



OPPS Drug Acquisition Cost Survey (ODACS)

Registration User Guide

Version 1.0

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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) Hospital Outpatient Prospective Payment System (OPPS) Drug Acquisition Survey (ODACS) module.

CMS uses the FFSDCS to collect and synthesize data on products under Fee-for-Service (FFS) payment mechanisms. CMS added the ODACS module to collect hospital acquisition costs for covered outpatient drugs at hospital outpatient departments paid under the Medicare Hospital OPPS.

Hospitals are asked to designate the most appropriate individual to register as the ODACS Submitter for each CMS Certification Number (CCN). The Submitter will gather the required data and submit the data on behalf of the CCN. It is at each organization's discretion who to designate as the Submitter. This individual requires access to financial data and must have strong working knowledge of the organization's operations. Even though multiple individuals may contribute to gathering and preparing the data, only one person per CCN may submit the data to CMS. While there may only be one Submitter per CCN, Submitters may register to submit data on behalf of multiple CCNs.

Before the Submitter can log in to the FFSDCS, they must create a new user account by completing the new user registration steps in the following section.

Note: If you have already completed the registration and IDM process through the CMS Enterprise Portal for any other CMS application, you may skip *Section 2 - New User Registration* and proceed to *Section 3 - Logging in Using MFA* for instructions to log in and request access to the ODACS module.

2. New User Registration

You must have an IDM username and password to access the FFSDCS and ODACS 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*.

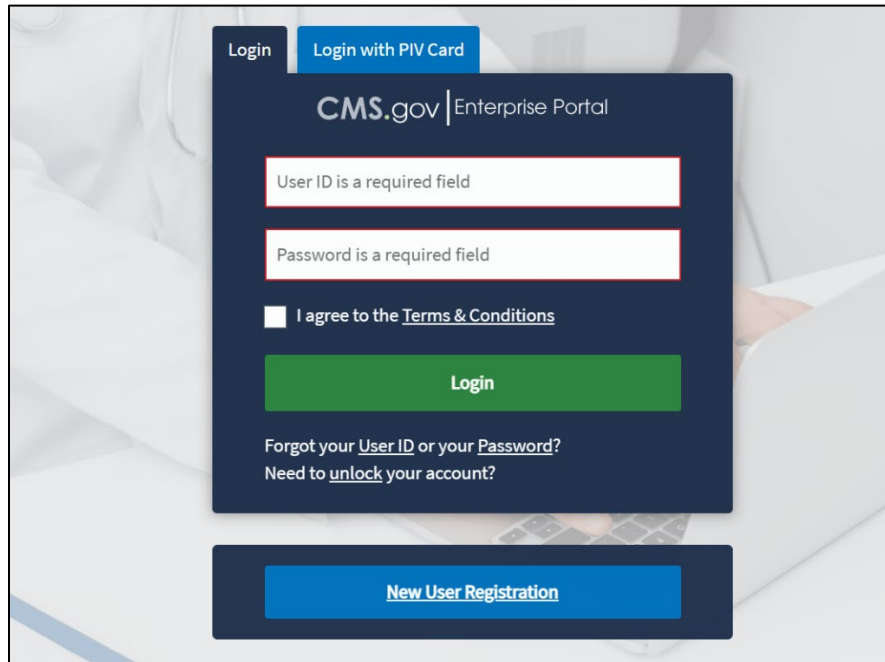


Figure 1: CMS Enterprise Portal - Login Page

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

The **Select Your Application** page opens. Refer to *Figure 2*.



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 **Step #1: Terms and Conditions** page opens. Refer to *Figure 3*.

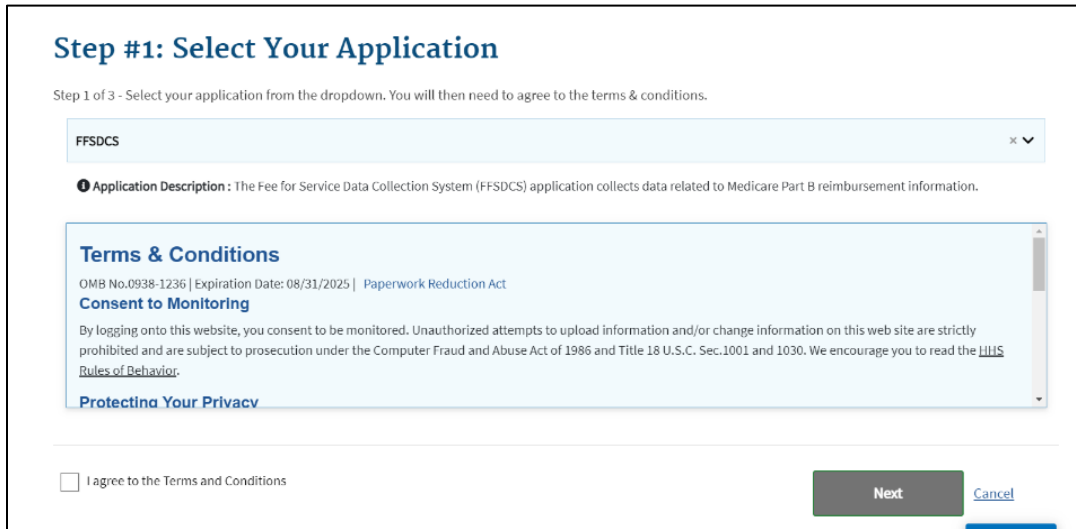


Figure 3: New User Registration - Terms & Conditions

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*.

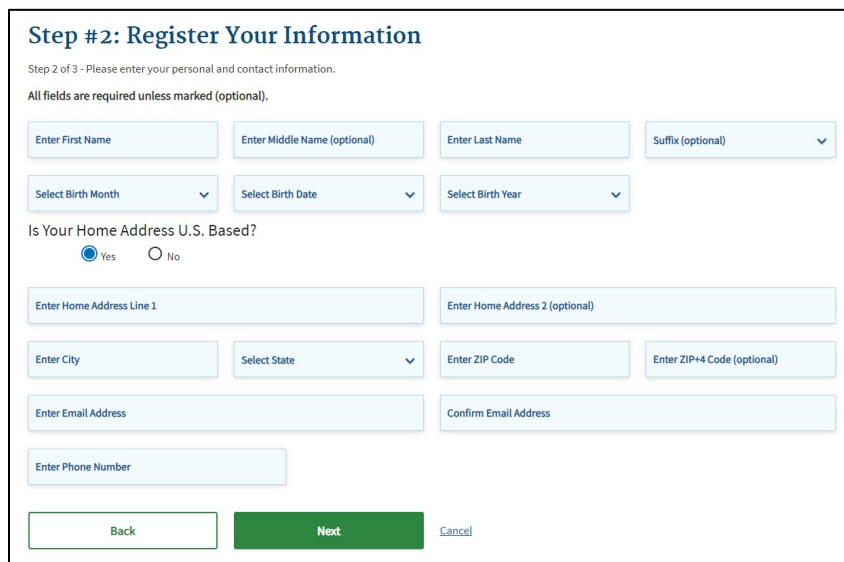


Figure 4: New User Registration - Step #2 Register Your Information

- 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*.

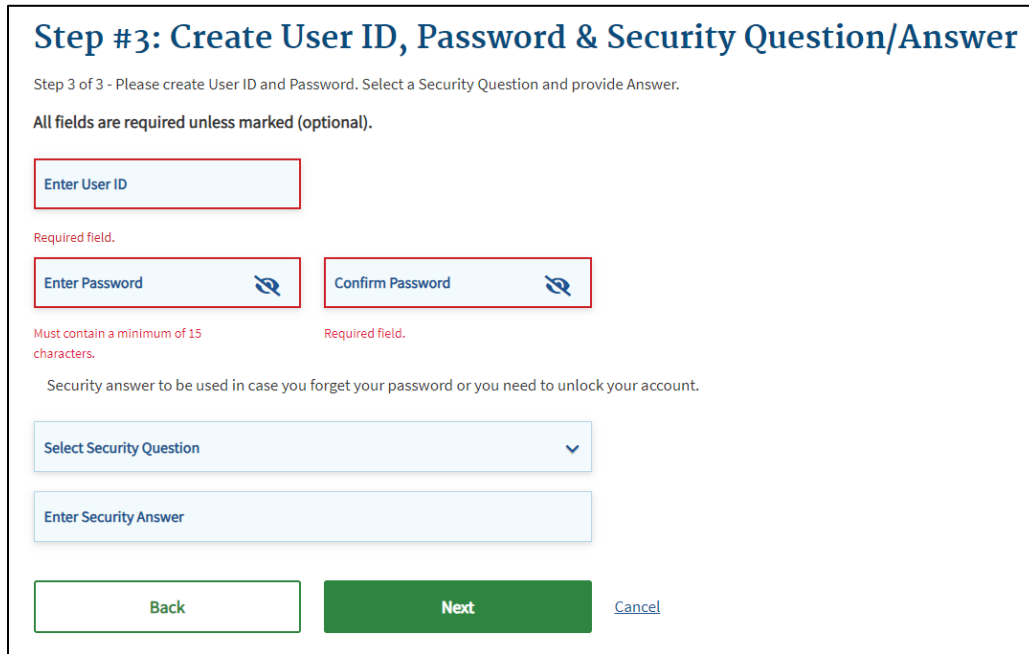


Figure 5: New User Registration - Step #3 Create User ID & Password

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

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

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

- Type your desired password in the **Password** field; then re-type your password in the **Confirm Password** field. Passwords must match before you move to 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:

- Consist of a minimum of fifteen (15) alphanumeric characters and not exceed sixty (60) characters.
- Contain at least one (1) uppercase and one (1) lowercase letter.
- Contain at least one (1) number.
- 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.

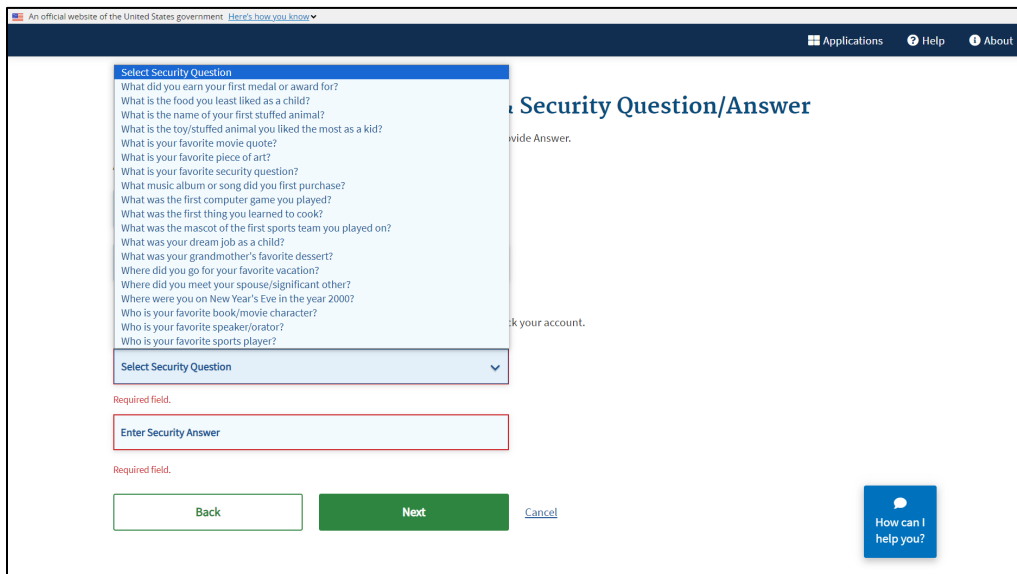


Figure 6: New User Registration - Security Question/Answer Page

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
▼

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 type="text" value="Birth Month ▼"/>	<input type="text" value="Birth Date ▼"/>	<input 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 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 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*.

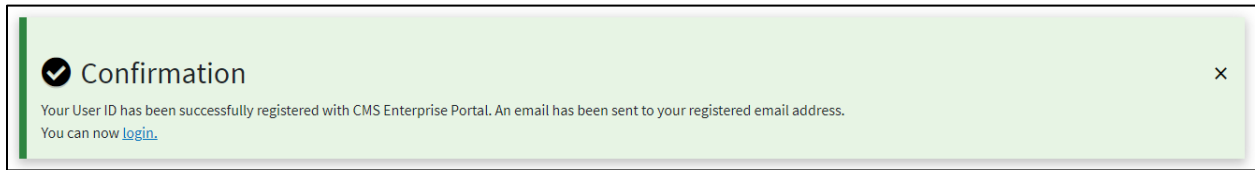


Figure 8: New User Registration Confirmation

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

Note: Wait at least 5 minutes before logging in to the FFSDCS module with your new User ID and Password.

3. Logging in Using MFA

Following registration, use these steps to log in to the FFSDCS and ODACS module:

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

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

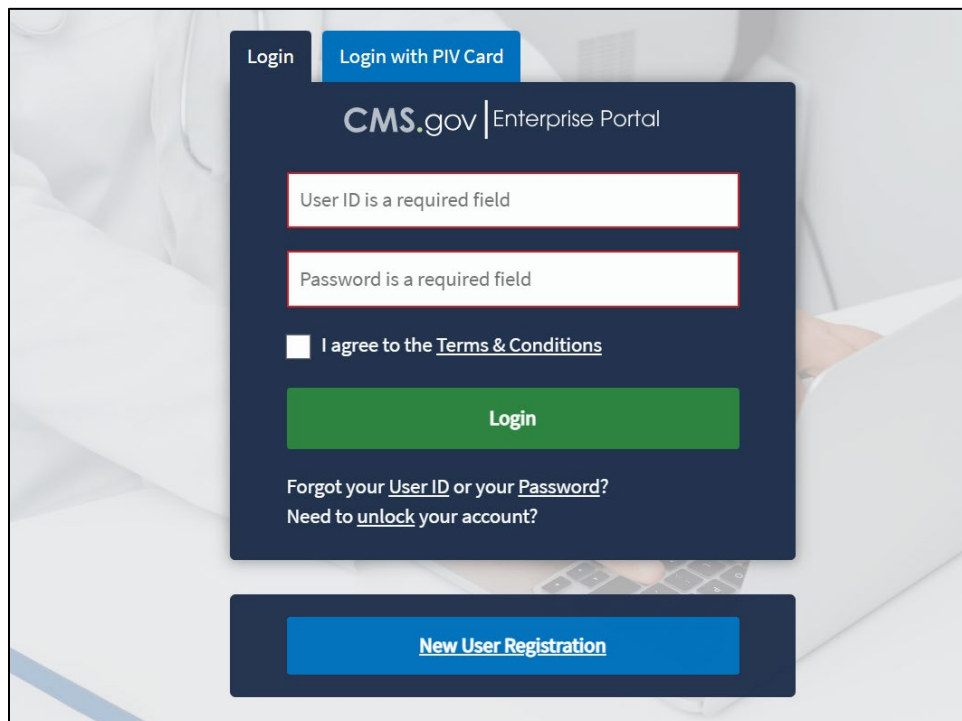


Figure 9: Logging in Using MFA - CMS Enterprise Portal Login Page

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. Read the terms and conditions. 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 under **Need to unlock your account?**

To protect both your personal information and the security of the FFSDCS and ODACS module, you must verify your identity using multi-factor authentication (MFA), which adds an extra layer of security beyond just a username and password. 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 in to the CMS Enterprise Portal 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. This user guide demonstrates email as the chosen MFA method. Refer to *Figure 11*.

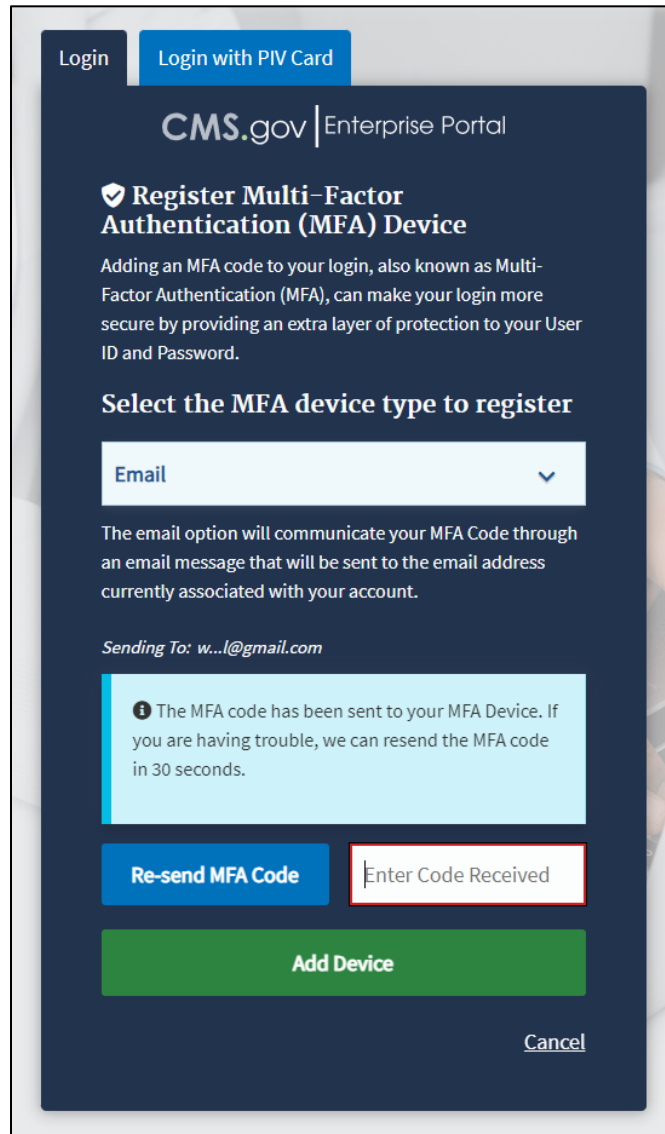


Figure 11: Logging in Using MFA - MFA Code

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

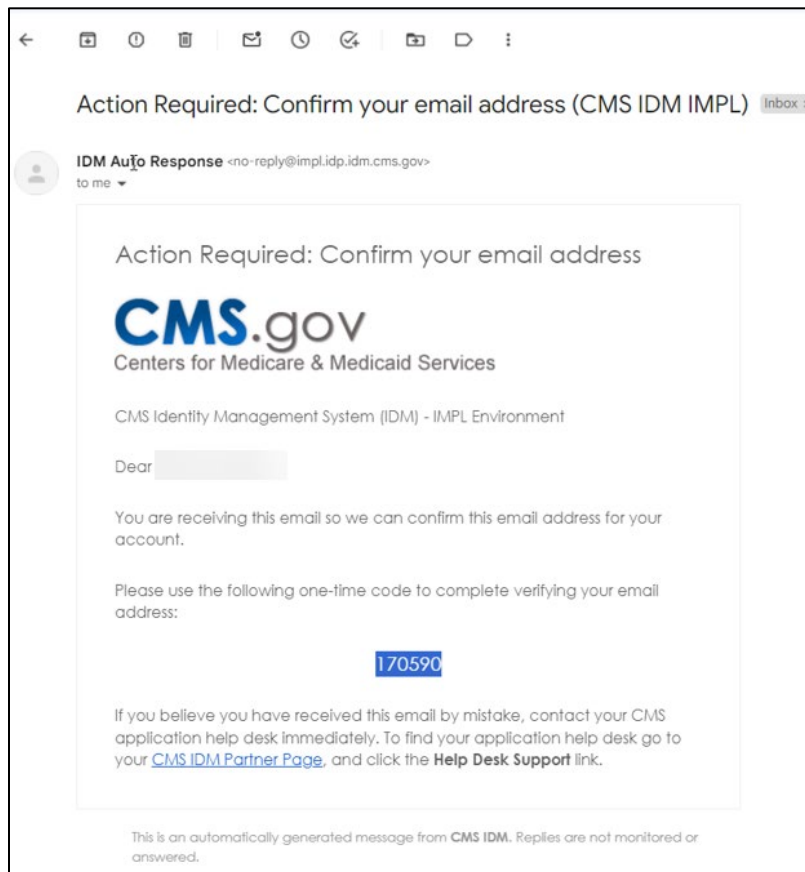


Figure 12: Logging in Using MFA - Confirmation Code in Email

- Record and type the six-digit code into the **Enter MFA Code** field. Click the **Add Device** button to confirm your identity and enter the FFSDCS.

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

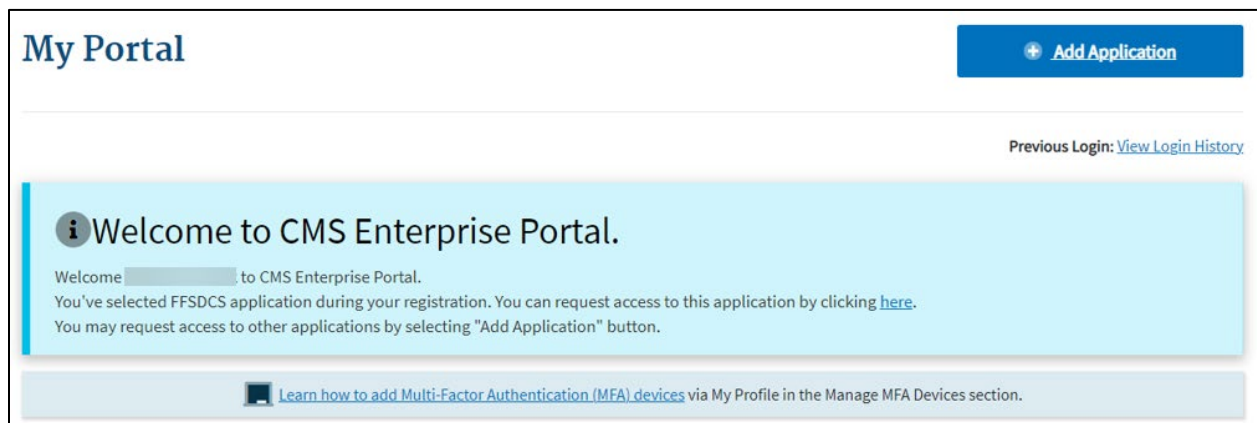


Figure 13: Logging in Using MFA - My Portal Landing Page

4. Request Application and User Role

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

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

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



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

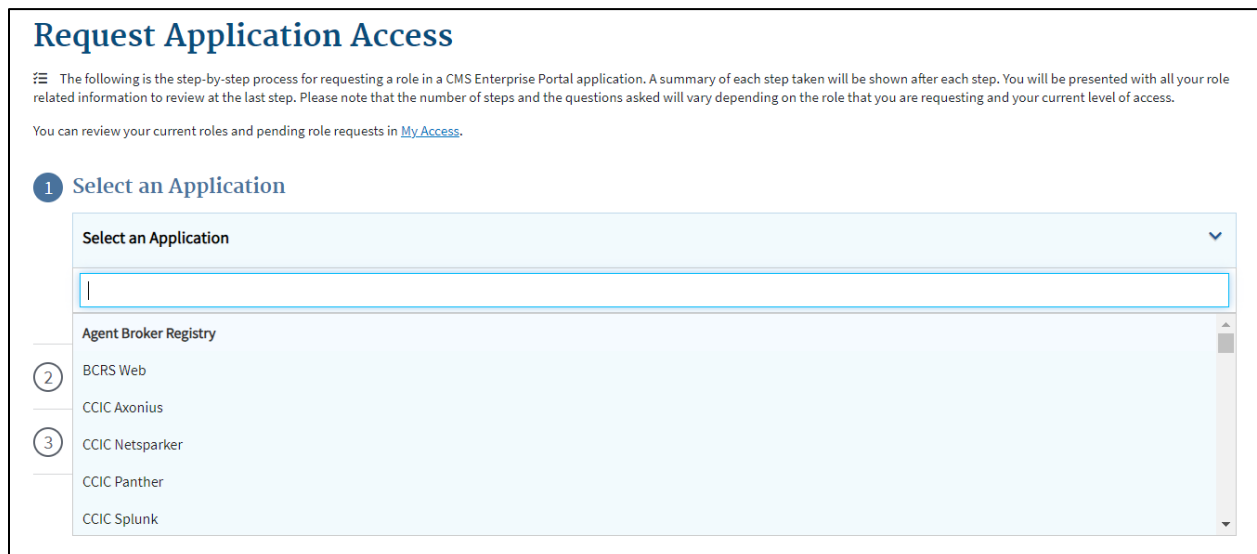
Select an Application ▼

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

Cancel

Figure 14: Request Application and User Role - Request Application Access

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



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

Select an Application ▼

|

Agent Broker Registry

2 BCRS Web

3 CCIC Axonius

CCIC Netsparker

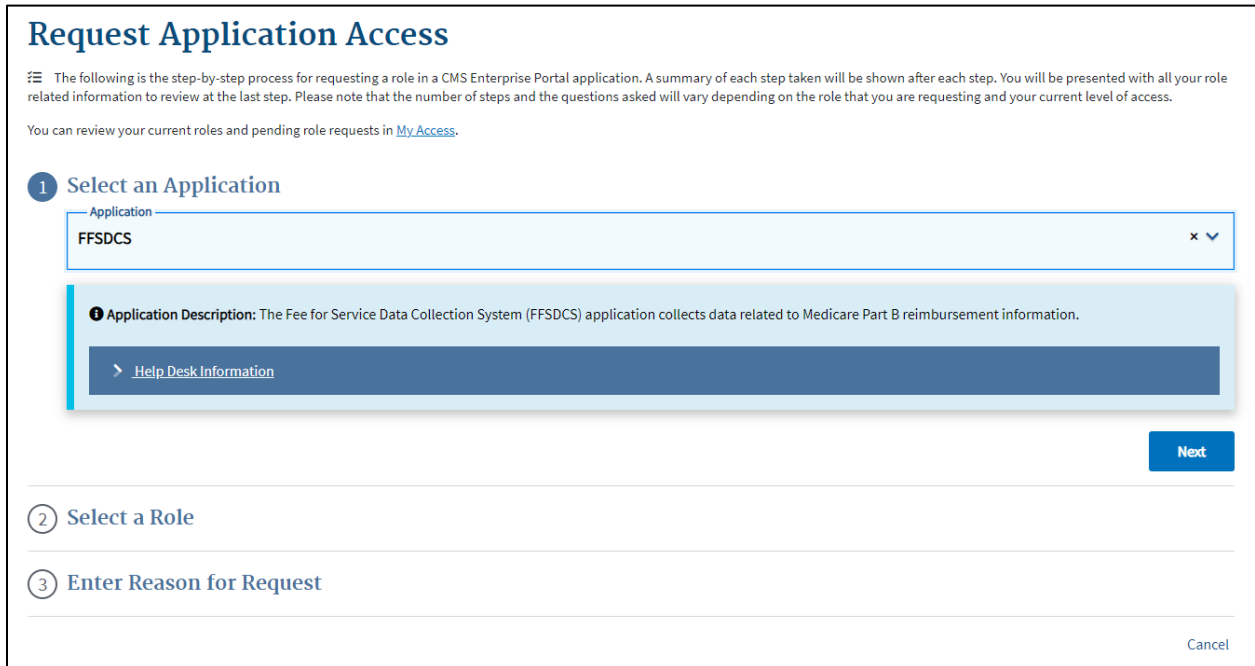
CCIC Panther

CCIC Splunk

Figure 15: Request Application and User Role - Select an Application Drop-Down

3. Select **FFSDCS** from the drop-down menu. To be a Submitter, you must register for the role on the FFSDCS module.

The **Request Application Access** page opens. 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

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

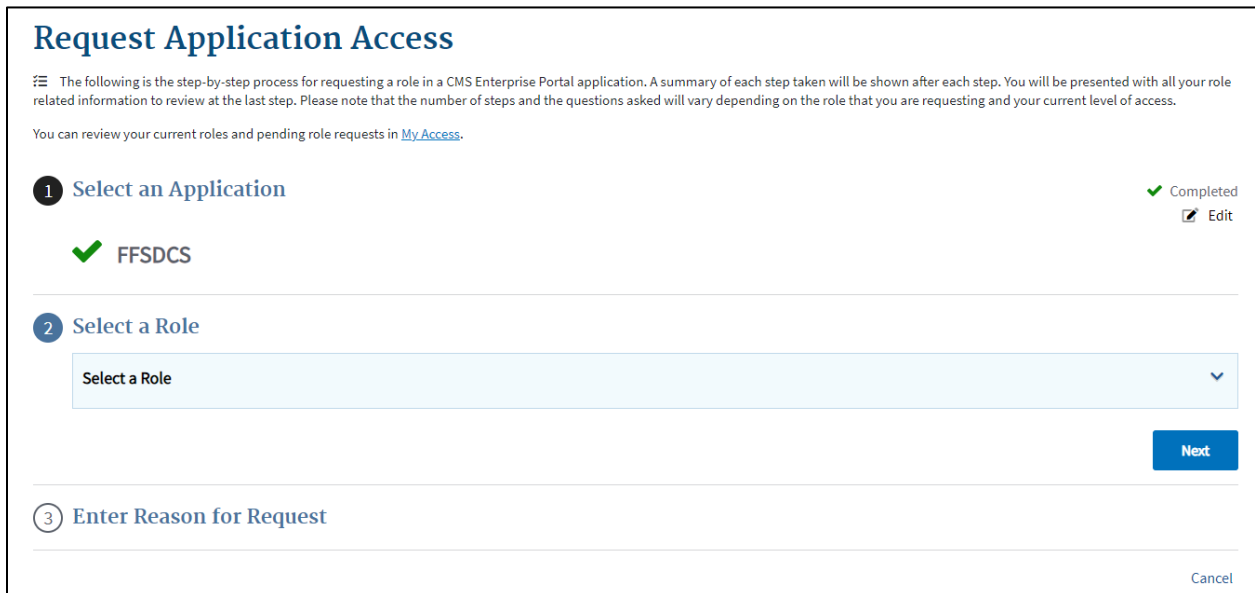
3 Enter Reason for Request

Cancel

Figure 16: Request Application and User Role - Select an Application

4. Click the **Next** button.

A checkmark displays next to **FFSDCS**; the application automatically moves you to the **Select a Role** section. 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

Next

3 Enter Reason for Request

Cancel

Figure 17: Request Application and User Role - Select a Role

5. Click the **Select a Role** drop-down; scroll to find or begin to type **ODACS Submitter** to select your role. Refer to *Figure 18*.

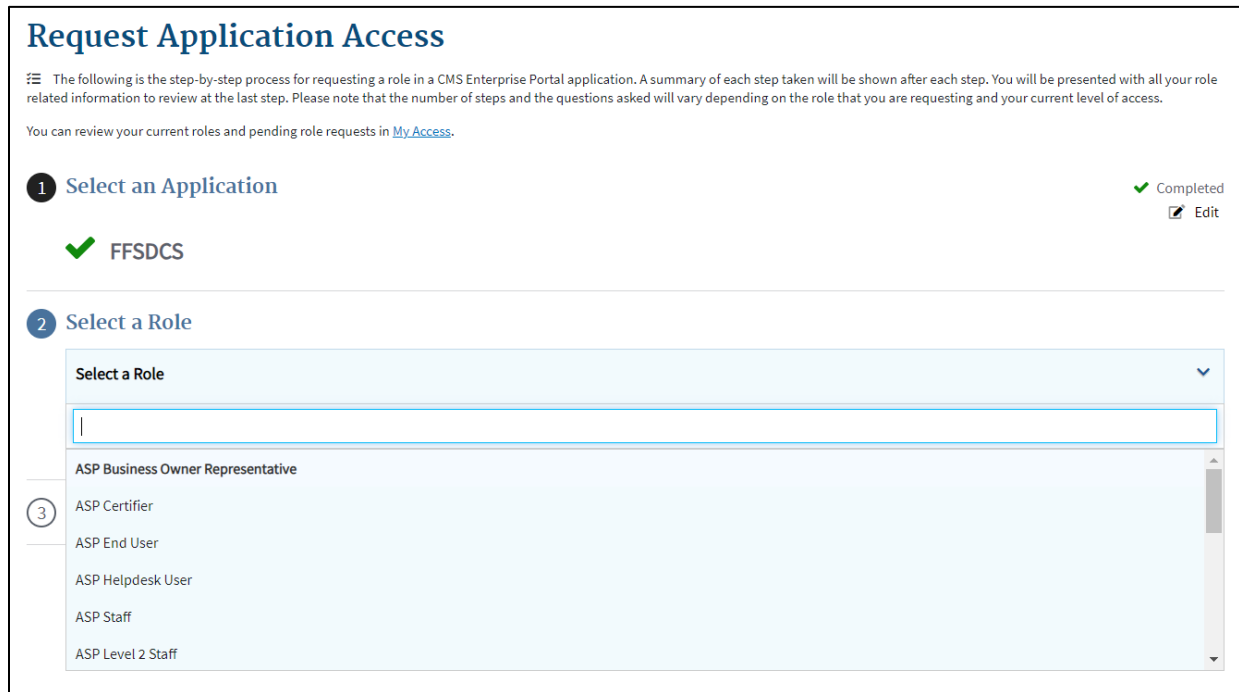


Figure 18: Request Application and User Role - Select a Role Drop-Down

6. Select the **ODACS Submitter** role. Refer to *Figure 19*.

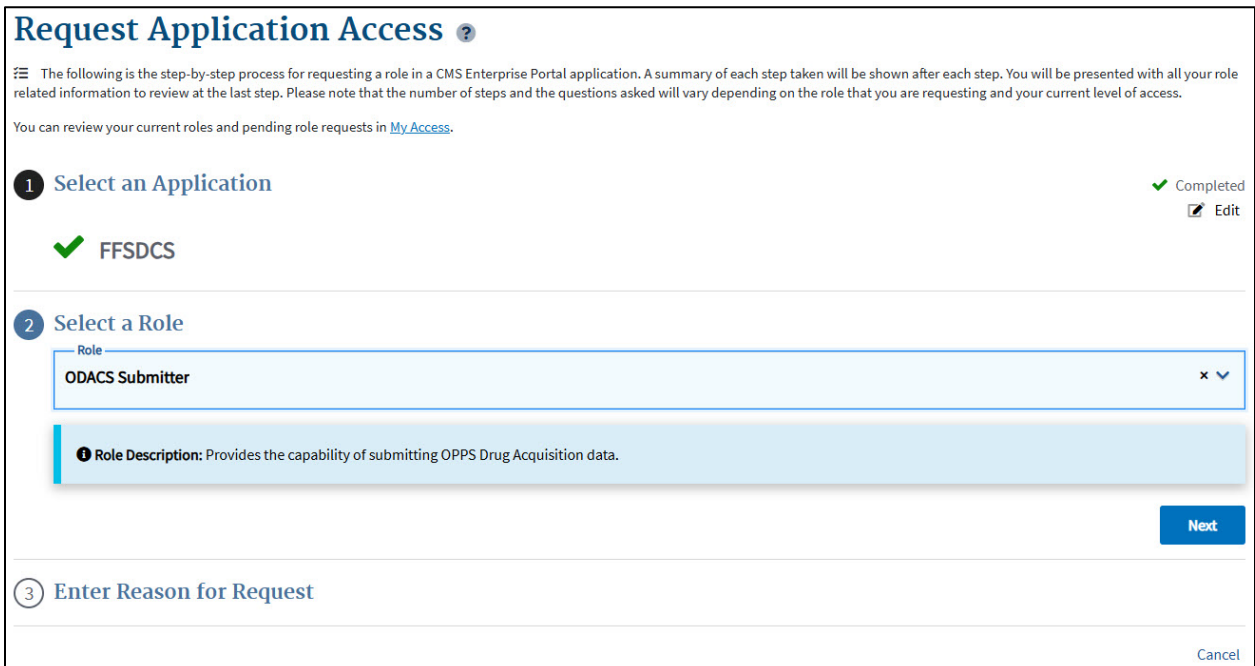


Figure 19: Request Application and User Role - Selected Role as ODACS Submitter

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

A checkmark displays next to your selected role; the application automatically moves you to the **Complete Identity Verification** section. Refer to *Figure 20*.

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

✔ Completed
✎ Edit

✔ ODACS Submitter

3
Enter Reason for Request

Enter a Reason for Request

Required field.

Submit

Figure 20: Request Application and User Role - Complete Identity Verification

8. In the required **Enter Reason for Request** field, enter a reason for the request.
9. Click the **Submit** button.

The **Step #1: Identity Verification Overview** page opens. Refer to *Figure 21*.

Step #1: Identity Verification Overview

To complete this role request, it is important to note that Experian, a trusted and reliable agent, needs to collect further details about you.

Please ensure that you have entered your full legal name, current home address, your personal primary phone number, date-of-birth, and your personal e-mail address correctly to ensure a seamless and secure process.

For additional information or assistance, we encourage you to visit the Experian Customer Assistance website: <http://www.experian.com/help>.

Experian identity verification is limited to US addresses and US territories only. If you have a foreign address please call your [Tier 1 Help Desk](#) to verify your identity.

Next

[Cancel](#)

Figure 21: Request Application and User Role - Step #1: Identity Verification Overview

10. Read the **Identity Verification Overview** to gain an understanding of your privacy as well as the process Experian Credit Bureau uses to accurately confirm the identity of users; click **Next**.

The **Step #2: Accept Terms & Conditions** page opens. Refer to *Figure 22*.

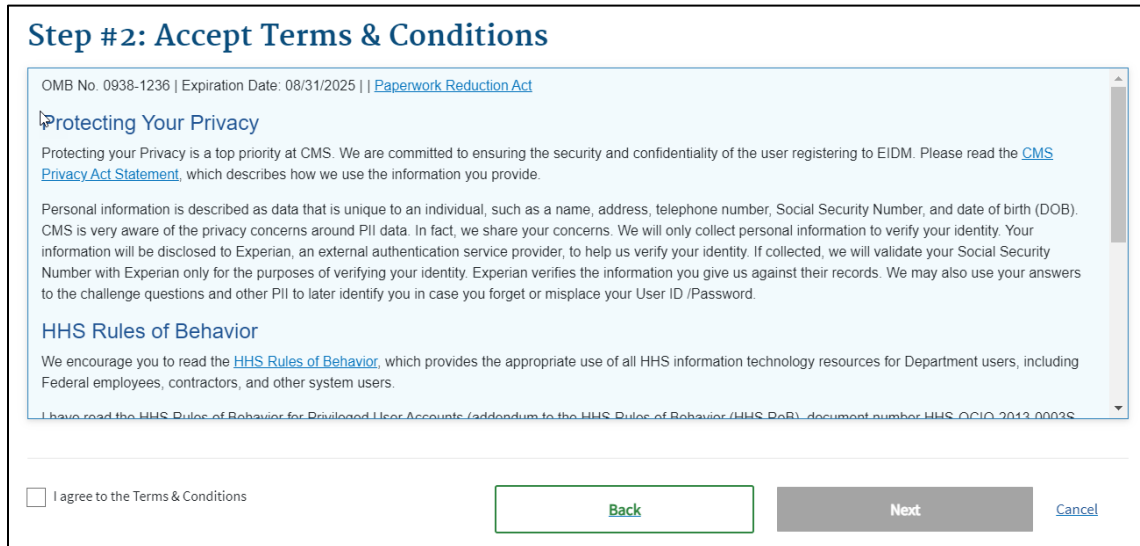


Figure 22: Request Application and User Role - Step #2: Accept Terms & Conditions

11. Read the terms and conditions derived from the [Paperwork Reduction Act of 1995](#), consisting of three sections: Protecting Your Privacy, HHS Rules of Behavior, and Identity Verification.
12. If you agree to the terms and conditions, select the **I agree to the Terms & Conditions** checkbox; click **Next**.

The **Step #3: Enter Your Information** page opens. Refer to *Figure 23*.

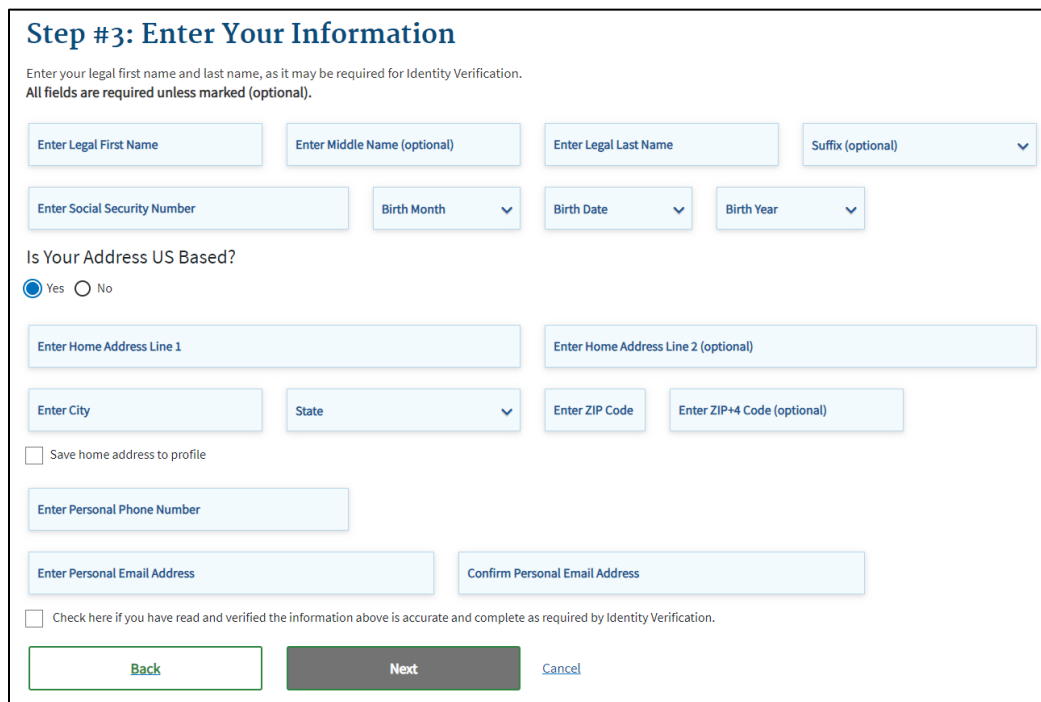


Figure 23: Request Application and User Role - Enter Your Information

13. 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.

14. Click **Next**.

The **Multi-Factor Authentication Information** page opens. Refer to *Figure 24*.

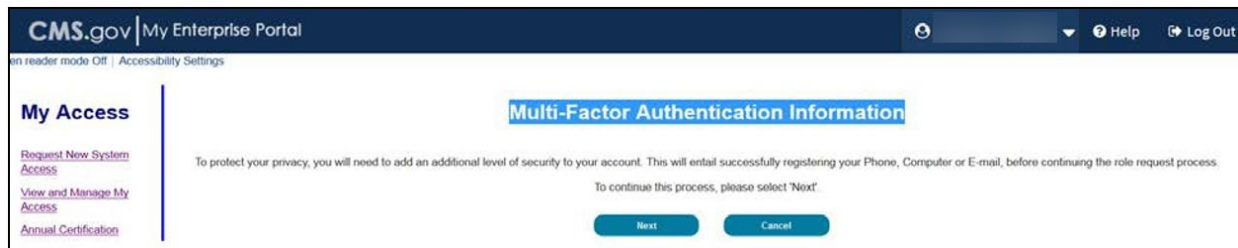


Figure 24: Request Application and User Role - MFA Information

15. Read the message about MFA information; click **Next** to continue.

The **Register Your Phone, Computer, or Email** page opens. Refer to *Figure 25*.

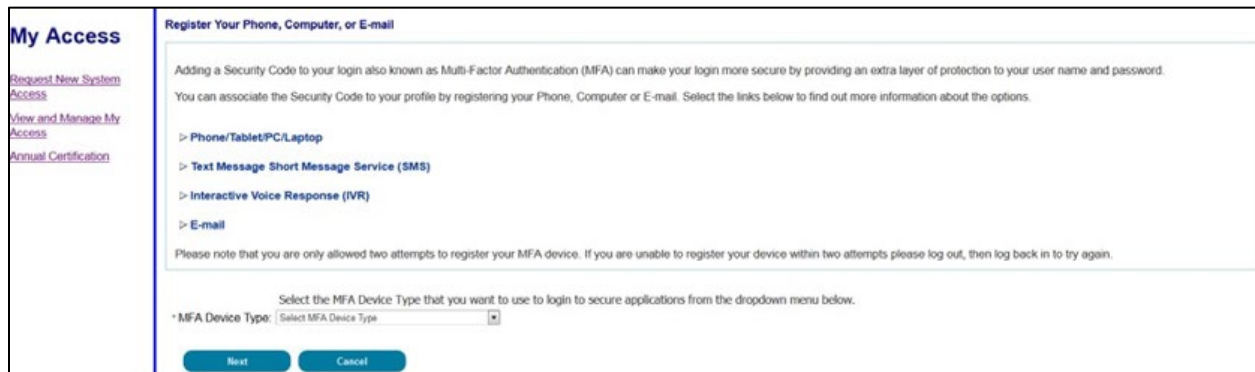


Figure 25: Request Application and User Role - Register Your Phone, Computer, or Email

16. Select a device from the **MFA Device Type** drop-down. Enter any required information requested for the selected device; click **Next**.

A message opens indicating the system successfully registered your device. Refer to *Figure 26*.

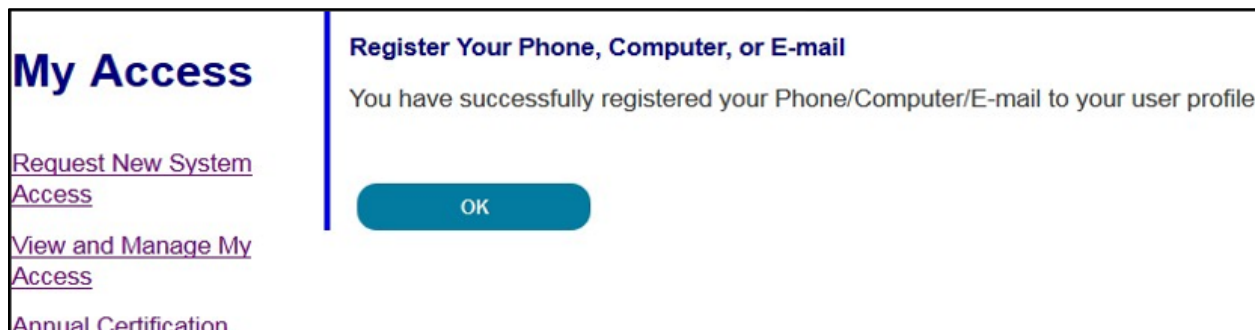


Figure 26: Request Application and User Role - Successfully Registered MFA Device

17. Click **OK**.

A **Request Acknowledgement** page opens. Refer to *Figure 27*.

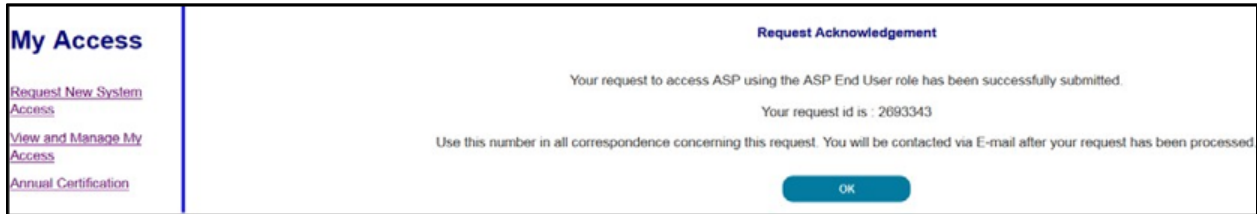


Figure 27: Request Application and User Role - Request Acknowledgement

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

Note: Following submission, you may have to wait up to 72 hours (3 days) to receive an email notification confirming your access to the FFSDCS and ODACS module.

5. Technical Support Contact Information

Contact the FFSDCS (ASP) Application Helpdesk for issues such as:

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

Table 1 provides contact information for technical support.

Table 1: Technical Support Contacts

Email Address	Phone Number	Hours
ODACSHelpDesk@dcca.com	1-844-876-0765	9:00 a.m. to 6:00 p.m. Eastern Standard Time (EST), Monday through Friday

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