

CobbleStone Gateway

User Guide



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¹ New Providers: Please create a new account.

² Existing Providers: Please use default username and password - Tchp! plus company ID. Once logged in, please change the user name to your email and reset password (page 7).



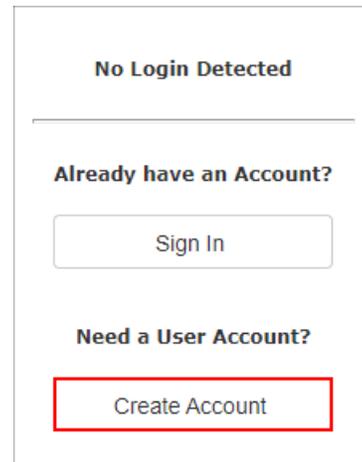
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1. Creating an Account on the CobbleStone Gateway

cobblestonegateway.texaschildrens.org

- 1.1 To create a new account to signup and log into the **Vendor/Client Gateway**, click **Create Account** on the side menu of the **Gateway Introduction** screen.



No Login Detected

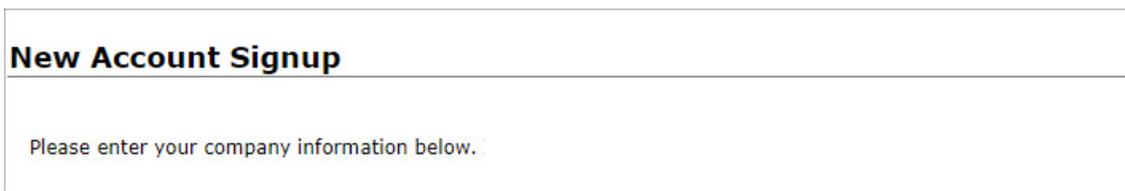
Already have an Account?

Sign In

Need a User Account?

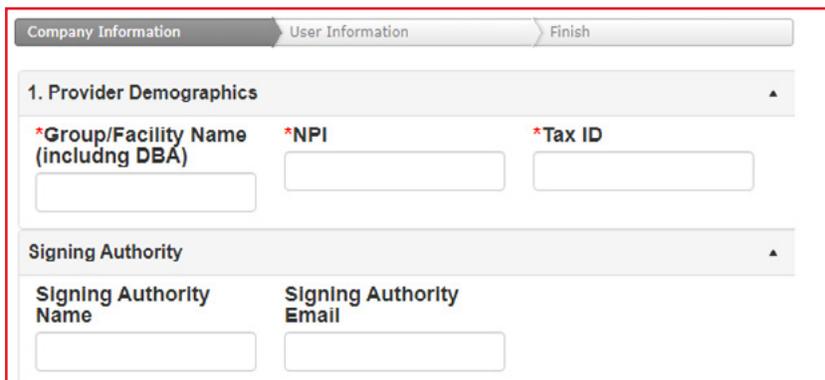
Create Account

- 1.2 The **New Account Signup** screen displays.



New Account Signup

Please enter your company information below.



Company Information User Information Finish

1. Provider Demographics ▲

*Group/Facility Name (including DBA) *NPI *Tax ID

Signing Authority ▲

Signing Authority Name Signing Authority Email



Continue

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Company Information → **User Information** → Finish

Details

*Credentiating Contact Last Name
[Text Box]

*Credentiating Contact First Name
[Text Box]

Credentiating Contact Title
[Text Box]

*Credentiating Contact Email
[Text Box]

Credentiating Contact Phone
[Text Box]

*Username
[Text Box]

*Password
[Text Box]

Is Active
No [Dropdown]

Is Company Admin
-- Select One -- [Dropdown]

I have read and agree to the [Terms and Conditions](#).

Save

1.3 Once all necessary and required information on the **Company Information** and **User Information** sections has been entered, click **Save**.

1.4 The **New Account Signup - Confirmation** screen with the Company/User log-in information displays.

Gateway Login: New Account Signup - Confirmation

No Login Detected

Already have an Account? Login Now

Need a User Account? Create Account

Thank You for signing up! Your account information has been processed and sent off for authorization/activation. You can log into your account to search/view information, however responses/requests will not be allowed until your account is authorized/activated. Please contact us via "Help" if you have any questions.

Company ID: 086
Password: 3
Username: nse123

To continue, please click here: [Continue to My Company Account](#)

Please Print this page for your records.

1.5 At the bottom of the form agree to the terms and conditions.

1.6 Click **Continue to My Company Account** or **Login Now** to log into the Gateway.

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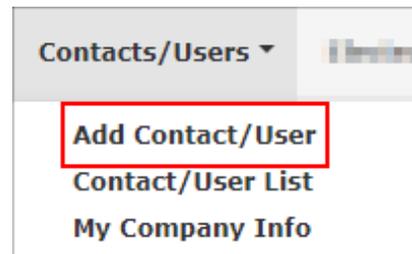
2. Adding a Contact or User on the CobbleStone Gateway

If a company Contact's **Contact Details** screen shows the contact as **Is Company Admin = Yes**, the Contact will have the ability to log-in to the Vendor/Client Gateway and manage additional Contacts/Users for his or her organization.

Note: This functionality applies to Company Admins only.

To Add a New Contact/User for your Company

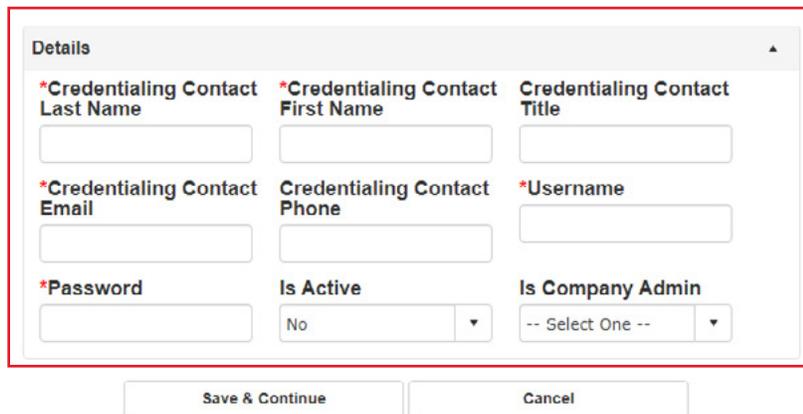
- 2.1 Navigate to **Contacts/Users – Add Contact/User** via top navigation menu in the Gateway.



- 2.2 Enter the new Contact/User's information into the **Create a New User Account** screen, making sure all required fields are populated.

Create A New User Account

My Company Contacts/Users: [New User Account](#)

A screenshot of the 'Create A New User Account' form. The form is titled 'Details' and has a dropdown arrow. It contains several fields: '*Credentialing Contact Last Name', '*Credentialing Contact First Name', 'Credentialing Contact Title', '*Credentialing Contact Email', 'Credentialing Contact Phone', '*Username', '*Password', 'Is Active' (with a dropdown menu showing 'No'), and 'Is Company Admin' (with a dropdown menu showing '-- Select One --'). Below the form are two buttons: 'Save & Continue' and 'Cancel'.

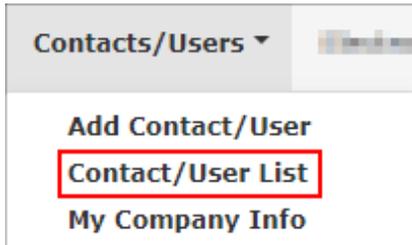
- 2.3 Once all necessary and required information has been populated, click **Continue** to save the new Contact/User.
- 2.4 The **My Company Contacts/Users Details** screen displays. It contains the new Company Contact's account details.

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3. To View a List of Contacts/Users for your Company

3.1 Navigate to **Contacts/Users - Contact/User List** via the top navigation menu.



3.2 A grid list opens to display all Contacts/Users for your Company.



A screenshot of a web application interface showing a grid list of contacts. The title is 'My Company Contacts/Users'. Below the title, there is a breadcrumb trail: 'Contacts/Users: My Company Contacts/Users'. The grid has a header row with columns: 'View', 'First Name', 'Last Name', 'Title', 'Phone', and 'Email'. Below the header, there are two rows of data. The first row shows 'Adam Widmeier' with a phone number '4199600481' and an email address 'awidmeier@cobblestonenetworks.com'. The second row shows 'Jalen Hurts' with an email address 'whidmeier@cobblestonenetworks.com'. Each row has a 'View' link on the left. Above the grid, there is a pagination bar showing 'Page 1 of 1, items 1 to 2 of 2.'

View	First Name	Last Name	Title	Phone	Email
View	Adam	Widmeier		4199600481	awidmeier@cobblestonenetworks.com
View	Jalen	Hurts			whidmeier@cobblestonenetworks.com

3.3 To view/manage the Contact/User, click **View** for the user to manage.

3.4 The **My Company Contacts/Users Details** screen displays where the details of the Contact/User can be viewed.

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4. Logging In/Forgot Password

To log into the Vendor/Client Gateway, enter your **user name** and **password** along with the **Company ID** provided by the Gateway's Organization.

Collaboration Gateway: Login

awidmeier

.....

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I have read and agree to the [Terms and Conditions.](#)

Login

Forgotten Password

- 4.1 If you have forgotten your password for the Vendor/Client Gateway, click the link for **If you forgot your password, click here.**

The username and/or password provided is not valid and/or active.
Please try again or contact your administrator for assistance.

Collaboration Gateway: Login

awidmeier

Password

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I have read and agree to the [Terms and Conditions.](#)

Login

The provided credentials could not be authenticated and the account will be locked out after several failed attempts.
Please try again or contact your administrator to activate and enable your account.

If you forgot your password, [click here.](#)

- 4.2 The **Forgot My Password** screen displays. Enter your **user name** and **Company ID**.

- 4.3 Click **Reset Password**.

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- 4.4 An email is sent to the email address on file with a link to reset your password.

Collaboration Gateway: Reset Password

Username:

Company ID:

[Back to Login](#)

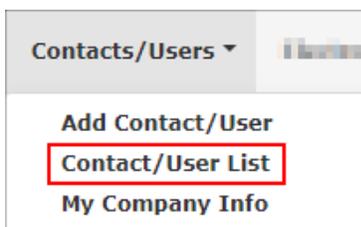
NOTE: Passwords can only be reset for active accounts.

To reset your password, key in your Username and Company ID (above), then click the 'Reset Password' button. An email will be sent to your email address on file with a link to reset your password. Password Reset e-mails are time sensitive, and will auto-expire after 20 minutes.

Note: Passwords can only be reset for already active accounts.

5. Changing Your User Name and Password

- 5.1 Navigate to **Contacts/Users - Contact User List**.



- 5.2 Click **View** for your profile line item.

My Company Contacts/Users					
Contacts/Users: My Company Contacts/Users					
View	First Name	Last Name	Title	Phone	Email
View	Adam	Widmeier		813.661.1110	awidmeier@cobblestonegateway.com
View	Jalen	Hurts			ahurts@cobblestonegateway.com

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5.3 Click on **Edit Password**.

My Company Contacts/Users Details
Contacts/Users: [My Company Contacts/Users](#): Contact/User Details (ID: 13)

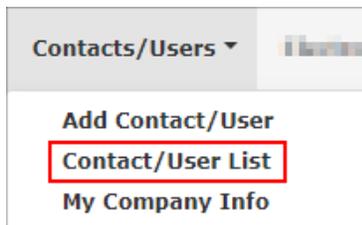
Details		
First Name Adam	Last Name Widmeier	Username awidmeier
Password *****	Phone 8560627067	State/Province NJ
Title	Email awidmeier@cobblestone.com	Address1
Address2	City	Postal Code
Country United States		

5.4 Click on **Edit Username**.

5.5 Save Record.

6. Opting in for Email Messages

6.1 Navigate to **Contacts/Users - Contact User List**.



6.2 Click **View** for your profile line item.

My Company Contacts/Users
Contacts/Users: [My Company Contacts/Users](#)

Page 1 of 1, items 1 to 2 of 2.

View	First Name	Last Name	Title	Phone	Email
View	Adam	Widmeier		8560627067	awidmeier@cobblestone.com
View	Jalen	Hurts			awidmeier@cobblestone.com

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6.3 To subscribe, click **Subscribe to Email**.

My Company Contacts/Users Details
Contacts/Users: [My Company Contacts/Users](#): Contacts/User Details (ID: 13)

Details		
First Name Adam	Last Name Widmeier	Username awidmeirr
Password *****	Phone 0508021907	State/Province NJ
Title	Email awidmeirr@cobblestone.com	Address1
Address2	City	Postal Code
Country United States		

You are currently unsubscribed to receive bid newsletters, alerts and bid opportunities.
Click below to subscribe for Emails and Alerts

7. Submit New/Existing Provider Request on the Gateway

To Submit a New Provider - Agreement

7.1 Navigate to **Requests**-**Create New Request**.

The screenshot shows the top navigation bar with the following menu items: Main, Contracts, Requests, Contacts/Users, Electronic Documents, Reports, Help, and Log Out. The 'Requests' menu is expanded, showing 'Create New Request' and 'View Requests'. The 'Create New Request' option is highlighted. Below the navigation bar, the user is logged in as Pallavi Shan. There are 'Logout' and 'Refresh' buttons. A dropdown menu for 'Select a Record Type' is visible, with the current selection being '-- Select Type --'.

7.2 Select a Record Type- **New Provider - Agreement**.

Create Request By Type

Requests: [New Request](#)

Select a Record Type:

- Select Type --
- New Provider - Agreement**
- Existing Provider - Contract Update
- Existing Provider - Roster Update
- Existing Provider - Negotiate Existing Agreement

7.3 Complete all of the fields then **Save** and **Continue**.

7.4 Attach **W9** and **Roster**.

Attached Files, Documents, Images

There are currently no files/attachments on this request.

Select File: Select -- Select File Category --

Description:

Save File

Page 1 of 1, items 0 to 0 of 0.

Actions	Filename	Description	Date
---------	----------	-------------	------

No records to display

8. To Submit an Existing Provider- Roster Update

8.1 Navigate to **Requests**-**Create New Request**.

Texas Children's Health Plan

Aug 20 2023 15:54:29

Main Contracts Requests Contacts/Users Electronic Documents Reports Help Log Out

Welcome Pallavi Shan

Logout Refresh

Create New Request

View Requests Create New Request

Requests: [New Request](#)

Select a Record Type: -- Select Type --

Page Actions

8.2 Select a Record Type- **Existing Provider - Roster Update**.

Create Request By Type

Aug 20 2023 15:54:29

Main Contracts Requests Contacts/Users Electronic Documents Reports Help Log Out

Welcome Pallavi Shan

Logout Refresh

Create New Request

View Requests Create New Request

Requests: [New Request](#)

Select a Record Type: -- Select Type --

Existing Provider - Roster Update

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8.3 Save and Continue.

8.4 Attach an updated Roster.

Attached Files, Documents, Images

There are currently no files/attachments on this request.

Select File: Select -- Select File Category --

Description:

Save File

1 Page 1 of 1, items 0 to 0 of 0.

Actions	Filename	Description	Date
---------	----------	-------------	------

No records to display

8.5 Confirm Roster is attached.

Details

Please Attach an Updated Roster on the Next Record Page then Confirm Here

9. To Submit an Existing Provider – Contract Update

9.1 Navigate to Requests–Create New Request.

Texas Children's Health Plan

Aug 28 2023 15:54:29

Main Contracts Requests Contacts/Users Electronic Documents Reports Help Log Out

Create New Request

Welcome Pallavi Shan

Logout

Refresh

Page Actions

Select a Record Type: -- Select Type --

9.2 Select a Record Type- **Existing Provider - Contract Update.**

Create Request By Type

Requests: [New Request](#)

Select a Record Type:

- Select Type --
- Select Type --
- New Provider - Agreement
- Existing Provider - Contract Update**
- Existing Provider - Roster Update
- Existing Provider - Negotiate Existing Agreement

9.3 Complete all required fields and **Save & Continue.**

10. To Submit an Existing Provider- Negotiate Existing Agreement

10.1 Navigate to **Requests-Create New Request.**

The screenshot shows the top navigation bar of the CobbleStone Gateway with the date and time 'Aug 20 2023 15:54:29'. Below the navigation bar, the 'Requests' menu is expanded, showing options for 'View Requests' and 'Create New Request'. The 'Create New Request' option is selected, and a dropdown menu is displayed with the following options: '-- Select Type --', '-- Select Type --', 'New Provider - Agreement', 'Existing Provider - Contract Update', 'Existing Provider - Roster Update', and 'Existing Provider - Negotiate Existing Agreement'. The 'Existing Provider - Negotiate Existing Agreement' option is highlighted in blue. Below the dropdown menu, there is a 'Select a Record Type:' label and a dropdown menu with the value '-- Select Type --'. There are also 'Logout' and 'Refresh' buttons on the left side of the page.

10.2 Select a Record Type- **Existing Provider - Negotiate Existing Agreement.**

Create Request By Type

Requests: [New Request](#)

Select a Record Type:

- Select Type --
- Select Type --
- New Provider - Agreement
- Existing Provider - Contract Update
- Existing Provider - Roster Update
- Existing Provider - Negotiate Existing Agreement**

10.3 Complete all required fields then **Save** and **Continue.**

10.4 Attach a **Negotiation Proposal** and **Save.**

Attached Files, Documents, Images

Select File:

Description: