



**CROWNWeb** 

The ESRD National Patient Registry & Quality Measure Reporting System

# EIDM and QARM Quick Start Guide

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## Register in EIDM for a User ID and Password

1. Open your browser and go to <https://portal.cms.gov>. The [CMS Secure Portal](#) screen displays.
2. Click the **New User Registration** link. The [New User Registration](#) screen displays.
3. Read the *Terms and Conditions* and then click the **I agree to the terms and conditions** checkbox. The [Next](#) button becomes active.
4. Click the **Next** button. The [Your Information](#) screen displays.
5. Enter your information and then click **Next**. The [Choose User ID and Password](#) screen displays.

**NOTE:** All fields with an asterisk (\*) preceding the field name are required fields and must be entered. The *Social Security Number* field does not have an asterisk, but it is a required field due to the *Identity Verification* process.

6. Enter the *User ID* and *Password* you would like to use for access to your applications, answer three challenge questions and then click **Next**. The [Account Successfully Created](#) screen displays.

**NOTE:** The *User ID* is limited to 50 characters' total for CROWNWeb and ESRD QIP. It is recommended that you use the same email address that you registered in QIMS with as your EIDM User ID.

7. Click **OK**. The [CMS Secure Portal](#) screen displays.

**NOTE:** A [confirmation email](#) is sent to the email address you registered with the User ID you created.

## Request access to QARM, Identity Verification and Multi-Factor Authentication

1. From the CMS Secure Portal, <https://portal.cms.gov>, click the **Login to CMS Secure Portal** button. The [Terms and Conditions](#) screen displays.
2. Read the *Terms and Conditions* and then click **I Accept**. The [Welcome to CMS Enterprise Portal](#) screen displays.
3. Enter your *User ID*, and then click **Next**. The [Password](#) screen displays.
4. Enter your password and then click **Log In**. The [My Portal](#) screen displays.
5. Click the **Request Access Now** button. The [My Access](#) screen displays a list of applications.
6. Click in the *Access Catalog* field and begin to type **QualityNet Authorization and Role Management**. The screen refreshes and displays the [QualityNet Authorization and Role Management \(QARM\)](#) application.
7. Click on the *QualityNet Authorization and Role Management (QARM)* **Request Access** button. The [Request New Application Access](#) screen displays.
8. Click the **Down Arrow** to the right of the *Select a Role* field, and select **QualityNet User** from the list displayed. The [Request New Application Access](#) screen refreshes.
9. Click **Next**. The [Identity Verification](#) screen displays.

10. Read the information on the screen, and then click **Next**. The [Terms and Conditions](#) screen displays.
11. Read the *Terms and Conditions*, and then click the **I agree to the terms and conditions checkbox**. The [Next](#) button becomes active.
12. Click the **Next** button. The [Your Information](#) screen displays.
13. Enter your information, and then click **Next**. The [Verify Identity](#) screen displays your credit information from Equifax.

**NOTE:** Your *Social Security Number* is a required field.

14. Make the appropriate selections, and then click **Next**. The [Complete Step Up](#) screen displays.

**NOTE:** Some of the questions may not apply to you or the selections available are not correct. In this case, select the answer **NONE OF THE ABOVE/DOES NOT APPLY**. You only have 10 minutes to complete the Identity Verification. If you do not complete it within the given time frame, you must begin the Identity Verification process again.

15. Click **Next**. The [Multi-Factor Authentication Information](#) screen displays.
16. Click **Next**. The *Register your Phone, Computer or E-mail* screen displays.
17. Click the **down arrow** to the right of the [MFA Device Type](#) field and select the MFA Device desired from the list presented.
18. Enter required fields, and then click **Next**. The [Confirmation](#) screen displays and a confirmation email is sent to your address on file.
19. Click **Next**. The [Request New Application Access](#) screen displays.
20. Enter required *Business Contact Information*, and then click **Next**. The [Request New Application Access](#) screen asks for a Reason for Request.
21. Enter the reason, and then click **Next**. The *Request New Application Access Review* screen displays.
22. Review the information, and then click **Submit**. The [Request New Application Access Acknowledgement](#) screen displays. Click **OK**.
23. The [View and Manage My Access](#) screen displays.

**NOTE:** Access to the QARM Application is automatic and takes approximately 10 minutes before you have access.

## Submit a request to be an Organization Security Official or an End User

1. Open your browser and go to <https://www.qualitynet.org>. The *QualityNet Home* screen displays.
2. Click the **Log In** button. The *Choose Your QualityNet Destination* screen displays.
3. Click the **End-Stage Renal Disease Quality Reporting System** link in the menu. The [Terms and Conditions](#) screen displays.
4. Read the *Terms and Conditions* and then click **I Accept**. The [Welcome to CMS Enterprise Portal](#) screen displays.
5. Enter your *User ID* and then click **Next**. The [Password](#) screen displays.

6. Enter your *Password*, select the desired *MFA Device Type*, enter the *MFA Security Code* and then click **Log In**. The [Welcome](#) screen displays.

**NOTE:** Depending upon the *MFA Device Type* selected, you may need to click **Send** in order for the code to be sent to your selected device.

7. Click the **Down Arrow** to the right of User profile. The [selection list](#) displays.
8. Click My Account. [The Quality Reporting Systems: My Tasks](#) screen displays.
9. Click **Request My Access** under the *Manage My Access* group. The [Create User Authorization Request](#) screen displays.
10. Click the **Drop Down Arrow** to the right of the *Program* field and select **End Stage Renal Disease Quality Reporting System**.
11. Click the **Magnifying Glass** to the right of the *Organization* field. The [Search Organizations](#) screen displays.
  - a. For an [Organization Security Official](#), enter information to find the desired facility. Under the *Org Type* field select **QARM Org Security** and then click **Search**. Click the **desired facility name**, select the **Org State** and then click **OK**.
  - b. For an [End User](#), enter the **Facility Name** in the *Org Name* field and under the *Org Type* field select **ESRD QIP Facility** or **CROWNWeb Facility** and the click **Search**. Click the **desired facility name**, select the **Org State** and then click **OK**.
12. Click the **Down Arrow** to the right of the [User Role](#) field and select the desired role.

**NOTE:** For *Organization Security Official*, select **Organization Security Official**. For an *ESRD QIP User* select **Facility POC** or **Facility Viewer**. For a *CROWNWeb End User*, select **Facility Administrator**, **Facility Editor** or **Facility Viewer**.

13. Click the **Down Arrow** to the right of the [Approvers](#) field and select the **Security Official** who will approve your request.

**NOTE:** For the *Initial Organization Security Official*, the approver will be a *COR Security Official*. For *Backup Security Officials* and *End Users*, the approver will be an *Organization Security Official* at your facility.

14. Click **Submit Request**. The [Submit Request Confirmation](#) pop up dialog box displays.
15. Click **OK**. The screen displays your [Request ID](#).
16. Record your **Request ID** and you will receive a confirmation email at the email address you registered with containing this **Request ID** confirming that your access request has been submitted.
17. A *confirmation email* will be sent to the Email address used when you registered.

## Approve a request for a Backup Organization Security Official or an End User

1. Open your browser and go to <https://www.qualitynet.org>. The QualityNet Home screen displays.

2. Click the **Log In** button. The *Choose Your QualityNet Destination* screen displays.
3. Click the **End-Stage Renal Disease Quality Reporting System** link in the menu. The [Terms and Conditions](#) screen displays.
4. Read the *Terms and Conditions* and then click **I Accept**. The [Welcome to CMS Enterprise Portal](#) screen displays.
5. Enter your *User ID* and then click **Next**. The [Password](#) screen displays.
6. Enter your *Password*, select the desired *MFA Device Type*, enter the *MFA Security Code* and then click **Log In**. The [Welcome](#) screen displays.

**NOTE:** Depending upon the MFA Device Type selected, you may need to click **Send** in order for the code to be sent to your selected device.

7. Click the **Down Arrow** to the right of *Quality Programs* in the menu bar and select **QualityNet Authorization & Role Management** from the menu displayed. [The Quality Reporting Systems: My Tasks](#) screen displays.
8. Click **Approve User Request** under the *Manage User Access* group. The [Oracle Business Process Workspace](#) screen displays.
9. Double click the desired **Access Request**. The [Approve Authorization Request](#) screen displays in a new window.
10. Make change to the User Role if required, add any *Comments* and then click **Next**. The [Select Course Grained Application Roles](#) screen displays high level authorization options.
11. Click **Next**. The [Fine Grained Application Roles](#) screen displays additional authorization options.
12. Click **Next**. The final [Approve Authorization](#) screen displays.
13. Click **Approve Request**. The [Approval Comments](#) dialog box displays.
14. Enter any comments, and then click **OK**. The screen refreshes and is blank.
15. Close the open window and refresh the *Business Process Workspace* screen and the selected request is removed from the list.

**NOTE:** The user receives email notification that the request has been approved.

## Log in to CROWNWeb or ESRD QIP

1. Open your browser and go to <https://www.qualitynet.org>. The *QualityNet Home* screen displays.
2. Click the **Log In** button. The *Choose Your QualityNet Destination* screen displays.
3. Click the **End-Stage Renal Disease Quality Reporting System** link in the menu. The [Terms and Conditions](#) screen displays.
4. Read the *Terms and Conditions* and then click **I Accept**. The [Welcome to CMS Enterprise Portal](#) screen displays.
5. Enter your *User ID* and then click **Next**. The [Password](#) screen displays.
6. Enter your *Password*, select the desired *MFA Device Type*, enter the *MFA Security Code* and then click **Log In**. The [Welcome](#) screen displays.

**NOTE:** Depending upon the MFA Device Type selected, you may need to click **Send** in order for the code to be sent to your selected device.

7. Click the **Down Arrow** to the right of [User Profile](#) in the menu bar and select **User Accessibility** from the menu displayed. The *User Preferences*, *User Roles* and *Organization Switch* tabs display.

**NOTE:** If you only have scope over one facility or the desired facility is currently displayed under your name, skip this step and go to [step 12](#).

8. Click the **Organization Switch** tab. The [Organization Switch](#) screen displays.
9. Click the **Down Arrow** to the right of the [Change Program](#) field and select **EQRS** from the list.
10. Click the **Down Arrow** to the right of the [Change Organization](#) field and select the desired facility and role, and then click **Update**.
11. Click the **Update** button. A confirmation dialog box displays asking "[Do you want to switch current Organization?](#)"
12. Click **Yes**. The [Welcome](#) screen displays once again.
13. Click the **Down Arrow** to the right of *Quality Programs* in the menu bar and select **End Stage Renal Disease Quality Reporting System** from the list presented. The *Quality Reporting Systems: My Tasks* screen displays.
14. Click the **CROWNWeb SUI** link or the **Inquiry** link depending upon whether you selected a CROWNWeb or an ESRD QIP role. The *CROWNWeb Home* screen displays if you selected a CROWNWeb role or the *Inquiry Portlet* screen displays if you selected an ESRD QIP role.

## Change Facilities

1. Click the Down Arrow to the right of User Profile in the menu bar and select User **Accessibility** from the menu displayed. The *User Preferences*, *User Roles* and *Organization Switch* tabs display.
2. Click the **Organization Switch** tab. The [Organization Switch](#) screen displays.
3. Click the **Down Arrow** to the right of the [Change Program](#) field and select **EQRS** from the list.
4. Click the **Down Arrow** to the right of the [Change Organization](#) field and select the desired facility and role.
5. Click the **Update** button. A confirmation dialog box displays asking "[Do you want to switch current Organization?](#)"
6. Click **Yes**. The [Welcome](#) screen displays once again.
7. Click the **Down Arrow** to the right of [Quality Programs](#) in the menu bar and select **End Stage Renal Disease Quality Reporting System** from the list presented. The [Quality Reporting Systems: My Tasks](#) screen displays.
8. Click the **CROWNWeb SUI** link or the **Inquiry** link depending upon whether you selected a CROWNWeb or ESRD QIP role. The *CROWNWeb Home* screen displays if you selected a CROWNWeb role or the *Inquiry Portlet* screen displays if you selected an ESRD QIP role.

## Change Password

**NOTE:** You must change your password at least every 60 days. If you are getting close to that point, you will receive email notification beginning seven days before your password expires.

1. Click on the hyperlink in the [email notification](#). The [CMS Secure Portal](#) screen displays.
2. Click the **Login to CMS Secure Portal** link. The [Terms and Conditions](#) screen displays.
3. Read the Terms and Conditions, and then click **I Accept**. The [User ID](#) screen displays.
4. Enter your User ID and then click **Next**. The *Password and Multi Factor Authentication Code* screen displays.
5. Enter your Password, select your MFA Device Type, click **Send** if required, enter your Security Code, and then click **Log In**. The [Welcome to CMS Enterprise Portal](#) screen displays.
6. Click the **down arrow** to the right of your name. A [drop down list](#) displays.
7. Click **My Profile**. The [Enterprise Portal](#) screen displays.
8. Click **Change Password**. The *Change Password* screen displays.
9. Enter your old password, enter your new password twice, and then click **Next**. The *Change Password* screen displays the message “Your password has been successfully changed. A confirmation E-mail has been sent. You will need to logout and login with your new password to access the system. Select ‘Ok’ to login using your new password.”
10. Click **OK**. The *CMS Secure Portal* screen displays. Repeat steps 2 – 5 and then click **Log Out**.
11. You will receive a [confirmation email](#) that your password has been changed.