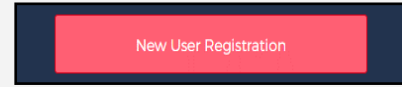


Getting started - if you do not already have an IDM account, start here. If you already have an IDM account, skip down to 'Initiate Role Request' below.

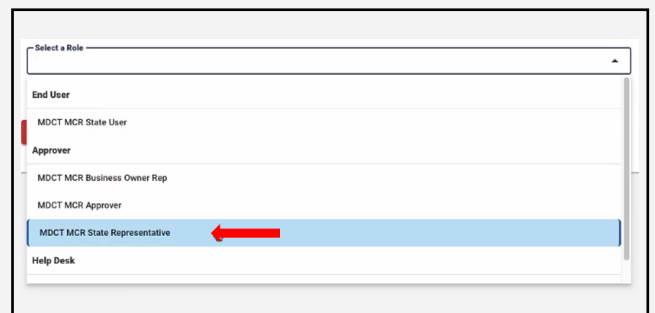
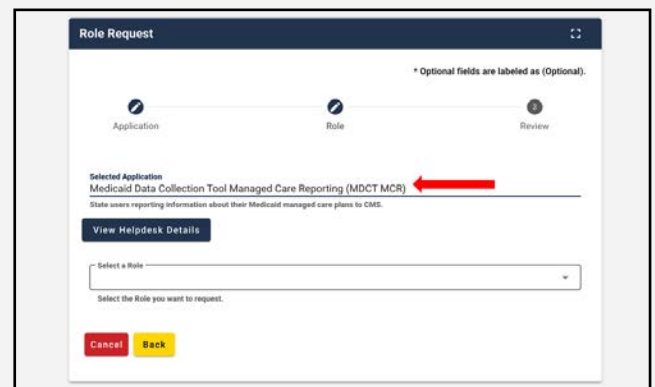
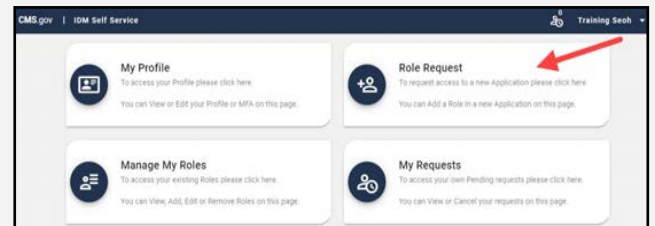
First, register for Managed Care Reporting Access

- Access MCR at <https://mdctmcr.cms.gov> and select "Register"
- Select the New User Registration button on the IDM sign-in screen
- 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



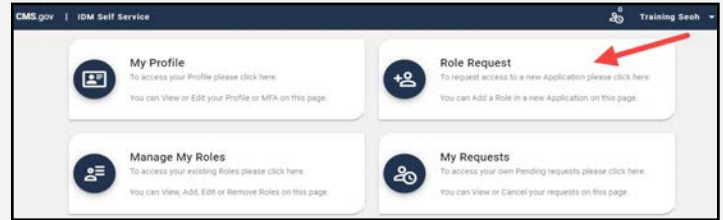
Next, Initiate Role Request for MCR Access

- Sign in to IDM at <https://home.idm.cms.gov/>
- Select the Role Request tile
- Select "Medicaid Data Collection Tool Managed Care Reporting (MDCT MCR)" from the Select an Application drop-down list
- Select the MCR State Representative 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 Next button in the lower-right corner of the screen.
- Answer the RIDP proofing questions as applicable. Then select the Verify button



The screenshot shows the 'Remote Identity Proofing' form. It includes an 'Identity Verification' section with instructions and a 'View Terms & Conditions' section with a checked checkbox. At the bottom, there are 'Cancel', 'Back', and 'Next' buttons.

The screenshot shows a question: '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.' The options are: NISSAN VAN, MAZDA MPV, HONDA ODYSSEY (selected), SATURN RELAY, and NONE OF THE ABOVE/DOES NOT APPLY. There are 'Cancel', 'Back', and 'Verify' buttons at the bottom.

Finally, Complete, Review, and Submit your Role Request

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

The screenshot shows the 'Selected Role' form. The role is 'MDCT MGR State Representative'. Below it, there is a 'State/Territory' dropdown menu. At the bottom, there are 'Cancel', 'Back', and 'Review Request' buttons.

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

The screenshot shows the 'Role Request' review form. It has a progress bar with four steps: Application, Role, Attributes, and Review. The 'Review' step is active. Below the progress bar, there is a table with details: Application (Medicaid Data Collection Tool Managed Care Reporting (MDCT MCR)), Application Description (State users reporting information about their Medicaid managed care plans to CMS), Role (MDCT MGR State Representative), Role Description (This role will appoint and manage the state user in their state to support the submission of managed care reports to CMS), and State/Territory (Minnesota). Below the table is a 'Reason for Request' text box with a red arrow pointing to it. At the bottom, there are 'Cancel', 'Back', and 'Submit Role Request' buttons.