



# **Medicare Part B Average Sales Price (ASP) Module**

## **Registration Guide**

---

**Version 2.0**

**Date: August 08, 2025**

## Table of Contents

1. Purpose.....	1
2. New User Registration .....	1
3. Logging in Using MFA.....	7
4. Select User Role/Application Request.....	11
5. Technical Support Contact Information.....	18
Appendix A: Revision History .....	19
Appendix B: Glossary.....	20
Appendix C: Figures and Tables .....	22

## 1. Purpose

The purpose of this user guide is to provide instructions for registering as a new user in the Centers for Medicare & Medicaid Services (CMS) Identity Management (IDM) system to request access to the Fee-for-Service Data Collection System (FFSDCS) Average Sales Price (ASP) Module.

CMS requires an automated data collection system that can collect and synthesize large amounts of data related to products falling under the Fee-for-Service (FFS) payment mechanisms.

CMS supplies the Medicare FFS claims processing contractors with the drug pricing files for Medicare Part B. CMS uses the FFSDCS to house various FFS platforms, including the ASP Module.

Before you can log in to any FFSDCS Module, you must verify your identity through the IDM portal and then create a new user account in the FFSDCS Module. All FFSDCS Module users, regardless of their role, must complete the new user registration steps in the following section.

## 2. New User Registration

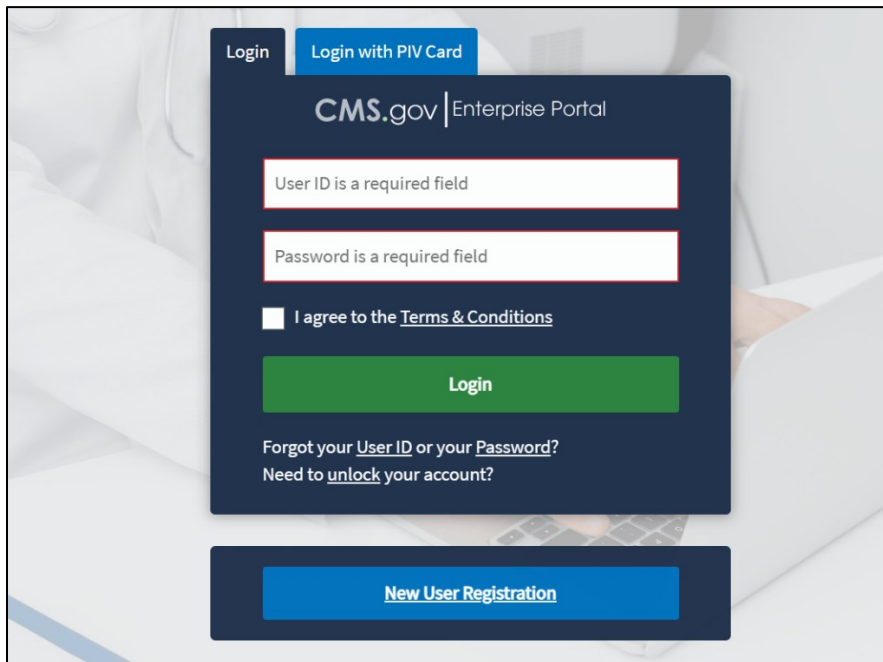
You must have an IDM username and password to access the ASP Module.

**Note:** CMS uses Experian as their external authentication service provider for identity verification purposes only; credit is not a factor in the authentication process.

Follow these steps to register with IDM and receive your credentials:

1. Navigate to the [CMS Enterprise Portal](#) main page.

The FFSDCS **Module Login Page** opens. Refer to *Figure 1*.

The screenshot shows the CMS.gov Enterprise Portal login interface. At the top, there are two tabs: 'Login' (selected) and 'Login with PIV Card'. Below the tabs is the CMS.gov logo and the text 'Enterprise Portal'. The main form area contains two input fields: 'User ID is a required field' and 'Password is a required field'. Below these fields is a checkbox labeled 'I agree to the Terms & Conditions'. A large green 'Login' button is positioned below the checkbox. At the bottom of the form, there are two links: 'Forgot your User ID or your Password?' and 'Need to unlock your account?'. Below the entire form is a blue button labeled 'New User Registration'.

**Figure 1: CMS Enterprise Portal - Login Page**

2. Click the **New User Registration** button.

The **Select Your Application** page opens. Refer to *Figure 2*.



**Step #1: Select Your Application**

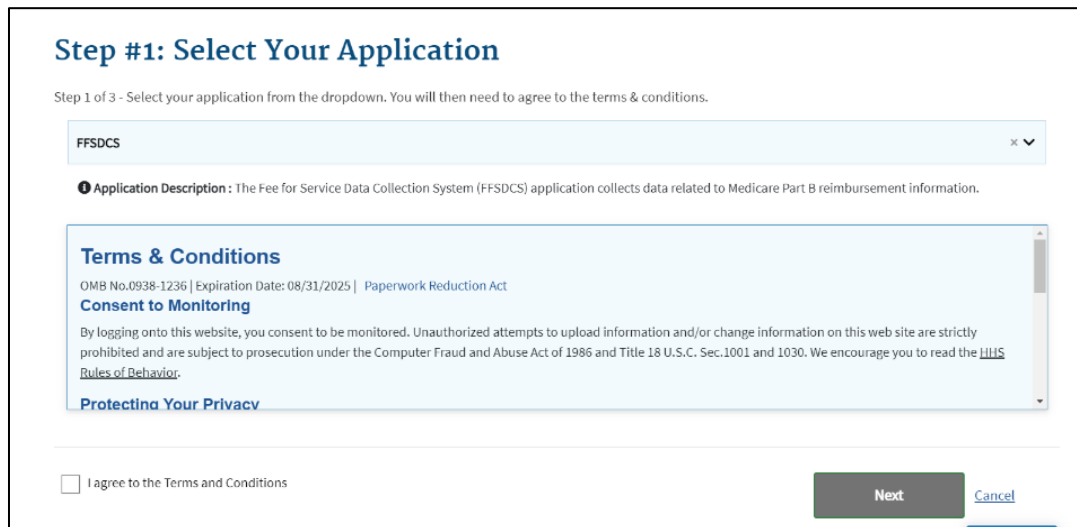
Step 1 of 3 - Select your application from the dropdown. You will then need to agree to the terms & conditions.

Select Your Application ▼

**Figure 2: New User Registration - Select Your Application Drop-down**

3. Click the **Select Your Application** drop-down; select **FFSDCS** from the list of applications.

The **Step #1: Terms and Conditions** page opens. Refer to *Figure 3*.



**Step #1: Select Your Application**

Step 1 of 3 - Select your application from the dropdown. You will then need to agree to the terms & conditions.

FFSDCS ▼

**Application Description:** The Fee for Service Data Collection System (FFSDCS) application collects data related to Medicare Part B reimbursement information.

**Terms & Conditions**

OMB No.0938-1236 | Expiration Date: 08/31/2025 | [Paperwork Reduction Act](#)

**Consent to Monitoring**

By logging onto this website, you consent to be monitored. Unauthorized attempts to upload information and/or change information on this web site are strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sec.1001 and 1030. We encourage you to read the [HHS Rules of Behavior](#).

[Protecting Your Privacy](#)

☐ I agree to the Terms and Conditions

**Next** [Cancel](#)

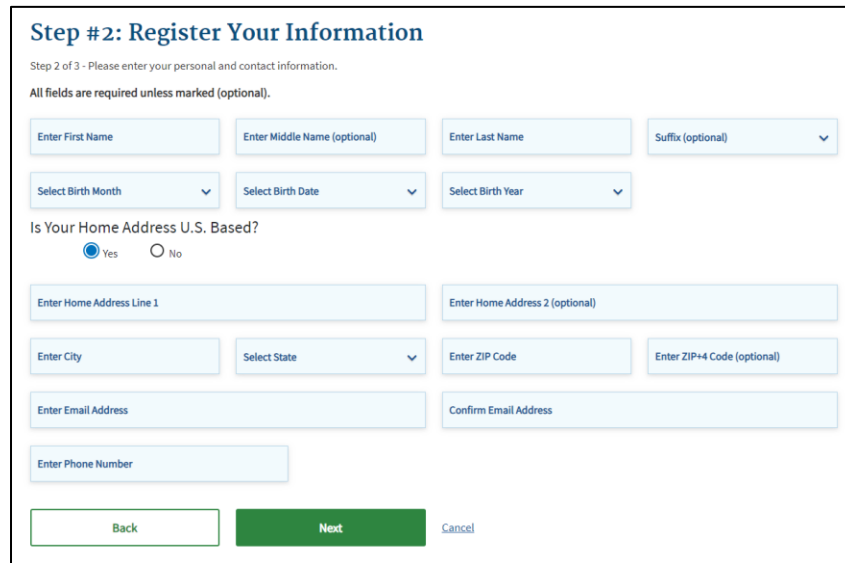
**Figure 3: New User Registration - Terms & Conditions**

4. Read the **Terms & Conditions**. If you agree, select the **I agree to the Terms & Conditions** checkbox; click **Next**.

**Note:** By selecting this checkbox, you certify that you read and consent to monitoring while accessing and using the portal. The terms and conditions describe why the application collects personally identifiable information (PII), which is to identify the unique, new user who is registering to use the application.

The terms and conditions link provides additional hyperlinks to the HHS Rules of Behavior and the CMS Privacy Act Statement.

The **Step #2: Register Your Information** page opens. Refer to *Figure 4*.



**Step #2: Register Your Information**  
Step 2 of 3 - Please enter your personal and contact information.

All fields are required unless marked (optional).

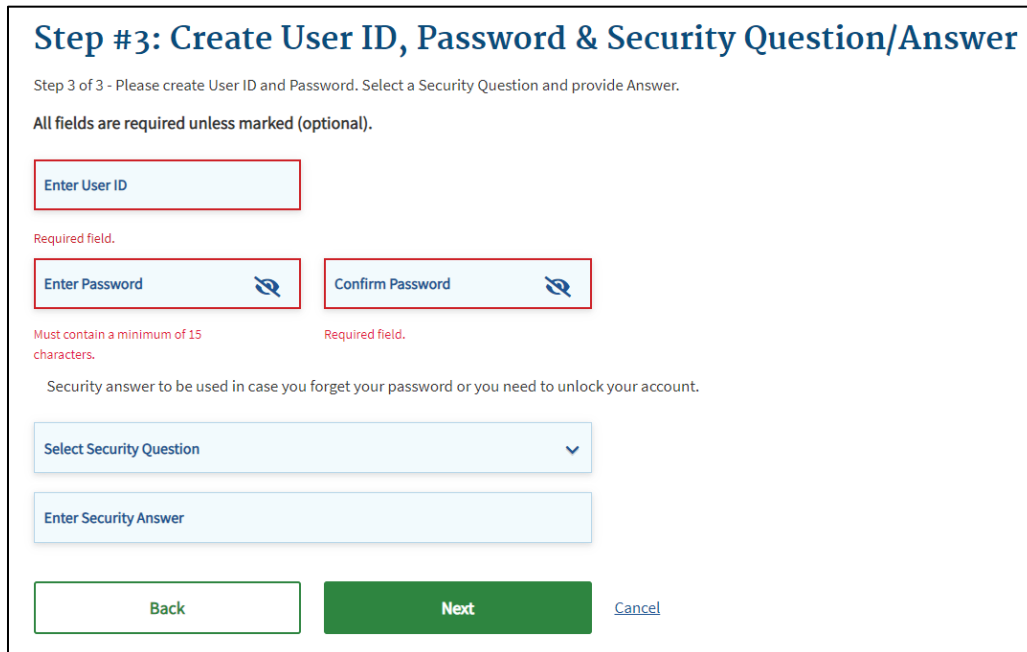
Enter First Name, Enter Middle Name (optional), Enter Last Name, Suffix (optional) [dropdown]  
 Select Birth Month [dropdown], Select Birth Date [dropdown], Select Birth Year [dropdown]  
 Is Your Home Address U.S. Based?  
☒ Yes ☐ No  
 Enter Home Address Line 1, Enter Home Address 2 (optional)  
 Enter City, Select State [dropdown], Enter ZIP Code, Enter ZIP+4 Code (optional)  
 Enter Email Address, Confirm Email Address  
 Enter Phone Number  
 Back Next Cancel

**Figure 4: New User Registration - Step #2 Register Your Information**

5. Enter your personal information in each of the required fields; click **Next**.

**Note:** The application requires you to complete all fields unless marked as optional. The information you provide should be your personal information for identity verification purposes. You can update your contact information to business information, if needed, after the system confirms your identity.

The **Step #3: Create User ID, Password & Security Question/Answer** page opens. Refer to *Figure 5*.



**Step #3: Create User ID, Password & Security Question/Answer**  
Step 3 of 3 - Please create User ID and Password. Select a Security Question and provide Answer.

All fields are required unless marked (optional).

Enter User ID  
 Required field.  
 Enter Password [eye icon], Confirm Password [eye icon]  
 Must contain a minimum of 15 characters. Required field.  
 Security answer to be used in case you forget your password or you need to unlock your account.  
 Select Security Question [dropdown]  
 Enter Security Answer  
 Back Next Cancel

**Figure 5: New User Registration - Step #3 Create User ID & Password**

6. Type your desired user identification in the **User ID** field.

**Note:** Per the User ID Requirements, your user ID must:

- Consist of a minimum of six (6) alphanumeric characters and cannot exceed seventy-four (74) characters.
- Contain at least one (1) uppercase or lowercase letter.
- Contain one (1) special character. You may use hyphens (-), underscores (\_), apostrophes ('), and periods (.).
- Not have a special character as the first or last letter of your user ID.
- Not contain eight (8) consecutive numbers.

7. Type your desired password in the **Password** field; then re-type your password in the **Confirm Password** field. Passwords must match before you move onto the next step.

**Note:** Your password must conform to the [CMS Acceptable Risk Safeguards \(ARS\) Password Policy](#). You may only change your password once every 24 hours. Per the password policy, your password must:

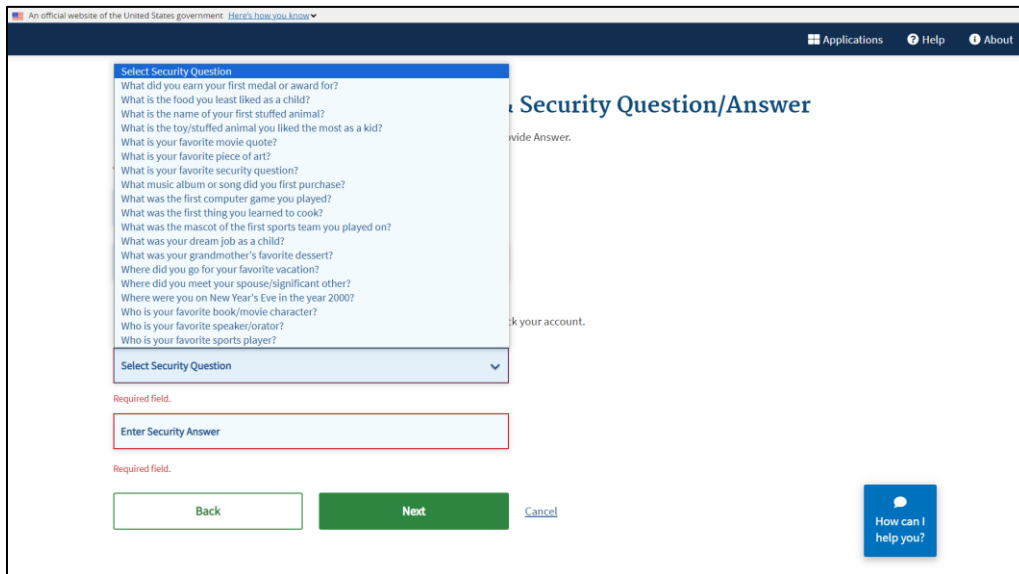
- Consist of a minimum of fifteen (15) alphanumeric characters and cannot exceed sixty (60) characters.
- Contain at least one (1) uppercase and one (1) lowercase letter.
- Contain at least one (1) number.
- Not contain part of your user ID, first name, last name, or common passwords.
- Be different from your previous six (6) passwords.

**Note:** Special characters are optional in your password. The system accepts the following special characters: ('), ("), (!), (#), (\$), (%), (&), ((, ()), (\*), (+), (,), (-), (.), (/), (:), (;), (<), (>), (=), (?), (@), ([, (]), (^), (\_), (`), (~).

9. Select a security question from the **Security Question** drop-down; enter your answer in the **Security Answer** field. Refer to *Figure 6*.

**Note:** The system requires your security answer to reset your password or unlock your account. Per the security answer requirements, your security answers:

- Must contain at least four (4) alphanumeric characters.
- Cannot contain part of your security question.
- Can contain spaces.



The screenshot shows a web browser window with the URL "https://www.cms.gov". The page title is "New User Registration - Security Question/Answer". The main content area has a heading "Select Security Question/Answer" and a list of 20 questions. A dropdown menu is open, showing the list of questions. Below the list is a text input field labeled "Enter Security Answer". At the bottom, there are "Back" and "Next" buttons, and a "Cancel" link. A "How can I help you?" button is also visible in the bottom right corner.

Select Security Question/Answer

What did you earn your first medal or award for?  
What is the food you least liked as a child?  
What is the name of your first stuffed animal?  
What is the toy/stuffed animal you liked the most as a kid?  
What is your favorite movie quote?  
What is your favorite piece of art?  
What is your favorite security question?  
What music album or song did you first purchase?  
What was the first computer game you played?  
What was the first thing you learned to cook?  
What was the mascot of the first sports team you played on?  
What was your dream job as a child?  
What was your grandmother's favorite dessert?  
Where did you go for your favorite vacation?  
Where did you meet your spouse/significant other?  
Where were you on New Year's Eve in the year 2000?  
Who is your favorite book/movie character?  
Who is your favorite speaker/orator?  
Who is your favorite sports player?

Select Security Question

Required field.

Enter Security Answer

Required field.

Back Next Cancel

How can I help you?

**Figure 6: New User Registration - Security Question/Answer Page**

10. Click **Next** to complete the registration process.

The **New User Registration Summary** page opens. Refer to *Figure 7*.

## New User Registration Summary

Please review your information and make any necessary changes before submitting.

FFSDCS

Application Description : The Fee for Service Data Collection System (FFSDCS) application collects data related to Medicare Part B reimbursement information.

First Name

Enter Middle Name (optional)

Last Name

Suffix (optional)

Birth Month

Birth Date

Birth Year

Home Address Line 1

Enter Home Address 2 (optional)

City

State

ZIP Code

Enter ZIP+4 Code (optional)

Email Address

Confirm Email Address

Phone Number

All fields are required unless marked (optional).

User ID

Enter Password

Confirm Password

Security Question

What is the food you least liked as a child?

Security Answer

Submit User

Cancel

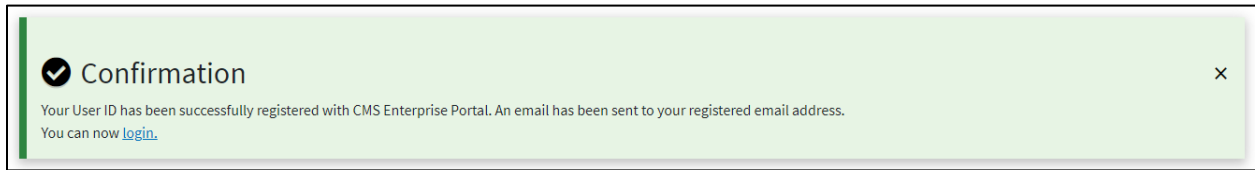
Figure 7: New User Registration - Summary

**Note:** You may click the **Cancel** button to exit out of the registration process; however, the system does not save any of the changes you entered.

- Review the **New User Registration Summary** page; make necessary changes.
- Click the **Submit User** button to complete the registration process.



A Confirmation message displays. Refer to *Figure 8*.



**Figure 8: New User Registration Confirmation**

13. Click the **login** hyperlink to return to the main login page.

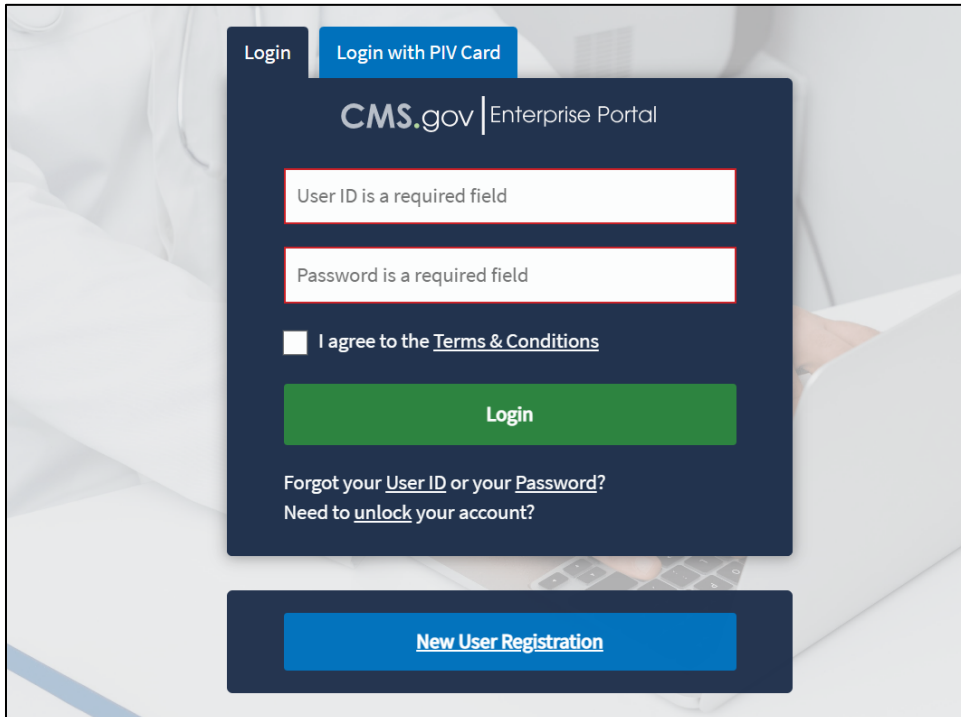
**Note:** Wait at least five minutes before logging in to the FFSDCS Module with your new User ID and Password.

### 3. Logging in Using MFA

Following registration, use these steps to log in to the FFSDCS Module:

1. Navigate to the [CMS Enterprise Portal](#) main page.

The **FFSDCS Module Login Page** opens. Refer to *Figure 9*.

The login page for the CMS.gov Enterprise Portal. It features a dark blue background with a white login form. At the top, there are two tabs: "Login" (selected) and "Login with PIV Card". The form includes fields for "User ID" and "Password", both with red error messages stating they are required. Below these fields is a checkbox for "I agree to the Terms & Conditions". A green "Login" button is positioned below the checkbox. At the bottom of the form, there are links for "Forgot your User ID or your Password?" and "Need to unlock your account?". A blue button labeled "New User Registration" is located at the bottom of the page.

**Figure 9: Logging in Using MFA - FFSDCS Module Login Page**

2. Type your user ID and password in the **User ID** and **Password** fields.
3. Click the **Terms & Conditions** hyperlink and review the text in the pop-up window; close the window.
4. Read the terms and conditions. If you agree, select the **I agree to the Terms & Conditions** checkbox.

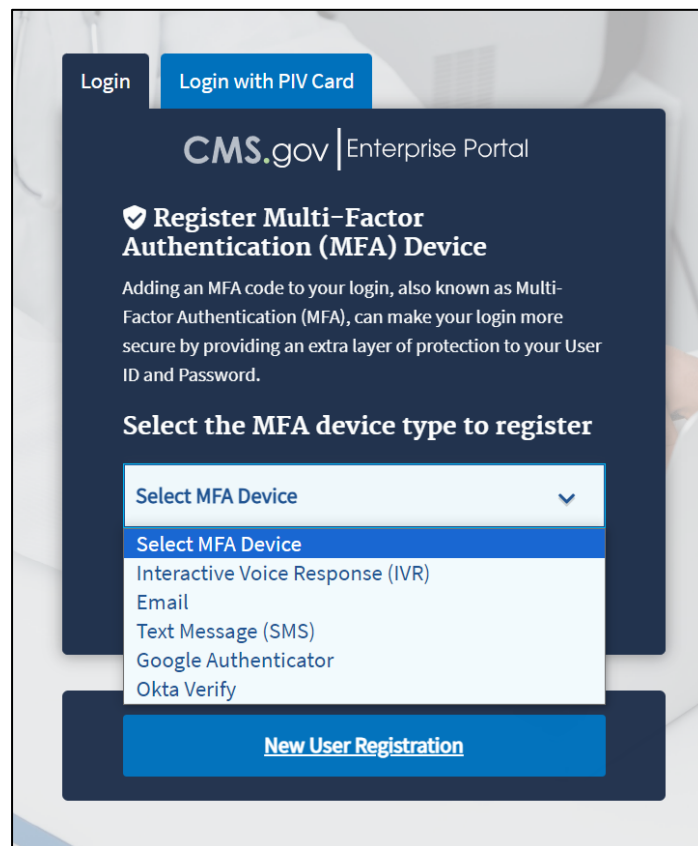
**Note:** By selecting this checkbox, you certify that you read and consent to monitoring while accessing and using the portal. Additionally, the terms and conditions provide hyperlinks to the HHS Rules of Behavior and the CMS Privacy Act Statement.

5. Click **Login**.

**Note:** If you forget your user ID or password, click the appropriate hyperlinked text in **Forgot your User ID or your Password?** under the **Login** button and follow the provided instructions. If you are still not able to access your account and need to unlock your account, click the hyperlinked unlock text under **Need to unlock your account?**

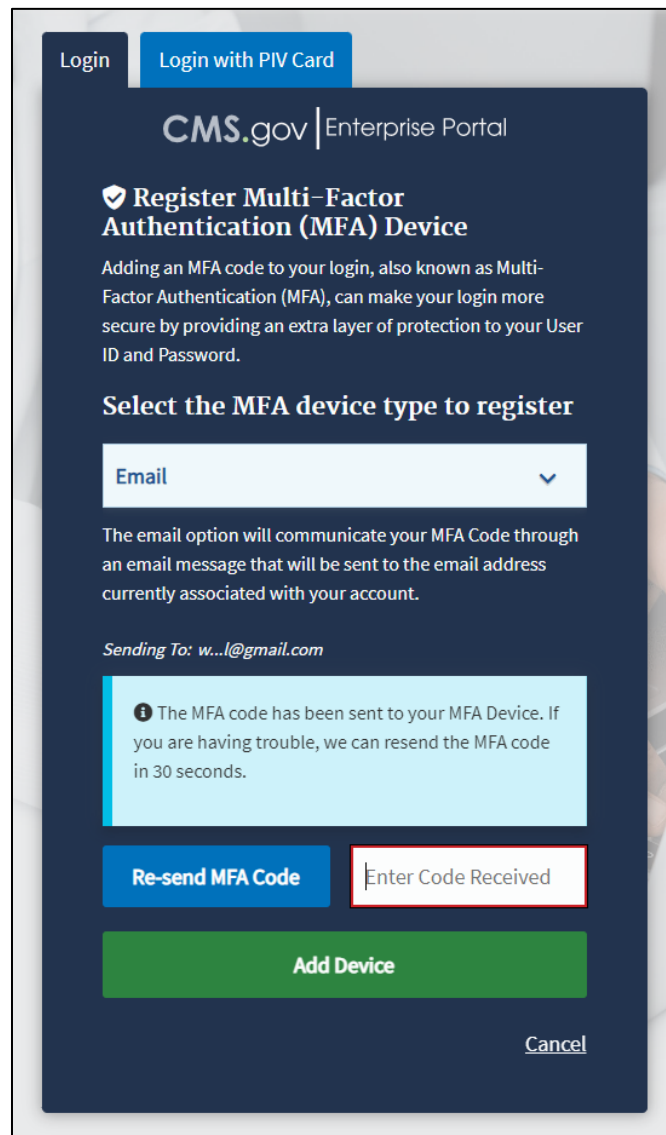
To confirm the security of the FFSDCS Module, as well as your data, you must authenticate your identity using a multifactor authentication (MFA) process. Users have various authentication options, including Interactive Voice Response (IVR), Email, Text Message (Short Message Service (SMS)), or Okta Verify.

6. Click the **Select MFA Device** drop-down; select your preferred MFA device type from the list. Whenever you log back into the ASP Module through this process, your preferred method of MFA reloads automatically. Refer to *Figure 10*.



**Figure 10: Logging in Using MFA - Select MFA Device Type Drop-Down**

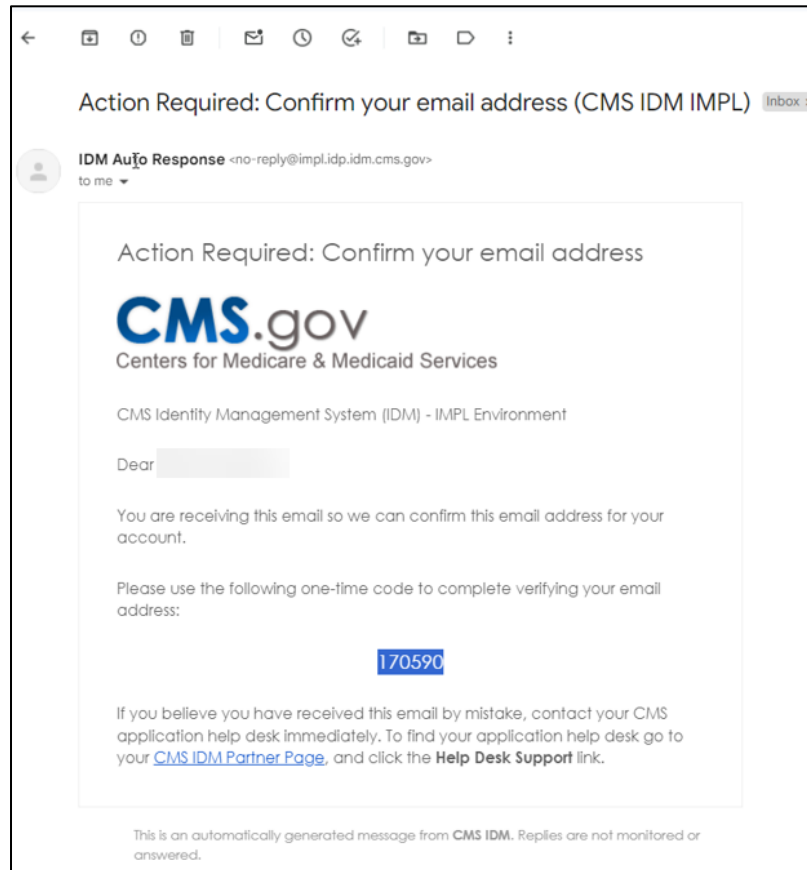
7. Click the **Send MFA Code** green button to receive a one-time phone call, email, text message, or other communication to confirm registration of your identity with the FFSDCS Module. This user guide demonstrates email as the chosen MFA method. Refer to *Figure 11*.



The screenshot shows the 'Login with PIV Card' tab selected. The main heading is 'Register Multi-Factor Authentication (MFA) Device'. Below this, a paragraph explains that adding an MFA code can make login more secure. A section titled 'Select the MFA device type to register' features a dropdown menu currently set to 'Email'. A message states: 'The email option will communicate your MFA Code through an email message that will be sent to the email address currently associated with your account.' Below this, it says 'Sending To: w...l@gmail.com'. A light blue information box contains the text: 'The MFA code has been sent to your MFA Device. If you are having trouble, we can resend the MFA code in 30 seconds.' At the bottom, there is a blue 'Re-send MFA Code' button, a text input field labeled 'Enter Code Received', a large green 'Add Device' button, and a 'Cancel' link.

**Figure 11: Logging in Using MFA - MFA Code**

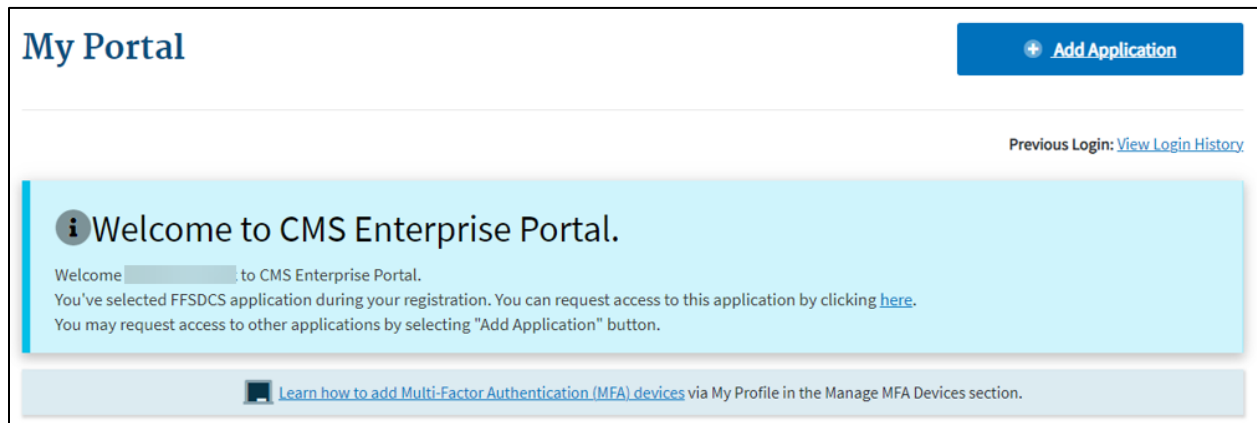
The Module sends an email with a six-digit code to confirm your identity. Refer to *Figure 12*.



**Figure 12: Logging in Using MFA - Confirmation Code in Email**

8. Record and type the six-digit code into the **Enter MFA Code** field. Click the **Add Device** button to confirm your identity and enter the FFSDCS Module.

The **My Portal** landing page opens, displaying a **Welcome to CMS Enterprise Portal** message. Refer to *Figure 13*.



**Figure 13: Logging in Using MFA - My Portal Landing Page**

## 4. Select User Role/Application Request

The Medicare ASP Data Collection System is a role-based system. This means that certain system functions link to specific user role profiles. When a new user receives access, the approved role provides access to the specific functions the user needs.

As noted above, the two roles are:

**Submitter:** This role is designated for the person who gathers the required Medicare Part B drug data to enter and submit into the system. Once this person has completed and submitted the data, they generate a one-time password (OTP) to send to the Certifier to establish a relationship within the system. This step only happens once to initiate the relationship and only needs to happen again if the person in either role changes. A Submitter can be any individual the manufacturer chooses, including a third-party contractor.

**Certifier:** This role is designated for the person who reviews the information the Submitter reports to ensure it is correct and complete. The Certifier then certifies the submission of the reported data. If the Certifier requires changes to the originally submitted data reported in the system, the Certifier must notify the Submitter to update and submit the revised data. As stated in 42 CFR 414.804(a)(7), the Certifier must be the manufacturer's Chief Executive Officer (CEO) or Chief Financial Officer (CFO) or an individual who has delegated authority to sign for, and who reports directly to, the manufacturer's CEO or CFO.

It is at the discretion of each organization who to designate as Submitter and Certifier. These individuals require access to financial data and must have a strong working knowledge of how the organization operates. The Submitter and Certifier must be two different authorized representatives from the Drug Manufacturer. The manufacturer's CEO or CFO assumes responsibility for the information entered into the system.

Follow these steps to request access to an application and establish your role in the application:

1. Click the **Add Application** button.

The **Request Application Access** page opens. Refer to *Figure 14*.



**Request Application Access**

ⓘ The following is the step-by-step process for requesting a role in a CMS Enterprise Portal application. A summary of each step taken will be shown after each step. You will be presented with all your role related information to review at the last step. Please note that the number of steps and the questions asked will vary depending on the role that you are requesting and your current level of access.

You can review your current roles and pending role requests in [My Access](#).

- 1 Select an Application**  
Select an Application ▼  
**Next**
- 2 Select a Role**
- 3 Enter Reason for Request**

Cancel

**Figure 14: Select User Role/Application Request - Request Application Access**

2. Click the **Select an Application** drop-down; scroll or search for your application. Refer to *Figure 15*.

### Request Application Access

☰ The following is the step-by-step process for requesting a role in a CMS Enterprise Portal application. A summary of each step taken will be shown after each step. You will be presented with all your role related information to review at the last step. Please note that the number of steps and the questions asked will vary depending on the role that you are requesting and your current level of access.

You can review your current roles and pending role requests in [My Access](#).

- 1 Select an Application

Select an Application

Agent Broker Registry  
BCRS Web  
CCIC Axonius  
CCIC Netsparker  
CCIC Panther  
CCIC Splunk

**Figure 15: Select User Role/Application Request - Select an Application Drop-down**

3. Select **FFSDCS** from the drop-down menu. To be a Submitter or Certifier, you must register for the role on the FFSDCS Module.

The **Request Application Access** page opens. Refer to *Figure 16*.

### Request Application Access

☰ The following is the step-by-step process for requesting a role in a CMS Enterprise Portal application. A summary of each step taken will be shown after each step. You will be presented with all your role related information to review at the last step. Please note that the number of steps and the questions asked will vary depending on the role that you are requesting and your current level of access.

You can review your current roles and pending role requests in [My Access](#).

- 1 Select an Application

Application

FFSDCS

**Application Description:** The Fee for Service Data Collection System (FFSDCS) application collects data related to Medicare Part B reimbursement information.

> [Help Desk Information](#)
- 2 Select a Role
- 3 Enter Reason for Request

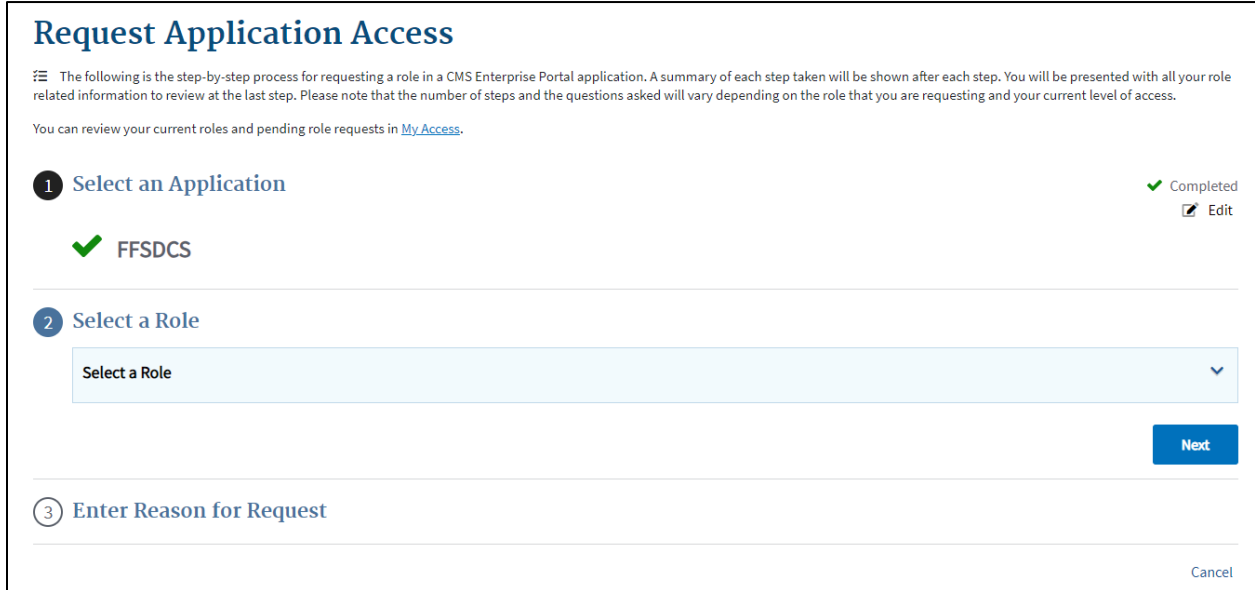
Next

Cancel

**Figure 16: Select User Role/Application Request - Select an Application**

4. Click the **Next** button.

A checkmark displays next to **FFSDCS**; the application automatically moves you to the **Select a Role** section. Refer to *Figure 17*.



**Request Application Access**

The following is the step-by-step process for requesting a role in a CMS Enterprise Portal application. A summary of each step taken will be shown after each step. You will be presented with all your role related information to review at the last step. Please note that the number of steps and the questions asked will vary depending on the role that you are requesting and your current level of access.

You can review your current roles and pending role requests in [My Access](#).

- 1 **Select an Application** ✓ Completed  
✎ Edit
  - ✓ FFSDCS
- 2 **Select a Role**

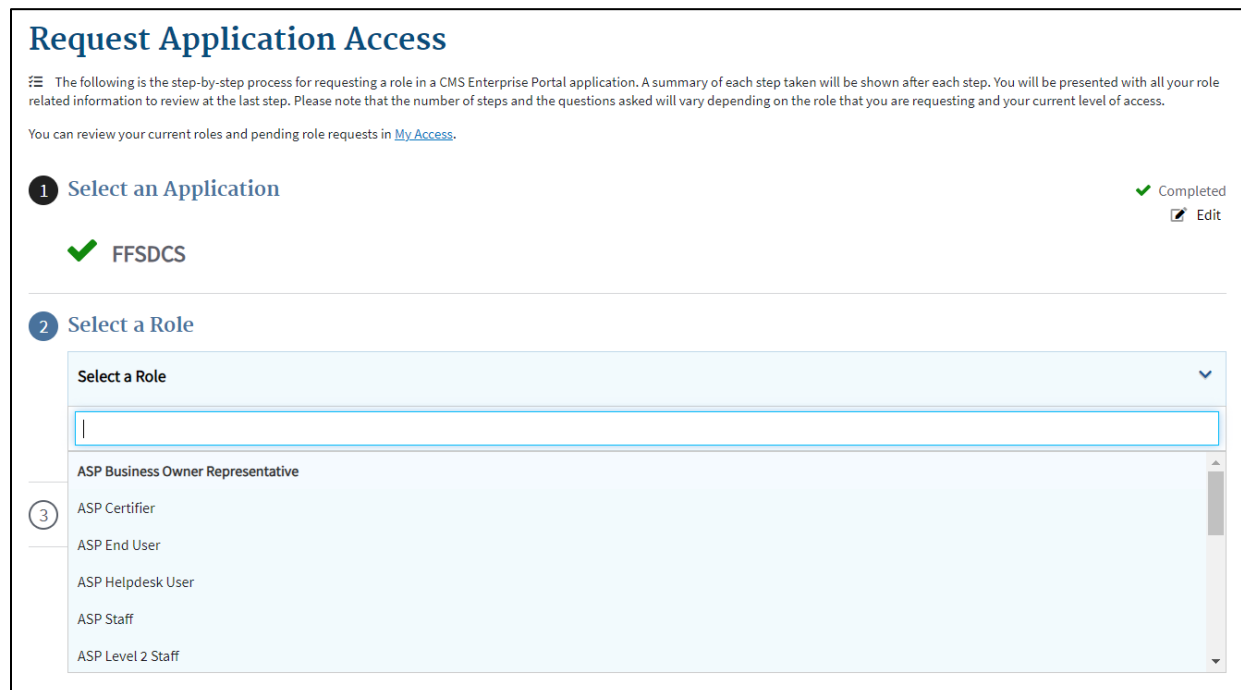
Select a Role

Next
- 3 **Enter Reason for Request**

Cancel

**Figure 17: Select User Role/Application Request - Select a Role**

5. Click the **Select a Role** drop-down; scroll or search for your application. Refer to *Figure 18*.



**Request Application Access**

The following is the step-by-step process for requesting a role in a CMS Enterprise Portal application. A summary of each step taken will be shown after each step. You will be presented with all your role related information to review at the last step. Please note that the number of steps and the questions asked will vary depending on the role that you are requesting and your current level of access.

You can review your current roles and pending role requests in [My Access](#).

- 1 **Select an Application** ✓ Completed  
✎ Edit
  - ✓ FFSDCS
- 2 **Select a Role**

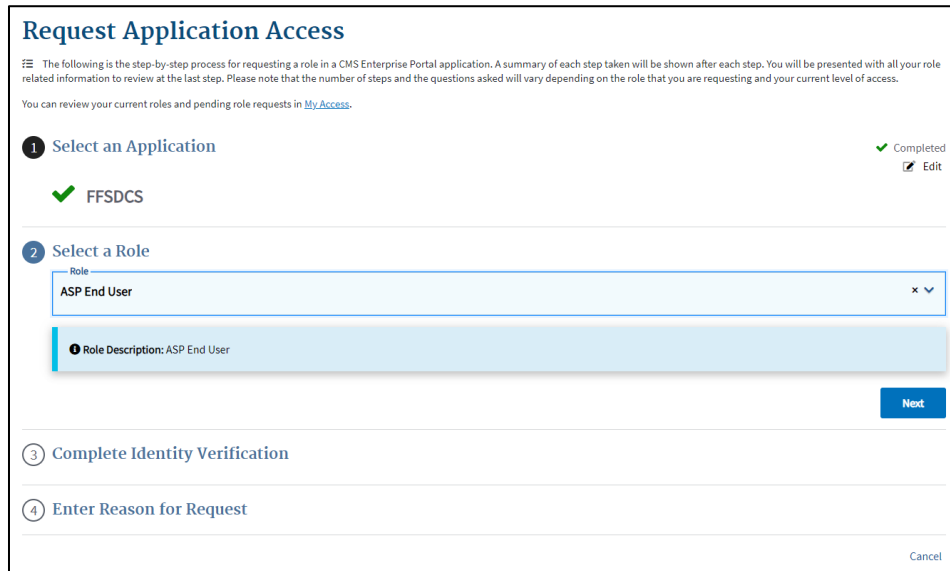
Select a Role

ASP Business Owner Representative  
ASP Certifier  
ASP End User  
ASP Helpdesk User  
ASP Staff  
ASP Level 2 Staff
- 3 **Enter Reason for Request**

**Figure 18: Select User Role/Application Request - Select a Role Drop-down**

6. Select the correct role for the application. For example:
  - a. If you are an ASP Submitter, click the **Role** drop-down and select **ASP End User** as your role. ASP Submitters can only submit data.
  - b. If you are an ASP Certifier, click the **Role** drop-down and select **ASP Certifier**. ASP Certifiers can only certify data.

For example, the user has selected the **ASP End User** (Submitter) role in *Figure 19*.



**Request Application Access**

The following is the step-by-step process for requesting a role in a CMS Enterprise Portal application. A summary of each step taken will be shown after each step. You will be presented with all your role related information to review at the last step. Please note that the number of steps and the questions asked will vary depending on the role that you are requesting and your current level of access.

You can review your current roles and pending role requests in [My Access](#).

- 1 Select an Application ✓ Completed  
✎ Edit
  - ✓ FFSDCS
- 2 Select a Role ✓ Completed  
✎ Edit

Role

ASP End User

Role Description: ASP End User

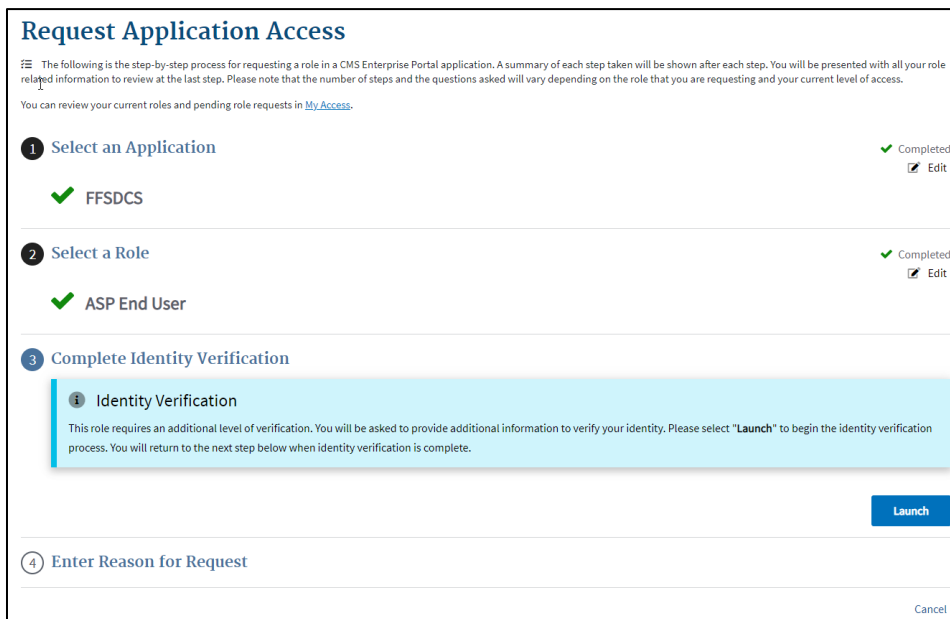
**Next**
- 3 Complete Identity Verification
- 4 Enter Reason for Request

[Cancel](#)

**Figure 19: Select User Role/Application Request - Selected Role as ASP End User**

7. Click the **Next** button to confirm your role.

A checkmark displays next to your selected role; the application automatically moves you to the **Complete Identity Verification** section. Refer to *Figure 20*.



**Request Application Access**

The following is the step-by-step process for requesting a role in a CMS Enterprise Portal application. A summary of each step taken will be shown after each step. You will be presented with all your role related information to review at the last step. Please note that the number of steps and the questions asked will vary depending on the role that you are requesting and your current level of access.

You can review your current roles and pending role requests in [My Access](#).

- 1 Select an Application ✓ Completed  
✎ Edit
  - ✓ FFSDCS
- 2 Select a Role ✓ Completed  
✎ Edit
  - ✓ ASP End User
- 3 Complete Identity Verification
 

**Identity Verification**

This role requires an additional level of verification. You will be asked to provide additional information to verify your identity. Please select "Launch" to begin the identity verification process. You will return to the next step below when identity verification is complete.

**Launch**
- 4 Enter Reason for Request

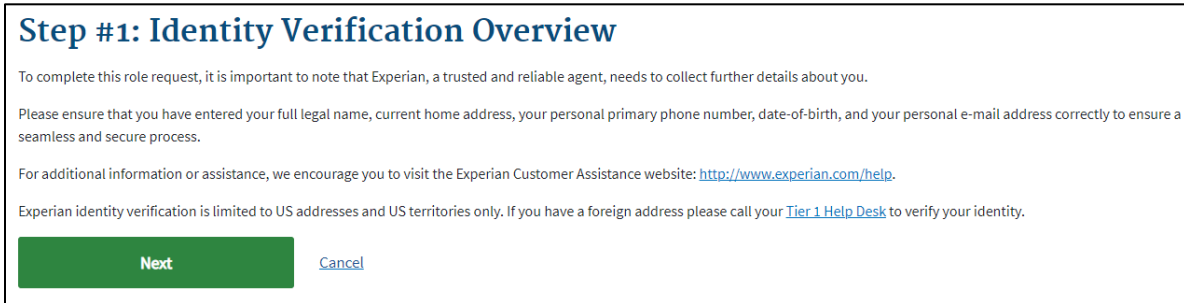
[Cancel](#)

**Figure 20: Select User Role/Application Request - Complete Identity Verification**



8. Click the **Launch** button.

The **Step #1: Identity Verification Overview** page opens. Refer to *Figure 21*.



**Step #1: Identity Verification Overview**

To complete this role request, it is important to note that Experian, a trusted and reliable agent, needs to collect further details about you.

Please ensure that you have entered your full legal name, current home address, your personal primary phone number, date-of-birth, and your personal e-mail address correctly to ensure a seamless and secure process.

For additional information or assistance, we encourage you to visit the Experian Customer Assistance website: <http://www.experian.com/help>.

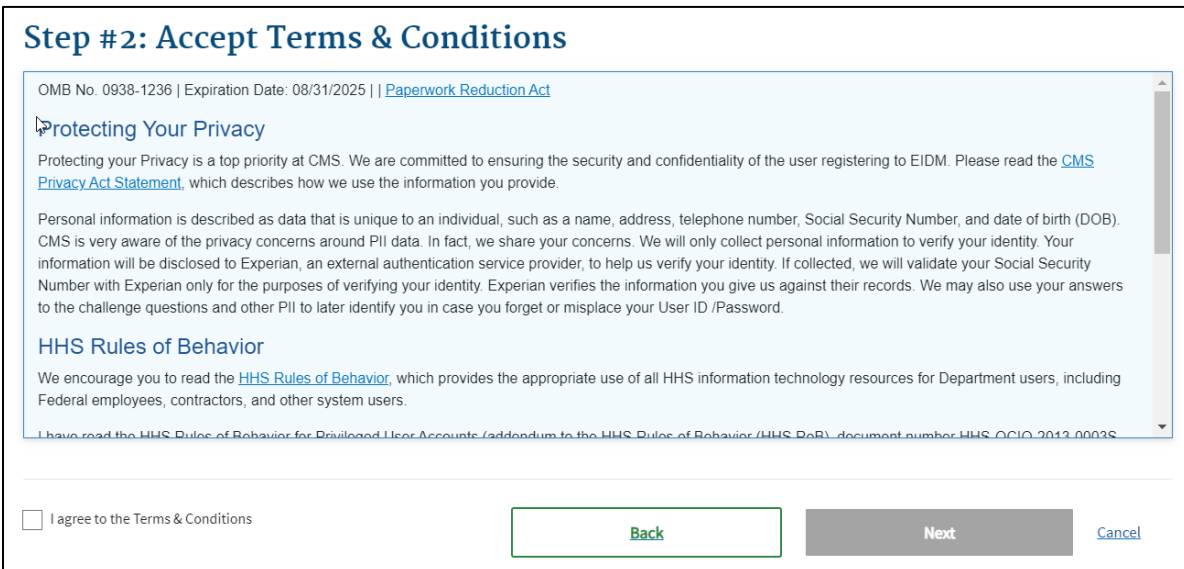
Experian identity verification is limited to US addresses and US territories only. If you have a foreign address please call your [Tier 1 Help Desk](#) to verify your identity.

**Next** [Cancel](#)

**Figure 21: Select User Role/Application Request - Step #1: Identity Verification Overview**

9. Read the **Identity Verification Overview** to gain an understanding of your privacy as well as the process Experian Credit Bureau uses to accurately confirm the identity of users; click **Next**.

The **Step #2: Accept Terms & Conditions** page opens. Refer to *Figure 22*.



**Step #2: Accept Terms & Conditions**

OMB No. 0938-1236 | Expiration Date: 08/31/2025 | [Paperwork Reduction Act](#)

**Protecting Your Privacy**

Protecting your Privacy is a top priority at CMS. We are committed to ensuring the security and confidentiality of the user registering to EIDM. Please read the [CMS Privacy Act Statement](#), which describes how we use the information you provide.

Personal information is described as data that is unique to an individual, such as a name, address, telephone number, Social Security Number, and date of birth (DOB). CMS is very aware of the privacy concerns around PII data. In fact, we share your concerns. We will only collect personal information to verify your identity. Your information will be disclosed to Experian, an external authentication service provider, to help us verify your identity. If collected, we will validate your Social Security Number with Experian only for the purposes of verifying your identity. Experian verifies the information you give us against their records. We may also use your answers to the challenge questions and other PII to later identify you in case you forget or misplace your User ID /Password.

**HHS Rules of Behavior**

We encourage you to read the [HHS Rules of Behavior](#), which provides the appropriate use of all HHS information technology resources for Department users, including Federal employees, contractors, and other system users.

[I have read the HHS Rules of Behavior for Privileged User Accounts \(addendum to the HHS Rules of Behavior \(HHS DoB\) document number HHS-OCIO-2013-0003S](#)

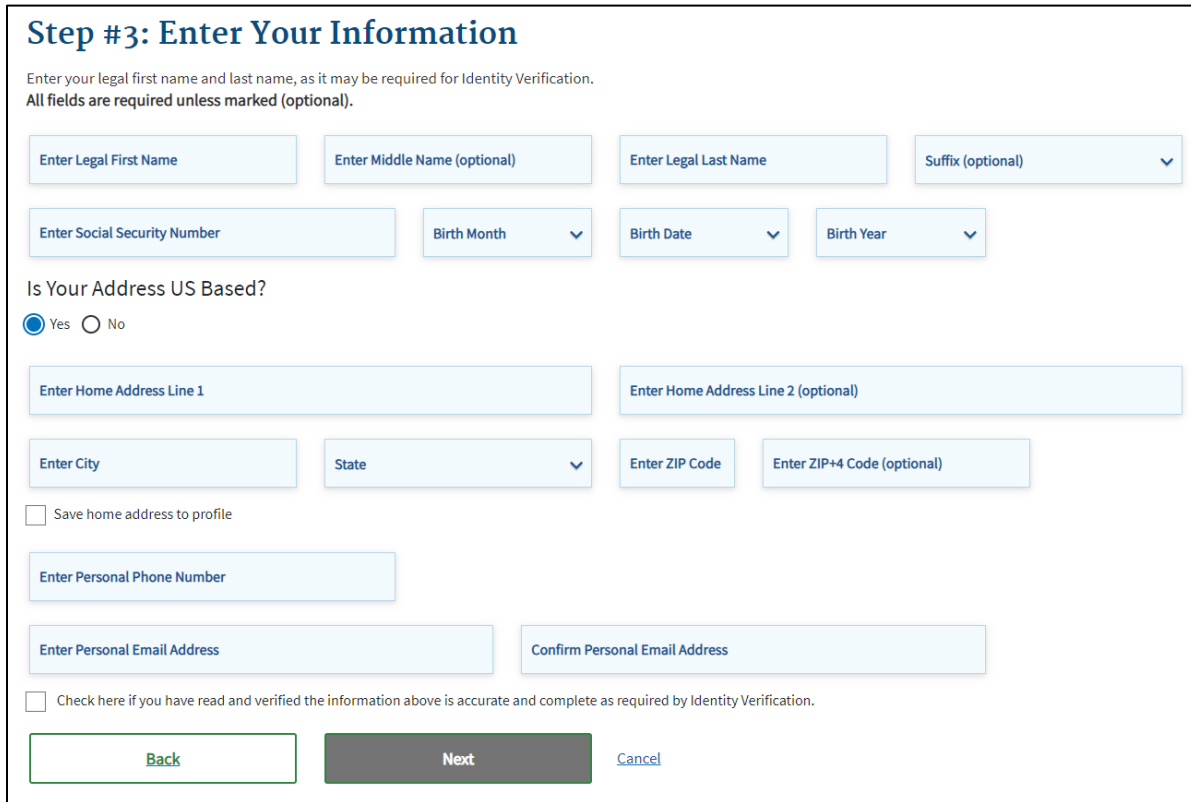
☐ I agree to the Terms & Conditions

**Back** **Next** [Cancel](#)

**Figure 22: Select User Role/Application Request - Step #2: Accept Terms & Conditions**

10. Read the terms and conditions derived from the [Paperwork Reduction Act of 1995](#), consisting of three sections: Protecting Your Privacy, HHS Rules of Behavior, and Identity Verification.
11. If you agree to the terms and conditions, select the **I agree to the Terms & Conditions** checkbox; click **Next**.

The **Step #3: Enter Your Information** page opens. Refer to *Figure 23*.



**Step #3: Enter Your Information**

Enter your legal first name and last name, as it may be required for Identity Verification.  
All fields are required unless marked (optional).

Enter Legal First Name Enter Middle Name (optional) Enter Legal Last Name Suffix (optional) ▼

Enter Social Security Number Birth Month ▼ Birth Date ▼ Birth Year ▼

Is Your Address US Based?  
☒ Yes ☐ No

Enter Home Address Line 1 Enter Home Address Line 2 (optional)

Enter City State ▼ Enter ZIP Code Enter ZIP+4 Code (optional)

☐ Save home address to profile

Enter Personal Phone Number

Enter Personal Email Address Confirm Personal Email Address

☐ Check here if you have read and verified the information above is accurate and complete as required by Identity Verification.

[Back](#) [Next](#) [Cancel](#)


**Figure 23: Select User Role/Application Request - Enter Your Information**

12. Enter your information in all required fields.

**Note:** Once you complete all fields, ensure the checkmark is present at the bottom of the page before moving on.

13. Click **Next**.

The **Multi-Factor Authentication Information** page opens. Refer to *Figure 24*.



CMS.gov My Enterprise Portal

Multi-Factor Authentication Information

To protect your privacy, you will need to add an additional level of security to your account. This will entail successfully registering your Phone, Computer or E-mail, before continuing the role request process.

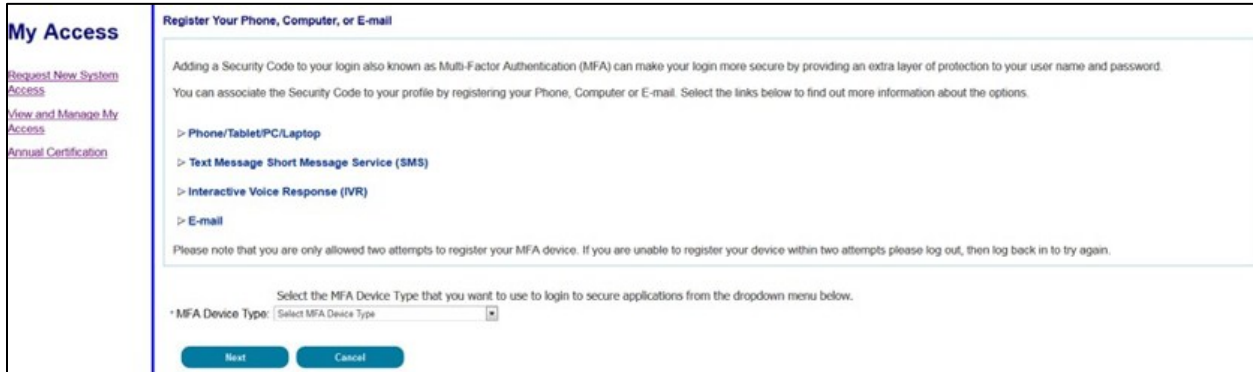
To continue this process, please select 'Next'.

[Next](#) [Cancel](#)

**Figure 24: Select User Role/Application Request - MFA Information**

14. Read the message about MFA information; click **Next** to continue.

The **Register Your Phone, Computer, or Email** page opens. Refer to *Figure 25*.



**My Access**

[Request New System Access](#)  
[View and Manage My Access](#)  
[Annual Certification](#)

**Register Your Phone, Computer, or E-mail**

Adding a Security Code to your login also known as Multi-Factor Authentication (MFA) can make your login more secure by providing an extra layer of protection to your user name and password. You can associate the Security Code to your profile by registering your Phone, Computer or E-mail. Select the links below to find out more information about the options.

- > Phone/Tablet/PC/Laptop
- > Text Message Short Message Service (SMS)
- > Interactive Voice Response (IVR)
- > E-mail

Please note that you are only allowed two attempts to register your MFA device. If you are unable to register your device within two attempts please log out, then log back in to try again.

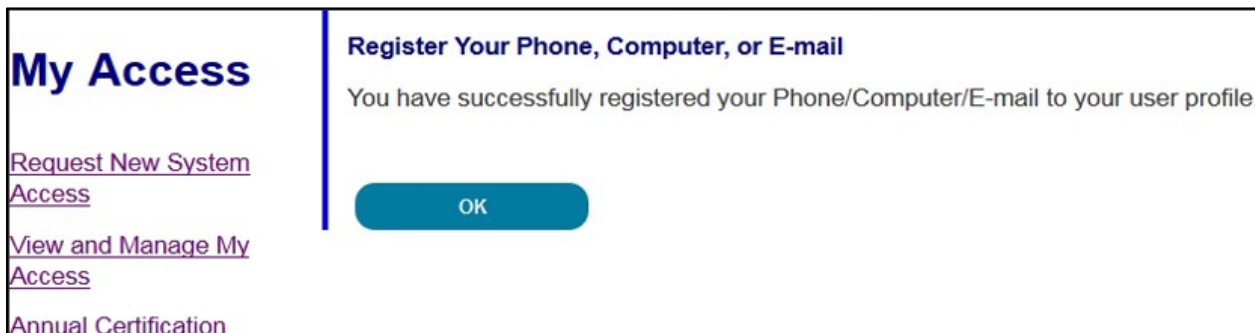
Select the MFA Device Type that you want to use to login to secure applications from the dropdown menu below.

\* MFA Device Type:

Figure 25: Select User Role/Application Request - Register Your Phone, Computer, or Email

15. Select a device from the **MFA Device Type** drop-down. Enter any required information requested for the selected device; click **Next**.

A message opens indicating the system successfully registered your device. Refer to *Figure 26*.



**My Access**

[Request New System Access](#)  
[View and Manage My Access](#)  
[Annual Certification](#)

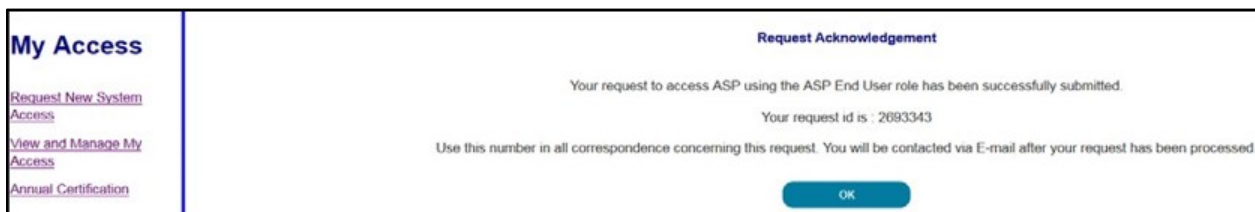
**Register Your Phone, Computer, or E-mail**

You have successfully registered your Phone/Computer/E-mail to your user profile

Figure 26: Select User Role/Application Request - Successfully Registered MFA Device

16. Click **OK**.

A **Request Acknowledgement** page opens. Refer to *Figure 27*.



**My Access**

[Request New System Access](#)  
[View and Manage My Access](#)  
[Annual Certification](#)

**Request Acknowledgement**

Your request to access ASP using the ASP End User role has been successfully submitted.

Your request id is : 2693343

Use this number in all correspondence concerning this request. You will be contacted via E-mail after your request has been processed

Figure 27: Select User Role/Application Request - Request Acknowledgement

17. Read the **Request Acknowledgement** statement; click **OK**.

**Note:** Following submission of your Portal Application role request, you can view or cancel any pending requests via the **My Access** menu options. The appropriate personnel will review your request; you will receive a notification once they approve or reject the request. It may take up to 72 hours (three days) to receive an email notification.

## 5. Technical Support Contact Information

Contact the FFSDCS (ASP) Application Helpdesk for issues such as:

- Account unlock
- Password reset
- Registration process questions
- System availability escalations

*Table 1* provides contact information for technical support.

**Table 1: Technical Support Contacts**

Email Address	Phone Number	Hours
<a href="mailto:ASPHelpDesk@dcca.com">ASPHelpDesk@dcca.com</a>	1-844-876-0765	9:00 a.m. to 6:00 p.m. Eastern Standard Time (EST), Monday through Friday

## Appendix A: Revision History

Table 2 provides a revision history for this document.

**Table 2: Revision History**

Version Number	Date	Author/Editor	Description of Change
1.0	03/15/2024	Index Analytics/DCCA	Initial version of ASP Data Collection System Registration User Guide
2.0	08/08/2025	Index Analytics/DCCA	<ul style="list-style-type: none"><li>• Updated based on updates to the ASP Data Collection System.</li><li>• Made various font, grammatical, punctuation, shading, formatting, date, version, pagination, glossary, and alignment corrections.</li></ul>

## Appendix B: Glossary

Table 3 provides a list of terms, acronyms, and definitions in this document.

**Table 3: Glossary**

Expanded Form	Acronym/Term	Definition
Average Sales Price	ASP	ASP refers to the price at which an organization typically sells a certain class of good or service. CMS uses manufacturer-reported ASPs, based on manufacturers' actual quarterly drug sales, to calculate provider payment amounts for these drugs. Federal law defines the price.
Centers for Medicare & Medicaid Services	CMS	CMS is a federal agency within the U.S. Department of Health and Human Services that administers the Medicare program and works in partnership with state governments to administer Medicaid, the State Children's Health Insurance Program, and health insurance portability standards.
Chief Executive Officer	CEO	A CEO is the highest-ranking officer or Administrator in charge of management with a corporation.
Chief Financial Officer	CFO	A CFO is the corporate executive having financial authority to make appropriations and authorize expenditures for a firm.
Eastern Standard Time	EST	EST is the standard time in the 5th time zone west of Greenwich, reckoned at the 75th meridian. This time zone is in the eastern part of the United States.
Experian	NA	Experian is a global credit information group.
Fee-for-Service Data Collection System	FFSDCS	The FFSDCS is an instrument to collect cost, revenue, utilization, and other information for FFS claims.
Identity Management	IDM	IDM is the process of managing user access to data.
Interactive Voice Response	IVR	IVR is a technology that allows a computer to detect voice and DTMF keypad inputs.
Medicare	NA	Medicare is the federal system of health insurance for people over 65 years of age and for certain younger people with disabilities.
Medicare Modernization Act	MMA	The MMA, or Medicare Prescription Drug, Improvement, and Modernization Act, is a federal law.
Medicare Part B	NA	Medicare Part B is the part of Medicare that covers doctor services, outpatient hospital care, and other medical services that Part A does not cover such as physical and occupational therapy, X-rays, medical equipment, or limited ambulance service.
Multifactor Authentication	MFA	MFA is a security system that implements more than one form of authentication to verify the legitimacy of a transaction.

Expanded Form	Acronym/Term	Definition
Okta	NA	Okta is an enterprise-grade, identity management service, built for the cloud, but compatible with many on-premises applications.
One-Time Password	OTP	An OTP is a password that is valid for only one login session or transaction.
Personally Identifiable Information	PII	PII is information that identifies or describes an individual, including but not limited to name, address, telephone number, Social Security Number, credit card number, and personal characteristics that make individual identity easily discoverable.
Short Message Service	SMS	SMS is a text messaging service component of phone, web, or mobile communication systems. It uses standardized communication protocols to allow fixed-line or mobile phone devices to exchange short text messages.

## Appendix C: Figures and Tables

### List of Figures

Figure 1: CMS Enterprise Portal - Login Page.....	1
Figure 2: New User Registration - Select Your Application Drop-down .....	2
Figure 3: New User Registration - Terms & Conditions .....	2
Figure 4: New User Registration - Step #2 Register Your Information.....	3
Figure 5: New User Registration - Step #3 Create User ID & Password.....	3
Figure 6: New User Registration - Security Question/Answer Page .....	5
Figure 7: New User Registration - Summary .....	6
Figure 8: New User Registration Confirmation .....	7
Figure 9: Logging in Using MFA - FFSDCS Module Login Page .....	7
Figure 10: Logging in Using MFA - Select MFA Device Type Drop-Down .....	8
Figure 11: Logging in Using MFA - MFA Code .....	9
Figure 12: Logging in Using MFA - Confirmation Code in Email .....	10
Figure 13: Logging in Using MFA - My Portal Landing Page .....	10
Figure 14: Select User Role/Application Request - Request Application Access .....	11
Figure 15: Select User Role/Application Request - Select an Application Drop-down .....	12
Figure 16: Select User Role/Application Request - Select an Application.....	12
Figure 17: Select User Role/Application Request - Select a Role.....	13
Figure 18: Select User Role/Application Request - Select a Role Drop-down .....	13
Figure 19: Select User Role/Application Request - Selected Role as ASP End User .....	14
Figure 20: Select User Role/Application Request - Complete Identity Verification.....	14
Figure 21: Select User Role/Application Request - Step #1: Identity Verification Overview .....	15
Figure 22: Select User Role/Application Request - Step #2: Accept Terms & Conditions.....	15
Figure 23: Select User Role/Application Request - Enter Your Information .....	16
Figure 24: Select User Role/Application Request - MFA Information.....	16
Figure 25: Select User Role/Application Request - Register Your Phone, Computer, or Email..	17
Figure 26: Select User Role/Application Request - Successfully Registered MFA Device .....	17
Figure 27: Select User Role/Application Request - Request Acknowledgement.....	17

### List of Tables

Table 1: Technical Support Contacts .....	18
Table 2: Revision History .....	19
Table 3: Glossary .....	20