

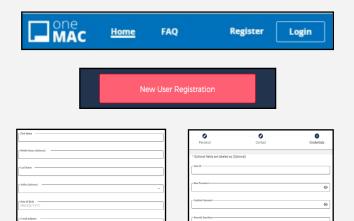
Quick Start Guide

State Submitters

Getting started

First, register for OneMAC access

- Access OneMAC at https://onemac.cms.gov and select "Register"
- Select the New User Registration button on the IDM sign-in screen
- Enter the personal and address information requested on the next two screens. Also select the "I agree to the terms and conditions" checkbox.
- Enter a User ID and password and select a security question and an answer. Then select the Submit button



Next, Initiate Role Request for OneMAC Access

- Sign in to IDM at https://home.idm.cms.gov/
- Select the Role Request tile
- Select OneMAC from the Select an Application drop-down list
- Select the OneMAC State User role
- Watch for an email confirming your role request submission.
- After your request is approved, you're ready to start using OneMAC!







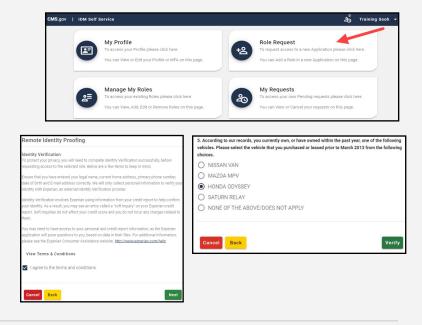


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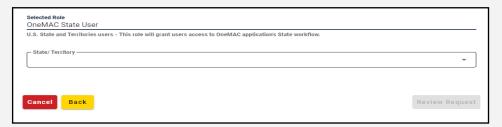
Next, Complete the Remote Identity Proofing (RIPD)

- View and agree to the terms and conditions.
 Then select the Next button
- Complete the Remote Identity Proofing form. Then select the Next button in the lower-right corner of the screen.
- Answer the RIDP proofing questions as applicable. Then select the Verify button



Finally, Complete, Review, and Submit your Role Request

• Select the applicable role attributes via the drop-down lists. Then select the Review Request button



• Complete the Reason for Request text box. Then select the Submit Role Request button

