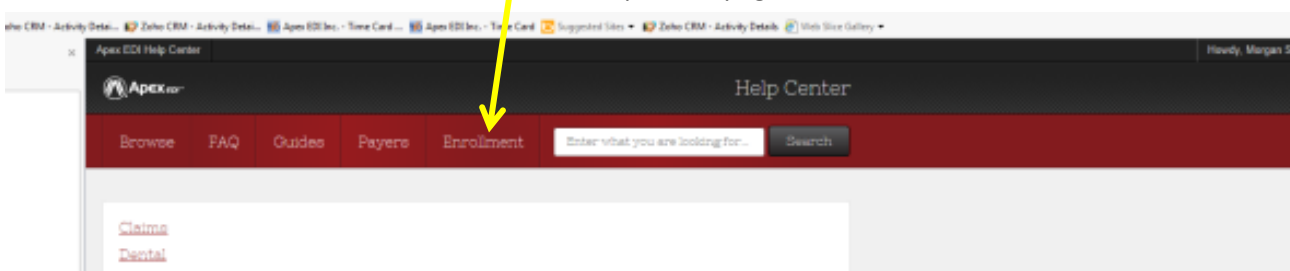
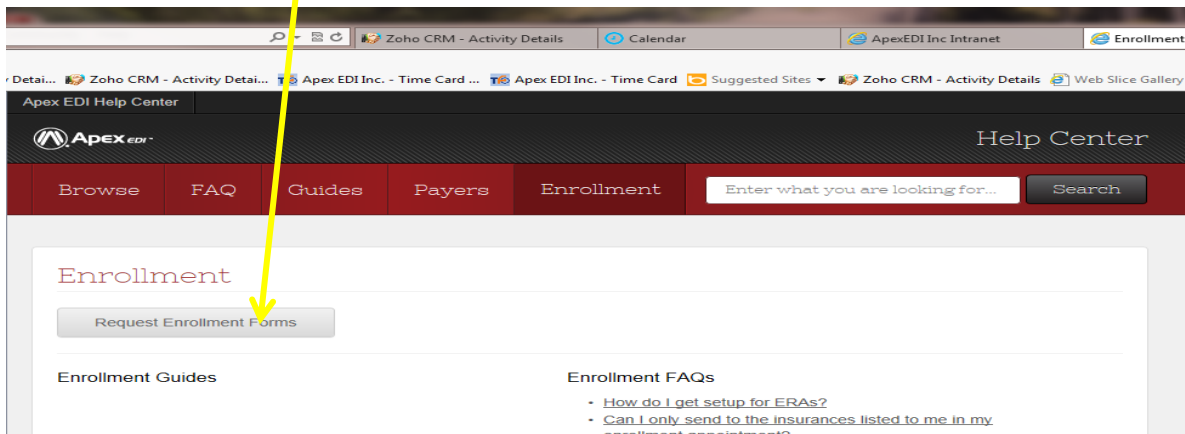


## Welcome to Apex: Start Your Enrollment

1. To begin your enrollment please visit our Apex Help Center by clicking on the link below:  
<http://help.apexedi.com/>
2. Click on the “Enrollment” tab at the top of the page



3. Click on “Request Enrollment Forms”



4. Fill out your Account Information as indicated below:
  - a. **Client ID:** Please refer to your “Welcome to Apex EDI” email for your Client ID (**it will be highlighted in red**).
  - b. **Email:** Please specify the email address you want the enrollment forms sent to
  - c. **Profession:** Please select either Medical or Dental
  - d. **State:** Please indicate the state in which you are located in
  - e. If you have multiple providers in your office, but only want to enroll a specific provider for an insurance company, please select “Specific Provider” and indicate the name of the provider you wish to enroll
  - f. Please indicate which service you are wanting to enroll for (i.e. Claims, ERA’s, both)
5. Click Next
6. A list of insurance companies will display for you. These are the insurance companies which require enrollment for your state and profession (**please note that not all payers require enrollment forms**).
7. Please indicate which NPI you use as your Billing NPI for each payer.
8. Please click “Remove” next to the payers you will not be sending to, so that enrollment forms for those payers will not be sent to you.

9. If you chose to enroll for ERA's, please select the payers for which you wish to receive ERA's **(you may also search for additional payers by entering the payer name or payer ID in the search box)**
10. Review your enrollment request and make changes as necessary
11. Click "Request Forms"
12. READ YOUR CONFIRMATION page for pertinent information
13. An Apex Enrollment Specialist will be in touch with you after 48 hours to gather any additional information and answer any questions you may have.