

## Step-by-Steps

# Apply for Benefits Online

Health Care • FoodShare • Energy Assistance • Child Care • Tax Credits • Prescription Drug Plans



## STEP 1

[www.access.wisconsin.gov](http://www.access.wisconsin.gov)

Point your cursor to the top white bar.

Type in [www.access.wisconsin.gov](http://www.access.wisconsin.gov) then hit return.

## STEP 2

**Apply For Benefits**

Click on middle circle: Apply for Benefits



## STEP 3

**Start a New Application**

Click on the first button (Start a new application) unless you have done this before (skip to Step 6). Click the Next button in lower right.

## STEP 4

**Set Up an Account**

In order to apply, you need to create an account. Simply fill out the form. This information will stay secret and safe, you can tell because there is an [https](https://) at the top of the address.

## STEP 5

**User ID & Password**

**USER ID** Pick something easy to remember like your name.

**PASSWORD** Pick something easy to remember but not so obvious - your pet's name plus your zip code for instance.

## STEP 6

**Login**

Once you have created an account, you will need to login with your user id and password. Start at the home page [www.access.wisconsin.gov](http://www.access.wisconsin.gov), then click the third blue circle (on right) "Login to Account". If you have trouble, there is help at the bottom of the login area.

## STEP 7

**Gather Materials**

Gather names, social security numbers, pay stubs, benefit check stubs, self employed tax forms (if someone in the household is self-employed).

## STEP 8

**Tips for using Access**

There is a page with tips for using this website if you feel like you need more help. Visit the start page [www.access.wisconsin.gov](http://www.access.wisconsin.gov) and click on the first circle: Am I Eligible?

At the bottom of the text, click on the blue text "[click here to read more about how to use this website](#)".

*If you need help applying for food benefits, contact Second Harvest Outreach at 1-888-339-3663, or direct line 1-715-514-9719.*