

## Request QARM Organization Security Official Role

1. Open your browser and go to <https://www.qualitynet.org>. The QualityNet Home screen displays.
2. Click the **Log In** button. The Choose Your QualityNet Destination screen displays.
3. Click the '[QIES Business Intelligence Center](#)' link in the menu. The Terms and Conditions screen displays.



**CMS.gov** | QualityNet  
Centers for Medicare & Medicaid Services

### Choose Your QualityNet Destination

Please select your primary quality program to reach the correct login screen for your QualityNet portal.

[Secure File Transfer](#)

Select your primary quality program:

- [End-Stage Renal Disease Quality Reporting System](#)
- [Ambulatory Surgical Center Quality Reporting Program](#)
- [PPS-Exempt Cancer Hospital Quality Reporting Program](#)
- [Inpatient Hospital Quality Reporting Program](#)
- [Inpatient Psychiatric Facility Quality Reporting Program](#)
- [Outpatient Hospital Quality Reporting Program](#)
- [Physician Quality Reporting System](#)
- [Quality Improvement Organizations](#)
- [QIES Business Intelligence Center](#)

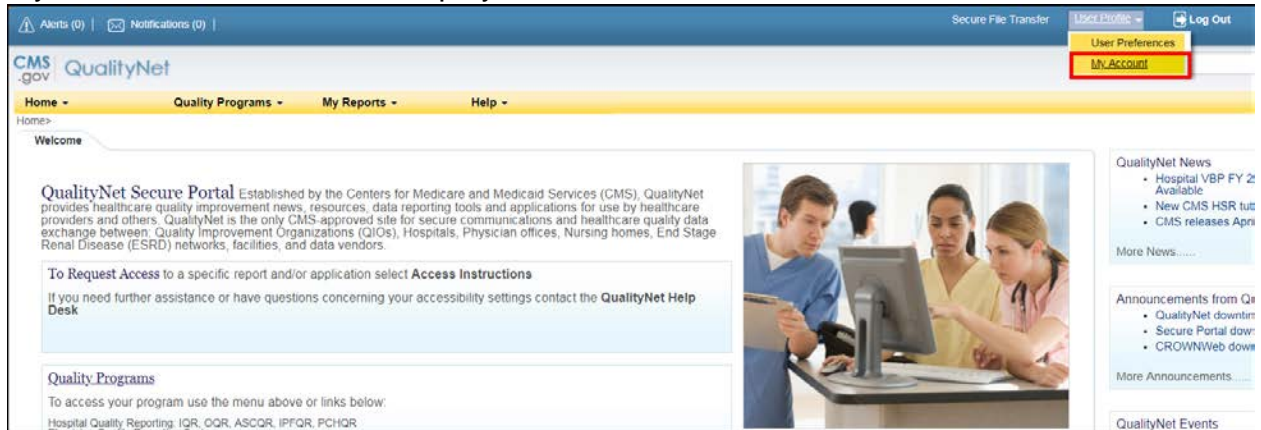
4. Read the Terms and Conditions and then click '**I Accept**'. The Welcome to CMS Enterprise Portal screen displays.

The screenshot shows the CMS.gov Enterprise Portal. At the top, there is a navigation bar with links for Home, About CMS, Newsroom, Archive, Help & FAQs, Email, and Print. Below the navigation bar, there are two yellow buttons: "Health Care Quality Improvement System" and "Provider Resources". The main heading is "Welcome to CMS Enterprise Portal". Below the heading, there is a "User ID" input field. Underneath the input field are two buttons: "Next" and "Cancel". At the bottom, there are two links: "Forgot User ID?" and "Need an account? Click the link - [New user registration](#)".

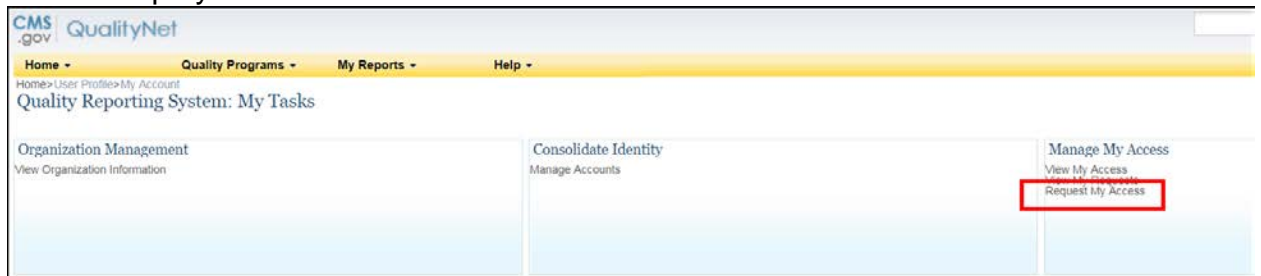
5. Enter your **User ID** and then click **Next**. The Password screen displays.

The screenshot shows the CMS Enterprise Portal Password screen. At the top, there is a navigation bar with links for Home, About CMS, Newsroom, Archive, Help & FAQs, Email, and Print. Below the navigation bar, there are two yellow buttons: "Health Care Quality Improvement System" and "Provider Resources". The main heading is "Welcome to CMS Enterprise Portal". Below the heading, there is a section titled "Enter Security Code". Underneath this section, there is a paragraph of text: "A Security Code is required to complete your login. To retrieve a Security Code, please select the Phone, Computer, or E-mail that you registered as your Multi-Factor Authentication(MFA) device when you originally requested access, from the MFA Device Type dropdown menu below. Security Codes expire, be sure to enter your Security Code promptly." Below this text, there is a section titled "Unable to Access Security Code?". Underneath this section, there is a paragraph of text: "If you are unable to access a Security Code, you may use the 'Unable To Access Security Code?' link. To use this link you will be directed away from this page. For security purposes, you will be prompted to answer your challenge questions before the Security Code is generated. The Security Code will be sent to the email address in your profile. You will be required to login again with your User ID, Password and Security Code. You may also call your Application Help Desk to obtain a Security Code. After you receive the Security Code using this link or from your Help Desk, you must select the 'One-Time Security Code' option from the MFA Device Type dropdown menu." Below this text, there is a section titled "Need to Register an MFA Device?". Underneath this section, there is a paragraph of text: "If you have not registered an MFA device and would like to do so now, you may use the 'Register MFA Device' link. For security purposes you will be prompted to login again and answer your challenge questions before registering an MFA device." Below this text, there are three input fields: "Password:", "MFA Device Type: Select MFA Device Type", and "Security Code:". At the bottom, there are two buttons: "Log In" and "Cancel".

- Enter your **Password**, select the desired **MFA Device Type**, enter the MFA Security Code and then click Log In. The Welcome screen displays.  
**NOTE:** Depending upon the MFA Device Type selected, you may need to click 'Send' in order for the code to be sent to your selected device.
- Click the Down Arrow to the right of **User Profile** in the top menu bar and select **My Account** from the menu displayed.



- The Quality Report Systems: My Tasks screen displays. Click 'Request My Access' link under the Manage My Access group. The Request User Access screen displays.



- Click the Drop Down Arrow to the right of the **Program** field and select 'Quality Improvement and Evaluation System'.

**Request User Access**

**User Information**

User ID: THOMTY64      Name: Thomas Tyler      Email: tyler.thomas@gdit.com

**User Request Information**

\* Program: Please select Program.  Organization:  \* User Role:

SELECT      End Date: Not Applicable      \* Approvers:

**Comments**

- Click the Magnifying Glass to the right of the **Organization** field. The Search Organizations screen displays.

**Request User Access**

**User Information**

User ID: THOMTY64      Name: Thomas Tyler      Email: tyler.thomas@gdit.com

**User Request Information**

\* Program:  \* Organization:  \* User Role:

Start Date: Not Applicable      End Date: Not Applicable

**User Request Additional Information**

> Additional Information Lines

**Comments**

**Search Organizations**

\* Org Name:  Enter 3 or more characters.

Org Type:       Org City:       NPI:

Org State:       Org Country:       TIN:

Org Status	Org Name	Org Type	Org Address 1	Org Address 2	Org City	Org State	Org Zip Code	Org Country
Search returned with no results.								

11. In the **Org Type** drop down, select the QARM Org Security option.

Org Type	Org Address 1	Org Address 2	Org City	Org State	Org Zip Code	Org Country
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12. Enter keywords to find your place of employment in the **Org Name** field (i.e., CMS, Regional, Name of State, Name of Company) and select the **Search** button.

Example 1: For State Survey and Certification agencies, type the name of your state.

Org Status	Org Name	Org Type	Org Address 1	Org Address 2	Org City	Org State	Org Zip Code	Org Country
Active	STATE OF OHIO - SURVEY...	QARM Org Security	246 NORTH HIGH ST...		COLUMBUS	OHIO	43215	US

Example 2: For Regional Office users type Regional to locate your regional office.

**Search Organizations**

\* Org Name: regional  
 Org Zip Code:   
 CCN:   
 Org Type: QARM Org Security  
 Org City:   
 NPI:   
 Org State: Select  
 Org Country:   
 TIN:   
 Search Cancel

Org Status	Org Name	Org Type	Org Address 1	Org Address 2	Org City	Org State	Org Zip Code	Org Country
Active	REGIONAL OFFICE 1 - BO...	QARM Org Security	JFK FEDERAL BUILD...	GOVERNMENT ...	BOSTON	MA...		US
Active	REGIONAL OFFICE 3 - PHI...	QARM Org Security	150 S. INDEPENDEN...		PHILADELPHIA	PE...		US
Active	REGIONAL OFFICE 8 - DE...	QARM Org Security	1961 STOUT STREET	ROOM 08-148	DENVER	CO...	80294	US
Active	REGIONAL OFFICE 8 - DE...	QARM Org Security	8100 LOWERY BLVD		DENVER	CO...	80230	US
Active	REGIONAL OFFICE 10 - S...	QARM Org Security				WA...		US
Active	REGIONAL OFFICE 5 - CHI...	QARM Org Security	233 N. MICHIGAN AVE.	SUITE 600	CHICAGO	ILLI...	60601	US
Active	REGIONAL OFFICE 6 - DA...	QARM Org Security	1301 YOUNG ST.		DALLAS	TE...	75202	US
Active	REGIONAL OFFICE 4 - ATL...	QARM Org Security	61 FORSYTH STREE...		ATLANTA	GE...	30303	US
Active	REGIONAL OFFICE 9 - SA...	QARM Org Security	90 7TH STREET, STE...		SAN FRANCISCO	CA...		US
Active	REGIONAL OFFICE 2 - NE...	QARM Org Security	26 FEDERAL PLAZA		NEW YORK	NE...		US
Active	REGIONAL OFFICE 7 - KA...	QARM Org Security				MI...		US

OK

13. Click on the organization with an **Org Type** for QARM Org Security. Click **OK**.

**Search Organizations**

\* Org Name: ohio  
 Org Zip Code:   
 CCN:   
 Org Type: QARM Org Security  
 Org City:   
 NPI:   
 Org State: Select  
 Org Country:   
 TIN:   
 Search Cancel

Org Status	Org Name	Org Type	Org Address 1	Org Address 2	Org City	Org State	Org Zip Code	Org Country
Active	STATE OF OHIO - SURVEY...	QARM Org Security	246 NORTH HIGH ST...		COLUMBUS	OHIO	43215	US

OK

14. The Search Organization window closes and returns you to the Request User Access page. You will need to scroll up to see the next options. Click the Down Arrow to the right of the **User Role** field and select **Organization Security Official**.

15. Click the Down Arrow to the right of the **Approvers** field and select an approver.

16. Click **Submit Request**. The Submit Request Confirmation pop up dialog box displays.
17. Click **OK**. A confirmation screen displays confirming the Request ID and User ID.
18. You will receive a confirmation email at the email address you registered with containing this Request ID confirming that your access request has been submitted. You may want to record the Request ID for your records. Click **OK**.
19. A confirmation email will be sent to the Email address used when you approved.

**NOTE:** This request does not include access to the QBIC application. You will need to submit a separate request using the Organization with an Org Type of CMS, Regional Office, State Government, or Contractor.