



**CENTERS FOR MEDICARE & MEDICAID SERVICES**

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**DATE:** February 17, 2023

**TO:** All Current and Prospective Medicare Advantage, Prescription Drug Plan, Section 1876 Cost, PACE, and Demonstration Organizations and HPMS Consultant Users

**FROM:** Amy Larrick Chavez-Valdez, Director  
Medicare Drug Benefit and C & D Data Group  
Center for Medicare

**SUBJECT:** Instructions for Requesting PBP/BPT Final Submission Access in the Health Plan Management System (HPMS)

For Contract Year (CY) 2024, CMS has created a new **PBP/BPT Final Submit** access type, which will allow designated users to “final submit” the Plan Benefit Package (PBP) and Bid Pricing Tool (BPT) data for their assigned contract numbers. This access type enables plans to establish a segregation of duties between the individuals completing the PBP and BPT data entry and those performing the final submission of the PBP/BPT data.

To obtain PBP/BPT final submission access as a direct plan employee:

- The plan organization must send an email to the [hpms\\_access@cms.hhs.gov](mailto:hpms_access@cms.hhs.gov) mailbox requesting the assignment of the **PBP/BPT Final Submit** access type. This email must include the user name(s), CMS user ID(s), organization name, and contract number(s) for which PBP/BPT final submission access is needed. To facilitate timely processing, please include **PBP/BPT Final Submit** in the subject line of the e-mail.

To obtain PBP/BPT final submission access as a bid consultant:

- The sponsoring plan organization must follow the routine instructions for establishing a bid consultant user in HPMS, as outlined in the HPMS memo sent on February 17, 2023 entitled “Instructions for Requesting Consultant Access to the Health Plan Management System (HPMS).”
- If the bid consultant user needs the ability to “final submit” the plan bid in HPMS, the sponsoring plan organization must clearly state in the official letter that the user also requires the **PBP/BPT Final Submit** access type.

Please direct questions about this memo to the HPMS Help Desk at either [hpms@cms.hhs.gov](mailto:hpms@cms.hhs.gov) or 1-800-220-2028.