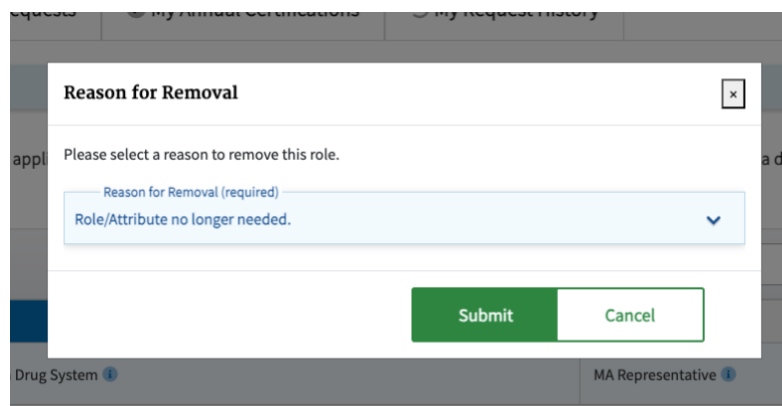
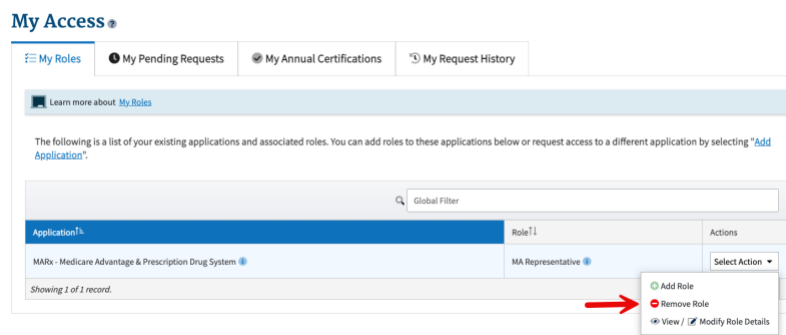




How to Update Your Marx Account with the New Role IF YOU ALREADY HAVE MARX

1. Log into portal.cms.gov
2. Find your name in the upper righthand corner
3. Select “My Access” then “Remove Role from the Actions button”



4. WAIT 15 MINUTES THEN PROCEED TO FOLLOW INSTRUCTIONS FOR INITIATING A NEW REQUEST FOR MARX



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How to Make a New Request for Marx Access

1. Go to portal.cms.gov
2. Log in if you have an account, otherwise follow the steps for New User Registration

The screenshot shows the CMS.gov Enterprise Portal login interface. At the top, there are links for 'Login' and 'Login with PIV Card'. Below these is the 'CMS.gov Enterprise Portal' header. The main form contains fields for 'User ID' and 'Password', followed by a checkbox for 'I agree to the Terms & Conditions'. A green 'Login' button is positioned below the checkbox. Underneath the login button, there is a link for 'Forgot your User ID or your Password?' and a link for 'Need to unlock your account?'. At the bottom of the form, there is a blue button labeled 'New User Registration'.

IMPORTANT: If registering for the first time, you **MUST** use the same email as when you log into Vantage (Humana). These emails must **MATCH**!

3. Click on “Add Application”
4. Find Marx in the dropdown list (may search by typing in “Marx”)

The screenshot shows the 'Select an Application' dropdown menu. The title 'Select an Application' is at the top. Below it, the selected application is 'MARx - Medicare Advantage & Prescription Drug System'. The application description is 'Application Description: Medicare Advantage/Medicare Advantage - Prescription Drug/Prescription Drug Plan/Cost Contracts/ Medicaid State Agency.' At the bottom of the dropdown, there is a link for '> Help Desk Information'. A blue 'Next' button is located at the bottom right of the form.



5. Find MAPD Agent in the dropdown

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 ✓ Completed

✓ MARx - Medicare Advantage & Prescription Drug System ✎ Edit

2 Select a Role

Role

MAPD Agent

ⓘ Role Description: The user with this role is a plan approved agent/broker and will only have access to the M232 Eligibility screen in MARx.

Next

6. Enter your Business Contact Information

7. Complete Role Details

a. Plan Contract Number: H1036

b. NPN

8. Enter Reason for Request “Member Eligibility Verification” and hit “Submit”

✓ Confirmation ✕

Your IDM request has been successfully submitted.

Request New Application Access Acknowledgement

Your IDM request has been successfully submitted.

The tracking number for your request for MAPD Agent (Plan Contract Number: H1036) role in MARx - Medicare Advantage & Prescription Drug System application is:

Please use this number in all correspondence concerning this request.

You will receive an email when your request has been processed.

Once your request is approved then you will need to log out and then log back into the Enterprise Portal system to access the application via the tile on the My Portal Landing page. If you are still having trouble, please contact the tier 1 Help Desk associated with your application.

OK

9. Forward your confirmation email WITH your NPN and Humana SAN to Admin@alphainsurancemarketing.com

a. We then forward the request to HUM for finalization



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- b. Once you have been notified you have access to Marx (the email will come from CMS) wait 48 hours before attempting to log in with the user name and password you created.