

## IPFCF Provider Portal Login Instructions

The instructions in this document outline the steps to take to log onto the IPFCF Provider Portal. From the IPFCF Provider Portal, Wisconsin licensed physicians, CRNAs, and eligible entities can monitor their IPFCF compliance, file exemptions, verify reported primary liability coverage, pay bills, update their contact information, and view all IPFCF correspondence.

Employers, staffing agencies, and other types of group management organizations may also use the IPFCF Provider Portal to monitor their group's IPFCF compliance, link and unlink employees, verify reported primary liability coverage, pay bills, update the account contact information, and view all IPFCF correspondence for the group members.

### Accessing the IPFCF System for New Users

1. To begin you need your IPFCF account number and the email address associated with your account. If you do not know your IPFCF account number or email address, you will need to contact the IPFCF staff to obtain this information at [OCIIPFCF@wisconsin.gov](mailto:OCIIPFCF@wisconsin.gov) or (608) 707-5481. \*Please note that you will be asked to provide your personal email address if we do not have one on file currently.
2. Go to the IPFCF Provider Portal here: <https://ipfcfsecure.oci.wi.gov/>
3. Enter your IPFCF account number in the **Account Number** field.



ATTN: Please use Account Number as your User Name!

Need help signing in? [Click here](#)

Or sign in with

REMINDER: Use your Account Number to login

- To set your password select the **"Click here"** button.



ATTN: Please use Account Number as your User Name!

Account Number

Password

Need help signing in? [Click here](#)

Or sign in with

REMINDER: Use your Account Number to login

The **"Click here"** button will take you to the screen below. From there you enter your **Account Number** and select the **"Next"** button. By selecting the **"Next"** button, instructions on how to set your password will be sent to your email address.



ATTN: Please use Account Number as your User Name!

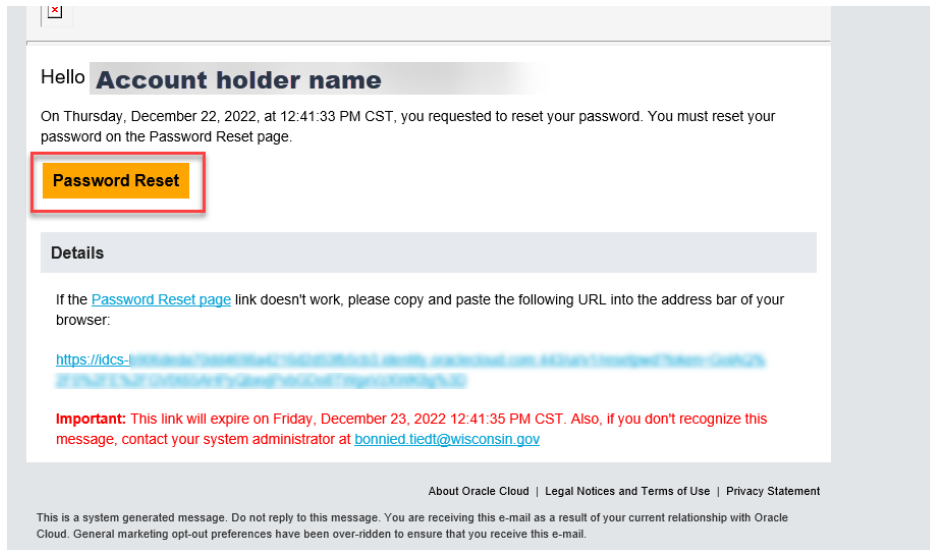
### Forgot Your Password?

Having trouble with your password? Reset it here.

What's your user name?

[Cancel](#)

5. Go to your assigned email inbox to retrieve the link for resetting your password and select the **"Password Reset"** button.



6. Create your new password and enter it in both password fields. Then select the **"Reset Password"** button.

A screenshot of a web form titled "Reset your password". Below the title is the instruction "Set a password for your user account." The form contains three main elements, each highlighted with a red rectangular box: 1) A "New Password" input field with a red border and a red box around it, containing a series of dots. 2) A list of password requirements, each preceded by a green dot: "The password must have at least 12 characters.", "The password cannot exceed 40 characters.", "The password cannot contain the First Name of the user.", "The password cannot contain the Last Name of the user.", "The password cannot contain the user name.", "The password must have at least 1 lowercase characters.", "The password must have at least 1 uppercase characters.", "The password must have at least 1 numeric characters.", "The password must have at least 1 alphabetic characters.", "The password must have at least 1 special characters.", "Cannot repeat last 5 passwords". 3) A "Confirm New Password" input field with a red border and a red box around it. Below these fields is a blue button with the text "Reset Password" in white, also highlighted with a red rectangular box.

Once you have set your password you will receive a pop-up notification and a confirmation email.

- Return to the IPFCF Provider Portal login screen and enter your **Account Number** (IPFCF account number) and the password you established. Then select the **"Sign In"** button to be taken to the IPFCF Provider Portal home page.

The screenshot shows the IPFCF Provider Access Portal home page. At the top left is the IPFCF logo with the text "Injured Patients & Families Compensation Fund". To its right is the text "Provider Access Portal". On the top right, there is a user profile section labeled "Account Name" with a dropdown arrow and a profile picture icon. Below this are navigation links: "Affiliations", "Billing", "Coverage", and "Correspondence". The main content area is divided into two columns. The left column is titled "Home" and contains a welcome message: "Welcome, Account holder name". The right column is titled "Quick Links" and contains a link for "Affiliations" with the subtext "Add/View Provider Affiliations". Below the "Quick Links" section is a "News and Announcements" section with a notification for "Information" dated "11:17 AM" and a close button.