

# MEDICAID GEORGIA PRE-ENROLLMENT INSTRUCTIONS – 77034



## HOW DO I ENROLL / WHAT FORM DO I COMPLETE?

- Enrollment is all completed online.
- To enroll you must first activate your online account using the PIN# that mailed to all Providers. If you have not received your PIN # call Medicaid GA EDI Service Help Desk at 877-261-8785 opt 2.
  - To activate your account go to <https://public.gammis.com/public/pinLetter/> and enter your Provider ID and PIN that was provided in the letter.
  - After you have completed this step you will receive an email notifying you that your account has been created you will be provided with your account username and will be requested to establish your password. Follow the instructions outlined in the email.
- Once you have your username and password follow these steps:
  1. Go to: [www.mmis.georgia.gov](http://www.mmis.georgia.gov)
  2. Select Login. You will be redirected to the login page.
  3. Enter your username and password and click “Sign In”
  4. After logging in and entering your submitter information select “MEUPS Account Management”.

Applications	
Application	Description
<a href="#">MEUPS Account Management</a>	Manages contact information, password, and authorizations for applications.
<a href="#">Web Portal</a>	Web Portal Production

5. You will be re-directed to the MEUPS Account Management Screen.
  - a) Select “Add Agent”
  - b) Enter [support@officeally.com](mailto:support@officeally.com)
  - c) Click “Search”
  - d) Click “Select” for entry with Username tpid140658. Do NOT select the other option.

Account Home	My Information	Change Password	View Agent Roles	Add Agent	Reports
Use this screen to add access to an agent for your applications.					
Enter an email address of the agent you are adding access to your applications and click search.					
support@officeally.com		Search			
Select the agent below. If the intended agent is not listed below, enter different search criteria and click search again.					
Username	Last Name	First Name	Email	Phone	
tpid140658	Waclawsky	Dan	support@officeally.com	866-575-4120	Select
tpid140658	Waclawsky	Dan	support@officeally.com	866-575-4120	Next

6. You will be re-directed to Medicaid Georgia’s Provider Web Portal Terms of Service. Read and select “Yes, I agree”.

7. You will now be re-directed to the “Manage Agent Roles” page which allows you to add and remove roles from the agent, i.e. Office Ally in this scenario.
  1. Select the system to modify access – Click “Select” next to Web portal.
  2. Modify the permissions for selected system. Click ONLY Trade Files download and then select “Save Changes”

The screenshot shows a two-step process for managing agent roles. Step 1, 'Select the system to modify access', features a dropdown menu with 'System' as the header. Two options are visible: 'MEUPS Account Management' and 'Web Portal', each with a 'Select' link and a help icon. The 'Select' link for 'Web Portal' is circled in red. Step 2, 'Modify the permissions for selected system', shows a 'Roles' dropdown menu with 'Trade Files Download' selected, indicated by a red box around the checkmark.

- For further instructions or information review the [Web Portal User Account Management Handbook](#)
- Once you have completed all the steps outlined above you MUST contact Office Ally at (866) 575-4120 option 1 and notify them of the approval BEFORE submitting claims for electronic transmission.