

INSTRUCTIONS
FOR COMPLETING THE
ACS EDI TRADING PARTNER ENROLLMENT FORM
FOR SUBMITTERS



A1. TRADING PARTNER TYPE

FORM A

Please select the type of Trading Partner you wish to become with ACS EDI Gateway, Inc.

SOFTWARE VENDOR – Please select this option if you plan to develop, test, and distribute a software package to your provider clients. Your provider clients will then use this software package to submit transactions directly to ACS EDI Gateway.

CLEARINGHOUSE -Please select this option if you plan to develop, test, and submit transactions on behalf of your provider clients.

BILLING AGENT - Please select this option if you plan to develop, test, and submit transactions on behalf of your provider clients.

Note to Billing Agents and Clearinghouses (*Software Vendors are not included*): *Because you plan to transmit on behalf of your provider clients, each of your provider clients must complete FORM C (Provider Authorization form for Billing Agent/Clearinghouse) of this packet. This information is needed to maintain a stable transmission environment and an accurate provider/agent relationship within our systems. Only a direct submitter and/or retriever should complete this enrollment packet. If you plan to allow a third party agent to submit and retrieve all transactions and responses on your behalf, you will not need to complete the attached ACS EDI TRADING PARTNER ENROLLMENT FORM FOR SUBMITTERS.*

A2. PROVIDER INFORMATION

FORM A

Please indicate your legal business/provider name, address, telephone number (required), fax number, email address (if applicable), and provider number (if applicable).

If you are currently enrolled with ACS EDI Gateway as a Trading Partner, please indicate your ACS EDI Gateway Trading Partner ID. (*This information is used to identify existing Trading Partners*)

Contact Individual/Additional Contact Individual – Please indicate the main contact person for your organization. Please also include an additional contact person if applicable.

INSTRUCTIONS
FOR COMPLETING THE
ACS EDI TRADING PARTNER ENROLLMENT FORM
FOR SUBMITTERS



A3. SUBMISSION SOFTWARE

FORM A

What software will you use to submit your electronic transactions?

WINASAP2003 Software (*Modem to Modem Dial-up*) - ACS EDI Gateway is pleased to introduce our free WINASAP2003 Software product. This software supports the ANSI X12N 837 transaction/claim. You may download a free copy of our WINASAP2003 software online at <http://www.acs-gcro.com/>.

I will submit using a vendor-supplied software (*Please also complete Form B of this packet*) – Please check this option if you plan to use vendor-supplied software when submitting your transactions directly to ACS EDI Gateway, Inc.

- Your vendor must complete the following steps before you may submit production transactions:
- Your vendor must enroll with ACS EDI Gateway, Inc to receive a unique Trading Partner ID/Password by completing the *ACS EDI Gateway, Inc. Submitter Enrollment Form* available online at <http://www.acs-gcro.com/>.

Your vendor must also test their product with ACS EDI Gateway, Inc. **I plan to develop my own software package** – Please check this option if you plan to develop your own software product for the purpose of direct submission and/or retrieval. Please keep in mind that you must **test** your software with ACS EDI Gateway, Inc before the submission of production transactions.

A4. X12N Transactions/Responses

FORM A

Please select the appropriate transactions and/or responses that you plan to submit and/or retrieve with ACS EDI Gateway, Inc. Please also select the method/location in which you will use to retrieve your transaction responses.

B1. SOFTWARE VENDOR INFORMATION

FORM B

If you have selected to use a vendor-supplied software in section A3, please provide your software vendor's company name, product name, product version, protocol, contact person name, business address, phone, fax, and email address if applicable.

Please also indicate your Software Vendor's ACS EDI Gateway, Inc. Trading Partner ID. Please contact your software vendor to obtain this information; this key piece of information is required. This information is needed to maintain a stable transmission environment and provider/software vendor relationship within our systems.

Failure to provide your software vendors' Trading Partner ID will lead to a delay in processing your enrollment request.

Your vendor must complete the following steps before you may submit production transactions:

- Your vendor must enroll with ACS EDI Gateway, Inc to receive a unique Submitter Trading Partner ID/ logon/Password (*Enrollment forms are available online at <http://www.acs-gcro.com/>. The EDI Submitter Enrollment Packet for your Software Vendor is completely different from the ACS EDI Trading Partner Enrollment Form for Providers.*)
- Your vendor must also test their product with ACS EDI Gateway, Inc

C. PROVIDER AUTHORIZATION FORM FOR BILLING AGENT/CLEARINGHOUSE

(This form does not apply to Software Vendors)

ACS EDI Gateway will no longer accept provider client listings from Billing Agents and Clearinghouses. Each of your provider clients must complete and sign the attached Provider Authorization form for Billing Agent/Clearinghouse (Form C) to authorize you as their agent. This information is needed to maintain a stable transmission environment and an accurate provider/agent relationship within our systems. Please distribute the attached Provider Authorization form for Billing Agent/Clearinghouse (Form C) as necessary.