

Department of Health and Human Services  
Administration for Children and Families  
Office of Child Support Enforcement

## **Agreement to Exchange Electronic National Medical Support Notices**

By completing and providing the information on this form, the state agrees it will:

Transmit NMSNs electronically to employers, plan administrators, third-party processors, and agents that participate in OCSE's e-NMSN process.

Treat e-NMSNs in the same manner as mailing paper notices to the employer.  
Consider the electronic version of the NMSN admissible as evidence in the same way as paper documents.

Not impersonate any individual, entity, or association; use false headers; or otherwise conceal or provide misleading information when sending NMSNs electronically.  
Provide true, correct, current, and complete information about the state identified in the profile form.

Provide written notice to the federal Office of Child Support Enforcement at least 30 days before you intend to stop sending e-NMSNs.

Agree to accept paper versions of the Part-B response from plan administrators, unions, or labor organizations not participating in OCSE's e-NMSN process.

Acknowledge it is the state's responsibility to contact an employer directly if a Part-A and, when appropriate, Part-B response is not received after sending an e-NMSN.

Accept

Decline

## Instructions

To complete this form, you must use Adobe Acrobat Reader version 10 or later. To download this free software, go to <https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>.

You must complete the required fields followed by a red asterisk \* and email it to the [e-NMSN team \(eNMSNmail@acf.hhs.gov\)](mailto:eNMSNmail@acf.hhs.gov). If there are errors, a popup box will appear with information about correcting the error.

## General Information

Date:

(The date you are completing the form using MM/DD/YYYY format.)

FIPS/Locator: \*

(Enter the FIPS/Locator code as five numeric characters, including three trailing zeros. For example, enter 04000, not 04.)

State Name: \*

## Address Information

Enter the state child support office's address.

Address Line 1: \*

Address Line 2:

City: \*

State: \*

ZIP Code: \*

ZIP Code Extension

(Enter a five-digit ZIP code and the optional four-digit extension.)

## Contact Information

Enter the state's primary business, primary technical, and additional contact information.

## Primary Business Contact Information

Enter the business contact information for working with OCSE to set up e-NMSN and assist with issue resolution.

First Name: \*

MI:

Last Name: \*

Email: \*

Send email notifications, including file processing information, to this email address.

Phone Number: \*

Phone Ext:

(Enter numeric characters only. Include the area code. Format: 1231231111)

Fax Number:

(Enter numeric characters only. Include the area code. Format: 1231231111)

Is the primary business contact also the primary technical contact?

Yes

No

## Primary Technical Contact Information

Enter a network or system administrator who can provide Internet Protocol (IP) address information and batch system information.

First Name:

MI:

Last Name:

Email:

Send email notifications, including file processing information, to this email address.

Phone Number:

Phone Ext:

(Enter numeric characters only. Include the area code. Format: 1231231111)

Fax Number:

(Enter numeric characters only. Include the area code. Format: 1231231111)

## Additional Business Contact Information

Enter the contact information that will be shared with employers, third-party providers, plan administrators, and other stakeholders for case-specific questions.

First Name:

MI:

Last Name:

Email:

Send email notifications, including file processing information, to this email address.

Phone Number:

Phone Ext:

(Enter numeric characters only. Include the area code. Format: 1231231111)

Fax Number:

(Enter numeric characters only. Include the area code. Format: 1231231111)

## File Processing Information

Use this section of the form to specify whether you will send and receive files in XML or flat file format. You can choose to use the standard e-NMSN file naming convention or your state's file naming convention.

Make selections below based on the best option for your state.

### General File Information

Enter information about the file exchange.

Encrypt files: \*

Yes	No
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Select **Yes** if you want OCSE to encrypt all files delivered to your server. OCSE uses GPG for encryption. If you select **Yes**, you must attach in a separate email your state's PGP or GPG encryption key when returning this profile form.

Are your files stored behind your organization firewall?

Yes	No
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This field is required only if you selected **No** for the **Encrypt files** option.

### Error File

The file submitter will receive an error file for the following conditions:

- If there are problems with the file header, file trailer, or other file-level structures, the entire file will be returned.
- If errors are in the batch header or batch trailer, the entire batch will be returned with all notice records.
- If there are notice record errors, the records with errors are returned in the file with their batch header and trailers. Multiple batches can be returned in the file.

## File Information

Select the file format below.

File format: \*

Flat file	XML
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Flat files have a .txt file extension.

1. In the Standard/State-Supplied File Naming Convention column, in the table below select whether you want to use your state's file naming convention or OCSE's standard file naming convention.
2. In the File Naming Convention column:
  - Enter the file naming convention if you are using your state's file naming convention. For example, for files with notices (Outgoing State Notice Files), you can enter enmsn.mybiz.notices.txt. This is the name of the file you will send that includes your notices.
  - Select **OCSE Standard** if you are using OCSE's standard file naming convention. An example file name is in the table below. For more information about file naming conventions and formats, refer to the [e-NMSN Software Interface Specifications](#).
3. If states will receive FEIN push files, select the **State-Supplied** radio button in the Standard/State-Supplied File Naming Convention column and enter the state's file naming convention in the File Naming Convention column. There is no OCSE standard file naming convention for FEIN push files.

File Type	Standard/State-Supplied File Naming Convention	File Naming Convention
Outgoing State Notice Files *	OCSE Standard	(Example: 180000000. ENR.2020011701157.0000.txt)
	State-Supplied	
Incoming Part-A Response Files *	OCSE Standard	(Example: 180000000. PAR.2020011701157.0000.txt)
	State-Supplied	
Incoming Part-B Response Files *	OCSE Standard	(Example: 180000000. PBR.2020011701157.0000.txt)
	State-Supplied	
FEIN Push Files *	State-Supplied	

## Server Information

To send and receive e-NMSN files, we need the following server information:

- Separate directory/folder names Server ID
- Server passwords

This information is required for both the production and test environments. An IP address is required; a host name is optional.

The following are the only methods available to transmit e-NMSN data to our servers:

- SFTP over a VPN tunnel
- FTPS over a VPN tunnel

We can only use FTPS with a state server that has our Certificate Authority (CA) installed, which dedicates that server to exchanging files using only FTPS with our server.

File transfer preference: \*

SFTP
FTPS

## Pick-Up Server Information

Enter your state's server information for file pick-up.

Production Server User ID:

Test Server User ID:

Production Server Password:

Test Server Password:

Production Server IP Address:

Test Server IP Address:

Production Server Host Name:

Test Server Host Name:

Production Server Port:

Test Server Port:

Production Server Directory Name: \*

Test Server Directory Name:

## Drop-Off Server Information

Enter your state's server information for file drop-off.

Production Server User ID:

Test Server User ID:

Production Server Password:

Test Server Password:

Production Server IP Address:

Test Server IP Address:

Production Server Host Name:

Test Server Host Name:

Production Server Port:

Test Server Port:

Production Server Directory Name: \*

Test Server Directory Name:

PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this voluntary information collection is for OCSE to implement the electronic NMSN process and capture preferences for states. Public reporting estimated burden for this collection of information is 0.22 hours per respondent, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. As provided by 42 U.S.C. § 653(m)(2), any confidential information collected for this program is accessed only by authorized users. A federal agency may not conduct or sponsor an information collection without a valid OMB Control Number. No individual or entity is required to respond to, nor shall an individual or entity be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, without a current valid OMB Control Number. If you have any comments on this collection of information, please contact [OCSEFedSystems@acf.hhs.gov](mailto:OCSEFedSystems@acf.hhs.gov).