**esMD HIH Change Request – Certificate Renewal Form**

To submit a change request or certificate renewal, complete and return this form ([esMD\_Support@cms.hhs.gov](mailto:esMD_Support@cms.hhs.gov) ).

Do not leave blank fields in this form. Any fields that are not applicable can be noted as “NA”.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **ITEMS** | | | **DETAILS** |
| **1** | **Date of Form Submission:** | | |  |
| **2** | **HIH Company Name:** | | |  |
| **3** | **Type of Request:** | | | Indicate Yes/No for the request change on lines 3a-j |
| **a** | * **Company Name Change:** | | |  |
| **b** | * **Company URL Change:** | | |  |
| **c** | * **HIH Distribution Address Change:** | | |  |
| **d** | * **Offering new esMD Services** | | |  |
| **e** | * **Validation IP Address Change:** | | |  |
| **f** | * **Production IP Address Change:** | | |  |
| **g** | * **Validation Certificate Change:** | | |  |
| **h** | * **Production Certificate Change:** | | |  |
| **i** | * **Validation Certificate Renewal:** | | |  |
| **j** | * **Production Certificate Renewal:** | | |  |
| **4** | **Projected effective date for this change:** | | |  |
| **5** | **Contact related to this change:** | | |  |
| **a** | * **Office Phone:** | | |  |
| **b** | * **Cell Phone:** | | |  |
| **c** | * **Email Address:** | | |  |
| **d** | * **Time zone** | | |  |
| **6** | **Technical contact related to this change:** | | |  |
| **a** | * **Office Phone:** | | |  |
| **b** | * **Cell Phone:** | | |  |
| **c** | * **Email Address:** | | |  |
| **d** | * **Time zone** | | |  |
| **7** | **Company Name Change:** | | |  |
| **a** | * **Original Company Name:** | | |  |
| **b** | * **New Company Name:** | | |  |
| **8** | **New Company URL:** | | |  |
| **a** | * **Original Company URL:** | | |  |
| **b** | * **New Company URL:** | | |  |
| **9** | **HIH Distribution Address change:** | | |  |
| **a** | * **Original distribution address:** | | |  |
| **b** | * **New distribution address** | | |  |
| **10** | **New esMD services offered:** | | |  |
| **11** | **VAL IP Address Change:** | | |  |
| **a** | * **Original VAL IP Address** | | |  |
| **b** | * **New VAL IP Address** | | |  |
| **12** | **PROD IP Address Change:** | | |  |
| **a** | * **Original PROD IP Address** | | |  |
| **b** | * **New PROD IP Address** | | |  |
| **13** | **VAL Certificate Change** (complete #17): | | |  |
| **a** | * **New Certificate Authority:** | | |  |
| **14** | **PROD Certificate Change** (complete #18)**:** | | |  |
| **a** | * **New Certificate Authority:** | | |  |
| **15** | **VAL Certificate RENEWAL**(complete #17)**:** | | |  |
| **a** | * **Current certificate expiration date:** | | |  |
| **16** | **PROD Certificate RENEWAL** (complete #18)**:** | | |  |
| **a** | * **Current certificate expiration date:** | | |  |
| **17** | **Validation SSL/TLS Certificates** | | | |
| **a** | **Server Certificate:** | Right click the your server certificate and copy the content below including the  -----BEGIN CERTIFICATE----- and -----END CERTIFICATE----- strings | | |
|  | | | | |
| **b** | **Intermediate Certificate** | Right click your Intermediate certificate and copy the content below including the  -----BEGIN CERTIFICATE----- and -----END CERTIFICATE----- strings | | |
|  | | | | |
| **c** | **Root Certificate** | | Right click the certificate and copy the content below including the  -----BEGIN CERTIFICATE----- and -----END CERTIFICATE----- strings | |
|  | | | | |
| **18** | **Production SSL/TLS Certificates** | | | |
| **a** | **Server Certificate:** | | Right click the your server certificate and copy the content below including the  -----BEGIN CERTIFICATE----- and -----END CERTIFICATE----- strings | |
|  | | | | |
| **b** | **Intermediate Certificate** | | Right click your Intermediate certificate and copy the content below including the  -----BEGIN CERTIFICATE----- and -----END CERTIFICATE----- strings | |
|  | | | | |
| **c** | **Root Certificate** | | Right click the certificate and copy the content below including the  -----BEGIN CERTIFICATE----- and -----END CERTIFICATE----- strings | |
|  | | | | |