

# Preclusion List

## User 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 Preclusion List.
- ▶ Users who already have an EIDM account, but need access to the Preclusion List.

### EIDM Registration and Access to 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 Preclusion List.

#### How to sign up for an EIDM user ID

*For step by step instructions see [EIDM Registration](#)*

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

- ▶ Use the drop-down menu to choose “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 [EUSupport@cgi.com](mailto:EUSupport@cgi.com) or Call 1-866-484- 8049.

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

## How to request access to the Preclusion List

*For step by step instructions see [Requesting Access to the 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 Preclusion List application box and select “Request Access.”
4. Use the drop-down menu to select the **Preclusion List End User** role. **All other roles will be rejected.**
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 request and inquire approval from Plan Compliance Officer. Access is granted within five business days from Compliance Officer approval.”

*For questions on your user role in the Preclusion List and/or any questions related to the Preclusion List policy please contact [providerenrollment@cms.hhs.gov](mailto:providerenrollment@cms.hhs.gov)*

## How to download the Preclusion List File

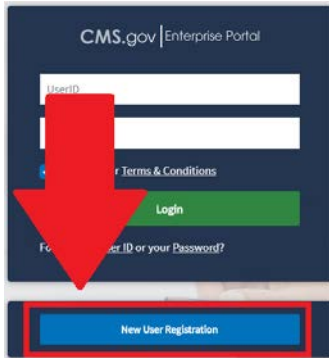
*For step by step instructions see [Downloading the Preclusion List](#)*

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

## EIDM Registration

### 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.”



1. Use the drop-down menu to choose “Preclusion List” as your application. Agree to the terms and conditions by checking the box and click “Next.”

MDX: MAC/CMS Data Exchange (MDX)

MED: Medicare Exclusion Database

MH: Million Hearts Cardiovascular Disease Risk Reduction Model

MIDAS: Multidimensional Information and Data Analytics System

MLMS: Marketplace Learning Management System

Novitasphere Portal

OCM: Oncology Care Model

OnePI: One Program Integrity System

Open Payments: Physician Payments Sunshine Act

PECOS AI: Provider Enrollment, Chain & Ownership System

PECOS Data Mart: Provider Enrollment, Chain & Ownership System Data Mart

PMDA: Performance Metrics Database & Analytics

**Preclusion List**

PRIS: Payment Recovery Information System

PQRS: Physician Quality Reporting System

PSR/STAR: Provider Statistical and Reimbursement/System for Tracking Audit and Reimbursement

PV: Physician Quality and Value Programs

## Step #1: Choose Your Application

Step 1 of 3 - Select your application from the dropdown. You will then need to agree to the terms.

Preclusion List

### Terms & Conditions

#### 2. Enter your personal information and click “Next.”

Step 2 of 3 - Please enter your personal and contact information.

All fields are required unless marked 'Optional'.

Enter First Name	Enter Middle Name (optional)	Enter Last Name	Suffix (optional) ▼
Enter Social Security Number (optional)	Birth Month ▼	Birth Date ▼	Birth Year ▼
Is Your Address US Based?			
<input checked="" type="radio"/> Yes		<input type="radio"/> No	
Enter Home Address #1	Enter Home Address #2 (optional)		
Enter City	State ▼	Enter Zip Code	Enter Zip+4 (optional)
Enter E-mail Address	Confirm E-mail Address		
Enter Phone Number			
Back	Next	Cancel	

#### 3. Select a user ID and password, and set your challenge questions. Click “Next.”

Step 3 of 3 - Please create User ID and Password, Select Challenge questions and provide answers.

User ID  
username

Password  
\*\*\*\*\*

Confirm Password  
\*\*\*\*\*

What is your favorite cuisine? ▼

What is the name of your favorite pet? ▼

What is the name of your favorite childhood friend? ▼

- Review your registration information. Click “Submit User.”

## Registration Summary

Please review your information and make any necessary changes before submitting.

CMS Preclusion List ▼

All fields are required unless marked 'Optional'.

First Name: John  
 Enter Middle Name (optional):  
 Last Name: Smith  
 Suffix (optional) ▼

Enter Social Security Number (optional):  
 Birth Month: January ▼  
 Birth Date: 1 ▼  
 Birth Year: 1969 ▼

Home Address #1:  
 Enter Home Address #2 (optional):

City: Orlando  
 State: Florida ▼  
 Zip Code: 32801  
 Enter Zip+4 (optional):

E-mail Address:  
 Confirm E-mail Address:

## Requesting Access to the Preclusion List

### Logging into Portal

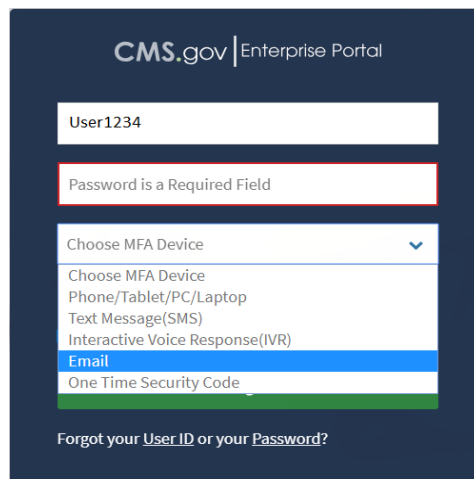
- Open an internet browser and navigate to <https://portal.cms.gov>



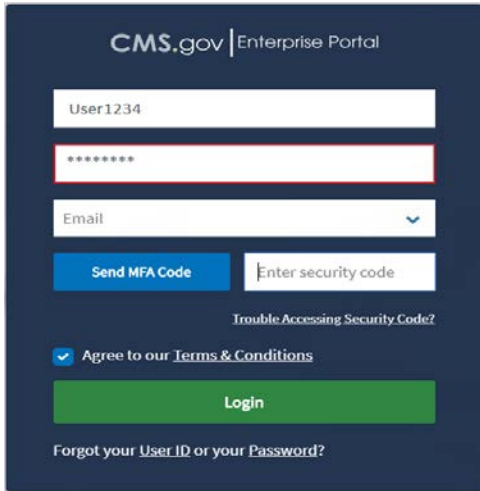
2. You will be prompted to enter your EIDM user name and password.



3. You must also select an MFA device.

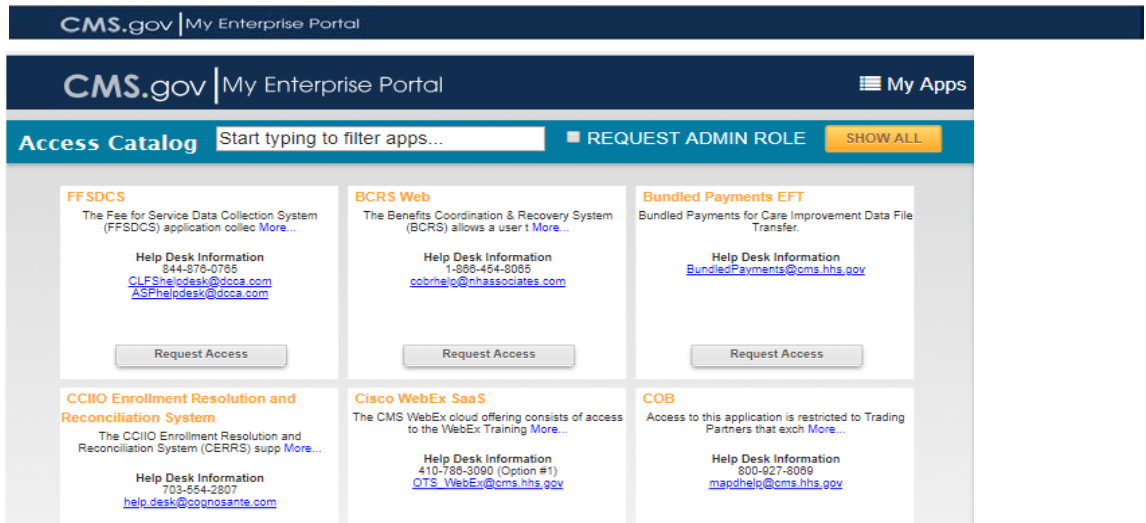


- After selecting an MFA device you will be prompted to enter the code from that device.

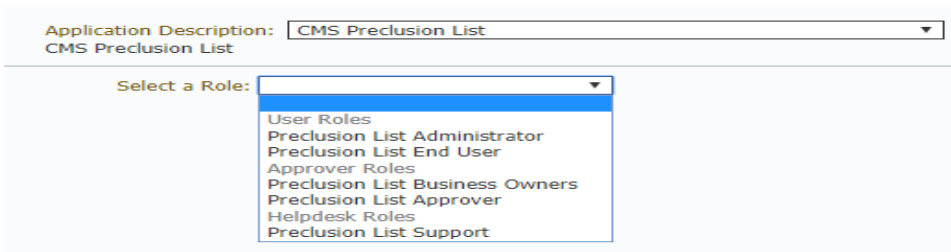


### Requesting access to the Preclusion List

- Log in to your account on the CMS Enterprise Portal at <https://portal.cms.gov>.
- Click “Request/Add Apps.”



- Scroll down until you reach the Preclusion List application box and select “Request Access.”
- Use the drop-down menu to select the **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.
9. Click “OK.” Please keep your tracking number for your records.
10. CMS will review request and inquire approval from Plan Compliance Officer. Access is granted within five business days from Compliance Officer approval.”
11. If this is the first app you are adding to your EIDM account you will be subjected to an Identity Verification.

#### Identity Verification

To protect your privacy, you will need to complete Identity Verification successfully, before requesting access to the selected role. Below are a few items to keep in mind.

- Ensure that you have entered your legal name, current home address, primary phone number, date of birth and email address correctly. We will only collect personal information to verify your identity with Experian, an external Identity Verification provider.
- Identity Verification involves Experian using information from your credit report to help confirm your identity. As a result, you may see an entry called a “soft inquiry” on your Experian credit report. Soft inquiries do not affect your credit score and you do not incur any charges related to them.
- You may need to have access to your personal and credit report information, as the Experian application will pose questions to you, based on data in their files. For additional information, please see the Experian Consumer Assistance website - <http://www.experian.com/help/>

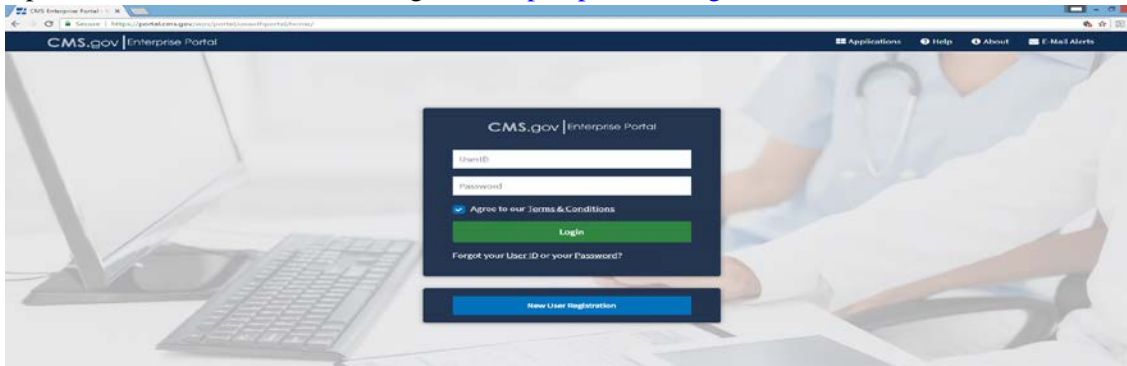
If you elect to proceed now, you will be prompted with a Terms and Conditions statement that explains how your Personal Identifiable Information (PII) is used to confirm your identity. To continue this process, select ‘Next’.

Next
Cancel

## Downloading the Preclusion List

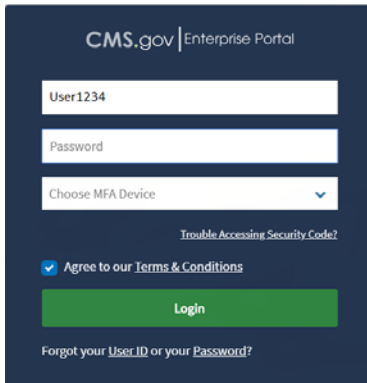
### Log into Enterprise Portal

1. Open an internet browser and navigate to <https://portal.cms.gov>



2. You will be prompted to enter your EIDM user name and password.





CMS.gov | Enterprise Portal

User1234

Password

Choose MFA Device

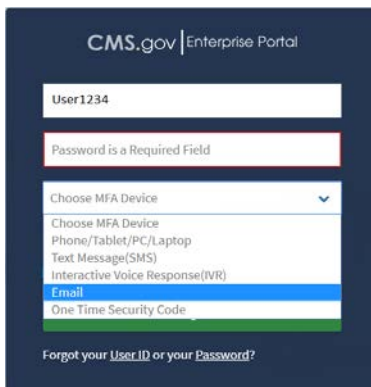
[Trouble Accessing Security Code?](#)

Agree to our [Terms & Conditions](#)

Login

[Forgot your User ID or your Password?](#)

3. You must select an MFA device.



CMS.gov | Enterprise Portal

User1234

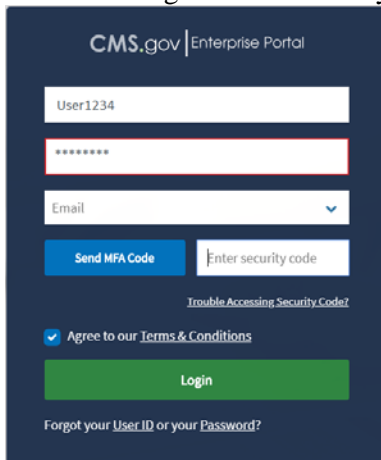
Password is a Required Field

Choose MFA Device

- Choose MFA Device
- Phone/Tablet/PC/Laptop
- Text Message(SMS)
- Interactive Voice Response(IVR)
- Email
- One Time Security Code

[Forgot your User ID or your Password?](#)

4. After selecting an MFA device you will be prompted to enter the code from that device.



CMS.gov | Enterprise Portal

User1234

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Email

Send MFA Code

Enter security code

[Trouble Accessing Security Code?](#)

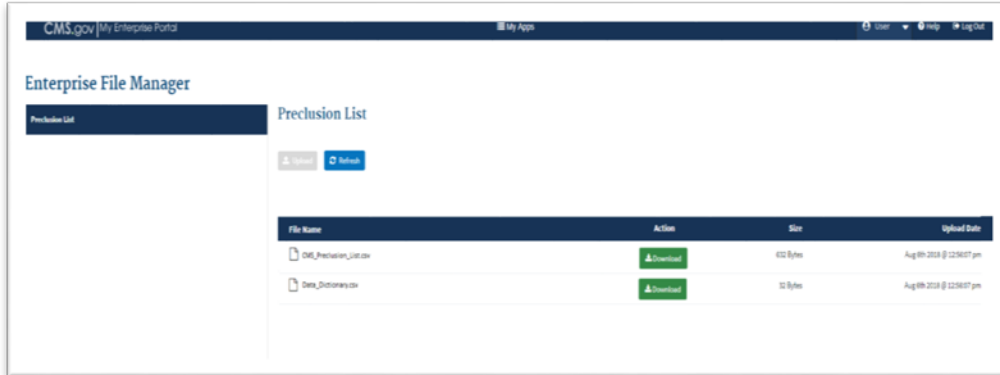
Agree to our [Terms & Conditions](#)

Login

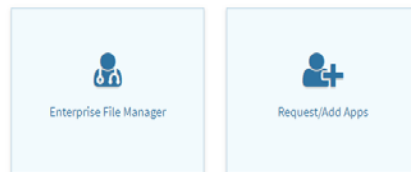
[Forgot your User ID or your Password?](#)

## Open Enterprise File Manager

1. You will see tiles for every application you have access to.



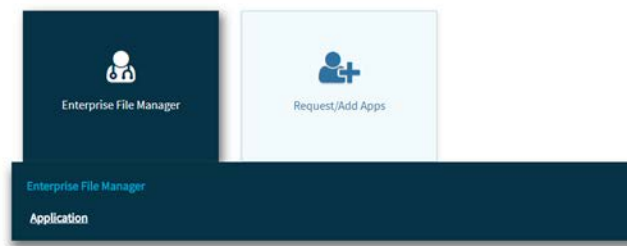
### My Portal



2. You should at this point have access to a tile called Enterprise File Manager.
3. Clicking on the Enterprise File Manager tile will present a drop down menu with an Application option. Click Application.



### My Portal



### Download the file

You will see all available Preclusion files available for download. The latest file will be called PreclusionList.csv and will have the time stamp when it was last uploaded.

Click the green download box for the file you wish to download.

