

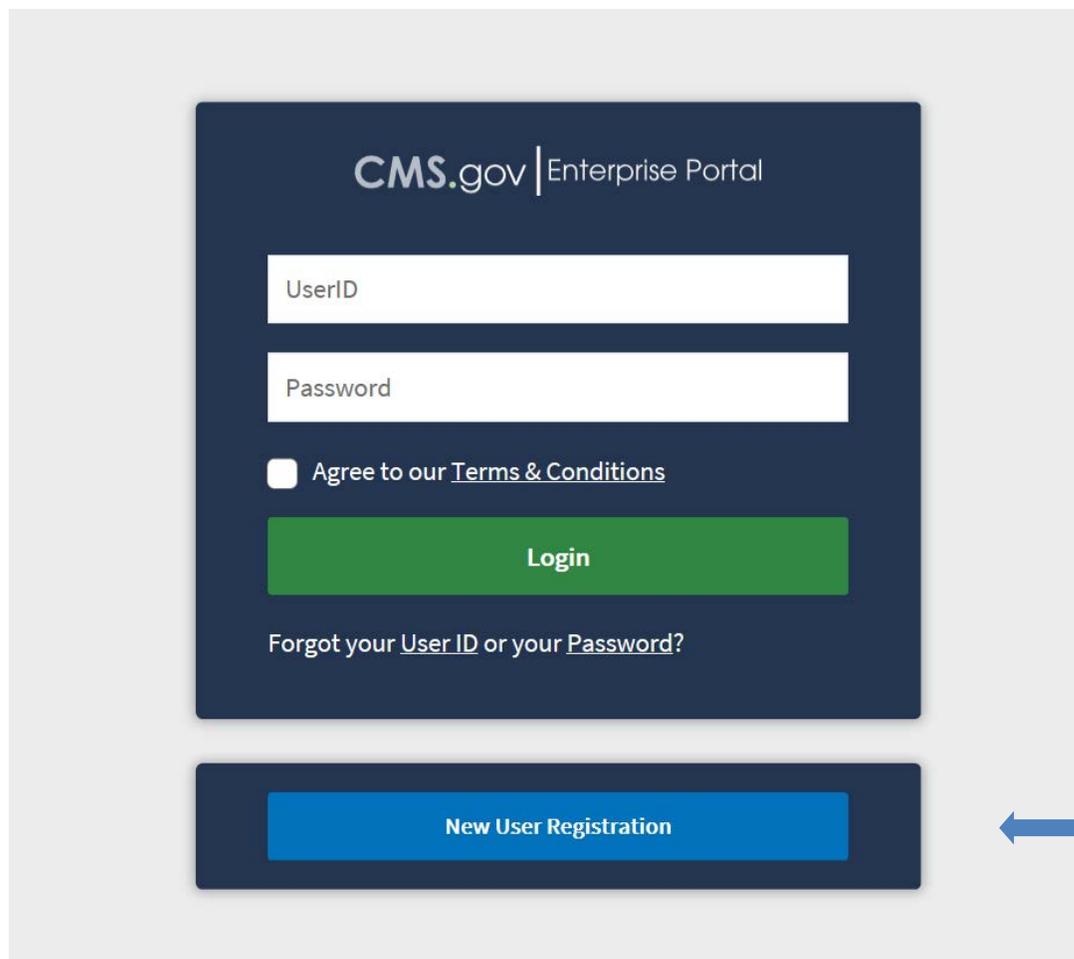
## How to Register for Access to the PS&R

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. The main content area is a dark blue box with the following elements:

- Logo: CMS.gov | Enterprise Portal
- Input field: UserID
- Input field: Password
- Checkbox:  Agree to our [Terms & Conditions](#)
- Button: Login (green)
- Text: [Forgot your User ID](#) or your [Password](#)?

Below the main content area is a separate dark blue box containing a blue button labeled "New User Registration". 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

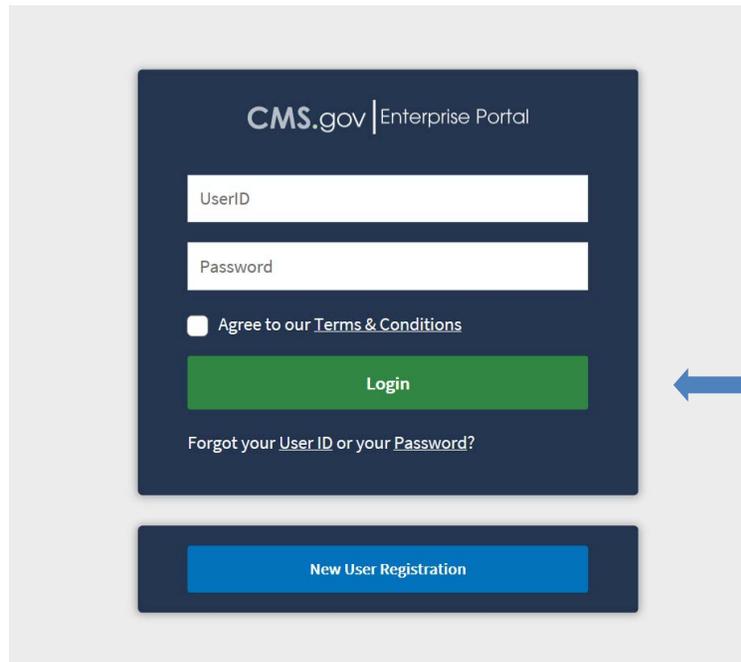
Back

Next

Cancel

## Request Access to the PS&R

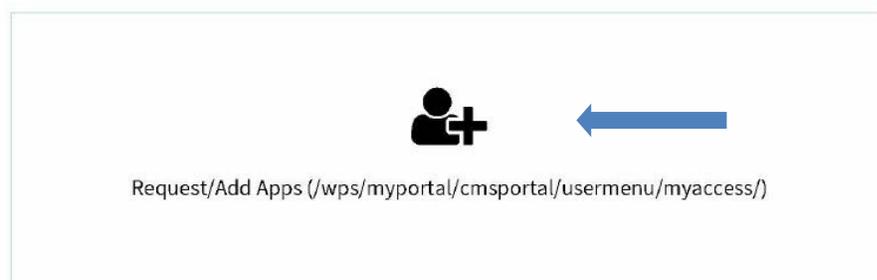
- 1) Upon receiving the confirmation email from EIDM that your account has been created, access to the PS&R Application can be requested.
- 2) The first person to Sign-Up for the provider will become the PS&R Security Official and will be requested to furnish provider number (PTAN or CCN), NPI and tax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

## My Portal

Use the below link to request access to CMS Systems/Applications.



8) On the search bar box next to Access Catalog type PS, when **PS&R/STAR** appear select **Request Access**

Access Catalog

PS



**PS&R/STAR**

Provider Statistical and Reimbursement/System for Tracking Audit and R [More...](#)

**Help Desk Information**

866-484-8049, 866-523-4759 TTY/TDD  
[eussupport@cqi.com](mailto:eussupport@cqi.com)

Request Access



- 9) Under **Select Group** choose **I work for a Medicare Provider and I want to register for PS&R.**
- 10) From the **Select a Role** drop down menu, select **PS&R Security Official.**
- 11) Enter the requested information.
- 12) Review your information on the Review Page.
- 13) **Submit** the request.

**My Access**

View and Manage My Access

Request New Application Access

**Requests**

Annual Certification

My Pending Requests

**Request New Application Access**

Application Description: PS&R/STAR  
Provider Statistical and Reimbursement/System for Tracking Audit and Reimburseme

- Select a Group:
- I work for an FI/Carrier/MAC and I want to register for PS&R and/or
  - I work for a Medicare Provider and I want to register for PS&R
  - I work for CMS or the PS&R/STAR System Maintainer and I want to
  - I work for the EUS Help Desk and I want to register for PS&R and/o

Select a Role: PS&R Security Official

Role Description: The user with this role must be the designated Security Official only one PS&R Security Official for the Medicare Provider org;

This role requires Identity Verification and may require multi-level of Assurance has not been met for this role, you will be identity and if applicable, register a device for multi-factor aut

14. Your Identity must be verified by answering several questions from your personal credit report information.

- My Access**
-  View and Manage My Access
  -  Request New Application Access
- Requests**
-  Annual Certification
  -  My Pending Requests

## Request New Application Access

### Identity Verification

To protect your privacy, you will need to complete Identity Verification successfully, I

- Ensure that you have entered your legal name, current home address, primary information to verify your identity with Experian, an external Identity Verification
- Identity Verification involves Experian using information from your credit report your Experian credit report. Soft inquiries do not affect your credit score and yo
- You may need to have access to your personal and credit report information, as additional information, please see the Experian Consumer Assistance website -

If you elect to proceed now, you will be prompted with a Terms and Conditions state identity. To continue this process, select 'Next'.

Next

15. After your identity is verified you must add your company information.

Select the option **Create a New Organization**. Remember that your **Company Name and Tax ID** must match Medicare records .

16. After the request is completed you must wait from 24 to 72 hours for the request to be approved. You should receive confirmation by e-mail when your request is approved, then the **PS&R Security Official** will be able to order PS&R reports.

For any question or assistance in obtaining access to EIDM refer to the EIDM User Guide or call the EIDM Help Desk at **866-484-8049** (The last four digits of this number was incorrect).

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