Enterprise Privacy Policy Engine (EPPE)

Contractor Approval Workflow Training Module - Initial DUA Re-Assignment

Training Topics

Training Topics in This Module

- EPPE Application Prerequisites

- Basic Information About EPPE

- Initial DUA Re-Assignment

- EPPE Help Desk

EPPE ACCESS PREREQUISITES

EPPE Access Prerequisites

CMS Enterprise Portal Access, IDM Credentials, and EPPE Access

- Obtain access to the CMS Enterprise Portal
    - Access CMS Portal
        - https://portal.cms.gov/
    - Obtain Identity Management (IDM) Credentials, Multi-Factor Authentication (MFA) and EPPE Access
        - https://www.cms.gov/files/document/eppeidm.pdf

Basic Information About EPPE
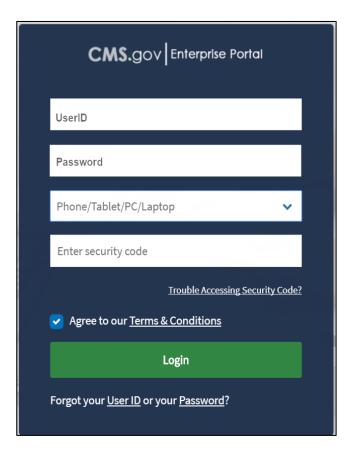
Icons Used Throughout the EPPE System

A red asterisks denotes that a field is required to be entered.

The question mark icon when selected will display field specific help.

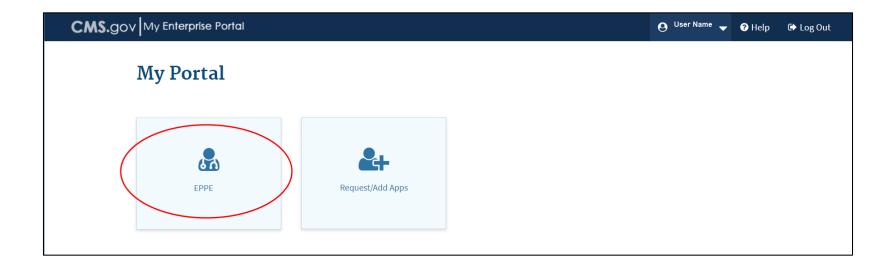# OBTAINING THE EPPE DUA REQUESTER ROLE

Obtaining the DUA Requester Role

Login as an EPPE User

1. Once your **EPPE User Role** access has been approved, access the **CMS Enterprise Portal**.
2. Enter your **User ID**.
3. Enter Your **Password**.
4. Choose the **MFA Device**.
5. Enter the **Security Code** from the **VIP Access Software**.
6. Select the **Agree to our Terms & Conditions** button.
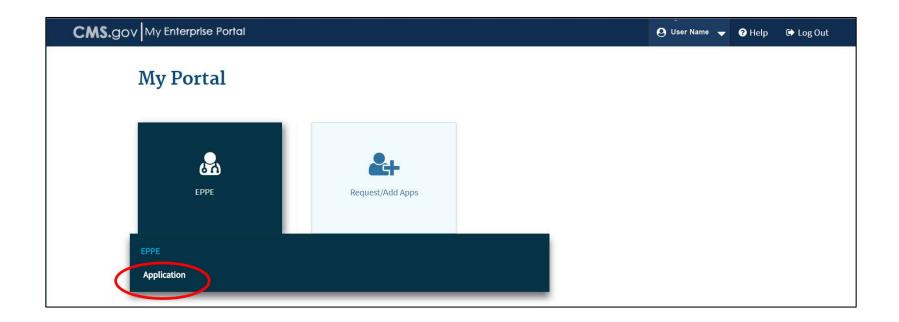7. Select **Login**.

Note: The **MFA Device** selection field and the **Security Code** field display after entering the **User ID** and **MFA Device** respectively.

Obtaining the DUA Requester Role

Request a Role in EPPE

1. The **CMS Enterprise Portal Welcome Screen** displays with the **EPPE** Application tile.
2. Select the **EPPE** Application tile.

Obtaining the DUA Requester Role

CMS Portal: Request a Role in EPPE

Select **Application** to access the **EPPE** system.

Obtaining the DUA Requester Role

EPPE Welcome Screen

1. The **EPPE Welcome Screen** displays.
2. Select the **Request Access** link to start the role selection process.
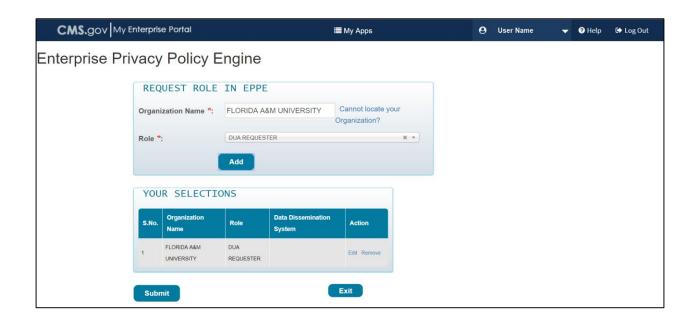
Obtaining the DUA Requester Role

Request EPPE Role

1. Select your **Organization Name** from the dropdown.
2. Select the **DUA Requester** Role from the dropdown.
3. Select the **Add** button.
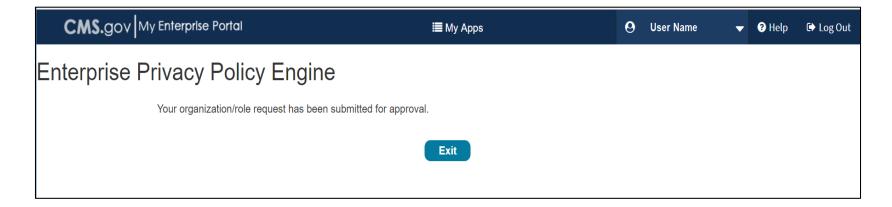
Obtaining the DUA Requester Role

1. The Attestation message displays: *"**Agreeing to this statement confirms that I have completed the mandatory training for the role that I am requesting, as specified on the EPPE web page,**"* including a link to the EPPE page on CMS.gov.
2. Select the **I agree** checkbox.
3. Select the **Next** button.

Obtaining the DUA Requester Role

1. The **Selection** displays in the table.
2. Select the **Submit** button.
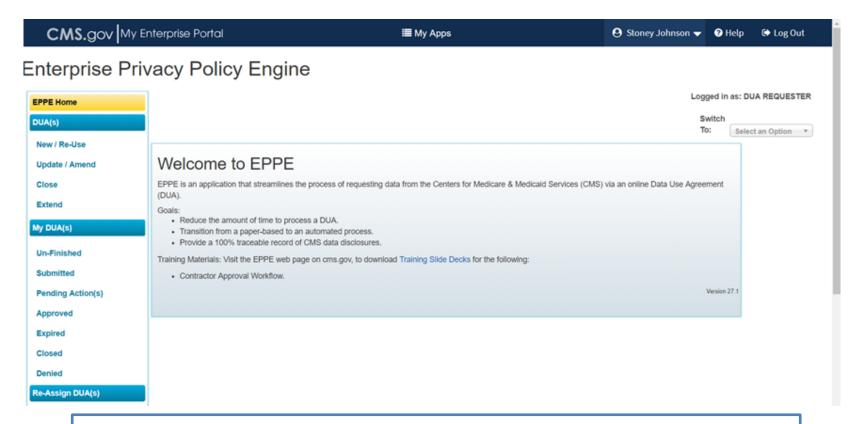
Obtaining the DUA Requester Role

EPPE Role Request Acknowledgement

1. The **EPPE** role request submission acknowledgement displays the message: "***Your organization/role request has been submitted for approval.***"
2. The EPPE Administration (EPPE Admin) Team will review for approval.
3. Select the **Exit** button.

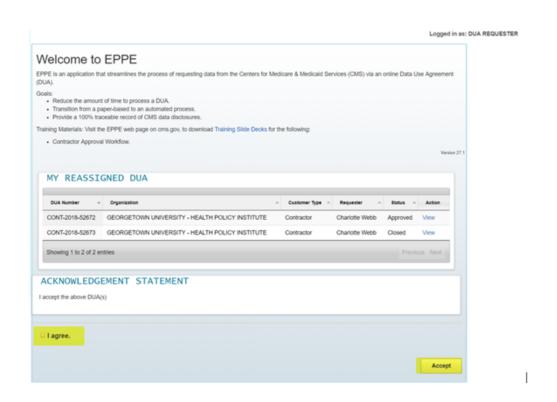# DUA Requester – EPPE Login

EPPE Welcome Screen and Menu

The **EPPE Welcome Screen** displays with the **EPPE Menu** for the **DUA Requester**.

INITIAL DUA RE-ASSIGNMENT
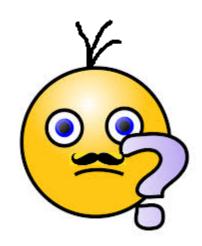
DUA Re-Assignment – Requester's Initial Log-in

EPPE Welcome Screen – DUA Re-Assignment Table

1. Requester logs into the EPPE system for the first time.
2. A list of DUAs created for that Requester under the data entry role is displayed.
3. Requester selects "I agree" and selects "Accept."
4. DUAs now move into the Requester respective queues.

Note: You will not be able to create, update, extend, or close any DUAs until taking ownership of re-assigned DUAs.

EPPE Help Desk Information

EPPE Help Desk Contact Information

Hours of Operation: Monday – Friday 9:00 AM to 6:00 PM EST

844-EPPE-DUA (844-377-3382)

eppe@cms.hhs.gov