



Centers for Medicare & Medicaid Services

Enterprise Privacy Policy Engine Cloud (EPPE)

Contractor Approval Workflow Training Module – New Contractor DUA with New Data Files

Version 2.1

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Table of Contents

1. Overview.....	1
1.1 EPPE Access Prerequisites	1
1.2 Icons Used Throughout the EPPE System	1
2. Create a New DUA.....	2
2.1 Main Information	4
2.2 Add Subcontractor Organization(s).....	5
2.3 Add Data User(s)	8
2.4 New Data File Selection.....	11
2.5 Data File Information: Data File Extraction	13
2.6 Data File Information: Delivery Method	14
2.7 Completing Data File Attributes	14
2.8 Upload Documents	17
2.9 Review and Submit the DUA	19
3. Acronyms and Glossary.....	21
4. EPPE Help Desk Information	22

List of Figures

Figure 1: EPPE Welcome	2
Figure 2: DUA Set Up Selection	2
Figure 3: Organization Selection	3
Figure 4: Requester Information	3
Figure 5: Requester Information for Proxy	4
Figure 6: Main Information Screen.....	4
Figure 7: Unable to Find the CMS CONTACT COR Alert	5
Figure 8: Subcontractor Organization(s)	5
Figure 9: Add Subcontractor Organization	6
Figure 10: Add Subcontractor Organization: Cannot Locate the Organization	6
Figure 11: Add New Subcontractor Organization.....	7
Figure 12: Add New Subcontractor Organization: Organization Pending Approval	7
Figure 13: Subcontractor Organization.....	8
Figure 14: Data User(s) Screen	8

Figure 15: Add Data User Screen: Add Data User Tab.....	9
Figure 16: Data Users Screen: Data User(s) Table.....	10
Figure 17: New Data File Selection(s): Extraction Attestation.....	11
Figure 18: New Data File(s) Selection: Justification for Extraction Attestation	11
Figure 19: Add New Data Files Pop-Up	12
Figure 20: Confirm Data Selection File Pop-Up.....	12
Figure 21: New Data File Selection(s) with Files Added.....	13
Figure 22: Data File Information: Data File Extraction Tab	13
Figure 23: Data File Information: Data File Attributes Added	14
Figure 24: Edit Data File Selection: Both Direct Access and Shipping Delivery Method	14
Figure 25: Data File Attributes for First File is Complete	15
Figure 26: New Data File(s): Apply to Others Pop-Up: Select Extracts to Apply.....	15
Figure 27: New Data File(s): Apply to Others Pop-Up: Select Apply Delivery Details.....	16
Figure 28: New Data File(s): Apply to Others Pop-Up: Select Other Data Files.....	16
Figure 29: New Data File(s): Status “COMPLETE”	17
Figure 30: Upload Documents Screen.....	17
Figure 31: Upload Additional Documents Pop-up	18
Figure 32: Upload Documents Table.....	19
Figure 33: Review the DUA.....	19
Figure 34: Submit the DUA: Add Comments	20
Figure 35: Accept Terms and Conditions and Submit the DUA.....	20
Figure 36: DUA Submission Confirmation Message	20

List of Tables

Table 1: Acronyms	21
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1. Overview

This Training Guide will cover the following:

- Main Information Selection
- How to add Sub-Contractor Organizations
- How to add Data User
- How to add Extraction Attestation for New Data Files
- How to add New Data Files
- How to add Data File Extraction Information
- How to add Delivery Method Information
- How to complete the Data File Attributes
- How to Upload Documentation
- How to review the DUA

1.1 EPPE Access Prerequisites

Before continuing this training, please complete the following:

- Obtain Identity Management (IDM) Credentials, Multi-Factor Authentication (MFA), and EPPE Access: <https://www.cms.gov/files/document/eppeidm.pdf>
- Access CMS Portal: <https://portal.cms.gov/>

1.2 Icons Used Throughout the EPPE System



A red asterisk denotes that a field is required to be entered.

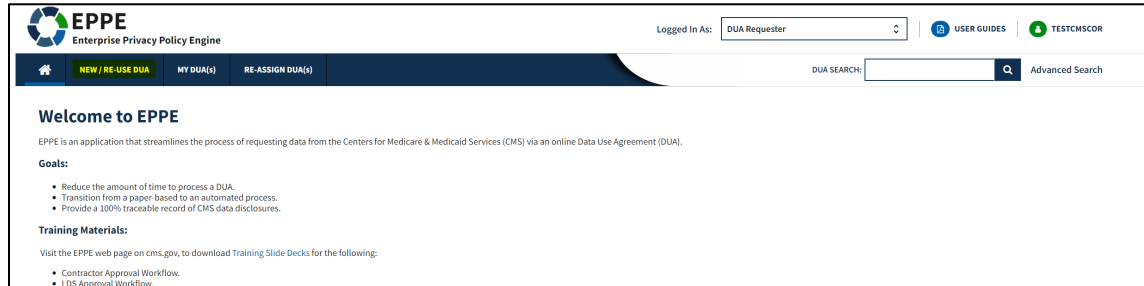


The question mark icon, when selected, will display field specific help.

2. Create a New DUA

Login to the EPPE system.

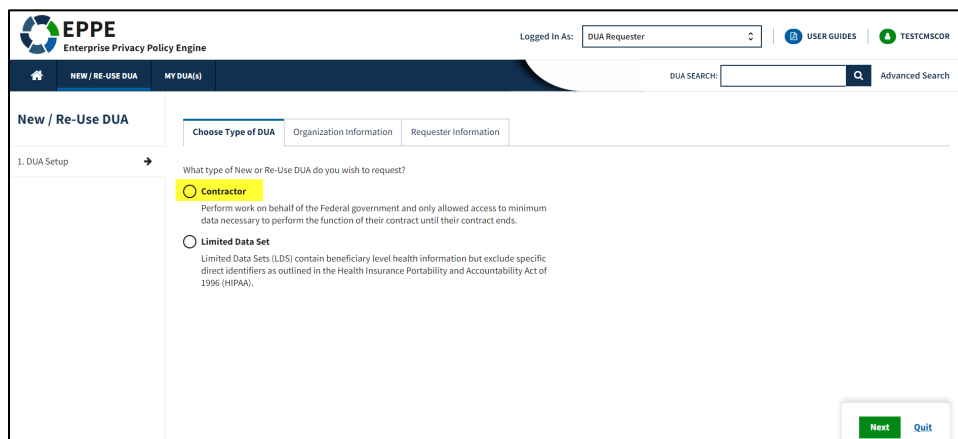
Figure 1: EPPE Welcome



1. Click **NEW / RE-USE DUA** from the menu to begin a new DUA.

The DUA Set Up screen for New / Re-Use DUA Request is displayed.

Figure 2: DUA Set Up Selection



1. Select the **Contractor** radio button.
2. Click **Next**.

The organization field is automatically populated. For requesters linked to multiple organizations, a dropdown is displayed to select the applicable organization.

Figure 3: Organization Selection

EPPE
Enterprise Privacy Policy Engine

Logged In As: DUA Requester | USER GUIDES | TESTCMSCOR

NEW / RE-USE DUA | MY DUA(S)

DUA SEARCH: [] Advanced Search

New / Re-Use DUA

Choose Type of DUA | **Organization Information** | Requester Information

I. DUA Setup →

Our records indicate you belong to more than one organization. For which organization do you wish to create a DUA request?

Select Organization*

Please select the organization for this new DUA.

scope

SCOPE INFOTECH, INC.

Previous Next Quit

3. Click **Next**.

Requester Information tab is displayed with the Requester Information pre-populated.

Figure 4: Requester Information

EPPE
Enterprise Privacy Policy Engine

Logged In As: DUA Requester | USER GUIDES | TESTCMSCOR

NEW / RE-USE DUA | MY DUA(S)

DUA SEARCH: [] Advanced Search

New / Re-Use DUA

Choose Type of DUA | Organization Information | **Requester Information**

I. DUA Setup →

Organization Name: SCOPE INFOTECH, INC.

Requester's Email: testercor07@gmail.com

Requester's Name: Tester COR

Requester's Phone Number: (609) 665-2030

Previous Next Quit

Note:

If the user has a proxy, select the appropriate option for the Requester Information.

Figure 5: Requester Information for Proxy

CMS.gov | My Enterprise Portal

My Apps

Tester COR

Help

Log Out

EPPE
Enterprise Privacy Policy Engine

Logged In As: DUA Requester

USER GUIDES

TESTCMSCOR

DUA SEARCH: [Search Box] Advanced Search

NEW / RE-USE DUA

MY DUA(s)

RE-ASSIGN DUA(s)

1. DUA Setup

2. Main Information

3. Subcontractor Organization(s)

4. Data User(s)

5. Re-use Data File Selection(s)

6. New Data File Selection(s)

7. Upload Documents

8. Reviews

Choose Type of DUA

Organization Information

Requester Information

Organization Name: HCD Organization

Do you want to work as a proxy?

☐ I will work as myself.

☐ I will work as a proxy for Tester User.

Previous

Next

Quit

4. Click **Next**.

2.1 Main Information

The DUA Number is displayed on the right on the Main Information screen.

Figure 6: Main Information Screen

New / Re-Use DUA

Main Information

DUA Number: CONT-2024-70392

1. DUA Setup

2. Main Information

3. Subcontractor Organization(s)

4. Data User(s)

5. Re-use Data File Selection(s)

6. New Data File Selection(s)

7. Upload Documents

8. Reviews

Project Name*

Contract Number*

Task Order Number

Contract Start Date*

Contract End Date*

mm/dd/yyyy

mm/dd/yyyy

Select your CMS Contact (COR)*

Select

Cannot locate your CMS Contact (COR)?

Save & Quit

Next

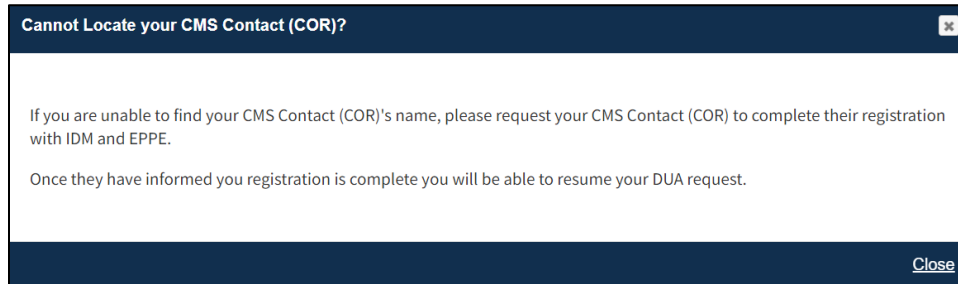
1. Enter the **Project Name**
2. Enter the **Contract Number**
3. Enter the **Task Order Number** (Optional)
4. Enter the **Contract Start Date** and **Contract End Date**
5. Select the **CMS CONTACT COR**
6. Click **Next**.

If the CMS CONTACT COR is not in the dropdown:

Click *Cannot locate your CMS Contact (CMS CONTACT COR)?* link.

The alert message “If you are unable to find your CMS Contact (COR)'s name, please request your CMS Contact (COR) to complete their registration with IDM and EPPE. Once they have informed you registration is complete you will be able to resume your DUA request.” is displayed.

Figure 7: Unable to Find the CMS CONTACT COR Alert

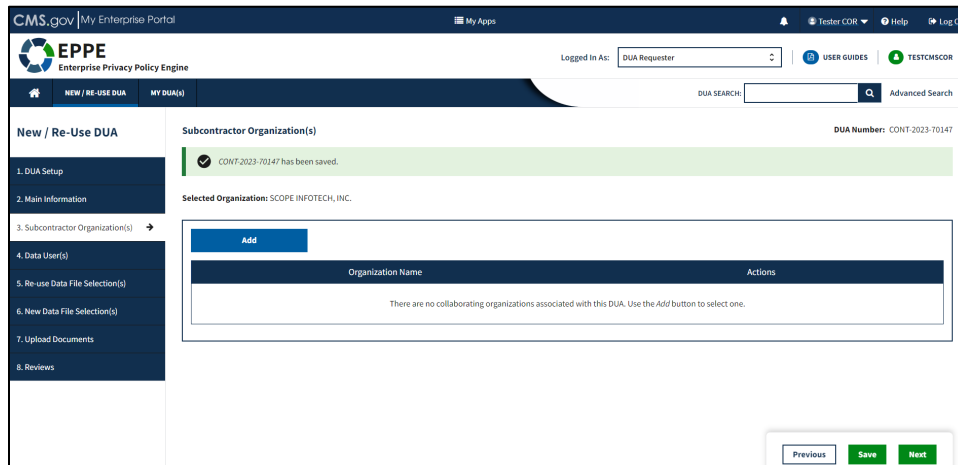


7. Click **Close**.
8. Save the DUA, and resume entry once the CMS Contact (CMS CONTACT COR) is displayed in the list.

2.2 Add Subcontractor Organization(s)

The Organizations tab is displayed with the selected Primary Organization Name.

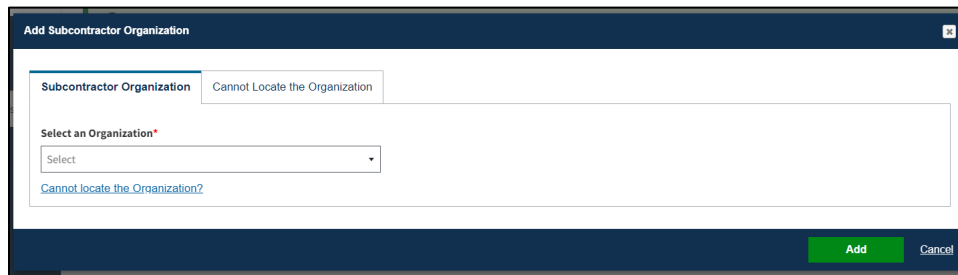
Figure 8: Subcontractor Organization(s)



1. Click the **Add** button if a Subcontractor Organization is needed.
2. If no Subcontractor Organization is needed, click **Next**.

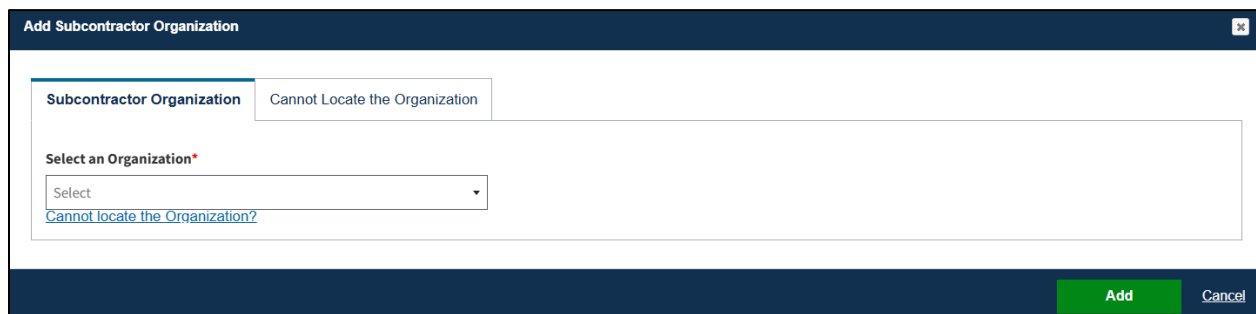
Note: The **Add** button selection is depicted in the following example.

Click **Add** to open the **Add Subcontractor Organization** pop-up.

Figure 9: Add Subcontractor Organization

3. Enter the Subcontractor Organization name.
4. Select the Subcontractor Organization from the dropdown list.
5. Click **Add**.

Note: If you cannot find the Organization, click the **Cannot Locate the Organization?** link.

Figure 10: Add Subcontractor Organization: Cannot Locate the Organization

6. Click the **Cannot locate the Organization?** link to add an organization not listed.

Figure 11: Add New Subcontractor Organization

9. Enter the **Organization Name**.
10. Select the **Country**
11. Enter the **Street Address**.
12. Enter the **City, State, and Zip Code**.
13. Click **Add**.

Figure 12: Add New Subcontractor Organization: Organization Pending Approval

Note: The EPPE Admin needs to process the New Subcontractor Organization request. Once approved the New Subcontractor Organization displays it in the dropdown list.

Figure 13: Subcontractor Organization

EPPE Enterprise Privacy Policy Engine

Logged In As: DUA Requester | USER GUIDES | TESTMCSOR

NEW / RE-USE DUA MY DUA(s)

DUA SEARCH: [] Advanced Search

New / Re-Use DUA

- 1. DUA Setup
- 2. Main Information
- 3. Subcontractor Organization(s) →
- 4. Data User(s)
- 5. Re-use Data File Selection(s)
- 6. New Data File Selection(s)
- 7. Upload Documents
- 8. Reviews

Subcontractor Organization(s) DUA Number: CONT-2023-70147

✓ HCD Organization was added to CONT-2023-70147

Selected Organization: SCOPE INFOTECH, INC.

Add

Organization Name	Actions
HCD Organization	Remove

Previous Save Next

The Subcontractor Organization is added to the table.

7. Click **Next**.

Note: Use the **Remove** action to remove the Subcontractor Organization from the table.

2.3 Add Data User(s)

The Data User(s) screen is displayed. Data Users are users who have administrative control over provided data and/or need access to data files within any data dissemination system.

Notes:

- Adding a Data User is required.
- One Data Custodian is required.
- Data Users added will be displayed in the Data Users List.

Figure 14: Data User(s) Screen

EPPE Enterprise Privacy Policy Engine

Logged In As: DUA Requester | USER GUIDES | TESTMCSOR

NEW / RE-USE DUA MY DUA(s)

DUA SEARCH: [] Advanced Search

New / Re-Use DUA

- 1. DUA Setup
- 2. Main Information
- 3. Subcontractor Organization(s)
- 4. Data User(s) →
- 5. Re-use Data File Selection(s)
- 6. New Data File Selection(s)
- 7. Upload Documents
- 8. Reviews

Data User(s) DUA Number: CONT-2023-70147

✓ CONT-2023-70147 has been saved.

Add Data User

Data User Name	Data User Role	Organization	Actions
Use the add button to add Data Users to this DUA.			

Displaying 0 - 0 of 0

Previous Save Next

1. Click the **Add Data User** button.

The Add Data User pop-up is displayed.

Figure 15: Add Data User Screen: Add Data User Tab

Add Data User

Add Data User | Add New Location | Add New User

Select Organization*

Select

Select Data User*

Select [Add New User](#)

Select Data User's Location*

Select [Add Location](#)

Data User Role

Select Data User's Role:* ☐ Data Custodian ☐ Data Recipient ☐ Direct Access

Attach Signature Addendum*

Drag file here or [choose from folder](#)

Submit [Cancel](#)

2. Select the **Organization**.
3. Select a **Data User** from the dropdown.
4. Select the **Data User's Location**.
5. Select the **Data User's Role**
6. Upload a **Signature Addendum**
7. Click the **Submit** button.

Figure 16: Data Users Screen: Data User(s) Table

The screenshot shows the EPPE (Enterprise Privacy Policy Engine) interface. The top navigation bar includes the CMS.gov logo, 'My Apps', and user information (Tester COR, Help, Log Out). The left sidebar lists steps: 1. DUA Setup, 2. Main Information, 3. Subcontractor Organization(s), 4. Data User(s) (selected), 5. Re-use Data File Selection(s), 6. New Data File Selection(s), and 7. Upload Documents. The main content area is titled 'Data User(s)' and shows a confirmation message: 'Mirza Baig was added to CONT-2025-72182 as a Data User.' Below this is a table with columns: Data User Name, Data User Role, Organization, and Actions. The table contains one row for Mirza Baig, Data Custodian, Guidehouse. The Actions column has links for Show Details, Edit, and Remove. At the bottom right are buttons for Save & Quit, Previous, and Next.

Data User Name	Data User Role	Organization	Actions
Mirza Baig	Data Custodian	Guidehouse	Show Details Edit Remove

Displaying 1 - 1 of 1

Buttons: [Save & Quit](#) [Previous](#) [Next](#)

8. Click the **Next** button when all Data User(s) are added.

Note:

Use the **Edit** action to update Data User(s) information.

Use the **Remove** action to remove Data User(s) from the table.

9. Click the **Next** button to go to the New Data File Selection(s) section.

2.4 New Data File Selection

The New Data File(s) Selection screen is displayed.

Figure 17: New Data File Selection(s): Extraction Attestation

CMS.gov | My Enterprise Portal

EPPE Enterprise Privacy Policy Engine

Logged In As: DUA Requester

USER GUIDES TESTCMSCOR

NEW / RE-USE DUA MY DUA(s) RE-ASSIGN DUA(s)

DUA SEARCH: Advanced Search

DUA Number: CONT-2025-72181

New / Re-Use DUA

- 1. DUA Setup
- 2. Main Information
- 3. Subcontractor Organization(s)
- 4. Data User(s)
- 5. Re-use Data File Selection(s)
- 6. New Data File Selection(s) →
- 7. Upload Documents
- 8. Reviews

New Data File Selection(s)

✓ CONT-2025-72181 has been saved.

Extraction Attestation

Will contractors be extracting/receiving CMS data outside of CMS systems?* ☐ Yes ☐ No

ADD NEW DATA FILES

Code	Data File Description	Extraction % / Cohort	From Year	To Year	Status	Actions
No Data Files are currently selected. Please use the Add button to select and add Data Files.						

Displaying 0 - 0 of 0

Save & Quit Previous Next

1. Select the appropriate Extraction Attestation.

Figure 18: New Data File(s) Selection: Justification for Extraction Attestation

CMS.gov | My Enterprise Portal

EPPE Enterprise Privacy Policy Engine

Logged In As: DUA Requester

USER GUIDES TESTCMSCOR

NEW / RE-USE DUA MY DUA(s) RE-ASSIGN DUA(s)

DUA SEARCH: Advanced Search

DUA Number: CONT-2025-72181

New / Re-Use DUA

- 1. DUA Setup
- 2. Main Information
- 3. Subcontractor Organization(s)
- 4. Data User(s)
- 5. Re-use Data File Selection(s)
- 6. New Data File Selection(s) →
- 7. Upload Documents
- 8. Reviews

New Data File Selection(s)

Extraction Attestation

Will contractors be extracting/receiving CMS data outside of CMS systems?* ☒ Yes ☐ No

Please provide justification describing why data must leave CMS system boundaries:*

Max 400 characters.

Content limited to 400 characters, remaining: 400
Additional supporting documentation can be added in the Upload Documents section.

ADD NEW DATA FILES

Code	Data File Description	Extraction % / Cohort	From Year	To Year	Status	Actions
07687	test	100	2026	2026	COMPLETE	Show Details Edit Remove Apply to Others

Displaying 1 - 1 of 1

Save & Quit Previous Next

2. If **Yes** is selected, please provide a justification in the justification text box. The justification textbox has a 400 characters limitation.
3. Click **ADD NEW DATA FILES** button.

Figure 19: Add New Data Files Pop-Up

Add New Data Files

Select Confirm

Search:

Privacy Level:

	Data File Description	Privacy Level
<input type="checkbox"/>	-	
<input type="checkbox"/>	533155 - 100% INPATIENT CLAIMS	ENCRYPTED
<input type="checkbox"/>	abcd - ABC CODE	IDENTIFIABLE
<input type="checkbox"/>	ACADFV - ACA DATA VALIDATION	IDENTIFIABLE
<input type="checkbox"/>	ACO-AF - PIONEER ACO ALIGNMENT FILE	IDENTIFIABLE
<input type="checkbox"/>	ACOB - PIONEER ACO BENEFICIARY FILE	IDENTIFIABLE

Next Cancel

4. Select the Data files to add.
5. Click the **Next** button to see the selected files.

Figure 20: Confirm Data Selection File Pop-Up

Add New Data Files

Select Confirm

Your selected Data Files:

- ☒ ACO-AF - PIONEER ACO ALIGNMENT FILE
- ☒ ACOB - PIONEER ACO BENEFICIARY FILE

Previous Add Data Files Cancel

4. Click the **Add Data Files** button to add the data files to the Data File table.

New Data File(s) Selection table is displayed. Enter more data files as needed. The selected data files are displayed in the new data files table.

Figure 21: New Data File Selection(s) with Files Added

New Data File Selection(s) DUA Number: CONT-2024-70392

ADD NEW DATA FILES

Data File Description	Extraction % / Cohort	From Year	To Year	Status	Actions
abcd - ABC CODE				INCOMPLETE	Show Details Edit Remove
OPSPF - LDS - OPSP PARTIAL HOSPITALIZATION PROGRAM FINAL				INCOMPLETE	Show Details Edit Remove

Displaying 1 - 2 of 2

Save & Quit Previous **Next**

- Click the **Edit** action to enter attributes for the first file.

2.5 Data File Information: Data File Extraction

The Edit Data File Selection pop-up is displayed with the Data File Extraction tab in focus.

Figure 22: Data File Information: Data File Extraction Tab

Edit Data File Selection ✕

Data File Extraction | Delivery Method | Add New Location

Data File: 07687 - test

Data File Extraction / Cohort* **From*** **To***

- None - - None - - None -

Extraction Type(s) **State(s)**

- None - - None -

Add

Extraction % / Cohort	From Year	To Year	Extraction Types	States	Actions
Add Data File Extracts using the form above.					

Next Cancel

- Select the **Data File Extraction/Cohort**.
- Select the **From** and **To** year.
- Choose any **Extraction Type(s)**.
- Choose **State(s)** if applicable.
- Click **Add**.

The data file extraction attributes display in the table.

Figure 23: Data File Information: Data File Attributes Added

Extraction % / Cohort	From Year	To Year	Extraction Types	States	Actions
100	2023	2023			Remove

Next **Cancel**

- Click **Next**.

2.6 Data File Information: Delivery Method

The Delivery Method tab is displayed. Direct Access is the default Delivery Method and IDR is the default Data Dissemination System; however, this information is editable.

Figure 24: Edit Data File Selection: Both Direct Access and Shipping Delivery Method

Edit Data File Selection

Data File Extraction **Delivery Method** Add New Location

Data File: 07687 - test

Delivery Method: ☐ DIRECT ACCESS ☐ SHIPPING ☒ BOTH DIRECT ACCESS AND SHIPPING

Direct Access Information

Data Dissemination System:

Shipping Information

Data Dissemination System:

Primary Recipient:

Data Shipping Location: [Add Location](#)

Carrier:

Add

Previous **Submit** **Cancel**

- Select the **Delivery Method**.
- Select the **Data Dissemination System**.
- Complete the other fields, as necessary.
- Click **Add** to populate the table.
- Click **Submit**.

2.7 Completing Data File Attributes

The first file's status is "COMPLETE."

Figure 25: Data File Attributes for First File is Complete

New Data File Selection(s) DUA Number: CONT-2024-70392

✓ abcd - ABC CODE has been updated.

[ADD NEW DATA FILES](#)

Data File Description	Extraction % / Cohort	From Year	To Year	Status	Actions
abcd - ABC CODE	100	2023	2023	COMPLETE	Show Details ▾ Edit Remove Apply to Others
OPPSPF - LDS - OPPS PARTIAL HOSPITALIZATION PROGRAM FINAL				INCOMPLETE	Show Details ▾ Edit Remove

Displaying 1 - 2 of 2

[Save & Quit](#)
[Previous](#)
[Next](#)

1. Click the **Edit** action to enter attributes for each file.

OR

1. Click **Apply to Others** to apply the same attributes to all or some of the remaining files.

Notes:

- The **Apply to Others** link will only be displayed if the DUA has multiple files.
- Displayed once data file attributes for at least one data file selection has been completed.

The Apply to Others pop-up is displayed.

Figure 26: New Data File(s): Apply to Others Pop-Up: Select Extracts to Apply

Apply to Others ✕

[Select Extracts to Apply](#)
[Apply Delivery Details](#)
[Select Other Data Files](#)

☐ [2010 - 2024] : 100%, Final

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

2. Select the check box to select the Extracts to Apply.
3. Click **Next**.

Figure 27: New Data File(s): Apply to Others Pop-Up: Select Apply Delivery Details

The screenshot shows a dark blue header bar with the title 'Apply to Others' and a close button. Below the header is a white content area with three tabs: 'Select Extracts to Apply', 'Apply Delivery Details' (which is selected and highlighted with a blue border), and 'Select Other Data Files'. Under the 'Apply Delivery Details' tab, there is a checkbox labeled 'Apply Delivery Details' with the text 'Check this box to apply the delivery details to the selected data files.' below it. At the bottom of the window is a dark blue footer bar containing three buttons: 'Previous' (white with dark blue text), 'Next' (green with white text), and 'Cancel' (white with dark blue text and a small underline).

4. Select the checkbox to Apply Delivery Details.
5. Click **Next**.

Figure 28: New Data File(s): Apply to Others Pop-Up: Select Other Data Files

The screenshot shows the same 'Apply to Others' pop-up window, but with the 'Select Other Data Files' tab selected. The 'Apply Delivery Details' checkbox is now unselected. Below the tabs, there is a list of two data files, each with an unchecked checkbox: '111 - sdfsd' and '11620205 - Adding new data file'. The bottom footer bar is identical to the previous screenshot, but the green button is labeled 'Submit' instead of 'Next'.

6. Select the check box to select the Data Files.
7. Click the **Submit** button.

Figure 29: New Data File(s): Status “COMPLETE”

New Data File Selection(s) DUA Number: CONT-2024-70392

[ADD NEW DATA FILES](#)

Data File Description	Extraction % / Cohort	From Year	To Year	Status	Actions
abcd - ABC CODE	100	2023	2023	COMPLETE	Show Details ▾ Edit Remove Apply to Others
OPPSFF - LDS - OPPS PARTIAL HOSPITALIZATION PROGRAM FINAL	100	2023	2023	COMPLETE	Show Details ▾ Edit Remove Apply to Others

Displaying 1 - 2 of 2

[Save & Quit](#)
[Previous](#)
[Next](#)

8. Click **Next**.

Note: Use **Remove** to remove a data file from the table, if applicable.

2.8 Upload Documents

The Upload Documents screen is displayed. Predefined document type is displayed in the table.

Figure 30: Upload Documents Screen

EPPE Enterprise Privacy Policy Engine Logged In As: DUA Requester | [USER GUIDES](#) | [TESTSCOR](#)

NEW / RE-USE DUA MY DUAs DUA SEARCH: [Advanced Search](#)

New / Re-Use DUA DUA Number: CONT-2023-70116

1. DUA Setup
2. Main Information
3. Subcontractor Organization(s)
4. Data User(s)
5. Re-use Data File Selection(s)
6. New Data File Selection(s)
7. Upload Documents **→**
8. Reviews

Upload Documents DUA Number: CONT-2023-70116

✓ CONT-2023-70116 has been saved.

[Upload Additional Document](#)

Document Type	Document Name	Data User	Description	Uploaded	Download
SIGNATURE ADDENDUM	test (1).pdf	Ronald Anthonisamy		12/02/2023 - 14:36	Download
SIGNATURE ADDENDUM	test (10)_0.pdf	John Smith		12/02/2023 - 21:44	Download

Displaying 1 - 2 of 2

[Previous](#)
[Save](#)
[Next](#)

1. Click **Upload Additional Documents** to upload document(s).

Figure 31: Upload Additional Documents Pop-up

Upload Additional Documents

Upload Documents

Document Type*

Select

Description

Select File(s)*

Drag files here or [choose from folder](#)

Add [Cancel](#)

1. Select Document Type from the dropdown menu.
2. Enter a Description (Optional).
3. Click the **Choose from folder** link to choose your file.
4. Click the **Add** button once the file has been selected.

Notes:

- Max file size is 100 megabytes.
- Not all file types can be uploaded. EPPE will display a message when attempting to upload non-allowable file types.
- For easy recognition, please name files appropriately based on their contents.

Figure 32: Upload Documents Table

New / Re-Use DUA

Upload Documents

DUA Number: CONT-2025-72117

UPLOAD ADDITIONAL DOCUMENTS

Document Type	Document Name	Data User	Description	Uploaded	Actions
ADDITIONAL DOCUMENTS	TEST AD.doc		Test uploaded Additional Document	10/06/2025	Download Update Remove
SIGNATURE ADDENDUM	test (7).pdf	Brooke Dasgupta		10/06/2025	Download Update

Displaying 1 - 2 of 2

Save & Quit

Previous

Next

1. Click the **Next** button when the Documents are added.

2.9 Review and Submit the DUA

The Review screen is displayed the following sections of the DUA:

- DUA Life Cycle (click the plus icon to the right for details)
- Main Information
- Contacts and Proxies
- Sub-contractor Organization(s)
- Data User(s)
- Data File Descriptions for new data files. Click the plus icon (+) for details.
- Documents

Figure 33: Review the DUA

New / Re-Use DUA

DUA Number: CONT-2024-70471

DUA Life Cycle

Main Information

DUA Number: CONT-2024-70471
DUA Request Type: UPDATE DUA
DUA Status: In Progress
Expiration Date: 01/10/2025
Requested Date: 01/10/2024
Requester: Tester COR
Requester's Email: testerco07@gmail.com

Save & Quit

Previous

Submit

1. Click the **Submit** button.

Figure 34: Submit the DUA: Add Comments

2. Enter **Comments**, if applicable.
3. Click the **Next** button.

The Terms & Conditions screen is displayed.

Figure 35: Accept Terms and Conditions and Submit the DUA

4. Review the Terms & Conditions.
5. Mark the **I agree to the terms and conditions above** checkbox.
6. Click **Submit**.

Submission confirmation message is displayed on the DUA View screen, “*DUA request <DUA Number> has been submitted for review. You will receive a follow-up email notification. To view the DUA, navigate to “MY DUA(s)”*”

- The CMS CONTACT COR will find the DUA in their **Pending Action(s)** queue.

Figure 36: DUA Submission Confirmation Message

3. Acronyms and Glossary

The following are acronyms used within the EPPE system.

Table 1: Acronyms

Acronym	Definition
CMS	Centers for Medicare and Medicaid Services
COR	CMS Contact (COR)
DUA	Data Use Agreement
EPPE	Enterprise Privacy Policy Engine
IDM	Identity Management
IDR	Integrated Data Repository
MFA	Multi-Factor Authentication
PDF	Portable Document Format

4. EPPE Help Desk Information

EPPE Help Desk Contact Information

Hours of Operation: Monday – Friday 9:00 AM - 6:00 PM ET

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

eppe@cms.hhs.gov