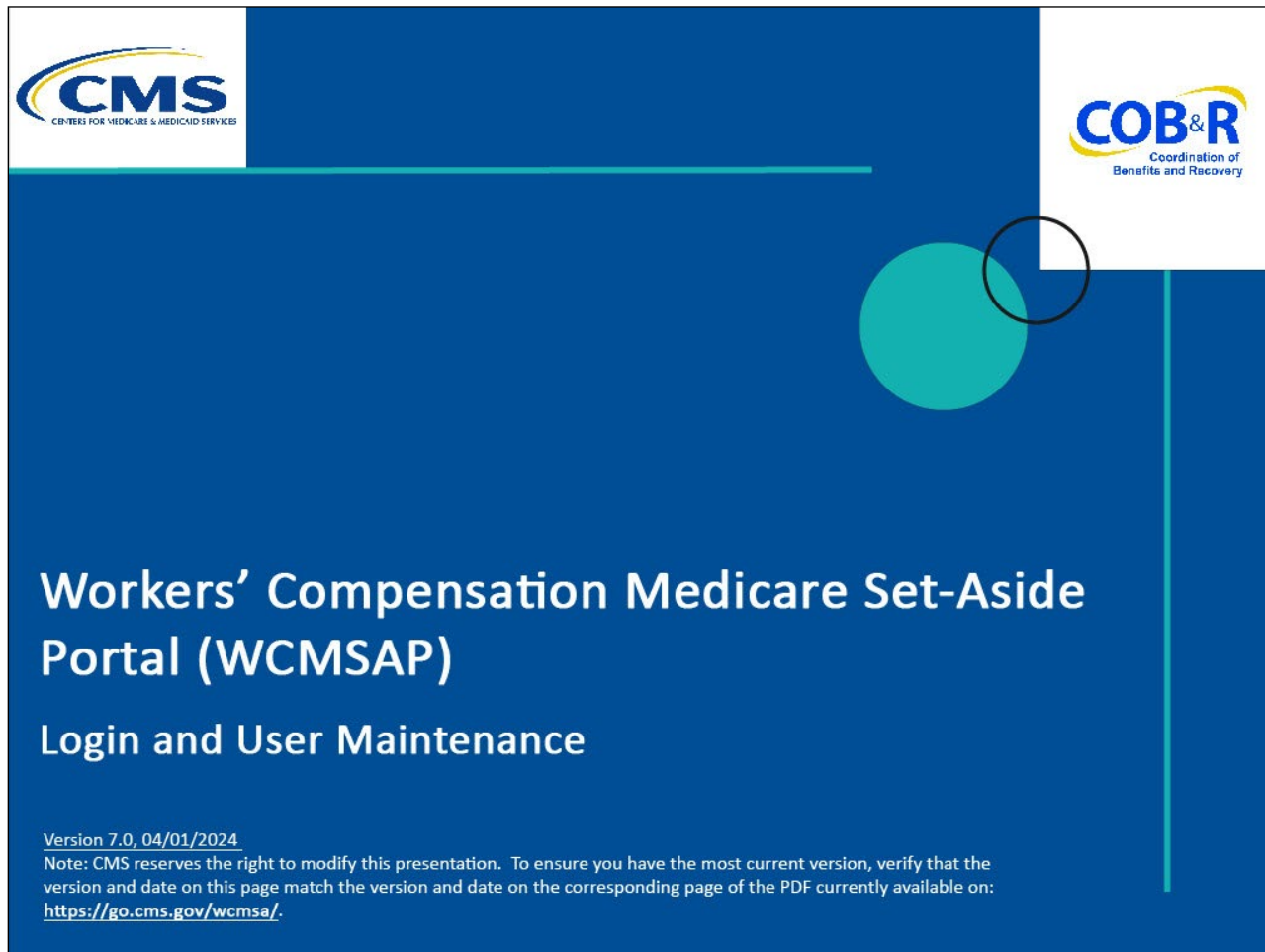


Login and User Maintenance

Slide 1 - of 41 - Login and User Maintenance



The slide features a dark blue background with a white header area at the top. On the left side of the header is the CMS logo (Centers for Medicare & Medicaid Services). On the right side is the COB&R logo (Coordination of Benefits and Recovery). A large teal circle is positioned on the right side of the slide, partially overlapping the COB&R logo. A thin teal horizontal line is located below the header area. The main title is centered in white text. At the bottom left, there is a version number and a note with a URL.

Workers' Compensation Medicare Set-Aside Portal (WCMSAP)

Login and User Maintenance

Version 7.0, 04/01/2024
Note: CMS reserves the right to modify this presentation. To ensure you have the most current version, verify that the version and date on this page match the version and date on the corresponding page of the PDF currently available on: <https://go.cms.gov/wcmsa/>.

Slide notes

Welcome to the Workers' Compensation Medicare Set-Aside Portal (WCMSAP) Login and User Maintenance course.

Slide 2 - of 41 - Disclaimer

Disclaimer

While all information in this document is believed to be correct at the time of writing, this Computer Based Training (CBT) is for educational purposes only and does not constitute official Centers for Medicare & Medicaid Services (CMS) instructions for the WCMSAP. All affected entities are responsible for following the applicable CMS instructions found at the following link:

<https://www.cms.gov/medicare/coordination-benefits-recovery/workers-comp-set-aside-arrangements/portal>

Slide notes

While all information in this document is believed to be correct at the time of writing, this Computer Based Training (CBT) is for educational purposes only and does not constitute official Centers for Medicare & Medicaid Services (CMS) instructions for the WCMSAP.

All affected entities are responsible for following the applicable CMS instructions found at the following link [CMS WCMSAP Website](#).

Slide 3 - of 41 - Course Overview

Course Overview

By the end of this course, you will be able to:

- Complete WCMSAP login
- Conduct WCMSAP login when there is a forgotten:
 - Login Identification (ID)
 - Password
- Access Account Settings to update:
 - Personal Information
 - View account activity
 - Change password

**Slide notes**

You are now able to:

- Complete WCMSAP login
- Conduct WCMSAP login when there is a forgotten
- Login Identification (ID)


Password

Access Account Settings to update

- Personal Information
- View account activity
- Change Password

Slide 4 - of 41 - Login Warning Page

[Login Warning](#)

 [Print this page](#)

UNAUTHORIZED ACCESS TO THIS COMPUTER SYSTEM IS PROHIBITED BY LAW

This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes: (1) this computer network, (2) all computers connected to this network, and (3) all devices and storage media attached to this network or to a computer on this network. This system is provided for Government-authorized use only.

Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties

Personal use of social media and networking sites on this system is limited as to not interfere with official work duties and is subject to monitoring.

By using this system, you understand and consent to the following:

*You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this system.

*The Government may monitor, record, and audit your system usage, including usage of personal devices and email systems for official duties or to conduct HHS business. Therefore, you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this system. At any time, and for any lawful Government purpose, the Government may monitor, intercept, and search and seize any communication or data transiting or stored on this system.

*Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

<http://www.cms.hhs.gov/About-CMS/Agency-Information/Aboutwebsite/Security-Protocols.html>

Privacy Act Statement

The collection of this information is authorized by 42 U.S.C. 1395y(b)(5). The information collected will be used to identify and recover past mistaken Medicare primary payments and to prevent Medicare from making mistakes in the future for those Medicare Secondary Payer situations that continue to exist.

Attestation of Information

I have submitted all relevant information obtained and/or have knowledge of regarding this claimant, that was generated at any time on or after the Date of Incident (DOI) for the alleged accident/illness/injury/incident at issue, and has been included as part of this submission of the proposed amount for this WCMSA to the Centers for Medicare & Medicaid Services.

The information provided is complete, truthful, accurate, and meets all requirements set forth to use this process; and, I have read and understand all of the Centers for Medicare & Medicaid Services information at [Workers Compensation Agency Services](#)

LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.

[Decline](#)

Slide notes

In order to login, you must go to the WCMSAP website found at the following URL: [WCMSA Portal](#).

Each time you visit the WCMSAP website, the Login Warning page will appear.

The Login Warning page provides information about WCMSAP security measures including access, penalty, and privacy laws.

The Login Warning page can be printed by clicking the [Print this Page] link in the upper right corner of the page.

You must review the Login Warning page and click the [I Accept] link at the bottom of the page to continue otherwise you will be denied access to the WCMSAP site.

Slide 5 - of 41 - Welcome to the WCMSAP Page

Welcome to the WCMSAP

This site provides an interface for entry of Workers' Compensation Medicare Set-Aside Arrangements (WCMSA) proposals. Attorneys, Medicare beneficiaries, claimants, insurance carriers and WCMSA vendors may use this site to enter the case information directly. The site also provides attorneys, Medicare beneficiaries, claimants, insurance carriers, and WCMSA vendors with the ability to track their submitted cases and the statuses without inquiry to the Benefits Coordination & Recovery Center (BCRC) or the Centers for Medicare & Medicaid Services (CMS).

GETTING STARTED

For more information, refer to How To Get Started under the How To menu option.

STEP 1

New Registration →

STEP 2

Account Setup →

(Account ID and PIN required)

Sign into your account

User Name:

[Forgot ID](#)

Password:

[Forgot Password](#)

[CMS/HHS Vulnerability Disclosure Policy](#) [Privacy Policy](#) [User Agreement](#) [Adobe Acrobat](#)

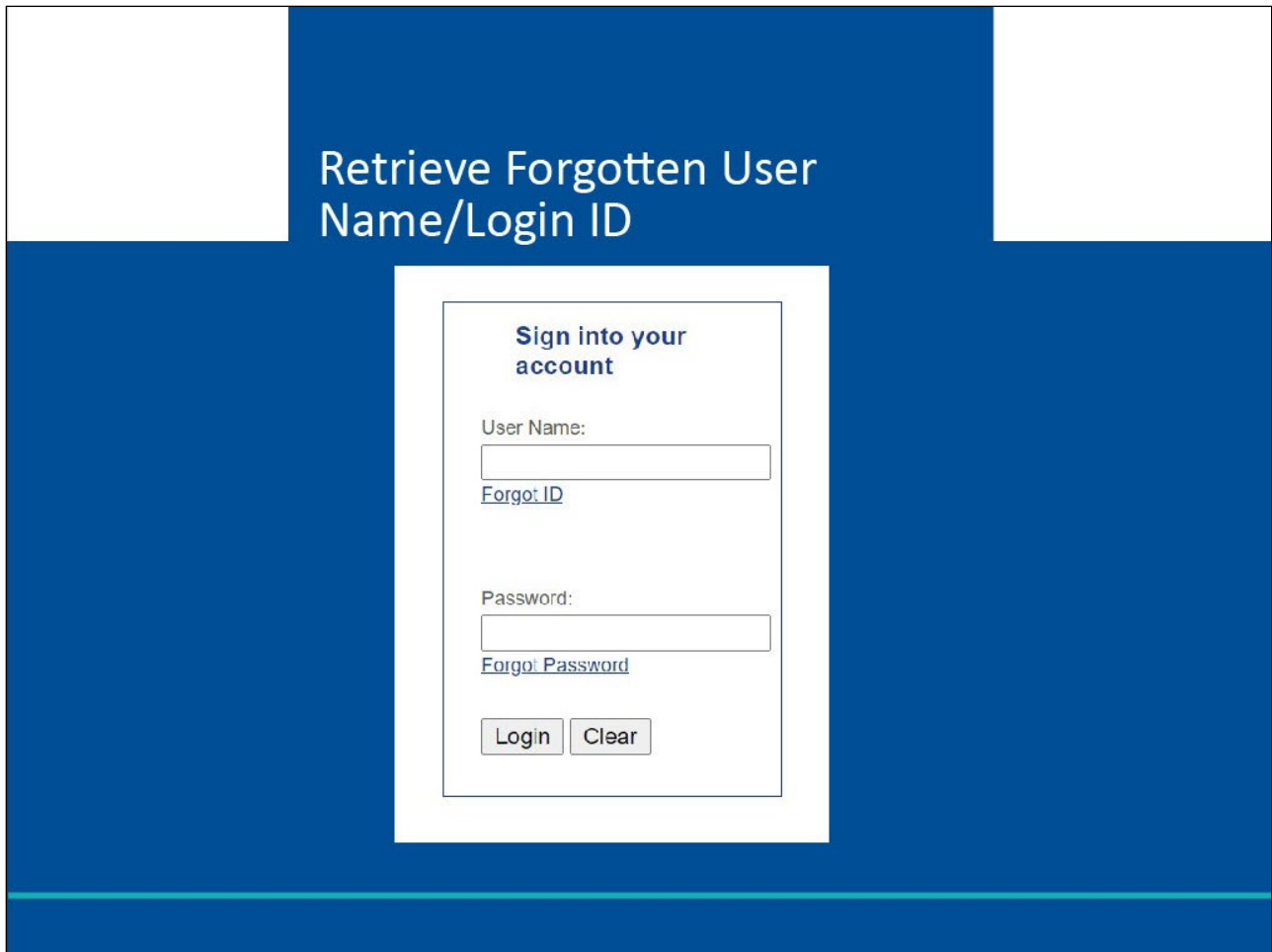
Slide notes

The WCMSAP Welcome page will appear.

The “WCMSAP Message” section of this screen will be used to keep you informed of upcoming events, maintenance, or other system-specific information.

You must enter your Login ID in the User Name field and your password in the Password field, and click Login to sign into your WCMSAP account.

Slide 6 - of 41 - Retrieving Forgotten User Name/Login ID



The screenshot shows a login interface with a blue background. At the top, the text "Retrieve Forgotten User Name/Login ID" is displayed in white. Below this, a white box contains the following elements:

- Sign into your account**
- User Name:
- [Forgot ID](#)
- Password:
- [Forgot Password](#)
-

Slide notes

The next section of this course will cover retrieving a forgotten User Name or Login ID in the WCMSAP.

Slide 7 - of 41 - Forgot ID Link

Welcome to the WCMSAP

This site provides an interface for entry of Workers' Compensation Medicare Set-Aside Arrangements (WCMSA) proposals. Attorneys, Medicare beneficiaries, claimants, insurance carriers and WCMSA vendors may use this site to enter the case information directly. The site also provides attorneys, Medicare beneficiaries, claimants, insurance carriers, and WCMSA vendors with the ability to track their submitted cases and the statuses without inquiry to the Benefits Coordination & Recovery Center (BCRC) or the Centers for Medicare & Medicaid Services (CMS).

GETTING STARTED

For more information, refer to How To Get Started under the How To menu option.

STEP 1
New Registration →

STEP 2
Account Setup →
(Account ID and PIN required)

Sign into your account

User Name:
 [Forgot ID](#)

Password:
 [Forgot Password](#)

CMS/HHS Vulnerability Disclosure Policy Privacy Policy User Agreement Adobe Acrobat

Slide notes

If you forget your User Name/Login ID, you must click the Forgot ID link in the Account Sign-in box.

Slide 8 - of 41 - Forgot Login ID Page

About This Site CMS Links How To... Reference Materials Contact Us [Skip Nav](#)

Forgot Login ID

An asterisk (*) indicates a required field.

Enter your E-mail address: *

[QUICK HELP](#)
[Help About This Page](#)

[CMS/HHS Vulnerability Disclosure Policy](#) [Privacy Policy](#) [User Agreement](#) [Adobe Acrobat](#)

Slide notes

When the Forgot Login ID page appears, enter the email address provided during registration and click Continue.

Slide 9 - of 41 - Preliminary Security Questions

About This Site CMS Links How To... Reference Materials Contact Us [Skip Nav](#)

Preliminary Security Questions

An asterisk (*) indicates a required field.

Security Question 1: What is your First Name?
*Answer 1:

Security Question 2: What is your Mailing City?
*Answer 2:

Security Question 3: What is your Zip Code?
*Answer 3:

[CMS/HHS Vulnerability Disclosure Policy](#) [Privacy Policy](#) [User Agreement](#) [Adobe Acrobat](#)

Slide notes

The Preliminary Security Questions page will appear. You have three attempts total, across the login and security pages, to retrieve your login ID or change your password, before your account is locked. Once you have answered the three questions, click Continue.

Slide 10 - of 41 - Security Questions Page

Workers' Compensation Set-Aside Web Portal

Home About This Site CMS Links How To... Reference Materials Contact Us Logoff [Skip Navigation](#)

Forgot Login ID

An asterisk (*) indicates a required field.

Security Question 1: What city were you born?
*Answer 1:

Security Question 2: What is your father's middle name?
*Answer 2:

[Privacy Policy](#) [User Agreement](#) [Adobe Acrobat](#)

Slide notes

The Forgot Login ID Security Questions page with the two Security Questions you selected during the registration process will appear.

Correctly answer each of your pre-selected Security Questions, then click Continue to submit the forgotten ID request.

If the information you entered is correct, your Login ID will be sent via email.

If an error is received indicating that the answers are incorrect, check your answers and re-enter, if necessary.

If you cannot remember the answers to your Security Questions, contact an Electronic Data Interchange (EDI) Representative.

If an error is received indicating that the answers are incorrect, check your answers and re-enter, if necessary.

If you cannot remember the answers to your Security Questions, contact an Electronic Data Interchange (EDI) Representative.

Slide 11 - of 41 - Forgot Login ID Confirmation Page

Home About This Site CMS Links How To... Reference Materials Contact Us Logoff [Skip Nav](#)

Forgot Login ID Confirmation

You have successfully submitted a request to have your Login ID sent to you.

Next Steps

You will receive an e-mail once your Login ID request is processed. The e-mail will contain your Login ID.

[Workers' Compensation Set-Aside Welcome Page](#)

[CMS/HHS Vulnerability Disclosure Policy](#) [Privacy Policy](#) [User Agreement](#) [Adobe Acrobat](#)

Slide notes

If the information entered is correct, the Forgot Login ID Confirmation page will appear.

This page confirms that you have successfully requested your Login ID.

Click the Workers' Compensation Medicare Set-Aside Welcome Page link to return to the Welcome page.

Slide 12 - of 41 - Receiving Your Login ID

Welcome to the WCMSAP

This site provides an interface for entry of Workers' Compensation Medicare Set-Aside Arrangements (WCMSA) proposals. Attorneys, Medicare beneficiaries, claimants, insurance carriers and WCMSA vendors may use this site to enter the case information directly. The site also provides attorneys, Medicare beneficiaries, claimants, insurance carriers, and WCMSA vendors with the ability to track their submitted cases and the statuses without inquiry to the Benefits Coordination & Recovery Center (BCRC) or the Centers for Medicare & Medicaid Services (CMS).

GETTING STARTED

For more information, refer to How To Get Started under the How To menu option.

STEP 1

New Registration →

STEP 2

Account Setup →

(Account ID and PIN required)

Sign into your account

User Name:

[Forgot ID](#)

Password:

[Forgot Password](#)

CMS/HHS Vulnerability Disclosure Policy Privacy Policy User Agreement Adobe Acrobat

Slide notes

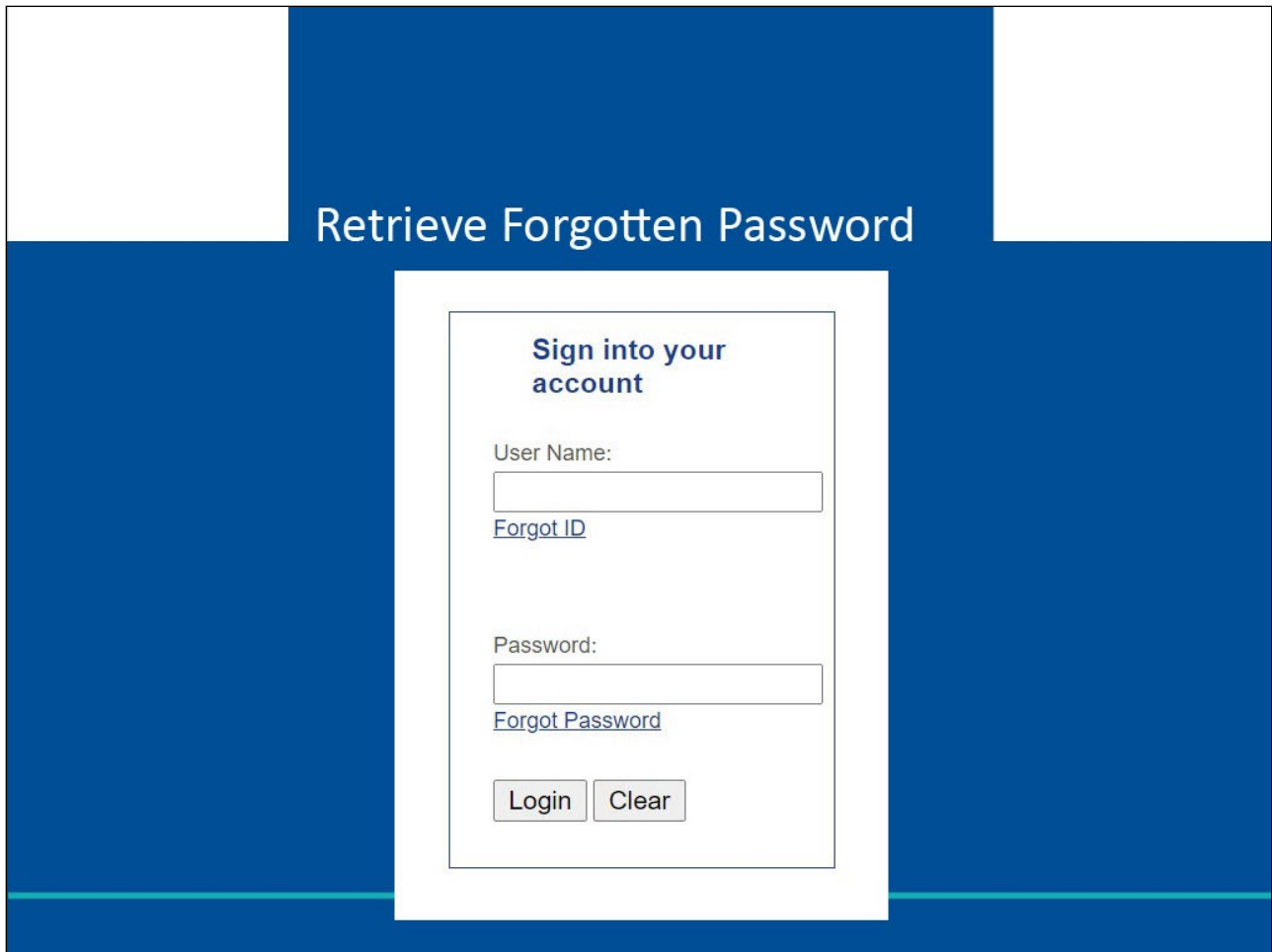
You will then receive an email containing your Login ID.

The Login ID will be sent to the email address provided during registration.

After receipt of the email, return to the WCMSAP website and log in using your Login ID and password.

If you do not receive an email within 24 hours, contact an EDI representative.

Slide 13 - of 41 - Retrieve Forgotten Password



The screenshot shows a login interface with a dark blue background. At the top, the text 'Retrieve Forgotten Password' is displayed in white. Below this, a white rectangular box contains the following elements: the heading 'Sign into your account', a 'User Name:' label with an input field and a '[Forgot ID](#)' link, a 'Password:' label with an input field and a '[Forgot Password](#)' link, and two buttons labeled 'Login' and 'Clear'.

Slide notes

Next, we will look at retrieving a forgotten password.

Slide 14 - of 41 - Forgot Password Link

Welcome to the WCMSAP

This site provides an interface for entry of Workers' Compensation Medicare Set-Aside Arrangements (WCMSA) proposals. Attorneys, Medicare beneficiaries, claimants, insurance carriers and WCMSA vendors may use this site to enter the case information directly. The site also provides attorneys, Medicare beneficiaries, claimants, insurance carriers, and WCMSA vendors with the ability to track their submitted cases and the statuses without inquiry to the Benefits Coordination & Recovery Center (BCRC) or the Centers for Medicare & Medicaid Services (CMS).

GETTING STARTED

For more information, refer to How To Get Started under the How To menu option.

STEP 1

New Registration →

STEP 2

Account Setup →

(Account ID and PIN required)

Sign into your account

User Name:

[Forgot ID](#)

Password:

[Forgot Password](#)

[CMS/HHS Vulnerability Disclosure Policy](#) [Privacy Policy](#) [User Agreement](#) [Adobe Acrobat](#)

Slide notes

If you have forgotten your password, click the Forgot Password link, in the Account Sign-in box.

Slide 15 - of 41 - Forgot Password Page

About This Site CMS Links How To... Reference Materials Contact Us [Skip Nav](#)

Forgot Password

An asterisk (*) indicates a required field.

Login ID: *

QUICK HELP
[Help About This Page](#)

[CMS/HHS Vulnerability Disclosure Policy](#) [Privacy Policy](#) [User Agreement](#) [Adobe Acrobat](#)

Slide notes

When the Forgot Password page appears, enter your Login ID and click Continue.

Slide 16 - of 41 - Preliminary Security Questions

About This Site CMS Links How To... Reference Materials Contact Us Skip Nav

Preliminary Security Questions

An asterisk (*) indicates a required field.

Security Question 1: What is your First Name?
*Answer 1:

Security Question 2: What is your Mailing City?
*Answer 2:

Security Question 3: What is your Zip Code?
*Answer 3:

Cancel Continue

QUICK HELP
[Help About This Page](#)

CMS/HHS Vulnerability Disclosure Policy Privacy Policy User Agreement Adobe Acrobat

Slide notes

The Preliminary Security Questions page will appear. Enter the answer to each question and click Continue.

Slide 17 - of 41 - Security Question Page

About This Site CMS Links How To... Reference Materials Contact Us Skip Nav

Forgot Password

An asterisk (*) indicates a required field.

Security Question 1: What city were you born?
*Answer 1:

Security Question 2: What is your father's middle name?
*Answer 2:

Cancel Continue

QUICK HELP
[Help About This Page](#)

CMS/HHS Vulnerability Disclosure Policy Privacy Policy User Agreement Adobe Acrobat

Slide notes

The Forgot Password Security Questions page with the two Security Questions you selected during the registration process will appear.

Answer each of your pre-selected Security Questions and click Continue to submit the Forgotten Password request.

If you receive an error indicating that your answers are incorrect, check your answers and re-enter them, if necessary.

If you cannot remember the answers to your Security Questions, contact an EDI Representative. If the information entered is correct, your new, temporary password will be sent via email.

Slide 18 - of 41 - Forgot Password Confirmation Page

About This Site CMS Links How To... Reference Materials Contact Us [Skip Nav](#)

Forgot Password Confirmation

You have successfully submitted a request to have your password reset.

Next Steps

You will receive an E-mail once your password reset request has been processed. The E-mail will contain your temporary password. You will be required to use new password the next time you Login to the Workers' Compensation Set-Aside Web Portal.

[Workers' Compensation Set-Aside Welcome Page](#)

[CMS/HHS Vulnerability Disclosure Policy](#) [Privacy Policy](#) [User Agreement](#) [Adobe Acrobat](#)

Slide notes

The Forgot Password Confirmation page will appear if your answers are correct indicating that the system has generated a temporary password and sent it to your registered email address.

The email will include instructions to reset your password.

If you do not receive an email within 24 hours, contact an EDI Representative.

Click the Workers' Compensation Medicare Set-Aside Welcome Page link to return to the Welcome page.

Slide 19 - of 42 - Welcome to the WCMSAP/Login Page

Welcome to the WCMSAP

This site provides an interface for entry of Workers' Compensation Medicare Set-Aside Arrangements (WCMSA) proposals. Attorneys, Medicare beneficiaries, claimants, insurance carriers and WCMSA vendors may use this site to enter the case information directly. The site also provides attorneys, Medicare beneficiaries, claimants, insurance carriers, and WCMSA vendors with the ability to track their submitted cases and the statuses without inquiry to the Benefits Coordination & Recovery Center (BCRC) or the Centers for Medicare & Medicaid Services (CMS).

GETTING STARTED

For more information, refer to How To Get Started under the How To menu option.

STEP 1

New Registration ➔

STEP 2

Account Setup ➔

(Account ID and PIN required)

Sign into your account

User Name:

[Forgot ID](#)

Password:

[Forgot Password](#)

[CMS/HHS Vulnerability Disclosure Policy](#) [Privacy Policy](#) [User Agreement](#) [Adobe Acrobat](#)

Slide notes

You must enter your Login ID in the User Name field and your password in the Password field, and click Login to sign into your WCMSAP account.

You will be required to change your temporary password the next time you login to the WCMSAP.

Slide 20 - of 42 - Change Password Page

Home About This Site CMS Links How To... Reference Materials Contact Us Logoff [Skip Nav](#)

Change Password

Choose your password carefully.

- Password must be changed every sixty (60) days.
- Password cannot contain your Login ID
- Password must consist of at least eight (8) characters.
- Password must contain at least one upper-case letter, one lower-case letter, one number and one special character.
- Password must be different from the last twenty four (24) passwords
- Password must contain a minimum of four (4) changed characters from the previous password.
- Password cannot be changed more than once per day
- Password cannot contain a reserved word (See Help About This Page for a complete list)

An asterisk (*) indicates a required field.

Enter your Current or Temporary password: *

Enter your new password: *

Re-enter your new password: *

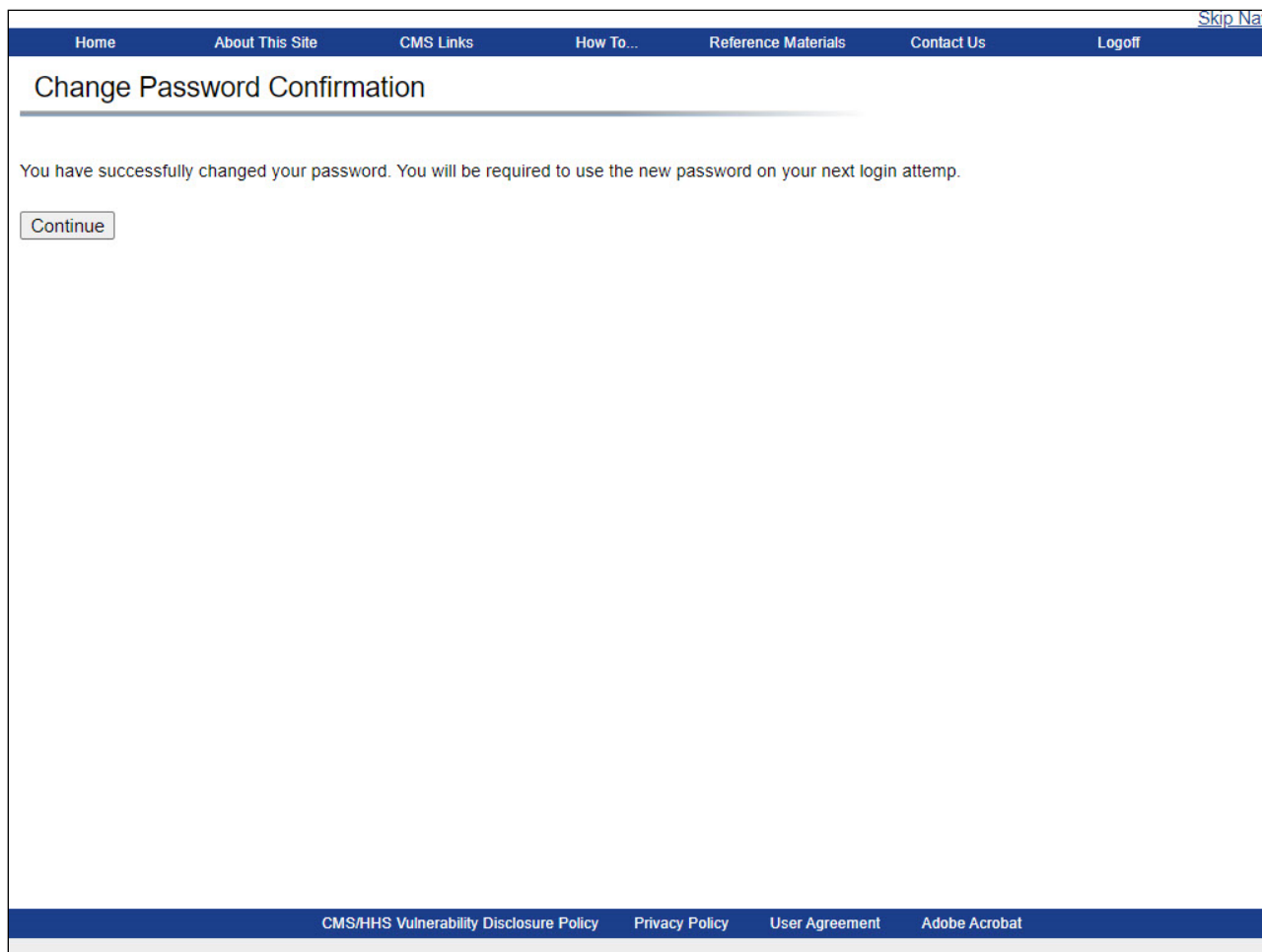
[CMS/HHS Vulnerability Disclosure Policy](#) [Privacy Policy](#) [User Agreement](#) [Adobe Acrobat](#)

Slide notes

When you login, enter your temporary password in the current password field and enter the new password twice.

Once the passwords have been entered, click Continue.

Slide 21 - of 42 - Change Password Confirmation Page



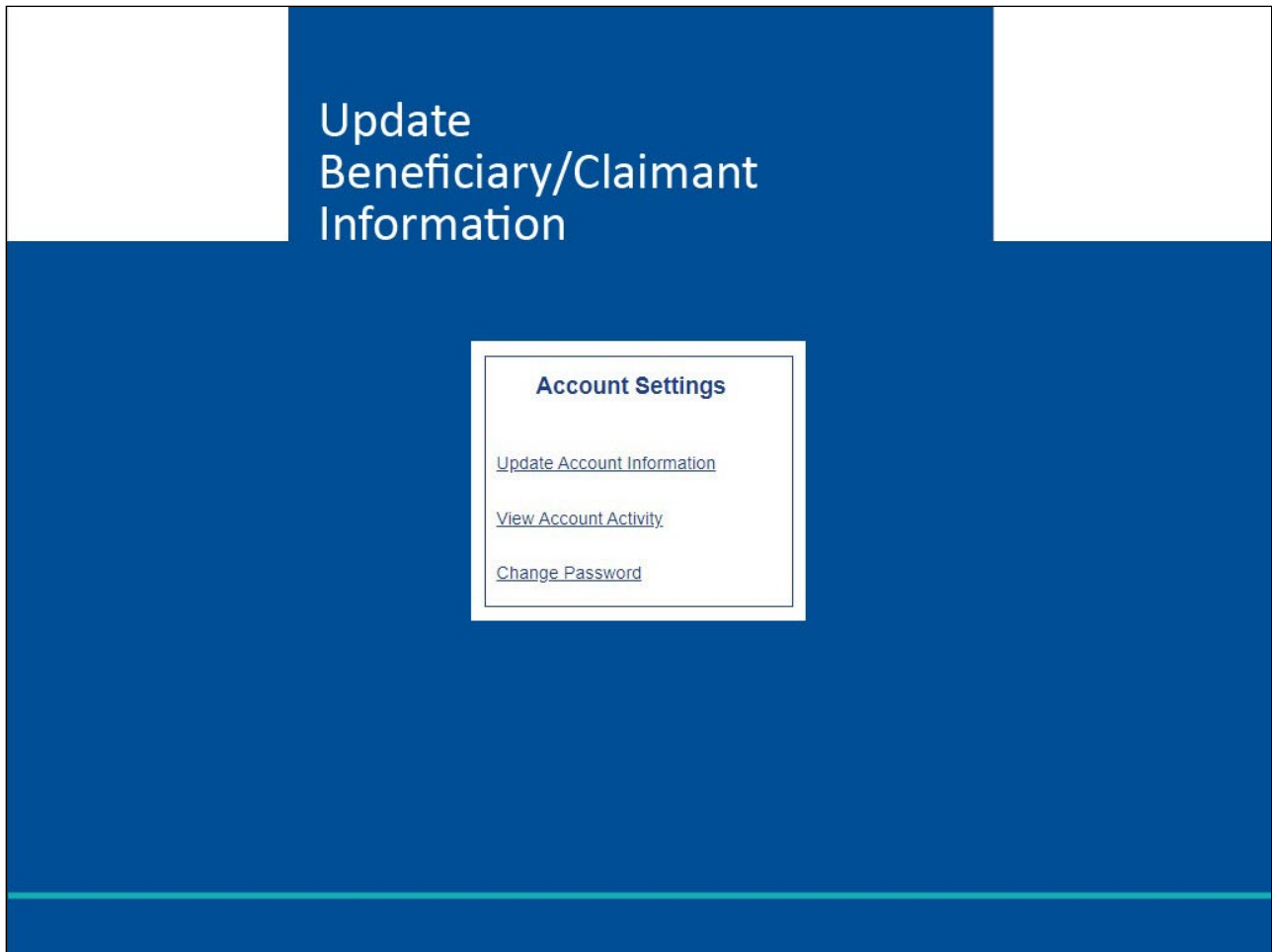
Slide notes

The Change Password Confirmation page will appear, confirming that the password has been modified.

Use your new password the next time you log into the WCMSAP.

Please note: When you change your password in the WCMSAP, the password will be changed in all Section 111 Coordination of Benefits Secure website (COBSW) applications that you are authorized to use.

Slide 22 - of 42 - Account Settings



Slide notes

We will now look at the Account Settings Links.

Slide 23 - of 42 - Account Settings Links

The screenshot displays the WCMSAP website interface. At the top, a dark blue navigation bar contains links for Home, About This Site, CMS Links, How To..., Reference Materials, Contact Us, and Logoff. A 'Skip Nav' link is located in the top right corner. The main content area is titled 'WCMSAP' and contains a paragraph explaining the site's purpose: 'The WCMSAP provides an interface for entry of Workers' Compensation Medicare Set-Aside (WCMSA) proposals. You may use this site to enter the case information directly. The site also provides the ability to track submitted cases and the statuses without inquiry to BCRC or CMS. You also have the ability to view information for your WCMSA(s) and submit an annual attestation via the WCMSAP for all eligible WCMSAs where you are the identified administrator. Case Lookup and View Alert functions are also available. Click the desired link below to perform that function.' Below this text, it states: 'You may modify Account Settings by clicking the appropriate link under the Account Settings list.' A red-bordered box on the right side of the page is titled 'Account Settings' and contains three links: 'Update Account Information' (with a red arrow pointing to it), 'View Account Activity', and 'Change Password'. Below the main text, there is a section titled 'I'd like to...' with three links: 'Create a New Case', 'Case Lookup', and 'View Alerts'. At the bottom of the page, a dark blue footer bar contains links for 'CMS/HHS Vulnerability Disclosure Policy', 'Privacy Policy', 'User Agreement', and 'Adobe Acrobat'.

Slide notes

The WCMSAP provides users with the ability to change, or correct, their Account Information.

Although this information is recorded during your initial registration process, it can be updated and changed, if necessary.

To do this, click the Update Account Information link in the Account Settings box on the WCMSAP Home page.

Slide 24 - of 42 - Update Account Information

Home About This Site CMS Links How To... Reference Materials Contact Us Logoff

Update Beneficiary/Claimant Information

[Print this page](#)

To update the account information click the 'Edit' button of that section. You may not change the account type that was selected during initial registration. Click the 'Cancel' button to cancel the process: all data changes will be lost. Click the 'Previous' button to return to the previous screen. If you are satisfied with the information click the 'Submit Update' button.

QUICK HELP
[Help About This Page](#)

Account Type: Self

Beneficiary/Claimant Information

First Name: Kelly MI: A Last Name: Jones
Medicare ID:
SSN: ***-**-7777
Gender: Female
E-Mail Address: kjones@aol.com
Phone: 410- 832- 8350 ext. 9877

Mailing Address:

Address Line 1: 200 Test Avenue
Address Line 2:
City: Towson
State: Maryland
Zip Code: 21204- 3276

CMS/HHS Vulnerability Disclosure Policy Privacy Policy User Agreement Adobe Acrobat

Slide notes

The Update Beneficiary/Claimant Information page will appear.

Users can update any of their personal information except for Date of Birth by clicking the Edit button next to the section of information you wish to update.

Slide 25 - of 42 - Update Beneficiary/Claimant Information Page

Home About This Site CMS Links How To... Reference Materials Contact Us Logoff

Update Beneficiary/Claimant Information

An asterisk (*) indicates a required field.

QUICK HELP
[Help About This Page](#)

Name (as appears on Medicare Card)

First Name: * Kelly MI: A Last Name: * Jones

Medicare ID:

Social Security Number (SSN): * ***-**-7777

Date of Birth: * / / (MM/DD/CCYY)

Gender: * Female

E-Mail Address: * kjones@aol.com

Re-enter E-Mail Address: * kjones@aol.com

Phone: * 410 - 832 - 8350 ext. 9877

Mailing Address:

Address Line 1: * 200 Test Avenue

Address Line 2:

City: * Towson

State: * Maryland

Zip Code: * 21204 - 3276

Slide notes

After making any necessary changes, click Next until you return to the Update Beneficiary/Claimant Information Page and Submit your updates.

Slide 26 - of 42 - Personal Information Confirmation

The screenshot shows the CMS Workers' Compensation Set-Aside Web Portal. At the top left is the CMS logo (Centers for Medicare & Medicaid Services). To its right is the text "Workers' Compensation Set-Aside Web Portal". On the top right is the COB&R logo (Coordination of Benefits and Recovery) and a "Skip Nav" link. Below these is a dark blue navigation bar with links: Home, About This Site, CMS Links, How To..., Reference Materials, Contact Us, and Logoff. The main content area has a title "Update Beneficiary/Claimant Information Confirmation" and a "Print this page" icon. A message states: "The account information has been updated. Click the 'Return to Home Page.'" Below this, the account type is "Self". The "Beneficiary/Claimant Information" section lists: First Name: Kelly MI: A Last Name: Jones, Medicare ID, SSN: ***-**-7777, Gender: Female, E-Mail Address: kjones@aol.com, and Phone: 410- 832- 8350 ext. 9877. The "Mailing Address:" section lists: Address Line 1: 200 Test Avenue, Address Line 2, City: Towson, State: Maryland, and Zip Code: 21204- 3276. A "Return to Home" button is located at the bottom left. At the bottom of the page is a dark blue bar with links for "Privacy Policy", "User Agreement", and "Adobe Acrobat".

Slide notes

The system will update your beneficiary/claimant information and display the Update Beneficiary/Claimant Information Confirmation page shown here.

Click the Return to Home button to return to the WCMSAP Home page.

The system then sends you an email indicating that your personal information has been changed.

Slide 27 - of 42 - Updating Information Outline

Update Beneficiary/Claimant Information

- For changes other than changes to an email address
 - ◆ System will generate email to you after beneficiary/claimant information has been updated
 - ◆ You should notify the BCRC if they did not initiate the update

Slide notes

For all Beneficiary/Claimant information changes, other than changes to the email address, the system will generate an email message to you after the Beneficiary/Claimant information has been updated.

You will be instructed to notify the Benefits Coordination & Recovery Center (BCRC) if you did not initiate the update.

Slide 28 - of 42 - Update Beneficiary/Claimant Information

Update Beneficiary/Claimant Information

- For email address change
 - System will ensure new email address is unique
 - Cannot be updated with the email address of a revoked Login ID
 - If email address is acceptable, system will send email to user's old email address
 - User is instructed to click link to proceed with changes
 - User should not click link and should contact the BCRC if they did not initiate the email address change
 - If the user clicks link, email will be sent to user's new email address

Note: The contact address for the BCRC has changed. As a result, the system-generated Profile Report Email Notifications have been updated. The new address is:

Section 111 Reporting Program
PO Box 138832
Oklahoma City, OK 73113

Slide notes

When you update your email address, the system will ensure that the new email address is unique within the system.

It cannot be updated with the email address of a revoked Login ID.

If the email address is acceptable, the system will first send an email to your old email address stating that an email address change has been requested.

You will be instructed to click on a link to proceed with the changes, but only if you initiated the change.

You will be instructed not to click the link and to notify the BCRC if you did not initiate the email address change.

If you click the link, an email reflecting the change will then be sent to your new email address.

Note: The contact address for the BCRC has changed. As a result, the system-generated Profile Report Email Notifications have been updated. The new address is:

Section 111 Reporting Program

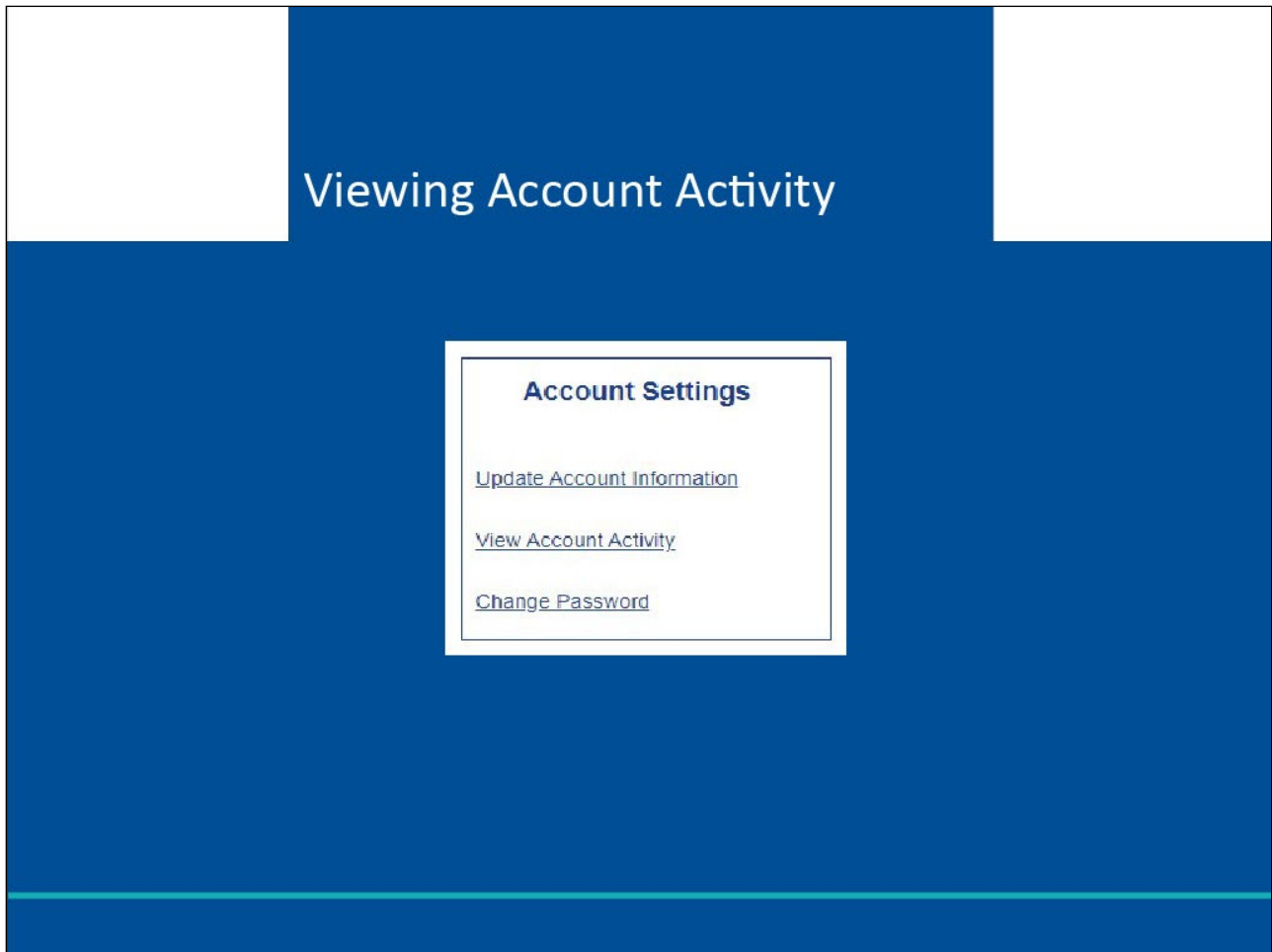
Login and User Maintenance

April 1, 2024

P.O. Box 138892

Oklahoma City, OK 73113

Slide 29 - of 42 - Viewing Account Activity



Slide notes

Viewing Account Activity is the next Account Settings link we will review in the WCMSAP.

Slide 30 - of 42 - Viewing Account Activity

Viewing Account Activity

- Review activity for Account ID, including:
 - Initial Registration
 - Account Setup (Account Manager Registration)
 - Add Designee
 - Delete Designee
 - Update of Account Information
 - Case Submitted
 - Document Replaced

Slide notes

All activity performed for an Account ID can be reviewed. Typical activity recorded includes:

- Initial Registration,
- Account Setup (Account Manager Registration)
- Add Designee
- Delete Designee
- Update of Account Information
- Case Submitted
- Document Replaced

Slide 31 - of 42 - Viewing Activity Link

Home About This Site CMS Links How To... Reference Materials Contact Us Logoff [Skip Nav](#)

WCMSAP

The WCMSAP provides an interface for entry of Workers' Compensation Medicare Set-Aside (WCMSA) proposals. You may use this site to enter the case information directly. The site also provides the ability to track submitted cases and the statuses without inquiry to BCRC or CMS. You also have the ability to view information for your WCMSA(s) and submit an annual attestation via the WCMSAP for all eligible WCMSAs where you are the identified administrator. Case Lookup and View Alert functions are also available. Click the desired link below to perform that function.

You may modify Account Settings by clicking the appropriate link under the Account Settings list.

I'd like to...

- [Create a New Case](#)
- [Case Lookup](#)
- [View Alerts](#)

QUICK HELP

- [Help About This Page](#)

Account Settings

- [Update Account Information](#)
- [View Account Activity](#)
- [Change Password](#)

CMS/HHS Vulnerability Disclosure Policy Privacy Policy User Agreement Adobe Acrobat


Slide notes

Users can view the activity for the WCMSAP account by clicking the View Account Activity link in the Account Settings box on the WCMSAP Home page.

Slide 32 - of 42 - Account Activity Page

Home About This Site CMS Links How To... Reference Materials Contact Us Logoff

Account Activity

 [Print this page](#)

QUICK HELP
[Help About This Page](#)

Account ID: 356789

Below details account activity for the Account ID listed.
Please report any discrepancies to the Benefits Coordination & Recovery Center (BCRC).

Select Return Home to return to the Home Page.

Activity Date	Activity Description	User
February 15, 2010	Account Registration	Jane Doe
February 20, 2010	Account Setup	Pam Jones
February 20, 2010	Designee Invitation	Pam Jones

[Return Home](#)

CMS/HHS Vulnerability Disclosure Policy Privacy Policy User Agreement Adobe Acrobat

Slide notes

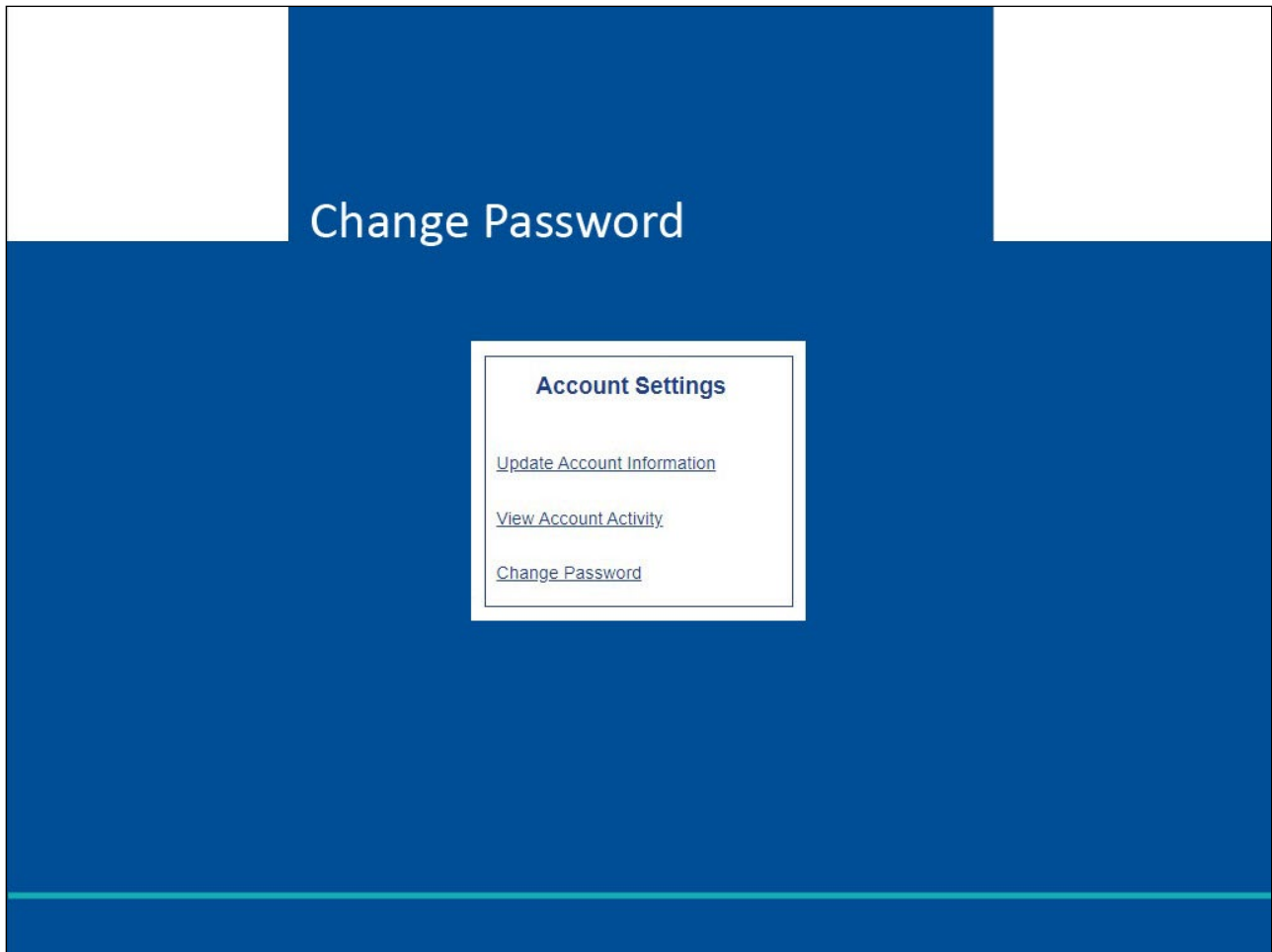
The Account Activity page will appear.

The system provides an Account Activity history page that lists Activity Date, Activity Description, and User.

Report any discrepancies to the BCRC.

After you have reviewed the account activity, click the Return to Home button to return to the WCMSAP Home page.

Slide 33 - of 42 - Changing your Password



Slide notes

Finally, we will take a look at Changing your Password in the WCMSAP.

Slide 34 - of 42 - Change Password Link

The screenshot shows the WCMSAP website interface. At the top is a navigation bar with links: Home, About This Site, CMS Links, How To..., Reference Materials, Contact Us, and Logoff. A 'Skip Nav' link is in the top right corner. The main heading is 'WCMSAP'. Below it is a paragraph describing the site's purpose for entering and tracking Workers' Compensation Medicare Set-Aside (WCMSA) proposals. To the right is a 'QUICK HELP' box with a 'Help About This Page' link. Below that is an 'Account Settings' box, outlined in red, containing three links: 'Update Account Information', 'View Account Activity', and 'Change Password'. A red arrow points to the 'Change Password' link. Below the main text is a section titled 'I'd like to...' with links for 'Create a New Case', 'Case Lookup', and 'View Alerts'. At the bottom is a footer with links for 'CMS/HHS Vulnerability Disclosure Policy', 'Privacy Policy', 'User Agreement', and 'Adobe Acrobat'.

Slide notes

The WCMSAP also provides the ability to change your password.

In order to initiate this change, click the Change Password link in the Account Settings box on the right side of the page.

Slide 35 - of 42 - Change Password Page

Home About This Site CMS Links How To... Reference Materials Contact Us Logoff [Skip Nav](#)

Change Password

Choose your password carefully.

- Password must be changed every sixty (60) days.
- Password cannot contain your Login ID
- Password must consist of at least eight (8) characters.
- Password must contain at least one upper-case letter, one lower-case letter, one number and one special character.
- Password must be different from the last twenty four (24) passwords
- Password must contain a minimum of four (4) changed characters from the previous password.
- Password cannot be changed more than once per day
- Password cannot contain a reserved word (See Help About This Page for a complete list)

An asterisk (*) indicates a required field.

Enter your Current or Temporary password: *

Enter your new password: *

Re-enter your new password: *

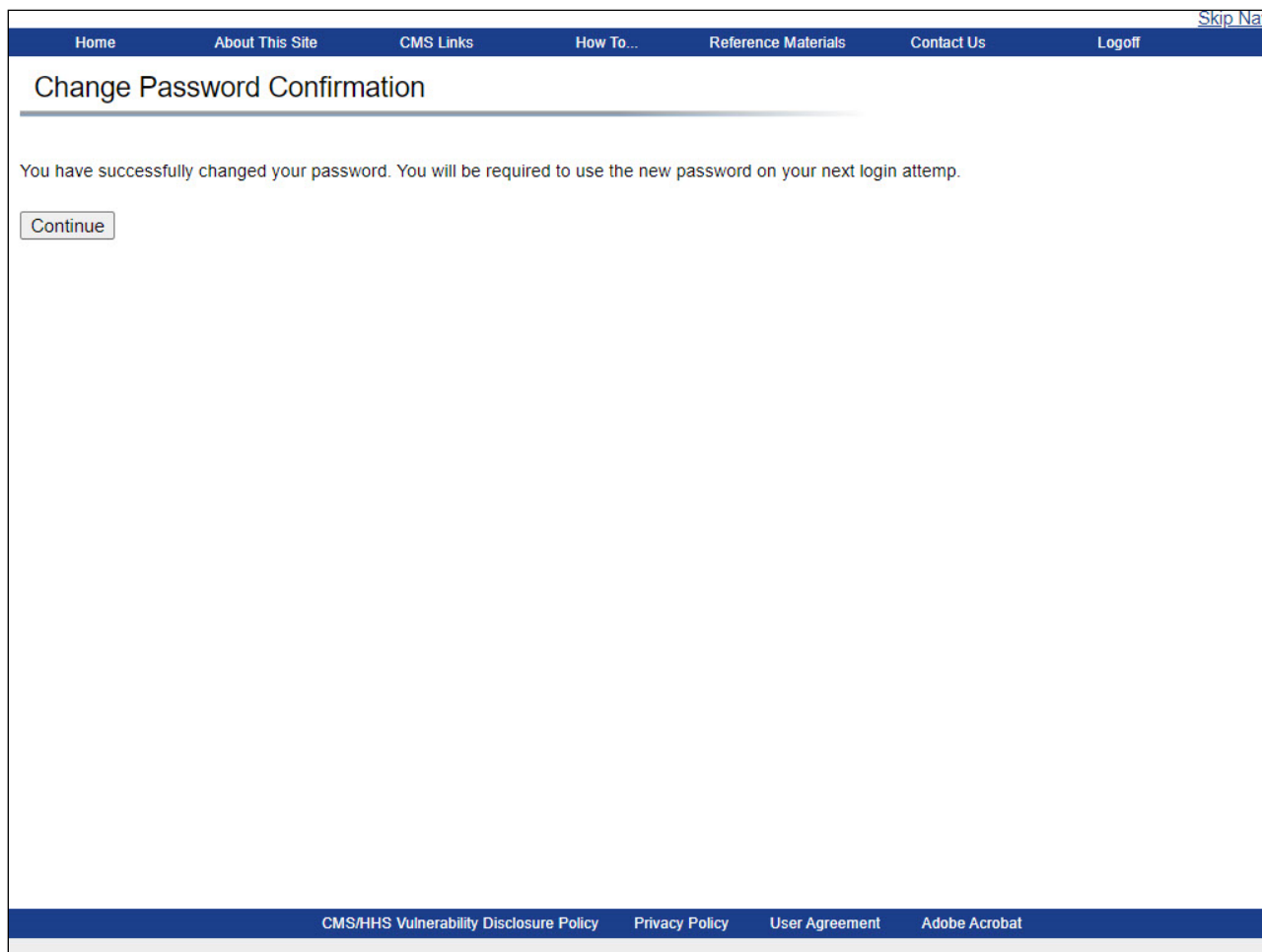
[CMS/HHS Vulnerability Disclosure Policy](#) [Privacy Policy](#) [User Agreement](#) [Adobe Acrobat](#)

Slide notes

The Change Password page will appear. Enter your current or temporary password, as applicable.

Enter and re-enter a new password following the listed guidelines. If you received a temporary password from an EDI Representative, then review your security questions. You can elect to keep or change your questions and answers.

Slide 36 - of 42 - Change Password Confirmation Page



Slide notes

The system will display the Change Password Confirmation page indicating that the password has been reset.

You will be required to use your new password the next time you login.

Remember, when you change your password in the WCMSAP, the password will be changed in all Section 111 COBSW applications that you are authorized to use.

Click Continue to return to the WCMSAP Home page.

Slide 37 - of 42 - Exiting the System


The screenshot shows the WCMSAP website interface. At the top is a dark blue navigation bar with links: Home, About This Site, CMS Links, How To..., Reference Materials, Contact Us, and Logoff. A 'Skip Nav' link is in the top right corner. The main content area is titled 'WCMSAP' and contains a paragraph describing the system's purpose for entering Workers' Compensation Medicare Set-Aside (WCMSA) proposals. Below this is a section titled 'I'd like to...' with three links: 'Create a New Case', 'Case Lookup', and 'View Alerts'. On the right side, there is a 'QUICK HELP' section with a link 'Help About This Page' (highlighted with a red box) and an 'Account Settings' section with links for 'Update Account Information', 'View Account Activity', and 'Change Password'. At the bottom is a dark blue footer bar with links: CMS/HHS Vulnerability Disclosure Policy, Privacy Policy, User Agreement, and Adobe Acrobat.

Slide notes

If you wish to exit the system, the WCMSAP system will allow you to terminate your session at any time.

Simply click the Logoff link at the top of the page.

Slide 38 - of 42 - Login Warning Page

[Login Warning](#)  [Print this page](#)

UNAUTHORIZED ACCESS TO THIS COMPUTER SYSTEM IS PROHIBITED BY LAW

This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes: (1) this computer network, (2) all computers connected to this network, and (3) all devices and storage media attached to this network or to a computer on this network. This system is provided for Government-authorized use only.

Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties

Personal use of social media and networking sites on this system is limited as to not interfere with official work duties and is subject to monitoring.

By using this system, you understand and consent to the following:

*You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this system.

*The Government may monitor, record, and audit your system usage, including usage of personal devices and email systems for official duties or to conduct HHS business. Therefore, you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this system. At any time, and for any lawful Government purpose, the Government may monitor, intercept, and search and seize any communication or data transiting or stored on this system.

*Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

<http://www.cms.hhs.gov/About-CMS/Agency-Information/Aboutwebsite/Security-Protocols.html>

Privacy Act Statement

The collection of this information is authorized by 42 U.S.C. 1395y(b)(5). The information collected will be used to identify and recover past mistaken Medicare primary payments and to prevent Medicare from making mistakes in the future for those Medicare Secondary Payer situations that continue to exist.

Attestation of Information

I have submitted all relevant information obtained and/or have knowledge of regarding this claimant, that was generated at any time on or after the Date of Incident (DOI) for the alleged accident/illness/injury/incident at issue, and has been included as part of this submission of the proposed amount for this WCMSA to the Centers for Medicare & Medicaid Services.

The information provided is complete, truthful, accurate, and meets all requirements set forth to use this process; and, I have read and understand all of the Centers for Medicare & Medicaid Services information at [Workers Compensation Agency Services](#)

LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.

[I Accept](#)

[Decline](#)

Slide notes

When you click the Logoff link, you will be returned to the Login Warning page. Once this page appears, you may close your browser.

Slide 39 - of 41- Course Summary

Course Summary

You are now able to:

- Complete WCMSAP login
- Conduct WCMSAP login when there is a forgotten:
 - Login Identification (ID)
 - Password
- Access Account Settings to update:
 - Personal Information
 - View account activity
 - Change password



Slide notes

You are now able to:

- Complete WCMSAP login
- Conduct WCMSAP login when there is a forgotten
- Login Identification (ID)

Password

Access Account Settings to update

- Personal Information
- View account activity
- Change Password

Slide 40 - of 41 - Conclusion



You have completed the Login and User Maintenance course. The information in this course can be referenced by using the document at the link below:

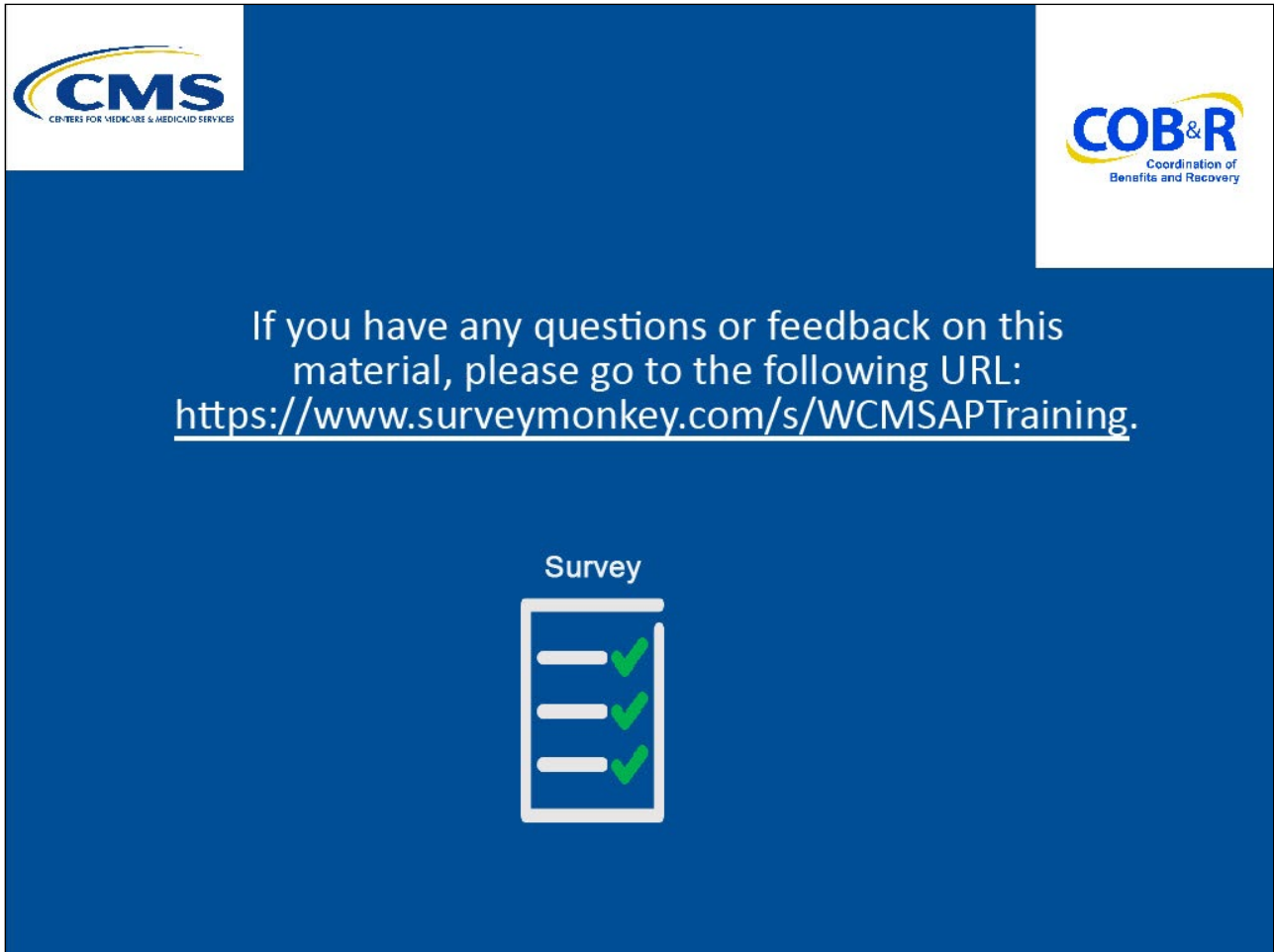
<https://www.cob.cms.hhs.gov/WCMSA/assets/wcmsa/userManual/WCMSAUserManual.pdf>

Slide notes

You have completed the Login and User Maintenance course.

The information in this course can be referenced by using the document at the link below: [WCMSAP User Manual PDF](https://www.cob.cms.hhs.gov/WCMSA/assets/wcmsa/userManual/WCMSAUserManual.pdf).

Slide 41 - of 41 - WCMSAP Training Survey



The slide features a dark blue background. In the top left corner is the CMS logo (Centers for Medicare & Medicaid Services). In the top right corner is the COB&R logo (Coordination of Benefits and Recovery). Centered on the slide is the text: "If you have any questions or feedback on this material, please go to the following URL: <https://www.surveymonkey.com/s/WCMSAPTraining>." Below this text is an icon labeled "Survey" which depicts a checklist with three items, each marked with a green checkmark.

Slide notes

If you have any questions or feedback on this material, please go to the following URL [WCMSAP Training Survey](https://www.surveymonkey.com/s/WCMSAPTraining).