



IOWA.  
**WORKFORCE**  
DEVELOPMENT

**Division of WORKERS'**  
COMPENSATION

Iowa Workforce Development Division of Workers'  
Compensation (IWD DWC)

**EDI Claims Release 3.1**  
**Trading Partner Profile Registration Instructions**

**Revised Date: 12/15/2017**

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## Overview:

This IWD DWC EDI Trading Partner Profile Registration provides each trading partner with the ability to create and submit a New Profile or an Updated Trading Partner Profile. This form will uniquely identify a trading partner as the sender of the data, how the data will be sent, the business & technical contacts, and the demographics for the Insurers and Claim Administrators.

Upon **completion** of the EDI Trading Partner Profile online, an auto response email will be sent to the primary contact and to the IWD DWC. This will serve as notification to all parties of the EDI Trading Partner information for EDI implementation. Please see the email example in the [IWD DWC Trading Partner Profile Registration Email Example](#) section.

Upon **approval** of the EDI Trading Partner Profile by the IWD DWC, the EDI Support Team will contact the primary contact to indicate when the profile will become effective for EDI reporting.

The following provides information for accessing and completing a NEW or UPDATED IWD DWC EDI Trading Partner Profile.

## Accessing and Creating an Account for the Trading Partner Profile:

In order to access and complete a Trading Partner Profile, the Trading Partner will need to sign in to [ISO's Trading Partner Registration system](#) (if previously registered).

If this is the **first time** accessing the IWD DWC FROI/SROI Trading Partner Registration system, create an account by clicking on the 'Get Started' button. Once the 'Get Started' button is selected, enter your e-mail address and choose a password for your new account.

After your account has been created, a message will be sent to the specified e-mail address from [www-data@wccapture.com](mailto:www-data@wccapture.com) with an activation code to activate your account. Once the activation code is obtained, enter the code in the 'Activation Code' box and click 'Continue'.

**Sign In**

Username

Password

[Sign In](#) [Forgot Password?](#)

### Create Account

New user? Create an account below to begin using the ISO Trading Partner Registration system.

[Get Started](#)

Once signed in the Trading Partner will have the option to create a new profile if it's the first time or update a previously submitted profile. Any previously submitted Trading Partner would be available on the below screen:

Trading Partner Profiles	<h3>Trading Partner Profiles</h3> <p>Welcome to the Trading Partner Registration system. Get started creating your first profile by clicking the button below.</p> <p style="text-align: center;"><a href="#">Create New Profile</a></p>
My Profiles	
New Profile	

The Trading Partner Profile Registration system is made up of the following sections which will be explained in the How to complete a New IWD DWC FROI/SROI EDI Trading Partner Profile section below:

<b>Profile Sections</b>
<a href="#">EDI Sender/Receiver</a>
<a href="#">Preparer Contact Info</a>
<a href="#">Primary Contact Info</a>
<a href="#">Secondary Contact Info</a>
<a href="#">Insurers</a>
<a href="#">Claim Administrators</a>
<a href="#">Filing Method</a>
<a href="#">Comments</a>
<a href="#">Submit Profile</a>

## How to complete a New IWD DWC FROI/SROI EDI Trading Partner Profile:

To create a New Profile, click on the 'Create New Profile' button.

Required fields are indicated throughout the instructions in bold formatting. Upon clicking on the 'Continue' button or 'Next Page' button, any required fields that are not completed will be noted with a red box around the required field.

When filling out the profile, if you see a reference to a DN, e.g., Insurer Name (DN0007), this will indicate that the information requested is a Data Element (DN) that is part of the Claims EDI Release 3.1 report and will be reported to IWD DWC in EDI reports.

- a. EDI Sender: This section provides identifying information about the Master Trading Partner (Sender).
  - a. **Sender Master FEIN**: Enter the Federal Employer Identification Number (FEIN) of your business entity. Please enter 9 digits with no punctuation.
  - b. **Sender Postal Code**: Enter the Postal Code (Zip+4) of your business entity. Please enter 9 digits with no punctuation. Once Sender Master FEIN and Sender Postal Code fields are populated click on 'Continue'.
  - c. **Company Name**: Enter the Company Name of the EDI Sender. The Company Name should be the entire name as listed on any licensing/registration applications filed with the IWD DWC and not an acronym.
  - d. **Company Type**: Please indicate the Company Type of the EDI Sender if either Claim Administrator, Insurer or Self-Insured Employer.
  - e. **Group FEIN**: This will be automatically populated with the Sender Master FEIN entered in the previous screen. Group FEIN will be utilized to allow a sender/company that purchased another company to be able to update the Claim Admin FEIN, etc. on a given claim in the same group even though they will have a different Sender ID (FEIN/PC).
  - f. **Release 3 Jurisdictions**: Please indicate the number of Release 3 Jurisdictions that your company currently reports to.

Note: Sender Master FEIN and Sender Postal Code should be the same as those that the partner will use as the Sender ID (DN0098) in the Header Record of all its EDI transmissions. Once the Company Name is populated and the Company Type is selected, click on 'Next Page'.

- b. Preparer Contact Information: This section provides identifying information about the person completing the EDI Trading Partner Profile.
  - a. **Preparer Name**: Enter the contact name of the person completing the EDI Trading Partner Profile.
  - b. **Preparer Job Title**: Enter the preparer's job title.
  - c. **Preparer Address, City, State, and Zip**: Enter the preparer's address.
  - d. **Preparer Phone and Fax**: Enter the preparer's phone and fax number.
- c. Primary/Secondary Contact for EDI Implementation/Setup: This section provides the ability to identify individuals within your business entity who can be used as the main contacts for this trading partner profile. Two types of contacts should be identified: one for business practices and issues, and one for technical issues. Enter the information below for both a business and technical contact that is the main contact for your company. In the event there is any communication on the EDI reporting, claims, requirements, etc., these contacts will be notified. On the form, click the 'radio button' beside Business or Technical and complete the following information for each specific contact. The first

contact entered will be the primary contact. If the secondary contact is the same as the primary, click on 'Copy from primary contact': 

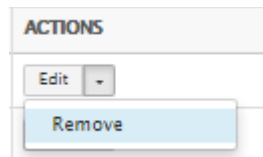
- a. **Primary/Secondary Contact Type:** Business or Technical
- b. Contact Name: **First**, Middle, **Last**, Suffix
- c. Job Title: **Contact's Job Title**
- d. **Address Line 1**, Address Line 2, **City, State, Zip**
- e. **Phone, Fax, Email**
- f. Secondary Contact Type: Business or Technical
- g. Contact Name: **First**, Middle, **Last**, Suffix
- h. Job Title: Enter **Contact's Job Title**
- i. **Address Line 1**, Address Line 2, **City, State, Zip**
- j. **Phone, Fax, Email**

d. Insurer(s):

This section of the form identifies the trading partners using this Sender to transmit data electronically to the IWD DWC. At least one Insurer is required for a new trading partner profile. If the Sender is also an Insurer, add an Insurer with the Sender's information. If there is more than one Insurer, complete an Insurer section for each one. Provide the full Insurer Legal Name (DN0007), Insurer FEIN (DN0006) and Insurer Type for each Insurer (Insurer or Self-Insured employer) for whose claims the Sender will be transmitting data. IWD DWC will notify the Sender of any discrepancy between the identifying information entered and the IWD DWC's present records. This list will be used to reconcile identification tables, and it will be used as part of the edit on Insurer FEIN to match the IWD DWC's database. Complete an UPDATED IWD DWC EDI Trading Partner Profile to add or remove subsidiaries.



: This button is used to allow you to access the entry to add new Insurer on a NEW or UPDATED EDI Trading Partner Profile.



: This button is used to allow you to remove the last Insurer that was entered during the current EDI Trading Partner Profile submission.

- a. To 'Add an Insurer':
  - Click on the 'Add Insurer' button
  - Enter the applicable Insurer information. Required fields are highlighted in red below; Insurer FEIN, Insurer Name and Insurer Type:

Insurer FEIN   
Required field

Insurer Name   
Required field

Insurer Type   
Required field

b. To continue 'Adding Insurers':

- Click the 'Add Insurer' button again, otherwise proceed to the Add Claim Administrator(s) section.
- By clicking 'Add Insurer' another Insurer entry will be presented (# 2 in this case). Complete the required information and repeat the process to add the Self-Insurer until completed, and then move to the Claim Administrator section.

**Insurer(s)**

FEIN	INSURER NAME	STATUS	ACTIONS
123456789	Insurer #1		Edit -
753159789	Insurer #2		Edit -

c. To remove the last Insurer entered during the entry of the profile:

- Click on the downward arrow alongside the 'Edit' button in the Action column of the Insurer and select 'Remove'.

753159789	Insurer #2	<input type="button" value="Add"/>	<input type="button" value="Edit -"/> <input type="button" value="Remove"/>
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- Once selected, then confirm you wish to delete this entry just added by clicking on 'Delete Insurer' and the entry that has not been submitted previously, (i.e. was just added when editing), then is deleted.

e. Claim Administrator(s): Provide the Claim Administrator's information that will correspond to that of the Claim Administrator recorded on the claim(s) that will be reported by the Sender (Trading Partner). If the claim administrator is the same entity as the Sender, then enter the Sender claim contact information. This information will be used to identify and reconcile Trading Partner relationships. It is understood that this list will have entries added or removed from time to time for which an updated report should be sent to the IWD DWC as outlined within this document.

Add Claim Admin

: This button is used to allow you to access the entry to add a new Claim Administrator on a NEW EDI Trading Partner Profile or to add Claim Administrators on an UPDATED EDI Trading Partner Profile.

ACTIONS

Edit

Remove

: This button is used to allow you to remove the last Claim Administrator that was entered during the current EDI Trading Partner Profile submission.

a. To 'Add a Claim Administrator':

- Click on the 'Add Claim Admin' button
- Enter the applicable Claim Administrator information. Required fields are highlighted in red below; **Claim Administrator FEIN (DN0187)**, **Claim Administrator Name(DN0188)**, Claim Administrator Information/Attention Line (DN0135), Claim Administrator Claim Representative Name(DN0140), **Claim Administrator Claim Representative Phone Number(DN0137)**, **Claim Administrator Mailing Address(DN0010)**, Claim Administrator Mailing Secondary Address, **Claim Administrator Mailing City (DN0012)**, **Claim Administrator Mailing State Code(DN0013)**, **Claim Administrator Mailing Postal Code(DN0014)**, Claim Administrator Physical Address, Claim Administrator Physical Secondary Address, **Claim Administrator Physical City**, **Claim Administrator Physical State Code**, **Claim Administrator Physical Postal Code (DN0200)**.



Claim Admin FEIN

DN0187

Required field

Claim Admin Name

DN0188

Required field

Information/ Attention Line

DN0135

Claim Representative Name

DN0140

Claim Representative Phone

Required field

### Claim Admin Mailing Address

Primary Address

Required field

Secondary Address

City

Required field

State

Required field

Postal Code

Required field

### Claim Admin Physical Address

Primary Address

Required field

Secondary Address

City

Required field

State

Required field

Postal Code

Required field

b. To continue 'Adding Claim Administrators':

- Click the Add Claim Admin button otherwise proceed to complete the EDI Trading Partner Profile.
- By clicking 'Add Claim Admin' another Claim Admin entry screen will be presented (# 2 in this case). Complete the required information and repeat the process to add the Claim Administrators until completed, and then proceed to complete the EDI Trading Partner Profile.

**Claim Administrators**

FEIN	CLAIM ADMIN NAME	STATUS	ACTIONS
753159789	Claim Admin #1		Edit -
951234567	Claim Admin #2		Edit -

c. To remove the last Claim Administrator entered:

- Click on the downward arrow alongside the 'Edit' button in the Action column of the Claim Administrator and select 'Remove'.

951234567	Claim Admin #2	Added	Edit - Remove
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- Once selected, then confirm you wish to delete this entry just added by clicking on 'Delete Claim Administrator':  and the entry that has not been submitted previously, (i.e. was just added when editing), then is deleted.

f. Filing Method: At least one method required.

a. **EDI Vendor:** If you are using an EDI Vendor to submit your EDI reporting, complete this section.

First click the 'radio button' beside EDI Vendor. Then complete the following information.

Vendor Company Name: Enter the Vendor's Company Name.

Vendor Contact Name: Enter the Vendor's Contact Name.

Vendor Phone: Enter the Vendor's Phone Number.

Vendor Email: Enter the Vendor's Email Address.

- b. **Jurisdiction Web Entry:** Select Jurisdiction Web Entry if Sender is a low volume filer and will be entering reports manually via web entry.
  - c. **Direct SFTP:** Select Direct SFTP if Sender will be exchanging EDI files directly with the IWD DWC's vendor using SFTP.
  - d. **Other, please explain:** First click the 'radio button' beside 'other, please explain'. Then enter the information in the area provided.
- g. Comments: Please include any comments in this section. Clicking on 'Next Page' will direct you to the 'Submit Profile' section.

Comments


h. Submit the IWD DWC EDI Trading Partner Profile:

Click the 'Submit Profile' button on the Submit Profile section to complete the registration process. An email confirmation will be generated per the example in the [IWD DWC Trading Partner Profile Registration Email Example](#) section of this document. IWD DWC will respond via email on confirmation and approval of the IWD DWC EDI Trading Partner relationship.

## How to Update an Existing IWD DWC FROI/SROI EDI Trading Partner Profile:

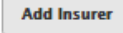
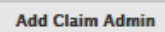
To update a previously submitted Trading Partner Profile, select 'Update' in the actions column of the Trading Partner Profile to be updated:

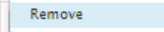

Trading Partner Profiles		Trading Partner Profiles					
My Profiles		JUR	TYPE	COMPANY FEIN	COMPANY NAME	STATUS	ACTIONS
New Profile		ST	Claims	123456789	Trading Partner (Sender)	Submitted	Update 

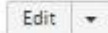



### a. To Update Insurers or Claim Administrators:

There are 3 options for updating Insurers (Insurer Section) and/or Claim Administrators (Claim Administrators Section) within the EDI Trading Partner Profile Update:


- Click the 'Add Insurer' button:  to add a new Insurer or click on the 'Add Claim Admin' button:  to add a Claim Administrator to your EDI Trading Partner Profile (one that has never been added or was added and removed).

- Click on 'Remove':  (drop-down of the 'Edit' button) then click on 'Mark Inactive': , to set a Insurer or Claim Administrator from your EDI Trading Partner Profile that has been submitted to the IWD DWC previously as inactive.

- Click on the 'Edit' button:  to update the Insurer or Claim Admin entry fields previously submitted to the IWD DWC.
- Once all updates necessary are completed, submit the profile by selecting the 'Submit Profile' button:  in the Submit Profile Section.

### b. To Update Additional Sections of the Trading Partner Profile:

To update any of the other sections (EDI Sender, Preparer Contact Info, Primary Contact Info, Secondary Contact Info, and Filing Method) select the corresponding section and update the fields that need to be updated. Then provide a comment of any additional changes made in the Comments section.

- Once all updates necessary are completed, submit the profile by selecting the 'Submit Profile' button:  in the Submit Profile Section.

c. To Change Sender ID:

There is an option available to update any portion of the Sender ID (Sender FEIN or Sender Postal Code) of a previously submitted Trading Partner Profile. Click on 'Change Sender ID' (drop-down of the 'Update' button) and you will be redirected to the Sender ID section where you may edit either the Sender FEIN or Sender Postal Code.

The screenshot shows a web interface for 'Trading Partner Profiles'. On the left is a sidebar with 'My Profiles' and 'New Profile' options. The main area displays a table with the following data:

JUR	TYPE	COMPANY FEIN	COMPANY NAME	STATUS	ACTIONS
ST	Claims	123456789	Trading Partner (Sender)	Submitted	Update <input type="button" value="Change Sender ID"/>

This will create a New Trading Partner Profile as it would be considered a New or different Sender.

Note: If all updates made to the existing Trading Partner Profile need to be canceled, in the Submit Profile section, select the 'Cancel Updates' button:

A red rectangular button with the text 'Cancel Updates' in white.

## IWD DWC Trading Partner Profile Registration Email Example

Upon **completion** of the EDI Trading Partner Profile online, an auto response email will be sent to the primary contact and to the IWD DWC. This will serve as notification to all parties of the EDI Trading Partner information for EDI implementation. Below is an example of the IWD DWC EDI Trading Partner Profile registration. The information that is completed on the profile will be included in the email.

-----Original Message-----

From: [www-data@wccapture.com](mailto:www-data@wccapture.com) [mailto:[www-data@wccapture.com](mailto:www-data@wccapture.com)]

Sent: Friday, December 1, 2017 2:34 PM

To: [DWCEDI@iwd.iowa.gov](mailto:DWCEDI@iwd.iowa.gov)

Cc: [IWDDWCedi@iso.com](mailto:IWDDWCedi@iso.com); *Preparer's Email; Primary Contact's Email here, Secondary Contact's Email here*

Subject: EDI New Profile IA - *Your Company's Name here*

-----Original Message-----

-- Claims Electronic Data Interchange Profile --

Jurisdiction: IA

EDI Profile: New

-- EDI Sender/Receiver (Primary Insurer/TPA) --

Company Name: Sender Trading Partner Name

Company Type: Insurer

Master FEIN: 968596859

Postal Code: 123451231

Group FEIN: 968596859

-- Preparer Contact Information --

Preparer Name: Sandy Smith

Preparer Title: Associate Claims Handler

Preparer Addr 1: 123 Business Drive

Preparer Addr 2:

Preparer City: Jersey City

Preparer State: NJ

Preparer Zip: 07030

Preparer Phone: 123-456-9688

Preparer Fax: 123-334-96857

Preparer Email: [prepareremail@company.com](mailto:prepareremail@company.com)

-- Filing Information --

Filing Method: EDI Software Vendor

Vendor Company: EDI Vendor Name

Vendor Phone: 123-456-7890

Vendor Email: [example@vendor.com](mailto:example@vendor.com)

-- Primary Contact for EDI Implementation/Setup --

Primary Contact Type: Business  
Primary Contact Name: John Smith  
Primary Contact Title: Business Systems Analyst  
Primary Contact Addr 1: 123 Example Ave  
Primary Contact Addr 2:  
Primary Contact City: Jersey City  
Primary Contact State: NJ  
Primary Contact Zip: 07310  
Primary Contact Phone: 123-456-7890  
Primary Contact Fax: 123-456-7891  
Primary Contact Email: [example@company.com](mailto:example@company.com)

-- Secondary Contact --

Secondary Contact Type: Technical  
Secondary Contact Name:  
Secondary Contact Title: Technical  
Secondary Contact Addr 1: 123 Example Ave  
Secondary Contact City: Jersey City  
Secondary Contact State: NJ  
Secondary Contact Zip: 07310  
Secondary Contact Phone: 123-456-7895  
Secondary Contact Fax: 123-456-7887  
Secondary Contact Email: [secondarycontact@company.com](mailto:secondarycontact@company.com)

-- Insurers --

-- Insurer (1) --

Action: Add  
Insurer Status: Active  
Insurer FEIN (DN0006): 123456789  
Insurer Name (DN0007): Example Insurer 1  
Insurer Type: Insurer

-- Insurer (2) --

Action: Add  
Insurer Status: Active  
Insurer FEIN (DN0006): 998557744  
Insurer Name (DN0007): Example Insurer 2  
Insurer Type: Insurer

-- Claim Administrators --

-- Claim Administrator (1) --

Action: Add  
Claim Administrator Status: Active  
Claim Admin FEIN (DN0187): 968596859

Claim Admin Name (DN0188): Legal Name of Claim Administrator Entity  
Claim Admin Attention Line:  
Representative Name (DN0140): Claim Admin Representative Sandy Smith  
Representative Business Phone: 208-898-7631  
Mailing Primary Addr: P.O. BOX 132  
Mailing Secondary Addr:  
Mailing City: Union City  
Mailing State Code: NJ  
Mailing Postal Code: 070874339  
Physical Primary Address: 123 Business Drive  
Physical Secondary Address:  
Physical City: Jersey City  
Physical State Code: NJ  
Physical Postal Code: 073101686

Number of jurisdictions currently reporting to: 37