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| ***Overview*** | |
| We are looking forward to having you join us in the Health and Humans Services Integration Community hosted on the zONE site! Due to the acquisition sensitive information contained in this community, this is a secure site and does require a three step process to access. The following instructions will guide you through the process which includes:  **Step1:** Requesting Access to the Enterprise Portal **Step 2:** Requesting Access to the zONE System **Step 3:** Requesting Access to the Health and Human Services Integration Community  If, during this process, you have any problems please contact cmline@mitre.org. | |
| ***STEP 1 – Requesting Access to the Enterprise Portal*** | |
| *(Skip if you already have access to the Enterprise Identity Management Service at CMS.)*   1. *Navigate to the CMS Web Portal*   ***1.*** *From your browser enter the following URL for the HHS Community and Reference Library Portal****.***  ***CMS Web Portal:*** [***https://portal.cms.gov***](https://portal.cms.gov)  ***2.*** *Click the “****New User Registration****” (below the Login button on the right side of the page) and complete the necessary steps for new account registration****.*** | *cid:image002.jpg@01D10685.073313E0* |
| *B. Terms and Conditions*  *You will be prompted to accept the* ***Terms and Conditions****.* |  |
| *C. Your Information*  *NOTE:*   * *There will be two pages of questions and several fields are* ***optional*** *such as* ***SSN#.*** * *DOB is not a validated field* * *Where prompted* ***for home address*** *and phone number, please use your* ***office information.*** | *cid:image001.jpg@01D10A8E.65339C50* |
| *D. Registration Completion*  *Your request for an Enterprise ID has now been submitted. It may take up to three days to be approved after which you will receive an email notifying you that your account has been created. At this point you can go on to Step 2.* |  |
| ***STEP 2 – Requesting Access to zONE*** | |
| *A. Initiate Login to CMS Portal*  *Once you have received confirmation of your* ***Portal/EIDM*** *account,* ***login*** *to the portal with your credentials (https://portal.cms.gov) by using the login button on the home page of the CMS secure portal.* |  |
| *B. Terms and Conditions*  *You will be prompted to accept the* ***Terms and Conditions****.* |  |
| *C. Login to CMS Portal*  *You will then be prompted for your* ***username*** *and* ***password****.* |  |
| *D. Request zONE Access*  *Once logged in, click on “****Request Access Now****” on the right.* |  |
| *E. Select System and Role*   1. *Find the zONE system in the list of systems (at the bottom), and click “Request Access”.* 2. *Choose the role of zONE End User, and the org type that is most appropriate (States for State users and Third Party User for federal partners), and input the required information; submit the form.* |  |
| *F. Select Organization Type*  *Choose the org type that is most appropriate:*   * ***States*** *for State and local/county government users* * ***Third Party User*** *for federal partners*   *Input the required information; submit the form.* | *cid:image004.jpg@01D10685.073313E0* |
| *G. Enter Role Data and Submit*  *Choose the role of zONE End User.* | *cid:image005.jpg@01D10685.073313E0* |
| *H. Request Acknowledgement*  *Your request to access to zONE has now been submitted and should be approved within 1 business day. Once approved, you will receive an email from donotreply@cms.hhs.gov like the one below. Once that request has been approved you will receive an email and continue to Step 3.* |  |
| ***STEP 3 – Requesting Access to Health and Human Services Community*** | |
| *A. Select Private Community*   1. *Once you have received confirmation of your zONE account from donotreply@cms.gov, go directly to the* [*Health and Human Services Integration*](https://zone.cms.gov/community/state-health-and-human-services-integration) *Community at*   [*https://zone.cms.gov/community/state-health-and-human-services-integration*](https://zone.cms.gov/community/state-health-and-human-services-integration)*.*  ***NOTE:*** *Bookmark this site as this will be the easiest way to come back to the community going forward.*   1. ***You will be prompted to Accept Terms and Login each time*** *(see Step 2, #B).* 2. ***Click on “Communities” in the top menu bar and select Private Communities.*** |  |
| *B. Select Community Type*  *Select* ***“State Health and Human Services Integration”.*** |  |
| *C. Enter Reason for Request*  *You will be prompted for a* ***reason for your request****; a brief answer explaining your role is sufficient.* |  |
| *D. Request Confirmation*  *You will then see a green bar indicating your request was submitted. You should then receive a confirmation of your access to the community within one business day.* |  |
| ***Now That You Have zONE Access*** | |
| Now that you have received your email confirming access to the Health and Human Services Integration Community, it’s time to start exploring! Don’t forget to ***bookmark*** the site!  The site can quickly be found here:  <https://zone.cms.gov/community/state-health-and-human-services-integration> | |
| ***Questions?*** | |
| *E. FAQ*  ***Q:*** *I get the following error when I try to access this site.*  ***A:*** *If you receive this error, close the tab you are on and open the site from a new tab. There are time out restrictions due to the secure nature of the system which require old session to be completely closed* |  |
| ***Q:*** *Who can I contact if I am having trouble accessing this site?*  ***A:*** *If you need assistance, please reach out to cmline@mitre.org.* |  |