Step 1: Go to CMS Enterprise Portal and Select “New User Registration”

https://portal.cms.gov
Step 2: Accept Terms & Conditions

Terms and Conditions

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 you to read the HHS Rules of Behavior for more details.

Protecting Your Privacy

Protecting your Privacy is a top priority at CMS. We are committed to ensuring the security and confidentiality of the user registering to EIDM. Please read the CMS Privacy Act Statement, which describes how we use the information you provide.

Collection Of Personal Identifiable Information (PII)

"Personal" information is described as data that is unique to an individual, such as a name, address, telephone number, social security number and date of birth (DOB).

CMS is very aware of the privacy concerns around PII data. In fact, we share your concerns. We will only collect personal data to uniquely identify the user registering with the system. We may also use your answers to the challenge questions and other PII to later identify you in case you forget or misplace your User ID/Password.

I have read the HHS Rules of Behavior (HHS RoB), version 2010-0602-001S, dated August 26, 2010 and understand and agree to comply with its provisions. I understand that violations of the HHS RoB or information security policies and standards may lead to disciplinary action, up to and including termination of employment, removal or debarment from work on Federal contracts or projects, and revocation of access to Federal information, information systems, and/or facilities; and may also include criminal penalties and/or imprisonment. I understand that exceptions to the HHS RoB must be authorized in advance in writing by the OPDIV Chief Information Officer or his/her designee. I also understand that violation of laws, such as the Privacy Act of 1974, copyright law, and 18 USC 2071, which the HHS RoB drew upon, can result in monetary fines and/or criminal charges that may result in imprisonment.

I agree to the terms and conditions
Step 2: Accept Terms & Conditions (cont.)

- Two sections are particularly important to read:
  1. Consent to monitoring
  2. Collection of Personal Identifiable Information or PII

- **Consent to monitoring** means that you agree to allow CMS to monitor you while you are on systems accessed through EIDM

- **PII** is information that can be used to uniquely identify, contact, or locate a single person or can be used with other sources to uniquely identify a single individual; PII is collected to aid in the identity verification process

- Identity verification is required for all users requesting access to any CMS application

- Personal information collected will be used for the purposes of verifying your identity only

- Once you have read the terms and conditions, check the box labeled “I agree to the terms and conditions” before selecting “Next” to continue
Step 3: Enter Personal Information

Required fields are marked with an asterisk.

Completing all fields, even those that are not required, will speed-up identity verification.
Step 4: Select User ID, Password, and Challenge Questions

Choose User ID And Password

- User ID: outuser21
- Password: ********
- Confirm Password: ********

Select your Challenge Questions and Answers:

- Question 1: What is your favorite radio station?
  - Answer: FM
- Question 2: What is the name of the manager at your first job?
  - Answer: Mary
- Question 3: What is your favorite cuisine?
  - Answer: Italian

[Next button highlighted]
User ID and Password Criteria

• User ID
  – Must be a minimum of 6 and a maximum of 74 characters
  – Special characters permitted: dashes (‐), underscores (_), apostrophes (‘), periods (.), and at signs (@)

• Password
  – Must be a minimum of 8 and a maximum of 20 characters
  – Must contain at least 1 number, 1 uppercase letter, and 1 lowercase letter
  – Cannot contain your user ID and must differ from your previous 6 passwords
  – Must be changed every 60 days
  – EIDM will prompt for password change when the 60 day deadline approaches
Step 5: Registration Complete

Click on “OK” to exit and return to the CMS Enterprise Portal home page.

After clicking on OK, you will receive a confirmation email message that contains your user ID and a link to the CMS Enterprise Portal.
Confirmation Email

From: donotreply@cms.gov
To: 
Cc: 
Subject: Enterprise Identity Management System (EIDM) Account Registration

Dear Jane Taylor

Thank you for registering. The User ID that you have chosen is OUTUSER21. You can log in to the CMS Portal using the following link with your User ID and Password.

Please keep this E-mail for your records.

https://portalval.cms.gov

Thank you,
CMS Enterprise Identity Management System

Please do not reply to this system generated E-mail.
Unsuccessful EIDM Registration

• Individuals with addresses outside of the United States may not register successfully in EIDM
• They should contact the Open Payments Help Desk for assistance with EIDM registration
• Any additional EIDM issues should be directed to the Open Payments Help Desk at openpayments@cms.hhs.gov
Using EIDM Registration Credentials to Request Access to the Open Payments System
Requesting Access to the Open Payments System

• In Phase 2 registration, this request in EIDM will allow the individual access to the Open Payments system
• Request for this access can occur only after EIDM registration is successful
• Request for this access is made through the CMS Enterprise Portal
Step 1: On CMS Enterprise Portal, select “Login to CMS Secure Portal”
Step 2: Accept Terms & Conditions

Terms and Conditions

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:
You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system.
At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.

Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.

To continue, you must accept the terms and conditions. If you decline, your login will automatically be cancelled.
Step 3: Enter EIDM User ID and Password

Welcome to CMS Enterprise Portal

User ID

Password

Log in  Cancel

Forgot Password?
Forgot User ID?
Need an account? Click the link - New user registration
Step 4: Select “Request Access Now” under “Request Application Access”

After a successful CMS Enterprise Portal login, you will be taken to the CMS Portal home page (shown below).
Step 5: Select “Request New Application Access”

If you have access to other CMS applications, you will see those applications listed in the “View and Manage My Access” table.
Step 6: Select Application and Role

- Application Description: “Open Payments”
- Role: “Applicable Manufacturer, GPO, Physician, or Teaching Hospital”
Step 7: Review Identity Verification Information

Identity Verification

You have selected a role that requires a higher level of security. You will need to complete Identity Verification successfully, before requesting access to the selected role. Below are a few items to keep in mind:

- Ensure that you have entered your legal name, current home address, primary phone number and email address correctly. We will only collect personal information to verify your identity with Experian, an external identity verification provider.
- Identity Verification involves Experian using information from your credit report to help confirm your identity. As a result, you may see an entry called a “soft inquiry” on your Experian credit report. Soft inquiries do not affect your credit score and you do not incur any charges related to them.
- Confirm that you have your personal and financial information available, as the Experian application will pose questions to you, based on data in their files. You may want to obtain a copy of your credit report, before proceeding with the role request by selecting this link and following the directions provided - http://www.experian.com. For additional information, please see the Experian Consumer Assistance link - http://www.experian.com/help

If you elect to proceed now, you will be prompted with a Terms and Conditions statement that explains how your Personal Identifiable Information (PII) is used to confirm your identity. Do you want to continue?

[Buttons: Cancel, Next]
Step 8: Accept Terms & Conditions

Terms and Conditions

Protecting Your Privacy

Protecting your Privacy is a top priority at CMS. We are committed to ensuring the security and confidentiality of the user registering to EIDM. Please read the CMS Privacy Act Statement, which describes how we use the information you provide.

Personal information is described as data that is unique to an individual, such as a name, address, telephone number, social security number, and date of birth (DOB). CMS is very aware of the privacy concerns around PHI data. In fact, we share your concerns. We will only collect personal information to verify your identity. Your information will be disclosed to Experian, an external authentication service provider, to help us verify your identity. If collected, we will validate your Social Security number with Experian only for the purposes of verifying your identity. Experian verifies the information you give us against their records. We may also use your answers to the challenge questions and other PHI to later identify you in case you forget or misplace your User ID/Password.

HHS Rules Of Behavior

We encourage you to read the HHS Rules of Behavior, which provides the appropriate use of all HHS information technology resources for Department users, including Federal employees, contractors, and other system users.

I have read the HHS Rules of Behavior (HHS RB), version 2010-0002-0015, dated August 26, 2010 and understand and agree to comply with its provisions. I understand that violations of the HHS RB or information security policies and standards may lead to disciplinary action, up to and including termination of employment, removal or debarment from work on Federal contracts or projects, and/or revocation of access to Federal information, information systems, and/or facilities; and may also include criminal penalties and/or imprisonment. I understand that exceptions to the HHS RB must be authorized in advance in writing by the GPDV/CIO or his/her designee. I also understand that violations of laws, such as the Privacy Act of 1974, copyright law, and 18 USC 2071, which the HHS RB draws upon, can result in monetary fines and/or criminal charges that may result in imprisonment.

Identity Verification

I understand that the identity proofing services being requested are regulated by the Fair Credit Reporting Act and that my explicit consent is required to use these services. I understand that any special procedures established by CMS for identity proofing using Experian have been met and that services requested by CMS to Experian will be used solely to confirm the applicant’s identity to avoid fraudulent transactions in the applicant’s name.

I agree to the terms and conditions

[Checkbox]
Step 9: Confirm Your Information

Some fields will be pre-populated with information from your EIDM profile.

Confirm its accuracy; edit fields to correct errors.
Step 9: Confirm Your Information (cont.)

Enter your current or most recent home address, as it may be required for identity verification.

- Home Address Line 1:

Home Address Line 2:

- City:  - State:

- Zip Code: - Zip Code Extension: Country: USA

Enter your primary phone number, as it may be required for identity verification.

- Primary Phone Number:

[buttons: Cancel, Next]
Step 10: Verify Identity

As previously explained, identity proofing questions are pulled from the “soft-credit” inquiry done during EIDM registration.

“Out-of-Wallet” (OOW) questions are based upon information in your credit report.
Step 11: Verifying Identity Successful

Complete Step Up
You have successfully completed the Remote Identity Proofing process.
Step 12: Requesting Application
Access Successful

- Access may take a few minutes to process
- Log out of EIDM and log back in to view if it was successful
Log back into the CMS Enterprise Portal to see the Open Payments tab in the menu bar at the top of the screen.

It may take a few minutes for the Open Payments tab to appear.
Next Steps
What You Can Do Now

• Complete Phase 1 by:
  – Registering for your EIDM user ID and password
  – Requesting access to the Open Payments system via EIDM

• Review resources on the CMS Open Payments website: http://go.cms.gov/openpayments

• Register on CMS listserv to receive e-mail updates about the Open Payments program – go to http://go.cms.gov/openpayments and enter email address on the main page, in the "Email Updates" box
## 2014 Open Payments Timeline

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<td><strong>Detailed data published on public-facing CMS website</strong></td>
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<td>• Submission of corporate profile and aggregate data</td>
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<td><strong>Review, Dispute, and Corrections</strong></td>
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Resources Available

• CMS Open Payments website: http://go.cms.gov/openpayments
  – “Physician” and “Teaching Hospital” pages of the website
  – “Events” page: Open Payments technology-focused webinar recordings and materials, plus a schedule of upcoming webinars
  – “Program Registration” page: Supplemental materials, instruction documents, FAQs & other resources

• Open Payments Help Desk:
  – openpayments@cms.hhs.gov or 855-326-8366