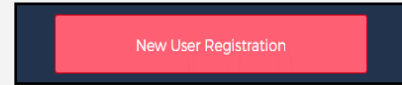


Getting started - if you do not already have an IDM account, start here. If you already have an IDM account, skip down to 'Initiate Role Request' below.

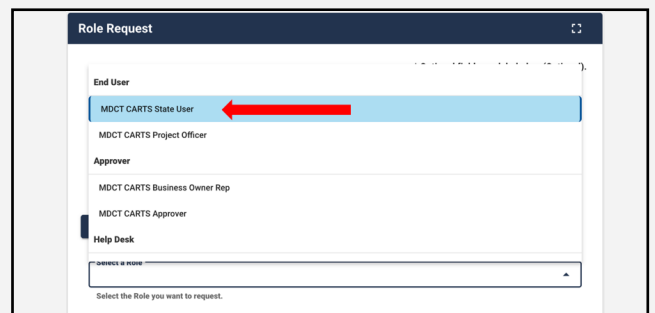
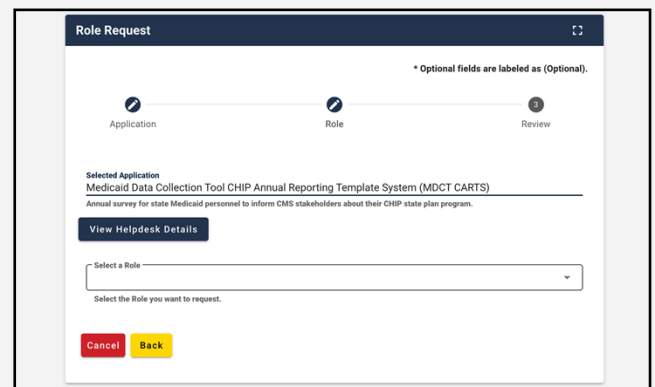
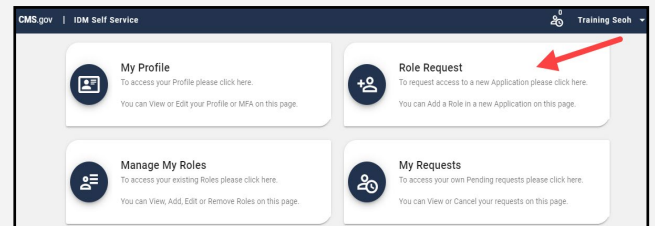
First, register for CHIP Annual Reporting Template System (CARTS) Access

- Access IDM at <https://home.idm.cms.gov> and select "New User Registration"
- Enter the personal and address information requested on the next two screens. Also select the "I agree to the terms and conditions" checkbox.
- Enter a User ID and password and select a security question and an answer. Then select the Submit button



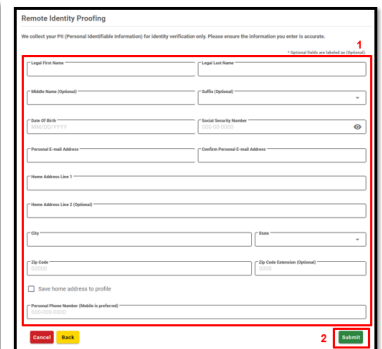
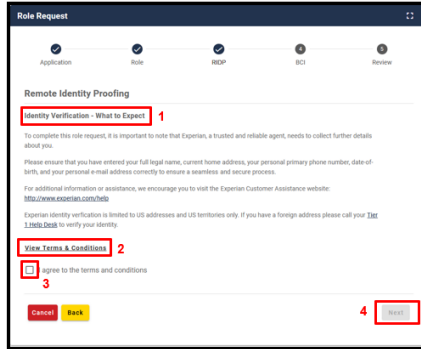
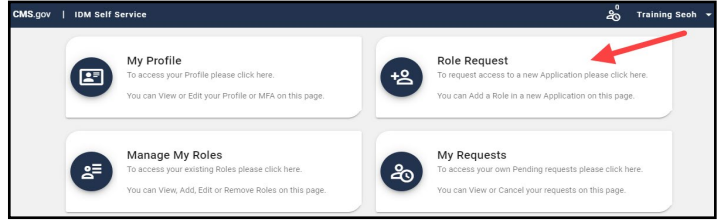
Next, Initiate Role Request for CARTS Access

- Sign in to IDM at <https://home.idm.cms.gov/>
- Select the Role Request tile
- Select "Medicaid Data Collection Tool CHIP Annual Reporting Template System (MDCT CARTS)" from the Select an Application drop-down list
- Select the CARTS State User role
- Watch for an email confirming your role request submission.



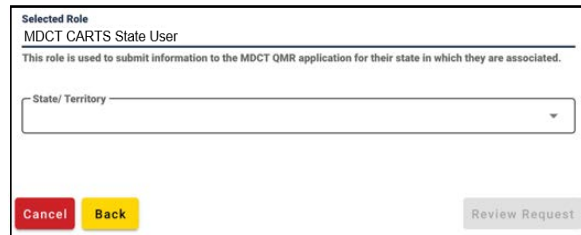
Next, Complete the Remote Identity Proofing (RIPD)

- View and agree to the terms and conditions. Then select the Next button
- Complete the Remote Identity Proofing form. Then select the Submit button in the lower-right corner of the screen.
- Answer the RIDP proofing questions as applicable. Then select the Verify button



Finally, Complete, Review, and Submit your Role Request

- Select the applicable role attributes via the drop-down lists. Then select the Review Request button



- Complete the Reason for Request text box. Then select the Submit Role Request button

