

Bypassing HARP Proofing for CMS Employees

Step 1

Go to <https://harp.qualitynet.org/register> and enter your CMS email address.

Click 'Next'.

The screenshot shows the 'Create an Account' page for HCQIS Access Roles and Profile. A progress bar at the top indicates four steps: 1. Profile Information (active), 2. Account Information, 3. Remote Proofing, and 4. Confirmation. The main content area is titled 'Profile Information' and contains the following text: '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', and 'All fields marked with an asterisk (*) are required.' Below this text are two input fields: 'Legal First Name *' and 'Legal Last Name *'.

Step 2

Click 'Bypass Proofing' and enter your Account Information (user ID, password, challenge question).

Click 'Next'.

The screenshot shows the 'Create an Account' page for HCQIS Access Roles and Profile. The progress bar now shows Step 1 as completed and Step 2, 'Account Information', as the active step. The main content area is titled 'Account Information' and contains the following text: 'Create your user ID, password, and challenge question. All fields marked with an asterisk (*) are required.' Below this text are three input fields: 'User ID *', 'Password *', and 'Confirm Password *'. A note below the User ID field states: 'User ID must be between 6-100 characters.'

Step 3

You will be directed to a Confirmation page.

Within a few hours, the Identity & Access Management (IAM) team will email you with your ticket details and a PIN.

The screenshot shows the 'Create an Account' page for HCQIS Access Roles and Profile. The progress bar now shows Steps 1 and 2 as completed and Step 3, 'Confirmation', as the active step. The main content area is titled 'Confirmation' and contains the following text: 'You have successfully submitted your Profile Information and Account Information to the Quality Payment Program. You will not be able to use your HARP user ID or password to log into CMS applications until you complete manual proofing.' Below this text is a section titled 'Manual Proofing Next Steps' with the text: 'To complete the manual proofing for identity verification, please send the following documents to the contact information listed below. You can send secure mail, secure fax, or encrypted email (contact information listed below).'

Step 4

Call the QualityNet Help Desk at 1-866-288-8914 and select account proofing to be redirected to the IAM team.

Provide the IAM team with the PIN and last 4 digits of your SSN.

Thank you for registering for a HARP account. The username listed is XXXXXXXXX.

In order to complete the proofing process, please contact the Quality Service Center and Access Management (IAM) department, provide the Security Analyst with the

Case #XXXXXXXX
PIN # - XXXX
Last four digits of your SSN.

Once this information has been provided, your HARP account will be activated.

Once the IAM team has successfully verified you as a CMS employee, you will receive an email confirming your HARP account creation.