Instructions to complete the online ASAP request form for access to the Local Agency Plan (LAP). For ASAP assistance, contact the WIC Help Desk at 800-554-2544 or e-mail WICHelpDesk@health.mo.gov
How do the Roles in the LAP work?

Agency staff can have one of two roles to access the WIC LAP:

- **WIC AGENCY** – can enter and review all LAP information in the LAP application.
- **WIC DATA ENTRY** – can enter and review LAP information in the LAP application except for salary and benefit information.

An ASAP form must be completed to access the LAP application.

The ASAP can be accessed on the web at:
ASAPLogin ([https://webapp02.dhss.mo.gov/asap_web/asaplogin.aspx](https://webapp02.dhss.mo.gov/asap_web/asaplogin.aspx))

Enter your ASAP User Id and Password in the required fields.

Click on “Completing for Self” and then click “Next”. (Note: if completing for another staff member, select the radio button “Completing for Other Employee”.)
Next complete these fields:

**Area Type:** Health Application

**Health Area Type:** WIC LAP

**Request Type:** Add Access

**Role:** Select either 'WIC Agency' or 'WIC Data Entry'.

**Other Role/Report Type:** Choose your agency.

**Comments and/or reason for requesting access:** Enter your reason for requesting access.

**Effective Date:** Current Date

**Do you enter Data for Additional Agencies?:** Y or N

If you choose yes, choose the additional County and Agency from the drop down menus in the box.

Click on the "Submit Form" button.
The local agency LSO (Local Security Officer) must approve the ASAP form at the local level before the request will be sent automatically to the State WIC office.

Once the ASAP has been processed and approved, an e-mail will be sent from the WIC Help Desk.