

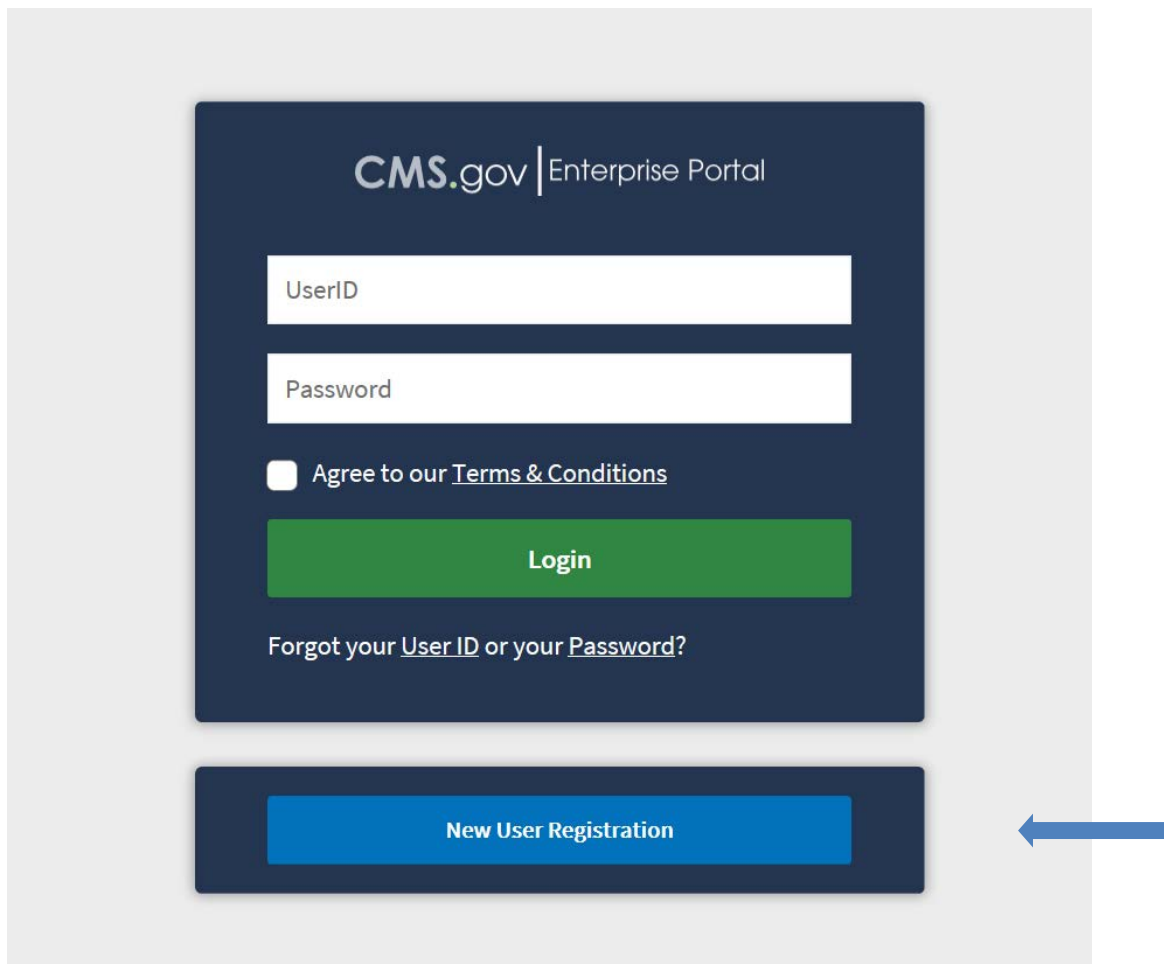
How to Register for Access to the CMS Enterprise Portal

The Centers for Medicare & Medicaid Services (CMS) established the Enterprise Identity Management (EIDM) website as a means for providers to obtain access to several CMS applications. The Provider Statistical & Reimbursement (PS&R) is one such application. Each provider must enroll in EIDM. An officer or person from each provider will Create an EIDM account and Request access to the PS&R.

The following is information on creating EIDM accounts and requesting PS&R access. If there are questions or issues, the help desk for EIDM can be reached at **866-484-8049** (press **2**). As well, the **EIDM User Guide**, provides more information and can be obtained from the cms.gov website (enter “EIDM User Guide” in the search box).

1) To access the CMS Portal

- Go to <https://portal.cms.gov> and select **New User Registration** (refer to the **arrow** below)
- Read the Terms and Conditions. Select checkbox, **I agree to terms and conditions**, and choose the **Next** button.



The image shows a screenshot of the CMS.gov Enterprise Portal login and registration interface. The main login form is dark blue with white text. It includes fields for 'UserID' and 'Password', a checkbox for 'Agree to our Terms & Conditions', a green 'Login' button, and a link for 'Forgot your User ID or your Password?'. Below the login form is a separate dark blue box containing a blue 'New User Registration' button. A blue arrow points to this button from the right side of the image.

Step #1: Choose Your Application

Step 1 of 3 - Select your application from the dropdown. You will then need to agree to the terms.

PSR/STAR: Provider Statistical and Reimbursement/System for Tracking Audit and Reimbursement

Terms & Conditions

OMB No.0938-1236 | Expiration Date: 03/31/2021 | [Paperwork Reduction Act](#)

Consent to Monitoring

By logging onto this website, you consent to be monitored. Unauthorized attempts to upload information and/or change information on this web site are strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sec.1001 and 1030. We encourage you to read the [HHS Rules of Behavior](#).

☒ I agree to the terms and conditions

Next

Cancel

Step #2: Register Your Information

Step 2 of 3 - Please enter your personal and contact information.

All fields are required unless marked 'Optional'.

Enter First Name

Enter Middle Name (optional)

Enter Last Name

Suffix (optional)

Enter Social Security Number (optional)

Birth Month

Birth Date

Birth Year

Is Your Address US Based?

☒ Yes

☐ No

Enter Home Address #1

Enter Home Address #2 (optional)

Enter City

State

Enter Zip Code

Enter Zip+4 (optional)

Enter E-mail Address

Confirm E-mail Address

Step #3: Create User ID, Password & Challenge Questions

Step 3 of 3 - Please create User ID and Password, Select Challenge questions and provide answers.

Enter User ID

Enter Password



Enter Confirm Password



Select Challenge Question #1

Enter Challenge Question #1 Answer

Select Challenge Question #2

Enter Challenge Question #2 Answer

Select Challenge Question #3

Enter Challenge Question #3 Answer

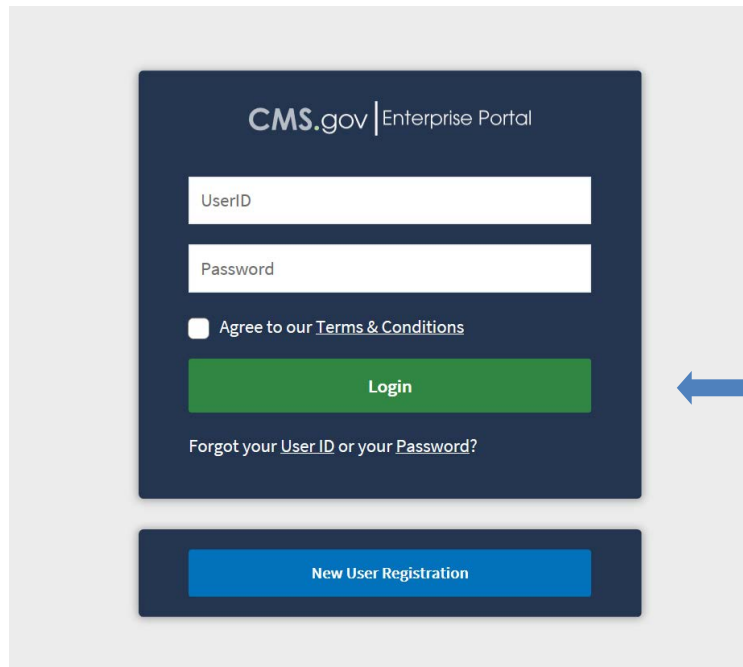
Back

Next

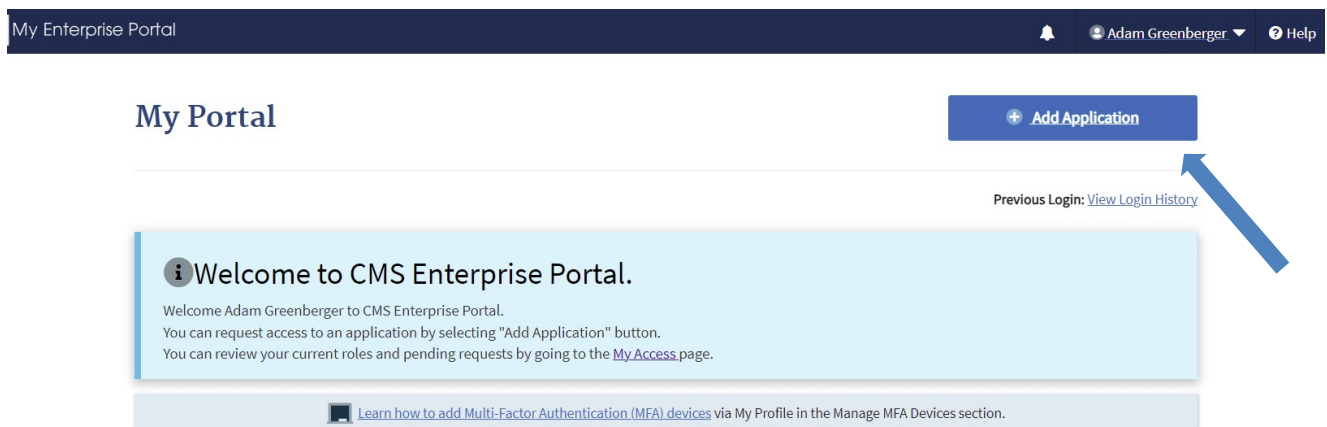
Cancel

After Create your Account you must Request Access to the PS&R Application.

- 1) Upon receiving the confirmation email from EIDM that your account has been created, you may request access to the PS&R Application.
- 2) The first person to Sign-Up for the provider will become the PS&R Security Official and will be requested to furnish the provider number (PTAN or CCN), NPI, and tax identification information
- 3) Log in to <https://portal.cms.gov> (or click the link in the confirmation email)
- 4) After introducing your ID and Password, select **Login**.



- 5) Review/Accept the Terms and Conditions and enter your User ID and Password
- 6) The **My Portal** screen will appear and in the top right portion of the **blue banner line** will be Welcome and your name
- 7) After login selects **Add Application**. See image below or **Role Request (Item 9 on next page)**



8) In Select and Application from the drop-down menu; select **PS&R/STAR** and Select below **CMS IDM**.

Request Application Access

The following is the step-by-step process for requesting a role in a CMS Enterprise Portal application. A summary of each step taken will be shown after each step. You will be presented with all your role related information to review at the last step. Please note that the number of steps and the questions asked will vary depending on the role that you are requesting and your current level of access.

You can review your current roles and pending role requests in [My Access](#).

1 Select an Application

Application

PS&R/STAR

x v


Help Message: Please click the link below to request a role in this application

[CMS IDM](#)

Cancel

9) Select Role Request


CMS.gov | IDM Self Service 0



My Profile

To access your Profile please click here.


You can View or Edit your Profile or MFA on this page.



Role Request

To request access to a new Application please click here.


You can Add a Role in a new Application on this page.



Manage My Roles

To access your existing Roles please click here.

You can View, Add, Edit or Remove Roles on this page.



My Requests

To access your own Pending requests please click here.

You can View or Cancel your requests on this page.

- 10) In Selected Group; select **I work for a Medicare Provider and I want to register for PS&R.**
- 11) In Select a Role drop down menu; select **PS&R Security Official.**

IDM Self Service

Role Request

* Optional fields are labeled as (Optional).

Application

Group

Role

RIDP

BCI

Attributes

Review

Selected Application
PS&R/STAR
Provider Statistical and Reimbursement/System for Tracking Audit and Reimbursement.
[View Helpdesk Details](#)

Selected Group
Medicare Provider
I work for a Medicare Provider and I want to register for PS&R

Select a Role
PS&R Security Official

The user with this role must be the designated Security Official for the Medicare Provider organization. There can be only one PS&R Security Official for the Medicare Provider organization.

[Cancel](#) [Back](#)

12. In the next window, you must introduce your company information. Is very Important that the company information (**Name and Tax ID**) match exactly the information on **CP575** that you will need to submit later for verification.

13. After the request is complete, you will receive an e-mail requesting a copy of IRS form CP575 to verify your company name and tax ID. (See sample on last page).

14. If you can't find the IRS notice CP 575, call the **IRS Business Tax Line** at **(800) 829-4933** to request a Confirmation Letter for an assigned EIN (**147C letter**), which is also accepted by CMS. Ask them to send it to you **by Fax**.

15. After the CP575 or 147C letter is sent for verification, you must wait from 2 to 7 days for the request to be approved. If your request is not approved after 7 days call **EIDM Help Desk** at **(866) 484-8049** for assistance.

16. You will get a confirmation e-mail once the request is approved, then you will be able to order the PS&R Report. If you need detailed instructions to order the PS&R from CMS, you may request it on our cost report services proposal.

17. After getting your facility, PS&R reports, you may send them by email to **cruz@costreportcpa.com** so we may start working on your cost report.



Date of this notice: 12-22-1991

Employer Identification Number:

81-0887890

Form: SS-4

Number of this notice: CP 575 A

NMP PROFESSIONAL SERVICES, INC
2500 SW 107 AVE STE 8
MIAMI, FL 33165

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 81-0887890. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Based on the information received from you or your representative, you must file the following form(s) by the date(s) shown.

Form 941	04/30/1992
Form 940	01/31/1993

If you have questions about the form(s) or the due date(s) shown, you can call us at the phone number or write to us at the address shown at the top of this notice. If you need help in determining your annual accounting period (tax year), see Publication 538, *Accounting Periods and Methods*.

We assigned you a tax classification based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a legal determination of your tax classification, you may request a private letter ruling from the IRS under the guidelines in Revenue Procedure 2004-1, 2004-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue). Note: Certain tax classification elections can be requested by filing Form 8832, *Entity Classification Election*. See Form 8832 and its instructions for additional information.

If you are required to deposit for employment taxes (Forms 941, 943, 940, 944, 945, CT-1, or 1042), excise taxes (Form 720), or income taxes (Form 1120), you will receive a Welcome Package shortly, which includes instructions for making your deposits electronically through the Electronic Federal Tax Payment System (EFTPS). A Personal Identification Number (PIN) for EFTPS will also be sent to you under separate cover. Please activate the PIN once you receive it, even if you have requested the services of a tax professional or representative. For more information about EFTPS, refer to Publication 966, *Electronic Choices to Pay All Your Federal Taxes*. If you need to make a deposit immediately, you will need to make arrangements with your Financial Institution to complete a wire transfer.