

## Connecting and Logging Into CEDI with Express Plus

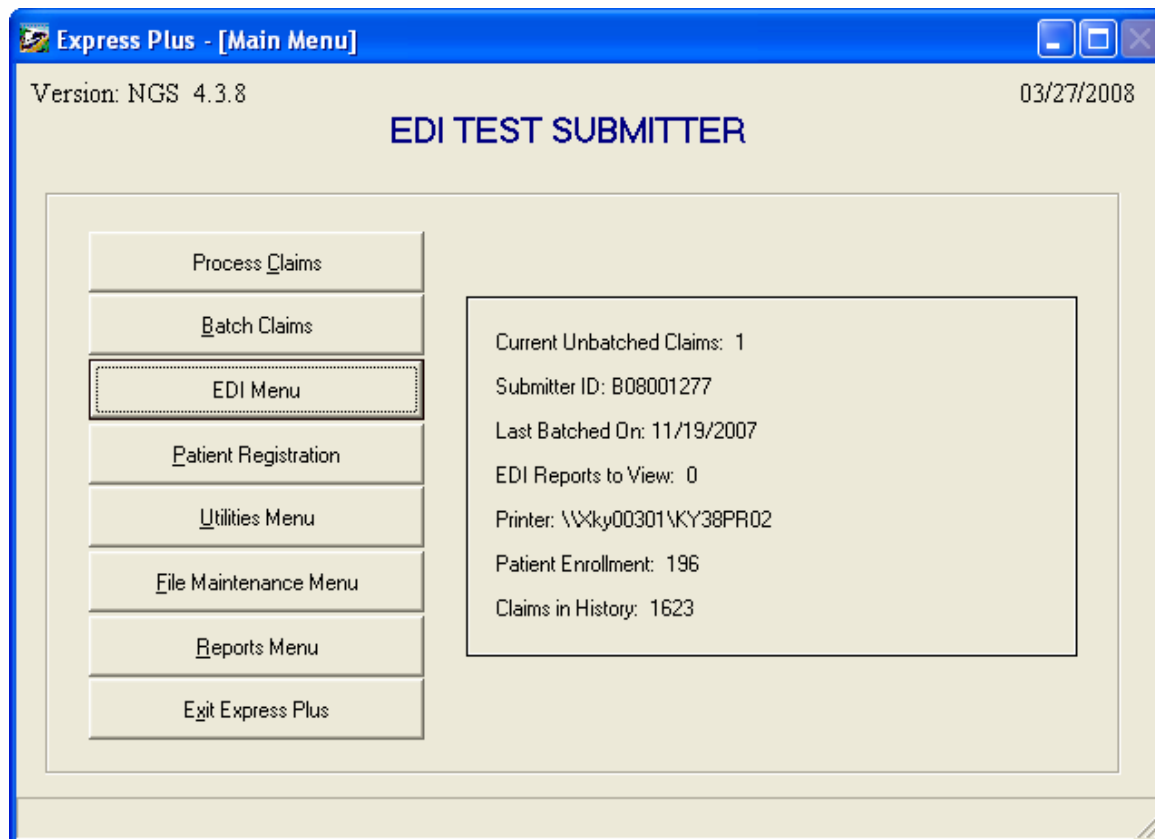
If you have not already done so, contact the CEDI Help Desk via e-mail at [ngs.cedihelpdesk@wellpoint.com](mailto:ngs.cedihelpdesk@wellpoint.com) to obtain your initial password to login into CEDI. You will need to provide your Trading Partner/Submitter ID (for example, A08123456) and the name of your company. The CEDI Help Desk will respond via email with the password you will use to login to CEDI.

Follow the separate instructions to create the CEDI scripts in Express Plus.

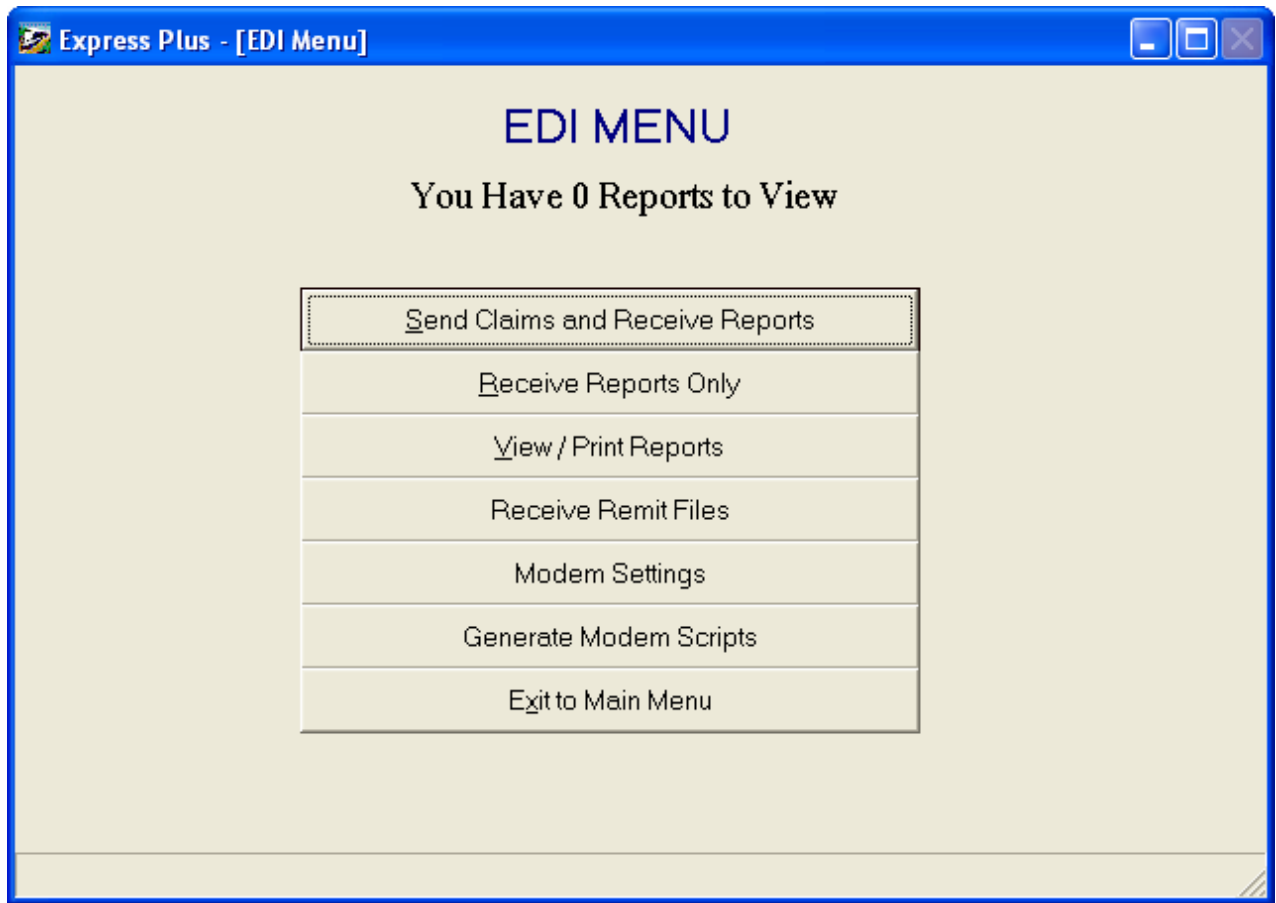
Enter your claims into Express Plus.

Select the option to Batch Claims to create the claims file to be sent to CEDI.

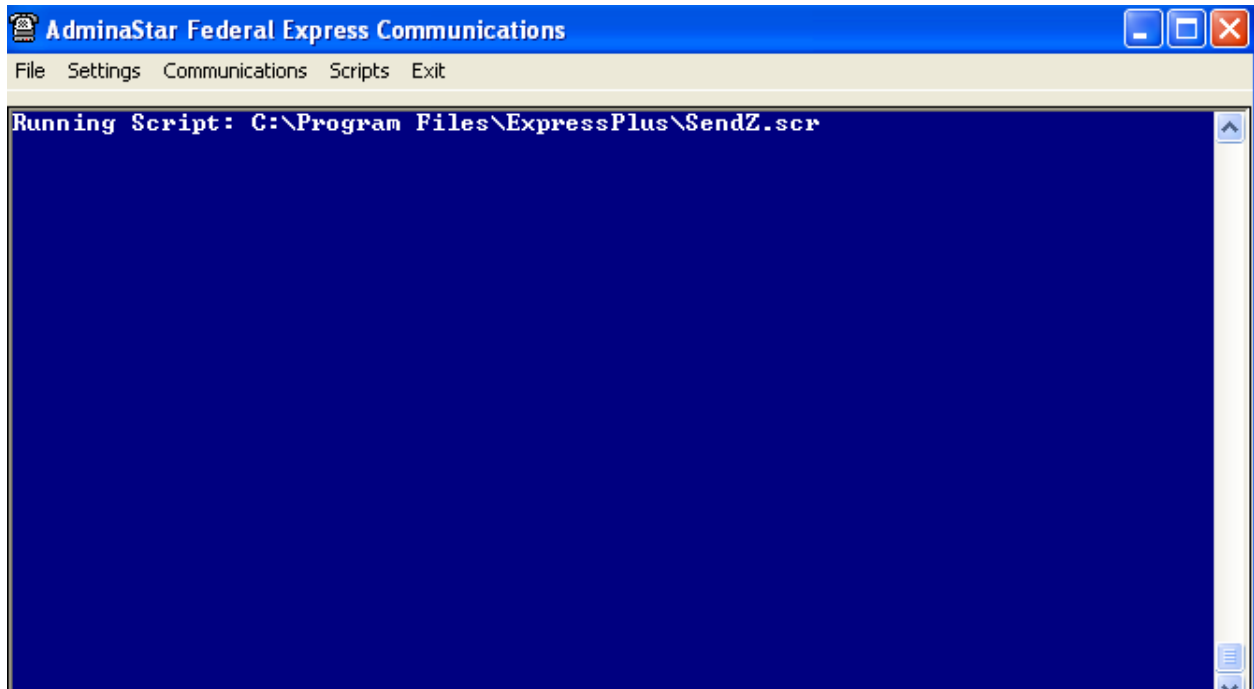
Once your claims have been batched, return to the Express Plus Main Menu and select "EDI Menu".



At the "EDI Menu," select "Send Claims and Receive Reports"

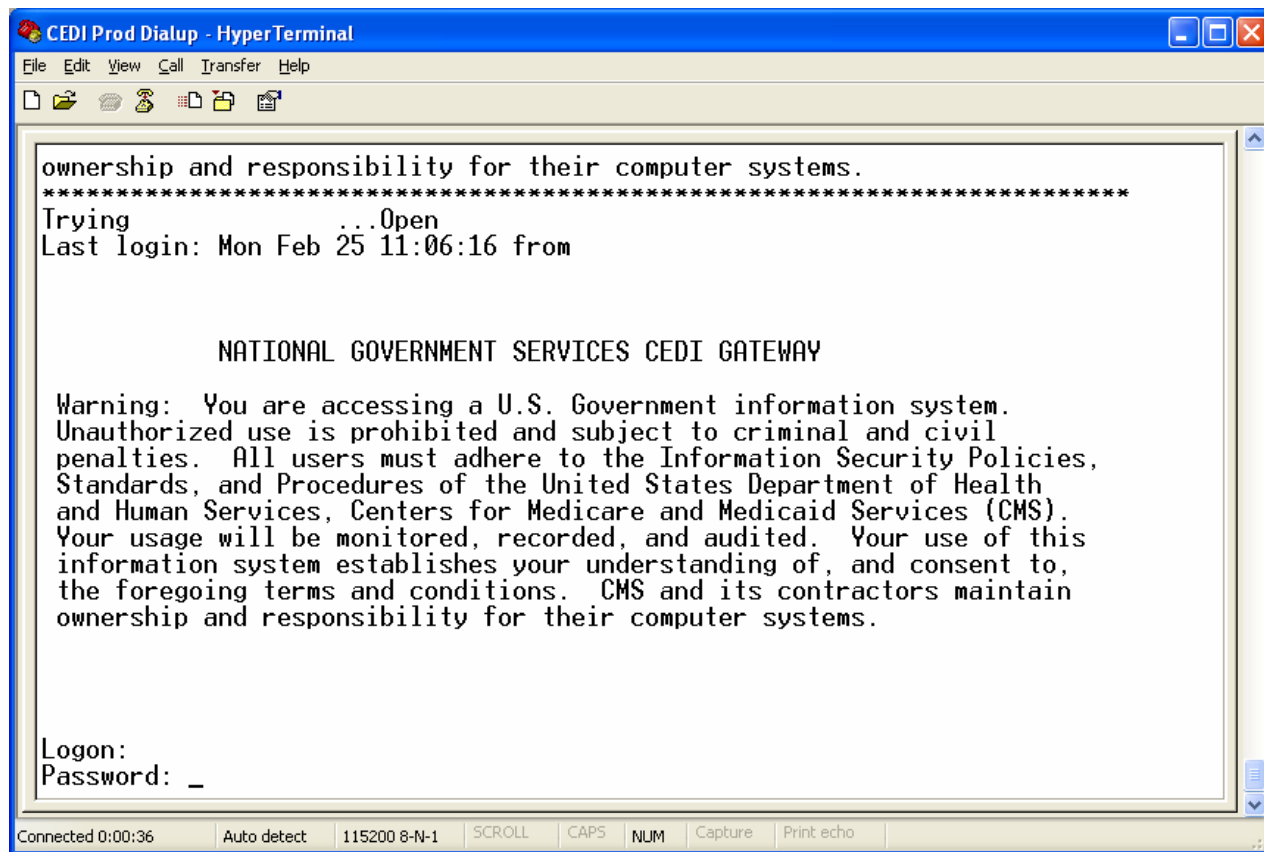


The "AdminaStar Federal Express Communications" screen will display.



If the modem has been properly installed and set up, the modem will begin to dial the telephone number to connect to the CEDI gateway.

Once connected, you will be prompted to enter your Login ID and Password.



Your Login ID is Trading Partner/Submitter ID. For example: A08123456

Your password was obtained from the CEDI Help Desk. If you have not requested your initial password, contact the CEDI Help Desk via email at [ngs.cedihelpdesk@wellpoint.com](mailto:ngs.cedihelpdesk@wellpoint.com) to obtain your initial password to login into CEDI. You will need to provide your Trading Partner/Submitter ID (for example, A08123456) and the name of your company.

The CEDI Help Desk will respond via email with the password you will use to login to CEDI.

You will be prompted to change your password the first time you login.

## **CEDI Password Requirements**

Password guidelines or standards provide consistency when logging into CEDI to send and receive electronic transactions. To reduce unauthorized access, all Trading Partners (submitters/senders) must follow the password guidelines listed below when creating their password:

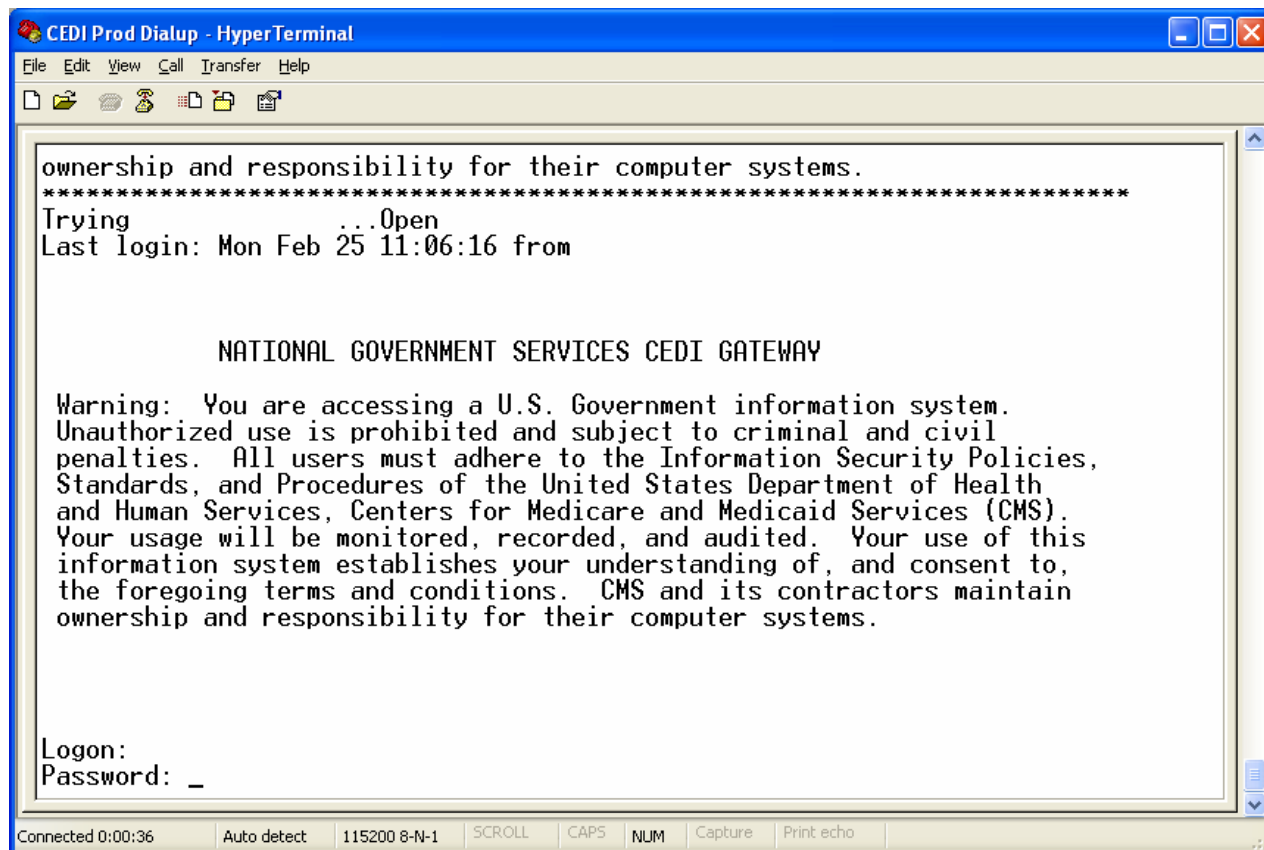
**The first time you log in, you will be required to create a new password.**

### CEDI Standards for Creating Passwords:

1. Passwords must be eight (8) characters in length. No more and no less.
2. Passwords must contain a combination of number and alpha characters.
3. Passwords must contain one of these three special characters (@, #, \$). No other special characters will be accepted.
4. Passwords are only good for 90 days, at which time the user must reset it.
5. Passwords cannot be changed by the user more than once per day.
6. After three incorrect login attempts, the ID will be revoked. Please disconnect and re-try prior to the third attempt.
7. The ID history retains the last 12 passwords the user has used. These cannot be reused.
8. Must not be stored in scripts, files, or applications unless compensating controls are in place

Once you successfully log in, your claim file will be uploaded to CEDI and if there are any front end reports available, they will be retrieved.

Once connected, you will be prompted to enter your Login ID and Password.



Your Login ID is Trading Partner/Submitter ID. For example: A08123456

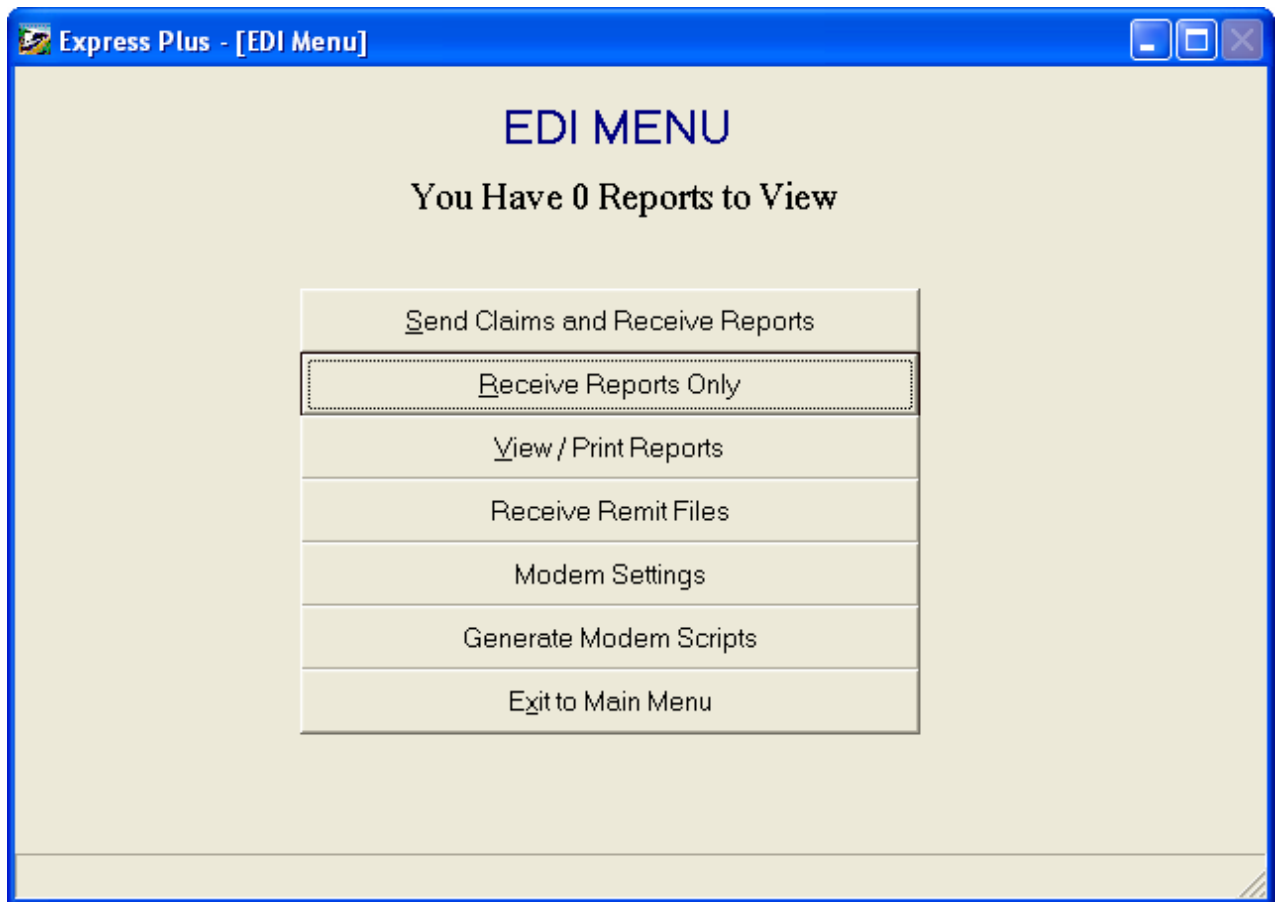
Your password was obtained from the CEDI Help Desk. If you have not requested your initial password, contact the CEDI Help Desk via email at [ngs.cedihelpdesk@wellpoint.com](mailto:ngs.cedihelpdesk@wellpoint.com) to obtain your initial password to login into CEDI. You will need to provide your Trading Partner/Submitter ID (for example, A08123456) and the name of your company.

The CEDI Help Desk will respond via email with the password you will use to login to CEDI.

Once you successfully log in, your claim file will be uploaded to CEDI and if there are any front end reports available, they will be retrieved for you to view and/or print.

To retrieve report files without sending claims, select “Receive Reports Only” from the EDI Menu.

Follow the logon procedures above to logon and retrieve reports.



If you have been setup to receive Electronic Remittance Advice (ERA), you will retrieve these from CEDI by selecting "Receive Remit Files" from the EDI Menu.

Follow the logon procedures above to logon and retrieve reports.

