

A new Review Contractor (RC) who wishes to start submitting/receiving medical documentation utilizing the esMD system, needs to follow the below steps.

The following are the sequence of steps for an RC to onboard for esMD:

1. Review the RC Implementation Guide. The guide can be found in the downloads section using the link below to the esMD website:  
[https://www.cms.gov/Research-Statistics-Data-and-Systems/Computer-Data-and-Systems/ESMD/Information for Review-Contractors](https://www.cms.gov/Research-Statistics-Data-and-Systems/Computer-Data-and-Systems/ESMD/Information%20for%20Review-Contractors)
  - a) In the guide, review information about the RC Client (used to send and receive medical documentation within the esMD system), the content type codes your business will utilize, and other information related to the esMD program.
2. Review and submit a completed RC Onboarding form to the esMD Service Desk ([esMD\\_Support@cms.hhs.gov](mailto:esMD_Support@cms.hhs.gov)).

The Form for onboarding can be found in the download section of the esMD website:

[https://www.cms.gov/Research-Statistics-Data-and-Systems/Computer-Data-and-Systems/ESMD/Information for Review-Contractors](https://www.cms.gov/Research-Statistics-Data-and-Systems/Computer-Data-and-Systems/ESMD/Information%20for%20Review-Contractors)

3. After the form has been reviewed and approved by the esMD Support Team, the following will need to take place before a new RC can start participating in data exchanged within the esMD program:
  - a) Register users with an IDM ID;  
*Note: Please reference the "IDM Instructions" document in the downloads area of the [esMD website](#) for step by step instructions on how to register.*
  - b) Register users to an MFT Mailbox associated with esMD;
  - c) Install and configure the RC Client;
  - d) Test using the RC Client in the esMD UAT environment; and
  - e) Configure the RC Client to the Production environment.

There is no set timeframe from start to completion of the esMD Onboarding process; as configuration of the esMD system and testing of an RC differ based on each company and its technical staff. If you have any questions related to esMD, please contact the esMD Service Desk ([esMD\\_Support@cms.hhs.gov](mailto:esMD_Support@cms.hhs.gov)).