

# 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.

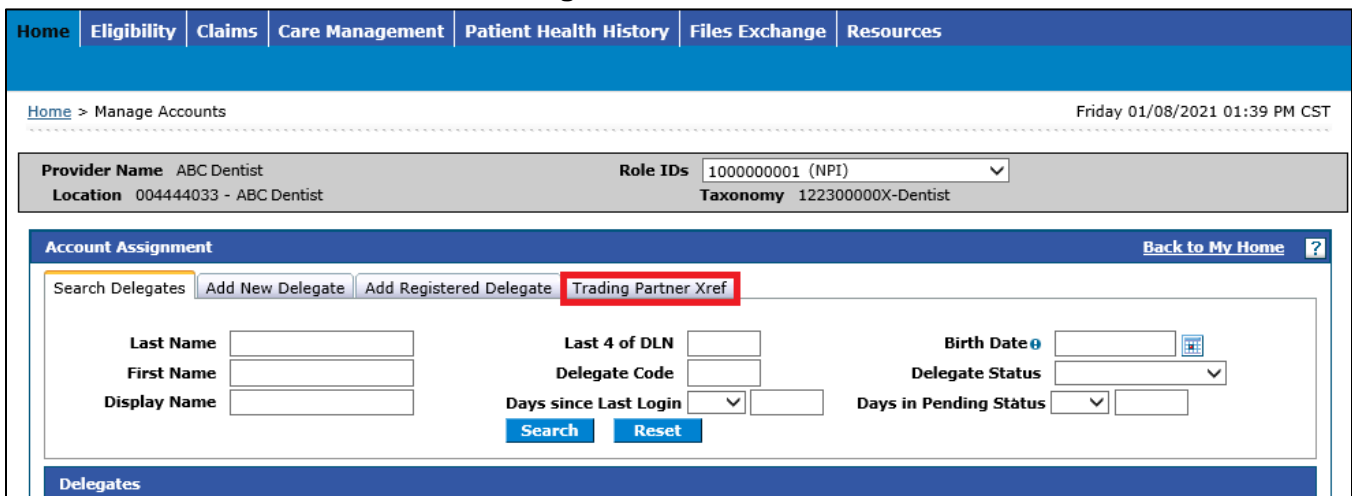
**Figure 1: Access Manage Accounts**



The screenshot shows the Provider Portal Home page. At the top, there is a navigation bar with links: Home, Eligibility, Claims, Care Management, Patient Health History, Files Exchange, and Resources. Below this, the user's profile information is displayed: Provider Name (ABC Dentist), Location (004444033 - ABC Dentist), Role IDs (1000000001 (NPI)), and Taxonomy (122300000X-Dentist). In the User Details section, there is a 'Welcome Bulldog' message and a 'Manage Accounts' link highlighted with a red box. Other links include 'Sign Up to Receive News' and 'Secure Correspondence'.

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

**Figure 2: Add a Role**



The screenshot shows the 'Add a Role' page. The navigation bar is the same as in Figure 1. The page title is 'Home > Manage Accounts' and the date is 'Friday 01/08/2021 01:39 PM CST'. The user's profile information is repeated. Below this, the 'Account Assignment' section is visible, with a 'Trading Partner Xref' tab highlighted in red. The form contains fields for: Last Name, First Name, Display Name, Last 4 of DLN, Delegate Code, Birth Date, Delegate Status, Days since Last Login, and Days in Pending Status. There are 'Search' and 'Reset' buttons at the bottom of the form.

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

The screenshot shows the 'Account Assignment' page with a 'Trading Partner Xref' tab selected. A text input field labeled '\*Trading Partner ID' contains the value 'TP700100'. A red box highlights the 'Add' button below the field. A message at the bottom of the form states 'No Trading Partners are assigned.'

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**.

The screenshot shows the same 'Account Assignment' page, but with a confirmation dialog box overlaid. The dialog box has the title 'Trading Partner Assignment' and the message 'The trading partner has been added to your trading partner list.' with an 'OK' button. In the background, the 'Trading Partners' table now contains one row:

#	Trading Partner Name ▲	Phone Number	Action
1	Tp Test 1	1-719-111-2222 x33333	<a href="#">Remove</a>

## 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