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# Section 111 COB Secure Web site

## View/Update RRE Profile Information

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/mirngbp>.

**Slide notes**

Welcome to the Section 111 Coordination of Benefits Secure Web site (COBSW) View/Update Responsible Reporting Entity (RRE) Profile Information course.

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## 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>.

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## Course Overview

- RRE ID Profile Information
- View/Update RRE Profile Information
- RRE Information Summary Page
- What Happens Next



### Slide notes

This course will review the importance of RRE ID Profile Information, how to view/update your RRE Profile Information (such as contacts and company information), what you will see on the RRE Information Summary page and how to proceed afterwards.

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## RRE ID Information

- Should be accurate
- May be changed after Account Setup is completed
- Must be kept up-to-date

### Slide notes

Accurate RRE ID information ensures that Section 111 Mandatory Reporting information is properly recorded.

Information for the RRE ID is initially provided during registration, but may also be changed after the Account Setup is complete.

It is important that this information is up-to-date to ensure that the RRE receives all communications regarding file submission and processing.

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## RRE ID Information

- Updated information used on all future communications
- E-mail sent to Authorized Representative and Account Manager

### Slide notes

Once the Account Manager has updated the RRE ID profile information, it will be used for all future communications from the Benefits Coordination & Recovery Center (BCRC).

An automated e-mail is generated and sent to the Authorized Representative and Account Manager when RRE ID profile information has been updated.

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## View/Update RRE Profile Information

- Enter Login ID and Password
- <https://www.cob.cms.hhs.gov/Section111/>



### Slide notes

To view/update RRE Profile Information, the Section 111 COBSW Account Manager associated to the RRE's account

will first enter their Login ID and Password to sign onto the Section 111 application on the Section 111 COBSW at the following link: <https://www.cob.cms.hhs.gov/Section111/>.

Only Account Managers have the authority to update this information.

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## View/Update RRE Profile Information

- RRE Listing Page will display
  - Functions as the main processing screen or Home page
  - It lists all of the RRE IDs to which you are associated

### Slide notes

After a successful login, the RRE Listing Page will display.

This page functions as the main processing screen or Home page to initiate any of the Section 111 COBSW processes.

It lists all of the RRE IDs to which your Login ID is associated.

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SECTION 111  
Mandatory Reporting

[About This Site](#) [CMS Links](#) [How To...](#) [Reference Materials](#) [Contact Us](#) [Home](#) [Log off](#) [Skip Navigation](#)

RRE Listing

This page lists all the Responsible Reporting Identification Numbers (RREs) that are currently active in the system. You can select from the Actions available in the drop-down menu next to each RRE ID, 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 search for all RREs with which you are associated, click on the Refresh RRE Listing button.

The RRE Listing is sorted by RRE ID.

RRE ID	Name	Status	Submission Period	Reporting Option	EUI Representative Name	EUI Phone Number	EUI Email	Actions
37000	LISTING CO	INCD	03	Licensed	Kay Martin	802.702.000	kay@best.com	<div>Please Select</div> Go

Export options: Text Spreadsheet

Print this page

I'd like to...

[Manage Personal Information](#)

[Change Password](#)

[Log Off](#)

SE COB-R

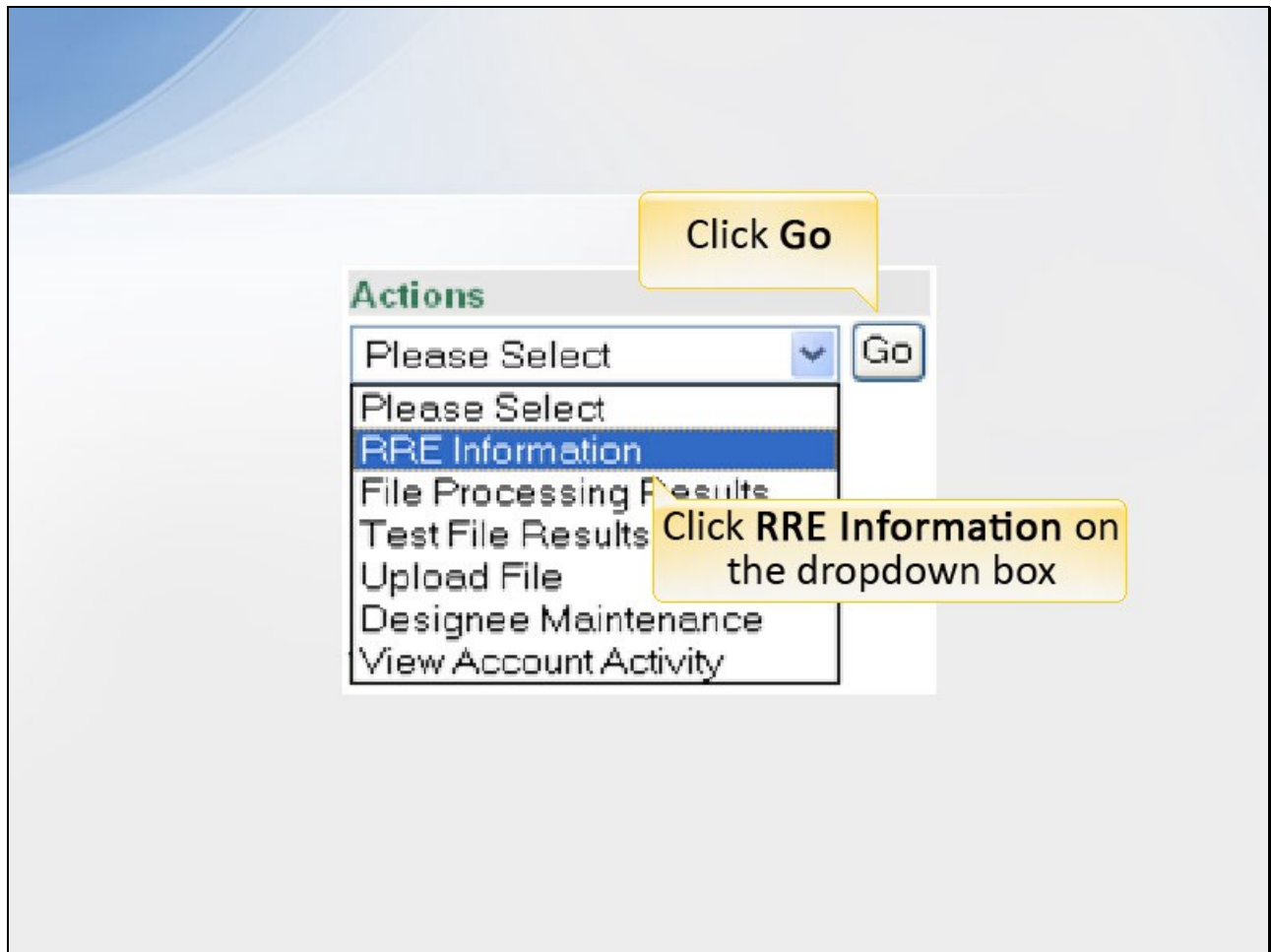
Privacy Policy | User Agreement

Slide notes

Once the RRE Listing page displays, the Account Manager should select the down arrow on the Actions dropdown box for the applicable RRE ID.



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**Slide notes**

From the Actions dropdown box, the Account Manager will select "RRE Information" and click Go when they want to view/update RRE Information.

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**RRE Information Summary** [Print this page](#)

Please review the information for your RRE ID account. If you need to change any of the information, click the Edit button under the appropriate section.  
Print this page for your records.

**RRE Company Information**

AAAAAAAAAAAA  
 AAAAAAAAAAAAA  
 AAAAAAAAAAAAA, ST #####  
 EIN/TIN: #####  
 Telephone: ###-###-####  
 Fax: --  
 Lines of Business:  
 Medical  
 Estimated Number of Covered Individuals: 600  
 HRA Records only: N  
 Receive Unsolicited Alerts: Y

[Edit](#)

**Account Manager Personal Information**

FIRST LAST  
 TITLE  
 AAAAAAAAAAAAA

AAAAAAAAAAAA, ST #####  
 Telephone: (###)###-#### extn: ###  
 Fax: (###)###-####  
 Email: email@domain.com

[Edit](#)

**File Transmission Method**

File  
 File  
 File  
 HEV

Transfer Protocol over Secure Socket Layer (HTTPS)

[Edit](#)

[Continue](#) [Cancel](#)

**Callouts:**

- Click the Print button
- RRE Information Summary page displays
- Click the Edit button
- Click the Continue button

## Slide notes

The RRE Information Summary page will display.

If you wish to edit any information, click the Edit button which will open all pages for editing.

Make any changes to the necessary pages and click Continue.

You can print a page at any time by clicking the Print this page link.

Account Managers do not have the authority to change the person named as the RRE's Authorized Representative, nor the person named as Account Manager.

Additionally, they cannot update the File Transmission Method information except in the following case.

NGHP RREs that are currently set up with a file transmission method (i.e., HTTPS, SFTP, or Connect:Direct) and originally indicated during their Account Setup that they had 500 or fewer annual expected claims, may change from their current file submission method to the Direct Data Entry (DDE) submission method without EDI Representative assistance.

The RRE's Account Manager can make this change on the Section 111 COBSW themselves.

Please see the "Switching to or from DDE" CBT for more information.

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## Contact Your EDI Representative



### Slide notes

To update File Transmission Method information or change your Authorized Representative or Account Manager, you must contact your EDI Representative.

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## RRE Information Page

- If changes are not necessary, click Continue button until RRE Information displays again



### Slide notes

If you are not making any changes, click the Continue button at the bottom of the page until the RRE Information page displays again.

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## What Happens Next?



- RRE profile changed successfully
- E-mail and updated profile report sent to Authorized Representative
- Authorized Representative reviews, signs and returns profile report to the BCRC

### Slide notes

Once the RRE profile information has been successfully changed, the system will generate and send an updated profile report and e-mail to the Authorized Representative.

The Authorized Representative must review, sign and return a copy of the profile report to the BCRC.

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You have completed the COBSW View/Update RRE Profile Information 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.

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

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