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

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

Washington State Department of Labor & Industries		🔒 My L&I	powered by SecureAccess WASHINGTON®	
My L&I				
	nd take advantage of our secure online services. vices from other state agencies with Secure Access Washing y have a user ID.	ton (SAW)		
Returning users				
User ID.	Get User ID			
Password:	Reset my password			
	Log in			
Need help? Call 360-5	02-5999 weekdays between 8 a.m5 p.m. (Pacific). Email	Web Customer Supp	ort	
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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 Rudingers State Department of Labor & Industries	B My Ldi Scuret Local	
	Sign up for My L&I Enter your information First Name * Last Name * 81 Email * Contact Phone * Former 2000/00/0000		
	Contact info for security (optional) Purifies additional correct info to receive multi-factor evidentication security codes and induce the chance of losing access to your account. BS Additional Email C Mobile Phone Format controlococococococococococococococococococo		
	Create a user ID and password User ID * User ID * User Do must be at least four characters lines and nay contain (* V. U)(* Your password * Your password * For province/inty, please enter a password * Alter at Downlows techniq at start of the following: * Alter at Downlows before at the start of the following: * On average of the following		
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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).

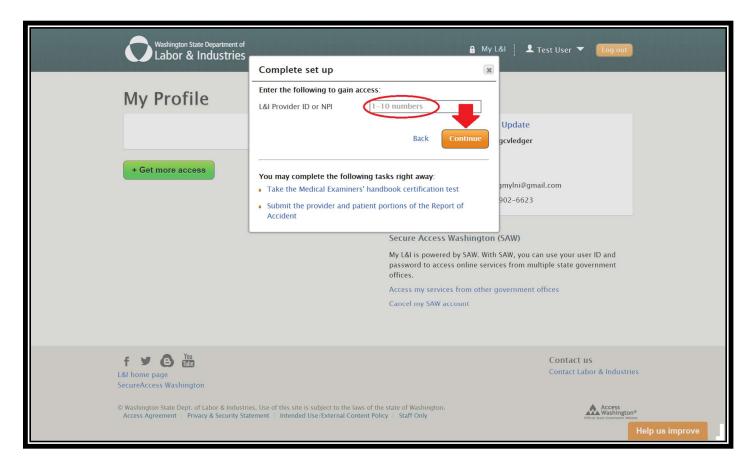
The activation email will look similar to this:

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".

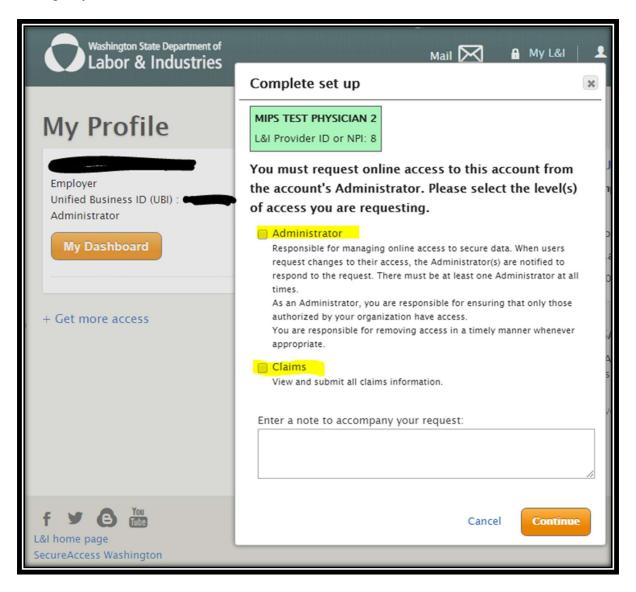
Washington State Department of Labor & Industries	🔒 My L&I	1
Labor & industries	Complete set up	×
My Drofilo	First, choose a role that applies to you.	
My Profile	🔝 Injured Worker or Authorized Delegate	
You haven't yet completed your set up	 Legal representative for an injured worker 	
To access your information at L	Medical or Vocational provider	
Complete set-up	 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 🎼	よ Doggos McUsers 🔻 🛛 Log out
My Profile		
MIPS TEST PHYSICIAN 2 Medical and Vocational Providers Federal Tax Number : 09–1600106 Administrator My Dashboard + Get more access	Complete set up Finished! You have requested access to the following: MIPS TEST PHYSICIAN 2 Claims access FEIN: 0916001069 Your request for access was sent to:	Update wprod a son pprod@gmail.com 902-6565 SAW) SAW
f Y C Yu L&I 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 🔻 🛛 Tog out
My Profile MPS TEST PHYSICIAN 2 Medical and Vocational Providers Federal Tax Number: 09-16001069 Vour request is pending your administrator's approval	My personal information Update User Id: jenproprod First name: Jensina Last name: Anderson Email: jenempprod@gmail.com Phone number: (360) 902-6565 Secure Access Washington (SAW) Ny 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

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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Mps 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: image:
E E E	

10. Your dashboard will look like this

Washington State Dep Labor & Indu	artment of IS trie S	Ma	ail 🏹 🔒 My L&i 📋 👤	🔻 🛛 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				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

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FERDINAN Remove from Claim details	ND ECSTESTCLA	IM9	Q Back to search results	Watch List H010101 CACTEST, DUDE
Claim number View in Claim and View claim file note Claim status Claim type	ZA00777 Account Center (CAC) s Awaiting review Not yet determined	Injury date View Reports of A Search imaged do Claim Manager		Active Users 272 users have active online access New request for access
Received at L&I Schedule an int Worker details	04/02/2017 terpreter for an appointment w	Next review ith this patient	9/7/2021	How do I?
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	Access the Claim and Account Center (CAC) Submit a Report of Accident (ROA) Transfer Care