Primary Care First Application Guide

Note: the Centers for Medicare & Medicaid Services (CMS) Identity Management (IDM) uses the same login credentials as the CPC+ & PCF practice portal (portal.cms.gov). If you have access to the CPC+ & PCF practice portal, you will already have an IDM account.

New User Registration for the PCF Practice Application

If you have not previously applied for PCF Cohort 1 and this is your first time applying for PCF Cohort 2, please refer to the following instructions.

New Practice Application Portal Users who DO NOT have a CMS IDM username	New PCF Practice Application Portal user and already have a CMS IDM username
1. Select **New User Registration** on the PCF Practice Login page. 2. On the Existing CMS Identity Management (IDM) Account Verification page, select **No**, and then click the **Next >>** button to continue. 3. Fill in the information requested on the IDM Registration page.	1. Select **New User Registration** on the PCF Practice Login page. 2. On the Existing CMS Identity Management (IDM) Account Verification page, select **Yes**, and then click the **Next >>** button to continue. 3. Enter your IDM Username on the Existing CMS IDM Account Verification page.

Existing User Registration for the PCF Practice Application

If you have applied for PCF Cohort 1 or previously accessed the Practice Application Portal, please refer to the following instructions.

Existing Practice Application Portal Users who DO NOT have a CMS IDM username	Existing PCF Practice Application Portal user and already have a CMS IDM username
1. Select **Existing User Verification** from the PCF Practice Login page. 2. On the Existing CMS Identity Management (IDM) Account Verification page, select **No**, and then click the **Next >>** button to continue. 3. Enter the email address that you used for the PCF Practice Application Portal for your Cohort 1 application.	1. Select **Existing User Verification** from the PCF Practice Login page. 2. On the Existing CMS Identity Management (IDM) Account Verification page, select **Yes**, and then click the **Next >>** button to continue. 3. Enter your current CMS IDM account. If you don't have an IDM account, you can enter your EIDM, HARP, or EUA account, if you have any of these, and your current model email address.

Helpful Tips

- For security reasons, you will automatically be logged out of the application after 30 minutes of inactivity. **There is no auto-save function.** Save your updates before navigating away from the browser window by clicking the **Save** or **Save and Continue** button on the bottom of each page.
- **Browser Guidelines**: The recommended browser to use is Google Chrome. Salesforce supports the most recent stable versions of Mozilla® Firefox® and Google Chrome™; Microsoft® Internet Explorer® version 11; and Apple® Safari® versions 5.x, 6.x, and 7.x on Mac OS X. Please allow pop-up windows within your browser's settings.