New Provider Users: Create an Account

General Introduction

This guide explains how you can create an account and log into the CLTS Provider Registry. At the end, you will know how to do the following:

- Get to the CLTS Provider Registry.
- Create an account with a username and password for the CLTS Provider Registry.
- Reset a password for an account.

The CLTS Provider Registry

Good News!
The CLTS Provider Registry has the same URL. https://www.dhs.wisconsin.gov/clts/provider-registration.htm

Creating a New Account

Here are the steps for creating a new account with the CLTS Provider Registry (since providers must have an account to log in).

1. First, click Not a Registered Provider?
2. Next, enter information in the four text fields, check the “I’m not a robot” box, and click Register here. Note that a “tail” will be added to the username: @cltspplierregistry.wi.gov

3. Then check your email for a link and instructions for setting up your password.
4. The password must have:
   - At least eight characters.
   - At least one letter, one number, and one special character.

5. When ready, click **Change Password**.
Logging Into the Registry

After setting the password, the account is activated. Back at the CLTS Provider Registry website, enter your username and new password.

Note that a “tail” has been added to your username: @cltsproviderregistry.wi.gov

Resetting a Password

But what if you forgot your password? Click the link. When your password expires, you will be prompted to change it the next time you try to log in.
Enter a valid username and click the button. Then check your email for a link and instructions for resetting your password.

Recovering Your Username

But what if you forgot your username? Reach out to the CLTS Provider Program Contact Center at 833-940-1576 to ask for help.
Summary

1. Go to the CLTS Provider Registry webpage.
2. Create an account as a new user:
   a. Enter a username and email.
   b. Set a password.
   c. Reset the password or recover a username.
3. Log into the registry with a username and password.

Conclusion

- This concludes the guide on how to create an account in the CLTS Provider Registry.
- If you have specific questions about creating an account to register your provider for the CLTS Program, please call the CLTS Provider Contact Center at 833-940-1576.