



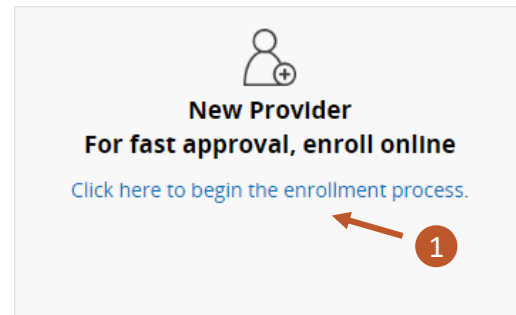
Adding New Providers under One OWCP Connect ID

Quick Reference Guide

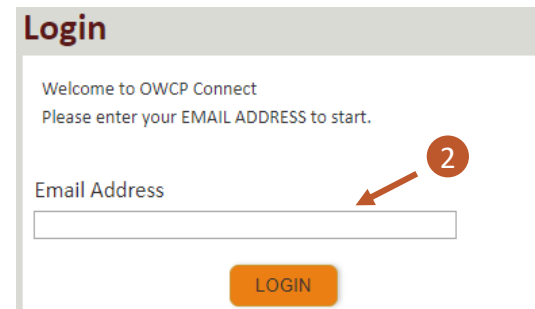
Adding New Providers under One OWCP Connect ID

Scenario: As an admin at a provider location, you need to be able to administer multiple new provider accounts/profiles under one OWCP Connect ID. 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.

1. If you have registered through OWCP Connect and completed the WCMBP System registration (if a legacy Provider) or completed a new enrollment and have been approved, you can begin adding additional new providers under the OWCP Connect ID you created. From the **Get Started** page in the WCMBP Portal, select the hyperlink in the New Provider box, "Click here to begin the enrollment process."



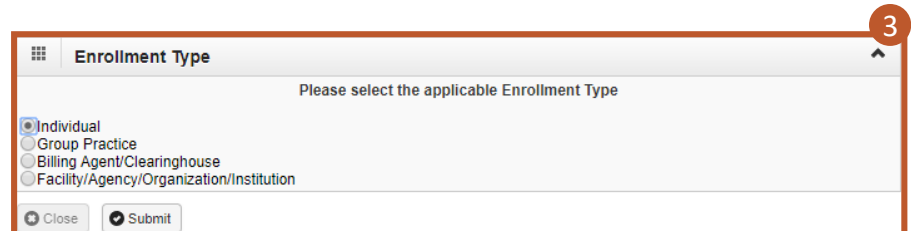
2. Login to OWCP Connect using the email address and password you created when you registered.



3. Complete the enrollment steps for the new provider.

Note: Screenshot to the right is only showing the first screen you see when creating a new enrollment.

You will complete the previous 3 steps for each new provider you will be adding under your OWCP Connect ID.



4. After completing steps 1-3 for all new providers, when you login through OWCP Connect in future logins, you will see all Provider IDs that you have added under the single OWCP Connect ID when you select the Available Provider ID drop-down.

