



ENROLLMENT GUIDE



UPDATED: 04/02/2020

Registration

Follow the instructions below to begin creating your ManageWare Exchange account.

For the best experience, we recommend using the following browsers: Microsoft Edge, Google Chrome or Mozilla Firefox.

To register for MW Exchange, click **Register** to create a new account or click the **Create An Account** button.

Home Contact Provider Resources		Regis	iter Log in
Our Mission is to simplify the Workers' Compensation process wi By achieving this fundamental goal, we believe: • Employers will save money on costly premiums or fees • Insurance companies and employers will save on medical costs • Medica provides will same flass and earn more for the care they provide • Most importantly, the injured employee will receive the necessary quality of care they need	th the use of advanced technology and exemplary service. to re-enter the job market		
Create An Account Errollment is simple and quick. Just click on the button. complete the form and hit submit. All requests usually take 24-48 hours to process. Create An Account	Provider Resources Information about the Division of Workers' Compensation, provider PPO network contacts and other useful information to help medical providers. Provider Resources		
erms and Conditions			

User must fill out all required information to register an account.

Nome Contact Provider Resources		
Register. Create a new account. Training Clos fins to react and registre to tense and conditions.		
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Password *	Physician First Name	Tax ID 2 - Bill Access
Confirm Password *	Physician Last Name	Tax ID 3 - Bill Access
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Click **Browse** to search for document to upload. User must click **Add Document** for the file to upload and appear on the grid. The following file types are allowed: png, jpg, tif, tiff, pdf.

For every Tax ID provided, a document must be uploaded for verification. User can upload up to 4 Tax IDs for Bill Access, one which is available for eRFA. If more than 4 TINs need to be added for Bill Access, User must email W9(s) to MW Exchange Support Team (<u>exchangesupport@managewaresolutions.com</u>).

Upload records to verify access • Browse Copy of business license Legal document showing provider TIN	Tax ID 1 - eRFA Access/Bit Tax ID 2 - Bit Access
Only the following file types allowed: png jpg tif tiff pdf.	
	Tax ID 3 - Bill Access
Add Document	Tax ID 4 - Bill Access
File Name	
	Contact Name *
× Delete	Contact Phone *
	Comment
~	Choose Access Type aRFA Access Bill Access
H Page Of1 H 1-1 of 1 items	

Click **Terms and Conditions** and pop-up window will follow. User must read through the terms and conditions and click the **checkbox** to agree in order to complete registration.

Register. Create a new account. Register (16 bit 1 and and agree to terms and conditions. Terms and Conditions		
Email *	Facility/Group Name *	Tax ID 1 - eRFA Access/Bill Access *
Password *	Physician First Name	Tax ID 2 - Bill Access
	Terms and Conditions	×
Confirm Password *	associated with your account.	
Nationard length minimum: 6 It laast one non latter or digit character(?, I, @, #, \$, %, ^, 8, *) It laast one digit It laast one uppercase	LINKING TO OTHER APPLICATIONS	
Jpload records to verify access - Brows any of business lowns gaid document bowing provider TN hyper bullowing for sender pro jung Laff (wif junt).	From time to time we will provide links to websites not owned or controlled by us. We du to you. A link to a third-party website does not constitute or imply endorsement by us. We presented on third party websites. While we do our best to ensure your privacy, we cann We encourage you to review the privacy practices of any website you visit.	o this because we think the information might be of interest or use le cannot guarantee the quality or accuracy of information ot be responsible for the privacy practices of third-party websites.
Add Document	TERMINATION	
File Name	We may terminate any user's right to use this Application at any time. We reserve the rigi communications that we find unacceptable for any reason. If your right to use this site obtained from this site.	ht to block, delete or stop the uploading of materials and nds, you shall make no further use of this site or any information
	CHANGES TO THESE TERMS	
	We may revise, modify or amend these Terms at any time. Any such revision, modification or amendment shall be effective immediately upon either posting it to the Application or otherwise notifying you. These terms were most recently updated December 31, 2019.	
	Chck checkbox to agree to terms and conditions.	
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Click **Register** once all fields are completed and the necessary documents are uploaded. User will receive message displayed below.



If User logs in to account and the message below displays, either email address has not been confirmed and/or the MW Exchange Support Team has not approved User's account. Approval can take 24-48 hours to approve/respond to User.

Home Contact Provider Resources Log in Your account is not yet approved. Vour account is not yet been approved. Our team is currently reviewing your account request. You will receive an email at the address provided during registration once you account is approved and ready for you to log in. If you have any questions please contact support@managewaresolutions.com. © 2020 - ManageWare, LLC

If there are any questions/comments/concerns, please email the MW Exchange Support Team at <u>exchangesupport@managewaresolutions.com</u>