

# Providing Security Information for the CEDI Gateway Self-Service Password Portal

On December 16, 2011, CEDI added a feature to the CEDI Gateway Self-Service Password Portal on the CEDI Web site <http://www.ngscedi.com> to capture additional security information CEDI will require when our front-end system is upgraded in early 2012.

After the upgrade has been completed in early 2012, Trading Partners will only be able to perform self-serve password resets if they have provided additional security information to us. Therefore we are allowing this data to be entered now via our current portal for storing in our databases as an effort to facilitate the implementation of the future security changes. **Once the security information has been entered, it cannot be changed again until after the new security features are implemented early next year.**

To provide this information, go to the CEDI Web site <http://www.ngscedi.com> and select the CEDI Gateway Self-Service Password Portal link.

National Government Services, Inc.  
**CEDI**  
Common Electronic Data Interchange

**CEDI Gateway Self-Service Password Portal**

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The CEDI Gateway Self-Service Password Portal is a simple and secure Web-based process for changing passwords for CEDI Trading Partners. This system is available 24 hours a day, 7 days a week for the Trading Partners.

Note: To be able to use the CEDI Gateway Self-Service Password Portal, the CEDI Trading Partner Request must be completed and processed. Once the confirmation e-mail is received indicating that the recertification is completed, you may begin to use the password portal.

[CHANGE/RESET YOUR TRADING PARTNER PASSWORD](#)

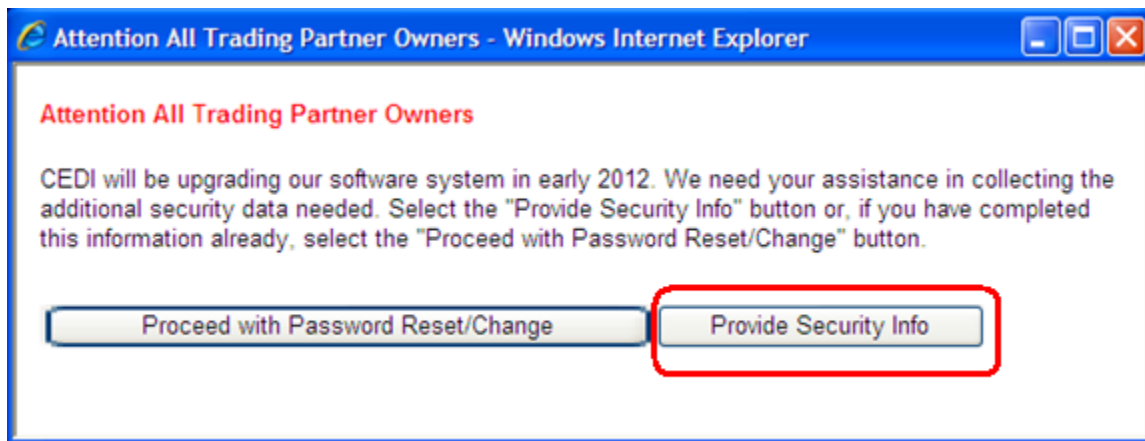
[Instructions](#) PDF  
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CEDI will be conducting Webinars and conference calls to walk Trading Partners through this new process and present out indicating the dates for these Webinars.

For additional questions, please contact the CEDI Help Desk at 866-311-9184, or you may submit your questions to [ngs.cedihelpdesk@wellpoint.com](mailto:ngs.cedihelpdesk@wellpoint.com).

PostDate 05/02/11  
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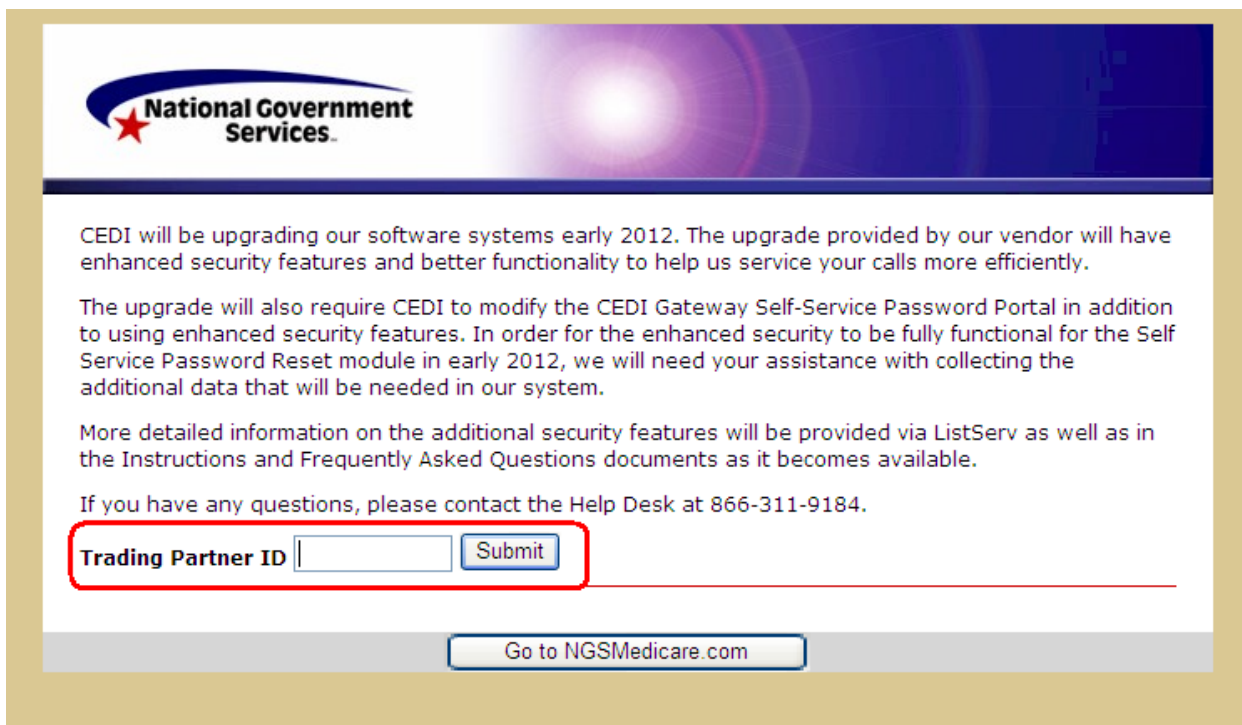
Select the Change/Reset Your Trading Partner Password button.  
The following box will be displayed.



Select "Provide Security Info" button to provide your security information.

Select "Proceed with Password Reset/Change" if this information has already been provided. (If you have already completed these steps, proceed to the change/reset directions.)

If you select to "Provide Security Info", the following screen will be displayed.



You will need to enter your Trading Partner ID and select "Submit".  
You will need to enter information into all the required fields and select "Submit".

The screenshot shows the National Government Services logo at the top left. Below the logo, there is a blue header bar. The main content area is white with a blue border. It contains several paragraphs of text regarding software upgrades and security features. A "Trading Partner ID" field with a "Submit" button is located below the text. A red asterisk indicates a required field. Below this, a section titled "For auditing purposes, please complete the below fields." contains several input fields: "Trading Partner Company Name", "Primary Contact First Name", "Primary Contact Last Name", "Trading Partner Company Address", "City", "State" (a dropdown menu), "Zip Code", "Primary Contact Phone Number", and "Primary Contact E-Mail". Each field has a red asterisk. Below this section is a "Security Specific Questions" section with fields for "Date of Birth" (with a "(mm/dd/yy)" format hint), "Last 4 SSN", "Choose a question" (a dropdown menu), and "Answer". A "Submit" button is located at the bottom left of the form, and a "Go to NGS Medicare.com" button is at the bottom center.

You should see the following confirmation screen once the information is submitted.  
You can then choose to enter security information for another Trading Partner ID or proceed to "Change/Reset" the password.

The screenshot shows the National Government Services logo at the top left. Below the logo, there is a blue header bar. The main content area is white with a blue border. It contains a thank you message and a link to the Connex online application. Two red arrows point to the links "Click here to enter another Trading Partner ID." and "Click here to reset your CEDI Trading Partner password." A "Go to NGS Medicare.com" button is located at the bottom center.