STEP: Complete Onboarding Worksheet

Process:

The Onboarding Worksheet facilitates a smooth submission of the Onboarding Request form into ServiceNow. It is the resource from which the information for submission is obtained. CMS COR will provide the New Contractor Point of Contact (POC) with an Onboarding Worksheet to fill out. This Excel worksheet can be provided to the COR by the DSIF Onboarding Lead or downloaded from the ServiceNow IT Services Catalog, under "New Contractor Onboarding."

The New Contractor Point of Contact (POC) should fill out the Onboarding worksheet provided by the CMS COR in a timely manner. New contractors will not have access to HCQIS resources until the worksheet is completed and submitted in ServiceNow.

Timeline:

This form should be completed within five (5) days of the Period of Performance beginning.

Participants:

CMS COR

New Contractor