

CWIS Worker Portal Access User Guide for Counties

Revised January 12, 2015

Background

The instructions in this document provide guidance to users on how to do the following:

- Register a New County b-dash User (for a user who does not have an existing b-dash user ID)
- Provide CWIS Access to an Existing County b-dash User (for a user who has a b-dash user ID with access to other DHS systems but not to CWIS)



Scenario:

A county user does not have an existing b-dash user ID, and needs to request CWIS worker portal access.



Navigate to the following web page:

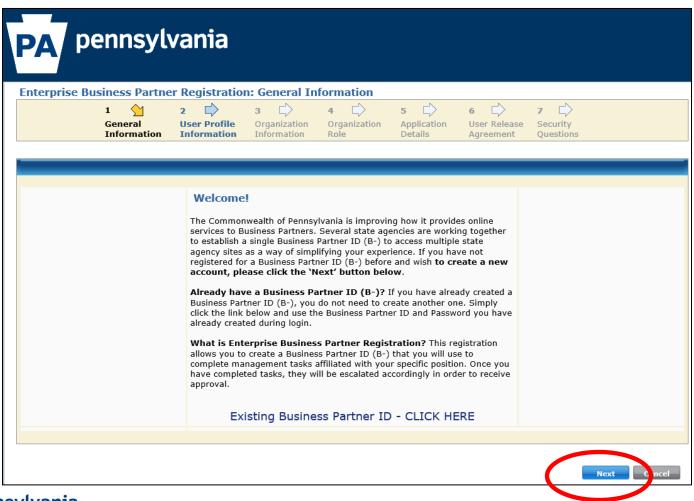
https://www.pelican.state.pa.us/cwiswp/default.aspx

Click the Register Business Partner User link



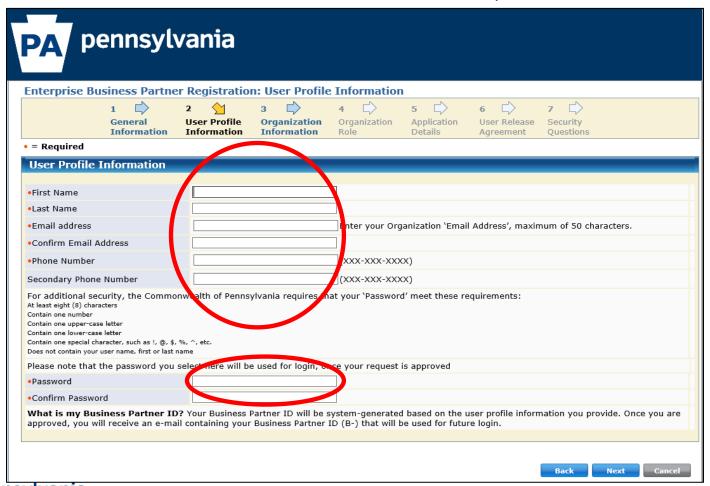


On the General Information screen, click the NEXT button.



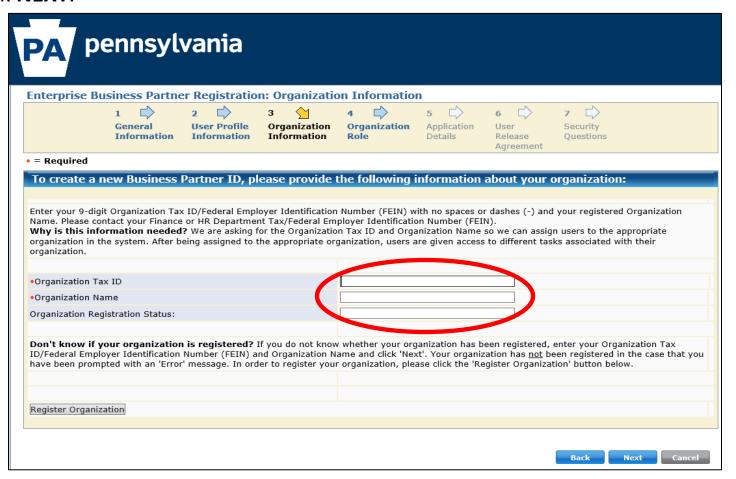


 On the User Profile Information screen, enter the required information, then click NEXT (be sure to enter the email address information correctly, as this is where the confirmation email and b-dash user ID will be sent).



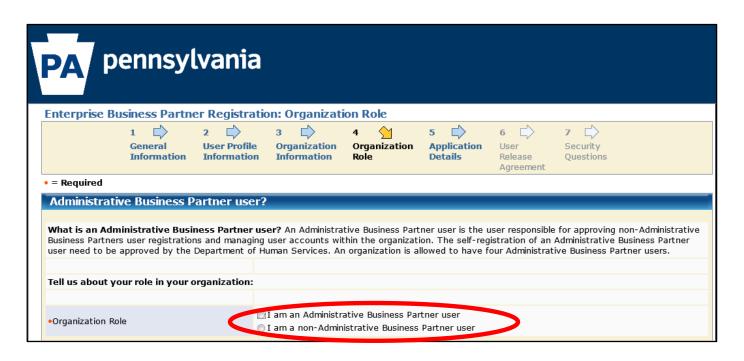


 On the Organization Information screen, enter the Organization Tax ID (FEIN) and Organization Name information (see slides at the end of this instruction), then click NEXT.



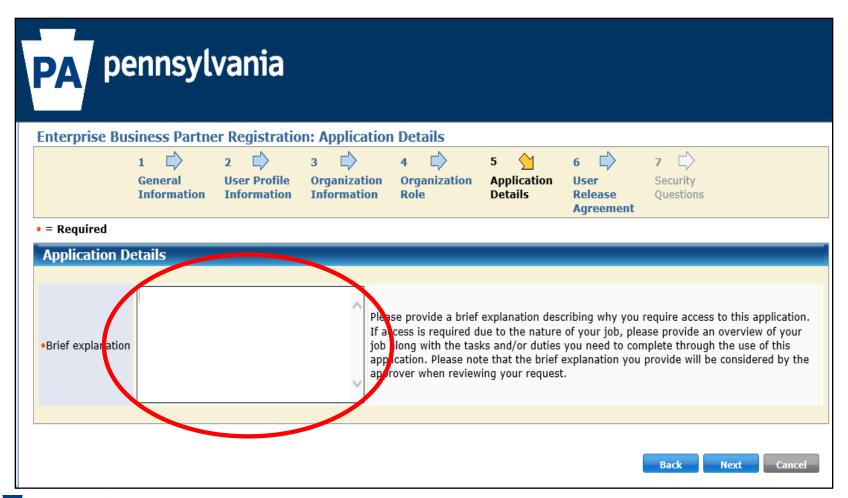


- On the Organization Role screen, click the "I am a non-Administrative Business Partner user" radio button, then click NEXT.
- Special note: the other checkbox is for delegated administrators (DAs). Each
 county has at least one DA. The role of the DA is to approve the CWIS access
 request from users in their county.



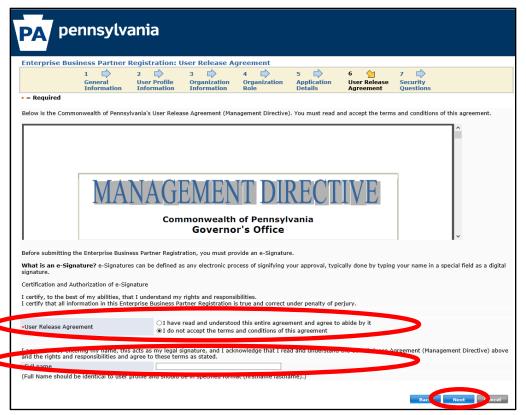


 On the Application Details screen, provide justification (e.g., "I am a county caseworker") for the access request and then click NEXT.



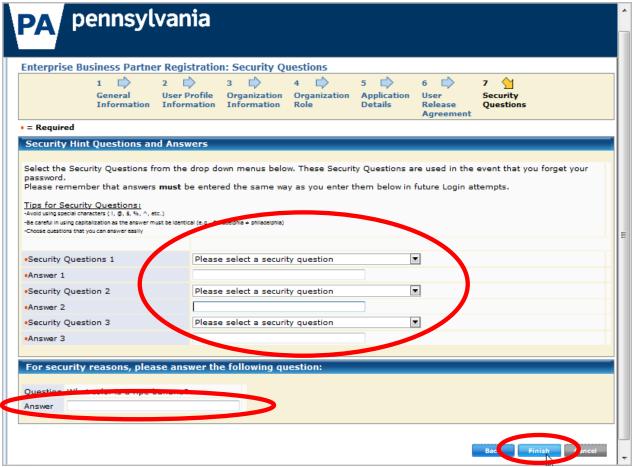


- On the User Release Agreement screen:
 - Read the management directive
 - Click the "I have read and understand..." radio button
 - Enter full name (FirstName LastName) exactly as on the User Profile
 Information screen. Then click NEXT.





- On the Security Questions screen:
 - Select a security question and provide an answer for each
 - Be sure to answer the question at the bottom of the screen, then click FINISH.





- Your delegated administrator(s) (DAs) will receive an email notifying them of your new user registration request.
- Once one of them approves the request, you will receive an email with your bdash user ID and be able to login to the CWIS worker portal: (www.pelican.state.pa.us/cwiswp/default.aspx)



Request CWIS Access for an Existing County bdash User

Scenario:

The county user already has a b-dash user ID (but without CWIS access), and wants to request CWIS worker portal access.



Request CWIS Access for an Existing County b-dash User: Start

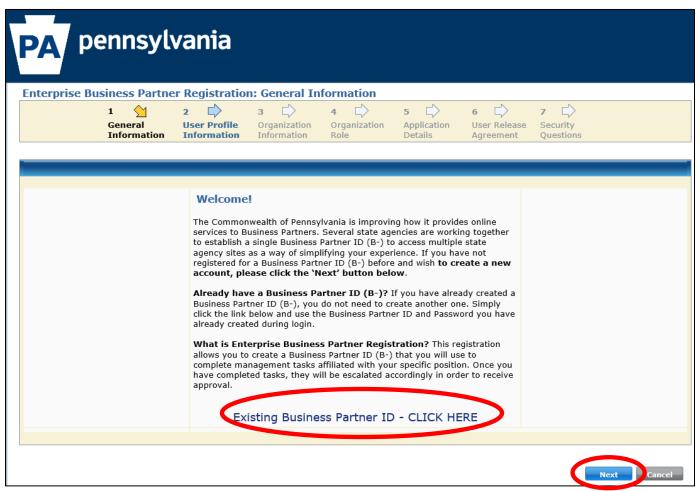
- Navigate to the following web page:
 - https://www.pelican.state.pa.us/cwiswp/default.aspx
- Click the Register Business Partner User link





Request CWIS Access for an Existing County b-dash User: Step 1

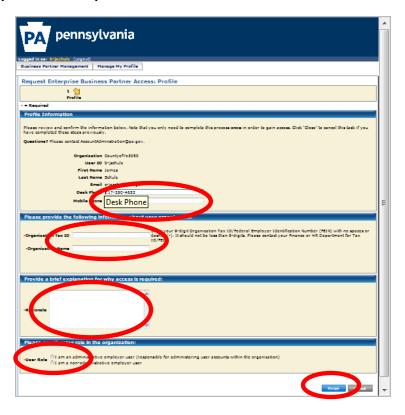
 On the General Information screen, click the "Existing Business Partner ID – CLICK HFRF" link.





Request CWIS Access for an Existing County b-dash User: Step 2

- On the **Profile** screen, update profile, organization, rationale and role information as necessary. (Note that if the user release agreement or security questions need to be updated, that information will need to be completed, too).
- Click FINISH to complete the process.





Request CWIS Access for an Existing County b-dash User: Next Steps

- Your delegated administrator(s) (DAs) will receive an email notifying them of the your CWIS access request.
- Once one of them approves the request, you will receive an email notifying you of the approval and you will be able to login to the CWIS worker portal: (www.pelican.state.pa.us/cwiswp/default.aspx).



County FEINs

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Co #	County Adams	FEIN Organization	22C002050
2	Allegheny	York/Adams(OMR County/County-Joinder)	236003050 256001017
3	Armstrong	Allegheny(OMR County/County-Joinder) Armstrong/Indiana(OMR County/County-Joinder)	251253020
4	Beaver	Beaver(OMR County/County-Joinder)	256001019
5	Bedford	Bedford/Somerset(OMR County/County-Joinder)	251194914
<u>5</u> 6	Berks	Berks(OMR County/County-Joinder)	236003049
7	Blair	Blair	251418927
8	Bradford	Bradford/Sullivan(OMR County/County-Joinder)	231690527
9	Bucks	Bucks(OMR County/County-Joinder)	236003044
10	Butler	Butler(OMR County/County-Joinder)	256001020
11	Cambria	Cambria(OMR County/County-Joinder)	256001020
12	Cameron	Cameron/Elk(OMR County/County-Joinder)	251187202
13	Carbon	Carbon/Monroe/Pike(OMR County/County-Joinder)	231866869
14	Centre	Centre(OMR County/County-Joinder)	246000724
15	Chester	Chester(OMR County/County-Joinder)	236003040
16	Clarion	Clarion(OMR County/County-Joinder)	256000899
17	Clearfield	Clearfield/Jefferson(OMR County/County-Joinder)	251196740
18	Clinton	Lycoming/Clinton(OMR County/County-Joinder)	232187674
19	Columbia	Columbia/Montour/Snyder/Union(OMR County/County-Joinder)	231867460
20	Crawford	Crawford(OMR County/County-Joinder)	690230044
21	Cumberland	Cumberland/Perry(OMR County/County-Joinder)	236003119
22	Dauphin	Dauphin(OMR County/County-Joinder)	236003043
23	Delaware	Delaware(OMR County/County-Joinder)	236003046
24	Elk	Cameron/Elk(OMR County/County-Joinder)	251187202
25	Erie	Erie(OMR County/County-Joinder)	256001027
26	Fayette	Fayette(OMR County/County-Joinder)	256001029
27	Forest	Forest/Warren(OMR County/County-Joinder)	256003371
28	Franklin	Franklin/Fulton(OMR County/County-Joinder)	236003024
29	Fulton	Franklin/Fulton(OMR County/County-Joinder)	236003024
30	Greene	Greene(OMR County/County-Joinder)	256001034
31	Huntingdon	Huntingdon/Mifflin/Juniata(OMR County/County-Joinder)	236003101
32	Indiana	Armstrong/Indiana(OMR County/County-Joinder)	251253020
33	Jefferson	Clearfield/Jefferson(OMR County/County-Joinder)	251196740
34	Juniata	Huntingdon/Mifflin/Juniata (OMR County/County-Joinder)	236003101
35	Lackawanna	Lackawanna/Susquehanna (OMR County/County-Joinder)	690231011



County FEINs Cont'd

36	Lancaster	Lancaster (OMR County/County-Joinder)	236003055
37	Lawrence	Lawrence(OMR County/County-Joinder)	256001037
38	Lebanon	Lebanon(OMR County/County-Joinder)	236003032
39	Lehigh	Lehigh(OMR County/County-Joinder)	231663078
40	Luzerne	Luzerne/Wyoming(OMR County/County-Joinder)	246000731
41	Lycoming	Lycoming/Clinton(OMR County/County-Joinder)	232187674
42	McKean	McKean(OMR County/County-Joinder)	256001039
43	Mercer	Mercer(OMR County/County-Joinder)	251355400
44	Mifflin	Huntingdon/Mifflin/Juniata(OMR County/County-Joinder)	236003101
45	Monroe	Carbon/Monroe/Pike(OMR County/County-Joinder)	231866869
46	Montgomery	Montgomery(OMR County/County-Joinder)	236003126
		Columbia/Montour/Snyder/Union(OMR County/County-	
47	Montour	Joinder)	231867460
48	Northampton	Northampton(OMR County/County-Joinder)	246000741
	Northumberlan		
49	d	Northumberland(OMR County/County-Joinder)	246000742
50	Perry	Cumberland/Perry(OMR County/County-Joinder)	236003119
51	Philadelphia	Philadelphia(OMR County/County-Joinder)	236803847
52	Pike	Carbon/Monroe/Pike(OMR County/County-Joinder)	231866869
53	Potter	Potter(OMR County/County-Joinder)	246000746
54	Schuylkill	Schuykill(OMR County/County-Joinder)	236003048
		Columbia/Montour/Snyder/Union(OMR County/County-	
55	Snyder	Joinder)	231867460
56	Somerset	Bedford/Somerset(OMR County/County-Joinder)	251194914
57	Sullivan	Bradford/Sullivan(OMR County/County-Joinder)	231690527
58	Susquehanna	Lackawanna/Susquehanna(OMR County/County-Joinder)	690231011
58	Tioga	Tioga(OMR County/County-Joinder)	251685775
		Columbia/Montour/Snyder/Union(OMR County/County-	
59	Union	Joinder)	231867460
61	Venango	Venango(OMR County/County-Joinder)	256001041
62	Warren	Forest/Warren(OMR County/County-Joinder)	256003371
63	Washington	Washington(OMR County/County-Joinder)	256001043
64	Wayne	Wayne(OMR County/County-Joinder)	246000758
65	Westmoreland	Westmoreland(OMR County/County-Joinder)	256001046
66	Wyoming	Luzerne/Wyoming(OMR County/County-Joinder)	246000731
67	York	York/Adams(OMR County/County-Joinder)	236003050

