



Uploading a Mediation Statement in WCAIS

In order to preclude a mediation statement that you upload into WCAIS from being viewed by an opposing party, the mediation statement MUST be uploaded through the **Mediation Information** tab.

To upload a Mediation Statement in WCAIS, you must be an interested party to a dispute. In WCAIS, a dispute refers to all information related to litigation (Note: If you are not an interested party on a dispute, you must submit a **Request for Entry of Appearance**).

The process of uploading a Mediation Statement begins from the **Dispute Summary** screen within WCAIS.

Steps to Upload a Mediation Statement:

Step 1: Select the **Mediation Information** tab on the **Dispute Summary** screen

Step 2: Select the radio button for the mediation that you want to upload a Mediation Statement for in the **Upcoming Mediations** section and then press **Submit Mediation Statement**

Select One	Date	Start Time	Duration	Location	Type	Mediation Judge	Language
<input checked="" type="radio"/>	5/30/2014	01:30 PM	30 minutes	Philadelphia Field Office	Mandatory Mediation	Harrison, Marc	

1. 2. Submit Mediation Statement

Step 3: Select the **Upload Document** link on the **Submit Mediation Statement** screen

Step 4: Follow the on-screen instructions and prompts to upload the Mediation Statement

Step 5: Press **Submit** after the Mediation Statement has been successfully uploaded

Step 6: A confirmation message displays acknowledging that the Mediation Statement has been successfully submitted

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