How to Add Users to a Provider Profile

Overview

This webinar will provide information about:

- Provider Login

- Provider Profile Functionality

- Managing/Adding Users

- Deactivating Profiles from a User

- Changing Email Address

- Questions

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Logging in and Adding Profiles to a User

Login under Provider

Click **Provider** link under "Login"

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Provider Login

Office of Workers' Compensation Programs

Medical Bill Processing Portal

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Provider Login

Use the link below to log in to the new Workers' Compensation Medical Bill Process (WCMBP) system if...

- 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 ____ as an additional user has been approved by the provider's administrator

The Provide ____ e you can register or will validate your credentials and log you into the system.

Click **Provider Login**

Provider Login

OWCP Connect ID = Your Email

United States Department of Labor
Office of Workers' Compensation Programs

WCS
OWCP Workers' Compensation System

Login | Account Registration | Reset Password | Change Email | Help | FAQ

OWCP Connect

About OWCP Connect

OWCP Connect allows users to prove their identity and create an account for communication with OWCP's various self-service applications. It is a centralized identity-proofing system used to create credentials for a user, and then to authenticate the user's information entered in the Account Registration process against secure Credit Bureau data. Once the user's identity has been verified, their account can be created.

At this time OWCP Connect is only being used to authenticate new users to EECA's Claimant Query

Account Registration

If this is your first time using OWCP Connect, click here and begin the process to create a new account.

system that is owned and operated by the Department of Labor. The Department of Labor information systems are provided for the processing of official U.S. Government information only, and are therefore, owned by the Department of Labor. Authorized users are

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 guided through

Remember that your OWCP Connect ID is the email address you used to register with OWCP Connect.

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Choose a Provider ID

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: 700116000 ▼ *

020211301
103151400
700033500
700116000

You may have access to more than one provider. Choose the one associated with your current task.

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Provider Portal Profiles – Bill Processing

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 Bills Submitter ▼ | * | ⊙ Go

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

Choose the profile that allows you to accomplish your current task.

Provider Portal Profiles

Name of Provider Profile	Functions that the 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 • Correspondences
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 • Correspondences

Name of Provider Profile	Functions that the Provider can perform
EXT Provider Claims Payment Status Checker	• Bill inquiry • View Payment • Bill Adjustment/Void • Resubmit Denied/Voided Bills • Correspondences
EXT Provider Eligibility Checker – Auth Submitter	• Eligibility Inquiry • On-line Authorization Submission
EXT Provider File Maintenance	• Maintain Provider Information • Correspondences
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 • Correspondences
EXT Provider System Administrator	• Eligibility Inquiry • Retrieve HIPAA Batch Responses (835) • Maintain Users • Correspondences

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Maintain Users

The System Administrator maintains the user accounts for the provider using the EXT Provider System Administrator profile.

On the Provider Portal choose **Maintain Users**
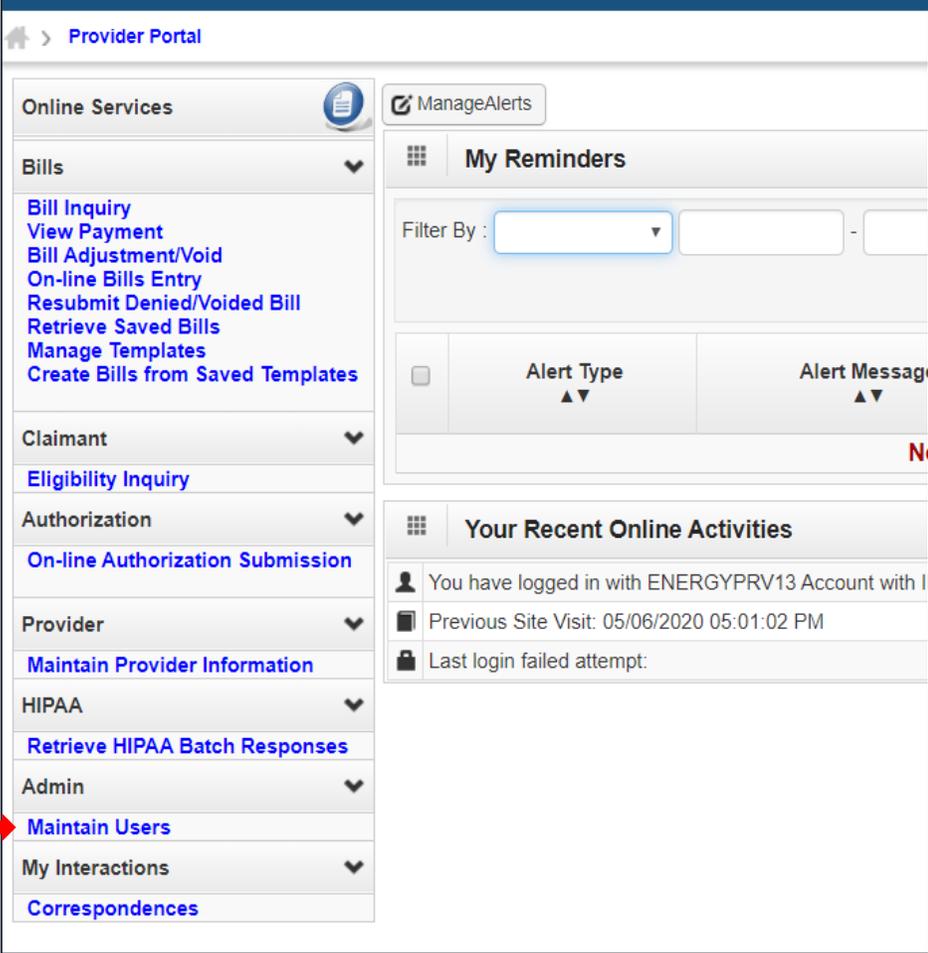
Add a New User

Add a New User

Enter the email address that the new user used to register with OWCP Connect.

Fill in the form and click **OK**.

Note: The User Type field does not impact the actual functions of the user.

Edit User Information

Edit User Information

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Add a Profile

To add a profile,
Click the **Add** button

Provider Portal > Provider User List > ProviderUserDetails > UserProfileList

ser Login ID: providerops3   **Name:** Doe,John User

● Add   ☑ Approve   ⊘ Reject   Show ▼

▦   **Manage User Profiles**   ⌄

Filter By: [▼] [ ]   **With Status:** [All ▼] ⊙ Go   💾 Save Filter   ▼ My Filters ▼

☐	**Name** △▼	**Description** ▲▼	**Start Date** ▲▼	**End Date** ▲▼	**Status** ▲▼
☐	EXT Provider Bills Submitter	EXT Provider Claims Submitter	04/30/2020	04/30/2021	Approved
☐	EXT Provider File Maintenance	EXT Provider File Maintenance	04/30/2020	04/30/2021	Approved
☐	EXT Provider System Administrator	EXT Provider System Administra....	05/06/2020	04/30/2021	Approved

View Page: [1] ⊙ Go   ➕ Page Count   **Viewing Page: 1**   ≪ First   ❮ Prev   ❯ Next   ≫ Last

🖼 SaveToCSV

Add a New Profile to User

Only the profiles that are not yet assigned are available

Select a profile and click the **Move Over** button ...then click **OK**

Note: Adding the EXT Provider System Administrator profile allows the user to be an added system administrator to the provider's profile.

Add New Profiles to User

User Name: Doe,John User

Start Date: 05/06/2020 * End Date: 04/30/2021 *

Available Profiles
EXT Provider Claims Payment Status Checker
EXT Provider Eligibility Checker-Claims Submitter
EXT Provider Super User

Associated Profiles

» «

OK Cancel

Edit Profile Information

After all the profiles have been selected, click **Approve.**

Select to check the box(es) to the left of the profile(s) that have been added to the user.

Edit Profile Information

User Login ID: providerops3   **Name:** Doe,John User

⊗ Close	⊕ Add	☑ Approve	⊘ Reject		Show ▼

⊞ **Manage User Profiles**   ˅

Filter By: [▼] [   ] **With Status:** [All   ▼] [⊙ Go]   [💾 Save Filter] [▼ My Filters ▼]

☐	**Name** △▼	**Description** ▲▼	**Start Date** ▲▼	**End Date** ▲▼	**Status** ▲▼
☐	EXT Provider Bills Submitter	EXT Provider Claims Submitter	04/30/2020	04/30/2021	Approved
☐	EXT Provider File Maintenance	EXT Provider File Maintenance	04/30/2020	04/30/2021	Approved
☐	EXT Provider System Administrator	EXT Provider System Administra....	05/06/2020	04/30/2021	Approved

View Page: [1] [⊙ Go] [➕ Page Count]   **Viewing Page: 1**   [« First] [‹ Prev] [› Next] [» Last]

[🖾 SaveToCSV]

To edit or deactivate the profile for a user, click the **Profile Name**

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Deactivate Profiles

Profile ID: 500000421
User Login ID: providerops3

Name: EXT Provider System Administrator
Name: Doe,John User

● Close | 💾 Save

User Profile Details

User Name: Doe,John User

Profile Name: EXT Provider System Administrator

Status: Approved ▼

Start Date: 05/06/2020 📅 *

Expiration Date: 04/30/2021 📅 *

Profiles cannot be deleted – change the **Expiration Date** to the current date to deactivate the profile for the user... then click the **Save** button.

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Switching
between Profiles

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Selecting Provider Portal Profiles

Welcome to the Workers' Compensation Medical Bill Process System

eCAMS HCE™
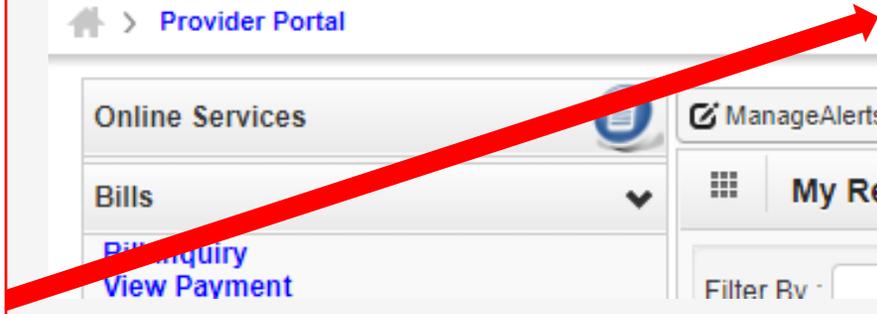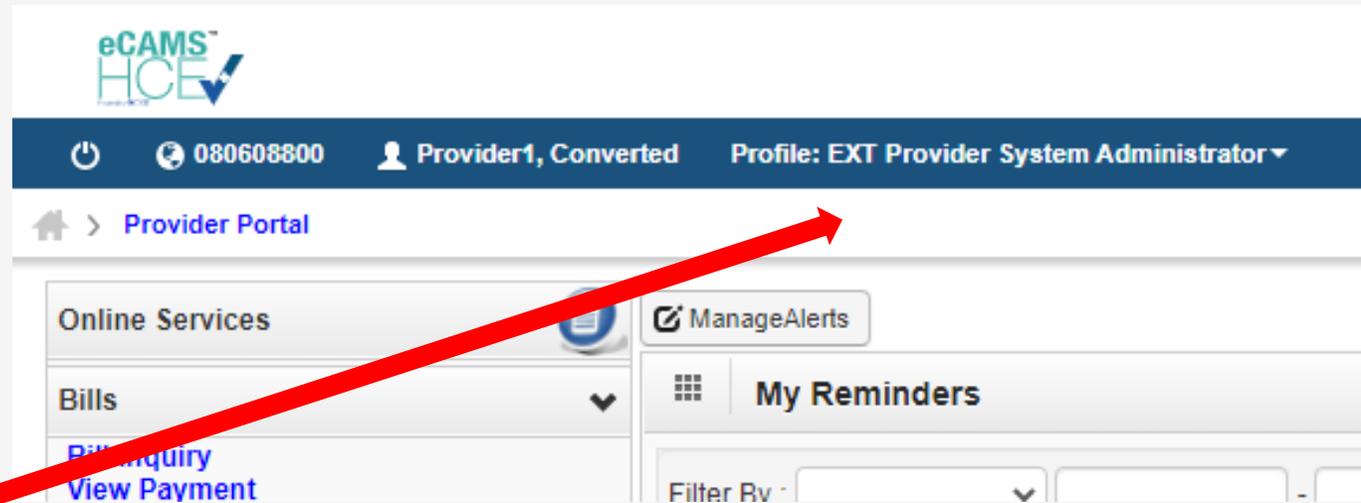Powered by CNSI

Select a profile to use during this session:

Profile: EXT Provider Bills Submitter ∨ * ⊙ Go

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

When logging in to the provider profile, you can select a profile to use during your session. You will only see profiles assigned to you.

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Current Provider Profile

Once logged in to the provider portal, the top of the home page identifies the profile that you are currently logged into.
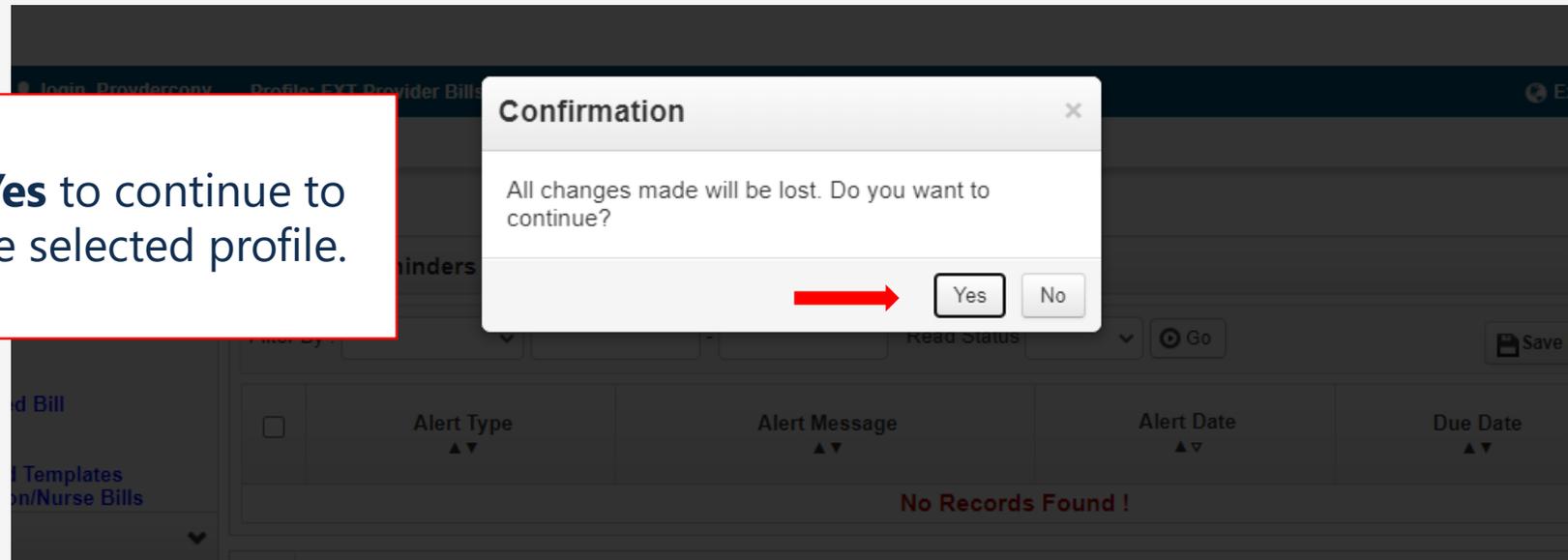
Maintain Users

Click on the current profile name to select another profile from the drop-down. You will only see profiles assigned to your user account.

Maintain Users

Click **Yes** to continue to use the selected profile.

Confirmation

All changes made will be lost. Do you want to continue?

Yes   No

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Changing Email Address

Maintain Provider Information

Note: Changing your email address does not change the password to the account. You will have to use the current password to validate the email address change.

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OWCP Connect

To change your email account with which you have registered in the system, click **Change Email.**

...on | Reset P......> | Change Email | Help | FAQ

About OWCP Connect

OWCP Connect allows users to prove their identity and create an account for communication with OWCP's various self-service applications. It is a centralized identity-proofing system used to create credentials for a user, and then to authenticate the credentials for login.

Identity proofing is accomplished by validating the user's information entered in the Account Registration process against secure Credit

Account Registration

If this is your first time using OWCP Connect, click here and begin the process to create a new account.

WARNING....WARNING....WARNING....WARNING..

You are accessing a U.S. Government information system that is owned and operated by the Department of Labor. The...

Login

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

Email Address

LOGIN

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Servicing Provider Information

Instructions are provided to walk you through the process.

Servicing Provider Information

Servicing Provider Information

OWCP Connect

Change Email

Please answer the security question or enter verification code and click SUBMIT.

Security Questions
What is your maternal grandmother's name?

[   ]

OR

Click here to receive a verification code via email.

SUBMIT

Enter the answer to the security question.

Instructions

1. Enter the answer to the security question you selected when you created your account, OR
2. Click the link provided to receive an email containing a verification code that you can enter here, OR
3. Click the link provided to receive an SMS to your smartphone containing a verification code that you can enter here

Once you have entered the answer to the security question OR the verification code provided via email or SMS, click SUBMIT.

Servicing Provider Information

OWCP Connect

Change Email

Your identity has been validated. Please enter a new email below to update your account.

New Email*

Retype New Email*

* Required Field

SUBMIT

Enter your new email address.

Instructions

Enter your new email address you want to use as a login and for receiving activation code. Your new login id will be updated upon re-activation of your account.

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Servicing Provider Information

OWCP Connect

Change Email

Your account email has been updated successfully. You will receive an activation email to your new email address.

Click the activation link within your new email address account.

Instructions

You will be receiving a confirmation email shortly.

You must activate your account by clicking on the link provided in the email.

Thank you!

CNSI looks forward to being the new medical bill processing agent for the OWCP programs and working with each of you!

___

Email: 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

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