COLORADO
Department of Health Care Policy & Financing

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.

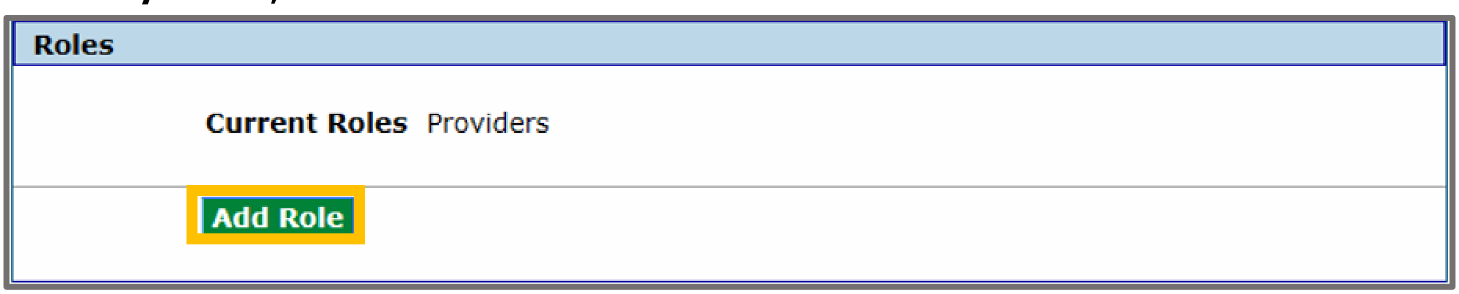
If you do not have your own TPID, please follow these instructions to enroll as a Trading Partner.

1. Linking your TPID to your Web Portal account

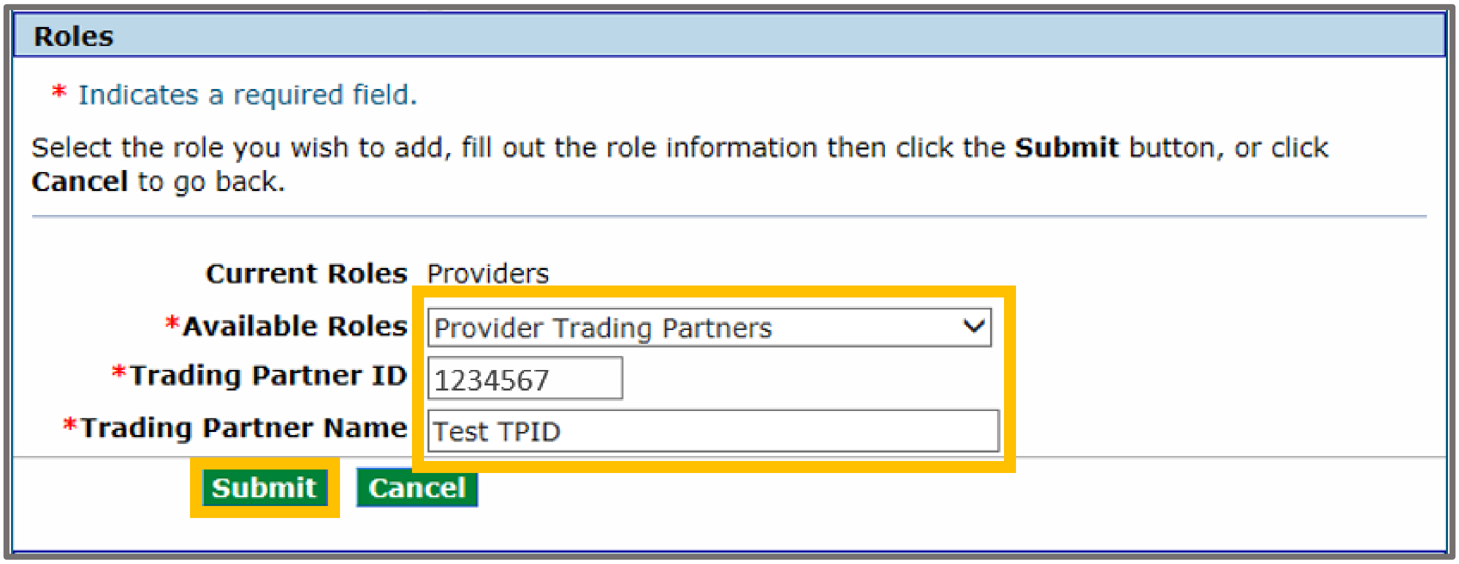
Log into the Provider Web Portal

Click on My Profile

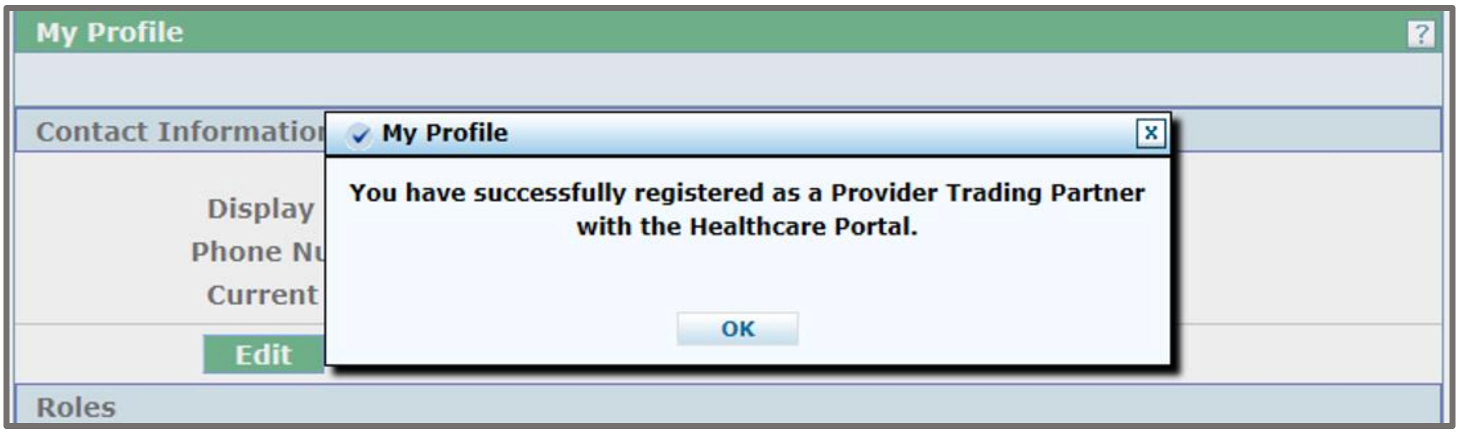
Under My Profile, click Add Role



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

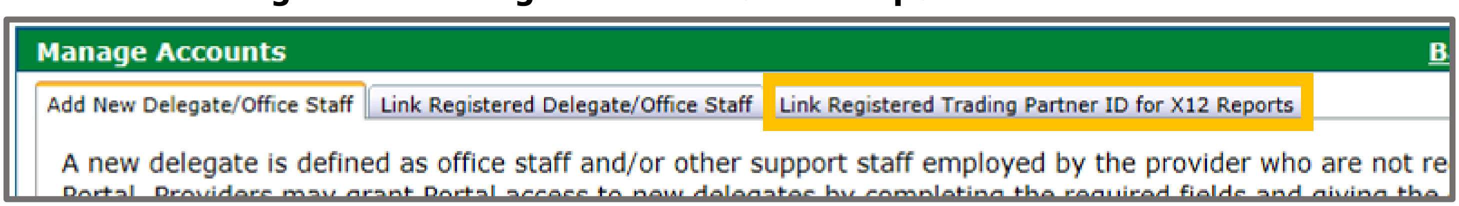


Click OK to close the confirmation box



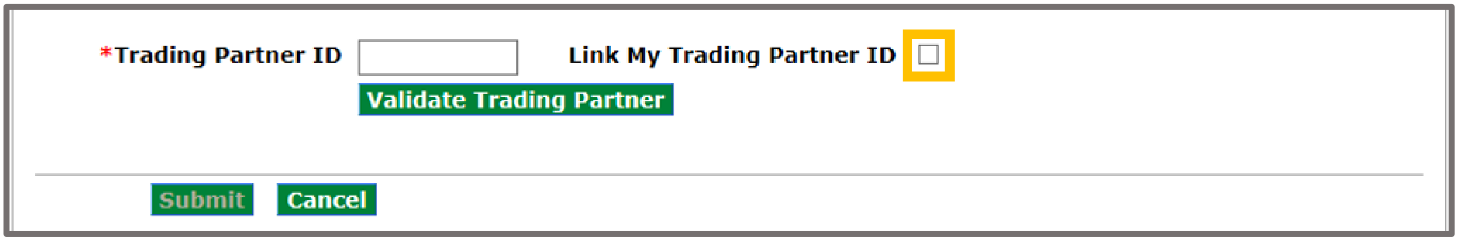
Go back to the Web Portal home page and click Manage Accounts

Click the Link Registered Trading Partner ID for X12 Reports tab

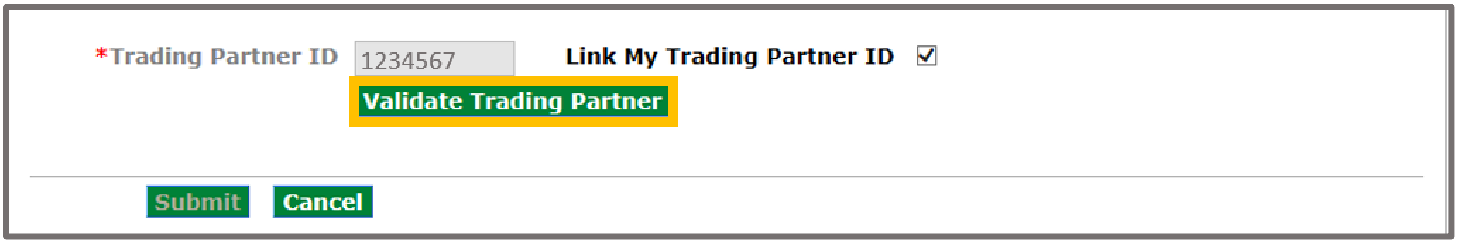


Click the Link My Trading Partner ID checkbox

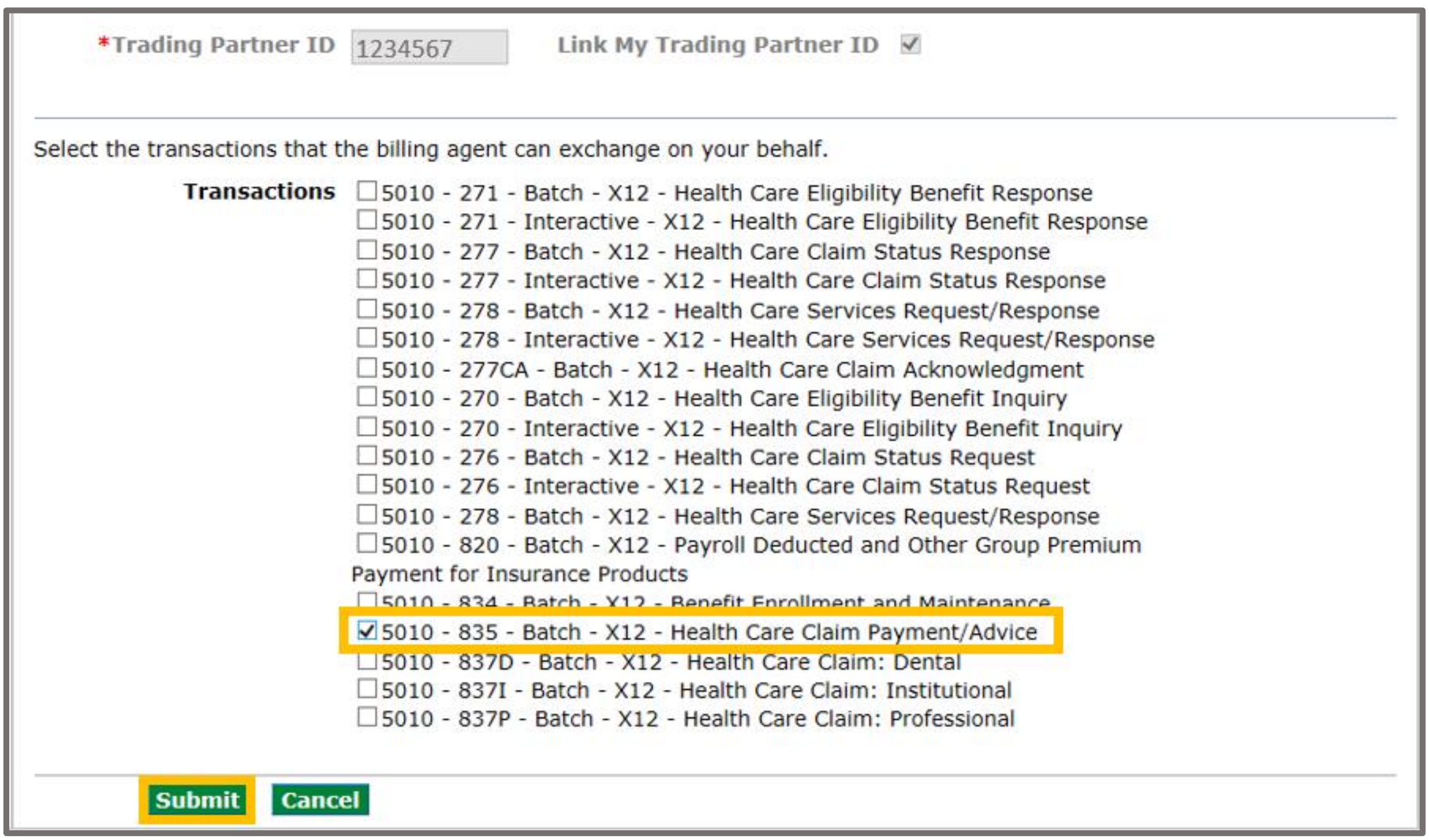
Your Trading Partner ID will pre-populate into the Trading Partner ID field



Click Validate Trading Partner

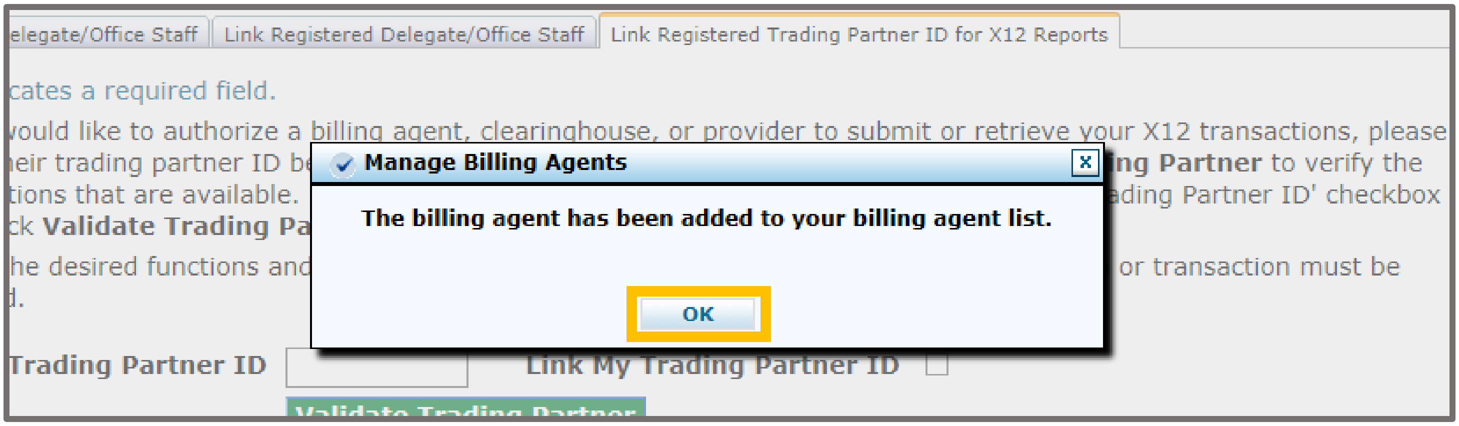


Check the boxes next to the reports you want to upload or download as your own Trading Partner (only the reports you passed testing for will show up), click Submit



Click Confirm

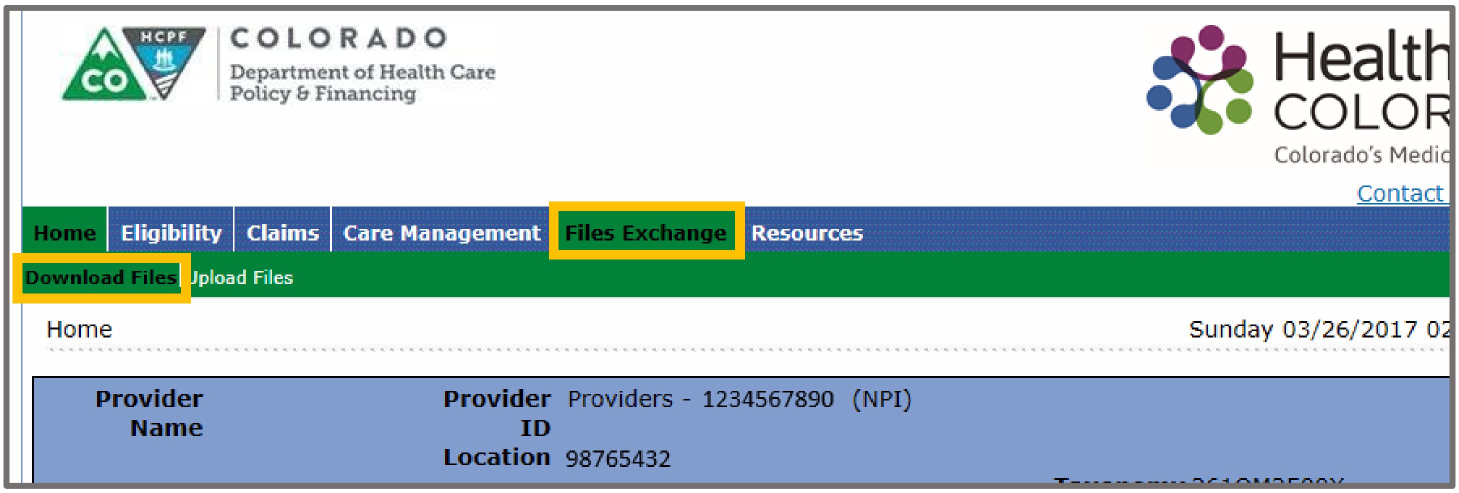
Click OK to close the confirmation box



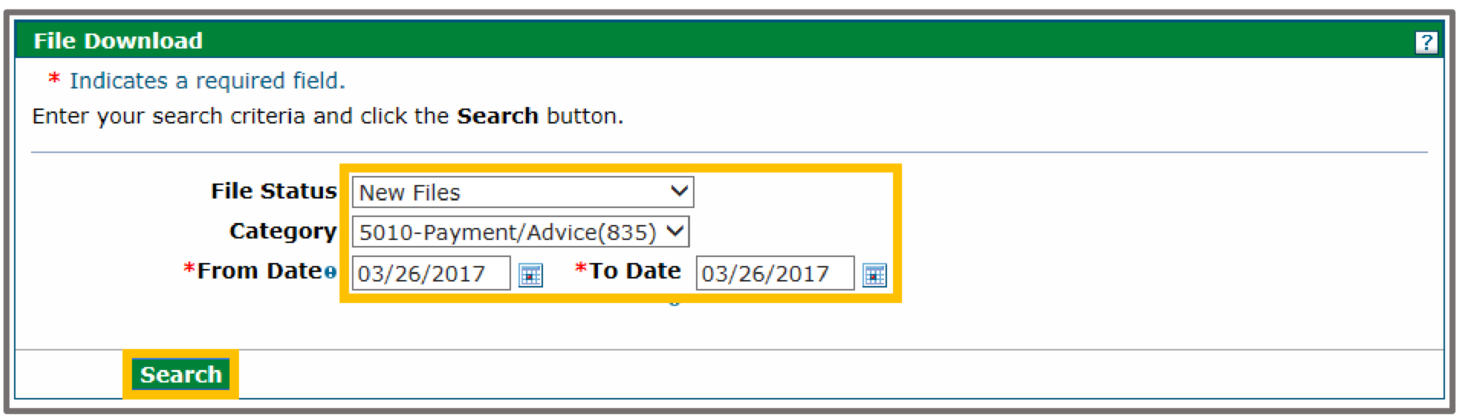
2. Pull your 835 (or other X12 Report)

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

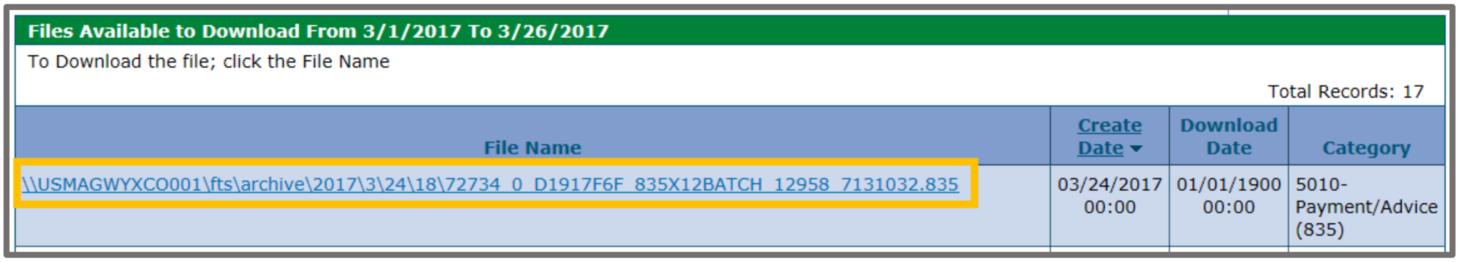
If you just linked your TPID, you may need to log out & log back in to see the Files Exchange tab



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



Click on the link for the file you want to download



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

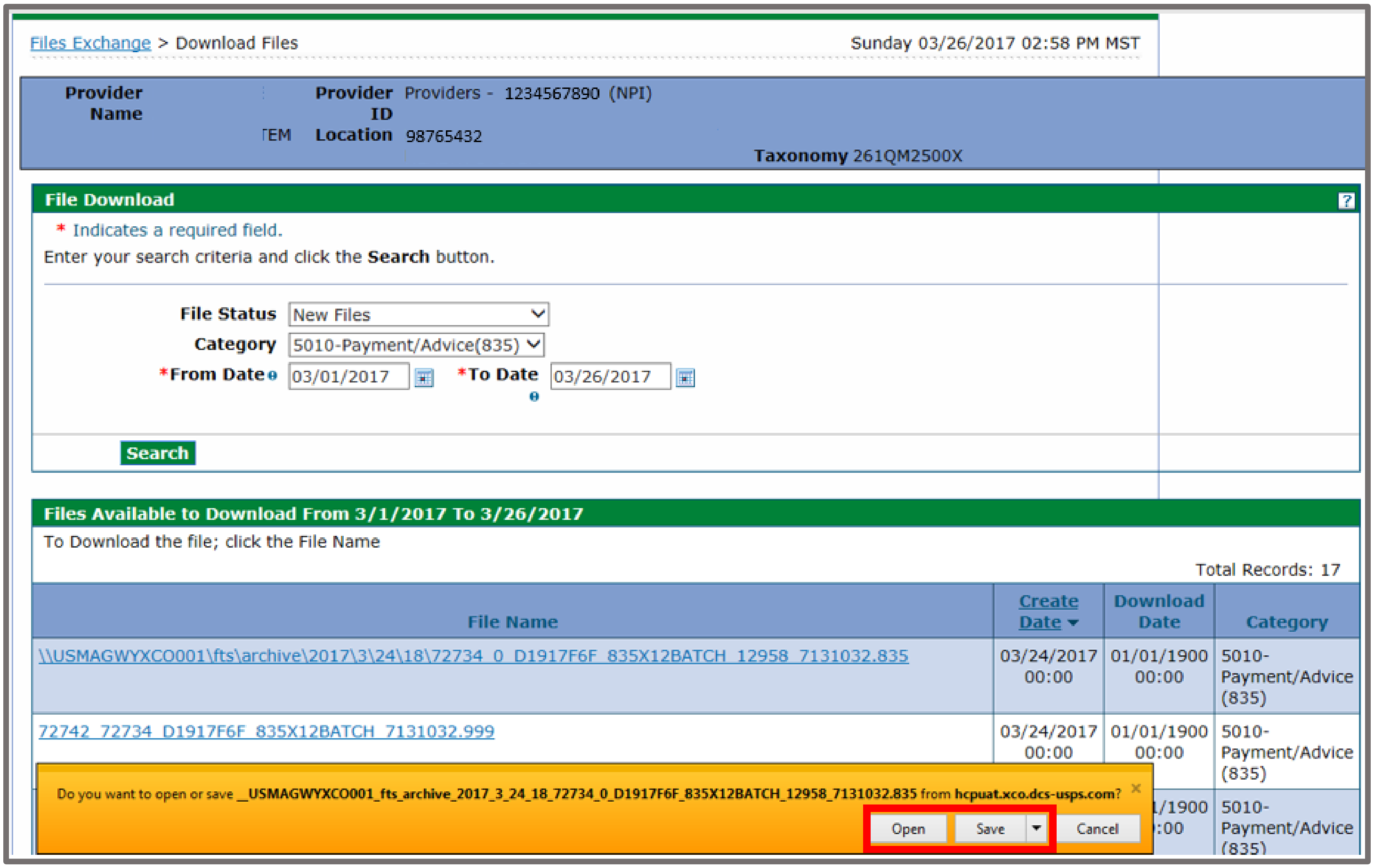
To Download the file; click the File Name

Total Records: 17

File Name	Create Date	Download Date	Category
\\USMAGWYXCO001\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 New Files

Category 5010-Payment/Advice(835)

***From Date** 03/01/2017   ***To Date** 03/26/2017

Search

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
\\USMAGWYXCO001\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)
		1/1900 :00	5010-Payment/Advice (835)

Do you want to open or save _USMAGWYXCO001_fts_archive_2017_3_24_18_72734_0_D1917F6F_835X12BATCH_12958_7131032.835 from hcpuat.xco.dcs-usps.com?

Open | Save | Cancel

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