



STEP: Complete and Submit Form in ServiceNow

Process:

Once the Contract has been awarded and the period of performance has begun, one of the first steps is to onboard the New Contractor into the Healthcare Quality Information System (HCQIS) environment. A part of this process is submitting the New Contractor Onboarding Request in ServiceNow .

To get this started, the CMS COR must contact the DSIF Onboarding Lead to schedule a call with the HCQIS Infrastructure and Data Center Support (HIDS) Onboarding Lead. The CMS COR (with the assistance of the HIDS Onboarding Lead) will complete and submit the New Contractor Onboarding service request in ServiceNow using the Onboarding Spreadsheet.

Timeline:

The New Contractor Onboarding Request should be submitted within five (5) days of the Period of Performance beginning.

Participants:

CMS COR

DSIF Onboarding Lead

HIDS Onboarding Lead