

**Washington State Labor & Industries
Claims Administration Voice Mail
User Quick Reference Guide**

This user guide is intended for frequent callers. You can press the numbers immediately to bypass the prompts and speed up the menu.

Claim Number

Press 1, after the tone say the claim number. Press 3 to save recording.

Social Security Number

Press 2 to bypass the social security number field.

Callers Name

After the tone say your first and last name and press the #key. Press 3 to save the recording.

Phone Number

Enter your phone number including area code and extension follow by the #key. Press 1 to confirm the numbers.

Relationship to Claim

Press 4 to enter the relationship to claim (Vocational Counselor).

Message

Wait for the tone, leave a detailed message and press the # key. Press 3 to save the message.

Your message has been received. Thank you for calling, goodbye.