

# My Wisconsin ID EVHI User Job Aid

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This guide is for the following EVHI Users:

- External Employer Portal Users

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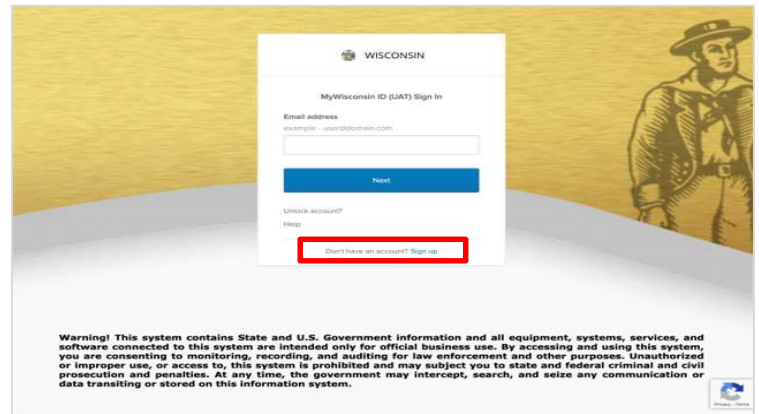
**WISCONSIN DEPARTMENT**  
*of* **HEALTH SERVICES**

August 2025

# Register for MyWisconsin ID

1

Navigate to **[apps.wisconsin.gov](https://apps.wisconsin.gov)** and select **Sign Up**.



2

Enter your name and **your existing WAMS ID** and select **Sign up**.

A screenshot of the 'Sign up' page. The page has a white background with the Wisconsin state seal and the word 'WISCONSIN' at the top. Below the header, there is a 'Sign up' section with three input fields: 'First name', 'Last name', and 'Email'. At the bottom of this section is a blue button labeled 'Sign Up', which is highlighted with a red rectangular box. Below the button, there is a link that says 'Already have an account?'.

3

Set up a multi-factor authentication (MFA) security method: Google Authenticator, Okta Verify, Phone, or Security Key.

A screenshot of the 'Set up security methods' page. The page has a white background with the Wisconsin state seal and the word 'WISCONSIN' at the top. Below the header, there is a section titled 'Set up security methods' with a link to 'Set up security methods'. Below this, there is a list of security methods: 'Google Authenticator', 'Okta Verify', 'Phone', and 'Security Key or Biometric Authentication'. Each method has a brief description and a 'Set up' button. The 'Set up' button for 'Google Authenticator' is highlighted with a red rectangular box.

For step-by-step instructions on creating your MyWisconsin ID, go to [det.wi.gov/Pages/MyWisconsin\\_ID\\_Self\\_Registration.aspx](https://det.wi.gov/Pages/MyWisconsin_ID_Self_Registration.aspx).

# Log in to your EVHI System

1

**Before November 16**, you must use a new link to access the Employer Portal:  
<https://new-evhi.wisconsin.gov/evhi?appusertype=E>.

After November 16, you can navigate to ACCESS at [access.wi.gov](https://access.wi.gov), scroll to **Login as a community partner, provider, or employer**, and select **Employer**.

The screenshot shows the ACCESS website homepage. At the top, there is a navigation bar with links for "Explore programs", "Help Center", "Español", and "Log in". Below this, the word "ACCESS" is displayed in a blue header. The main content area features a large circular image of a smiling family (a man, a woman, and a child). To the left of the image, the text reads: "ACCESS connects you with the help you need when you need it. With ACCESS, you can apply for and manage your state of Wisconsin benefits and programs in one place, at any time." Below this text are two buttons: "Apply for benefits" (green) and "Log in" (blue). A link "Already have a case? Create an account" is also present. To the left of the main content, there is a section titled "Wisconsin has many programs that can help you and your family." with icons representing various services. To the right, there is a list of program categories with arrows pointing to the right: "Help buying food for good health", "Help getting health care", "Help with child care costs", "Help finding a job or building skills", "Help for children with special health care needs", and "Help with Summer EBT". Further right, there is a section titled "See if you can get help" with a subtext "Before applying, answer a few optional questions to find out which programs may be right for you." and a button "Find the right programs for you". At the bottom, there is a section titled "Log in as a community partner, provider, or employer" with three buttons: "Community partner", "Provider", and "Employer". The "Employer" button is highlighted with a red border.

Explore programs Help Center Español Log in

ACCESS

ACCESS connects you with the help you need when you need it.

With ACCESS, you can apply for and manage your state of Wisconsin benefits and programs in one place, at any time.

Apply for benefits Log in

Already have a case? Create an account

Wisconsin has many programs that can help you and your family.

Help buying food for good health >

Help getting health care >

Help with child care costs >

Help finding a job or building skills >

Help for children with special health care needs >

Help with Summer EBT >

See if you can get help

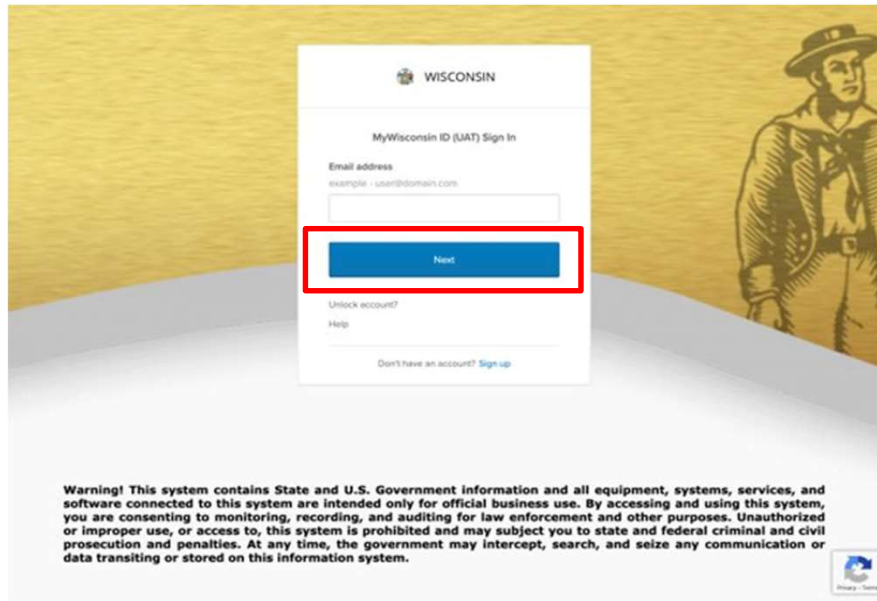
Before applying, answer a few optional questions to find out which programs may be right for you.

Find the right programs for you

Log in as a community partner, provider, or employer

Community partner Provider **Employer**

- 2 From this login page, enter your **MyWisconsin ID** credentials to sign in. Select **Next** when prompted.

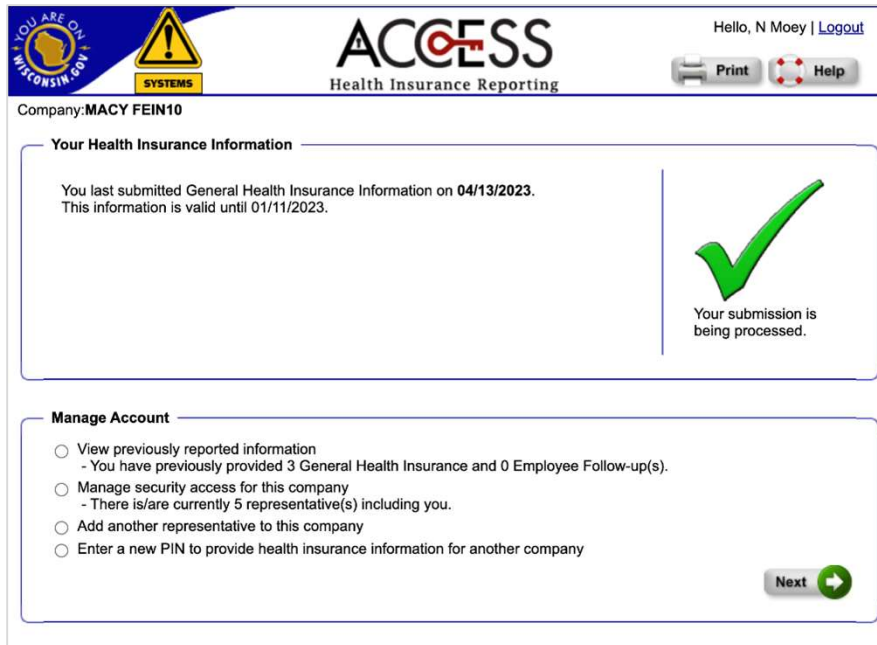


The image shows a login page for the MyWisconsin ID (UAT) system. The page has a yellow background with a white login form in the center. The form contains the following elements:

- WISCONSIN logo at the top.
- MyWisconsin ID (UAT) Sign In title.
- Email address field with a placeholder "example - user@domain.com".
- A blue "Next" button, which is highlighted with a red rectangle.
- Links for "Unlock account?" and "Help".
- A link for "Don't have an account? Sign up".

Below the login form, there is a warning message: "Warning! This system contains State and U.S. Government information and all equipment, systems, services, and software connected to this system are intended only for official business use. By accessing and using this system, you are consenting to monitoring, recording, and auditing for law enforcement and other purposes. Unauthorized or improper use, or access to, this system is prohibited and may subject you to state and federal criminal and civil prosecution and penalties. At any time, the government may intercept, search, and seize any communication or data transiting or stored on this information system." A small Wisconsin state logo is in the bottom right corner.

- 3 After logging in, you will be brought to the application landing page.



The image shows the ACCESS Health Insurance Reporting application landing page. The page has a blue header with the ACCESS logo and the text "Health Insurance Reporting". The user is logged in as "Hello, N Moey" and can click "Logout", "Print", or "Help". The company name is "MACY FEIN10".

The main content area is divided into two sections:

- Your Health Insurance Information**: This section displays the message "You last submitted General Health Insurance Information on 04/13/2023. This information is valid until 01/11/2023." To the right of this message is a large green checkmark and the text "Your submission is being processed."
- Manage Account**: This section contains a list of actions with radio buttons:
  - ☐ View previously reported information
    - You have previously provided 3 General Health Insurance and 0 Employee Follow-up(s).
  - ☐ Manage security access for this company
    - There is/are currently 5 representative(s) including you.
  - ☐ Add another representative to this company
  - ☐ Enter a new PIN to provide health insurance information for another company

A "Next" button with a green arrow is located at the bottom right of the Manage Account section.

# Resources

- For more information on MyWisconsin ID, go to [det.wi.gov/Pages/MyWisconsin\\_ID.aspx](https://det.wi.gov/Pages/MyWisconsin_ID.aspx)
- Call the MyWisconsin ID Account Service Desk at **608-471-6667** if you have any issues setting up your MyWisconsin ID and password.