Request for New or to Reactivate CCA Accounts

Please send the request for new or to reactivate CCA accounts to dhsimacdsupport@wisconsin.gov, along with the following information:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Worker Name | Worker’s Email | Workers Phone Number that will be used to make calls into CCA | WAMS ID | W-2 Role (ex: FEP, FEP Supervisor, etc) | Name of CCA Supervisor  | DID or Direct |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**Note: when agencies are requesting new user profiles for CCA, please have them also indicate the supervisor they should be assigned to in CCA – all agencies should have one CCA supervisor.**

* A reminder that there is a [CCA user guide](http://www.emhandbooks.wisconsin.gov/cca/cca.htm) available that includes a section for the supervisor role.