

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 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 content area is dark blue with white text and input fields. It includes fields for 'UserID' and 'Password', a checked checkbox for 'Agree to our Terms & Conditions', a prominent green 'Login' button, and a link for 'Forgot your User ID or your Password?'. Below this main area, a separate blue bar contains a 'New User Registration' button, which is highlighted with a red arrow pointing to it from the right side of the image.

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

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

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

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:** A text input field.
- Enter Password:** A text input field.
- Enter Confirm Password:** A text input field.
- Select Challenge Question #1:** A dropdown menu.
- Enter Challenge Question #1 Answer:** A text input field.
- Select Challenge Question #2:** A dropdown menu.
- Enter Challenge Question #2 Answer:** A text input field.
- Select Challenge Question #3:** A dropdown menu.
- Enter Challenge Question #3 Answer:** A text input field.
- Navigation buttons:** "Back" (white), "Next" (green), and "Cancel" (white).

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

- Header:** "CMS.gov | Enterprise Portal".
- UserID:** A text input field.
- Password:** A text input field.
- Agree to our Terms & Conditions:** A checked checkbox.
- Login:** A green button with a red arrow pointing to it.
- Forgot your User ID or your Password?:** A link.
- New User Registration:** A blue button at the bottom.

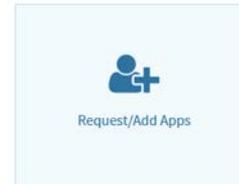
Requesting Access to the Medicaid Enterprise Systems (MES) Reuse Repository

B. Request/Add Apps

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

My Portal

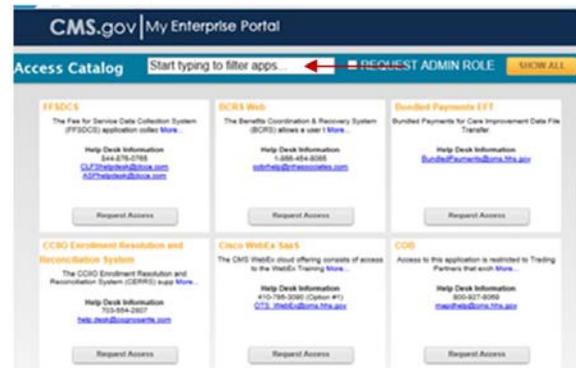
Use the below link to request access to CMS Systems/Applications.



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.”



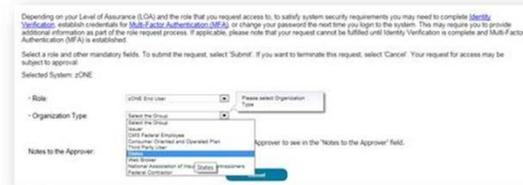
Requesting Access to the Medicaid Enterprise Systems (MES) Reuse Repository

F. Select Organization Type

Choose the Organization Type that is most appropriate:

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

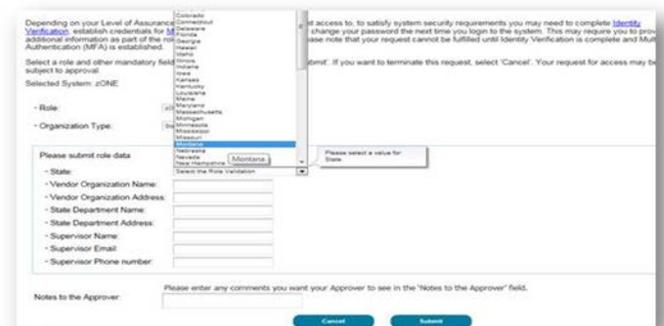
Third Party User for federal partners



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.



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

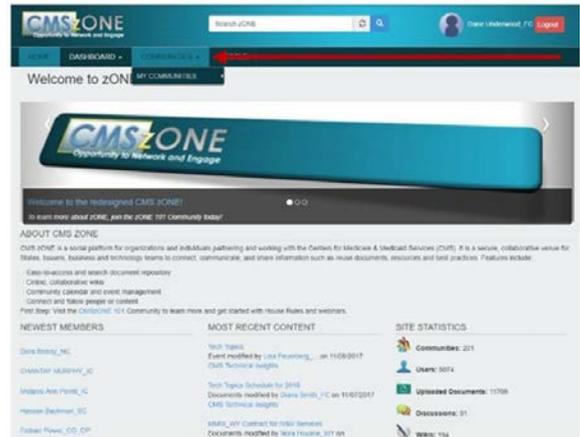
Step 2 – Requesting access to the Medicaid Enterprise Systems Reuse Repository Community

A. Select Private Community

1. Once you have received confirmation of your zONE account from donotreply@cms.gov, 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.

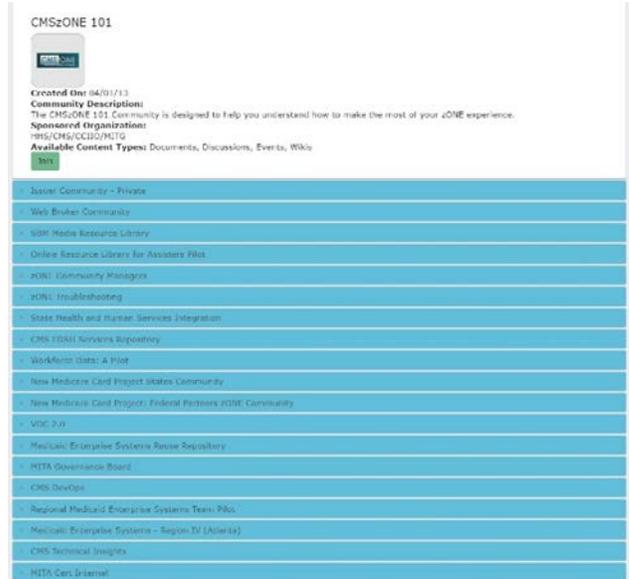
2. You will be prompted to accept the terms & conditions and log in each time you return to the website.
3. Click on the **“Communities”** tab in the top menu bar.



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

B. Select Community Type

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



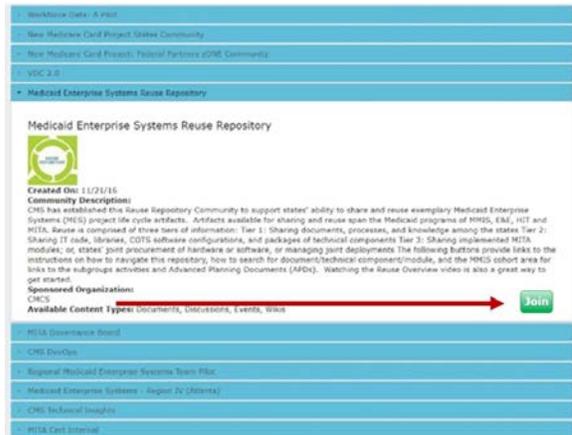
The screenshot shows the CMSzONE 101 community page. At the top, it displays the community name 'CMSzONE 101' and a 'Created On' date of 04/01/13. Below this is a 'Community Description' stating the community is designed to help users understand how to make the most of their zONE experience. It also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

- Issue/Community - Private
- Web Broken/Comments
- SOP/ Media Resource Library
- Online Resource Library for Assistive Files
- MSB: Community Manager
- zONE: Troubleshooting
- State Health and Human Services Integration
- CMS EBH/ Servers Support
- Workless States: A Pilot
- New Medicaid Card Project States Community
- New Medicaid Card Project: Federal Partners zONE Community
- VOC 2.0
- Medicaid Enterprise Systems Reuse Repository
- NTA Governance Board
- CMS DevOps
- Regional Medicaid Enterprise Systems Team (PMS)
- Medicaid Enterprise Systems - Region IV (Atlanta)
- CMS Technical Insights
- NTA Case Journal

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.



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*

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*