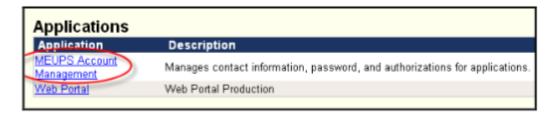# MEDICAID GEORGIA (77034)
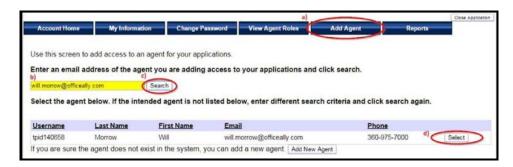# ERA ENROLLMENT INSTRUCTIONS

WHAT FORM(S) SHOULD I DO?

- Enrollment is all completed online.

- To enroll you must first activate your online account using the PIN# that was mailed to all providers. If you have not received your PIN# call Medicaid GA EDI Service Help Desk at 877-261-8785 Option 2.
    1. To activate your account go to https://public.gammis.com/public/pinletter and enter your Provider ID and PIN that was provided in the letter.
    2. After you have completed this step you will receive an email notifying you that your account has been created. You will be provided with your account user name and will be requested to establish your password.

- Once you have your user name and password follow these steps:
    1. Go to: https://www.mmis.georgia.gov
    2. Select Login. You will be redirected to the login page.
    3. Enter your username and password and click "Sign In".
    4. After logging in and entering your submitter information select "MEUPS Account Management".

    5. You will be redirected to the MEUPS Account Management Screen.
        a. Select "Add Agent"
        b. Enter will.morrow@officeally.com
        c. Click "Search"
        d. Click "Select" for the entry with Username tpid140658

    6. You will be redirected to Medicaid Georgia's Provider Portal Terms of Service. Read and select "Yes, I agree".

7. You will now be redirected to the "manage Agent Roles" age which allows you to add and removed roles from agent, i.e. Office Ally in this scenario.

   a. Select the system to modify access – Click "Select" next to Web Portal.

   b. Modify the permissions for selected system. Click ONLY Trade Files download and then select "Save Changes".

- For further instructions or information click here and review any of the Web Portal Training tools available.