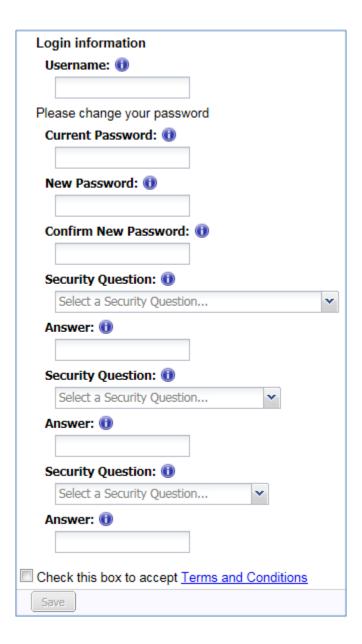# WebFile – Create Username

WebFile users will not be able to access the information in their WebFile account unless and until they create a username.

Users must login to WebFile from the WebFile home page https://webfile.workcomp.virginia.gov to create their username.

The first time a user logs in before their username is created they will use their email address and password to log into WebFile. A form similar to the one below will display to prompt the user to create a username. After completing and saving the form, the user will be automatically logged out of WebFile. An email will immediately be sent to the user from the Commission confirming the username selection. The user should retain that email for their records and future reference. All subsequent logins to WebFile will require the user to enter their username instead of their email address.

Username Form:

Login information

Username: ⓘ

[   ]

Please change your password

Current Password: ⓘ

[   ]

New Password: ⓘ

[   ]

Confirm New Password: ⓘ

[   ]

Security Question: ⓘ

[Select a Security Question...   ▼]

Answer: ⓘ

[   ]

Security Question: ⓘ

[Select a Security Question...   ▼]

Answer: ⓘ

[   ]

Security Question: ⓘ

[Select a Security Question...   ▼]

Answer: ⓘ

[   ]

☐ Check this box to accept Terms and Conditions

[Save]

*** <u>SPECIAL NOTES</u> ***

- WebFile usernames must be at least six characters in length and may be no more than fifty characters in length.

- WebFile usernames may only contain letters (a-z), numbers (0-9), dashes (-), underscores (_), at symbols (@), plusses (+) and periods (.).

- WebFile usernames may not contain spaces.

- The Username field is not case-sensitive. Therefore, "WEBFILEUSER" is the same as "webfileuser".

- Users will only have to choose a username on their first login. The WebFile system will store the username with the user's account and they will be required to login with their username on all future logins.