



# DIVISION OF WORKERS' COMPENSATION

## Virtual MailBox (Box Accounts)

The Division of Workers' Compensation accepts the Claim for Compensation and Answer to Claim for Compensation (with cover letter, if submitted) electronically from Law Firms where the attorneys are admitted to practice law in the State of Missouri. There is no cost to the Law Firm associated with setting up these email accounts.

### To sign up please take the following steps:

- 1) Send an email to [ElectronicFiling@labor.mo.gov](mailto:ElectronicFiling@labor.mo.gov). Please include all authorized email addresses for the Law Firm to be allowed access to upload the filings electronically to the Division.
- 2) You will receive an invitation to create your Box account for each email submitted. The invite will come from the Division inviting you to collaborate on Box. Accept the invite that appears below the name of your Law Firm.
- 3) Once the Box account is created, you will be granted authority to upload the filing you are submitting into your Law Firm folder.

### The Division plans to sweep the filings daily.

There will be no change to the Division's current procedure for processing the Claim for Compensation or Answer to Claim for Compensation. You will continue to receive acknowledgments of filing by mail.

If you have any questions, please call 573-526-0359



MISSOURI DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS