

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 7.3, 07/14/2025
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://www.cms.gov/medicare/coordination-benefits-recovery/mandatory-insurer-reporting-group-health-plans>.

Slide notes

Welcome to the Section 111 Coordination of Benefits (COB) Secure Website 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://www.cms.gov/medicare/coordination-benefits-recovery/mandatory-insurer-reporting-group-health-plans>.

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 GHP Website](https://www.cms.gov/medicare/coordination-benefits-recovery/mandatory-insurer-reporting-group-health-plans).

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](#).

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 - Section 111 Mandatory Reporting Website Usage Warning

Section 111 Mandatory Reporting Website Usage Warning

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

Slide notes

When you first enter the Section 111 COBSW, the Section 111 Mandatory Reporting Usage Warning will appear. 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 - Section 111 Mandatory Reporting Website Usage Warning

Section 111 Mandatory Reporting Website Usage Warning

Unauthorized Access To This Computer System Is Prohibited By Law

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

This system is provided for Government-authorized use only.

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

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

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

- 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.

Privacy Act Statement

The collection of this information is authorized by Section 1862(b) of the Social Security Act (codified at 42 U.S.C 1395y(b)) (see also 42, C.F.R. 411.24). The information collected will be used to identify and recover past conditional and mistaken Medicare primary payments and to prevent Medicare from making mistaken payments in the future for those Medicare Secondary Payer situations that continue to exist. The Privacy Act (5 U.S.C. 552a(b)), as amended, prohibits the disclosure of information maintained by the Centers for Medicare & Medicaid Services (CMS) in a system of records to third parties, unless the beneficiary provides a written request or explicit written consent/authorization for a party to receive such information. Where the beneficiary provides written consent/proof of representation, CMS will permit authorized parties to access requisite information.

Attestation of Information

The information provided is complete, truthful, accurate, and meets all requirements set forth to use this process.

LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.

Accept

Slide notes

The Section 111 Mandatory Reporting Website Usage Warning page will appear.

Slide 7 of 37 - Section 111 Mandatory Reporting Website Usage Warning

Section 111 Mandatory Reporting Website Usage Warning

Unauthorized Access To This Computer System Is Prohibited By Law

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

This system is provided for Government-authorized use only.

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

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

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

- 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.

Privacy Act Statement

The collection of this information is authorized by Section 1862(b) of the Social Security Act (codified at 42 U.S.C 1395y(b)) (see also 42, C.F.R. 411.24). The information collected will be used to identify and recover past conditional and mistaken Medicare primary payments and to prevent Medicare from making mistaken payments in the future for those Medicare Secondary Payer situations that continue to exist. The Privacy Act (5 U.S.C. 552a(b)), as amended, prohibits the disclosure of information maintained by the Centers for Medicare & Medicaid Services (CMS) in a system of records to third parties, unless the beneficiary provides a written request or explicit written consent/authorization for a party to receive such information. Where the beneficiary provides written consent/proof of representation, CMS will permit authorized parties to access requisite information.

Attestation of Information

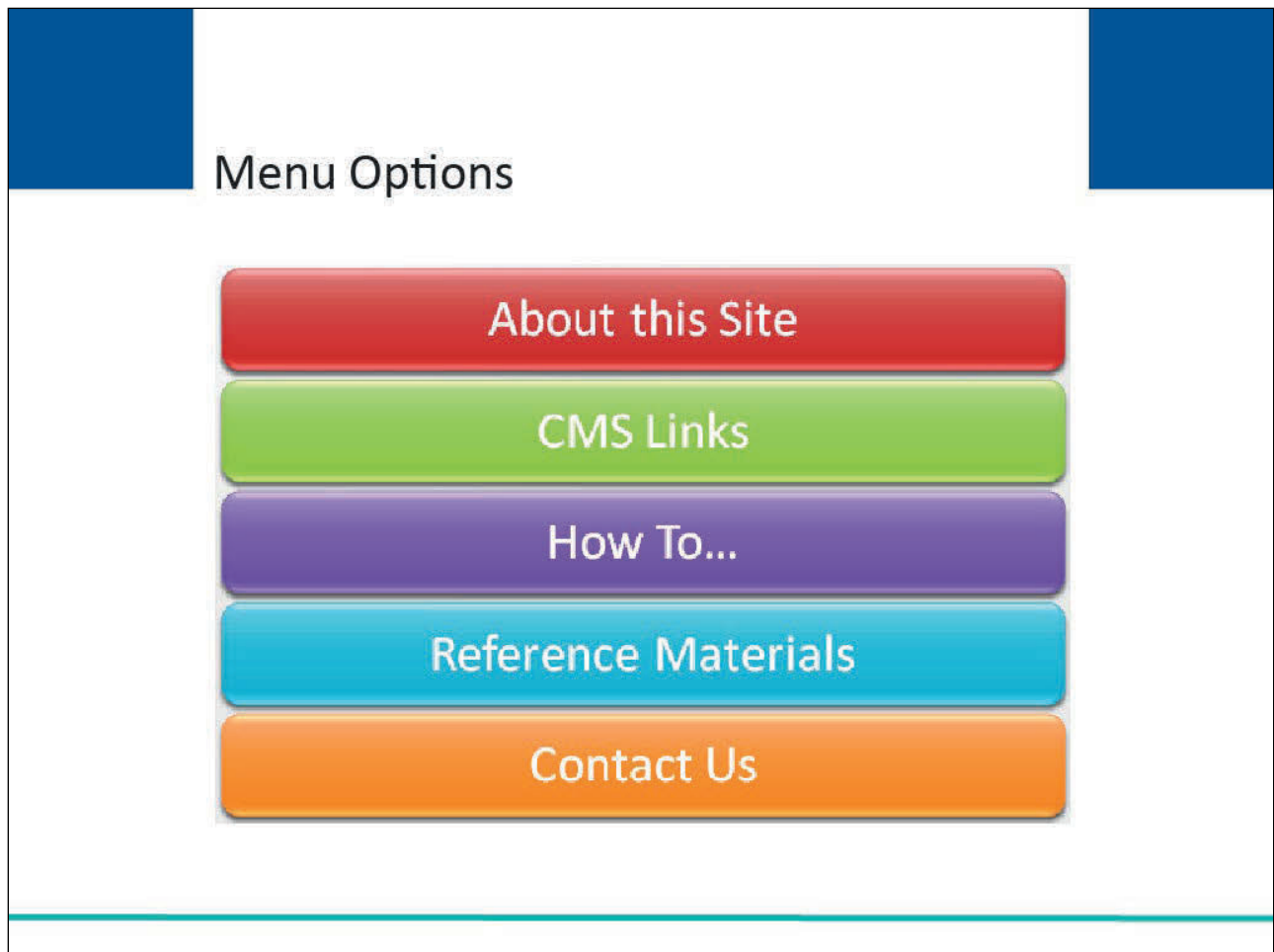
The information provided is complete, truthful, accurate, and meets all requirements set forth to use this process.

LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.

[Accept](#)

Slide notes

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 - Welcome to the Section 111 COB Secure Website

An official website of the United States government Here's how you know

COB&R
Coordination of
Benefits and Recovery

Section 111 Mandatory Reporting

New Registration Account Setup

About CMS Links How To Reference Materials Contact Us

Show Help Page

Welcome to the Section 111 COB Secure Website

Section 111 News & Updates

This is a test message for Section 111.
This is a new line for testing.
And another really long line to see how far this stretches.

Account Sign In


Login ID Forgot your Login ID?

Password Forgot your Password?

Sign In

Coordination of Benefits

The registration process requires

An illustration showing a circular flow of icons representing the registration process: a blue umbrella, a stack of books with a green cross, a smartphone with a red cross, a graduation cap, and a group of people. Arrows connect these icons in a clockwise cycle.**Slide notes**

From the Welcome/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.

In order to begin using the COBSW for MMSEA Section 111, a company representative for the RRE must first click on the “New Registration” button, and then complete and submit the registration for the RRE. Complete (Step 1) New Registration the first time you access the Section 111 COBSW to register your company. Move on to (Step 2) Account Setup if you have gone through the initial registration process and have received 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- New Registration Link

An official website of the United States government Here's how you know

COB&R
Coordination of
Benefits and Recovery

Section 111 Mandatory Reporting

[New Registration](#) [Account Setup](#)

[About](#) [CMS Links](#) [How To](#) [Reference Materials](#) [Contact Us](#) [Show Help Page](#)

Welcome to the Section 111 COB Secure Website

Section 111 News & Updates

This is a test message for Section 111.
This is a new line for testing.
And another really long line to see how far this stretches.

Account Sign In


Login ID [Forgot your Login ID?](#)

Password [Forgot your Password?](#)

[Sign In](#)

Coordination of Benefits

The registration process requires

**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.

Note: Additional New Registration and Account Setup links also appear at the bottom of this page.

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

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.

Continue

Cancel

Slide notes

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

Slide 14 of 37 - Account Registration

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.

Continue

Cancel

Slide notes

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

Slide 15 of 37 - Account Registration

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.

Continue

Cancel

Slide notes

Click the Cancel button to terminate the action.

Slide 16 of 37 - Welcome to the Section 111 COB Secure Website

An official website of the United States government Here's how you know

COB&R
Coordination of
Benefits and Recovery

Section 111 Mandatory Reporting

New Registration Account Setup

About CMS Links How To Reference Materials Contact Us Show Help Page

Welcome to the Section 111 COB Secure Website

Section 111 News & Updates

This is a test message for Section 111.
This is a new line for testing.
And another really long line to see how far this stretches.

Account Sign In


Login ID [Forgot your Login ID?](#)

Password [Forgot your Password?](#)

Sign In

Coordination of Benefits

The registration process requires

**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 Profile Information

The screenshot shows the 'RRE Profile Information' form within the COB&R Section 111 Mandatory Reporting portal. The portal header includes the COB&R logo, navigation links (About, CMS Links, How To, Reference Materials, Contact Us), and a 'Show Help Page' button. A progress bar at the top indicates four steps: 1. RRE Profile Information (active), 2. Corporate Structure, 3. Authorized Representative, and 4. Summary.

The 'RRE Profile Information' form contains the following fields and options:

- Company EIN/TIN:** 369785421
- Company Name:** University of Towson Health Systems
- Street 1:** 100 Civic Center Drive
- Street 2:** (empty)
- City:** Towson
- State:** MARYLAND
- Zip Code:** 21204
- Reporter Type:** ☒ GHP, ☐ Liability/No Fault/Workers' Compensation
- NAIC Number:** 14569
- Company Telephone:** (410) 888-1515
- Company Fax:** (443) 889-7896

At the bottom of the form are 'Continue' and 'Previous' buttons.

Slide notes

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

Slide 19 of 37- RRE Profile Information

The screenshot shows the 'RRE Profile Information' form within the COBSW Section 111 Mandatory Reporting portal. The portal header includes the COBSW logo, navigation links (About, CMS Links, How To, Reference Materials, Contact Us), and a 'Show Help Page' button. A progress bar at the top indicates four steps: 1. RRE Profile Information (active), 2. Corporate Structure, 3. Authorized Representative, and 4. Summary.

The 'RRE Profile Information' form contains the following fields and instructions:

- Instructions:** Complete the information below for the RRE ID you are requesting.
- * Indicates Required Field**
- Company EIN/TIN: *** Text input field containing '369785421'.
- Reporter Type: *** Radio button selection with options: ☒ GHP and ☐ Liability/No Fault/Workers' Compensation.
- Company Name: *** Text input field containing 'University of Towson Health Systems'.
- NAIC Number:** Text input field containing '14569'.
- Street 1: *** Text input field containing '100 Civic Center Drive'.
- Company Telephone: *** Text input field containing '(410) 888-1515'.
- Street 2:** Empty text input field.
- Company Fax:** Text input field containing '(443) 889-7896'.
- City: *** Text input field containing 'Towson'.
- State: *** Dropdown menu showing 'MARYLAND'.
- Zip Code: *** Text input field containing '21204'.

At the bottom of the form are 'Continue' and 'Previous' buttons.

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 Profile Information

The screenshot shows the 'RRE Profile Information' form within the COB&R Section 111 Mandatory Reporting portal. The form is titled 'RRE Profile Information' and includes a sub-header 'Complete the information below for the RRE ID you are requesting'. A progress bar at the top indicates four steps: 1. RRE Profile Information (active), 2. Corporate Structure, 3. Authorized Representative, and 4. Summary. The form contains several required fields marked with an asterisk (*). The 'Company EIN/TIN' field contains '369785421'. The 'Company Name' field contains 'University of Towson Health Systems'. The 'Street 1' field contains '100 Civic Center Drive'. The 'Street 2' field is empty. The 'City' field contains 'Towson', the 'State' dropdown is set to 'MARYLAND', and the 'Zip Code' field contains '21204'. The 'Reporter Type' section has two radio buttons: 'GHP' (selected) and 'Liability/No Fault/Workers' Compensation'. The 'NAIC Number' field contains '14569'. The 'Company Telephone' field contains '(410) 888-1515' and the 'Company Fax' field contains '(443) 889-7896'. At the bottom of the form, there are two buttons: 'Continue' (highlighted with a red box) and 'Previous'.

COB&R Section 111 Mandatory Reporting
Coordination of Benefits and Recovery

About CMS Links How To Reference Materials Contact Us Show Help Page

1 RRE Profile Information 2 Corporate Structure 3 Authorized Representative 4 Summary

RRE Profile Information

Complete the information below for the RRE ID you are requesting

* Indicates Required Field

Company EIN/TIN: * 369785421

Company Name: * University of Towson Health Systems

Street 1: * 100 Civic Center Drive

Street 2:

City: * Towson State: * MARYLAND Zip Code: * 21204

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

NAIC Number: 14569

Company Telephone: * (410) 888-1515

Company Fax: (443) 889-7896

Continue Previous

Slide notes

Click the Continue button to proceed.

Slide 21 of 37- Corporate Structure

The screenshot shows the 'Corporate Structure' page of the COB&R (Coordination of Benefits and Recovery) system. The page is part of a four-step process: 1. RRE Profile Information, 2. Corporate Structure (current step), 3. Authorized Representative, and 4. Summary. The COB&R logo is in the top left, and navigation links (About, CMS Links, How To, Reference Materials, Contact Us) and a 'Show Help Page' button are in the top right. 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 note states '* Indicates Required Field'. A section titled 'Subsidiaries reporting under this RRE ID:' contains three input fields: 'Company Name: *' (with 'UT at Baltimore' entered), 'NAIC Number: *' (with '65482' entered), and 'Company EIN/TIN: *' (with '354789354' entered). There is an 'Add' button below the first field and a 'Remove' button to the right of the third field. At the bottom of the page are 'Continue' and 'Previous' buttons.

COB&R Section 111 Mandatory Reporting
Coordination of Benefits and Recovery

About CMS Links How To Reference Materials Contact Us Show Help Page

1 RRE Profile Information 2 **Corporate Structure** 3 Authorized Representative 4 Summary

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.

* Indicates Required Field

Subsidiaries reporting under this RRE ID:

Company Name: *	NAIC Number: *	Company EIN/TIN: *
<input type="text" value="UT at Baltimore"/>	<input type="text" value="65482"/>	<input type="text" value="354789354"/>

Add Remove

Continue Previous

Slide notes

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

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 follow the Section 111 reporting requirements.

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

Slide 22 of 37 - Corporate Structure

The screenshot shows the 'Corporate Structure' page of the COBSW Section 111 Mandatory Reporting system. The page is part of a four-step process: 1. RRE Profile Information, 2. Corporate Structure (current step), 3. Authorized Representative, and 4. Summary. The COBSW logo is in the top left, and navigation links (About, CMS Links, How To, Reference Materials, Contact Us) and a 'Show Help Page' button are in the top right. 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.' A note states '* Indicates Required Field'. Below this, a section titled 'Subsidiaries reporting under this RRE ID:' contains three input fields: 'Company Name: *' (with 'UT at Baltimore' entered), 'NAIC Number: *' (with '65482' entered), and 'Company EIN/TIN: *' (with '354789354' entered). There is an 'Add' button to the left of the input fields and a 'Remove' button to the right of the EIN/TIN field. At the bottom of the page are 'Continue' and 'Previous' buttons.

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

COB&R Section 111 Mandatory Reporting
Coordination of Benefits and Recovery

About CMS Links How To Reference Materials Contact Us Show Help Page

1 RRE Profile Information 2 **Corporate Structure** 3 Authorized Representative 4 Summary

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.

* Indicates Required Field

Subsidiaries reporting under this RRE ID:

Company Name: *	NAIC Number: *	Company EIN/TIN: *	
UT at Baltimore	65482	354789354	Remove

Add

Continue Previous

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 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

The screenshot shows the COB&R (Coordination of Benefits and Recovery) web application interface for Section 111 Mandatory Reporting. The top navigation bar includes links for About, CMS Links, How To, Reference Materials, and Contact Us, along with a Show Help Page button. A progress bar indicates four steps: 1. RRE Profile Information, 2. Corporate Structure, 3. Authorized Representative (current step), and 4. Summary. The main content area is titled 'Authorized Representative' and contains the instruction: 'Provide contact information for the Authorized Representative (AR) for the RRE ID you are requesting.' Below this, there is a label 'E-mail Address:' followed by a text input field containing 'MBROWN@TOWSON.HS' and a 'Continue' button.

Slide notes

The Authorized Representative page will appear. Enter the email address for the Authorized Representative for the select RRE ID and click Continue.

Slide 26 of 37 - Authorized Representative Information

Authorized Representative

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

E-mail Address:

MBROWN@TOWSON.HS

Continue

Authorized Representative Information

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

* Indicates Required Field

First Name: *

Mike

Street 1: *

100 Civic Center Drive

Last Name: *

Brown

Street 2:

Job Title: *

Coordinator

City: *

Towson

State: *

MARYLAND

Zip Code: *

21204

Telephone: *

(410) 888-1515 x145

Fax:

(443) 889-7896

Continue

Previous

Slide notes

Once the Authorized Representative Information page appears, you will 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.
- E-mail Address: Electronic mail address used by your Authorized Representative for work-related E-mail.
- 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 27 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.

Slide 28 of 37- Registration Summary

Benefits and Recovery

About CMS Links How To Reference Materials Contact Us Show Help Page

1 2 3 4

BRE Profile Information Corporate Structure Authorized Representative Summary

Registration Summary September 4, 2024 at 1:09:00 PM

Please review your Account Registration Information.

If you need to change the information, select the Pencil icon in the applicable section. Print this page for your records.

Profile Information [Edit](#)

Name:	University of Towson Health Systems	Address:	100 Civic Center Drive	Phone:	(410) 889-1515
EIN/TIN:	369785421		Towson, MARYLAND 21204	Fax:	(443) 889-7896
NAIC:	14559				

Subsidiary Information [Edit](#)

Company Name	NAIC Number	Company EIN/TIN
UT at Baltimore	65482	354789354

Authorized Representative Information [Edit](#)

Name:	Mike Brown	Address:	100 Civic Center Drive	Phone:	(410) 889-1515 x145
Job Title:	Coordinator		Towson, MARYLAND 21204	Fax:	(443) 889-7896

[Submit](#) [Previous](#)

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 the appropriate information entry page. Add, change, or delete any of the information as needed.

Slide 29 of 37 - Corporate Structure

The screenshot shows the 'Corporate Structure' page of the COBSW Section 111 Mandatory Reporting system. The page has a header with the COBSW logo and navigation links: About, CMS Links, How To, Reference Materials, and Contact Us. A 'Show Help Page' button is also present. Below the header is a progress bar with four steps: 1. RRE Profile Information, 2. Corporate Structure (current step), 3. Authorized Representative, and 4. Summary. 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.' It also includes a note: '* Indicates Required Field'. Below this, there is a section titled 'Subsidiaries reporting under this RRE ID:' with three input fields: 'Company Name: *' (containing 'UT at Baltimore'), 'NAIC Number: *' (containing '65482'), and 'Company EIN/TIN: *' (containing '354789354'). There is an 'Add' button below the first field and a 'Remove' button next to the third field. At the bottom of the page, there are 'Continue' and 'Previous' buttons. The 'Continue' button is highlighted with a red box.

COBSW Section 111 Mandatory Reporting
Coordination of Benefits and Recovery

About CMS Links How To Reference Materials Contact Us Show Help Page

1 RRE Profile Information 2 Corporate Structure 3 Authorized Representative 4 Summary

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.

* Indicates Required Field

Subsidiaries reporting under this RRE ID:

Company Name: *	NAIC Number: *	Company EIN/TIN: *	
<input type="text" value="UT at Baltimore"/>	<input type="text" value="65482"/>	<input type="text" value="354789354"/>	<button>Remove</button>
<button>Add</button>			

Continue Previous

Slide notes

Once the information has been corrected, click the Continue button to submit the information and return to the Registration Summary page.

Slide 30 of 37 - Registration Summary

Benefits and Recovery

About CMS Links How To Reference Materials Contact Us [Show Help Page](#)

1 2 3 4

BRE Profile Information Corporate Structure Authorized Representative **Summary**

Registration Summary September 4, 2024 at 1:09:00 PM

Please review your Account Registration Information.

If you need to change the information, select the Pencil icon in the applicable section. Print this page for your records.

Profile Information [Edit](#)

Name:	University of Towson Health Systems	Address:	100 Civic Center Drive	Phone:	(410) 889-1515
EIN/TIN:	369785421		Towson, MARYLAND 21204	Fax:	(443) 889-7896
NAIC:	14559				

Subsidiary Information [Edit](#)

Company Name	NAIC Number	Company EIN/TIN
UT at Baltimore	65482	354789354

Authorized Representative Information [Edit](#)

Name:	Mike Brown	Address:	100 Civic Center Drive	Phone:	(410) 889-1515 x145
Job Title:	Coordinator		Towson, MARYLAND 21204	Fax:	(443) 889-7896

[Submit](#) [Previous](#)

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 the information on the Registration Summary page and would like to submit the information, click the Submit button.

Slide 31 of 37 - Account Registration Confirmation

Account Registration Confirmation

- 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, an Account Registration Confirmation pop-up will appear. This page will contain your assigned RRE ID and EDI Representative information.

Slide 32 of 37 - Account Registration Confirmation

Account Registration Confirmation [Show Help Page](#)


[Print](#)

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 and will be the main contact for your Section 111 RRE ID account, file transmission and reporting issues. When contacting this EDI Representative with questions regarding the RRE account, please have your above RRE ID available for reference.

 Name: Lisa Smith
Telephone: 800-879-4587
Email: Lsmith@bcrcgdit.com

An email containing this information will be sent to the email address provided for the Account Representative during initial registration. If you do not receive the RRE ID Notification email within 1 business day, please contact your assigned EDI Representative.

NEXT STEPS

The information provided during initial registration will be vetted by the BCRC. After successful vetting, an email containing the PIN will be sent to the email address provided for the Authorized Representative. For security purposes, the PIN email will not contain the RRE ID.

If you do not receive your email within 7 business days, you will receive an automated email at the AR email address provided with instructions on what documentation to provide for manual vetting by your EDI Representative.

Account Setup

Upon receipt of the emailed PIN, the Authorized Representative will be instructed to provide their designated Account Manager with the RRE ID and PIN so that the AM can return to the Section 111 COBSW to complete the steps for Account Setup.

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 Summary

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.

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](#).

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 - GHP Training 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 [GHP Training Survey](#).