

# QIES User ID Registration Process

---

## **Training Outline:**

### **Module 3**

- QIES User ID Activation Tips
- QIES Systems for Providers Website
- QIES User ID Registration
- Activating Your QIES User ID
- QTSO Help Desk Information

### **QIES User ID Registration Tips**

- The QIES user ID allows you to access the CASPER Reporting and PBJ systems
- Only persons responsible for submitting PBJ records or reviewing PBJ reports should register for this ID.
- The QIES User ID is the second of two separate required user IDs. Each provider will be allowed to register for two QIES (PBJ) User IDs.

### **QIES User ID Registration Tips**

- The Provider User Registration system allows you to self-register for your QIES user ID.
- Two-step registration process
- Complete the online registration form
- Activate your new QIES user ID

### **QIES Systems Website**

- The CMS QIES Systems for Providers website contains the PBJ technical user's guides and other important technical information that you will use for the QIES User ID Registration and PBJ record submission process.
- To access the QTSO website, enter [https://mds.qiesnet.org/mds\\_home.html](https://mds.qiesnet.org/mds_home.html) in your browser.
- Bookmark this website for future use.

### **QIES User ID Registration Tips**

- Remember the answers to your security questions.
- The answers to the security questions will be used if you need to reset your password.
- A Confirmation of PBJ User ID Registration page will display following a successful registration.
- Print this page for your records.

## **QIES User ID Registration Tips**

- Confirmation of PBJ User ID Registration page contains the following information:
  - Your new PBJ user ID – you will need this for activation of your new QIES user ID
  - Some personal information entered in the online registration form
  - The Facility ID (FAC\_ID) for your provider. The Facility ID must be entered into the software used to create the PBJ records
  - Additional helpful information is available in the Notes section of the confirmation message

## **User ID Activation Tips**

- An e-mail will be sent to the e-mail address you used for the registration process. This e-mail contains the necessary information required to activate your new QIES user ID.
- You may need to log out of the Provider User Registration system to log into your e-mail and access the activation e-mail.
- The Activation e-mail contains the following information:
  - Link to the Activation web page
  - Activation Key
  - Activation Complete Date – you *must* activate your user ID no later than the Activation Complete date identified in the e-mail
  - If you do not activate the new user ID prior to the Activation Complete date, you will be required to repeat the registration process.

## **Security Reminder**

- Remember: It is a violation of CMS security policy to share your individual user IDs and passwords.

## **QTSO Help Desk Support**

- If you have questions or encounter issues during the QIES User ID registration process, contact the QTSO Help Desk by:
  - Phone at (877) 201-4721
  - E-mail at [help@qtso.com](mailto:help@qtso.com)