

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

## Overview

We look forward to having you join the Medicaid Enterprise Systems (MES) Reuse Repository Community hosted on the CMS zONE website! This is a secure site that requires a three-step process to gain access. The following instructions will guide you through the process, which varies depending on whether you currently have access to the CMS Enterprise Portal:

**Step 1a:** Registering as a new CMS Enterprise Portal user

**Step 1b:** Requesting access to zONE as a current CMS Enterprise Portal user

**Step 2:** Requesting access to the MES Reuse Repository Community

**If you already have a CMS Enterprise Identity Management (EIDM) login, start with Step 1b.**

**If you already have access to the zONE platform, please skip directly to Step 2.**

Please contact the zONE support center at 855-267-1515 or [CMS\\_FEPS@cms.hhs.gov](mailto:CMS_FEPS@cms.hhs.gov) if you experience any problems during this process.

## Step 1a – Registering as a new CMS Enterprise Portal user

*(Note: Please start with Step 1b if you already have access to the EIDM Service at CMS.)*

### A. Navigate to the CMS Web Portal

From your web browser, enter the URL below for the CMS Enterprise Portal.

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

Click on “**New User Registration**” (below the green Login button).

The image shows a screenshot of the CMS.gov Enterprise Portal login interface. The main form is dark blue and contains fields for 'UserID' and 'Password', a checked checkbox for 'Agree to our Terms & Conditions', a green 'Login' button, and a link for 'Forgot your User ID or your Password?'. Below this form is a separate blue button labeled 'New User Registration', which is highlighted with a red arrow pointing to it from the right side of the page.

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## B. Choose Your Application

You will be prompted to select an application from the dropdown. Scroll to the bottom of the list and select **“zONE: Opportunity to Network and Engage.”**

Click the checkbox for **“I agree to the terms and conditions”** when the **“Terms & Conditions”** box pops up, and then click the **“Next”** button.

### Step #1: Choose Your Application

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

zONE: Opportunity to Network and Engage

**Terms & Conditions**  
OMB No. 0938-1236 | Expiration Date: 04/30/2017 |  
OMB No. 0938-1236 | Expiration Date: 04/30/2017 (OMB Re-Certification Pending) | 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, 18 U.S.C. § 1030, and 18 U.S.C. § 1030a.

I agree to the terms and conditions

Next Cancel

## C. Register Your Information

Complete the fields for your information: **“Name,” “Birthdate,” and “Address.”** (You may use your office information for the address if you wish.) Then click **“Next.”**

### 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 Zip4 (optional)

Enter E-mail Address | Confirm E-mail Address

Enter Phone Number

Back Next Cancel

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## D. Create User ID, Password and Challenge Questions

Fill out the fields for “User ID,” “Password,” and “Challenge Questions,” following the instructions for each. Click “Next” when finished to submit your request.

Once your EIDM request is approved, you will receive an email notifying you that your account has been created. This can take a few days. You will receive access to zONE once your EIDM login is complete. If you do not have zONE access with your EIDM, please contact support.

Once you can log into the CMS Enterprise portal, go to Step 2.

### Step 1b – Requesting access to zONE as a current CMS Enterprise Portal user

(Note: Please start with step 1a if you don't have access to the EIDM Service at CMS.)

#### A. Login to CMS Portal

From your web browser, enter the URL below for the CMS Enterprise Portal and log in to your account.

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

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

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

The screenshot shows a web form for creating a user account. It includes the following fields and controls:

- Enter User ID (text input)
- Enter Password (text input)
- Enter Confirm Password (text input)
- Select Challenge Question #1 (dropdown menu)
- Enter Challenge Question #1 Answer (text input)
- Select Challenge Question #2 (dropdown menu)
- Enter Challenge Question #2 Answer (text input)
- Select Challenge Question #3 (dropdown menu)
- Enter Challenge Question #3 Answer (text input)
- Back (button)
- Next (button)
- Cancel (button)

The screenshot shows the CMS.gov Enterprise Portal login page. It includes the following elements:

- CMS.gov | Enterprise Portal (header)
- UserID (text input)
- Password (text input)
- Agree to our Terms & Conditions
- Login (button) with a red arrow pointing to it
- Forgot your User ID or your Password? (link)
- New User Registration (button)

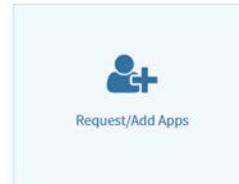
# Requesting Access to the Medicaid Enterprise Systems (MES) Reuse Repository

## B. Request/Add Apps

On this page, click the **Request/Add Apps** button.

## My Portal

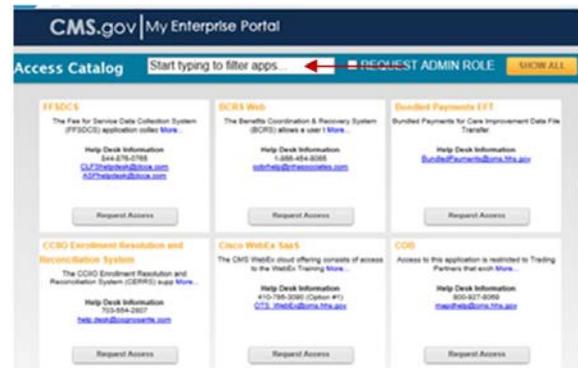
Use the below link to request access to CMS Systems/Applications.



## C. Search for zONE

Type “zONE” in the “Start typing to filter apps” box, next to “Access Catalog” across the top of the page.

Or scroll to the bottom of the page to find the zONE application.



## D. Request zONE Application Access

Once you’ve found the zONE application, click the “Request Access” button on the zONE block.



## E. Select System and Role

Find the zONE system in the System Description list (it’s at the bottom) and click “Request Access.”

From the Role list, choose “zONE End User.”



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## F. Select Organization Type

Choose the Organization Type that is most appropriate:

- **States** for state and local/county government users

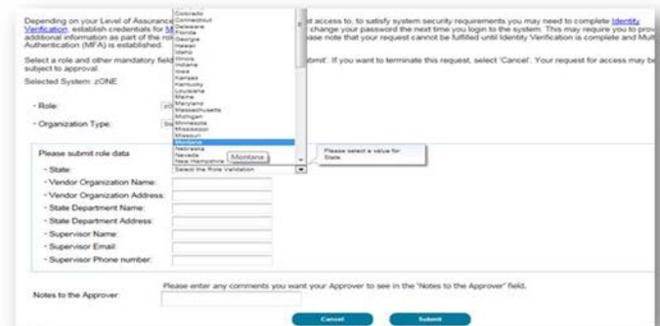
**Third Party User** for federal partners



## G. Enter Role Data and Submit

Choose the “zONE End User” role.

Input the required information and submit the form.



## H. Request Acknowledgement

Your request for 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 the email, proceed to Step 2.



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

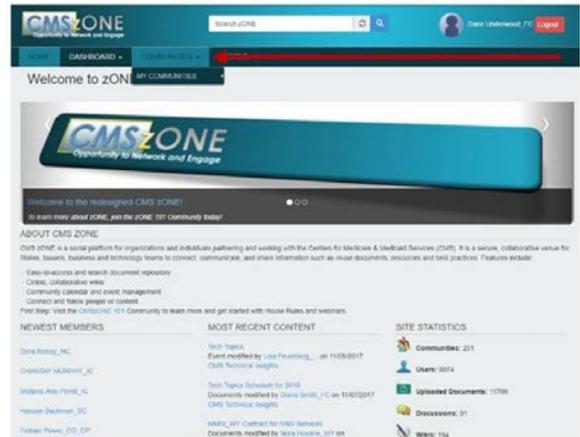
## Step 2 – Requesting access to the Medicaid Enterprise Systems Reuse Repository Community

### 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.

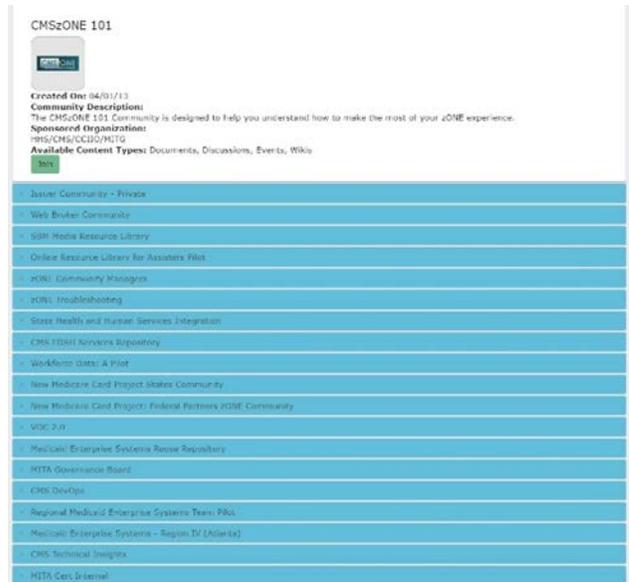
2. You will be prompted to accept the terms & conditions and log in each time you return to the website.
3. Click on the **“Communities”** tab in the top menu bar.



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## B. Select Community Type

Select **“Medicaid Enterprise Systems Reuse Repository.”**



The screenshot shows the CMSzONE 101 community page. At the top, it displays the community name 'CMSzONE 101' and a 'Created On' date of 04/01/13. Below this is a 'Community Description' stating the community is designed to help users understand how to make the most of their zONE experience. It also lists the 'Sponsored Organization' as 'PMS/CMS/CCID/NTG' and 'Available Content Types' as 'Documents, Discussions, Events, Wikis'. A list of community links is provided, with a red arrow pointing to the 'Medicaid Enterprise Systems Reuse Repository' link.

Issue/Community - Private
Web Broken Community
SOP/ Media Resource Library
Online Resource Library for Assistive Files
HR/ Community Managers
IT/IT: Troubleshooting
State Health and Human Services Integration
CMS EBH/ Servers Support
Workless States: A Pilot
New Medicare Card Project States Community
New Medicare Card Project: Federal Partners zONE Community
VOC 2.0
Medicaid Enterprise Systems Reuse Repository
MTA Governance Board
CMS DevOps
Regional Medicaid Enterprise Systems Team (PBI)
Medicaid Enterprise Systems - Region IV (Atlanta)
CMS Technical Insights
MTA Care Internal

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

## C. Join the MES Reuse Repository Community

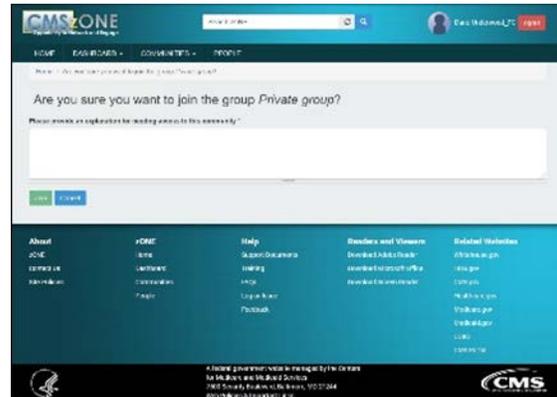
Click the green “Join” button to join the community.



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## D. Enter Reason for Request

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



## E. Request Confirmation

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

## Now that you have CMS zONE access

Now that you've 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 encountered this screen while trying to use the zONE site.*

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



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

**A:** *If you need assistance, please contact the zONE support center at 855-267-1515 or [CMS\\_FEPS@cms.hhs.gov](mailto:CMS_FEPS@cms.hhs.gov)*

**Q:** *What if I have a question about reuse that is outside the scope of the Reuse Repository?*

**A:** *Contact the CMS Reuse Mailbox at [MES@cms.hhs.gov](mailto:MES@cms.hhs.gov)*