



**CENTERS FOR MEDICARE & MEDICAID SERVICES**

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**TO:** All Current and Prospective Medicare Advantage, Prescription Drug Plan, Section 1833 and 1876 Cost, PACE, and Demonstration Organizations

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

Kathryn A. Coleman, Director  
Medicare Drug & Health Plan Contract Administration Group  
Center for Medicare

**SUBJECT:** Instructions for Requesting Electronic Signature Access in the Health Plan Management System (HPMS)

CMS requires that authorized officials of the organization – specifically, the Chief Executive Officer (CEO), Chief Financial Officer (CFO), and/or Chief Operating Officer (COO) – sign documents and complete attestations using the electronic signature process in HPMS.

These signatures include, but are not limited to, the following:

- Contracts;
- Addenda;
- Benefit attestations;
- Agent/broker compensation attestations;
- Medical Loss Ratio attestations;
- Program audits;
- Submission of service area reductions;
- Medication therapy management attestations;
- Part D payment reconciliation attestations;
- Risk adjustment certifications; and
- Certification of monthly enrollment and payment data.

**Eligibility for Electronic Signature Access**

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To be eligible for electronic signature access in HPMS, the prospective signatory must meet **all** of the following criteria:

- Serve as a direct employee of organization (i.e., not in a consultant or contractor capacity).
- Serve officially as the organization's CEO, CFO, or COO. These individuals must have been duly appointed by the organization's board or other governing body. **This authority cannot be delegated to an individual outside of these official roles.**
- Be recorded in the HPMS Basic Contract Management Module (i.e., on the Contact Data page) in the corresponding role below:
  - CEO - CMS Administrator Contact
  - CEO - Senior Official for Contracting
  - Chief Financial Officer
  - Chief Operating Officer

An individual that fails to meet all of the criteria noted above is ineligible for electronic signature access. **If CMS discovers that a signatory does not meet these criteria, documents signed and attestations completed by that signatory, including MA and Part D contracts, may be deemed invalid.**

### Process for Requesting Electronic Signature Access

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The table below provides customized instructions that correspond to distinct user scenarios:

User Scenario	User Access Instructions
<b>A new user that needs both a CMS user ID and electronic signature access in HPMS</b>	<p>To request a CMS user ID, complete the steps described in <b>Attachment A</b>.</p> <p>Upon receipt of the CMS user ID, complete the steps described in <b>Attachment B</b> to request electronic signature access.</p>
<b>An existing HPMS user that needs to add electronic signature access</b>	Complete the steps described in <b>Attachment B</b> to request electronic signature access.

User Scenario	User Access Instructions
<b>An existing HPMS electronic signature user that needs to add or delete contracts</b>	Complete the steps described in <b>Attachment B</b> to request the addition or removal of contracts for electronic signature access.
<b>An existing HPMS electronic signature user with no changes needed</b>	Complete the system access certification (SAC) and security computer-based training (CBT) on an annual basis, and current access will be retained without further action. Review <b>Attachment C</b> for recertification and password guidance.

In accordance with the HPMS Rules of Behavior, the sharing of CMS user IDs is **strictly prohibited**. If CMS determines that individuals are sharing a user ID, the user ID will be revoked immediately.

For questions related to this memo, please contact [HPMSConsultantAccess@cms.hhs.gov](mailto:HPMSConsultantAccess@cms.hhs.gov).

## Attachment A – Requesting HPMS Access for a New User

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To request a CMS user ID, the user must perform the following steps:

1. Download the *Application for Access to CMS Computer Systems* form from [https://www.cms.gov/Research-Statistics-Data-and-Systems/Computer-Data-and-Systems/HPMS/Downloads/EUA\\_AccessForm.pdf](https://www.cms.gov/Research-Statistics-Data-and-Systems/Computer-Data-and-Systems/HPMS/Downloads/EUA_AccessForm.pdf)
2. Complete the form as follows:
  - Section 1 – Check “New” as the type of request.
  - Section 2 – Check “Medicare Advantage / Medicare Advantage with Prescription Drug / Prescription Drug Plan / Cost Contracts - Using HPMS Only” and complete the data entry fields, where applicable.
  - Section 3 – Enter all active and pending contract number(s) for which electronic signature access is needed.
  - Section 4 – Check the first row beneath the "Default Non-CMS Employee" row (i.e., place a check in the Connect box of the third row). On the blank line beside the check mark, write "HPMS\_P\_CommlUser".
  - Section 5 – State briefly that HPMS electronic signature access is required and indicate the role (i.e., CEO, CFO, or COO).
  - Section 6 – Leave blank.
  - Sign and date the Privacy Act Statement on page 3 of the form. Enter name and Social Security Number at the top of page 3. This step is critical to ensuring the successful processing of the request.
3. Submit the original (not a copy) user access form via traceable carrier to:

CMS  
Attention: HPMS Electronic Signature Access  
7500 Security Boulevard  
Mailstop C4-18-13  
Baltimore, MD 21244-1850

## **Attachment B – Requesting Electronic Signature Access or to Add or Delete Contracts for Existing Electronic Signature Access**

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To add electronic signature access or to add or delete contracts for existing electronic signature access, the user must perform the following steps:

1. Prepare an official letter that states the user's name, role (i.e., CEO, CFO, or COO), CMS user ID, contract number(s), and that electronic signature access is required. The letter must be provided on the organization's official letterhead **and** signed by a senior official of the organization. Organizations can request electronic signature access for more than one signatory on a single letter. CMS recommends the use of the following sample language:

*(Name of Organization) hereby requests that (Name of Individual, CEO/CFO/COO role, and CMS user ID) be granted electronic signature access for the following contract number(s): (list specific contract numbers).*

2. Submit the official letter via e-mail in scanned PDF format to [HPMSConsultantAccess@cms.hhs.gov](mailto:HPMSConsultantAccess@cms.hhs.gov). To facilitate timely processing, please indicate electronic signature access in the subject line of the e-mail.

## **Attachment C – Recertification and Password Maintenance**

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### **Annual Recertification Process**

CMS user IDs must be recertified electronically on an annual basis using CMS' System Access Certification (SAC) application at <https://eua.cms.gov/eurekify/portal/login>. For assistance with the SAC, the security computer-based training (CBT), and passwords, please contact the **CMS IT Service Desk at 1-800-562-1963 or 410-786-2580**.

If you do not complete the recertification in a timely manner, your CMS user ID will be revoked, and you will have to re-apply as a new user.

Upon receipt of a recertification email notice from [eua@cms.hhs.gov](mailto:eua@cms.hhs.gov), you must complete both Steps 1 and 2:

### **Step 1: System Access Review**

1. Log into the SAC at <https://eua.cms.gov/eurekify/portal/login> using your HPMS credentials.
2. If you find a certification item on your home screen, select the “Certify” button to proceed.
3. Select the check box that appears next to your name. This action will automatically select the check boxes for all of your associated job codes.
4. Select the “Keep” button in order to retain access to the selected job codes.
5. On the summary page, select the “Submit” button to continue.
6. On the confirmation pop-up window, select the “X” that appears in the upper right hand corner in order to complete the system access review step.

### **Step 2: Security Training**

1. Access the CMS security CBT (Information Systems Security and Privacy Awareness Training) at the following URL: <https://www.cms.gov/cbt/login/>
2. Log in using your CMS credentials and complete the training.
3. Once complete, print a copy of your certificate for your records, as it may be needed later in the process. Please note that you may need to log in a second time in order to generate your certificate. Your CBT is not considered to be complete until you obtain the certificate.

### **Step 3: Checking Your Status**

You can check your System Access Review (SAC) and security CBT status in EUA at any time.

1. Log into EUA at <https://eua.cms.gov> using your HPMS credentials.
2. Enter the “Modify My Profile” link in the left hand navigation bar.
3. Your identity information will appear on the subsequent page.

If the SAC Recert Status is "OK," the SAC Recert Completion Date has changed to the day you completed your system access review, and the SAC Recert Due Date changed to the following year, you have completed the system access review step successfully.

If the SAC Recert Status is "Pending," you have completed the system access review, but it is pending CMS approval.

If the SAC Recert Status is "Due," you must complete the system access review as described in Step 1 above. Upon completion, your system access review will be sent to CMS for approval.

If your CBT Recert Status is "OK," you have completed the CBT and no further action is required on this step. The CBT Completion date should reflect the day you completed your CBT, while the CBT Recert Due Date should reflect the following year.

If your CBT Recert status is "Due," you must complete the security CBT as described in Step 2 above. Please note that your CBT status will be updated overnight, not immediately. However, if the CBT status remains unchanged, send a copy of your CBT certificate to [CBT@cms.hhs.gov](mailto:CBT@cms.hhs.gov) and request that CMS update your CBT status manually in EUA.

For additional information, please visit: <https://www.cms.gov/Research-Statistics-Data-and-Systems/Computer-Data-and-Systems/HPMS/RecertAndPwdProcess.html>.