



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

# Enterprise Privacy Policy Engine (EPPE)



**Contractor Approval Workflow  
Training Module - Requesting EPPE  
CMS Contact (COR) Role**

# Training Topics

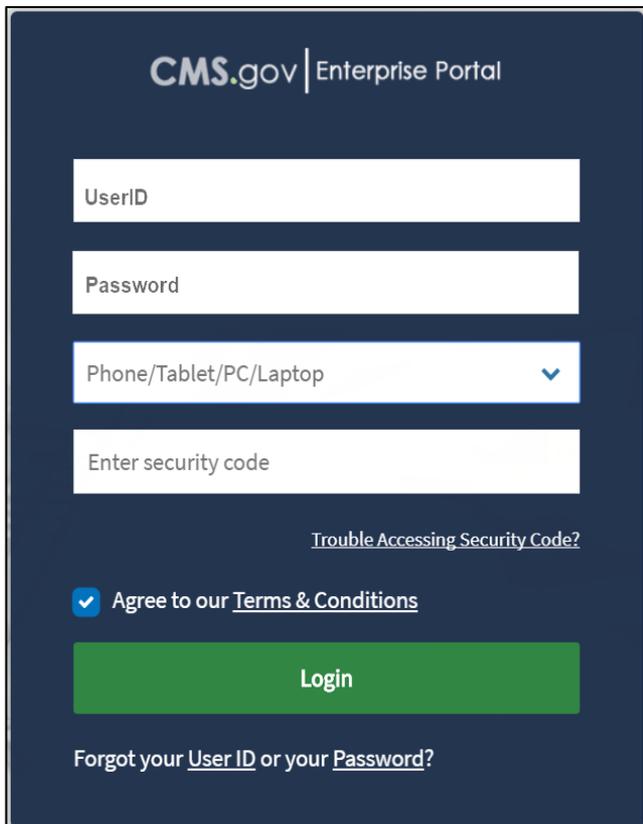
## Training Topics in this Module

- Requesting the EPPE CMS Contact (COR) Role
  - Attestation

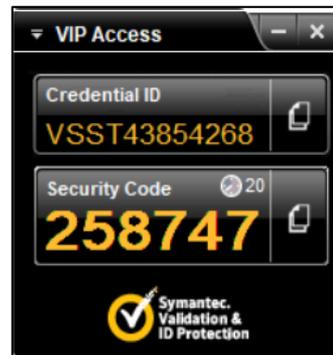
# **OBTAINING THE EPPE CMS CONTACT (COR) ROLE**

# Obtaining the CMS Contact (COR) Role

## Login as an EPPE User



The screenshot shows the CMS.gov Enterprise Portal login interface. It features a dark blue background with white text and input fields. The header reads "CMS.gov | Enterprise Portal". Below the header are four input fields: "UserID", "Password", "Phone/Tablet/PC/Laptop" (with a dropdown arrow), and "Enter security code". A link "Trouble Accessing Security Code?" is positioned below the security code field. A checkbox labeled "Agree to our Terms & Conditions" is checked. A green "Login" button is located below the checkbox. At the bottom, there is a link "Forgot your User ID or your Password?".

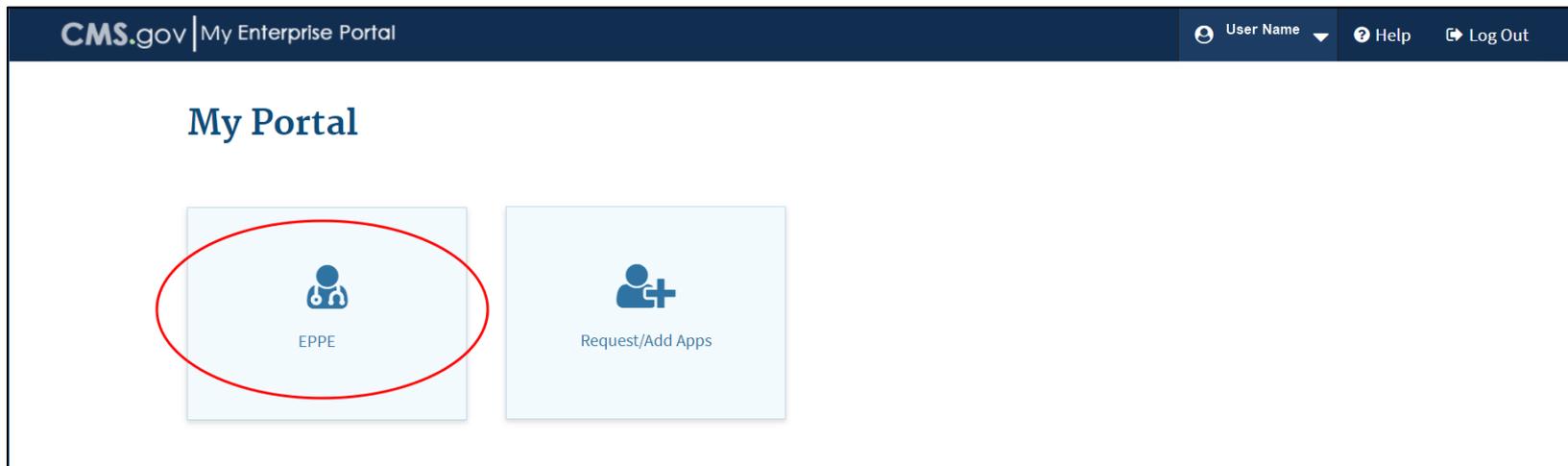


1. Once **EPPE User Role** access has been approved, access the **CMS Enterprise Portal**.
2. Enter **User ID**.
3. Enter **Password**.
4. Choose the **MFA Device**.
5. Enter the **Security Code** from the **VIP Access Software**.
6. Select the **Agree to our Terms & Conditions** button.
7. Select **Login**.

**Note:** The **MFA Device** selection field and the **Security Code** field display after entering the **User ID** and **MFA Device** respectively.

# Obtaining the CMS Contact (COR) Role

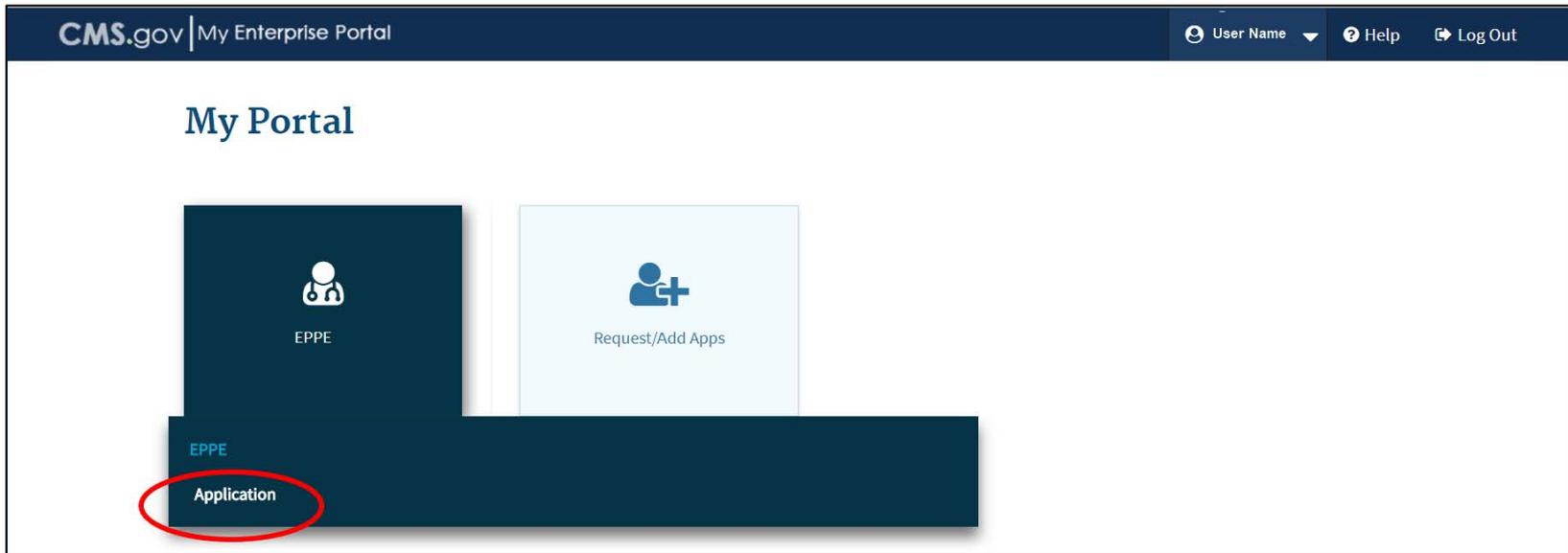
## Request a Role in EPPE



1. The **CMS Enterprise Portal Welcome Screen** displays with the **EPPE** Application tile.
2. Select the **EPPE** Application tile.

# Obtaining the CMS Contact (COR) Role

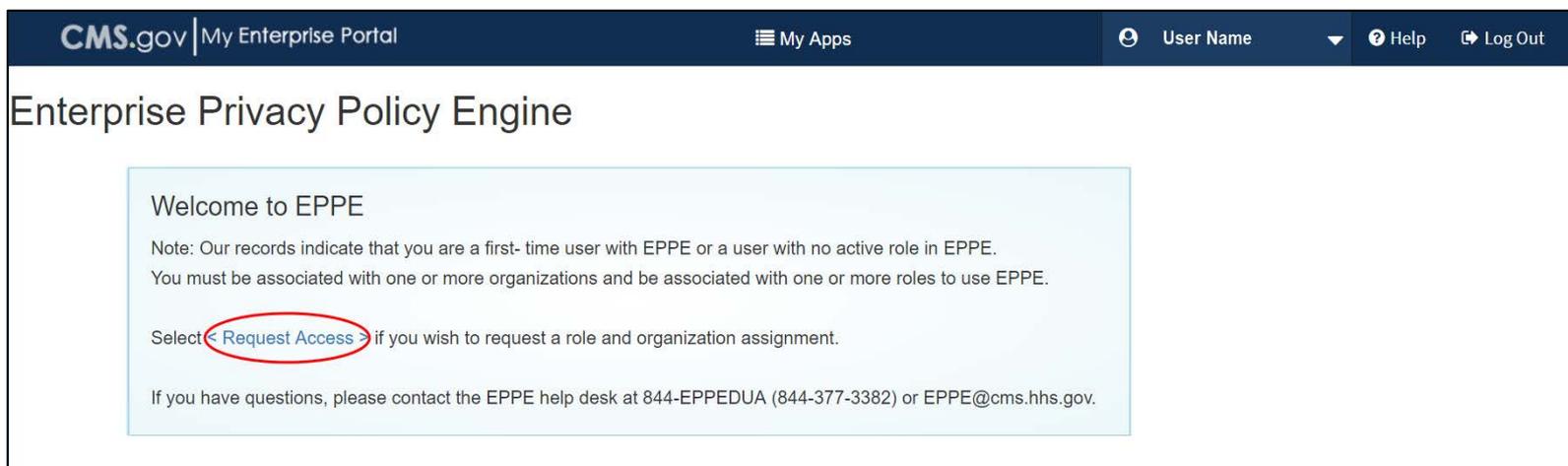
## CMS Portal: Request a Role in EPPE



Select **Application** to access the EPPE system.

# Obtaining the CMS Contact (COR) Role

## EPPE Welcome Screen



The screenshot shows the EPPE Welcome Screen. At the top, there is a dark blue header with the CMS.gov logo and 'My Enterprise Portal' on the left, and 'My Apps' in the center. On the right, there are links for 'User Name', 'Help', and 'Log Out'. Below the header, the main content area is titled 'Enterprise Privacy Policy Engine'. A light blue box contains the following text: '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 with one or more organizations and be associated with one or more roles to use EPPE.', 'Select < Request Access > if you wish to request a role and organization assignment.', and 'If you have questions, please contact the EPPE help desk at 844-EPPEDUA (844-377-3382) or EPPE@cms.hhs.gov.' The text '< Request Access >' is circled in red.

1. The **EPPE Welcome Screen** displays.
2. Select the **Request Access** link to start the role selection process.

# Obtaining the CMS Contact (COR) Role

## Request EPPE Role

CMS.gov | My Enterprise Portal My Apps

### Enterprise Privacy Policy Engine

#### REQUEST ROLE IN EPPE

Organization Name \*:  Cannot locate your Organization?

Role \*:

**Add**

#### YOUR SELECTIONS

S.No.	Organization Name	Role	Data Dissemination System	Action
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**Exit**

1. Select your **Organization Name** from the drop.
  - **You must select from the dropdown.**
2. Select the **CMS Contact (COR)** role from the dropdown.
3. Select the **Add** button.

# Obtaining the CMS Contact (COR) Role

## Request EPPE Role

### REQUEST ROLE IN EPPE

Organization Name \*: CENTERS FOR MEDICARE AND MEDICAID SERVICES (CMS) Cannot locate your Organization?

Role \*: CMS CONTACT (COR)

**Add**

### YOUR SELECTIONS

S.No.	Organization Name	Role	Data Dissemination System
1	CENTERS FOR MEDICARE AND MEDICAID SERVICES (CMS)	CMS CONTACT (COR)	

**Submit** **Exit**

### ATTESTATION

Agreeing to this statement confirms that I have completed the mandatory training for the role that I am requesting, as specified on the EPPE web page. [Link to EPPE web page.](#)

I agree. \*

**NEXT**

1. The Attestation message displays: ***“Agreeing to this statement confirms that I have completed the mandatory training for the role that I am requesting, as specified on the [EPPE web page](#),”*** including a link to the EPPE page on CMS.gov
2. Select the **I agree** checkbox.
3. Select the **Next** button.

# Obtaining the CMS Contact (COR) Role

## Request EPPE Role

Enterprise Privacy Policy Engine

**REQUEST ROLE IN EPPE**

Organization Name \*: CENTERS FOR MEDICARE AND MEDICAID SERVICES (CMS) Cannot locate your Organization?

Role \*: CMS CONTACT (COR)

**YOUR SELECTIONS**

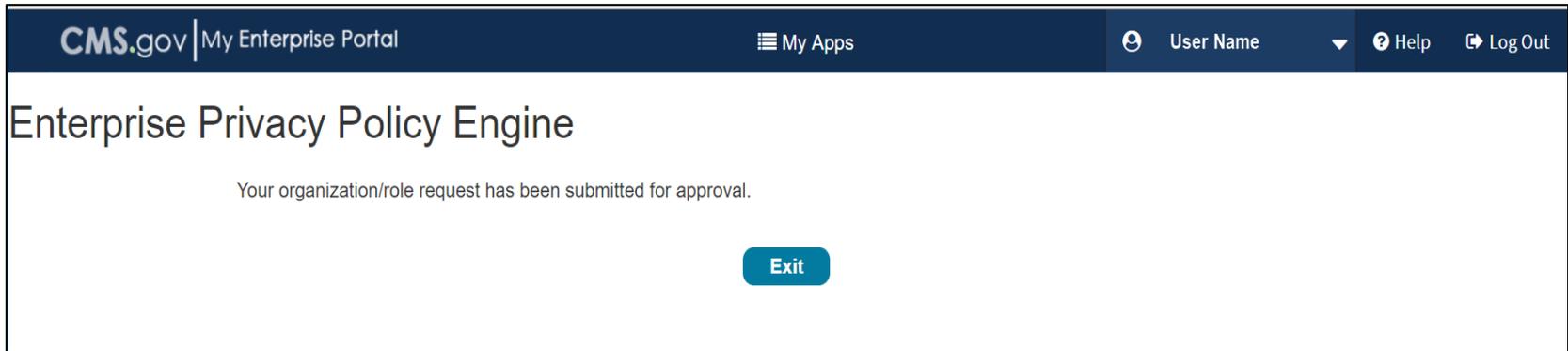
S.No.	Organization Name	Role	Data Dissemination System	Action
1	CENTERS FOR MEDICARE AND MEDICAID SERVICES (CMS)	CMS CONTACT (COR)		Edit Remove

**Submit** **Exit**

1. Select **Organization Name (CMS)** (must be selected from the dropdown).
2. Select the **CMS Contact (COR)** Role from the dropdown.
3. Select the **Add** button.
4. The **Selection** displays in the table.
5. Select the **Submit** button.

# Obtaining the CMS Contact (COR) Role

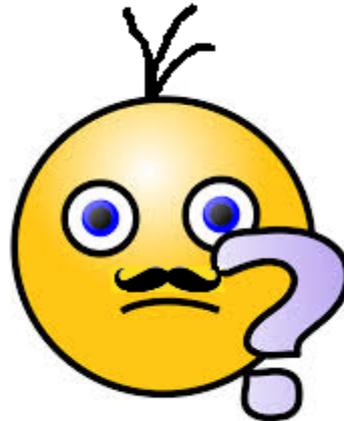
## EPPE Role Request Acknowledgement



The screenshot shows the CMS.gov My Enterprise Portal interface. The header includes the CMS.gov logo, "My Enterprise Portal", a "My Apps" menu, a "User Name" dropdown, and "Help" and "Log Out" links. The main content area displays the title "Enterprise Privacy Policy Engine" and a message: "Your organization/role request has been submitted for approval." Below the message is a blue "Exit" button.

1. The **EPPE** role request submission acknowledgement displays the message: ***“Your organization/role request has been submitted for approval.”***
2. The EPPE Administration (EPPE Admin) Team will review for approval.
3. Select the **Exit** button.

# EPPE Help Desk Information



## EPPE Help Desk Contact Information

**Hours of Operation: Monday – Friday 9:00 AM to 6:00 PM EST**

844-EPPE-DUA (844-377-3382)

[EPPE@cms.hhs.gov](mailto:EPPE@cms.hhs.gov)