

## Worker's Compensation Insurance Letter

|                 |                     |
|-----------------|---------------------|
| <b>INS #</b>    | 445                 |
| <b>Date</b>     | November 6, 2003    |
| <b>Program</b>  | Claims Management   |
| <b>Type</b>     | New Process         |
| <b>Replaces</b> | Reference 443 & 444 |



State of Wisconsin  
Department of Workforce Development

201 East Washington Avenue  
P.O. Box 7901  
Madison, WI 53707-7901  
Telephone: (608) 266-1340  
e-mail: DWDDWC@dwd.state.wi.us/wc  
<http://www.dwd.state.wi.us/>

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

**Purpose:** Remind insurance carriers, self-insured employers, designated third party administrators (TPAs) and other users that it is necessary to convert your security access to the WC protected internet sites before December 1, 2003, through use of the Web Access Management System (WAMS).

**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 WAMS. In October, Insurance Letter 444 asked you to begin conversion. That letter included your security administrator's individual "activation key". This conversion must be completed by December 1, 2003. After that date, the security-access system in place prior to October - which is based upon the WC user ID - will no longer be available.

This new system makes it feasible for report users to use the Pending Reports on a regular basis and submit required reports electronically through the Pending Reports System. Using WAMS, report users 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.

**Action Requested:** Security Administrators are to take the following steps immediately and complete the process of conversion to WAMS before December 1, 2003:

- 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. **Follow the instructions to obtain security administrator access. As the Security Administrator, you will have to use the activation key sent to you in Insurance Letter 444.**
- Identify your report users, regardless of their employers, and direct them to the same web site. **Inform users that, as part of the process, they will each receive a unique activation key via e-mail, from you as their Security Administrator. Instruct them not to use your Security Administrator's activation key that was provided in Insurance Letter 444.**
- 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.
- Do not report your name as Security Administrator's to the Division. The Division will have access to that information when you, as Security Administrator, complete your part of the process.

**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