

This quick reference guide (QRG) outlines the steps a provider must take to locate their 1099s from within the Provider Portal.

Note: The provider must log in to the WCMBP portal with their username and password prior to completing this step.

1. Select the provider ID from the **Available Provider IDs** drop-down list and select **Go**.

Welcome to the WCMBP Provider Portal	
ecams ™ HCE	
Select a Provider ID Number to continue to the Provider Portal:	
Available Provider IDs: *	
Users can toggle between multiple OWCP Provider IDs using the Switch OWCP Provider ID link on the Provider Portal.	



- 2. Select an appropriate profile from the **Profile** drop-down list that permits this functionality.
 - EXT Provider File Maintenance
 - EXT Provider Super User
 - EXT Provider System Administrator

Note: Provider profiles are assigned to portal users based on the tasks associated with their role. Profiles are assigned by the provider System Administrator.

Welcome to	o the Workers' Compensation Medical Bill P	rocess System
	eCAMS ™ HCE	
	Select a profile to use during this session	n:
Profile:	EXT Provider File Maintenance *	⊙ Go

Locating (3 of 5)	; 1099s In	The Prov	vider Portal	Quick R	eference Guide
ocating 1099s in	the Provid	der Port	al		
3. Select Go . Th	ie Provide	r Portal l	homepage op	pens.	
	Welcome to th	e Workers' Con eCA HIC Select a profile f EXT Provider File	npensation Medical Bill	Process System on: O Go	
4. On the botto Corresponde	m left of t ences link t	he Provi to view t	der Portal ho he correspor	mepage, select ndence records.	the
rovider Portal					
Online Services		🕑 ManageAlerf	ts		
Bills	*	III My Re	eminders		
Claimant	~	Filter By :	~	-	Read Status
Authorization	*		Alert Type	Alert Message	Alert Date
Provider	*		A V	A V	A⊽ Records Found
HIPAA	~			NC	Records Found!
Admin	~	III Your F	Recent Online Acti	vities	
My Interactions	*				
Correspondences					



Providers can access and view their 1099s on the **Correspondence Retrieval Page**.

Close							
Correspondence R	etrieval Page						
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~	O Go				Clear	Filter 💾 Save Filter	The Filters
CORRESPONDENCE ▲♡	ID CORRE	SPONDENCE TITLE	SENT BY	SENT DATE	JOB TYPE ▲ ▼	STATUS ▲▼	OWCP ID ▲▼
1517255300	1099 MISC		Administrator,Super	12/31/2024	PC	File Archived	100.000
1517255301	1099 MISC		Administrator,Super	07/01/2024	PC	File Archived	-
1517255302	1099 MISC		Administrator,Super	07/01/2024	PC	File Archived	

5. Filter the **CORRESPONDENCE TITLE** column to find "1099 MISC."

Close									
Correspo	ndence Retrieva	al Page							
Filter By :	~		And	~	And		~	•	And
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1517255301		1099 MISC		Administrator,Super	07/01/2024	PC	File A	rchived	10000
1517255302		1099 MISC		Administrator,Super	07/01/2024	PC	File A	rchived	
		4000 14100			00/07/0004	DO		and the second	



6. To view the 1099 document, select the blue hyperlink found under the **Correspondence ID** column corresponding to the relevant year.

Close																	
Correspondence F	Retrieval P	age															
Filter By : V				And	~		And		~		And						
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CORRESPONDENCE ID ▲ ▽					SENT BY	SENT DATE		JOB TYPE ▲ ▼	:	STATUS ▲ ▼	OWCP ID ▲▼						
FI517255300	1	099 MISC			Administrator,Super	12/31/2024		PC	File A	rchived							
FI517255301	1	1099 MISC			Administrator,Super	07/01/2024		PC File		rchived							
FI517255302	1	099 MISC			Administrator,Super	07/01/2024		PC	File A	rchived							
FI517255303	17255303 1099 MISC		5303 1099 MISC		7255303 1099 MISC		5303 1099 MISC				Administrator,Super	06/26/2024		PC File Archive		rchived	
FI517255304	10	099 MISC			Administrator,Super	06/14/2024		PC File		rchived							
EI517255305 1099 MISC		099 MISC			Administrator, Super	06/07/2024		PC	File A	rchived							

Note: The 1099 opens as seen here.

7. To download the PDF, if desired, select the download arrow icon.

