

**Expires:** \_\_\_\_\_ ENROLLING ON-LINE FOR THE FAMILY PLANNING ONLY SERVICES

**ID:** \_\_\_\_\_ <https://access.wisconsin.gov>

**PW:** \_\_\_\_\_

New Applicants must submit proof of income, Identity & citizenship. You will need to submit copies of **driver's license** or picture ID (shows identity), **birth certificate or passport** (shows citizenship), or resident card if not a US citizen, and **one month's worth of pay stubs**, most recent and consecutive if working (shows income). They do go back 30 days from submitting application, if no longer at your job on date of application. Once proof of Identity & citizenship are submitted they keep those on file and will not need to submit again. You will need to renew your application every year. As long as you are enrolled you will need to show proof of Income every year with a renewal application.

- 1) Go to access.wisconsin.gov
- 2) Click on **"Apply for Benefits"** only if you are a NEW applicant  
or  
Click on **"Login to Account"** if you have previously applied and have your ID & password  
Or  
Click on **"Create an Account"** if you have an existing case (you must know your SS# & Date of birth)
- 3) Click on **"Start a new application"**, and then click "Next" at bottom of screen
- 4) Fill in your Name and Email (optional)
- 5) Set up your ID and Password (**write down; you will need to log right back in, or use your previous one set up**)
- 6) Pick your secret questions, and then click on the box for user agreement.
- 7) Enter new ID and Password and you are ready to apply
- 8) Benefits applying for, select **"Family Planning Only Services"** then click "Next" twice.
- 9) Fill in basic information **ONLY** about yourself, where you live (must be WI address), contact information. If you are **under 18** and do **NOT** want mail sent to your home, **COME GET ONE OF THE CLERICAL STAFF TO HELP YOU** at this point. After each page completed, it will summarize what was documented. If something is missing, there will be a check mark in the **"change box"**; otherwise the check will be in the box **"complete"**. If you need to go back and correct information, use the **"Back"** button located at the bottom of the page.
- 10) Next page will look the same as when you entered your name, you need to add your SS# and other personal information. Remember if you are single, no matter how many live in your household, **only "1" should be in the box** when asked how many in household. Numbers are different if married/children.
- 11) Health Insurance question can be marked **"No one"** if you choose to not put it on the application, regardless if you have insurance or not, this information is NOT required on **this** application.
- 12) Enter your employer information, and then click "Next".
- 13) This will bring you to the "Signing of your Application", check the box and type name, which is indicating that you are electronically signing your application, click "Submit". If you do not have a printer; **STOP here and SAVE & EXIT. Do NOT go any further in your application.** Call us when you're done 715.425.8003 to let us know so we can print the cover sheet we need to fax your information in.
- 14) In left top corner, you will see the colored percentage bar, should read **100% complete**. You know that it was successfully signed. Your tracking number will be in bold in the right hand corner, as well as in the middle of the page. Click "Next" button.
- 15) Choose "fax" in documents
- 16) **Click on View and Print "DTS"**(Document Tracking Sheet) this is a PDF button. Your DTS will pop up in an additional window, **YOU NEED TO PRINT THIS.** Continue to click "Next" button until you are no longer able to and you are told "Thank You! Congratulations your application is submitted".
- 17) Bring your documents (ID, birth cert, pay stubs, DTS) to Reproductive Health to fax in, you **MUST** have the Document Tracking Sheet to fax, this is a coversheet to fax in all information. Please write your telephone number and total number of pages **included** at the top of the DTS in the spaces provided.