

# Accessing the COBSW New Registration CBT Presentation

Before you go to the Coordination of Benefits Secure Website (COBSW) to register for mandatory Section 111 Group Health Plan (GHP) reporting, please complete the computer-based training (CBT) presentation provided by the Centers for Medicare & Medicaid Services (CMS). The CBT provides detailed instructions for the registration process. Follow these steps to access the online CBT presentation:

1. Send an email message to [Section111CBT@EHMedicare.com](mailto:Section111CBT@EHMedicare.com) to request registration for the MMSEA Section 111 Computer Based Training (CBT) courses. Specify that you are requesting the GHP curriculum and include your name, phone number (formatted: ###-###-####), email address, and the name of your employer.

**Result:** After the Coordination of Benefits Contractor (COBC) processes your request, you will receive an email notification from MMSEA Section 111 with the URL for the CBT website and a temporary password to use the first time you log in. Go to step 2 below.

**Note:** If you do not receive an email notification within 2 business days of your request, contact the COBC's EDI Department at 646-458-6740.

2. Click on the first link in the email message (<https://nhassociates.na5.acrobat.com>) to go to the login in screen.

**Result:** A login in screen appears.

3. Enter your email address in the *Login* field and enter the temporary password provided in the email message in the *Password* field.

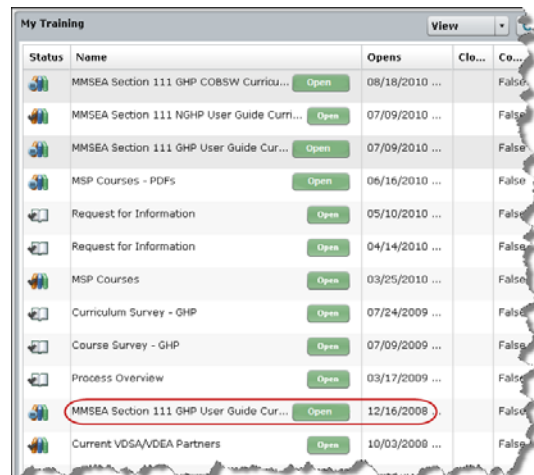
**Result:** You are logged in to the CBT website.

4. Follow the prompts to change your password.

**Result:** A screen appears listing the available CBT courses.

5. Click **Open** next to the *MMSEA Section 111 GHP User Guide Curriculum* (shown at right).

**Result:** A screen appears listing the CBT courses related to the MMSEA Section 111 GHP User Guide Curriculum (shown on next page).



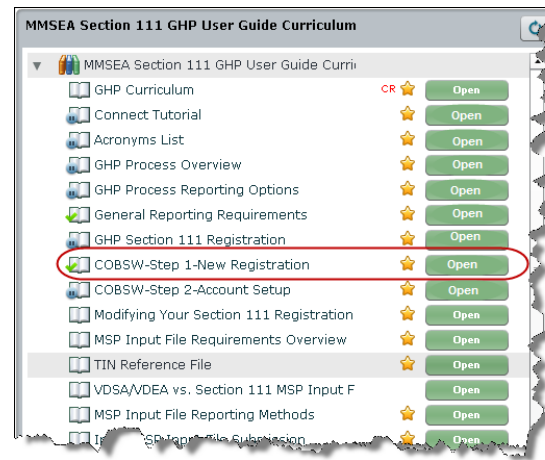
Status	Name	Opens	Clo...	Co...
	MMSEA Section 111 GHP COBSW Curri...	<a href="#">Open</a>	08/18/2010 ...	False
	MMSEA Section 111 NGHP User Guide Curri...	<a href="#">Open</a>	07/09/2010 ...	False
	MMSEA Section 111 GHP User Guide Cur...	<a href="#">Open</a>	07/09/2010 ...	False
	MSP Courses - PDFS	<a href="#">Open</a>	06/16/2010 ...	False
	Request for Information	<a href="#">Open</a>	05/10/2010 ...	False
	Request for Information	<a href="#">Open</a>	04/14/2010 ...	False
	MSP Courses	<a href="#">Open</a>	03/25/2010 ...	False
	Curriculum Survey - GHP	<a href="#">Open</a>	07/24/2009 ...	False
	Course Survey - GHP	<a href="#">Open</a>	07/09/2009 ...	False
	Process Overview	<a href="#">Open</a>	03/17/2009 ...	False
	MMSEA Section 111 GHP User Guide Cur...	<a href="#">Open</a>	12/16/2008	False
	Current VDSA/VDEA Partners	<a href="#">Open</a>	10/03/2008 ...	False

MMSEA Section 111 GHP User Guide Curriculum

6. Click **Open** next to *COBSW-Step 1-New Registration* (shown at right). This is the CBT presentation you should view before completing the online registration process for Section 111 mandatory reporting.

**Result:** The *COBSW-Step 1-New Registration* CBT presentation opens and begins to play (shown below). If you cannot hear the presentation, check the volume of the speakers on your PC.

**Note:** If you would like to go through the course more quickly, you can turn off the audio portion of the presentation and click through the screens at your own pace.



COBSW-Step 1-New Registration



COBSW-Step 1-New Registration CBT presentation

If you have questions about logging in to the CMS CBT website, please send an email message to [techi@nhassociates.net](mailto:techi@nhassociates.net).

***This information was prepared by Iowa Bankers Insurance and Services, Inc. for reference only and is not legal advise. We encourage you to discuss your particular situation with your legal counsel.***