

HOW LONG DOES PRE-ENROLLMENT TAKE?

The registration process takes up to 10 business days to complete from the time the registration form is received by the EC Registration Department.

WHERE SHOULD I SEND THE FORM(S)?

The completed form(s) can be sent to the EC Registration Department as follows:

- **Fax:** 1-800-691-1038; or
- **E-mail:** wellmarkecsolutionsregistration@hp.com

WHO CAN SIGN THE FORMS?

The provider or authorized representative.

WHAT FORM SHOULD I DO?

There are **3 required forms** that must be completed to enroll for electronic claim submission.

- The [Electronic Transaction Registration Packet \(click here\)](#) contains the 3 required forms:
 - Electronic Transaction Registration Form
 - Signature and Audit Agreement
 - Provider Authorization for Electronic Transactions via Third Party

For instructions on how to complete the required forms see page 2 of the packet.

Note: There are also two additional forms in the packet that are not required. These forms are a Submitter Change of Address Request Form and a Cancellation Request form. Complete these additional forms if they apply to you. These forms have been pre-filled with Office Ally's information for convenience.

HOW DO I CHECK STATUS?

You should receive an email from Wellmark once you've been approved, however if you would like to check status:

- Email wellmarkecsolutionsregistration@hp.com and ask if your Provider Tax ID or NPI are linked to Office Ally's submitter number 000011475.
- Once you receive confirmation that you have been linked to Office Ally you **MUST** contact Office Ally at 360-975-7000 opt 1. BEFORE submitting claims for electronic transmission.