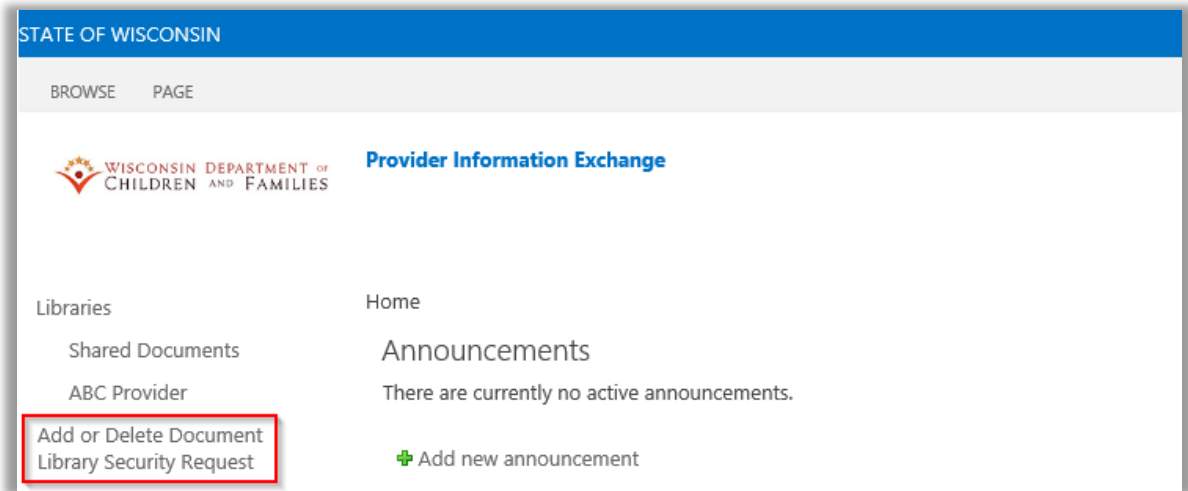


How do I request access for a new user to the PIE system?

1. Log into the PIE system by clicking the following link, or copying and pasting it into a browser:
<https://share.dcf.wisconsin.gov/pie/default.aspx>
2. Select Forms Authentication from the drop down. Enter your username (do not enter WIEXT\) and password. Check the box 'Sign me in automatically,' then click Sign In.
3. From the PIE Homepage, click Add or Delete Document Library Security Request.



4. Fill in the Wisconsin username of the provider staff the access is being requested for in the User ID(s) field. Select the facility you are requesting access for in the Facility name dropdown box. Select from the role dropdown which role the person will be performing (Caregiver Background checks, Performance Based Contracting, Rate Regulation, or all three). Select Add to add the new user to the system and click Save to submit the request.

Note: You can only request access for a facility that you are the lead of. If you are not the facility lead for the facility selected, the request will be denied.

Note: You can submit a request for more than one staff at a time if they are for the same facility and same role. Separate the Usernames with a semicolon.

5. You will receive an email when your request has been fulfilled.