

MDCT Quick Guide to Application Access

For access to the Statistical Enrollment Data System (SEDS), jump to the [next section](#).

For all other Medicaid Data Collection Tool (MDCT) applications, follow the steps below.

1. Log in and Initiate a Role Request

The IDM login site allows users to choose from one of several authentication methods. For new users who do not already have an IDM account, a Login.gov or ID.me account is the preferred account for requesting access. If you already have an IDM account, you can use this for requesting system access. Please note, an IDM account is not the same account as a CMS EUA account (4-character CMS ID). Additionally, the login site now links Login.gov or ID.me accounts with existing IDM accounts, so users with an existing IDM account may select one of these login options as well.

1. Sign in at <https://home.idm.cms.gov> using your Login.gov, ID.me, or IDM account. Then click on **Role Request**. **Note:** If you do not have any of these accounts already, please select the Login.gov or ID.me option, and follow the on-screen guidance to create an account.
2. On the Role Request page, use the dropdown menu to select the application you need access to. The page will populate a list of roles for you to select from. You can narrow the options to only MDCT applications by typing MDCT in the search space.
3. Select the role that matches what you will be doing in the application.

If you log in with an IDM account and have already filled out the form for Remote Identity Proofing (RIDP) at any point, for any application in IDM, or if you are logging in with the Login.gov or ID.me option, then you can click **Submit** and **skip to Step 3**.

If you log in with an IDM account and have *never* completed the RIDP form for IDM, then it **will direct you there** as soon as you select your role. Proceed to Step 2 for instruction.

About Roles

All roles follow this format: MDCT (application) (role)

For example: MDCT MFP State User

If you are a CMS employee or contractor, select the application's Internal User role.

If you are a state agency employee or contractor intending to enter data for your state into MDCT, select the application's State User role.

If you aren't sure what role to request, contact the MDCT Help Desk at mdct_help@cms.hhs.gov

2. Complete Remote Identify Proofing

If the system does not direct you to the RIDP form, you can skip this step and go on to Step 3.

1. On the first RIDP page, read and agree to the terms and conditions, then click **Next**.
2. Fill out the RIDP form with your personal information and work email (For help with this form, visit the [IDM Documentation page](#) and look for **RIDP Tips to Success**). Once complete, click the **Submit** button in the lower-right corner.

If you get a message that says the identity verification system (Experian) can't verify your personally identifiable information (PII), please log out, and choose the Login.gov or ID.me option to create an account (if necessary) and log in. These two options utilize a different form of identity verification, and you will not need to complete RIDP within IDM. If you still encounter issues, please take a screenshot and contact the MDCT Help Desk at MDCT_Help@cms.hhs.gov, including this screenshot in your email.

3. Complete and Submit the Request

1. If you are requesting a **State User** role, select your state or territory from the dropdown (other roles will not see this menu).
2. In the “Complete the Reason for Request” text box, provide a brief description of why you need access and what you will be doing. Then click the **Submit Role Request** button.

You will receive an email confirming that your role request has been submitted.

This process will not grant you immediate access to the application. Your request will first go to an approver for review. This is a manual review, and can take some time. Once your request is approved, you will be notified automatically via email. At that point, you should confirm your access by logging into the respective application.

You can find links to all MDCT applications on the [MDCT Portal page](#).
