

Open Payments Quick Reference Guide – Physician Registration

Register in EIDM

1. Visit the [CMS Enterprise Portal](#) and select “New user registration.”
2. Accept the terms and conditions, being sure to read the “Consent to monitoring” and “Collection of personal identifiable information” sections. Identity verification is required for all users requesting access to any CMS application.
3. Enter your personal information. Completing all fields, including those not required, will speed up the approval process.
4. Select your user ID, password and security questions.
5. Complete registration and wait for confirmation email.

Request Access to Open Payments

1. Log in to the CMS Enterprise Portal.
2. Click “Request access now” on the far right, then “Request new system access.”
3. Select “Open Payments,” then choose your role as “Applicable Manufacturer, GPO, Physician, or Teaching Hospital” from the application and role drop-down menus, and enter your personal information to verify identity.
4. Log out of the system and then log back in.

Register in Open Payments

1. On the “Welcome” page, click on the “Create My Profile” button.
2. On the “Create Profile” page, scroll to the bottom of the page and click “Start Profile.”
3. On the “Select Profile Type” page, select the “Physician” radio button and click “Continue.”
4. Follow the on-screen instructions to complete your registration. Information must match what is in NPPES* or PECOS**, if you have a NPI, or on your state license information, if you do not.
 - a. Enter your NPI number if you have one; enter your DEA number.
 - b. Enter all of your medical license numbers.
 - c. Choose whether to add an authorized representative to take certain actions on your behalf by selecting “Designate an authorized representative” on the “Physician: Authorized Representative” page or select “not now.”
5. Click “Submit” on the “Review and Submit Profile” page and your profile will be submitted for vetting. Check your vetting status by clicking on “My Profile”, and under the “Overview” tab, your “Role Status”.
6. Once your role status says “Vetted” or [“Conditionally Active”](#), you are able to review data reported about you and dispute any if relevant.

* [National Plan and Provider Enumeration System \(NPPES\) – the NPI system](#)

** [Provider Enrollment, Chain and Ownership System \(PECOS\) – the Medicare enrollment system](#)

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Quick Tips

- To register in Open Payments you will want to have your NPI, DEA and state license numbers available.
- The entire registration process should take about 30 minutes to complete and must be finished in a single session.
- Users cannot save entries or complete their profiles at later times.
- The system times out after 15 minutes of inactivity, and it does not have an auto-save feature.
- Use Internet Explorer versions 8-10. **Currently, the Open Payments system is not optimized for the Safari, Firefox, or Chrome browsers.**
- Using your browser's navigation buttons during the registration process may delete information you have entered.
- The vetting process on average should take 30 minutes or less, but in some cases could take up to 24 hours.
- The "Review and Dispute" tab will be accessible to you once you have submitted your physician profile, but your name will not appear in the dropdown menu until your role status says "Vetted" or "Conditionally Active".
- "**Conditionally Active**" vetting status occurs when a physician submits multiple state licenses and the vetting process is not able to successfully match all of the licenses with the physician against other data sources. Until all state licenses are successfully matched, the user will be in "Conditionally Active" status and cannot view records associated with those license numbers. CMS recommends that users with this status check and validate all of their state licenses and correct them in their Open Payments profile as necessary.
- For assistance with the registration process, please call our live Help Desk at 1-855-326-8366, Monday through Friday, from 7:30 a.m. to 6:30 p.m. (CT), excluding Federal holidays. Questions can also be submitted to the Help Desk via email, at openpayments@cms.hhs.gov.