

COBSW Account Designee Registration

Slide 1 of 18 - COBSW Account Designee Registration

CMS
CENTERS FOR MEDICARE & MEDICAID SERVICES

COB&R
Coordination of
Benefits and Recovery

MMSEA Section 111 Medicare Secondary Payer Mandatory Reporting Liability Insurance (Including Self-Insurance), No-Fault Insurance, and Workers' Compensation

Account Designee Registration (Section 111)

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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: [CMS NGHP Website](#).

Slide 3 of 18 - Course Overview

Course Overview

- Account Designee
 - Description
 - Registration process
- Login ID/Password guidelines



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**

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 three 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.

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

Account Designees

- Optional users associated with RRE ID
- Assist Account Manager
- Can:
 - Perform most functions
 - Submit Section 111 files
- Cannot:
 - Invite additional users
 - Update Company Information

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

Account Designee

- Assigned by Account Manager
- Sent invitation email with URL
- Receives Pass Phrase
- Registers on Section 111 COBSW
- Only need one Login ID

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.

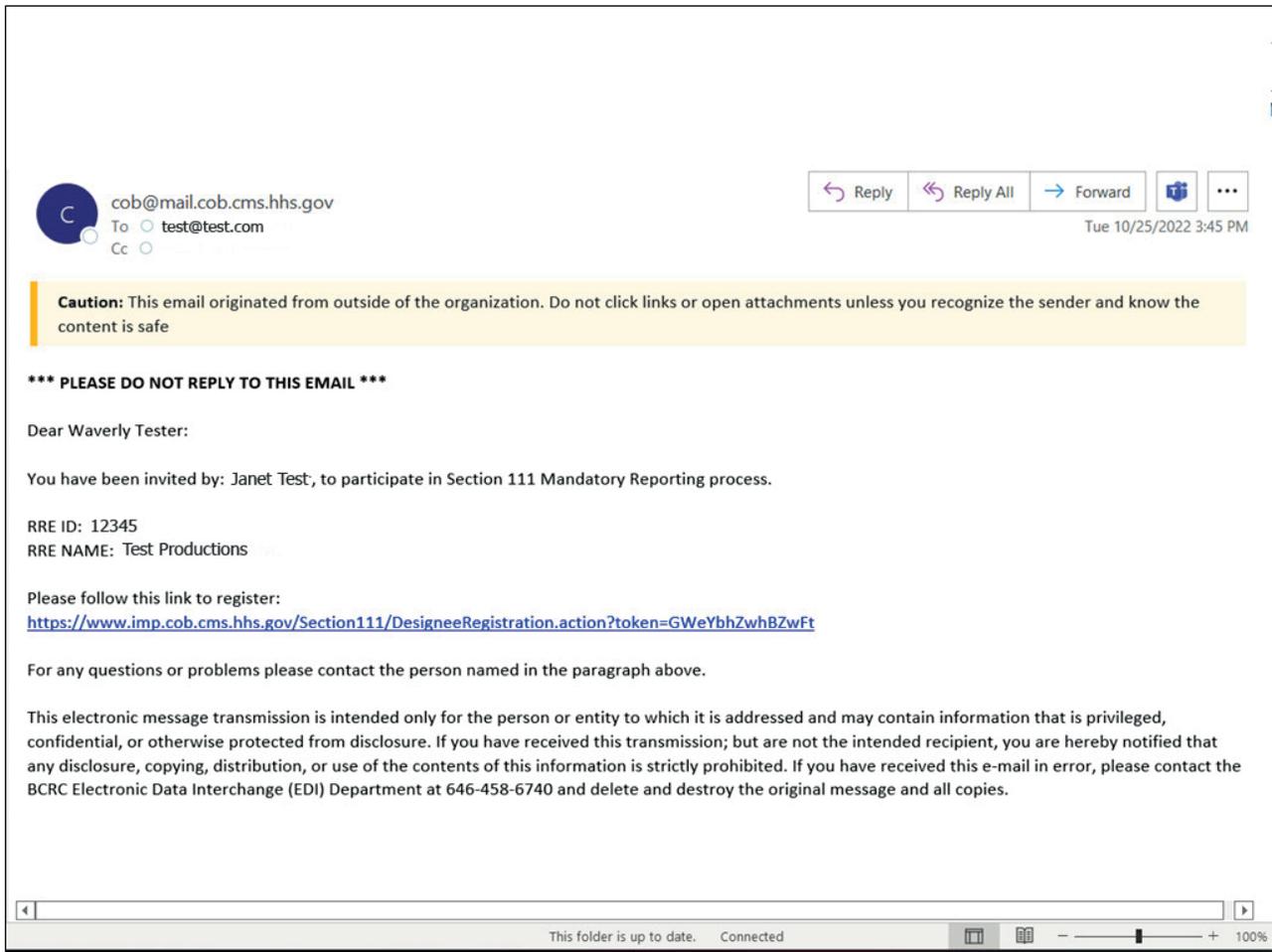
The Account Designee will also verbally receive a Pass Phrase from the Account Manager, which must be entered during the Account Designee's registration.

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.

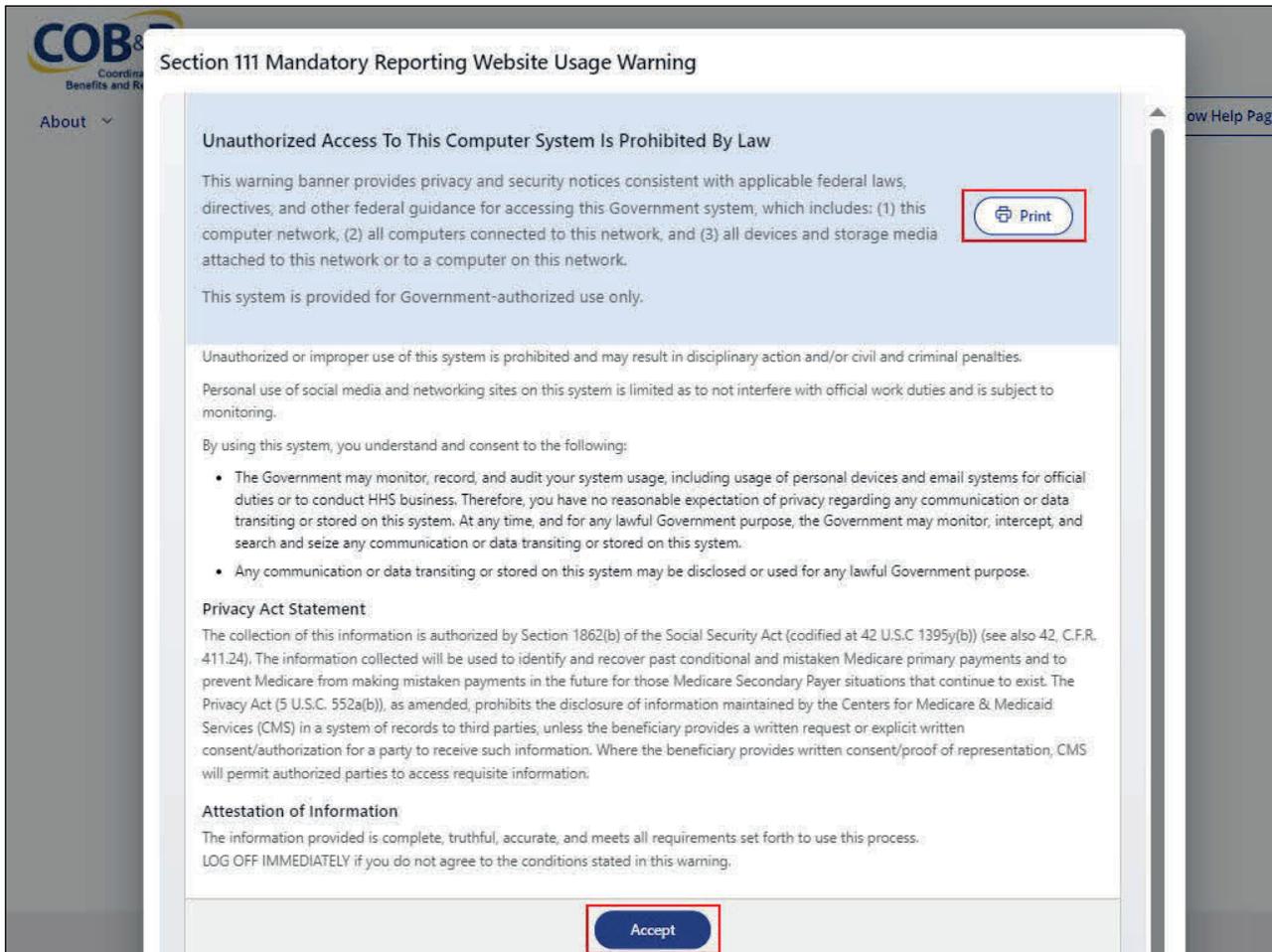
Slide 7 of 18 - Invitation Email



Slide notes

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

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



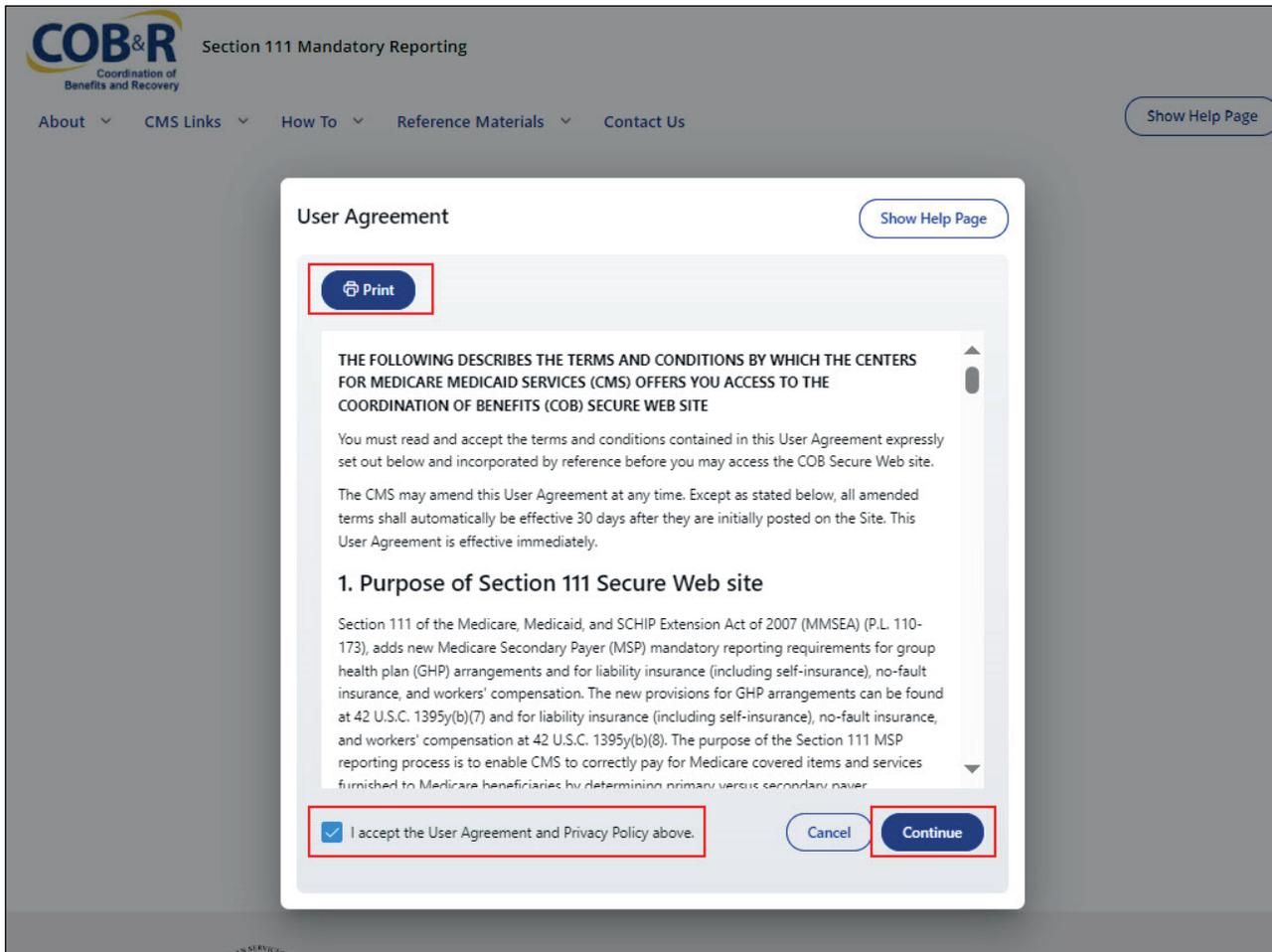
Slide notes

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

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COB&R Section 111 Mandatory Reporting
Coordination of Benefits and Recovery

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Account Designee Registration August 22, 2024 at 3:27:56 PM

You have been invited to be an Account Designee for the following Responsible Reporting Entity (RRE) on the Section 111 COB Secure Web site (COBSW):

Account Designee Registration

RRE ID: 45689

RRE Name: University of Towson Health Systems

RRE Account Manager Information:

James Barnes
200 Civic Center Drive
Towson, MD 21204
(410) 888-1515 x148
jbarnes@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:*

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

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

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Account Designee Registration August 22, 2024 at 3:28:08 PM

Account Designee Personal Information

To set up a Login ID for you to act as a Designee, we need additional information from you. We request that you provide personal information about yourself including your contact information. All required fields must be completed in order to continue through the registration process.

* Required

First Name:*	<input type="text" value="Mike"/>	Street Line 1:*	<input type="text" value="100 Civic Center Drive"/>
Last Name:*	<input type="text" value="Brown"/>	Street Line 2:	<input type="text"/>
Job Title:*	<input type="text" value="Account Designee"/>	City:*	<input type="text" value="Towson"/>
E-mail Address:*	<input type="text" value="MBROWN@TOWSON.HS"/>	State:*	<input type="text" value="MARYLA..."/>
Telephone:*	<input type="text" value="(410) 888-1515"/> Ext: <input type="text"/>	Zip:*	<input type="text" value="21204"/> - <input type="text"/>
		Fax:	<input type="text" value="(443) 889-7896"/>

Account Designee Login Information

The security information requested here will allow the system to authenticate your identity each time you log in to the Section 111 Secure Web site. Choose your Login ID and password carefully.

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

Login ID and Password Requirements

- Login IDs
 - Must be 7 characters
 - Must be in the format of AA999AA
- Passwords
 - Must be changed every 60 days
 - Must be 8 characters in length
 - Must contain a mix of upper-case letters, lower-case letters, one number, and at least one special character
 - Cannot be changed more than once per day
 - Cannot contain a users Login ID
 - Cannot begin with a number
 - Must be different from the previous 24 passwords
 - Cannot contain a reserved word
 - If changed by user in a COBSW application, changes in all applications

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.

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

Slide 13 of 18 - Account Designee Login Information Page

Required

First Name:*	<input type="text" value="Mike"/>	Street Line 1:*	<input type="text" value="100 Civic Center Drive"/>
Last Name:*	<input type="text" value="Brown"/>	Street Line 2:	<input type="text"/>
Job Title:*	<input type="text" value="Account Designee"/>	City:*	<input type="text" value="Towson"/>
E-mail Address:*	<input type="text" value="MBROWN@TOWSON.HS"/>	State:*	<input type="text" value="MARYLA..."/>
Telephone:*	<input type="text" value="(410) 888-1515"/> Ext: <input type="text"/>	Zip:*	<input type="text" value="21204"/>
		Fax:	<input type="text" value="(443) 889-7896"/>

Account Designee Login Information

The security information requested here will allow the system to authenticate your identity each time you log in to the Section 111 Secure Web site. Choose your Login ID and password carefully.

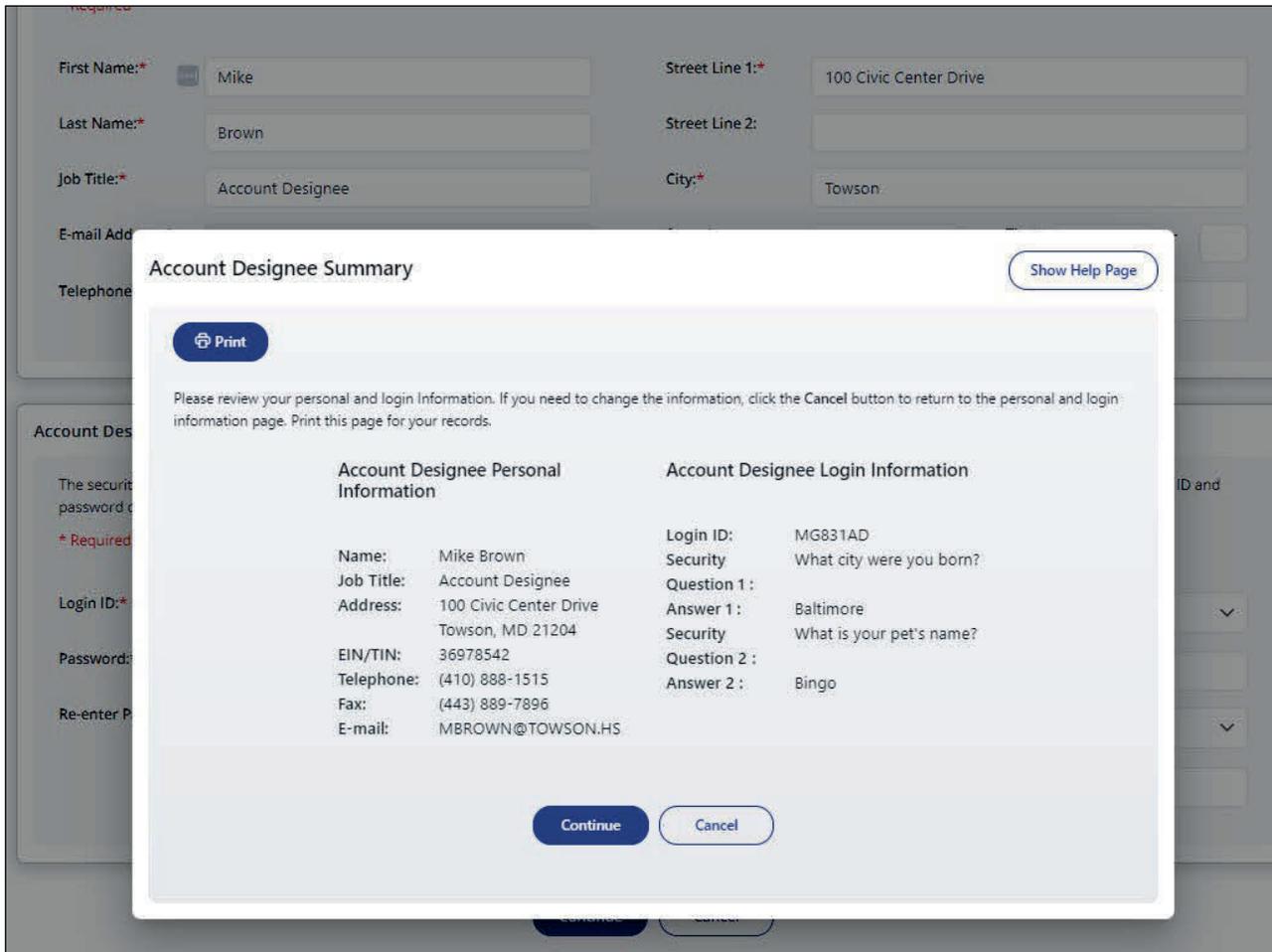
* Required

Login ID:*	<input type="text" value="MG831AD"/>	Security Question 1:*	<input type="text" value="What city were you born?"/>
Password:*	<input type="text" value="Gncksk235!"/>	Security Answer 1:*	<input type="text" value="Baltimore"/>
Re-enter Password:*	<input type="text" value="Gncksk235!"/>	Security Question 2:*	<input type="text" value="What is your pet's name?"/>
		Security Answer 2:*	<input type="text" value="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



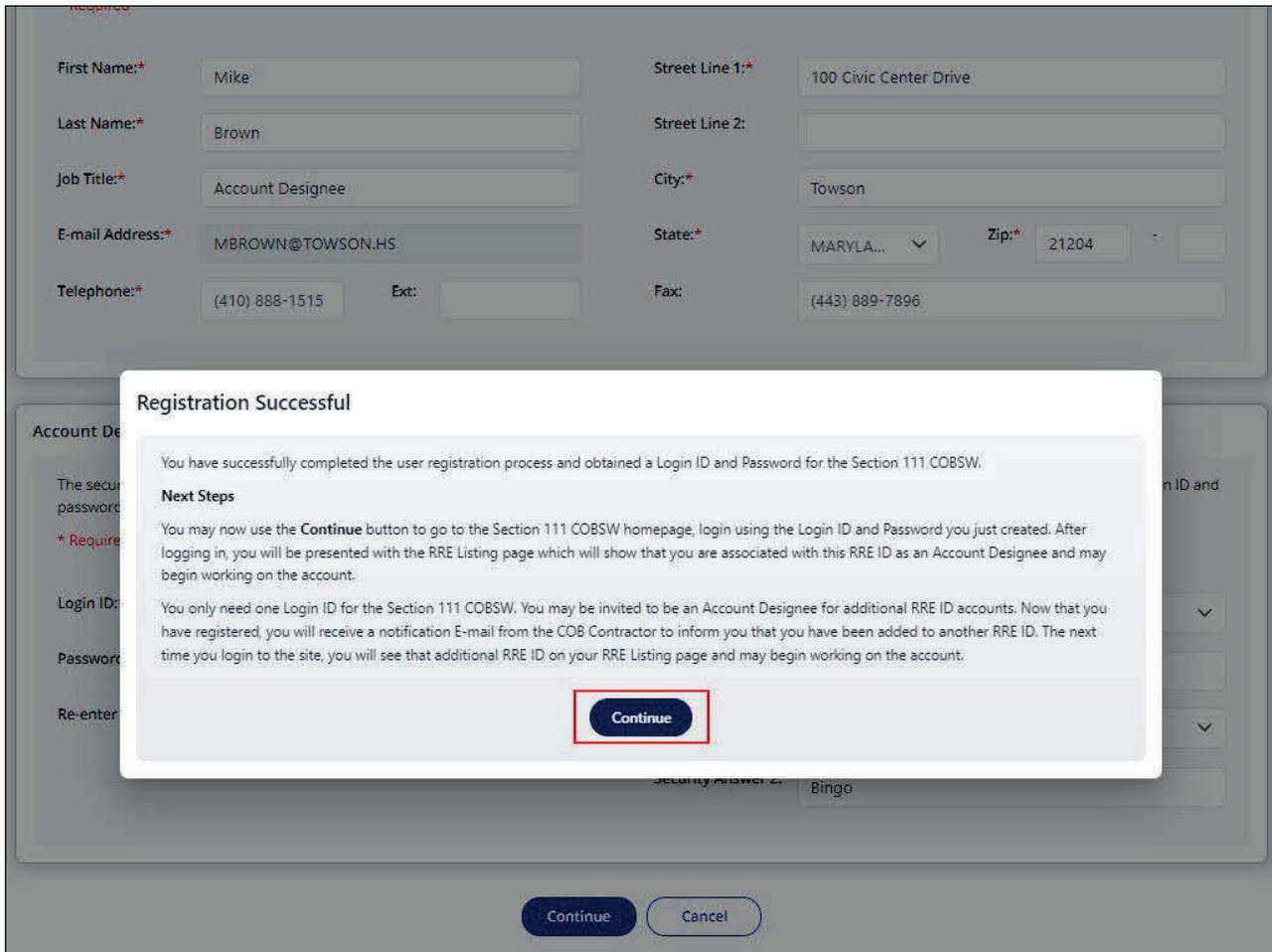
Slide notes

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



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

Course Summary

- Account Designee
 - Description
 - Registration process
- Login ID/Password guidelines



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

You have completed the Account Designee Registration-Section 111 course. Information in this course can be referenced by using the NGHP User Guide's table of contents. This document is available for download at the following link:

<https://www.cms.gov/medicare/coordination-benefits-recovery/mandatory-insurer-reporting>

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



The slide features a dark 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 to 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: [NGHP Training Survey](https://www.surveymonkey.com/s/NGHPTraining).