

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: 98366
 - 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.