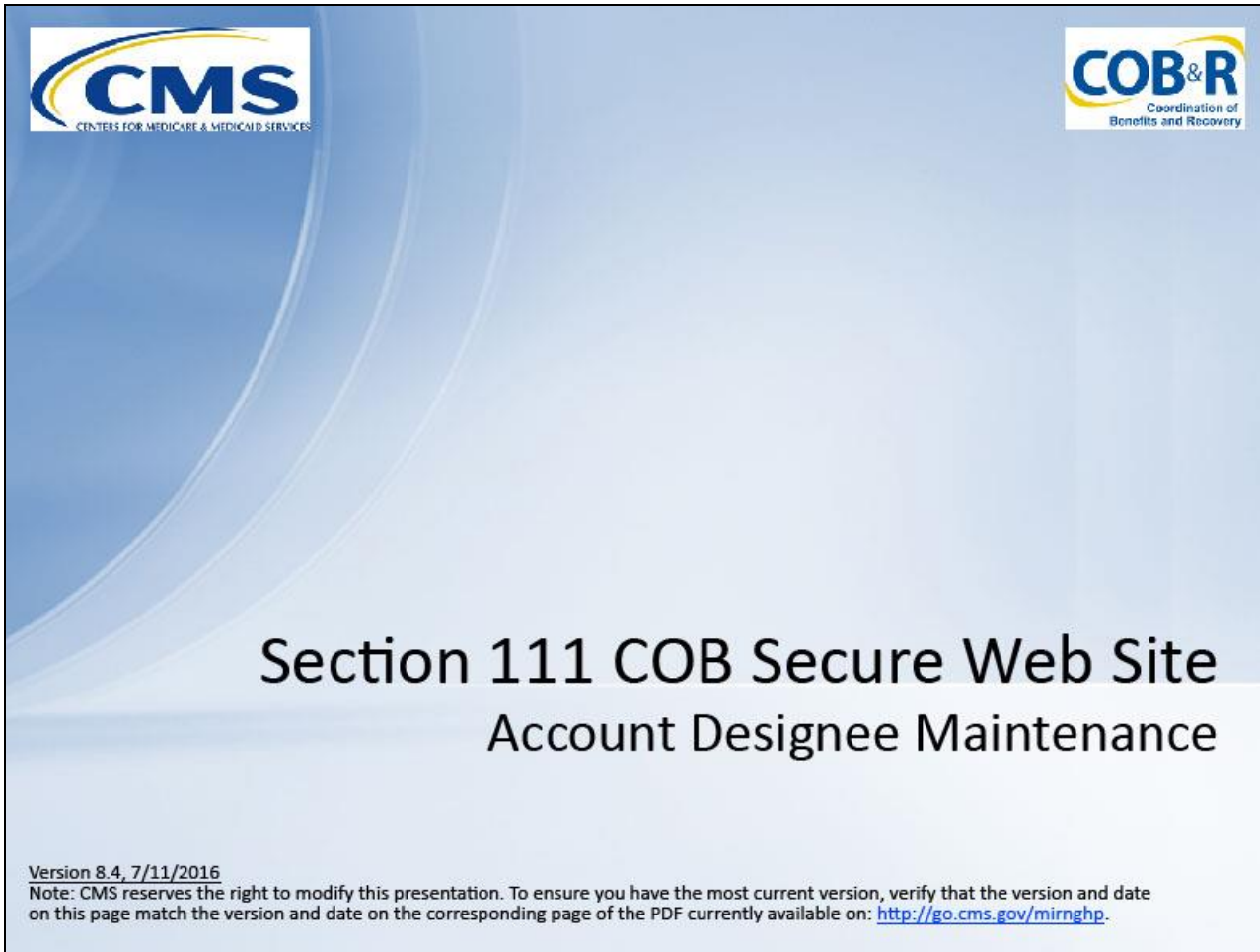


Slide 1 - of 38



The slide features a light blue background with a subtle wave pattern. In the top left corner is the CMS logo (Centers for Medicare & Medicaid Services). In the top right corner is the COB&R logo (Coordination of Benefits and Recovery). The main title is centered in a large, black, sans-serif font. At the bottom left, there is a version number and a note about the presentation's currency, including a URL to the PDF version.

CMS
CENTERS FOR MEDICARE & MEDICAID SERVICES

COB&R
Coordination of
Benefits and Recovery

Section 111 COB Secure Web Site Account Designee Maintenance

Version 8.4, 7/11/2016
Note: CMS reserves the right to modify this presentation. To ensure you have the most current version, verify that the version and date on this page match the version and date on the corresponding page of the PDF currently available on: <http://go.cms.gov/mirngghp>.

Slide notes

Welcome to the Section 111 Coordination of Benefits Secure Web Site (COBSW) Account Designee Maintenance course.

Slide 2 - of 38

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:

<http://go.cms.gov/mirnghp>.

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:

<http://go.cms.gov/mirnghp>.

Slide 3 - of 38

Course Overview

- Add/Delete Account Designee
- Add Existing User as Account Designee
- Edit Account Designee Information
- Regenerate Invitation E-mail



Slide notes

To assist with Responsible Reporting Entity (RRE) account management and data file processing, the Account Manager may designate one or more Account Designees to an RRE.

This course will cover the following Designee Maintenance functions that the Account Manager can perform for the RRE:

Add/delete an Account Designee, add an existing user as an Account Designee, edit Account Designee information, and regenerate the invitation E-mail.

Slide 4 - of 38

Add an Account Designee

- Account Manager may designate Account Designees
 - Assist Account Manager with reporting process



Slide notes

At the RRE's discretion, the Account Manager may designate other individuals to register as users of the Section 111 COBSW associated with the RRE's account known as Account Designees.

These individuals assist the Account Manager with the reporting process.

Slide 5 - of 38

Add an Account Designee

- Account Manager logs into Section 111 COBSW
- Enter Account Designee E-mail address



Slide notes

To add an Account Designee, the Account Manager must first log into the Section 111 COBSW.

Once they have successfully logged in, they can invite an individual to become an Account Designee for an RRE ID.

The Account Manager will be prompted to enter and re-enter the E-mail address for the person they are inviting.

The system will check to see if the entered E-mail address is for a new user.

Slide 6 - of 38

Add an Account Designee

- Account Manager enters
 - Full Name
 - Pass Phrase
 - Short case-sensitive phrase
 - Word(s) up to 30 characters
 - Must be conveyed to Account Designee verbally
- Account Designee
 - Receives invitation E-mail and follows link
 - Enters Pass Phrase
 - Do not share

Slide notes

The Account Manager will need to enter the invited Account Designee's first name, last name, and create a Pass Phrase.

The Pass Phrase should be a short case-sensitive phrase, of the Account Manager's creation, that is a word or words up to 30 characters.

Be careful to remember the exact wording because the Account Designee must enter the same text to complete a successful registration.

After the Account Manager completes the invitation process, he/she will need to contact the Account Designee and provide him/her with this secret code verbally and outside the system.

It will not be sent to the Account Designee in his/her invitation E-mail.

The Account Designee will receive an invitation E-mail to register for the site.

He/she should follow the link and enter the Pass Phrase exactly as the Account Manager did.

This will make sure that only the people invited will have access to the account.

Do not share this Pass Phrase with anyone else.

Slide 7 - of 38

RRE Listing

This page lists all the Responsible Reporting Identification Numbers (RRE IDs) with which you are associated. You can select from the Actions available in the drop-down menu next to each RRE ID. Click on the down arrow, select an action from the list and then click on the Go button.

To search for a specific RRE enter the RRE ID and click on the Search button. To refresh the complete list of RREs with which you are associated, click on the Refresh RRE Listing button.

The RRE Listing is sorted by RRE ID.

RRE ID:

2 items found, displaying all items. 1

RRE ID	Name	Status	Submsn Period	Reporting Option	EDI Representative Name	EDI Phone Number	EDI Email	Actions
3	COB TEST 10292013	PROD	09	Expanded	Ankit Sharma	646-458-7289	asharma@ghimedicare.com	Please Select <input type="button" value="Go"/>
45553	TESTING COMPANY LLC	PROD	0	DDE	Bruce Scott	646-458-2151	b_scott@ehmedicare.com	Please Select <input type="button" value="Go"/>

Export options: [Text](#) [Spreadsheet](#)

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Slide notes

Log into the Section 111 COBSW.

The RRE Listing page displays.

Slide 8 - of 38

RRE Listing

This page lists all the Responsible Reporting Identification Numbers (RRE IDs) with which you are associated. You can select from the Actions available in the drop-down menu next to each RRE ID. Click on the down arrow, select an action from the list and then click on the Go button.

To search for a specific RRE enter the RRE ID and click on the Search button. To refresh the complete list of RREs with which you are associated, click on the Refresh RRE Listing button.

The RRE Listing is sorted by RRE ID.

RRE ID: Search Refresh RRE Listing

2 items found, displaying all items. 1

RRE ID	Name	Status	Submsn Period	Reporting Option	EDI Representative Name	EDI Phone Number	EDI Email	Actions
3	COB TEST 10292013	PROD	09	Expanded	Ankit Sharma	646-458-7289	asharma@ghimedicare.com	Please Select Go
45553	TESTING COMPANY LLC	PROD	0	DDE	Bruce Scott	646-458-2151	b_scott@ehmedicare.com	Please Select Go

Export options: [Text](#) [Spreadsheet](#)

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Slide notes

For the desired RRE ID, select Designee Maintenance from the Action drop down box, then click Go.

Slide 9 - of 38

Designee Listing

RRE ID: 20623
RRE Name: name

To add an Account Designee for this RRE ID, click on the Add a Designee button. Designees will receive an E-mail notifying them that they have been added to the account and how to obtain a Login ID.

To remove an Account Designee for this RRE ID, click on the delete icon to the left of the Designee's Last Name.

To update an Account Designee's information or regenerate the invitation E-mail, click on the link formed by the Designee's Last Name.

Click on the **Continue** button to return to the RRE ID Listing.

Delete	Last Name	First Name	E-mail Address	Passphrase	Account Status
X	Doe	John	123@email.com	this is a test	Pending
X	Public	Jane	abc@email.com	Test 123	Pending
X	Generic	Jake	xyz@test.com	hello	Pending

Slide notes

The Designee Listing page for the selected RRE ID displays.

This lists all Account Designees associated with the RRE ID as well as the status of each account (Pending, Active, Locked, Expired, Revoked).

Slide 10 - of 38

Designee Listing

RRE ID: 20623
RRE Name: name

To add an Account Designee for this RRE ID, click on the Add a Designee button. Designees will receive an E-mail notifying them that they have been added to the account and how to obtain a Login ID.

To remove an Account Designee for this RRE ID, click on the delete icon to the left of the Designee's Last Name.

To update an Account Designee's information or regenerate the invitation E-mail, click on the link formed by the Designee's Last Name.

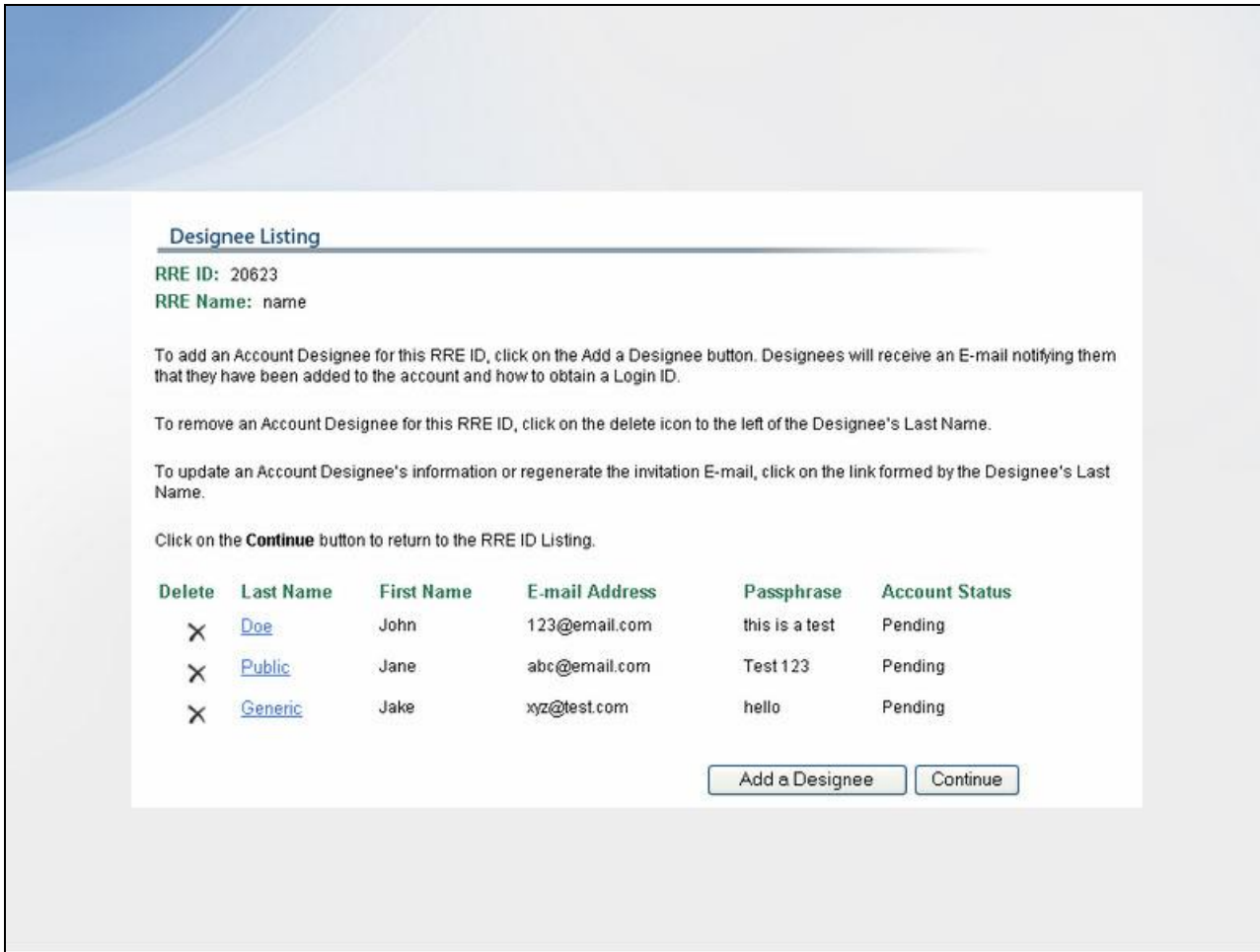
Click on the **Continue** button to return to the RRE ID Listing.

Delete	Last Name	First Name	E-mail Address	Passphrase	Account Status
X	Doe	John	123@email.com	this is a test	Pending
X	Public	Jane	abc@email.com	Test 123	Pending
X	Generic	Jake	xyz@test.com	hello	Pending

Slide notes

To return to the RRE Listing page without making any changes, click the Continue button.

Slide 11 - of 38



Designee Listing

RRE ID: 20623
RRE Name: name

To add an Account Designee for this RRE ID, click on the Add a Designee button. Designees will receive an E-mail notifying them that they have been added to the account and how to obtain a Login ID.

To remove an Account Designee for this RRE ID, click on the delete icon to the left of the Designee's Last Name.

To update an Account Designee's information or regenerate the invitation E-mail, click on the link formed by the Designee's Last Name.

Click on the **Continue** button to return to the RRE ID Listing.

Delete	Last Name	First Name	E-mail Address	Passphrase	Account Status
X	Doe	John	123@email.com	this is a test	Pending
X	Public	Jane	abc@email.com	Test 123	Pending
X	Generic	Jake	xyz@test.com	hello	Pending

Slide notes

To add an Account Designee, click the Add a Designee button under the Account Designee List.

Slide 12 - of 38

Designee Information

Please enter the E-mail address of the individual you want to add as an Account Designee for this RRE ID and click on the Continue button.

The **Cancel** button will return you to the Designee Listing page.

* Required

E-mail Address:*

Re-enter E-mail Address:*

Slide notes

The Designee Information page displays.

Enter and re-enter the E-mail address of the Account Designee you wish to invite and click Continue.

The system then verifies that the entered E-mail address is not in the database for an existing user.

Slide 13 - of 38

Designee Information

Please provide the following information:

* Required

First Name:*

Last Name:*

Pass phrase:*

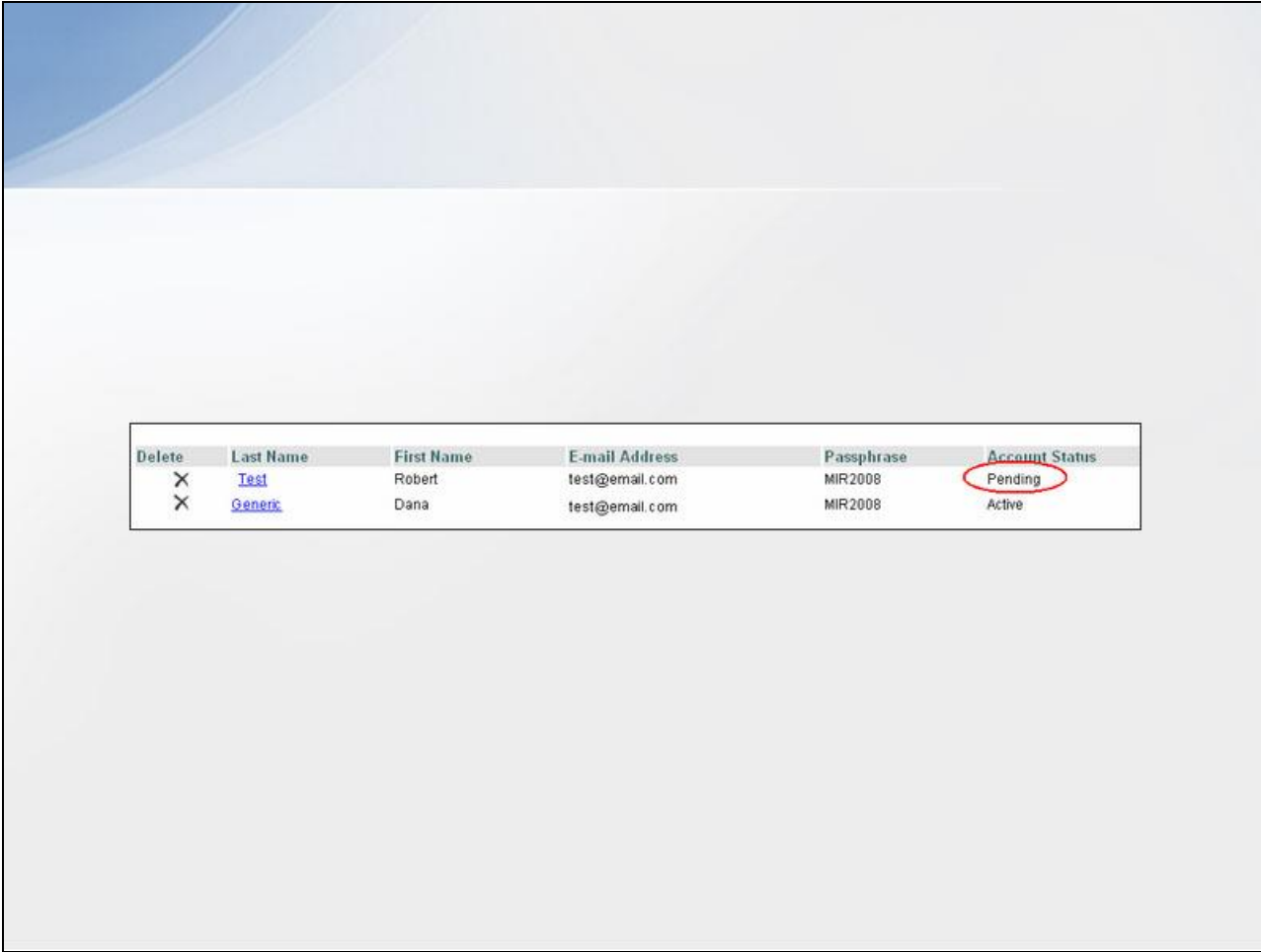
Re-enter Pass Phrase:*

Slide notes

If the entered E-mail address has not been found in the database, the Account Designee Information page displays.

Enter the Account Designee's First Name, Last Name, Pass Phrase, re-enter the Pass Phrase and then click Continue.

Slide 14 - of 38



Delete	Last Name	First Name	E-mail Address	Passphrase	Account Status
X	Test	Robert	test@email.com	MIR2008	Pending
X	Generic	Dana	test@email.com	MIR2008	Active

Slide notes

This re-displays the Designee Listing page.

The newly added Account Designee will be listed with a Pending status.

The invitation E-mail will be sent to the Account Designee.

Slide 15 - of 38

Add Existing User as Account Designee

- Account Designee cannot be
 - Registered as an Authorized Representative for any RRE ID
 - Account Manager for same RRE ID
- Can be Account Designee for multiple RRE IDs

Slide notes

An existing, registered user can be an Account Designee for an RRE ID as long as he/she is not already registered as an Authorized Representative for any RRE ID or the Account Manager for the same RRE ID.

These individuals assist the Account Manager with the reporting process.

If the E-mail address is found in the system, the Account Manager must add the existing user as an Account Designee for a different RRE ID.

Slide 16 - of 38

RRE Listing

This page lists all the Responsible Reporting Identification Numbers (RRE IDs) with which you are associated. You can select from the Actions available in the drop-down menu next to each RRE ID. Click on the down arrow, select an action from the list and then click on the Go button.

To search for a specific RRE enter the RRE ID and click on the Search button. To refresh the complete list of RREs with which you are associated, click on the Refresh RRE Listing button.

The RRE Listing is sorted by RRE ID.

RRE ID:

2 items found, displaying all items 1

RRE ID	Name	Status	Submsn Period	Reporting Option	EDI Representative Name	EDI Phone Number	EDI Email	Actions
3	COB TEST 10292013	PROD	09	Expanded	Ankit Sharma	646-458-7289	asharma@ghimedicare.com	Please Select <input type="button" value="Go"/>
45553	TESTING COMPANY LLC	PROD	0	DDE	Bruce Scott	646-458-2151	b_scott@ehmedicare.com	Please Select <input type="button" value="Go"/>

Export options: [Text](#) [Spreadsheet](#)

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I'd like to...

[Manage Personal Information](#)

[Change Password](#)

[Log off](#)

Slide notes

From the RRE Listing page, select Designee Maintenance from the Actions drop down box for the desired RRE ID, then click Go.

Slide 17 - of 38

Designee Listing

RRE ID: 20623
RRE Name: name

To add an Account Designee for this RRE ID, click on the Add a Designee button. Designees will receive an E-mail notifying them that they have been added to the account and how to obtain a Login ID.

To remove an Account Designee for this RRE ID, click on the delete icon to the left of the Designee's Last Name.

To update an Account Designee's information or regenerate the invitation E-mail, click on the link formed by the Designee's Last Name.

Click on the **Continue** button to return to the RRE ID Listing.

Delete	Last Name	First Name	E-mail Address	Passphrase	Account Status
X	Doe	John	123@email.com	this is a test	Pending
X	Public	Jane	abc@email.com	Test 123	Pending
X	Generic	Jake	xyz@test.com	hello	Pending

Slide notes

The Designee Listing page displays.

Click Add a Designee.

Slide 18 - of 38

Designee Information

Please enter the E-mail address of the individual you want to add as an Account Designee for this RRE ID and click on the Continue button.

The **Cancel** button will return you to the Designee Listing page.

* Required

E-mail Address:*

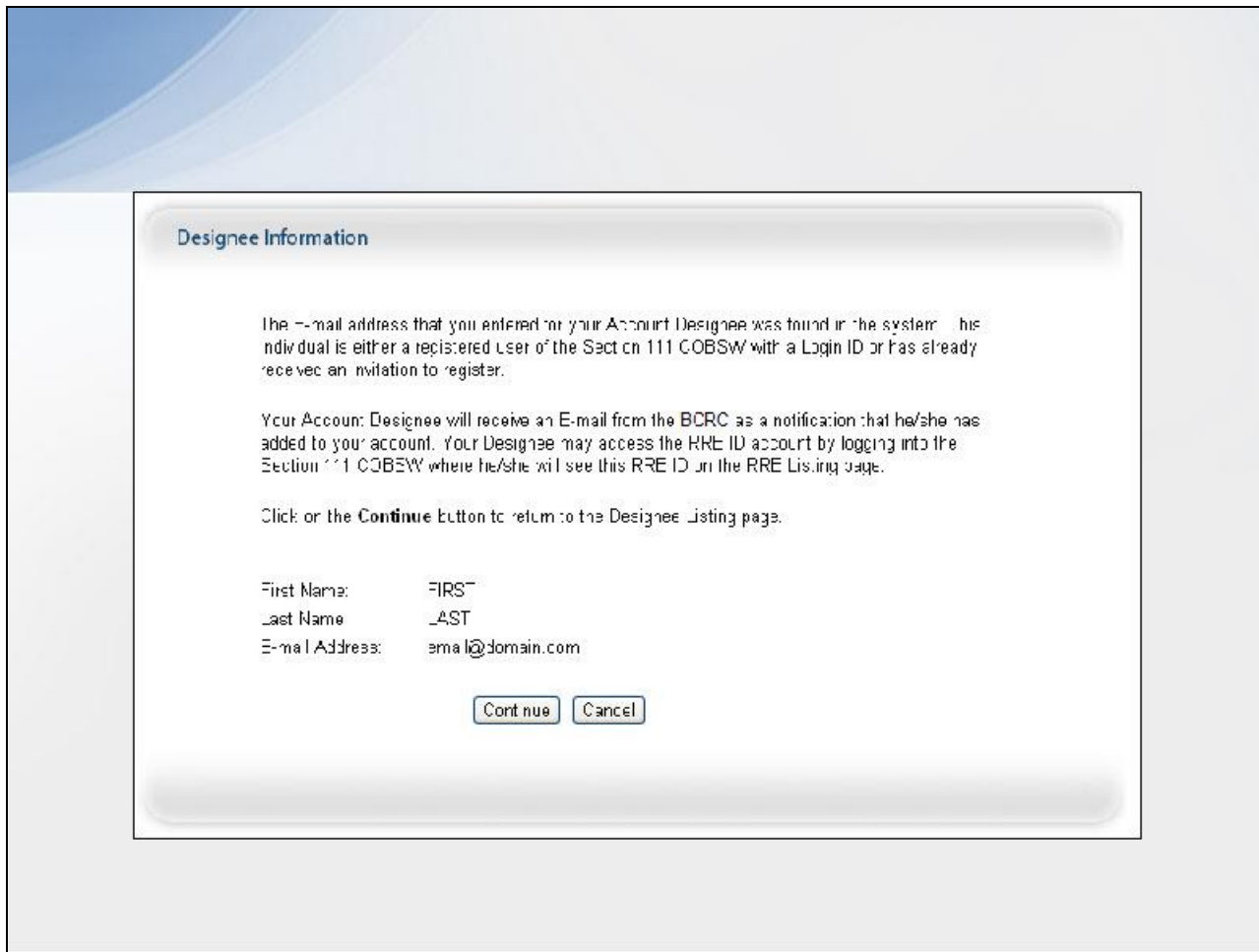
Re-enter E-mail Address:*

Slide notes

The Designee Information page displays.

Enter and re-enter the E-mail address of the Account Designee you wish to invite and click Continue.

Slide 19 - of 38



Designee Information

The E-mail address that you entered for your Account Designee was found in the system. This individual is either a registered user of the Section 111 COBSW with a Login ID or has already received an invitation to register.

Your Account Designee will receive an E-mail from the BCRC as a notification that he/she has added to your account. Your Designee may access the RRE ID account by logging into the Section 111 COBSW where he/she will see this RRE ID on the RRE Listing page.

Click on the **Continue** button to return to the Designee Listing page.

First Name: FIRST
Last Name: LAST
E-mail Address: email@domain.com

Slide notes

The system determines that this E-mail address is associated with an existing, eligible user.

It will re-display the Designee Information page showing the First and Last Name of the user associated to the entered E-mail address.

The system will also display a message requesting the Account Manager to confirm the invited Account Designee's information.

If you do NOT want to invite the user associated with the E-mail address displayed, click Cancel to be returned to the Designee information page to re-enter information.

If you DO want to invite the user associated with the E-mail address displayed, click the Continue button to accept the Account Designee.

Slide 20 - of 38

Designee Listing

RRE ID: 20623
RRE Name: name

To add an Account Designee for this RRE ID, click on the Add a Designee button. Designees will receive an E-mail notifying them that they have been added to the account and how to obtain a Login ID.

To remove an Account Designee for this RRE ID, click on the delete icon to the left of the Designee's Last Name.

To update an Account Designee's information or regenerate the invitation E-mail, click on the link formed by the Designee's Last Name.

Click on the **Continue** button to return to the RRE ID Listing.

Delete	Last Name	First Name	E-mail Address	Passphrase	Account Status
X	Doe	John	123@email.com	this is a test	Pending
X	Public	Jane	abc@email.com	Test 123	Active
X	Generic	Jake	xyz@test.com	hello	Pending

Slide notes

This re-displays the Designee Listing page.

The newly added Account Designee will be listed with an Active status.

The system then generates an invitation E-mail to the Account Designee, notifying him/her that he/she has been added as an Account Designee for this RRE ID.

Slide 21 - of 38

Delete an Account Designee

- Account Manager may delete Account Designee
- Removes him/her from specific RRE ID account
 - No longer has access to specific RRE ID
 - Retains access to other associated RRE ID accounts



Slide notes

An Account Manager may delete an Account Designee from an RRE ID's account on the Section 111 COBSW.

Deleting an Account Designee from a specific RRE ID account will remove him/her from the account of that RRE ID only.

Although the Account Designee will no longer have access to that specific account, he/she will retain access to any other RRE ID accounts to which they are currently associated.

Slide 22 - of 38

RRE Listing

This page lists all the Responsible Reporting Identification Numbers (RRE IDs) with which you are associated. You can select from the Actions available in the drop-down menu next to each RRE ID. Click on the down arrow, select an action from the list and then click on the Go button.

To search for a specific RRE enter the RRE ID and click on the Search button. To refresh the complete list of RREs with which you are associated, click on the Refresh RRE Listing button.

The RRE Listing is sorted by RRE ID.

RRE ID:

2 items found, displaying all items 1

RRE ID	Name	Status	Submsn Period	Reporting Option	EDI Representative Name	EDI Phone Number	EDI Email	Actions
3	COB TEST 10292013	PROD	09	Expanded	Ankit Sharma	646-458-7289	asharma@ghimedicare.com	Please Select <input type="button" value="Go"/>
45553	TESTING COMPANY LLC	PROD	0	DDE	Bruce Scott	646-458-2151	b_scott@ehmedicare.com	Please Select <input type="button" value="Go"/>

Export options: [Text](#) [Spreadsheet](#)

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Slide notes

From the RRE Listing page, select Designee Maintenance from the Actions drop down box for the desired RRE ID, then click Go.

Slide 23 - of 38

Designee Listing

RRE ID: 20623
RRE Name: name

To add an Account Designee for this RRE ID, click on the Add a Designee button. Designees will receive an E-mail notifying them that they have been added to the account and how to obtain a Login ID.

To remove an Account Designee for this RRE ID, click on the delete icon to the left of the Designee's Last Name.

To update an Account Designee's information or regenerate the invitation E-mail, click on the link formed by the Designee's Last Name.

Click on the **Continue** button to return to the RRE ID Listing.

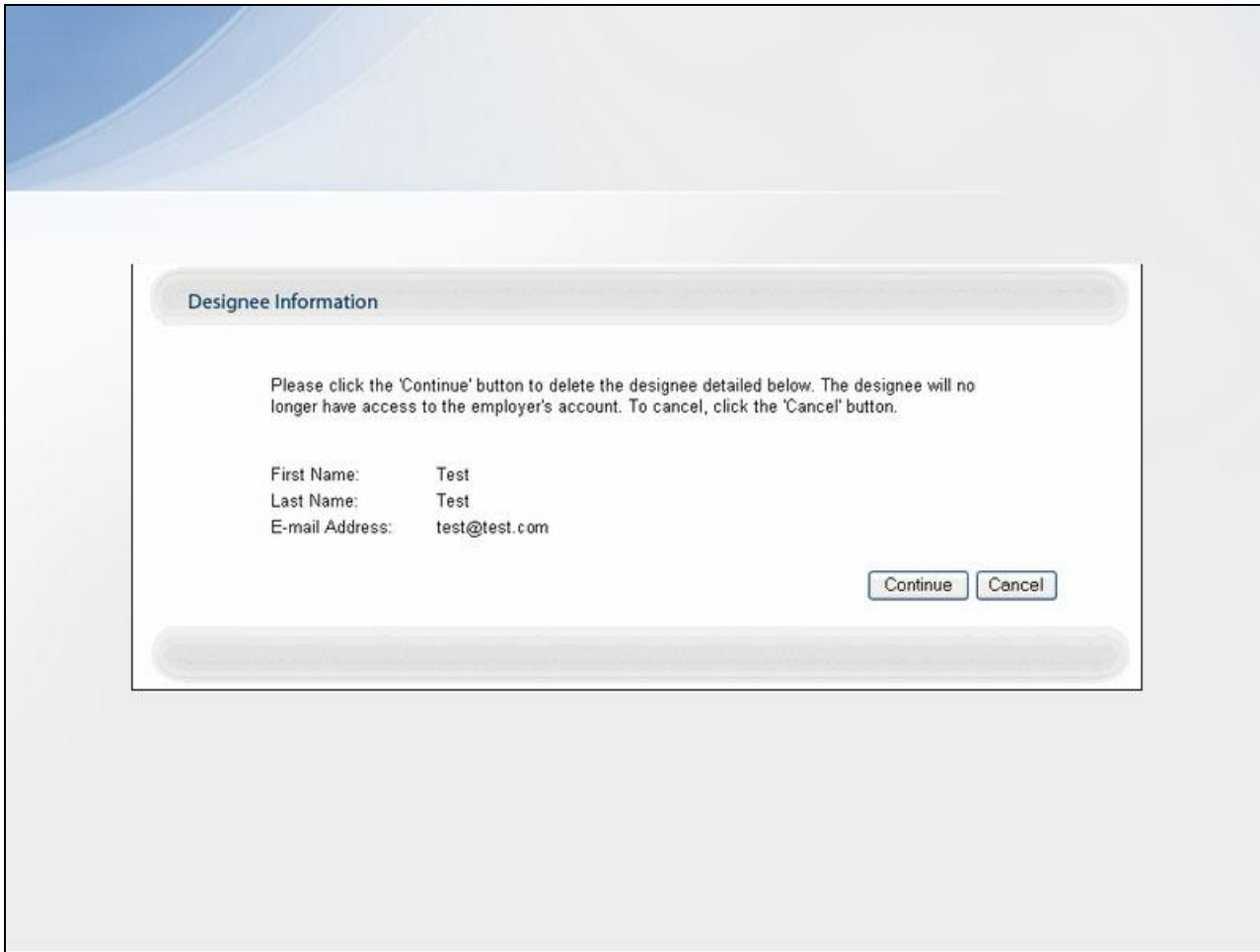
Delete	Last Name	First Name	E-mail Address	Passphrase	Account Status
X	Doe	John	123@email.com	this is a test	Pending
X	Public	Jane	abc@email.com	Test 123	Pending
X	Generic	Jake	xyz@test.com	hello	Pending

Slide notes

The Designee Listing page displays.

Click the Delete icon (X) next to the Account Designee you wish to delete from the RRE's account.

Slide 24 - of 38



The screenshot shows a web interface with a light blue header and a white content area. A central dialog box titled "Designee Information" contains the following text and form elements:

Please click the 'Continue' button to delete the designee detailed below. The designee will no longer have access to the employer's account. To cancel, click the 'Cancel' button.

First Name:	Test
Last Name:	Test
E-mail Address:	test@test.com

At the bottom right of the dialog box are two buttons: "Continue" and "Cancel".

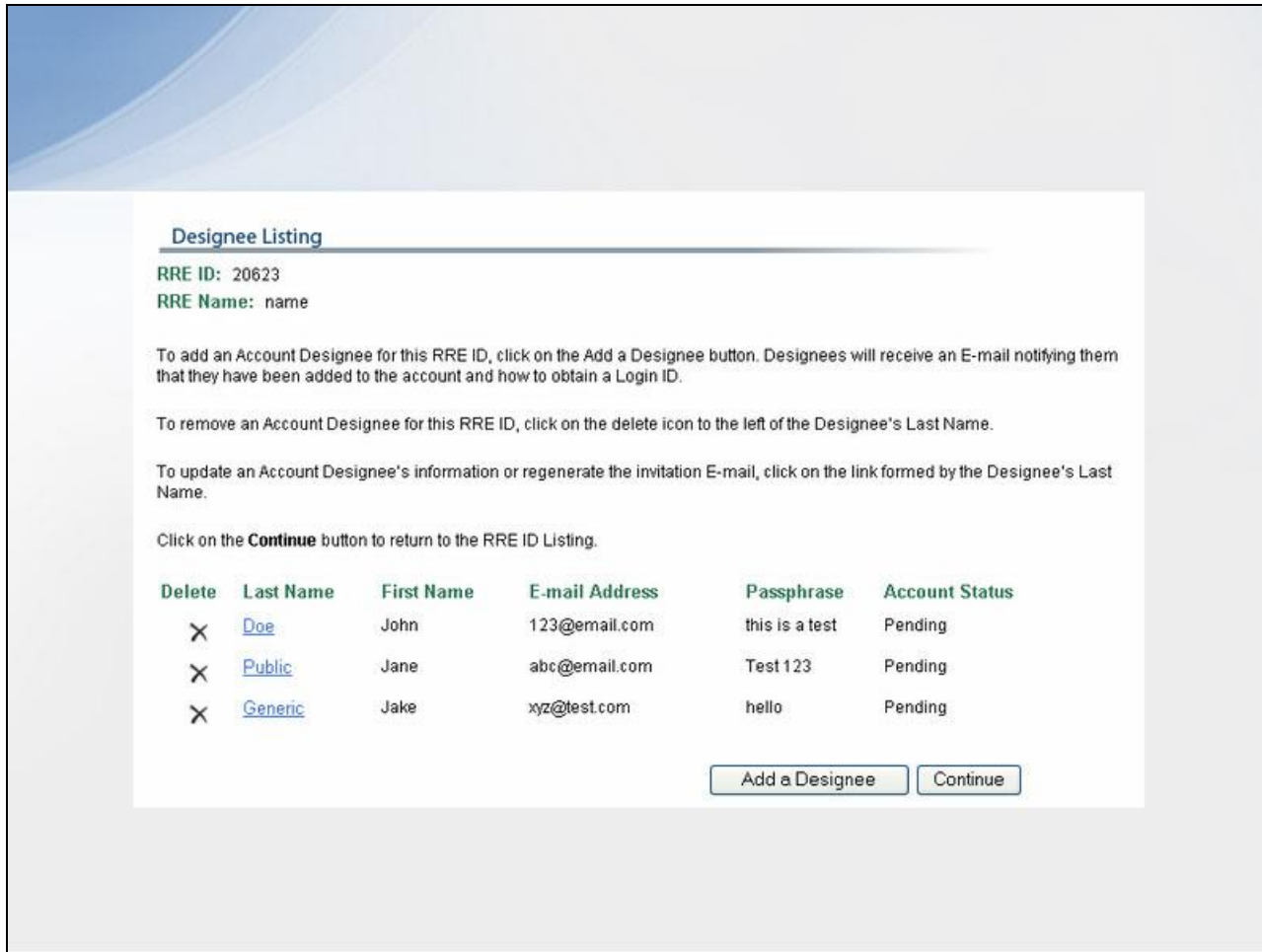
Slide notes

The Designee Information page displays.

If you do NOT want to delete the selected Account Designee, click Cancel to be returned to the Designee Listing page, which will show the Account Designee still listed.

If you DO want to delete the selected Account Designee, click Continue.

Slide 25 - of 38



Designee Listing

RRE ID: 20623
RRE Name: name

To add an Account Designee for this RRE ID, click on the Add a Designee button. Designees will receive an E-mail notifying them that they have been added to the account and how to obtain a Login ID.

To remove an Account Designee for this RRE ID, click on the delete icon to the left of the Designee's Last Name.

To update an Account Designee's information or regenerate the invitation E-mail, click on the link formed by the Designee's Last Name.

Click on the **Continue** button to return to the RRE ID Listing.

Delete	Last Name	First Name	E-mail Address	Passphrase	Account Status
X	Doe	John	123@email.com	this is a test	Pending
X	Public	Jane	abc@email.com	Test 123	Pending
X	Generic	Jake	xyz@test.com	hello	Pending

Slide notes

The system disassociates the Account Designee from the RRE and re-displays the Designee Listing page.

Slide 26 - of 38

Edit Account Designee Information

- Account Manager can edit information for pending Account Designees
 - Can only view personal information on Account Designees

Slide notes

An Account Manager can edit information for Account Designees in Pending status, i.e. those Account Designees who have not yet registered.

Account Managers can only view personal information on active Account Designees, e.g., name, E-mail address and Pass Phrase.

Slide 27 - of 38

RRE Listing

This page lists all the Responsible Reporting Identification Numbers (RRE IDs) with which you are associated. You can select from the Actions available in the drop-down menu next to each RRE ID. Click on the down arrow, select an action from the list and then click on the Go button.

To search for a specific RRE enter the RRE ID and click on the Search button. To refresh the complete list of RREs with which you are associated, click on the Refresh RRE Listing button.

The RRE Listing is sorted by RRE ID.

RRE ID:

2 items found, displaying all items 1

RRE ID	Name	Status	Submsn Period	Reporting Option	EDI Representative Name	EDI Phone Number	EDI Email	Actions
3	COB TEST 10292013	PROD	09	Expanded	Ankit Sharma	646-458-7289	asharma@ghimedicare.com	Please Select <input type="button" value="Go"/>
45553	TESTING COMPANY LLC	PROD	0	ODE	Bruce Scott	646-458-2151	b_scott@ehmedicare.com	Please Select <input type="button" value="Go"/>

Export options: [Text](#) [Spreadsheet](#)

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Slide notes

From the RRE Listing page, select Designee Maintenance from the Actions drop down box for the desired RRE ID, then click Go.

Slide 28 - of 38

Designee Listing

RRE ID: 20623
RRE Name: name

To add an Account Designee for this RRE ID, click on the Add a Designee button. Designees will receive an E-mail notifying them that they have been added to the account and how to obtain a Login ID.

To remove an Account Designee for this RRE ID, click on the delete icon to the left of the Designee's Last Name.

To update an Account Designee's information or regenerate the invitation E-mail, click on the link formed by the Designee's Last Name.

Click on the **Continue** button to return to the RRE ID Listing.

Delete	Last Name	First Name	E-mail Address	Passphrase	Account Status
X	Johns	Robert	123@email.com	this is a test	Pending
X	Public	Jane	abc@email.com	Test 123	Pending
X	Generic	Jake	xyz@test.com	hello	Pending

Slide notes

The Designee Listing page displays.

Click the Last Name of the Account Designee whose information must be updated.

Slide 29 - of 38

The screenshot shows a web form titled "Designee Information". Below the title, it says "Please provide the following information:". A red asterisk indicates that the following fields are required. The fields are: "First Name:" with the value "Robert", "Last Name:" with the value "Johns", "E-mail Address:" with the value "rjohns@abc.com", "Re-enter E-mail Address:" with the value "rjohns@abc.com", "Pass phrase:" with the value "MIR2008", and "Re-enter Pass Phrase:" with the value "MIR2008". Below these fields is a checkbox with the text "Check this box if another invitation email must be sent to the Designee." At the bottom right of the form are two buttons: "Continue" and "Cancel".

Slide notes

The Designee Information page displays, with the Account Designee's personal information open for editing.

If no changes are necessary, click Cancel.

Or make the necessary changes and click Continue.

Slide 30 - of 38

Designee Listing

RRE ID: 20623
RRE Name: name

To add an Account Designee for this RRE ID, click on the Add a Designee button. Designees will receive an E-mail notifying them that they have been added to the account and how to obtain a Login ID.

To remove an Account Designee for this RRE ID, click on the delete icon to the left of the Designee's Last Name.

To update an Account Designee's information or regenerate the invitation E-mail, click on the link formed by the Designee's Last Name.

Click on the **Continue** button to return to the RRE ID Listing.

Delete	Last Name	First Name	E-mail Address	Passphrase	Account Status
X	Johns	Robert	123@email.com	this is a test	Pending
X	Public	Jane	abc@email.com	Test 123	Pending
X	Generic	Jake	xyz@test.com	hello	Pending

Slide notes

The Designee Listing page re-displays with the Account Designee's personal information updated.

Slide 31 - of 38

Regenerate Invitation E-mail

- E-mail is sent to invited Account Designee
 - Informs him/her of invitation
 - Includes link to register as Account Designee



Slide notes

When the Account Manager invites a person to be an Account Designee, an E-mail is generated and sent to the intended Account Designee informing him/her of the invitation.

The E-mail includes a token link for him/her to access the Section 111 COBSW and self-register as an Account Designee.

Slide 32 - of 38

Regenerate Invitation E-mail

- Account Manager can regenerate E-mail
 - Previous link will not work
 - For Account Designees in Pending status
 - Comes from cob@section111.cms.hhs.gov
- Inform Account Designee to allow E-mail



Slide notes

If the intended Account Designee has misplaced or deleted the invitation E-mail or if the Account Designee has not registered within 30 days, the Account Manager can regenerate the invitation E-mail allowing the intended Account Designee to self-register.

Once a new E-mail is generated, the previously-generated token link will no longer work.

Note: An invitation E-mail can only be regenerated for Account Designees in Pending status.

This E-mail will come from cob@section111.cms.hhs.gov.

Please inform your Account Designee to allow delivery of E-mails from this account.

Slide 33 - of 38

RRE Listing

This page lists all the Responsible Reporting Identification Numbers (RRE IDs) with which you are associated. You can select from the Actions available in the drop-down menu next to each RRE ID. Click on the down arrow, select an action from the list and then click on the Go button.

To search for a specific RRE enter the RRE ID and click on the Search button. To refresh the complete list of RREs with which you are associated, click on the Refresh RRE Listing button.

The RRE Listing is sorted by RRE ID.

RRE ID:

2 items found, displaying all items 1

RRE ID	Name	Status	Submsn Period	Reporting Option	EDI Representative Name	EDI Phone Number	EDI Email	Actions
3	COB TEST 10292013	PROD	09	Expanded	Ankit Sharma	646-458-7289	asharma@ghimedicare.com	Please Select <input type="button" value="Go"/>
45553	TESTING COMPANY LLC	PROD	0	DDE	Bruce Scott	646-458-2151	b_scott@ehimedicare.com	Please Select <input type="button" value="Go"/>

Export options: [Text](#) [Spreadsheet](#)

SECURE AREA

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

QUICK HELP

[Help About This Page](#)

[Submission Periods](#)

[Print this page](#)

I'd like to...

[Manage Personal Information](#)

[Change Password](#)

[Log off](#)

Slide notes

For the desired RRE ID, select Designee Maintenance from the Action drop down box, then click Go.

Slide 34 - of 38

Designee Listing

RRE ID: 20623
RRE Name: name

To add an Account Designee for this RRE ID, click on the Add a Designee button. Designees will receive an E-mail notifying them that they have been added to the account and how to obtain a Login ID.

To remove an Account Designee for this RRE ID, click on the delete icon to the left of the Designee's Last Name.

To update an Account Designee's information or regenerate the invitation E-mail, click on the link formed by the Designee's Last Name.

Click on the **Continue** button to return to the RRE ID Listing.

Delete	Last Name	First Name	E-mail Address	Passphrase	Account Status
X	Johns	Robert	123@email.com	this is a test	Pending
X	Public	Jane	abc@email.com	Test 123	Pending
X	Generic	Jake	xyz@test.com	hello	Pending

Slide notes

The Designee Listing page displays.

Click the Last Name of the desired Account Designee.

Slide 35 - of 38

Designee Information

Please provide the following information:

*** Required**

First Name:*	Robert
Last Name:*	Johns
E-mail Address:*	rjohns@abc.com
Re-enter E-mail Address:*	rjohns@abc.com
Pass phrase:*	MIR2008
Re-enter Pass Phrase:*	MIR2008

Check this box if another invitation email must be sent to the Designee.

Continue Cancel

Slide notes

The Designee Information page displays.

Click the Invitation E-mail checkbox beneath the Account Designee's personal information.

Click Continue.

Slide 36 - of 38

Designee Listing

RRE ID: 20623
RRE Name: name

To add an Account Designee for this RRE ID, click on the Add a Designee button. Designees will receive an E-mail notifying them that they have been added to the account and how to obtain a Login ID.

To remove an Account Designee for this RRE ID, click on the delete icon to the left of the Designee's Last Name.

To update an Account Designee's information or regenerate the invitation E-mail, click on the link formed by the Designee's Last Name.

Click on the **Continue** button to return to the RRE ID Listing.

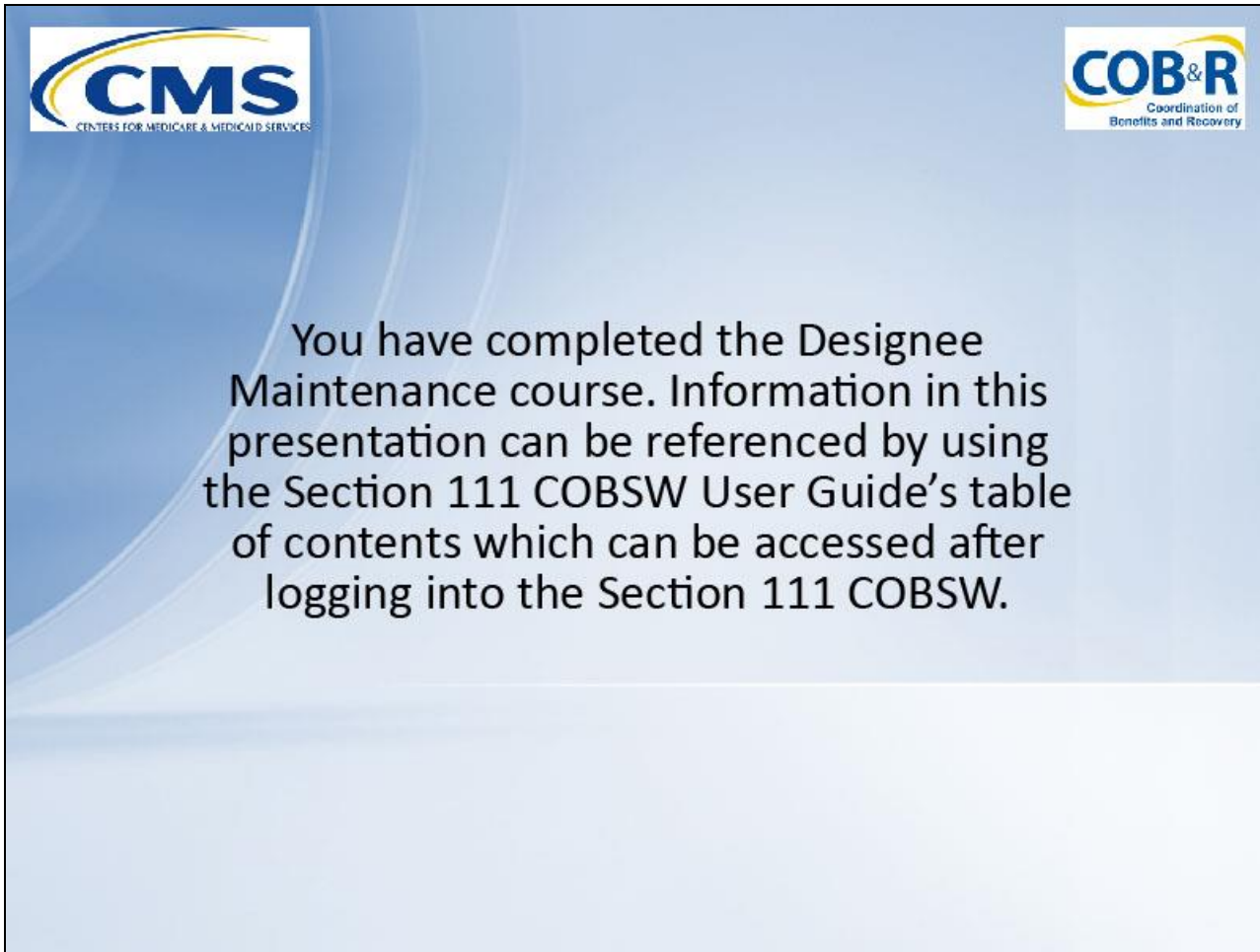
Delete	Last Name	First Name	E-mail Address	Passphrase	Account Status
X	Johns	Robert	123@email.com	this is a test	Pending
X	Public	Jane	abc@email.com	Test 123	Pending
X	Generic	Jake	xyz@test.com	hello	Pending

Slide notes

The Designee Listing page displays.

The system re-generates the invitation E-mail and sends it to the E-mail address registered for the Account Designee.

Slide 37 - of 38



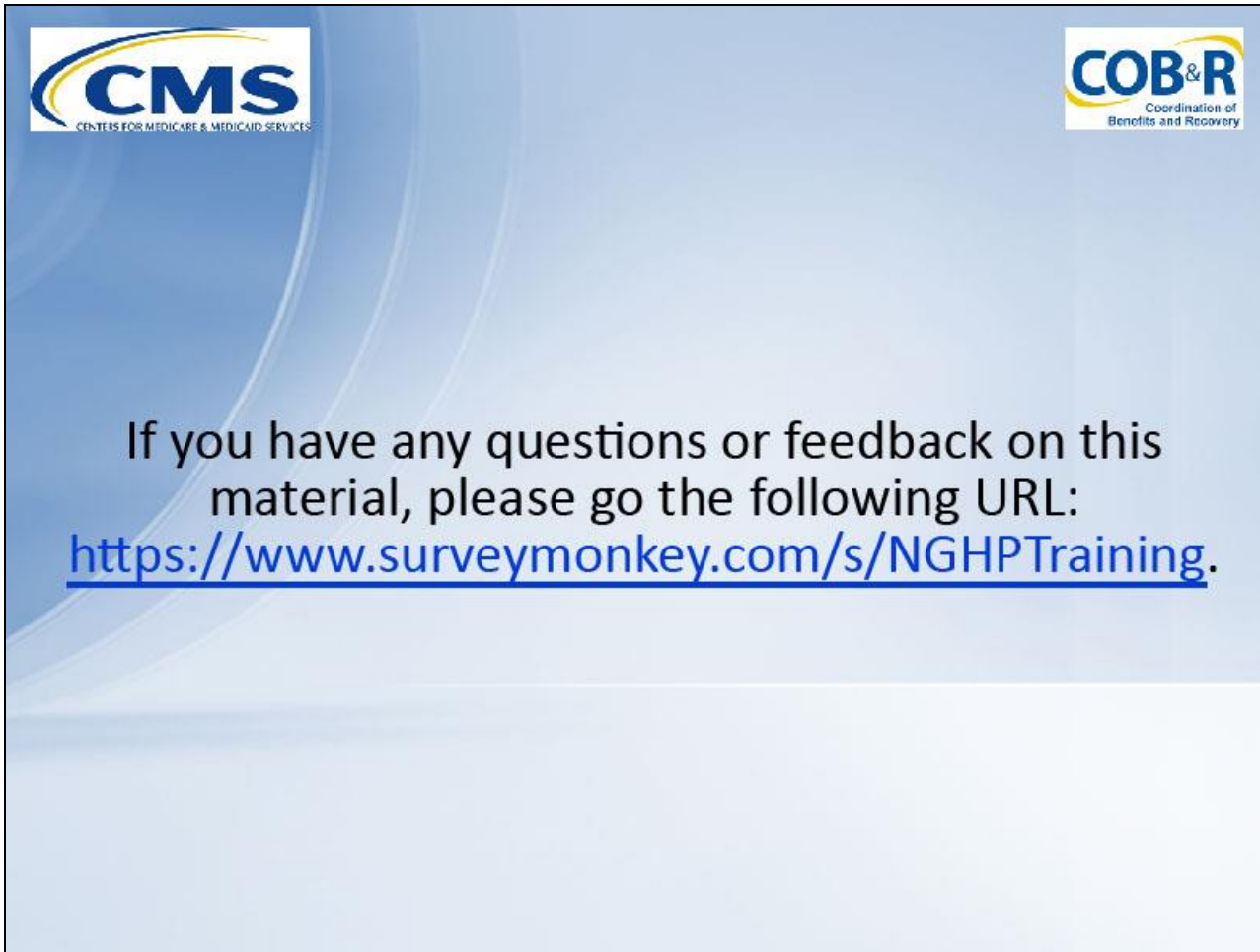
The slide features a light blue background with a white curved graphic on the left side. In the top left corner is the CMS logo (Centers for Medicare & Medicaid Services). In the top right corner is the COB&R logo (Coordination of Benefits and Recovery). The main text is centered and reads: "You have completed the Designee Maintenance 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 notes

You have completed the Designee Maintenance 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 38 - of 41



The slide features a light blue background with a white box in the top left containing the CMS logo (Centers for Medicare & Medicaid Services) and a white box in the top right containing the COB&R logo (Coordination of Benefits and Recovery). The main text is centered and reads: "If you have any questions or feedback on this material, please go the following URL: <https://www.surveymonkey.com/s/NGHPTraining>."

Slide notes

If you have any questions or feedback on this material, please go the following URL:
<https://www.surveymonkey.com/s/NGHPTraining>.