

# Register as a New User in EIDM (Enterprise Identity Management System)

# EIDM Registration

- An EIDM account must be created to access QARM, CROWNWeb and QIP 2.0.
- Creating your EIDM account allows you to choose the user name and password used for the systems above



# Create an EIDM Account

1. Go to <http://Portal.CMS.gov>

The screenshot shows the CMS.gov Enterprise Portal homepage. The browser address bar displays <https://portal.cms.gov/wps/portal/unauthportal/home/>. The page features a navigation menu with links for Home, About CMS, Newsroom, Help & FAQs, Email, and Print. A search bar is located in the top right corner. The main content area includes a banner for the Medicare Shared Savings Program, a CMS Secure Portal login section, and a section titled "CMS Provides Health Coverage for 100 Million People...".

**Medicare Shared Savings Program**

The Medicare Shared Savings Program portlet offers Accountable Care Organizations access to program information, including ACO-specific reports and other programmatic information.

ACO Information Center  
1-888-734-6433 (Option 2), TTY/TDD: 1-888-734-6563  
[APOSID@cms.hhs.gov](mailto:APOSID@cms.hhs.gov)

**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](#)

**Get E-Mail Alerts**

[Get Email Updates](#)

Already a subscriber?  
[Manage Your Subscriptions](#)  
[Privacy Policy](#)

**CMS News**

[Interactive Tool Allows Easier Access Data on Physicians](#)  
[Historic release of data delivers unprecedented transparency on the medical services physicians provide and how much they are paid](#)  
[Next steps in Medicare data transparency](#)  
[Increasing Transparency in Health Care with Open Payments](#)

**CMS Provides Health Coverage for 100 Million People...**

...through Medicare, Medicaid, and the Children's Health Insurance Program. And with health insurance reforms and health care exchanges, we are improving health care and ensuring coverage for all Americans.

[Learn more about how CMS is implementing the Affordable Care Act](#)

**Medicare.gov** Information for people with Medicare, Medicare open enrollment, and benefits.

**InsureKidsNow.gov** Information for children up to the age of 19 in need of health care coverage.

**HealthCare.gov** Information to take health care into your own hands, explore insurance coverage options and learn how the Affordable Care Act impacts you.


**Medicaid.gov** Federal Policy Guidance on the Medicaid & CHIP program.



## 2. Select New User Registration

### 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](#)



### 3. Agree to terms and conditions and click **Next**

The screenshot shows the CMS.gov Enterprise Portal registration page. The page title is "CMS.gov Enterprise Portal" and the subtitle is "Centers for Medicare & Medicaid Services". The page is for "New User Registration". The "Terms and Conditions" section is visible, with a checkbox labeled "I agree to the terms and conditions" which is checked. Below the checkbox are two buttons: "Cancel" and "Next". The "Next" button is highlighted with an orange box.

This is a close-up of the registration form. It shows the "I agree to the terms and conditions" checkbox checked. Below the checkbox are two buttons: "Cancel" and "Next". The "Next" button is highlighted with an orange box.



## 4. Enter Your Information

**Your Information**

Enter your legal first name and last name, as it may be required for Identity Verification.

\* First Name:  Middle Name:

\* Last Name:  Suffix:

Enter your E-mail address, as it will be used for account related communications.

\* E-mail Address:

Re-enter your E-mail address.

\* Confirm E-mail Address:

Enter your full 9 digit social security number, as it may be required for Identity Verification.

Social Security Number:

Enter your date of birth in MM/DD/YYYY format, as it may be required for Identity Verification.

\* Date of Birth:

U.S. Home Address  Foreign address

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:

Email Address provided will be used for communications regarding your account

Do not use facility address. Use current/home address



## 5. Choose User ID and Password and set up Challenge Questions/Answers. Select **NEXT**

Choose User ID and Password [Create User](#) Choose User ID and Password

### Choose User ID And Password

\* User ID:

\* Password:

\* Confirm Password:

**Select your Challenge Questions and Answers:**

Your challenge questions and answers will be required for password and account management

* Question:1 <input type="text" value="Type a significant date in your life?"/>	* Answer:1 <input type="text" value="01-01-2016"/>
* Question:2 <input type="text" value="What was your favorite toy when you were a child?"/>	* Answer:2 <input type="text" value="Transformer"/>
* Question:3 <input type="text" value="What is your favorite cuisine?"/>	* Answer:3 <input type="text" value="Greek"/>

- Recommendation is to use email address for User ID
- Do NOT use shared email address as your User ID

**Make sure you know the answers to these questions for future reference:**  
Did you use a dash '-', a forward slash '/' or parenthesis '(')' for any of your answers?  
Did you use a space or no space?  
Where did you use upper or lower case?

- Do NOT forget the answers to your challenge questions. They are needed for password resets and other account management tasks. Pay special attention to format and case used..



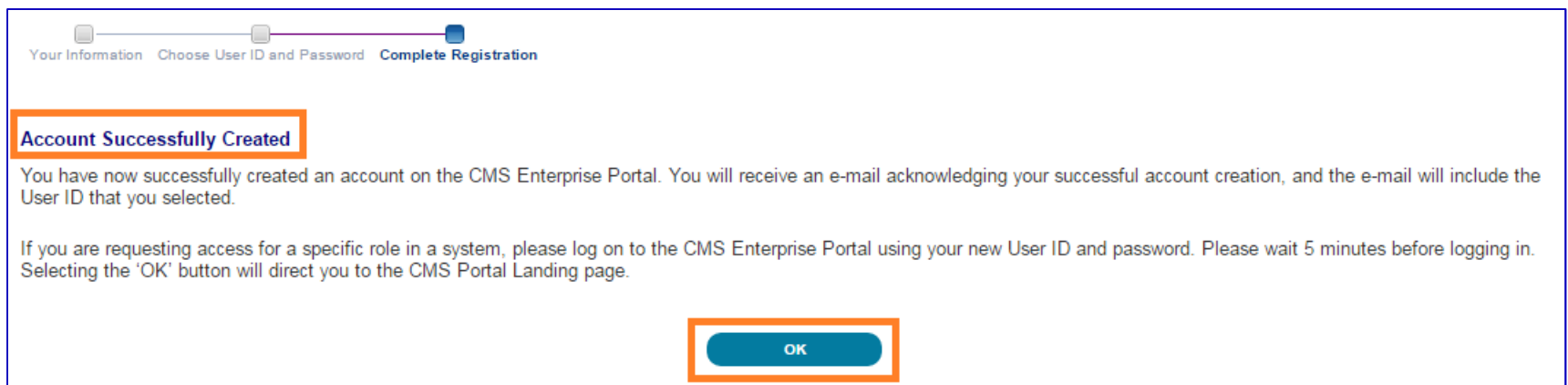
# Password Requirements

- Password must be minimum of 8 and maximum of 20 characters
- Must contain 1 letter and 1 number
- Must contain 1 upper case and 1 lower case letter
- Must contain special character (cannot use ? < > ( ) ' " / \ &
- Cannot contain your user ID
- Must be different from previous passwords used
- Must be changed every 60 days





## 6. Screen changes to show confirmation your **Account was Successfully Created\***: Click **OK**



The screenshot shows a registration progress bar at the top with three steps: 'Your Information', 'Choose User ID and Password', and 'Complete Registration'. The 'Complete Registration' step is highlighted with a blue square. Below the progress bar, the text 'Account Successfully Created' is enclosed in an orange box. The main text reads: 'You have now successfully created an account on the CMS Enterprise Portal. You will receive an e-mail acknowledging your successful account creation, and the e-mail will include the User ID that you selected.' Below this, a smaller line of text states: 'If you are requesting access for a specific role in a system, please log on to the CMS Enterprise Portal using your new User ID and password. Please wait 5 minutes before logging in. Selecting the 'OK' button will direct you to the CMS Portal Landing page.' At the bottom center, there is a blue 'OK' button with a white border, also highlighted with an orange box.

\*User will also receive confirmation email that their EIDM account was created successfully.



# Email example:

From:  donotreply@cms.gov Sent: 1  
To:  User, Fake  
Cc:  
Subject: Enterprise Identity Management System (EIDM) Account Registration

Dear Fake User

Thank you for registering. The User ID that you have chosen is fake.user@madeupfacility.org. 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.

If you are accessing CMS Portal using the Internet link "portal.cms.gov", please use the link below:

<https://portal.cms.gov>

If you are accessing CMS Portal using the link "portal.cms.cmsnet", please use the link below:

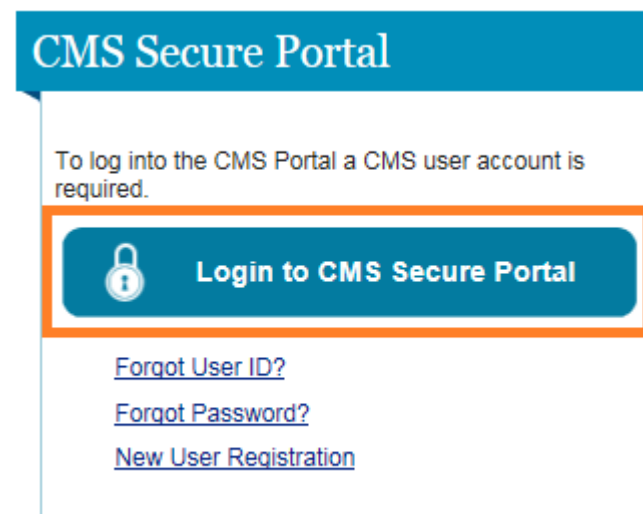
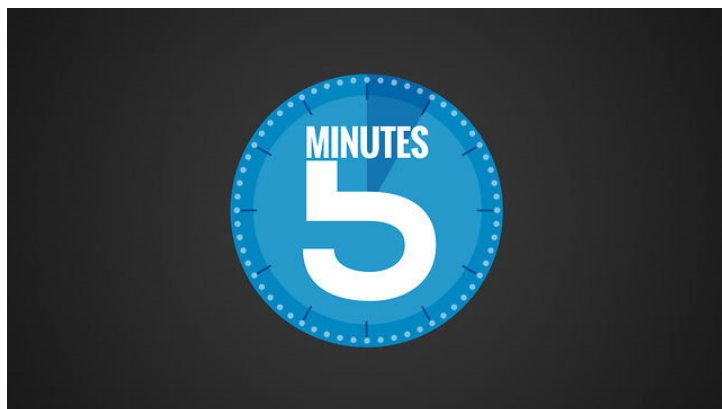
<https://portal.cms.cmsnet>

Thank you,  
CMS Enterprise Identity Management System

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



7. Wait 5 minutes then you are done. You can return to the CMS Secure Portal and sign up for QARM access at <http://portal.CMS.gov>



# Technical Issues

- For any technical issues when registering, contact the QualityNet Help Desk
  - 1-866-288-8912 or
  - [Qnetsupport-esrd@hcqis.org](mailto:Qnetsupport-esrd@hcqis.org)

Do NOT email PHI/PII



# Resources

## **MyCROWNWeb.org** ([www.myCROWNWeb.org](http://www.myCROWNWeb.org))

- EIDM/QARM Training and Quick Start Guide
  - <http://mycrownweb.org/education/eidmqarm-training/>
- **QualityNet Help Desk** (Do NOT email PHI/PII)
  - [Qnetsupport-esrd@hcqis.org](mailto:Qnetsupport-esrd@hcqis.org) or
  - 1-866-288-8912
- **Northwest Renal Network**
  - (206) 935-3994

