MMIS Replacement Project (MRP)

Trading Partner Enrollment and Register Process

Version 0.4
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Disclosure Statement

This Job Aid is used for the Mississippi (MS) Medicaid Management System (MMIS). This document may not be used without the prior written permission by the Mississippi Division of Medicaid (DOM).

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Step 1 – Providers or Trading Partners submitting electronic transaction to Mississippi DOM must enroll for a Trading Partner ID. All users must enroll as described below:

1. Navigate to: https://portal-tpi.msxix.net/ms/provider

2. Click the **Trading Partner Enrollment** link displayed on the left side of the screen.

3. Carefully read all the information regarding the online Trading Partner enrollment process, and click **Continue**.

4. Fill out all required Profile Information fields (denoted with a red asterisk), as well as any additional information, and click **Continue**.

5. Check the box for each transaction set intended to be exchanged with DOM. If unsure, check all.

6. Click **Continue**.

Trading Partner Enrollment: Transaction Sets   ?

Welcome

Profile Information

Transaction Sets

Agreement

Summary

Check each transaction that you will be exchanging.

Select All | Deselect All

☐ 1.2/D.0 - NCPDP - Batch/Interctive

☐ 270/271 Eligibility Request/Response

☐ 276/277 Claim Status Request/Response

☐ 278 (X217) Health Care Services Request/Response

☐ 820 Payroll Deducted and Other Group Premium Payment for Insurance Products

☐ 834 Benefit Enrollment and Maintenance

☐ 835 Health Care Claim Payment/Advice

☐ 837D Health Care Claim: Dental

☐ 837I Health Care Claim: Institutional

☐ 837P Health Care Claim: Professional

Continue   Cancel

You can view the Trading Partner Agreement and electronically sign accepted.

7. Read the Trading Partner Agreement, MSMMIS_Healthcare_Portal_Access_User_Account_Agreement here: 20220615_MRP_GTW_Healthcare_Portal_Access_User_Account_Agreement-_v01.pdf (ms.gov) and electronically sign. Check the box beside "**I Accept"** to acknowledge that the electronic signature is equivalent to a written signature.

8. Enter username in the "**Your Signature"** field, and click **Submit**.

Trading Partner Enrollment: Agreement   ?

Welcome

Profile Information

Transaction Sets

Agreement

Summary

Please review the Trading Partner Agreement (TPA).

Electronic Signature Agreement

You will be submitting the Trading Partner Enrollment application electronically. Therefore your signature on this application will be electronic. By submitting this application electronically, you acknowledge that your electronic signature is binding to the same extent as your written signature.

*I accept ☐   I understand that my electronic signature is equivalent to written signature.

*Your Signature [   ]
(Entering your name in the box to the right will constitute your electronic signature.)

Signed Date 01/30/2020

Submit   Cancel

9. The summary page shows all the information entered in the previous steps. Click on the category link on the left side of the page to make any needed changes.

Click **Confirm** if all information is correct.

Note: Once you click **Confirm,** no further changes can be made. User may want to print this page to a PDF to for future reference.

User is now in the system as a Trading Partner.

10. The confirmation page provides information about user's Trading Partner ID, temporary MOVEit Password and details upcoming steps. Click **Exit** after reading the Trading Partner enrollment confirmation.

Note: A confirmation email is not sent out, please retain the newly created Trading Partner ID and temporary MOVEit password. The ID will be used as the key for tracking the status of the application.

Step 2 – Register as a Trading Partner via the portal to upload or download files (billing company, vendor, clearing house).

Note: First enroll for a Trading Partner ID before registering via the portal. For more information, please refer to Step 1 of the Trading Partner Enrollment section, above.

All enrolled Mississippi DOM Trading Partners must register to submit EDI Transactions as described below:

1. Navigate to: https://portal-tpi.msxix.net/ms/provider

- Trading Partner ID and the 5-Digit Zip Code used during enrollment are required for portal enrollment.

2. Create a testing portal user account by adding "UAT" as a prefix to the user ID.
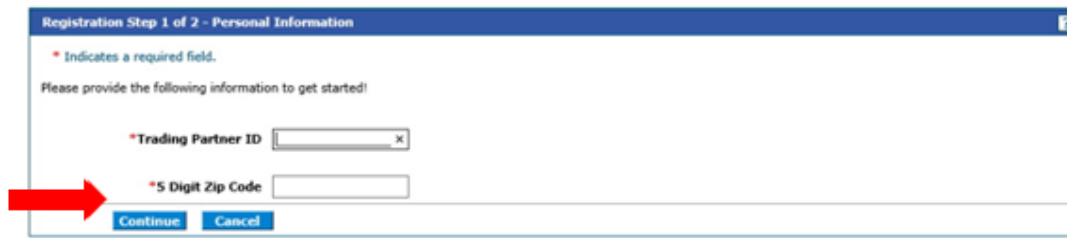
3 Click **Register Now**.

4. Select **Trading Partner**.

- A Trading Partner is an entity with whom an organization exchanges data electronically.
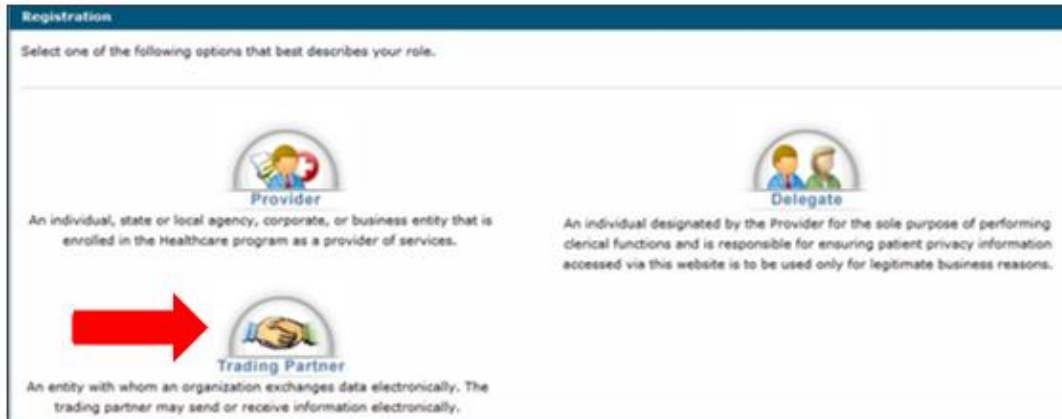
5. Enter the "**5-Digit Zip Code**" and "**Trading Partner ID**" received during Trading Partner enrollment.

6. Click **Continue**.

7. Fill out required fields (marked with a red asterisk) on the Security Information page.

7a. Enter the following:

- User ID (create user login name)
- Password (create user password)
- Confirm Password (re-enter newly created password)
- Display Name
- Phone Number
- Email* and Confirm Email

    (*Make sure this is an accurate email address. This email address will be used to send information concerning your registration.)

7b. Select a Personalized Site Key* and Passphrase

7c. Select a unique challenge question and provide an answer for each of the Challenge Question groups.

7d. Click Submit.

8. Check the email you used to register for a registration acceptance email that contains a secure link needed to complete registration.

Note: Check spam or junk mail folders, if necessary.

9. Click the link provided in the email to return to the portal and enter the user password.

10. Click verify.

Note: Users receive email notification of successful registration. Keep this email for record.