



**Clinical Laboratory Fee Schedule  
Identity Management (IDM)  
Registration Guide**

**Version 1.0**

**Date: March 02, 2026**

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# 1. Purpose

The purpose of this user guide is to provide instructions for registering as a new user in the Centers for Medicare & Medicaid Services (CMS) Identity Management (IDM) system to request access to the Fee-for-Service Data Collection System (FFSDCS) Clinical Laboratory Fee Schedule (CLFS) Module.

CMS requires an automated data collection system that can collect and synthesize large amounts of data related to products falling under the Fee-for-Service (FFS) payment mechanisms.

CMS supplies the Medicare FFS claims processing contractors with the laboratory test pricing files for Medicare Part B. CMS uses the FFSDCS to house various Fee-for-Service platforms.

Before you can log in to any FFSDCS Module, you must create a new user account. All FFSDCS Application users, regardless of their role, must complete the new user registration steps in the following section.

# 2. New User Registration

You must have an IDM username and password to access the CLFS Module. Follow these steps to register with IDM and receive your credentials:

1. Navigate to the [CMS Enterprise Portal](#) main page.

The CMS Enterprise Portal **Login Page** opens. Refer to *Figure 1*.

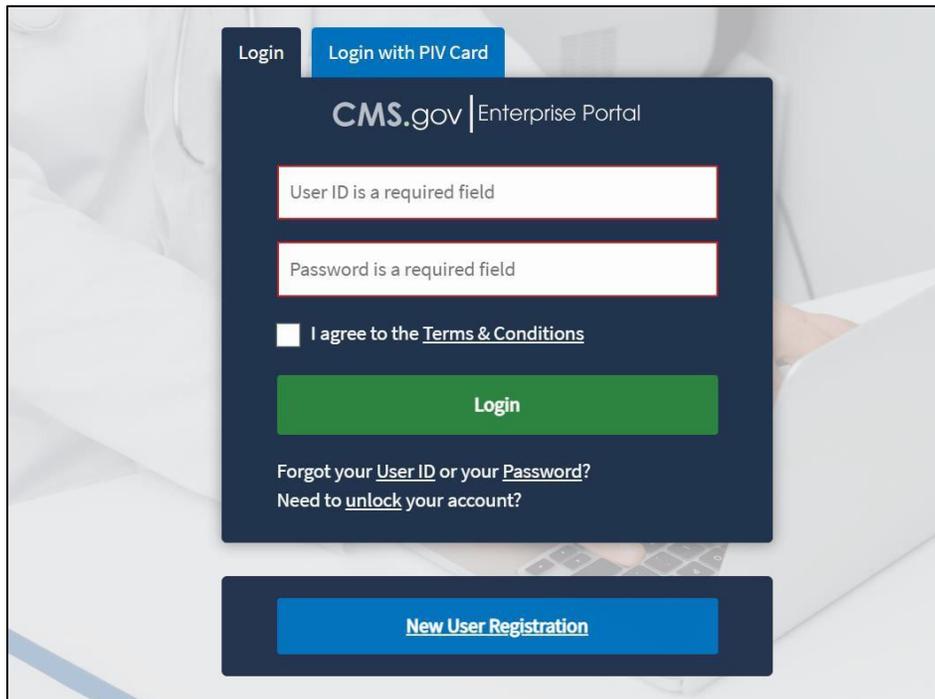


Figure 1: CMS Enterprise Portal - Login Page

2. Click the **New User Registration** button.

The **Step #1: Select Your Application** page opens. Refer to *Figure 2*.

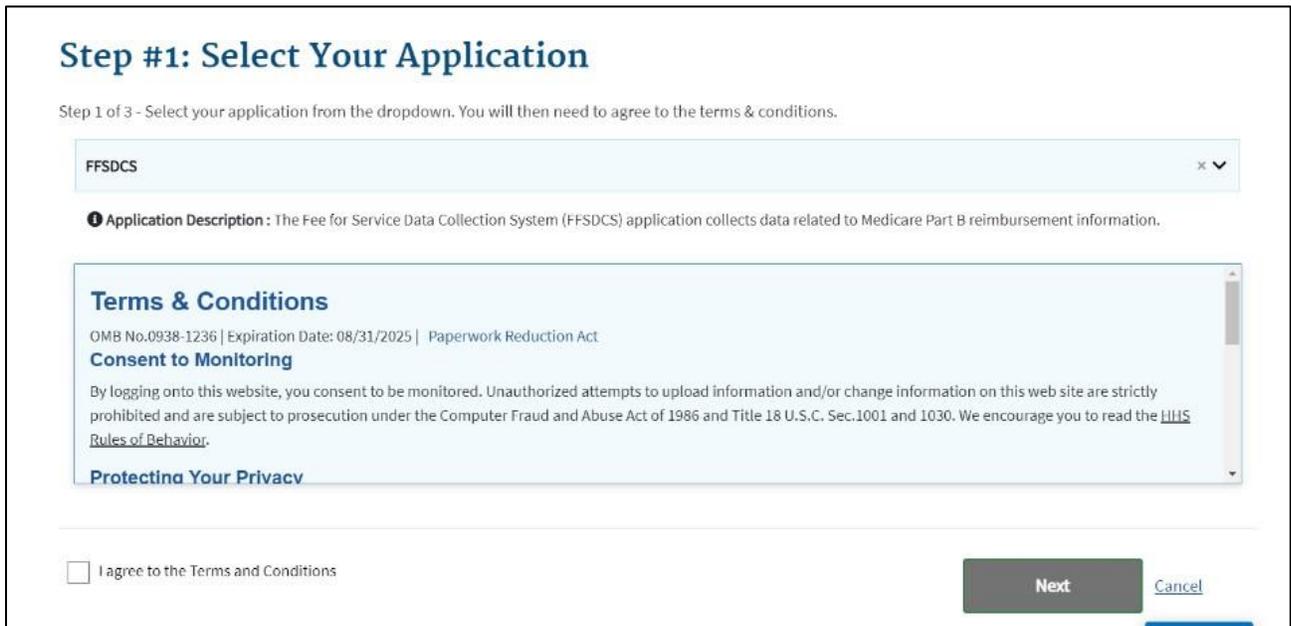


The screenshot shows the 'Step #1: Select Your Application' page. At the top, it says 'Step 1 of 3 - Select your application from the dropdown. You will then need to agree to the terms & conditions.' Below this is a large light blue dropdown menu with the text 'Select Your Application' and a downward arrow icon on the right.

**Figure 2: New User Registration - Select Your Application Drop-down**

3. Click the **Select Your Application** drop-down; select **FFSDCS** from the list of applications.

The **Terms and Conditions** box opens. Refer to *Figure 3*.



The screenshot shows the 'Step #1: Select Your Application' page with the dropdown menu open. The dropdown menu now displays 'FFSDCS' with a close icon (x) and a downward arrow. Below the dropdown, there is an information icon and the text: 'Application Description : The Fee for Service Data Collection System (FFSDCS) application collects data related to Medicare Part B reimbursement information.' Below this is a 'Terms & Conditions' section with a scrollable area containing the following text: 'OMB No.0938-1236 | Expiration Date: 08/31/2025 | Paperwork Reduction Act', 'Consent to Monitoring', 'By logging onto this website, you consent to be monitored. Unauthorized attempts to upload information and/or change information on this web site are strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sec.1001 and 1030. We encourage you to read the [HHS Rules of Behavior](#).', and 'Protecting Your Privacy'. At the bottom left, there is a checkbox labeled 'I agree to the Terms and Conditions'. At the bottom right, there are two buttons: 'Next' (a dark grey button) and 'Cancel' (a light blue button).

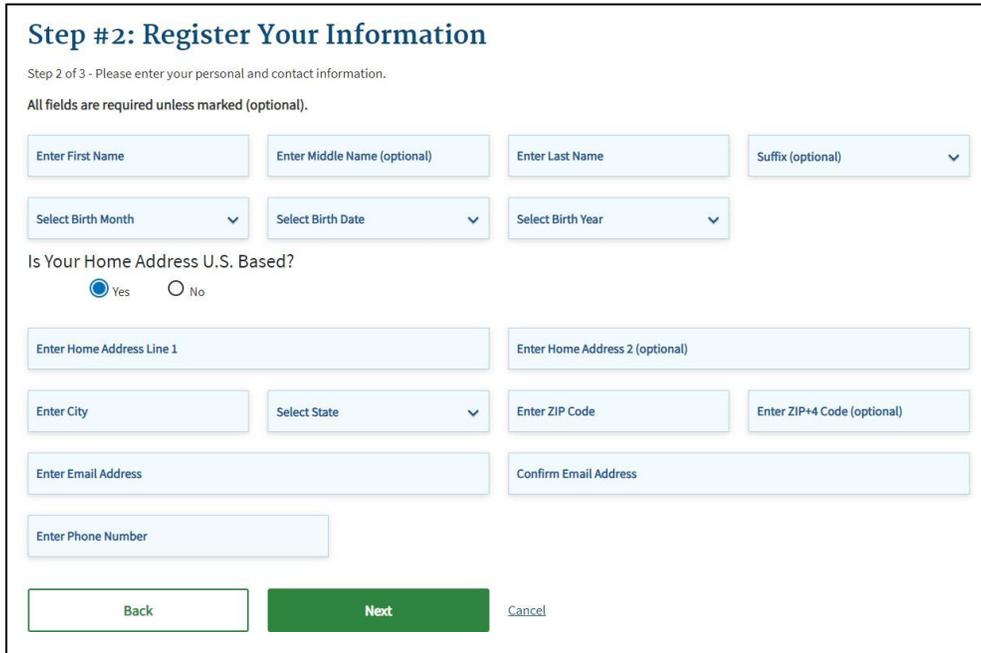
**Figure 3: New User Registration - Terms & Conditions**

4. Read the **Terms & Conditions**. If you agree, select the **I agree to the Terms & Conditions** checkbox; click **Next**.

**Note:** By selecting this checkbox, you certify that you read and consent to monitoring while accessing and using the portal. The terms and conditions describe why the application collects personally identifiable information (PII), which is to identify the unique, new user who is registering to use the application.

The terms and conditions link provides additional hyperlinks to the HHS Rules of Behavior and the CMS Privacy Act Statement.

- The **Step #2: Register Your Information** page opens. Refer to *Figure 4*.



**Step #2: Register Your Information**

Step 2 of 3 - Please enter your personal and contact information.

All fields are required unless marked (optional).

Enter First Name    Enter Middle Name (optional)    Enter Last Name    Suffix (optional) ▼

Select Birth Month ▼    Select Birth Date ▼    Select Birth Year ▼

Is Your Home Address U.S. Based?  
 Yes     No

Enter Home Address Line 1    Enter Home Address 2 (optional)

Enter City    Select State ▼    Enter ZIP Code    Enter ZIP+4 Code (optional)

Enter Email Address    Confirm Email Address

Enter Phone Number

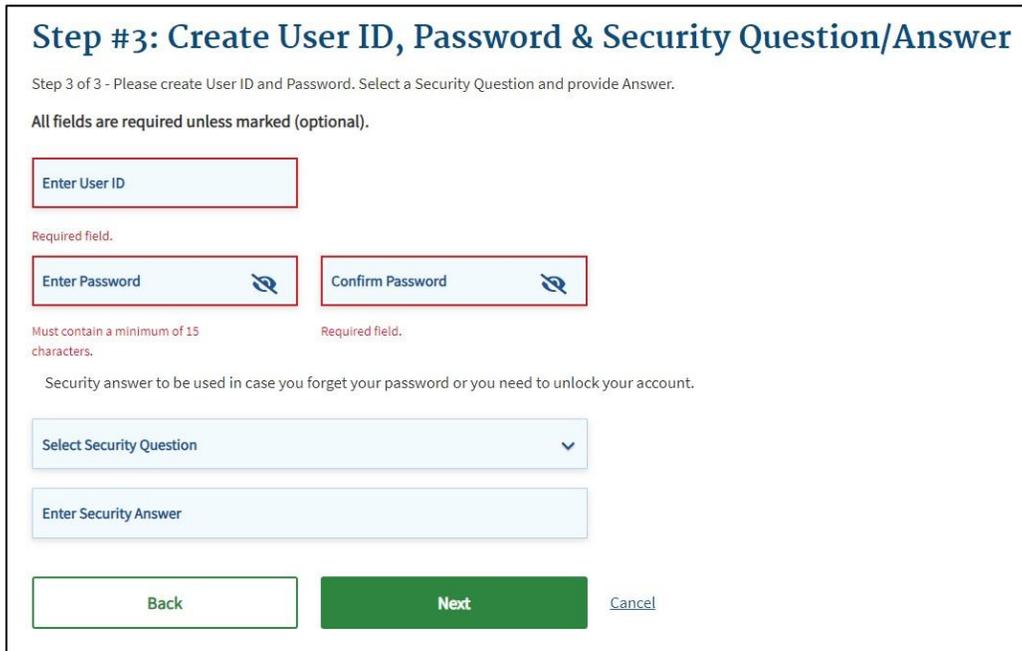
Back    **Next**    Cancel

**Figure 4: New User Registration - Step #2 Register Your Information**

- Enter your personal information in each of the required fields; click **Next**.

**Note:** The application requires you to complete all fields unless marked as optional.

The **Step #3: Create User ID, Password & Security Question/Answer** page opens. Refer to *Figure 5*.



**Step #3: Create User ID, Password & Security Question/Answer**

Step 3 of 3 - Please create User ID and Password. Select a Security Question and provide Answer.

All fields are required unless marked (optional).

Enter User ID

Required field.

Enter Password    Confirm Password

Must contain a minimum of 15 characters.    Required field.

Security answer to be used in case you forget your password or you need to unlock your account.

Select Security Question ▼

Enter Security Answer

Back    **Next**    Cancel

**Figure 5: New User Registration - Step #3 Create User ID & Password**

7. Type your desired user identification in the **User ID** field.

**Note:** Per the User ID Requirements, your user ID must:

- a. Consist of a minimum of six (6) alphanumeric characters and cannot exceed seventy-four (74) characters.
- b. Contain at least one (1) uppercase or lowercase letter.
- c. Contain one (1) special character. You may use hyphens (-), underscores (\_), apostrophes ('), and periods (.).
- d. Not have a special character as the first or last letter of your user ID.
- e. Not contain eight (8) consecutive numbers.

8. Type your desired password in the **Password** field, then re-type your password in the **Confirm Password** field. Passwords must match before you move onto the next step.

**Note:** Your password must conform to the [CMS Acceptable Risk Safeguards \(ARS\) Password Policy](#). You may only change your password once every 24 hours. Per the password policy, your password must:

- a. Consist of a minimum of fifteen (15) alphanumeric characters and cannot exceed sixty (60) characters.
- b. Contain at least one (1) uppercase and one (1) lowercase letter.
- c. Contain at least one (1) number.
- d. Not contain part of your user ID, first name, last name, or common passwords.
- e. Be different from your previous six (6) passwords.

**Note:** Special characters are optional in your password. The system accepts the following special characters: ('), ("), (!), (#), (\$), (%), (&), ((, ()), (\*), (+), (,), (-), (.), (/), (:), (;), (<), (>), (=), (?), (@), ([, (]), (^), (\_), (`), (~).

9. Select a security question from the **Security Question** drop-down; enter your answer in the **Security Answer** field. Refer to *Figure 6*.

**Note:** The system requires your security answer to reset your password or unlock your account. Per the security answer requirements, your security answers:

- a. Must contain at least four (4) alphanumeric characters.
- b. Cannot contain part of your security question.
- c. Can contain spaces.

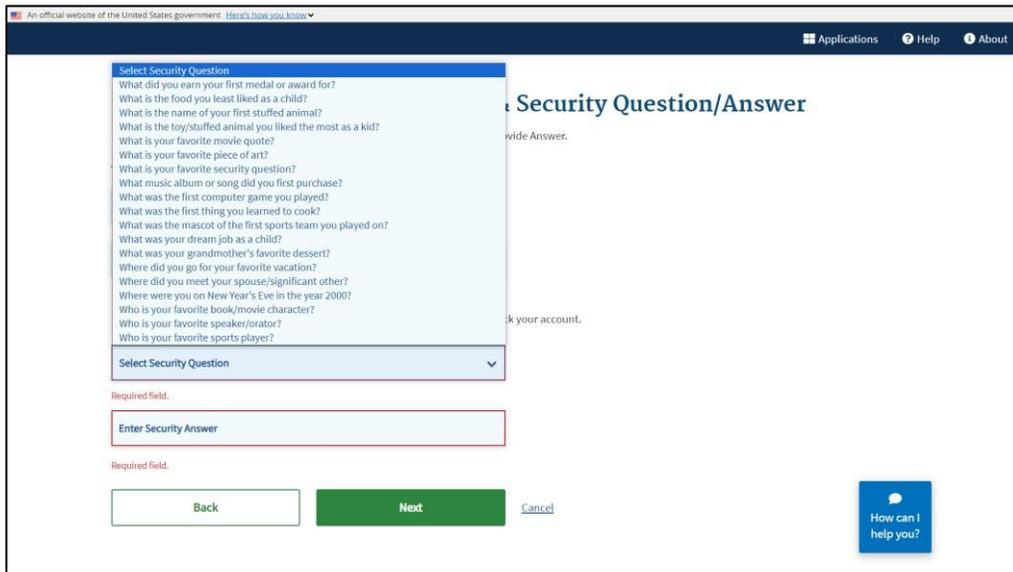


Figure 6: New User Registration - Security Question/Answer Page

10. Click **Next** to complete the registration process.

The **New User Registration Summary** page opens. Refer to *Figure 7*.

## New User Registration Summary

Please review your information and make any necessary changes before submitting.

▼
FFSDCS

**i** Application Description : The Fee for Service Data Collection System (FFSDCS) application collects data related to Medicare Part B reimbursement information.

<input type="text" value="First Name"/>	<input type="text" value="Enter Middle Name (optional)"/>	<input type="text" value="Last Name"/>	<input type="text" value="Suffix (optional) ▼"/>
<input style="border-bottom: 1px solid gray; text-align: center; width: 100%;" type="text" value="Birth Month"/>	<input style="border-bottom: 1px solid gray; text-align: center; width: 100%;" type="text" value="Birth Date"/>	<input style="border-bottom: 1px solid gray; text-align: center; width: 100%;" type="text" value="Birth Year"/>	
<input type="text" value="Home Address Line 1"/>		<input type="text" value="Enter Home Address 2 (optional)"/>	
<input type="text" value="City"/>	<input style="border-bottom: 1px solid gray; text-align: center; width: 100%;" type="text" value="State"/>	<input type="text" value="ZIP Code"/>	<input type="text" value="Enter ZIP+4 Code (optional)"/>
<input type="text" value="Email Address"/>		<input type="text" value="Confirm Email Address"/>	
<input type="text" value="Phone Number"/>			

All fields are required unless marked (optional).

---

▼

Submit User

[Cancel](#)

**Figure 7: New User Registration - Summary**

**Note:** You may click the **Cancel** button to exit out of the registration process; however, the system does not save any of the changes you entered.

11. Review the **New User Registration Summary** page; make necessary changes.
12. Click the **Submit User** button to complete the registration process.

A Confirmation message displays. Refer to *Figure 8*.



**Figure 8: New User Registration Confirmation**

13. Click the **login** hyperlink to return to the main login page.

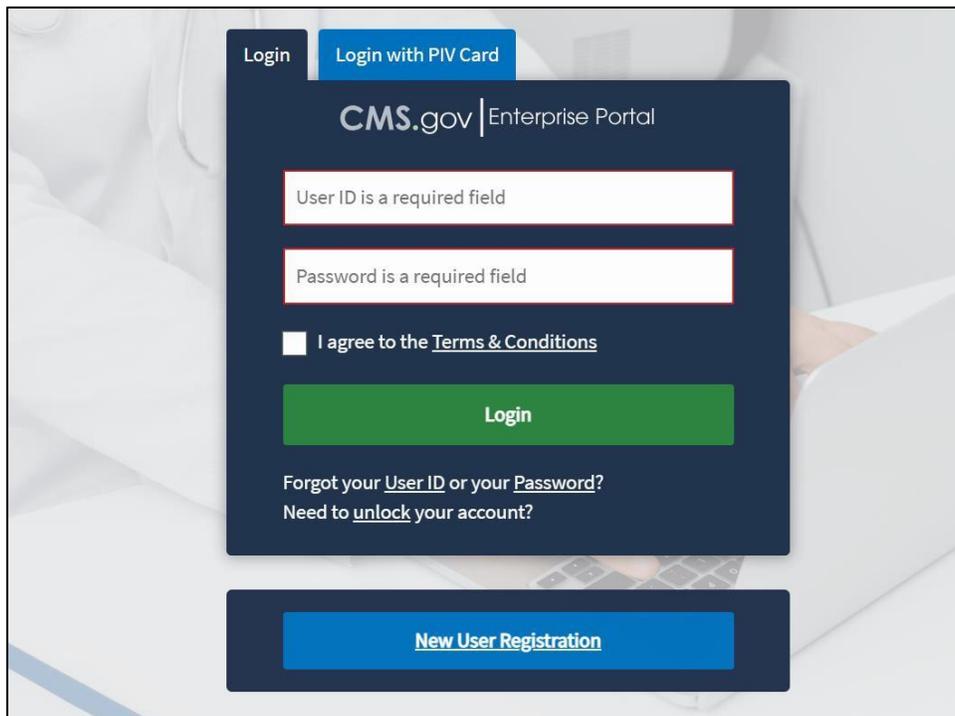
**Note:** Wait at least five minutes before logging in to the FFSDCS Application with your new User ID and Password.

### 3. Logging in Using MFA

Following registration, use these steps to log in to the FFSDCS Application:

1. Navigate to the [CMS Enterprise Portal](#) main page.

The **CMS Enterprise Portal Login Page** opens. Refer to *Figure 9*.



**Figure 9: Logging in Using MFA - FFSDCS Application Login Page**

2. Type your user ID and password in the **User ID** and **Password** fields.
3. Click the **Terms & Conditions** hyperlink and review the text in the pop-up window; close the window.
4. If you agree, select the **I agree to the Terms & Conditions** checkbox.

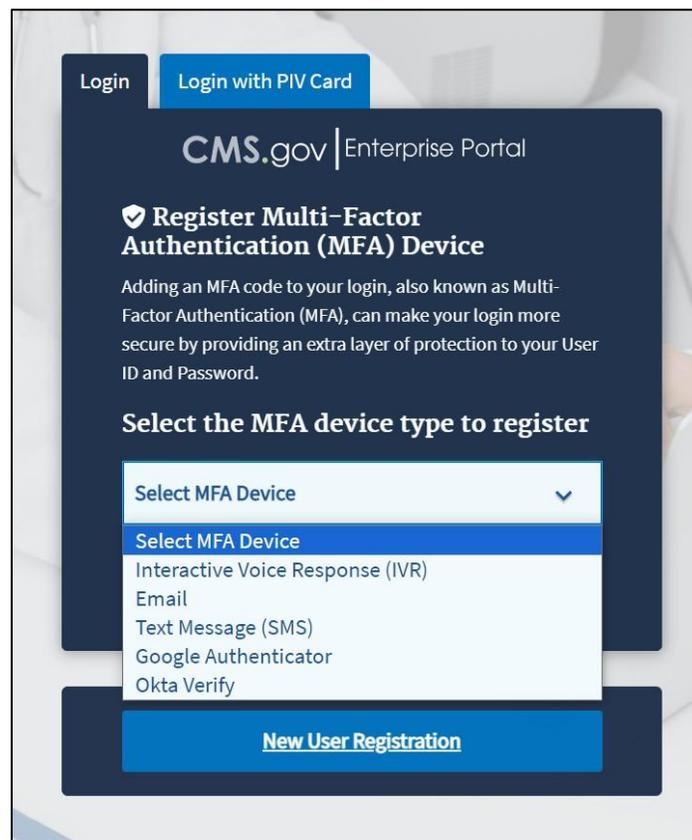
**Note:** By selecting this checkbox, you certify that you read and consent to monitoring while accessing and using the portal. Additionally, the terms and conditions provide hyperlinks to the HHS Rules of Behavior and the CMS Privacy Act Statement.

5. Click **Login**.

**Note:** If you forget your user ID or password, click the appropriate hyperlinked text in **Forgot your User ID or your Password?** under the **Login** button and follow the provided instructions. If you are still not able to access your account and need to unlock your account, click the hyperlinked unlock text in **Need to unlock your account?**

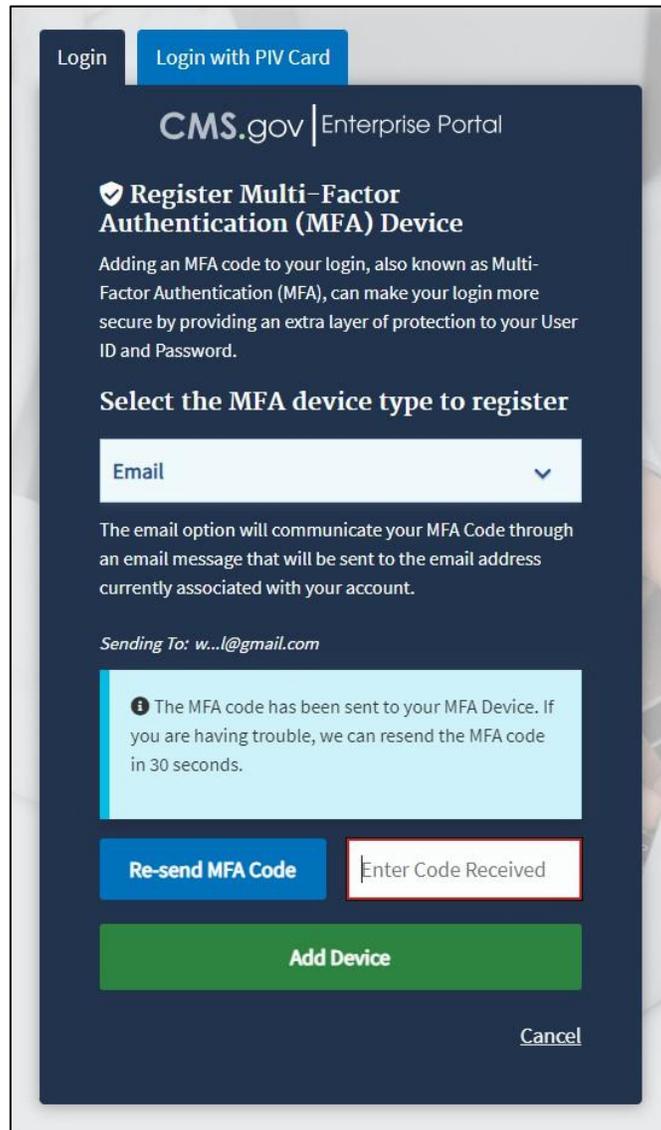
To confirm the security of the FFSDCS Application, as well as your data, you must authenticate your identity using a multifactor authentication (MFA) process. Users have various authentication options, including Interactive Voice Response (IVR), Email, Text Message (Short Message Service (SMS)), or Okta Verify.

6. Click the **Select MFA Device** drop-down; select your preferred MFA device type from the list. Whenever you log back into the CLFS Module through this process, your preferred method of MFA reloads automatically. Refer to *Figure 10*.



**Figure 10: Logging in Using MFA - Select MFA Device Type Drop-Down**

7. Click the **Send MFA Code** green button to receive a one-time phone call, email, text message, or other communication to confirm registration of your identity with the FFSDCS Application. This user guide demonstrates email as the chosen MFA method. Refer to *Figure 11*.



The screenshot shows the 'Login with PIV Card' tab selected. The main heading is 'Register Multi-Factor Authentication (MFA) Device'. Below this, there is explanatory text about MFA security. A dropdown menu is set to 'Email'. A message states that the MFA code has been sent to the user's MFA device. There are buttons for 'Re-send MFA Code', 'Enter Code Received' (with a text input field), and 'Add Device'. A 'Cancel' link is at the bottom right.

Login | Login with PIV Card

CMS.gov | Enterprise Portal

### Register Multi-Factor Authentication (MFA) Device

Adding an MFA code to your login, also known as Multi-Factor Authentication (MFA), can make your login more secure by providing an extra layer of protection to your User ID and Password.

Select the MFA device type to register

Email

The email option will communicate your MFA Code through an email message that will be sent to the email address currently associated with your account.

Sending To: w...l@gmail.com

**i** The MFA code has been sent to your MFA Device. If you are having trouble, we can resend the MFA code in 30 seconds.

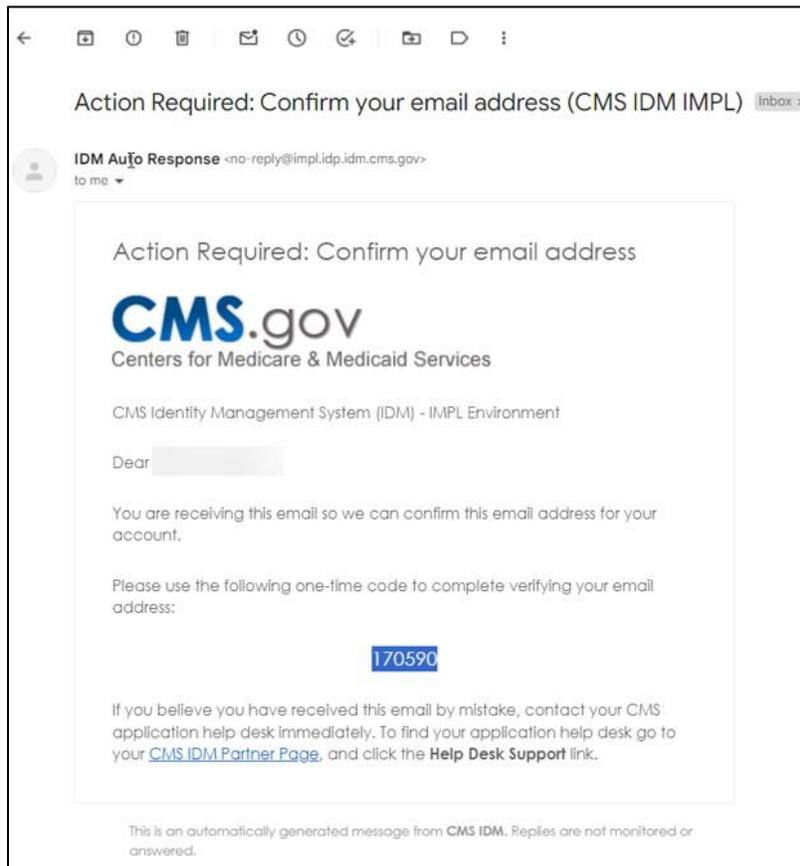
Re-send MFA Code | Enter Code Received

Add Device

Cancel

Figure 11: Logging in Using MFA - MFA Code

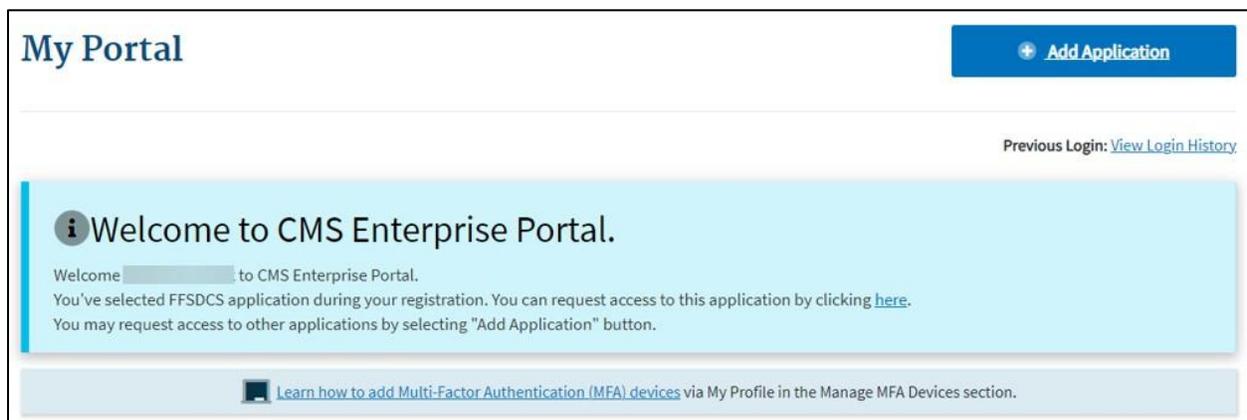
The Application sends an email with a six-digit code to confirm your identity. Refer to *Figure 12*.



**Figure 12: Logging in Using MFA - Confirmation Code in Email**

- Record and type, or copy and paste, the six-digit code into the **Enter Code Received** field. Click the **Add Device** button to confirm your identity and enter the FFSDCS Application.

The **My Portal** landing page opens, displaying a **Welcome to CMS Enterprise Portal** message. Refer to *Figure 13*.



**Figure 13: Logging in Using MFA - My Portal Landing Page**

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## 4. Select User Role/Application Request

The CLFS application is a role-based application. This means that certain application functions have been linked to specific “user role profiles.” When a new user is given access to the CLFS application, a CLFS role is approved that provides access to the specific functions they need.

- **CLFS Submitter:** An individual of the Applicable Laboratory who is appointed as data submitter who submits applicable laboratory data through approved file uploads or manual data entry into the CLFS application. The submitter may submit for multiple TINs and will generate a One-Time Password (OTP) for all the TINs to be registered to be shared with the Data Certifier.

This role’s objective is for the user to report applicable CDLT and ADLT information to CMS once every 3 years for CDLTs and annually for ADLTs. Below are areas of the CLFS application for which the CLFS Submitter role has access:

- Applicable Laboratory Registration
  - Requires submission of: Laboratory Name, TIN(s), National Provider Identifier(s) (NPI(s)), or Provider Transaction Access Number (PTAN)
  - One Time Password (OTP): User must generate an OTP for all the TINS to be registered, and share this with the CLFS Certifier so that they can successfully complete their registration
- Data upload
  - [CLFS Data Reporting Template](#): This Comma-Separated Values (.csv) template provides specific data transmission fields for upload into the CLFS application. The .csv file is a pre-defined template (i.e., upload via Excel or text file)
  - Upload Data: Best option for laboratories submitting a large amount of data
  - Manual Entry: Best option for laboratories with only a few Healthcare Common Procedure Coding System (HCPCS) codes to submit
- Status: Status of the applicable information submitted can be found via the “Edit/View Data” page.
- Validation: Validation is performed for all data submitted. Specific validation rules can be found in Section 5.
- Corrections (prior to data certification).
- **CLFS Certifier:** A President or Chief Financial Officer (CFO) of the applicable laboratory, or an individual appointed as data certifier who certifies the accuracy and completeness of applicable information submitted to CMS.
  - Registration: Must receive an OTP from CLFS Submitter to complete registration for all TINs to be registered
  - Certifies data
    - Reviews data; cannot make edits to data

- If changes are necessary, CLFS Certifier must inform CLFS Submitter to make any edits
  - Once data are certified, they cannot be viewed or updated by the laboratory

Follow these steps to request access to the FFSDCS application and establish your role in the application:

1. Click the **Add Application** button.

The **Request Application Access** page opens. Refer to *Figure 14*.



**Figure 14: Select User Role/Application Request - Request Application Access**

2. Click the **Select an Application** drop-down; scroll or search for your application. Refer to *Figure 15*.



**Figure 15: Select User Role/Application Request - Select an Application Drop-down**

3. Select **FFSDCS** from the drop-down menu.  
Refer to *Figure 16*.

## Request Application Access

☰ The following is the step-by-step process for requesting a role in a CMS Enterprise Portal application. A summary of each step taken will be shown after each step. You will be presented with all your role related information to review at the last step. Please note that the number of steps and the questions asked will vary depending on the role that you are requesting and your current level of access.

You can review your current roles and pending role requests in [My Access](#).

- ### 1 Select an Application

Application

FFSDCS x v

---

**Application Description:** The Fee for Service Data Collection System (FFSDCS) application collects data related to Medicare Part B reimbursement information.

[. Help Desk Information](#)

**Next**
- ### 2 Select a Role
- ### 3 Enter Reason for Request

Cancel

**Figure 16: Select User Role/Application Request - Select an Application**

- Click the **Next** button.

A checkmark displays next to **FFSDCS**; the application automatically moves you to the **Select a Role** section. To be a Submitter or Certifier, you must register for the role on the FFSDCS Application. Refer to *Figure 17*.

## Request Application Access

☰ The following is the step-by-step process for requesting a role in a CMS Enterprise Portal application. A summary of each step taken will be shown after each step. You will be presented with all your role related information to review at the last step. Please note that the number of steps and the questions asked will vary depending on the role that you are requesting and your current level of access.

You can review your current roles and pending role requests in [My Access](#).

- ### 1 Select an Application

✔ Completed ✎ Edit

✔ FFSDCS
- ### 2 Select a Role

Select a Role v

**Next**
- ### 3 Enter Reason for Request

Cancel

**Figure 17: Select User Role/Application Request - Select a Role**

- Select the correct role for the CLFS module. For example:
    - If you are CLFS Submitter, click the **Role** drop-down and select **CLFS Submitter** as your role. CLFS Submitters can only submit data.
    - If you are a CLFS Certifier, click the **Role** drop-down and select **CLFS Certifier**.

CLFS Certifiers can only certify data.

**Note:** CLFS users should **only** select either submitter or certifier.

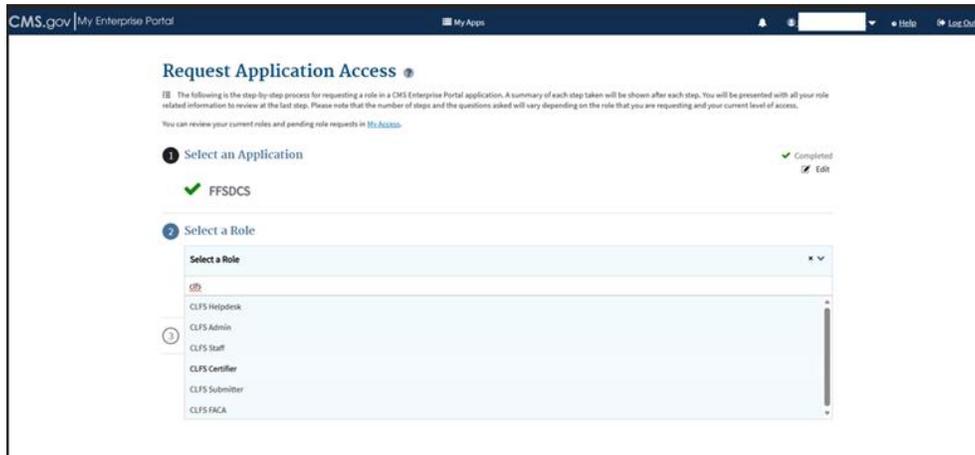


Figure 18: Select User Role/Application Request – CLFS Roles

6. Click the **Next** button to confirm your role.

A checkmark displays next to your selected role; the application will then automatically move you to the **Complete Identity Verification** section. Click **Launch**. Refer to *Figure 19*.

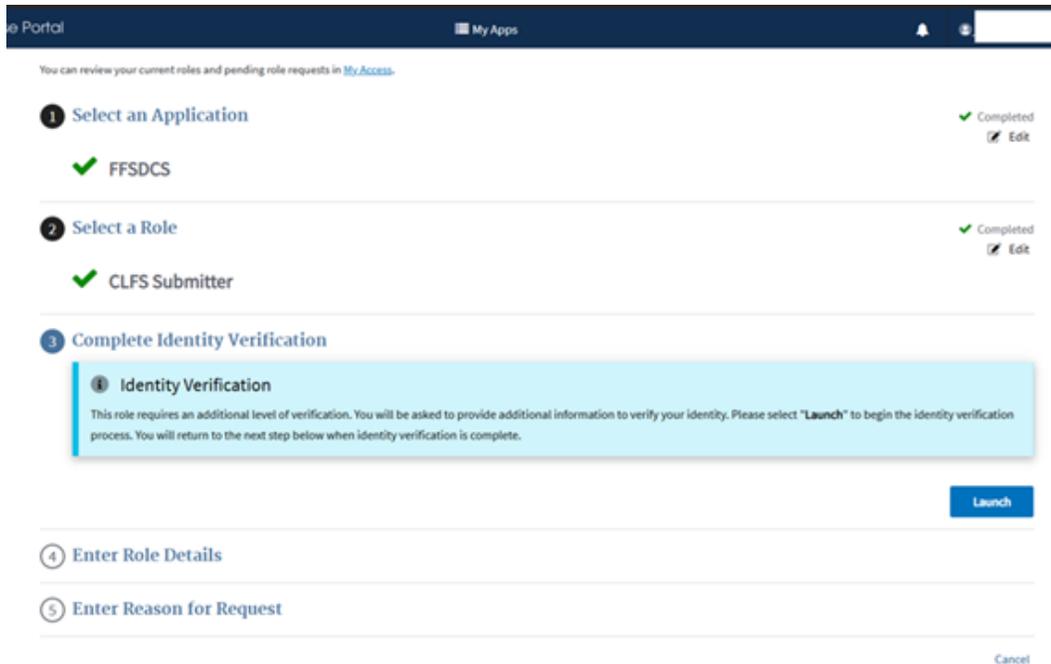


Figure 19: Complete Identity Verification Appears

7. The **Identity Verification Overview** page appears. In this section, Experian will collect more personal information from you. Click **Next**. Refer to *Figure 20*.



Figure 20: Step #1: Identity Verification Overview

8. Step #2 asks you to review and accept the Terms and Conditions. Once you have read the Terms and Conditions derived from the [Paperwork Reduction Act of 1995](#), click to check the box **I agree to the Terms & Conditions**, and then click **Next**. Refer to *Figure 21*.



Figure 21: Step #2: Accept Terms & Conditions

9. The **Step #3: Enter Your Information** page opens. Refer to *Figure 22*.

### Step #3: Enter Your Information

Enter your legal first name and last name, as it may be required for Identity Verification.  
All fields are required unless marked (optional).

Enter Legal First Name    Enter Middle Name (optional)    Enter Legal Last Name    Suffix (optional) ▼

Enter Social Security Number    Birth Month ▼    Birth Date ▼    Birth Year ▼

Is Your Address US Based?  
 Yes     No

Enter Home Address Line 1    Enter Home Address Line 2 (optional)

Enter City    State ▼    Enter ZIP Code    Enter ZIP+4 Code (optional)

Save home address to profile

Enter Personal Phone Number

Enter Personal Email Address    Confirm Personal Email Address

Check here if you have read and verified the information above is accurate and complete as required by Identity Verification.

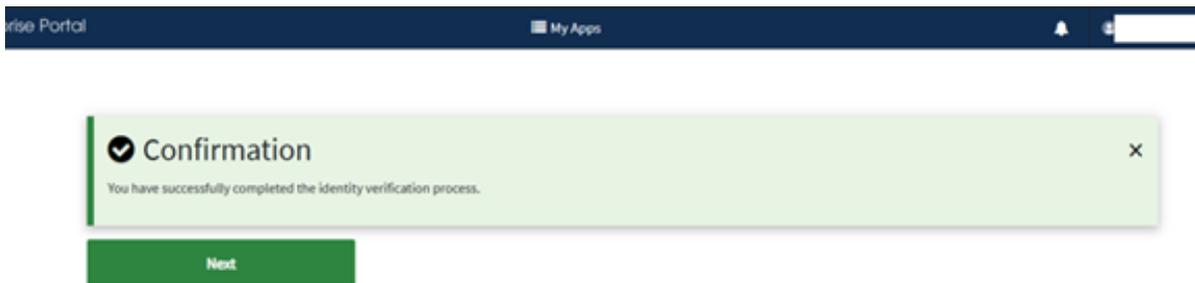
[Back](#)    [Next](#)    [Cancel](#)

**Figure 22: Select User Role/Application Request - Enter Your Information**

10. Enter your information in all required fields.

**Note:** Once you complete all fields, ensure the checkmark is present at the bottom of the page before moving on.

11. A **Confirmation Page** will appear indicated you have successfully completed the identity verification process. Click **Next** to continue.



**Figure 23: Confirmation**

12. The application automatically moves you to the **Enter Role Details** section. Refer to *Figure 24*.

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

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**1 Select an Application** ✔ Completed  
✎ Edit

✔ FFSDCS

---

**2 Select a Role** ✔ Completed  
✎ Edit

✔ CLFS Submitter

---

**3 Complete Identity Verification** ✔ Completed

✔ Completed Identity Verification

---

**4 Enter Role Details**

All fields are required unless marked (optional).

[Next](#)

---

**5 Enter Reason for Request**

[Cancel](#)

[↑ Top](#)

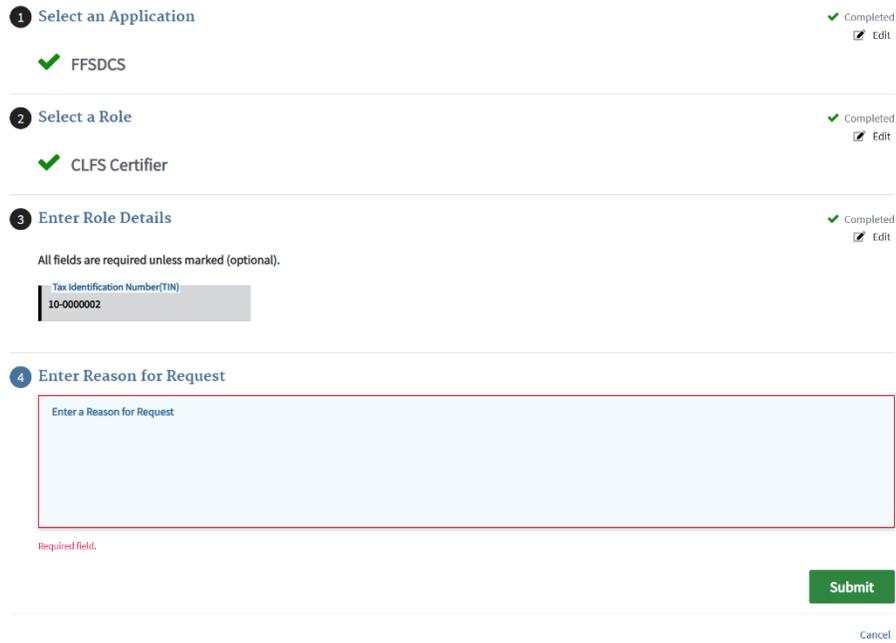
**Figure 24: Select User Role/Application Request – Enter Role Details**

- 
13. Enter your organization's Tax Identification Number (TIN); click **Next**.
  14. The application automatically moves you to the **Enter Reason for Request** section. Using the space provided, enter the reason you are requesting this role. Refer to *Figure 25*.

### Request Application Access

 The following is the step-by-step process for requesting a role in a CMS Enterprise Portal application. A summary of each step taken will be shown after each step. You will be presented with all your role related information to review at the last step. Please note that the number of steps and the questions asked will vary depending on the role that you are requesting and your current level of access.

You can review your current roles and pending role requests in [My Access](#).



**1 Select an Application** Completed 

 FFSDCS

---

**2 Select a Role** Completed 

 CLFS Certifier

---

**3 Enter Role Details** Completed 

All fields are required unless marked (optional).

Tax Identification Number(TIN)  
10-0000002

---

**4 Enter Reason for Request**

Enter a Reason for Request

Required field.

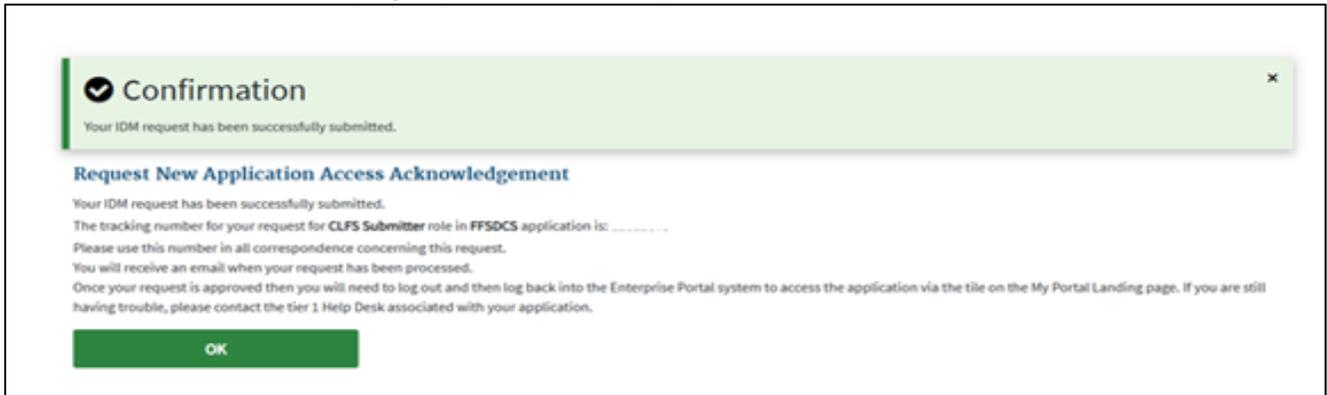
**Submit** 

**Figure 25: Select User Role/Application Request – Enter Reason for Request**

15. Click **Submit**.

---

A **Confirmation** page opens. Refer to *Figure 26*.



**Figure 26: Confirmation Your IDM Request Has Been Successfully Submitted**

16. Read the **Request Acknowledgement** statement; click **OK**.

**Note:** Following submission, it may take up to 72 hours (3 days) to receive an email notification.

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## 5. Technical Support Contact Information

Contact the FFSDCS (CLFS) Module Helpdesk for issues such as:

- Account unlock
- Password reset
- Registration process questions
- System support escalations

*Table 1* provides contact information for technical support.

**Table 1: Technical Support Contacts**

Email Address	Phone Number	Hours
<a href="mailto:CLFSHelpDesk@dcca.com">CLFSHelpDesk@dcca.com</a>	1-844-876-0765	9:00 a.m. to 6:00 p.m. Eastern Standard Time (EST), Monday through Friday

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## Appendix A: Revision History

Table 2 provides a revision history for this document.

**Table 2: Revision History**

Version Number	Date	Author/Editor	Description of Change
1.0	08/25/2025	DCCA	Initial version of CLFS Data Collection System Registration User Guide
1.0	2/19/2026	DCCA	Minor copy edits to guide

## Appendix B: Glossary

*Table 3* provides a list of terms, acronyms, and definitions in this document.

**Table 3: Glossary**

Expanded Form	Acronym/Term	Definition
Centers for Medicare & Medicaid Services	CMS	CMS is a federal agency within the U.S. Department of Health and Human Services that administers the Medicare program and works in partnership with state governments to administer Medicaid, the State Children’s Health Insurance Program, and health insurance portability standards.
Chief Executive Officer	CEO	A CEO is the highest-ranking officer or Administrator in charge of management with a corporation.
Chief Financial Officer	CFO	A CFO is the corporate executive having financial authority to make appropriations and authorize expenditures for a firm.
Clinical Laboratory Laboratory Fee Schedule	CLFS	The CLFS application collects information from applicable laboratories that is used to calculate payment rates for laboratory tests paid on the CLFS.
Eastern Standard Time	EST	EST is the standard time in the 5th time zone west of Greenwich, reckoned at the 75th meridian. This time zone is in the eastern part of the United States.
Experian	NA	Experian is a global credit information group.
Fee-for-Service Data Collection System	FFSDCS	The FFSDCS is an instrument to collect cost, revenue, utilization, and other information for FFS claims.
Identity Management	IDM	IDM is the process of managing user access to data.
Interactive Voice Response	IVR	IVR is a technology that allows a computer to detect voice and DTMF keypad inputs.
Medicare	NA	Medicare is the federal system of health insurance for people over 65 years of age and for certain younger people with disabilities.
Medicare Modernization Act	MMA	The MMA, or Medicare Prescription Drug, Improvement, and Modernization Act, is a federal law.
Medicare Part B	NA	Medicare Part B is the part of Medicare that covers doctor services, outpatient hospital care, and other medical services that Part A does not cover such as physical and occupational therapy, X-rays, medical equipment, or limited ambulance service.
Multifactor Authentication	MFA	MFA is a security system that implements more than one form of authentication to verify the legitimacy of a transaction.

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Expanded Form	Acronym/Term	Definition
Okta	NA	Okta is an enterprise-grade, identity management service, built for the cloud, but compatible with many on-premises applications.
One-Time Password	OTP	An OTP is a password that is valid for only one login session or transaction.
Personally Identifiable Information	PII	PII is information that identifies or describes an individual, including but not limited to name, address, telephone number, Social Security Number, credit card number, and personal characteristics that make individual identity easily discoverable.
Short Message Service	SMS	SMS is a text messaging service component of phone, web, or mobile communication systems. It uses standardized communication protocols to allow fixed-line or mobile phone devices to exchange short text messages.

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