COBSW Account Designee Registration

Slide 1 of 18 - COBSW Account Designee Registration



Slide notes

Welcome to the Section 111 Coordination of Benefits Secure Website (COBSW) Account Designee Registration course.

Slide 2 of 18 - 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 & Medicaid Services (CMS) instructions for the MMSEA Section 111 implementation. All affected entities are responsible for following the instructions found under the *Reference Materials* menu at the following link: https://www.imp.cob.cms.hhs.gov/mra/.

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: <u>CMS</u> <u>NGHP Website</u>.

Slide 3 of 18 - Course Overview



Slide notes

The topics in this course will include a summary of the Account Designee's user role and registration process, and Login ID and Password guidelines.

Slide 4 of 18 - PAID Act

PAID Act

The Medicare Secondary Payer (MSP) policy is designed to ensure that the Medicare Program does not pay for healthcare expenses for which another entity is legally responsible. To aid settling parties in determining this information, Congress has enacted the Provide Accurate Information Directly Act also known as the PAID Act requiring that CMS provide Non-Group Health Plans with a Medicare beneficiary's Part C and Part D enrollment information for the past 3 years.

This information will be provided both online and offline in the NGHP Query Response File. Additionally, CMS has requested that this solution also include the most recent Part A and Part B Entitlement dates.



Slide notes

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This information will be provided both online and offline in the NGHP Query Response File. Additionally, CMS has requested that this solution also include the most recent Part A and Part B Entitlement dates.

Note: To support the PAID Act, the Query Response File will be updated to include Contract Number, Contract Name, Plan Number, Coordination of Benefits (COB) Address, and Entitlement Dates for the last three years (up to 12 instances) of Part C and Part D coverage. The updates will also include the most recent Part A and Part B entitlement dates.

Slide 5 of 18 - Account Designees



Slide notes

Account Designees are optional users associated with a Responsible Reporting Entity (RRE) ID account who assist the Account Manager in managing the RRE account and data file exchange.

As an Account Designee, you will be able to perform most of the functions on the site, including submitting Section 111 files, but will not be able to invite additional users to be associated with the RRE ID nor may you update RRE ID company information. Only the Account Manager can invite and manage the users associated with the RRE ID.

Slide 6 of 18 - Account Designee



Slide notes

Account Designees are assigned by the Account Manager.

After the Account Manager adds the Account Designee to the RRE ID account, the system sends an invitation email to the Account Designee, containing a specific URL.

It is necessary for the Account Designee to use this URL, as it contains a specific token that allows access to the registration site.

The Account Designee will also verbally receive a Pass Phrase from the Account Manager, which must be entered during the Account Designee's registration.

An Account Designee registers on the Section 111 COBSW, using the information contained in the system generated email sent to him/her and the Pass Phrase given to him/her by the Account Manager.

You will only go through this process once as you need only one Login ID no matter how many RREs you will work with.

To successfully register as an Account Designee, follow the steps outlined in this course.

Slide 7 of 18 - Invitation Email

cob@mail.cob.cms.hhs.gov	$\begin{array}{c c} & & \\ \hline \\ \hline$
To O test@test.com Cc O	Tue 10/25/2022 3:45 PM
Caution: This email originated from outside of the organization. Do not click links or open attacht content is safe	ments unless you recognize the sender and know the
*** PLEASE DO NOT REPLY TO THIS EMAIL ***	
Dear Waverly Tester:	
You have been invited by: Janet Test, to participate in Section 111 Mandatory Reporting process.	
RRE ID: 12345 RRE NAME: Test Productions	
Please follow this link to register: https://www.imp.cob.cms.hhs.gov/Section111/DesigneeRegistration.action?token=GWeYbhZwhBZw	<u>/Ft</u>
For any questions or problems please contact the person named in the paragraph above.	
This electronic message transmission is intended only for the person or entity to which it is addresse confidential, or otherwise protected from disclosure. If you have received this transmission; but are a any disclosure, copying, distribution, or use of the contents of this information is strictly prohibited. I BCRC Electronic Data Interchange (EDI) Department at 646-458-6740 and delete and destroy the orig	d and may contain information that is privileged, not the intended recipient, you are hereby notified that If you have received this e-mail in error, please contact the ginal message and all copies.
[
This folder is up to date. Connected	□ □ − − + 100%

Slide notes

Click on the URL and token provided in the invitation email sent by the Benefits Coordination & Recovery Center (BCRC).

	Unauthorized Access To This Computer System Is Prohibited By Law
l	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.
L	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.
L	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:
l	 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.

Slide 8 of 18 - Section 111 Mandatory Reporting Website Usage Warning

Slide notes

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

You may print this page by clicking the Print link in the upper right-hand corner of the page.

Review the information and click Accept at the bottom of the page.

Slide 9 of 18 – User Agreement



Slide notes

The User Agreement pop-up will appear. You can use the Print button to print for your records.

After reviewing the records, click the I accept the User Agreement and Privacy Policy above check box and click Continue.

Slide 10 of 18 - Account Designee Registration

A official website of the United States government Section 111 Mandatory Reporting About CMS Links How To Reference Materials Contact Us August 22, 2024 at 32756 Account Designee Registration Account Designee Registration RE Ename: University of Towson Health Systems REF Account Manager Information: James Barnes 200 Cinc Center Drive Towson, Me21204 To set up a Section 111 COBSW Login ID, you will need the Passphrase created by the Account Manager named above. If you do not have this Passphrase, please contact this individual. Enter the Passphrase:* abc123			
Execution Execution	An official website of the United Sta	itates government	
About < CMS Links < How To < Reference Materials < Contact Us August 22. 2024 at 3:27:56 Account Designee Registration RE ID: 45:699 RE Name: University of Towson Health Systems RE Account Manager Information: James Barnes 200 Clvic Center Drive Towson, Moy 21:204 (410) 888-1515 x148 James@test.com To set up a Section 111 COBSW Login ID, you will need the Passphrase created by the Account Manager named above. If you do not have this Passphrase, please contact this individual. Enter the Passphrase:*	COORDINATION OF Benefits and Recovery	on 111 Mandatory Reporting	
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	Enter the Passphrase:*	abc123	

Slide notes

The Account Designee Registration page will appear and inform you that you have been assigned as an Account Designee for the Responsible Reporting Entity (RRE) listed on this page.

Enter the Pass Phrase provided earlier by the Account Manager. The Pass Phrase is case-sensitive.

Next, you will click Continue.

Slide 11 of 18 - Account Designee Personal Information Page

An official website of the U	nited States government					
COB&R Coordination of Benefits and Recovery	Section 111 Mandatory Reporting					
out	iks Y How To Y Reference Materials	 Contact Us 				Show Help P
count Design	nee Registration				Augus	st 22, 2024 at 3:28
iount besign						
count Designee Pe	ersonal Information					
To set up a Login ID	for you to act as a Designee, we need additional info	ormation from you. We request the	t vou provide personal in	formation ab	out vourself i	ncluding your
contact information.	. All required fields must be completed in order to co	ontinue through the registration pr	ocess.	ionnation ab	ouryoursen	neruuning your
* Required						
First Name:*	Mike	Street Line 1:*	100 Civic Center I	Drive		
Last Name:*	Brown	Street Line 2:				
Job Title:*	Account Designee	City:*	Towson			
E-mail Address:*	MBROWN@TOWSON.HS	State:*	MARYLA 🗸	Zip:*	21204	
Telephone:*	(410) 888-1515 Ext:	Fax:	(443) 889-7896			
count Designee Lo	ogin Information					
24						
The security informa	ation requested here will allow the system to authen	ticate your identity each time you l	og in to the Section 111 S	ecure web si	te. Choose yo	ur Login ID and

Slide notes

The Account Designee Registration Personal Information page will appear. Fill in the required information in the Personal Information section and then scroll down to the Account Designee Login Information portion of the page.

Slide 12 of 18 - Login ID and Password Requirements



Slide notes

A Login ID and Password are needed to access the Section 111 COBSW. You must set up a Login ID and Password using the following guidelines:

- Login IDs must be 7 characters;
- Login IDs must be in the format of AA999AA (first two alphabetic, next three numeric, last two alphabetic);
- Passwords must be changed every 60 days;
- Passwords must be 8 characters in length;
- Passwords must contain a mix of upper case letters, lower case letters, one number (at least one of each type must be included), and at least one special character;
- Passwords cannot be changed more than once per day;
- Passwords cannot contain a user's Login ID;
- Passwords cannot begin with a number;
- Passwords must be different from the previous 24 passwords; and
- Passwords cannot contain a reserved word.

COBSW Account Designee Registration

Note: If a user changes their password in another COBSW application, it will be changed in all COBSW applications.



First Name:*	Mike	Street Line 1:*	100 Civic Center Drive
Last Name:*	Brown	Street Line 2:	
Job Title:*	Account Designee	City:*	Towson
E-mail Address:*	MBROWN@TOWSON.HS	State:*	MARYLA V Zip:* 21204 -
Telephone:*	(410) 888-1515 Ext:	Fax:	(443) 889-7896
count Designee Log	gin Information	ur identity each time you log it	n to the Section 111 Secure Web site. Choose your Login ID and
count Designee Log The security informat password carefully. * Required Login ID:* (j)	zin Information ion requested here will allow the system to authenticate yo MG8314D	ur identity each time you log in Security Question 1:	n to the Section 111 Secure Web site. Choose your Login ID and
count Designee Log The security informat password carefully. * Required Login ID:* (j) Password:* (j)	zin Information ion requested here will allow the system to authenticate yo MG831AD	ur identity each time you log in Security Question 1: * Security Answer 1: *	n to the Section 111 Secure Web site. Choose your Login ID and What city were you born?
count Designee Log The security informat password carefully. * Required Login ID:* (i) Password:* (i)	gin Information ion requested here will allow the system to authenticate yo MG831AD	ur identity each time you log in Security Question 1: * Security Answer 1: *	n to the Section 111 Secure Web site. Choose your Login ID and What city were you born? ~ Baltimore
count Designee Log The security informat password carefully. * Required Login ID:* (i) Password:* (i) Re-enter Password:*	gin Information ion requested here will allow the system to authenticate yo MG831AD Gncsk2351 Gncsk2351	ur identity each time you log in Security Question 1: * Security Answer 1: * Security Question 2: *	n to the Section 111 Secure Web site. Choose your Login ID and What city were you born? ~ Baltimore What is your pet's name? ~
Count Designee Log The security informat password carefully. * Required Login ID:* (j) Password:* (j) Re-enter Password:*	gin Information ion requested here will allow the system to authenticate yo MG831AD Gncsk2351 Gncsk2351	ur identity each time you log it Security Question 1: * Security Answer 1: * Security Question 2: * Security Answer 2: *	n to the Section 111 Secure Web site. Choose your Login ID and What city were you born? ~ Baltimore What is your pet's name? ~ Bingo

Slide notes

Complete the Login Information portion of the page including creating your Login ID and Password as well as selecting your Security Questions and Answers. Once complete, click continue.

Slide 14 of 18 – Account Designee Summary

First Name:*	Mike			Street Line 1:*	100 Civic Center Drive	
Last Name:*	Brown			Street Line 2:		
Job Title:*	Account Designee			City:*	Towson	
E-mail Add				- E - E		
Ac	count Designee Su	mmary			Sho	w Help Page
	Print					
count Des	Please review your persona information page. Print this	l and login In page for you	formation. If you need to change ir récords.	the information, click	the Cancel button to return to the personal	and login
count Des	٩	Account De	signee Personal	Account Desi	anee Loain Information	
The securit password c	h	nformatior	1			ID and
* Required		lamo,	Mike Brown	Login ID:	MG831AD	
CONSIGNATION CON		vanie,	Account Decignoo	Security	what city were you born?	
a negan co	1	oh Title [,]	ALL DUDIN DESUDEE			
Login ID:*	Ji A	ob Title: ddress:	100 Civic Center Drive	Answor 1	Paltimoro	
Login ID:*	Ji A	ob Title: ddress:	100 Civic Center Drive Towson, MD 21204	Answer 1 :	Baltimore What is your pet's name?	
Login ID:*	Ji A E	ob Title: ddress: IN/TIN:	100 Civic Center Drive Towson, MD 21204 36978542	Answer 1 : Security Question 2 :	Baltimore What is your pet's name?	
Login ID:* Password:	Ji A E T	ob Title: ddress: IN/TIN: elephone:	100 Civic Center Drive Towson, MD 21204 36978542 (410) 888-1515	Answer 1 : Security Question 2 : Answer 2 :	Baltimore What is your pet's name? Bingo	
Login ID:* Password:	J. A E T F	ob Title: address: IN/TIN: elephone: ax:	100 Civic Center Drive Towson, MD 21204 36978542 (410) 888-1515 (443) 889-7896	Answer 1 : Security Question 2 : Answer 2 :	Baltimore What is your pet's name? Bingo	
Login ID:* Password: Re-enter P	j, A T F E	ob Title: address: IN/TIN: elephone: ax: -mail:	Account Designee 100 Civic Center Drive Towson, MD 21204 36978542 (410) 888-1515 (443) 889-7896 MBROWN@TOWSON.HS	Answer 1 : Security Question 2 : Answer 2 :	Baltimore What is your pet's name? Bingo	
Login ID:* Password: Re-enter P	J. A T F E	ob Title: .ddress: IN/TIN: elephone: ax: -mail:	Account Designee 100 Civic Center Drive Towson, MD 21204 36978542 (410) 888-1515 (443) 889-7896 MBROWN@TOWSON.HS	Answer 1 : Security Question 2 : Answer 2 :	Baltimore What is your pet's name? Bingo	
Login ID:* Password: Re-enter P	J. A T F E	ob Title: .ddress: IN/TIN: elephone: ax: -mail:	Account Designee 100 Civic Center Drive Towson, MD 21204 36978542 (410) 888-1515 (443) 889-7896 MBROWN@TOWSON.HS	Answer 1: Security Question 2 : Answer 2 :	Baltimore What is your pet's name? Bingo	
Login ID:* Password: Re-enter P	J. A T F E	ob Title: kddress: IN/TIN: elephone: ax: -mail:	Account Designee 100 Civic Center Drive Towson, MD 21204 36978542 (410) 888-1515 (443) 889-7896 MBROWN@TOWSON.HS	Answer 1: Security Question 2 : Answer 2 :	Baltimore What is your pet's name? Bingo	
Login ID:* Password: Re-enter P	J. A T F E	ob Title: kddress: IN/TIN: elephone: ax: -mail:	Account Designee 100 Civic Center Drive Towson, MD 21204 36978542 (410) 888-1515 (443) 889-7896 MBROWN@TOWSON.HS	Cancel	Baltimore What is your pet's name? Bingo	

Slide notes

The Account Designee Summary pop-up will appear. This will provide a summary of all the information you have entered during registration.

Review the summary information. If changes are required, click the Cancel button and make any necessary changes.

Once all information is correct, click the Continue button.

Slide 15 of 18 – Registration Successful

rirst Name."	Mike	Street Line 1:*	100 Civic Center Drive	
Last Name:*	Brown	Street Line 2:		
Job Title:*	Account Designee	City:*	Towson	
E-mail Address:*	MBROWN@TOWSON.HS	State:*	MARYLA V Zip:* 21204 -	
Telephone:*	(410) 888-1515 Ext:	Fax:	(443) 889-7896	
Count De You The secur passwort Nex * Require You * Require logg beg Login ID: You hav Passwort time	have successfully completed the user registration proce it Steps may now use the Continue button to go to the Section ging in, you will be presented with the RRE Listing page v in working on the account. only need one Login ID for the Section 111 COBSW. You registered, you will receive a notification E-mail from the you login to the site, you will see that additional RRE ID	ss and obtained a Login ID and Passw 111 COBSW homepage, login using t which will show that you are associate u may be invited to be an Account Des ne COB Contractor to inform you that D on your RRE Listing page and may b	ord for the Section 111 COBSW. he Login ID and Password you just created. After d with this RRE ID as an Account Designee and may signee for additional RRE ID accounts. Now that you you have been added to another RRE ID. The next egin working on the account.	n ID and
		Security Answer 2	Bingo	×

Slide notes

The Registration Successful pop-up will appear describing the next steps in the process. You have now successfully completed self-registration on the Section 111 COBSW.

You can click Continue to go to the Home page and login to the Section 111 website to manage RRE account information.

Slide 16 of 18 - Course Summary



Slide notes

The topics in this course included a summary of the Account Designee's user role and registration process, and Login ID and Password guidelines.

Slide 17 of 18 - Conclusion



Slide notes

You have completed the Account Designee Registration 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 into the Section 111 COBSW.

Slide 18 of 18 - NGHP Training Survey



Slide notes

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