



# Workers' Compensation Medical Bill Processing Web Portal

## Switching Provider ID Helpful Hints

**My OWCP Connect user ID is associated with more than one OWCP Provider ID. Is there an easy way on the WCMBP portal to toggle between each provider organization?**

A **Switch OWCP Provider ID** feature appears in the **Admin** section after logging in to the portal.

Switch OWCP Provider ID menu option will be available for all providers irrespective of profile. You are not required to have a specific profile in order to use this tool.

The screenshot shows the 'Online Services' menu with the following sections and options:

- Online Services** (with a document icon)
- Bills** (dropdown arrow)
  - Bill Inquiry
  - View Payment
  - Bill Adjustment/Void
  - On-line Bills Entry
  - Resubmit Denied/Voided Bill
  - Retrieve Saved Bills
  - Manage Templates
  - Create Bills from Saved Templates
- Claimant** (dropdown arrow)
  - Eligibility Inquiry
- Authorization** (dropdown arrow)
  - On-line Authorization Submission
- Provider** (dropdown arrow)
  - Maintain Provider Information
- HIPAA** (dropdown arrow)
  - Submit HIPAA Batch Transaction
  - Retrieve HIPAA Batch Responses
  - SFTP User Details
- Admin** (dropdown arrow, highlighted with a yellow border)
  - Maintain Users
  - Switch OWCP Provider ID
- My Interactions** (dropdown arrow)
  - Correspondences



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## Switching Provider ID Helpful Hints

**My OWCP Connect user ID is associated with more than one OWCP Provider ID. Is there an easy way on the WCMBP portal to toggle between each provider organization? (continued)**

Click **Switch Provider ID** to return to the **Select Provider ID** drop down. After selecting the provider ID, you will be able to select the user profile and continue using the portal for the selected provider.

