



Instructions for Adding Trading Partner ID (TPID) Authorization

Colorado interChange is the claims payment system used by the Department of Health Care Policy & Financing (the Department). Upon successful completion of the trading partner enrollment, a nine-digit Trading Partner ID (TPID) specific to the Colorado interChange will be assigned to each trading partner.

Follow the instructions below to log into the [Provider Web Portal](#) and authorize the Department as the trading partner. Health First Colorado (Colorado’s Medicaid program) or Child Health Plan *Plus* (CHP+) claims cannot be submitted or reports picked up **until after this process is completed**.

Note: These instructions are only for providers who are approved in the Colorado interChange. If a provider is not approved, these instructions can be saved for use after approval. Visit the [Provider Enrollment web page](#) if the process to revalidate or enroll with Health First Colorado or CHP+ is not started.

Contact the [Provider Services Call Center](#) with any questions.

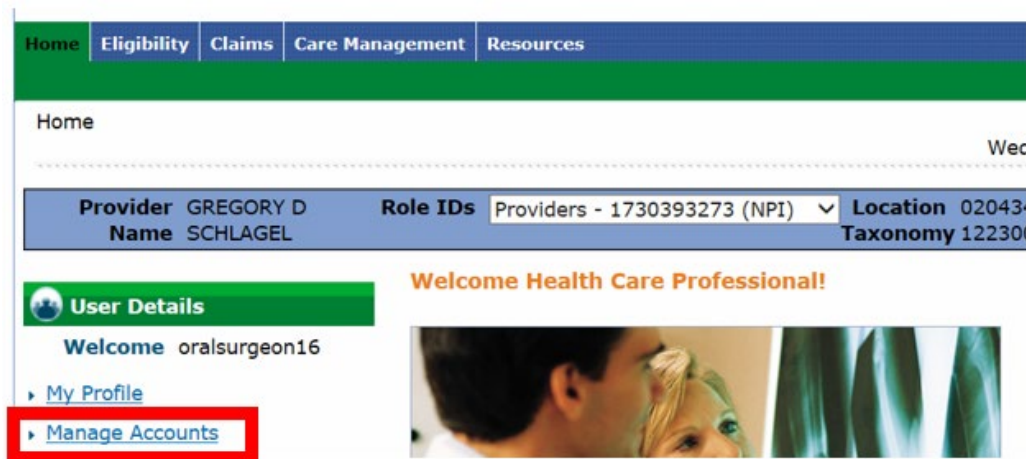
Step 1:

Log in to the [Provider Web Portal](#).

- If not registered for the Web Portal, register now.

Step 2:

Click Manage Accounts on the left side of the page.





Step 3:

Click the Add Registered Billing Agent/Clearinghouse/Switch Vendor tab.

Home > Manage Accounts Wednesday 08/31/2016 08:59 AM MST

Provider Name Role IDs Location Taxonomy

Manage Accounts Back to My Home ?

[Add New Delegate/Office Staff](#) [Add Registered Delegate/Office Staff](#) **[Add Registered Billing Agent/Clearinghouse/Switch Vendor](#)**

A new delegate is defined as office staff and/or other support staff employed by the provider who are not registered in the Portal. Providers may grant Portal access to new delegates by completing the required fields and giving the code generated to the individual to then register in the Portal. The new delegate will then have access to the provider's information (claims, reports, eligibility inquiries, or other functionality) via the Portal.

* Indicates a required field.

Enter the fields below and click **Submit** to generate the delegate code for the new delegate to register.

* **First Name**

Step 4:

Enter the assigned nine-digit Trading Partner ID (TPID) in the Trading Partner ID box and click Validate Billing Agent.

Manage Accounts Back to My Home ?

[Add New Delegate/Office Staff](#) [Add Registered Delegate/Office Staff](#) **[Add Registered Billing Agent/Clearinghouse/Switch Vendor](#)**

A billing agent/clearinghouse/switch vendor is defined as an entity, not an employee of the provider, who submits transactions (such as claims, in batch) on behalf of the provider. (Any agreements/contracts between the provider and billing entity are strictly between the provider and the billing entity, and does not involve the Department.) The billing agent/clearinghouse/switch vendor must be enrolled independently as a Trading Partner and completed testing prior to obtaining Portal access. Providers may authorize Portal access to a registered billing agent/clearinghouse/switch vendor by completing the required fields using the billing entity's Trading Partner ID.

* Indicates a required field.

Enter the Trading Partner ID and then press **Validate Billing Agent** to verify the transactions that are available for the Billing Agent. Select the desired functions and transactions and click **Submit** to proceed. At least one function or one transaction, if available, must be selected.

* **Trading Partner ID**

Validate Billing Agent





Step 5:

Select the following functions and click Submit.

Note: To check a box, right-click the box, select Properties, and change Default Value to Checked.

- Alerts
- Care Management - Submit Resubmit Authorization
- Care Management - View Authorization
- Claim - Inquiry
- Claim - Submit and Resubmit
- Claim - Submit Pharmacy
- Enrollment
- Member Focus Viewing
- Payment History - Inquiry
- Provider Maintenance
- Secure Correspondence
- Verify Eligibility

Revised March 2023

