



## Medicare Mandatory Insurer Reporting Advisory #2

RRE Registration is now open via the [COB Secure Web site!](#)

To Our Valued Customers, Agents and Brokers:

As previously communicated in our Talking Points, the COB Secure Web site is now open for RRE Registrations from May 1 – [September 30, 2009](#). For those of you who have determined that you are the Responsible Reporting Entity (RRE), we have developed an instructional guide for you to:

- Preview the input screens,
- Familiarize yourself with the data needed for input,
- Gather the required data, and then
- Complete the RRE registration process.

Please refer to the attachment, **Part 1 – RRE Registration Guide**. If you will be designating Constitution State Services, LLC (CSS) as your Reporting Agent, please pay extra attention to the following steps in the registration guide.

8. Review your information. If accurate, [print this REGISTRATION SUMMARY page](#), and Continue.
9. You are now registered! You now have your RRE ID. [Print this CONFIRMATION page](#).
11. If Constitution State Services (CSS) will be your designated Reporting Agent, [please immediately fax your printed REGISTRATION SUMMARY and CONFIRMATION pages to Julie Morgan at 1-800-470-3986](#).

(We will need these two pages to start creating your Data Set Names so you can complete Part 2 – Account Setup.)

Within 10 business days, you will be receiving your PIN from the COB. Upon receipt, you will need to complete your Account Setup. Please refer to the attachment, **Part 2- Account Setup Guide**. We have provided all the information you will need from CSS in order to designate us as your Reporting Agent.

If you have any questions about the RRE Registration or Account Setup, please contact Susan Montoya ([smontoya@travelers.com](mailto:smontoya@travelers.com)) at 813-663-1664 or Julie Morgan ([jmorgan1@travelers.com](mailto:jmorgan1@travelers.com)) at 925-945-4497.