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.
1. Go to [https://portal.cms.gov](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.
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.
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.
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).
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.
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.
13. Review the Registration Summary and click on the **Submit User** button if all information displayed is correct.
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
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.
1. Go to [https://portal.cms.gov](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.
3. On the CMS Enterprise Portal screen, enter your User ID in the **UserID** field.
4. Enter your CMS password in the Password field.
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.
8. On the **My Portal** screen, select the **Request/Add Apps** tile.
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.
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.
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
1. After you have reviewed the information on this page, select the Next button at the bottom of the screen.
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.
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.
6. In the Verify Identity screen that displays, select the appropriate radio buttons to verify your personal information.
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.
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

<table>
<thead>
<tr>
<th>Monday – Friday</th>
<th>8:30am – 12am</th>
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<tbody>
<tr>
<td>Saturday</td>
<td>10am – 8pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>11am – 8pm</td>
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</table>
The **Multi-Factor Authentication Information** screen displays when you successfully complete the RIDP process.
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 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.
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.
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.
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.
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.
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.
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.**
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
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.
1. Go to [https://portal.cms.gov](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.
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.
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.
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.
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.
13. In the CMMI Request Access section, select Maryland Primary Care Program- MDPCP from the Application Name drop-down menu.
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
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.
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.
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.
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.
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.
3. Enter your username.
4. The **Choose MFA Device** field will show up under the **Password** field.
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.
10. The **My Enterprise Portal** screen displays the Innovation Center widgets.
11. Select **Application Console** from the drop-down menu.
Launch the Application

**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.
14. The MDPCP Application displays and defaults to the Home tab (Practice Home or CTO Home).
15. You have successfully launched the MDPCP Application.
Contact the MDPCP Support Team at MarylandModel@cms.hhs.gov or 1-844-711-2664