EIDM and QARM
Quick Start Guide
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Introduction

The Enterprise Identity Management (EIDM) system allows users to apply for and receive a User ID that can be used to access multiple CMS applications. Once a user’s initial information has been entered, they will be required to undergo a vetting process whereby data from their credit background will be used to verify their identity.

After a user’s account is created in EIDM, the user must then go into the QualityNet Authorization and Role Management (QARM) to request access to CROWNWeb, REMIS, the ESRD QIP system, and other CMS applications. Through QARM, users can obtain direct access to authorized CMS systems. Facilities will also manage CROWNWeb user role and scope in QARM.

This Quick Start Guide contains procedures that will assist a user in performing tasks required to access a CMS application.

**NOTE**: Links that are preceded by a camera icon (🖼) will open a graphic in a new window that provides a visual example of the step(s) being discussed.
Register in EIDM for a User ID and Password

2. Click the New User Registration button. The Step #1: Choose Your Application screen displays.
3. Click the down arrow to the right of the field and select the QARM: Quality Net Authorization & Role Management link from the list presented. The Terms & Conditions displays.
4. Read the Consent to Monitoring, click the I agree to the terms and conditions checkbox and then click Next. The Step #2: Register Your Information screen displays.
5. Enter your information and then click Next. The Step #3: Create User ID, Password & Challenge Questions screen displays.
   NOTE: All fields not designated as (optional) are required fields and must be entered.
6. Enter the User ID and Password you would like to use for access to your applications, answer three challenge questions and then click the Next. The Registration Summary screen displays.
7. Click Submit User. The Confirmation 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

2. Enter your User ID and Password, click the Agree to Terms & Conditions checkbox and then click Login. The Request/Add Apps screen displays.
3. Click the Request/Add Apps button. The My Access screen displays a list of applications.
4. 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.
6. 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.
7. Enter the required fields and then click Next. The Identity Verification screen displays.
8. Read the information on the screen, and then click Next. The Terms and Conditions screen displays.
9. Read the Terms and Conditions, and then click the I agree to the terms and conditions checkbox. The Next button becomes active.
10. Click the Next button. The Your Information screen displays.
11. 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.
12. 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 such cases, 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.
14. Click Next. The Register Multi-Factor Device screen displays.
15. Click the down arrow to the right of the Choose MFA Device Type field and select the MFA Device desired from the list presented.
16. Enter required fields, and then click Next. The Confirmation screen displays, and a confirmation email is sent to your address on file.
18. Enter required Business Contact Information, and then click Next. The Request New Application Access screen asks for a Reason for Request.
19. Enter the reason, and then click Next. The Request New Application Access Review screen displays.
20. Review the information, and then click Submit. The Request New Application Access Acknowledgement screen displays. Click OK.

21. The View and Manage My Access screen displays.
   
   NOTE: Access to the QARM Application is automatic – It will take approximately 10 minutes before you have access.
Submit a request to be an Organization Security Official or an End User

2. Click the Log In button. The Choose Your QualityNet Destination screen displays.
3. Click the arrow to the right of the Select Your QualityNet Destination field and select End Stage Renal Disease Quality Reporting System from the drop down select list and then click Let’s Go link in the menu. The System Use Notification screen displays.
4. Read the System Use Notification 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 and select My Account from the menu displayed. The Quality Reporting Systems: My Tasks screen displays.
9. Click the Down Arrow to the right of the Program field and select End Stage Renal Disease Quality Reporting System.
10. Click the Magnifying Glass to the right of the Organization field. The Search Organizations screen displays.
11. 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, and then click OK.
12. For an End User, enter the Facility Name in the Org Name field and under the Org Type field select ESRD QIP Facility and then click Search. Click the desired facility name and then click OK.
13. Click the Down Arrow to the right of the User Role field and select the desired role.
14. 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.
15. Click Submit Request. The Submit Request Confirmation pop up dialog box displays.
16. Click OK. The screen displays your Request ID.
17. Record your Request ID - you will receive a confirmation email at the email address you registered with containing this Request ID that confirms submission.
Approve a request for a Backup Organization Security Official or an End User

2. Click the Log In button. The Choose Your QualityNet Destination screen displays.
3. Click the arrow to the right of the Select Your QualityNet Destination field and select End Stage Renal Disease Quality Reporting System from the drop down select list and then click Let’s Go link in the menu. The System Use Notification screen displays.
4. Read the System Use Notification 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 and select My Account from the menu displayed. The Quality Reporting Systems: My Tasks screen displays.
   NOTE: If you need to change role and scope, refer to Change Facilities.
8. Click Approve User Request under the Manage User Access group. The Oracle Business Process Workspace screen displays.
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 Request 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 will receive email notification when the request has been approved.
Log in to REMIS, CROWNWeb or ESRD QIP

2. Click the Log In button. The Choose Your QualityNet Destination screen displays.
3. Click the arrow to the right of the Select Your QualityNet Destination field and select End Stage Renal Disease Quality Reporting System from the drop down select list and then click Let’s Go link in the menu. The System Use Notification screen displays.
4. Read the System Use Notification 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 Change Program field and select EQRS from the list.
10. Click the Down Arrow to the right of 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 REMIS link, Facility Dashboard - CROWNWeb SUI link or the Inquiry link depending upon whether you selected a CROWNWeb or an ESRD QIP role. The CROWNWeb Dashboard screen displays if you selected a CROWNWeb role or the Inquiry Portlet screen displays if you selected an ESRD QIP role.
Change Facilities

1. Log In to ESRD QIP and then click the Down Arrow to the right of User Profile in the menu bar and select User Preferences from the menu displayed. The User Accessibility, User Roles and Organization Switch tabs displays.

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.
**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. Enter your User ID and Password. The CMS Secure Portal screen refreshes.
3. Choose an MFA Device, click the Agree to our Terms & Conditions checkbox and then click the Login button. The My Portal 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.
4. Click the down arrow to the right of your name. A drop down list displays.
5. Click My Profile. The View My Profile screen displays.
7. Enter your old password, enter your new password twice, and then click Submit. 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.”
8. Click OK. The CMS Secure Portal screen displays.
9. You will receive a confirmation email that your password has been changed.