

Job Aid

TPID Linking for Outside Service

This document is for providers who use an outside trading partner or clearinghouse to submit their X12 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:

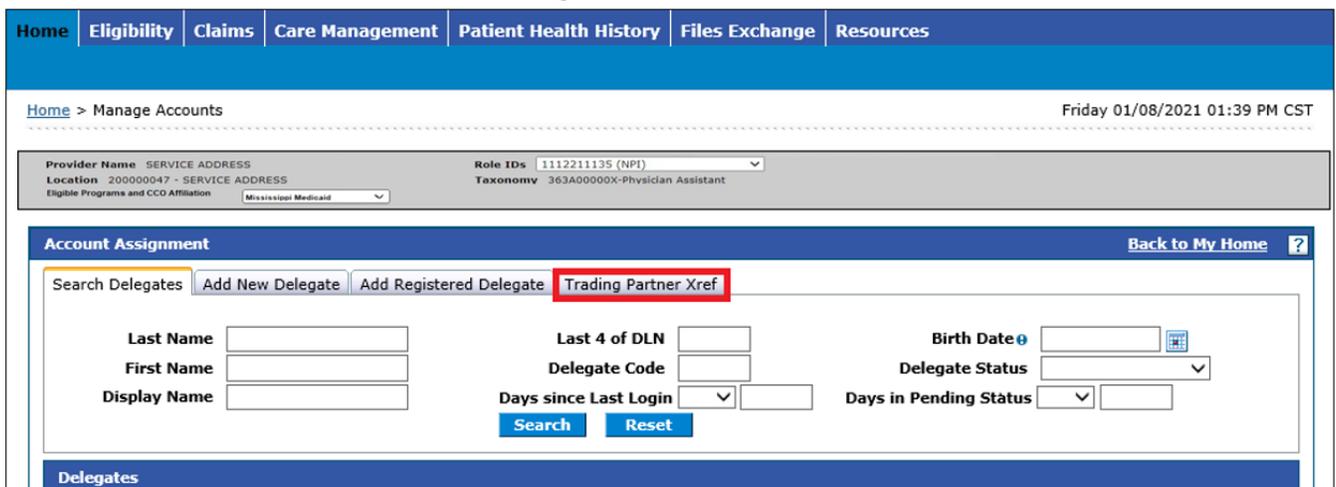
1. Log into the **Provider Portal**.
2. At the Home page, click **My Profile** in the User Details section.

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**.

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 a title bar 'Trading Partner Assignment' and contains the text 'The trading partner has been added to your trading partner list.' with an 'OK' button. Below the dialog, a table titled 'Trading Partners' is visible, showing one entry: 'Tp Test 1' with a phone number '1-719-111-2222 x33333' and a 'Remove' action link.

#	Trading Partner Name ▲	Phone Number	Action
1	Tp Test 1	1-719-111-2222 x33333	Remove

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	09/14/2022	Gainwell	Initial Submission
0.2	05/30/2023	Gainwell	Updated screenshots per CR1925