

Welcome to the CMS Enterprise Portal



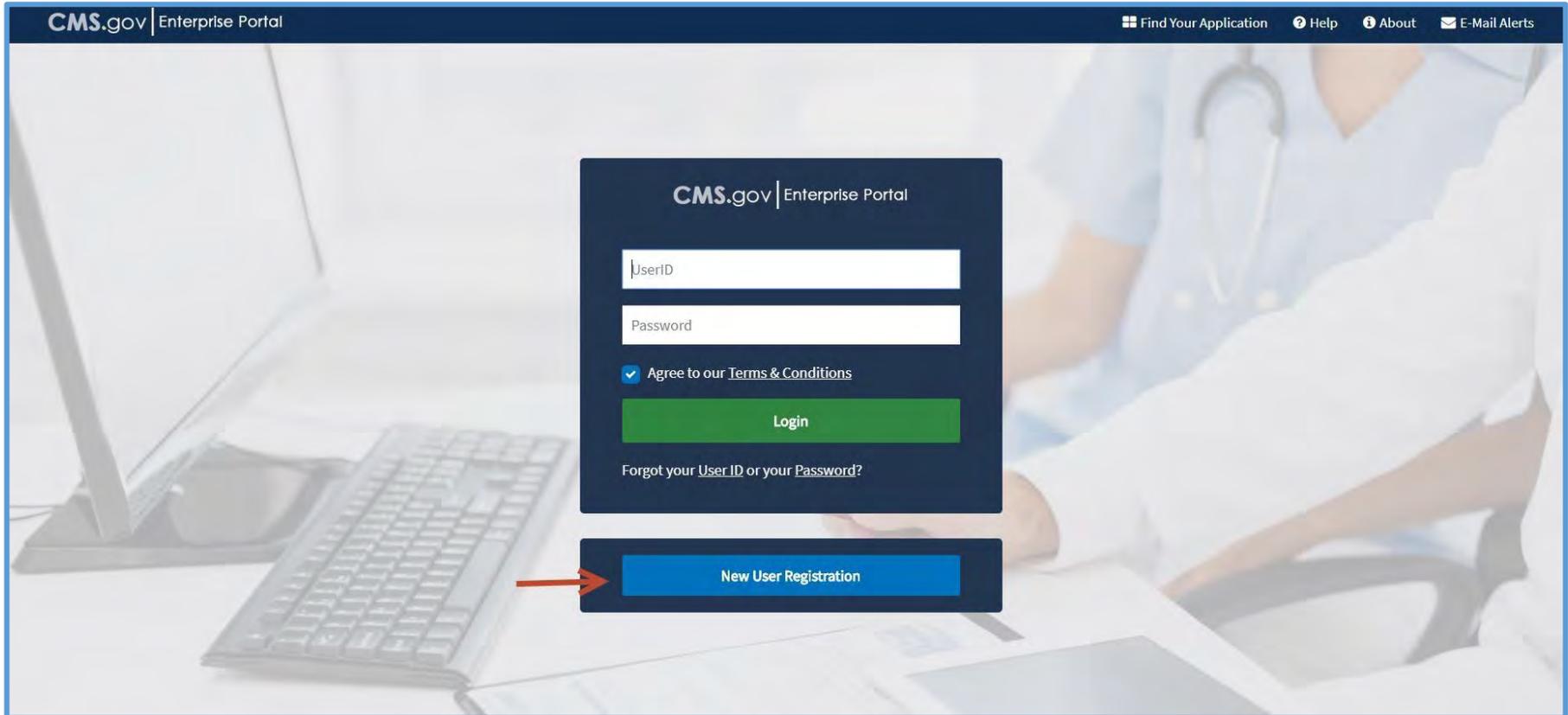
*Requesting a New CMS
Enterprise Portal Account*

Purpose

The following tutorial will cover instructions for requesting a new Centers for Medicare & Medicaid Services (CMS) Enterprise Portal account.

You will create your own CMS Enterprise Portal ID, which is also referred to as an Enterprise Identity Management (EIDM) ID.

New User Registration



1. Go to <https://portal.cms.gov> through a web browser (fully supported web browsers are Microsoft Internet Explorer [IE] version 11.0 or higher for Windows, Mozilla Firefox [the latest release] for Windows and Mac, and Google Chrome and Apple Safari [the latest release]).
2. Select the **New User Registration** button below the login window.

Step 1: Choose Your Application

CMS.gov | Enterprise Portal Find Your Application Help About E-Mail Alerts

Step #1: Choose Your Application

Step 1 of 3 - Select your application from the dropdown. You will then need to agree to the terms.

→ IC: Center for Medicare and Medicaid Innovation (CMMI) Innovation Center (IC)

→ **Terms & Conditions**

OMB No. 0938-1236 | Expiration Date: 04/30/2017 |

OMB No.0938-1236 | Expiration Date: 04/30/2017 (OMB Re-Certification Pending) | Paperwork Reduction Act

Consent to Monitoring

By logging onto this website, you consent to be monitored. Unauthorized attempts to upload information and/or change information on this web site are strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sec. 1001 and 1030. We encourage

I agree to the terms and conditions Next Cancel

3. Select your application from the dropdown – select **IC: Center for Medicare and Medicaid Innovation (CMMI) Innovation Center (IC)**. This will cause the **Terms & Conditions** to appear.

Terms & Conditions

CMS.gov | Enterprise Portal Find Your Application Help About E-Mail Alerts

Step #1: Choose Your Application

Step 1 of 3 - Select your application from the dropdown. You will then need to agree to the terms.

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I agree to the terms and conditions

4. Review the **Terms & Conditions** in the screen that displays.
5. Check the **I agree to the terms and conditions** box.
6. Select the **Next** button at the bottom of the screen.

Step 2: Register Your Information

The screenshot shows the 'Step #2: Register Your Information' page on the CMS.gov Enterprise Portal. The page header includes 'CMS.gov | Enterprise Portal' and navigation links for 'Applications', 'Help', 'About', and 'E-Mail Alerts'. The main heading is 'Step #2: Register Your Information', followed by the instruction 'Step 2 of 3 - Please enter your personal and contact information.' and a note: 'All fields are required unless marked 'Optional''. The form consists of several input fields and dropdown menus, with red arrows pointing to the first field of each row. The first row contains 'Enter First Name', 'Enter Middle Name (optional)', 'Enter Last Name', and 'Suffix (optional)'. The second row contains 'Enter Social Security Number (optional)', 'Birth Month', 'Birth Date', and 'Birth Year'. Below the form is a question 'Is Your Address US Based?' with radio buttons for 'Yes' (selected) and 'No'.

7. On the **Register Your Information** screen, complete the **New User Registration** form with your personal information.
 - a. All fields are required unless marked “optional.”
 - b. Your Social Security Number (SSN) is not required for initial account registration.
 - c. However, you will need to provide your SSN later to access CMS applications that require Remote Identity Proofing (RIDP).

The image shows a registration form with the following fields and buttons:

- Enter Home Address #1
- Enter Home Address #2 (optional)
- Enter City
- State (dropdown menu)
- Enter Zip Code
- Enter Zip+4 (optional)
- Enter E-mail Address
- Confirm E-mail Address
- Enter Phone Number
- Back button
- Next button (highlighted in green)
- Cancel text

8. Enter your home address, e-mail address, and phone number in the appropriate fields.
9. Select the **Next** button at the bottom of the screen.
10. On the **Create User ID, Password & Security** screen, create a unique user ID and password. Guidance on system requirements for user ID and password pop up when you are in the appropriate field.

Step 3: Create User ID, Password & Security

CMS.gov | Enterprise Portal

Find Your Application Help About E-Mail Alerts

Step #3: Create User ID, Password & Security

Step 3 of 3 - Please create User ID and Password, Select security questions and provide answers.

User ID Requirements

Your user ID must - Be a minimum of 6 and a maximum of 74 alphanumeric characters. - Contain at least 1 letter. - Cannot contain your SSN or any 9 consecutive numbers. - Allowed special characters are dashed (-), underscored (_), apostrophes ('), @ and periods (.) followed by alphanumeric characters.

Enter User ID

User ID is a required field.

Enter Password

Enter Confirm Password

Select Security Question #1

Enter Security Question #1 Answer

Select Security Question #2

Enter Security Question #2 Answer

Select Security Question #3

Enter Security Question #3 Answer

Back

Next

Cancel

11. Select your security questions and complete the answers for each. These are for account management and security purposes.
12. Select the **Next** button at the bottom of the screen.

Registration Summary

CMS.gov | Enterprise Portal

Find Your Application Help About E-Mail Alerts

Registration Summary

Please review your information and make any necessary changes before submitting.

Control Panel | My Profile | My Account | My Profile | My Account | My Profile | My Account

All fields are required unless marked 'Optional'.

First Name: valdehi Middle Name (optional): k Last Name: joshi Suffix (optional):

Enter Social Security Number (optional): Birth Month: November Birth Date: 10 Birth Year: 1984

First Name: valdehi Middle Name (optional): k Last Name: joshi Suffix (optional):

Enter Social Security Number (optional): Birth Month: November Birth Date: 10 Birth Year: 1984

Home Address #1: 1b autumn way Enter Home Address #2 (optional):

City: jessup State: Maryland Zip Code: 21074 Enter Zip+4 (optional):

E-mail Address: valdehikj@gmail.com Confirm E-mail Address: valdehikj@gmail.com

Phone Number: 0000000000

User ID: valdehikj@gmail.com

What is your favorite radio station? radio

What is a relative's telephone number that is not your own? telephone

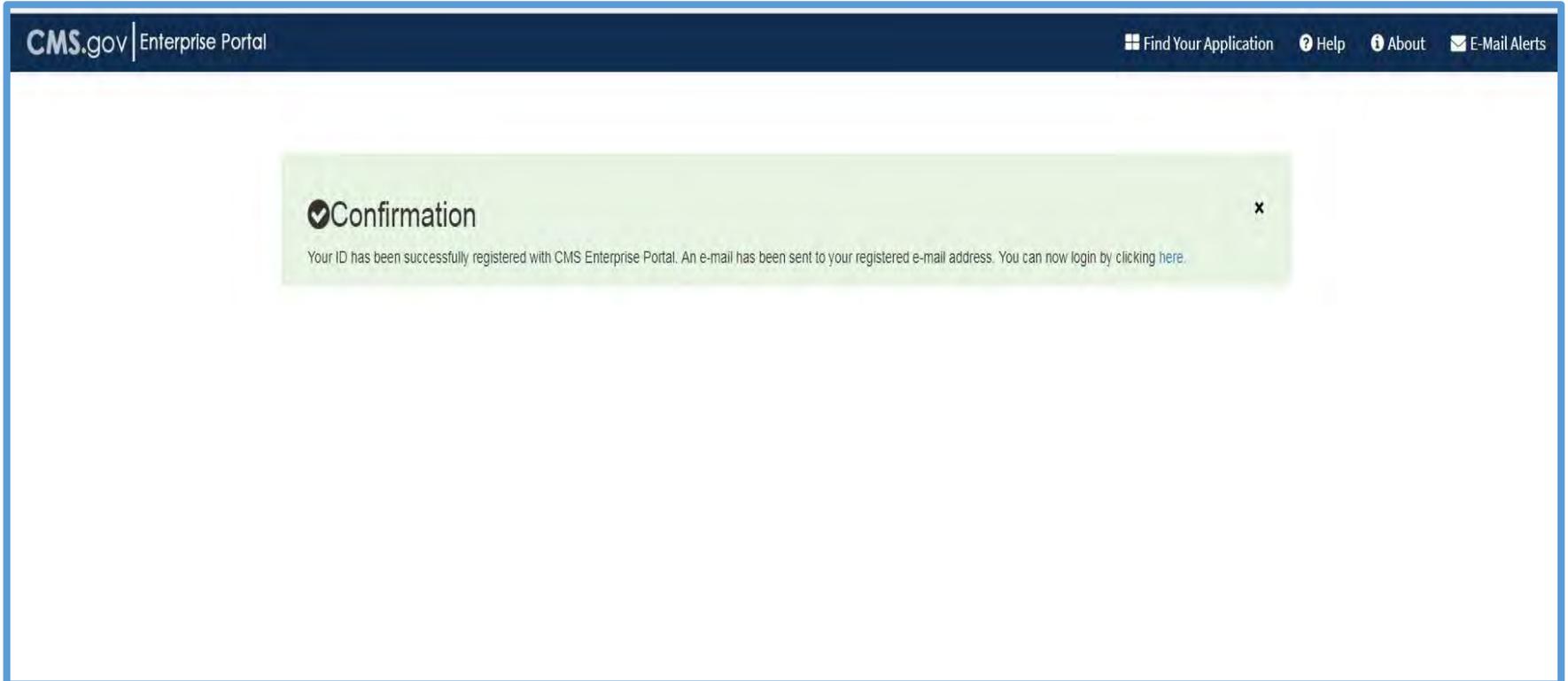
What is the name of your favorite childhood friend? friend

Submit User Cancel

Top

- Review the Registration Summary and click on the **Submit User** button if all information displayed is correct.

Confirmation Screen



- On the **Confirmation** screen, a message displays that you have successfully created an account on the CMS Enterprise Portal.
- An e-mail with your user ID and password will be sent to the address you specified for the account.
- You can login by selecting **here**.

For More Assistance

Contact the MDPCP Support Team at

MarylandModel@cms.hhs.gov

Or

1-844-711-2664

Welcome to the Innovation Center (IC)



Requesting Access to the IC Web Application

Purpose

The following tutorial provides instructions for accessing the Innovation Center (IC) for the first time.

The IC serves as a common point of entry for the Center for Medicare & Medicaid Innovation (CMMI) users in order to access CMMI applications and models.

Steps for Requesting IC Access for the First Time

To request access to the IC for the first time, you will need to complete the following steps:

Step 1: Complete the IC access request process.

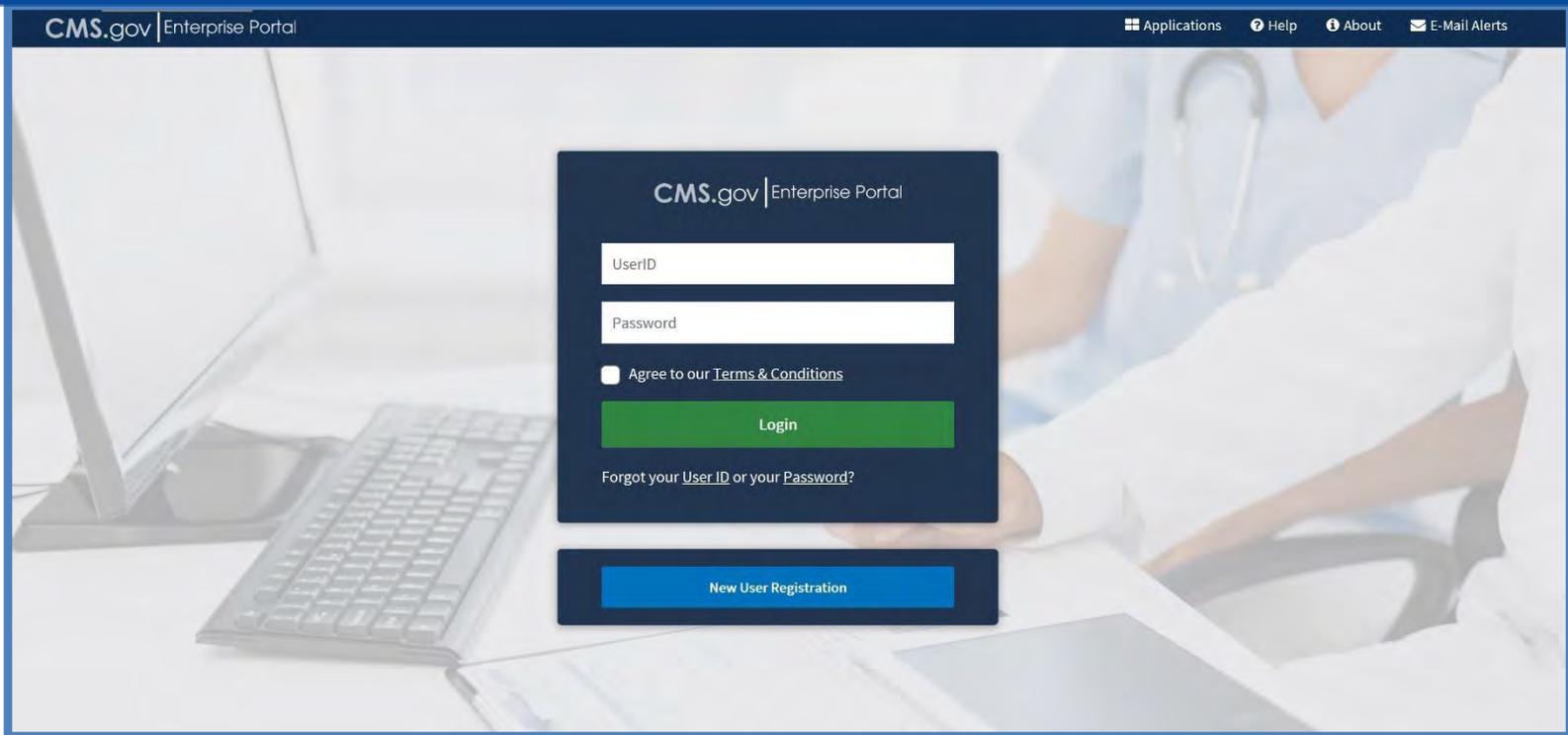
Step 2: Complete your Remote Identity Proofing (RIDP).

Step 3: Complete the Multi-Factor Authentication (MFA).

Step 1: Request Access to Innovation Center

The following process begins your request to access the IC.

Login to CMS Secure Portal



1. Go to <https://portal.cms.gov> through a web browser. Fully supported web browsers are Microsoft Internet Explorer version 11.0 or higher for Windows, Mozilla Firefox (the latest release) for Windows and Mac, and Google Chrome and Apple Safari (the latest release).
2. Enter your user credentials to log into the CMS Enterprise Portal.

Enter Your CMS User ID

CMS.gov | Enterprise Portal

Find Your Application Help About E-Mail Alerts

CMS.gov | Enterprise Portal

UserID

Password

Agree to our Terms & Conditions

Login

[Forgot your UserID or your Password?](#)

New User Registration

3. On the CMS Enterprise Portal screen, enter your User ID in the **UserID** field.

Enter Your CMS Password

CMS.gov | Enterprise Portal

Find Your Application Help About E-Mail Alerts

CMS.gov | Enterprise Portal

UserID

Password

Agree to our [Terms & Conditions](#)

Login

[Forgot your UserID or your Password?](#)

New User Registration

4. Enter your CMS password in the **Password** field.

Portal Login: Terms and Conditions

CMS.gov | Enterprise Portal

Find Your Application Help About E-Mail Alerts

CMS.gov | Enterprise Portal

UserID

Password

Agree to our [Terms & Conditions](#)

Login

[Forgot your UserID or your Password?](#)

New User Registration

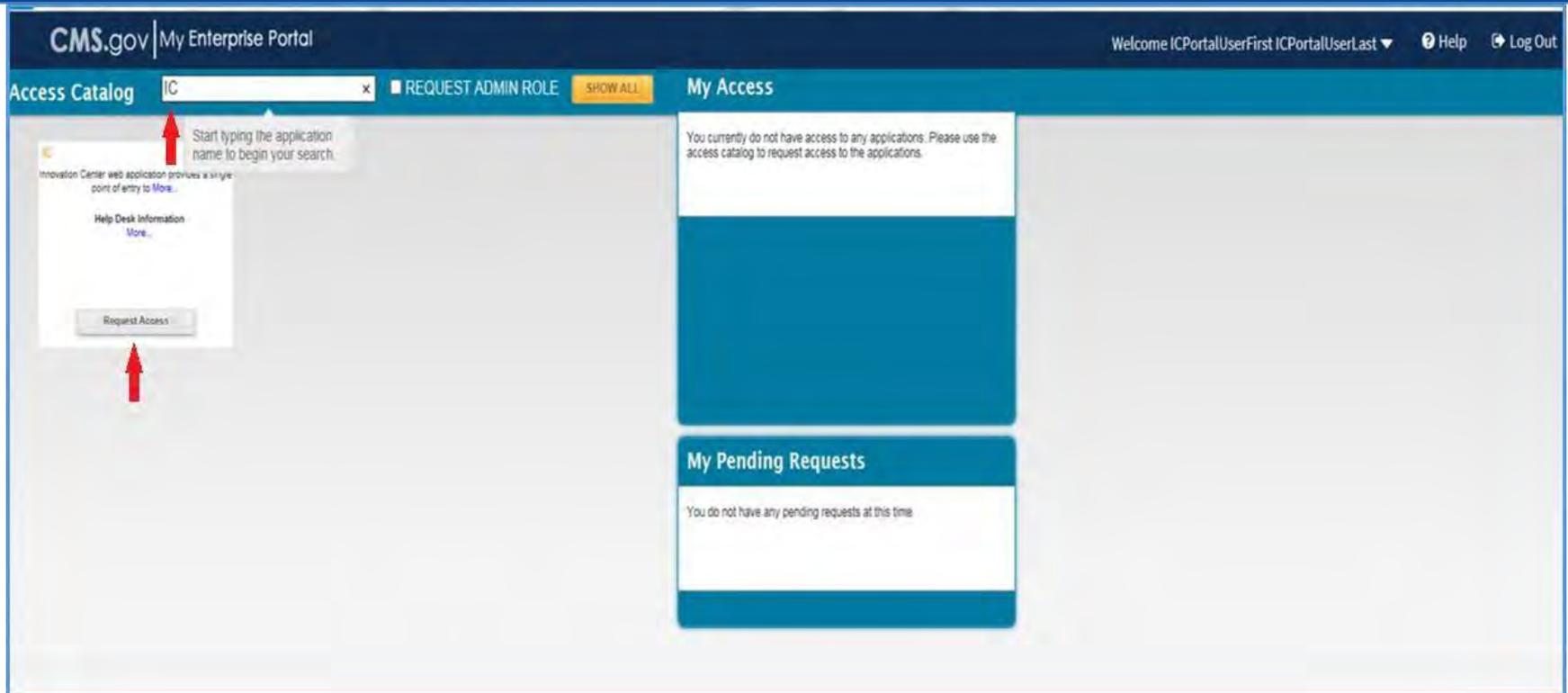
5. Select the **Terms & Conditions** link located below the password input field.
6. Review the terms and conditions, and select the checkbox next to **Agree to our Terms & Conditions**.
7. Select the **Login** button.

My Portal - Request/Add Apps Widget



8. On the **My Portal** screen, select the **Request/Add Apps** tile.

Access Catalog – Search for IC



Note: Once you select the tile, an **Access Catalog** field will display for you to enter in your application name.

9. Enter “Innovation Center” or “IC” in the input field. Help text will appear as you start typing to filter the applications.
10. Select the **Request Access** button at the bottom of the tile.

Choose an IC User Role: Privileged Users

- Select the IC Privileged User role to access the IC.
- Contact the MDPCP Help Desk at 1-844-711-2664 or MarylandModel@cms.hhs.gov if you have questions.

Request New System Access

CMS.gov | My Enterprise Portal Welcome ▾ Vaidehi Joshi [Help](#) [Log Out](#)

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

Request New System Access

Select a System and then a role to request access.

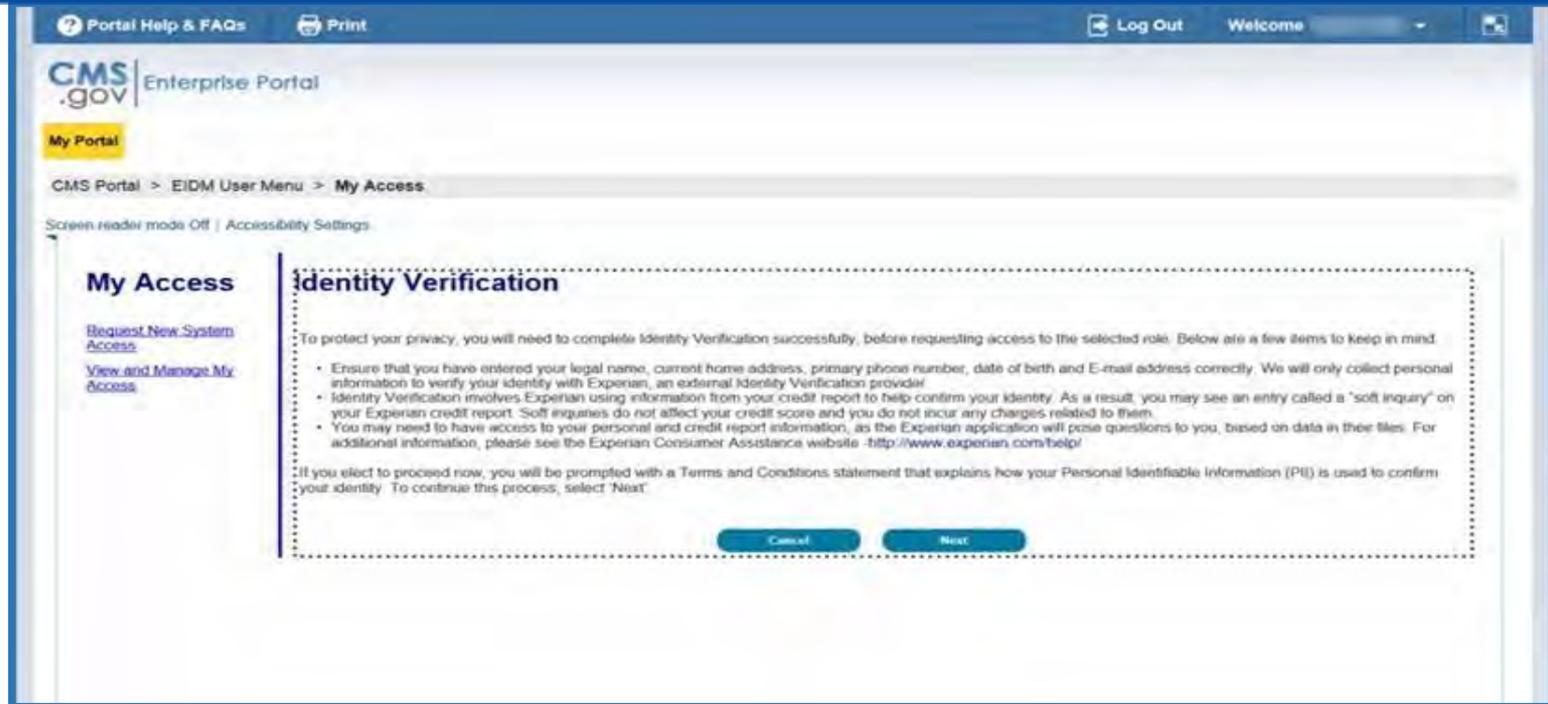
Depending on your Level of Assurance (LOA) and the role that you request access to, to satisfy system security requirements you may need to complete [Identity Verification](#), establish credentials for [Multi-Factor Authentication \(MFA\)](#), or change your password the next time you login to the system. This may require you to provide additional information as part of the role request process. If applicable, please note that your request cannot be fulfilled until Identity Verification is complete and Multi-Factor Authentication (MFA) is established.

System Description:

Role:

11. The **Request New System Access** screen displays after you select the **Request Access** button.
12. The **System Description** field defaults to the option **IC-Innovation Center**.
13. Select **Innovation Center Privileged User** from the **Role** drop-down list.
14. Select the **Submit** button located to the center of the screen.

Request New Identity Verification



Note: The **Identity Verification** screen displays when you select **Submit** in the **Request New System** screen. If you have not previously completed Remote Identity Proofing (RIDP), you will need to do so before continuing.

Step 2: Complete Remote Identity Proofing (RIDP)

In the following slides, you will be instructed to complete your RIDP.

What is RIDP?

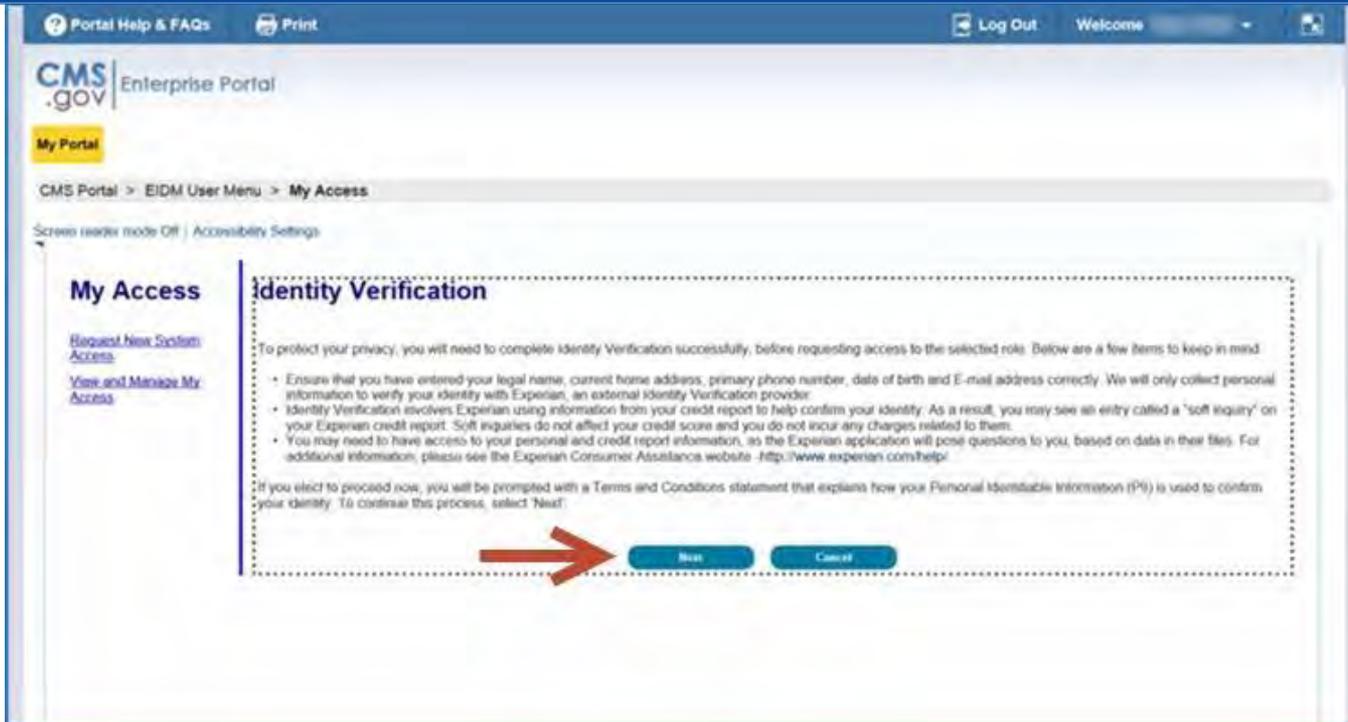
RIDP is the process of validating information to establish your identity. This process is commonly used through interactions with banking systems and credit reporting agencies.

CMS uses the Experian RIDP service to confirm your identity.

You will need to provide:

- Full Legal Name
- Social Security Number
- Date of Birth
- Current Residential Address
- Personal Phone Number

Begin Identity Verification



1. After you have reviewed the information on this page, select the **Next** button at the bottom of the screen.

Identify Verification – Terms and Conditions

The screenshot displays the CMS.gov Enterprise Portal interface. At the top, it shows the CMS.gov logo and 'Enterprise Portal'. Below this, there's a navigation bar with 'My Portal' and a breadcrumb trail: 'CMS Portal > EIDM User Menu > My Access'. A link for 'Screen reader mode ON | Accessibility Settings' is visible. The main content area is titled 'My Access' and contains several sections: 'Request New System Access', 'View and Manage My Access', 'Terms and Conditions', 'Protecting Your Privacy', 'HHS Rules Of Behavior', and 'Identity Verification'. The 'Terms and Conditions' section is highlighted with a dashed border and contains text about OMB No. 0938-1236, expiration date 04/09/2017, and a link to 'Paperwork Reduction Act'. The 'Protecting Your Privacy' section discusses the importance of privacy and the use of Experian for identity verification. The 'HHS Rules Of Behavior' section encourages reading the HHS Rules of Behavior and outlines consequences for violations. The 'Identity Verification' section states that the services are regulated by the Fair Credit Reporting Act and require explicit consent. At the bottom, there is a checkbox labeled 'I agree to the terms and conditions' which is highlighted with red arrows, and a 'Next' button is also highlighted with red arrows.

2. Review the **Terms and Conditions** in the screen that displays.
3. Select the **I agree to the terms and conditions** checkbox.
4. Select the **Next** button at the bottom center of the screen.

Verify Your Identity: Part 1

The screenshot displays the 'Your Information' verification page on the CMS.gov My Enterprise Portal. The page is titled 'Your Information' and contains the following fields and instructions:

- First Name:** vaidehi
- Middle Name:** k
- Last Name:** joshi
- Suffix:** (dropdown menu)
- E-mail Address:** vaidehikj@gmail.com
- Confirm E-mail Address:** (empty field)
- Home Address Line 1:** 1b autornn way
- Home Address Line 2:** (empty field)
- City:** jessup
- State:** Maryland
- Zip Code:** 21074
- Zip Code Extension:** (empty field)
- Country:** USA
- Primary Phone Number:** 551 221 2332

At the bottom right, there are two buttons: 'Next' and 'Cancel'. A red arrow points to the 'Next' button.

Note: The **Your Information** screen will display. Most of this data will be prepopulated with the information you used when registering for your CMS Portal account.

5. Re-confirm your e-mail address and select the **Next** button.

Verify Your Identity: Part 2

CMS.gov Enterprise Portal

My Portal

CMS Enterprise Portal > EIDM > User Menu > My Access

Screen reader mode Off | Accessibility Settings

My Access

[Request New System Access](#)

[View and Manage My Access](#)

Your Information | **Verify Your Identity**

Verify Identity

You may have opened a mortgage loan in or around March 2015. Please select the lender to whom you currently make your mortgage payments. If you do not have a mortgage, select 'NONE OF THE ABOVE/DOES NOT APPLY'.

- INDEPENDENT REALTY CAPITAL
- EASTERN SAVINGS BANK
- ALLY FINANCIAL
- SUNTRUST MORTGAGE/CC 5
- NONE OF THE ABOVE/DOES NOT APPLY

You may have opened a Home Equity Line of Credit type loan in or around May 2016. Please select the lender to whom you currently make your payments or made your payments.

- PNCBANK
- CENTERBANK
- CITIGROUP INC
- BANK OF AMERICA
- NONE OF THE ABOVE/DOES NOT APPLY

You may have opened an auto loan in or around April 2016. Please select the lender for this account. If you do not have such an auto loan, select 'NONE OF THE ABOVE/DOES NOT APPLY'.

- TOYOTA MOTOR CREDIT
- ALLY FINANCIAL

6. In the **Verify Identity** screen that displays, select the appropriate radio buttons to verify your personal information.

Verify Your Identity: Part 3

JPMORGAN CHASE
 MITSUBISHI MOTOR CREDIT
 NONE OF THE ABOVE/DOES NOT APPLY

Please select the term of your auto loan (in months) from the following choices. If your auto loan or auto lease term is not one of the choices please select 'NONE OF THE ABOVE'

24
 36
 48
 60
 NONE OF THE ABOVE/DOES NOT APPLY

Which of the following institutions do you have a bank account with? If there is not a matched bank name, please select 'NONE OF THE ABOVE'

HONOR BANK
 MOUNT VERNON BANK
 MERIDIAN TRUST FEDERAL CREDIT UNION
 SENTRY FINANCIAL
 NONE OF THE ABOVE/DOES NOT APPLY

Cancel Next

Note: Answering these questions is necessary for security purposes and helps identify who you are.

7. Select the **Next** button at the bottom of the screen.

Successful Completion



Note: If you have answered the questions correctly, a notification displays that you have successfully completed the **Remote Identity Proofing** process.

8. When you have finished, select the **Next** button in the middle of the screen.

If you fail the Experian check, you will receive a message with an explanation as to why the check failed.

Failed Experian Checks

Contact Experian at 1-866-578-5409 for assistance.

Hours

Monday – Friday

8:30am – 12am

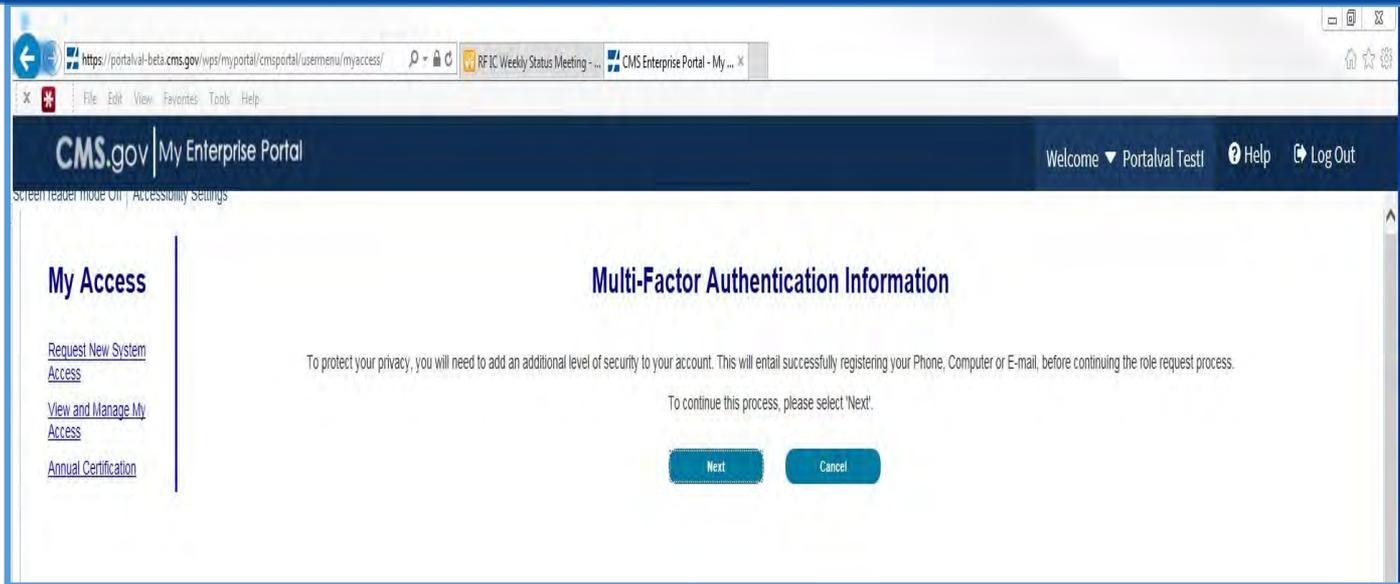
Saturday

10am – 8pm

Sunday

11am – 8pm

Begin MFA Registration



The **Multi-Factor Authentication Information** screen displays when you successfully complete the RIDP process.

Step 3: Complete MFA

In the next step, you need to register with MFA.

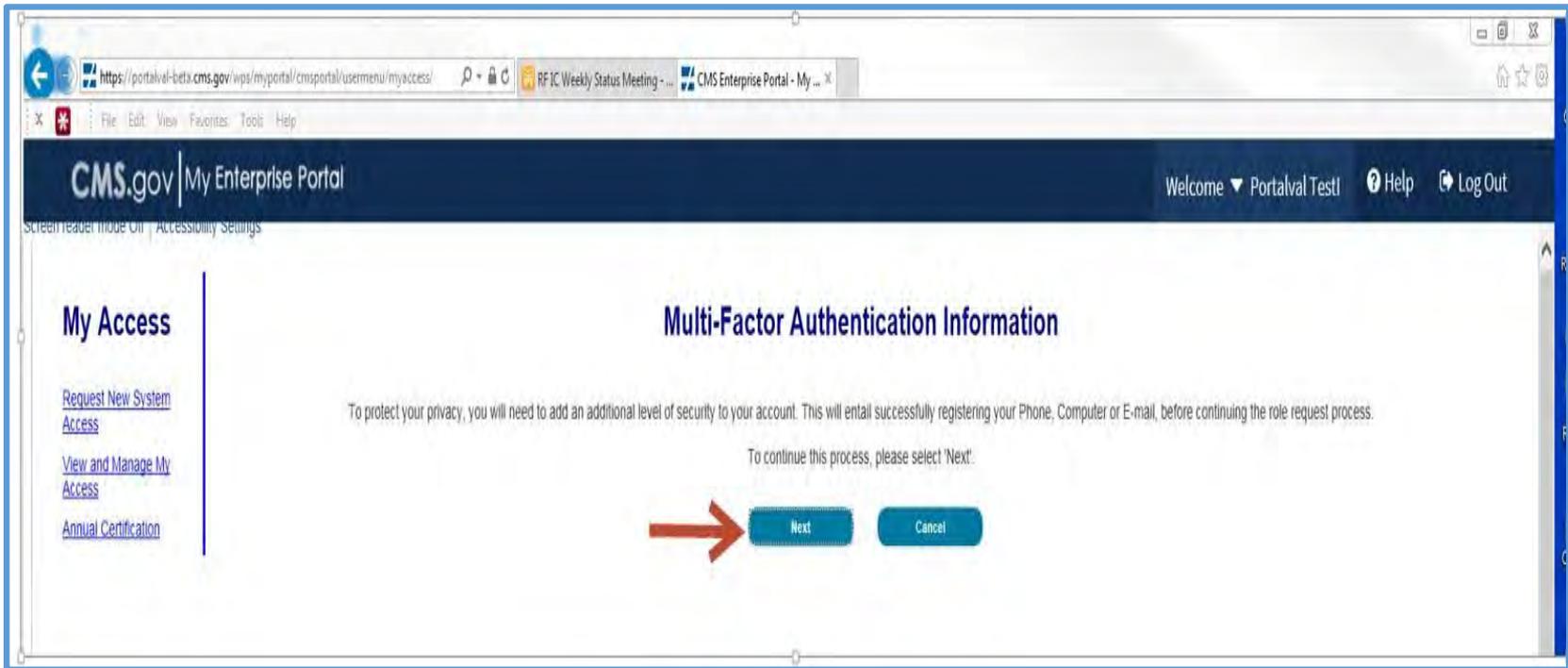
You need to register to receive the MFA Security Code either in a text message to your phone or in an e-mail.

MFA Code via E-mail or Text

MFA is a type of login or authentication that, in addition to a User ID and Password, requires another “factor”, such as a PIN.

To comply with CMS policy, all users will need to establish a second login “factor” commensurate with the level of access requested. This “factor” is a Security Code that displays in an e-mail or in a text message to your phone.

To receive an MFA Security Code via text message, provide your phone number when registering in the **Register Your Phone, Computer, or E-mail** screen.



1. In the **Multi-Factor Authentication Information** screen, select the **Next** button in center of the screen.
2. In the **Register Your Phone, Computer, or E-mail** screen, select an MFA device type from the **MFA Device Type** drop-down menu.

Step 3a. MFA Registration: E-mail – Part 1

The screenshot shows a web portal titled 'My Access' with a breadcrumb trail: CMS Enterprise Portal > EIDM > User Menu > My Access. Below the breadcrumb is a link for 'Screen reader mode Off | Accessibility Settings'. The main heading is 'My Access', with sub-links for 'Request New System Access' and 'View and Manage My Access'. The primary section is 'Register Your Phone, Computer, or E-mail'. It contains an introductory paragraph about MFA, a list of registration options (Phone/Tablet/PC/Laptop, Text Message Short Message Service (SMS), Interactive Voice Response (IVR), and E-mail), and a warning about two registration attempts. Below this is a dropdown menu for 'MFA Device Type' set to 'E-mail', with a red arrow pointing to it. The 'E-mail Address' field contains 'alin@actionnet.com', also with a red arrow. A note explains that the profile's email address is used for MFA registration and cannot be changed at this time. At the bottom are 'Cancel' and 'Next' buttons.

3. If you choose to receive your security code via e-mail, then select **E-mail** from the drop-down menu.
4. The **E-mail Address** field displays. Enter your e-mail address in the **E-mail Address** field.

Step 3a. MFA Registration: E-mail – Part 2

my Portal

CMS Enterprise Portal > EIDM > User Menu > My Access

Screen reader mode Off | Accessibility Settings

My Access

[Request New System Access](#)

[View and Manage My Access](#)

Register Your Phone, Computer, or E-mail

Adding a Security Code to your login also known as Multi-Factor Authentication (MFA) can make your login more secure by providing an extra layer of protection to your user name and password.

You can associate the Security Code to your profile by registering your phone, computer or E-mail. Select the links below to find out more information about the options.

- ▶ Phone/Tablet/PC/Laptop
- ▶ Text Message Short Message Service (SMS)
- ▶ Interactive Voice Response (IVR)
- ▶ E-mail

Please note that you are only allowed two attempts to register your MFA device. If you are unable to register your device within two attempts please log out, then log back in to try again.

Select the MFA Device Type that you want to use to login to secure applications from the dropdown menu below.

* MFA Device Type: E-mail

E-mail Address: alin@actionet.com

The E-mail address on your profile will automatically be used for the E-mail option. Your E-mail address cannot be changed at the time of MFA registration. To change your E-mail, please select 'Change E-Mail Address' from the 'Change My Profile' menu.

* MFA Device Description: Work E-mail

Cancel Next

5. Enter a brief description of your MFA Device in the **MFA Device Description** field.

Note: More information about MFA registration was attached to the e-mail that contained these instructions.

6. Select the **Next** button at the bottom of the screen.

Step 3b. MFA Registration: Phone – Part 1

My Portal

CMS Enterprise Portal > EIDM > User Menu > My Access

Screen reader mode Off | Accessibility Settings

My Access

[Request New System Access](#)

[View and Manage My Access](#)

Register Your Phone, Computer, or E-mail

Adding a Security Code to your login also known as Multi-Factor Authentication (MFA) can make your login more secure by providing an extra layer of protection to your user name and password.

You can associate the Security Code to your profile by registering your phone, computer or E-mail. Select the links below to find out more information about the options.

- **Phone/Tablet/PC/Laptop**
- **Text Message Short Message Service (SMS)**
- **Interactive Voice Response (IVR)**
- **E-mail**

Please note that you are only allowed two attempts to register your MFA device. If you are unable to register your device within two attempts please log out, then log back in to try again.

Select the MFA Device Type that you want to use to login to secure applications from the dropdown menu below.

MFA Device Type:

Enter the phone number that will be used to obtain the Security Code.

Phone Number:

MFA Device Description:

7. If you choose to receive your security code via a text message to your phone, select **Text Message-Short Message Service (SMS)** in the MFA Device Type drop-down menu.
8. The Phone Number field displays. Enter your phone number in this field.

Step 3b. MFA Registration: Phone – Part 2

The screenshot shows a web browser window with the following content:

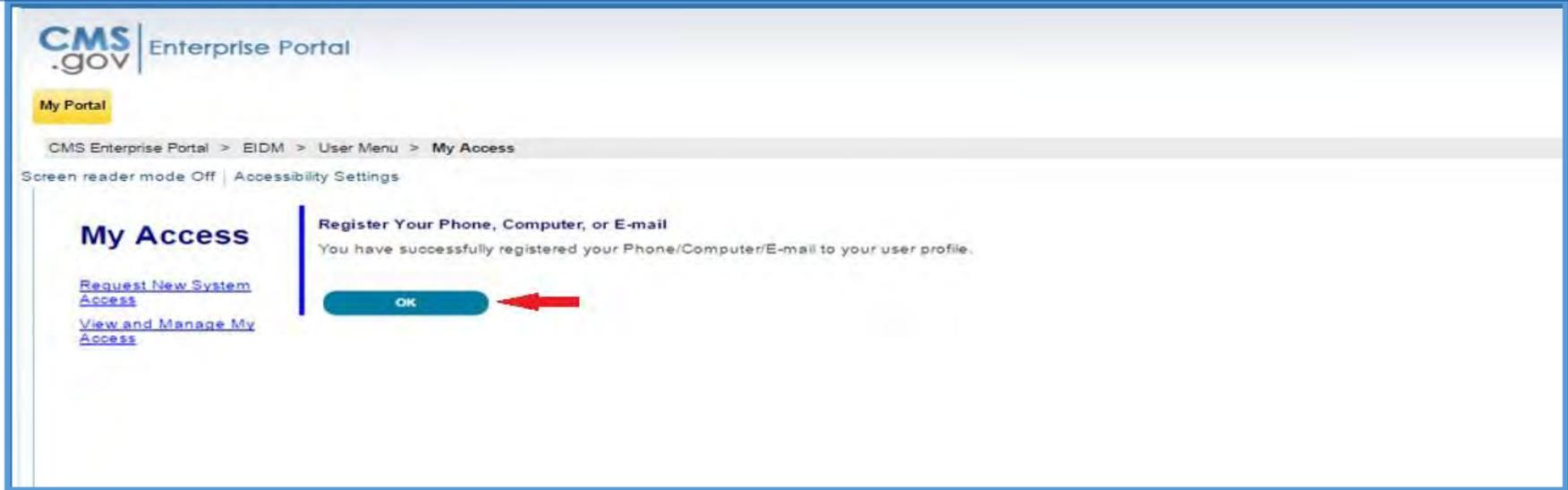
- Page title: **My Access**
- Breadcrumbs: CMS Enterprise Portal > EIDM > User Menu > My Access
- Accessibility: Screen reader mode Off | Accessibility Settings
- Left sidebar: **My Access** with links for [Request New System Access](#) and [View and Manage My Access](#).
- Main heading: **Register Your Phone, Computer, or E-mail**
- Text: "Adding a Security Code to your login also known as Multi-Factor Authentication (MFA) can make your login more secure by providing an extra layer of protection to your user name and password. You can associate the Security Code to your profile by registering your phone, computer or E-mail. Select the links below to find out more information about the options."
- Options list:
 - ▶ Phone/Tablet/PC/Laptop
 - ▶ Text Message Short Message Service (SMS)
 - ▶ Interactive Voice Response (IVR)
 - ▶ E-mail
- Text: "Please note that you are only allowed two attempts to register your MFA device. If you are unable to register your device within two attempts please log out, then log back in to try again."
- Text: "Select the MFA Device Type that you want to use to login to secure applications from the dropdown menu below."
- Form field: "MFA Device Type: Text Message-Short Message Service (SMS)" with a dropdown arrow.
- Text: "Enter the phone number that will be used to obtain the Security Code."
- Form field: "Phone Number: 443 888 9999" with three input boxes.
- Form field: "MFA Device Description: Cell Phone" with a text input box. A red arrow points to this field.
- Buttons: "Cancel" and "Next" buttons. A red arrow points to the "Next" button.

9. Enter a brief description of the MFA device in the **MFA Device Description** field.

Note: More information about MFA registration can be found in your Welcome Packet.

10. Select the **Next** button at the bottom of the screen.

Successful MFA Registration



Note: A message displays that “you have successfully registered your device to your user profile.” You have successfully completed your MFA set-up.

11. Select the **OK** button in the middle of the screen.

Approved Privileged User Role

my Portal

CMS Enterprise Portal > EIDM > User Menu > My Access

Screen reader mode Off | Accessibility Settings

My Access

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

Manage Access Pending Requests

View and Manage My Access

Select 'Add a Role' or 'Remove a Role' to manage your access for a system.

Systems	My Roles	Additional Details	Remove a Role	Add a Role
Innovation Center	Innovation Center Privileged User		Remove Role	Add a Role

- The system automatically approves the IC Privileged User role.
- The Manage Access tab displays **Innovation Center Privileged User** in the **My Roles** column.
- You have completed your access request to IC as a Privileged User.
- To request access to the MDPCP application, you will need to logout of the system and log in to access Innovation Center (IC).
- Follow instructions for accessing an application within IC in the training presentation titled **Requesting Access to and Launching the MDPCP Application**.

For More Assistance

Contact the MDPCP Help Desk at
MarylandModel@cms.hhs.gov
or 1-844-711-2664

Maryland Primary Care Program (MDPCP)



*Requesting Access to and Launching
the MDPCP Application*

Purpose

The following tutorial covers instructions for:

Step 1: Requesting access to the MDPCP Application.

Step 2: Launching the MDPCP Application.

Step 1: Requesting Access to the MDPCP Application

To request access to the MDPCP Application you will need:

- A CMS ID (Enterprise Identity Management [EIDM] ID)
- Approved access to the Innovation Center (IC) Application
- *Your Practice or CTO ID
 - *Note: The Practice or CTO ID is not needed as part of the Request Access steps within IC, however this information is needed for the association that will be made separately within the MDPCP application.

Login to CMS Secure Portal: Part 1

3

CMS.gov | Enterprise Portal

Find Your Application Help About E-Mail Alerts

CMS.gov | Enterprise Portal

UserID

Password

Agree to our [Terms & Conditions](#)

Login

[Forgot your User ID or your Password?](#)

New User Registration

1. Go to <https://portal.cms.gov> through a web browser (fully supported web browsers are Microsoft Internet Explorer [IE] version 11.0 or higher for Windows, Mozilla Firefox (the latest release) for Windows and Mac, and Google Chrome and Apple Safari (the latest release)).
2. Enter your user credentials to log into the CMS Enterprise Portal.

4

Login to CMS Secure Portal: Part 2

The screenshot displays the CMS.gov Enterprise Portal login interface. At the top, the header includes the CMS.gov logo and 'Enterprise Portal' on the left, and navigation links for 'Find Your Application', 'Help', 'About', and 'E-Mail Alerts' on the right. The main content area features a dark blue login form with the following elements:

- Username field: 'NewPortalDev_2' (indicated by a red arrow)
- Password field: 'Password' (indicated by a red arrow)
- Choose MFA Device dropdown menu (indicated by a red arrow)
- Link: [Trouble Accessing Security Code?](#)
- Checkbox: Agree to our [Terms & Conditions](#)
- Green 'Login' button
- Link: [Forgot your User ID or your Password?](#)

3. Enter your username. The **Choose MFA Device** field will show under the **Password** field.

Note: Once you have registered with Multi-Factor Authentication (MFA), you can view an MFA Security Code from a text message to your phone, or an email message to your email Inbox. Refer to the presentation “Requesting Access to the IC Web Application” for more information.

Login to CMS Secure Portal: Part 3

CMS.gov | Enterprise Portal

Find Your Application Help About E-Mail Alerts

CMS.gov | Enterprise Portal

NewPortalVal_1

.....

Tablet/PC/Laptop

123456

[Trouble Accessing Security Code?](#)

Agree to our [Terms & Conditions](#)

Login

[Forgot your User ID or your Password?](#)

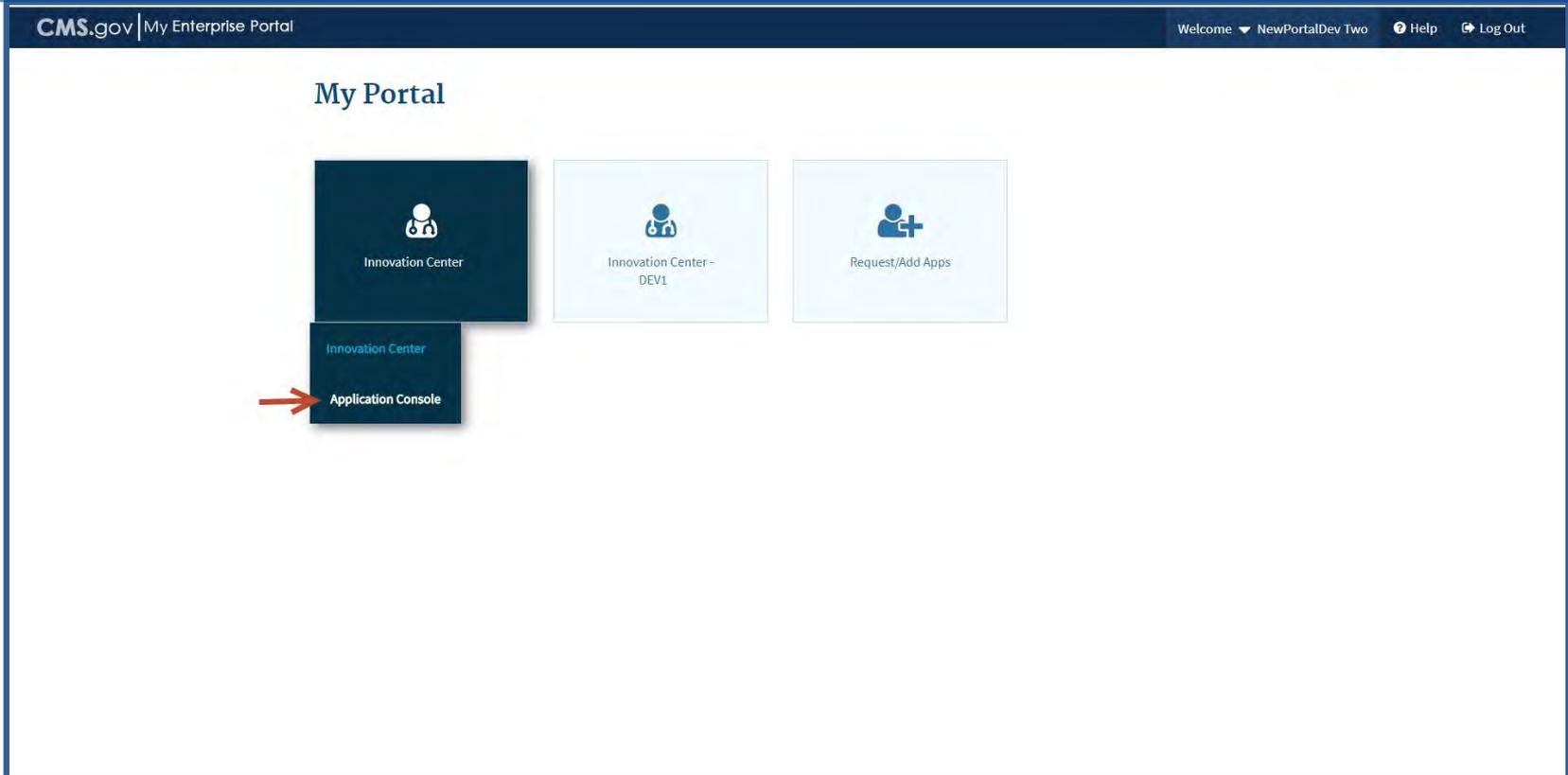
New User Registration

5

4. Enter your CMS Password.
5. Select the appropriate **MFA Device Type** from within the drop-down.
6. Input the six-digit code.
7. Review the **Terms & Conditions** and check the checkbox to confirm completion.
8. Select the **Login** button.

6

Select Application Console

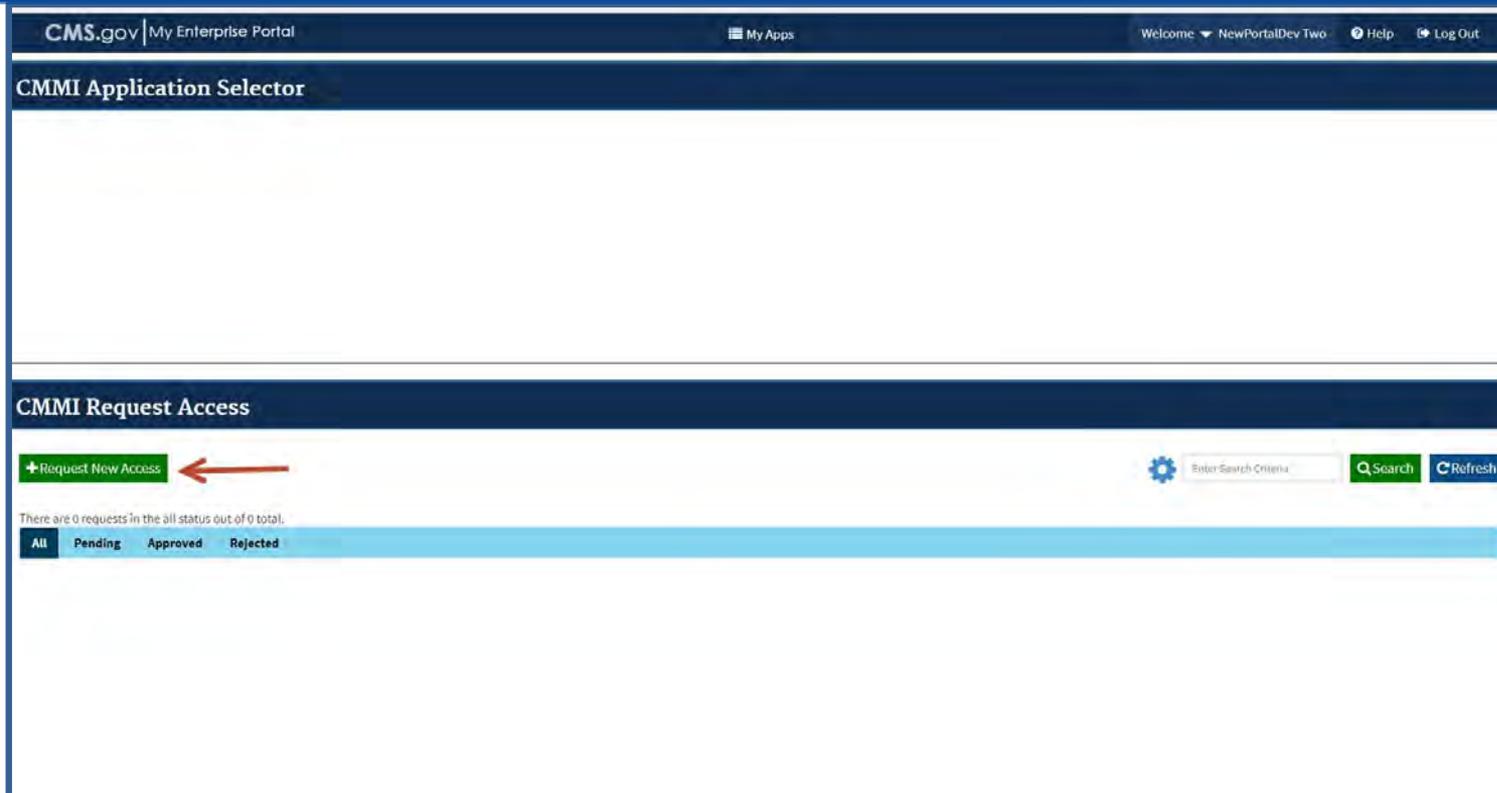


9. The **My Enterprise Portal** screen displays and includes the Innovation Center widget.

10. Select **Application Console** from the drop-down menu.

Note: Users with Application Approver roles may see additional options populated in this drop-down menu.

Request Access to Application: Part 1



11. The **CMMI Application Selector** portlet displays.
12. In the **CMMI Request Access** portlet, select the **Request New Access** button located to the left of the screen.

Request Access to Application: Part 2

CMMI Request Access

Please note: * indicates a required field.



Application Name *

Maryland Primary Care Program- MDPCP

Role *

Please Select User Role

Justification *

Write a justification ...

500 Character(s) remaining.

Cancel

Submit Request

13. In the **CMMI Request Access** section, select **Maryland Primary Care Program- MDPCP** from the **Application Name** drop-down menu.

Request Access to Application: Part 3

CMMI Request Access

Please note: * indicates a required field.

Application Name *

 **Role ***

Justification *

500 Character(s) remaining.

14. In the **CMMI Request Access** section, select a MDPCP role from the **Role** drop-down menu.
15. For this example, select **MDPCP_PRACTICE_USER**.

Note: You will need to select only one of the following roles:

- **MDPCP_PRACTICE_USER** – if you are a staff member of a practice participating in the Maryland Primary Care Program
- **MDPCP_CTO_USER** – if you are one of the designated staff providing care management services to Practices

Request Access to Application: Part 4

CMMI Request Access

Please note: * indicates a required field.

Application Name *

Role *

 Justification *

474 Character(s) remaining.



16. In the **Justification** field, add a short reason for the request. **You must include your MDPCP Practice or CTO ID(s) in this field.**
17. Select the **Submit Request** button at the bottom of the screen when you have completed your organization requests.

Request Access to Application: Part 5

The screenshot shows the CMS.gov My Enterprise Portal interface. At the top, there is a navigation bar with the CMS.gov logo and 'My Enterprise Portal' text. On the right side of the navigation bar, there are user profile options: 'Kyree Hams', 'Help', and 'Log Out'. A central message window is displayed, titled 'portal.cms.gov says', containing the text: 'You have successfully submitted a request for MDPCP_PRACTICE_USER for the Maryland Primary Care Program- MDPCP application. The id for your request is 7280.' Below the message is an 'OK' button. A red arrow points to this button. Below the message window, there are three 'Launch App' buttons, each with a lightbulb icon. Below the 'Launch App' buttons, there is a section titled 'CMMI Request Access'. This section contains a form with the following fields: 'Application Name *' (dropdown menu with 'Maryland Primary Care Program- MDPCP'), 'Role *' (dropdown menu with 'MDPCP_PRACTICE_USER'), and 'Justification *' (text area with 'Requesting access to MDPCP'). Below the text area, it says '474 Character(s) remaining.' At the bottom right of the form, there are two buttons: 'Cancel' and 'Submit Request'.

18. A message window displays. The message will state that you have successfully submitted the request and identify the role requested.
19. The system-generated request ID will also display in the message window.
20. Select the **OK** button in the message window.

Pending Requests

CMS.gov | My Enterprise Portal My Apps Kyree Hams Help Log Out

CMMI Request Access

[+ Request New Access](#)  [Search](#) [Refresh](#)

There are 2 requests in the all status out of 2 total.

All	Pending	Approved	Rejected
Request ID: 7280 			
Application Name: Maryland Primary Care Program- MDPCP		Attributes:	
Role Requested: MDPCP_PRACTICE_USER		Request Date: Jun 25, 2018 1:01:23 PM	
Status: PENDING		Requestor's Justification: Requesting access to MDPCP	
<hr/>			
Request ID: 6306		Attributes:	
Application Name: Maryland Primary Care Program- MDPCP		Request Date: Feb 27, 2018 10:18:17 AM	
Role Requested: MDPCP_CMMI_USER		Requestor's Justification: Test account request	
Status: PENDING			

21. The system re-displays the **CMMI Request Access** portlet where a record of your request(s) displays by ID number.
22. Your request(s) will display as **Pending** while IC processes your request to access the MDPCP Application.
Note: it can take several business days for your request to be processed.
23. Save the request ID numbers for your reference.
24. You will receive an email notification once your request is processed.

Email Notification



25. You will receive an email notification once your request to access the application is approved.
26. A sample email displays here for visual reference only.

Step 2: Launching the MDPCP Application

To access and launch the MDPCP Application you will need:

- An email notification confirming approval of your request to access the MDPCP Application.
- Your CMS ID or EIDM ID.
- Your MFA Security Code.

Login to CMS Secure Portal

CMS.gov | Enterprise Portal

Find Your Application Help About E-Mail Alerts

CMS.gov | Enterprise Portal

UserID

Password

Agree to our [Terms & Conditions](#)

Login

[Forgot your User ID or your Password?](#)

New User Registration

1. Go to <https://portal.cms.gov> through a web browser (fully supported web browsers are Microsoft IE version 11.0 or higher for Windows, Mozilla Firefox (the latest release) for Windows and Mac, and Google Chrome and Apple Safari (the latest release)).
2. Enter your user credentials to log into the CMS Enterprise Portal.

Login to CMS Secure Portal

CMS.gov | Enterprise Portal

Find Your Application Help About E-Mail Alerts

CMS.gov | Enterprise Portal

NewPortalDev_2

Password

Choose MFA Device

[Trouble Accessing Security Code?](#)

Agree to our [Terms & Conditions](#)

Login

[Forgot your User ID or your Password?](#)

3. Enter your username.
4. The **Choose MFA Device** field will show up under the **Password** field.

Login to CMS Secure Portal Again

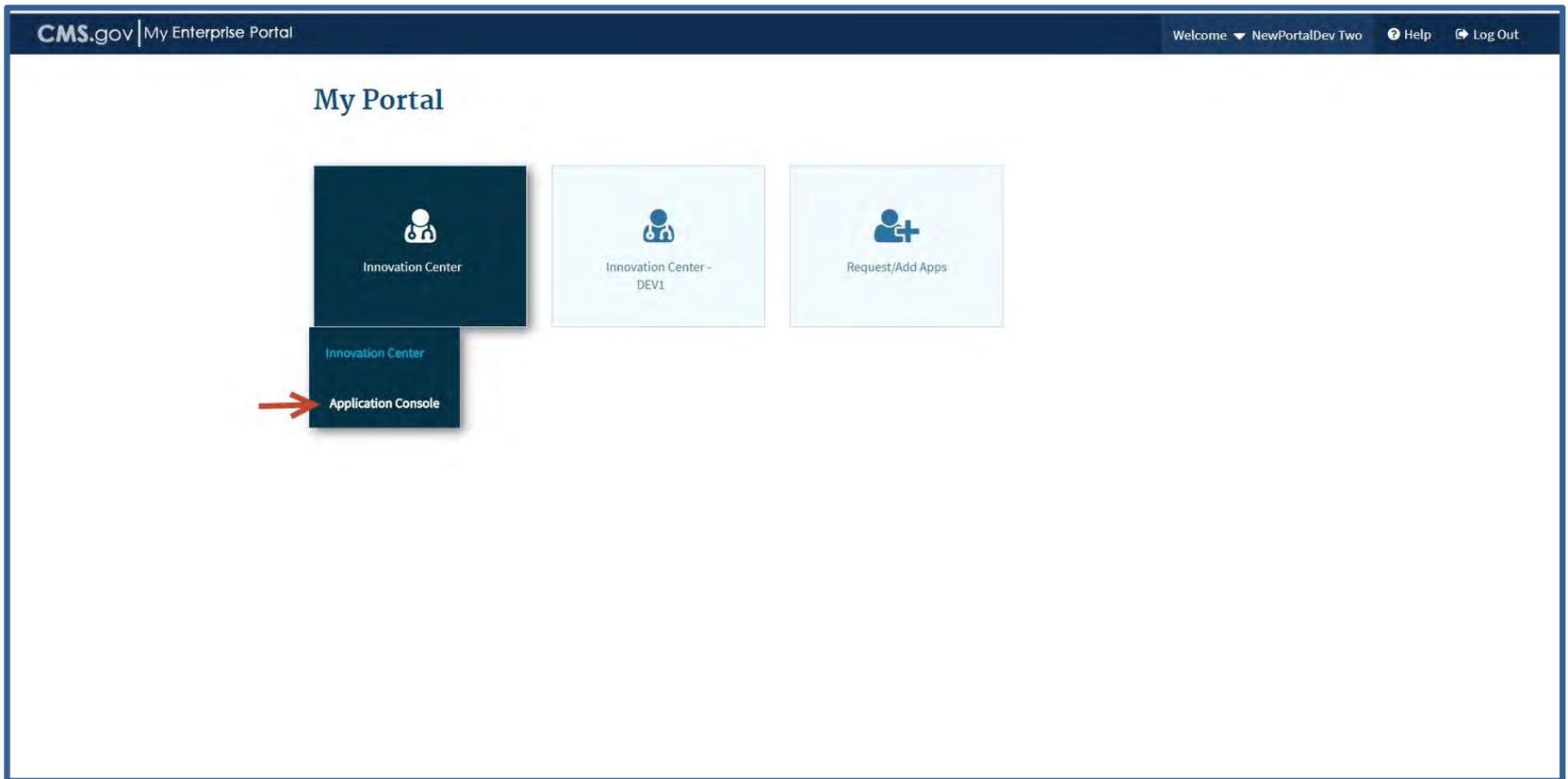
The screenshot shows the CMS.gov Enterprise Portal login interface. The form is dark blue with white text and input fields. At the top, it says 'CMS.gov | Enterprise Portal'. Below that, there are navigation links: 'Find Your Application', 'Help', 'About', and 'E-Mail Alerts'. The main form area contains the following elements:

- A text input field labeled 'NewPortalVa_1'.
- A password input field with a red arrow pointing to it.
- A drop-down menu for 'MFA Device Type' with 'Tablet/PC/Laptop' selected and a red arrow pointing to it.
- A text input field for a six-digit security code with '123456' entered and a red arrow pointing to it.
- A link: 'Trouble Accessing Security Code?'.
- A checkbox labeled 'Agree to our Terms & Conditions' with a red arrow pointing to it.
- A green 'Login' button with a red arrow pointing to it.
- A link: 'Forgot your User ID or your Password?'.
- A blue 'New User Registration' button at the bottom.

18

5. Enter your CMS Password.
6. Select the appropriate **MFA Device Type** as available within the drop-down.
7. Input the six-digit code.
8. Review the **Terms & Conditions** and check the checkbox after reviewing.
9. Select the **Login** button.

Select Application Console Again



10. The **My Enterprise Portal** screen displays the Innovation Center widgets.
11. Select **Application Console** from the drop-down menu.

Launch the Application

The screenshot displays the CMS.gov My Enterprise Portal interface. At the top, the header includes the CMS.gov logo, the text 'My Enterprise Portal', a 'My Apps' menu icon, and user information for 'Kylie Rhodes' with 'Help' and 'Log Out' links. Below the header, the 'CMMI Application Selector' section features a central widget for the 'MDPCP' application. The widget is titled 'MDPCP' and 'Maryland Primary Care Program- MDPCP', and contains a lightbulb icon and a 'Launch MDPCP App' button. A red arrow points to this button. Below this, the 'CMMI Request Access' section includes a '+ Request New Access' button, a search bar with 'Enter Search Criteria', 'Search', and 'Refresh' buttons, and a summary of one request. The request details are as follows:

All	Pending	Approved	Rejected
Request ID: 6302			
Application Name: Maryland Primary Care Program- MDPCP			
Role Requested: MDPCP_CTO_USER			
Status: APPROVED			
Attributes:			
Request Date: Feb 27, 2018 10:09:44 AM			
Requestor's Justification: Test account request			
Approved by: Kyree Hams			
Approver's Justification: approved			

Note: Users with Application Approver roles may see additional options in this drop-down menu.

12. The **CMMI Application Selector** portlet displays the widget for the MDPCP Application.
13. Select the **Launch MDPCP App** link to access the application.

MDPCP Application Launches

The screenshot shows the MDPCP Practice Home application interface. At the top, there is a navigation bar with tabs for Home, My Practice Info, Payment & Attribution, and Resources. The Home tab is selected. Below the navigation bar, there is a header area with 'Practice Home' on the left and 'Yr / Qtr' (2019-Q1) and 'Track' (Track 1) on the right, along with a 'Change Display' button. The main content area displays 'MDPCP > Practice Home' and 'Maryland Primary Care Program (MDPCP) Practice Home'. Below this, there is a section titled 'My Practice(s) Summary' with a search bar and a 'Search' button. A table lists three practices:

Practice ID	Practice Name
T1MD5958	Affinity Health Group, LLC
T1MD6106	Haydel Family Practice, APMC
T1MD6216	Lafayette General SW Family Medicine

At the bottom of the table, it says 'Showing 1 to 3 of 3 entries' and there are navigation buttons for 'First', 'Previous', '1', 'Next', and 'Last'.

14. The MDPCP Application displays and defaults to the **Home** tab (**Practice** Home or **CTO** Home).
15. You have successfully launched the MDPCP Application.

For More Assistance

Contact the MDPCP Support Team
at MarylandModel@cms.hhs.gov
or 1-844-711-2664