Getting Started
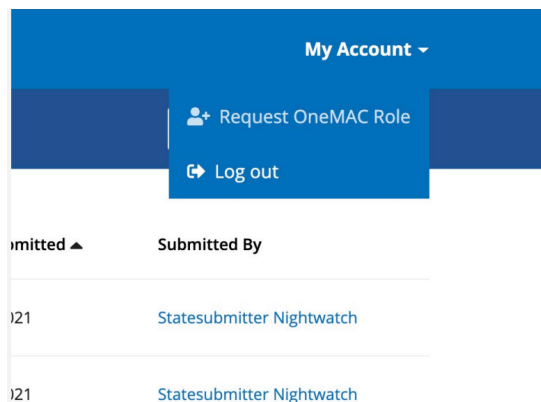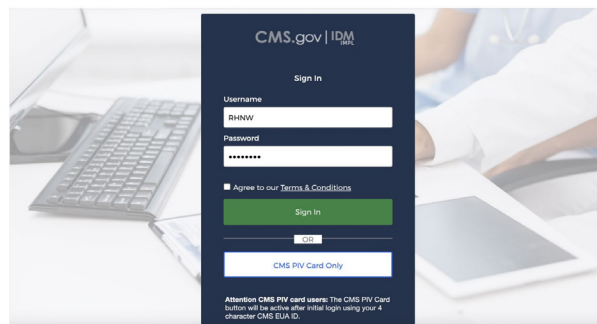
First, register for OneMAC access

- Use your Enterprise User Administration (EUA) credentials to log into OneMAC at https://onemac.cms.gov.
- You'll initially be taken to a read-only version of the Submission List.

Next, select your CMS user role

- Select your "Request a Role" button on the Submission List page.
- Select CMS Role Approver to gain full access to OneMAC.
- Watch for an email confirming your role request submission
- After your request is approved, you'll have full access to OneMAC

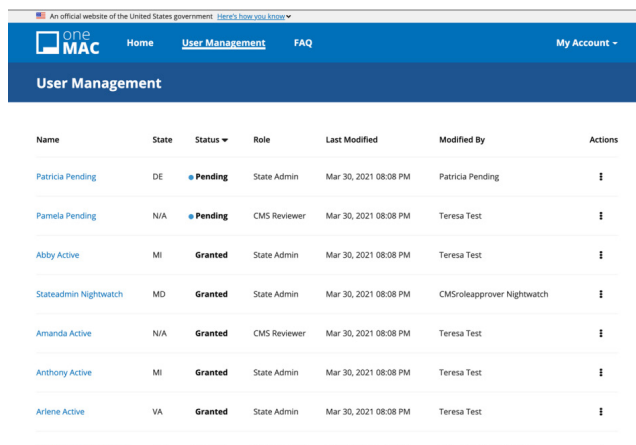## Navigating your dashboard and managing user requests

Log into OneMAC with your EUA credentials. From the User Management dashboard, you can view:

- Name, Email of State System Administrators.
- Current Status (Pending, Granted, Denied, and Revoked).
- Date and time a request was Last Modified and by whom.
- Personnel Actions to act on user requests and access.

Reviewing new requests

When there is a new State System Administrator request, you receive an email notification.

- Log in to the User Management dashboard and look in the Status column.
- New requests appear at the top of the Status column as Pending

Name	State	Status	Role	Last Modified	Modified By	Actions
Patricia Pending	DE	Pending	State Admin	Mar 30, 2021 08:08 PM	Patricia Pending	⋮
Pamela Pending	N/A	Pending	CMS Reviewer	Mar 30, 2021 08:08 PM	Teresa Test	⋮
Abby Active	MI	Granted	State Admin	Mar 30, 2021 08:08 PM	Teresa Test	⋮
Stateadmin Nightwatch	MD	Granted	State Admin	Mar 30, 2021 08:08 PM	CMSroleapprover Nightwatch	⋮
Amanda Active	N/A	Granted	CMS Reviewer	Mar 30, 2021 08:08 PM	Teresa Test	⋮
Anthony Active	MI	Granted	State Admin	Mar 30, 2021 08:08 PM	Teresa Test	⋮
Arlene Active	VA	Granted	State Admin	Mar 30, 2021 08:08 PM	Teresa Test	⋮

Need Help?

Contact the OneMAC Helpdesk: OneMAC_Helpdesk@cms.hhs.gov

About OneMAC user roles

OneMAC Role	System Utilization	Role Approver
State Submitter	Creates new paper-based submissions and submits packages to CMS for review: • Medicaid State Plan Amendments (SPAs) • 1915(b) waivers • 1915(c) waivers	State System Administrator
State System Administrator	Reviews and acts on State Submitter user role requests and system access; has all State Submitter permissions (above)	CMS Role Approver
CMS Role Approver	Reviews and acts on State System Administrator user role requests	CMS System Administrator

CMS Role Approver options

Personnel Action	Description
Grant	Approve State System Administrator requests to act on State Submitter user role requests and to submit SPAs and Waivers in OneMAC
Deny	Disapprove State System Administrator requests to act on State Submitter user role requests and to submit SPAs and Waivers in OneMAC
Revoke	Remove State System Administrator access to OneMAC