WIpop Registration

The WHAIC uses a single sign-on authentication method that allows users to access multiple software systems with one set of credentials. In other words, users register and sign into WHAIC applications using their facility's Microsoft 365 work account.

Creating an Account:
1. Go to https://www.whainfocenter.com/data-submitters.
2. Under the **Data Submitters** tab, choose **Application Login** from the drop-down menu and select the **WIpop** tile.
3. Enter your existing work email. The system will check for an active account.

If your email is not found, you will be required to register as a WIpop **Primary**, **Secondary**, or **Basic** User (see role descriptions below), depending on your role in the discharge data submission process. Be sure to select all facilities that apply to your position.

Once registration is submitted, WHAIC will approve access within 24 hours (Monday–Friday). The primary contact at your facility will receive an email notification when new users are registered.

All WIpop users must follow their facility's privacy policies. Use of WIpop or the secure portal without proper authority—or in excess of granted authority—is strictly prohibited.

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.

Existing WIpop Users that need to add newly acquired hospitals or ASC sites to perform edits or submit data to their account must contact WHAIC *to add or update facility listing*.

The Primary Contact will:

- Oversee and monitor access requests and requirements in WIpop. Notify WHAIC with staff change.
- Serve as primary contact to address issues with the data or timely submission/training.
- Receive confirmation emails of:
    - data submissions & edit corrections,
    - notice of validation & affirmation, and
    - monitor newly registered WIpop 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 WIpop 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.

WIpop Only Role will:

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

If your account is deactivated, contact **whainfocenter@wha.org** to reactivate it.