



Employer Access to Injured Patients and Families Compensation Fund (Fund) Data—Instructions

This document provides you with instructions to gain secure access to the Fund database and opt-in to paperless billing.

In order to view Fund bills online, access to the state of Wisconsin's Web Access Management System (WAMS) is required. Below are instructions for creating an account with WAMS (if you don't already have one for accessing other state applications). Once the WAMS account is created follow the subsequent instructions to register for Fund system access.

NOTE: Before you begin following the step-by-step instructions, be sure you have the following information available. The IPFCF registration process (beginning on page 7) requires the following:

- To verify your identity
 - Employer ID (from group billing summary)
 - Ref. # from any one of the accounts listed on your group bill
- To opt-in to paperless billing
 - The designated e-mail address to use for billing notices
 - NOTE: A group e-mail box may be used for this purpose. Whoever is responsible for accessing Fund bills online may use a personal e-mail address when opting-in to paperless billing (Step 2.b. on pages 8 and 9). However, if you expect more than one person to be performing this function, you may consider creating a shared or generic e-mail address for this purpose.

The instructions below are a ONE-TIME PROCESS. Once this process is complete, you will be able to access the Fund system at <https://ociaccess.oci.wi.gov/ipfcf-provider> (opens in new window) using your WAMS ID and password.

Establishing an Account with the State of Wisconsin

Users must have an account set up with the state of Wisconsin in order to access the Fund System.

Users with Existing Accounts

A user may already have an account set up to access other state of Wisconsin systems (or if you are a self-insured employer, you have an account set up for filing certificates with the Fund).

If an account exists, go to the IPFCF Registration Process (below).

You may confirm access by entering:

User ID:

Password:



State of W I S C O N S I N

Please log In

User ID

Password

Login

[Forgot your password? Is your account locked?](#)
[Request a Wisconsin User ID and Password.](#)

Request a New Account

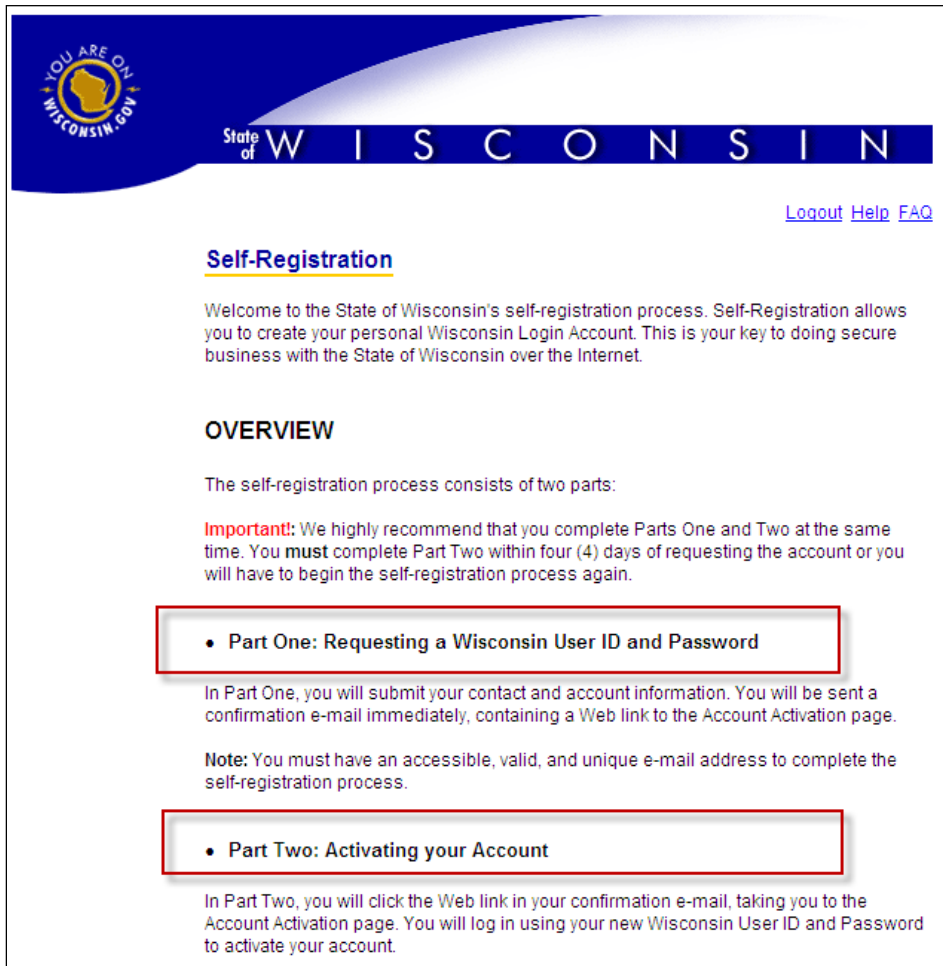
Request a new account by selecting the following link:

<https://on.wisconsin.gov/WAMS/SelfRegController> (opens in new window)

New Account | Self-Registration

Self-registration is a two-step process:

1. Part One: Requesting a Wisconsin User ID and Password
2. Part Two: Activating your Account



[Logout](#) [Help](#) [FAQ](#)

Self-Registration

Welcome to the State of Wisconsin's self-registration process. Self-Registration allows you to create your personal Wisconsin Login Account. This is your key to doing secure business with the State of Wisconsin over the Internet.

OVERVIEW

The self-registration process consists of two parts:

Important! We highly recommend that you complete Parts One and Two at the same time. You **must** complete Part Two within four (4) days of requesting the account or you will have to begin the self-registration process again.

- **Part One: Requesting a Wisconsin User ID and Password**

In Part One, you will submit your contact and account information. You will be sent a confirmation e-mail immediately, containing a Web link to the Account Activation page.

Note: You must have an accessible, valid, and unique e-mail address to complete the self-registration process.

- **Part Two: Activating your Account**

In Part Two, you will click the Web link in your confirmation e-mail, taking you to the Account Activation page. You will log in using your new Wisconsin User ID and Password to activate your account.

Scroll to the bottom of the page to "Accept" terms of user acceptance agreement.

Part One: Requesting a Wisconsin User ID and Password

1. Self-Registration

Fill out the profile information for the new account and select "submit."

Self-Registration

* Indicates Required Field

Profile Information	
First Name	<input type="text" value="John"/> *
Middle Initial	<input type="text" value="Q"/>
Last Name	<input type="text" value="Public"/> *
Suffix	<input type="text" value=""/> e.g., JR, SR, I, II, III
E-Mail	<input type="text" value="John.Public@insurance.com"/> * e.g., username@host.domain
Phone #	<input type="text" value="608"/> <input type="text" value="123"/> <input type="text" value="4567"/>
If you provide address information it must be complete and correct. A United States Postal Service data base is used to verify each address.	
Home Residence Address	
Street	<input type="text" value="1 First St"/>
Unit Number	<input type="text"/>
City	<input type="text" value="Madison"/>
State	<input type="text" value="Wisconsin"/>
Zip Code	<input type="text" value="53707"/> <input type="text"/>
Home Mailing Address	
<input type="checkbox"/> Mailing Address is the same as Residence Address.	
Address(1)	<input type="text"/>
Address(2)	<input type="text"/>
City	<input type="text"/>
State	<input type="text" value="Select a State"/>
Zip Code	<input type="text"/> <input type="text"/>

Account Information	
Your User ID must be between 5-20 characters and CAN be a combination of letters and numbers. Your Password must be between 7-20 characters and MUST contain a combination of letters and either numbers or special characters (except the @ sign). User IDs and Passwords are case sensitive.	
User ID	<input type="text" value=""/> *
Password	<input type="text" value=""/> *
Re-enter Password	<input type="text" value=""/> *

Account Recovery	
Compose a question and answer for account recovery purposes. Click here for Guidelines.	
Secret Question	<input type="text" value=""/> *
Answer to Secret Question	<input type="text" value=""/> *

2. Self-Registration | Confirmation

Successful completion of the registration page will generate a message that an e-mail will be sent to activate your account.

Self-Registration

John Q Public

You are now ready to proceed to **Part Two** of the self-registration process. Click on the Web link contained in the e-mail you will receive shortly.

Follow the Web link in the e-mail to activate your Wisconsin Login Account.

Important! We highly recommend that you continue with Part Two at this time. You must complete Part Two within four (4) days.

Note that if you do not activate your account within four (4) days, the account will be deleted and you will have to begin the self-registration process over.

Remember and protect your Wisconsin User ID, Password and Secret Answer. They are your keys to doing secure business with the State of Wisconsin over the Internet.

For assistance send an e-mail to [Help Wisconsin Support](#)

Part Two: Activating your Account

Users will need to follow the next steps to activate their new account.

1. Account Activation E-mail

An e-mail will be sent to the e-mail address you specified in the registration process. Users will need to select the Web link listed in the e-mail to activate their account

Example:

State of Wisconsin Self-Registration. Mon, May 16, 2011 8:24:30 AM

From: "WAMS@wisconsin.gov" <WAMS@wisconsin.gov> [Add to Contacts](#)
To: sawicki.mark@yahoo.com

John Q Public

Follow the instructions in this e-mail to activate your WAMS account. Your Wisconsin User ID and password are your keys to doing secure business with the State of Wisconsin over the Internet. They should be considered as important as your signature. Do not share your Wisconsin User ID or password with anyone. You are the only person who will know your password. It is your obligation to protect these by keeping them confidential.

If you did not request a Wisconsin User ID and password, please disregard this e-mail. If you do nothing, this account will be automatically deleted after four days.

To activate your account click on the web-link below. Once the login page is visible in your Internet browser, you will have 5 minutes to activate your account by entering your Wisconsin User ID and password.
<http://on.wisconsin.gov/WAMS/AA?RSAAction=AA&AAID=zMGGMuGYMJznzEQu>

If you are not able to activate your account within the allotted 5 minutes, click on the web-link above to try again.


(After you have activated your account, you may delete this e-mail.)

If you receive an error when you click on the above web-link try the following tips:

* Some e-mail applications do not handle Web links properly. If you got an error after clicking on the link you may need to copy

2. Account Activation – Final Step

Enter the User ID and Password you created and select the “Login” button.



Account Activation - Final Step Please log In

ATTENTION: You have approximately 5 minutes to enter your User Id & Password correctly. If you have not correctly entered it within that time frame, you will need to go back to the self registration email message you received from help@wisconsin.gov and click on the web link again.

User ID:

Password:

You are accessing the State of Wisconsin Local/Wide area network. This system is for authorized users only. All equipment, systems, services, and software connected to this network are intended only for the official business use of the State of Wisconsin. The State of Wisconsin reserves the right to audit, inspect and disclose all transactions and data sent over this medium in a manner consistent with State and Federal laws. By using this system you expressly consent to all such auditing, inspection and disclosure. Only software approved, scanned for virus, and licensed for State of Wisconsin use will be permitted on this network. Any illegal or unauthorized use of State of Wisconsin equipment, systems, services, or software by any person(s) may be subject to civil or criminal prosecution under state and federal laws, and may also result in disciplinary action where appropriate.

3. Account Activation – Confirmation

The following screen will appear once the account is successfully activated. You will need to logout before proceeding to instructions below.



State of W I S C O N S I N

[Logout](#) [Help](#) [FAQ](#)

Self-Registration

John O Public

Congratulations! You have successfully created and activated your Wisconsin Login Account. You are now enabled to access any secured State of Wisconsin Web application to which you are granted rights.

Please remember to delete the "State of Wisconsin Self-Registration" e-mail message.

For your protection, you should close your browser window at the end of each session.

Clicking on the link below will take you to Profile Management to review your account.

[Profile Management](#)

IPFCF Registration Process

Users will register to access the Fund database once they have obtained their Wisconsin Account.

1. Access your Wisconsin Account

Go to the following link: <https://ociaccess.oci.wi.gov/ipfcf-provider> (opens in new window)

Enter the Wisconsin State ID and password you created and select "Login":

User ID:

Password:

YOU ARE ON WISCONSIN.GOV

State of W I S C O N S I N

Please log In

User ID

Password

Login

[Forgot your password? Is your account locked?](#)

[Request a Wisconsin User ID and Password.](#)

2. IPFCF Provider Access

a. Registration Page

Users will be directed to enter the following information on the Registration Page:

- **Account Number:** Provide the employer ID found on your group billing summary.
- **Reference Number:** Provide the ref. # from any one of the accounts listed on your group bill.
- **Enter the characters in image below as directed.** If you are unable to read the characters, select “Get a new image.”
- **Select “Register.”**

IPFCF Provider Access Registration - Windows Internet Explorer

https://uaociaccess.oci.wi.gov/ipfcf-provider/registration

File Edit View Favorites Tools Help

Main Search IPFCF Provider Access R... X

IPFCF Provider Access

Home Search My Account Payment Finder anelson Current represented entity: AMERY REGIONAL MEDICAL CENTER

Registration

* Account Number

* Reference Number

* Enter the characters in image below

ppp5g4

Get a new image

Register

Notice of Disclaimer

This site is maintained as a public service for informational purposes only. Although reasonable efforts have been made to ensure that electronic information on the site is complete, accurate, and timely, the State of Wisconsin and the Office of the Commissioner of Insurance (OCI) and the Injured Patients and Families Compensation Fund (Fund), do not warrant, represent, or guarantee that the information is complete, accurate and timely in all instances. All information is subject to change on a regular basis, without prior notice. The information provided on this web site does not necessarily represent the official position of the Fund or views of the Commissioner of Insurance, OCI or the State of Wisconsin. Information provided on this web site is based upon information from "official" Fund records but is not stored within the web site.

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Please contact us for further information: ociipfcf@wisconsin.gov or 608-266-6830

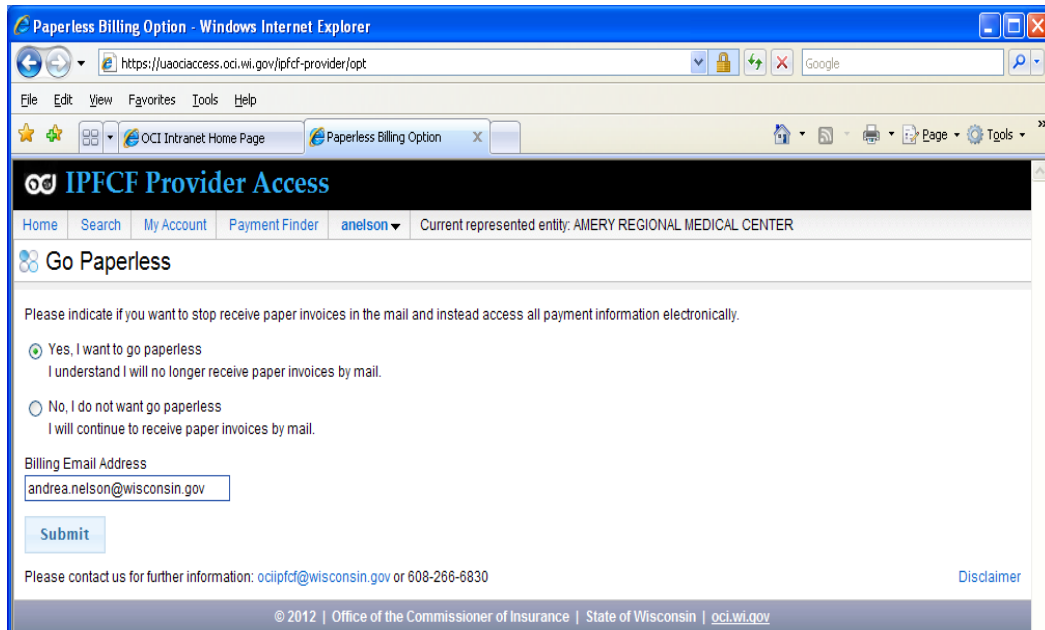
Disclaimer

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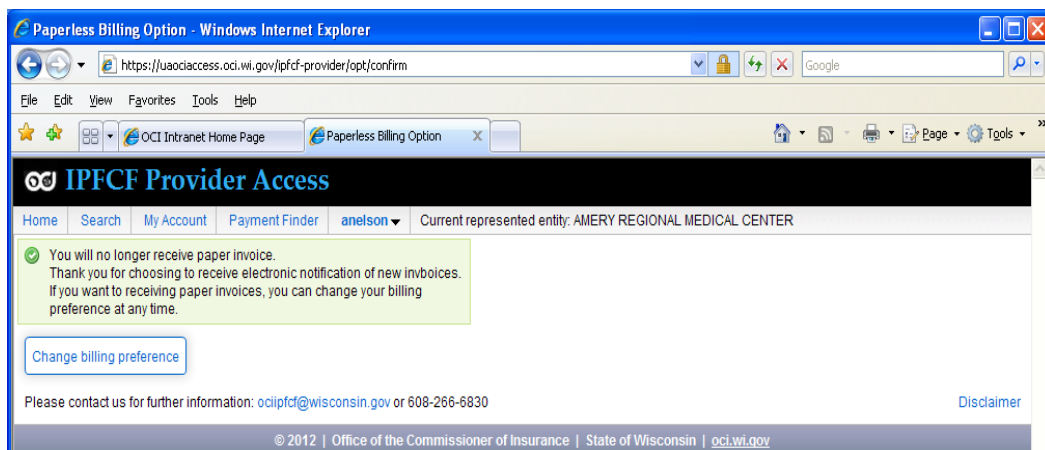
Note: This screen will only be presented when users access the system the first time.

b. Go Paperless

- To opt-in to paperless billing select “Yes.”
- Provide e-mail to be used for billing notification.
- Select “Submit.”



Users will receive a confirmation that they will no longer receive paper invoice.



If you are registering for one employer group, this completes the registration process! You will now be able to access the Fund system at <https://ociaccess.oci.wi.gov/ipfcf-provider> (opens in new window) using your WAMS ID and password.

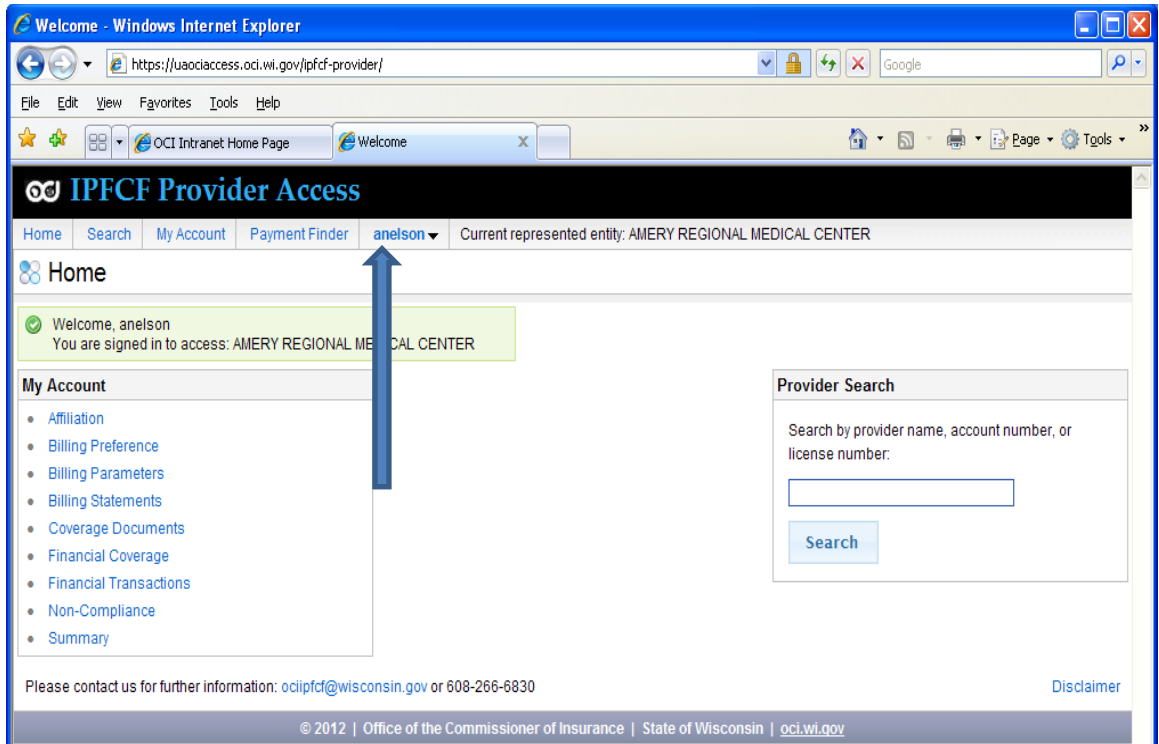
If you are would like to register for another employer group using the same WAMS ID and password, see instructions below.

c. Go Paperless for more than one employer group

If you will be accessing Fund billing information for more than one organization, you may do so with a single WAMS ID and password.

Once you have completed registration process described above, access the Fund system at <https://ociaccess.oci.wi.gov/ipfcf-provider> (opens in new window) using your WAMS ID and password.

On the Home page, select the drop-down box under your log-on ID tab,



Select "New Registration" to register another group following directions in steps 2. a. and b.

