



Centers for Medicare & Medicaid Services

Enterprise Privacy Policy Engine Cloud (EPPE)

Contractor Approval Workflow Training Module - Contracting Officer's Representative (COR) Approve or Deny Contractor DUA Closure

Version 1.0

06/10/2026

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1. Overview

This training guide will cover the following:

- How to Approve a Contractor DUA Closure.
- How to Deny a Contractor DUA Closure.

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>
- Obtain the “CMS Contact (COR)” user role in EPPE
- 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.



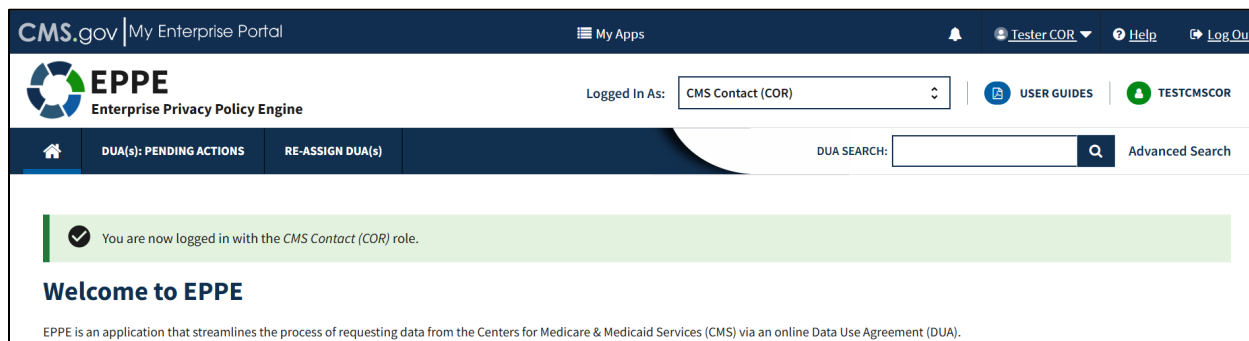
The question mark icon, when selected, will display field specific help.

2. Approve a Contractor DUA Closure

Log into EPPE and select the “CMS Contact (COR)” role. The Welcome to EPPE screen is displayed.

A list of DUA Closure requests is available from the **DUA(s): PENDING ACTIONS** table.

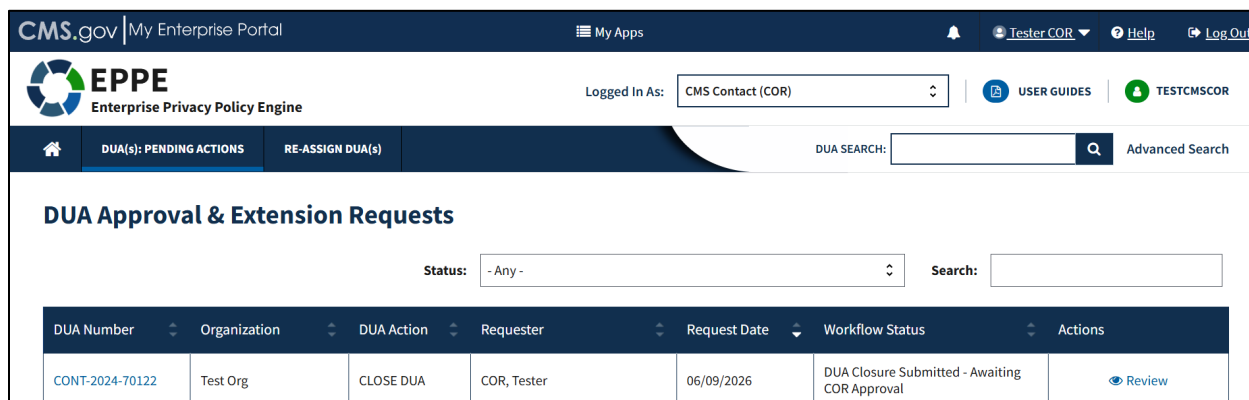
Figure 1: Welcome Screen



1. Click **DUA(s): PENDING ACTIONS** to display a list of DUA Closure requests.

The DUA(s) PENDING ACTIONS table contains DUAs that are in Submitted status.

Figure 2: List of DUA Closure Requests



Note:

The previous and next icons (<,>) and page number buttons appear if multiple pages of DUAs are available.

2. Click the **Review** action to review and act on or Search for a specific DUA to Approve Closure.

The DUA Closure Request screen is displayed.

Figure 3: Approve the Closure

DUA Number: CONT-2024-70122

Collapsed View Expanded View Approved Version

PRINT TO PDF

DUA Life Cycle +

Main Information -

DUA Number: CONT-2024-70122
 DUA Customer Type: Contractor
 DUA Request Type: CLOSE DUA
 DUA Status: DUA Closure Submitted - Awaiting COR Approval
 Expiration Date: 03/07/2025
 Requested Date: 06/09/2026

Privacy Act & HIPAA Authorization Code
 Privacy Act Authorization Code: BENE – ACCESS TO INDIVIDUAL RECORDS
 HIPAA Authorization Code: Health Oversight Activity

Contract Information
 Contract/Grant Number: 13213

Approve Closure Deny Closure Quit

3. Review the DUA Closure request details, including:

- Certificate of Disposition (COD)
- Data file descriptions
- DUA lifecycle information
- Any comments provided with the request
- If the closure request information is accurate and complete, click the **Approve Closure** button.

The Approve Closure Request pop-up is displayed.

Figure 4: Approve Closure Request

Approve Closure Request: CONT-2024-70122

Comment Terms & Conditions

Add Comment

A comment is optional.

Content limited to 2000 characters, remaining: 2000

Next Cancel

4. Enter any **Comments** if applicable.
5. Click the **Next** button.

Note: Any Comments entered will be included in the approval email sent to the Requester and Requester Proxies.

The Terms & Conditions screen is displayed.

Figure 5: Terms & Conditions

Approve Closure Request: CONT-2024-70122

Comment **Terms & Conditions**

Agree to the Terms & Conditions: This Agreement governs the relationship between the Centers for Medicare & Medicaid Services ("CMS") representative associated with the project ("you/your") described in the DUA request.

By clicking "Agree," you agree to be designated as the point-of-contact for the specified project on behalf of CMS. You agree to fulfill supervisory functions, as required, in protecting and upholding the terms of the DUA, including: (a) ensuring that the requesting entity is following all CMS information security and privacy policies; (b) following all required documentation and procedures for entity access to CMS data; (c) determining that the requesting entity is only approved to access the minimum data necessary to perform the functions of the project for which data has been requested; and (d) confirming the return and/or destruction of data released per the DUA agreement. You also attest that you are authorized to enter into this Agreement on behalf of CMS and that you

☐ **I agree to the terms and conditions above.***

Previous **Approve Closure** [Cancel](#)

6. Use the down arrow to scroll through the Terms & Conditions.
7. Select the ***I agree to the terms and conditions above*** checkbox.
8. Click **Approve Closure**.

Figure 6: Approve Closure Confirmation

The screenshot displays the CMS.gov My Enterprise Portal interface. At the top, the header includes the CMS.gov logo, 'My Enterprise Portal', and navigation links for 'My Apps', 'Tester COR', 'Help', and 'Log Out'. Below the header, the 'EPPE Enterprise Privacy Policy Engine' logo is visible on the left, and the 'Logged In As: CMS Contact (COR)' dropdown is on the right. A navigation bar contains links for 'DUA(s): PENDING ACTIONS', 'RE-ASSIGN DUA(s)', and a 'DUA SEARCH' field. A green confirmation message is highlighted with a red border: 'DUA CONT-2024-70122 closure has been approved. The DUA has been sent to CONT DMT for closure approval.' Below this, the 'DUA Number: CONT-2024-70122' is displayed. A 'PRINT TO PDF' button is located on the right. The 'DUA Life Cycle' section is expanded, showing 'Main Information' with details: 'DUA Number: CONT-2024-70122', 'DUA Customer Type: Contractor', 'Privacy Act & HIPAA Authorization Code', and 'Privacy Act Authorization Code: BENE - ACCESS TO INDIVIDUAL RECORDS'. A 'Quit' button is visible in the bottom right corner of the information section.

The DUA view page is displayed with the confirmation message. The DUA is now with the CMS DMT for review and approval.

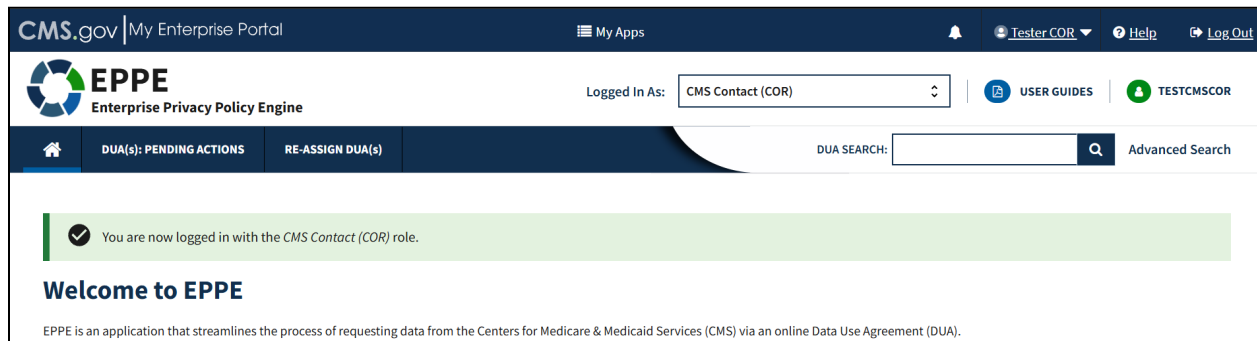
The DUA is no longer displayed in the DUA(s): PENDING ACTIONS table.

3. Deny a Contractor DUA Closure

Log in to EPPE and select the “CMS Contact (COR)” role. The Welcome to EPPE screen is displayed.

A list of DUA Closure requests is available from the **DUA(s): Pending Actions** table.

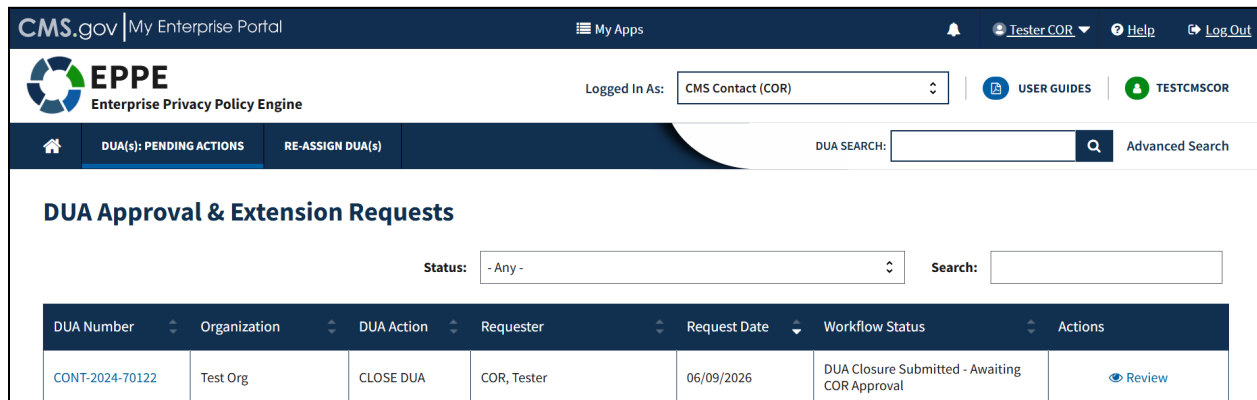
Figure 7: EPPE Welcome Screen



1. Click **DUA(s): PENDING ACTIONS** to view a list of pending Closure Requests.

The DUA(s): PENDING ACTIONS table contains DUAs that are in Submitted status.

Figure 8: List of DUA Closure Requests



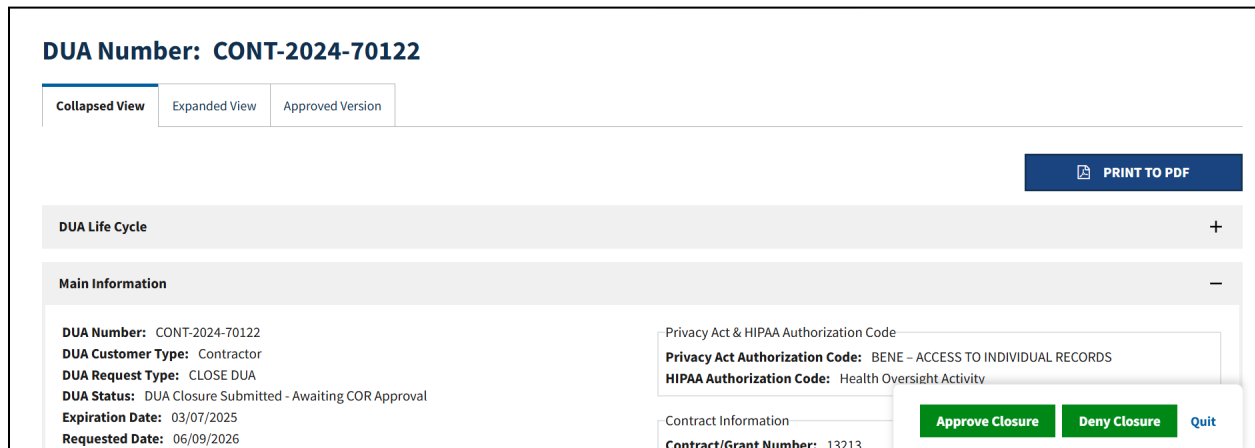
Note:

The previous and next icons (<,>) and page number buttons appear if multiple pages of DUAs are available.

2. Click the **Review** action to review and act on or Search for a specific DUA to deny closure.

The DUA Closure Request screen is displayed.

Figure 9: Deny the Closure



DUA Number: CONT-2024-70122

Collapsed View Expanded View Approved Version

PRINT TO PDF

DUA Life Cycle +

Main Information -

DUA Number: CONT-2024-70122
DUA Customer Type: Contractor
DUA Request Type: CLOSE DUA
DUA Status: DUA Closure Submitted - Awaiting COR Approval
Expiration Date: 03/07/2025
Requested Date: 06/09/2026

Privacy Act & HIPAA Authorization Code
Privacy Act Authorization Code: BENE - ACCESS TO INDIVIDUAL RECORDS
HIPAA Authorization Code: Health Oversight Activity

Contract Information
Contract/Grant Number: 13213

Approve Closure Deny Closure Quit

3. Review the DUA Closure request details, including:

- Certificate of Disposition (COD)
- Data file descriptions
- DUA lifecycle information
- Any comments provided with the request
- If the closure request information is not accurate and complete, click the **Deny Closure** button.

The Deny Closure Request pop-up is displayed.

Figure 10: Denial Confirmation

The Denial confirmation message, “*Do you really want to deny this request?*” is displayed.

Denial Reason text box is displayed.

4. Enter a **Denial Reason**.
5. Click **Deny Closure**.

Note: A denial reason is required when denying the request and will be included in the denial email sent to the Requester and Requester Proxies.

Figure 11: Deny Closure Confirmation

The DUA view page displays the message, “*The closure request for <DUA number> has been denied.*”

The DUA is no longer displayed in the DUA(s): PENDING ACTIONS table.

4. Acronyms

The following are acronyms used within the EPPE system.

Table 1: Acronyms

Acronym	Definition
CMS	Centers for Medicare and Medicaid Services
COR	Contracting Officer's Representative
DUA	Data Use Agreement
EPPE	Enterprise Privacy Policy Engine
IDM	Identity Management
MFA	Multi-Factor Authentication
PDF	Portable Document Format

5. 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