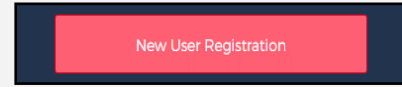


Getting started - if you do not already have an IDM account, start here. If you already have an IDM account, skip down to 'Initiate Role Request' below.

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

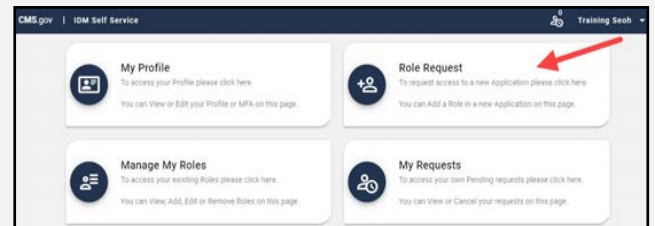


Registration form step 1: Personal information. Fields include: First Name, Middle Name (Optional), Last Name, Date of Birth, State (dropdown), Job Title, Job Role, Organization, E-mail address, and Contact E-mail Address. A 'View Terms & Conditions' link and a checkbox for 'I agree to the terms and conditions' are at the bottom.

Registration form step 2: Password and security question. Fields include: Password, Confirm Password, Security Question, and Answer. A 'Submit' button is at the bottom right.

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.

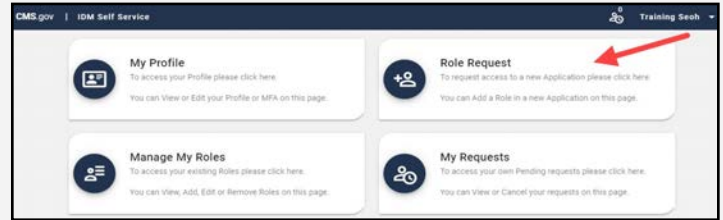


Role Request form showing application selection. A progress bar at the top indicates 'Application', 'Role', and 'Review' steps. The 'Selected Application' dropdown is set to 'Medicaid Data Collection Tool CHIP Annual Reporting Template System (MDCT CARTS)'. A 'View Helpdesk Details' button is visible. Below is a 'Select a Role' dropdown menu.

Role Request form showing role selection. The 'End User' dropdown is set to 'MDCT CARTS State User' (highlighted with a red arrow). Other roles listed include 'MDCT CARTS Project Officer', 'MDCT CARTS Business Owner Rep', and 'MDCT CARTS Approver'. A 'Select a Role' dropdown is at the bottom.

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 Next button in the lower-right corner of the screen.
- Answer the RIDP proofing questions as applicable. Then select the Verify button



Remote Identity Proofing

Identity Verification
To proceed your proofing, you will need to complete identity verification successfully, before requesting access to the selected role. Below are a few items to keep in mind.
Ensure that you have entered your legal name, current home address, primary phone number, date of birth and E-mail address correctly. We will only collect personal information to verify your identity with Experian, an external identity verification provider.
Identity Verification involves Experian using information from your credit report to help confirm your identity. As a result, you may see an entry called a "soft inquiry" on your Experian credit report. Soft inquiries do not affect your credit score and you do not incur any charges related to them.
You may need to have access to your personal and credit report information, as the Experian application will pose questions to you, based on data in their files. For additional information, please see the Experian Consumer Assistance website: <http://www.experian.com/help>

View Terms & Conditions
 I agree to the terms and conditions.

Buttons: Cancel, Back, Next

5. According to our records, you currently own, or have owned within the past year, one of the following vehicles. Please select the vehicle that you purchased or leased prior to March 2013 from the following choices.

NISSAN VAN
 MAZDA MPV
 HONDA ODYSSEY
 SATURN RELAY
 NONE OF THE ABOVE/DOES NOT APPLY

Buttons: Cancel, Back, Verify

Finally, Complete, Review, and Submit your Role Request

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

Selected Role
MDCT CARTS State User
This role is used to submit information to the MDCT QMR application for their state in which they are associated.

State/ Territory:

Buttons: Cancel, Back, Review Request

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

Role Request

Application Role Attributes Review

Review

Application: Medicaid Data Collection Tool CHIP Annual Reporting Template System (MDCT CARTS)

Application Description: Annual survey for state Medicaid personnel to inform CMS stakeholders about their CHIP state plan program.

Role: MDCT CARTS State User

Role Description: State user who will enter data to send to CMS.

State/ Territory: California

Reason for Request

0 / 600

Buttons: Cancel, Back, Submit Role Request