

Open Payments System Quick Reference Guide Self-Nominations and Accepting/Rejecting Nominations

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Introduction

This guide provides instructions on how to nominate yourself for a user role with a reporting entity in the Open Payments system and how to accept or reject a user role you have been nominated for by another Open Payments system user.

Prerequisites

- User is registered in the CMS Enterprise Identity Management (EIDM) system and obtained access to the Open Payments system
- Reporting entity is registered in the Open Payments system and, if necessary, has recertified in the Open Payments system.

Actions

Understanding User Roles

There are three user roles for reporting entities. You can hold more than one role.

1. **Officer:** Manages the reporting entity in the Open Payments system and manages all user roles associated with the reporting entity.
2. **Submitter:** Submits data on payments, other transfers of value, and/or ownership and investment interests for the reporting entity. Submitters also receive notifications of physician/teaching hospital disputes made against submitted data and respond to these disputes as necessary.
3. **Attester:** Attests to the accuracy of the data that has been submitted by the reporting entity.

How to Nominate Yourself for a Role (Self-Nomination)

Note: The reporting entity must have at least one user who already holds the user role of officer in the Open Payments system for you to self nominate. If the entity is registered in Open Payments but no longer has a user in the system who holds the officer user role, you can contact the Open Payments Help Desk at openpayments@cms.hhs.gov to nominate yourself as an officer. If the entity has officers, follow the steps below.

1. Log in to the Open Payments system via the CMS Enterprise Portal at <https://portal.cms.gov>.

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- a. If you have not yet registered in the Open Payments system, select “Create My Profile.” Select “Start Profile” at the bottom of the screen, then select the profile type “Applicable Manufacturer or Applicable GPO” and select “Continue.”
 - b. If you have already registered in the Open Payments system, select the “My Profile” tab from the home page menu bar. Select the “My Roles and Nominations” tab, then select “Request a Role.”
2. On the Entity Lookup screen, enter the Taxpayer Identification Number (TIN)/Employer Identification Number (EIN) of the reporting entity you want to associate yourself with, then select “Find.” The format for the TIN/EIN is XX-XXXXXXX. If no reporting entity is found, contact the entity’s officer to see if the reporting entity has been registered and confirm the TIN entered is accurate. If the correct reporting entity from the list is displayed, select the entity and then select “Continue.”
 3. If you selected “Continue,” you will review the reporting entity information displayed on the screen. If this information is not correct, you may still proceed with registration: however, you should also contact an individual who holds the user role of officer for the reporting entity in the Open Payments system to notify them of the inaccurate reporting entity information. If the entity information displayed is correct, select “Continue” to proceed.
 4. Select the roles for which you want to nominate yourself and select “Continue.” On the next screen, enter your personal information and business contact information, then select “Continue.”
 5. On the “Review and Submit Profile” screen, review the information entered in your profile. Select “Back” to go back and edit any incorrect information. When the information is correct, select “Continue” to submit your request.

After you complete the self-nomination request, all officers affiliated with the reporting entity will receive an email notification to approve your self-nomination request. You cannot take any role-related actions until your self-nomination has been approved by an officer. You will receive an email once your nomination is approved.

How to Accept or Reject a User Role Nomination

When you are nominated for a role by an officer in the Open Payments system, a notification email will be sent to you. You have 10 calendar days to accept or reject the nomination. After 10 days, the nomination will be deactivated and you will have to either self-nominate for a user role or have an officer nominate you again.

1. Log in to the Open Payments system via the CMS Enterprise Portal at <https://portal.cms.gov>.

- a. If you have not yet registered in the Open Payments system, select “Create My Profile.” Then select “Start Profile” at the bottom of the screen. Select the “I have a Nomination ID and Registration ID” link on the “Select Profile Type” page. Select the “I have a Nomination ID and Registration ID” link on the “Select Profile Type” page.
 - b. If you have already registered in the Open Payments system, select the “My Profile” tab from the home page menu bar. Select the “My Roles and Nominations” tab, then select “Accept a Role.”
2. Enter the Registration ID and Nomination ID that you received in the nomination notification email and then select “Show Nomination.”
 3. Review the nomination information displayed. If it is not correct, select “Cancel” to cancel the nomination process, and contact the reporting entity’s officer for assistance. If the information is correct, select “Continue.”
 4. If you selected “Continue,” you will review the reporting entity information displayed on the screen. If this information is not correct, you may still proceed with registration: however, you should also contact an individual who holds the user role of officer for the reporting entity in the Open Payments system to notify them of the inaccurate reporting entity information. If the entity information displayed is correct, select “Continue” to proceed.
 5. Select “Yes, I accept” for roles you accept and “No, I do not accept” for roles you do not accept.
 6. If you select “No, I do not accept” for all user roles, the process ends and you will not have access to the reporting entity. If you selected “Yes, I accept,” to one or more user roles, you will proceed.
 7. If you selected “Yes, I accept,” to one or more user roles, enter your personal information and select “Continue.” Confirm the information you entered and select “Continue” on the “Review and Submit Profile” screen to complete the registration and user role acceptance.

Next Steps

- If you hold the submitter user role, you can begin submitting payment records to the system and address disputes initiated against records by covered recipients.
- If you hold the attester user role, you can begin attesting to the accuracy of submitted payment records in the system.
- If you hold the officer role, you can nominate others for user roles, accept or reject self-nominations, and manage the entity’s profile in the system.

Additional Resources

Supporting resources are available on the Resources page of the Open Payments website at <https://www.cms.gov/OpenPayments/About/Resources.html>.

Chapter 3 of the Open Payments User Guide, “Applicable Manufacturer and Applicable GPO Registration” covers the registration processes in detail and provides step-by-step instructions for various scenarios.

Quick reference guides relevant to user roles and self-nominations include:

- Applicable Manufacturer and GPO Registration and Recertification
- User Roles, Nominations, and Approving/Rejecting Self-Nominations