

ENROLLMENT GUIDE



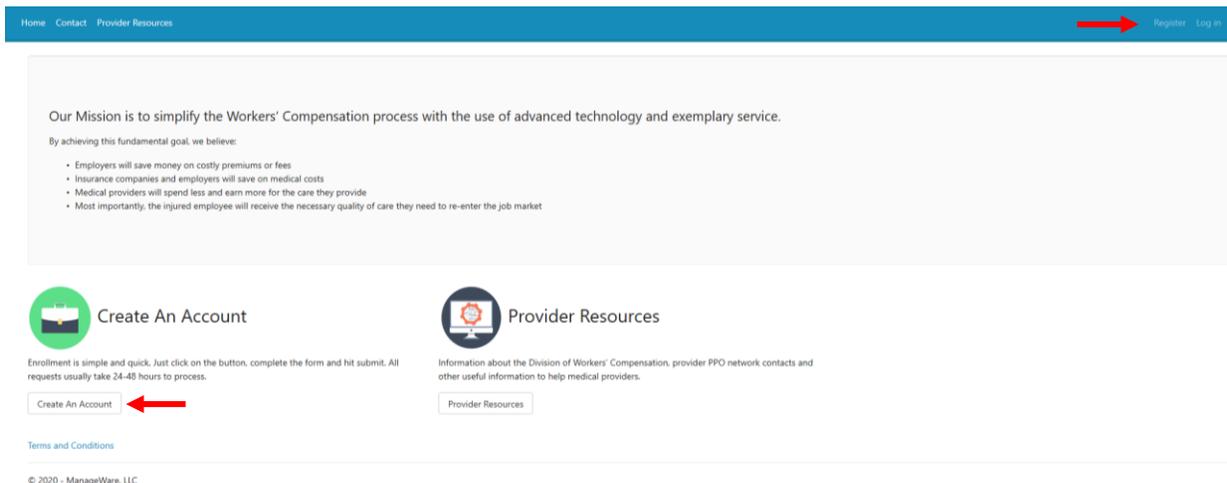
MW Exchange
A Product of ManageWare

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.



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

When creating a password, password must meet all requirements.



Register.
Create a new account.
Register
[Click here to read and agree to terms and conditions.](#)
[Terms and Conditions](#)

Email *
Password *
Confirm Password *

Facility/Group Name *
Physician First Name
Physician Last Name
Address *
City *
State *
Select State
Zip *
Phone *
NPI *

Upload records to verify access
Browse...
Copy of business license
Legal document showing provider TIN
Only the following file types allowed: png | jpg | tif | pdf

Add Document

| File Name |
|-----------|
|-----------|

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 (exchangesupport@managewaresolutions.com).

Upload records to verify access
Browse...
Copy of business license
Legal document showing provider TIN
Only the following file types allowed: png | jpg | tif | pdf.

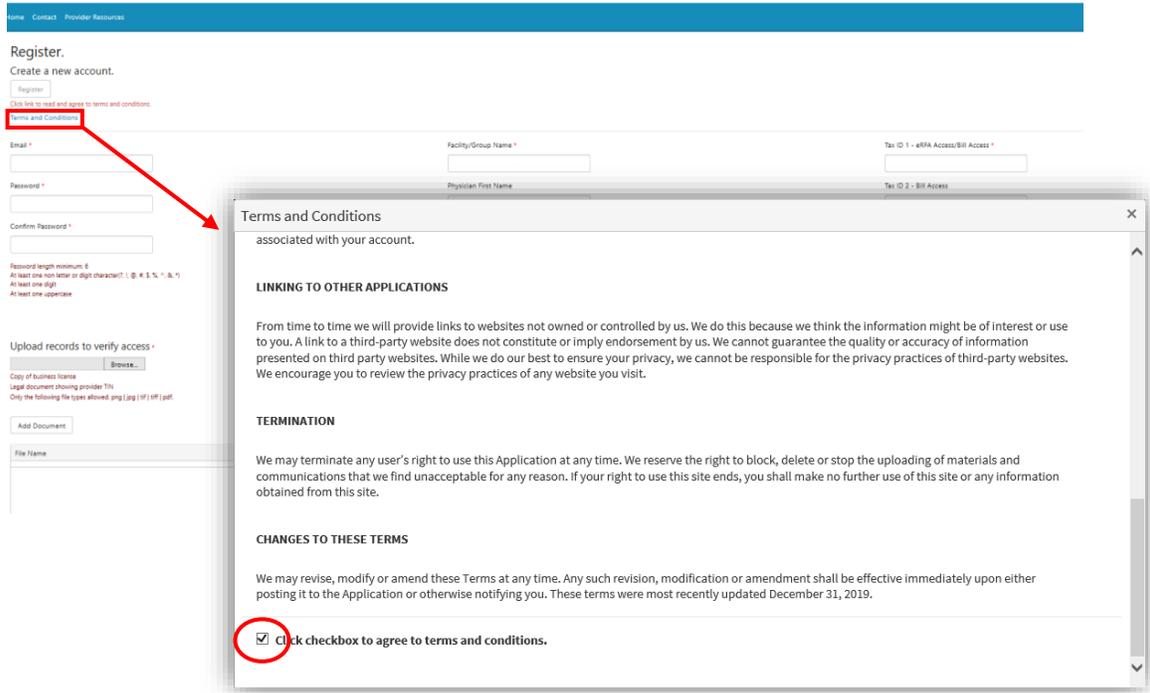
Add Document

| File Name | Delete |
|---------------------|----------|
| [Blurred File Name] | X Delete |

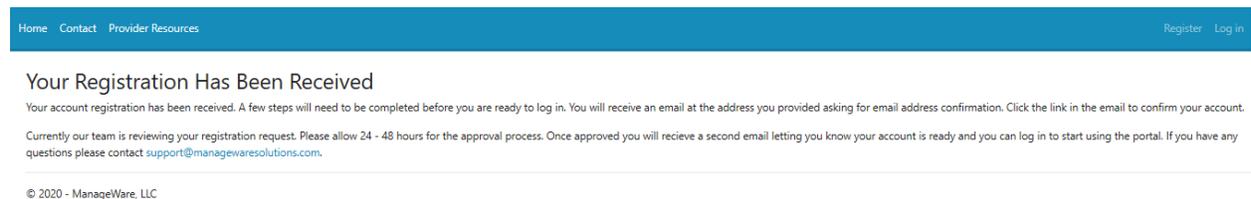
Page 1 of 1 1 - 1 of 1 items

Tax ID 1 - eRFA Access/Bill Access *
Tax ID 2 - Bill Access
Tax ID 3 - Bill Access
Tax ID 4 - Bill Access
Contact Name *
Contact Phone *
Comment
Choose Access Type
 eRFA Access
 Bill Access

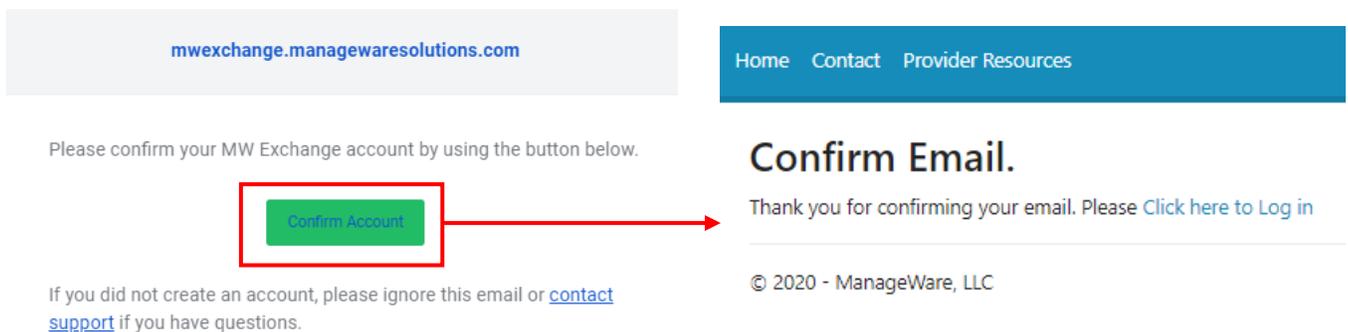
Click **Terms and Conditions** and pop-up window will follow. User must read through the terms and conditions and click the **checkbox** to agree in order to complete registration.



Click **Register** once all fields are completed and the necessary documents are uploaded. User will receive message displayed below.



Once registration is complete, User will receive message to confirm their email address.



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](#)

[Register](#) [Log in](#)

Your account is not yet approved

Your account has not yet been approved. Our team is currently reviewing your account request. You will receive an email at the address provided during registration once your 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 exchangesupport@managewaresolutions.com