Hospital Utilization Report Registration

It's WHAICs policy that all data submitters and data users register for a role in our secured database, prior to reporting. WHAIC staff reviews all registrations followed by an approval email, or if needed, a request for additional information. If you have any questions about the registration process, please contact the WHAIC data collection staff at 608-274-1820 or email WHAInfoCenter@wha.org.

1. **To register, please open site https://portal.whainfocenter.com in your web browser and click the "Register" link:**

You will be prompted to enter a phrase displayed on the screen to defeat automated registrations.

2. A list of "Application" options will be presented. Check the box marked Hospital Utilization Reports.

3. Scroll through the list of facilities and check all that apply to your role as a data submitter and click Next:

STOP: Check **ALL facilities that you represent** and are responsible for entering hospital utilization data for.

4. Complete the User Details screen and click Create Account.

Personal Details...

Field	
First Name:	
Last Name:	
Email:	
Title:	
Phone:	xxx-xxx-xxxx
Phone Extension:	(optional)
Fax:	xxx-xxx-xxxx (optional)

Username and Password...

Field	
Username:	(only alphanumeric, please no email)
Password:	

Passwords must be at least 8 characters, including 1 uppercase, 1 lowercase, 1 digit and 1 special character: @#_*~$^&=%+

Field	
Confirm Password:	
Security Question:	
Security Answer:	

[Previous]   [Create Account]

> WHAIC must activate all accounts. *Allow 24-48 weekday hours to receive your approval notice.*

Hospital Utilization Report Login

Once your account is activated you may access the site by logging into the WHAIC portal at https://portal.whainfocenter.com

Please choose a site:

Hospital Utilization Report

> Choose the Hospital Utilization Report site. Some users may have more than one site listed.

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Please see our website for documentation on how to:

1. Reactive an account
2. Remove a user
3. Retrieve a User Name
4. Change a Password