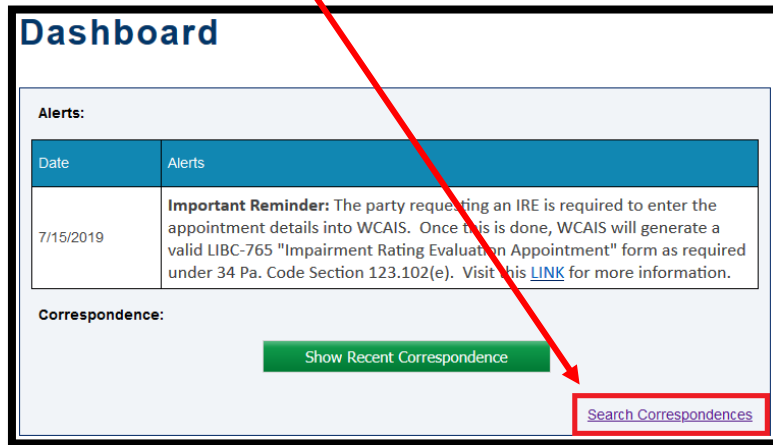


See Claimant's Name When Searching Correspondence!

1. Click the "Search Correspondence" link on the Dashboard.



2. Enter desired Search Criteria, click the box to "Show Unread Correspondence," and then click "Search."

The screenshot shows the 'Search Correspondences' form. It includes a 'Search Criteria' section with a dropdown for 'Date Selection Criteria' (set to 'Last 7 days'), a date range for 'Generated From' (12/30/2019) to 'To' (01/06/2020), and a checked checkbox for 'Show Unread Correspondences'. Red text annotations say 'Choose a pre-set parameter or...' and 'Enter 'From' and 'To' Dates'. A red box highlights the 'Search' button.

3. The Search Results will show the Correspondence with a Claimant and Employer Column.

NOTE: To sort any column, just click the column header. You'll know the sort feature is engaged when a little white triangle appears.

View Status	Document Type	Entity Number	Date Sent ▼	Generated Date	Claim Number	Claimant/Employee Name	Defedent/Employer Name
✉	Exhibit Proof of Service	DISPUTE NUMBER - DSP-	12/23/2019	12/23/2019	1234567	Jane Doe	Warehouse 1
✉	Supersedes or WCAB Central Office Order	APPEAL CASE NUMBER -	12/18/2019	12/18/2019	7654321	John Smith	Employer 1
✉	Assignment Notice	DISPUTE NUMBER - DSP-	12/17/2019	12/16/2019	7651234	John Doe	Tractors 1