



CHECKLIST FOR HARP ACCOUNT SETUP

For Practices with 15 or fewer Eligible Clinicians

ID	TASK
1	<p>Get QPP Portal Access to view and submit data:</p> <ul style="list-style-type: none"> • CMS has streamlined access to qpp.cms.gov. Previously users requested access through the Enterprise Identity Data Management (EIDM) system. Beginning December 2018, new users who want to sign-in to qpp.cms.gov to view or submit measure and activity data for MIPS will create an account in the HCQIS Access Roles and Profile System (HARP). All users will request and manage access to organizations by signing in to qpp.cms.gov. If you previously had an EIDM account, a HARP account has been created for you, with the same EIDM user id and password. • Do you have an existing HARP/EIDM account? If you don't know, contact the Quality Payment Program: <ul style="list-style-type: none"> ○ 1-866-288-8292 or ○ Email qpp@cms.hhs.gov You may need the following information: <ul style="list-style-type: none"> ▪ Last 4 digits of Group Tax ID (TIN) * Do not include a provider's personal Tax ID# in any correspondence. ▪ Organization's Legal Name • New Users, Register for an account <ul style="list-style-type: none"> ○ Navigate to qpp.cms.gov/login. Click on the Register tab. ○ Click on Register with HARP at the bottom of the page; you'll be redirected to the HARP website. <p>Helpful Hints when creating User ID and Password (also see the guide: Register for a HARP Account)</p> <ul style="list-style-type: none"> • User ID <ul style="list-style-type: none"> ○ 5-100 alphanumeric characters and symbols. • Password <ul style="list-style-type: none"> ○ Minimum of 12 characters and include the following: <ul style="list-style-type: none"> ○ A lowercase letter, an uppercase letter, a number 0-9, a symbol (e.g. !, @, #, \$, %, ^, &, *) ○ NOTE: password can't contain your User ID, first or last name, or the following characters: +, (,), <, > ○ If you need to reset your password, you cannot re-use your last 3 passwords. <p style="text-align: center;">** Once registration is completed, you will see a displayed confirmation message and receive an email **</p> <ul style="list-style-type: none"> • Login to your new HARP account to Complete the Setup <ul style="list-style-type: none"> ○ Setup two-factor authentication and add one or more devices. ○ Follow the link on the page to login to qpp.cms.gov and connect to your organization. • New Users - connect your account to an organization in qpp.cms.gov. The organization type will be "Practice". Required information includes the practice's: <ul style="list-style-type: none"> ○ Legal Business Name OR ○ Complete Tax Identification Number (TIN) • Select your Role – Security Official or Staff User <ul style="list-style-type: none"> ○ If you are the first to request access to your practice, you must request the role of Security Official. If that is not an appropriate role for you, check with your organization's administrator. ○ Security Officials will have to provide additional information: <ul style="list-style-type: none"> ▪ One provider's National Provider Identifier (NPI) ▪ That provider's Provider Transaction Access Number (PTAN), also known as their Medicare ID <ul style="list-style-type: none"> • How to locate PTAN: • Log into PECOS (https://pecos.cms.hhs.gov) • Use your I&A (Identity & Access Management System) User ID and Password to log in, and follow the next steps: (Contact EUS Helpdesk for assistance: 866-484-8049) <ul style="list-style-type: none"> ○ Select "My Associates" from the home page ○ Select "View Enrollment" ○ Click on "View Medicare ID Report" ○ PTANs are in the Medicare ID Column <p style="text-align: center;">** For more information, please refer to the 2018 QPP Access User Guide. **</p>

Resource links:

- [2018 QPP Access User Guide](#)
- [QPP Resource Center® for the Midwest](#)
- [CMS QPP Website](#)
- [I&A Quick Reference Guide](#)