



Centers for Medicare & Medicaid Services  
eXpedited Life Cycle (XLC)

# Enterprise Privacy Policy Engine (EPPE)



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

# Training Topics

## Training Topics in this Module

- EPPE Access Prerequisites
- Basic Information About EPPE
- Requesting the EPPE CMS Contact (COR) Role
  - Attestation
- EPPE Help Desk Information

# EPPE ACCESS PREREQUISITES

# EPPE Access Prerequisites

## CMS Enterprise Portal Access, IDM Credentials, and EPPE Access

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

# Basic Information About EPPE

## Icons Used Throughout the EPPE System



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



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

# **OBTAINING THE EPPE CMS CONTACT (COR) ROLE**

# Obtaining the CMS Contact (COR) Role

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

CMS.gov | Enterprise Portal

Applications Help About Email Alerts

CMS.gov | Enterprise Portal

User ID

Password

Agree to our [Terms & Conditions](#)

Login

[Forgot your User ID or your Password?](#)

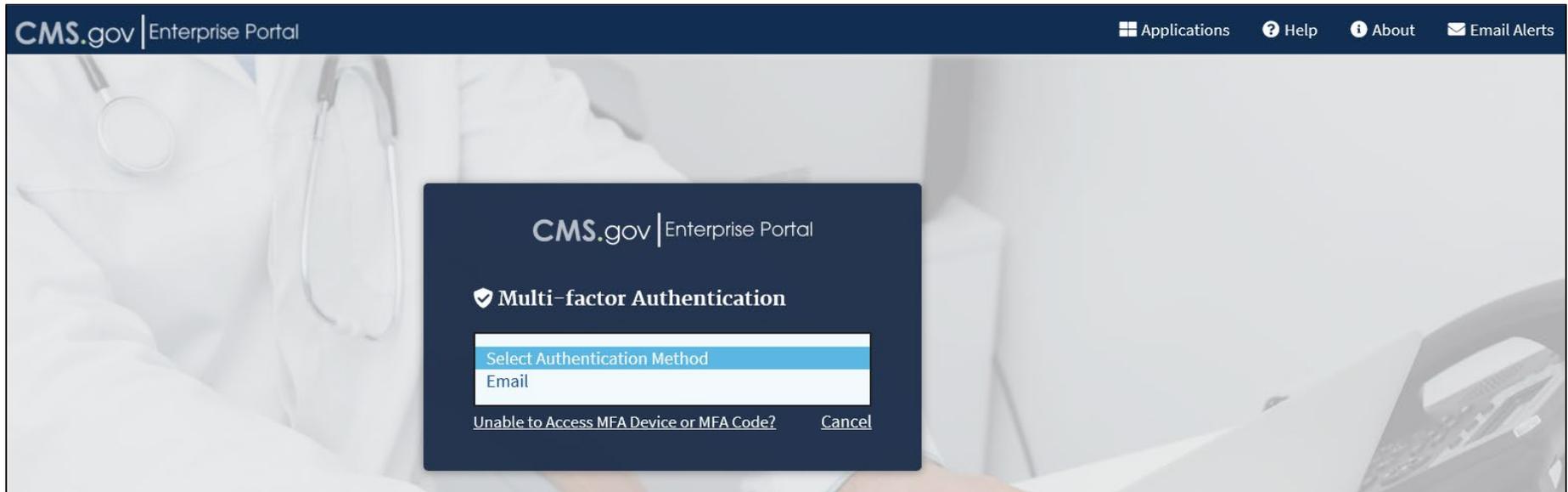
New User Registration

Enter your Login  
Credentials.

Click on **Log In**.

# Obtaining the CMS Contact (COR) Role

The **MFA** page displays.

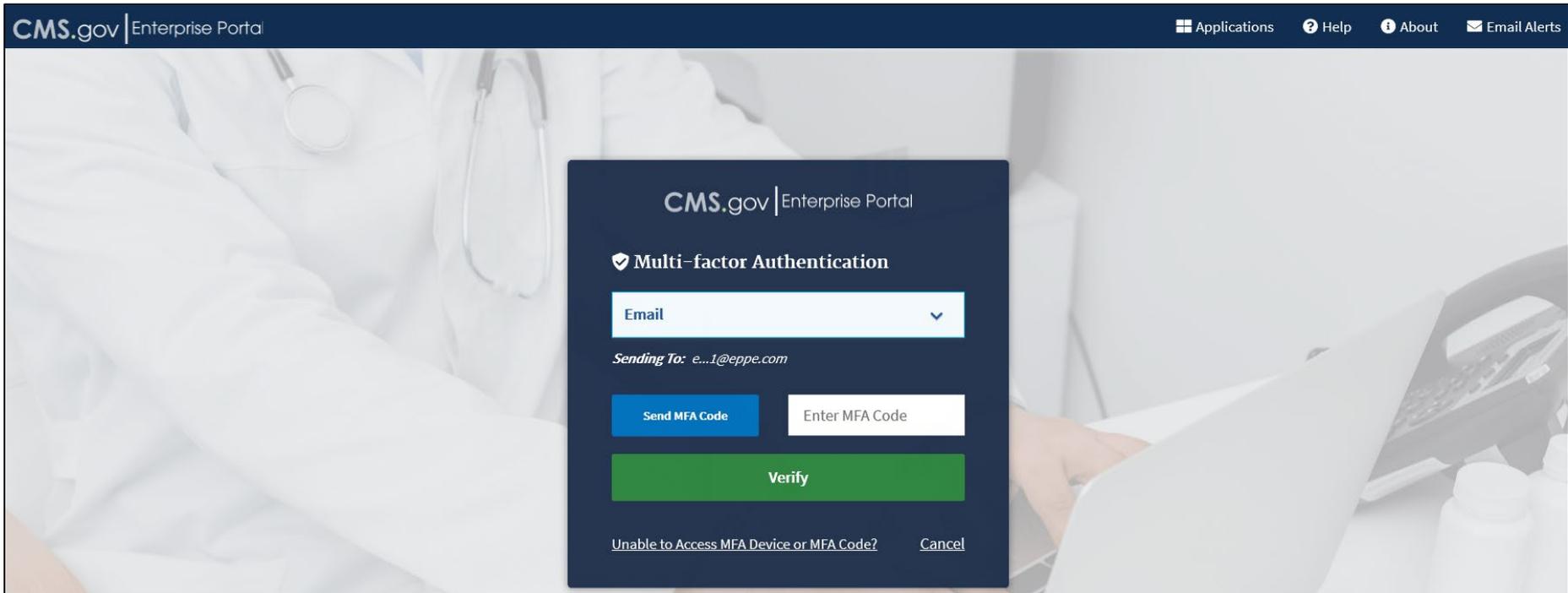


Select **Email** as the MFA option.

**Note:** Email is the default options, along other option, and will always be available in the dropdown list.

# Obtaining the CMS Contact (COR) Role

The **MFA** page displays.

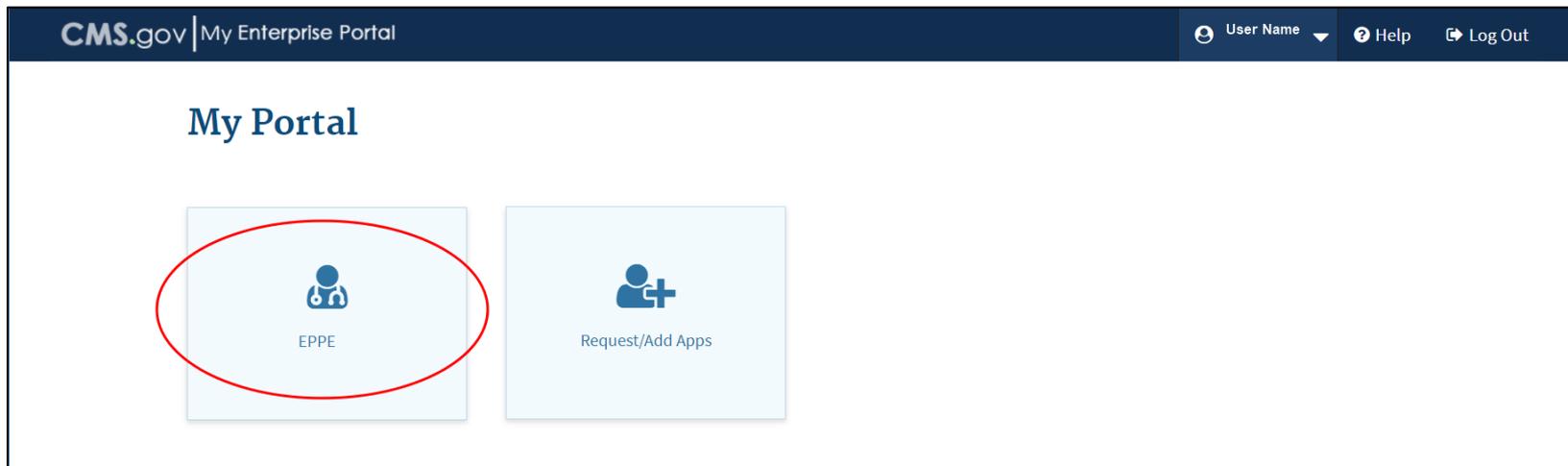


The screenshot shows the CMS.gov Enterprise Portal interface. At the top left, the logo reads "CMS.gov | Enterprise Portal". At the top right, there are navigation links for "Applications", "Help", "About", and "Email Alerts". The main content area features a dark blue modal window titled "Multi-factor Authentication". Inside this modal, there is a dropdown menu labeled "Email" with a downward arrow. Below the dropdown, it says "Sending To: e...1@eppe.com". There are two buttons: a blue "Send MFA Code" button and a white "Enter MFA Code" button. Below these is a large green "Verify" button. At the bottom of the modal, there is a link "Unable to Access MFA Device or MFA Code?" and a "Cancel" button. The background of the page is a blurred image of a person in a white lab coat with a stethoscope around their neck, sitting at a desk with a laptop and a telephone.

Click on **Send MFA Code**. Once the email is received, enter the MFA Code in the **Enter MFA Code** field and click on **Verify**.

# Obtaining the CMS Contact (COR) Role

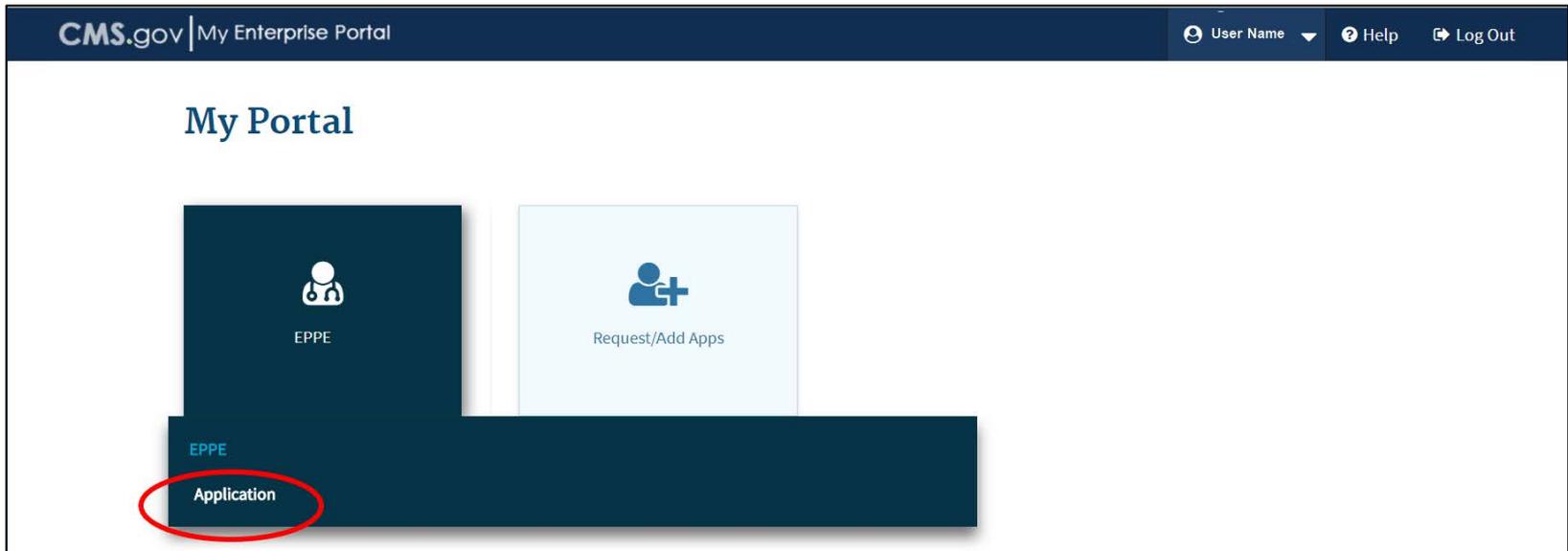
## Request a Role in EPPE



1. The **CMS Enterprise Portal Welcome Screen** displays with the **EPPE** Application tile.
2. Select the **EPPE** Application tile.

# Obtaining the CMS Contact (COR) Role

## CMS Portal: Request a Role in EPPE



Select **Application** to access the EPPE system.

# Obtaining the CMS Contact (COR) Role

## EPPE Welcome Screen



The screenshot shows the EPPE Welcome Screen. At the top, there is a dark blue header with the CMS.gov logo and 'My Enterprise Portal' on the left, and 'My Apps' in the center. On the right, there are links for 'User Name', 'Help', and 'Log Out'. Below the header, the main content area is titled 'Enterprise Privacy Policy Engine'. A light blue box contains the following text: 'Welcome to EPPE', 'Note: Our records indicate that you are a first-time user with EPPE or a user with no active role in EPPE. You must be associated with one or more organizations and be associated with one or more roles to use EPPE.', 'Select < Request Access > if you wish to request a role and organization assignment.', and 'If you have questions, please contact the EPPE help desk at 844-EPPEDUA (844-377-3382) or EPPE@cms.hhs.gov.' The text '< Request Access >' is circled in red.

1. The **EPPE Welcome Screen** displays.
2. Select the **Request Access** link to start the role selection process.

# Obtaining the CMS Contact (COR) Role

## Request EPPE Role

CMS.gov | My Enterprise Portal My Apps

### Enterprise Privacy Policy Engine

#### REQUEST ROLE IN EPPE

Organization Name \*:  Cannot locate your Organization?

Role \*:

**Add**

#### YOUR SELECTIONS

S.No.	Organization Name	Role	Data Dissemination System	Action
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**Exit**

1. Select your **Organization Name** from the drop.
  - **You must select from the dropdown.**
2. Select the **CMS Contact (COR)** role from the dropdown.
3. Select the **Add** button.

# Obtaining the CMS Contact (COR) Role

## Request EPPE Role

The screenshot displays the 'REQUEST ROLE IN EPPE' interface. At the top, there is a form with two fields: 'Organization Name \*' containing 'CENTERS FOR MEDICARE AND MEDICAID SERVICES (CMS)' and a tooltip that says 'Cannot locate your Organization?'; and 'Role \*' with a dropdown menu set to 'CMS CONTACT (COR)'. Below these fields is an 'Add' button. Underneath is a section titled 'YOUR SELECTIONS' containing a table with the following data:

S.No.	Organization Name	Role	Data Dissemination System
1	CENTERS FOR MEDICARE AND MEDICAID SERVICES (CMS)	CMS CONTACT (COR)	

At the bottom of the form are 'Submit' and 'Exit' buttons. An 'ATTESTATION' dialog box is overlaid on the right side of the form, containing the text: 'Agreeing to this statement confirms that I have completed the mandatory training for the role that I am requesting, as specified on the EPPE web page. Link to EPPE web page.' Below this text is an unchecked checkbox labeled 'I agree. \*' and a 'NEXT' button.

1. The Attestation message displays: ***“Agreeing to this statement confirms that I have completed the mandatory training for the role that I am requesting, as specified on the [EPPE web page](#),”*** including a link to the EPPE page on CMS.gov
2. Select the **I agree** checkbox.
3. Select the **Next** button.

# Obtaining the CMS Contact (COR) Role

## Request EPPE Role

Enterprise Privacy Policy Engine

REQUEST ROLE IN EPPE

Organization Name \*: CENTERS FOR MEDICARE AND MEDICAID SERVICES (CMS) Cannot locate your Organization?

Role \*: CMS CONTACT (COR)

Add

YOUR SELECTIONS

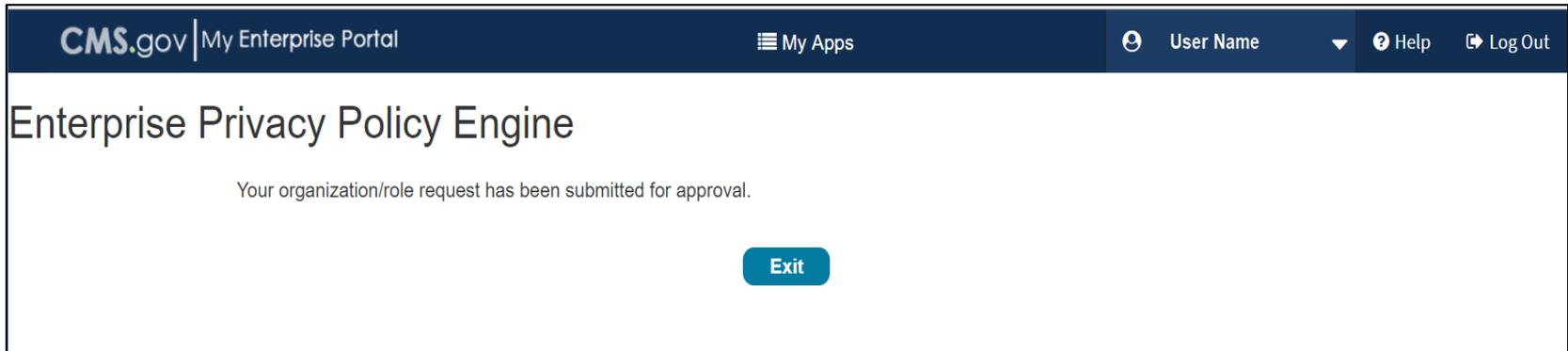
S.No.	Organization Name	Role	Data Dissemination System	Action
1	CENTERS FOR MEDICARE AND MEDICAID SERVICES (CMS)	CMS CONTACT (COR)		Edit Remove

Submit Exit

1. Select **Organization Name (CMS)** (must be selected from the dropdown).
2. Select the **CMS Contact (COR)** Role from the dropdown.
3. Select the **Add** button.
4. The **Selection** displays in the table.
5. Select the **Submit** button.

# Obtaining the CMS Contact (COR) Role

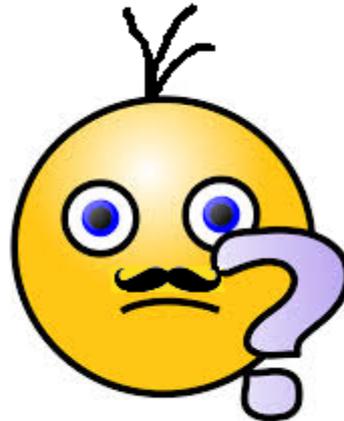
## EPPE Role Request Acknowledgement



The screenshot shows the top navigation bar of the CMS.gov My Enterprise Portal. The navigation bar includes the CMS.gov logo, "My Enterprise Portal", "My Apps", "User Name", "Help", and "Log Out". Below the navigation bar, the page title is "Enterprise Privacy Policy Engine". The main content area displays the message: "Your organization/role request has been submitted for approval." Below the message is a blue "Exit" button.

1. The **EPPE** role request submission acknowledgement displays the message: ***“Your organization/role request has been submitted for approval.”***
2. The EPPE Administration (EPPE Admin) Team will review for approval.
3. Select the **Exit** button.

# 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)