

Job Aid

TPID Linking for Self-Service

This document is for providers who submit their own X12 transactions as a trading partner and did not register their Trading Partner ID (TPID) as a Trading Partner on the Registration page of the Provider Portal. Instead, providers can enter their TPID as a role in their Provider Portal – Provider account.

Note: To learn about obtaining a TPID, see PRP-103 Job Aid Trading Partner Enrollment.

Once you have a TPID, complete the following steps:

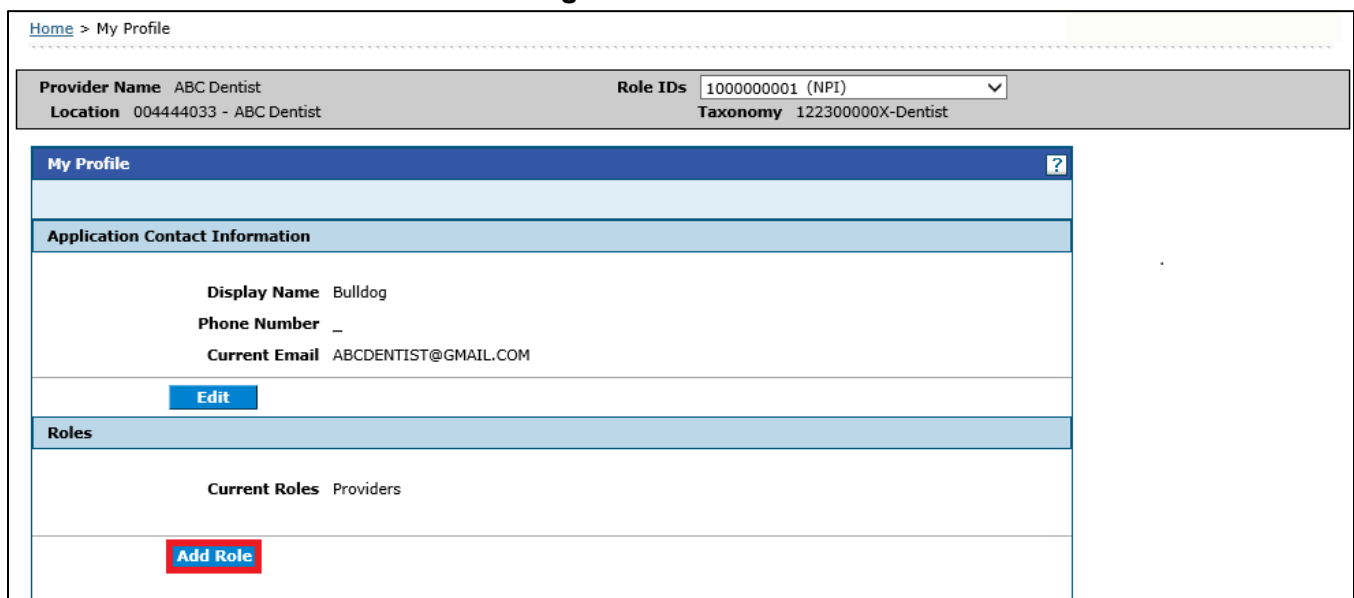
1. Log into the **Provider Portal**.
2. At the Home page, click **My Profile** in the User Details section.

Figure 1: Access My Profile



3. In the Roles section, click **Add Role**.

Figure 2: Add a Role



4. Select **Provider Trading Partner** from the Available Roles drop-down list.
5. Add your TPID and ZIP Code.
6. Click **Submit**.

Roles	
<p>* Indicates a required field.</p> <p>Select the role you wish to add, fill out the role information then click the Submit button, or click Cancel to go back.</p> <hr/>	
Current Roles	Providers
* Available Roles	<input type="text" value="Provider Trading Partn"/>
* Trading Partner ID	<input type="text" value="100000049"/>
* 5 Digit Zip Code	<input type="text" value="39059"/>
<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>