COBSW Step 1 - New Registration Introduction

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



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-healthplans.

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.

Slide 3 of 37 - Course Overview



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 <u>Section</u> <u>111 GHP Registration</u> 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 <u>GHP User Guide</u>.

Slide 4 of 37 - Introduction to Section 111 COBSW



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



Slide notes

When you first enter the Section 111 COBSW, a Login Warning page 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 - Login Warning

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Print this pag	<u>e</u>
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 accessing this Government system, which includes: (1) this computer network, (2) all computers connected to this network, and (3) all de and storage media attached to this network or to a computer on this network. This system is provided for Government-authorized use on	for vices y.
Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penaltie	is.
Personal use of social media and networking sites on this system is limited as to not interfere with official work duties and is su to monitoring.	bject
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 i official duties or to conduct HHS business. Therefore, you have no reasonable expectation of privacy regarding any communic 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.	for ation
*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 recov mistaken Medicare primary payments and to prevent Medicare from making mistakes in the future for those Medicare Secondary Payer situations that continue to exist.	ver past
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 Ext Act (MMSEA) of 2007. Proper safeguards shall include the adoption of policies and procedures to ensure that the data obtained shall be solely in accordance with Section 1106 of the Social Security Act [42 U.S.C. ŧ 1306], Section 1874(b) of the Social Security Act [42 U.S.C. ŧ 1305/(b)], and the Privacy Act of 1974, as amended [5 U.S.C. ŧ 5 1305/(b)], and the Privacy Act of 1974, as amended [5 U.S.C. ŧ 5 1305/(b)], and the Privacy Act of 1974, as amended [5 U.S.C. ŧ 5 15 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 agent for Mandatory Reporting. RREs must ensure that agents reporting on behalf of multiple RREs will segregate data reported on behalf of each 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 tit is acting solely on behalf of the unique RREs on whose behalf the data was obtained. Jacree that the authorized representatives af CMS.	f ension used C. § S2a]. s to the unique where S shall

Slide notes

The Login Warning page will appear.

Slide 7 of 37 - Login Warning



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

CMS			SECTION 111 Mandatory Reporting				COB-R
bout This Site	CMS Links	How To	Reference Materials	Contact Us	Skip Navigation		
Welcome to the	e Section 111	COB Secure	e Web site (COBSW)			Account Login	
		SECTION	111 MESSAGES			User Name:	
This site provides Medicare Second and SCHIP Exter Centers for Medi their agents with generated respor All implementatio <u>Mandatory Insure</u> instructions are ir Insurance), No-F For information a http://www.medic	a m interface for lary Payer (MSF ision Act (MMSE care and Medica the ability to sub ise files, and rev n instructions ar <u>r Reporting for '</u> cluded in both t ault, and Worker bout the availab <u>are, gov/about-u</u>	Responsible P) reporting ma FA) of 2007 (P iid Services (C mit files, revie riew statistical e available on GHP and Man he Section 11 rs' Compensal ility of auxilian s/nondiscrimin	Reporting Entities (RREs) andated by Section 111 of L. 110-173) to register the MS). This COBSW site al w the status of current file information related to file CMS' dedicated Section datory Insurer Reporting f I GHP and Liability Insura- tion User Guides. y aids and services, pleas tation/nondiscrimination-n) impacted by the the Medicare, Med eir organization with lso provides RREs e submissions, colle submissions. 111 Web page at <u>ior Non GHP</u> . Detail ince (Including Self- e visit: <u>otice.html</u>	icaid 1 the and ict	<pre>>> Forgot Login ID >> Password:</pre>	
Getting Started For more informa	tion, refer to Ho	w To Get Start	ed under the How To mer	nu option.			
	Step 1		S	itep 2			
New	Registration	-	Account S	etup 🕩			
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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



Slide notes

Before you begin registration on the Section 111 COBSW, make sure you review the <u>Section 111 GHP</u> <u>Registration</u> 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- Section 111 COBSW Welcome Page

CMS	SECTION 111 Mandatory Reporting	COB®R Extension
bout This Site CMS Links How To	Reference Materials Contact Us Skip Navigation	n
Welcome to the Section 111 COB Secu	re Web site (COBSW)	Account Login
SECTION	111 MESSAGES	User Name:
This site provides an interface for Responsible Medicare Secondary Payer (MSP) reporting n and SCHIP Extension Act (MMSEA) of 2007 (Centers for Medicare and Medicaid Services (their agents with the ability to submit files, rev generated response files, and review statistica All implementation instructions are available o <u>Mandatory Insurer Reporting for GHP</u> and <u>Ma</u> instructions are included in both the Section 1 Insurance), No-Fault, and Workers' Compensi For information about the availability of auxilia	e Reporting Entities (RREs) impacted by the nandated by Section 111 of the Medicare, Medicaid P.L. 110-173) to register their organization with the CMS). This COBSW site also provides RREs and lew the status of current file submissions, collect al information related to file submissions. n CMS' dedicated Section 111 Web page at <u>ndatory Insurer Reporting for Non GHP</u> . Detailed 11 GHP and Liability Insurance (Including Self- ation User Guides. ry aids and services, please visit: institon/pondiscrimination-potice html.	<pre>>> Forgot Login ID >> Password:</pre>
Getting Started For more information, refer to How To Get Sta	rted under the How To menu option.	
Step 1	Step 2	
New Registration	Account Setup	
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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



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	Print this page
You will now go through Step 1 of the Section 111 COB Secure Web site (COBSW) registration process to create a new Responsible Reporting Entity identification number (RRE ID) for reporting purposes. Basic information related to the RRE will be captured including:	
 A Federal Tax Identification Number (TIN) for the RRE 	
 Company name and address 	
 Company Authorized Representative contact information (name, job title, address, E-mail address, phone, fax) 	
 National Association of Insurance Commissioners (NAIC) company code, if applicable 	
 Reporter Type (GHP or Liability/No-Fault/Workers' Compensation) 	
 Subsidiary company information applicable to the file submission for the RRE ID (company names, TINs, NAIC company codes for the subsidiaries). 	
Before continuing, be sure to have this information, including the E-mail address for your Authorized Representative on hand.	
Authorized Representative (AR) Role	
Your Authorized Representative is the individual in the RRE organization who has the legal authority to bind the organization to a contract and the terms of Section 111 requirements and processing. Your AR has ultimate accountability for the RRE's compliance with Section 111 reporting requirements.	
The Authorized Representative:	
 May perform this New Registration step on the COBSW, but will not be provided with a Login ID 	
Cannot be an agent of the RRE	
 Will designate the Account Manager 	
 Must approve the account set up, by physically signing the profile report including the Data Use Agreement, and returning it to the BCRC 	
 Will be the recipient of BCRC notifications related to non-compliance with Section 111 reporting requirements. 	
If you need more than one RRE ID for Section 111 reporting, this step must be repeated for each.	
The information you provide will be verified by the BCRC. The RRE ID will be provided at completion of registration and the PIN will be emailed to the contact for the account after vetting is complete. Upon receipt of the email, your Account Manager (AM) will return to complete Step 2 of the process, Account Setup.	
Refer to the How to Get Started document under the How To menu option for more information.	
Continue Cancel	

Slide notes

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

Slide 14 of 37 - Account Registration

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Account Registration	Print this page
You will now go through Step 1 of the Section 111 COB Secure Web site (COBSW) registration process to create a new Responsible Reporting Entity identification number (RRE ID) for reporting purposes. Basic information related to the RRE will be captured including:	
 A Federal Tax Identification Number (TIN) for the RRE 	
Company name and address	
 Company Authorized Representative contact information (name, job title, address, E-mail address, phone, fax) 	
 National Association of Insurance Commissioners (NAIC) company code, if applicable 	
 Reporter Type (GHP or Liability/No-Fault/Workers' Compensation) 	
 Subsidiary company information applicable to the file submission for the RRE ID (company names, TINs, NAIC company codes for the subsidiaries). 	
Before continuing, be sure to have this information, including the E-mail address for your Authorized Representative on hand.	
Authorized Representative (AR) Role	
Your Authorized Representative is the individual in the RRE organization who has the legal authority to bind the organization to a contract and the terms of Section 111 requirements and processing. Your AR has ultimate accountability for the RRE's compliance with Section 111 reporting requirements.	
The Authorized Representative:	
 May perform this New Registration step on the COBSW, but will not be provided with a Login ID 	
Cannot be an agent of the RRE	
Will designate the Account Manager	
 Must approve the account set up, by physically signing the profile report including the Data Use Agreement, and returning it to the BCRC 	
 Will be the recipient of BCRC notifications related to non-compliance with Section 111 reporting requirements. 	
If you need more than one RRE ID for Section 111 reporting, this step must be repeated for each.	-
The information you provide will be verified by the BCRC. The RRE ID will be provided at completion of registration and the PIN will be emailed to the contact for the account after vetting is complete. Upon receipt of the email, your Account Manager (AM) will return to complete Step 2 of the process, Account Setup.	
Refer to the How to Get Started document under the How To menu option for more information.	
Continue	

Slide notes

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

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Slide 15 of 37 - Account Registration

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Account Registration	Print this page
You will now go through Step 1 of the Section 111 COB Secure Web site (COBSW) registration process to create a new Responsible Reporting Entity identification number (RRE ID) for reporting purposes. Basic information related to the RRE will be captured including:	
 A Federal Tax Identification Number (TIN) for the RRE 	
Company name and address	
 Company Authorized Representative contact information (name, job title, address, E-mail address, phone, fax) 	
 National Association of Insurance Commissioners (NAIC) company code, if applicable 	
 Reporter Type (GHP or Liability/No-Fault/Workers' Compensation) 	
 Subsidiary company information applicable to the file submission for the RRE ID (company names, TINs, NAIC company codes for the subsidiaries). 	
Before continuing, be sure to have this information, including the E-mail address for your Authorized Representative on hand.	
Authorized Representative (AR) Role	
Your Authorized Representative is the individual in the RRE organization who has the legal authority to bind the organization to a contract and the terms of Section 111 requirements and processing. Your AR has ultimate accountability for the RRE's compliance with Section 111 reporting requirements.	
The Authorized Representative:	
 May perform this New Registration step on the COBSW, but will not be provided with a Login ID 	
Cannot be an agent of the RRE	
 Will designate the Account Manager 	
 Must approve the account set up, by physically signing the profile report including the Data Use Agreement, and returning it to the BCRC 	
 Will be the recipient of BCRC notifications related to non-compliance with Section 111 reporting requirements. 	
If you need more than one RRE ID for Section 111 reporting, this step must be repeated for each.	
The information you provide will be verified by the BCRC. The RRE ID will be provided at completion of registration and the PIN will be emailed to the contact for the account after vetting is complete. Upon receipt of the email, your Account Manager (AM) will return to complete Step 2 of the process, Account Setup.	
Refer to the How to Get Started document under the How To menu option for more information.	
Continue	ې س

Slide notes

Click the Cancel button to terminate the action.

Slide 16 of 37- Section 111 COBSW Website

CMS			SECTION 111 Mandatory Reporting			COB [®] R Letter at Reserve
About This Site	CMS Links	How To	Reference Materials	Contact Us	Skip Navigation]
Welcome to the	e Section 111	COB Secure	e Web site (COBSW)			Account Login
		SECTION 1	11 MESSAGES			User Name:
This site provide: Medicare Second and SCHIP Exter Centers for Medi their agents with generated respon All implementatic <u>Mandatory Insur</u> instructions are in Insurance), No-F For information a <u>http://www.medic</u>	s an interface for dary Payer (MSF nsion Act (MMSI care and Medicz the ability to sut nse files, and rev n instructions an <u>er Reporting for</u> ncluded in both t ault, and Worke bout the availab <u>hare, gov/about-u</u>	r Responsible 1 P) reporting ma EA) of 2007 (P, iid Services (C omit files, revie view statistical re available on <u>GHP</u> and <u>Man</u> ; he Section 111 rs' Compensat ility of auxiliary <u>s/nondiscrimin</u>	Reporting Entities (RREs) indated by Section 111 of L. 110-173) to register the MS). This COBSW site al w the status of current file information related to file CMS' dedicated Section datory Insurer Reporting f GHP and Liability Insura ion User Guides.	impacted by the the Medicare, M ir organization v so provides RRE submissions, cc submissions. 111 Web page at <u>or Non GHP</u> . Det nce (Including S e visit: <u>otice.html</u>	edicaid ith the 's and llect ailed ailed	Password:
Getting Started For more informa	ition, refer to Ho	w To Get Start	ed under the How To men	u option.		
New	Registration	-	Account S	etup 📥		
			_		-	
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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



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

RRE ID Profile Information Complete the information below for the RRE ID you are requesting. * Required Company EIN/TIN* Company Address Street Line 1:* Street Line 2: City, State, Zip:* NAIC Number: Company Telephone**	
RRE ID Profile Information Complete the information below for the RRE ID you are requesting. "Required Company EIN/TIN!" Company Name:" Image: I	
RRE ID Profile Information Complete the information below for the RRE ID you are requesting. * Required Company EIN/TIN:* Company Name:* Image:	ICK HELP
RRE ID Profile Information Complete the information below for the RRE ID you are requesting. * Required Company EIN/TIN:* Company Name:* Image: Company Address Street Line 1:* Street Line 1:* Street Line 2: City, State, Zip:* NAIC Number: Company Telephone:*	About This Page
RRE ID Profile Information Complete the information below for the RRE ID you are requesting. * Required Company EIN/TIN:* Company Name:* Image: I	
Complete the information below for the RRE ID you are requesting.	
* Required Company EIN/TIN:* Company Name:* Company Name:* Company Address Street Line 1:* Street Line 2: City, State, Zip:* NAIC Number: Company Telephone:* ()) -	
Company EIN/TIN:*	
Company Name:*	
Company Address Street Line 1:* Street Line 2: City, State, Zip:* NAIC Number: Company Telephone:*	
Street Line 1:* Street Line 2: City, State, Zip:* NAIC Number: Company Telephone:* ()) -	
Street Line 2:	
City, State, Zip:*, Please select a state NAIC Number: Company Telephone:* ()	
NAIC Number:	
Company Telephone.* () -	
Company Fax: ()	
Reporter Type. OGHP O Liability/ No Fault/ Workers Compensation	
Continue	
	-

Slide notes

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

Slide 19 of 37- RRE ID Profile Information

About This Site	CMS Links	How To	Reference Materials	Contact Us	Skip Navigation			
							QUIC	K HELP
							Help A	bout This
							<u> </u>	aye
	RRE ID Profile I	nformation						
	Complete the inform	nation below t	for the RRE ID you are re	questing.				
,	* Required							
(Company EIN/TIN:	•						
(Company Name:*	••••]						
	Company Address	5						
	Street Line 1:*							
5	Street Line 2:							
(City, State, Zip:*		, P	lease select a sta	nte 🗸	-		
	NAIC Number:							
(Company Telephon	ne:* (
(Company Fax:	()	1000 Bi 1000	<i>2</i> ,			
	Reporter Type:*	⊖ GH	IP ○Liability/ No Fault/	Workers' Compe	nsation			
			Continue	Cancel				

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

About This Site	CMS Links	How To	Reference Materials	Contact Us	Skip Navigation			
								QUICK HELP
							1	Help About This Page
	RRE ID Profile I	nformation						
	Complete the inform	nation below	for the RRE ID you are rea	questing.				
,	* Required							
	Company EIN/TIN:	•						
	Company Name:*	•••						
20	Company Address	s						
:	Street Line 1:*							
:	Street Line 2:							
	City, State, Zip:*		, P	lease select a sta	ite 🗸	-		
	NAIC Number:							
	Company Telephon	ne:* (
	Company Fax:	(a.			
'	Reporter Type.	U GI	HP O Liability/ No Fault/	Workers' Compe	nsation			
			Continue	Cancel				

Slide notes

Click the Continue button to proceed.

Slide 21 of 37- Corporate Structure

CM	S SECTION 111 Mandatory Reporting	COB®R Destination of Bacello and Recovery
About This Site	CMS Links How To Reference Materials Contact Us Skip Navigation Corporate Structure	QUICK HELP Help About This Page
	Provide the following information for any subsidiary organizations that will be included in the file submissions for the RRE ID you are requesting. If not applicable, then click on the Continue button to skip this page. Subsidiaries Reporting under this RRE Company Names: Name: NAIC No: EIN/TIN: Add More Continue Cancel	
	CMS/HHS Vulnerability Disclosure Policy Privacy Policy User Agreement	

Slide notes

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

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

CMS	SECTION 111 Mandatory Reporting	COB [®] R Development Reserved Recovery
About This Site CMS I Con Provide I ID you a Subsidia Compar Name: Name:	Links How To Reference Materials Contact Us Skip Navigation Porate Structure he following information for any subsidiary organizations that will be included in the file submissions for the RRE re requesting. If not applicable, then click on the Continue button to skip this page. wries Reporting under this RRE y Names: Company NAIC Number(s) and EIN(s)/TIN(s): Image: Company NAIC No: Image: EIN/TIN: Image: Add More Continue Cancel	QUICK HELP Help About This Page
	CMC/HHS Multacrability Disclosure Daliay I Drivacy Daliay I Haar Agraement	

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 43 - Corporate Structure

CCMS	SECTION 111 Mandatory Reporting							
About This Site C	Ims Links How To Reference Materials Contact Us Skip Navigation	QUICK HELP Help About This Page						
Prov ID y Sub Con Na Na	vide the following information for any subsidiary organizations that will be included in the file submissions for the RRE or are requesting. If not applicable, then click on the Continue button to skip this page. osidiaries Reporting under this RRE mpany Names: Company NAIC Number(s) and EIN(s)/TIN(s): ime: NAIC No: EIN/TIN: ime: NAIC No: EIN/TIN: ime: NAIC No: EIN/TIN: ime: Add More Continue Cancel							
	CMS/HHS Vulnerability Disclosure Policy Privacy Policy User Agreement	2						

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



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

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:"
Address:*
Re-enter E- mail Address:*
Authorized Represtntative Mailing Address
Street Line 1:*
Street Line 2:
City, State, Zip:*, Select ✔
Telephone:* () ext
Fax: ([])
Continue

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



Slide notes

After you have completed the required Responsible Reporting Entity and Authorized Representative information, the account information you entered will display. 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

About This Site	CMS Links	How To	Reference Materials	Contact Us	Skip Navigation		
							QUICK HELP
							Help About This Page
Registration Sum	mary				Pri	nt this page	
Please review your Accou Print this page for your red	nt Registration Inf cords.	ormation. If you n	eed to change the informat	tion, click the 'Edit'	button in the applicabl	e section.	
Company Information			Subsidiary Inform	nation			
EIN/TIN: ######### Reporter Type: GHP AAAAAAAAAAAA AAAAAAAAAAAAAA			Subsidiary Name(s): AAAAAAAAAAAAA AAAAAAAAAAAAAA	IN/TIN: ######### IN/TIN: #########	NAIC:98764 NAIC:98564		
AAAAAAAAAAAAA, MD ## Telephone: (###) ###-### Fax: (###) ###-####	### #		Edit				
Edit							
Authorized Represent	ative Information	on					
FIRST LAST Director AAAAAAAAAAAAA EIN/TIN: ######### Telephone: (###) ### ###	###						
Fax: (###) ### #### Email: email@domain.com	n						
Edit							
		Continu	Cancel				
CMS/HHS Vulnerability Disclosure Policy Privacy Policy User Agreement							

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 28 of 37 - Corporate Structure

CN	SECTION 111 Mandatory Reporting	COB® Conditioned Execution and Recovery
About This Site	CMS Links How To Reference Materials Contact Us Skip Navigation Corporate Structure	QUICK HELP Help About This Page
	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: NAIC No: Name: NAIC No: Name: NAIC No: EIN/TIN: Mame: NAIC No: EIN/TIN: Mame: NAIC No: EIN/TIN: Add More	
	Continue Cancel	

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

About This Site	CMS Links	How To	Reference Materials	Contact Us	Skip Navigation		1
							QUICK HELP
							Help About This Page
Registration Sum	mary				Pri	int this page	
Please review your Accour Print this page for your rea	nt Registration Info cords.	ormation. If you ne	eed to change the informat	tion, click the 'Edit' I	outton in the applicabl	e section.	
Company Information			Subsidiary Inform	nation			
EIN/TIN: ######### Reporter Type: GHP AAAAAAAAAAAA AAAAAAAAAAAAA			Subsidiary Name(s): AAAAAAAAAAAAAA AAAAAAAAAAAAAAAA	IN/TIN: ######### IN/TIN: #########	NAIC:98764 NAIC:98564		
AAAAAAAAAAAAA, MD ## Telephone: (###) ###-### Fax: (###) ###-####	### #		Edit				
Edit							
Authorized Represent	ative Informatio	on					
FIRST LAST Director AAAAAAAAAAAA AAAAAAAAAAAAA EIN/TIN: ########## Telephone: (###) ###.### Fax: (###) ###.#### Email: email@domain.cor	### #						
Edit							
		Continu	Cancel				
		CMS/	HHS Vulnerability Disclo	sure Policy Priva	acy Policy User Agi	reement	

Slide notes

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

Slide 30 of 37 - Registration Summary

QUICK	HELP
Help Abo Pag	ut This e
Registration Summary	
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: ######### Subsidiary Name(s): Reporter Type: GHP AAAAAAAAAA EIN/TIN: ######### NAIC:98764 AAAAAAAAAAAA AAAAAAAAAAAAAAAAAAAAAA	
AAAAAAAAAAA, MD ##### Telephone: (###) ### #### Fax: (###) ### ####	
Edit	
Authorized Representative Information	
FIRST LAST Director AAAAAAAAAAAAAA AAAAAAAAAAAAA	
EIN/TIN: ######### Telephone: (###) ####### Fax: (###) ##### Email: @mail@domain.com	
Edit	
Continue	
CMS/HHS Vulnerability Disclosure Policy Privacy Policy User Agreement	

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



Slide notes

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

Slide 32 of 37 - Thank You

About This Site	CMS Links	How To	Reference Materials	Contact Us	Skip Navigation	9		
		2 2.45		3 S				
								QUICK HELP
								<u>Help About This</u> <u>Page</u>
Thank You						Prin	t this page	
You have successfully cor page for your records.	npleted the initial	registration step	for the Section 111 COBSV	W. It is important to	print this			
Your assigned RRE ID 45687	:							
Your Assigned EDI Re	presentative:							
The following individual you any questions regar reference.	has been assign ding the RRE ad	ed as your EDI count. Please I	representative, contact t nave your above account	the EDI respresen t number available	tative if a for			
Elizabeth Ford Telephone: (800) 234-56 Email: eford@ghi.com	578							
Your EDI Representati transmission and repo	ive is your main orting issues.	n contact for y	our Section 111 RRE II	D account, file				
NEXT STEPS								
Now that this RRE ID re BCRC. Once this is com the personal identification	gistration has be pleted, the BCR on number (PIN)	en submitted, t C will send an e only. It will not e	he information provided of the information provided of the named Author contain the RRE ID.	will be validated b prized Representa	y the tive with			2
Your Authorized Repres the Section 111 COBSW	entative must giv / to complete Ste	e this RRE ID a p 2, Account S	and PIN to your Account etup.	Manager who will	return to			
If you do not receive you Representative.	ur emailing withir	17 business da	ys, please contact your a	assigned EDI				

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



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



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



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 <u>GHP User Guide</u>.

Slide 36 of 37 - Conclusion



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



Slide notes

If you have any questions or feedback on this material, please go the following URL: <u>GHP Training</u> <u>Survey</u>.