



TO: All Providers and Trading Partners

RE: Elimination of Paper Trading Partner Agreements Notification

The purpose of this provider bulletin is to notify all providers and trading partners that effective July 1, 2019, the Department of Social Services (DSS) will no longer accept paper Trading Partner Agreement forms. All transactions going forward, both new and updates, are to be submitted via the www.ctdssmap.com Web portal.

To enroll as a new Trading Partner, go to www.ctdssmap.com, click on Trading Partner, then Trading Partner Enrollment/Profile and follow the prompts. Detailed instructions for completion of the on-line enrollment application can be found in Chapter 10 of the Provider Manual, available at www.ctdssmap.com, by clicking on Information, Publications and selecting the link to Chapter 10.

Once successfully enrolled, two system generated letters are sent to the new Trading Partner, one containing the Trading Partner ID and one containing the PIN with instructions for completing the Secure Web account set up, creating any subordinate clerk accounts and the testing process.

The Trading Partner's next step is to submit a successful inbound test transaction for each transaction that has been elected to be submitted to the Connecticut Medical Assistance Program (CMAP). DXC Technology's EDI team will work with the Trading Partner during the testing

process. Once successfully tested, a Trading Partner new transaction approval letter will be sent to the Trading Partner.

The Trading Partner would use their administrative ID and password for the ongoing clerk maintenance and to perform updates to the Trading Partner profile. Please refer to section 10.8.3 of Chapter 10 of the Provider Manual for instruction on how to access and update the Trading Partner profile.

Providers/trading partners may refer to provider bulletin [PB18-34](#), Enhanced Secure Web Site Features for Password Resets, Locked Accounts and Disabled Accounts for information on how to access Secure Web portal accounts. In order to access this provider bulletin, go to www.ctdssmap.com, click on Information and then Publications. Select '18' from the Year drop down in the Bulletin Search panel and then enter '34' in the Number field and click on search.

Any paper Trading Partner Agreements received between July 1, 2019 and July 31, 2019 will be returned to the submitter. Additionally any paper Trading Partner Agreements received after July 31, 2019 will be destroyed.