Online Enrollment Instructions

http://www.cmsruas.com/

Using the Online CMSNet Remote Access Portal:

Figure 1

(1) Navigate to the www.cmsruas.com home page: (Figure 1)
Figure 2

(2) Select the "Access Request Form" tab: (Figure 2)
(3) Enter the CCN, state and zip for the facility. If it does not match our records you will see the red lettering. "The information you have entered does not match system. Please try again." (Figure 3)

Please check that you entered the information correctly and re validate.
If you do not receive the validation or believe your entry is correct please contact the CMSNet Remote User helpdesk, by choosing the Trouble Accessing CMSNet Form link in Figure 3.
Figure 4

(4) Once you have correctly entered the required verification indicators in the previous screen, you will be presented the enrollment page. (Figure 4)

Figure 5

(5) Select the "TYPE REQUEST" from the drop down and complete the form. Red stars are required fields, if these are not completed the form will not submit until complete. This example is for a new user. (Figure 5)
(6) Example of “REPLACE EXISTING USER”. (Figure 6)

This is used if you have exceeded your 2 users and must replace as user. You will be required to notify us which user is to be removed.

Notice the ID is not required, however, the users name is.

You may not have the same user for both user ID’s.
(7) If entered all the required fields, the “Request Successfully Submitted” screen will display. Allow up to 2 business days to receive a reply. If you do not receive a reply in that time, please check your spam folder before calling the helpdesk. (Figure 7)

(8) ID’s are processed in the order they are received and users will receive 2 emails from mdcn.mco@palmettogba.com. First with their assigned login ID and second with the password and links to install documents, FAQ’s, and contact information.