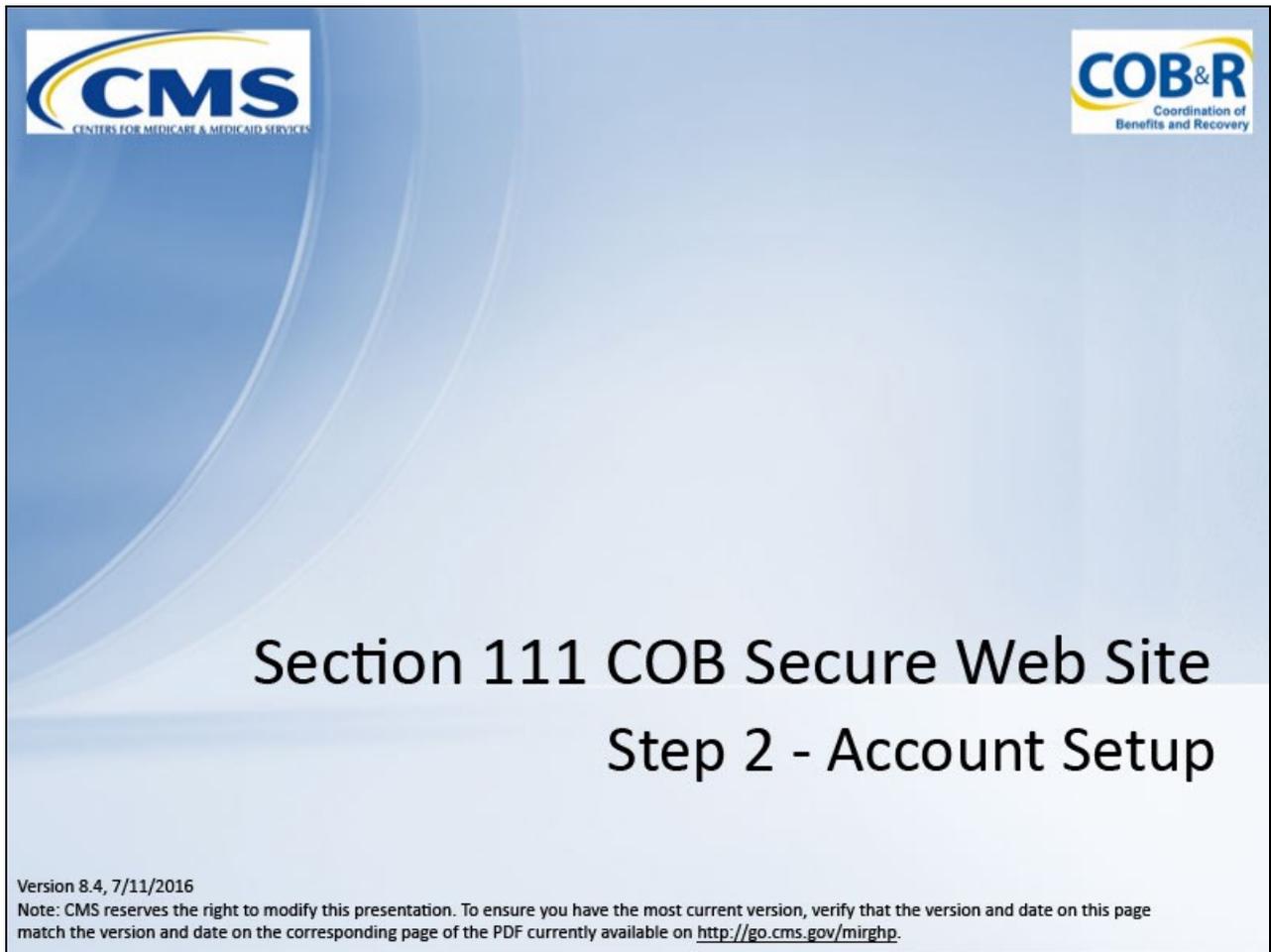


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The slide features a light blue background with a subtle wave pattern. In the top left corner is the CMS logo (Centers for Medicare & Medicaid Services). In the top right corner is the COB&R logo (Coordination of Benefits and Recovery). The main title is centered in a large, black, sans-serif font. At the bottom left, there is a version number and a note about the presentation's currency.

CMS
CENTERS FOR MEDICARE & MEDICAID SERVICES

COB&R
Coordination of
Benefits and Recovery

Section 111 COB Secure Web Site Step 2 - Account Setup

Version 8.4, 7/11/2016
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/mirghp>.

Slide notes

Welcome to the Section 111 Coordination of Benefits (COB) Secure Web Site Step 2- Account Setup course.

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).

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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:

<https://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

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<https://go.cms.gov/mirghp>.

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Course Overview

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



Slide notes

This course will cover Step 2 - Account Setup on the Section 111 COBSW.

Slide 4 - of 54

Account Setup

To proceed, you need:

- PIN
- RRE ID

Supply

- Account Manager information
- Additional RRE information
- Agent information, if applicable
- File transmission methods

Slide notes

You may begin Account Setup (Step 2) if you have already completed New Registration (Step 1) and your Responsible Reporting Entity's (RRE's)

Authorized Representative received a mailing from the Benefits Coordination & Recovery Center (BCRC) containing the Personal

Identification Number (PIN) associated with your Responsible Reporting Entity Identification Number (RRE ID). You will need the RRE ID

and PIN to continue with the Account Setup process. Before beginning this step, you must identify your Account Manager because they are

responsible for completing this step in the Section 111 Registration process. During Account Setup, account manager information,

additional RRE information, agent information (if you are using an agent) and file transmission information will be entered.

Please Note: If you are selecting the Connect:Direct file transmission method, you must have the destination dataset names available

or this step cannot be completed and all the other data you provided will be lost.

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Account Manager

- Each RRE ID can only have one Account Manager
- Controls administration of account
- Manages reporting process
- Can manage entire account or invite others to assist

Slide notes

Each RRE ID can have only one Account Manager. This is the individual who controls the administration of an RRE's account and manages

the overall reporting process. The Account Manager may choose to manage the entire account and data file exchange,

or may invite other company employees or data processing agents to assist.

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Account Manager

- Go to the Section 111 COBSW URL:
<https://cob.cms.hhs.gov/Section111/>

Slide notes

In order to perform the RRE account setup tasks, the RRE's Account Manager must go to the following Section 111 COBSW URL: <https://cob.cms.hhs.gov/Section111/>.

Slide 7 - of 54

Login Warning

- Information about COBSW security measures
 - Access
 - Penalties
 - Privacy laws

Slide notes

When you first enter the Section 111 COB Secure Web site, a login warning 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 brought to the Section 111 COBSW Home page.

Slide 8 - of 54

About This Site	CMS Links	How To...	Reference Materials	Contact Us
Login Warning				 Print this page
UNAUTHORIZED ACCESS TO THIS COMPUTER SYSTEM IS PROHIBITED BY LAW				
<p>This Web site is maintained by the U.S. Government and is protected by federal law. Use of this computer system without authority or in excess of granted authority, such as access through use of another's Login ID and/or password, may be in violation of federal law, including the False Claims Act, the Computer Fraud and Abuse Act and other relevant provisions of federal civil and criminal law. Violators will be subject to administrative disciplinary action and civil and criminal penalties including civil monetary penalties.</p> <p>For site security purposes we employ software programs to monitor and identify unauthorized access, unauthorized attempts to upload or change information, or attempts to otherwise cause damage. In the event of authorized law enforcement investigations, and pursuant to any required legal process, information from these sources may be used to help identify an individual and may be used for administrative, criminal or other adverse action. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.</p>				
Privacy Act Statement				
<p>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.</p>				
SAFEGUARDING & LIMITING ACCESS TO EXCHANGED DATA				
<p>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. § 1395k(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 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.</p>				
<p style="text-align: center;">I Accept</p> <p style="text-align: center;">Decline</p>				

Slide notes

The Login Warning is displayed.

If you accept the terms, click the I Accept link to proceed to the Section 111 COBSW Home page.

Slide 9 - of 54

The screenshot displays the COBSW website interface. At the top, there is a navigation bar with links: About This Site, CMS Links, How To..., Reference Materials, Contact Us, and Skip Navigation. Below this is a 'Welcome to the Section 111 COB Secure Web site (COBSW)' section containing introductory text about the site's purpose for Responsible Reporting Entities (RREs) and links to implementation instructions. To the right is an 'Account Login' section with input fields for 'User Name' and 'Password', and links for 'Forgot Login ID' and 'Forgot Password'. Below the login section are 'Continue' and 'Clear' buttons. A 'Section 111 Messages' section is also present. The 'Getting Started' section includes a 'How To Get Started' link and a visual flow diagram with two steps: 'Step 1' with a 'New Registration' button and 'Step 2' with an 'Account Setup' button, both featuring right-pointing arrows.

Slide notes

Click on the Account Setup button to begin.

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Account Setup Introduction

- Enter
 - RRE ID
 - PIN
 - E-mail Address

- New COBSW users
 - Create new Login ID and Password

Slide notes

The Account Setup Introduction page requires you to enter the RRE ID and PIN that were mailed to your Authorized Representative.

Your e-mail address is also required to determine whether you are a registered user.

New users must go through the process of creating a new Login ID and Password before setting up an RRE account.

If you have already registered to use the Section 111 COB Secure Website you will not be prompted to create a Login ID and Password.

The Account Manager should complete this step in the Section 111 Registration process.

The individual who completes the Account Setup is automatically the Account Manager, so plan this step accordingly.

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

Account Setup Introduction [Print this page](#)

Please enter your Responsible Reporting Entity Identification Number (RRE ID) and Personal Identification Number (PIN) sent to your Authorized Representative after completion of the New Registration step.

We also ask for your E-mail address to see if you already have a Section 111 COBSW Login ID. New users must go through the process of creating a Login ID and Password. Existing users will bypass that step.

Select **Continue** to proceed to the next page or **Cancel** to return to the previous page.

*** Required**
Please provide the following:

RRE ID:*	<input type="text" value="579"/>
RRE PIN:*	<input type="text" value="0000"/>
E-mail address:*	<input type="text" value="test@email.com"/>
Re-enter E-mail address:*	<input type="text" value="test@email.com"/>

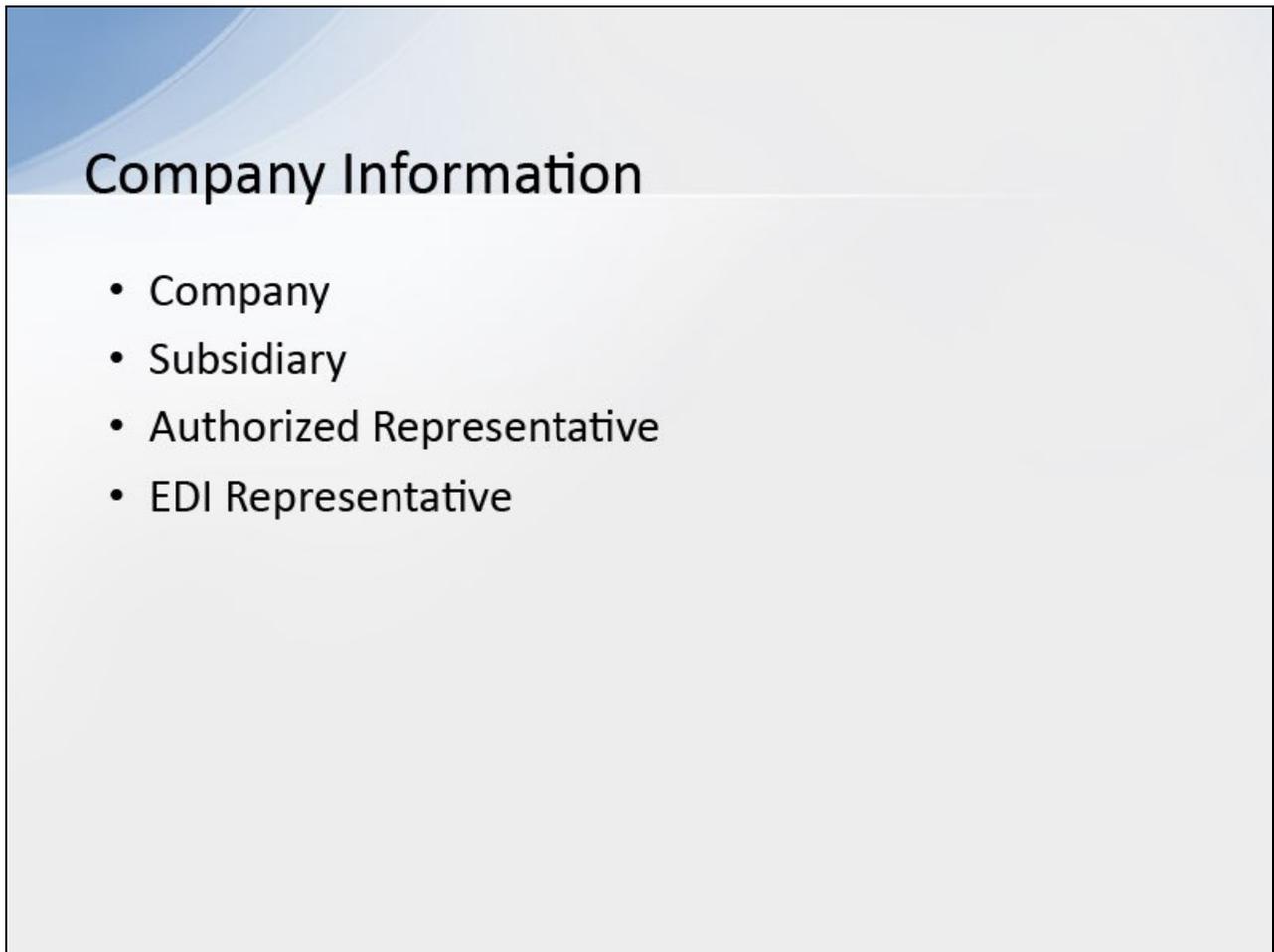
Slide notes

Enter your RRE ID. Enter your PIN. Enter and re-enter your E-mail Address.

Click the Continue button to submit the information and proceed to the next page of Account Setup.

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

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The slide features a light blue header with a white curved graphic on the left. The main content area is white with a light blue gradient background. The title 'Company Information' is centered at the top. Below it is a bulleted list of four items: Company, Subsidiary, Authorized Representative, and EDI Representative.

Company Information

- Company
- Subsidiary
- Authorized Representative
- EDI Representative

Slide notes

The Company Information page displays information for the company, subsidiaries, Authorized Representative

and (Electronic Data Interchange) EDI Representative associated with this RRE ID. You will need to review this information for accuracy.

If any of the data is incorrect, you will be able to edit the data once you have created a Login ID for the Section 111 COBSW.

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Company Information  [Print this page](#)

Please verify that you are setting up information for the correct RRE ID account. The following was entered or generated during the New Registration step.

RRE ID: #####

RRE Information	Subsidiary Information
EIN/TIN: #####	AAAAAAAAAAAA NAIC No: ##### EIN/TIN: #####
Reporter Type: Liability/ No Fault/ Workers' Compensation	
AAAAAAAAAAAA	
AAAAAAAAAAAA	
AAAAAAAAAAAA, ST #####	
Telephone: (###)###-####	
Fax: --	

Authorized Representative Information	EDI Representative Information
FIRST LAST	FIRST LAST
TITLE	Telephone: ###-###-####
AAAAAAAAAAAA	Email: address@domain.com
AAAAAAAAAAAA	Fax: ###-###-####
AAAAAAAAAAAA, ST #####	
EIN/TIN: #####	
Telephone: (###)###-#### extn: ###	
Fax: (###)###-####	
Email: address@domain.com	

Slide notes

The Company Information page appears. Click the Continue button to proceed.

Slide 14 - of 54

Account Setup Introduction

- Establish new account
 - RRE information
 - Account Manager information
 - File transmission methods

Slide notes

You will now go through the process of establishing a new account for the Section 111 COBSW. The next few pages will

collect basic information related to the RRE, the Account Manager associated with the RRE, and the file transmission methods.

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Account Setup Introduction

You will now go through Step 2 of the Section 111 COB Secure Web site (COBSW) registration process, Account Setup. This step must be completed for each RRE ID.

You must be the Account Manager for the RRE ID and have the associated PIN and account file submission information to complete this step.

Account Manager (AM) Role

Each RRE ID can have only one Account Manager. This is a user of the Section 111 COBSW who controls the administration of an RRE's account, manages other users associated with the RRE ID and controls the overall reporting process.

The Account Manager:

1. Must complete the Account Setup step on the COBSW and obtain a Login ID
2. Can be associated with another RRE ID if they receive the authorized PIN from the BCRC mailing
3. Controls other users' (Account Designees) access to the RRE ID on the COBSW
4. Manages the RRE ID account information
5. Can upload and download files to the COBSW via the HTTPS file transfer method
6. Can use his/her Login ID and Password to transmit files via the SFTP file transfer method
7. Can review file transmission status and statistics
8. Cannot be an Authorized Representative for any RRE ID
9. Cannot be an Account Designee for the same RRE ID.

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

Continue with this process only if you are the Account Manager for your RRE ID.

Note: You must have the complete file transmission information listed in the Section 111 User Guides if you plan to use the Connect:Direct file transmission method in order to complete the Account Setup step. Incomplete account information cannot be saved. Make sure you have this information on hand if needed before proceeding.

Slide notes

Click the Continue button to proceed.

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

Account Manager Information

Provide your personal information as the Account Manager for this RRE ID.

As the Account Manager, you will control the administration of the account and manage the overall reporting process. Later, you may choose to invite other RRE employees or data processing agents to become Account Designees and assist with the reporting process.

Please enter your personal information below:

* Required

First Name:*

Last Name:*

Job Title:*

E-mail Address:

Account Manager Mailing Address

Street Line 1:*

Street Line 2:

City, State, Zip:* , -

Telephone* () - ext

Fax: () -

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

[View and print the agreement below](#)

Slide notes

On this page you will enter information about the Account Manager.

Name: Name of the individual who controls the administration of the RRE's account and manages the overall reporting process.

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.

Job Title: Job title of the Account Manager. E-mail Address will be populated with the address that was entered on the Account Setup Introduction page.

Address: Company or work mailing address of your Account Manager.

Telephone: Company or work telephone number where your Account Manager can be reached.

Fax: Company or work facsimile number used by your Account Manager.

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Please enter your personal information below:

*** Required**

First Name:*

Last Name:*

Job Title:*

E-mail Address:

Account Manager Mailing Address

Street Line 1:*

Street Line 2:

City, State, Zip:* , -

Telephone:* () - ext.

Fax: () -

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

[View and print the agreement below](#)

User Agreement

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

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

Please check the following box:

I accept the User Agreement and Privacy Policy above

Slide notes

Read and accept the terms of the User Agreement. Click the Continue button to proceed.

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Account Manager Login Information

- Authenticates your identity when you log in
- Login
 - Must be 7 characters
 - Must be in the format of AA999AA
- Password
 - Must be 8 characters
 - Must have at least 1 upper case character, 1 lower case character, and 1 numeric value
- Security questions allow you to regain account access if you forget your Login ID or password

Slide notes

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

Choose your Login ID and Password carefully. Login IDs must be 7 characters.

Login IDs must be in the format of AA999AA (first two alphabetic, next three numeric, last two alphabetic). They are case sensitive.

Password must be 8 characters in length. Password must have at least 1 upper case character, 1 lower case character, and 1 numeric value.

The security questions allow you to regain account access if you forget your Login ID or Password. Please note the answers you provide to these questions

should be actual answers and not hints for your Password. The system will ask you these questions if you request your Login ID or Password.

Slide 19 - of 54

The screenshot shows a web form titled "Login Information". At the top left, there is a red asterisk and the word "Required". Below this, a paragraph states: "The security information requested on this page will allow the system to authenticate your identity each time you log in to the Section 111 Secure Web site." This is followed by the instruction "Choose your Login ID and password carefully." A light blue callout box with a black border is positioned over the right side of the form, containing the text "The Login Information page will display." Below the callout, there is a list of password requirements: Login IDs must be 7 characters; Login IDs must be in the format of AA999AA (first two alphabetic, next three numeric, last two alphabetic); Password must be changed every 60 days; Password must be at least 8 characters in length; Password must contain at least one upper-case letter, lower-case letter, number, and special character; Password must contain a minimum of 4 characters changed from the previous password; Passwords cannot be changed more than once per day; Passwords must be different from the last 24 passwords; Password cannot contain a reserved word. Below the list are three input fields: "Login ID:*", "Password:*", and "Re-enter Password:*". Further down, there is a paragraph about security questions: "The Security Questions allow you to regain account access if you forget your password. Please note the answers you provide to these questions should be actual answers and not hints for your password." This is followed by two sets of dropdown menus for "Security Question 1" and "Security Question 2", each with a corresponding text input field for the answer. At the bottom right, there are "Continue" and "Cancel" buttons.

Slide notes

The Login Information page will display.

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Login Information

*** Required**

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

Choose your Login ID and password carefully.

- Login IDs must be 7 characters
- Login IDs must be in the format of AA999AA (first two alphabetic, next three numeric, last two alphabetic)
- Password must be changed every 60 days
- Password must be at least 8 characters in length
- Password must contain at least one upper-case letter, lower-case letter, number, and special character
- Password must contain a minimum of 4 characters changed from the previous password
- Passwords cannot be changed more than once per day
- Passwords must be different from the last 24 passwords
- Password cannot contain a reserved word (See Help About This Page for a complete list)

Login ID:*

Password:*

Re-enter Password:*

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

Security Question 1:*

Answer 1:*

Security Question 2:*

Answer 2:*

Slide notes

Enter a Login ID that meets the login requirements.

Enter and re-enter a Password that meets the Password requirements.

Select two Security Questions from the drop down menus and provide answers to these questions.

Click Continue to proceed.

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RRE Information

- Populated with New Registration information
- Complete the following additional fields
 - Lines of Business
 - File Submission Profile
 - Estimated number of covered individuals
 - Reporting level
 - Agent (Yes/No)
- Agent Information

Slide notes

This page will be populated with the information that was submitted during Step 1 - New Registration (company name and address).

There will also be additional fields that must be completed: Lines of Business, and for the File Submission Profile: estimated number of covered individuals, reporting level and whether

your company will be using an Agent to report, along with the Agent's Employer Identification Number (EIN) or Tax Identification Number

(TIN) (if applicable). RREs may use Agents to submit data on their behalf. An Agent is a data services company, consulting company, or the like

that can create and submit Section 111 files to the BCRC on behalf of the RRE. Information on the use of Agents is required as part of the

Section 111 registration process. If you indicate that a reporting Agent will be submitting data on your behalf,

you will need to provide information about the Agent.

Note: Although this section collects general information about the Agent, providing this information does not establish the Agent as a user

of the Section 111 COBSW. The Account Manager will need to login to the Section 111 COBSW and invite an Agent to become an Account Designee

in order for an Agent to become a user and receive a Login ID and Password.

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Direct Data Entry (DDE)

- Open to all RREs that meet definition of Small Reporter
- New RREs will select DDE as their Claim Submission Method
- If existing RRE wants to change to DDE option
 - Please see “Switching to or From Direct Data Entry CBT”

Slide notes

The DDE option is open to all RREs that meet the definition of a Small Reporter. New RREs will select DDE as their claim submission method

during the Account Setup process. If an RRE has already registered under the current file transmission methods and wants to change

to the DDE option, please see the “Switching to or From Direct Data Entry” CBT for more information.

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RRE ID Profile Information

EIN/TIN: #####
Reporter Type: GHP

Required*

Company Name: AAAAAAAAAAAAAA
Address 1: AAAAAAAAAAAAAA
Address 2: AAAAAAAAAAAAAA
City, State Zip: AAAAAAAAAAAAAA , ST ##### - ####
Telephone: ## ## ####
Fax: ## ## ####

File Submission Profile Information

Lines of Business* Hospital Medical Prescription Drug

HRA Records only

Estimated Number of Covered Individuals*

Reporting Level* Basic Expanded

Will an Agent report data on your behalf?* Yes No

Agent Company EIN/TIN:

Would you like to receive Unsolicited Alerts? Check here to receive Unsolicited Alerts.

Slide notes

This portion of the RRE Information page will be populated with information submitted during Step 1- New Registration.

Lines of Business: Coverage provided by the RRE reflected in your file submission. Check all that apply by clicking the check box(es).

HRA Records only: Check this box if the only records that will be submitted for this RRE will be for Health Reimbursement Accounts.

Estimated Number of Covered Individuals: An estimate of the current number of individuals, age 45 and over,

including subscribers and dependents, covered by the RRE reflected in this Section 111 registration profile. RREs with very few claim reports to make per year

may choose to submit claim information using the DDE method on the Section 111 COBSW. If you are newly registering

and will be using the DDE submission method, you must specify an estimated number of claims of 500 or less.

If you specify more than 500 claims, you will not be permitted to select the DDE submission method.

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RRE ID Profile Information

EIN/TIN: #####
Reporter Type: GHP

Required*

Company Name: AAAAAAAAAAAAAA
Address 1: AAAAAAAAAAAAAA
Address 2: AAAAAAAAAAAAAA
City, State Zip: AAAAAAAAAAAAAA , ST ##### - #####
Telephone: ## ## ##
Fax: ## ## ##

File Submission Profile Information

Lines of Business* Hospital Medical Prescription Drug

HRA Records only

Estimated Number of Covered Individuals*

Reporting Level* Basic Expanded

Will an Agent report data on your behalf?* Yes No

Agent Company EIN/TIN:

Would you like to receive Unsolicited Alerts? Check here to receive Unsolicited Alerts.

Slide notes

Reporting Level: Required. Select Basic or Expanded by clicking the appropriate radio button. The Basic option includes submission

of the Medicare Secondary Payer (MSP) Input File for medical and hospital coverage and, optionally, the ANSI 270/271 Entitlement Query

Only File. The BCRC will only provide entitlement/enrollment information for Medicare Parts A, B and C with this option.

The Expanded option includes submission of the MSP Input File for primary medical, hospital and prescription drug coverage for

Active Covered Individuals, the Non-MSP File with supplemental prescription drug coverage records, Retiree Drug Subsidy (RDS) reporting

and entitlement/enrollment query capability, and the optional Query Only Input File in the form of an ANSI 270/271 Entitlement Query file.

The BCRC will provide entitlement/enrollment information for Medicare Parts A, B, C and D with this option.

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RRE ID Profile Information

EIN/TIN: #####
Reporter Type: GHP

Required*

Company Name: AAAAAAAAAAAAAA
Address 1: AAAAAAAAAAAAAA
Address 2: AAAAAAAAAAAAAA
City, State Zip: AAAAAAAAAAAAAA , ST ##### - ####
Telephone: ## ## ##
Fax: ## ## ##

File Submission Profile Information

Lines of Business* Hospital Medical Prescription Drug

HRA Records only

Estimated Number of Covered Individuals*

Reporting Level* Basic Expanded

Will an Agent report data on your behalf?* Yes No

Agent Company EIN/TIN:

Would you like to receive Unsolicited Alerts? Check here to receive Unsolicited Alerts.

Slide notes

Will an Agent report data on your behalf?: Required. Select Yes or No by clicking the appropriate radio button. Answer Yes if another entity

(consulting company, data services company, etc.) will actually establish the connectivity

and transmit MMSEA Section 111 files to the BCRC for you. Select No if you will not be using an Agent.

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RRE ID Profile Information

EIN/TIN: #####
Reporter Type: GHP

Required*

Company Name: AAAAAAAAAAAAA
Address 1: AAAAAAAAAAAAA
Address 2: AAAAAAAAAAAAA
City, State Zip: AAAAAAAAAAAAA ,ST ##### - ####
Telephone: ## ## ##
Fax: ## ## ##

File Submission Profile Information

Lines of Business* Hospital Medical Prescription Drug

HRA Records only

Estimated Number of Covered Individuals*

Reporting Level* Basic Expanded

Will an Agent report data on your behalf?* Yes No

Agent Company EIN/TIN:

Would you like to receive Unsolicited Alerts? Check here to receive Unsolicited Alerts.

Slide notes

If you will be using an Agent, enter the Agent company's Employer Identification Number (EIN) or Tax Identification Number (TIN).

Check this box if you would like to receive an Unsolicited Alerts file on a monthly basis.

This file will alert the RRE to any changes to MSP occurrences that have been submitted. Click Continue to proceed.

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About This Site	CMS Links	How To...	Reference Materials	Contact Us
Agent Information				
You have indicated that a reporting agent will be providing data on your behalf. Please provide the Agent information:				
* Required				
Agent Company EIN/TIN:	<input type="text"/>			
Agent Company Name: *	<input type="text"/>			
Agent Contact First Name: *	<input type="text"/>			
Agent Contact Last Name: *	<input type="text"/>			
Agent Company Address				
Street Line 1: *	<input type="text"/>			
Street Line 2:	<input type="text"/>			
City, State, Zip: *	<input type="text"/>	Please Select <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>
Agent Contact Telephone: *	(<input type="text"/>)	<input type="text"/>	- <input type="text"/>	ext. <input type="text"/>
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>				

Slide notes

If you indicated that you will be using an Agent to report, you will need to submit information about the Agent on this page.

Agent Company Name: Name of the company which will be submitting Section 111 data to the BCRC on your behalf.

Agent Contact Name: Name of the technical contact for your Agent company.

Agent Company Address: Company or work mailing address for the technical contact at your Agent company.

Agent Contact Telephone: Company or work telephone number where your Agent technical contact can be reached. Click Continue to proceed.

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Basic Reporting Option

- Select file transmission methods for
 - MSP File
 - Query Only File

- File transmission method options
 - Connect:Direct
 - SFTP
 - HTTPS

- If using HEW Software, select version

Slide notes

If you have indicated that you will use the Basic Reporting Option, you will be taken to the Basic Reporting Option page.

Select the file transmission method you will be using for each file type you will be supplying.

Basic Group Health Plan (GHP) reporters will supply information for the Medicare Secondary Payer (MSP) and Query Only Files.

Each file type can be set up with the same file transmission method or you may select a different file transmission method for each.

The BCRC will return the response file back to the RRE using the same transmission method that was chosen for the corresponding input file.

There are three separate methods of data transmission that Section 111 RREs may utilize:

Connect:Direct (NDM via the CMSNet), Secure File Transfer Protocol (SFTP) or Hypertext Transfer Protocol over Secure Socket Layer (HTTPS).

As part of your account setup on the Section 111 COBSW, you will indicate the method you will use and submit the applicable transmission information.

You will also need to supply information about the Health Insurance Portability and Accountability Act (HIPAA) Eligibility Wrapper (HEW) Software.

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File Transmission Methods

Please choose a file transmission method for each file type you will be supplying.

*** Required**

MSP File

File Transmission Method: *

Query Only File

File Transmission Method:

If you plan on using the HIPAA Eligibility Wrapper (HEW) Software supplied by the BCRC, please select the version:

Slide notes

This page allows Basic GHP reporters to complete information about the file transmission methods they will be using

according to each file type they will be supplying. Select Connect:Direct, SFTP or HTTPS from the drop down menu for the file type.

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File Transmission Methods

Please choose a file transmission method for each file type you will be supplying.

** Required*

MSP File

File Transmission Method: *

Query Only File

File Transmission Method:

If you plan on using the HIPAA Eligibility Wrapper (HEW) Software supplied by the BCRC, please select the version:

Slide notes

HEW Software Version: Used for Query Only files. Select from Mainframe or PC/Server Based. HEW software translates (wraps)

the file into a HIPAA-compliant 270 eligibility query file format. The 270 format is created to transfer the file.

The program also runs against the response file to put the file into a format that can be read (unwrapped) on your system.

Contact your EDI Representative to request a copy of this software if you do not receive it by the time your RRE is approved for testing.

Click Continue to proceed.

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Expanded Reporting Option

- Prescription drug coverage
 - Active Covered Individuals
 - Inactive Covered Individuals

Slide notes

If you have indicated that you will be using the Expanded Reporting Option, you will be taken to the Expanded Reporting Option page

to provide information about prescription drug coverage information for Active and Inactive Covered Individuals.

Slide 32 - of 54

Responsible Reporting Entity Information

You have indicated that you will be participating using the Expanded Reporting Option. Please provide the following information:

*** Required**

Do you offer network prescription drug coverage to your Active Covered Individuals that may be primary to Medicare Part D? * Yes No

Do you offer network prescription drug coverage to your Inactive Covered Individuals that may be secondary to Medicare Part D? * Yes No

TrOOP RxBIN 1: TrOOP PCN 1:

TrOOP RxBIN 2: TrOOP PCN 2:

If you do provide network prescription drug coverage for Inactive Covered Individuals, how will you submit this information to the BCRC? Non-MSP File COBA E02

COBA ID(s):

ID: ID: ID: ID:

Slide notes

If you selected the Expanded Reporting Option, you will need to complete this page. Do you offer network prescription drug coverage

to your Active Covered Individuals that may be primary to Medicare Part D?: Required. Select Yes or No by clicking the appropriate radio button.

TrOOP RxBIN: If you checked Yes to the question above, provide your RxBIN for this network coverage.

TrOOP PCN: If you checked Yes to the question above, provide your PCN for this network coverage.

The TrOOP Facilitation RxBIN or PCN codes are routing number(s) used to flag claims for coverage supplemental to

Medicare Part D that will be paid by Section 111 reporters or their agents.

Slide 33 - of 54

Responsible Reporting Entity Information

You have indicated that you will be participating using the Expanded Reporting Option. Please provide the following information:

*** Required**

Do you offer network prescription drug coverage to your Active Covered Individuals that may be primary to Medicare Part D? * Yes No

Do you offer network prescription drug coverage to your Inactive Covered Individuals that may be secondary to Medicare Part D? * Yes No

TrOOP RxBIN 1: TrOOP PCN 1:

TrOOP RxBIN 2: TrOOP PCN 2:

If you do provide network prescription drug coverage for Inactive Covered Individuals, how will you submit this information to the BCRC? Non-MSP File COBA E02

COBA ID(s):

ID: ID: ID: ID:

Slide notes

If you do provide network prescription drug coverage for Inactive Covered Individuals, how will you submit this information to the BCRC?

Required. Select Non-MSP File or Coordination of Benefits Agreement (COBA) E02 by clicking the appropriate radio button.

If you will send supplemental drug coverage information on D records in your Non-MSP File, then check the Non-MSP File box.

If you are a BCRC Trading Partner and will submit your supplemental drug coverage information on E02 records through the COBA process, check the COBA E02 box.

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Responsible Reporting Entity Information

You have indicated that you will be participating using the Expanded Reporting Option. Please provide the following information:

*** Required**

Do you offer network prescription drug coverage to your Active Covered Individuals that may be primary to Medicare Part D? * Yes No

Do you offer network prescription drug coverage to your Inactive Covered Individuals that may be secondary to Medicare Part D? * Yes No

TrOOP RxBIN 1: TrOOP PCN 1:

TrOOP RxBIN 2: TrOOP PCN 2:

If you do provide network prescription drug coverage for Inactive Covered Individuals, how will you submit this information to the BCRC? Non-MSP File COBA E02

COBA ID(s):

ID: ID: ID: ID:

Slide notes

COBA ID(s): Complete this section only if you are a COBA Trading Partner. Supply the COBA ID numbers assigned to you by the BCRC under your COBA.

Click Continue to proceed.

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File Transmission Methods

- Expanded GHP
 - MSP File
 - Non-MSP File
 - Query Only File

Slide notes

If you have selected the Expanded Reporting Option, you will be taken to the File Transmission Methods page.

Select the file transmission method you will be using for each file type you will be supplying.

Expanded Reporting Options GHP reporters will supply information about the MSP, Non-MSP and Query Only files.

Each file type can be set up with the same file transmission method or you may select a different file transmission method for each.

The BCRC will return the response file back to the RRE using the same file transmission method that was chosen for the corresponding input file.

There are three separate methods of data transmission that Expanded Reporting Option GHP reporters may utilize:

Connect:Direct (NDM via the CMSNet), Secure File Transfer Protocol (SFTP) or Hypertext Transfer Protocol over Secure Socket Layer (HTTPS).

As part of your account setup on the Section 111 COBSW, you will indicate the method you will use and submit the applicable transmission information.

You will also need to complete information about the HIPAA Eligibility Wrapper (HEW) Software.

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File Transmission Methods

Please choose a file transmission method for each file type you will be supplying.

*** Required**

MSP File

File Transmission Method: *

Non-MSP File

Will you submit RDS Retiree File Records on your Non-MSP File? * Yes No

File Transmission Method: *

Query Only File

File Transmission Method:

If you plan on using the HIPAA Eligibility Wrapper (HEW) Software supplied by the BCRC, please select the version:

Slide notes

If you have selected the Expanded Reporting Option, you will use this page to complete information about the file transmission methods

you will be using according to each file type you will be supplying. File Transmission Method:

Select Connect:Direct, SFTP or HTTPS from the drop down menu for the MSP file.

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File Transmission Methods

Please choose a file transmission method for each file type you will be supplying.

*** Required**

MSP File

File Transmission Method: *

Non-MSP File

Will you submit RDS Retiree File Records on your Non-MSP File? * Yes No

File Transmission Method: *

Query Only File

File Transmission Method:

If you plan on using the HIPAA Eligibility Wrapper (HEW) Software supplied by the BCRC, please select the version:

Slide notes

Will you submit RDS Retiree File Records on your Non-MSP File?: Select Yes or No by clicking the appropriate radio button.

Check the Yes box if you intend to use the Non-MSP File to provide files of retirees to the Retiree Drug Subsidy (RDS) Contractor

for your employer customers that are participating in the RDS program. Otherwise, check the No box.

File Transmission Method: Select Connect:Direct, SFTP or HTTPS from the drop down menu for the Non-MSP and Query Only Files.

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File Transmission Methods

Please choose a file transmission method for each file type you will be supplying.

*** Required**

MSP File

File Transmission Method: *

Non-MSP File

Will you submit RDS Retiree File Records on your Non-MSP File? * Yes No

File Transmission Method: *

Query Only File

File Transmission Method:

If you plan on using the HIPAA Eligibility Wrapper (HEW) Software supplied by the BCRC, please select the version:

Slide notes

HEW Software Version: Used for Query Only files. Select from Mainframe or PC/Server Based. HEW software translates (wraps)

the file into a HIPAA-compliant 270 eligibility query file format. The 270 format is created to transfer the file.

The program also runs against the response file to put the file into a format that can be read (unwrapped) on your system.

Contact your EDI Representative to request a copy of this software if you do not receive it by the time your RRE is approved for testing.

Click Continue to proceed.

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Electronic Transmission Information

You have selected the Connect Direct (NDM via the AT&T Global Network System (AGNS) method for one or more of your files, please provide the requested information.

Non-MSP File

AGNS Account ID:

For SNA Connections

Node ID:

Net ID:

Appl ID:

For IP Connections

IP Address:

Port Address:

Data Set Names:

Test Non MSP Response Data Set Name:

Production Non MSP Response Data Set Name:

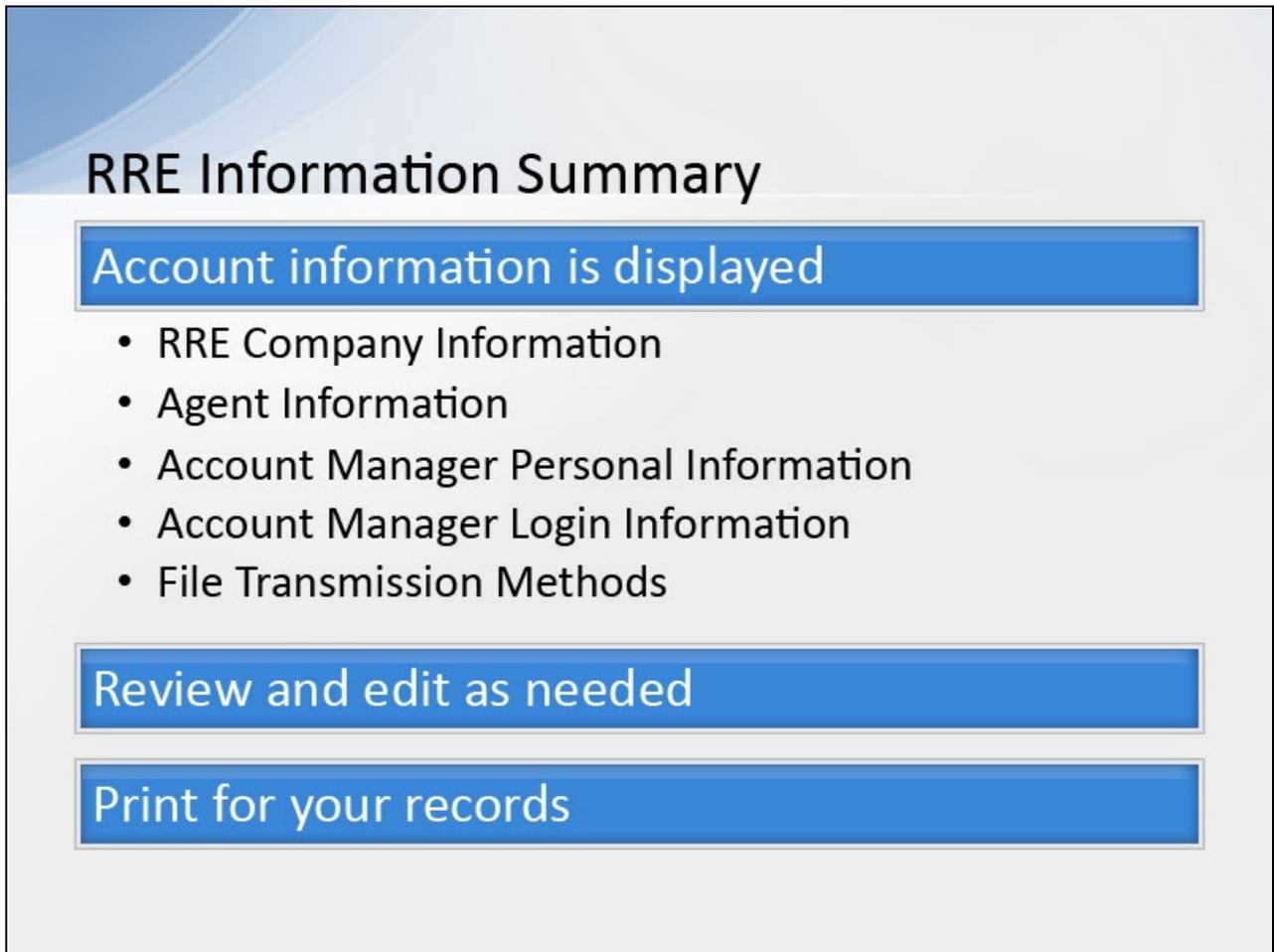
Special Instructions: (e.g., file triggers)

Slide notes

If you select the Connect:Direct method for one or more of your files, you must complete this page. Contact your EDI Representative if assistance is needed.

If you selected SFTP or HTTPS as your file transmission method, you will not see this page. Click Continue to proceed.

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The slide content is contained within a light gray rectangular frame. At the top left of the frame is a blue decorative graphic with white curved lines. The main title 'RRE Information Summary' is centered in a large black font. Below the title are three blue rectangular buttons with white text, stacked vertically. The first button contains the text 'Account information is displayed', followed by a bulleted list of five items: 'RRE Company Information', 'Agent Information', 'Account Manager Personal Information', 'Account Manager Login Information', and 'File Transmission Methods'. The second button contains the text 'Review and edit as needed', and the third button contains the text 'Print for your records'.

RRE Information Summary

Account information is displayed

- RRE Company Information
- Agent Information
- Account Manager Personal Information
- Account Manager Login Information
- File Transmission Methods

Review and edit as needed

Print for your records

Slide notes

After you have completed the required RRE Company, Agent, Account Manager, and file transmission method information, the 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 for your records.

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RRE Information Summary [Print this page](#)

Please review the information for your RRE ID account. If you need to change any of the information, click the Edit button under the appropriate section. Print this page for your records.

RRE Company Information

AAAAAAAAAAAAAA
 AAAAAAAAAAAAAA
 AAAAAAAAAAAAAA, ST #####
 EIN/TIN: #####
 Telephone: ###-###-####
 Fax: --
 Lines of Business:
 Medical
 Estimated Number of Covered Individuals: 600
 HRA Records only: N
 Receive Unsolicited Alerts: Y

Account Manager Personal Information

FIRST LAST
 TITLE
 AAAAAAAAAAAAAA
 AAAAAAAAAAAAAA, ST #####
 Telephone: (###)###-#### extn: ###
 Fax: (###)###-####
 Email: email@domain.com

Transmission Methods

File Transmission Method

File Type: MSP Transmission Type: Hypertext Transfer Protocol over Secure Socket Layer (HTTPS)
 File Type: Query Only Transmission Type:
 HEW Software:

Agent Information

Agent Company Name: AAAAAAAAAAAAAA
 Agent Contact Name: FIRST LAST
 AAAAAAAAAAAAAA
 AAAAAAAAAAAAAA
 AAAAAAAAAAAAAA, ST #####
 Agent Contact Telephone: (###)###-#### extn: ###

Slide notes

The RRE Information Registration Summary page displays the account information that has been entered. If you need to change any of the information, click the Edit button under that section.

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About This Site	CMS Links	How To...	Reference Materials	Contact Us
<h3>Agent Information</h3>				
<p>You have indicated that a reporting agent will be providing data on your behalf. Please provide the Agent information:</p>				
<p>* Required</p>				
Agent Company EIN/TIN:	<input type="text"/>			
Agent Company Name: *	<input type="text" value="Jackson Inc"/>			
Agent Contact First Name: *	<input type="text" value="Mary"/>			
Agent Contact Last Name: *	<input type="text" value="Jackson"/>			
<h4>Agent Company Address</h4>				
Street Line 1: *	<input type="text" value="123 Main St"/>			
Street Line 2:	<input type="text"/>			
City, State, Zip: *	<input type="text" value="Baltimore"/>	, <input type="text" value="CO"/>	<input type="text" value="21201"/>	- <input type="text"/>
Agent Contact Telephone: *	(<input type="text" value="333"/>)	<input type="text" value="222"/> - <input type="text" value="5555"/>	ext. <input type="text"/>	
<p style="text-align: right;"><input type="button" value="Continue"/> <input type="button" value="Cancel"/></p>				

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.

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

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RRE Information Summary [Print this page](#)

Please review the information for your RRE ID account. If you need to change any of the information, click the Edit button under the appropriate section. Print this page for your records.

RRE Company Information

AAAAAAAAAAAAA
 AAAAAAAAAAAAA
 AAAAAAAAAAAAA, ST #####
 EIN/TIN: #####
 Telephone: ###-###-####
 Fax: --
 Lines of Business:
 Medical
 Estimated Number of Covered Individuals: 600
 HRA Records only: N
 Receive Unsolicited Alerts: Y

Agent Information

Agent Company Name: AAAAAAAAAAAAA
 Agent Contact Name: FIRST LAST
 AAAAAAAAAAAAA
 AAAAAAAAAAAAA
 AAAAAAAAAAAAA, ST #####
 Agent Contact Telephone: (###)###-#### extn: ###

Account Manager Personal Information

FIRST LAST
 TITLE
 AAAAAAAAAAAAA
 AAAAAAAAAAAAA, ST #####
 Telephone: (###)###-#### extn: ###
 Fax: (###)###-####
 Email: email@domain.com

Transmission Methods

File Transmission Method

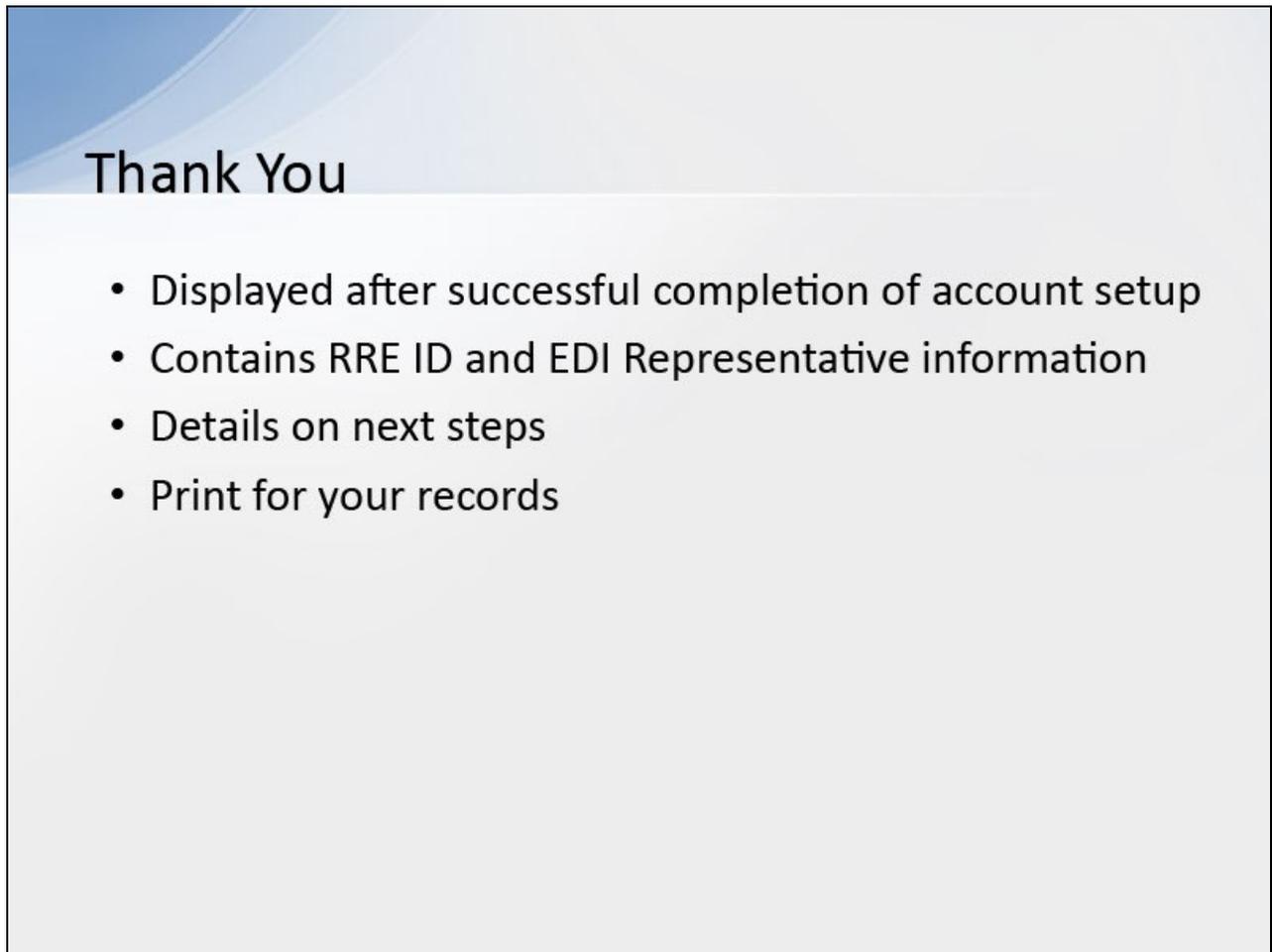
File Type: MSP Transmission Type: Hypertext Transfer Protocol over Secure Socket Layer (HTTPS)
 File Type: Query Only Transmission Type:
 HEW Software:

Slide notes

Click the Print this page link to print the information displayed on this page.

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

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Thank You

- Displayed after successful completion of account setup
- Contains RRE ID and EDI Representative information
- Details on next steps
- Print for your records

Slide notes

After you have successfully completed the Account Setup 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, 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

 [Print this page](#)

You have successfully completed the Section 111 COBSW Account Setup for your RRE ID and established yourself as the Account Manager. Please print this page for your records.

Your assigned RRE ID is:
#####

Your 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.

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

Next Steps

Now that this RRE ID Account Setup has been submitted, the information provided will be validated by the BCRC. Once this is completed, the BCRC will send a profile report via E-mail to the named Authorized Representative. You as the Account Manager will be copied on the E-mail.

Your Authorized Representative must review, sign and return the profile report to the BCRC. At that point, you may begin testing your Section 111 files. The BCRC will send an E-mail to your Authorized Representative and Account Manager indicating that testing can begin.

If you do not receive your profile report within 10 business days, please contact your assigned EDI Representative.

You may now return to the Section 111 COBSW homepage, login using the Login ID and Password you just created and invite other users to become Account Designees associated with your RRE ID. This is done by using the Designee Maintenance action from your RRE Listing page.

Slide notes

This page confirms that you completed Step 2, Account Setup, in the Section 111 registration process. Click the Login button to return to the Section 111 COBSW Home page and login as a user. Click Exit to exit the Section 111 COBSW.

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Important Information to Consider

- Account Setup
 - Must be completed by Account Manager
 - May not be completed by Authorized Representative
- If Authorized Representative's information is entered by mistake
 - Stop
 - Do not complete Account Setup
 - Contact EDI Department and get information corrected

Slide notes

Remember: The Account Setup step must be completed by the Account Manager during which time he/she will provide their information as the Account Manager.

The Account Setup step may not be completed by the Authorized Representative.

If the Authorized Representative's information is entered by mistake during this step, stop.

Do not complete the Account Setup step. Contact the EDI Department, and get the information corrected before proceeding to the Account Setup step.

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Next Steps

- Profile report mailed to Authorized Representative
 - Summary of registration and account set up information
 - Important information needed for data file transmission
 - Production live date and ongoing quarterly file submission timeframe
 - EDI Representative
- Review, sign and return report to the BCRC
- Begin testing
- Login to account to
 - Maintain RRE Information
 - Upload/download files via HTTPS
 - Monitor file processing
 - Review file processing results

Slide notes

Once the account set up has been completed on the Section 111 COBSW and processed by the BCRC, a profile report will be sent to the RRE's Authorized Representative via e-mail.

The Profile Report contains: A summary of the information you provided on your registration and account set up.

Important information you will need for your data file transmission. Your RRE ID that you will need to include on all files transmitted to the BCRC.

Your assigned production live date and ongoing quarterly file submission timeframe for the MSP Input File.

Contact information for your EDI Representative who will support you through testing, implementation and subsequent production reporting.

The RRE's Authorized Representative must review, sign and return the profile report to the BCRC. At that point you may begin testing your Section 111 files.

Once you login to the account, you will be able to maintain RRE information (Name, Address, Contact Information), upload and download files via HTTPS, monitor file processing and review prior file processing results.

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RRE Status

Updated by the system as each registration step is completed

- Once the BCRC receives signed profile report, RRE ID is placed in Testing status
- Once testing is completed, RRE ID is placed in Production status

RRE IDs expected to move to a production status within 180 days after completion of the New Registration step

Slide notes

The status of your RRE ID will be updated by the system as each step of the registration process is completed.

Once the BCRC receives your signed profile report, your RRE ID will be placed in a Testing status. Once testing is completed, your RRE ID will be placed in a Production status.

RRE IDs are expected to move to a production status within 180 days after initiation of the registration process (completion of the New Registration step).

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Return Signed RRE Profile Report

- The profile reports will be e-mailed to the Authorized Representative annually
 - RRE must confirm via e-mail that their current information is correct
 - Failure to confirm this information may result in deactivation of the RRE ID

Slide notes

The RRE's profile report will be e-mailed to the Authorized Representative annually, based upon the receipt date of the last signed profile report.

The RRE will be asked to confirm via e-mail that their current information is correct. Failure to confirm this information may result in deactivation of the RRE ID.

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Section 111 COBSW E-mail Notifications

E-mail notification	Recipient	Purpose
Profile Report	Authorized Representative, Account Manager	Sent after Account Setup step is complete on the Section 111 COBSW. Included attachment with Profile Report. Profile report must be signed by the RRE's Authorized Representative and returned to the BCRC.
Non-Receipt of Signed Profile Report	Authorized Representative, Account Manager	Generated 30 days after the Profile Report e-mail if a signed copy of the profile report has not been received at the BCRC. The Authorized Representative for the RRE ID must sign and return the profile report. If another copy is needed, contact your EDI Representative.
Successful File Receipt	Account Manager	Sent after an input file has been successfully received at the BCRC. Informational only. No action required.
Late File Submission	Authorized Representative, Account Manager	Sent 7 days after the end of the file submission period if no MSP Input File was received for the RRE ID. Send the file immediately and contact your EDI Representative.

Slide notes

The following E-mails are generated by the system to the Authorized Representative, Account Manager, and/or Account Designees for the RRE ID.

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Section 111 COBSW E-mail Notifications

E-mail notification	Recipient	Purpose
Threshold Error	Account Manager	Sent when an input file has been suspended for a threshold error. Contact your EDI Representative to resolve.
Severe Error	Account Manager	Sent when an input file has been suspended for a severe error. Contact your EDI Representative to resolve.
Ready for Testing	Account Manager	Account setup is complete and the signed profile report has been received at the BCRC. The RRE may begin testing.
Ready for Production	Account Manager	Testing requirements have been met and production files will now be accepted for the RRE ID.
Successful File Processed	Account Manager	The BCRC has completed processing on an input file and the response file is available.

Slide notes

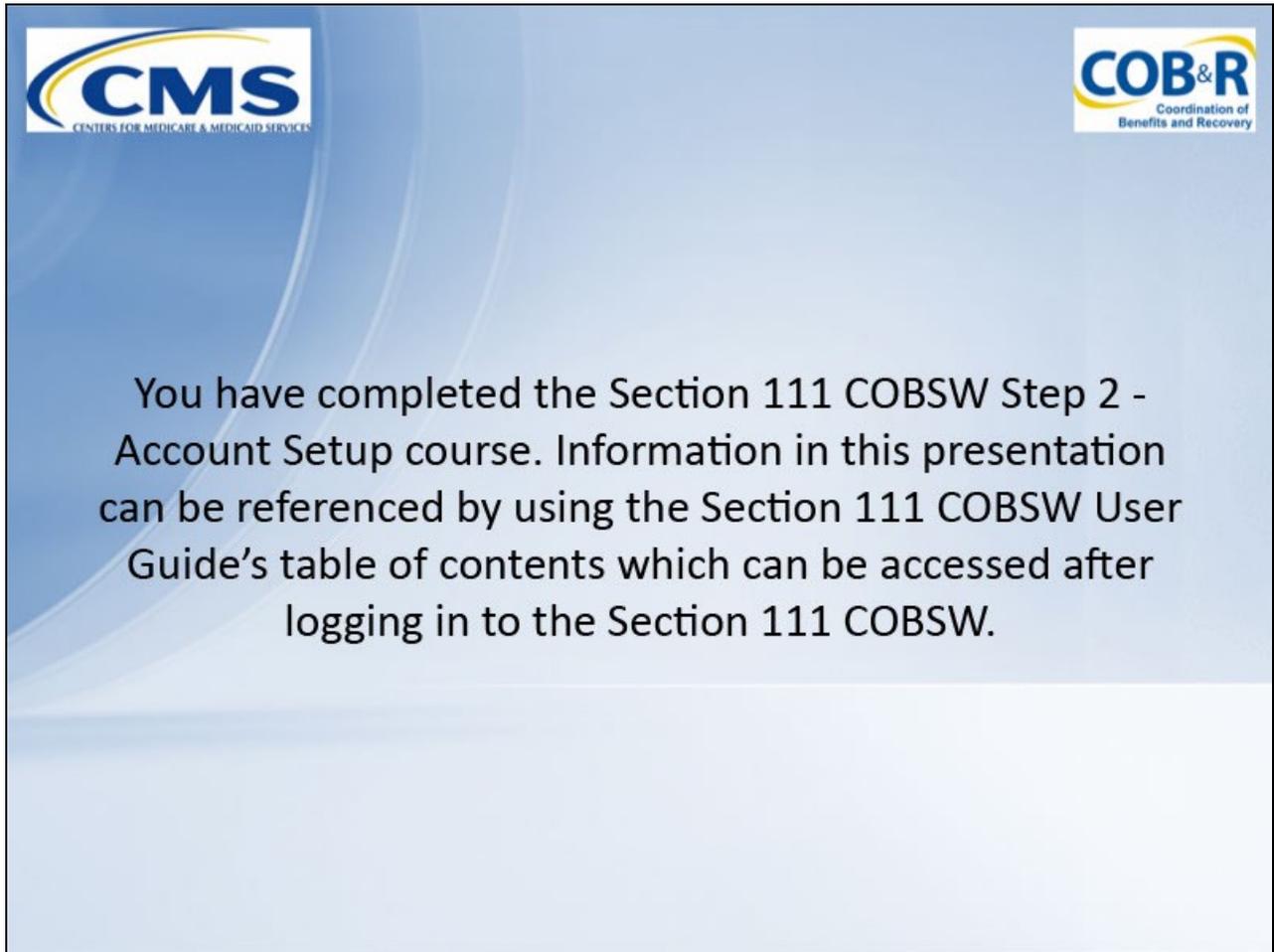
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Section 111 COBSW E-mail Notifications

E-mail notification	Recipient	Purpose
Account Designee Invitation	Account Designee	Sent an Account Designee after the Account Manager for the RRE ID adds the Account Designee to the RRE ID on the Section 111 COBSW. If the Account Designee is a new user, the e-mail will contain an URL with a secure token link for the user to follow to obtain a login ID for the Section 111 COBSW.
Personal Information Changed	User Affected (Account Manager or Account Designee)	Generated after a user changes his/her personal information on the Section 111 COBSW. Informational only.
Password Reset	User Affected (Account Manager or Account Designee)	Generated when a user's Password is reset on the Section 111 COBSW.
Login ID Request	User Affected (Account Manager or Account Designee)	Generated after a user completes the "Forgot Login ID" function on the Section 111 COBSW.

Slide notes

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The slide features a light blue background with a white horizontal band at the bottom. In the top left corner is the CMS logo (Centers for Medicare & Medicaid Services). In the top right corner is the COB&R logo (Coordination of Benefits and Recovery). The central text, in black, reads: "You have completed the Section 111 COBSW Step 2 - Account Setup course. Information in this presentation can be referenced by using the Section 111 COBSW User Guide's table of contents which can be accessed after logging in to the Section 111 COBSW."

Slide notes

You have completed the Section 111 COBSW Step 2 - Account Setup course. Information in this presentation can be referenced by using

the Section 111 COBSW User Guide's table of contents which can be accessed after logging in to the Section 111 COBSW.

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

Slide notes

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