

EIDM: Getting Started Registration Checklist

In order to submit a bid for the DMEPOS Competitive Bidding Program Round 1 2017, you are required to register in CMS' **Enterprise Identity Management** (EIDM) system to obtain a user ID and password in order to gain access to the online DMEPOS bidding system (DBidS).

If you...

- registered in Round 2 Recompete (R2RC) and/or the national mail-order recompete (NMORC), then your data has migrated to EIDM. You do not have to register again for a user ID and password in EIDM. However, when you first log into EIDM with your existing Individual Access to CMS Computer Systems (IACS) user ID and password, you will be required to:
 - reset your password and complete new security questions,
 - update any missing information in your profile,
 - add access to the DBidS application when registration opens for Round 1 2017,
 - select your role (authorized official (AO), backup authorized official (BAO) or end user (EU)), and
 - enter a Provider Transaction Access Number (PTAN).

- did not register in R2RC and/or the NMORC and do not already have an EIDM account, then when registration opens for Round 1 2017 you will be required to:
 - register in EIDM to receive a user ID and password,
 - add access to the DBidS application,
 - select your role (AO, BAO, or EU), and
 - enter a PTAN

- already have an EIDM account (such as for myCGS, The SPOT-FCSO, PS&R, Novitasphere, HPG/HETS, etc.), when registration opens for Round 1 2017 you will be required to:
 - log into EIDM with your user ID and password,
 - add access to the DBidS application,
 - select your role (AO, BAO, or EU), and
 - enter a PTAN.

The AO will register ONE time with ONE PTAN issued by the National Supplier Clearinghouse (NSC). You may register with any active PTAN associated with your organization. If there is only one AO listed on the CMS-855S form, we strongly encourage you to add one or more AOs to serve as BAOs in order to avoid disruption in the bidding process should the AO leave the organization or become unavailable during the bid window. Only an individual identified as an AO on your company's CMS-855S enrollment application can register as an AO or BAO. You may also register end users (EUs) to help enter bid data. EUs do not have to be identified as an AO on your CMS-855S enrollment application. Note: If you are bidding as a part of a network or if you are a commonly owned or commonly controlled supplier, refer to the Request for Bids (RFB) instructions and the Common Ownership or Common Control fact sheet for specific information.

It is very important to note that each person who intends to view or enter data in DBidS must be registered in EIDM, have his or her own user ID and password, and add DBidS access to his or her profile.

Sharing EIDM user IDs and passwords is strictly prohibited. They are for the individual's use only and serve as an electronic signature. Sharing of user IDs may result in termination of system access privileges and/or other adverse actions up to and including legal prosecution.

Before you register, do the following:

- Designate one (1) AO listed on the CMS-855S enrollment application to act as your AO for registration purposes. AOs must register first and must approve other users' requests to access DBidS.
- Ensure your enrollment information on file with the NSC and the Provider Enrollment, Chain, and Ownership System (PECOS) is up-to-date and correct. For example, information the AO and BAO(s) provided during registration must match exactly with enrollment records:
 - Legal business name
 - PTAN
 - Social Security number
- Make sure the e-mail address you enter into EIDM is correct and is working at the time of registration.
- Add donotreply@cms.gov and @dmecompetitivebid.com to your address book so these e-mails do not go to your spam, blocked, or junk mail folder. If your e-mail settings are administered by your business organization, please ask your technical department to add this address to your safe sender list.
- Prepare your computer by:
 - Ensuring screen resolution is set to a minimum of 800X600 based upon the CMS design.
 - Using Internet Explorer version 8.0 through 10.0, except for IE 10-Metro.
 - Avoiding using mobile devices such as tablets or iPhones. EIDM does not support these devices.
 - Verifying that the latest version of JAVA and ActiveX is installed on your personal computer.
 - Disabling pop-up blockers prior to attempting to access the CMS Enterprise Portal.
 - Avoiding the use of Windows XP. EIDM does not support this version.
- Refer to the [EIDM Reference Guide](#) on the Competitive Bidding Implementation Contractor (CBIC) website, www.dmecompetitivebid.com, for additional information and for specific guidance on how to register to bid.
- Sign up to receive e-mail updates and announcements on the CBIC website by selecting *E-mail Updates* on the CBIC home page.