease must be supported by objective medical findings. The FROI indicates that you have not received medical treatment. Because there is no objective medical evidence to confirm an injury, we respectfully deny liability for your claim.

Submit

iii. Once the Notice has been submitted successfully, click the Return to Dashboard button.

ERD - Notice Web

Not secure | 10.195.25.226:8080/AutoNoticeWeb/dashboard/newClaimNotice/37748001/VALUE_1

Address 1: ██████████ N MAIN

Address 2:

City: BUTTE MT 59632

Injury Date: 05/19/2019 Claim Administrator Claim Number: ██████████6668 Jurisdiction Claim #: MT201921314 CA FEIN: ██████████

* Notice Date: 05/20/2019

* Reasons (Choose one or hold Ctrl to choose multiple):

- NO 30-DAY NOTIFICATION TO EMPLOYER
- NO COVERAGE
- NO MEDICAL INFORMATION TO SUBSTANTIATE CLAIM
- NO SIGNED FROI HAS BEEN RECEIVED
- NON-COOPERATION IN INVESTIGATION

* Proper Recourse: Y

* Letter Body (512 character maximum):

MCA provides that an injury or occupational disease must be supported by objective medical findings. The FROI indicates that you have not received medical treatment. Because there is no objective medical evidence to confirm an injury, we respectfully deny liability for your claim.

Submit

Notice created successfully!

Return to Dashboard

7. Enter the next notice or log out if you are done for the time being.

The screenshot shows a web browser window with the URL `10.195.25.226:8080/AutoNoticeWeb/dashboard`. The page header includes the Montana Department of Labor & Industry logo, the text "MONTANAWORKS", and a user greeting "Welcome | aerdstaff" with a "Logout" button circled in red. Below the header is a "DASHBOARD" section. The first main section is "Submit A New Notice", which contains a "Select transaction type:" dropdown menu (circled in red), a "Claim Administrator Claim Number:" input field, and a "Submit" button. Below this is a "Submission History" section with a table containing one row of data.

Notice Number	Claim Number	Notice Type	Submitted
1558550754463	041001486668	606	May 22nd 2019, 12:45 pm

FLOWCHART

Please use drawing tools available directly within MS Word to create the flowchart on the drawing canvas below.