1. Go to My L&I Sign in at https://secure.lni.wa.gov/home/ and click the green “Sign Up” button.
2. Fill out the fields accordingly, to include the captcha and click the “Validate” button. Once validated, click the “Continue” button.
3. Check e-mail box that was entered on the form and look for a message from “My L&I” to activate profile.

4. Activate Profile by clicking on link contained in the e-mail.
5. Login from activation page and click “Log In”.

6. Select role (Health Services Coordinators and COHE Directors) and click “Continue”.
7. Enter FEIN and click “Continue”.

8. Select level of access (Health Services Coordinator) and click “Continue”.
9. Complete “Security Profile” and click “Continue”.

10. Enter back up e-mail (optional) and click “Continue”.
11. Enter back up phone number (optional) and click “Continue”.

12. Complete “Security Profile” and click “Continue”.
13. A confirmation of the information will appear in a pop up. Click on “Remember this Computer” if this is a computer that will be used regularly for login to this site (this will reduce the chance of getting challenged on next login). Click “Continue”.

14. Your profile page will appear with a message “Your request is pending your administrator’s approval”.
15. L&I staff will set up your access to the Occupational Health Management System (OHMS) with the new User ID you just created in My L&I and approve your access request. They will then notify you that the setup is complete.

16. Log back into My L&I as a returning user and click on “My tasks”.

17. Then click on any of the activities listed below “Care coordination for COHEs” to enter OHMS.