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 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](https://portal.cms.gov)

Click on “New User Registration” (below the green Login button).
Requesting Access to the Medicaid Enterprise Systems (MES)
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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.

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.”
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.

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B. Request/Add Apps

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

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.

Once you receive the email, proceed to Step 2.
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, 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.
**B. Select Community Type**

Select **“Medicaid Enterprise Systems Reuse Repository.”**
C. Join the MES Reuse Repository Community

Click the green “Join” button to join the community.
Requesting Access to the Medicaid Enterprise Systems (MES) Reuse Repository

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
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

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