



Provider Web Portal Quick Guide – Linking your TPID and Pulling your 835

If you are a Provider and have your own Trading Partner ID, you can link your TPID to your Web Portal account:

1. If you plan to use your trading partner ID to send and receive files (including the 835) for one unique location (one Provider Portal registration) **follow the instructions in this sheet.**
2. If you plan to use your trading partner ID to send and receive files (including the 835) for multiple locations (multiple Provider Portal registrations), you will need to link to them like you would any other Trading Partner ID. [Follow this link for instructions.](#)

Note: You need to have a Trading Partner ID (TPID) to pull your own 835 (because it is an X12 HIPAA compliant file). You can pull your RA without a TPID, but not an 835.

If you do not have your own TPID, please [follow these instructions to enroll as a Trading Partner.](#)

1. Linking your TPID to your Web Portal account

Log into the Provider Web Portal

Click on My Profile

Under My Profile, click Add Role

Choose Provider Trading Partners from the dropdown, enter in your TPID and Trading Partner Name, then click Submit

Roles

* Indicates a required field.

Select the role you wish to add, fill out the role information then click the **Submit** button, or click **Cancel** to go back.

Current Roles Providers

***Available Roles** Provider Trading Partners ▼

***Trading Partner ID** 1234567

***Trading Partner Name** Test TPID

Submit
Cancel

Click OK to close the confirmation box

My Profile

Contact Information
▼ My Profile

You have successfully registered as a Provider Trading Partner with the Healthcare Portal.

[OK](#)

Roles

Go back to the Web Portal home page and click Manage Accounts

User Details

Welcome Hospital_123FakeSt

- [My Profile](#)
- [Manage Accounts](#)

Provider

Welcome Health Care Professional!



[Contact Us](#)

[Notify Me](#)

[Alerts](#)

Click the Link Registered Trading Partner ID for X12 Reports tab

Manage Accounts

Add New Delegate/Office Staff
Link Registered Delegate/Office Staff
Link Registered Trading Partner ID for X12 Reports

A new delegate is defined as office staff and/or other support staff employed by the provider who are not re
Portal. Providers may grant Portal access to new delegates by completing the required fields and giving the

Click the Link My Trading Partner ID checkbox

Your Trading Partner ID will pre-populate into the Trading Partner ID field

*Trading Partner ID Link My Trading Partner ID

Validate Trading Partner

Submit **Cancel**

Click Validate Trading Partner

*Trading Partner ID Link My Trading Partner ID

Validate Trading Partner

Submit **Cancel**

Check the boxes next to the reports you want to upload or download as your own Trading Partner (only the reports you passed testing for will show up), click Submit

*Trading Partner ID Link My Trading Partner ID

Select the transactions that the billing agent can exchange on your behalf.

Transactions

- 5010 - 271 - Batch - X12 - Health Care Eligibility Benefit Response
- 5010 - 271 - Interactive - X12 - Health Care Eligibility Benefit Response
- 5010 - 277 - Batch - X12 - Health Care Claim Status Response
- 5010 - 277 - Interactive - X12 - Health Care Claim Status Response
- 5010 - 278 - Batch - X12 - Health Care Services Request/Response
- 5010 - 278 - Interactive - X12 - Health Care Services Request/Response
- 5010 - 277CA - Batch - X12 - Health Care Claim Acknowledgment
- 5010 - 270 - Batch - X12 - Health Care Eligibility Benefit Inquiry
- 5010 - 270 - Interactive - X12 - Health Care Eligibility Benefit Inquiry
- 5010 - 276 - Batch - X12 - Health Care Claim Status Request
- 5010 - 276 - Interactive - X12 - Health Care Claim Status Request
- 5010 - 278 - Batch - X12 - Health Care Services Request/Response
- 5010 - 820 - Batch - X12 - Payroll Deducted and Other Group Premium
- Payment for Insurance Products
 - 5010 - 834 - Batch - X12 - Benefit Enrollment and Maintenance
 - 5010 - 835 - Batch - X12 - Health Care Claim Payment/Advice
 - 5010 - 837D - Batch - X12 - Health Care Claim: Dental
 - 5010 - 837I - Batch - X12 - Health Care Claim: Institutional
 - 5010 - 837P - Batch - X12 - Health Care Claim: Professional

Submit **Cancel**

Click Confirm

Edit **Confirm** **Cancel**

Click OK to close the confirmation box

delegate/Office Staff | Link Registered Delegate/Office Staff | Link Registered Trading Partner ID for X12 Reports

icates a required field.

would like to authorize a billing agent, clearinghouse, or provider to submit or retrieve your X12 transactions, please
 their trading partner ID be
 tions that are available.
 ck **Validate Trading Pa**
 he desired functions and
 d.

Trading Partner ID Link My Trading Partner ID

Manage Billing Agents [X]

The billing agent has been added to your billing agent list.

OK

Validate Trading Partner

2. Pull your 835 (or other X12 Report)

From the Web Portal home page, click **Files Exchange** → Download Files

If you just linked your TPID, you may need to log out & log back in to see the **Files Exchange tab**

HCPF COLORADO Department of Health Care Policy & Financing

Health COLORADO Colorado's Medic Contact

Home Eligibility Claims Care Management **Files Exchange** Resources

Download Files Upload Files

Home Sunday 03/26/2017 02

Provider Name	Provider ID	Providers - 1234567890 (NPI)
	Location	98765432

Choose whether you want to download a new file or a previously downloaded file, the file type, and date range

File Download [?]

* Indicates a required field.

Enter your search criteria and click the **Search** button.

File Status New Files [v]

Category 5010-Payment/Advice(835) [v]

* **From Date** 03/26/2017 [calendar] * **To Date** 03/26/2017 [calendar]

Search

Click on the link for the file you want to download

Files Available to Download From 3/1/2017 To 3/26/2017			
To Download the file; click the File Name			
			Total Records: 17
File Name	Create Date	Download Date	Category
\\USMAGWYXC0001\fts\archive\2017\3\24\18\72734_0_D1917F6F_835X12BATCH_12958_7131032.835	03/24/2017 00:00	01/01/1900 00:00	5010-Payment/Advice (835)

Open or Save the downloaded file

Depending on your browser and/or computer set-up, your screen may not look exactly like the below image.

[Files Exchange](#) > Download Files Sunday 03/26/2017 02:58 PM MST

Provider Name : **Provider ID** Providers - 1234567890 (NPI)
 TEM **Location** 98765432 **Taxonomy** 261QM2500X

File Download ?

* Indicates a required field.
 Enter your search criteria and click the **Search** button.

File Status
Category
***From Date** ***To Date**

Files Available to Download From 3/1/2017 To 3/26/2017

To Download the file; click the File Name Total Records: 17

File Name	Create Date	Download Date	Category
\\USMAGWYXC0001\fts\archive\2017\3\24\18\72734_0_D1917F6F_835X12BATCH_12958_7131032.835	03/24/2017 00:00	01/01/1900 00:00	5010-Payment/Advice (835)
72742_72734_D1917F6F_835X12BATCH_7131032.999	03/24/2017 00:00	01/01/1900 00:00	5010-Payment/Advice (835)

Do you want to open or save _USMAGWYXC0001_fts_archive_2017_3_24_18_72734_0_D1917F6F_835X12BATCH_12958_7131032.835 from hcquat.xco.dcs-usps.com?

Need More Help?

Please visit the [Quick Guides and Webinars](#) web page to find all the Provider Web Portal Quick Guides:

Aid Code and Benefit Plan Acronyms
Are You Billing from the Correct Account?

Copy, Adjust, or Void a Claim

Delegates

Delegate Access Definitions

Entering Third Party Liability

Provider Maintenance

Pulling your 835 - Linking to your own TPID

Pulling your Remittance Advice (RA)

Reading your Remittance Advice (RA)

- Internal Control Number (ICN) Information Sheet
- Region Code Information Sheet

Updating your EFT/ERA Information
Validating a Trading Partner ID (TPID)
Verifying Member Eligibility

- Managed Care Assignments
- Primary Care Provider
- Medicare Coverage
- Member Co-Pay Amounts

Viewing Prior Authorizations in the Portal
Web Portal Registration

Provider Web Portal – Frequently Asked Questions (FAQs)

Please visit the [Provider FAQ Central](#) web page and look under the Billing and Web Portal headings to see Provider Web Portal FAQs.

Provider Web Portal – Recorded Webinars

Click the links below to access the recorded webinars:

[Session #1](#) Access the new Portal, Portal Registration, Log in, My Profile, Manage Accounts (including delegates)

[Session #2](#) Provider Maintenance (including updates and affiliations), EFT/ERA Enrollment, Disenroll

[Session #3](#) Member Information and Eligibility Verification

[Session #4](#) Remittance Advice (RA), Search Payment History, Search for Accounts Receivable Records, Make a Payment

[Session #5](#) Notify Me, Alerts, Secure Correspondence

[Session #6](#) Files Exchange, Resources

[Session #7](#) Search & Submit CMS 1500, UB-04, Emergency Dental Claims, Prior Authorizations (Nursing Facility PETI PARs only)

[Bridge](#) Bridge training for Community Centered Boards (CCBs) only