

EDI Support Services

EDISS Connect User Guide for Providers

Purpose of the EDISS Connect User Guide for Providers

EDISS Connect is a user-friendly, online registration and electronic claim testing system. Providers use it to register with EDISS, to add users and to add/manage transaction types. The system also allows Providers to test claim files for electronic submission for Non-Medicare lines of business.

Accessing EDISS Connect Website

<https://connect.edissweb.com>

Note: *Internet Explorer and Fire Fox are the recommended browsers. The use of other browsers may cause issues.*

Quick Access Links:

Accessing EDISS Connect Website

New Provider Registration

- Part 1: Account Validation
- Part 2: Adding Transactions
- Setup Complete

Manage Transactions Overview

Accessing an Existing Account

- Forgot Username
- Forgot Password
- 60-90 Days Since Last Login
- 90 Plus Days Since Last Login

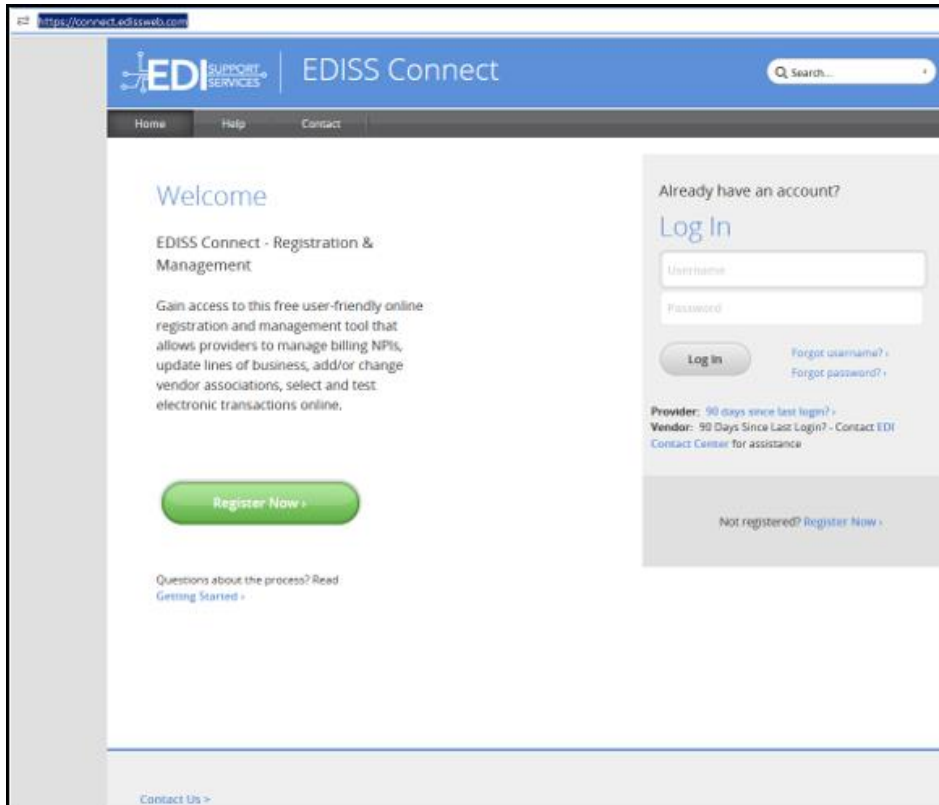
Updating an Existing Account

- Giving/Taking Control of Your Account – Can't Make Updates
- Changing Your Vendor
- Adding an Additional NPI
- Adding a New State
- Adding a New Line of Business
- Adding Another Transaction
- Updating Software
- Deleting an NPI
- Updating Your Demographics
- Updating Password After Login
- Adding/Removing Users

Testing in Connect (Non-Medicare Providers Only)

- Submit Test File
- View Testing History

EDISS Connect User Guide for Providers



New Provider Registration

New Providers registering will go through a two-part process. The first part is account validation, and the second part is adding/managing transactions.

Information made accessible through EDISS Connect is available to users once the registration process is complete. User registration for EDISS Connect will need to be completed online.

Note: *On each page within EDISS Connect, there are FAQs in the right column to aid in answering questions related to the online registration process.*

Part 1: Account Validation

1. If you are new to EDISS Connect, you will click on the green **Register Now** button to create an online account where your online profile will be stored, and transactions are added/maintained.

EDISS Connect User Guide for Providers

2. Select Provider.

Note: At any time in the process, you can use the back button to return to a previous step. The numbered progress bar on top of each page will help keep track of where you are in the process.

Note: Vendors cannot register a provider on their behalf. If the account will be administered by a vendor, it is a providers' responsibility to first establish the account by registering.

The screenshot displays the 'Create Account' page on the EDI Support Services EDISS Connect website. At the top, there is a navigation bar with 'Home', 'Help', and 'Contact' links, and a search bar. The main content area features a progress bar with four steps: 1. Create Account, 2. Account Security, 3. Account Settings, and 4. Finish. Step 2 is currently active. Below the progress bar, there are two options: 'I'm a: Provider' and 'Vendor'. The 'Provider' option is selected and highlighted with a red '2'. A note below the 'Provider' option states: 'Note: Vendors cannot register a provider on their behalf. If the account will be administered by a vendor, it is a providers responsibility to first establish the account by registering.' The 'Vendor' option is also visible. On the right side of the page, there is a 'Questions?' section with contact information for Jurisdiction E (JE) Part A and B (855-609-9960), Jurisdiction F (JF) Part A and B (877-908-8431), All Other Lines of Business (800-967-7902), Fax (701-277-7850), and Hours of Operation (Mon. - Fri. 8:00 A.M. - 7:00 P.M. (CT)). There is also a link for 'Detailed Contact Information'.

3. Enter your 10-digit billing/group NPI (National Provider Identification) number.

Note: If you have multiple billing NPIs, you will be able to add them once the initial registration is complete.

EDISS Connect User Guide for Providers

Note: Rendering NPIs are not required to be registered and will be removed.

4. Add your 9-digit tax ID or Social Security Number associated with the NPI.
5. The HTTPS Connectivity option should only be selected by Trading Partners planning to use SOAP or MIME protocols to submit transactions to EDISS. Trading partners should consult with their EDI application vendors to see if their solution supports HTTPS connectivity. Additional information can be found at <https://www.cagh.org/core/operating-rules>.

Note: Medicare Trading Partners are not allowed to use this option for electronic claims submission.

6. Click **Continue**.

EDI SUPPORT SERVICES | EDISS Connect

Home | Help | Contact

Q Search...

Create Account

1 Create Account | 2 Account Security | 3 Account Settings | 4 Finish

I'm a: **Provider** > This is the primary provider with a billing NPI associated to set-up the account. You'll be able to add additional users and NPI's following setup of the account.

Note: Vendors cannot register a provider on their behalf. If the account will be administered by a vendor, it is a providers responsibility to first establish the account by registering.

Please enter a 10-digit NPI* : **3**
You can choose any billing NPI if you have many.

Tax ID or SSN (9 digits)* : **4**
tin

5 Only check mark this box if it is known that this account will be used for HTTPS Connectivity related transactions defined in the CORE Operating Rules. Otherwise, do not check this box.

Continue > **6**

Vendor > This is a billing service, clearinghouse or software vendor that is working with a provider or group of provider accounts to process or manage electronic transactions.

Questions?

Jurisdiction E (JE) Part A and B:
855-609-9960

Jurisdiction F (JF) Part A and B:
877-908-8431

All Other Lines of Business:
800-967-7902

Fax:
701-277-7850


Hours of Operation:
Mon. - Fri. 8:00 A.M. - 7:00 P.M. (CT)
[See Training Closure Schedule](#)

[Detailed Contact Information >](#)

EDISS Connect User Guide for Providers

7. Enter your company information. All information on this page is required. The personal contact information on the bottom portion of this form is the primary contact for this account. You will be able to add additional users to access the account upon successful account creation.
8. Click **Continue**.

EDISS Connect User Guide for Providers



EDISS Connect

Home Help Contact

Q Search...

Create Account

1 Create Account 2 Account Security 3 Account Settings 4 Finish

Back * - Required

7 Company Information

Provider's Company Name*:

Phone*:

Fax*:

Address 1*:

Address 2:

City*:

State*:

ZIP*:

Contact Information

This is the primary contact for this account. You will be able to enter additional users after your account is created.

First Name*:

Last Name*:

Email*:

Confirm Email*:

8

Questions?

Jurisdiction E (JE) Part A and B:
855-609-9960

Jurisdiction F (JF) Part A and B:
877-908-8431

All Other Lines of Business:
800-967-7902

Fax:
701-277-7850

Hours of Operation:
Mon. - Fri. 8:00 A.M. - 7:00 P.M.
(CT)
[See Training Closure Schedule](#)

[Detailed Contact Information >](#)

EDISS Connect User Guide for Providers

9. Choose a username for your account. This username must be unique, between 8-20 characters and contain no spaces or special characters.
10. Choose a password for your account. Your password must be 8-16 characters consisting of at least one upper-case letter, at least one lower-case letter, one numeric value and one of these special characters: \$, #, *, - or _ and contain no spaces. Do not use '&' or '+'. Then confirm your password.
11. Complete the Text Verification by entering the characters from the image.
12. You will need to check mark the boxes indicating that you agree after reviewing the EDISS Terms and Conditions and the HIPAA Terms and Conditions before you will be allowed to continue.
13. Click **Continue**.

Note: *Connect username accounts that do not stay active will be de-activated or removed.*

- *Users are de-activated after 60 days of inactivity*
- *Users are removed after 90 days of inactivity*

EDISS Connect User Guide for Providers

EDI SUPPORT SERVICES EDISS Connect

Home Help Contact


Account Security

1 Create Account 2 Account Security 3 Account Settings 4 Finish

Back * - Required

9 Username*:
Your username must be 8-20 characters and contain no spaces or special characters.

10 Password*:
10 Confirm password*:
Your password must be at least 8 characters, must contain one upper case letter, one lowercase letter, one digit and one special character.



11 Text Verification*

EDISS Terms and Conditions*:

READ THE FOLLOWING TERMS AND CONDITIONS CAREFULLY BEFORE CONTINUING. THE USER MUST ACCEPT THESE TERMS AND CONDITIONS TO OBTAIN ACCESS TO THE EDISS CONNECT SYSTEM. IF THE USER DOES NOT AGREE TO THESE TERMS AND CONDITIONS, THE USER WILL NOT BE ABLE TO USE EDISS CONNECT. IT IS SUGGESTED THAT THE USER CHECK THESE TERMS PERIODICALLY FOR CHANGES.

I agree to the EDISS Terms and Conditions

12

HIPAA Terms and Conditions*:

BY CLICKING THE "I AGREE" CHECKBOX DISPLAYED AS PART OF THE EDISS REGISTRATION IMPLEMENTATION PROCESS, YOU AGREE TO THE FOLLOWING TERMS AND CONDITIONS (THE "AGREEMENT") REGARDING PROTECTED HEALTH INFORMATION UNDER THIS HIPAA BUSINESS ASSOCIATE AGREEMENT AS AMENDED OR SUPPLEMENTED BY THE HEALTH INFORMATION

I agree to the HIPAA Terms and Conditions

13

Questions?

Jurisdiction E (JE) Part A and B:
855-609-9960

Jurisdiction F (JF) Part A and B:
877-908-8431

All Other Lines of Business:
800-967-7902

Fax:
701-277-7850

Hours of Operation:
Mon. - Fri. 8:00 A.M. - 7:00 P.M. (CT)
[See Training Closure Schedule](#)

[Detailed Contact Information >](#)

EDISS Connect User Guide for Providers

14. The left column will show all states that EDISS conducts business with. To select your state(s), highlight the state and click **Add** or drag the state to the right column.

Note: The **Remove** button can be used to move a state from the right column back to the left, if selected in error.

Note: If you are registering for American Samoa, Guam or Northern Mariana Island, you would select Hawaii as the registration state.

15. Once all applicable states have been selected, click **Continue**.

EDI SUPPORT SERVICES | EDISS Connect

Home Help Contact

Account Settings

1 Create Account 2 Account Security 3 Account Settings 4 Finish

Back

* = Required

State(s) performing transactions in: *

States Available

Alaska
Arizona
California
Hawaii
Iowa
Idaho

Select all available states

Simply drag and drop or use the add/remove buttons below

14 Add

Remove

State(s) Selected

15 Continue >

Questions?

Jurisdiction E (JE) Part A and B:
855-609-9960

Jurisdiction F (JF) Part A and B:
877-908-8431

All Other Lines of Business:
800-967-7902

Fax:
701-277-7850

Hours of Operation:
Mon. - Fri. 8:00 A.M. - 7:00 P.M.
(CT)
[See Training Closure Schedule](#)

[Detailed Contact Information >](#)

16. Check only the Lines of Business (Professional, Institutional and/or Dental) that apply.

17. Check the state specific Lines of Business that apply to your NPI(s).

18. When all lines of business have been selected, click **Continue**.

EDISS Connect User Guide for Providers

Account Home | Add Transaction | Manage Transactions | Help | Contact

EDI SUPPORT SERVICES | EDISS Connect | Search...

Add Transaction

Edit > | Logout >

1 Add NPI | 2 Select State(s) | 3 Line(s) of Business | 4 Forms | 5 Transactions

* = Required

Back

16 What type of transactions will you be submitting? Check all that apply.
 Professional (1500 form) Institutional (UB92 or UB04 form) Dental (N/A)

17 Select your line(s) of business: Check all that apply.
California
 Medicare Professional of Northern California
 Medicare Professional of Southern California

18 Continue >

Frequently Asked Questions

- Where do I find my NPI?
- What is a Billing NPI?
- What Tax ID or SSN should I use?
- Why add additional NPI's here?
- Why am I getting an error for my 835 when registering the Medicare Part B Dental transactions?

Questions?

Jurisdiction E (JE) Part A and B:
855-609-9960

Jurisdiction F (JF) Part A and B:
877-908-8431

19. Next you will identify who will administer your account.

- a. If you choose **I will**, you will maintain control of all your account information and will:
 - i. choose what software you will use to process transactions.

EDISS Connect User Guide for Providers

EDI SUPPORT SERVICES | EDISS Connect

Home Help Contact

Account Settings

1 Create Account 2 Account Security 3 Account Settings 4 Finish

Back * - Required

19 Who will manage your account and transactions?

a I will

A vendor

Questions?

Jurisdiction E (JE) Part A and B:
855-609-9960

Jurisdiction F (JF) Part A and B:
877-908-8431

All Other Lines of Business:
800-967-7902

Fax:
701-277-7850

Hours of Operation:
Mon. - Fri. 8:00 A.M. - 7:00 P.M.
(CT)
[See Training Closure Schedule](#)

[Detailed Contact Information](#)

1. If you use ABILITY|PC-ACE, the free software provided by EDISS, you will need to accept the associated Software Licensing Agreement.

EDISS Connect User Guide for Providers

EDI SUPPORT SERVICES | EDISS Connect

Home Help Contact

Account Settings

1 Create Account 2 Account Security 3 Account Settings 4 Finish

Back * = Required

1 What software will you use for transactions? *:

ABILITY|PC-ACE (Free software provided by EDISS)

Other

Software Licensing Agreement (ABILITY|PC-ACE) *:

BY CLICKING THE "I AGREE" BUTTON DISPLAYED AS PART OF THE ONLINE REGISTRATION PROCESS, YOU AGREE TO THE FOLLOWING TERMS AND CONDITIONS (THE "AGREEMENT") GOVERNING YOUR USE OF THE EDISS REGISTRATION & MANAGEMENT SERVICE, INCLUDING OFFLINE COMPONENTS (COLLECTIVELY, THE "SERVICE"). IF YOU ARE ENTERING INTO THIS AGREEMENT ON BEHALF OF A COMPANY OR OTHER LEGAL ENTITY, YOU REPRESENT THAT YOU HAVE THE AUTHORITY TO ENTER INTO THIS TYPE OF AGREEMENT ON BEHALF OF THE COMPANY OR OTHER LEGAL ENTITY.

I accept the Software Licensing Agreement

Continue

Questions?

Jurisdiction E (JE) Part A and B:
855-609-9960

Jurisdiction F (JF) Part A and B:
877-908-8431

All Other Lines of Business:
800-967-7902

Fax:
701-277-7850

Hours of Operation:
Mon. - Fri. 8:00 A.M. - 7:00 P.M.
(CT)

[See Training Closure Schedule](#)

[Detailed Contact Information](#)

- b. If you chose **A vendor** to administer your account, you will need to choose the vendor by searching in the search box that appears. When choosing **A vendor**, control of your account will be released to a managing vendor (once the vendor approves the assignment) and you will not be able to change any information, add or manage transactions as it relates to your account.

Note: Only vendors that accept managing vendor responsibilities are available in the search results.

Note: At any time, a Provider can switch their control back to themselves in Account Settings.

EDISS Connect User Guide for Providers

The screenshot shows the EDI Support Services EDISS Connect interface. At the top, there is a navigation bar with 'Home', 'Help', and 'Contact' links, and a search box. The main content area is titled 'Account Settings' and features a progress indicator with four steps: 1. Create Account, 2. Account Security, 3. Account Settings (the current step), and 4. Finish. A 'Back' button is located to the left of the progress bar. Below the progress bar, the question 'Who will manage your account and transactions?' is displayed. Two options are available: 'I will' and 'A vendor'. The 'A vendor' option is highlighted with a red square containing the letter 'b'. A legend indicates that an asterisk (*) denotes a required field. On the right side of the page, there is a 'Questions?' section with contact information for Jurisdiction E (JE) Part A and B (855-609-9960), Jurisdiction F (JF) Part A and B (877-908-8431), All Other Lines of Business (800-967-7902), and Fax (701-277-7850). The hours of operation are listed as Mon. - Fri. 8:00 A.M. - 7:00 P.M. (CT), with a link to 'See Training Closure Schedule' and a link for 'Detailed Contact Information'.

- c. Once you have chosen an account settings option, click **Continue**.

EDISS Connect User Guide for Providers

EDI SUPPORT SERVICES | EDISS Connect

Home Help Contact

Account Settings

1 Create Account 2 Account Security 3 Account Settings 4 Finish

Back * - Required

What vendor will you use to manage your account?

Search for vendor name or trading partner ID (TPID):

Select vendor from results*:

- 1 REX INC (CH00170)
- 1ST CHOICE MEDICAL BILLING (BS00170)
- 1st Choice IT (CH00695)
- 1st Priority Billing Solutions (BS02760)
- 4 Miles Medical Billing, Inc.

Vendors that appear in gray do not allow account management. If you do not see the vendor you are looking for, or you feel an error has been made, contact EDISS for help.

Continue

Frequently Asked Questions

- What is a software vendor?

Questions?

Jurisdiction E (E) Part A and B: 855-609-9960

Jurisdiction F (F) Part A and B: 877-908-8431

All Other Lines of Business: 800-967-7902

Fax: 701-277-7850

Hours: Mon. - Fri. 8:00 A.M. - 7:00 P.M. (CT)

Detailed Contact Information

Important Note: Once the Vendor Administrator has added transactions to the provider account, the provider must accept the required form(s) by logging into their Connect profile. Transactions will not be moved into production until the provider has accepted the required form(s).

20. You have completed part one of your registration. Your account will now go through a validation process. Once your provider information has been validated by EDISS, you will receive an email from admin_noreply@noridian.com within 3-5 business days with a link to log into your EDISS Connect account.

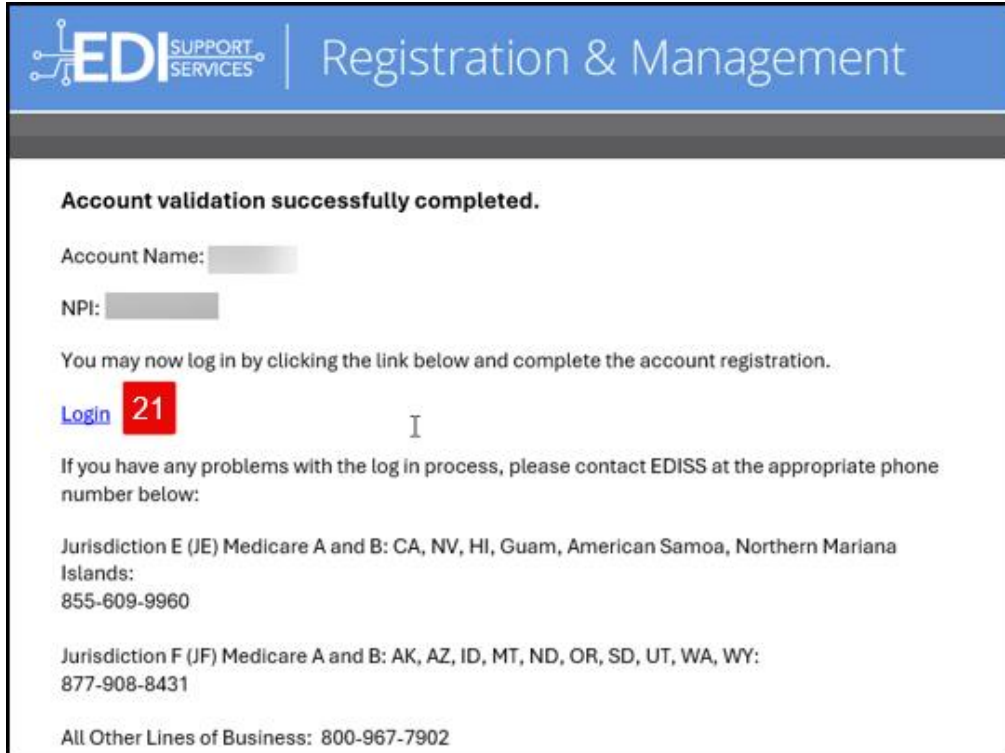
EDISS Connect User Guide for Providers

The screenshot shows the EDI Support Services EDISS Connect registration completion page. The page has a blue header with the EDI Support Services logo and the text "EDISS Connect". Below the header is a navigation bar with "Home", "Help", and "Contact" links. The main content area features a progress bar with four steps: "1 Create Account", "2 Account Security", "3 Account Settings", and "4 Finish". A large red box with the number "20" is positioned above the text "Account Successfully Created!". Below this, a message reads: "Thank you for registering for EDI Support Services. We are in the process of validating your information. You will receive an email from admin_noreply@noridian.com within 3-5 business days providing your next steps." On the right side, there is a "Questions?" section with contact information for Jurisdiction E (JE) Part A and B (855-609-9960), Jurisdiction F (JF) Part A and B (877-908-8431), All Other Lines of Business (800-967-7902), and Fax (701-277-7850). It also includes "Hours of Operation" (Mon. - Fri. 8:00 A.M. - 7:00 P.M. (CT)) and links for "See Training Closure Schedule" and "Detailed Contact Information".

Note: If your information was not able to be validated, the email you will receive will contain an explanation.

21. Click the **Login** link to complete your account registration.

EDISS Connect User Guide for Providers



The screenshot shows the EDI Support Services Registration & Management interface. At the top, there is a blue header with the EDI Support Services logo and the text "Registration & Management". Below the header, a message states "Account validation successfully completed." followed by "Account Name:" and "NPI:" with redacted fields. A link for "Login" is visible, with a red box containing the number "21" next to it. Below the login link, there is a cursor icon. Further down, there is contact information for EDI Support Services, including phone numbers for Jurisdiction E (JE) Medicare A and B, Jurisdiction F (JF) Medicare A and B, and All Other Lines of Business.

Account validation successfully completed.

Account Name: [REDACTED]

NPI: [REDACTED]

You may now log in by clicking the link below and complete the account registration.

[Login](#) **21**

If you have any problems with the log in process, please contact EDISS at the appropriate phone number below:

Jurisdiction E (JE) Medicare A and B: CA, NV, HI, Guam, American Samoa, Northern Mariana Islands:
855-609-9960

Jurisdiction F (JF) Medicare A and B: AK, AZ, ID, MT, ND, OR, SD, UT, WA, WY:
877-908-8431

All Other Lines of Business: 800-967-7902

Part 2: Adding Transactions

To complete the user registration once logged into your EDISS Connect account, five security questions must be selected and answered.

1. Select the questions and provide your answers. Answers must follow the below guidelines:
 - For security purposes, sessions are timed and all questions must be completed within three minutes.
 - Security questions are not case sensitive.
 - Each security question can be used only once.
 - The same answer cannot be used for multiple security questions.
 - Answers to security questions must be at least four characters long.
 - When answering security questions, you cannot use any of the words in the security question within your answer. (Example: Q: What city/town were you born in? A: Panama City)

Note: If an answer is too short, an error message will display at the top of the page in red.

EDISS Connect User Guide for Providers

2. Once all five security questions have been answered, click **Save Answers**.

EDISS SUPPORT SERVICES

If you forget your password, you can access your account by answering your security questions.

Please choose your questions and answers that can be used to verify your identity in case you forget your password. Because the answers to these questions can be used to access your account, be sure to supply answers that are not easy for others to guess or discover.

Please type your security answers

— Please select a question item from the list — 1

— Please select a question item from the list —

— Please select a question item from the list —

— Please select a question item from the list —

— Please select a question item from the list —

Save Answers 2

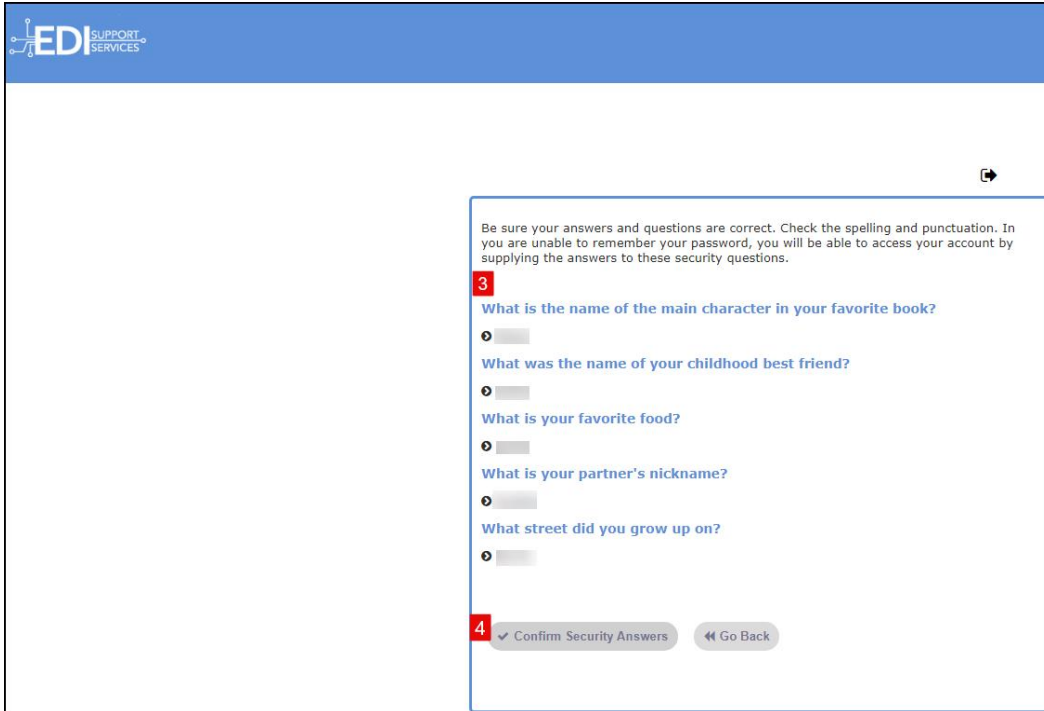
3. After clicking **Save Answers**, you will be taken to a screen where all five security questions and answers are displayed.

Note: EDISS strongly recommends that you print this page for future reference and distribute to any staff who will be accessing the account.

Note: If you click on **Go Back**, this will allow you to modify your questions and answers. Be aware that you will have to redo all questions and answers.

4. Click **Confirm Security Answers**.

EDISS Connect User Guide for Providers



EDI SUPPORT SERVICES

Be sure your answers and questions are correct. Check the spelling and punctuation. In you are unable to remember your password, you will be able to access your account by supplying the answers to these security questions.

3

What is the name of the main character in your favorite book?

○

What was the name of your childhood best friend?

○

What is your favorite food?

○

What is your partner's nickname?

○

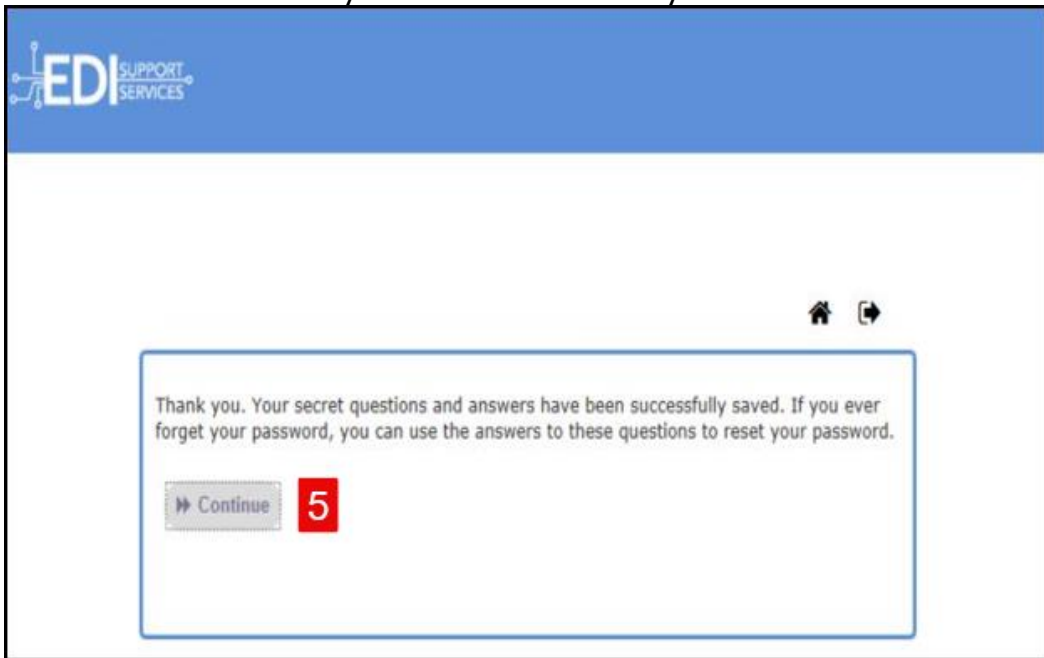
What street did you grow up on?

○

4

✓ Confirm Security Answers ⬅ Go Back

5. Click **Continue** and you will be directed to your Provider Dashboard.



EDI SUPPORT SERVICES

Thank you. Your secret questions and answers have been successfully saved. If you ever forget your password, you can use the answers to these questions to reset your password.

➔ Continue 5

EDISS Connect User Guide for Providers

Note: At any time, you can update your company information by clicking **Edit Profile** from the home page.

6. To add a transaction, click on **Add Transaction**.

The screenshot displays the EDISS Connect web application interface. At the top, there is a navigation bar with the EDI SUPPORT SERVICES logo and the text 'EDISS Connect'. Below the navigation bar, there are tabs for 'Account Home', 'Add Transaction', 'Manage Transactions', 'Help', and 'Contact'. The main content area is divided into several sections:

- Welcome Test JB**: A greeting message with a 'Logout' link.
- Account Profile**: A section containing user information for 'Test JB', including address, phone, email, and account details. A 'Manage Users' button is located at the bottom of this section.
- How to Add a Transaction**: A process flow diagram with five steps: 1. Add a new NPI, 2. Select state(s), 3. Select line(s) of business, 4. Forms, and 5. Transactions. A red box with the number '6' highlights the 'Add Transaction' button.
- Transaction Status At-A-Glance**: A section with a search bar and a table. The table has columns for NPI, Submitterid, State, and Status. The table is currently empty, displaying 'No data available in table'.

7. Enter your 10-digit billing/group NPI number.
8. Enter the Tax ID, EIN or SSN. (No dashes are necessary).
9. You can click on the (+) next to Add additional NPIs, but they must be for the same states, lines of business and transaction types.
10. Once the NPI and Tax ID or SSN are complete, you will be allowed to click **Continue**.
11. **Frequently Asked Questions** are a quick reference that answer questions specific to the step/page you are on.

EDISS Connect User Guide for Providers

Note: For all other NPIs that need to be added to the account, you will select Add Transaction.

Note: If multiple NPIs are added to a single account profile, a billing group number will be assigned to that account. This billing group number would be utilized by direct submitters for transmitting/receiving electronic data.

12. At any time during the Add transaction process, you can go back to the previous step by clicking **Back**. However, if you have not yet clicked **Continue** on this page, your information will be lost.
13. The left column will show all the states that EDISS conducts business with. To select your state(s), highlight the state and click **Add** or drag it over.
14. The states you have selected will show up in the right column.
15. The Remove button can be used to move a state from the right column back to the left, if selected in error.

EDISS Connect User Guide for Providers

16. Once all states have been selected, click **Continue**.

EDI SUPPORT SERVICES | EDISS Connect

Account Home | Add Transaction | Manage Transactions | Help | Contact

Add Transaction

Edit > | Logout

1 2 3 4 5
Add NPI | Select State(s) | Line(s) of Business | Forms | Transactions

12 Back

NPI# : []

13 States Available

State(s) performing transactions in:*

Alaska
Arizona
California
Hawaii
Iowa
Idaho

Select all available states

15 Remove

Simply drag and drop or use the add/remove buttons below

Add

14 State(s) Selected

16 Continue >

* = Required

Frequently Asked Questions

- Where do I find my NPI?
- What is a Billing NPI?
- What Tax ID or SSN should I use?
- Why add additional NPI's here?
- Why am I getting an error for my 835 when registering the Medicare Part B Dental transactions?

Questions?

Jurisdiction E (JE) Part A and B:
855-609-9960

Jurisdiction F (JF) Part A and B:
877-908-8431

All Other Lines of Business:
800-967-7902

17. Check only the options (Professional, Institutional and/or Dental) that apply.

18. Check all the specific transactions that apply to your NPI(s). The states will display from the previous step.

19. When all Lines of Business have been selected, click **Continue**.

EDISS Connect User Guide for Providers

EDI SUPPORT SERVICES | EDISS Connect

Account Home | Add Transaction | Manage Transactions | Help | Contact

Q Search...

Add Transaction

Edit | Logout

1 Add NPI | 2 Select State(s) | 3 Line(s) of Business | 4 Forms | 5 Transactions

Back

NPI#: [input field]

* = Required

17 What type of transactions will you be submitting? Check all that apply.

Professional (1500 form) Institutional (UB92 or UB04 form) Dental (N/A)

18 Select your line(s) of business: Check all that apply.

California

Medicare Professional of Northern California
 Medicare Professional of Southern California

19 Continue

Frequently Asked Questions

- Where do I find my NPI?
- What is a Billing NPI?
- What Tax ID or SSN should I use?
- Why add additional NPI's here?
- Why am I getting an error for my 835 when registering the Medicare Part B Dental transactions?

Questions?

Jurisdiction E (JE) Part A and B:
855-609-9960

Jurisdiction F (JF) Part A and B:
877-908-8431

20. The EDI Enrollment form will be agreed to electronically.

21. To view the EDI Enrollment form, click the **EDI Enrollment Terms and Conditions** link.

22. To accept the EDI Enrollment form, check the I agree to the EDI Terms and Conditions box.

23. Click **Continue**.

EDISS Connect User Guide for Providers

20 Type Name: Registered EDISS Connect admin
Signature: Agreed Electronically
Title: [Redacted]
Date: 06/11/2024

21 CMS EDI Enrollment Terms and Conditions:
READ THE FOLLOWING TERMS AND CONDITIONS CAREFULLY BEFORE CONTINUING. THE USER MUST ACCEPT THESE TERMS AND CONDITIONS TO OBTAIN ACCESS TO THE EDISS CONNECT SYSTEM. IF THE USER DOES NOT AGREE TO THESE TERMS AND CONDITIONS, THE USER WILL NOT BE ABLE TO USE EDISS FINANCE. IT IS CLARIFIED THAT THE USER ACCEPTS THESE TERMS PERSONALLY FOR THEMSELVES BY
 I agree to the EDI Enrollment Terms and Conditions **22**

23 [Continue](#)

24. Click on the small box under **Enroll** to add a check mark to the specific transaction type that will be registered with EDISS.

EDISS Connect User Guide for Providers

25. You will also need to check who will perform the transaction. **I will and/or** will be indicated if you will be submitting/receiving directly using a Network Service Vendor (NSV) or the Noridian Medicare Portal (NMP).

Note: *If using NMP, paper claims will need to be submitted prior to registering for NMP access, as a check number and amount are required for NMP registration.*

26. If you will be using a vendor, the **Add Vendor** option will be selected to indicate the Clearinghouse or Billing Service that will send/receive the electronic data. A window will appear allowing you to search by name or Vendor Trading Partner ID. Once the correct vendor appears in the window, click on the name to highlight the vendor and click **Add**.

Note: *You do **not** need to check both the I will and Add Vendor options, if you are only planning to use a Vendor.*

Note: *Only vendors that perform that type of transaction for that state and line of business will display in the list.*

Note: *It is recommended that you work with the vendor you plan to use, to obtain the correct Vendor Trading Partner ID to avoid any further delays in registration.*

27. Once all transactions are added, click **Submit** at the bottom of the page to finish adding the transaction(s).

Note: *The 837 transactions (claim submission) do allow up to 2 submission methods, except for North Dakota Medicaid as they can only have one selected. All other transactions are only allowed one submission/retrieval method.*

EDISS Connect User Guide for Providers

EDI SUPPORT SERVICES | EDISS Connect

Account Home | Add Transaction | Manage Transactions | Help | Contact

Q Search...

Add Transaction

Edit | Logout

1 Add NPI | 2 Select State(s) | 3 Line(s) of Business | 4 Forms | 5 Transactions

Back * - Required

NPI#: _____

Medicare Professional of Northern California Check all transactions you will be performing:

Enroll	Claim Type (version)	Description	Who Will Perform Transactions?
<input type="checkbox"/>	276 (5010X212)	Claim Status Request	<input type="checkbox"/> I will and/or <input type="button" value="Add Vendor"/>
<input type="checkbox"/>	835 (5010X221)	Health Care Claim Payment/Advice	<input type="checkbox"/> I will and/or <input type="button" value="Add Vendor"/>
<input type="checkbox"/>	837P (5010X222)	Health Care Claim: Professional	<input type="checkbox"/> I will and/or <input type="button" value="Add Vendor"/>

Certain transaction types only allow for either a provider OR a vendor to perform a transaction (not both, so the Add Vendor button will be inactive). Only vendors capable of processing the specific transaction type appear in the list when you click the Add Vendor button.

Medicare Professional of Southern California Check all transactions you will be performing:

Enroll	Claim Type (version)	Description	Who Will Perform Transactions?
<input type="checkbox"/>	276 (5010X212)	Claim Status Request	<input type="checkbox"/> I will and/or <input type="button" value="Add Vendor"/>
<input type="checkbox"/>	835 (5010X221)	Health Care Claim Payment/Advice	<input type="checkbox"/> I will and/or <input type="button" value="Add Vendor"/>
<input type="checkbox"/>	837P (5010X222)	Health Care Claim: Professional	<input type="checkbox"/> I will and/or <input type="button" value="Add Vendor"/>

Certain transaction types only allow for either a provider OR a vendor to perform a transaction (not both, so the Add Vendor button will be inactive). Only vendors capable of processing the specific transaction type appear in the list when you click the Add Vendor button.

Frequently Asked Questions

- Where do I find my NPI?
- What is a Billing NPI?
- What Tax ID or SSN should I use?
- Why add additional NPI's here?
- Why am I getting an error for my 835 when registering the Medicare Part B Dental transactions?

Questions?

Jurisdiction E (JE) Part A and B:
855-609-9960

Jurisdiction F (JF) Part A and B:
877-908-8431

All Other Lines of Business:
800-967-7902

Fax:
701-277-7850

Hours:
Mon - Fri 8:00 A.M. - 7:00 P.M. (CT)
See Training Closure Schedule

[Detailed Contact Information](#)

Setup Complete

- Once Part 2 is completed, a summary of the transactions that have been setup will display with the ability to print this page for your records.


EDISS Connect User Guide for Providers

2. From this page, you will have the ability to print any completed forms.
3. Once you are finished, you can go to **Manage Transactions** to view what is set up in the account profile or **Add Transactions** to add additional NPIs.

Note: The production/approval status can be monitored by reviewing the transactions on the **Manage Transactions** tab. Each transaction will have its own date of production/approval. An email will also be sent for each transaction to the Contact on the Account Profile when approved. The transaction can be used the next day.

From: admin_noreply@noridian.com

Subject Line: EDISS Connect Transaction - Production Granted

Registration & Management

This is a notification that the following transaction has been moved to production in EDISS Connect as of 04/18/2024:

NPI: [REDACTED]

Trading Partner ID: [REDACTED]

Transaction: **835**

If you are in need of assistance you can reach the EDI Contact Center by calling:

Jurisdiction E (JE) Part A and B - CA, HI, NV, American Samoa, Guam, Northern Mariana Islands:
855-609-9960


Jurisdiction F (JF) Part A and B - AK, AZ, ID, MT, ND, OR, SD, UT, WA and WY:
877-908-8431

All Other Lines of Business:
ND Medicaid and IA Medicaid: 800-967-7902

[Contact Us >](#)

Note: Pay attention to the transaction that is listed in the email as transactions may be approved at different times.

EDISS Connect User Guide for Providers



EDISS Connect

Q Search...

Account Home | Add Transaction | Manage Transactions | Help | Contact

Add Transaction

Edit | Logout

2 Print this page

Setup Complete!

Thank you for registering/updating your transaction(s). Processing time frame is 7-10 business days. You can monitor the progress by viewing Manage Transactions in your account profile. Once requested transaction(s) are moved to production, a date will be listed to the right of the transaction.

1 Summary

NPI#: [redacted]
Tax ID or SSN#: [redacted]

Medicare Professional of Northern California

276 (5010X212) - Claim Status Request
Who will be performing the transaction:
Vendor Testing

835 (5010X221) - Health Care Claim Payment/Advice
Who will be performing the transaction:
Vendor Testing

837P (5010X222) - Health Care Claim: Professional
Who will be performing the transaction:
Vendor Testing

If any of this information is inaccurate, you will have the ability to edit using [manage transactions](#).

Forms:

Download completed forms for your reference:
[MEDBNCA Form](#)

Required Testing:

837P (5010X222) - Health Care Claim: Professional (requires enrollment form before testing allowed)

3 [Manage Transactions](#) | [Or Add Transactions](#)

Frequently Asked Questions

- Where do I find my NPI?
- What is a Billing NPI?
- What Tax ID or SSN should I use?
- Why add additional NPI's here?
- Why am I getting an error for my 835 when registering the Medicare Part B Dental transactions?

Questions?

Jurisdiction E (JE) Part A and B:
855-609-9960

Jurisdiction F (JF) Part A and B:
877-908-8431

All Other Lines of Business:
800-967-7902

Fax:
701-277-7850

Hours:
Mon. - Fri. 8:00 A.M. - 7:00 P.M. (CT)
[See Training Closure Schedule](#)

[Detailed Contact Information](#)

EDISS Connect User Guide for Providers

Manage Transactions Overview

1. **Manage Transactions** in the main navigation area allows you to view and manage all transactions that have been setup.
2. The left navigation panel allows you to manage transactions, view testing history for test files already submitted and view forms that are required to submit.
3. If you have multiple pages of NPIs in your account profile, you can search for a specific NPI.
4. You can filter the results of your search to display only transactions with a certain status or add specific states where you do business (if applicable).
5. If you click on an NPI, it will load the transactions detail page associated with that NPI.

Note: *You can sort the transactions by any field in the header row by clicking on the arrow next to the header title.*

6. The status shows forms required, testing required or if the transaction is completed and ready to submit claims.

Note: *This section is not used to verify the status of your account.*

7. Click on the NPI link in blue to go to the detailed transactions page.

EDISS Connect User Guide for Providers

The screenshot shows the EDISS Connect interface. At the top, there is a navigation bar with 'Account Home', 'Add Transaction', 'Manage Transactions' (highlighted with a red '1'), 'Help', and 'Contact'. Below this is a search bar and a 'Logout' link. The main content area is titled 'Manage Transactions' and contains a table with columns: 'NPI# (Click to manage)' (highlighted with a red '5'), 'State', 'Submitter ID', and 'Status'. A table row shows 'CA' in the State column and 'Forms Complete | Testing Required' in the Status column (highlighted with a red '6'). On the left, there is a sidebar with a search box (highlighted with a red '3'), filter options for 'Status' (highlighted with a red '4') and 'State', and a 'Reset Filters' link. A red '2' points to the 'Manage Transactions' sidebar menu item, and a red '7' points to the table header area.

Accessing an Existing Account

Below are a variety of self-service options that allow you to regain access to an existing account with EDISS Connect.

Forgot Username

1. If the EDISS Connect username has been forgotten, click **Forgot username?** on the log in screen.

EDISS Connect User Guide for Providers

The screenshot shows the EDISS Connect user interface. At the top left is the EDI SUPPORT SERVICES logo. The main header is "EDISS Connect" with a search bar on the right. Below the header is a navigation bar with "Home", "Help", and "Contact" links. The main content area is split into two columns. The left column has a "Welcome" heading, followed by "EDISS Connect - Registration & Management". Below this is a paragraph describing the tool's capabilities: "Gain access to this free user-friendly online registration and management tool that allows providers to manage billing NPIs, update lines of business, add/or change vendor associations, select and test electronic transactions online." At the bottom of this column is a green "Register Now >" button. The right column has a "Log In" section. It starts with "Already have an account?" followed by "Log In". There are two input fields: "Admin Username" and "Password". Below these is a "Log In" button. To the right of the "Log In" button is a red box containing the number "1" and a link "Forgot username? >". Below this link is another link "Forgot password? >". At the bottom of the right column, there are two lines of text: "Provider: 90 days since last login? >" and "Vendor: 90 Days Since Last Login? - Contact EDI Contact Center for assistance". At the very bottom of the right column is a link "Not registered? Register Now >".

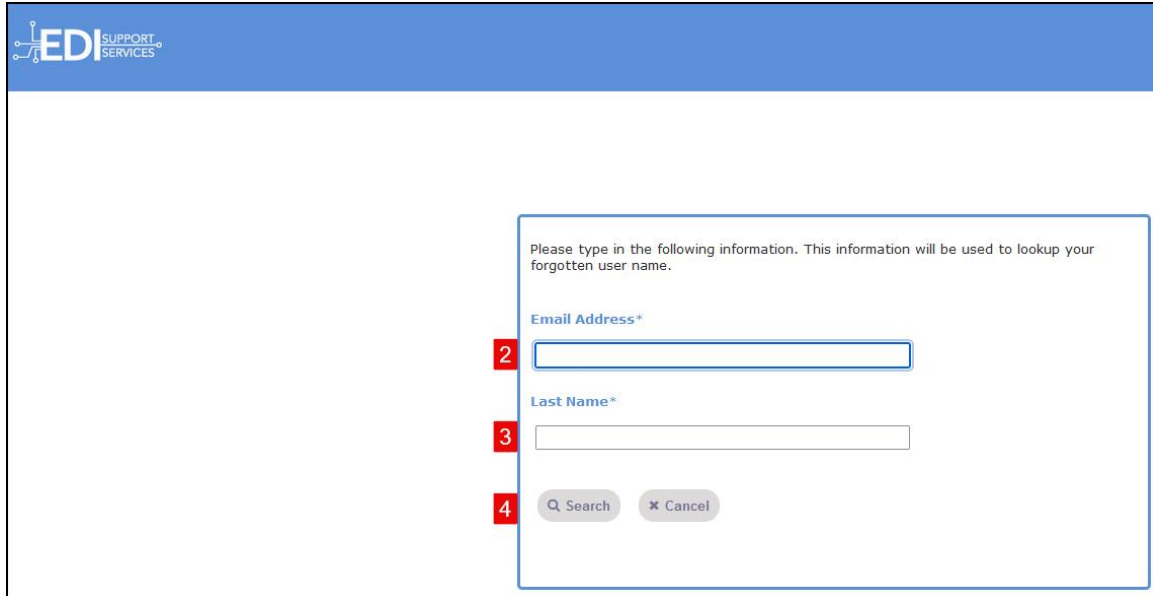
2. Enter the email address associated with the user's account.

Note: If the email address and name are associated with multiple logins, please contact EDICC.

3. Enter the user's last name.

4. Click **Search**.

EDISS Connect User Guide for Providers



The screenshot shows a web interface for EDI Support Services. At the top left is the logo for EDI Support Services. The main content area contains a form for looking up a forgotten user name. The form includes a text box for 'Email Address*' and a text box for 'Last Name*'. Below these are two buttons: 'Search' and 'Cancel'. Red numbered callouts (2, 3, 4) point to the email address field, the last name field, and the search button, respectively.

Please type in the following information. This information will be used to lookup your forgotten user name.

Email Address*

2

Last Name*

3

4

Note: If a username was not found with the email address and last name entered, you may try again or use the "90 days since last login?" option on the Log In screen.

EDISS Connect User Guide for Providers

Please type in the following information. This information will be used to lookup your forgotten user name.

Unable to find user name. Please try again.

Email Address*

Last Name*

Q Search X Cancel

If a username was found linked to the email address and user's last name, it will appear in the following message.

5. Click **Continue** to go to the Log in screen.

EDI SUPPORT SERVICES

Your username is **0000000000**. Please record your username for future use.

5 Continue

EDISS Connect User Guide for Providers

Forgot Password

1. If the EDISS Connect password has been forgotten, click **Forgot password?** on the Log In screen.

EDI SUPPORT SERVICES | EDISS Connect

Q Search... >

Home Help Contact

Welcome

EDISS Connect - Registration & Management

Gain access to this free user-friendly online registration and management tool that allows providers to manage billing NPIs, update lines of business, add/or change vendor associations, select and test electronic transactions online.

[Register Now >](#)

Questions about the process? Read [Getting Started >](#)

Already have an account?

Log In

Username

Password

[Log In](#) [Forgot username? >](#) **1** [Forgot password? >](#)

Provider: [90 days since last login? >](#)
Vendor: [90 Days Since Last Login? - Contact EDI Contact Center for assistance](#)

Not registered? [Register Now >](#)

2. Enter the Connect username.

3. Click **Search**.

EDISS Connect User Guide for Providers

EDI SUPPORT SERVICES

If you have forgotten your password, follow the prompts to reset your password.

Username*

2

3 Q Search x Cancel

Note: If a username was not found, you may try again or use the "90 days since last login?" option on the Log In screen.

EDI SUPPORT SERVICES

If you have forgotten your password, follow the prompts to reset your password.

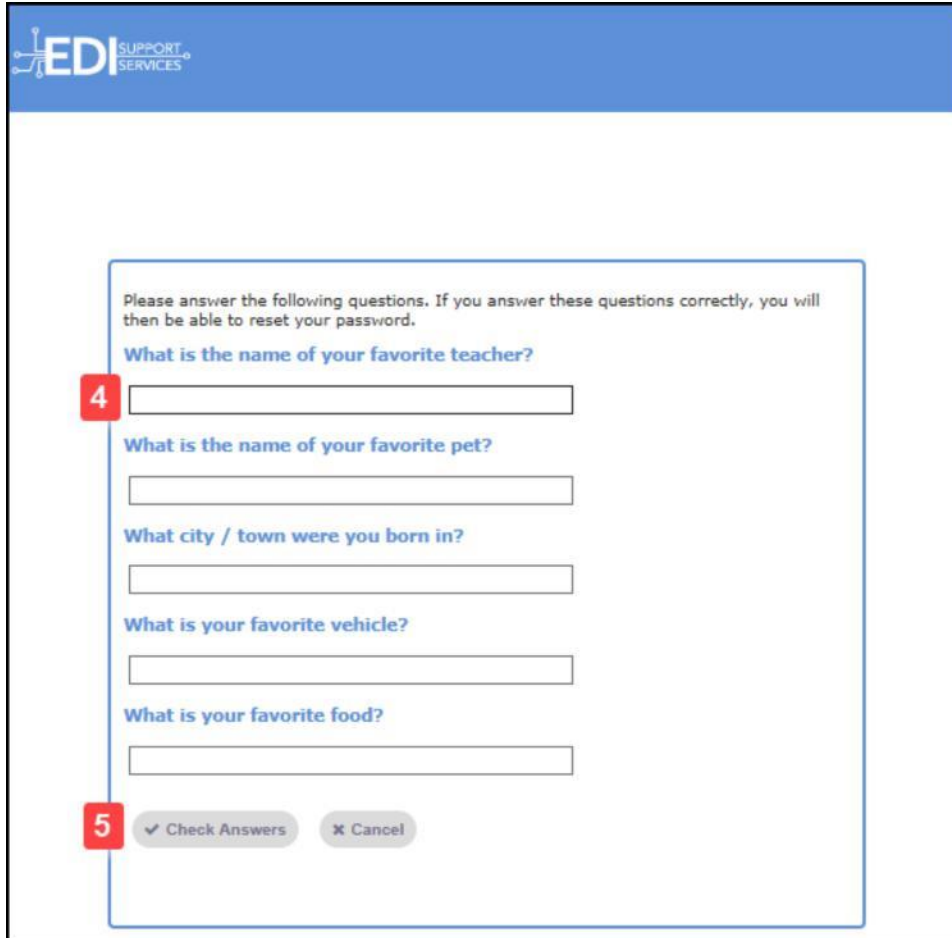
The user name is not valid or is not eligible to use this feature

Username*

Q Search x Cancel

4. If the username was found, answer the security questions that had previously been setup.
5. Click **Check Answers**.

EDISS Connect User Guide for Providers



The screenshot shows a web interface for EDI Support Services. At the top left is the logo with the text "EDI SUPPORT SERVICES". The main content area contains a blue header bar with the logo. Below the header, a white box with a blue border contains the following text and form elements:

Please answer the following questions. If you answer these questions correctly, you will then be able to reset your password.

4 What is the name of your favorite teacher?

What is the name of your favorite pet?

What city / town were you born in?

What is your favorite vehicle?

What is your favorite food?

5

6. Enter a new password using the password criteria listed on the screen.
7. Confirm the new password.
8. Click **Change Password**.

EDISS Connect User Guide for Providers

EDI SUPPORT SERVICES

Please change your password. Keep your new password secure. After you type your new password, click the Change Password button. Your new password must meet the following requirements:

- Password is case sensitive.
- Must be at least 8 characters long.
- Must be no more than 16 characters long.
- Must include at least 1 number.
- At least 1 special character (\$, #, *, -, or _). Do not use '&' or '+'. Do not use '!' or '@'.
- Must not repeat any character sequentially more than 2 times.
- Must have at least 1 lowercase letter.
- Must have at least 1 uppercase letter.
- Can be changed no more often than once every 1 day.
- New password may not have been used previously.

Password missing

6 New Password

7 Confirm Password

8

Note: If the password does not meet the required criteria, the following message will appear:

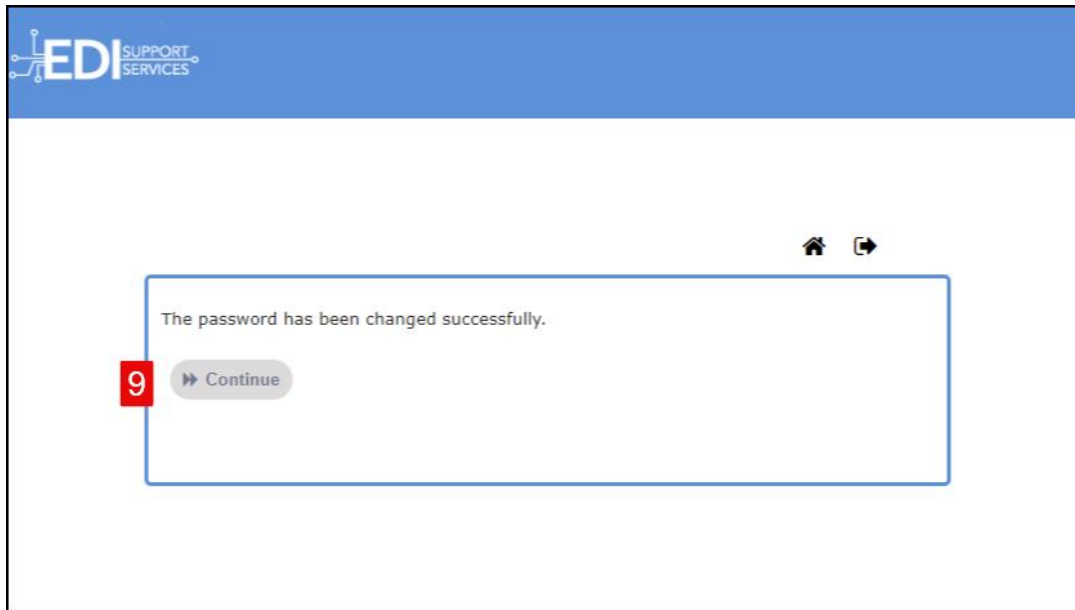
Change Password

New password is using a value that is not allowed.

OK

EDISS Connect User Guide for Providers

9. If the password was successfully changed, click Continue to go to the Log In screen.



60-90 Days Since Last Login

If the last login was between 60-90 days, you can reactivate the current user by logging in and completing the User Reactivation screen.

1. Add the appropriate NPI, Submitter ID and Tax ID/SSN combination for the profile you are trying to access.
2. Complete the Text Verification by entering the characters from the image.
3. Click **Activate**.

EDISS Connect User Guide for Providers

The screenshot shows the 'User Activation' page in the EDI Support Services EDISS Connect system. The page header includes the logo, a search bar, and navigation links for Home, Help, and Contact. The main content area explains that the user's username was deactivated and provides instructions for reactivation. It lists the required details: a 10-digit NPI, Submitter ID, and TAX ID (SSN). The form includes three input fields with red numbered callouts (1, 2, 3) indicating the order of completion. A text verification step is also present, showing a sample image of the number '0138'. A green 'Activate' button is at the bottom.

User Activation

Your username was deactivated due to no login attempts within the past 60 days. Please use the following process to activate your username:

Please enter the following details belonging to your account to activate your username:

- Any NPI number associated with the account
- Submitter ID associated with the NPI entered
- Tax ID/SSN associated with the NPI entered

Please enter a 10-digit NPI *:

Submitter ID *:

TAX ID (SSN) *:

digits only

Text Verification (Required)

Activate

If the user was successfully reactivated, the following message will appear.

Note: Restarting your browser is strongly encouraged.

The screenshot shows the success message page in the EDI Support Services EDISS Connect system. The page header is identical to the previous screenshot. A green banner at the top of the main content area displays a checkmark icon and the text 'Your request completed successfully.' Below this, a message states 'User activation is successful. Please restart the browser and try to login again.' At the bottom of the page, there is a 'Contact Us >' link and a copyright notice for EDI Support Services.

Your request completed successfully.

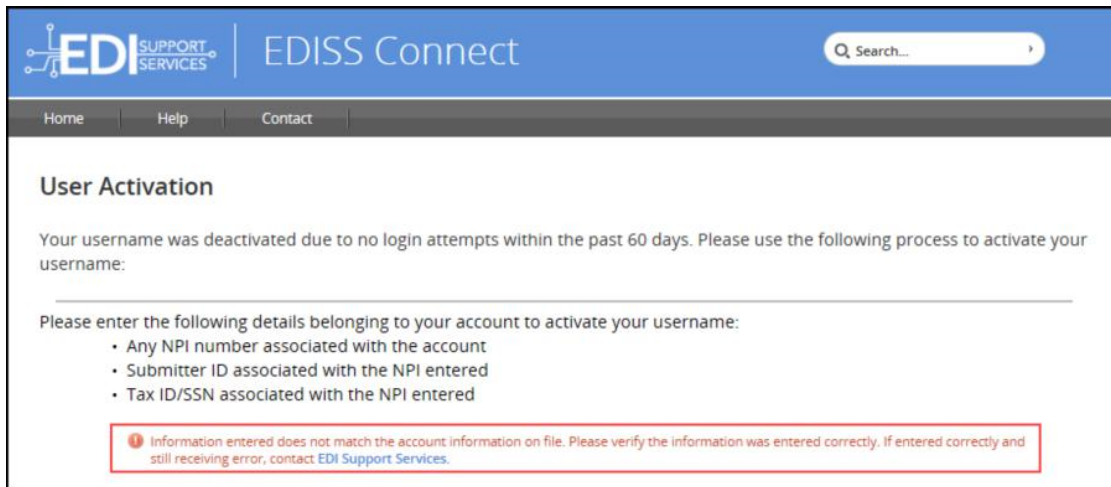
User activation is successful. Please restart the browser and try to login again.

[Contact Us >](#)

© Copyright EDI Support Services

EDISS Connect User Guide for Providers

Note: If the correct NPI, Submitter ID and Tax ID/SSN combination was not entered when attempting to reactivate an account, the following message will appear:



The screenshot shows the EDI Support Services EDISS Connect website. The header includes the logo, navigation links (Home, Help, Contact), and a search bar. The main content area is titled "User Activation" and contains the following text:

Your username was deactivated due to no login attempts within the past 60 days. Please use the following process to activate your username:

Please enter the following details belonging to your account to activate your username:

- Any NPI number associated with the account
- Submitter ID associated with the NPI entered
- Tax ID/SSN associated with the NPI entered

An error message is displayed in a red-bordered box at the bottom:

Information entered does not match the account information on file. Please verify the information was entered correctly. If entered correctly and still receiving error, contact EDI Support Services.

90 Plus Days Since Last Login

1. If it has been 90 or more days from the last login, use **90 days since last login?** option to create a new user to the existing Connect account.

EDISS Connect User Guide for Providers

The screenshot shows the EDISS Connect user interface. At the top, there is a blue header with the EDI SUPPORT SERVICES logo on the left and the text "EDISS Connect" in the center. To the right of the header is a search bar with a magnifying glass icon and the text "Search...". Below the header is a dark grey navigation bar with three tabs: "Home", "Help", and "Contact".

The main content area is white. On the left, there is a "Welcome" section with the text "EDISS Connect - Registration & Management" and a paragraph describing the tool. Below this is a green "Register Now >" button. At the bottom left, there is a link: "Questions about the process? Read Getting Started >".

On the right, there is a "Log In" section. It starts with the text "Already have an account?". Below this is the heading "Log In" in blue. There are two input fields: "Username" and "Password". Below the fields is a "Log In" button. To the right of the button are two links: "Forgot username? >" and "Forgot password? >".

A red box highlights a message: "1 Provider: 90 days since last login? > Vendor: 90 Days Since Last Login? - Contact EDI Contact Center for assistance".

At the bottom right of the login section, there is a link: "Not registered? Register Now >".

2. Add the appropriate NPI, Submitter ID and Tax ID/SSN combination for the profile you are trying to access.
3. Enter new user details.


Note: This would be a brand-new username you would like to use.

4. Complete the Text Verification by entering the characters from the image.

Note: If you are unable to read the image, you can click on the blue arrows to the right of the box. This will generate another image that is readable.

5. Click **Continue**.

EDISS Connect User Guide for Providers

EDISS Connect

[Home](#) [Help](#) [Contact](#)

Add new user to existing Provider account

- By completing this information, you are certifying that you work directly for the Provider and are not a third-party biller or vendor.
- Please note that this process will only result in a new user being created for an existing EDISS Connect account and not the creation of a new EDISS Connect account.

Please enter the following details belonging to your account to add a new user:

- Any NPI number associated with the account
- Submitter ID associated with the NPI entered
- Tax ID/SSN associated with the NPI entered

Account Information

2 Please enter a 10-digit NPI* :

Submitter ID* :

TAX ID (SSN)* :

3 New User Details

First Name* :


Last Name* :

Username* :

(Username must be unique, between 8-20 characters and contain no spaces or special characters.)

Email* :

Email Confirm* :

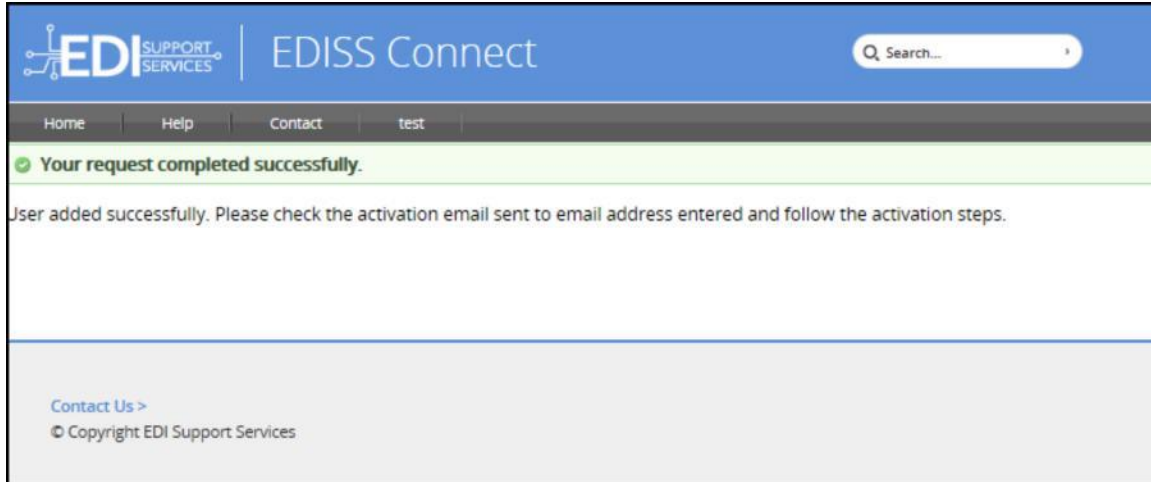


4 Text Verification*

5 [Continue >](#)

The following message will appear if the new user was successfully added.

EDISS Connect User Guide for Providers



Note: If the correct NPI, Submitter ID and Tax ID/SSN combination was not entered, the following message will appear:



Updating an Existing Account

This section shows you how to navigate your way through updating any changes within your account once you are logged in.

Giving/Taking Control of Your Account – Can't Make Updates

Your biller is asking you to make changes and you are unable to click on anything.

EDISS Connect User Guide for Providers

The first window displays the current view of your account. **Account settings** shows **Vendor-administered**.

The screenshot displays the EDISS Connect user interface. At the top, there is a navigation bar with the EDI SUPPORT SERVICES logo and the text "EDISS Connect". A search bar is located on the right side of the navigation bar. Below the navigation bar, there are several menu items: "Account Home", "Add Transaction", "Manage Transactions", "Help", and "Contact".

The main content area is titled "Welcome Test JB" and includes a "Logout" link. On the left side, there is an "Account Profile" section with an "Edit Profile" link. The profile information includes:

- Test JB**
- 123 test street
- Phone: (999)999-9999
- Email: [Redacted]
- Account Created: 06/06/2024
- Software: ABILITY|PC-ACE
- Date Accepted: 06/06/2024
- Registration NPI: 333333336
- Account Settings: Vendor-Administered** (highlighted with a red box)
- Manage Users >

On the right side, there is a "How to Add a Transaction" section with a 5-step process:

- 1 Add a new NPI
- 2 Select state(s)
- 3 Select line(s) of business
- 4 Forms
- 5 Transactions

Below this process, there are two buttons: "Add Transaction >" and "Manage Transactions >".

At the bottom right, there is a "Transaction Status At-A-Glance" section with a search bar "Search by NPI". It contains a table with the following data:

NPI	SubmitterId	State	Status
333333338		CA	Forms Complete Testing Required
333333337		IA	Forms Complete Testing Required
333333336		CA	Forms Complete Testing Required

Below the table, there is a "Manage Transactions >" link.

1. Click on **Edit Profile**.

EDISS Connect User Guide for Providers

The screenshot shows the EDISS Connect user interface. At the top, there is a navigation bar with the EDI SUPPORT SERVICES logo, the text 'EDISS Connect', and a search bar. Below the navigation bar, there are tabs for 'Account Home', 'Add Transaction', 'Manage Transactions', 'Help', and 'Contact'. The main content area is titled 'Welcome Test JB' and includes a 'Logout' link. On the left, there is an 'Account Profile' section with an 'Edit Profile' link and a red '1' in a box. The profile information includes 'Test JB', '123 test street', 'Phone: (999)999-9999', and 'Email: [redacted]'. It also lists 'Account Created: 06/06/2024', 'Software: ABILITY|PC-ACE', 'Date Accepted: 06/06/2024', and 'Registration NPI: 333333336'. A red box highlights the 'Account Settings: Vendor-Administered' text. Below this is a 'Manage Users' button. On the right, there is a 'How to Add a Transaction' section with a 5-step process: 1. Add a new NPI, 2. Select state(s), 3. Select line(s) of business, 4. Forms, 5. Transactions. There are 'Add Transaction' and 'Manage Transactions' buttons. Below that is a 'Transaction Status At-A-Glance' section with a search bar and a table of transactions.

NPI	SubmitterId	State	Status
3333333338		CA	Forms Complete Testing Required
3333333337		IA	Forms Complete Testing Required
3333333336		CA	Forms Complete Testing Required

2. Click on the blue **Edit** next to Vendor-Administered.

EDISS Connect User Guide for Providers

The screenshot displays the EDISS Connect user interface. At the top, there is a navigation bar with the EDI SUPPORT SERVICES logo and the text 'EDISS Connect'. Below the navigation bar, there are several menu items: Account Home, Add Transaction, Manage Transactions, Help, and Contact. The main content area is titled 'Profile' and includes a sidebar on the left with the following items: Logout, Edit Profile, Security Settings, User Role (Admin), Account Settings (Vendor-Administered) with a red notification badge containing the number '2', Software (ABILITY|PC-ACE) with an Edit and Download link, My Vendors (View Vendors), Account Created (06/06/2024), and Last Updated (N/A). A Manage Users button is located at the bottom of the sidebar. The main content area shows 'Administered by: Vendy' and 'Account Settings Vendor-Administered Edit'. Below this, there is a section for 'Company Information' with a red asterisk indicating required fields. The fields include: Provider's Company Name* (Test JB), Phone* (999 999 9999), Fax* (999 999 9999), Address 1* (123 test street), Address 2*, City* (Test), State* (MN), and ZIP* (56560). At the bottom of the form, there is a section for 'Contact Information'.

3. Click on the drop-down arrow.

4. Select **Self-Administered**.

Note: You can also, select to have the account be vendor administered by selecting Vendor Administered and then selected the vendor that you would like to administer the account for you. Only those vendors who have designated themselves as Vendor Administrators will appear in the list of options.

5. Click on **Save Changes** to save.

EDISS Connect User Guide for Providers

The screenshot shows the EDISS Connect interface. At the top, there is a blue header with the EDI SUPPORT SERVICES logo and the text 'EDISS Connect'. A search bar is located in the top right corner. Below the header is a navigation bar with links: Account Home, Add Transaction, Manage Transactions, Help, and Contact. The main content area is titled 'Profile' and contains a sidebar on the left with links for 'test1234 | Logout', 'Edit Profile', 'Security Settings', 'User Role (Admin)', 'Account Settings (Vendor-Administered | Edit)', and 'Software'. The main content area is titled 'Change Account Administrator' and includes a note '* = Required'. The 'Select Administrator*' field is a dropdown menu with 'Vendor Administered' selected. A red box with the number '3' highlights the dropdown arrow. The 'Self Administered' option is highlighted with a red box and the number '4'. Below the dropdown is a link 'Vendy - Change Vendor'. At the bottom of the form is a green 'Save Changes' button with a red box and the number '5'.

Note: If the changes were successful, you will see a green box in the bottom left corner of your screen appear that says "Success: Your request completed successfully."

EDISS Connect User Guide for Providers

The screenshot displays the user profile page in the EDISS Connect system. The page is divided into a left sidebar (partially obscured by a grey rectangle) and a main content area. The main content area is titled "Profile" and includes a "Logout" button. Below this, there are several sections: "Edit Profile", "Security Settings", "User Role" (Admin), "Account Settings" (Self-Administered, Edit), "Software" (ABILITY|PC-ACE, Edit, Download), "My Vendors" (View Vendors), "Account Created" (06/06/2024), and "Last Updated" (N/A). A "Manage Users" button is located at the bottom of the main content area. A green success message is displayed in the bottom left corner, stating "Success: Your request completed successfully." The "Self-Administered" text in the Account Settings section is highlighted with a red box.

Changing Your Vendor

This can be done by clicking on Manage Transactions, either at the top or bottom of the page.

EDISS Connect User Guide for Providers

The screenshot displays the EDISS Connect user interface. At the top, there is a navigation bar with the EDI SUPPORT SERVICES logo and the text 'EDISS Connect'. A search bar is located on the right side of the navigation bar. Below the navigation bar, there are several menu items: 'Account Home', 'Add Transaction', 'Manage Transactions' (highlighted with a red box), 'Help', and 'Contact'. The main content area is titled 'Welcome Test JB' and includes a 'Logout' link. On the left, there is an 'Account Profile' section with 'Test JB' as the account name and various details like address, phone, and email. Below this is a 'Testing' section with a 'View Testing History' link. On the right, there is a 'How to Add a Transaction' flowchart with five steps: 1. Add a new NPI, 2. Select state(s), 3. Select line(s) of business, 4. Forms, and 5. Transactions. Below the flowchart is an 'Add Transaction' button and a 'Manage Transactions' link. At the bottom right, there is a 'Transaction Status At-A-Glance' table with columns for NPI, SubmitterId, State, and Status. The table contains three rows of data. A 'Manage Transactions' link is highlighted with a red box at the bottom right of the table.

Manage Transactions

How to Add a Transaction:

- 1 Add a new NPI
- 2 Select state(s)
- 3 Select line(s) of business
- 4 Forms
- 5 Transactions

Add Transaction > Manage Transactions >

Transaction Status At-A-Glance

NPI	SubmitterId	State	Status
333333338		CA	Forms Complete Testing Required
333333337		IA	Forms Complete Testing Required
333333336		CA	Forms Complete Testing Required

Manage Transactions >

1. Click on **Manage Transactions**.

EDISS Connect User Guide for Providers

Account Home | Add Transaction | **Manage Transactions** 1 | Help | Contact

Welcome Test JB

Logout >

Account Profile | Edit Profile >

Test JB

123 test street

Phone: (999)999-9999
Email: [Redacted]

Account Created: 06/06/2024
Software: ABILITY|PC-ACE
Date Accepted: 06/06/2024

Registration NPI: 3333333336

Account Settings: Self-Administered

Manage Users >

Testing

View Testing History >

How to Add a Transaction:

- 1 Add a new NPI
- 2 Select state(s)
- 3 Select line(s) of business
- 4 Forms
- 5 Transactions

Add Transaction > | Manage Transactions >

Transaction Status At-A-Glance | Search by NPI >

NPI	SubmitterId	State	Status
3333333338		CA	Forms Complete Testing Required
3333333337		IA	Forms Complete Testing Required
3333333336		CA	Forms Complete Testing Required

Manage Transactions >

2. Click on the **NPI** you need to make changes to.

Account Home | Add Transaction | **Manage Transactions** 2 | Help | Contact

Manage Transactions

Edit > | Logout

Manage Transactions

View Testing History

View Forms

Search by NPI >

Filter Results by:

Status:

NPI# (Click to manage)	State	Submitter ID	Status
3333333338	CA		Forms Complete Testing Required
3333333337	IA		Forms Complete Testing Required
3333333336	CA		Forms Complete Testing Required

EDISS Connect User Guide for Providers

3. Click on **Add Vendor**.

Note: If you are changing to a direct submitter that will be using a NSV or NMP to send their claims, the **I will and/or** box would be checked instead of clicking the **Add Vendor** button. Then you can skip down to step number 6.

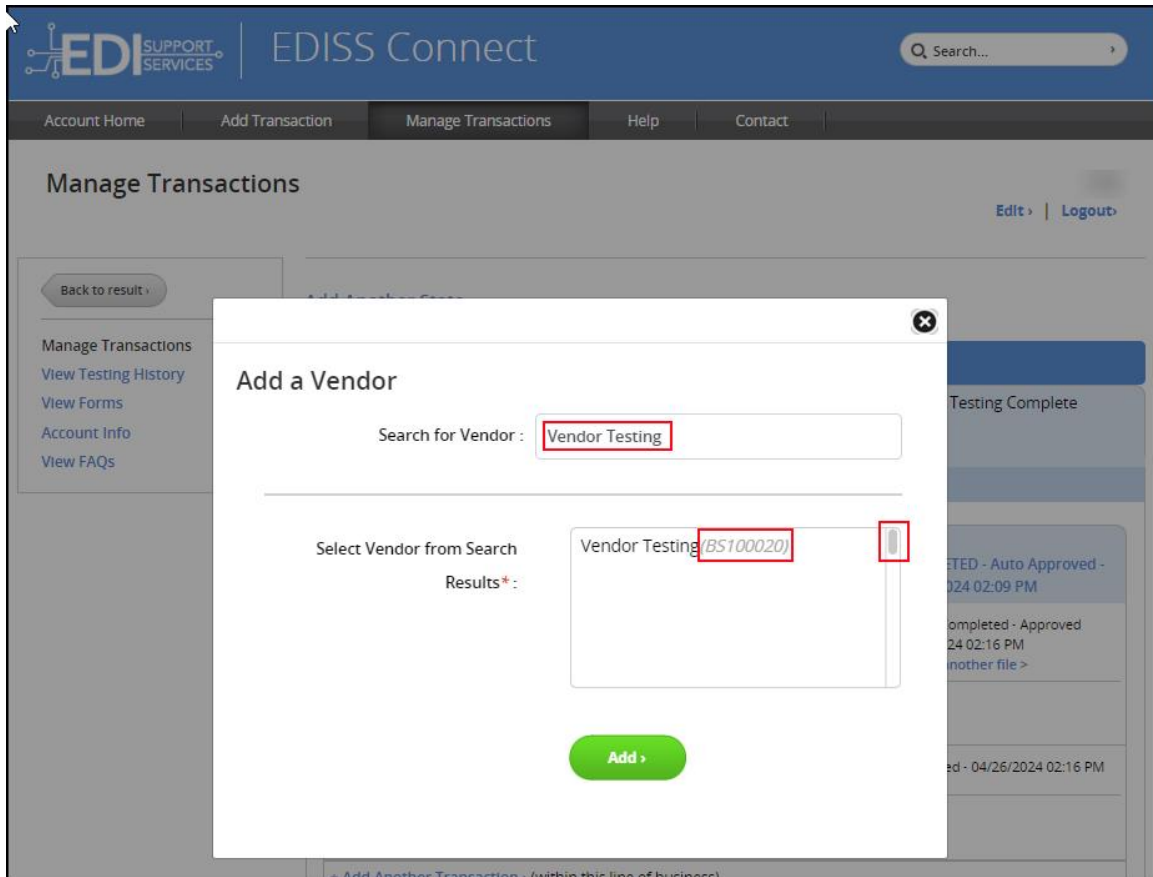
Note: If unable to click the **Add Vendor** button or select **I will and/or**, it means you have already selected the maximum number of submission options. You must remove an existing submission option, before you can add your new submission option.

The screenshot displays the 'Manage Transactions' interface in the EDISS Connect system. The header includes the EDI Support Services logo and the text 'EDISS Connect'. A navigation bar contains links for 'Account Home', 'Add Transaction', 'Manage Transactions', 'Help', and 'Contact'. The main content area is titled 'Manage Transactions' and includes a search bar and 'Edit' and 'Logout' options. A sidebar on the left provides navigation links: 'Back to result', 'Manage Transactions', 'View Testing History', 'View Forms', 'Account Info', and 'View FAQs'. The main area features a table of transactions with the following data:

NPI# (Click to manage)	Submitter ID	State	Status
333333338 delete		CA	Forms Complete Testing Required
Tax ID or SSN: [redacted] edit			
Billing Group:			
Add Another Line of Business >			
Medicare Professional of Northern California delete	Transaction Manager/ID	Status	
276 (5010X212) Claim Status Request delete	<input type="checkbox"/> I will and/or	COMPLETED - Auto Approved - 06/12/2024 04:19 PM	
	Vendor Testing/BS100020 delete	Testing Not Required	
Add Vendor >			
835 (5010X221) Health Care Claim Payment/Advice delete	<input type="checkbox"/> I will and/or	Testing Not Required	
	Vendor Testing/BS100020 delete	Testing Not Required	
Add Vendor >			
837P (5010X222) Health Care Claim: Professional delete	<input type="checkbox"/> I will and/or	Pending Approval	
	Vendor Testing/BS100020 delete	Pending Approval	
Add Vendor > 3			
+ Add Another Transaction > (within this line of business)			

EDISS Connect User Guide for Providers

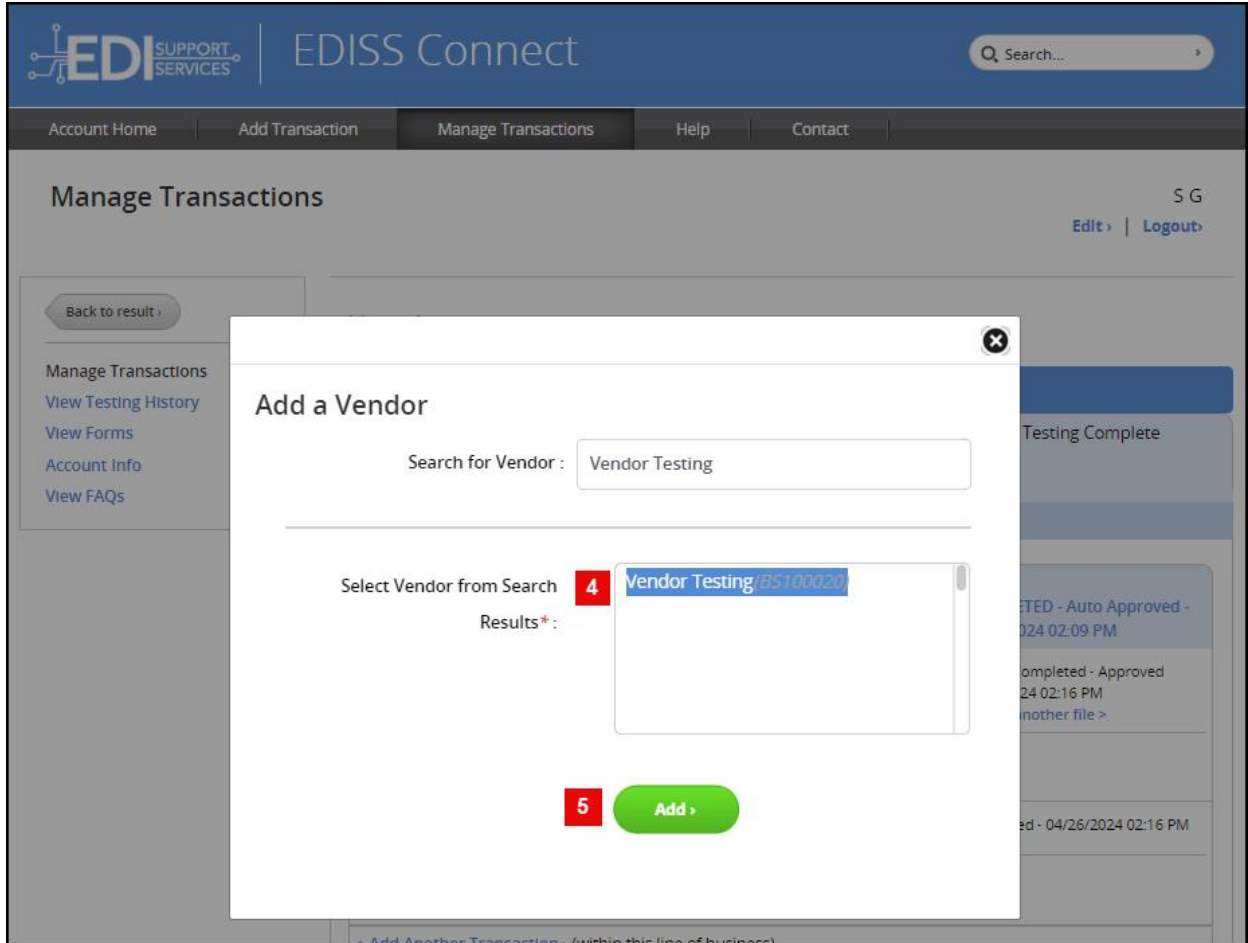
Note: You can search by the Vendor Name, Vendor Trading Partner ID or by using the scroll bar.



Note: If there is more than one Vendor Name and/or Vendor Trading Partner ID listed, you will need to work with the Vendor you are using to verify you have the correct option selected. This helps to avoid delays in your setup and claim rejections due to not being associated with the Vendor.

4. Click on the Vendor in the results box to highlight it.
5. Then click on **Add**.

EDISS Connect User Guide for Providers



6. This brings you back to your profile and will display either **“Pending Approval”** or **“Testing Required”**.

EDISS Connect User Guide for Providers

Manage Transactions

Back to result >

- Manage Transactions
- View Testing History
- View Forms
- Account Info
- View FAQs

Add Another State >

NPI# (Click to manage)	Submitter ID	State	Status
333333338 delete		CA	Forms Complete Testing Required
Tax ID or SSN: [redacted] edit		Billing Group:	

Add Another Line of Business >

Medicare Professional of Northern California delete	Transaction Manager/ID	Status
276 (5010X212) Claim Status Request delete	<input type="checkbox"/> I will and/or Vendor Testing/BS100020 delete	COMPLETED - Auto Approved - 06/12/2024 04:19 PM Testing Not Required
835 (5010X221) Health Care Claim Payment/Advice delete	<input type="checkbox"/> I will and/or Vendor Testing/BS100020 delete	Testing Not Required
837P (5010X222) Health Care Claim: Professional delete	<input type="checkbox"/> I will and/or Vendor Testing/BS100020 delete	Pending Approval 6

+ Add Another Transaction > (within this line of business)

Note: Pending Approval means waiting 7-10 business days for completion. Testing Required means that the Vendor you have selected needs to send a test file on your behalf. You will need to work with your Vendor at this point to complete the testing.

Note: The contact listed on the profile will receive an email for each transaction, once approved.

Adding an Additional NPI

1. Click on **Add Transaction** at the top of the page.

EDISS Connect User Guide for Providers

Account Home Add Transaction **1** Manage Transactions Help Contact

Welcome Test JB [Logout >](#)

Account Profile [Edit Profile >](#)

Test JB

123 test street

Phone: (999)999-9999

Email: [Redacted]

Account Created: 06/06/2024
Software: ABILITY|PC-ACE
Date Accepted: 06/06/2024

Registration NPI: 3333333336

Account Settings: Self-Administered

[Manage Users >](#)

Testing

[View Testing History >](#)

How to Add a Transaction:

- 1 Add a new NPI
- 2 Select state(s)
- 3 Select line(s) of business
- 4 Forms
- 5 Transactions

[Add Transaction >](#) [Manage Transactions >](#)

Transaction Status At-A-Glance [Search by NPI >](#)

NPI	SubmitterId	State	Status
3333333338		CA	Forms Complete Testing Required
3333333337		IA	Forms Complete Testing Required
3333333336		CA	Forms Complete Testing Required

[Manage Transactions >](#)

2. Enter a valid 10 digit NPI.
3. Enter Tax ID, EIN or SSN. (No dashed are necessary).
4. Click **Continue**.

EDISS Connect User Guide for Providers

EDI SUPPORT SERVICES | EDISS Connect

Account Home | Add Transaction | Manage Transactions | Help | Contact

Add Transaction

Edit > | Logout

1 Add NPI | 2 Select State(s) | 3 Line(s) of Business | 4 Forms | 5 Transactions

2 Please enter a valid 10-digit NPI* :

3 Tax ID or SSN* :
(digits only)

+ Add additional NPI's

You can add multiple NPIs if they all do business in the same states, have the same lines of business and the same transaction types.

4 [Continue >](#)

Frequently Asked Questions

- + Where do I find my NPI?
- + What is a Billing NPI?
- + What Tax ID or SSN should I use?
- + Why add additional NPI's here?
- + Why am I getting an error for my 835 when registering the Medicare Part B Dental transactions?

Questions?

Jurisdiction E (JE) Part A and B:
855-688-8868

5. Select the state you do business in.
6. Click **Add**.
7. Click **Continue**.

EDISS Connect User Guide for Providers

EDI SUPPORT SERVICES | EDISS Connect

Account Home | Add Transaction | Manage Transactions | Help | Contact

Search...

Add Transaction

1 Add NPI | 2 Select State(s) | 3 Line(s) of Business | 4 Forms | 5 Transactions

Back

* = Required

NPI# : []

5 States Available

State(s) performing transactions in: *

- Alaska
- Arizona
- Hawaii
- Iowa
- Idaho
- Montana

Select all available states

Simply drag and drop or use the add/remove buttons below

6 Add

Remove

State(s) Selected

California

7 Continue >

Frequently Asked Questions

- Where do I find my NPI?
- What is a Billing NPI?
- What Tax ID or SSN should I use?
- Why add additional NPI's here?
- Why am I getting an error for my 835 when registering the Medicare Part B Dental transactions?

Questions?

Jurisdiction E (JE) Part A and B:
855-609-9960

Jurisdiction E (JE) Part A and B:

8. Check only the Lines of Business (Professional, Institutional and/or Dental) that apply.
9. Check the state specific Lines of Business that apply to your NPI(s).
10. When all lines of business have been selected, click **Continue**.

EDISS Connect User Guide for Providers

Account Home | Add Transaction | Manage Transactions | Help | Contact

EDI SUPPORT SERVICES | EDISS Connect | Search...

Add Transaction

Edit | Logout

1 Add NPI | 2 Select State(s) | 3 Line(s) of Business | 4 Forms | 5 Transactions

Back

NPI#: []

8 What type of transactions will you be submitting? Check all that apply.

Professional (1500 form) Institutional (UB92 or UB04 form) Dental (N/A)

9 Select your line(s) of business: Check all that apply.

California

Medicare Part A
 Medicare Institutional J1 Legacy Regions

10 Continue >

* = Required

Frequently Asked Questions

- Where do I find my NPI?
- What is a Billing NPI?
- What Tax ID or SSN should I use?
- Why add additional NPI's here?
- Why am I getting an error for my 835 when registering the Medicare Part B Dental transactions?

Questions?

Jurisdiction E (JE) Part A and B:
855-609-9960

Jurisdiction F (JF) Part A and B:

11. The EDI Enrollment form will be agreed to electronically.

12. To view the EDI Enrollment form, click the **EDI Enrollment Terms and Conditions** link.

13. To accept the EDI Enrollment form, check the I agree to the EDI Terms and Conditions box.

14. Click **Continue**.

EDISS Connect User Guide for Providers

EDISS Connect

Q Search...

Account Home
Add Transaction
Manage Transactions
Help
Contact

Add Transaction

[Edit](#) | [Logout](#)

1
Add NPI

2
Select State(s)

3
Line(s) of Business

4
Forms

5
Transactions

Back
* - Required

NPI#

[Medicare Part A]: Fields must be completed and form accepted below

I am authorized to sign this EDI Enrollment Form on behalf of the indicated party and I have read and agree to the foregoing provisions and acknowledge same by signing below.

Provider Name* :

NPI(s)* :

Address 1* :

Address 2 :

City* :

State* :

Zip* :

Phone* :

Fax* :

Frequently Asked Questions

- + Where do I find my NPI?
- + What is a Billing NPI?
- + What Tax ID or SSN should I use?
- + Why add additional NPI's here?
- + Why am I getting an error for my 835 when registering the Medicare Part B Dental transactions?

Questions?

Jurisdiction E (JE) Part A and B:
855-609-9960

Jurisdiction F (JF) Part A and B:
877-908-8431

All Other Lines of Business:
800-967-7902

Fax:
701-277-7850

Hours:
Mon. - Fri. 8:00 A.M. - 7:00 P.M. (CT)
[See Training Closure Schedule](#)

[Detailed Contact Information](#)

11 **Type Name:** Registered EDISS Connect admin
Signature: Agreed Electronically

Title:

Date: 06/17/2024

CMS EDI Enrollment Terms and Conditions* :

READ THE FOLLOWING TERMS AND CONDITIONS CAREFULLY BEFORE CONTINUING. THE USER MUST ACCEPT THESE TERMS AND CONDITIONS TO OBTAIN ACCESS TO THE EDISS CONNECT SYSTEM. IF THE USER DOES NOT AGREE TO THESE TERMS AND CONDITIONS, THE USER WILL NOT BE ABLE TO USE PRICE COMMIT. IT IS SUGGESTED THAT THE USER CHECK THESE TERMS PERIODICALLY AND CHANGE

I agree to the [EDI Enrollment Terms and Conditions](#)

14

Continue >

13

EDISS Connect User Guide for Providers

15. Click on the small box under Enroll to add a check mark to the specific transaction type that will be registered with EDISS.
16. You will also need to check who will perform the transaction. **I will and/or** will be indicated if you will be submitting/receiving directly using a Network Service Vendor (NSV) or the Noridian Medicare Portal (NMP).

Note: You do **not** need to check both the **I will** and **Add Vendor** options, if you are only planning to use a Vendor.

Note: If using NMP, paper claims will need to be submitted prior to registering for NMP access, as a check number and amount are required for NMP registration.

17. If you will be using a vendor, the **Add Vendor** option will be selected to indicate the Clearinghouse or Billing Service that will send/receive the electronic data. A window will appear allowing you to search by name or Vendor Trading Partner ID. Once the correct vendor appears in the window, click on the name to highlight the vendor and click **Add**.

Note: Only vendors that perform that type of transaction for that state and line of business will display in the list.

Note: It is recommended that you work with the vendor you plan to use, to obtain the correct Vendor Trading Partner ID to avoid any further delays in registration.

18. Once all transactions are added, click **Submit** at the bottom of the page to finish adding the transaction(s).

EDISS Connect User Guide for Providers

EDISS Connect

Q Search...
>

Account Home
Add Transaction
Manage Transactions
Help
Contact

Add Transaction

Edit > | Logout

1
2
3
4
5

Add NPI
Select State(s)
Line(s) of Business
Forms
Transactions

Back
* = Required

NPI# :

Medicare Part A - California Check all transactions you will be performing:

Enroll	Claim Type (version)	Description	Who Will Perform Transactions?
<input type="checkbox"/>	276 (5010X212)	Claim Status Request	<input type="checkbox"/> I will and/or Add Vendor >
<input type="checkbox"/>	835 (5010X221)	Health Care Claim Payment/ Advice	<input type="checkbox"/> I will and/or Add Vendor >
<input type="checkbox"/>	837I (5010X223)	Health Care Claim: Institutional	<input type="checkbox"/> I will and/or Add Vendor >

Certain transaction types only allow for either a provider OR a vendor to perform a transaction (not both, so the Add Vendor button will be inactive). Only vendors capable of processing the specific transaction type appear in the list when you click the Add Vendor button..

Submit >

Frequently Asked Questions

- + Where do I find my NPI?
- + What is a Billing NPI?
- + What Tax ID or SSN should I use?
- + Why add additional NPI's here?
- + Why am I getting an error for my 835 when registering the Medicare Part B Dental transactions?

Questions?

Jurisdiction E (JE) Part A and B:
855-609-9960

Jurisdiction F (JF) Part A and B:
877-908-8431

All Other Lines of Business:
800-967-7902

Fax:
701-277-7850

19. This will take you to a summary page of the transactions that have been added. You can print this page for your records.

EDISS Connect User Guide for Providers

EDI SUPPORT SERVICES | EDISS Connect

Account Home | Add Transaction | Manage Transactions | Help | Contact

Q Search...

Add Transaction

[Print this page](#) | [Edit](#) | [Logout](#)

Setup Complete!

Thank you for registering/updating your transaction(s). Processing time frame is 7-10 business days. You can monitor the progress by viewing Manage Transactions in your account profile. Once requested transaction(s) are moved to production, a date will be listed to the right of the transaction.

19 Summary

NPI#: [REDACTED]
Tax ID or SSN#: [REDACTED]

Medicare Part A - California

276 (5010X212) - Claim Status Request
Who will be performing the transaction:
Vendor Testing

835 (5010X221) - Health Care Claim Payment/Advice
Who will be performing the transaction:
Vendor Testing

837I (5010X223) - Health Care Claim: Institutional
Who will be performing the transaction:
Vendor Testing

If any of this information is inaccurate, you will have the ability to edit using [manage transactions](#).

Forms:

Download completed forms for your reference:
[MEDA Form](#)

Frequently Asked Questions

- Where do I find my NPI?
- What is a Billing NPI?
- What Tax ID or SSN should I use?
- Why add additional NPI's here?
- Why am I getting an error for my 835 when registering the Medicare Part B Dental transactions?

Questions?

Jurisdiction E (JE) Part A and B:
855-609-9960

Jurisdiction F (JF) Part A and B:
877-908-8431

All Other Lines of Business:
800-967-7902

Fax:
701-277-7850

Hours:
Mon. - Fri. 8:00 A.M. - 7:00 P.M. (CT)
[See Training Closure Schedule](#)

[Detailed Contact Information](#)

Adding a New State

1. Click on **Manage Transactions**.

EDISS Connect User Guide for Providers

Account Home | Add Transaction | **Manage Transactions** 1 | Help | Contact

Welcome Test JB

Account Profile | Edit Profile >

Test JB

123 test street

Phone: (999)999-9999
Email: [redacted]

Account Created: 06/06/2024
Software: ABILITY|PC-ACE
Date Accepted: 06/06/2024

Registration NPI: 333333336

Account Settings: Self-Administered

Manage Users >

Testing

View Testing History >

How to Add a Transaction:

- 1 Add a new NPI
- 2 Select state(s)
- 3 Select line(s) of business
- 4 Forms
- 5 Transactions

Add Transaction > | Manage Transactions >

Transaction Status At-A-Glance

Search by NPI

NPI	SubmitterId	State	Status
444444442		CA	Forms Complete Testing Required
333333338		CA	Forms Complete Testing Required
333333337		IA	Forms Complete Testing Required

Manage Transactions >

2. Click on the **NPI** that you need to add another state to.

Account Home | Add Transaction | **Manage Transactions** 2 | Help | Contact

Manage Transactions

Edit > | Logout

Manage Transactions

View Testing History

View Forms

NPI# (Click to manage)	State	Submitter ID	Status
444444442 2	CA		Forms Complete Testing Required

3. Click on **Add Another State** on the bottom of the page.

EDISS Connect User Guide for Providers

The screenshot displays the 'Manage Transactions' interface. At the top, there is a navigation bar with 'Account Home', 'Add Transaction', 'Manage Transactions', 'Help', and 'Contact'. A search bar is located in the top right corner. The main heading is 'Manage Transactions' with 'Edit' and 'Logout' links. A sidebar on the left contains a 'Back to result' button and a list of links: 'Manage Transactions', 'View Testing History', 'View Forms', 'Account Info', and 'View FAQs'. The main content area features a table with columns for 'NPI# (Click to manage)', 'Submitter ID', 'State', and 'Status'. The table contains one row with the following data: NPI# 444444442, Submitter ID (redacted), State CA, and Status Forms Complete | Testing Required. Below the table, there is a 'Billing Group' section and an 'Add Another Line of Business' link. The 'Add Another Line of Business' section contains three rows of transaction details, each with a 'Transaction Manager/ID' and a 'Status'. The first row is for Medicare Part A (Transaction Manager/ID: 276 (5010X212), Status: COMPLETED - Auto Approved - 06/17/2024 11:40 AM). The second row is for Health Care Claim Payment/Advice (Transaction Manager/ID: 835 (5010X221), Status: Testing Not Required). The third row is for Health Care Claim: Institutional (Transaction Manager/ID: 8371 (5010X223), Status: Pending Approval). Each row has an 'Add Vendor' button. At the bottom of the page, there is a red box containing the number '3' next to the 'Add Another State' link.

NPI# (Click to manage)	Submitter ID	State	Status
444444442 delete		CA	Forms Complete Testing Required

Tax ID or SSN: [redacted] | edit

Billing Group:

Add Another Line of Business >

Transaction Manager/ID	Status
276 (5010X212) Claim Status Request delete	COMPLETED - Auto Approved - 06/17/2024 11:40 AM
835 (5010X221) Health Care Claim Payment/Advice delete	Testing Not Required
8371 (5010X223) Health Care Claim: Institutional delete	Pending Approval

+ Add Another Transaction > (within this line of business)

Add Another State > **3**

4. Select the state on the right column.
5. Click **Add** to move the state to the left column.
6. Click **Continue**.

EDISS Connect User Guide for Providers

EDI SUPPORT SERVICES | EDISS Connect

Account Home | Add Transaction | Manage Transactions | Help | Contact

Q Search...

Add Transaction

Edit | Logout

1 Add NPI | 2 Select State(s) | 3 Line(s) of Business | 4 Forms | 5 Transactions

* - Required

Back

NPI#: 444444442

State(s) performing transactions in:*

4 States Available

- Alaska
- Arizona
- California
- Hawaii
- Iowa
- Idaho

Select all available states

Simply drag and drop or use the add/remove buttons below

5 Add

Remove

6 Continue

State(s) Selected

Frequently Asked Questions

- Where do I find my NPI?
- What is a Billing NPI?
- What Tax ID or SSN should I use?
- Why add additional NPI's here?
- Why am I getting an error for my 835 when registering the Medicare Part B Dental transactions?

Questions?

Jurisdiction E (JE) Part A and B:
855-609-9960

Jurisdiction E (JE) Part A and B:

7. Check only the State options (Professional, Institutional and/or Dental) that apply.
8. Check all the specific transactions that apply to your NPI(s). The states will display from the previous step.
9. When all Lines of business have been selected, click **Continue**.

EDISS Connect User Guide for Providers

Account Home | Add Transaction | Manage Transactions | Help | Contact

EDI SUPPORT SERVICES | EDISS Connect

Q Search...

Add Transaction

Edit | Logout

1 Add NPI | 2 Select State(s) | 3 Line(s) of Business | 4 Forms | 5 Transactions

Back

NPI#: 4444444442

7 What type of transactions will you be submitting? Check all that apply.

Professional (1500 form) Institutional (UB92 or UB04 form) Dental (N/A)

8 Select your line(s) of business: Check all that apply.

Alaska

Medicare Part B

9 Continue >

* = Required

Frequently Asked Questions

- Where do I find my NPI?
- What is a Billing NPI?
- What Tax ID or SSN should I use?
- Why add additional NPI's here?
- Why am I getting an error for my 835 when registering the Medicare Part B Dental transactions?

Questions?

Jurisdiction E (JE) Part A and B:
855-609-9960

10. The following screen will display a message, "Selected Lines of Business(es) doesn't need new forms. Click **Continue**."

Account Home | Add Transaction | Manage Transactions | Help | Contact

EDI SUPPORT SERVICES | EDISS Connect

Q Search...

Add Transaction

Edit | Logout

1 Add NPI | 2 Select State(s) | 3 Line(s) of Business | 4 Forms | 5 Transactions

Back

NPI#: 4444444442

[Medicare Part B]: Selected Line of Business(es) doesn't need new forms.
Please click continue...

10 Continue >

* = Required

Frequently Asked Questions

- Where do I find my NPI?
- What is a Billing NPI?
- What Tax ID or SSN should I use?
- Why add additional NPI's here?
- Why am I getting an error for my 835 when registering the Medicare Part B Dental transactions?

Questions?

Jurisdiction E (JE) Part A and B:
855-609-9960

EDISS Connect User Guide for Providers

11. Click on the small box under **Enroll** to add a check mark to the specific claim type that will be registered with EDISS.
12. You will also need to check who will perform the transaction. **I will and/or** will be indicated if you will be submitting/receiving directly using a Network Service Vendor (NSV) or the Noridian Medicare Portal (NMP).

Note: You do ***not*** need to check both the *I will* and *Add Vendor* options, if you are only planning to use a Vendor.

Note: If using NMP, paper claims will need to be submitted prior to registering for NMP access, as a check number and amount are required for NMP registration.

13. If you will be using a vendor, the **Add Vendor** option will be selected to indicate the Clearinghouse or Billing Service that will send/receive the electronic data. A window will appear allowing you to search by name or Vendor Trading Partner ID. Once the correct vendor appears in the window, click on the name to highlight the vendor and click **Add**.

Note: Only vendors that perform that type of transaction for that state and line of business will display in the list.

Note: It is recommended that you work with the vendor you plan to use, to obtain the correct Vendor Trading Partner ID to avoid any further delays in registration.

14. Once all transactions are added, click **Submit** at the bottom of the page to finish adding the transaction(s).

EDISS Connect User Guide for Providers

EDISS Connect | SUPPORT SERVICES | Q Search... | Account Home | Add Transaction | Manage Transactions | Help | Contact

Add Transaction

1 Add NPI | 2 Select State(s) | 3 Line(s) of Business | 4 Forms | 5 Transactions

Back * = Required

NPI# : 4444444442

Medicare Part B - Alaska Check all transactions you will be performing:

11	Enroll	Claim Type (version)	Description	Who Will Perform Transactions?
<input type="checkbox"/>	837P (5010X222)	Health Care Claim: Professional	12 <input type="checkbox"/> I will and/or	13 Add Vendor >
<input type="checkbox"/>	835 (5010X221)	Health Care Claim Payment/Advice	<input type="checkbox"/> I will and/or	Add Vendor >
<input type="checkbox"/>	276 (5010X212)	Claim Status Request	<input type="checkbox"/> I will and/or	Add Vendor >

Certain transaction types only allow for either a provider OR a vendor to perform a transaction (not both, so the Add Vendor button will be inactive). Only vendors capable of processing the specific transaction type appear in the list when you click the Add Vendor button..

14 **Submit** >

Frequently Asked Questions

- Where do I find my NPI?
- What is a Billing NPI?
- What Tax ID or SSN should I use?
- Why add additional NPI's here?
- Why am I getting an error for my 835 when registering the Medicare Part B Dental transactions?

Questions?

Jurisdiction E (JE) Part A and B:
855-609-9960

Jurisdiction F (JF) Part A and B:
877-908-8431

All Other Lines of Business:
800-967-7902

Fax:
701-277-7850

15. The next screen will display a summary page of the transactions that have been setup.

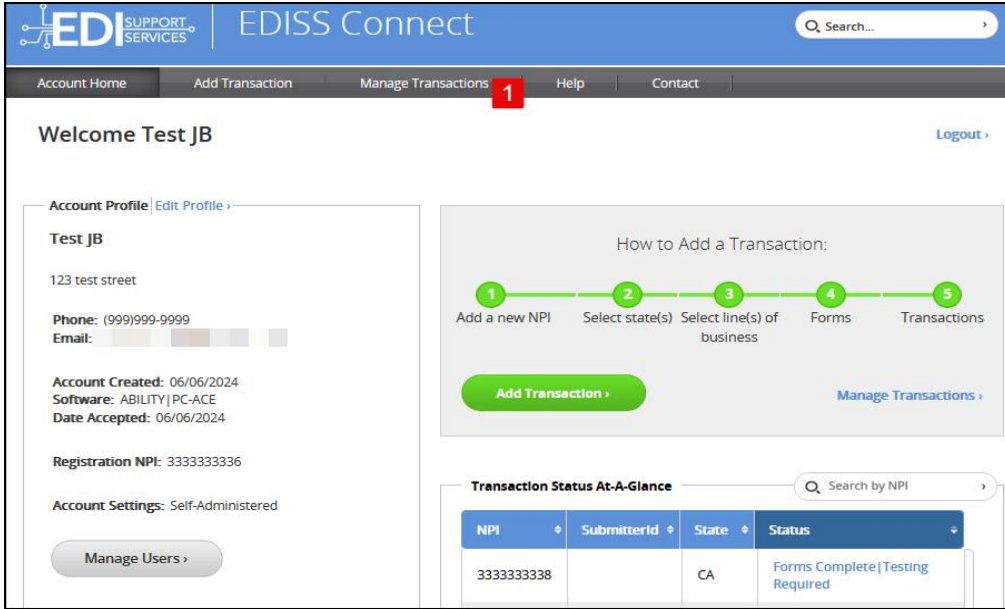
EDISS Connect User Guide for Providers

The screenshot displays the EDI Support Services EDISS Connect interface. At the top, there is a navigation bar with 'Account Home', 'Add Transaction', 'Manage Transactions', 'Help', and 'Contact'. A search bar is located in the top right corner. The main content area is titled 'Add Transaction' and features a 'Print this page' button. A 'Setup Complete!' message is prominently displayed, followed by a thank-you note and instructions on how to monitor transaction progress. Below this, a 'Summary' section (marked with a red '15' icon) lists the NPI# as 4444444442 and the Tax ID or SSN# as a redacted field. The 'Medicare Part B - Alaska' section details two transaction types: '837P (5010X222) - Health Care Claim: Professional' and '276 (5010X212) - Claim Status Request', both performed by 'Vendor Testing'. A note indicates that if any information is inaccurate, it can be edited using the 'manage transactions' link. A 'Forms' section states that no new forms are required for the selected lines of business. On the right side, there are two sidebar sections: 'Frequently Asked Questions' with five green circular icons and 'Questions?' providing contact information for Jurisdiction E (JE) Part A and B (855-609-9960), Jurisdiction F (JF) Part A and B (877-908-8431), All Other Lines of Business (800-967-7902), Fax (701-277-7850), and Hours (Mon. - Fri. 8:00 A.M. - 7:00 P.M. (CT)), with a link to 'See Training Closure Schedule'.

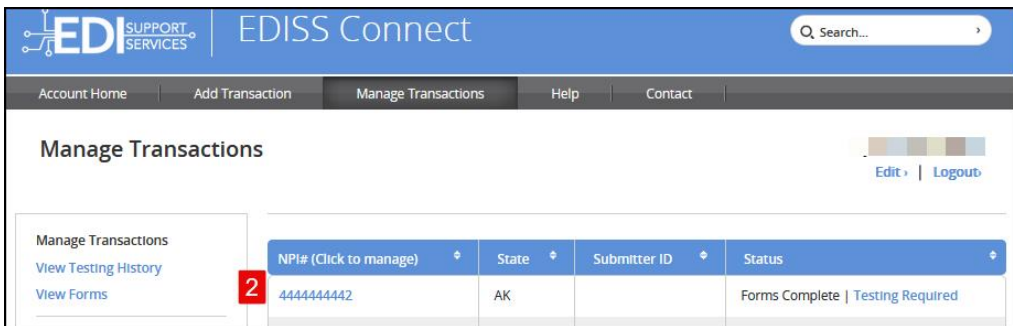
Adding a New Line of Business

1. Click **Manage Transactions**.

EDISS Connect User Guide for Providers



2. Click on the **NPI** you need to make add a line of business to.



3. Click on **Add Another Line of Business**.

EDISS Connect User Guide for Providers

The screenshot shows the 'Manage Transactions' page in the EDI Support Services EDISS Connect application. The page has a navigation bar with 'Account Home', 'Add Transaction', 'Manage Transactions', 'Help', and 'Contact'. A search bar is located in the top right corner. The main content area is titled 'Manage Transactions' and includes a 'Back to result' button and a sidebar with links for 'Manage Transactions', 'View Testing History', 'View Forms', 'Account Info', and 'View FAQs'. The main content area contains a table with the following data:

NPI# (Click to manage)	Submitter ID	State	Status
444444442 delete		AK	Forms Complete Testing Required

Below the table, there is a 'Tax ID or SSN' field with a 'delete' link and a 'Billing Group' field. A red box with the number '3' highlights the 'Add Another Line of Business' link. Below this, there is a 'Medicare Part B' section with a 'delete' link, a 'Transaction Manager/ID' field, and a 'Status' field showing 'COMPLETED - Auto Approved - 06/17/2024 11:40 AM'. At the bottom, there is a checkbox for 'I will and/or' and a 'Health Care Claim: Professional' field with a 'delete' link.

4. Check only the options (Professional, Institutional and/or Dental) that apply.
5. Check all the specific transactions that apply to your NPI.
6. Click **Continue**.

EDISS Connect User Guide for Providers

Account Home | Add Transaction | Manage Transactions | Help | Contact

Add Transaction

Q Search...

1 Add NPI | 2 Select State(s) | 3 Line(s) of Business | 4 Forms | 5 Transactions

Back

NPI#: 444444442

4 What type of transactions will you be submitting? Check all that apply.

Professional (1500 form) Institutional (UB92 or UB04 form) Dental (N/A)

5 Select your line(s) of business: Check all that apply.

Alaska

Medicare Part B Dental

6 Continue >

* = Required

Frequently Asked Questions

- Where do I find my NPI?
- What is a Billing NPI?
- What Tax ID or SSN should I use?
- Why add additional NPI's here?
- Why am I getting an error for my 835 when registering the Medicare Part B Dental transactions?

Questions?

Jurisdiction E (JE) Part A and B: 855-609-9960

Jurisdiction F (JF) Part A and B:

7. The following screen will display a message, "Selected Lines of Business(es) doesn't need new forms. Click **Continue**."

Account Home | Add Transaction | Manage Transactions | Help | Contact

Add Transaction

Q Search...

1 Add NPI | 2 Select State(s) | 3 Line(s) of Business | 4 Forms | 5 Transactions

Back

NPI#: 444444442

[Medicare Part B Dental]: Selected Line of Business(es) doesn't need new forms.

Please click continue...

7 Continue >

* = Required

Frequently Asked Questions

- Where do I find my NPI?
- What is a Billing NPI?
- What Tax ID or SSN should I use?
- Why add additional NPI's here?
- Why am I getting an error for my 835 when registering the Medicare Part B Dental transactions?

EDISS Connect User Guide for Providers

8. Click on the small box under **Enroll** to add a check mark to the specific transaction type that will be registered with EDISS.
9. You will also need to check who will perform the transaction. **I will and/or** will be indicated if you will be submitting/receiving directly using a Network Service Vendor (NSV) or the Noridian Medicare Portal (NMP).

Note: You do ***not*** need to check both the *I will* and *Add Vendor* options, if you are only planning to use a Vendor.

Note: If using NMP, paper claims will need to be submitted prior to registering for NMP access, as a check number and amount are required for NMP registration.

10. If you will be using a vendor, the **Add Vendor** option will be selected to indicate the Clearinghouse or Billing Service that will send/receive the electronic data. A window will appear allowing you to search by name or Vendor Trading Partner ID. Once the correct vendor appears in the window, click on the name to highlight the vendor and click **Add**.

Note: Only vendors that perform that type of transaction for that state and line of business will display in the list.

Note: It is recommended that you work with the vendor you plan to use, to obtain the correct Vendor Trading Partner ID to avoid any further delays in registration.

11. Once all transactions are added, click **Submit** at the bottom of the page to finish adding the transaction(s).

EDISS Connect User Guide for Providers

EDISS Connect

Q Search...

Account Home
Add Transaction
Manage Transactions
Help
Contact

Add Transaction

[Edit >](#) | [Logout](#)

1
Add NPI

2
Select State(s)

3
Line(s) of Business

4
Forms

5
Transactions

Back
* = Required

NPI# : 4444444442

Medicare Part B Dental - Alaska Check all transactions you will be performing:

8	Enroll	Claim Type (version)	Description	Who Will Perform Transactions?
<input type="checkbox"/>		276 (5010X212)	Claim Status Request	<div style="display: flex; align-items: center;"> <div style="margin-right: 5px;"> 9 <input type="checkbox"/> I will and/or </div> <div style="margin-left: 10px;"> 10 Add Vendor > </div> </div>
<input type="checkbox"/>		835 (5010X221)	Health Care Claim Payment/ Advice	<div style="display: flex; align-items: center;"> <div style="margin-right: 5px;"> <input type="checkbox"/> I will and/or </div> <div style="margin-left: 10px;"> Add Vendor > </div> </div>
<input type="checkbox"/>		837D (5010X224)	Health Care Claim: Dental	<div style="display: flex; align-items: center;"> <div style="margin-right: 5px;"> <input type="checkbox"/> I will and/or </div> <div style="margin-left: 10px;"> Add Vendor > </div> </div>

Certain transaction types only allow for either a provider OR a vendor to perform a transaction (not both, so the Add Vendor button will be inactive). Only vendors capable of processing the specific transaction type appear in the list when you click the Add Vendor button..

11 Submit >

Frequently Asked Questions

- + Where do I find my NPI?
- + What is a Billing NPI?
- + What Tax ID or SSN should I use?
- + Why add additional NPI's here?
- + Why am I getting an error for my 835 when registering the Medicare Part B Dental transactions?

Questions?

Jurisdiction E (JE) Part A and B:
855-609-9960

Jurisdiction F (JF) Part A and B:
877-908-8431

All Other Lines of Business:
800-967-7902

Fax:
701-277-7850

12. The next screen will display a summary page of the transactions that have been setup.

EDISS Connect User Guide for Providers

EDI SUPPORT SERVICES | EDISS Connect

Account Home | Add Transaction | Manage Transactions | Help | Contact

Add Transaction

[Print this page](#) | [Edit](#) | [Logout](#)

Setup Complete!

Thank you for registering/updating your transaction(s). Processing time frame is 7-10 business days. You can monitor the progress by viewing Manage Transactions in your account profile. Once requested transaction(s) are moved to production, a date will be listed to the right of the transaction.

12 Summary

NPI#: 444444442
Tax ID or SSN#: [REDACTED]

Medicare Part B Dental - Alaska

276 (5010X212) - Claim Status Request
Who will be performing the transaction:
Dental Test Vendor 1

837D (5010X224) - Health Care Claim: Dental
Who will be performing the transaction:
Dental Test Vendor 1

If any of this information is inaccurate, you will have the ability to edit using [manage transactions](#).

Forms:

There are no new forms required for the selected lines of business..

Frequently Asked Questions

- Where do I find my NPI?
- What is a Billing NPI?
- What Tax ID or SSN should I use?
- Why add additional NPI's here?
- Why am I getting an error for my 835 when registering the Medicare Part B Dental transactions?

Questions?

Jurisdiction E (JE) Part A and B:
855-609-9960

Jurisdiction F (JF) Part A and B:
877-908-8431

All Other Lines of Business:
800-967-7902

Fax:
701-277-7850

Hours:
Mon. - Fri. 8:00 A.M. - 7:00 P.M. (CT)
[See Training Closure Schedule](#)

Adding Another Transaction

1. Click on **Manage Transactions**.

EDISS Connect User Guide for Providers

Account Home | Add Transaction | **Manage Transactions** 1 | Help | Contact

Search... >

Welcome Test JB Logout >

Account Profile | [Edit Profile >](#)

Test JB

123 test street

Phone: (999)999-9999
Email: [REDACTED]

Account Created: 06/06/2024
Software: ABILITY | PC-ACE
Date Accepted: 06/06/2024

Registration NPI: 333333336

Account Settings: Self-Administered

[Manage Users >](#)

How to Add a Transaction:

- 1 Add a new NPI
- 2 Select state(s)
- 3 Select line(s) of business
- 4 Forms
- 5 Transactions

[Add Transaction >](#) [Manage Transactions >](#)

Transaction Status At-A-Glance

Search by NPI >

NPI	SubmitterId	State	Status
333333338		CA	Forms Complete Testing Required
333333337		IA	Forms Complete Testing Required
333333336		CA	Forms Complete Testing Required

[Manage Transactions >](#)

Testing

[View Testing History >](#)

2. Click on the NPI you need to make updates to.

EDISS Connect User Guide for Providers

Manage Transactions

NPI# (Click to manage)	State	Submitter ID	Status
333333338 2	CA		Forms Complete Testing Required
333333337	IA		Forms Complete Testing Required
333333336	CA		Forms Complete Testing Required

3. Click on **Add Another Transaction** (within this line of business).

EDISS Connect User Guide for Providers

EDI SUPPORT SERVICES | EDISS Connect

Account Home | Add Transaction | Manage Transactions | Help | Contact

Manage Transactions

Edit > | Logout

Back to result >

Manage Transactions
View Testing History
View Forms
Account Info
View FAQs

Add Another State >

NPI# (Click to manage)	Submitter ID	State	Status
1888888888 delete		ID	Forms Complete Testing Complete
Tax ID or SSN: edit		Billing Group:	
Add Another Line of Business >			
Medicare Part B delete	Transaction Manager/ID	Status	
837P (5010X222) Health Care Claim: Professional delete	<input checked="" type="checkbox"/> I will and/or	COMPLETED - Auto Approved - 04/26/2024 02:09 PM Testing Completed - Approved 04/26/2024 02:16 PM Upload another file >	
Add Vendor >			
276 (5010X212) Claim Status Request delete	<input checked="" type="checkbox"/> I will and/or	Completed - 04/26/2024 02:16 PM	
Add Vendor >			
+ Add Another Transaction > (within this line of business)			

Add Another State >

- This page will display which transactions are available to add. You will click on the small box under **Enroll** to add a check mark for the specific claim type.
- You will also need to check who will perform the transaction. **I will and/or** will be indicated if you will be submitting/receiving directly using a Network Service Vendor (NSV) or the Noridian Medicare Portal (NMP).

Note: If using NMP, paper claims will need to be submitted prior to registering for NMP access, as a check number and amount are required for NMP registration.

EDISS Connect User Guide for Providers

- If you will be using a vendor, the **Add Vendor** option will be selected to indicate the Clearinghouse or Billing Service that will send/receive the electronic data. A window will appear allowing you to search by name or Vendor Trading Partner ID. Once the correct vendor appears in the window, click on the name to highlight the vendor and click **Add**.

Note: If unable to click the **Add Vendor** button or select **I will and/or**, it means you have already selected the maximum number of submission options. You must remove an existing submission option, before you can add your new submission option.

- Click **Submit**.

EDI SUPPORT SERVICES | EDISS Connect

Account Home | Add Transaction | Manage Transactions | Help | Contact

Q Search...

Add Transaction

Edit | Logout

1 Add NPI | 2 Select State(s) | 3 Line(s) of Business | 4 Forms | 5 Transactions

Back * = Required

NPI# : 333333338

Medicare Professional of Northern California Check all transactions you will be performing:

4 Enroll	Claim Type (version)	Description	Who Will Perform Transactions?
<input type="checkbox"/>	835 (5010X221)	Health Care Claim Payment/Advice	5 <input type="checkbox"/> I will and/or 6 Add Vendor >

Certain transaction types only allow for either a provider OR a vendor to perform a transaction (not both, so the Add Vendor button will be inactive). Only vendors capable of processing the specific transaction type appear in the list when you click the Add Vendor button.

7 Submit >

Frequently Asked Questions

- Where do I find my NPI?
- What is a Billing NPI?
- What Tax ID or SSN should I use?
- Why add additional NPI's here?
- Why am I getting an error for my 835 when registering the Medicare Part B Dental transactions?

Questions?

Jurisdiction E (JE) Part A and B:
855-609-9960

Note: The next screen will be a summary page of the transaction you setup.

Note: If you are trying to add transactions and receive this error message, it means that you do not have any transactions available. You will need to go to Manage Transactions to view your current setup.

EDISS Connect User Guide for Providers

EDI SUPPORT SERVICES | EDISS Connect

Q Search...

Account Home | Add Transaction | Manage Transactions | Help | Contact

Add Transaction

Edit > | Logout

1 Add NPI | 2 Select State(s) | 3 Line(s) of Business | 4 Forms | 5 Transactions

Back

NPI# : 333333338

Medicare Professional of Northern California Check all transactions you will be performing:

There are no transactions available for this Line of Business.

Submit >

* = Required

Frequently Asked Questions

- Where do I find my NPI?
- What is a Billing NPI?
- What Tax ID or SSN should I use?
- Why add additional NPI's here?
- Why am I getting an error for my 835 when registering the Medicare Part B Dental transactions?

Questions?

Updating Software

1. Click on **Edit Profile**.

EDISS Connect User Guide for Providers

The screenshot displays the EDISS Connect user interface. At the top, there is a navigation bar with the EDI SUPPORT SERVICES logo and the text 'EDISS Connect'. A search bar is located on the right side of the navigation bar. Below the navigation bar, there are several menu items: 'Account Home', 'Add Transaction', 'Manage Transactions', 'Help', and 'Contact'. The main content area is titled 'Welcome Test JB' and includes a 'Logout' link. On the left side, there is an 'Account Profile' section with an 'Edit Profile' link, which is highlighted with a red box and the number '1'. The profile information includes the name 'Test JB', address '123 test street', phone '(999)999-9999', and email. Below this, it shows 'Account Created: 06/06/2024', 'Software: Other', and 'Date Accepted: 06/06/2024'. Further down, it lists 'Registration NPI: 333333336' and 'Account Settings: Self-Administered'. A 'Manage Users' button is also present. On the right side, there is a 'How to Add a Transaction' section with a five-step process: 1. Add a new NPI, 2. Select state(s), 3. Select line(s) of business, 4. Forms, and 5. Transactions. Below this is an 'Add Transaction' button and a 'Manage Transactions' link. At the bottom right, there is a 'Transaction Status At-A-Glance' section with a search bar and a table of transactions.

NPI	SubmitterId	State	Status
444444442		AK	Forms Complete Testing Required
444444442		CA	Forms Complete Testing Required
333333338		CA	Forms Complete Testing Required

2. Click on the blue **Edit** next to your current software option.

EDISS Connect User Guide for Providers

The screenshot shows the EDISS Connect user interface. At the top, there is a navigation bar with the EDISS logo and 'SUPPORT SERVICES' on the left, 'EDISS Connect' in the center, and a search bar on the right. Below the navigation bar is a menu with 'Account Home', 'Add Transaction', 'Manage Transactions', 'Help', and 'Contact'. The main content area is titled 'Profile' and 'Account Settings Self-Administered Edit'. On the left side, there is a sidebar with 'Logout', 'Edit Profile', 'Security Settings', 'User Role Admin', 'Account Settings Self-Administered Edit', 'Software Other Edit 2', 'My Vendors View Vendors', 'Account Created 06/06/2024', 'Last Updated 06/17/2024', and 'Manage Users'. The main content area is titled 'Company Information' and contains the following fields: 'Provider's Company Name*' (Test JB), 'Phone*' (999 999 9999), 'Fax*' (999 999 9999), 'Address 1*' (123 test street), 'Address 2*', 'City*' (Test), 'State*' (MN), and 'ZIP*' (56560). Below the 'Company Information' section is the 'Contact Information' section.

3. Select the Software of your choosing. (ABILITY|PC-ACE or Other).

Note: ABILITY|PC-ACE is a free software provided by EDISS. We do have user guides available on our website, www.edissweb.com

4. You will need to select **I accept the Software Licensing Agreement (SLA)**.

5. Click **Update Software** to save your changes.

EDISS Connect User Guide for Providers

The screenshot displays the EDISS Connect user interface. At the top, there is a navigation bar with the EDI SUPPORT SERVICES logo and the text "EDISS Connect". A search bar is located on the right side of the navigation bar. Below the navigation bar, there are several menu items: "Account Home", "Add Transaction", "Manage Transactions", "Help", and "Contact".

The main content area is titled "Profile" and contains a sidebar on the left with the following links: "Logout", "Edit Profile", "Security Settings", "User Role" (Admin), "Account Settings" (Self-Administered | Edit), and "Software" (Other | Edit).

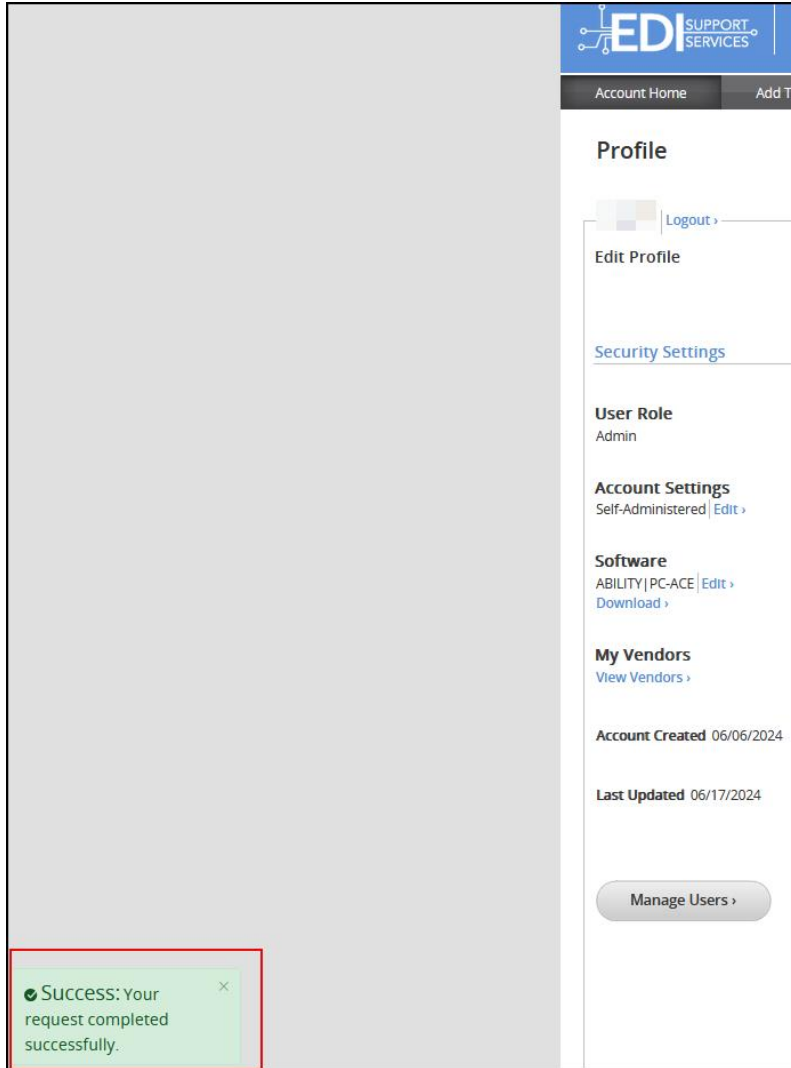
The main content area is titled "Software" and contains the following text: "* = Required". Below this, there is a question: "What software will you use for transactions? *:". There are two radio button options: "3 ABILITY|PC-ACE (Free software provided by EDISS)" and "Other".

Below the radio button options, there is a text box containing the following text: "BY CLICKING THE 'I AGREE' BUTTON DISPLAYED AS PART OF THE ONLINE REGISTRATION PROCESS, YOU AGREE TO THE FOLLOWING TERMS AND CONDITIONS (THE 'AGREEMENT') GOVERNING YOUR USE OF THE EDISS REGISTRATION & MANAGEMENT SERVICE, INCLUDING OFFLINE COMPONENTS (COLLECTIVELY, THE 'SERVICE'). IF YOU ARE ENTERING INTO THIS AGREEMENT ON BEHALF OF A COMPANY OR OTHER LEGAL ENTITY, YOU REPRESENT THAT YOU HAVE THE AUTHORITY TO BIND SUCH ENTITY TO THESE TERMS AND CONDITIONS, IN WHICH CASE THE".

Below the text box, there is a checkbox labeled "4 I accept the Software Licensing Agreement" which is checked. Below the checkbox, there is a green button labeled "5 Update Software".

Note: If the changes were successful, you will see a green box in the bottom left corner of your screen appear that says "Success: Your request completed successfully."

EDISS Connect User Guide for Providers



Deleting an NPI

1. Click on **Manage Transactions**.

EDISS Connect User Guide for Providers

The screenshot shows the 'Account Home' page for a user named 'Test JB'. The top navigation bar includes 'Account Home', 'Add Transaction', 'Manage Transactions' (highlighted with a red box and the number 1), 'Help', and 'Contact'. The main content area features a 'Welcome Test JB' message with a 'Logout' link. On the left, there is an 'Account Profile' section with details for 'Test JB', including address, phone, email, and account creation/acceptance dates. On the right, a 'How to Add a Transaction' flowchart shows five steps: 1. Add a new NPI, 2. Select state(s), 3. Select line(s) of business, 4. Forms, and 5. Transactions. Below the flowchart is an 'Add Transaction' button and a 'Manage Transactions' link. At the bottom right, a 'Transaction Status At-A-Glance' table is visible, with a search bar for NPI.

NPI	Submitterid	State	Status
3333333338		CA	Forms Complete Testing Required

2. Click on the NPI you need to make updates to.

The screenshot shows the 'Manage Transactions' page. The top navigation bar is the same as in the previous screenshot. The main content area has a 'Manage Transactions' header and a 'View Testing History' link. Below this is a table with columns for 'NPI# (Click to manage)', 'State', 'Submitter ID', and 'Status'. A red box with the number 2 highlights the NPI '444444442' in the first row. To the right of the table, there are 'Edit' and 'Logout' links.

NPI# (Click to manage)	State	Submitter ID	Status
444444442	AK		Forms Complete Testing Required

3. To the right of the NPI, click on **Delete**.

EDISS Connect User Guide for Providers

Manage Transactions

Back to result

Manage Transactions
View Testing History
View Forms
Account Info
View FAQs

Add Another State

NPI# (Click to manage)	Submitter ID	State	Status
444444442 delete 3		AK	Forms Complete Testing Required

Tax ID or SSN: | [edit](#) Billing Group:

Add Another Line of Business

Medicare Part B	Transaction Manager/ID	Status
delete		COMPLETED - Auto Approved - 06/17/2024 11:40 AM

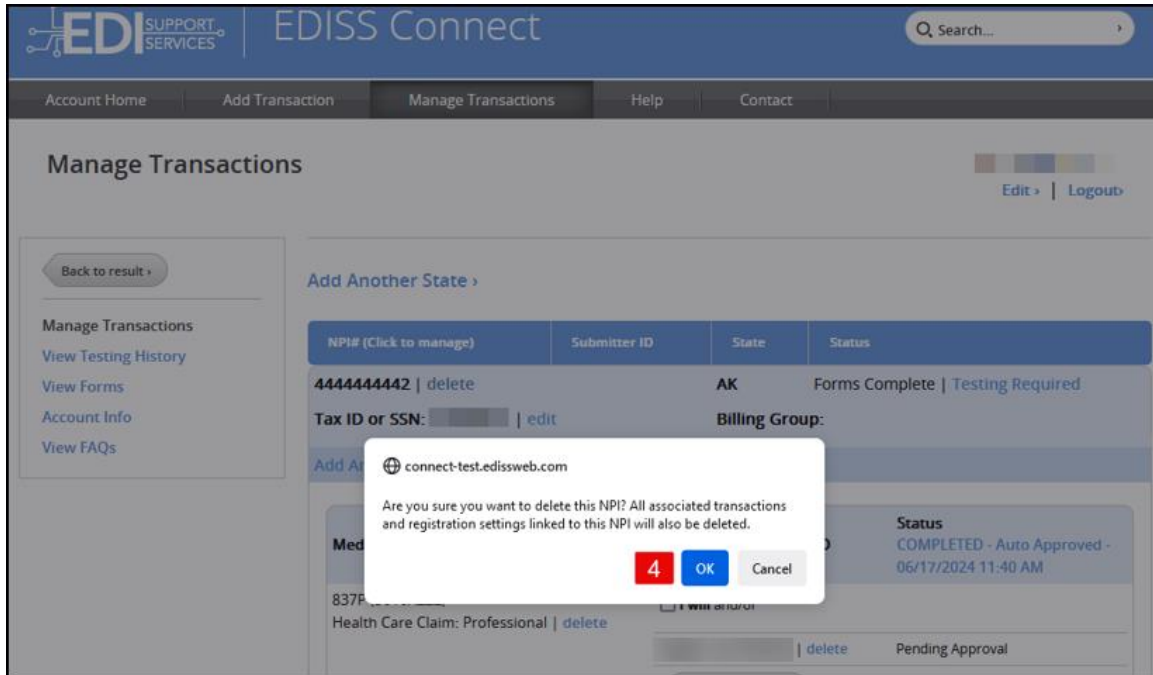
837P (5010X222) I will and/or

Note: If/when you delete an NPI. All transactions associated with that NPI will also be deleted.

Note: If there multiple NPIs in the account, verify that the NPI you are deleting is not the Registration NPI listed on the Account Home page. Deleting this NPI will delete the account and all the NPIs in it.

4. A box appears asking "if you are sure you want to delete this NPI?"

EDISS Connect User Guide for Providers



Updating Your Demographics

At any time, you can update your company information in your Connect account and save it to your profile.

Note: When updating the demographics, it does **not** allow special characters or punctuation.

1. Click **Edit Profile**.

EDISS Connect User Guide for Providers

The screenshot displays the EDISS Connect user interface. At the top, there is a navigation bar with the EDI SUPPORT SERVICES logo and the text 'EDISS Connect'. A search bar is located on the right side of the navigation bar. Below the navigation bar, there are several menu items: 'Account Home', 'Add Transaction', 'Manage Transactions', 'Help', and 'Contact'. The main content area is titled 'Welcome Test JB' and includes a 'Logout' link. On the left, there is an 'Account Profile' section with a red '1' next to the 'Edit Profile' link. The profile information includes: 'Test JB', '123 test street', 'Phone: (999)999-9999', 'Email: [redacted]', 'Account Created: 06/06/2024', 'Software: ABILITY|PC-ACE', 'Date Accepted: 06/06/2024', 'Registration NPI: 3333333336', and 'Account Settings: Self-Administered'. There is a 'Manage Users' button. In the center, there is a 'How to Add a Transaction' diagram with five steps: 1. Add a new NPI, 2. Select state(s), 3. Select line(s) of business, 4. Forms, and 5. Transactions. Below the diagram is an 'Add Transaction' button and a 'Manage Transactions' link. On the right, there is a 'Transaction Status At-A-Glance' section with a search bar 'Search by NPI'. Below the search bar is a table with the following data:

NPI	SubmitterId	State	Status
4444444442		AK	Forms Complete Testing Required
4444444442		CA	Forms Complete Testing Required
3333333338		CA	Forms Complete Testing Required

There is a 'Manage Transactions' link below the table.

2. You are now able to update your demographics.
3. Click **Save Changes**, to save.

EDISS Connect User Guide for Providers

The screenshot displays the EDISS Connect user interface. At the top, there is a navigation bar with the EDI SUPPORT SERVICES logo and the text 'EDISS Connect'. Below this is a secondary navigation bar with links for 'Account Home', 'Add Transaction', 'Manage Transactions', 'Help', and 'Contact'. A search bar is located on the right side of the top navigation bar.

The main content area is titled 'Profile' and includes a sidebar on the left with the following options: 'Logout', 'Edit Profile', 'Security Settings', 'User Role' (Admin), 'Account Settings' (Self-Administered | Edit), 'Software' (ABILITY | PC-ACE | Edit | Download), 'My Vendors' (View Vendors), 'Account Created' (06/06/2024), 'Last Updated' (06/17/2024), and a 'Manage Users' button.

The main content area is titled 'Account Settings' (Self-Administered | Edit) and is divided into two sections:

- Company Information** (marked with a red '2' and '* - Required'): This section contains several input fields: 'Provider's Company Name*' (Test JB), 'Phone*' (999 999 9999), 'Fax*' (999 999 9999), 'Address 1*' (123 test street), 'Address 2*', 'City*' (Test), 'State*' (MN), and 'ZIP*' (56560).
- Contact Information** (marked with a red '3' and '* - Required'): This section contains four input fields: 'First Name*', 'Last Name*', 'Email*', and 'Confirm Email*'.

At the bottom of the form, there is a green 'Save Changes' button and a grey 'Or Cancel' button.

Updating Password After Login

1. Click on **Edit Profile**.

EDISS Connect User Guide for Providers

The screenshot displays the EDISS Connect user interface. At the top, there is a navigation bar with the EDI SUPPORT SERVICES logo and the text 'EDISS Connect'. Below this is a secondary navigation bar with links for 'Account Home', 'Add Transaction', 'Manage Transactions', 'Help', and 'Contact'. The main content area is titled 'Welcome Test JB' and includes a 'Logout' link.

On the left, there is an 'Account Profile' section with a red '1' next to the 'Edit Profile' link. The profile information for 'Test JB' includes: '123 test street', 'Phone: (999)999-9999', 'Email: [redacted]', 'Account Created: 06/06/2024', 'Software: ABILITY|PC-ACE', 'Date Accepted: 06/06/2024', 'Registration NPI: 333333336', and 'Account Settings: Self-Administered'. A 'Manage Users' button is located at the bottom of this section.

Below the account profile is a 'Testing' section with a 'View Testing History' link.

On the right, there is a 'How to Add a Transaction' flow diagram with five steps: 1. Add a new NPI, 2. Select state(s), 3. Select line(s) of business, 4. Forms, and 5. Transactions. A green 'Add Transaction' button is positioned below the first step, and a 'Manage Transactions' link is at the bottom right.

Below the flow diagram is a 'Transaction Status At-A-Glance' section with a search bar for NPI. It contains a table with the following data:

NPI	SubmitterId	State	Status
444444442		AK	Forms Complete Testing Required
444444442		CA	Forms Complete Testing Required
333333338		CA	Forms Complete Testing Required

A 'Manage Transactions' link is located at the bottom right of the table.

2. Click on **Security Settings**.

EDISS Connect User Guide for Providers

The screenshot shows the EDI Support Services EDISS Connect user interface. The top navigation bar includes 'Account Home', 'Add Transaction', 'Manage Transactions', 'Help', and 'Contact'. The main content area is titled 'Profile' and contains a sidebar with 'Logout', 'Edit Profile', 'Security Settings' (highlighted with a red '2'), 'User Role' (Admin), 'Account Settings' (Self-Administered | Edit), and 'Software'. The main content area is titled 'Company Information' and contains a form with fields for 'Provider's Company Name*' (Test JB), 'Phone*' (999, 999, 9999), and 'Fax*' (999, 999, 9999). A red box highlights the 'Security Settings' link in the sidebar.

3. Enter your current (old) password.
4. Enter your new password.

Note: Passwords shall follow the following password criteria:

- At least eight (8) characters, maximum of sixteen (16)
- At least one upper-case letter
- At least one lower-case letter
- At least one number
- At least one special character (\$, #, *, -, or _). Do not use '&' or '+'
- The use of dictionary names or words as passwords is prohibited
- The same password cannot be reused for six (6) generations
- Maximum Sequential Repeat: 2 (e.g LL or GG or 00 is the max of repeats of a character allowed)
- Maximum Characters from Previous Password: 4

5. Re-type your new password.
6. Click on **Change Password**, to save your changes.

EDISS Connect User Guide for Providers

The screenshot shows the EDISS Connect user interface. At the top, there is a blue header with the EDI SUPPORT SERVICES logo and the text 'EDISS Connect'. Below the header is a navigation bar with links for 'Account Home', 'Add Transaction', 'Manage Transactions', 'Help', and 'Contact'. A search bar is located in the top right corner. The main content area is titled 'Profile' and contains a sidebar on the left with links for 'Logout', 'Edit Profile', 'Security Settings', 'User Role' (Admin), 'Account Settings' (Self-Administered), and 'Software' (ABILITY | PC-ACE). The main content area features the 'Update Password' form, which includes three input fields: 'Old Password*' (labeled with a red '3'), 'New Password*' (labeled with a red '4'), and 'Re-type New Password*' (labeled with a red '5'). A red asterisk indicates that these fields are required. Below the 'New Password*' field, there is a text description: '(8 to 20 characters, at least one upper case letter, one lower case letter, one digit and one special character case sensitive, no spaces)'. At the bottom right of the form is a green 'Change Password' button labeled with a red '6'.

Adding/Removing Users

Viewing Users

For Connect user accounts to stay active, users must login at least once every 60 days.

- Users are de-activated after 60 days of inactivity
- Users are removed after 90 days of inactivity

1. This window displays the users associated with the account.
2. The name is shown in the first column. To view details about that user, click the name in the list.
3. The Last Login column shows the date when that user last logged into the system. If the registration is incomplete, the status displays with the ability to resend a complete user registration notification. You can also delete a user from the system in this column.

EDISS Connect User Guide for Providers

1 Manage Users Edit > | Logout

Account Name: Test JB

View Users
Add User

Name (Click to Edit)	Username	Security Role	Last Login
2 [Redacted] (Created On: 06/06/2024 01:53 PM)	[Redacted]	Admin	06/11/2024 3

Note: If a user has been setup, but has not completed their registration within 30 days, they will be automatically deleted from the system.

Adding a User

New users can be added to existing accounts through the 90-day link that is outlined above and by other active users that are logged into the Connect account. They would click the **Add User** button on the Manage Users page to generate the email that both options need to user to complete the login.

Manage Users Edit > | Logout

Account Name: Test JB

View Users
Add User

Name (Click to Edit)	Username	Security Role	Last Login
[Redacted] (Created On: 06/06/2024 01:53 PM)	[Redacted]	Admin	06/11/2024

Note: If a user has been setup, but has not completed their registration within 30 days, they will be automatically deleted from the system.

The steps to complete the login using the email are outlined below.

EDISS Connect User Guide for Providers

1. When a new user is setup in the system, the user will receive an email notification.
2. A temporary registration password is generated and required to finish registering as a user.
3. The user must click **Complete User Registration** to finish their registration.

1 You've been added as an EDISS Connect user, and you're almost finished...

To complete the EDISS registration process, please click on the link provided below within the next **15 days**. You will be required to provide additional information including the username created by your administrator. You will also need to enter the system generated password as shown below. The password is case sensitive.

2 Registration password:

3 [Complete User Registration](#)

Hint: To minimize the chances of mis-keying the password, copy (Ctrl + C) and paste (Ctrl + V) the password into the "Enter password from email" field during the next step of registration.

If you are not the primary/administrative user for your EDISS Connect account, please have the appropriate individual in your facility contact the EDISS Help Desk to gain access.

If you have any problems completing the registration process, please contact EDISS at the appropriate phone number below.

Jurisdiction E (JE) Part A and B - CA, HI, NV, American Samoa, Guam, Northern Mariana Islands:
855-609-9960

Jurisdiction F (JF) Part A and B - AK, AZ, ID, MT, ND, OR, SD, UT, WA and WY:
877-908-8431

All Other Lines of Business:
ND Medicaid and IA Medicaid: 800-967-7902

[Contact Us >](#)

©EDISS Registration & Management

Note: *The email temporary password is only good for 15 days. After that a new email will need to be sent.*

EDISS Connect User Guide for Providers

Deleting a User

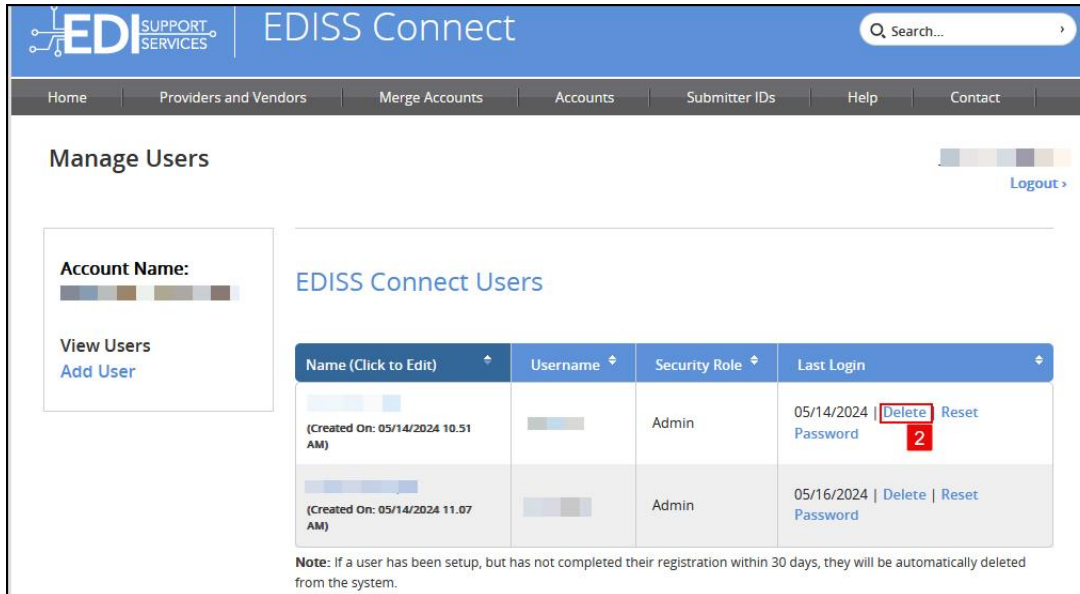
1. Click on **Manage Users**.

The screenshot shows the EDISS Connect user interface. At the top, there is a navigation bar with the EDI SUPPORT SERVICES logo and the text 'EDISS Connect'. Below the navigation bar, there are tabs for 'Account Home', 'Add Transaction', 'Manage Transactions', 'Help', and 'Contact'. The main content area is titled 'Welcome Test JB' and includes a 'Logout' link. On the left, there is an 'Account Profile' section with details for 'Test JB', including address, phone, email, and account information. A red box with the number '1' highlights the 'Manage Users' button in this section. To the right, there is a 'How to Add a Transaction' flowchart with five steps: 1. Add a new NPI, 2. Select state(s), 3. Select line(s) of business, 4. Forms, and 5. Transactions. Below the flowchart is an 'Add Transaction' button and a 'Manage Transactions' link. At the bottom right, there is a 'Transaction Status At-A-Glance' table with columns for NPI, SubmitterId, State, and Status. The table contains three rows of data, and a 'Manage Transactions' link is located below it.

NPI	SubmitterId	State	Status
4444444442		CA	Forms Complete Testing Required
3333333338		CA	Forms Complete Testing Required
3333333337		IA	Forms Complete Testing Required

2. Click on **Delete**, to remove the user.

EDISS Connect User Guide for Providers



Manage Users

Account Name: [Redacted]

View Users
Add User

EDISS Connect Users

Name (Click to Edit)	Username	Security Role	Last Login
[Redacted] (Created On: 05/14/2024 10.51 AM)	[Redacted]	Admin	05/14/2024 Password Delete Reset
[Redacted] (Created On: 05/14/2024 11.07 AM)	[Redacted]	Admin	05/16/2024 Delete Reset Password

Note: If a user has been setup, but has not completed their registration within 30 days, they will be automatically deleted from the system.

Note: If the User has not completed the login, the delete option will not be available in the Last Login column. It will be removed at 90-days if it is left incomplete.

Testing in Connect (Non-Medicare Providers Only)

Submit Test File

Note: Only Non-Medicare lines of business can be tested through EDISS Connect. Medicare lines of business will need to be tested through the EDI Gateway System.

1. To submit a test file, click **Testing Required**.

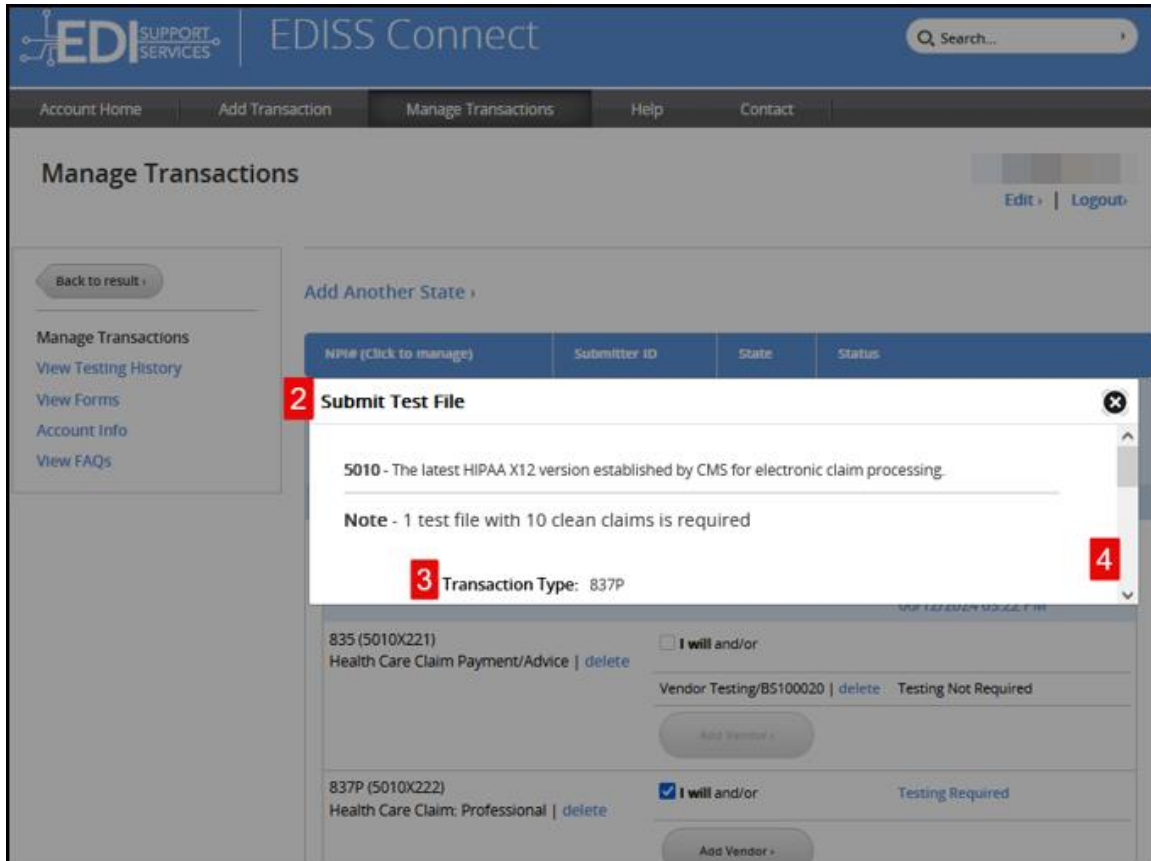
EDISS Connect User Guide for Providers

The screenshot displays the 'Manage Transactions' interface. At the top, there is a navigation bar with 'Account Home', 'Add Transaction', 'Manage Transactions', 'Help', and 'Contact'. A search bar is located in the top right corner. Below the navigation bar, the page title 'Manage Transactions' is shown, along with 'Edit' and 'Logout' links. A sidebar on the left contains a 'Back to result' button and a list of links: 'Manage Transactions', 'View Testing History', 'View Forms', 'Account Info', and 'View FAQs'. The main content area features a table with the following data:

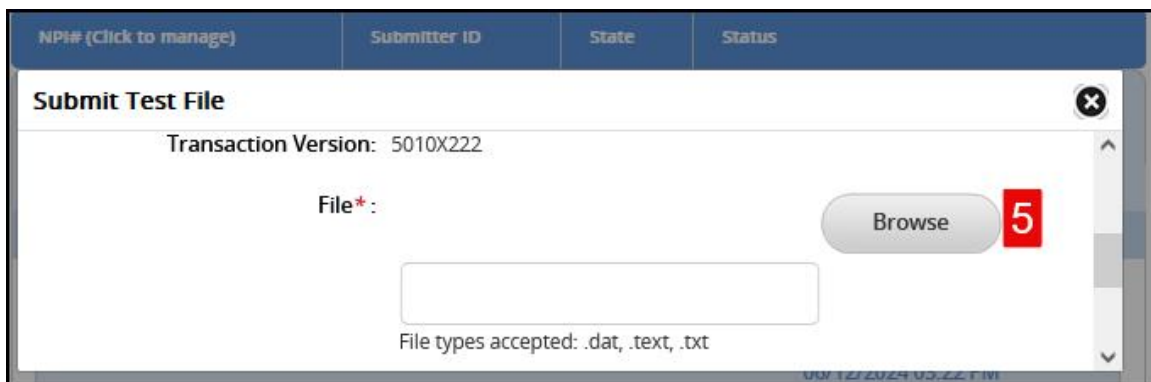
NPI# (Click to manage)	Submitter ID	State	Status
[Redacted] delete		IA	Forms Complete Testing Required
Tax ID or SSN: [Redacted] edit			
Billing Group:			
Update NPI Address			
Add Another Line of Business >			
Medicaid Professional of Iowa delete		Transaction Manager/ID	Status
835 (5010X221) Health Care Claim Payment/Advice delete		<input type="checkbox"/> I will and/or	COMPLETED - Auto Approved - 06/12/2024 03:22 PM
		Vendor Testing/BS100020 delete	Testing Not Required
		<input type="button" value="Add Vendor >"/>	
837P (5010X222) Health Care Claim: Professional delete		<input checked="" type="checkbox"/> I will and/or	Testing Required 1
		<input type="button" value="Add Vendor >"/>	

2. The following screen shows the **Submit Test File** window.
3. The transaction type and version are shown as reference for what the system needs to test.
4. You will have to use the scroll bar to view the rest of the pop-up box.

EDISS Connect User Guide for Providers

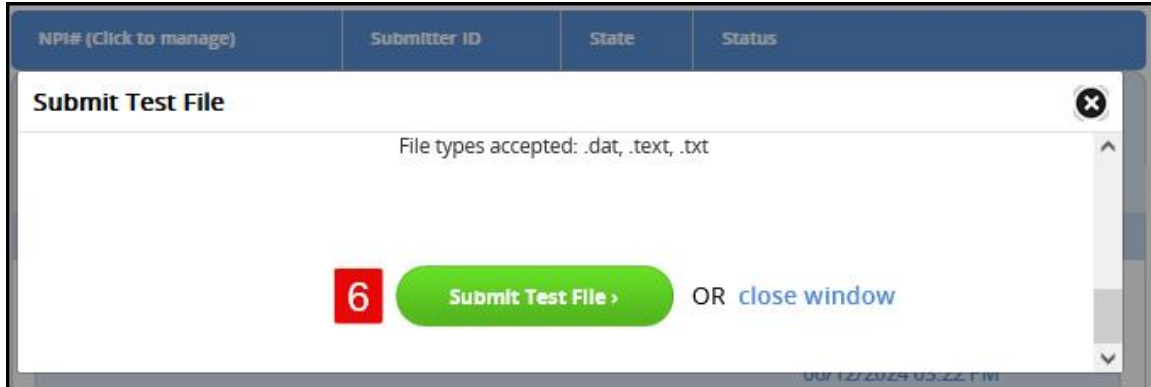


5. You can click **Browse** to locate a claim file from your desktop. Accepted file types include a .txt or .dat format.



6. Once you have selected a file click **Submit Test File** and the system will automatically upload the file.

EDISS Connect User Guide for Providers



Note: A thank you page will display upon successful submission. Test files may take up to 48 hours to indicate if they have passed or failed validation.

View Testing History

1. The View Testing History page displays all the test files submitted for your NPIs and overall EDISS Connect Account.
2. The line of business and transaction type will show in the first column with the associated NPIs displayed in the next column.
3. The status shows if the file is processing, passed or failed. If the file failed to pass validation, you can upload another test file by clicking **Upload another file** below the failed status.
4. Reports are created from the EDISS Connect testing workflow. Each file is a hyperlink that will open the actual report in the X12 format. These files can be saved or translated in your software of choice for future reference.

EDISS Connect User Guide for Providers

The screenshot displays the EDISS Connect interface. At the top, there is a search bar and navigation tabs: Home, Providers and Vendors, Merge Accounts, Submitter IDs, Help, and Contact. The main heading is 'Testing History' with a 'Logout' link. A sidebar on the left contains 'Manage Transactions', 'Edit Profile', and 'View Testing History' (1). A 'Back To Manage Transactions' button is present. The main content area shows a 'Vendor Administered' profile for a provider in North Dakota (2). Below this is a table titled 'Testing History For Above NPI/State' with columns: Transaction #, NPI #, Submitter #, Status #, Upload #, and Reports. A transaction is listed with status 'Processing' (3) and a report file 'test.txt' (4).

Transaction #	NPI #	Submitter #	Status #	Upload #	Reports
837P (5010X222) Medicaid Professional of North Dakota			Processing	11/29/2018 10:40:00 AM CST	test.txt

View Forms

1. The View Forms page provides a list of forms that are required by EDISS to have transactions setup properly and approved.
2. The forms are listed as required by each NPI.
3. The form name will show up as a link. Simply click the link to download the form as a PDF file.

Note: Once the Vendor Administrator has added transactions to the provider account, the **provider** must log into their account and accept the required form(s). Forms can be viewed and accepted by the **provider** from this page. Transactions will not be moved into production until the provider has accepted the required form(s).

4. The status shows if the form is still required or if it is complete with an approved date.

EDISS Connect User Guide for Providers

Manage Transactions

Account Home | Add Transaction | **Manage Transactions** | Help

Q Search...

Edit | Logout

Manage Transactions

View Testing History

1 View Forms

NPI	Line of Business	Form	Status
2	ND Dental	ND Dental Form 3	Forms Required 4
	Medicaid Dental of Iowa	Download MDCDIA Form	Complete - Approved 12/10/2018
	ND Vision	ND Vision Form	Forms Required
	Medicare Part B	Download MEDB Form	Complete - Approved 12/10/2018