

## **Setting up an Independent Living Contractor in eWiSACWIS**

1. Complete WAMS registration. This account creation process needs to occur only once.

Use this link <https://on.wisconsin.gov/WAMS/home> and then Click on "Self Registration" to complete the WAMS registration.

You will submit your contact and account information. Required fields appear with a red asterisk (\*) next to them. It is not necessary to complete the non-required fields. You will be sent a confirmation e-mail containing a Web link to the Account Activation page. You must have an accessible, valid, and unique e-mail address to complete the self-registration process. You should register using the same e-mail account and naming convention that you use for eWiSACWIS.

Check your email account for the WAMS registration confirmation email. Open and click the Web link provided in your e-mail to take you to the Account Activation page. You will log in using your new Wisconsin User ID and Password to activate your account. You must activate your account within four (4) days of requesting the account or you will have to begin the self-registration process again.

This account belongs to you. Please ensure that you remember your user ID, password and the answer to your secret question that you used to create your account with – you will need them to activate and maintain your State account, register as an eWiSACWIS worker, and to login to the eWiSACWIS application.

2. In addition to the previously signed User Agreement, there is an Agency Agreement that both you and your Contractor have to sign - if you haven't already. Here are the links to both agreements:

User Agreement: [http://dcf.wisconsin.gov/WiSACWIS/knowledge\\_web/training/paw-taw-agenda-materials/2007-05/CFS\\_2275\\_user\\_agreement.pdf](http://dcf.wisconsin.gov/WiSACWIS/knowledge_web/training/paw-taw-agenda-materials/2007-05/CFS_2275_user_agreement.pdf)

Agency Agreement: [http://dcf.wisconsin.gov/WiSACWIS/knowledge\\_web/training/paw-taw-agenda-materials/2007-05/CFS\\_2276\\_agency\\_agreement.pdf](http://dcf.wisconsin.gov/WiSACWIS/knowledge_web/training/paw-taw-agenda-materials/2007-05/CFS_2276_agency_agreement.pdf)

Appendix A of the Agency Agreement asks you to list what information in eWiSACWIS that the contract agency/worker will be accessing (or sharing). The following information should be included in the request:

Create Case Work (Maintain -Independent Living)- Create/Edit

Desktop - Icon Expansion

Independent Living Module (Three tabbed pages and Template) - Create/Edit

Independent Living Module - (Services) - Insert/Edit

Navigation Search - Person Retrieval Person Management - Create/Edit

Person Search - Open/Select

3. A Supervisor will need to create a worker record in eWiSACWIS.

To create a worker record, access the following quick reference guide:

[http://dcf.wisconsin.gov/WiSACWIS/knowledge\\_web/training/quick-ref-guides/ewisacwis\\_quick\\_ref\\_guides/Supervisory/Maintain Worker Quick Reference Guide 03-09.pdf](http://dcf.wisconsin.gov/WiSACWIS/knowledge_web/training/quick-ref-guides/ewisacwis_quick_ref_guides/Supervisory/Maintain_Worker_Quick_Reference_Guide_03-09.pdf)

4. The County's security delegate will need to submit an ePASS request for new worker(s) security to Independent Living.

To submit an ePASS request, access the following quick reference guide:

[http://dcf.wisconsin.gov/WiSACWIS/knowledge\\_web/training/ePass/ePASS\\_Quick\\_Reference\\_Guide-New\\_Worker\(05-09-06\).pdf](http://dcf.wisconsin.gov/WiSACWIS/knowledge_web/training/ePass/ePASS_Quick_Reference_Guide-New_Worker(05-09-06).pdf)