



# Steps to Submit Part B Drug Financial Data to CMS



## Register

Manufacturers of Medicare Part B drugs must identify two individuals to register with CMS: one Submitter and one Certifier. A Submitter is an individual with authority to provide and submit Average Sales Price (ASP) financial data to CMS. A Certifier should be the manufacturer's Chief Executive Officer (CEO) or Chief Financial Officer (CFO) or an individual who has delegated authority to sign for the manufacturer. These individuals must create an account and verify their identity in the [CMS Identity Management Portal](#) to gain access to the ASP Data Collection System. Complete instructions for registration in the *ASP Data Collection System Registration Guide* can be found on the [Education and Outreach page](#).

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## Submit Data

All quarterly Medicare Part B drug product and financial data can be entered manually or by uploading a file using the provided template in the ASP Data Collection System. Please review the data for accuracy prior to submitting them for certification. Complete instructions for Submitters can be found in the *ASP Data Collection System Submitter User Guide* on the [Education and Outreach page](#).

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## Generate One-Time Password

Once data are entered, the Submitter must generate a One-Time Password (OTP) to be sent to the company's registered Certifier using the instructions listed in the Submitter User Guide. **Please note:** This step only occurs once to initiate the connection between a Submitter and a Certifier. Once the connection has been established, this step does not need to happen again unless there is a new Certifier.

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## Certify Data

The Certifier logs in to the ASP Data Collection System, enters the OTP on their first login only, and reviews the submitted data. The Certifier reviews and verifies the information is correct to certify and completes the quarterly submission of drug product and financial data. Complete instructions for Certifiers can be found in the *ASP Data Collection System Certifier User Guide* on the [Education and Outreach page](#).