Resubmitting an RTP’d Enrollment Application
If a Return to Provider (RTP) letter is received after submitting an enrollment application, updates can be made to the returned application and resubmitted.

If an RTP letter is received, follow the steps shown on the next several slides.

1. From the WCMBP Portal, select “Get Started” under the “Provider” tab.
2. Select the “Click here to resume or track the in-progress enrollment application” hyperlink.
Resubmitting Application if RTP’d

3. Log in via OWCP Connect using the email address used when registering with OWCP Connect.
Resubmitting Application if RTP’d

4. Enter the password created when registering with OWCP Connect, then select “Submit.”
5. Use the Application Number provided during the initial enrollment.

6. Enter the SSN or FEIN used during the initial enrollment.

7. Select the “Submit” button to return to the application and make the necessary adjustments.
8. All the required steps in the application will be marked with an “Incomplete” status. Each required step will need to be opened to verify the information is correct. Once opening the step and verifying that the information is correct, close the step and the step status will be changed to “Complete.”
9. After verifying the data in each step and making required updates, the last step is to submit the enrollment application. To do so, select “Step 13: Submit Enrollment Application for Review.”
9. Select the “Submit Enrollment” button to submit the enrollment again. The enrollment application status will be changed to “In Review”.

Resubmitting Application if RTPed
THANK YOU!