Adding/Associating Users to Providers
Quick Reference Guide

Adding/Associating Users to Providers

Scenario: As an admin at a provider location, you would like to add additional staff access to features of the Provider Portal. This scenario assumes that you have already registered with OWCP Connect and either completed the WCMBP Registration (if a Legacy Provider) or completed a new enrollment and have been approved, thus giving you access to the Provider Portal. Users that you add will also need to register through OWCP Connect before they can be added. Instructions on how to register as an additional user will follow this scenario.

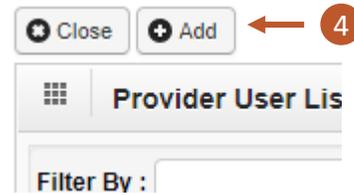|	
1. Select the Provider ID from the **Available Provider ID** drop-down list for the Provider Portal you will be granting user access to and select **Go**.	Welcome to the WCMBP Provider Portal eCAMS™ HCE Powered by CNSI Select a Provider ID Number to continue to the Provider Portal. Available Provider IDs: 020211301 ▼ * **1** ⊙ Go
2. Select the applicable profile from the **Profile** drop-down list (ex. EXT Provider System Administrator) and select **Go**.	Welcome to the Workers' Compensation Medical Bill Process System eCAMS™ HCE Powered by CNSI Select a profile to use during this session: Profile: EXT Provider System Administrato ▼ * ⊙ Go **2**
3. Select the **Maintain Users** hyperlink in the Online Services section on the left side of the Provider Portal.	Eligibility Inquiry Authorization ▼ On-line Authorization Submission Provider ▼ Maintain Provider Information HIPAA ▼ Retrieve HIPAA Batch Responses Admin ▼ Maintain Users **3** My Interactions ▼ Correspondences

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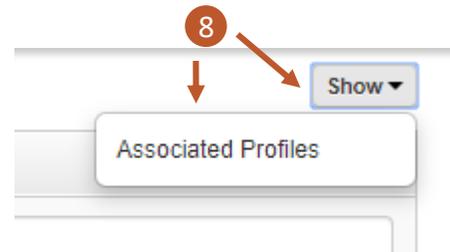|	
4. Select the **Add** button on the Provider User List page.	
5. Include all required information into the fields denoted with asterisks. The user you are adding will need to have registered through OWCP Connect and have an OWCP Connect ID in order for you to add them. 6. Select the **OK** button to add the user.	
7. Once the user is added, you will then need to go into their profile by selecting the **Name** hyperlink in order to apply the profiles that will be applicable to the user.	
8. Select the **Show** drop-down button to the upper right of the window and select the **Associated Profiles** option.	
9. On the Manage User Profiles page, select the **Add** button.	
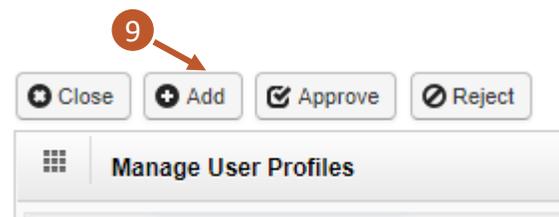
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10. Select from the Available Profiles on the left and then select the right arrow add them to the Associated Profiles box. 11. Select the **OK** button. The profile additions will be In Review until they are approved or rejected by you or someone that has been given the authority to do so. **Note:** At the end of this document you will find a table with a list of the available provider profiles and the functions that the provider can perform for each.	**Add New Profiles to User** User Name: User,Admin Start Date: 08/21/2020 * End Date: 12/31/2999 * Available Profiles EXT Provider Bills Submitter EXT Provider Claims Payment Status Checker EXT Provider Eligibility Checker - Auth Submitter EXT Provider Eligibility Checker-Claims Submitter EXT Provider File Maintenance EXT Provider Super User EXT Provider System Administrator Associated Profiles OK Cancel
12. Select the checkbox next to the Profile names that you will approve and then select the **Approve** button.	Close Add Approve Reject **Manage User Profiles** Filter By: Name △▼ ☐ EXT Contract Nurse Submitter ☐ EXT Provider Bills Submitter ☐ EXT Provider Claims Payment Status Checker ☐ EXT Provider Eligibility Checker-Claims Submitter
13. An Update Status window will open where you will need to select a reason for the update. Select the **OK** button to complete the update.	**Update Status** Status Type: Approved * Reason Code: None Remarks: OK Cancel

You will complete steps 3-12 for each user you will be adding to a single Provider ID. You will complete steps 1-12 if you need to add users to multiple Provider IDs.
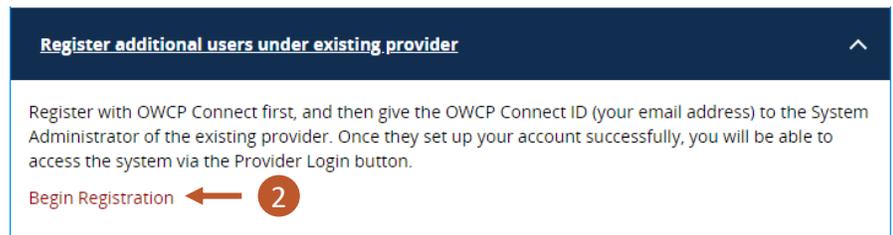
Registering in OWCP Connect to be Added as an Additional User

Scenario: In the previous scenario, we added additional users to a Provider ID. We mentioned in that scenario that the user would need to registered through OWCP Connect in order to be added as a user. The steps below will show you how users will register with OWCP Connect.

1. Select the **Get Started** link under the Provider tab or the **Get Started** button on the home page of the WCMBP Portal.	
2. Scroll to the bottom of the page and select the **Register additional users under existing provider** blue expandable box and then select the **Begin Registration** link.	
3. You are taken to OWCP Connect where you will begin your Account Registration. You will first select the **here** hyperlink under the Account Registration column on the OWCP Connect home page.	

Registering in OWCP Connect to be Added as an Additional User

4. Complete the required fields and steps of the Account Registration process.	**Account Registration** ④ Enter the below information to create the account First Name* Last Name* Middle Initial
5. After completing the OWCP Connect Account Registration, you will use the credentials you created during the account registration to **Login** through OWCP Connect. **Note:** You will not be required to go through the registration process on future logins.	**Login** ⑤ Welcome to OWCP Connect Please enter your EMAIL ADDRESS to start. Email Address LOGIN

You will need to provide your OWCP Connect ID (your email address) to the System Administrator at the provider location you will be added to as a user. Once they set up your account successfully, you will be able to access the system via the Provider Login button on the WCMBP Portal. You will select the Login drop-down > select the Provider option > select the Provider Login button > and login through OWCP Connect using the credentials you created during registration.

Provider Portal Profiles

The following table shows the available provider profiles and a list of functions that the provider can perform for each profile.

Name of Provider Profile	Functions Provider Can Perform
EXT Provider Bills Submitter	• Bill inquiry • View Payment • Bill Adjustment/Void • On-line Bills Entry • Resubmit Denied/Voided Bills • Retrieve Saved Bills • Manage Templates • Create Bills from Saved Templates • Eligibility Inquiry • On-line Authorization Submission • Submit HIPAA Batch Transactions (837) • Retrieve HIPAA Batch Responses (835) • SFTP User Details • Correspondence
EXT Provider Eligibility Checker-Claims Submitter	• Bill inquiry • View Payment • Bill Adjustment/Void • On-line Bills Entry • Resubmit Denied/Voided Bills • Retrieve Saved Bills • Manage Templates • Create Bills from Saved Templates • Eligibility Inquiry • On-line Authorization Submission • Maintain Provider Information • Submit HIPAA Batch Transactions (837) • Retrieve HIPAA Batch Responses (835) • SFTP User Details • Correspondence
EXT Provider Claims Payment Status Checker	• Bill inquiry • View Payment • Bill Adjustment/Void • Resubmit Denied/Voided Bills • Correspondence
EXT Provider Eligibility Checker – Auth Submitter	• Eligibility Inquiry • On-line Authorization Submission

Provider Portal Profiles Continued

The following table shows the available provider profiles and a list of functions that the provider can perform for each profile.

Name of Provider Profile	Functions that the Provider can perform
EXT Provider File Maintenance	• Maintain Provider Information • Correspondence
EXT Provider Super User	• Bill inquiry • View Payment • Bill Adjustment/Void • On-line Bills Entry • Resubmit Denied/Voided Bills • Retrieve Saved Bills • Manage Templates • Create Bills from Saved Templates • Eligibility Inquiry • On-line Authorization Submission • Maintain Provider Information • Submit HIPAA Batch Transactions (837) • Retrieve HIPAA Batch Responses (835) • SFTP User Details • Correspondence
EXT Provider System Administrator	• Eligibility Inquiry • Retrieve HIPAA Batch Responses (835) • Maintain Users • Correspondence