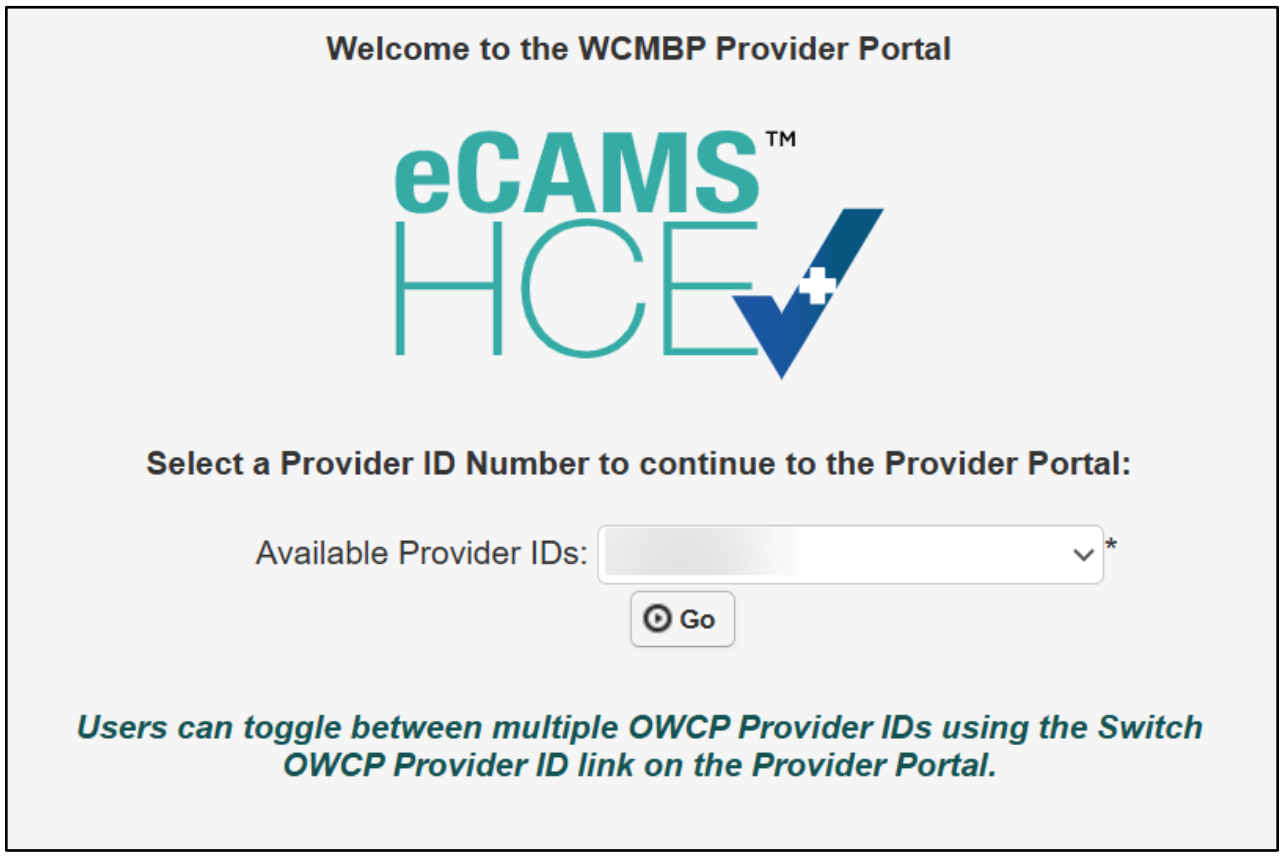
# Adding or Associating Users to Providers

**Scenario:** An admin at a provider location needs to add additional staff access to features of the Provider Portal. This scenario assumes that the admin has already registered with OWCP Connect and completed a new enrollment; and has been approved for access to the Provider Portal. Added users will also need to register through OWCP Connect before they can be added. Instructions on how to register as an additional user can be found on Page 6.

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



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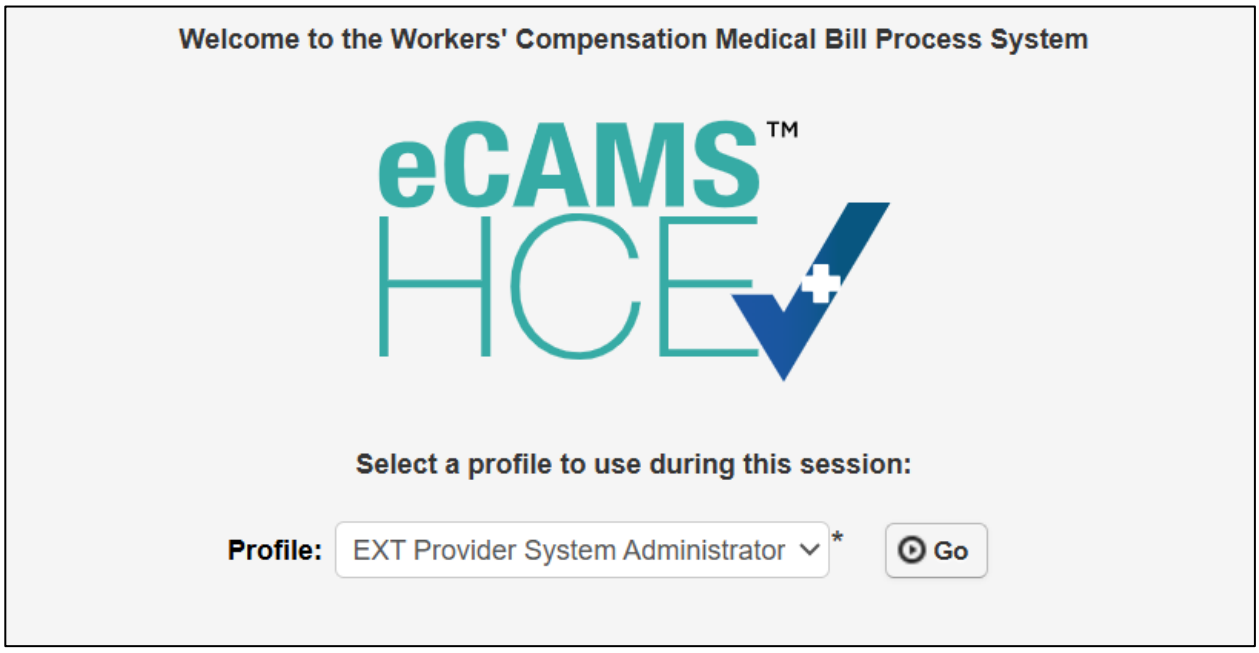
2. Select the **EXT Provider System Administrator** profile from the **Profile** drop-down list and select **Go**.




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

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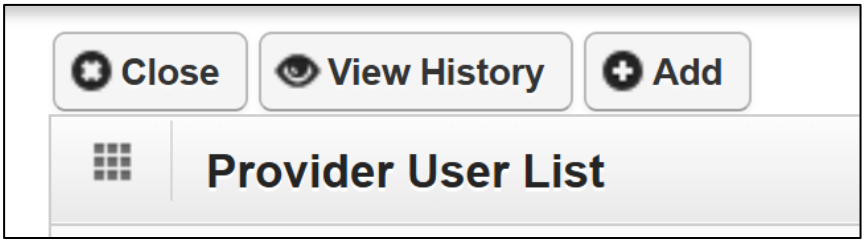
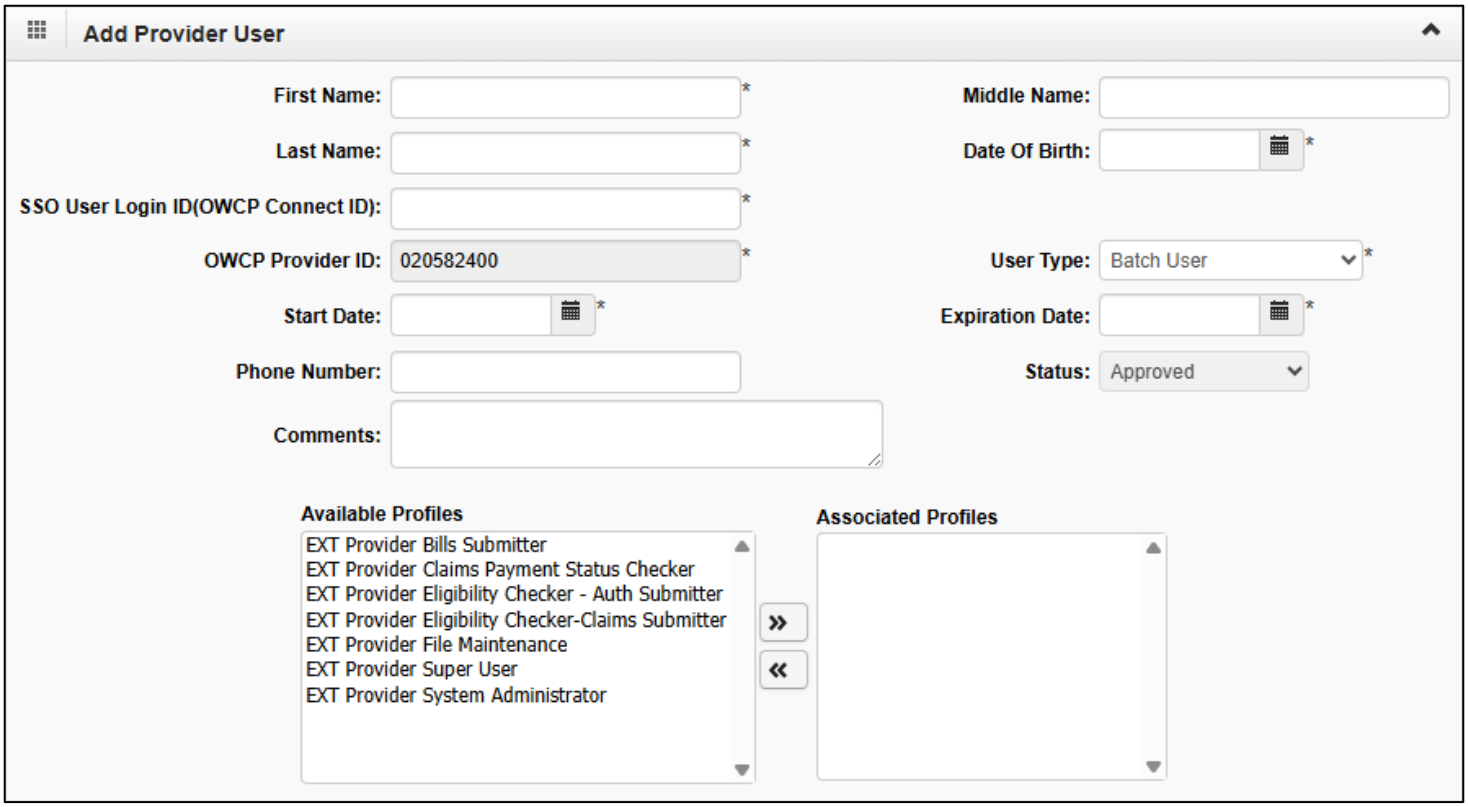
4. Select the **Add** button on the Provider User List page.




5. Include all required information into the fields denoted with asterisks. The added user must have already registered through OWCP Connect and have an OWCP Connect ID.

6. Select from the **Available Profiles** on the left, then select the **double right-arrow** to add them to the **Associated Profiles** box. Assigning profiles will determine the user's access.

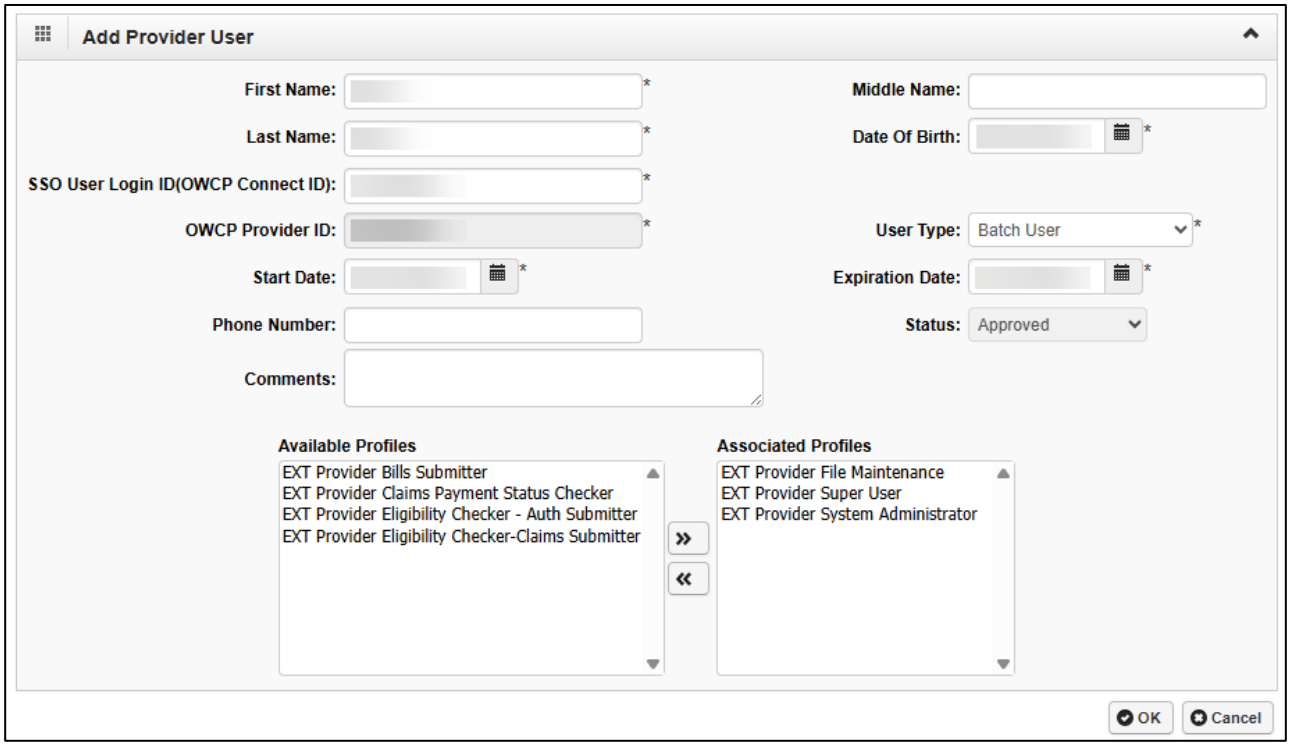
**Note:** Refer to Provider Profile Permissions to review the functionality for each available profile.




**Note:** Providers can select multiple profiles by pressing and holding the **Ctrl** key while selecting additional profiles.

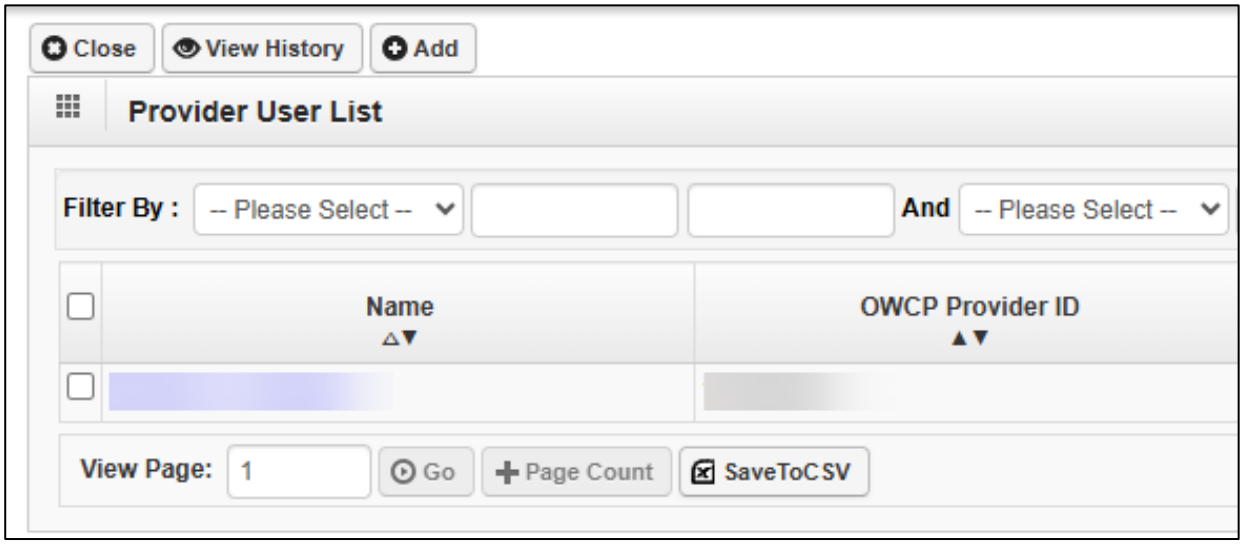
## Adding or Associating Users to Providers

7. Select **OK** to add the user.



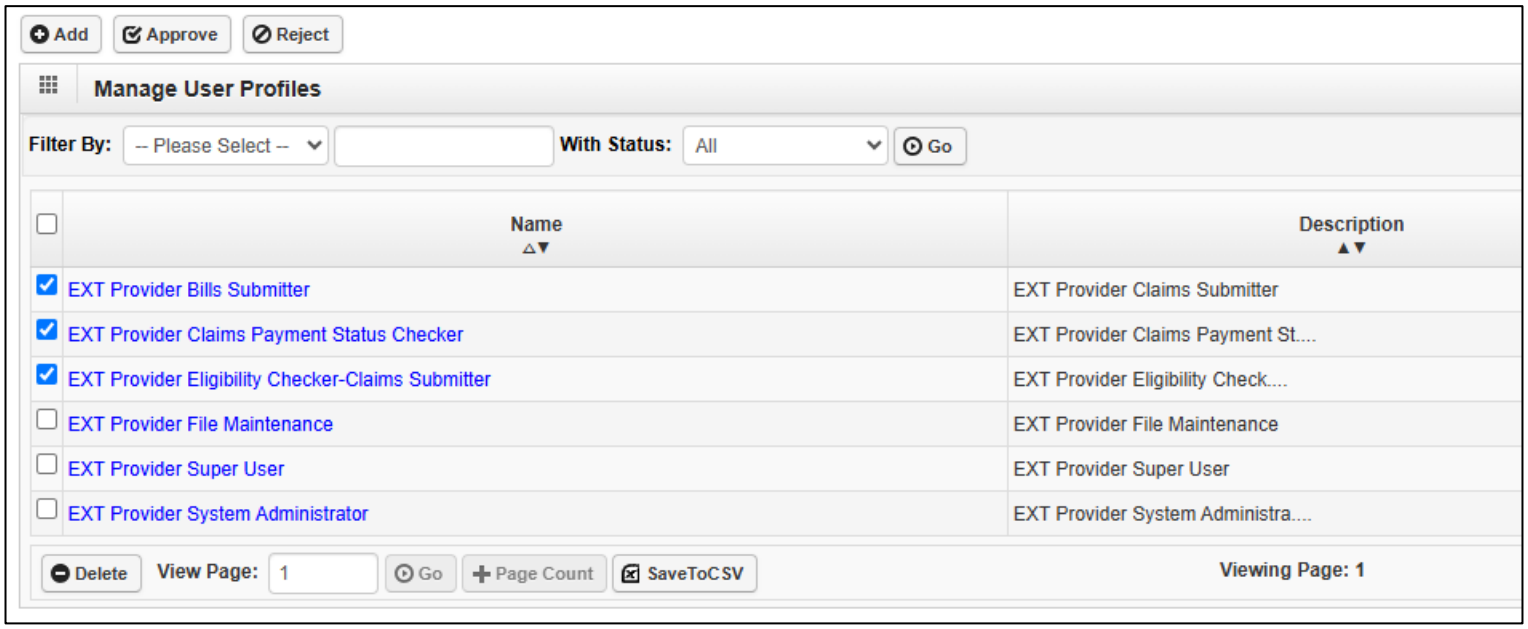

**Note:** The profile additions will be **In Review** until they are approved or rejected by someone in the organization with the authority to do so.

8. To approve profiles, select the **Name** hyperlink on the **Provider User List.**



## Adding or Associating Users to Providers

9. In the **Manage User Profiles** section, select the checkbox next to the profile names to approve, then select **Approve**.



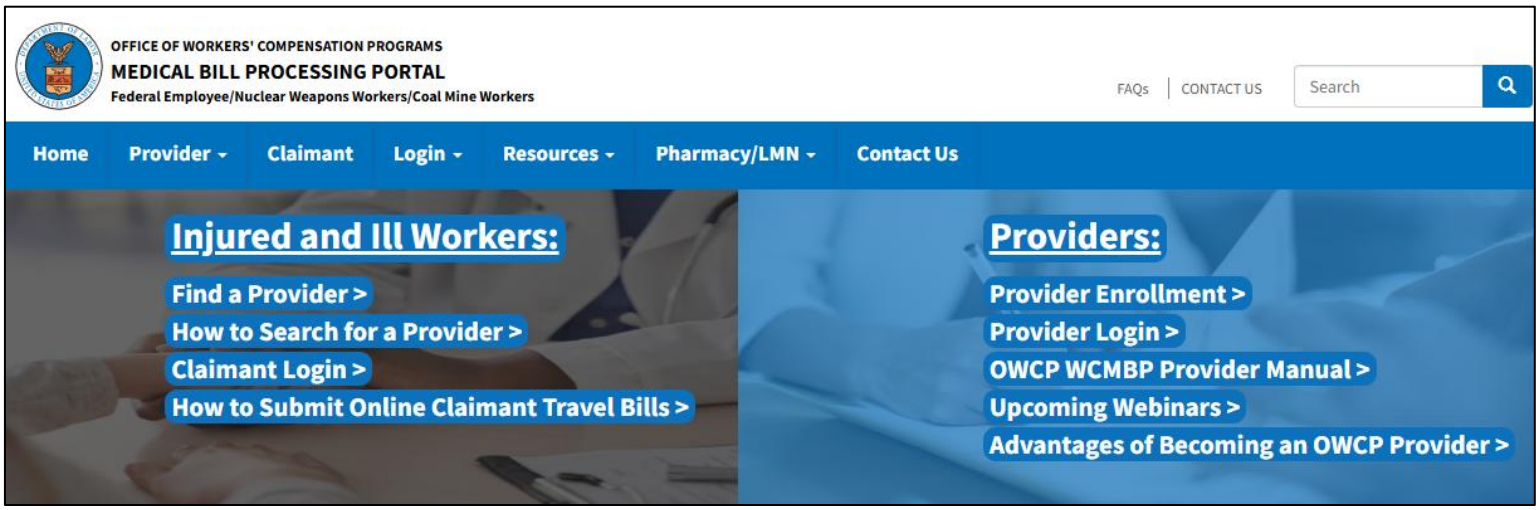

10. An **Update Status** window will open. Select a reason for the update, then select **OK** to complete the update.

**Note: Steps 4-10 are required for each user added to a single Provider ID. Steps 1-10 are required to add users to multiple Provider IDs.**

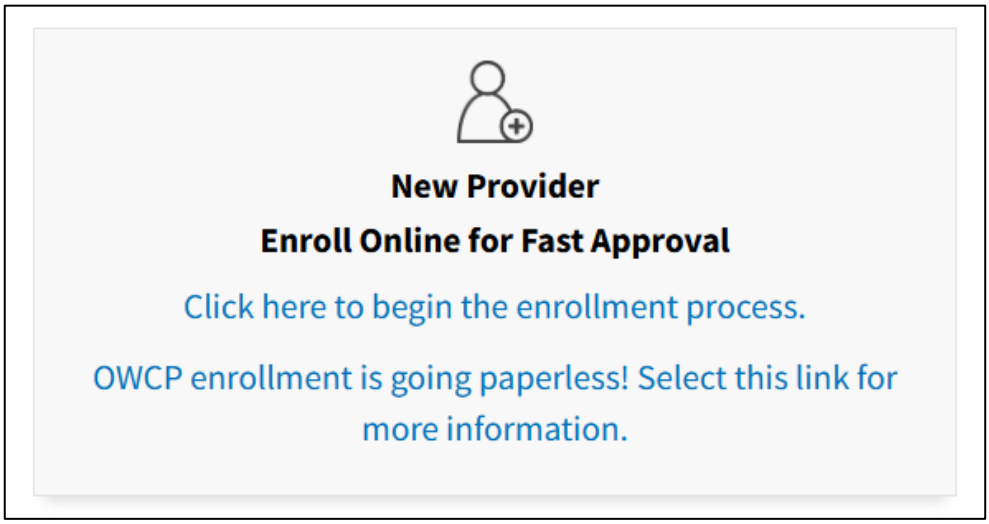
## Registering in OWCP Connect to be Added as an Additional User

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

1. Go to the WCMBP Portal Homepage.
2. Select **Provider Enrollment**.

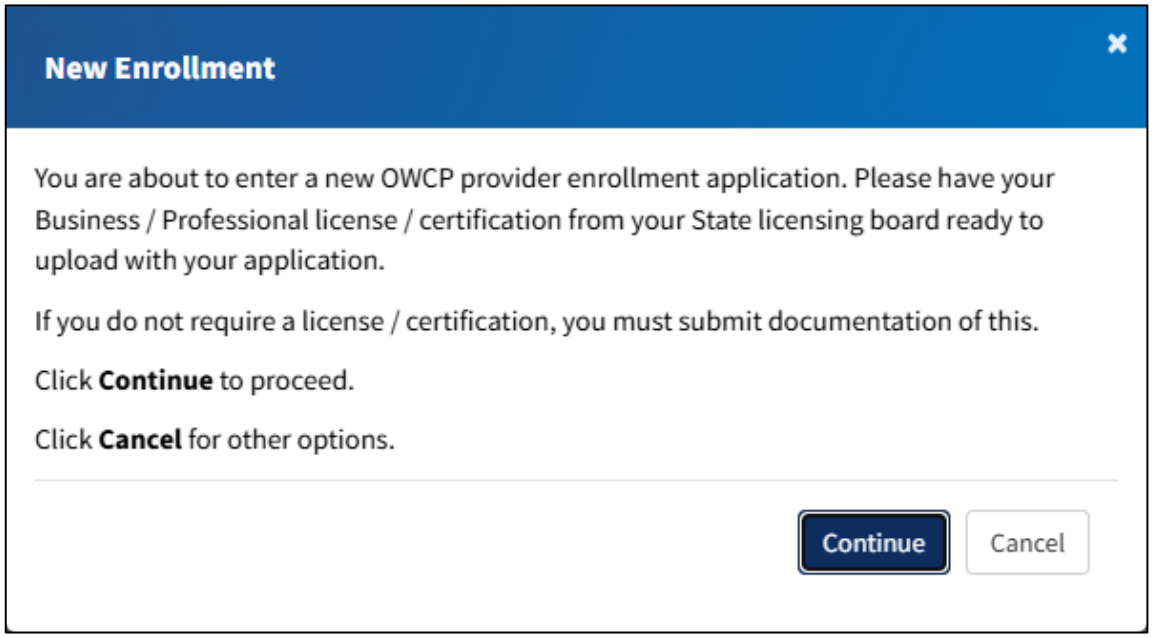



3. In the **New Provider Enroll Online for Fast Approval** section, select **Click here to begin the enrollment process.** A confirmation dialog box opens to confirm the new enrollment.

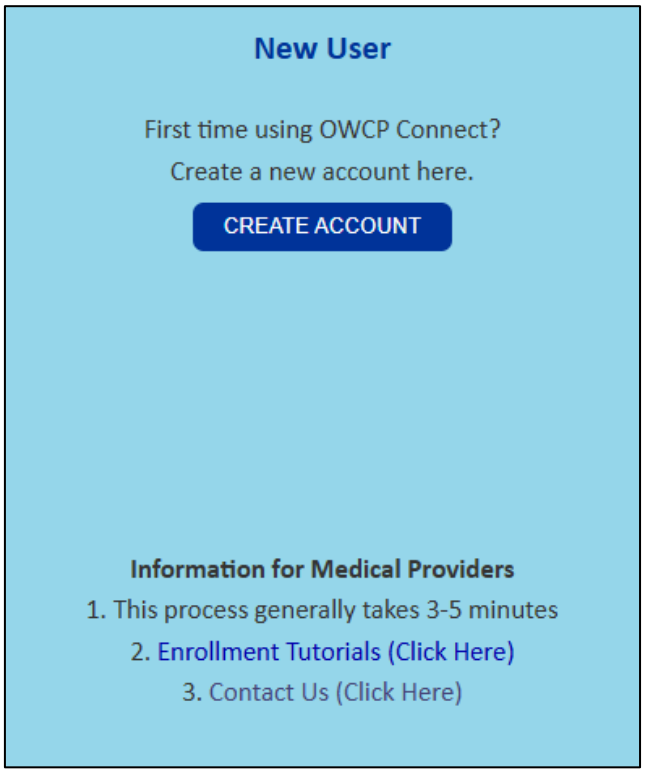


## Registering in OWCP Connect to be Added as an Additional User

4. To begin a new application, select **Continue**.




5. To begin OWCP Connect account registration, select **CREATE ACCOUNT** in the **New User** section on the OWCP Connect homepage.



## Registering in OWCP Connect to be Added as an Additional User

6. Complete these fields:
   - First Name
   - Last Name
   - Email
   - Retype Email
   - Enter result of addition from image below

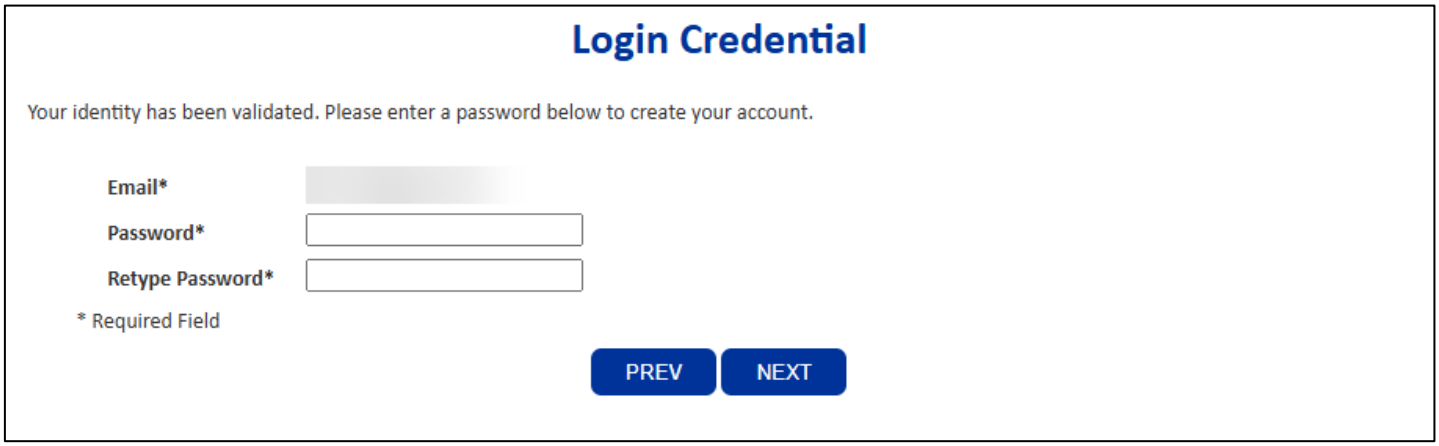
**Note:** The Middle Initial field is optional.

7. Select **NEXT**.

## Registering in OWCP Connect to be Added as an Additional User

8. Enter a valid password based on the password instructions in the Password and Retype Password fields.
9. Select **NEXT**.

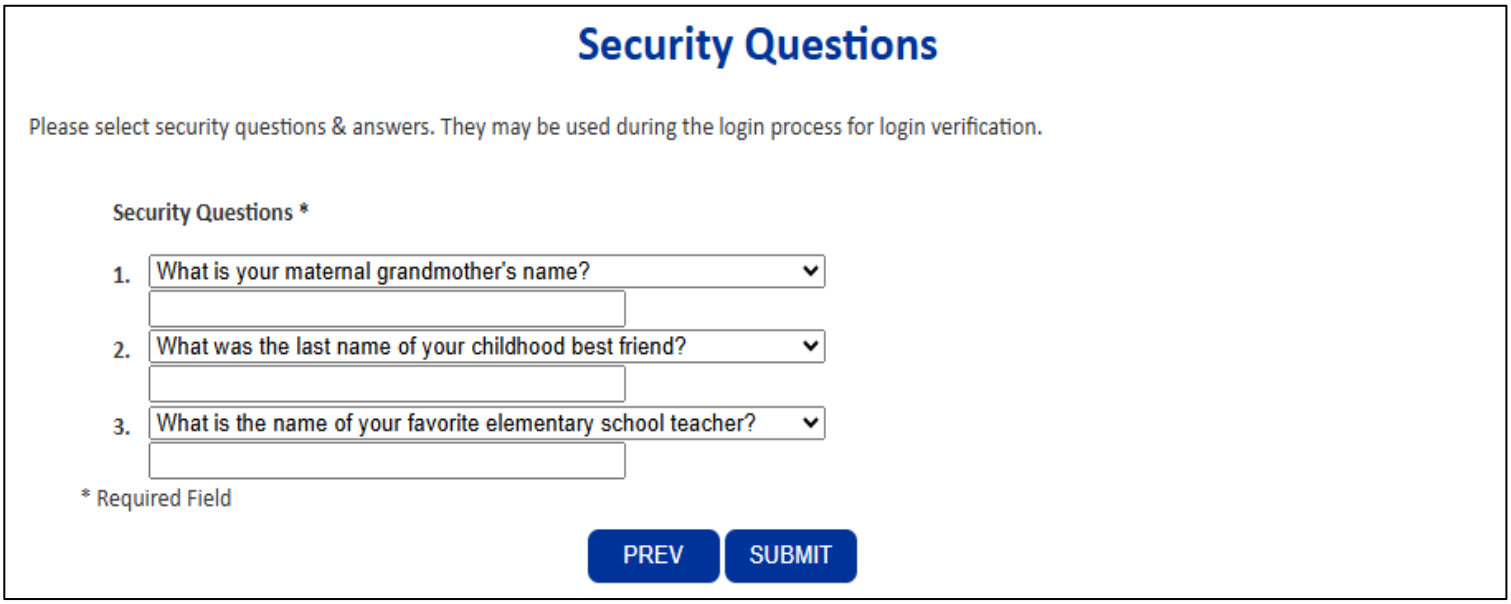
**Note:** The Email field automatically populates based on the previous step.




10. Select a Security Image.
11. Enter a personalized key phrase in the **Key Phrase** field.
12. Select **NEXT**.

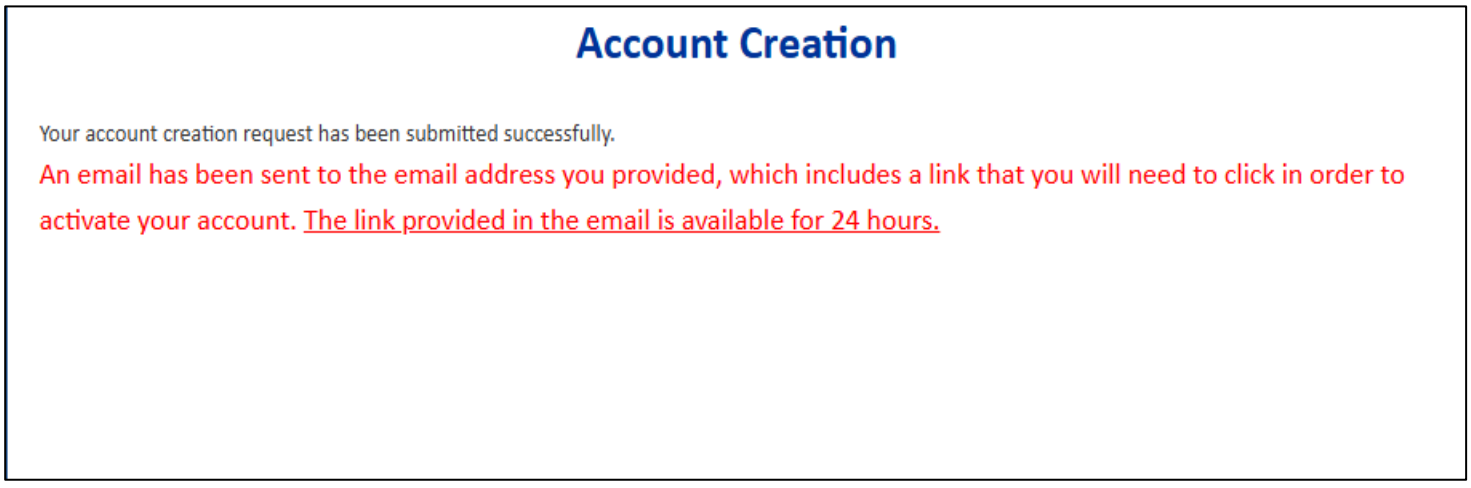
## Registering in OWCP Connect to be Added as an Additional User

13. Select three **Security Questions** and enter the answers in the corresponding fields.
14. Select **SUBMIT**.




After the account registration request is submitted, the system displays a confirmation message. The system also sends an email with an account activation hyperlink to the registered email address.

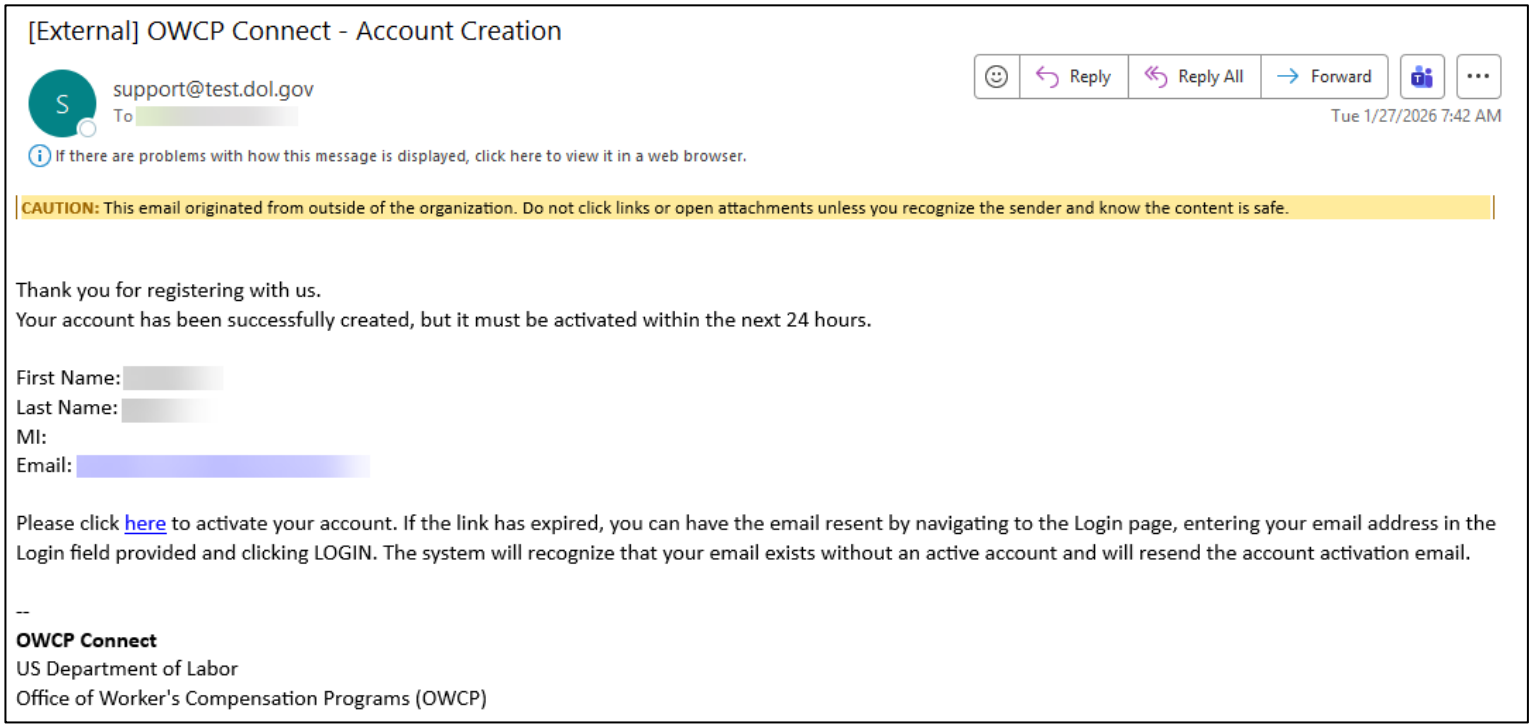
**Note:** The account activation hyperlink remains active for 24 hours.



## Registering in OWCP Connect to be Added as an Additional User

15. Access the notification email sent to the registered email address.
16. To activate the account, select the account activation hyperlink in the email. OWCP Connect opens.

**Note:** This step is required to activate the account.



[External] OWCP Connect - Account Creation

S support@test.dol.gov
To [redacted]

Reply | Reply All | Forward
Tue 1/27/2026 7:42 AM

If there are problems with how this message is displayed, click here to view it in a web browser.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thank you for registering with us.
Your account has been successfully created, but it must be activated within the next 24 hours.

First Name: [redacted]
Last Name: [redacted]
MI:
Email: [redacted]

Please click here to activate your account. If the link has expired, you can have the email resent by navigating to the Login page, entering your email address in the Login field provided and clicking LOGIN. The system will recognize that your email exists without an active account and will resend the account activation email.

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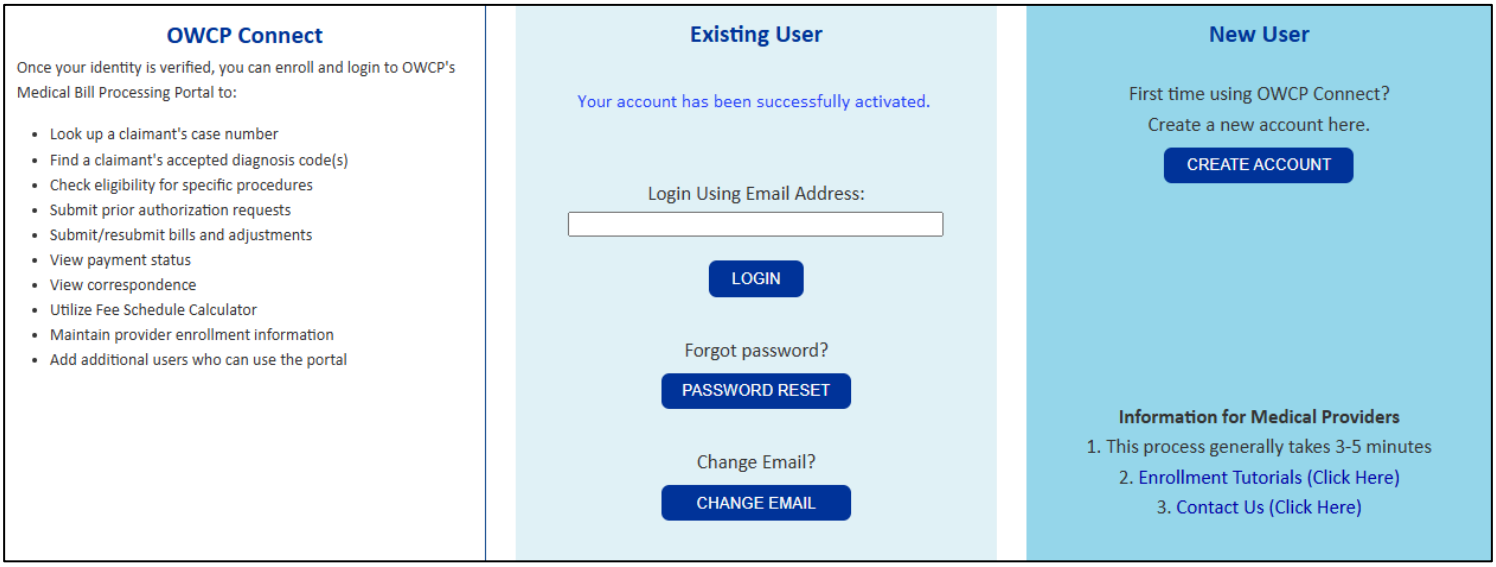
**OWCP Connect**
US Department of Labor
Office of Worker's Compensation Programs (OWCP)

## Registering in OWCP Connect to be Added as an Additional User

**Note:** After the account is activated successfully, OWCP Connect displays a confirmation message in the **Existing User** section.

**Note:** Account registration is completed only once. After the account is activated, login to the WCMBP System for Provider Enrollment from the **Existing User** section.

17. Enter the email address registered in the Login Using Email Address field.
18. Select **LOGIN**.




**The user must provide their OWCP Connect ID (email address) to the System Administrator at the provider location to be added as a user. Once the account has been set up successfully, the user will be able to access the system via the Provider Login button on the WCMBP Portal via the Login drop-down list > select Provider option > select Provider Login > login through OWCP Connect using the credentials created during registration.**