Providers: Set Up WaMS Account
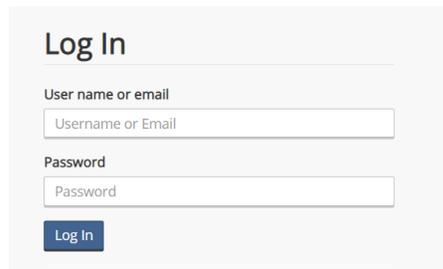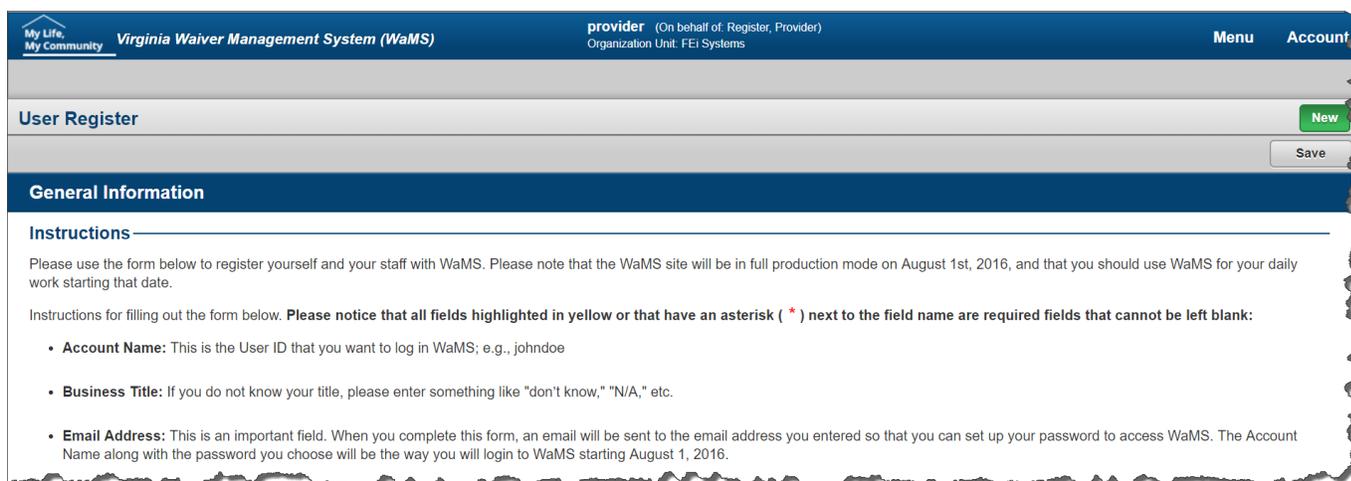
For a provider to have access to the *Waiver Management System* (WaMS), they must be an active Medicaid provider with the *Department of Medical Assistance Services* (DMAS)[1]. Once the provider has been notified that they are an active DMAS provider, they can register for a WaMS account.

To register for WaMs, follow the steps below:

> **Note**: User access to WaMS will be automatically deactivated for anyone who does not log in to the system within 90 Days.

REGISTER FOR WAMS ACCOUNT

1. Go to: https://www.wamsvirginia.org/WaMS/Ltss.Web/Register

2. At the **Log In** page type:

   - **User Name**: provider
   - **Password**: wpS%5Fwe

3. Click on **Log In**. The WaMS *User Register* page opens with instructions:[2]

Log In

User name or email

> Username or Email

Password

> Password

Log In

My Life, My Community — *Virginia Waiver Management System (WaMS)*

provider   (On behalf of: Register, Provider)
Organization Unit: FEi Systems

Menu   Account

User Register   New

Save

General Information

Instructions

Please use the form below to register yourself and your staff with WaMS. Please note that the WaMS site will be in full production mode on August 1st, 2016, and that you should use WaMS for your daily work starting that date.

Instructions for filling out the form below. **Please notice that all fields highlighted in yellow or that have an asterisk (*) next to the field name are required fields that cannot be left blank:**

- **Account Name:** This is the User ID that you want to log in WaMS; e.g., johndoe

- **Business Title:** If you do not know your title, please enter something like "don't know," "N/A," etc.

- **Email Address:** This is an important field. When you complete this form, an email will be sent to the email address you entered so that you can set up your password to access WaMS. The Account Name along with the password you choose will be the way you will login to WaMS starting August 1, 2016.

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4. Add your log in information:

   - **Account Name:** This will be your user login name for WaMS; e.g., mary.jones
   - **Business Title:** If you are unsure, enter information such as "don't know," "N/A".
   - **Email Address:** Once the form is completed, **an email will be sent to the email address to set up a password to access WaMS**. The *Account Name* along with the *password* chosen should be used to log in to WaMS

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[1] For assistance in getting set up as a DMAS provider, contact the DMAS Provider Helpline at 1-800-552-8627 (in state) / 804-786-6273 (out of state).

[2] If you are unable to register for WaMS electronically, call the WaMS Help Desk at 844-4-VA-WaMS (844 482-9267) and provide them with your Tax ID and NPI number.

- **National Provider Identification:** *Enter your organization NPI number* then click on **Get Organization Unit** to populate the *Organization Unit* field. The **User Rolesets** section (at the bottom of the page) will also become available
- **User Rolesets:** Select one or more Role(s). The Roles selected determine the functions that will be available for you to perform in WaMS. The <u>Admin</u> role allows an individual to create and manage the user accounts for others in your organization.

5. Click on **Save**. *A message stating your request has been submitted and to check your email to proceed.*

See *Example* graphic below:

Staff Information

Account Name: *	Provider_Test
First Name: *	Provider
Last Name: *	Test
Suffix:	
Business Title: *	Title
Email Address: *	provider_name@yourorganization.com
National Provider Identification: *	9999999999 [Get Organization Unit]
Organization Unit: *	Provider Register Test

Note: Fields with red asterisks and/or in yellow are required.

An Administrator (with the Provider Admin Role) should be designated for the organization. The administrator is the person responsible for quality assurance and monitoring of the system to ensure that only individuals who are active in an organization have a WaMS account. The administrator should deactivate any individual that is no longer employed by the organization or no longer needs to have access to WaMS.

Step-by-step instructions to add staff members and assign roles in WaMS for your organization are located on the WaMS Home page under the *Training Manuals, Webinars, and FAQs / Providers / Job Aids* section entitled: **New Staff Set-Up and Login**.

If you are unable to complete the process above electronically, call the **WaMS Help Desk** at **844-4-VA-WaMS** (**844-482-9267**) and provide them with your Tax ID and NPI number.

For assistance in getting set up as a DMAS provider, contact the **DMAS Provider Helpline** at **1-800-552-8627 (in state) / 804-786-6273 (out of state)**.