Table of Contents

Enterprise Portal Public Landing Page: https:\\portal.cms.gov .................................................................3

Log In Using MFA Account ...............................................................................................................................4

  My Apps Page without access to CMS applications; Click “Request/Add Apps” ..............................................5
  Use Access Catalog to find Application ............................................................................................................5

Navigate to My Profile Page ..............................................................................................................................6

  Select “Change Profile” Link from Manage Profile Menu ..................................................................................7
  Provide Change Profile Information on My Profile Page ..................................................................................8
  Select “Change Password” Link from Manage Profile Menu ..........................................................................9
  Select “Change Security Questions” Link from Manage Profile Menu ..........................................................10
  Provide Information for Change Security Questions and Answers ...............................................................11
  Select “Register MFA” Link from Manage Profile Menu ..............................................................................12
  Select an MFA Device Type and Enter Required Information ...................................................................13
  Select “Remove MFA” Link from Manage Profile Menu ..............................................................................14
  Select a Device Option and Enter Required Information ............................................................................15

Forgot User ID? Page ........................................................................................................................................16

Forgot Password? Page .....................................................................................................................................17

  Enter User ID and Click “Submit” ...................................................................................................................18

New User Registration .....................................................................................................................................19

  Select CMS Application, Agree to Terms and Conditions, and Click “Next” ..............................................20
  Register Your Information and Click “Next” ..................................................................................................21
  Create User ID, Password & Security and Click “Next” ...............................................................................22
  Registration Summary and Click “Submit User” ............................................................................................23
  Confirmation Message .....................................................................................................................................24

About

The CMS Enterprise Portal is a gateway that provides public access to a number of systems related to Medicare Advantage, Prescription Drug and other CMS programs.

Find Your Application

Find Application Support
Log In Using MFA Account
My Apps Page without access to CMS applications; Click “Request/Add Apps”

Use Access Catalog to find Application
Navigate to My Profile Page

<table>
<thead>
<tr>
<th>Manage Profile</th>
<th>View My Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Profile</td>
<td>View My Profile</td>
</tr>
<tr>
<td>Change Profile</td>
<td>First Name:</td>
</tr>
<tr>
<td>Change Password</td>
<td>Last Name:</td>
</tr>
<tr>
<td>Change Security Questions</td>
<td>Middle Name:</td>
</tr>
<tr>
<td>Register MFA</td>
<td>Date of Birth:</td>
</tr>
<tr>
<td>Remove MFA</td>
<td>E-mail Address:</td>
</tr>
<tr>
<td></td>
<td>Phone Number:</td>
</tr>
<tr>
<td></td>
<td>Home Address Line 1:</td>
</tr>
<tr>
<td></td>
<td>Home Address Line 2:</td>
</tr>
<tr>
<td></td>
<td>City:</td>
</tr>
<tr>
<td></td>
<td>State:</td>
</tr>
<tr>
<td></td>
<td>Zip Code:</td>
</tr>
<tr>
<td></td>
<td>Country:</td>
</tr>
</tbody>
</table>
Select “Change Profile” Link from Manage Profile Menu

![My Profile and Change Profile sections](image-url)
Provide Change Profile Information on My Profile Page

<table>
<thead>
<tr>
<th>My Profile</th>
<th>Change Profile Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage Profile</td>
<td>All fields are required unless marked &quot;Optional&quot;.</td>
</tr>
<tr>
<td>View Profile</td>
<td>First Name</td>
</tr>
<tr>
<td>Change Profile</td>
<td>Middle Name</td>
</tr>
<tr>
<td>Change Password</td>
<td>Last Name</td>
</tr>
<tr>
<td>Change Security Questions</td>
<td>Date of Birth</td>
</tr>
<tr>
<td>Register MFA</td>
<td>E-mail Address</td>
</tr>
<tr>
<td>Remove MFA</td>
<td>Confirm E-mail Address</td>
</tr>
<tr>
<td></td>
<td>Phone Number</td>
</tr>
<tr>
<td></td>
<td>Home Address Line 1</td>
</tr>
<tr>
<td></td>
<td>Home Address Line 2 (optional)</td>
</tr>
<tr>
<td></td>
<td>City</td>
</tr>
<tr>
<td></td>
<td>State</td>
</tr>
<tr>
<td></td>
<td>Zip Code</td>
</tr>
<tr>
<td></td>
<td>Country (optional)</td>
</tr>
</tbody>
</table>

[Submit] [Cancel]
Select “Change Password” Link from Manage Profile Menu
Select “Change Security Questions” Link from Manage Profile Menu
Provide Information for Change Security Questions and Answers
Select “Register MFA” Link from Manage Profile Menu
Select an MFA Device Type and Enter Required Information

My Profile

Manage Profile

View Profile
Change Profile
Change Password
Change Security Questions
Register MFA
Remove MFA

Register Your MFA Device (Phone, Computer or E-mail)

Adding a Security Code to your login, also known as Multi-Factor Authentication (MFA), can make your login more secure by providing an extra layer of protection to your user name and password. Click here to learn more about MFA and go ahead and register your device.

Select the MFA device type that you want to use to login

Text Message (SMS)

Enter the phone number that will be used to obtain the Security Code.

Phone Number

MFA Device Description

My Phone

Submit  Cancel
Select “Remove MFA” Link from Manage Profile Menu

My Profile

Manage Profile

- View Profile
- Change Profile
- Change Password
- Change Security Questions
- Register MFA
- Remove MFA

Remove Multi-Factor Device

<table>
<thead>
<tr>
<th>Credential ID/Phone #/E-mail</th>
<th>MFA Device Type</th>
<th>MFA Device Description</th>
<th>Remove Selected</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Text Message (SMS)</td>
<td></td>
<td>○</td>
</tr>
<tr>
<td></td>
<td>Text Message (SMS)</td>
<td></td>
<td>○</td>
</tr>
</tbody>
</table>
Select a Device Option and Enter Required Information

My Profile

Manage Profile
- View Profile
- Change Profile
- Change Password
- Change Security Questions
- Register MFA
- Remove MFA

Remove Multi-Factor Device

<table>
<thead>
<tr>
<th>Credential ID/Phone #/E-mail</th>
<th>MFA Device Type</th>
<th>MFA Device Description</th>
<th>Remove Selected</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Text Message (SMS)</td>
<td></td>
<td>○</td>
</tr>
<tr>
<td></td>
<td>Text Message (SMS)</td>
<td></td>
<td>○</td>
</tr>
</tbody>
</table>

Select the "Send Security Code" button to retrieve a Security Code from a phone or e-mail that you have already registered with this account. Once it is received on your phone or e-mail, enter the code in the text below. Keep in mind that the Security Code will expire in a short period of time. Please enter and confirm the code promptly.

Send Code

Security Code
443795

The Security Code for the Text Message: Short Message Service (SMS) will expire in 10 minutes.

Remove Device  Cancel
Forgot User ID? Page

Forgot User ID?
Please enter the following information to retrieve your User ID:

Enter First Name
Enter Last Name

Birth Month
Birth Date
Birth Year

Enter Email Address

Is Your Address US Based?

☐ Yes  ☐ No

Enter Zip Code

Submit  Cancel
Forgot Password? Page

Forgot Password?
Please enter the following information to reset your password

Enter User ID

Next Cancel
Enter User ID and Click “Submit”
New User Registration

Step #1: Choose Your Application

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

Choose Your Application
Select CMS Application, Agree to Terms and Conditions, and Click “Next”
Register Your Information and Click “Next”
Create User ID, Password & Security and Click “Next”
Registration Summary and Click “Submit User”
Confirmation Message

Confirmation

Your ID has been successfully registered with CMS Enterprise Portal. An email has been sent to your registered email address. You can now login by clicking here.