

# EIDM: Connexion Registration Quick Reference Guide

**Paperless • Interactive • Secure**

Connexion registration is now open for those who bid in Round 1 2017.

Contract offers and other correspondence for Round 1 2017 will only be communicated through Connexion - the secure, online portal for the competitive bidding program. These items will not be mailed. In order to respond to contract offers and receive correspondence, authorized officials (AOs) and backup authorized officials (BAOs) must be registered in the Centers for Medicare & Medicaid Services' (CMS') Enterprise Identity Management (EIDM) system and add Connexion to their EIDM access. End users (EUs) will not have access to contracting information, but will be able to view and complete forms once contracts are fully executed.

Note: If you previously registered for Connexion for Round 2 Recompete or the national mail-order recompete, you do not need to also register for Round 1 2017. You will use your existing user ID and password to log into Connexion.

## Connexion Registration Instructions:

1. Go to the Connexion page on the [CBIC website](#).
2. Click on the **Access Connexion** button.
3. Click the **Login to CMS Secure Portal** button on the right side of the page.
4. Accept the terms and conditions.
5. Enter your EIDM user ID and click **Next**. **If you do not already have an EIDM account, you must click on the "New User Registration" link to complete EIDM registration before you can request access to Connexion.**
6. Enter your password and click **Log In**.
7. Click on the **Request Access Now** button to locate the Connexion application in the Access Catalog.
8. Click on the **Request Access** button for the Connexion application.
9. Select your role (Connexion authorized official (AO), Connexion backup authorized official (BAO), or Connexion end user (EU)).
10. Complete **Identity Verification** by agreeing to the terms and conditions, entering your information, and answering a series of questions.
11. Review instructions regarding multi-factor authentication (MFA) and select one of the choices provided: **Add MFA**, **Skip MFA**, or **Cancel**. (See **"Multi-Factor Authentication"** below for more information).
12. Complete required information on the **Request New Application Access** page.
13. Enter a Provider Transaction Access Number (PTAN) that you provided on your Round 1 2017 bid(s) in DBidS. (Note: You can use any PTAN that you included on your bid(s) for Round 1 2017.)
14. Submit application request once information is reviewed for accuracy.
15. If you are the AO, you will receive an e-mail confirming that you now have access to Connexion. If you are the BAO or EU, you will receive an e-mail confirming that you have access to Connexion only after the AO has approved your request to add Connexion.

- continued pg. 2 -



## Identity Verification

Identity verification is a new step for EIDM users to protect their privacy. CMS is committed to ensuring the security and confidentiality of your personal information. CMS requests only personal information needed to verify your identity. This verification process will not affect your credit score and you will not incur any charges. You must complete this section in EIDM before you can add Connexion to your access. You are only required to complete this section the first time you register.

## Multi-Factor Authentication

Multi-factor authentication (MFA) adds an extra layer of protection to your user ID and password by adding a security code. You have the option to associate the security code to your profile by registering your phone, computer, or e-mail. You will only be prompted to add MFA once. However, you may add MFA at any time by accessing the **My Profile** link from the **Welcome Menu** at the top right corner of the Connexion page.

## Registration Checklist:

- Ensure your enrollment information on file with the National Supplier Clearinghouse (NSC) and the Provider Enrollment, Chain, and Ownership System (PECOS) is up-to-date and correct. For example, information the AO and BAO(s) provide during registration must match exactly with enrollment records:
  - Legal business name
  - PTAN
  - Social Security number
- The AO must be the first person in the organization to register in EIDM. After an AO completes registration, other individuals listed as an AO on the CMS-855S in PECOS may register as BAOs.
- For the AO and BAOs to register, the name and Social Security number entered in EIDM must match exactly with what is recorded on the CMS-855S and on file in PECOS. Individuals not listed as an AO on the CMS-855S and in PECOS may only register to serve as EUs.
- The AO must approve a BAO's and EU's request to register.
- Make sure the e-mail address you enter into EIDM is correct and is working at the time of registration.
- Add donotreply@cms.gov and @dmecompetitivebid.com to your address book so these e-mails do not go to your spam, blocked, or junk mail folder. If your e-mail settings are administered by your business organization, please ask your technical department to add this address to your safe sender list.
- Prepare your computer by:
  - Ensuring screen resolution is set to a minimum of 800X600 based upon the CMS design.
  - Using Internet Explorer version 8.0 through 10.0, except for IE 10-Metro.
  - Avoiding using mobile devices such as tablets or iPhones. EIDM does not support these devices.
  - Verifying that the latest version of JAVA and ActiveX is installed on your personal computer.
  - Disabling pop-up blockers prior to attempting to access the CMS Enterprise Portal.
  - Avoiding the use of Windows XP. EIDM does not support this version.
- Sign up to receive e-mail updates and announcements on the CBIC website by selecting *E-mail Updates* on the CBIC home page.