



Adding Servicing Providers

Quick Reference Guide

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Scenario: As part of your practice, you may have multiple servicing providers that will be performing services under one OWCP Provider ID. If you are a new provider enrolling into the WCMBP System, you can add the servicing providers during your enrollment. If you are a legacy provider, or a provider that has enrolled and need to add additional servicing providers, you can do so by following the steps below. This scenario assumes you that you have registered and have access to the Provider Portal. Servicing Providers do not have to be enrolled or registered through OWCP Connect to be added to a provider's list of servicing providers.

1. Select the Provider ID from the **Available Provider ID** drop-down list for the Provider Portal you will be adding servicing providers to and select **Go**.

2. Select the applicable profile from the **Profile** drop-down list (ex. EXT Provider File Maintenance) and select **Go**.

3. Select the **Maintain Provider Information** hyperlink in the Online Services section on the left side of the Provider Portal.





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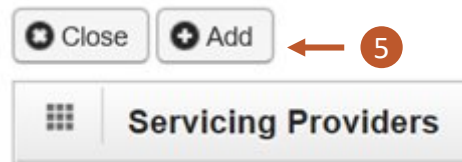
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4. Select **Step 10: Add Servicing Provider Information** hyperlink.



5. Select the **+Add** button.



6. Enter all required information for the servicing Provider:
- Select the “Tax Identifier Type” SSN.
 - Enter the individual servicing providers First and Last Name and SSN.
 - Select the provider type from the “Provider Type” drop down.
 - Enter the NPI.
 - Enter up to 5 taxonomy codes.
 - Enter all the license/certification information.

8. The system displays the Servicing Providers Information, which confirms the servicing providers information entered.
- Note:** There is no limit to how many servicing providers can be added to your practice. You can repeat steps 5-7 to continue adding multiple servicing providers.

If a Servicing Provider for the group needs to be able to login to the Provider Portal, they will have to register via OWCP Connect. They will then need to be added as a user by the Provider Portal’s System Admin. Please refer to the **Adding/Associating Users to Providers** quick reference guide for how to register and then add as a user.