Overview

We are looking forward to having you join us on the Medicaid Enterprise Systems (MES) Reuse Repository Community hosted on the CMS zONE website! This is a secure site and does require a three-step process to access the content within it. The following instructions will guide you through the process, which includes:

Step1: Requesting Access to the Enterprise PortalStep 2: Requesting Access to the CMS zONE SystemStep 3: Requesting Access to the MES Reuse Repository Community

If, during this process, you have any problems please contact Bill Cheng <u>bcheng@mitre.org</u> or Dane Underwood <u>dunderwood@mitre.org</u>.

Please note that fields such as SSN and Home Address are optional and may be left blank.

STEP 1 – Requesting Access to the Enterprise Portal

(Note: Please skip this step if you already have access to the Enterprise Identity Management Service at CMS.)

A. Navigate to the CMS Web Portal

1. From your web browser enter the following URL for the CMS Enterprise Portal.

CMS Web Portal: <u>https://portal.cms.gov</u>

2. Click the "**New User Registration**" (below the Login button on the right side of the page) and complete the necessary steps for new account registration.



B. Terms and Conditions	CMS Potsi > New User Registration		
You will be prompted to accept the Terms and Conditions.	<text><text><text><section-header><text><section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header></text></section-header></text></text></text>		
 C. Your Information NOTE: There will be two pages of questions and several fields are Optional, such as SSN #, DOB and Home Address DOB is not a validated field Where prompted for Home Address and phone number, simply use your office information. 			
D. Registration Completion Your request for an Enterprise ID has now been submitted. It may take up to three days to be approved after which you will receive an email notifying you that your account has been created. At this point you can proceed to Step 2.	CIS Portal > New User Registration CIS Portal > New User Registration Stream reader mode Off Accessibility Settings		
STEP 2 – Requesting Access to zONE			

A. Initiate Login to CMS Portal Once you have received confirmation of your Portal/EIDM account, Login to the portal with your credentials (<u>https://portal.cms.gov</u>) by using the Login button on the home page of the CMS secure portal.	CMS Secure Portal To log into the CMS Portal a CMS user account is required. Login to CMS Secure Portal Forgot User ID? Forgot Password? New User Registration				
<i>B. Terms and Conditions</i> You will be prompted to accept the Terms and Conditions .	Det No 0934-1236 [Epiration Dake: 44002917] Pagemoth: Reduction Act Via 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 meals attached to this network are to a computer and this information system, sponded for U.S. Government authorage Unauthorized or improper use of this system may result in disciplinary action, as well as ovil 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 of data transiting or stored on this information system. Ad using this information system, you understand and consent to the biolowing: You have no reasonable expectation of privacy regarding any communication of data transiting or stored on this information system. Ad using this: Ary communication or data transiting or stored on this information system. Ary communication or data transiting or stored on this information system. To continue, you must accept the terms and conditions: Erycu decline, your login will automatically be cancelled. Integrat Decline				
<i>C. Login to CMS Portal</i> You will then be prompted for your User ID and Password .	Welcome to CMS Enterprise Portal User ID Password Cancel EcoceLassocc2 E				
<i>D. Request CMS zONE Access</i> <i>Once logged in, click on "Request Access Now" on the right.</i>	Request Access Use the link below to request access to Systems/Applications Request Access Now				

E. Select System and Role	ana ang ang ang ang ang ang ang ang ang
 Find the zONE system in the list of systems (at the bottom), and click "Request Access." Choose the role of zONE End User and the Org Type that is most appropriate (States for State users and Third Party User for Federal Partners), input the required information, and submit the form. 	My Access Request New System Access Vew and Manage My Access Vew and Manage My Access Sectors Sectors Provide and Manage My Sectors Sectors Sectors Sectors Depending on your Level of Assurance (LOA) and the role that you request access to, to satisfy system security requirement you for the action Automatication (MFA) or change your password the next time you login to a distributional information as part of the role request process. If applicable, please note that you request cannot be fulfilled until Automatication (MFA) is established. * System Description: * Role: * System Second
 F. Select Organization Type Choose the Org Type that is most appropriate: States for State and Local/County Government Users Third Party User for Federal Partners Input the required information and submit the form. 	Specific or since Level of Assurance (LOA) and the risk that you request access is, its statify system security requirements you rays used to complete Statigging the result of the r
<i>G. Enter Role Data and Submit</i> <i>Choose the role of zONE End User.</i>	Provide your street of street of the stre
H. Request Acknowledgement Your request to access to zONE has now been submitted and should be approved within 1 business day. Once approved, you will receive an email from <u>donotreply@cms.hhs.gov</u> . Once you receive an email proceed to Step 3.	Request Acknowledgement. Your request to access 2CNE using the zCNE End User role has been successfully submitted. Your request of is



<i>C. Join the MES Reuse Repository</i> <i>Community</i> <i>Click the green 'Join' button to join the</i> <i>community.</i>	CMS2ONE 101 Issuer Community - Private Web Broker Community SBM Media Resource Library Conline Resource Library Conline Resource Library for Assisters Pilot ZONE Community Managers ZONE Community Managers ZONE Troubleshooting State Health and Human Services Integration CMS FDSH Services Repository Workforce Data: A Pilot SSNRI States Community SSNRI Federal Partners VDC 2.0 Medicaid Enterprise Systems Reuse Repository More Community Description Crested On: 11/21/16 Community Description Crested On: 11/21/16 Community Description Crested On: 11/21/16 Community Description Construction of H Construction Construction of H Construction Construction			
<i>C. Enter Reason for Request</i> You will be prompted for a reason for your request ; a brief answer explaining your role is sufficient.				
D. Request Confirmation You will then see a green bar indicating your request was submitted. You should then receive a confirmation of your access to the community within one business day.				
Now That You Have CMS zONE Access	;			
Now that you have received your email confirming access to the Medicaid Enterprise Systems Reuse Repository Community, it's time to start exploring! Don't forget to bookmark the site found at this link:				

https://zone.cms.gov/community/medicaid-enterprise-systems-reuse-repository

Frequently Asked Questions				
Q: I get the following error when I try to access this site.	The second processes of the second s	$\beta : k \in [\Downarrow$ title functions of	The sector of th	
A: If you receive this error, close the tab you are on and open the site from a new tab. There are time out restrictions due to the security of the system which require old sessions to be completely closed.				the and the second seco
Q: Who can I contact if I am having trouble accessing this site?				
A: If you need assistance, please contact <u>bcheng@mitre.org</u> or <u>dunderwood@mitre.org</u> .				