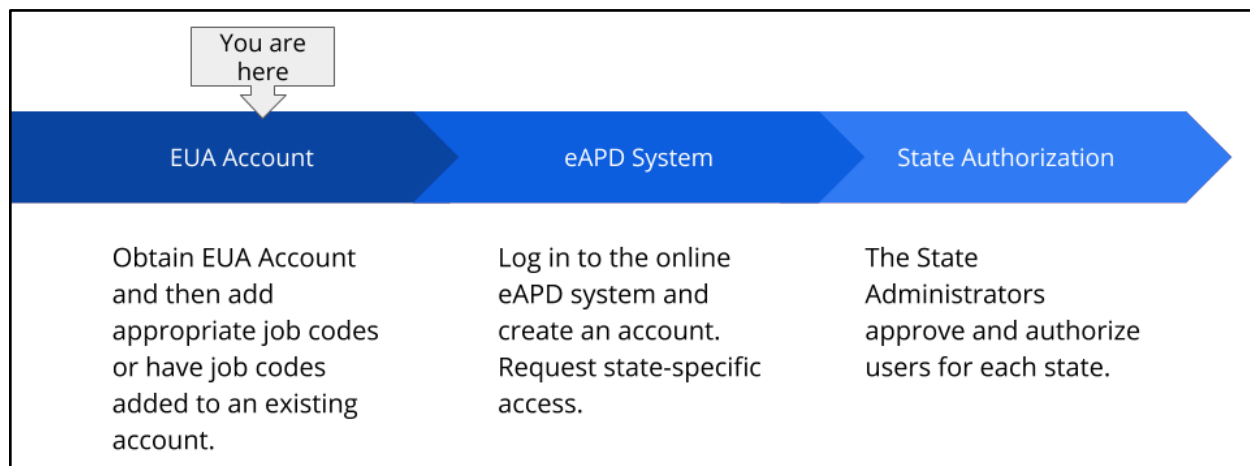


eAPD Access Process



EUA Account Registration

For Existing EUA account holders, please begin at Step 3 of these instructions.

EUA Accounts are an initial requirement for accessing the eAPD application. The following instructions will guide users who do not already have an EUA account in obtaining access. State Medicaid administrators are in the category of 'CMS Business Partners', and will have a Federal Approver and CMS Access Administrators (CAA) assigned for approvals following access request submission in the EUA-EFI system.

NOTE: This entire process may take several weeks to complete, so it is recommended that new users begin step 1 as soon as possible.

If at any point throughout these steps you experience a delay longer than 1 week or you receive a denial at any step, please contact the IT Service Desk at 800-562-1963 for clarification and assistance.

Step 1 - EFI Registration

Users enter their own personal data in EFI (EUA Front-End Interface for self-service) to obtain a CMS User ID. Once the submission is processed, an EUA ID is created.



EFI web page <https://eua.cms.gov/efi>

Review the following for further instruction before you begin:

- EFI New User Video: <https://www.youtube.com/watch?v=W0pLLShRkpQ&feature=youtu.be>
- EFI New User Guide (see page 3): <https://www.cms.gov/About-CMS/Contracting-With-CMS/ContractingGeneralInformation/Downloads/PolicyandGuidance/EFI-New-User-Guide-v28.pdf>
- Please have ready for upload the following documents before starting the EFI online application request –
 - the PIV Applicant Training certificate
 - Refer to <https://www.cms.gov/About-CMS/Contracting-With-CMS/ContractingGeneralInformation/Contracting-Policy-and-Resources.html> for link to download the PIV Applicant Training. The Training Certificate is on the last page
 - the [Declaration for Federal Employment form \(OF-306\)](#), and
 - your Resume.

NOTE: EFI application is now only supported by Google Chrome v69+ web browser.

Step 2 - EUA Access

After the EFI account has been approved, a “Welcome email” will be sent to the user. The email will contain a User ID and temporary password for EUA, along with instructions for setting a new password. The following are required entries for requesting CMS Business Partner EUA access –

- Category: Business Partner
- Type: State Agency
- Region: Select your region (See CMS Region Table below, if you are unsure)
- Full Contract Number (including Task Order): Must be blank



 CMS-EAPD@cms.hhs.gov
 <https://eapd.cms.gov/login>

CMS Region/Facility codes –

R1 (JFKBOS) Boston
R2 (JKJNYC) New York
R3 (PHIPLB) Philadelphia
R4 (AFC) Atlanta
R5 (CHIICB) Chicago
R6 (DAL1301) Dallas
R7 (FOBKAN) Kansas City
R8 (DENCBS) Denver
R9 (HWTHRN) San Francisco
R10 (BLNCH) Seattle

When the CMS Business Partner EUA access has been approved, an email will be sent to the user.

Step 3 - EUA Job Codes

Once the CMS Business Partner EUA access confirmation has been received, log into EUA and request appropriate job code(s). For eAPD access and communications, request the following two job codes:

- EAPD_P_USER
- SLACK_P_USER (See Slack note below)

When the job code request has been completed, the user will receive an EUA Notification email.

NOTE: If 5 business days have passed since your job code request was submitted, please contact the IT Service Desk at 800-562-1963 for assistance.

Step 4 - Slack Channel Access

Slack Channel participation is optional. If you wish to join the conversation on Slack, you will need to create a profile and then request access to the eAPD User Support Channel.

1. Go to <https://slack.com/get-started#/createnew> and follow the steps to set up your profile.
2. Once logged in to Slack, select Add channels from the left pane, then Browse all channels. In the search bar, enter eapd-user-support and select this channel. Your request will be pending until an Administrator approves your request.
3. Once approved, the new channel will appear as an option in the left pane for you to select and view.



 CMS-EAPD@cms.hhs.gov
 <https://eapd.cms.gov/login>

Step 5 - eAPD System Access

Proceed to instructions titled “eAPD System Access” for next steps once Steps 1-3 have been completed.

A Note about Slack

[Slack](#) is a channel-based messaging and communication workspace that will be used to communicate with eAPD users about system updates, downtime and training opportunities. Training and reference materials will be posted to the Slack workspace. Users can also use the Slack workspace to communicate with one another via chat. Access to the eAPD Slack channel can only be granted when the EUA job code has been added to the user’s EUA account.

Last Updated: 02/04/2021

