



# DEPARTMENT OF LABOR Office of Workers Compensation Program

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Division of Longshore & Harbor Workers' Compensation (DLHWC)  
Secure Electronic Access (SEA) Portal

## SEA Portal

### Upload documents to case

Enter the below information to locate the case.

Case Number\*

Claimant Last Name\*

Claimant Date of Birth\*

Date of Injury\*

\*All fields are required

[NEXT](#)

- Case number is required.**
- Claimant Last Name is required.**
- Claimant Date of Birth is required.**
- Date of Injury is required.**

### Need to upload a document?

DLHWC's SEA Portal allows stake holders to upload documents such as request for informal conferences, forms, and medical reports to active DLHWC cases. You need official DLHWC case number and other identifying information to submit documents using SEA Portal. Please see the Frequently Asked Questions for more information on this process.

Once uploaded, SEA Portal assigns a unique document control number (DCN). You can use the DCN number to check the status of the document.

SEA Portal cannot be used to submit documents for a case that has not been created. If you are submitting a NEW claim (a case number has not yet been assigned). You must submit the LS-201, LS-202, LS-203 or LS-262 to DLHWC's central case create site in New York city.



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### Upload documents to case

<b>Case Number</b>	532407	<b>Date of Injury</b>	07/24/2014
<b>Claimant Last Name</b>	Jones	<b>Date of Birth</b>	06/21/1966

Follow the instructions carefully or your documents may not be processed.

CATEGORY	DOCUMENT	DATE	SIZE	PAGES	ACTIONS
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**ADD FILE**

- Do Limit file size to 5MB.
- Do Limit number of pages to 50.
- Do Only upload TIF and PDF documents.

### Upload Instructions

- Do NOT upload claim forms for new injuries if the case has not been created. Submit claim forms to DLHWC central case create site if a case needs to be created.
- Do NOT upload combined forms. Submit forms individually, e.g. do not upload an LS-206 with an LS-207 as part of the same document; upload each individually.
- Do NOT upload documents for the OALJ. Submit them directly to the OALJ – visit <http://www.oalj.dol.gov> for contact information.
- Do NOT upload documents for the BRB. Submit them directly to the BRB – visit <http://www.dol.gov/appeals/> for contact information.



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### Upload documents to case

**Case Number** 532407      **Date of Injury** 07/24/2014  
**Claimant Last Name** Jones      **Date of Birth** 06/21/1966

Follow the instructions carefully or your documents may not be processed.

CATEGORY	DOCUMENT	DATE	SIZE	PAGES	ACTIONS
Other Correspondence ▼	Johnson letter.pdf	09/09/2014	213K	9	Delete
Medical Reports ▼	2SK45678903.pdf	09/09/2014	89K	2	Delete

ADD FILE

SUBMIT

#### Categories

- Informal Conference Request
- Formal Hearing Request (LS-18)
- Settlement Application (8i)
- Special Fund Application (8f)
- Privacy Act Request
- Longshore Forms
- Other Correspondence
- Medical Reports



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## Upload documents to case

**Case Number** 532407 **Date of Injury** 07/24/2014  
**Claimant Last Name** Jones **Date of Birth** 06/21/1966

Your documents have been submitted and status can be checked by using the [DCN](#).

CATEGORY	DOCUMENT	DATE	SIZE	PAGES	DCN
Other Correspondence	Johnson letter.pdf	09/09/2014	213K	9	<a href="#">2392432819</a>
Medical Reports	2SK45678903.pdf	09/09/2014	89K	2	<a href="#">2392432820</a>

### Categories

- Informal Conference Request
- Formal Hearing Request (LS-18)
- Settlement Application (8i)
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# SEA Portal

## Check Document Status

Enter the DCN of your document and submit your request.

DCN

SUBMIT

### Checking the document status?

#### Received

Your document has been received by the system and it's waiting to be processed.

#### Processed

Your document has been processed and it has been placed in the case.



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DCN

**SUBMIT**

CATEGORY	DOCUMENT	DATE	STATUS	DCN
Other Correspondence	Johnson letter.pdf	09/09/2014	<b>Received</b>	2392432819

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