

834 Enrollment Testing Step-by-Step Overview

#1: Download a 834 Companion Guide:

- Visit the Electronic Enrollment Programs webpage:
[For Employers: How to Manage Electronic Enrollment | BCBSM](#)

#2: Request a CollabT Login ID and password.

- Automated Group Reporting (AGR) Analyst team will request the Login ID and password be sent to the Group/TPA.
- If you do not receive your Login ID and password within five days, please contact the AGR Analyst assigned to this group.

#3: Log in and begin self-testing.

NOTE: When testing with the CollabT Self-Test Tool, do not send PHI data in the test file. Be sure to send test data and not the actual enrollment data. Keep the test file small limiting it to about 15 or so samplings of your data.

- A CollabT User Guide is available in the tool within the assigned program.
- Also review the 834_MFT Edifecs Technical Info Sheet for UAT and PROD information available in the CollabT tool.

#4: Complete self-testing.

- You must receive a green check to complete Phase II testing successfully.
 - Once testing is complete, please email your AGR Analyst team and include the following information for AGR review:
 - Date of test file.
 - G Number (Login ID/Account Identifier) assigned.
 - Screenshot of green check.
 - Text of ISA through Loop 1000B (and 1000C information, if applicable).
- Note: The information sent in ISA-1000B or 1000C should be the same as what will be submitted in UAT and Production.**

For questions regarding how to utilize the tool for self testing, results or errors returned, open a CollabT ticket to engage Edifecs for support:

- Log in to the CollabT testing tool.
- Select the Issues tab on the home screen.
- Click the **Create* button in the upper right corner to open a Create Issue form.
- Include 'CollabT Testing questions' in the *Short Description* field.
- Complete all required fields (marked by *).
- Click **Save** to submit your ticket.

Once the CollabT testing review is complete, you will continue working with your AGR Analyst for UAT business testing through Production implementation.

- Your AGR Analyst will submit a request for you to receive UAT Secured File Transfer Protocol (SFTP) credentials. You will use this SFTP connection to send test file(s), with 'T' in ISA 15.
- You should receive the UAT SFTP Credentials within 5 business days.
- Once your test file is approved for production by the AGR Analyst team, you will receive Production SFTP Credentials and will upload a Production file to the Production URL. Please note ISA15 should be 'P'.
- You should receive the Production SFTP Credentials within 5 business days.
- Files containing 'P' in ISA15 will then be recognized and processed as a production file.