

## Wisconsin CARES Act Provider Payment Program – Documento de Ayuda

### Cómo Crear una Cuenta (última revisión: 6/6/20)

Este documento de ayuda es un documento continuamente actualizado y será puesto al día según se necesite. Verifique la página [CARES Act Provider Payment Program \(Programa de Pago del Proveedor del Acta de CARES\)](#) para la versión más reciente.

#### Audiencia

Proveedores

#### Propósito

Este documento describe cómo crear una cuenta para el programa CARES Act Provider Payment Program (Programa de Pago del Proveedor del Acta de CARES) creando un nombre de usuario, verificando su correo electrónico y cambiando su contraseña.

#### Instrucciones:

1. Vaya a la página [CARES Act Provider Payment Application](#) y seleccione **Register** (Registrarse).



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### CARES Act Provider Payment Application

**Site Information**

The State of Wisconsin has been granted \$100 million in CARES Act funds to be directed to long term care and emergency medical services providers as well as \$10 million to Tribal FQHCs, Rural Health Clinics, Community Health Centers, and Free and Charitable Clinics to offset losses and compensate for additional expenditures that are the direct result of the COVID-19 pandemic. The goal of these funds is to stabilize providers suffering business losses due to the pandemic and providing financial assistance with COVID-19 associated expenses. Wisconsin has chosen these provider types because they have experienced both substantial service losses and incurred significant expenses for equipment, supplies and staffing. In addition, most of these providers have also not received additional funding from the federal government through the CARES Act sufficient to address both revenue losses and increased costs due to COVID-19.

**Please note: use one of the following browsers to submit CAPP application: Google Chrome, Firefox, MS EDGE, or Safari.**

**For Providers**

Providers eligible for the relief fund can register through the portal to complete the CARES Act Provider Payment Application. The portal will be used for all communications for CARES Act Provider Payments around application submission, status, and payments. The following kinds of providers are encouraged to create an account and apply for this funding:

LOGIN

Log In to the CARES Act Provider Payments Application Portal

Forgot Password?

Register

1

## Documento de Ayuda – Crear una Cuenta

2. Será dirigido a una página para crear una cuenta. Escriba su **Name** (Nombre), **Last Name** (Apellido) y **Email** (Correo Electrónico) en los campos.
3. Haga clic en el botón **Sign Up** (Registrarse).

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Join the community to receive personalized information and customer support.

2

3

**Sign Up**

Already have an account?

4. Se le pedirá que verifique el correo electrónico asociado con su nombre de usuario para verificar su cuenta y establecer una contraseña. Vaya a su correo electrónico y abra el enlace proporcionado para cambiar su contraseña.



## Documento de Ayuda – Crear una Cuenta

5. Se le dirigirá a la página Change Your Password (Cambiar su contraseña). Escriba una contraseña basada en los criterios (10 caracteres, 1 letra y 1 número) en los campos **New Password** (Nueva contraseña) y **Confirm New Password** (Confirmar nueva contraseña).
6. Haga clic en el botón **Change Password** (Cambiar contraseña).

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### Change Your Password

Enter a new password for [redacted]  
Make sure to include at least:

- ✓ 10 characters
- ✓ 1 letter
- ✓ 1 number

\* New Password  
[password field] Good

5 \* Confirm New Password  
[password field] Match

6 **Change Password**

Password was last changed on 6/2/2020, 5:34 PM.

*Nota: Verifique su carpeta de correo no deseado (Spam Folder) si no ve un correo electrónico de confirmación unos minutos después de enviarlo.*

# Documento de Ayuda – Crear una Cuenta

7. Se le dirigirá a la página de inicio de CARES Act Provider Payment Program para su cuenta.

7



The screenshot shows the homepage of the CARES Act Provider Payment Application Portal. At the top left, there is a navigation bar with the Wisconsin Department of Health Services logo and a home icon. The main header features the Wisconsin Department of Health Services logo and the text "WISCONSIN DEPARTMENT of HEALTH SERVICES". Below the header, the page title is "CARES Act Provider Payment Application Portal". A blue button labeled "Submit New Application" is positioned on the right side. The main content area contains a welcome message, a note about program updates, and a disclaimer about the application's scope. A footer note states: "\*One application should be submitted per taxable organization and provider type\*".

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**CARES Act Provider Payment Application Portal** [Submit New Application](#)

Welcome to the CARES Act Provider Payment Application homepage. From this homepage you can start a new application, view an application, edit an application that is in status draft, submitted, or pending more information, and view approved payments.

As this program progresses this page may be updated with new information. Please check back frequently to get the latest updates on program status.

DHS understands there is a diverse group of providers and organizations that operate long term care, emergency services, FQHCs, RHCs, and Free & Charitable Clinics across the state. This application is streamlined to be relevant to many different provider and organization types so all fields may not be relevant to each individual entity. However, please fill out the application with the most standardized information about your organization that appears on official tax and/or Medicaid billing information.

**\*One application should be submitted per taxable organization and provider type\***