Wisconsin OCI Financial Filing Portal

Introduction to Company Instructions

Users of the Wisconsin OCI Financial Filing Portal must complete three steps to submit filings: 1) Obtain a MyWisconsin ID, 2) Request appropriate company/group permissions for yourMyWisconsin ID, 3) Login to the OCI Financial Filing Portal and upload documents.

1) Register for a MyWisconsin ID at the self-service website. Going forward, this website will handle user ID, password maintenance, multi-factor authentication (MFA), and access for most Internet-facing services for the State of Wisconsin. If you already have a MyWisconsin ID account, use your existing login for the OCI Financial Filing Portal. If you do not have a MyWisconsin ID already, please go to det.wi.gov/Pages/MyWisconsin_ID.aspx to set it up. Note that the MFA requirement will cause difficulty for shared user accounts, so please register individual MyWisconsin ID user accounts.

2) Your new MyWisconsin ID will need permission to access the OCI Financial Filing Portal and file for your company or group of companies. Permissions will not carry over from a previous WAMS user ID. Request access to the OCI Financial Filing Portal application by emailing OCIFinPortalUpdate@wisconsin.gov during the migration. After the initial migration to MyWisconsin ID email requests to ocifinancial@wisconsin.gov.   Please provide the following information in the email request:

   - First Name
   - Last Name
   - Your MyWisconsin ID Email Address
   - Phone Number
   - Title
   - Name of your Company
   - Name of the Company(s) your ID should be associated with
   - Group Name (if applicable)
   - Group Number (if applicable)

   The system will email you a confirmation when new permissions have been granted.

3) Once permissions are granted for your MyWisconsin ID, then you can log in to the OCI Financial Filing Portal to upload documents for Quarterly or other filings. Access the OCI Financial Filing Portal at secure.oci.wi.gov/portal.