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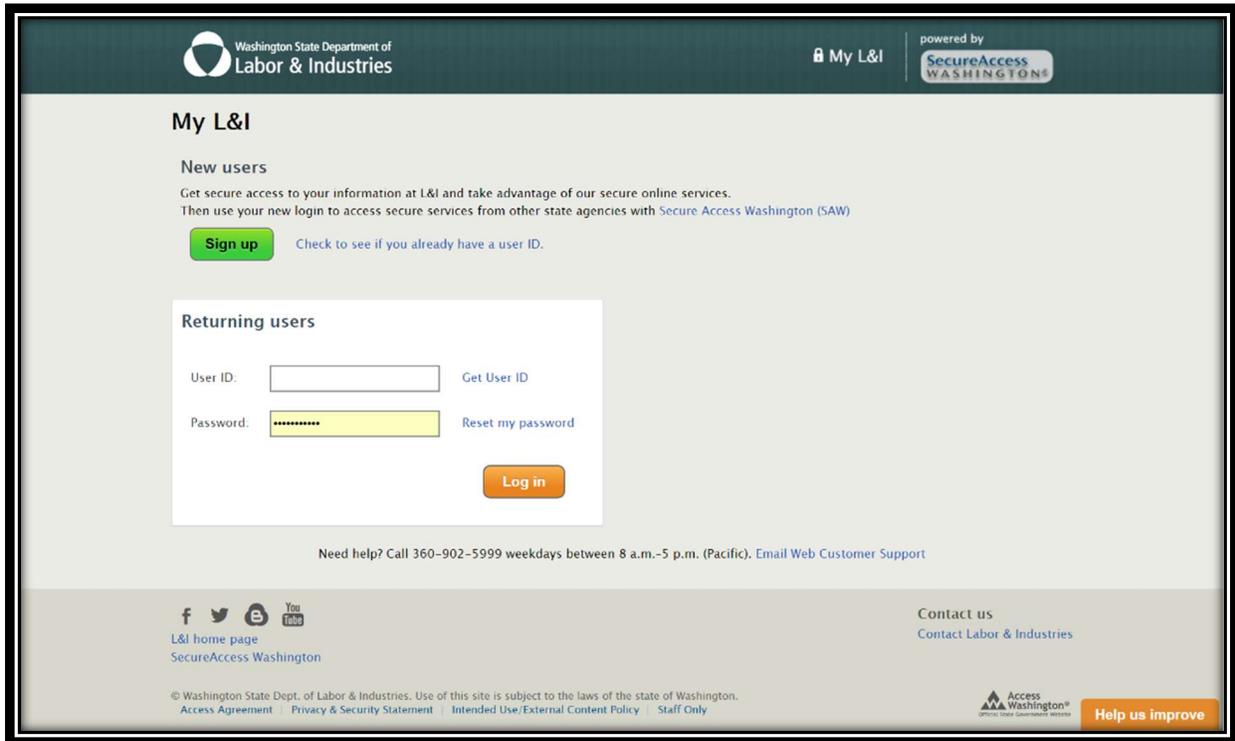## (Attending and Vocational Providers and/or scheduling staff)

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

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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:

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).

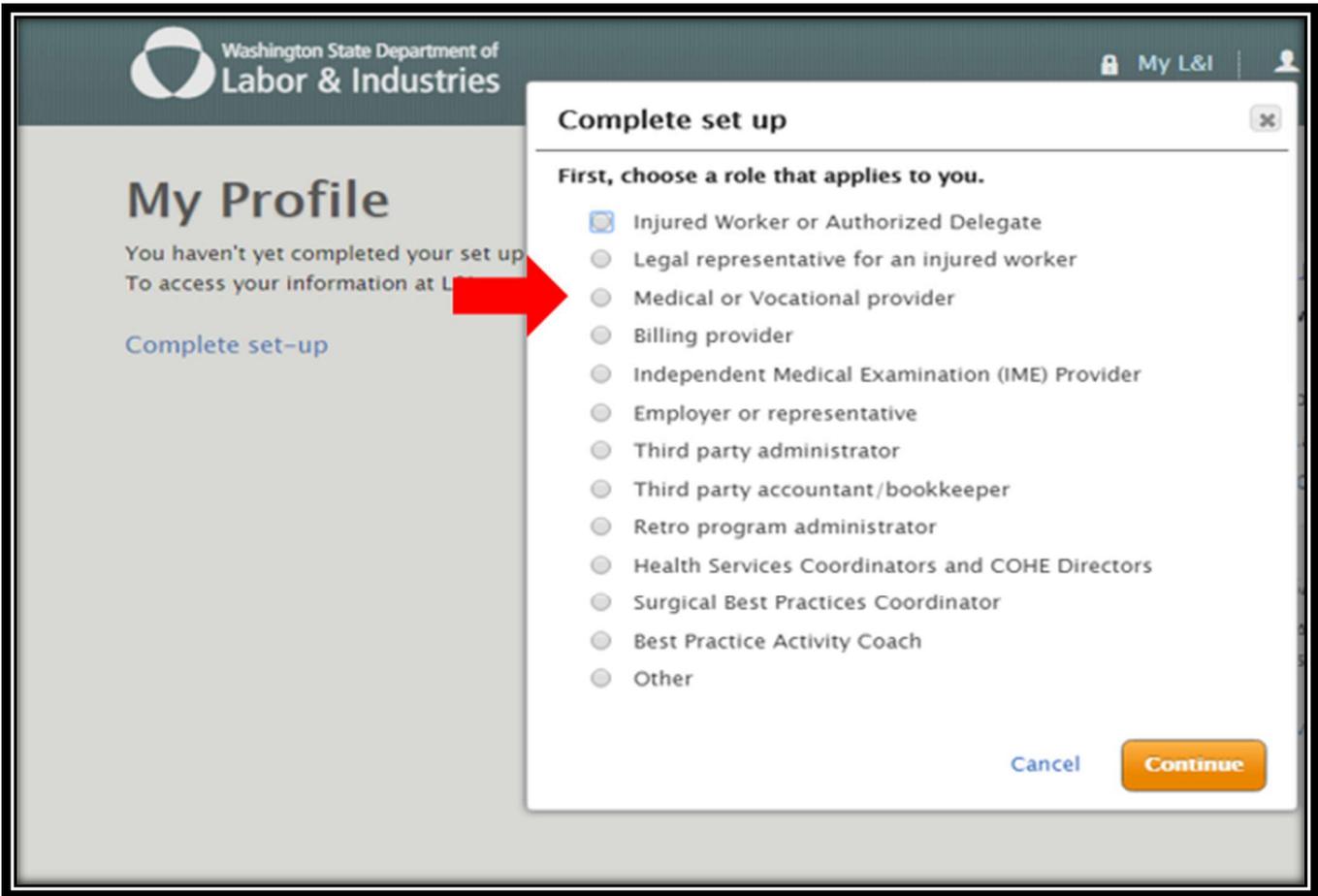The activation email will look similar to this:

Washington State Department of Labor & Industries   🔒 My L&I

Let's activate your profile

User ID: wcstest

To activate your My L&I profile and verify your email address, please click this link:

https://secure.lni.wa.gov/home/?
function=Activate&UserID=wcstest18&ActivationCode=86224

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.

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

5. Enter your Provider ID (if individual provider) or your Organization's Provider ID and click "Continue".
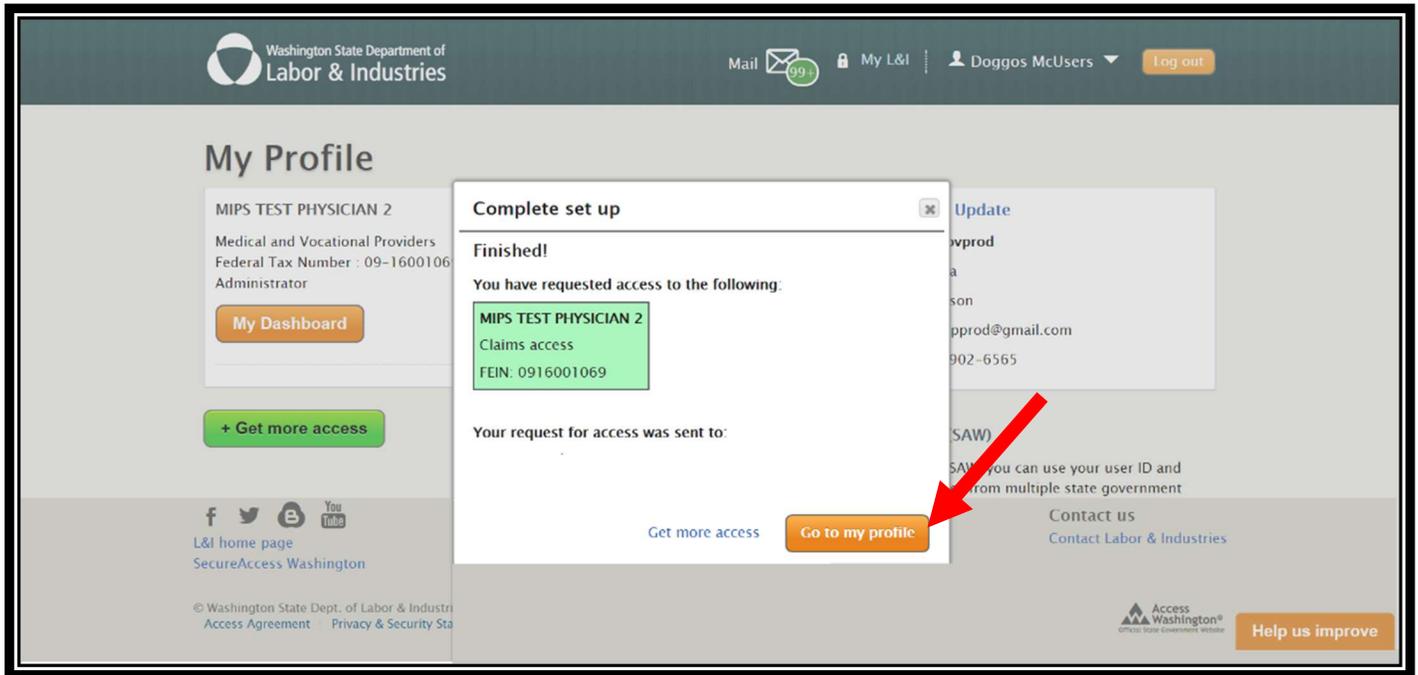
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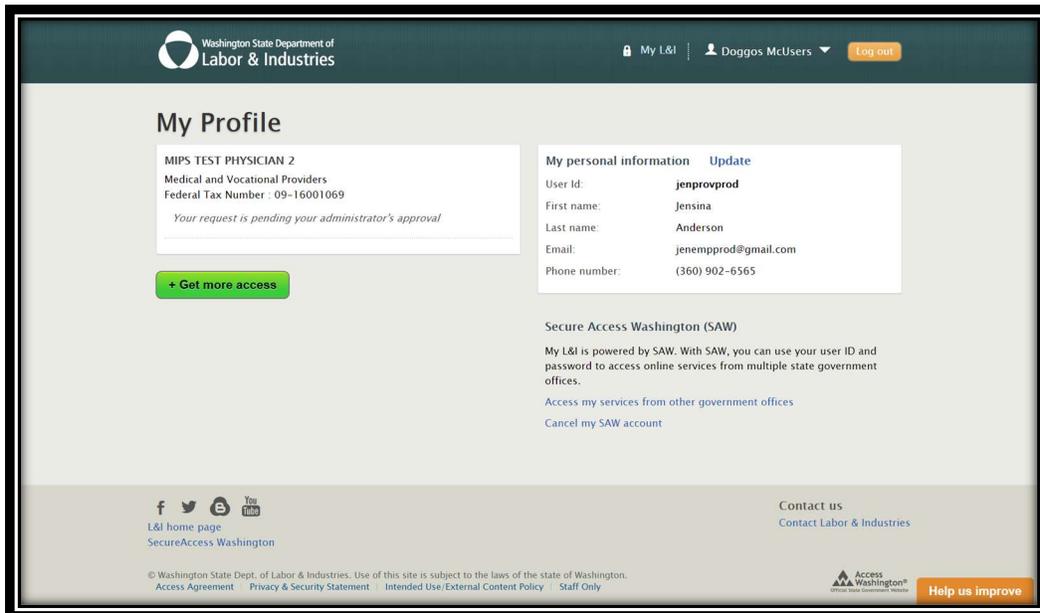6. Select level of access (Administrator **or** *Claims) and click "Continue".

*All other interpreter services requestors (providers and/or scheduling staff) who will need access to the WordBridge system must select "Claims".
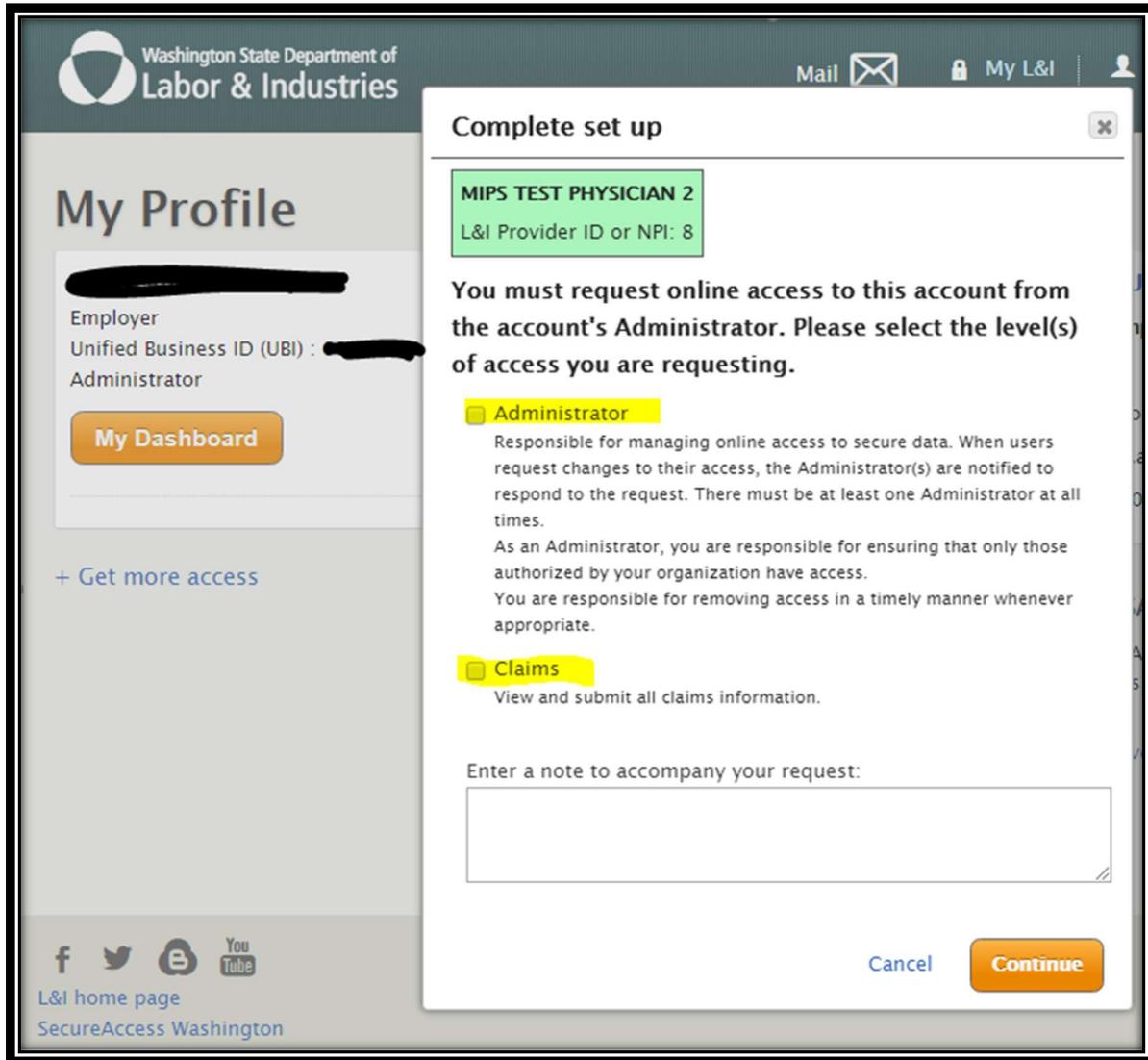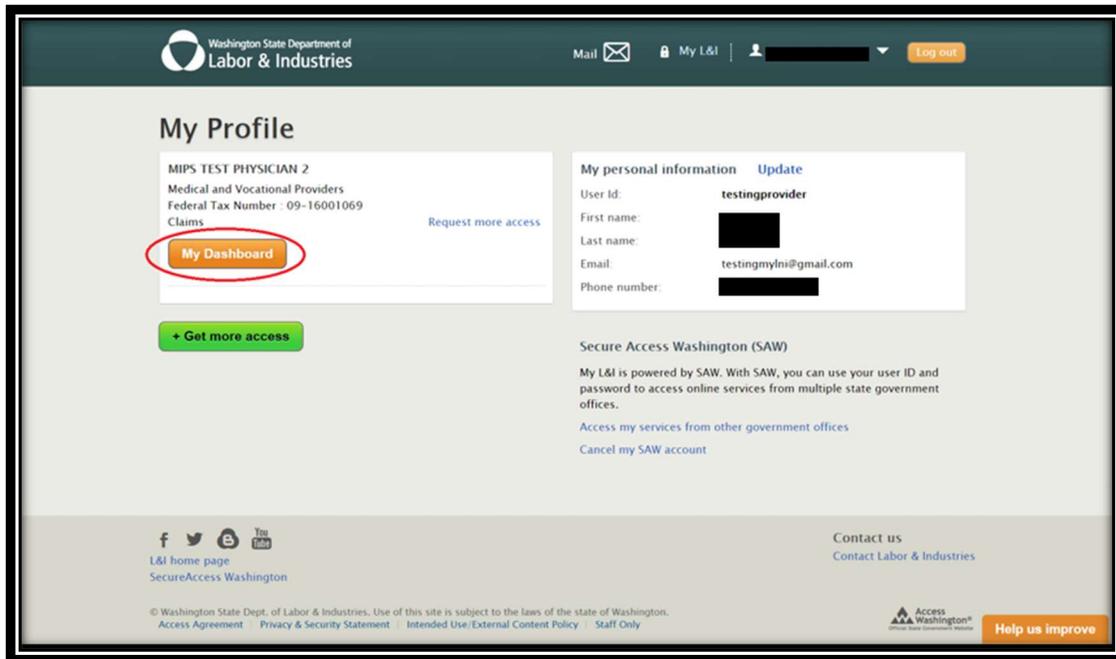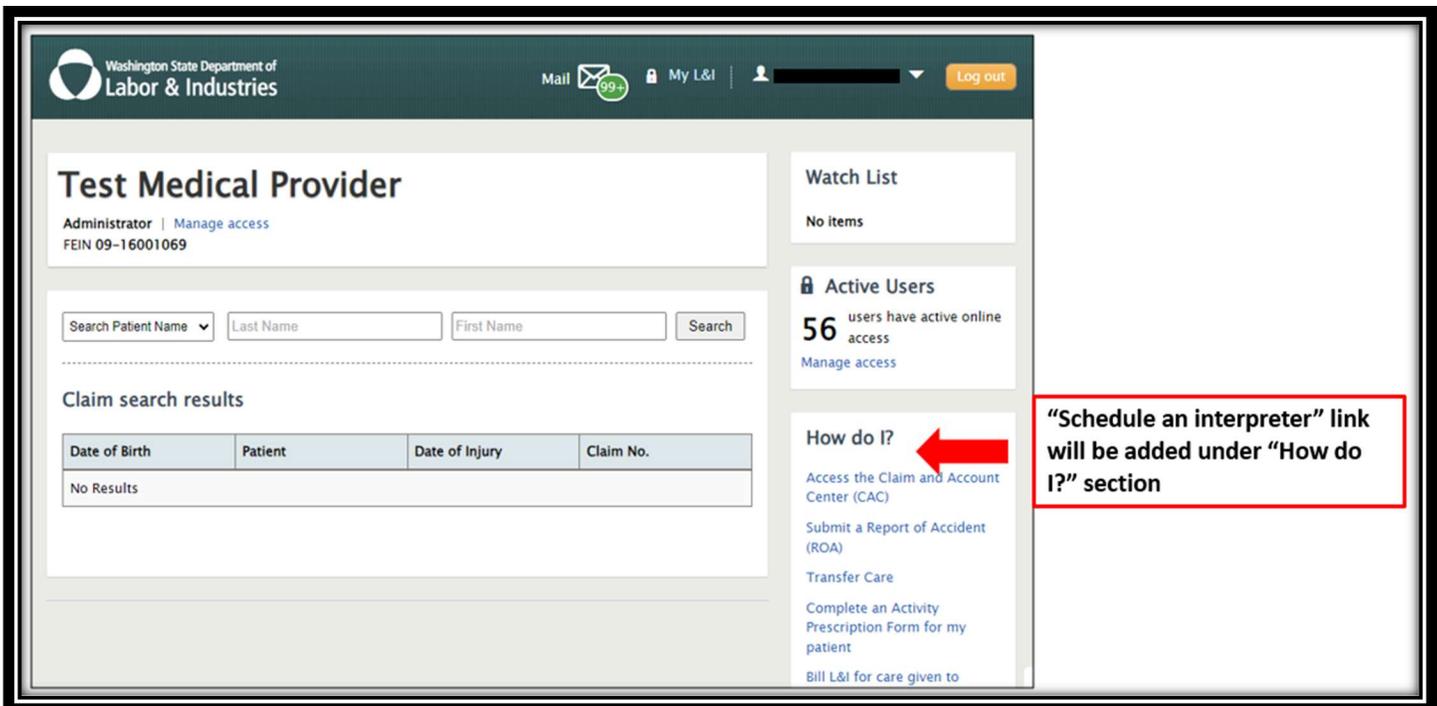
7. Click go to my profile orange button.

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

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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.

10. Your dashboard will look like this

"Schedule an interpreter" link will be added under "How do I?" section

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

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