

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.