



- You will be prompted to accept the terms and conditions of the Enterprise Portal by clicking “I Accept.”

### Exhibit 2: Screen Shot of Terms and Conditions Page

**CMS.gov** | Enterprise Portal  
Centers for Medicare & Medicaid Services

Home | About CMS | Newsroom | Archive | ? Help & FAQs | Email | Print

Health Care Quality Improvement System | Provider Resources

## Terms and Conditions

OMB No.0938-1236 | Expiration Date: 04/30/2017 | [Paperwork Reduction Act](#)

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:  
You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system.  
At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.

Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.

To continue, you must accept the terms and conditions. If you decline, your login will automatically be cancelled.

- This step will direct you to a login page. If you are a new user, click the “New user registration” link to create an account. You will be directed to a Terms and Conditions page, where you should read and, if you accept the terms, click the “I agree to the terms and conditions” box at the bottom of the page. Then, click the “Next” button. You will be directed to a page where you are asked to fill in basic contact information. When you have finished, click the “Next” button. You will then be directed to a page where you will be asked to create a username and password, and provide answers to 3 challenge questions to be used in the event that you forget your password.

Once your CMS Enterprise Portal account has been created, you can login to request access to CMSzONE.

Exhibit 3: Screenshot of New User Registration Page

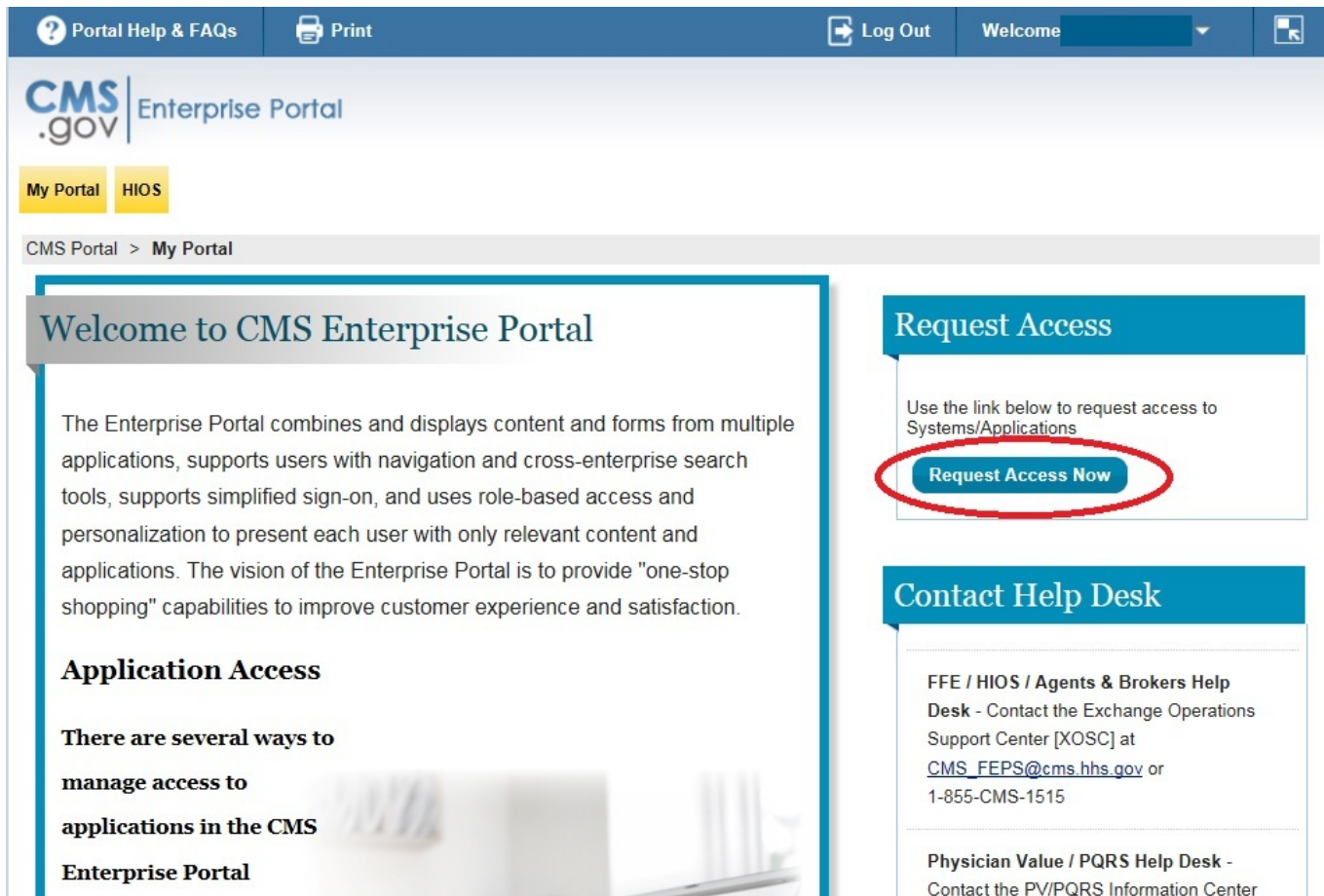
The screenshot shows the CMS Enterprise Portal login page. At the top, there is a navigation bar with links for Home, About CMS, Newsroom, Archive, Help & FAQs, Email, and Print. Below this is the CMS.gov logo and the text 'Enterprise Portal' and 'Centers for Medicare & Medicaid Services'. There are two yellow buttons: 'Health Care Quality Improvement System' and 'Provider Resources'. A blue banner reads 'Welcome to CMS Enterprise Portal'. The main content area contains a login form with 'User ID' and 'Password' input fields, 'Log In' and 'Cancel' buttons, and links for 'Forgot Password?', 'Forgot User ID?', and 'New user registration'. The 'New user registration' link is circled in red. The footer includes a 'Home' button, the CMS.gov logo, and contact information for the Centers for Medicare & Medicaid Services.

## Step 2: Obtain access to CMSzONE.

Assisters request access to CMSzONE through their CMS Enterprise Portal account. Here is how to get access to CMSzONE once you have an Enterprise Portal account:

- When you login to the CMS Enterprise Portal, you will be directed to the Welcome Page.
- Click on “Request Access Now” button.

Exhibit 1: Screen Shot of Welcome Page with "Request Access Now" Button



You will be directed to a My Portal Access Catalog page.

- On the Access Catalog page find "ZONE."
- Click on "Request Access" button.

Exhibit 2: Screen Shot of Request Access

<b>myCGS</b> The myCGS DME portal allows users to access J-C Medicare information, including eligibilit <a href="#">More...</a> <b>Help Desk Information</b> 1-866-270-4909 <a href="mailto:cgs.dme.mco.email.inquiries@cgsadmin.com">cgs.dme.mco.email.inquiries@cgsadmin.com</a> <b>Request Access</b>	<b>Novitasphere</b> Internet Provider Portal for Novitas Solutions, Inc. <b>Help Desk Information</b> 855-880-8424 <a href="mailto:websiteEDI@novitas-solutions.com">websiteEDI@novitas-solutions.com</a> <b>Request Access</b>	<b>OPENPAYMENTS</b> The Open Payments system satisfies the reporting requirement in Centers for Medicare & <a href="#">More...</a> <b>Help Desk Information</b> 1-855-328-8366 <a href="mailto:Openpayments@cms.hhs.gov">Openpayments@cms.hhs.gov</a> <b>Request Access</b>
<b>Physician Quality and Value Programs</b> Physician Value - Physician Quality Reporting System Program. This portal allows access to <a href="#">More...</a> <b>Help Desk Information</b> 866-288-8912 <a href="mailto:qrsupport@cdps.org">qrsupport@cdps.org</a> <b>Request Access</b>	<b>PS&amp;R/STAR</b> Provider Statistical and Reimbursement/System for Tracking Audit and Reimbursement. <a href="#">More...</a> <b>Help Desk Information</b> 866-484-8049, 866-523-4759 TTY/TDD <a href="mailto:eussupport@cgil.com">eussupport@cgil.com</a> <b>Request Access</b>	<b>SHIM</b> SHIM is the Small Business Health Options Program Marketplace that helps businesses provid <a href="#">More...</a> <b>Help Desk Information</b> TBD TBD <b>Request Access</b>
<b>SPOT-First Coast Service Options Internet portal (FCSO)</b> The SPOT offers an array of self-service resources to furnish essential Medicare processin <a href="#">More...</a> <b>Help Desk Information</b> 855-416-4199 <a href="mailto:FCSOSpotHelp@FCSO.com">FCSOSpotHelp@FCSO.com</a> <b>Request Access</b>	<b>VMS Client Letter</b> VMS Durable Medical Equipment DME Client Letter application. The Durable Medical Equipment <a href="#">More...</a> <b>Help Desk Information</b> 443-275-8948 (Option #2) <a href="mailto:THD@GDIT.com">THD@GDIT.com</a> <b>Request Access</b>	<b>ZONE</b> Opportunity to Network and Engage (zONE) is a social platform for organizations and indivi <a href="#">More...</a> <b>Help Desk Information</b> TBD TBD <b>Request Access</b>

**CMS Enterprise Portal Home** | **CMS.gov | Enterprise Portal** | A federal government website managed by the Centers for Medicare & Medicaid S  
7500 Security Boulevard, Baltimore, MD 21244

You will be prompted to select a role in that system.

- On the drop down menu select “zONE End User.”

Exhibit 3: Screen Shot of Select the Role Drop Down Menu

Portal Help & FAQs | Print | Log Out | Welcome

CMS.gov | Enterprise Portal

My Portal | HIOS

CMS Portal > EIDM User Menu > My Access

Screen reader mode Off | Accessibility Settings

### My Access

[Request New System Access](#)  
[View and Manage My Access](#)

## Request New System Access

Select a System and then a role to request access.

Depending on your Level of Assurance (LOA) and the role that you request access to, to satisfy system [Verification](#), establish credentials for [Multi-Factor Authentication \(MFA\)](#), or change your password with additional information as part of the role request process. If applicable, please note that your request for Multi-Factor Authentication (MFA) is established.

System Description: zONE Application

Role: Select the Role

- Select the Role
- zONE End User**
- zONE External Approver
- zONE Helpdesk
- CMS zONE Approver
- zONE Business Owner

Please select a role

Cancel

- You will be notified via email from CMS when your request has been approved.

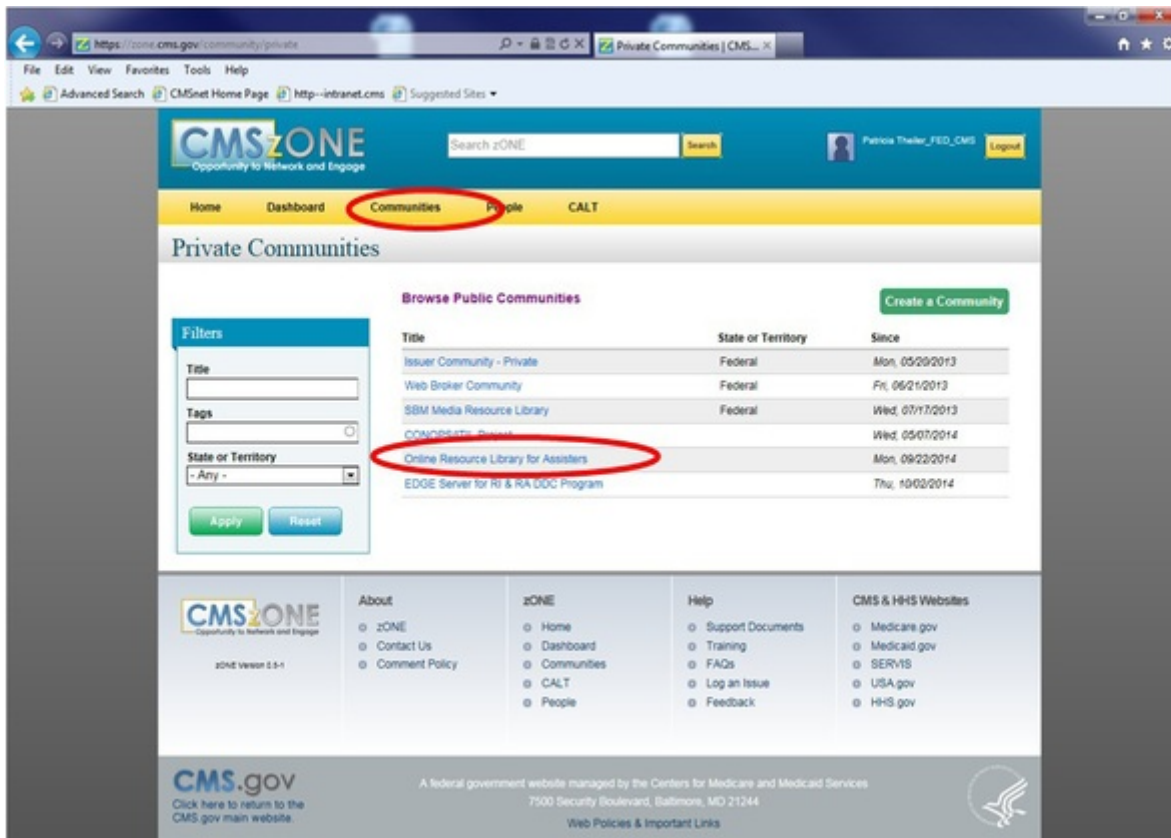
### Step 3: Request access to the CMS Online Resource Library Community.

Once you receive an email granting you access to CMSzONE, follow these instructions for obtaining access to the CMS Online Resource Library Community for Assisters.

- Go to <https://zone.cms.gov/>  
You will be prompted to login to your CMS Enterprise Portal Account after clicking on the “accept” the terms and conditions page.

- On the CMS Zone home page, go to the Communities tab and click “browse private communities.” Click on “Online Resource Library for Assisters.”

Exhibit 1: Screen Shot of Browse Public Communities Page



- Complete the request for access to the community form, including the reason why you want to join the community. **All assisters should include their Navigator or CAC ID number in the paragraph description section as well as the name of the organization you represent.**
- You will be notified via email by CMS when you are granted access to the community. You should also receive a welcome email from [assisterlibrary@cms.hhs.gov](mailto:assisterlibrary@cms.hhs.gov).

