

CMS Preclusion List

Quick Reference Guide

NOTE: Part D sponsors and MA plans should not begin requesting access to the Preclusion List until September 1, 2018.

Introduction

This guide is for two user situations:

- ▶ Users who do not have an Enterprise Identity Data Management (EIDM) account and need access to the CMS Preclusion List.
- ▶ Users who already have an EIDM account, but need access to the CMS Preclusion List.

EIDM Registration and Access to CMS Preclusion List

What is EIDM and why am I required to register for it?

EIDM is the system that connects you to all the Centers for Medicare & Medicaid Services (CMS) applications with one central user ID. The EIDM user authentication process prevents others from using a user's identity fraudulently.

You will need an EIDM user ID to access the CMS preclusion List.

How to sign up for an EIDM user ID

Go to the CMS Enterprise Portal at <https://portal.cms.gov> and choose “New User Registration.”

- ▶ Use the drop-down menu to choose “CMS Preclusion List” as your application. Agree to the terms and conditions by checking the box and click “Next.”
- ▶ Enter your personal information and click “Next.”
- ▶ Select a user ID and password, and set your challenge questions. Click “Next.” Review your registration information. Click “Submit User.”

Good Things to Know

- ▶ Inactive accounts are locked after 60 days. After 180 days of inactivity, the account will be deactivated.
- ▶ Your password must be changed every 180 days.
- ▶ To unlock or reactivate your account, contact the help desk at EUSSupport@cgi.com or Call 1-866-484- 8049.

After you have requested an EIDM account you can request access to the CMS Preclusion List.

How to request access to the CMS Preclusion List

1. Log in to your account on the CMS Enterprise Portal at <https://portal.cms.gov>.
2. Click “Request/Add Apps.”
3. Scroll down until you reach the CMS Preclusion List application box and select “Request Access.”
4. Use the drop-down menu to select the **CMS Preclusion List End User** role.
5. Enter your information and click “Next.”
6. Enter your Plan Name, Plan ID, and Plan Description.
7. Review all of the entered information. If it is correct, click “Submit.”
8. You will see a Request New Access Application Acknowledgment and tracking number. Click “OK.” Please keep your tracking number for your records.
9. CMS will review and approve requests for the CMS Preclusion List user roles within 5 business days.

For questions on your user role in the CMS Preclusion List and/or any questions related to the CMS Preclusion List policy please contact providerenrollment@cms.hhs.gov

How to download the CMS Preclusion List File

1. Log in to your account on the CMS Enterprise Portal at <https://portal.cms.gov> with your EIDM credentials.
2. Click on the CMS Preclusion List application.
3. Download the Preclusion List file.