



### Accessing the Provider Portal

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

1. Access the [WCMBP Portal \(https://owcpmed.dol.gov\)](https://owcpmed.dol.gov).

The screenshot shows the OWCP Medical Bill Processing Portal website. At the top left is the Department of Labor seal. The main header includes the OWCP logo and the text "Office of Workers' Compensation Programs" and "Protecting Injured Workers Responsibly and Compassionately". A search bar is located on the right. Below the header is a navigation menu with links for Home, Provider, Claimant, Login, Resources, Pharmacy/LMN, and Contact Us. The main content area features two columns of links: "Injured and Ill Workers:" with links for "Find a Provider", "How to Search for a Provider", and "Claimant Login"; and "Providers:" with links for "Provider Enrollment", "Provider Login", "OWCP WCMBP Provider Manual", "Upcoming Webinars", and "Interested in treating OWCP workers". At the bottom, there are two sections: "Did You Know?" with a "View All News" link and a news snippet about NPI requirements, and "Latest News" with a "View All News" link and a news snippet about a call center survey.

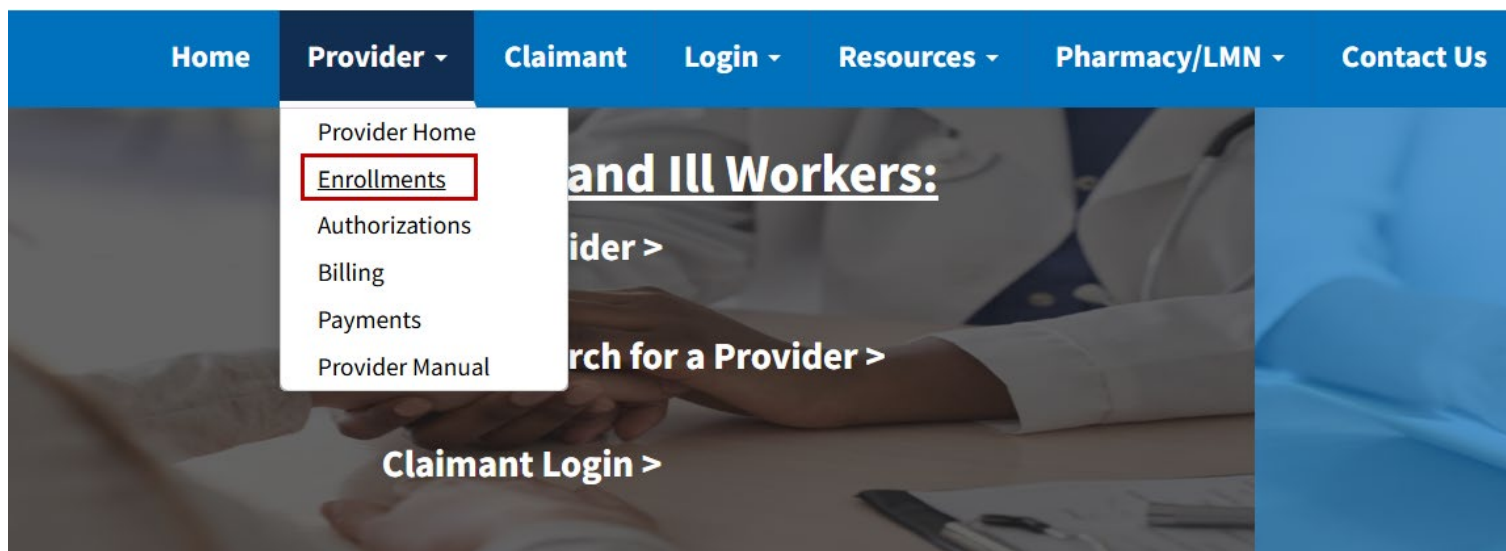


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2. Select the **Provider** drop-down list.



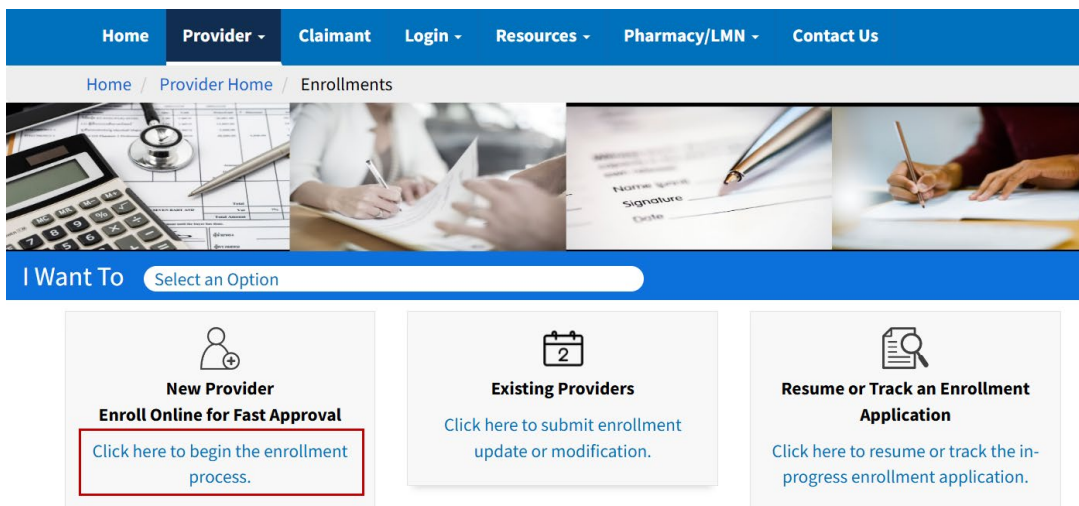
3. Select **Enrollments** from the drop-down list.





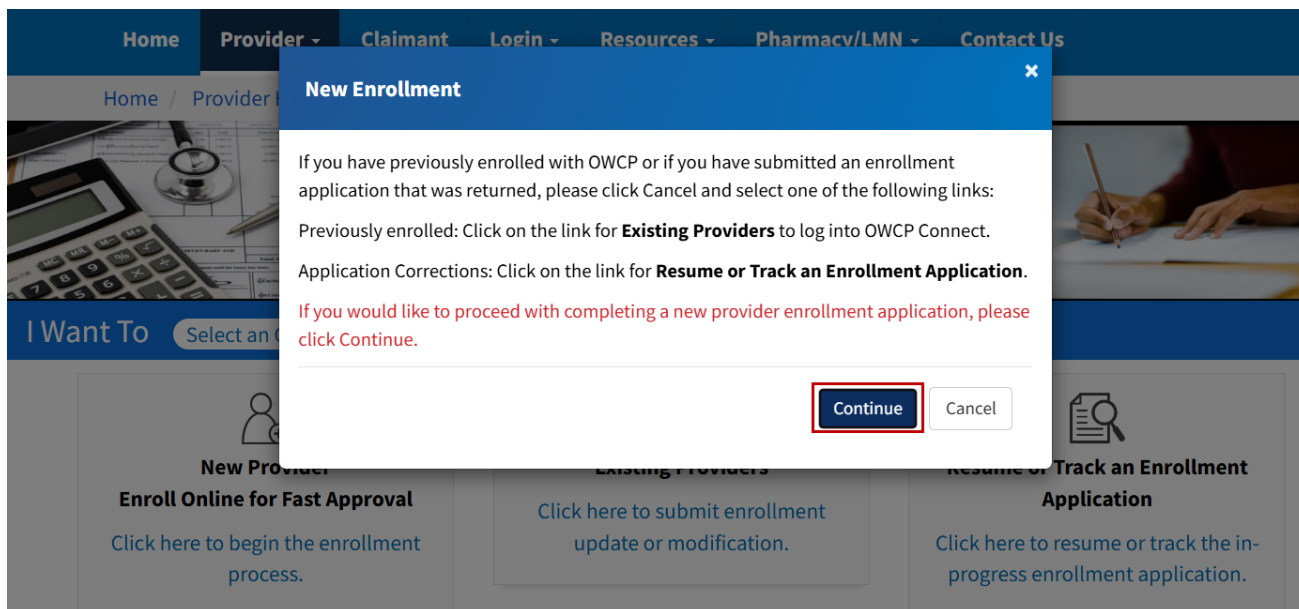
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- To begin setting up a new provider account, from the **Enrollments** page, locate the **New Provider** section and select the **Click here to begin the enrollment process** link.



- To initiate the OWCP Connect registration process, select **Continue** on the pop-up window.

**Note:** You must complete this registration (required) before you can access the Provider Portal.





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6. To begin the OWCP Connect Account Registration process, on the OWCP Connect homepage, select **CREATE ACCOUNT** from the **New User** section.

**OWCP Connect**

Once your identity is verified, you can enroll and login to OWCP's Medical Bill Processing Portal to:

- Look up a claimant's case number
- Find a claimant's accepted diagnosis code(s)
- Check eligibility for specific procedures
- Submit prior authorization requests
- Submit/resubmit bills and adjustments
- View payment status
- View correspondence
- Utilize Fee Schedule Calculator
- Maintain provider enrollment information
- Add additional users who can use the portal

**Existing User**

Login Using Email Address:

**LOGIN**

Forgot password?

**PASSWORD RESET**

Change Email?

**CHANGE EMAIL**

**New User**

First time using OWCP Connect?  
Create a new account here.

**CREATE ACCOUNT**

**Information for Medical Providers**

1. This process generally takes 3-5 minutes
2. Enrollment Tutorials ([Click Here](#))
3. [Contact Us \(Click Here\)](#)

7. To complete the **Account Registration** process, complete the required fields and select **NEXT**.

**Account Registration**

Enter the below information to create the account

First Name\*

Last Name\*

Middle Initial

Email\*

*Consider using an email address that is not associated with your current employment.*

Retype Email\*

Enter result of addition from image below\*

\* Required Field

**NEXT**

**Instructions**

Please enter the required information and click NEXT to begin the Account Registration process.

NOTE: When entering SSN and Primary Phone, only enter numerical characters. Do not include special characters, like - and (). For example, for the SSN 123-45-6789, you would enter 123456789 in the field.

This information is necessary to access personal Credit Bureau data for purposes of Identity Verification. All data transactions are secure and private.



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8. After completing the OWCP Connect Account Registration, log in through OWCP Connect using the credentials created (email address and password) and select **LOGIN**.

**Note:** You will only need to complete the registration process once. Future logins will require only your email and password.

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**Existing User**

Login Using Email Address:

  
  
[Forgot password?](#)  
  
[Change Email?](#)  

**New User**

First time using OWCP Connect?  
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**Information for Medical Providers**

1. This process generally takes 3-5 minutes
2. Enrollment Tutorials ([Click Here](#))
3. Contact Us ([Click Here](#))

After logging in for the first time, you will be taken to the **New Enrollment** page. For information regarding completing a new enrollment, review the Provider Enrollment Tutorials on the WCMBP Portal.

The screenshot shows the 'New Enrollment' page in the OWCP Connect portal. At the top, there is a navigation bar with the user profile 'EXT GUEST PROVIDER PROFILE' and links for 'External Links', 'Help', and 'Logout'. Below the navigation bar, the page title is 'New Enrollment'. The main content area features a section titled 'Enrollment Type' with a prompt: 'Please select the applicable Enrollment Type'. There are four radio button options: 'Individual' (selected), 'Group Practice', 'Billing Agent/Clearinghouse', and 'Facility/Agency/Organization/Institution'. At the bottom of this section are 'Close' and 'Submit' buttons.