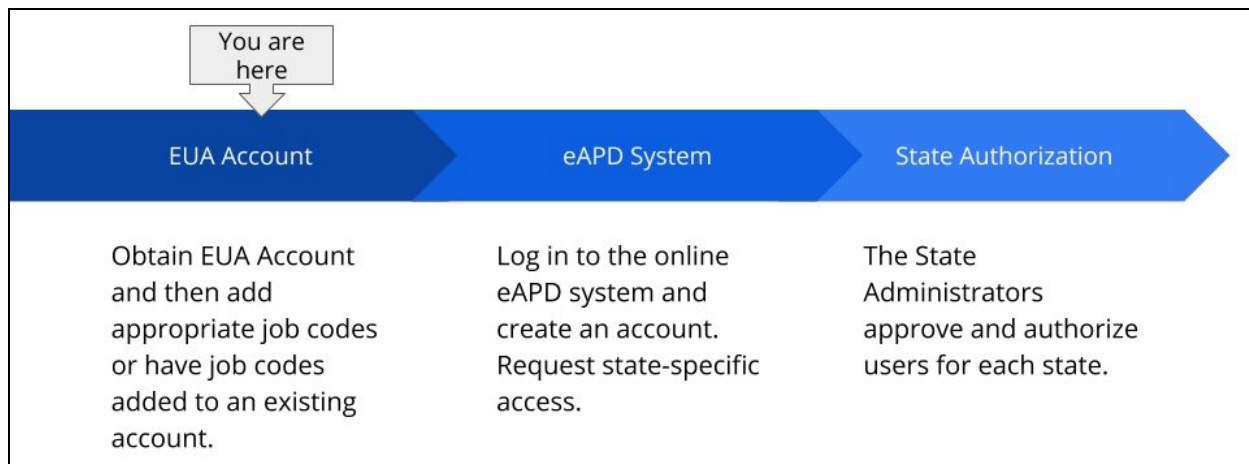
eAPD System Access - State Coordinators and State Contractors

Instructions for eAPD State Administrators are [here](#).

Step 1 - EUA Job Codes

If you have not already done so during the EUA Account Registration process, you will need to start by verifying that your EUA account has the 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 2 - 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.

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.
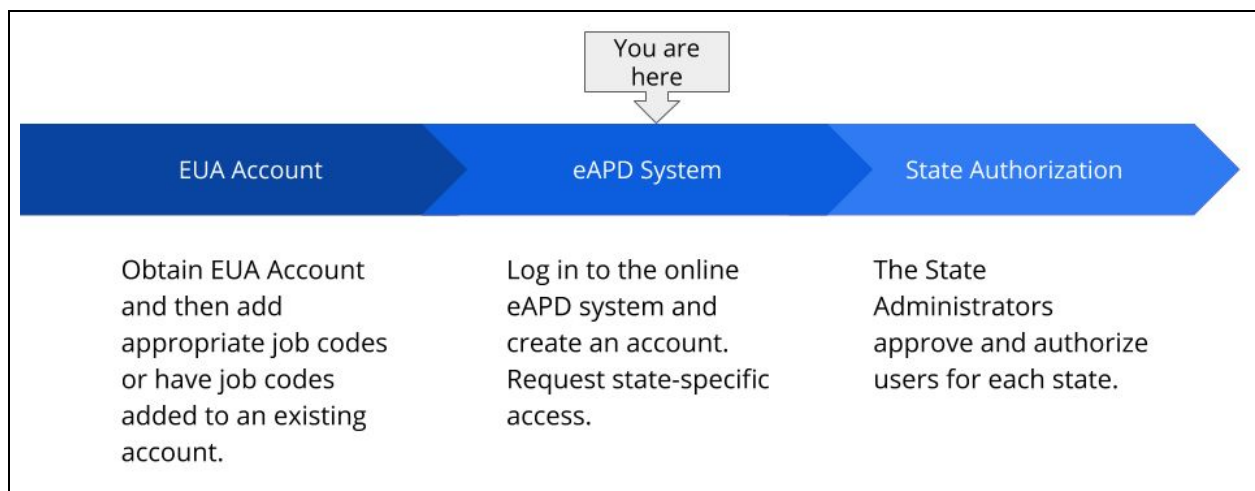
Step 3 - Create an eAPD Account

Go to https://eapd.cms.gov/. You should see the log in screen. Enter your EUA ID and your EUA password.

You will be prompted to select an option for Multi-Factor Authentication.

If you select Call, SMS Text or Email, the system will ask for your contact information and send a verification code to you, using the information provided.

If you select an Authenticator, the following screen will guide you through the Google Authenticator verification process.

NOTE: If you choose to use this method and you do not already have Google Authenticator, or an equivalent Authentication application,installed on your smartphone, you will need to install the app before proceeding or go back and select another option.

Configure Multi-Factor Authentication

Step 1: Please access your preferred **Authenticator** app through the app store on your phone.

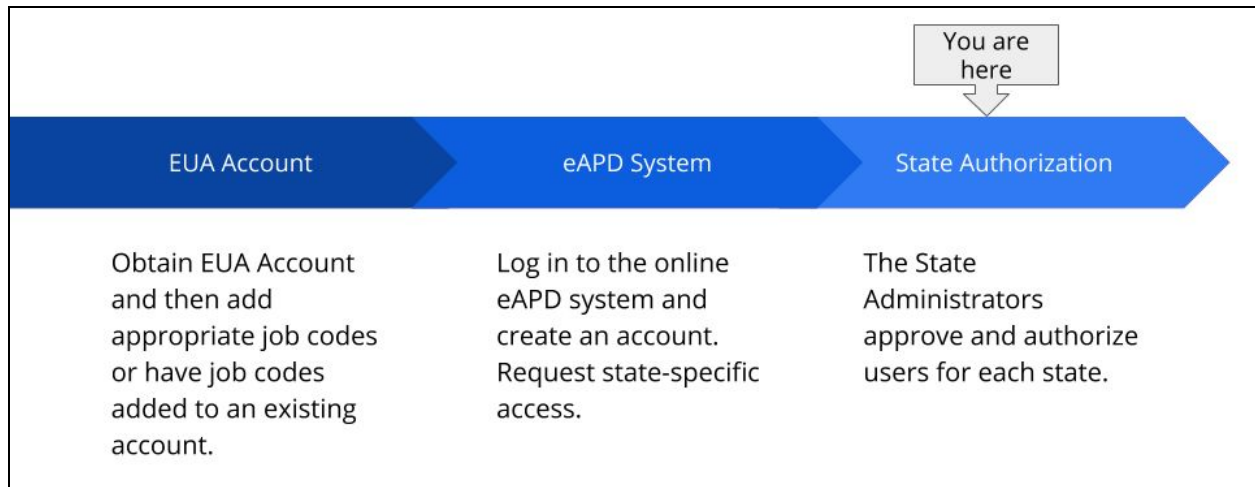**Step 2:** To register your device scan the **QR code** through the **Authenticator** app on your smart phone.

OR

Use the following secret

HWER ISJ2 WOEE BAQW

(Spaces don't matter)

Step 3: Enter the Passcode generated by the **Authenticator** app.

688759

Submit   Cancel

CMS-EAPD@cms.hhs.gov

https://eapd.cms.gov/login

CENTERS FOR MEDICARE & MEDICAID SERVICES

Step 4 - State Affiliation Selection

Once you have completed Step 1, the system will ask which state you are affiliated with. Select a state from the drop down menu and submit.

NOTE: COMING SOON! If you support the APD process in multiple states, you may continue to select additional states before you submit this form. Requests will be sent to each state's Administrator for review and approval.

Verify Your Identity

Select your State Affiliation.

Search state here	🔍

Colorado

New Mexico

Kentucky

Nevada

Maine

Submit

Once submitted, you will receive a notification that your access request was sent to the State Administrator. Please coordinate with your State Administrator to be granted access or you will not be able to proceed beyond this step until your account has been approved. You can check the status within the application by logging in periodically.

My State Dashboard

The CMS HITECH APD app is the new way to create and manage your state's HITECH Advanced Planning Documents (APDs). Follow the steps to fill in the required information, and the app will generate a completed APD you can submit to a CMS State Officer for review.

Maryland APDs

Approval Pending From State Administrator

Please contact State Administrator for more information.

Step 4a - Access Approved

Once approved, you will be able to view the state eAPD dashboard and create or edit existing APDs in the system. Please verify that the correct state and level of access is available to you.

My State Dashboard

The CMS HITECH APD app is the new way to create and manage your state's HITECH Advanced Planning Documents (APDs). Follow the steps to fill in the required information, and the app will generate a completed APD you can submit to a CMS State Officer for review.

All your state's APDs are listed here. Save your work in progress and come back to a draft at any time. When you're ready to submit an APD, download a PDF and email it to CMS at MedicaidHITECH@cms.hhs.gov just like you've done before.

Maryland APDs   Create new ⊕

You have not created any APDs.

CMS-EAPD@cms.hhs.gov

https://eapd.cms.gov/login

Step 4b - Access Denied

If access is denied, you will need to contact the State Administrator for additional information or to update your account to be granted access.

My State Dashboard

The CMS HITECH APD app is the new way to create and manage your state's HITECH Advanced Planning Documents (APDs). Follow the steps to fill in the required information, and the app will generate a completed APD you can submit to a CMS State Officer for review.
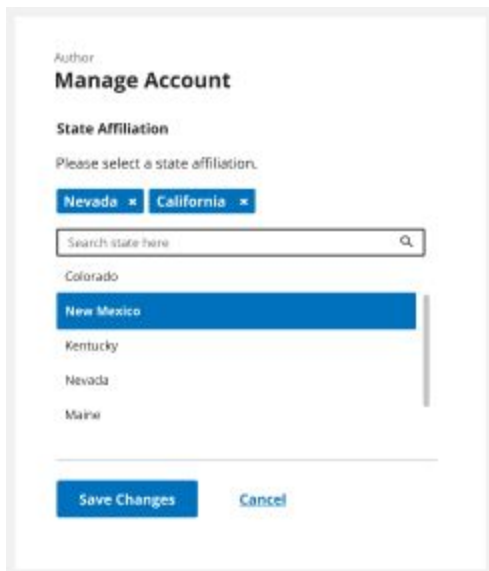
Maryland APDs

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Approval Has Been Denied

Please contact State Administrator for more information.

In the case where an error was made during the state selection step, the user may select a different state by clicking on the user email address in the upper right corner to open the account menu. Select Manage Accounts. State selection can be updated from this screen.

Author
Manage Account

State Affiliation

Please select a state affiliation.

Nevada ×   California ×

Search state here

Colorado

New Mexico

Kentucky

Nevada

Maine

Save Changes   Cancel

eAPD System Access - State Administrators

This step cannot be completed until the user has obtained an EUA Account with correct job codes. Please refer to the EUA Account Registration training document if you do not already have this in place.

Each state is allotted one State Administrator. States with multiple eAPD users should determine one individual who should have this role.

NOTE: This step requires coordination with the eAPD Team and your State Medicaid Director.

Step 1 - State Administrator Delegation of Authority Process

Prior to the request for State Administor account creation, your state Medicaid Director will need to complete a Delegation Form and send it to CMS-eAPD@cms.hhs.gov.

Step 2 - eAPD Account Creation & Approval Process

Follow steps 1-4 above to create your base eAPD Account. Once you see the screen indicating your account is pending approval, please email the eAPD support team (cms-eapd@cms.hhs.gov) to have your account activated.

CMS-EAPD@cms.hhs.gov

https://eapd.cms.gov/login

My State Dashboard

The CMS HITECH APD app is the new way to create and manage your state's HITECH Advanced Planning Documents (APDs). Follow the steps to fill in the required information, and the app will generate a completed APD you can submit to a CMS State Officer for review.

Maryland APDs

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Approval Pending From State Administrator

Please contact State Administrator for more information.

Last Updated: 02/08/2021