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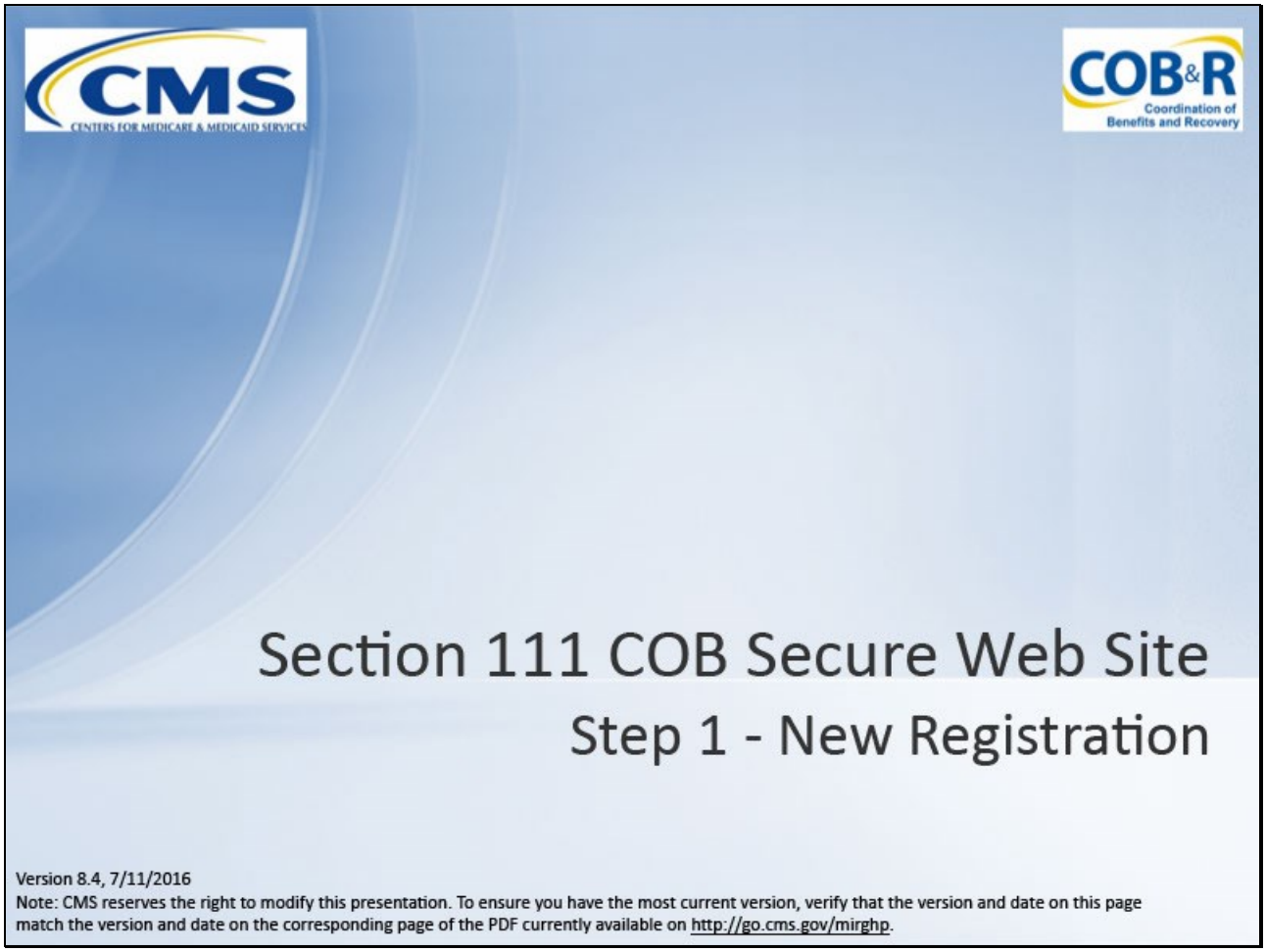

Slide notes

Welcome to the Section 111 Coordination of Benefits (COB) Secure Web Site Step 1- New Registration course for Group Health Plan (GHP) reporters.

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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 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: http://go.cms.gov/mirghp.

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: http://go.cms.gov/mirghp.

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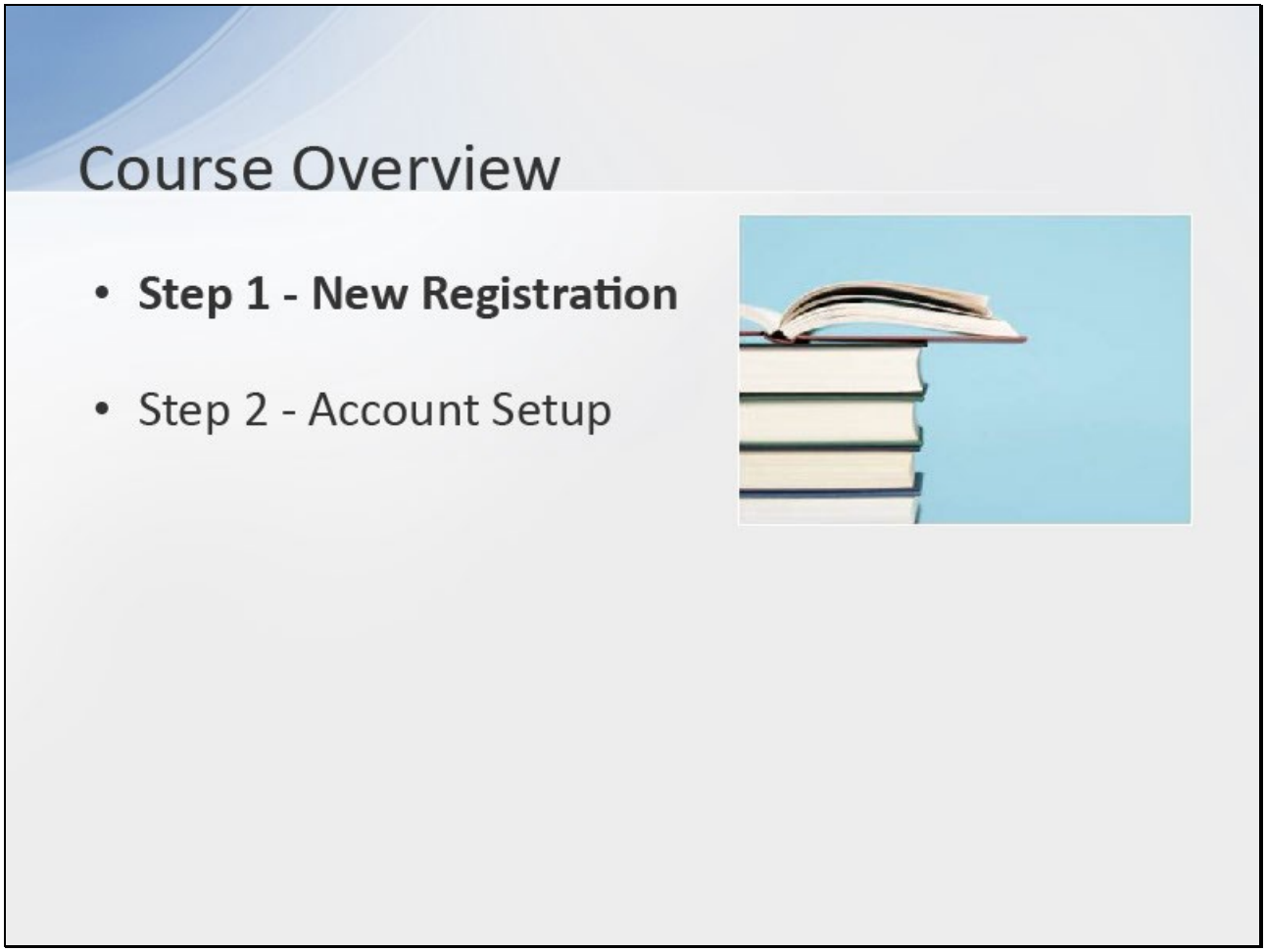

Slide notes

Topics in the Section 111 COBSW 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 GHP Registration course which precedes this course.

The Registration course describes the process that must be completed for Section 111 registration. This process can also be found in the GHP User Guide: http://www.cms.gov/Medicare/Coordination-of-Benefits-and-Recovery/Mandatory-Insurer-Reporting-For-Group-Health-Plans/GHP-User-Guide/GHP-User-Guide.html.

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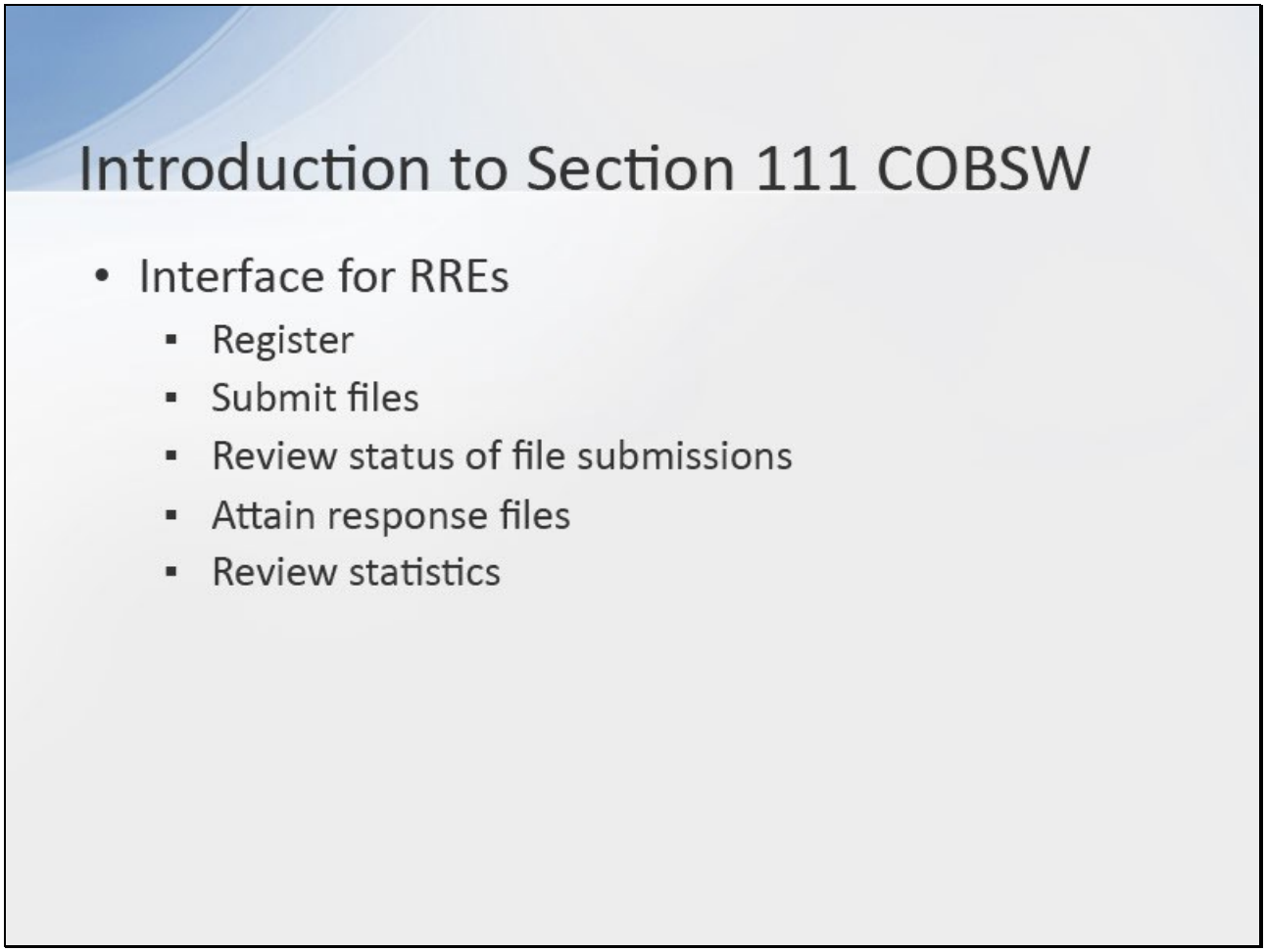

Slide notes

The Section 111 COBSW 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 of 2007 (MMSEA). The Section 111 COBSW will be used to register RREs with the Centers for Medicare & Medicaid Services (CMS).

Additionally the site provides RREs and their agents with the ability to submit files, review the status of current file submissions, attain generated response files, and review statistical information related to file submissions.

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

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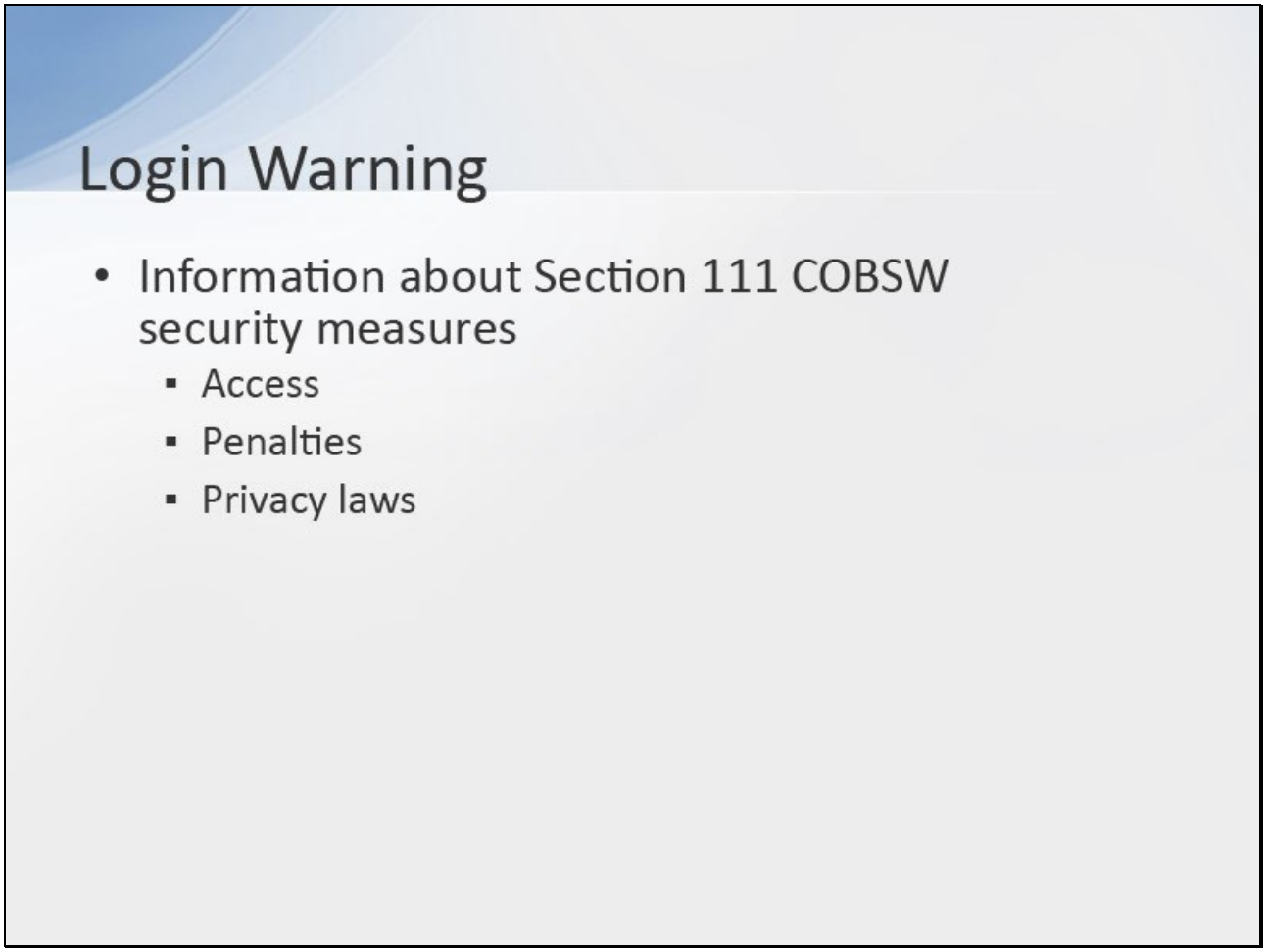

Slide notes

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.

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About This Site | CMS Links | How To... | Reference Materials | Contact Us | Skip Navigation

Login Warning

Print this page

UNAUTHORIZED ACCESS TO THIS COMPUTER SYSTEM IS PROHIBITED BY LAW

You are accessing a U.S. Government information system, which includes: (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-a

Unauthorized or improper use of this sy

The Login Warning is displayed.

and criminal penalties.

By using this information system, you

*You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information 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 information system.

*Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.

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

Slide notes

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*Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.

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. § 1306], Section 1874(b) of the Social Security Act [42 U.S.C. § 1395kk(b)], Section 1862(b) of the Social Security Act [42 U.S.C. § 1395y(b)], and the Privacy Act of 1974, as amended [5 U.S.C. § 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 ager nts specified above. Access to the records matched and to any records created by th CMS and RRE employees, agents and officials who require access to perform their offi tion as authorized under Section 111 of the MMSEA of 2007. Such personnel s formation; (2) safeguards required to protect the information, and (3) the administrativ ained in applicable Federal laws.

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

I Accept

Decline

Slide notes

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*Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.

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 Second e Medicare, Medicaid and SCHIP Extension Act (MMSEA) of 2007. Pro dures to ensure that the data obtained shall be used solely in accordance w ection 1874(b) of the Social Security Act [42 U.S.C. § 1395kk(b)], Section 186 ivacy Act of 1974, as amended [5 U.S.C. § 552a]. The Responsible Reporting eporting, 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.

If you select **Decline**, you will not be able to enter the Section 111 COBSW.

If you do not accept the terms, select the **Decline** link.

I Ac

Decline

Slide notes

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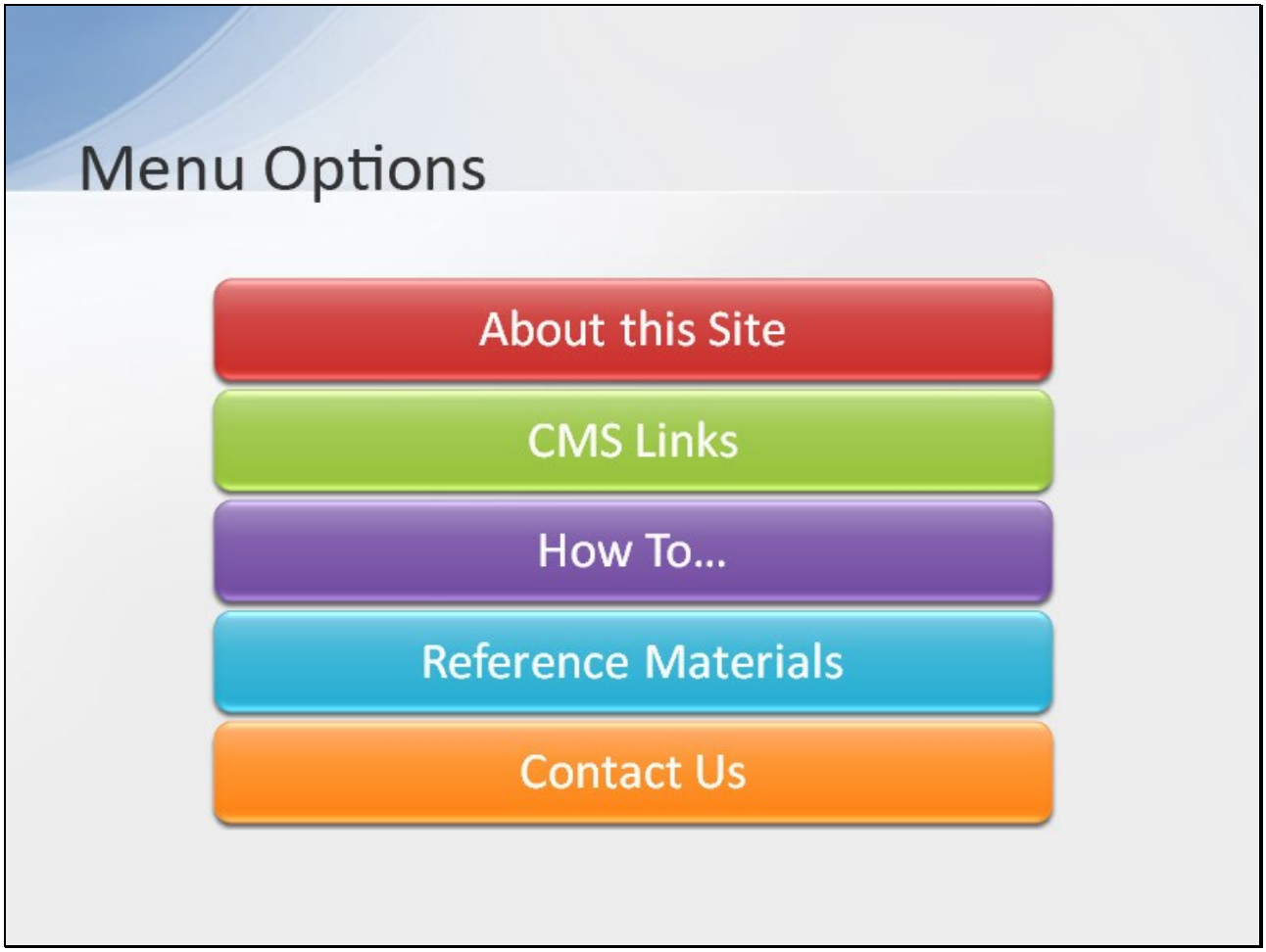

Slide notes

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 Web site.

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

“Reference Materials” displays links where you can view and download the Group Health Plan (GHP) User Guide.

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

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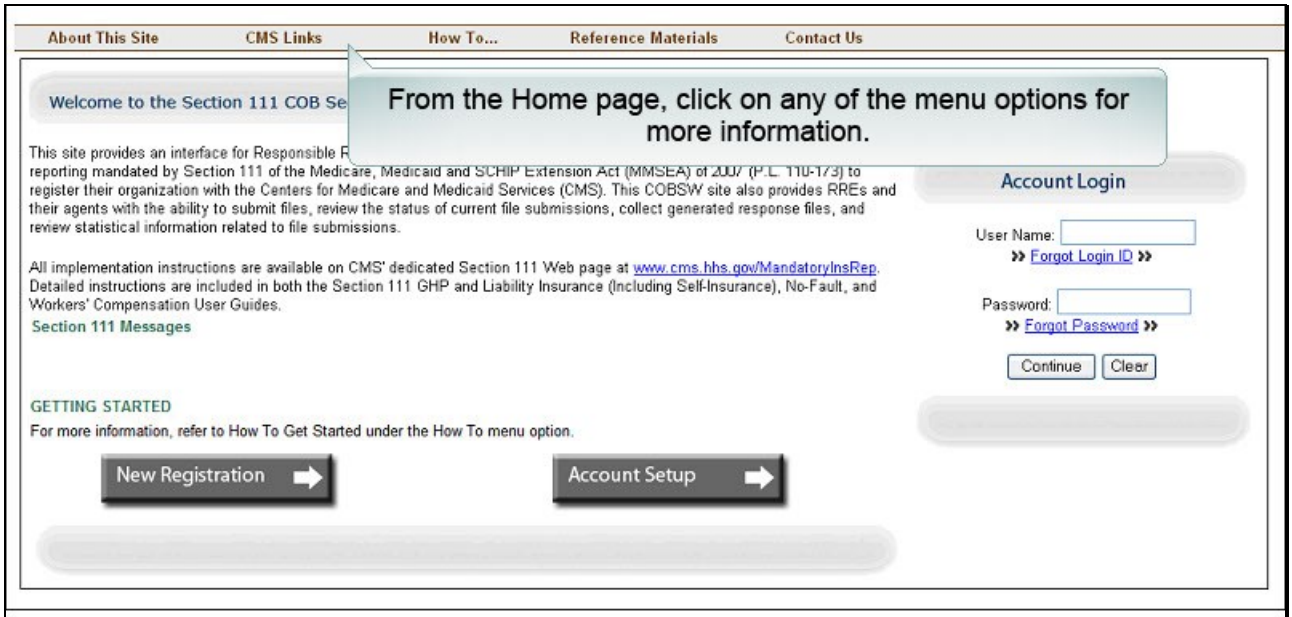

Slide notes

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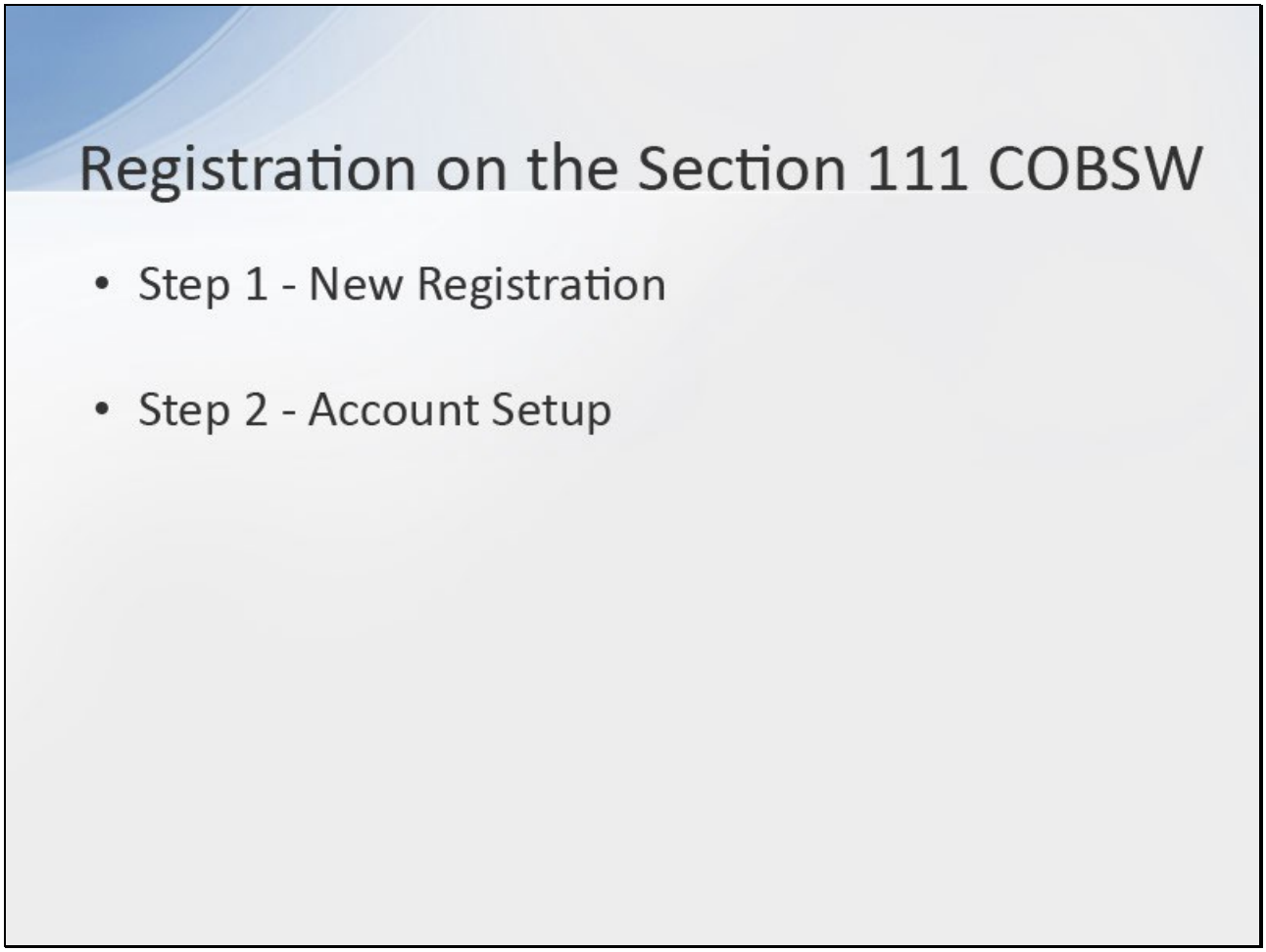

Slide notes

Before you begin registration on the Section 111 COBSW, make sure you review the Section 111 GHP Registration course that precedes this course.

The Registration course describes the Section 111 registration process. You will need to define user roles (Authorized Representative, Account Manager, Account Designees)

and determine how many RRE IDs you will need for this RRE registration before beginning registration on the Section 111 COBSW.

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

Complete (Step 1) New Registration the first time you access the Section 111 COBSW to register your company.

Move on to (Step 2) Account Setup if you have gone through the initial registration process and have received your mailing containing your Responsible Reporting Entity Identification Number (RRE ID)

and Personal Identification Number (PIN) from the BCRC. You will need the RRE ID and PIN to continue with the Account Setup process.

Once the registration process is completed, your Account Manager will be able to complete the account setup process.

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About This Site | CMS Links | How To... | Reference Materials | Contact Us

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

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 www.cms.hhs.gov/MandatoryInsRep. Detailed instructions are included in bot ce), No-Fault, and Workers' Compensation User Guides.

Section 111 Messages

GETTING STARTED

For more information, refer to How To G

Click on the **New Registration** button to register your company.

New Registration

Account Setup

Account Login

User Name:

Forgot Login ID

Password:

Forgot Password

Continue | Clear

Slide notes

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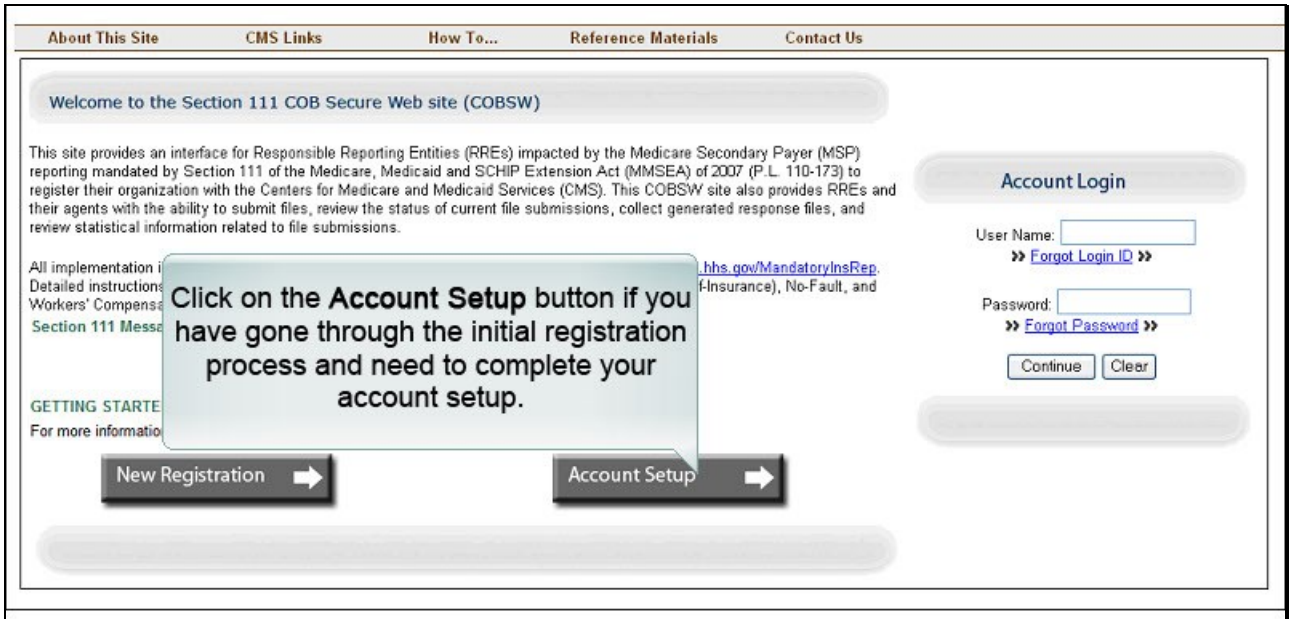

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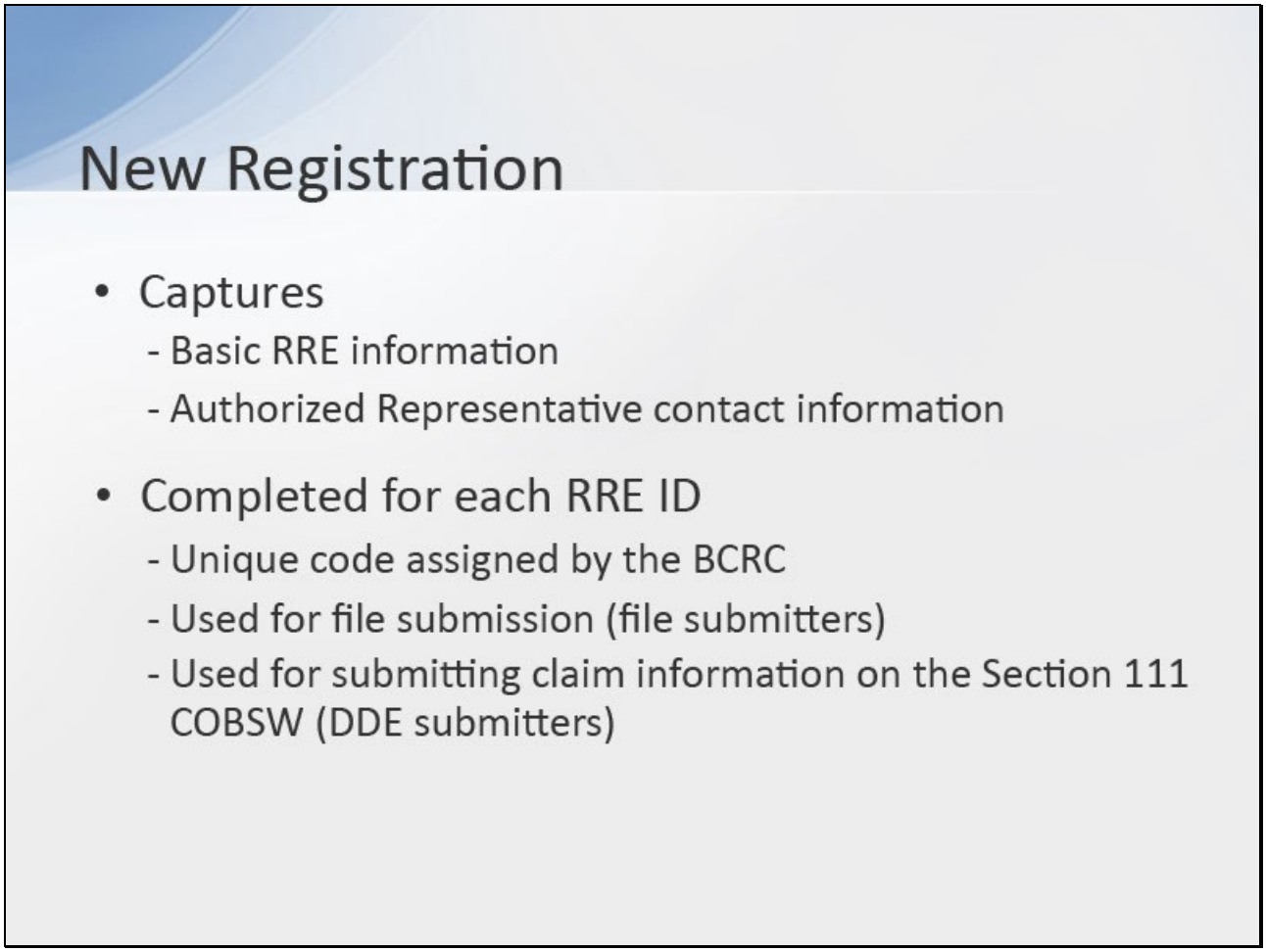

Slide notes

During the new registration process, basic information related to the RRE will be captured. Authorized Representative contact information (name, job title, address, e-mail 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.

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Account Registration

Print this page

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

You will now go through Step 1 of the Section 1
create a new Responsible Reporting Entity ide
information related to the RRE will be captured

- A Federal Tax Identification Number (T
- 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. Upon completion, a letter will be sent to your AR with the new RRE ID and a personal identification number (PIN). Upon receipt of the mailing, your Account

Slide notes

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- 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.

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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 l for each.

The information you pr be sent to your AR with the new RRE ID a iling, your Account Manager (AM) will retu

Refer to the How to Ge rmation.

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

Continue Cancel

Slide notes

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- 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

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- 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 ... ur AR with the new RRE ID and a personal identificat... count Manager (AM) will return to complete Step 2 of

Refer to the How to Get Started document und...

Click the **Cancel** button to terminate the action.

Continue Cancel

Slide notes

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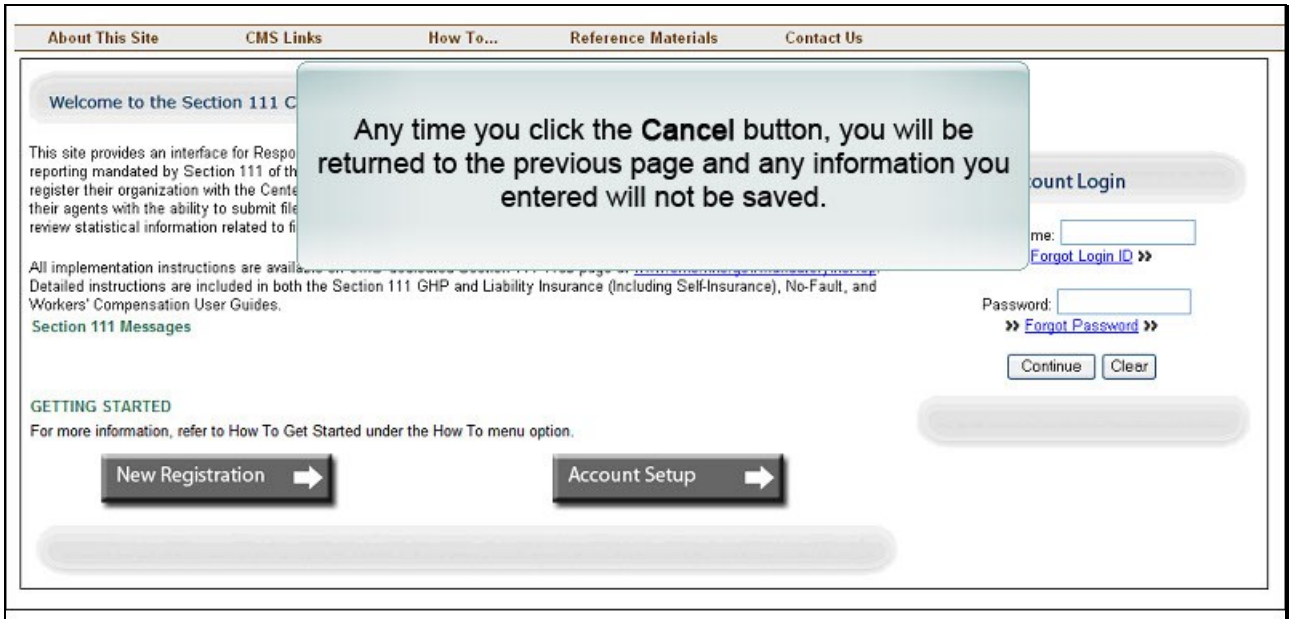

Slide notes

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RRE Information

- TIN/EIN
- Company name and address
- NAIC company code
- Company telephone number
- Reporter type (GHP)
- Subsidiary companies

Slide notes

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

A Federal Tax Identification Number (TIN) or Employer Identification Number (EIN) for the RRE; Company name and address; National Association of Insurance Commissioners (NAIC) company code, if applicable;

Company telephone number; Reporter Type (as a Group Health Plan (GHP) reporter, select Group Health Plan); 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.

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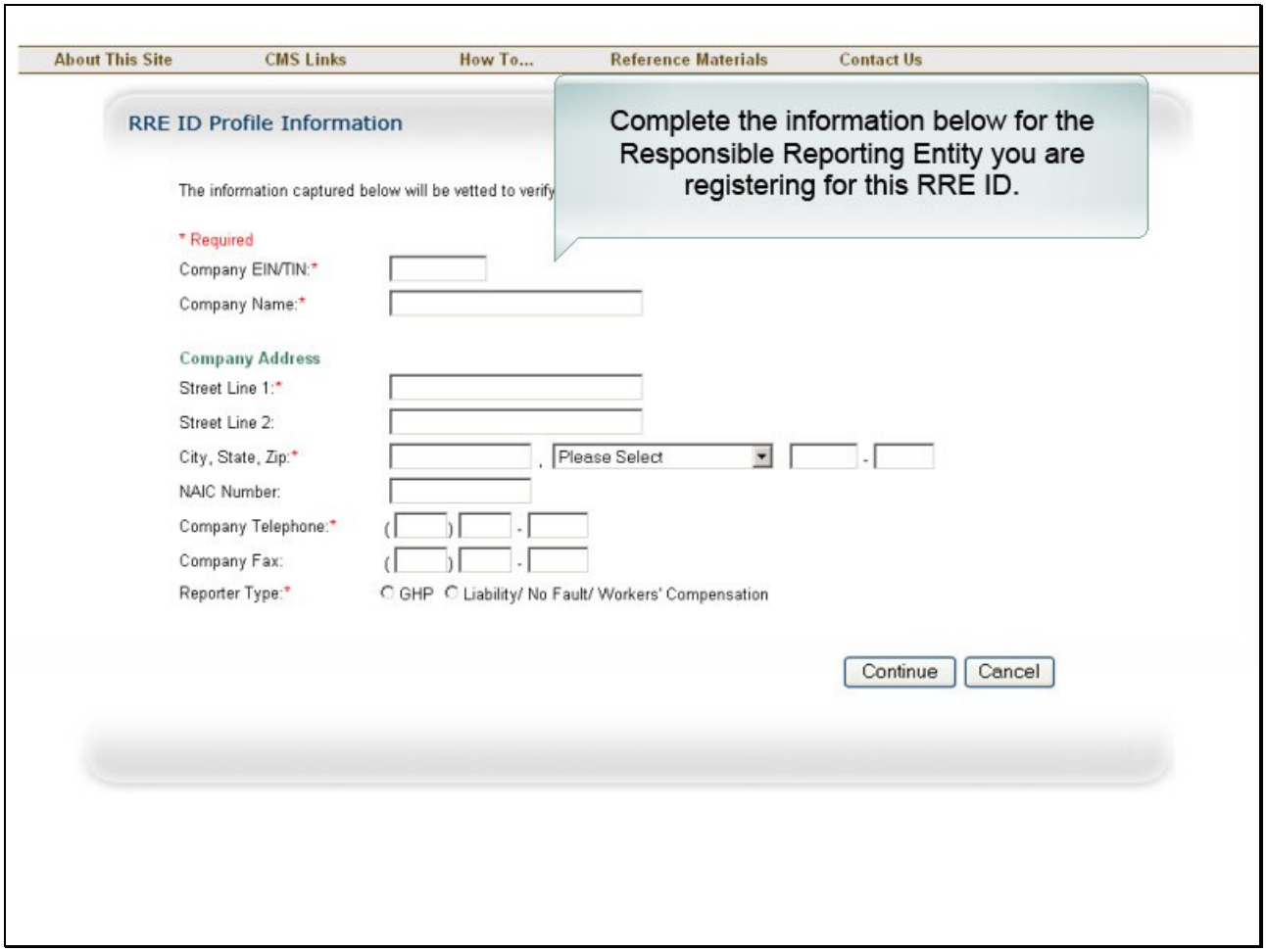

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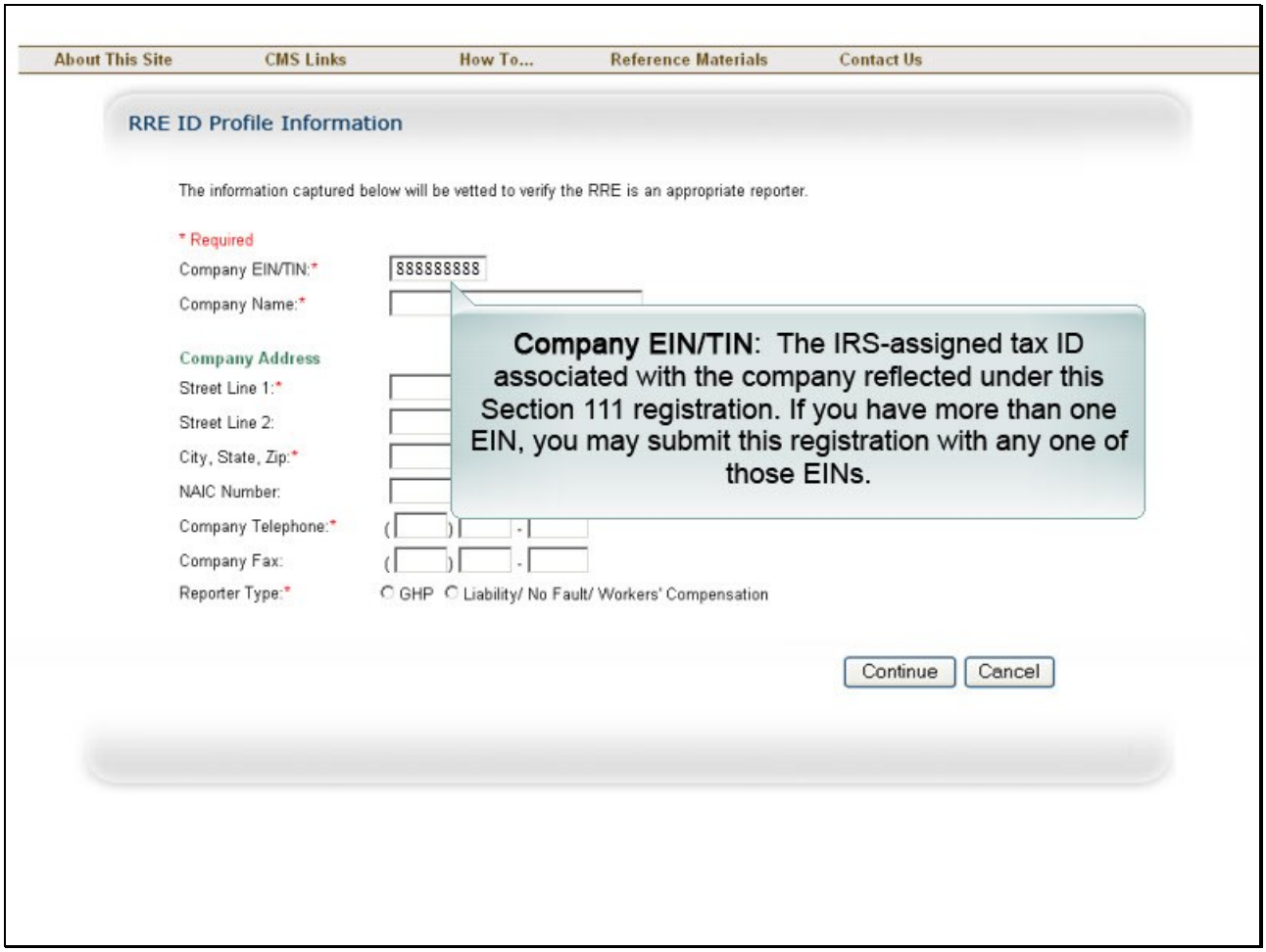

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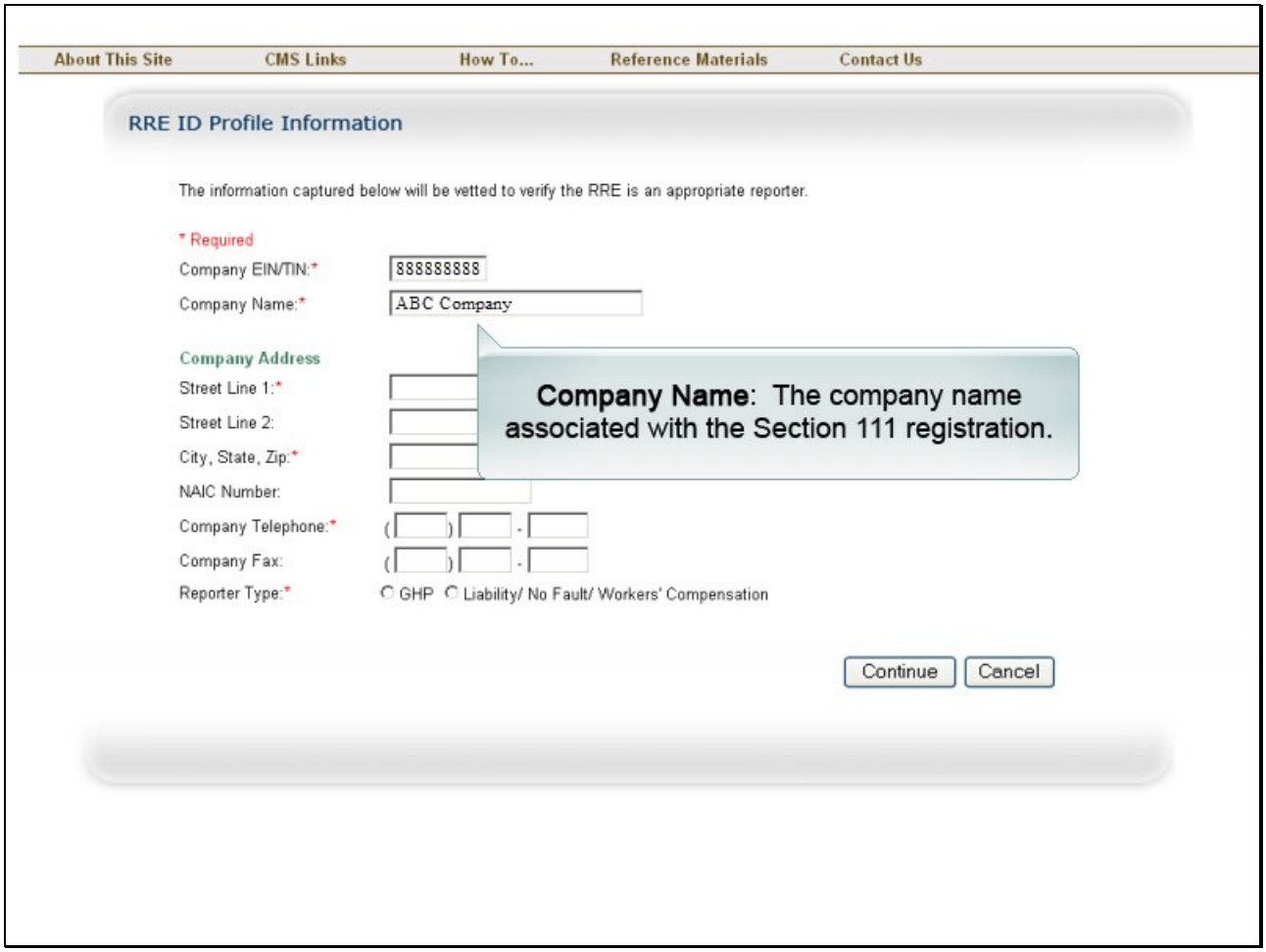

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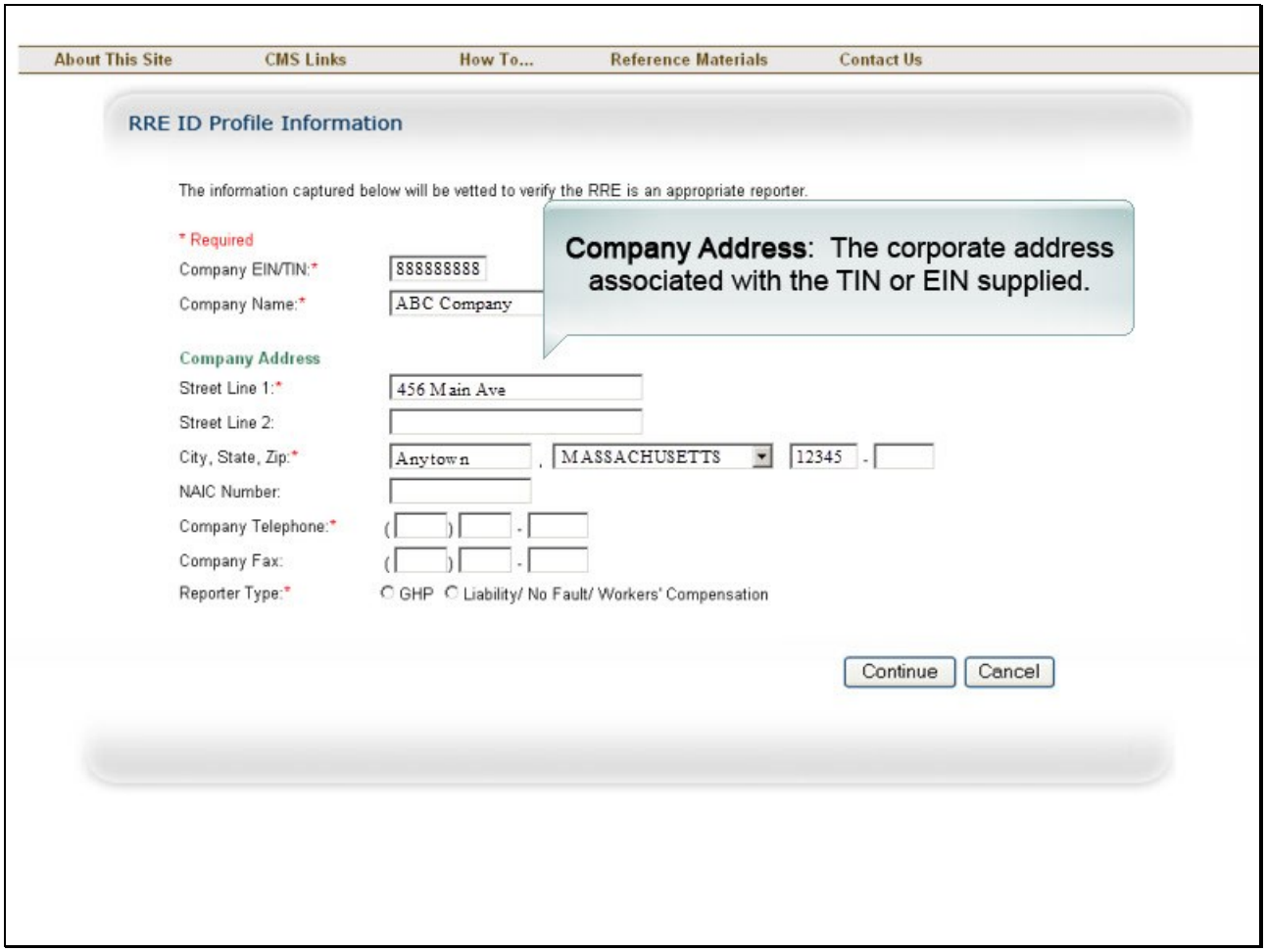

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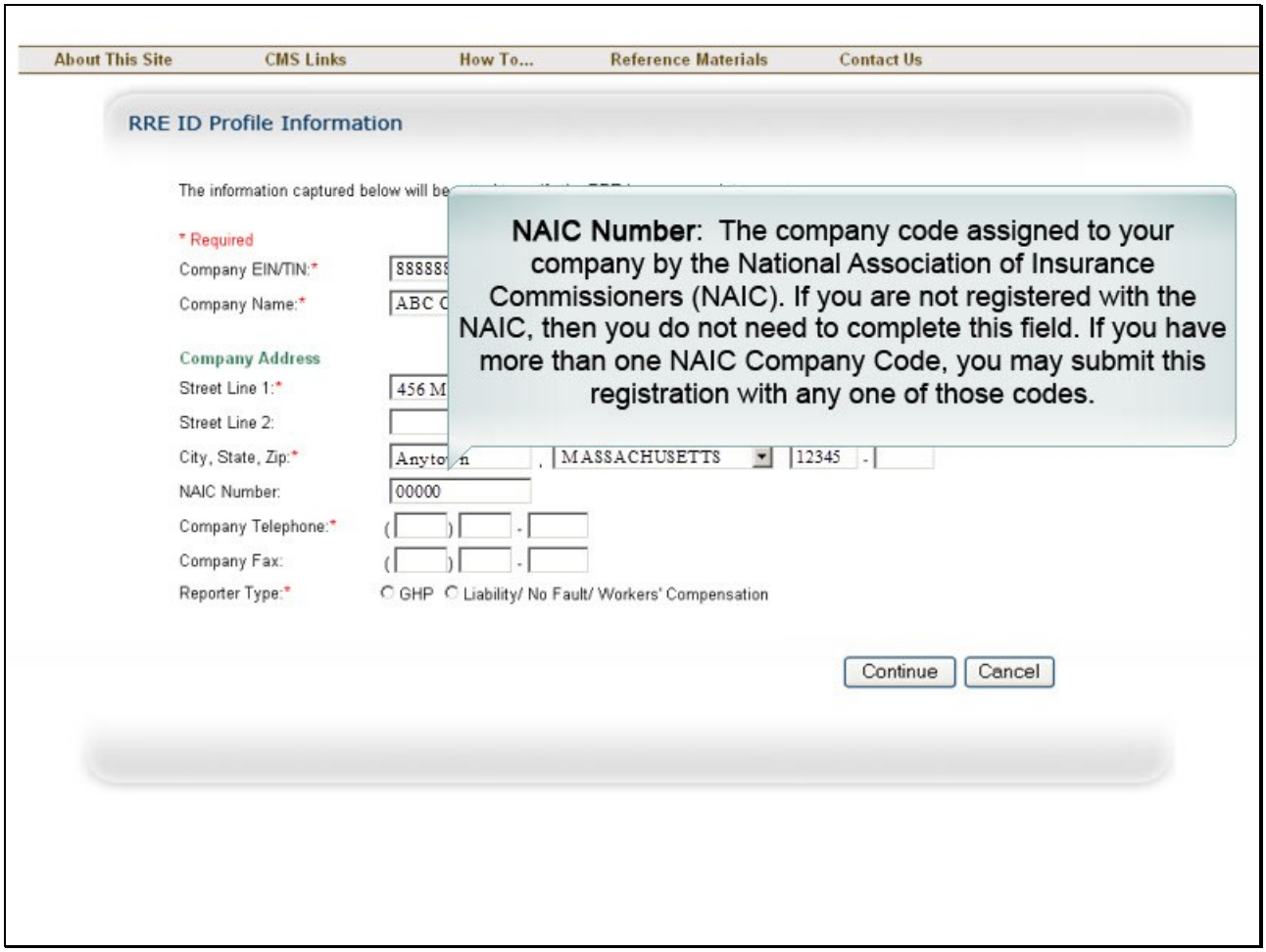

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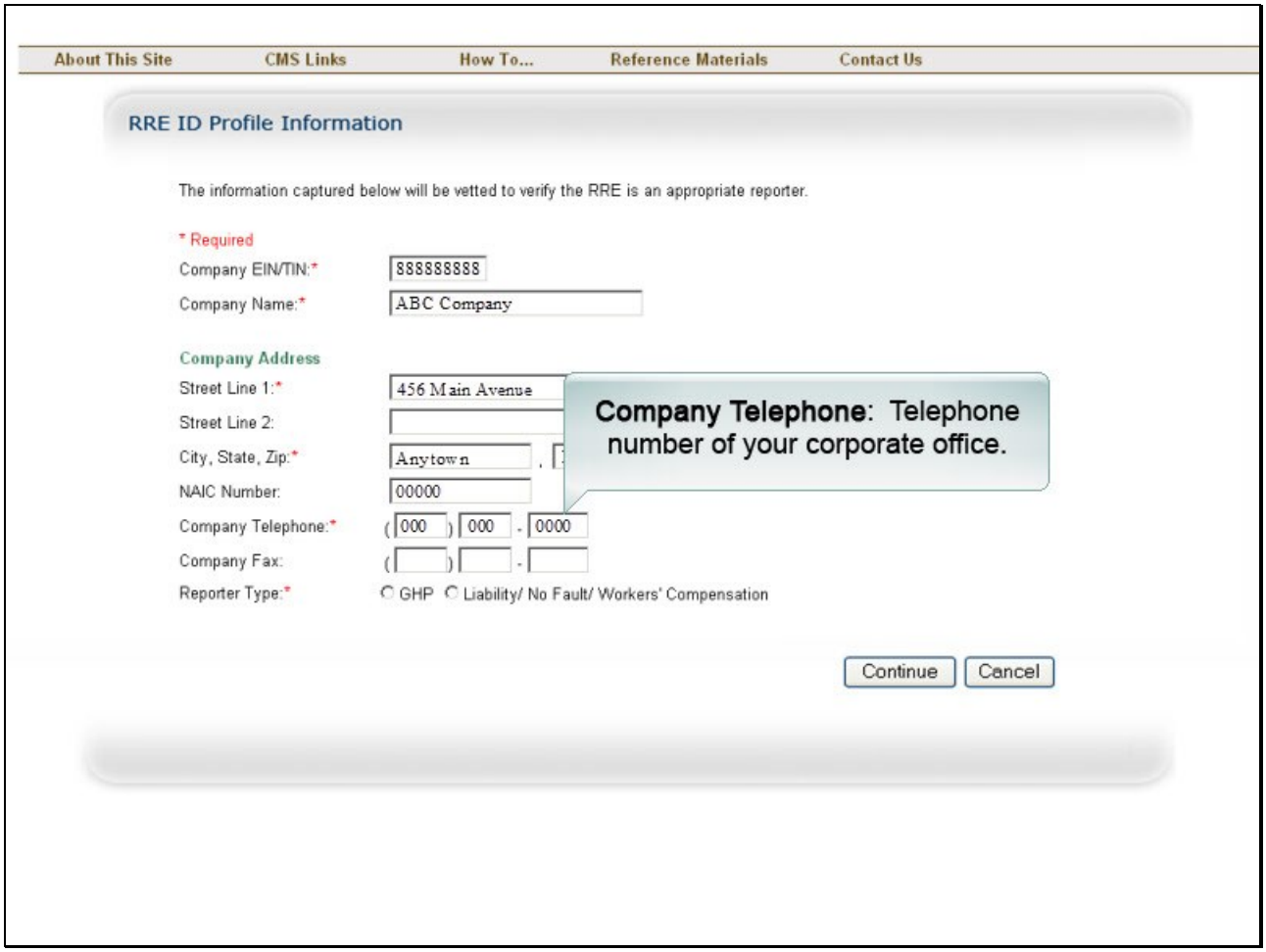

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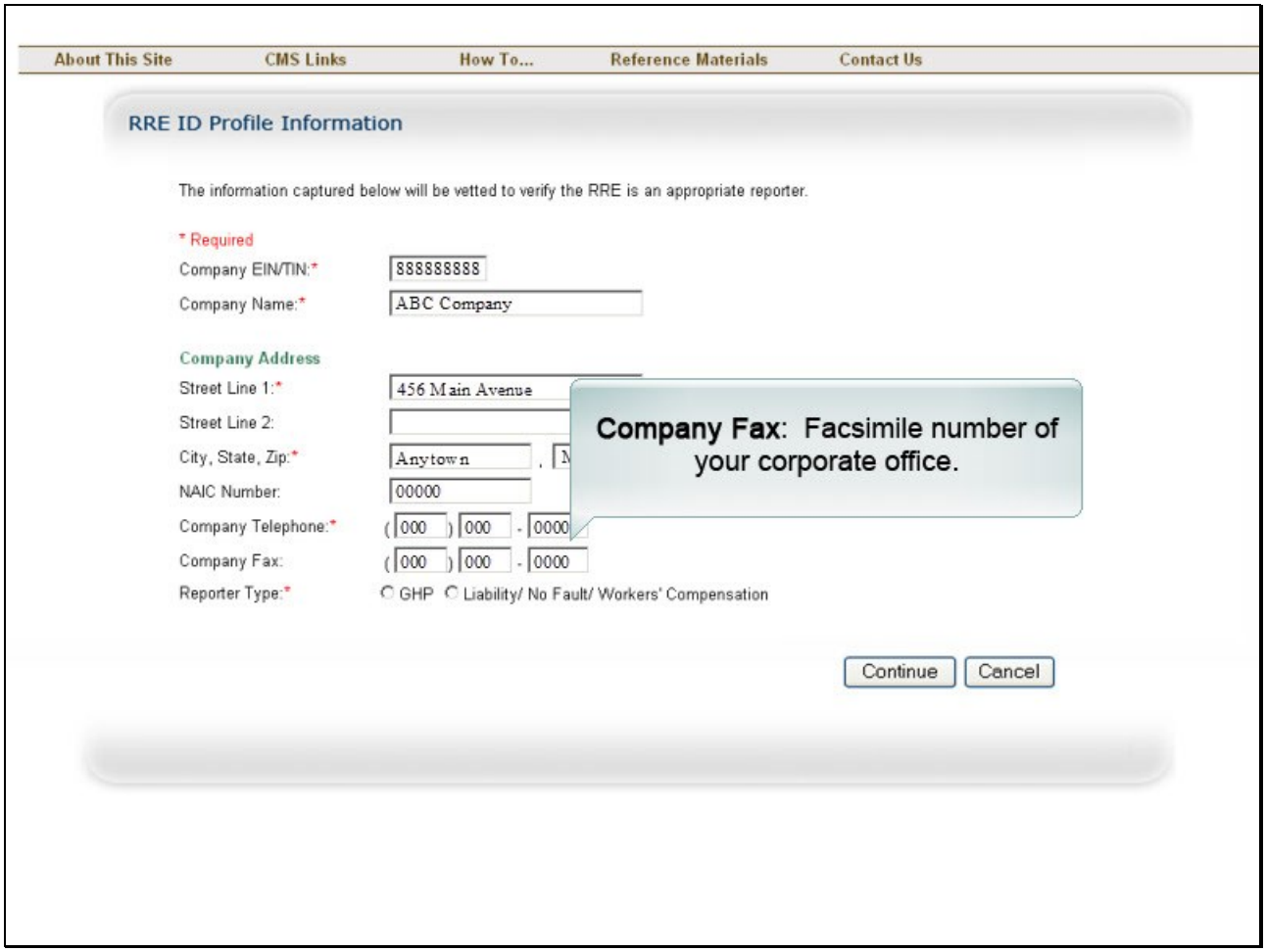

Slide notes

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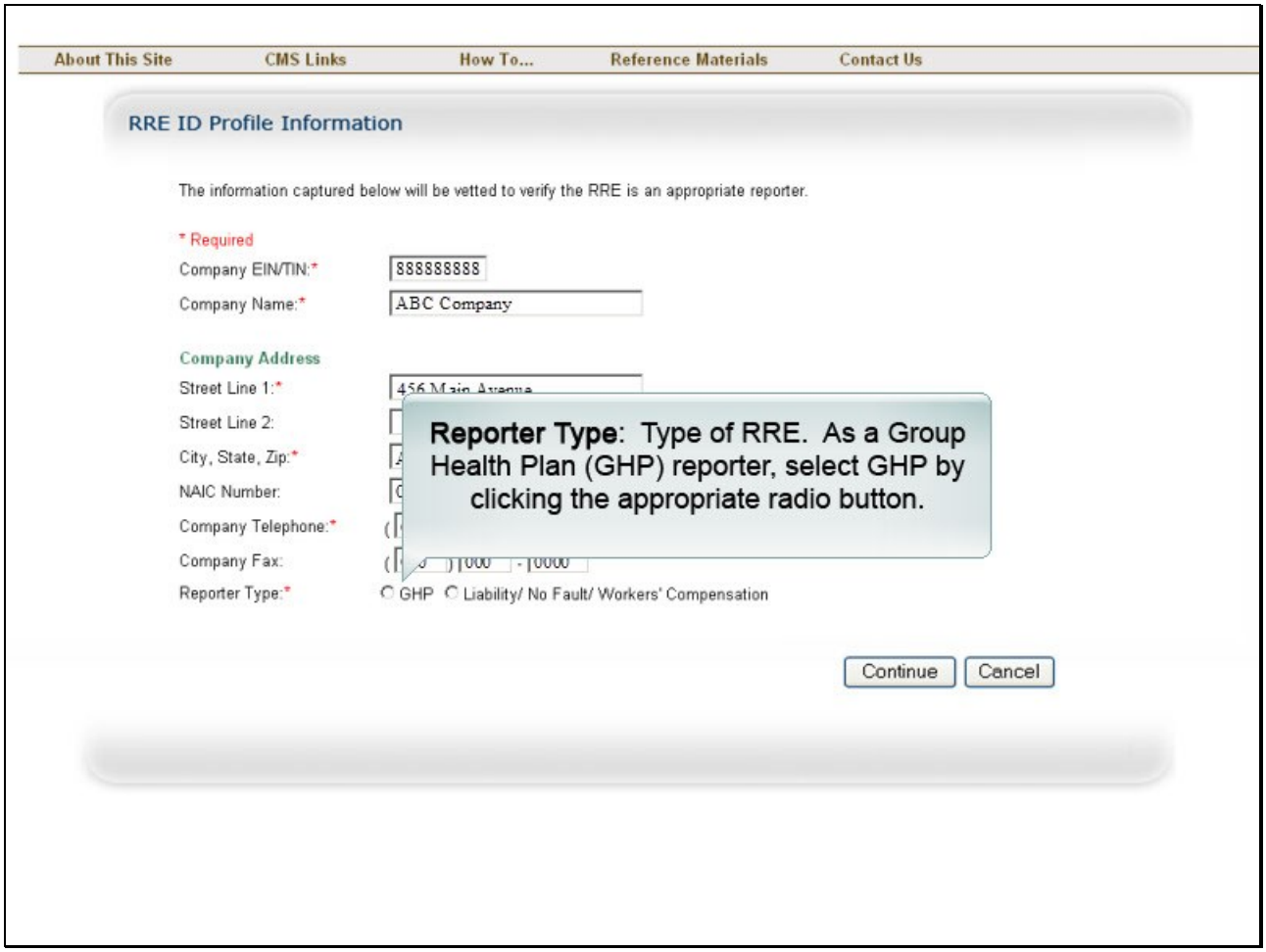

Slide notes

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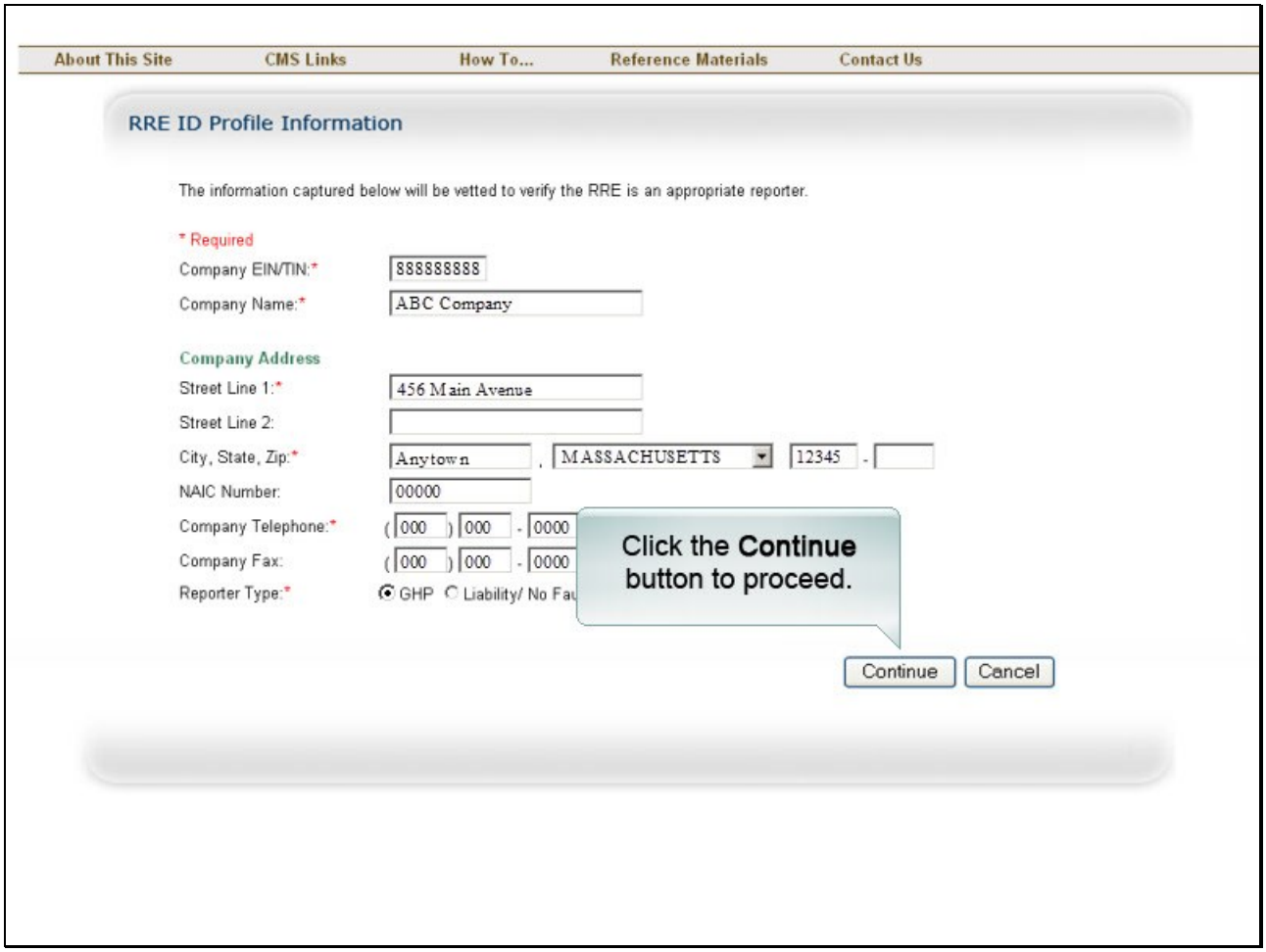

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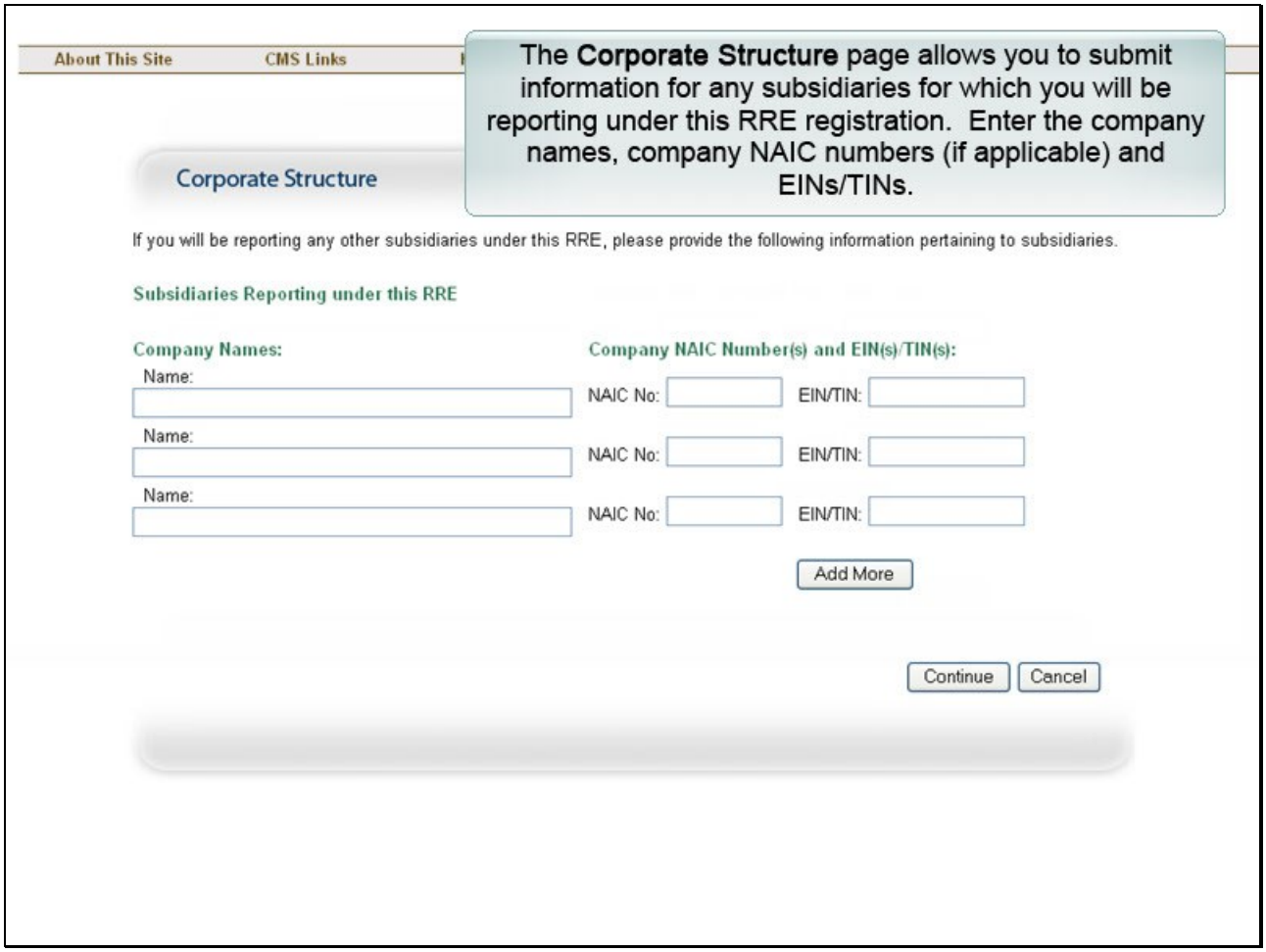

Slide notes

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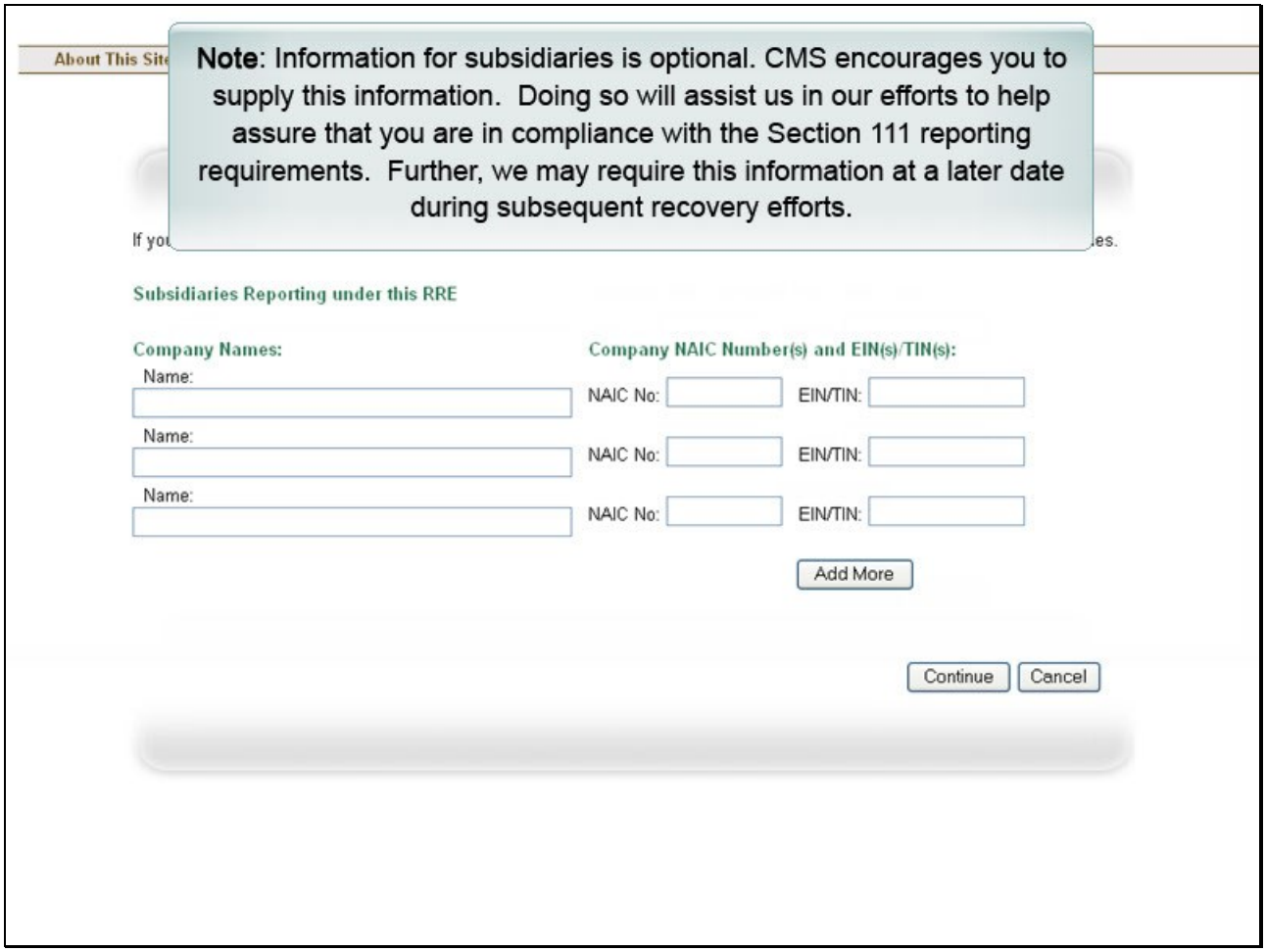

Slide notes

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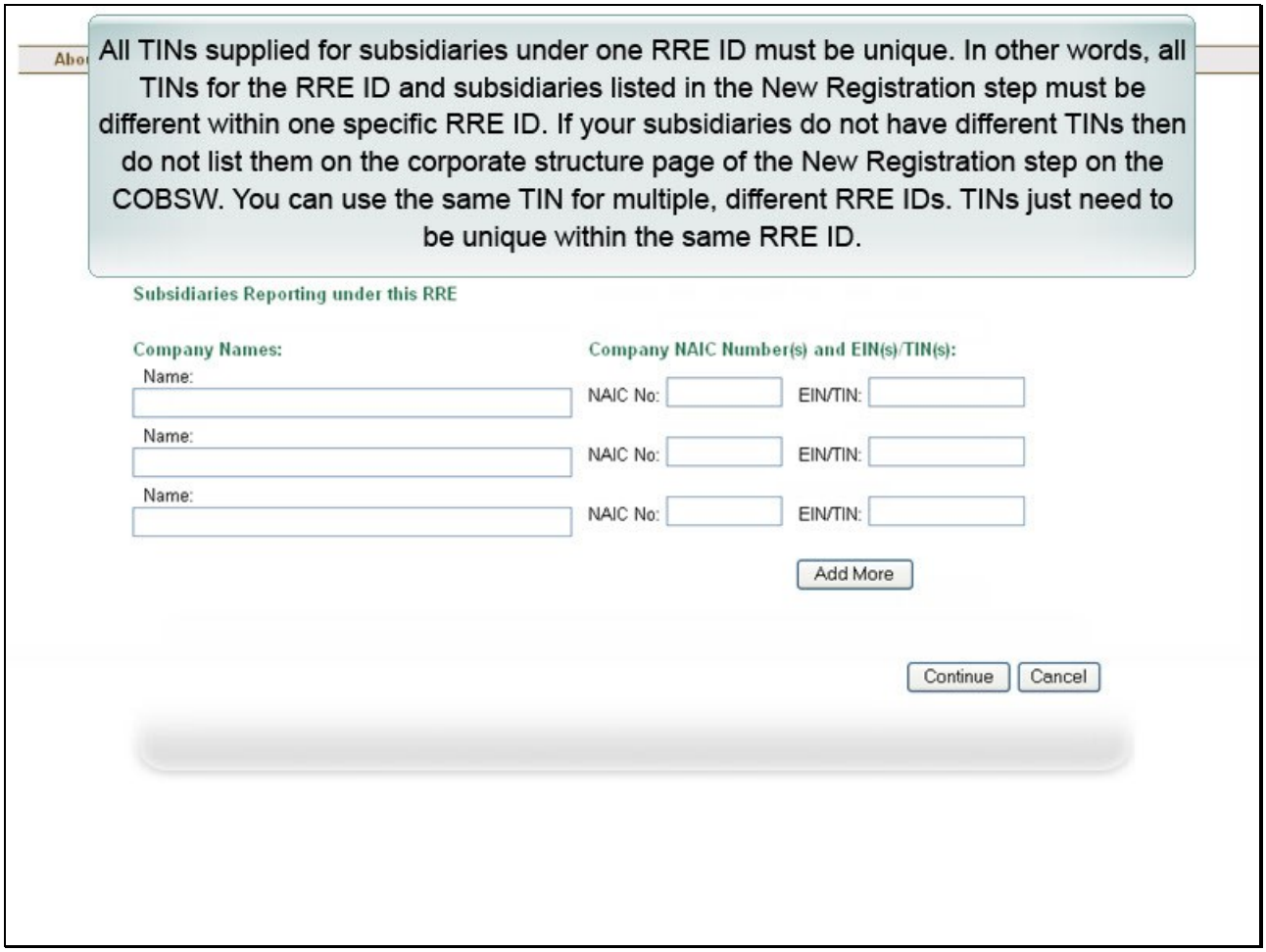

Slide notes

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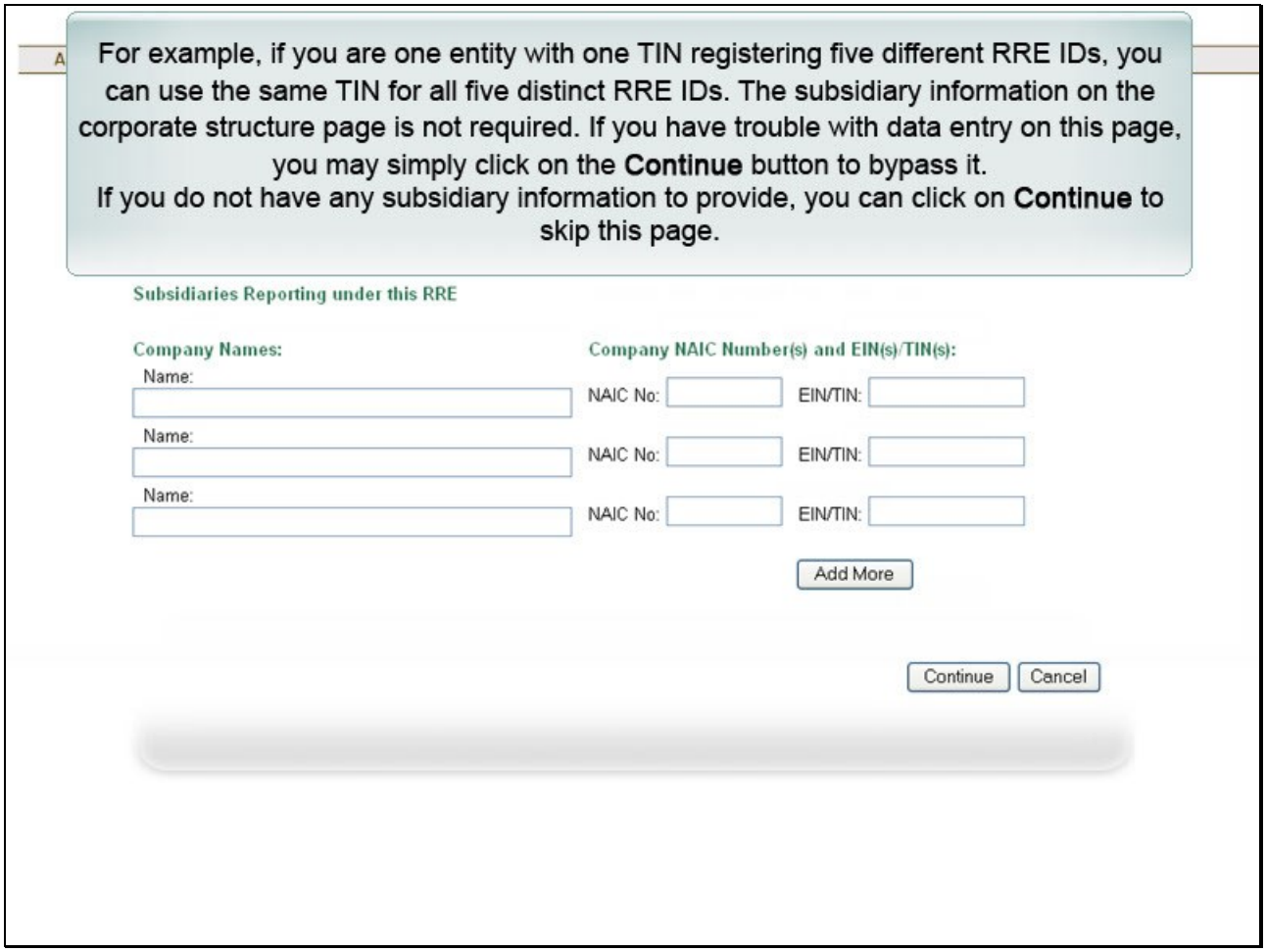

Slide notes

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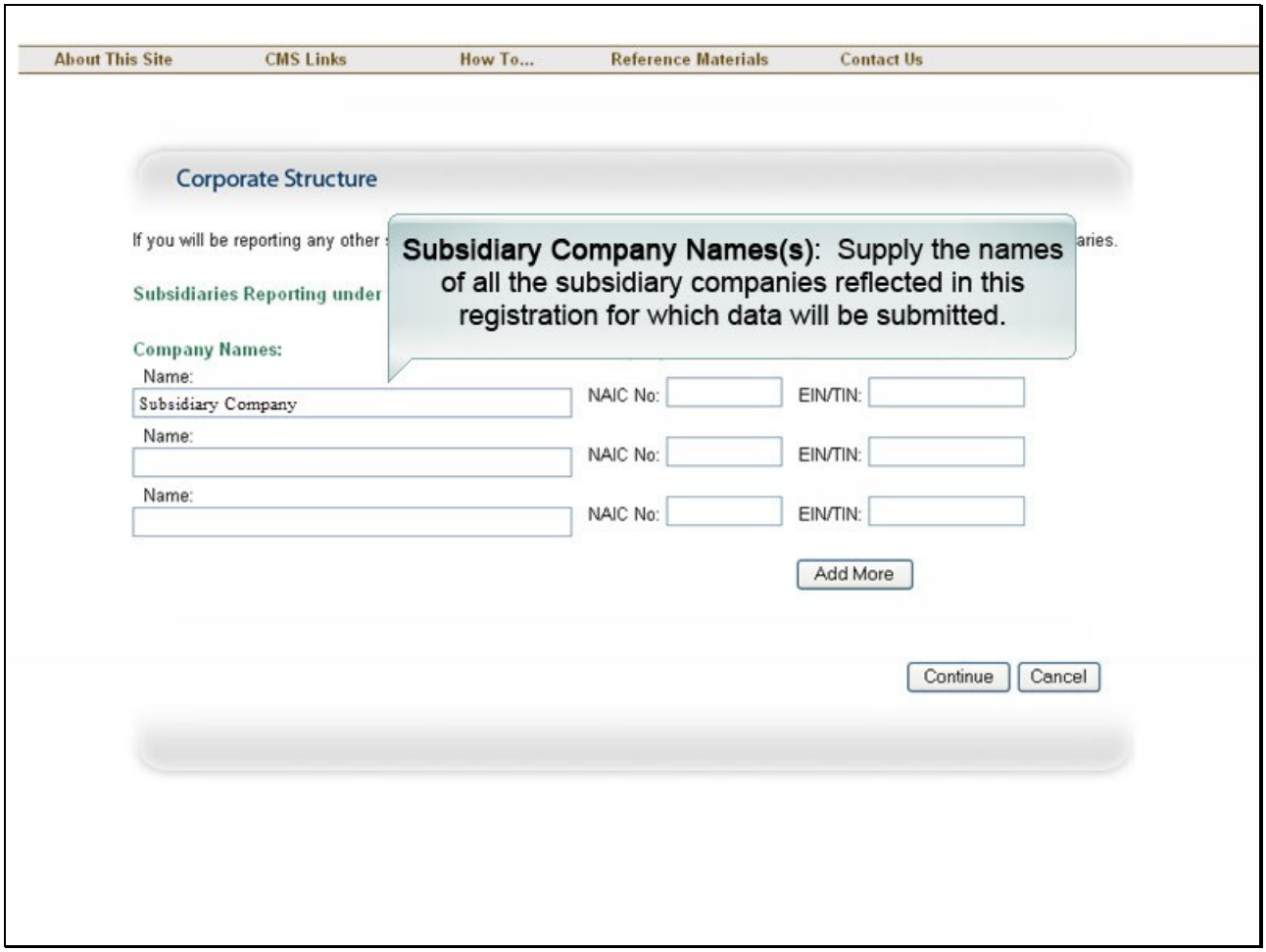

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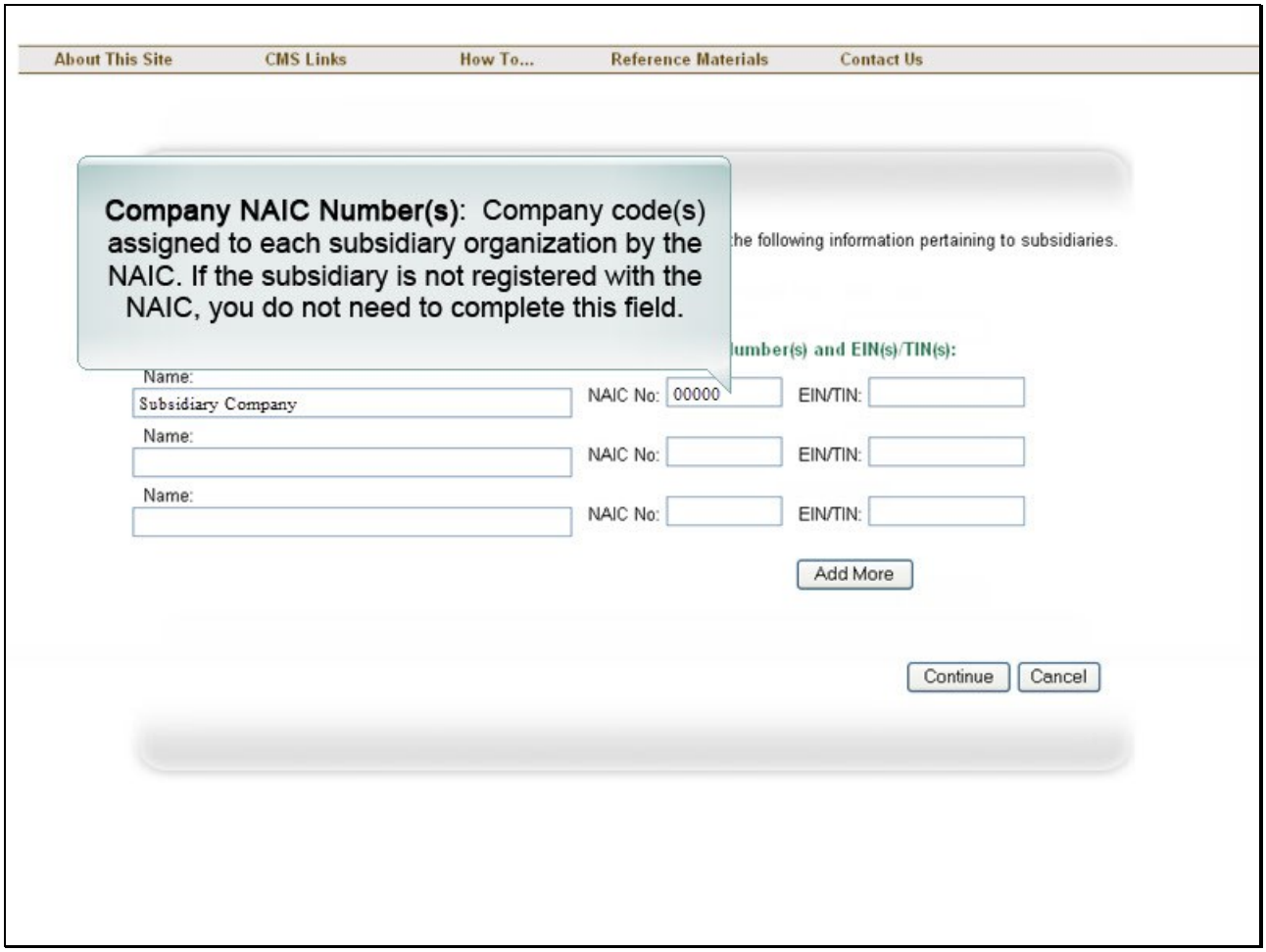

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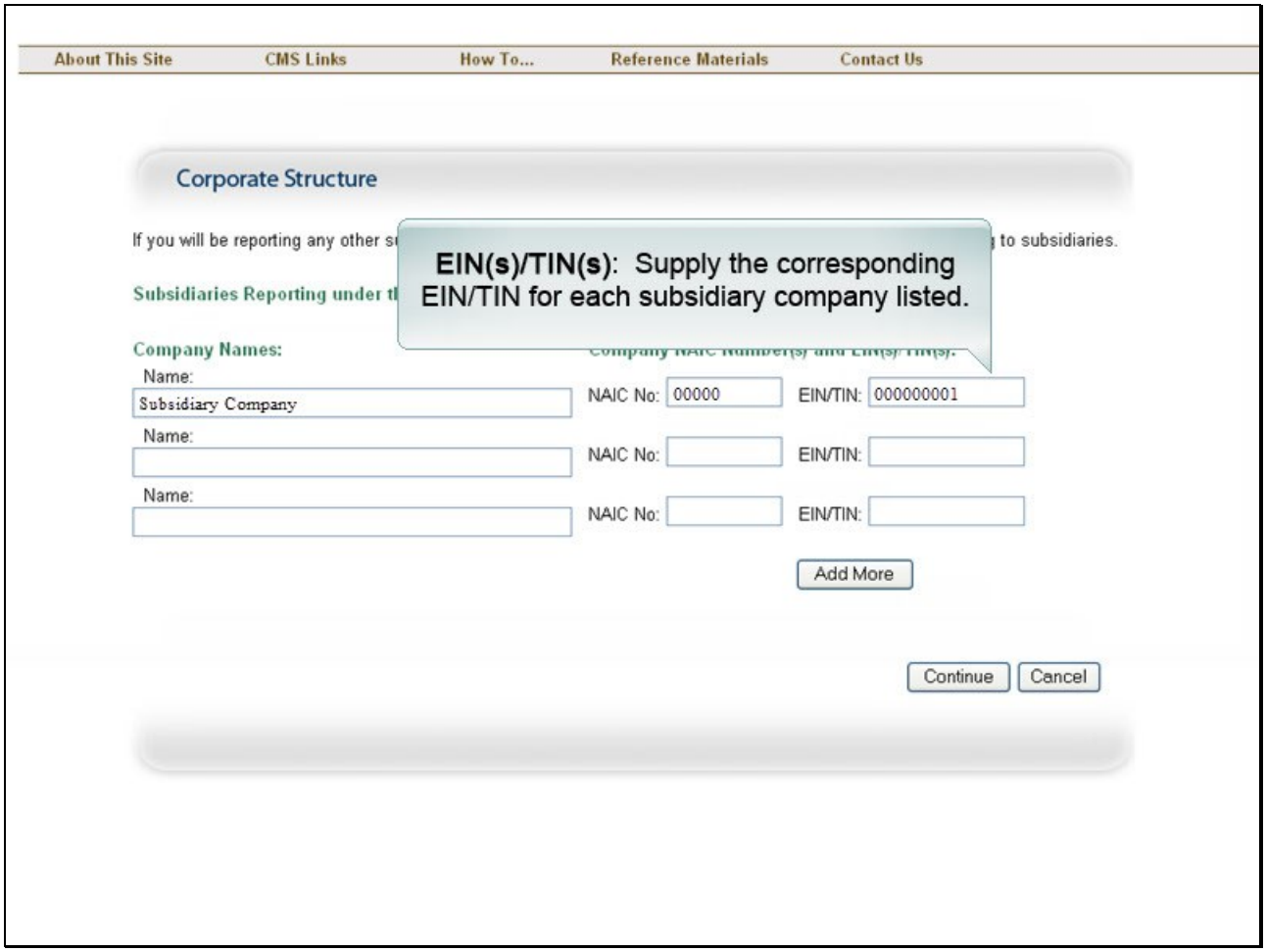

Slide notes

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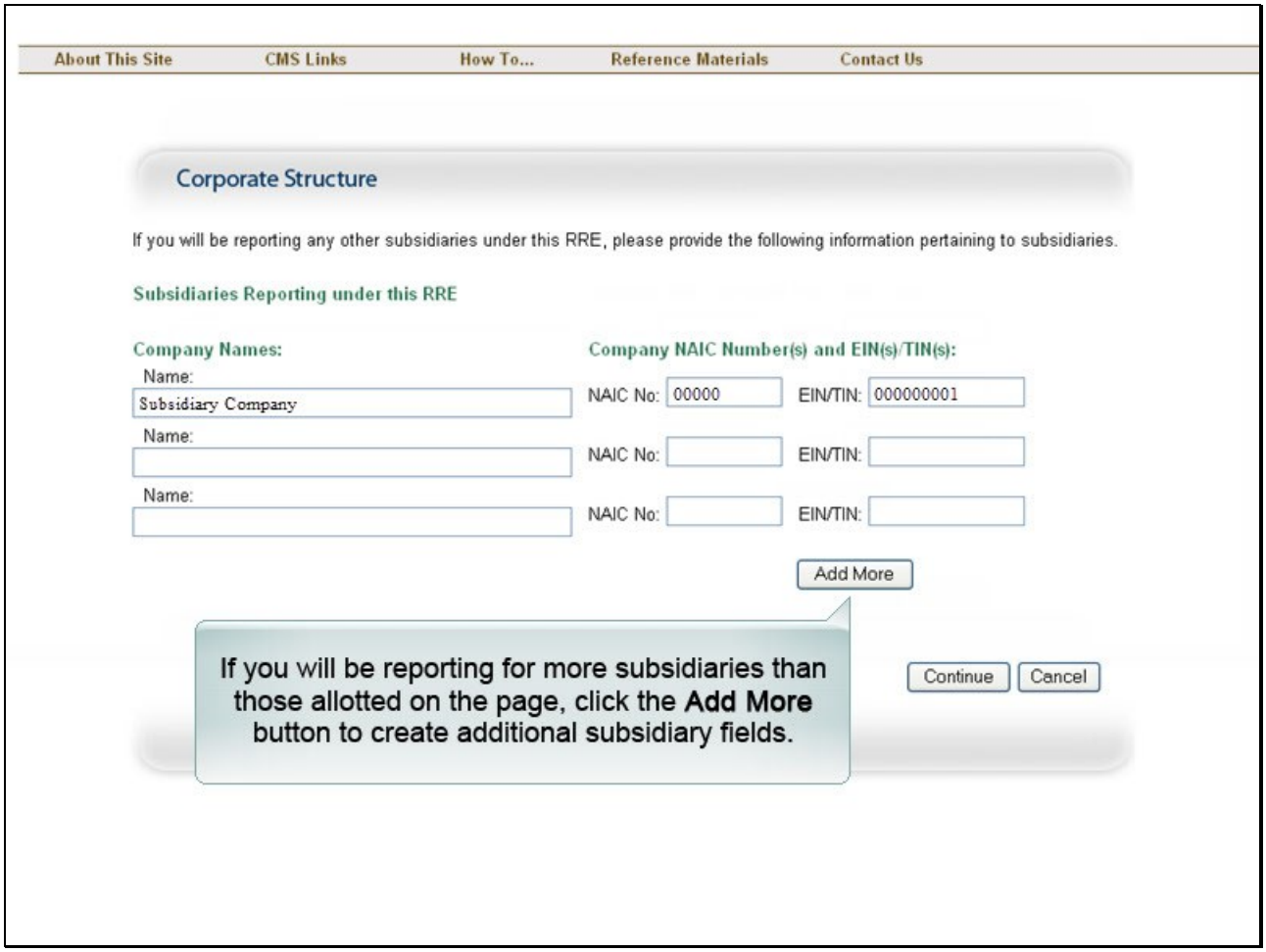

Slide notes

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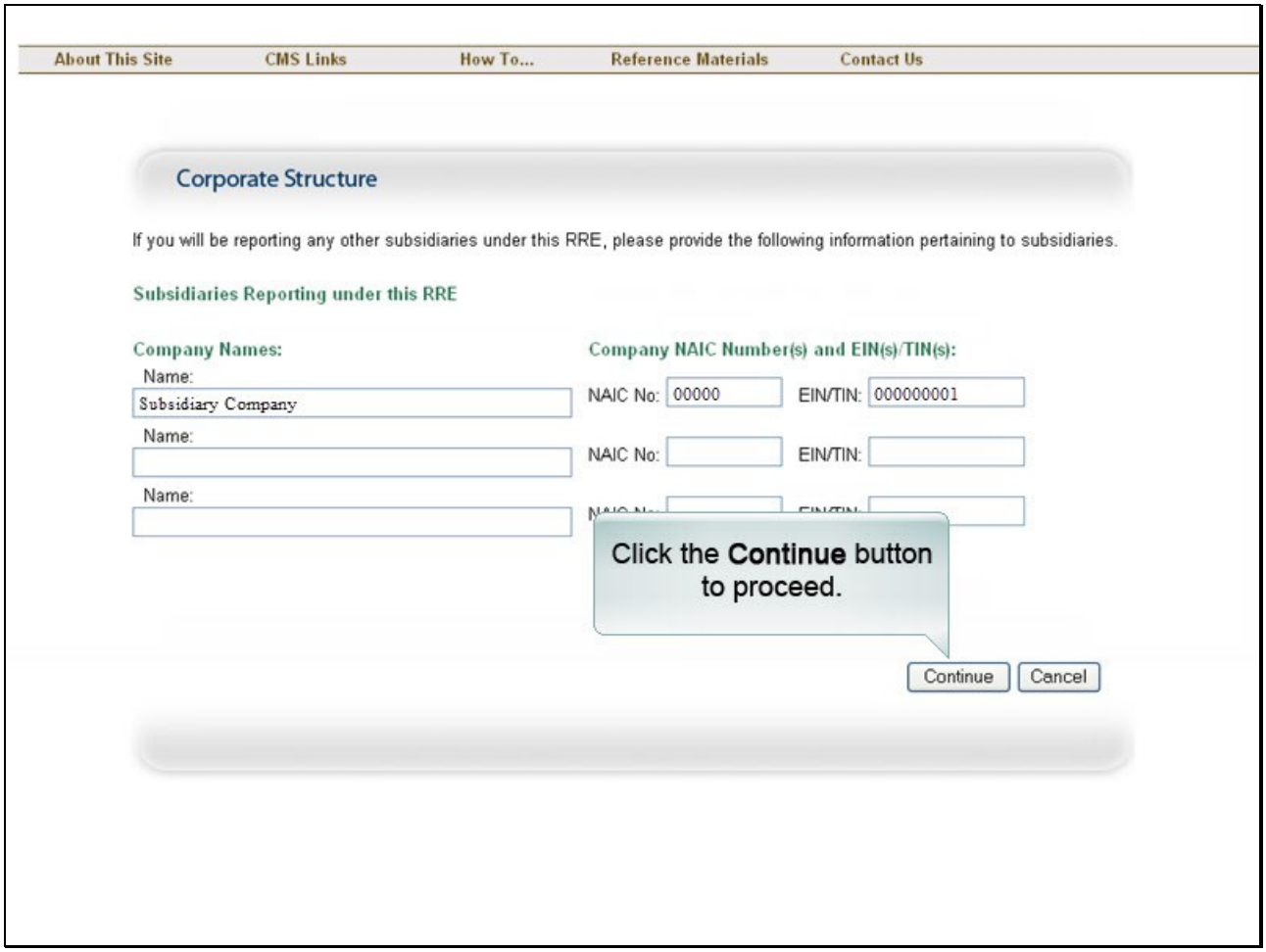

Slide notes

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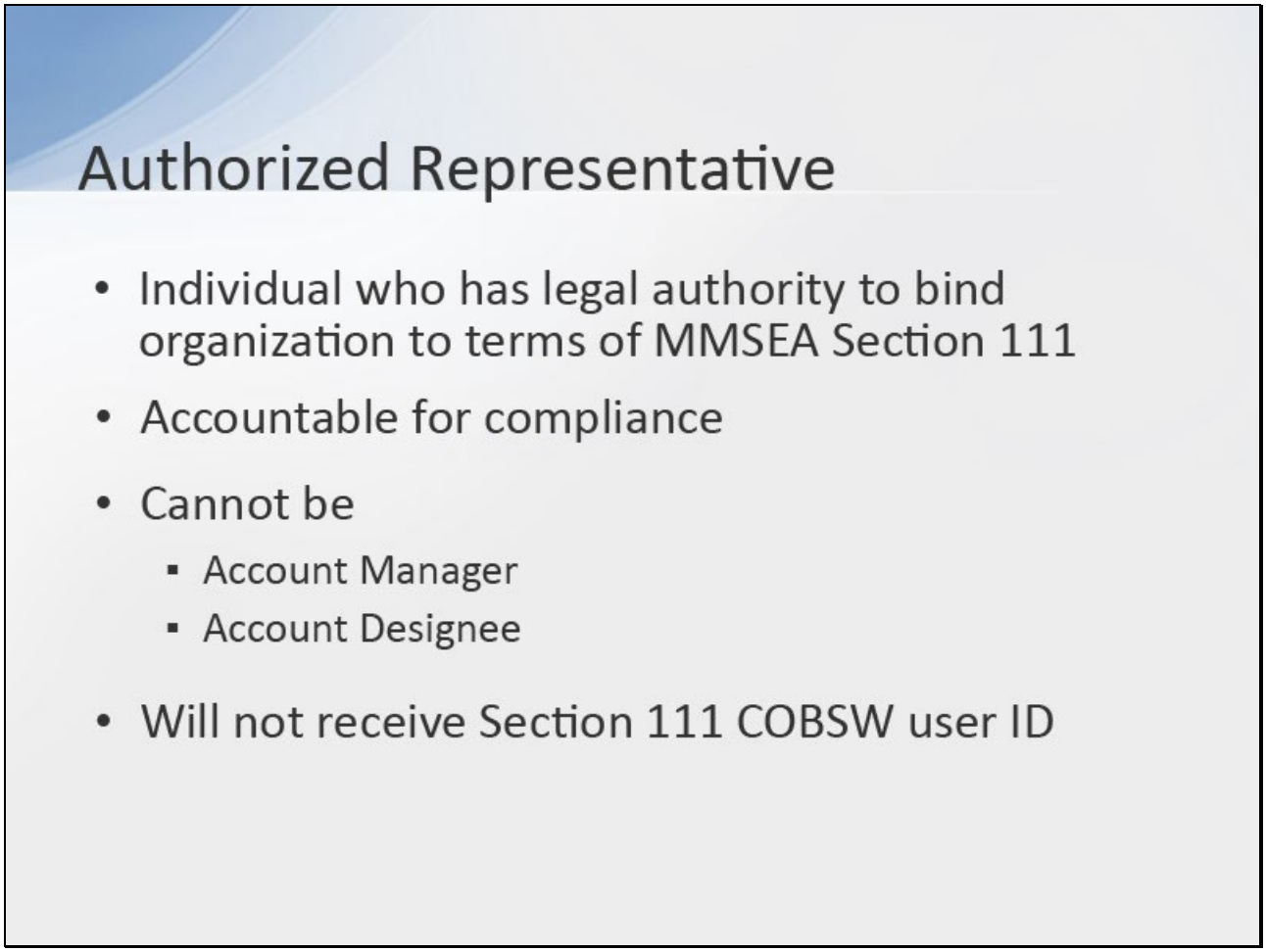

Slide notes

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.

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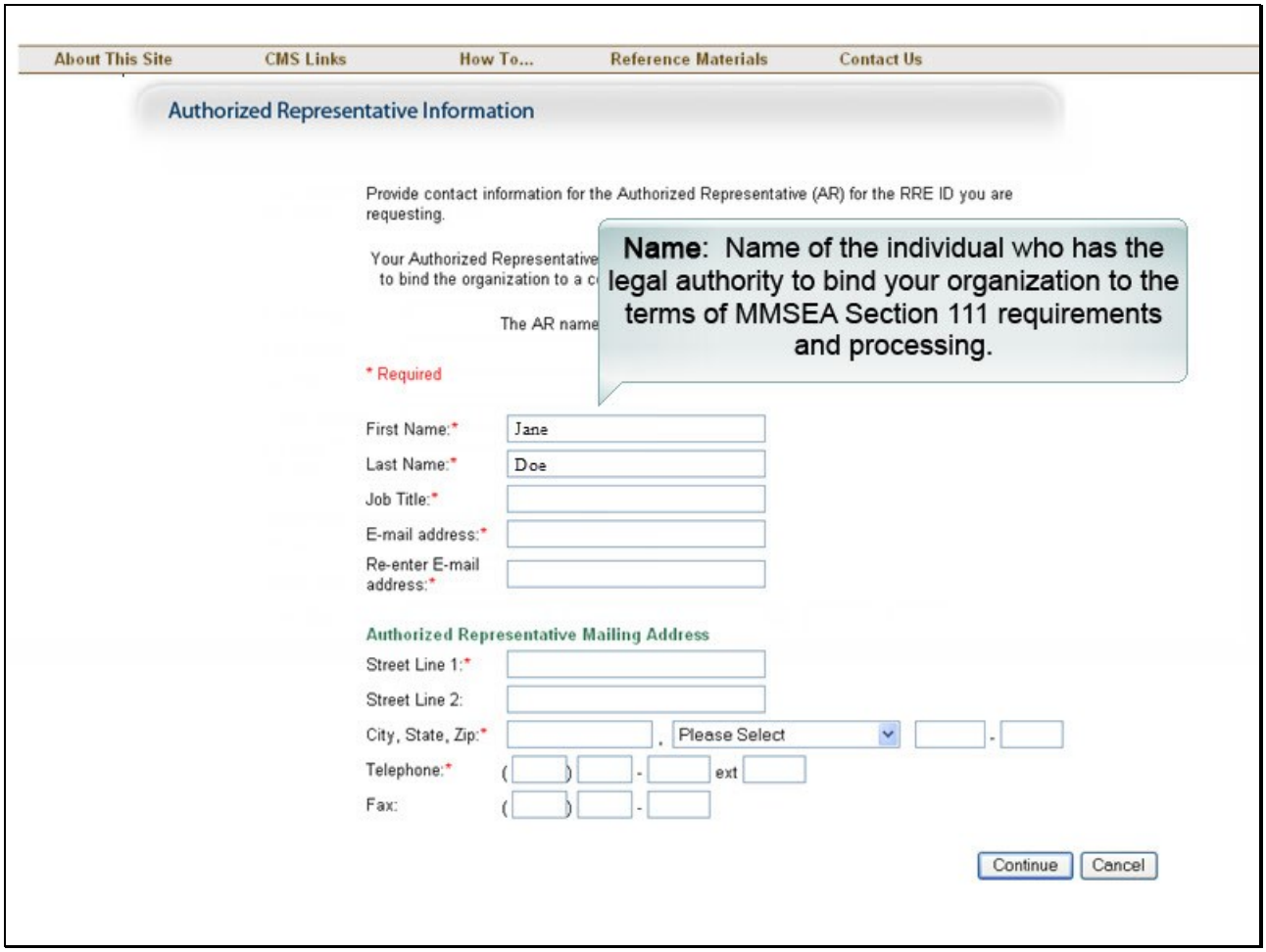

Slide notes

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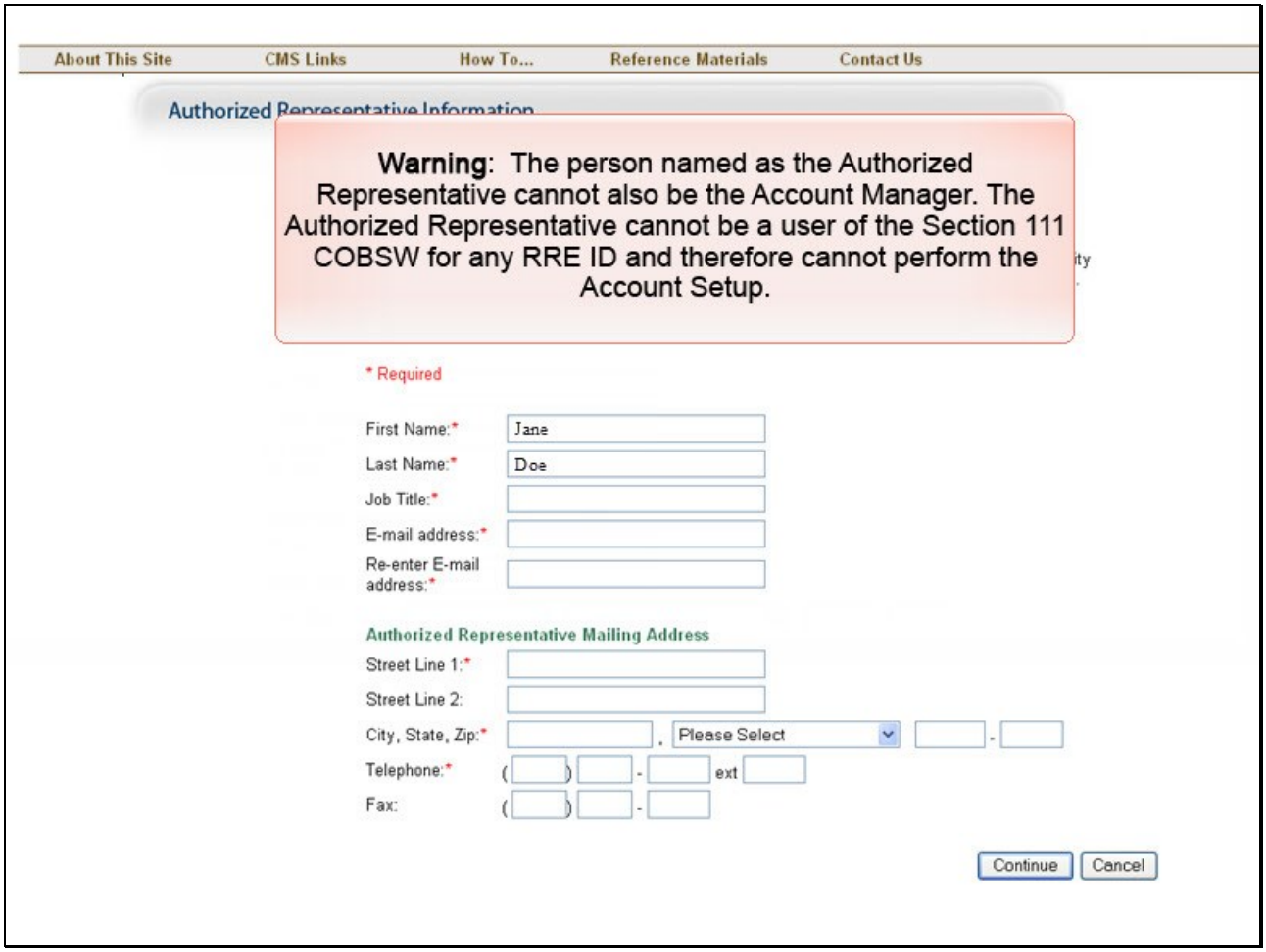

Slide notes

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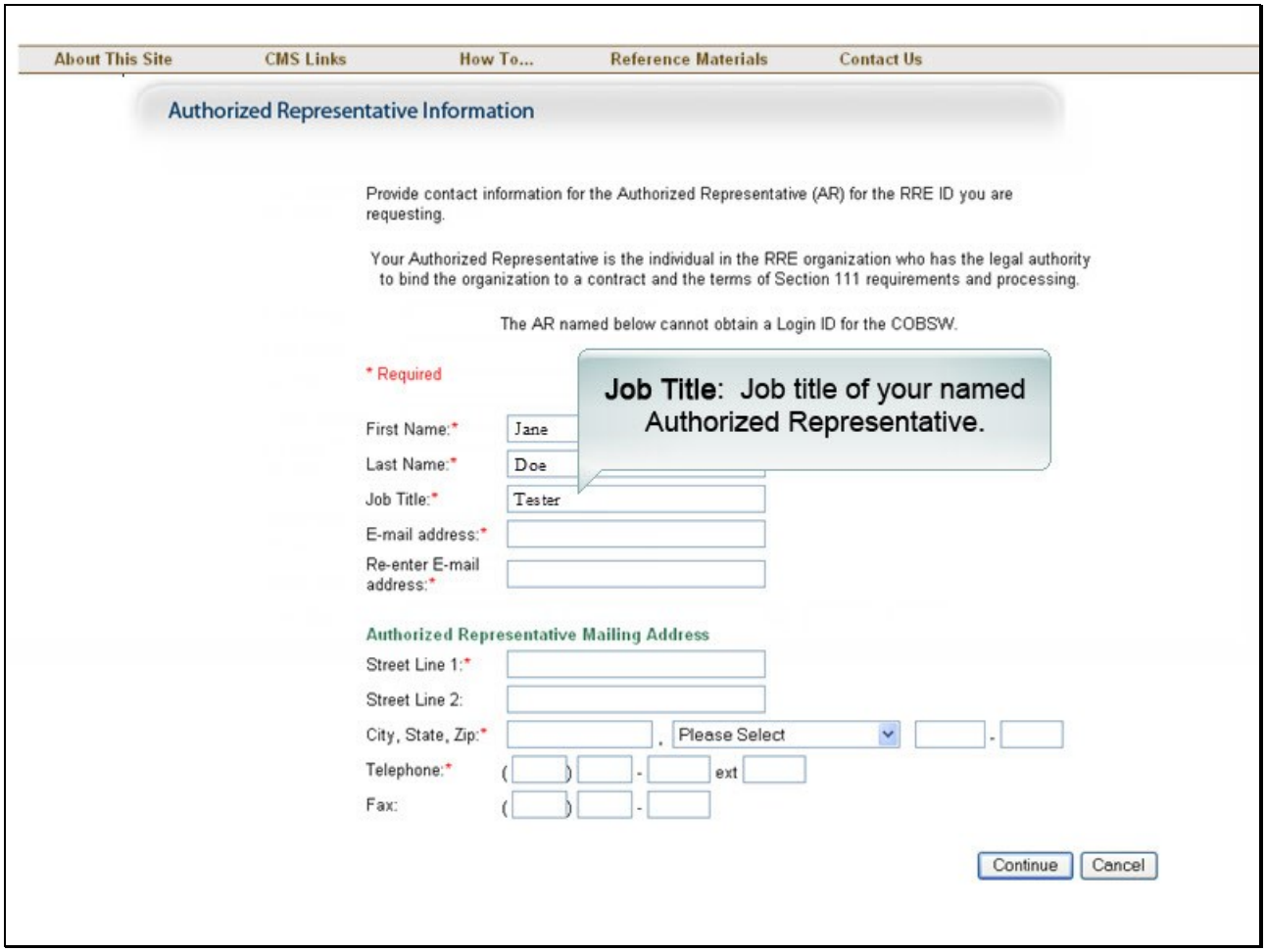

Slide notes

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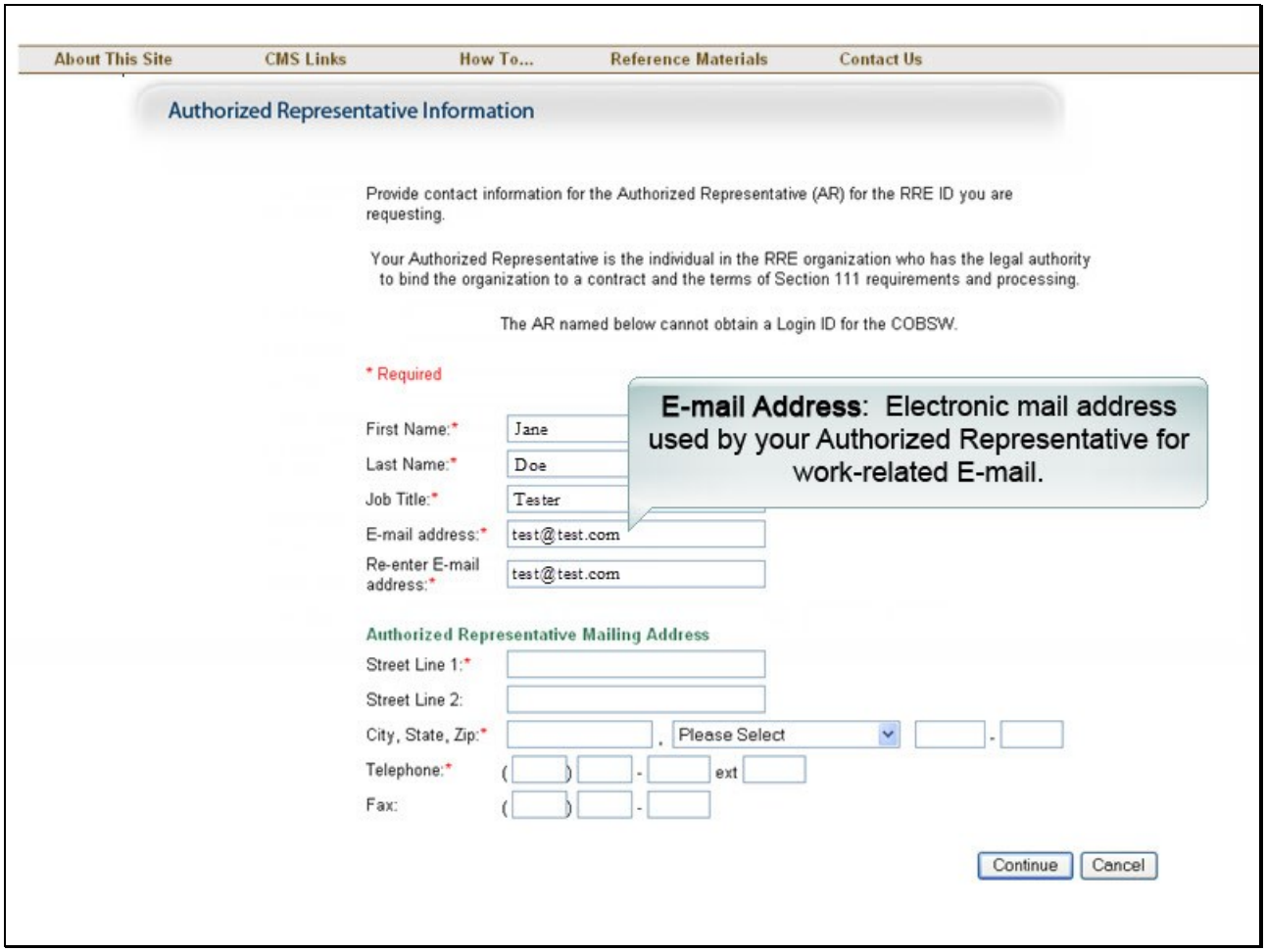

Slide notes

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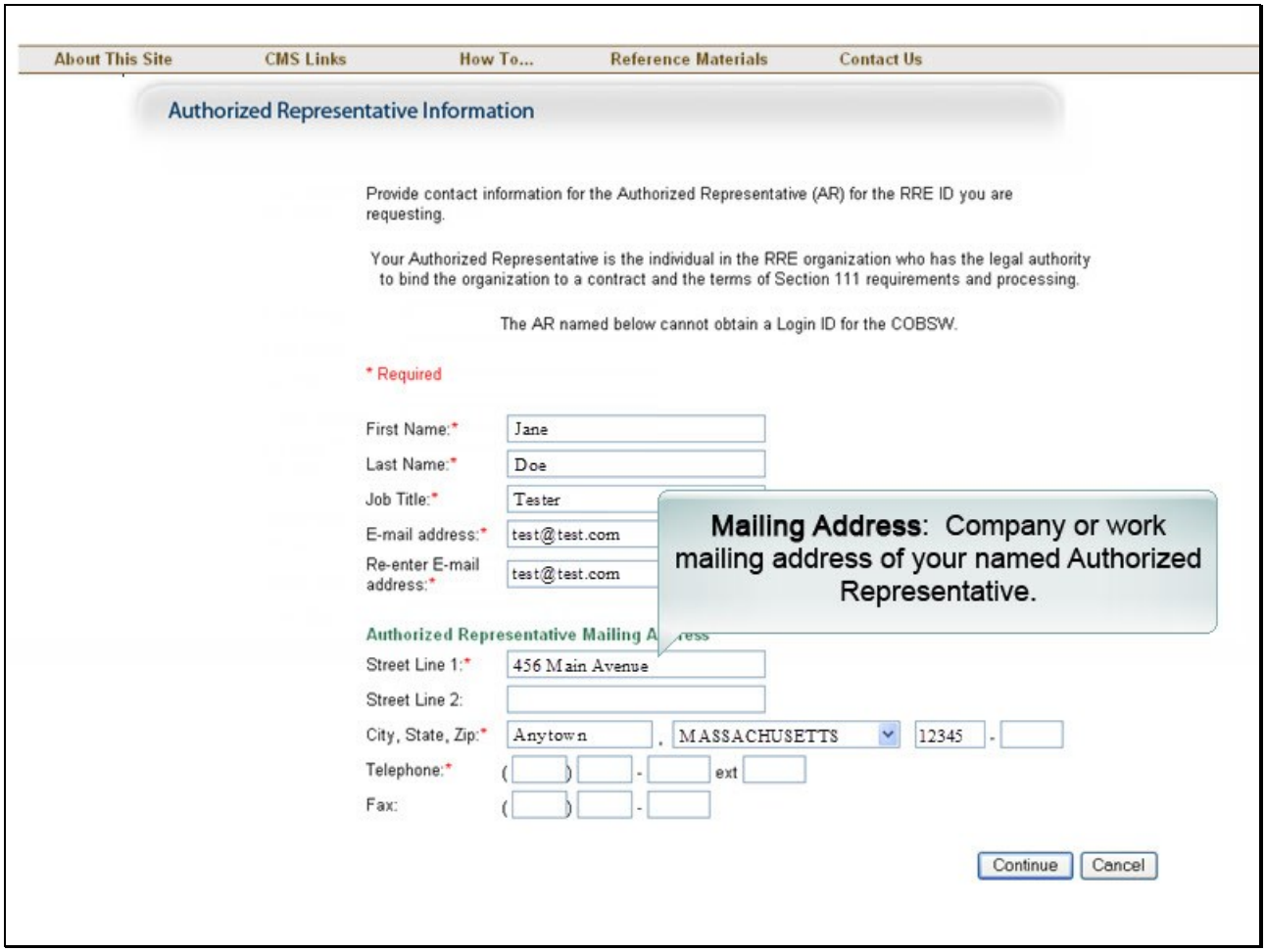

Slide notes

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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:* Jane
Last Name:* Doe
Job Title:* Tester
E-mail address:* test@test.com
Re-enter E-mail address:* test@test.com

Authorized Representative Ma

Street Line 1:* 456 Main A
Street Line 2:
City, State, Zip:* Anytown , MASSACHUSETTS 12345 -
Telephone:* (000) 000 - 0000 ext 0000
Fax: ( ) -

Telephone: Company or work telephone number where your Authorized Representative can be reached.

Continue Cancel

Slide notes

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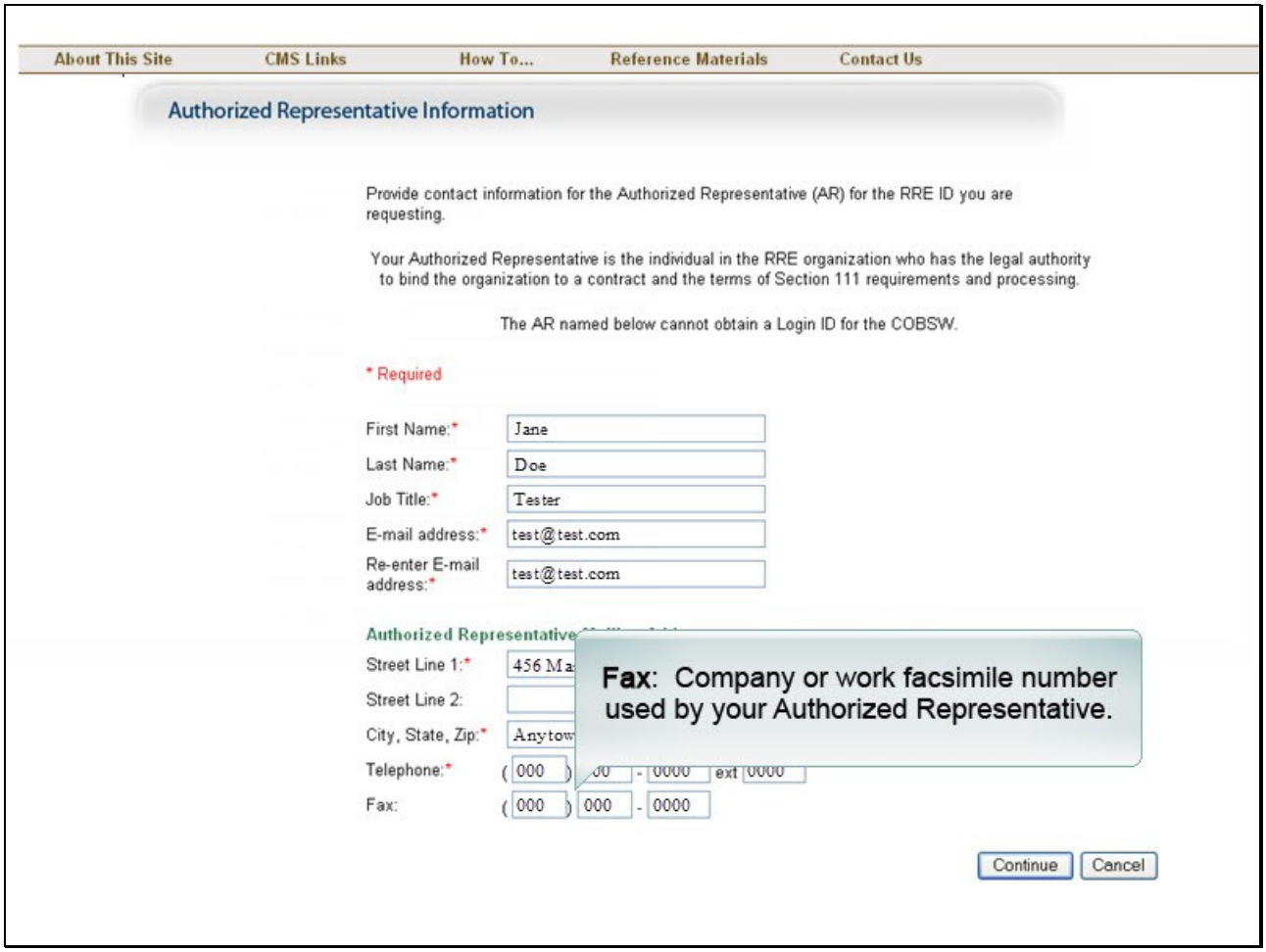

Slide notes

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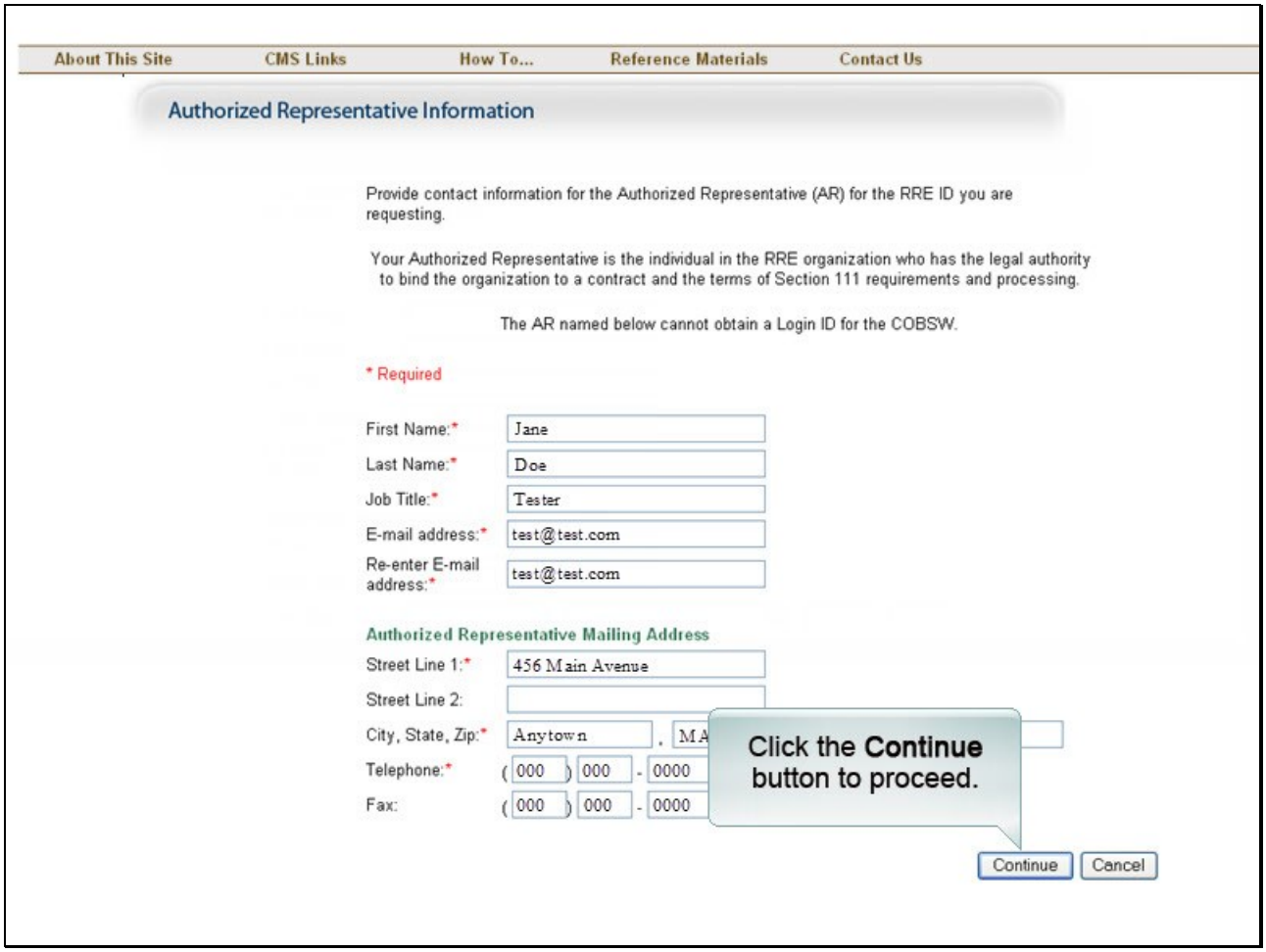

Slide notes

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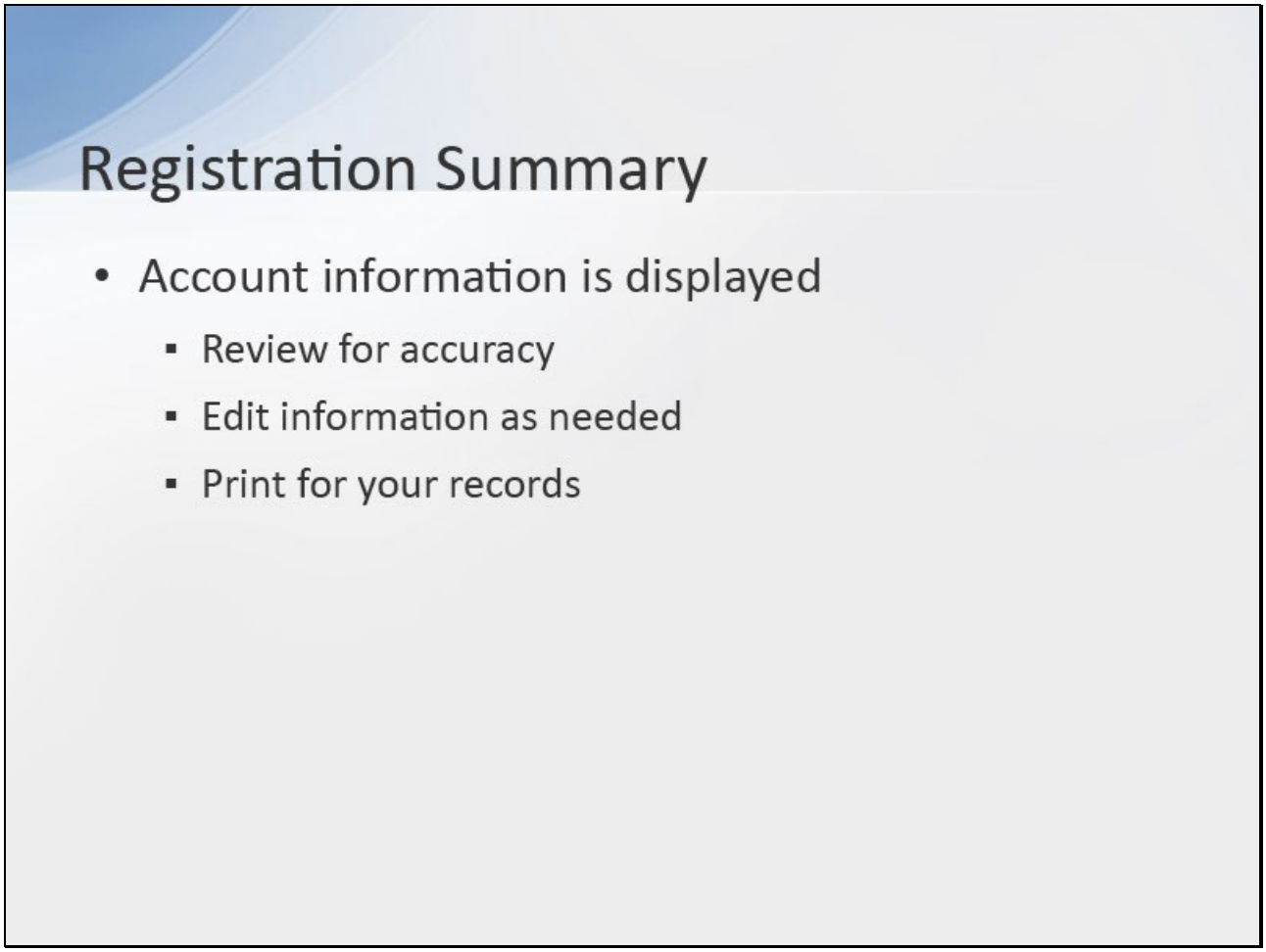

Slide notes

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.

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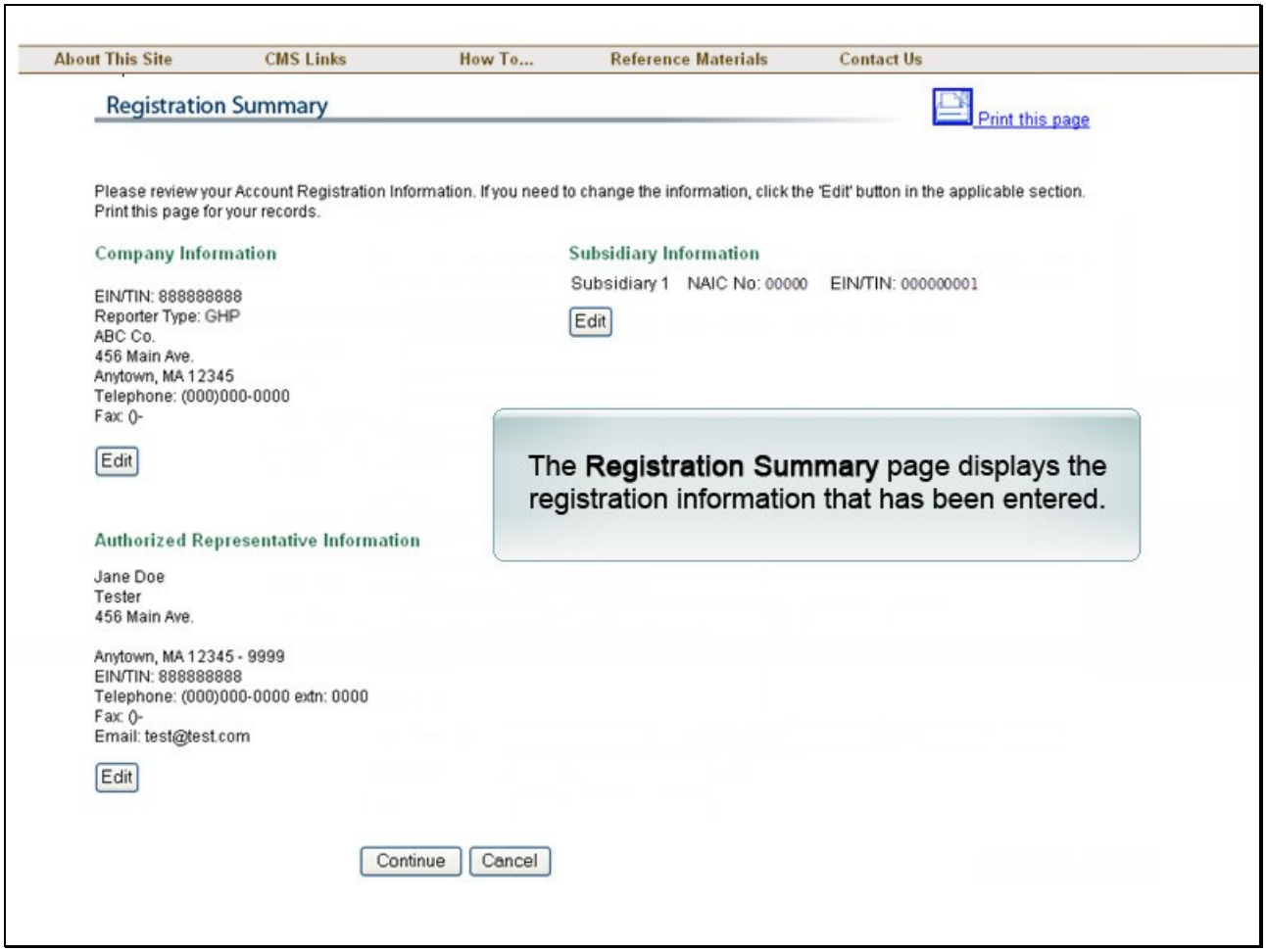

Slide notes

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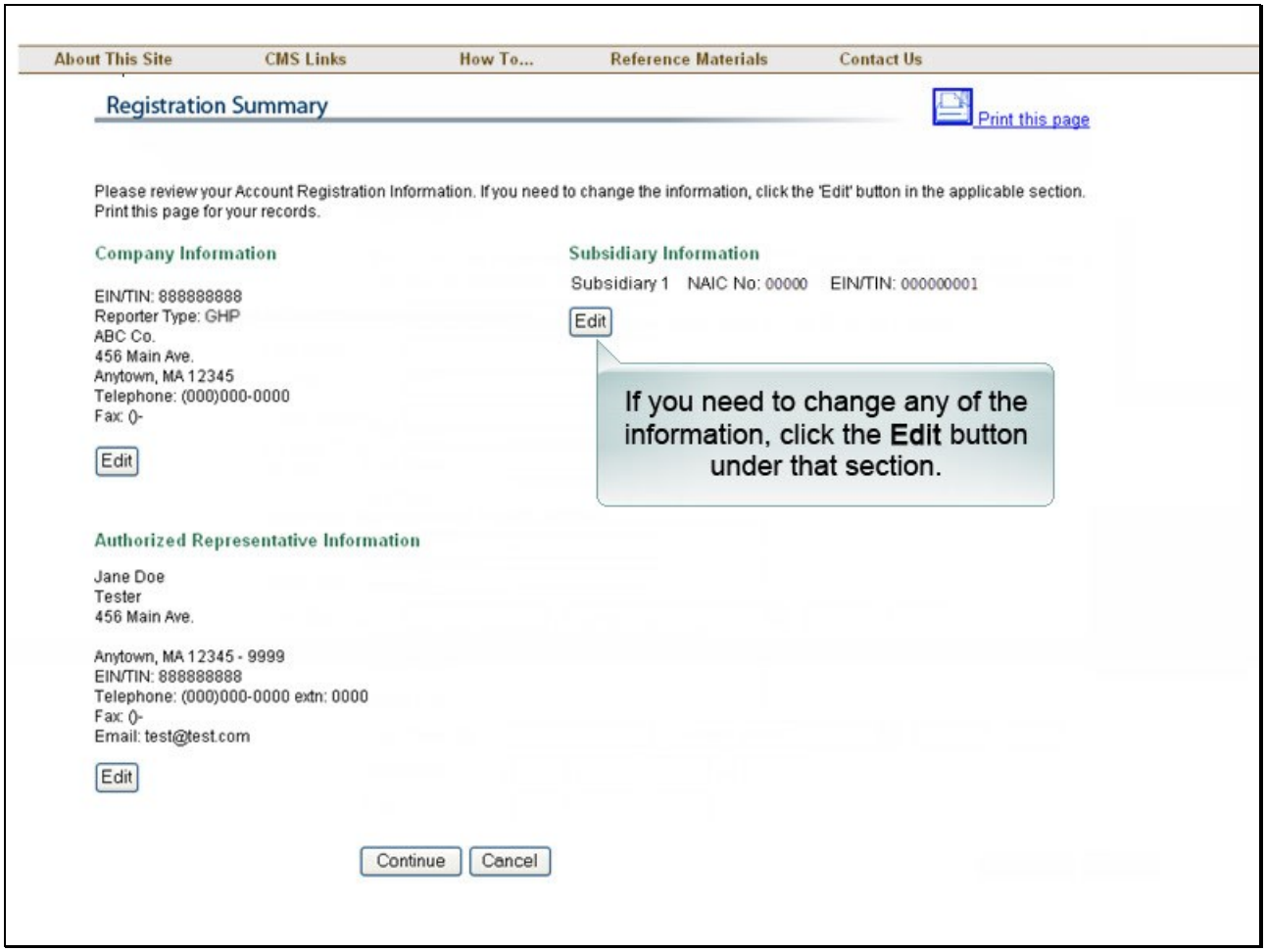

Slide notes

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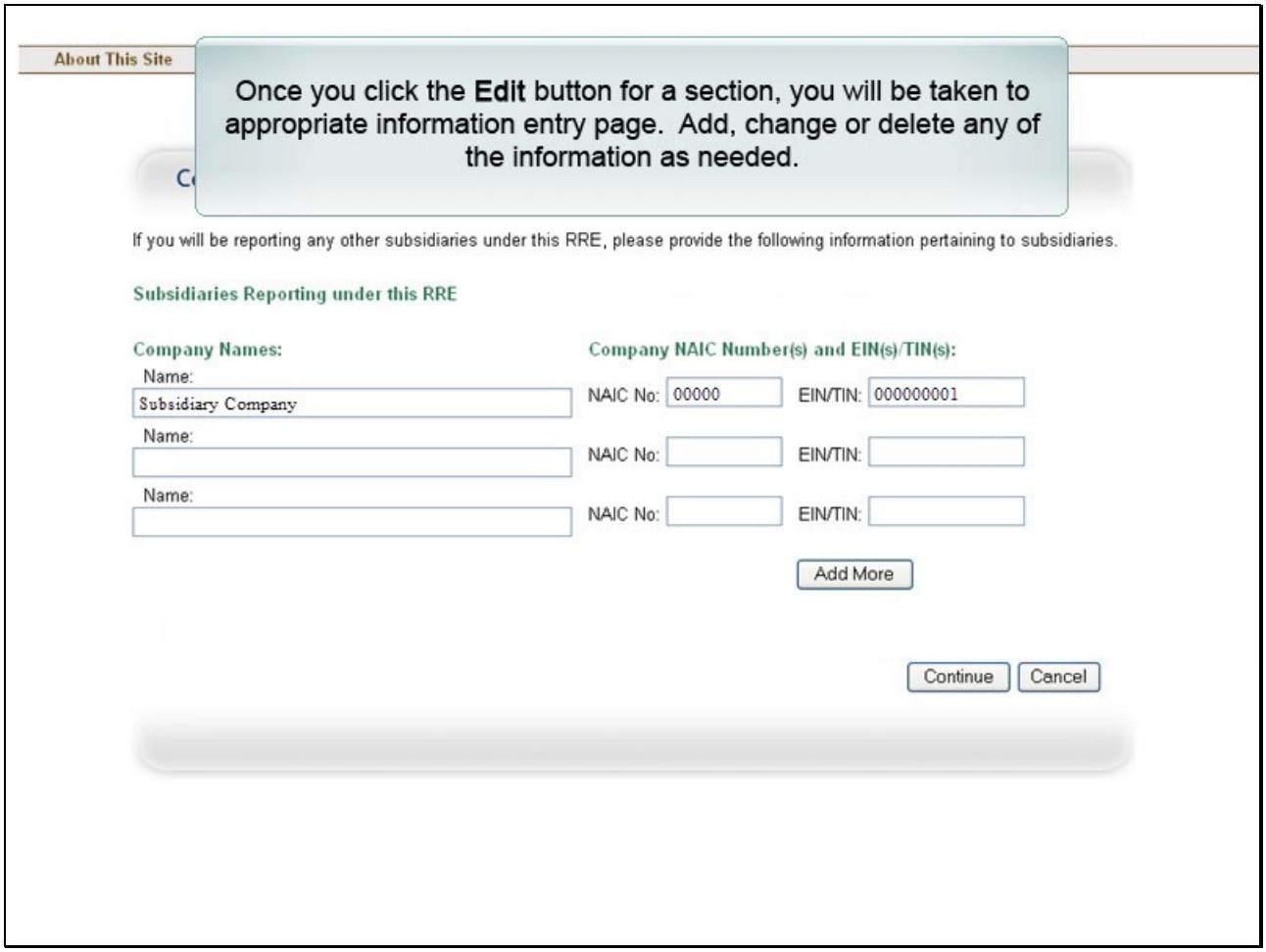

Slide notes

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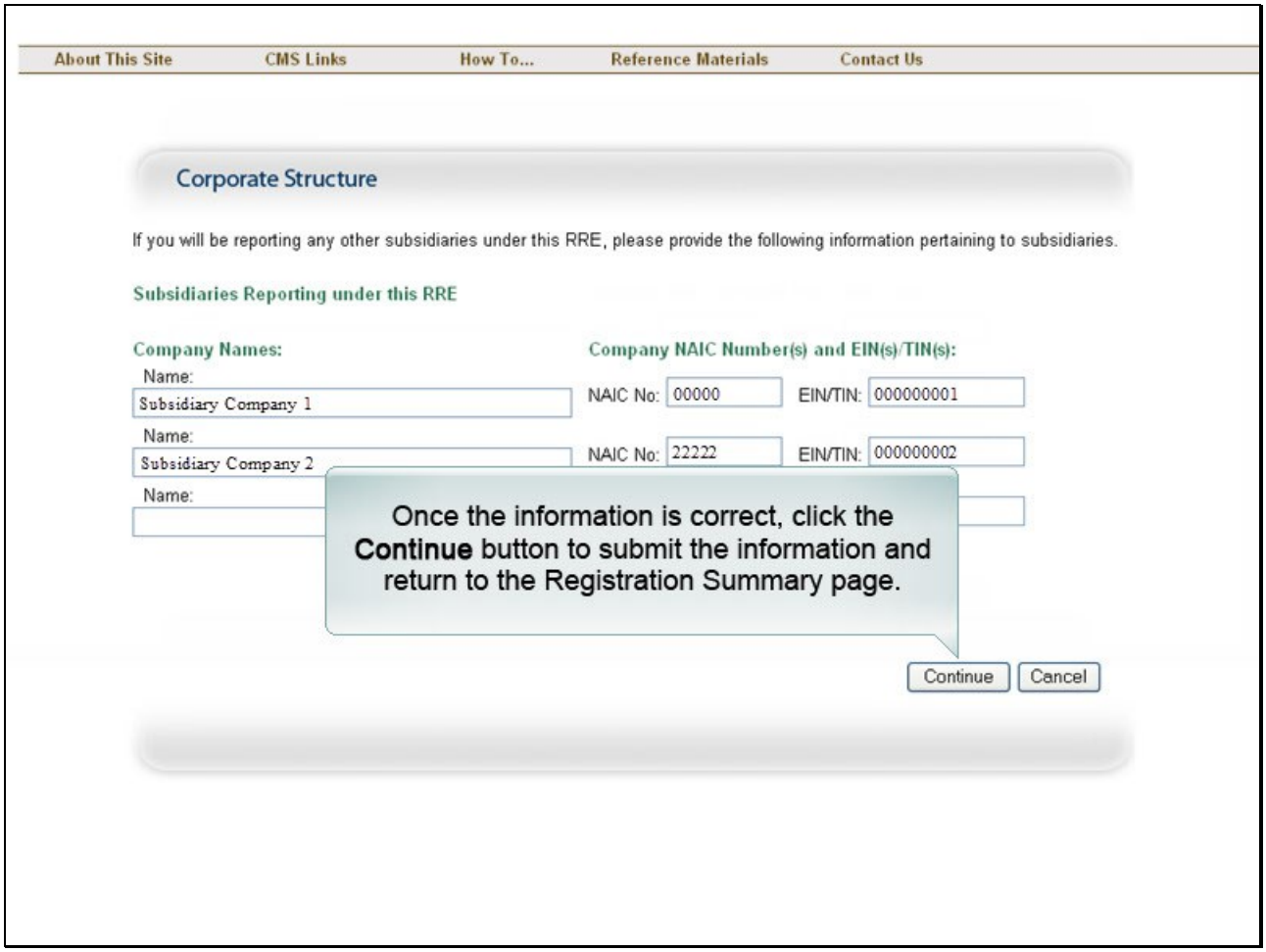

Slide notes

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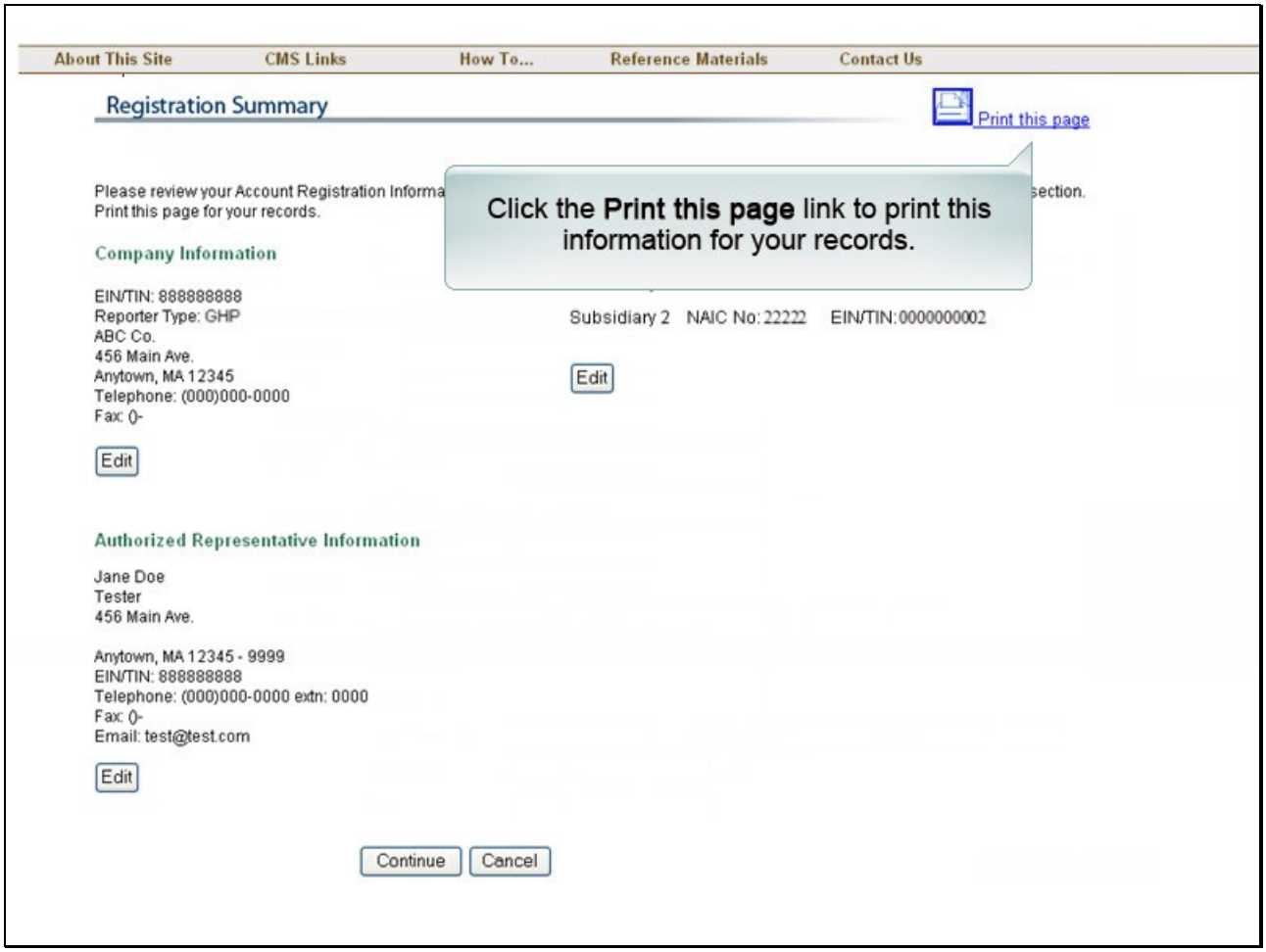

Slide notes

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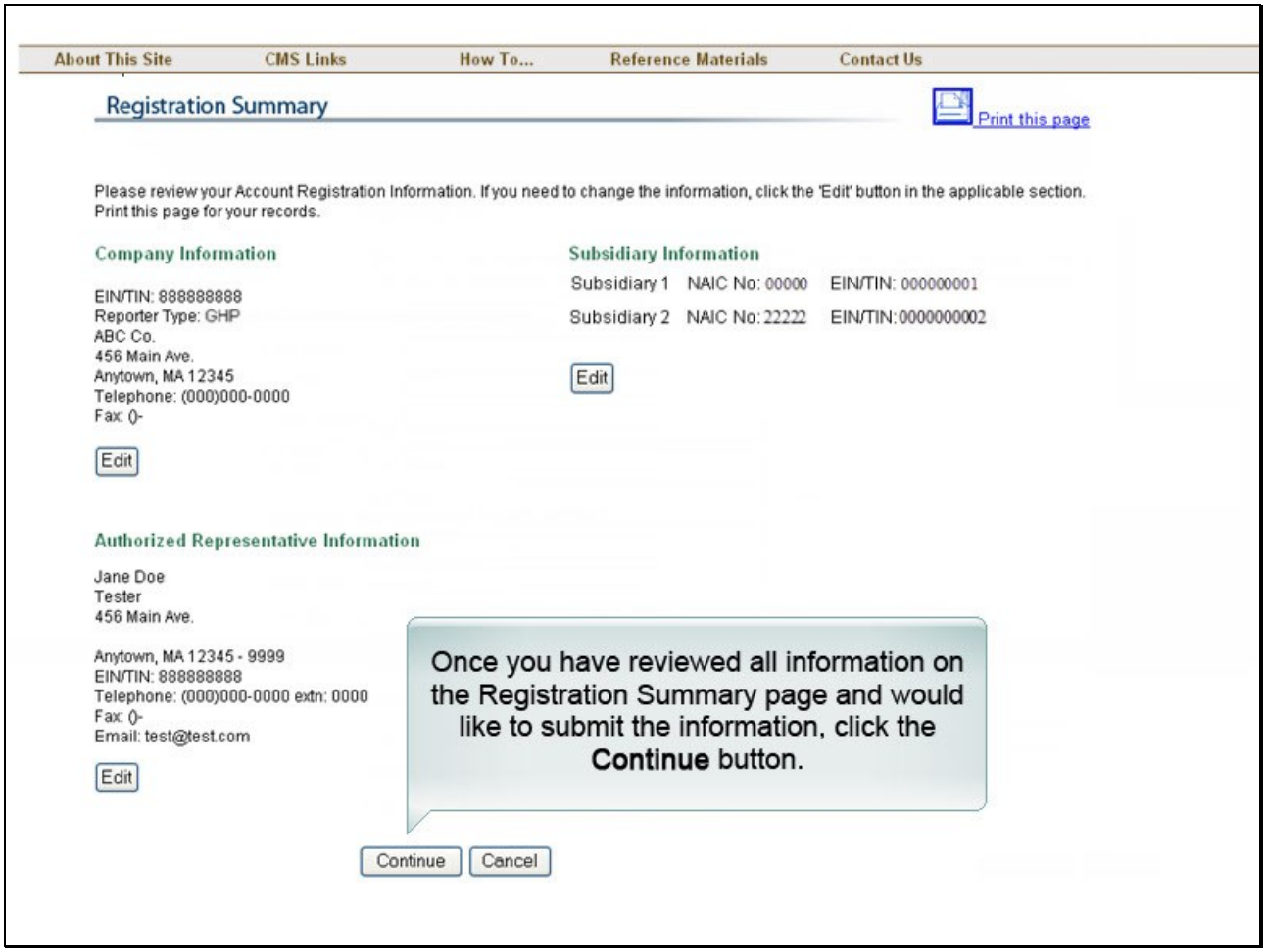

Slide notes

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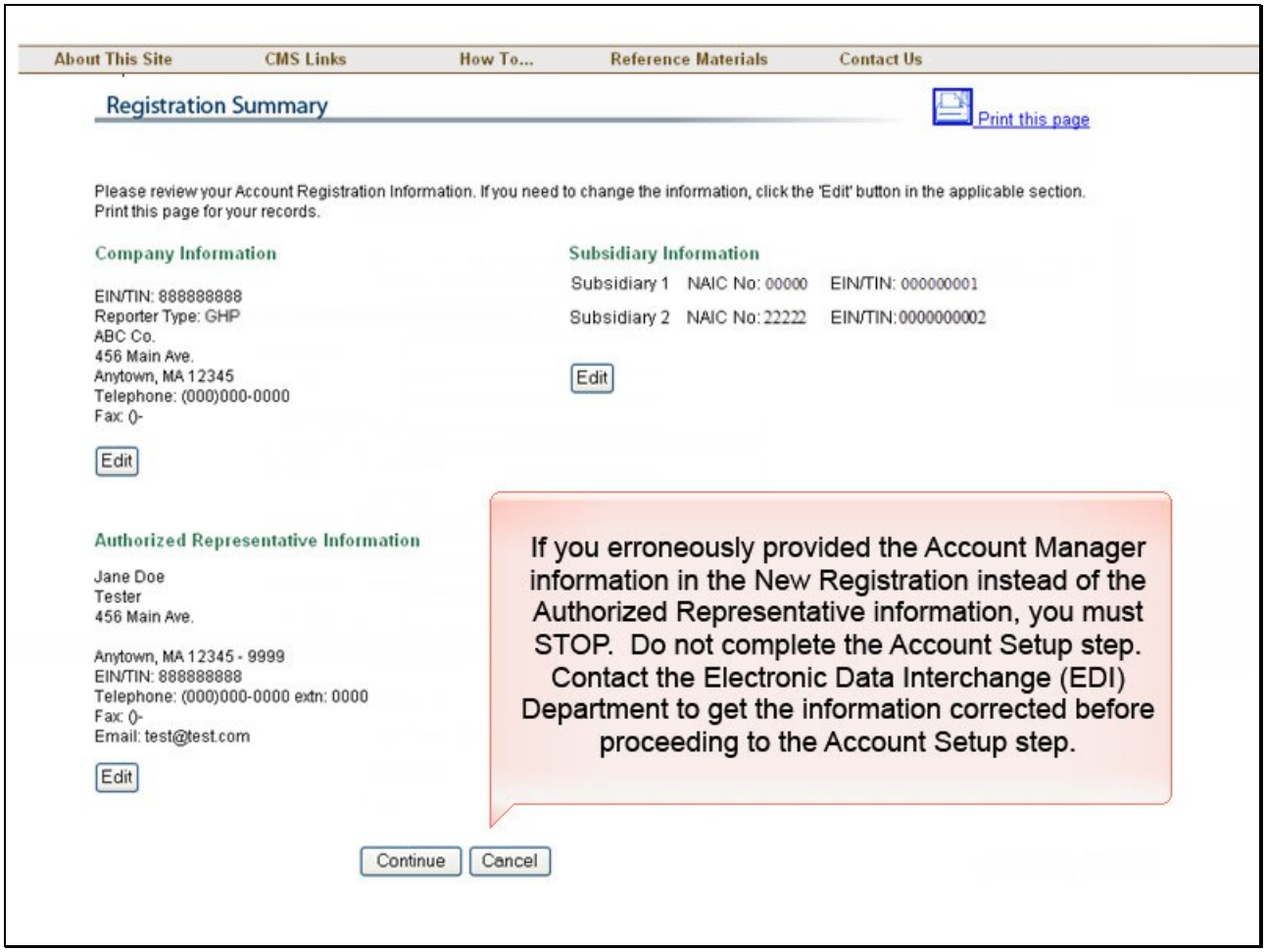

Slide notes

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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 file transmission and reporting issues. Details on what steps to take next are also provided on this page. Please print this page for your records.

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Thank You

You have successfully completed the initial registration step for the Section 111 COBSW. Please print this page for your records.

Your assigned RRE ID:
#####

Your assigned EDI Representative:

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

FIRST LAST
Telephone: ###-###-####
Email: address@domain.com

Your EDI Representative is transmission and reporting

Next Steps

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

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 a letter to the named Authorized Representative with the RRE ID and associated personal identification number (PIN).

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 mailing within 10 business days, please contact your assigned EDI Representative.

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Thank You

You have successfully completed the initial reg e
for your records.

You are provided with an **RRE ID** and **EDI Representative** information.

Your assigned RRE ID:
#####

Your assigned EDI Representative:

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

FIRST LAST
Telephone: ###-###-####
Email: address@domain.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 a letter to the named Authorized Representative with the RRE ID and associated personal identification number (PIN).

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 mailing within 10 business days, please contact your assigned EDI Representative.

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Thank You

You have successfully completed the initial registration step for the Section 111 COBSW. Please print this page for your records.

Your assigned RRE ID:
#####

Your assigned EDI Representative:

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

FIRST LAST
Telephone: ###-###-####
Email: address@domain.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 a letter to the named Authorized Representative with the RRE ID and associated personal identification number (PIN).

Your Authorize anager who will return to the Section 11

If you do not re signed EDI Representative.

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.

Section 111 Home

Slide notes

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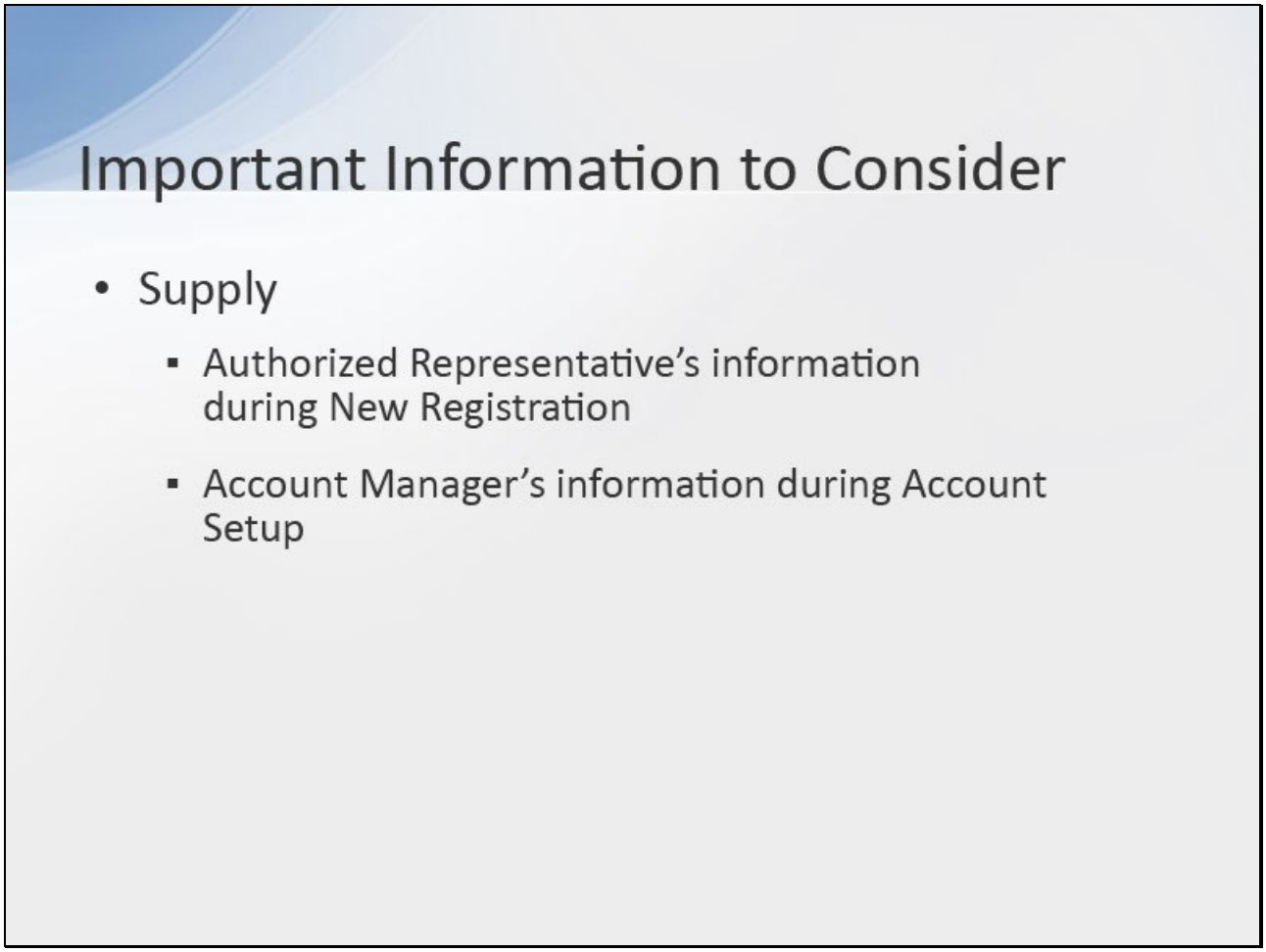

Slide notes

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.

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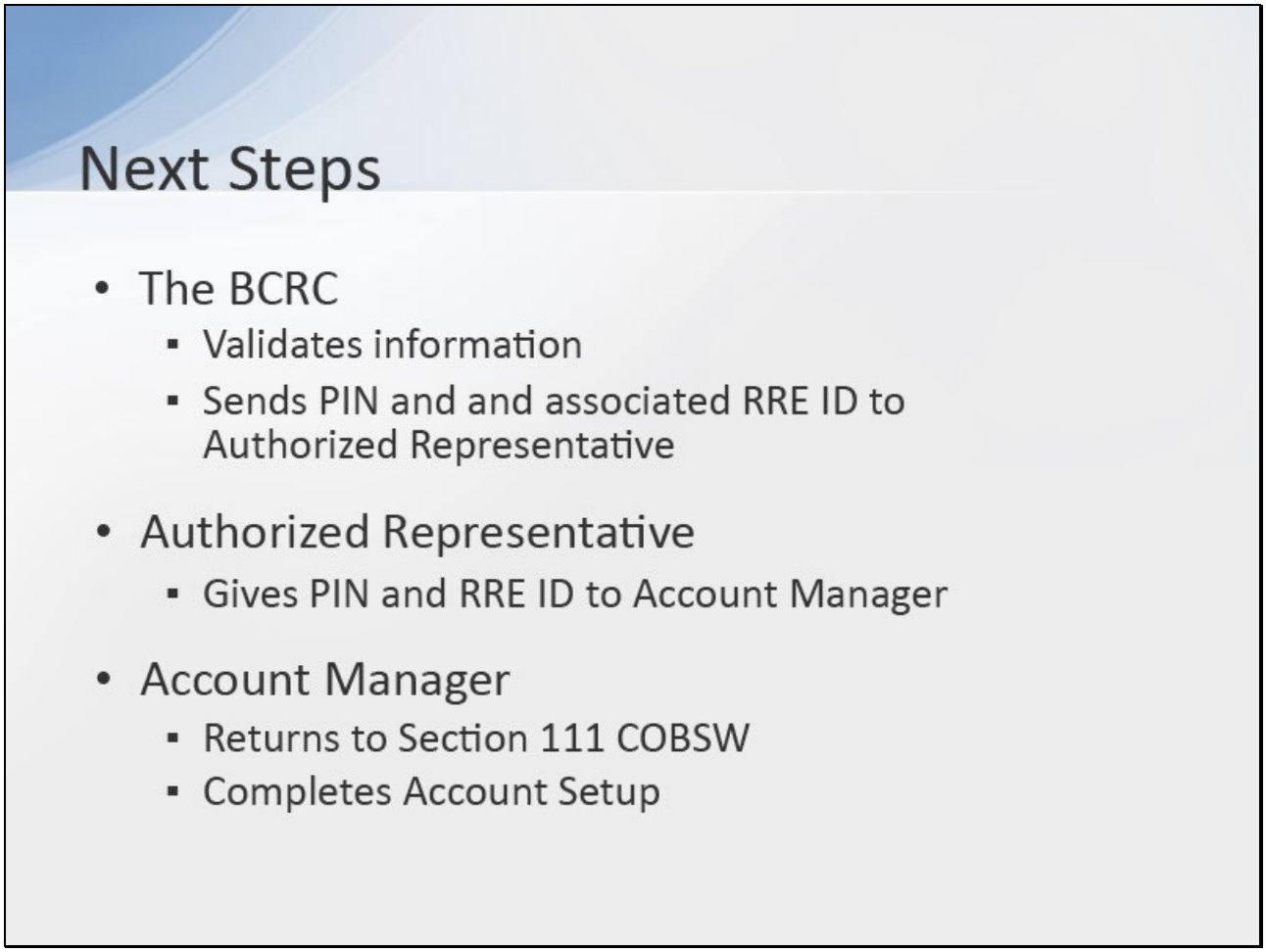

Slide notes

Once your registration application has been submitted, the information provided will be validated by the BCRC. When this is completed, the BCRC will send a letter to the named Authorized Representative

with a personal identification number (PIN) and the BCRC assigned RRE ID associated with the registration. 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.

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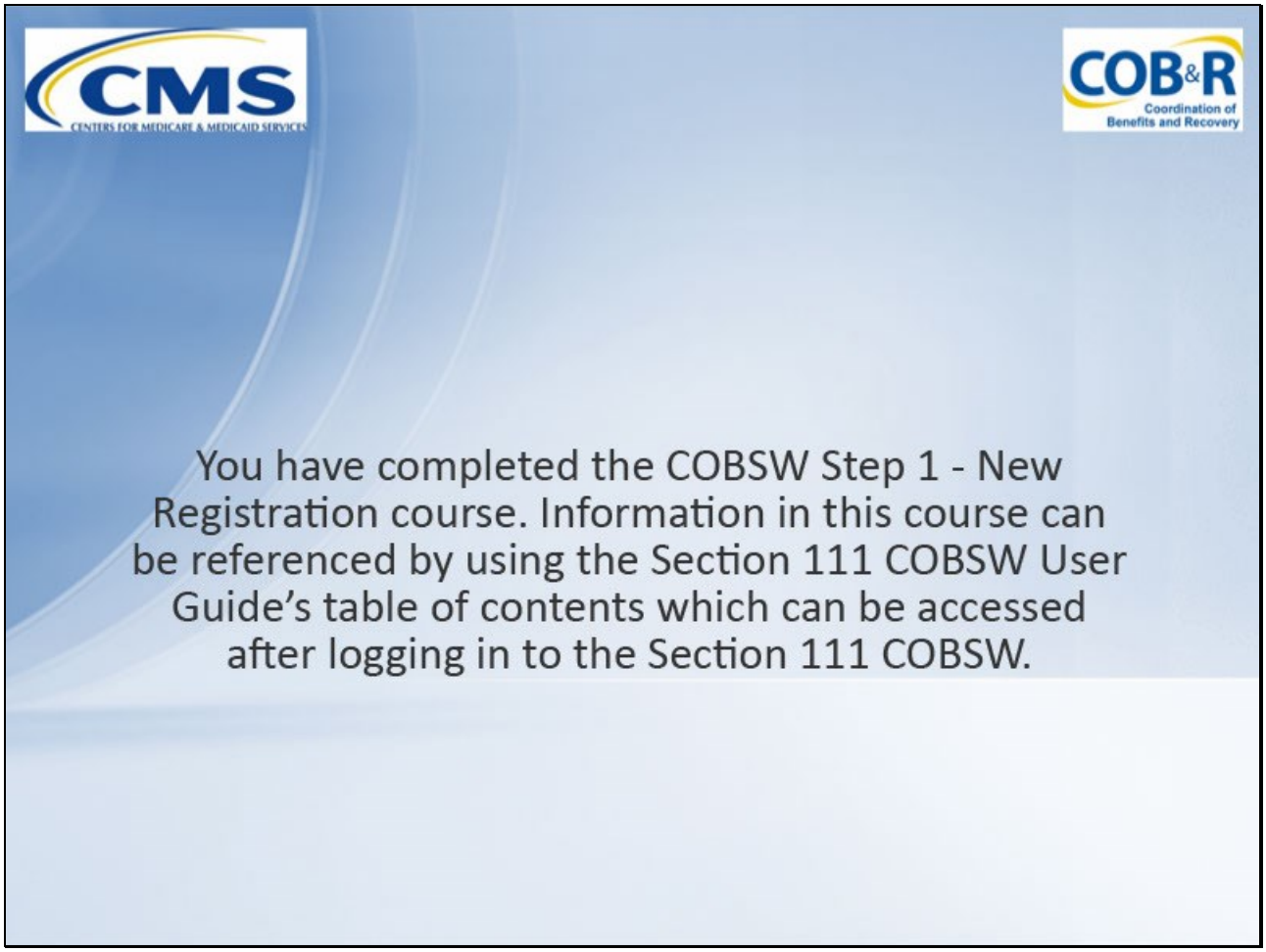

Slide notes

You have completed the COBSW Step 1 - New Registration course. Information in this course can be referenced by using the Section 111 COBSW User Guide's table of contents which can be accessed after logging in to the Section 111 COBSW.

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If you have any questions or feedback on this material, please go the following URL: https://www.surveymonkey.com/s/GHPTraining.