

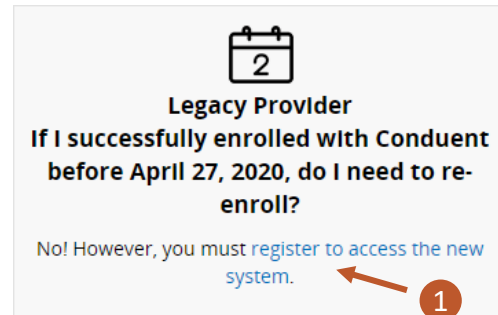


Adding Multiple Legacy Providers under One OWCP Connect ID Quick Reference Guide

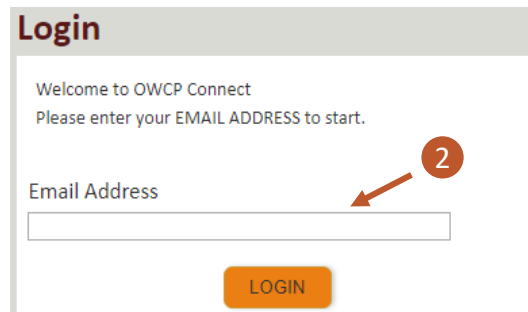
Adding Multiple Legacy Providers under One OWCP Connect ID

Scenario: As an admin at a legacy provider location, you would like to include multiple legacy providers to be accessible using one OWCP Connect ID. Each of the other legacy Providers should have also received their individual welcome letters with OWCP Provider ID, Temp ID, and Temp Key. These legacy providers will need to provide to you that information, including SSN/Tax ID, in order for you to include them under one single OWCP Connect ID.

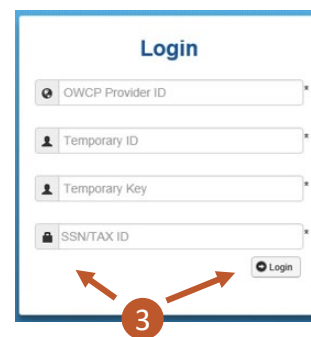
1. If you have registered through OWCP Connect and completed the WCMBP System registration, you can begin adding additional legacy providers under the OWCP Connect ID you created. From the **Get Started** page in the WCMBP Portal, select the hyperlink in the Legacy Provider box, “register to access the new system.”



2. Login to OWCP Connect using the email address and password you created when you registered.



3. Each legacy provider you will be adding that received their welcome letter will need to provide you their OWCP Provider ID, Temp ID, and Temp Key from the letter, as well as their SSN/Tax ID to include in fields shown here and then select the **Login** button.



You will complete steps 1-3 for each legacy provider you will be adding under your OWCP Connect ID.

4. After completing steps 1-3 for all the legacy providers you’ve added, when you login through OWCP Connect in future logins, you will see all Provider IDs that you have added under the single OWCP Connect ID when you select the Available Provider ID drop-down.

