

Corporate Account Setup

Slide 1 of 24 - Corporate Account Setup

CMS
CENTERS FOR MEDICARE & MEDICAID SERVICES

COB&R
Coordination of
Benefits and Recovery

Medicare Secondary Payer Recovery Portal (MSPRP)

Corporate Account Setup

Version 6.4, 01/06/2025
Note: CMS reserves the right to modify this presentation. To ensure you have the most current version, verify that the version and date on this page match the version and date on the corresponding page of the PDF currently available on:
<https://www.cms.gov/medicare/coordination-benefits-recovery/overview/secondary-payer-recovery-portal>.

Slide notes

Welcome to the Medicare Secondary Payer Recovery Portal (MSPRP) Corporate Account Setup course.

Note: This module is intended for those entities who will register for a corporate account.

A Corporate account type indicates that the entity has an Employer Identification Number (EIN) or Tax Identification Number (TIN) and will be regularly submitting MSPRP requests. Corporate accounts may have up to 200 Account Designees. Note: The select account type page will not display 200 account designees.

Slide 2 of 24 - 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. All affected entities are responsible for following the instructions found in the MSPRP User Manual found at the following link:

<https://www.cob.cms.hhs.gov/MSPRP/>.

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.

All affected entities are responsible for following the instructions found in the MSPRP User Manual found at the following link: [MSPRP Website](https://www.cob.cms.hhs.gov/MSPRP/).

Slide 3 of 24 - Course Overview

Course Overview

- Account Setup Process
- Role of the Account Manager
 - How to complete the Account Setup and register
- Next Steps

**Slide notes**

This course will explain the Account Setup process for a corporate account.

It will describe the role of the Account Manager and explain how the Account Manager will complete the Account Setup and register themselves as the Account Manager.

It will conclude with the steps to follow once the Account Setup has been completed.

Note: The page footer that exists on all pages in the MSPRP application has been updated to display a new CMS/HHS Vulnerability Disclosure Policy hyperlink. The new hyperlink will open the existing external CMS Vulnerability Disclosure Policy page in a new browser tab.

Slide 4 of 24 - Getting Started

Getting Started

- Identify the Account Manager
- Account Manager completes Account Setup as long as
 - New Registration is complete
 - Account Representative has received the PIN and Account ID

Slide notes

To begin, the Account Representative must designate the Account Manager. The Account Manager is responsible for completing the Account Setup.

Account Setup can only be initiated after the corporate entity has completed the New Registration step and their Account Representative has received the email containing the Personal Identification Number (PIN). The Account Representative will also need to provide the Account ID which was provided by the MSPRP upon completion of Account Registration.

The Account Manager will need this information to complete the Account Setup.

Slide 5 of 24 - Getting Started

Getting Started

- **Account Manager**
 - Established during Account Setup
 - Is a registered MSPRP User
 - Controls administration of the account
 - Manages the overall process
 - Can be associated to other MSPRP accounts as an Account Manager or Account Designee
 - May choose to manage the entire account or invite other individuals to assist in the process

Slide notes

Each MSPRP account must have an assigned Account Manager. This person is established during the Account Setup process. Each MSPRP account can have only one Account Manager.

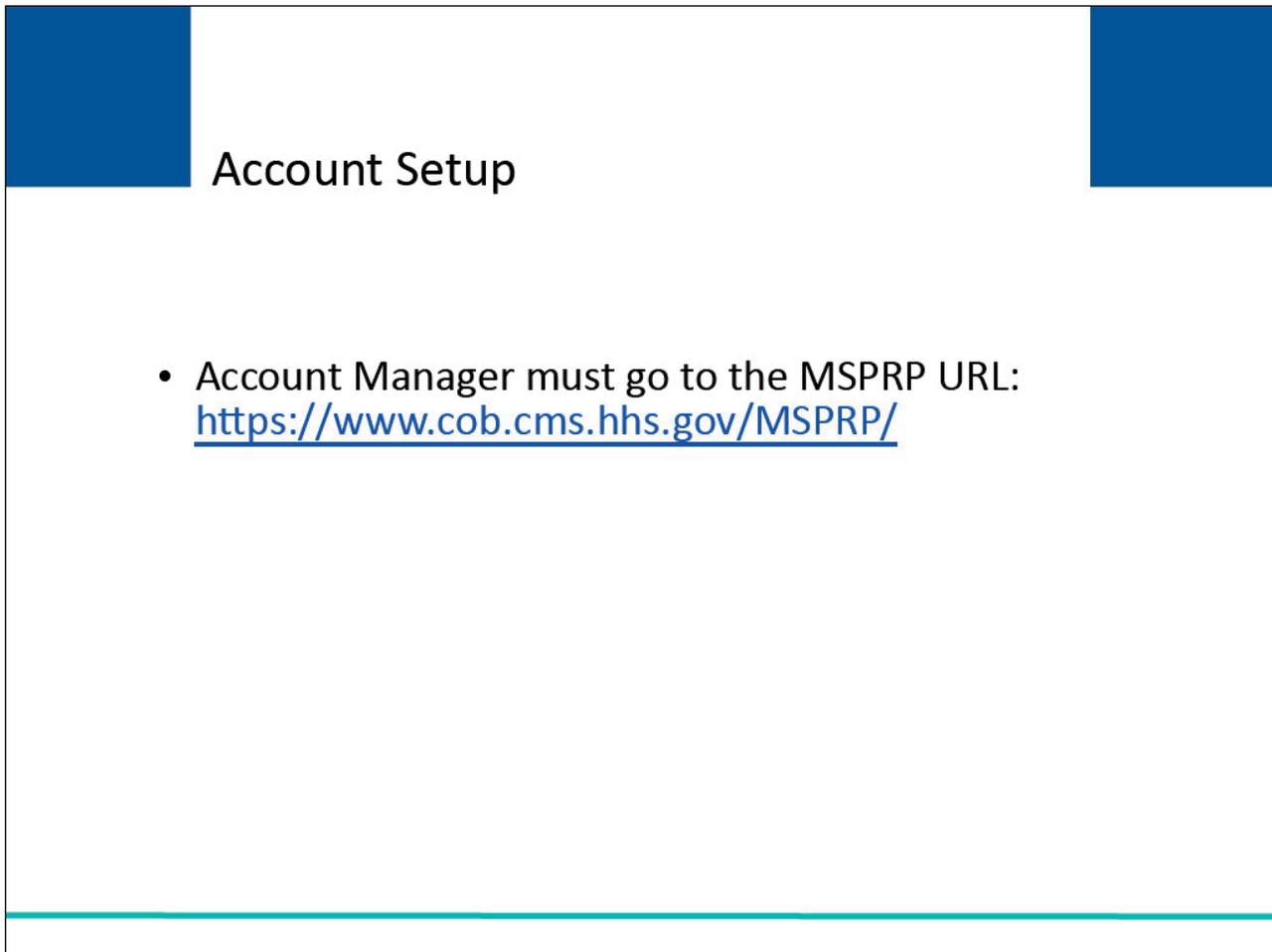
The Account Manager is a registered user of the system. This person controls the administration of an organization's account and manages the overall process.

The Account Manager can be associated to other MSPRP accounts as an Account Manager or an Account Designee.

They may choose to manage the entire account by themselves or may invite other individuals to assist in this process.

For more information on the Account Manager's role and access to MSPRP functionality and cases, please see the [Account Manager Functions CBT](#).

Slide 6 of 24 - Account Setup



Account Setup

- Account Manager must go to the MSPRP URL:
<https://www.cob.cms.hhs.gov/MSPRP/>

Slide notes

Once the Account Manager has been identified and they are ready to begin the Account Setup, they must go to the MSPRP URL at the following link: [MSPRP Website](https://www.cob.cms.hhs.gov/MSPRP/).

Slide 7 of 24 - Login Warning

Login Warning [Print this page](#)

UNAUTHORIZED ACCESS TO THIS COMPUTER SYSTEM IS PROHIBITED BY LAW

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

This system is provided for Government authorized use only.

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

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

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

The Government may monitor, record, and audit your system usage, including usage of personal devices and email systems for official duties or to conduct HHS business. Therefore, you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this system.

Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

Privacy Act Statement

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

Attestation of Information

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

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

Slide notes

Each time a user visits the MSPRP website, the Login Warning page will appear. This page provides information about MSPRP security measures including access, penalty, and privacy laws.

This page can be printed from the MSPRP by clicking the [Print this page] link on the website.

Scroll to the bottom of this page to review the entire statement. Users must agree to the terms of this warning each time they access the MSPRP. Click the [I Accept] link at the bottom of the page to continue.

Slide 8 of 24 - Welcome to the MSPRP

The screenshot shows the MSPRP Welcome page. At the top, there is a green navigation bar with links: About This Site, CMS Links, How To..., Reference Materials, and Contact Us. Below this, the main content area is divided into two columns. The left column contains a 'Welcome to the MSPRP' section with introductory text, a link to 'Accessibility & Nondiscrimination Notice', an 'MSPRP Message' section, and a 'Getting Started' section with detailed instructions on registration and user roles. At the bottom of this column are two buttons: 'STEP 1 New Registration' and 'STEP 2 Account Setup (Account ID and PIN required.)'. The right column contains a 'Sign in to your account' form with fields for Username and Password, and links for 'Forgot ID' and 'Forgot Password'. Below the form are buttons for 'Login', 'Clear', and '2-Factor Login'.

Slide notes

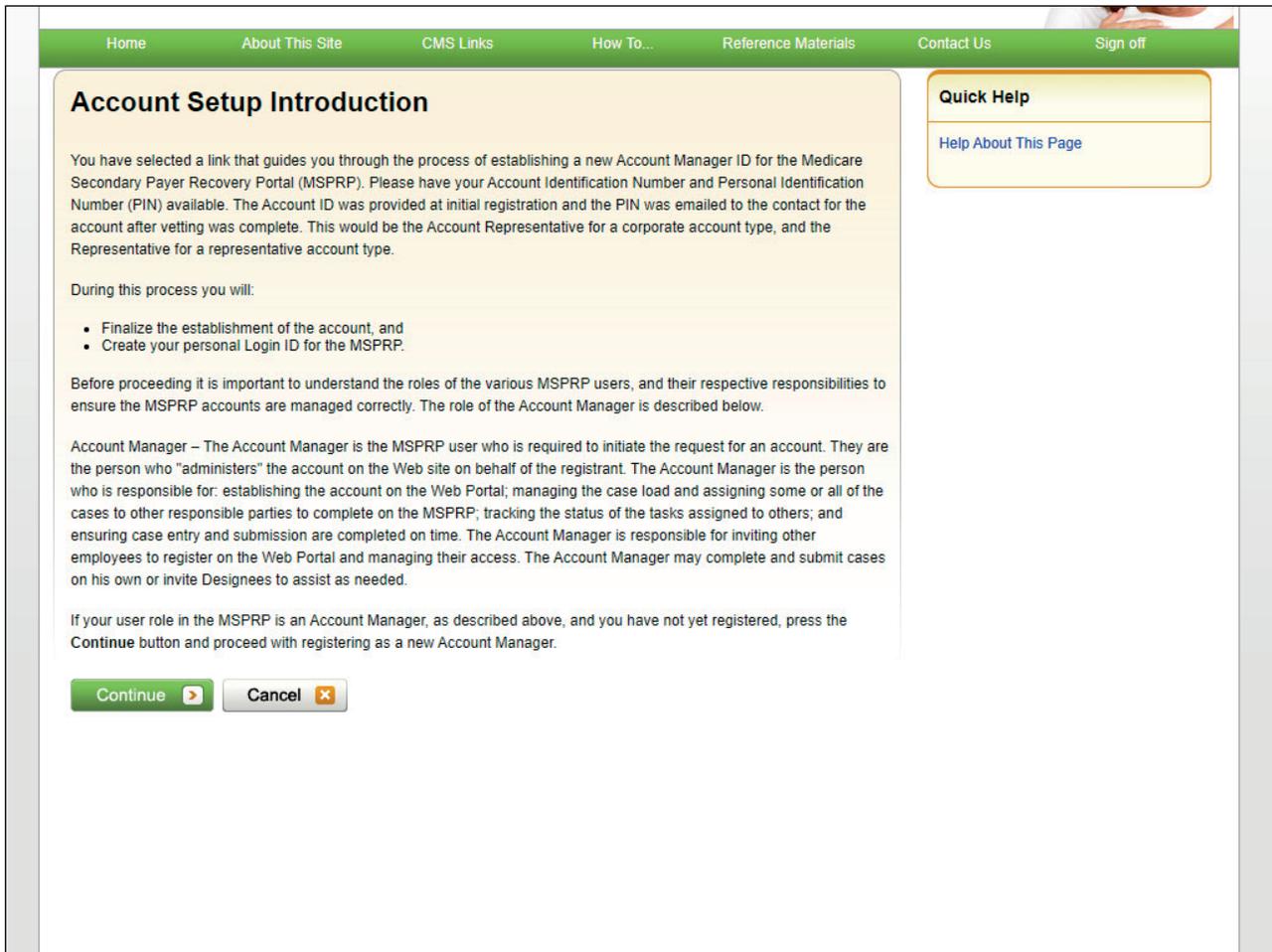
Once the [I Accept] link is clicked, the MSPRP login page will appear. Click the [Account Setup] button.

Note: To improve customer service, the Forgot Password feature on the Welcome to the MSPRP page now allows users to unlock their account, if locked after three unsuccessful login attempts, or to reactivate an inactive account.

Also, to provide increased security, additional security questions have been added to the Forgot ID and Forgot Password processes.

Note: Multi-Factor Authentication Voice Call/Text Message (SMS) factors will only be available for use to view unmasked claim information for a limited time after March 1st, 2025. If you wish to continue to use Multi-Factor Authentication after that time, you will need to register another factor via the Factor Maintenance link found on your home page. The new factor options are Okta Verify and/or Google Authenticator.

Slide 9 of 24 - Account Setup Introduction



Slide notes

The Account Setup Introduction page will appear. This page describes the Account Setup process and informs the Account Manager of their responsibilities as an MSPRP user.

An Account Manager cannot be an Account Representative for any MSPRP account.

If you are not associated to any account as an Account Representative, click [Continue] to proceed.

Slide 10 of 24 - Account Setup

Account Setup

Please enter your Account Identification Number (Account ID) and Personal Identification Number (PIN). The Account ID was provided at initial registration and the PIN was emailed to the contact for the account after vetting was complete.

New users must go through the process of creating a Login ID and Password.

An asterisk (*) indicates a required field.

*Account ID:

*Personal Identification Number (PIN):

*Account Manager's E-mail Address:

*Re-enter E-mail Address:

[Previous](#) [Continue](#)

Quick Help

[Help About This Page](#)

Contact an Electronic Data Interchange (EDI) Representative by phone at: (646) 458-6740 or by email at: COBVA@bcrctdit.com

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Slide notes

The Account Setup page will appear.

This page requires the Account Manager to enter the Account ID which was provided upon completion of Account Registration and the PIN that was emailed to the Account Representative also after completion of the New Registration process and subsequent validation of the registration by CMS.

The Account Manager will also enter their personal email address.

Note: It is critical that you enter the correct email address for your Account Manager as this information will be used to send important information regarding your account.

When the required information has been entered, click Continue to proceed.

The system will verify that the Account ID and PIN are valid. If either is invalid, an error message will display. If the Account ID and PIN are entered incorrectly 3 times, the account will be locked, and setup will be prevented.

You must contact your Electronic Data Interchange (EDI) Representative to reset the PIN to unlock the account in this case. The EDI Representative may be reached by phone at: (646) 458-6740 or by email at: COBVA@bcrcgdit.com.

The system will also verify that the submitted email address does not match the email address of an Account Representative on any MSPRP account. If the system detects that the user is associated with an MSPRP account, as an Account Representative, the user will be prevented from registering as the Account Manager for this account.

Slide 11 of 24 - Account Setup - Corporate Information

The screenshot shows the Medicare Secondary Payer Recovery Portal. At the top left is the CMS logo (Centers for Medicare & Medicaid Services). To its right is the title "Medicare Secondary Payer Recovery Portal" and a photo of a smiling couple. Below the title is a green navigation bar with links: "About This Site", "CMS Links", "How To...", "Reference Materials", and "Contact Us". The main content area is titled "Account Setup - Corporate Information" and includes a "Print this page" icon. A message states: "Please verify the following information is correct for the account which you are going to complete the Account Setup process. If the information is correct please click the Continue button to proceed." The information is organized into three sections: "Corporate Information" (EIN: 123456789, Company Name: Abc Company), "Account Representative Information" (First Name: John, MI: A, Last Name: Doe, Phone: 123-456-7890, Ext: 12345), and "Business Mailing Address" (Address Line 1: 200 Test Avenue, Address Line 2: Suite 2b, City: Towson, State: Maryland, Zip Code: 21204-2176). A "Quick Help" box on the right contains a "Help About This Page" link. At the bottom are two green buttons: "< Previous" and "Continue".

Slide notes

If the system is able to validate the information entered on the Account Setup page, the Account Setup - Corporate Information page will appear. This screen will be pre-filled with the information entered during the New Registration step.

The Employer Identification Number (EIN) associated to the company, the company name and business mailing address, and the Account Representative name and phone number will display.

Review the listed information. If the Account ID and PIN were entered correctly, but the information displayed on this page does not reflect the information for your organization and/or Account Representative, contact an EDI Representative.

If the information is correct, click [Continue] to proceed.

Slide 12 of 24 - Account Manager Personal Information

Account Setup - Associate Companies

Account 12345 - Example Submitter Name

If you wish to associate another company with this account, please enter the Employer Identification Number and Company Name and click **Add Company**. When have completed adding all companies you wish to associate to this account, click **Continue**. Click **Previous** to return to the Account Setup - Corporate Information page.

Associated Companies

Employer Identification Number (EIN):

Company Name:

Add Company

Delete	Employer Identification Number (EIN)	Company Name	EIN Validation Status
X	12346789	Abc Company	Pending
X	999999999	Example 2	Pending
X	111111111	Example 3	Pending
X	222222222	Examp 4	Pending
X	333333333	Example 5	Pending
X	444444444	Example 6	Pending

Previous **Continue**

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Slide notes

The Account Setup Associate Companies page will display. If you wish to associate another company with this account, please enter the Employer Identification Number and Company Name and click Add Company. When you have completed adding all companies you wish to associate to this account, click Continue.

Slide 13 of 24 - Account Manager Personal Information

Slide notes

The Account Manager Personal Information page will appear. The information entered on this page is required for subsequent communications. All fields denoted by an asterisk (*) are required.

Enter the Account Manager’s name and phone number. The email address field will be populated with the email address that was entered on the Account Setup page.

Enter the Recovery Case Mailing Address at which you have previously received correspondence from Medicare related to the recovery case.

If you have not received any correspondence from Medicare regarding this case, enter the address at which you want correspondence directed.

This address will be used to link the account to associated recovery cases.

Once this link is established, the level of authorization that the account can/should have on the case is determined and appropriate MSPRP functionality for that account will be enabled on the MSPRP.

Note: The address entered on this page will update and replace the business mailing address that was entered during the registration process on the Corporate Information page (i.e., if the address entered on this page is different than what was originally submitted).

Slide 14 of 24 - User Agreement

*Phone: [] - [] - [] - ext.: []

Recovery Case Mailing Address

Please enter the Case Processing Address. This address will be used as the mailing address for correspondence from Medicare.

*Address Line 1: []

Address Line 2: []

*City: []

*State: [Please Select]

*Zip Code: [] - []

You must read the User Agreement and Privacy Policy provided in the scrolling box. To accept the agreement, click the checkbox. You must accept and agree to the terms of the User Agreement and Privacy Policy to continue with the registration process.

[View and print the User Agreement and Privacy Policy below.](#)

User Agreement and Privacy Policy

THE FOLLOWING DESCRIBES THE TERMS AND CONDITIONS BY WHICH THE CENTERS FOR MEDICARE MEDICAID SERVICES (CMS) OFFERS YOU ACCESS TO THE COORDINATION OF BENEFITS SECURE WEBSITE (COBSW).

You must read and accept the terms and conditions contained in this User Agreement expressly set out below and incorporated by reference before you may access the Coordination of Benefits

Please check the following box:

* I accept the User Agreement and Privacy Policy above.

[< Previous](#) [Continue](#)

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Slide notes

When all required fields have been entered, review the User Agreement. You must agree to the terms in the User Agreement in order to proceed with Account Setup. The User Agreement may be viewed in the scroll box on this page.

Alternatively, you can print a copy of the agreement by clicking the [View and print the agreement below] link. To accept the agreement, click the "I accept" checkbox and then click Continue.

Slide 15 of 24 - Account Manager Login Information

Account Manager Login Information

The security information requested on this page will allow the system to authenticate your identity each time you log on. This will ensure only you are provided the access and updating privileges restricted to the Account Manager.

Choose your Login ID and password carefully.

- Login IDs must be 7 characters
- Login IDs must be unique within the system
- Login IDs must be in the format of AA999AA (first two alphabetic, next three numeric, last two alphabetic)
- Password must be changed every sixty (60) days.
- Password must consist of at least eight (8) characters.
- Password must contain at least one upper-case letter, one lower-case letter, one number and one special character.
- Password must contain a minimum of four (4) changed characters from the previous password.
- Password cannot be changed more than once per day.
- Password must be different from the previous twenty four (24) passwords.
- Password cannot contain a reserved word (See Help About This Page for a complete list).

An asterisk (*) indicates a required field.

*Login ID:

*Password:

*Re-enter Password:

The Security Questions allow you to regain account access if you forget your password. Please note the answers you provide to these questions should be actual answers and not hints for your password

Choose Security Questions and Provide Answers:

*Security Question 1:

*Answer 1:

*Security Question 2:

*Answer 2:

← Previous
Continue →

Quick Help

[Help About This Page](#)

Slide notes

If you do not already have a Login ID for the MSPRP, Workers' Compensation Medicare Set-Aside Portal (WCMSAP) and/or Section 111 Coordination of Benefits Secure Website (COBSW), the Account Manager Login Information page will display where you will create your Login ID for the MSPRP.

Note: If you are an existing user of the MSPRP, WCMSAP and/or Section 111 COBSW, you will not create a new Login ID. You will use the same Login ID for each application and therefore will bypass this page.

New users must set up a Login ID and Password that conforms to the CMS standard guidelines shown on the slide. MSPRP users who are registered for both the MSPRP and CRCP systems can now initiate the ID proofing process on one application and then continue the process on the other.

Create and enter a Login ID and enter and re-enter a Password. You will use your Login ID and Password to access the MSPRP site.

Choose security questions and answers that can be easily remembered. This information will allow you to access your Login ID and reset your Password in the event you forget either one.

When you have completed the Account Manager Login Information page, click Continue.

Slide 16 of 24 - Account Manager Summary

Account Manager Summary

For brand new AM and have Associated EINs, the paragraph is below.

Please review your personal and login information and Associated Companies. If you need to change the information, click the **Edit** button. If you are satisfied with the information, click the **Continue** button to submit your information. Click **Cancel** to cancel the setup process; all data will be lost. Please print this page for your records.

For brand new AM and doesn't have Associated EINs, the paragraph is below and have Associated EINs.

Please review your personal and login information. If you need to change the information, click the **Edit** button. If you are satisfied with the information, click the **Continue** button to submit your information. Click **Cancel** to cancel the setup process; all data will be lost. Please print this page for your records.

For existing AM and have Associated EINs, the paragraph is below.

Please review your personal and login information and Associated Companies. If you are satisfied with the information, click the **Continue** button to submit your information. Click **Cancel** to cancel the setup process; all data will be lost. Please print this page for your records.

For existing AM and doesn't have Associated EINs, the paragraph is below.

Please review your personal and login information. If you are satisfied with the information, click the **Continue** button to submit your information. Click **Cancel** to cancel the setup process; all data will be lost. Please print this page for your records.

Personal Information

First Name: John MI: A Last Name: Doe

Phone: 123-456-7890 Ext: 12345

Login Information

Login ID : AA123bb

Recovery Case Mailing Address

Address Line 1: 200 Test Avenue

Address Line 2: Suite 2b

Slide notes

The Account Manager Summary page will appear next. This page displays a summarized view of the information that was entered during Account Setup (i.e., Account Manager’s personal information and Recovery Case Mailing Address).

Slide 17 of 24 - Account Manager Summary

For existing AM and doesn't have Associated EINs, the paragraph is below.

Please review your personal and login information. If you are satisfied with the information, click the **Continue** button to submit your information. Click **Cancel** to cancel the setup process; all data will be lost. Please print this page for your records.

Personal Information **Login Information**

First Name: John MI: A Last Name: Doe Login ID : AA123bb
Phone: 123-456-7890 Ext: 12345

Recovery Case Mailing Address

Address Line 1: 200 Test Avenue
Address Line 2: Suite 2b
City: Towson
State: Maryland
Zip Code: 21204-2176

Associated Companies

Employer Identification Number (EIN)	Company Name	EIN Validation Status
12346789	Abc Company	Pending
999999999	Example 2	Pending
111111111	Example 3	Pending
222222222	Example 4	Pending
333333333	Example 5	Pending
444444444	Example 6	Pending

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Slide notes

The Account Manager Summary page also provides you with the opportunity to revise the Account Manager’s name, phone number, Login ID and/or Password, the Recovery Case Mailing Address, and the Associated Companies.

Review this summary to ensure it is accurate. If information needs to be corrected, click Edit for the corresponding section. This will direct you to the applicable page to make updates.

Once you have completed making your corrections, click Continue on the page you are editing as well as each subsequent page until you return to the Account Manager Summary page.

Note: To make corrections to the Recovery Case Mailing Address, click Edit for the Personal Information Setup section. When you have verified the information, click Continue to proceed with the Account Setup.

Slide 18 of 24 - Thank You

The screenshot shows a web page with a green navigation bar at the top containing links: 'About This Site', 'CMS Links', 'How To...', 'Reference Materials', and 'Contact Us'. The main content area has a light yellow background and is titled 'Thank You' in bold black text. To the right of the title is a printer icon and a 'Print this page' link. Below the title, a paragraph states: 'You have successfully completed registration for the Medicare Secondary Payer Recovery Portal site and established yourself as an Account Manager for the Account ID. Please print this page for your records.' This is followed by a 'Next Steps' section with detailed instructions on receiving and signing a Profile Report, and an 'Associated Companies' section explaining that company access is pending EIN verification. At the bottom of the main content area, there is a link to the 'Medicare Secondary Payer Recovery Portal Welcome Page'. On the right side of the page, there is a 'Quick Help' box with a 'Help About This Page' link. A blue footer bar contains the text: 'CMS/HHS Vulnerability Disclosure Policy | Privacy Policy | User Agreement | Adobe Reader'.

Slide notes

The Thank You page will appear which confirms that you have successfully completed the Account Setup for the MSPRP Account ID and established yourself as the Account Manager for that Account.

Slide 19 of 24 - Next Steps

Next Steps

- Within 10 business days of Account Setup completion, a Profile Report is emailed to the Account Representative

Medicare Secondary Payer Recovery Portal Profile Report			
Account ID:1304	Account Type Representative	Date:	Month/Day/Year
ED Contact Information			
Email:	AAA@AA.AAA	Phone:	AAA-AAA
Representative:			
Name:	AAA	Phone:	AAA-AAA
Address:	AAA		
	AAA	AA	AAA
Email:	AAA@AA.AAA		
Account Manager:			
Name:	AAA	Phone:	AAA-AAA
Address:	AAA		
	AAA	AA	AAA
Email:	AAA@AA.AAA		
Account ID:1304	Account Type Representative	Date:	Month/Day/Year
ED Contact Information			
Email:	AAA@AA.AAA	Phone:	AAA-AAA
SAFEGUARDING & LIMITING ACCESS TO DATA			
<small>I, the undersigned Account Manager for the MSP representative account defined above, certify that the information contained in this Registration is true, accurate and complete to the best of my knowledge and belief, and authorize CMS to verify this information. I agree to maintain and implement proper safeguards against unauthorized use and disclosure of the data for the purpose of MSPRC (non-PCI) review and processing. Proper safeguards shall include the adoption of policies and procedures to ensure that the data obtained shall be used only in accordance with Section 1105 of the Social Security Act (2 U.S.C. 1105), Section 10704 of the Social Security Act (28 U.S.C. 110704), Section 10203 of the Social Security Act (42 U.S.C. 10203), and the Privacy Act of 1974, as amended (5 U.S.C. 552). I agree that the undersigned representative of the MSP shall be granted access to personal information for the purpose of reporting security assignments and confirming whether the user is in compliance with the security requirements specified above. Access to any information exchanged during the MSP Recovery process shall be restricted to CMS, OIG, and MSPRC personnel and other authorized users who require access to: (1) perform their official duties in accordance with the approved uses of the information; (2) respond to authorized law enforcement investigations; or (3) respond to any appeal or grievance process. Such personnel shall be advised of (1) the confidential nature of the information; (2) safeguards required to protect the information; and (3) the administrative, civil and criminal penalties for non-compliance contained in applicable Federal laws.</small>			
Signature of Account Manager: _____			
Date: _____			

Slide notes

Once the Account Manager has completed the Account Setup, an email notification will be sent to the Account Representative. The Account Manager will be copied on this email.

This notification requests the Account Representative to verify the details of the account. It includes a Data Use Agreement and a Profile Report denoting all the information previously recorded during registration and Account Setup.

It may take up to 10 business days to receive the Profile Report.

Slide 20 of 24 - Next Steps

Next Steps

- Account Representative
 - Must review and sign the Profile Report
 - Contact an EDI Representative to request modifications
 - Return Profile Report via email within 60 business days
 - Put 'MSPRP Profile Report' in the subject line
- If signed Profile Report is not received within 60 days, the account will automatically be deleted



Slide notes

The Account Representative must review the Profile Report for accuracy. If information on the Profile Report is inaccurate or requires modifications, please contact an EDI Representative.

The Account Representative will have 60 business days to review, sign, and return the Profile Report to the Medicare - EDI Department. When returning the signed Profile Report via email, put 'MSPRP Profile Report' in the subject line.

If a signed Profile Report is not received within that timeframe, the account will be automatically deleted on the 60th business day. If the account is deleted, the registration process must be started from the beginning.

Slide 21 of 24 - Next Steps

Next Steps

- Limited functionality until signed Profile Report has been returned
 - Can perform account maintenance
 - Can invite other individuals to be Account Designees
 - Cannot access/view any recovery cases
- It is in your best interest to return the Profile Report promptly

**Slide notes**

You will have limited MSPRP functionality until the signed Profile Report has been received. You will only be able to perform account maintenance and invite other individuals to assist as Account Designees.

However, you will not be able to access/view any recovery cases until the Profile Report has been returned.

It is in your best interests to return the Profile Report promptly.

Slide 22 of 24 - Course Summary

Course Summary

- Account Setup Process
- Role of the Account Manager
 - How to complete the Account Setup and register
- Next Steps

**Slide notes**

This course explained the Account Setup process for a corporate account. It described the role of the Account Manager and explained how the Account Manager completed the Account Setup and register themselves as the Account Manager. This course concluded with the steps to follow once the Account Setup has been completed.

Slide 23 of 24 - Corporate Account Setup Conclusion

You have completed the MSPRP Corporate Account Setup course. Information in this course can be referenced by using the MSPRP User Manual found at the following link: <https://www.cob.cms.hhs.gov/MSPRP/>.

For general information on Medicare Secondary Payer Recovery, go to this URL: <http://go.cms.gov/cobro>.

Slide notes

You have completed the MSPRP Corporate Account Setup course. Information in this course can be referenced by using the MSPRP User Manual found at the following link: [MSPRP Website](#).

For general information on Medicare Secondary Payer Recovery, go to this URL: [CMS COB&R Overview](#).

Slide 24 of 24 - MSPRP Training Survey



The slide features a blue background. 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 in the center reads: "If you have any questions or feedback on this material, please go the following URL: <https://www.surveymonkey.com/s/MSPRPTraining>." Below the text is an icon of a computer monitor displaying a survey interface with the word "SURVEY" at the top and a hand cursor pointing to a question.

Slide notes

If you have any questions or feedback on this material, please go the following URL: [MSPRP Training Survey](https://www.surveymonkey.com/s/MSPRPTraining).