

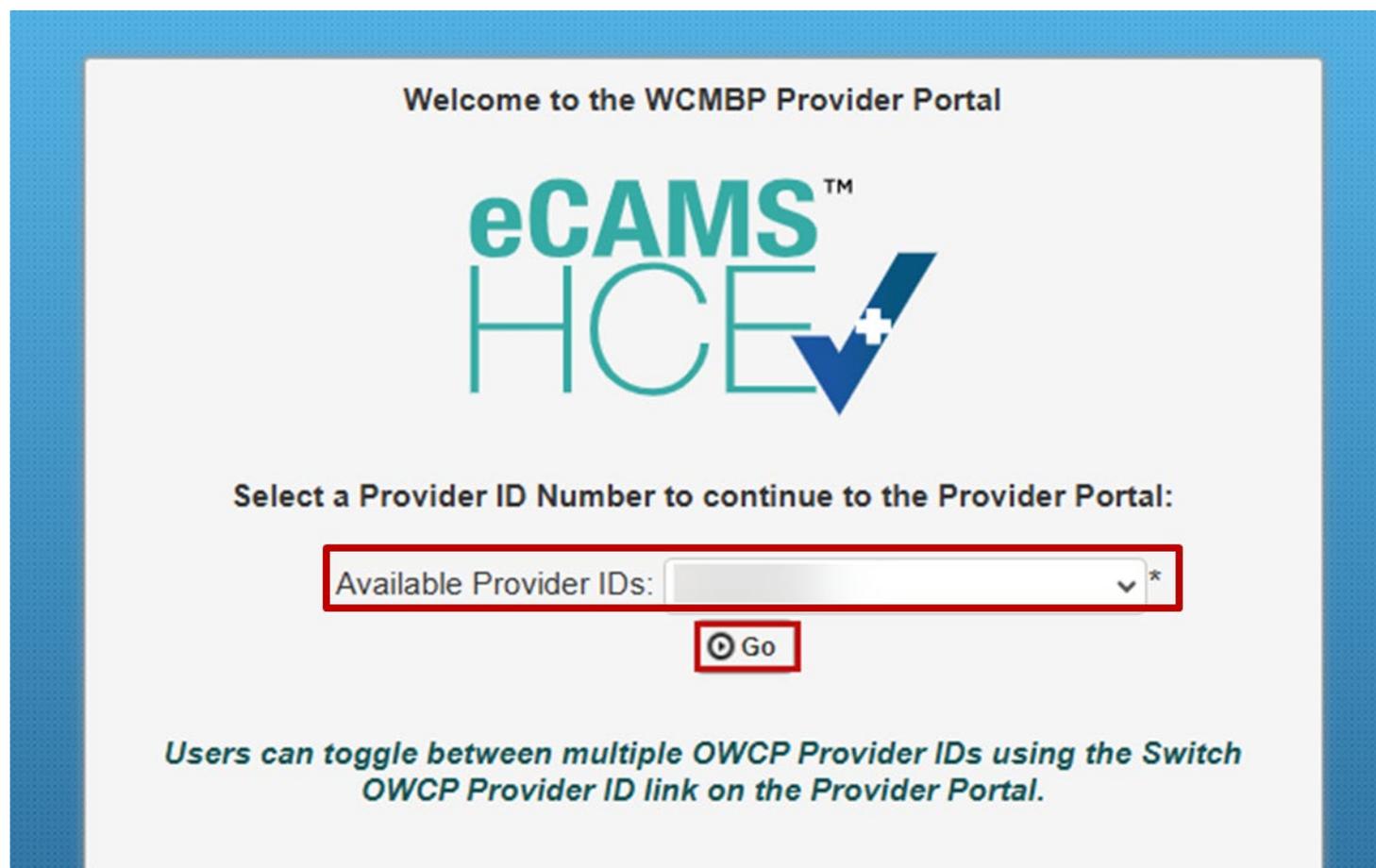


Locating 1099s in the Provider Portal

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**.



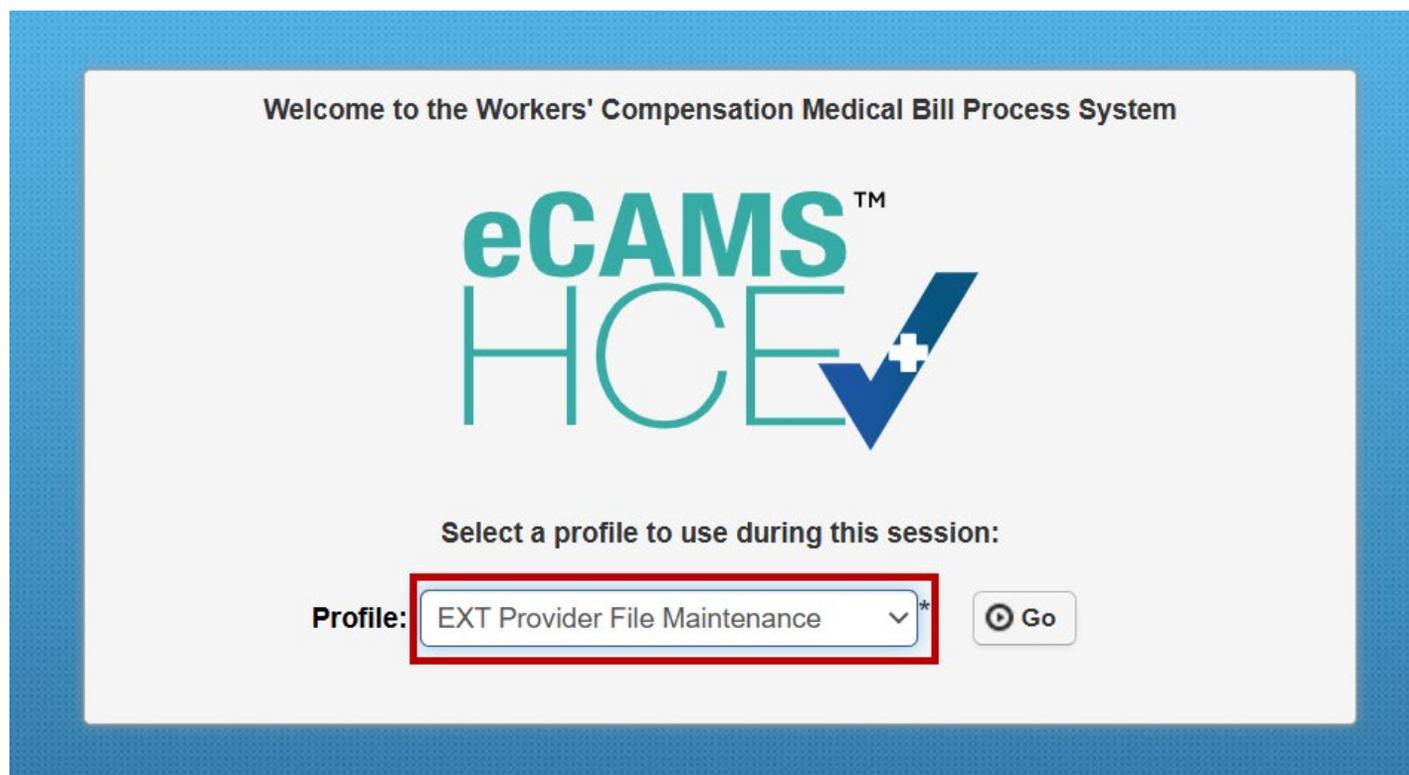


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2. Select an appropriate profile from the **Profile** drop-down list that permits this functionality.

- **EXT Provider File Maintenance**
- **EXT Provider Super User**
- **EXT Provider System Administrator**

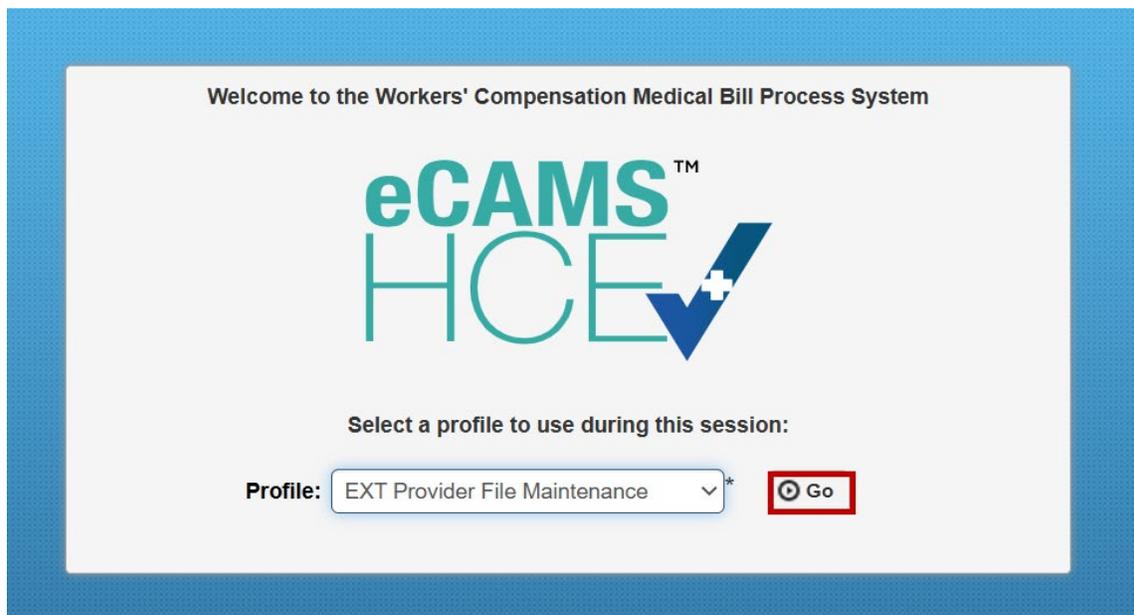
Note: Provider profiles are assigned to portal users based on the tasks associated with their role. Profiles are assigned by the provider System Administrator.



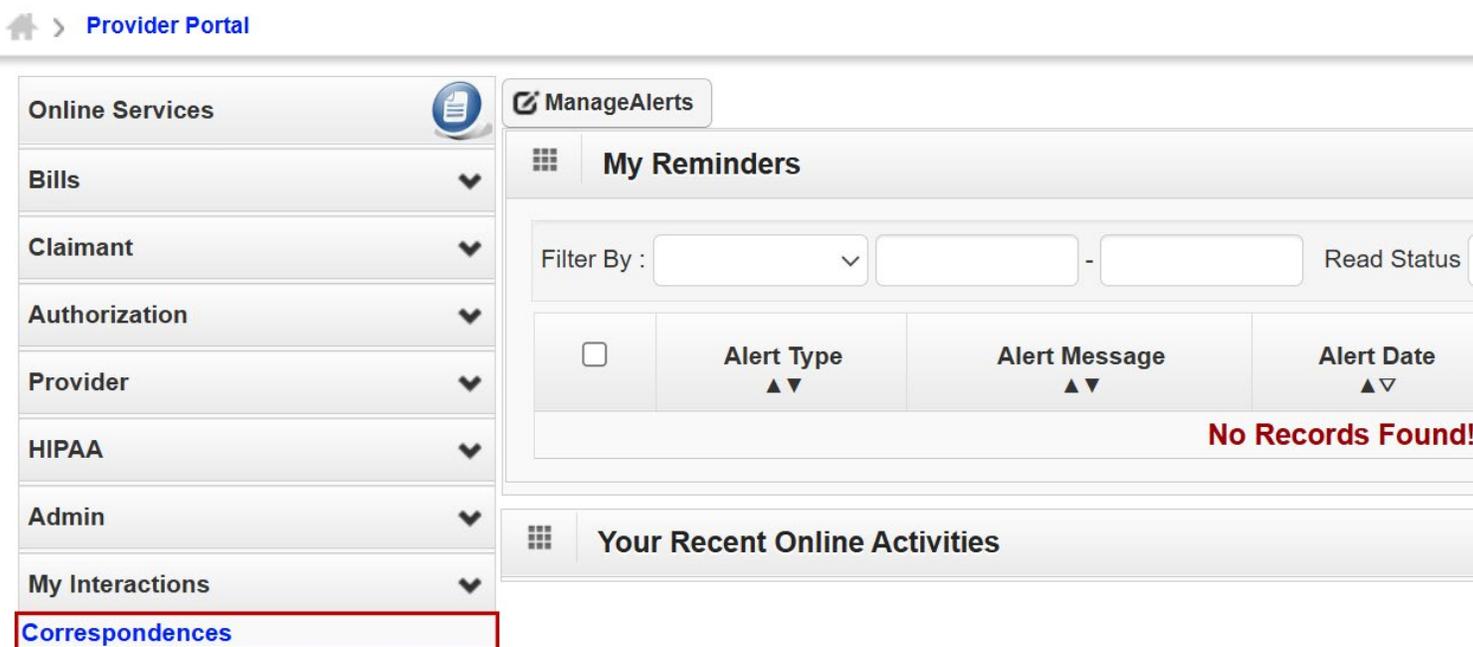


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3. Select **Go**. The Provider Portal homepage opens.



4. On the bottom left of the Provider Portal homepage, select the **Correspondences** link to view the correspondence records.





Locating 1099s in the Provider Portal

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

OWCP ID: [redacted]

Close

Correspondence Retrieval Page

Filter By: [dropdown] [input] And [dropdown] [input] And [dropdown] [input] And [dropdown] [input] And [dropdown] [input]

[Go] [Clear Filter] [Save Filter] [My Filters]

CORRESPONDENCE ID ▲▼	CORRESPONDENCE TITLE ▲▼	SENT BY ▲▼	SENT DATE ▲▼	JOB TYPE ▲▼	STATUS ▲▼	OWCP ID ▲▼
FI517255300	1099 MISC	Administrator,Super	12/31/2024	PC	File Archived	[redacted]
FI517255301	1099 MISC	Administrator,Super	07/01/2024	PC	File Archived	[redacted]
FI517255302	1099 MISC	Administrator,Super	07/01/2024	PC	File Archived	[redacted]
FI517255305	1099 MISC	Administrator,Super	06/07/2024	PC	File Archived	[redacted]

View Page: 2 [Go] + Page Count [SaveToCSV] Viewing Page: 1 [First] [Prev] [Next] [Last]

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

OWCP ID: [redacted]

Close

Correspondence Retrieval Page

Filter By: [dropdown] [input] And [dropdown] [input] And [dropdown] [input] And [dropdown] [input] And [dropdown] [input]

[Go] [Clear Filter] [Save Filter] [My Filters]

CORRESPONDENCE ID ▲▼	CORRESPONDENCE TITLE ▲▼	SENT BY ▲▼	SENT DATE ▲▼	JOB TYPE ▲▼	STATUS ▲▼	OWCP ID ▲▼
FI517255300	1099 MISC	Administrator,Super	12/31/2024	PC	File Archived	[redacted]
FI517255301	1099 MISC	Administrator,Super	07/01/2024	PC	File Archived	[redacted]
FI517255302	1099 MISC	Administrator,Super	07/01/2024	PC	File Archived	[redacted]
FI517255305	1099 MISC	Administrator,Super	06/07/2024	PC	File Archived	[redacted]

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Locating 1099s in the Provider Portal

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

OWCP ID: [REDACTED]

Close

Correspondence Retrieval Page

Filter By : [] And [] And [] And []

Go Clear Filter Save Filter My Filters

CORRESPONDENCE ID	CORRESPONDENCE TITLE	SENT BY	SENT DATE	JOB TYPE	STATUS	OWCP ID
FI517255300	1099 MISC	Administrator,Super	12/31/2024	PC	File Archived	[REDACTED]
FI517255301	1099 MISC	Administrator,Super	07/01/2024	PC	File Archived	[REDACTED]
FI517255302	1099 MISC	Administrator,Super	07/01/2024	PC	File Archived	[REDACTED]
FI517255303	1099 MISC	Administrator,Super	06/26/2024	PC	File Archived	[REDACTED]
FI517255304	1099 MISC	Administrator,Super	06/14/2024	PC	File Archived	[REDACTED]
FI517255305	1099 MISC	Administrator,Super	06/07/2024	PC	File Archived	[REDACTED]

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Note: The 1099 opens as seen here.

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

Workers' Compensation Medical Bill Process Operations United States Department Of Labor
PO BOX 8312 LONDON, KY 40742-8312 Office of Workers' Compensation Programs

Apr 05, 2024

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