

State of Alaska Mike Dunleavy Governor	Alaska Workers' Compensation Division PO Box 115512 Juneau, Alaska 99811-5512		
Department of Labor and Workforce Development	BULLETIN	Number 25-02	Date March 26, 2025
Catherine Muñoz Commissioner	SUBJECT	Electronic Filing Guidelines	
	REFERENCE	8 AAC 45.020	

To ensure compliance with **8 AAC 45.020(d)(2)(C)** and to facilitate efficient processing of documents, all electronic filings submitted to Workers' Compensation must adhere to the following requirements:

1. File Format Requirement

- All documents must be submitted in **.pdf format**.
- Filings in other formats (e.g., Word documents, image files, or compressed folders) may be rejected.

2. Complete Submissions

- Each filing must be submitted as a **single, consolidated .pdf file**.
- Do not send multiple separate attachments for related documents (for example, a medical summary and corresponding records should be combined into one file).
- Incomplete or piecemeal filings may be rejected.

3. Submission via Email or ZendTo Only

- Documents may be sent as email attachments to workerscomp@alaska.gov.
- Documents may be sent through Alaska ZendTo (<https://drop.state.ak.us/drop/>), a secure file transfer service provided by the State of Alaska for sending large or confidential files. Further information about Alaska ZendTo can be found at <https://drop.state.ak.us/drop/about.php>
- We cannot accept filings through third-party file-sharing services (e.g., Dropbox, Google Drive, OneDrive).

Failure to follow these guidelines may result in a rejected filing. If your filing is rejected, you will need to correct and resubmit it in the proper format.

If you have any questions regarding these requirements, please contact the Alaska Workers' Compensation Division (907-269-4980, or workerscomp@alaska.gov) and ask to speak with a technician.