

VERIFYING WCISAP PARTICIPANT COMPLIANCE STATUS

Ask all new workers if they are a WCISAP participant. If not, a Pre-Program Test is required. Provide them with a completed Test Authorization Form and direct them to a WCISAP authorized collection site. *If there is any doubt about their status*, please call CleanWorkForce (CWF) with their full Social Security Number (SSN), or at a minimum, the last four numbers.

If a new worker is a participant, you may check their status via the website or by calling CWF.

Website address: www.wcisap.com

Phone: (206) 441-2990 or Toll-Free (866) 842-9223

To verify status using either method, you will need your Employer ID Number and Passcode.

If using the website, you may access their status with either their WCISAP Participation Card Number or with their last name and the last four numbers of their SSN.

- Type in the website address as shown above.
- Click on *CHECK STATUS*.
- Enter your Employer ID Number, Passcode and your name*. The ID Number, Passcode and Representative names are not case sensitive. Click *LOGIN*.

(* To use the website, your firm must authorize you as a Designated Employer Representative. You will need to type your name exactly as it was given to CleanWorkForce.)

- Review the End User Agreement and click on *I AGREE AND WISH TO CONTINUE*.
- You may access compliance status of up to seven new employees at one time.
- Enter the employee's last name and last four SSNs -- OR -- enter the employee's WCISAP Participation Card Number.
- Click *CHECK STATUS*.
- Each worker's compliance status will be indicated. You may print a copy of this page for your files.
- If a worker is "*IN COMPLIANCE*," no further action is needed.
 - If a worker is "*OUT OF COMPLIANCE*," contact CWF for direction. They may only owe a random test.
- Click on *CHECK MORE EMPLOYEES (or BACK)* to return to previous page to check the status of additional employees.
- Click on *CLEAR FIELDS* and enter employee information.