

## 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!

**Submission Method (required)**

EDI Transaction Partner
  Web Portal
  Direct Filer

**EDI Transaction Partner**

Partner 2 ▼

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.

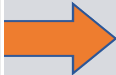
[Add Registered Contacts](#)

**Add/Edit Registered Contact Information**

[Add Unregistered Contacts](#)

Registered Contact Information (3)

	Contact Name ↑	Email ↓	Phone # ↑	Extension ↓	Contact Type
<input type="checkbox"/>	FIRST LAST	name@email.com	000000		<span>▼</span>
<input checked="" type="checkbox"/>	First Last	name@email.com			Technical <span>▼</span>
<input checked="" type="checkbox"/>	First Last	name@email.com			Business <span>▼</span>



**Add/Edit Unregistered Contact Information**

**Contact Name (required)**

**Email (required)**

**Phone (required)**

**Extension**

**Contact Type (required)**

- Select One - ▼

[Cancel](#) [Save](#)

**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!

### Claim Administrator ID List

You must be on the Certification tab to Submit this application.

Party Type (required)

Insurer

FEIN (required)

22-2111111

Clear

Add

### Add Organization

Please confirm you would like to add below organization to your Claim Admin ID List for this application:

FEIN

22-111111

BWC Insurer Code

9111

Organization Name

INSURANCE COMPANY NAME

No

Yes

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 ↓	FEIN ↓	BWC Code ↓	Effective Date ↓	Actions
INSURANCE COMPANY NAME	22111111	9111	03/20/2023	
INSURANCE COMPANY NAME	22211111	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)

Claim Admin Name ↓	FEIN ↓	BWC Code ↓	Effective Date ↓	Inactive Date ↓	Actions
INSURANCE COMPANY NAME	22111111	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 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.**