



Healthcare Quality Information System (HCQIS) Access Roles and Profile (HARP) Training

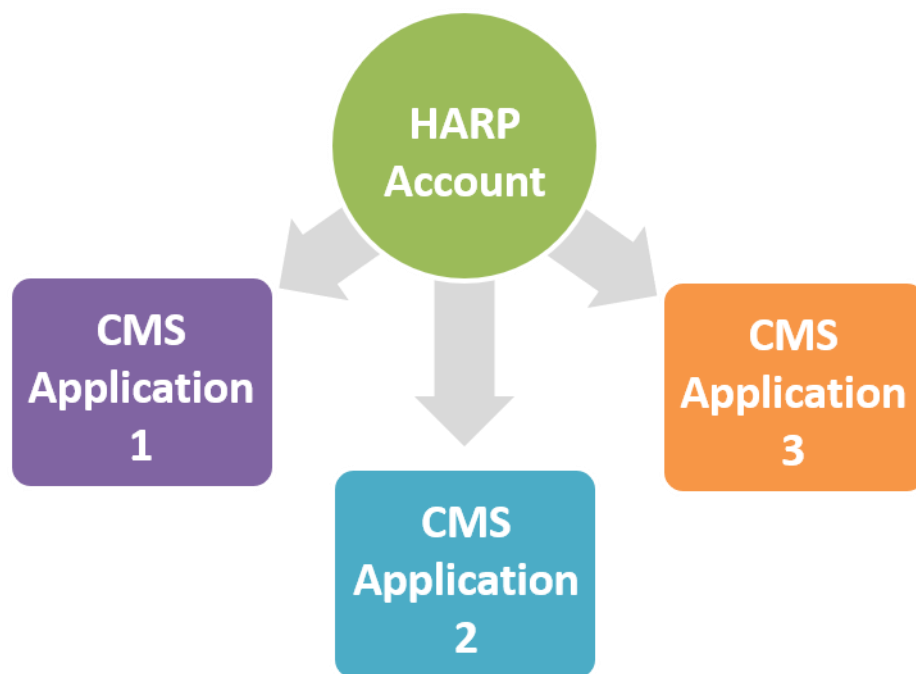
*With End-Stage Renal Disease (ESRD) Outreach,
Communication, and Training (EOCT) Team*



HARP Overview

What is HARP?

HARP is a secure identity management portal provided by the Centers for Medicare and Medicaid Services (CMS). Creating an account via HARP provides users with a user ID and password that can be used to access many CMS applications.



HARP Overview and Benefits

- HARP provides a single location for users to:
 - Modify their user profile.
 - Change their password.
 - Update their Challenge Question.
 - Add or remove two-factor authentication devices.
- All ESRD Quality Reporting System (EQRS) users must complete a HARP account setup.
- Users can manage their profile information via HARP and manage roles via EQRS.
- When registering for a HARP account, users complete identify proofing via Remote Identity Proofing (RIDP) or manual proofing.

What is RIDP?

- Anyone requesting electronic access to protected CMS information or systems must be identity proofed to gain access.
- RIDP is the process of validating sufficient information that uniquely identifies you (e.g., credit history, personal demographic information, and other indicators).
- This method is used for verifying the identity of a user as opposed to manual or in-person proofing.
- CMS uses the Experian identity verification system to identity proof remotely.
- **HARP does NOT store your personal information.**
- **RIDP does NOT affect your credit.**



What is Manual Proofing?

Users who are unable to be proofed remotely, or do not wish to enter their social security number, may initiate manual proofing.

Initiate Manual Proofing ×

Please enter all required fields to submit Profile Information for manual proofing.

It is not recommended to initiate manual proofing if you are able to complete remote proofing, as manual proofing takes longer to complete.

To initiate manual proofing, you will need to complete the following steps:

1. Submit your Profile Information and Account Information via HARP (SSN field is optional)
2. Send the following documents to the Identity Access Management (IAM) team via email, fax, or mail
 - **One** of three approved forms of Government Photo IDs:
 - Current driver's license issued by state or territory; OR
 - Federal or State government issued photo identification card; OR
 - U.S. Passport
 - **Two** copies of financial institution official bills or statements addressed to the address used during the registration process. Payroll information is also accepted.
 - If you choose not to fill out the HARP SSN field, you will need to provide only the **last four digits of your SSN** to the IAM team.

The IAM team will contact you via email if they need to request additional information.

For any questions related to manual proofing, contact the Identity Access Management (IAM) team, Monday - Friday 7AM - 7PM CST by phone 1-888-599-0426 or email identityproofing@hcqis.org.

Note: Do not initiate manual proofing if you are a CMS employee. CMS employees may bypass HARP registration and use their EUA credentials to log into HARP.

[Submit Info for Manual Proofing](#) [Cancel](#)



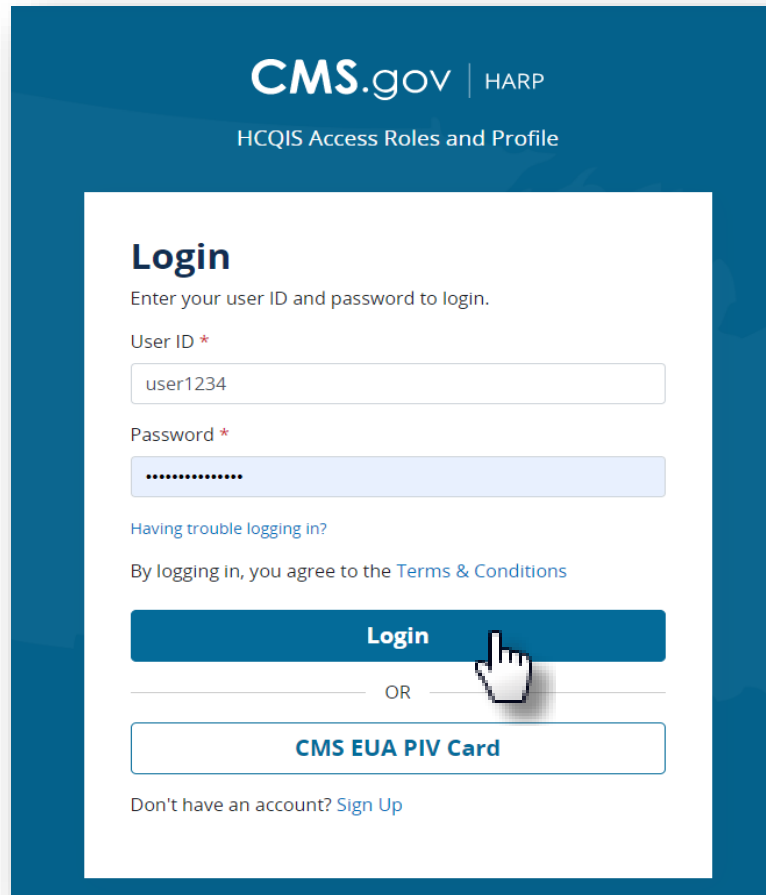
HARP Roles

HARP Roles

User Role	Description
Security Official (SO)	<ul style="list-style-type: none">• Can serve as the SO over multiple organizations.• Approves or denies additional SO and End User role requests for a specific organization.• Must have an End User role to perform tasks in the EQRS application.• Cannot approve their own End User role request.
End User	<ul style="list-style-type: none">• Performs tasks within CMS applications, such as EQRS.• May have a user role and scope over multiple organizations.

Log in to HARP

1. Go to <https://harp.cms.gov/login/login>.
2. Enter your HARP Username and Password.
3. By logging in, you agree to the Terms & Conditions.

A screenshot of the HARP login page. The page has a dark blue header with the CMS.gov logo and 'HARP' text. Below the header, it says 'HCQIS Access Roles and Profile'. The main content area is white and contains a 'Login' section. It prompts the user to 'Enter your user ID and password to login.' There are two input fields: 'User ID *' with the text 'user1234' and 'Password *' with masked characters. Below the password field is a link 'Having trouble logging in?'. A line of text states 'By logging in, you agree to the Terms & Conditions'. There are two buttons: a dark blue 'Login' button with a hand cursor over it, and a white 'CMS EUA PIV Card' button. At the bottom, there is a link 'Don't have an account? Sign Up'.

Two-Factor Authentication Drop-Down

4. A Two-Factor Authentication screen displays. Click the Device drop-down.
5. “Email” displays as the only two-factor authentication device option. Select “email.”

CMS.gov | HARP

HCQIS Access Roles and Profile

Two-Factor Authentication

Select a device to verify your account.

Device *

email

Send Code Cancel

Don't have your device handy? [Add New Device](#)

NOTE: HARP automatically sets the email address used to establish the account as the initial two-factor authentication device. Users must select email during the initial HARP login attempt. The email address may be changed after the initial log in.

Enter Security Code

6. Click “Send Code.” A one-time verification code is sent to the email address associated with the account. The Enter Code screen displays.
7. Enter the one-time verification code. Click “Submit.” The User Profile screen displays.

CMS.gov | HARP
HCQIS Access Roles and Profile

Two-Factor Authentication

Select a device to verify your account.

Device *

email

Send Code Cancel

Don't have your device handy? [Add New Device](#)

CMS.gov | HARP
HCQIS Access Roles and Profile

Enter Code

Enter the security code to verify your account.

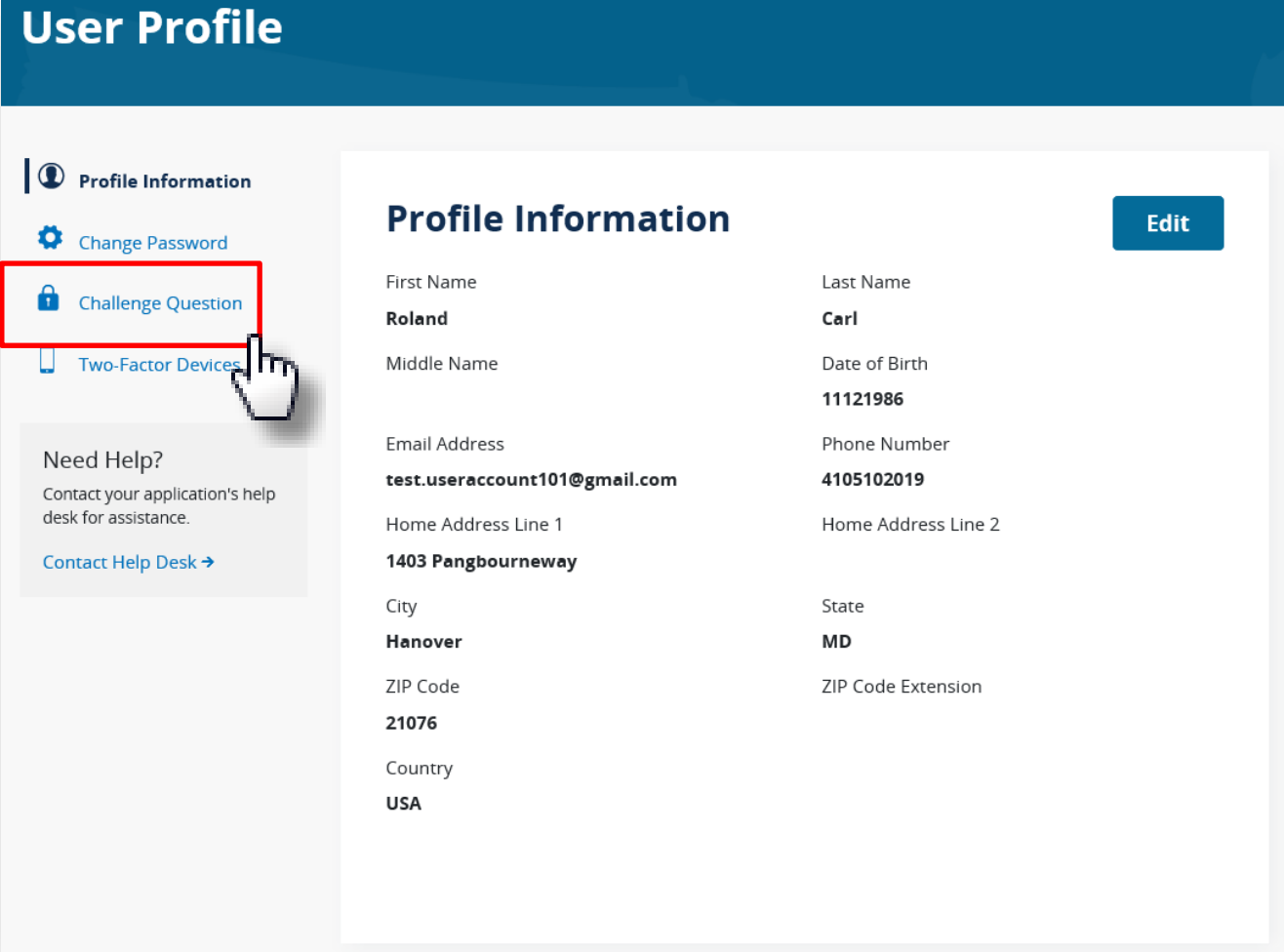
Security Code *

123456

Submit Cancel

Review User Profile

8. Review the profile information for accuracy. Click “Challenge Question.”



The screenshot shows a 'User Profile' page. On the left, a sidebar contains navigation links: 'Profile Information', 'Change Password', 'Challenge Question' (highlighted with a red box and a mouse cursor), and 'Two-Factor Devices'. Below these is a 'Need Help?' section with a 'Contact Help Desk' link. The main content area is titled 'Profile Information' and includes an 'Edit' button. It displays the following user details:

First Name	Roland	Last Name	Carl
Middle Name		Date of Birth	11121986
Email Address	test.useraccount101@gmail.com	Phone Number	4105102019
Home Address Line 1	1403 Pangbourneway	Home Address Line 2	
City	Hanover	State	MD
ZIP Code	21076	ZIP Code Extension	
Country	USA		

Enter Password

9. Enter Password.
10. Click the Challenge Question drop-down arrow.

User Profile

- [Profile Information](#)
- [Change Password](#)
- [Challenge Question](#)**
- [Two-Factor Devices](#)


Need Help?
Contact your application's help desk for assistance.
[Contact Help Desk](#)

Challenge Question

All fields marked with an asterisk (*) are required.

Password *

Challenge Question *

What is the food you least liked as a child? 

Challenge Question Answer *

[Save](#)

Select Desired Challenge Question

11. Select the desired Challenge Question.

User Profile

- [Profile Information](#)
- [Change Password](#)
- [Challenge Question](#)**
- [Two-Factor Devices](#)

Need Help?

Contact your application's help desk for assistance.

[Contact Help Desk](#)

Challenge Question

All fields marked with an asterisk (*) are required.

Password *

Challenge Question *

- What is the food you least liked as a child?**
- What is the name of your first stuffed animal?
- What did you earn your first medal or award for?
- What is your favorite security question?
- What is toy/stuffed animal you liked most as a kid?
- What was the first computer game you played?
- What is your favorite movie quote?
- What was the mascot of the first sports team you played on?
- What music album or song did you first purchase?
- What was your grandmothers favorite dessert?
- What was the first thing you learned to cook?
- What was your dream job as a child?
- Where did you meet your spouse/significant other?
- Where did you go for your favorite vacation?
- Where were you on New Years Eve in the year 2000?
- Who is your favorite speaker/orator?
- Who is your favorite book/movie character?
- Who is your favorite sports player?

Challenge Question Answer *

Enter Challenge Question Answer

12. Enter the Challenge Question Answer.
13. Click “Save.”

User Profile

[Profile Information](#)

[Change Password](#)

Challenge Question

[Two-Factor Devices](#)

Need Help?

Contact your application's help desk for assistance.

[Contact Help Desk](#)

Challenge Question

All fields marked with an asterisk (*) are required.

Password *

Challenge Question *

Challenge Question Answer *

Save



Successfully Saved Challenge Question

14. HARP refreshes with “Challenge Question updated” message.

User Profile

- Profile Information
- Change Password
- Challenge Question**
- Two-Factor Devices

Need Help?
Contact your application's help desk for assistance.
[Contact Help Desk →](#)

Challenge Question

All fields marked with an asterisk (*) are required.

Challenge Question updated ×

Password *

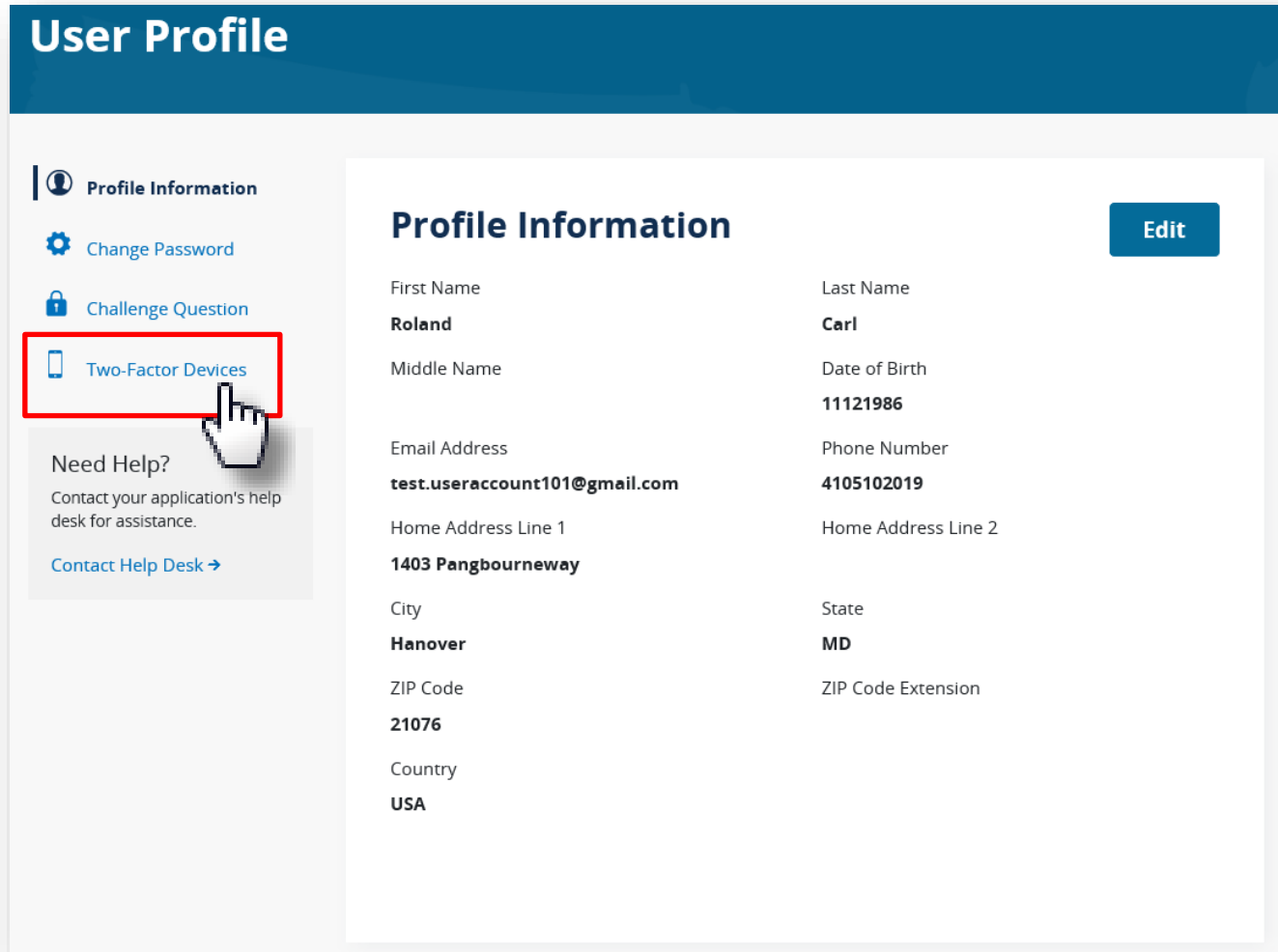
Challenge Question *

Challenge Question Answer *

Save

Setting Additional Two-Factor Device

1. Click “Two-Factor Device.” A list of current two-factor authentication devices displays.



The screenshot shows a user profile page with a dark blue header titled "User Profile". On the left, there is a sidebar with navigation links: "Profile Information", "Change Password", "Challenge Question", and "Two-Factor Devices". The "Two-Factor Devices" link is highlighted with a red rectangular box, and a hand cursor is pointing at it. Below the sidebar is a "Need Help?" section with a link to "Contact Help Desk". The main content area is titled "Profile Information" and contains a grid of fields for user details, with an "Edit" button in the top right corner.

Profile Information		Edit	
First Name	Roland	Last Name	Carl
Middle Name		Date of Birth	11121986
Email Address	test.useraccount101@gmail.com	Phone Number	4105102019
Home Address Line 1	1403 Pangbourneway	Home Address Line 2	
City	Hanover	State	MD
ZIP Code	21076	ZIP Code Extension	
Country	USA		

Selecting Additional Device

2. Click the Device Type drop-down arrow.

CMS.gov | HARP
HCQIS Access Roles and Profile

Set Up Two-Factor Authentication

You are required to set up two-factor authentication. Enter the fields below to add one or more two-factor authentication devices to your account. [Learn More](#)

All fields marked with an asterisk (*) are required.

Device Type	Contact	Status
email		ACTIVE

Add Device

Device Type *

Select Two-Factor Authentication Device

3. Select the desired additional two-factor authentication device.

CMS.gov | HARP
HCQIS Access Roles and Profile

Set Up Two-Factor Authentication

You are required to set up two-factor authentication. Enter the fields below to add one or more two-factor authentication devices to your account. [Learn More](#)

All fields marked with an asterisk (*) are required.

Device Type	Contact	Status
email		ACTIVE

Add Device

Device Type *

- SMS
- Voice
- Google Authenticator
- Okta Verify
- Okta Verify Push

Two-Factor Authentication Device Type

Device Type	Description
Email	Default two-factor authentication device. Cannot be removed. You can edit this to another email address.
SMS	Enter your mobile phone number to receive a text with a security code.
Voice	Enter your phone number to receive a call with a security code.
Google Authenticator	The Google Authenticator application generates two-factor authentication codes on your mobile device.
Okta Verify	The Okta Verify application generates two-factor authentication codes on your mobile device.
Okta Verify Push	The Okta Verify Push application generates two-factor authentication codes on your mobile device.

Click Complete Setup

4. Follow the configuration requirements for the selected two-factor authentication device. The Status indicates “ACTIVE” once successfully configured.
5. Click “Complete Setup.”

CMS.gov | HARP
HCQIS Access Roles and Profile

Set Up Two-Factor Authentication

You are required to set up two-factor authentication. Enter the fields below to add one or more two-factor authentication devices to your account. [Learn More](#) →

All fields marked with an asterisk (*) are required.

Device Type	Contact	Status	
Voice	+18135551234	ACTIVE	Remove
email		ACTIVE	

Add Device

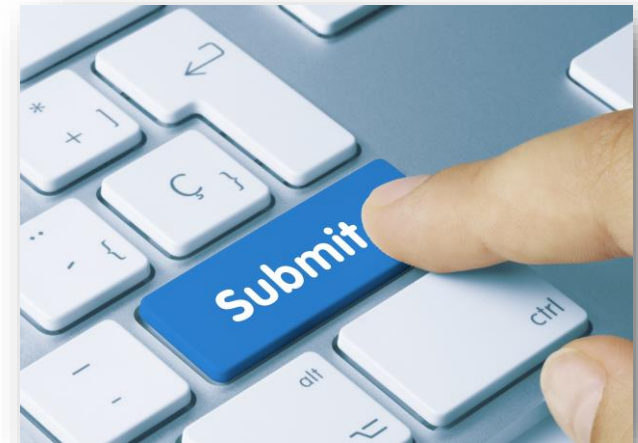
Device Type *



Registering for a New HARP Account

New HARP Account Registration

- New users can create a HARP account by going to <https://harp.cms.gov/register/profile-info>.
- When creating a HARP account, users must:
 - Enter profile information, which includes: name, date of birth, social security number, and home address.
 - Create a user ID, password, and Challenge Question.
 - Complete RIDP or manual proofing.
 - Register additional two-factor authentication devices, if desired.



Enter Profile Information

1. Go to: <https://harp.cms.gov/register/profile-info>.
2. Enter your Profile Information to begin the account creation process. The following fields are required:
 - a. First Name
 - b. Last Name
 - c. Date of Birth
 - d. Email Address
 - e. Home Address
 - f. City
 - g. State
 - h. ZIP Code
 - i. Social Security Number (SSN)
3. By registering for HARP, you agree to the Terms & Conditions

Create an Account
HCQIS Access Roles and Profile

1 Profile Information 2 Account Information 3 Remote Proofing 4 Confirmation

Profile Information

Enter your profile information for identity proofing. HARP uses Experian to help verify your identity. Already called Experian? [Enter Reference Number](#)

Want to retry a previously failed registration attempt? [Retry Remote Proofing](#)

All fields marked with an asterisk (*) are required.

Legal First Name *	Legal Last Name *
<input type="text"/>	<input type="text"/>
Middle Name	Date of Birth *
<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>
Email Address *	Confirm Email Address *
<input type="text"/>	<input type="text"/>
Personal Phone Number	Is your address in the United States? *
<input type="text" value="() - -"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
Home Address Line 1 *	Home Address Line 2
<input type="text"/>	<input type="text"/>
City *	State *
<input type="text"/>	<input type="text"/>
ZIP Code *	ZIP Code Extension
<input type="text"/>	<input type="text"/>
Social Security Number *	
<input type="text"/>	

Don't want to enter your SSN?
[Initiate Manual Proofing](#)

By registering for HARP, you agree to the [Terms & Conditions](#)

Next →

Enter Account Information

4. Enter a valid User ID, Password, and complete the Challenge Question fields.
5. Click “Next.”

Create an Account
HCQIS Access Roles and Profile

Progress: 1 Profile Information, **2 Account Information**, 3 Remote Proofing, 4 Confirmation

Account Information

Create your user ID, password, and challenge question.
All fields marked with an asterisk (*) are required.

User ID *

User ID must be between 6-100 characters.

Password * Confirm Password *

Password must be at least 12 characters and include a lowercase letter, uppercase letter, number (0-9), and symbol (!@#%&^*). Cannot contain first name, last name, or part of user ID.

Challenge Question * Challenge Question Answer *

Challenge Question Answer must be at least 4 characters and cannot contain the challenge question, user ID, or password.

[Back](#) [Next](#)

Complete Remote Proofing

6. Answer the Remote Proofing questions.
7. Click “I’m not a robot,” and click “Next.”

Note: Users who receive an error message while remote proofing are directed to contact Experian to verify their information. If, after contacting Experian and verifying their information, users continue to experience issues with HARP registration, they should contact the QualityNet Service Center via email at qnetsupport-esrd@hcqis.org or via phone at (866) 288-8912.

Create an Account
HCQIS Access Roles and Profile

Profile Information Account Information **Remote Proofing** Confirmation

Remote Proofing

All fields marked with an asterisk (*) are required.

1. You may have opened a mortgage loan in or around February 2018. Please select the lender to whom you currently make your mortgage payments. If you do not have a mortgage, select 'NONE OF THE ABOVE/DOES NOT APPLY'. *

- BANK OF AMERICA
- FLEET MORTGAGE
- BANK ONE
- WASHTENAW MTG CO
- NONE OF THE ABOVE/DOES NOT APPLY

2. You may have opened an auto loan in or around December 2015. Please select the lender for this account. If you do not have such an auto loan, select 'NONE OF THE ABOVE/DOES NOT APPLY'. *

- HOUSEHOLD BK
- ONYX ACCEPT


* NONE OF THE ABOVE/DOES NOT APPLY

4. You may have opened a Home Equity Line of Credit type loan in or around July 2016. Please select the lender to whom you currently make your payments or made your payments. *

- FLEET MORTGAGE
- PARKWAY MTG
- ROCK FINANCIAL CORP
- FREDDIE MAC
- NONE OF THE ABOVE/DOES NOT APPLY

5. Which of the following is a current or previous employer? If there is not a matched employer name, please select 'NONE OF THE ABOVE'. *

- LAKELAND BANK
- SOURCE ONE MANAGEMNT
- MOUNTAIN RESPIRATORY
- SEMINOLE MOSU
- NONE OF THE ABOVE/DOES NOT APPLY

I'm not a robot 

Account Created Confirmation

8. Your account is created. Click “Log into HARP” to access HARP and register additional two-factor authentication devices, if desired.

Create an Account
HCQIS Access Roles and Profile

Profile Information Account Information Remote Proofing **4** Confirmation

Confirmation

Your account has been successfully created. You should receive an email shortly containing your user ID and confirming that your account was created.

Final step: Set up two-factor authentication ⓘ

You automatically have email two-factor authentication set up, but please log into HARP if you would like to add additional two-factor authentication devices. Otherwise, feel free to log into your respective CMS application.

[Log into HARP →](#)

Log in to HARP

1. Enter your newly created User ID and Password. Agree to the Terms & Conditions and click “Login.”

CMS.gov | HARP
HCQIS Access Roles and Profile

Login

Enter your user ID and password to login.

User ID *

Password *

[Having trouble logging in?](#)

By logging in, you agree to the [Terms & Conditions](#)

Login


OR

CMS EUA PIV Card

Don't have an account? [Sign Up](#)

Two-Factor Authentication Drop-Down

2. A Two-Factor Authentication screen displays. Click the Device drop-down.
3. “Email” displays as the only two-factor authentication device option. Select “email.”



CMS.gov | HARP
HCQIS Access Roles and Profile

Two-Factor Authentication

Select a device to verify your account.

Device *

email

[Send Code](#) [Cancel](#)

Don't have your device handy? [Add New Device](#)

NOTE: HARP automatically sets the email address used to establish the account as the initial two-factor authentication device. Users must select email during the initial HARP login attempt. The email address may be changed after the initial log in.

Enter Security Code

4. Click “Send Code.” A one-time verification code is sent to the email address associated with the account. The Enter Code screen displays.
5. Enter the one-time verification code. Click “Submit.” The User Profile screen displays.

CMS.gov | HARP
HCQIS Access Roles and Profile

Two-Factor Authentication

Select a device to verify your account.

Device *

email

Send Code Cancel

Don't have your device handy? [Add New Device](#)

CMS.gov | HARP
HCQIS Access Roles and Profile

Enter Code

Enter the security code to verify your account.

Security Code *

123456

Submit Cancel

Setting Additional Two-Factor Device

- Review the profile information for accuracy. Click “Two-Factor Device.” A list of current two-factor authentication devices displays.

The screenshot shows a user profile page with a dark blue header titled "User Profile". On the left, there is a sidebar with navigation options: "Profile Information" (selected), "Change Password", "Challenge Question", and "Two-Factor Devices" (highlighted with a red box and a mouse cursor). Below the sidebar is a "Need Help?" section with a "Contact Help Desk" link. The main content area is titled "Profile Information" and includes an "Edit" button. The profile details are as follows:

First Name	Roland	Last Name	Carl
Middle Name		Date of Birth	11121986
Email Address	test.useraccount101@gmail.com	Phone Number	4105102019
Home Address Line 1	1403 Pangbourneway	Home Address Line 2	
City	Hanover	State	MD
ZIP Code	21076	ZIP Code Extension	
Country	USA		

Selecting Additional Device

7. Click the Device Type drop-down arrow.



CMS.gov | HARP
HCQIS Access Roles and Profile

Set Up Two-Factor Authentication

You are required to set up two-factor authentication. Enter the fields below to add one or more two-factor authentication devices to your account. [Learn More](#)

All fields marked with an asterisk (*) are required.

Device Type	Contact	Status
email		ACTIVE

Add Device

Device Type *

Select Two-Factor Authentication Device

8. Select the desired additional two-factor authentication device.

CMS.gov | HARP
HCQIS Access Roles and Profile

Set Up Two-Factor Authentication

You are required to set up two-factor authentication. Enter the fields below to add one or more two-factor authentication devices to your account. [Learn More](#)

All fields marked with an asterisk (*) are required.

Device Type	Contact	Status
email		ACTIVE

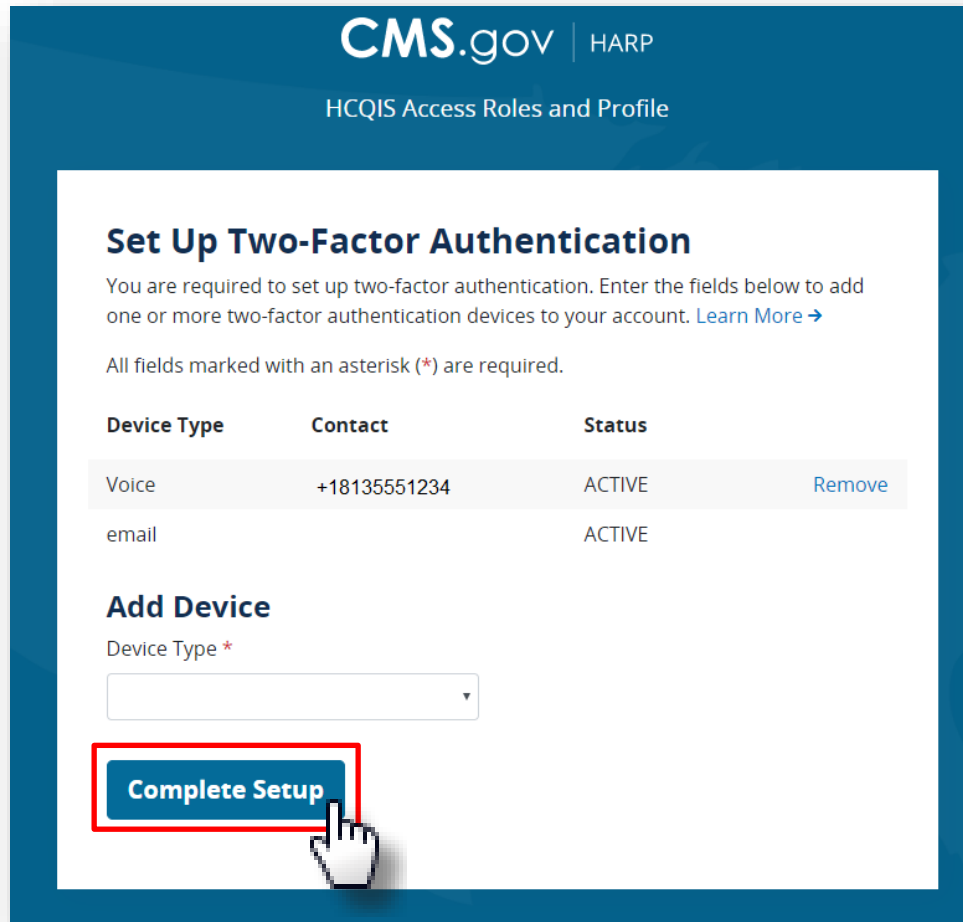
Add Device

Device Type *

- SMS
- Voice
- Google Authenticator
- Okta Verify
- Okta Verify Push

Click Complete Setup

9. Follow the configuration requirements for the selected two-factor authentication device. The Status indicates “ACTIVE” once successfully configured.
10. Click “Complete Setup.”



CMS.gov | HARP
HCQIS Access Roles and Profile

Set Up Two-Factor Authentication

You are required to set up two-factor authentication. Enter the fields below to add one or more two-factor authentication devices to your account. [Learn More](#) →

All fields marked with an asterisk (*) are required.

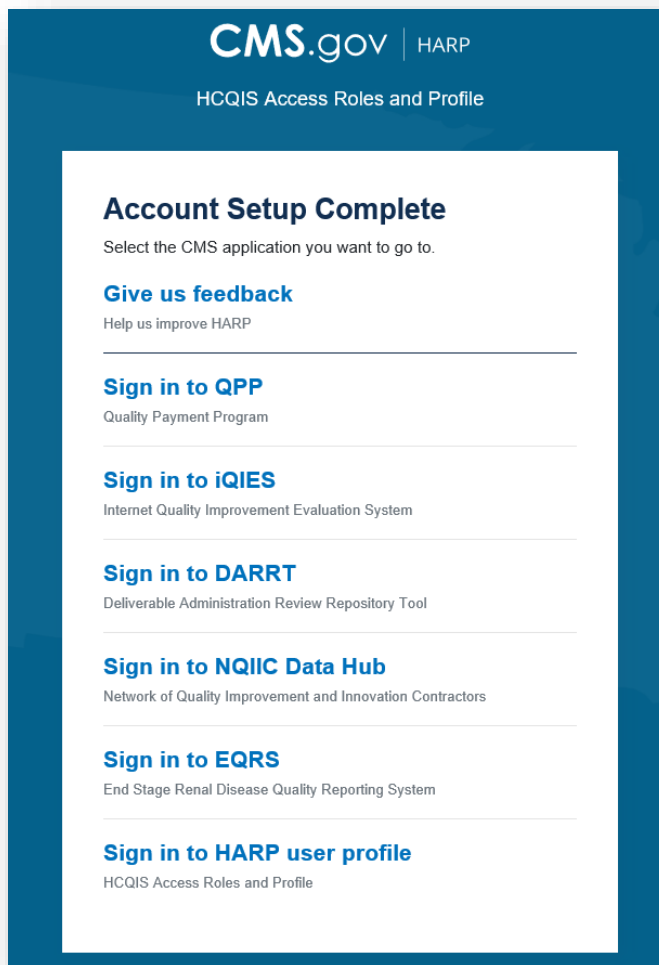
Device Type	Contact	Status	
Voice	+18135551234	ACTIVE	Remove
email		ACTIVE	

Add Device

Device Type *

Account Setup Complete

11. You have successfully created your account and can log in to your desired CMS application.



The screenshot shows a web page with a dark blue header. The header contains the text "CMS.gov | HARP" and "HCQIS Access Roles and Profile". The main content area is white and features the heading "Account Setup Complete" followed by the instruction "Select the CMS application you want to go to." Below this are seven links, each with a sub-heading and a description:

- Give us feedback**
Help us improve HARP
- Sign in to QPP**
Quality Payment Program
- Sign in to iQIES**
Internet Quality Improvement Evaluation System
- Sign in to DARRT**
Deliverable Administration Review Repository Tool
- Sign in to NQIIC Data Hub**
Network of Quality Improvement and Innovation Contractors
- Sign in to EQRS**
End Stage Renal Disease Quality Reporting System
- Sign in to HARP user profile**
HCQIS Access Roles and Profile



Requesting Roles in EQRS

How to Access EQRS

- Direct Link: <https://eqrs.cms.gov/globalapp>
- Users are currently redirected to <https://eqrs.cms.gov/globalapp> from QualityNet.cms.gov.

EQRS

Sign up [Ⓔ]

End Stage Renal Disease Quality Reporting System

The End Stage Renal Disease Quality Reporting System (EQRS) program aims to improve healthcare outcomes for ESRD Patients by providing Dialysis Providers with a National Patient Registry & Quality Improvement Tool that utilizes current best practices to ensure the quality of care for Patients by supporting meaningful measures, reducing burden, while maintaining data accessibility & accuracy for public reporting of quality information in accordance with policy.

Sign into EQRS

Agree to our [Terms and Conditions](#)

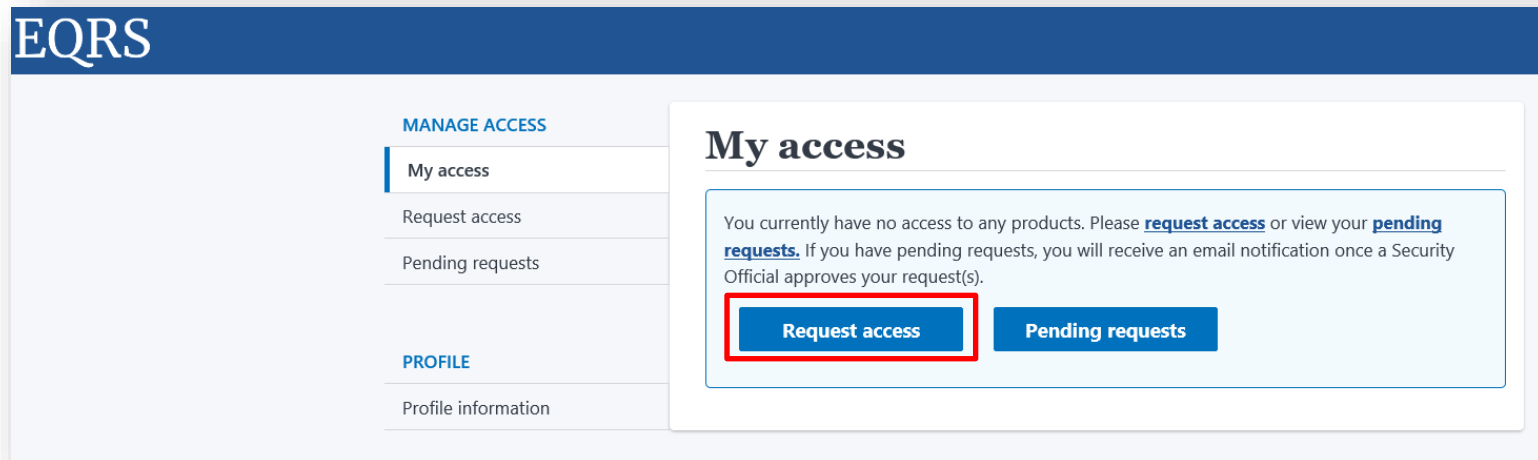
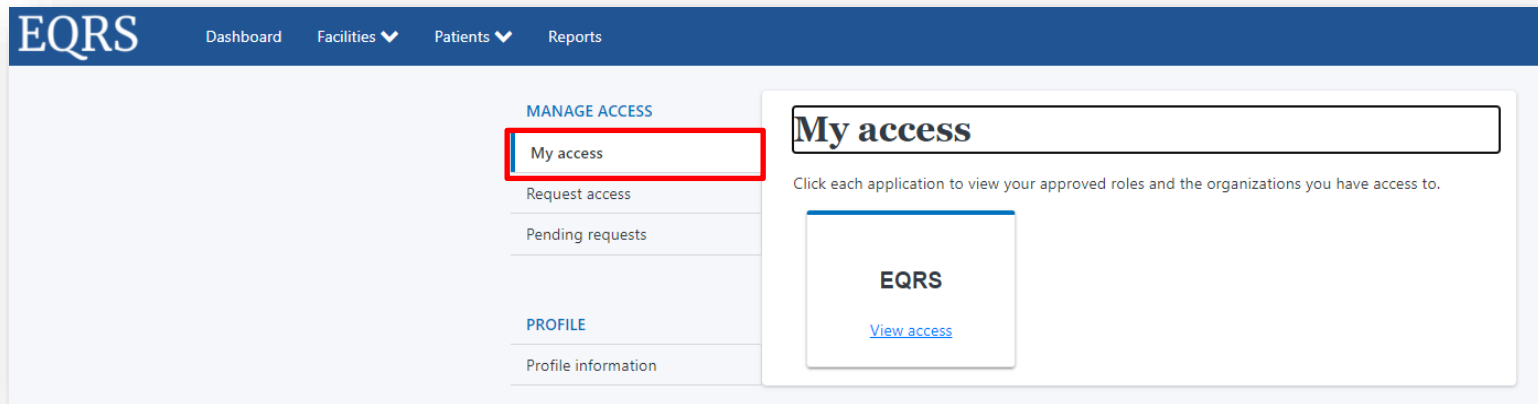
Sign In

[Need help signing in?](#)

Don't have an account? [Sign Up](#) [Ⓔ]

Go to My Access

1. Log in to the ESRD Quality Reporting System (EQRS) via <https://eqrs.cms.gov/globalapp>. The My Access page displays.
2. Click “Request Access.”



Select Organization

3. Select the organization category for which you are requesting a role.

The screenshot displays a web interface for selecting an organization category. On the left is a sidebar with two main sections: 'MANAGE ACCESS' and 'PROFILE'. Under 'MANAGE ACCESS', there are links for 'My access', 'Request access' (which is highlighted with a blue bar), and 'Pending requests'. Under 'PROFILE', there is a link for 'Profile information'. The main content area features a three-step progress bar at the top: Step 1 'Organization Category' is active and highlighted in green; Step 2 'Organization role' is greyed out; Step 3 'Review and submit' is also greyed out. Below the progress bar, the instruction reads: 'Select the organization category for which you are requesting a role to.' There are five radio button options arranged in two rows: 'Facility' (top-left, selected and highlighted with a red box and a hand cursor), 'Network' (top-middle), 'Corporation' (top-right), 'CMS' (bottom-left), and 'CMS Support' (bottom-middle). A 'Continue' button is located in the bottom right corner of the main content area.

Select Application

4. Select the application to which you are requesting access and click “Continue.”

MANAGE ACCESS

- My access
- Request access**
- Pending requests

PROFILE

- Profile information

1 Organization Category

2 Organization role

3 Review and submit

Select the organization category for which you are requesting a role to.

Facility Network Corporation

CMS CMS Support

Please select the application you are requesting role to.

EQRS QIP

Continue

Search for Organization

5. Search for your organization.

MANAGE ACCESS

- My access
- Request access**
- Pending requests

PROFILE

- Profile information

1 Organization Category

2 Organization role

3 Review and submit

Please search by using the organization's CCN, DBA name or NPI number and then select the role you are requesting for.

Search for organization

123

Role

Select Role

Add

Submit request

- 332332, BROOKHAVEN MEMORIAL HOSPITAL MEDICAL CENTER, 1235210931
- 222566, Dialysis Center of Fall River, 1235232133
- 222571, Dialysis Center of Western Massachusetts, 1235311051
- 473502, Fletcher Allen Healthcare - St. Albans Satellite, 1841234283
- 332511, ISLAND REHABILITATIVE SERVICES, INC., 1235130840

Select Role

6. Select desired role.

The screenshot displays a web interface for selecting a role. On the left is a sidebar with two main sections: 'MANAGE ACCESS' containing 'My access', 'Request access' (highlighted), and 'Pending requests'; and 'PROFILE' containing 'Profile information'. The main content area features a three-step progress bar at the top: 1. Organization Category (green), 2. Organization role (green), and 3. Review and submit (grey). Below the progress bar, a text box instructs the user to search by organization's CCN, DBA name, or NPI number. A search input field contains 'HICAL CENTER, 1235210931' with a magnifying glass icon. A dropdown menu is open, listing roles: 'Role', 'Facility Viewer', 'Facility Administrator', 'Facility Editor', and 'Security Official'. An 'Add' button is positioned to the right of the dropdown. At the bottom left is a '< Previous' link, and at the bottom right is a 'Submit request' button.

MANAGE ACCESS

- My access
- Request access**
- Pending requests

PROFILE

- Profile information

1 Organization Category — 2 Organization role — 3 Review and submit

Please search by using the organization's CCN, DBA name or NPI number and then select the role you are requesting for.

Search for organization

HICAL CENTER, 1235210931 🔍

- Role
- Facility Viewer
- Facility Administrator
- Facility Editor
- Security Official

Add

[< Previous](#) Submit request

Click Add

7. Click “Add.”

MANAGE ACCESS

- My access
- Request access**
- Pending requests

PROFILE

- Profile information

1 Organization Category

2 Organization role

3 Review and submit

Please search by using the organization's CCN, DBA name or NPI number and then select the role you are requesting for.

Search for organization: HOSPITAL CENTER, 1235210931

Role: Facility Editor

Add

[< Previous](#)

Submit request

Submit Request

8. Review the selected role and click “Submit Request.”

MANAGE ACCESS

- My access
- Request access**
- Pending requests

PROFILE

- Profile information

1 Organization Category

2 Organization role

3 Review and submit

Please search by using the organization's CCN, DBA name or NPI number and then select the role you are requesting for.

Search for organization:

Role:

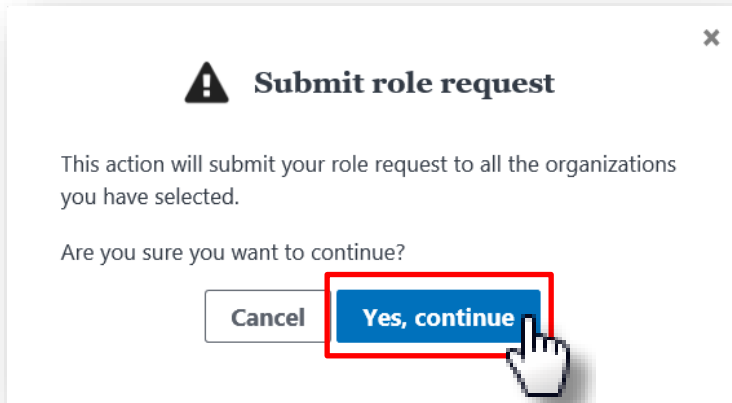
Review selected roles

Organization	Role requested	CCN	NPI	Actions
BROOKHAVEN MEMORIAL HOSPITAL MEDICAL CENTER	Facility Editor	332332	1235210931	Remove

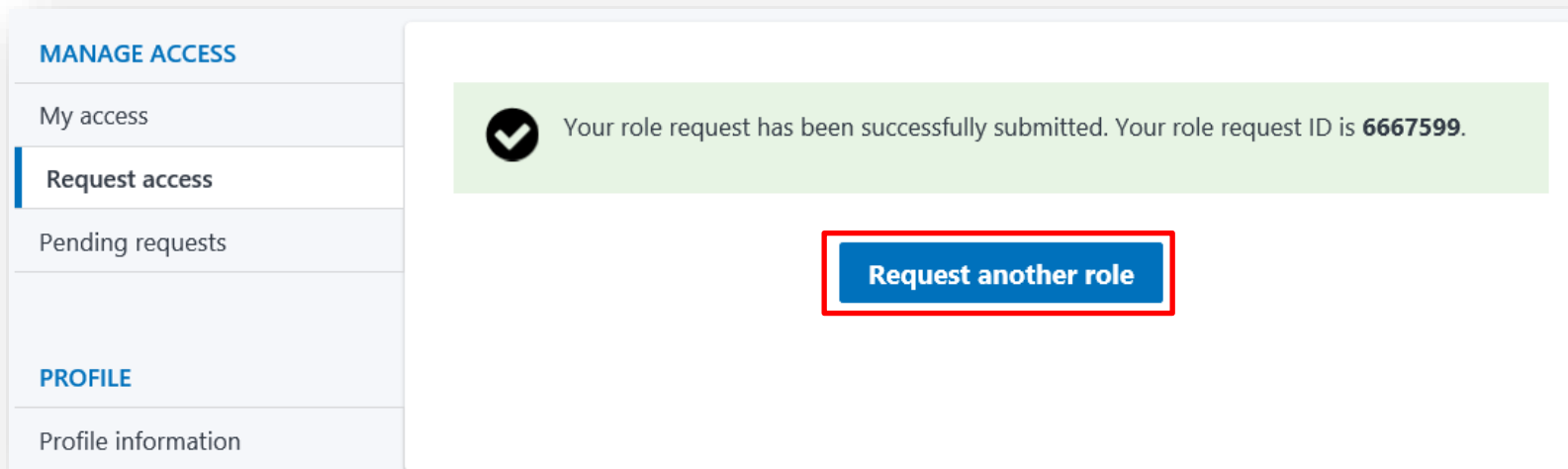
[< Previous](#)

Request Submitted

9. Click “Yes, continue” to continue.



10. Request another role, if needed.





Approving or Rejecting Requests as a Security Official in EQRS

Go to My Access

1. Log in to EQRS. The Manage Access page displays.
2. Click “Pending Approvals.”

EQRS

MANAGE ACCESS

My access

Request access

Pending requests

Pending approvals

Manager user list

PROFILE

Profile information

My access

View your approved roles as a Security Official.

**Security
Official**

[View access](#)

Approve or Reject Request

3. Review approval requests.
4. Click the “Approve” or “Reject” option in the Actions column.
5. The user is notified via email regarding if the request was approved or rejected.

The screenshot displays a web application interface with a sidebar on the left and a main content area. The sidebar has a 'MANAGE ACCESS' section with options like 'My access', 'Request access', 'Pending requests', 'Pending approvals' (highlighted), and 'Manager user list'. Below this is a 'PROFILE' section with 'Profile information'. The main content area is titled 'Pending for approval' and contains a table with the following data:

Request ID	User ID	User Role	Organization Name	Request Date	Actions
5639066	test.eqrs_qualcmw391	Facility Administrator	032530 DESERT VALLEY DIALYSIS (FMC)	11/07/2019	Approve Reject

Below the table, there is a 'Page Size' dropdown menu set to '5' and a 'Showing 1 to 1 of 1 results' indicator. Navigation buttons for 'Prev' and 'Next' are also visible. A red box highlights the 'Approve' and 'Reject' buttons in the 'Actions' column, with a mouse cursor pointing at the 'Approve' button.



HARP Resources

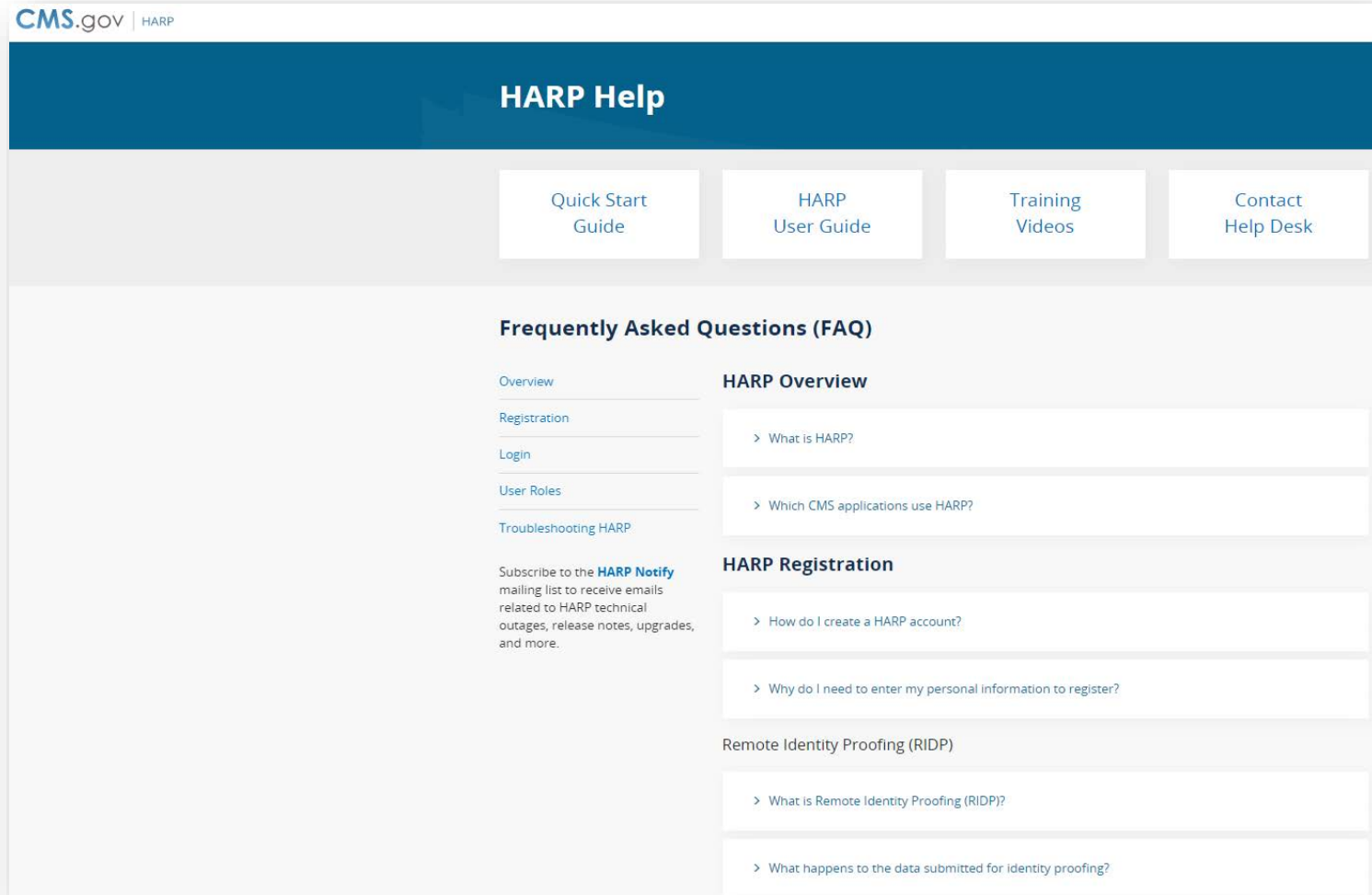
HARP YouTube Videos

The screenshot displays a YouTube channel page for 'CMSHHSgov' with the 'Playlists' tab selected. The main playlist is titled 'HARP' and contains 6 videos with a total of 7,532 views, last updated on August 27, 2019. The video list is as follows:

Video Number	Video Title	Duration
1	HARP Registration	4:36
2	HARP User Profile	3:17
3	HARP Password Reset	1:22
4	HARP Manual Proofing	2:16
5	HARP Security Official	2:48
6	HARP User Roles (HERA)	1:45

<https://www.youtube.com/playlist?list=PLaV7m2-zFKphoCXj7sIx2G1fwMZQQ0EJP>

HARP Help Webpage



The screenshot shows the HARP Help webpage layout. At the top left is the CMS.gov logo with 'HARP' next to it. Below the logo is a dark blue header with 'HARP Help' in white. Underneath the header is a row of four white buttons: 'Quick Start Guide', 'HARP User Guide', 'Training Videos', and 'Contact Help Desk'. The main content area is divided into two columns. The left column has a 'Frequently Asked Questions (FAQ)' section with a list of links: Overview, Registration, Login, User Roles, and Troubleshooting HARP. Below these links is a subscription prompt for the 'HARP Notify' mailing list. The right column has three sections: 'HARP Overview' with two expandable items ('What is HARP?' and 'Which CMS applications use HARP?'), 'HARP Registration' with two expandable items ('How do I create a HARP account?' and 'Why do I need to enter my personal information to register?'), and 'Remote Identity Proofing (RIDP)' with two expandable items ('What is Remote Identity Proofing (RIDP)?' and 'What happens to the data submitted for identity proofing?').

CMS.gov | HARP

HARP Help

Quick Start Guide HARP User Guide Training Videos Contact Help Desk

Frequently Asked Questions (FAQ)

- Overview
- Registration
- Login
- User Roles
- Troubleshooting HARP

Subscribe to the **HARP Notify** mailing list to receive emails related to HARP technical outages, release notes, upgrades, and more.

HARP Overview

- > What is HARP?
- > Which CMS applications use HARP?

HARP Registration

- > How do I create a HARP account?
- > Why do I need to enter my personal information to register?

Remote Identity Proofing (RIDP)

- > What is Remote Identity Proofing (RIDP)?
- > What happens to the data submitted for identity proofing?

<https://harp.cms.gov/login/help>

For Further Information...

- **Website:** <http://www.MyCROWNWeb.org>
- **Center for Clinical Standards and Quality (CCSQ)
Service Center:**
 - **Phone:** 1-866-288-8912
 - **Email:** qnetsupport-esrd@cms.hhs.gov
 - **CCSQ Support Central:**
https://cmsqualitysupport.servicenowservices.com/ccsq_support_central
- **General EQRS/ESRD QIP Questions:** [ESRD QIP Q&A Tool](#)