

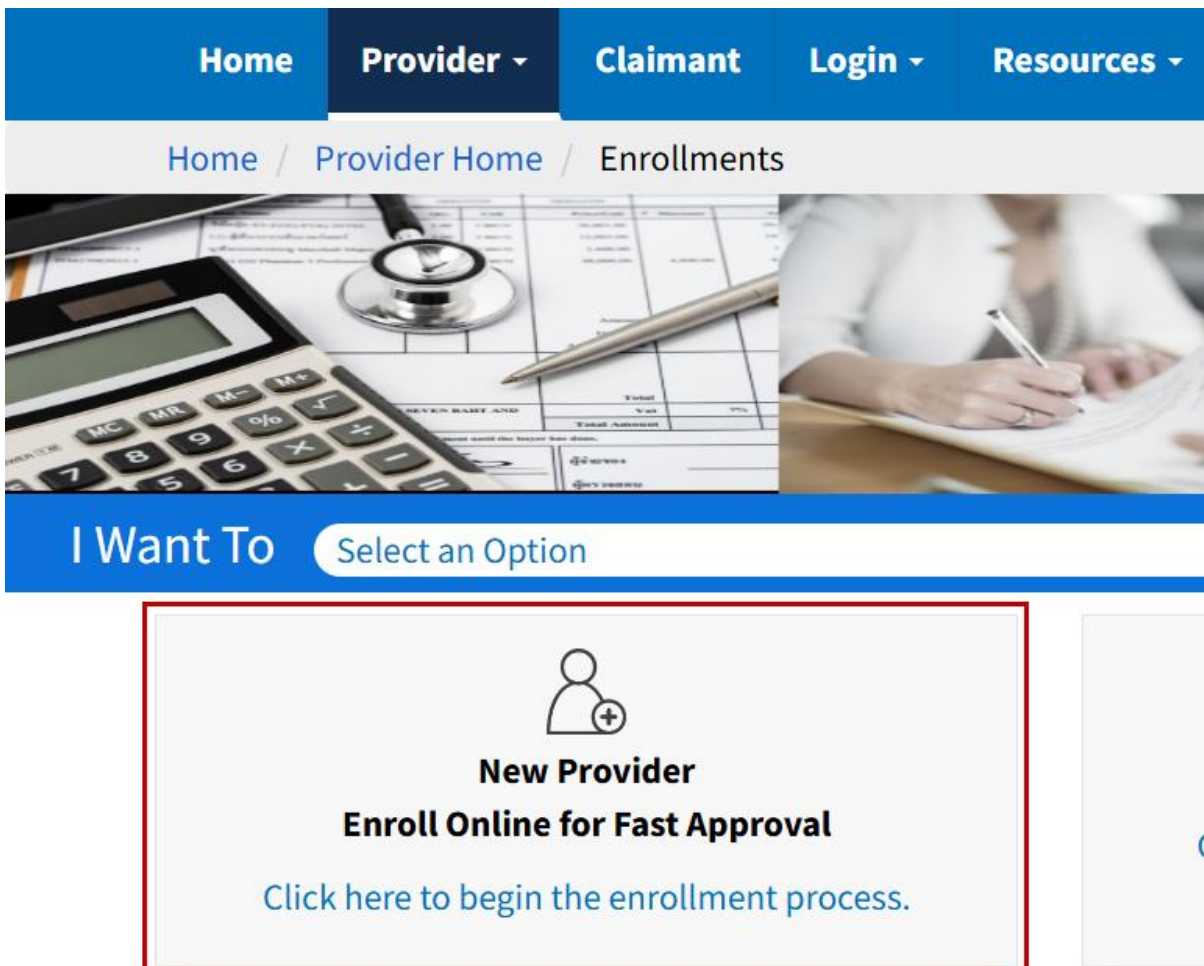


### Adding New Providers under One OWCP Connect ID

**Scenario:** This scenario assumes that you are the system administrator for an active OWCP provider ID looking to add additional providers under your active OWCP Connect ID.

Complete the steps 1 – 3 of this document for each new provider you are enrolling under your OWCP Connect ID.

1. To add additional new providers under your OWCP Connect ID, go to the **Provider Enrollment** page in the WCMBP Portal, then select the **Click here to begin the enrollment process** link in the New Provider box.





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2. Log in to OWCP Connect using the email address and password you created during registration.

The screenshot shows a light blue login interface. At the top, it says "Existing User". Below that is the text "Login Using Email Address:" followed by a text input field. A red box highlights the "LOGIN" button. Below the button are links for "Forgot password?" (with a "PASSWORD RESET" button), and "Change Email?" (with a "CHANGE EMAIL" button).



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3. Complete the enrollment steps for the new provider.

**Enrollment Type**

Please select the applicable Enrollment Type

\*  
 Individual  
 Group Practice  
 Billing Agent/Clearinghouse  
 Facility/Agency/Organization/Institution

4. When the applications are approved, the new provider IDs will appear on the available **Provider ID** drop-down list.

Welcome to the WCMBP Provider Portal

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**HCE**

Select a Provider ID Number to continue to the Provider Portal:

Available Provider IDs: 026724500

Go

*Users can toggle between multiple OWCP Provider IDs using the Switch OWCP Provider ID link on the Provider Portal.*