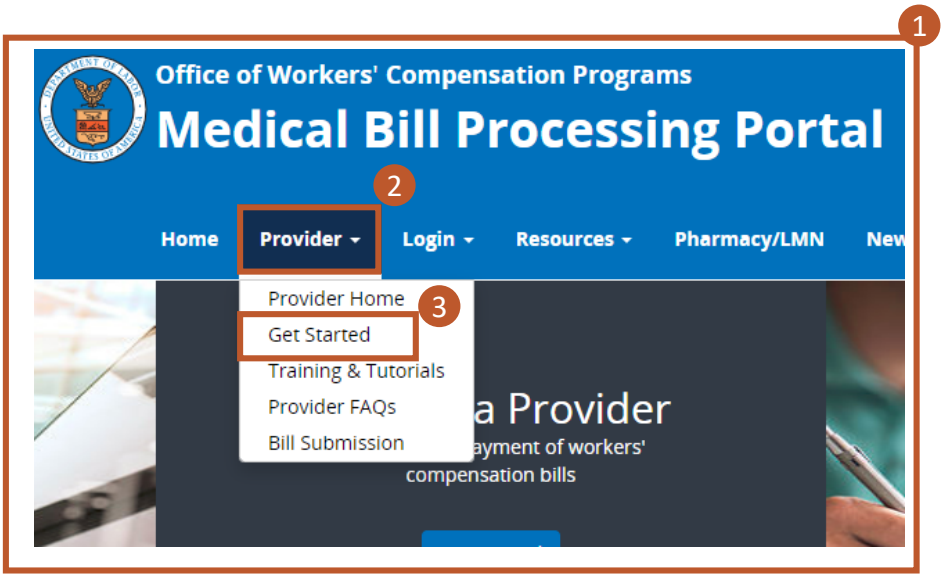
Legacy and New Providers: Initial Access and Online Billing
Quick Reference Guide

Accessing the Provider Portal

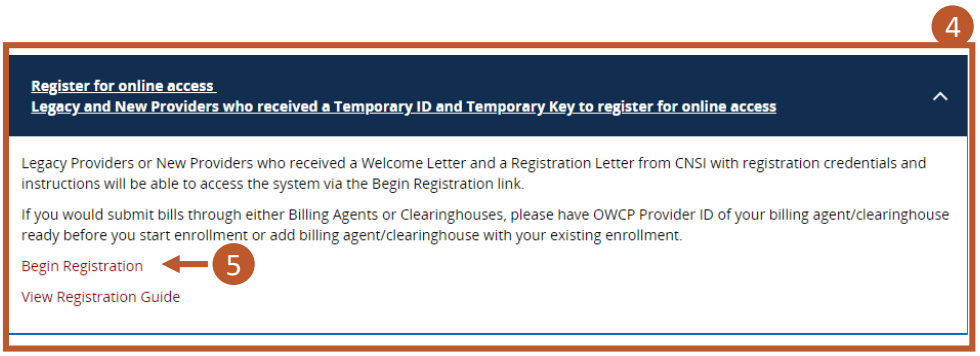
To begin utilizing the Provider Portal for services such as Bill Submission/Inquiry, Authorization Submission/Inquiry, Provider Data Maintenance, and User Maintenance, you will need to perform the following steps first.

1. Use the following link to access the WCMBP Portal https://owcpmed.dol.gov.
2. Select the **Provider** menu drop-down.
3. Select the **Get Started** link.

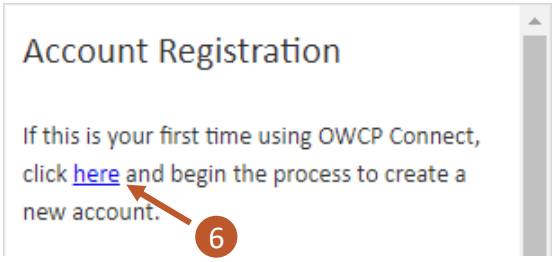


4. On the Get Started page, select the **Register for online access** blue drop-down box.
5. Select the **Begin registration** link.

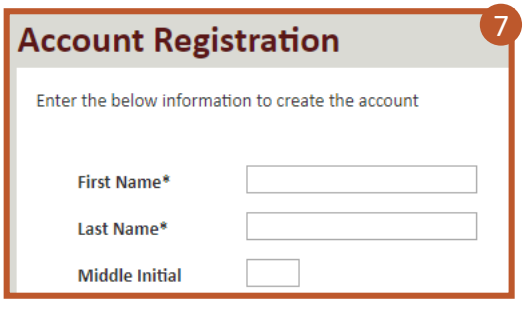
Note: This registration link will begin the OWCP Connect registration process. This registration process is required before first accessing the Provider Portal.



6. On the OWCP Connect home page, select the **here** hyperlink to begin the OWCP Connect Account Registration process.

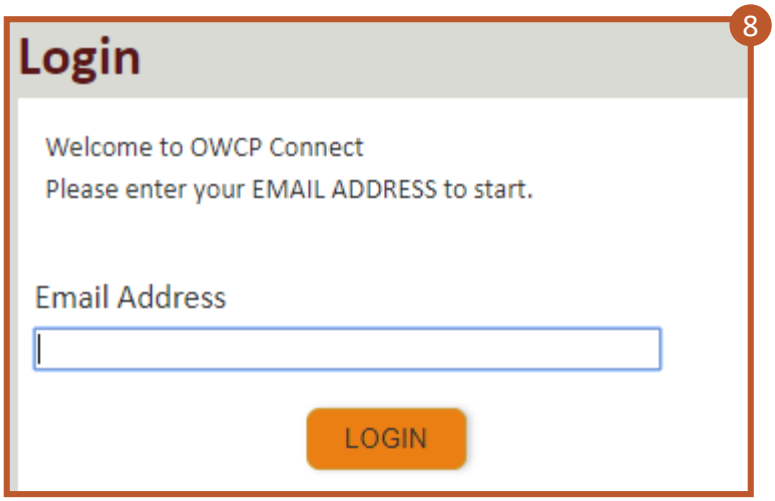


7. Complete the required fields and steps of the Account Registration process.

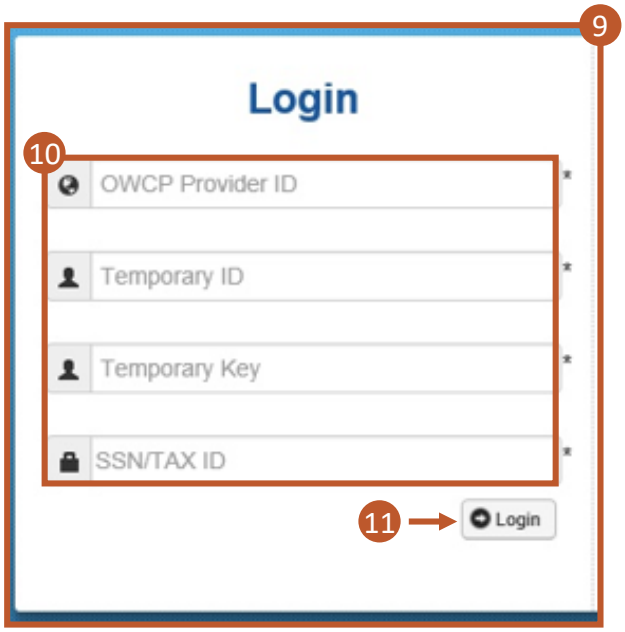


Accessing the Provider Portal Cont.

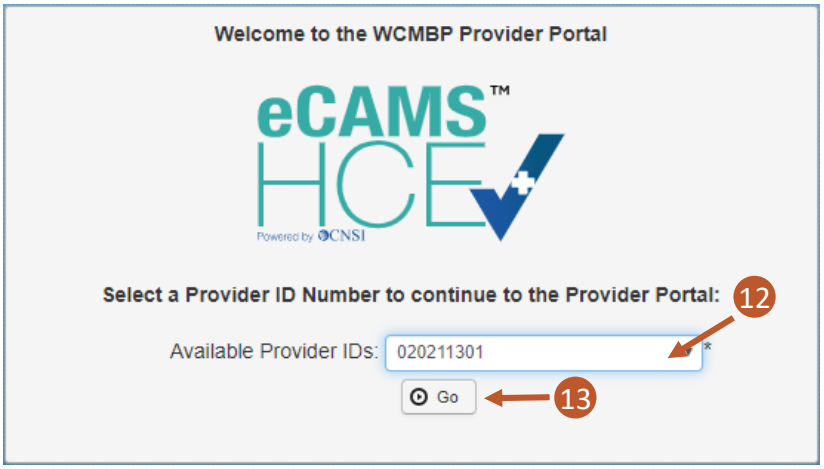
8. After completing the OWCP Connect Account Registration, you will use the credentials you created during the account registration to **Login** through OWCP Connect.
   Note: You will not be required to go through the registration process on future logins.



9. After logging in for the first time, you will be taken to the Provider Portal Registration page.
10. Enter the required information, including the OWCP Provider ID, Temporary ID, Temporary Key, and SSN/Tax ID.
    Note: You can find your OWCP Provider ID and Temporary ID in your Welcome Letter. The Temporary Key will be included in your Registration Instruction Letter.
11. Select the **Login** button.
    Note: You will not be required to enter all of the required information here on subsequent logins.



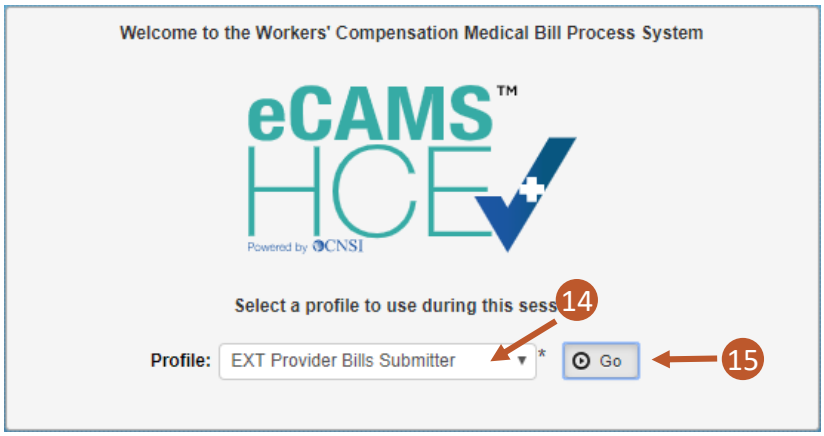
12. Select the Provider ID from the **Available Provider IDs** drop-down.
13. Select the **Go** button.



Accessing the Provider Portal Cont.

14. Select the Profile from the **Profile** drop-down.
15. Select the **Go** button.

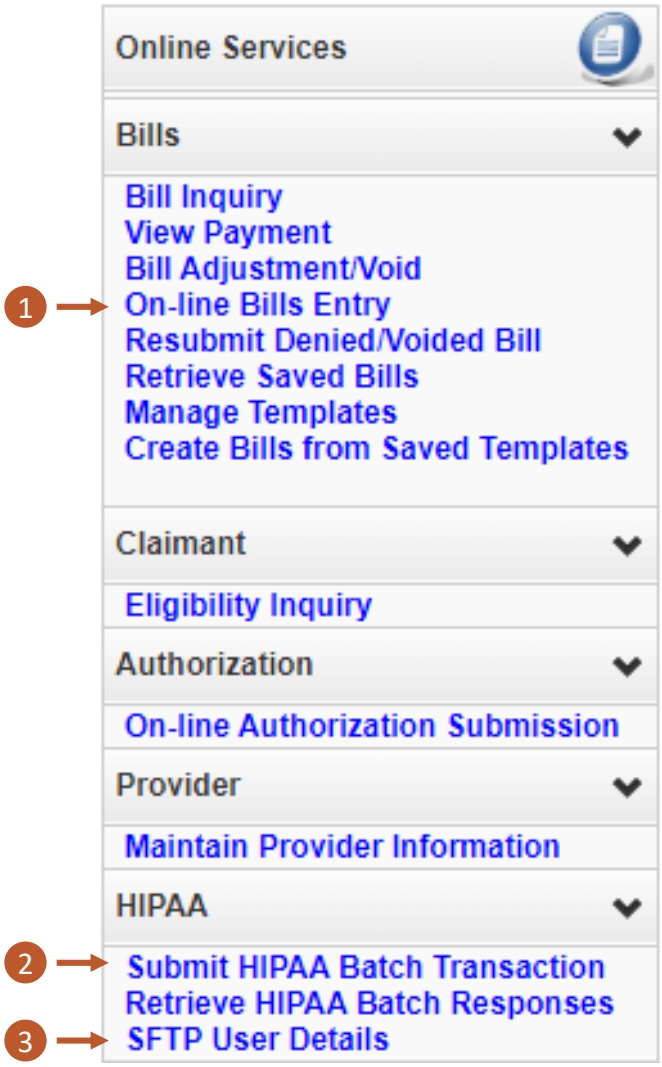
You will then be taken into the Provider Portal.



Ways to Submit Bills

Within the Provider Portal, you can perform a number of tasks, including bill submission. There are multiple ways to submit bills via the Provider Portal (Direct data entry and uploading EDI Batch files), as well as electronically through a Secured FTP folder.

1. Select the **On-line Bills Entry** hyperlink to enter bills directly in the System from the provider portal.
   Note: Documents can be attached using this method.
2. Select the **Submit HIPAA Batch Transaction** hyperlink to submit EDI batch files.
   Note: Allows a maximum file size of 50 MB.
3. The third way to submit bills is by using a secured FTP Folder.
   Note: It's recommended to limit the file size to less than 100MB using this method. This method requires the use of an SFTP client (ex. WinSCP). Documents can be attached using this method. Instructions on SFTP User Setup can be found in the next section.



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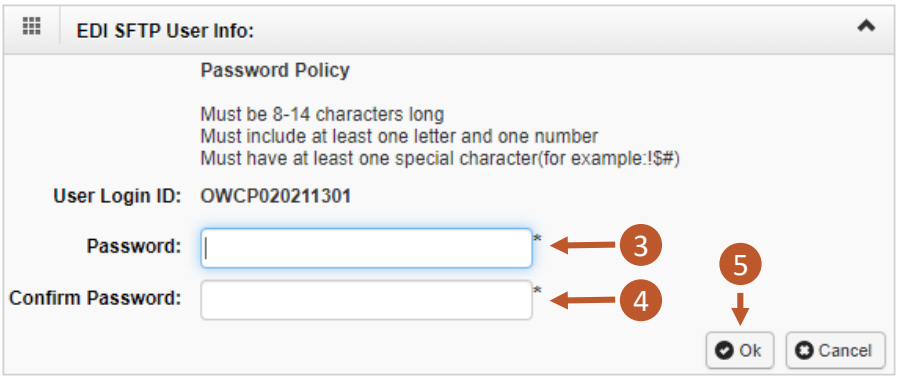
SFTP Setup

The following steps should be followed to set up the SFTP:

1. Click the **SFTP User Details** hyperlink on the Provider Portal screen under Online Services menu HIPAA Section to open the SFTP User Details screen.

2. Click on the **Create SFTP User** button to create an SFTP user.

3. Create a password that follows the password policy.
4. Confirm the password.
5. Select the **OK** button.



6. Save the **User Login ID** shown on the screen as you will need this along with a password (created in previous step) to log into the SFTP portal located at sftp://mft.wcmbp.com.
   Note: This requires the use of an SFTP client (ex. WinSCP).