



Centers for Medicare & Medicaid Services

Enterprise Privacy Policy Engine Cloud (EPPE)

Contractor Approval Workflow Training Module - CMS Contact (COR) Removing a Role

Version 2.0

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1. Overview

This Training Guide will cover the following:

- How to remove a user 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/eppedm.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. Removing a Role

Log in to the EPPE application.

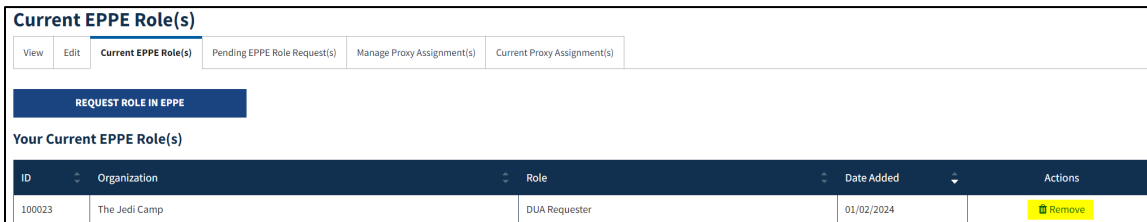
Figure 1: EPPE Welcome Screen



1. Click your **User ID** option on the top navigation menu to obtain the User Profile Page (“USER’S PROFILE” in this example).

Select the **Current EPPE Role(s)** tab on the User Profile Page.

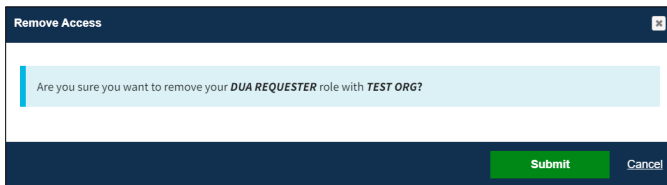
Figure 2: EPPE Roles Display



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

The **Remove Access** confirmation pop-up is displayed.

Figure 3: Confirm Removal of Role

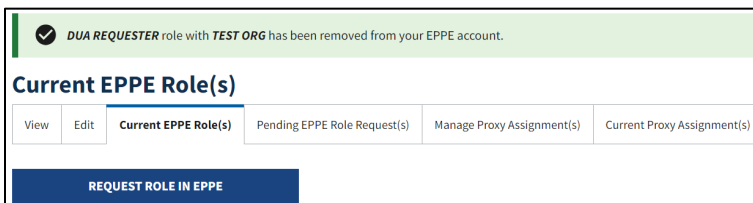


3. Click **Submit** (clicking **Cancel** will not remove the role but return to your User Profile).

Note: You can delete other roles, but you must retain at least one role.

A confirmation, “<DUA role> role with <Organization> has been removed from your EPPE account.” message is displayed.

Figure 4: Role Removal Confirmation



3. Acronyms

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)e
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 EST

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

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