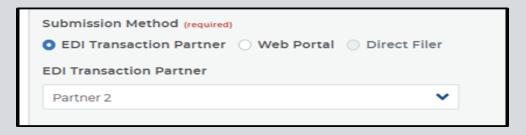


## **EDI Trading Partner Agreement**

Do you know when to submit a Trading Partner Agreement Application (TPI)? When you get an annual reminder email or when contacts, claim administrators, or submission methods change!



Quick and easy changes to the Submission Method (Transaction Partner, Web Portal, or if applicable, Direct Filer) using the radio buttons.

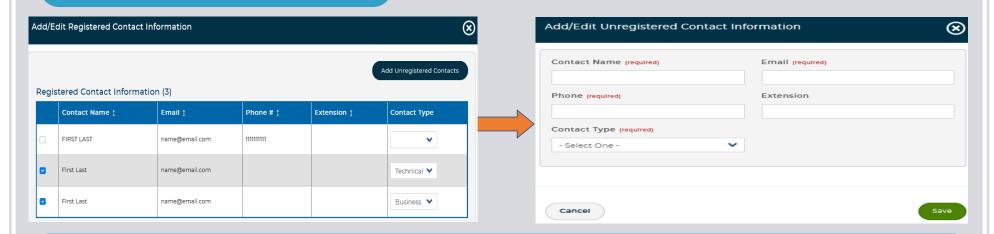
Contacts must be kept up to date. These individuals are designated by your company to receive outreach from the bureau.

TIP: All registered users for your organization should ensure emails, direct phone numbers, and other profile details are current!

## Contact Information

Please enter at least one Business and one Technical contact for this Trading Partner from the Add Registered Contact list\*. If you do not locate the contact in the list of registered users, you may elect to add them as an unregistered contact. \*Name, phone number, and email are pulled from the registered user's profile; if updates are needed to this information the registered user must update their profile.

Add Registered Contacts



## Have a registered user you want to access the application?

Add them as a contact. You must have at least two contacts (one business and one technical), but you may add more if you want. If you want an unregistered user to receive email notifications, simply enter their data and save!

Add new Claim Administrators by picking the party type (TPA or Insurer, includes Self-Insured Employers Group Funds, and Group Members), entering the FEIN, and double-checking the information!  $\otimes$ Claim Administrator ID List Please confirm you would like to add below organization to your Claim Admin ID List You must be on the Certification tab to Submit this application, **BWC Insurer Code** Party Type (required) FEIN (required) Organization Name INSURANCE COMPANY NAME 22-2111111 Insurer Clear Add No At the touch of a button, easily inactivate Claim Administrators for whom you are no longer the Trading Partner. Active Claim Administrator (2) Claim Admin Name 1 FEIN ‡ BWC Code Effective Date 1 Actions INSURANCE COMPANY NAME 221111111 03/20/2023 INSURANCE COMPANY NAME 222111111 9222 03/27/2023 Don't worry! If you accidentally inactivated in error, you can click the (undo) button within the same session to reinstate the company. Inactive Claim Administrator (1) FEIN 1 BWC Code 1 Claim Admin Name ‡ Effective Date 1 Inactive Date 1 Actions INSURANCE COMPANY NAME 221111111 9111 03/20/2023 03/27/2023 Certification is as simple as reading and agreeing to an attestation, entering your details, and checking a box! You receive an email

Certification is as simple as reading and agreeing to an attestation, entering your details, and checking a box! You receive an email when an application is approved or if BWC needs additional data. Transcripts will be available upon approval of the application for annual certification, as well as any subsequent intermittent amendment you make.

Once data is entered, it is preserved for the next time you go in.