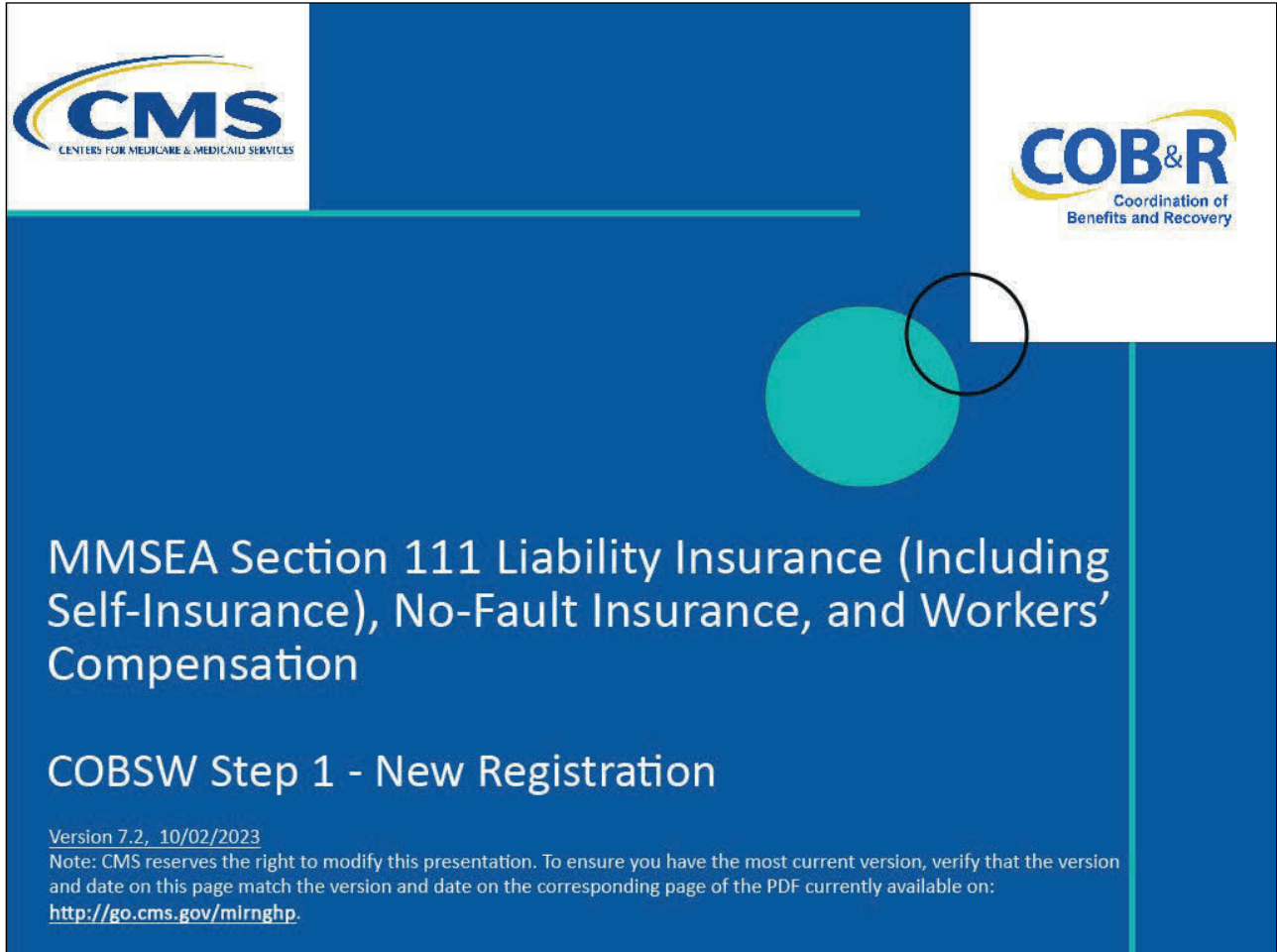


COBSW Step 1 - New Registration Introduction

Slide 1 of 45 - COBSW Step 1 - New Registration Introduction



The slide features a blue background with a white header area. On the left, the CMS logo (Centers for Medicare & Medicaid Services) is displayed. On the right, the COB&R logo (Coordination of Benefits and Recovery) is shown. The main title is centered in white text: "MMSEA Section 111 Liability Insurance (Including Self-Insurance), No-Fault Insurance, and Workers' Compensation". Below the title, it says "COBSW Step 1 - New Registration". At the bottom left, it includes the version "Version 7.2, 10/02/2023" and a note: "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: <http://go.cms.gov/mirnghp>."

Slide notes

Welcome to the Section 111 Coordination of Benefits (COB) Secure Website Step 1 - New Registration course for Liability Insurance (including Self-Insurance), No-Fault Insurance, and Workers' Compensation reporters.

Note: This module applies to Responsible Reporting Entities (RREs) that will be submitting Section 111 claim information via an electronic file submission as well as those RREs that will be submitting this information via direct data entry (DDE).

Slide 2 of 45 - Disclaimer

Disclaimer

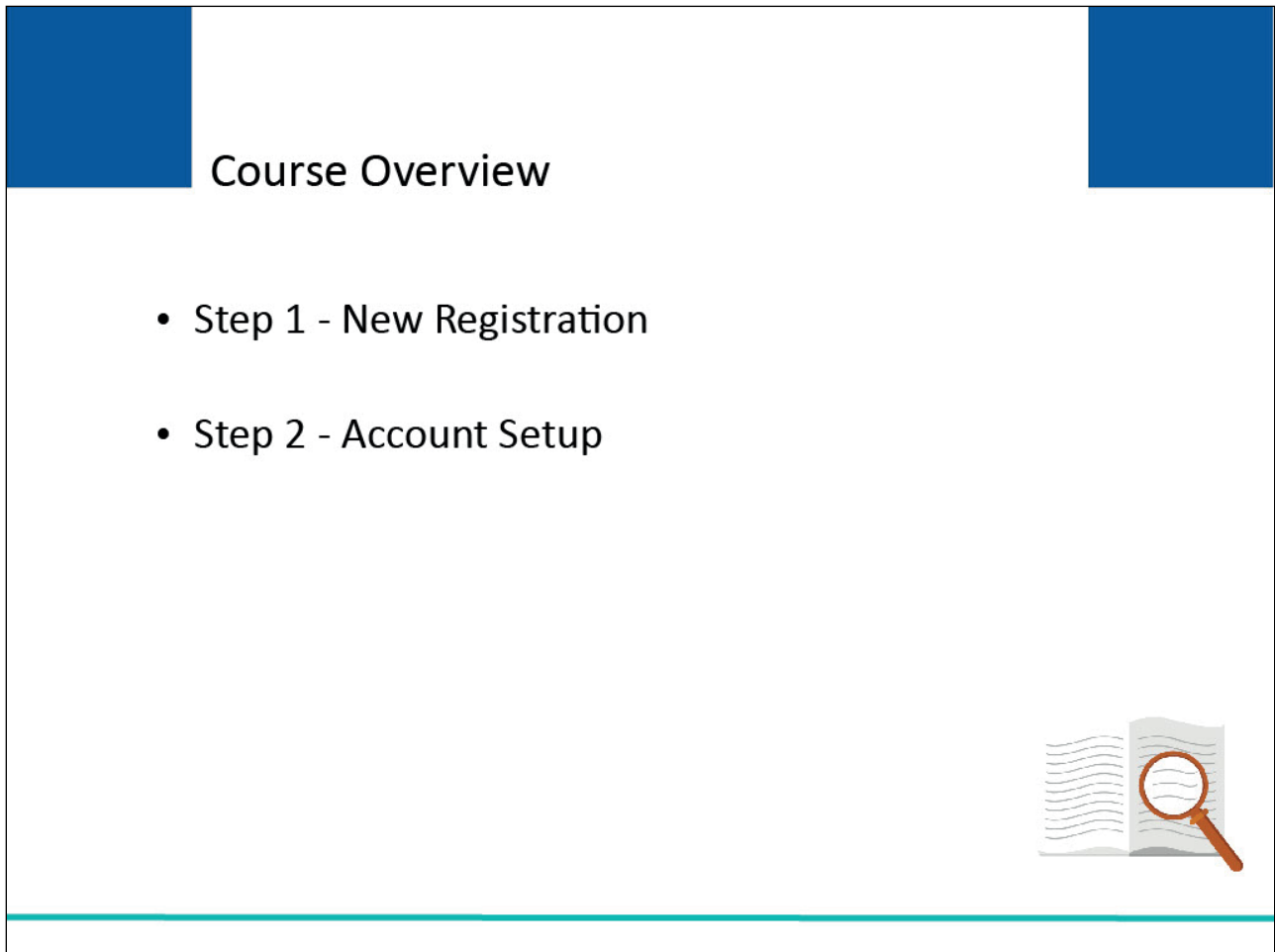
While all information in this document is believed to be correct at the time of writing, this Computer Based Training (CBT) is for educational purposes only and does not constitute official Centers for Medicare & Medicaid Services (CMS) instructions for the MMSEA Section 111 implementation. All affected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

All affected entities are responsible for following the instructions found at the following site: [CMS NGHP Website](https://go.cms.gov/mirnghp).

Slide 3 of 45 - Course Overview

Course Overview

- Step 1 - New Registration
- Step 2 - Account Setup

**Slide notes**

Topics in the Section 111 COB Secure Website curriculum include Step 1, New Registration and Step 2, Account Setup. This course will cover Step 1 - New Registration.

Before starting Step 1, you should review the Section 111 Registration course which precedes this course. The Registration course describes the Section 111 registration process.

You will need to define user roles (such as Authorized Representative, Account Manager, Account Designees) and determine how many RRE IDs you would like to obtain for this Responsible Reporting Entity (RRE) registration. This process can also be found in the Liability/No Fault/Workers' Compensation User Guide found at the following link: [CMS NGHP User Guide](#).

Slide 4 of 13 - 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 three 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 45 - Introduction to the Section 111 COBSW

Introduction to the Section 111 COBSW

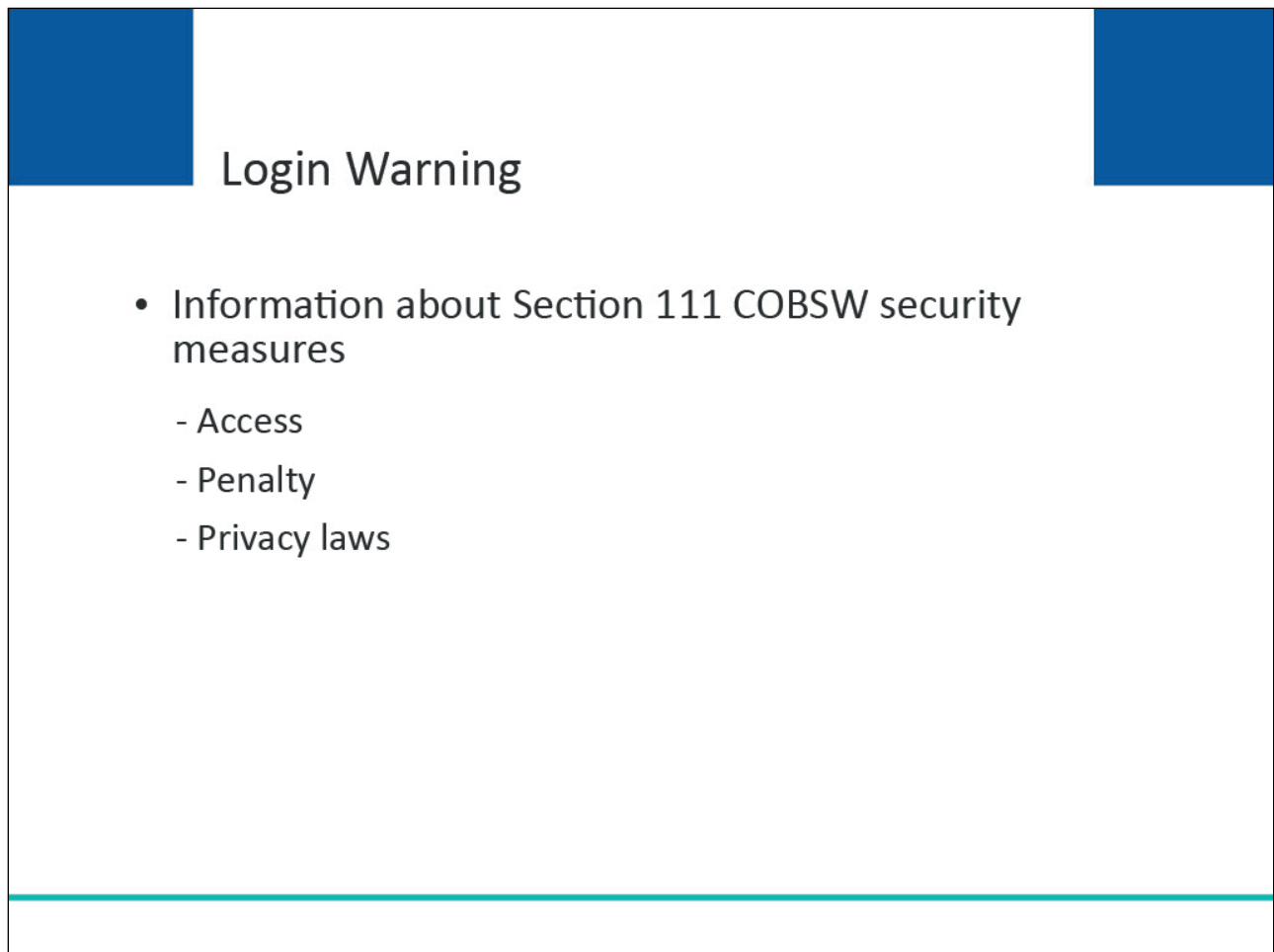
- Interface for RREs
 - Register
 - Submit files (SFTP or HTTPS submitters)
 - Attain response files
 - Review statistics
 - Submit and view claim information (DDE submitters)
 - Review status of data submissions

Slide notes

The Section 111 COB Secure Website (COBSW) provides an interface for RREs impacted by the Medicare Secondary Payer (MSP) reporting mandated by Section 111 of the Medicare, Medicaid, and SCHIP Extension Act of 2007 (MMSEA). This site will be used to register RREs with CMS.

Additionally, this site provides RREs and their agents with the ability to submit files (if the RRE ID has specified Secure File Transfer Protocol (SFTP) or Hypertext Transfer Protocol over Secure Socket Layer (HTTPS) as the file transfer method); attain generated response files; review statistical information related to file submissions; submit and view claim information if the RRE has specified the DDE option; and review the status of current data submissions.

The following steps will guide you through the process of getting started on the Section 111 COBSW.

Slide 6 of 45 - Login WarningThe slide features a white background with two blue rectangular accents in the top-left and top-right corners. The title "Login Warning" is centered at the top in a large, dark grey font. Below the title, a bulleted list is presented in a dark grey font. The list starts with a main bullet point "Information about Section 111 COBSW security measures", followed by three sub-bullet points: "- Access", "- Penalty", and "- Privacy laws". A thin teal horizontal line is positioned near the bottom of the slide content area.

Login Warning

- Information about Section 111 COBSW security measures
 - Access
 - Penalty
 - Privacy laws


Slide notes

To begin registration, enter the following URL into your web browser: [CMS COBSW Section 111](#).

When you first enter the Section 111 COBSW, a Login Warning page is displayed. This page provides information about Section 111 COBSW security measures including access, penalty, and privacy laws.

If you accept the terms of the Login Warning, you will be taken to the Section 111 COBSW Home page.

Slide 7 of 45 - Login Warning

Login Warning  [Print this page](#)

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. Â§ 1306], Section 1874(b) of the Social Security Act [42 U.S.C. Â§ 1395kk(b)], Section 1862(b) of the Social Security Act [42 U.S.C. Â§ 1395y(b)], and the Privacy Act of 1974, as amended [5 U.S.C. Â§ 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.

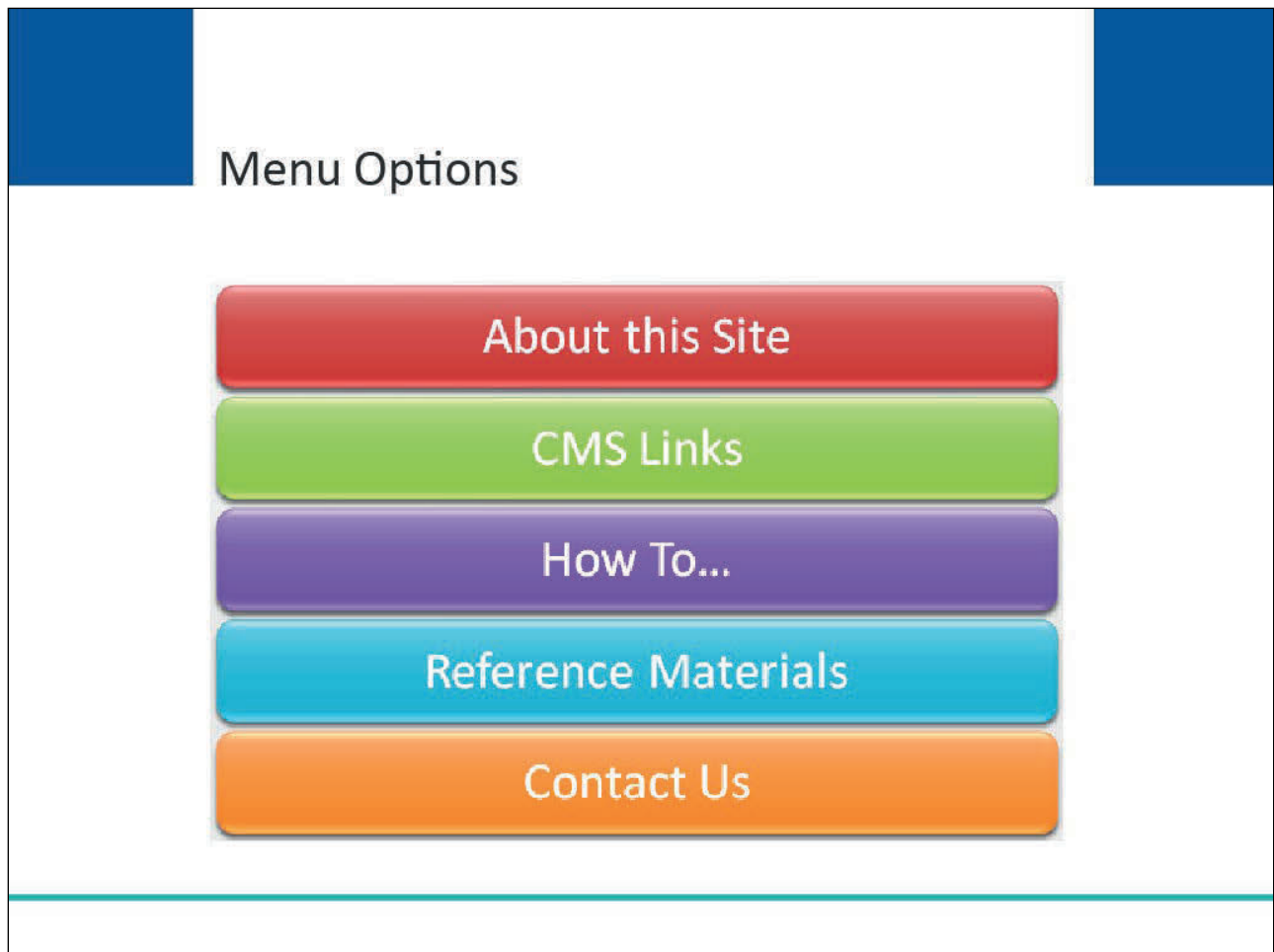
[Decline](#)

Slide notes

The Login Warning is displayed.

If you accept the terms, select the I Accept link to continue.

If you do not accept the terms, select the Decline link. If you select Decline, you will not be able to enter the Section 111 COBSW.

Slide 8 of 45 - Menu Options**Slide notes**

On the Section 111 COBSW Home page, you will find various menu options.

“About this Site” describes the purpose of the site and provides general information on how to use it.

“CMS Links” displays links to the dedicated MMSEA Section 111 Web pages and the Medicare Coordination of Benefits & Recovery Overview page on the CMS Website.

The “How To...” section provides general instructions on how to get started, register, and complete the account setup on the Section 111 COBSW.

“Reference Materials” displays links where you can view and download the Liability/No-Fault/Workers’ Compensation (NGHP) User Guide.

“Contact Us” provides information on how to contact the Benefits Coordination & Recovery Center (BCRC).

Slide 9 of 45 - Welcome to the COBSW

CMS **SECTION 111** **COB&R**
Mandatory Reporting
Coordination of
Benefits and Recovery

[About This Site](#) [CMS Links](#) [How To...](#) [Reference Materials](#) [Contact Us](#) [Skip Navigation](#)

Welcome to the Section 111 COB Secure Web site (COBSW)

SECTION 111 MESSAGES

Important Note: RREs may receive an email alerting them their response file is ready before they are able to download it. If you do not see your response file after receiving the notification email, please check again later in the day. Our team is working to address the issue causing the delay.

This site provides an interface for Responsible Reporting Entities (RREs) impacted by the Medicare Secondary Payer (MSP) reporting mandated by Section 111 of the Medicare, Medicaid and SCHIP Extension Act (MMSEA) of 2007 (P.L. 110-173) to register their organization with the Centers for Medicare and Medicaid Services (CMS). This COBSW site also provides RREs and their agents with the ability to submit files, review the status of current file submissions, collect generated response files, and review statistical information related to file submissions.

All implementation instructions are available on CMS' dedicated Section 111 Web page at [Mandatory Insurer Reporting for GHP](#) and [Mandatory Insurer Reporting for Non GHP](#). Detailed instructions are included in both the Section 111 GHP and Liability Insurance (Including Self-Insurance), No-Fault, and Workers' Compensation User Guides.

For information about the availability of auxiliary aids and services, please visit: <http://www.medicare.gov/about-us/nondiscrimination/nondiscrimination-notice.html>

Getting Started
For more information, refer to How To Get Started under the How To menu option.

Step 1 **Step 2**

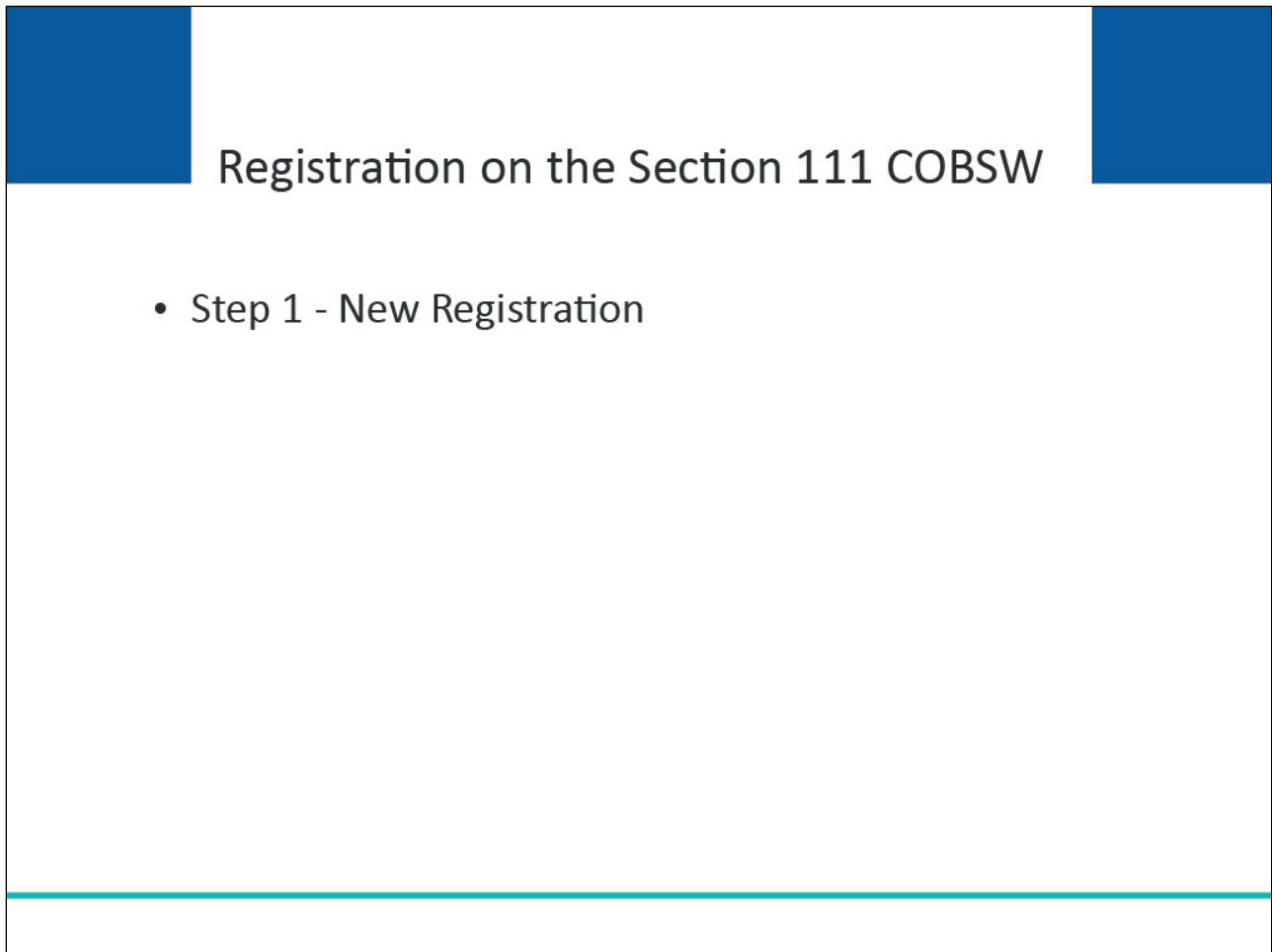
New Registration → Account Setup →

SECURE AREA

Slide notes

From the Home page, click any of the menu options for more information.

Slide 10 of 45 - Registration on the Section 111 COBSW



Registration on the Section 111 COBSW

- Step 1 - New Registration

Slide notes

In order to begin using the Section 111 COBSW, a company representative for the RRE must first click on the “New Registration” button, and then complete and submit the registration for the RRE.

Slide 11 of 45 - Welcome to the COBSW

The screenshot displays the COBSW website interface. At the top, there are logos for CMS, SECTION 111 Mandatory Reporting, and COB:R. Below the logos is a navigation bar with links: About This Site, CMS Links, How To..., Reference Materials, Contact Us, and Skip Navigation. The main content area is divided into two columns. The left column features a 'Welcome to the Section 111 COB Secure Web site (COBSW)' header, followed by a 'SECTION 111 MESSAGES' box containing an important note about RRE response files. Below this is a detailed description of the site's purpose for RREs, followed by implementation instructions and a link for auxiliary aids. The 'Getting Started' section includes a 'How To Get Started' link and a navigation bar with 'Step 1' and 'Step 2' tabs. Under 'Step 1', the 'New Registration' button is highlighted with a red box. Under 'Step 2', the 'Account Setup' button is visible. The right column contains an 'Account Login' section with fields for 'User Name' and 'Password', and links for 'Forgot Login ID' and 'Forgot Password'. At the bottom left, there is a 'SECURE AREA' indicator.

Slide notes

Click on the New Registration button to register your company.

Click on the Account Setup button if you have gone through the initial registration process and need to complete your account setup.

Slide 12 of 45 - New Registration

New Registration

- Captures
 - Basic RRE information
 - Authorized Representative contact information
- Completed for each RRE ID
 - Unique code assigned by the BCRC
 - Used for file submission (file submitters)
 - Used for submitting claim information on the Section 111 COBSW (DDE submitters)


Slide notes

During the new registration process, basic information related to the RRE will be captured. Authorized Representative contact information (name, job title, address, email address, phone number) is also required.

The new registration step must be completed by the RRE for each RRE ID it would like to use for reporting.

The RRE will receive an RRE ID after completing the New Registration step. The RRE ID is the unique code assigned by the BCRC to be used by file submitters when submitting files and DDE submitters when submitting claim information on the Section 111 COBSW.

Slide 13 of 45 - Account Registration

Account Registration  [Print this page](#)

You will now go through Step 1 of the Section 111 COB Secure Web site (COBSW) registration process to create a new Responsible Reporting Entity identification number (RRE ID) for reporting purposes. Basic information related to the RRE will be captured including:

- A Federal Tax Identification Number (TIN) for the RRE
- Company name and address
- Company Authorized Representative contact information (name, job title, address, E-mail address, phone, fax)
- National Association of Insurance Commissioners (NAIC) company code, if applicable
- Reporter Type (GHP or Liability/No-Fault/Workers' Compensation)
- Subsidiary company information applicable to the file submission for the RRE ID (company names, TINs, NAIC company codes for the subsidiaries).

Before continuing, be sure to have this information, including the E-mail address for your Authorized Representative on hand.

Authorized Representative (AR) Role

Your Authorized Representative is the individual in the RRE organization who has the legal authority to bind the organization to a contract and the terms of Section 111 requirements and processing. Your AR has ultimate accountability for the RRE's compliance with Section 111 reporting requirements.

The Authorized Representative:

- May perform this New Registration step on the COBSW, but will not be provided with a Login ID
- Cannot be an agent of the RRE
- Will designate the Account Manager
- Must approve the account set up, by physically signing the profile report including the Data Use Agreement, and returning it to the BCRC
- Will be the recipient of BCRC notifications related to non-compliance with Section 111 reporting requirements.

If you need more than one RRE ID for Section 111 reporting, this step must be repeated for each.

The information you provide will be verified by the BCRC. The RRE ID will be provided at completion of registration and the PIN will be emailed to the contact for the account after vetting is complete. Upon receipt of the email, your Account Manager (AM) will return to complete Step 2 of the process, Account Setup.

Refer to the How to Get Started document under the How To menu option for more information.

Slide notes

This page describes Step 1 of the Section 111 registration process, New Registration.

Click the Continue button to proceed to the next page in the New Registration step.

Click the Cancel button to terminate the action.

Slide 14 of 45 - Welcome to the COBSW

The screenshot displays the COBSW website interface. At the top, there are logos for CMS, SECTION 111 Mandatory Reporting, and COB&R. A navigation bar includes links for 'About This Site', 'CMS Links', 'How To...', 'Reference Materials', 'Contact Us', and 'Skip Navigation'. The main content area is divided into two columns. The left column features a 'Welcome to the Section 111 COB Secure Web site (COBSW)' header, followed by a 'SECTION 111 MESSAGES' box containing an important note about RRE response files. Below this is a detailed description of the site's purpose for RREs, followed by implementation instructions and a link to auxiliary aids. At the bottom of this column is a 'Getting Started' section with a flow diagram showing 'Step 1: New Registration' and 'Step 2: Account Setup'. The right column is titled 'Account Login' and contains input fields for 'User Name' and 'Password', with links for 'Forgot Login ID' and 'Forgot Password', and 'Continue' and 'Clear' buttons. A 'SECURE AREA' indicator is visible in the bottom left corner.

Slide notes

Anytime you click the Cancel button, you will be returned to the previous page and any information you entered will not be saved.

Slide 15 of 45 - RRE Information

RRE Information

- EIN/TIN
- Company name and address
- Authorized Representative
- NAIC company code
- Company telephone number
- Reporter type (Liability/No-Fault/Workers' Compensation)
- Subsidiary company information (optional)

Slide notes

Your RRE company representative will be asked to submit the following information:

- An Employer Identification Number (EIN) or Federal Tax Identification Number (TIN) for the RRE;
- Company name and address;
- Company authorized representative (AR) contact information (name, job title, address, email address, phone);
- National Association of Insurance Commissioners (NAIC) company code;
- if applicable Company telephone number;
- Reporter Type (as a Liability/No-Fault/Workers' Compensation reporter, select Liability/No-Fault/Workers' Compensation); and
- Optional Subsidiary company information to be included in the file submission for the registration (names, TINs, NAIC company codes for the subsidiaries).

Once your registration is submitted, this information will be validated by the BCRC.

Slide 16 of 45 - RRE ID Profile Information

SECTION 111
Mandatory Reporting

RRE ID Profile Information

Complete the information below for the RRE ID you are requesting.

*** Required**

Company EIN/TIN:*

Company Name:*

Company Address

Street Line 1:*

Street Line 2:

City, State, Zip:* , Please select a state -

NAIC Number:

Company Telephone:* () -

Company Fax: () -

Reporter Type:* GHP Liability/ No Fault/ Workers' Compensation

Slide notes

Complete the information below for the Responsible Reporting Entity you are registering for this RRE ID.

- Company EIN/TIN: The IRS-assigned tax ID associated with the company reflected under this Section 111 registration. If you have more than one EIN, you may submit this registration with any one of those EINs.
 - If the RRE is a foreign RRE that does not have an IRS-assigned TIN, you can enter a fake or pseudo-TIN in the format of 9999xxxxx where 'xxxxx' is a 5-digit number created by the RRE.
 - Please note: Foreign RREs are defined by CMS as those that have no IRS-assigned TIN and/or US mailing address. Guam, Puerto Rico, and the US Virgin Islands are considered part of the US.
- Company Name: The company name associated with the Section 111 registration.
- Company Address: The corporate address associated with the TIN or EIN supplied. For foreign RREs, select "Foreign Country" from the State dropdown menu. The rest of the address fields are not required.

Slide 17 of 45 - RRE ID Profile Information

Slide notes

- NAIC Number: The company code assigned to your company by the National Association of Insurance Commissioners (NAIC). If you are not registered with the NAIC, then you do not need to complete this field.
 - If you have more than one NAIC Company Code, you may submit this registration with any one of those codes.
- Company Telephone: Telephone number of your corporate office. Note: For foreign RREs, enter a United States telephone number, if applicable.
- Company Fax: Facsimile number of your corporate office.
- Reporter Type: Type of RRE. As a Liability/No Fault/Workers' Compensation reporter, select Liability/No Fault/Workers' Compensation by clicking the appropriate radio button.

Click the Continue button to proceed.

Slide 18 of 45 - Corporate Structure

SECTION 111
Mandatory Reporting

Corporate Structure

The Corporate Structure page allows you to submit information for any subsidiaries for which you will be reporting under this RRE registration. Enter the company names, company NAIC numbers (if applicable) and EINs/TINs.

Provide the following information for any subsidiary organizations that will be included in the file submissions for the RRE ID you are requesting. If not applicable, then click on the Continue button to skip this page.

Subsidiaries Reporting under this RRE

Company Names:	Company NAIC Number(s) and EIN(s)/TIN(s):	
Name: <input type="text"/>	NAIC No: <input type="text"/>	EIN/TIN: <input type="text"/>
Name: <input type="text"/>	NAIC No: <input type="text"/>	EIN/TIN: <input type="text"/>
Name: <input type="text"/>	NAIC No: <input type="text"/>	EIN/TIN: <input type="text"/>

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

Slide notes

The Corporate Structure page allows you to submit information for any subsidiaries for which you will be reporting under this RRE registration. Enter the company names, company NAIC numbers (if applicable), and EINs/TINs.

Slide 19 of 45 - Corporate Structure

CMS **SECTION 111** **COB-R**
Mandatory Reporting
Coordination of
Benefits and Recovery

[About This Site](#) [CMS Links](#) [How To...](#) [Reference Materials](#) [Contact Us](#) [Skip Navigation](#)

QUICK HELP
[Help About This Page](#)

Corporate Structure

Provide the following information for any subsidiary organizations that will be included in the file submissions for the RRE ID you are requesting. If not applicable, then click on the Continue button to skip this page.

Subsidiaries Reporting under this RRE

Company Names:	Company NAIC Number(s) and EIN(s)/TIN(s):	
Name: <input type="text"/>	NAIC No: <input type="text"/>	EIN/TIN: <input type="text"/>
Name: <input type="text"/>	NAIC No: <input type="text"/>	EIN/TIN: <input type="text"/>
Name: <input type="text"/>	NAIC No: <input type="text"/>	EIN/TIN: <input type="text"/>

CMS/HHS Vulnerability Disclosure Policy | Privacy Policy | User Agreement

Slide notes

Note: Information for subsidiaries is optional. CMS encourages you to supply this information. Doing so will assist us in our efforts to help assure that you are in compliance with the Section 111 reporting requirements.

Further, we may require this information at a later date during subsequent recovery efforts.

Slide 20 of 45 - Corporate Structure

SECTION 111
Mandatory Reporting

Corporate Structure

Provide the following information for any subsidiary organizations that will be included in the file submissions for the RRE ID you are requesting. If not applicable, then click on the Continue button to skip this page.

Subsidiaries Reporting under this RRE

Company Names:	Company NAIC Number(s) and EIN(s)/TIN(s):	
Name: <input type="text"/>	NAIC No: <input type="text"/>	EIN/TIN: <input type="text"/>
Name: <input type="text"/>	NAIC No: <input type="text"/>	EIN/TIN: <input type="text"/>
Name: <input type="text"/>	NAIC No: <input type="text"/>	EIN/TIN: <input type="text"/>

CMS/HHS Vulnerability Disclosure Policy | Privacy Policy | User Agreement

Slide notes

All TINs supplied for subsidiaries under one RRE ID must be unique. In other words, all TINs for the RRE ID and subsidiaries listed in the New Registration step must be different within one specific RRE ID.

If your subsidiaries do not have different TINs, then do not list them on the corporate structure page of the New Registration step on the Section 111 COBSW.

You can use the same TIN for multiple, different RRE IDs. TINs just need to be unique within the same RRE ID.

Slide 21 of 45 - Corporate Structure

SECTION 111
Mandatory Reporting

Corporate Structure

Provide the following information for any subsidiary organizations that will be included in the file submissions for the RRE ID you are requesting. If not applicable, then click on the Continue button to skip this page.

Subsidiaries Reporting under this RRE

Company Names:	Company NAIC Number(s) and EIN(s)/TIN(s):
Name: <input type="text"/>	NAIC No: <input type="text"/> EIN/TIN: <input type="text"/>
Name: <input type="text"/>	NAIC No: <input type="text"/> EIN/TIN: <input type="text"/>
Name: <input type="text"/>	NAIC No: <input type="text"/> EIN/TIN: <input type="text"/>

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

Slide notes

For example, if you are one entity with one TIN registering five different RRE IDs, you can use the same TIN for all five distinct RRE IDs. The subsidiary information on the corporate structure page is not required.

If you have trouble with data entry on this page, you may simply click on the Continue button to bypass it. If you do not have any subsidiary information to provide, you can click on Continue to skip this page.

Slide 22 of 45 - Corporate Structure

SECTION 111
Mandatory Reporting

Provide the following information for any subsidiary organizations that will be included in the file submissions for the RRE ID you are requesting. If not applicable, then click on the Continue button to skip this page.

Subsidiaries Reporting under this RRE

Company Names:

Name:

Name:

Name:

Company NAIC Number(s) and EIN(s)/TIN(s):

NAIC No: EIN/TIN:

NAIC No: EIN/TIN:

NAIC No: EIN/TIN:

CMS/HHS Vulnerability Disclosure Policy | Privacy Policy | User Agreement

Slide notes

- Subsidiary Company Name(s): Supply the names of all the subsidiary companies reflected in this registration for which data will be submitted.

Slide 23 of 45 - Corporate Structure

SECTION 111
Mandatory Reporting

Corporate Structure

Provide the following information for any subsidiary organizations that will be included in the file submissions for the RRE ID you are requesting. If not applicable, then click on the Continue button to skip this page.

Subsidiaries Reporting under this RRE

Company Names:	Company NAIC Number(s) and EIN(s)/TIN(s):
Name: <input type="text"/>	NAIC No: <input type="text"/> EIN/TIN: <input type="text"/>
Name: <input type="text"/>	NAIC No: <input type="text"/> EIN/TIN: <input type="text"/>
Name: <input type="text"/>	NAIC No: <input type="text"/> EIN/TIN: <input type="text"/>

CMS/HHS Vulnerability Disclosure Policy | Privacy Policy | User Agreement

Slide notes

- Company NAIC Number(s): Company code(s) assigned to each subsidiary organization by the NAIC. If the subsidiary is not registered with the NAIC, you do not need to complete this field.

Slide 24 of 45 - Corporate Structure

SECTION 111
Mandatory Reporting

Corporate Structure

Provide the following information for any subsidiary organizations that will be included in the file submissions for the RRE ID you are requesting. If not applicable, then click on the Continue button to skip this page.

Subsidiaries Reporting under this RRE

Company Names:	Company NAIC Number(s)	EIN(s)/TIN(s):
Name: <input type="text"/>	NAIC No: <input type="text"/>	EIN/TIN: <input type="text"/>
Name: <input type="text"/>	NAIC No: <input type="text"/>	EIN/TIN: <input type="text"/>
Name: <input type="text"/>	NAIC No: <input type="text"/>	EIN/TIN: <input type="text"/>

CMS/HHS Vulnerability Disclosure Policy | Privacy Policy | User Agreement

Slide notes

- EIN(s)/TIN(s): Supply the corresponding EIN/TIN for each subsidiary company listed.

Slide 25 of 45 - Corporate Structure

CMS **SECTION 111** **COB-R**
Mandatory Reporting
Coordination of
Benefits and Recovery

[About This Site](#) [CMS Links](#) [How To...](#) [Reference Materials](#) [Contact Us](#) [Skip Navigation](#)

QUICK HELP
[Help About This Page](#)

Corporate Structure

Provide the following information for any subsidiary organizations that will be included in the file submissions for the RRE ID you are requesting. If not applicable, then click on the Continue button to skip this page.

Subsidiaries Reporting under this RRE

Company Names:	Company NAIC Number(s) and EIN(s)/TIN(s):	
Name: <input type="text"/>	NAIC No: <input type="text"/>	EIN/TIN: <input type="text"/>
Name: <input type="text"/>	NAIC No: <input type="text"/>	EIN/TIN: <input type="text"/>
Name: <input type="text"/>	NAIC No: <input type="text"/>	EIN/TIN: <input type="text"/>

Add More

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

Slide notes

If you will be reporting for more subsidiaries than those allotted on the page, click the Add More button to create additional subsidiary fields.

Slide 26 of 45 - Corporate Structure

SECTION 111
Mandatory Reporting

Corporate Structure

Provide the following information for any subsidiary organizations that will be included in the file submissions for the RRE ID you are requesting. If not applicable, then click on the Continue button to skip this page.

Subsidiaries Reporting under this RRE

Company Names:	Company NAIC Number(s) and EIN(s)/TIN(s):	
Name: <input type="text"/>	NAIC No: <input type="text"/>	EIN/TIN: <input type="text"/>
Name: <input type="text"/>	NAIC No: <input type="text"/>	EIN/TIN: <input type="text"/>
Name: <input type="text"/>	NAIC No: <input type="text"/>	EIN/TIN: <input type="text"/>

CMS/HHS Vulnerability Disclosure Policy | Privacy Policy | User Agreement

Slide notes

Click the Continue button to proceed.

Slide 27 of 45 - Authorized Representative Information

Authorized Representative

- Individual who has legal authority to bind organization to terms of MMSEA Section 111
- Accountable for compliance
- Cannot be
 - Account Manager
 - Account Designee
- Will not receive Section 111 COBSW user ID

Slide notes

Each RRE must assign or name an Authorized Representative. This is the individual in the RRE organization who has the legal authority to bind the organization to a contract and the terms of MMSEA Section 111 requirements and processing.

The Authorized Representative has ultimate accountability for the RRE's compliance with Section 111 reporting requirements.

The Authorized Representative cannot be the Account Manager or Account Designee for the RRE ID. The Authorized Representative will not receive a Section 111 COBSW user ID.

Slide 28 of 45 - Authorized Representative Information

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

Authorized Representative Information

Provide contact information for the Authorized Representative (AR) for the RRE ID you are requesting.

Your Authorized Representative is the individual in the RRE organization who has the legal authority to bind the organization to a contract and the terms of Section 111 requirements and processing.

The AR named below cannot obtain a Login ID for the COBSW.

*** Required**

First Name:*

Last Name:*

Job Title:*

E-mail Address:*

Re-enter E-mail Address:*

Authorized Representative Mailing Address

Street Line 1:*

Street Line 2:

City, State, Zip:* , Select -

Telephone:* () - ext

Fax: () -

Slide notes

- Name: Name of the individual who has the legal authority to bind your organization to the terms of MMSEA Section 111 requirements and processing.
- Warning: The person named as the Authorized Representative cannot also be the Account Manager. The Authorized Representative cannot be a user of the Section 111 COBSW for any RRE ID and therefore cannot perform the Account Setup.

Slide 29 of 45 - Authorized Representative Information

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

Authorized Representative Information

Provide contact information for the Authorized Representative (AR) for the RRE ID you are requesting.

Your Authorized Representative is the individual in the RRE organization who has the legal authority to bind the organization to a contract and the terms of Section 111 requirements and processing.

The AR named below cannot obtain a Login ID for the COBSW.

*** Required**

First Name:*

Last Name:*

Job Title:*

E-mail Address:*

Re-enter E-mail Address:*

Authorized Representative Mailing Address

Street Line 1:*

Street Line 2:

City, State, Zip:* , Select -

Telephone:* () - ext

Fax: () -

Slide notes

- Job Title: Job title of your named Authorized Representative.
- Email Address: Electronic mail address used by your Authorized Representative for work-related email.

Slide 30 of 45 - Authorized Representative Information

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

Authorized Representative Information

Provide contact information for the Authorized Representative (AR) for the RRE ID you are requesting.

Your Authorized Representative is the individual in the RRE organization who has the legal authority to bind the organization to a contract and the terms of Section 111 requirements and processing.

The AR named below cannot obtain a Login ID for the COBSW.

*** Required**

First Name:*

Last Name:*

Job Title:*

E-mail Address:*

Re-enter E-mail Address:*

Authorized Representative Mailing Address

Street Line 1:*

Street Line 2:

City, State, Zip:* , Select -

Telephone:* () - ext

Fax: () -

Slide notes

- Mailing Address: Company or work mailing address of your named Authorized Representative.
- Telephone: Company or work telephone number where your Authorized Representative can be reached.
- Fax: Company or work facsimile number used by your Authorized Representative.

Slide 31 of 45 - Authorized Representative Information

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

Authorized Representative Information

Provide contact information for the Authorized Representative (AR) for the RRE ID you are requesting.

Your Authorized Representative is the individual in the RRE organization who has the legal authority to bind the organization to a contract and the terms of Section 111 requirements and processing.

The AR named below cannot obtain a Login ID for the COBSW.

*** Required**

First Name:*

Last Name:*

Job Title:*

E-mail Address:*

Re-enter E-mail Address:*

Authorized Representative Mailing Address

Street Line 1:*

Street Line 2:

City, State, Zip:* , Select -

Telephone:* () - ext

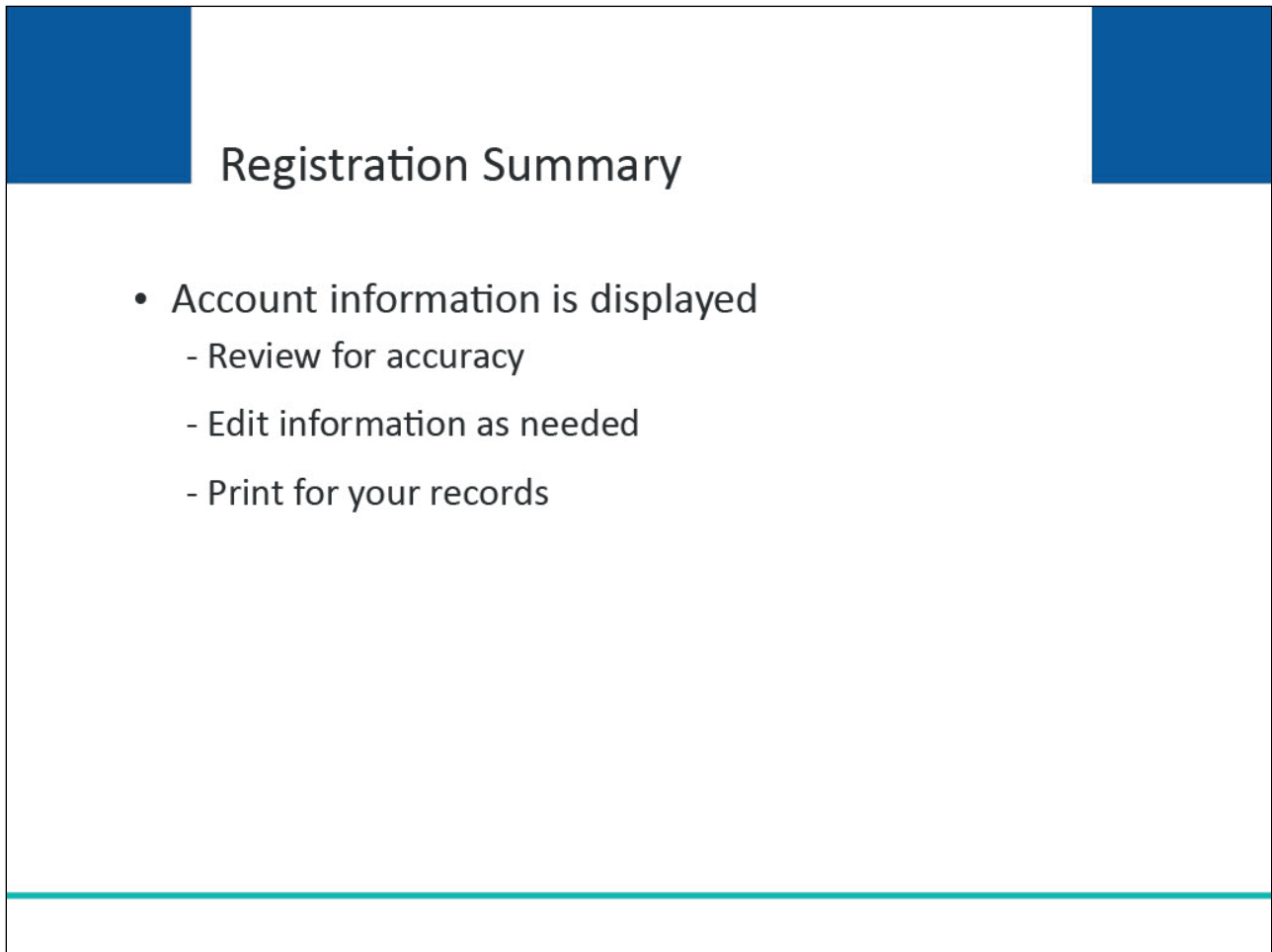
Fax: () -

Continue

Slide notes

Click the Continue button to proceed.

Slide 32 of 45 - Registration Summary

The slide features a white background with two blue rectangular accents in the top-left and top-right corners. The title "Registration Summary" is centered at the top in a large, black, sans-serif font. Below the title, a bulleted list is presented. The first bullet point is "Account information is displayed", followed by three sub-bullets: "Review for accuracy", "Edit information as needed", and "Print for your records". A thin teal horizontal line is positioned near the bottom of the slide content area.

Registration Summary

- Account information is displayed
 - Review for accuracy
 - Edit information as needed
 - Print for your records

Slide notes

After you have completed the required RRE and Authorized Representative information, the account information you entered is displayed. Review this information for accuracy.

If you need to change any of the information, click the 'Edit' button in the appropriate section. Print this page out for your records.

Slide 33 of 45 - Registration Summary

[About This Site](#)
[CMS Links](#)
[How To...](#)
[Reference Materials](#)
[Contact Us](#)
[Skip Navigation](#)

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

Registration Summary
 [Print this page](#)

Please review your Account Registration Information. If you need to change the information, click the 'Edit' button in the applicable section.
 Print this page for your records.

<p>Company Information</p> <p>EIN/TIN: ##### Reporter Type: GHP AAAAAAAAAAAAA AAAAAAAAAAAAA AAAAAAAAAAAAA, MD ##### Telephone: (###) ###-#### Fax: (###) ###-####</p> <p><input type="button" value="Edit"/></p>	<p>Subsidiary Information</p> <p>Subsidiary Name(s): AAAAAAAAAAAAA EIN/TIN: ##### NAIC:98764 AAAAAAAAAAAAA EIN/TIN: ##### NAIC:98564</p> <p><input type="button" value="Edit"/></p>
---	--

Authorized Representative Information

FIRST LAST
 Director
 AAAAAAAAAAAAA
 AAAAAAAAAAAAA, MD #####
 EIN/TIN: #####
 Telephone: (###) ###-####
 Fax: (###) ###-####
 Email: email@domain.com

CMS/HHS Vulnerability Disclosure Policy | Privacy Policy | User Agreement

Slide notes

The Registration Summary page displays the registration information that has been entered.

Slide 34 of 45 - Registration Summary

[About This Site](#) [CMS Links](#) [How To...](#) [Reference Materials](#) [Contact Us](#) [Skip Navigation](#)

QUICK HELP
[Help About This Page](#)

Registration Summary [Print this page](#)

Please review your Account Registration Information. If you need to change the information, click the 'Edit' button in the applicable section.
Print this page for your records.

Company Information EIN/TIN: ##### Reporter Type: GHP AAAAAAAAAAAA AAAAAAAAAAAA AAAAAAAAAAAA, MD ##### Telephone: (###) ###-#### Fax: (###) ###-#### Edit	Subsidiary Information Subsidiary Name(s): AAAAAAAAAAAA EIN/TIN: ##### NAIC:98764 AAAAAAAAAAAA EIN/TIN: ##### NAIC:98564 Edit
--	--

Authorized Representative Information
FIRST LAST
Director
AAAAAAAAAAAA
AAAAAAAAAAAA, MD #####
EIN/TIN: #####
Telephone: (###) ###-####
Fax: (###) ###-####
Email: email@domain.com
[Edit](#)

[Continue](#) [Cancel](#)

CMS/HHS Vulnerability Disclosure Policy | Privacy Policy | User Agreement

Slide notes

If you need to change any of the information, click the Edit button under that section.

Slide 35 of 45 - Corporate Structure

CMS **SECTION 111** **COB-R**
Mandatory Reporting
Coordination of
Benefits and Recovery

[About This Site](#) [CMS Links](#) [How To...](#) [Reference Materials](#) [Contact Us](#) [Skip Navigation](#)

QUICK HELP
[Help About This Page](#)

Corporate Structure

Provide the following information for any subsidiary organizations that will be included in the file submissions for the RRE ID you are requesting. If not applicable, then click on the Continue button to skip this page.

Subsidiaries Reporting under this RRE

Company Names:	Company NAIC Number(s) and EIN(s)/TIN(s):
Name: <input type="text"/>	NAIC No: <input type="text"/> EIN/TIN: <input type="text"/>
Name: <input type="text"/>	NAIC No: <input type="text"/> EIN/TIN: <input type="text"/>
Name: <input type="text"/>	NAIC No: <input type="text"/> EIN/TIN: <input type="text"/>

CMS/HHS Vulnerability Disclosure Policy | Privacy Policy | User Agreement

Slide notes

Once you click the Edit button for a section, you will be taken to the appropriate information entry page. Add, change, or delete any of the information as needed.

Slide 36 of 45 - Corporate Structure

SECTION 111
Mandatory Reporting

Corporate Structure

Provide the following information for any subsidiary organizations that will be included in the file submissions for the RRE ID you are requesting. If not applicable, then click on the Continue button to skip this page.

Subsidiaries Reporting under this RRE

Company Names:	Company NAIC Number(s) and EIN(s)/TIN(s):	
Name: <input type="text"/>	NAIC No: <input type="text"/>	EIN/TIN: <input type="text"/>
Name: <input type="text"/>	NAIC No: <input type="text"/>	EIN/TIN: <input type="text"/>
Name: <input type="text"/>	NAIC No: <input type="text"/>	EIN/TIN: <input type="text"/>

CMS/HHS Vulnerability Disclosure Policy | Privacy Policy | User Agreement


Slide notes

Once the information is correct, click the Continue button to submit the information and return to the Registration Summary page.

Slide 37 of 45 - Registration Summary

[About This Site](#)
[CMS Links](#)
[How To...](#)
[Reference Materials](#)
[Contact Us](#)
[Skip Navigation](#)

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

Registration Summary  [Print this page](#)

Please review your Account Registration Information. If you need to change the information, click the 'Edit' button in the applicable section.
 Print this page for your records.

<p>Company Information</p> <p>EIN/TIN: ##### Reporter Type: GHP AAAAAAAAAAAAA AAAAAAAAAAAAA AAAAAAAAAAAAA, MD ##### Telephone: (###) ###-#### Fax: (###) ###-####</p> <p style="text-align: right;"><input type="button" value="Edit"/></p> <p><input type="button" value="Edit"/></p>	<p>Subsidiary Information</p> <p>Subsidiary Name(s): AAAAAAAAAAAAA EIN/TIN: ##### NAIC:98764 AAAAAAAAAAAAA EIN/TIN: ##### NAIC:98564</p> <p style="text-align: right;"><input type="button" value="Edit"/></p>
---	---

Authorized Representative Information

FIRST LAST
 Director
 AAAAAAAAAAAAA
 AAAAAAAAAAAAA, MD #####
 EIN/TIN: #####
 Telephone: (###) ###-####
 Fax: (###) ###-####
 Email: email@domain.com

Continue

CMS/HHS Vulnerability Disclosure Policy | Privacy Policy | User Agreement

Slide notes

Click the Print this page link to print this information for your records.

Once you have reviewed all information on the Registration Summary page and would like to submit the information, click the Continue button.

If you erroneously provided the Account Manager information in the New Registration instead of the Authorized Representative information, you must STOP.

Do not complete the Account Setup step. Contact the Electronic Data Interchange (EDI) Department to get the information corrected before proceeding to the Account Setup step.

Slide 38 of 45 - Thank You

Thank You

- Displayed after successful completion of registration
- RRE ID
- EDI Representative
 - Main contact for your account
 - Assist with data transmission and reporting issues
- Details on next steps
- Print for your records

Slide notes


After you have successfully completed the initial registration for the MMSEA Section 111 COBSW, a Thank You page is displayed. This page will contain your assigned RRE ID and EDI Representative information.

Your EDI Representative is your main contact for your Section 111 RRE account and will assist you with data transmission and reporting issues. Details on what steps to take next are also provided on this page. Please print this page for your records.

Slide 39 of 45 - Thank You

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

Thank You

 [Print this page](#)

You have successfully completed the initial registration step for the Section 111 COBSW. It is important to print this page for your records.

Your assigned RRE ID:
45687

Your Assigned EDI Representative:

The following individual has been assigned as your EDI representative, contact the EDI representative if you any questions regarding the RRE account. Please have your above account number available for reference.

Elizabeth Ford
Telephone: (800) 234-5678
Email: eford@ghi.com

Your EDI Representative is your main contact for your Section 111 RRE ID account, file transmission and reporting issues.

NEXT STEPS

Now that this RRE ID registration has been submitted, the information provided will be validated by the BCRC. Once this is completed, the BCRC will send an email to the named Authorized Representative with the personal identification number (PIN) only. It will not contain the RRE ID.

Your Authorized Representative must give this RRE ID and PIN to your Account Manager who will return to the Section 111 COBSW to complete Step 2, Account Setup.

If you do not receive your emailing within 7 business days, please contact your assigned EDI Representative.


[Section 111 Home](#)

Slide notes

This page confirms that you completed Step 1, New Registration, in the Section 111 Registration Process.

Slide 40 of 45 - Thank You

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

 [Print this page](#)

Thank You

You have successfully completed the initial registration step for the Section 111 COBSW. It is important to print this page for your records.

Your assigned RRE ID:
45687

Your Assigned EDI Representative:

The following individual has been assigned as your EDI representative, contact the EDI representative if you any questions regarding the RRE account. Please have your above account number available for reference.

Elizabeth Ford
Telephone: (800) 234-5678
Email: eford@ghi.com

Your EDI Representative is your main contact for your Section 111 RRE ID account, file transmission and reporting issues.

NEXT STEPS

Now that this RRE ID registration has been submitted, the information provided will be validated by the BCRC. Once this is completed, the BCRC will send an email to the named Authorized Representative with the personal identification number (PIN) only. It will not contain the RRE ID.

Your Authorized Representative must give this RRE ID and PIN to your Account Manager who will return to the Section 111 COBSW to complete Step 2, Account Setup.

If you do not receive your emailing within 7 business days, please contact your assigned EDI Representative.

[Section 111 Home](#)

Slide notes

You will be provided with an RRE ID and EDI Representative information. You will need to record the assigned RRI ID to provide to your Account Manager. If you would like to return to the Section 111 COBSW Home page, click the Section 111 Home link or you may exit the Section 111 COBSW.

Slide 41 of 45 - Important Information to Consider

Important Information to Consider

- Supply
 - Authorized Representative's information during New Registration
 - Account Manager's information during Account Setup

Slide notes

Remember: You must supply your Authorized Representative information during the New Registration Step. The Account Manager's information will be provided by the Account Manager during the Account Setup step.

Slide 42 of 45 - Next Steps

Next Steps

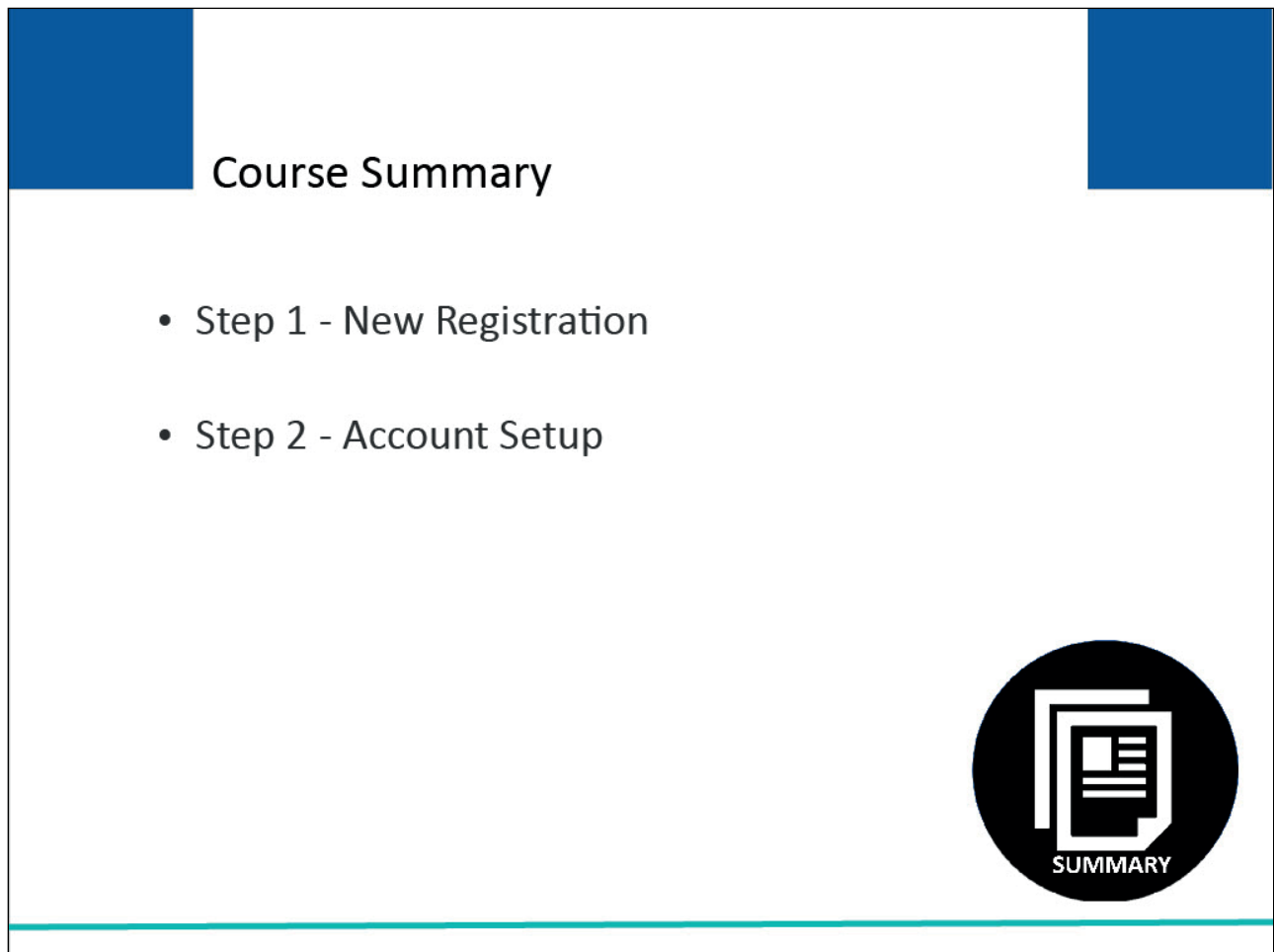
- The BCRC
 - Validates information
 - Emails PIN to Authorized Representative
- Authorized Representative
 - Gives PIN and RRE ID to Account Manager
- Account Manager
 - Returns to Section 111 COBSW
 - Completes Account Setup

Slide notes

Once your registration application has been submitted, the information provided will be validated by the BCRC. When this is completed, the BCRC will send an email to the named Authorized Representative with a personal identification number (PIN). The Authorized Representative must give this PIN and RRE ID to their Account Manager to use to complete the next step in the registration process which is Account Setup. The Account Manager must return to the Section 111 COBSW to complete the account setup.


The Account Manager will need to enter the RRE ID and PIN on the main page to begin setup. If you do not receive your mailing within 10 business days, please contact your assigned EDI Representative.

If you would like to return to the Section 111 COBSW Home page, click the Section 111 Home link.

Slide 43 of 45 - Course SummaryThe slide features a white background with two blue rectangular accents in the top corners. The title "Course Summary" is positioned in the upper left. Below it, a bulleted list contains two items: "Step 1 - New Registration" and "Step 2 - Account Setup". In the bottom right corner, there is a circular icon with a white document symbol and the word "SUMMARY" underneath it.

Course Summary

- Step 1 - New Registration
- Step 2 - Account Setup

**Slide notes**

Topics in the Section 111 COB Secure Website curriculum included Step 1, New Registration and Step 2, Account Setup. This course covered Step 1- New Registration.

Before starting Step 1, remember to review the Section 111 Registration course which precedes this course. The Registration course describes the Section 111 registration process.

Slide 44 of 45 - Conclusion

You have completed the Step 1 – New Registration Course. Information in this presentation can be referenced by the NGHP User Guide’s table of contents and any subsequent alerts. These documents are available for download at the following link:
<https://go.cms.gov/mirnghp>.

Slide notes

You have completed the Step 1 - New Registration Course. Information in this presentation can be referenced by the NGHP User Guide’s table of contents and any subsequent alerts. These documents are available for download at the following link: [CMS NGHP Website](https://go.cms.gov/mirnghp).

Slide 45 of 45 - NGHP Training Survey



If you have questions or feedback on this material,
please go to the following URL:
<http://www.surveymonkey.com/s/NGHPtraining>.

Slide notes

If you have questions or feedback on this material, please go to the following URL: [NGHP Training Survey](#).