

VAPCC REGION 3 (VAP03) ERA ENROLLMENT INSTRUCTIONS



WHAT FORM(S) SHOULD I DO?

- Providers can complete ERA Express Enrollment on line by clicking [here](#).
 - Select that you are a healthcare provider
 - Select the EDI transaction: Electronic Remittance Advice (5010 835)
 - Enter in Office Ally's Trading Partner ID **98366** and click Validate.
 - Select VAPC3 – REGION 3
 - Review Mock Agreement
 - Complete contact information
 - Enter the following for the Clearinghouse information
 - Name: Office Ally
 - First Name: Customer
 - Last Name: Service
 - Contact Title: Customer Service
 - Phone Number: (360) 975-7000
 - Email: Support@officeally.com
 - Enter your Business information
 - Use **valid physical address** for the business
 - Enter Tax ID
 - Click **Complete & Submit** to sign the agreement

WHAT IS THE TURNAROUND TIME FOR ERA ENROLLMENT?

- You will receive a confirmation email within 30 to 45 minutes.

HOW DO I CHECK STATUS?

- You may call WPS at (800) 782-2680 and verify if you are linked to Office Ally's submitter number **98366** for ERAS.