



Washington State Department of
Labor & Industries

ProviderOne



Enrolling as an individual billing provider

ProviderOne User Guide

Updated December 2024

Disclaimer: Every effort was made to ensure this manual's accuracy. However, in the unlikely event of an actual or apparent conflict between this document and department rule, the department rule controls.

Table of Contents

Enrolling as an individual billing provider	1
Step 1: Basic information.....	2-5
Step 2: Add locations	6-9
Step 3: Provider additional information	10-11
Step 4: Add specializations.....	12-13
Step 5: Add ownership details	14-15
Step 6: Add licenses and certifications.....	16-17
Step 7: Add training and education	18-19
Step 8: Add identifiers.....	20
Step 9: Add contract details.....	21
Step 10: Add federal tax details	22
Steps 11-16: Not applicable to L&I providers	23
Step 17: Add payment and remittance details.....	24-25
Step 18: Complete enrollment checklist	26
Step 19: Final enrollment instructions	27

Enrolling as an individual billing provider

There are two types of individual providers, billing and servicing only. An individual *billing* provider works for themselves and submits their own bills. An individual *servicing* provider works for a group or organization who bills on their behalf. The organization billing on behalf of the servicing provider will also submit their enrollment application then update their account as needed. For more information about Servicing Only Provider Enrollments see to the [Enrolling an individual servicing only provider guide](#).

PROVIDER ENROLLMENT LINKS

To start a new provider enrollment application use this link:

www.waproviderone.org/ecams/jsp/common/pgNewPrvdrEnrollment.jsp

To resume an incomplete enrollment application use this link:

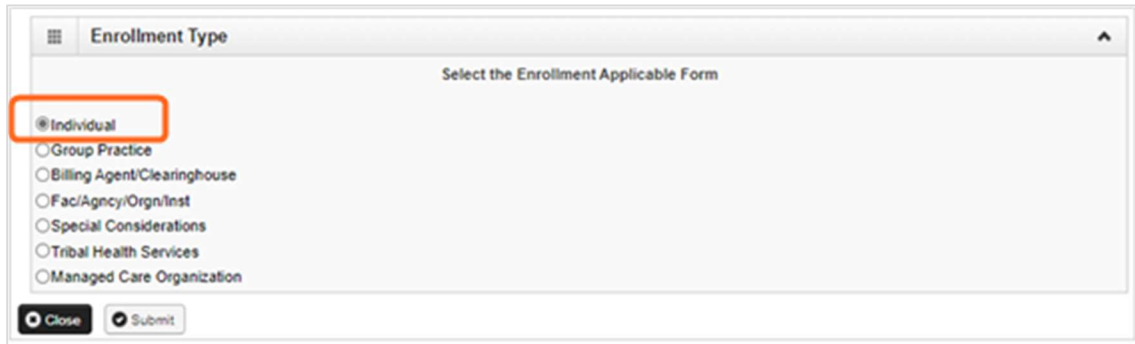
www.waproviderone.org/ecams/jsp/common/pgTrackPrvdrApplctn.jsp

You will need your application ID and the Tax ID (SSN or FEIN) to resume the application.

Step 1: Basic information

SELECTING THE ENROLLMENT TYPE

- Select **Individual**
- Click **Submit**

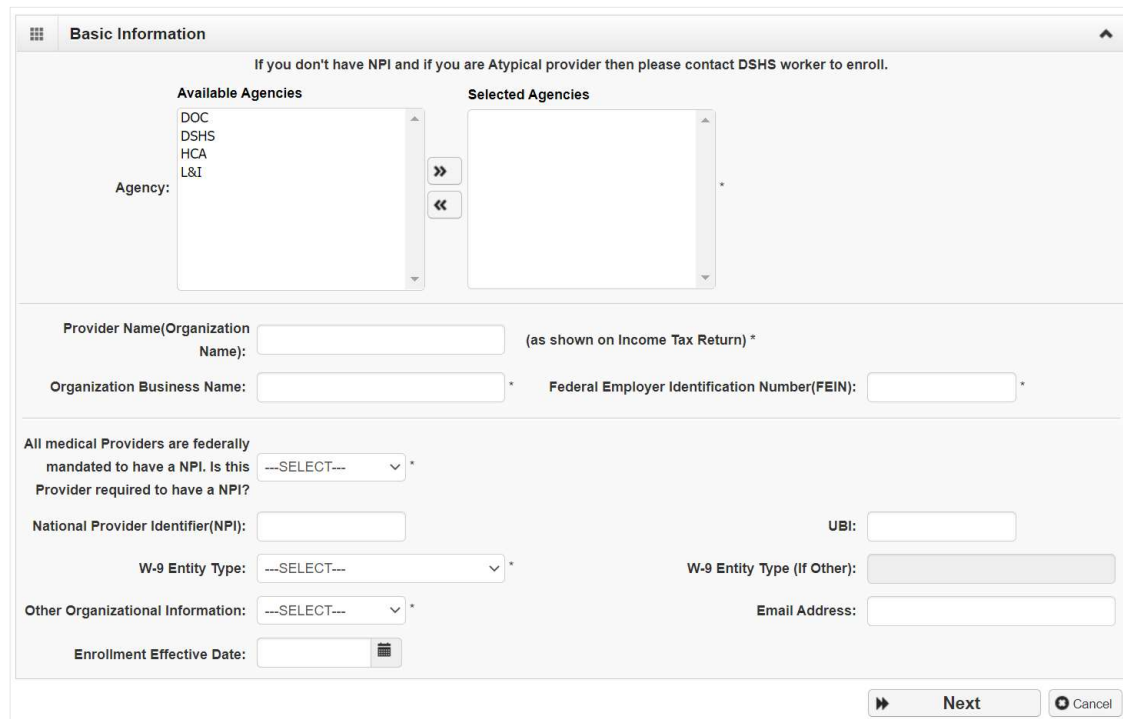


The screenshot shows a dialog box titled "Enrollment Type" with the instruction "Select the Enrollment Applicable Form". It contains a list of radio button options: "Individual" (selected and highlighted with a red box), "Group Practice", "Billing Agent/Clearinghouse", "Fac/Agency/Orgn/Inst", "Special Considerations", "Tribal Health Services", and "Managed Care Organization". At the bottom, there are "Close" and "Submit" buttons.

Note: Fields marked with an asterisk are required.

BASIC INFORMATION

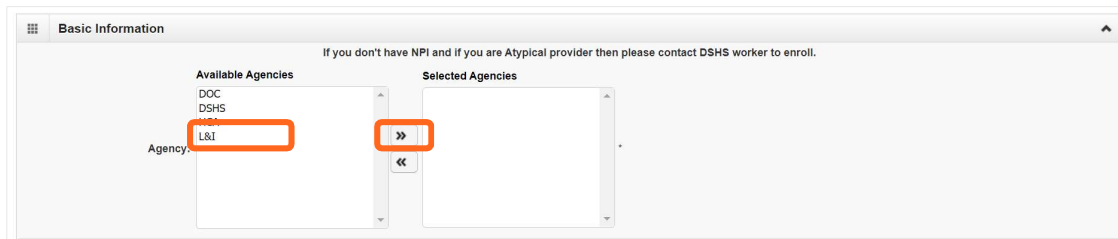
ProviderOne displays the **Step 1: Basic Information** page.



The screenshot shows the "Basic Information" form with the instruction: "If you don't have NPI and if you are Atypical provider then please contact DSHS worker to enroll." It features two columns of agency selection: "Available Agencies" (DOC, DSHS, HCA, L&I) and "Selected Agencies". Below are several required fields marked with an asterisk: "Provider Name (Organization Name)" (as shown on Income Tax Return), "Organization Business Name", "Federal Employer Identification Number (FEIN)", "National Provider Identifier (NPI)", "W-9 Entity Type", "Other Organizational Information", and "Enrollment Effective Date". There are also dropdown menus for "All medical Providers are federally mandated to have a NPI. Is this Provider required to have a NPI?", "W-9 Entity Type", and "Other Organizational Information". Fields for "UBI" and "Email Address" are also present. "Next" and "Cancel" buttons are at the bottom right.

- In the **Agency** box, click **L&I**, then click the double right arrows.

Note: The note at the top of the screen doesn't apply to L&I.



- If you select **Federal Employer Identification Number (FEIN):**
 - In the **Provider Name (Organization Name)** field, enter the **legal name registered** with the Internal Revenue Service (IRS) for your FEIN.
 - In the **Organization Business Name** field, enter the “doing business as” (DBA) name.

Tax Identifier Type: FEIN
 SSN

Provider Name(Organization Name): (as shown on Income Tax Return)

Organization Business Name: Federal Employer Identification Number(FEIN):

- If you select **Social Security Number (SSN):**
 - In the Provider Name you must enter your name as it appears on your professional license.
 - *Hyphens are not allowed* when entering your name.
 - For **Servicing Type** drop-down menu:
 - Choose **Regular Provider** if you're the billing provider.
- For the remaining fields:
 - Use the dropdown to indicate if you're federally mandated to have an NPI number.
 - If **Yes**, enter NPI.
 - If **No**, a generic NPI will automatically generate.

Note: If you're unsure, go to **L&I's website** to learn more.

All medical Providers are federally mandated to have a NPI. Is this Provider required to have a NPI? *
National Provider Identifier(NPI):

W-9 Entity Type: * UBI:

Other Organizational Information: * W-9 Entity Type (If Other):

Enrollment Effective Date: Email Address:

Next Cancel

Don't enter a UBI or enrollment effective date. L&I does not utilize the information in those fields.

- Enter **Email Address**. This email is who L&I will contact for any issues with credentialing.
- Click **Next** to see your Application ID.

APPLICATION ID

The Application ID will be sent to the email address you provided.

Application Id: 20220629694630 Name: LNI Test Individual Enrollment Type: Individual

Basic Information

You have been assigned application #: 20220629694630.
Please make note of this application number before moving on to the next step...
Click Next to go into the Business Process Wizard. The Business Process Wizard will be emailed to you.

Keep your Application ID available. You'll need the ID to:

- Continue your application (if you exit before submitting).
- **Resume or check your application status, You will need your application ID and SSN/FEIN submitted on your application.**
- Update or add additional information, if requested.

BUSINESS PROCESS WIZARD (BPW)

The Business Process Wizard or BPW, will guide you through the necessary steps to finish your application.

Step	Required	Start Date	End Date	Status	Step Remark
Step 1: Provider Basic Information	Required	09/30/2022	09/30/2022	Complete	
Step 2: Add Locations	Required			Incomplete	
Step 3: Provider Additional Information	Required			Incomplete	
Step 4: Add Specializations	Required			Incomplete	
Step 5: Ownership & Managing/Controlling Interest details	Required			Incomplete	
Step 6: Add Licenses and Certifications	Optional			Incomplete	
Step 7: Add Training and Education	Optional			Incomplete	
Step 8: Add Identifiers	Optional			Incomplete	
Step 9: Add Contract Details	Optional			Incomplete	
Step 10: Add Federal Tax Details	Required			Incomplete	
Step 11: Add EDI Submission Method	Optional			Incomplete	
Step 12: Add EDI Billing Software Details	Optional			Incomplete	
Step 13: Add EDI Submitter Details	Optional			Incomplete	
Step 14: Add EDI Contact Information	Optional			Incomplete	
Step 15: Add Billing Provider Details	Optional			Incomplete	
Step 16: Add Servicing Provider Information	Optional			Incomplete	
Step 17: Add Payment and Remittance Details	Required			Incomplete	
Step 18: Complete Enrollment Checklist	Required			Incomplete	
Step 19: Final Enrollment Instructions	Required			Incomplete	

All steps marked **Required** must have a **Complete** status before you can submit the application.

Required	Start Date	End Date	Status
Required	06/29/2022	06/29/2022	Complete
Required			Incomplete

Step 2: Add locations

ADD PROVIDER LOCATION FORM

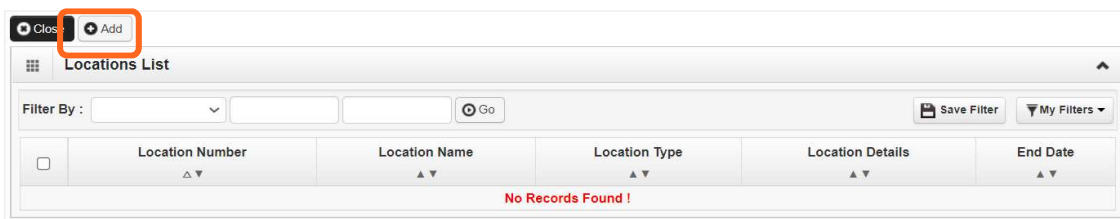
The first location you add will be your NPI Base Location where you bill for services:

- **Location** (physical address of primary location)
- **Mailing** (the place where you receive mail)
- **Pay-To** (the place where a paper check and remittance advice is sent)

If you have more than one location, repeat the steps below. Each location will receive its own L&I provider number for billing and may appear in L&I's Find a Doctor (FAD) provider directory.

ADD LOCATIONS

- Click **Add**.

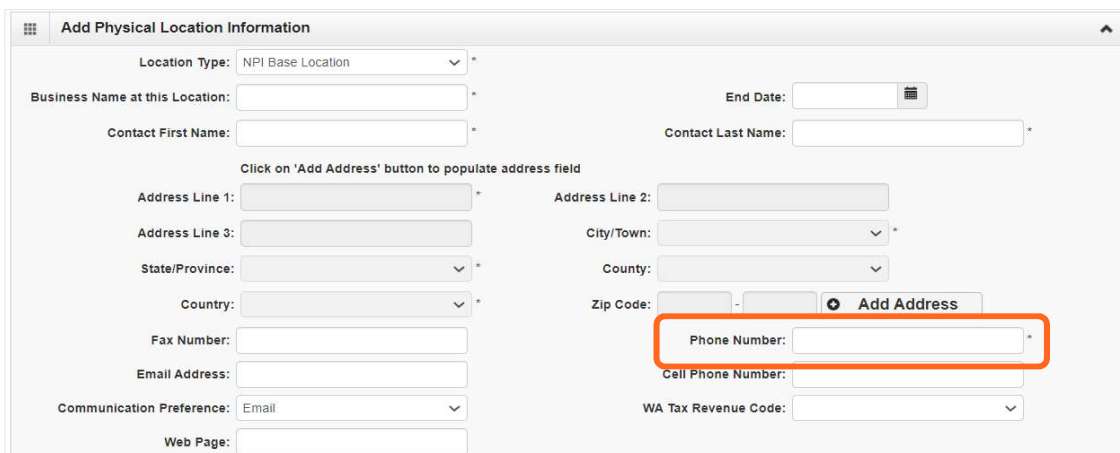


The screenshot shows a 'Locations List' window with a table. The 'Add' button is highlighted with an orange box. The table has columns for Location Number, Location Name, Location Type, Location Details, and End Date. A red message 'No Records Found!' is displayed at the bottom of the table.

ADD PHYSICAL LOCATION INFORMATION

- Enter the required fields.
- **Don't enter** a date in the End Date field for any of these addresses. The end date will auto-populate to 12/31/2999.

Important! Include the phone number you want patients to call for each location.

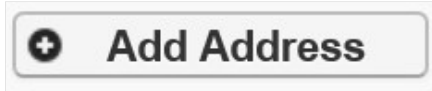


The screenshot shows the 'Add Physical Location Information' form. The 'Phone Number' field is highlighted with an orange box. The form includes fields for Location Type, Business Name, Contact First Name, Contact Last Name, End Date, Address Line 1, Address Line 2, Address Line 3, City/Town, County, State/Province, Country, Zip Code, Fax Number, Email Address, Communication Preference, Web Page, and WA Tax Revenue Code. There is also an 'Add Address' button.

ADD ADDRESS INFORMATION

To add a Location, Mailing, and Pay-To Address:

- Click **Add Address**.



- Complete **Address Line 1** and **Zip Code** fields.
- Click **Validate Address**.

A screenshot of the "Address details" form. The "Address Line 1" field is highlighted with a red box. The "Zip Code" field is also highlighted with a red box. The "Validate Address" button is highlighted with a red box. The form includes fields for Address Line 1, Address Line 2, Address Line 3, City/Town, State/Province, County, and Country. There are "OK" and "Cancel" buttons at the bottom right.

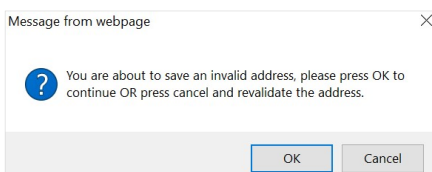
- If the address entered is valid, the following message will appear at the top of the page.

A screenshot of the "Address details" form showing a successful validation message. The message "Address validation successful" is displayed in a blue box at the top left. The "Address Line 1" field contains "123 State Ave". The "City/Town" dropdown is set to "LACEY". The "State/Province" dropdown is set to "Washington". The "County" dropdown is set to "Thurston". The "Zip Code" field contains "98513 - 6856". The "Validate Address" button is visible. There are "OK" and "Cancel" buttons at the bottom right.

- If the address entered is not located, the following message will appear at the top of the page.

A screenshot of the "Address details" form showing an error message. The message "Address not found with Street Address and Zip Code Combination" is displayed in red text at the top of the form.

- Either:
 - Correct the address and click **Validate Address** again.
 - Or, click **OK** to continue. The following pop-up window will be displayed.



- Click **OK** to save or **Cancel** to revalidate the address using the steps above.

- Click **OK** and **Close** to return.

Note: Make sure you can receive mail at the location address. If your address isn't valid, it may delay payment and correspondence.

L&I SPECIFIC INFORMATION

This section allows you to choose if this location appears in the **Find a Doctor** directory on www.Lni.wa.gov.

- Select **Yes** to have this location appear in the “Find a Doctor” directory on L&I’s website. The fields in this section are required.
 - Make the remaining selections:

The screenshot shows the 'L&I Specific Information' form. The 'Publish in Provider Directory' dropdown is highlighted with a red box and set to 'Yes'. Other fields include 'Age Restrictions' (No), 'Accept New Patients' (Yes), and 'Handicapped Accessible' (Yes). The 'Languages Spoken' section shows a list of available languages and a 'Selected Languages' list containing 'ENG-English'. The 'Office Hours' section shows a grid for days of the week with time slots.

- Selecting **No** disables the remaining fields in this section.

The screenshot shows the 'L&I Specific Information' form with 'Publish in Provider Directory' set to 'No'. The 'Age Restrictions', 'Accept New Patients', and 'Handicapped Accessible' fields are now disabled (grayed out). The 'Languages Spoken' and 'Office Hours' sections are also disabled.

- Click **Save** when done.

ADD MAILING ADDRESS INFORMATION

You can indicate the same address as the physical location or enter a new address.

- Click **Same as Location Address** to copy the physical location address.
- Or, follow the instructions on the previous pages to **Add Address**.

The screenshot shows the 'Mailing Address' form. The 'Same as Location Address' checkbox is highlighted with a red box and is checked. Below it, there are fields for 'Address Line 1', 'Address Line 2', 'Address Line 3', 'City/Town', 'State/Province', 'County', 'Country', and 'Zip Code'. An 'Add Address' button is located at the bottom right.

ADD PAY-TO ADDRESS INFORMATION

- Follow the mailing address instructions.

Pay-To Address

Same as Location Address

End Date:

Click on 'Add Address' button to populate address field

Address Line 1:

Address Line 2:

Address Line 3:

City/Town:

State/Province:

County:

Country:

Zip Code: -

ADD SERVICING LOCATIONS

If you are providing services at more than one location, you can add them here. To add a Servicing Location, you must provide a Location and Mailing Address.

- Above the **Locations List**, click **Add**.

Close Add

Locations List

Filter By:

Location Number	Location Name	Location Type	Location Details	End Date
No Records Found!				

- Repeat steps from **Add Address Information** section (page 8), then click **OK** to save or **Cancel** to close without saving.

DELETE A LOCATION

If you add an incorrect location when completing your application you can use the delete button to remove them.

Note: You can only delete a location during enrollment.

- Check the box next to the record you want to delete and click **Delete**.

Close Add

Locations List

Filter By:

Location Number	Location Name	Location Type	Location Details	End Date
<input checked="" type="checkbox"/> 0001	PRU TEST INDIVIDUAL	NPI Base Location	1234 MAIN STREET, OLYMPIA, WASHINGTON 98504	12/31/2999

Viewing Page: 1

Note: When a location is deleted, all step details associated with that location, including Address, Specialties, and Licenses/Certifications will be deleted. Once your application has been approved, please refer to the Individual Modification Guide for changes.

Step 3: Provider additional information

CORRESPONDENCE ADDRESS

L&I sends any requests or documentation about the care of an injured worker to this address. The Mailing Address in Step 2 will auto-populate. You can enter a new address following these steps:

- Click **Add Address**.

Close Save

Correspondence Address

Click the "Add Address" button to Add a new Address or update/modify an existing Address

Start Date: 04/21/2021 Status: In Review

Address Line 1: 789 Second Ave NW Address Line 2:

Address Line 3: City/Town: Olympia

State/Province: County: Thurston

Country: UNITED STATES Zip Code: 98501

Add Address

- Complete **Address Line 1** and **Zip Code**.
- Click **Validate Address**.
- If the address entered is valid, including the City/Town. If valid the following message will appear at the top of the page.

Address details

Address validation successful

Address Line 1: 123 State Ave * Address Line 2:

(Enter Street Address or PO Box Only)

Address Line 3: City/Town: LACEY *

State/Province: Washington * County: Thurston

Country: United States * Zip Code: 98513 - 6856

Validate Address

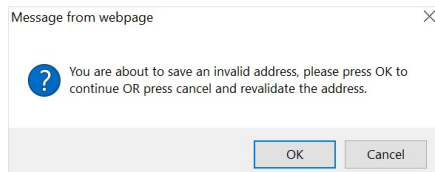
OK Cancel

- Click **OK**.
- If the address entered is not located, the following message will appear at the top of the page.

Address details

Address not found with Street Address and Zip Code Combination

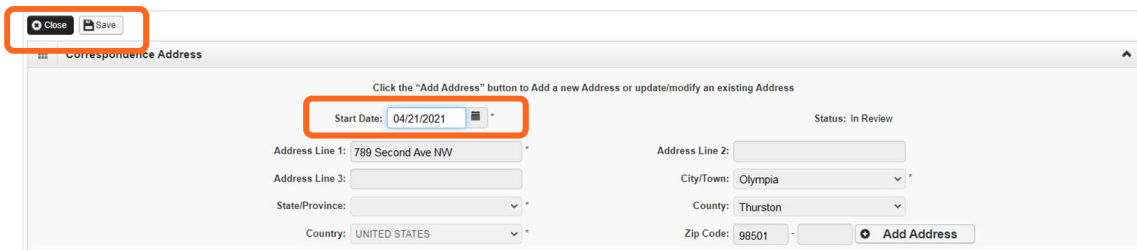
- Either:
 - Correct the address and click **Validate Address** again.
 - Or, click **OK** to continue. The following pop-up will be displayed.



- Click **OK** to save or **Cancel** to revalidate the address using the steps above.

Note: Make sure you can receive mail at the location address. If your address isn't valid, it may delay payment and correspondence.

- Enter the **Start Date** and click **Save**.



- Click **Close** to return.

Step 4: Add specializations

The information you provide in this step will indicate your provider type and specialty

Note: There may be specific requirements for licensure or training for each specialty/taxonomy listed.

ADDING SPECIALIZATIONS

IMPORTANT NOTE: Only enter your primary specialty. Any additional specialty you add in this step will result in additional billing accounts.

- Click **Add**.

Close Add Update Note: Provider Type and Specialty/Subspecialty are your Taxonomy Codes. You must choose an admin for each agency(s) selected in Step 1.

Specialty/Subspecialty List

Filter By : [] [] [] Go Save Filter My Filters

Provider Type	Specialty/Subspecialty	Location Number	Location Name	Administration	End Date
No Records Found !					

- Select the appropriate location, or **All**, from the **Location** drop-down menu.
- Choose **L&I** from the **Administration** drop-down menu.

Add Specialty/Subspecialty

Location: All *

Administration: L&I-Labor And Industries Administr: *

- Choose the **Provider Type** and **Specialty**.
- Don't enter an **End Date**. ProviderOne will auto-populate to 12/31/2999.

Add Specialty/Subspecialty

Location: All *

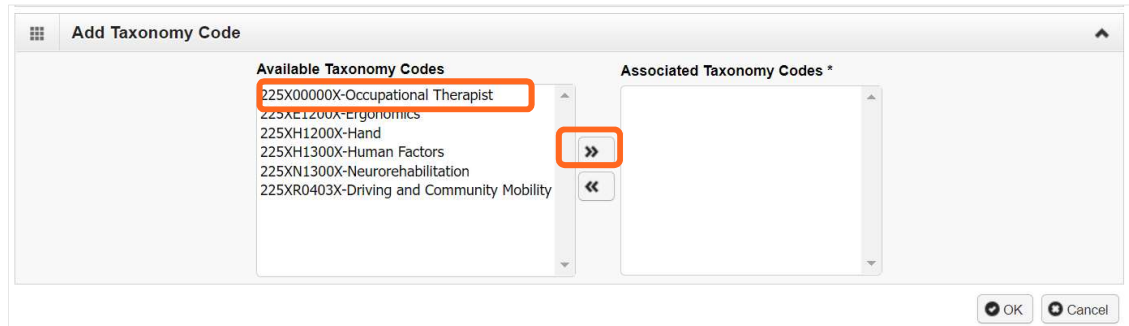
Administration: L&I-Labor And Industries Administr: *

Provider Type: 24-Technologists, Technicians & Ot *

Specialty: 71-Radiologic Technologist *

End Date: []

- The Provider Type selection will populate the options for Specialty, which displays the available taxonomy codes.
 - Use the double arrows to move taxonomy code from the **Available Taxonomy Codes** box to the **Associated Taxonomy Codes** box.

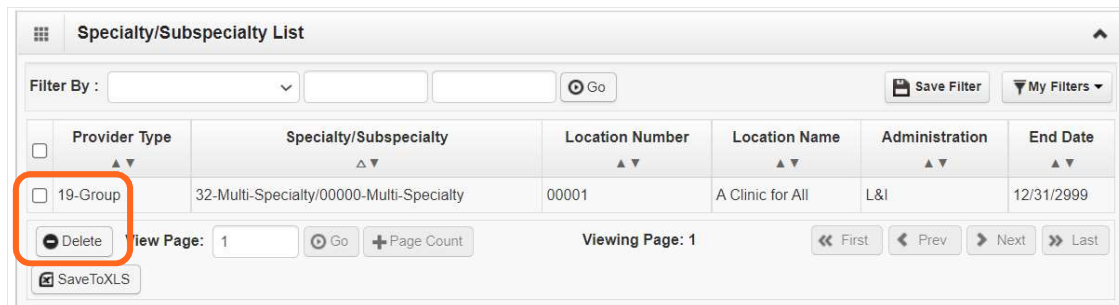


- Click **OK** to save or **Cancel** to close without saving.

DELETING SPECIALIZATIONS

If you add an incorrect specialty or sub-specialty when completing your application you can use the delete button to remove them.

- Check the box next to the record you want to delete and click **Delete**.



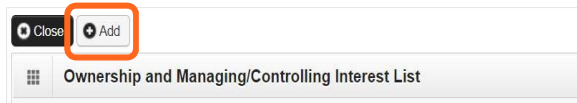
- Click **Close** and go to the next step.

Step 5: Add ownership details

This step is required to create your provider account.

Identifying an individual Owner or Managing Employee is required. An Organizational Owner or Board of Directors may be added, as well. Use one or more of the options below to finish this step.

- Click **Add**.



- To auto-populate data, click **Copy Name and Tax** at the bottom on the screen.

A screenshot of the "Add Ownership & Managing/Controlling Interest Disclosures" form. The form is divided into two main sections: "Add Ownership & Managing/Controlling Interest Disclosures" and "Owner Association". The top section contains various input fields for ownership details, including "Disclosure Category", "Disclosure Type", "SSN/FEIN", "Doing Business As", "Minority/Women Owned Business Enterprise (MWOBE)", "Organization Name", "First Name", "Last Name", "Suffix", "Date of Birth", "Disclosure Start Date", "Disclosure End Date", "Address Line 1-3", "City/Town", "State/Province", "County", "Country", and "Zip Code". The bottom section, "Owner Association", includes "Relationship Type" and "Associated Owner" fields. At the bottom right of the form, there are three buttons: "Copy Name and Tax", "OK", and "Cancel". The "Copy Name and Tax" button is highlighted with a red rectangular box.

- Finish the remaining required fields.
- Enter the first day of ownership as the **Disclosure Start Date**. Don't enter the **Disclosure End Date**, the end date will auto-populate to 12/31/2999.

- Enter an **Ownership Percentage**.

- Click **OK** to save or **Cancel** to close without saving.
- Repeat these steps as needed for additional owners.

DELETE OWNERSHIP INFORMATION

If you make an error when completing this step you can use the delete button to clear the step and start over. Ownership information can only be deleted prior to the application being submitted.

- Check the box next to the record you want to delete and click **Delete**, then click **Save** to close.

Owner/ME/BOD Id	Owner/ME/BOD Name	Disclosure Type	Disclosure Category	Start Date	End Date
<input checked="" type="checkbox"/> 111-22-2333	PRU TEST INDIVIDUAL, PRU TEST INDIVIDUAL	Individual	Owner	01/01/2020	12/31/2999

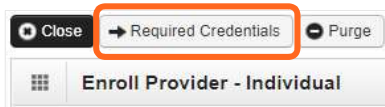
Step 6: Add licenses and certifications

Before starting Step 6, click the **Required Credentials** button from the BPW home page. The **Required Credentials** tool will tell you what type of license/certification and education information you will need to complete steps 6, 7, and 8.

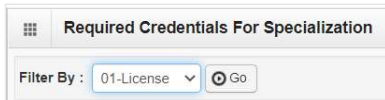
Tip: Make note of all requirements. You may use the Required Credentials tool for multiple steps.

CHECK REQUIRED CREDENTIALS

- Click **Required Credentials** from the BPW home page.



- To view the License Requirements, use the **Filter By** drop-down to select **01-License** and click **Go**.



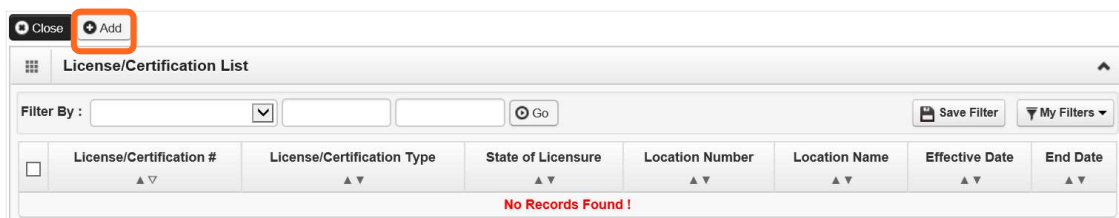
- Required license(s) will be displayed, if required (see highlighted below).

Specialty/Subspecialty	Provider Type	Administration	License
71-Radiologic Technologist/00000-00000-	24-Technologists, Technicians & Other Technical Service Providers	L&I	Facility License

- Make a note of your required license as you'll need it to complete Step 6.
- When finished, click **Cancel** to close.

ADD LICENSES/CERTIFICATIONS

- Licenses/Certifications may be required for each location with an added specialization. If you have a **DEA number**, you can enter it in this step.
- Click **Add**.



- Use the **Location** drop-down to add a license or certification to a specific provider location.

- Select All only if the license pertains to every location.

- Add your complete License # and State of Licensure field.
- The **Effective Date** is when the license was first issued.
- In the **End Date** field, enter the expiration date.
- Click **OK** to save or **Cancel** to close without saving.

DELETE LICENSES/CERTIFICATIONS

Licenses and certifications can only be deleted during the enrollment process.

- Check the box next to the record you want to delete and click **Delete**, then click **Close** to exit.

License/Certification #	License/Certification Type	State of Licensure	Location Number	Location Name	Effective Date	End Date
<input checked="" type="checkbox"/> 4321	Professional License	WA - Washington	00001	PRU TEST INDIVIDUAL	01/01/2020	01/01/2022
<input type="checkbox"/> 1234	Business License	WA - Washington	00001	PRU TEST INDIVIDUAL	01/01/2020	12/31/2999

Step 7: Add training and education

This step only applies to these provider types. If you are not one of these provider types, this step is optional. Note: Physicians (MD & DO) are required to enter their Medical School and Residency. All other provider types listed below are only required to provide the Medical School:

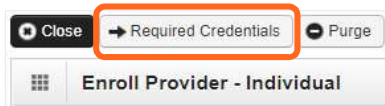
- Physician (MD & DO)
- Advanced Registered Nurse Practitioner
- Chiropractor
- Dentist
- Naturopathic Physician
- Optometrist
- Physician Assistant
- Podiatric Physician

Follow the instructions below if you are one of the provider types listed above. Before clicking into Step 7, review **Required Credentials** from the BPW home page. L&I needs the school where you received your medical school degree and year you completed your degree.

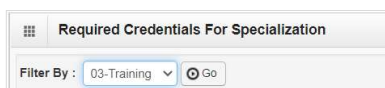
Tip: Make note of all requirements. You may use the Required Credentials tool for multiple steps.

CHECK REQUIRED CREDENTIALS

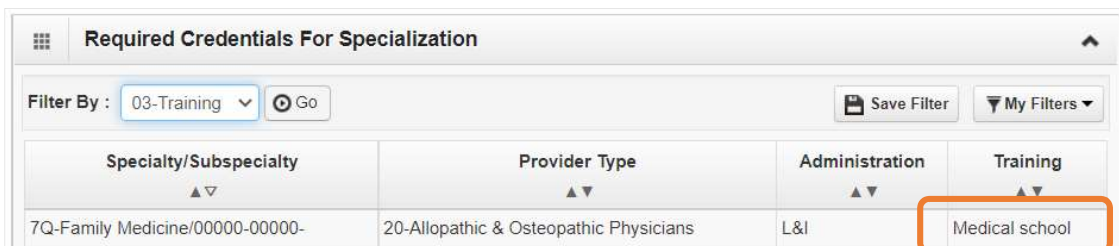
- Click **Required Credentials** from the BPW home page.



- To view the Training requirements, use the **Filter By** drop-down menu to select **03-Training** and click **Go**.



- Required training will be displayed, if required (see highlighted below).

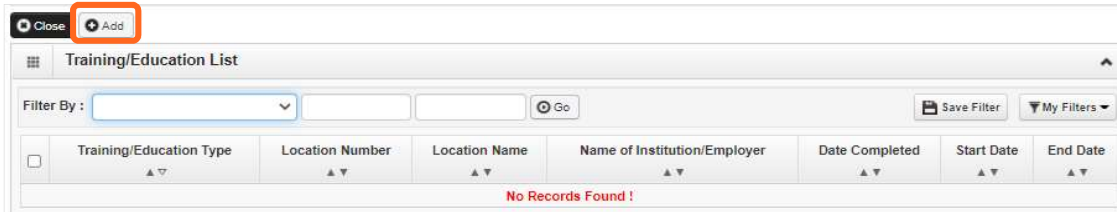


- When finished, click **Cancel** to close.

ADD TRAINING/EDUCATION TYPE

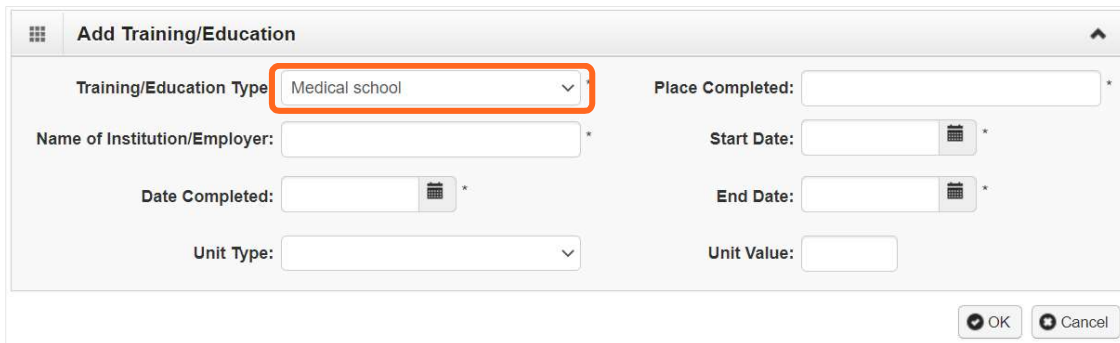
Note: Residency and Medical School information is required for these provider types:
MD/DO/DPM

- Click **Add**.



Training/Education Type	Location Number	Location Name	Name of Institution/Employer	Date Completed	Start Date	End Date
No Records Found !						

- Select the required **Training/Education Type** from the drop-down menu. If you're not sure which applies to you, return to the main BPW page and check **Required Credentials**.
- Finish required fields.



- The **Start Date** is when the training/education started.
- The **Date Completed** is when it was done, e.g. graduation date.

Important! In the **End Date** field, enter 12/31/2999. You must complete this field to continue enrollment.

- You don't need to finish the **Unit Type** or **Unit Value** field.
- Click **OK** and **Close**.

Step 8: Add identifiers

This step is only applicable for the following provider types that are practicing in Washington State:

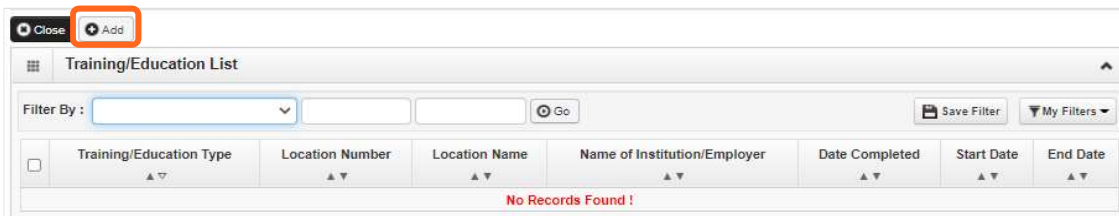
- Physician (MD & DO)
- Advanced Registered Nurse Practitioner
- Chiropractor
- Dentist
- Naturopathic Physician
- Optometrist
- Physician Assistant
- Podiatric Physician

The only identifier that is required is your current malpractice information.

Note: L&I minimum coverage requirements for Malpractice Insurance is: \$1,000,000 per Claim/\$3,000,0000 Aggregate.

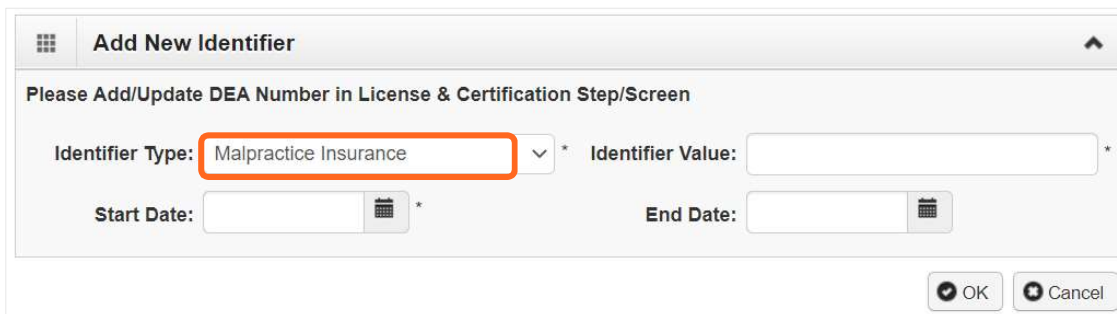
ADD MALPRACTICE INSURANCE

- Click **Add**.



The screenshot shows a window titled "Training/Education List". At the top left, there are "Close" and "Add" buttons. The "Add" button is highlighted with an orange box. Below the title bar, there is a "Filter By:" section with a dropdown menu and a "Go" button. To the right of the filter section are "Save Filter" and "My Filters" buttons. Below this is a table with columns: "Training/Education Type", "Location Number", "Location Name", "Name of Institution/Employer", "Date Completed", "Start Date", and "End Date". The table is currently empty, and a red message "No Records Found!" is displayed at the bottom of the table area.

- Use the **Identifier Type** drop-down to select **Malpractice Insurance**



The screenshot shows a dialog box titled "Add New Identifier". At the top, it says "Please Add/Update DEA Number in License & Certification Step/Screen". Below this, there are four fields: "Identifier Type:" with a dropdown menu showing "Malpractice Insurance" selected (highlighted with an orange box), "Identifier Value:" with an empty text box, "Start Date:" with a date picker, and "End Date:" with a date picker. At the bottom right, there are "OK" and "Cancel" buttons.

Step 9: Add contract details

This step doesn't apply to L&I. L&I and Health Care Authority providers shouldn't enter contract information in this section.

Step 10: Add federal tax details

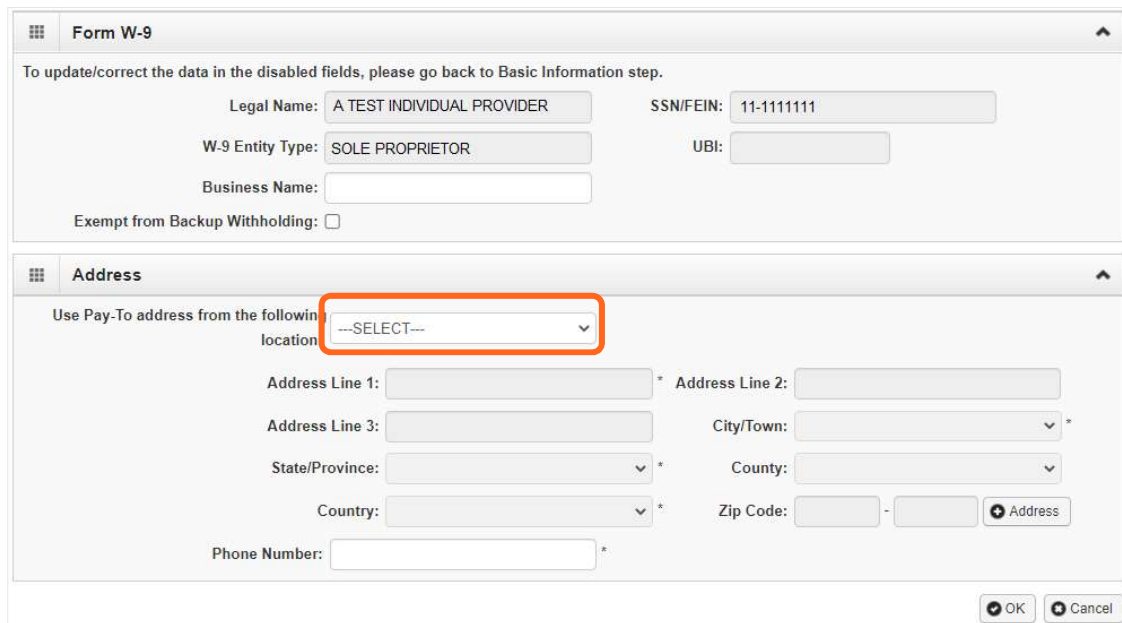
ADD FEDERAL TAX DETAILS

- Click the **W-9** link.



The screenshot shows a web interface titled "Federal Tax Details". At the top, there is a "Close" button. Below the title, a message states: "IRS Form W-9 information is required for all Providers. Please ensure that your Form W-9 information is accurate by clicking on the hyperlink below. You may be eligible to enter optional Form W-4 and W-5 information." A list of links is shown, with "W-9 Form" highlighted by a red box. At the bottom of the interface, there are navigation controls including "Delete", "View Page: 1", "Go", "Page Count", "SaveToXLS", "Viewing Page: 1", and "First", "Prev", "Next", "Last" buttons.

- Complete the form.
 - **Note:** The information on this screen **must match the W-9 form** you'll upload in the last step of the BPW.
- Use the **Address** drop-down menu to select the base location. The Pay-To address will auto-populate the address fields. The Pay-To address should match your Federal Tax data.



The screenshot shows two stacked forms. The top form is titled "Form W-9" and contains the following fields: "Legal Name" (A TEST INDIVIDUAL PROVIDER), "SSN/FEIN" (11-1111111), "W-9 Entity Type" (SOLE PROPRIETOR), "UBI" (empty), "Business Name" (empty), and "Exempt from Backup Withholding" (checkbox). The bottom form is titled "Address" and contains the following fields: "Use Pay-To address from the following location" (a dropdown menu with "--SELECT--" highlighted by a red box), "Address Line 1" (required), "Address Line 2" (required), "Address Line 3" (required), "City/Town" (required), "State/Province" (required), "County" (required), "Country" (required), "Zip Code" (required), and "Phone Number" (required). At the bottom right of the "Address" form are "OK" and "Cancel" buttons.

- Click **OK** to save or **Cancel** to close without saving.

Steps 11-16: Not applicable to L&I providers

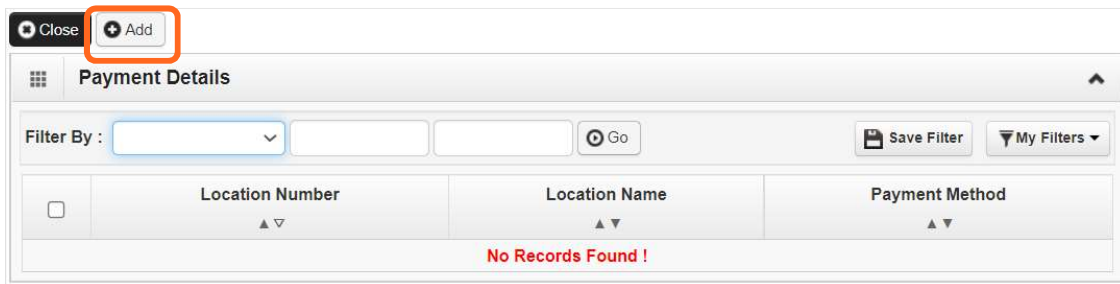
These steps are not applicable for Individual Billing Provider Enrollments.

Step 17: Add payment and remittance details

Payment information applies to all locations.

ADDING PAYMENT AND REMITTANCE DETAILS

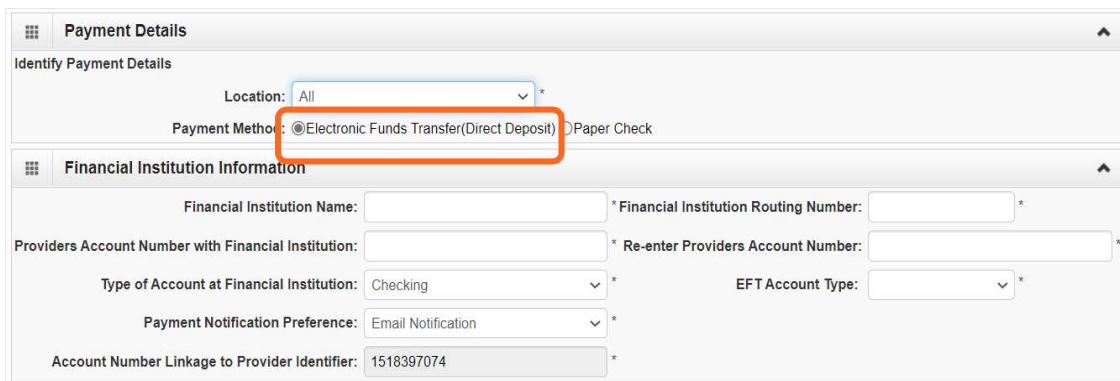
- Click **Add**.



The screenshot shows the 'Payment Details' form. At the top left, there are 'Close' and 'Add' buttons. The 'Add' button is highlighted with a red box. Below the buttons is a filter section with a 'Filter By' dropdown, a search box, and a 'Go' button. To the right are 'Save Filter' and 'My Filters' buttons. The main table has columns for 'Location Number', 'Location Name', and 'Payment Method'. The table is currently empty, with a red message 'No Records Found!' at the bottom.

ELECTRONIC FUNDS TRANSFER (DIRECT DEPOSIT)

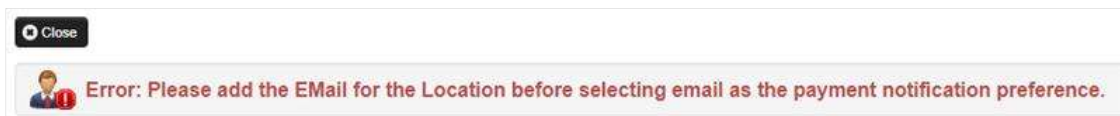
- Click **Electronic Funds Transfer (Direct Deposit)**.



The screenshot shows the 'Payment Details' form with the 'Identify Payment Details' section. The 'Location' dropdown is set to 'All'. The 'Payment Method' section has 'Electronic Funds Transfer(Direct Deposit)' selected, which is highlighted with a red box. Below this is the 'Financial Institution Information' section, which includes fields for 'Financial Institution Name', 'Financial Institution Routing Number', 'Providers Account Number with Financial Institution', 'Re-enter Providers Account Number', 'Type of Account at Financial Institution', 'EFT Account Type', 'Payment Notification Preference', and 'Account Number Linkage to Provider Identifier'.

- Enter the required information for **Electronic Funds Transfer (direct deposit)**, the fastest payment method. No other forms are required.
- The **Payment Notification Preference** default is **Email Notification**. This requires an email entry in Step 2: Locations.
 - If the error message below appears, you didn't provide an email in Step 2.

Note: If you don't want to provide an email, change the **Payment Notification Preference** to **Letter Notification**.



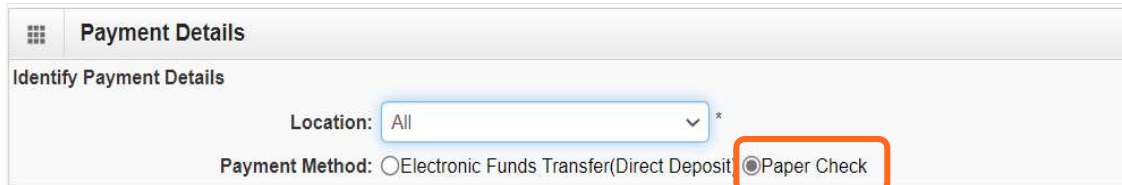
The screenshot shows an error message in a red box. The message reads: 'Error: Please add the EMail for the Location before selecting email as the payment notification preference.' There is a 'Close' button in the top left corner of the error message box.

- Click **Close** to close the error message.
- Click **Cancel** to go back to the BPW and **complete Step 2** to continue with EFT enrollment.

- The bank will verify your data in approximately 7-10 days.
- When verified, there will be a status of Successful. If not verified, there will be a status Failed and payments will continue by paper check.

PAPER CHECK

- Click **Paper Check**. The check (warrant) will be mailed to the **Pay-To** address.



Payment Details

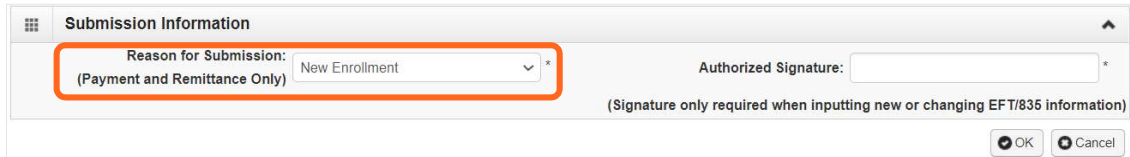
Identify Payment Details

Location: All *

Payment Method: Electronic Funds Transfer(Direct Deposit) Paper Check

SUBMISSION INFORMATION

- Use the drop-down menu to select **New Enrollment** and enter the name of the person authorized to provide the payment choice.



Submission Information

Reason for Submission: (Payment and Remittance Only) New Enrollment *

Authorized Signature: *

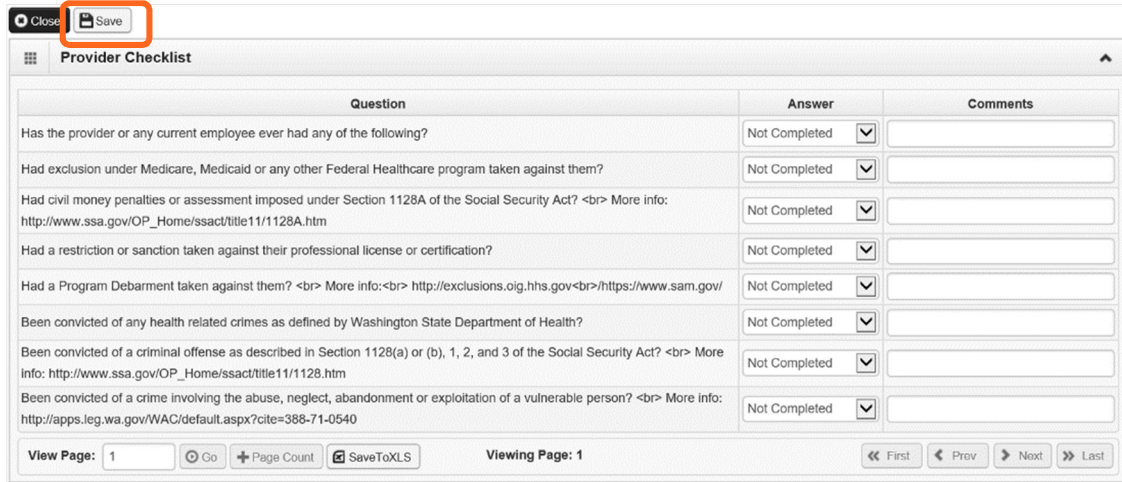
(Signature only required when inputting new or changing EFT/835 information)

OK Cancel

- Click **OK** to save or **Cancel** to close without saving.

Step 18: Complete enrollment checklist

- No or Yes is required for each question. Any “Yes” answer must have comments.
- Click **Save**, then **Close**.



The screenshot shows a web application window titled "Provider Checklist". At the top left, there are two buttons: "Close" and "Save". The "Save" button is highlighted with a red rectangle. Below the buttons is a table with three columns: "Question", "Answer", and "Comments". The table contains eight rows of questions, each with a "Not Completed" answer and a dropdown arrow. At the bottom of the form, there is a "View Page: 1" field, a "Go" button, a "+ Page Count" button, a "SaveToXLS" button, and a "Viewing Page: 1" label. On the right side, there are navigation buttons: "First", "Prev", "Next", and "Last".

Question	Answer	Comments
Has the provider or any current employee ever had any of the following?	Not Completed	
Had exclusion under Medicare, Medicaid or any other Federal Healthcare program taken against them?	Not Completed	
Had civil money penalties or assessment imposed under Section 1128A of the Social Security Act? More info: http://www.ssa.gov/OP_Home/ssact/title11/1128A.htm	Not Completed	
Had a restriction or sanction taken against their professional license or certification?	Not Completed	
Had a Program Debarment taken against them? More info: http://exclusions.oig.hhs.gov https://www.sam.gov/	Not Completed	
Been convicted of any health related crimes as defined by Washington State Department of Health?	Not Completed	
Been convicted of a criminal offense as described in Section 1128(a) or (b), 1, 2, and 3 of the Social Security Act? More info: http://www.ssa.gov/OP_Home/ssact/title11/1128.htm	Not Completed	
Been convicted of a crime involving the abuse, neglect, abandonment or exploitation of a vulnerable person? More info: http://apps.leg.wa.gov/WAC/default.aspx?cite=388-71-0540	Not Completed	

Step 19: Final enrollment instructions

Note: Use the links in the **Application Document Checklist** to complete and upload all of the L&I forms displayed.

The screenshot shows a web interface with two main sections. The top section, titled "Final Submission", contains the following text: "Application #: 20220629694630" and "Enrollment Type: Individual". Below this, it states: "The information submitted for enrollment shall be verified and reviewed by the agency(s) you have selected. During this time, any changes to the information shall not be accepted." It also includes a disclaimer: "By clicking on the button 'Submit Enrollment', I agree that the information submitted as a part of the application is correct." and a reminder: "Please ensure all required documents are uploaded using the 'upload attachments' at the top of the page prior to submitting your application." The bottom section, titled "Application Document Checklist", is a table with columns: "Forms/Documents", "Special Instructions", "Agency", and "Link".

Forms/Documents	Special Instructions	Agency	Link
Provider Agreement		L&I	https://www.lni.wa.gov/forms-publications/F245-397-000.pdf
W9		L&I	Form W-9 (Rev. October 2018) (irs.gov)

Below the table are navigation controls: "View Page: 1", "Go", "+ Page Count", "Viewing Page: 1", and buttons for "First", "Prev", "Next", and "Last". There is also a "SaveToXLS" button.

- When completing the W-9 form, **print** the form and add the **wet signature** (required by Washington State).

Note: Your W-9 form must match the information provided in Step 10: Add Tax Details.

- Make sure to sign and date every form.

UPLOAD INFORMATION

- Click **Upload Attachments**.

This screenshot shows the top navigation bar of the interface. The buttons are "Close", "Submit Enrollment", and "Upload Attachments". The "Upload Attachments" button is highlighted with an orange rectangle.

- Click **Add Attachments**.

This screenshot shows a section titled "Provider Supporting Documents:". Below the title, it says "Please click 'Add Attachment' button, to attach the documents." The "Add Attachment" button is highlighted with an orange rectangle.

- Use the **Attachment Type** drop-down menu to select the appropriate type.
- Click **Choose File**.

Please complete all Required Fields *

Attachment Type: Provider Agreement Request Type: Enrollment Application *

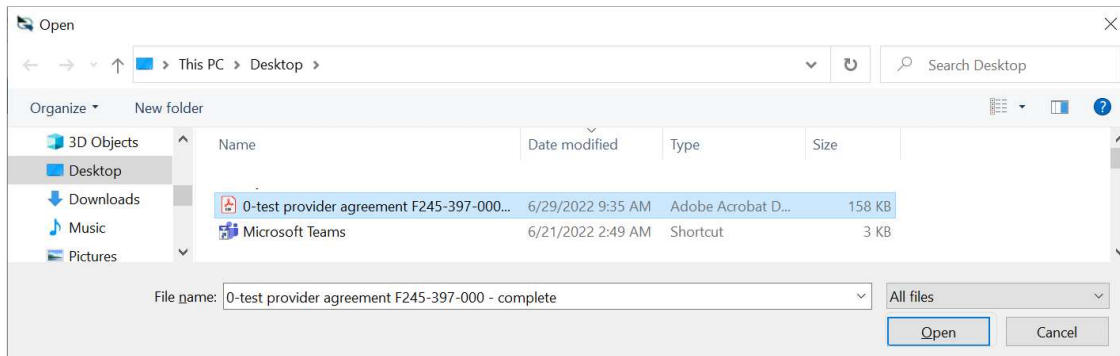
Agency: L&I *

Comment:

Please attach the File(s). The File Format must be .xls, .xlsx, .doc, .docx, .gif, .gzip, .htm, .html, .jpeg, .jpg, .ppt, .rtf, .tif, .tiff, .tst, .txt, .bmp, .pdf, .zip-

Filename: Choose File No file chosen *

- Select your saved document and click Open, or the equivalent for your system.
- **Note: When saving your documents do not use special character or periods in your file name.**



- The name of the file will appear next to the **Choose File** button. Click **OK**.

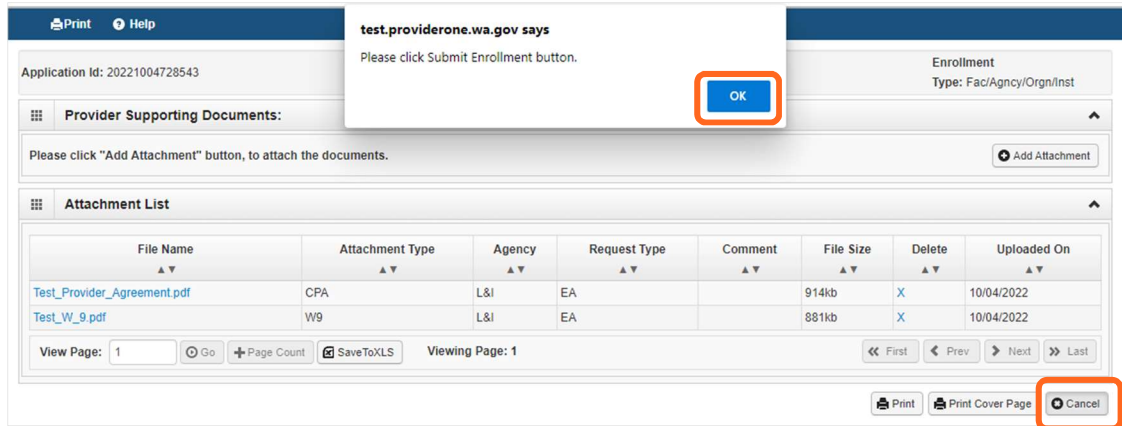
Please attach the File(s). The File Format must be .xls, .xlsx, .doc, .docx, .gif, .gzip, .htm, .html, .jpeg, .jpg, .ppt, .rtf, .tif, .tiff, .tst, .txt, .bmp, .pdf, .zip-

Filename: Choose File 0-test provi...complete.pdf *

OK Cancel

- The document is now uploaded and will display in the **Attachment List**. If the wrong document is selected, click the blue X in the delete column.

- After uploading required attachments, click **Cancel**. A pop-up will appear (see below). Click **OK** to return.



SUBMIT THE ENROLLMENT APPLICATION

- Click **Submit Enrollment**.

Application #: 20220629694630 Enrollment Type: Individual

The information submitted for enrollment shall be verified and reviewed by the agency(s) you have selected. During this time, any changes to the information shall not be accepted.

By clicking on the button "Submit Enrollment", I agree that the information submitted as a part of the application is correct.

Please ensure all required documents are uploaded using the "upload attachments" at the top of the page prior to submitting your application.

Forms/Documents	Special Instructions	Agency	Link
Provider Agreement		L&I	https://www.lni.wa.gov/forms-publications/F245-397-000.pdf
W9		L&I	Form W-9 (Rev. October 2018) (irs.gov)

- ProviderOne displays a confirmation pop up message. Click **OK** to close the message.
- Make a note of your Application ID.
- Click **Close** on the Final Submission page.