

Office of Workers' Compensation Programs (OWCP) Connect for Authorized Representatives



Introduction

The purpose of this training is to inform Authorized Representatives (AREPs) on how to register with OWCP Connect.

1. What is OWCP Connect?
2. How to access OWCP Connect using the Workers' Compensation Medical Bill Process (WCMBP) Portal
3. How do you register?

For any OWCP Connect registration issues, speak to a customer service representative at 844-493-1966.



What is OWCP Connect?

OWCP Connect

A mechanism that authenticates authorized representative users. All users must register using OWCP Connect to gain access to the Workers' Compensation Medical Bill Process (WCMBP) system.

Accessing OWCP Connect through the WCMBP Portal (1)


1. Go to the OWCP Medical Bill Processing Portal (<https://owcpmed.dol.gov>).



The screenshot shows the homepage of the Office of Workers' Compensation Programs Medical Bill Processing Portal. At the top left is the Department of Labor seal. To its right, the text reads: "OFFICE OF WORKERS' COMPENSATION PROGRAMS", "MEDICAL BILL PROCESSING PORTAL", and "Federal Employee/Nuclear Weapons Workers/Coal Mine Workers". Below this is a blue navigation bar with the following items: "Home", "Provider" (with a dropdown arrow), "Claimant", "Login" (with a dropdown arrow), and "Resources" (with a dropdown arrow). The main content area features a background image of hands being held together. Overlaid on this image is the text: "Injured and Ill Workers:" in large white font, followed by "Find a Provider >" and "How to Search for a Provider >" in smaller white font.

Accessing OWCP Connect through the WCMBP Portal (2)

2. Select **Login**.



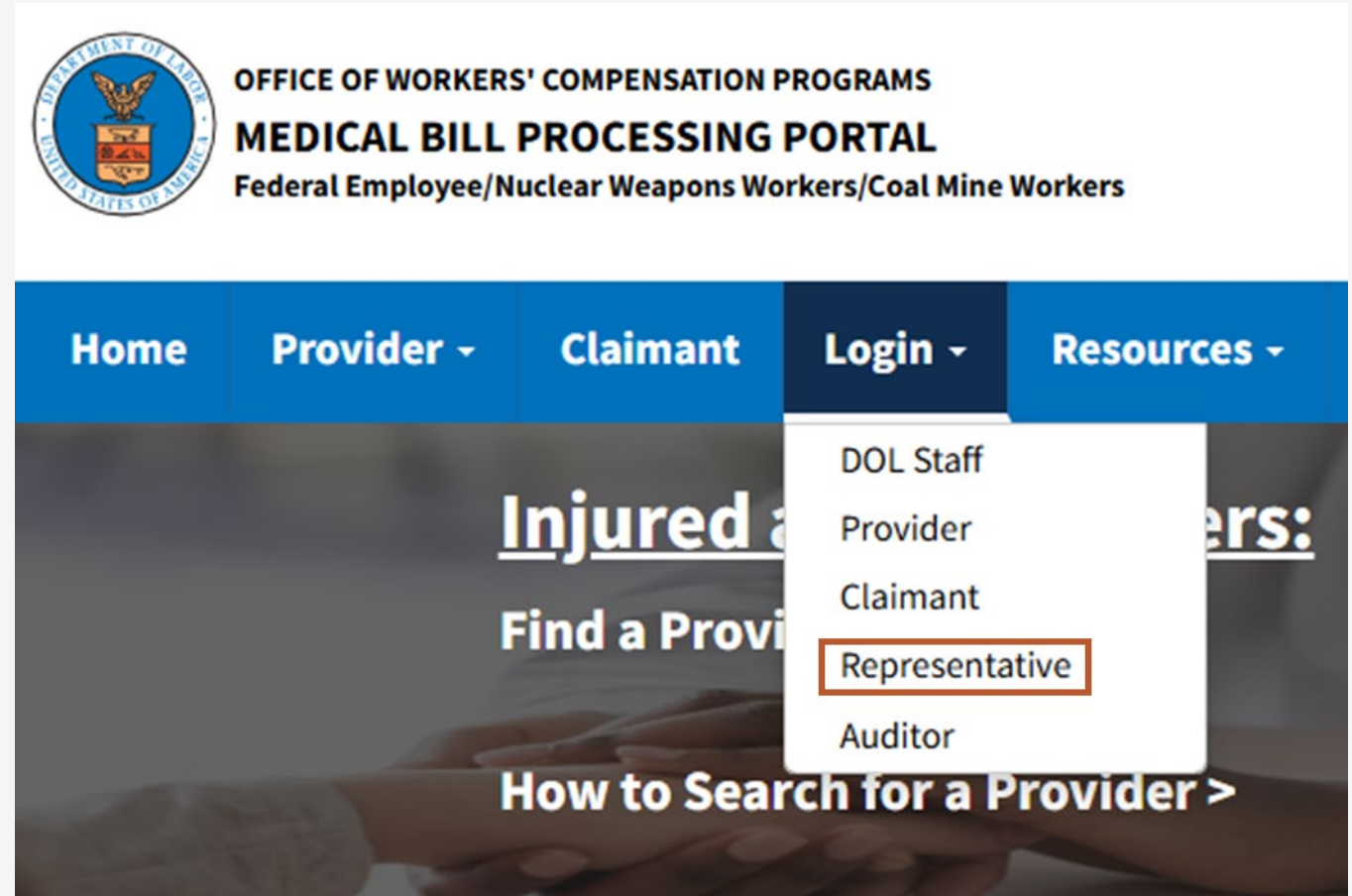
 OFFICE OF WORKERS' COMPENSATION PROGRAMS
MEDICAL BILL PROCESSING PORTAL
Federal Employee/Nuclear Weapons Workers/Coal Mine Workers

[Home](#) [Provider ▾](#) [Claimant](#) **[Login ▾](#)** [Resources ▾](#)

Injured and Ill Workers:
[Find a Provider >](#)
[How to Search for a Provider >](#)

Accessing OWCP Connect through the WCMBP Portal (3)

3. Select **Representative**.



The screenshot displays the official website for the Office of Workers' Compensation Programs (OWCP). At the top left is the Department of Labor seal. The main header reads "OFFICE OF WORKERS' COMPENSATION PROGRAMS" and "MEDICAL BILL PROCESSING PORTAL" for "Federal Employee/Nuclear Weapons Workers/Coal Mine Workers". A navigation bar includes "Home", "Provider", "Claimant", "Login", and "Resources". The "Login" dropdown menu is open, listing "DOL Staff", "Provider", "Claimant", "Representative" (highlighted with a red box), and "Auditor". The background features a banner with the text "Injured Workers: Find a Provider" and "How to Search for a Provider >".

Viewing the Account Registration Section

To begin the OWCP Connect Account Registration process, select **CREATE ACCOUNT** under the **New User** section on the OWCP Connect home page.

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 \(Click Here\)](#)

OWCP Connect Registration (1)

1. Please enter required information (Name and email address).

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.
[This email is available.](#)

Retype Email*
[This email is available.](#)

Enter result of addition from image below*



* Required Field

[NEXT](#)

OWCP Connect Registration (2)

2. A message will populate to notify you that the email you are entering is available to register and that it is not already registered with OWCP Connect to an existing user account.

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.
This email is available.

Retype Email*
This email is available.

Enter result of addition from image below*

* Required Field

NEXT

OWCP Connect Registration (3)

3. Enter the result of the addition problem in the image.

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.
[This email is available.](#)

Retype Email*
[This email is available.](#)

Enter result of addition from image below*



* Required Field

[NEXT](#)

OWCP Connect Registration (4)

4. 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.
[This email is available.](#)

Retype Email*
[This email is available.](#)

Enter result of addition from image below*

* Required Field

OWCP Connect Registration (5)

5. Once the identity validation is completed, create and enter a password. Retype that password in the field below to confirm the password matches.

Login Credential

Your identity has been validated. Please enter a password below to create your account.

Email*	Janedoe@yahoo.com
Password*	<input type="password"/>
Retype Password*	<input type="password"/>

* Required Field

PREV NEXT

OWCP Connect Registration (6)

6. Select **Next**.

Note: Password Criteria requires:

- be at least 8 characters long,
- include an uppercase letter, a lowercase letter, a number, and a special character.

By selecting the “Next” button, providers will be taken to the security image page where they must select an image and create a “Key Phrase”.

Login Credential

Your identity has been validated. Please enter a password below to create your account.

Email*	Janedoe@yahoo.com
Password*	<input type="password"/>
Retype Password*	<input type="password"/>

* Required Field

PREV **NEXT**


OWCP Connect Registration (7)

7. Select a security image, enter a key phrase.

Security Images

Please select a security image and enter a key phrase. They are used during the login process for your protection.

Security Images *



Key Phrase *

* Required Field

PREV NEXT


OWCP Connect Registration (8)

8. Select **Next**.

Security Images

Please select a security image and enter a key phrase. They are used during the login process for your protection.

Security Images *



Key Phrase *

* Required Field

OWCP Connect Registration (9)

9. Select and answer a security question from each drop-down list.

Security Questions

Please select security questions & answers. They may be used during the login process for login verification.

Security Questions *

1.
2.
3.

* Required Field

PREV

SUBMIT

OWCP Connect Registration (10)

10. Select **Submit**.

Security Questions

Please select security questions & answers. They may be used during the login process for login verification.

Security Questions *

1. What is the name of the boy or girl that you first kissed?
2. Who is your favorite actor, musician, or athlete?
3. What was the make and model of your first car?

* Required Field

PREV

SUBMIT

OWCP Connect Registration (11)

System creates an account and a link to activate the account is sent to your email address used in registration.

Note: The account must be activated within 24 hrs.

Select "Resend Email" if the email is not received within 10 minutes.

Account Creation

Your account creation request has been submitted successfully.

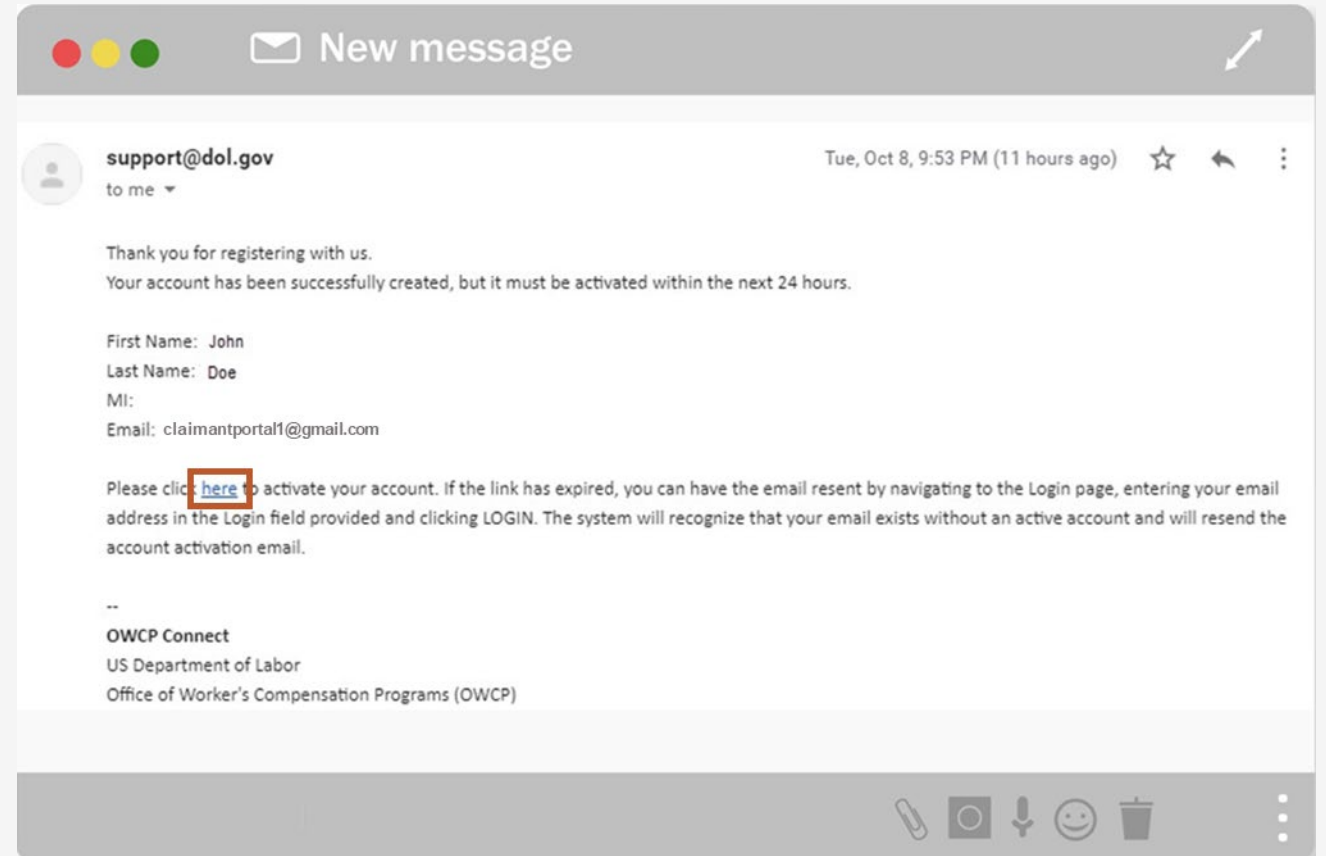
An email has been sent to the email address you provided, which includes a link that you will need to click in order to activate your account. The link provided in the email is available for 24 hours.

RESEND EMAIL

OWCP Connect Registration (12)

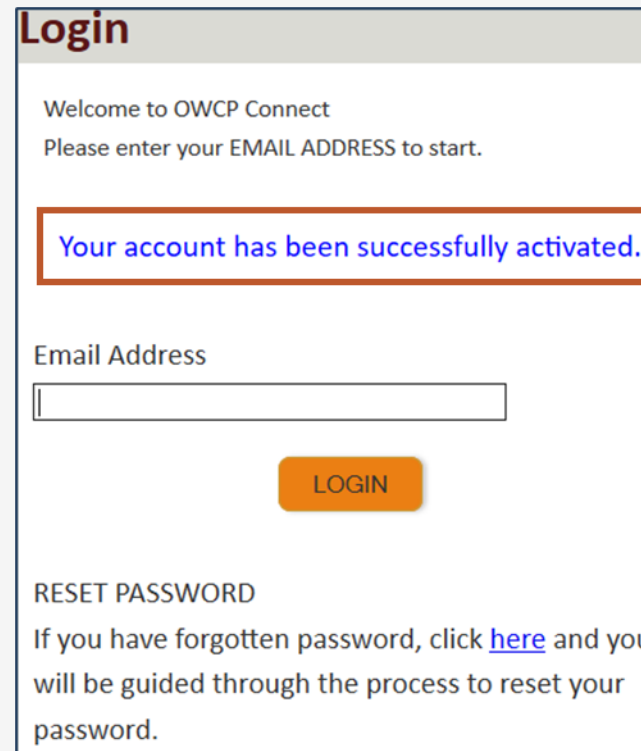
Look for email from: support@dol.gov.

11. Select link that says "here."



Logging In to the WCMBP Claimant Portal (1)

At the Login page, the system displays a banner message informing you that your account has been successfully activated.



Login

Welcome to OWCP Connect
Please enter your EMAIL ADDRESS to start.

Your account has been successfully activated.

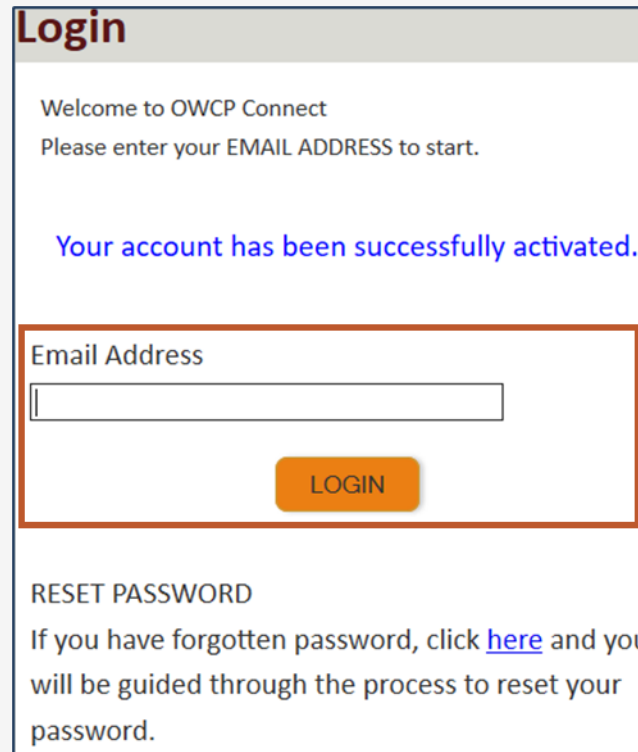
Email Address

LOGIN

RESET PASSWORD
If you have forgotten password, click [here](#) and you will be guided through the process to reset your password.

Logging In to the WCMBP Claimant Portal (2)

1. Enter your Email Address and select **LOGIN**.



Login

Welcome to OWCP Connect
Please enter your EMAIL ADDRESS to start.

Your account has been successfully activated.

Email Address

LOGIN


RESET PASSWORD
If you have forgotten password, click [here](#) and you will be guided through the process to reset your password.

Logging In to the WCMBP Claimant Portal (3)

The System displays your Security Image and Key Phrase for verification.

Login

Welcome verify your security image and enter password.

Security Image 

Key Phrase Spring

Password *

* Required Field


Logging In to the WCMBP Claimant Portal (4)

2. Enter your Password and select **SUBMIT**.

Login

Welcome verify your security image and enter password.

Security Image



Key Phrase Spring

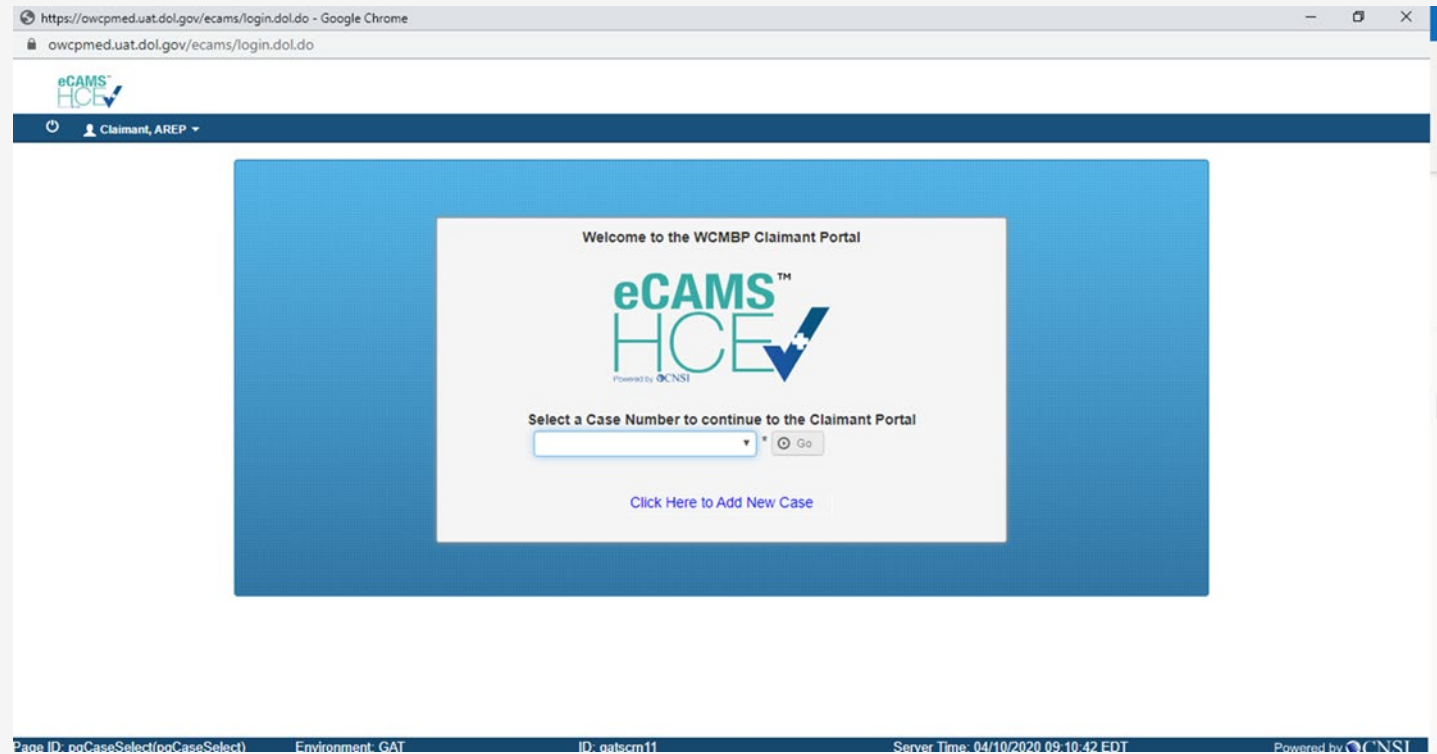
Password *

* Required Field

SUBMIT

Logging In to the WCMBP Claimant Portal (5)

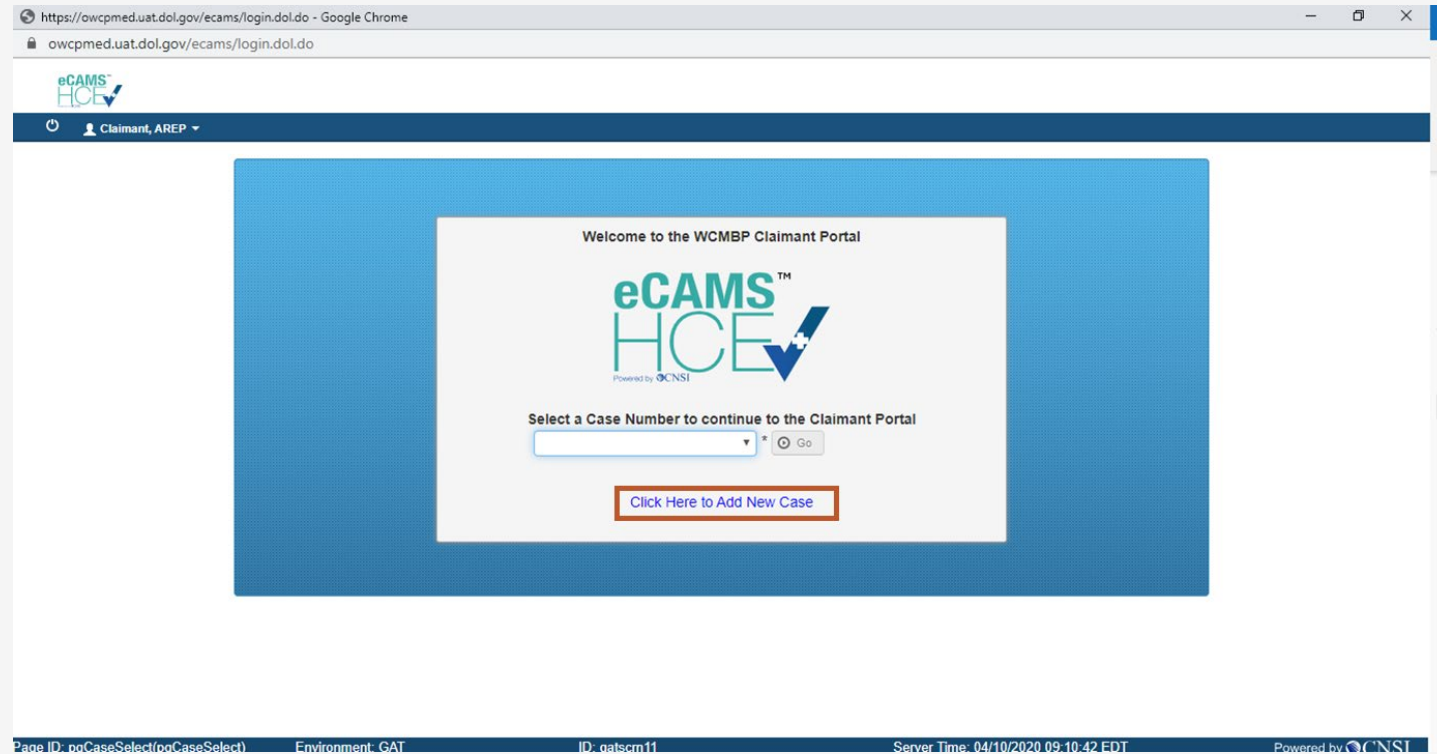
The system opens the WCMBP Claimant Portal.



WCMBP Claimant Portal (1)

The Authorized Representative will land on the WCMBP Claimant Portal. To access associated cases, complete the following steps (these steps must be completed for each case associated with the Authorized Representative):

1. Select the hyperlink **Click Here to Add New Case**.



WCMBP Claimant Portal (2)

The Authorized Representative must complete all required fields.

2. Enter the **Authorized Representative/Power of Attorney Details** (First Name, Last Name, Representative ID)

gat.wcmbp.com/ecams/login.dol.do# - Google Chrome
cmbp.com/ecams/login.dol.do#

MS
Claimant, AREP

Add New Case - Google Chrome
gat.wcmbp.com/ecams/CNSControlServlet

Help

Authorized Representative/Power of Attorney Details

First Name: AREP * Last Name: Claimant *
Representative ID: *

Case Details

Program: DFEC *
Claimant ID: *
First Name: *
Last Name: *
Date of Birth: *
Case ID: *
Middle Name: *
SSN: *

Close Submit

Page ID: pgAddNewCase(Login) Environment: GAT ID: gatscrn11 Server Time: 02/11/2020 08:47:47 EST

WCMBP Claimant Portal (3)

3. Enter the **Case Details** (Program, First Name, Last Name, SSN, and Date of Birth)

The screenshot shows a web browser window titled "Add New Case - Google Chrome" with the URL "gat.wcmbp.com/ecams/CNSIControlServlet". The page displays a form for adding a new case. The form is divided into two main sections: "Authorized Representative/Power of Attorney Details" and "Case Details".

The "Authorized Representative/Power of Attorney Details" section includes the following fields:

- First Name: AREP *
- Last Name: Claimant *
- Representative ID: *

The "Case Details" section, which is highlighted with a red box, includes the following fields:

- Program: DFEC *
- Claimant ID: *
- First Name: *
- Last Name: *
- Date of Birth: *
- Case ID: *
- Middle Name: *
- SSN: *

At the bottom right of the form, there are "Close" and "Submit" buttons. The footer of the page contains the following information:

- Page ID: pgAddNewCase(Login)
- Environment: GAT
- ID: gatscrn11
- Server Time: 02/11/2020 08:47:47 EST

WCMBP Claimant Portal (4)

4. Select **Submit**.

gat.wcmbp.com/ecams/login.dol.do# - Google Chrome
cmbp.com/ecams/login.dol.do#

IMS
Claimant, AREP

Add New Case - Google Chrome
gat.wcmbp.com/ecams/CNSIControlServlet

Help

Authorized Representative/Power of Attorney Details

First Name: AREP * Last Name: Claimant *
Representative ID: *

Case Details

Program: DFEC *
Claimant ID: * Case ID: *
First Name: * Middle Name: *
Last Name: * SSN: *
Date of Birth: *

Close Submit

Page ID: pgAddNewCase(Login) Environment: GAT ID: gatscrn11 Server Time: 02/11/2020 08:47:47 EST

THANK YOU!

