508 Compliant Version

EDGE Server Registration – Access Site

Introduction

The EDGE server video series provides both issuers and Third Party Administrators video demonstrations on how to complete the required tasks as part of operating an EDGE server. These videos will guide you through all of the tasks you need to complete as part of registering for an EDGE server, provisioning an EDGE server, and processing files on your EDGE server. As you can see, the videos are grouped depending on whether you are operating an Amazon EDGE server or On-Premise EDGE server, and whether your server will be self-hosted or hosted by a TPA. Issuers and TPAs operating an Amazon EDGE server or an On-Premise Edge server should access and view the videos listed here. All of these videos and their accompanying job aids can be found on REGTAP.

Hello and welcome to this video tutorial on how to access the EDGE Server Registration Site. While this video will only demonstrate how to access the EDGE server site, other videos on how to submit an EDGE Server request have been made available. After viewing this video, please refer to the additional videos for Issuers and TPAs on the specific functions you will perform on the site. The tutorial is intended for both Amazon EDGE and On-Premise EDGE server issuers and third party administrators. All issuers and TPAs will need to access the HIOS portal through the CMS Enterprise Portal to login to the EDGE Server Registration Site. For more information on EDGE server registration, see the EDGE Server Registration Job Aid on REGTAP.

Step 1:

- To access the site, navigate to the CMS Enterprise Portal homepage at portal.cms.gov
- Once there, click the **Login to CMS Secure Portal** button on the right side of the page.

Step 2:

- Read through the Terms and Conditions, and then click the **I Accept** button if you accept.

Step 3:

- Now enter your HIOS User ID and Password and then click the **Log In** button.

Step 4:

- From the portal homepage, click the **HIOS** button at the top left.

Step 5:

- Next, click the **Access Plan Management & Market Wide Functions link under Plan Management and Market Wide Functions at the bottom.**

Step 6:

- This will bring you to the HIOS homepage.
- On this page, click the **EDGE Server Management** option from the menu on the left side of the page.

Step 7:

- From the EDGE Server Management tab in HIOS, click the **Access the EDGE Server Management Application** link.

Step 8:

- Once you've successfully logged into the site, you will see your EDGE Server Homepage with your Server Request inbox.
- **This screen will allow you to view and track the status of all EDGE server requests.**
- The homepage screen is role-specific and the appearance and functionality will vary depending on whether you are an Issuer Submitter, Issuer Approver or TPA submitter.

Conclusion

This completes the Accessing EDGE Server Registration Site video. Please refer to the additional tutorials for Issuers and TPAs for using the EDGE Server Registration Site. Additional resources can be found on REGTAP. For EDGE server support, please send all requests to the CMS Help Desk by emailing: CMS_FEPS@cms.hhs.gov or call 1-855-CMS-1515.