



Office of Financial Management/Financial Services Group

August 24, 2009

Implementation of Medicare Secondary Payer Mandatory Reporting Provisions in
Section 111 of the Medicare, Medicaid, and SCHIP Extension Act of 2007
(See 42 U.S.C. 1395y(b)(7) & (8))

**ALERT Concerning Section 111 COBSW Registration
For All Users – Account Managers and Account Designees**

This ALERT has been prepared to assist users of the Section 111 COB Secure Website (COBSW) with obtaining Login IDs. In particular, this alert addresses certain situations where multiple user invitations have been generated for one individual. The Section 111 COBSW URL is www.section111.cms.hhs.gov. The information here augments the applicable instructions in the appropriate User Guide and How To documentation on the COBSW, but does not replace them.

Obtaining a Login ID

- **From an Account Designee Invitation Email**

Individuals invited by the Account Manager for an RRE ID will receive an invitation email from cob@section111.cms.hhs.gov. This email contains a token link that you must click on to be taken to the Account Designee registration process on the Section 111 COBSW. During this process you must provide a passphrase given to you personally by the Account Manager who invited you and provide the requested information to obtain your Section 111 COBSW Login ID.

You only need one Login ID for the COBSW and you will only perform the Account Designee registration process once. Once you have obtained a Login ID, if you are invited to subsequent RRE IDs, the invitation emails will not contain a token link but rather just inform you of the invitation. The next time you login to the COBSW, you will see the new RRE IDs displayed on your RRE Listing page and be able to start working with them.

NOTE: If you are invited to become an Account Designee more than once **before** you have completed the Account Designee registration process and obtained a Login ID, all the email invitations generated will contain the **same** token link sent with your **original** (first) invitation. When you use this link, it will take you to a page that displays the information from the **original** RRE invitation. **Only one, unique token link is generated per user for the Account Designee registration process.** You may use the token link in any of these emails to register. Once you have completed the Account Designee registration process and obtained a Login ID, the token link will no longer be valid. We strongly encourage users to register as soon as possible after receiving the first invitation email to avoid confusion.

- **As an Account Manager**

Individuals who will be the Account Manager for an RRE ID must complete the Account Setup step on the Section 111 COBSW for that specific RRE ID. If the user does not yet have a Login ID for the COBSW, then he/she will be prompted to create one during this process. Only one Login ID is needed so once you have a Login ID, you won't be prompted again to create a Login ID while performing the Account Setup step for additional RRE IDs or after being added to another RRE ID as an Account Designee.

NOTE: Individuals may play different roles for different RRE IDs. You may obtain a Login ID by either performing the Account Setup step as an Account Manager or by being invited by an Account Manager to be an Account Designee. If you have been invited to be an Account Designee for an RRE ID before you registered as an Account Manager for another RRE ID, you **must** complete the Account Designee registration process and obtain a Login ID **before** you may complete the Account Setup step for another RRE ID as the Account Manager. In other words, if you have an Account Designee invitation pending, you must complete the Account Designee registration process and obtain a Login ID before you may proceed with setting yourself up as an Account Manager for other RRE IDs. We strongly encourage users to register as soon as possible after receiving an invitation email to avoid problems completing the Account Setup step for other RRE IDs.

- **General Notes**

- Please review the registration sections of the applicable reporting User Guides found on the GHP and NGHP pages of www.cms.hhs.gov/MandatoryInsRep and the “How to Get Started” and “How to Invite Account Designees” documentation under the How To menu option of www.section111.cms.hhs.gov for more information.
- Each user will have only one Section 111 COBSW Login ID.
- Users may be associated and work with more than one RRE ID with the same Login ID.
- Your user role on the Section 111 COBSW is by RRE ID. You may be an Account Manager for one RRE ID and an Account Designee for a different RRE ID.
- To become the Account Manager for an RRE ID, you must be the individual who completes the Account Setup step for the RRE ID.
- To become an Account Designee for an RRE ID, you must be invited by the Account Manager for the RRE ID. The Account Manager does this by logging on to the COBSW and using the Designee Maintenance action.
- To change Account Managers for an RRE ID, you must contact your assigned EDI Representative.
- If you have any problems obtaining a Login ID, contact your assigned EDI Representative directly or the COBC EDI Department at 646-458-6740.