

# Submit a Zero Covered Lives Report

## STEP 1 – Access Portal

Access: [www.wapalfund.org](http://www.wapalfund.org)

**Option 1:** Click “Submit an Assessment Report” at the top left of the home page.

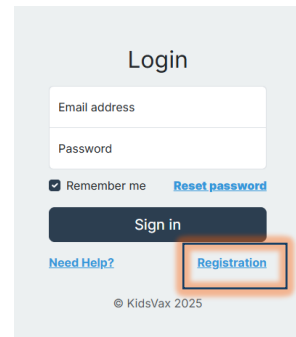
**Option 2:** Select “Submit an Assessment Report” under the “For Payers” tab.



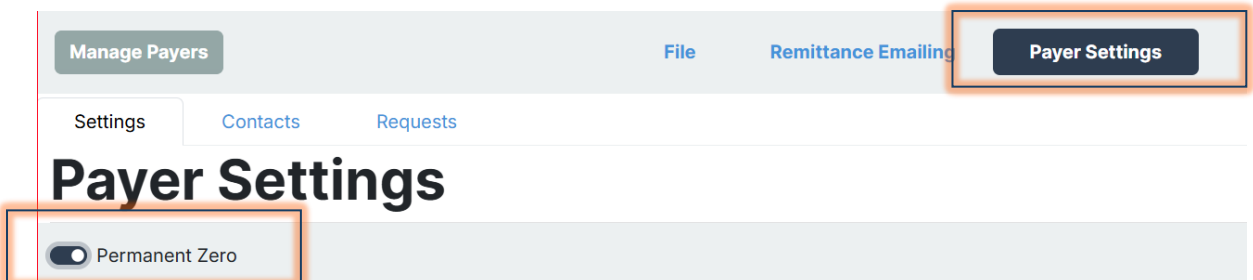
## STEP 2 – Log into System

**First time users:** Establish username and password through the “Registration” link.

**Established users:** Log in using your credentials.



## STEP 3 – Toggle Permanent Zero Status



Under **Payer Settings** (top right), toggle **Permanent Zero Status** and click **Save**