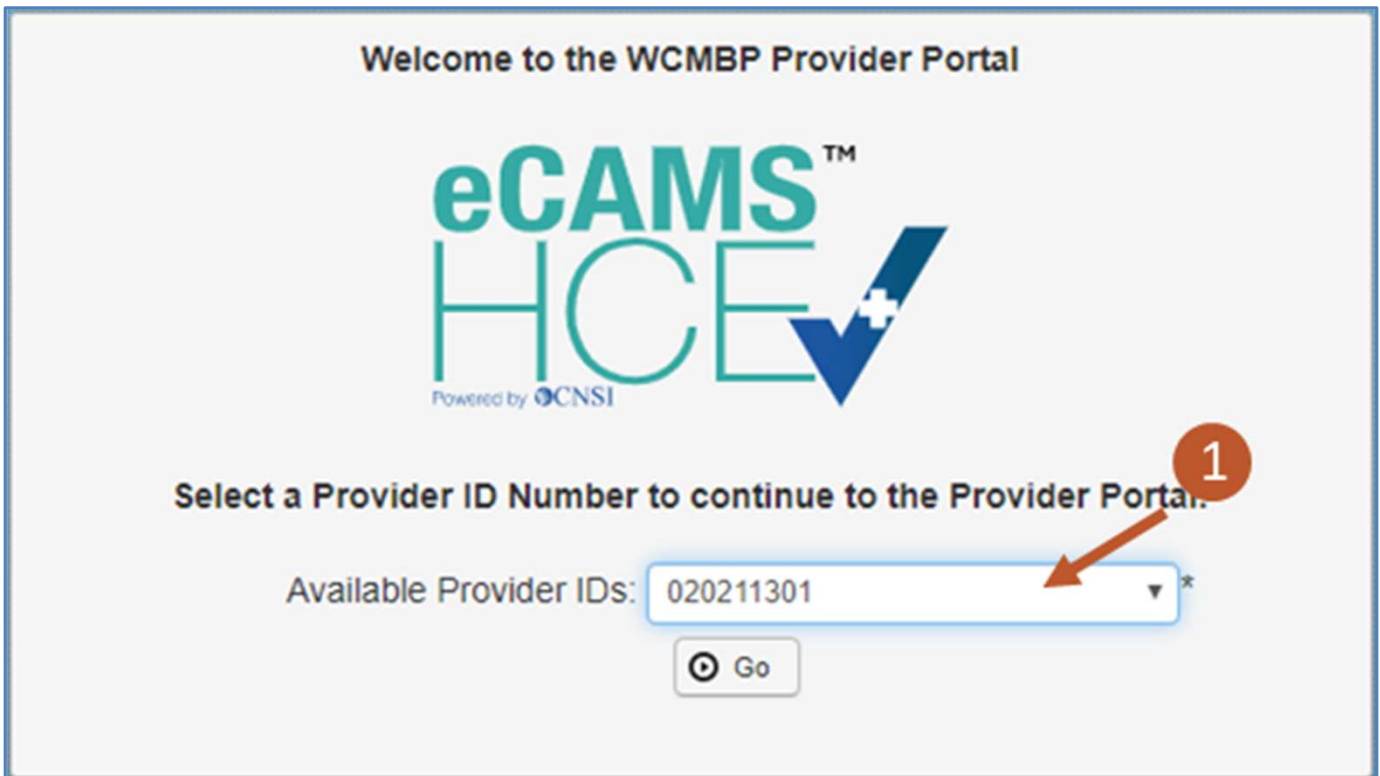




Adding or Associating Users to Providers

Scenario: As an admin at a provider location, you would like to add additional staff access to features of the Provider Portal. This scenario assumes that you have already registered with OWCP Connect and either completed the WCMBP Registration (if a Legacy Provider) or completed a new enrollment and have been approved, thus giving you access to the Provider Portal. Users that you add will also need to register through OWCP Connect before they can be added. Instructions on how to register as an additional user will follow this scenario.

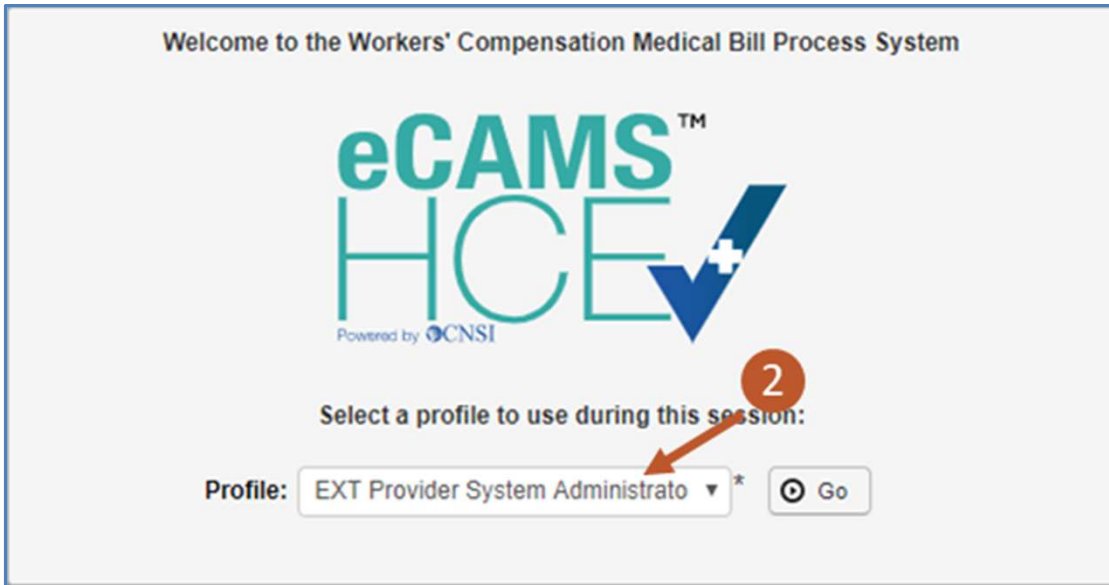
1. Select the Provider ID from the **Available Provider ID** drop-down list for the Provider Portal you will be granting user access to and select **Go**.



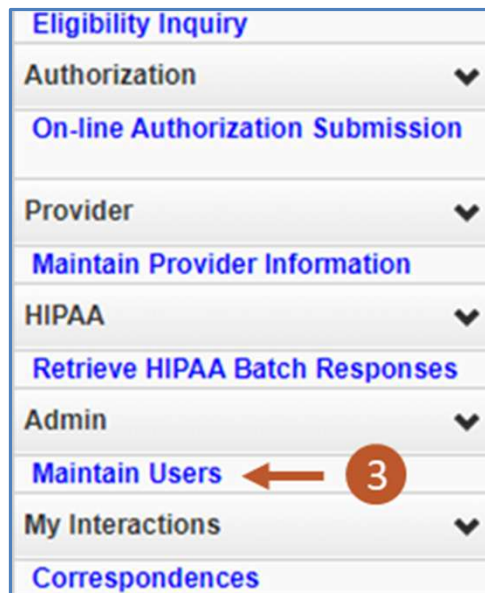


Adding or Associating Users to Providers

2. Select the applicable profile from the **Profile** drop-down list (ex. EXT Provider System Administrator) and select **Go**.



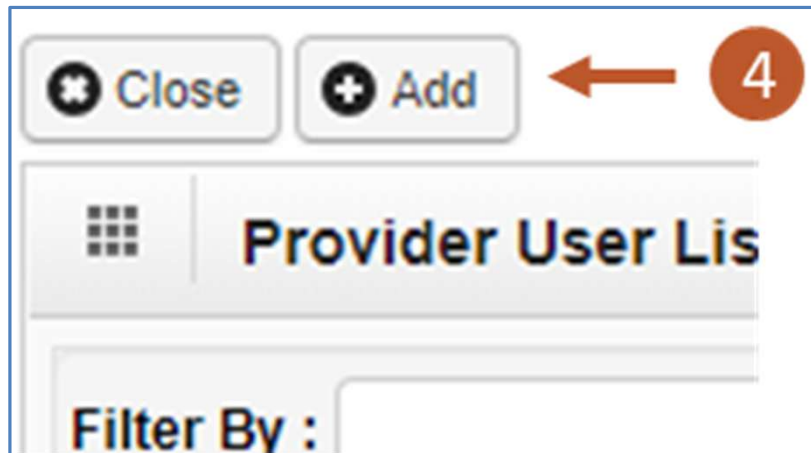
3. Select the **Maintain Users** hyperlink in the Online Services section on the left side of the Provider Portal.





Adding or Associating Users to Providers

4. Select the **Add** button on the Provider User List page.



5. Include all required information into the fields denoted with asterisks. The user you are adding will need to have registered through OWCP Connect and have an OWCP Connect ID in order for you to add them.

A screenshot of a form titled 'Add Provider User'. The form contains several input fields and dropdown menus. Fields marked with an asterisk (*) indicate required information. A red circle with the number '5' is in the center, with red arrows pointing to the following fields: First Name, Last Name, Date Of Birth, OWCP Provider ID, Start Date, Expiration Date, and Status. The 'OWCP Provider ID' field is pre-filled with '020211301'. The 'User Type' dropdown is set to 'Batch User' and the 'Status' dropdown is set to 'Approved'. At the bottom right, there are 'OK' and 'Cancel' buttons.



Adding or Associating Users to Providers

6. Select the **OK** button to add the user.

The screenshot shows a web form titled "Add Provider User". It contains several input fields: "First Name", "Last Name", "Middle Name", "Date Of Birth", "SSO User Login ID(OWCP Connect ID)", "OWCP Provider ID" (with value 020211301), "Start Date", "Expiration Date", "Phone Number", "Comments", "User Type" (set to "Batch User"), and "Status" (set to "Approved"). At the bottom right, there are "OK" and "Cancel" buttons. A red circle with the number "6" and an arrow points to the "OK" button.

7. Once the user is added, you will then need to go into their profile by selecting the **Name** hyperlink in order to apply the profiles that will be applicable to the user

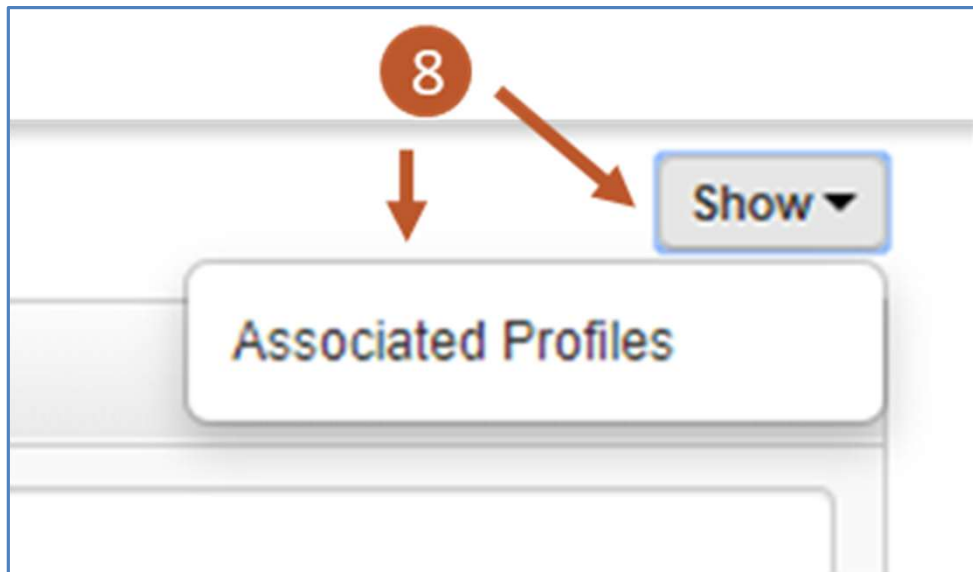
The screenshot shows a table titled "Provider User List". At the top, there is a "Filter By" section with two dropdown menus. Below that is a table with columns. The "Name" column header is highlighted with a red circle and an arrow labeled "7". The first row of data shows "Test Last, Test FRIST" in the "Name" column and "70004" in another column.

Name	
Test Last, Test FRIST	70004

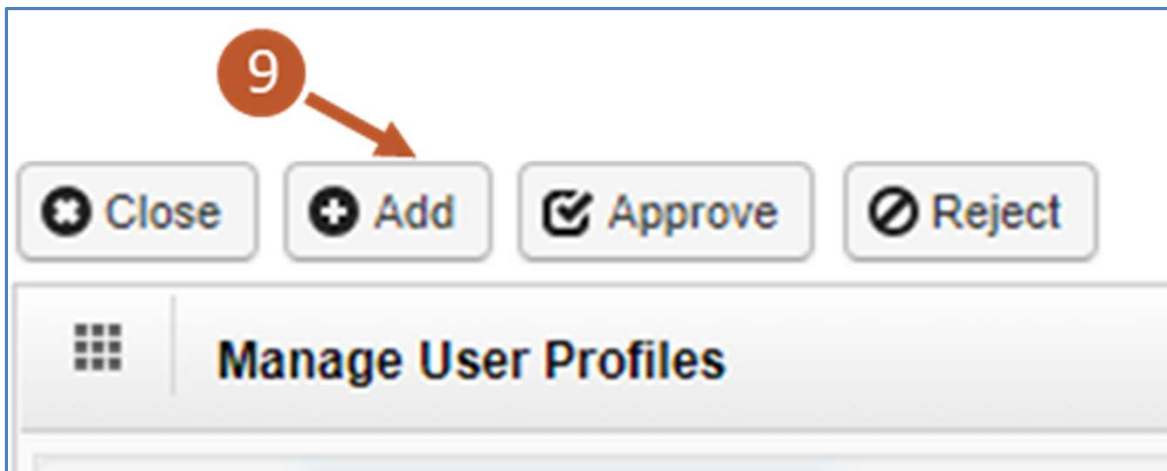


Adding or Associating Users to Providers

8. Select the **Show** drop-down button to the upper right of the window and select the **Associated Profiles** option.



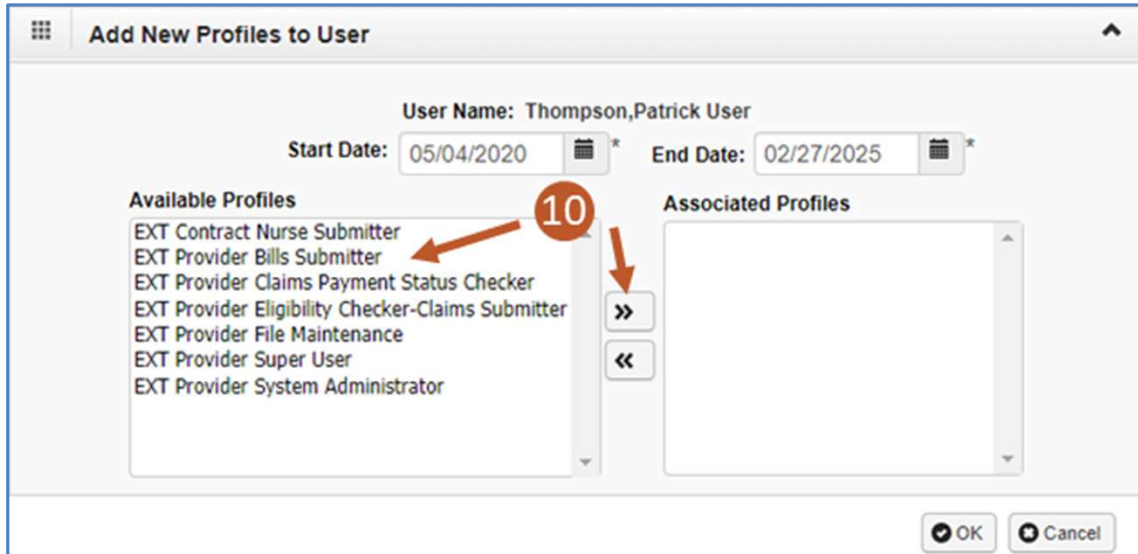
9. On the Manage User Profiles page, select the **Add** button.



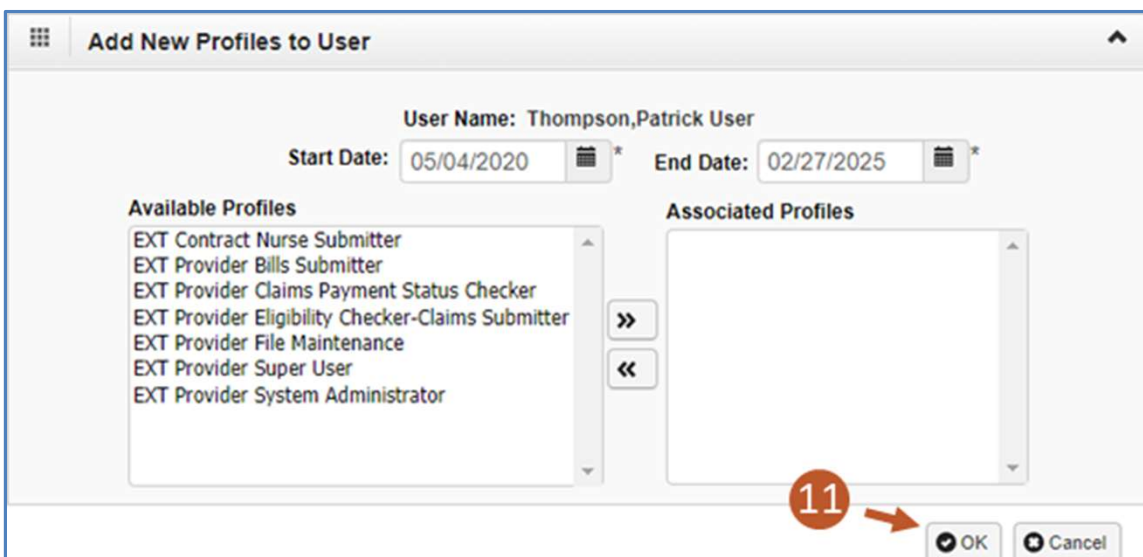


Adding or Associating Users to Providers

10. Select from the Available Profiles on the left and then select the right arrow add them to the Associated Profiles box.



11. Select the **OK** button. The profile additions will be In Review until they are approved or rejected by you or someone that has been given the authority to do so.





Adding or Associating Users to Providers

12. Select the checkbox next to the Profile names that you will approve and then select the **Approve** button.

The screenshot shows a web interface titled "Manage User Profiles". At the top, there are four buttons: "Close", "Add", "Approve", and "Reject". Below the title bar, there is a "Filter By:" section with two input fields. The main content area is a table with a header row containing a checkbox and the text "Name" with a dropdown arrow. Below the header, there are four rows of profile names, each with a checkbox to its left. A red circle with the number "12" is positioned over the first checkbox, with an arrow pointing to it. Another red arrow points from the "Approve" button at the top to the "Approve" button in the table header area.

<input type="checkbox"/>	Name
<input type="checkbox"/>	EXT Contract Nurse Submitter
<input type="checkbox"/>	EXT Provider Bills Submitter
<input type="checkbox"/>	EXT Provider Claims Payment Status Checker
<input type="checkbox"/>	EXT Provider Eligibility Checker-Claims Submitter



Adding or Associating Users to Providers

13. An Update Status window will open where you will need to select a reason for the update. Select the **OK** button to complete the update.

Update Status

Status Type: Approved

Reason Code: None

Remarks:

13 → OK Cancel

You will complete steps 3-12 for each user you will be adding to a single Provider ID. You will complete steps 1-12 if you need to add users to multiple Provider IDs.



Registering in OWCP Connect to be Added as an Additional User

Scenario: In the previous scenario, we added additional users to a Provider ID. We mentioned in that scenario that the user would need to be registered through OWCP Connect in order to be added as a user. The steps below will show you how users will register with OWCP Connect.

1. Select the **Get Started** link under the Provider tab or the **Get Started** button on the home page of the WCMBP Portal.





Registering in OWCP Connect to be Added as an Additional User

2. Scroll to the bottom of the page and select the **Register to be added as an additional user to an existing provider group or organization** blue expandable box and then select the **Begin Registration** link.

Register to be added as an additional user to an existing provider group or organization

Register with OWCP Connect first, and then give the OWCP Connect ID (your email address) to the System Administrator of the existing provider. Once they set up your account successfully, you will be able to access the system via the Provider Login button.

[Begin Registration](#) ← 2

Please refer to the [Quick Guide](#) on how to add/associate additional users under existing provider.

3. You are taken to OWCP Connect where you will begin your Account Registration. You will first select the **here** hyperlink under the Account Registration column on the OWCP Connect home page.

Account Registration

If this is your first time using OWCP Connect, click [here](#) and begin the process to create a new account.

3



Registering in OWCP Connect to be Added as an Additional User

4. Complete the required fields and steps of the Account Registration process.

Account Registration 4

Enter the below information to create the account

First Name*

Last Name*

Middle Initial

5. After completing the OWCP Connect Account Registration, you will use the credentials you created during the account registration to **Login** through OWCP Connect.

Note: You will not be required to go through the registration process on future logins.

Login 5

Welcome to OWCP Connect
Please enter your EMAIL ADDRESS to start.

Email Address

LOGIN



Registering in OWCP Connect to be Added as an Additional User

You will need to provide your OWCP Connect ID (your email address) to the System Administrator at the provider location you will be added to as a user. Once they set up your account successfully, you will be able to access the system via the Provider Login button on the WCMBP Portal. You will select the Login drop-down > select the Provider option > select the Provider Login button > and login through OWCP Connect using the credentials you created during registration.