



WISCONSIN DEPARTMENT
of HEALTH SERVICES

Express Enrollment

**Training for Partners, Providers, and
Qualified Hospitals**

Division of Medicaid Services

Bureau of Eligibility and Enrollment Policy

September 18, 2026

Introduction

This presentation meets the Express Enrollment training requirement for partners, providers, and qualified hospitals that are approved by ForwardHealth to complete Express Enrollment applications.





Agenda

1. Express Enrollment Basics

- What is Express Enrollment?
- Who Can Provide Express Enrollment?
- How Long Is Temporary Enrollment?
- Important Reminders

2. ACCESS for Partners and Providers

- Getting Started
- Setting Up a User Account
- Landing Page

3. Applying for Express Enrollment

- Before Starting an Application
- Overview
- Completing the Application
- Temporary ForwardHealth ID Card

4. Applying for Ongoing Benefits

5. Additional Resources





Express Enrollment Basics



Express Enrollment Basics

What Is Express Enrollment?

In Wisconsin, Express Enrollment is a streamlined eligibility determination for temporary enrollment in BadgerCare Plus or Family Planning Only Services.

The determination is based on preliminary household and financial information provided by the applicant.

It allows eligible applicants immediate health care coverage for a short period of time until an application for ongoing coverage is completed and processed.



Express Enrollment Basics

What Is Express Enrollment?

Express Enrollment (EE): The process of making a presumptive eligibility determination to temporarily enroll an individual in BadgerCare Plus or Family Planning Only Services.

Presumptive Eligibility (PE): The determination of whether an applicant is eligible to temporarily enroll in BadgerCare Plus or Family Planning Only Services.

Temporary Enrollment: Short-term eligibility for BadgerCare Plus or Family Planning Only Services.



Express Enrollment Basics

Who Can Provide Express Enrollment?

Qualified hospitals, partners, and providers can make a presumptive eligibility determination if they have both been approved by ForwardHealth and completed the Express Enrollment training.

See [Section 16.3 Becoming an Express Enrollment User](#) in the ACCESS User Guide for details about getting approved by ForwardHealth to complete Express Enrollment applications.



Express Enrollment Basics

Who Can Provide Express Enrollment?

Qualified entities can make determinations for the specified populations listed below, as follows:

Qualified Entities	Children	Pregnant Persons	Family Planning Only Services	Adults, Parents, Caretakers
Qualified Hospitals*	X	X	X	X
Providers	X	X	X	
Partners	X			

*Third-party contractors who are embedded within the qualified hospital are allowed to make PE determinations for a qualified hospital.



Express Enrollment Basics

Who Can Provide Express Enrollment?

Qualified Entities	Children	Pregnant Persons	Family Planning Only Services	Adults, Parents, Caretakers
Qualified Hospitals	X	X	X	X
Providers	X	X	X	
Partners	X			

Note: Former foster care youth younger than age 26 who were in foster care, subsidized guardianship, or court-ordered kinship care on their 18th birthday will fall under one of these applicable populations, but their income will not be counted.



Express Enrollment Basics

How Long Is Temporary Enrollment?

Effective Date and End Date: Temporary enrollment in BadgerCare Plus or Family Planning Only Services begins the date the person is found presumptively eligible and ends the last day of the month following the month in which the person was determined presumptively eligible.

Note: If a person applied for ongoing benefits prior to the end of the temporary enrollment period, their temporary coverage ends the date eligibility for ongoing benefits is determined, regardless of the result of the eligibility determination.



Express Enrollment Basics

How Long Is Temporary Enrollment?

Automatic Extensions: If a person has applied for ongoing benefits and the local income maintenance agency has not yet determined eligibility before the end of their temporary enrollment period, that temporary enrollment period will automatically be extended for two months.

Note: An extended temporary enrollment will end when an eligibility determination for ongoing benefits is made by the agency.



Express Enrollment Basics

Important Reminders

Applicants are only allowed to temporarily enroll in BadgerCare Plus or Family Planning Only Services once every 12 months. However, pregnant persons can temporarily enroll in BadgerCare Plus once per pregnancy.

Temporary enrollment in BadgerCare Plus for pregnant persons only covers ambulatory (meaning outpatient) pregnancy-related care. An application for ongoing full-benefit coverage is required for inpatient services, including the delivery.



Express Enrollment Basics

Important Reminders

Express Enrollment applications must be done in person with the applicant. The applicant (or primary contact person if there are multiple individuals on the application or only children on the application) will be required to provide an electronic signature by typing in their name.



Express Enrollment Basics

Express Enrollment Eligibility

This presentation does not cover eligibility requirements for individuals applying for temporary enrollment in BadgerCare Plus and Family Planning Only Services programs. This applies to financial requirements (like income limits as a percentage of the Federal Poverty Level) and non-financial requirements (like citizenship and immigration status).

Consult the BadgerCare Plus Handbook for those requirements:

- Section 32.2 Eligibility for BadgerCare Plus
- Section 40.2 Presumptive Eligibility for Family Planning Only Services





ACCESS for Partners and Providers

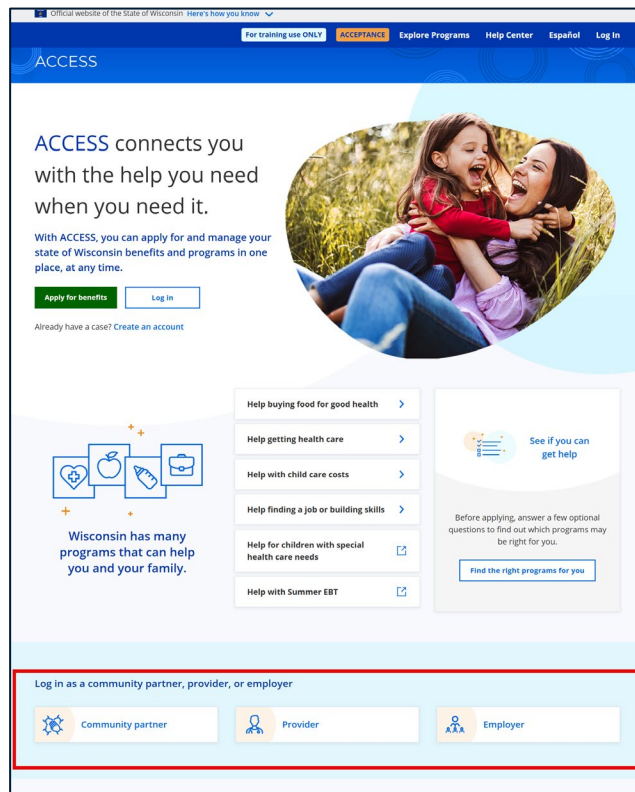


ACCESS for Partners and Providers

Getting Started

To start an Express Enrollment application in the ACCESS for Partners and Providers module, or APP, do the following:

- Go to access.wi.gov.
- Click **Community partner** or **Provider** based on the organization type (qualified hospitals should click **Provider**).

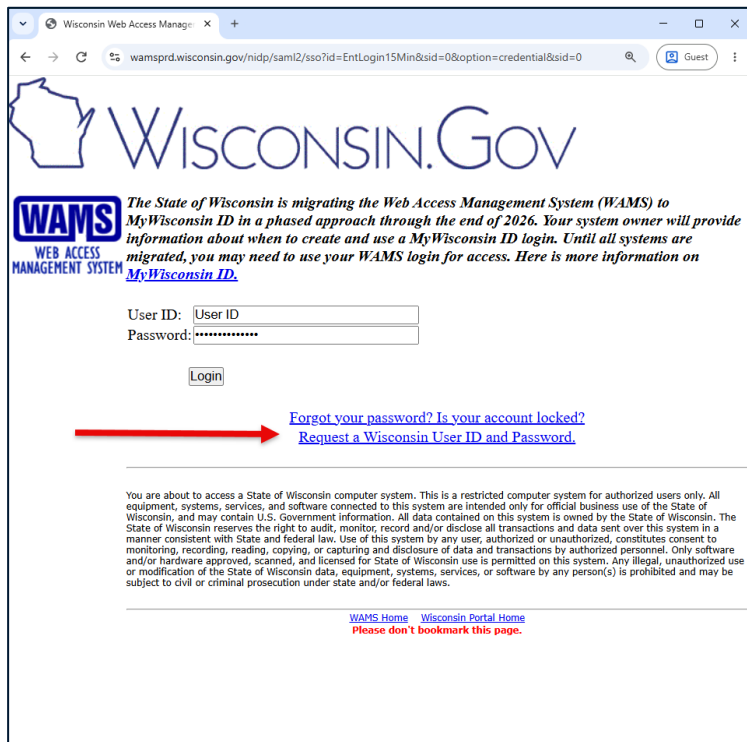


ACCESS for Partners and Providers

Getting Started

Enter a Wisconsin Account Management System (WAMS) ID and password.

To get a WAMS ID, click **Request a Wisconsin User ID and Password.**



Wisconsin Web Access Management System (WAMS) login page. The page displays the Wisconsin state logo and "WISCONSIN.GOV". A banner states: "The State of Wisconsin is migrating the Web Access Management System (WAMS) to MyWisconsin ID in a phased approach through the end of 2026. Your system owner will provide information about when to create and use a MyWisconsin ID login. Until all systems are migrated, you may need to use your WAMS login for access. Here is more information on [MyWisconsin ID](#)." Below the banner is a login form with fields for "User ID" and "Password", and a "Login" button. A red arrow points to a link: "Forgot your password? Is your account locked? Request a Wisconsin User ID and Password." At the bottom, there is a disclaimer and links for "WAMS Home" and "Wisconsin Portal Home".

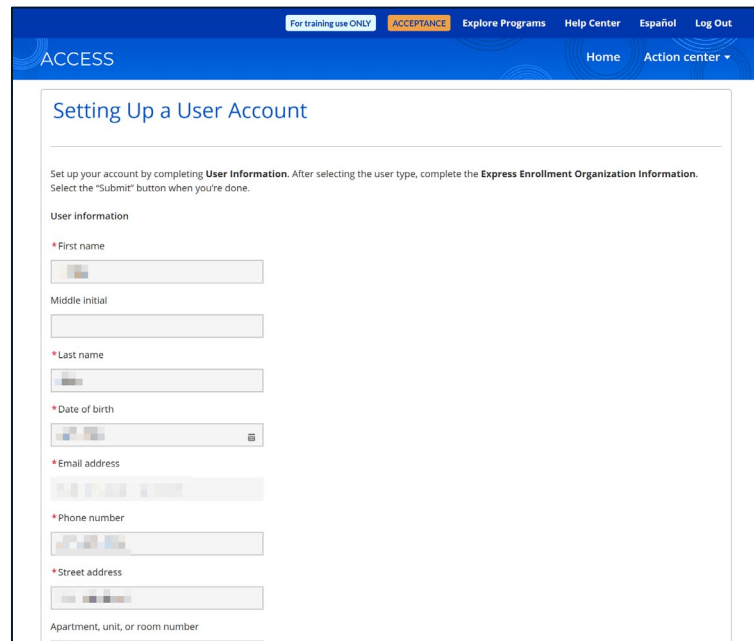


ACCESS for Partners and Providers

APP – Setting Up a User Account

After logging into WAMS, the User Account Setup page will be displayed for users who have not yet set up their account.

See Section 16.3.2.3 Setting Up a User Account in APP in the ACCESS User Guide for instructions.



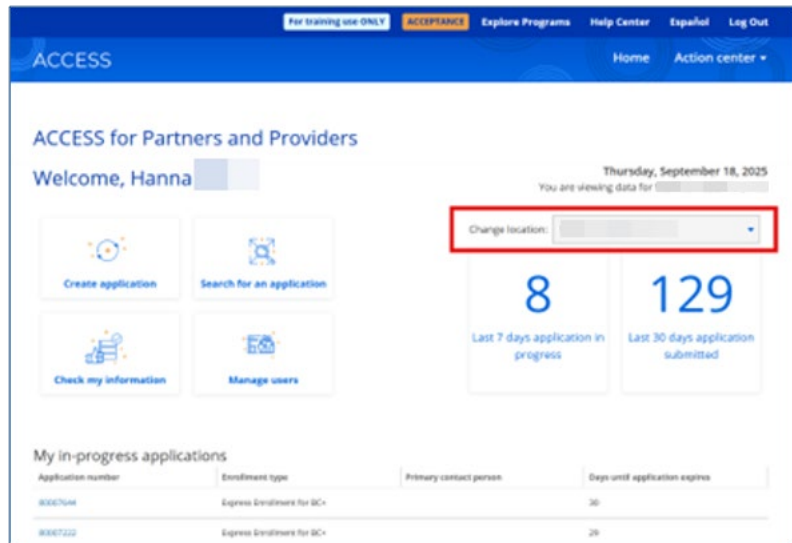
The screenshot shows the 'Setting Up a User Account' page in the ACCESS system. The page has a blue header with the ACCESS logo and navigation links: 'For training use ONLY', 'ACCEPTANCE', 'Explore Programs', 'Help Center', 'Español', 'Log Out', 'Home', and 'Action center'. The main content area is titled 'Setting Up a User Account' and contains instructions: 'Set up your account by completing **User Information**. After selecting the user type, complete the **Express Enrollment Organization Information**. Select the "Submit" button when you're done.' Below the instructions, there is a section for 'User information' with several input fields: 'First name', 'Middle initial', 'Last name', 'Date of birth', 'Email address', 'Phone number', and 'Street address'. Each field has a small icon to its left. At the bottom, there is a label for 'Apartment, unit, or room number'.



ACCESS for Partners and Providers

APP – Selecting a Location

After logging into APP with a user account, the ACCESS for Partners and Providers home page will be displayed for the user's primary location. If the user can do Express Enrollment applications for more than one location, they may change their location by selecting an option from the drop down.



ACCESS for Partners and Providers

APP – Landing Page

On the landing page, the user can do the following:

- Create application
- Search for an application
- Check my information
- Manage users
- Change location
- View in-progress and submitted applications

Official website of the State of Wisconsin. Here's how you know

For training use ONLY ACCEPTANCE Explore Programs Help Center Español Log Out

ACCESS Home Action center

ACCESS for Partners and Providers

Welcome, Hanna

Wednesday, September 17, 2025
You are viewing data for

Change location:

8 Last 7 days application in progress

126 Last 30 days application submitted

My in-progress applications

Application number	Enrollment type	Primary contact person	Days until application expires
	Express Enrollment for BC+		30
	Express Enrollment for FPOS		30
	Express Enrollment for FPOS		29



ACCESS for Partners and Providers

APP – Landing Page

The landing page has two main list views: My in-progress applications and My submitted applications.

Each section shows the application number, type of enrollment, primary contact person, and status. Applications can be accessed by clicking their numbers, and a View all link provides access to the complete list.

ACCESS for Partners and Providers

Welcome, Hanna

Thursday, October 2, 2025
You are viewing data for MERITER HOSPITAL INC.

Change location: MERITER HOSPITAL INC.

0
Last 7 days application in progress

138
Last 30 days application submitted

My in-progress applications

Application number	Enrollment type	Primary contact person	Days until application expires
80016107	Express Enrollment for IPQS	Edgar Johnson	22
80015991	Express Enrollment for BC+		22
80015662	Express Enrollment for BC+		21
80012311	Express Enrollment for IPQS		20
80009138	Express Enrollment for BC+	erberry twercj	17

[View all](#)

My submitted applications

Application Number	Enrollment type	Primary contact person	Submission date
80005047	Express Enrollment for IPQS	vsoujhg storgthau	Oct 2, 2025
80006044	Express Enrollment for BC+	asobnecj nrmqepvnh	Oct 2, 2025
80006043	Express Enrollment for BC+	qhgqjgh kqyrrpp	Oct 2, 2025
80006042	Express Enrollment for IPQS	qkrgprg bysktate	Oct 2, 2025
80006040	Express Enrollment for BC+	atghagjgt ehenetol	Oct 1, 2025

[View all](#)



ACCESS for Partners and Providers

APP – Landing Page

In the top right corner, there are boxes that show how many applications are in progress from the last 7 days and how many have been submitted in the last 30 days.

For training use ONLY ACCEPTANCE Explore Programs Help Center Español Log Out

ACCESS Home Action center

ACCESS for Partners and Providers

Welcome, Hanna

Thursday, October 2, 2025
You are viewing data for MERITER HOSPITAL INC.

Change location: MERITER HOSPITAL INC

0 Last 7 days application in progress

138 Last 30 days application submitted

My in-progress applications

Application number	Enrollment type	Primary contact person	Days until application expires
80016107	Express Enrollment for IPPOS	Edgar Johnson	22
80015991	Express Enrollment for BC+		22
80015662	Express Enrollment for BC+		21
80012311	Express Enrollment for IPPOS		20
80009138	Express Enrollment for BC+	erberry twercj	17

View all

My submitted applications

Application Number	Enrollment type	Primary contact person	Submission date
80005047	Express Enrollment for IPPOS	vsuufjg storgflau	Oct 2, 2025
80005044	Express Enrollment for BC+	asobnecj nmpejphn	Oct 2, 2025
80005043	Express Enrollment for BC+	qfkgjgk klymryp	Oct 2, 2025
80005042	Express Enrollment for IPPOS	qkrgarpe byfklate	Oct 2, 2025
80005040	Express Enrollment for BC+	atghkagct ehentul	Oct 1, 2025

View all



ACCESS for Partners and Providers

APP – Landing Page

The options available to the user on the landing page are determined by the security profile selected when setting up their account. The following factors can determine those options:

- Type of APP user: Security administrator or user.
- Type of organization: Partner, or provider, or qualified hospital.
- Security administrator grants ability to do Express Enrollment for BadgerCare Plus children, adults, pregnant persons and Family Planning Only Services.



ACCESS for Partners and Providers

APP – Landing Page

Organizations must maintain at least two security administrators at all times to ensure continuity of operations and prevent disruptions in access administration. Two designated administrators are required to support timely granting and removal of user access to the Express Enrollment APP during staff transitions, absences, or other operational changes.



ACCESS for Partners and Providers

APP – Landing Page

Users can only search for Express Enrollment applications they started or submitted based on the selected location.

Learn more about searching for Express Enrollment applications in [Section 16.4.2 Search for an Application](#) in the ACCESS User Guide.

Official website of the State of Wisconsin Here's how you know

For training use ONLY ACCEPTANCE Explore Programs Help Center Español Log Out

ACCESS Home Action center

ACCESS for Partners and Providers

Welcome, Hanna

Wednesday, September 17, 2025

You are viewing data for

Change location:

8 Last 7 days application in progress

126 Last 30 days application submitted

My in-progress applications

Application number	Enrollment type	Primary contact person	Days until application expires
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	Express Enrollment for FPOS		30
	Express Enrollment for FPOS		29





Applying for Express Enrollment



Applying for Express Enrollment

Before Starting

Check ForwardHealth to verify the applicant does not currently have Medicaid, or BadgerCare Plus, or Family Planning Only Services coverage before starting a new application. See the [Forward Health User Guide](#) for information on verifying current enrollment.

If the individual recently lost coverage, check if it's due to a renewal or another reason. For renewals, encourage them to complete it through ACCESS, mail, phone, or in person at their local agency using their renewal letter. For other reasons, help them contact their agency to address the issue rather than starting a new application.



Applying for Express Enrollment

Before Starting

Multiple individuals in a household can be on the same Express Enrollment application for BadgerCare Plus.

Only one individual can be on an Express Enrollment application for Family Planning Only Services. If multiple individuals in a household are applying for Express Enrollment for Family Planning Only Services, complete a separate application for each individual.

Only Express Enrollment applications can be completed in APP. They take about 15 minutes or less to complete.



Applying for Express Enrollment

Overview

The Express Enrollment application has the following sections:

- Program selection
- Individual details
- Primary contact details
- Confirm your address
- Income details
- Provider signature
- Primary contact person signature
- Result details



Applying for Express Enrollment

Overview

While completing the application, keep in mind:

- Fields marked with a red asterisk * must be completed.
- “Click here” links will provide additional instructions or help text.



Applying for Express Enrollment

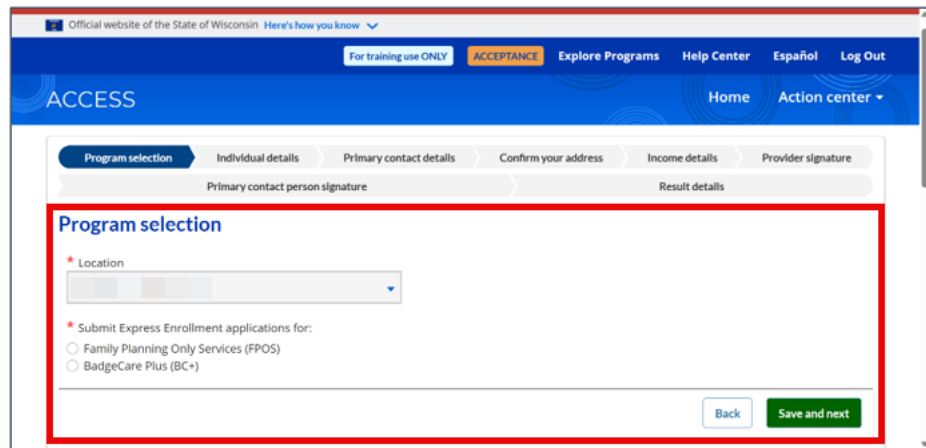
Completing the Application

From the landing page, do the following:

- Choose BadgerCare Plus or Family Planning Only Services in the “Program selection” section.

Note: This example chooses BadgerCare Plus.

- Click **Save and next**.



The screenshot shows the 'Official website of the State of Wisconsin' with a navigation bar containing links for 'For training use ONLY', 'ACCEPTANCE', 'Explore Programs', 'Help Center', 'Español', and 'Log Out'. Below this is an 'ACCESS' section with 'Home' and 'Action center' links. The main content area is a multi-step form with tabs: 'Program selection' (active), 'Individual details', 'Primary contact details', 'Confirm your address', 'Income details', and 'Provider signature'. Below the tabs are two sub-sections: 'Primary contact person signature' and 'Result details'. The 'Program selection' section is highlighted with a red border and contains a dropdown menu for 'Location' and two radio button options: 'Family Planning Only Services (FPOS)' and 'BadgerCare Plus (BC+)'. At the bottom right of the form are 'Back' and 'Save and next' buttons.

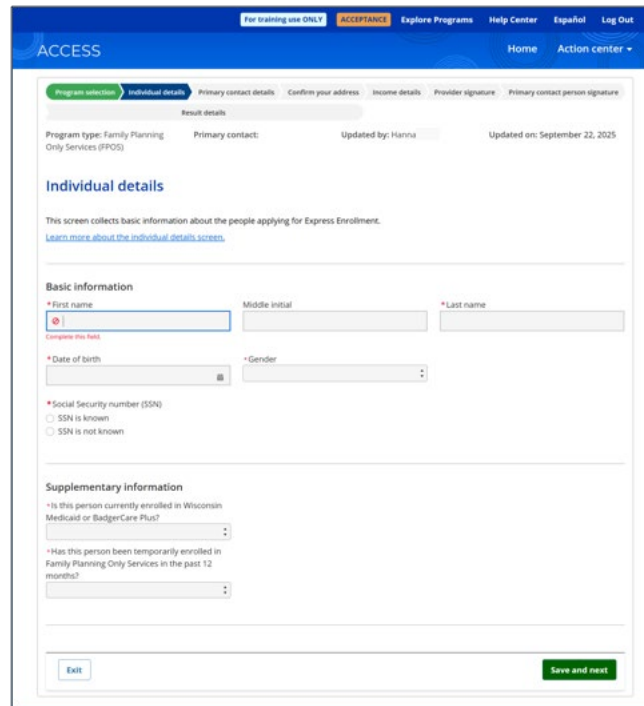


Applying for Express Enrollment

Individual details Page

The Individual details page collects information about the individuals applying.

If someone does not know their Social Security number or does not have one, select **SSN is not known**.



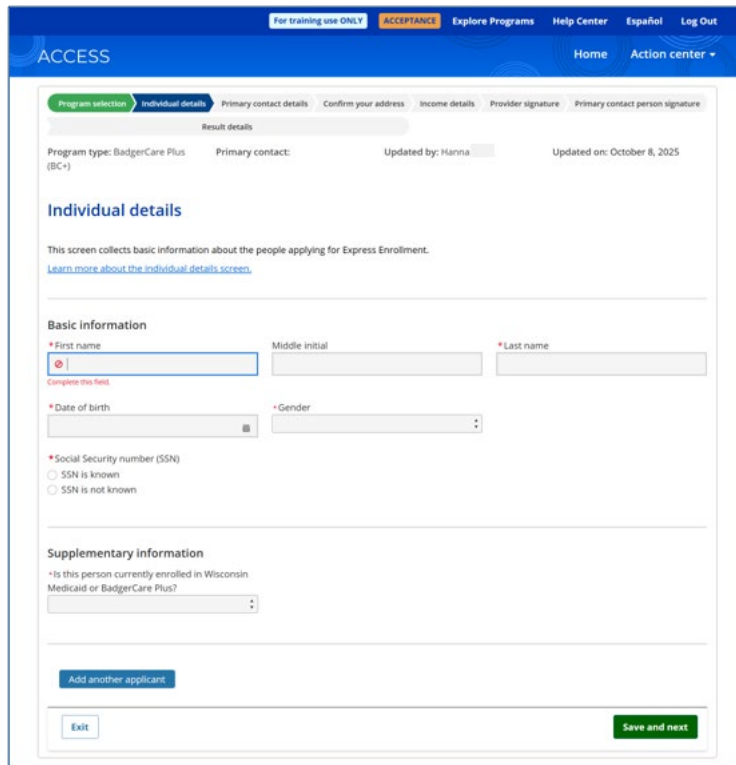
The screenshot shows the 'ACCESS' web application interface. At the top, there's a navigation bar with links for 'For training use ONLY', 'ACCEPTANCE', 'Explore Programs', 'Help Center', 'Español', and 'Log Out'. Below this is a breadcrumb trail: 'Program selection' > 'Individual details' > 'Primary contact details' > 'Confirm your address' > 'Income details' > 'Provider signature' > 'Primary contact person signature'. The main content area is titled 'Individual details' and includes a sub-header 'Basic information'. It contains several form fields: 'First name' (with a red error icon and a 'Complete this field' message), 'Middle initial', 'Last name', 'Date of birth', and 'Gender'. There are also radio buttons for 'Social Security number (SSN)' with options 'SSN is known' and 'SSN is not known'. Below this is a 'Supplementary information' section with two questions about Medicaid enrollment. At the bottom, there are 'Exit' and 'Save and next' buttons.



Applying for Express Enrollment

Individual details Page

To add individuals to the application, click **Add another applicant**. (Remember for Family Planning Only Services, only one person can be included in each application.)



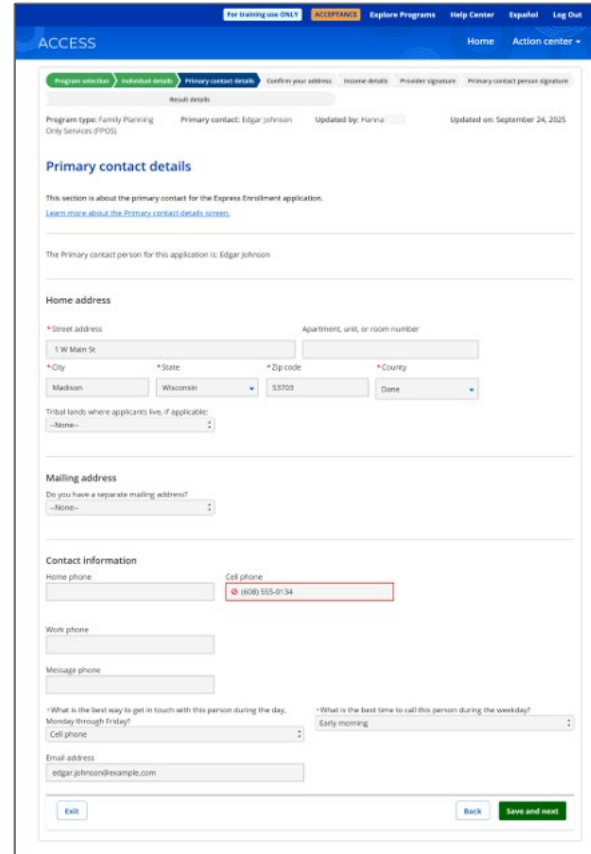
The screenshot shows the 'Individual details' page within the ACCESS system. The page has a blue header with navigation links: 'For training use ONLY', 'ACCEPTANCE', 'Explore Programs', 'Help Center', 'Español', and 'Log Out'. Below the header, there's a 'Result details' section with tabs for 'Program selection', 'Individual details' (active), 'Primary contact details', 'Confirm your address', 'Income details', 'Provider signature', and 'Primary contact person signature'. The 'Individual details' tab shows 'Program type: BadgerCare Plus (BC+)', 'Primary contact:', 'Updated by: Hanna', and 'Updated on: October 8, 2025'. The main section is titled 'Individual details' and contains a description: 'This screen collects basic information about the people applying for Express Enrollment. [Learn more about the individual details screen.](#)'. Below this is the 'Basic information' section with fields for 'First name' (with a red asterisk and a 'Complete this field' message), 'Middle initial', 'Last name' (with a red asterisk), 'Date of birth', and 'Gender'. There are also radio buttons for 'Social Security number (SSN)' with options 'SSN is known' and 'SSN is not known'. The 'Supplementary information' section has a dropdown menu for 'Is this person currently enrolled in Wisconsin Medicaid or BadgerCare Plus?'. At the bottom, there are two buttons: 'Add another applicant' and 'Exit', and a green 'Save and next' button.



Applying for Express Enrollment

Primary contact details Page

The Primary contact details page collects contact information of the primary person on the application.



The screenshot shows the 'Primary contact details' page in the ACCESS system. The page has a blue header with navigation links: 'For training use ONLY', 'ACCEPTANCE', 'Explore Programs', 'Help Center', 'Español', and 'Log Out'. Below the header, there's a breadcrumb trail: 'Program selection' > 'Individual details' > 'Primary contact details' > 'Confirm your address' > 'Insurance details' > 'Provider signature' > 'Primary contact person signature'. The main content area is titled 'Primary contact details' and includes a sub-header 'This section is about the primary contact for the Express Enrollment application. [Learn more about the Primary contact details screen.](#)'. Below this, it states 'The primary contact person for this application is: Edgar Johnson'. The form is divided into sections: 'Home address' with fields for street address, apartment/unit/room number, city, state, zip code, and county; 'Mailing address' with a dropdown for 'Do you have a separate mailing address?'; 'Contact information' with fields for home phone, work phone, and message phone; and a section for 'What is the best way to get in touch with this person during the day?' and 'What is the best time to call this person during the weekday?'. At the bottom, there are 'Back' and 'Save and next' buttons.

ACCESS

For training use ONLY ACCEPTANCE Explore Programs Help Center Español Log Out

Home Action center

Program selection Individual details Primary contact details Confirm your address Insurance details Provider signature Primary contact person signature

Result details

Program type: Family Planning Only Services (FPDS) Primary contact: Edgar Johnson Updated by: Hanna Updated on: September 24, 2025

Primary contact details

This section is about the primary contact for the Express Enrollment application.
[Learn more about the Primary contact details screen.](#)

The primary contact person for this application is: Edgar Johnson

Home address

*Street address Apartment, unit, or room number

1 W Main St

*City *State *Zip code *County

Madison Wisconsin 53703 Done

Tribal lands where applicant lives, if applicable:
None

Mailing address

Do you have a separate mailing address?
None

Contact information

Home phone Cell phone

(808) 555-0134

Work phone

Message phone

*What is the best way to get in touch with this person during the day:
Monday through Friday?
Cell phone

*What is the best time to call this person during the weekday?
Early morning

Email address:
edgar.johnson@example.com

Back Save and next



Applying for Express Enrollment

Primary contact details Page

For BadgerCare Plus with multiple adults on the application, the applicants can select which adult is the primary contact person.

The screenshot shows the 'Primary contact details' page in the ACCESS system. The page is titled 'Primary contact details' and includes a breadcrumb trail: 'Program selection > Individual details > Primary contact details'. The page contains several sections for data entry:

- Result details:** Program type: Family Planning Only Services (FPOS); Primary contact: Edgar Johnson; Updated by: Minnie; Updated on: September 24, 2025.
- Primary contact details:** This section is about the primary contact for the Express Enrollment application. It states: 'The Primary contact person for this application is: Edgar Johnson'.
- Home address:** Includes fields for Street address, Apartment, unit, or room number, City (Madison), State (Wisconsin), Zip code (53703), and County (Date).
- Mailing address:** Includes a dropdown for 'Do you have a separate mailing address?' with the option 'None' selected.
- Contact information:** Includes fields for Home phone, Cell phone, Work phone, and Message phone.
- Best time to get in touch:** Includes dropdowns for 'What is the best way to get in touch with this person during the day, Monday through Friday?' (Cell phone) and 'What is the best time to call this person during the weekend?' (Early morning).
- Email address:** Includes a text field for the email address, currently showing 'edgar.johnson@example.com'.

At the bottom of the page, there are 'Exit', 'Back', and 'Save and next' buttons.



Applying for Express Enrollment

Primary contact details Page

If the Express Enrollment for BadgerCare Plus application includes at least one individual age 18 or older and at least one minor, the dropdown list of options will display the names of individuals on the application who are age 18 or older and will include an additional “Other Parent/Caretaker” option.

If another person in the household but not included in the Express Enrollment application wants to be the primary contact person, choose the “Other Parent/Caretaker” option and enter in the person’s information as requested.



Applying for Express Enrollment

Primary contact details Page

If the Express Enrollment for BadgerCare Plus application only includes people under age 18, a question will display asking “Are all of the minors on this application living independently?”

If **Yes** is selected, the oldest person will automatically be chosen as the primary contact person.



Applying for Express Enrollment

Primary contact details Page

If the mailing address is different than the home address, select Yes from the drop-down menu to the question, Do you have a separate mailing address and enter the complete mailing address, including ZIP code.

If no mailing address is entered, notices will be sent to the home address.

An address must be entered for an applicant experiencing homelessness. This can be the address of where they are currently staying (e.g., with a friend, family member, shelter, other organization). If they cannot provide address information, enter the address of the local income maintenance agency.



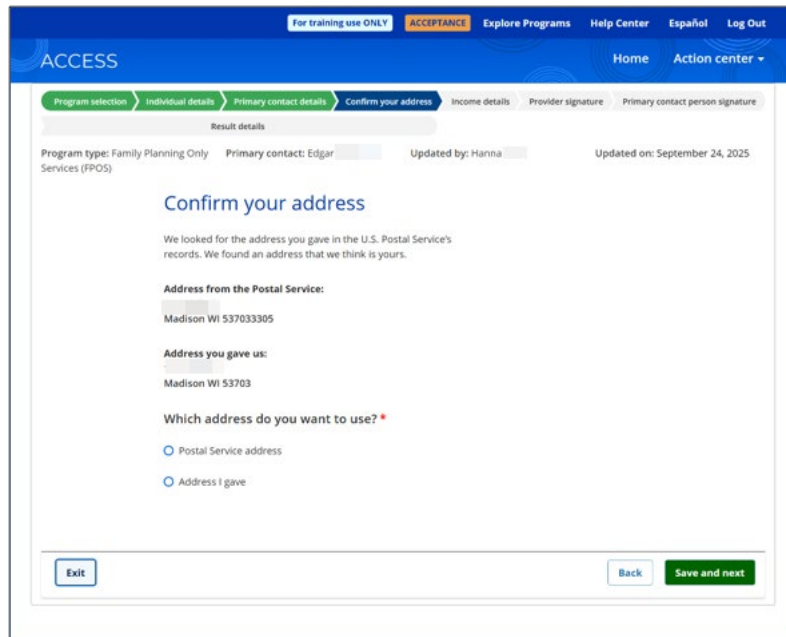
Applying for Express Enrollment

Confirm your address Page

The Confirm your address page compares the address you entered to the U.S. Postal Service's standardized version and asks which one to use.

Choose between the Postal Service standardized format and the address you previously entered.

Click **Save and next**.



The screenshot shows the 'Confirm your address' page within the ACCESS system. The top navigation bar includes links for 'For training use ONLY', 'ACCEPTANCE', 'Explore Programs', 'Help Center', 'Español', and 'Log Out'. The main header displays 'ACCESS' and 'Home Action center'. A progress bar at the top indicates the current step: 'Confirm your address', with other steps like 'Program selection', 'Individual details', 'Primary contact details', 'Income details', 'Provider signature', and 'Primary contact person signature' shown as completed. The page content includes 'Result details' and a summary of the program type (Family Planning Only Services (FPOS)), primary contact (Edgar), and update information (Updated by: Hanna, Updated on: September 24, 2025). The main heading is 'Confirm your address'. Below this, a message states: 'We looked for the address you gave in the U.S. Postal Service's records. We found an address that we think is yours.' Two address options are presented: 'Address from the Postal Service: Madison WI 537033305' and 'Address you gave us: Madison WI 53703'. A question 'Which address do you want to use?' is followed by two radio button options: 'Postal Service address' and 'Address I gave'. At the bottom, there are three buttons: 'Exit', 'Back', and 'Save and next'.

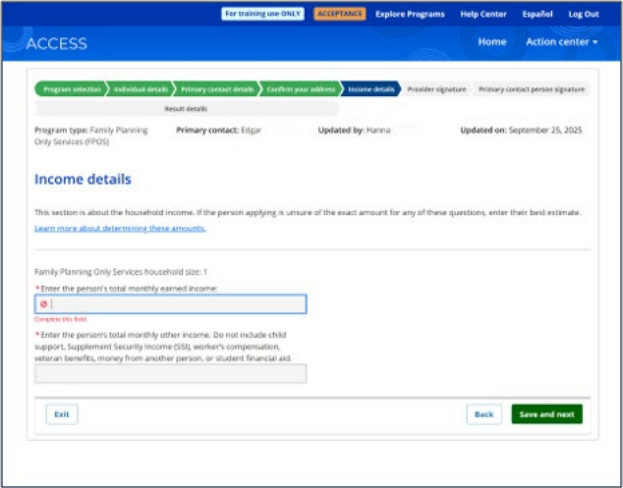


Applying for Express Enrollment

Income Details Page

The Income Details page collects information about household size and household income.

Note: The Income Details page will not display when only former foster care youth are on the application. If the application includes people who are not former foster care youth, the Income Details page will display and the applicant must include the former foster care youth's income since it must be considered when determining the eligibility for other people.



The screenshot shows the 'ACCESS' system interface. At the top, there's a navigation bar with links for 'For training use ONLY', 'ACCEPTANCE', 'Explore Programs', 'Help Center', 'Español', and 'Log Out'. Below this is a breadcrumb trail: 'Program overview' > 'Individual details' > 'Primary contact details' > 'Confirm your address' > 'Income details' > 'Provider signature' > 'Primary contact person signature'. The 'Income details' section is active. It displays 'Program type: Family Planning Only Services (FPOS)', 'Primary contact: Edgar', 'Updated by: Hanna', and 'Updated on: September 25, 2025'. The 'Income details' heading is followed by a note: 'This section is about the household income. If the person applying is unsure of the exact amount for any of these questions, enter their best estimate. [Learn more about determining these amounts.](#)'. Below this, it says 'Family Planning Only Services household size: 1'. There are two input fields: the first is for 'Enter the person's total monthly earned income' and the second is for 'Enter the person's total monthly other income. Do not include child support, Supplement Security Income (SSI), worker's compensation, veteran benefits, money from another person, or student financial aid.' At the bottom, there are 'Exit', 'Back', and 'Save and next' buttons.



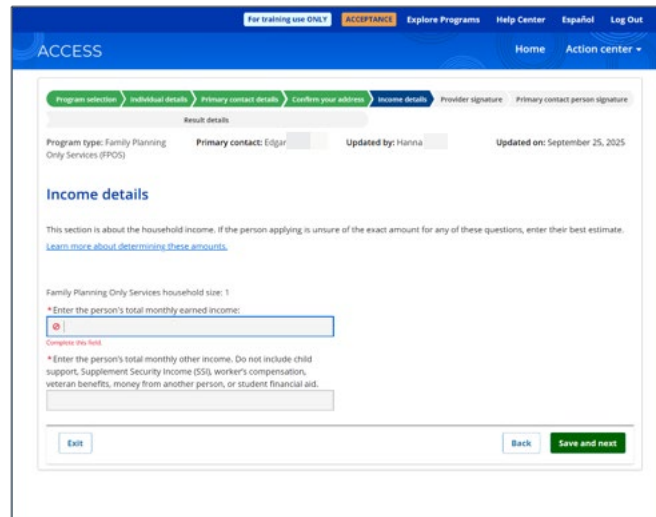
Applying for Express Enrollment

Income Details Page

See Section 32.2.6 Income of the BadgerCare Plus Handbook for the types of income that are countable for Express Enrollment.

Income reporting requirements for presumptive eligibility:

- BadgerCare Plus: Report income from **all** household members including those not listed on the application and not requesting eligibility.
- Family Planning Only Services: Report income from the **applicant only**.



The screenshot shows the 'ACCESS' system interface. At the top, there's a navigation bar with links: 'For training use ONLY', 'ACCEPTANCE', 'Explore Programs', 'Help Center', 'Español', and 'Log Out'. Below this is a secondary bar with 'Home' and 'Action center'. The main content area has a progress bar with steps: 'Program selection', 'Individual details', 'Primary contact details', 'Confirm your address', 'Income details' (current step), 'Provider signature', and 'Primary contact person signature'. Under 'Result details', it shows 'Program type: Family Planning Only Services (FPOS)', 'Primary contact: Edgar', 'Updated by: Hanna', and 'Updated on: September 25, 2025'. The 'Income details' section includes a note about household income and a link to 'Learn more about determining these amounts'. It specifies 'Family Planning Only Services household size: 1' and asks for 'total monthly earned income' with a text input field. Below that, it asks for 'total monthly other income' with another text input field. At the bottom are 'Exit', 'Back', and 'Save and next' buttons.



Applying for Express Enrollment

Income Details Page

For the household size for BadgerCare Plus, include the following household members:

- Children under age 19 (if a child is married, count their spouse)
- The biological, adoptive, and step- parents living with the children under age 19
- Spouses
- Caretaker relatives
- Number of expected infants for a pregnant person



Applying for Express Enrollment

Income Details Page

For Express Enrollment applications for Family Planning Only Services:

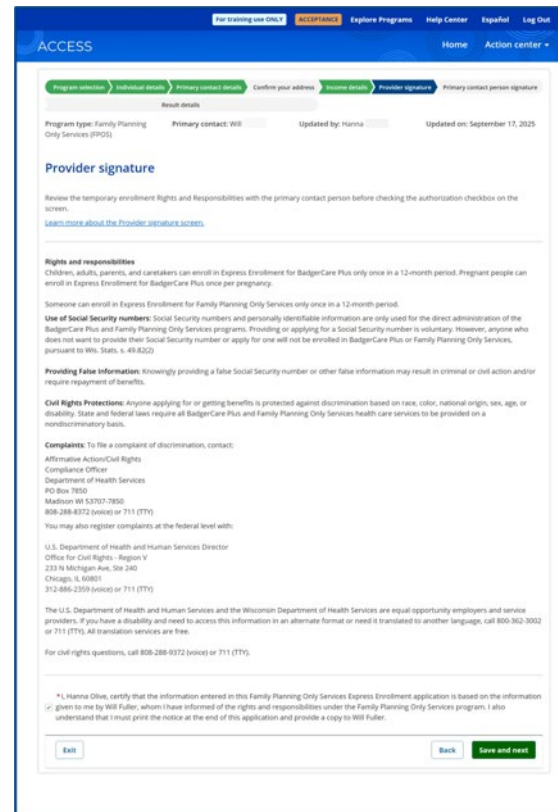
- The household size is always one.
- Individuals must report ONLY their income (even if they are under age 18, married, have children, or a tax dependent of another person).



Applying for Express Enrollment

Provider Signature Page

The Provider Signature page collects the electronic signature for the staff person from the partner or provider or hospital who is completing the Express Enrollment application.



The screenshot shows the 'Provider signature' page within the ACCESS system. At the top, there's a navigation bar with links for 'For training use ONLY', 'ACCEPTANCE', 'Explore Programs', 'Help Center', 'Español', and 'Log Out'. Below this, a breadcrumb trail indicates the current step: 'Program selection' > 'Enrollment details' > 'Primary contact details' > 'Confirm your address' > 'Provider signature' > 'Primary contact person signature'. The page title is 'ACCESS' and the user is logged in as 'Home' with an 'Action center' link. The main content area shows 'Enrollment details' with fields for 'Program type: Family Planning Only Services (FPOS)', 'Primary contact: W6', 'Updated by: Hanna', and 'Updated on: September 17, 2025'. The 'Provider signature' section includes a review instruction: 'Review the temporary enrollment Rights and Responsibilities with the primary contact person before checking the authorization checkbox on the screen.' and a link to 'Learn more about the Provider signature screen.' Below this, there are sections for 'Rights and responsibilities', 'Use of Social Security numbers', 'Providing False Information', 'Civil Rights Protections', and 'Complaints'. The 'Complaints' section provides contact information for the U.S. Department of Health and Human Services and the Wisconsin Department of Health Services. At the bottom, there's a disclaimer and a note about civil rights questions. The page has 'Exit', 'Back', and 'Save and next' buttons.

For training use ONLY ACCEPTANCE Explore Programs Help Center Español Log Out

ACCESS Home Action center

Program selection > Enrollment details > Primary contact details > Confirm your address > **Provider signature** > Primary contact person signature

Enrollment details

Program type: Family Planning Only Services (FPOS) Primary contact: W6 Updated by: Hanna Updated on: September 17, 2025

Provider signature

Review the temporary enrollment Rights and Responsibilities with the primary contact person before checking the authorization checkbox on the screen.

[Learn more about the Provider signature screen.](#)

Rights and responsibilities

Children, adults, parents, and caretakers can enroll in Express Enrollment for BadgerCare Plus only once in a 12-month period. Pregnant people can enroll in Express Enrollment for BadgerCare Plus once per pregnancy.

Someone can enroll in Express Enrollment for Family Planning Only Services only once in a 12-month period.

Use of Social Security numbers: Social Security numbers and personally identifiable information are only used for the direct administration of the BadgerCare Plus and Family Planning Only Services programs. Providing or applying for a Social Security number is voluntary. However, anyone who does not want to provide their Social Security number or apply for one will not be enrolled in BadgerCare Plus or Family Planning Only Services, pursuant to Wis. Stats. s. 49.83(2).

Providing False Information: Knowingly providing a false Social Security number or other false information may result in criminal or civil action and/or require repayment of benefits.

Civil Rights Protections: Anyone applying for or getting benefits is protected against discrimination based on race, color, national origin, sex, age, or disability. State and federal laws require all BadgerCare Plus and Family Planning Only Services health care services to be provided on a nondiscriminatory basis.

Complaints: To file a complaint of discrimination, contact:

Affirmative Action/Civil Rights
Compliance Officer
Department of Health Services
PO Box 7850
Madison WI 53707-7850
808-288-8372 (voice) or 711 (TTY)

You may also register complaints at the federal level with:

U.S. Department of Health and Human Services Director
Office for Civil Rights - Region V
233 N Michigan Ave. Ste 240
Chicago, IL 60601
312-886-2359 (voice) or 711 (TTY)

The U.S. Department of Health and Human Services and the Wisconsin Department of Health Services are equal opportunity employers and service providers. If you have a disability and need to access this information in an alternate format or need it translated to another language, call 800-362-3002 or 711 (TTY). All translation services are free.

For civil rights questions, call 808-288-9372 (voice) or 711 (TTY).

*I, Hanna Oliva, certify that the information entered in this Family Planning Only Services Express Enrollment application is based on the information given to me by W6 Fulfer, whom I have informed of the rights and responsibilities under the Family Planning Only Services program. I also understand that I must print the notice at the end of this application and provide a copy to W6 Fulfer.

Exit Back Save and next



Applying for Express Enrollment

Provider Signature Page

Read through the Rights and Responsibilities for the primary contact person. Once the review is complete, the partner or provider will check the authorization statement and click **Save and next**.

The screenshot shows the 'Provider signature' page within the ACCESS system. The page has a blue header with navigation links: 'For training use ONLY', 'ACCESS', 'Explore Programs', 'Help Center', 'Español', and 'Log Out'. Below the header, a progress bar indicates the current step: 'Provider signature'. The main content area includes a 'Result details' section with fields for 'Program type: Family Planning Only Services (FPOS)', 'Primary contact: Will', 'Updated by: Hanna', and 'Updated on: September 17, 2025'. The 'Provider signature' section contains a review of temporary enrollment rights and responsibilities, a link to 'Learn more about the Provider signature screen', and sections for 'Rights and responsibilities', 'Use of Social Security numbers', 'Providing false information', 'Civil Rights Protections', and 'Complaints'. At the bottom, there is a disclaimer and a signature line for 'Hanna Olive'. The page ends with 'Exit', 'Back', and 'Save and next' buttons.

For training use ONLY ACCESS Explore Programs Help Center Español Log Out

ACCESS Home Action center +

Program selection Identified person Primary contact person Confirm your address Review details **Provider signature** Primary contact person signature

Result details

Program type: Family Planning Only Services (FPOS) Primary contact: Will Updated by: Hanna Updated on: September 17, 2025

Provider signature

Review the temporary enrollment rights and Responsibilities with the primary contact person before checking the authorization checkbox on the screen.

[Learn more about the Provider signature screen.](#)

Rights and responsibilities

Children, adults, parents, and caretakers can enroll in Express Enrollment for BadgerCare Plus only once in a 12-month period. Pregnant people can enroll in Express Enrollment for BadgerCare Plus once per pregnancy.

Someone can enroll in Express Enrollment for Family Planning Only Services only once in a 12-month period.

Use of Social Security numbers: Social Security numbers and personally identifiable information are only used for the direct administration of the BadgerCare Plus and Family Planning Only Services programs. Providing or applying for a Social Security number is voluntary. However, anyone who does not want to provide their Social Security number or apply for one will not be enrolled in BadgerCare Plus or Family Planning Only Services, pursuant to Wis. Stats. s. 49.82(2).

Providing false information: Knowingly providing a false Social Security number or other false information may result in criminal or civil action and/or require repayment of benefits.

Civil Rights Protections: Anyone applying for or getting benefits is protected against discrimination based on race, color, national origin, sex, age, or disability. State and federal laws require all BadgerCare Plus and Family Planning Only Services health care services to be provided on a nondiscriminatory basis.

Complaints: To file a complaint of discrimination, contact:

Affirmative Action/Civil Rights
Compliance Officer
Department of Health Services
PO Box 7850
Madison WI 53707-7850
800-288-4372 (voice) or 711 (TTY)

You may also register complaints at the federal level with:

U.S. Department of Health and Human Services Director
Office for Civil Rights - Region V
233 N Michigan Ave, Ste 240
Chicago, IL 60601
312-886-2259 (voice) or 711 (TTY)

The U.S. Department of Health and Human Services and the Wisconsin Department of Health Services are equal opportunity employers and service providers. If you have a disability and need to access this information in an alternate format or need it translated to another language, call 800-362-3002 or 711 (TTY). All translation services are free.

For civil rights questions, call 800-288-9372 (voice) or 711 (TTY).

*I, Hanna Olive, certify that the information entered in this Family Planning Only Services Express Enrollment application is based on the information given to me by Will Fulmer whom I have informed of the rights and responsibilities under the Family Planning Only Services program. I also understand that I must print the notice at the end of this application and provide a copy to Will Fulmer.

Exit Back **Save and next**



Applying for Express Enrollment

Primary contact person signature Page

The Primary contact person signature page shows a summary of all information entered on the Express Enrollment application.

Ask the primary contact person to read and review all information to ensure accuracy.

The screenshot shows the 'Primary contact person signature' page in the ACCESS system. The page has a blue header with navigation links: 'For training use ONLY', 'ACCEPTANCE', 'Explore Programs', 'Help Center', 'Español', and 'Log Out'. Below the header, there's a 'Result details' section with a progress bar showing steps: 'Program selection', 'Individual details', 'Primary contact details', 'Confirm your address', 'Income details', 'Provider signature', and 'Primary contact person signature'. The 'Primary contact details' step is currently active. Below this, there's a summary of information for 'Will Fuller'. The summary includes fields for 'First name', 'Middle initial', 'Last name', 'Date of birth', 'Gender', 'Social Security number', and several yes/no questions about enrollment status. The 'Updated on' date is September 17, 2025.

For training use ONLY ACCEPTANCE Explore Programs Help Center Español Log Out

ACCESS Home Action center

Program selection Individual details Primary contact details Confirm your address Income details Provider signature Primary contact person signature

Result details

Program type: Family Planning Only Services (FPOS) Primary contact: Will Updated by: Hanna Updated on: September 17, 2025

Primary contact person signature

Will Fuller, Review and make sure the information is correct. Any information that isn't correct can be changed at this time.

[Learn more about the Primary contact person signature screen.](#)

Summary of Will Fuller's information

First name:	
Middle initial:	None
Last name:	
Date of birth:	
Gender:	Male
Social Security number:	None
Is this person currently enrolled in Wisconsin Medicaid or BadgerCare Plus?	No
Is this person a U.S. citizen or lawfully present in the U.S.?	Yes
Has this person been temporarily enrolled in Family Planning Only Services in the past 12 months?	No



Applying for Express Enrollment

Primary contact person signature Page

The primary contact person's name appears at the bottom of the page.

After reviewing the summary and reading the statement, ask the primary contact person to check the box confirming information accuracy and to sign by typing their first and last name in the designated fields.

The screenshot displays a web form for Express Enrollment. It includes fields for contact information (message phone extension, home phone, best way to get in touch, best time to call, email address) and a summary of income details (household size, total monthly earned income, total monthly other income, total income). Below the summary is a statement to be read and a checkbox to confirm the information. At the bottom, there are input fields for the first and last name of the primary contact person, and buttons for 'Exit', 'Back', and 'Submit'.

Message phone extension:	Home phone
None	None
What is the best way to get in touch with this person during the day, Monday through Friday?	Home phone
What is the best time to call this person during the weekday?	Late afternoon
Email address:	None

Summary of income details

Household size:	1
Total monthly earned income:	\$36,000
Total monthly other income:	\$0
Total income:	\$36,000

☒ * I, Will Fuller, certify that the information entered in this Family Planning Only Services Express Enrollment application is true, correct, and complete, to the best of my knowledge. Hanna Olive has informed me of the rights and responsibilities under the Express Enrollment for the Family Planning Only Services program. I understand that anyone on this application who wants to receive ongoing Family Planning Only Services or other Wisconsin Medicaid benefits must apply online; by mail or fax; or by phone or in person at their local agency.

* First name:

* Last name:



Applying for Express Enrollment

Primary contact person signature Page

Do not enter their name into the application on their behalf.

Once the primary contact person has entered their name, click **Submit**.

Note: The primary contact person must sign the application in person. Telephonic signatures are not allowed for Express Enrollment.

Message phone extension:	None
What is the best way to get in touch with this person during the day, Monday through Friday?	Home phone
What is the best time to call this person during the weekday?	Late afternoon
Email address:	None

Summary of income details

Household size:	1
Total monthly earned income:	\$36,000
Total monthly other income:	\$0
Total income:	\$36,000

*I, Will Fuller, certify that the information entered in this Family Planning Only Services Express Enrollment application is true, correct, and complete, to the best of my knowledge. Hanna Olive has informed me of the rights and responsibilities under the Express Enrollment for the Family Planning Only Services program. I understand that anyone on this application who wants to receive ongoing Family Planning Only Services or other Wisconsin Medicaid benefits must apply online; by mail or fax; or by phone or in person at their local agency.

*First name:
Will

*Last name:

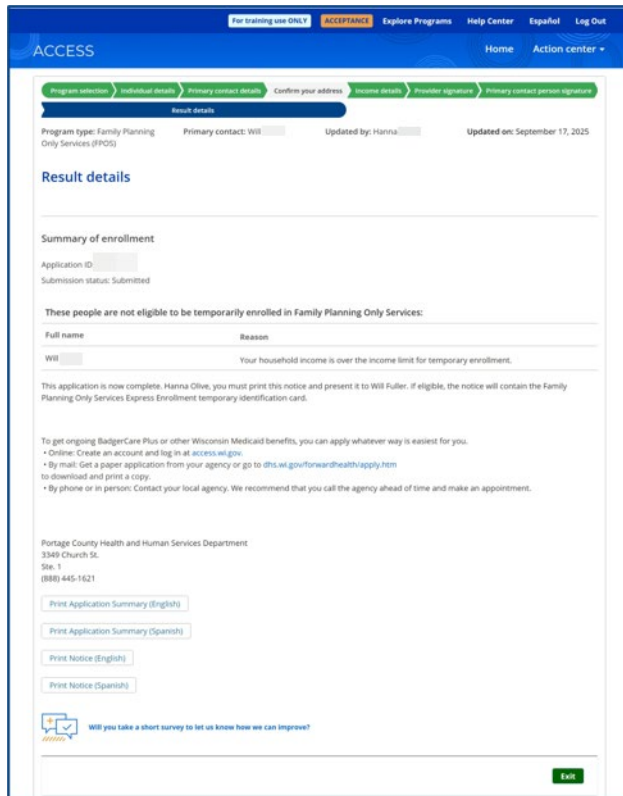


Applying for Express Enrollment

Results details Page

The Submit button completes the application and takes the user to the Result details page. Once the Submit button is selected, the Express Enrollment application status changes from In-progress to Submitted.

The Results details page displays a summary of who is and who is not eligible for temporary enrollment.



The screenshot shows the 'ACCESS' portal for Express Enrollment. The top navigation bar includes links for 'For training use ONLY', 'ACCEPTANCE', 'Explore Programs', 'Help Center', 'Español', and 'Log Out'. The main header shows 'ACCESS' and 'Home Action center'. The progress bar indicates the current step is 'Result details'. The page content includes:

- Program selection:** Family Planning Only Services (FPOS)
- Primary contact:** Will
- Updated by:** Hanna
- Updated on:** September 17, 2025
- Result details**
- Summary of enrollment**
 - Application ID: [redacted]
 - Submission status: Submitted
- Eligibility notice:** These people are not eligible to be temporarily enrolled in Family Planning Only Services:
 - Full name: [redacted] Reason: [redacted]
 - Will: [redacted] Your household income is over the income limit for temporary enrollment.
- Application completion:** This application is now complete. Hanna Olive, you must print this notice and present it to Will Fuller. If eligible, the notice will contain the Family Planning Only Services Express Enrollment temporary identification card.
- Next steps:** To get ongoing BadgerCare Plus or other Wisconsin Medicaid benefits, you can apply whatever way is easiest for you.
 - Online: Create an account and log in at access.wi.gov.
 - By mail: Get a paper application from your agency or go to dhs.wi.gov/forwardtohealth/apply.htm to download and print a copy.
 - By phone or in person: Contact your local agency. We recommend that you call the agency ahead of time and make an appointment.
- Contact information:** Portage County Health and Human Services Department, 3349 Church St., Ste. 1, (888) 445-1621
- Print buttons:** Print Application Summary (English), Print Application Summary (Spanish), Print Notice (English), Print Notice (Spanish)
- Survey:** Will you take a short survey to let us know how we can improve?
- Exit button:** Exit



Applying for Express Enrollment

Results details Page

Do the following:

- Print a copy of both the Application Summary and the Eligibility Notice.
- Give the copies to the primary contact person.

The application summary and the notice are available in English and Spanish.

The screenshot shows the 'ACCESS' web portal interface. At the top, there's a navigation bar with links for 'For training use ONLY', 'ACCESSANCE', 'Explore Programs', 'Help Center', 'Español', and 'Log Out'. Below this is a secondary bar with 'Home' and 'Action center'. The main content area has a progress bar with steps: 'Program selection', 'Individual details', 'Primary contact details', 'Confirm your address', 'Income details', 'Provider signature', and 'Primary contact person signature'. The 'Result details' section is active. It displays 'Program type: Family Planning Only Services (FPOS)', 'Primary contact: Will', 'Updated by: Hanna', and 'Updated on: September 17, 2025'. Below this, a 'Summary of enrollment' section shows 'Application ID: [redacted]' and 'Submission status: Submitted'. A table lists people not eligible for Family Planning Only Services, with columns for 'Full name' and 'Reason'. One entry shows 'Will' with the reason 'Your household income is over the income limit for temporary enrollment.' Below the table, a note states the application is complete and provides instructions for printing the notice. A list of options for getting ongoing Medicaid benefits is provided: online, by mail, or by phone. The footer includes the 'Portage County Health and Human Services Department' address and phone number, and buttons to print the application summary and notice in both English and Spanish. A survey prompt at the bottom asks 'Will you take a short survey to let us know how we can improve?' with a green 'Exit' button.



Applying for Express Enrollment

Results details Page

Here is an example of a notice with the applicant being enrolled.

If the applicant is not eligible, the notice will state the reason.

The screenshot shows a web browser window displaying a notice from the State of Wisconsin. The page title is "Status of Your Application for Express Enrollment in Family Planning Only Services". The notice is dated 01/02/2025. It states that the applicant has been temporarily enrolled in Family Planning Only Services, and this enrollment will end on or before 02/28/2025. The notice provides information on how to get ongoing Family Planning Only Services, including online at access.wi.gov, by mail, by phone, or in person at the Dane County Job Center. A note states that if the applicant applies before the end of their temporary enrollment, they cannot enroll in ongoing Family Planning Only Services, BadgerCare Plus, or other Wisconsin Medicaid benefits. The notice also provides information on how to pre-fill the application with information already given, including the Express Enrollment Application Number, Primary's date of birth, and Primary's first name and last name. The notice is signed by the primary contact person for this Express Enrollment application. The footer of the page includes "BadgerCare Plus", "Page 1", and the URL <https://www.dhs.wisconsin.gov/badgercareplus>.

123 MAIN ST
MADISON WI 53719
(563) 873-3411

State of Wisconsin
Application # [REDACTED]

Date: 01/02/2025

**Status of Your Application for
Express Enrollment in Family Planning Only Services**

You applied for Express Enrollment in Family Planning Only Services on 01/02/2025. You are temporarily enrolled in Family Planning Only Services. This enrollment will end on or before 02/28/2025.

To get ongoing Family Planning Only Services, you can apply in any of the following ways:

- Online at access.wi.gov
- By mail, by phone, or in person at:
Dane County Job Center
1819 Aberg Ave.
Suite D
Madison, WI 53704
1-888-794-6556

If you are applying by phone or in person at the agency, it is a good idea to call the agency ahead of time to make an appointment.

Note: If you apply with the agency before the end of your temporary enrollment, and they find that you cannot enroll in ongoing Family Planning Only Services, BadgerCare Plus or other Wisconsin Medicaid benefits, your temporary enrollment will also end at that time.

When you apply for ongoing Family Planning Only Services at access.wi.gov, you can pre-fill your application with some of the information you have already given us. To do that, you will need the following information:

- Express Enrollment Application Number: [REDACTED]
- Primary's date of birth
- Primary's first name and last name

[REDACTED] is listed as the primary contact person for this Express Enrollment application.

To learn more, see "Rights and Responsibilities."

BadgerCare Plus Page 1 <https://www.dhs.wisconsin.gov/badgercareplus>



Applying for Express Enrollment

Results details Page

Here is an example of an application summary.



Application Summary
Here is a summary of what you told us in your application.

Summary of Primary's Information

Name	
Date of Birth	
Gender	Female
Social Security Number	Not Known
U.S. citizen or qualifying immigrant	Yes
Already receiving Wisconsin Medicaid or BadgerCare Plus	No
Previously enrolled through Express Enrollment in Family Planning Only Services	No



Applying for Express Enrollment

Results details Page

Those not eligible for temporary enrollment through the Express Enrollment process may still be eligible for ongoing BadgerCare Plus or Family Planning Only Services.

Applicants should not assume that the eligibility results of the Express Enrollment application will be the same as the eligibility results after submitting a regular application for ongoing benefits.



Applying for Express Enrollment

Temporary ForwardHealth ID Card

If the applicant is eligible, the Eligibility Notice will include a temporary ForwardHealth identification (ID) card. This temporary ID card is only valid for 14 calendar days and can be used until a permanent ForwardHealth ID card is mailed to the mailing address indicated on the Express Enrollment application.

Details about the temporary ID card can be found at Section 16.5.8.1.1 Temporary Identification Card in the ACCESS User Guide.

To the Provider The individual listed has been temporarily enrolled in Family Planning Only Services through Express Enrollment, in accordance with Wis. Stat. s. 49.471. This card is valid for the dates specified and entitles the listed individual to receive certain family planning services including certain family planning-related pharmacy services from any certified family planning provider. For additional information, call Provider Services at (800) 947-9627 or see the ForwardHealth Online Provider Handbook. NOTE: It is important to provide services when this card is presented. Providers who render services based on the enrollment dates on this card will receive payment for those services, as long as other reimbursement requirements are met. All policies regarding covered services apply during the temporary enrollment period, including the prohibition against billing members. Refer to the ForwardHealth Online Provider Handbook for further information regarding this temporary identification card. Providers are encouraged to keep a photocopy of this card. If the name on this card is followed by the words "Pending Assignment," the Member ID will be assigned within one business day. The card is still valid.	WISCONSIN DEPARTMENT OF HEALTH SERVICES TEMPORARY IDENTIFICATION CARD FOR EXPRESS ENROLLMENT IN FAMILY PLANNING ONLY SERVICES Name:  ID Number:  Temporary Card Valid From: 01/29/2025 - 02/11/2025 For services provided after the dates above, a ForwardHealth card should be presented or eligibility verified through ForwardHealth.
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Applying for Express Enrollment

Permanent ForwardHealth ID Card

If the member has not been issued a permanent ForwardHealth ID card before, one will be mailed within 3-5 business days. Please remind the member to watch and open their mail to make sure they get their card.

If the member has been issued a permanent ForwardHealth ID card in the past, they can use that one. If they no longer have that card, they should contact Member Services at 1-800-362-3002 to ask for a new one.

The member should start using their permanent ForwardHealth ID card as soon as possible.



Applying for Express Enrollment

Next Steps

- Temporary enrollment is short-term.
- Members with temporary enrollment should complete an application for ongoing coverage as soon as possible.
- To help the member (or an individual who was not eligible through Express Enrollment) apply for ongoing benefits, log out of APP.





Applying for Ongoing Benefits

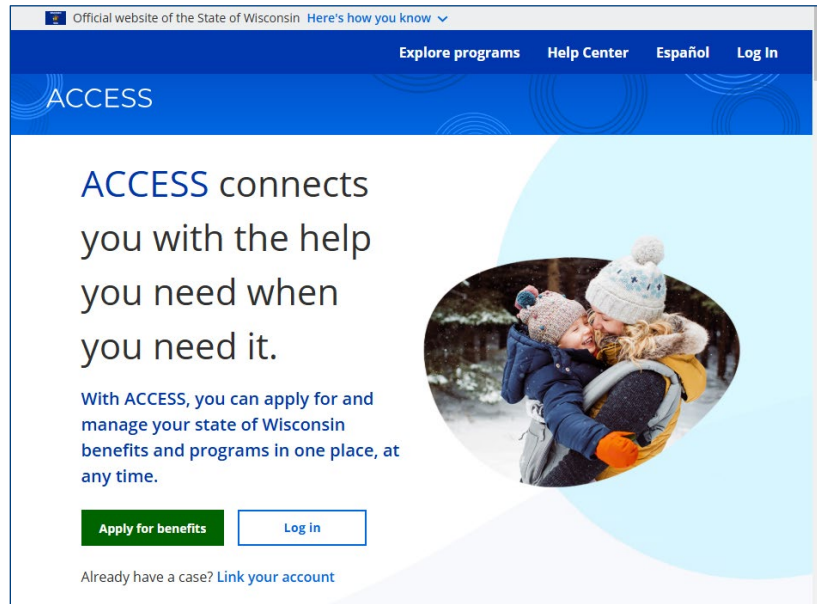


Applying for Ongoing Benefits

Overview

Once an individual is temporarily enrolled, help them apply for ongoing benefits in ACCESS.

If they are not able to or choose not to apply for ongoing benefits right away, provide them with information on applying online in ACCESS or contacting the income maintenance agency serving their county or tribal area.

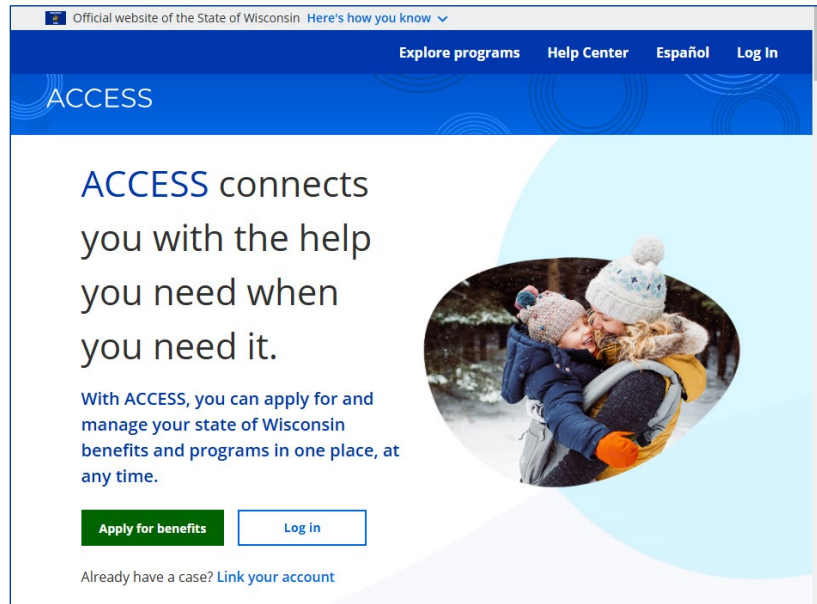


Applying for Ongoing Benefits

Getting Started

Go to access.wi.gov and click **Apply for Benefits**.

An application for ongoing benefits can include requests for other benefit programs in addition to BadgerCare Plus and Family Planning Only Services (for example, Medicaid, FoodShare, Wisconsin Shares Child Care Subsidy, and Wisconsin Works).



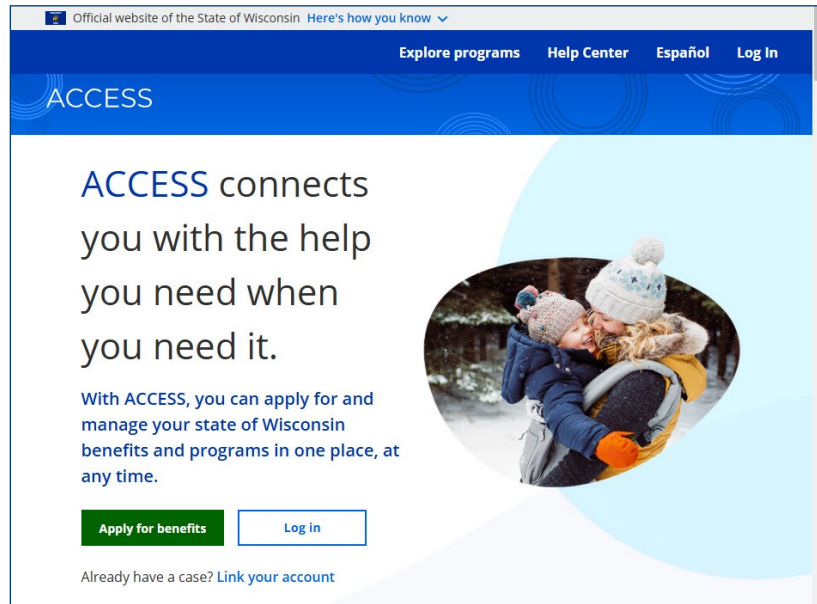
Applying for Ongoing Benefits

Quick Check

Do not start an Apply for Benefits application while logged into APP. Be sure to log out of APP.

The member must log into their own account or create a new one to start an Apply for Benefits application.

Confirm Log In appears in in the upper right corner so no one is logged in before the member gets started.





Additional Resources



Additional Resources

“Help” Links on the Page in APP

The links in the Express Enrollment application take users to help pages that have more information about the content on the page.

The screenshot shows the 'ACCESS' application interface. The top navigation bar includes links for 'For training use ONLY', 'ACCEPTANCE', 'Explore Programs', 'Help Center', 'Español', and 'Log Out'. The main content area is titled 'Individual details' and contains a 'Result details' section with information about the program type, primary contact, and update history. Below this is a section for 'Individual details' with a description and a link to 'Learn more about the individual details screen.' A red arrow points to this link. The 'Basic information' section includes fields for first name, middle initial, last name, date of birth, gender, and social security number (SSN).

The screenshot shows the 'ACCESS' application interface. The top navigation bar includes links for 'For training use ONLY', 'ACCEPTANCE', 'Explore Programs', 'Help Center', 'English', and 'Log Out'. The main content area is titled 'Applications for Presumptive Eligibility' and includes a 'Details of the person' section with instructions and a 'Commonly viewed articles' sidebar. The sidebar lists articles such as 'Manage users and user access details', 'User account setup and account confirmation', 'Program selection', 'Details of the person', and 'ACCESS for Partners and Suppliers'.



Additional Resources

Online Resources

Here are online resources about Express Enrollment:

- [ACCESS User Guide \(Chapter 16, Express Enrollment\)](#)
- [Express Enrollment Webpage](#)
- [ForwardHealth Provider Online Handbook](#)



Additional Resources

ForwardHealth Portal Help Desk

Providers can also contact the ForwardHealth Portal Help Desk for assistance with APP:

- Fill out an [online form](#) describing your issue.
- Send [an email](#) with your question.
- Call 1-866-908-1363 and get assistance from a representative.

Note: To troubleshoot issues with ACCESS/MyACCESS, send an email to DHSAccessHelp@dhs.wisconsin.gov

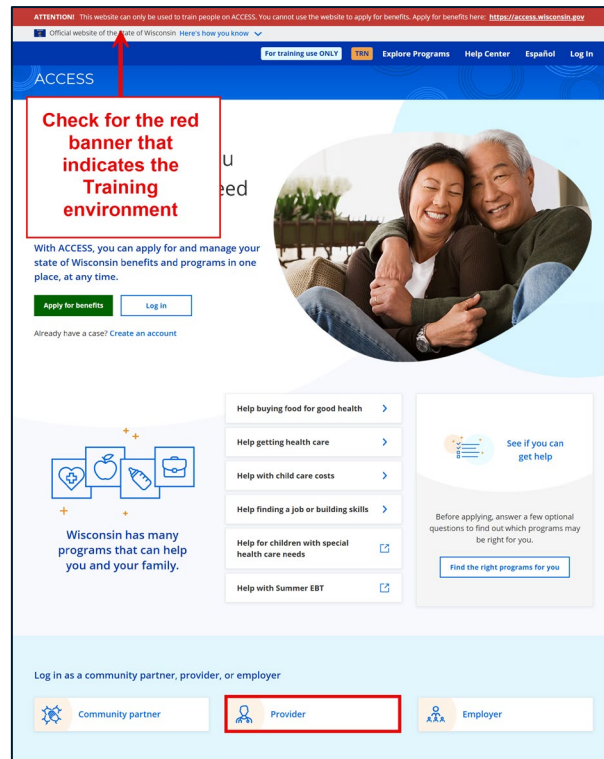


Additional Resources

Practice, Practice, Practice!

To practice using APP for Express Enrollment, do the following:

1. Go to the following website:
<https://trn.access.wisconsin.gov>
2. Click **Provider**.



Additional Resources

Practice, Practice, Practice!

To practice using APP for Express Enrollment, do the following:

3. Enter **sambeckett3333** for the User ID and **Enter123!** for the password.



The screenshot shows a web browser window with the URL `wamsuat.wisconsin.gov/nidp/iddff/sso?id=ENTLogin&sid=0&option=credential&sid=0...`. The page features the Wisconsin state logo and the text "WISCONSIN.GOV". Below this is the "WAMS WEB ACCESS MANAGEMENT SYSTEM" logo. The login form includes fields for "User ID:" (containing "sambeckett3333") and "Password:" (containing "*****"), followed by a "Login" button. There are two links: "Forgot your password? Is your account locked?" and "Request a Wisconsin User ID and Password." Below the login form is a disclaimer: "You are accessing the State of Wisconsin Local/Wide area network. This system is for authorized users only. All equipment, systems, services, and software connected to this network are intended only for the official business use of the State of Wisconsin. The State of Wisconsin reserves the right to audit, inspect and disclose all transactions and data sent over this medium in a manner consistent with State and Federal laws. By using this system you expressly consent to all such auditing, inspection and disclosure. Only software approved, scanned for virus, and licensed for State of Wisconsin use will be permitted on this network. Any illegal or unauthorized use of State of Wisconsin equipment, systems, services, or software by any person(s) may be subject to civil or criminal prosecution under state and federal laws, and may also result in disciplinary action where appropriate." At the bottom, there are links for "WAMS Home" and "Wisconsin Portal Home".

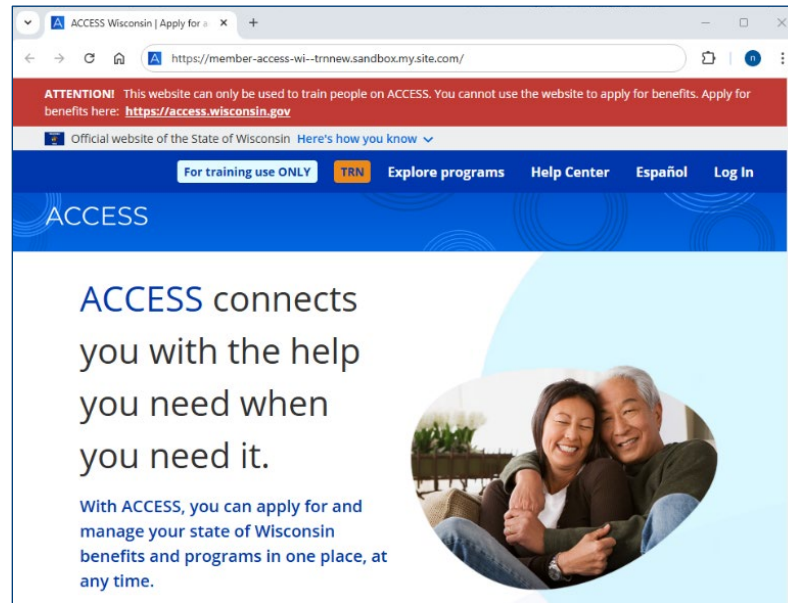


Additional Resources

Last Practice Tip

BE SURE to submit your practice applications in the training APP website. Check for the red banner that indicates the training environment.

DO NOT submit practice applications in the actual APP website. If you don't see the red banner, you are in the wrong place!



Thank You!

Thank you for completing the Express Enrollment Training for Partners, Providers, and Qualified Hospitals!

