

HPMS E-Mail

Date: August 08, 2022

Subject: Transfer of Submitted Multi-Plan Marketing Materials

CMS has updated the Health Plan Management System (HPMS) Marketing Module to allow Third Party Marketing Organizations (TPMO) to transfer previously submitted multi-plan marketing materials to another consultant user when the original submitter is no longer performing this function for the TPMO (i.e., individual has left the TPMO or moved to a different position within the TPMO).

Please note that the consultant user designated by the TPMO as the recipient of the transferred materials must: (1) be employed by the same TPMO that originally submitted the materials, and (2) have access to the contract numbers associated with the materials.

To request the transfer of materials to another consultant user, please send an email to Marketing@cms.hhs.gov. The request must include the user ID of the original submitter, the user ID of the new consultant user, and the name of the TPMO.

Questions regarding this email may be directed to your marketing reviewer or Marketing@cms.hhs.gov.