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.

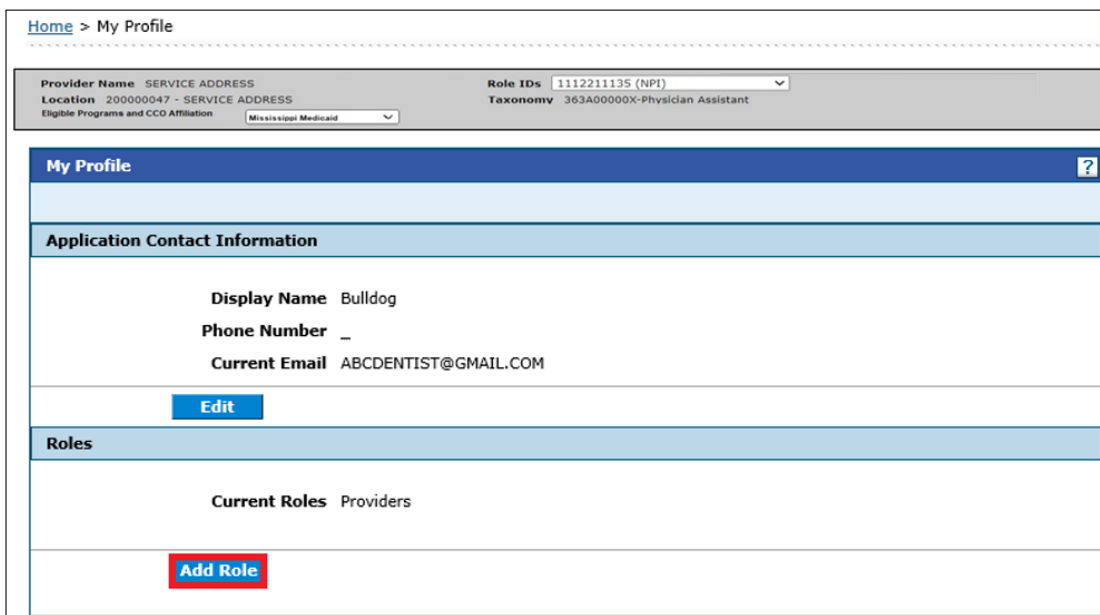Once you have a TPID, complete the following steps:

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

* Indicates a required field.

Select the role you wish to add, fill out the role information then click the **Submit** button, or click **Cancel** to go back.

Current Roles	Providers
***Available Roles**	Provider Trading Partn ⌄
***Trading Partner ID**	100000049
***5 Digit Zip Code**	39059

Submit   **Cancel**

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