

Legacy Provider:  
First Time Registering  
for Online Access



# Introduction

Both Legacy Providers and new Providers are required to register through OWCP Connect using different processes. This webinar will educate Legacy Providers about the registration process for initial online access through the Workers' Compensation Medical Bill Process (WCMBP) System before accessing the Provider Portal.



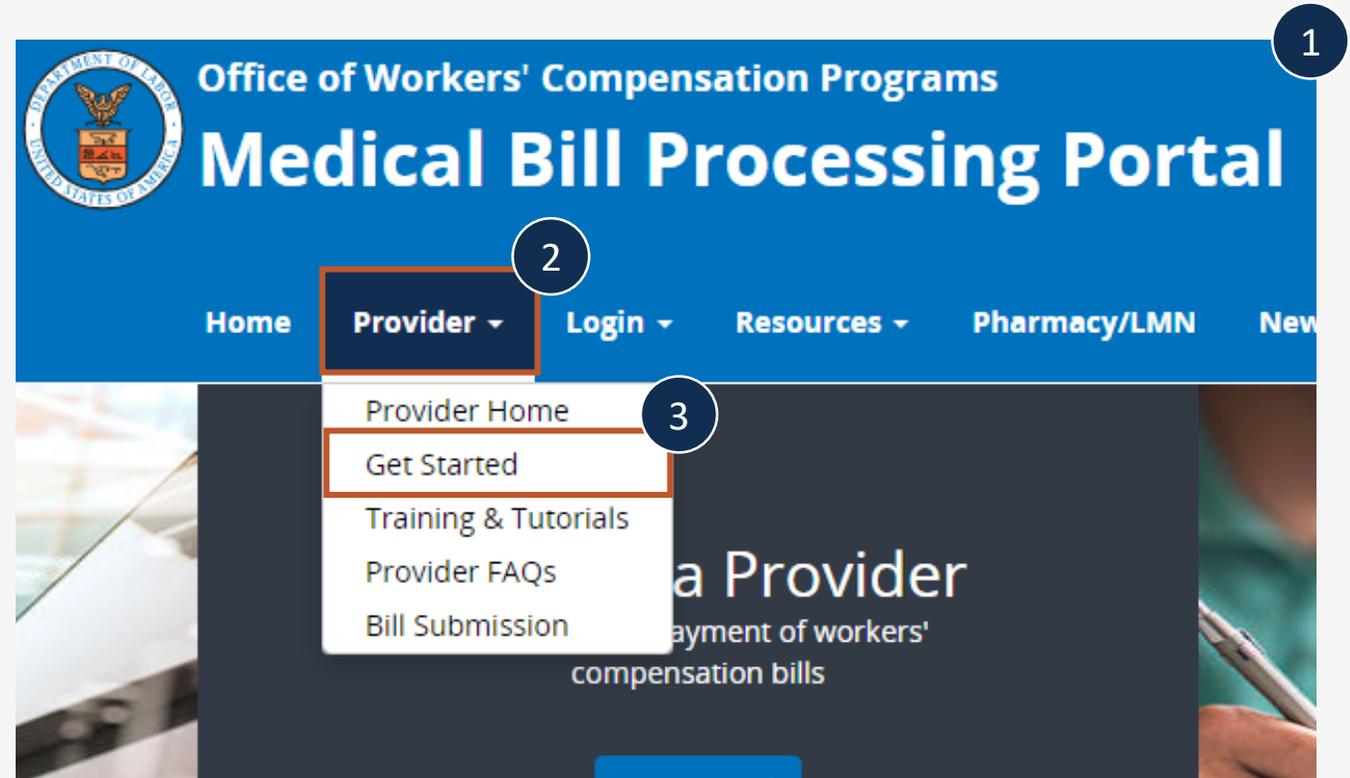
Accessing the  
Registration Link  
in the WCMBP Portal



# Legacy Provider Registration Process

For Legacy Providers to begin utilizing the Provider Portal for services such as Bill Submission/Inquiry, Authorization Submission/Inquiry, Provider Data Maintenance, and User Maintenance, you will need to perform the following steps first.

1. Use the following link to access the WCMBP Portal <https://owcpmed.dol.gov>.
2. Select the **Provider** drop-down menu.
3. Select the **Get Started** link.



# Legacy Provider Registration Process

4. On the Get Started page, select the **Register for online access** blue drop-down box.

5. Select the **Begin registration** link.

You can also select the **register to access the new system** hyperlink in the center rectangle near the top of the Get Started page.

**Note:** These registration links will begin the OWCP Connect registration process. This registration process is required before first accessing the Provider Portal.

## Get Started in the New Medical Bill Process System

A new medical bill process system was launched on April 27, 2020, offering providers more efficient bill processing. Enroll today to receive payment for services you provide to claimants approved by OWCP for workers' compensation.

The image shows three cards on a light gray background. The first card, titled 'New Provider', features a person icon with a plus sign and the text 'For fast approval, enroll online' and 'Click here to begin the enrollment process.' The second card, titled 'Legacy Provider', features a calendar icon with the number '2' and the text 'If I successfully enrolled with Conduent before April 27, 2020, do I need to re-enroll?' and 'No! However, you must register to access the new system.' The third card, titled 'Resume or Track an Enrollment Application', features a magnifying glass icon over a document and the text 'Click here to resume or track the in-progress enrollment application.' An orange arrow points from the 'register to access the new system' text in the main text to the 'Legacy Provider' card.

The image is a screenshot of a web interface. At the top, there is a blue header with the text 'Begin enrollment' and 'New Providers (Individual, Group, Facility or Billing Agent)'. Below this is a dark blue dropdown menu with the text 'Register for online access' and 'Legacy and New Providers who received a Temporary ID and Temporary Key to register for online access'. A circled number '4' is positioned to the right of the dropdown menu, with an orange arrow pointing to the 'Register for online access' link. Below the dropdown menu, there is a section of text: 'Legacy Providers or New Providers who received a Welcome Letter and a Registration Letter from CNSI with registration credentials and instructions will be able to access the system via the Begin Registration link.' followed by 'If you would submit bills through either Billing Agents or Clearinghouses, please have OWCP Provider ID of your billing agent/clearinghouse ready before you start enrollment or add billing agent/clearinghouse with your existing enrollment.' Below this text is a link 'Begin Registration' with an orange arrow pointing to it. A circled number '5' is positioned to the right of the 'Begin Registration' link. At the bottom, there are three lines of text: 'Please refer to the Quick Guide on how to register for initial access.', 'Please refer to the Quick Guide on how to add multiple legacy providers under one OWCP Connect ID.', and 'Please refer to the Quick Guide on how to add new providers under one OWCP Connect ID.'

Legacy Provider  
Registration Process  
Part 1: OWCP Connect  
Registration



# Legacy Provider Registration Process

1. On the OWCP Connect home page, select the **here** hyperlink to begin the OWCP Connect Account Registration process.

**Note:** You will not be required to go through this registration process for future logins.



The screenshot displays the OWCP Connect home page. At the top, there is a blue header with the United States Department of Labor logo and the text "United States Department of Labor Office of Workers' Compensation Programs". Below the header, there are three main sections: "About OWCP Connect", "Account Registration", and "Login". The "Account Registration" section contains the text "If this is your first time using OWCP Connect, click [here](#) and begin the process to create a new account." An orange arrow points from a blue circle containing the number "1" to the "here" hyperlink. Below this text, there is a red warning message: "WARNING....WARNING....WARNING....WARNING....WARNING". The "Login" section is partially visible, showing the text "Welcome to OWCP Connect Please enter your EMAIL AD" and an "Email Address" input field.

# OWCP Connect Registration

2. Please enter the required information (Name and Email address).
3. A message will populate to notify you that the Email you are entering is available or already linked to an existing user account.
4. Enter the result of the addition problem from the image.
5. Click **Next**.

**Account Registration**

Enter the below information to create the account

First Name\*

Last Name\*

Middle Initial

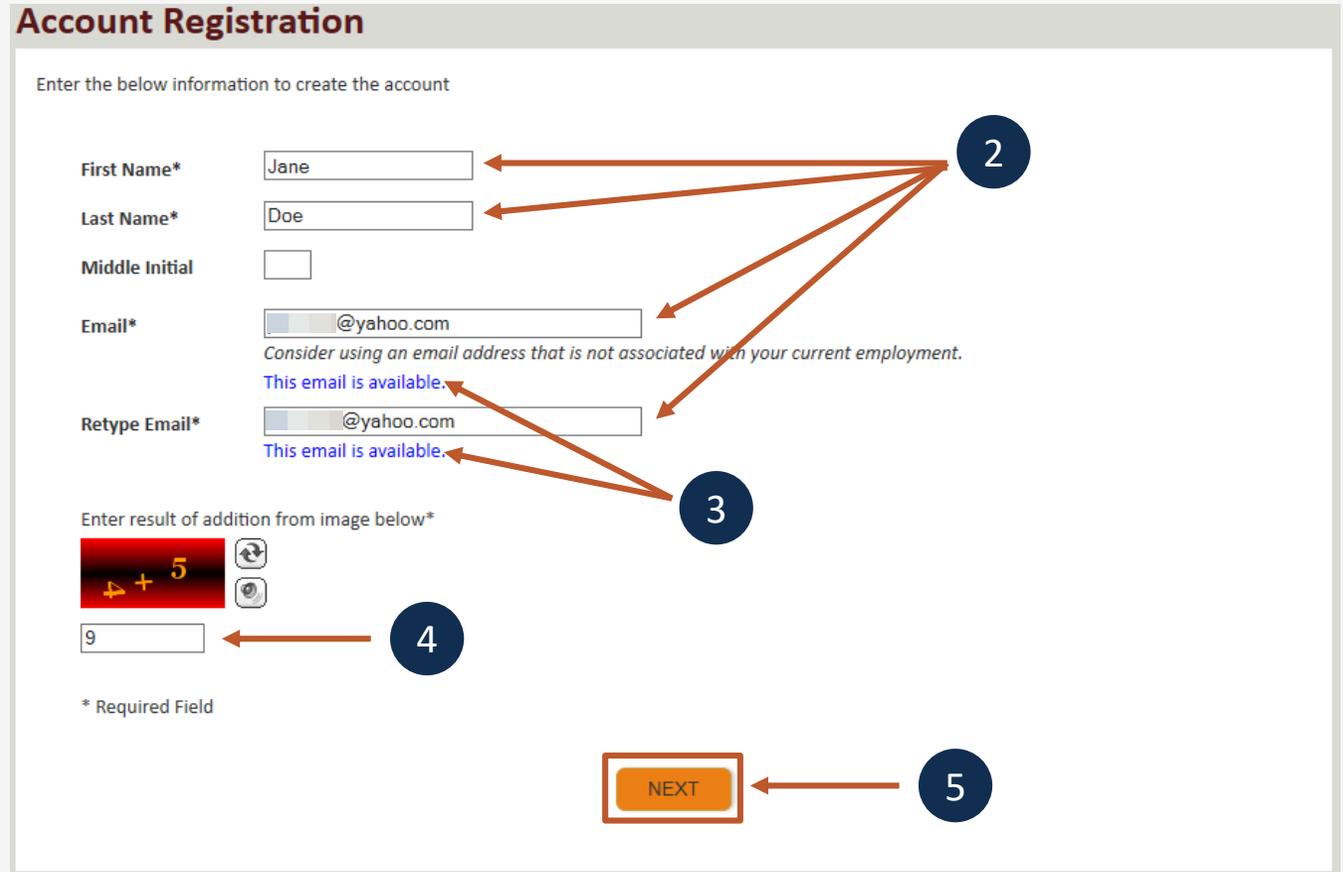
Email\*   
*Consider using an email address that is not associated with your current employment.*  
[This email is available.](#)

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

Enter result of addition from image below\*



\* Required Field



# OWCP Connect Registration

**Login Credential**

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

Email\* Janedoe@yahoo.com

Password\*

Retype Password\*

\* Required Field

PREV NEXT

6. Once the validation has been completed, enter a password and retype the password to confirm the password.
7. 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".

# OWCP Connect Registration

8. Select a security image and enter a key phrase.
9. Click **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

PREV NEXT

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# OWCP Connect Registration

## 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?   10
2. Who is your favorite actor, musician, or athlete?
3. What was the make and model of your first car?

\* Required Field

PREV SUBMIT  11

10. Select security questions from the drop-down lists and answer the selected questions.
11. Click **Submit**.

# OWCP Connect Registration

The 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. It is recommended that you do not navigate from this page until you confirm that the email was received. If the email is not received, click "Resend Email" if the email is not received within 10 minutes.

## Account Creation

Your account creation request has been submitted successfully.

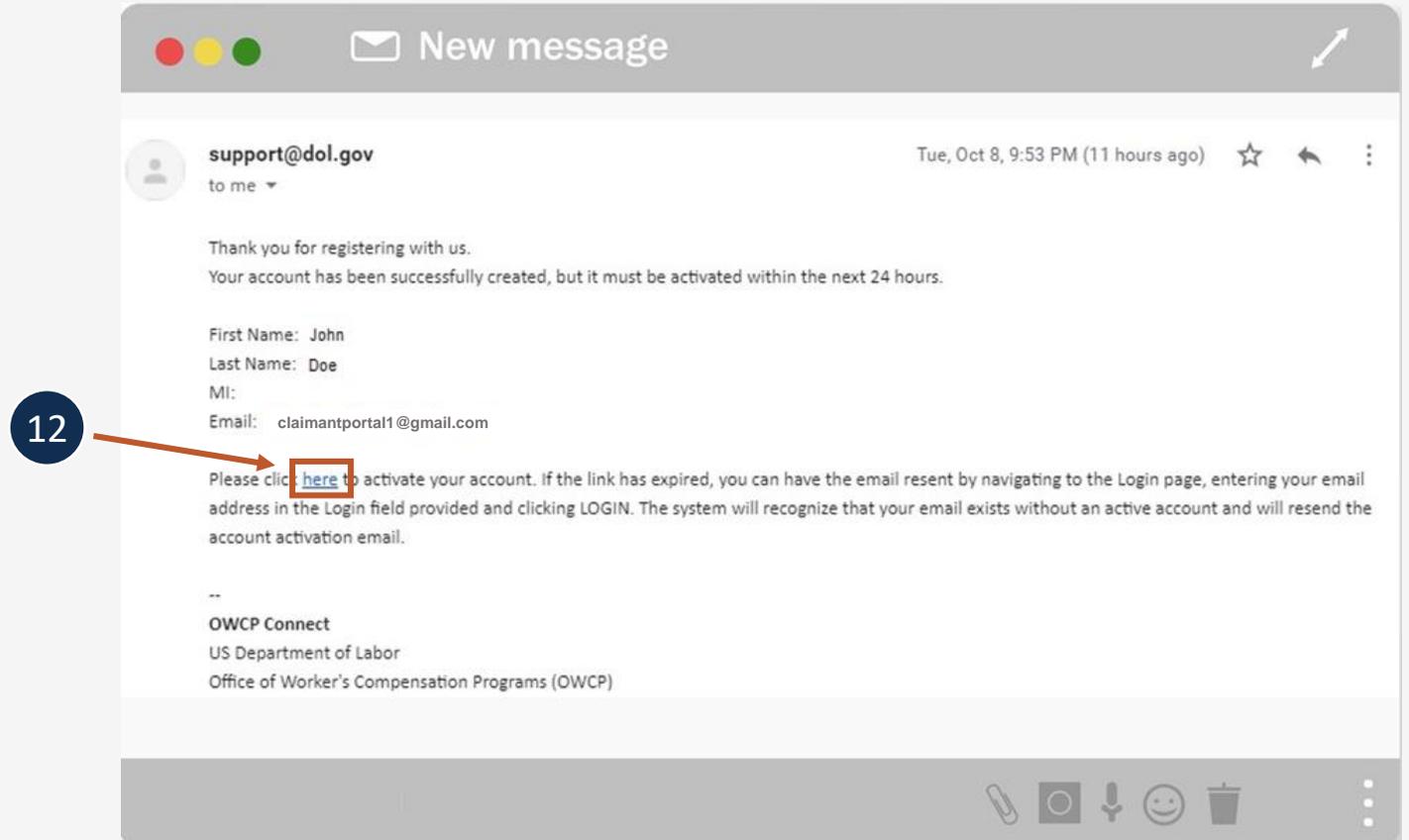
An email has been sent to the email address you provided, which includes a link that you will need to click in order to activate your account. The link provided in the email is available for 24 hours.

RESEND EMAIL

# OWCP Connect Registration

Look for email from: [support@dol.gov](mailto:support@dol.gov).

12. Click the link that says "here."



# OWCP Connect Registration

At the login page, you will see a banner message letting them know that your account has been successfully activated.

13. Enter your email address again and click **Login**.

14. Enter your password and click **Submit**.

**Login**

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

Your account has been successfully activated.

Email Address

**LOGIN**

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

**Login**

Welcome  Please verify your security image and enter password.

Security Image  


Key Phrase

Password \*

\* Required Field

**SUBMIT**

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Legacy Provider  
Registration Process  
Part 2: WCMBP System  
Registration



# Legacy Provider Registration Process

1. After logging in through OWCP Connect for the first time, you will be taken to the Provider Portal Registration page.
2. Enter the required information, including the OWCP Provider ID, Temporary ID, Temporary Key, and SSN/Tax ID.  
**Note:** You can find your OWCP Provider ID and Temporary ID in your Welcome Letter. The Temporary Key will be included in your Registration Instruction Letter.
3. Select the **Login** button.

**Note:** You will not be required to enter all of the required information here on subsequent logins.

The image displays two screenshots of the 'Login' page for the OWCP Provider Portal. The left screenshot shows the registration form with four input fields: 'OWCP Provider ID', 'Temporary ID', 'Temporary Key', and 'SSN/Tax ID'. A red box highlights these fields, and a blue circle with the number '2' is next to it. A blue circle with the number '1' is in the top right corner of the page. A blue circle with the number '3' and an arrow points to the 'Login' button at the bottom right. The right screenshot shows the same form with example values: '123456789', 'PrvdrUser123456789', 'cYBUL7&xxP', and '98765432'. A red 'Example' label is overlaid on the bottom right of this screenshot.

The Temporary ID does include the letters 'PrvdrUser' before the OWCP ID number. The Temporary Key does not end in a period. Your Temporary Key may also contain an upper case "i" or a lower case "L" – these look very similar! You may want to try it both ways.

# Successful WCMBP Registration: Select Available Provider IDs

4. After successfully registering, you will be taken to this screen where you will select from the **Available Provider IDs**.  
**Note:** Only one Provider ID will be shown until you have either registered multiple Provider IDs using one OWCP Connect ID or if you have been added as a user for other Provider Portal accounts.
5. Select **Go**.

Welcome to the WCMBP Provider Portal

eCAMS<sup>TM</sup>  
HCE  
Powered by CNSI

Select a Provider ID Number to continue to the Provider Portal:

Available Provider IDs: 700434700

Go

# Successful WCMBP Registration: Select a Profile

6. After selecting the Provider ID, you will select a profile from the available profiles.

**Note:** The next slide will display a list of available profiles and the functions they can perform in the Provider Portal.

7. Select **Go**.

Welcome to the Workers' Compensation Medical Bill Process System

**eCAMS™**  
**HCE**   
Powered by CNSI

Select a profile to use during this session:

6 → Profile: EXT Provider Bills Submitter \* → Go ← 7

The screenshot shows a web interface for selecting a profile. At the top, it says "Welcome to the Workers' Compensation Medical Bill Process System". Below that is the logo for "eCAMS HCE" with a trademark symbol and a blue checkmark containing a white cross. Underneath the logo, it says "Powered by CNSI". The main instruction is "Select a profile to use during this session:". Below this is a dropdown menu labeled "Profile:" with the selected option "EXT Provider Bills Submitter" and an asterisk. To the right of the dropdown is a "Go" button. A red box highlights the dropdown and the "Go" button. A red arrow points from a circle containing the number "6" to the dropdown menu, and another red arrow points from a circle containing the number "7" to the "Go" button.

# Provider Portal Profiles

Name of Provider Profile	Functions that the Provider can perform
<b>EXT Provider Bills Submitter</b>	<ul style="list-style-type: none"> <li>• Bill inquiry</li> <li>• View Payment</li> <li>• Bill Adjustment/Void</li> <li>• On-line Bills Entry</li> <li>• Resubmit Denied/Voided Bills</li> <li>• Retrieve Saved Bills</li> <li>• Manage Templates</li> <li>• Create Bills from Saved Templates</li> <li>• Eligibility Inquiry</li> <li>• On-line Authorization Submission</li> <li>• Submit HIPAA Batch Transactions (837)</li> <li>• Retrieve HIPAA Batch Responses (835)</li> <li>• SFTP User Details</li> <li>• Correspondences</li> </ul>
<b>EXT Provider Eligibility Checker-Claims Submitter</b>	<ul style="list-style-type: none"> <li>• Bill inquiry</li> <li>• View Payment</li> <li>• Bill Adjustment/Void</li> <li>• On-line Bills Entry</li> <li>• Resubmit Denied/Voided Bills</li> <li>• Retrieve Saved Bills</li> <li>• Manage Templates</li> <li>• Create Bills from Saved Templates</li> <li>• Eligibility Inquiry</li> <li>• On-line Authorization Submission</li> <li>• Maintain Provider Information</li> <li>• Submit HIPAA Batch Transactions (837)</li> <li>• Retrieve HIPAA Batch Responses (835)</li> <li>• SFTP User Details</li> <li>• Correspondences</li> </ul>

Name of Provider Profile	Functions that the Provider can perform
<b>EXT Provider Claims Payment Status Checker</b>	<ul style="list-style-type: none"> <li>• Bill inquiry</li> <li>• View Payment</li> <li>• Bill Adjustment/Void</li> <li>• Resubmit Denied/Voided Bills</li> <li>• Correspondences</li> </ul>
<b>EXT Provider Eligibility Checker – Auth Submitter</b>	<ul style="list-style-type: none"> <li>• Eligibility Inquiry</li> <li>• On-line Authorization Submission</li> </ul>
<b>EXT Provider File Maintenance</b>	<ul style="list-style-type: none"> <li>• Maintain Provider Information</li> <li>• Correspondences</li> </ul>
<b>EXT Provider Super User</b>	<ul style="list-style-type: none"> <li>• Bill inquiry</li> <li>• View Payment</li> <li>• Bill Adjustment/Void</li> <li>• On-line Bills Entry</li> <li>• Resubmit Denied/Voided Bills</li> <li>• Retrieve Saved Bills</li> <li>• Manage Templates</li> <li>• Create Bills from Saved Templates</li> <li>• Eligibility Inquiry</li> <li>• On-line Authorization Submission</li> <li>• Maintain Provider Information</li> <li>• Submit HIPAA Batch Transactions (837)</li> <li>• Retrieve HIPAA Batch Responses (835)</li> <li>• SFTP User Details</li> <li>• Correspondences</li> </ul>
<b>EXT Provider System Administrator</b>	<ul style="list-style-type: none"> <li>• Eligibility Inquiry</li> <li>• Retrieve HIPAA Batch Responses (835)</li> <li>• Maintain Users</li> <li>• Correspondences</li> </ul>

# Provider Portal

8. The screen shown on the right is the Provider Portal, which you will see after choosing your profile and selecting **Go**.

The screenshot displays the eCAMS HCE Provider Portal interface. At the top, the logo for eCAMS HCE is visible, along with user information: 'User, Admin' and 'Profile: EXT Provider Bills Submitter'. Navigation links for 'External Links' and 'Help' are also present. The main content area is titled 'Provider Portal' and features a left-hand navigation menu with categories like 'Online Services', 'Bills', 'Claimant', 'Authorization', 'Provider', 'HIPAA', 'Admin', and 'My Interactions'. The 'Bills' section is expanded, showing options such as 'Bill Inquiry', 'View Payment', and 'On-line Bills Entry'. The main content area is divided into three sections: 'ManageAlerts', 'My Reminders', and 'Your Recent Online Activities'. The 'My Reminders' section includes a filter by date range and a 'Read Status' dropdown, with a 'Go' button. Below this is a table with columns for 'Alert Type', 'Alert Message', 'Alert Date', 'Due Date', and 'Read'. The table currently displays 'No Records Found!'. The 'Your Recent Online Activities' section shows a list of recent actions, including a successful login and a failed login attempt.

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# Logging into the Provider Portal on Subsequent Logins



# Navigating to Provider Login Page

1. Use the following link to access the WCMBP Portal <https://owcpmed.dol.gov>.
2. Select the **Login** drop-down menu.
3. Select the **Provider** link.



# Provider Login

The screenshot shows a website navigation bar with the following items: Home, Provider (with a dropdown arrow), Login (with a dropdown arrow), Resources (with a dropdown arrow), Pharmacy/LMN, News, and Contact Us. Below the navigation bar is a breadcrumb trail: Home / Provider Home / Provider. The main heading of the page is "Provider Login". Below the heading is a blue link: "Use the link below to log in to the new Workers' Compensation Medical Bill Process (WCMBP) system if...". This link is followed by a bulleted list of conditions:

- Your online enrollment has been approved
- Your paper enrollment has been approved, and you have registered with OWCP Connect and have been authenticated in the new system
- You were enrolled in the previous system (prior to April 27, 2020), and have registered with OWCP Connect and have been authenticated in the new system
- Your request to be associated with an enrolled provider as an additional user has been approved by the provider's administrator

Below the list is a paragraph: "The Provider Login button will take you to OWCP Connect, where you can register or will validate your credentials and log you into the system." At the bottom of the screenshot, a callout box contains a blue circle with the number "4" and an orange arrow pointing to a blue button labeled "Provider Login".

4. On the Provider Login page, select the **Provider Login** button. You will be directed to OWCP Connect.

# OWCP Connect Login

5. Since you've previously registered, you will only need to go through the OWCP Connect Login process.

Programs

OWCP Workers' Compensation System

[Login](#) | [Account Registration](#) | [Reset Password](#) | [Change Email](#) | [Help](#) | [FAQ](#)

### Account Registration

If this is your first time using OWCP Connect, click [here](#) and follow the steps in the process to create a new account.

**WARNING...WARNING...WARNING...WARNING...WARNING**

You are accessing a U.S. Government information system that is created, developed, and operated by the Department of Labor. The information and data contained in this system are provided for the processing of official U.S. Government information only, and are not to be disseminated outside of the Department of Labor. Authorized users only.

### Login

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

Email Address

[LOGIN](#)

[RESET PASSWORD](#)  
If you have forgotten password, click [here](#) and you will be taken to the password reset page.

# Successful WCMBP Registration: Select Available Provider IDs

6. After successfully logging in, you will be taken to this screen where you will select from the **Available Provider IDs**.

**Note:** If you have registered multiple providers under one OWCP Connect Login or if you have been added as a user to another Provider Portal, those available Provider IDs will be available in the drop-down.

7. Select **Go**.

Welcome to the WCMBP Provider Portal

eCAMS<sup>TM</sup>  
HCE  
Powered by CNSI

Select a Provider ID Number to continue to the Provider Portal:

Available Provider IDs: 700434700

Go

# Successful WCMBP Registration: Select a Profile

8. After selecting the Provider ID, you will select a profile from the available profiles.
9. Select **Go**.

Welcome to the Workers' Compensation Medical Bill Process System

**eCAMS™**  
**HCE**   
Powered by CNSI

Select a profile to use during this session:

8 → Profile: EXT Provider Bills Submitter ▼\* → Go ← 9

The screenshot shows a web interface for selecting a profile. At the top, it says "Welcome to the Workers' Compensation Medical Bill Process System". Below that is the logo for "eCAMS HCE" with a trademark symbol and a blue checkmark containing a white cross. Underneath the logo, it says "Powered by CNSI". The main instruction is "Select a profile to use during this session:". Below this, there is a dropdown menu labeled "Profile:" with the selected option "EXT Provider Bills Submitter" and a small asterisk. To the right of the dropdown is a "Go" button. A red box highlights the dropdown and the "Go" button. A blue circle with the number "8" and an arrow points to the dropdown, and another blue circle with the number "9" and an arrow points to the "Go" button.

# Provider Portal

10. The screen shown on the right is the Provider Portal, which you will see after choosing your profile and selecting Go.

The screenshot displays the eCAMS HCE Provider Portal interface. At the top, the user is logged in as 'User, Admin' with the profile 'EXT Provider Bills Submitter'. The main navigation menu on the left includes sections for Online Services, Bills, Claimant, Authorization, Provider, HIPAA, Admin, and My Interactions. The 'Bills' section is expanded, showing options like Bill Inquiry, View Payment, and Bill Adjustment/Void. The 'My Reminders' section is currently empty, displaying 'No Records Found!'. The 'Your Recent Online Activities' section shows a recent login with an ENERGYPRV13gmail Account and a previous site visit on 06/01/2020 at 03:33:10 PM.

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# Thank you!

CNSI is excited about being the new medical bill processing agent for OWCP programs and to continue working with each of you!

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Email: [CNSIOWCPOutreach@cns-inc.com](mailto:CNSIOWCPOutreach@cns-inc.com)

Call Center:

Division of Federal Employees' Compensation  
(DFEC) 1-844-493-1966

Division of Energy Employees  
Occupational Illness Compensation  
(DEEOIC) 1-866-272-2682

Division of Coal Mine Workers' Compensation  
(DCMWC) 1-800-638-7072