

Connection Approval Process

Connection Approval Process

The following walk-thru will assist a user in understanding how to approve a connection request.

There are 2 ways a connection request can be approved. Either the Individual Provider/AO or AM can log into their account and approve the request or if the request is to be a Surrogate on behalf of a provider the AO/AM for the surrogate organization can mail in the Surrogacy form to EUS.

1. The Individual Provider/Authorized Official or Access Manager can log into their account in I&A and approve the request.
2. The Authorized Official or Access Manager who submitted the surrogate request to the Individual Provider can print the Surrogacy form and mail it in to EUS with a copy of the Individual Providers Driver's License.

1. The User will go to the Identity & Access Management System web site at <https://nppes.cms.hhs.gov/IAWeb> and select "Accept."

Terms and Conditions

You are accessing a U.S. Government information system, which includes: (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system.

At any time, and for any lawful Government purpose, the Government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.

Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.

To continue, you must accept the terms and conditions. If you decline, you will not be able to continue.

Accept

2. The User will enter their User ID and Password and select "Sign In."

Authorized users are able to sign in to the Identity & Access Management System. If you are a new user you must first [register](#).

Sign In

* indicates required field(s)

* User ID:
MorticiaA
* Password:


Sign In 

 [Forgot Password](#)

 [Retrieve Forgotten User ID](#)

 [Enter your PIN](#)

One account to access multiple systems

Create one account with the Identity & Access Management System to manage access to PECOS and EHR incentive programs, manage staff, and authorize others to access your information. **Create Account Now** 



Use this system to register for Medicare or update your current enrollment information.



Register to receive EHR incentive payments for eligible professionals and hospitals that adopt, implement and upgrade or demonstrate meaningful use with certified EHR technology.



Quick Reference Guide
Overview of features and tools to manage your account.



Frequently Asked Questions
Answers to common questions about registration, who should register, and how to manage your account.

3. The User will need to send a verification code to confirm login.

Identity & Access Management System

 Help**Multi-Factor Authentication (MFA) - Method**

* indicates required field(s)

We would like to send you a code to verify your identity.

* Select where you wish to receive your verification code:

 Primary Authentication Method: E-mail Address: e*****@gmail.com

Need to make changes where you receive your code?

[Reset MFA](#)**Send Verification Code** ▶[Cancel](#)

- The User will need to retrieve the six digit verification code from the MFA setup that was selected, and enter the six digit verification code into the "Enter Code" box.**

Identity & Access Management System

[Help](#)

Multi-Factor Authentication (MFA) - Verification

* indicates required field(s)

Your Verification Code will be sent to:

* Select where you wish to receive your verification code:

Primary Authentication Method: E-mail Address: e*****@gmail.com

* Are you logging in to the system on a Public or Private device?

This is a [Public Device](#)

This is a [Private Device](#)

* Enter Code:


Haven't received the code yet or need a new code?

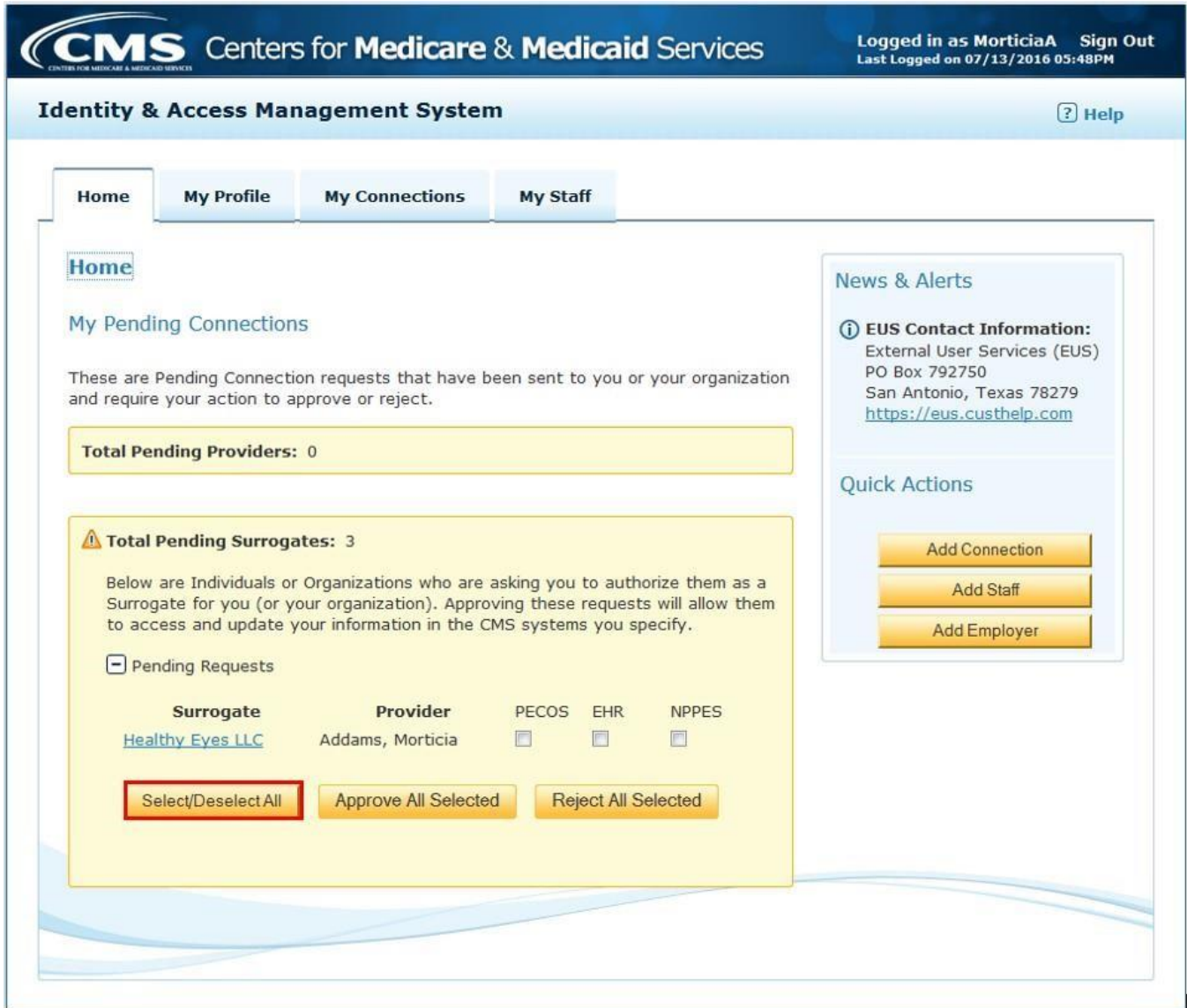
[Send New Code](#)

[Verify Code](#)

[Cancel](#)

5. The User will see the pending connections on the Home tab. If they wish to approve all the requests, they can select "Select/Deselect All".

 The User can also go to the "My Connections" tab to approve the surrogate requests. However, each surrogate request will have to be approved separately.



The screenshot displays the CMS Identity & Access Management System interface. At the top, the CMS logo and "Centers for Medicare & Medicaid Services" are visible, along with user information: "Logged in as MorticiaA" and "Sign Out" with "Last Logged on 07/13/2016 05:48PM". The main header is "Identity & Access Management System" with a "Help" link. The navigation menu includes "Home", "My Profile", "My Connections", and "My Staff". The "Home" tab is active, showing "My Pending Connections". A yellow box indicates "Total Pending Providers: 0". Below, another yellow box shows "Total Pending Surrogates: 3" with a warning icon. A text block explains that these are requests to authorize users as surrogates. A "Pending Requests" section contains a table with columns for Surrogate, Provider, PECOS, EHR, and NPPES. One entry is visible: "Healthy Eyes LLC" as the surrogate for "Addams, Morticia", with checkboxes for PECOS, EHR, and NPPES. Below the table are buttons for "Select/Deselect All", "Approve All Selected", and "Reject All Selected". On the right, there are "News & Alerts" (including "EUS Contact Information") and "Quick Actions" (Add Connection, Add Staff, Add Employer).

6. The User will choose all the Business Functions they wish to approve or reject and then select "Approve All Selected" or "Reject All Selected".

Identity & Access Management System

Help

Home My Profile My Connections My Staff

Home

My Pending Connections

These are Pending Connection requests that have been sent to you or your organization and require your action to approve or reject.

Total Pending Providers: 0

Total Pending Surrogates: 3

Below are Individuals or Organizations who are asking you to authorize them as a Surrogate for you (or your organization). Approving these requests will allow them to access and update your information in the CMS systems you specify.

Pending Requests

Surrogate	Provider	PECOS	EHR	NPDES
Healthy Eyes LLC	Addams, Morticia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Select/Deselect All

Approve All Selected

Reject All Selected

News & Alerts

EUS Contact Information:
External User Services (EUS)
PO Box 792750
San Antonio, Texas 78279
<https://eus.custhelp.com>

Quick Actions

Add Connection

Add Staff

Add Employer

- The User will receive a confirmation of what access they are granting to the Surrogate. To continue, they will select "Submit".

Identity & Access Management System

[Help](#)


Home

My Profile

My Connections

My Staff

My Connection ► Approve Connection

 By approving the following Connection Requests, the Surrogate organization will be granted access to work on behalf of the Provider in the system identified by the Business Function in the request. Select Submit to continue.

Provider	Surrogate	Tracking ID	Business Function
Addams, Morticia	Healthy Eyes LLC	S1626791	PECOS
Addams, Morticia	Healthy Eyes LLC	S1626792	EHR Incentive Program
Addams, Morticia	Healthy Eyes LLC	S1626793	NPPES (Future)

Submit

Cancel

8. The User will receive a confirmation that the request was approved/rejected and then select "Done".



Identity & Access Management System

Help

Home

My Profile

My Connections

My Staff

My Connection ▶ Approve Connection

You have successfully approved connections.

Done

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