Non-Navigator/CAC Data Entry Process

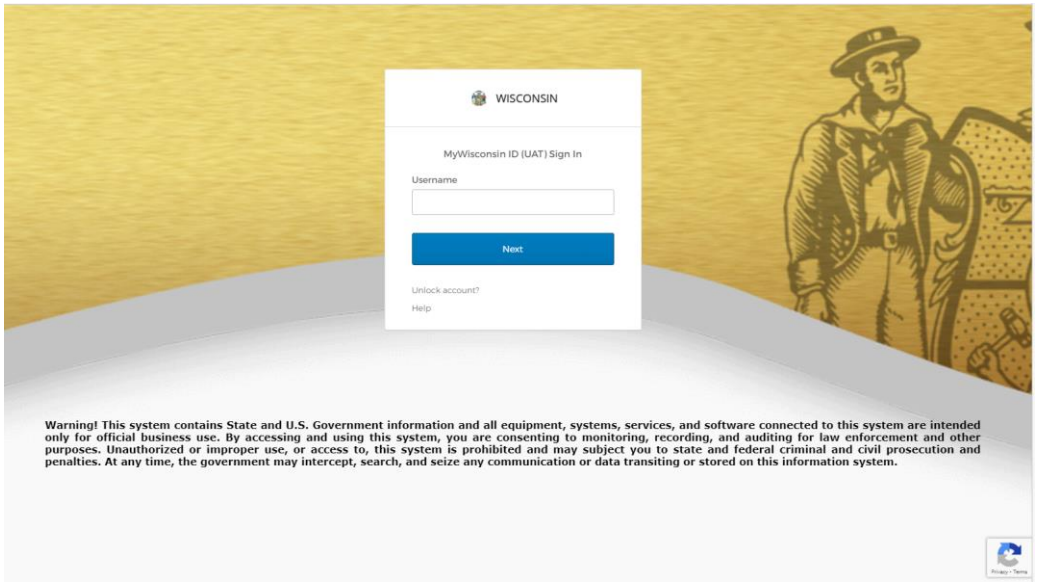
Begin by clicking on the link https://secure.oci.wi.gov/cacform/company for the Non-Navigator Assister/CAC Registration/Update Form application.

You will be automatically redirected to the MyWisconsinID login page.

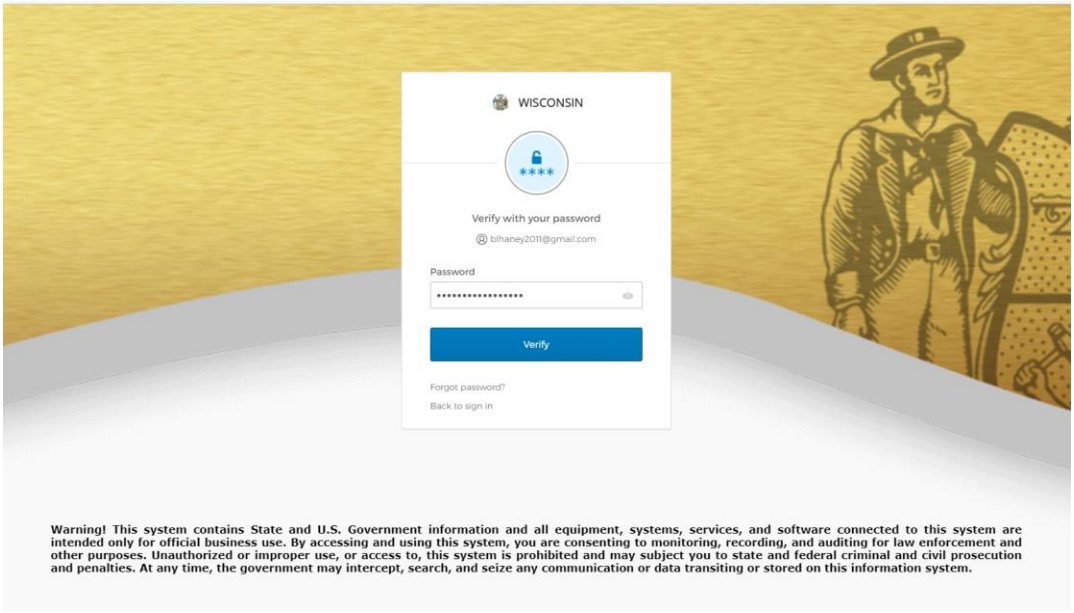
If you have already created an account, you can enter your credentials.

If you have not yet created a MyWisconsinID account, follow the steps in the Get Started document. Contact OCI at OCIMRSystemSupport@wisconsin.gov with any questions.

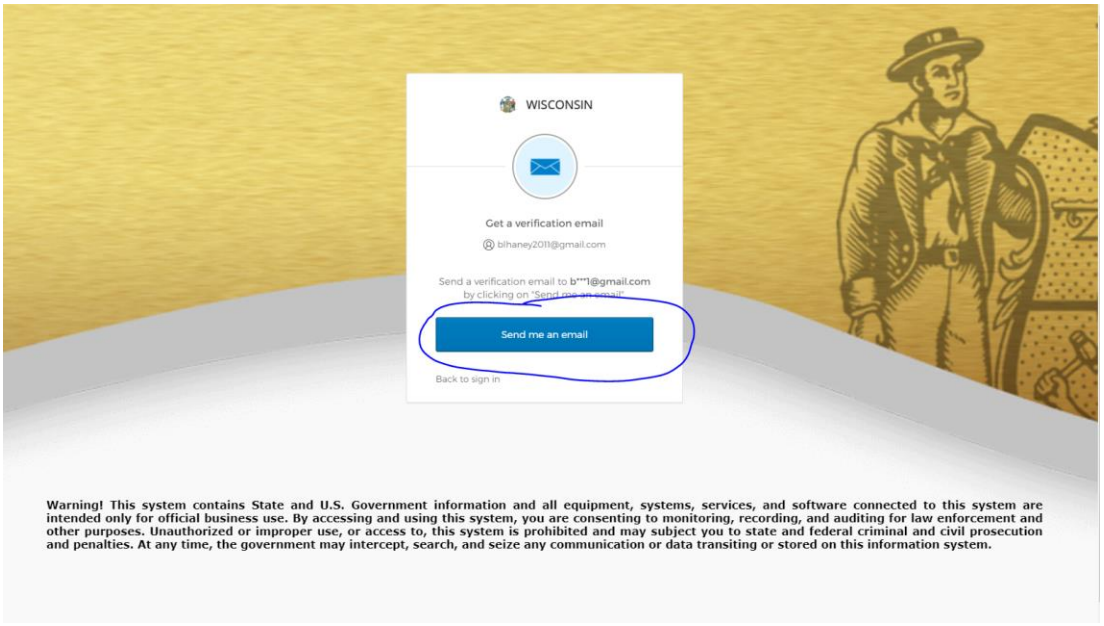
Please note the screen shots are of the testing environment, however, the screens in the production environment will be the same.



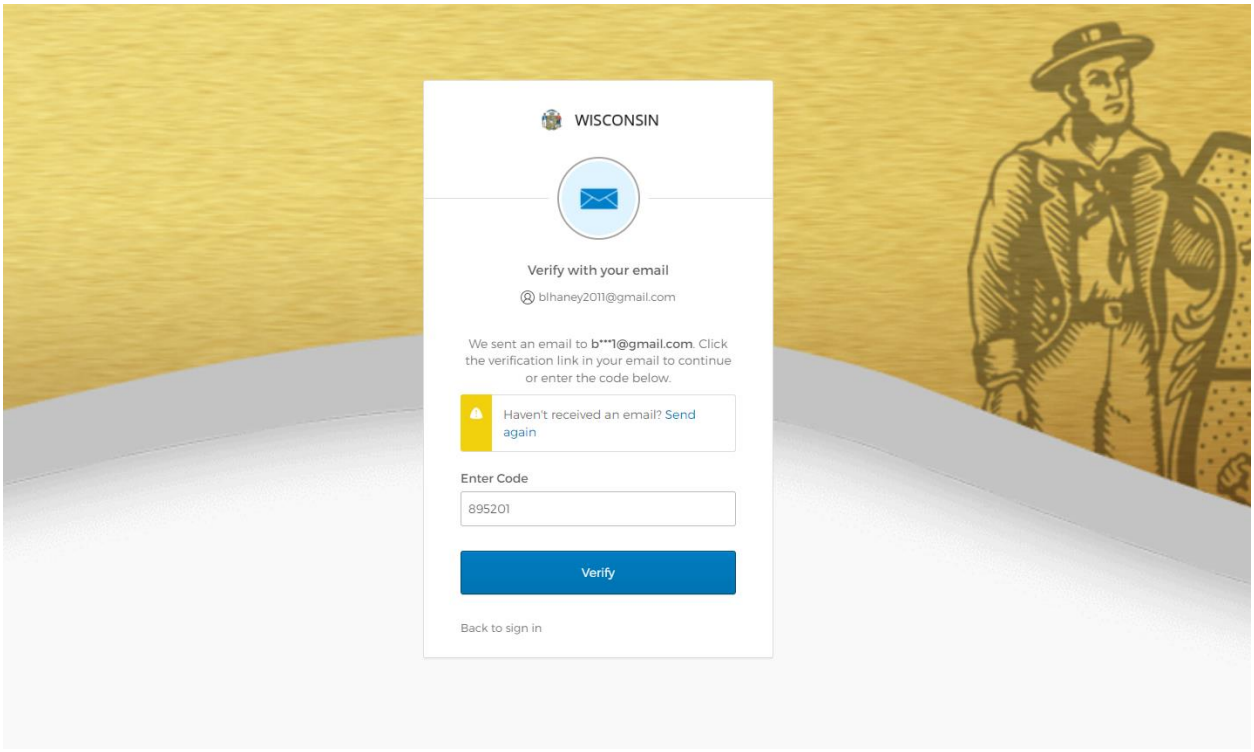
Once you have created a MyWisconsinID account, you can enter your Username and Password on this screen.



Select where you would like the verification code sent (such as email, text, etc.).

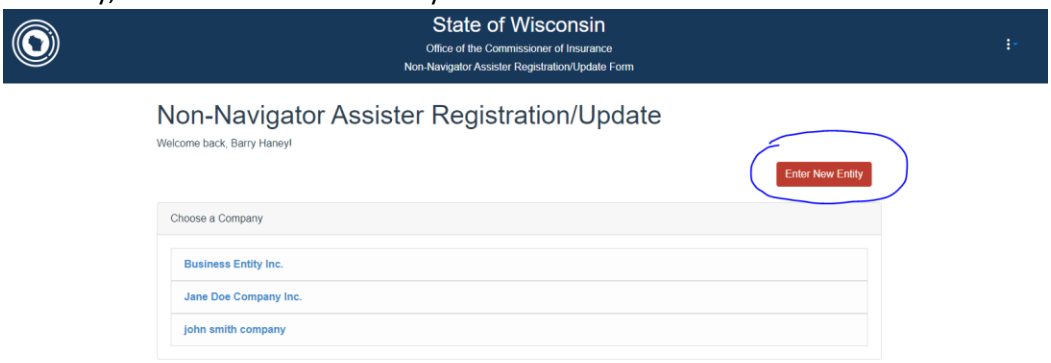


Enter the Code when prompted and Click Verify.



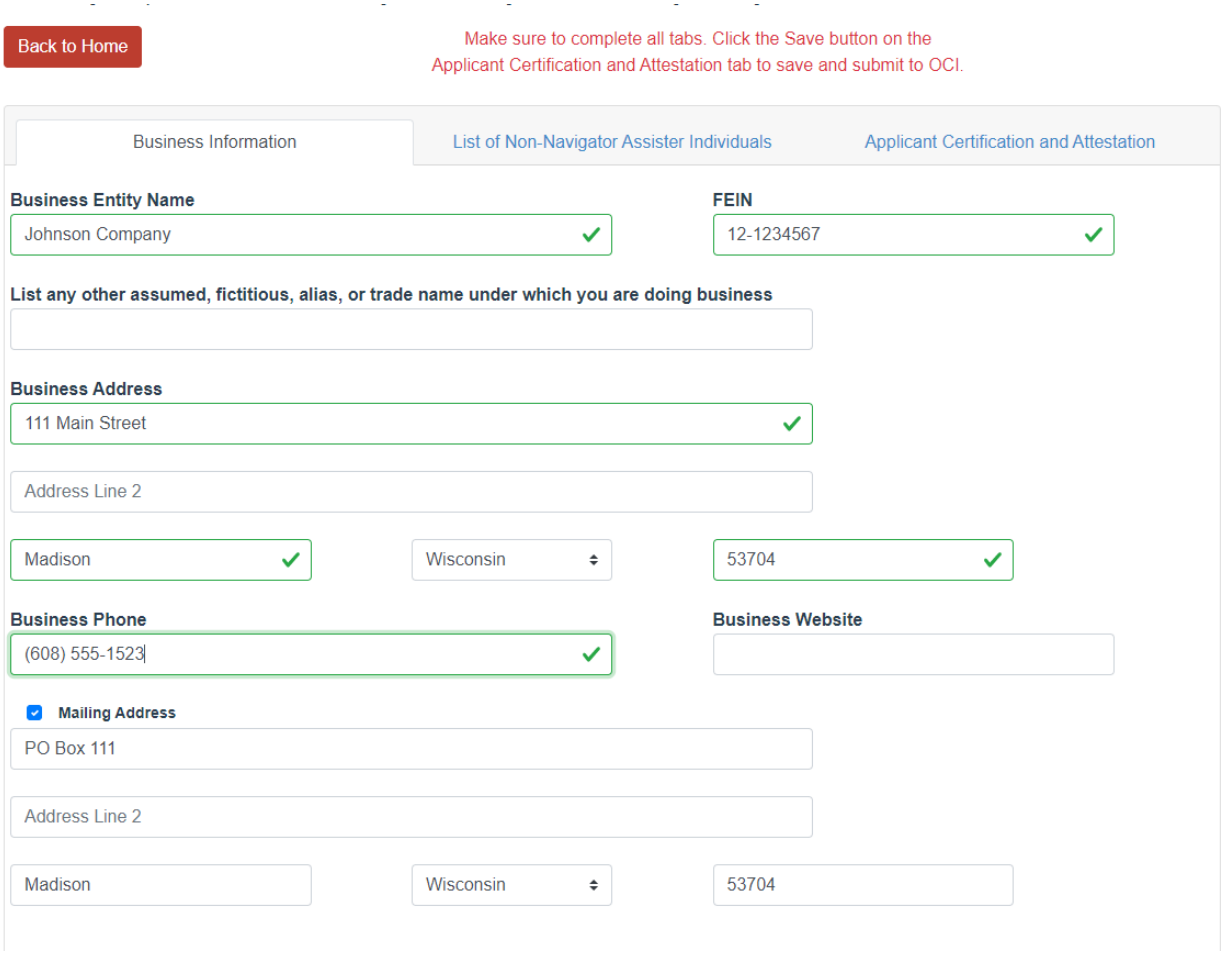
Your Non-Navigator Assister/CAC Registration/Update page will be displayed.

Please note if this is your first time entering the application, you will not see any entities listed. To enter an entity, click the “Enter New Entity” button.

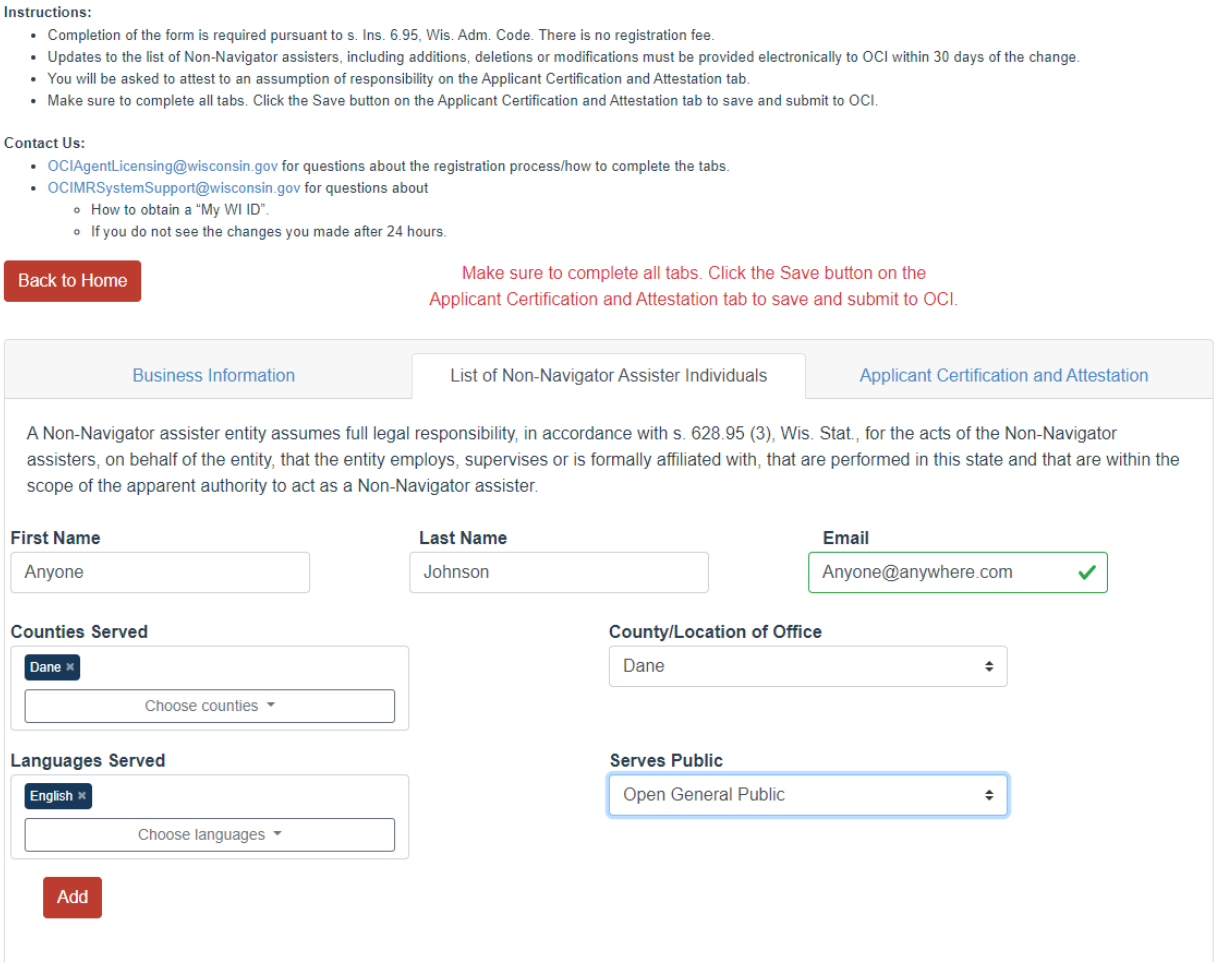


Enter the Non-Navigator Assister/CAC Entity information. Please be sure to click all tabs - Business Information tab, List of Non-Navigator Assister Individuals tab, Applicant Certification and Attestation tab- and enter information as prompted. For this example, we will create a company called “Johnson Company”.

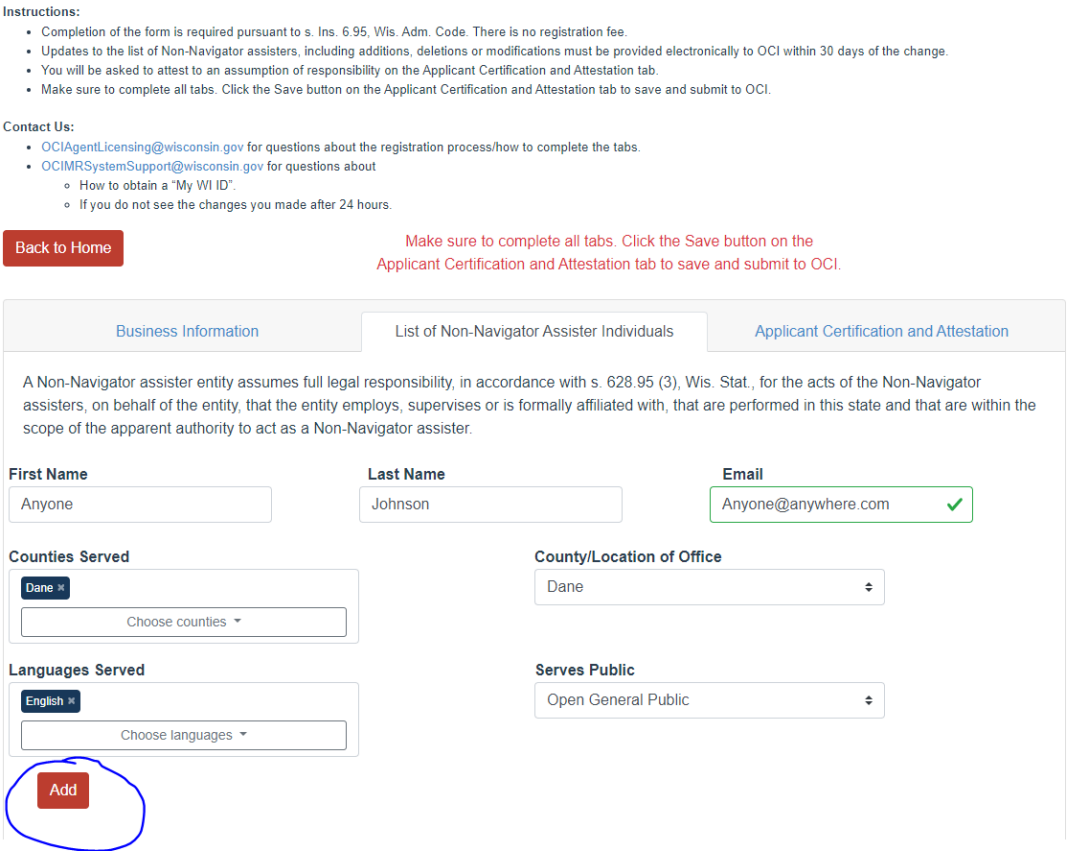
Business Information Tab



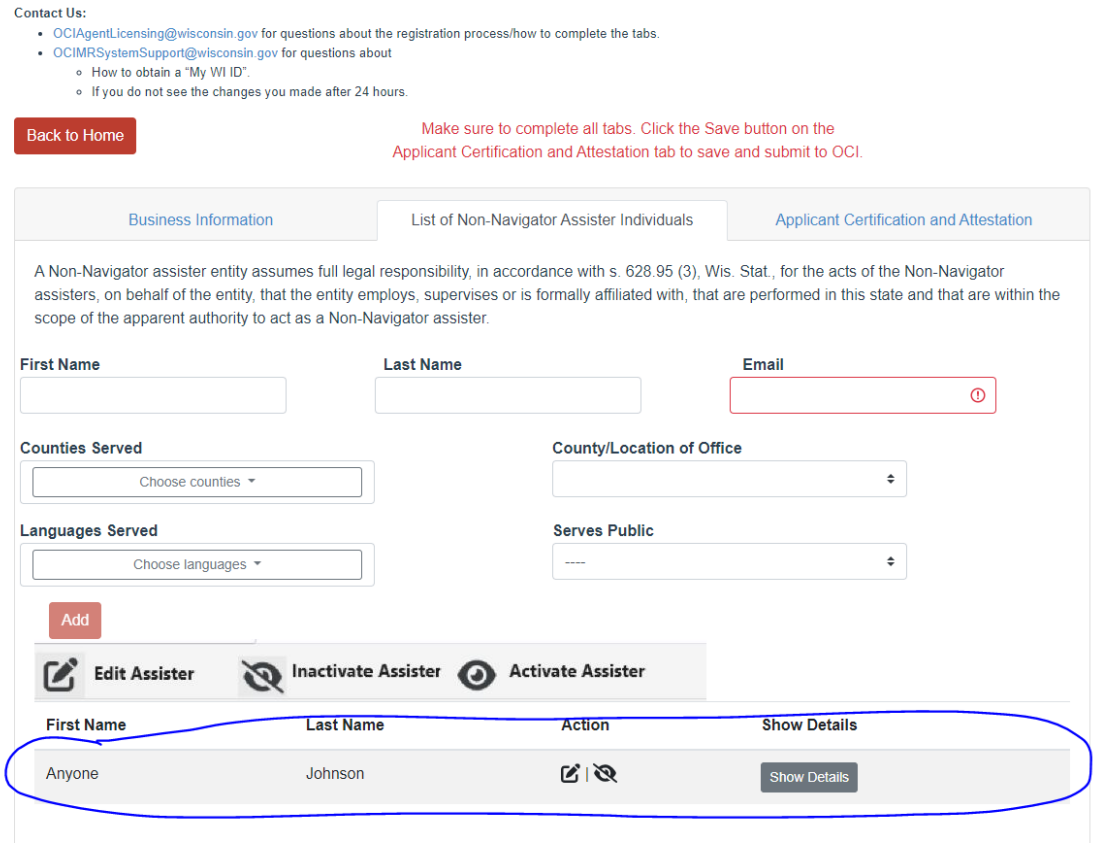
List of Non-Navigator Assister Individuals Tab - Enter new Non-Navigator Assisters/CACs who are affiliated with the business entity, and/or update information for a Non-Navigator Assister/CAC who has already been entered.



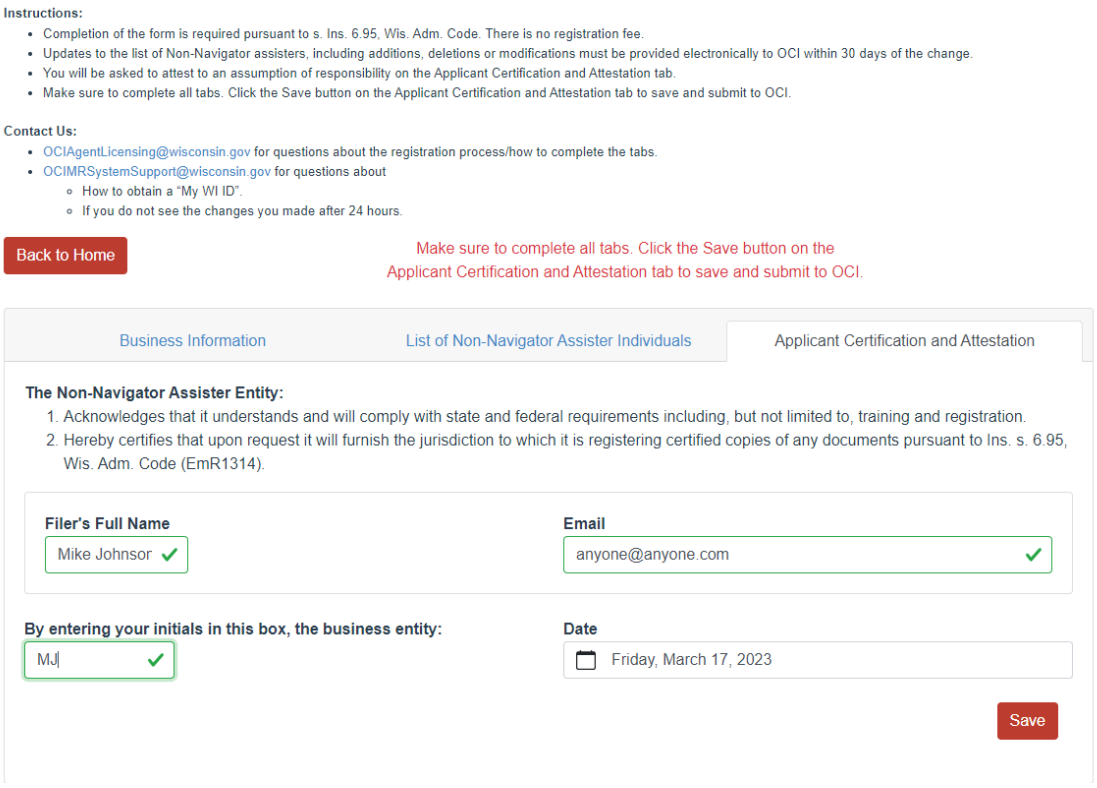
Click “Add”


Instructions:
Completion of the form is required pursuant to s. Ins. 6.95, Wis. Adm. Code. There is no registration fee.
Updates to the list of Non-Navigator assisters, including additions, deletions or modifications must be provided electronically to OCI within 30 days of the change.
You will be asked to attest to an assumption of responsibility on the Applicant Certification and Attestation tab.
Make sure to complete all tabs. Click the Save button on the Applicant Certification and Attestation tab to save and submit to OCI.
Contact Us:
OCIAgentLicensing@wisconsin.gov for questions about the registration process/how to complete the tabs.
OCIMRSystemSupport@wisconsin.gov for questions about
How to obtain a “My WI ID”.
If you do not see the changes you made after 24 hours.
Back to Home
Make sure to complete all tabs. Click the Save button on the Applicant Certification and Attestation tab to save and submit to OCI.
Business Information
List of Non-Navigator Assister Individuals
Applicant Certification and Attestation
A Non-Navigator assister entity assumes full legal responsibility, in accordance with s. 628.95 (3), Wis. Stat., for the acts of the Non-Navigator assisters, on behalf of the entity, that the entity employs, supervises or is formally affiliated with, that are performed in this state and that are within the scope of the apparent authority to act as a Non-Navigator assister.
First Name
Anyone
Last Name
Johnson
Email
Anyone@anywhere.com
Counties Served
Dane
Choose counties
County/Location of Office
Dane
Languages Served
English
Choose languages
Serves Public
Open General Public
Add

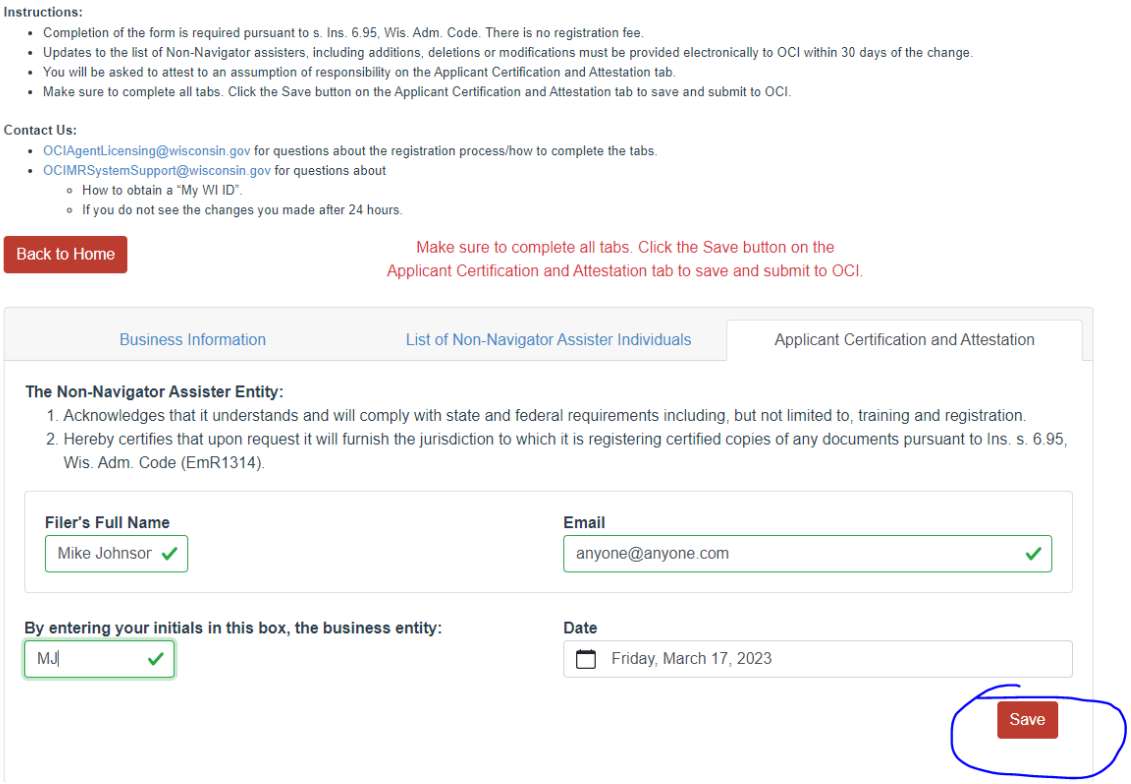
The Non-Navigator Assister/CAC Individual has now been added. Repeat for each Non-Navigator Assister/CAC Individual affiliated with the entity.



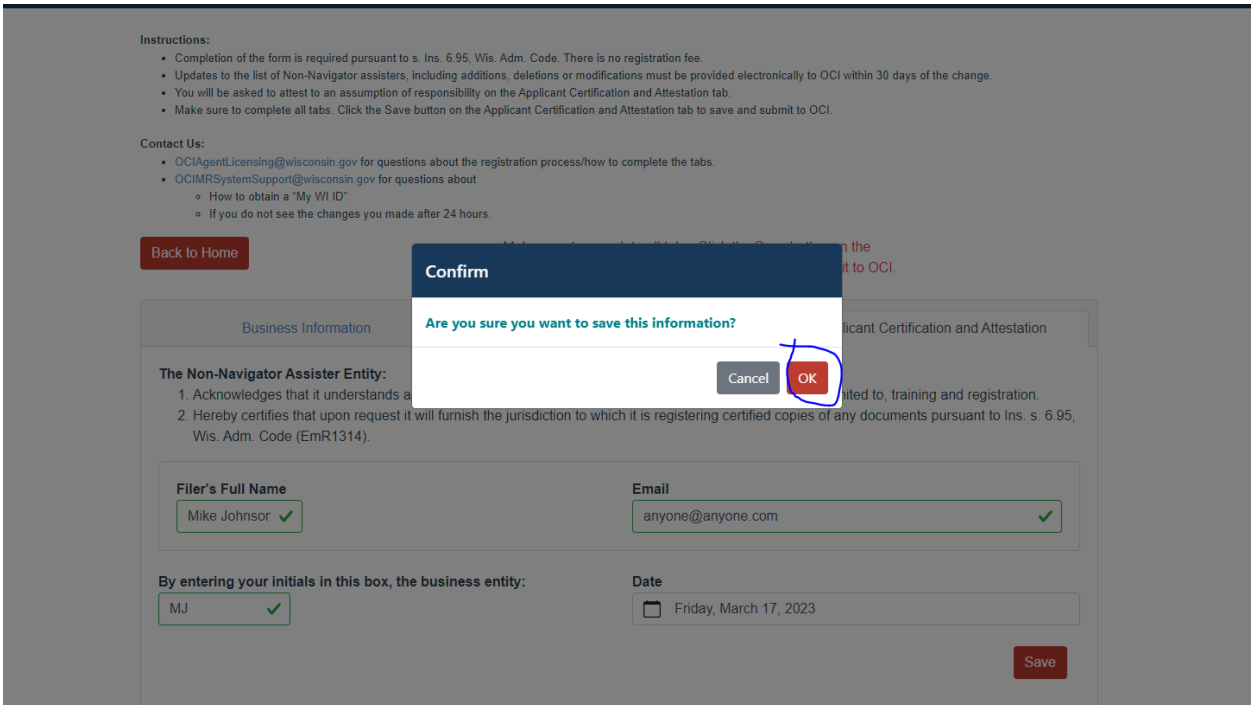
Applicant Certification and Attestation Tab – enter the information as prompted.



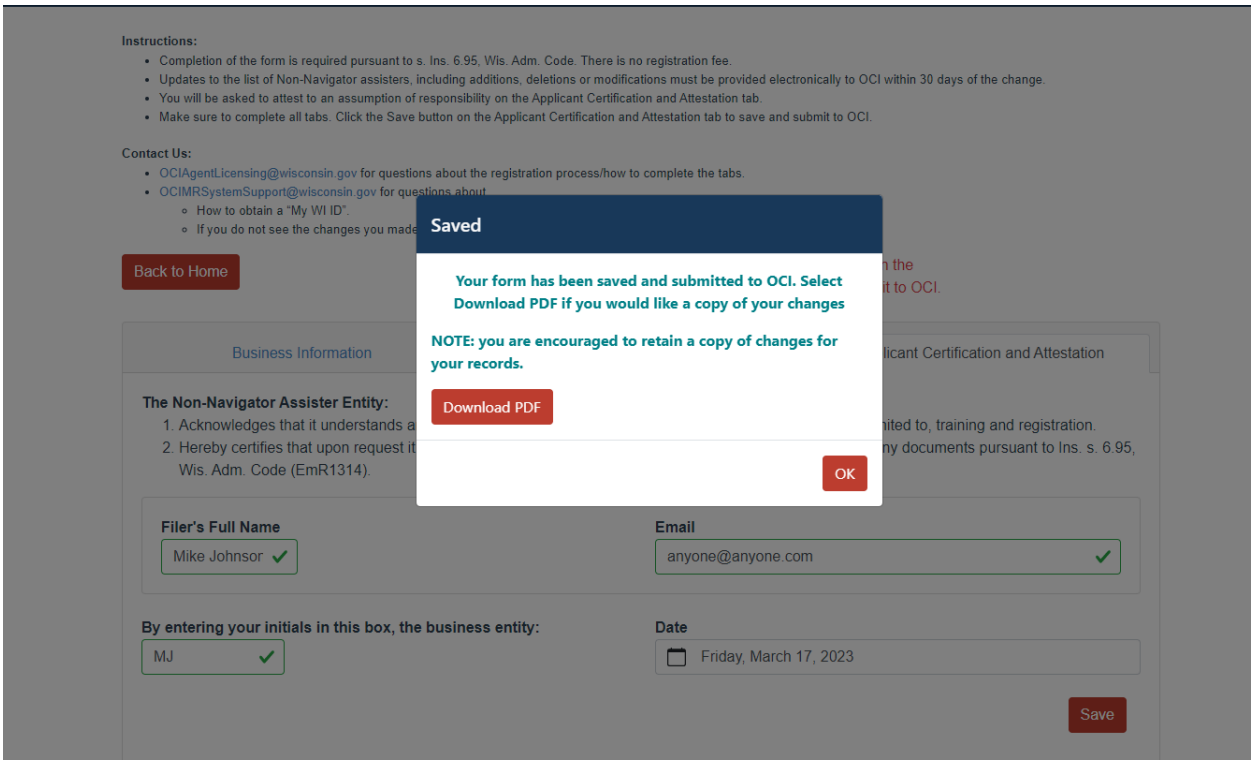
Once you are done, click “Save”



Confirm the information - Are you sure you want to save this information? Click “OK”



Saved Confirmation. You may download a PDF of your information for your records. Click “Download PDF” Otherwise click OK.



Screen shot of the downloaded pdf.

State of Wisconsin
Office of the Commissioner of Insurance

NONNAVIGATOR BUSINESS ENTITY
INITIAL REGISTRATION / UPDATES
Ref: Section 628.92, Wis. Stat.

INSTRUCTIONS: Completion of the form is required pursuant to s. Ins 6.95, Wis. Adm. Code. There is no registration fee. The entity registering as a assister must provide all of the following information and submit electronically to the Office of the Commissioner of Insurance at ocialdocuments@wisconsin.gov.

Any updates to the list of assisters, including additions, deletions, or modifications must be provided electronically to the Office of the Commissioner of Insurance within 30 days of the change.

Business Entity Name: Johnson Company
FEIN: 22-1234567

List any other assumed, fictitious, alias, or trade name under which you are doing business

Business Address
111 Main Street
Madison, WI 53704

Business Contact Phone: (608) 555-1523
Business Website

Mailing Address
PO Box 111
Madison, WI 53704

First Name	Last Name	Counties Served	Languages Served	County/Location of Office	Email	Serves Public	Status	Status Change Date
Anyone	Johnson	Dane	English	Dane	Anyone@anywhere.com	Yes	Active	03/17/2023

By entering your initials in the box below, the business entity acknowledges that it, and each of its affiliated assisters, understands and will comply with state and federal requirements. This includes, but is not limited to, continuing education requirements and registration. The business entity also hereby certifies that upon the commissioner's request it will provide any and all supporting documents pursuant to Ins. s. 6.95, Wis. Adm. Code.
Filer's Full Name: Mike Johnson
Email: anyone@anyone.com
Initials: MJ
Date: 2023-03-17T15:12:14.143Z

You are done. You can click the “Back to Home” button to return to the main screen. The non-navigator assister entity that you just created will not be visible immediately but should be displayed after 1 business day. If you do not see the entity after 24 hours, send an email to OCISystemSupport@wisconsin.gov

If there are additional entities you are responsible for, such as clinic locations that you would like to enter separately, you may click the Enter New Entity button and repeat the process.