

## COBSW Step 1 - New Registration Introduction

### Slide 1 of 46 - COBSW Step 1 - New Registration Introduction

**CMS**  
CENTERS FOR MEDICARE & MEDICAID SERVICES

**COB&R**  
Coordination of  
Benefits and Recovery

# MMSEA Section 111 Liability Insurance (Including Self-Insurance), No-Fault Insurance, and Workers' Compensation

## COBSW Step 1 - New Registration

Version 7.6, 10/07/2024  
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/mandatory-insurer-reporting>.

### Slide notes

Welcome to the Section 111 Coordination of Benefits (COB) Secure Website Step 1 - New Registration course for Liability Insurance (including Self-Insurance), No-Fault Insurance, and Workers' Compensation reporters.

Note: This module applies to Responsible Reporting Entities (RREs) that will be submitting Section 111 claim information via an electronic file submission as well as those RREs that will be submitting this information via direct data entry (DDE).

**Slide 2 of 46 - Disclaimer**

## Disclaimer

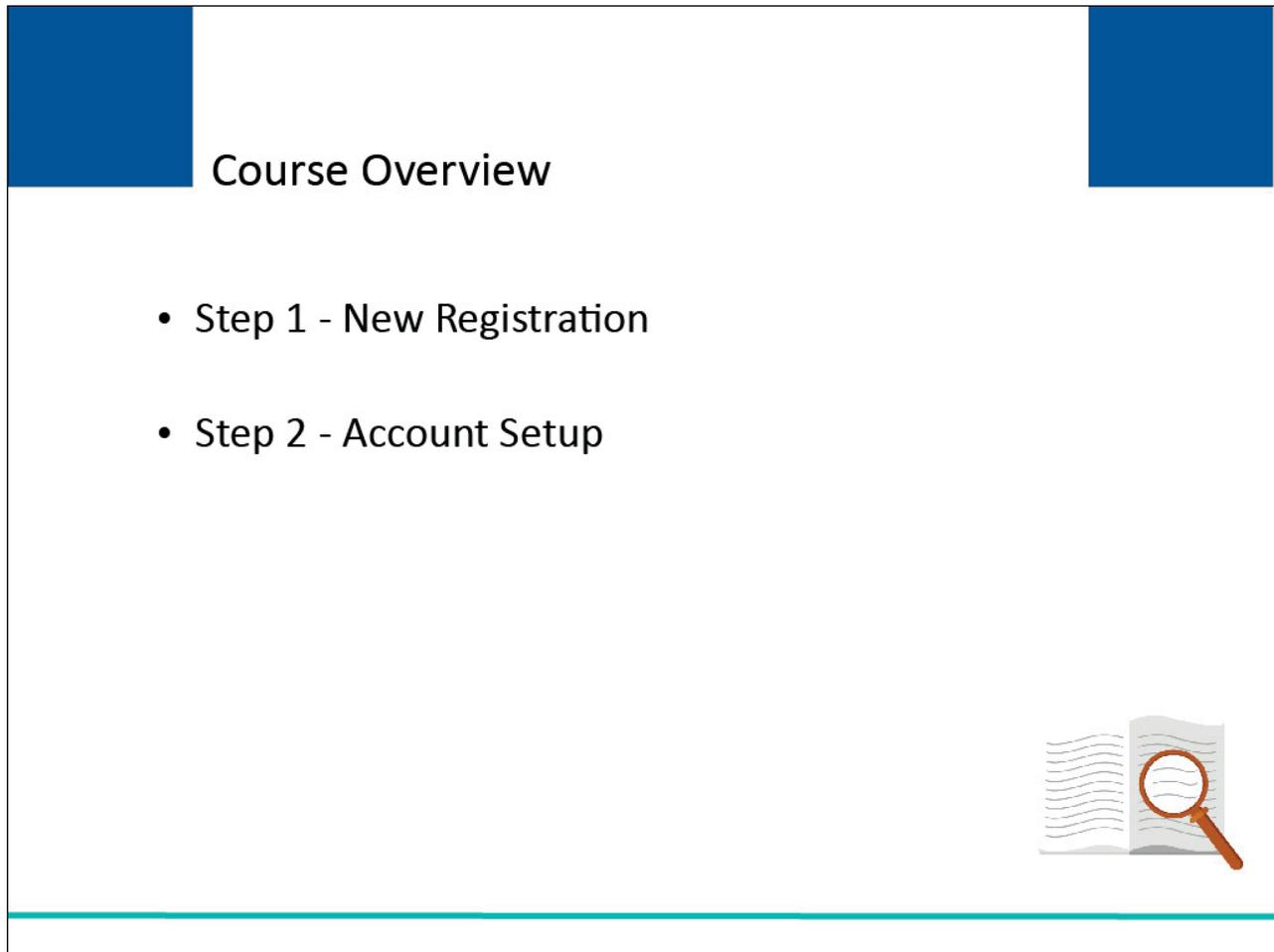
While all information in this document is believed to be correct at the time of writing, this Computer Based Training (CBT) is for educational purposes only and does not constitute official Centers for Medicare & Medicaid Services (CMS) instructions for the MMSEA Section 111 implementation. All affected 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**

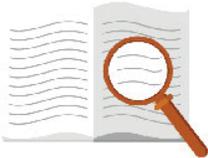
While all information in this document is believed to be correct at the time of writing, this Computer Based Training (CBT) is for educational purposes only and does not constitute official Centers for Medicare & Medicaid Services (CMS) instructions for the MMSEA Section 111 implementation.

All affected entities are responsible for following the instructions found at the following site: [Section 111 COBSW](#).

**Slide 3 of 46 - Course Overview**

## Course Overview

- Step 1 - New Registration
- Step 2 - Account Setup

**Slide notes**

Topics in the Section 111 COB Secure Website curriculum include Step 1, New Registration and Step 2, Account Setup. This course will cover Step 1 - New Registration.

You will need to define user roles (such as Authorized Representative, Account Manager, Account Designees) and determine how many RRE IDs you would like to obtain for this Responsible Reporting Entity (RRE) registration. This process can also be found in the Liability/No Fault/Workers' Compensation User Guide found at the following link: [Liability/No-Fault/Workers' Compensation User Guide](#).

**Slide 4 of 46 - 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 46 - Introduction to the Section 111 COBSW**

## Introduction to the Section 111 COBSW

- Interface for RREs
  - Register
  - Submit files (SFTP or HTTPS submitters)
  - Attain response files
  - Review statistics
  - Submit and view claim information (DDE submitters)
  - Review status of data submissions

**Slide notes**

The Section 111 COB Secure Website (COBSW) provides an interface for RREs impacted by the Medicare Secondary Payer (MSP) reporting mandated by Section 111 of the Medicare, Medicaid, and SCHIP Extension Act of 2007 (MMSEA). This site will be used to register RREs with CMS.

Additionally, this site provides RREs and their agents with the ability to submit files (if the RRE ID has specified Secure File Transfer Protocol (SFTP) or Hypertext Transfer Protocol over Secure Socket Layer (HTTPS) as the file transfer method); attain generated response files; review statistical information related to file submissions; submit and view claim information if the RRE has specified the DDE option; and review the status of current data submissions.

The following steps will guide you through the process of getting started on the Section 111 COBSW.

**Slide 6 of 46 - Section 111 Mandatory Reporting Website Usage Warning**

## Section 111 Mandatory Reporting Website Usage Warning

- Information about Section 111 COBSW security measures
  - Access
  - Penalty
  - Privacy laws

**Slide notes**

To begin registration, enter the following URL into your web browser: [Section 111 COBSW](#).

When you first enter the Section 111 COBSW, the Section 111 Mandatory Reporting Website Usage Warning page will appear. This page provides information about Section 111 COBSW security measures including access, penalty, and privacy laws.

If you accept the terms of the Usage Warning, you will be taken to the Section 111 COBSW Home page.

**Slide 7 of 46 - Section 111 Mandatory Reporting Website Usage Warning**

**Section 111 Mandatory Reporting Website Usage Warning**

**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.

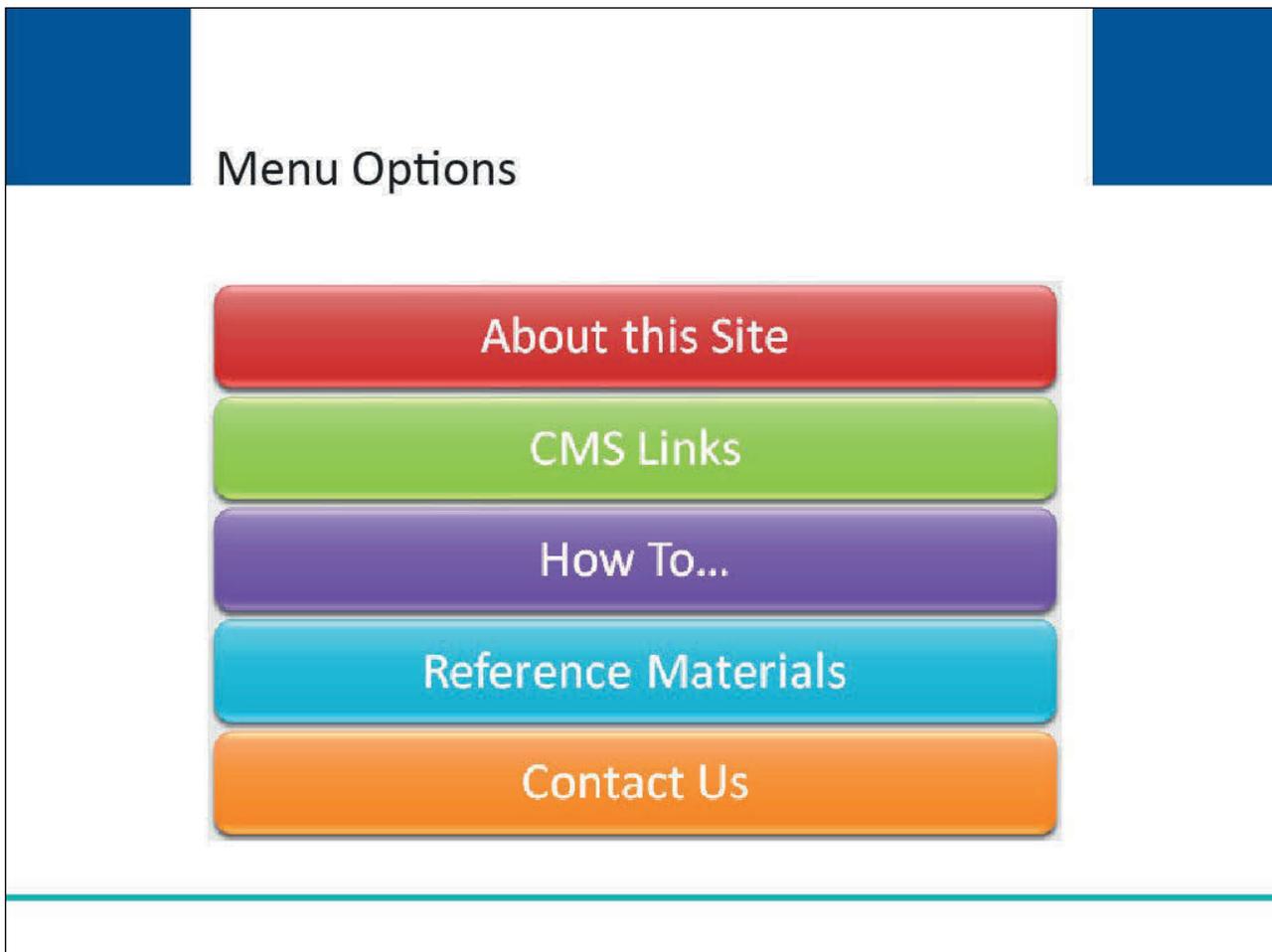
LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.

**Accept**

**Slide notes**

The Section 111 Mandatory Reporting Website Usage Warning will appear.

If you accept the terms, select the Accept link to continue.

**Slide 8 of 46 - Menu Options****Slide notes**

On the Section 111 COBSW Home page, you will find various menu options.

“About this Site” describes the purpose of the site and provides general information on how to use it.

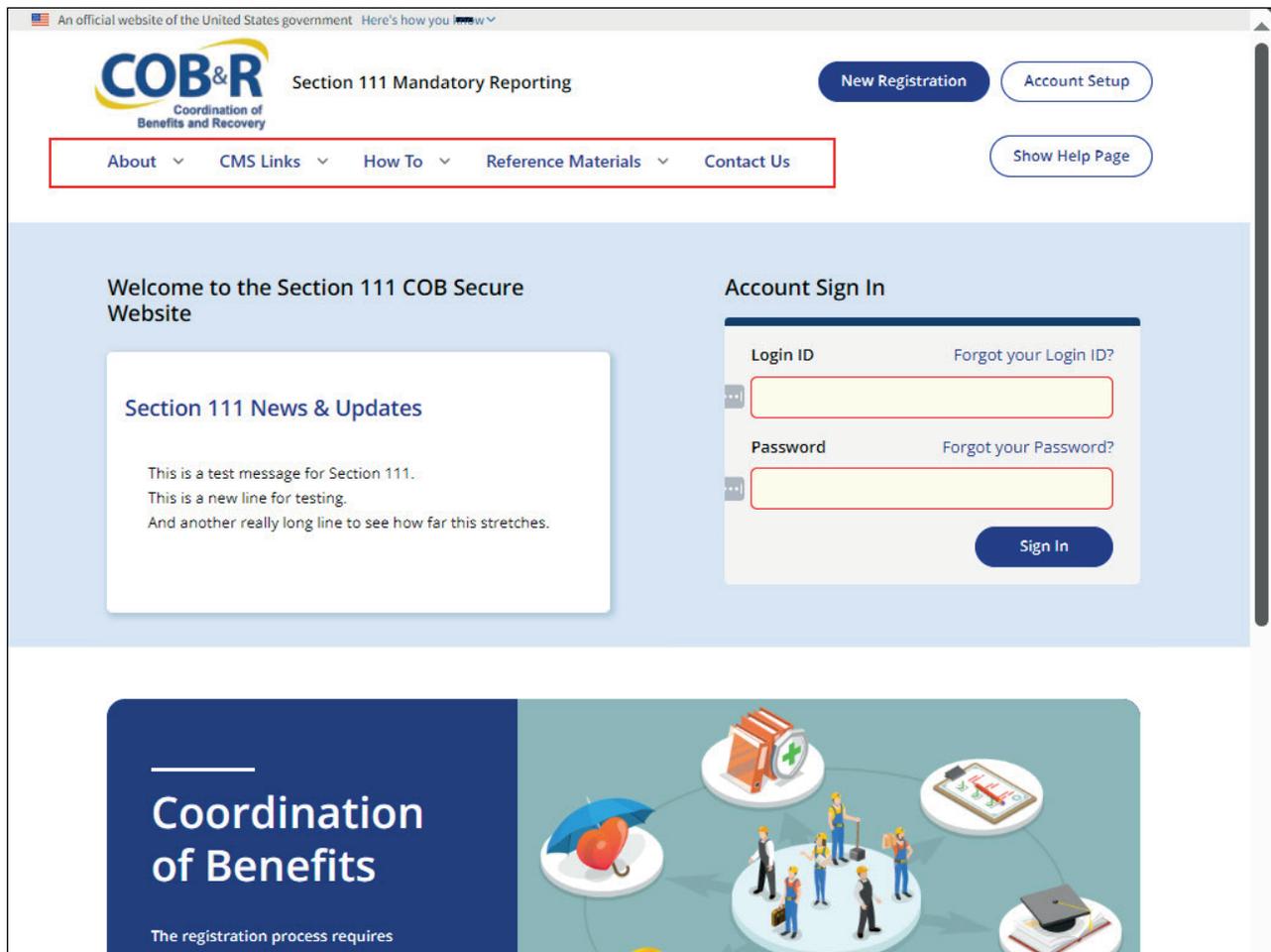
“CMS Links” displays links to the dedicated MMSEA Section 111 Web pages and the Medicare Coordination of Benefits & Recovery Overview page on the CMS Website.

The “How To...” section provides general instructions on how to get started, register, and complete the account setup on the Section 111 COBSW.

“Reference Materials” displays links where you can view and download the Liability/No-Fault/Workers’ Compensation (NGHP) User Guide.

“Contact Us” provides information on how to contact the Benefits Coordination & Recovery Center (BCRC).

**Slide 9 of 46 - Welcome to the Section 111 COB Secure Website**



**Slide notes**

From the Home page, click any of the menu options for more information.

**Slide 10 of 46 - Registration on the Section 111 COBSW**

## Registration on the Section 111 COBSW

- Step 1 - New Registration

**Slide notes**

In order to begin using the Section 111 COBSW, a company representative for the RRE must first click on the “New Registration” button, and then complete and submit the registration for the RRE.

**Slide 11 of 46 - Welcome to the Section 111 COBSW**

An official website of the United States government. Here's how you can help.

**COB&R**  
Coordination of Benefits and Recovery

Section 111 Mandatory Reporting

New Registration Account Setup

About CMS Links How To Reference Materials Contact Us Show Help Page

Welcome to the Section 111 COB Secure Website

Section 111 News & Updates

This is a test message for Section 111.  
This is a new line for testing.  
And another really long line to see how far this stretches.

Account Sign In

Login ID Forgot your Login ID?

Password Forgot your Password?

Sign In

**Coordination of Benefits**

The registration process requires

**Slide notes**

Click on the New Registration button to register your company.

Click on the Account Setup button if you have gone through the initial registration process and need to complete your account setup.

Note: You can also access the New Registration and Account Setup links by scrolling to the bottom of the page.

**Slide 12 of 46 - New Registration**

## New Registration

- Captures
  - Basic RRE information
  - Authorized Representative contact information
- Completed for each RRE ID
  - Unique code assigned by the BCRC
  - Used for file submission (file submitters)
  - Used for submitting claim information on the Section 111 COBSW (DDE submitters)

**Slide notes**

During the new registration process, basic information related to the RRE will be captured. Authorized Representative contact information (name, job title, address, email address, phone number) is also required.

The new registration step must be completed by the RRE for each RRE ID it would like to use for reporting.

The RRE will receive an RRE ID after completing the New Registration step. The RRE ID is the unique code assigned by the BCRC to be used by file submitters when submitting files and DDE submitters when submitting claim information on the Section 111 COBSW.

**Slide 13 of 46 - Account Registration**

**Account Registration**

You will now go through Step 1 of the Section 111 COB Secure Web site (COBSW) registration process to create a new Responsible Reporting Entity identification number (RRE ID) for reporting purposes.

Basic information related to the RRE will be captured including:

- A Federal Tax Identification Number (TIN) for the RRE
- Company name and address
- Company Authorized Representative contact information (name, job title, address, E-mail address, phone, fax)
- National Association of Insurance Commissioners (NAIC) company code, if applicable
- Reporter Type (GHP or Liability/No-Fault/Workers' Compensation)
- Subsidiary company information applicable to the file submission for the RRE ID (company names, TINs, NAIC company codes for the subsidiaries).

Before continuing, be sure to have this information, including the E-mail address for your Authorized Representative on hand.

**Authorized Representative (AR) Role**

Your Authorized Representative is the individual in the RRE organization who has the legal authority to bind the organization to a contract and the terms of Section 111 requirements and processing. Your AR has ultimate accountability for the RRE's compliance with Section 111 reporting requirements.

The Authorized Representative:

- May perform this New Registration step on the COBSW, but will not be provided with a Login ID
- Cannot be an agent of the RRE
- Will designate the Account Manager
- Must approve the account set up, by physically signing the profile report including the Data Use Agreement, and returning it to the BCRC
- Will be the recipient of BCRC notifications related to non-compliance with Section 111 reporting requirements.

If you need more than one RRE ID for Section 111 reporting, this step must be repeated for each.

The information you provide will be verified by the BCRC. The RRE ID will be provided at completion of registration and the PIN will be emailed to the contact for the account after vetting is complete. Upon receipt of the email, your Account Manager (AM) will return to complete Step 2 of the process, Account Setup.

Refer to the How to Get Started document under the How To menu option for more information.

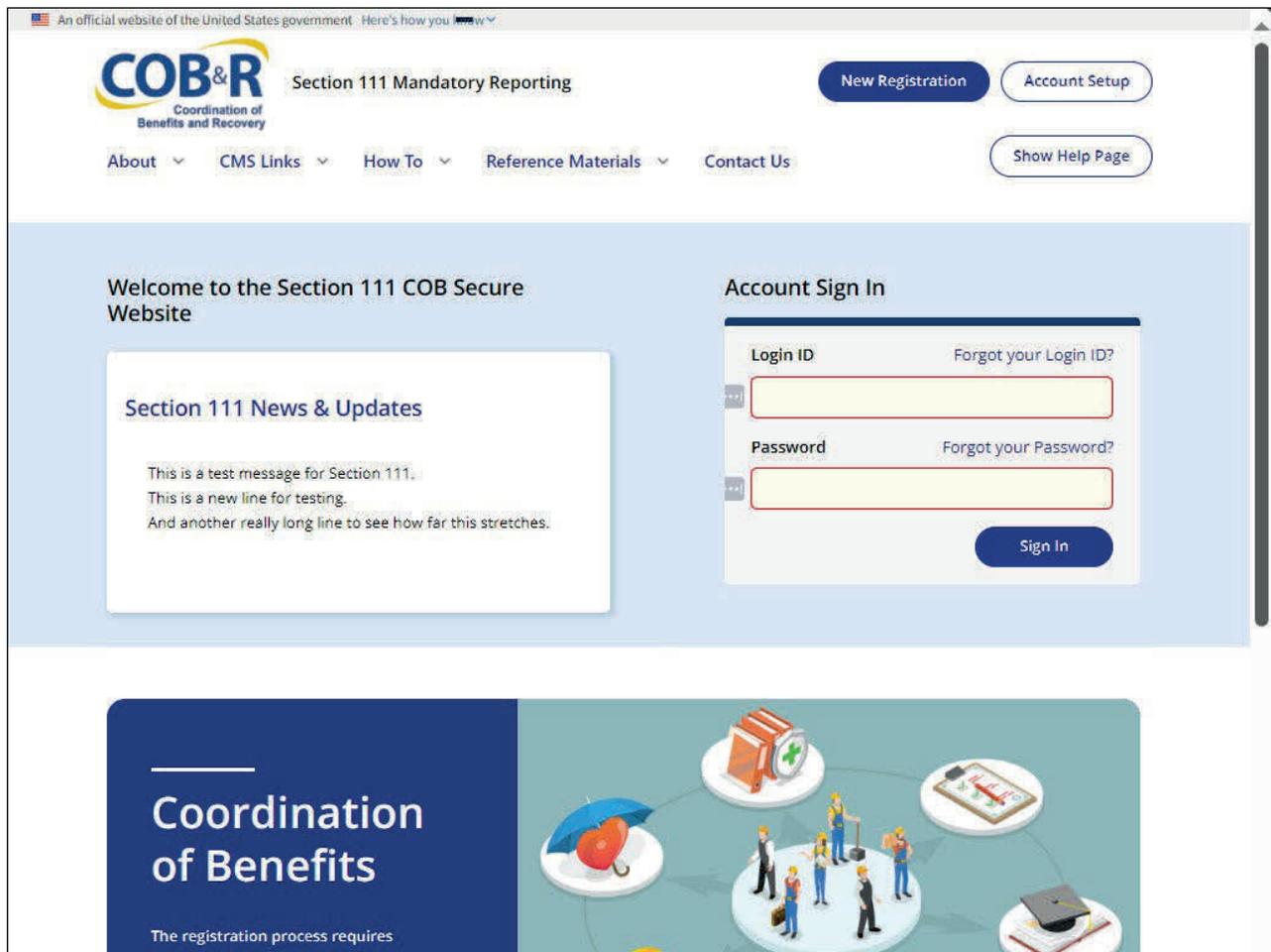
**Slide notes**

The Account Registration page describes Step 1 of the Section 111 registration process, New Registration.

Click the Continue button to proceed to the next page in the New Registration step.

Click the Cancel button to terminate the action.

Slide 14 of 46 - Welcome to the Section 111 COBSW



Slide notes

Anytime you click the Cancel button, you will be returned to the previous page and any information you entered will not be saved.

**Slide 15 of 46 - RRE Information**

## RRE Information

- EIN/TIN
- Company name and address
- Authorized Representative
- NAIC company code
- Company telephone number
- Reporter type (Liability/No-Fault/Workers' Compensation)
- Subsidiary company information (optional)

**Slide notes**

Your RRE company representative will be asked to submit the following information:

- An Employer Identification Number (EIN) or Federal Tax Identification Number (TIN) for the RRE;
- Company name and address;
- Company authorized representative (AR) contact information (name, job title, address, email address, phone);
- National Association of Insurance Commissioners (NAIC) company code;
- if applicable Company telephone number;
- Reporter Type (as a Liability/No-Fault/Workers' Compensation reporter, select Liability/No-Fault/Workers' Compensation); and
- Optional Subsidiary company information to be included in the file submission for the registration (names, TINs, NAIC company codes for the subsidiaries).

Once your registration is submitted, this information will be validated by the BCRC.

Slide 16 of 46 - RRE ID Profile Information

Slide notes

Complete the information below for the Responsible Reporting Entity you are registering for this RRE ID.

- Company EIN/TIN: The IRS-assigned tax ID associated with the company reflected under this Section 111 registration. If you have more than one EIN, you may submit this registration with any one of those EINs.
  - If the RRE is a foreign RRE that does not have an IRS-assigned TIN, you can enter a fake or pseudo-TIN in the format of 9999xxxxx where 'xxxxx' is a 5-digit number created by the RRE.
    - Please note: Foreign RREs are defined by CMS as those that have no IRS-assigned TIN and/or US mailing address. Guam, Puerto Rico, and the US Virgin Islands are considered part of the US.
- Company Name: The company name associated with the Section 111 registration.
- Company Address: The corporate address associated with the TIN or EIN supplied. For foreign RREs, select "Foreign Country" from the State dropdown menu. The rest of the address fields are not required.

## Slide 17 of 46 - RRE ID Profile Information

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

About CMS Links How To Reference Materials Contact Us Show Help Page

1 RRE Profile Information 2 Corporate Structure 3 Authorized Representative 4 Summary

**RRE Profile Information**

Complete the information below for the RRE ID you are requesting:

\* indicates a required field

Company EIN/TIN: \*  
369785421

Company Name: \*  
University of Towson Health Systems

Street 1: \*  
100 Civic Center Drive

Street 2:

City: \* State: \* Zip Code: \*  
Towson MARYLAND 21204

Reporter Type: \*  
 GHP  Liability/No Fault/Workers' Compensation

NAIC Number:  
14569

Company Telephone: \*  
(410) 888-1515

Company Fax:  
(443) 889-7896

Continue Previous

## Slide notes

- NAIC Number: The company code assigned to your company by the National Association of Insurance Commissioners (NAIC). If you are not registered with the NAIC, then you do not need to complete this field.
    - If you have more than one NAIC Company Code, you may submit this registration with any one of those codes.
  - Company Telephone: Telephone number of your corporate office. Note: For foreign RREs, enter a United States telephone number, if applicable.
  - Company Fax: Facsimile number of your corporate office.
  - Reporter Type: Type of RRE. As a Liability/No Fault/Workers' Compensation reporter, select Liability/No Fault/Workers' Compensation by clicking the appropriate radio button.
- Click the Continue button to proceed.

**Slide 18 of 46 - Corporate Structure**

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

About CMS Links How To Reference Materials Contact Us [Show Help Page](#)

1 RRE Profile Information 2 **Corporate Structure** 3 Authorized Representative 4 Summary

**Corporate Structure**

Provide the following information for any subsidiary organizations that will be included in the file submissions for the RRE ID you are requesting. If not applicable, then click on the Continue button to skip this page.

**Subsidiaries reporting under this RRE ID:**

Company Name: *	NAIC Number: *	Company EIN/TIN: *	
<input type="text" value="UT at Baltimore"/>	<input type="text" value="65482"/>	<input type="text" value="354789354"/>	<a href="#">Remove</a>

[Add](#)

**The Corporate Structure page allows you to submit information for any subsidiaries for which you will be reporting under this RRE registration. Enter the company names, company NAIC numbers (if applicable) and EINs/TINs.**

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

**Slide notes**

The Corporate Structure page allows you to submit information for any subsidiaries for which you will be reporting under this RRE registration. Enter the company names, company NAIC numbers (if applicable), and EINs/TINs.

**Slide 19 of 46 - Corporate Structure**

The screenshot shows a web form titled "COB&R Section 111 Mandatory Reporting" with the subtitle "Coordination of Benefits and Recovery". The navigation menu includes "About", "CMS Links", "How To", "Reference Materials", and "Contact Us", along with a "Show Help Page" button. A progress bar at the top indicates four steps: 1. RRE Profile Information, 2. Corporate Structure (current step), 3. Authorized Representative, and 4. Summary. The main content area is titled "Corporate Structure" and contains the following text: "Provide the following information for any subsidiary organizations that will be included in the file submissions for the RRE ID you are requesting. If not applicable, then click on the Continue button to skip this page." Below this is the heading "Subsidiaries reporting under this RRE ID:". There are three input fields: "Company Name: \*" with the value "UT at Baltimore", "NAIC Number: \*" with the value "65482", and "Company EIN/TIN: \*" with the value "354789354". A "Remove" button is located to the right of the EIN/TIN field. An "Add" button is located below the input fields. At the bottom of the form, there are "Continue" and "Previous" buttons.

**Slide notes**

Note: Information for subsidiaries is optional. CMS encourages you to supply this information. Doing so will assist us in our efforts to help assure that you are in compliance with the Section 111 reporting requirements.

Further, we may require this information at a later date during subsequent recovery efforts.

**Slide 20 of 46 - Corporate Structure**

The screenshot shows the 'Corporate Structure' step in a four-step process. The steps are: 1. RRE Profile Information, 2. Corporate Structure (current), 3. Authorized Representative, and 4. Summary. The COB&R logo is in the top left, and navigation links (About, CMS Links, How To, Reference Materials, Contact Us) and a 'Show Help Page' button are at the top. The main form area is titled 'Corporate Structure' and contains instructions: 'Provide the following information for any subsidiary organizations that will be included in the file submissions for the RRE ID you are requesting. If not applicable, then click on the Continue button to skip this page.' Below this is a section 'Subsidiaries reporting under this RRE ID:' with three input fields: 'Company Name: \*' (containing 'UT at Baltimore'), 'NAIC Number: \*' (containing '65482'), and 'Company EIN/TIN: \*' (containing '354789354'). There is an 'Add' button below the first field and a 'Remove' button to the right of the third field. At the bottom of the form are 'Continue' and 'Previous' buttons.

**Slide notes**

All TINs supplied for subsidiaries under one RRE ID must be unique. In other words, all TINs for the RRE ID and subsidiaries listed in the New Registration step must be different within one specific RRE ID.

If your subsidiaries do not have different TINs, then do not list them on the corporate structure page of the New Registration step on the Section 111 COBSW.

You can use the same TIN for multiple, different RRE IDs. TINs just need to be unique within the same RRE ID.

**Slide 21 of 46 - Corporate Structure**

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

About CMS Links How To Reference Materials Contact Us [Show Help Page](#)

1 RRE Profile Information 2 **Corporate Structure** 3 Authorized Representative 4 Summary

**Corporate Structure**

Provide the following information for any subsidiary organizations that will be included in the file submissions for the RRE ID you are requesting. If not applicable, then click on the Continue button to skip this page.

**Subsidiaries reporting under this RRE ID:**

Company Name: *	NAIC Number: *	Company EIN/TIN: *	<a href="#">Remove</a>
<input type="text" value="UT at Baltimore"/>	<input type="text" value="65482"/>	<input type="text" value="354789354"/>	

[Add](#)

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

**Slide notes**

For example, if you are one entity with one TIN registering five different RRE IDs, you can use the same TIN for all five distinct RRE IDs. The subsidiary information on the corporate structure page is not required.

If you have trouble with data entry on this page, you may simply click on the Continue button to bypass it. If you do not have any subsidiary information to provide, you can click on Continue to skip this page.

**Slide 22 of 46 - Corporate Structure**

The screenshot shows the 'Corporate Structure' step of a registration process. At the top left is the COB&R logo (Coordination of Benefits and Recovery) and the title 'Section 111 Mandatory Reporting'. A navigation bar includes links for 'About', 'CMS Links', 'How To', 'Reference Materials', and 'Contact Us', along with a 'Show Help Page' button. A progress indicator shows four steps: 1. RRE Profile Information, 2. Corporate Structure (current step), 3. Authorized Representative, and 4. Summary. The main content area is titled 'Corporate Structure' and contains instructions: 'Provide the following information for any subsidiary organizations that will be included in the file submissions for the RRE ID you are requesting. If not applicable, then click on the Continue button to skip this page.' Below this, a section titled 'Subsidiaries reporting under this RRE ID:' contains a table with three columns: 'Company Name: \*', 'NAIC Number: \*', and 'Company EIN/TIN: \*'. The first row has the following values: 'UT at Baltimore', '65482', and '354789354'. There is an 'Add' button below the table and a 'Remove' button next to the first row. At the bottom of the form are 'Continue' and 'Previous' buttons.

**COB&R**  
Coordination of  
Benefits and Recovery

Section 111 Mandatory Reporting

About CMS Links How To Reference Materials Contact Us Show Help Page

1 RRE Profile Information 2 Corporate Structure 3 Authorized Representative 4 Summary

**Corporate Structure**

Provide the following information for any subsidiary organizations that will be included in the file submissions for the RRE ID you are requesting. If not applicable, then click on the Continue button to skip this page.

**Subsidiaries reporting under this RRE ID:**

Company Name: *	NAIC Number: *	Company EIN/TIN: *	
UT at Baltimore	65482	354789354	Remove

Add

Continue Previous

**Slide notes**

- **Subsidiary Company Name(s):** Supply the names of all the subsidiary companies reflected in this registration for which data will be submitted.

Slide 23 of 46 - Corporate Structure

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

About CMS Links How To Reference Materials Contact Us Show Help Page

1 RRE Profile Information 2 Corporate Structure 3 Authorized Representative 4 Summary

**Corporate Structure**

Provide the following information for any subsidiary organizations that will be included in the file submissions for the RRE ID you are requesting. If not applicable, then click on the Continue button to skip this page.

**Subsidiaries reporting under this RRE ID:**

Company Name: *	NAIC Number: *	Company EIN/TIN: *	Remove
UT at Baltimore	65482	354789354	

Add

Continue Previous

Slide notes

- Company NAIC Number(s): Company code(s) assigned to each subsidiary organization by the NAIC. If the subsidiary is not registered with the NAIC, you do not need to complete this field.

**Slide 24 of 46 - Corporate Structure**

The screenshot shows the 'Corporate Structure' step of a registration process. At the top left is the COB&R logo (Coordination of Benefits and Recovery) and the title 'Section 111 Mandatory Reporting'. A navigation bar includes 'About', 'CMS Links', 'How To', 'Reference Materials', and 'Contact Us', along with a 'Show Help Page' button. A progress indicator shows four steps: 1. RRE Profile Information, 2. Corporate Structure (highlighted), 3. Authorized Representative, and 4. Summary. The main content area is titled 'Corporate Structure' and contains instructions: 'Provide the following information for any subsidiary organizations that will be included in the file submissions for the RRE ID you are requesting. If not applicable, then click on the Continue button to skip this page.' Below this, it says 'Subsidiaries reporting under this RRE ID:'. There is a table with three columns: 'Company Name: \*', 'NAIC Number: \*', and 'Company EIN/TIN: \*'. The first row contains 'UT at Baltimore', '65482', and '354789354'. The 'Company EIN/TIN' field is highlighted with a red box. There are 'Add' and 'Remove' buttons. At the bottom are 'Continue' and 'Previous' buttons.

Company Name: *	NAIC Number: *	Company EIN/TIN: *	
UT at Baltimore	65482	354789354	Remove

**Slide notes**

- EIN(s)/TIN(s): Supply the corresponding EIN/TIN for each subsidiary company listed.

Slide 25 of 46 - Corporate Structure

The screenshot shows the 'Corporate Structure' step in a four-step process. The first step is 'RRE Profile Information', the second is 'Corporate Structure', the third is 'Authorized Representative', and the fourth is 'Summary'. The 'Corporate Structure' section contains a form with the following elements:

- COB&R logo and 'Section 111 Mandatory Reporting' title.
- Navigation menu: About, CMS Links, How To, Reference Materials, Contact Us, and a Show Help Page button.
- Progress indicator showing steps 1 through 4.
- Section title: 'Corporate Structure'.
- Instructional text: 'Provide the following information for any subsidiary organizations that will be included in the file submissions for the RRE ID you are requesting. If not applicable, then click on the Continue button to skip this page.'
- Section header: 'Subsidiaries reporting under this RRE ID:'.
- Form fields for 'Company Name: \*', 'NAIC Number: \*', and 'Company EIN/TIN: \*'.
- Buttons: 'Remove' (next to each row) and 'Add' (at the bottom left).
- Navigation buttons: 'Continue' and 'Previous' at the bottom.

Company Name: *	NAIC Number: *	Company EIN/TIN: *	Remove
UT at Baltimore	65482	354789354	Remove
			Remove

Slide notes

If you will be reporting for more subsidiaries than those allotted on the page, click the Add button to create additional subsidiary fields. An additional row will be added for you to enter the information. To remove a listed subsidiary, click the Remove button next to the corresponding row of information.

**Slide 26 of 46 - Corporate Structure**

The screenshot shows a web application interface for 'COB&R Coordination of Benefits and Recovery' under 'Section 111 Mandatory Reporting'. At the top, there are navigation links: 'About', 'CMS Links', 'How To', 'Reference Materials', and 'Contact Us', along with a 'Show Help Page' button. A progress bar below indicates four steps: 1. RRE Profile Information, 2. Corporate Structure (highlighted), 3. Authorized Representative, and 4. Summary. The main content area is titled 'Corporate Structure' and contains instructions: 'Provide the following information for any subsidiary organizations that will be included in the file submissions for the RRE ID you are requesting. If not applicable, then click on the Continue button to skip this page.' Below this, a section titled 'Subsidiaries reporting under this RRE ID:' contains three input fields: 'Company Name: \*' with the value 'UT at Baltimore', 'NAIC Number: \*' with the value '65482', and 'Company EIN/TIN: \*' with the value '354789354'. There is an 'Add' button to the left and a 'Remove' button to the right of the input fields. At the bottom of the form, there are two buttons: 'Continue' (highlighted with a red box) and 'Previous'.

**Slide notes**

Click the Continue button to proceed to the next step.

**Slide 27 of 46 - Authorized Representative Information**

## Authorized Representative

- Individual who has legal authority to bind organization to terms of MMSEA Section 111
- Accountable for compliance
- Cannot be
  - Account Manager
  - Account Designee
- Will not receive Section 111 COBSW user ID

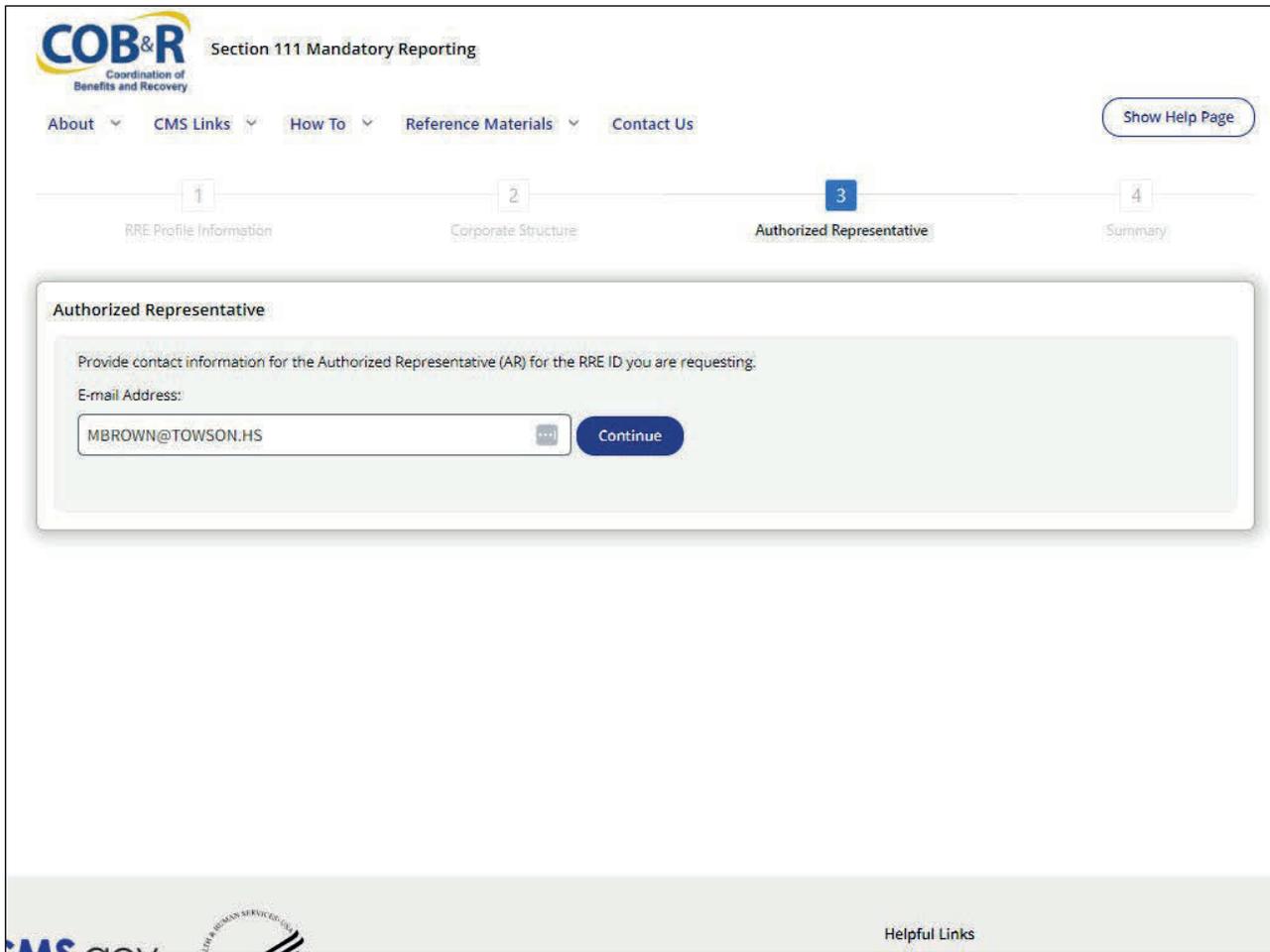
**Slide notes**

Each RRE must assign or name an Authorized Representative. This is the individual in the RRE organization who has the legal authority to bind the organization to a contract and the terms of MMSEA Section 111 requirements and processing.

The Authorized Representative has ultimate accountability for the RRE's compliance with Section 111 reporting requirements.

The Authorized Representative cannot be the Account Manager or Account Designee for the RRE ID. The Authorized Representative will not receive a Section 111 COBSW user ID.

**Slide 28 of 46 - Authorized Representative**



**Slide notes**

The Authorized Representative page will appear. The email address of the user will display. Click Continue to provide contact information for the Authorized Representative (AR) for the RRE ID you are requesting.

Slide 29 of 46 - Authorized Representative Information

Slide notes

Name: Name of the individual who has the legal authority to bind your organization to the terms of MMSEA Section 111 requirements and processing.

Warning: The person named as the Authorized Representative cannot also be the Account Manager. The Authorized Representative cannot be a user of the Section 111 COBSW for any RRE ID and therefore cannot perform the Account Setup.

**Slide 30 of 46 - Authorized Representative Information**

**Authorized Representative**

Provide contact information for the Authorized Representative (AR) for the RRE ID you are requesting.

E-mail Address:

MBROWN@TOWSON.HS

**Authorized Representative Information**

The AR named below cannot obtain a Login ID for the COBSW

<b>First Name: *</b>	<input type="text" value="Mike"/>	<b>Street 1: *</b>	<input type="text" value="100 Civic Center Drive"/>	
<b>Last Name: *</b>	<input type="text" value="Brown"/>	<b>Street 2:</b>	<input type="text"/>	
<b>Job Title: *</b>	<input type="text" value="Coordinator"/>	<b>City: *</b>	<b>State: *</b>	<b>Zip Code: *</b>
<b>Telephone: *</b>	<input type="text" value="(410) 888-1515 x145"/>	<input type="text" value="Towson"/>	<input type="text" value="MARYLAND"/>	<input type="text" value="21204"/>
<b>Fax:</b>	<input type="text" value="(443) 889-7896"/>			

**Slide notes**

- Job Title: Job title of your named Authorized Representative.

**Slide 31 of 46 - Authorized Representative Information**

The screenshot displays two sections of a web form. The top section, titled "Authorized Representative", contains a text box for "E-mail Address" with the value "MBROWN@TOWSON.HS" and a blue "Continue" button. The bottom section, titled "Authorized Representative Information", includes a warning message: "The AR named below cannot obtain a Login ID for the COBSW". It features several input fields: "First Name" (Mike), "Last Name" (Brown), "Job Title" (Coordinator), "Telephone" ((410) 888-1515 x145), and "Fax" ((443) 889-7896). On the right side, there are fields for "Street 1" (100 Civic Center Drive), "Street 2" (empty), "City" (Towson), "State" (MARYLAND), and "Zip Code" (21204). A red rectangular box highlights the "Street 1" through "Zip Code" fields. At the bottom of the form are "Continue" and "Previous" buttons.

**Slide notes**

- Mailing Address: Company or work mailing address of your named Authorized Representative.
- Telephone: Company or work telephone number where your Authorized Representative can be reached.
- Fax: Company or work facsimile number used by your Authorized Representative.

**Slide 32 of 46 - Authorized Representative Information**

**Authorized Representative**

Provide contact information for the Authorized Representative (AR) for the RRE ID you are requesting.

E-mail Address:

MBROWN@TOWSON.HS

**Authorized Representative Information**

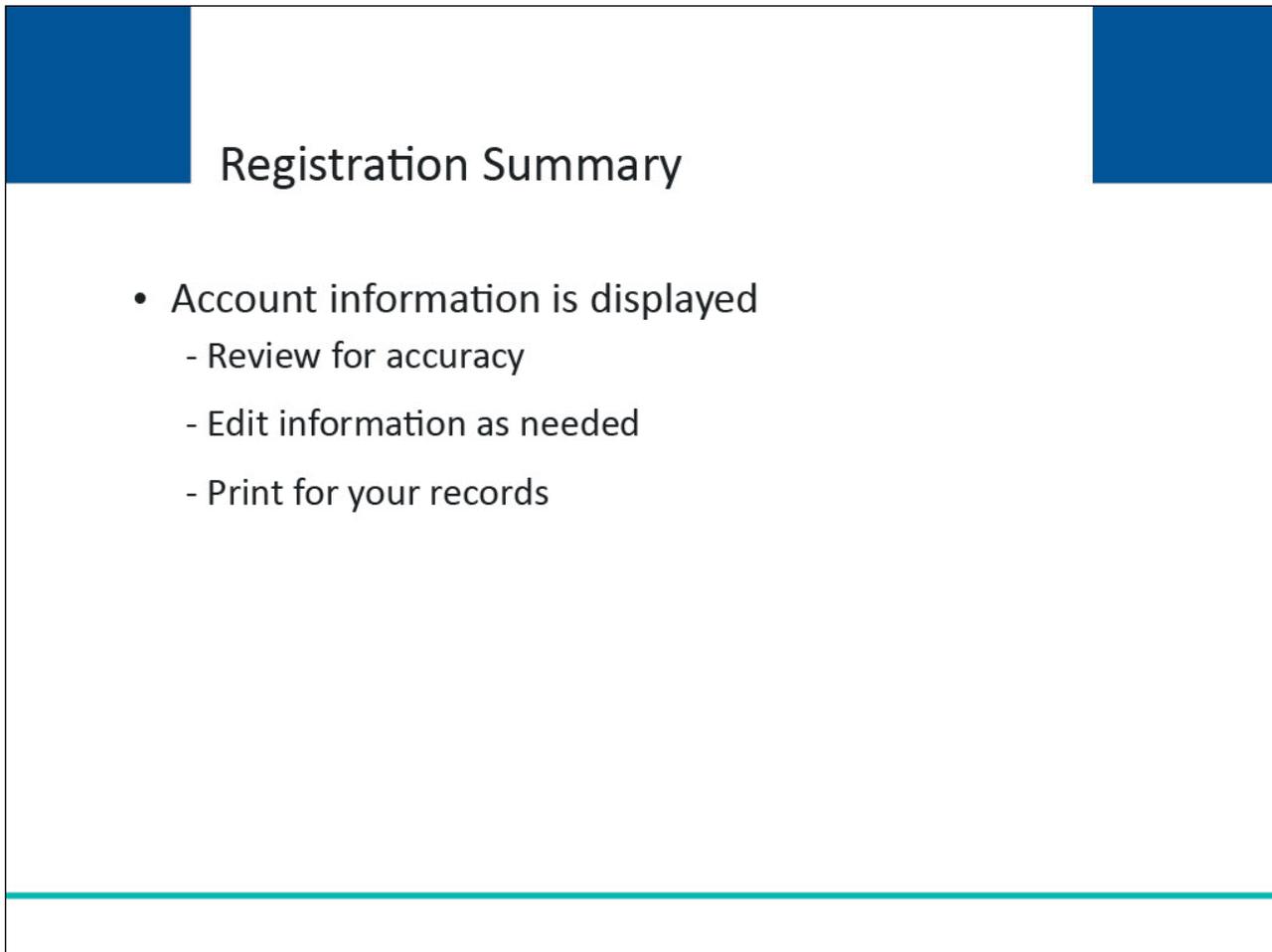
The AR named below cannot obtain a Login ID for the COBSW

<b>First Name: *</b>	<b>Street 1: *</b>		
Mike	100 Civic Center Drive		
<b>Last Name: *</b>	<b>Street 2:</b>		
Brown			
<b>Job Title: *</b>	<b>City: *</b>	<b>State: *</b>	<b>Zip Code: *</b>
Coordinator	Towson	MARYLAND	21204
<b>Telephone: *</b>			
(410) 888-1515 x145			
<b>Fax:</b>			
(443) 889-7896			

**Slide notes**

Click the Continue button to proceed.

**Slide 33 of 46 - Registration Summary**

The slide features a white background with two blue rectangular accents in the top-left and top-right corners. The title "Registration Summary" is centered at the top in a large, black, sans-serif font. Below the title, a bulleted list is presented. The first bullet point is "Account information is displayed", followed by three sub-bullets: "Review for accuracy", "Edit information as needed", and "Print for your records". A thin teal horizontal line is positioned near the bottom of the slide content area.

## Registration Summary

- Account information is displayed
  - Review for accuracy
  - Edit information as needed
  - Print for your records

**Slide notes**

After you have completed the required RRE and Authorized Representative information, the account information you entered is displayed. Review this information for accuracy.

If you need to change any of the information, click the 'Edit' button in the appropriate section. Print this page out for your records.

Slide 34 of 46 - Registration Summary

The screenshot shows a web interface for a registration summary. At the top, there are navigation links: About, CMS Links, How To, Reference Materials, and Contact Us. A progress bar indicates four steps: 1. RRE Profile Information, 2. Corporate Structure, 3. Authorized Representative, and 4. Summary (the current step). A 'Show Help Page' button is in the top right. The main heading is 'Registration Summary' with a timestamp 'August 26, 2024 at 2:23:24 PM'. Below the heading, there are instructions: 'Please review your Account Registration Information.' and 'If you need to change the information, select the Pencil icon in the applicable section. Print this page for your records.'

**Profile Information** (Edit icon)

Name:	University of Towson Health Systems	Address:	100 Civic Center Drive Towson, MARYLAND 21204	Phone:	(410) 888-1515
EIN/TIN:	369785421			Fax:	(443) 889-7896
NAIC:	14569				

**Subsidiary Information** (Edit icon)

Company Name	NAIC Number	Company EIN/TIN
UT at Baltimore	65482	354789354

**Authorized Representative Information** (Edit icon)

Name:	Mike Brown	Address:	100 Civic Center Drive Towson, MARYLAND 21204	Phone:	(410) 888-1515 x145
Job Title:	Coordinator			Fax:	(443) 889-7896

At the bottom, there are 'Submit' and 'Previous' buttons.

Slide notes

The Registration Summary page displays the registration information that has been entered.

Slide 35 of 46 - Registration Summary

The screenshot shows a web interface for a registration summary. At the top, there are navigation links: About, CMS Links, How To, Reference Materials, and Contact Us. A progress bar indicates four steps: 1. RRE Profile Information, 2. Corporate Structure, 3. Authorized Representative, and 4. Summary (the current step). A 'Show Help Page' button is in the top right. The main heading is 'Registration Summary' with a timestamp 'August 26, 2024 at 2:23:24 PM'. Below the heading, there are instructions: 'Please review your Account Registration Information.' and 'If you need to change the information, select the Pencil icon in the applicable section. Print this page for your records.' The form is divided into three sections, each with an 'Edit' button (pencil icon) in the top right corner:

- Profile Information:** A table with fields for Name, EIN/TIN, NAIC, Address, Phone, and Fax.

Name:	University of Towson Health Systems	Address:	100 Civic Center Drive Towson, MARYLAND 21204	Phone:	(410) 888-1515
EIN/TIN:	369785421			Fax:	(443) 889-7896
NAIC:	14569				
- Subsidiary Information:** A table with fields for Company Name, NAIC Number, and Company EIN/TIN.

Company Name	NAIC Number	Company EIN/TIN
UT at Baltimore	65482	354789354
- Authorized Representative Information:** A table with fields for Name, Job Title, Address, Phone, and Fax.

Name:	Mike Brown	Address:	100 Civic Center Drive Towson, MARYLAND 21204	Phone:	(410) 888-1515 x145
Job Title:	Coordinator			Fax:	(443) 889-7896

At the bottom of the form, there are 'Submit' and 'Previous' buttons.

Slide notes

If you need to change any of the information, click the Edit button under that section.

Slide 36 of 46 - Corporate Structure

The screenshot shows the 'Corporate Structure' step in a four-step process. The steps are: 1. RRE Profile Information, 2. Corporate Structure (current), 3. Authorized Representative, and 4. Summary. The 'Corporate Structure' section contains a text box with instructions: 'Provide the following information for any subsidiary organizations that will be included in the file submissions for the RRE ID you are requesting. If not applicable, then click on the Continue button to skip this page.' Below this is a heading 'Subsidiaries reporting under this RRE ID:' followed by three input fields: 'Company Name: \*' with 'UT at Baltimore', 'NAIC Number: \*' with '65482', and 'Company EIN/TIN: \*' with '354789354'. There is an 'Add' button below the first field and a 'Remove' button to the right of the third field. At the bottom of the form are 'Continue' and 'Previous' buttons.

Slide notes

Once you click the Edit button for a section, you will be taken to the appropriate information entry page. Add, change, or delete any of the information as needed.

**Slide 37 of 46 - Corporate Structure**

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

About CMS Links How To Reference Materials Contact Us [Show Help Page](#)

1 RRE Profile Information 2 **Corporate Structure** 3 Authorized Representative 4 Summary

**Corporate Structure**

Provide the following information for any subsidiary organizations that will be included in the file submissions for the RRE ID you are requesting. If not applicable, then click on the Continue button to skip this page.

**Subsidiaries reporting under this RRE ID:**

Company Name: *	NAIC Number: *	Company EIN/TIN: *	<a href="#">Remove</a>
<input type="text" value="UT at Baltimore"/>	<input type="text" value="65482"/>	<input type="text" value="354789354"/>	

[Add](#)

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

**Slide notes**

Once the information is correct, click the Continue button to submit the information and return to the Registration Summary page.

Slide 38 of 46 - Registration Summary

The screenshot shows a web interface for a registration summary. At the top, there are navigation links: About, CMS Links, How To, Reference Materials, and Contact Us. A progress bar indicates four steps: 1. RRE Profile Information, 2. Corporate Structure, 3. Authorized Representative, and 4. Summary (highlighted). A 'Show Help Page' button is in the top right. The main heading is 'Registration Summary' with a timestamp 'August 26, 2024 at 2:23:24 PM'. Below the heading, there are instructions: 'Please review your Account Registration Information.' and 'If you need to change the information, select the Pencil icon in the applicable section. Print this page for your records.'

The form is divided into three sections, each with an 'Edit' button:

- Profile Information:**

Name:	University of Towson Health Systems	Address:	100 Civic Center Drive Towson, MARYLAND 21204	Phone:	(410) 888-1515
EIN/TIN:	369785421			Fax:	(443) 889-7896
NAIC:	14569				
- Subsidiary Information:**

Company Name	NAIC Number	Company EIN/TIN
UT at Baltimore	65482	354789354
- Authorized Representative Information:**

Name:	Mike Brown	Address:	100 Civic Center Drive Towson, MARYLAND 21204	Phone:	(410) 888-1515 x145
Job Title:	Coordinator			Fax:	(443) 889-7896

At the bottom, there are two buttons: 'Submit' (highlighted with a red box) and 'Previous'.

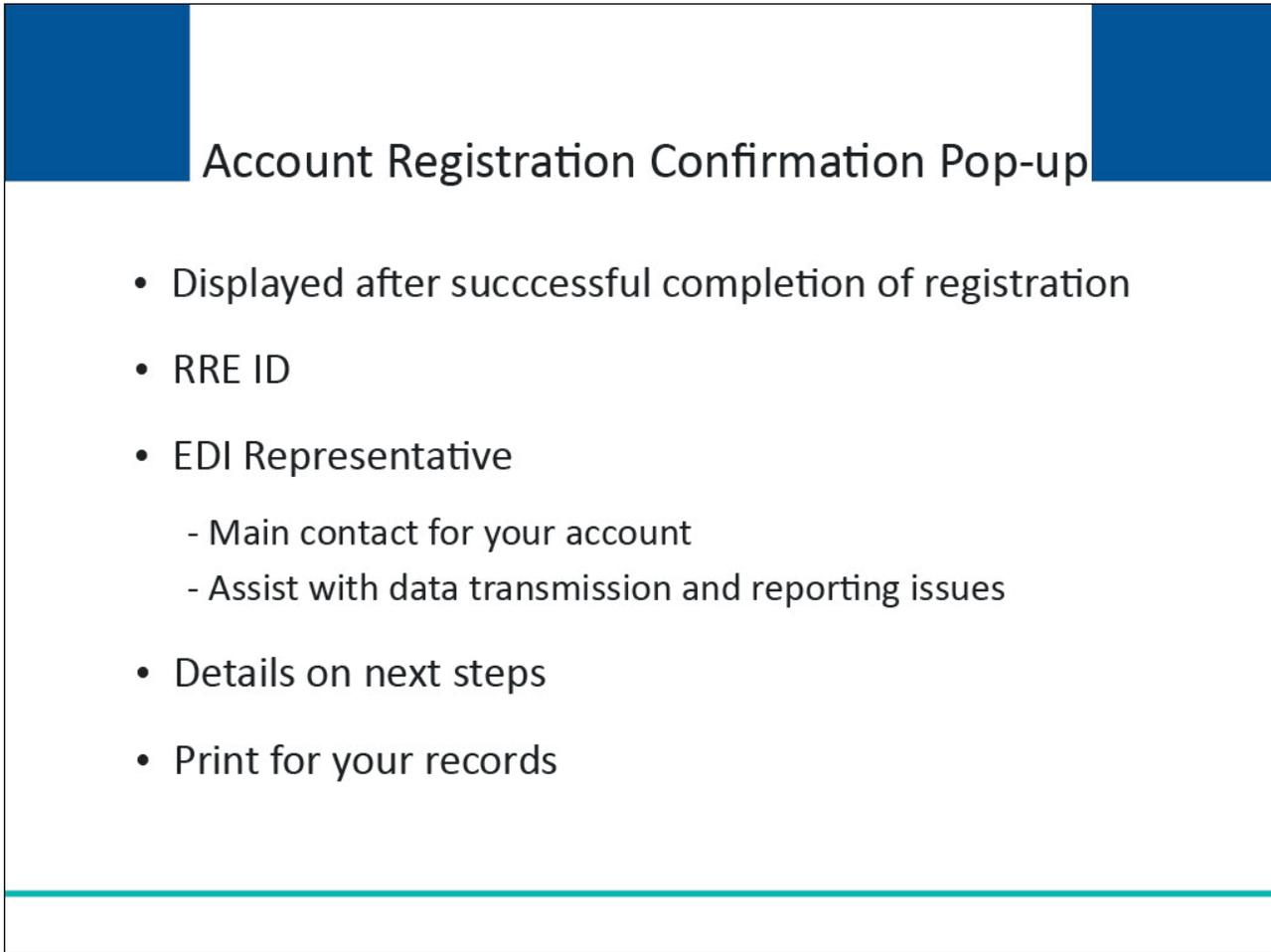
Slide notes

Once you have reviewed all information on the Registration Summary page and would like to submit the information, click the Submit button on the bottom of the page.

If you erroneously provided the Account Manager information in the New Registration instead of the Authorized Representative information, you must STOP.

Do not complete the Account Setup step. Contact the Electronic Data Interchange (EDI) Department to get the information corrected before proceeding to the Account Setup step.

**Slide 39 of 46 - Account Registration Confirmation Pop-up**

The slide features a white background with a blue header bar at the top. The title 'Account Registration Confirmation Pop-up' is centered in the header. Below the header, there is a bulleted list of five items. The first item is 'Displayed after successful completion of registration'. The second is 'RRE ID'. The third is 'EDI Representative', which has two sub-bullets: '- Main contact for your account' and '- Assist with data transmission and reporting issues'. The fourth is 'Details on next steps'. The fifth is 'Print for your records'. A thin teal horizontal line is located at the bottom of the slide content area.

## Account Registration Confirmation Pop-up

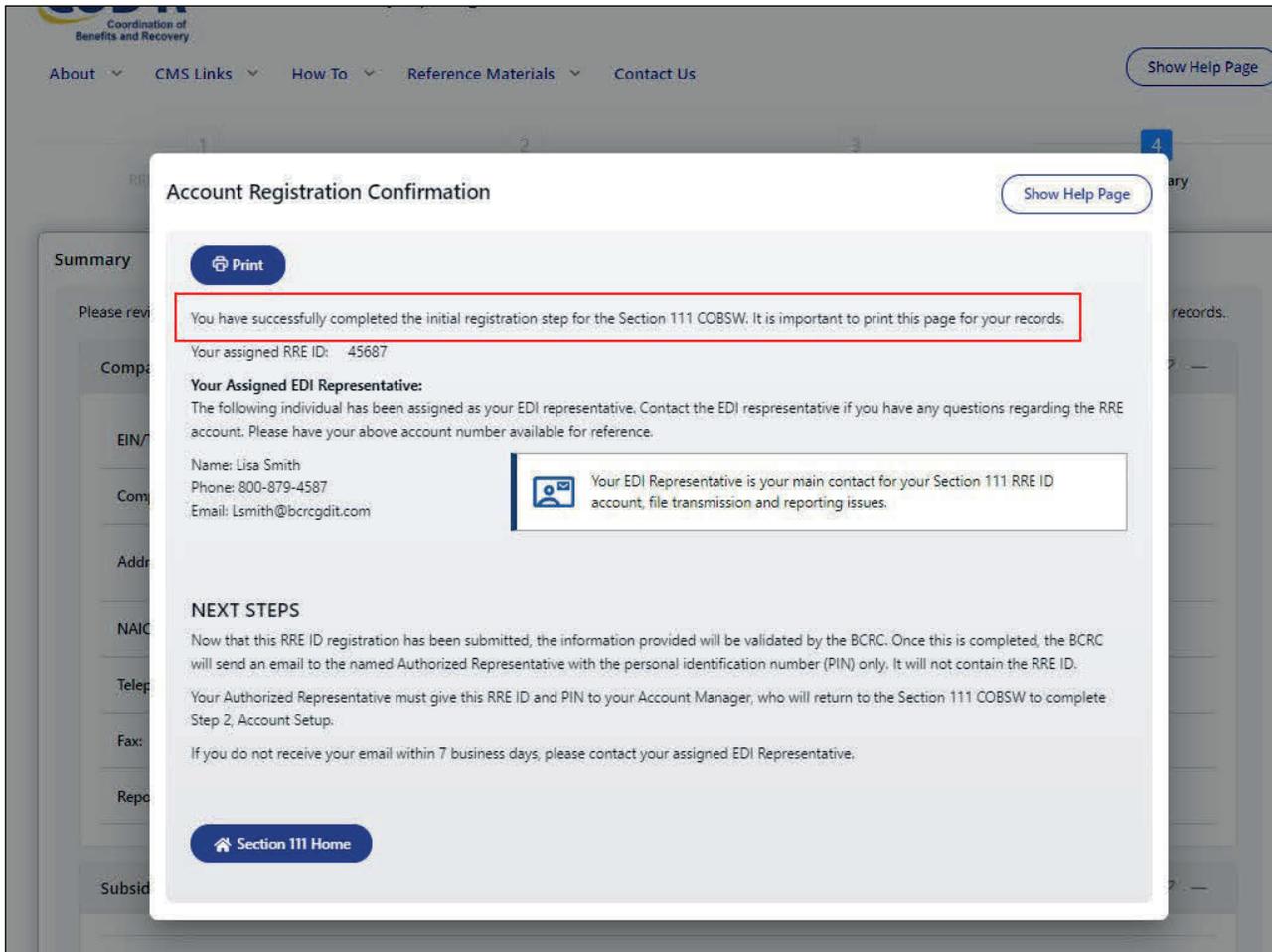
- Displayed after successful completion of registration
- RRE ID
- EDI Representative
  - Main contact for your account
  - Assist with data transmission and reporting issues
- Details on next steps
- Print for your records

**Slide notes**

After you have successfully completed the initial registration for the MMSEA Section 111 COBSW, a Thank You page is displayed. This page will contain your assigned RRE ID and EDI Representative information.

Your EDI Representative is your main contact for your Section 111 RRE account and will assist you with data transmission and reporting issues. Details on what steps to take next are also provided on this page. Please print this page for your records.

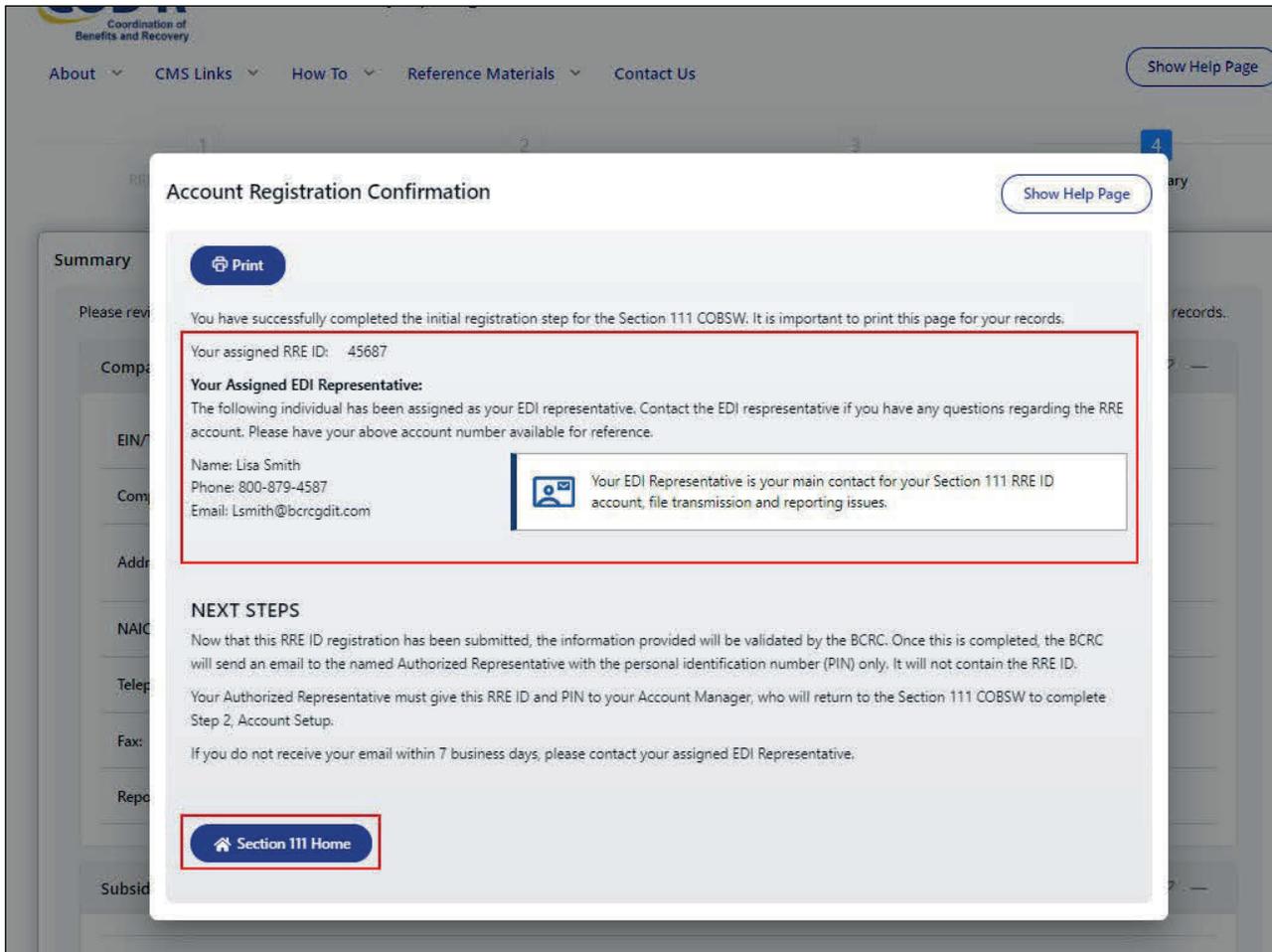
Slide 40 of 46 – Account Registration Confirmation



Slide notes

This page confirms that you completed Step 1, New Registration, in the Section 111 Registration Process.

Slide 41 of 46 - Account Registration Confirmation



Slide notes

You will be provided with an RRE ID and EDI Representative information. You will need to record the assigned RRI ID to provide to your Account Manager. If you would like to return to the Section 111 COBSW Home page, click the Section 111 Home button or you may exit the Section 111 COBSW.

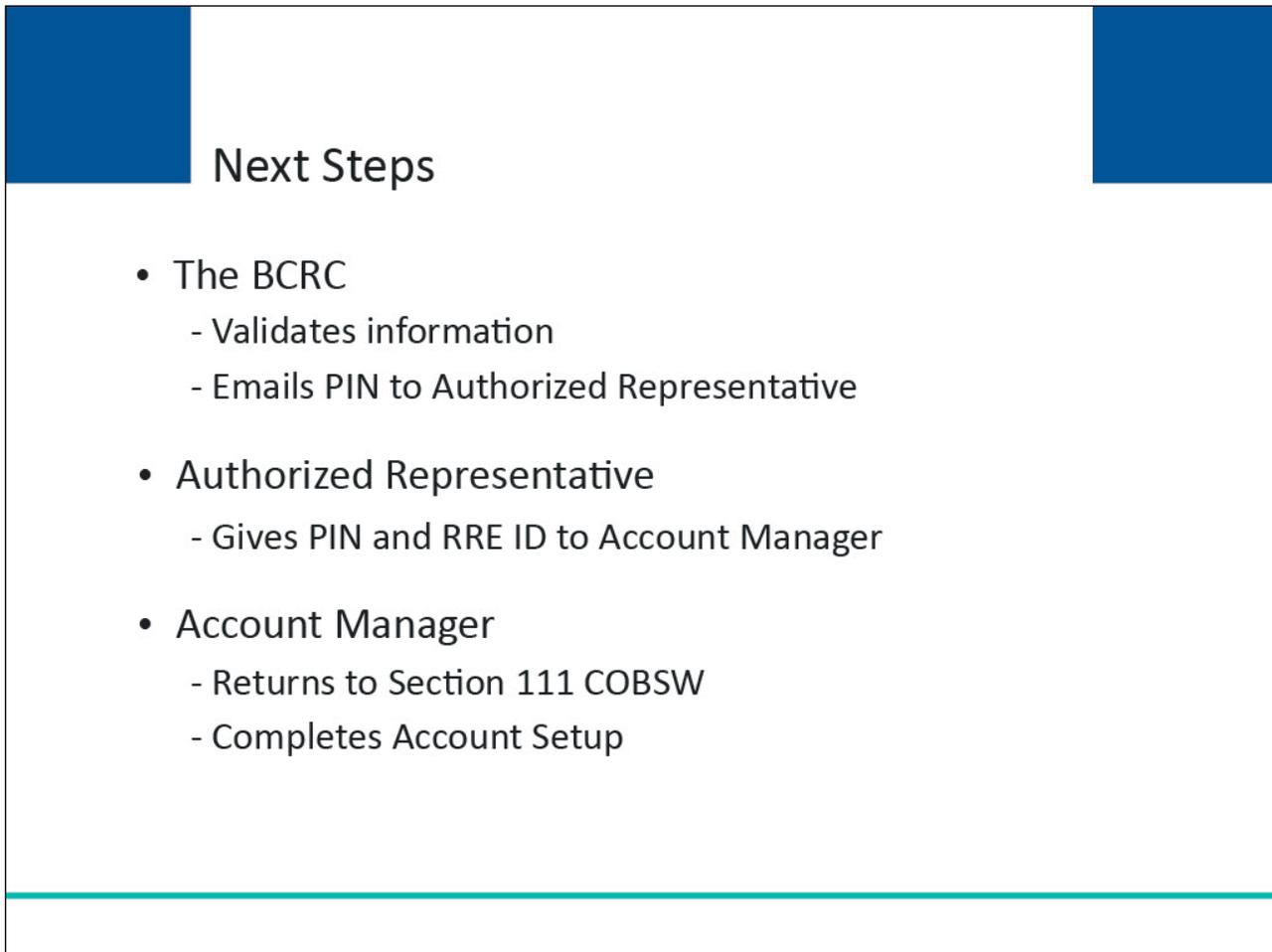
**Slide 42 of 46 - Important Information to Consider**

## Important Information to Consider

- Supply
  - Authorized Representative's information during New Registration
  - Account Manager's information during Account Setup

**Slide notes**

Remember: You must supply your Authorized Representative information during the New Registration Step. The Account Manager's information will be provided by the Account Manager during the Account Setup step.

**Slide 43 of 46 - Next Steps**

## Next Steps

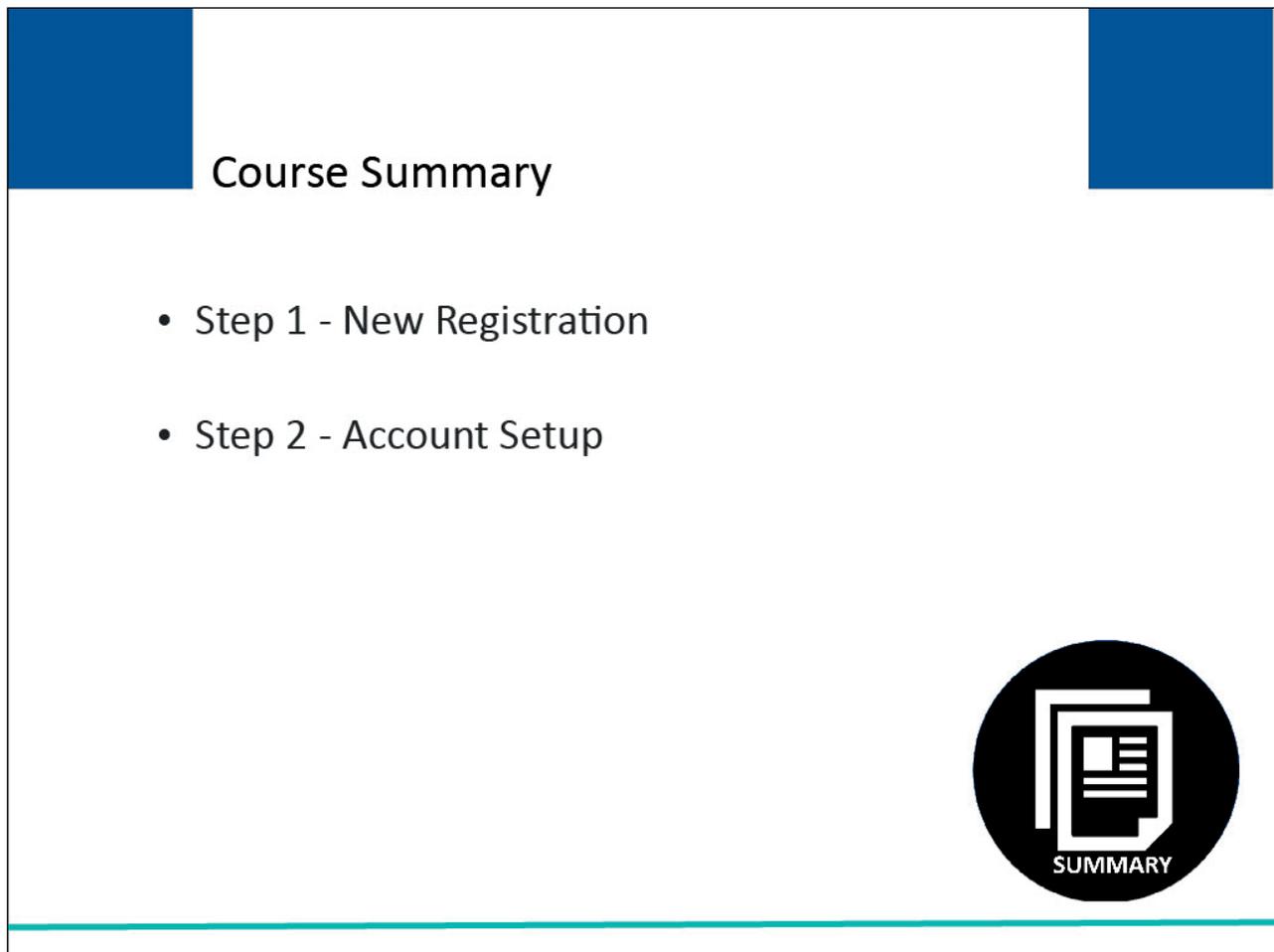
- The BCRC
  - Validates information
  - Emails PIN to Authorized Representative
- Authorized Representative
  - Gives PIN and RRE ID to Account Manager
- Account Manager
  - Returns to Section 111 COBSW
  - Completes Account Setup

**Slide notes**

Once your registration application has been submitted, the information provided will be validated by the BCRC. When this is completed, the BCRC will send an email to the named Authorized Representative with a personal identification number (PIN). The Authorized Representative must give this PIN and RRE ID to their Account Manager to use to complete the next step in the registration process which is Account Setup. The Account Manager must return to the Section 111 COBSW to complete the account setup.

The Account Manager will need to enter the RRE ID and PIN on the main page to begin setup. If you do not receive your mailing within 10 business days, please contact your assigned EDI Representative.

If you would like to return to the Section 111 COBSW Home page, click the Section 111 Home link.

**Slide 44 of 46 - Course Summary**The slide features a white background with two blue rectangular accents in the top-left and top-right corners. The title "Course Summary" is positioned in the upper left. Below it, a bulleted list contains two items: "Step 1 - New Registration" and "Step 2 - Account Setup". In the bottom right corner, there is a circular icon with a black background, containing a white graphic of a document with a folded corner and the word "SUMMARY" written below it.

## Course Summary

- Step 1 - New Registration
- Step 2 - Account Setup

**Slide notes**

Topics in the Section 111 COB Secure Website curriculum included Step 1, New Registration and Step 2, Account Setup. This course covered Step 1- New Registration.

Before starting Step 1, remember to review the Section 111 Registration course which precedes this course. The Registration course describes the Section 111 registration process.

**Slide 45 of 46 - Conclusion**



You have completed the Step 1 – New Registration Course. Information in this presentation can be referenced by the NGHP User Guide’s table of contents and any subsequent alerts. These documents are available for download at the following link:  
<https://www.cms.gov/medicare/coordination-benefits-recovery/mandatory-insurer-reporting>.

**Slide notes**

You have completed the Step 1 - New Registration Course. Information in this presentation can be referenced by the NGHP User Guide’s table of contents and any subsequent alerts. These documents are available for download at the following link: [CMS NGHP Website](https://www.cms.gov/medicare/coordination-benefits-recovery/mandatory-insurer-reporting).

**Slide 46 of 46 - NGHP Training Survey**



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

**Slide notes**

If you have questions or feedback on this material, please go to the following URL: [NGHP Training Survey](#).