OCI Financial Portal Security Administration
for Business Partners
User Guide
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Overview

This user guide is intended for use by staff designated as a Financial Portal Security Administrator within the company. This user guide describes how to assign and remove role permissions in the Wisconsin Office of the Commissioner of Insurance (OCI) Security Management for Business Partners application.

The following must be completed prior to company staff being able to make an electronic filing to the Division of Financial Regulation:

1. The Financial Portal Security Administrator and the Financial Portal Filer(s) must get a Web Access Management System (WAMS) ID (see below for instructions).
2. Once the Financial Portal Security Administrator has a WAMS ID they are to contact OCI at ocifinancial@wisconsin.gov to be associated with the correct company in the OCI Financial Portal Application.
3. The Financial Portal Security Administrator must then login and add the company’s Financial Portal Filer(s) for the company and/or group.

If you need to request Financial Portal Security Administrator privileges, please contact the Financial Portal Security Administrator for your company or contact OCI at ocifinancial@wisconsin.gov to identify who the administrator is for your company. See the Creating a User Account chapter for instructions on how to create a WAMS user account.

Roles

There are two types of security roles in the OCI Security Management for Business Partners application.

- Financial Portal Security Administrator – Allows a person to assign/remove roles to other users or themselves for their company or group.
- Financial Portal Filer – Allows a person to file documents/forms for their company/group on the Financial Portal application.

TIP: There can be more than one user in a role for a group or company.

We recommend the Google Chrome browser when using the OCI Security Management for Business Partners application.
Creating a User Account
Prior to using the OCI Security Management for Business Partners application you will need to have a Web Access Management System (WAMS) user account. Go to https://on.wisconsin.gov/WAMS/SelfRegController to register for a WAMS user account. The individual(s) filing documents for the company must also have a WAMS user account for you to add roles for them.

Associating a User to a Group or Company
The initial user for a group or company will need to contact OCI at ocifinancial@wisconsin.gov to have your account associated with your company. If your organization has an NAIC group name and number, please make the initial request as the security administrator of the group. Subsequent security administrators and portal filers will be assigned by their group or company security administrator. Please provide the following information in the email request:

- First Name
- Last Name
- Email Address
- WAMS ID
- Phone Number
- Title
- Group Name or Company Name
- NAIC Group Code or NAIC Company Code

The system will send a confirmation email when new permissions are granted.

Accessing the Application
Once you have been associated with a company, you will access the OCI Security Management for Business Partners application using the following link: https://trust.oci.wi.gov/security/company. Notice the login page is part of WAMS. Also, notice the message in red on the screen. Please do not bookmark this page!

Once you log into WAMS using your WAMS ID and password, you will be taken to the OCI Security Management for Business Partners application. If you would like to bookmark the OCI Security Management for Business Partners application, you can do so now.
Selecting the User

The Financial Portal Security Administrator has two options. Select Add User if the user has never been setup in the Security Management application. If you are not sure, select Add User. For both options you can search by Last Name, First Name, UserID, or E-mail address.

If the user status is “Not Added” you can select the user and click Next to continue. If the user already exists, their status will be “Added” and the select will be disabled. You will need to click Cancel and then select Manage User.

Reminder: The user must first have a WAMS account. If you cannot find the user, make sure they have registered for a WAMS account and clicked on the link in the email to activate the account.

Once you have selected the user and clicked Next, continue to the chapter Selecting the Application. The instructions from this point on are the same for adding or managing a user.

Selecting the Application

The next step is to select the Financial Portal for the application. If you are a security administrator for multiple OCI applications, there will be additional applications listed. However, these instructions are specific to assigning roles for the Financial Portal application. If Financial Portal is not an option, please contact the OCI Financial Portal Application Security Administrator at your company or contact OCI at ocifinancial@wisconsin.gov.
Maintaining Roles
Roles can be assigned to a group or company. The next chapter will cover maintaining roles for a company.

Maintaining Roles for a Company
Under Select Groups / Company Roles for User, select Other Companies. The list of companies displayed in the Company Roles section are companies where you have been setup as the Financial Portal Security Administrator. Click the + next the company(s) you want to assign roles for the user. If you need to maintain role permissions for a company that is not listed, please contact the OCI Financial Portal Application Security Administrator at your company or contact OCI at ocifinancial@wisconsin.gov.

TIPS:
- Selecting **Expand All** will display the roles for all companies.
- Selecting **Grant All Filer Role** will give the user the Financial Portal Application Filer role for all companies listed. Use this option cautiously as it could give the user filing privileges to more companies than intended.
- Selecting **Revoke All Filer Role** does just what it sounds like. It will remove the Financial Portal Application Filer role for all listed companies for this user.

Once you expand the appropriate company(s) you can now assign the user a role by clicking the checkbox for the desired role. When adding a role, you can change the Start Date to a future date if you would like to setup the permissions in advance and you can enter an End Date if you know the role is temporary or know the user should not have access after a given date.
To remove a role, you can click to uncheck the role, or you can specify an End Date.

When finished, click Next and continue to the chapter **Confirming Changes**.

## Maintaining Roles for a Group

Roles can be assigned to a group or company. This chapter covers maintaining roles for a group and/or their associated companies. In the Select Groups / Company Roles for User dropdown, the list of groups displayed are groups where you have been setup as the Financial Portal Security Administrator. Select the group you wish to assign roles for this user.

**TIP:** If you need to maintain role permissions for a group that is not listed, please contact the OCI Financial Portal Application Security Administrator at your company or contact OCI at ocifinancial@wisconsin.gov.

You can now assign the user a role for the group by clicking the checkbox next to the role. When adding a role, you can change the Start Date to a future date if you would like to setup the permissions in advance and you can enter an End Date if you know the role is temporary or know the user is leaving.

To remove a role, you can click to uncheck the role, or you can specify an End Date.
When assigning a Group Role, permissions apply for the group level. This does not give the user permissions for companies within the group.

Maintaining Roles for Companies within a Group
As previously stated, assigning Group Roles only gives the user permissions to the group. It DOES NOT give permissions to any of the companies in the group.

You can easily assign the Financial Portal Filer role for all companies in the group by using the button. Use this option cautiously as it could give the user filing privileges to more companies than intended. Also note that this covers companies currently in the group who are licensed in Wisconsin. The role will not automatically be assigned for companies added to the group in the future.

You can easily remove the Financial Portal Application Filer role for all listed companies by using the button.

To assign roles for only some companies you can use the button to display the roles for all companies. Or you can click + for only the companies you wish to administer roles for this user. The list of companies are the companies currently in the group who are licensed in Wisconsin.
You can assign the user a role for the company by clicking the checkbox next to the desired role. When adding a role, you can change the Start Date to a future date if you would like to setup the permissions in advance and you can enter an End Date if you know the role is temporary or know the user is leaving.

To remove a role, you can click to uncheck the role, or you can specify an End Date.

For your convenience the buttons are at the top and bottom of the page.

When finished, click Next and continue to the chapter Confirming Changes.
Confirming Changes

After you have made your changes and clicked Next, you will be presented a screen displaying your changes.

The above screen shot is an example and will vary based on if you were assigning roles at a company or group level.

If you need to make changes you can press Cancel or Previous.

When finished click Confirm to submit your changes. An email summarizing the changes will be sent to you and the user. The user will be instructed to contact you with any questions.

Contact Us
Please contact us at ocifinancial@wisconsin.gov or (608) 266-3585; Option #3 for questions on:

- Obtaining a WAMS User ID
- Getting access to the OCI Security Management for Business Partners application
- Getting access to the OCI Financial Portal application