

# HPMS Automated ACO Application Training

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# Key Points For Completing Online Applications

- User Access
- HPMS Homepage
- ACO Module User's Manual
  - ACO Management Start Page
  - Basic Agreement Data
  - Contact Data
  - ACO Reports
  - Submit Application Data
  - Download Application File (Note – please reference the Appendix D – Application Reference Guide for important information about naming conventions for required documentation).
  - Submit Attestations
  - Upload Documentation
  - Final Submit Application
- General Notes about Uploads
- Key HPMS Contact Information

# User Access

- In order to access systems at CMS, you must submit the Application for Access to CMS Computer Systems form.
- After you complete the NOI process, CMS will send you an email indicating your pending Agreement Number (Axxxx). This email contains a link to the form along with instructions for completion.
  - Be sure to include the pending Agreement Number in section 3 of the form
  - Be sure to include your social security number and your hard-copy signature on the form before sending it to HPMS
- Please allow at least **two weeks** for CMS to process your request to CMS systems. We recommend sending in the forms as soon as you receive your pending Agreement number.

# HPMS Homepage

HPMS  
TEST

Health Plan Management System

Home

Contract  
Management

ACO Management

Plan Bids

Plan Formularies

Monitoring

Quality and  
Performance

Cost Reports

Data Extract Facility

User Resources

[Log Off HPMS](#)

This is a U.S. Government  
computer system subject to  
Federal law.

Hello STE TESTER !

ACO Data

ACO Reports

This is a test site, not the official HPMS Production site.

In the News

Click here for the [archived In the News](#) items.

[Website Accessibility](#) | [Web Policies](#) | [File Formats and Plug-Ins](#) | [Rules Of Behavior](#) | [System Requirements](#)

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<https://hpmstest.cms.gov/app/interim.aspx?PI=20000000000000>

Internet 100%



# HPMS Homepage Content

- To access the online applications, go to ACO Management > ACO Data > Select an Agreement Number.
- The ACO Module User's Manual provides detailed instructions for completing online applications. The manual is located at ACO Management>ACO Data>ACO Module User's Manual.
  - Click on the link to open a PDF document. You may save the document to your computer.

# General Notes about Uploads

- Please note that the ACO Application consists of two uploaded zip files
  - Application File: contains all required documents, except the Provider List, zipped into ONE file.
  - Participant List file: contains the Participant List. Note that you must zip the file before completing the upload.
- Each time an applicant reuploads a zipped file, it overwrites the prior uploaded file.
- Applicants must reference Appendix D – Application Reference Guide (part of the Download Application file zip file) for information on required documents and naming conventions.
- If applicants are requested to resubmit one or more documents, they must replace those documents and reupload the entire zipped file again.

# ACO Application User's Manual AND Final Submission of Application.

- Please reference the ACO Application User's Manual for assistance with completing the ACO Application.
- This Quick Reference Guide includes step by step instructions for completing the various sections of the ACO module and Application.
- The User's Manual also includes Screen Shots for each page of the module.
- **Final Submission of the ACO Application:** After uploading all files and completing all attestations, do not forget to **Final Submit** your application. You may refer to page 4 of the ACO Application User's Manual for instructions on completing the ACO Application.

# Key HPMS Contact Information

- For technical assistance with the HPMS ACO Management Module/Online Application (how to complete the application in HPMS):  
Adam Foltz at 410-786-0408 / [adam.foltz@cms.hhs.gov](mailto:adam.foltz@cms.hhs.gov), or  
Greg Buglio at 410-786-6562 / [gregory.buglio@cms.hhs.gov](mailto:gregory.buglio@cms.hhs.gov)
- For policy -related questions about the ACO program and applications :  
[Sspaco\\_applications@cms.hhs.gov](mailto:Sspaco_applications@cms.hhs.gov)
- For general HPMS technical assistance, contact the Help Desk:  
1-800-220-2028 / [hpms@cms.hhs.gov](mailto:hpms@cms.hhs.gov)
- For questions related to HPMS user access:  
[hpms\\_access@cms.hhs.gov](mailto:hpms_access@cms.hhs.gov)

**End**