



Open Payments

Phase 1 of 2 – Overview of Industry Data Registration & Data Submission

O P E N P A Y M E N T S

C R E A T I N G P U B L I C T R A N S P A R E N C Y
I N T O I N D U S T R Y - P H Y S I C I A N
F I N A N C I A L R E L A T I O N S H I P S

February 2014

CMS Disclaimer: This information is a summary of the final rule implementing Open Payments (Medicare, Medicaid, Children's Health Insurance Programs; Transparency Reports and Reporting of Physician Ownership or Investment Interests [CMS-5060-F], codified at 42 CFR Parts 402 and 403) The summary is not intended to take the place of the final rule which is the official source for information on the program.

Agenda & Target Audience

- Welcome
- Objectives
 - Discuss program updates and timelines for Industry registration and data submission
 - Review CMS's Enterprise Portal registration process
 - Available Resources
 - Question & Answer Session
- Target Audience
 - Industry personnel who need to register in the Open Payments system
 - Individuals responsible for creating data submission files for manufacturers of drugs, devices, biologicals, or medical supplies, plus distributors, group purchasing organizations (GPOs), or other entities submitting data under Open Payments

Today's Materials

- CMS will be posting today's presentation and recording on the Open Payments website in the coming week
- The step-by-step registration process walkthrough portion of this webinar is already posted on the Open Payments website, and can be found here:
[https://www.cms.gov/Regulations-and-Guidance/Legislation/National-Physician-Payment-Transparency-Program/Downloads/Open-Payments-Phase-1-Registration-Steps-\[February-2014\].pdf](https://www.cms.gov/Regulations-and-Guidance/Legislation/National-Physician-Payment-Transparency-Program/Downloads/Open-Payments-Phase-1-Registration-Steps-[February-2014].pdf)

Program Updates & Timelines

Program Updates: A Two-Phased Approach

- On **Feb 18**, CMS launched Phase 1 of 2 of the Registration and Data Submission process for Industry for the 2013 program year
- Phase 1 requires authorized officials of applicable manufacturers and applicable GPOs to:
 - Register in CMS's Enterprise Portal; this is the gateway to EIDM
 - Submission of:
 - Corporate (entity) profile information
 - Aggregate information on payments and other transfers of value made between August 1 and December 31, 2013
- Phase 1 ends on **March 31, 2014**

Program Updates: A Two-Phased Approach

(Continued)

- Phase 2 requires applicable manufacturers and applicable GPOs to:
 - Complete corporate (entity) registration
 - Complete “authorized official” registration
 - Register additional users (beyond the authorized official)
 - Submit **detailed** 2013 payment data via the Open Payments system
 - Attest to the timeliness, accuracy and completeness of the detailed 2013 payment data submission
- Phase 2 will begin in May and extend for a minimum of 30 days
- Enforcement discretion stipulated in the final rule for non-compliance will not be exercised prior to the close of Phase 2 data submission, and will be re-evaluated at that point

Program Updates: A Two-Phased Approach

Feb	March	April	May	June
Phase 1: Registration in CMS Enterprise Portal & data submission via email (Start Date: 2/18/2014; End Date: 3/31/2014)			Phase 2: Registration & submission of detailed 2013 payment data in the Open Payments System, and legal attestation to the accuracy of the data. (Minimum of 30 days)	

Phase 1 of 2


- Authorized officials of applicable manufacturers and applicable GPOs:
 - Begins February 18, 2014, ends March 31, 2014
 - Register in CMS's Enterprise Portal
 - Submit:
 - 1) Corporate (entity) profile information
 - 2) **Aggregate** information on payments and other transfers of value made between August 1 and December 31, 2013

Phase 2 of 2

- Applicable manufacturers and applicable GPOs:
 - Complete corporate (entity) registration
 - Complete authorized official registration
 - Register additional users (beyond the authorized official)
 - Submit detailed 2013 payment data via the Open Payments system
 - Attest to the **detailed** 2013 payment data submission

General Reminders About Phase 1 Registration

- Registration is **required**:
 - If an applicable manufacturer or applicable GPO have payments or transfers of value to report to the program
 - Regardless if your organization is part of a consolidated report
- Phase 1 registration and data submission applies to payments and other transfers of value made between **August 1, 2013 to December 31, 2013**
- For Phase 1, CMS Enterprise Portal registration is required by an entity's **Authorized Official**

Who is Accessing the System	What Role Can They Have	What Will The Open Payments System Allow Them To Do (Phase 1 Only)
Authorized Official 	<ul style="list-style-type: none"> • Any Role • Officer Role (default) 	<ul style="list-style-type: none"> • Establish the entity in the Open Payments system, including registering the entity <p>NOTE: An officer within the entity is a Chief Executive Officer, Chief Financial Officer, Chief Compliance Officer, or other “C-Suite” official.</p>

Registering with CMS's Enterprise Portal

Step 1: Go to CMS Enterprise Portal (<https://portal.cms.gov>)

The screenshot shows the CMS Enterprise Portal homepage. At the top left is the CMS.gov logo and 'Enterprise Portal' text. Below it are navigation links: Home, About CMS, Newsroom, Archive, Help & FAQs, Email, and Print. A search bar is on the right. A yellow banner highlights 'Health Care Quality Improvement System' and 'Provider Resources'. The main heading is 'Welcome to CMS Enterprise Portal'. A central image shows a doctor with a stethoscope. To the right is a 'CMS Secure Portal' login section with a 'Login to CMS Secure Portal' button and links for 'Forgot User ID?', 'Forgot Password?', and 'New User Registration'. Below the main heading is a navigation bar with 'CMS Enterprise Portal', 'Medicaid/CHIP', 'Medicare Shared Savings Program', and 'Physician Value'. The bottom section features the heading 'CMS Provides Health Coverage for 100 Million People...' followed by a paragraph: '...through Medicare, Medicaid, and the Children's Health Insurance Program. And with health insurance reforms and health care exchanges, we are improving health care and ensuring coverage for all Americans.' To the right are three boxes: 'Medicare.gov' with a link to 'Information for people with Medicare, Medicare open enrollment, and benefits.', 'InsureKidsNow.gov' with a link to 'Information for children up to the age of 19 in need of health care coverage.', and 'CMS News' with links to 'States Moving Forward to Implement Health Reform', 'Easier electronic funds transfers mean more time with patients and cost savings', and 'Healthcare Professionals Selected as Innovation Advisors will Improve Care'.

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

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Health Care Quality Improvement System | **Provider Resources**

CMS Portal > Welcome to CMS Portal

Welcome to CMS Enterprise Portal

The CMS Enterprise Portal is a gateway being offered to allow the public to access a number of systems related to Medicare Advantage, Prescription Drug, and other CMS programs.

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](#)

[CMS Enterprise Portal](#) | [Medicaid/CHIP](#) | [Medicare Shared Savings Program](#) | [Physician Value](#)

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 and ensuring coverage for all Americans.

[Medicare.gov](#)
[Information for people with Medicare, Medicare open enrollment, and benefits.](#)

[InsureKidsNow.gov](#)
[Information for children up to the age of 19 in need of health care coverage.](#)

CMS News

[States Moving Forward to Implement Health Reform](#)

[Easier electronic funds transfers mean more time with patients and cost savings](#)

[Healthcare Professionals Selected as Innovation Advisors will Improve Care](#)

Step 2: On CMS Enterprise Portal, select “New User Registration”

CMS.gov | Enterprise Portal
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...through Medicare, Medicaid, and the Children's Health Insurance Program. And with health insurance reforms and health care exchanges, we are improving health care and ensuring coverage for all Americans.

[Medicare.gov](#) [Information for people with Medicare, Medicare open enrollment, and benefits.](#)

[Insure Kids Now.gov](#) [Information for children up to the age of 19 in need of health care coverage.](#)

<https://portal.cms.gov>

Step 3: Accept Terms & Conditions

Screen reader mode Off | Accessibility Settings

Terms and Conditions

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

Cancel

Next

Step 4: Enter Personal Information

After accepting the terms and conditions, you are taken to the “Your Information” page. On this page, fill out:

- Name (First, Middle, Last, Suffix)
- Email Address
- Social Security Number
(Optional, but providing can facilitate identity verification)
- Date of Birth
- Home Address, City, State, Zip
- Primary Phone Number

Then click “Next.”

The screenshot shows the 'Your Information' registration page on the CMS.gov Enterprise Portal. The page includes the following fields and instructions:

- Name:** Fields for First Name, Middle Name, Last Name, and Suffix. Instruction: "Enter your legal first name and last name, as it may be required for identity verification."
- Email:** Fields for E-mail Address and Confirm E-mail Address. Instruction: "Enter your email address, as it will be used for account related communications."
- Social Security Number:** A field for Social Security Number. Instruction: "Enter your full 9 digit social security number, as it may be required for identity verification."
- Date of Birth:** Fields for MM, DD, and YYYY. Instruction: "Enter your date of birth, as it may be required for identity verification."
- Address:** Fields for Home Address Line 1, Home Address Line 2, City, State, Zip Code, Zip Code Extension, and Country (USA). Instruction: "Enter your current or most recent home address, as it may be required for identity verification."
- Phone Number:** A field for Primary Phone Number. Instruction: "Enter your primary phone number, as it may be required for identity verification."

At the bottom of the page, there are two buttons: "Cancel" and "Next". The "Next" button is circled in red.

Step 5: Select User ID, Password, and Challenge Questions

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

- Confirm Password

Select your Challenge Questions and Answers:

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

- Question:1

- Question:2

- Question:3

- Answer:1

- Answer:2

- Answer:3

Cancel

Next

User ID, Password and Challenge Question Requirements

- **Create own User ID and Password**
 - The CMS Portal User ID must:
 - Be a minimum of 8 and a maximum of 74 alphanumeric characters; and
 - Allowed special characters are dashes (-), underscores (_), apostrophes ('), at sign (@), and periods (.).
 - The CMS Portal password must:
 - Be changed at least every 60 days;
 - Be a minimum of 8 and a maximum of 20 characters;
 - Be changed only once a day;
 - Contain at least 1 letter and 1 number;
 - Contain at least 1 upper case and 1 lower case letter;
 - Not contain your User ID; and
 - Be different from your previous 6 passwords.
- **Select 3 challenge questions and answers**
 - Selected from a drop down list

Step 6: Registration Complete

The screenshot shows the CMS.gov Enterprise Portal registration completion screen. At the top left, the CMS.gov logo is displayed next to the text "Enterprise Portal" and "Centers for Medicare & Medicaid Services". On the top right, there are links for "Home" and "About", and a link to "Learn about your healthcare". Below the header, there are two yellow buttons: "Health Care Quality Improvement System" and "Provider Resources". A breadcrumb trail shows "CMS Portal > 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 content area is titled "Registration Complete" and contains the following text: "You have now successfully completed your registration to CMS Enterprise Identity Management (EIDM). You will receive an E-mail acknowledging your successful registration to EIDM and the E-mail will include your User ID." Below this, it says "Please wait 5 minutes before logging in. Selecting the 'OK' button will direct you to the CMS Portal Landing page." At the bottom center, there is a blue "OK" button circled in red.

Click on **“OK”** to exit and return to the CMS Enterprise Portal home page.

After clicking on **“OK”**, you will receive a confirmation email message that contains your user ID and a link to the CMS Enterprise Portal.

Confirmation Email

- Will contain your user ID
- A link to the CMS Enterprise Portal

From: <donotreply@cms.gov>
Date: Fri, Feb 7, 2014 at 9:31 AM
Subject: Enterprise Identity Management System (EIDM) Account Registration
To:

Dear

Thank you for registering. The User ID that you have chosen is . You can log in to the CMS Portal using the following link with your User ID and Password.

Please keep this E-mail for your records.

<https://portal.cms.gov>

Thank you,
CMS Enterprise Identity Management System

Please do not reply to this system generated E-mail.

Requesting Access to Open Payments

Step 1: On CMS Enterprise Portal, select “Login to CMS Secure Portal”

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

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Health Care Quality Improvement System | **Provider Resources**


CMS Portal > Welcome to CMS Portal

Welcome to CMS Enterprise Portal

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 [Login to CMS Secure Portal](#)


[Forgot User ID?](#)
[Forgot Password?](#)
[New User Registration](#)


CMS News

[States Moving Forward to Implement Health Reform](#)
[Easier electronic funds transfers mean more time with patients and cost savings](#)
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...through Medicare, Medicaid, and the Children's Health Insurance Program. And with health insurance reforms and health care exchanges, we are improving health care and ensuring coverage for all Americans.

 [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.](#)

Step 2: Accept Terms & Conditions

Terms and Conditions

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

Step 3: Enter User ID and Password

Health Care Quality Improvement System

Provider Resources

Welcome to CMS Enterprise Portal

User ID

Password

Log In

Cancel

[Forgot Password?](#)

[Forgot User ID?](#)

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



Step 4: Under Request Application Access, Select “Request Access Now”

After a successful login, you will be taken to the CMS Portal Home page (shown below) where you complete step 4.

Portal Help & FAQs Print Log Out Welcome Jennifer Doyle

CMS.gov Enterprise Portal

My Portal

CMS 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.

Provisioning

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

1. [EIDM](#) - To get access to applications that are supported by EIDM click [here](#).
2. [EUA](#) - To get access to applications that are supported by EUA click [here](#). Please click the [EUA link](#) for more details.
3. [IACS](#) - To get access to applications that are supported by IACS click [here](#).

Request Application Access

Use the link below to request access to more applications.

[Request Access Now](#)

Contact Help Desk

FFE / HIOS / Agents & Brokers Help Desk - Contact the Exchange Operations Support Center [XOSC] at CMS_FEPS@cms.hhs.gov or 1-855-CMS-1515

Physician Value / PQRS Help Desk - Contact the PV/PQRS Information Center at 1-888-734-6433.

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.

Step 5: Select “Request New Application Access”

 Portal Help & FAQs

 Print

CMS.gov | Enterprise Portal

My Portal

CMS Portal > My Access

Screen reader mode Off | [Accessibility Settings](#)

My Access

[Request New Application Access](#)

[View and Manage My Access](#)

View and Manage My Access

Application	Take An Action
Please request access to an application.	

Step 6: Select Application and Role

Portal Help & FAQs | Print

CMS.gov | Enterprise Portal

My Portal

CMS Portal > My Access

Screen reader mode Off | Accessibility Settings

My Access

[Request New Application Access](#)

[View and Manage My Access](#)

Request New Application Access

Select an application and then a role to request access.

Application Description: OPENPAYMENTS - Open Payments /

Role: Open Payments User

Access to Open Payments.

Cancel Submit

- Application Description: “Open Payments”
- Role: “Open Payments User”

Step 7: Review Identity Verification Information

Portal Help & FAQs

Print

CMS.gov | Enterprise Portal

My Portal

CMS Portal > My Access

Screen reader mode Off | Accessibility Settings

My Access

[Request New Application Access](#)

[View and Manage My Access](#)

Identity Verification

You have selected a role that requires a higher level of security. You will need to complete Identity Verification successfully, before requesting access to the selected role. Below are a few items to keep in mind.

- Ensure that you have entered your legal name, current home address, primary phone number and email address correctly. We will only collect personal information to verify your identity with Experian, an external identity verification provider.
- 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.
- Confirm that you have your personal and financial information available, as the Experian application will pose questions to you, based on data in their files. You may want to obtain a copy of your credit report, before proceeding with the role request by selecting this link and following the directions provided - <http://www.experian.com>. For additional information, please see the Experian Consumer Assistance link - <http://www.experian.com/help>

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. Do you want to continue?

Cancel

Next

Step 8: Accept Terms & Conditions

[Portal Help & FAQs](#) [Print](#)

CMS.gov | Enterprise Portal

My Portal

CMS Portal > My Access

Screen reader mode Off | Accessibility Settings

My Access

[Request New Application Access](#)

[View and Manage My Access](#)

Terms and Conditions

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.

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 information to verify your identity. Your information will be disclosed to Experian, an external authentication service provider, to help us verify your identity. If collected, we will validate your Social Security number with Experian only for the purposes of verifying your identity. Experian verifies the information you give us against their records. 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.

HHS Rules Of Behavior

We encourage you to read the [HHS Rules of Behavior](#), which provides the appropriate use of all HHS information technology resources for Department users, including Federal employees, contractors, and other system users.

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.

Identity Verification

I understand that the identity proofing services being requested are regulated by the Fair Credit Reporting Act and that my explicit consent is required to use these services. I understand that any special procedures established by CMS for identity proofing using Experian have been met and the services requested by CMS to Experian will be used solely to confirm the applicant's identity to avoid fraudulent transactions in the applicant's name.

I agree to the terms and conditions

[Cancel](#) [Next](#)

Step 9: Confirm Your Information

Portal Help & FAQs Print

CMS.gov Enterprise Portal

CMS Portal > My Access

Screen reader mode Off | Accessibility Settings

My Access

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

Your Information

Verify Your Identity

Enter your legal first name and last name, as it may be required for identity verification.

• First Name: Middle Name:

• Last Name: Suffix:

Enter your email address, as it will be used for account related communications.

• E-mail Address:

Re-enter your email address.

• Confirm E-mail Address: Enter the same E-mail address you entered before.

Enter your full 9 digit social security number, as it may be required for identity verification.

Social Security Number:

Enter your date of birth, as it may be required for identity verification.

• Date of Birth:

Step 9: Confirm Your Information (cont.)

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:

Cancel

Next

Step 10: Verify Identity

Portal Help & FAQs Print

CMS .gov Enterprise Portal

My Portal

CMS Portal > My Access

Screen reader mode Off | Accessibility Settings

My Access

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

Your Information **Verify Your Identity**

Verify Identity

Please select the county for the address you provided.

NONE OF THE ABOVE

According to our records, you previously lived on . Please choose the city from the following list where this street is located.

NONE OF THE ABOVE

Which of the following is a current or previous employer? If there is not a matched employer name, please select 'NONE OF THE ABOVE':

NONE OF THE ABOVE

Which of the following is a previous phone number of yours? If there is not a matched phone number, please select 'NONE OF THE ABOVE':

NONE OF THE ABOVE

Cancel **Next**

Step 11: Verifying Identity Successful

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CMS.gov | Enterprise Portal

My Portal

CMS Portal > My Access

Screen reader mode Off | Accessibility Settings

My Access

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

Complete Step Up

You have successfully completed the Remote Identity Proofing process.

[Next](#)

Step 12: Requesting Application Access Successful

 Portal Help & FAQs

 Print

CMS.gov | Enterprise Portal

My Portal

CMS Portal > My Access

Screen reader mode Off | [Accessibility Settings](#)

My Access

[Request New Application Access](#)

[View and Manage My Access](#)

Request Acknowledgement

Your request has successfully completed. You will need to logout and then log in to access the OPENPAYMENTS Application. Select 'OK' to continue.

OK

What If Identity Verification Fails?

- Call the Experian Verification Support Services number provided with the on-screen notification.
- If Experian is unable to verify your identity over the phone, email the Open Payments Help Desk OpenPayments@cms.hhs.gov with the subject line “EIDM RIDP unsuccessful”. Open Payments Help Desk will respond with an “Authorized Official Credential Request – Attestation Letter”.
- The contents of the “Authorized Official Credential Request – Attestation Letter” should be printed on official company letterhead and emailed back to OpenPayments@cms.hhs.gov once all required updates have been made.

What If Identity Verification Fails?

- After the “Authorized Official Credential Request – Attestation Letter” is received and verified for completeness, Open Payments Help Desk will manually resolve the issue and notify the authorized official when the issue is resolved.
- Please note the manual identity verification process may take up to two weeks from the date of receipt of the completed Authorized Official Credential Request – Attestation Letter. For this reason, it is very important to start the registration process early.

Logging into the Open Payments System

Step 1: Select “Login to CMS Secure Portal”

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Centers for Medicare & Medicaid Services

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[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.](#)

Step 2: Accept Terms & Conditions

Terms and Conditions

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

Step 3: Enter User ID and Password

Health Care Quality Improvement System

Provider Resources

Welcome to CMS Enterprise Portal

User ID

Password

Log In

Cancel

[Forgot Password?](#)

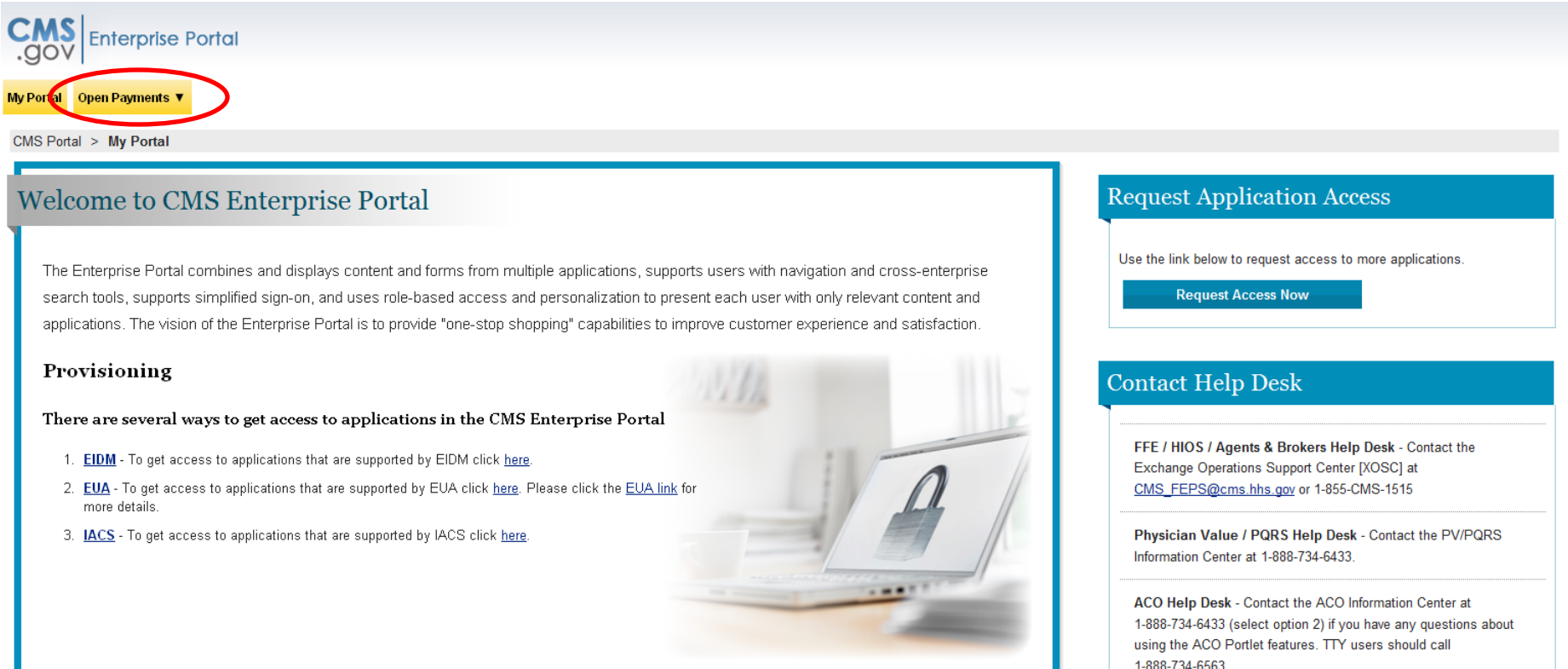
[Forgot User ID?](#)

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



Step 4: Click on the Yellow Button labeled “Open Payments” next to “My Portal”

After a successful login, you will be taken to the CMS Portal Home page (shown below) where you complete step 4.



The screenshot shows the CMS Enterprise Portal interface. At the top left, the logo reads "CMS.gov Enterprise Portal". Below the logo, there are two yellow buttons: "My Portal" and "Open Payments". The "Open Payments" button is circled in red. Below the buttons, the breadcrumb "CMS Portal > My Portal" is visible. The main content area is titled "Welcome to CMS Enterprise Portal" and contains a paragraph about the portal's features. Below this is a section titled "Provisioning" with a sub-heading "There are several ways to get access to applications in the CMS Enterprise Portal" and a list of three links: EIDM, EUA, and IACS. To the right of the text is a blurred image of a laptop with a padlock on the screen. On the right side of the page, there are two teal-bordered boxes. The top one is titled "Request Application Access" and contains a "Request Access Now" button. The bottom one is titled "Contact Help Desk" and lists contact information for FFE/HIOS/Agents & Brokers Help Desk, Physician Value/PQRS Help Desk, and ACO Help Desk.

Request Application Access

Use the link below to request access to more applications.

[Request Access Now](#)

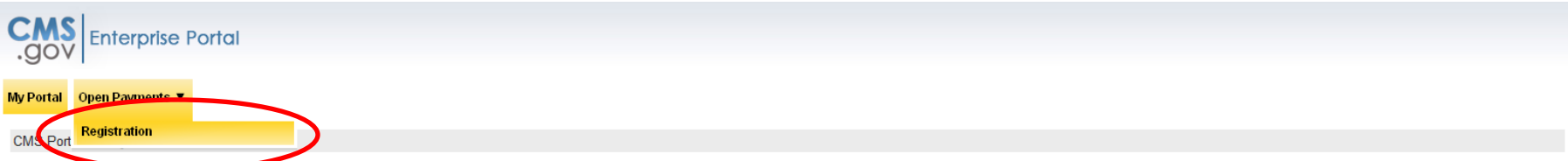
Contact Help Desk

FFE / HIOS / Agents & Brokers Help Desk - Contact the Exchange Operations Support Center [XOSC] at CMS_FEPS@cms.hhs.gov or 1-855-CMS-1515

Physician Value / PQRS Help Desk - Contact the PV/PQRS Information Center at 1-888-734-6433.

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.

Step 5: Click on “Registration” that appears beneath “Open Payments”



The screenshot shows the CMS Enterprise Portal navigation menu. The 'Open Payments' dropdown menu is expanded, and the 'Registration' option is highlighted with a red circle. The 'My Portal' and 'Open Payments' options are also visible in the top navigation bar.


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.

Provisioning

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

1. [EIDM](#) - To get access to applications that are supported by EIDM click [here](#).
2. [EUA](#) - To get access to applications that are supported by EUA click [here](#). Please click the [EUA link](#) for more details.
3. [IACS](#) - To get access to applications that are supported by IACS click [here](#).



Request Application Access

Use the link below to request access to more applications.

[Request Access Now](#)

Contact Help Desk

FFE / HIOS / Agents & Brokers Help Desk - Contact the Exchange Operations Support Center [XOSC] at CMS_FEPS@cms.hhs.gov or 1-855-CMS-1515

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Note: Additional applications which you have access to will be listed along side “My Portal” and “Open Payments”

Step 6: View Phase 1 Data Submission Instructions

On this page, you have the ability to download an instructions document and other information pertinent to completing the Phase 1 data submission, such as a Phase 1 data template.

The screenshot shows the CMS.gov Enterprise Portal interface. At the top left, the CMS.gov logo is displayed next to the text "Enterprise Portal". Below this, there are two yellow buttons: "My Portal" and "Open Payments" with a downward arrow. A breadcrumb trail below the buttons reads "CMS Portal > Open Payments > Registration". The main heading is "Open Payments" in a large, bold, black font. Below this is a sub-heading: "Complete Phase 1 of 2013 Open Payments Registration and Data Submission". The main text explains that the 2013 Open Payments registration and data submission for industry users will be completed in a two-phased approach. It lists two steps: 1. Authorized official registers in CMS Enterprise Identity Management system (EIDM) to receive their user ID. 2. E-mail corporate profile information and aggregate 2013 payment data to OPdata@cms.hhs.gov by March 31, 2014 (please reference the [data submission instruction document \[PDF, 134KB\]](#)). A paragraph follows stating that more detailed instructions and further information can be found in the [data submission instruction document \[PDF, 134KB\]](#) to help you correctly complete step two. As explained in the instruction document, you will download the [sample template \[CSV, 4KB\]](#) for Phase 1 to fill in the data elements required for your submission. A bolded sentence states: "The deadline for you to send this email and complete Phase 1 registration and data submission is **March 31, 2014**." Another paragraph notes that Phase 2 of Open Payments registration and data submission (which is anticipated to begin in May and will extend for no less than 30 days) will include industry registration in the Open Payments system, submission of detailed 2013 payment data, and legal attestation to the accuracy of the data as required by the Final Rule. Additional information about Phase 2 will be released on the [Open Payments website](#). If you have any questions, contact the Open Payments Help Desk at openpayments@cms.hhs.gov. Two footnotes are present: "* Note: After EIDM registration, the authorized official can now delegate responsibilities to others in their entity to complete Phase 1 data submission." and "* Note: CMS uses our listserv to communicate to stakeholders about important program timelines and updates. To sign up for the listserv, visit <http://go.cms.gov/openpayments>." At the bottom, there are two blue links: "[Download instruction document for detailed instructions about Phase 1 data submission \[PDF, 134KB\]](#)" and "[Download sample template for Phase 1 and fill in data elements required for your submission \[CSV, 4KB\]](#)".

Phase 1 Data Submission

Phase 1 Data Submission

- Phase 1 requires authorized officials of applicable manufacturers and applicable GPOs to:
 - Register in CMS's Enterprise Portal
 - Submit:
 - Corporate (entity) profile information (Note: this information will be prepopulated into the Open Payments system)
 - Aggregate information on payments and other transfers value made between August 1 and December 31, 2013 by reporting category:
 - General payments
 - Research payments
 - Ownership or investment interest
- CMS has provided instructions and guidelines for entities to use for **Phase 1 ONLY**

Phase 1 Data Submission

Key Steps

- Download and review the instructions document
- The instruction document contains specific directions on:
 - How to address your email subject line
 - How to name your data attachment
 - What data to submit
 - Where to email your data to CMS.

Phase 1 Data Submission - Corporate (entity) Profile Information

- Your submitted data should include the following corporate profile information

Entity Profile Information

- Authorized official's EIDM user ID
- Registering entity legal name
- Registering entity's doing business as name
- Registering entity business type
- Website address/uniform resource locator (URL) of parent company
- Registering entity business address line 1
- Registering entity business address line 2
- Registering entity city
- Registering entity state
- Registering entity zip code
- Registering entity country
- Registering entity province
- Registering entity postal code
- Registering entity business telephone number

Phase 1 Aggregate Data Elements for General Payments

- **By March 31, 2014**, the following three data elements should be reported to CMS for the general reporting category:
 - Total aggregate amount (in dollars and cents) of general payments or other transfers of value the applicable manufacturer or applicable GPO has provided to covered recipients or physician owners/investors during the reporting period (August 1, 2013 through December 31, 2013).
 - Total number of payments or other transfers of value made.
 - Total number of covered recipients (unique/non-duplicate) or physician owners/investors that were recipients of the payments or other transfers of value during the reporting period.

Phase 1 Aggregate Data Elements for Research Payments

- **By March 31, 2014**, the following three data elements should be reported to CMS for the research reporting category:
 - Total aggregate amount (in dollars and cents) of research payments or other transfers of value the applicable manufacturer or applicable GPO has provided to covered recipients or physician owners/investors during the reporting period.
 - Total number of payments or other transfers of value made.
 - Total number of covered recipients (unique/non-duplicate) or physician owners/investors that were recipients of the payments or other transfers of value during the reporting period.

Phase 1 Aggregate Data Elements for Ownership or Investment Interests

- **By March 31, 2014**, the following data element should be reported to CMS for the ownership or investment interest category:
 - Total number of physician owners or investors, or their immediate family members, who held ownership or investment interest in the entity during the reporting period.

Sample Calculation

- ABC Company made the following payments to Dr. Jones & Dr. Smith:
 - 8/10/2013: \$51.10 to Dr. Jones
 - 8/20/2013: \$100.20 to Dr. Smith
 - 9/20/2013: \$101.50 to Dr. Jones
-
- Total aggregate amount (in dollars and cents) of general payments or other transfers of value the applicable manufacturer or applicable GPO has provided to covered recipients or physician owners/investors during the reporting period (August 1, 2013 through December 31, 2013).
 - **ANSWER: \$252.80**
 - Total number of payments or other transfers of value made.
 - **ANSWER: 3 in total**
 - Total number of covered recipients (unique/non-duplicate) or physician owners/investors that were recipients of the payments or other transfers of value during the reporting period.
 - **ANSWER: 2 covered recipients**

General Reminders About Phase 1 Data Submission

- The email address where data should be submitted to is provided in the Instructions document
 - **Data should not be emailed to openpayments@cms.hhs.gov**
- Each email submission should contain only **ONE attachment**
 - If more than one attachment is submitted, the file will be rejected
 - The CSV file attachment will contain only 2 rows: one header row, and one containing the data
- For Phase 1, entities must follow the data submission instructions provided on the Open Payments system landing page (as shown on slide 40 of this presentation)

General Reminders About Phase 1 Data Submission

- Authorized officials may designate another individual within their organization to submit the email on their behalf
- These designated individuals **MUST** include the authorized official's EIDM User ID in the email submission. Failure to use the authorized official's EIDM User ID in the email submission will result in a failure to match the information submitted in the email to the appropriate entity in the Open Payments system.

Phase 1 Resources

Name of Resource	Description	How to Access it?
EIDM User Operations Guide	Provides detailed description of EIDM, and step-by-step process of registration for NEW and existing users	https://portalz7.cms.cmsval/wps/wcm/connect/c8e1da68-522b-464a-b7c1-d84eff1b9722/CMS_EIDM_Unauthenticated_User_Operations_Guide_4.0.pdf?MOD=AJPERES
Open Payments Help Desk	Provides responses to general operational and policy issues associated with the Open Payments Program and System	openpayments@cms.hhs.gov
CSV Data Element Template	Information and other aggregate data elements that will be submitted to CMS	http://www.cms.gov/Regulations-and-Guidance/Legislation/National-Physician-Payment-Transparency-Program/Downloads/Phase-1-Data-Submission-Sample-Template-[February-2014].csv

Appendix

General Resources Available

- **Open Payments webpage**
 - <http://go.cms.gov/openpayments>
- **Open Payments technology-focused webinar**
 - Current and upcoming webinar listed, along with past recordings and materials
 - Available on the Events page of the Open Payments website: <http://www.cms.gov/Regulations-and-Guidance/Legislation/National-Physician-Payment-Transparency-Program/Events.html>
- **Supplemental materials, instruction documents, FAQs & other resources**
 - Available on the Data Submission and Attestation page of the Open Payments website: <https://www.cms.gov/Regulations-and-Guidance/Legislation/National-Physician-Payment-Transparency-Program/Data-Submission-and-Attestation.html>
- **Help Desk**
 - Email questions to openpayments@cms.hhs.gov

Questions & Answers

My EIDM user ID is not formatted as ##-#####-### - does it have to be?

- CMS said that the subject line of the email submission should be formatted as follows:
 - **Email subject line:** “EIDM User ID” [Note: Insert authorized official’s EIDM user ID, formatted as ##-#####-###] “– Open Payments Email Submission for 2013 Reporting Entity and Payment Aggregate Data”
- This instruction is an error – we are correcting it where it appeared in our original instruction document
- The user will establish their own EIDM user ID when they first login to the Enterprise portal and it DOES NOT need to adhere to the ##-#####-### format