

# Getting Started with Enterprise User Administration (EUA) Reference Guide

## Background

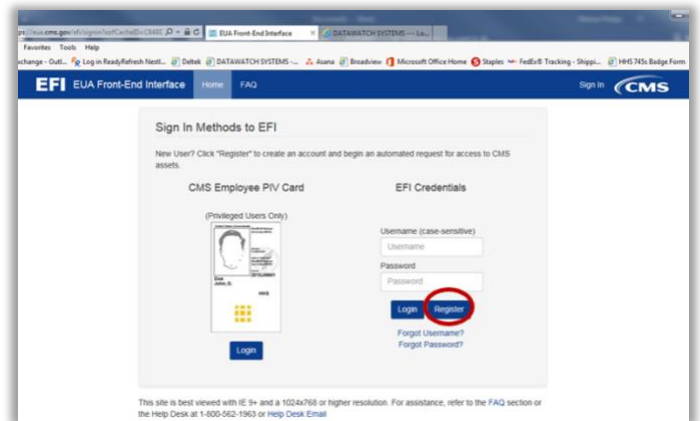
To begin onboarding, CMS/CCSQ is requiring that all contractors acquire Enterprise User Administration (EUA) accounts upon contract award.

EUA accounts will serve as each contractor’s only set of credentials and will be used to log into the HCQIS Access Roles and Profile (HARP) system. HARP is CCSQ’s secure identity management portal used to request access to QualityNet IT Services.

## EUA ID Request Process

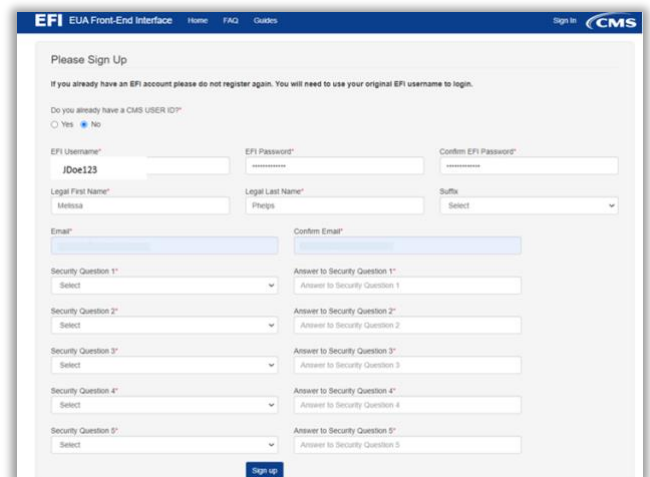
### STEP ONE:

To begin the EUA process, navigate to the EUA Front-End Interface (EFI) webpage (EFI) via following link: <https://eua.cms.gov/efi/signin>. Click register.



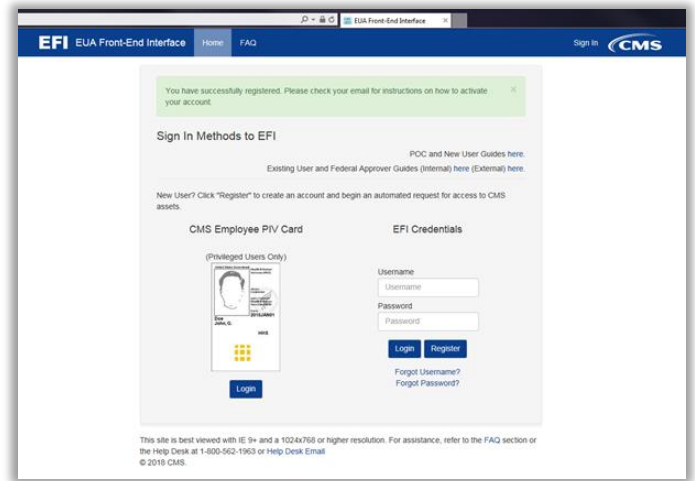
### STEP TWO:

Next, fill out the form. You will need to create a username & password, enter your name, email address and fill out the required security questions section. Then, click the blue Sign up button. **\*Remember this username and password. You will need it again.\***



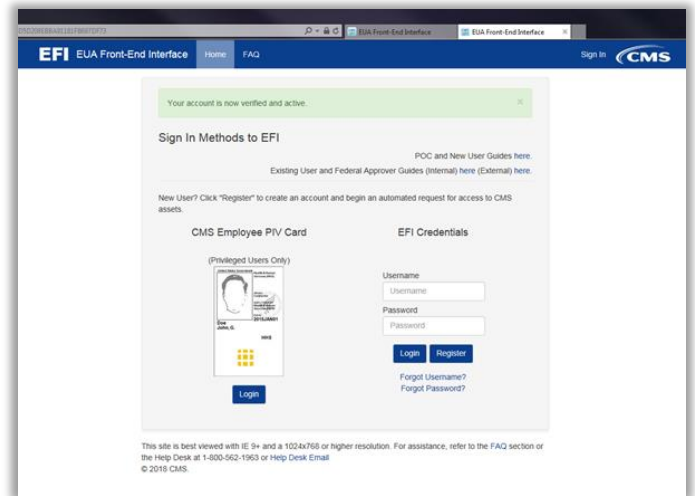
### STEP THREE:

Once registered, an email will be sent with a link to activate your account.



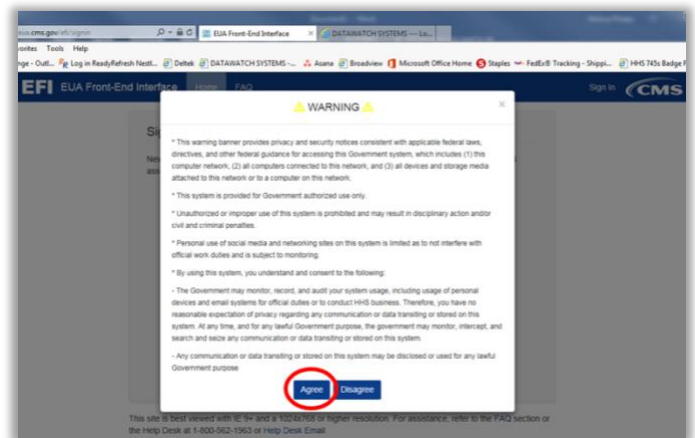
### STEP FOUR:

The link will activate your account. Once you activate an account, you will see a successful activation message. Log into EFI to begin the EUA/PIV process.



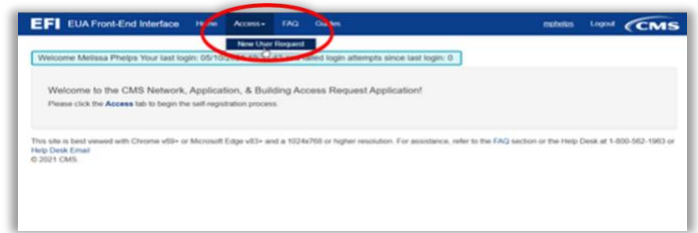
### STEP FIVE:

Once logged into EFI, a warning will pop up. Click Agree.



### STEP SIX:

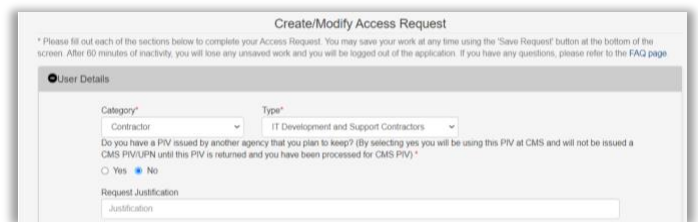
Click Access to start filling out the EUA request form.



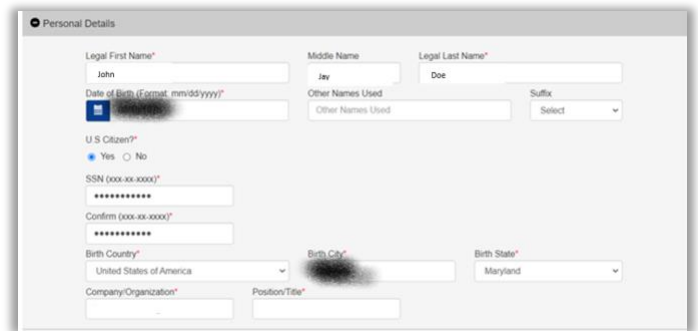
### STEP SEVEN:

The following screen shots show the different sections of the form. Populate all fields which have a red asterisk (\*).

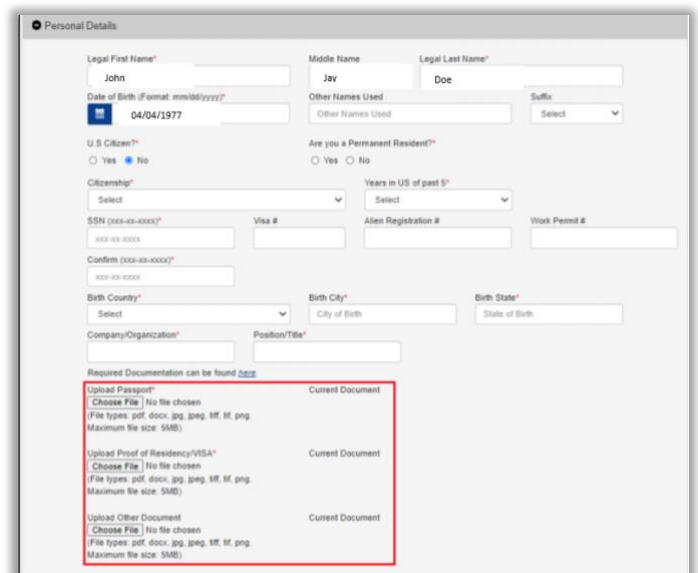
If you have acquired a PIV card from another agency, please check Yes. You will then need to enter your User Principal Name (UPN) and the agency that issued the PIV card.



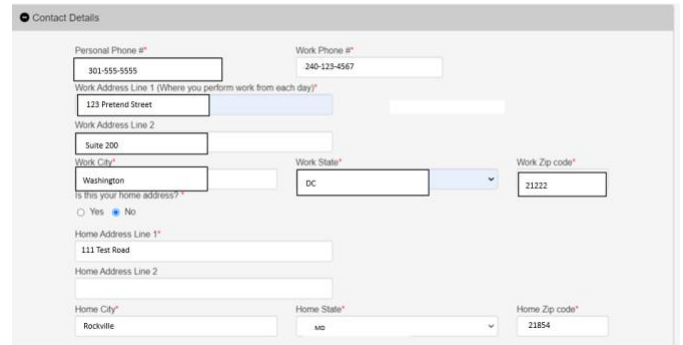
**NOTE:** You must enter your full name including your **middle name** (if applicable). The middle name field does not have a red asterisk (\*) but it is a required field. When entering and confirming your Social Security Number (SSN) you must enter '-'-ex: 222-55-7777.



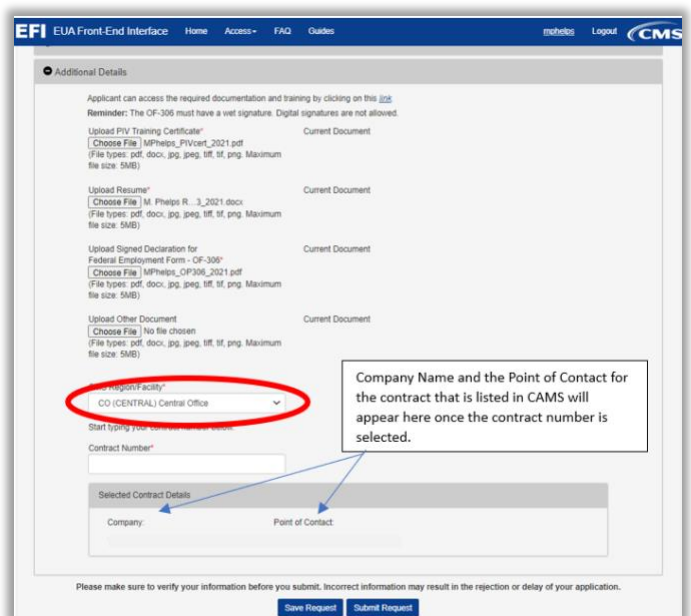
If you are not a US Citizen, enter either your Visa number, Alien Registration number, or Work Permit number. You must also upload the required documents. These are your Passport and Proof of Residency/VISA.



Under work address, please enter the company address & phone number. Check “no” under “Is this your home address?” Then enter your home address in the appropriate fields.

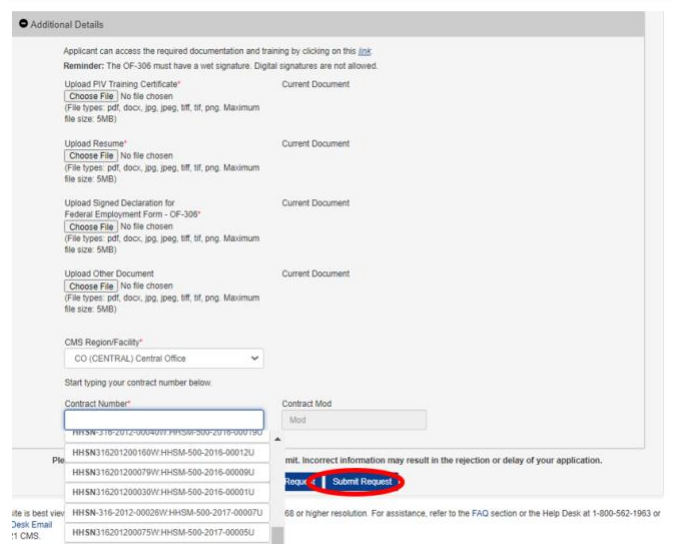


Upload your PIV training certificate, resume, and OF-306 form in the Additional Details section. **NOTE: DO NOT upload the entire PIV training document. Only the certificate.**



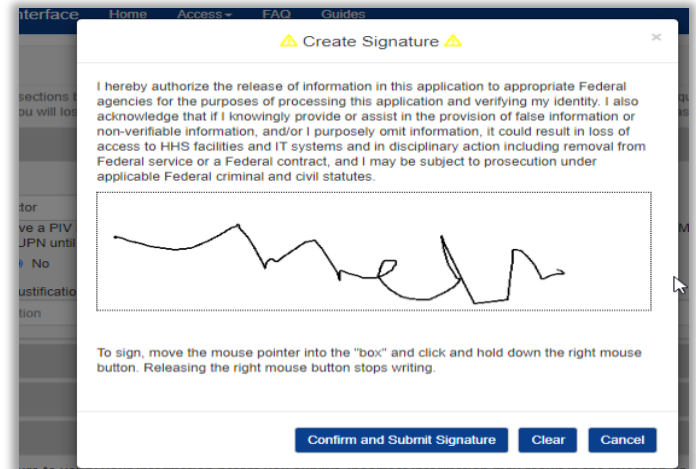
Select your CMS Region/Facility from the drop-down list.

Enter the contract number by typing the beginning part of the contract number and then a drop-down box will appear. Scroll the list until you see your company’s contract number and select it. Click the blue Submit Request button.



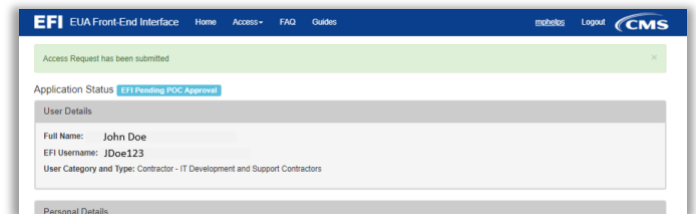
### STEP EIGHT:

Sign your name in the box with your mouse.  
Click Confirm and Submit Signature.



### STEP NINE:

You will be asked to click Confirm and Submit again. Then you will receive the message below, if successful.



### STEP TEN:

If there are errors on your Form, please make the necessary corrections and submit again.

### STEP ELEVEN:

Once you have successfully submitted the application, the Contract Point of Contact will approve the application, so it can be routed to the COR for next steps.

### STEP TWELVE:

Once the COR approves your request, you will receive an email from [eu@cms.hhs.gov](mailto:eu@cms.hhs.gov) with your new EUA ID.

### NOTES:

If you need additional assistance, please refer to the [CMS Enterprise User Administration \(EUA\) Users Guide](#).