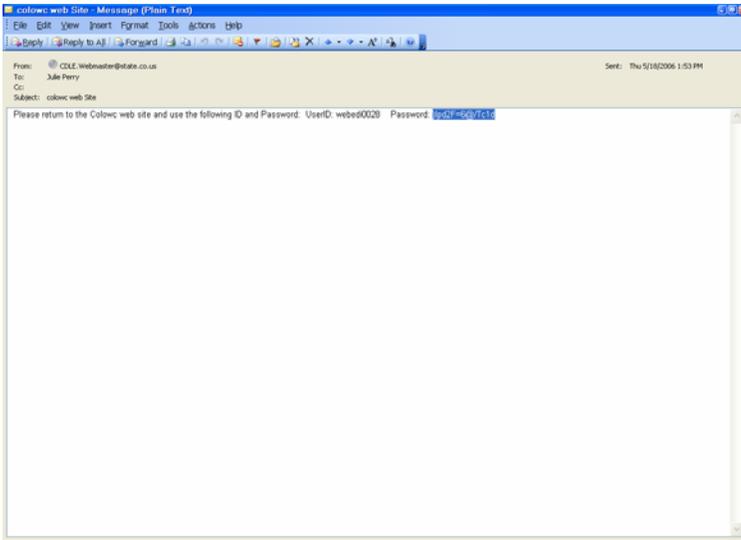# Login and Password Instructions to DWC Online Electronic Filing Site

When you are added to the security file for access to the DWC Electronic Filing site, you will be sent an email that will include your unique system-generated ID and password. Because the system-generated password is fairly complicated, it will be easier to highlight and copy the password so you can paste it into the appropriate field on the website.
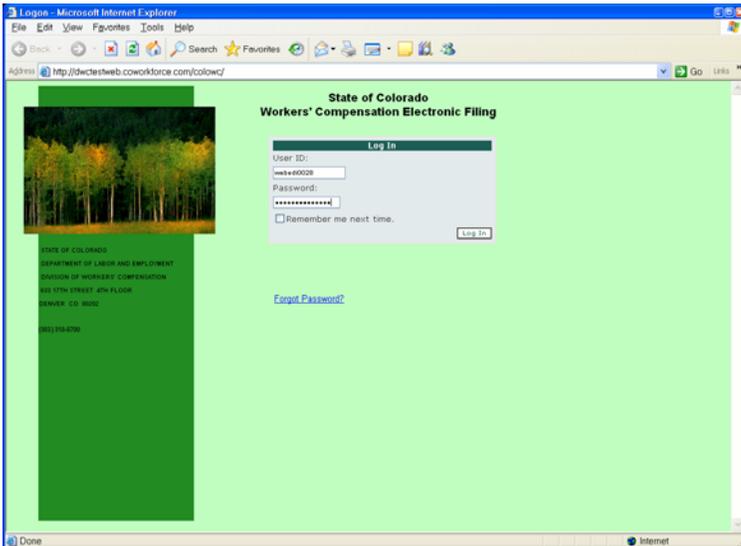
Access the DWC Electronic Filing site. Type in the ID from the email into the User ID field. Either type exactly or paste the password from the email into the Password field. Click on Log In.
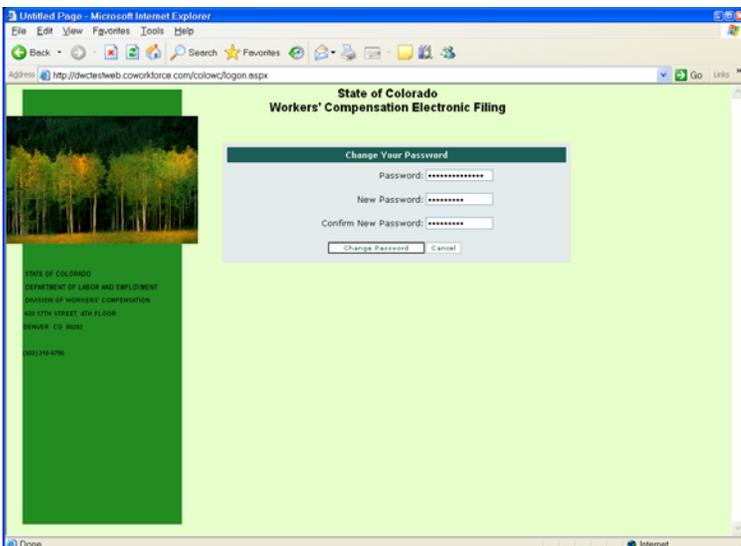
On your initial login, the system will force you to change your password to one you will easily remember. Type or paste the system-generated password into the Password field. Type in your new password. Our security requires 7-16 characters of which at least one must be a non-alphanumeric character (one of those shift items on the number keys.) Passwords are case-sensitive. Retype the new password to confirm and click Change Password.
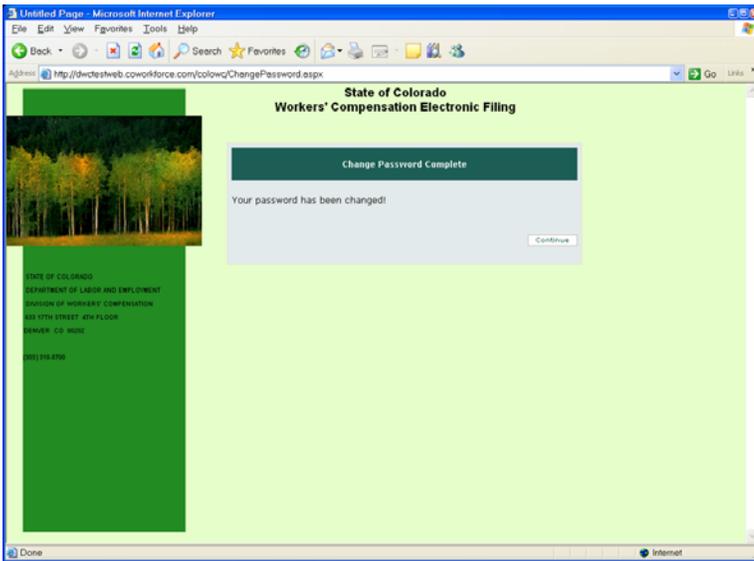
When the system accepts your new password you will see the successful password change screen. Click on the Continue button.
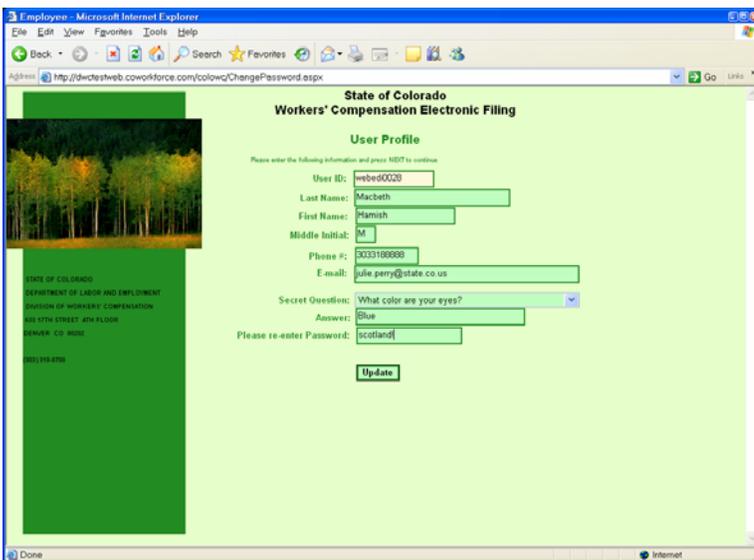
Your User Profile screen will display. Check the fields that are entered to make sure they are correct and make any necessary changes. You will have to select a Secret Question from the drop down menu and then type in the answer below. Enter the password you just created and click Update.
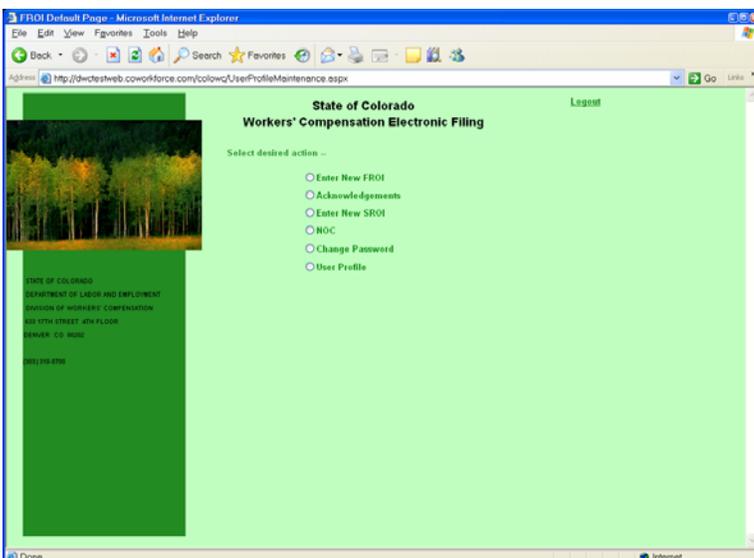
You now have access to the DWC Electronic site. After your initial access you will access this screen after you have filled in the Log In screen. Select Enter New FROI and you are on your way.