

# WCAIS User Registration

## To get started....

Register online through the WCAIS homepage: <https://www.wcais.pa.gov>  
Follow the steps below to register as a WCAIS user



Keystone Key 

Keystone ID

Password

Login

**Are you a New User?**

[Forgot Your Password?](#)

[Forgot Your Keystone ID?](#)

- 1) Complete online WCAIS registration process from homepage: <https://www.wcais.pa.gov>
- 2) Select **"Are You a New User?"**

3) On the **Self-Registration User Selection** screen, select the appropriate user group to register for WCAIS

4) Based upon your user type, follow the prompts on the subsequent screens

5) Read and agree to the WCAIS Data Release Agreement

6) Create a unique password

7) Verify that your information is correct, then press **Submit**

### Note:

- It is your duty and responsibility to register for WCAIS. **Every** user must have a unique Keystone ID and Password

Organizational users have the option to register in distinct role categories:

- **Administrative users**- responsible for providing non-administrative users with the organizational pin used to access the WCAIS system
- **Non-administrative users**- will need to obtain the organizational pin from their administrative user



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WORKERS' COMPENSATION AUTOMATION AND INTEGRATION SYSTEM

Home Help Login

### Self Registration - User Selection

Required fields are indicated by \*:

Individual users, please select one of the following options\*:

☐ I am an attorney

☐ I am a claimant

☐ I am a Dependent of a deceased claimant

Organizational users, please select one of the following options\*:

☐ I am an employer, or I am an employer's representative. (Please select this option if you are an authorized individually self-insured employer or a representative of a self-insured employer)

☐ I am a Healthcare Provider (Facility / Group e.g. Pharmacy, Hospital), or I am a Healthcare Provider's representative

☐ I am an insurer, or I am an insurer's representative (Insurance Carrier)

☐ I am a Law Firm, or I am a Law Firm's representative

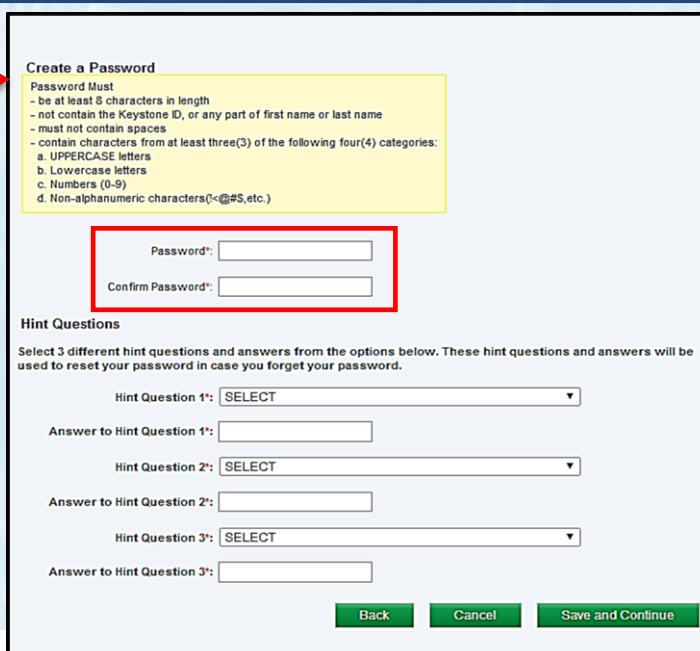
☐ I am a Third Party Administrator (TPA), or I am a TPA's representative

☐ I am an existing Utilization Review Organization/Peer Review Organization (URO/PRO), or I am an existing URO/PRO's representative

☐ I am a Group Self-Insured Fund Admin, or I am a Group Self-Insured Fund Admin's representative

☐ I am an applicant Utilization Review Organization/Peer Review Organization (URO/PRO), or I am an applicant URO/PRO's representative

Register



### Create a Password

Password Must

- be at least 8 characters in length
- not contain the Keystone ID, or any part of first name or last name
- must not contain spaces
- contain characters from at least three(3) of the following four(4) categories:
  - a. UPPERCASE letters
  - b. Lowercase letters
  - c. Numbers (0-9)
  - d. Non-alphanumeric characters(!, @, #, \$, etc.)

Password\*:

Confirm Password\*:

### Hint Questions

Select 3 different hint questions and answers from the options below. These hint questions and answers will be used to reset your password in case you forget your password.

Hint Question 1\*:

Answer to Hint Question 1\*:

Hint Question 2\*:

Answer to Hint Question 2\*:

Hint Question 3\*:

Answer to Hint Question 3\*:

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