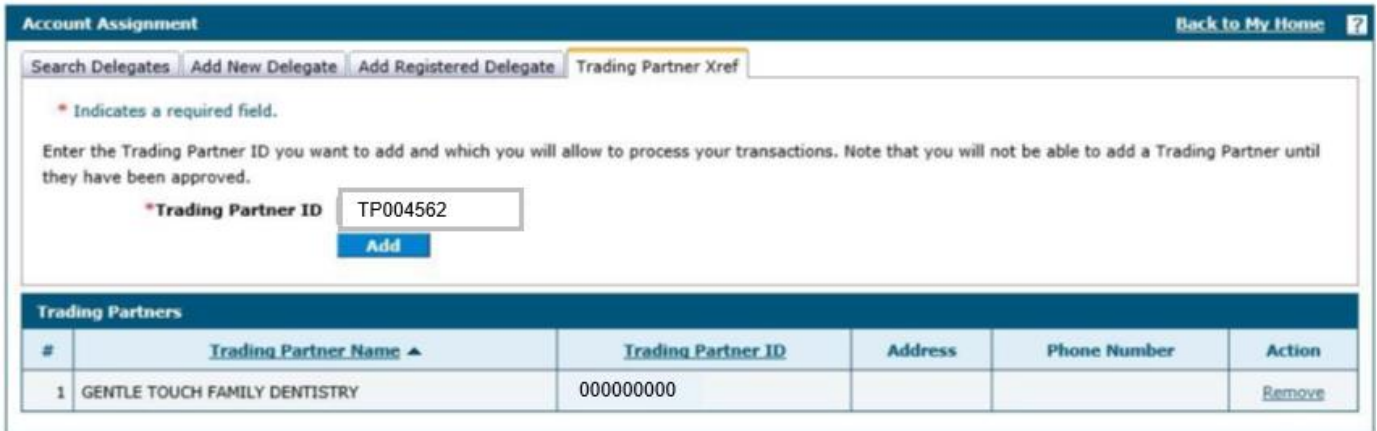


**WHICH FORMS SHOULD I COMPLETE?**

Providers must be registered in the MESA Portal and then use their MESA Provider ID to make an association with Office Ally. If you do not know your MESA ID, you can use the following utility: <http://dom-azure-app.medicaid.ms.gov/>

The MESA Production Provider Portal is located here: <https://portal.MS-Medicaid-MESA.com/MS/Provider>

Log in to the MESA Production Provider Portal and select the 'Trading Partner Xref' panel. Here you will enter Office Ally's trading partner ID (**TP004562**) as indicated below:



Account Assignment Back to My Home

Search Delegates | Add New Delegate | Add Registered Delegate | **Trading Partner Xref**

\* Indicates a required field.

Enter the Trading Partner ID you want to add and which you will allow to process your transactions. Note that you will not be able to add a Trading Partner until they have been approved.

\*Trading Partner ID

Trading Partners					
#	Trading Partner Name ▲	Trading Partner ID	Address	Phone Number	Action
1	GENTLE TOUCH FAMILY DENTISTRY	000000000			<a href="#">Remove</a>

**WHERE SHOULD I SEND THE FORM(S)?**

- No forms are required – enrollment is done online.

**WHAT IS THE TURNAROUND TIME?**

- Standard Processing Time is approximately 2 days.

**HOW DO I CHECK STATUS?**

- Call 1-800-884-3222 and ask if your Provider Number and/or NPI have been linked to Office Ally's Submitter ID **TP004562**.
- Once approved, you **MUST** call Office Ally at (360) 975-7000 Option 1 and notify us of the approval **PRIOR** to submitting claims electronically. Failure to do so will result in claim rejections.