



Open Payments

Step-by-Step: Industry Data Registration & Data Submission

O P E N P A Y M E N T S

C R E A T I N G P U B L I C T R A N S P A R E N C Y
I N T O I N D U S T R Y - P H Y S I C I A N
F I N A N C I A L R E L A T I O N S H I P S

February 2014

CMS Disclaimer: This information is a summary of the final rule implementing Open Payments (Medicare, Medicaid, Children's Health Insurance Programs; Transparency Reports and Reporting of Physician Ownership or Investment Interests [CMS-5060-F], codified at 42 CFR Parts 402 and 403) The summary is not intended to take the place of the final rule which is the official source for information on the program.

Registering with CMS's Enterprise Portal

Step 1: Go to CMS Enterprise Portal (<https://portal.cms.gov>)

The screenshot shows the CMS Enterprise Portal homepage. At the top left is the CMS.gov logo and 'Enterprise Portal' text. Below it are navigation links: Home, About CMS, Newsroom, Archive, Help & FAQs, Email, and Print. A search bar is on the right. A yellow banner highlights 'Health Care Quality Improvement System' and 'Provider Resources'. The main heading is 'Welcome to CMS Enterprise Portal'. A central text box explains the portal's purpose. To the right is a 'CMS Secure Portal' login section with a 'Login to CMS Secure Portal' button and links for 'Forgot User ID?', 'Forgot Password?', and 'New User Registration'. Below the main heading are four tabs: 'CMS Enterprise Portal', 'Medicaid/CHIP', 'Medicare Shared Savings Program', and 'Physician Value'. At the bottom, there are three promotional boxes: 'CMS Provides Health Coverage for 100 Million People...' with a Medicare.gov link, 'Information for people with Medicare, Medicare open enrollment, and benefits.' with a Medicare.gov link, and 'Information for children up to the age of 19 in need of health care coverage.' with an InsureKidsNow.gov link. A 'CMS News' section on the right lists three news items.

CMS.gov | Enterprise Portal
Centers for Medicare & Medicaid Services

Home | About CMS | Newsroom | Archive | [Help & FAQs](#) | [Email](#) | [Print](#)

Learn about [your healthcare options](#)

Health Care Quality Improvement System | **Provider Resources**

CMS Portal > Welcome to CMS Portal

Welcome to CMS Enterprise Portal

The CMS Enterprise Portal is a gateway being offered to allow the public to access a number of systems related to Medicare Advantage, Prescription Drug, and other CMS programs.

CMS Secure Portal

To log into the CMS Portal a CMS user account is required.

[Login to CMS Secure Portal](#)

[Forgot User ID?](#)
[Forgot Password?](#)
[New User Registration](#)

[CMS Enterprise Portal](#) | [Medicaid/CHIP](#) | [Medicare Shared Savings Program](#) | [Physician Value](#)

CMS Provides Health Coverage for 100 Million People...

...through Medicare, Medicaid, and the Children's Health Insurance Program. And with health insurance reforms and health care exchanges, we are improving health care and ensuring coverage for all Americans.

[Medicare.gov](#)
Information for people with Medicare, Medicare open enrollment, and benefits.

[InsureKidsNow.gov](#)
Information for children up to the age of 19 in need of health care coverage.

CMS News

[States Moving Forward to Implement Health Reform](#)

[Easier electronic funds transfers mean more time with patients and cost savings](#)

[Healthcare Professionals Selected as Innovation Advisors will Improve Care](#)

Step 2: On CMS Enterprise Portal, select “New User Registration”

CMS.gov | Enterprise Portal
Centers for Medicare & Medicaid Services

Home | About CMS | Newsroom | Archive | Help & FAQs | Email | Print

Learn about [your healthcare options](#) Search CMS.gov

Health Care Quality Improvement System | **Provider Resources**

CMS Portal > Welcome to CMS Portal

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[Information for people with Medicare, Medicare open enrollment, and benefits.](#)

[Information for children up to the age of 19 in need of health care coverage.](#)

<https://portal.cms.gov>

Step 3: Accept Terms & Conditions

Screen reader mode Off | Accessibility Settings

Terms and Conditions

Consent To Monitoring

By logging onto this website, you consent to be monitored. Unauthorized attempts to upload information and/or change information on this web site are strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sec.1001 and 1030. We encourage you to read the [HHS Rules of Behavior](#) for more details.

Protecting Your Privacy

Protecting your Privacy is a top priority at CMS. We are committed to ensuring the security and confidentiality of the user registering to EIDM. Please read the [CMS Privacy Act Statement](#) which describes how we use the information you provide.

Collection Of Personal Identifiable Information (PII)

"Personal" information is described as data that is unique to an individual, such as a name, address, telephone number, social security number and date of birth (DOB).

CMS is very aware of the privacy concerns around PII data. In fact, we share your concerns. We will only collect personal data to uniquely identify the user registering with the system. We may also use your answers to the challenge questions and other PII to later identify you in case you forget or misplace your User ID /Password.

I have read the HHS Rules of Behavior (HHS RoB), version 2010-0002.001S, dated August 26 2010 and understand and agree to comply with its provisions. I understand that violations of the HHS RoB or information security policies and standards may lead to disciplinary action, up to and including termination of employment; removal or debarment from work on Federal contracts or projects; and/or revocation of access to Federal information, information systems, and/or facilities; and may also include criminal penalties and/or imprisonment. I understand that exceptions to the HHS RoB must be authorized in advance in writing by the OPDIV Chief Information Officer or his/her designee. I also understand that violation of laws, such as the Privacy Act of 1974, copyright law, and 18 USC 2071, which the HHS RoB draw upon, can result in monetary fines and/or criminal charges that may result in imprisonment.

I agree to the terms and conditions

Cancel

Next

Step 4: Enter Personal Information

After accepting the terms and conditions, you are taken to the “Your Information” page. On this page, fill out:

- Name (First, Middle, Last, Suffix)
- Email Address
- Social Security Number
(Optional, but providing can facilitate identity verification)
- Date of Birth
- Home Address, City, State, Zip
- Primary Phone Number

Then click “Next.”

The screenshot shows the 'Your Information' registration page on the CMS.gov Enterprise Portal. The page includes the following sections and fields:

- Header:** CMS.gov Enterprise Portal, Centers for Medicare & Medicaid Services, Home | #, Learn about your hsa.
- Navigation:** Health Care Quality Improvement System, Provider Resources, CMS Portal > Registration.
- Accessibility:** Screen reader mode Off | Accessibility Settings.
- Section:** Your Information.
- Form Fields:**
 - Enter your legal first name and last name, as it may be required for identity verification.
 - First Name:
 - Last Name:
 - Middle Name:
 - Suffix:
 - Enter your email address, as it will be used for account related communications.
 - E-mail Address:
 - Re-enter your email address.
 - Confirm E-mail Address:
 - Enter your full 9 digit social security number, as it may be required for identity verification.
 - Social Security Number:
 - Enter your date of birth, as it may be required for identity verification.
 - Date of Birth: MM DD YYYY
 - Enter your current or most recent home address, as it may be required for identity verification.
 - Home Address Line 1:
 - Home Address Line 2:
 - City: - State: - Zip Code: Zip Code Extension: Country: USA
 - Enter your primary phone number, as it may be required for identity verification.
 - Primary Phone Number:
- Buttons:** Cancel, Next (circled in red).

Step 5: Select User ID, Password, and Challenge Questions

Screen reader mode Off | [Accessibility Settings](#)

Choose User ID and Password  Create User Choose User ID and Password

Choose User ID And Password

- User ID

- Password

- Confirm Password

Select your Challenge Questions and Answers:

Your challenge questions and answers will be required for password and account management functions.

- Question:1

- Question:2

- Question:3

- Answer:1

- Answer:2

- Answer:3

Cancel

Next

Step 6: Registration Complete

The screenshot shows the CMS.gov Enterprise Portal interface. At the top left, the CMS.gov logo is displayed next to the text "Enterprise Portal" and "Centers for Medicare & Medicaid Services". On the top right, there are links for "Home" and "About", and a link to "Learn about your healthcare". Below the header, there are two yellow buttons: "Health Care Quality Improvement System" and "Provider Resources". A breadcrumb trail shows "CMS Portal > Registration". A progress indicator shows three steps: "Your Information", "Choose User ID and Password", and "Complete Registration", with the third step being active. The main content area is titled "Registration Complete" and contains the following text: "You have now successfully completed your registration to CMS Enterprise Identity Management (EIDM). You will receive an E-mail acknowledging your successful registration to EIDM and the E-mail will include your User ID." Below this, it says "Please wait 5 minutes before logging in. Selecting the 'OK' button will direct you to the CMS Portal Landing page." At the bottom center, there is a blue "OK" button circled in red.

Click on “**OK**” to exit and return to the CMS Enterprise Portal home page.

After clicking on “**OK**”, you will receive a confirmation email message that contains your user ID and a link to the CMS Enterprise Portal.

Confirmation Email

- Will contain your user ID
- A link to the CMS Enterprise Portal

From: <donotreply@cms.gov>
Date: Fri, Feb 7, 2014 at 9:31 AM
Subject: Enterprise Identity Management System (EIDM) Account Registration
To:

Dear

Thank you for registering. The User ID that you have chosen is . You can log in to the CMS Portal using the following link with your User ID and Password.

Please keep this E-mail for your records.

<https://portal.cms.gov>

Thank you,
CMS Enterprise Identity Management System

Please do not reply to this system generated E-mail.

Requesting Access to Open Payments

Step 1: On CMS Enterprise Portal, select “Login to CMS Secure Portal”

CMS.gov | Enterprise Portal
Centers for Medicare & Medicaid Services

Home | About CMS | Newsroom | Archive | ? Help & FAQs | Email | Print

Learn about [your healthcare options](#)

Health Care Quality Improvement System | **Provider Resources**

CMS Portal > Welcome to CMS Portal

Welcome to CMS Enterprise Portal

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CMS Secure Portal

To log into the CMS Portal a CMS user account is required.

 **Login to CMS Secure Portal**

[Forgot User ID?](#)
[Forgot Password?](#)
[New User Registration](#)

CMS News

[States Moving Forward to Implement Health Reform](#)
[Easier electronic funds transfers mean more time with patients and cost savings](#)
[Healthcare Professionals Selected as Innovation Advisors will Improve Care](#)

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Medicare.gov [Information for people with Medicare, Medicare open enrollment, and benefits.](#)

InsureKids Now.gov [Information for children up to the age of 19 in need of health care coverage.](#)

Step 2: Accept Terms & Conditions

Terms and Conditions

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system.

At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.

Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.

To continue, you must accept the terms and conditions. If you decline, your login will automatically be cancelled.

I Accept

Decline

Step 3: Enter User ID and Password

Health Care Quality Improvement System

Provider Resources

Welcome to CMS Enterprise Portal

User ID

Password

[Log In](#)

[Cancel](#)

[Forgot Password?](#)

[Forgot User ID?](#)

Need an account? Click the link - [New user registration](#)



Step 4: Under Request Application Access, Select “Request Access Now”

After a successful login, you will be taken to the CMS Portal Home page (shown below) where you complete step 4.

Portal Help & FAQs Print Log Out Welcome Jennifer Doyle

CMS.gov Enterprise Portal

My Portal

CMS Portal > My Portal

Welcome to CMS Enterprise Portal

The Enterprise Portal combines and displays content and forms from multiple applications, supports users with navigation and cross-enterprise search tools, supports simplified sign-on, and uses role-based access and personalization to present each user with only relevant content and applications. The vision of the Enterprise Portal is to provide "one-stop shopping" capabilities to improve customer experience and satisfaction.

Provisioning

There are several ways to get access to applications in the CMS Enterprise Portal

1. [EIDM](#) - To get access to applications that are supported by EIDM click [here](#).
2. [EUA](#) - To get access to applications that are supported by EUA click [here](#). Please click the [EUA link](#) for more details.
3. [IACS](#) - To get access to applications that are supported by IACS click [here](#).

Request Application Access

Use the link below to request access to more applications.

[Request Access Now](#)

Contact Help Desk

FFE / HIOS / Agents & Brokers Help Desk - Contact the Exchange Operations Support Center [XOSC] at CMS_FEPS@cms.hhs.gov or 1-855-CMS-1515

Physician Value / PQRS Help Desk - Contact the PV/PQRS Information Center at 1-888-734-6433.

ACO Help Desk - Contact the ACO Information Center at 1-888-734-6433 (select option 2) if you have any questions about using the ACO Portlet features. TTY users should call 1-888-734-6563.

Step 5: Select “Request New Application Access”

Portal Help & FAQs

Print

CMS.gov | Enterprise Portal

My Portal

CMS Portal > My Access

Screen reader mode Off | Accessibility Settings

My Access

[Request New Application Access](#)

[View and Manage My Access](#)

View and Manage My Access

Application	Take An Action
Please request access to an application.	

Step 6: Select Application and Role

Portal Help & FAQs | Print

CMS.gov | Enterprise Portal

My Portal

CMS Portal > My Access

Screen reader mode Off | Accessibility Settings

My Access

[Request New Application Access](#)

[View and Manage My Access](#)

Request New Application Access

Select an application and then a role to request access.

Application Description: OPENPAYMENTS - Open Payments /

Role: Open Payments User

Access to Open Payments.

Cancel Submit

- Application Description: “Open Payments”
- Role: “Open Payments User”

Step 7: Review Identity Verification Information

Portal Help & FAQs

Print

CMS.gov | Enterprise Portal

My Portal

CMS Portal > My Access

Screen reader mode Off | Accessibility Settings

My Access

[Request New Application Access](#)

[View and Manage My Access](#)

Identity Verification

You have selected a role that requires a higher level of security. 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 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.
- Confirm that you have your personal and financial information available, as the Experian application will pose questions to you, based on data in their files. You may want to obtain a copy of your credit report, before proceeding with the role request by selecting this link and following the directions provided - <http://www.experian.com>. For additional information, please see the Experian Consumer Assistance link - <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. Do you want to continue?

Cancel

Next

Step 8: Accept Terms & Conditions

Portal Help & FAQs Print

CMS.gov Enterprise Portal

My Portal

CMS Portal > My Access

Screen reader mode Off | Accessibility Settings

My Access

[Request New Application Access](#)

[View and Manage My Access](#)

Terms and Conditions

Protecting Your Privacy

Protecting your Privacy is a top priority at CMS. We are committed to ensuring the security and confidentiality of the user registering to EIDM. Please read the [CMS Privacy Act Statement](#), which describes how we use the information you provide.

Personal information is described as data that is unique to an individual, such as a name, address, telephone number, social security number, and date of birth (DOB). CMS is very aware of the privacy concerns around PII data. In fact, we share your concerns. We will only collect personal information to verify your identity. Your information will be disclosed to Experian, an external authentication service provider, to help us verify your identity. If collected, we will validate your Social Security number with Experian only for the purposes of verifying your identity. Experian verifies the information you give us against their records. We may also use your answers to the challenge questions and other PII to later identify you in case you forget or misplace your User ID /Password.

HHS Rules Of Behavior

We encourage you to read the [HHS Rules of Behavior](#), which provides the appropriate use of all HHS information technology resources for Department users, including Federal employees, contractors, and other system users.

I have read the HHS Rules of Behavior (HHS RoB), version 2010-0002.001S, dated August 26 2010 and understand and agree to comply with its provisions. I understand that violations of the HHS RoB or information security policies and standards may lead to disciplinary action, up to and including termination of employment; removal or debarment from work on Federal contracts or projects; and/or revocation of access to Federal information, information systems, and/or facilities; and may also include criminal penalties and/or imprisonment. I understand that exceptions to the HHS RoB must be authorized in advance in writing by the OPDIV Chief Information Officer or his/her designee. I also understand that violation of laws, such as the Privacy Act of 1974, copyright law, and 18 USC 2071, which the HHS RoB draw upon, can result in monetary fines and/or criminal charges that may result in imprisonment.

Identity Verification

I understand that the identity proofing services being requested are regulated by the Fair Credit Reporting Act and that my explicit consent is required to use these services. I understand that any special procedures established by CMS for identity proofing using Experian have been met and the services requested by CMS to Experian will be used solely to confirm the applicant's identity to avoid fraudulent transactions in the applicant's name.

I agree to the terms and conditions

Cancel Next

Step 9: Confirm Your Information

Portal Help & FAQs Print

CMS.gov Enterprise Portal

CMS Portal > My Access

Screen reader mode Off | Accessibility Settings

My Access

[Request New Application Access](#)
[View and Manage My Access](#)

Your Information

Your Information Verify Your Identity

Enter your legal first name and last name, as it may be required for identity verification.

• First Name: Middle Name:

• Last Name: Suffix:

Enter your email address, as it will be used for account related communications.

• E-mail Address:

Re-enter your email address.

• Confirm E-mail Address: Enter the same E-mail address you entered before.

Enter your full 9 digit social security number, as it may be required for identity verification.

Social Security Number:

Enter your date of birth, as it may be required for identity verification.

• Date of Birth:

Step 9: Confirm Your Information (cont.)

Enter your current or most recent home address, as it may be required for identity verification.

- Home Address Line 1:

Home Address Line 2:

- City:

- State:

- Zip Code:

Zip Code Extension:

Country: USA

Enter your primary phone number, as it may be required for identity verification.

- Primary Phone Number:

Cancel

Next

Step 10: Verify Identity

Portal Help & FAQs Print

CMS .gov Enterprise Portal

My Portal

CMS Portal > My Access

Screen reader mode Off | Accessibility Settings

My Access

[Request New Application Access](#)
[View and Manage My Access](#)

Your Information **Verify Your Identity**

Verify Identity

Please select the county for the address you provided.

NONE OF THE ABOVE

According to our records, you previously lived on . Please choose the city from the following list where this street is located.

NONE OF THE ABOVE

Which of the following is a current or previous employer? If there is not a matched employer name, please select 'NONE OF THE ABOVE':

NONE OF THE ABOVE

Which of the following is a previous phone number of yours? If there is not a matched phone number, please select 'NONE OF THE ABOVE':

NONE OF THE ABOVE

Cancel **Next**

Step 11: Verifying Identity Successful

Portal Help & FAQs Print

CMS .gov Enterprise Portal

My Portal

CMS Portal > My Access

Screen reader mode Off | Accessibility Settings

My Access

- [Request New Application Access](#)
- [View and Manage My Access](#)

Complete Step Up

You have successfully completed the Remote Identity Proofing process.

[Next](#)

Step 12: Requesting Application Access Successful

 Portal Help & FAQs

 Print

CMS.gov | Enterprise Portal

My Portal

CMS Portal > My Access

Screen reader mode Off | [Accessibility Settings](#)

My Access

[Request New Application Access](#)

[View and Manage My Access](#)

Request Acknowledgement

Your request has successfully completed. You will need to logout and then log in to access the OPENPAYMENTS Application. Select 'OK' to continue.

OK

Logging into the Open Payments System

Step 1: Select “Login to CMS Secure Portal”

CMS.gov | Enterprise Portal
Centers for Medicare & Medicaid Services

Home | About CMS | Newsroom | Archive | ? Help & FAQs | Email | Print

Learn about [your healthcare options](#)

Health Care Quality Improvement System | **Provider Resources**

CMS Portal > Welcome to CMS Portal

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[CMS Enterprise Portal](#) | [Medicaid/CHIP](#) | [Medicare Shared Savings Program](#) | [Physician Value](#)

CMS Secure Portal

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Login to CMS Secure Portal

[Forgot User ID?](#)
[Forgot Password?](#)
[New User Registration](#)

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Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system.

At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.

Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.

To continue, you must accept the terms and conditions. If you decline, your login will automatically be cancelled.

I Accept

Decline

Step 3: Enter User ID and Password

Health Care Quality Improvement System

Provider Resources

Welcome to CMS Enterprise Portal

User ID

Password

Log In

Cancel

[Forgot Password?](#)

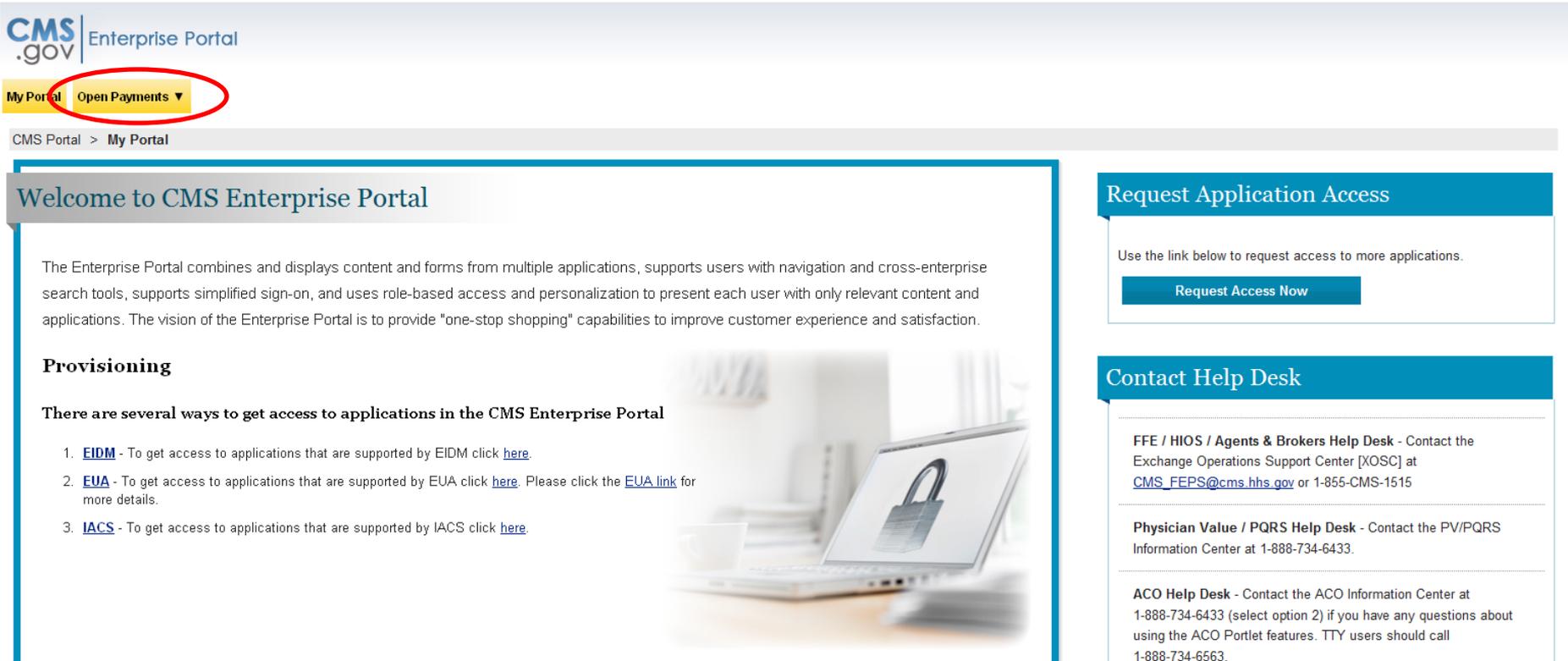
[Forgot User ID?](#)

Need an account? Click the link - [New user registration](#)



Step 4: Click on the Yellow Button labeled “Open Payments” next to “My Portal”

After a successful login, you will be taken to the CMS Portal Home page (shown below) where you complete step 4.



The screenshot shows the CMS Enterprise Portal interface. At the top left, the logo reads "CMS.gov Enterprise Portal". Below the logo, there are two yellow buttons: "My Portal" and "Open Payments". The "Open Payments" button is circled in red. Below the buttons, the breadcrumb "CMS Portal > My Portal" is visible. The main content area is titled "Welcome to CMS Enterprise Portal" and contains a paragraph about the portal's features. Below this is a section titled "Provisioning" with a sub-heading "There are several ways to get access to applications in the CMS Enterprise Portal" and a list of three links: EIDM, EUA, and IACS. To the right of the text is a blurred image of a laptop with a padlock on the screen. On the right side of the page, there are two teal-bordered boxes. The top one is titled "Request Application Access" and contains a link to request access and a "Request Access Now" button. The bottom one is titled "Contact Help Desk" and lists contact information for FFE/HIOS/Agents & Brokers, Physician Value/PQRS, and ACO Help Desk.

Request Application Access

Use the link below to request access to more applications.

[Request Access Now](#)

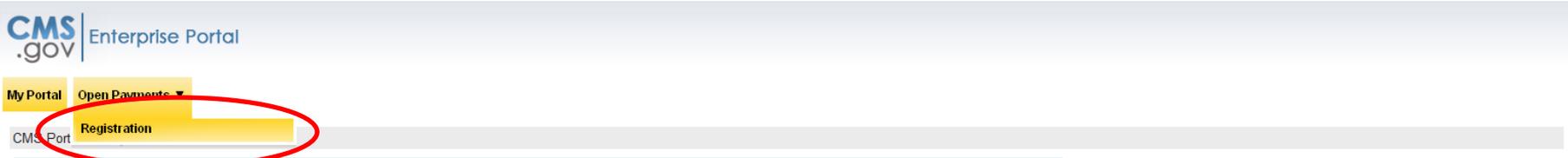
Contact Help Desk

FFE / HIOS / Agents & Brokers Help Desk - Contact the Exchange Operations Support Center [XOSC] at CMS_FEPS@cms.hhs.gov or 1-855-CMS-1515

Physician Value / PQRS Help Desk - Contact the PV/PQRS Information Center at 1-888-734-6433.

ACO Help Desk - Contact the ACO Information Center at 1-888-734-6433 (select option 2) if you have any questions about using the ACO Portlet features. TTY users should call 1-888-734-6563.

Step 5: Click on “Registration” that appears beneath “Open Payments”



The screenshot shows the CMS Enterprise Portal navigation menu. The 'Open Payments' dropdown menu is expanded, and the 'Registration' option is highlighted with a red circle. The main content area is titled 'Welcome to CMS Enterprise Portal' and contains a paragraph about the portal's features, a 'Provisioning' section with three numbered steps, and a background image of a laptop with a padlock on the screen.

Welcome to CMS Enterprise Portal

The Enterprise Portal combines and displays content and forms from multiple applications, supports users with navigation and cross-enterprise search tools, supports simplified sign-on, and uses role-based access and personalization to present each user with only relevant content and applications. The vision of the Enterprise Portal is to provide "one-stop shopping" capabilities to improve customer experience and satisfaction.

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2. [EUA](#) - To get access to applications that are supported by EUA click [here](#). Please click the [EUA link](#) for more details.
3. [IACS](#) - To get access to applications that are supported by IACS click [here](#).

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Note: Additional applications which you have access to will be listed along side “My Portal” and “Open Payments”

Step 6: View Phase 1 Data Submission Instructions

On this page, you have the ability to download an instructions document and other information pertinent to completing the Phase 1 data submission, such as a Phase 1 data template.

The screenshot shows the CMS.gov Enterprise Portal interface. At the top left, there is a logo for CMS.gov and the text "Enterprise Portal". Below the logo, there are two buttons: "My Portal" and "Open Payments" with a dropdown arrow. A breadcrumb trail below the buttons reads "CMS Portal > Open Payments > Registration". The main heading is "Open Payments". Below this, the sub-heading is "Complete Phase 1 of 2013 Open Payments Registration and Data Submission". The text explains that the 2013 Open Payments registration and data submission for industry users will be completed in a two-phased approach. The first phase includes two steps:

1. Authorized official registers in CMS Enterprise Identity Management system (EIDM) to receive their user ID.
2. E-mail corporate profile information and aggregate 2013 payment data to OPdata@cms.hhs.gov by March 31, 2014 (please reference the [data submission instruction document \[PDF, 134KB\]](#)).

More detailed instructions and further information can be found in the [data submission instruction document \[PDF, 134KB\]](#) to help you correctly complete step two. As explained in the instruction document, you will download the [sample template \[CSV, 4KB\]](#) for Phase 1 to fill in the data elements required for your submission.

The deadline for you to send this email and complete Phase 1 registration and data submission is **March 31, 2014**.

Note that Phase 2 of Open Payments registration and data submission (which is anticipated to begin in May and will extend for no less than 30 days) will include industry registration in the Open Payments system, submission of detailed 2013 payment data, and legal attestation to the accuracy of the data as required by the Final Rule. Additional information about Phase 2 will be released on the [Open Payments website](#). If you have any questions, contact the Open Payments Help Desk at openpayments@cms.hhs.gov.

* Note: After EIDM registration, the authorized official can now delegate responsibilities to others in their entity to complete Phase 1 data submission.

* Note: CMS uses our listserv to communicate to stakeholders about important program timelines and updates. To sign up for the listserv, visit <http://go.cms.gov/openpayments>.

[Download instruction document for detailed instructions about Phase 1 data submission \[PDF, 134KB\]](#)
[Download sample template for Phase 1 and fill in data elements required for your submission \[CSV, 4KB\]](#)