



To the Point: Welcome to Webinars: Registration

Slide 1: *To the Point* is presented by the Provider Outreach and Education Department at CGS.

Slide 2: The Provider Outreach and Education department creates these brief recordings on hot topics or upcoming events. The purpose is to provide suppliers with quick information on identified topics, how they affect you and any action(s) needed on your part. These recordings are less than 10 minutes and will contain resources for additional information when applicable. This segment of *To the Point* is on **Welcome to Webinars: Webinar Registration** and learning how to register a JB and JC webinar account.

Slide 3: Let's begin with the [cgsmedicare.com](https://www.cgsmedicare.com) JB or JC website (<https://www.cgsmedicare.com/>). Find the Education tab located on the left side of the screen in the blue panel.

Slide 4: Click on the word Education, the **Education** page will open. A drop-down box will appear. Choose **Calendar of Events** as circled on this slide.

Slide 5: Now that we are on the DME Provider Outreach & Education Calendar of Events webpage, look for the register in Cvent circled. The direct URL, <https://cvent.me/9yELaV>, is also given for use. The link will open a new page titled: CGS JB & JC Webinars.

Slide 6: To register is simple. Enter the required personal information in Cvent. Now, let's take a closer look at the required fields.

Slide 7: The boxes with a red asterisk must be filled to complete the registration process. Select a registration type. The most common choices of suppliers are **JB or JC Supplier**. Billing agencies, clearinghouses, and manufacturers often choose **Other**. Select a **DME MAC Jurisdiction (CGS)**. If you bill both JB and JC, choose the one you bill most often.

Enter your **First and Last Name**. The **Email Address** entered must be one you prefer to receive emails from CGS with verification codes and links to join your webinars. Not going to have access to email when joining webinars? Enter a **Mobile** number. Text messages are sent with the verification codes to join webinars.

Slide 8: Enter your **Provider Transaction Access Number (PTAN)**, **Company name**, the **City**, **State**, and **Zip Code** of your office location. Lastly, answer yes or no to the question, "**Are you registered for the myCGS web portal**" and click **Next**.

Slide 9: When you register the first time, you must choose at least one webinar session. Adding webinars can be done later. There is a separate *To the Point* video for that process. For now, just choose one to move on to complete your registration. Make sure you scroll all the way to the bottom of the sessions list and click **Next**.

Slide 10: Registration summary shows all your inputted information, plus the webinars (sessions) for which you have registered. If you are happy with your selections, click **Submit**.



If you'd like to make a change, simply click on **Previous**. Once you click on Submit, you will get a Confirmation.

Slide 11: Make a note of your confirmation number. This number never changes and is not the same as a verification code. You'll need the confirmation number to sign into the registration system on return visits (Think of the confirmation number as your **account number**). If you wish to make changes, you can click Modify. **NOTICE: If you click CANCEL on this form, it will cancel your registration to attend webinars.**

If you are done, simply click **Log Out**, circled at the top right-hand corner of the page.

Slide 12: In the screenshot on the right, you see an email from CGS with two places where you have the option to Unsubscribe or Opt-Out of our emails. However, please be aware that by **unsubscribing**, you will not receive the email link or verification code via email to sign into any webinar for which you register. If you choose to opt-out, remember to check your Mobile phone for text messages that contain the code.

Slide 13: Having your own account will allow you to see all the JB & JC webinars CGS offers. What are the benefits of registering for CGS webinars? The webinars will keep you up to date about Medicare rules and guidelines for claim submissions. You create a personalized webinar schedule. Cvent saves your information, so you don't have to enter it every time you want to add more webinars. Just once, and you're done!

Slide 14: CGS offers an entire Welcome to Webinars *To the Point* series including:

- **Add Webinar Sessions:** Provides step-by-step instruction of how to add or remove webinar sessions using the Attendee Hub site.
- **Email Notifications:** Explains the emails you will get and how to activate email delivery to your webinar account.

Here are resources for today's edition of *To the Point*. Links to:

- **CGS Medicare Webpage**
 - JB: <https://www.cgsmedicare.com/jb/index.html>
 - JC: <https://www.cgsmedicare.com/jc/index.html>
- **CGS Education Calendar of Events Webpage**
 - JB: https://www.cgsmedicare.com/medicare_dynamic/wrkshp/dme_coe/dme_coe_b/jb_report.aspx
 - JC: https://www.cgsmedicare.com/medicare_dynamic/wrkshp/dme_coe/dme_coe_c/jc_report.aspx
- **Cvent Personal Information Registration Page**
 - <https://cvent.me/9yELaV>
- **CVENT for CGS Webinars**
 - https://www.cgsmedicare.com/pdf/dme/dme_cvent_registration.pdf
- **CGS Provider Outreach and Education (POE) Email**
 - CGS.JBJC.LEARNINGONDEMAND@cgsadmin.com

Slide 13: Thank you for viewing this session of *To the Point* on Webinar Registration. We hope you will join us again for other educational offerings by the Provider Outreach and Education Department here at CGS.