

## Registration Instructions

**This registration form may be used to request a submitter number for submitting electronic membership/enrollment transactions using Interchange Network (INet) access.**

◆ **Interchange Network (INet) Access**

To begin the process of submitting electronic membership/enrollment to Wellmark using Inet via the internet, please complete the ANSI 834 Electronic Transaction Registration Form on page 3 and return to EC Solutions. If you do not have internet access, please contact EC Solution to discuss other submission options.

◆ Phone: Toll Free 1-800-407-0267

• Fax the completed registration form to the EC Registration Department at **800-691-1038**.

• Or mail to-

EC Solutions  
PO Box 9232 Station 142  
Des Moines, IA 50306-9232

**Once the registration form is completed and submitted:**

- The registration process takes approximately one week to complete from the time the registration form is received by EC Registration Department.
- A testing submitter ID will be enabled and a security letter containing submitter ID, INet ID and INet Password Security will be mailed to the address listed on the registration form under "Submitter Address".
- After testing has been successfully completed, a production submitter ID will be enabled and a security letter containing submitter ID, INet ID and INet Password Security will be mailed to the address listed on the registration form under "Group/Employer Information" for submitting production transactions.

Please complete and sign the registration form. The signature (located at the bottom of the form) must be from the Group Administrator authorized to sign on behalf of the Group/Company.

- ◆ **SUBMITTER:** refers to the party that will be sending the transactions electronically to INet.
- ◆ **HR/PAYROLL VENDOR:** refers to the company that supports your electronic transaction submission software. If you design your own software, you are the vendor.
- ◆ **INet:** refers to Interchange Network access. INet is used to receive electronic transactions from submitters and route them accordingly.

Questions? Call toll free at 1-800-407-0267

# ANSI 834 Electronic Transaction Registration Form

## Electronic Commerce Solutions Registration for Employer Groups

PO Box 9232 Station 142 Des Moines, IA 50306-9232  
Phone: 800-407-0267 Fax: 800-691-1038

### Group/Employer Information

Group/Employer Name \_\_\_\_\_ Tax ID# \_\_\_\_\_  
Contact: \_\_\_\_\_ 2<sup>nd</sup> Contact: \_\_\_\_\_  
Phone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_  
Address 1: \_\_\_\_\_  
Address 2: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### HR/Payroll Vendor

Vendor Name: \_\_\_\_\_  
Address 1: \_\_\_\_\_  
Address 2: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: (    ) \_\_\_\_\_

**Do you use a Third-Party Entity for submission of your 834 electronic transactions?**  Yes  No  
**Do you use a Clearinghouse for submission of your 834 electronic transactions?**  Yes  No  
**If you answer yes to either of these questions, please fill out the form on page 4 (Third-Party Entity/Clearinghouse)**

For information on communications software to submit ANSI 834 electronic transactions please contact EC Solutions at 800-407-0267.

Authorized Signature /Date (**REQUIRED**) \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_