Office Ally

WHICH FORMS SHOULD I COMPLETE?

- Providers must have access to WPS SNAP Portal (formerly known as the WPS GHA Web Portal) to complete the online enrollment. Login with your User Login credentials.

  o If you do not currently have access, you will need claim information from within the last 30 Business days to register for access.

  o Once you are logged into your account, navigate to the **835 Enrollment/Change** section.
  o Complete all required provider information
  o Enter the following information for Clearinghouse Information:
    - Clearinghouse Name: Office Ally
    - Trading Partner ID: ZH2C0000
    - First Name: Enrollment
    - Last Name: Department
    - Contact Title: Payer Enrollment Management
    - Phone Number: (360) 975-7000
    - Email: payerenrollment@officeally.com
  o After you submit your request, you will receive a Tracking Number for your ERA enrollment/change request. Save this number for tracking purposes.

If you need help with completing the ERA enrollment, please utilize the WPS Portal User Manual here.

WHAT IS THE TURNAROUND TIME?

- WPS can take up to 30 business days to process the ERA enrollment request.

HOW DO I CHECK STATUS?

- You can search the status of your request by logging into the portal, clicking on the 835 Enrollment/Change button and listing the tracking number.