



Wisconsin
Department of Health Services

Division of Care and Treatment Services

PPS PORTAL
Login Request Guide for
Wisconsin DHS Employees

1. Access the ForwardHealth portal at <http://www.forwardhealth.wi.gov/>

The public portal home page will be displayed as below. If you have an existing ForwardHealth portal account, do NOT log in using this account. You will be creating a new account for the purpose of accessing PPS MH/AODA Reports.

wisconsin.gov home state agencies subject directory department of health services

ForwardHealth
Wisconsin serving you

Report Fraud Search

Welcome » February 17, 2016 8:18 [Log](#)

Alerts

- On February 21, 2016, the ForwardHealth Portal will be migrating to new servers. Following this migration, Portal users may notice minor appearance changes and may need to reset bookmarks.

Providers

- Register for E-mail Subscription
- Provider-specific Resources
- Become a Provider
- Online Handbooks
- Fee Schedules
- Trainings
- Wisconsin Administrative Code
- ForwardHealth Enrollment Data
- Health Care Enrollment
- Provider Revalidation
- Enrollment Tracking Search
- Bed Assessment e-Payment
- Medication Therapy Management Case Management Software

Managed Care

- Related Programs and Services

Members

- Member Information
- Find a Provider
- Member Contacts

Partners

- Find a Provider
- Related Programs and Services
- Express Enrollment for Children
- Express Enrollment Change Request

Trading Partners

- Trading Partner Profile
- PES
- Companion Guides
- Medication Therapy Management Case

Welcome to the ForwardHealth Portal

Attention: ForwardHealth Portal supports the following browsers: Internet Explorer, Firefox and Safari.

The ForwardHealth Portal serves as the interface to ForwardHealth interChange, the new Medicaid Management Information System for the state of Wisconsin. Through this portal, providers, managed care organizations, partners, and trading partners can electronically and securely submit, manage, and maintain health records for members under their care. This Portal also provides users with access to the current health care information available.

Providers **Managed Care Organization** **Partners** **Trading Partners** **Members**

2. Click **Partners**.

The public Partner home page will be displayed (you may need to scroll down to see it).

3. Click on **Request Secure Partner Site**

You may need to scroll down slightly to see the link:

ForwardHealth WISCONSIN SERVING YOU **interChange** Partner

Alerts

- On February 21, 2016, the ForwardHealth Portal will be migrating to new servers. Following this migration, Portal users may notice minor appearance changes and may need to reset bookmarks.

The Partner site is specifically designed to provide up-to-date ForwardHealth information and functionality specific to the following partners:

- Income Maintenance Workers/ Coordinators
- Katie Beckett Program staff
- FosterCare and Subsidized Adoption workers
- Managed Care Organization Enrollment Brokers
- Child Support staff
- Wisconsin Well Woman Program Local Coordinating Agencies (LCAs)
- Social Security Administration (SSA)
- Aging and Disability Resource Centers (ADRCs)
- Subrogation workers
- Women, Infants, and Children (WIC) workers
- Wisconsin Department of Justice
- MetaStar
- Wisconsin Division of Juvenile Corrections

Partners should log in to the secure Partner Portal using the login area to the right on this page. The secure Partner Portal is designed to provide functions to each partner specific to the partner's relationship to the Department of Health Services and the various ForwardHealth programs as appropriate.

Accessing the Secure Partner Site

Many partner users were emailed their login information during October 2008. If you received your login information, you do not need to request access and can immediately enter your login information in the "Login to Secure Site" area to the right.

If you did not receive your login information in October 2008, you will need to request access by clicking the link below and completing the necessary request information.

[Request Secure Partner Site](#)

Find a Provider

Search for providers by different criteria such as county, city, state and zip code.

Related Programs and Services

Use related programs & services to access information for all ForwardHealth programs as well as other programs and services. [Go >](#)

Member Resources

Use Member Resources to access information and resources specific to members of ForwardHealth programs.

- [Member Information](#)
- [Member Contacts](#)

Login to Secure

Username

Password

- [Forgot your](#)

Quick Links

- [Online Hand](#)
- [Forward Heal](#)
- [Max Fee Sh](#)
- [Partner Req](#)
- [Partner Port](#)
- [Wisconsin W Procedure M](#)
- [Express Entr](#)
- [Express Entr](#)

4. Select your **Request Type**

Select the radio button indicating **New user requesting Partner Portal Access**, then click **Next**.

Portal Access Choose Request Type

Required fields are indicated with an asterisk (*).

Select what you wish to do

Request Type*

New user requesting Partner Portal Access

New User requesting Partner Portal and Partner Portal Administrative Access

5. Complete the **Portal Access Request Information** form

Take note of the username requirements at the top of the form, and make sure to accept the User Security Agreement in the lower left corner.

Write down and save your selected username, as this is what you will use to access the ForwardHealth portal in the future.

In the **Role** drop-down, select **PPS MH & AODA Reports**.

Portal Access Request Information

Required fields are indicated with an asterisk (*).

- Requested User ID must be Alphanumeric.
- Requested User ID can not begin with a number.
- Requested User ID must be at least 6 characters in length.
- Requested User ID can not be greater than 20 characters.

User Information

First Name*

Last Name*

E-Mail Address*

Confirm E-Mail*

Requested User ID*

Work Phone Number* Ext.

Role*

Date Requested

Security Agreement

The User understands that the Portal Access User Account Agreement (hereinafter "Agreement"), effective today, is made by and between the State of Wisconsin Department of Health Services ("DHS") and users who sign up for an account on this website (hereinafter "User").

WHEREAS, User renders certain professional health care services ("Services") to ForwardHealth members, and submits documentation of those Services to DHS; and,

WHEREAS, DHS, in its implementation of the ForwardHealth program in Wisconsin, provides a System of operational and informational support to respond to User inquiries to exchange certain data, claims, and billing information through electronic communications and through the Internet (hereinafter the "System");

Please check the box if you have read and agreed to Wisconsin's User Security Agreement.

Previous Next Exit Clear

Click **Next**.

6. Complete the **Portal Access Additional Information** form

In the **Certifying Agency/Site Code** field, select **State User**.

The **Financial Payer Information** fields will be greyed out. You do not need to check any of these boxes.

Portal Access Additional Information

Required fields are indicated with an asterisk (*).

Certifying Agency/Site Code*

Financial Payer Information

BadgerCare Plus/Medicaid

WCDP

WWWP

ADAP

Previous Next Exit Clear

Click **Next**.

7. Fill out the **Portal Access Universe** form.

The **Universe** drop-down should have only one option: **All Counties/Tribes**. Select this one. In the checklist below, also select All Counties/Tribes. It should be the only available option.

Universe Requested Status

Select row above to update -or- click Add button below.

Universe* All Counties/Tribes

Please select one or more of the Universe Control Items below*

All Counties/Tribes

Save Cancel

Previous Next Exit Clear

Click **Save** and then click **Next**.

8. Fill out the **Portal Access Secret Questions** form

Note that the **Security Answers** are case sensitive and you must have distinct answers for each **Security Question**.

Take note of your chosen password. This is the password that you will use to access the ForwardHealth portal in the future. Passwords must contain an uppercase letter and a number or symbol.

Portal Access Secret Questions

Required fields are indicated with an asterisk (*).

- Security Answers are case sensitive

Secret Questions

Password* [text input]

Confirm Password* [text input]

First Security Question* [dropdown]

First Answer* [text input]

Second Security Question* [dropdown]

Second Answer* [text input]

Third Security Question* [dropdown]

Third Answer* [text input]

Fourth Security Question* [dropdown]

Fourth Answer* [text input]

Previous Submit Exit Clear

Click **Submit**.

9. The following message will appear at the top of the screen, letting you know that your request was submitted successfully:

The following messages were generated:
Save was successful. Once your request is processed, you will receive an email. If the request is approved, log in with your username and password.

Where to Get Help

For questions related to your ForwardHealth logins or any errors that you are experiencing, please contact the ForwardHealth portal Help Desk:

Email: vedswiedi@wisconsin.gov

Phone: 1-866-908-1363