

Worker's Compensation Insurance Letter

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Program	Claims Management
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Replaces	None/Reference 443



State of Wisconsin
Department of Workforce Development

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To: Insurance Carriers, Self Insured Employers and Claims Handling Offices
From: Frances Huntley-Cooper, Division Administrator
Subject: Implementation of Web Access Management System (WAMS) for access to Worker's Compensation protected internet sites

Purpose: Request security administrators for insurance carriers, self-insured employers, designated third party administrators (TPAs) and other users to begin conversion to the Web Access Management System (WAMS) for access to WC protected internet sites.

Background: In July, each insurance carrier, self-insured employer and designated TPA were asked to identify one individual security administrator for purposes of converting to the new security system used to access WC protected sites, namely the Insurer's Pending Reports, Performance Reports and Assessments. The goal is to convert security access for all insurers and designated claims administrators and their business users to WAMS by November 15, 2003. On or soon after this date, the existing security-access system will no longer be available.

This new system allows all insurers and designated claims administrators more latitude in granting and maintaining security for individual report users. It will no longer be necessary to change passwords every time there is a business or personnel change. Several insurers requested this feature to make it feasible for them to use the Pending Reports on a regular basis and submit required reports electronically through the Pending Reports System. Using WAMS, individual report users will create and maintain their own Wisconsin user ID's and passwords under the authorization of their security administrators.

This conversion does not require any software changes for you. Further, the move to WAMS will not change what claims you can access from the Insurer's Pending Reports. It will allow each user to have access to all claims authorized by the security administrators without "backing out" of the system or changing passwords.

This letter contains a unique "activation key" which can be used only once by each security administrator to activate the authorization process for entry into the secured sites.

For the Security Administrator of: «Business_Name»

The activation key is: «Delegation_Key»

Action Requested: Security Administrators are to take the following steps immediately and begin the process of conversion to WAMS:

- Go to this web site: <http://www.dwd.state.wi.us/wc/insurance/default.htm>. Click on the How to Get Access to WC Secured Sites Using the Web Access Management System (WAMS) link.
- Identify your report users, regardless of their employers, and direct them to the same web site. **Inform users that they will each receive a unique activation key via e-mail and not to use your Security Administrator's key that is shown above.**
- Inform your manager that a replacement will be needed if you vacate your position. You must transfer your rights as Security Administrator to the replacement.
- Discuss and encourage the use of the Internet or EDI for submission of required reports.

Inquiries: For WAMS security, Internet and EDI submissions contact Tracy Aiello, (608) 266-0434. For Internet submission training opportunities, contact Diane Rodenberg at (608) 267-6890.

Enclosures and References: Insurance Letter 443