Provider Portal: Trading Partner ID Enrollment

If you are a provider or trading partner submitting electronic transactions to Medicaid, you will need to enroll for a trading partner ID. Trading partner IDs will replace the submitter ID (formerly known as the MC ID). Users in the following groups must enroll:

- Third-party vendors (clearing houses, billing companies, vendors who perform X12 transaction sets, etc.)
- Medicaid providers who:
  - Utilize EDI direct submit
  - Will upload information into the new portal
- Providers who receive capitated fee information (formerly managed care fees) related to the following programs:
  - Independent Choices
  - PACE (Programs for All-Inclusive Care for the Elderly)
  - CPC (Comprehensive Primary Care)
  - Private Option or Arkansas Works
  - Long-Term Care adjusted service fee claims
  - NET service fee claims
  - Assisted living
  - PCMH (Patient-Centered Medical Home)
  - All PCPs must enroll as a trading partner to see the details of their capitated fees.
  - **NOTE:** Before go-live, this information was sent on your remittance advice. After go-live, this information has been replaced with a summary line that outlines the dollar amount of the capitated fees. You must enroll for a trading partner ID to receive this information.

To enroll for a trading partner ID, follow the steps beginning on the next page.
1. Go to the portal landing page. On the left side, you will see the question “Would you like to enroll as a Provider or a Trading Partner?” Click Trading Partner.
2. Click Enrollment Application.

3. Carefully read all the information regarding the online trading partner enrollment process. When you are finished, click Continue.
4. Fill out all required fields (denoted with a red asterisk) and any additional information you wish to submit.
5. When you have finished, click **Continue**.
6. Check the box for each transaction set that you will be exchanging. Please note that transaction set 820 (Payroll Deducted and Other Group Premium Payment for Insurance Products) will include detailed information on capitated fees and all managed care fees.

7. Once you have chosen your transaction sets, click Continue.
8. Check the box beside “I Accept” to acknowledge that your electronic signature is equivalent to your written signature. Enter your name in the “Your Signature” field.
9. When you are finished, click Submit.
10. The summary page shows you all the information you’ve entered in the previous steps. If you want to make any changes, click on the category link on the left side of the page.
11. If all information is correct, click **Confirm**.
12. You will receive an email with your new trading partner ID number. Click the link at the end of the email to complete the enrollment process.

13. Clicking the link in your email will take you to the confirmation page with information about your trading partner ID and details on upcoming steps. After reading, click Exit.
Please refer to the Registering on the Portal – Provider Job Aid for more detailed information on how to register for the portal.


Additionally, if you upload or download files as a billing company, vendor or clearing house, you will need to register on the portal as a trading partner. For detailed instructions on how to complete this process, please see the Registering on the Portal – Trading Partner Job Aid.