EDI Support Services

EDI Recertification User Guide for Providers

Purpose of the EDI Recertification User Guide for Providers

EDISS Connect is a user-friendly, online registration system. Providers use it to register with EDISS, to add users and to add/manage transaction types. This system is also used to complete the annual EDI Recertification.

Quick Access Links:

Accessing EDISS Connect Website

EDI Annual Recertification

EDI Recertification Process

Accessing EDISS Connect Website

https://connect.edissweb.com

Note: *Microsoft Edge and Fire Fox are the recommended browsers. The use of other browsers may cause issues.*

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EDI Annual Recertification

EDI Support Services requires annual recertification of your EDI Enrollment(s). This recertification is for all billing NPIs currently registered in the Connect registration website. If you have multiple NPIs tied to an EDISS Connect account, you will be receiving multiple notifications.

Note: It is **Important** that this is completed timely, to ensure that your EDI functionality is not impacted.

This is what the email notification for Providers will look like:

EDI Support Services is implementing a required annual recertification of your EDI Enrollment(s). This recertification is for all billing NPIs currently registered in the EDISS Connect registration website. If you have multiple NPIs tied to your EDISS Connect account, you will be receiving multiple notifications. It is important that this is completed timely, to ensure that your EDI functionality is not impacted.

Enrollment to recertify:

NPI:

Submitter ID:

To complete the recertification:

- Visit https://connect.edissweb.com
- Select the **EDI Recertification** option at the top of the login page
- Select **Provider**
- Enter your NPI, Tax ID, and Submitter ID (submitter ID listed above)
- Complete the text verification
- Review the contact information that appears
    - If changes are needed, close the page, and log into your EDISS Connect account at https://connect.edissweb.com. Select **Edit Profile** to make the updates

Note: If it has been more than 90 days since you last logged into Connect, you will need to select the *90 days since last login?* link on the login page to create a new user.

    - You will then need to log out of EDISS Connect and go back to https://connect.edissweb.com and select **EDI Recertification** again to verify the contact information
- Review the Enrollment Terms and Conditions and approve electronically

For additional guidance, visit https://www.edissweb.com/cgp/training/tutorials.html and select the Provider Recertification tutorial.

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EDI Recertification Process

1. At the top of the log in page, you will click on **EDI Recertification**.

2. Click on **Provider**.

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3. Enter the billing and/or group NPI.

4. Enter the Submitter ID.

5. Enter the Tax ID and/or Social Security Number.

6. Complete the Text Verification by entering the characters from the image.

Note: *If you are unable to read the image, you can click on the blue arrows to the right of the box. This will generate another image that is readable.*

7. Click **Verify**.

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It is important that you review the contact information that appears. If all information listed is correct, further down the page you will review the EDI Enrollment Terms and Conditions.

8. Verify the contact information from EDISS Connect.

Note: *If the information is incorrect, you will need to log into your EDISS Connect account. If you do not have a current user on the account, you will need to use the* **90 days since last log in?** *link to create a new user. Once in the account, you will click on* **Edit Profile** *to make the changes and then log out. Then go back to the log in page and click on* **EDI Recertification***.*

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9. You will need to check the "I agree" box for the Terms and Conditions.

Note: *The Terms and Conditions may vary depending on the line of business that the NPI is registered for with EDISS.*

Non-Medicare lines of business:

Medicare lines of business:

10. Enter your Full Name.

Note: *The Date of Acceptance auto fills with the current date.*

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11. Click **Accept** to continue.

12. Once the Terms and Conditions has been accepted, you will see this screen and the following message appear:
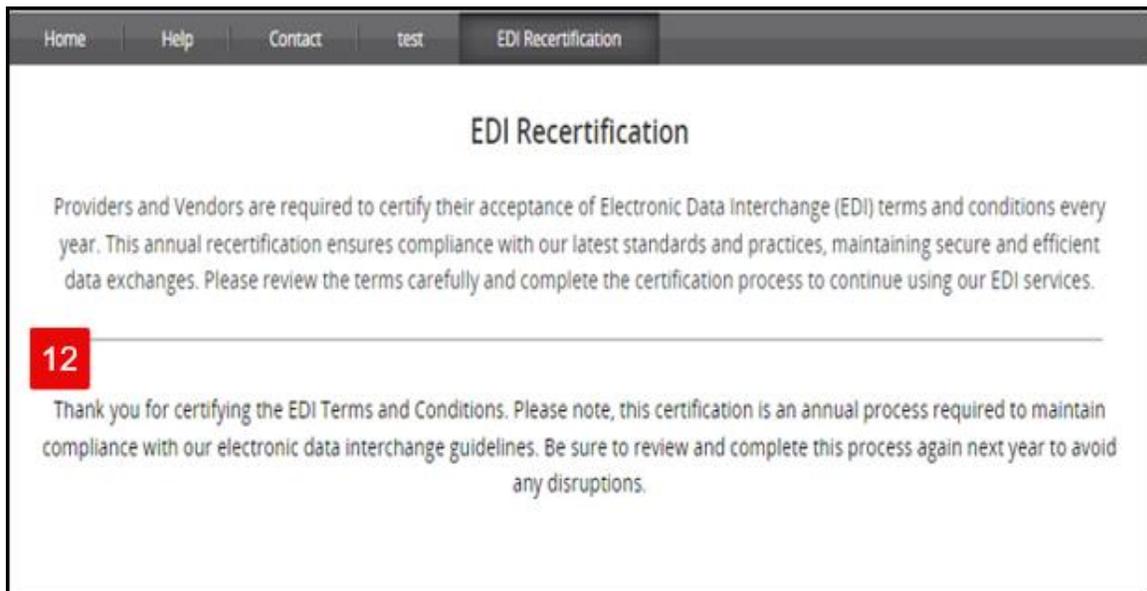
Important Note: *Providers are required to certify their acceptance of Electronic Data Interchange (EDI) terms and conditions every year.*

You will receive the below email from admin_noreply@noridian.com. You will want to retain this email for your records.

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EDI Recertification Complete!

This notification is being sent to inform you that you have successfully completed your EDI recertification for the following:

NPI: [REDACTED]

Submitter ID: [REDACTED]

You will want to retain this email for your records.

This will complete the EDI Recertification Process.