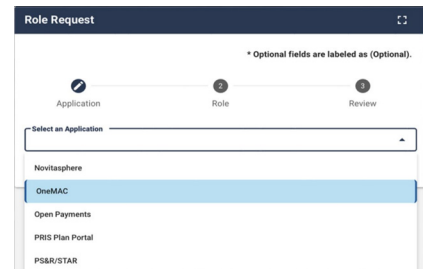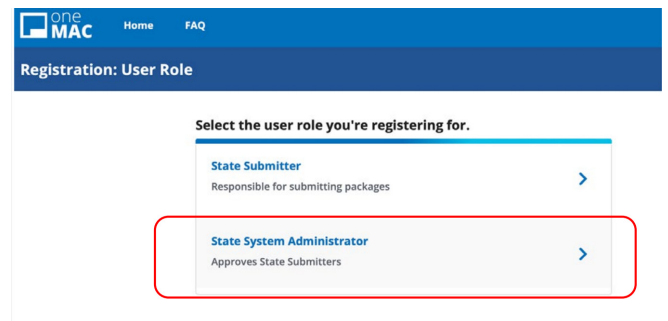# Quick Start Guide
State System Administrator

Getting Started

First, register for OneMAC access

- Register for OneMAC access in the CMS Identity Management System (IDM).
- You'll receive an email once your request has been processed.
- After your request is approved, you are ready to log into OneMAC.

Next, select your user role and state access

- Use your IDM credentials to log into OneMAC at https://onemac.cms.gov to make your selections.
- Watch for an email confirming your submission.
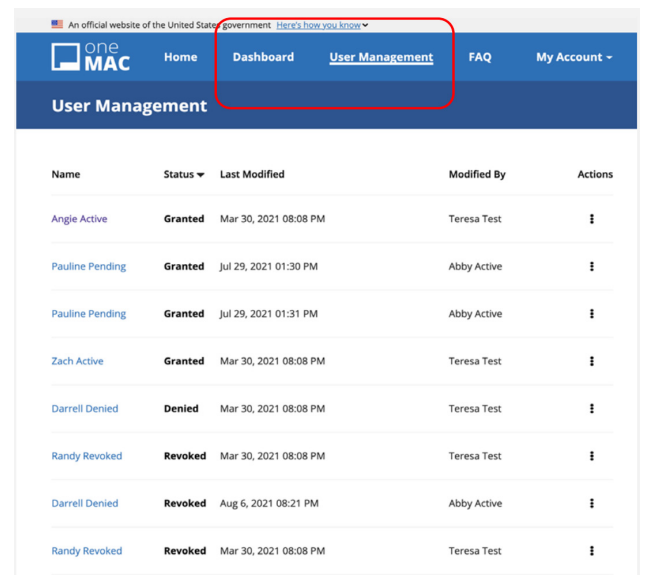- After your request is approved, you're ready to start using OneMAC.

Navigating your dashboard

Utilize the User Management dashboard to see:

- Name and email of State Submitters.
- 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.

To view submitted Medicaid and CHIP SPAs and Waivers:

- Select **Dashboard** from the top navigation bar.

Managing user role requests

Reviewing new requests

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

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

Taking action

To act on a request or modify user access, go to the Personnel Actions column.

- In the applicable user row, click the three dots and select the action you wish to take.
- At the warning prompt, click OK to proceed. A Status Change alert will confirm the action.
- If a current user status has changed, check Last Modified and Modified By for details.

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

State System Administrator options

Personnel Action	Description	What happens next
Grant	Approve request from State Submitter for access to create and submit SPAs and Waivers in OneMAC	• State Submitter receives an email notification for role approval • Status changes to Granted
Deny	Disapprove request from State Submitter for access to create and submit SPAs and Waivers in OneMAC	• State Submitter receive an email notification for role denial • Status changes to Denied
Revoke	Remove State Submitter access to OneMAC	• State Submitter receives an email notification about deactivation • Status changes to Revoked

Submitting Medicaid and CHIP SPA or 1915(b), 1915(c) waivers

Select **Dashboard** from the top navigation bar to access the OneMAC SPA and Waiver Dashboard. See your submission options and a list of any submissions made.

- Click the **New Submission** button to select a submission type. Next, choose the specific SPA or Waiver type.

- Enter the **SPA ID or Waiver Number** and include any attachments. Required attachments are noted with an asterisk.

- Use the **Additional Information** field to type in any notes for CMS. Check your entries, as you cannot edit the submission after you click **Submit**.

- You'll receive an email confirming that the submission was successful, marking the start of the 90-day review process. CMS will contact you if more information is needed.

OneMAC currently doesn't support editing. To change or add an attachment, please contact the related Package Triage team.

Select a Submission Type.

State Plan Amendment (SPA)
Submit a new Medicaid & CHIP State Plan Amendments or RAI

Waiver Action
Submit Waivers, Amendments, Renewals, RAI, or Temp. Extension

CHIP SPA Details
*indicates required field.

SPA ID*   What is my SPA ID?
Must follow the format SS-YY-NNNN-xxxx

Attachments
Maximum file size of 80 MB. You can add multiple files per attachment type. Read the description for each of the attachment types on the FAQ Page.
* indicates required attachment.

Current State Plan*   Add File   No file chosen

Amended State Plan Language*   Add File   No file chosen

Cover Letter*   Add File   No file chosen

SPA and Waiver Entry formats

SPA transmittal number
Follow the format SS-YY-#### OR SS-YY-####-xxxx

- SS = 2 alpha character (state abbreviation)
- YY = 2 numeric digits (year)
- #### = 4 numeric digits (serial number)
- xxxx = optional, 1 to 4 alpha numeric characters (suffix)

1915(b) and 1915(c) waiver number
Follow the format SS.####.R##.## OR SS.#####.R##.##

- SS = 2 character (state abbreviation)
- ##### = 4 or 5 digit waiver base number
- R## = renewal number (use R00 if no renewal)
- For 1915(b) waivers, also use: M## = amendment number, prefixed with capital M (e.g. M01)
- For 1915(c) waivers, also use: ## = appendix K amendment number (01)