Instructions for Completing the

Third Party Administrator Location List

Please read all pages

This form is "fillable." That means you can type the information onto the form from your computer and print the form. You will _not_ be able to save the form onto your computer's hard drive.

When you open the form, click in the "Trading Partner Name" box (field) and use the tab key to navigate to the next field. Do not use the <u>Enter</u> key; pressing the <u>Enter</u> key will only page down. Each field has been _limited_. This means that you _cannot_ continue to type information into a field if it doesn't fit into the space provided.

To clear or delete all the information you have typed onto the form, click on the red "Clear Entire Form" button. To change the information in one field, use the backspace or delete key.

File   Edit   Document   Tools   Plug-Ins   View   Window   Help

COLORADO DEPARTMENT OF LABOR AND EMPLOYMENT
DIVISION OF WORKERS' COMPENSATION

Clear Entire Form

THIRD PARTY ADMINISTRATOR LOCATION LIST

Trading Partner Name _____   **Date** _____

Enter the FEIN and nine-digit Postal Code that will be used by your company as the SENDER ID in the Header Record of all EDI transactions. This should match information submitted on your Master Trading Partner Profile.

**"Clear Entire Form" button
Clears all information at once**

Master FEIN _____

Address _____

City, State _____

Please provide the FEIN, Colorado Division of Workers' Compensation TPA Code, address, and nine-digit postal code for each location of the Third Party Administrator that will be transmitting data. We will notify you of any discrepancy between the identifying information, including the mailing address and the present records of the Division of Workers' Compensation. It is understood that this list will have entries added or removed from time to time.

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COLORADO DEPARTMENT OF LABOR AND EMPLOYMENT
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Master FEIN _____ **Postal Code** _____

Address _____

City, State _____

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FEIN	TPA Code	TPA Name	Address	Postal Code

The FEIN and the postal code must match the DN 8 and DN 14, respectively, submitted in your transmissions. Attach additional sheets as needed.

WC171 7/02