

**WISCONSIN DEPARTMENT OF HEALTH SERVICES**  
**Division of Medicaid**  
**Services 1 W. Wilson St.**  
**Madison WI 53703**

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To: ACCESS Handbook Users

From: Rebecca McAtee, Bureau Director  
Bureau of Enrollment Policy and Systems

Re: **ACCESS Handbook Release 18-01**

Release Date: 06/26/2018

Effective Date: 06/23/2018 unless otherwise noted

Grey highlighted text denotes new text. Text with a strike through it denotes deleted text.

SECTION	DESCRIPTION OF CHANGE
<b>3.1.1.3.2 Using ACCESS Page</b>	<i>Updated screenshot to show that an organization can now be specified as the applicant's authorized representative.</i>
<b>3.1.2.1 Authorized Representative</b>	<p><del>If an authorized representative is applying on behalf of an applicant, this page will collect information about the authorized representative. An individual or organization authorized representative can apply on behalf of an applicant. Depending on the type of authorized representative selected, ACCESS will schedule either the individual authorized representative or organization authorized representative page to collect information about the authorized representative. In order to be considered a valid authorized representative all three electronic signatures must be entered. A warning message will be shown if all three signatures are not entered. A link to the Authorized Representative form is also displayed in case all signatures cannot be entered at the time of submitting the application.</del></p> <p><i>Removed screenshot, screenshots now in subsections.</i></p>
<b>3.1.2.1.1 Individual Authorized Representative</b>	<i>Added new section showing pages that collect more information about an individual authorized representative.</i>
<b>3.1.2.1.2 Organization Authorized Representative</b>	<i>Added new section showing pages that collect more information about an organization authorized representative.</i>
<b>3.1.5 Basic Information Summary</b>	<i>Updated screenshot.</i>
<b>4.2.7 Appointment Information</b>	<i>Changed section number from 4.2.6.1 and updated all subsequent section numbers.</i>
<b>4.2.10 Contact Information</b>	<p><i>Updated text and screenshot: The non-W-2 Contact Information page displays contact details for a person's worker and change center and also for, change center, representatives on the case, and the federal Health Insurance Marketplace.</i></p> <p><i>A link to the authorized representative form will be displayed to make any changes to this case representative.</i></p>