CiC Account Creation and Setup

1. REGISTRATION

- Go to: www.cariskic.com, click "Sign Up" and enter the requested information

Carisk Intelligent Clearinghouse Registration

Already Have an Account? Login Here

To Create a CiC Account and Begin Electronic Billing for Workers' Compensation and/or Auto Claims, an Authorized Representative Must Enter the Requested Information Below.

Once Registration is Complete, You May Log into Your Account. The CiC "Setup Wizard" will Help You Complete Your Account Setup.

Registration

First Name

Last Name

Full Organization Name

Account Login Nickname *(3-15 chars)*

Note: the Nickname will be in EVERY user name

Contact Phone Number

E-Mail Address

Confirm E-Mail Address

Password *(8-15 chars)*

Confirm Password

Submission Type

- All usernames will be as follows: FirstInitial.LastName@AccountNickname (ex: J.Doe@cic)
- By signing up, you agree to the terms and conditions that are listed on that page

2. PAYMENT INFO

- Enter credit card or EFT info to gain full account access
  - Log in and go to the ADMIN tab, select "Credit Card/EFT Setup"
  - Complete required fields then click "Register"

3. ORGANIZATION SETUP

- Go to ADMIN tab, select "organization setup"
  - Select transmission types:
    - Electronic submission to carriers that support EDI
    - Authorize CIC to mail bills to non-electronic carriers
    - Authorize CIC to mail bill copies to patients

- Select claim types
  - Auto/NF/MVA Claims
  - Workers Compensation Claims
  - Specific state WC jurisdictions
- The submitter ID field = expected ISA06 submitter ID in 837 files (*can be changed upon request)

4. ADDING ADDITIONAL USERS

- Go to ADMIN tab, select "Add Users"
  - Enter required fields in blue
  - Select Email subscriptions
  - Apply User permissions (click "what's this" for details regarding each setting)

For Further Information or Assistance Regarding Account Registration, Please Contact:

CIC Sales: cicsales@cariskpartners.com or (973) 795-1641 Option 2

CIC Support: cic_support@cariskpartners.com or (973) 795-1641 Option 1