

LMS Registration

Navigate to LMS website at:

<https://kyworkersclaims.lms.ky.gov> and select
“Register”

Ky.gov An Official Website of the Commonwealth of Kentucky

Search Kentucky.gov...

Department of Workers' Claims Homepage

Insurance Coverage Lookup & Notifications

Welcome to the Kentucky Department of Workers' Claims Litigation Management System

Please sign in to continue.

Registration is required to use the Kentucky Workers' Claims Litigation Management System. Once registered, you will be able to do the following, depending on your role: administer self-insurance, submit a claim, view a claim, or join an existing claim as attorney or claimant.

Username

Password

[Register](#) | [Forgot Password](#) [Sign In](#)

Complete fields marked with red asterisks in step 1 of 5. Make a note of your responses to the security questions. The answers to the security questions will help you retrieve or reset your password if you forget or lose it.

Account Registration

Step 1 of 5

Email *

l

Create Password *

Password

Password must be between 8 and 20 characters and include at least one uppercase letter, one lowercase letter, one number, and one special character.

Confirm Password *

Confirm Password

Security Question #1 *

Select a question...

Answer

Security Question #2 *

Select a question...

Answer

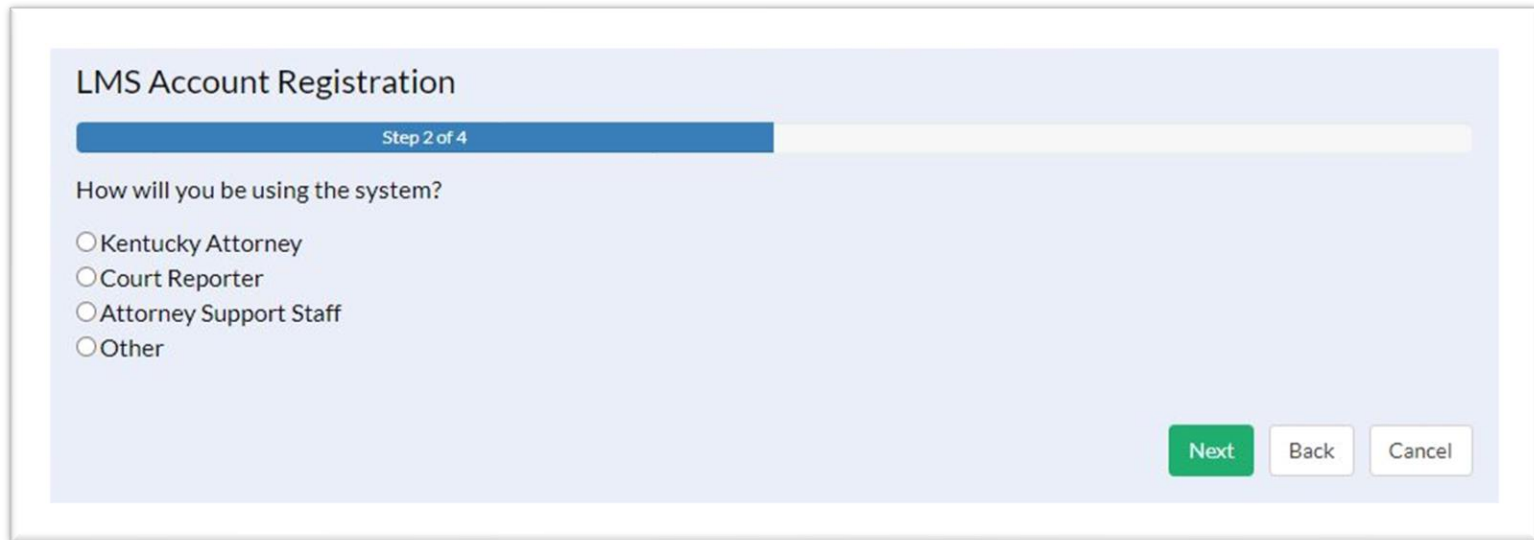
Security Question #3 *

Select a question...

Answer

Cancel Next

In step 2 of 5, you will select your role. This role dictates what actions you can take and what documents you can submit in the LMS system.



The screenshot shows a web form titled "LMS Account Registration". At the top, there is a progress bar with a blue segment on the left and a light yellow segment on the right, labeled "Step 2 of 4". Below the progress bar, the question "How will you be using the system?" is displayed. Underneath the question, there are four radio button options: "Kentucky Attorney", "Court Reporter", "Attorney Support Staff", and "Other". At the bottom right of the form, there are three buttons: a green "Next" button, a white "Back" button, and a white "Cancel" button.

LMS Account Registration

Step 2 of 4

How will you be using the system?

Kentucky Attorney

Court Reporter

Attorney Support Staff

Other

Next Back Cancel

More on Roles:

- The Kentucky Attorney role requires the entry of a valid Kentucky Bar ID. The attorney role allows attorneys to keep track of their cases and file pleadings and other documents on behalf of their clients.
- The Court Reporter role requires a Tax ID or FEIN for registration. Those registered under this role may only file hearing transcripts and depositions.
- The Other role generally includes Employers, Insurance Companies, Insurance Adjusters and Third Party Administrators. These entities will have read-only limitations on claims with which they associate.

More on Roles:

- The Other role also includes Pro-Se parties. Registered users who are in these roles can initiate claims and file documents to existing claims.

Step 3 of registration is where you can enter your profile information including name, address, and contact information.

LMS Account Registration

Step 3 of 4

| | | | | |
|-------------------------------|------------------------------------|----------------------------------|------------------------------------|-------------------------------|
| Title | First Name * | Middle | Last Name * | Suffix |
| <input type="text" value=""/> | <input type="text" value="Banjo"/> | <input type="text" value="Bob"/> | <input type="text" value="Myers"/> | <input type="text" value=""/> |

Address *

| | | |
|---------------------------------------|---------------------------------------|------------------------------------|
| City/Town * | State * | Postal Code * |
| <input type="text" value="Chambers"/> | <input type="text" value="Kentucky"/> | <input type="text" value="40070"/> |

| | |
|---|-------------------------------|
| Phone * | Fax |
| <input type="text" value="(903) 321-0980"/> | <input type="text" value=""/> |

| | |
|-------------------------------------|-------------------------------------|
| Kentucky Bar ID * | Confirm Bar ID * |
| <input type="text" value="000000"/> | <input type="text" value="000000"/> |

In the final step of the initial registration process you can review and accept the terms and conditions and attest that you are at least 18.

Account Registration

Step 5 of 5

LITIGATION MANAGEMENT SYSTEM TERMS AND CONDITIONS

Terms and Conditions as of January 1, 2016

These terms and conditions pertain to the Kentucky Department of Workers' Claims ("DWC") hosted online Litigation Management System ("LMS"). By using LMS, you are expressly, without reservation, indicating your consent to the following terms and conditions. Failure to comply with these terms and conditions shall subject the user and his or her organization to termination of access to and use of LMS as well as to other penalties.

SUBMITTING FILINGS VIA LMS

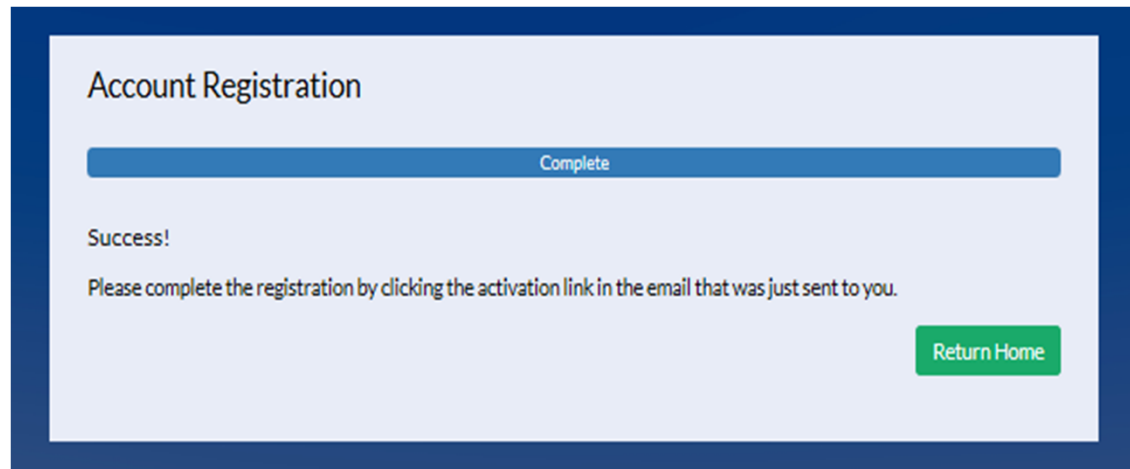
A. Time of Filing. A record submitted to DWC via LMS is considered filed only when it is loaded onto the DWC's servers. Thus, a record

I accept the Terms and Conditions. *

I am 18 years of age or older. *

Cancel Back Finish

When you receive the success message below, you must check the email address you used to register for a confirmation email. Clicking the link in the email will complete your registration and return you to the LMS sign in page.



Clicking the link in the email will complete your registration and return you to the LMS sign in page. This link is only active for seven days, so be sure to complete your registration promptly.

no-reply@ky.gov

Feb 26 (3 days ago) ☆



to me ▾

Hello tesmar,

Thank you for signing up with the Litigation Management System. To activate your account, please visit the URL link below:



<https://kyworkersclaims.lms.ky.gov/Account/ConfirmEmail?userId=4288967&code=oeWhMNVdWJFU6dgh6DwwQbldCTqdWvYV15kTrOzHmLbytxR%2FIlz7%2BHbk6FzcYXrKMsB3rT6nHNjJLk%2FHWkwJ7G4sokR4hk05eiLOW9zCL7Cp8D8ztPE8lbwK6JOF3kTfWve6tePSvB0A3a4%2BS2C5rXCxTZF7ZxRXuHZ7ovILTikw%3D>

Once you have visited the verification URL, your account will be activated and you will be able to log in. If you have any problems or questions, please contact the **Department of Workers' Claims** at LaborKYWCLMS.TechnicalSupport@ky.gov.

Thank you

If you don't receive your confirmation email, please check your spam folder. Contact us at LaborKYWCLMS.TechnicalSupport@ky.gov if you need further assistance.

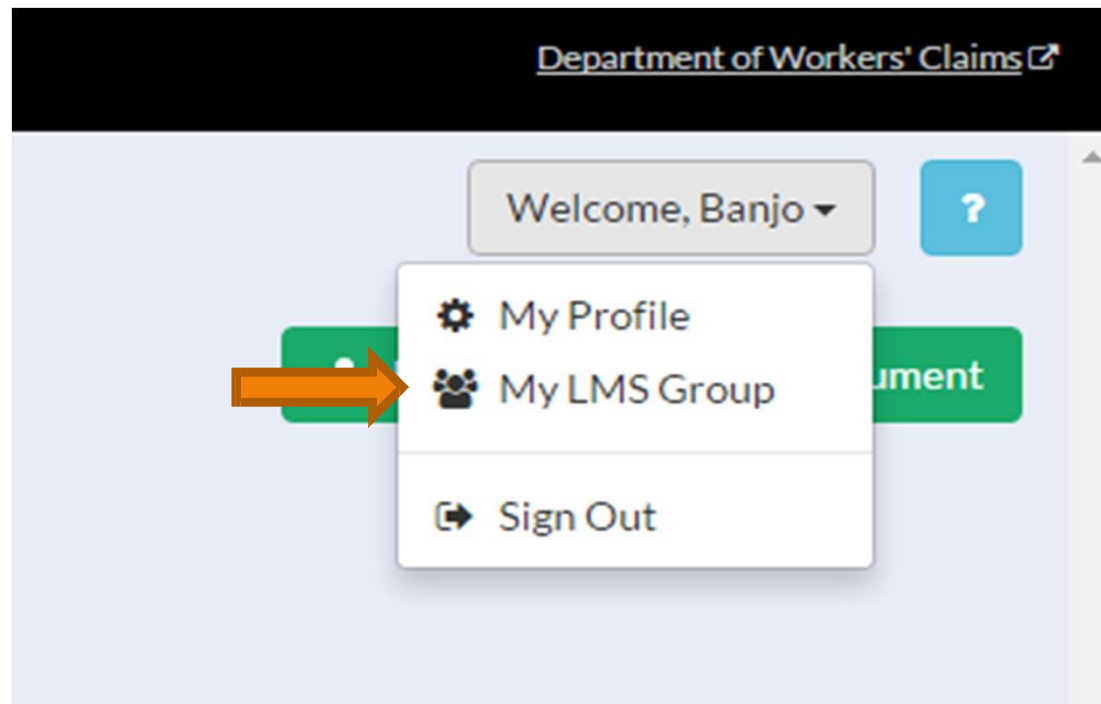
LMS Groups

LMS allows law firms and other organizations to set up groups. Establishing a group allows members to view claims to which the group is associated and assign claims for work purposes.

- Group creation and management is handled by Site Admins. There should be a responsible party in each organization that wishes to maintain an LMS group that creates the group. This party can designate up to 5 other site admins to assist with managing the group.
- Attorney support staff can register under the “Other” role once the LMS Group administrator invites them to the group. Invitees will receive an email with a link to register.

- At this time, registering as “Other” before receiving an invite from the site admin prohibits the user from joining an attorney group. Additionally, if a user with the “Other” role is removed from an attorney group after registering, they may not be added back to that group or any other attorney group.
- Court reporters cannot be added to LMS groups.
- Other organizations can also set up LMS groups using the “Other” role. Attorneys can be added to an LMS “Other” Group by accepting the invitation sent by the site admin but will not be able to file pleadings. Users already in the system as attorneys cannot be added to an “Other” group.
- If an attorney needs to join an “Other LMS Group,” they will need to use a separate email account.

After logging into LMS, to create an LMS Group, click on the downward-pointing arrow next to your name in the upper right corner of the screen. Select My LMS Group.



If the user is registered as an attorney, they will be prompted to create an LMS Group for attorneys or a law firm.

LMS Group Creation

Step 1 of 3

The logged in user will become the Site Administrator to manage claims and users for the LMS group. Please select the appropriate type of group you are registering from the list.

The Site Administrator will have the permissions to alter business/entity profile information, add users, remove users, create additional Site Administrators for the business.

Attorney Group/Law Firm

Next

If the user is registered as “Other,” four group type options are presented. Select the most appropriate. Note that by selecting **Employer Group** or **Insurance Carrier/TPA Group**, LMS’s Insurance Coverage entry screens will be enabled.

LMS Group Creation

Step 1 of 3

The logged in user will become the Site Administrator to manage claims a group you are registering from the list.

The Site Administrator will have the permissions to alter business/entity Site Administrators for the business.

- Claim Administrator
- Employer Group
- Insurance Carrier/TPA Group
- Medical Provider Group

Users will next be prompted to enter contact information, a FEIN or Tax ID number, and information about the person responsible for the group. A user in the attorney role is required to provide a Bar ID.

LMS Group Creation

Step 2 of 3

Business Information:

Business Name *

Address *

City/Town * State * Zip Code *

Phone * Fax

FEIN/Tax ID * Confirm FEIN/Tax ID *

Managing Partner Information:

Title First Name * Middle Last Name *

Bar ID Confirm Bar ID

The final step of creating an LMS Group is to accept the terms and conditions and click finish.

LMS Group Creation

Step 3 of 3

LITIGATION MANAGEMENT SYSTEM TERMS AND CONDITIONS

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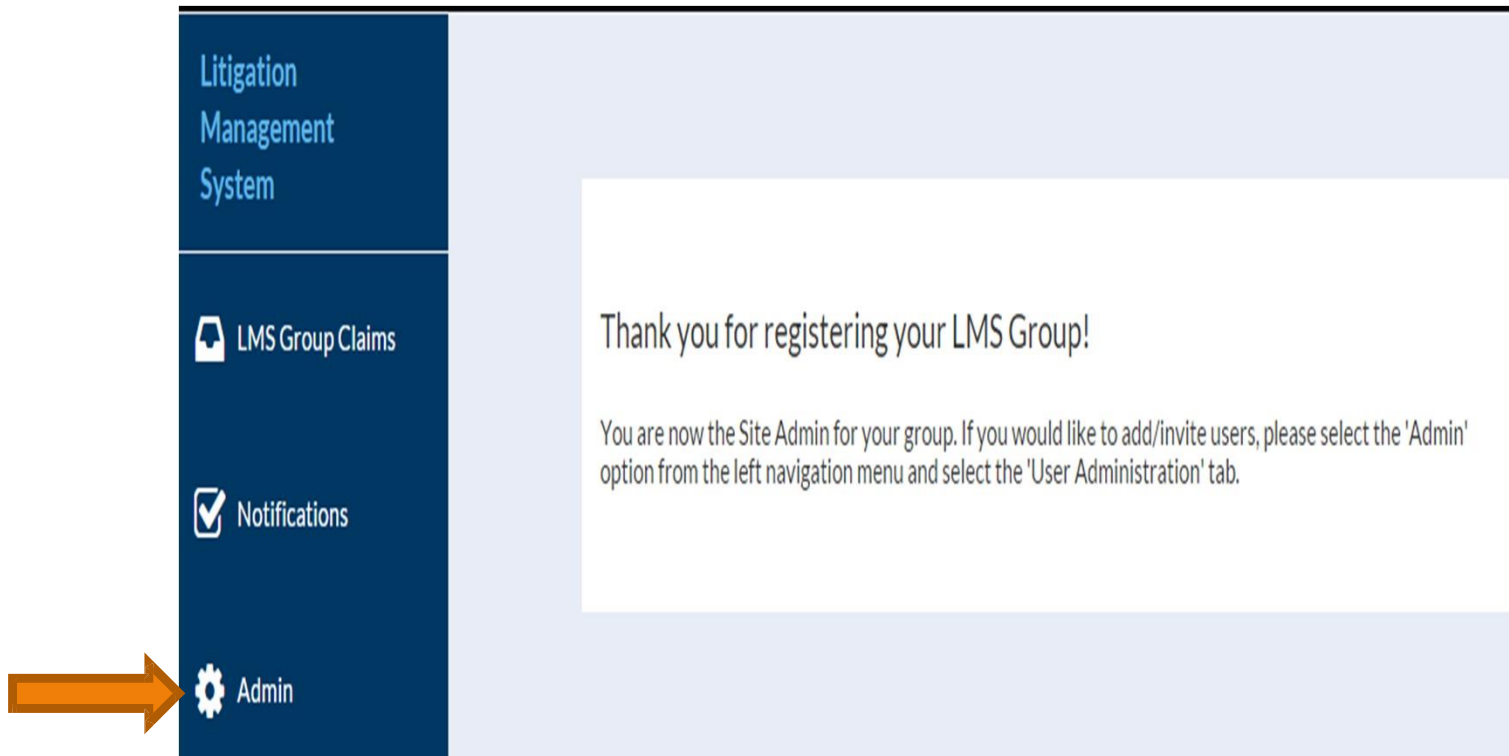
SUBMITTING FILINGS VIA LMS

A. Time of Filing. A record submitted to DWC via LMS is considered filed only when it is loaded onto the DWC's servers. Thus, a record submitted at 10:59 p.m. on day 1, but loaded onto the servers at 6:00 a.m. on day 2, is considered filed on day 2. You will receive confirmation of a successful transmission at the time of filing.

Check this box to accept the Terms and Conditions *

Back Finish

The final step of creating an LMS Group is to accept the terms and conditions and click finish. Note the new icon in the left menu called Admin. Administration of your LMS group happens there.



This is what an LMS Group invitation email looks like. We are currently working on getting the language changed.

no-reply@ky.gov

Jan 19 ☆



to me ▾

Hello,

You have been invited by tessa sdlkd to join sdkfsdfj (LMS Group) in the Kentucky Litigation Management System. If you are a Kentucky Attorney, you may visit the URL link below to register in the Litigation Management System and join this LMS group:



<https://kyworkersclaims.uat.lms.ky.gov/Account/Register>

If you are not a Kentucky Attorney, you should decline this invitation by visiting the URL link below:

<https://kyworkersclaims.uat.lms.ky.gov/Invitation/Decline/4>

Please contact the **Department of Workers' Claims** at LaborKYWCLMS.TechnicalSupport@ky.gov if you have any questions.

Thank you.

Please do not reply to this email

On the LMS Group Administration page, the site admin can invite users to the group by clicking the invite user button. Entering the email address of the person you are inviting triggers an email to be sent to the email address provided.

The screenshot displays the LMS Group Administration interface. On the left is a dark blue sidebar with navigation options: System, LMS Group Claims, Notifications, and Admin. The main content area is titled 'LMS Group Administration' and has two tabs: 'LMS Group' (selected) and 'User Administration'. Below the tabs, there is a section for 'Associated Users' with an 'Invite User' button. A table lists the associated users with columns for First Name, Last Name, Email, and Role. Below this is a section for 'Invitations' with a table showing columns for Email, Sent On, and Response.

| First Name | Last Name | Email | Role |
|------------|-----------|---------------------------------|------------|
| Dubble | Scrimshaw | cceperich@captechconsulting.com | Site Admin |

| Email | Sent On | Response |
|-----------------------------|----------------------|-------------------|
| snerwal@captechventures.com | 9/29/2015 3:06:55 PM | Awaiting Response |

More about adding users to LMS groups:

- A user (email address) can only be associated with one group at any given time. To ease the LMS Group creation process, we encourage you to use your work email for registration.
- Should you need to be part of more than one group, you will have to register with a different email address for each one.
- As described earlier, Attorney support staff can register under the "Other" role once the LMS Group administrator invites them to the group. Invitees receive an email with a link to register.

- At this time, registering as “Other” before receiving an invite from the site admin prohibits the user from joining an attorney group. Additionally, if a user with the “Other” role is removed from an attorney group after registering, they may not be added back to that group or any other attorney group. They will need to use a different email address and register through another LMS group invite.
- Court reporters cannot be added to LMS groups.

LMS Group modifications and deletions:

- Contact information for the group can be updated under the “LMS Group” tab in the Admin area of the site.
- If you should need to delete your LMS Group, please remove all members and contact us for assistance.