

CMS Enterprise Identity Management

**EIDM**

**Reference Guide**

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## Introduction

The Enterprise Identity Management (EIDM) Reference Guide provides step-by-step instructions on how to register to submit a bid for the Durable Medical Equipment, Prosthetics, Orthotics, and Supplies (DMEPOS) Competitive Bidding Program. DMEPOS suppliers must first register in EIDM for a user ID and password before they are able to access the DMEPOS Bidding System (DBidS). If you already have an EIDM account and/or registered in Round 2 Recompete (R2RC) or national mail-order recompete (NMORC), you do not need to re-register but when registration opens for Round 1 2017, you must add access to the DBidS application. Please note that DBidS is not available until the bid window has opened.

The guide provides instructions on:

- A. EIDM access
- B. New User Registration
- C. Approving/Rejecting User Requests
- D. Updating Your Organization's Access
- E. Updating Your Contact Information
- F. Removing a Role From Your Access
- G. Modifying Your Current EIDM Access to Add the DBidS Application

## What you need to do to register:

If you...

- registered in R2RC and/or the NMORC, then your data has migrated to EIDM. You do not have to register again for a user ID and password in EIDM. However, when you first log into EIDM with your existing Individual Access to CMS Computer Systems (IACS) user ID and password, you will be required to:
  - reset your password and complete new security questions,
  - update any missing information in your profile,
  - add access to the DBidS application when registration opens for Round 1 2017,
  - select your role (authorized official (AO), backup authorized official (BAO) or end user (EU)), and
  - enter a Provider Transaction Access Number (PTAN).
- did not register in R2RC and/or the NMORC and do not already have an EIDM account, then when registration opens for Round 1 2017 you will be required to:
  - register in EIDM to receive a user ID and password,
  - add access to the DBidS application,
  - select your role (AO, BAO, or EU), and
  - enter a PTAN

- already have an EIDM account (such as for myCGS, The SPOT-FCSO, PS&R, Novitasphere, HPG/HETS, etc.), when registration opens for Round 1 2017 you will be required to:
  - log into EIDM with your user ID and password,
  - add access to the DBidS application,
  - select your role (AO, BAO, or EU), and
  - enter a PTAN.

## Prior to registering in EIDM:

Please ensure you have completed the following steps:

- Choose one (1) AO listed on your CMS-855S enrollment application to act as your AO for bidding. The AO's role is instrumental and must remain active to prevent the organization's other users from losing access to the bidding system. Your company may have multiple individuals listed as the AOs on the CMS-855S enrollment application. However, for EIDM DMEPOS registration purposes, only one AO may register for the Competitive Bidding Program. Other AOs listed on the enrollment form may act as BAOs in EIDM. BAOs have many of the same capabilities in registration as an AO. If there is only one AO listed on the CMS-855S form, we strongly encourage you to add one or more to serve as BAOs in order to avoid disruption in the bidding process should the AO leave the organization or become unavailable during the bid window. Please note that only individuals who meet the definition of an AO may be added to your CMS-855S enrollment application as an AO. For more information about adding an AO to your CMS-855S enrollment application, please visit the National Supplier Clearinghouse's (NSC) website at [www.palmettoqba.com/nsc](http://www.palmettoqba.com/nsc) or contact the NSC at 866-238-9652.

Make sure that information on file with the NSC and in the Provider Enrollment, Chain and Ownership System (PECOS) is correct and current. In addition to your organization's billing number or Provider Transaction Access Number (PTAN), the Social Security Number (SSN) and last names of the AO and BAOs must match exactly with what is on your organization's enrollment application in order to successfully register in EIDM. If you need to change or correct this information, you may find change-of-information assistance and forms on the NSC website.

- Determine which PTAN to use for registration. Primary members of a network only register ONE time. If the primary network member wants to submit an individual bid for a competitive bidding area (CBA) and product category combination that is separate from the network's bid(s), the primary member should still register ONE time with ONE PTAN and then **modify his or her access** by adding a role to add another PTAN: one for the network bid and another for the individual bid. Go to page 49 for instructions. However, members of a network (who are not the primary network member) who are submitting a bid(s) for a CBA and product category combination separate from the network bid(s) will need to register to submit their separate bid.
- Companies that are commonly owned and/or commonly controlled should register only ONE time and submit ONE bid application that includes all locations that provide the product category in the CBA. All locations that provide items in a product category to beneficiaries in a CBA must be included on the bid application. Regulations do not allow commonly owned or commonly controlled companies to bid against themselves. However, if your organization has commonly owned or commonly controlled entities that are bidding on different product categories in the same CBA or the same product category in different CBAs, you have the option to register a different PTAN for each bid. Go to page 49 for instructions. Remember, commonly owned or commonly controlled bidders cannot bid for the same product category in the same CBA. For definitions of commonly owned or controlled companies, see **Definitions** on page 7.

- Make sure the e-mail address you enter into EIDM is correct and is working at the time of registration. It is important that you enter the correct e-mail address as important e-mails will be sent during registration and bidding that contains critical information. Please add donotreply@cms.gov and @dmecompetitivebid.com to your address book or whitelist 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 whitelist.
- Prepare your computer by:
  - Ensuring screen resolution is set to a minimum of 800X600 based upon the Centers for Medicare & Medicaid Service's (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 PC.
  - 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.

## Role Definitions

### Authorized Official (AO)

To register as an AO in EIDM, you must be listed as an AO on the CMS-855S enrollment application. In addition, the organization must have a unique and active PTAN assigned by the NSC.

The AO is the person who can register an organization in EIDM and update the organization's access information in EIDM.

- For EIDM DMEPOS registration purposes, there can be only **ONE** AO for an organization. Each organization is identified by the PTAN entered by the AO. The AO is trusted by CMS to approve or reject the request for backup authorized officials (BAOs) and end users (EUs) to access and enter data in DBidS.
- The instructions for approving or rejecting requests for access are found in **Section B – Approving/Rejecting User Requests**. The AO's role is instrumental and must remain active to prevent all other users for the organization from losing access to the bidding system.
- The AO is accountable and responsible for the actions of those he or she approves and adds to the organization, allowing them to view or submit bid data.
- The registered AO is trusted to perform business for a DMEPOS organization. The AO must also update the organization's enrollment file if a registered AO or BAO leaves the organization. The AO (and/or the BAO) can approve Form A and certify Form B(s) in DBidS.

### Backup Authorized Official (BAO)

To register as a BAO, you must be listed as an AO on the CMS-855S enrollment application. If there is only one AO listed on the CMS-855S application, we strongly encourage you to add one or more to serve as BAOs in order to avoid disruption in the bidding process should the AO leave the organization or become unavailable during the bid window. For EIDM DMEPOS registration purposes, there can be one or more BAOs in an organization. A BAO performs many of the same functions as an AO for an organization.

- A registered BAO is trusted to perform business for a DMEPOS organization.
- A BAO has the authority to approve or reject an EU's request to be included on the company's registration access and access the company's bid to enter and view data.
- A BAO can approve Form A and certify Form B(s) in DBidS.
- A BAO must update the organization's registration access if the registered AO leaves the company.
- A BAO may associate to more than one organization (bidding entity) as long as each organization has the same AO and when the AO has registered more than one PTAN in EIDM (see network and common ownership and common control exception on page 51). Each organization is identified by the PTAN entered by the AO.

### End User (EU)

An EU has limited capabilities. An EU does not have to be identified on the CMS-855S enrollment application, but may be someone whom the organization trusts to conduct company business and enter bid information once bidding opens. An EU may associate to more than one

organization (bidding entity) as long as each organization has the same AO and when the AO has registered more than one PTAN in EIDM. Each organization is identified by a PTAN entered by the AO. An EU cannot approve Form A or certify Form B (this function must be done by the AO or BAO). There may be multiple EUs, but only one EU at a time may be in DBidS entering data on the same form (Form A or Form B).

**Tip:** Helpful information is displayed in two ways: 1) a pop-up when you click in a field, and 2) an iHelp box on the right side of the screen.

## Definitions

**Common Ownership** – Commonly owned suppliers are those where one or more suppliers has an ownership interest totaling at least five percent in the other(s). The term “ownership interest” is defined as “the possession of equity in the capital, stock, or profits of another supplier.”

**Commonly Controlled** – Commonly controlled suppliers are those where one or more of the supplier’s owners is also an officer, director, or partner in another supplier.

**DMEPOS Bidding System (DBidS)** – In EIDM, this represents the community for suppliers submitting a bid for the DMEPOS Competitive Bidding Program. DBidS is also the name of the online bid submission system for the DMEPOS Competitive Bidding Program.

**Organization** – A bidding entity such as an individual or a company.

**Profile** – EIDM account information which contains your name, date of birth, home address, phone number, e-mail address, city, state, and ZIP code.

**Access** – Information provided by the bidding supplier about the organization.

**Add role** – Associate, join or connect a user (BAO or EU) or PTAN of an organization to its access.

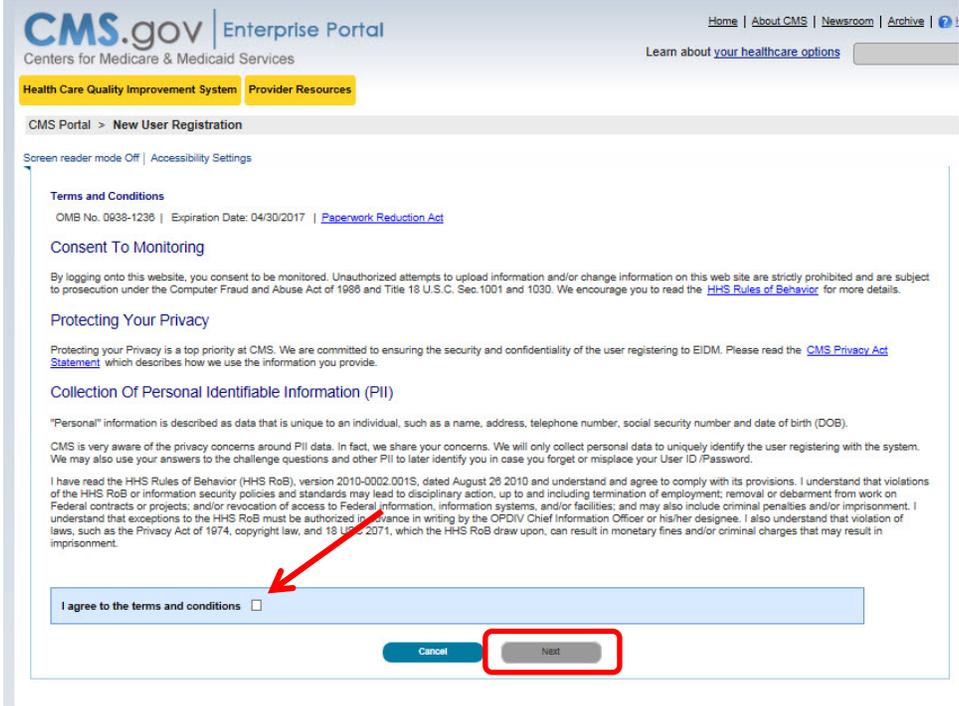
**Remove role** – Disassociate, remove or detach a user’s access or PTAN from an organization.

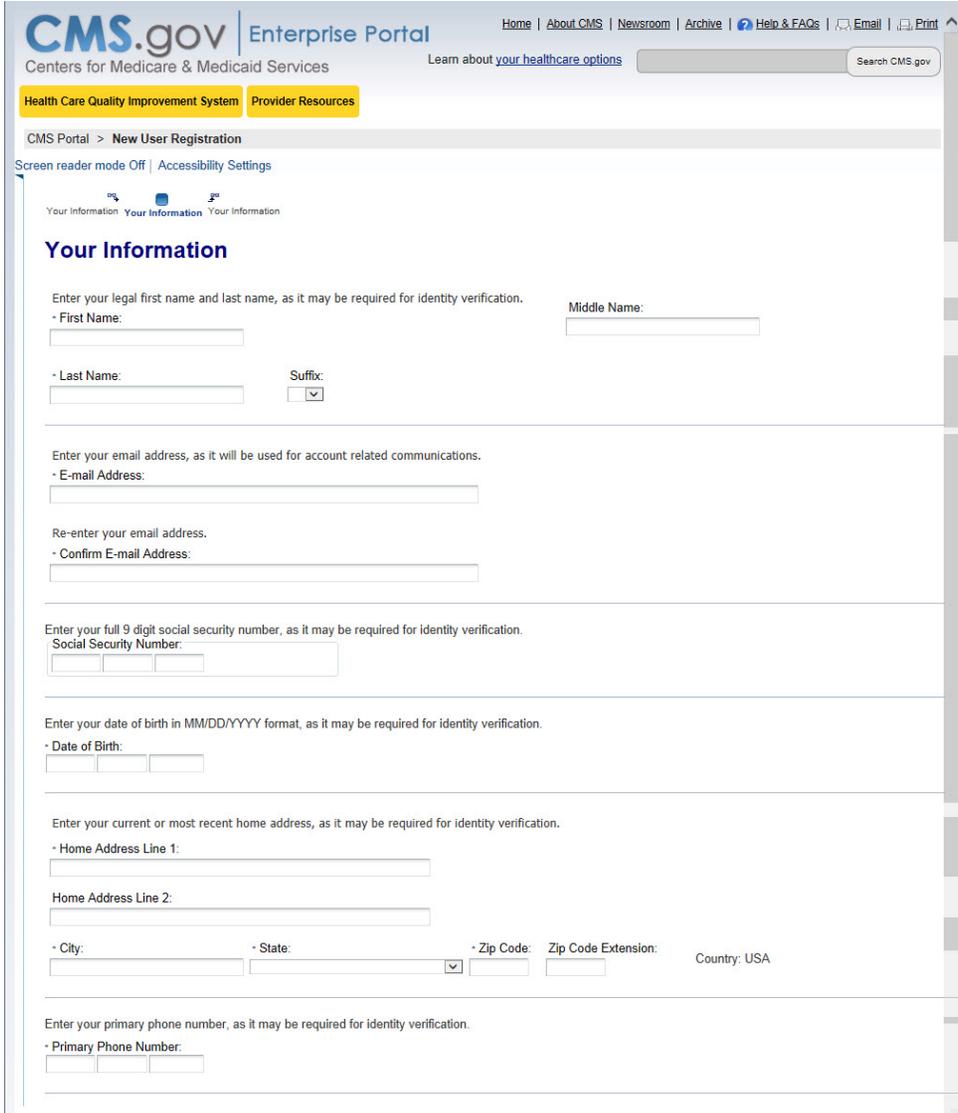
## A. New User Registration

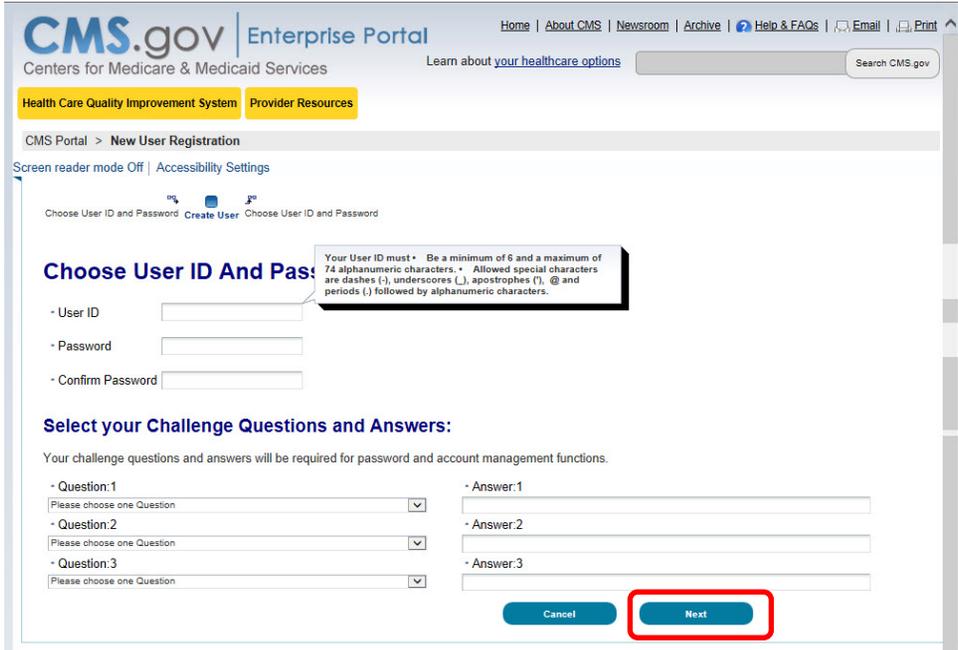
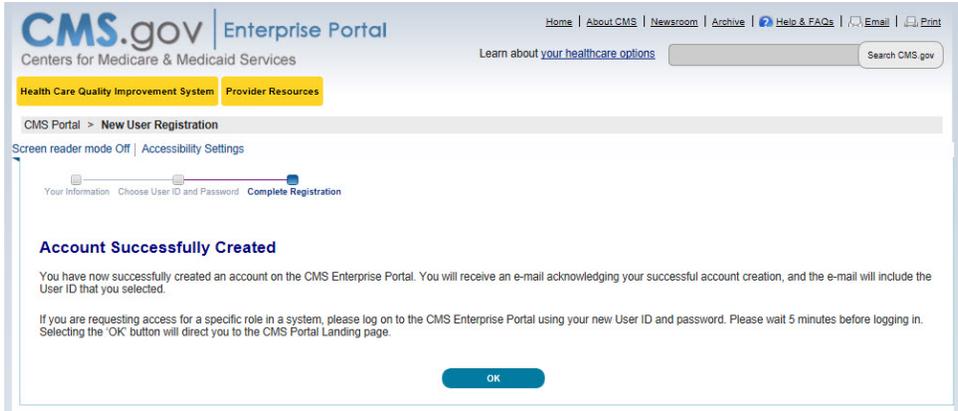
**Note:** If you previously registered for and received an IACS user ID and password during Round 2 Recompete and/or national mail-order recompete:

- You do not have to register for an EIDM user ID and password. Log into EIDM with your IACS user ID and password. When Round 1 2017 registration opens, proceed to page 43 to request access to DBidS and establish a role (AO, BAO, or EU).
- The first time you log into EIDM you will be prompted to reset your security questions.

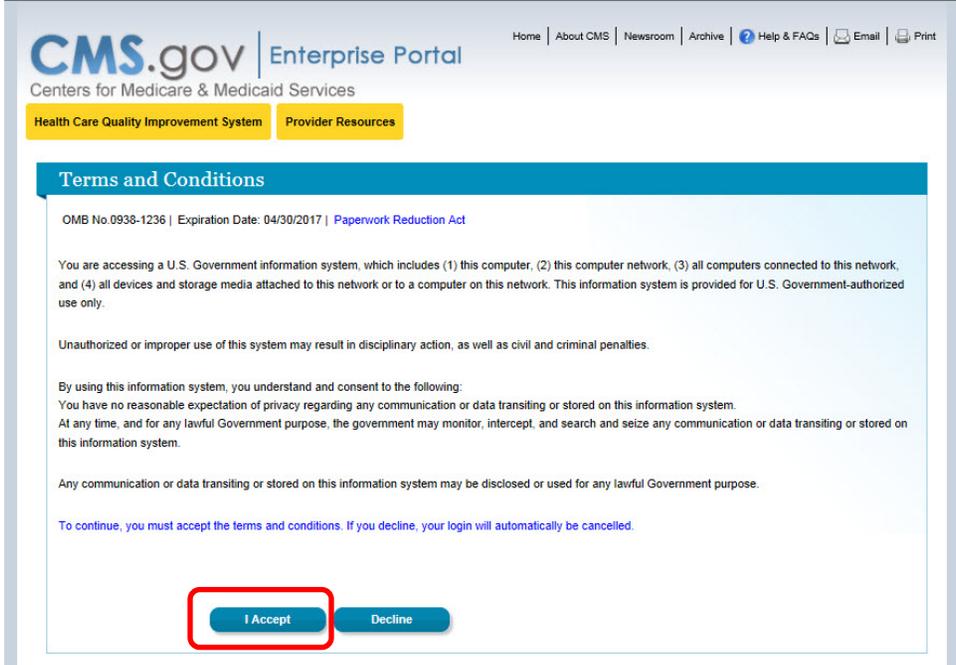
Step	Action	Screen Displayed
1	<p>Go to the CBIC website at <a href="http://www.dmecompetitivebid.com">www.dmecompetitivebid.com</a>.</p> <p>Click <b>Round 1 2017</b>.</p> <p>Go to <b>Bidding Suppliers</b> and then <b>Registration</b>.</p> <p>Click <b>Register Now</b>.</p>	
2	<p>On the CMS Enterprise Portal (EIDM) page, click the <b>New User Registration</b> link under <b>CMS Secure Portal</b>.</p>	 <p>The screenshots illustrate the user interface for the CMS Enterprise Portal. The first image shows the main portal page with a navigation bar containing links for CMS Enterprise Portal, MMSIS, Medicare Shared Savings Program, Physician Value, ASP, Open Payments, CPE, and Innovation Center. The second image shows the 'CMS Secure Portal' login screen, which includes a 'Login to CMS Secure Portal' button and links for 'Forgot User ID?', 'Forgot Password?', and 'New User Registration' (circled in red). A third, smaller screenshot on the right shows a similar view of the 'New User Registration' link circled in red.</p>

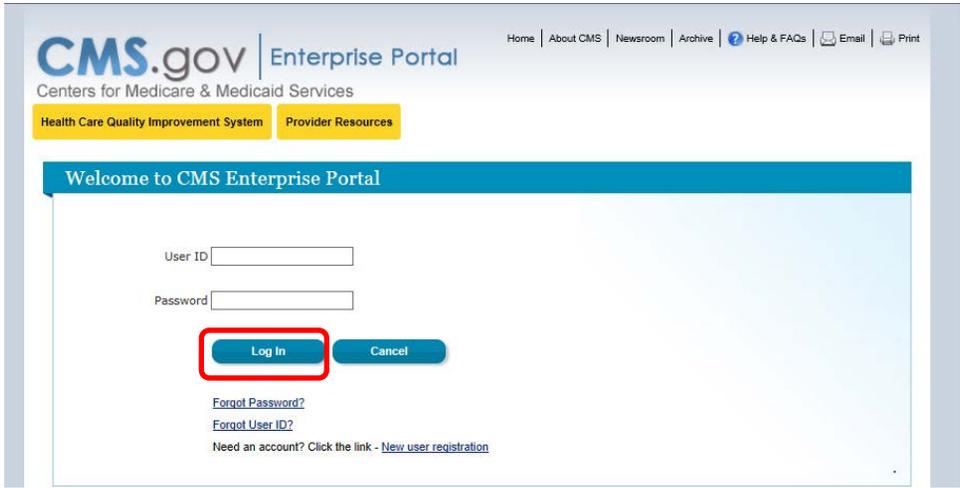
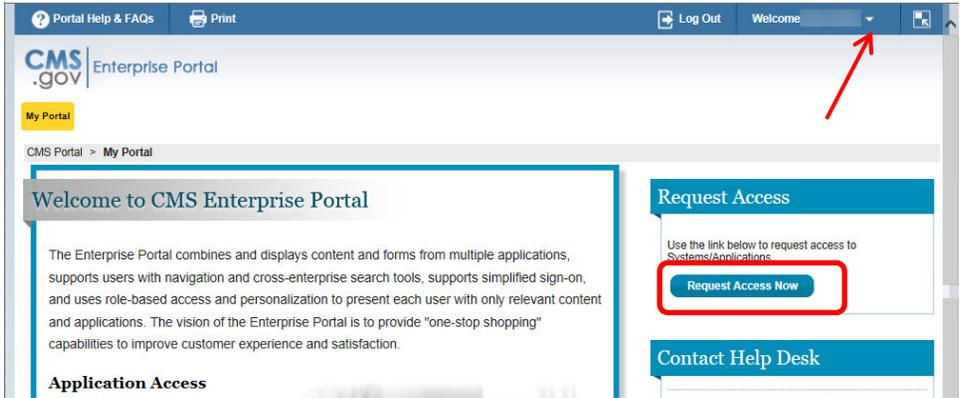
Step	Action	Screen Displayed
3	<p>Read the <b>Terms and Conditions</b>.</p> <p>Click the check box next to <b>I agree to the terms and conditions</b> if in agreement.</p> <p>Click <b>Next</b>.</p>	 <p>The screenshot shows the CMS.gov Enterprise Portal for New User Registration. The page includes the following sections:</p> <ul style="list-style-type: none"> <li><b>Terms and Conditions:</b> OMB No. 0938-1236   Expiration Date: 04/30/2017   <a href="#">Paperwork Reduction Act</a></li> <li><b>Consent To Monitoring:</b> 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 <a href="#">HHS Rules of Behavior</a> for more details.</li> <li><b>Protecting Your Privacy:</b> 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 <a href="#">CMS Privacy Act Statement</a> which describes how we use the information you provide.</li> <li><b>Collection Of Personal Identifiable Information (PII):</b> "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.</li> </ul> <p>A red arrow points to the checkbox next to the text "I agree to the terms and conditions". The "Next" button is highlighted with a red rectangle.</p>

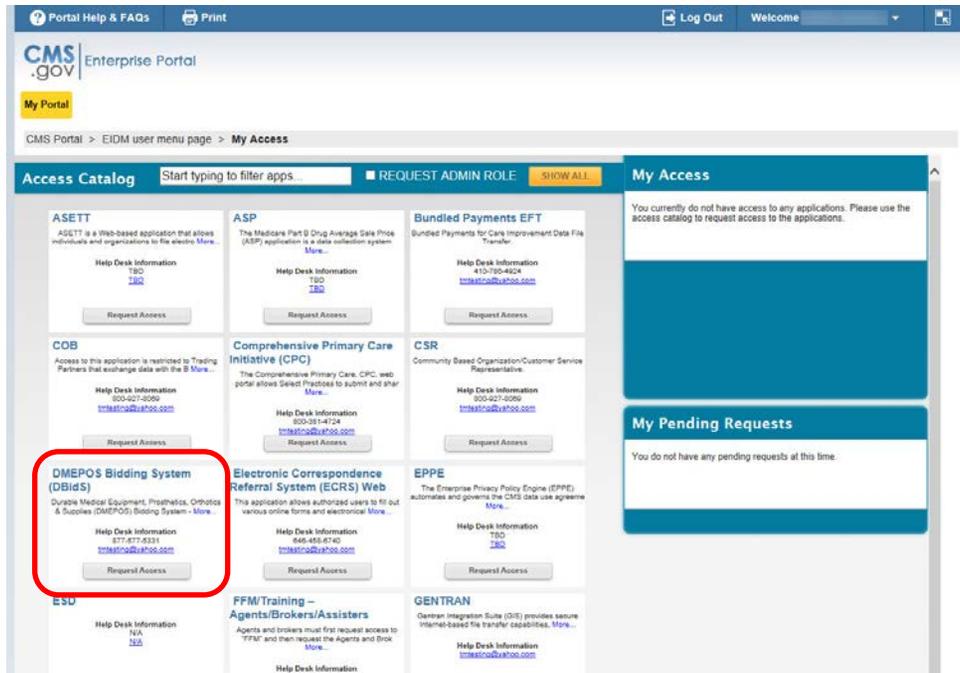
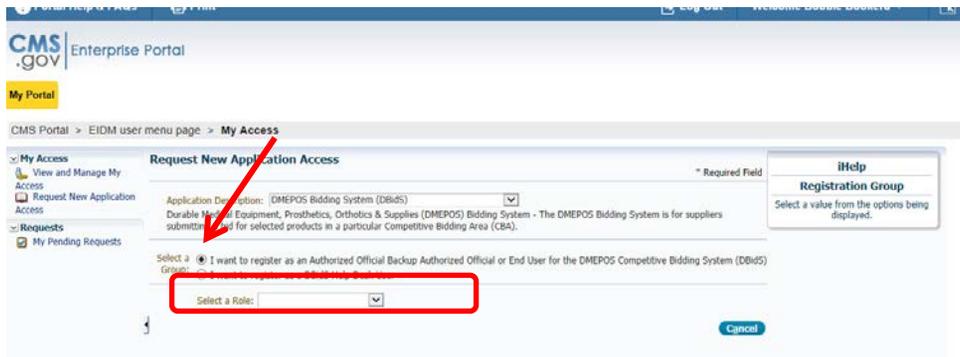
Step	Action	Screen Displayed
4	<p>On the <b>Your Information</b> screen, complete all required fields, which are designated by an asterisk (*). The AO's and BAO's last name and Social Security number must match information on the CMS-855S application.</p> <p>It is important that you enter the correct e-mail address as important e-mails will be sent during registration and bidding that contain critical information. Please add <a href="mailto:donotreply@cms.gov">donotreply@cms.gov</a> and <a href="mailto:@dmecompetitivebid.com">@dmecompetitivebid.com</a> to your address book or whitelist so e-mails do not go to your spam, blocked or junk mail folder.</p> <p>Click <b>Next</b>.</p>	

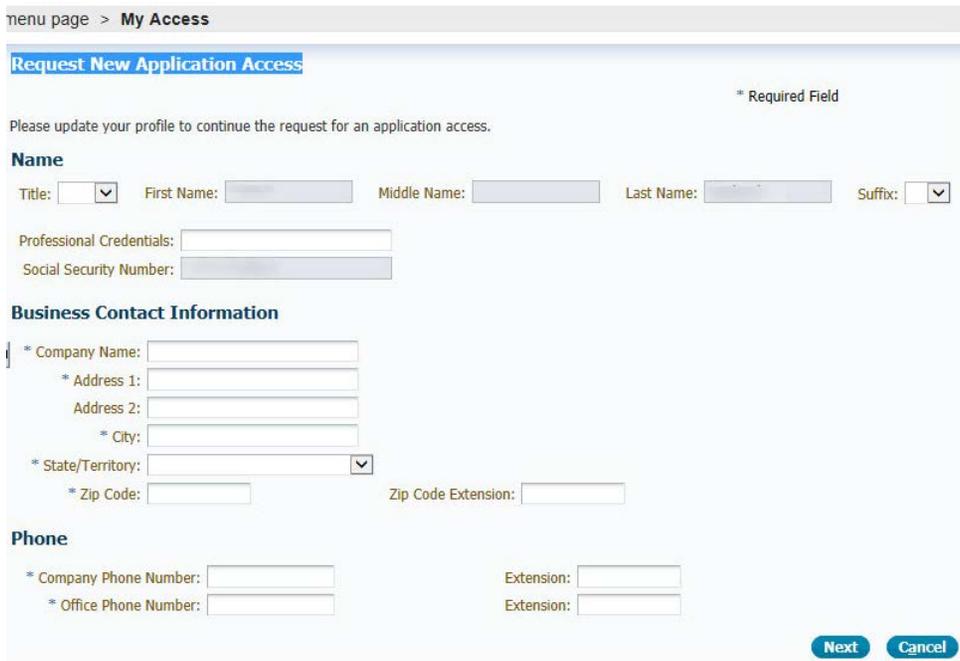
Step	Action	Screen Displayed
5	<p>After you click on <b>Next</b>, the <b>Choose User ID And Password</b> screen will appear.</p> <p>Enter a user ID and password of your choice, then select a question and enter an answer for each of the three security questions.</p> <p>Click <b>Next</b>.</p>	 <p>The screenshot shows the 'Choose User ID And Password' registration page. At the top, there are navigation links for Home, About CMS, Newsroom, Archive, Help &amp; FAQs, Email, and Print. Below this is a search bar and two tabs: 'Health Care Quality Improvement System' and 'Provider Resources'. The page title is 'CMS Portal &gt; New User Registration'. A progress indicator shows three steps: 'Your Information', 'Choose User ID and Password', and 'Complete Registration'. The main form area is titled 'Choose User ID And Password' and includes a tooltip for the User ID field: 'Your User ID must • Be a minimum of 6 and a maximum of 74 alphanumeric characters. • Allowed special characters are dashes (-), underscores (_), apostrophes ('), @ and periods (.) followed by alphanumeric characters.' Below this are input fields for 'User ID', 'Password', and 'Confirm Password'. Underneath is the 'Select your Challenge Questions and Answers' section, which has three dropdown menus for questions and corresponding text input fields for answers. At the bottom right, there are 'Cancel' and 'Next' buttons, with the 'Next' button highlighted by a red box.</p>
6	<p>The <b>Complete Registration</b> page will appear. Click <b>OK</b> to return to the CMS Enterprise Portal page.</p> <p>You will receive an e-mail confirming your successful registration.</p>	 <p>The screenshot shows the 'Account Successfully Created' confirmation page. At the top, there are navigation links for Home, About CMS, Newsroom, Archive, Help &amp; FAQs, Email, and Print. Below this is a search bar and two tabs: 'Health Care Quality Improvement System' and 'Provider Resources'. The page title is 'CMS Portal &gt; New User Registration'. A progress indicator shows three steps: 'Your Information', 'Choose User ID and Password', and 'Complete Registration'. The main message area is titled 'Account Successfully Created' and contains the text: '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 is a note: '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 an 'OK' button.</p>

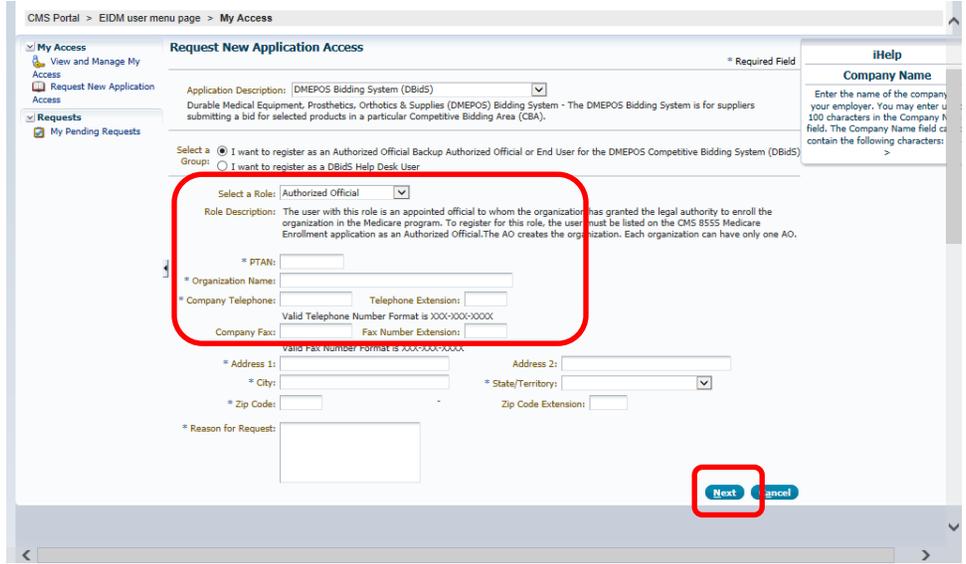
Step	Action	Screen Displayed
7	<p>If you choose to continue and add the DMEPOS application to your EIDM account, please allow five minutes after registering before proceeding.</p> <p>If you choose to exit and continue at a later time, go to the CBIC website at <a href="http://www.dmecompetitivebid.com">www.dmecompetitivebid.com</a> to return to the CMS Enterprise Portal home page.</p> <p>Click <b>Round 1 2017</b>.</p> <p>Go to <b>Bidding Suppliers</b> and then <b>Registration</b>.</p> <p>Click <b>Register Now</b>.</p>	
8	<p>The <b>Welcome to CMS Enterprise Portal</b> page will appear.</p> <p>Click <b>Login to CMS Secure Portal</b>.</p>	

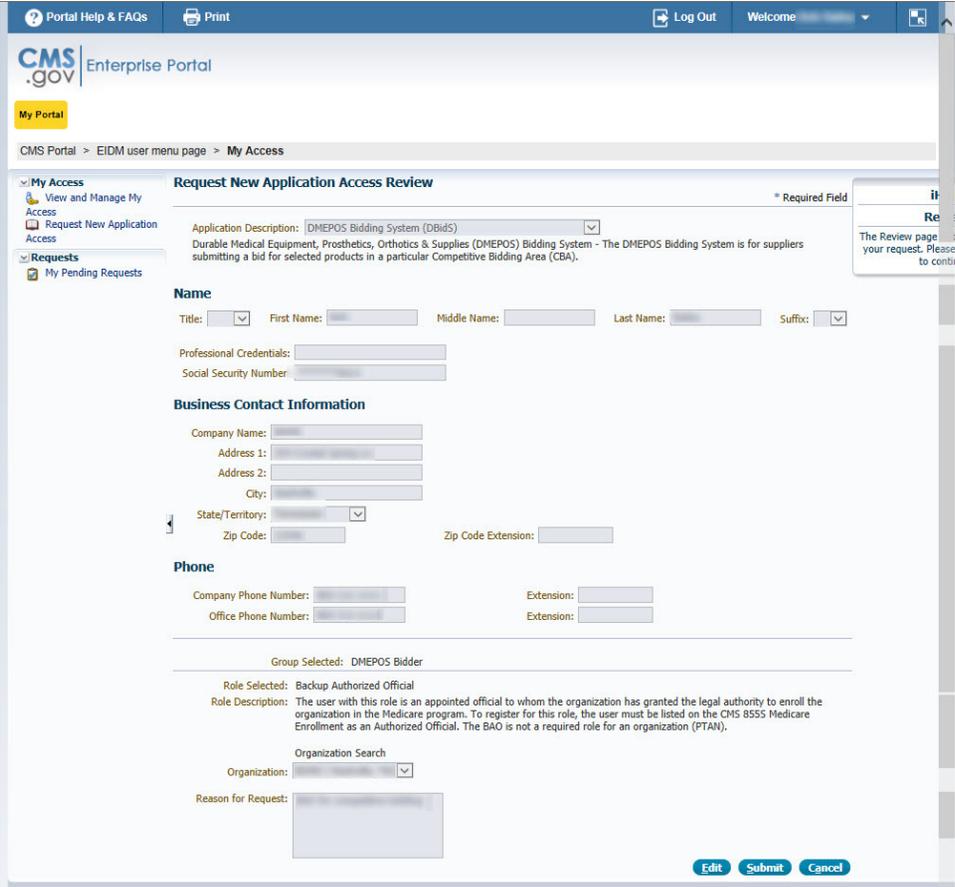
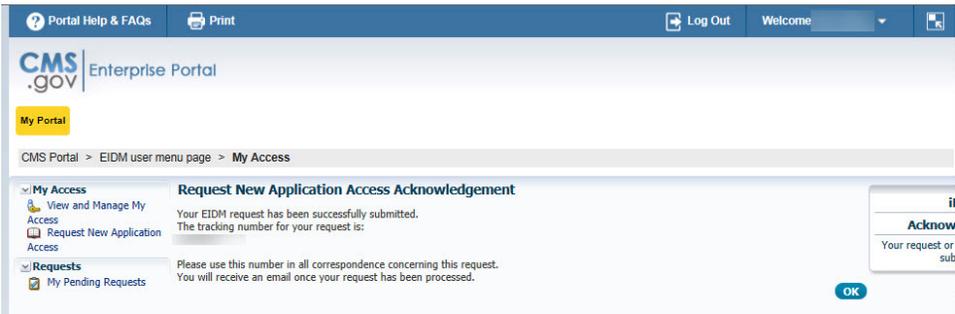
Step	Action	Screen Displayed
9	<p>Read the <b>Terms and Conditions</b>.</p> <p>Click <b>I Accept</b>.</p>	

Step	Action	Screen Displayed
10	<p>Enter your user ID and password and select <b>Log In</b>.</p> <p>Note: If your registration is still processing, you will receive an error message and be unable to log in. Please wait five minutes before attempting to log in again.</p>	
11	<p>The <b>Welcome to CMS Enterprise Portal</b> page will appear.</p> <p>Click <b>Request Access Now</b>.</p> <p>You may also select the down arrow in the upper right hand corner, then select <b>My Access</b> from the drop down menu.</p>	

Step	Action	Screen Displayed
12	<p>The <b>Access Catalog</b> section will display.</p> <p>Scroll down or use the <b>Search</b> section to locate the <b>DMEPOS Bidding System (DBidS)</b> application.</p> <p>Select <b>Request Access</b> on the <b>DMEPOS Bidding System (DBidS)</b> application.</p> <p>Note: If you already have access to DBidS, the application will be displayed in the <b>My Access</b> section.</p>	
13	<p>The <b>Request New Application Access</b> page will appear.</p> <p>Select “I want to register as an Authorized Official, Backup Authorized Official, or End User for the DMEPOS Competitive Bidding System (DBidS).”</p> <p>Select your role (AO, BAO, or EU) from the drop down menu.</p>	

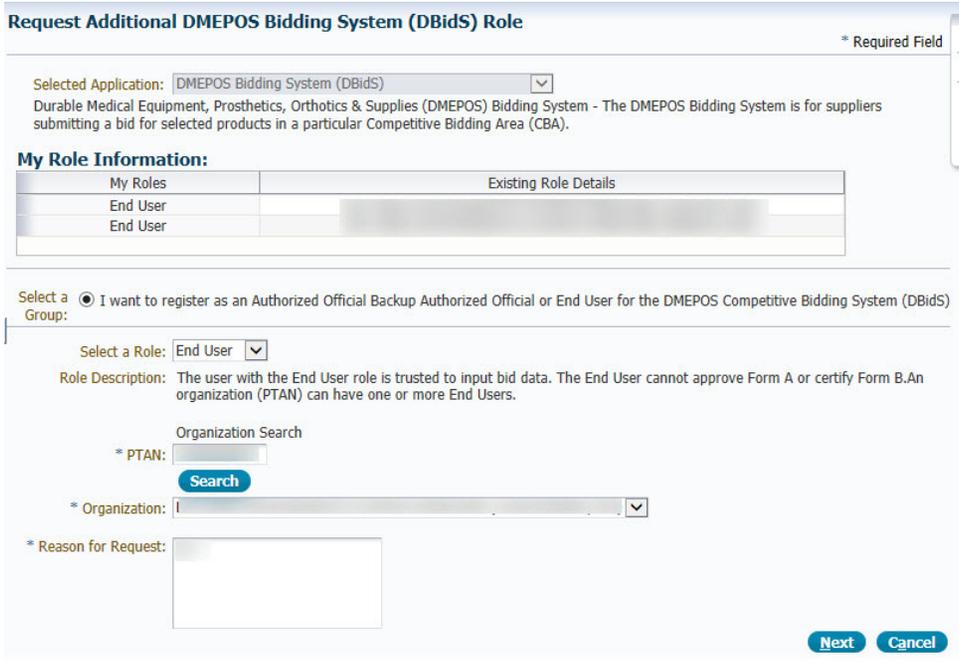
Step	Action	Screen Displayed
14	The <b>Request New Application Access</b> page will refresh. Enter your company name, address, and phone number, then click <b>Next</b> .	 <p>menu page &gt; My Access</p> <p><b>Request New Application Access</b> * Required Field</p> <p>Please update your profile to continue the request for an application access.</p> <p><b>Name</b></p> <p>Title: <input type="text"/> First Name: <input type="text"/> Middle Name: <input type="text"/> Last Name: <input type="text"/> Suffix: <input type="text"/></p> <p>Professional Credentials: <input type="text"/></p> <p>Social Security Number: <input type="text"/></p> <p><b>Business Contact Information</b></p> <p>* Company Name: <input type="text"/></p> <p>* Address 1: <input type="text"/></p> <p>Address 2: <input type="text"/></p> <p>* City: <input type="text"/></p> <p>* State/Territory: <input type="text"/></p> <p>* Zip Code: <input type="text"/> Zip Code Extension: <input type="text"/></p> <p><b>Phone</b></p> <p>* Company Phone Number: <input type="text"/> Extension: <input type="text"/></p> <p>* Office Phone Number: <input type="text"/> Extension: <input type="text"/></p> <p><b>Next</b> <b>Cancel</b></p>

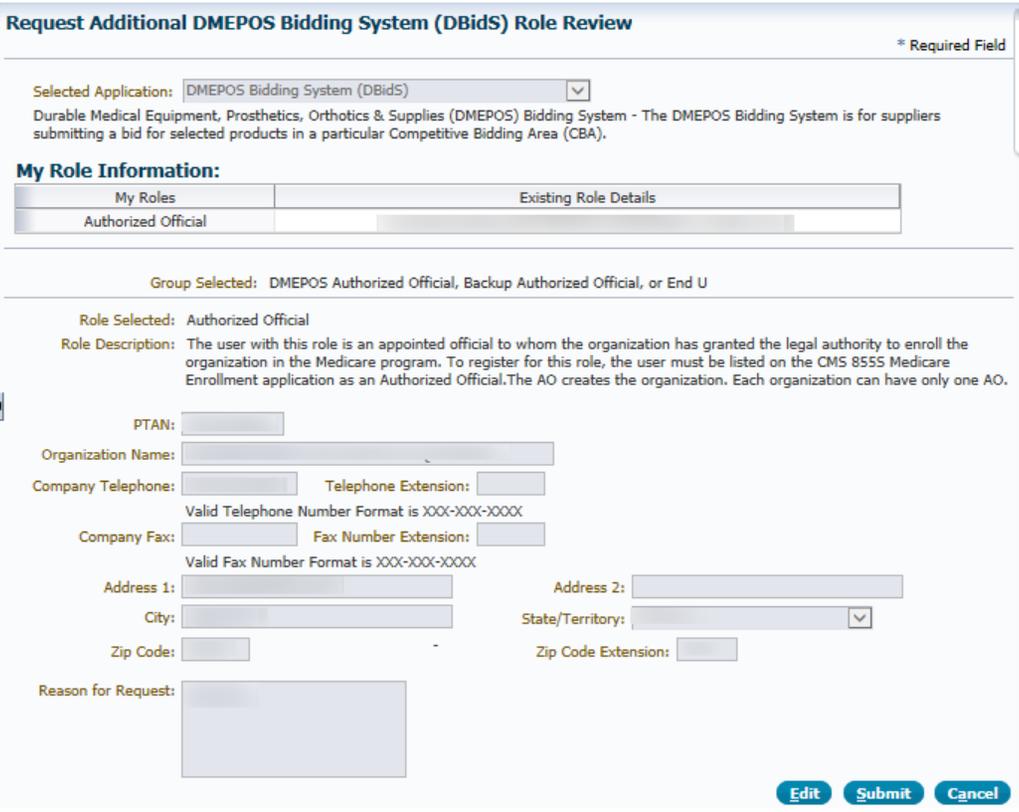
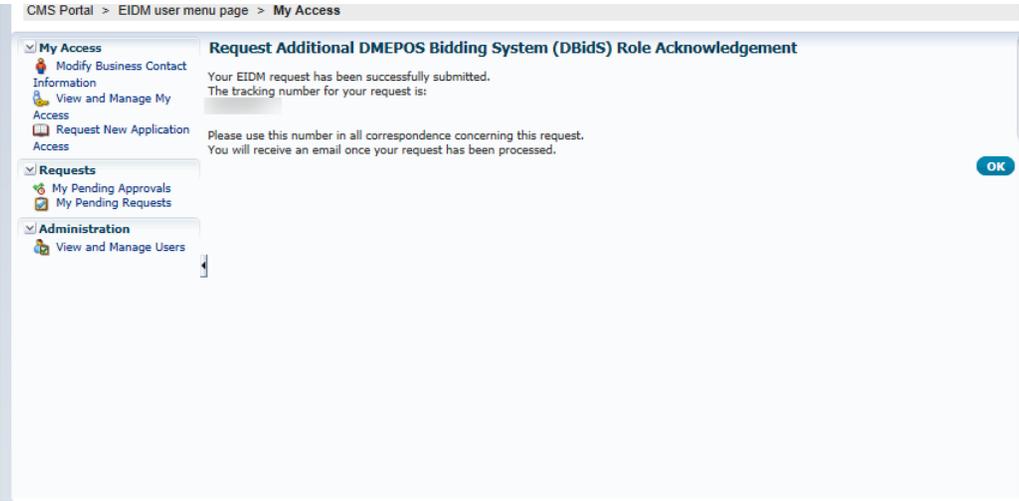
Step	Action	Screen Displayed
15	<p>You will have different options depending upon your role:</p> <p>For the Authorized Official – <b>Complete steps 15 -17.</b></p> <p><b>BAOs and EUs go to page 19 and complete steps 15a-17c.</b></p> <p>Enter the PTAN and organization’s information in the <b>Organization Information</b> fields (for example, a unique PTAN and the company name and address.) The PTAN must match information on the CMS-855S application.</p> <p>Note: The PTAN can be any location that you intend to include on your bid to furnish items in the CBA(s).</p> <p>Enter Reason for Request such as ‘Enter bid data,’ or ‘Approve bid’ and click <b>Next</b></p>	

Step	Action	Screen Displayed
16	<p>The <b>Request New Application Access Review</b> page will display. If the information shown is correct, click <b>Submit</b>.</p>	
17	<p>The <b>Request New Application Access Acknowledgement</b> page will appear with your request tracking number.</p> <p>You will receive a verification e-mail.</p> <p>Click <b>OK</b> to return to the <b>View And Manage My Access</b> page.</p> <p>Click <b>Log Out</b> in the upper right hand side of the page, and wait five minutes before logging into EIDM and</p>	

Step	Action	Screen Displayed
	<p>making any other changes to your account or accesses.</p> <p>Your role will take up to five minutes to display on the <b>View And Manage My Access</b> page.</p>	

If the BAO or EU wishes to be associated with this PTAN, he or she should complete steps 1-14 above. The BAO or EU must then complete steps 15a-17c below. The AO approves the BAO's or EU's request to be associated with this PTAN.

Step	Action	Screen Displayed						
15a	<p>The BAO or EU should enter the PTAN added by the AO, click <b>Search</b>, and using the <b>Organization</b> drop down box, select your company.</p> <p>Enter <b>Reason for Request</b> such as 'Associate with a PTAN' or 'Enter bid data' and click <b>Next</b>.</p>	 <p><b>Request Additional DMEPOS Bidding System (DBids) Role</b> <span style="float: right;">* Required Field</span></p> <p>Selected Application: DMEPOS Bidding System (DBids) <span style="float: right;">v</span></p> <p>Durable Medical Equipment, Prosthetics, Orthotics &amp; Supplies (DMEPOS) Bidding System - The DMEPOS Bidding System is for suppliers submitting a bid for selected products in a particular Competitive Bidding Area (CBA).</p> <p><b>My Role Information:</b></p> <table border="1" data-bbox="1024 792 1854 878"> <thead> <tr> <th>My Roles</th> <th>Existing Role Details</th> </tr> </thead> <tbody> <tr> <td>End User</td> <td></td> </tr> <tr> <td>End User</td> <td></td> </tr> </tbody> </table> <p>Select a Group: <input checked="" type="radio"/> I want to register as an Authorized Official Backup Authorized Official or End User for the DMEPOS Competitive Bidding System (DBids)</p> <p>Select a Role: End User <span style="float: right;">v</span></p> <p>Role Description: The user with the End User role is trusted to input bid data. The End User cannot approve Form A or certify Form B. An organization (PTAN) can have one or more End Users.</p> <p>Organization Search</p> <p>* PTAN: <input type="text"/> <span style="float: right;">Search</span></p> <p>* Organization: <input type="text"/> <span style="float: right;">v</span></p> <p>* Reason for Request: <input type="text"/></p> <p style="text-align: right;"><span>Next</span> <span>Cancel</span></p>	My Roles	Existing Role Details	End User		End User	
My Roles	Existing Role Details							
End User								
End User								

Step	Action	Screen Displayed
16b	<p>The <b>Request Additional DMEPOS Bidding System (DBids) Role Review</b> page will display with the entered information. If the information is correct, click <b>Submit</b>.</p>	
17c	<p>The <b>Request New Application Access Acknowledgement</b> page will appear with your request tracking number.</p> <p>You will receive a verification e-mail.</p> <p>Click <b>OK</b> to return to the <b>View And Manage My Access</b> page.</p> <p>Your role will not display on the <b>View And Manage My Access</b> page until the AO has approved your role request.</p>	

**You are now ready to log into DBidS when the bidding window opens.**

**Important Reminder: All users can and must register and use their own individual user ID and password. DO NOT DISCLOSE OR LEND YOUR USER ID AND/OR PASSWORD to anyone else.** They are for your use only and serve as your electronic signature. This means that you will be held responsible for the consequences of unauthorized or illegal transactions. Sharing of accounts may lead to termination of system access privileges and/or adverse action up to and including legal prosecution.

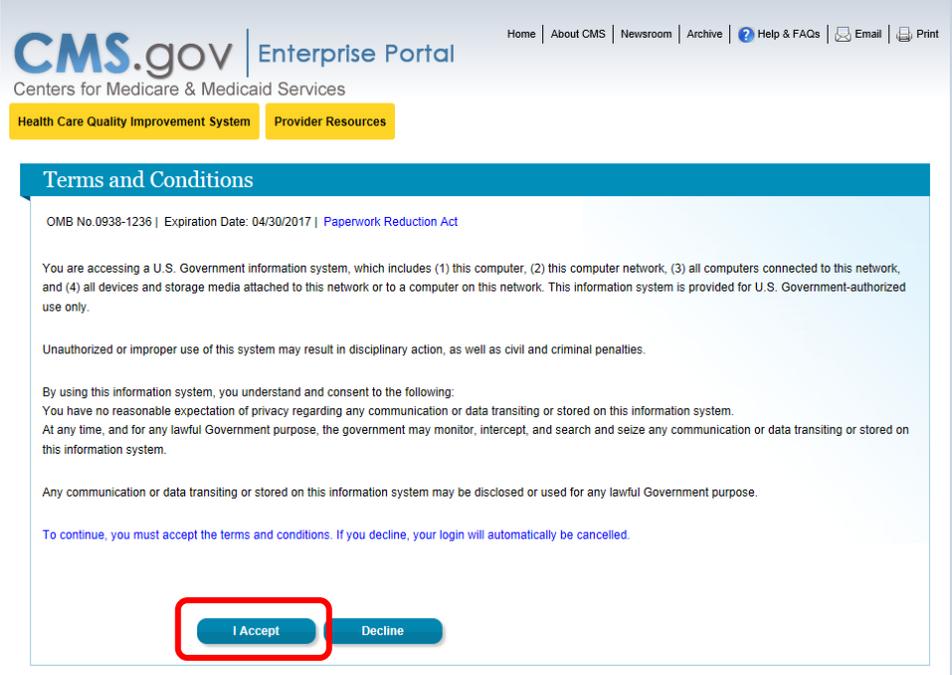
## B. Approving/Rejecting User Requests

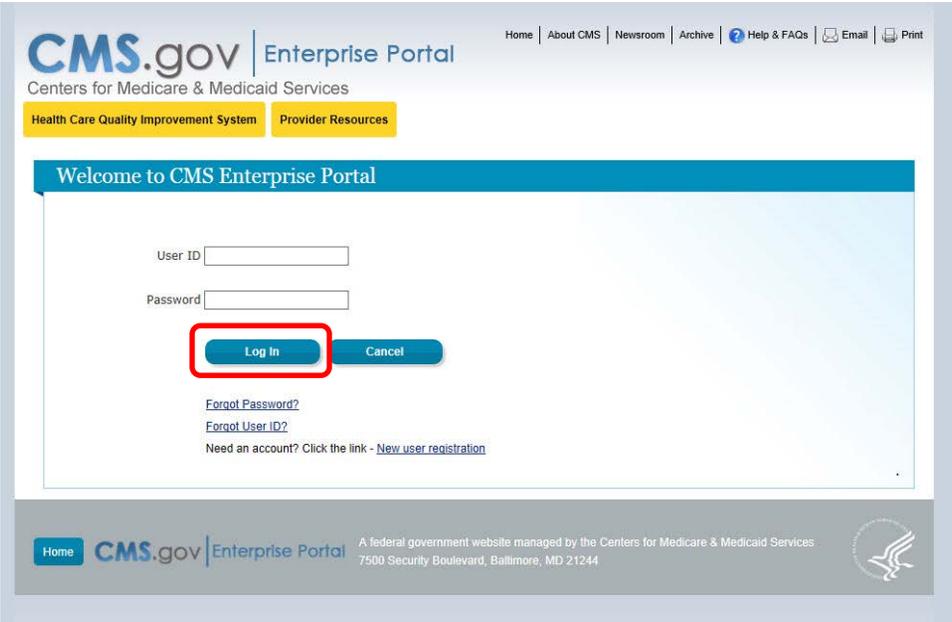
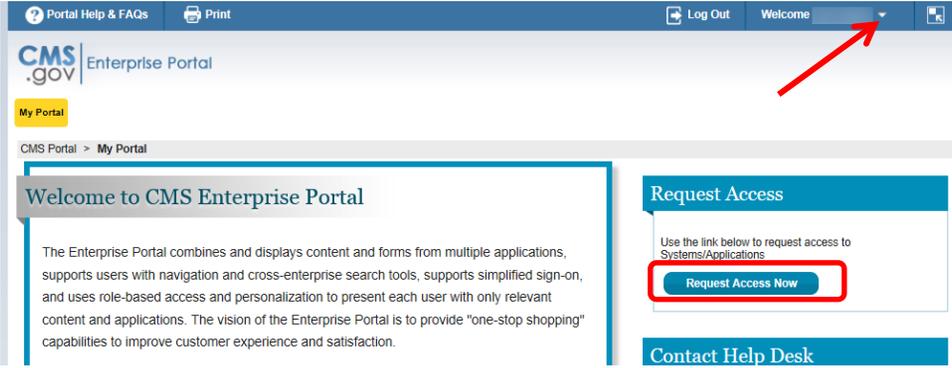
The authorized official (AO) and/or backup authorized official (BAO) must approve registration requests from others in their organization to have access to DBidS. The AO is the only role that can approve or reject a BAO's request to access an organization's bid or modify information. However, both the AO and a BAO can approve or reject an end user's (EU) request to access an organization's bid or modify information. This approval/rejection process can only occur after the BAO or EU has registered as a new DMEPOS user in EIDM. AOs will receive an e-mail notification informing them that a pending approval request is in their queue awaiting action.

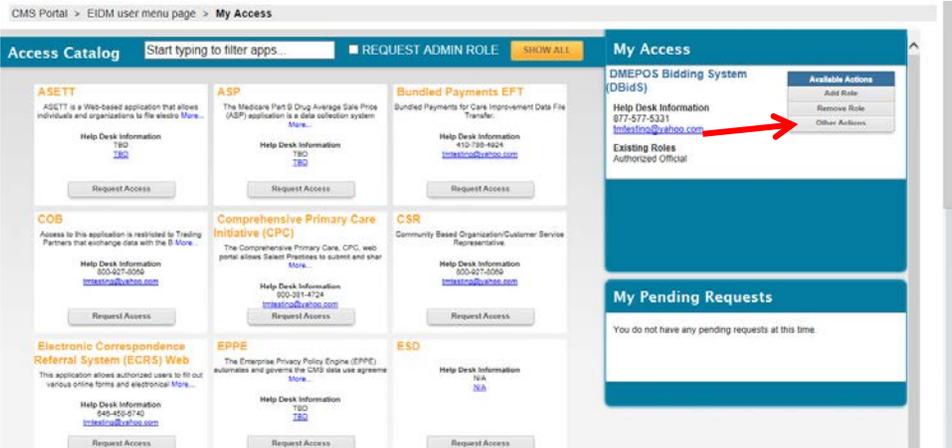
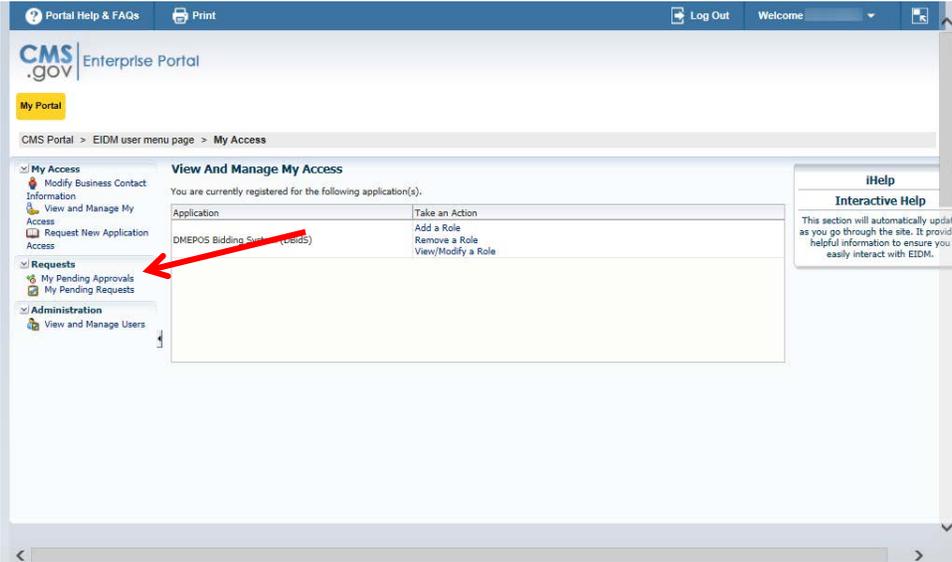
If no action is taken on an approval request within 15 days, EIDM will automatically send a reminder e-mail to the AO/BAO. These reminders will continue to be sent every 15 days until the request is approved or until the request expires. All approval requests will expire if not processed within 60 days.

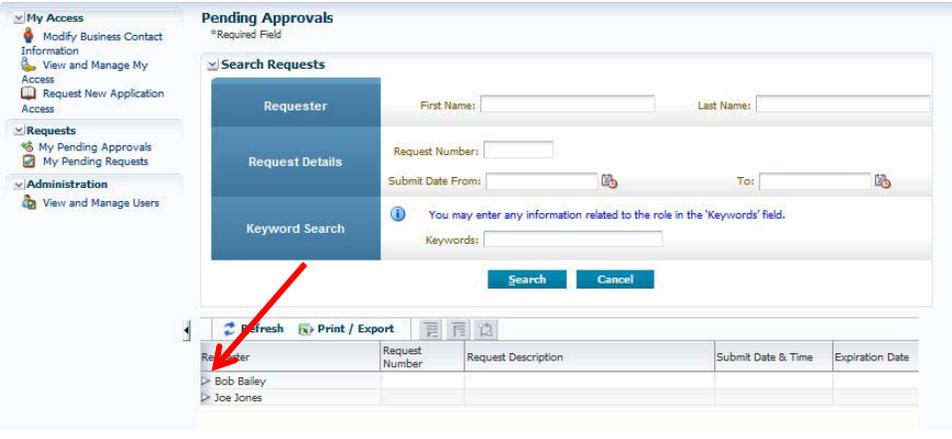
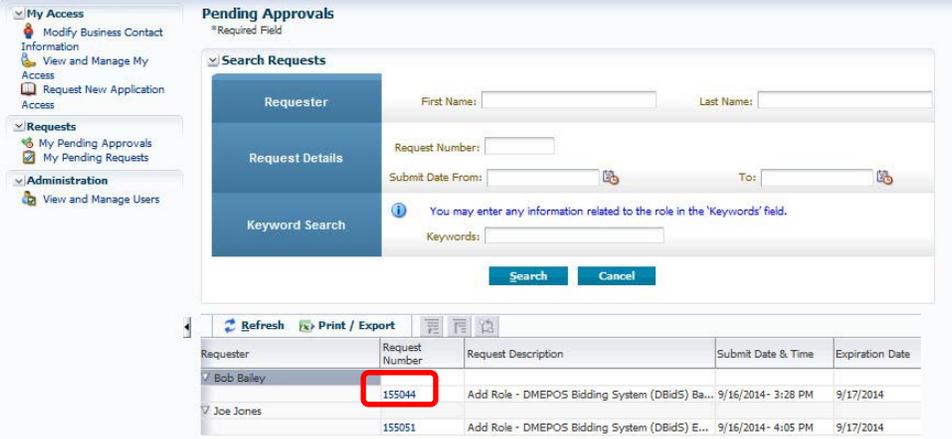
The following instructions detail how to approve or reject requests for organization access.

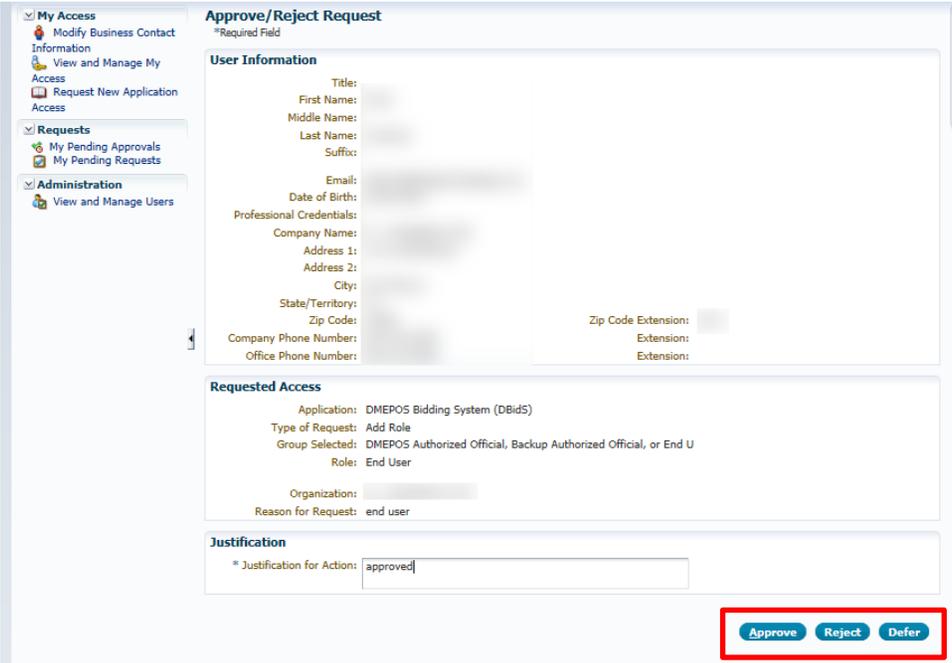
Step	Action	Screen Displayed
1	<p>Go to the CBIC website: <a href="http://www.dmecompetitivebid.com">www.dmecompetitivebid.com</a>.</p> <p>Click <b>Round 1 2017</b>.</p> <p>Go to <b>Bidding Suppliers</b> and then click <b>Registration</b>.</p> <p>Click <b>Register Now</b>.</p>	
2	<p>Click <b>Login to CMS Secure Portal</b> on the <b>CMS Enterprise Portal</b> home page.</p>	 <p>The screenshot shows the CMS.gov Enterprise Portal. The main heading is 'Welcome to CMS Enterprise Portal'. Below this, there is a description of the portal as a gateway for Medicare and Medicaid services. On the right side, there is a 'CMS Secure Portal' section with a 'Login to CMS Secure Portal' button highlighted by a red rectangle. Other options include 'Forgot User ID?', 'Forgot Password?', and 'New User Registration'. At the bottom, there are links for 'Get E-Mail Alerts' and 'Manage Your Subscriptions'.</p>

Step	Action	Screen Displayed
3	Click <b>I Accept</b> on the <b>Terms and Conditions</b> page.	 <p>The screenshot shows the 'Terms and Conditions' page on the CMS.gov Enterprise Portal. The page header includes the CMS.gov logo and 'Enterprise Portal' text, along with navigation links for Home, About CMS, Newsroom, Archive, Help &amp; FAQs, Email, and Print. Below the header are two yellow buttons: 'Health Care Quality Improvement System' and 'Provider Resources'. The main content area is titled 'Terms and Conditions' and contains the following text:</p> <p>OMB No.0938-1236   Expiration Date: 04/30/2017   <a href="#">Paperwork Reduction Act</a></p> <p>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.</p> <p>Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.</p> <p>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.</p> <p>Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.</p> <p>To continue, you must accept the terms and conditions. If you decline, your login will automatically be cancelled.</p> <p>At the bottom of the page, there are two buttons: 'I Accept' (highlighted with a red box) and 'Decline'.</p>

Step	Action	Screen Displayed
4	<p>Enter your user ID and password on the <b>Welcome to CMS Enterprise Portal</b> screen.</p> <p>Click <b>Log In</b>.</p> <div data-bbox="226 375 894 678" style="border: 1px solid black; padding: 5px; background-color: #ffffcc;"> <p><b>Note:</b> If after three (3) attempts you are unable to successfully enter your user ID and/or password, your account will be locked for 60 minutes. You may attempt to log in to EIDM again after 60 minutes. If you have forgotten your user ID or password, you may recover them by using the “Forgot User ID?” link or the “Forgot Password?” link at the bottom of the login screen.</p> </div>	 <p>The screenshot shows the CMS.gov Enterprise Portal login page. At the top, there are navigation links: Home, About CMS, Newsroom, Archive, Help &amp; FAQs, Email, and Print. Below this, there are two yellow buttons: Health Care Quality Improvement System and Provider Resources. The main heading is 'Welcome to CMS Enterprise Portal'. There are two input fields: 'User ID' and 'Password'. Below the fields are two buttons: 'Log In' (highlighted with a red box) and 'Cancel'. There are also links for 'Forgot Password?', 'Forgot User ID?', and 'Need an account? Click the link - New user registration'. At the bottom, there is a footer with 'Home CMS.gov Enterprise Portal' and contact information for the Centers for Medicare &amp; Medicaid Services.</p>
5	<p>On the <b>Welcome to CMS Enterprise Portal</b> screen, click <b>Request Access Now</b>.</p> <p>You may also select the down arrow next to your name in the upper right side of the screen, then select <b>My Access</b> from the drop down menu.</p>	 <p>The screenshot shows the 'My Portal' page on CMS.gov. At the top, there are links for 'Portal Help &amp; FAQs', 'Print', 'Log Out', and a user name 'Welcome' with a dropdown arrow (highlighted with a red arrow). Below this, there is a 'My Portal' section with a heading 'Welcome to CMS Enterprise Portal' and a paragraph of text. To the right, there is a 'Request Access' section with a link 'Use the link below to request access to Systems/Applications' and a button 'Request Access Now' (highlighted with a red box). At the bottom, there is a 'Contact Help Desk' button.</p>

Step	Action	Screen Displayed
6	<p>The <b>Access Catalog</b>, <b>My Access</b> and <b>My Pending Requests</b> panels will display.</p> <p>In the <b>My Access</b> section, select <b>Other Actions</b>.</p>	
7	<p>On the <b>View and Manage My Access</b> screen, select <b>My Pending Approvals</b>.</p>	

Step	Action	Screen Displayed															
8	<p>The <b>Pending Approvals</b> page will display with all pending approvals listed.</p> <p>The <b>Search Requests</b> panel is available to help you locate a specific approval request.</p> <p>Click the arrow next to the requester's name.</p>	 <p>The screenshot shows the 'Pending Approvals' page with a search panel. The search panel includes fields for 'Requester' (First Name, Last Name), 'Request Details' (Request Number, Submit Date From, To), and 'Keyword Search'. Below the search panel is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Requester</th> <th>Request Number</th> <th>Request Description</th> <th>Submit Date &amp; Time</th> <th>Expiration Date</th> </tr> </thead> <tbody> <tr> <td>Bob Bailey</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Joe Jones</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Requester	Request Number	Request Description	Submit Date & Time	Expiration Date	Bob Bailey					Joe Jones				
Requester	Request Number	Request Description	Submit Date & Time	Expiration Date													
Bob Bailey																	
Joe Jones																	
9	<p>The request number will display in the column to the right of the requester's name.</p> <p>Click the <b>Request Number</b> to open the request.</p>	 <p>The screenshot shows the 'Pending Approvals' page with the same search panel as above. The table below now includes request numbers:</p> <table border="1"> <thead> <tr> <th>Requester</th> <th>Request Number</th> <th>Request Description</th> <th>Submit Date &amp; Time</th> <th>Expiration Date</th> </tr> </thead> <tbody> <tr> <td>Bob Bailey</td> <td>155044</td> <td>Add Role - DMEPOS Bidding System (DBidS) Ba...</td> <td>9/16/2014 - 3:28 PM</td> <td>9/17/2014</td> </tr> <tr> <td>Joe Jones</td> <td>155051</td> <td>Add Role - DMEPOS Bidding System (DBidS) E...</td> <td>9/16/2014 - 4:05 PM</td> <td>9/17/2014</td> </tr> </tbody> </table>	Requester	Request Number	Request Description	Submit Date & Time	Expiration Date	Bob Bailey	155044	Add Role - DMEPOS Bidding System (DBidS) Ba...	9/16/2014 - 3:28 PM	9/17/2014	Joe Jones	155051	Add Role - DMEPOS Bidding System (DBidS) E...	9/16/2014 - 4:05 PM	9/17/2014
Requester	Request Number	Request Description	Submit Date & Time	Expiration Date													
Bob Bailey	155044	Add Role - DMEPOS Bidding System (DBidS) Ba...	9/16/2014 - 3:28 PM	9/17/2014													
Joe Jones	155051	Add Role - DMEPOS Bidding System (DBidS) E...	9/16/2014 - 4:05 PM	9/17/2014													

Step	Action	Screen Displayed
10	<p>The <b>Approve/Reject Request</b> page will display, listing the requester's information.</p> <p>To approve or reject the request, enter a justification for action in the <b>Justification for Action</b> field.</p> <p>To approve the request, click the <b>Approve</b> button.</p> <p>To reject the request, click the <b>Reject</b> button.</p> <p>To defer the request, click the <b>Defer</b> button.</p> <p>If the request should be deferred and no action taken, select <b>Defer</b> to defer the request and the pending request on the <b>My Pending Approvals</b> page for all of the application's authorized approvers. Any information entered in the <b>Justification for Action</b> box will not be saved for deferrals.</p> <p>Note: After selecting approve, reject, or defer, you will be returned to the <b>Pending Approvals</b> page. The request you approved, rejected, or deferred will be displayed until you select <b>Refresh</b>.</p>	

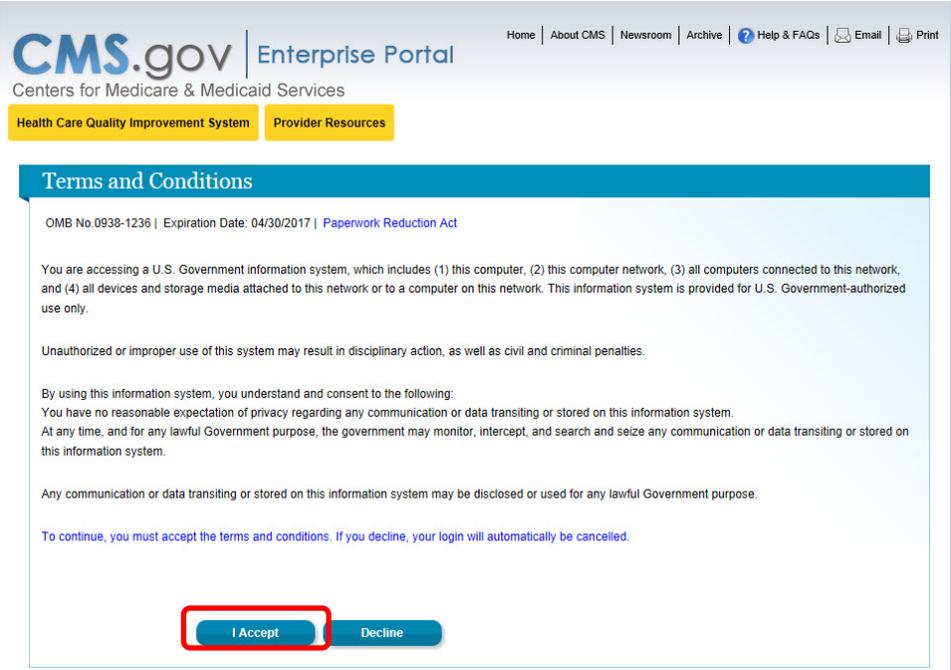
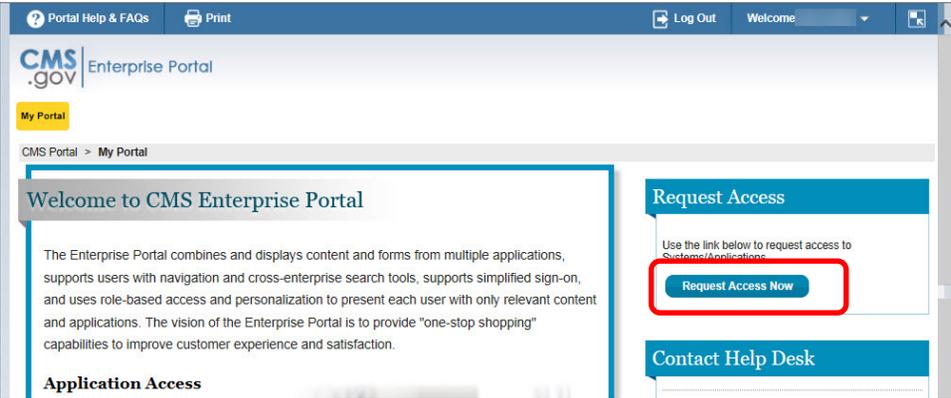
AOs can export a report of all pending requests from BAOs and EUs. Simply click on the Excel icon labeled **Print/Export** located above the list of pending request(s). A pop-up box will appear asking if you would like to open, save or cancel this file. To save the file, click **Save As** and select a folder. To open the folder, either select **Open** from the pop-up box or locate the file you saved in the applicable folder.

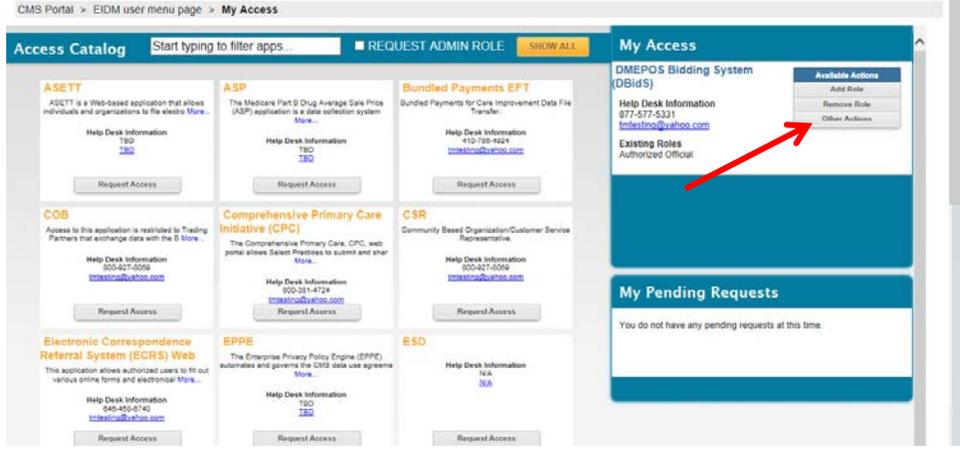
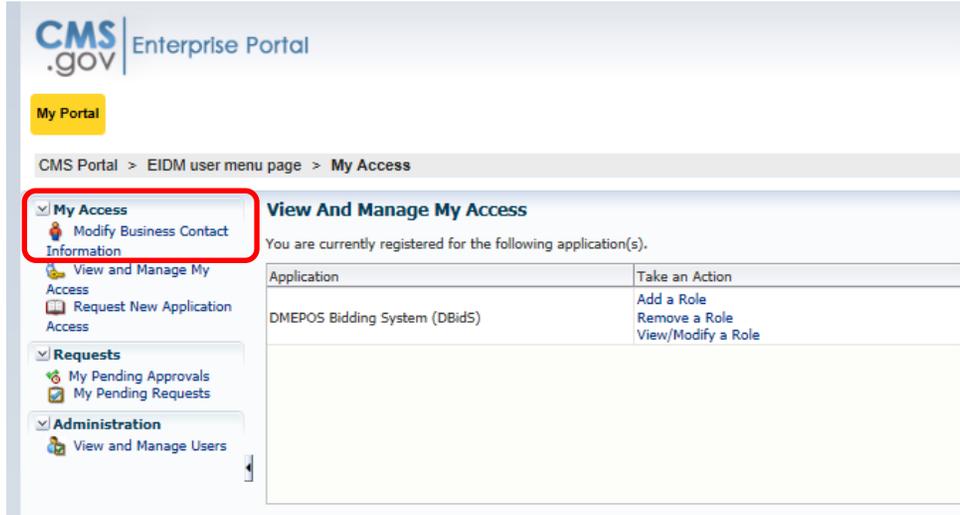
## C. Updating Your Organization's Information

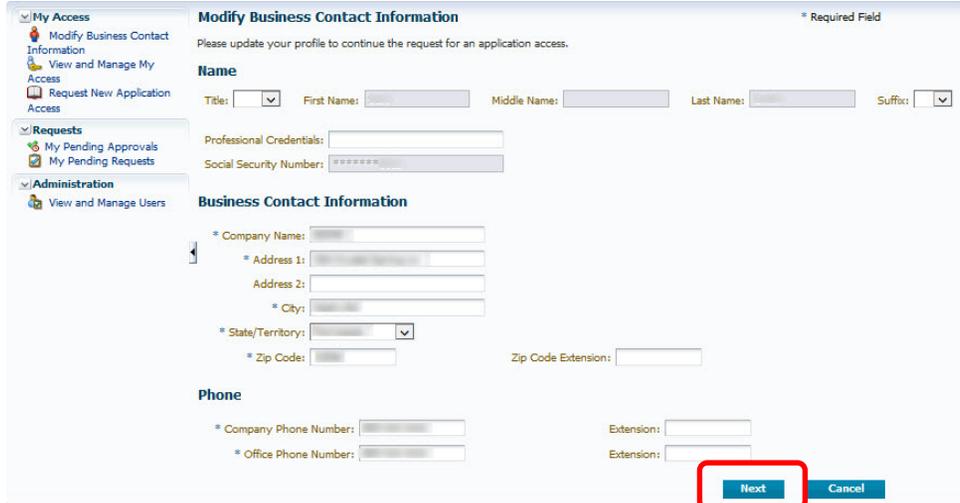
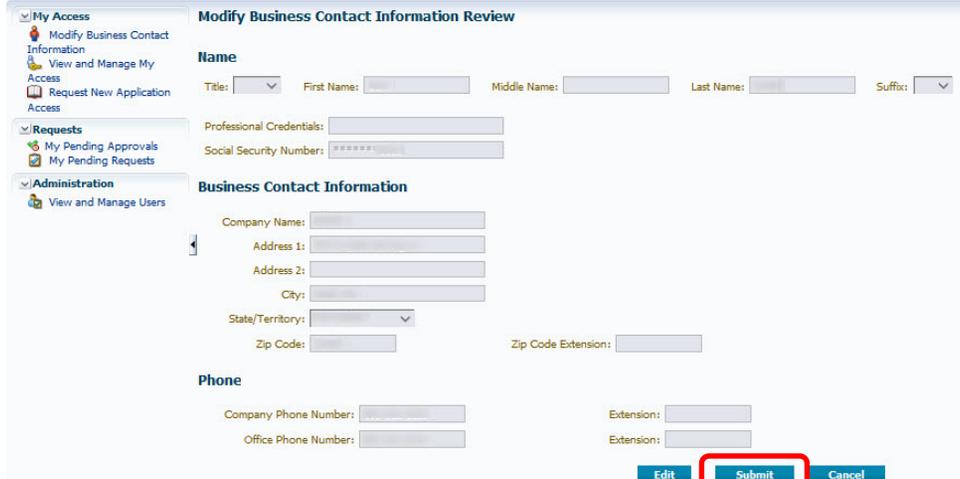
There may be times when your organization's information will need to be updated because of a change of location, change of business name, new telephone number, etc. Depending on your user role, you may be able to view and/or edit your organization's access. If you are an authorized official (AO), you can view and edit the organization fields. If you are a backup authorized official (BAO) or an end user (EU), you are only allowed to view the information in the organization fields.

To modify an organization's information, the AO should complete the following steps.

Step	Action	Screen Displayed
1	<p>Go to the CBIC website: <a href="http://www.dmecompetitivebid.com">www.dmecompetitivebid.com</a>.</p> <p>Click <b>Round 1 2017</b>.</p> <p>Go to <b>Bidding Suppliers</b> and then click <b>Registration</b>.</p> <p>Click <b>Register Now</b>.</p>	
2	<p>Click <b>Login to CMS Secure Portal</b> on the <b>CMS Enterprise Portal</b> page.</p>	 <p>The screenshot shows the CMS.gov Enterprise Portal. The main heading is 'Welcome to CMS Enterprise Portal'. Below this, there is a text box stating: 'The CMS Enterprise Portal is a gateway being offered to allow the public to access a number of systems related to Medicare Advantage, Prescription Drug, and other CMS programs.' To the right of this text is a video player. Below the video player is a navigation bar with links: 'CMS Enterprise Portal', 'MACS', 'Medicare Shared Savings Program', 'Physician Value', 'ASP', 'Case Payments', 'CPS', and 'Innovation Center'. Below the navigation bar is a section titled 'CMS Provides Health Coverage for 100 Million People...' with a sub-heading '...through Medicare, Medicaid, and the Children's Health Insurance Program.' To the right of this section are three informational boxes: 'Information for people with Medicare, Medicare open enrollment, and benefits', 'Information for children up to the age of 19 in need of health care coverage', and 'Information to take health care into your own hands'. On the far right, there is a 'CMS Secure Portal' section with a 'Login to CMS Secure Portal' button highlighted by a red box. Below this are links for 'Forgot User ID?', 'Forgot Password?', and 'New User Registration'. At the bottom right, there is a 'Get E-Mail Alerts' section with a 'Get Email Updates' button and a 'CMS News' section.</p>

Step	Action	Screen Displayed
3	<p>Review the <b>Terms and Conditions</b> and click the <b>I Accept</b> button.</p>	
4	<p>Select <b>Request Access Now</b> on the <b>CMS Enterprise Portal</b> page.</p> <p>You may also select the down arrow next to your name in the top right of the screen, then select <b>My Access</b> from the drop down menu.</p>	

Step	Action	Screen Displayed				
5	<p>The <b>Access Catalog</b>, <b>My Access</b> and <b>My Pending Requests</b> panels will display.</p> <p>Select <b>Other Actions</b> in the <b>My Access</b> section.</p>					
6	<p>The <b>View And Manage My Access</b> page will display.</p> <p>Select <b>Modify Business Contact Information</b> in the left hand navigation pane.</p>	 <table border="1" data-bbox="1270 990 1963 1234"> <thead> <tr> <th>Application</th> <th>Take an Action</th> </tr> </thead> <tbody> <tr> <td>DMEPOS Bidding System (DBidS)</td> <td>Add a Role Remove a Role View/Modify a Role</td> </tr> </tbody> </table>	Application	Take an Action	DMEPOS Bidding System (DBidS)	Add a Role Remove a Role View/Modify a Role
Application	Take an Action					
DMEPOS Bidding System (DBidS)	Add a Role Remove a Role View/Modify a Role					

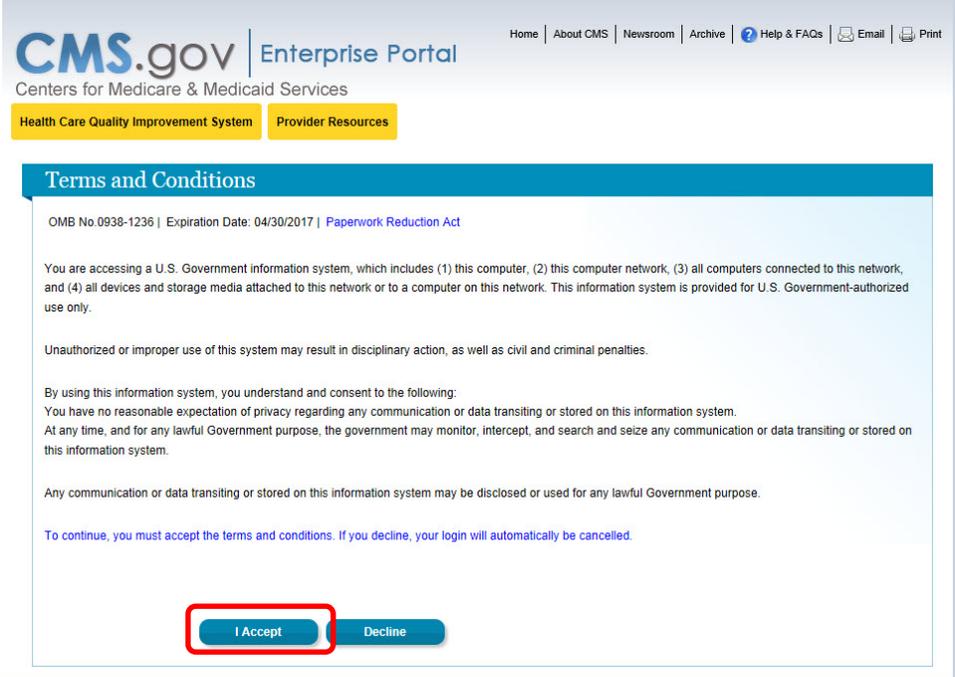
Step	Action	Screen Displayed
7	<p>The <b>Modify Business Contact Information</b> page will appear. View or edit the information in these fields.</p> <p>Once the changes are completed, click <b>Next</b>.</p> <p>Note: The fields in gray contain information that cannot be modified.</p> <p>If you are not going to make any changes to the <b>Modify Business Contact Information</b>, click <b>Cancel</b> to exit this screen.</p>	
8	<p>The <b>Modify Business Contact Information - Review</b> screen will appear. If you are satisfied with your changes, click <b>Submit</b>.</p> <p>If you need to update or correct your changes, click <b>Edit</b>. You will be taken back to the <b>Modify Business Contact Information</b> screen.</p> <p>If you wish to cancel your changes, click <b>Cancel</b>.</p> <div data-bbox="237 1092 907 1195" style="border: 1px solid black; background-color: #ffffcc; padding: 5px;"> <p><b>Note:</b> Your modification will not be completed until you click <b>Submit</b>.</p> </div>	

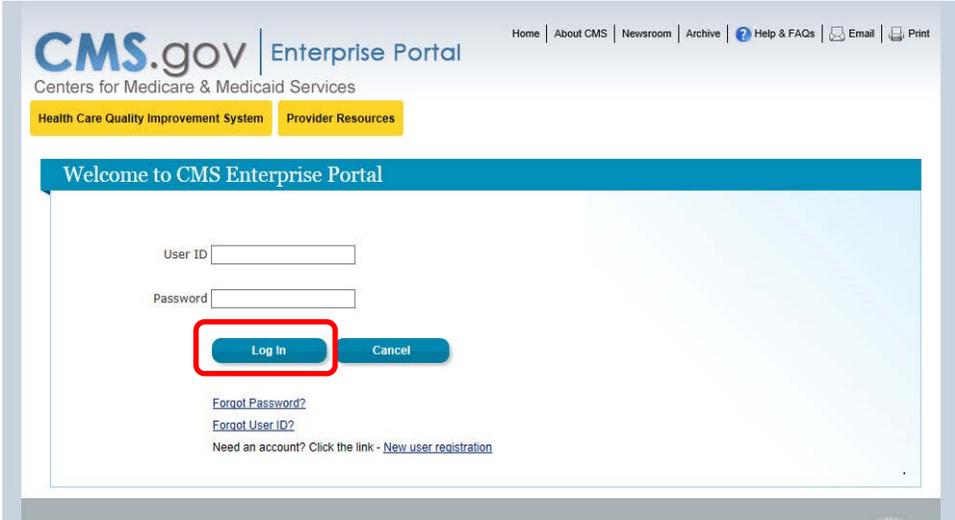
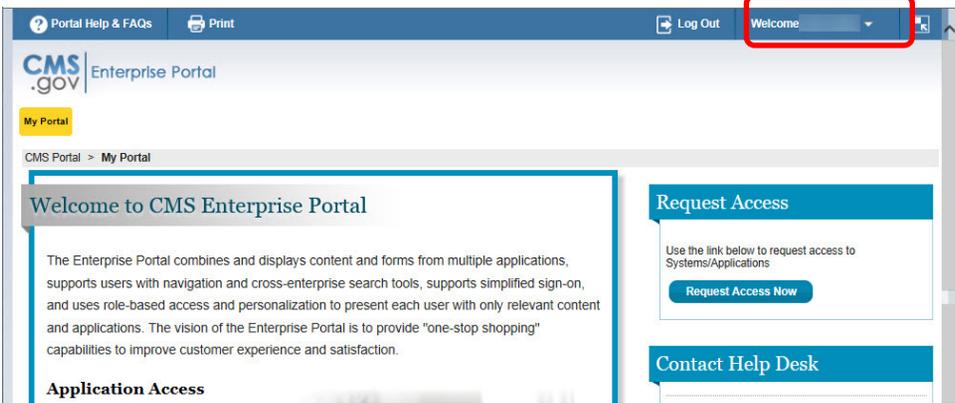
Step	Action	Screen Displayed
9	<p>The <b>Modify Business Contact Information</b> screen contains a <b>tracking number</b> for your request. Record this tracking number and use it if you have questions regarding the status of your request.</p> <p>Click <b>OK</b> to close the acknowledgement page and be returned to the <b>View And Manage My Access</b> page.</p>	

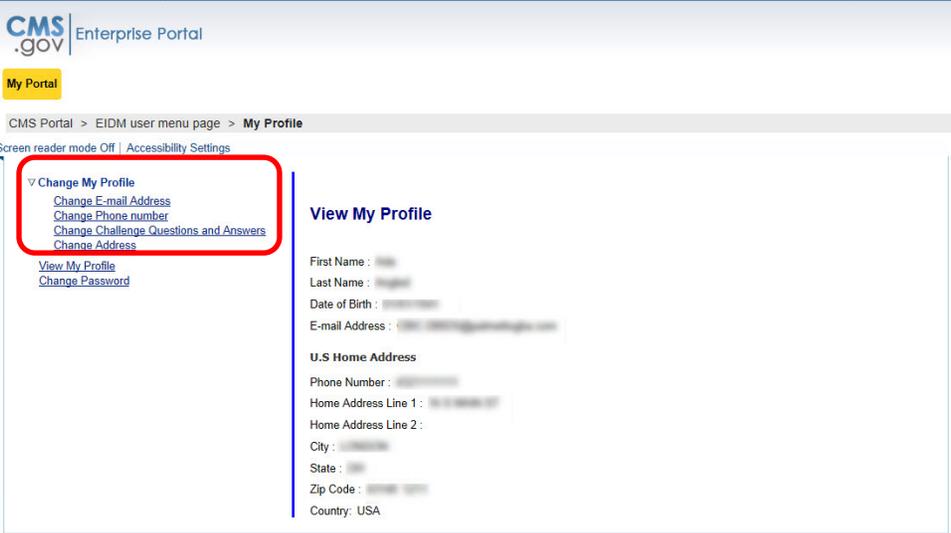
## D. Updating Your Contact Information

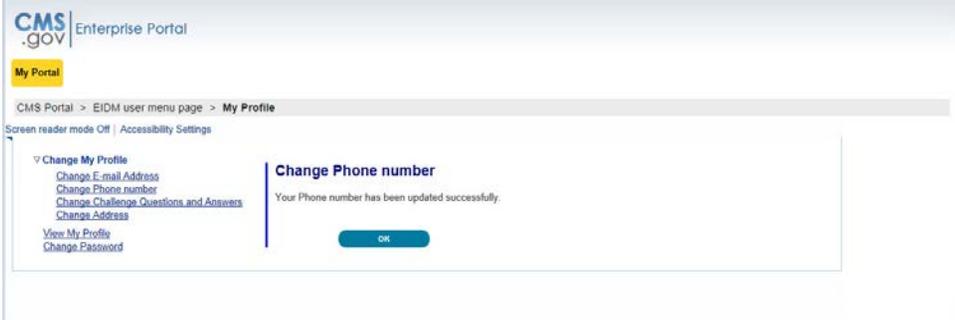
It is very important for all users (authorized officials, backup authorized officials and end users) to keep their contact information (such as an e-mail address, telephone number or address) current in EIDM. Many critical notices are sent to the e-mail address on file in EIDM during registration and bidding. If you need to update contact information (such as an e-mail address, telephone number or address), you should promptly do so in EIDM.

Step	Action	Screen Displayed
1	<p>Go to the CBIC website: <a href="http://www.dmecompetitivebid.com">www.dmecompetitivebid.com</a>.</p> <p>Click <b>Round 1 2017</b>.</p> <p>Go to <b>Bidding Suppliers</b> and then click <b>Registration</b>.</p> <p>Click <b>Register Now</b>.</p>	
2	<p>On the CMS <b>Enterprise Portal</b> page, click <b>Login to CMS Secure Portal</b>.</p>	 <p>The screenshot shows the CMS.gov Enterprise Portal homepage. The 'Login to CMS Secure Portal' button is highlighted with a red rectangular box. The page includes a navigation bar with links like Home, About CMS, Newsroom, and a search bar. The main content area features a 'Welcome to CMS Enterprise Portal' message and a 'CMS Secure Portal' login section with options for 'Forgot User ID?', 'Forgot Password?', and 'New User Registration'. There are also sections for 'Get E-Mail Alerts' and 'CMS News'.</p>

Step	Action	Screen Displayed
3	Click the <b>I Accept</b> button on the <b>Terms and Conditions</b> page.	 <p data-bbox="1024 228 1465 302"> <b>CMS.gov</b>   Enterprise Portal  Centers for Medicare &amp; Medicaid Services </p> <p data-bbox="1520 228 1955 245"> Home   About CMS   Newsroom   Archive   <a href="#">Help &amp; FAQs</a>   <a href="#">Email</a>   <a href="#">Print</a> </p> <p data-bbox="1024 315 1402 334"> <a href="#">Health Care Quality Improvement System</a>   <a href="#">Provider Resources</a> </p> <p data-bbox="1052 370 1266 391"> <b>Terms and Conditions</b> </p> <p data-bbox="1052 415 1472 431"> OMB No. 0938-1236   Expiration Date: 04/30/2017   <a href="#">Paperwork Reduction Act</a> </p> <p data-bbox="1052 464 1919 516"> 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. </p> <p data-bbox="1052 545 1656 561"> Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. </p> <p data-bbox="1052 591 1919 659"> 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. </p> <p data-bbox="1052 688 1770 704"> Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose. </p> <p data-bbox="1052 734 1640 750"> To continue, you must accept the terms and conditions. If you decline, your login will automatically be cancelled. </p> <p data-bbox="1199 813 1451 854"> <input type="button" value="I Accept"/> <input type="button" value="Decline"/> </p>

Step	Action	Screen Displayed
4	<p>Enter your user ID and password on the <b>Welcome to CMS Enterprise Portal</b> screen.</p> <div data-bbox="239 310 909 612" style="border: 1px solid black; padding: 5px; background-color: #ffffcc;"> <p><b>Note:</b> If after three (3) attempts you are unable to successfully enter your user ID and/or password, your account will be locked for 60 minutes. You may attempt to log into EIDM again after 60 minutes. If you have forgotten your user ID or password, you may recover them by using the “Forgot User ID?” link or the “Forgot Password?” link at the bottom of the log in screen.</p> </div> <p>Click <b>Log In</b>.</p>	
5	<p>On the <b>Welcome to CMS Enterprise Portal</b> page, select the down arrow next to your name on the upper right side of the page.</p> <p>Select <b>My Profile</b> from the drop down menu.</p>	

Step	Action	Screen Displayed
6	<p>The <b>View My Profile</b> page will appear.</p> <p>In the left hand navigation pane, click the arrow next to <b>Change My Profile</b> to display the changes you can make to your EIDM profile.</p> <ul style="list-style-type: none"> <li>- Change e-mail address</li> <li>- Change challenge questions and answers</li> <li>- Change phone number</li> <li>- Change home address</li> <li>- Change password</li> </ul> <p><b>Click on one of the links to change the selected information.</b></p> <div style="border: 1px solid black; background-color: #ffffcc; padding: 10px; margin-top: 10px;"> <p><b>Note - The following fields cannot be modified:</b></p> <ul style="list-style-type: none"> <li>• First Name</li> <li>• Last Name</li> <li>• Date of Birth</li> </ul> <p>This is to protect others from accessing and modifying your account. To update this information for EIDM, you must contact the CBIC customer service center at <b>877-577-5331</b>.</p> </div>	 <p>The screenshot shows the 'View My Profile' page in the CMS.gov Enterprise Portal. The left-hand navigation pane has 'Change My Profile' expanded, with a red box highlighting the following links: 'Change E-mail Address', 'Change Phone number', 'Change Challenge Questions and Answers', and 'Change Address'. Below these are 'View My Profile' and 'Change Password'. The main content area displays the following profile information:</p> <ul style="list-style-type: none"> <li>First Name : [redacted]</li> <li>Last Name : [redacted]</li> <li>Date of Birth : [redacted]</li> <li>E-mail Address : [redacted]</li> <li><b>U.S Home Address</b></li> <li>Phone Number : [redacted]</li> <li>Home Address Line 1 : [redacted]</li> <li>Home Address Line 2 : [redacted]</li> <li>City : [redacted]</li> <li>State : [redacted]</li> <li>Zip Code : [redacted]</li> <li>Country: USA</li> </ul>

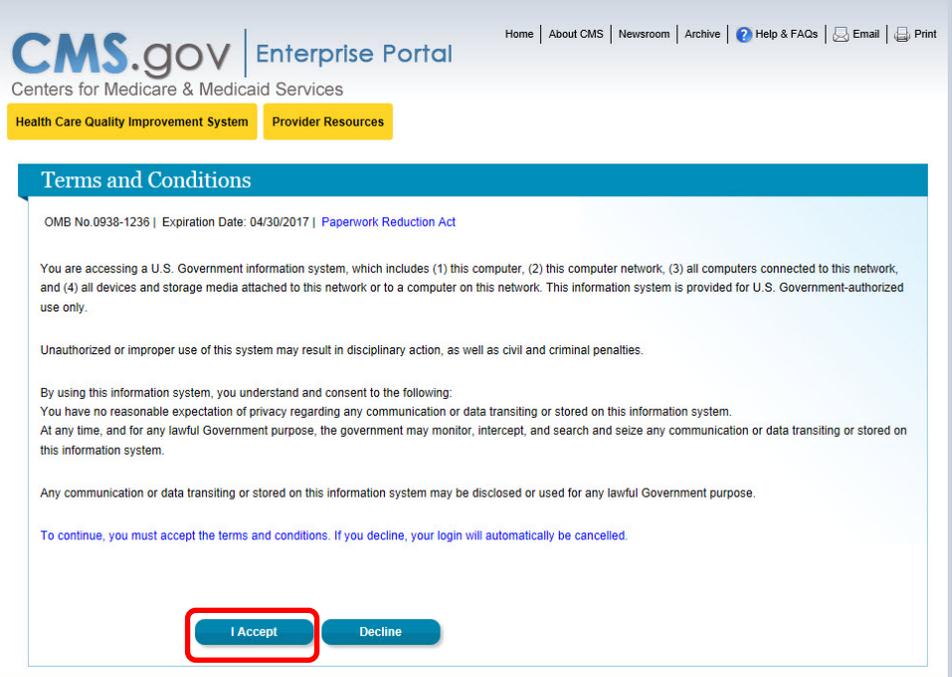
Step	Action	Screen Displayed
7	<p>The change page will display, showing the current information on record.</p> <p>Enter the new information and select <b>Next</b>.</p> <p>Once you complete your change, an acknowledgement page will display.</p> <p>Select <b>OK</b> to close the page and be returned to the <b>View My Profile</b> page.</p>	 <p>The screenshot shows the CMS.gov Enterprise Portal interface. At the top, there is a navigation bar with the CMS.gov logo and 'Enterprise Portal'. Below this is a 'My Portal' button. The main content area shows a breadcrumb trail: 'CMS Portal &gt; EIDM user menu page &gt; My Profile'. There are also links for 'Screen reader mode Off' and 'Accessibility Settings'. A dropdown menu titled 'Change My Profile' is open, listing options: 'Change E-mail Address', 'Change Phone number', 'Change Challenge Questions and Answers', 'Change Address', 'View My Profile', and 'Change Password'. The 'Change Phone number' option is highlighted, and a confirmation message is displayed: 'Change Phone number' followed by 'Your Phone number has been updated successfully.' Below the message is an 'OK' button.</p>

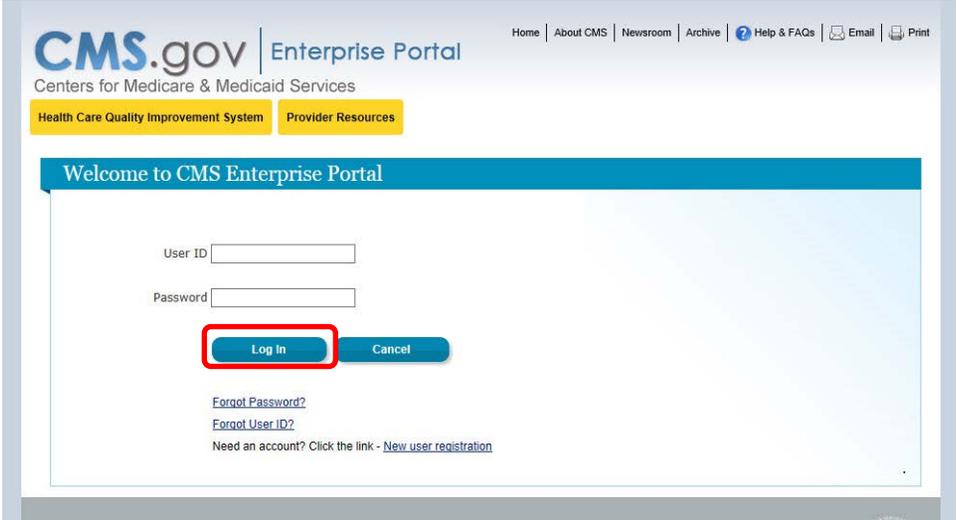
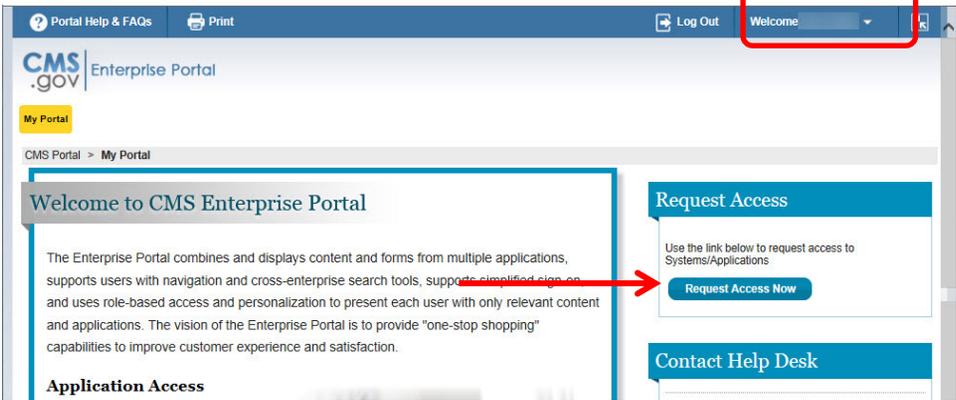
## E. Removing a Role From Your Access

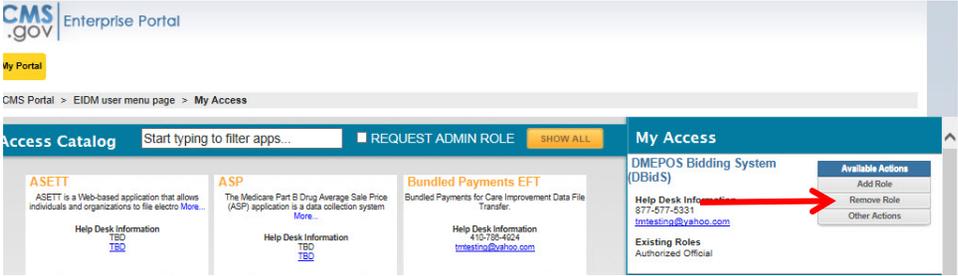
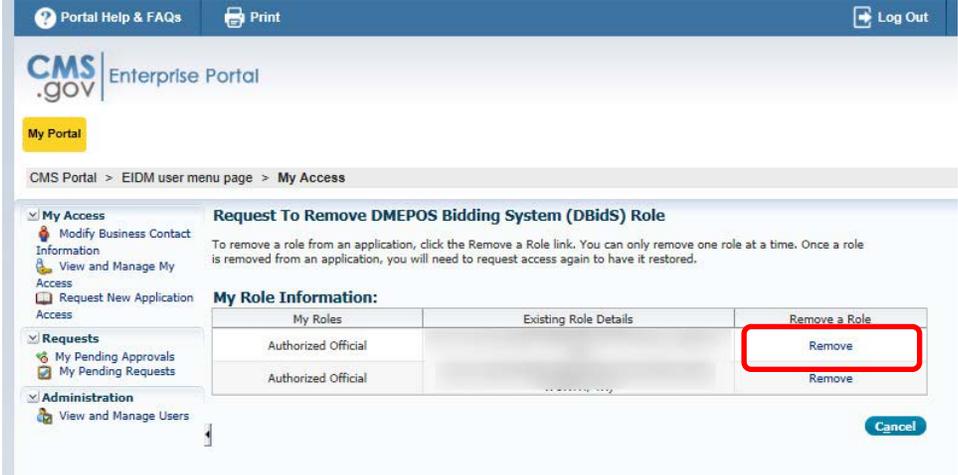
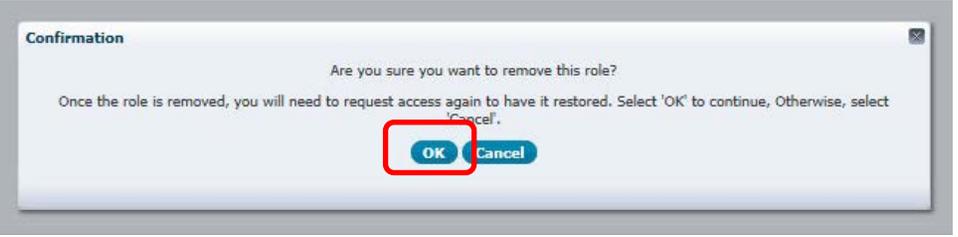
Backup authorized officials (BAOs) and end users (EUs) may remove their role in order to associate to another role. Authorized officials (AOs) may remove their own role if they are the only member of their organization registered in EIDM. AOs who have a BAO or EU in their organization registered in EIDM and need to remove any role (AO, BAO, or EU) must contact the CBIC customer service center at **877-577-5331**.

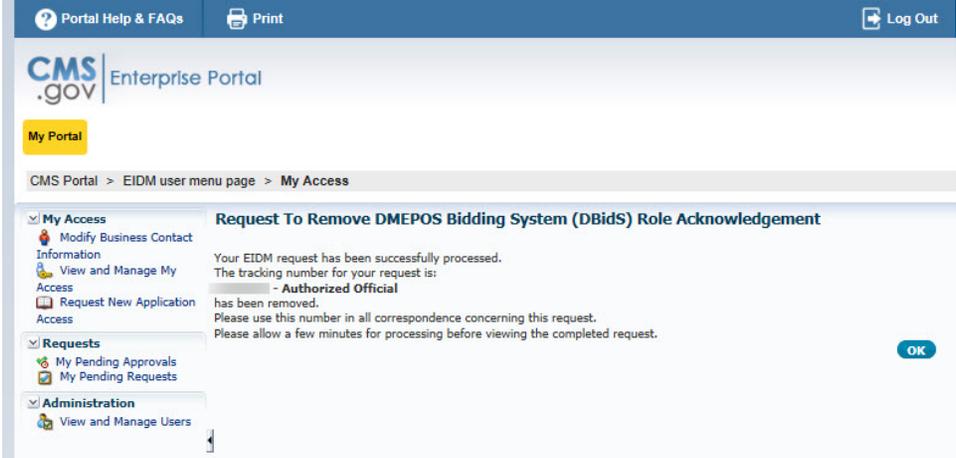
If an EU is removed from that role, he or she may be promoted to a BAO or AO (if included on the CMS-855S application) by registering again in EIDM for the new role. Updates to the CMS-855S application may be submitted in PECOS or with the NSC. The NSC has up to 45 days to verify and update PECOS during the registration period. Once the registration window closes, EIDM users may not add new roles.

Step	Action	Screen Displayed
1	<p>Go to the CBIC website: <a href="http://www.dmecompetitivebid.com">www.dmecompetitivebid.com</a>.</p> <p>Click <b>Round 1 2017</b>.</p> <p>Go to <b>Bidding Suppliers</b> and then <b>Registration</b>.</p> <p>Click <b>Register Now</b>.</p>	
2	<p>On the <b>CMS Enterprise Portal</b> page, click <b>Login to CMS Secure Portal</b>.</p>	 <p>The screenshot shows the CMS.gov Enterprise Portal. The main heading is 'Welcome to CMS Enterprise Portal'. Below this, there is a navigation bar with links for 'CMS Enterprise Portal', 'M/CBS', 'Medicare Shared Savings Program', 'Physician Value', 'ASP', 'Code Payments', 'CPC', and 'Innovation Center'. The main content area features a large banner with the text: 'The CMS Enterprise Portal is a gateway being offered to allow the public to access a number of systems related to Medicare Advantage, Prescription Drug, and other CMS programs.' To the right of the banner is a 'CMS Secure Portal' section with a 'Login to CMS Secure Portal' button highlighted in red. Below this are links for 'Forgot Username?', 'Forgot Password?', and 'New User Registration'. At the bottom, there are sections for 'Get E-Mail Alerts' and 'CMS News'.</p>

Step	Action	Screen Displayed
3	Click the <b>I Accept</b> button on the <b>Terms and Conditions</b> page.	 <p>The screenshot shows the 'Terms and Conditions' page on the CMS.gov Enterprise Portal. The page includes a header with navigation links (Home, About CMS, Newsroom, Archive, Help &amp; FAQs, Email, Print) and two yellow buttons: 'Health Care Quality Improvement System' and 'Provider Resources'. The main content area is titled 'Terms and Conditions' and contains the following text:</p> <p>OMB No.0938-1236   Expiration Date: 04/30/2017   <a href="#">Paperwork Reduction Act</a></p> <p>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.</p> <p>Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.</p> <p>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.</p> <p>Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.</p> <p>To continue, you must accept the terms and conditions. If you decline, your login will automatically be cancelled.</p> <p>At the bottom of the page, there are two buttons: 'I Accept' (highlighted with a red box) and 'Decline'.</p>

Step	Action	Screen Displayed
4	<p>Enter your user ID and password on the <b>Welcome to CMS Enterprise Portal</b> screen.</p> <div data-bbox="247 310 917 612" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>Note:</b> If after three (3) attempts you are unable to successfully enter your user ID and/or password, your account will be locked for 60 minutes. You may attempt to log in to EIDM again after 60 minutes. If you have forgotten your user ID or password, you may recover them by using the “Forgot User ID?” link or the “Forgot Password?” link at the bottom of the Login screen.</p> </div> <p>Click <b>Log In</b>.</p>	
5	<p>Click <b>Request Access Now</b> on the <b>Welcome to CMS Enterprise Portal</b> page.</p> <p>You can also select the arrow next to your name in the upper right side of the page, then select <b>My Access</b> from the drop down menu.</p>	

Step	Action	Screen Displayed
6	<p>The <b>Access Catalog, My Access, and My Pending Requests</b> panels will appear.</p> <p>In the <b>My Access</b> panel, your current roles will appear. Select <b>Remove Role</b>.</p>	
7	<p>The <b>Request to Remove Role</b> page will display.</p> <p>Under the <b>Remove a Role</b> column, select <b>Remove</b> for the role you want to remove.</p>	
8	<p>A box will appear with a confirmation statement. The confirmation statement reads: “Are you sure you want to remove this role? Once the role is removed, you will need to request access again to have it restored.”</p> <p>Select <b>OK</b> to remove the role or <b>Cancel</b> to keep the current role.</p>	

Step	Action	Screen Displayed
9	The <b>Request to Remove DMEPOS Bidding System (DBidS) Role Acknowledgement</b> screen will appear.	 <p>The screenshot shows the CMS Enterprise Portal interface. At the top, there are links for 'Portal Help &amp; FAQs', 'Print', and 'Log Out'. The main header reads 'CMS.gov   Enterprise Portal'. Below this is a 'My Portal' button and a breadcrumb trail: 'CMS Portal &gt; EIDM user menu page &gt; My Access'. The main content area is titled 'Request To Remove DMEPOS Bidding System (DBidS) Role Acknowledgement'. It contains a message: 'Your EIDM request has been successfully processed. The tracking number for your request is: [redacted] - Authorized Official has been removed. Please use this number in all correspondence concerning this request. Please allow a few minutes for processing before viewing the completed request.' There is an 'OK' button at the bottom right of the message. On the left side, there is a navigation menu with sections: 'My Access' (containing 'Modify Business Contact Information', 'View and Manage My Access', 'Request New Application Access'), 'Requests' (containing 'My Pending Approvals', 'My Pending Requests'), and 'Administration' (containing 'View and Manage Users').</p>

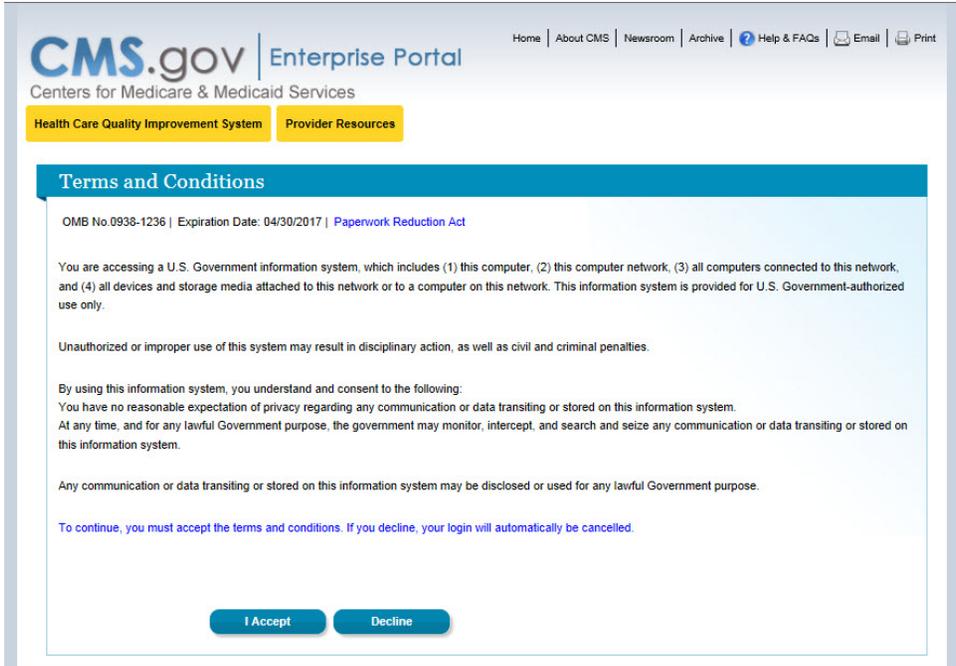
After completing this process, if you wish to be assigned a different role, complete the steps in the **Modifying Your Current EIDM Access to add the DMEPOS Bidding System (DBidS) Application.**

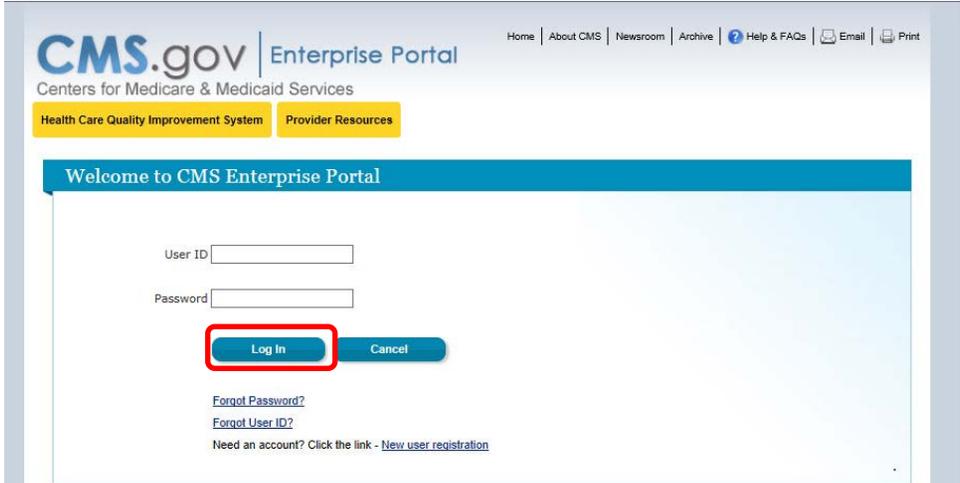
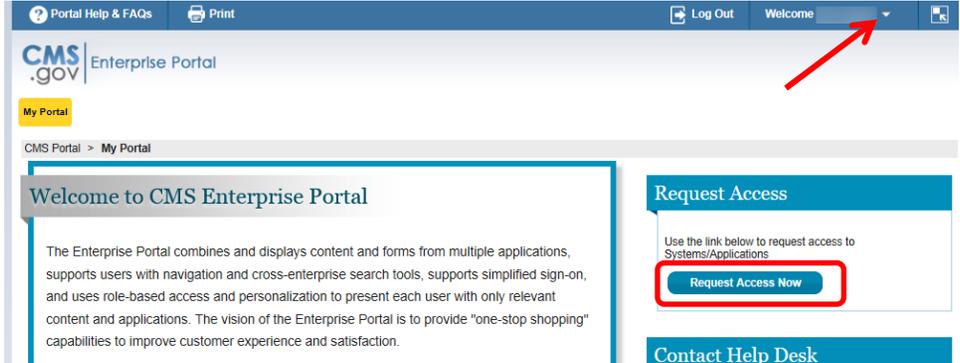
## F. Modifying Your Current EIDM Access to add the DMEPOS Bidding System (DBidS) Application

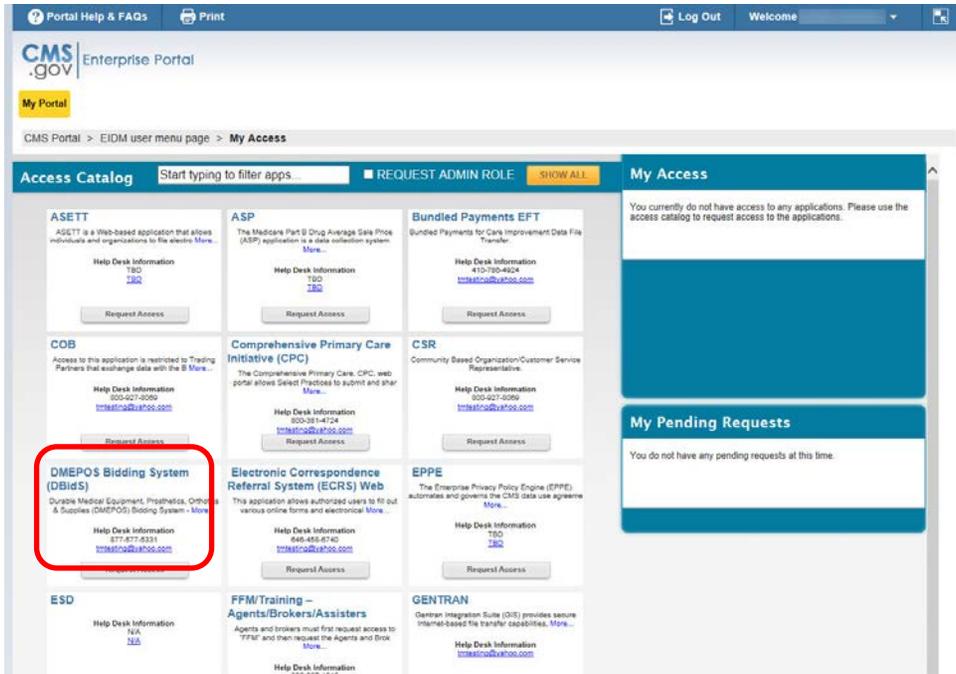
If you are currently registered in an EIDM application for another line of Medicare business, such as myCGS, The SPOT (FCSO), Novitasphere, or PS&R/STAR, your existing access must be modified to add the DBidS application for the DMEPOS Competitive Bidding Program.

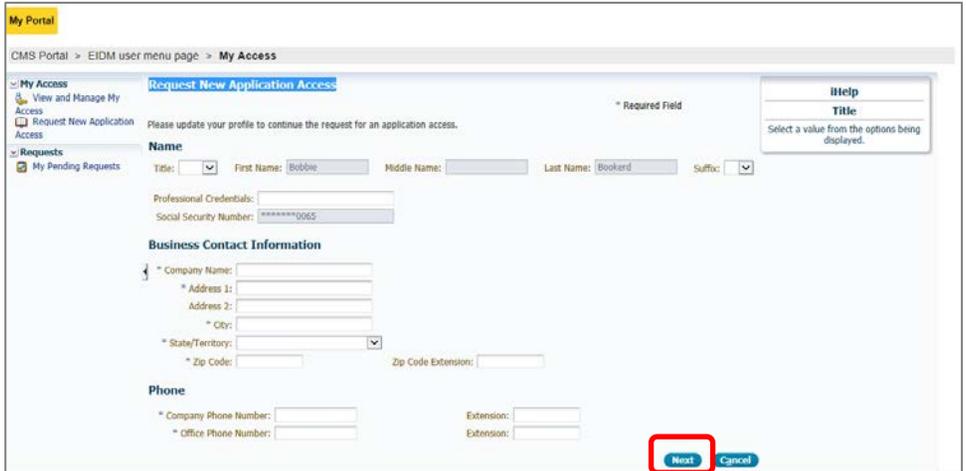
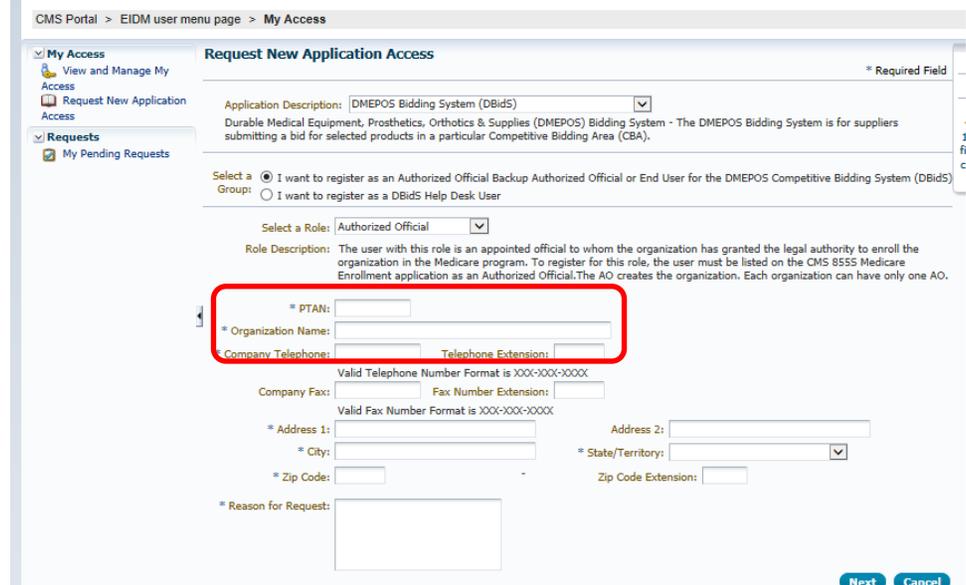
To modify a current access to add the DBidS application, the authorized official (AO) should complete the following steps:

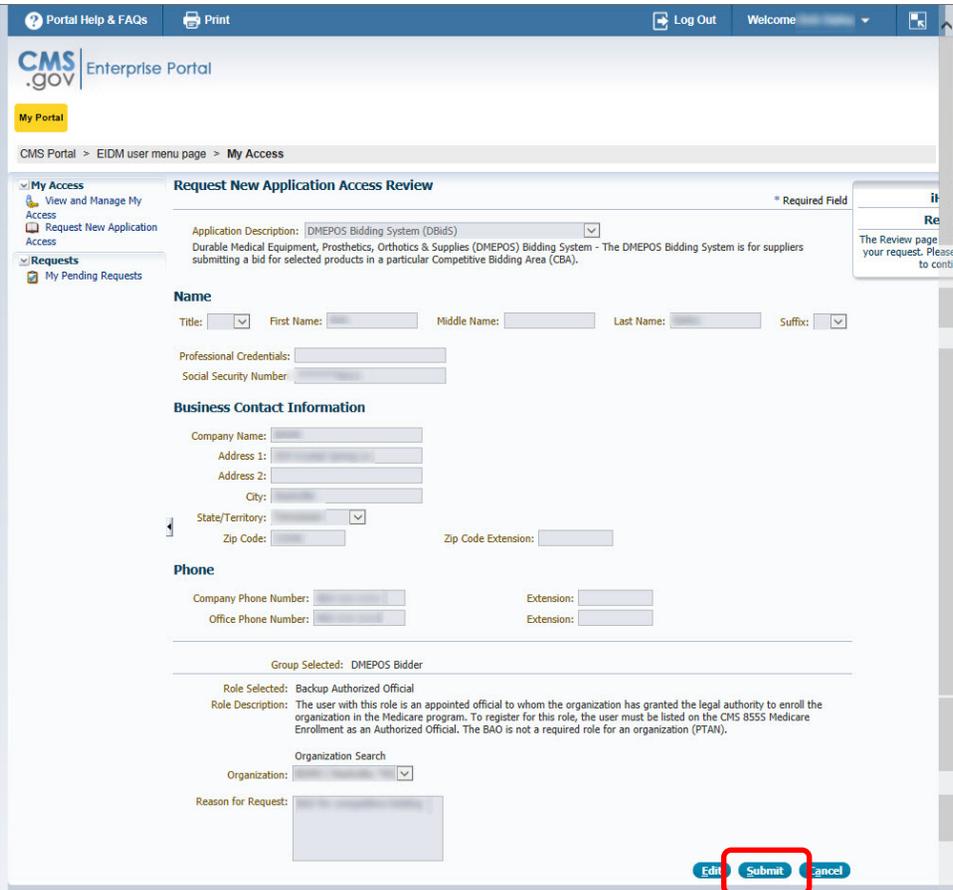
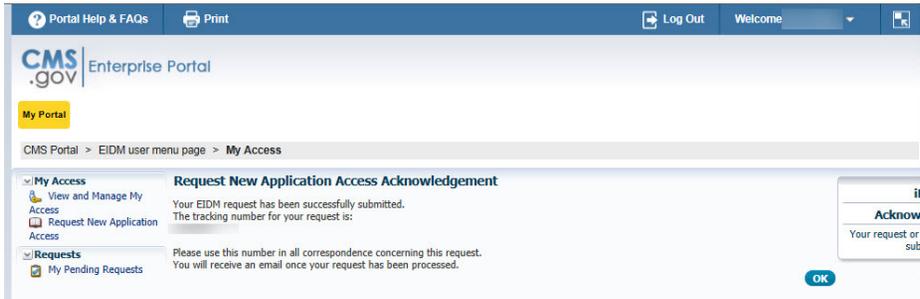
Step	Action	Screen Displayed
1	<p>Go to the CBIC website at <a href="http://www.dmecompetitivebid.com">www.dmecompetitivebid.com</a>.</p> <p>Click <b>Round 1 2017</b>.</p> <p>Go to <b>Bidding Suppliers</b> and then <b>Registration</b>.</p> <p>Click <b>Register Now</b>.</p>	
2	<p>On the <b>Enterprise Portal</b> page, click <b>Login to CMS Secure Portal</b>.</p>	

Step	Action	Screen Displayed
3	<p>Read the <b>Terms and Conditions</b>.</p> <p>Click <b>I Accept</b>.</p>	

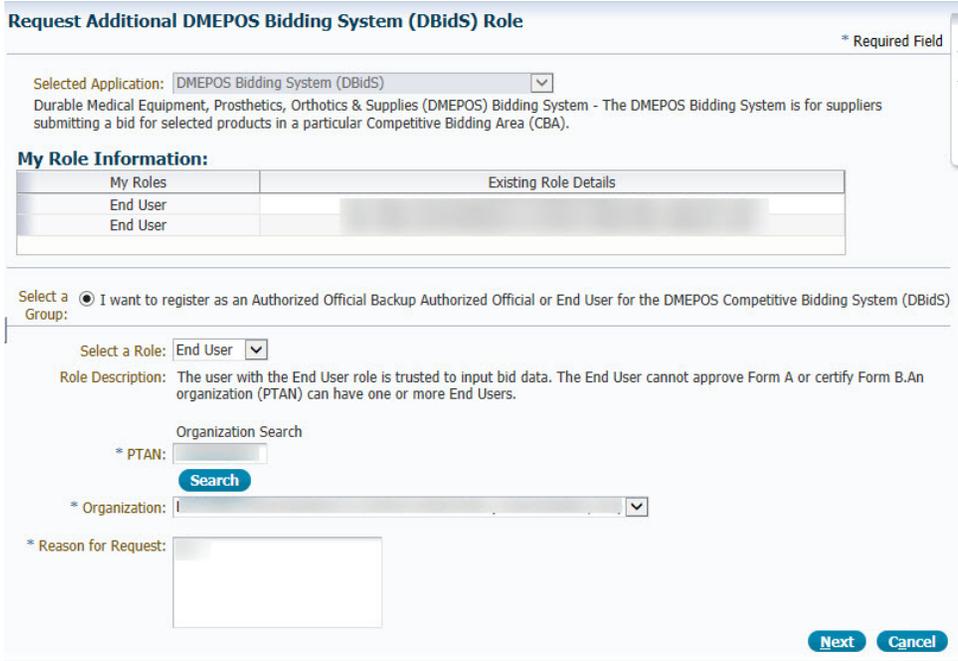
Step	Action	Screen Displayed
4	Enter your user ID and password and select <b>Log In</b> .	
5	<p>The <b>Welcome to CMS Enterprise Portal</b> page will appear.</p> <p>Click <b>Request Access Now</b>.</p> <p>You may also select the down arrow in the upper right hand corner, then select <b>My Access</b> from the drop down menu.</p>	

Step	Action	Screen Displayed
6	<p>The <b>Access Catalog</b> section will display.</p> <p>Scroll down or use the <b>Search</b> section to locate the <b>DMEPOS Bidding System (DBidS)</b> application.</p> <p>Select <b>Request Access</b> on the <b>DMEPOS Bidding System (DBidS)</b> application.</p> <p>Note: If you already have access to DBidS, the application will be displayed in the <b>My Access</b> section.</p>	
7	<p>The <b>Request New Application Access</b> page will appear.</p> <p>Select <b>“I want to register as an Authorized Official, Backup Authorized Official, or End User for the DMEPOS Competitive Bidding System (DBidS).”</b></p> <p>Select your role from the drop down menu.</p>	

Step	Action	Screen Displayed
	<p>The <b>Request New Application Access</b> page will refresh and request your name and company information. Complete the requested fields, and click <b>Next</b>.</p>	
8	<p>You will have different options depending upon your role:</p> <p>For the Authorized Official – <b>Complete steps 8-10</b>. Enter the PTAN and organization’s information in the <b>Organization Information</b> fields (for example, a unique PTAN and the company name and address.) The PTAN must match information on the CMS-855S application.</p> <p>Note: The PTAN can be any location that you intend to include on your bid to furnish items in the CBA(s).</p> <p><b>BAOs and EUs go to page 49 and complete steps 8a-10c.</b></p> <p>Enter Reason for Request such as ‘Enter bid data,’ or ‘Approve bid’ and click <b>Next</b>.</p>	

Step	Action	Screen Displayed
9	<p>The <b>Request New Application Access Review</b> page will display. If the information shown is correct, click <b>Submit</b>.</p>	
10	<p>The <b>Request New Application Access Acknowledgement</b> page will appear. Your request tracking number will display.</p> <p>Click <b>OK</b> to be returned to the <b>View And Manage My Access</b> page.</p> <p>The new role will not appear on the <b>View And Manage My Access</b> page until it has been approved by your organization's AO or BAO, or for five minutes in the case of an AO adding the role.</p>	

If the BAO or EU wishes to be associated with the added DBidS application, he or she should complete steps 1-7 above. The BAO or EU must then complete steps 8a-10c below. The AO approves the BAO or EU's request to be associated with this PTAN for the DBidS application.

Step	Action	Screen Displayed						
8a	<p>The backup authorized official or end user should enter the PTAN, click <b>Search</b>, and using the <b>Organization</b> drop down box, select your company.</p> <p>Enter <b>Reason for Request</b> such as 'Add an application' and click <b>Next</b>.</p>	 <p><b>Request Additional DMEPOS Bidding System (DBidS) Role</b> * Required Field</p> <p>Selected Application: DMEPOS Bidding System (DBidS)</p> <p>Durable Medical Equipment, Prosthetics, Orthotics &amp; Supplies (DMEPOS) Bidding System - The DMEPOS Bidding System is for suppliers submitting a bid for selected products in a particular Competitive Bidding Area (CBA).</p> <p><b>My Role Information:</b></p> <table border="1"> <thead> <tr> <th>My Roles</th> <th>Existing Role Details</th> </tr> </thead> <tbody> <tr> <td>End User</td> <td></td> </tr> <tr> <td>End User</td> <td></td> </tr> </tbody> </table> <p>Select a Group: <input checked="" type="radio"/> I want to register as an Authorized Official Backup Authorized Official or End User for the DMEPOS Competitive Bidding System (DBidS)</p> <p>Select a Role: End User</p> <p>Role Description: The user with the End User role is trusted to input bid data. The End User cannot approve Form A or certify Form B. An organization (PTAN) can have one or more End Users.</p> <p>Organization Search</p> <p>* PTAN: <input type="text"/></p> <p><b>Search</b></p> <p>* Organization: <input type="text"/></p> <p>* Reason for Request: <input type="text"/></p> <p><b>Next</b> <b>Cancel</b></p>	My Roles	Existing Role Details	End User		End User	
My Roles	Existing Role Details							
End User								
End User								

9b

The **Request Additional DMEPOS Bidding System (DBidS) Role Review** page will display with the entered information. If the information is correct, click **Submit**.

### Request Additional DMEPOS Bidding System (DBidS) Role Review

\* Required Field

Selected Application: DMEPOS Bidding System (DBidS)

Durable Medical Equipment, Prosthetics, Orthotics & Supplies (DMEPOS) Bidding System - The DMEPOS Bidding System is for suppliers submitting a bid for selected products in a particular Competitive Bidding Area (CBA).

#### My Role Information:

My Roles	Existing Role Details
Authorized Official	

Group Selected: DMEPOS Authorized Official, Backup Authorized Official, or End U

Role Selected: Authorized Official

Role Description: The user with this role is an appointed official to whom the organization has granted the legal authority to enroll the organization in the Medicare program. To register for this role, the user must be listed on the CMS 855S Medicare Enrollment application as an Authorized Official. The AO creates the organization. Each organization can have only one AO.

PTAN:

Organization Name:

Company Telephone:  Telephone Extension:

Valid Telephone Number Format is XXX-XXX-XXXX

Company Fax:  Fax Number Extension:

Valid Fax Number Format is XXX-XXX-XXXX

Address 1:

Address 2:

City:

State/Territory:

Zip Code:

Zip Code Extension:

Reason for Request:

10c

Once the AO approves the BAO's and EU's request, the **Request Additional DMEPOS Bidding System (DBidS) Role Acknowledgement** page will display.

Click **OK** to be returned to the **View And Manage My Access** page.

CMS Portal > EIDM user menu page > My Access

#### My Access

#### Requests

#### Administration

### Request Additional DMEPOS Bidding System (DBidS) Role Acknowledgement

Your EIDM request has been successfully submitted.  
The tracking number for your request is:

Please use this number in all correspondence concerning this request.  
You will receive an email once your request has been processed.

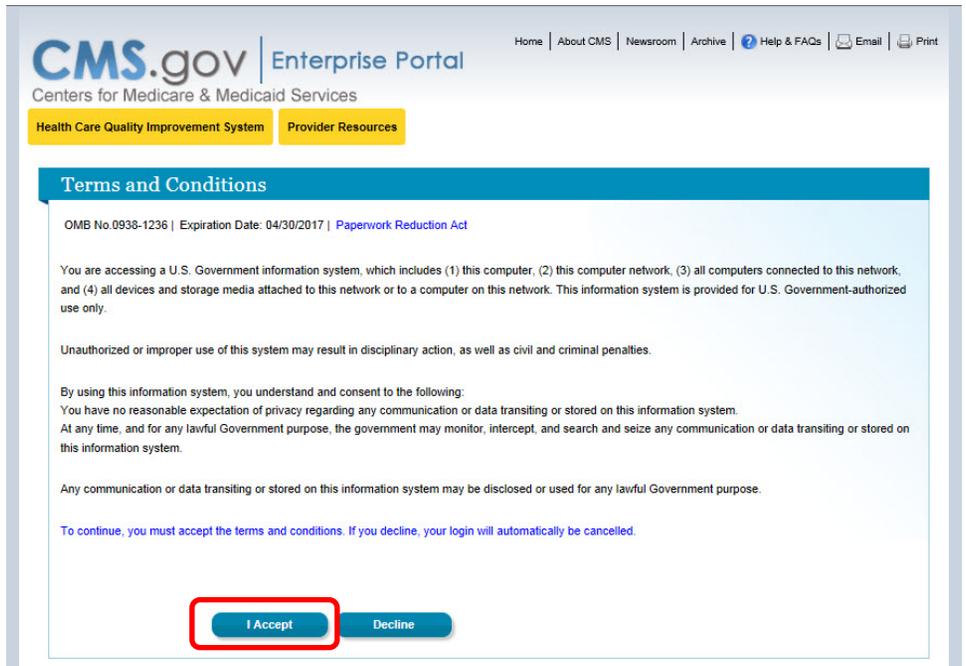
## G. Adding a Role to your Access to Associate with Multiple PTANs

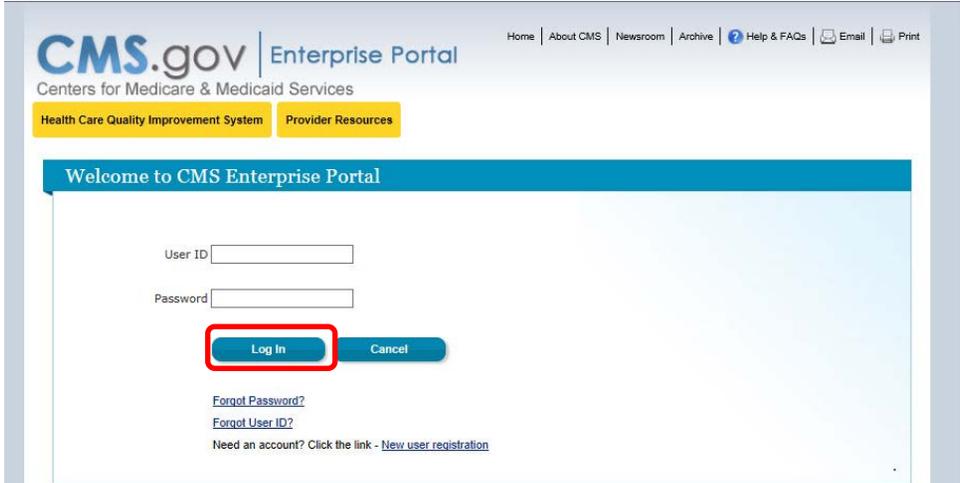
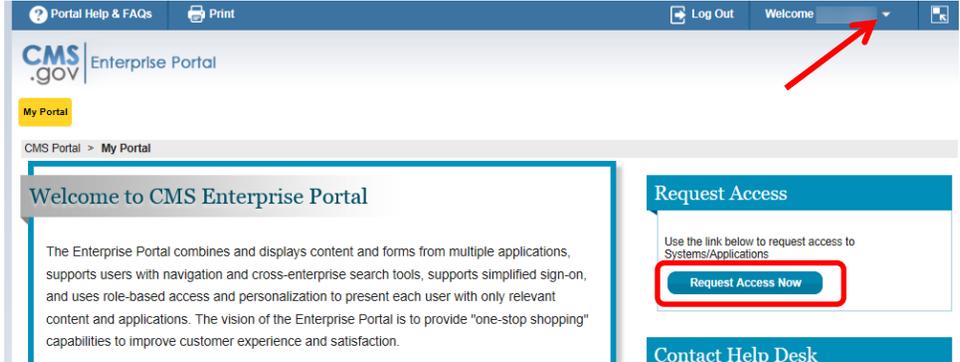
You can have only one role – AO, BAO, or EU – in EIDM for the DMEPOS Bidding System (DBidS) application. For example, you cannot register as an AO for one PTAN and register as an EU for another PTAN. However, for certain situations your role may be associated with multiple PTANs in EIDM. In most situations, you should register in EIDM with only ONE PTAN, regardless of your business organization type (supplier with single location, supplier with multiple locations, or network). Only TWO exceptions could apply:

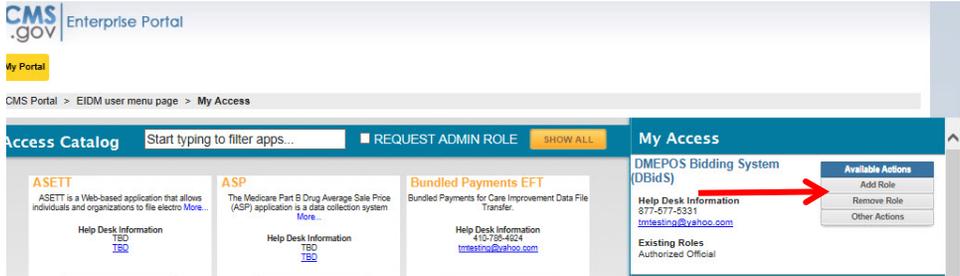
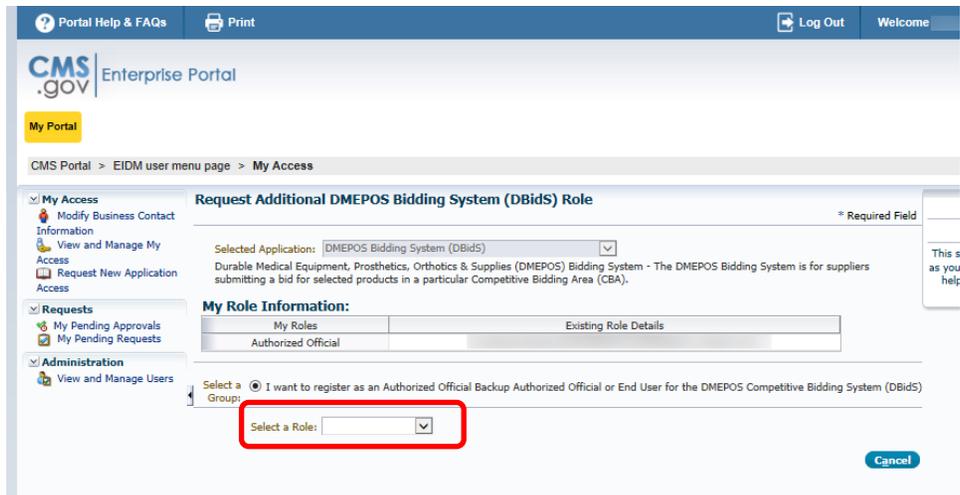
1. Primary members of a network only register ONE time. If the primary network member wants to submit an individual bid for a competitive bidding area (CBA) and product category combination that is separate from the network’s bid(s), the primary member should still register ONE time. Then the primary network member should **modify his or her access** by adding a role to enter another PTAN (see step 6 below-Add Role): one PTAN for the network bid and another PTAN for the individual bid. However, members of a network (who are not the primary network member) who are submitting a bid(s) for a CBA and product category combination separate from the network bid(s) will need to register to submit their separate bid.
2. Companies that are commonly owned and/or commonly controlled should register only ONE time and submit ONE bid application that includes all locations that provide the product category in the CBA. All locations that provide items in a product category to beneficiaries in a CBA must be included on the bid application. Regulations do not allow commonly owned or commonly controlled companies to bid against themselves. However, if your organization has commonly owned or commonly controlled entities that are bidding on different product categories in the same CBA or the same product category in different CBAs, you have the option to register a different PTAN for each bid. Remember, commonly owned or controlled bidders cannot bid for the same product category in the same CBA. For definitions of commonly owned or controlled companies, see **Definitions** on page 7.

To add a PTAN, you must go to **My Access** and select **Add a Role**. The AO should complete the following steps. For BAO and EU instructions, go to page 58.

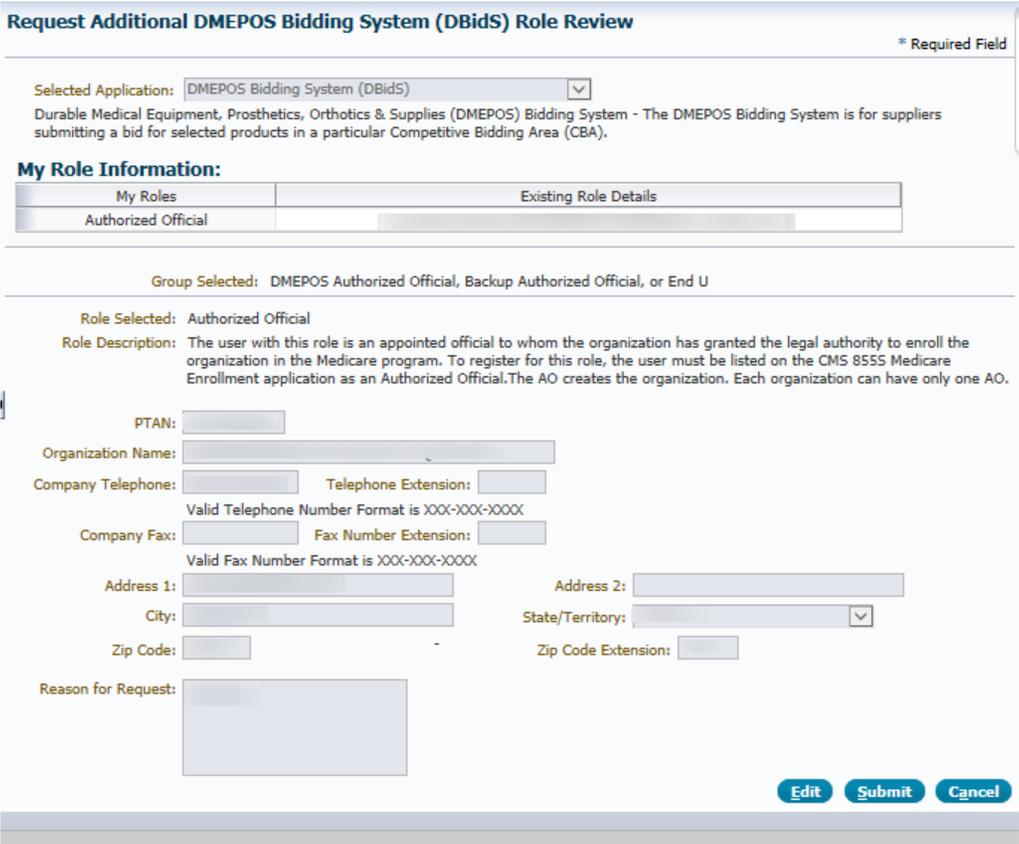
Step	Action	Screen Displayed
1	Go to the CBIC website at <a href="http://www.dmecompetitivebid.com">www.dmecompetitivebid.com</a> . Click <b>Round 1 2017</b> . Go to <b>Bidding Suppliers</b> and then <b>Registration</b> . Click <b>Register Now</b> .	

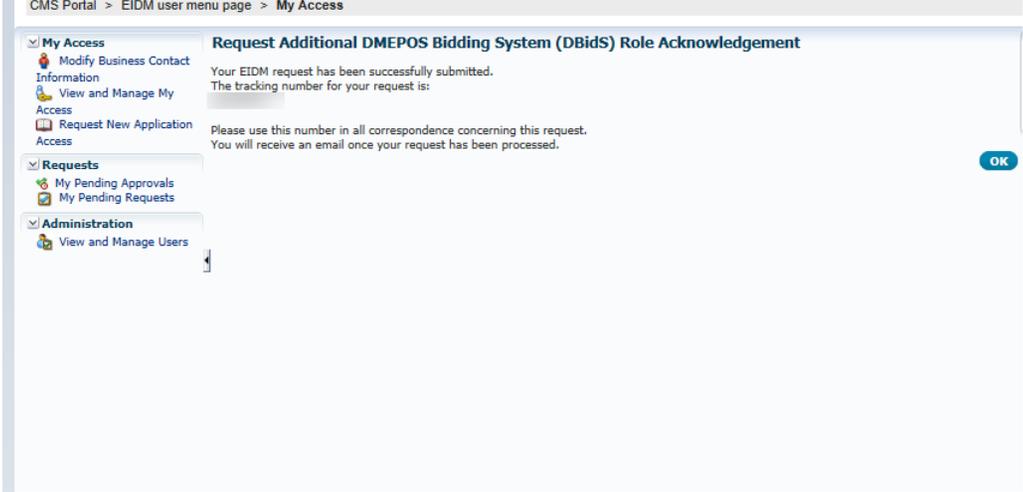
Step	Action	Screen Displayed
2	<p>On the <b>Enterprise Portal</b> page, click <b>Login to CMS Secure Portal</b>.</p>	 <p>The screenshot shows two main sections. On the left, a 'Comprehensive Primary Care' banner features a map of the United States and text explaining the CPC portal's purpose, along with help desk contact information (1-800-381-4724, <a href="mailto:cpcisupport@telligen.com">cpcisupport@telligen.com</a>) and a 'Read Here' link. On the right, the 'CMS Secure Portal' section contains a message stating that a CMS user account is required to log in. Below this message, a blue button with a lock icon and the text 'Login to CMS Secure Portal' is highlighted with a red rectangular box. Other links include 'Forgot User ID?', 'Forgot Password?', and 'New User Registration'.</p>
3	<p>Read the <b>Terms and Conditions</b>.</p> <p>Click <b>I Accept</b>.</p>	 <p>The screenshot displays the 'Terms and Conditions' page on the CMS.gov Enterprise Portal. At the top, the CMS.gov logo and 'Enterprise Portal' text are visible, along with navigation links for Home, About CMS, Newsroom, Archive, Help &amp; FAQs, Email, and Print. Below the navigation, there are buttons for 'Health Care Quality Improvement System' and 'Provider Resources'. The main heading is 'Terms and Conditions'. The page includes the OMB No. 0938-1236, an expiration date of 04/30/2017, and a link to the Paperwork Reduction Act. The text explains that users are accessing a U.S. Government information system and outlines the scope of the system, including computers, networks, and storage media. It states that unauthorized use may result in disciplinary action, civil, and criminal penalties. Users are informed that by using the system, they understand and consent to the following: no reasonable expectation of privacy, potential government monitoring and search, and disclosure of communication or data for lawful purposes. At the bottom, a red box highlights the 'I Accept' button, with a 'Decline' button positioned to its right.</p>

Step	Action	Screen Displayed
4	Enter your user ID and password and select <b>Log In</b>	
5	<p>The <b>Welcome to CMS Enterprise Portal</b> page will appear.</p> <p>Click <b>Request Access Now</b>.</p> <p>You may also select the down arrow in the upper right hand corner, then select <b>My Access</b> from the drop down menu.</p>	

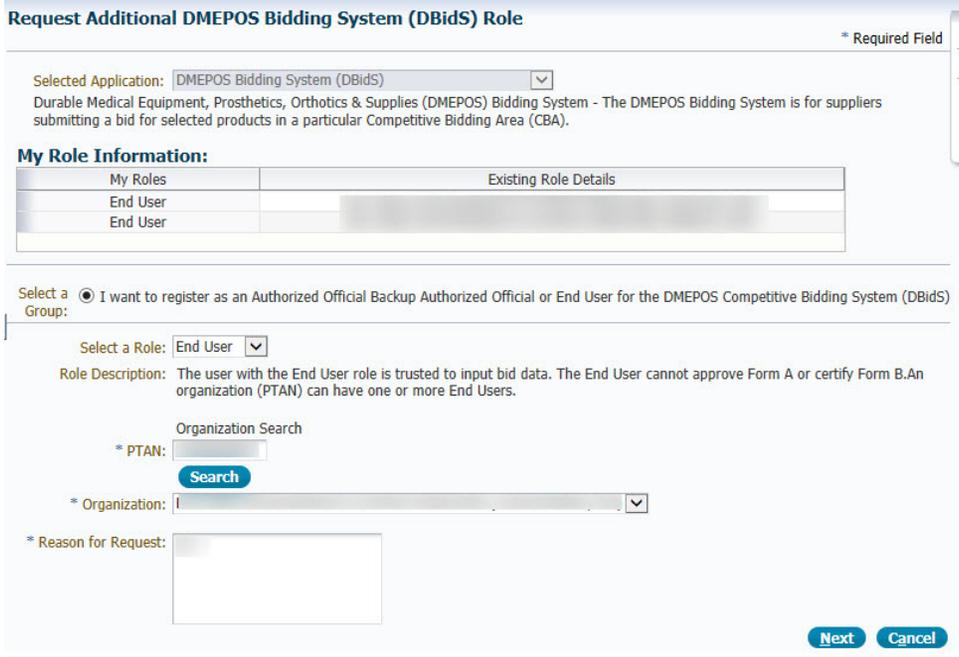
Step	Action	Screen Displayed
6	<p>The <b>Access Catalog</b>, <b>My Access</b>, and <b>My Pending Requests</b> panels will appear.</p> <p>In the <b>My Access</b> panel, your current roles will appear. Select <b>Add Role</b>.</p>	
7.	<p>The <b>Request Additional DMEPOS Bidding System (DBidS) Role</b> page will appear. You must <b>select your current role in the Select a Role</b> drop down menu. You are restricted to choosing your existing role. For example, authorized officials can only select the authorized official role from the drop down menu.</p>	

Step	Action	Screen Displayed								
8.	<p>Enter the PTAN you wish to add and the organization's information in the <b>Organization Information</b> fields.</p> <p>Enter <b>Reason for Request</b> such as 'Add a PTAN' and click <b>Next</b>.</p>	<p><b>Request Additional DMEPOS Bidding System (DBids) Role</b> <span style="float: right;">* Required Field</span></p> <p>Selected Application: <input type="text" value="DMEPOS Bidding System (DBids)"/> <input type="button" value="v"/>  Durable Medical Equipment, Prosthetics, Orthotics &amp; Supplies (DMEPOS) Bidding System - The DMEPOS Bidding System is for suppliers submitting a bid for selected products in a particular Competitive Bidding Area (CBA).</p> <p><b>My Role Information:</b></p> <table border="1"> <thead> <tr> <th>My Roles</th> <th>Existing Role Details</th> </tr> </thead> <tbody> <tr> <td>Authorized Official</td> <td></td> </tr> <tr> <td>Authorized Official</td> <td></td> </tr> <tr> <td>Authorized Official</td> <td></td> </tr> </tbody> </table> <p>Select a Group: <input checked="" type="radio"/> I want to register as an Authorized Official Backup Authorized Official or End User for the DMEPOS Competitive Bidding System (DBids)</p> <p>Select a Role: <input type="text" value="Authorized Official"/> <input type="button" value="v"/></p> <p><b>Role Description:</b> The user with this role is an appointed official to whom the organization has granted the legal authority to enroll the organization in the Medicare program. To register for this role, the user must be listed on the CMS 855S Medicare Enrollment application as an Authorized Official. The AO creates the organization. Each organization can have only one AO.</p> <p>* PTAN: <input type="text"/></p> <p>* Organization Name: <input type="text"/></p> <p>* Company Telephone: <input type="text"/> Telephone Extension: <input type="text"/>  Valid Telephone Number Format is XXX-XXX-XXXX</p> <p>Company Fax: <input type="text"/> Fax Number Extension: <input type="text"/>  Valid Fax Number Format is XXX-XXX-XXXX</p> <p>* Address 1: <input type="text"/> Address 2: <input type="text"/></p> <p>* City: <input type="text"/> * State/Territory: <input type="text" value="v"/></p> <p>* Zip Code: <input type="text"/> - Zip Code Extension: <input type="text"/></p> <p>* Reason for Request: <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Next"/> <input type="button" value="Cancel"/></p>	My Roles	Existing Role Details	Authorized Official		Authorized Official		Authorized Official	
My Roles	Existing Role Details									
Authorized Official										
Authorized Official										
Authorized Official										

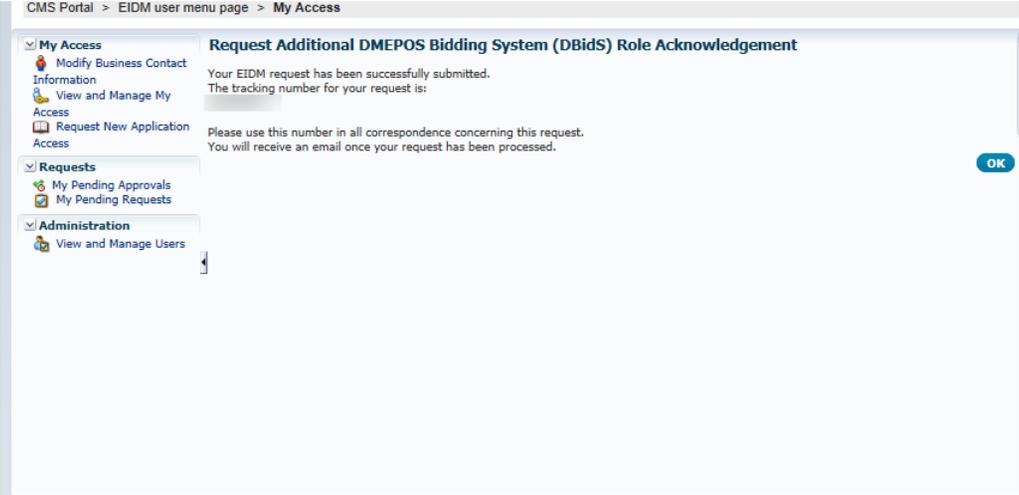
Step	Action	Screen Displayed				
9.	The <b>Request Additional DMEPOS Bidding System (DBidS) Role Review</b> page will display the entered information. If the information is correct, click <b>Submit</b> .	 <p><b>Request Additional DMEPOS Bidding System (DBidS) Role Review</b> <span style="float: right;">* Required Field</span></p> <p>Selected Application: <input type="text" value="DMEPOS Bidding System (DBidS)"/> <input type="button" value="v"/></p> <p>Durable Medical Equipment, Prosthetics, Orthotics &amp; Supplies (DMEPOS) Bidding System - The DMEPOS Bidding System is for suppliers submitting a bid for selected products in a particular Competitive Bidding Area (CBA).</p> <p><b>My Role Information:</b></p> <table border="1" data-bbox="991 409 1877 459"> <thead> <tr> <th data-bbox="991 409 1251 435">My Roles</th> <th data-bbox="1251 409 1877 435">Existing Role Details</th> </tr> </thead> <tbody> <tr> <td data-bbox="991 435 1251 459">Authorized Official</td> <td data-bbox="1251 435 1877 459"></td> </tr> </tbody> </table> <p>Group Selected: <input type="text" value="DMEPOS Authorized Official, Backup Authorized Official, or End U"/></p> <p>Role Selected: <input type="text" value="Authorized Official"/></p> <p>Role Description: The user with this role is an appointed official to whom the organization has granted the legal authority to enroll the organization in the Medicare program. To register for this role, the user must be listed on the CMS 855S Medicare Enrollment application as an Authorized Official. The AO creates the organization. Each organization can have only one AO.</p> <p>PTAN: <input type="text"/></p> <p>Organization Name: <input type="text"/></p> <p>Company Telephone: <input type="text"/> Telephone Extension: <input type="text"/></p> <p>Valid Telephone Number Format is XXX-XXX-XXXX</p> <p>Company Fax: <input type="text"/> Fax Number Extension: <input type="text"/></p> <p>Valid Fax Number Format is XXX-XXX-XXXX</p> <p>Address 1: <input type="text"/> Address 2: <input type="text"/></p> <p>City: <input type="text"/> State/Territory: <input type="text" value="v"/></p> <p>Zip Code: <input type="text"/> Zip Code Extension: <input type="text"/></p> <p>Reason for Request: <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Edit"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>	My Roles	Existing Role Details	Authorized Official	
My Roles	Existing Role Details					
Authorized Official						

Step	Action	Screen Displayed
10.	<p>The <b>Request Additional DMEPOS Bidding System (DBidS) Role Acknowledgement</b> page will display.</p> <p>Click <b>OK</b> to be returned to the <b>View and Manage My Access</b> page.</p>	 <p>The screenshot shows a web interface with a breadcrumb trail: CMS Portal &gt; EIDM user menu page &gt; My Access. On the left is a navigation menu with sections: My Access (containing Modify Business Contact Information, View and Manage My Access, and Request New Application Access), Requests (containing My Pending Approvals and My Pending Requests), and Administration (containing View and Manage Users). The main content area is titled 'Request Additional DMEPOS Bidding System (DBidS) Role Acknowledgement' and contains the following text: 'Your EIDM request has been successfully submitted. The tracking number for your request is: [redacted]'. Below this, it says: 'Please use this number in all correspondence concerning this request. You will receive an email once your request has been processed.' An 'OK' button is located in the bottom right corner of the main content area.</p>

If the BAO or EU wishes to be associated with the added PTAN, he or she should complete steps 1-7 above. The BAO or EU must then complete steps 8a -10c below. The AO approves the BAO or EU's request to be associated with this PTAN.

Step	Action	Screen Displayed
8a.	<p>The backup authorized official or end user should enter the new PTAN added by the AO, click <b>Search</b>, and using the <b>Organization</b> drop down box, select your company.</p> <p>Enter <b>Reason for Request</b> such as 'Add a PTAN' and click <b>Next</b>.</p>	

Step	Action	Screen Displayed
9b.	The <b>Request Additional DMEPOS Bidding System (DBids) Role Review</b> page will display with the entered information. If the information is correct, click <b>Submit</b> .	

Step	Action	Screen Displayed
10c.	<p>Once the AO approves the BAO's and EU's request, the <b>Request Additional DMEPOS Bidding System (DBids) Role Acknowledgement</b> page will display.</p> <p>Click <b>OK</b> to be returned to the <b>View and Manage My Access</b> page.</p>	

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