

## Requesting HPMS Access for a New User

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If the user does **not** have an active CMS user ID with access to HPMS, the user must follow these steps to obtain a CMS user ID:

- Download the *Application for Access to CMS Computer Systems* form from <https://www.cms.gov/InformationSecurity/Downloads/EUAaccessform.pdf>
- Complete the form as follows:
  - Section 1 – Check “New” as the type of request.
  - Section 2 – Check “Medicare Advantage / Medicare Advantage with Prescription Drug / Prescription Drug Plan / Cost Contracts – Using HPMS Only” and complete the data entry fields, where applicable.
  - Section 3 – Enter all active and pending contract number(s) for which you need access.
  - Section 4 – Check the first row beneath the "Default Non-CMS Employee" row (i.e., place a check in the Connect box of the third row). On the blank line beside your check mark, write "HPMS\_P\_CommlUser".
  - Section 5 – State briefly the type of access required in HPMS.
  - Section 6 – Leave blank.
  - Sign and date the Privacy Act Statement on page 3 of the form. Enter your name and Social Security Number at the top of page 3. This step is critical to ensuring the successful processing of your request.
- Submit the original (**not a copy**) user access form via traceable carrier to:

CMS  
Attention: HPMS Access  
7500 Security Boulevard  
Mailstop C4-18-13  
Baltimore, MD 21244-1850

- On each individual’s form, please ensure that it includes an original signature/date, social security number, and the contract number(s) for which the user needs HPMS access.

Your user ID request will **not** be processed without completing these steps.