



**Centers for Medicare & Medicaid Services
eXpedited Life Cycle (XLC)**

Enterprise Privacy Policy Engine (EPPE)



User Registration Process

Topics List

- EPPE Overview
- EIDM Introduction
- Multi-Factor Authentication (MFA)
- Symantec VIP Access
- EIDM – New User/Request Access
- EPPE – Requesting Access to EPPE
- Requesting an EPPE User Role

EPPE Overview

The goal of the EPPE application is to replace the manual process of requesting and processing CMS Data Use Agreements (DUA) by allowing DUA business partners to submit their requests on-line, thereby reducing processing time for DUA requests.

Today, the data entry role can manage DUA requests for the following DUA customer types:

- Contractor
- Limited Data Sets
- Researcher
- Non-DUA Tracking Requests

EIDM – Introduction

EIDM – Introduction

The CMS Enterprise Portal will provide users with access to request Enterprise Identity Management (EIDM) User ID. EIDM provides users with a way to obtain a single User ID to access multiple CMS applications. Users must apply for and be approved for a User ID.

To apply and receive a EIDM User ID, complete the steps that follow.

Multi-Factor Authentication (MFA)

Multi-factor authentication is generally required to access CMS sensitive data. Multi-factor authentication uses a combination of two (or more) different token attributes (also known as factors), to authenticate the user.

- The first is what users know. This is usually a password, but this can also include a user response to a secret challenge question. (This is generally known as Knowledge Based Authentication, and by itself, is insufficient for authentication to most CMS sensitive information.)
- The second is what users have. This could be a physical object (hard token), for example, a smart card, or hardware token that generates one-time-only passwords. It might also be some encrypted software token (soft token) installed on an individual's system (usually with very limited functional parameters for use).
- The third is who users are, as indicated by some biometric characteristic such as a fingerprint or an iris pattern.

Multi-Factor Authentication (MFA)

Two-factor authentication means that instead of using only one single type of authentication token or factor, such as only things a user knows (passwords, shared secrets, solicited personal information, etc.), a second token or factor, something the user has or something the user is, must also be supplied in order to complete the authentication process.

The first CMS authentication requirement is the User ID and Password (what a user knows).

The second CMS authentication requirements is utilizing the Symantec Validation & ID Protection software which will provide a security code (what a user has).

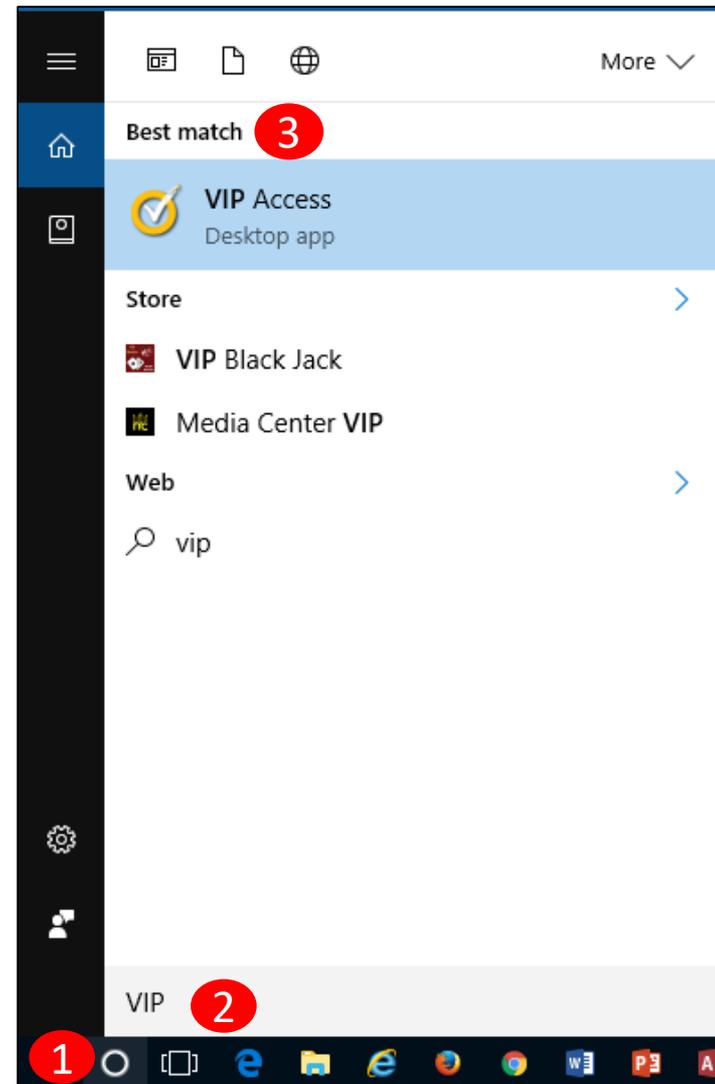
The Symantec VIP software should be installed on the computer prior to requesting an EIDM User ID.

Symantec VIP Access

1. To search your laptop for the VIP software click on the **Ask me anything** icon.

2. In the search area type "VIP".

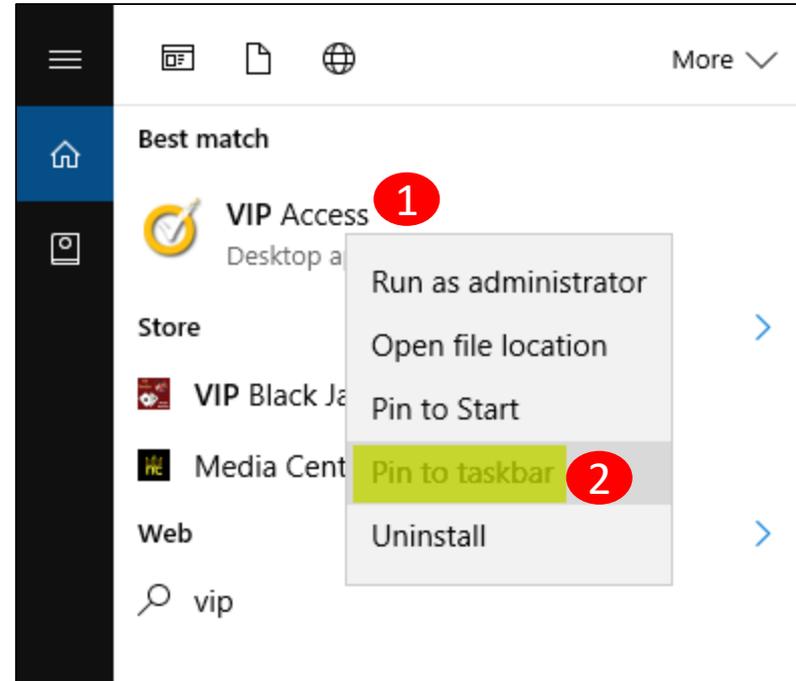
3. If the VIP software is installed on the laptop it would show in the list of **Best Match**.



Symantec VIP Access

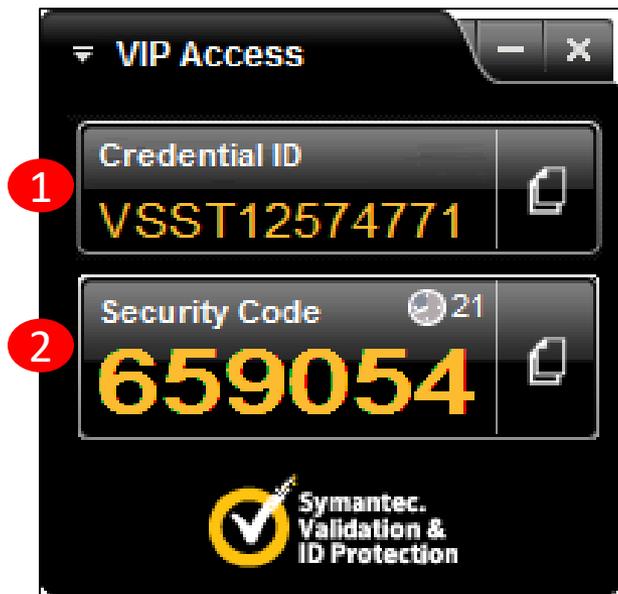
Follow the steps below to pin the VIP Access to your task bar.

1. Right-click **VIP Access**
2. Left click **Pin to Taskbar**.



Symantec VIP Access

When clicking the **VIP Access** icon on the taskbar the VIP Access window displays.



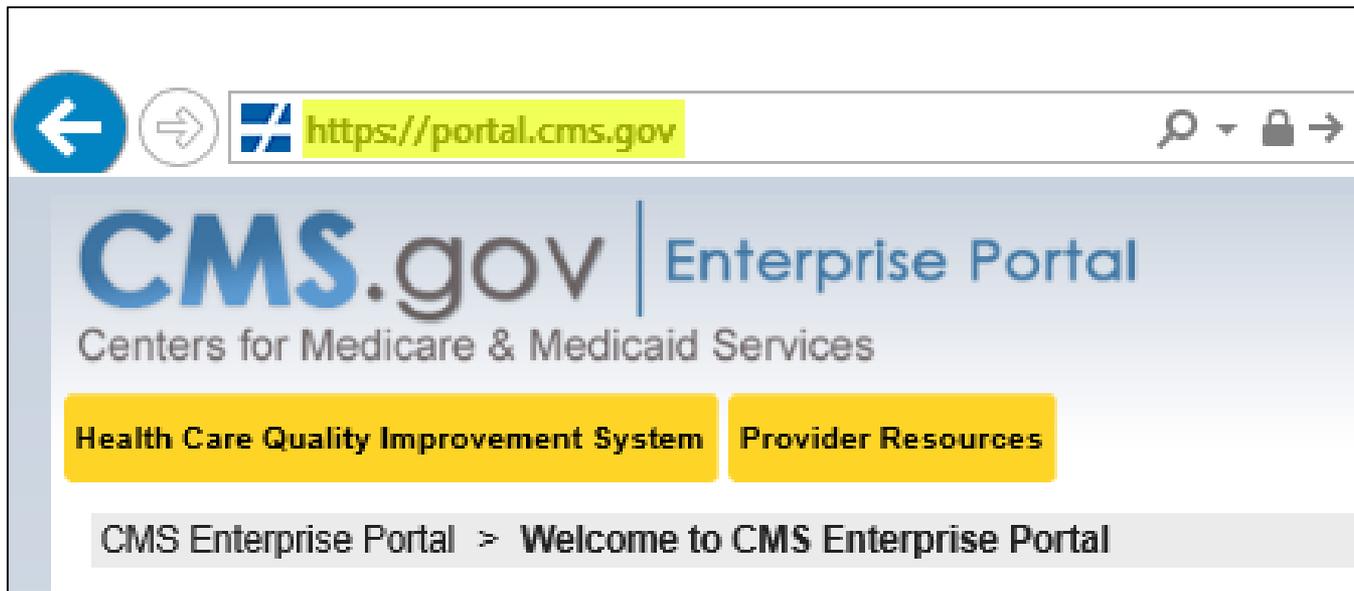
1. The **Credential ID** is needed during the EIDM Registration process and will tie the VIP Access software to your EIDM User ID.

2. The **Security Code** will refresh every 30 seconds and is needed every time the user logs into the EIDM portal.

EIDM – New User/Request Access

Enter the following URL in your browsers' address box:

<https://portal.cms.gov>



EIDM – New User/Request Access

Medicare Shared Savings Program

The Medicare Shared Savings Program portlet offers Accountable Care Organizations access to program information, including ACO-specific reports and other programmatic information.

ACO Information Center
1-888-734-6433 (Option 2), TTY/TDD: 1-888-734-6563
APOSD@cms.hhs.gov

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](#)

Get E-Mail Alerts

[Get Email Updates](#)

Already a subscriber?
[Manage Your Subscriptions](#)
[Privacy Policy](#)

CMS News

The **CMS Enterprise Portal** page displays.

Click on **New User Registration**.

Note: An instructional video of the EIDM Registration process can be found at: [EIDM Training Video: New User Registration via CMS Enterprise Portal - YouTube](#)

EIDM – New User/Request Access

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

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

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

Health Care Quality Improvement System | Provider Resources

CMS Enterprise Portal > EIDM > New User Registration

Screen reader mode Off | Accessibility Settings

Terms and Conditions
OMB No. 0938-1236 | Expiration Date: 04/30/2017 | [Paperwork Reduction Act](#)

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 **1**

Cancel Next **2**

The **Terms and Conditions** page displays.

1. Place a checkmark in the ***I agree to the terms and conditions*** check box.

2. Click on **Next**.

EIDM – New User/Request Access

The screenshot shows the 'Your Information' registration page on the CMS.gov Enterprise Portal. The page includes a header with the CMS.gov logo and 'Enterprise Portal' text. Below the header are navigation links for 'Health Care Quality Improvement System' and 'Provider Resources'. The main content area is titled 'Your Information' and contains several form sections: 1. 'Enter your legal first name and last name, as it may be required for Identity Verification.' with fields for 'First Name', 'Middle Name', and 'Last Name', and a 'Suffix' dropdown menu. 2. 'Enter your E-mail address, as it will be used for account related communications.' with an 'E-mail Address' field and a 'Confirm E-mail Address' field. 3. 'Enter your full 9 digit social security number, as it may be required for Identity Verification.' with a 'Social Security Number' field. 4. 'Enter your date of birth in MM/DD/YYYY format, as it may be required for Identity Verification.' with a 'Date of Birth' field.

The first part of the **Your Information** page displays.

Complete all required information on the **Your Information** page and scroll to the second part of the page.

EIDM – New User/Request Access

U.S. Home Address Foreign address

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:

The second part of the **Your Information** page displays.

Complete all required information on the second **Your Information**.

Click on **Next**.

EIDM – New User/Request Access

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

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

Learn about [your healthcare options](#)

Health Care Quality Improvement System | Provider Resources

CMS Enterprise Portal > EIDM > New User Registration

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: **1**

* Confirm Password:

Select your Challenge Questions and Answers:

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

* Question:1
Please choose one Question **2**

* Question:2
Please choose one Question

* Question:3
Please choose one Question

* Answer:1

* Answer:2

* Answer:3

3

The **Choose User ID And Password** page displays.

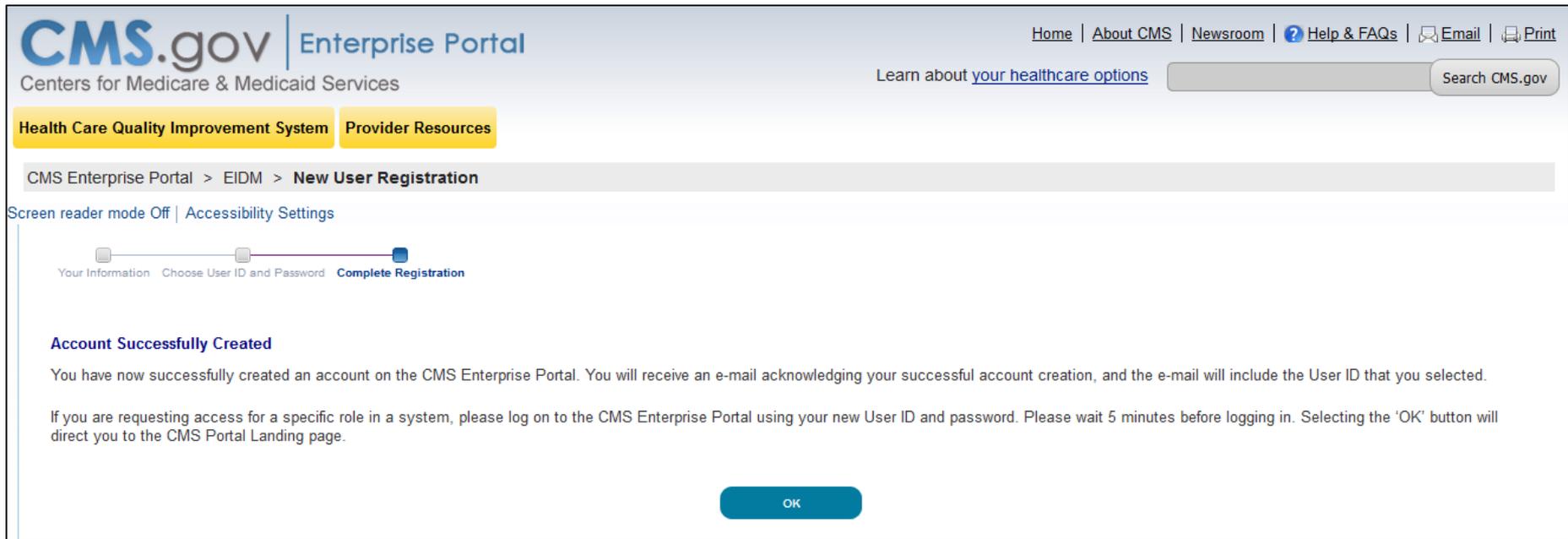
1. Enter the **User ID** and **Password**, and confirm the password.

2. Select **Challenge Questions and Answers**.

3. Click on **Next**.

EIDM – New User/Request Access

The **Account Successfully Created** page displays.



The screenshot displays the CMS.gov Enterprise Portal interface. At the top left, the CMS.gov logo is followed by 'Enterprise Portal' and 'Centers for Medicare & Medicaid Services'. On the top right, there are navigation links for Home, About CMS, Newsroom, Help & FAQs, Email, and Print. Below these is a search bar with the text 'Search CMS.gov' and a link to 'Learn about your healthcare options'. Two yellow buttons, 'Health Care Quality Improvement System' and 'Provider Resources', are visible. The breadcrumb trail reads 'CMS Enterprise Portal > EIDM > New User 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 heading is 'Account Successfully Created'. The text below states: 'You have now successfully created an account on the CMS Enterprise Portal. You will receive an e-mail acknowledging your successful account creation, and the e-mail will include the User ID that you selected. If you are requesting access for a specific role in a system, please log on to the CMS Enterprise Portal using your new User ID and password. Please wait 5 minutes before logging in. Selecting the 'OK' button will direct you to the CMS Portal Landing page.' A blue 'OK' button is centered at the bottom of the message area.

The EIDM registration process is now complete. You will receive an email notifying you of the successful creation of your account. Click **OK**.

EIDM – New User/Request Access

After successfully gaining EIDM access credentials and requesting access to the EPPE application the user will be guided through the Remote Identity Proofing (RIDP) process.

RIDP is the process of validating sufficient information about you (e.g., credit history, personal demographic information, and other indicators) to uniquely identify you. If you are requesting electronic access to protected CMS information or systems, you must be identity proofed to gain access. CMS uses Experian, an external identification verification provider, to remotely perform identity proofing.

EIDM – New User/Request Access

Users may have already encountered RIDP through various interactions with banking systems, credit reporting agencies, and shipping companies. The Experian identity verification service is used by CMS to confirm your identity when users access a protected CMS Application. When users log in to the CMS system and request access to EPPE, they will be prompted to RIDP if they have not been previously identity proofed to the level of assurance required by the EPPE. Users will be asked to provide a set of core credentials which include:

- Full Legal Name
- Social Security Number (may be optional)
- Date of Birth
- Current Residential Address
- Personal Phone Number

EIDM – New User/Request Access

The Experian identity verification service will use the user's core credentials to locate their personal information in Experian and generate a set of questions, referred to as out-of-wallet questions. Experian will attempt to verify their identity to the appropriate level of assurance with the information they provided. Most users are able to complete the ID proofing process in less than five minutes. If users encounter problems with RIDP, they will be asked to contact Experian Support Services via phone to resolve any issues.

EPPE– New User/ Role Request

Requesting EPPE Access/User Role



Please Note: Users must have received the EIDM registration approval email prior to requesting access to EPPE.

EPPE - Requesting Access to the EPPE Application

The screenshot shows the CMS.gov Enterprise Portal homepage. At the top left is the CMS.gov logo and 'Enterprise Portal' text. Below it are navigation links for 'Home', 'About CMS', 'Newsroom', 'Help & FAQs', 'Email', and 'Print'. A search bar is located on the right. The main content area features a 'Medicare Shared Savings Program' section with a video player and text describing the program. Below this is a horizontal menu with various program categories like 'MACBIS', 'Physician Value', 'ASP', etc. On the right side, there is a 'CMS Secure Portal' section with a 'Login to CMS Secure Portal' button and links for 'Forgot User ID?', 'Forgot Password?', and 'New User Registration'. Below that is a 'Get E-Mail Alerts' section with a 'Get Email Updates' button. At the bottom, there are three informational boxes: 'Information for people with Medicare', 'Information for children up to the age of 19', and 'Information to take health care into your own hands'.

Requesting Access to EPPE.

Go to the **CMS.gov** website:
<https://portal.cms.gov>

Click on **Logon to CMS Secure Portal.**

An instructional video of the EIDM Role Request process can be found at:
[EIDM Training Video: Submitting a Role Request with MFA Login Option - YouTube](#)

EPPE - Requesting Access to the EPPE Application

The screenshot shows the CMS.gov Enterprise Portal interface. At the top, there is a navigation bar with links for Home, About CMS, Newsroom, Archive, Help & FAQs, Email, and Print. Below the navigation bar, the CMS.gov logo and 'Enterprise Portal' are displayed, along with the text 'Centers for Medicare & Medicaid Services'. Two yellow buttons are visible: 'Health Care Quality Improvement System' and 'Provider Resources'. The main content area is titled 'Terms and Conditions' and contains the following text:

OMB No.0938-1236 | Expiration Date: 04/30/2017 | [Paperwork Reduction Act](#)

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.

At the bottom of the page, there are two buttons: 'I Accept' (highlighted in yellow) and 'Decline' (blue).

The **Terms and Conditions** page displays.

Click on **I Accept.**

EPPE - Requesting Access to the EPPE Application

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

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

Health Care Quality Improvement System | Provider Resources

Welcome to CMS Enterprise Portal

1 User ID

2 Next Cancel

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

The **Welcome** page displays.

1. Enter your **User ID**.

2. Click on **Next**.

EPPE - Requesting Access to the EPPE Application

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

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

Health Care Quality Improvement System | Provider Resources

Welcome to CMS Enterprise Portal

1 Password

2 Log In | Cancel

[Forgot Password?](#)

The **Welcome** page displays.

1. Enter your **Password**.

2. Click on **Log In**.

EPPE - Requesting Access to the EPPE Application

The **Welcome to CMS Enterprise Portal** page displays.

CMS.gov Enterprise Portal

My Portal

CMS Enterprise 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.

Application Access

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

1. To get access to applications supported by [EUA](#) go to the [Enterprise User Administration](#) site.
2. To get access to applications supported by EIDM and IACS, click the 'Request Access Now' link on the right.
3. To review application access you have already been granted, click the 'My Access' link on the Welcome menu in the top right corner of the page.



Request Access

Use the link below to request access to Systems/Applications

[Request Access Now](#)

Contact Help Desk

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.

Advanced Provider Screening (APS) Help Desk For issues with the APS application:
Contact the CITIC Help Desk at: (410) 786-2580
Send email to: CMS.IT.SERVICE_DESK@cms.hhs.gov

CMS Help Desk / EUA Please visit the [Enterprise User Administration \(EUA\) page](#).

Comprehensive Primary Care (CPC) Help Desk Information Contact the CPC

Click on **Request Access Now**.

EPPE - Requesting Access to the EPPE Application

The **Access Catalog** page displays.

The screenshot displays the CMS Enterprise Portal interface. At the top left, the logo for CMS.gov Enterprise Portal is visible. Below the logo, there is a 'My Portal' button. The breadcrumb navigation shows 'CMS Enterprise Portal > EIDM > User Menu > My Access'. The main content area is titled 'Access Catalog' and features a search bar with the text 'EP' (highlighted with a red circle '1'). To the right of the search bar are checkboxes for 'REQUEST ADMIN ROLE' and a 'SHOW ALL' button. Below the search bar, there is a card for 'EPPE' (Enterprise Privacy Policy Engine) with a 'Request Access' button (highlighted with a red circle '2'). The right sidebar contains two sections: 'My Access' with a message stating 'You currently do not have access to any applications. Please access catalog to request access to the applications.' and 'My Pending Requests' with a message stating 'You do not have any pending requests at this time.'

gin typing
” in the
s Catalog
Upon
ng the
wo letters,
PPE
ation will
ar.

Access.

EPPE - Requesting Access to the EPPE Application

The **Request New System Access** page displays.

My Access

[Request New System Access](#)

[View and Manage My Access](#)

Request New System Access

Select a System and then a role to request access.

Depending on your Level of Assurance (LOA) and the role that you request access to, to satisfy system security requirements you may be required to change your password the next time you login to the system. This may require you to provide additional information as part of the request. Once your request is approved, Verification is complete and Multi-Factor Authentication (MFA) is established.

* System Description: EPPE-CMS's Enterprise Privacy Policy

* Role: Select the Role

- Select the Role
- EPPE Administrator
- EPPE Business Owner Representative
- EPPE Help Desk
- EPPE Microstrategy User
- EPPE User

Cancel

The **System Description** field is populated by default.

Click on the **Role** field and select **EPPE User** from the drop-down.

EPPE - Requesting Access to the EPPE Application

The **Request New System Access** page displays.

The screenshot shows the 'Request New System Access' page in the CMS Enterprise Portal. The page includes a navigation breadcrumb 'CMS Enterprise Portal > EDM > User Menu > My Access' and a sidebar with 'My Access' and links for 'Request New System Access', 'View and Manage My Access', and 'Screen reader mode Off | Accessibility Settings'. The main content area has the heading 'Request New System Access' and instructions: 'Select a System and then a role to request access.' Below this, there are two dropdown menus: 'System Description' (set to 'EPPE-CMS's Enterprise Privacy Policy') and 'Role' (set to 'EPPE User'). A 'Request New System Access' button is positioned to the right of the 'Role' dropdown. A text input field for 'EPPE Organization Name' is marked with a red circle '1'. Below it is a 'Notes to the Approver' text area marked with a red circle '2'. At the bottom right, there are 'Cancel' and 'Submit' buttons, with the 'Submit' button marked with a red circle '3'.

1. Enter the **EPPE Organization Name**.

2. **Notes to the Approver** is optional.

3. Click on **Submit**.

EPPE - Requesting Access to the EPPE Application

The **Identity Verification** page displays.

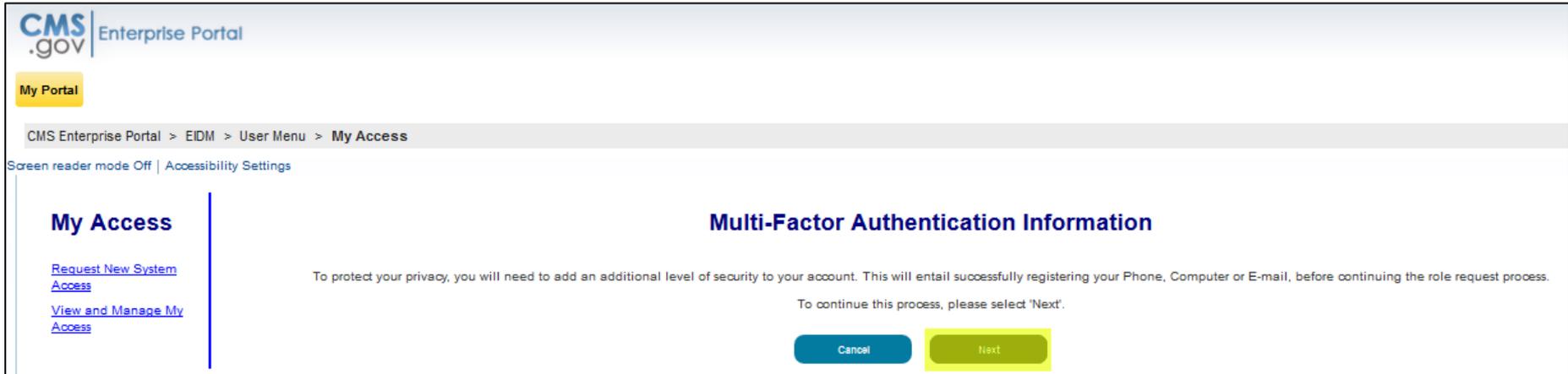
The screenshot shows the CMS Enterprise Portal interface. At the top left is the CMS.gov logo and 'Enterprise Portal'. Below it is a 'My Portal' button. A breadcrumb trail reads 'CMS Enterprise Portal > EIDM > User Menu > My Access'. There are links for 'Screen reader mode Off' and 'Accessibility Settings'. The main content area is split into two columns. The left column is titled 'My Access' and contains links for 'Request New System Access' and 'View and Manage My Access'. The right column is titled 'Identity Verification' and contains a warning message: '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.' This is followed by a numbered list of three items: 1. Ensure that you have entered your legal name, current home address, primary phone number, date of birth and E-mail address correctly. We will only collect personal information to verify your identity with Experian, an external Identity Verification provider. 2. 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. 3. 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/. Below the list is a note: '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".' At the bottom right of the content area are two buttons: 'Cancel' and 'Next'.

By clicking on **Next** the Remote Identity Proofing (RIDP) process will be initiated.

Note: Because of privacy requirements additional RIDP pages cannot be displayed.

EPPE - Requesting Access to the EPPE Application

The **Multi-Factor Authentication (MFA) Information** page displays.



The screenshot shows the CMS Enterprise Portal interface. At the top left is the logo "CMS.gov Enterprise Portal". Below it is a yellow button labeled "My Portal". A breadcrumb trail reads "CMS Enterprise Portal > EIDM > User Menu > My Access". Below the breadcrumb is a link for "Screen reader mode Off | Accessibility Settings". On the left side, there is a "My Access" section with two links: "Request New System Access" and "View and Manage My Access". The main content area is titled "Multi-Factor Authentication Information". The text reads: "To protect your privacy, you will need to add an additional level of security to your account. This will entail successfully registering your Phone, Computer or E-mail, before continuing the role request process. To continue this process, please select 'Next'." At the bottom of this section are two buttons: "Cancel" (blue) and "Next" (yellow).

Click **Next**.

EPPE - Requesting Access to the EPPE Application

The **Register Your Phone, Computer or Email** page displays.

The screenshot shows the CMS Enterprise Portal interface. The breadcrumb trail is 'CMS Enterprise Portal > EIDM > User Menu > My Access'. The page title is 'My Access'. On the left, there are links for 'Request New System Access' and 'View and Manage My Access'. The main content area is titled 'Register Your Phone, Computer, or E-mail'. It contains an introductory paragraph about Multi-Factor Authentication (MFA) and a list of options: 'Phone/Tablet/PC/Laptop', 'Text Message Short Message Service (SMS)', 'Interactive Voice Response (IVR)', and 'E-mail'. A note states that only two attempts are allowed to register an MFA device. Below this, there is a dropdown menu for 'MFA Device Type' with 'Phone/Tablet/PC/Laptop' selected. There are also input fields for 'Credential ID' and 'MFA Device Description', and 'Cancel' and 'Next' buttons.

My Access

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

Register Your 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. You can associate the Security Code to your profile by registering your phone, computer or E-mail. Select the links below to find out more information about the options.

- > [Phone/Tablet/PC/Laptop](#)
- > [Text Message Short Message Service \(SMS\)](#)
- > [Interactive Voice Response \(IVR\)](#)
- > [E-mail](#)

Please note that you are only allowed two attempts to register your MFA device. If you are unable to register your device within two attempts please log out, then log back in to try again.

Select the MFA Device Type that you want to use to login to secure applications from the dropdown menu below.

* MFA Device Type:

Enter the alphanumeric code that displays under the label Credential ID on your device.

* Credential ID:

* MFA Device Description:

Select **Phone/Tablet/PC/Laptop** from the **MFA Device Type** dropdown list.

EPPE - Requesting Access to the EPPE Application

The **Register Your Phone, Computer, or E-mail** page displays.

The screenshot shows the 'Register Your Phone, Computer, or E-mail' page in the CMS Enterprise Portal. The page includes a navigation breadcrumb 'CMS Enterprise Portal > EIDM > User Menu > My Access' and a 'My Access' sidebar with links for 'Request New System Access' and 'View and Manage My Access'. The main content area is titled 'Register Your Phone, Computer, or E-mail' and contains instructions on adding a Security Code for Multi-Factor Authentication (MFA). It lists registration options: Phone/Tablet/PC/Laptop, Text Message Short Message Service (SMS), Interactive Voice Response (IVR), and E-mail. A note states that only two registration attempts are allowed. Below the instructions is a form with the following fields and buttons:

- MFA Device Type: A dropdown menu currently showing 'Phone/Tablet/PC/Laptop'.
- Credential ID: A text input field with a copy icon to its right.
- MFA Device Description: A text input field.
- Buttons: 'Cancel' and 'Next'.

Numbered callouts indicate the following steps:

1. Click the copy button next to the Symantec VIP Access/Credential ID.
2. Paste the Credential ID into the Credential ID field.
3. Enter a MFA Device Description.
4. Click Next.

An inset image on the right shows a Symantec VIP Access application window. It displays a 'Credential ID' of 'VSST12574771' and a 'Security Code' of '655261'. A red circle with the number '1' highlights the copy icon next to the Credential ID.

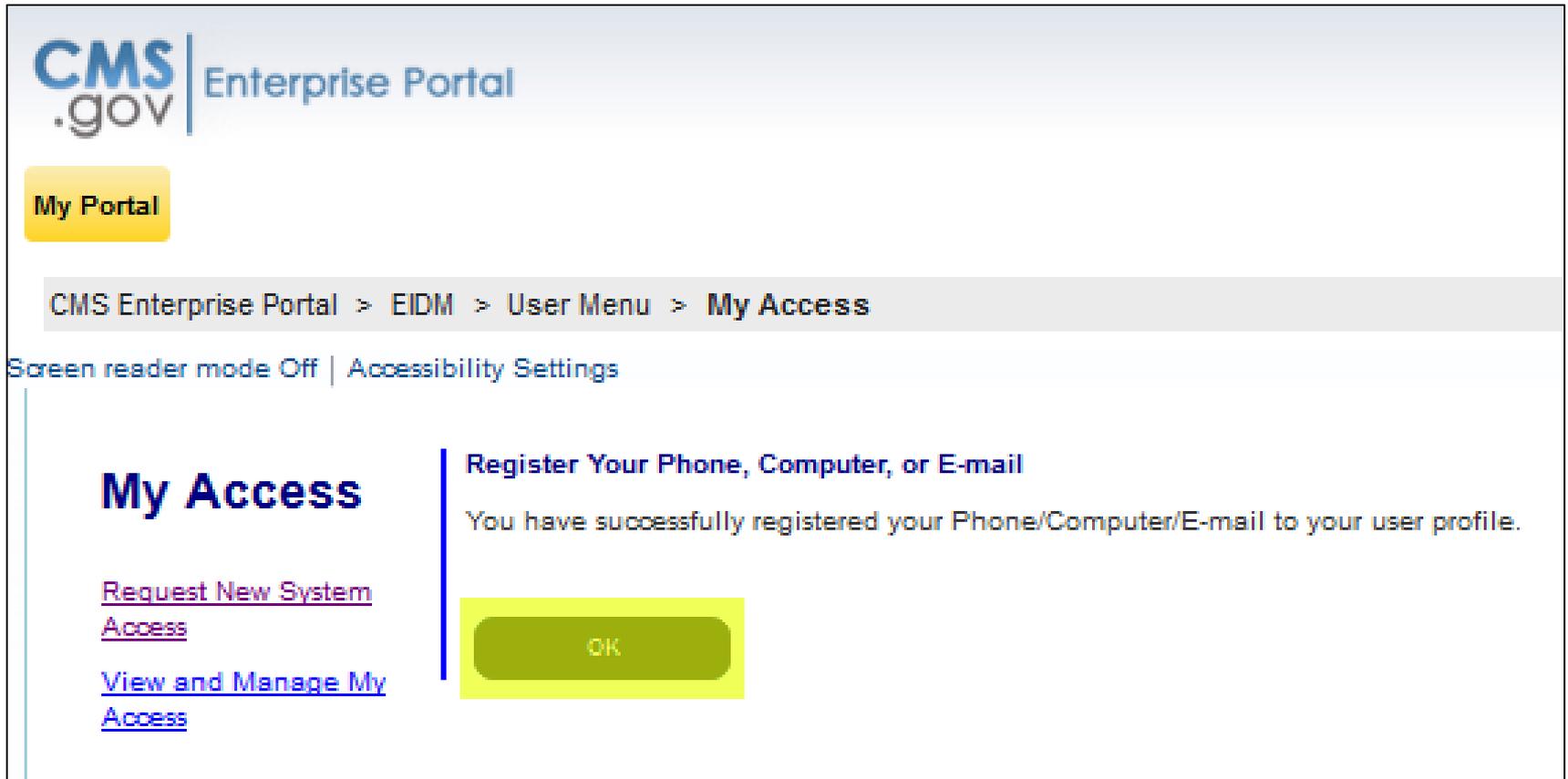
2. Paste the Credential ID into the **Credential ID** field.

3. Enter a **MFA Device Description**.

4. Click **Next**.

EPPE - Requesting Access to the EPPE Application

The **Confirmation** page displays.

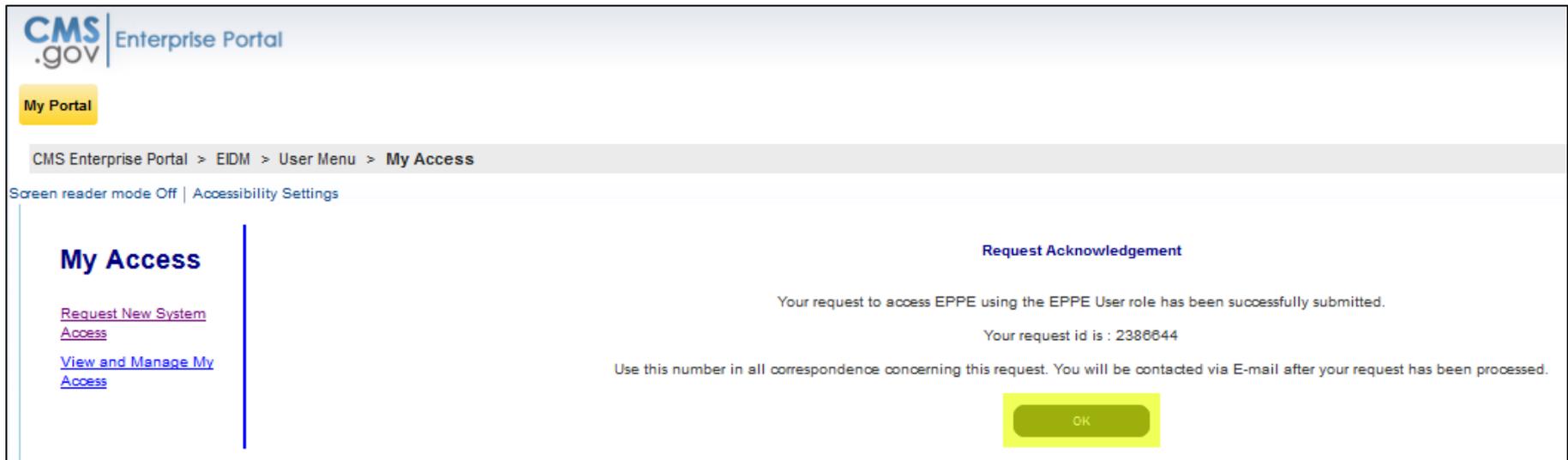


The screenshot shows the CMS Enterprise Portal interface. At the top left is the logo "CMS.gov | Enterprise Portal". Below it is a yellow button labeled "My Portal". A breadcrumb trail reads "CMS Enterprise Portal > EIDM > User Menu > My Access". Below the breadcrumb is the text "Screen reader mode Off | Accessibility Settings". The main content area is titled "My Access" and contains two columns. The left column has two links: "Request New System Access" and "View and Manage My Access". The right column has the heading "Register Your Phone, Computer, or E-mail" and the message "You have successfully registered your Phone/Computer/E-mail to your user profile." Below this message is a large yellow button labeled "OK".

Click on **OK**.

EPPE - Requesting Access to the EPPE Application

The **Request Acknowledgement** page displays.



The screenshot shows the CMS Enterprise Portal interface. At the top left is the logo "CMS .gov | Enterprise Portal". Below it is a yellow "My Portal" button. A breadcrumb trail reads "CMS Enterprise Portal > EIDM > User Menu > My Access". Below the breadcrumb is "Screen reader mode Off | Accessibility Settings". On the left side, under the heading "My Access", there are two links: "Request New System Access" and "View and Manage My Access". The main content area is titled "Request Acknowledgement" and contains the following text: "Your request to access EPPE using the EPPE User role has been successfully submitted." followed by "Your request id is : 2388644". Below this is a note: "Use this number in all correspondence concerning this request. You will be contacted via E-mail after your request has been processed." At the bottom right of the main content area is a yellow "OK" button.

Click on **OK**.

Note: Your request is issued an Request ID number. Use this number for all correspondence regarding this request.

EPPE - Requesting Access to the EPPE Application

The **Manage Access/Pending Requests** tab displays.

The screenshot shows the CMS Enterprise Portal interface. At the top, there are navigation links for 'Portal Help & FAQs', 'Print', 'Log Out', and 'Welcome test test'. The main header includes the CMS .gov logo and 'Enterprise Portal'. A 'My Portal' button is visible. The breadcrumb trail reads 'CMS Enterprise Portal > EDM > User Menu > My Access'. Below this, there are links for 'Request New System Access' and 'View and Manage My Access'. The main content area has two tabs: 'Manage Access' and 'Pending Requests(1)'. The 'Pending Requests' tab is active, showing a summary of pending requests and a table with one entry. A callout box points to this entry, stating: 'The newly entered request is listed on the **Pending Requests** tab.' Below the pending requests table, there is a section for 'Rejected Requests' which is currently empty.

Click on **Log Out**.

The newly entered request is listed on the **Pending Requests** tab.

Systems	Role Requested	Request Status	Request ID	Date Requested	Cancel Request
EPPE Application	EPPE User	Pending	2335544	9/15/2016	Cancel

Systems	Role Requested	Request Status	Request ID	Date Requested	Date Rejected	Reason
There are no rejected requests at this time.						

Note: The request has to be approved. After approval is granted, log into to the **CMS Secure Portal**.

EPPE – Requesting an EPPE User Role

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

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

Learn about your healthcare options Search CMS.gov

Health Care Quality Improvement System | Provider Resources

CMS Enterprise Portal > Welcome to CMS Enterprise Portal

Medicare Shared Savings Program

The Medicare Shared Savings Program portlet offers Accountable Care Organizations access to program information, including ACO-specific reports and other programmatic information.

ACO Information Center
1-888-734-6433 (Option 2), TTY/TDD: 1-888-734-6563
APOSD@cms.hhs.gov

Quality Reporting | CBIC

CMS Enterprise Portal | MACBIS | Medicare Shared Savings Program | Physician Value | ASP | Open Payments | QMAT | CPC | Innovation Center | MLMS | MCU | PECOS

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](#)

Get E-Mail Alerts

[Get Email Updates](#)

Already a subscriber?
[Manage Your Subscriptions](#)
[Privacy Policy](#)

CMS News

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

[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.](#)

[Information to take health care into your own hands, explore insurance coverage options and learn how the Affordable Care Act impacts you.](#)

Go to the **CMS.gov** website:
<https://portal.cms.gov>

Click on **Login to CMS Secure Portal.**

EPPE - Requesting an EPPE User Role

Health Care Quality Improvement System

Provider Resources

The **Terms and Conditions** page displays.

Terms and Conditions

OMB No.0938-1236 | Expiration Date: 04/30/2017 | [Paperwork Reduction Act](#)

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

Click on **I Accept**.

EPPE - Requesting an EPPE User Role

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

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

Health Care Quality Improvement System | Provider Resources

Welcome to CMS Enterprise Portal

1 User ID

2 Next Cancel

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

The **Welcome** page displays.

1. Enter your **User ID**.

2. Click on **Next**.

EPPE - Requesting an EPPE User Role

The screenshot shows the CMS.gov Enterprise Portal login page. At the top, there is a navigation bar with links for Home, About CMS, Newsroom, Archive, Help & FAQs, Email, and Print. Below this is the CMS.gov logo and the text "Enterprise Portal" and "Centers for Medicare & Medicaid Services". There are two yellow buttons: "Health Care Quality Improvement System" and "Provider Resources". A blue banner reads "Welcome to CMS Enterprise Portal".

The main content area is titled "Enter Security Code". It contains the following text:

Enter Security Code
A Security Code is required to complete your login.
To retrieve a Security Code, please select the Phone, Computer, or E-mail that you registered as your Multi-Factor Authentication(MFA) device when you originally requested access, from the MFA Device Type dropdown menu below.
Security Codes expire, be sure to enter your Security Code promptly.

Unable to Access Security Code?
If you are unable to access a Security Code, you may use the "Unable To Access Security Code?" link. To use this link you will be directed away from this page. For security purposes, you will be prompted to answer your challenge questions before the Security Code is generated. The Security Code will be sent to the email address in your profile. You will be required to login again with your User ID, Password and Security Code.
You may also call your Application Help Desk to obtain a Security Code.
After you receive the Security Code using this link or from your Help Desk, you must select the 'One-Time Security Code' option from the MFA Device Type dropdown menu.

Need to Register an MFA Device?
If you have not registered an MFA device and would like to do so now, you may use the "Register MFA Device" link. For security purposes you will be prompted to login again and answer your challenge questions before registering an MFA device.

The login form includes the following fields and buttons:

- 1 Password:
- 2 MFA Device Type:
- 4 Security Code:
- 5 Log In

Below the form are links for [Forgot Password?](#), [Unable to Access Security Code?](#), and [Register MFA Device](#).

An overlay window titled "VIP Access" is shown, displaying the following information:

- Credential ID: VSST12574771
- Security Code: 976568 (with a 12-minute timer)
- Symantec Validation & ID Protection logo

Red circles with numbers 1 through 5 are placed over the form fields and buttons to indicate the steps. A red circle with the number 3 is placed over the copy icon next to the Security Code in the VIP Access window.

The **Welcome** page displays.

1. Enter your **Password**.

2. Select **Phone/Tablet/PC/Laptop**.

3. Click the copy button next to the **Symantec VIP Access Security Code**.

4. Paste the **Security Code** into the **Security Code** field.

5. Click on **Log In**.

EPPE - Requesting an EPPE User Role

The **Welcome to CMS Enterprise Portal** page displays.

The screenshot shows the CMS Enterprise Portal interface. At the top left is the logo for CMS.gov Enterprise Portal. Below the logo is a navigation bar with a yellow background. On the left of the navigation bar is a 'My Portal' button. To its right is a dropdown menu labeled 'EPPE' with a red circle containing the number '1' next to it. Below the 'EPPE' dropdown is another dropdown menu labeled 'Application' with a red circle containing the number '2' next to it. Below the 'Application' dropdown is a link for 'Microstrategy Reports'. The main content area has a header 'Welcome to CMS Enterprise Portal' and a paragraph of introductory text. To the right of the main content area are two sidebars: 'Request Access' with a 'Request Access Now' button, and 'Contact Help Desk' with contact information for the ACO Help Desk and the Advanced Provider Screening (APS) Help Desk.

1

2

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.

Application Access

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

1. To get access to applications supported by [EUA](#) go to the [Enterprise](#)

Request Access

Use the link below to request access to Systems/Applications

Request Access Now

Contact Help Desk

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.

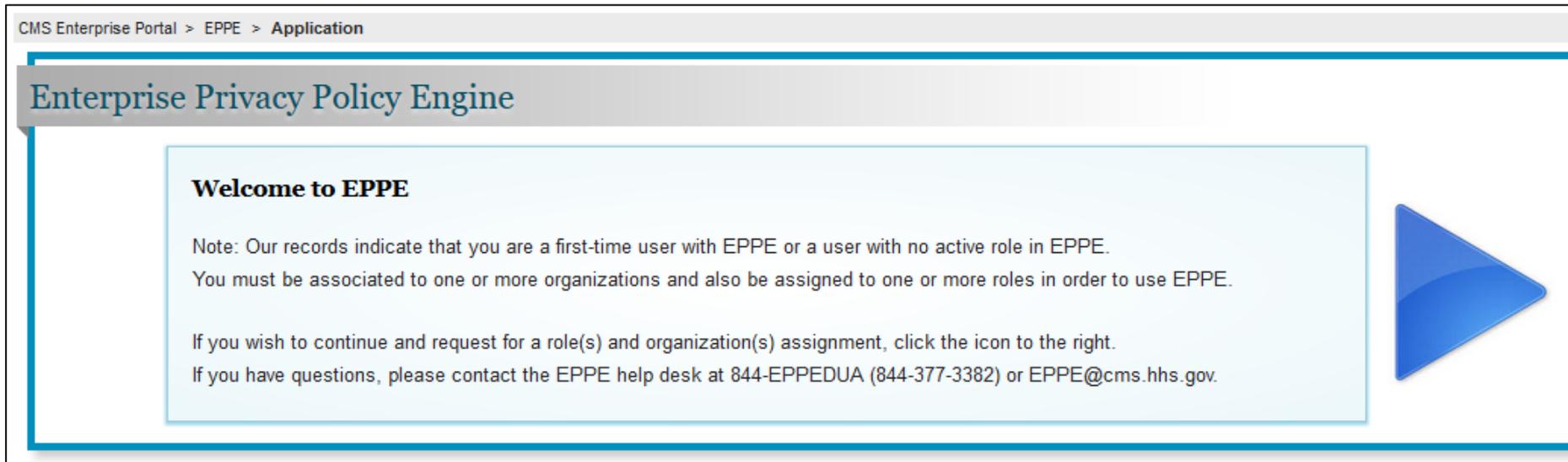
Advanced Provider Screening (APS) Help Desk For issues with the APS application:

1. Click on **EPPE**.

2. Select **Application**.

EPPE - New User/Role Request

The **Welcome to EPPE** page displays.

A screenshot of the EPPE application's welcome page. The breadcrumb trail at the top reads "CMS Enterprise Portal > EPPE > Application". Below this is a grey header with the text "Enterprise Privacy Policy Engine". The main content area is a light blue box with the heading "Welcome to EPPE". It contains a note about first-time users and a requirement to be associated with organizations and roles. It also provides instructions on how to request a role and organization assignment, and contact information for the help desk. A large blue arrow points to the right, indicating the next step in the process.

CMS Enterprise Portal > EPPE > Application

Enterprise Privacy Policy Engine

Welcome to EPPE

Note: Our records indicate that you are a first-time user with EPPE or a user with no active role in EPPE.
You must be associated to one or more organizations and also be assigned to one or more roles in order to use EPPE.

If you wish to continue and request for a role(s) and organization(s) assignment, click the icon to the right.
If you have questions, please contact the EPPE help desk at 844-EPPEDUA (844-377-3382) or EPPE@cms.hhs.gov.

The user requested access to the EPPE application previously, now the user must request the type of User Role needed for the system. The system will recognize a new user with no active role in EPPE.

Click the blue arrow to begin the **EPPE Role Request** process.

EPPE New User/ Role Request

The **EPPE Role Request** page displays.

The screenshot shows the 'Enterprise Privacy Policy Engine' interface. At the top left is the 'CMS.gov Enterprise Portal' logo. Below it are navigation tabs for 'My Portal', 'EPPE', and 'EPPE VAL1'. The breadcrumb trail reads 'CMS Enterprise Portal > EPPE > Application'. The main heading is 'Enterprise Privacy Policy Engine'. The central form is titled 'REQUEST ROLE IN EPPE' and contains two fields: 'Organization Name *' with a text input field and a link 'Cannot locate your Organization?', and 'Role *' with a dropdown menu showing 'Select an Option'. A blue 'Add' button is positioned below the Role field. Below the form is a section titled 'YOUR SELECTIONS' containing a table with columns: 'S.No.', 'Organization Name', 'Role', 'Data Dissemination System', and 'Action'. An 'Exit' button is located at the bottom right of the form area.

1. Enter the **Organization Name**.
Entering at least three characters of the name will display a list of organization names to choose from.

2. Select the appropriate **Role**.

3. Click on **Add**.

Note: A selection from the results' dropdown list has to be made.

EPPE New User/ Role Request

The **EPPE Role Request** page displays.

REQUEST ROLE IN EPPE

Organization Name *: [Cannot locate your Organization?](#)

Role *:

YOUR SELECTIONS

S.No.	Organization Name	Role	Data Dissemination System	Action
-------	-------------------	------	---------------------------	--------

Add **Exit**

If the Organization is not listed, click the **Cannot locate the Organization?** link to submit a request to add an organization.

EPPE - New User/ Role Request

CMS .gov Enterprise Portal

My Portal EPPE ▼ EPPE VAL1 ▼

CMS Enterprise Portal > EPPE > Application

Enterprise Privacy Policy Engine

REQUEST ROLE IN EPPE

Organization Name *: CENTERS FOR MEDICARE and MEDICAID [Cannot locate your Organization?](#)

Role *: DATA ENTRY

Add

YOUR SELECTIONS

S.No.	Organization Name	Role	Data Dissemination System	Action
1	CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	DATA ENTRY		1 Edit Remove 2

3 **Submit** **Exit**

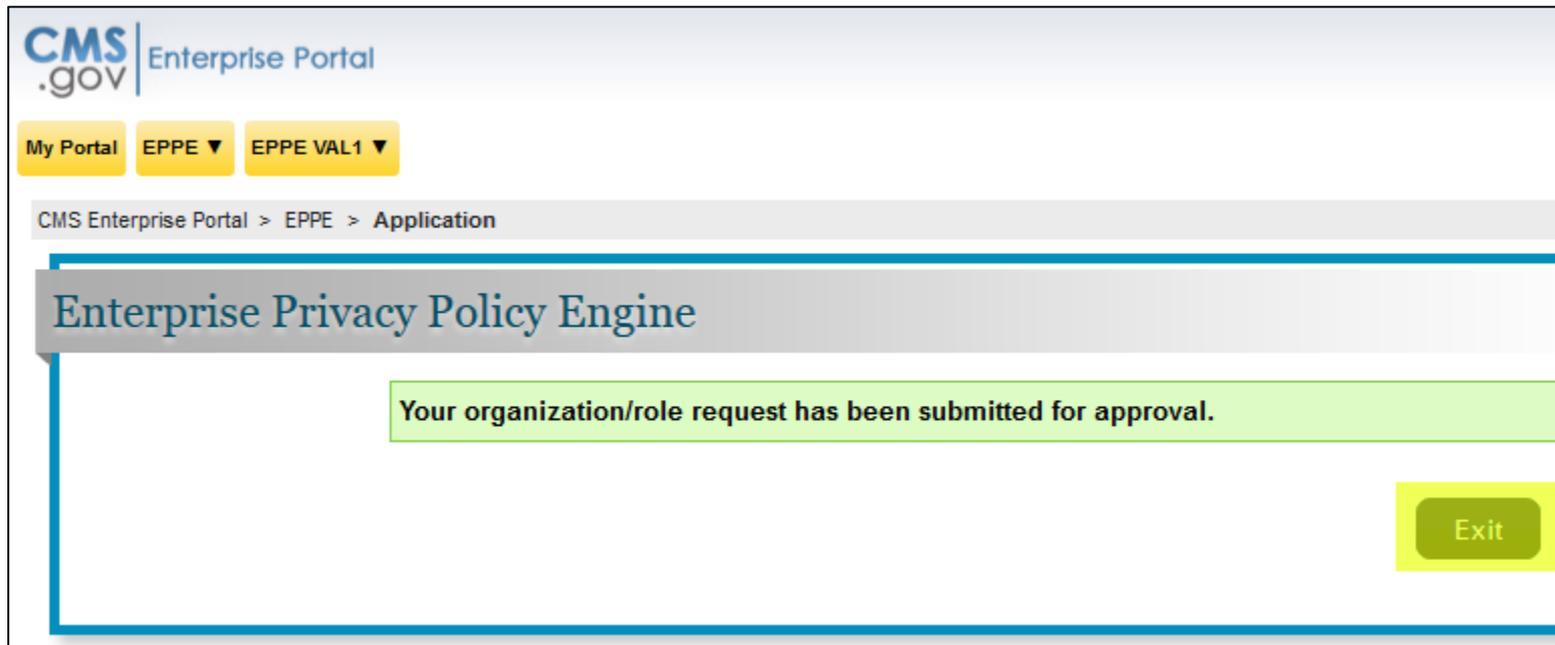
Multiple roles can be requested.

1. You may edit the role request by clicking on **Edit**.

2. Remove a role request from the selection table by clicking on **Remove**.

3. After adding the role(s) to the selection table, click on **Submit**.

EPPE - New User/ Role Request



Click on **Exit**.

Note: The EPPE Admin now has to approve the role(s) request. An email will be sent once the role has been approved.

EPPE - New User/ Role Request

