

We encourage community partners to register as an ACCESS Community Access Point (CAP). To do so, follow the instructions below:

- 1) Go to access.wi.gov
- 2) Click on the Community Partners "Login" link
- 3) Click on the "Request a Wisconsin User ID and Password" link
- 4) Click on the "Accept" button at the bottom of the Self-Registration Overview page
- 5) Enter required fields in the Self-Registration page and click "Submit"
- 6) Go to your e-mail from WAMS and click on the provided link to activate your account
- 7) Activate your account by logging on using your WAMS ID and then log out
- 8) Go back to access.wi.gov
- 9) Click on the Community Partners "Login" link
- 10) Log on using your WAMS ID
- 11) Enter the required fields in section 1 of the "APP User Account Setup" page
- 12) Check the box "I would like to register my agency as Community Access Point"
- 13) Click "Submit"
- 14) Enter the required fields about your Community Access Point in the "Helping With Applications" page
- 15) Click "Next"
- 16) You will be issued an agency number. Please write down this number so that you can use it when assisting individuals complete applications through Apply for Benefits.
- 17) Click "Next" and you will be taken to the ACCESS for Partners and Providers Landing page where you have options to manage your account, search for ACCESS applications submitted by your Community Access Point, and search for any other users from your Community Access Point that you'd like to link to your Community Access Point.

Note: You may consider displaying your Community Access Point number near computers that people will use.

Information about Community Access Points will remain confidential.

For more information about this process, please see chapter 6 of the ACCESS handbook, located at <http://www.emhandbooks.wi.gov/ah/>