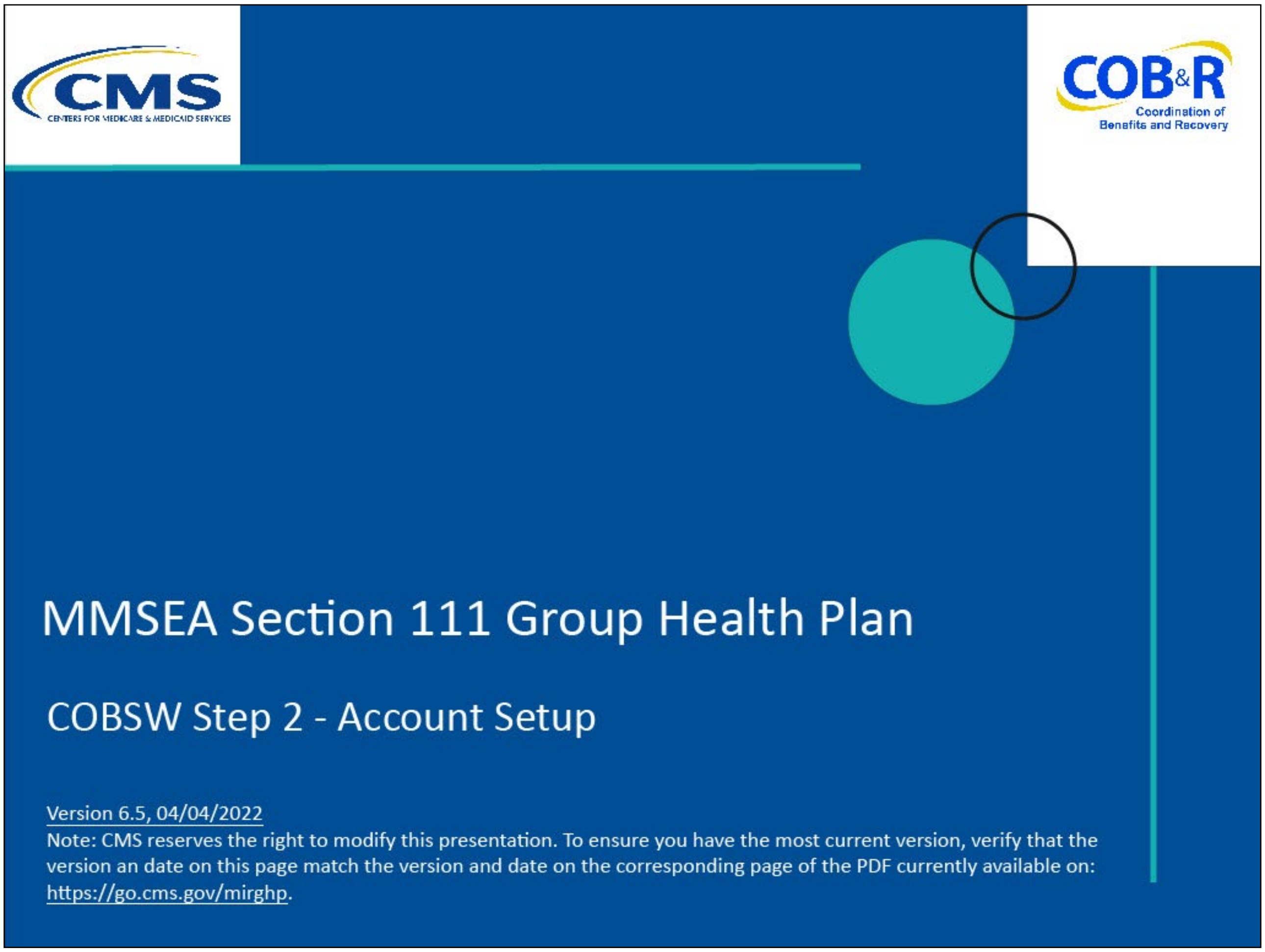
COBSW Step 2 - Account Setup

Slide 1 of 48 - COBSW Step 2 - Account Setup Introduction

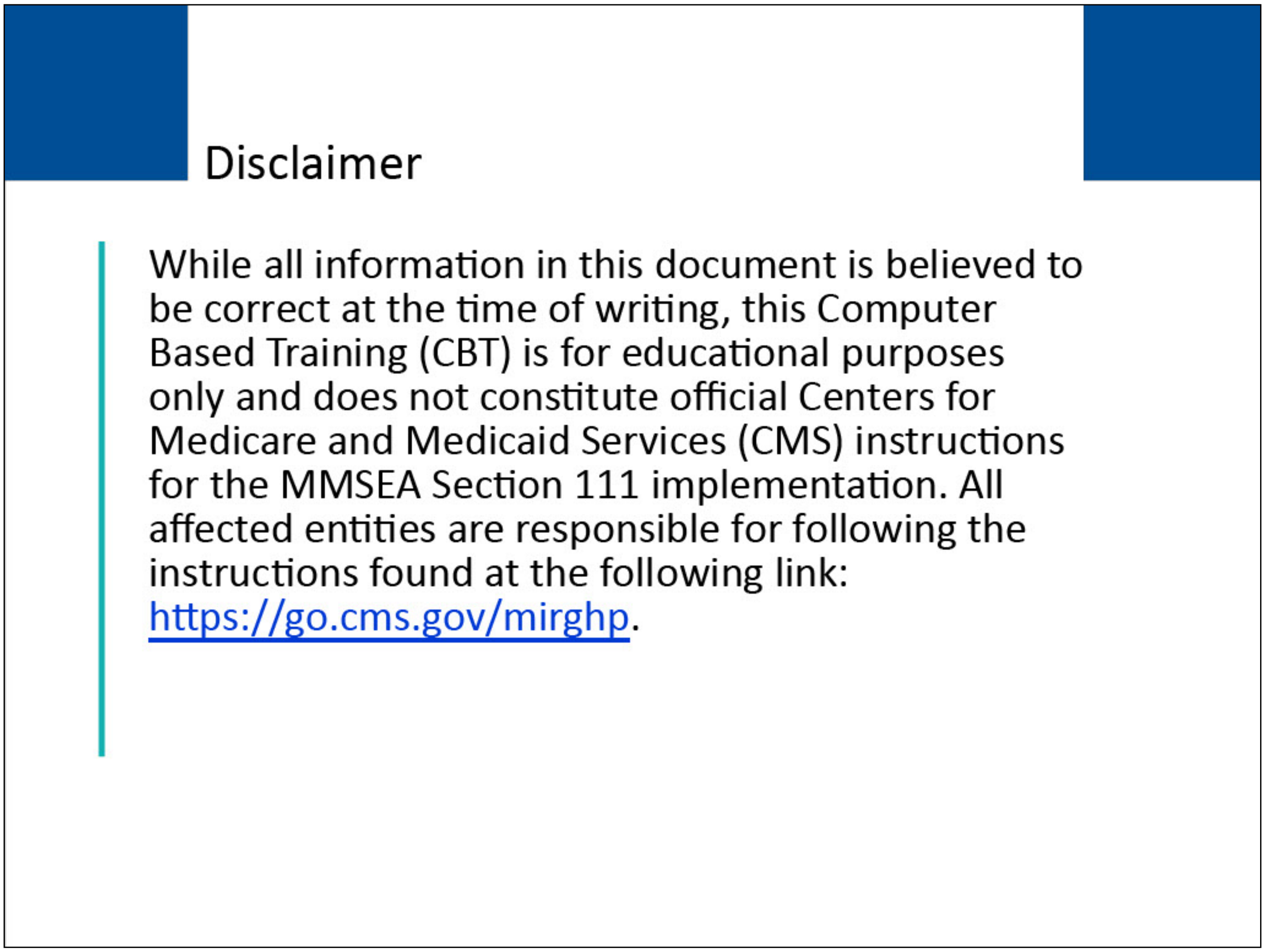


Slide notes

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

Note: This module applies to Responsible Reporting Entities (RREs) that will be submitting Section 111 claim information via an electronic file submission as well as those RREs that will be submitting this information via direct data entry (DDE).

Slide 2 of 48 - Disclaimer

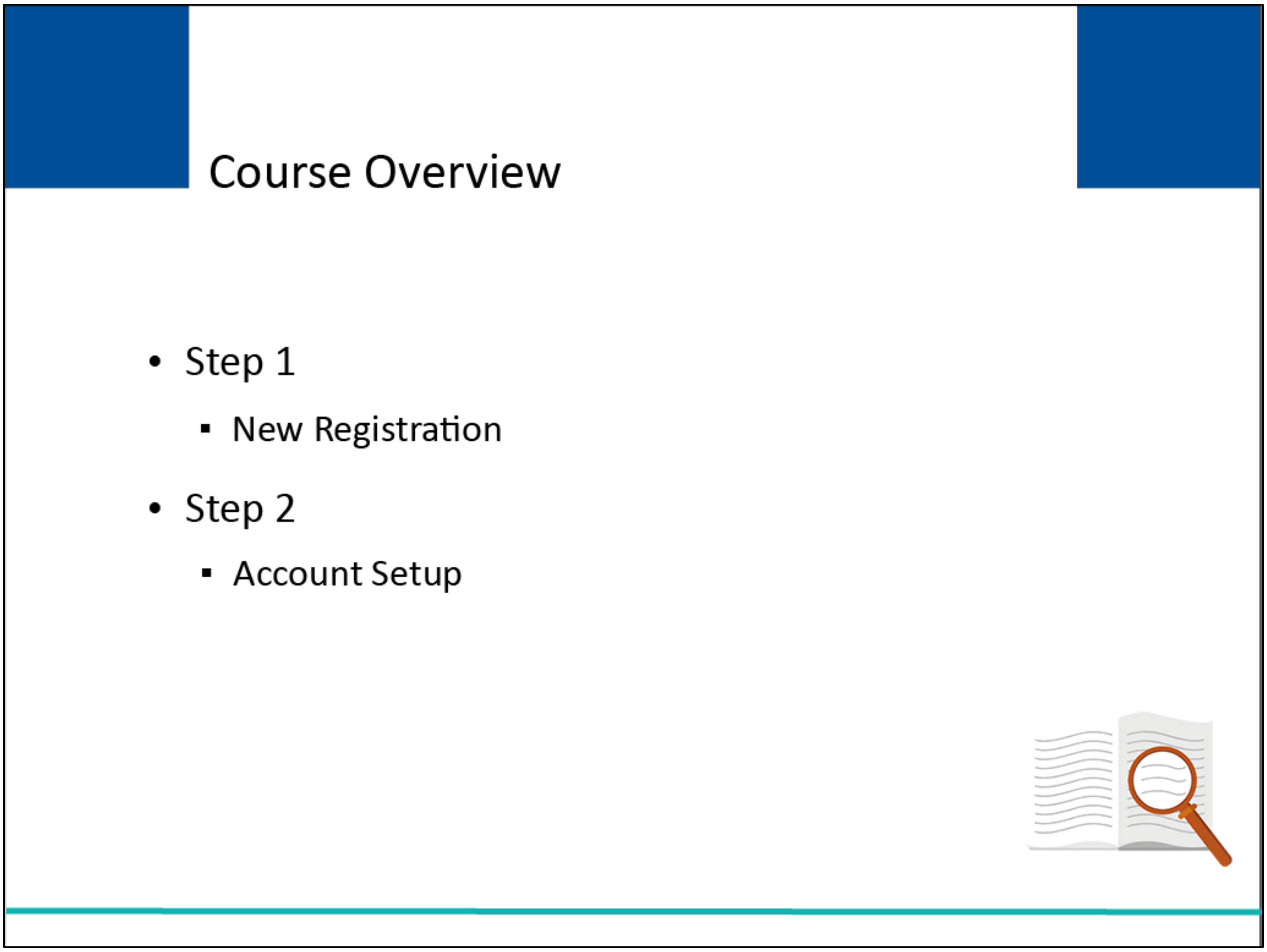


Slide notes

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 & 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.

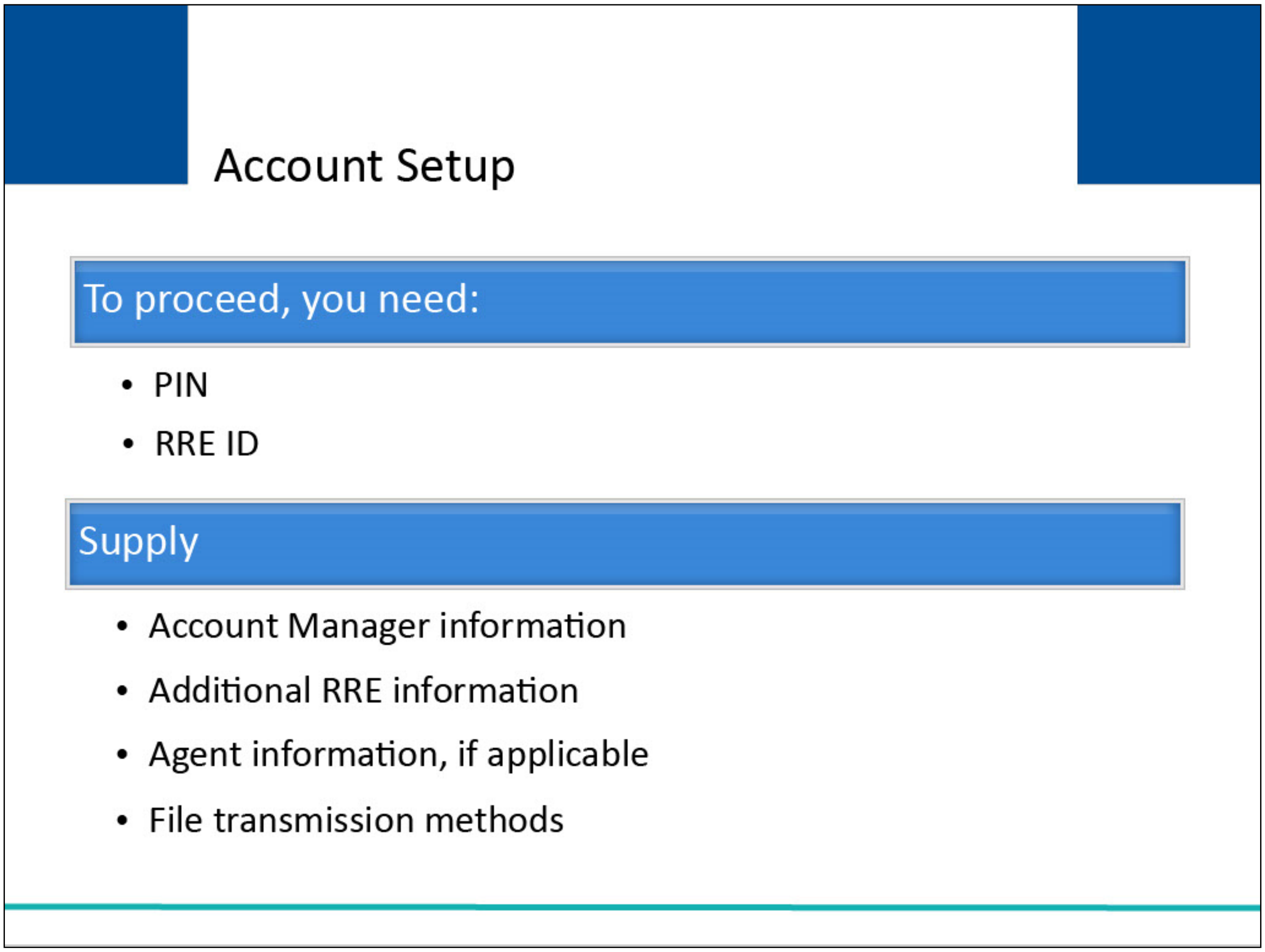
Slide 3 of 48 - Course Overview



Slide notes

This course will cover Step 2 - Account Setup on the Section 111 COB Secure Website.

Slide 4 of 48 - Account Setup

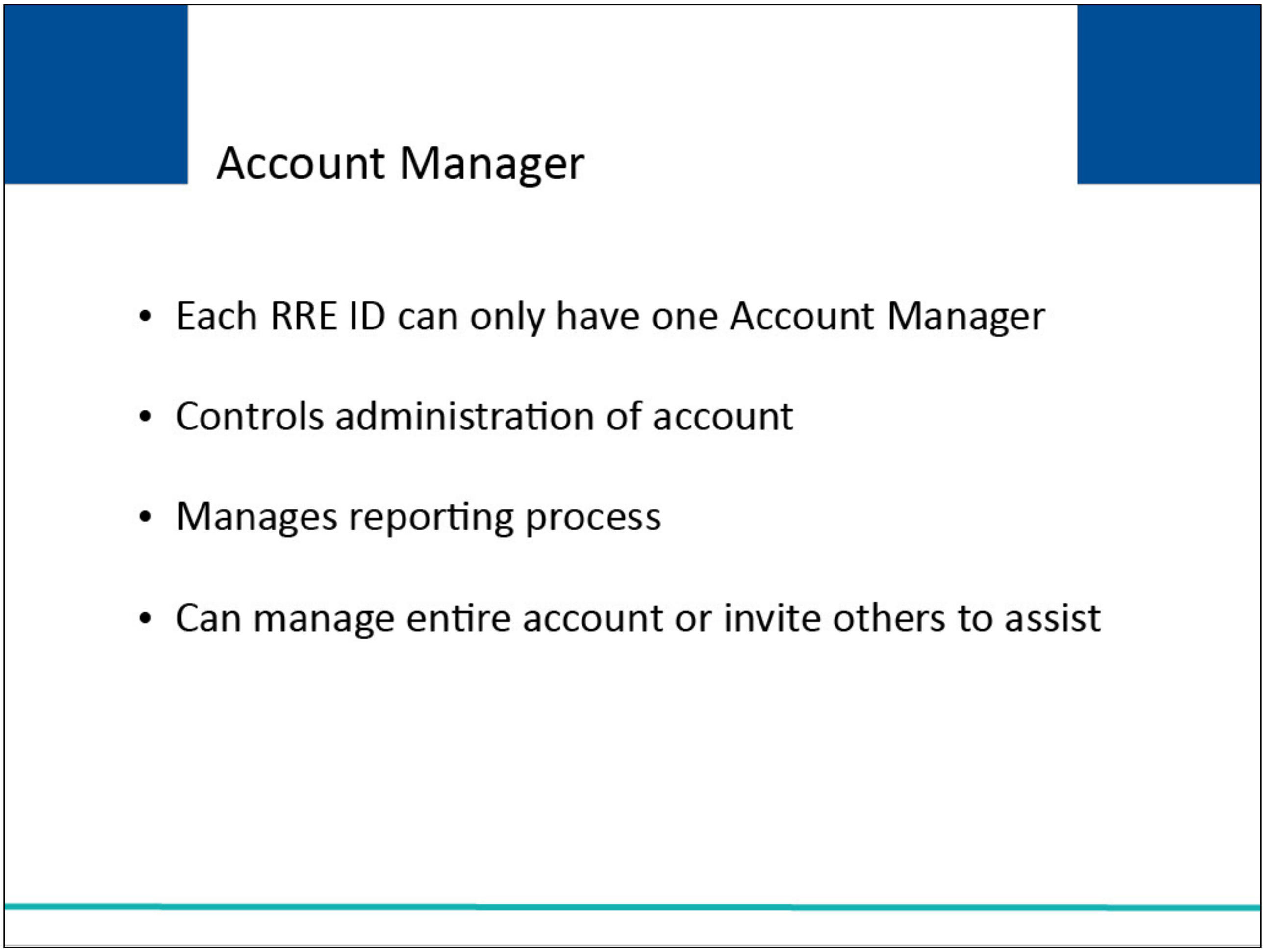


Slide notes

You may begin Account Setup (Step 2) if you have already completed New Registration (Step 1) and your Responsible Reporting Entity's (RRE's) Authorized Representative received an email from the Benefits Coordination & Recovery Center (BCRC) containing the Personal Identification Number (PIN) associated with your Responsible Reporting Entity Identification Number (RRE ID).

You will need the RRE ID and PIN to continue with the Account Setup process. Before beginning this step, you must identify your Account Manager because they are responsible for completing this step in the Section 111 Registration process. During Account Setup, account manager information, additional RRE information, agent information (if you are using an agent), and file transmission information will be entered.

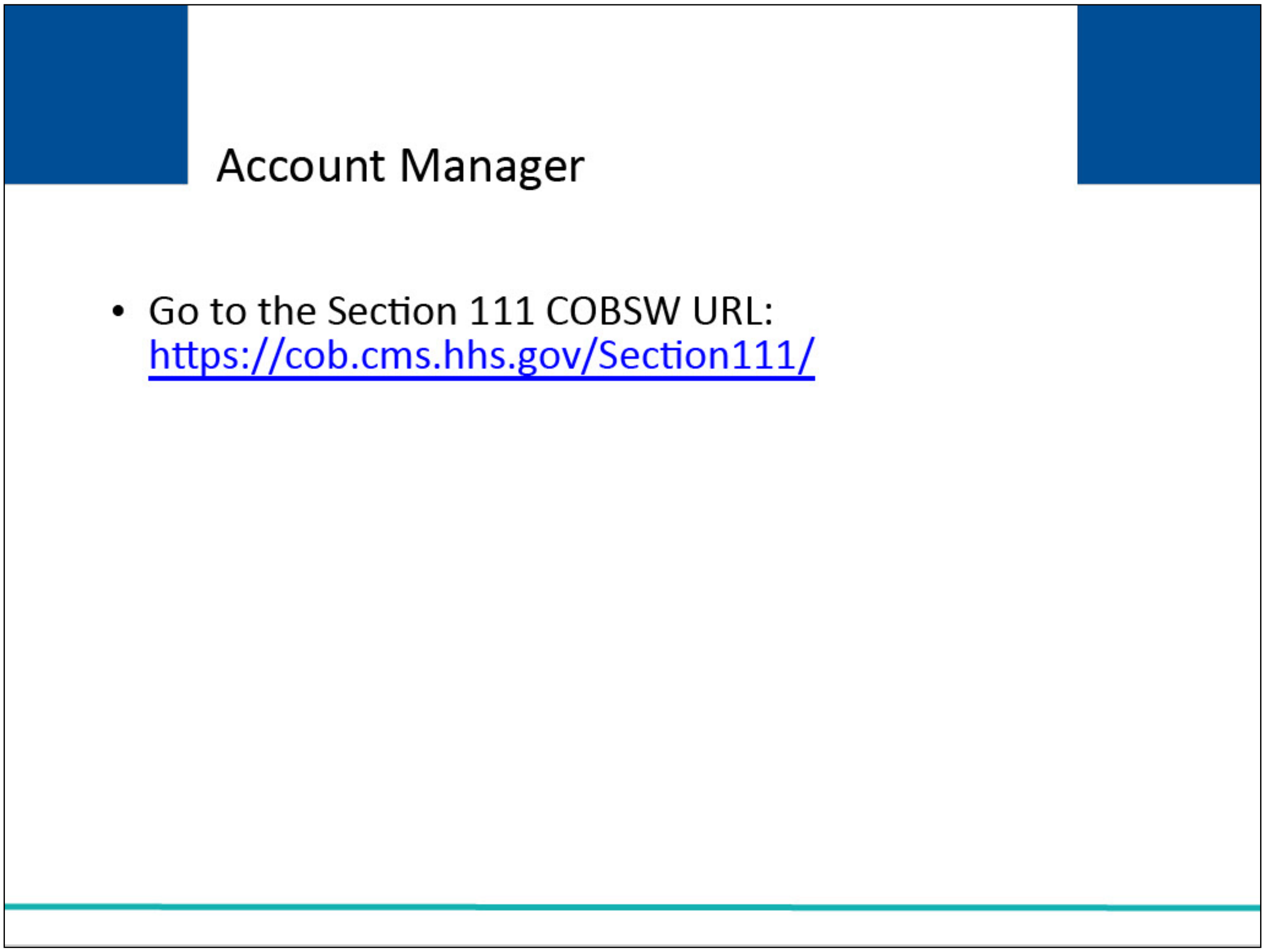
Slide 5 of 48 - Account Manager



Slide notes

Each RRE ID can have only one Account Manager. This is the individual who controls the administration of an RRE's account and manages the overall reporting process. The Account Manager may choose to manage the entire account and data file exchange or may invite other company employees or data processing agents to assist.

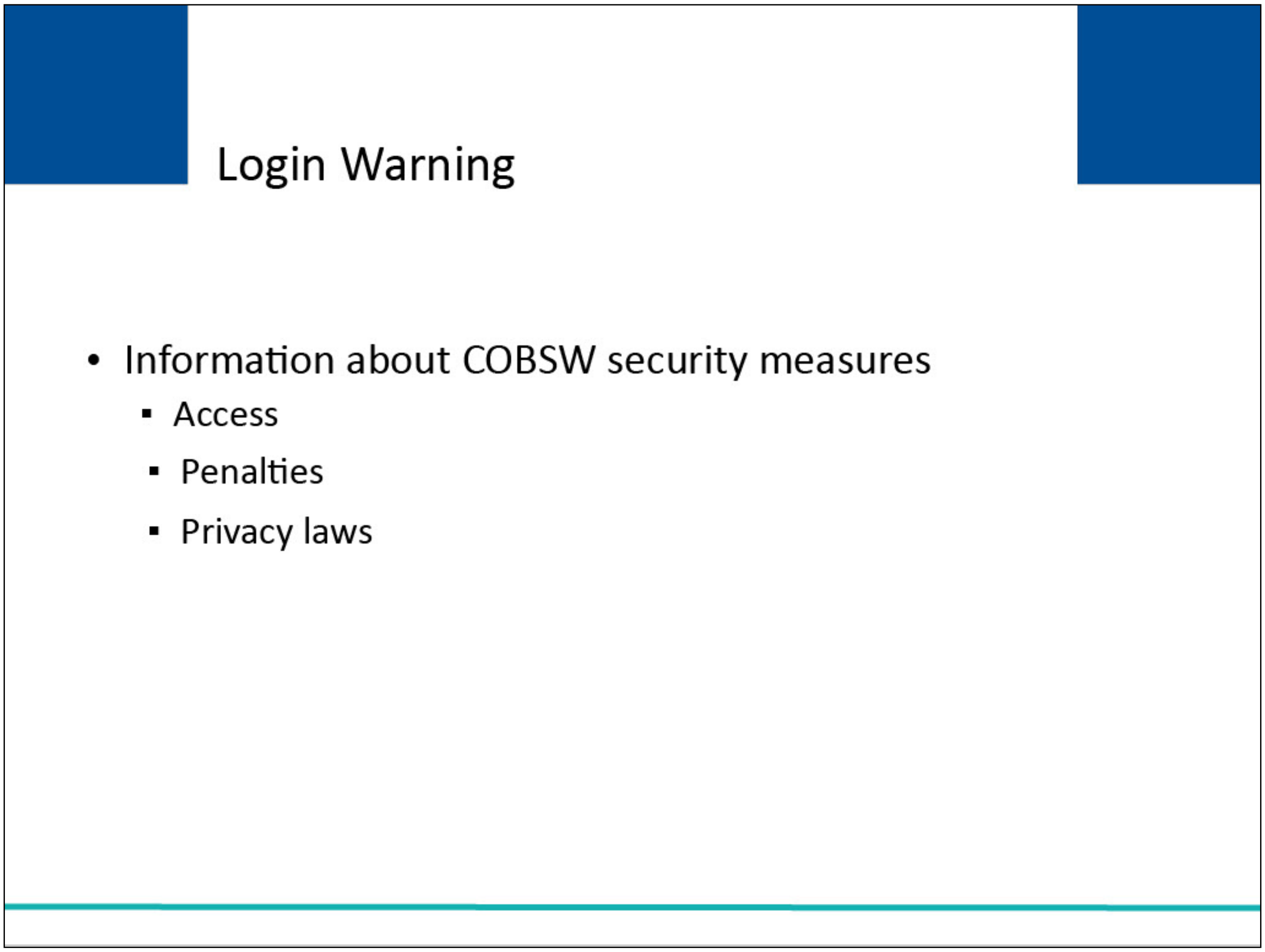
Slide 6 of 48 - Account Manager



Slide notes

In order to perform the Responsible Reporting Entity account setup tasks, the Responsible Reporting Entities' Account Manager must go to the following Section111 COB Secure Website URL: COBSW Section 111 Website.

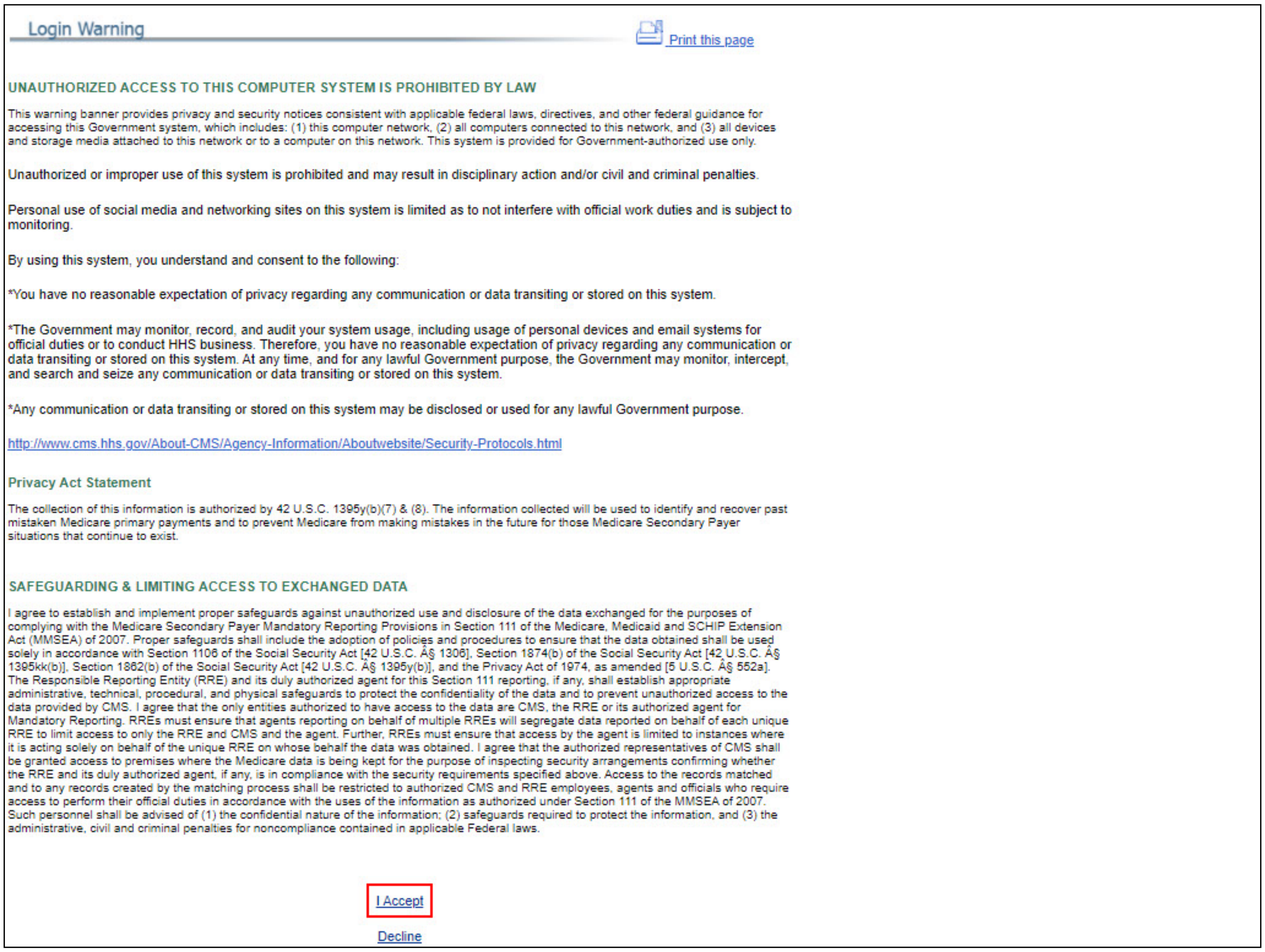
Slide 7 of 48 - Login Warning



Slide notes

When you first enter the Section 111 COB Secure Website, a login warning is displayed. This page provides information about Section 111 COBSW security measures including access, penalty, and privacy laws. If you accept the terms of the login warning, you will be brought to the Section 111 COBSW Home page.

Slide 8 of 48 - Login Warning

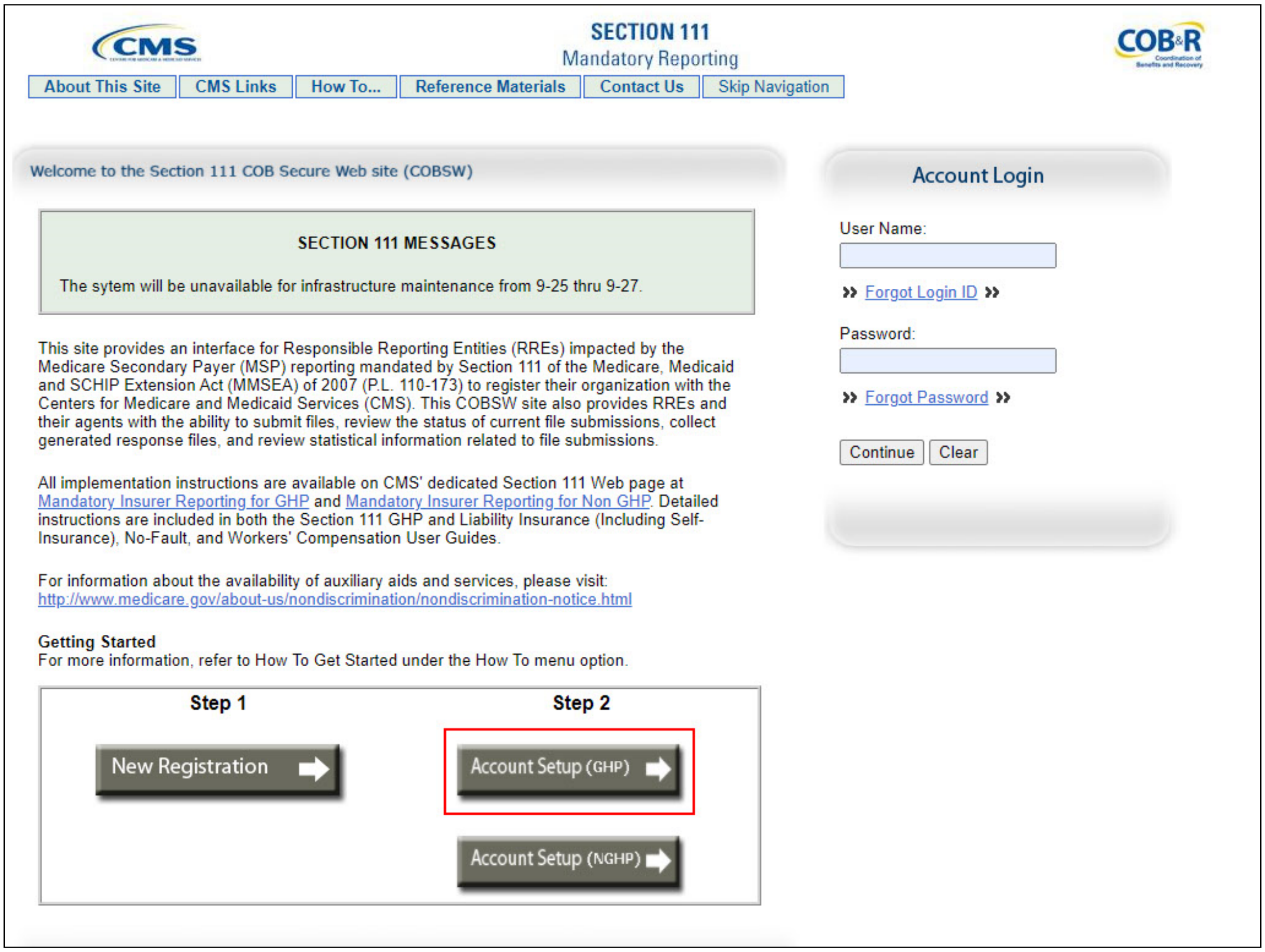


Slide notes

Upon entering the COBSW Section 111, the Login Warning will display.

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

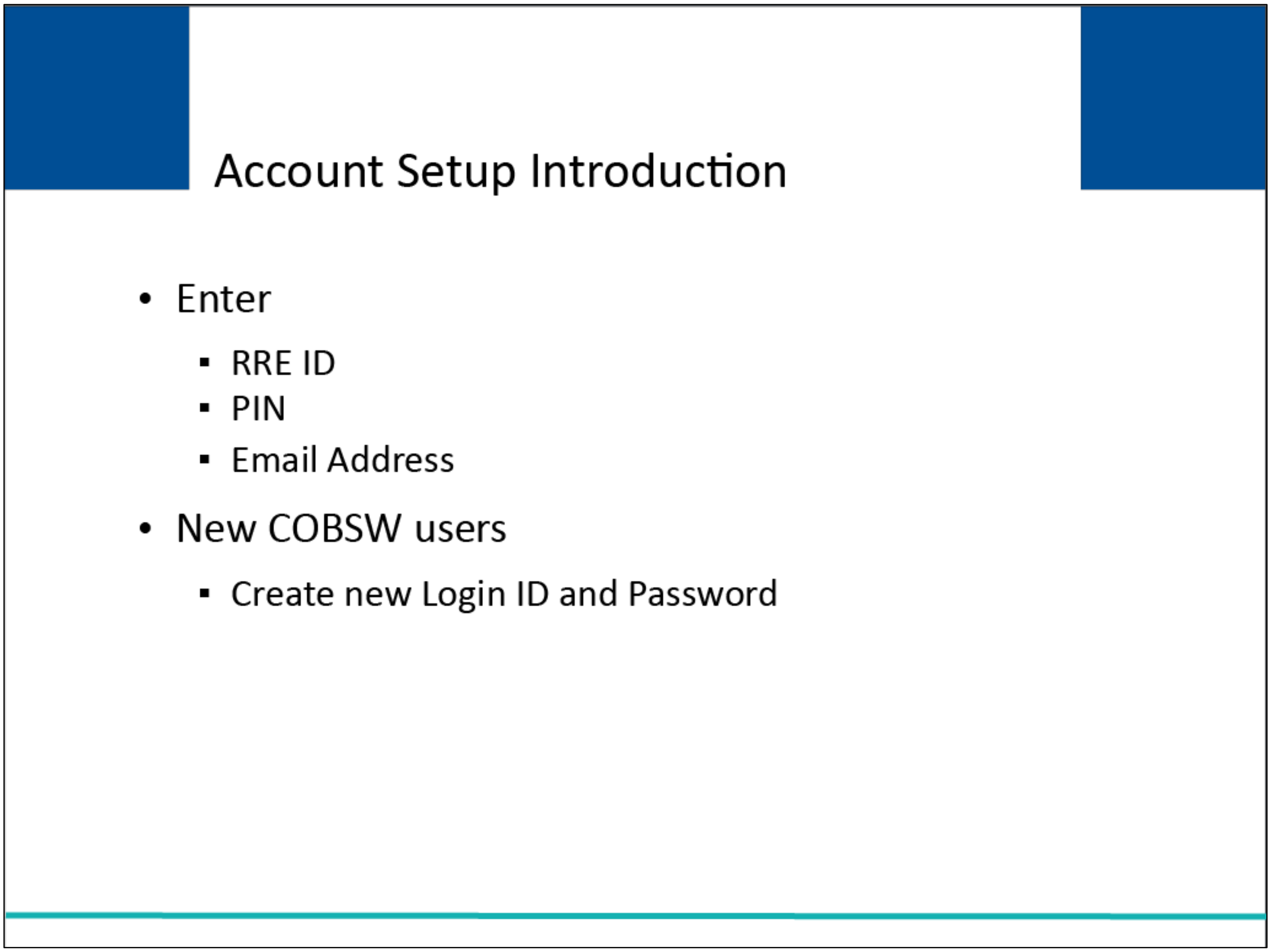
Slide 9 of 48 - Welcome Page



Slide notes

From the Home Page, click on the Account Setup (GHP) button to begin Step 2.

Slide 10 of 48 - Account Setup Introduction



Slide notes

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

Your email address is also required to determine whether you are a registered user.

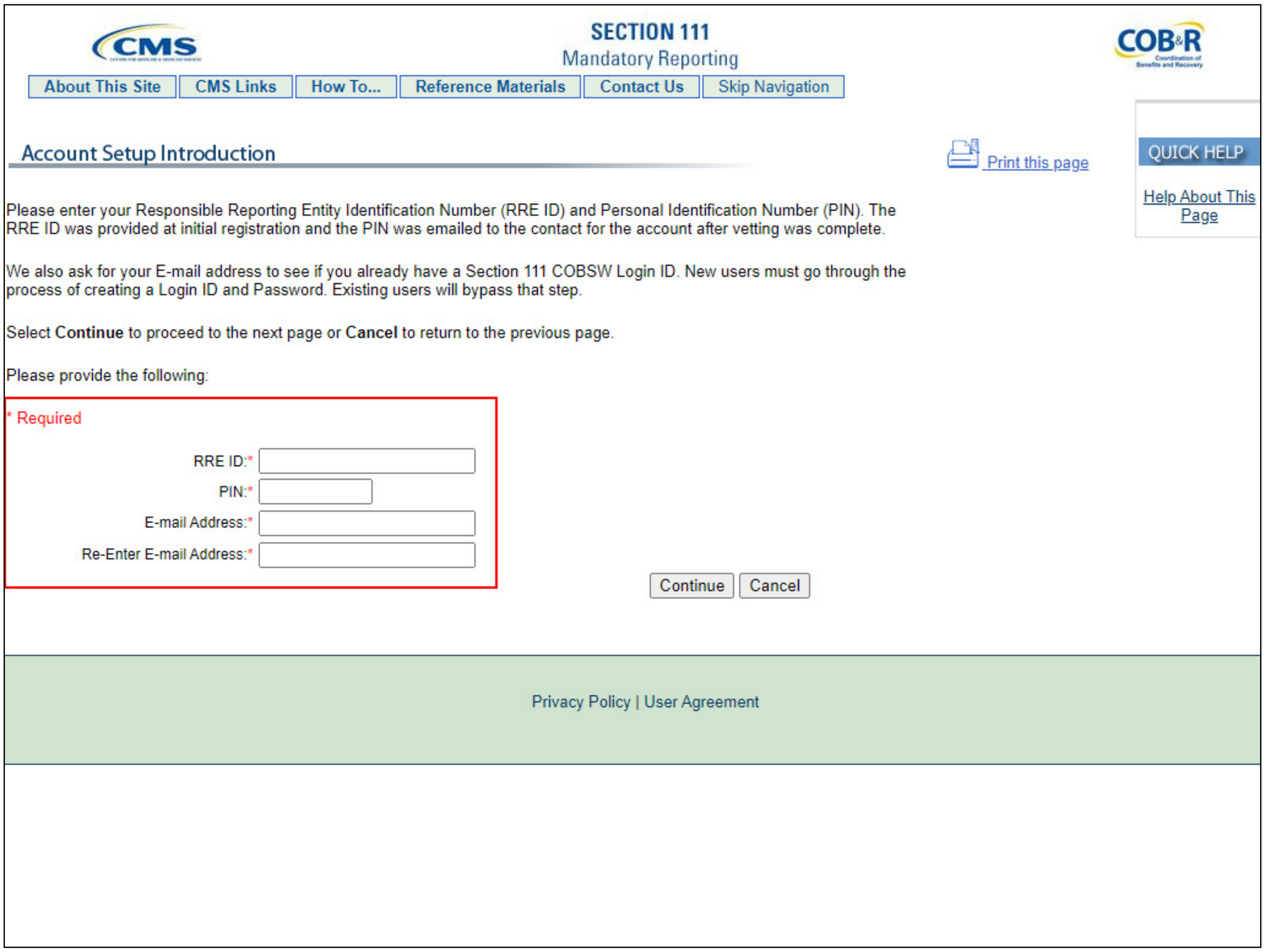
New users must go through the process of creating a new Login ID and Password before setting up an RRE account.

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

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

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

Slide 11 of 48 - Account Setup Introduction



Slide notes

From the Home page, the Account Setup Introduction page will display, and you will enter your RRE ID, and your PIN and enter and re-enter your email address.

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

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

Slide 12 of 48 - Company Information

Company Information

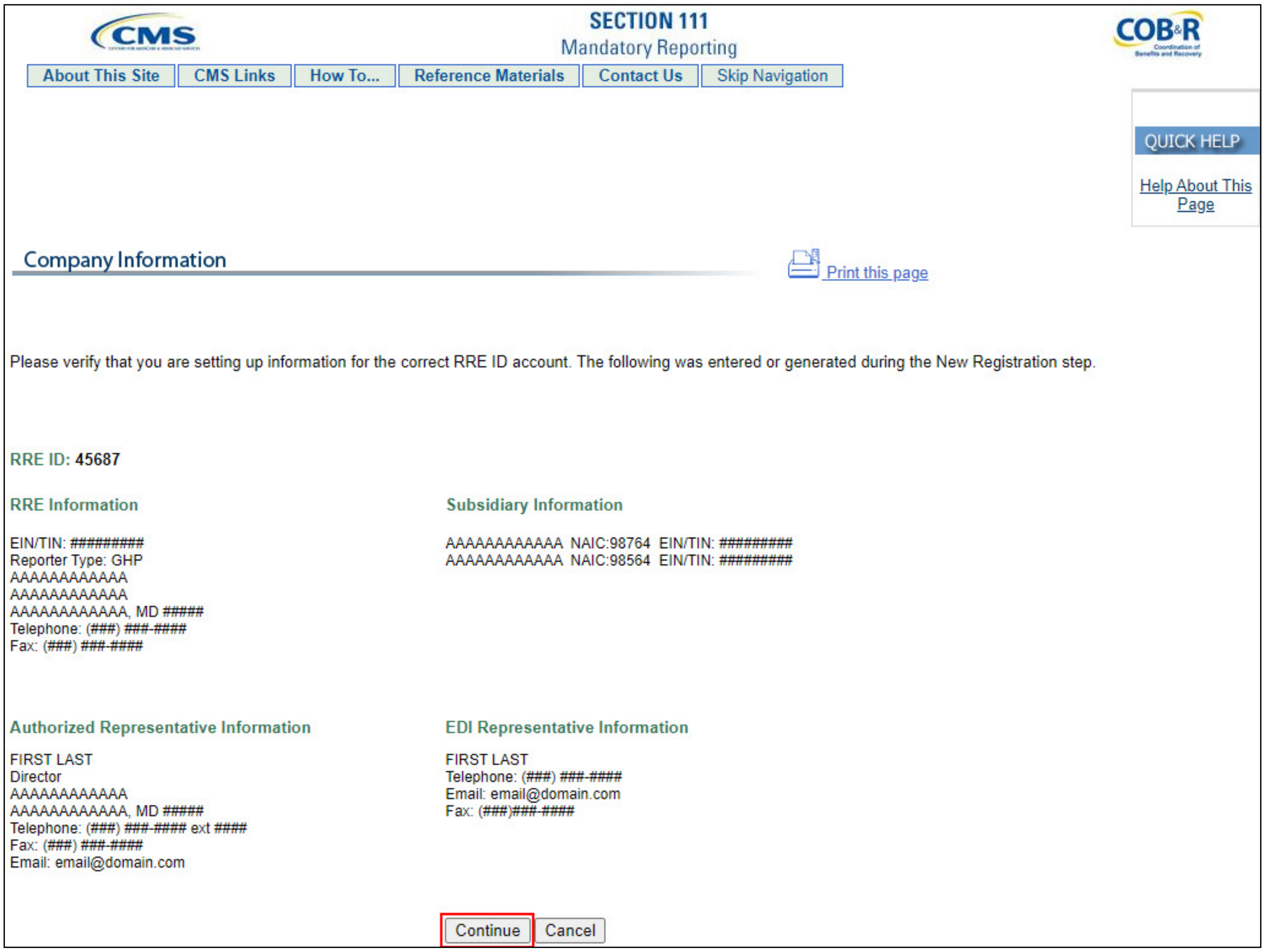
- Company
- Subsidiary
- Authorized Representative
- EDI Representative

Slide notes

The Company Information page displays information for the company, subsidiaries, Authorized Representative, and (Electronic Data Interchange) EDI Representative associated with this RRE ID. You will need to review this information for accuracy.

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

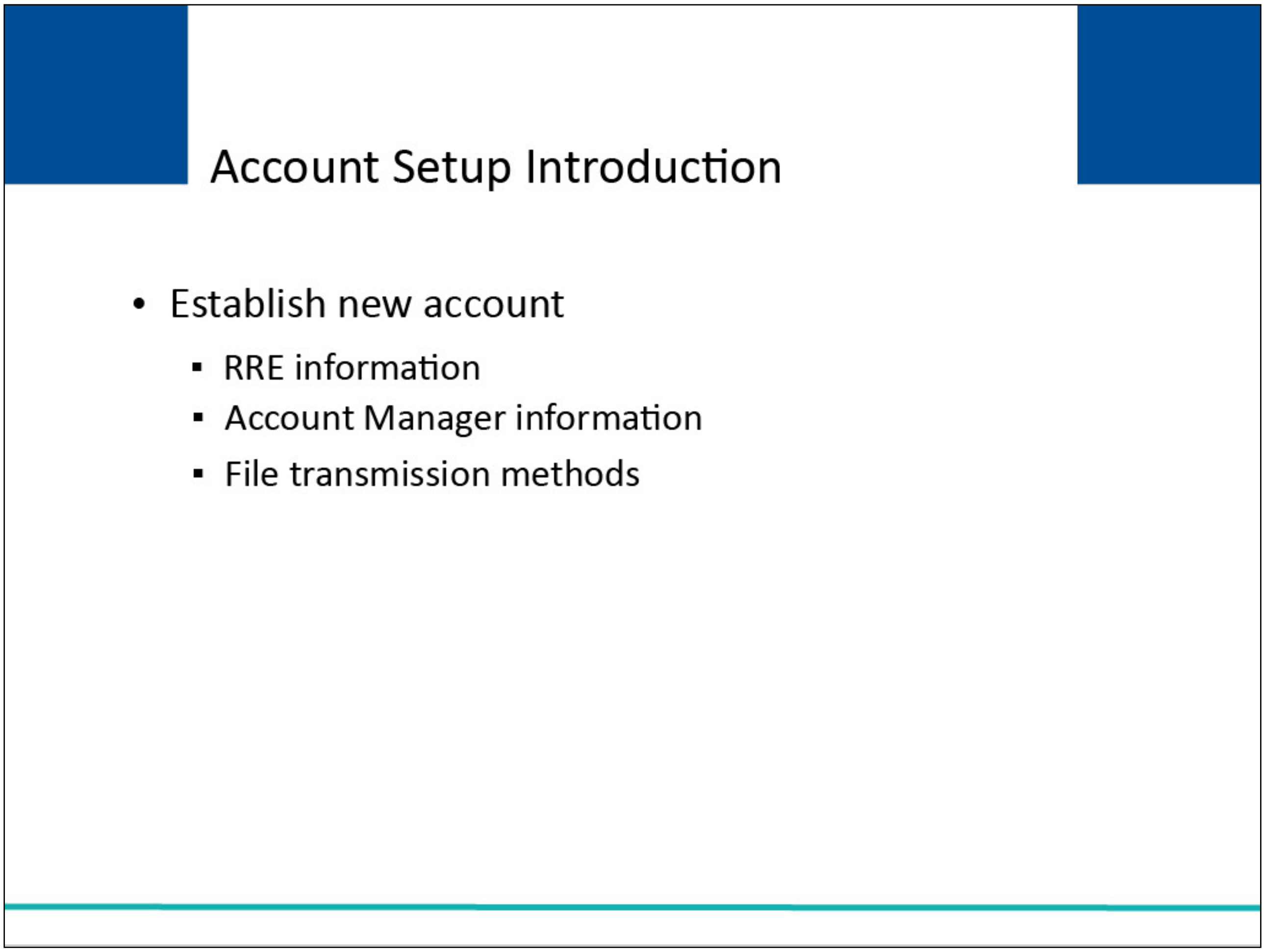
Slide 13 of 48- Company Information



Slide notes

After clicking continue on the Account Setup Introduction page, the Company Information page appears. Verify the RRE ID Account information is correct and click the Continue button to proceed.

Slide 14 of 48- Account Setup Introduction



Slide notes

You will now go through the process of establishing a new account for the Section 111 COBSW. The next few pages will collect basic information related to the RRE, the Account Manager associated with the RRE, and the file transmission methods.

Slide 15 of 48 - Account Setup Introduction

Account Setup Introduction

Print this page

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

You must be the Account Manager for the RRE ID and have the associated PIN and account file submission information to complete this step. The RRE ID was provided at initial registration and the PIN was emailed to the contact for the account after vetting was complete.

Account Manager (AM) Role

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

The Account Manager:

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

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

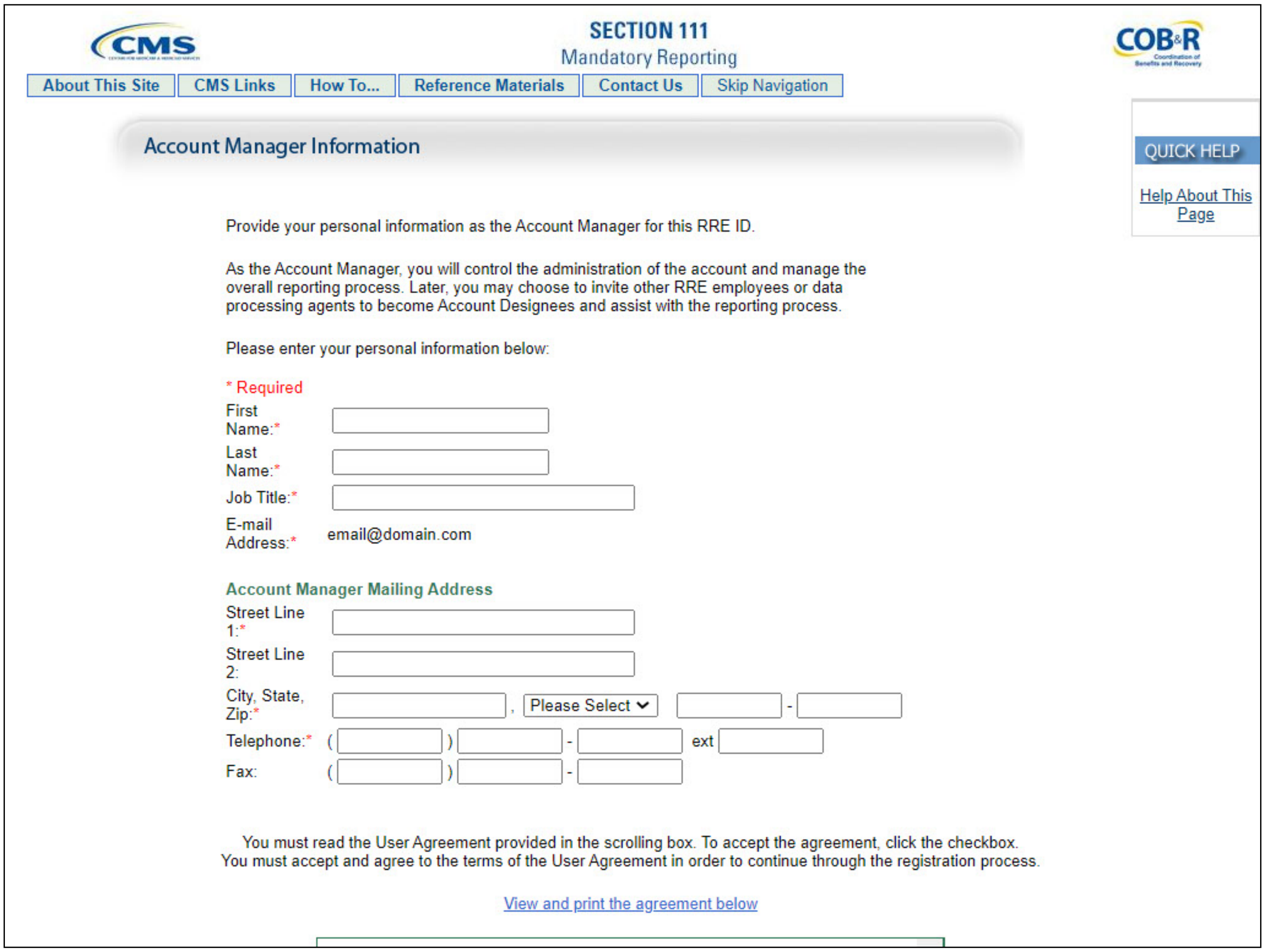
Continue with this process only if you are the Account Manager for your RRE ID.

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

Slide notes

Click the Continue button to proceed.

Slide 16 of 48 - Account Manager Information



Slide notes

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

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

Warning: The person named as the Authorized Representative cannot also be the Account Manager.

The Authorized Representative cannot be a user of the Section 111 COBSW for any RRE ID and therefore cannot perform the Account Setup.

Job Title: Job title of the Account Manager. The email address will be populated with the address that was entered on the Account Setup Introduction page.

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

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

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

Slide 17 of 48 - Account Manager Login Information

Account Manager Login Information

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

Slide notes

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

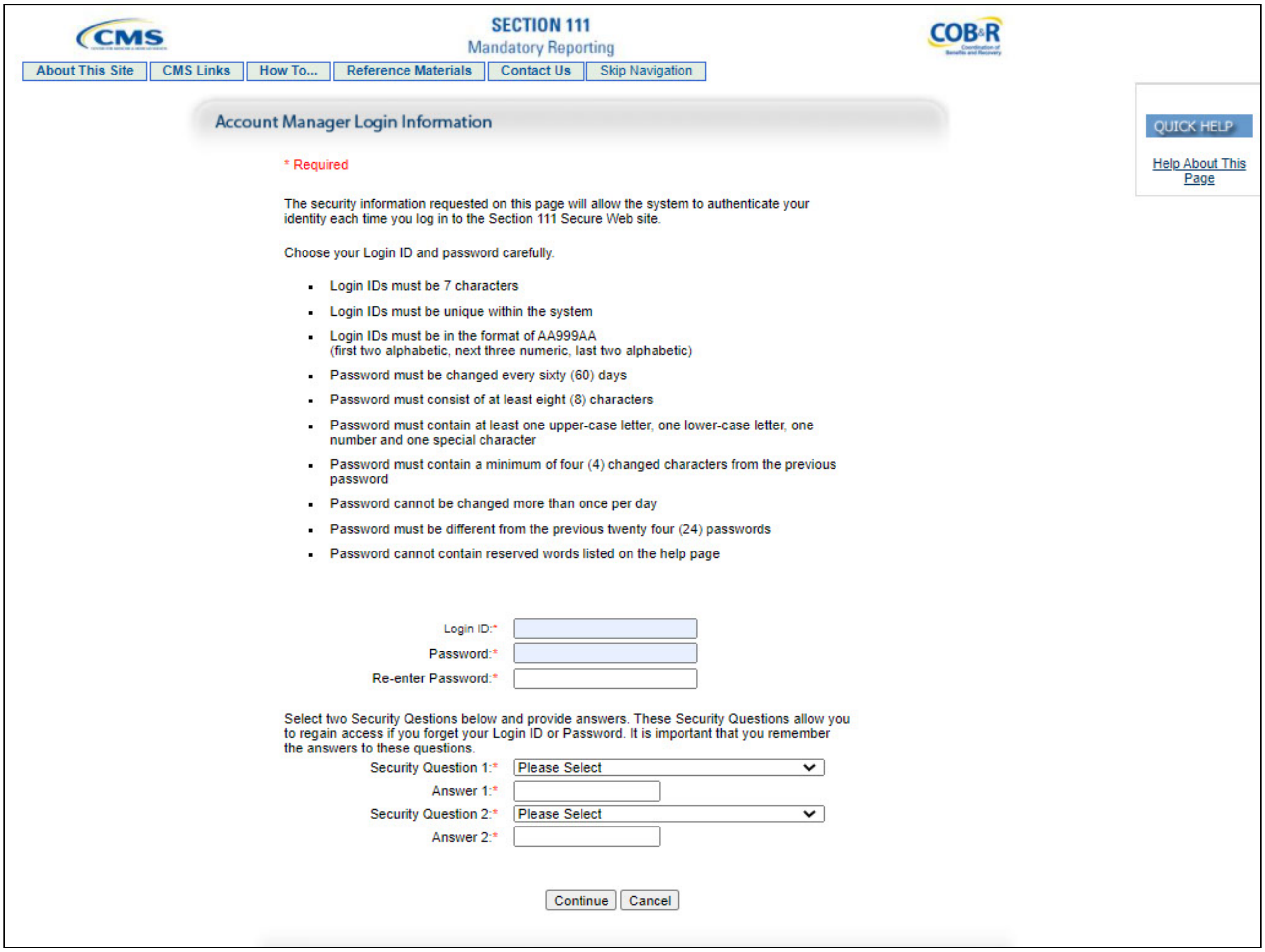
Choose your Login ID and Password carefully. Login IDs must be 7 characters.

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

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

The security questions allow you to regain account access if you forget your Login ID or Password. Please note the answers you provide to these questions should be actual answers and not hints for your Password. The system will ask you these questions if you request your Login ID or Password.

Slide 18 of 48 - Login Information



Slide notes

After continuing from the Account Manager Information page, the Login Information page will display.

Enter a Login ID that meets the login requirements.

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

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

Click Continue to proceed.

Slide 19 of 48 - RRE Information

Slide notes

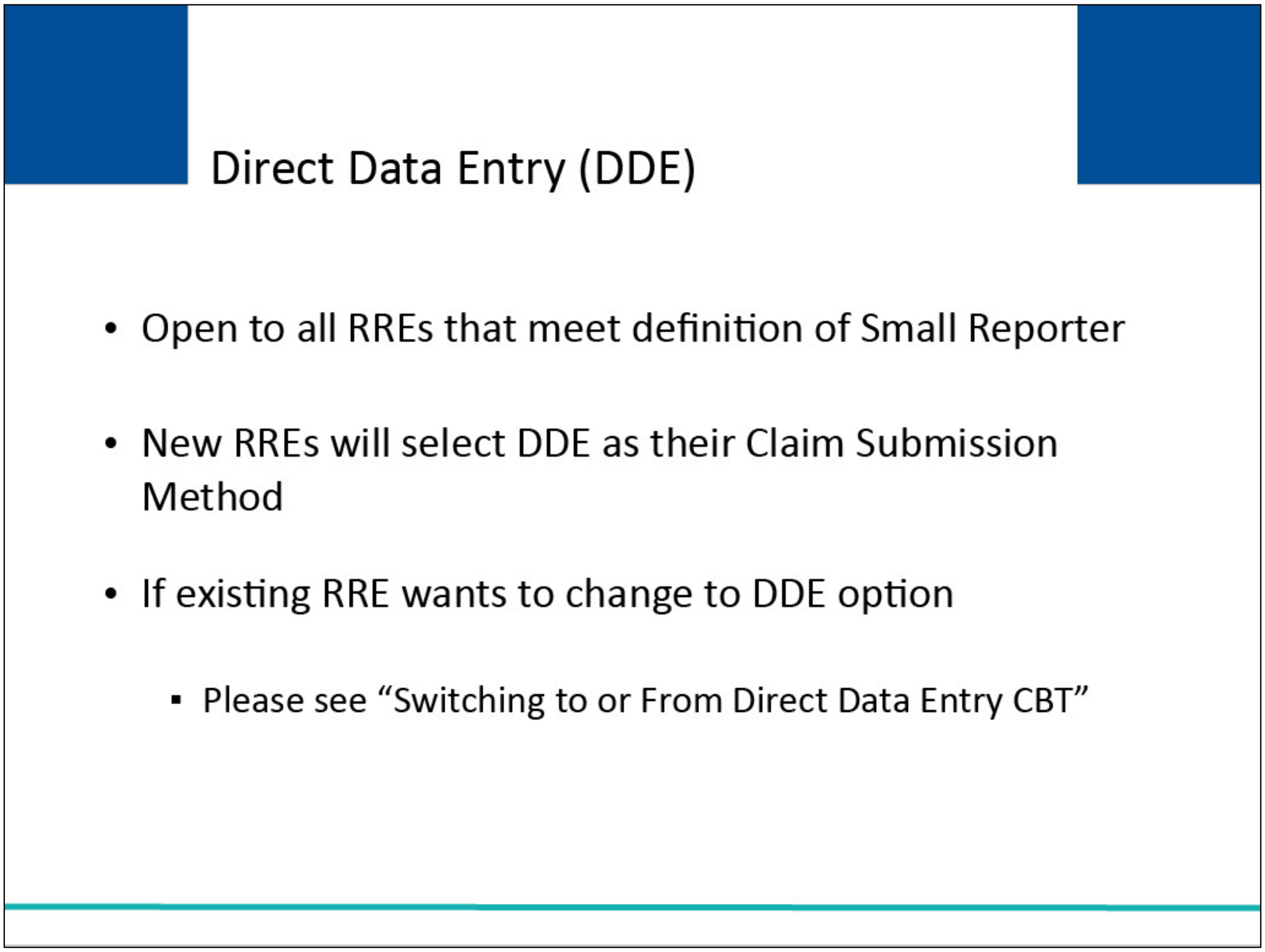
This page will be populated with the information that was submitted during Step 1 - New Registration (company name and address).

There will also be additional fields that must be completed: Lines of Business, and the File Submission Profile: estimated number of covered individuals, reporting level, and whether your company will be using an Agent to report, along with the Agent's Employer Identification Number (EIN) or Tax Identification Number (TIN) (if applicable).

RREs may use Agents to submit data on their behalf. An Agent is a data services company, consulting company, or the like that can create and submit Section 111 files to the BCRC on behalf of the RRE. Information on the use of Agents is required as part of the Section 111 registration process. If you indicate that a reporting Agent will be submitting data on your behalf, you will need to provide information about the Agent.

Note: Although this section collects general information about the Agent, providing this information does not establish the Agent as a user of the Section 111 COBSW. The Account Manager will need to login to the Section 111 COBSW and invite an Agent to become an Account Designee in order for an Agent to become a user and receive a Login ID and Password.

Slide 20 of 48 - Direct Data Entry (DDE)



Slide notes

The DDE option is open to all RREs that meet the definition of a Small Reporter. New RREs will select DDE as their claim submission method during the Account Setup process. If an RRE has already registered under the current file transmission methods and wants to change to the DDE option, please see the "Switching to or From Direct Data Entry" CBT for more information.

Slide 21 of 48 - RRE ID Profile Information

Slide notes

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

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

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

Estimated Number of Covered Individuals: An estimate of the current number of individuals, age 45 and over, including subscribers and dependents, covered by the RRE reflected in this Section 111 registration profile. RREs with very few claim reports to make per year may choose to submit claim information using the DDE method on the Section 111 COBSW. If you are newly registering and will be using the DDE submission method, you must specify an estimated number of claims of 500 or less.

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

Note: Clarification has been provided for Responsible Reporting Entities (RREs) regarding how drug records should be submitted for beneficiaries whose Health Reimbursement Accounts (HRAs) are comprehensive; that is, cover hospital, medical, and prescription drugs. For these HRAs, RREs should submit two MSP input drug records separately: one for “R” and one for “Z” coverage types.

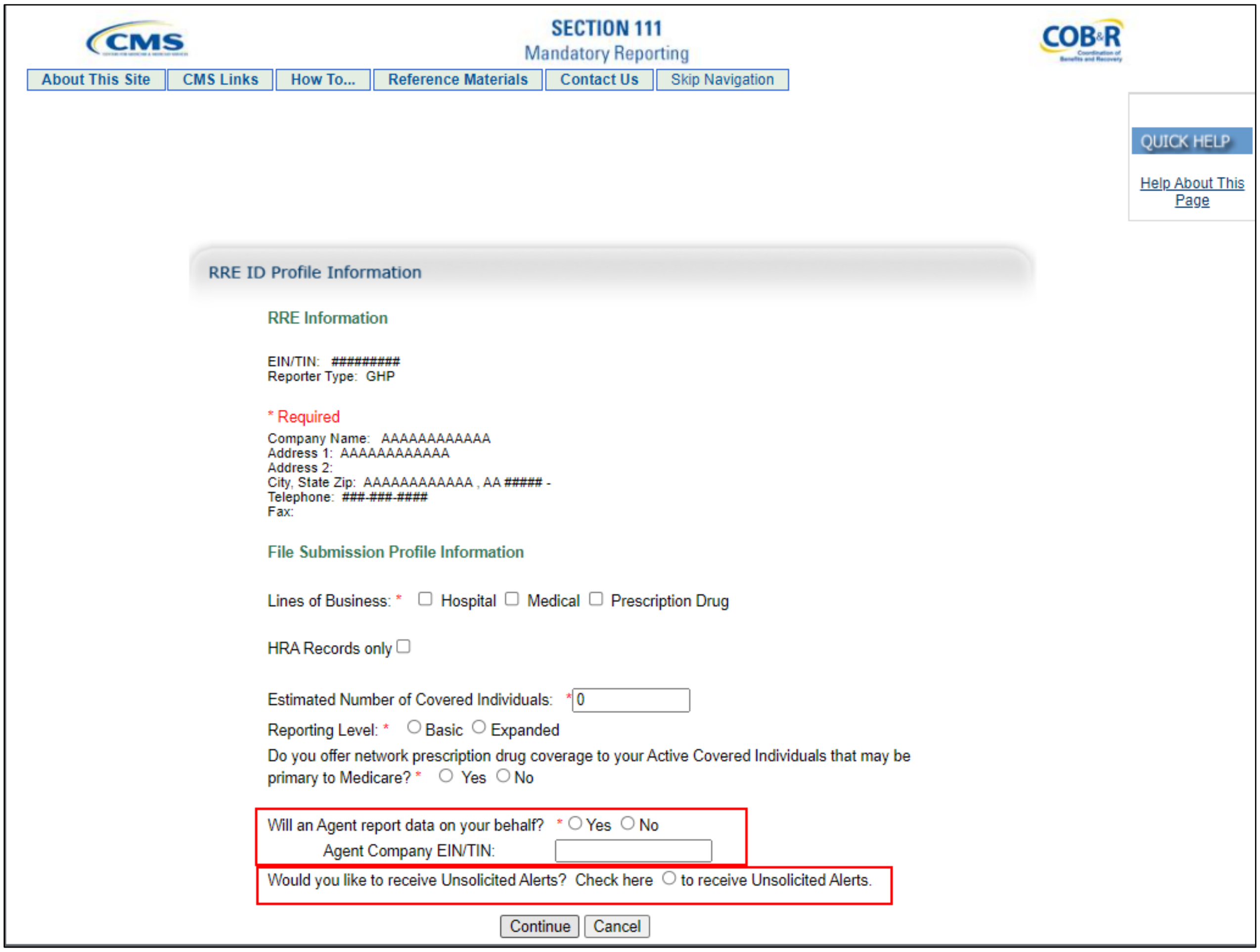
Slide 22 of 48 - RRE ID Profile Information

Slide notes

Next, you will select Basic or Expanded by clicking the appropriate radio button. The Basic option includes submission of the Medicare Secondary Payer (MSP) Input File for medical and hospital coverage and, optionally, the ANSI 270/271 Entitlement Query Only File. The BCRC will only provide entitlement/enrollment information for Medicare Parts A, B, and C with this option.

The Expanded option includes submission of the MSP Input File for primary medical, hospital, and prescription drug coverage for Active Covered Individuals, the Non-MSP File with supplemental prescription drug coverage records, Retiree Drug Subsidy (RDS) reporting, and entitlement/enrollment query capability, and the optional Query Only Input File in the form of an ANSI 270/271 Entitlement Query file. The BCRC will provide entitlement/enrollment information for Medicare Parts A, B, C, and D with this option.

Slide 23 of 48 - RRE ID Profile Information



Slide notes

From the RRE ID Profile Information page, select “Yes” for the question “Do you offer network prescription drug coverage to your Active Covered Individuals that may be primary to Medicare?”.

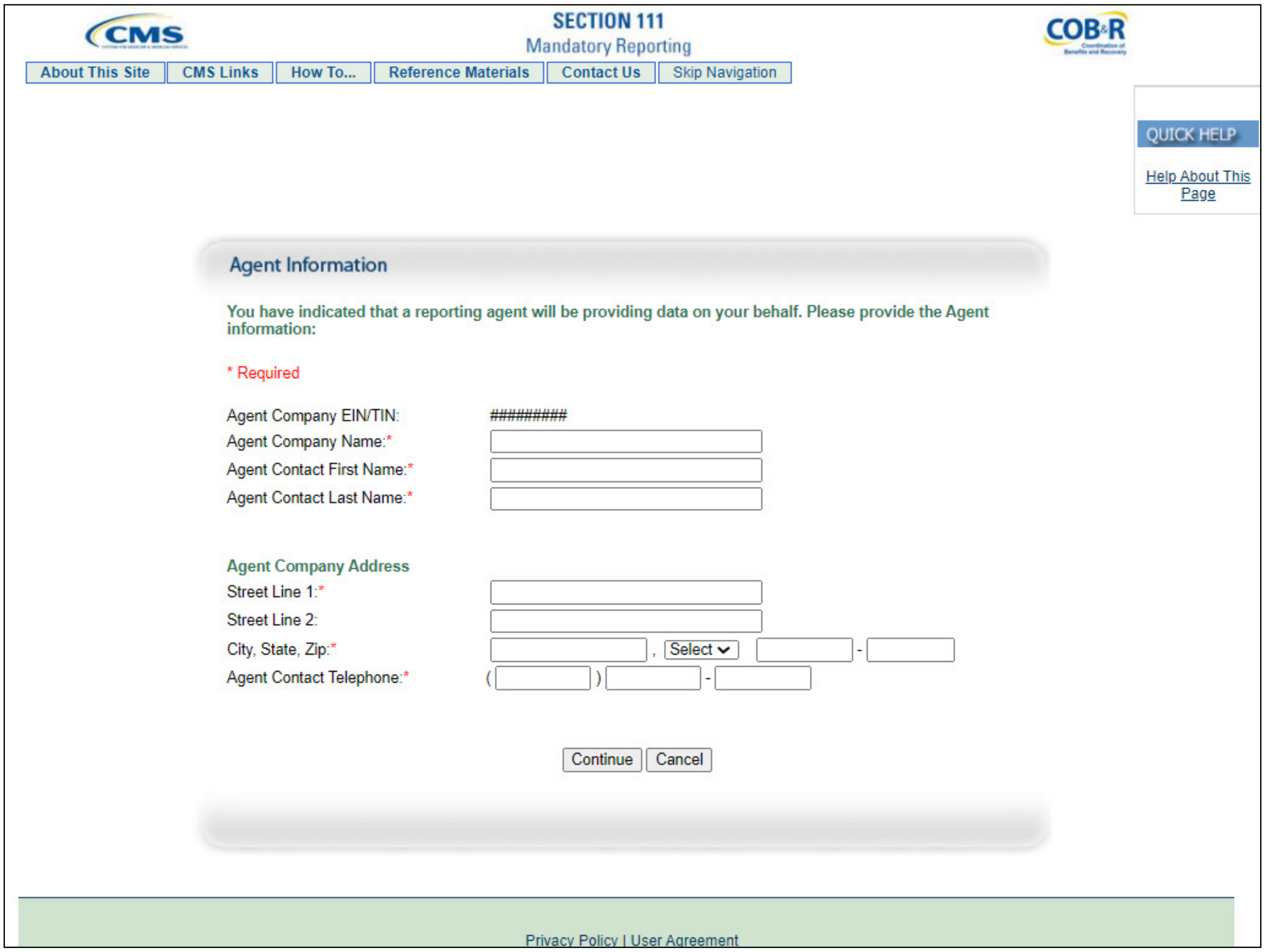
Will an Agent report data on your behalf? Is also a required field. Select Yes or No by clicking the appropriate radio button. Answer Yes if another entity (consulting company, data services company, etc.) will establish the connectivity and transmit MMSEA Section 111 files to the BCRC for you. Select No if you will not be using an Agent.

If you will be using an Agent, enter the Agent company’s EIN or TIN.

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

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

Slide 24 of 48 - Agent Information



Slide notes

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

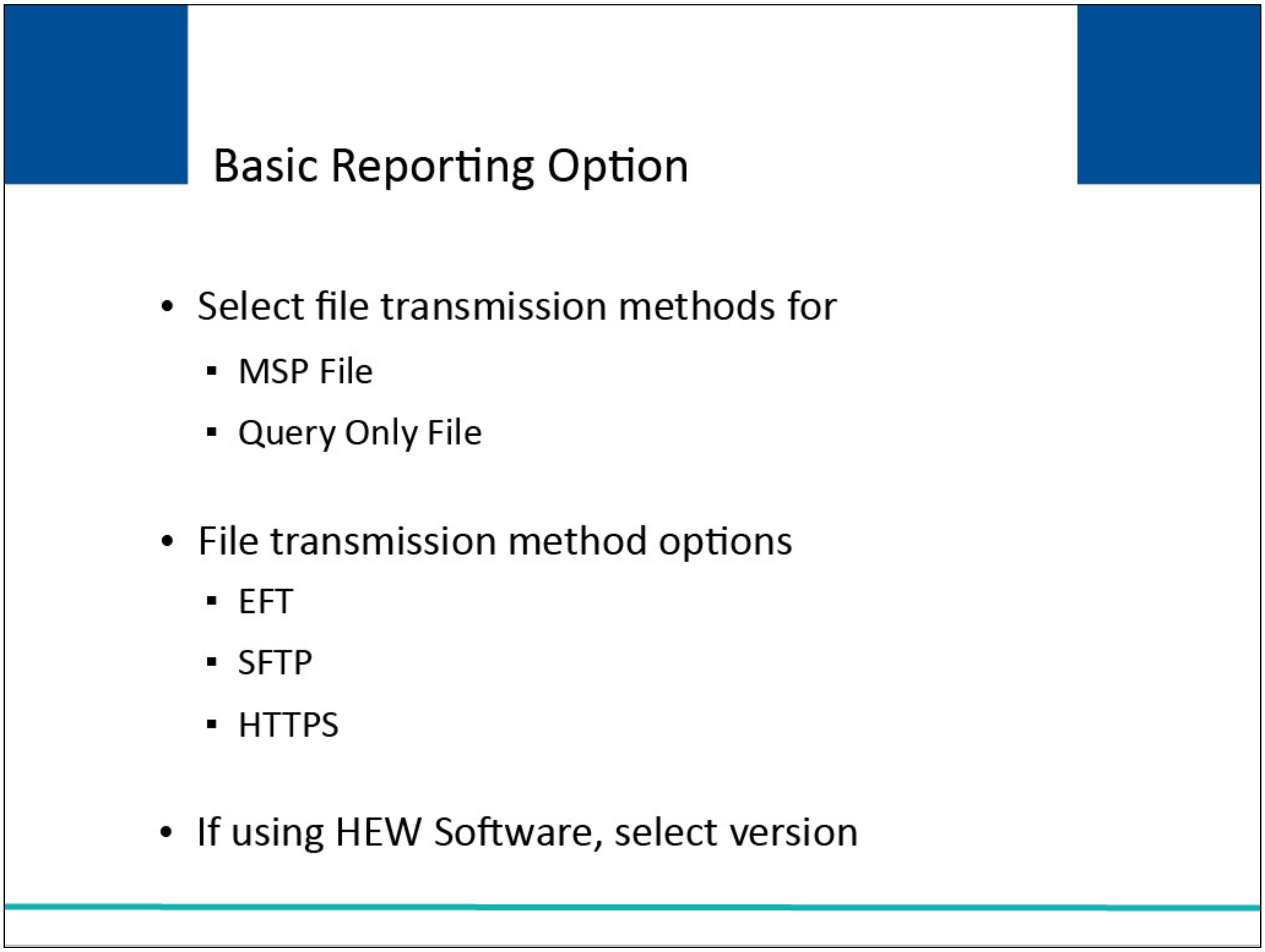
Agent Company Name: Name of the company which will be submitting Section 111 data to the BCRC on your behalf.

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

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

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

Slide 25 of 48 - Basic Reporting Option



Slide notes

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

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

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

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

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

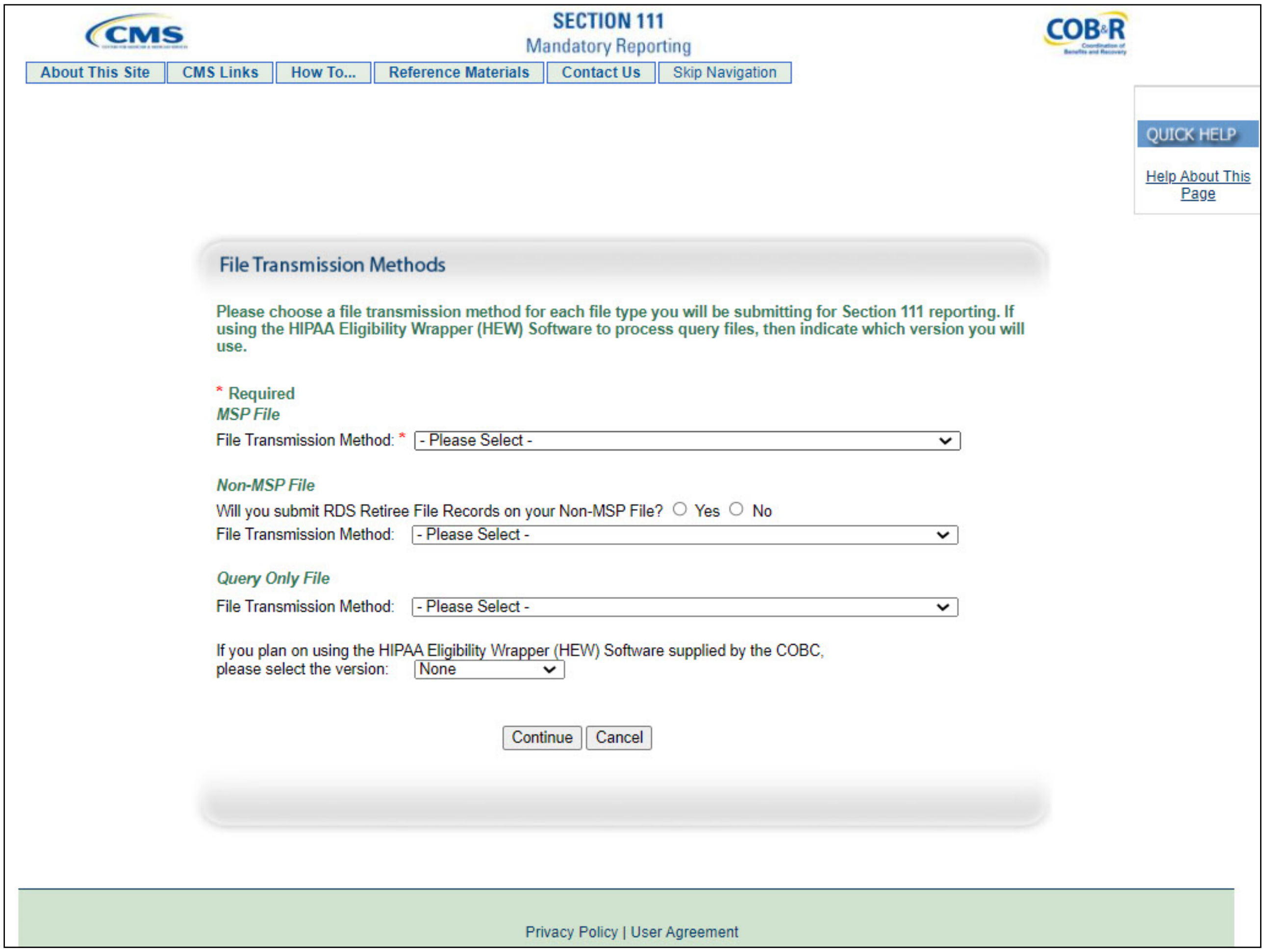
There are three separate methods of data transmission that Section 111 RREs may utilize: CMS Electronic File Transmission (EFT), Secure File Transfer Protocol (SFTP), or Hypertext Transfer Protocol over a Secure Socket Layer (HTTPS).

Note: RREs using the HTTPS file transmission method can only upload files with the file extension of .txt. Any other file type will generate an Invalid File error message. As part of your account setup on the Section 111 COBSW, you will indicate the method you will use and submit the applicable transmission information.

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

Note: The latest version of HIPAA Eligibility Wrapper (HEW) software can be downloaded from the Section 111 MRA application, which is compatible with Windows 10.

Slide 26 of 48 - File Transmission Methods



Slide notes

This page allows Basic GHP reporters to complete information about the file transmission methods they will be used according to each file type they will be supplying. Select EFT, SFTP or HTTPS from the drop-down menu for the file type.

Slide notes

HEW Software Version: Used for Query Only files. Select from Mainframe or PC/Server Based. HEW software translates (wraps) the file into a HIPAA-compliant 270 eligibility query file format. The 270 format is created to transfer the file.

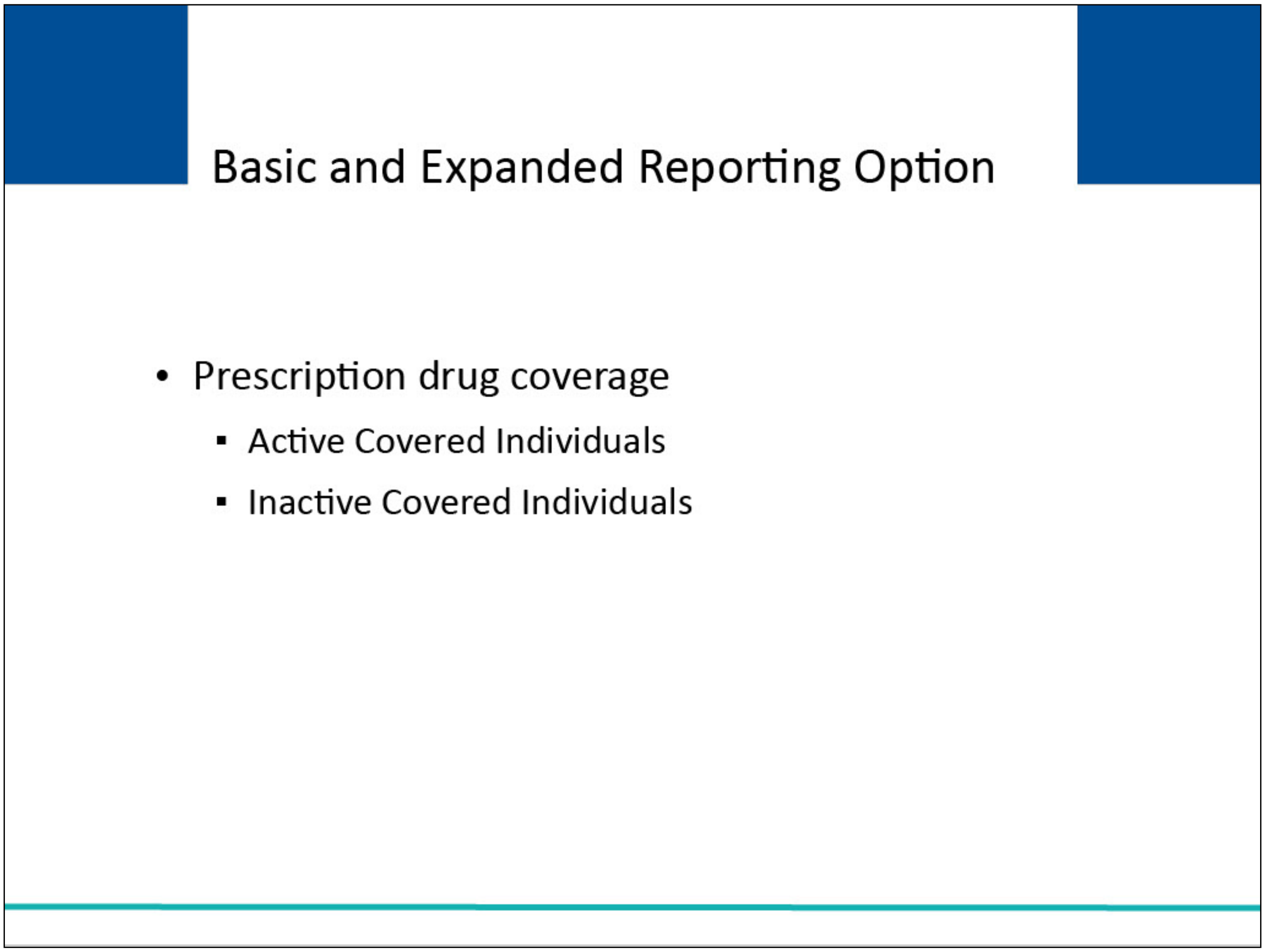
Note: A copy of the latest PC/server HEW software is available for download on the Section 111 COBSW at [CMS Section 111 Webpage](#).

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

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

Click Continue to proceed.

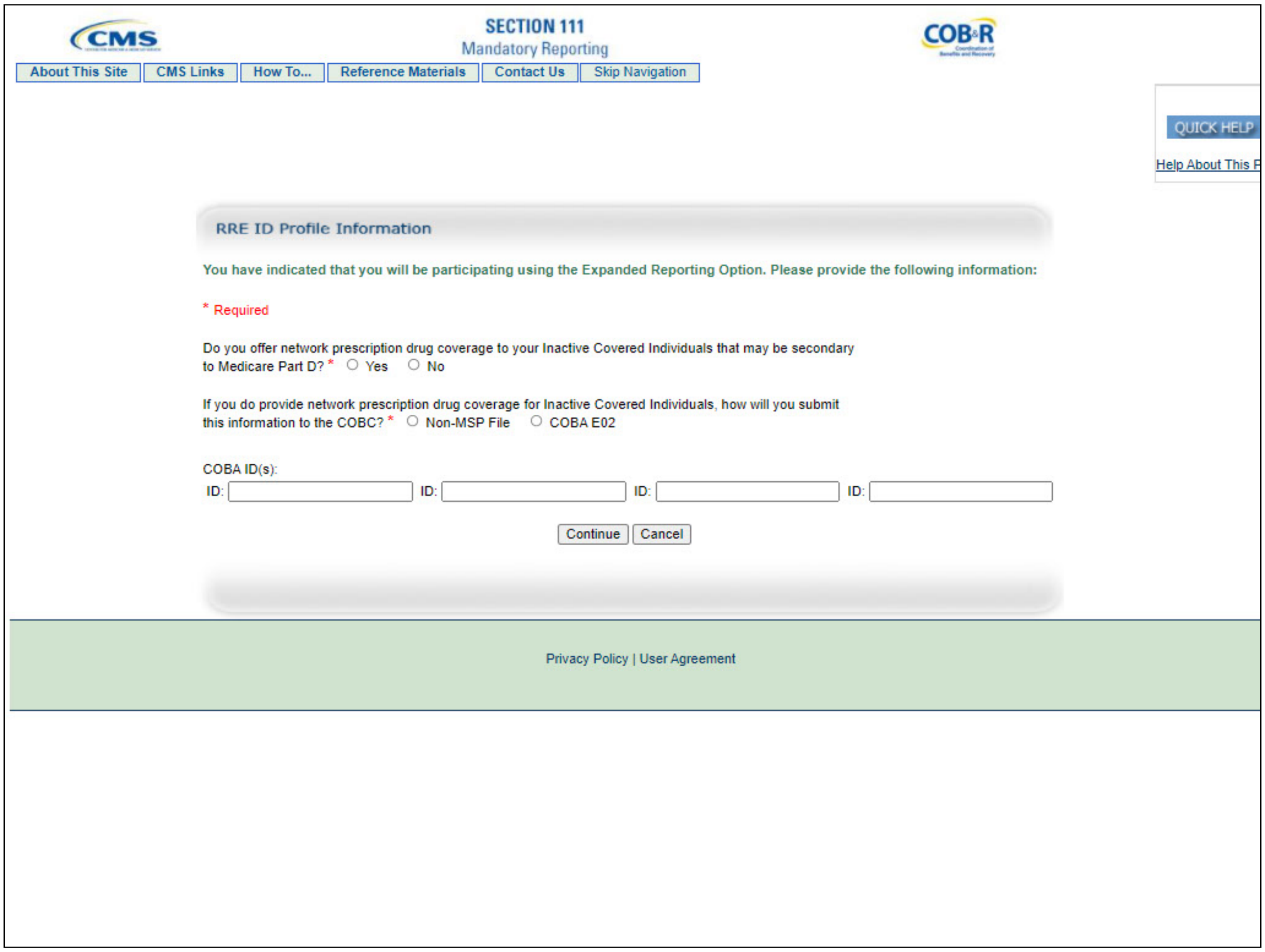
Slide 27 of 48 - Basic and Expanded Reporting Option



Slide notes

If you have indicated that you will be using the Basic or Expanded Reporting Option, you will be taken to the Basic or Expanded Reporting Option page to provide information about prescription drug coverage information for Active and Inactive Covered Individuals.

Slide 28 of 48 - Responsible Reporting Entity Information



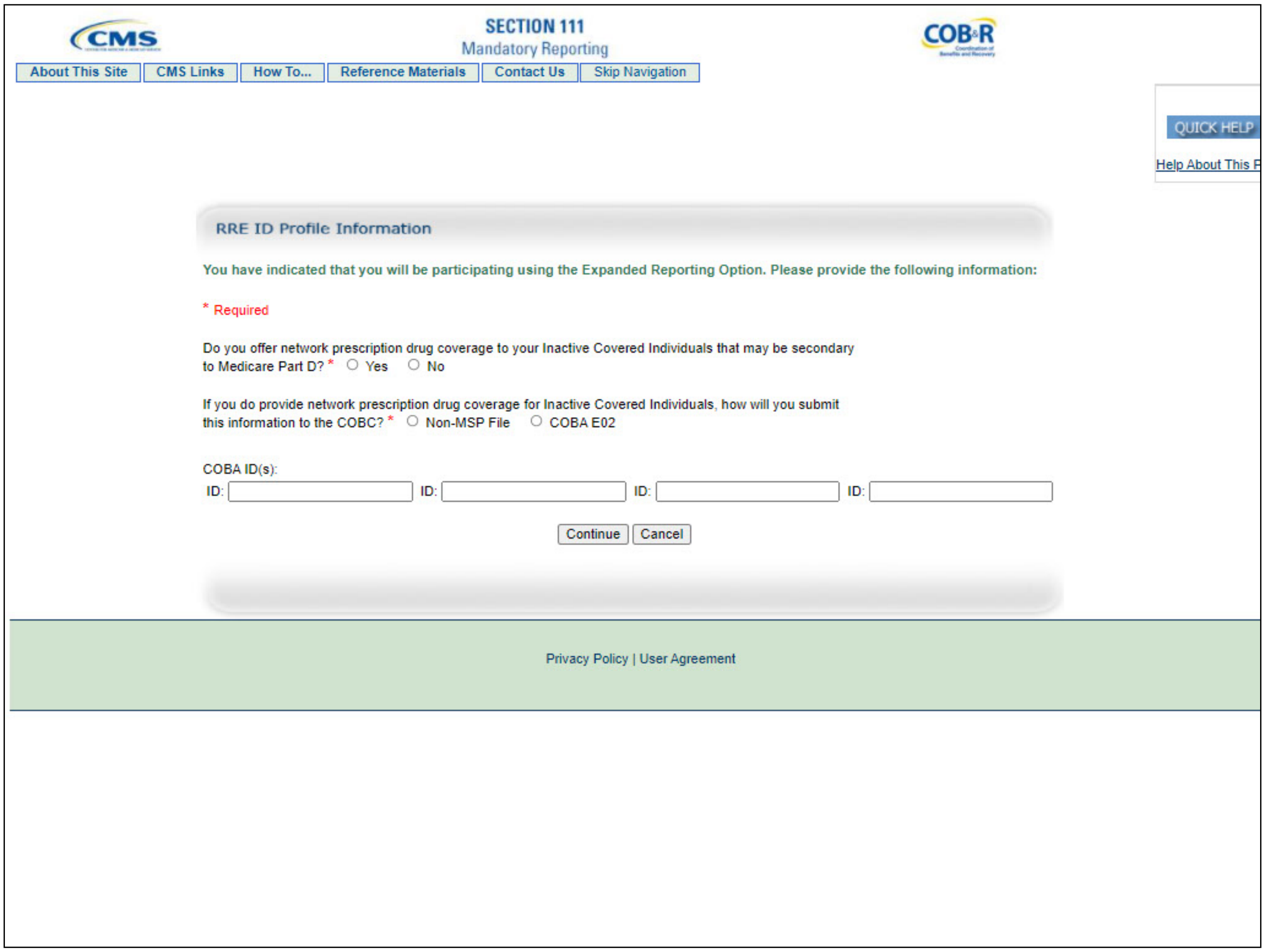
Slide notes

If you selected the Basic or Expanded Reporting Option, you will need to complete this page.

RREs are now required to report primary prescription drug coverage using the Basic reporting option, GHP RREs who report primary prescription drug coverage using the Basic reporting option will now receive Medicare Part D enrollment information on their response files.

Do you offer network prescription drug coverage to your Active Covered Individuals that may be primary to Medicare Part D? Required. Select Yes or No by clicking the appropriate radio button.

Slide 29 of 48 - Responsible Reporting Entity Information



Slide notes

If you do provide network prescription drug coverage for Inactive Covered Individuals, how will you submit this information to the BCRC? Required. Select Non-MSP File or Coordination of Benefits Agreement (COBA) E02 by clicking the appropriate radio button.

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

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

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

Click Continue to proceed.

Slide 30 of 48 - File Transmission Methods

File Transmission Methods

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

Slide notes

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

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

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

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

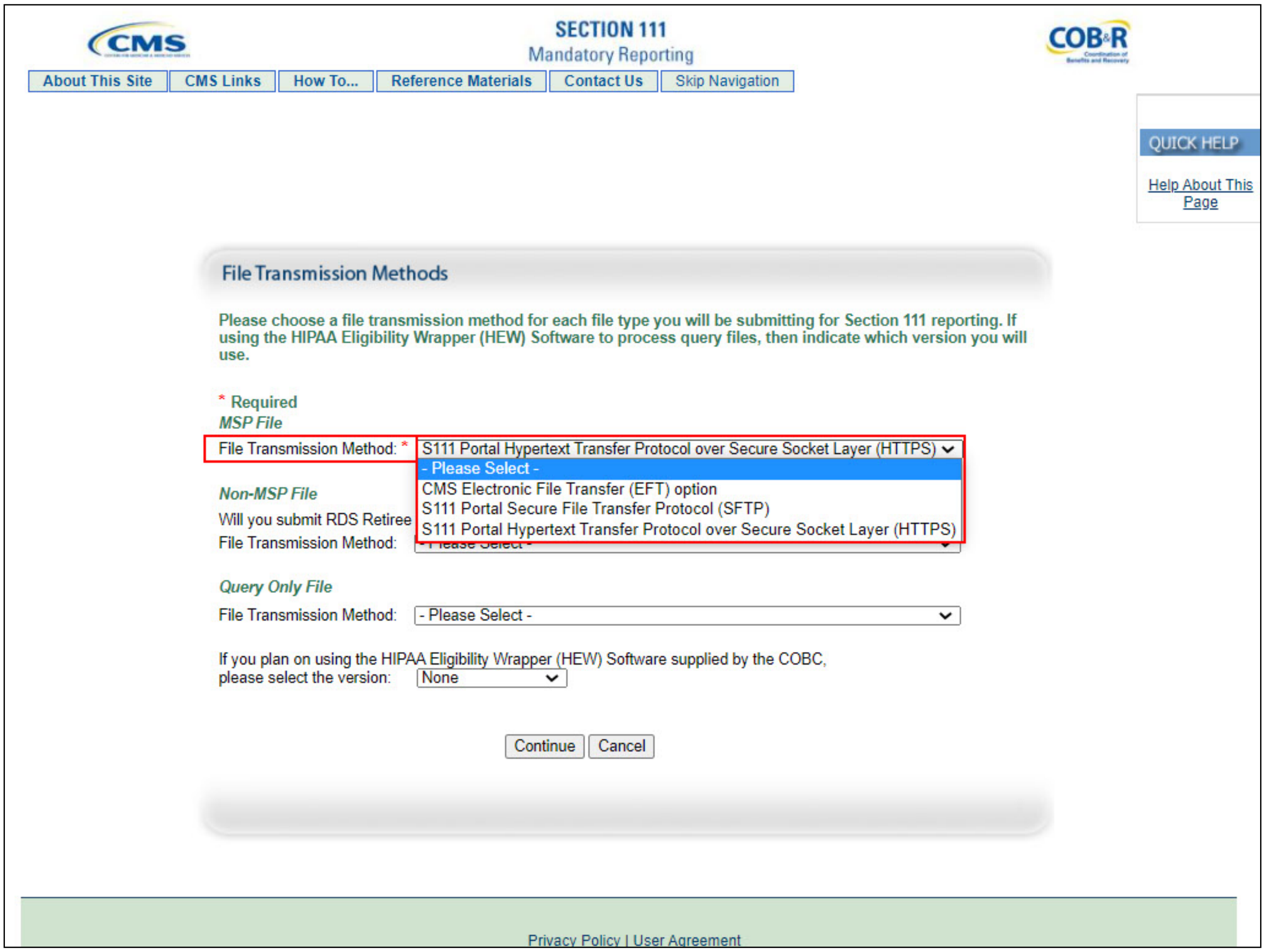
The BCRC will return the response file back to the RRE using the same file transmission method that was chosen for the corresponding input file.

There are three separate methods of data transmission that Expanded Reporting Option GHP reporters may utilize EFT, SFTP, or HTTPS.

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

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

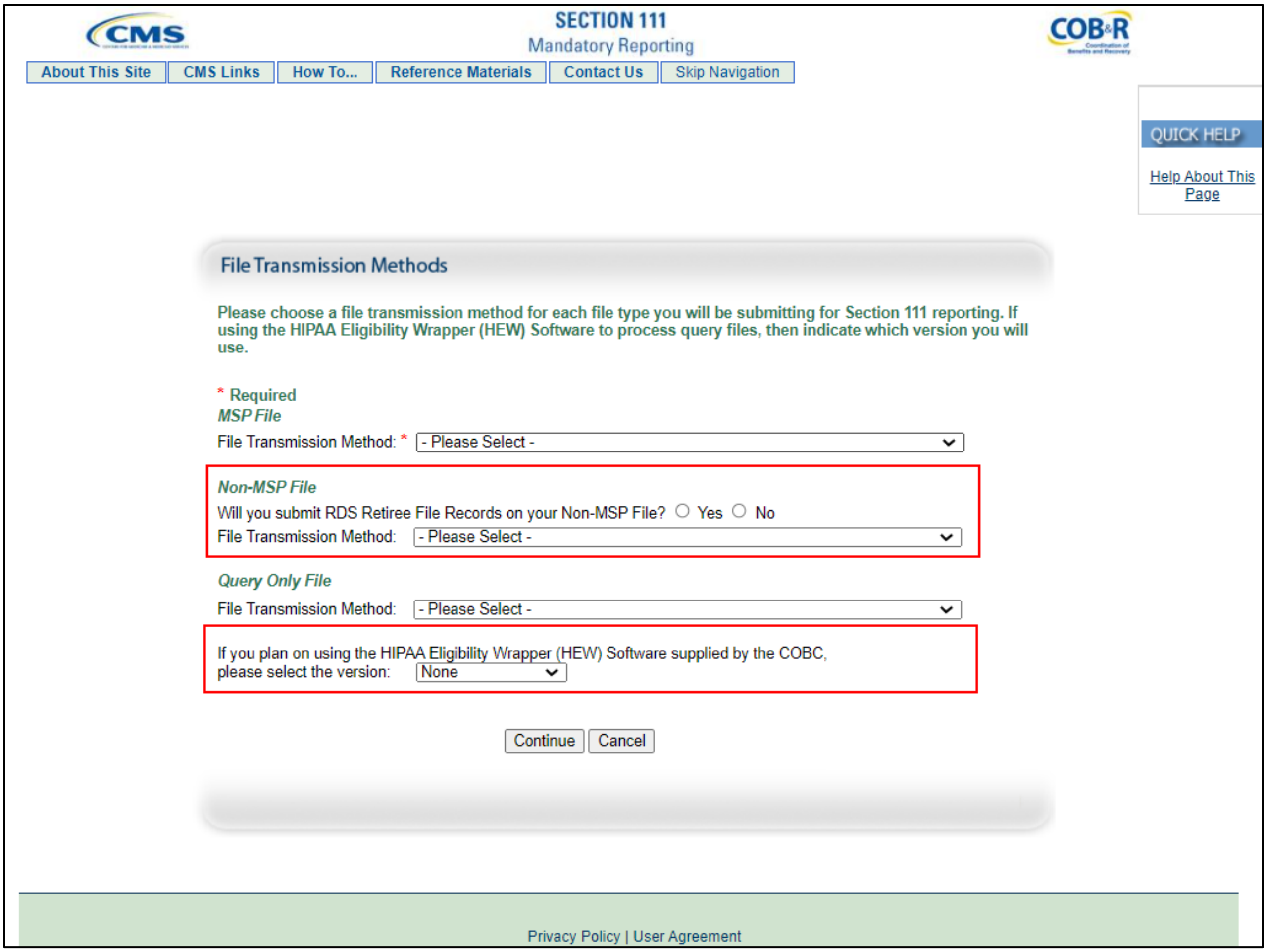
Slide 31 of 48 - File Transmission Methods



Slide notes

If you have selected the Expanded Reporting Option, you will use this page to complete information about the file transmission methods you will be used according to each file type you will be supplying. File Transmission Method: Select EFT, SFTP, or HTTPS from the drop-down menu for the MSP file.

Slide 32 of 48 - File Transmission Methods



Slide notes

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

Check the Yes box if you intend to use the Non-MSP File to provide files of retirees to the Retiree Drug Subsidy (RDS) Contractor for your employer customers that are participating in the RDS program. Otherwise, check the No box.

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

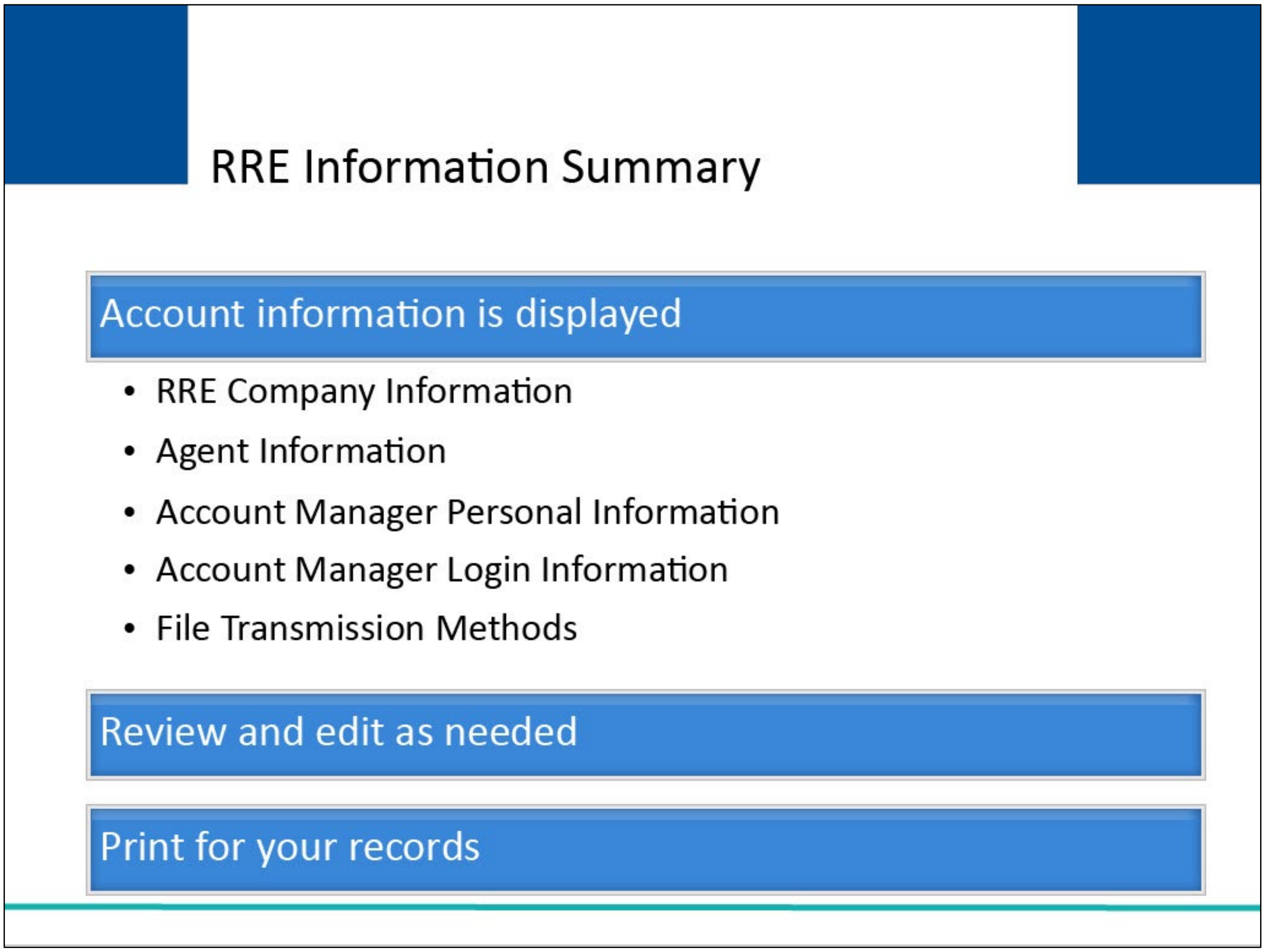
HEW Software Version: Used for Query Only files. Select from Mainframe or PC/Server Based. HEW software translates (wraps) the file into a HIPAA-compliant 270 eligibility query file format. The 270 formats are created to transfer the file.

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

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

Click Continue to proceed.

Slide 33 of 48 - RRE Information Summary

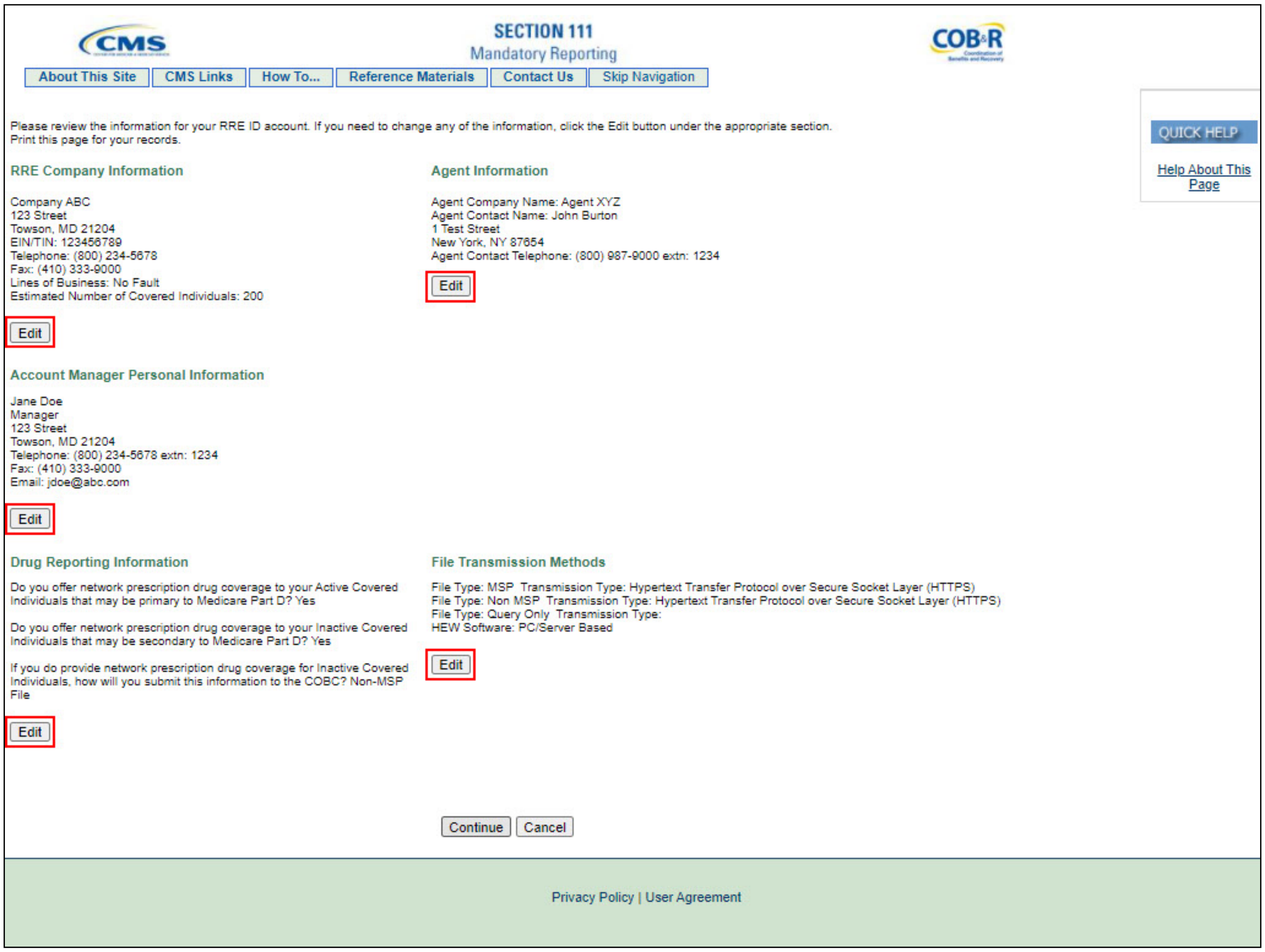


Slide notes

After you have completed the required RRE Company, Agent, Account Manager, and file transmission method information, the information you entered is displayed.

Review this information for accuracy. If you need to change any of the information, click the ‘Edit’ button in the appropriate section. Print this page for your records.

Slide 34 of 48 - RRE Information Summary

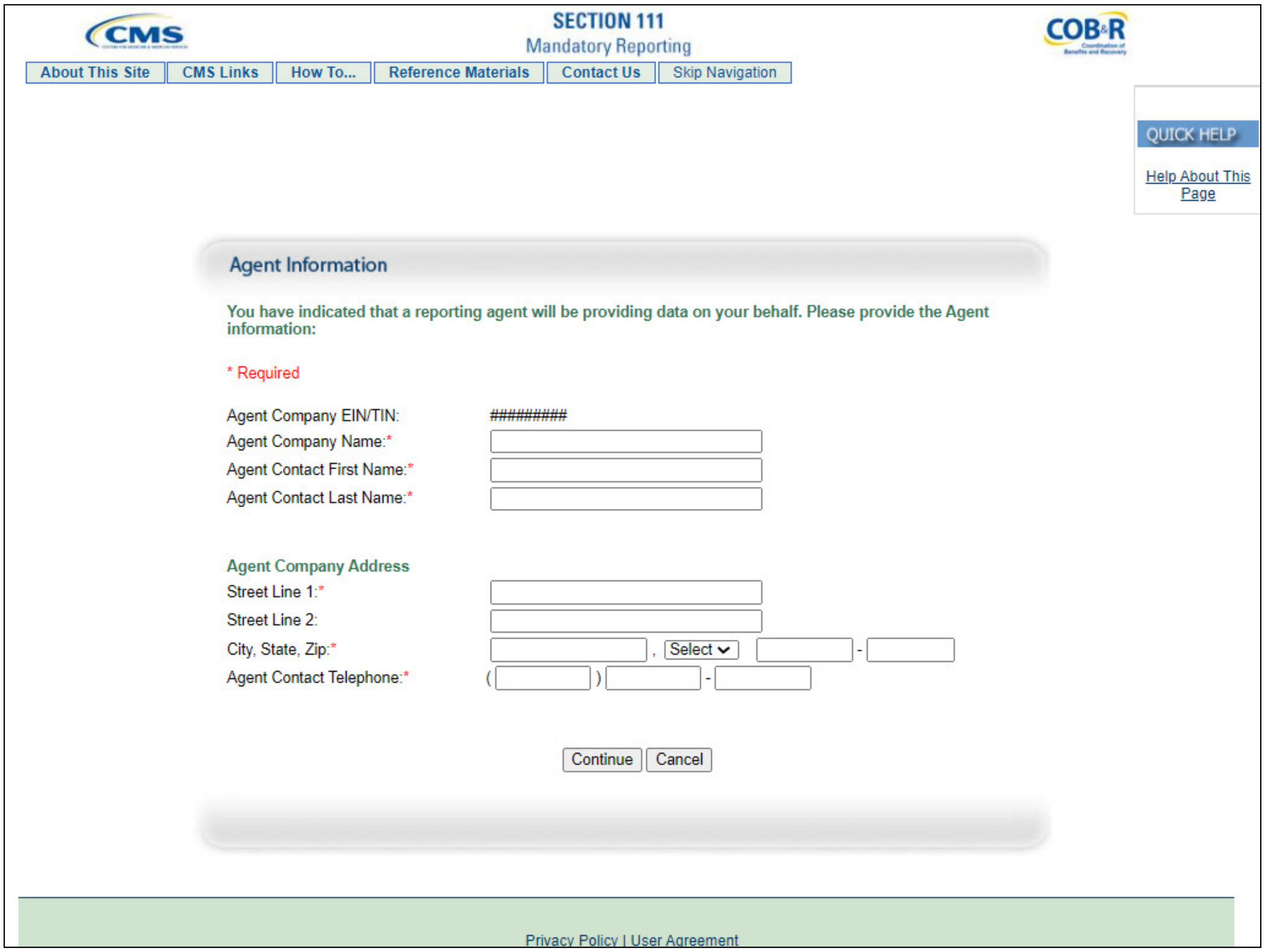


Slide notes

The RRE Information Registration Summary page displays the account information that has been entered.

If you need to change any of the information, click the Edit button under that section.

Slide 35 of 48 - Agent Information

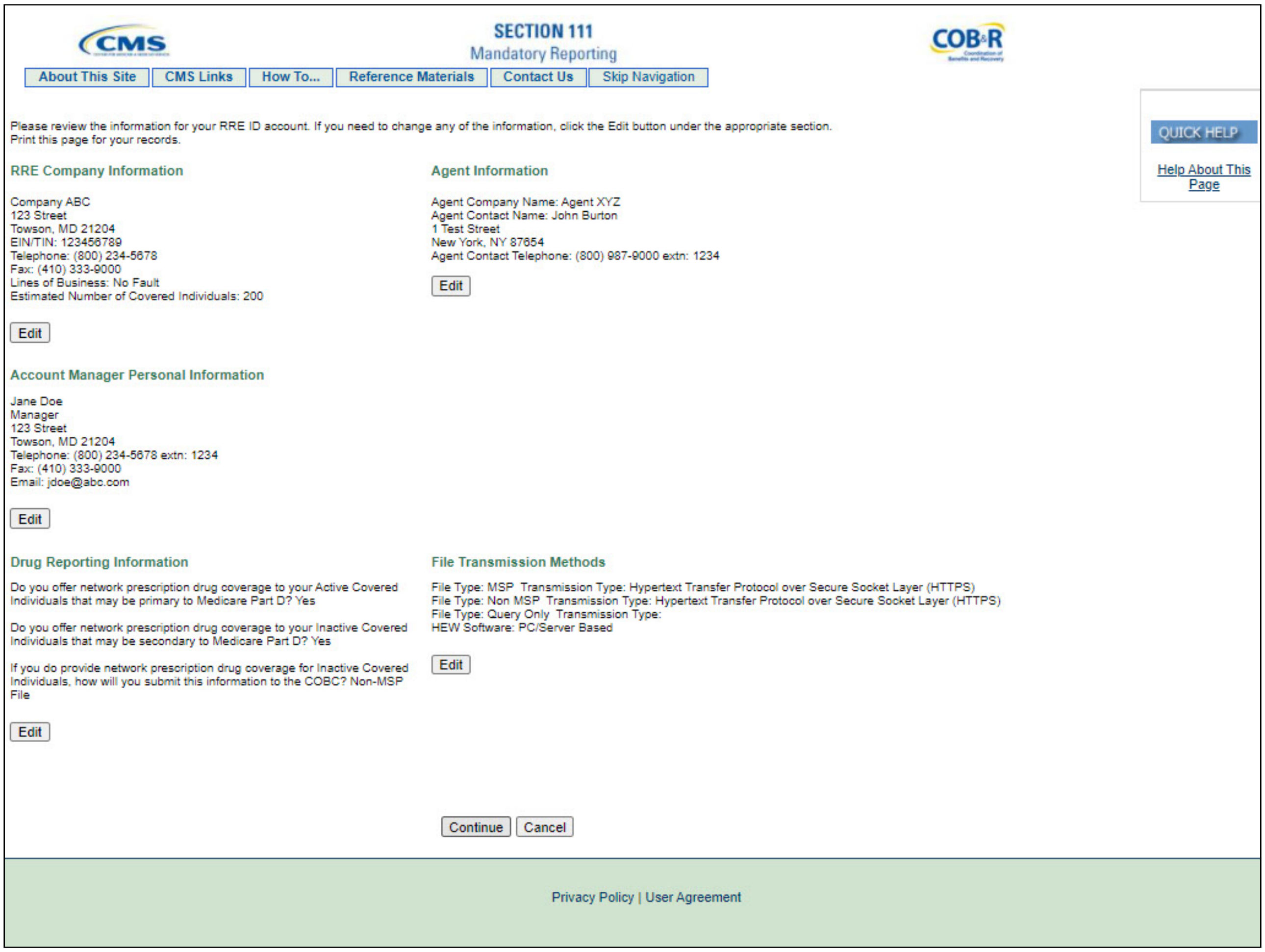


Slide notes

Once you click the Edit button for a section, you will be taken to the appropriate information entry page. Add, change, or delete any of the information as needed.

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

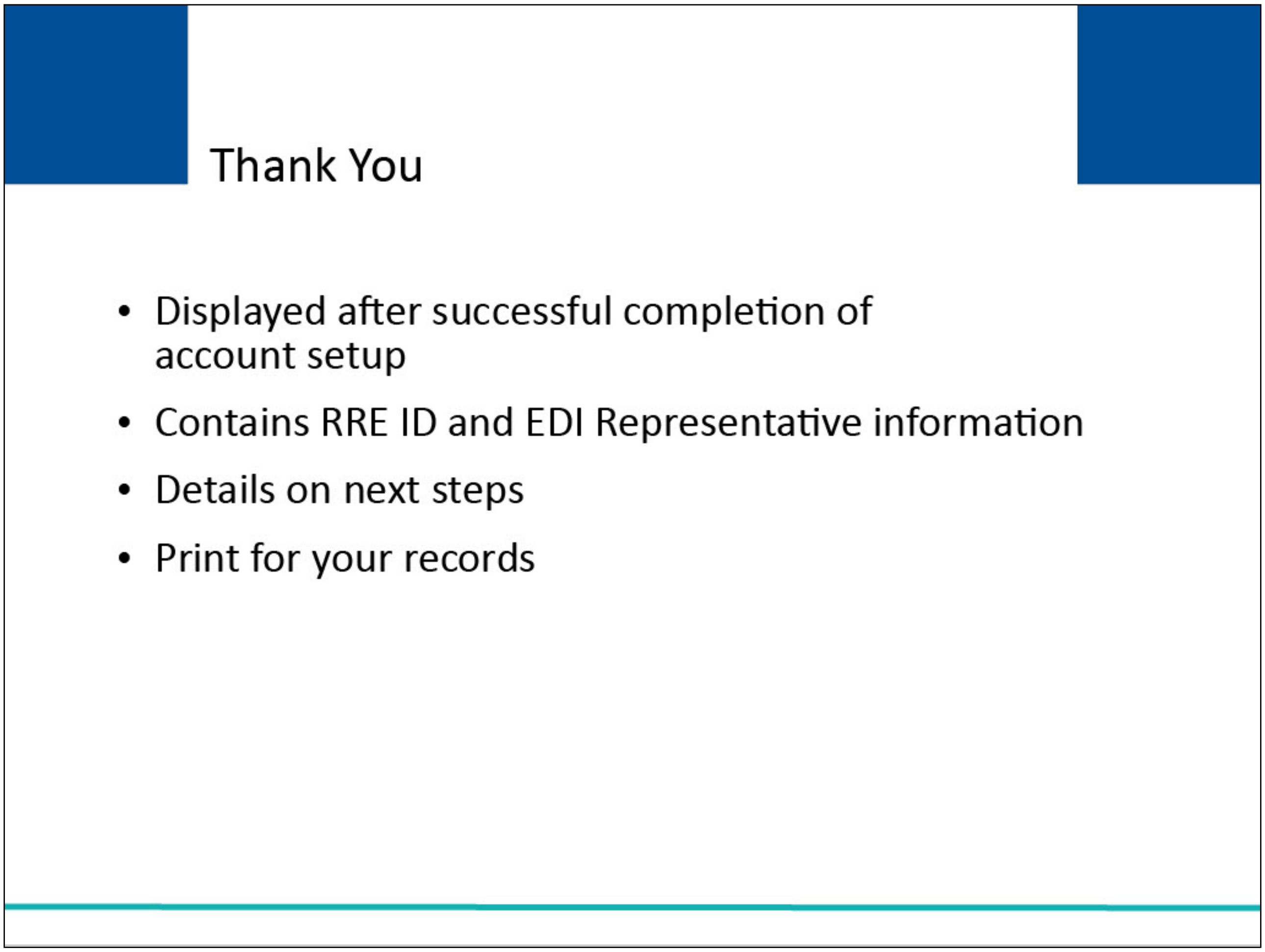
Slide 36 of 48 - RRE Information Summary



Slide notes

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

Slide 37 of 48 - Thank You



Slide notes

After you have successfully completed the Account Setup for the MMSEA Section 111 COBSW, a "Thank You" page is displayed.

This page will contain your assigned RRE ID and EDI Representative information.

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

Details on what steps to take next are also provided on this page. Please print this page for your records.

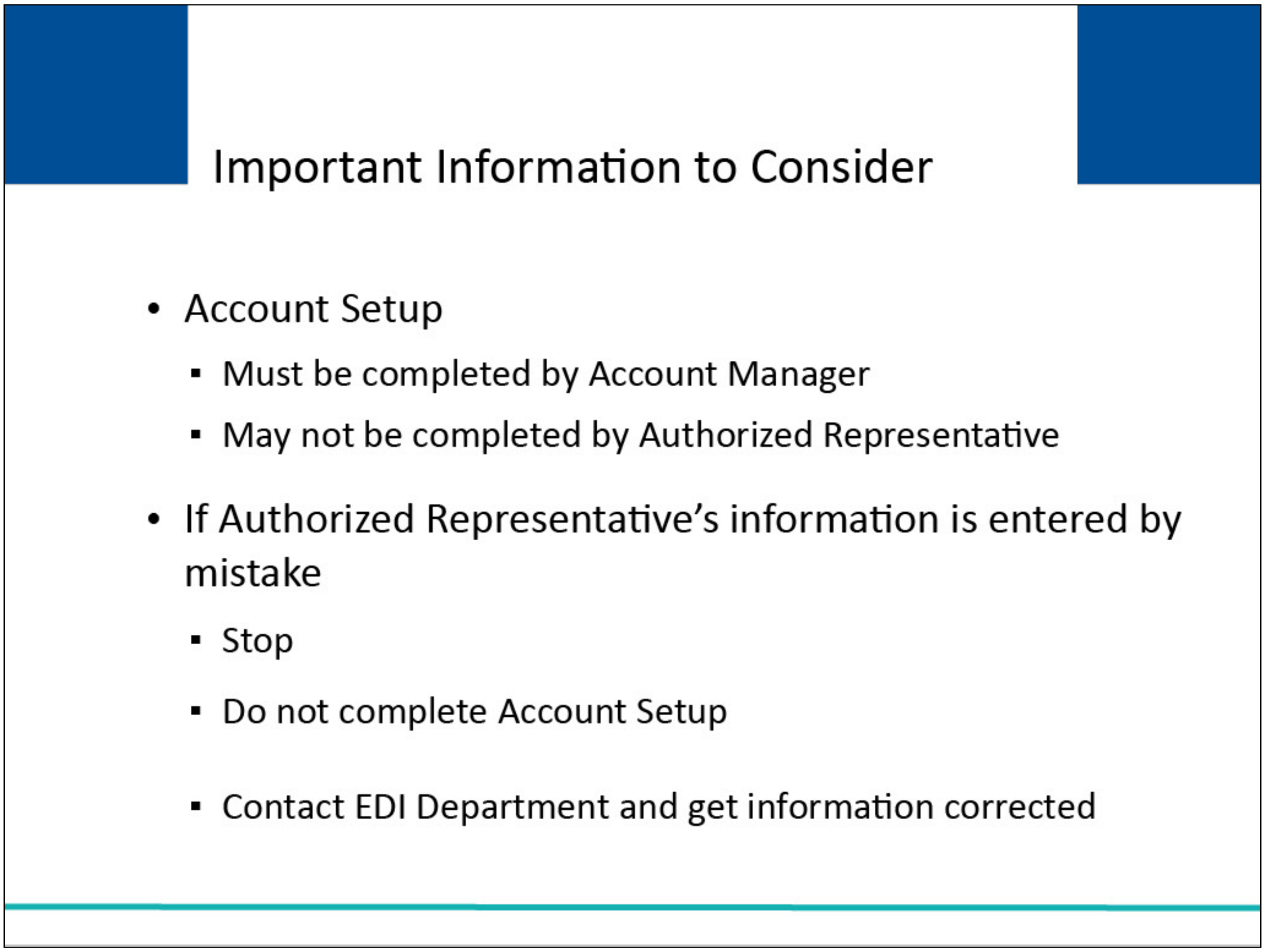
Slide 38 of 48 - Thank You

Slide notes

This page confirms that you completed Step 2, Account Setup, in the Section 111 registration process.

Click the Login button to return to the Section 111 COBSW Home page and login as a user. Click Exit to exit the Section 111 COBSW.

Slide 39 of 48 - Important Information to Consider



Slide notes

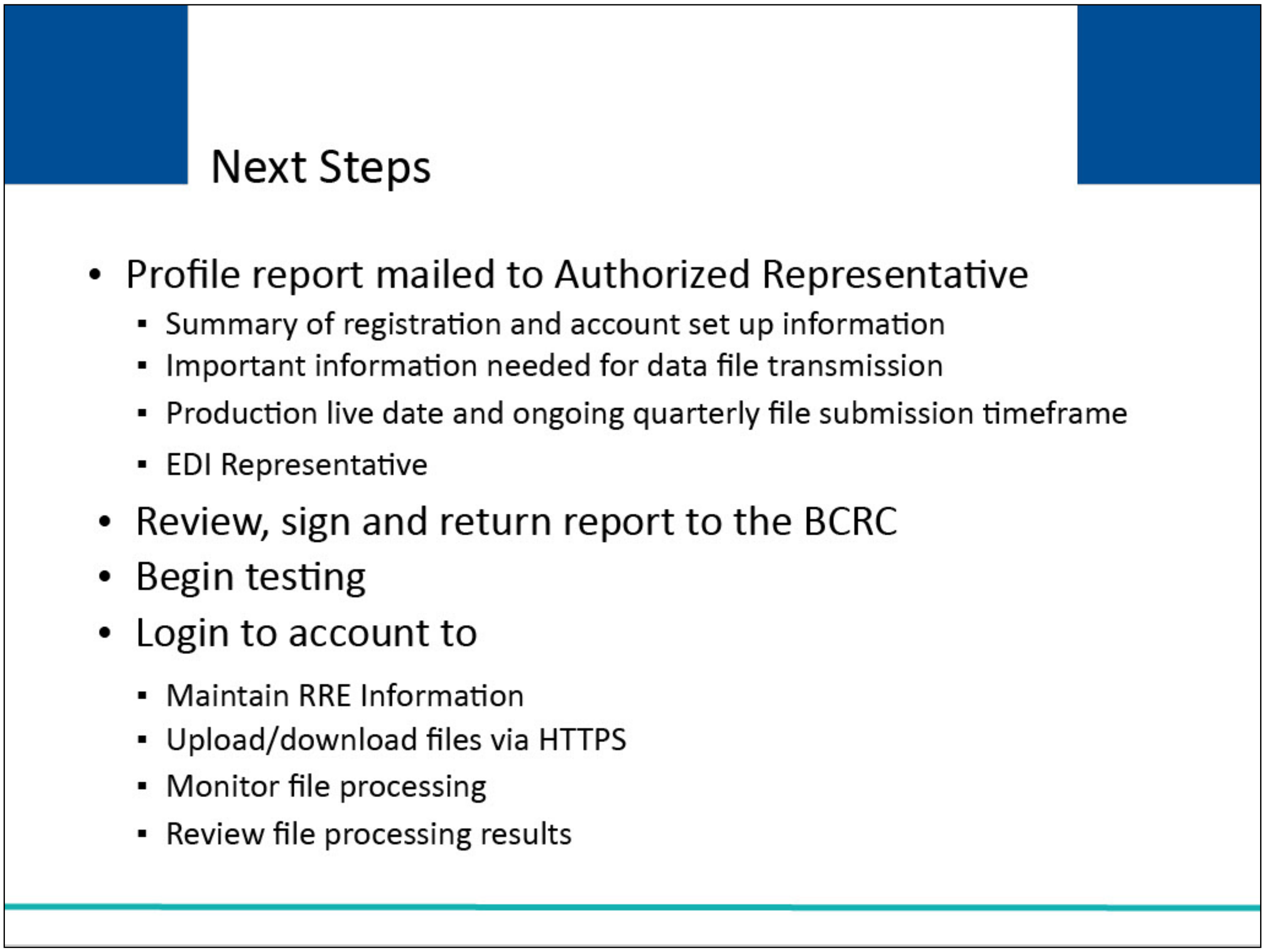
Remember: The Account Setup step must be completed by the Account Manager during which time he/she will provide their information as the Account Manager.

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

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

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

Slide 40 of 48- Next Steps



Slide notes

Once the account setup has been completed on the Section 111 COBSW and processed by the BCRC, a profile report will be sent to the RRE’s Authorized Representative via email.

The Profile Report contains a summary of the information you provided on your registration and account setup.

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

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

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

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

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

Slide 41 of 48 - RRE Status

RRE Status

Updated by the system as each registration step is completed

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

RRE IDs expected to move to a production status within 60 days after completion of the New Registration step

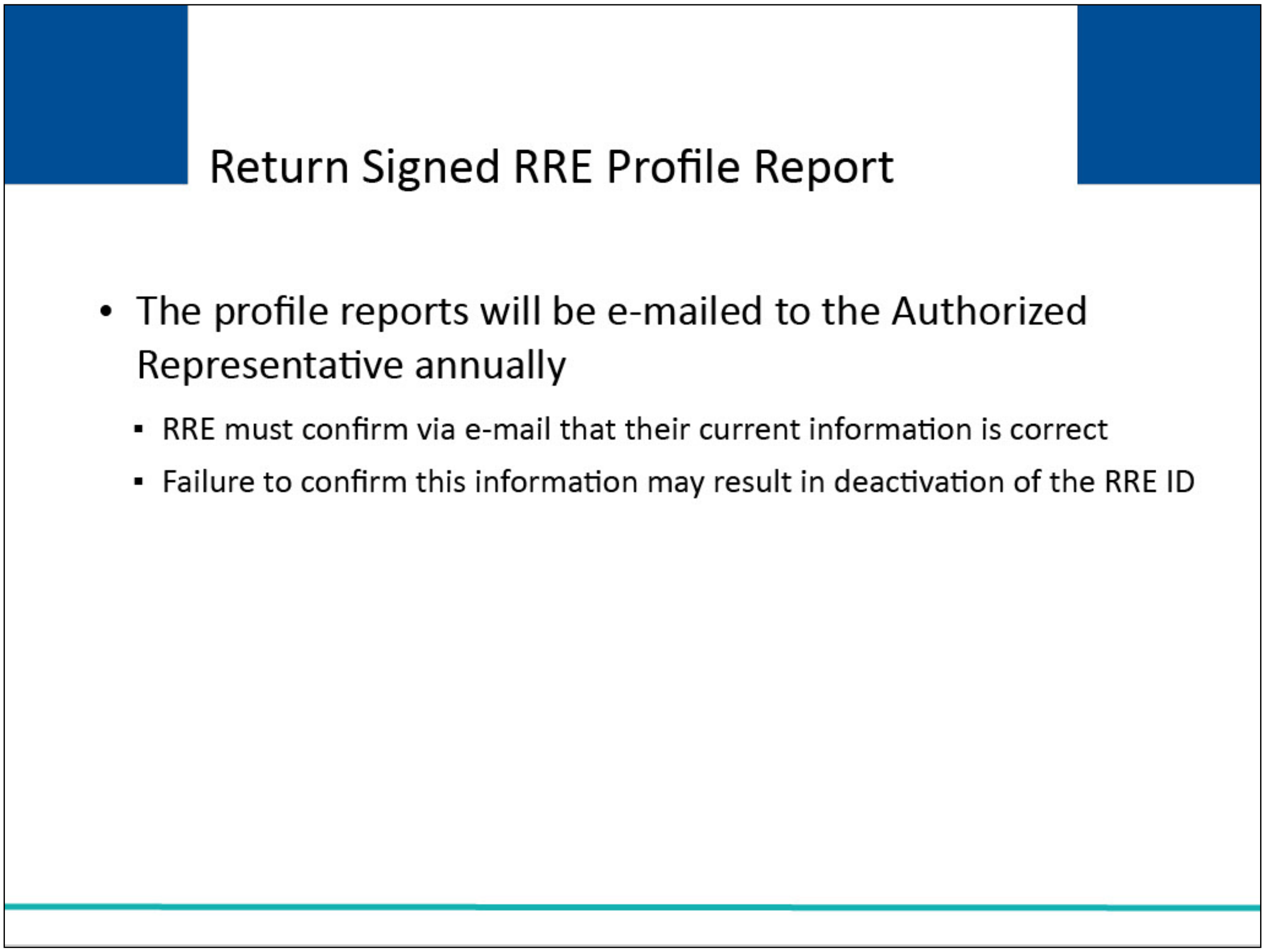
Slide notes

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

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

RRE IDs are expected to move to a production status within 60 days after initiation of the registration process (completion of the New Registration step).

Slide 42 of 48- Return Signed RRE Profile Report



Slide notes

The RRE’s profile report will be emailed to the Authorized Representative annually, based upon the receipt date of the last signed profile report.

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

Slide 43 of 48 - Section 111 COBS Email Notifications

Section 111 COBSW Email Notifications

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

Slide notes

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

Slide 44 of 48 - Section 111 COBSW Email Notifications

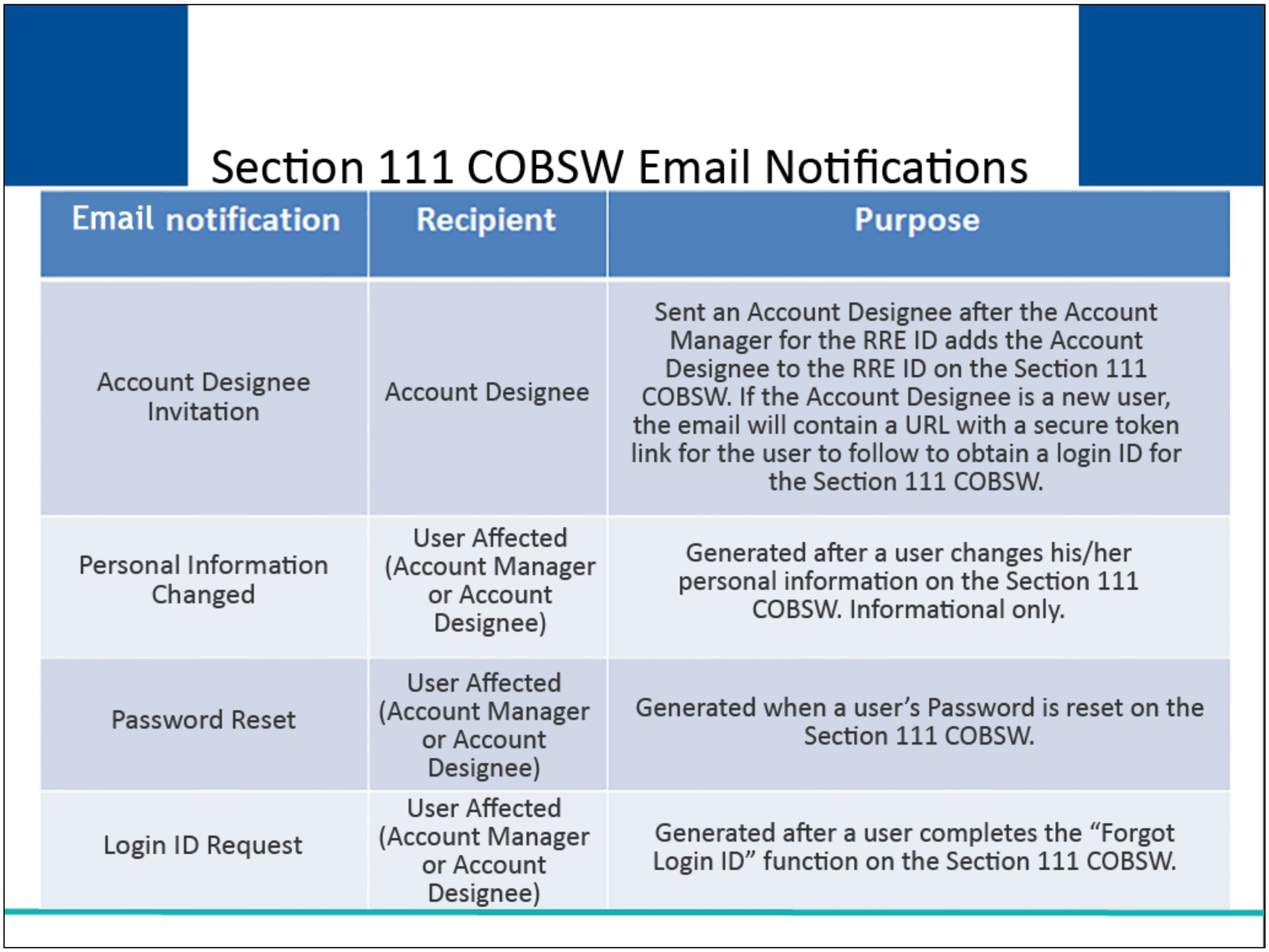
Section 111 COBSW Email Notifications

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

Slide notes

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

Slide 45 of 48 - Section 111 COBS Email Notifications



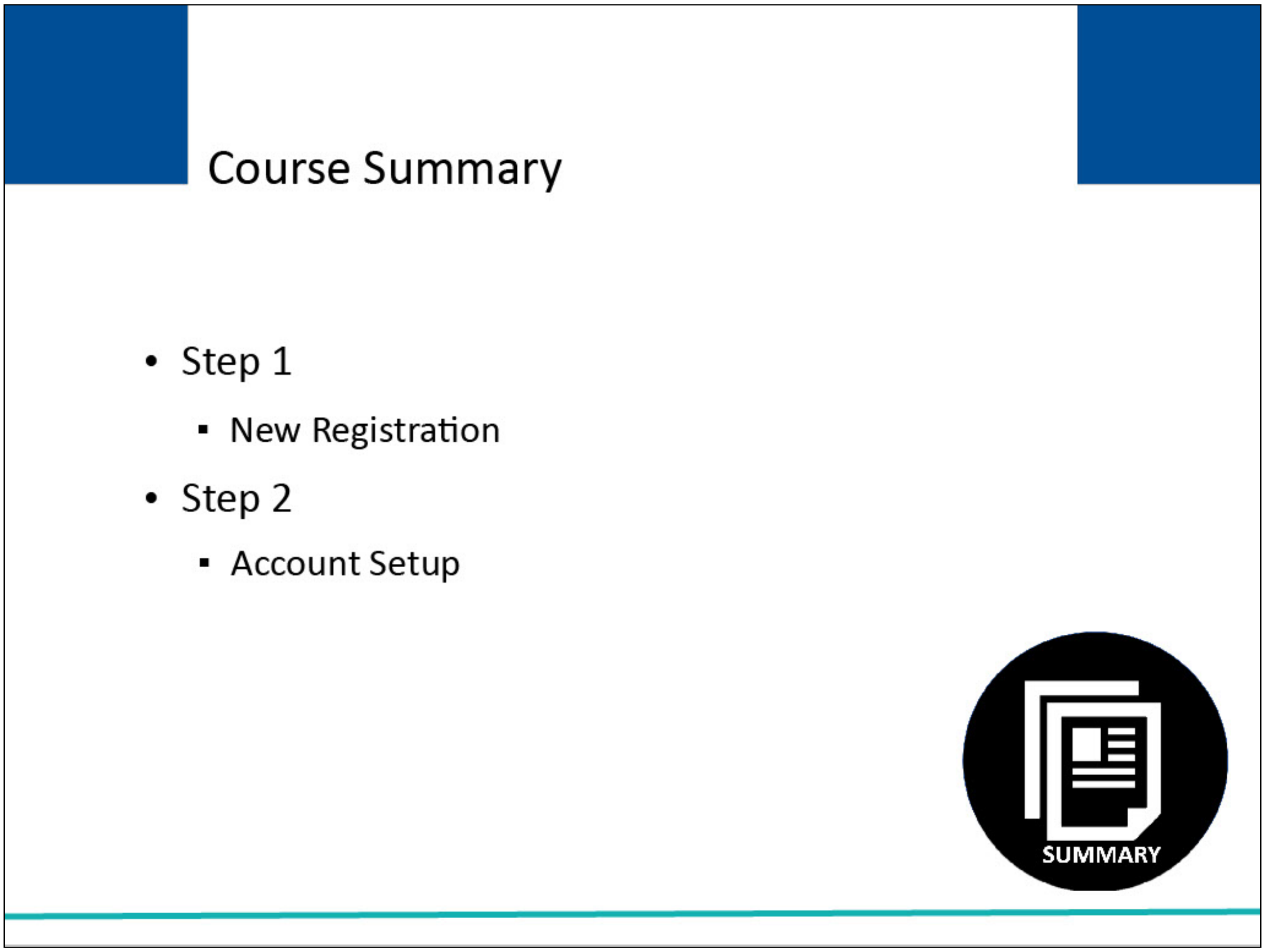
Section 111 COBSW Email Notifications

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

Slide notes

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

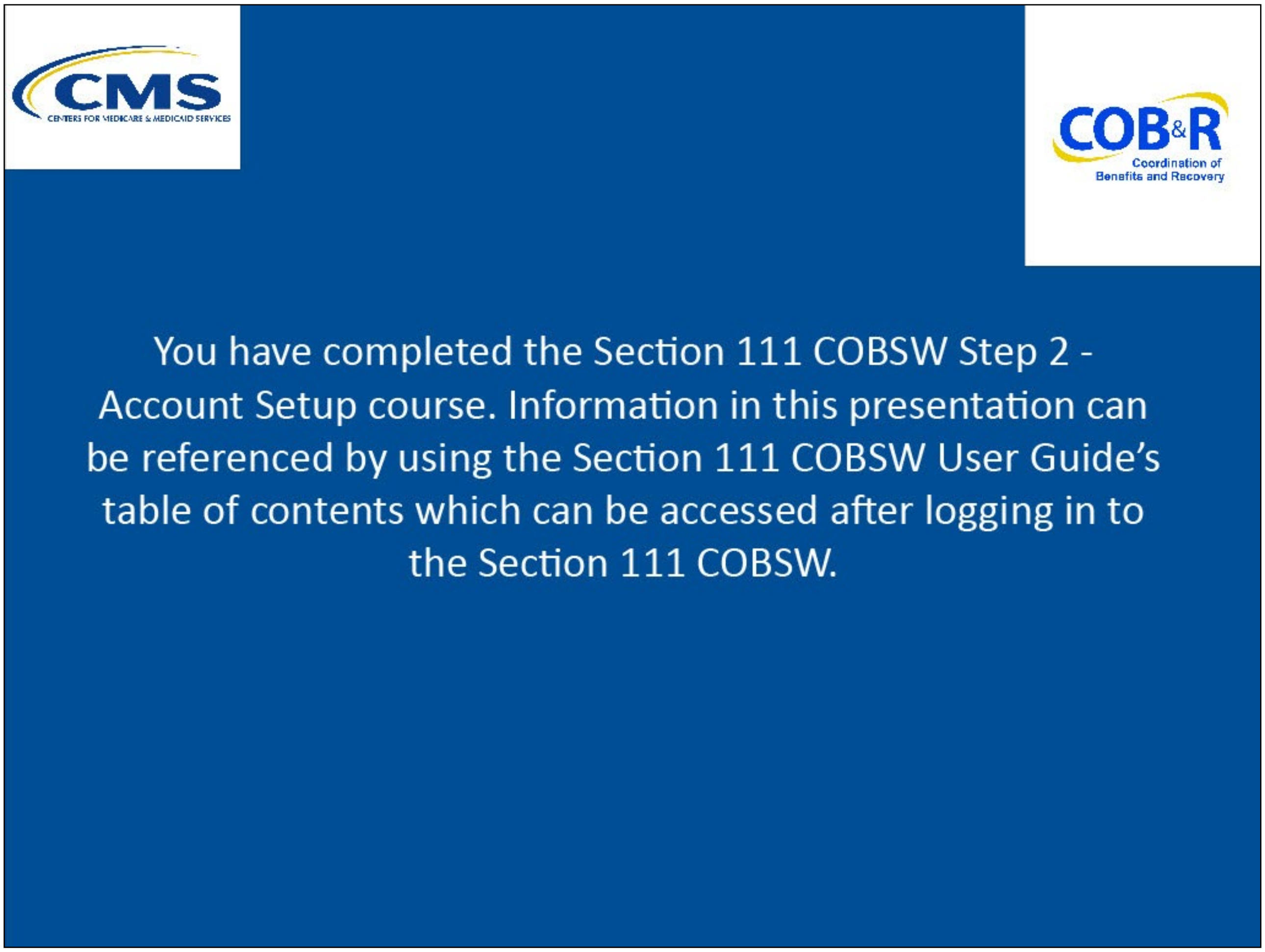
Slide 46 of 48 - Course Summary



Slide notes

This course covered Step 2 - Account Setup on the Section 111 COB Secure Website.

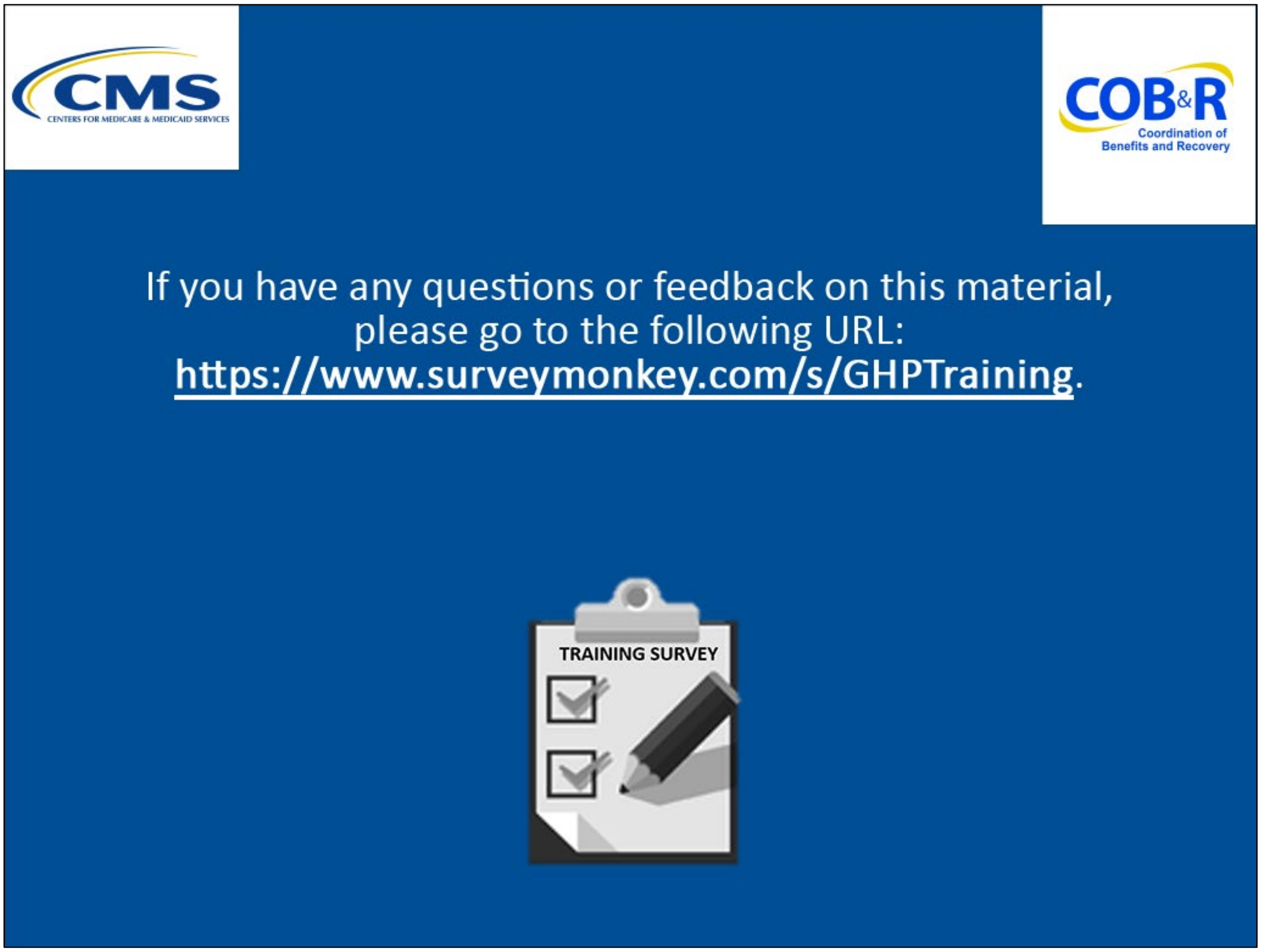
Slide 47 of 48 - Conclusion



Slide notes

You have completed the Section 111 COBSW Step 2 - Account Setup course. Information in this presentation can be referenced by using the Section 111 COBSW User Guide's table of contents which can be accessed after logging in to the Section 111 COBSW.

Slide 48 of 48 - Survey



Slide notes

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