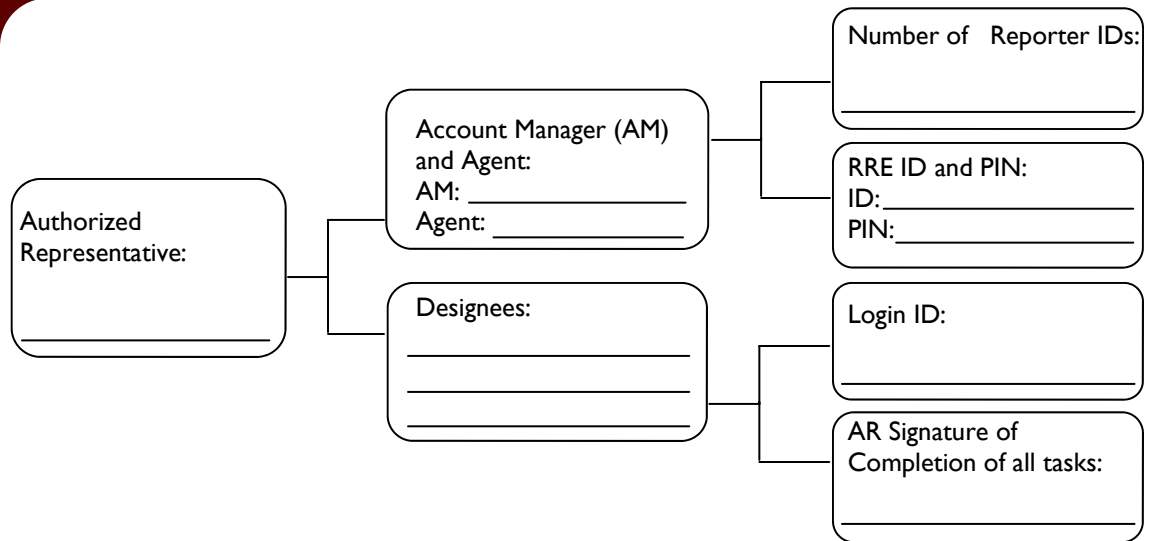




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Registration and Account Setup Flowchart for CMS Insurer Reporting



1. Identify an Authorized Representative for your organization. This person must be authorized to enter into an agreement with CMS.
2. Designate an Account Manager. This entity controls the administration and manages the reporting process. This can be a member of the RRE or Agent.
3. Determine Account Designees. Account Designees assist with the reporting process. They can be members of your organization or your Agent's organization.
4. Determine how many reporter IDs you will need. For example, you will need two IDs if you are choosing one vendor to report your liability claims, and another vendor to report your workers' compensation claims.
5. Register on the COBC Website at www.Section111.cms.hhs.gov. You will need your TIN, Name and Address, Authorized Representative (AR) Name, AR Job Title, AR Address, AR Phone Number, AR Email Address, and the Reporter Type for which you are registering (workers' compensation, liability, auto, etc.). After this step is completed, CMS will send the RRE ID and PIN via USPS for the AR to complete the Account Setup.
6. Once the RRE ID and PIN are received, the AR will login with the RRE ID and PIN provided. The AR will need to create a Login ID for future use. They will also enter the volume of estimated data being submitted quarterly, the Reporting Agent's Name, Address, Email, and TIN, and select their File Transmission Method. This should be discussed with your Agent prior to completing the Account Setup. After completing this step, you should log in and name the Account Designees that you have listed above.
7. The AR must now return the signed RRE Profile Report that was generated during registration.
8. Your Agent can begin the Testing process.