

Draft Emails to Consumers After Submitting Election Data in HIOS

7.3.14

User Role Request Approved (ERE Submitter Role Approved by Role Approver Administrator for that Org or Issuer):

Subject: Role Request Approved

Your role request has been approved:

Module: <ERE>

Role: <ERE Submitter>

User Type: <Submitter> (if applicable)

User Sub Type: <Primary Contact/Backup Contact> (if applicable)

Association Type: <Non-Federal Governmental Plan/ Issuer> (if applicable)

Association: <FEIN /Issuer> (if applicable)

If the role request is for the ERE Module, please follow the steps below to access the External Review Election (ERE) module and choose your election.

1. Access the ERE module.
2. Choose the Data Collection module tab.
3. Enter the Organization identifier and click Search.
4. Once the organization is selected, choose the External Review election option.
5. Enter the required information for Primary contact and Emergency Contact and the Alternate Contact information (option) as requested.
7. Confirm the data submission and Submit.

For additional information, please contact the Exchange Operations Support Center (XOSC) at CMS_FEPS@cms.hhs.gov or 1-855-267-1515.

Thank you.

Exchange Operations Support Center (XOSC)

Role Request Denial (Role Approver Administrator Denies for that Org or Issuer)

Subject: Role Request Denied

Your role request has been Denied:

Module: <Module Name>

Role: <ERE Submitter or Non-Fed Submitter>

User Type: <Submitter> (if applicable)

User Sub Type: <Primary Contact/Backup Contact> (if applicable)

Association Type: <Non-Federal Governmental Plan/ Issuer> (if applicable)

Association: <FEIN /Issuer> (if applicable)

If you have questions about the reason for the determination, please contact the organization for which you sought this designation directly.

Thank you.

Exchange Operations Support Center (XOSC)

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