

WebFile - ACTIVATE ATTORNEY ACCOUNT

WebFile Site Administrators use these procedures to activate an Attorney User in *WebFile*. Each attorney account only needs to be activated by the Site Administrator once.



If your organization does not have a designated Site Administrator with access to *WebFile*, contact the Commission by phone at 1-877-664-2566 or by email at webfile.support@workcomp.virginia.gov.

Applicable Roles: Site Administrator

Prerequisite Actions: Site Administrator *has already been set up by the Commission*, and has completed the registration process (see [Register as a New User](#) section). The prospective Attorney User's information has already been submitted and is housed in the Commission's master database.

Business Scenario: Site Administrator needs to activate an attorney WebFile account.

1. Go to new website at: <https://webfile.workcomp.virginia.gov>.
2. Log in to *WebFile*.



3. Enter login User Name and password.

VWC Portal Login

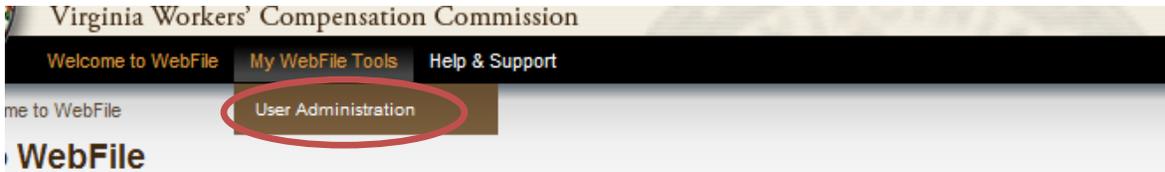
Email:

Password:

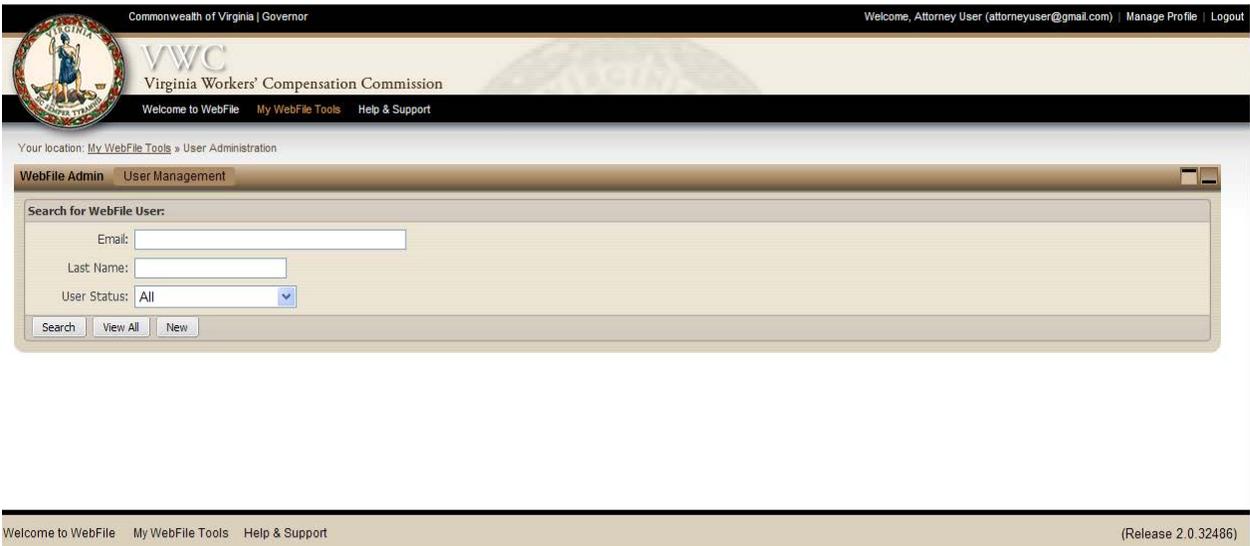
[Forgot Password](#)

Login

4. Select "User Administration" from the drop down menu under 'My WebFile Tools'.



5. The Search screen will display.



6. Click 'New' to add a user, which launches the Create New WebFile User portlet. Once clicked, the Attorney Lookup drop down menu will display all users associated with the law firm.





If you are both the Site Administrator and an Attorney User (e.g. you are a sole proprietor), select your own record from the list of available attorneys.

7. Select the Attorney you wish to add - address data will pre-populate. Enter the Attorney User's email address, and click 'Save.'



Attorney Users you wish to grant WebFile rights to will not display unless their master data already exists in the Commission's database. This data cannot be submitted via WebFile. Send this information in a letter to the Clerk's Office or by emailing a completed "[Attorney Registration Form](#)" to webfile.support@workcomp.virginia.gov.

8. An email with the Attorney User's temporary password will be generated and sent to the attorney email provided. Attorney users will log in with this information to complete the registration process.



PRACTICE TIP

When establishing an Attorney User account, Site Administrators should ensure that only ONE account per email address is established; otherwise, the user may receive the same notices at multiple email addresses, or fail to receive all notifications at the appropriate single email address. Also, be careful to enter email addresses carefully, since the email address is the key to providing proper user access to relevant records.



PRACTICE TIP

While WebFile requires a unique email account for each user, Site Administrators / law firms may decide to create a common internal mailbox to which all WebFile generated emails and notifications can be sent. This is often accomplished by creating a "forward to" RULE within a firm's email system on each WebFile user's email account. Email will still be sent to individual users, but this rule ensures that all messages are also forwarded to a single email inbox for proper oversight/management by a firm's support staff.