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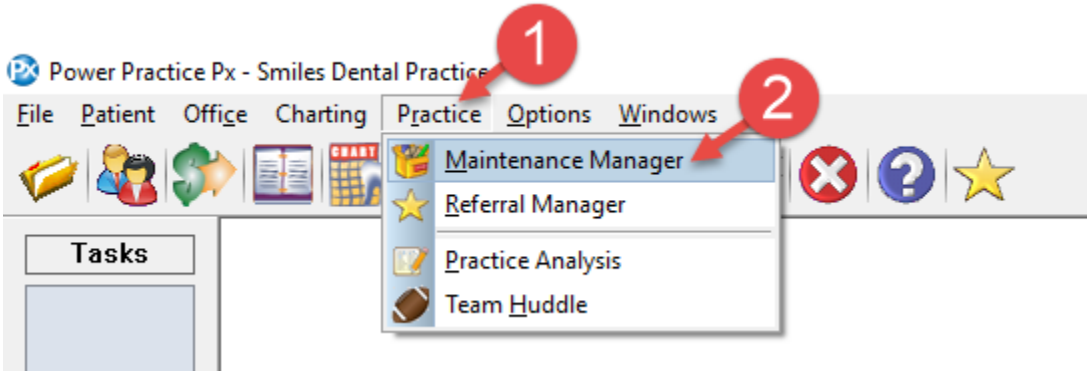
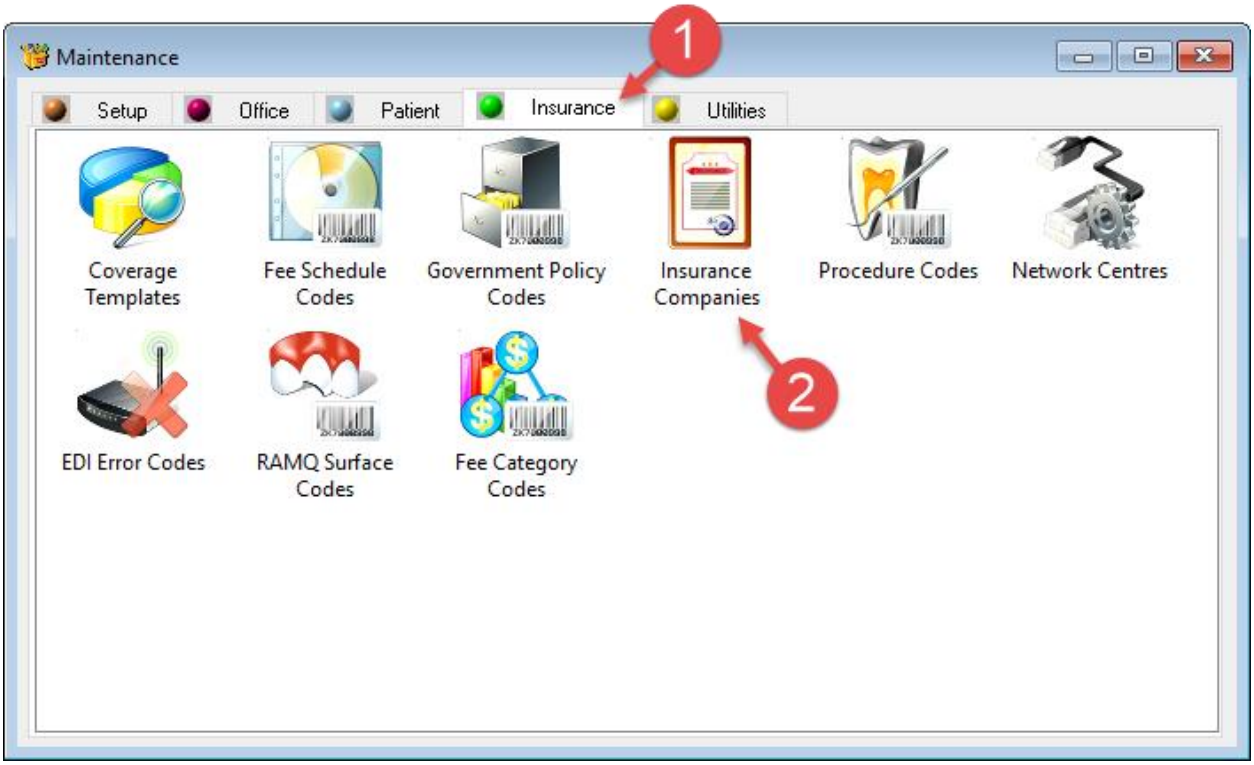
How to update **Great West Life** Insurance to be on CDAnet Version 4

1. Click on **Practice** at the top of the toolbar
2. Next click on **Maintenance Manager**



Once in Maintenance Manager.

1. Click on **Insurance** tab
2. Next click on **Insurance Companies**



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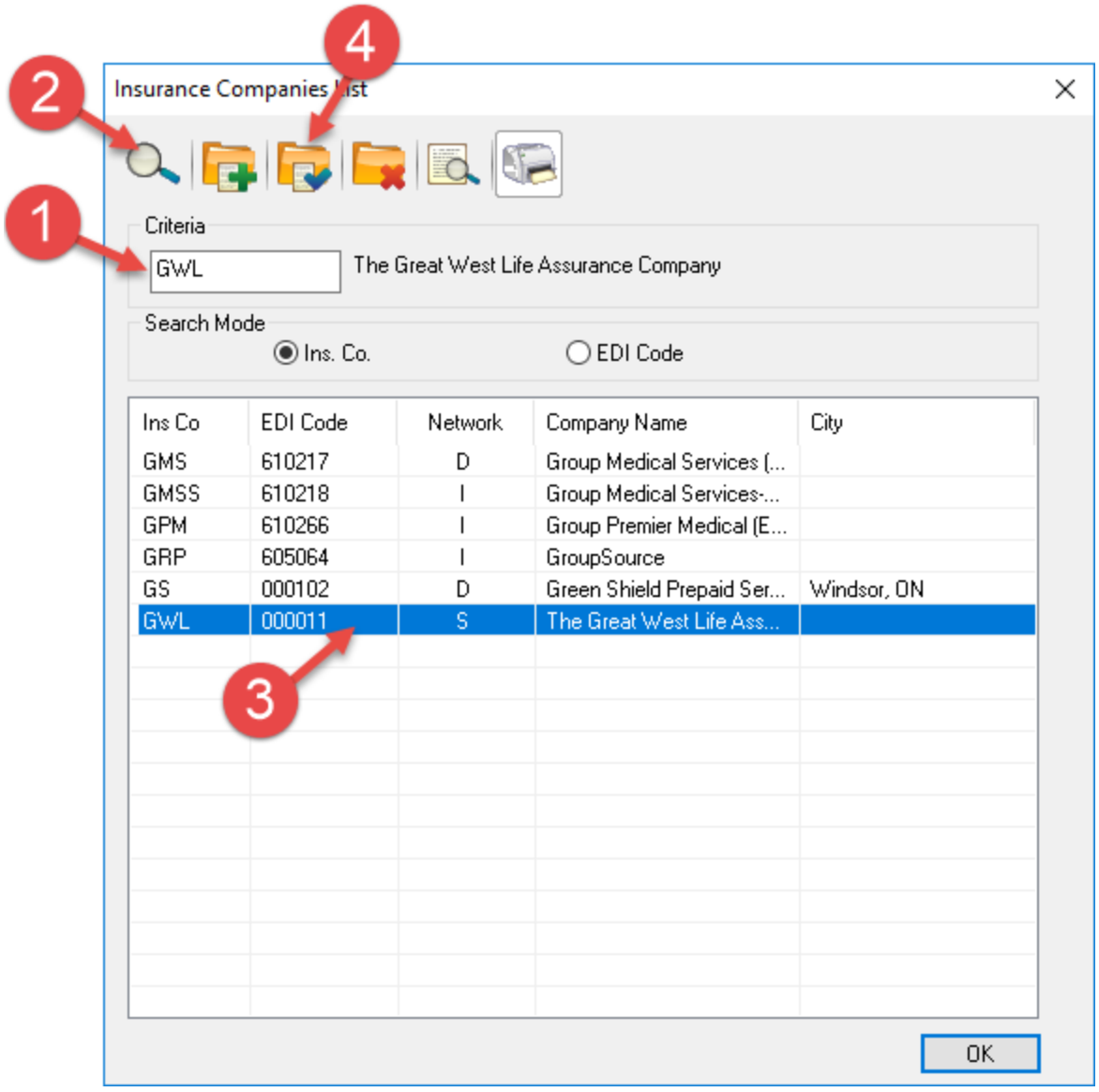
In the Insurance Companies List:

1. Type in "**G**" or "**GWL**" in the criteria text box
2. Select the **Search** icon
3. Click the **Great West life** row to highlight it
4. Select the **edit** icon



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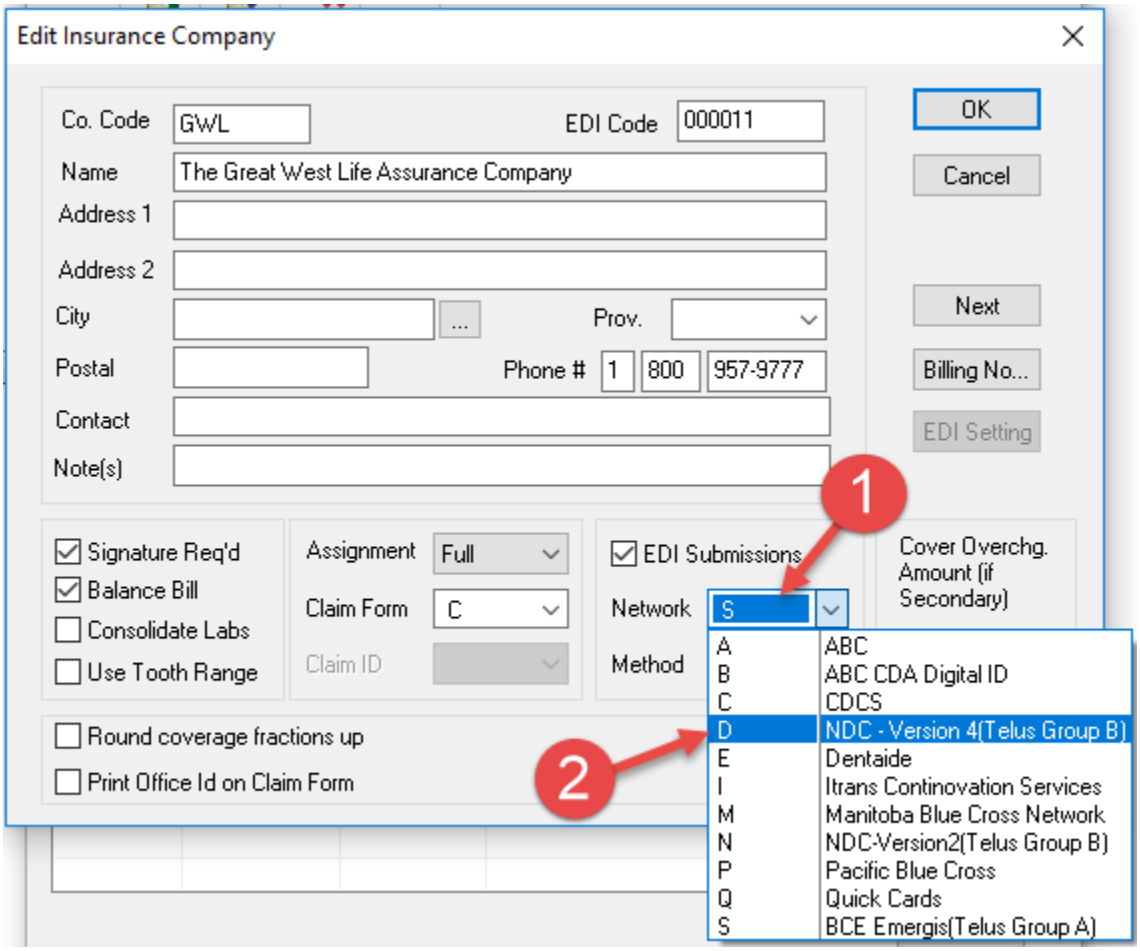
Once you do a search for **Great West Life** and bring up the **"Edit Insurance Company screen"**

1. Click on the drop down for **Network**
2. Select **Network D**

   ***** Your network name may be different than the screenshot below, however, you still want to select network D regardless of the name)



Next, we must click on the **"EDI Setting"** button which is right under Billing No… found on the right hand side.

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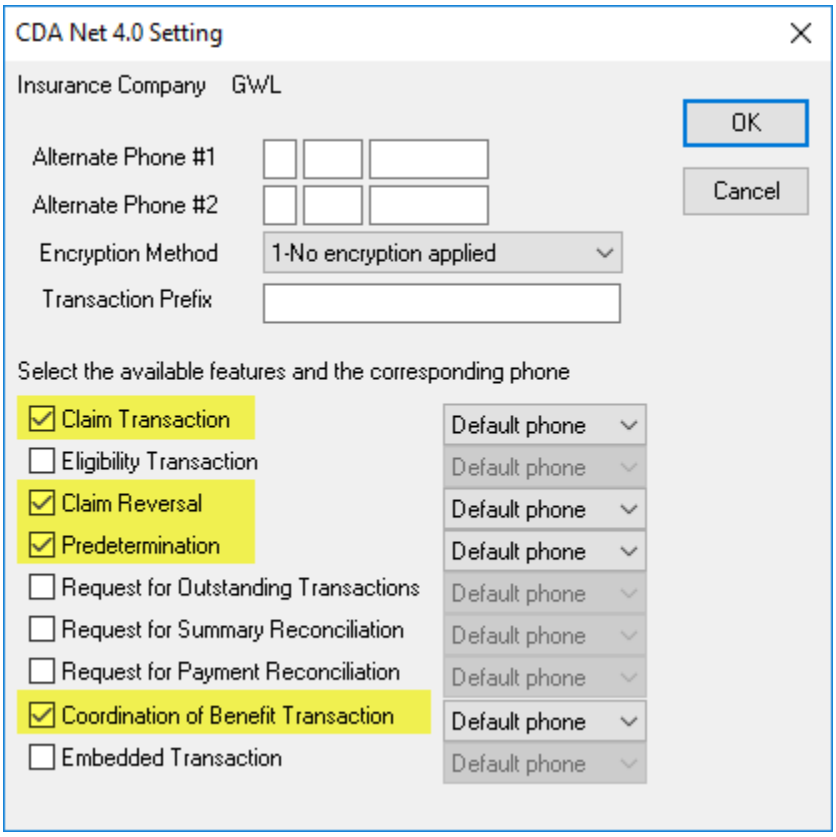
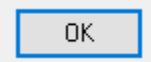
Once we're in EDI Setting, tick the following highlighted options:

- **Claim Transaction**
- **Claim Reversal**
- **Predetermination**
- **Coordination of Benefit Transaction**



Click the Ok button to all the open windows for the new network setting change to take effect