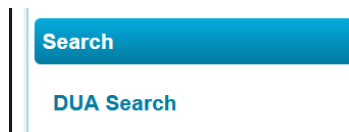


How to Obtain a PDF Copy of DUA

1. Log into [CMS Enterprise Portal](#) and access EPPE.

Note: If you need assistance with EPPE, please review the [EPPE FAQs](#). If you are unable to find the answer to your question, contact the EPPE Help Desk at 844-EPPE-DUA (844-377-3382) or EPPE@cms.hhs.gov

2. Locate and view the DUA by using the **DUA Search** function in the left navigator.



3. Ensure **DUA Status** is listed as **Approved** (must be approved by COR and DUA Management Team).
4. Select **Print DUA**, then **Print All**, then **Print**.

MY DUA



5. On the Print screen, select **Adobe PDF**, then **Print**.
6. Save a copy of the PDF and send to ISGContractorOnboardingServices@cms.hhs.gov no later than the date of expiration.