CMS OPEN PAYMENT PORTAL INSTRUCTIONS

There are two Phases to the CMS Portal Process. Phase I will allow you to create an account on the CMS Portal. Phase II will allow users to access the Open Payment Application which will allow you to review and dispute information submitted by industry regarding payments or transfers of value made to physicians.

The review and dispute period is from July 14 – August 27, 2014 (45 days). Industry will then have 15 days to review and correct submitted disputes prior to CMS publishing its information publicly in September 2014. Note, CMS will publish information, regardless of if it is still being disputed.

INSTRUCTIONS FOR PHASE I

NOTE: SOME OF YOU MAY HAVE COMPLETED PHASE I WHEN IT WAS OPENED ON JUNE 1, 2014. IF SO, PLEASE SKIP TO PHASE II.

1) Go to HTTPS://PORTAL.CMS.GOV
   On the right side of the screen click on “New User Registration”
2) Click “I agree to the terms and conditions”

3) Enter your personal Information
   a. Name
   b. Email
   c. SSN
   d. DOB
   e. Address
   f. Phone Number

Required fields are marked with an asterisk.

Completing all fields, even those that are not required, will speed-up identity verification.
4) Select User ID, Password and Challenge Questions

5) Please write down your login and password you will need it later. Your security questions are also important in case you forget your password.

6) Note: CMS will require you to change your password every 60 days.

7) Click “OK” to complete Part 1 of Registration
8) Look for an email providing User ID to continue registration. Note, it may take 5-10 minutes for CMS to process and send an e-mail.

9) Go back to HTTPS://PORTAL.CMS.GOV
On the right side of the screen click on “Login to the CMS Secure Portal”
10) Click “I Accept”

11) Enter User ID and Password
12) Click “Request Access Now”

13) Click “Request New Application Access”
14) Select
“Open Payments”
“Applicable Manufacturer, GPO, Physician or Teaching Hospital”

15) Review Identity Verification Terms
Click Next
16) Click “I agree to the terms”
   Click Next

17) Confirm Your Information and Edit (if necessary)
18) **Verify Identity**  
Questions are based on “Out of Wallet” questions taken from your credit report

![Verify Identity Image]

19) **Verifying Identity Successful**  
Click Next

![Verifying Identity Successful Image]
20) Select “OK” to continue
INSTRUCTIONS FOR PHASE 2

1) Log in to the CMS Portal at: https://portal.cms.gov/wps/portal/unauthportal/home/

2) When you log into the CMS portal select “Open Payments” at the top of the page. This will only be viewable if you have completed Phase I of registration.

3) When you log in you should see the below information. Click “Create My Profile”

Open Payments (Sunshine Act)

Welcome to the Open Payments System

Note. Our records indicate you have not registered with the Open Payments reporting application before. You must create your profile in order to use the System.

4) Select the profile type “Physician” and click “continue”

Select Profile Type

Indicate whether you are affiliated with an applicable manufacturer or applicable GPO, teaching hospital, or physician to begin creating your profile. A registration ID and nomination ID may have been sent to you if you are an authorized officer of an entity or an authorized representative for a physician or teaching hospital. If you have received your registration ID and nomination ID, you may begin creating your profile by selecting the “I have a Nomination ID and Registration ID” link. A field with an asterisk (*) is required.

* Required: Select the “I have a Nomination ID and Registration ID” link or the type of entity or covered recipient you are affiliated with.
5) Enter your Personal information and select “Continue”

6) Enter your Physician details and select “Continue”

Please note, your Department reviewer will have your National Provider Identification (NPI) and Taxonomy. The Physician Specialty Code requested is your Taxonomy. While your NPI is not listed as a required field, it is required to be able to view or dispute records so please enter it.
7) If you would like to authorize another individual into your account, please fill out the relevant information and select “Continue”. If you do not wish to authorize a representative, select “Not Now” and “Continue”.

Please note you have the availability to nominate an individual to have the following access levels:

- **Read**: Representative can see your profile and records
- **Modify Profile**: Representative can edit your profile information
- **Dispute records**: Representative can comment on and disputes records

Even though you can nominate a representative, you are ultimately in the best position to review and dispute any inaccuracies submitted by industry on your behalf. In addition, if you designate an authorized representative, that person must accept your nomination in order to access your account.

8) Review information and select “Submit”
9) You will see the following confirmation screen and can now select “Open Payments Home”

10) Please note that once your profile is created the vetting process may take up to 15 minutes before you are able to view your records. If your vetting fails for some reason, you should receive an e-mail with instructions on how to correct errors.

11) Under the “My Profile” area in “Overview”, you will be able to see your vetting status.
12) Once you have been vetted you can review and dispute reports by selecting the “Review and Dispute” tab.

13) Select your name under physician and the year to review and click “Show Records”
14) Your records will display in a table. For each record you will have the option to Affirm or Dispute.

Note, if you do not have any payments reported by industry for this year’s reporting period (August 1, 2013 – December 31, 2014), the screen will display:

“You have the following errors on this page:

- There are no results that match the specified search criteria.”

15) To affirm a record check the box next to the records you wish to affirm and select “Affirm Record”
16) Review the information on the page and select “Affirm Records”

Open Payments (Sunshine Act)

Affirm Records

John Doe - 2013

Select “Affirm Records” to confirm the payments or other transfers of value, or ownership or investment interests reported by the entity are accurate and valid.

To return to the previous page, select “Cancel.”

For more information about the review and dispute process, refer to the Open Payments User Guide.

You are affirming the following [1] record(s):

<table>
<thead>
<tr>
<th>Record ID</th>
<th>Entity Making Payment</th>
<th>Date of Payment</th>
<th>Amount ($)</th>
<th>Record Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>10004</td>
<td>ABCDE Medical</td>
<td>2013-11-04</td>
<td>$9,000.00</td>
<td>Attested</td>
</tr>
</tbody>
</table>

17) To dispute a record check the box next to the record you wish to dispute and click “Dispute Record”
18) Review the record on the dispute records page and explain the reason for your dispute. Then click “Send Dispute”

19) Once submitted you will see a Dispute Confirmed message. “Click Continue”
20) To withdraw a dispute check the box next to the records you wish to withdraw a dispute from and select “Withdraw Dispute”

21) Review the information on the page and select “Withdraw Disputes”