



Centers for Medicare & Medicaid Services

Approver Guide for Annual Role Certifications

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1. Introduction

The Centers for Medicare & Medicaid Services (CMS) Enterprise Portal project supports the implementation of a viable and effective portal program. The essence of the CMS Enterprise Portal strategy is the user interface (UI) presented by a portal as an “Integration Glass,” a single window through which users may see and access information and applications from multiple sources, based on each individual user’s roles and permissions. A portal combines and displays content and forms from multiple applications and information sources, supports users with navigation and cross-enterprise search tools, supports simplified sign-on, and uses role-based access and personalization to present each user with only relevant content and applications. Portal benefits include enhanced productivity, efficiency, workflows, communication, and the exchange of ideas among CMS user communities.

CMS Enterprise Portal allows for a common gateway for applications, data query, analysis, and reporting needs for a variety of users. Users can collaborate; share queries and reports; use browser-based reporting applications; manipulate data and information; and save that data and information in the Portal layer, all without having to exit the Portal to use other applications. This flexible, convenient, and comprehensive access to data promotes activities across the CMS enterprise, and increases the overall return on investment in the modern CMS data environment. CMS established the Enterprise Portal to provide business partners with a means to create a single user identifier (ID) that they can use to access one or more CMS applications.

This user guide provides an overview of the CMS Annual Role Certification process within CMS Enterprise Portal and includes instructions for the Approver users to certify the users under their approval authority. This document will be updated as new features and functionality are added to CMS Enterprise Portal for the Annual Role Certification process.

There are no privacy or security concerns for this document because it does not contain any Personal Health Information (PHI) or Personally Identifiable Information (PII).

1.1. Users of CMS Enterprise Portal

CMS Enterprise Portal users typically fall into three functional categories:

- **Application End Users** – Users of CMS applications. End Users do not approve the role requests that are made by other users. Refer to the [Enterprise Portal End User Guide](#) for step-by-step instructions on how end users can navigate and perform user account self-service functions in the CMS Enterprise Portal.
- **Approver Users** – Users who review and approve application role requests and certify or revoke annual role certifications. Refer to the [Enterprise Portal Approver User Guide](#) for information about Approver users’ functions related to role requests.
- **Help Desk Users** – Users who provide Tier 1 application Help Desk support to application users. For many applications, Help Desk users also approve the role requests of other users. More information about the Help Desk and user management functions can be found in the [Enterprise Portal Help Desk User Guide](#).

This user guide describes the Approver users’ responsibility with regards to Annual Role Certification.

1.2. Conventions

This document provides figures and corresponding narrative to describe how to use CMS Enterprise Portal to review and certify Annual Role Certifications. There are no specific stylistic commands or syntax used within this document. Typically, a direction or step is described, followed by a screen print that shows the corresponding action or result.

2. Getting Started

This section provides information about setting up, accessing, navigating, and logging into CMS Enterprise Portal.

2.1. Set-up Considerations

CMS Enterprise Portal users are provisioned either by the Enterprise User Administration (EUA) process or the CMS Enterprise Portal setup process. CMS Enterprise Portal users can only view the applications to which they have been granted access through the respective job code(s) or approved role request(s).

The following additional considerations optimize access to CMS Enterprise Portal:

Use one of the following browsers with JavaScript enabled:

- Google Chrome
- Microsoft Edge (Chromium)
- Mozilla Firefox
- Apple Safari

Note: CMS Enterprise Portal no longer supports Microsoft's Internet Explorer web browser.

Please be sure to disable pop-up blockers (if allowed by your organization) and disable your Chrome browser extensions as these may impact the use of the CMS Enterprise Portal.

The only computer input device needed to access CMS Enterprise Portal is a keyboard; a mouse is not required, although it is recommended.

2.2. Login Flows

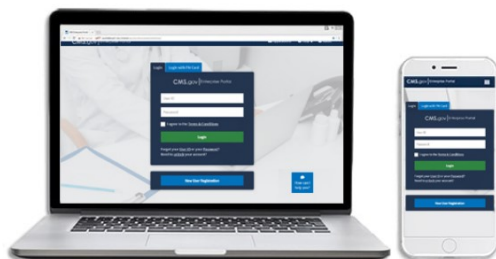
Users create their CMS Enterprise Portal account and request access to applications and roles through the CMS Enterprise Portal. Once a user has created their account and has been granted a role in Enterprise Portal, there are two login flows that exist within CMS Enterprise Portal. One login flow is for users of CMS applications that are integrated with Enterprise Portal and the second is for users of CMS applications that are not integrated with Enterprise Portal. Both login flows require users to login using the Login widget of the CMS Enterprise Portal home page, although how they get to CMS Enterprise Portal will differ.

The Annual Role Certifications functionality is available for users of Enterprise Portal-integrated CMS applications as well as for CMS applications not integrated with Enterprise Portal.

2.3. Accessing the System

To access CMS Enterprise Portal, open a browser window (refer to the list of approved browsers in *Section 2.1 - Set-up Considerations*) and type the following URL into the address bar: <https://portal.cms.gov> (Internet) or <https://portal.cms.cmsnet> (CMS VPN or CMS network).

The system displays the CMS Enterprise Portal public home page, as shown in *Figure 1: CMS Enterprise Portal Public Home Page*.



Enterprise Portal

The Enterprise Portal is a gateway that provides access to over 50 different Centers for Medicare & Medicaid Services (CMS) healthcare-based applications. It provides the ability to request access to multiple Portal-integrated CMS applications and to launch/access those applications. [Learn more about Enterprise Portal.](#)

Figure 1: CMS Enterprise Portal Public Home Page

2.4. Logging In

The following instructions demonstrate the login process for users.

1. Navigate to the CMS Enterprise Portal public home page.
The CMS Enterprise Portal login screen displays, as shown in *Figure 2: Login Portlet on CMS Enterprise Portal Public Home Page*.

The screenshot displays the CMS.gov Enterprise Portal login interface. At the top, there is a navigation bar with 'CMS.gov | Enterprise Portal' on the left and 'Applications', 'Help', and 'About' on the right. The main content area features a login portlet with a dark blue background. It includes a 'Login' tab and a 'Login with PIV Card' button. The login form has two input fields: 'User ID' and 'Password'. Below these fields is a checkbox labeled 'I agree to the Terms & Conditions'. A prominent green 'Login' button is centered below the checkbox. Underneath the login button, there are two links: 'Forgot your User ID or your Password?' and 'Need to [unlock](#) your account?'. At the bottom of the portlet is a blue button labeled 'New User Registration'. In the bottom right corner of the page, there is a blue chat button that says 'How can I help you?'.

Figure 2: Login Portlet on CMS Enterprise Portal Public Home Page

2. Enter the CMS user ID in the **User ID** field.
3. Enter the CMS password in the **Password** field.
4. Agree to the terms and conditions and click **Login**.
Upon entering a user name and password correctly, an additional screen is displayed, as shown in *Figure 3: Login with MFA Device*.

The screenshot shows the Multi-factor Authentication (MFA) screen of the CMS.gov Enterprise Portal. The page layout is consistent with the previous figure, but the login form is replaced by an MFA section. It features a 'Multi-factor Authentication' heading with a shield icon. Below this is a 'Select Authentication Method' drop-down menu. At the bottom of the MFA section, there are two links: 'Unable to Access MFA Device or MFA Code?' and 'Cancel'. The 'How can I help you?' chat button remains in the bottom right corner.

Figure 3: Login with MFA Device

5. Select your desired Multi-Factor Authentication (MFA) device from the **Select Authentication Method** drop-down list, as shown in *Figure 4: Registered MFA Device Options*. You will be presented with the MFA Devices that you have previously setup.

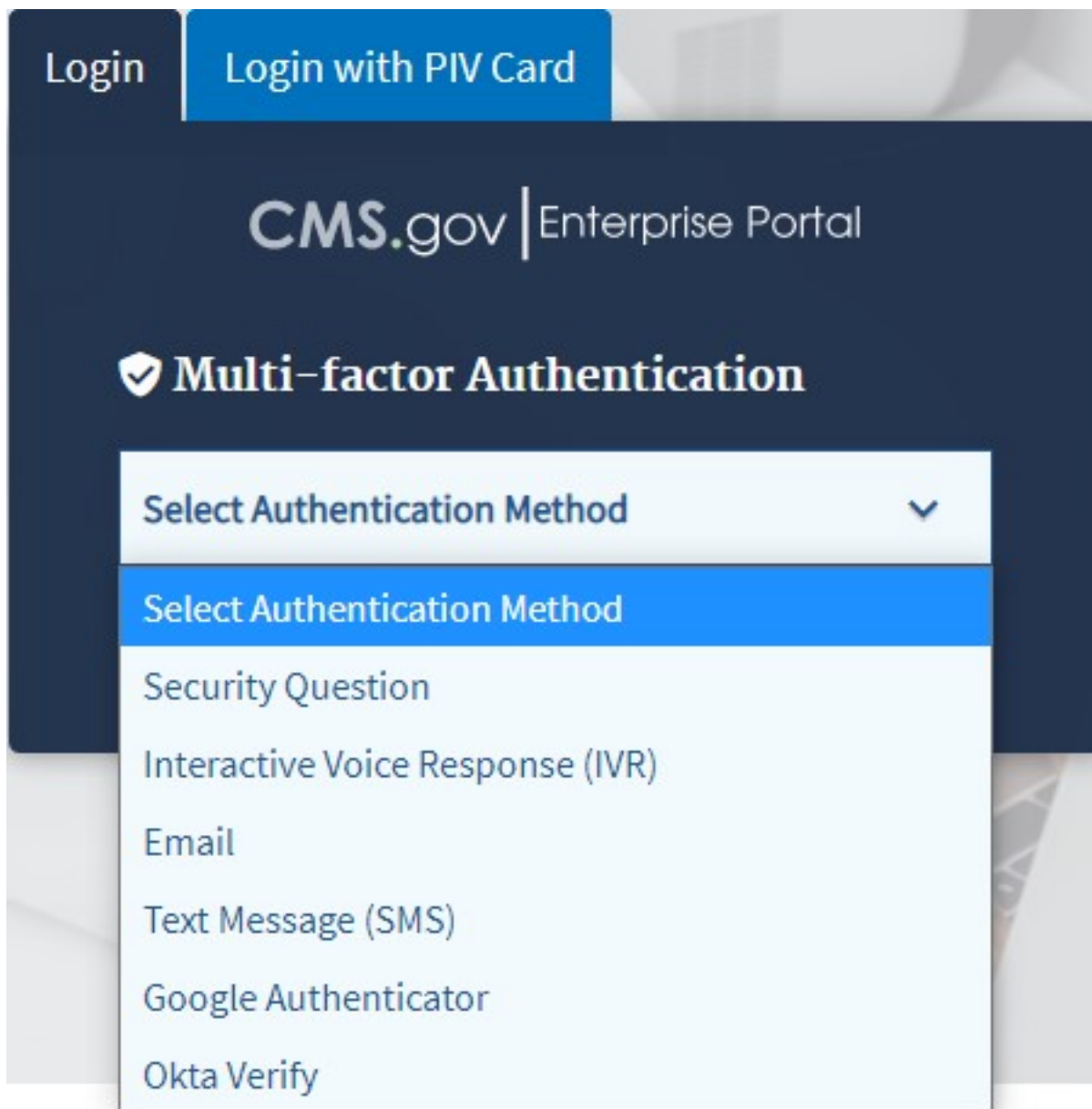


Figure 4: Registered MFA Device Options

6. Follow the onscreen instructions to complete MFA.

After you have successfully completed the MFA verification process, you will be redirected to the **My Portal** landing page, as shown in *Figure 5: My Portal Page*.

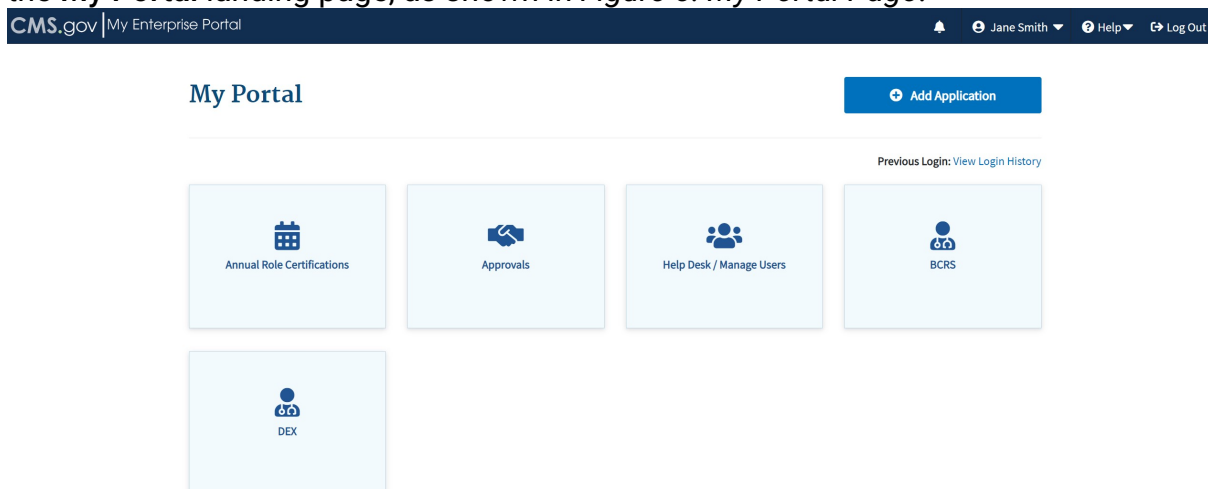


Figure 5: My Portal Page

2.5. Session Timeout

Session timeout occurs if users do not perform any action on the CMS Enterprise Portal site and remain idle for 30 minutes. When this happens, the session will automatically be terminated, and the user will be required to login again.

3. Annual Role Certification Overview

Annual Role Certification is the annual recurrence of the role approval process, which is the process used by the Business Owners, their representatives, Authorizers, Help Desks, or other Approvers to recertify an application role given to a user who currently has that role.

CMS security guidelines require that the use of a role must be approved (i.e., certified) every year, or the role will automatically be removed from the user's profile. Annual Role Certification is the process of certifying a user's continued use of a role and is valid for one year. Annual Role Certification is performed in the same manner and to the same standard as the original role approval process.

Note

Annual Role Certification is not a certification of a user ID or a user's account.

Users who request and are subsequently granted Approver privileges for applications in CMS Enterprise Portal are responsible for reviewing and then certifying or revoking the roles assigned to the users under their approval authority as part of Annual Role Certification. However, if they do not take an action by the certification due date, then their user's role(s) will automatically be revoked.

Users with Approver privileges can perform the following functions related to Annual Role Certifications in CMS Enterprise Portal:

- View List of All Pending Annual Role Certifications (within their approval authority)
- Perform Search for Pending Certifications (within their approval authority)
- View Annual Role Certification Details
- Certify Single User Role
- Revoke Single User Role
- Certify Multiple User Roles
- Revoke Multiple User Roles

4. Acting on Annual Role Certifications

This section provides information on the certification process and step-by-step instructions on how to locate, review, and take action on a pending annual role certification.

4.1. Approval Process Overview

The following is a quick overview of the key steps in the process of locating, reviewing, and acting on pending annual role certifications.

1. Login to CMS Enterprise Portal.
 - Upon login, the CMS Enterprise Portal checks your account to see if you are an Approver for one or more applications.
2. If you (Approver) have annual role certifications or approvals awaiting action within the next 15 days, you will see a red notification over top of the Alerts modal (Bell icon) in the header bar.
 - Selecting the Alerts modal will display a pop-up that will communicate if you have pending annual role certifications in your queue.
3. Navigate to the **Manage Annual Role Certifications** page by clicking the **Annual Role Certifications** tile on the **My Portal** page, or by clicking the Alerts modal and then selecting the hyperlink notification within the pop-up. You can also get to the **Manage Annual Role Certifications** page using the **My Apps** menu in the top navigation bar (on all pages except for the My Portal page).
 - All of the pending annual role certifications that you are authorized to review and act upon are listed on the **Annual Role Certifications List** tab of the **Manage Annual Role Certifications** page.
 - Only authorized Approvers for the application can view and act on annual role certifications for application roles.
 - You cannot view the pending annual role certifications of other applications unless you have also been approved as an authorized Approver for those applications.
 - Similarly, authorized Approvers of other applications cannot view or act on your application's pending annual role certifications.
 - Pending annual role certifications that are not acted upon by the Certification Due Date will be automatically revoked.
4. The Search feature on the **Search Annual Role Certifications** tab of the **Manage Annual Role Certifications** page can be used to search for and locate specific annual role certifications if you have multiple pending role certifications awaiting action in your queue.
 - You can perform a search based on a combination of the following fields: Application, Role, User ID, First Name, Last Name, Certification Due Date. Annual role certifications matching the search criteria will be populated in the search results.
5. The Global Filter feature available on the **Annual Role Certifications List** tab of the **Manage Annual Role Certifications** page can be used to refine the list of role certifications based on a single text string found in any column of data. The Global Filter feature is also available on the search results page (displayed when a search is performed) and can be used to further

refine the list of search results if multiple records matching the search criteria are returned.

- Simply type identifying information pertaining to the user role (requester, email address, application, etc.) into the Global Filter search field to locate a specific pending certification.
6. The Date Filter feature available on the **Annual Role Certifications List** tab of the **Manage Annual Role Certifications** page can be used to refine the list of role certifications based on the date range of those due in the next 30 days, 60 days, or 90 days. Date Filter feature is NOT available on the search results page (displayed when a search is performed).
 - Simply select the date range from the drop-down to filter the list of pending certification.
 7. You can select the hyperlinked requester name to view the detailed information associated with the pending certification.
 - You may act upon the annual role certification from within the **Annual Role Certification Details** page that contains the information associated with the annual role certification by clicking either the **Certify** or **Revoke** button as appropriate.
 8. Alternatively, from within the **Annual Role Certifications List** tab of the **Manage Annual Role Certifications** page, use the provided checkboxes in-line with each pending role certification to select a single annual role certification, multiple annual role certifications, or click the **Select All** checkbox to select all of the annual role certifications within the current page of pending annual role certifications. Up to 500 annual role certifications can be certified/revoked at once.
 9. Once you have selected the annual role certification(s) that you want to act upon, click the appropriate button at the bottom of the page to act on the annual role certification(s) (either from the **Annual Role Certification Details** page or from the **Annual Role Certifications List** tab of the **Manage Annual Role Certifications** page).
 10. Provide a confirmation for your action in the subsequent pop-up.
 11. Once the annual role certification has been acted on, it will disappear from the **Manage Annual Role Certifications** page

4.2. Viewing List of Pending Annual Role Certifications

This subsection outlines how users with Approver privileges can view the list of pending annual role certifications assigned to them for certification or revocation in CMS Enterprise Portal (i.e., within their approval authority).

Approvers who have pending annual role certifications in their queue can view and review those by using the following steps:

1. Navigate to the CMS Enterprise Portal public home page.
2. Login using your user ID and password.
 You will be redirected to the **My Portal** landing page, as shown in *Figure 5: My Portal Page*.
 There are three ways to view pending requests that fall under your purview and are awaiting action:
 - Clicking the exclamation symbol on the notification bell in the header menu, as shown in

Figure 6: Notification Alert, will cause a 'Notifications' pop-up to appear. Note that the exclamation point on the notification bell indicates that you either have one or more notifications to review (in the next 15 days), have one or more roles to approve, or both.



Figure 6: Notification Alert

If you have pending annual role certifications to review in the next 15 days, then the 'Notifications' pop-up, as shown in *Figure 7: Notifications Pop-up*, will contain a hyperlink that when clicked, will take you to the **Manage Annual Role Certifications** page.

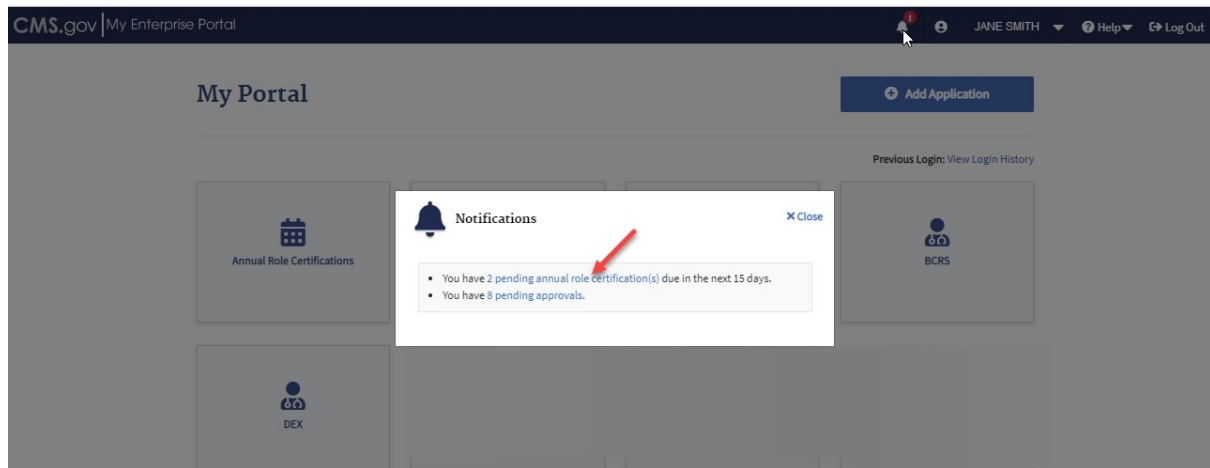


Figure 7: Notifications Pop-up

- Alternatively, clicking the **Annual Role Certifications** tile on the **My Portal** page, as shown in *Figure 8: Annual Role Certifications Tile on My Portal Page*, also takes you to the **Manage Annual Role Certifications** page

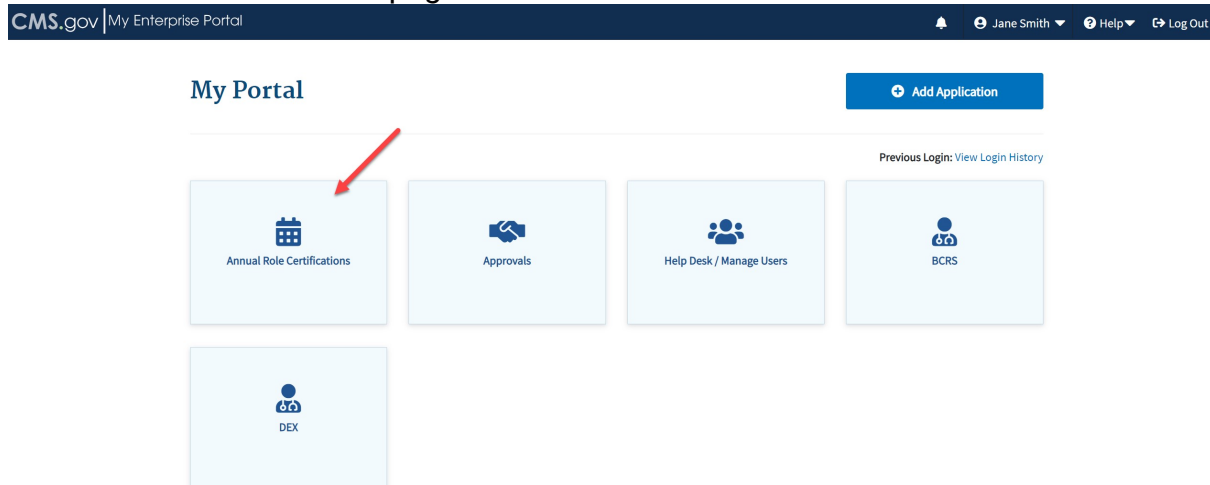


Figure 8: Annual Role Certifications Tile on My Portal Page

Another way to access the **Manage Annual Role Certifications** page is by clicking **My Apps** in the top navigation bar (on all pages except for the My Portal page) and then selecting **Annual Role Certifications** under the IDM menu, as shown in *Figure 9: Accessing the Manage Annual Role Certifications Page via My Apps*.

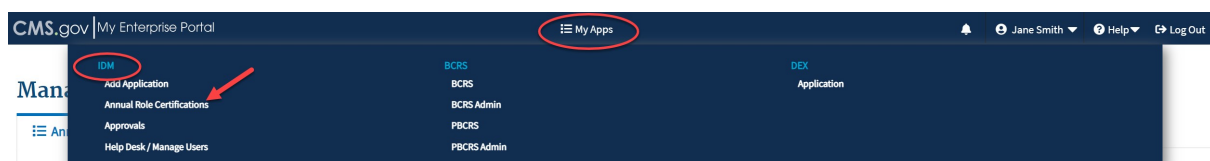


Figure 9: Accessing the Manage Annual Role Certifications Page via My Apps

The **Manage Annual Role Certifications** page contains two tabs:

- Annual Role Certifications List** – This default tab displays a paginated list of all the

pending annual role certifications that you are authorized to review and act upon, as shown in *Figure 10: Annual Role Certifications List Tab on Manage Annual Role Certifications Page*.

The screenshot shows the 'Manage Annual Role Certifications' page. At the top, there's a navigation bar with 'CMS.gov | My Enterprise Portal', 'My Apps', and user information 'Jane Smith'. Below this, the 'Manage Annual Role Certifications' section has a sub-tab 'Annual Role Certifications List' which is circled in red. A search bar labeled 'Search Annual Role Certifications' is next to it. Below the search bar, there's a message: 'Up to 500 annual role certifications can be certified/revoked at once.' To the right of this message are buttons for 'Export Results' and 'No Date Filter'. Below this is a table with the following columns: Requester, Email Address, Application, Role, Attribute, Last Certified Date, and Certification Due Date. The table contains four rows of data, all for 'DEX (Data Exchange) System' applications. The first row is for Jane Smith, with a due date of Apr 15, 2022. The second row is for Gerardo Water, with a due date of Apr 15, 2022. The third row is for Chris Jones, with a due date of Apr 15, 2022. The fourth row is for Han Cho, with a due date of Apr 15, 2022. At the bottom of the table, it says 'Showing 1 to 4 of 4 records.' and there are pagination controls.

Requester	Email Address	Application	Role	Attribute	Last Certified Date	Certification Due Date
Jane Smith (Jane-Smith-01)	smith43@gmail.com	DEX (Data Exchange) System	DEX Screening	State: Hawaii	Apr 15, 2021	Apr 15, 2022
Gerardo Water (GWater42)	water44@gmail.com	DEX (Data Exchange) System	DEX State Basic	State: Hawaii	Apr 15, 2021	Apr 15, 2022
Chris Jones (Jones-PD02)	xyz@pdq.com	DEX (Data Exchange) System	DEX Screening	State: Hawaii	Apr 15, 2021	Apr 15, 2022
Han Cho (HanCho1984)	ryan22@chosp.org	DEX (Data Exchange) System	DEX State Basic	State: Hawaii	Apr 15, 2021	Apr 15, 2022

Figure 10: Annual Role Certifications List Tab on Manage Annual Role Certifications Page

By default, the **Annual Role Certifications List** page displays all your pending role certifications (i.e., all roles with a certification due date less than a year away) sorted in descending order by Certification Due Date, such that the rows with certification due date closet to the current date are displayed first and the rows with dates farthest from the current date are displayed last. You can sort the list in ascending or descending order of any column (Requester, Email Address, Application, Role, Attribute, Last Certified Date, or Certification Due Date) by clicking on the arrow next to the column name. You can also filter the list of pending annual role certifications based on a text string, which will search on all the columns and the column data and display the results based on the entered text string.

The system uses pagination when displaying the list of pending role certifications. You can toggle through the pages by clicking the First, Previous, Next, and Last buttons or by clicking the desired page number. Use the Results Per Page drop-down to display up to 1000 results per page. By default, it is set to 10.

Note that if no pending annual role certifications are available, then a message is displayed on the page indicating this.

- **Search Annual Role Certifications** – This tab provides the ability to search for and locate specific pending role certifications based on a combination of the following fields: Application, Role, User ID, First Name, Last Name, Certification Due Date, as shown in *Figure 11: Search Annual Role Certifications Tab on Manage Annual Role Certifications Page*.

CMS.gov | My Enterprise Portal

My Apps Jane Smith Help Log Out

Manage Annual Role Certifications

Annual Role Certifications List **Search Annual Role Certifications**

Please select an Application. All other fields are optional. Text fields are "Starts With" search fields.

Select Application (required)

User ID

First Name Last Name

Certification Due Date Range:
Date range cannot be in the past or more than one year in the future in order to perform a search.

Select From Month Select From Date Select From Year

Select To Month Select To Date Select To Year

☒ Custom Date Range
☐ Due in Next 30 Days
☐ Due in Next 60 Days
☐ Due in Next 90 Days

Search Reset

Figure 11: Search Annual Role Certifications Tab on Manage Annual Role Certifications Page

The following subsections provide step-by-step instructions that you (Approver) can take to search for, certify, or revoke the roles assigned to the users under your approval authority as part of Annual Role Certification.

4.3. Searching for Pending Annual Role Certifications

You can search for specific role certifications using any one of the following search fields, as shown in *Figure 12: Annual Role Certifications Search Parameters*.

- Application (required)
- Group (if applicable)
- Role
- User ID
- First Name
- Last Name
- Certification Due Date Range (for which can be set those annual certifications due in the next 30 days, 60 days, or 90 days)

CMS.gov My Enterprise Portal My Apps Jane Smith Help Log Out

Manage Annual Role Certifications

Annual Role Certifications List Search Annual Role Certifications

Please select an Application. All other fields are optional. Text fields are "Starts With" search fields.

Select Application (required)

User ID

First Name Last Name

Certification Due Date Range:
Date range cannot be in the past or more than one year in the future in order to perform a search.

Select From Month Select From Date Select From Year

Select To Month Select To Date Select To Year

☒ Custom Date Range
☐ Due in Next 30 Days
☐ Due in Next 60 Days
☐ Due in Next 90 Days

Search Reset

Figure 12: Annual Role Certifications Search Parameters

'Application' is the only required field in the search, but the other available fields can be used to further refine the search.

Note

The 'Application' field will contain all of the applications for which you have an annual role certification role. If you have access to only one application, that application will be pre-selected, and the 'Application' field will be disabled. All other search fields are optional.

The following are the instructions on how to search for certifications.

1. Navigate to the CMS Enterprise Portal public home page.
2. Login using your user ID and password.
3. On the **My Portal** landing page, click the **Annual Role Certifications** tile.
The **Annual Role Certifications List** tab of the **Manage Annual Role Certifications** page displays, as shown in *Figure 10: Annual Role Certifications List Tab on Manage Annual Role Certifications Page*.
4. Click the **Search Annual Role Certifications** tab.
The **Search Annual Role Certifications** tab of the **Manage Annual Role Certifications** page displays, as shown in *Figure 11: Search Annual Role Certifications Tab on Manage Annual Role Certifications Page*.
5. Select an application, as shown in *Figure 13: Annual Role Certifications Search – Selecting an Application*. For example, select **DEX (Data Exchange) System**.

CMS.gov | My Enterprise Portal My Apps Jane Smith Help Log Out

Manage Annual Role Certifications

Annual Role Certifications List Search Annual Role Certifications

Please select an Application. All other fields are optional. Text fields are "Starts With" search fields.

Application (required)
DEX (Data Exchange) System

Select Role

User ID

First Name

Last Name

Certification Due Date Range:
Date range cannot be in the past or more than one year in the future in order to perform a search.

Select From Month Select From Date Select From Year

Select To Month Select To Date Select To Year

☒ Custom Date Range
☐ Due in Next 30 Days
☐ Due in Next 60 Days
☐ Due in Next 90 Days

Search **Reset**

Figure 13: Annual Role Certifications Search – Selecting an Application

6. At this point, you can click the **Search** button to execute the search or you can select a role and/or other search fields to further refine the search, as shown in *Figure 14: Annual Role Certifications Search – Searching By First Name*, and then click **Search**.

CMS.gov | My Enterprise Portal My Apps Jane Smith Help Log Out

Manage Annual Role Certifications

Annual Role Certifications List Search Annual Role Certifications

Please select an Application. All other fields are optional. Text fields are "Starts With" search fields.

Application (required)
DEX (Data Exchange) System

Select Role

User ID

First Name **ha**

Last Name

Certification Due Date Range:
Date range cannot be in the past or more than one year in the future in order to perform a search.

Select From Month Select From Date Select From Year

Select To Month Select To Date Select To Year

☒ Custom Date Range
☐ Due in Next 30 Days
☐ Due in Next 60 Days
☐ Due in Next 90 Days

Search **Reset**

Figure 14: Annual Role Certifications Search – Searching By First Name

The search results are returned as a paginated list, as shown in *Figure 15: Annual Role Certifications Search Results*. Results can be sorted by Requester, Email Address, Application,

Role, Attribute, Last Certified Date, or Certification Due Date. Results can be filtered based a single text string matched to on any information displayed in Requester, Application, Role, Attribute, Last Certified Date, and Certification Due Date fields. You can also export the list as a .pdf or .csv file using the **Export Results** button.

Manage Annual Role Certifications

Annual Role Certifications List [Search Annual Role Certifications](#)

Search Criteria [Edit](#)
Application: DEX (Data Exchange) System / Role: DEX State Basic

Up to 500 annual role certifications can be certified/revoked at once.

Global Filter

	Requester	Email Address	Application	Role	Attribute	Last Certified Date	Certification Due Date
<input type="checkbox"/>	Gerardo Water (GWater42)	water44@gmail.com	DEX (Data Exchange) System	DEX State Basic	State: Hawaii	Apr 15, 2021	Apr 15, 2022
<input type="checkbox"/>	Han Cho (HanCho1984)	ryan22@chosp.org	DEX (Data Exchange) System	DEX State Basic	State: Hawaii	Apr 15, 2021	Apr 15, 2022

Showing 1 to 2 of 2 records.

[Export Results](#)

Figure 15: Annual Role Certifications Search Results

7. If your search does not return the desired role certification(s), you can refine the search criteria by clicking the **Edit** button, as shown in *Figure 15: Annual Role Certifications Search Results*, to return and alter the search criteria.

4.4. Viewing Annual Certification Details

To view the detailed information associated with a pending annual role certification:

1. On the **Annual Role Certifications List** tab of the **Manage Annual Role Certifications** page, click the Requester hyperlink. Alternatively, you can click the Requester hyperlink on the search results page.

The **Annual Role Certification Details** page appears, as shown in Figure 16: Annual Role Certification Details Page, displaying application name, associated group (if applicable), role, role assigned date, last certified date, certification due date, and attributes (if applicable).

Annual Role Certification Details

Name: Kyo Ren KenobiK User ID: KENOBIK

[REQUESTER](#)

[Business Contact Information](#)

[Certify Access, which includes:](#)

Application: DEX (Data Exchange) System

Role: DEX State Basic

Role Assigned Date: Apr 14, 2021

Last Certified Date: Apr 15, 2021

Certification Due Date: Apr 15, 2022

Attribute Name	Attribute Value
State	Maryland

[Certify](#) [Revoke](#) [Return to List](#)

Figure 16: Annual Role Certification Details Page

Additionally, you can view the Requester's information by expanding the 'Requester' header and the Business Contact Information header, which displays the user details of the requester, as shown in *Figure 17: Annual Role Certification Details – Requester Information*.

Annual Role Certification Details

Name: Kylo Ryan KenobiK User ID: KENOBIAK

▼ REQUESTER

First Name: Kylo
Middle Name: Ryan
Last Name: KenobiK
Email Address: kyloK_email.com

Personal Contact Information:
Home Address Line 1: 3720 Maryland Avenue
Home Address Line 2:
City: Ellicott City
State: MD
ZIP Code: 21043 ZIP+4 Code:
Phone Number: 410-446-2804

▼ Business Contact Information

▼ Certify Access, which includes:

Application: DEX (Data Exchange) System
Role: DEX State Basic
Role Assigned Date: Apr 14, 2021
Last Certified Date: Apr 15, 2021
Certification Due Date: Apr 15, 2022

Attribute Name	Attribute Value
State	Maryland

[Certify](#)
[Revoke](#)
[Return to List](#)

[Top](#)

Figure 17: Annual Role Certification Details – Requester Information

2. You may certify or revoke the role from the **Annual Role Certification Details** page. To take action on multiple roles at the same time, click the **Return to List** link, as shown in *Figure 17: Annual Role Certification Details – Requester Information*. The 'Return to List' link takes you back to the list from which you came to the details page i.e., either the annual role certifications list or the certification search results list.

4.5. Certifying a Role from Annual Role Certification Details Page

To approve (i.e., certify) the user's continued use of a role in your application:

1. From the **Annual Role Certification Details** page, click **Certify**.

A 'Confirmation of Certification' pop-up box appears, as shown in *Figure 18: Acknowledging Confirmation of Certification*.

Confirmation of Certification [Close](#)

You have selected 1 annual role certification(s) to certify.
Are you sure you want to proceed?

☐ I acknowledge that I am responsible for certifying my users continued use of the assigned roles to the same standard by which the user was originally authorized.

[Submit](#)
[Cancel](#)

Figure 18: Acknowledging Confirmation of Certification

2. Select the checkbox to agree to the acknowledgement statement then click **Submit** to confirm your certification of the role. Or click **Cancel** to cancel the certification and return to the **Annual Role Certification Details** page.

Upon clicking **Submit**, you will return to the list from which you came to the details page i.e., either the annual role certifications list or the certification search results list, and you will see a confirmation message affirming the action taken. The pending certification will disappear from the **Annual Role Certifications List** page.

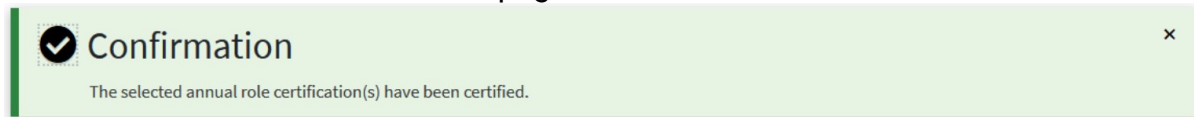


Figure 19: Role Certification Confirmation Message

4.6. Revoking a Role from Annual Role Certification Details Page

To revoke the user's role for the application:

1. From the **Annual Role Certification Details** page, click **Revoke**.

A 'Confirmation of Revocation' pop-up box appears, as shown in *Figure 20: Confirmation of Revocation*.

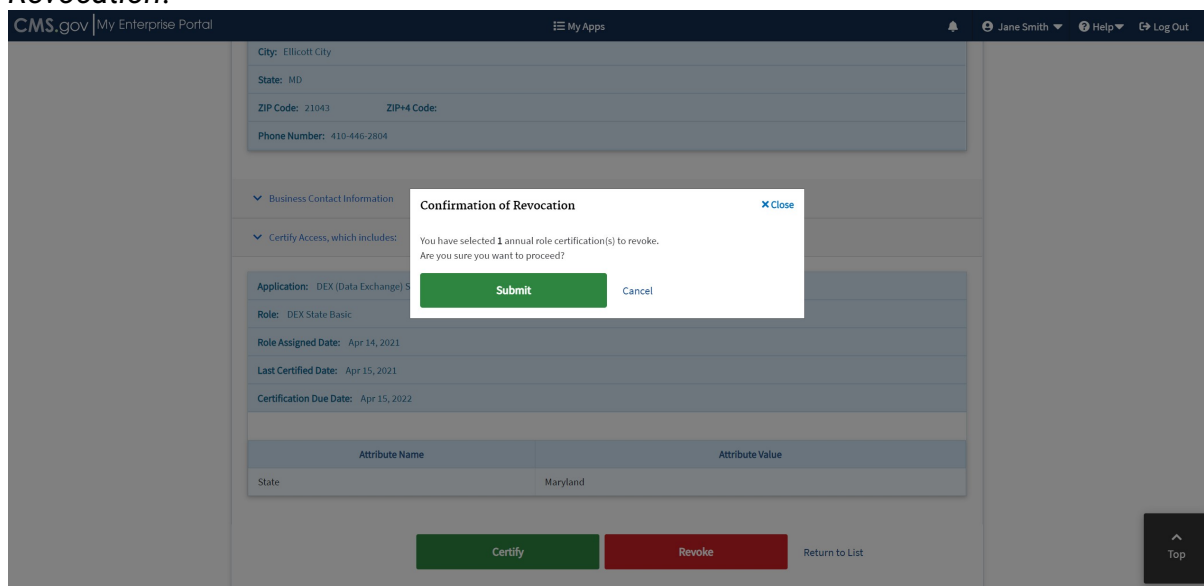


Figure 20: Confirmation of Revocation

2. Click **Submit** to confirm or click **Cancel** to cancel the revocation and return to the **Annual Role Certification Details** page.

Upon clicking **Submit**, you will return to the list from which you came to the details page i.e., either the annual role certifications list or the certification search results list, and you will see a confirmation message affirming the action taken. The pending certification will disappear from the **Annual Role Certifications List** page.

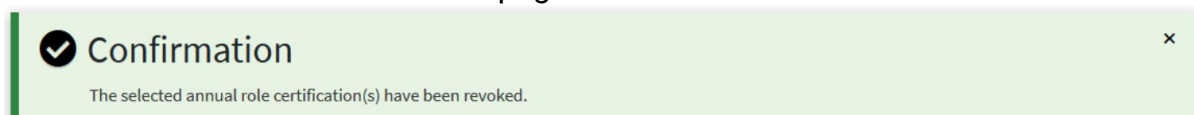


Figure 21: Role Revocation Confirmation Message

4.7. Certifying Multiple Annual Roles from Annual Role Certifications List or Search Results

To certify multiple role certifications at the same time:

1. On the **Annual Role Certifications List** page or the search results page, click on the checkboxes in the rows with the roles that you want to certify. Up to 500 roles can be certified at once. Alternatively, click the **Select All** checkbox in the column header of the pending role certifications list in order to select all the roles within the current page of pending role certifications, as shown in *Figure 22: Annual Role Certifications List – Taking Action on Multiple*

Roles.

Up to 500 annual role certifications can be certified/revoked at once.

Export Results No Date Filter

Global Filter

<input checked="" type="checkbox"/>	Requester	Email Address	Application	Role	Attribute	Last Certified Date	Certification Due Date
<input checked="" type="checkbox"/>	Jane Smith (Jane-Smith-01)	smith43@gmail.com	DEX (Data Exchange) System	DEX Screening	State: Hawaii	Apr 15, 2021	Apr 15, 2022
<input checked="" type="checkbox"/>	Gerardo Water (GWater42)	water44@gmail.com	DEX (Data Exchange) System	DEX State Basic	State: Hawaii	Apr 15, 2021	Apr 15, 2022
<input checked="" type="checkbox"/>	Chris Jones (Jones-PDQ2)	xyz@pdq.com	DEX (Data Exchange) System	DEX Screening	State: Hawaii	Apr 15, 2021	Apr 15, 2022
<input checked="" type="checkbox"/>	Han Cho (HanCho1984)	ryan22@chosp.org	DEX (Data Exchange) System	DEX State Basic	State: Hawaii	Apr 15, 2021	Apr 15, 2022

Showing 1 to 4 of 4 records.

Certify Selected Revoke Selected

Figure 22: Annual Role Certifications List – Taking Action on Multiple Roles

2. Then, click **Certify All**.

A 'Confirmation of Certification' pop-up box appears, as shown in *Figure 23: Acknowledging Confirmation of Certification for Multiple Roles*, including the number of roles selected for certification.

Note

A message will display if more than 500 pending roles are selected at once for certification, as shown in *Figure 24: Invalid Selection Error Message*.

Confirmation of Certification

X Close

Error

The maximum number of annual role certifications that can be certified/revoked at once is 500.

Figure 24: Invalid Selection Error Message

3. Select the checkbox to agree to the acknowledgement statement and then click **Submit** to confirm your certification. Or click **Cancel** to cancel the certification and return to the **Annual Role Certification Lists** page or the search results page.

Upon clicking **Submit**, you will see a confirmation message affirming the action taken. The pending certifications will disappear from the **Annual Role Certifications List** page.

Confirmation

The selected annual role certification(s) have been certified.

Figure 25: Role Certification Confirmation Message

4.8. Revoking Multiple Annual Roles from Annual Role Certifications List or Search Results List

To revoke multiple roles at the same time:

1. On the **Annual Role Certifications List** page or the search results page, click on the checkboxes in the rows with the roles that you want to revoke. Up to 500 roles can be revoked at once. Alternatively, click the **Select All** checkbox in the column header of the pending role

certifications list in order to select all the roles within the current page of pending certifications, as shown in *Figure 22: Annual Role Certifications List – Taking Action on Multiple Roles*.

2. Then, click **Revoke All**.

A 'Confirmation of Revocation pop-up box appears, as shown in *Figure 26: Acknowledging Confirmation of Revocation for Multiple Roles*, including the number of roles selected for revocation.

Note

A message will display if more than 500 pending roles are selected at once for revocation, as shown in *Figure 27: Invalid Selection Error Message*.

Confirmation of Revocation

[✕ Close](#)

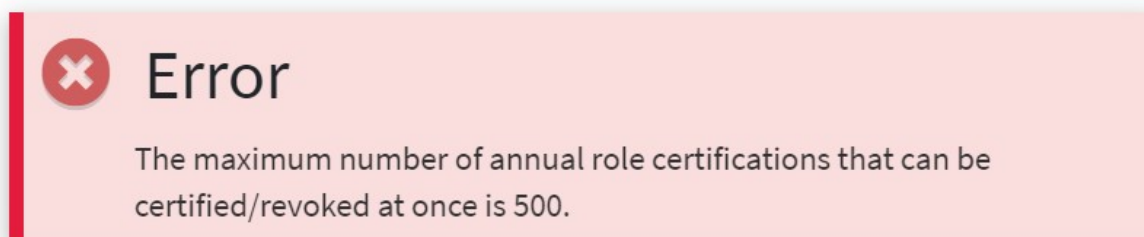


Figure 27: Invalid Selection Error Message

3. Click **Submit** to confirm your revocation or click **Cancel** to cancel the revocation and return to the **Annual Role Certification Lists** page or the search results page.

Upon clicking Submit, you will see a confirmation message affirming the action taken. The pending certifications will disappear from the **Annual Role Certifications List** page.

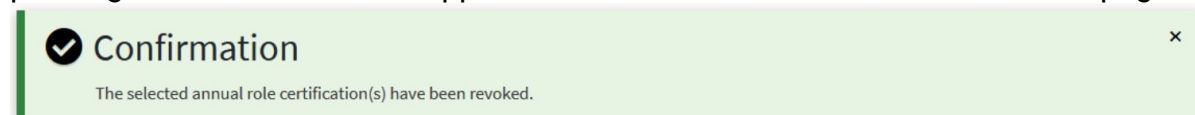


Figure 28: Role Revocation Confirmation Message

5. Appendix: Acronyms

Table 1: Acronyms provides a literal translation of terms used in this document and related to the document.

Table 1: Acronyms

Acronym	Literal Translation
CMS	Centers for Medicare & Medicaid Services
C-HIT	Chags Health Information Technology
ID	Identifier
IE	Internet Explorer
MFA	Multi-Factor Authentication
PHI	Personal Health Information
PII	Personally Identifiable Information
UI	User Interface
URL	Uniform Resource Locator
VPN	Virtual Private Network