

## Electronic Remittance Advice (ERA) Registration Guide:

This guide will assist with selecting a vendor to receive Electronic Remittance Advice.

In order to receive your remittance electronically, your assistance is required.

You have two choices on how to achieve this.

**Option 1:** You can make your vendor the managing vendor and they can add the 835 (5010A1) for you. After they add the 835 (5010A1), you can remove them as the managing vendor.

**Option 2:** You can make 835 (5010A1) selection.

Start here for either option:

These instructions assume your provider has an existing Noridian Total OnBoarding (TOB) registration.

1. Go to <https://noridian.totalonboarding.com>.

2. Log in with your existing User ID and Password.

Tip: Click the blue "I forgot my User ID" and/or "I forgot my Password" link if you need to be reminded of that information.

**Option 1 directions: Make your vendor the managing vendor.**

1. Click Select Managing Vendor from the Home page.

Area	Status	Action
Identity Verification Form	Not Required	<a href="#">View IVF Process</a>
Forms	1 of 1 received	<a href="#">View Forms</a>
Software Vendor		<a href="#">Select Software Vendor</a>
Managing Vendor		<a href="#">Select Managing Vendor</a>
Profile	Not Enrolled	<a href="#">Edit Profile</a>   <a href="#">Remove Profile</a>   <a href="#">Parent Account</a>
Direct Trading Partner ID		<a href="#">Update TPID</a>   <a href="#">Testing History</a>
Communications	Count: 0	<a href="#">Add Communications</a>
Audit		<a href="#">Audit Log</a>   <a href="#">View Summary</a>

**NPIs:**

[Manage NPIs](#) [Select Vendors](#)

2. Choose your vendor and hit save.

**Select a Managing Vendor**

Select Vendors

Vendor	Trading Partner ID
<input type="radio"/> None	
<input checked="" type="radio"/> Your Vendor's Name	Your Vendor's TPID

Cancel Save

TOB will notify them that they are the managing vendor and they will link the 835 (5010A1).

**Option 2 directions: You make the 835 (5010A1) linkages with your vendor.**

1. On the **HOME** page click the green **Select Vendors** box.

**NPIs:**

Manage NPIs Select Vendors

Search by: Billing NPI for: Search

You may use \* as a wildcard character.

2. Change the **Search by:** dropdown to Trading Partner ID.  
 Leave **within:** set at All.  
 In the field **for:** enter your vendor's name.  
 Click **Search**.

Search by: Name within: All for: Your vendor name Search

You may use \* as a wildcard character.

3. You should see the Trading Partner ID for your vendor that you just searched for; see step 2 above.  
 Click **Add** on the far right-hand side of the screen  
 Click **Save**.

TPID	Vendor	Type	Action
Your Vendor's TPID	Your Vendor's Name	Billing Service	Add

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Cancel Save

4. Go back to the HOME page by clicking **HOME**.

Click your **NPI** which displays in blue.

1234567890 1 of 3 transactions 33.33%

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- Click on the + sign next to your state code.  
Click **Select Transactions** beside **Medicare Professional of (your state)** or whichever line of business needs to be enrolled for the 835(5010A1).

**NPI Summary - NPI:**

Manage Regions Manage TINs Manage Specialties

WA - Edit

Transaction	TPID	Forms	Testing	Production
Medicare Institutional of Washington				Select Transactions
Medicare Professional of Washington				Select Transactions
837P (5010A1) - Health Care Claim Professional		Complete	Not Started	In Production 11/21/2011
837P (4010A1) - Health Care Claim Professional		Complete	Complete	In Production 11/06/2006
835 (4010A1) - Payment Advice		Complete	Not Required	In Production 06/02/2009

Finished

- Click **Enroll** to the right of the 835 (5010A1).  
Click **Finished**.

**Select Transactions - NPI:**

Line of Business: Medicare Professional of Washington

Select Vendors

EDI Type	Description	Trading Partner	Action
837P (5010A1)	Health Care Claim Professional		Update   Unenroll
837P (5010)	Health Care Claim Professional		Enroll
837P (4010A1)	Health Care Claim Professional		Update   Unenroll
835 (5010A1)	Payment Advice		Enroll
835 (4010A1)	Payment Advice		Update   Unenroll
276 (5010)	Health Care Claim Status Request		Enroll
276 (4010A1)	Health Care Claim Status Request		Enroll

Finished