Job Aid

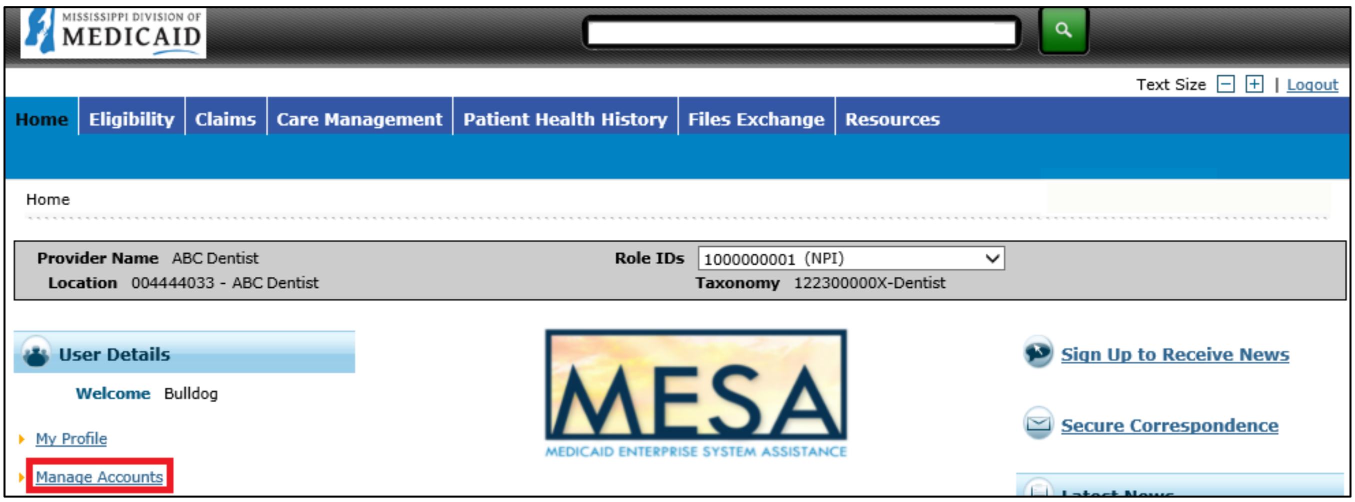
TPID Linking for Outside Service

This document is for providers who use an outside trading partner or clearinghouse to submit their 835 file transactions. It describes how the delegated service's Trading Partner ID (TPID) is linked to the provider account within Provider Portal.

To assign the service as your trading partner delegate, complete the following steps:

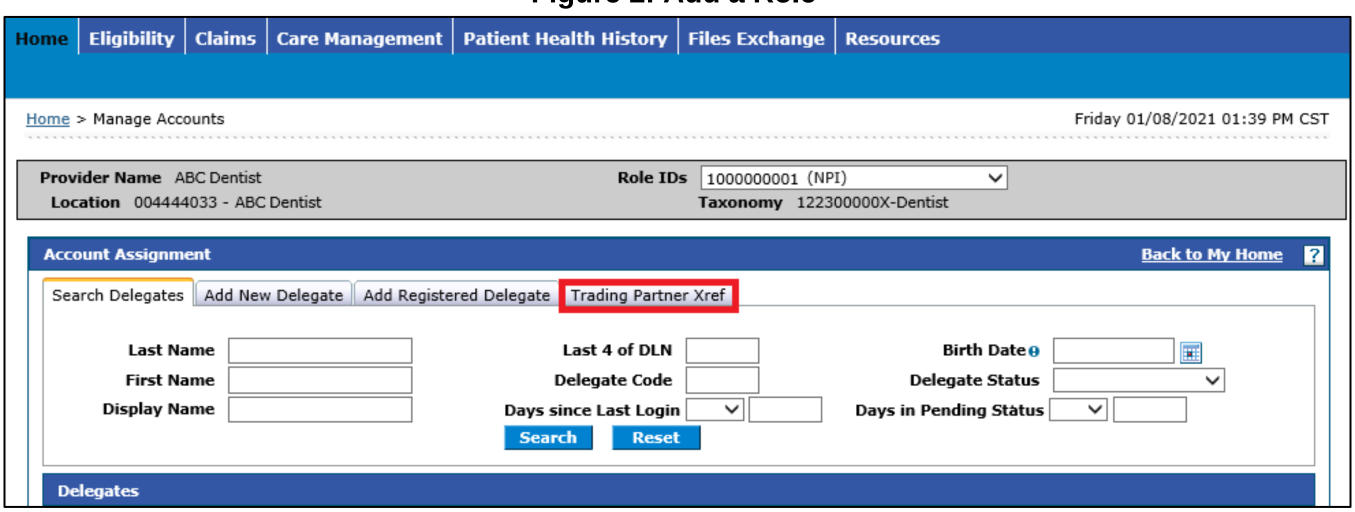
1. Log into the **Provider Portal**.
2. At the Home page, click **My Profile** in the User Details section.

Figure 1: Access Manage Accounts

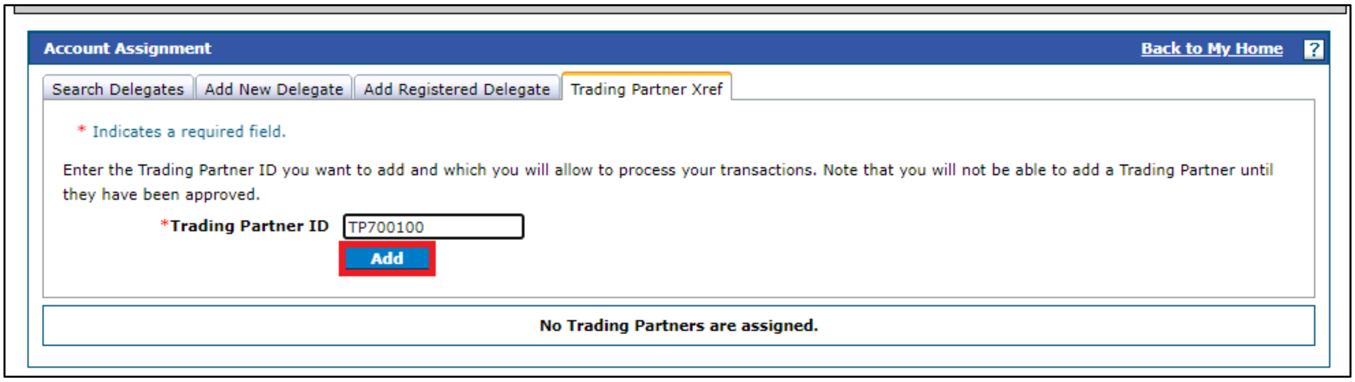


3. In the Account Assignment section, click the **Trading Partner Xref** tab.

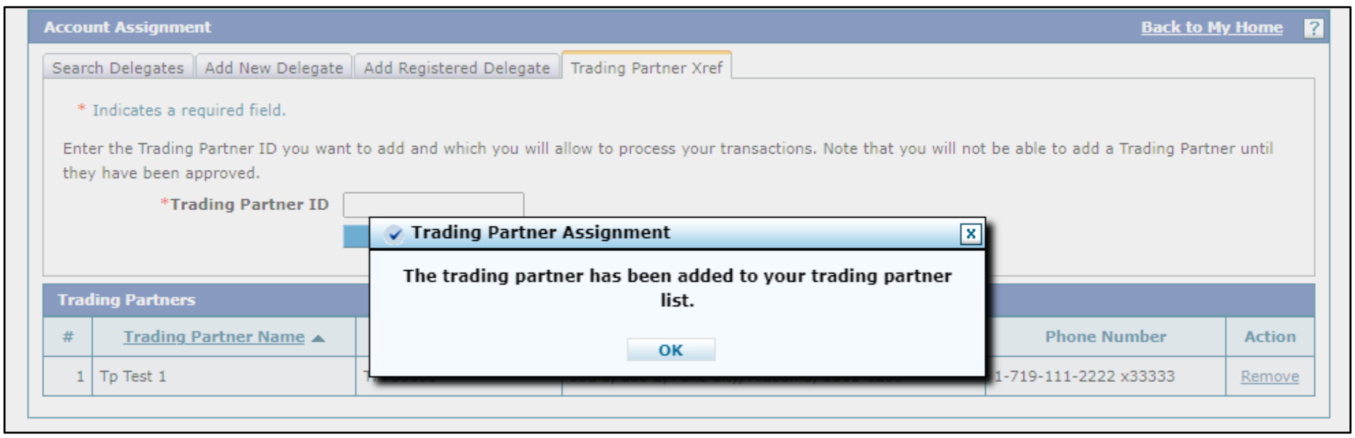
Figure 2: Add a Role



4. Enter the TPID in the **Trading Partner ID** field and click **Add**.



5. The system adds a row to your trading partner list with information that was entered by the trading partner when they enrolled. Click **OK**.



Change History

The following change history log contains a record of changes made to this document:

Version #	Published/ Revised	Author	Section/Nature of Change
0.1	9/13/2022	Gainwell	Initial document
0.2	12/15/2022	Gainwell	Update made to add 835 transations to the introduciton