



Division of Longshore and Harbor Workers' Compensation (DLHWC)  
Longshore and Harbor Workers' Compensation Act  
Secure Electronic Access Portal (SEAPortal)

SEAPortal

### Upload Documents to Case

Enter the below information to locate the case

Case Number\*  Required

Claimant Last Name\*  Required

Claimant Date of Birth\*  Required

Date of Injury\*  Required

\* Required Field

NEXT

### Need to upload a document?

DLHWC's SEAPortal allows stakeholders to upload documents such as requests for informal conferences, forms, and medical reports to active DLHWC cases. You will need an official DLHWC case number and other identifying information to submit documents using SEAPortal. Please reference the Frequently Asked Questions (FAQs) for more information on this process.

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

SEAPortal 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 fax the LS-201, LS-202, LS-203 or LS-262 to DLHWC's central case create fax (202) 513-6814 or mail to the central case create site in Jacksonville.



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**Upload Documents to Case**

Case Number	99999999	Claimant Last Name	Testname
Date of Injury	01/01/2009	Date of Birth	01/01/1954

DOCUMENT	CATEGORY	AUTHOR DATE	UPLOAD DATE	RECEIVED DATE	SIZE (KB)	PAGES	ACTION(S)
No data available in table							

[ADD FILE](#) [SUBMIT](#)

- Click "Add File" and select the document you wish to upload from your computer.
- After selecting document, click "Upload".
- Once document is uploaded, select category and author date and select "Submit".
- Limit file size to 5MB.
- 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 the DLHWC central case create site if a case needs to be created.
- Do NOT upload combined documents. Submit them individually, e.g. do not upload an LS-206 with an LS-207 as part of the same document or a medical report combined with a form; 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.
- Do NOT include any special characters in file name
- Do NOT use the Back button in your browser during the entire process

**Categories**

- LS-4 Attorney Fee Application (Agreed)
- LS-4 Attorney Fee Application (Not Agreed)



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Date of Injury	01/01/2009	Date of Birth	01/01/1954

DOCUMENT	CATEGORY	AUTHOR DATE	UPLOAD DATE	RECEIVED DATE	SIZE (KB)	PAGES	ACTION(S)
TEST 03.pdf	Longshore Form	12/11/2024	12/19/2024	12/19/2024	157	3	Delete
TEST, 02.pdf	Informal Confer	12/10/2024	12/19/2024	12/19/2024	164	5	Delete

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## Categories

- Informal Conference Request
- Formal Hearing Request (LS-18)



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Case Number	99999999	Claimant Last Name	Testname
Date of Injury	01/01/2009	Date of Birth	01/01/1954

DOCUMENT	CATEGORY	AUTHOR DATE	UPLOAD DATE	RECEIVED DATE	STATUS	DCN
TEST 03.pdf	Longshore Forms	12/11/2024	12/19/2024	12/19/2024	Processed	*PL1669
TEST, 02.pdf	Informal Conference Request	12/10/2024	12/19/2024	12/19/2024	Processed	*PL1668

\* Please note DCN to track the document.

## Categories

- Informal Conference Request
- Formal Hearing Request (LS-18)
- Settlement Application (8i)
- Special Fund Application (8f)
- Copy Request
- LS-203 (Employee's Claim for Compensation)
- Waiver of Service by Certified Mail (LS-801/802)
- Longshore Forms
- DOL Vocational Rehabilitation
- Medical Reports
- Other Correspondence



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## 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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### Check document status

Enter the DCN of your document and submit your request.

DCN

**SUBMIT**

CASE NUMBER	CATEGORY	AUTHOR DATE	UPLOAD DATE	RECEIVED DATE	STATUS	DCN
9999999	Informal Conference Request	12/10/2024	12/19/2024	12/19/2024	Processed	PL1668

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