ARMedicaid HEALTHCARE PORTAL JOB+AID

Provider Portal: How to Link a Trading Partner ID

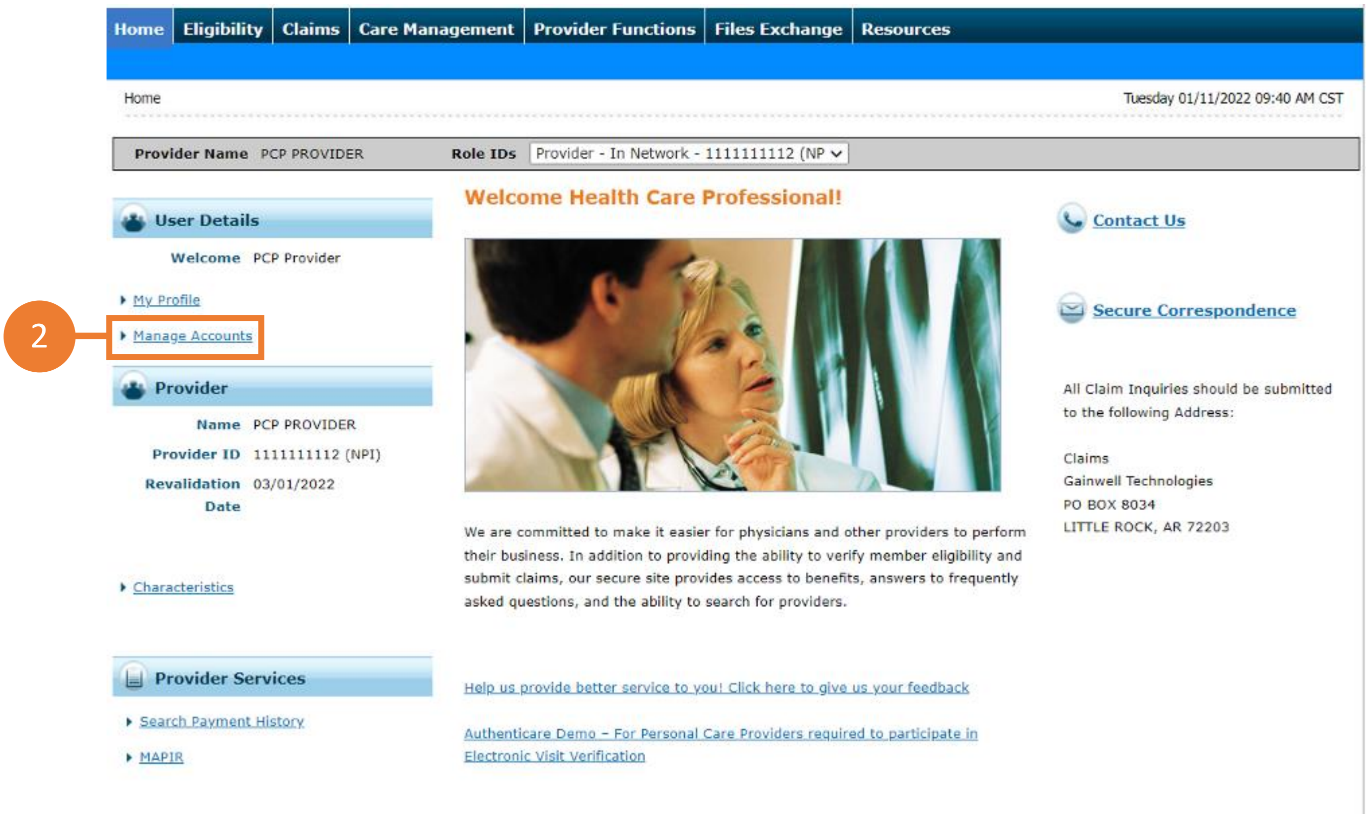
This JOB+AID will help providers link their provider number to the correct trading partner ID (TP ID). Previously, providers had to contact Gainwell Technologies to link their X12 transactions (820, 834, 835) to a particular trading partner.

This process must be performed by the provider. It cannot be performed by the billing company, vendor or clearing house. However, the provider can choose to have their X12 transactions linked to the TP ID of the billing company, vendor or clearing house. The provider must authorize those third-party entities to receive transactions on their behalf.

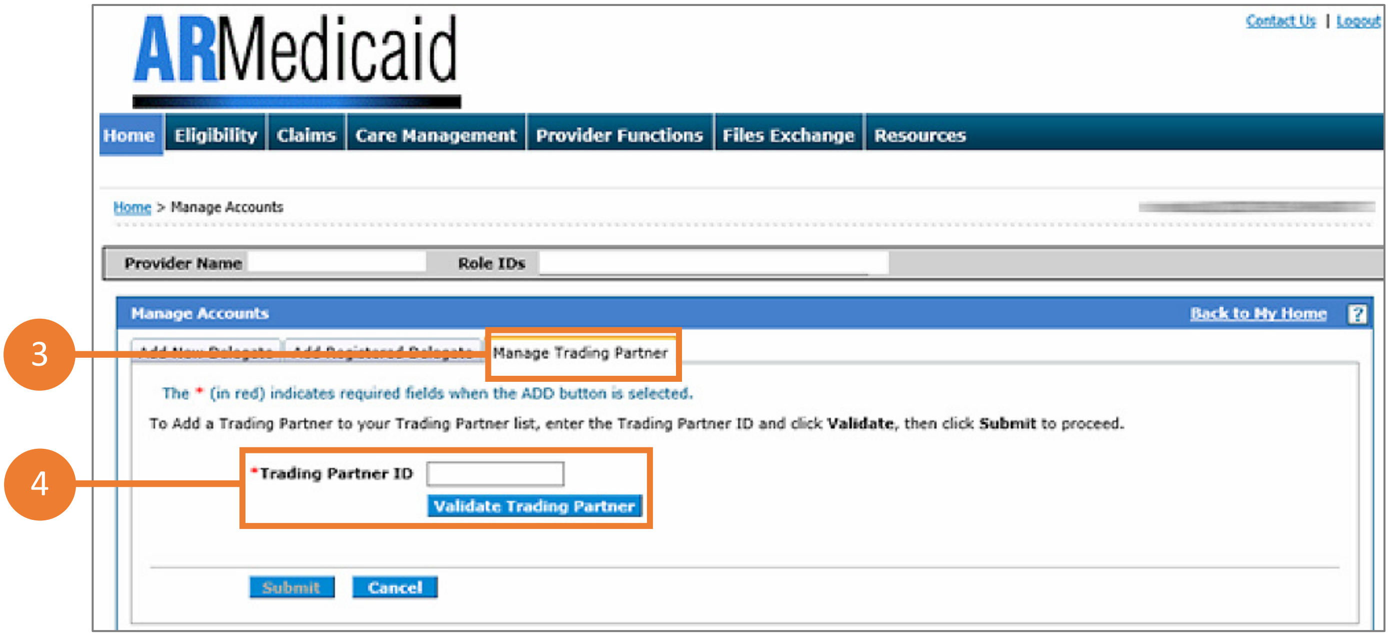
Providers who would like to add a trading partner ID to the provider portal will need to follow the steps beginning on the next page.

1. Go to the portal landing page and log in using your **User ID** and **password**. If you do not have a User ID and password, click **Register Now** or see the JOB+AID "**Registering on the Portal**."

   If you have already logged in, skip to **step 2**.



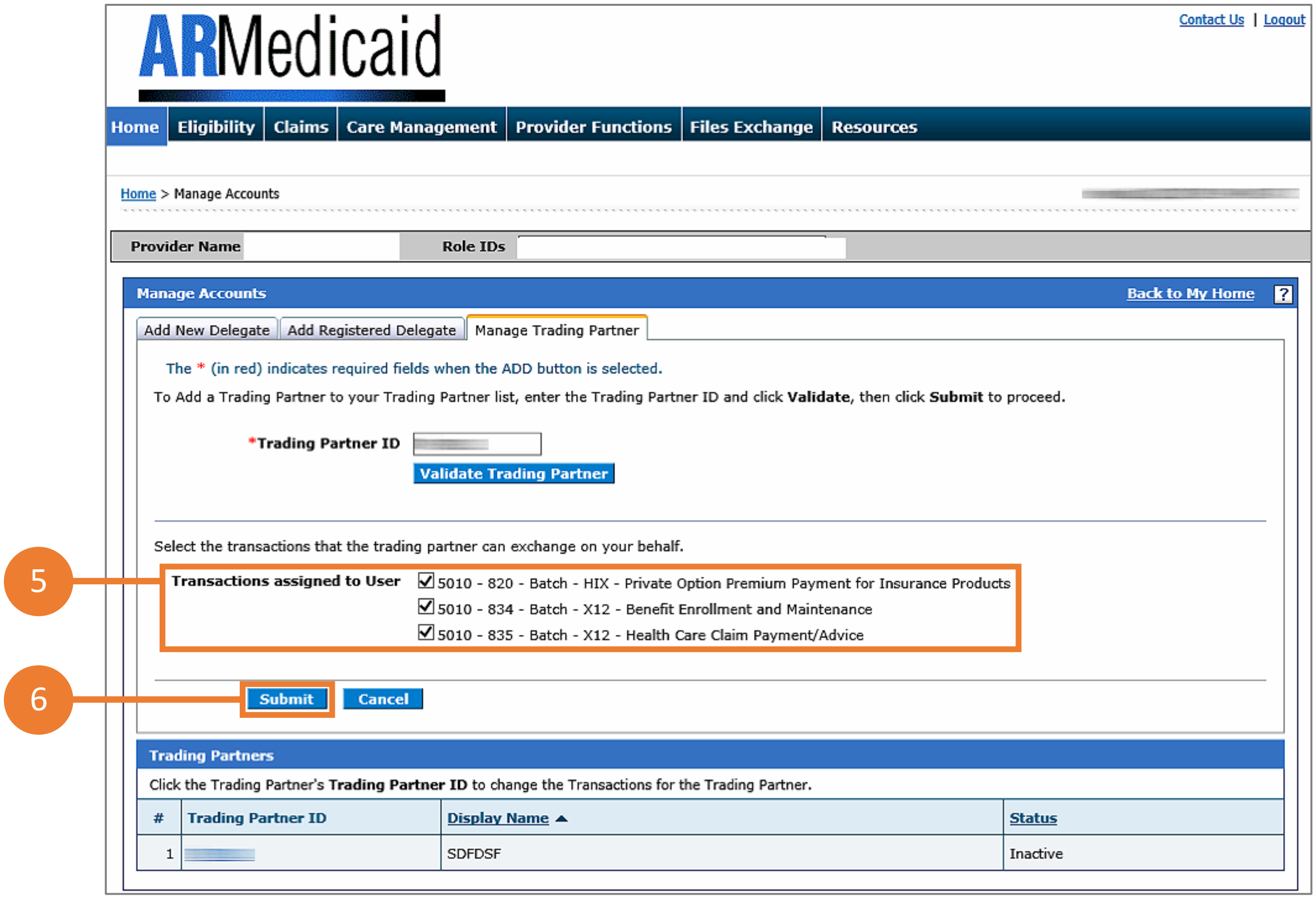
2. Under **User Details** on the left side of the page, click "**Manage Accounts**."



3. Click the "**Manage Trading Partner**" tab.

4. Enter the **Trading Partner ID** and click "**Validate Trading Partner**."

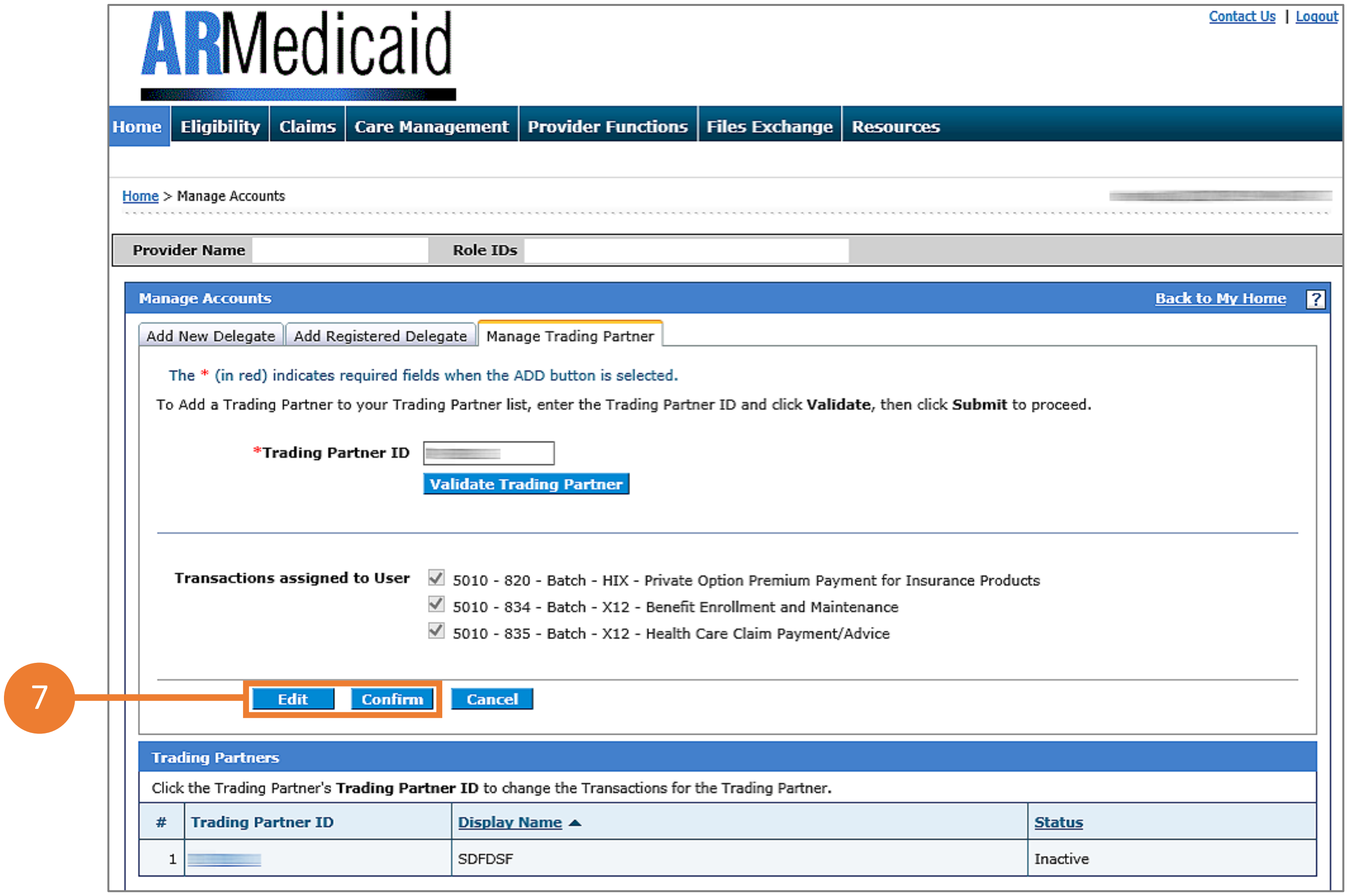
NOTE: This process can be repeated for multiple trading partners, allowing you to create a list of trading partner IDs. These IDs can be a billing company, vendor or clearing house. After you finish entering trading partner IDs, you will be able to select the trading partner you want associated with each transaction.



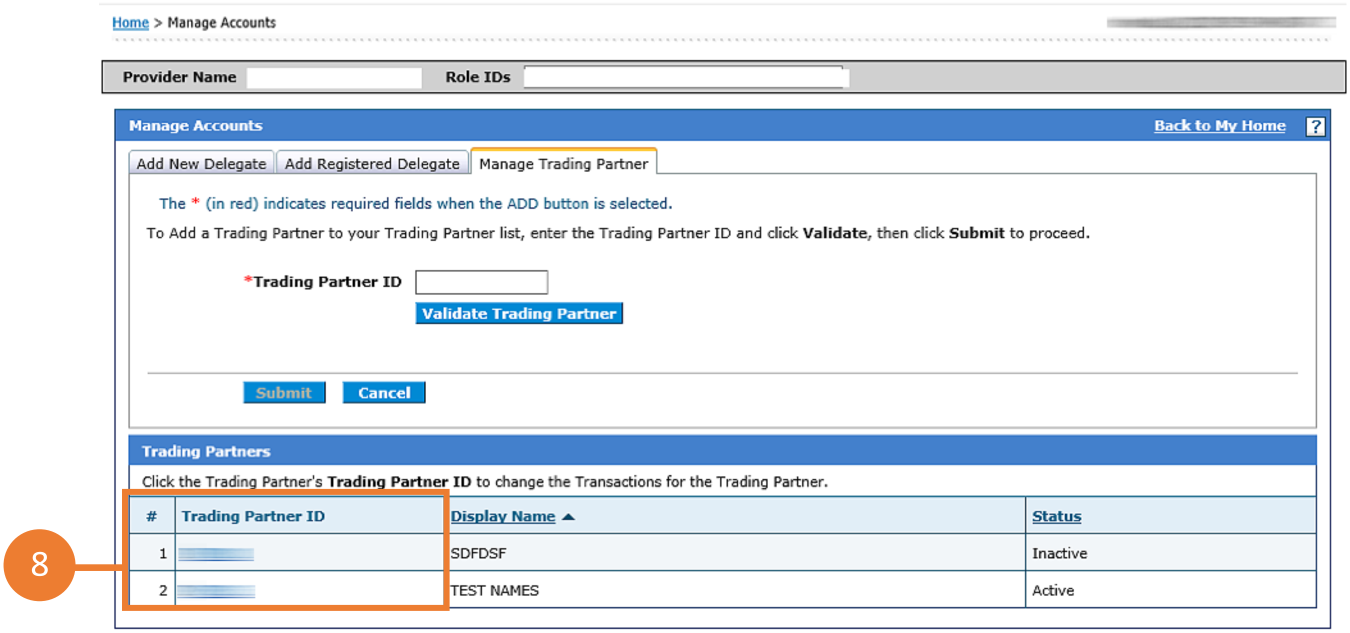
5. Check the boxes next to the transactions you want to assign to the trading partner.

6. Click **Submit**.

   NOTE: There are limitations on adding a trading partner ID to the portal. Once a provider assigns a transaction to a trading partner, that transaction cannot be assigned to another trading partner. The previous trading partner will need to have that transaction removed first from the other trading partner.



7. After verifying you have checked the correct boxes, click **Confirm** to proceed or **Edit** to make changes.



8. To edit specific transactions already assigned to a trading partner,

click on the **Trading Partner ID** in the list at the bottom of the screen.

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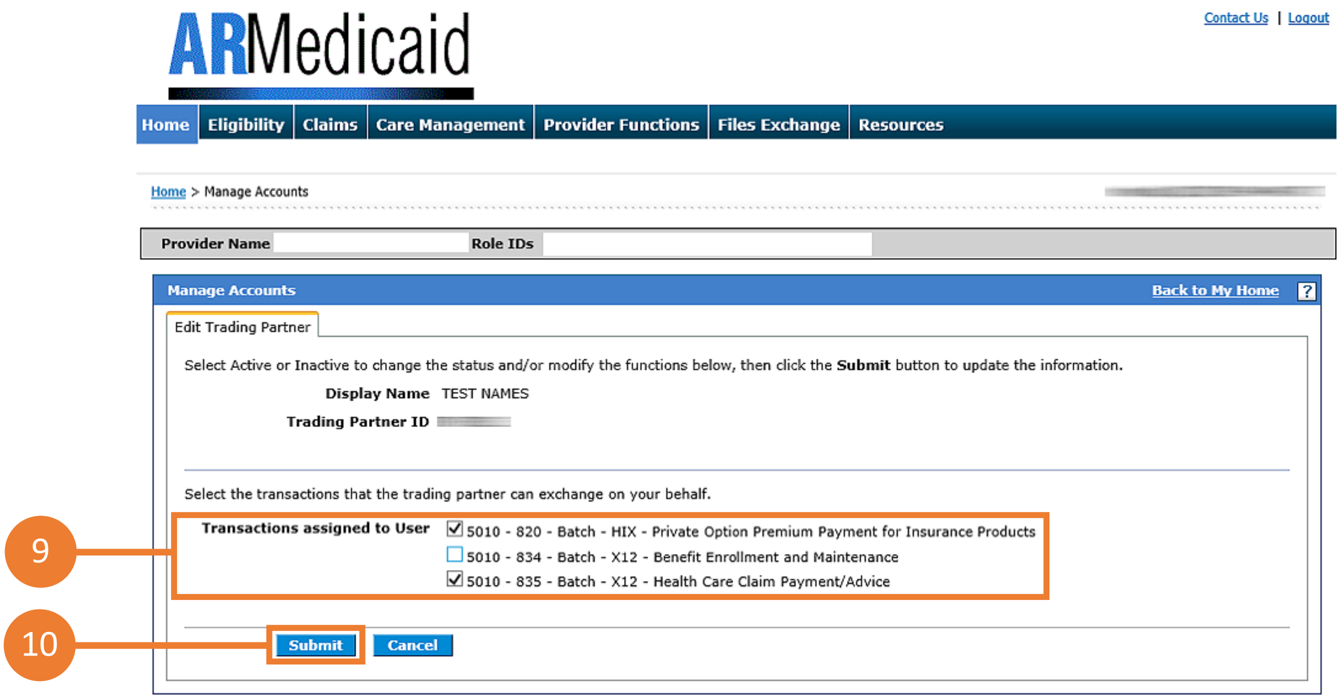
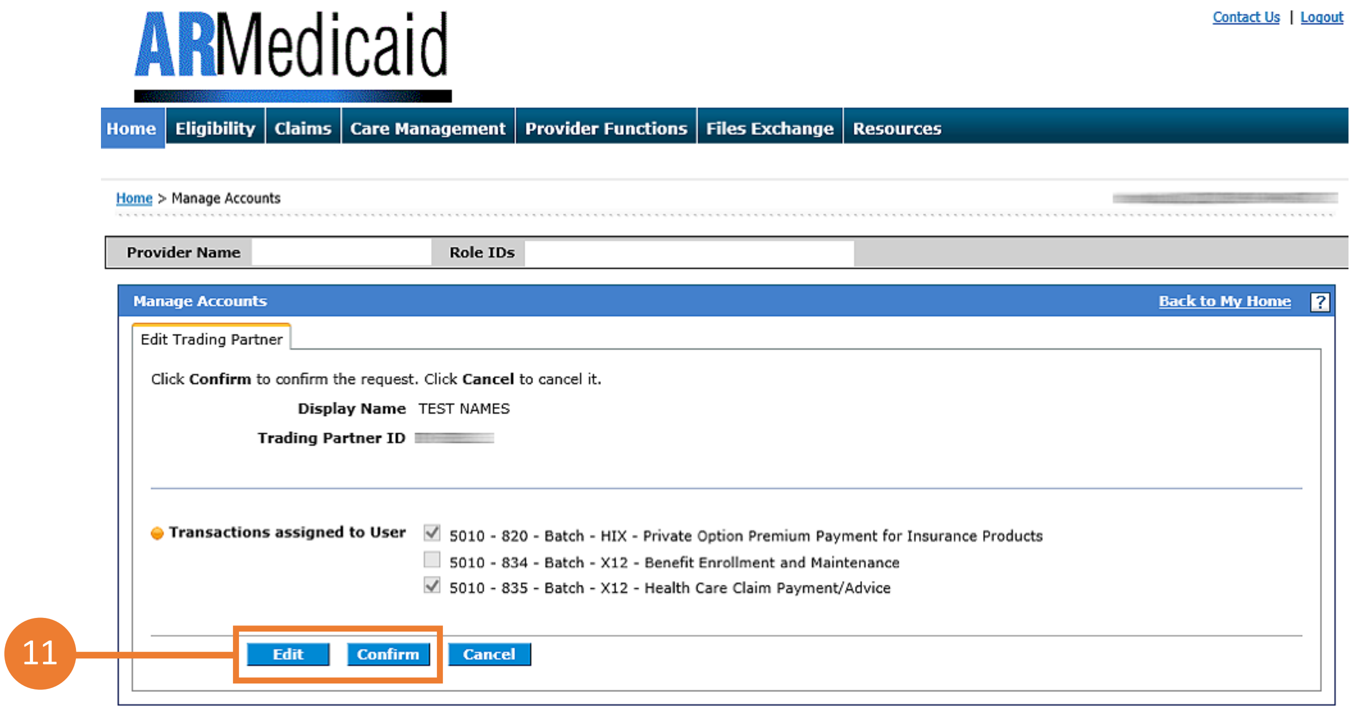


9. Uncheck the boxes the trading partner no longer needs to access.

10. Click “**Submit**.”



11. After verifying you have checked the correct boxes, click **Confirm** to proceed or **Edit** to make changes.

NOTE: When adding or modifying a trading partner, only available selectable transactions will display. For more detailed information about enrolling for a trading partner ID, refer to the JOB+AID “**Trading Partner ID Enrollment**.”