

WHICH FORMS SHOULD I COMPLETE?

- ERA Enrollment is done online through **Medicaid WV online WV TPA - Trading Partner Account**
- Link for New Providers to enroll can be found [here](#)
- Providers that already have an account need to login [here](#)
- For detailed Instructions, see the [Account Registration User Guide](#)
 - o Detailed Instructions for having Office Ally receive your ERAs starts on Page 20. **NOTE:** You must be signed in and have access under your account to update this).
 - o Click on **Account Maintenance>Manage Providers**
 - o Select **EDIT ERA** out from the Group you need to update, if you have more than one.
 - o Scroll down to **Preference for Aggregation of Remittance Data** and select either your Tax ID or NPI.
 - o **Download PDF** is referring to your Remits/EOBs. Yes means they will be available on the portal and **No** means they will be mailed to you.
 - o Select **Generate 835** to choose **Office Ally (TPA WVTPID002100)**.
 - o Skip over **Reason for Submission**.
 - o Enter the Authorized Signature's name in the Electronic Signature box. The Authorized name will be highlighted above; it must be the same to proceed.
 - o The last box is the date. Select the date you're updating this information as it cannot be for any past or future dates.
 - o The update is effective immediately and takes effect on your next billing cycle.
 - o To confirm your selection went through, go back to **Manage Providers** under **Account Maintenance**. You should see **Office Ally** in the 835 box.

WHERE SHOULD I SEND THE FORM(S)?

- Enrollment is completed online

WHAT IS THE TURNAROUND TIME?

- The update is effective immediately and takes effect on your next billing cycle

HOW DO I CHECK STATUS?

- For further assistance with this enrollment process, you can contact Medicaid at (888) 483-0793 opt 2, enter your NPI and select opt 6