

WCMBP System Reset Password

Quick Reference Guide

All users are required to register in OWCP Connect prior to logging in to the WCMBP System. This guide explains the steps performed by users in the WCMBP System if the password created during initial registration has been misplaced.

How to Reset Password in the WCMBP System

- 1. Navigate to WCMBP Provider Login screen
- 2. Click on the **Reset Password** link on the blue header in the top right corner

Note: Do <u>NOT</u> click on the forgotten password link in the Reset Password section under the Login button



- 3. On the Password Reset page, enter the email used to register the account
- 4. Click Next

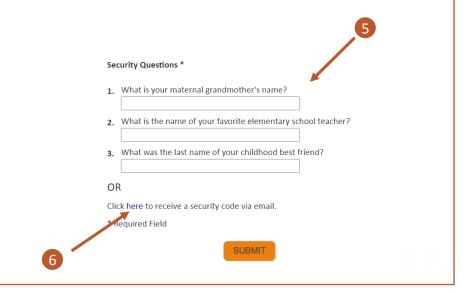
Note: If the email entered does not match the email provided during initial account registration, the following error will appear on the screen: "This email address is not associated with an existing account in OWCP Connect". In this scenario, ensure the email is accurate OR register for a new account.

5. Enter the answers to the security questions chosen during initial account registration and proceed to step 9

Note: Security questions will vary based on preferences provided during initial registration. Security answers must match those provided during initial account registration to successfully reset passwords. If security answers are unavailable, proceed to step 6.

 Click the Here hyperlink to receive a security code via email (ONLY required if security answers are unknown)

Password Reset	
Enter the below information to reset the password.	
Email* * Required Field	
NEXT 4	







WCMBP System Reset Password

Quick Reference Guide

7. Check the associated email inbox for an email from support@dol.gov containing the requested security code

Note: If email was not received, check spam/junk folder or click on Resend Code

8. Enter the security code from the email on the Password Reset screen

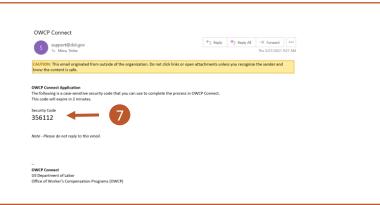
Note: Security codes are only valid for 2 minutes. If the time limit expires, click on Resend Code in the Password Reset window

- 9. Click Submit
- 10. If all security questions OR security code are accurate, a successful password reset screen will appear.

Note: If any of the security answers are incorrect, the following error will appear: *The* answer to at least one of the security questions does not match what we have on record, or the entered security code (received via email or SMS) was incorrect. Please try again. Ensure all entries are correct and click Submit again.

11. Check the associated email inbox for an email from support@dol.gov. Click on the Here hyperlink to reset your password

Note: There is a 15-minute time limit to reset the password from the delivery of the email. If the time limit expires, repeat steps 5-11.



A security code has been sent to m*****@cns-inc.com. Please check your email and enter the code in the textbox below, then click submit to validate. (Didn't receive the code







Password Reset Your request has been submitted successfully

OWCP Connect - Reset Your Password. \leftarrow Reply \ll Reply All \rightarrow Forward \cdots support@dol.gov CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is saf Please click here to reset your password. The password must be updated within next 15 minutes. If you have received this email but did not request to reset your password in OWCP Connect, please contact support@owcp.dol.gov. OWCP Connect US Department of Labor Office of Worker's Compensation Programs (OWCP)



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Quick Reference Guide

12. The Password Reset window will appear. Enter the new preferred password in the New Password field

Note: The required criteria for passwords will be listed on the left side of the screen. New passwords can **NOT** be the same as last 12 passwords.

- 13. Retype the New Password in the respective field
- 14. Click Submit

15. A successful password reset screen will appear. Click on the Here hyperlink to

return to the login page

16. Log in using initial email and new password

