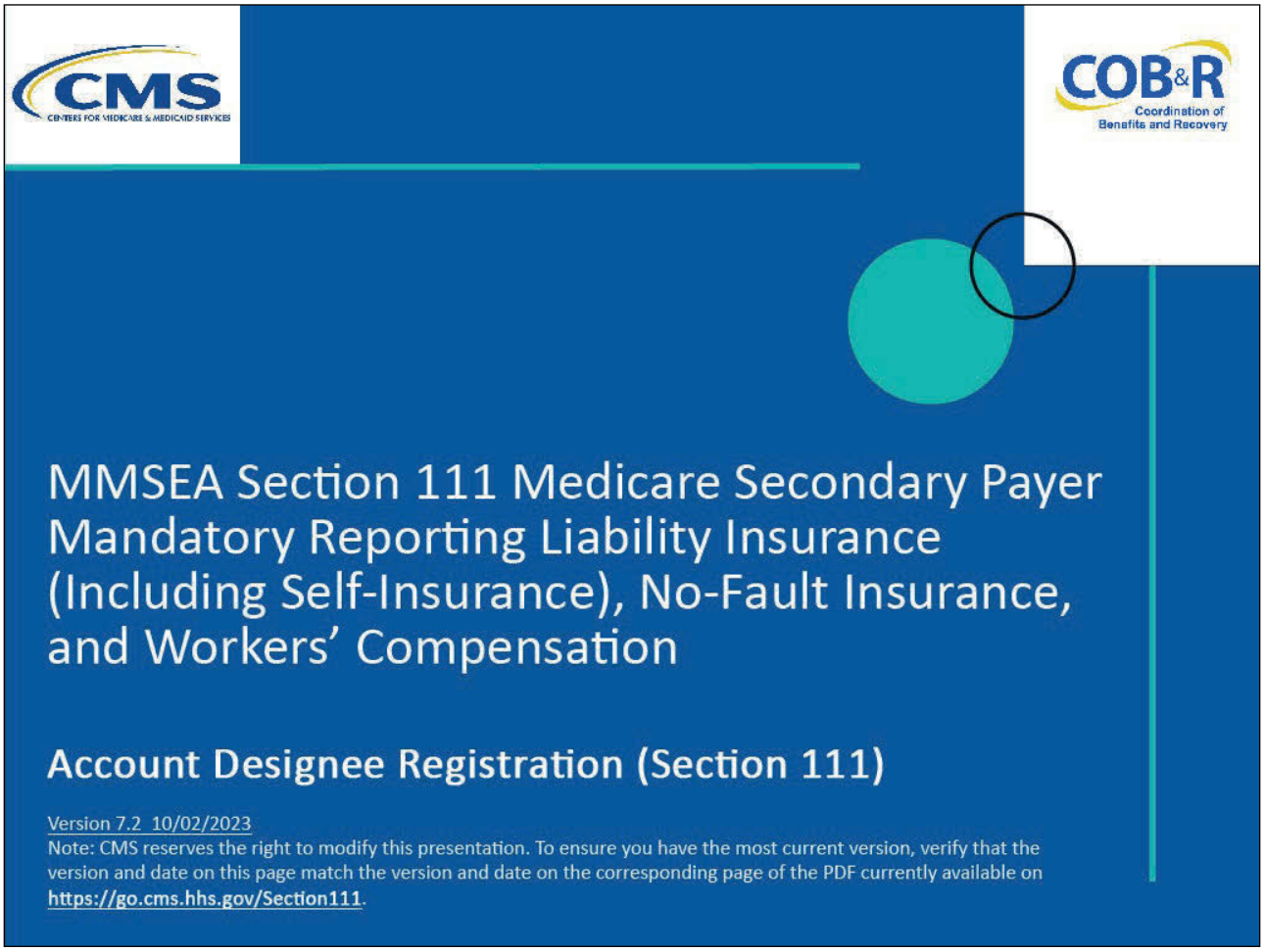
COBSW Account Designee Registration

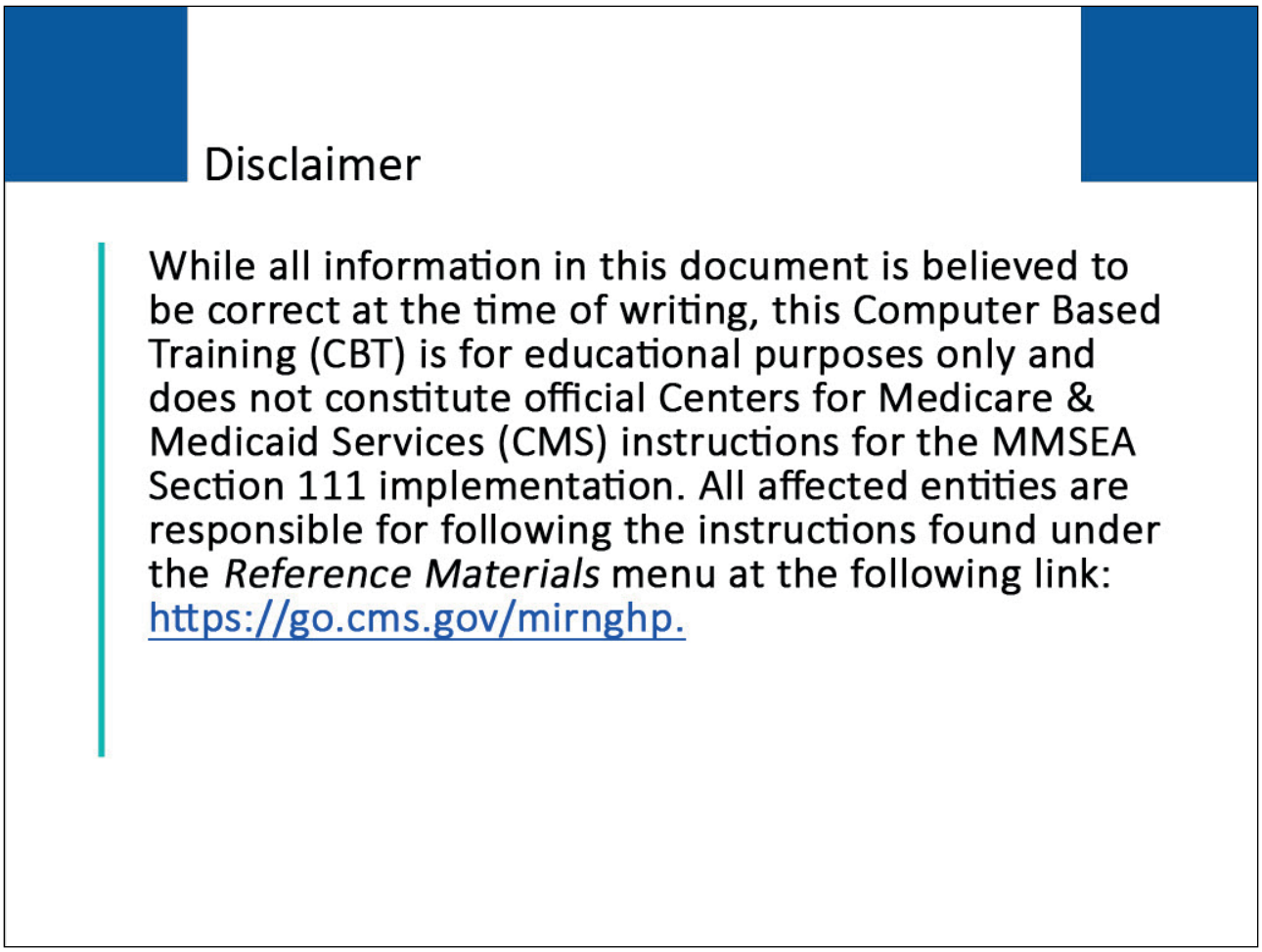
Slide 1 of 18 - COBSW Account Designee Registration



Slide notes

Welcome to the Section 111 Coordination of Benefits Secure Website (COBSW) Account Designee Registration course.

Slide 2 of 18 - Disclaimer

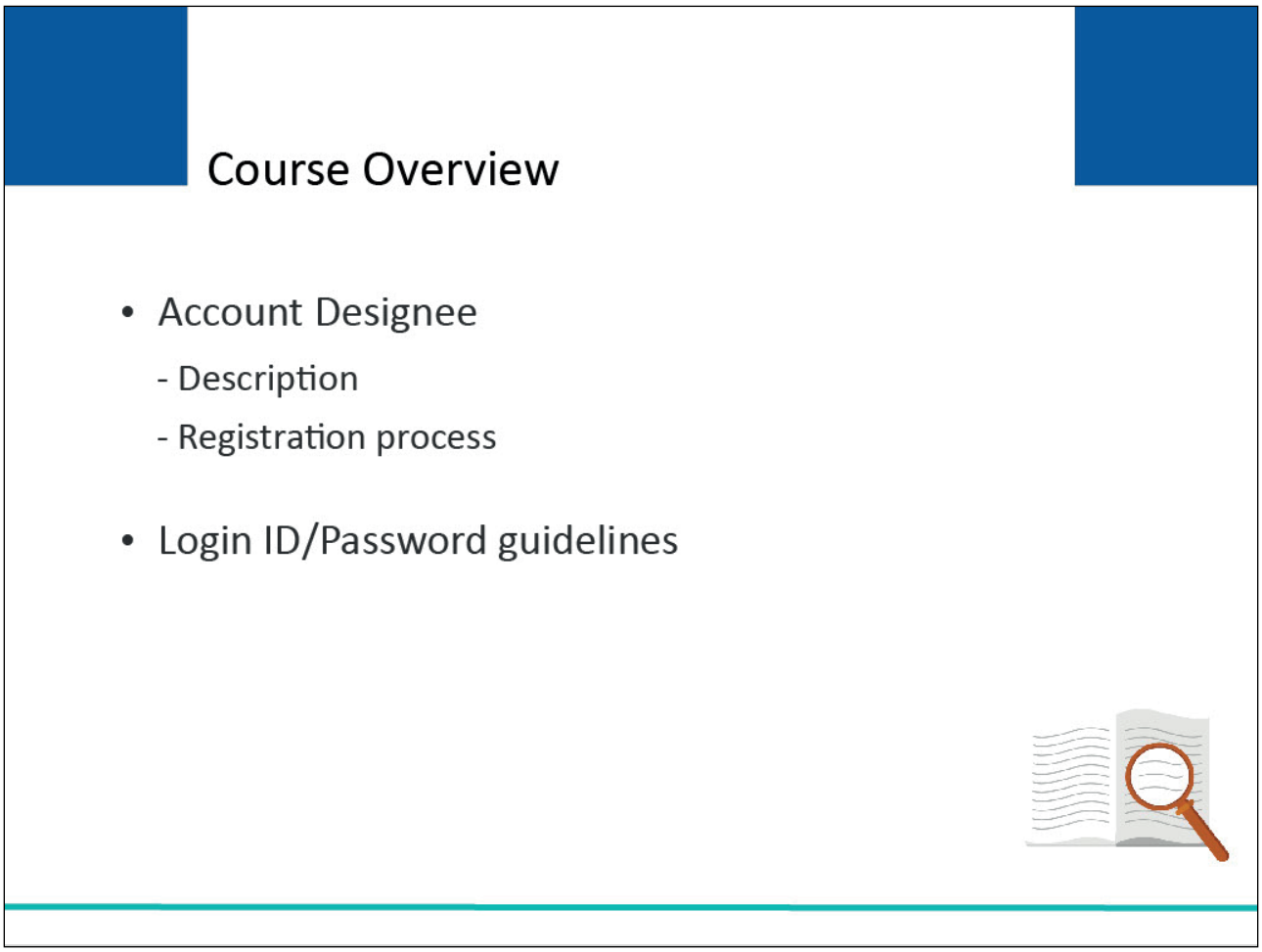


Slide notes

While all information in this document is believed to be correct at the time of writing, this Computer Based Training (CBT) is for educational purposes only and does not constitute official Centers for Medicare and Medicaid Services (CMS) instructions for the MMSEA Section 111 implementation.

All affected entities are responsible for following the instructions found at the following link: CMS COBSW Section 111.

Slide 3 of 18 - Course Overview



Slide notes

The topics in this course will include a summary of the Account Designee's user role and registration process, and Login ID and Password guidelines.

Slide 4 of 18 - PAID Act

PAID Act

The Medicare Secondary Payer (MSP) policy is designed to ensure that the Medicare Program does not pay for healthcare expenses for which another entity is legally responsible. To aid settling parties in determining this information, Congress has enacted the Provide Accurate Information Directly Act also known as the PAID Act requiring that CMS provide Non-Group Health Plans with a Medicare beneficiary's Part C and Part D enrollment information for the past 3 years.

This information will be provided both online, in the BCRS application, and COBSW S111/MRA and offline in the NGHP Query Response File. Additionally, CMS has requested that this solution also include the most recent Part A and Part B Entitlement dates.

Slide notes

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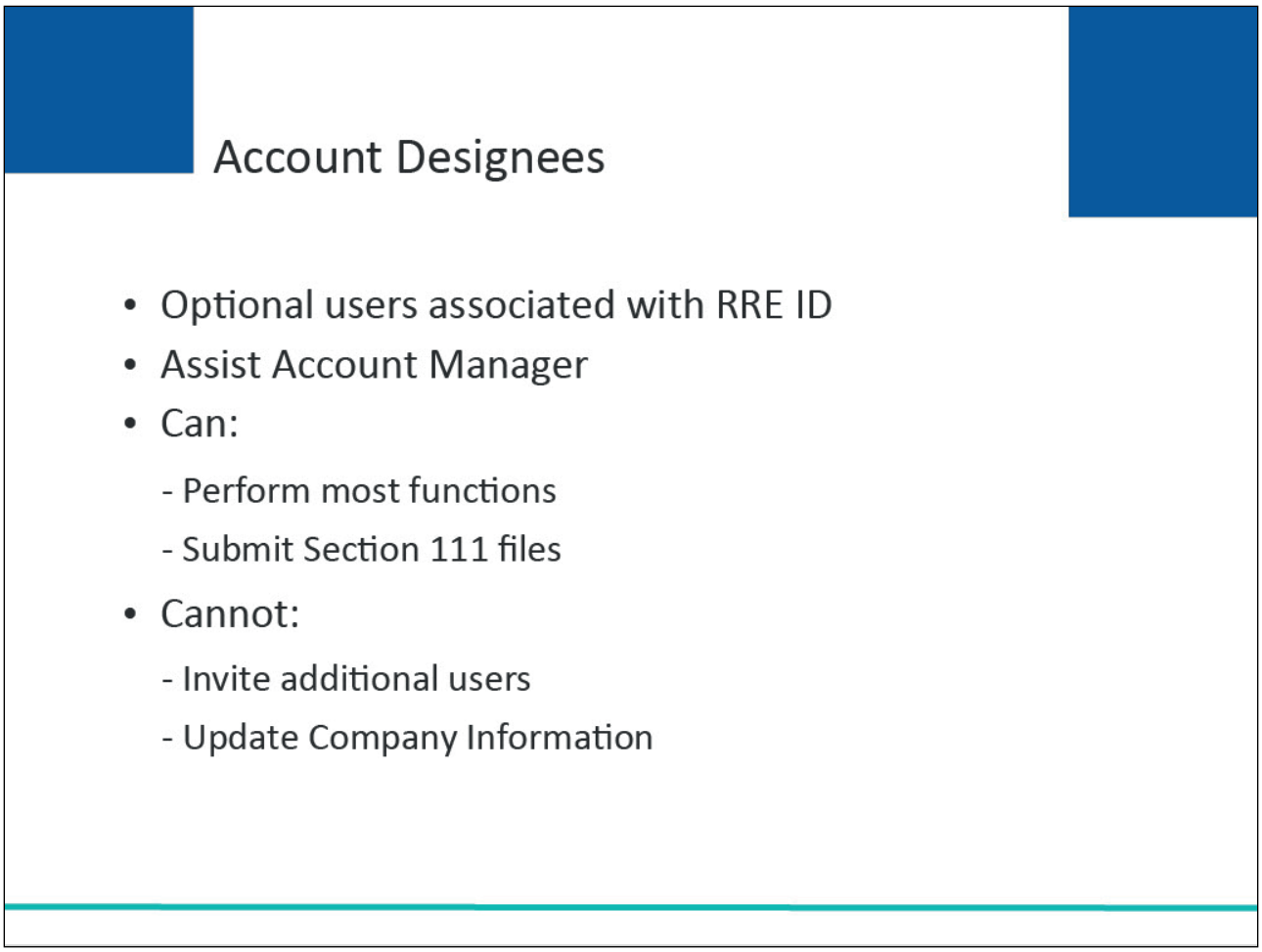
This information will be provided both online, in the BCRS application, and COBSW S111/MRA and offline in the NGHP Query Response File. Additionally, CMS has requested that this solution also include the most recent Part A and Part B Entitlement dates.

Note: To support the PAID Act, the Query Response File will be updated to include Contract Number, Contract Name, Plan Number, Coordination of Benefits (COB) Address, and Entitlement Dates for the last three years (up to 12 instances) of Part C and Part D coverage. The updates will also include the most recent Part A and Part B entitlement dates.

Slide 5 of 18 - Account Designees

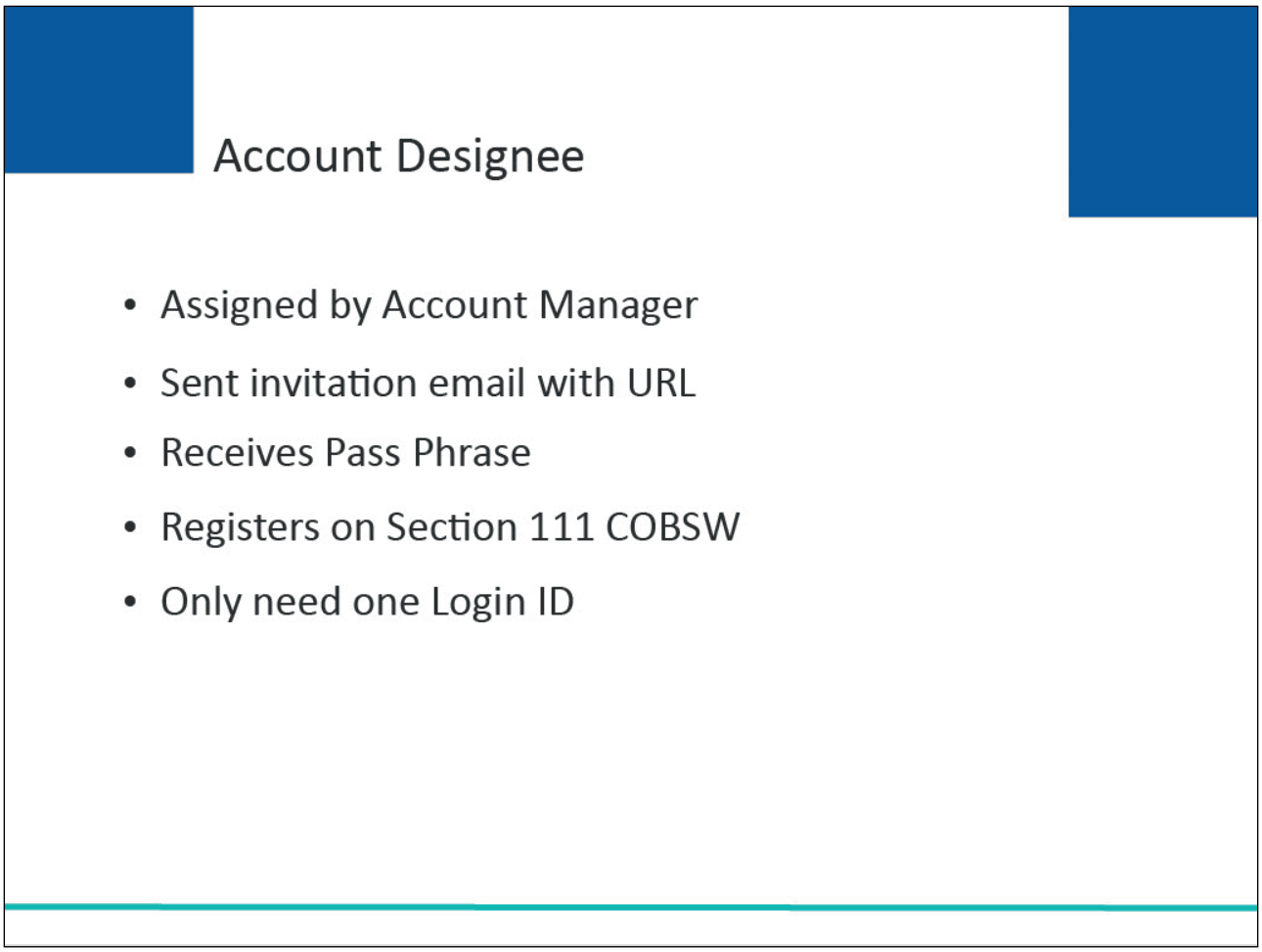


Slide notes

Account Designees are optional users associated with a Responsible Reporting Entity (RRE) ID account who assist the Account Manager in managing the RRE account and data file exchange.

As an Account Designee, you will be able to perform most of the functions on the site, including submitting Section 111 files, but will not be able to invite additional users to be associated with the RRE ID nor may you update RRE ID company information. Only the Account Manager can invite and manage the users associated with the RRE ID.

Slide 6 of 18 - Account Designee



Slide notes

Account Designees are assigned by the Account Manager.

After the Account Manager adds the Account Designee to the RRE ID account, the system sends an invitation email to the Account Designee, containing a specific URL.

It is necessary for the Account Designee to use this URL, as it contains a specific token that allows access to the registration site.

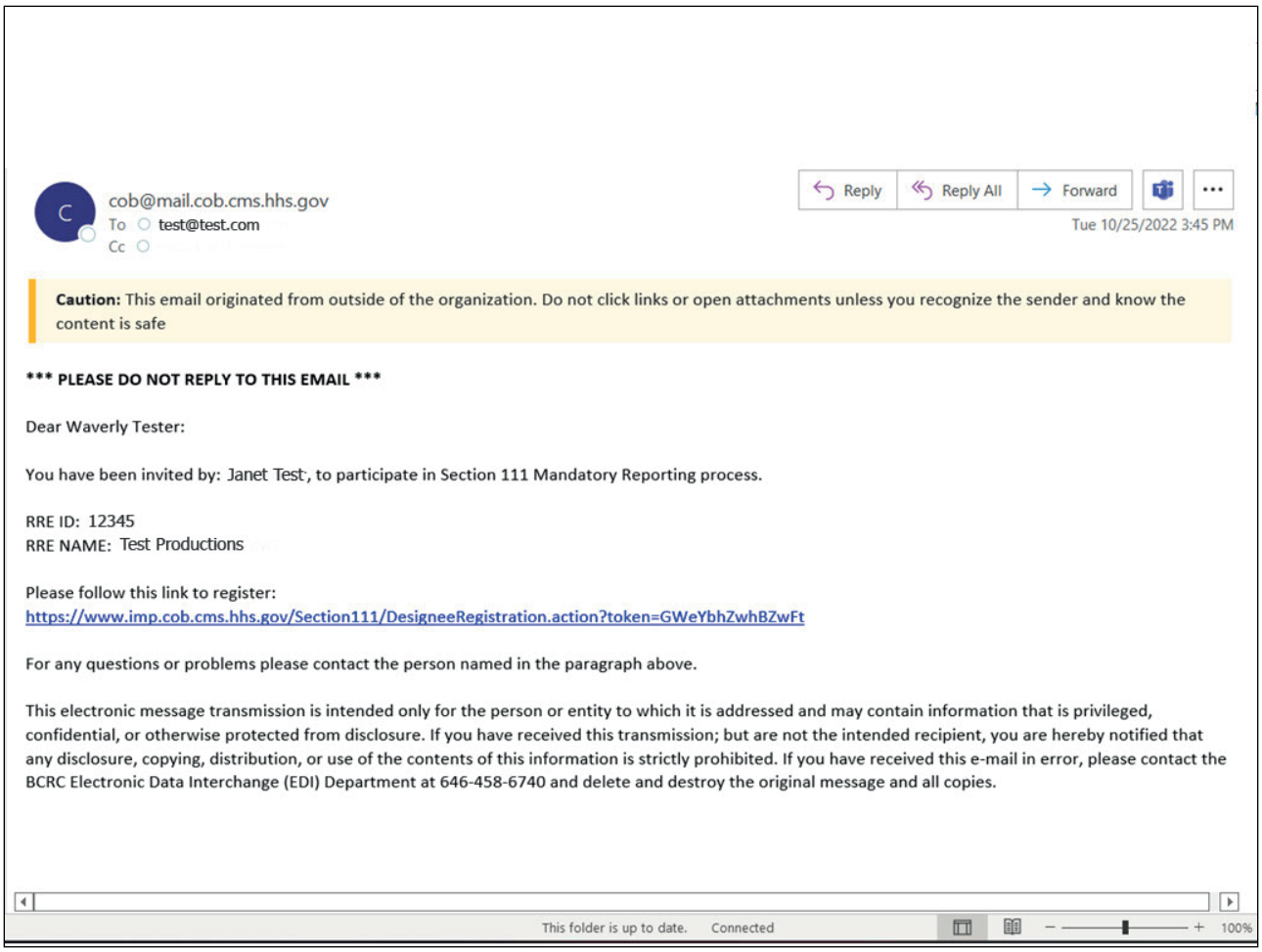
The Account Designee will also verbally receive a Pass Phrase from the Account Manager, which must be entered during the Account Designee's registration.

An Account Designee registers on the Section 111 COBSW, using the information contained in the system generated email sent to him/her and the Pass Phrase given to him/her by the Account Manager.

You will only go through this process once as you need only one Login ID no matter how many RREs you will work with.

To successfully register as an Account Designee, follow the steps outlined in this course.

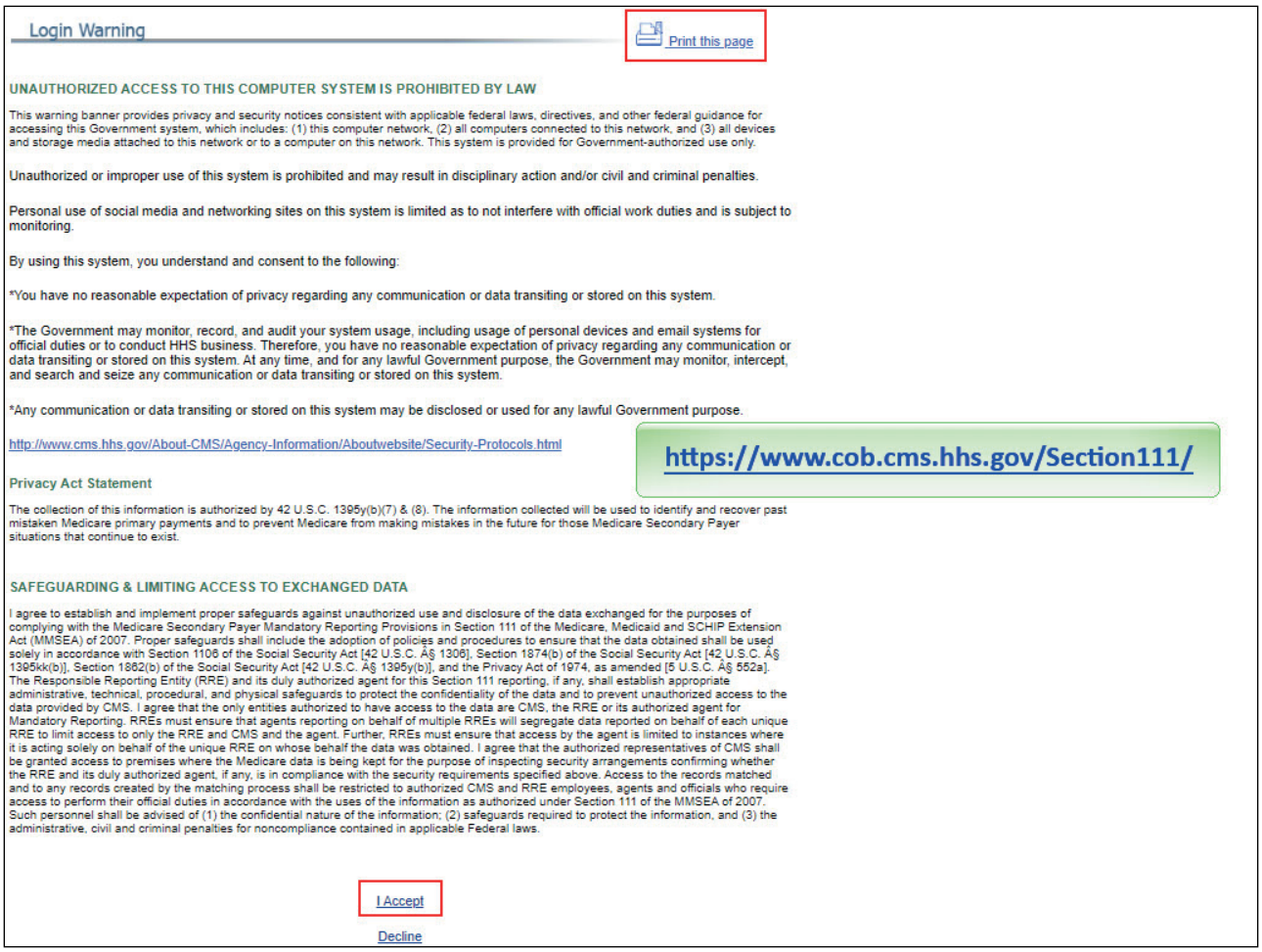
Slide 7 of 18 - Invitation Email



Slide notes

Click on the URL and token provided in the invitation email sent by the Benefits Coordination & Recovery Center (BCRC).

Slide 8 of 18 - COBSW Section 111 URL



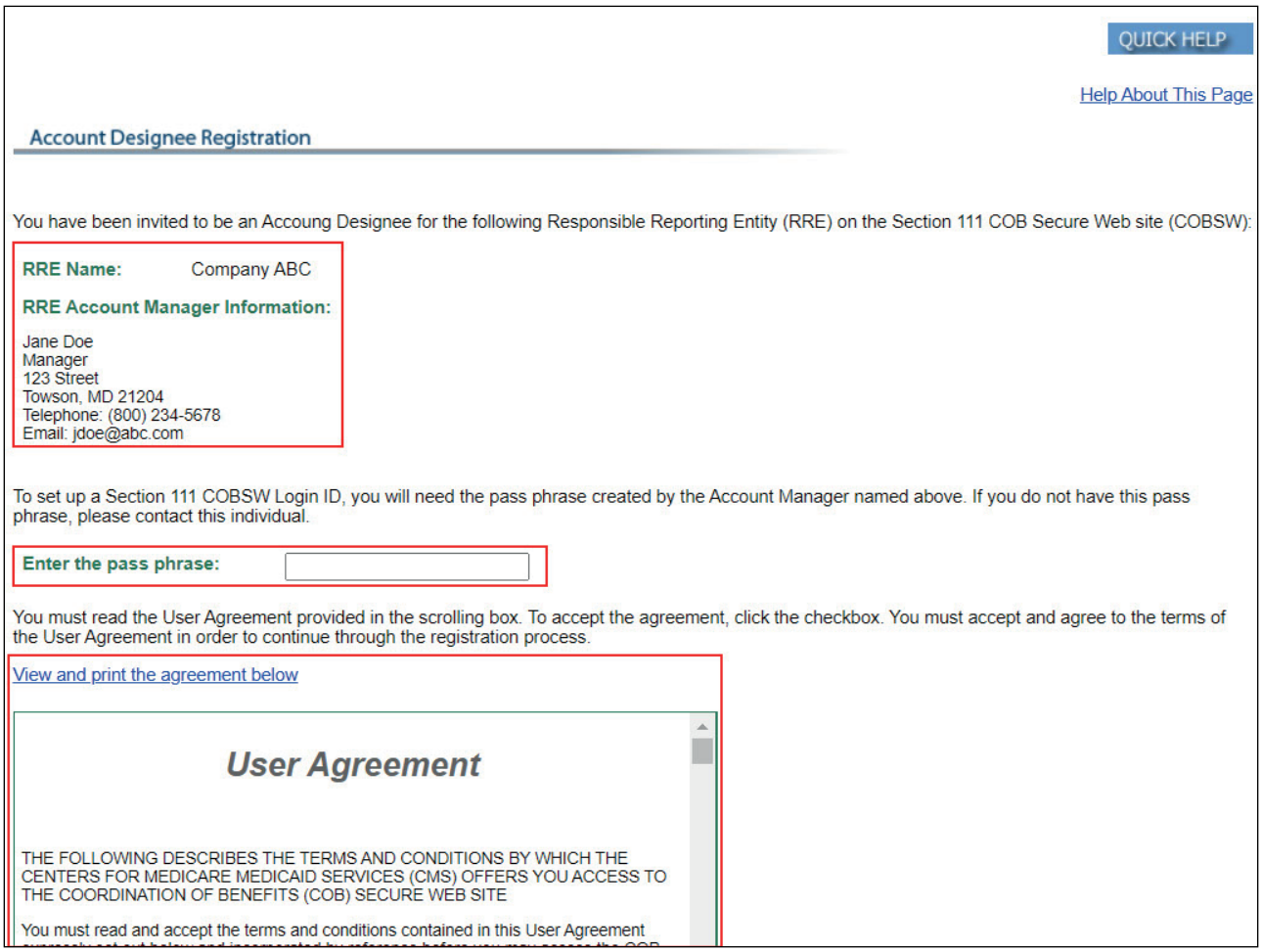
Slide notes

The Login Warning page will appear detailing the Data Use Agreement (DUA).

You may print this page by clicking the Print this page link in the upper right-hand corner of the page.

Review the Data Use Agreement and click I Accept at the bottom of the page.

Slide 9 of 18 - Account Designee Registration



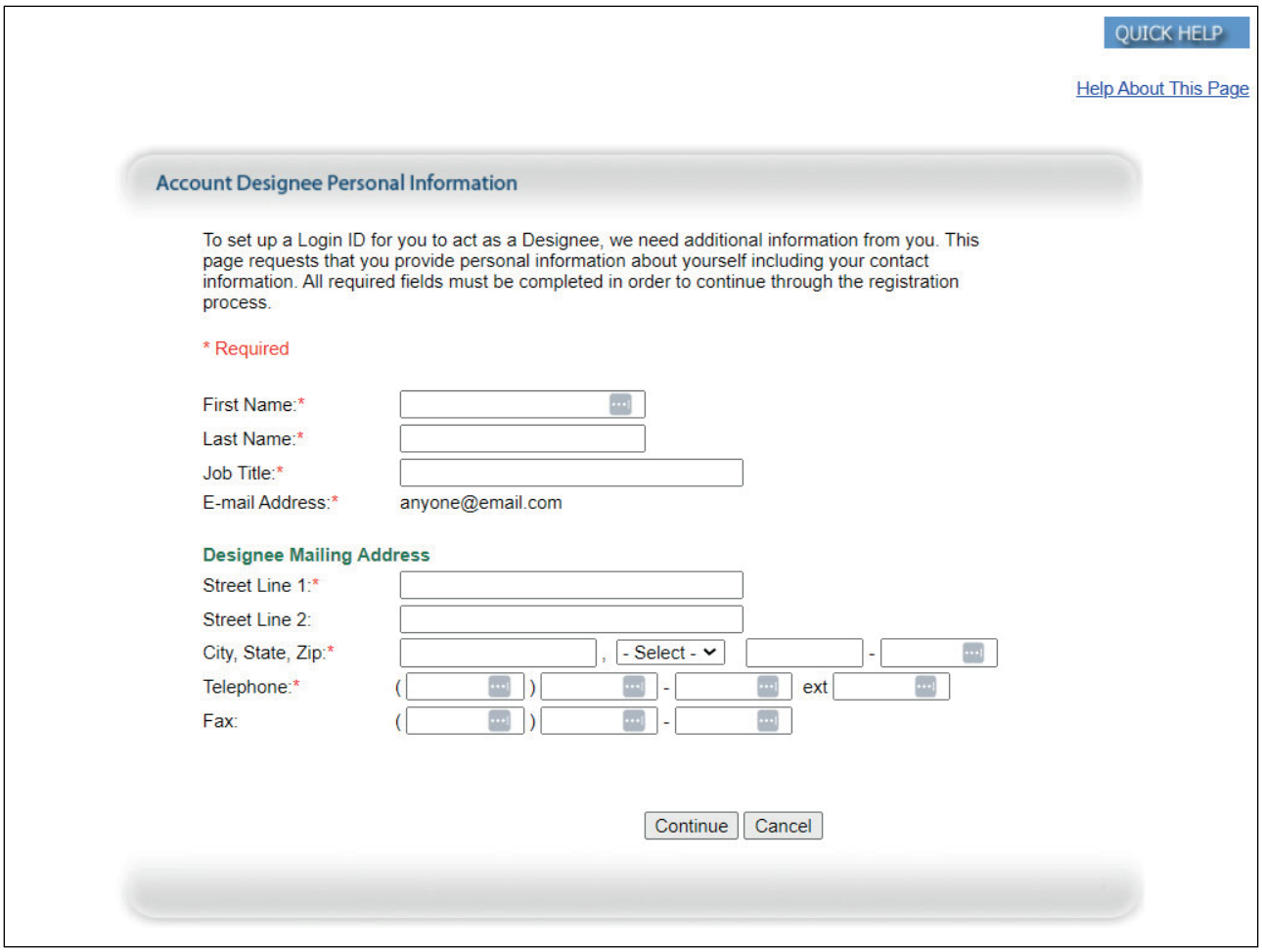
Slide notes

The Account Designee Registration page will appear and inform you that you have been assigned as an Account Designee for the Responsible Reporting Entity (RRE) listed on this page.

Enter the Pass Phrase provided earlier by the Account Manager. The Pass Phrase is case-sensitive.

Next, read the User Agreement. If you accept the terms, check the I Accept box and then click the Continue button.

Slide 10 of 18 - Account Designee Personal Information Page



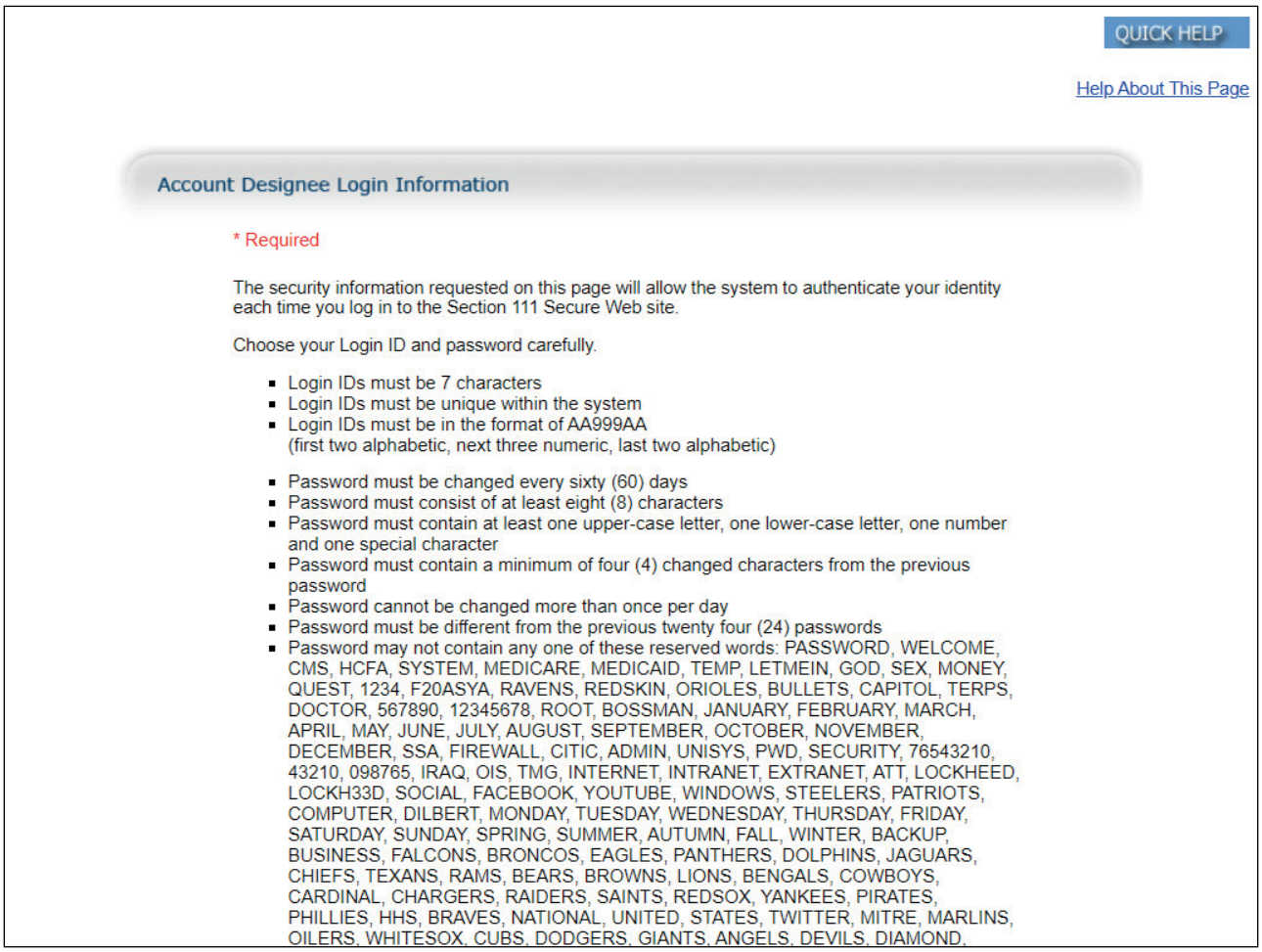
Slide notes

The Account Designee Personal Information page will appear.

Enter the required information and click Continue.

Note: For NGHP, foreign RREs select “Foreign Country” from the State dropdown menu. The rest of the address fields are not required.)

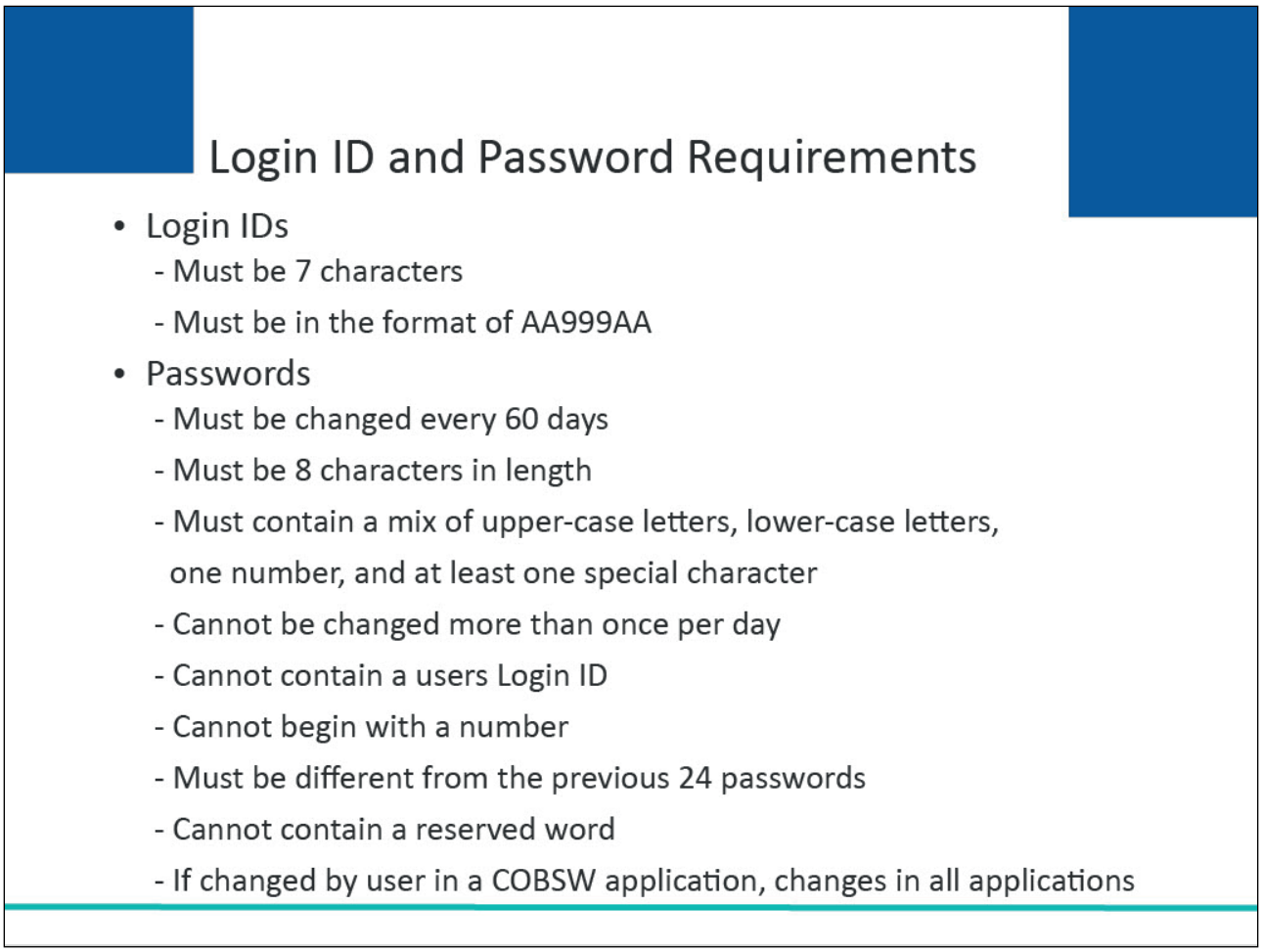
Slide 11 of 18 - Account Designee Login Information Page



Slide notes

The Account Designee Login Information page will appear.

Slide 12 of 18 - Login ID and Password Requirements



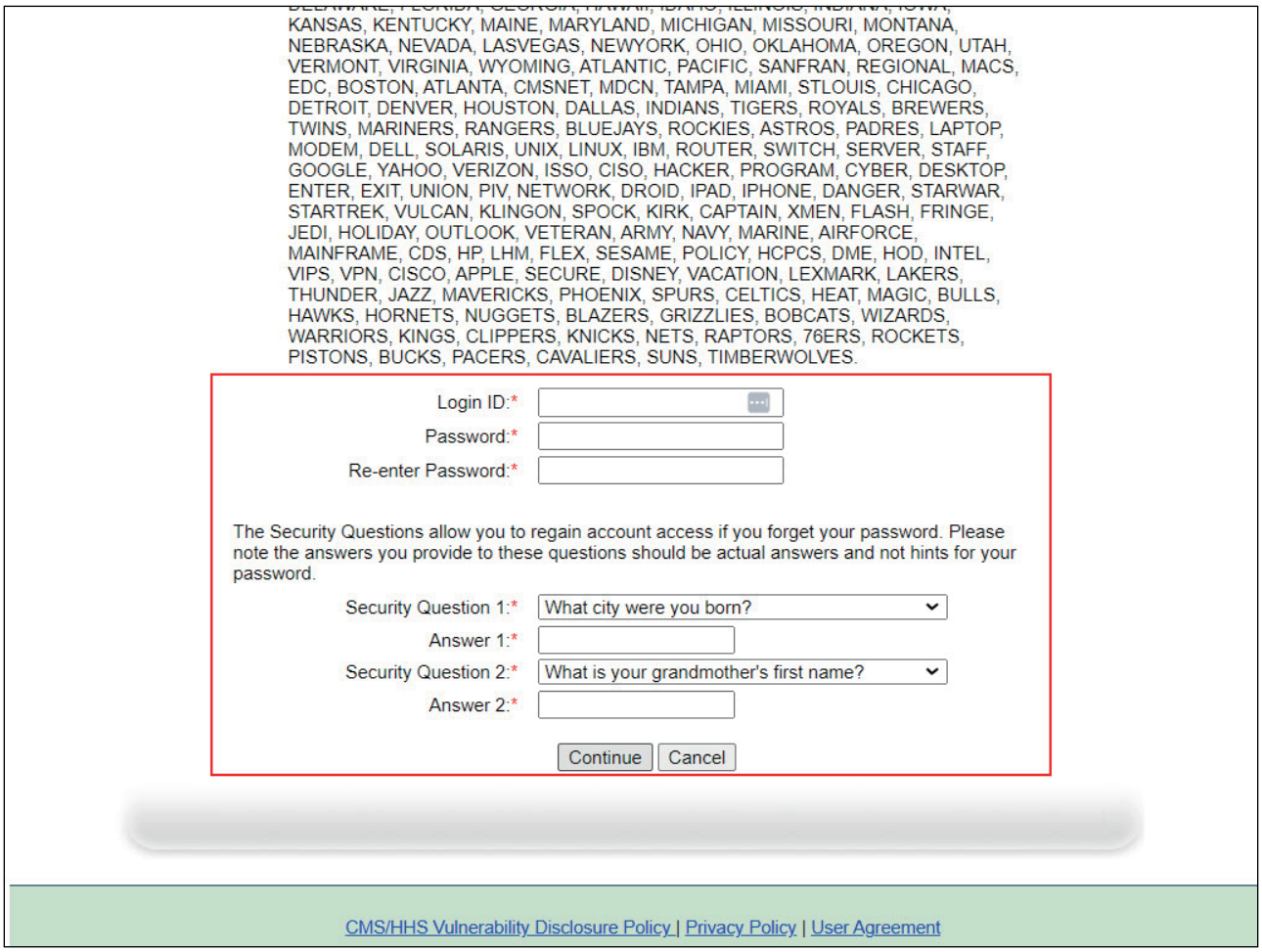
Slide notes

A Login ID and Password are needed to access the Section 111 COBSW. You must set up a Login ID and Password using the following guidelines:

- Login IDs must be 7 characters;
- Login IDs must be in the format of AA999AA (first two alphabetic, next three numeric, last two alphabetic);
- Passwords must be changed every 60 days;
- Passwords must be 8 characters in length;
- Passwords must contain a mix of upper case letters, lower case letters, one number (at least one of each type must be included), and at least one special character;
- Passwords cannot be changed more than once per day;
- Passwords cannot contain a user's Login ID;
- Passwords cannot begin with a number;
- Passwords must be different from the previous 24 passwords; and
- Passwords cannot contain a reserved word.

Note: If a user changes their password in another COBSW application, it will be changed in all COBSW applications.

Slide 13 of 18 - Account Designee Login Information Page

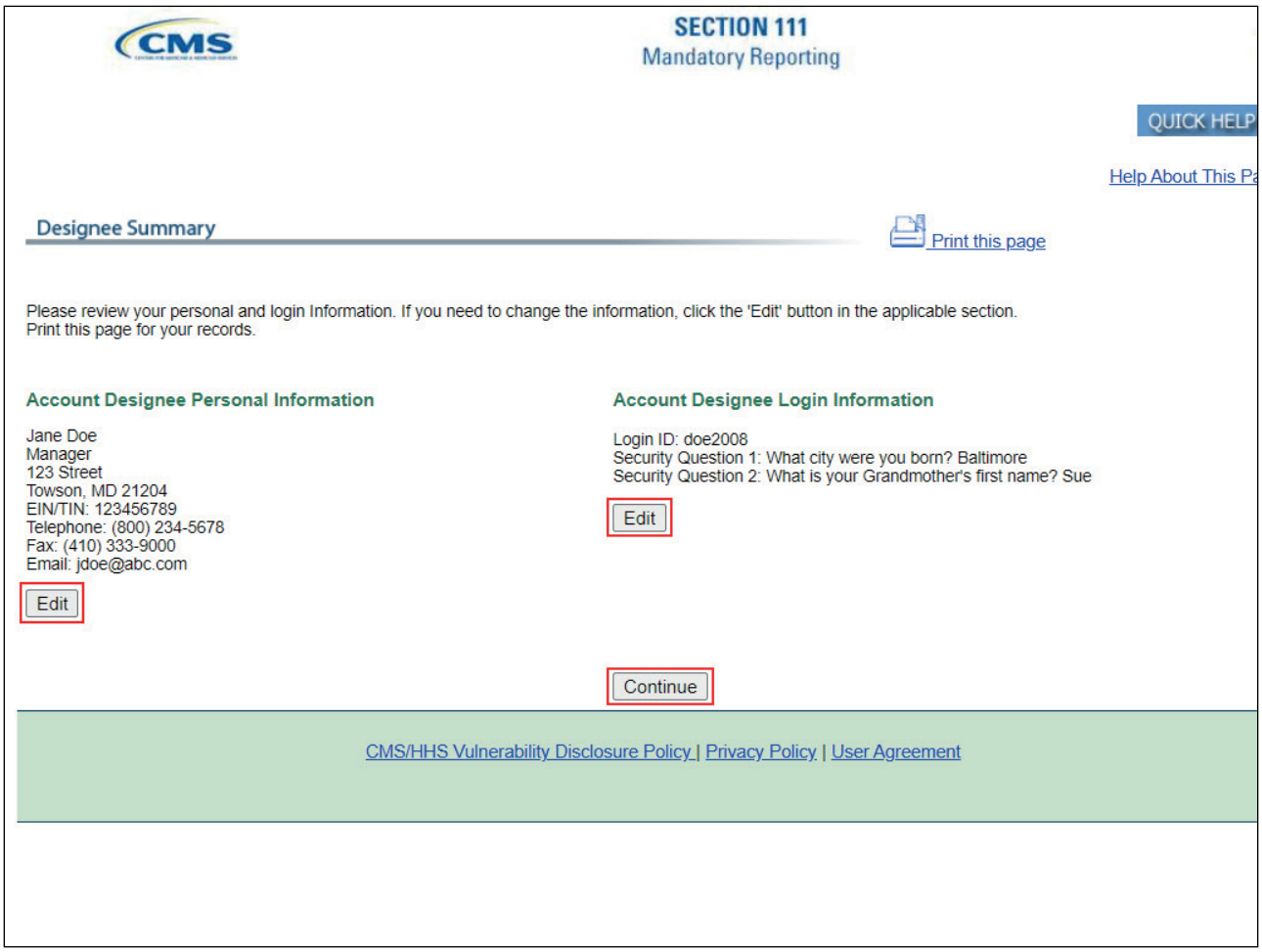


Slide notes

Enter your selected Login ID and Password using the specified guidelines and select and answer the two required Security Questions.

Click Continue once complete.

Slide 14 of 18 - Designee Summary Page



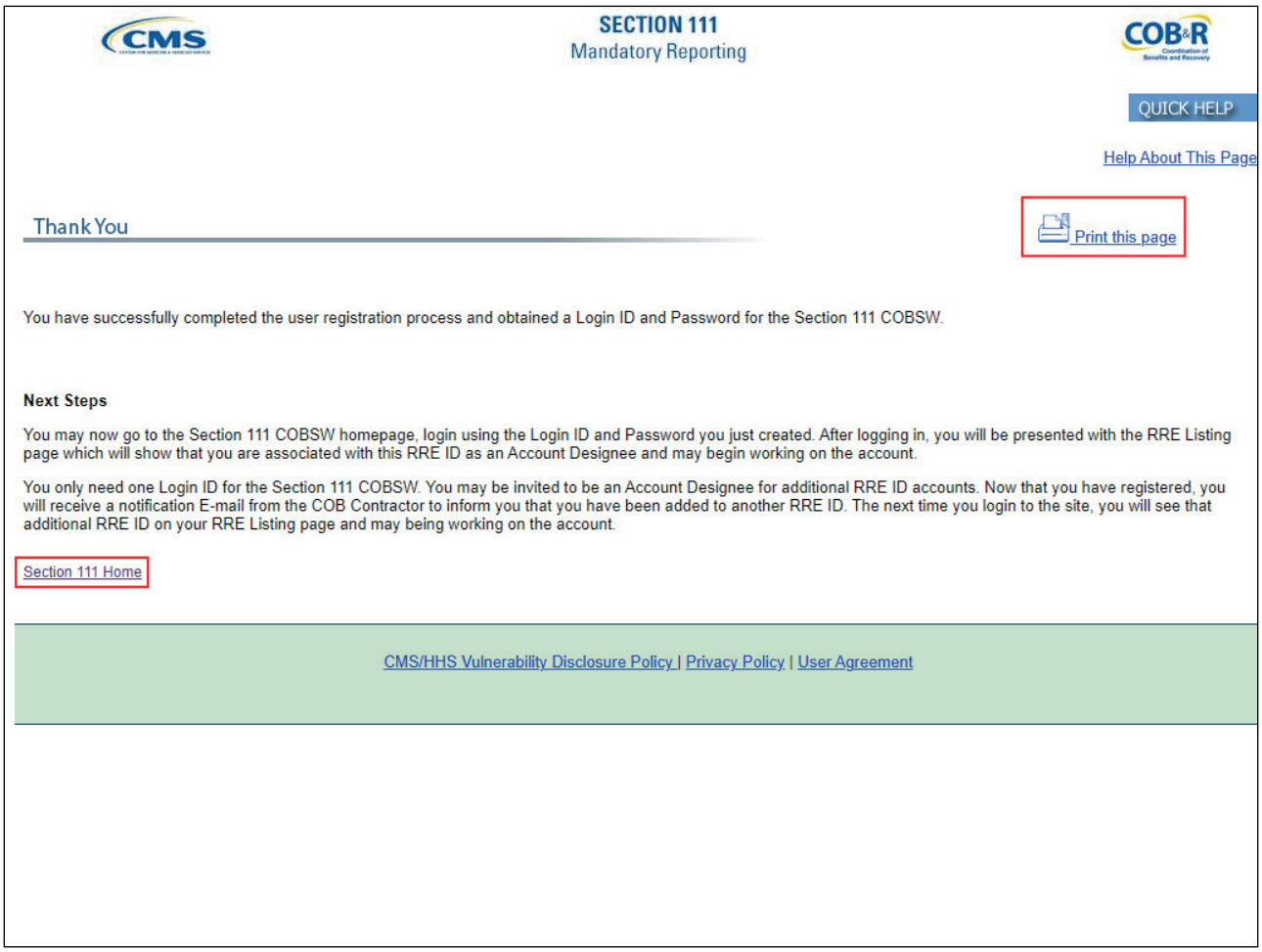
Slide notes

The Designee Summary page will appear. This page provides a summary of all of the information you have entered during registration.

Review the summary information. If changes are required, click the Edit button beneath the appropriate section and make any necessary changes.

Once all information is correct, click the Continue button.

Slide 15 of 18 - Thank You Page



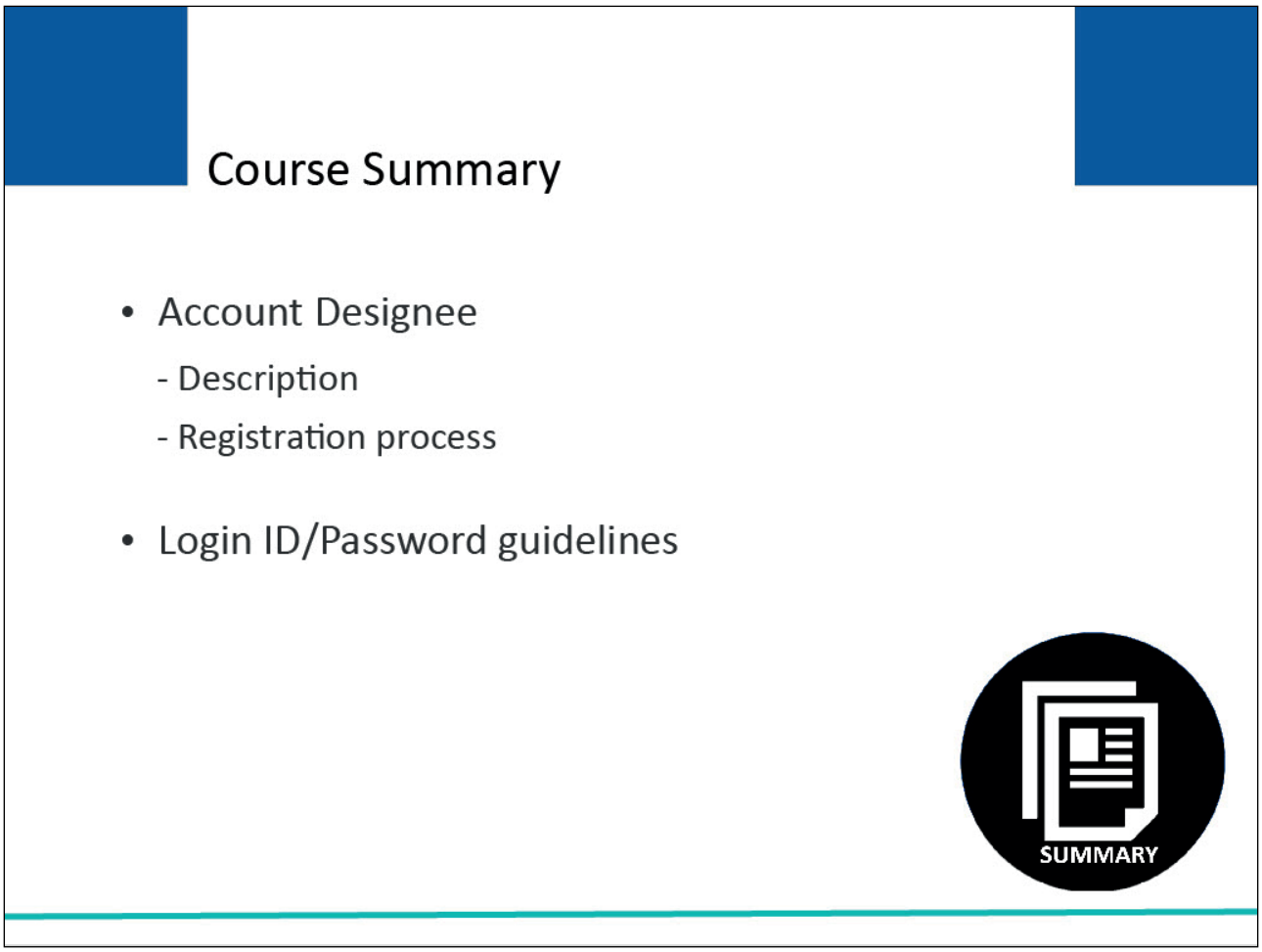
Slide notes

The Thank You page will display describing the next steps in the process. You should print this page for your records and store in a secure location.

You have now successfully completed self-registration on the Section 111 COBSW.

You can click the Section 111 Home link to go to the Home page and login to the Section 111 website to manage RRE account information.

Slide 16 of 18 - Course Summary



Slide notes

The topics in this course included a summary of the Account Designee's user role and registration process, and Login ID and Password guidelines.

Slide 17 of 18 - Conclusion

Slide notes

You have completed the Account Designee Registration course.

Information in this presentation can be referenced by using the Section 111 COBSW User Guide's table of contents, which can be accessed after logging into the Section 111 COBSW.

Slide 18 of 18 - NGHP Training Survey

Slide notes

If you have any questions or feedback on this material, please go the following URL: NGHP Training Survey.