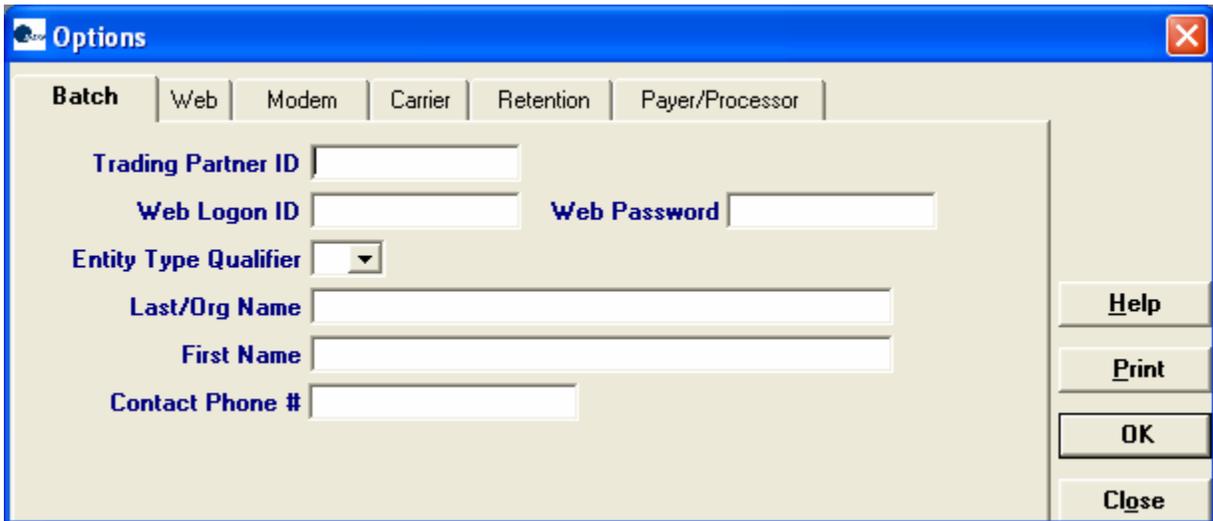# Completing the Options Tabs for Provider Electronic Solutions For "Production Submission"

This document will give you the information that you will require to enter the necessary values in the Options tabs for the Provider Electronic Solutions software. This information must be entered prior to submitting your production claims.

Batch Tab

- Enter the Trading Partner ID assigned to your facility.
- Enter the Web Logon ID (User ID) created when you set up your Web User Account.
  Note: this should not be the initial Web User ID that was sent to you. This should contain the Web Logon ID (User ID) that was created from the Account Setup on our website.
- Enter the Web Password (Password) created when you set up your Web User Account.
  Note: this should not be the initial Personal Identification Number (PIN) that was sent to you. This should contain the Web Password (Password) that was created from the Account Setup on our website.
- Select the appropriate Entity Type Qualifier (1 = person, 2 = non-person)
- Enter the Last Name for Individual Providers or the Organizational Name for a group
- Enter the First Name of the Individual Provider. (If Entity Type Qualifier =2 leave blank.)
- Enter your phone number with area code. (Do not enter dashes or spaces between the numbers.

Web Tab

- If the box 'Use Microsoft Internet Explorer Pre-config Settings' is selected the software will utilize your current ISP to access our web site.
- If you choose not to use this option then you will need to select the Connection Type as well as the Proxy Information that is appropriate for your system.
- Select the Environment Ind dropdown box and choose the P = Production)

Modem Tab

- Click on the Detect button. If no modem is detected, proceed to the Carrier Tab.

Carrier Tab (Batch Transmit)

- Trans Desc – BATCH TRANSMIT
- Dtr – 9600
- Carrier ID – DIRECT DIAL
- Phone Number – blank
- Net ID – blank
- Net Password – blank
- ATT Menu – blank
- X12 Production/Test Ind - P = Production
  Note: these fields will auto-plug and do not need updating with the exception of the X12 Production/Test Ind field.

Retention Tab
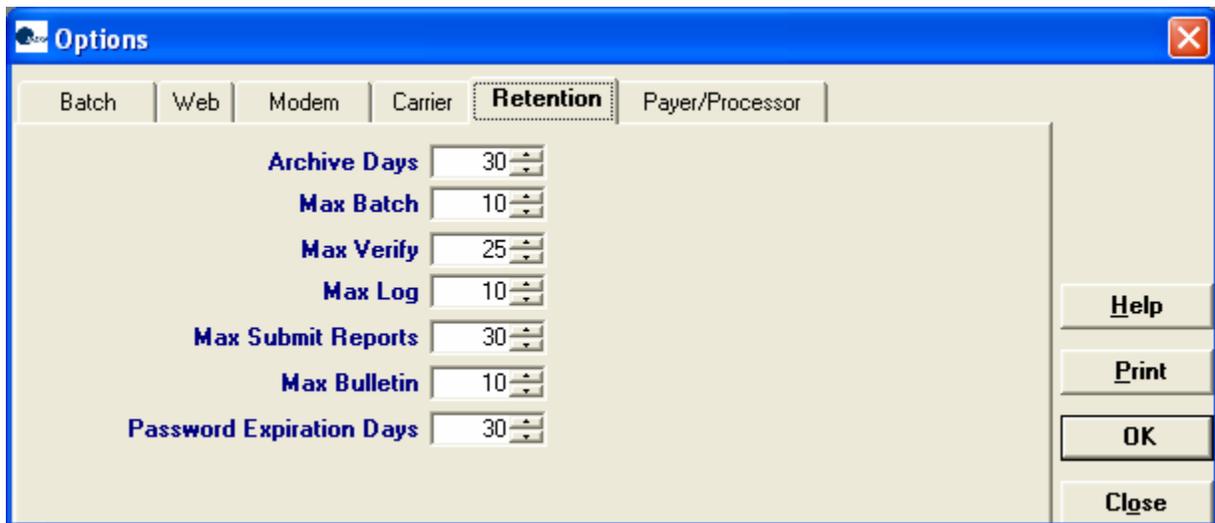
These settings may be adjusted to your personal preferences.

- Archive Days - Select the number of days you require forms to be retained in the system. The default is 30 days. You will receive a reminder to archive your forms based on the value in this field.
- Max Batch – Select the maximum number of batches you would like to maintain in the Resubmission option of the Communications menu. Listings will be deleted on a first in first out basis. The default value is 10 listings.
- Max Verify – Select the maximum number of download files to maintain. You will be able to reference these backup files as long as they exist. Download files will be deleted on a first in first out basis. The default value is 25 listings.
- Max Log – Select the maximum number of communication log backup files to maintain. You will be able to reference these backup files as long as they exist. The default value is 10 files.
- Max Submit Reports – Select the maximum number of submission reports that will be stored on the database. The default value is 30 files.
- Max Bulletin – This option is not available
- Password Expiration Days – Select how frequently you wish your password to expire (How often you must change your password). This password must be changed at least every 99 days. The default value is 30 days.
  Note: this is the password to log into the PES program.

Payer/Processor Tab

- Name - HP/CTMAP
- ETIN – 445498161
- Identifier Code Qualifier –'PI' = Payor Identification
- Identifier Code – 75-2548221
  Note: these fields will auto-plug and do not need updating.