

# ARS Instructions for Filling Out the Trading Partner Agreement © 2011 ARS Legal

(1) Enter the trading partner name and UAN name (for lien claimants) or for our applicant his EAMS registration number – the ERN.

V10	JET FILE TRADING PARTNER AGREEMENT SPREADSHEET		
DATE	TRADING PARTNER NAME	UAN (if applicable)	ERN (if applicable)
<b>SAMPLES</b>			
1/5/2010	GOOD TIMES INSURANCE CO	GOOD TIMES EUREKA	123456789
6/25/2010	LAW OFFICE OF JOHN SMORES	JOHN JOSMORES ELFIN FOREST	987654321
12/12/2010	XYZ MEDICAL SUPPLIES	XYZ MEDICAL SAN YSIDRO	654123789
1/1/2010	WE FILE FOR YOU	WE FILE CARLSBAD	456321987

(2) Enter the mailing address

V10	JET FILE TRADING PARTNER AGREEMENT SPREADSHEET		MAILING ADDRESS			
DATE	TRADING PARTNER NAME	STREET - PO BOX	SUITE - STE FLOOR - FL	CITY	STATE	ZIP
<b>SAMPLES</b>						
1/5/2010	GOOD TIMES INSURANCE CO	PO BOX 1234		EUREKA	CA	90257
6/25/2010	LAW OFFICE OF JOHN SMORES	1234 S STATE ST	STE 321	ELFIN FOREST	CA	95687
12/12/2010	XYZ MEDICAL SUPPLIES	1721 TECUMSAH AVE	STE 99999	SAN YSIDRO	CA	78654
1/1/2010	WE FILE FOR YOU	56 W 1ST ST	FL 16	CARLSBAD	CA	35687

(3) Enter the physical address or leave blank if the same as the mailing address

A	B		J	K	L	M	N	O
V10	JET FILE TRADING PARTNER AGREEMENT SPREADSHEET		PHYSICAL ADDRESS - (blank if same as mailing)					
DATE	TRADING PARTNER NAME		STREET	SUITE - STE FLOOR - FL	CITY	STATE	ZIP	
<b>SAMPLES</b>								
1/5/2010	GOOD TIMES INSURANCE CO		14589 S VERMONT AVE	FL 19	EUREKA	CA	90256	
6/25/2010	LAW OFFICE OF JOHN SMORES							
12/12/2010	XYZ MEDICAL SUPPLIES							
1/1/2010	WE FILE FOR YOU							

(4) Enter the trading partner category. Note that most of our applicants will be putting an “X” in the Representative category.

A	B	P	Q	R	S	T	U	V	
V10	<b>JET FILE TRADING PARTNER AGREEMENT SPREADSHEET</b>	<b>TRADING PARTNER CATEGORY (select only 1)</b>							
<b>DATE</b>	<b>TRADING PARTNER NAME</b>	<b>Claim Administrator Office</b>	<b>Representative Office</b>	<b>Lien Claimant (unrepresented)</b>	<b>Third-Party Filer</b>	<b>Other</b>			
	<b>SAMPLES</b>								
1/5/2010	GOOD TIMES INSURANCE CO	X							
6/25/2010	LAW OFFICE OF JOHN SMORES		X						
12/12/2010	XYZ MEDICAL SUPPLIES			X					
1/1/2010	WE FILE FOR YOU					X			

(5) Enter the name of the contact, title, email address, etc.

A	B	X	Y	Z	AA	
V10	<b>JET FILE TRADING PARTNER AGREEMENT SPREADSHEET</b>	<b>Primary Administrator</b>				
<b>DATE</b>	<b>TRADING PARTNER NAME</b>	<b>TITLE</b>	<b>E-MAIL ADDRESS</b>	<b>PHONE numbers only Direct 8885551212 extension 8885551212x34</b>	<b>FAX numbers only</b>	
	<b>SAMPLES</b>					
1/5/2010	GOOD TIMES INSURANCE CO	CLAIMS MGR	<a href="mailto:FRIDA@GOODTIMES.COM">FRIDA@GOODTIMES.COM</a>	8885551212	8885552121	
6/25/2010	LAW OFFICE OF JOHN SMORES	ATTORNEY	<a href="mailto:LEGALBEAGLE@SMORES.COM">LEGALBEAGLE@SMORES.COM</a>	8885551212x456 0003221212x301	8885553113	
12/12/2010	XYZ MEDICAL SUPPLIES	PRESIDENT	<a href="mailto:GEORGE@XYZMEDICAL.NET">GEORGE@XYZMEDICAL.NET</a>	4	8885556464	
1/1/2010	WE FILE FOR YOU	OWNER	<a href="mailto:FRED.THOMPSON@WEFILEFORYOU.COM">FRED.THOMPSON@WEFILEFORYOU.COM</a>	5558881212	5558882323	

(6) Enter two challenge questions for the contact and enter what will be the digital signature (S / First Name / Last Name) for the Application for Adjudication, DOR, DOR Expedited and Lien Claim form. The C&R and Stipulated award have to be “wet signatures” (PDF signature form signed and scanned in).

A	B	AB	AC	AD	AE
V10	<b>JET FILE TRADING PARTNER AGREEMENT SPREADSHEET</b>	<b>CHALLENGE QUESTIONS (answer two)</b>			
<b>DATE</b>	<b>TRADING PARTNER NAME</b>	<b>FAVORITE PET NAME</b>	<b>MOTHER'S MAIDEN NAME</b>	<b>FAVORITE MOVIE</b>	<b>S-SIGNATURE</b>
	<b>SAMPLES</b>				
1/5/2010	GOOD TIMES INSURANCE CO	SMURPHY		THE ALAMO	S FREIDA SMITH
6/25/2010	LAW OFFICE OF JOHN SMORES	FLUFFY	TREES		S JOHN SMORES
12/12/2010	XYZ MEDICAL SUPPLIES		GREENE	24	S GEORGE BONECUTTER
1/1/2010	WE FILE FOR YOU	KILLER		PULP FICTION	S FRED THOMPSON

(7) Enter the information for the alternate administrator.

A	B	AF	AG	AH	AI	AJ
V1.0	JET FILE TRADING PARTNER AGREEMENT SPREADSHEET	ALTERNATE ADMINISTRATOR				
DATE	TRADING PARTNER NAME	NAME	TITLE	E-MAIL ADDRESS	PHONE <small>numbers only Direct 8885551212 extension 8885551212x34</small>	FAX <small>numbers only</small>
SAMPLES						
1/5/2010	GOOD TIMES INSURANCE CO	MARTHA JAMES CARLSON	ADJUSTER	MJ@GOODTIMES.COM	8885551213	8885552121
6/25/2010	LAW OFFICE OF JOHN SMORES	CAROL CASTAWAY	SECRETARY	CASTAWAY@SMORES.COM	8885551212x396	8885553113
12/12/2010	XYZ MEDICAL SUPPLIES	JAMES TOPSER	GRUNT	JAMES@XYZMEDICAL.NET	8885551212x1234	8885556464
1/1/2010	WE FILE FOR YOU	SHIRLEY SMYTHE	CONTROLLER	SHIRLEY.SMYTHE@WEFILEFORYOU.COM	5558881214	5558882323

(8) Enter the challenge questions for the alternate administrator

A	B	AK	AL	AM	AN
V1.0	JET FILE TRADING PARTNER AGREEMENT SPREADSHEET	CHALLENGE QUESTIONS <small>(answer two)</small>			
DATE	TRADING PARTNER NAME	FAVORITE PET NAME	MOTHER'S MAIDEN NAME	FAVORITE MOVIE	S-SIGNATURE
SAMPLES					
1/5/2010	GOOD TIMES INSURANCE CO		TOWNE	PREDATOR	S MARTHA JAMES CARLSON
6/25/2010	LAW OFFICE OF JOHN SMORES	SIR BARKS A LOT	ROCKS		S CAROL CASTAWAY
12/12/2010	XYZ MEDICAL SUPPLIES	ALIEN		CASSANOVA	S JAMES TOPSER
1/1/2010	WE FILE FOR YOU		STONE	ALIEN	S SHIRLEY SMYTHE

(9) Enter the trading partner type. This is where you check that it is ARS software that will be used – “Vendor provided software”.

A	B	AU	AV	AW	AX	AY	AZ
V1.0	FILE TRADING PARTNER AGREEMENT SPREADSHEET	TRADING PARTNER TYPE			ENCRYPTION		
DATE	TRADING PARTNER NAME	NETWORK IP ADDRESS <small>(optional)</small>	Discreet Filer - own SFTP transmission	Discreet Filer - Vendor- provided SFTP transmission	Third-Party Filer (TPF)	PGP	SSH
3) UAN - if you do not have one, D/WC will assign and email your UAN and ERN 4) Use USPS abbreviations - see <a href="http://www.usps.com/nsc/lookups/usps_abbreviations.htm">http://www.usps.com/nsc/lookups/usps_abbreviations.htm</a> 5) Trading Partner Category - if "Other" selected, attach explanation 6) Note your Challenge Questions and Answers - they are used if you are requesting changes - e.g. to administrator, password, etc. 7) Administrators' email addresses must be unique 8) PGP - Select if using for encryption or digital signature - Public Key must be attached as a text file - <b>NOTE: this is only for email to D/WC SFTP Administrators - not for filing</b> 9) SSH - Select if using for SFT authentication only - this is not for filing - Public Key must be attached as a text file							
SAMPLES							
1/5/2010	GOOD TIMES INSURANCE CO	165.333.557.9		X		X	
6/25/2010	LAW OFFICE OF JOHN SMORES			X			
12/12/2010	XYZ MEDICAL SUPPLIES		X				
1/1/2010	WE FILE FOR YOU				X		X