

Wisconsin CARES Act Provider Payment Program – Help Document

How to Create an Account (last revised: 6/6/20)

This help document is a living document and will be updated as needed. Check the [CARES Act Provider Payment Program](#) page for the latest version.

Audience

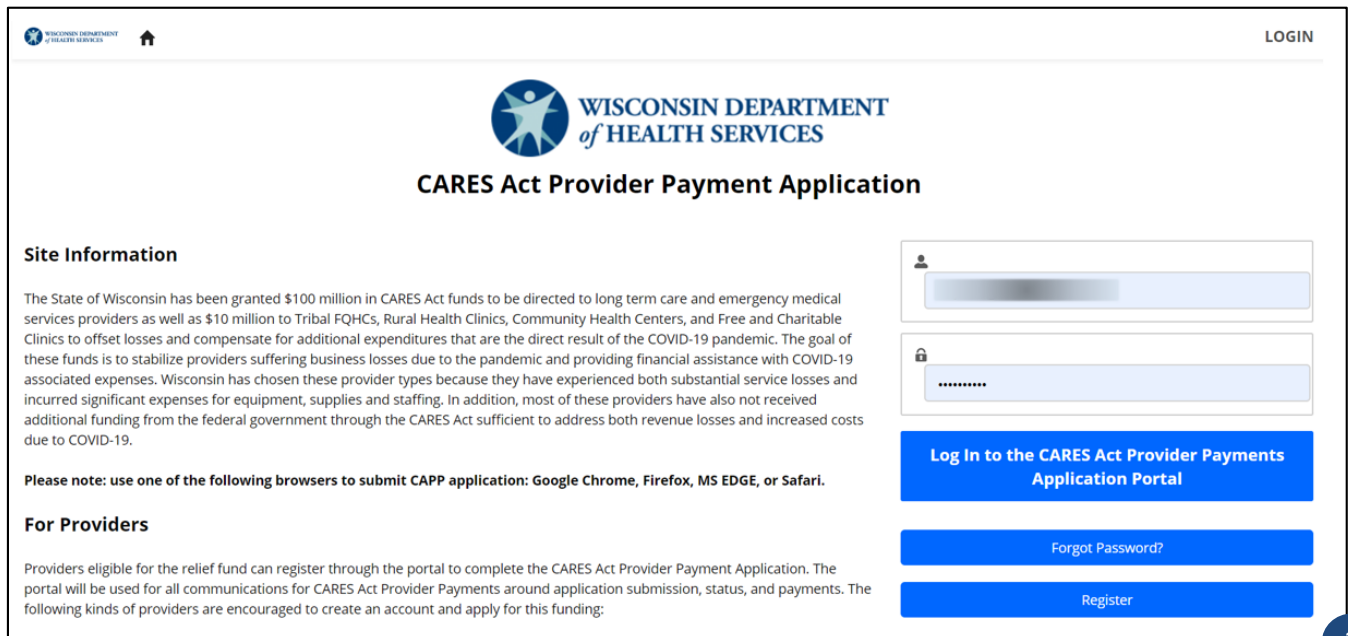
Providers

Purpose

This document will outline how to create an account for the CARES Act Provider Payment Program by creating a username, verifying your email address, and changing your password.

Instructions

1. Navigate to the [CARES Act Provider Payment Application](#) page and select **Register**.



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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

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2. You will be directed to create an account page. Enter your **First Name**, **Last Name**, and **Email** into the fields.
3. Click the **Sign Up** button.

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Join the community to receive personalized information and customer support.

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Sign Up

Already have an account?

4. You will be prompted to check the email associated to your username to verify your account and set a password. Go to your email and open the link provided to change your password.



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5. You will be directed to the Change Your Password page. Enter a password based on the criteria (10 characters, 1 letter and 1 number) into the **New Password** and **Confirm New Password** fields.
6. Click the **Change Password** button.

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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

..... Good

5 * Confirm New Password

..... Match

6 **Change Password**

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

Note: Check your spam folder if you do not see a confirmation email a few minutes after submitting.

Help Document: How to Create an Account

7. You will be directed to the CARES Act Provider Payment Program homepage for your account.

