

**WHICH FORMS SHOULD I COMPLETE?**

- Navigate to the Payer's [Provider Portal](#)
  - o Enter your Domain, Username, and password
  - o Complete steps 1-18 and steps 11 & 13 under Enroll Provider
  - o Step 11 Add EDI Submission Method – check Billing Agent/Clearinghouse
  - o Step 13 Add EDI Submitter Details – Enter Office Ally ID 1054165 and choose authorized transactions 277U. Do not choose any other transaction. They are not supported by Office Ally. Under Authorized column change this transaction to YES then save and close.
  - o Step 14 add your Organization's contact information. Under "electronic Transactions" select 837P and 835
  - o Step 16 Add Payment Details – complete for EFT or Paper Check
  - o Step 17 Complete Enrollment Checklist
  - o Step 18 Submit Enrollment Application for Review
- For additional help for Individual Billing Provider, [click here](#)
- For addition help for Group Providers, [click here](#)
- For additional help for Facility, Agency, and Organization Providers [click here](#)

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

- Enrollment is completed online

**WHAT IS THE TURNAROUND TIME?**

- Standard processing time is 7 business days

**HOW DO I CHECK STATUS?**

- If you have questions regarding the ProviderOne registration process, contact the ProviderOne Help Desk at (800) 562-3022 or email [providerone@dshs.wa.gov](mailto:providerone@dshs.wa.gov). Be sure to include your application number.
- Once you receive confirmation that you've been linked to Office Ally, you may begin submitting claims electronically.