

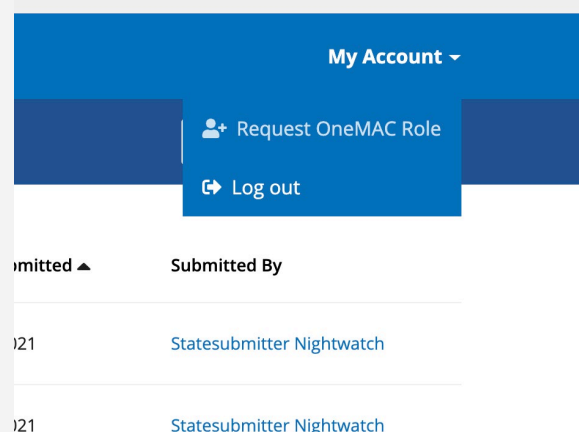
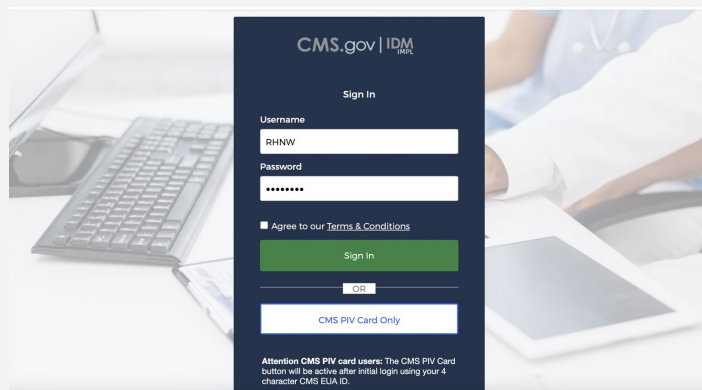
## Getting started

### First, register for OneMAC access

- Use your Enterprise User Administration (EUA) credentials to log in to 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 the "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 in to OneMAC with your EUA credentials. From the User Management dashboard, you can view:

- Name, Email of State System Administrators
- Current Status (Pending, Granted, Denied, 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.

An official website of the United States government [Here's how you know](#)

User Management						
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	
CMSReviewer Nightwatch	N/A	Granted	CMS Reviewer	Mar 30, 2021 08:08 PM	Systemadmin Nightwatch	

### About OneMAC user roles

OneMAC Role	System Utilization	Role Approver
State Submitter	Creates new paper-based submissions and submits packages to CMS for review: <ul style="list-style-type: none"> <li>• Medicaid State Plan Amendments (SPAs)</li> <li>• 1915(b) waivers</li> <li>• 1915(c) waivers</li> </ul>	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

### Approver options

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

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