



**Centers for Medicare & Medicaid Services**

## **Enterprise Privacy Policy Engine Cloud (EPPE)**

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

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**Version 2.0**

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# 1. Overview

This Training Guide will cover the following:

- How to Request for the CMS Contact COR Role.

## 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. EPPE CMS Contact (COR) Role

Navigate to the **CMS.gov** website: <https://portal.cms.gov>.

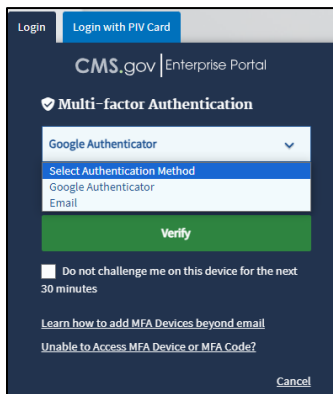
**Figure 1: Login Screen**



1. Enter your **Login Credentials**.
2. Click **Login**.

The MFA page displays.

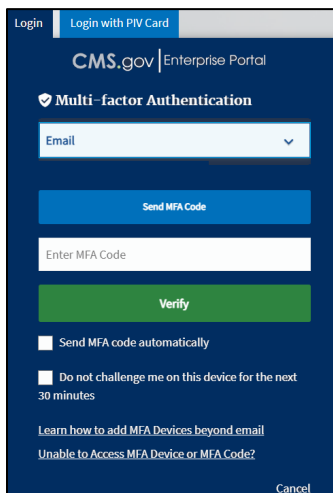
**Figure 2: Multi-Factor Authentication (MFA)**



3. Select **Email** as the MFA option. Email is the default option and will always be available.

The MFA page displays.

**Figure 3: MFA Screen: Send MFA Code**



4. Click **Send MFA Code**. An email will be sent to your registered email address.
5. Enter the MFA Code received in the email in the **MFA Code** field and click **Verify**.

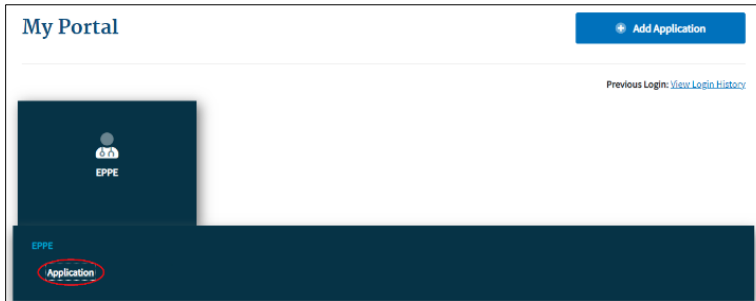
The CMS Enterprise Portal Welcome Screen displays with the EPPE Application tile.

Figure 4: My Portal: EPPE Tile



6. Click the **EPPE** application tile.

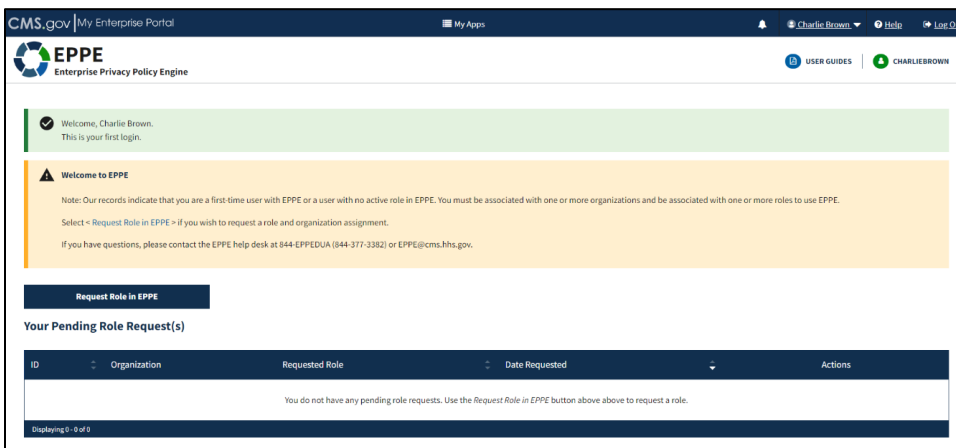
Figure 5: CMS Portal: Request a Role in EPPE



7. Click **Application** to access the EPPE system.

The Request a Role page is displayed.

Figure 6: Request a Role Screen



8. Click the **Request Role in EPPE** button to start the role selection process.

The Request a Role in EPPE pop-up is displayed.

**Figure 7: Request Role Pop-Up**

9. Select your **Organization Name** from the dropdown menu.
10. Select the **CMS Contact (COR)** role from the dropdown.
11. Click the **Submit** button.

**Figure 8: Attestation**

12. Select the **I agree** checkbox.
13. Click the **Submit** button.

**Note:** The Attestation Message does not appear if you remove and re-add the role.

The EPPE role request submission acknowledgement, “*Your role request for [EPPE Role] with [Organization] has been submitted for review and approval.*” Is displayed.

**Figure 9: EPPE Role Request Acknowledgement**

The EPPE Administration (EPPE Admin) team will review for approval.

### 3. Acronyms

The following are acronyms used within the EPPE system.

**Table 1: Acronyms**

Acronym	Definition
<b>EPPE</b>	Enterprise Privacy Policy Engine
<b>DUA</b>	Data Use Agreement
<b>CMS</b>	Centers for Medicare and Medicaid Services
<b>IDM</b>	Identity Management
<b>MFA</b>	Multi-Factor Authentication
<b>COR</b>	CMS Contact (COR)
<b>PDF</b>	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 EST

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

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