

834 Enrollment Testing Step-by-Step Overview

#1: **Download a Validator User Guide.**

- Visit the Electronic Enrollment Programs webpage: http://www.bcbsm.com/group/group_enrollment/index.shtml
- Select “834 Enrollment Validator Testing Login”
- At the bottom of the login screen, select “[nonclaims testing user guide \(PDF\)](#)”

#2: **Request a Validator login id and password.**

- On the same login screen noted above, select ‘*Step 1: To log in, you'll need to [request a user ID and password.](#)*’
- Via the email request, provide your personal company name and tax id (not the employer group’s information).
- If you do not receive your login id and password within a two days, please contact the EDI Helpdesk 1-800-542-0945, Opt#2 or email our EDI Support Specialist submitteridrequests@bcbsm.com.

#3: **Log in and begin self-testing.**

NOTE: When testing with the Validator 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. For example, if you will be sending Medicare, COB, etc. be sure to include them in your Validator test.

#4: **Complete self-testing.**

- You must receive a green check to complete testing successfully.
- Once testing is complete, contact our EDI Analyst via email for a review and sign-off. EDICustMgmt@bcbsm.com
 - Please include the following in your email at the above email address:
 - Validator Id
 - Group tested
 - Date of File
 - BCBSM/BCN Business Analyst
 - Version (5010)

Once the testing review is complete, you and your BCBSM/BCN Business Analyst will receive email notification from EDI

- Your BCBSM/BCN Business Analyst will submit a request for you to receive Secured File Transfer Protocol (SFTP) connection. You will use this SFTP connection to send file(s) into BCBSM.
- You will continue testing with your BCBSM/BCN Business Analyst until they approve your test file(s) for production.
- Once your test file is approved for production by the BCBSM/BCN Business Analyst, you will be instructed to change ISA15 from ‘T’ to ‘P’.
- Files containing ‘P’ in ISA15 will then be recognized and processed as a production file.