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:**

Request a New Account

Request a new account by selecting the following link:
- [https://on.wisconsin.gov/WAMS/SelfRegController](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

Part One: Requesting a Wisconsin User ID and Password

1. Self-Registration
   Fill out the profile information for the new account and select “submit.”
Profile Information

First Name: John
Middle Initial: Q
Last Name: Public
Suffix: (e.g., Jr., Sr., I, II, III)
E-Mail: John.Public@insurance.com
Phone #: 608 123 4567

Home Residence Address
Street: 1 First St
City: Madison
State: Wisconsin
Zip Code: 53707

Home Mailing Address
Address(1): 
Address(2): 
City: 
State: Select a State
Zip Code: 

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: [Redacted]
Password: [Redacted]
Re-enter Password: [Redacted]

Account Recovery

Compose a question and answer for account recovery purposes. Click here for guidelines.

Secret Question: [Redacted]
Answer to Secret Question: [Redacted]
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.

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.

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://isun Wisconsin.gov/WMN047B5e98e9f1d14d4 diligence/WWW055WICOM/...ecstity

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 get 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.

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.
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:**
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.”**

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.