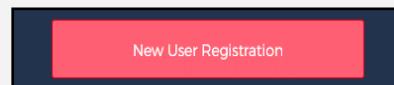


Getting started - if you do not already have an IDM account, start here. If you already have an IDM account, skip down to 'Initiate Role Request' below.

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

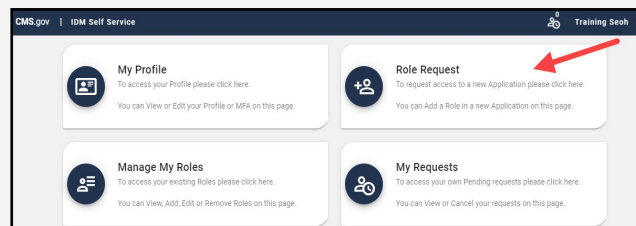
- Access IDM at <https://home.idm.cms.gov> and select "New User Registration"
- Enter the personal and address information requested on the next two screens. Also select the "I agree to the terms and conditions" checkbox.
- Enter a User ID and password and select a security question and an answer. Then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


A form for personal information with fields for First Name, Middle Name (Optional), Last Name, Birth Date (Optional), Date of Birth (MANDATORY), E-mail Address, and Confirm E-mail Address. There is a "View Terms & Conditions" link and a checkbox for "I agree to the terms and conditions".

A form for contact and credentials with fields for User ID, New Password, Confirm Password, Security Question, and Answer. There are "Cancel" and "Submit" buttons at the bottom.

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.


A screenshot of the "Role Request" form, Application step. It shows a progress bar with "Application", "Role", and "Review" steps. The "Selected Application" is "Medicaid Data Collection Tool CHIP Annual Reporting Template System (MDCT CARTS)". There is a "View Helpdesk Details" button and a "Select a Role" dropdown menu.

A screenshot of the "Role Request" form, Role step. It shows a list of roles under "End User". The "MDCT CARTS State User" role is highlighted with a red arrow. Other roles listed are "MDCT CARTS Project Officer", "MDCT CARTS Business Owner Rep", and "MDCT CARTS Approver". There is a "Help Desk" section 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 Submit button in the lower-right corner of the screen.
- Important note: Please use your personal email address and phone number for RIDP.
- If Experian is unable to verify the personally identifiable information (PII information), please contact MDCT Help Desk.

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