

**WHICH FORMS SHOULD I COMPLETE?**

- Online Enrollment through link: [EDI Express Enrollment](#)
- Select the EDI transaction you will be submitting
  - o 5010 837 Institutional Claim Inbound (UB-04)
  - o 5010 837 Professional Claim Inbound (CMS 1500)
- Office Ally's Trading Partner ID: **98366**
- Select TRICARE East
- Review Mock Agreement & Continue
- Complete the contact information
- Clearinghouse Information:
  - o Name: Office Ally
  - o First Name: Customer
  - o Last Name: Service
  - o Contact Title: Customer Service
  - o Phone Number: (360) 975-7000
  - o Email: [payerenrollment@officeally.com](mailto:payerenrollment@officeally.com)
- Enter your business name and valid physical address
- Enter the requested provider identification (Tax ID/NPI/PTAN)
- Click **Complete & Submit** to sign your agreement

**WHAT IS THE TURNAROUND TIME?**

- Standard Processing Time is 1 business day

**HOW DO I CHECK STATUS?**

- WPS will notify you once they have processed and approved your EDI enrollment.
- **Once you receive confirmation that you've been linked to Office Ally, you may begin submitting your claims electronically.**