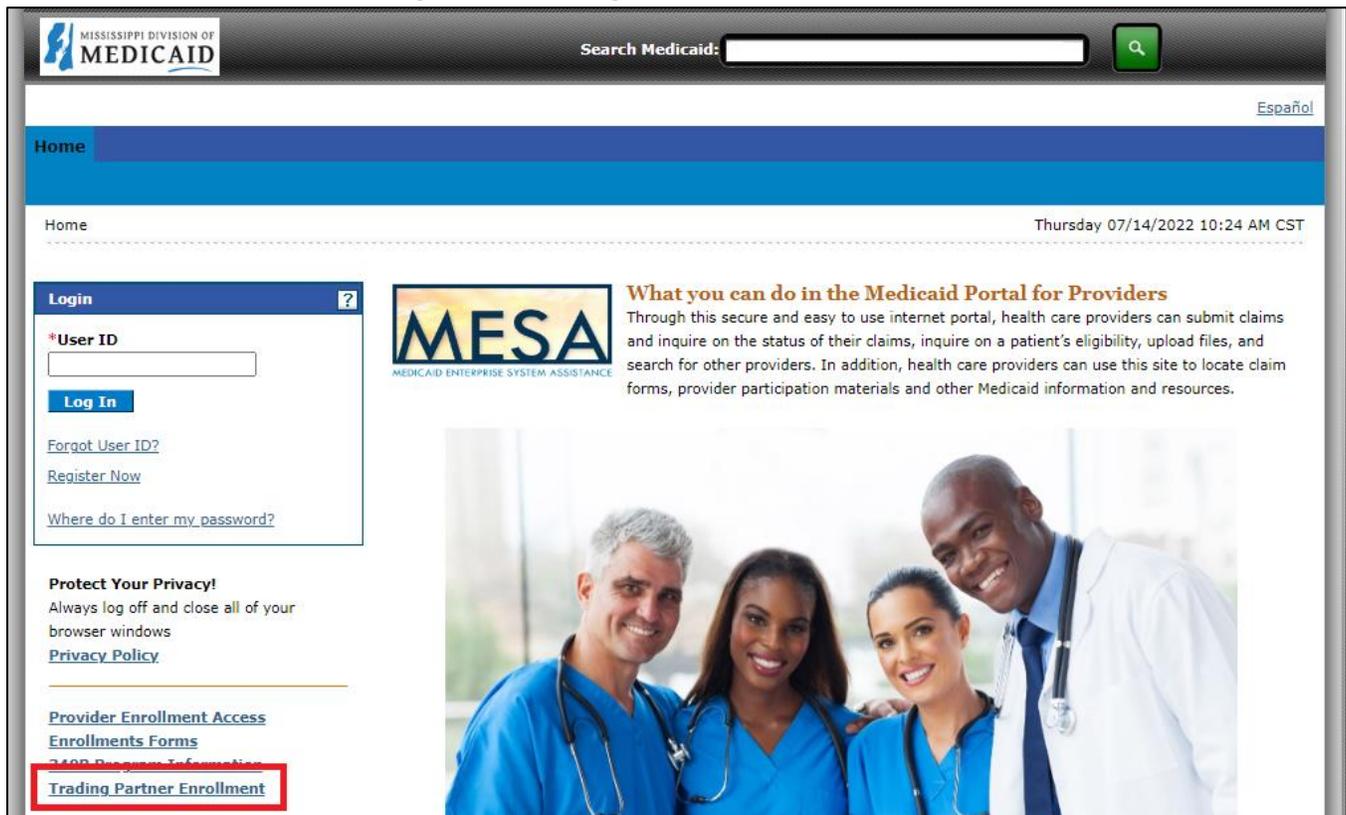# Job Aid

PRP-103 Trading Partner Enrollment

This document provides the process for enrolling with the Mississippi Division of Medicaid (DOM) to obtain a Trading Partner ID.

Complete the following steps to enroll as a Trading Partner:

1. Navigate to the Provider Portal.

Figure 1: Trading Partner Enrollment Link

2. At the **Trading Partner Enrollment** page, click the **Enrollment Application** link.

Figure 2: Enrollment Application Link

3. Carefully read the information regarding the online Trading Partner enrollment process, then click **Continue**.

Figure 3: Welcome Page

4. At the **Provide Information** page, Enter the name and contact information for the Trading Partner. Add a contact for this application in the **Enrollment Contact Information** panel, and a contact for EDI and transaction questions in the **EDI Information** panel. Click **Continue**.

Figure 4: Profile Information Page

5. At the **Transaction Sets Page**, check the box for each transaction set you intend to exchange with DOM. If you are unsure at this time which transactions you will be exchanging, you can select all of them. These selections can be updated on your portal account. Click **Continue**.

Figure 5: Transaction Sets Page

6. At the **Agreement** page, click the link for the Trading Partner Agreement (TPA) and review it.
7. When you are ready to sign the agreement, click the **I accept** checkbox to accept that your name on this page constitutes your acceptance of the TPA.
8. Type your name in the **Your Signature** field and click **Submit**.

Figure 6: Agreement Page

9. At the **Summary** page, review your selections. If you need to make any changes, you can click the applicable page on the left to go back.
10. Click **Confirm** to complete the application.

Figure 7: Summary Page

11. The system returns a confirmation that includes your Trading Partner ID. You can use this ID to create an account on the portal and use File Exchange. Click **Exit**.

Figure 8: Enrollment Confirmation

12. To check the status of your trading partner application, return to the Trading Partner Enrollment page and select **Trading Partner Enrollment Status**. Enter your Trading Partner ID and click **Search**. The system returns a status message.

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	7/14/2022	Gainwell	Initial document