Office of Workers’ Compensation Programs (OWCP) Connect
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 via the Workers’ Compensation Medical Bill Process (WCMBP) Portal?
3. How do you register?

If you have any issues registering, you can speak with a customer service representative at 844-493-1966.
What is OWCP Connect?

OWCP Connect

Mechanism by which all users are authenticated. You must register via OWCP Connect to gain access to the Workers’ Compensation Medical Bill Process (WCMBP) system.
Accessing OWCP Connect via the WCMBP Portal

1. Go to https://owcpmed.dol.gov
2. Click Login
3. Click Representative
Click “here” under the Account Registration section.
1. Please enter required information (Name and email address)

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.

3. Enter result of the addition problem from the image

4. Click Next
5. Once the validation is completed, enter a password and retype the password to confirm the password.

6. Click Next.

**Note:** Password Criteria should:

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

By clicking the “Next” button, providers will be taken to the security image page where they must select an image and create a “Key Phrase”.
7. Select a security image, enter a key phrase.
8. Click Next.
9. Select security questions from the drop downs and answer the selected questions.

10. Click Submit.
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.

Click “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.**
Look for email from: support@dol.gov.

11. Click link that says “here.”
Logging In to the WCMBP Claimant Portal

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

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

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

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

The system opens the WCMBP Claimant Portal.
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):

18. Click on the hyperlink, Click Here to Add New Case.
The Authorized Representative must complete all required fields.

19. Enter the Authorized Representative or Attorney Details (First Name, Last Name, Representative ID)

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

21. Click Submit.
THANK YOU!