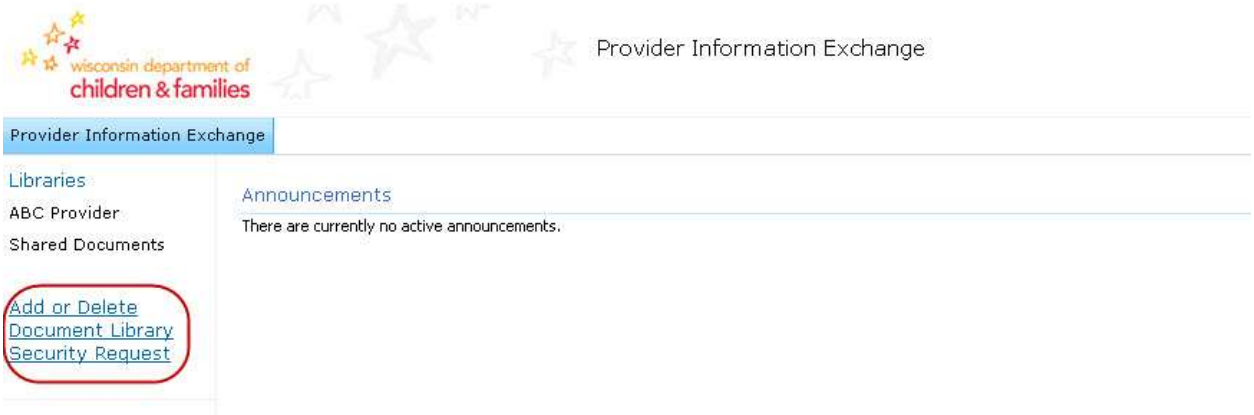
How do I request access for a new user to the PIE system?

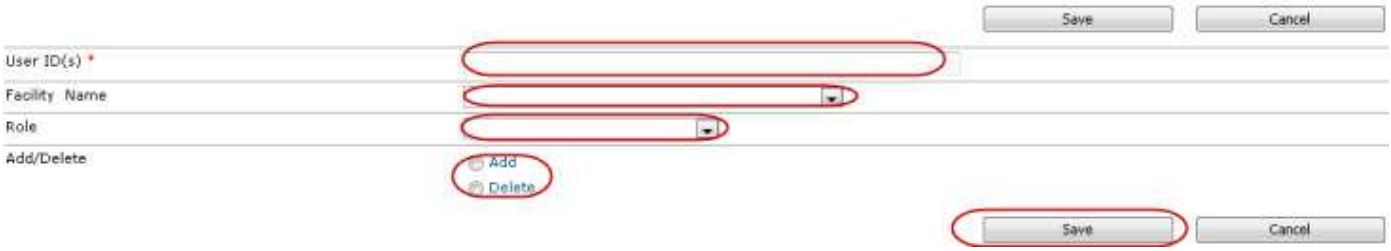
1. Log into the PIE system by clicking the following link, or cutting and pasting it into a browser. https://share.dcf.wisconsin.gov/pie/default.aspx

2. When prompted for user name and password, in the username field type wiext\(your Wisconsin User Name) and in the password field your password. Click Enter.

3. From the PIE Home page, click Add or Delete Document Library Security Request.



4. Fill in the Wisconsin User Name of the provider staff the access is being requested for in the User ID(s) field. Select the facility you are requesting access for in the Facility name dropdown box. Select from the Role dropdown which role the person will be performing (Caregiver Background Checks, Performance Based Contracting, Rate Regulation or all three). Select Add to add the new user to the system and click Save to submit the request.



Note: You can submit a request for more than one provider staff at a time if they are for the same facility and same role. Just separate the Wisconsin User Name's with a semicolon.

Note: You can only request security for a facility that you are the lead of. If you are not the facility lead for the facility selected in the dropdown, the request will be denied.

5. You will receive an email when your request has been completed.