

## 7.11 Wlpop Registration

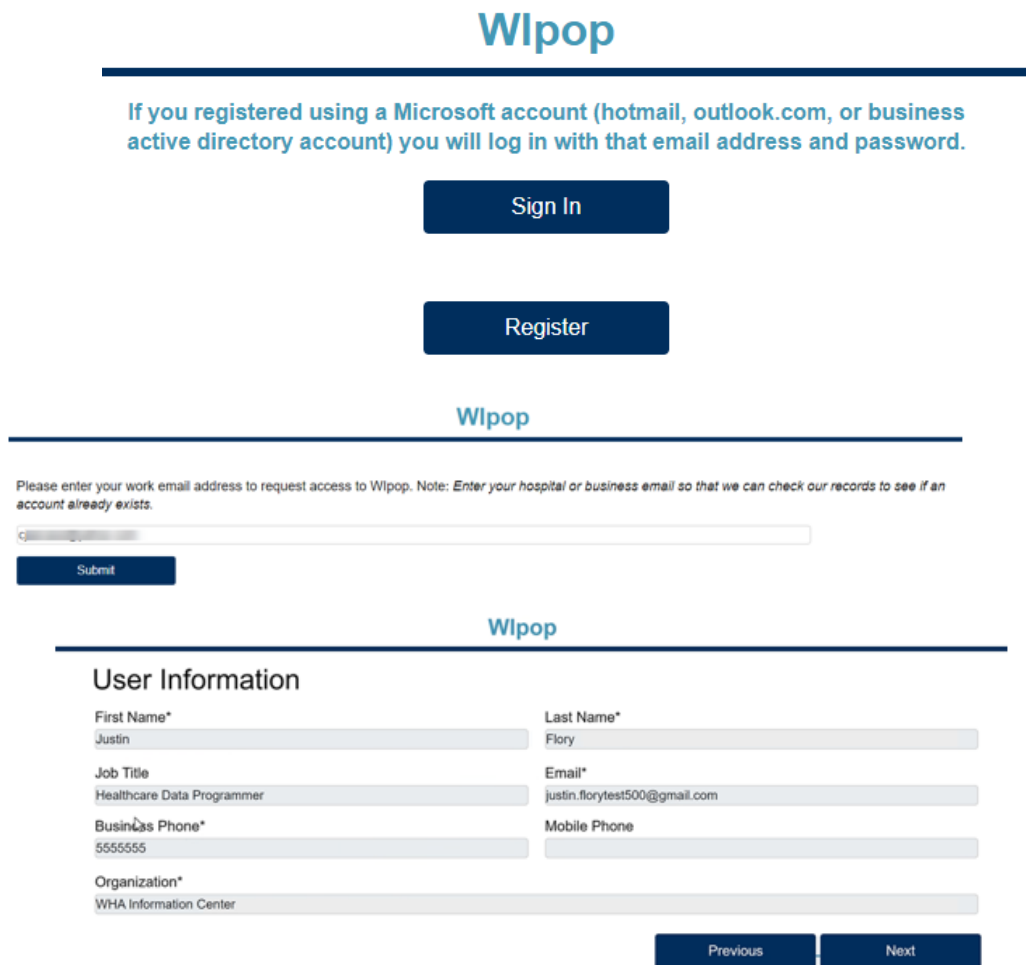
To use the secured WHAIC portal to submit, correct or complete discharge data users will NOT need a WHAIC Username or Password. Users will use their own facility email address and password.

The WHAIC uses a single sign-on authentication method that allows users to sign in using one set of credentials to multiple software systems. In other words, users sign into the WHAIC applications using their personal/facility Microsoft 365 work account.

### Creating an Account:

To register, open site <https://wipopcd10.whainfocenter.com/> enter your email. Our system will check for an active account.

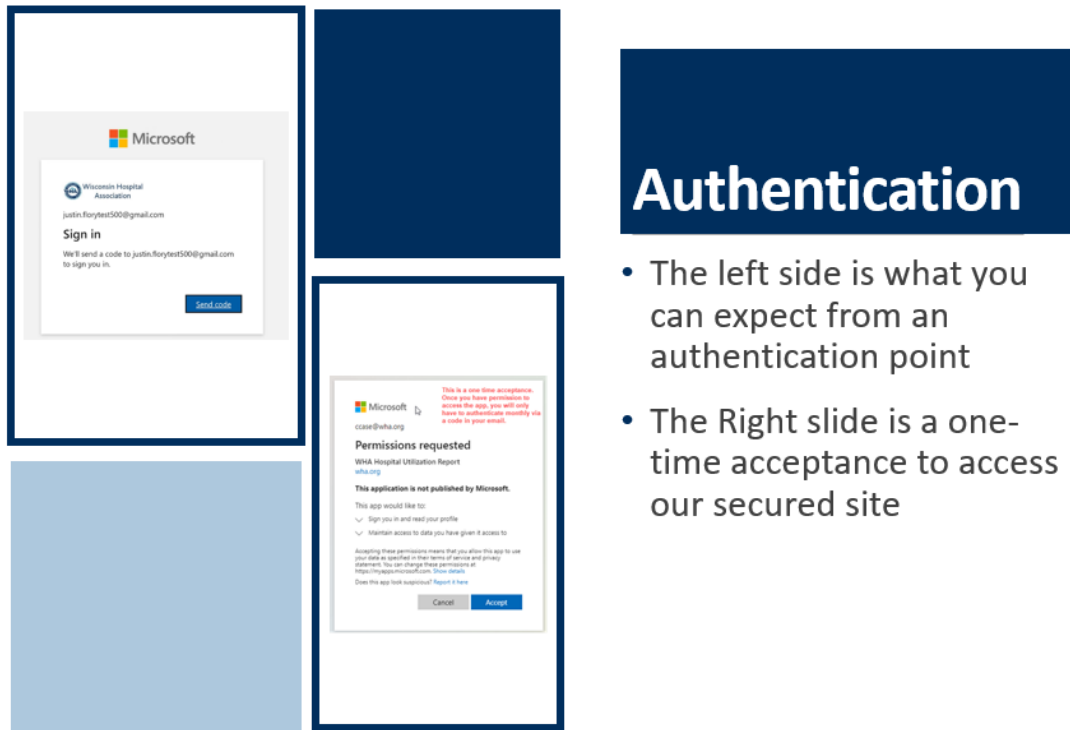
If no email is found or registered, the user will be required to register as a Wlpop User and select a role based on what role the user intends to play in the discharge data submission process and choose all facilities that will apply to that position. Below is a description of roles.



The screenshot displays the Wlpop registration interface. At the top, the 'Wlpop' logo is centered. Below it, a blue box contains the instruction: 'If you registered using a Microsoft account (hotmail, outlook.com, or business active directory account) you will log in with that email address and password.' Two large blue buttons, 'Sign In' and 'Register', are positioned below this instruction. The 'Register' button is selected. Below the buttons, the 'Wlpop' logo appears again. A text prompt asks the user to enter their work email address to request access, with a note to use a hospital or business email. A text input field contains the email 'justin.florytest500@gmail.com', and a 'Submit' button is below it. The next section, titled 'User Information', contains several input fields: 'First Name\*' (Justin), 'Last Name\*' (Flory), 'Job Title' (Healthcare Data Programmer), 'Email\*' (justin.florytest500@gmail.com), 'Business Phone\*' (5555555), 'Mobile Phone' (empty), and 'Organization\*' (WHA Information Center). At the bottom right of this section are 'Previous' and 'Next' buttons.

Once registered, WHAIC will receive an email to review and approve for specific access requested. Primary contact will be notified of newly registered users.

Once approved, the user will receive an authentication email to validate the users' credentials and establish the identity of the user.



- The left side is what you can expect from an authentication point
- The Right slide is a one-time acceptance to access our secured site

## WIPOP ROLES

Roles are designations assigned by the facility to manage and oversee the statutorily required and timely data submissions and corrections to the quarterly inpatient and outpatient data.

*Users that need to add newly acquired sites to perform edits or submit data to their account once registered and approved must contact [WHAIC](#) to add or update facility listing.*

### The Primary Contact will:

- Oversee and monitor access requests and requirements in Wlpop. Notify WHAIC with changes that cannot be made in the Wlpop app.
- Serve as primary contact to address issues with the data or timely submission/training.
- Receive confirmation emails of:
  - data submissions,
  - notice of affirmation, and
  - newly registered Wlpop Users
- Have access to the data deliverables site to download/share the facility data.
- Retrieve and review all profile and validation reports for review, distribution, and accuracy.
- Authority (granted / delegated) to electronically sign and submit affirmation statement.

### The Secondary Contact will:

- Oversee and monitor access requirements in Wlpop and contact WHAIC with changes
- Receive all profile and validation reports for review, distribution, and accuracy.
- Have access to the data deliverables site to validate/download the facility data; and

- Serve as back up contact when there are issues with the data.

**Wlpop Only Role will:**

- Have authority to upload data.
- Run reports out of Wlpop; and
- Clear/fix edits.

If your account is deactivated, contact [whainfocenter@wha.org](mailto:whainfocenter@wha.org) to reactivate it.