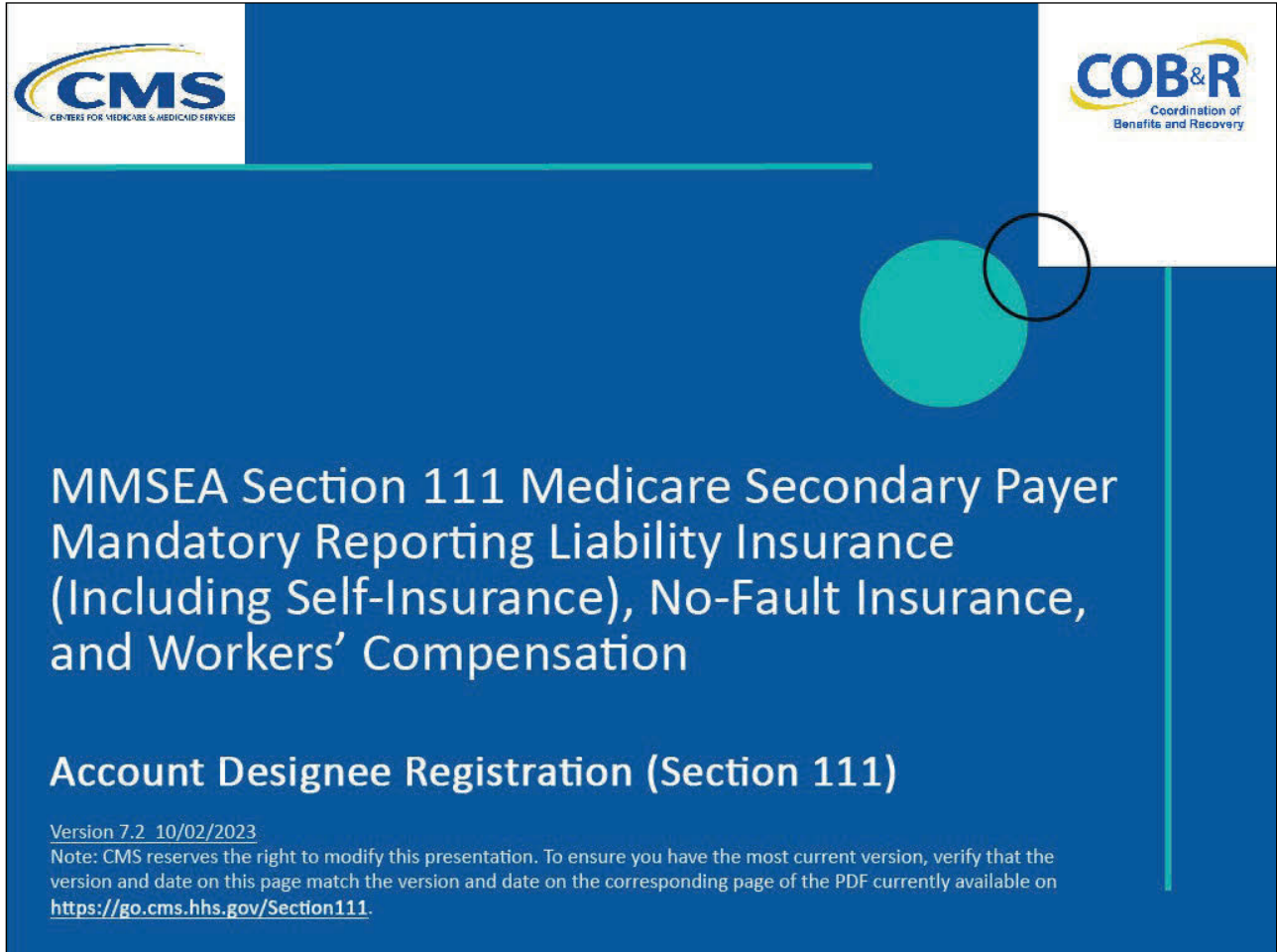


COBSW Account Designee Registration

Slide 1 of 18 - COBSW Account Designee Registration



CMS
CENTERS FOR MEDICARE & MEDICAID SERVICES

COB&R
Coordination of
Benefits and Recovery

MMSEA Section 111 Medicare Secondary Payer Mandatory Reporting Liability Insurance (Including Self-Insurance), No-Fault Insurance, and Workers' Compensation

Account Designee Registration (Section 111)

Version 7.2 10/02/2023
Note: CMS reserves the right to modify this presentation. To ensure you have the most current version, verify that the version and date on this page match the version and date on the corresponding page of the PDF currently available on <https://go.cms.hhs.gov/Section111>.

Slide notes

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

Slide 2 of 18 - Disclaimer

Disclaimer

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 & Medicaid Services (CMS) instructions for the MMSEA Section 111 implementation. All affected entities are responsible for following the instructions found under the *Reference Materials* menu at the following link: <https://go.cms.gov/mirnghp>.

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

Course Overview

- Account Designee
 - Description
 - Registration process
- Login ID/Password guidelines



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**

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.

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

Account Designees

- Optional users associated with RRE ID
- Assist Account Manager
- Can:
 - Perform most functions
 - Submit Section 111 files
- Cannot:
 - Invite additional users
 - Update Company Information

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

Account Designee

- Assigned by Account Manager
- Sent invitation email with URL
- Receives Pass Phrase
- Registers on Section 111 COBSW
- Only need one Login ID

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

cob@mail.cob.cms.hhs.gov
To: test@test.com
Cc: [redacted]

Reply Reply All Forward [Share] [More]

Tue 10/25/2022 3:45 PM

Caution: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe

***** PLEASE DO NOT REPLY TO THIS EMAIL *****

Dear Waverly Tester:

You have been invited by: JANET Test, to participate in Section 111 Mandatory Reporting process.

RRE ID: 12345
RRE NAME: Test Productions

Please follow this link to register:
<https://www.imp.cob.cms.hhs.gov/Section111/DesigneeRegistration.action?token=GWeYbhZwhBZwFt>

For any questions or problems please contact the person named in the paragraph above.

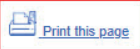
This electronic message transmission is intended only for the person or entity to which it is addressed and may contain information that is privileged, confidential, or otherwise protected from disclosure. If you have received this transmission; but are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or use of the contents of this information is strictly prohibited. If you have received this e-mail in error, please contact the BCRC Electronic Data Interchange (EDI) Department at 646-458-6740 and delete and destroy the original message and all copies.

This folder is up to date. Connected [Icons] 100%

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

Login Warning 

UNAUTHORIZED ACCESS TO THIS COMPUTER SYSTEM IS PROHIBITED BY LAW

This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes: (1) this computer network, (2) all computers connected to this network, and (3) all devices and storage media attached to this network or to a computer on this network. This system is provided for Government-authorized use only.

Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties.

Personal use of social media and networking sites on this system is limited as to not interfere with official work duties and is subject to monitoring.

By using this system, you understand and consent to the following:

- *You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this system.
- *The Government may monitor, record, and audit your system usage, including usage of personal devices and email systems for official duties or to conduct HHS business. Therefore, you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this system. At any time, and for any lawful Government purpose, the Government may monitor, intercept, and search and seize any communication or data transiting or stored on this system.
- *Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

<http://www.cms.hhs.gov/About-CMS/Agency-Information/Aboutwebsite/Security-Protocols.html>

Privacy Act Statement

The collection of this information is authorized by 42 U.S.C. 1395y(b)(7) & (8). The information collected will be used to identify and recover past mistaken Medicare primary payments and to prevent Medicare from making mistakes in the future for those Medicare Secondary Payer situations that continue to exist.

SAFEGUARDING & LIMITING ACCESS TO EXCHANGED DATA

I agree to establish and implement proper safeguards against unauthorized use and disclosure of the data exchanged for the purposes of complying with the Medicare Secondary Payer Mandatory Reporting Provisions in Section 111 of the Medicare, Medicaid and SCHIP Extension Act (MMSEA) of 2007. Proper safeguards shall include the adoption of policies and procedures to ensure that the data obtained shall be used solely in accordance with Section 1106 of the Social Security Act [42 U.S.C. A§ 1306], Section 1974(b) of the Social Security Act [42 U.S.C. A§ 1395kk(b)], Section 1882(b) of the Social Security Act [42 U.S.C. A§ 1395y(b)], and the Privacy Act of 1974, as amended [5 U.S.C. A§ 552a]. The Responsible Reporting Entity (RRE) and its duly authorized agent for this Section 111 reporting, if any, shall establish appropriate administrative, technical, procedural, and physical safeguards to protect the confidentiality of the data and to prevent unauthorized access to the data provided by CMS. I agree that the only entities authorized to have access to the data are CMS, the RRE or its authorized agent for Mandatory Reporting. RREs must ensure that agents reporting on behalf of multiple RREs will segregate data reported on behalf of each unique RRE to limit access to only the RRE and CMS and the agent. Further, RREs must ensure that access by the agent is limited to instances where it is acting solely on behalf of the unique RRE on whose behalf the data was obtained. I agree that the authorized representatives of CMS shall be granted access to premises where the Medicare data is being kept for the purpose of inspecting security arrangements confirming whether the RRE and its duly authorized agent, if any, is in compliance with the security requirements specified above. Access to the records matched and to any records created by the matching process shall be restricted to authorized CMS and RRE employees, agents and officials who require access to perform their official duties in accordance with the uses of the information as authorized under Section 111 of the MMSEA of 2007. Such personnel shall be advised of (1) the confidential nature of the information; (2) safeguards required to protect the information, and (3) the administrative, civil and criminal penalties for noncompliance contained in applicable Federal laws.

[Decline](#)

<https://www.cob.cms.hhs.gov/Section111/>

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

[QUICK HELP](#)

[Help About This Page](#)

Account Designee Registration

You have been invited to be an Account Designee for the following Responsible Reporting Entity (RRE) on the Section 111 COB Secure Web site (COBSW):

RRE Name: Company ABC

RRE Account Manager Information:

Jane Doe
Manager
123 Street
Towson, MD 21204
Telephone: (800) 234-5678
Email: jdoe@abc.com

To set up a Section 111 COBSW Login ID, you will need the pass phrase created by the Account Manager named above. If you do not have this pass phrase, please contact this individual.

Enter the pass phrase:

You must read the User Agreement provided in the scrolling box. To accept the agreement, click the checkbox. You must accept and agree to the terms of the User Agreement in order to continue through the registration process.

[View and print the agreement below](#)

User Agreement

THE FOLLOWING DESCRIBES THE TERMS AND CONDITIONS BY WHICH THE CENTERS FOR MEDICARE MEDICAID SERVICES (CMS) OFFERS YOU ACCESS TO THE COORDINATION OF BENEFITS (COB) SECURE WEB SITE

You must read and accept the terms and conditions contained in this User Agreement

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

QUICK HELP

[Help About This Page](#)

Account Designee Personal Information

To set up a Login ID for you to act as a Designee, we need additional information from you. This page requests that you provide personal information about yourself including your contact information. All required fields must be completed in order to continue through the registration process.

*** Required**

First Name:*

Last Name:*

Job Title:*

E-mail Address:* anyone@email.com

Designee Mailing Address

Street Line 1:*

Street Line 2:

City, State, Zip:* , - -

Telephone:* () - ext

Fax: () -

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

[QUICK HELP](#)
[Help About This Page](#)

Account Designee Login Information

*** Required**

The security information requested on this page will allow the system to authenticate your identity each time you log in to the Section 111 Secure Web site.

Choose your Login ID and password carefully.

- Login IDs must be 7 characters
- Login IDs must be unique within the system
- Login IDs must be in the format of AA999AA
(first two alphabetic, next three numeric, last two alphabetic)
- Password must be changed every sixty (60) days
- Password must consist of at least eight (8) characters
- Password must contain at least one upper-case letter, one lower-case letter, one number and one special character
- Password must contain a minimum of four (4) changed characters from the previous password
- Password cannot be changed more than once per day
- Password must be different from the previous twenty four (24) passwords
- Password may not contain any one of these reserved words: PASSWORD, WELCOME, CMS, HCFA, SYSTEM, MEDICARE, MEDICAID, TEMP, LETMEIN, GOD, SEX, MONEY, QUEST, 1234, F20ASYA, RAVENS, REDSKIN, ORIOLES, BULLETS, CAPITOL, TERPS, DOCTOR, 567890, 12345678, ROOT, BOSSMAN, JANUARY, FEBRUARY, MARCH, APRIL, MAY, JUNE, JULY, AUGUST, SEPTEMBER, OCTOBER, NOVEMBER, DECEMBER, SSA, FIREWALL, CITIC, ADMIN, UNISYS, PWD, SECURITY, 76543210, 43210, 098765, IRAQ, OIS, TMG, INTERNET, INTRANET, EXTRANET, ATT, LOCKHEED, LOCKH33D, SOCIAL, FACEBOOK, YOUTUBE, WINDOWS, STEELERS, PATRIOTS, COMPUTER, DILBERT, MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY, SATURDAY, SUNDAY, SPRING, SUMMER, AUTUMN, FALL, WINTER, BACKUP, BUSINESS, FALCONS, BRONCOS, EAGLES, PANTHERS, DOLPHINS, JAGUARS, CHIEFS, TEXANS, RAMS, BEARS, BROWNS, LIONS, BENGALS, COWBOYS, CARDINAL, CHARGERS, RAIDERS, SAINTS, REDSOX, YANKEES, PIRATES, PHILLIES, HHS, BRAVES, NATIONAL, UNITED, STATES, TWITTER, MITRE, MARLINS, OILERS, WHITESOX, CUBS, DODGERS, GIANTS, ANGELS, DEVILS, DIAMOND.

Slide notes

The Account Designee Login Information page will appear.

Slide 12 of 18 - Login ID and Password Requirements

Login ID and Password Requirements

- Login IDs
 - Must be 7 characters
 - Must be in the format of AA999AA
- Passwords
 - Must be changed every 60 days
 - Must be 8 characters in length
 - Must contain a mix of upper-case letters, lower-case letters, one number, and at least one special character
 - Cannot be changed more than once per day
 - Cannot contain a users Login ID
 - Cannot begin with a number
 - Must be different from the previous 24 passwords
 - Cannot contain a reserved word
 - If changed by user in a COBSW application, changes in all applications

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

DELAWARE, FLORIDA, GEORGIA, HAWAII, ILLINOIS, IOWA, KANSAS, KENTUCKY, MAINE, MARYLAND, MICHIGAN, MISSOURI, MONTANA, NEBRASKA, NEVADA, LASVEGAS, NEWYORK, OHIO, OKLAHOMA, OREGON, UTAH, VERMONT, VIRGINIA, WYOMING, ATLANTIC, PACIFIC, SANFRAN, REGIONAL, MACS, EDC, BOSTON, ATLANTA, CMSNET, MDCN, TAMPA, MIAMI, STLOUIS, CHICAGO, DETROIT, DENVER, HOUSTON, DALLAS, INDIANS, TIGERS, ROYALS, BREWERS, TWINS, MARINERS, RANGERS, BLUEJAYS, ROCKIES, ASTROS, PADRES, LAPTOP, MODEM, DELL, SOLARIS, UNIX, LINUX, IBM, ROUTER, SWITCH, SERVER, STAFF, GOOGLE, YAHOO, VERIZON, ISSO, CISO, HACKER, PROGRAM, CYBER, DESKTOP, ENTER, EXIT, UNION, PIV, NETWORK, DROID, IPAD, IPHONE, DANGER, STARWAR, STARTREK, VULCAN, KLINGON, SPOCK, KIRK, CAPTAIN, XMEN, FLASH, FRINGE, JEDI, HOLIDAY, OUTLOOK, VETERAN, ARMY, NAVY, MARINE, AIRFORCE, MAINFRAME, CDS, HP, LHM, FLEX, SESAME, POLICY, HCPCS, DME, HOD, INTEL, VIPS, VPN, CISCO, APPLE, SECURE, DISNEY, VACATION, LEXMARK, LAKERS, THUNDER, JAZZ, MAVERICKS, PHOENIX, SPURS, CELTICS, HEAT, MAGIC, BULLS, HAWKS, HORNETS, NUGGETS, BLAZERS, GRIZZLIES, BOBCATS, WIZARDS, WARRIORS, KINGS, CLIPPERS, KNICKS, NETS, RAPTORS, 76ERS, ROCKETS, PISTONS, BUCKS, PACERS, CAVALIERS, SUNS, TIMBERWOLVES.

Login ID:*

Password:*

Re-enter Password:*

The Security Questions allow you to regain account access if you forget your password. Please note the answers you provide to these questions should be actual answers and not hints for your password.

Security Question 1:*

Answer 1:*

Security Question 2:*

Answer 2:*

[CMS/HHS Vulnerability Disclosure Policy](#) | [Privacy Policy](#) | [User Agreement](#)

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

The screenshot shows the 'Designee Summary' page for 'SECTION 111 Mandatory Reporting'. The CMS logo is in the top left. A 'QUICK HELP' button and a 'Help About This Page' link are in the top right. A 'Print this page' button is located below the title. A message asks the user to review their personal and login information and provides an 'Edit' button. The page is divided into two columns: 'Account Designee Personal Information' and 'Account Designee Login Information'. The personal information includes Jane Doe's name, title, address, and contact details, with an 'Edit' button below. The login information includes the ID 'doe2008' and two security questions, with an 'Edit' button below. A 'Continue' button is centered at the bottom. A footer bar contains links to the CMS/HHS Vulnerability Disclosure Policy, Privacy Policy, and User Agreement.

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

SECTION 111
Mandatory Reporting

COB&R
Coordination of
Benefits and Recovery

QUICK HELP

[Help About This Page](#)

Thank You

[Print this page](#)

You have successfully completed the user registration process and obtained a Login ID and Password for the Section 111 COBSW.

Next Steps

You may now go to the Section 111 COBSW homepage, login using the Login ID and Password you just created. After logging in, you will be presented with the RRE Listing page which will show that you are associated with this RRE ID as an Account Designee and may begin working on the account.

You only need one Login ID for the Section 111 COBSW. You may be invited to be an Account Designee for additional RRE ID accounts. Now that you have registered, you will receive a notification E-mail from the COB Contractor to inform you that you have been added to another RRE ID. The next time you login to the site, you will see that additional RRE ID on your RRE Listing page and may begin working on the account.

[Section 111 Home](#)

[CMS/HHS Vulnerability Disclosure Policy](#) | [Privacy Policy](#) | [User Agreement](#)

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

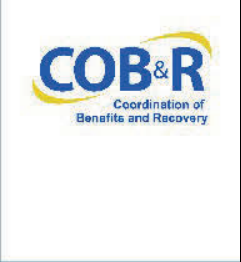

Course Summary

- Account Designee
 - Description
 - Registration process
- Login ID/Password guidelines



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

You have completed the Account Designee Registration-Section 111 course. Information in this course can be referenced by using the NGHP User Guide's table of contents. This document is available for download at the following link: <https://go.cms.gov/mirnghp>.

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



The slide features a blue background with two logos in the top corners. The top-left logo is for CMS (Centers for Medicare & Medicaid Services), and the top-right logo is for COB&R (Coordination of Benefits and Recovery). The main text in the center of the slide reads: "If you have any questions or feedback on this material, please go to the following URL: <https://www.surveymonkey.com/s/NGHPTraining>."

Slide notes

If you have any questions or feedback on this material, please go the following URL: [NGHP Training Survey](https://www.surveymonkey.com/s/NGHPTraining).