

Texas Division of Workers' Compensation (TXDWC)

EDI Billing Registration Instructions

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Table of Contents

Overview	3
Billing Account Creation	4
Billing Profile Creation	6
Billing Account Access	. 10

Overview

TXDWC EDI Billing Registration requires each carrier to create and submit a New Profile and when changes occur to update My Profile. Billing registration is completed by the Parent Insurance Carrier/Parent Self-Insured Entity. It is not intended to be completed by a Third-Party Administrator (TPA), EDI Vendor, Government Entity, Contractor or Transmission Agent of the Parent Insurance Carrier/Parent Self-Insured Entity.

The Parent Insurance Carrier/Parent Self-Insured Entity primary and secondary contact information will be used by Verisk to email the assessment invoices for payment.

The following provides information for accessing and completing a NEW or UPDATED TXDWC EDI Billing Registration.

Billing Account Creation

To access and complete a Billing Registration Profile, the carrier will need to sign in to <u>Verisk's</u> <u>Trading Partner Registration system</u> (if previously registered).

If this is the *first time* accessing the TXDWC EDI Billing Registration system, create an account by:

1) Click the **<u>Billing Registration</u>** link on the website



2) Scroll to the bottom of the landing page and click the box titled "**Click here to access Billing Registration.**"

Click here to access Billing Registration

3) Click the 'Get Started' box.

Home EDI Regis	tration		
	Sign In		Create Account
Username			New user? Create an account below to begin using the ISO EDI Registration system.
Password Sig	gn in	Forgot Password?	Get Started

4) On the **'New Account**" page enter your e-mail address and choose a password for your new account.

	New Account
Please enter your er	nail address and choose a password for your new account.
After your account h address with instruc	as been created, a message will be sent to the specified email tions to activate your account.
Email Address	
Password	
	Must be at least 8 characters.
	Create Account

After your account has been created, a message will be sent to the specified e-mail address with an **activation code** to activate your account.

Welcome to the EDI Registration system.
Your account has been created successfully. To activate your account, enter the following code when prompted.
Activation Code:
667c3

Once the activation code is obtained, enter the code in the 'Activation Code' box and click 'Continue'

New Account A message has been sent to the specified email address containing your accour activation code. Please enter the code below. and click Continue.	New Account A message has been sent to the specified email address containing your account activation code. Please enter the code below. and click Continue. Activation Code			
message has been sent to the specified email address containing your accour ctivation code. Please enter the code below. and click Continue.	A message has been sent to the specified email address containing your account activation code. Please enter the code below. and click Continue.			New Account
	Activation Code	A message	has been sent t	o the specified email address containing your account
	Activation Code	activation (code. Please enti	cr the code below, and eller continue.

5) The 'EDI Billing Profiles" page displays



Once signed in you will have the option to create a **New Profile** if it's the first time or update a previously submitted profile (**My Profiles**)

	Home EDI Registration My Acc	ount - Sign Out
	Trading Partner Profiles	EDI Billing Profiles
	My Profiles	Welcome to the EDI Billing Registration system.
	Billing Profiles	Billing registration is completed by the Parent Insurance Carrier/Parent Self-Insured Entity. It is not intended to be completed by a Third-Party Administrator (TPA), EDI Vendor, Government Entity, Contractor
	My Profiles	or Transmission Agent of the Parent Insurance Carrier/Parent Self-Insured Entity. Get started by clicking the button below.
	New Profile	Create New EDI Billing Profile

Billing Profile Creation

1) Click "Create New EDI Billing Profile"



2) Enter the Parent Company Name, FEIN, and Company Type (Insurer or Self-Insured Employer) from the picklist and select 'Continue'

New EDI Billing Profile						
Jurisdiction	ТХ					
Parent Company Name	The name of the Parent Insurance Carrier/Parent Self-Insured Company					
Parent Company FEIN	Parent Insurance Carrier/Parent Self-Insured Company nine digit FEIN, no dashes					
Parent Company Type		~				
	Continue					

3) Enter the Name and Address as it should appear on the billing invoice your Company will receive. Enter the email address/s of the responsible individual/s at your Company who will process the invoice for payment.

Name and address	s information as it should appear on the Billing Invoice.
Name	
Address	
City	
State	
Postal Code	Must be 5 or 9 numeric digits, no dashes
Email	One Email address required, up to five allowed
	Additional email
	Save Changes Next Page

4) Enter the **Primary Billing Contact Information** responsible for processing the billing invoice for payment

Billing Profile Sections	Primary B	illing Co	ontact Informa	ition	
Parent Company					
Invoice Info	Name				
Primary Billing Contact		First	Middle	Last	Suffix
Secondary Billing Contact	Working Title				
Additional Billing Contacts	Phone				
Insurers					
Submit Profile	Email				
		Save Chan	ges Next Page		

5) Enter the **Secondary Billing Contact Information** responsible for processing the billing invoice for payment. A Secondary Contact is <u>required</u>; it cannot be the same as the Primary Contact.

Billing Profile Sections	Secondary	/ Billing Co	ontact Inform	nation	
Parent Company					
Invoice Info	Name				
Primary Billing Contact		First	Middle	Last	Suffix
Secondary Billing Contact	Working Title				
Additional Billing Contacts	Phone				
Insurers					
Submit Profile	Email				
		Save Changes	Next Page		

6) Optionally (not required) you may enter up to three Additional Billing Contacts.

Billing Profile Sections	Additiona	I Billing Contacts
Parent Company		
Invoice Info	Additional Email	Additional email
Primary Billing Contact	Addresses	Additional email
Secondary Billing Contact		Additional email
Additional Billing Contacts		
Insurers		Save Changes Next Page
Submit Profile		

6) Click "Add Insurer" to enter the Insurance Carrier Subsidiaries/Self-insured Entities

Billing Profile Sections	Insuranc	e Carrier Subsid	iaries / Self	f-Insured En	tities			
Parent Company	Enter each of you	r Insurance Carrier subsidiary co	mnanies/Self-Insured	entities (if applicable) w	ith Claim			
Invoice Info	EDI FROI/SROI tra	EDI FRO//SROI transactions in Texas. The entries should match your Trading Partner Registration Insurer						
Primary Billing Contact	Name and insure	r rein entries.						
Secondary Billing Contact	At least one activ	e Insurer entry is required.						
Additional Billing Contacts	FEIN	INSURER NAME	ST	ATUS	ACTIONS			
Insurers	Add Insurer	Next Page						
Submit Profile								

7) Enter each individual Insurance Company Subsidiaries/Self-insured Entity Name and FEIN and 'Save Changes'

Billing Profile Sections	Insurance Carrier Subsid	liary / Self-Insured Entity
Parent Company		
Invoice Info	Insurer FEIN	
Primary Billing Contact	Must be 9 numerio	: digits, no dashes
Secondary Billing Contact	Insurer Name	
Additional Billing Contacts	Save Change	s Cancel
Insurers		
Submit Profile		

Continue until all carriers are entered. Once completed click on 'Next Page.'

Billing Profile Sections	Insurance	Carrier Subsidiaries /	Self-Insured	l Entities		
Parent Company	Enter each of your In	surance Carrier subsidiary companies/Self-	Insured entities (if appli	cable) with Claim		
Invoice Info	EDI FROI/SROI transa	EDI FRO/JSROI transactions in Texas. The entries should match your Trading Partner Registration Insurer				
Primary Billing Contact		in entres.				
Secondary Billing Contact	FEIN	INSURER NAME	STATUS	ACTIONS		
Additional Billing Contacts	121245245	Boston Celtics	Added	Edit Remove		
Insurers	188937124	Boston Bruins	Added	Edit Remove		
Submit Profile	887654321	Boston Red Sox	Added	Edit Remove		
	987654311	Acme insurance company	Added	Edit Remove		
	987994311	New England Revolution	Added	Edit Remove		
	999999912	New England Patriots	Added	Edit Remove		
	Add Insurer	Next Page				

8) Click "Submit Profile' to complete the Profile creation and/or updates to an existing Profile

Billing Profile Sections	Submit Bi	lling Profile
Parent Company		
Invoice Info	Submit Profile	Cancel Profile
Primary Billing Contact		
Secondary Billing Contact		
Additional Billing Contacts		
Insurers		
Submit Profile		

If the Profile was successfully submitted this screen will display with the text "Profile submitted successfully" and Status "Submitted."

Trading Partner Profiles	EDI B	EDI Billing Profiles			
My Profiles		4		_	
	Profile s	ubmitted successfully			
Billing Profiles					
My Profiles	JUR	COMPANY FEIN	COMPANY NAME	STATUS	ACTIONS
New Profile	ТХ	191820042	Boston Red Sox	Submitted	Update

Upon *completion* of the EDI Billing Registration Profile online, an automated email is sent to the primary contact, secondary contact, and optional email contacts, if entered. This will serve as notification to the carrier and Verisk of the completion/update of a Billing Registration Profile. Below is an example of the TXDWC EDI Billing Registration Profile registration. The information that is completed on the profile will be included in the email.

EDI Billing Pr	ofile
Jurisdiction: T	X
Profile Action: N	ew
Submitted By: j	ohndoe@insurancecompany.com
Parent Insuran	ce Carrier/Self-Insured Information
Company FEIN: 19	1820042
Company Name: Bo	ston Red Sox
Company Type: Se	lf-Insured Employer
Invoice Inform	ation
Name: John	Smith
Address 1: 100 m	ain et
Address 1. 100 m	arn 88
Giano Delle	
CILV: DAILA	3
State: IN	
Postal: 43543	1234
Email: Janed	oe@insurance.com
Email: David	jones@insurance.com
Email: Saras	mith@insurance.com
Email: Roadr	unner@insurance.com
Email: BeepB	eep@insurance.com
Primary Contac	t
Primary Contact N	ame: John Smith
Primary Contact T	itle: Operations Mgr
Primary Contact P	hone: 12014693184
Primary Contact E	mail: iohndoe@insurancecompany.com
-	
Secondary Contact Secondary Contact Secondary Contact Secondary Contact	Name: Jane Smith Title: Accountant Phone: 12014693183 Email: janedoe@insurancecompany.com
Additional Con	LACES
Additional Email:	
Additional Email:	
Additional Email:	
Insurance Carr	ier Subsidiaries / Self-Insured Entities
Insurer (1)	
Action:	Add
Insurer Status:	Active
Insurer FEIN:	999999912
Insurer Name:	New England Patriots
Insurer (2)	
Action:	Add
Theurer Statues	Active
Incurer Status:	101045045
Insurer FLIN:	IZIZHJZHJ Romena Coleina
insurer Name:	BOSTON LEITICS
-	
Insurer (3)	
Action:	Add
Insurer Status:	Active
Inguner FFIM:	199027104
INDUICI FLIM.	10032/124
Insurer Name:	Boston Bruins
Insurer Name:	Boston Bruins
Insurer Name:	Boston Bruins

Billing Account Access

1) Click the **<u>Billing Registration</u>** link on the website



2) Scroll to the bottom of the landing page and click the box titled "**Click here to access Billing Registration.**"

Click here to access Billing Registration

3) Enter your Username/Password and click the 'Sign In' box.

Home EDI Rej	gistration	
	Sign In	Create Account
Username		New user? Create an account below to begin using the ISO EDI Registration system.
Password		Get Started
	Sign in Forgot Password?	

Your EDI Billing Profiles will display.

Home EDI Registration	My Account 👻	Sign C	lut			
Trading Partner Profiles		ED	Billing P	rofiles		
My Profiles		IUR	COMPANY FEIN	COMPANY NAME	STATUS	ACTIONS
Billing Profiles		тх	328201234	ACME - Parent Insurance Carrier/Parent Self-Insured Company	Updated	Update
My Profiles		ТХ	123456678	Self-Insured Employer Carrier	Submitted	Update
New Profile		ТХ	221345678	Verisk/ISO	Not Submitted	Open

Clicking the **Update** button will display the **Billing Profile Sections** links available to update, if needed. Once updates are completed, clicking the **Submit Profile** button to submit the changes generates an automated email to the primary contact, secondary contact, and optional email contacts, if entered. This will serve as notification to the carrier and Verisk of an update to a Billing Registration Profile

Billing Profile Sections	Parent Insurance Carrier/Self-Insured Information		
Parent Company			
Invoice Info	Jurisdiction	ТХ	
Primary Billing Contact	Parent Company FEIN	123456678	
Secondary Billing Contact	Parent Company Name	Self-Insured Employer Carrier	
Additional Billing Contacts		The Name of the Parent Insurance Carrier/Parent Self-Insured Company	
Insurers	Parent Company Type	Self-Insured Employer	
Submit Profile			
		Save Changes Next Page	