

MACPro New User Checklist

Steps to Obtain MACPro Access

Part 1: Create EIDM Profile & Request MACPro Access

Skip to Part 2 if you already have an EIDM ID.
An EIDM ID is not the same as a 4-character EUA ID.

Step 1: Navigate to the CMS Enterprise Portal to Register

- Type <https://portal.cms.gov> into the browser window
- Select **New User Registration**

Step 2: Choose Application

- Select the **MACPro: Medicaid and CHIP Program Application**
- Agree to the **Terms and Conditions**

Step 3: Create EIDM Profile

- Fill out required fields & enter a work email address to receive MACPro notifications
- Create a User ID, password & challenge questions/answers

NOTE: You will not be able to create an EIDM ID if you already have a registered one.

Step 4: Review & Complete EIDM Profile

- Review all information entered on the **Registration Summary** page
- Verify User ID & challenge questions created in the previous step

Step 5: Request MACPro Access in EIDM

- Request a MACPro Role in EIDM for your region or state using the [EIDM Instructions for MACPro Users](#)
- Complete Identity Verification

Step 6: Receive Approval for MACPro Access in EIDM

- Receive role approval email confirmation

NOTE: Approval times may vary.

Part 2: Request MACPro Role

Step 1: Log in to MACPro

- Type <https://macpro.cms.gov> into the browser window
- Log in with EIDM credentials

Step 2: Request MACPro Role

- Request a MACPro Role using the [Introductory Reference Document for MACPro Roles and Administration](#)

Step 3: Receive MACPro Role Request Approval

- Receive a MACPro role approval email confirmation

NOTE: Approval times may vary.

Resources

Before using MACPro, please complete state or CMS training for your specified authority. You can access Introductory Reference Documents on the [Medicaid and CHIP Resource](#) website and training and videos on the [MACPro Training and Help](#) website.