MY L&I Enrollment Instructions (Providers and/or Administrator or scheduling staff)

1. Go to My L&I at https://secure.lni.wa.gov/home/

Washington State Department of Labor & Industries		A My L&I	owered by SecureAccess WASHINGTONS	
My L&I				
New users Get secure access to your information at L&J Then use your new login to access secure ser Sign up Check to see if you alread	and take advantage of our secure online services. vices from other state agencies with Secure Access War dy have a user ID.	shington (SAW)		
Returning users				
User ID:	Get User ID			
Password:	Reset my password			
	Log in			
Need help? Call 360-1	902-5999 weekdays between 8 a.m5 p.m. (Pacific). E	mail Web Customer Support		
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2. You'll need to first Sign up and set login credentials to enter the system. You should see the following form, which you'll need to complete to create an account:

	C Rudington State Department of Labor & Industries	My L&I My LAI My LAI
	Sign up for My L&I Entr your information First Name * Last Name * 83 Email * C Contact Phone * Forme: 20000000000	
	Contact info for security (optional) Puride additional correct info to make multi-factor submittation secury codes and reduce the chance of losing access to your account. BS Additional Email C. Mobile Phone Former controllower Message and access may apply for mobile phones. A message will be sent only when you request it.	
	Create a user ID and password User ID * User ID * User ID * User ID * User So must be at least four characters lines and may commit for USE (Your password * Your password * For provident to develope at the following: * All and to develope at the following: * Commit includes your user ID. Do not include your user ID.	
	Accept the Access Agreement To create an accept the Access Agreement Your Initials *	CANCEL CONTINUE
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3. Once the Sign Up process has been completed, you'll need to check your email for the activation link that was sent to you – (Note: the system will not allow you to login until you activate the profile).

The activation email will look similar to this:

This is a system generated email. Please do not reply to this message.				
Washington State Department of Labor & Industries				
Let's activate your profile				
User ID: wcstest				
To activate your My L&I profile and verify your email address, please click this link: <u>https://secure.lni.wa.gov/home/?</u> <u>function=Activate&UserID=wcstest18&ActivationCode=86224</u>				
If you do not activate by clicking the link above, this profile will expire. If clicking the above link does not work, copy and paste the link into a new browser window and press enter on your keyboard.				
Thank you for using My L&I.				

4. Select role (Medical or Vocational Providers) and click "Continue".

Washington State Department of	🔒 My L&I	1
Labor & industries	Complete set up	×
Max Due Cile	First, choose a role that applies to you.	
My Prome	🔝 Injured Worker or Authorized Delegate	
You haven't yet completed your set up	 Legal representative for an injured worker 	
To access your information at L	Medical or Vocational provider	
	 Billing provider 	
	Independent Medical Examination (IME) Provider	
	Employer or representative	
	 Third party administrator 	
	Third party accountant/bookkeeper	
	Retro program administrator	
	Health Services Coordinators and COHE Directors	
	Surgical Best Practices Coordinator	
	 Best Practice Activity Coach 	
	 Other 	
	Cancel	

5. Enter your Provider ID (if individual provider) or your Organization's Provider ID and click "Continue".



6. Select level of access (Administrator or *Claims) and click "Continue".

*All other interpreter services requestors (providers and/or scheduling staff) who will need access to the WordBridge system must select "Claims".



7. Click go to my profile orange button.

Washington State Department of Labor & Industries	Mail 🏹 🔒 My L&I	L Doggos McUsers 🔻 🛛 Log out
My Profile		_
MIPS TEST PHYSICIAN 2	Complete set up	Update
Medical and Vocational Providers Federal Tax Number : 09–1600106 Administrator My Dashboard + Get more access	Finished! You have requested access to the following: MIPS TEST PHYSICIAN 2 Claims access FEIN: 0916001069 Your request for access was sent to:	vprod a son pprod@gmail.com 902-6565 SAW/
f Y e m Läi home page SecureAccess Washington © Washington State Dept. of Labor & Industri Access Agreement Privacy & Security Sta	Get more access Go to my profile	Contact us Contact Labor & Industries

8. A new block will appear that shows you the pending access

Weshington State Department of Labor & Industries	🔒 My L&I 📔 👤 Doggos McUsers 🔻 🛛 Log out
My Profile	
MIPS TEST PHYSICIAN 2 Medical and Vocational Providers Federal Tax Number : 09-16001069 Your request is pending your administrator's approval • Get more access	My personal information Update User Id: jenprovprod First name: Jensina Last name: Anderson Email: jenempprod@gmail.com Phone number: (360) 902-6565 Secure Access Washington (SAW) My L&I is powered by SAW. With SAW, you can use your user ID and password to access online services from multiple state government offices. Access my services from other government offices Cancel my SAW account
f ♥ @ m L&I home page SecureAccess Washington © Washington State Dept. of Labor & Industries. Use of this site is subject to the laws of th	Contact us Contact Labor & Industries
Access Agreement Privacy & Security Statement Intended Use/External Content Pol	cy Staff Only Help us improve

9. You must wait for your Administrator's approval before you are given access to the Provider Dashboard. Once you have approval a new orange button will appear with "My Dashboard" on it. Click that and then you will see the Provider Dashboard and search for claims.

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My Profile MPS TEST PHYSICIAN 2 Medical and Vocational Providers Cederal Tax Number : 09-16001069 Claims Request more access My Dashboard + Get more access	My personal information Update User Id: testingprovider First name: testingprovider Last name: testingmvlni@gmail.com Phone number: testingmvlni@gmail.com Secure Access Washington (SAW) My L&I is powered by SAW. With SAW, you can use your user ID and password to access online services from multiple state government offices. Access my services from other government offices Cancel my SAW account
E E E	e state of Washington. cy : Staff Only Help us improve

10. Your dashboard will look like this

Washington State Dep Labor & Indu	artment of IS trie S	Ma	ail 🏹 🔒 My Lêi 👤	🔻 🛛 Log out	
Test Medic Administrator Manage FEIN 09-16001069	cal Provider			Watch List No items	
Search Patient Name	Last Name	First Name	Search	Active Users 56 users have active online access Manage access	
Date of Birth	Patient	Date of Injury	Claim No.	How do I?	"Schedule an interpreter" link will be added under "How do
No Results	No Results			Access the Claim and Account Center (CAC)	I?" section
				Submit a Report of Accident (ROA)	
				Transfer Care	
				Complete an Activity Prescription Form for my patient	
				Bill L&I for care given to]

11. You may also access the link to the WordBridge system within the claim file

Washington St. Labor &	ate Department of Industries		Mail 🔀 🔒 My L&I	👤 MyLNI Provider 🔻 🛛 Log out
FERDINAN Remove from Claim details	ND ECSTESTCLAI	М9	Q Back to search results	Watch List H010101 CACTEST, DUDE ZA00777 ECSTESTCLAIM9, FERDINAND
Claim number View in Claim and View claim file not Claim status Claim type	ZA00777 Account Center (CAC) es Awaiting review Not yet determined	Injury date View Reports of A Search imaged do Claim Manager	04/02/17 Accident Scuments SHANNON STEKETEE Phone: 360-902-4205 Send a message	Active Users 272 users have active online access New request for access
Received at L&I Schedule an in Worker details	04/02/2017 terpreter for an appointment wit	Next review h this patient	9/7/2021	How do I? Access the Claim and Account
Date of birth Attending doctor	02/02/72 MIPS TEST PHYSICIAN 2 Phone: 360-902-6586 Transfer care	Attorney Employer	N/A MY L&I TEST ACCOUNTS 360-902-6623	Center (CAC) Submit a Report of Accident (ROA) Transfer Care