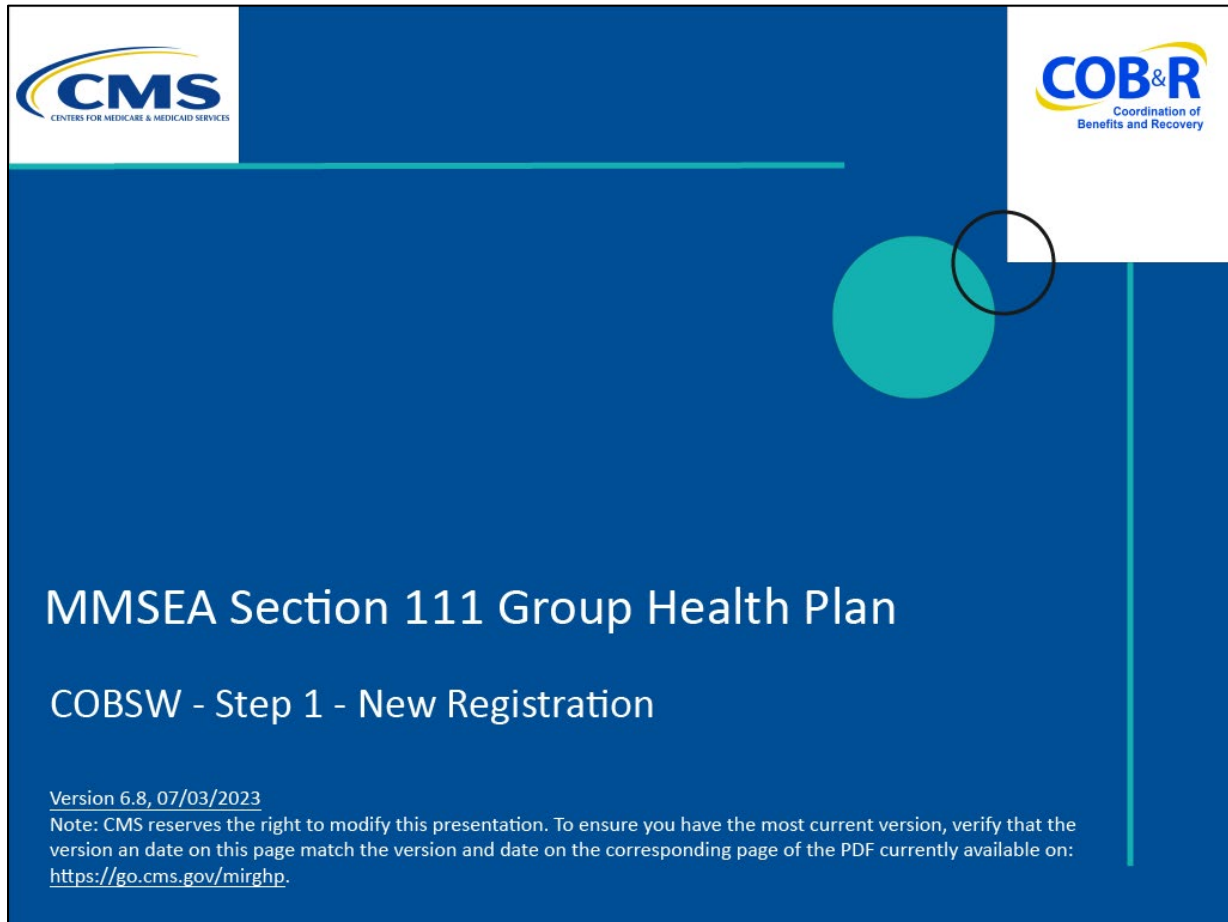


## COBSW Step 1 - New Registration Introduction

### Slide 1 of 37 - COBSW Step 1 - New Registration Introduction



**CMS**  
CENTERS FOR MEDICARE & MEDICAID SERVICES

**COB&R**  
Coordination of  
Benefits and Recovery

# MMSEA Section 111 Group Health Plan

## COBSW - Step 1 - New Registration

Version 6.8, 07/03/2023  
Note: CMS reserves the right to modify this presentation. To ensure you have the most current version, verify that the version and date on this page match the version and date on the corresponding page of the PDF currently available on:  
<https://go.cms.gov/mirghp>.

### 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.

**Slide 2 of 37 - Disclaimer**

## Disclaimer

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

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

**Slide 3 of 37 - Course Overview**

## Course Overview

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



**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: [CMS GHP User Manual](#).

**Slide 4 of 37 - Introduction to Section 111 COBSW**

## Introduction to Section 111 COBSW

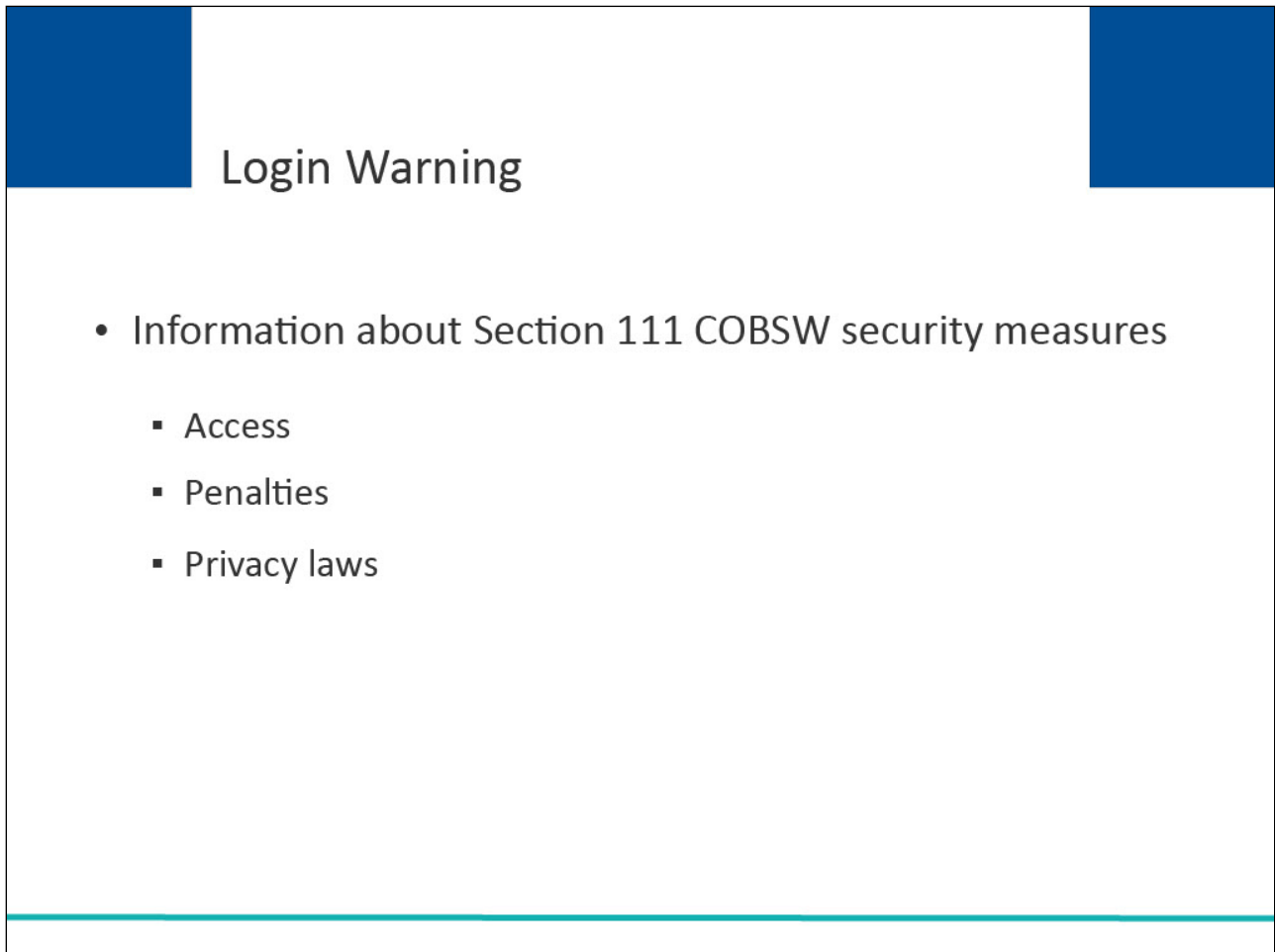
- Interface for RREs
  - Register
  - Submit files
  - Review status of file submissions
  - Attain response files
  - Review statistics

**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.

**Slide 5 of 37 - Login Warning**The slide features a white background with two solid blue squares in the top left and top right corners. The title "Login Warning" is centered at the top in a dark grey font. Below the title, a bulleted list is centered, with the first bullet point being larger than the subsequent ones. A thin teal horizontal line is positioned near the bottom of the slide content area.



## Login Warning

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

**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.


## Slide 6 of 37 - Login Warning



SECTION 111  
Mandatory Reporting

[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**

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

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

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

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

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

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

**Privacy Act Statement**

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

**SAFEGUARDING & LIMITING ACCESS TO EXCHANGED DATA**

I agree to establish and implement proper safeguards against unauthorized use and disclosure of the data exchanged for the purposes of complying with the Medicare Secondary Payer Mandatory Reporting Provisions in Section 111 of the Medicare, Medicaid and SCHIP Extension Act (MMSEA) of 2007. Proper safeguards shall include the adoption of policies and procedures to ensure that the data obtained shall be used solely in accordance with Section 1106 of the Social Security Act [42 U.S.C. Â§ 1306], Section 1874(b) of the Social Security Act [42 U.S.C. Â§

## Slide notes

The Login Warning is displayed.

**Slide 7 of 37 - Login Warning**

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

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

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

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

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

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

**Privacy Act Statement**

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

**SAFEGUARDING & LIMITING ACCESS TO EXCHANGED DATA**

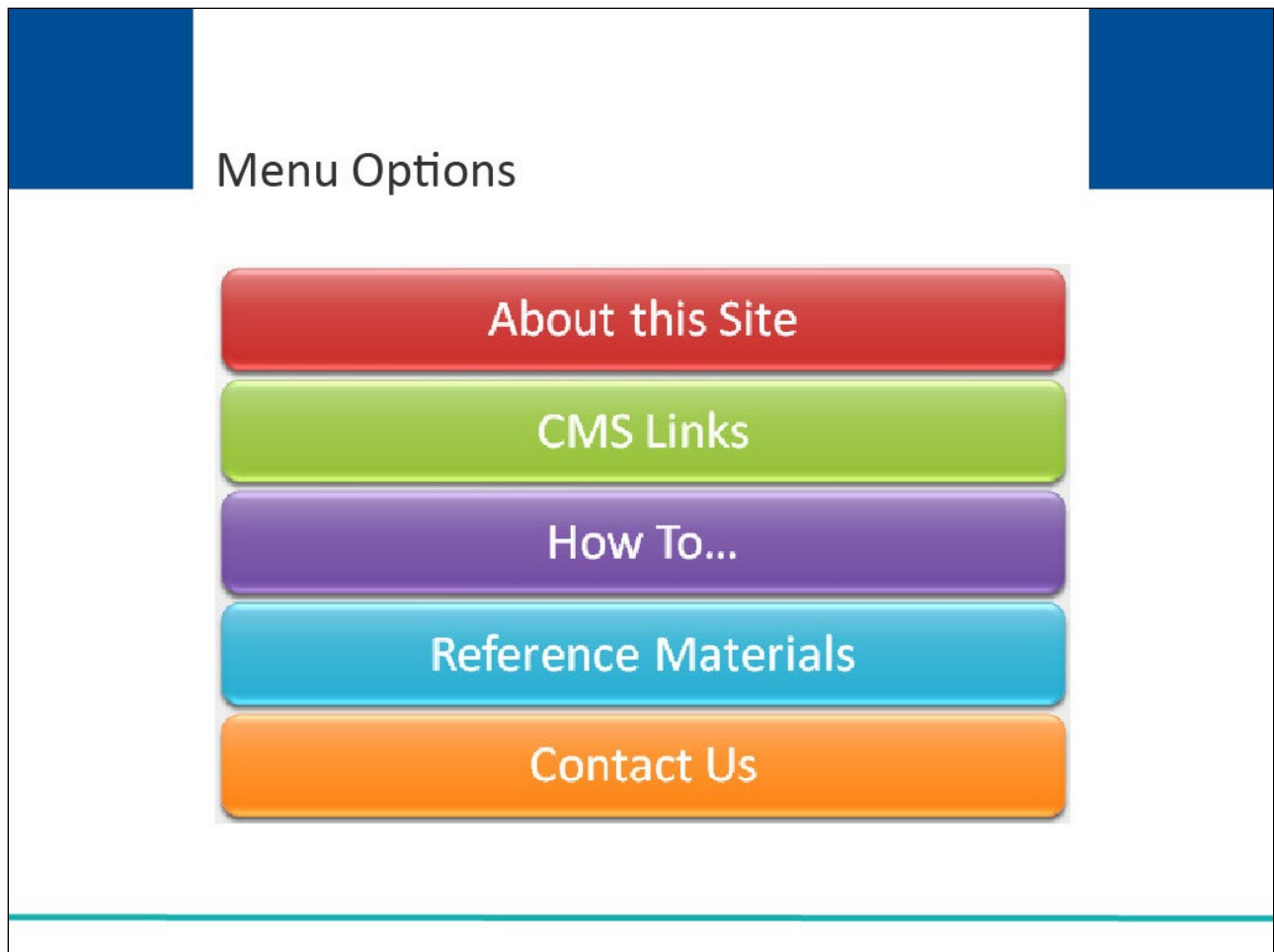
I agree to establish and implement proper safeguards against unauthorized use and disclosure of the data exchanged for the purposes of complying with the Medicare Secondary Payer Mandatory Reporting Provisions in Section 111 of the Medicare, Medicaid and SCHIP Extension Act (MMSEA) of 2007. Proper safeguards shall include the adoption of policies and procedures to ensure that the data obtained shall be used solely in accordance with Section 1106 of the Social Security Act [42 U.S.C. Â§ 1306], Section 1874(b) of the Social Security Act [42 U.S.C. Â§ 1395kk(b)], Section 1862(b) of the Social Security Act [42 U.S.C. Â§ 1395y(b)], and the Privacy Act of 1974, as amended [5 U.S.C. Â§ 552a]. The Responsible Reporting Entity (RRE) and its duly authorized agent for this Section 111 reporting, if any, shall establish appropriate administrative, technical, procedural, and physical safeguards to protect the confidentiality of the data and to prevent unauthorized access to the data provided by CMS. I agree that the only entities authorized to have access to the data are CMS, the RRE or its authorized agent for Mandatory Reporting. RREs must ensure that agents reporting on behalf of multiple RREs will segregate data reported on behalf of each unique RRE to limit access to only the RRE and CMS and the agent. Further, RREs must ensure that access by the agent is limited to instances where it is acting solely on behalf of the unique RRE on whose behalf the data was obtained. I agree that the authorized representatives of CMS shall be granted access to premises where the Medicare data is being kept for the purpose of inspecting security arrangements confirming whether the RRE and its duly authorized agent, if any, is in compliance with the security requirements specified above. Access to the records matched and to any records created by the matching process shall be restricted to authorized CMS and RRE employees, agents and officials who require access to perform their official duties in accordance with the uses of the information as authorized under Section 111 of the MMSEA of 2007. Such personnel shall be advised of (1) the confidential nature of the information; (2) safeguards required to protect the information, and (3) the administrative, civil and criminal penalties for noncompliance contained in applicable Federal laws.

[I Accept](#)

[Decline](#)

**Slide notes**

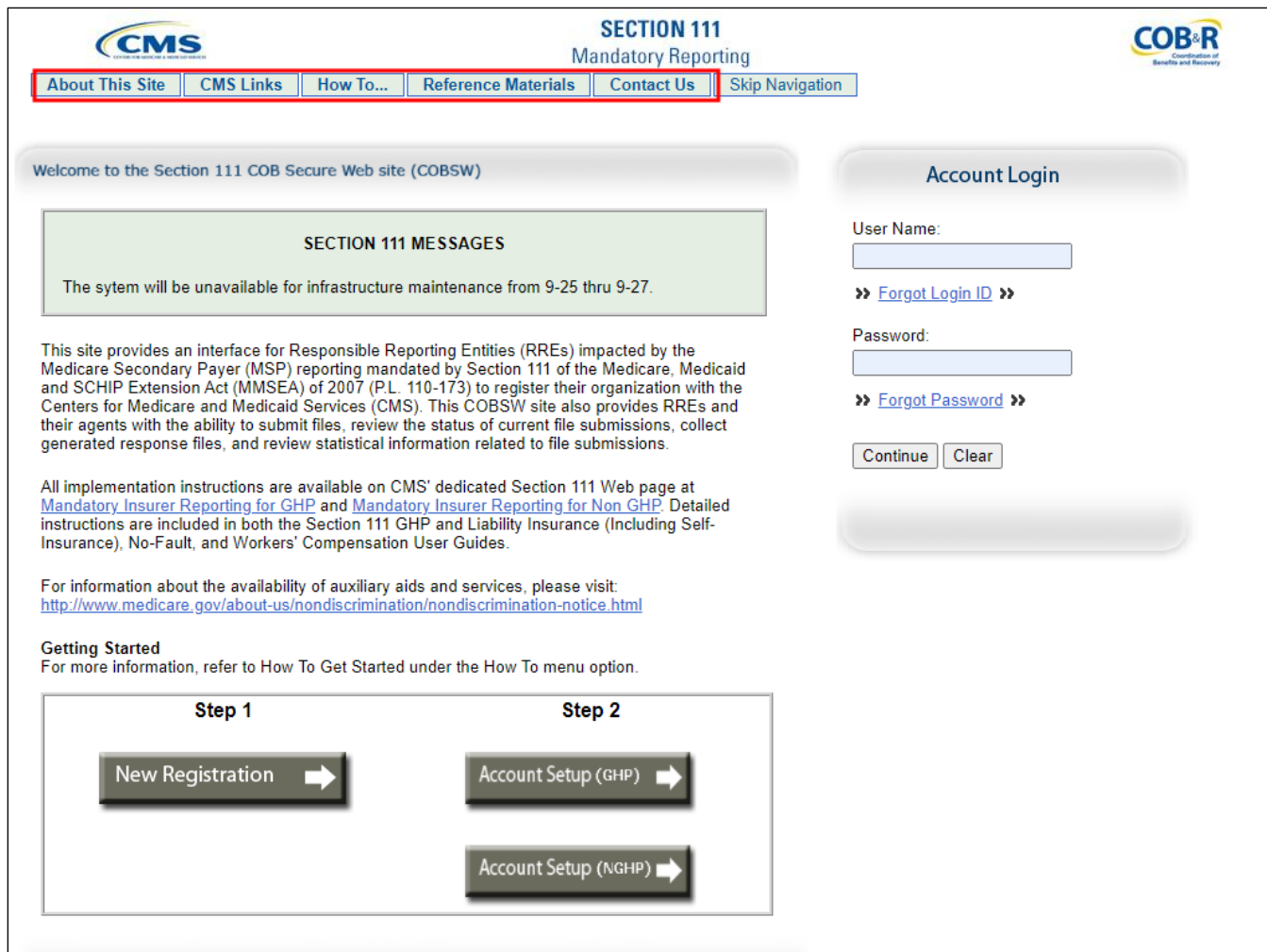
If you do not accept the terms, select the Decline link. If you select Decline, you will not be able to enter the Section 111 COBSW. If you accept the terms, select the I Accept link to continue.

**Slide 8 of 37 - Menu Options****Slide notes**

Upon entering the Section 111 COBSW website, you will see the following Menu Options: About this site, CMS links, How to..., Reference Materials and Contact Us.



## Slide 9 of 37 - Section 111 COBSW Welcome Page



The screenshot displays the 'Section 111 Mandatory Reporting' web page. At the top, there is a navigation bar with links: 'About This Site', 'CMS Links', 'How To...', 'Reference Materials', 'Contact Us', and 'Skip Navigation'. The 'Contact Us' link is highlighted with a red border. The CMS logo is on the left, and the COB-R logo is on the right. Below the navigation bar, a welcome message states: 'Welcome to the Section 111 COB Secure Web site (COBSW)'. A green box titled 'SECTION 111 MESSAGES' contains a notice about system unavailability for infrastructure maintenance from 9-25 to 9-27. Below this, a paragraph explains the site's purpose for Responsible Reporting Entities (RREs) impacted by the Medicare Secondary Payer (MSP) reporting mandate. It also mentions that implementation instructions are available on CMS' dedicated Section 111 Web page at 'Mandatory Insurer Reporting for GHP' and 'Mandatory Insurer Reporting for Non GHP'. A link to 'http://www.medicare.gov/about-us/nondiscrimination/nondiscrimination-notice.html' is provided for information on auxiliary aids and services. A 'Getting Started' section refers to the 'How To Get Started' option under the 'How To' menu. At the bottom, a 'Step 1' box contains a 'New Registration' button with a right arrow. A 'Step 2' box contains two buttons: 'Account Setup (GHP)' and 'Account Setup (NGHP)', both with right arrows.

**SECTION 111**  
Mandatory Reporting

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

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

**SECTION 111 MESSAGES**

The system will be unavailable for infrastructure maintenance from 9-25 thru 9-27.

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

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

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

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

**Step 1**

New Registration →

**Step 2**

Account Setup (GHP) →

Account Setup (NGHP) →

**Account Login**

User Name:

» [Forgot Login ID](#) »

Password:

» [Forgot Password](#) »

## Slide notes

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

**Slide 10 of 37- Registration on the Section 111 COBSW**

## Registration on the Section 111 COBSW

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

**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.

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 an email 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.

## Slide 11 of 37 - Section 111 COBSW Welcome Page

**SECTION 111**  
Mandatory Reporting

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

**SECTION 111 MESSAGES**

The system will be unavailable for infrastructure maintenance from 9-25 thru 9-27.

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

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

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

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

**Step 1**

New Registration ➡

**Step 2**

Account Setup (GHP) ➡

Account Setup (NGHP) ➡

**Account Login**

User Name:

» [Forgot Login ID](#) »

Password:

» [Forgot Password](#) »

## Slide notes

Click on the New Registration button to register your company. Click on the Account Setup (GHP) button if you have gone through the initial registration process and need to complete your account setup.

**Slide 12 of 37 - New Registration**

## New Registration

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


**Slide notes**

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


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

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

**Slide 13 of 37 - Account Registration**



**SECTION 111**  
Mandatory Reporting



About This Site

CMS Links

How To...

Reference Materials

Contact Us

Skip Navigation

### Account Registration

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

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


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

#### Authorized Representative (AR) Role

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

The Authorized Representative:

- May perform this New Registration step on the COBSW, but will not be provided with a Login ID
- Cannot be an agent of the RRE
- Will designate the Account Manager
- Must approve the account set up, by physically signing the profile report including the Data Use

 [Print this page](#)

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

**Slide notes**

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

**Slide 14 of 37 - Account Registration**

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

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

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

**Authorized Representative (AR) Role**

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

The Authorized Representative:

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

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

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

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

**Slide notes**

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

**Slide 15 of 37 - Account Registration**

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

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

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

**Authorized Representative (AR) Role**

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

The Authorized Representative:

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

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

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

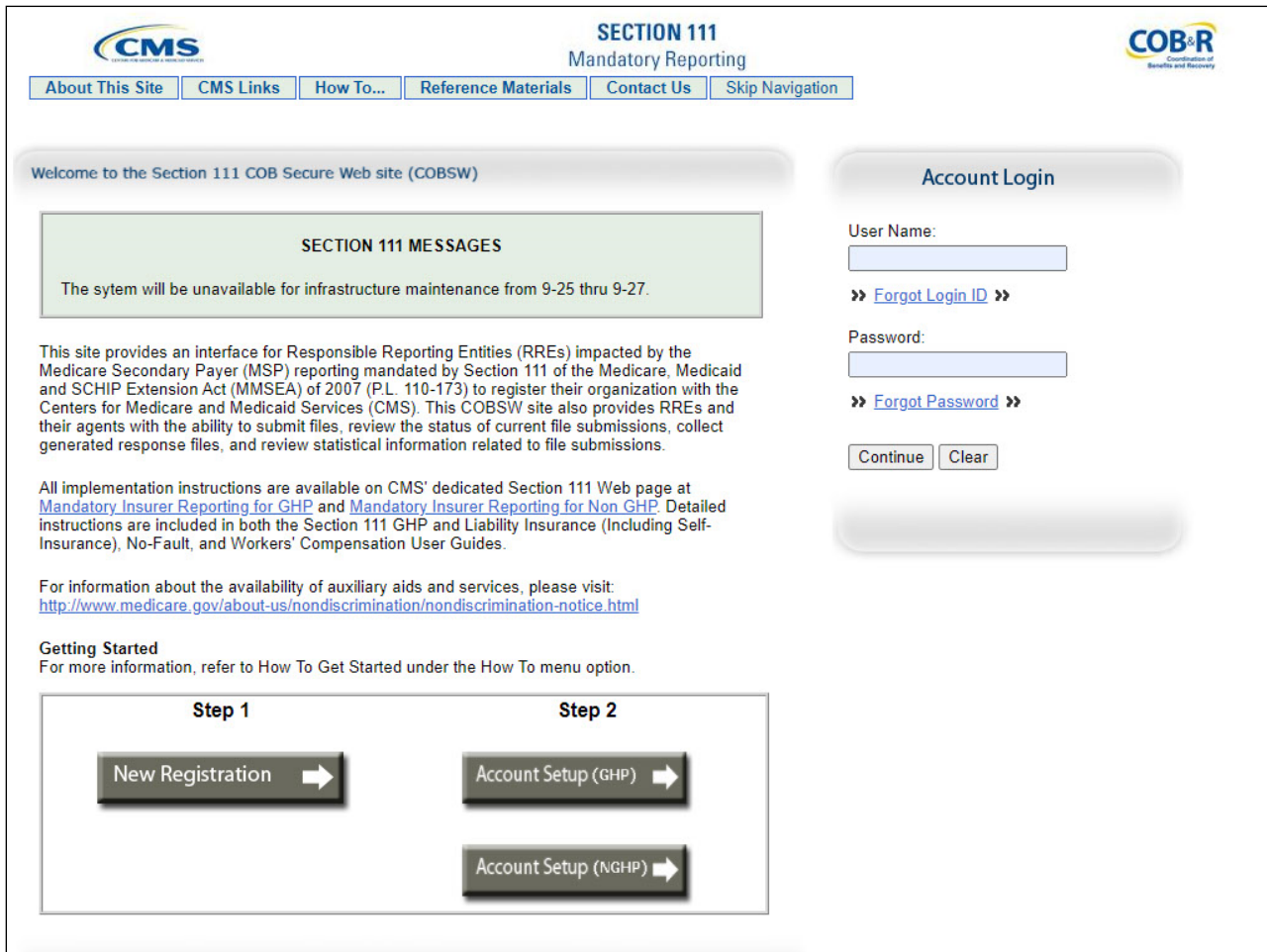
Refer to the How to Get Started document under the How To menu option for more information.

**Slide notes**

Click the Cancel button to terminate the action.



## Slide 16 of 37 - Section 111 COBSW Website



The screenshot displays the 'SECTION 111 Mandatory Reporting' website. At the top, there are logos for CMS and COB-R, along with a navigation bar containing links: 'About This Site', 'CMS Links', 'How To...', 'Reference Materials', 'Contact Us', and 'Skip Navigation'. A welcome message states: 'Welcome to the Section 111 COB Secure Web site (COBSW)'. A green box titled 'SECTION 111 MESSAGES' contains a system maintenance notice: 'The system will be unavailable for infrastructure maintenance from 9-25 thru 9-27.' Below this, a paragraph explains the site's purpose for Responsible Reporting Entities (RREs) impacted by the Medicare Secondary Payer (MSP) reporting mandate. It also mentions that implementation instructions are available on the CMS' dedicated Section 111 Web page, with links for 'Mandatory Insurer Reporting for GHP' and 'Mandatory Insurer Reporting for Non GHP'. A link is provided for information on auxiliary aids and services: <http://www.medicare.gov/about-us/nondiscrimination/nondiscrimination-notice.html>. A 'Getting Started' section refers to the 'How To Get Started' option under the 'How To' menu. On the right, an 'Account Login' section includes fields for 'User Name:' and 'Password:', with links for 'Forgot Login ID' and 'Forgot Password', and 'Continue' and 'Clear' buttons. At the bottom, a 'Step 1' and 'Step 2' navigation area shows buttons for 'New Registration', 'Account Setup (GHP)', and 'Account Setup (NGHP)', each with a right-pointing arrow.

**SECTION 111**  
Mandatory Reporting

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

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

**SECTION 111 MESSAGES**

The system will be unavailable for infrastructure maintenance from 9-25 thru 9-27.

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

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

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

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

**Step 1** **Step 2**

New Registration → Account Setup (GHP) →  
Account Setup (NGHP) →

**Account Login**

User Name:

» [Forgot Login ID](#) »

Password:

» [Forgot Password](#) »

## Slide notes

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



**Slide 17 of 37 - RRE Information**

## 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.

## Slide 18 of 37 - RRE ID Profile Information



SECTION 111  
Mandatory Reporting

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

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

**RRE ID Profile Information**

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

**\* Required**

Company EIN/TIN:\*

Company Name:\*

**Company Address**

Street Line 1:\*

Street Line 2:

City, State, Zip:\*  ,   -

NAIC Number:

Company Telephone:\* (  )  -

Company Fax: (  )  -

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

## Slide notes

This information will be entered on the RRE ID Profile Information page for the Responsible Reporting Entity you are registering for this

## Slide 19 of 37 - RRE ID Profile Information

**SECTION 111**  
Mandatory Reporting

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

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

**RRE ID Profile Information**

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

**\* Required**

Company EIN/TIN:\*

Company Name:\*

**Company Address**

Street Line 1:\*

Street Line 2:

City, State, Zip:\*  ,  -

NAIC Number:

Company Telephone:\* (  )  -

Company Fax: (  )  -

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

## Slide notes

Company EIN/TIN: The EIN or TIN assigned to the Company.

Company Name: The company name associated with the Section 111 registration.

Company Address: The corporate address associated with the TIN or EIN supplied.

NAIC Number: The company code assigned to your company by the National Association of Insurance Commissioners (NAIC). If you are not registered with the NAIC, then you do not need to complete this field.



If you have more than one NAIC Company Code, you may submit this registration with any one of those codes.

Company Telephone: Telephone number of your corporate office.

Company Fax: Facsimile number of your corporate office.

Reporter Type: Type of RRE. As a Group Health Plan (GHP) reporter, select GHP by clicking the appropriate radio button.

## Slide 20 of 37 - RRE ID Profile Information



SECTION 111  
Mandatory Reporting

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

QUICK HELP  
[Help About This Page](#)

RRE ID Profile Information

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

**\* Required**

Company EIN/TIN:\*

Company Name:\*

**Company Address**

Street Line 1:\*

Street Line 2:

City, State, Zip:\*  ,   -

NAIC Number:

Company Telephone:\* (  )  -

Company Fax: (  )  -

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

## Slide notes

Click the Continue button to proceed.

**Slide 21 of 37 - Corporate Structure**

The screenshot shows the 'Corporate Structure' page within the CMS 'SECTION 111 Mandatory Reporting' interface. The page header includes the CMS logo, navigation links (About This Site, CMS Links, How To..., Reference Materials, Contact Us, Skip Navigation), and the COB-R logo. A 'QUICK HELP' sidebar on the right contains a link to 'Help About This Page'. The main content area is titled 'Corporate Structure' and contains instructions: 'Provide the following information for any subsidiary organizations that will be included in the file submissions for the RRE ID you are requesting. If not applicable, then click on the Continue button to skip this page.' Below this, a section titled 'Subsidiaries Reporting under this RRE' contains two columns of input fields. The first column, 'Company Names:', has three 'Name:' labels followed by text input boxes. The second column, 'Company NAIC Number(s) and EIN(s)/TIN(s):', has three rows, each with a 'NAIC No:' label, a text input box, an 'EIN/TIN:' label, and a text input box. An 'Add More' button is located below the input fields. At the bottom of the form are 'Continue' and 'Cancel' buttons. A green footer bar at the very bottom contains the links 'Privacy Policy | User Agreement'.

**SECTION 111**  
Mandatory Reporting

**Corporate Structure**

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

**Subsidiaries Reporting under this RRE**

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

[Privacy Policy](#) | [User Agreement](#)

**Slide notes**

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

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

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

**Slide 22 of 37 - Corporate Structure**

The screenshot shows a web form titled 'SECTION 111 Mandatory Reporting' with a 'Corporate Structure' sub-header. The form is part of a larger system with logos for CMS and COB-R. A navigation bar at the top includes links: 'About This Site', 'CMS Links', 'How To...', 'Reference Materials', 'Contact Us', and 'Skip Navigation'. A 'QUICK HELP' sidebar on the right contains a link to 'Help About This Page'. The main content area is titled 'Corporate Structure' and contains instructions: 'Provide the following information for any subsidiary organizations that will be included in the file submissions for the RRE ID you are requesting. If not applicable, then click on the Continue button to skip this page.' Below this, a section titled 'Subsidiaries Reporting under this RRE' contains two columns of input fields. The first column, 'Company Names:', has three 'Name:' labels followed by text input boxes. The second column, 'Company NAIC Number(s) and EIN(s)/TIN(s):', has three rows, each with a 'NAIC No:' label, a text input box, an 'EIN/TIN:' label, and a text input box. Below these columns is an 'Add More' button. At the bottom of the form are 'Continue' and 'Cancel' buttons. A green footer bar at the very bottom contains the text 'Privacy Policy | User Agreement'.

**Slide notes**

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

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

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

For example, if you are one entity with one TIN registering five different RRE IDs, you can use the same TIN for all five distinct RRE IDs.

The subsidiary information on the corporate structure page is not required. If you have trouble with data entry on this page, you may simply click on the Continue button to bypass it.

If you do not have any subsidiary information to provide, you can click on Continue to skip this page.

**Slide 23 of 37 - Corporate Structure**

**SECTION 111**  
Mandatory Reporting

**CMS** **COB-R**  
Cooperation of Benefits and Recovery

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

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

**Corporate Structure**

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

**Subsidiaries Reporting under this RRE**

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

[Add More](#)

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

[Privacy Policy](#) | [User Agreement](#)

**Slide notes**

**Subsidiary Company Names:** Supply the names of all the subsidiary companies reflected in this registration for which data will be submitted.

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

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

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

Click the Continue button to proceed.

**Slide 24 of 37 - Authorized Representative**

## Authorized Representative

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

**Slide notes**

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

The Authorized Representative has ultimate accountability for the RRE's compliance with Section 111 reporting requirements. The Authorized Representative cannot be the Account Manager or Account Designee for the RRE ID. The Authorized Representative will not receive a Section 111 COBSW user ID.



**Slide 25 of 37 - Authorized Representative Information**

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

### Authorized Representative Information

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

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

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

**\* Required**

First Name:\*

Last Name:\*

Job Title:\*

E-mail Address:\*

Re-enter E-mail Address:\*

**Authorized Representative Mailing Address**

Street Line 1:\*

Street Line 2:

City, State, Zip:\*  ,   -

Telephone:\* (  )  -  ext

Fax: (  )  -

**Slide notes**

Once the Authorized Representative Information page appears, you can enter the following.

**Name:** Name of the individual who has the legal authority to bind your organization to the terms of MMSEA Section 111 requirements and processing.

**Warning:** The person named as the Authorized Representative cannot also be the Account Manager. The Authorized Representative cannot be a user of the Section 111 COBSW for any RRE ID and therefore cannot perform the Account Setup.

**Job Title:** Job title of your named Authorized Representative.

**Email Address:** Electronic mail address used by your Authorized Representative for work-related email.

**Mailing Address:** Company or work mailing address of your named Authorized Representative.

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

**Fax:** Company or work facsimile number used by your Authorized Representative.

Click the Continue button to proceed.

**Slide 26 of 37 - Registration Summary**


## Registration Summary

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


**Slide notes**

After you have completed the required Responsible Reporting Entity 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 for your records.

## Slide 27 of 37 - Registration Summary



**SECTION 111**  
Mandatory Reporting




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QUICK HELP

  
[Help About This Page](#)

### Registration Summary

 [Print this page](#)

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

**Company Information**

EIN/TIN: #####  
Reporter Type: GHP  
AAAAAAAAAAAA  
AAAAAAAAAAAA  
AAAAAAAAAAAA, MD #####  
Telephone: (###) ###-####  
Fax: (###) ###-####

Edit

Edit

**Subsidiary Information**

Subsidiary Name(s):  
AAAAAAAAAAAA EIN/TIN: ##### NAIC: 98764  
AAAAAAAAAAAA EIN/TIN: ##### NAIC: 98564

**Authorized Representative Information**

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

Edit



Continue

Cancel

## Slide notes

The Registration Summary page displays the registration information that has been entered. If you need to change any of the information, click the Edit button under that section. Once you click the Edit button for a section, you will be taken to appropriate information entry page. Add, change or delete any of the information as needed.

**Slide 28 of 37 - Corporate Structure**



SECTION 111  
Mandatory Reporting

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QUICK HELP  
[Help About This Page](#)

**Corporate Structure**

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

Subsidiaries Reporting under this RRE

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

Add More



Continue Cancel

Privacy Policy | User Agreement

**Slide notes**

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

## Slide 29 of 37 - Registration Summary




SECTION 111  
Mandatory Reporting

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QUICK HELP  
[Help About This Page](#)

---

Registration Summary  [Print this page](#)

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

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



Authorized Representative Information

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

## Slide notes

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

## Slide 30 of 37 - Registration Summary




SECTION 111  
Mandatory Reporting

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

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

---

Registration Summary  [Print this page](#)

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

**Company Information**  
EIN/TIN: #####  
Reporter Type: GHP  
AAAAAAAAAAAA  
AAAAAAAAAAAA  
AAAAAAAAAAAA, MD #####  
Telephone: (###) ###-####  
Fax: (###) ###-####  
[Edit](#)

**Subsidiary Information**  
Subsidiary Name(s):  
AAAAAAAAAAAA EIN/TIN: ##### NAIC:98764  
AAAAAAAAAAAA EIN/TIN: ##### NAIC:98564  
[Edit](#)

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

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

## Slide notes

If you erroneously provided the Account Manager information in the New Registration instead of the AR information, you must STOP. Do not complete the Account Setup step. Contact the Electronic Data Interchange (EDI) Department to get the information corrected before proceeding to the Account Setup step. Once you have reviewed all information on the Registration Summary page and would like to submit the information, click the Continue button.

**Slide 31 of 37 - Thank You**

## Thank You

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

**Slide notes**


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



**Slide 32 of 37 - Thank You**

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

---

[Thank You](#) [Print this page](#)

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

**Your assigned RRE ID:**  
**45687**

**Your Assigned EDI Representative:**

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

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

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

**NEXT STEPS**

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

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

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

[Section 111 Home](#)

**Slide notes**

This page confirms that you completed Step 1, New Registration, in the Section 111 Registration Process. You are provided with an RRE ID and EDI Representative information. If you would like to return to the Section 111 COBSW Home page, click the Section 111 Home link or you may exit the Section 111 COBSW.

**Slide 33 of 37 - Important Information to Consider**

## Important Information to Consider

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

**Slide notes**

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

**Slide 34 of 37 - Next Steps**

## Next Steps

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

**Slide notes**

Once your registration application has been submitted, the information provided will be validated by the BCRC. When this is completed, the BCRC will send an email to the named AR with a personal identification number (PIN). The AR must give this PIN and RRE ID (provided on the Thank You page during registration) 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 email within 7 business days, please contact your assigned EDI Representative. If you would like to return to the Section 111 COBSW Home page, click the Section 111 Home link.

**Slide 35 of 37- Course Overview**

## Course Summary



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

**Slide notes**

Topics in the Section 111 COBSW curriculum included Step 1, New Registration and Step 2, Account Setup.

This course covered Step 1 - New Registration. Before starting Step 1, you should review the Section 111 GHP Registration course which precedes this course.

The Registration course described the process that must be completed for Section 111 registration. This process can also be found in the GHP User Guide: [CMS GHP Website](#).



**Slide 36 of 37 - Conclusion**

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.


**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.

**Slide 37 of 37 - Survey**



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: [GHP Training Survey](https://www.surveymonkey.com/s/GHPTraining).