

Open Payments System Quick Reference Guide

Enterprise Identity Management System (EIDM) Registration

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Overview

To gain electronic access to CMS protected information or systems, you must first have your identity verified. Therefore, Enterprise Identity Management system (EIDM) registration is the first step in the Open Payments registration process.

EIDM is an identity management and services system that (1) serves as an identity proofing tool to verify your identity; and (2) provides you with access to various CMS applications, including the Open Payments system. You will be able to set up your own login credentials (User ID and password) during the EIDM registration process. EIDM credentials allow login to the CMS Enterprise Portal and the ability to request access to various CMS applications, including the Open Payments system.

EIDM matches the information you provide to information pulled from the verification service provider, Experian. This information will **not** be stored in EIDM, and the data is only shared between you and Experian. Identity proofing does not affect your credit score. This soft credit inquiry is visible only to you and will appear on Experian credit reports as an inquiry made by CMS.

Step 1: EIDM New User Registration

1. Go to the CMS Enterprise Portal at <https://portal.cms.gov> and select “New User Registration.”
2. Accept the Terms and Conditions of the CMS Enterprise Portal page and then select “Next” to continue. Two Terms and Conditions sections of particular importance to read are:
 - Consent to monitoring; and
 - Collection of Personal Identifiable Information or PII.

“Consent to monitoring” means that you agree to allow CMS to monitor your activity and actions performed through CMS applications while logged into the CMS Enterprise Portal 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. Personal information collected will be used for the purpose of verifying your identity only.

3. Enter the following personal information on the “Your Information” page.
 - Name (First, Middle, Last, Suffix)

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- Home Address, City, State, Zip
- Primary Phone Number
- Email Address
- Social Security number (optional)
- Date of Birth

Select the “Next” button when all information has been entered.

Take care to enter your legal name, current home address, primary phone number, and email address correctly.

Please note that while entering your Social Security number is optional at this step of registration, when you request access to the Open Payments system (Step 2 described below) your Social Security number will be required. It is only used to verify your identity and will be discarded as soon as your identity verification is complete.

NOTE FOR INDIVIDUALS WITH FOREIGN ADDRESSES: Individuals with addresses outside of the United States can now enter their foreign address during registration. However, identity proofing will take place manually. Contact the Open Payments Help Desk at openpayments@cms.hhs.gov for assistance with this manual proofing process.

4. Enter an EIDM User ID and password per the guidance provided below. You will also be asked to select three challenge questions and provide answers in the open text fields next to the question fields. Select “Next” when finished.
 - Your EIDM User ID:
 - Must be a minimum of 8 and a maximum of 74 alphanumeric characters; and
 - Can contain the following: dashes (-), underscores (_), apostrophes ('), at signs (@), and periods (.).
 - Your EIDM password must:
 - Be changed at least every 60 days (EIDM will prompt for a password change when the 60-day deadline approaches);
 - Be a minimum of 8 and a maximum of 20 characters;
 - Be changed no more than once per day;
 - Contain at least one uppercase letter, one lowercase letter, and one number;
 - Not contain your User ID; and

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- Differ from your previous six passwords.
- 5. Once EIDM registration is completed, select “OK” to exit and return to the CMS Enterprise Portal landing page. After selecting “OK” you will receive an email confirmation message that contains your confirmed EIDM User ID and a link to the CMS Enterprise Portal. After successful EIDM registration, you may now move to Step 2, to request access to the Open Payments system.

Step 2: Request Access to the Open Payments System

1. Go to the CMS Enterprise Portal at <https://portal.cms.gov> and select “Login to CMS Secure Portal.”
2. Accept the Terms and Conditions of the CMS Enterprise Portal page and then select “Next” to continue.
3. Enter your EIDM User ID and password, and select “Login.”
4. Select “Request Access Now” under “Request Access.”
5. Search for the Open Payments application by typing it into the search box at the top of the page, or by scrolling down the page until you reach “Open Payments.” Select “Request Access” under the Open Payments application box.
6. Select the appropriate “System Description” and “Role” identifiers:
 - Under “System Description,” select “Open Payments.”
 - Under “Role,” select “Applicable Manufacturer, GPO, Physician, or Teaching Hospital.”
7. Review the identity verification on-screen notice and accept the terms and conditions of identity verification.
8. Confirm the on-screen information and verify your identity by answering the questions.
9. View on-screen confirmation message. Log out, wait a few minutes, and log back in to view the Open Payments application.

For assistance with failed identity proofing, contact the Open Payments Help Desk at openpayments@cms.hhs.gov or 1-855-326-8366, or Experian Proofing Support Services at 1-866-578-5409.

EIDM Account Inactivity

EIDM will lock your user account if no activity is reported in the account for 60 or more days. To unlock your account, please refer to Section 3.2 of the Open Payments User Guide. EIDM will automatically deactivate any user that has not logged in for 180 days or more. You can contact the Open Payments Help Desk at openpayments@cms.hhs.gov, or call 1-855-326-8366 to reinstate your account after 180 days of inactivity.

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Additional Resources

All registration resources can be found on the “Resources” page of the CMS Open Payments website at <http://www.cms.gov/OpenPayments/About/Resources.html>.