Enterprise Privacy Policy Engine (EPPE)

Contractor Approval Workflow

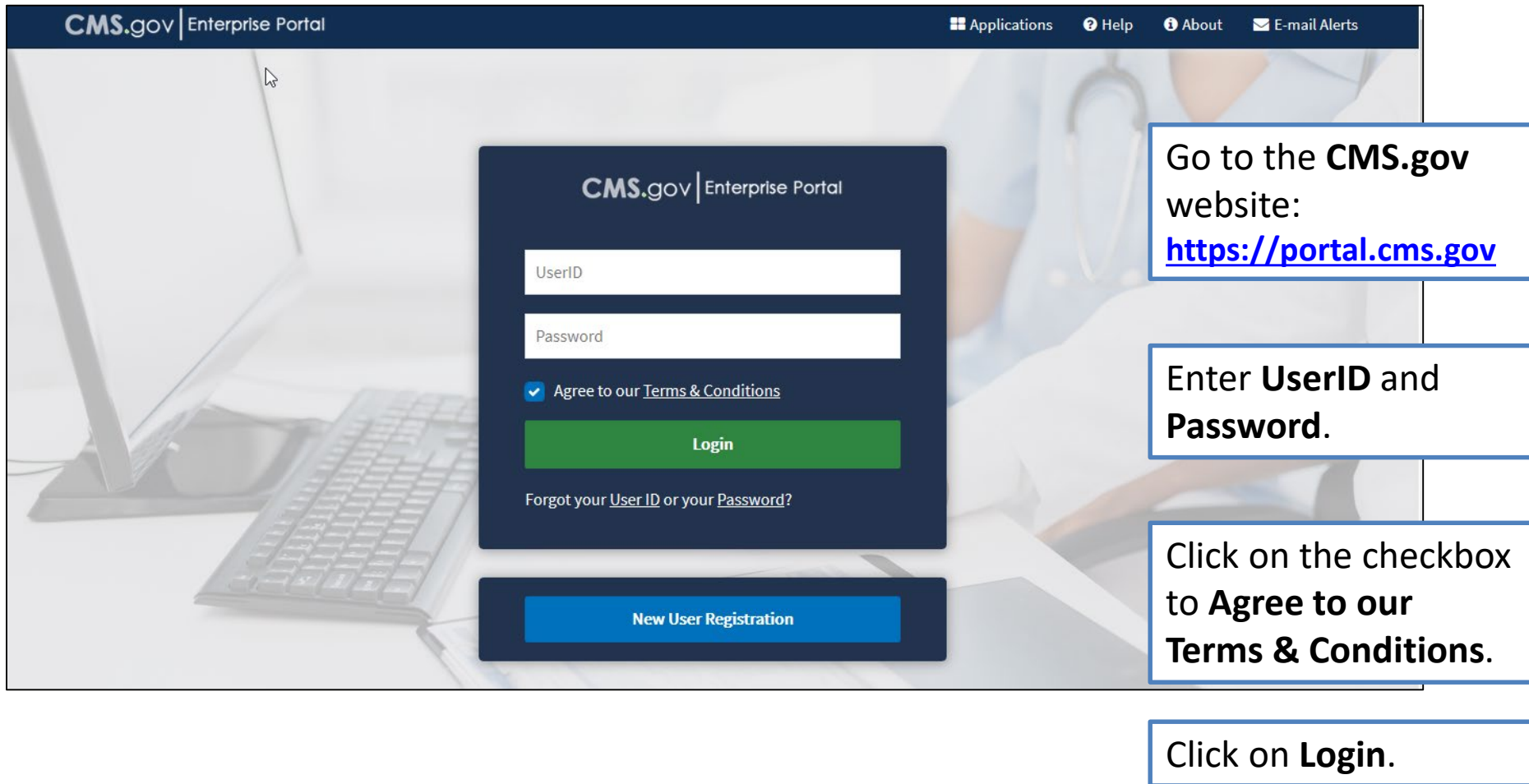**Training Module - Requesting EPPE**

User Role

Topics List

- EPPE Application Access Pre-Requisites
- Requesting EPPE User Role

EPPE Access Pre-Requisites

CMS Enterprise Portal Access, EIDM Credentials, and EPPE Access

- Obtain access to the CMS Enterprise Portal
  - Access CMS Portal
    - https://portal.cms.gov/
  - Download the VIP Access MFA Software
    - https://vip.symantec.com/
  - Obtain EIDM Credentials and EPPE Access
    - https://www.cms.gov/Research-Statistics-Data-and-Systems/Computer-Data-and-Systems/Privacy/EIDMNewUser.pdf
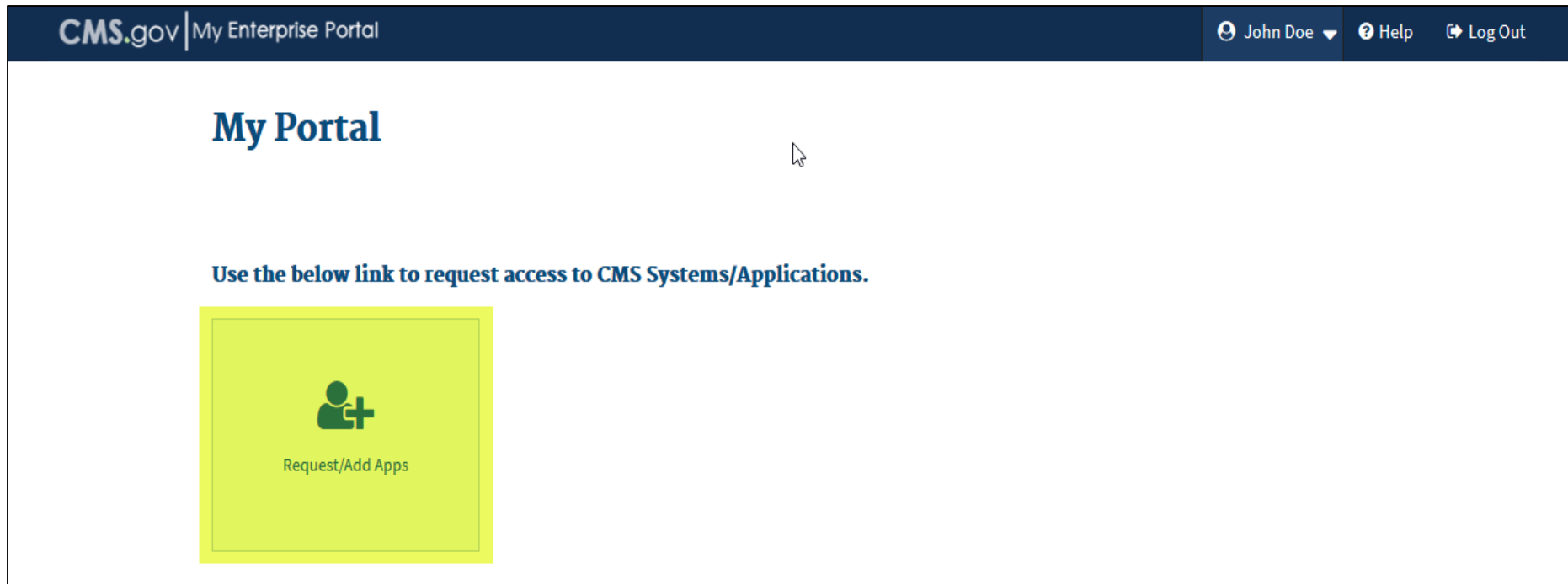
EPPE - Requesting Access to the EPPE Application

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

Enter **UserID** and **Password**.

Click on the checkbox to **Agree to our Terms & Conditions**.

Click on **Login**.

EPPE - Requesting Access to the EPPE Application

The **My Portal** page displays.

Click on **Request/Add Apps**

EPPE - Requesting Access to the EPPE Application

The **Access Catalog** page displays.

1. Begin typing "EPPE" in the **Access Catalog** field. Upon entering the first two letters, the EPPE application will appear.

2. Click **Request Access.**

EPPE - Requesting Access to the EPPE Application

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

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.

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

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

3. Click on **Submit**.

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 - Requesting Access to the EPPE Application
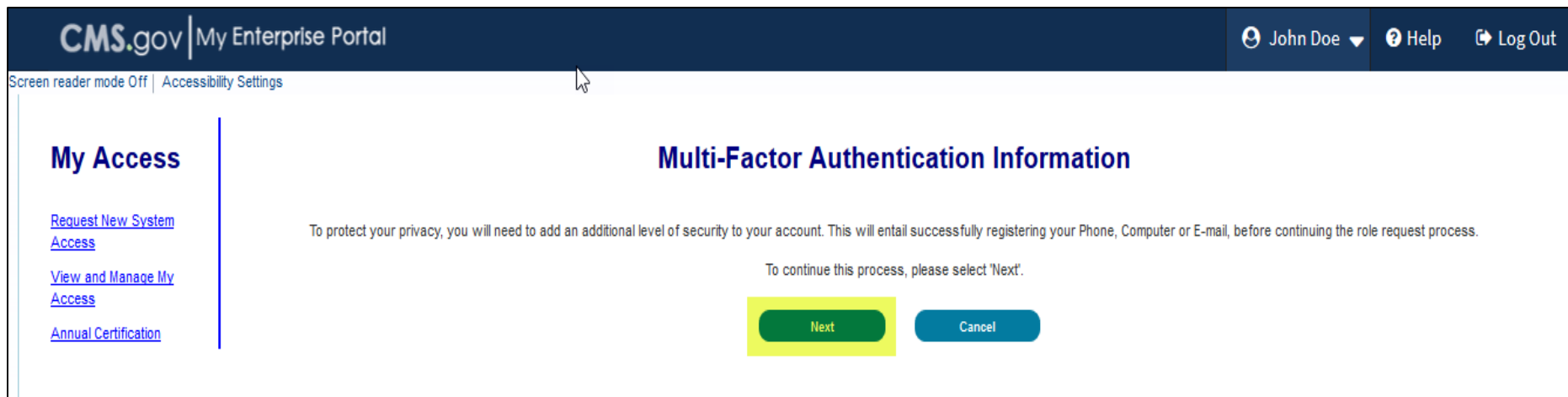
The **Identity Verification** page displays.

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.

Click **Next**.

EPPE - Requesting Access to the EPPE Application

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

CMS.gov | My Enterprise Portal

John Doe ▼   ❷ Help   ☐ Log Out

Screen reader mode Off | Accessibility Settings

My Access

Request New System Access

View and Manage My Access

Annual Certification

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: [Phone/Tablet/PC/Laptop   ▽]

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

* Credential ID: [   ]

* MFA Device Description: [   ]

[Next]   [Cancel]

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

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EPPE - Requesting Access to the EPPE Application

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

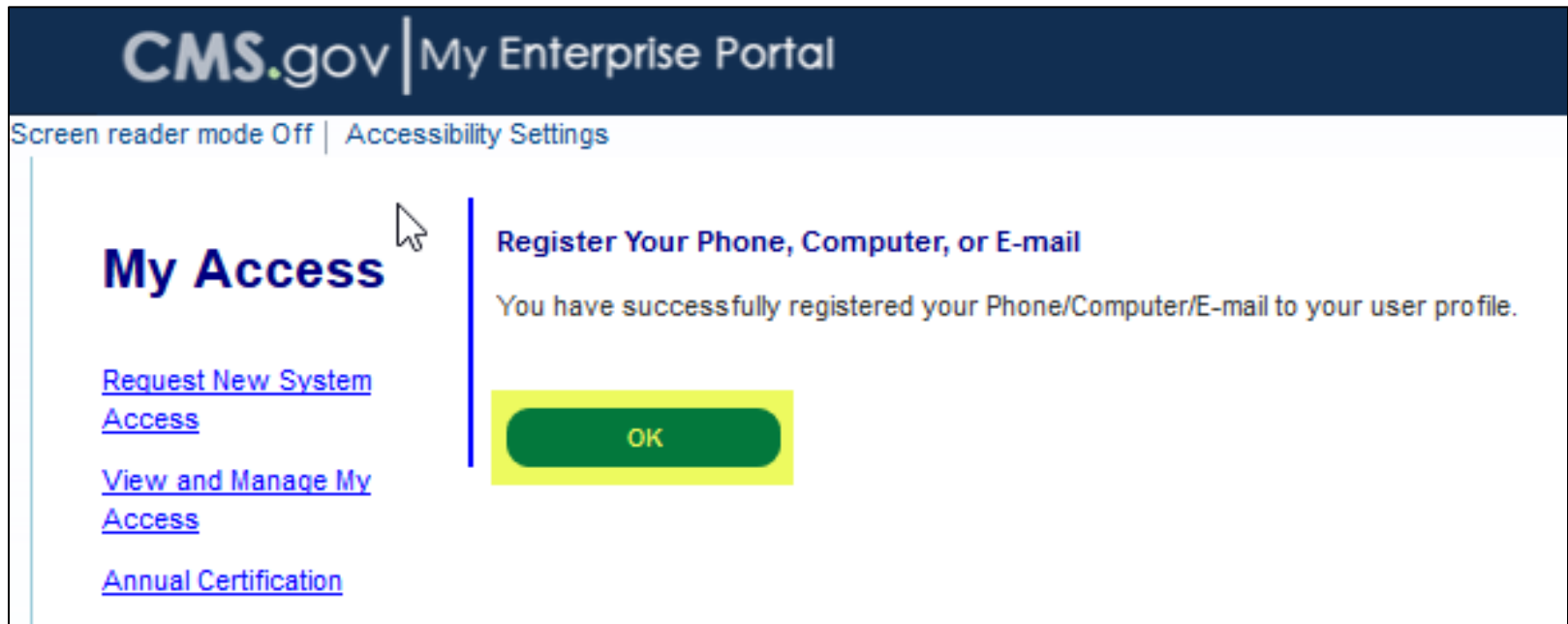1. Click the copy button next to the Symantec **VIP Access/Credential ID**.

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

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

4. Click **Next**.

EPPE - Requesting Access to the EPPE Application
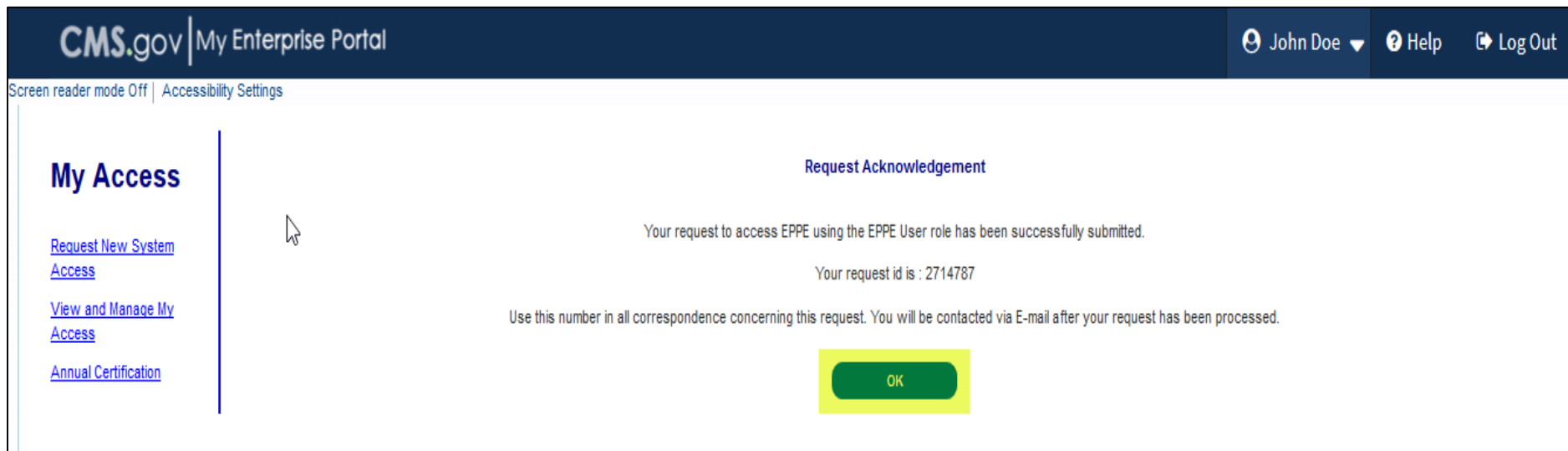
The **Confirmation** page displays.

Click on **OK**.

EPPE - Requesting Access to the EPPE Application

The **Request Acknowledgement** page displays.

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.

Click on **Log Out**.

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

Note: The request has to be approved. An email will be sent once the pending request was approved. After access is granted, log into to the **CMS Secure Portal**.

EPPE - New User/ Role Request

EPPE Help Desk Contact Information

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

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

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