

# Requesting Access to the Medicaid Enterprise Systems (MES) Reuse Repository

## Overview

We are looking forward to having you join us on the Medicaid Enterprise Systems (MES) Reuse Repository Community hosted on the CMS zONE website! This is a secure site and does require a three-step process to access the content within it. The following instructions will guide you through the process, which includes:

**Step1:** Requesting Access to the Enterprise Portal

**Step 2:** Requesting Access to the CMS zONE System

**Step 3:** Requesting Access to the MES Reuse Repository Community

If, during this process, you have any problems please contact Bill Cheng [bcheng@mitre.org](mailto:bcheng@mitre.org) or Dane Underwood [dunderwood@mitre.org](mailto:dunderwood@mitre.org).

**Please note that fields such as SSN and Home Address are optional and may be left blank.**

## STEP 1 – Requesting Access to the Enterprise Portal

(Note: Please skip this step if you already have access to the Enterprise Identity Management Service at CMS.)

### A. Navigate to the CMS Web Portal

**1.** From your web browser enter the following URL for the CMS Enterprise Portal.

**CMS Web Portal:** <https://portal.cms.gov>

**2.** Click the “**New User Registration**” (below the Login button on the right side of the page) and complete the necessary steps for new account registration.



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## B. Terms and Conditions

You will be prompted to accept the **Terms and Conditions**.

The screenshot shows the 'New User Registration' page on the CMS Portal. It includes links for 'Screen reader mode Off' and 'Accessibility Settings'. The 'Terms and Conditions' section states that by logging on, the user consents to be monitored and that unauthorized attempts to upload information are prohibited. It also mentions the 'Paperwork Reduction Act' and 'Consent To Monitoring'. A 'Protecting Your Privacy' section explains that the user's privacy is a top priority and that the user will only collect personal data to uniquely identify the user. The 'Collection Of Personal Identifiable Information (PII)' section defines PII as data that is unique to an individual, such as a name, address, telephone number, social security number, and date of birth (DOB). A checkbox labeled 'I agree to the terms and conditions' is visible, along with 'Cancel' and 'Next' buttons.

## C. Your Information

NOTE:

- There will be two pages of questions and **several fields are Optional, such as SSN #, DOB and Home Address**
- **DOB is not a validated field**
- Where prompted **for Home Address** and phone number, simply use your **office information**.

The screenshot shows the 'New User Registration' page on the CMS.gov Enterprise Portal. It includes links for 'Screen reader mode Off' and 'Accessibility Settings'. The 'Your Information' section contains several input fields: 'First Name', 'Last Name', 'Email Address', 'Phone Number', 'DOB', and 'SSN'. There are also checkboxes for 'I agree to the terms and conditions' and 'I agree to the privacy policy'. The page is titled 'CMS.gov Enterprise Portal' and 'New User Registration'.

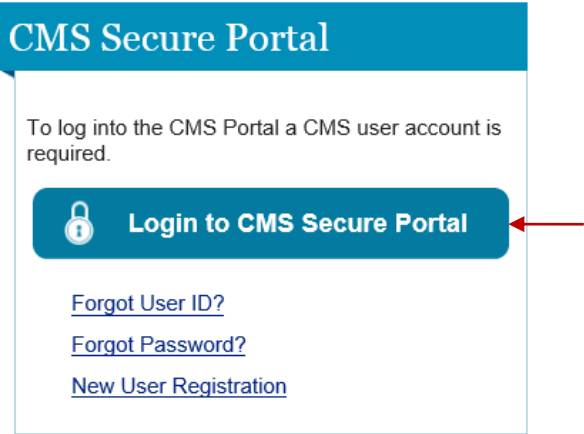
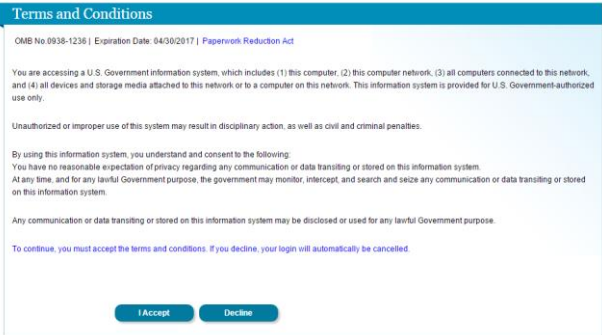
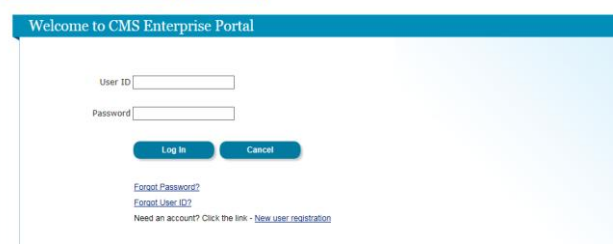
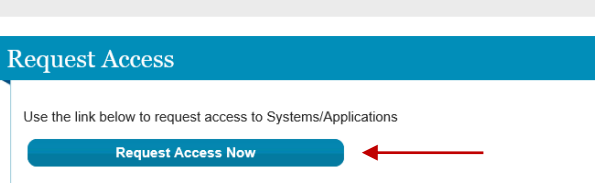
## D. Registration Completion

Your request for an Enterprise ID has now been submitted. It may take up to three days to be approved after which you will receive an email notifying you that your account has been created. At this point you can proceed to Step 2.

The screenshot shows the 'New User Registration' page on the CMS Portal. It includes links for 'Screen reader mode Off' and 'Accessibility Settings'. The 'Account Successfully Created' message states: 'You have now successfully created an account on the CMS Enterprise Portal. You will receive an e-mail acknowledging your successful account creation, and the e-mail will include the User ID that you selected.' It also mentions that if the user is requesting access for a specific role in a system, they should log on to the CMS Enterprise Portal using their new User ID and password, and wait 5 minutes before logging in. An 'OK' button is visible at the bottom.

## STEP 2 – Requesting Access to zONE

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<p><i>A. Initiate Login to CMS Portal</i></p> <p>Once you have received confirmation of your <b>Portal/EIDM</b> account, <b>Login</b> to the portal with your credentials (<a href="https://portal.cms.gov">https://portal.cms.gov</a>) by using the Login button on the home page of the CMS secure portal.</p>	
<p><i>B. Terms and Conditions</i></p> <p>You will be prompted to accept the <b>Terms and Conditions</b>.</p>	
<p><i>C. Login to CMS Portal</i></p> <p>You will then be prompted for your <b>User ID</b> and <b>Password</b>.</p>	
<p><i>D. Request CMS zONE Access</i></p> <p>Once logged in, click on <b>“Request Access Now”</b> on the right.</p>	

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## E. Select System and Role

1. Find the zONE system in the list of systems (at the bottom), and click "Request Access."
2. Choose the role of zONE End User and the Org Type that is most appropriate (States for State users and Third Party User for Federal Partners), input the required information, and submit the form.

## F. Select Organization Type

Choose the Org Type that is most appropriate:

- **States** for State and Local/County Government Users
- **Third Party User** for Federal Partners

Input the required information and submit the form.

## G. Enter Role Data and Submit

Choose the role of zONE End User.

## H. Request Acknowledgement

Your request to access to zONE has now been submitted and should be approved within 1 business day. Once approved, you will receive an email from [donotreply@cms.hhs.gov](mailto:donotreply@cms.hhs.gov). Once you receive an email proceed to Step 3.

# Requesting Access to the Medicaid Enterprise Systems (MES) Reuse Repository

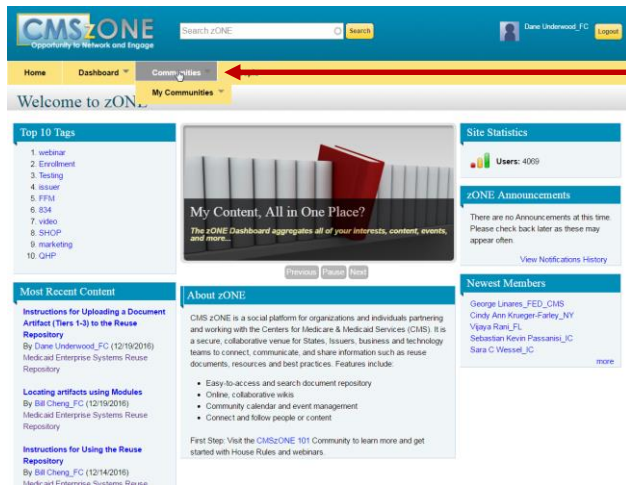
## STEP 3 – Requesting Access to the Medicaid Enterprise Systems Reuse Repository Community

### A. Select Private Community

1. Once you have received confirmation of your zONE account from [donotreply@cms.gov](mailto:donotreply@cms.gov), proceed directly to the Medicaid Enterprise Systems Reuse Repository at: <https://zone.cms.gov/community/medicaid-enterprise-systems-reuse-repository>.

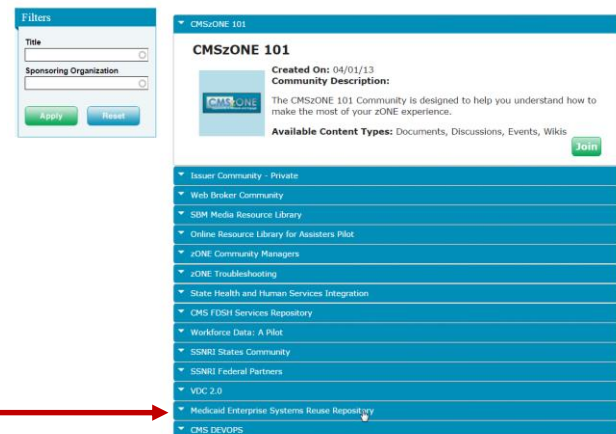
**NOTE:** Please bookmark this site, as this will be the easiest way to come back to the community going forward.

2. You will be prompted to Accept the Terms and Login each time you return to the website (see Step 2, B, above).
3. Click on “Communities” in the top menu bar.



### B. Select Community Type

Select “Medicaid Enterprise Systems Reuse Repository”.



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## C. Join the MES Reuse Repository Community

Click the green 'Join' button to join the community.

The screenshot shows the CMS ONE community interface. At the top, there is a list of communities including CMSzONE 101, Issuer Community - Private, Web Broker Community, SBM Media Resource Library, Online Resource Library for Assistants Pilot, zONE Community Managers, zONE Troubleshooting, State Health and Human Services Integration, CMS FDSH Services Repository, Workforce Data: A Pilot, SSNRI States Community, SSNRI Federal Partners, VDC 2.0, and Medicaid Enterprise Systems Reuse Repository. Below this list, the 'Medicaid Enterprise Systems Reuse Repository' section is highlighted. It includes a 'Created On: 11/21/16' date, a 'Community Description:' stating that CMS has established this Reuse Repository Community to support states' ability to share and reuse exemplary Medicaid Enterprise Systems (MES) project life cycle artifacts, and a 'Join' button. A red arrow points from the text 'Available Content Types: Documents, Discussions, Events, Wikis' to the 'Join' button.

## C. Enter Reason for Request

You will be prompted for a **reason for your request**; a brief answer explaining your role is sufficient.

The screenshot shows the CMS ONE community interface with a prompt: 'Are you sure you want to join the group CMS DEVOPS?'. Below the prompt, there is a text area for providing an explanation for wanting to join the community. The prompt also includes a 'Join' button and a 'Cancel' button.

## D. Request Confirmation

You will then see a green bar indicating your request was submitted. You should then receive a confirmation of your access to the community within one business day.

The screenshot shows the CMS ONE community interface with a green bar indicating the request was submitted. Below the bar, there is a 'Private Communications' section with a table of communications. The table has columns for 'Type', 'Status', 'Date', and 'Action'. The table lists several communications, including 'Request for Access to the CMS ONE Community', 'Request for Access to the CMS ONE Community', and 'Request for Access to the CMS ONE Community'. The 'Status' column shows 'Pending' for all entries. The 'Date' column shows dates from 11/21/16 to 11/22/16. The 'Action' column shows 'Join' for all entries.

## Now That You Have CMS zONE Access

Now that you have received your email confirming access to the Medicaid Enterprise Systems Reuse Repository Community, it's time to start exploring!

Don't forget to **bookmark** the site found at this link:

<https://zone.cms.gov/community/medicaid-enterprise-systems-reuse-repository>

## Requesting Access to the Medicaid Enterprise Systems (MES) Reuse Repository

### Frequently Asked Questions

**Q:** I get the following error when I try to access this site.

**A:** If you receive this error, close the tab you are on and open the site from a new tab. There are time out restrictions due to the security of the system which require old sessions to be completely closed.



**Q:** Who can I contact if I am having trouble accessing this site?

**A:** If you need assistance, please contact [bcheng@mitre.org](mailto:bcheng@mitre.org) or [dunderwood@mitre.org](mailto:dunderwood@mitre.org).