

[Print this page](#) | [Close](#)

How to Get Started on the Section 111 COB Secure Web Site (COBSW)

The registration process requires responsible reporting entities (RREs) to provide notification to the COBC of their intent to report data to comply with the requirements of Section 111 of the MMSEA. Registration by the responsible reporting entity is required and must be completed before testing between the RRE (or its agent) and the COBC can begin. Through the registration process, the COBC will obtain the information needed to:

- Validate information provided by the RRE registrant
- Assign Section 111 Reporter IDs (RRE IDs) to each RRE
- Develop a Section 111 reporting profile for each entity including estimates of the volume and type of data to be exchanged for planning purposes
- Assign a production live date and ongoing file submission timeframe to each entity
- Establish the necessary file transfer mechanisms, and
- Assign a COBC Electronic Data Interchange Representative (EDI Rep) to each entity to assist with ongoing communication and data exchange.
- Assign Login IDs to individual users associated with each RRE account.

New Section 111 GHP RREs will register on the COBSW starting on April 1, 2009.

Liability insurance (including self-insurance), no-fault insurance and workers' compensation RREs will register on the COBSW starting on May 1, 2009.

Former GHP VDSA/VDEA partners who have already registered for Section 111 using the paper form, will also complete the account set up steps on the COBSW starting on April 1, 2009. However, the data you provided previously will be pre-loaded.

Section 111 registration and account set up is a five step process.

[Step 1: Identify an Authorized Representative, Account Manager and other COBSW Users](#)

[Step 2: Determine Reporting Structure](#)

[Step 3: New RRE ID Registration on the COBSW](#)

[Step 4: RRE Account Set Up on the COBSW - Account Manager](#)

[Step 5: Return Signed RRE Profile Report - Authorized Representative](#)

Step 1: Identify an Authorized Representative, Account Manager and other COBSW

Users [Top of Page](#)

Each RRE must assign or name an Authorized Representative. This is the individual in the RRE organization who has the legal authority to bind the organization to a contract and the terms of MMSEA Section 111 requirements and processing. The Authorized Representative has ultimate accountability for the RRE's compliance with Section 111 reporting requirements.

The Authorized Representative:

- Cannot be a user of the COBSW.
- Cannot be an agent of the RRE.
- May perform the initial registration on the COBSW, but will not be provided with a Login ID.
- Will designate the Account Manager.
- Must approve the account setup, by physically signing the profile report including the Data Use Agreement, and returning it to the COBC.
- Will be the recipient of COBC notifications related to non-compliance with Section 111 reporting requirements.

Each RRE must assign or name an Account Manager. Each RRE ID can have only one Account Manager. This is the individual who controls the administration of an RRE's account and manages the overall reporting process. The Account Manager may choose to manage the entire account and data file exchange, or may invite other company employees or data processing agents to assist.

To register an Authorized Representative, click on Step 1-New Registration. After entering RRE and corporate structure information, Authorized Representative information is required for registration.

The Account Manager:

- Must register on the COBSW, obtain a Login ID and complete the account set up tasks.
- Can be associated with another reporting entity if they receive the authorized PIN from the COBC mailing. This would occur when a reporting entity has multiple subsidiaries who will report separately for MMSEA Section 111 or when the entity chooses to name an agent as its Account Manager.
- Can invite other users to register on the COBSW and function as Account Designees.
- Can manage the RRE's profile including selection of a file transfer method.
Can upload and download files to the COBSW if the RRE has specified HTTPS as the file transfer method.
- Can use his/her Login ID and Password to transmit files if the RRE has specified SFTP as the file transfer method.
- Can review file transmission history.
- Can review file-processing status and file statistics.
- Can remove an Account Designee's association to an account.
- Can change account contact information (e.g. address, phone, etc.)
Can change his/her personal information.
- Cannot be an Authorized Representative or Account Designee for the same RRE.

To register an Account Manager, Step 1-New Registration must be completed. The COBC will then send a

letter to the named Authorized Representative with a personal identification number (PIN) and the COBC-assigned RRE ID (Section 111 Reporter ID) associated with the registration.

The Authorized Representative must give this PIN and RRE ID to their Account Manager. The Account Manager can then go to the COBSW and click Step 2-Account Setup. During the account setup process the Account Manager will create his Login ID and Password.

At the RRE's discretion, the Account Manager may designate other individuals to register as users of the COBSW associated with the RRE's account known as Account Designees. Account Designees assist the Account Manager with the reporting process. Account Designees may be RRE employees or agents. There is no limit to the number of Account Designees associated with one RRE ID.

The Account Designee:

- Must be invited by an Account Manager, register on the COBSW and obtain a Login ID.
- Can be associated with multiple RRE accounts, but only by an Account Manager invitation for each RRE ID.
- Can upload and download files to the COBSW if the RRE has specified HTTPS as the file transfer method.
- Can use his/her Login ID and Password to transmit files if the RRE has specified SFTP as the file transfer method.
- Can review file transmission history.
- Can review file-processing statuses and file statistics.
- Can change his/her personal information.
- Cannot be an Authorized Representative or Account Manager for the same RRE ID.
- Cannot invite other users to the account.
- Cannot update RRE account information.

Agent:

RREs may use agents to submit data on their behalf. An agent is a data services company, consulting company, or the like that can create and submit Section 111 files to the COBC on behalf of the RRE. Information on the use of agents is required as part of the Section 111 registration process.

To supply agent company information, Step 1- New Registration must be completed. If you have gone through the initial registration process and have received your mailing containing your RRE ID and PIN from the COBC, your Account Manager can click on Step 2- Account Set Up. Agent information is collected as part of this process. An individual associated with an RRE's agent can be the Account Manager or an Account Designee associated with the RRE ID.

Note: Each user of the Section 111 application on the COBSW will have only one Login ID and password. With that Login ID and password, you may be associated with multiple RRE IDs (RRE accounts). With one Login ID, you may be an Account Manager for one RRE ID and an Account Designee for another. In other words, the role you play on the COBSW is by RRE ID.

Step 2: Determine Reporting Structure [Top of Page](#)

Before beginning the registration process, an RRE must also determine how the RRE will submit its Section 111 files to the COBC and how many Section 111 Reporter IDs (RRE IDs) will be needed. Only one GHP MSP Input File may be submitted on a quarterly basis for each GHP RRE ID. Liability Insurance/No-Fault Insurance/Workers' Compensation RREs may only submit one Claim Input File for each RRE ID per quarter. Due to corporate organization, data processing system structures and agents that may be used for file submission, you may want to submit more than one Input File to the COBC on a quarterly basis and therefore need more than one RRE ID in order to do so.

For example, if an RRE will use one agent to submit one set of GHP coverage information and another agent to submit another set of GHP coverage information, the RRE must register on the COBSW twice to obtain two RRE IDs that will be used by each agent respectively. You may name the same Authorized Representative and Account Manager for both accounts or use different individuals. Likewise, if you have two or more subsidiary companies that handle different regions of the country (or different lines of business) using different data processing systems and you will not combine the quarterly Input Files for Section 111 reporting, you must register for each quarterly file submission to obtain separate RRE IDs in order to submit multiple Input Files in one quarter. Alternatively, if you will submit only one Claim or MSP Input File per quarter, you will need only one RRE ID. Using the same RRE ID, one agent could submit your Claim or MSP Input Files and another agent could submit your Query Files. Please see the Section 111 User Guides for more information.

You may not set up a separate RRE ID for submission of the Query File or GHP Non-MSP Input File only. You must submit a quarterly GHP MSP Input File or liability/no-fault/workers' compensation Claim Input File for every RRE ID you establish.

Step 3: New RRE ID Registration on the COBSW [Top of Page](#)

A company representative for the RRE must go to the Section 111 COBSW URL (www.Section111.cms.hhs.gov), click on the "New Registration" button, complete and submit the registration for the RRE. This step must be completed by the RRE, not an agent for the RRE. **It is critical that you provide the Authorized Representative information (including e-mail address) in this New Registration step and not the email address for someone you want to be a user of the COBSW.**

The application will ask that you submit:

- A Federal Tax Identification Number (TIN) for the RRE
- Company name and address
- Company authorized representative contact information (name, job title, address, e-mail address, phone)
- National Association of Insurance Commissioners (NAIC) company code, if applicable
- Reporter Type (GHP or Liability/No-Fault/Worker's Compensation)
- Optional Subsidiary company information to be included in the file submission for the registration (names, TINs, NAIC company codes for the subsidiaries).

When a registration application is submitted, the information provided will be validated by the COBC. Once this is completed, the COBC will send a letter via US Postal Service to the named Authorized Representative with a personal identification number (PIN) and the COBC-assigned RRE ID (Section 111 Reporter ID) associated with the registration.

The Authorized Representative must give this PIN and RRE ID to their Account Manager to use to complete the account set up step.

If you need more than one RRE ID for Section 111 reporting, this step must be repeated for each.

Note: Former GHP VDSA/VDEA partners who have already registered for Section 111 prior to April 2009 will not need to perform Step 3. Instead, the COBC will mail a PIN to your Authorized Representative and your Account Manager will pick up from the next step.

Step 4: RRE Account Set Up on the COBSW - Account Manager [Top of Page](#)

In order to perform the RRE account set up tasks, the RRE's Account Manager must go to the Section 111 COBSW URL (www.Section111.cms.hhs.gov) with the PIN and RRE ID and click on the "Account Setup" button. **Only the individual who will be the Account Manager for the RRE ID may complete the Account Setup step.**

The Account Manager will:

- Enter the RRE ID and associated PIN
- Enter personal information including name, job title, address, phone and e-mail address
- Create a Login ID for the COBSW
- Enter account information related to expected volume of data to be exchanged under this RRE ID (estimated number of covered individuals and estimated number of covered individuals age 45 and over)
- Enter reporting agent name, address, contact e-mail and TIN. **You must obtain this information from your agent including the agent's TIN prior to performing the Account Setup step.**
- Select a file transmission method
- Provide file transmission information needed if the Connect:Direct transmission method is selected. Please refer to the Section 111 User Guides for what information will be collected. **You must have complete file transmission information available if the Connect:Direct method is selected or this step cannot be completed and all the other data you provided will be lost.**

Once the Account Manager has successfully obtained a COBSW Login ID, he/she may log into the application and invite Account Designees to register for Login IDs. Also, after completing account set up for his/her first RRE ID, since only one Login ID is required per user, the system will bypass the steps for creating another Login ID and password during Account Setup for subsequent RRE IDs.

Step 5: Return Signed RRE Profile Report - Authorized Representative [Top of Page](#)

Once account set up has been completed on the COBSW (including file transmission details for Connect:Direct if that method is selected) and processed by the COBC, a profile report will be sent to the RRE's authorized representative via e-mail.

The Profile Report contains:

- A summary of the information you provided on your registration and account set up
- Important information you will need for your data file transmission
- Your RRE ID that you will need to include on all files transmitted to the COBC
- Your assigned production live date and ongoing quarterly file submission timeframe for the MSP Input File
- Contact information for your COBC EDI Representative who will support you through testing, implementation and subsequent production reporting.

The RRE's authorized representative must review, sign and return the profile report to the COBC. At that point you may begin testing your Section 111 files. The COBC will send an email to your Authorized Representative and Account Manager indicating that testing can begin.

Former GHP VDSA/VDEA Partners Only:

Former VDSA/VDEA partners who are GHP RREs registered and transitioned to Section 111 reporting prior to April 2009, before the COBSW was available. The process for setting up your account on the COBSW is as follows:

- Data that was provided on your registration form will be loaded under your assigned RRE ID to the COBSW. Your account will be set to a production reporting status.
- Prior to April 1, 2009, the COBC will mail your Authorized Representative a letter containing a PIN assigned to your RRE ID.
- Your Authorized Representative must give this PIN to the person chosen to be your Account Manager for the RRE ID.
- The Account Manager will go to the Section 111 COBSW home page (www.Section111.cms.hhs.gov) and click on the "Account Setup" button (Step 4 above).
- The Account Manager will enter the RRE ID and PIN.
- The Account Manager will create his Login ID and password and have the opportunity to review the pre-loaded account information. Some of this information can be updated during this process. However, if you need to change your file transmission method or Authorized Representative, please contact your EDI Representative as that information cannot be changed online.
- After the Account Manager completes the account setup steps on the COBSW, the COBC will mail the Authorized Representative a new profile report that will show the COBSW Account Manager.
- Your Authorized Representative must review, sign and return the last page of the profile report to the COBC.
- After completing account setup, your Account Manager may return to the Section 111 COBSW, login and invite Account Designees as desired.

Note: Once you login to the COBSW, there is a Section 111 COBSW User Guide available that give you instructions for using the rest of the COBSW application.



[Print this page](#) | [Close](#)

How to Get Started on the Section 111 COB Secure Web Site (COBSW)

The registration process requires responsible reporting entities (RREs) to provide notification to the COBC of their intent to report data to comply with the requirements of Section 111 of the MMSEA. Registration by the responsible reporting entity is required and must be completed before testing between the RRE (or its agent) and the COBC can begin. Through the registration process, the COBC will obtain the information needed to:

- Validate information provided by the RRE registrant
- Assign Section 111 Reporter IDs (RRE IDs) to each RRE
- Develop a Section 111 reporting profile for each entity including estimates of the volume and type of data to be exchanged for planning purposes
- Assign a production live date and ongoing file submission timeframe to each entity
- Establish the necessary file transfer mechanisms, and
- Assign a COBC Electronic Data Interchange Representative (EDI Rep) to each entity to assist with ongoing communication and data exchange.
- Assign Login IDs to individual users associated with each RRE account.

New Section 111 GHP RREs will register on the COBSW starting on April 1, 2009.

Liability insurance (including self-insurance), no-fault insurance and workers' compensation RREs will register on the COBSW starting on May 1, 2009.

Former GHP VDSA/VDEA partners who have already registered for Section 111 using the paper form, will also complete the account set up steps on the COBSW starting on April 1, 2009.

However, the data you provided previously will be pre-loaded.

Section 111 registration and account set up is a five step process.

[Step 1: Identify an Authorized Representative, Account Manager and other COBSW Users](#)

[Step 2: Determine Reporting Structure](#)

[Step 3: New RRE ID Registration on the COBSW](#)

[Step 4: RRE Account Set Up on the COBSW - Account Manager](#)

[Step 5: Return Signed RRE Profile Report - Authorized Representative](#)

Step 1: Identify an Authorized Representative, Account Manager and other COBSW Users [Top of Page](#)

Each RRE must assign or name an Authorized Representative. This is the individual in the RRE organization who has the legal authority to bind the organization to a contract and the terms of MMSEA Section 111 requirements and processing. The Authorized Representative has ultimate accountability for the RRE's compliance with Section 111 reporting requirements.

The Authorized Representative:

- Cannot be a user of the COBSW.
- Cannot be an agent of the RRE.
- May perform the initial registration on the COBSW, but will not be provided with a Login ID.
- Will designate the Account Manager.
- Must approve the account setup, by physically signing the profile report including the Data Use Agreement, and returning it to the COBC.
- Will be the recipient of COBC notifications related to non-compliance with Section 111 reporting requirements.

Each RRE must assign or name an Account Manager. Each RRE ID can have only one Account

Manager. This is the individual who controls the administration of an RRE's account and manages the overall reporting process. The Account Manager may choose to manage the entire account and data file exchange, or may invite other company employees or data processing agents to assist.

To register an Authorized Representative, click on Step 1-New Registration. After entering RRE and corporate structure information, Authorized Representative information is required for registration.

The Account Manager:

- Must register on the COBSW, obtain a Login ID and complete the account set up tasks.
- Can be associated with another reporting entity if they receive the authorized PIN from the COBC mailing. This would occur when a reporting entity has multiple subsidiaries who will report separately for MMSEA Section 111 or when the entity chooses to name an agent as its Account Manager.
- Can invite other users to register on the COBSW and function as Account Designees.
- Can manage the RRE's profile including selection of a file transfer method.
Can upload and download files to the COBSW if the RRE has specified HTTPS as the file transfer method.
- Can use his/her Login ID and Password to transmit files if the RRE has specified SFTP as the file transfer method.
- Can review file transmission history.
- Can review file-processing status and file statistics.
- Can remove an Account Designee's association to an account.
- Can change account contact information (e.g. address, phone, etc.)
Can change his/her personal information.
- Cannot be an Authorized Representative or Account Designee for the same RRE.

To register an Account Manager, Step 1-New Registration must be completed. The COBC will then send a letter to the named Authorized Representative with a personal identification number (PIN) and the COBC-assigned RRE ID (Section 111 Reporter ID) associated with the

registration.

The Authorized Representative must give this PIN and RRE ID to their Account Manager. The Account Manager can then go to the COBSW and click Step 2-Account Setup. During the account setup process the Account Manager will create his Login ID and Password.

At the RRE's discretion, the Account Manager may designate other individuals to register as users of the COBSW associated with the RRE's account known as Account Designees. Account Designees assist the Account Manager with the reporting process. Account Designees may be RRE employees or agents. There is no limit to the number of Account Designees associated with one RRE ID.

The Account Designee:

- Must be invited by an Account Manager, register on the COBSW and obtain a Login ID.
- Can be associated with multiple RRE accounts, but only by an Account Manager invitation for each RRE ID.
- Can upload and download files to the COBSW if the RRE has specified HTTPS as the file transfer method.
- Can use his/her Login ID and Password to transmit files if the RRE has specified SFTP as the file transfer method.
- Can review file transmission history.
- Can review file-processing statuses and file statistics.
- Can change his/her personal information.
- Cannot be an Authorized Representative or Account Manager for the same RRE ID.
- Cannot invite other users to the account.
- Cannot update RRE account information.

Agent:

RREs may use agents to submit data on their behalf. An agent is a data services company, consulting company, or the like that can create and submit Section 111 files to the COBC on

behalf of the RRE. Information on the use of agents is required as part of the Section 111 registration process.

To supply agent company information, Step 1- New Registration must be completed. If you have gone through the initial registration process and have received your mailing containing your RRE ID and PIN from the COBC, your Account Manager can click on Step 2- Account Set Up. Agent information is collected as part of this process. An individual associated with an RRE's agent can be the Account Manager or an Account Designee associated with the RRE ID.

Note: Each user of the Section 111 application on the COBSW will have only one Login ID and password. With that Login ID and password, you may be associated with multiple RRE IDs (RRE accounts). With one Login ID, you may be an Account Manager for one RRE ID and an Account Designee for another. In other words, the role you play on the COBSW is by RRE ID.

Step 2: Determine Reporting Structure [Top of Page](#)

Before beginning the registration process, an RRE must also determine how the RRE will submit its Section 111 files to the COBC and how many Section 111 Reporter IDs (RRE IDs) will be needed. Only one GHP MSP Input File may be submitted on a quarterly basis for each GHP RRE ID. Liability Insurance/No-Fault Insurance/Workers' Compensation RREs may only submit one Claim Input File for each RRE ID per quarter. Due to corporate organization, data processing system structures and agents that may be used for file submission, you may want to submit more than one Input File to the COBC on a quarterly basis and therefore need more than one RRE ID in order to do so.

For example, if an RRE will use one agent to submit one set of GHP coverage information and another agent to submit another set of GHP coverage information, the RRE must register on the COBSW twice to obtain two RRE IDs that will be used by each agent respectively. You may name the same Authorized Representative and Account Manager for both accounts or use different individuals. Likewise, if you have two or more subsidiary companies that handle different regions of the country (or different lines of business) using different data processing systems and you will not combine the quarterly Input Files for Section 111 reporting, you must register for each quarterly file submission to obtain separate RRE IDs in order to submit multiple Input Files in one quarter. Alternatively, if you will submit only one Claim or MSP Input

File per quarter, you will need only one RRE ID. Using the same RRE ID, one agent could submit your Claim or MSP Input Files and another agent could submit your Query Files. Please see the Section 111 User Guides for more information.

You may not set up a separate RRE ID for submission of the Query File or GHP Non-MSP Input File only. You must submit a quarterly GHP MSP Input File or liability/no-fault/workers' compensation Claim Input File for every RRE ID you establish.

Step 3: New RRE ID Registration on the COBSW [Top of Page](#)

A company representative for the RRE must go to the Section 111 COBSW URL (www.Section111.cms.hhs.gov), click on the "New Registration" button, complete and submit the registration for the RRE. This step must be completed by the RRE, not an agent for the RRE. **It is critical that you provide the Authorized Representative information (including e-mail address) in this New Registration step and not the email address for someone you want to be a user of the COBSW.**

The application will ask that you submit:

- A Federal Tax Identification Number (TIN) for the RRE
- Company name and address
- Company authorized representative contact information (name, job title, address, e-mail address, phone)
- National Association of Insurance Commissioners (NAIC) company code, if applicable
- Reporter Type (GHP or Liability/No-Fault/Worker's Compensation)
- Optional Subsidiary company information to be included in the file submission for the registration (names, TINs, NAIC company codes for the subsidiaries).

When a registration application is submitted, the information provided will be validated by the COBC. Once this is completed, the COBC will send a letter via US Postal Service to the named Authorized Representative with a personal identification number (PIN) and the COBC-assigned RRE ID (Section 111 Reporter ID) associated with the registration.

The Authorized Representative must give this PIN and RRE ID to their Account Manager to use to complete the account set up step.

If you need more than one RRE ID for Section 111 reporting, this step must be repeated for each.

Note: Former GHP VDSA/VDEA partners who have already registered for Section 111 prior to April 2009 will not need to perform Step 3. Instead, the COBC will mail a PIN to your Authorized Representative and your Account Manager will pick up from the next step.

Step 4: RRE Account Set Up on the COBSW - Account Manager [Top of Page](#)

In order to perform the RRE account set up tasks, the RRE's Account Manager must go to the Section 111 COBSW URL (www.Section111.cms.hhs.gov) with the PIN and RRE ID and click on the "Account Setup" button. **Only the individual who will be the Account Manager for the RRE ID may complete the Account Setup step.**

The Account Manager will:

- Enter the RRE ID and associated PIN
- Enter personal information including name, job title, address, phone and e-mail address
- Create a Login ID for the COBSW
- Enter account information related to expected volume of data to be exchanged under this RRE ID (estimated number of covered individuals and estimated number of covered individuals age 45 and over)
- Enter reporting agent name, address, contact e-mail and TIN. **You must obtain this information from your agent including the agent's TIN prior to performing the Account Setup step.**
- Select a file transmission method
- Provide file transmission information needed if the Connect:Direct transmission method is selected. Please refer to the Section 111 User Guides for what information will be collected. **You must have complete file transmission information available if the Connect:Direct method is selected or this step cannot be completed and all the other data**

you provided will be lost.

Once the Account Manager has successfully obtained a COBSW Login ID, he/she may log into the application and invite Account Designees to register for Login IDs. Also, after completing account set up for his/her first RRE ID, since only one Login ID is required per user, the system will bypass the steps for creating another Login ID and password during Account Setup for subsequent RRE IDs.

Step 5: Return Signed RRE Profile Report - Authorized Representative [Top of Page](#)

Once account set up has been completed on the COBSW (including file transmission details for Connect:Direct if that method is selected) and processed by the COBC, a profile report will be sent to the RRE's authorized representative via e-mail.

The Profile Report contains:

- A summary of the information you provided on your registration and account set up
- Important information you will need for your data file transmission
- Your RRE ID that you will need to include on all files transmitted to the COBC
- Your assigned production live date and ongoing quarterly file submission timeframe for the MSP Input File
- Contact information for your COBC EDI Representative who will support you through testing, implementation and subsequent production reporting.

The RRE's authorized representative must review, sign and return the profile report to the COBC. At that point you may begin testing your Section 111 files. The COBC will send an email to your Authorized Representative and Account Manager indicating that testing can begin.

Former GHP VDSA/VDEA Partners Only:

Former VDSA/VDEA partners who are GHP RREs registered and transitioned to Section 111 reporting prior to April 2009, before the COBSW was available. The process for setting up your account on the COBSW is as follows:

- Data that was provided on your registration form will be loaded under your assigned RRE ID to the COBSW. Your account will be set to a production reporting status.
- Prior to April 1, 2009, the COBC will mail your Authorized Representative a letter containing a PIN assigned to your RRE ID.
- Your Authorized Representative must give this PIN to the person chosen to be your Account Manager for the RRE ID.
- The Account Manager will go to the Section 111 COBSW home page (www.Section111.cms.hhs.gov) and click on the "Account Setup" button (Step 4 above).
- The Account Manager will enter the RRE ID and PIN.
- The Account Manager will create his Login ID and password and have the opportunity to review the pre-loaded account information. Some of this information can be updated during this process. However, if you need to change your file transmission method or Authorized Representative, please contact your EDI Representative as that information cannot be changed online.
- After the Account Manager completes the account setup steps on the COBSW, the COBC will mail the Authorized Representative a new profile report that will show the COBSW Account Manager.
- Your Authorized Representative must review, sign and return the last page of the profile report to the COBC.
- After completing account setup, your Account Manager may return to the Section 111 COBSW, login and invite Account Designees as desired.

Note: Once you login to the COBSW, there is a Section 111 COBSW User Guide available that give you instructions for using the rest of the COBSW application.