



Centers for Medicare & Medicaid Services

Enterprise Privacy Policy Engine Cloud (EPPE)

Contractor Approval Workflow Training Module - Removing a Role

Version 2.0

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1. Overview

This Training Guide will cover the following:

- How to Remove a Role as a Contractor DUA Requester.
- How to confirm the deletion of a role.
- How to view the EPPE Roles Display
- How to Request for Additional Roles as a Contractor DUA Requester.

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.

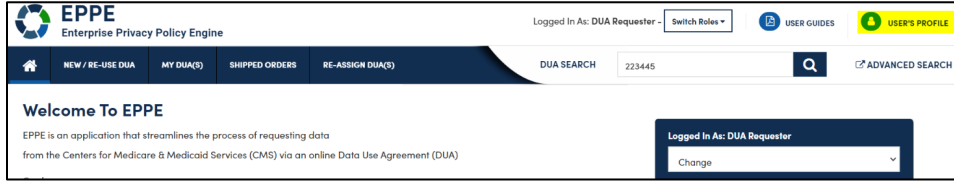


The question mark icon, when selected, will display field specific help.

2. DUA Requester – Remove a Role

You can request to remove a role.

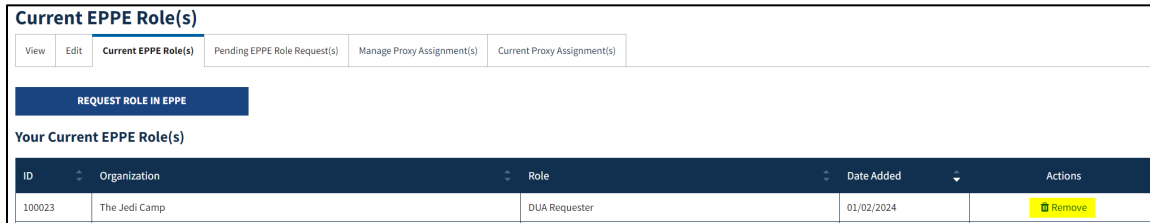
Figure 1: EPPE Menu



1. Select your **User ID** menu item (“USER’S PROFILE” in this example).

The Roles and Organization Names to which you have access are displayed.

Figure 2: User Profile – Your Current EPPE Role(s)

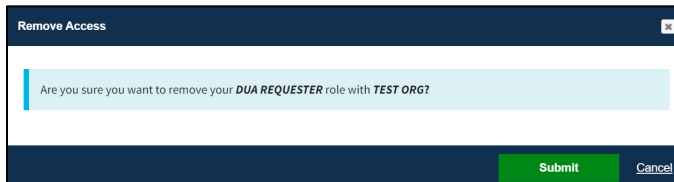


2. Click the **Remove** action associated with the role you want to remove.

2.1 Confirm Deletion of Role

The Role Delete Request pop-up is displayed.

Figure 3: Confirming Deletion of Role



1. Click the **Submit** button.

2.2 EPPE Roles Display

The **Current Roles Page** is displayed.

Figure 4: EPPE Roles Display

My Roles			
ORGANIZATION NAME	ROLE	DATA DISSEMINATION SYSTEM	ACTION
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	SHIPPER	CCW/VRDC	Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	PAYMENT COORDINATOR	CCW/VRDC	Remove
CENTERS FOR MEDICARE and MEDICAID SERVICES (CMS)	PAYMENT COORDINATOR	CCW/VRDC	Remove

Showing 3 records of 3

← 1 2 3 4 5 6 →

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Notes:

- You can delete other roles, but you must retain at least one role.
- To obtain a previously deleted role again, you must submit the role request and it must be approved by the EPPE Administrator.

2.3 Requesting Additional Roles

Refer to the Requesting Additional Roles training module for more information on available roles as well as requesting additional roles in EPPE.

3. Acronyms

The following are acronyms used within the EPPE system.

Table 1: Acronyms

Acronym	Definition
CMS	Centers for Medicare and Medicaid Services
DUA	Data Use Agreement
EPPE	Enterprise Privacy Policy Engine
IDM	Identity Management
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 TO 6:00 PM ET

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

eppe@cms.hhs.gov