



Centers for Medicare & Medicaid Services

EDGE Server Status

Web Form Guide

March 2018

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Resources

The following EDGE Server Status resources are available for review or download:

- EDGE Server Status Web Form:
<https://acapaymentoperations.secure.force.com/EDGEServerStatus>
- EDGE Server Contact Database:
<https://acapaymentoperations.secure.force.com/EdgeContactDatabase>
- EDGE Server Status webinar training materials in the REGTAP Library in the “Distributed Data Collection for RI and RA/Edge Server” Program Area: <https://www.regtap.info>

1. Introduction

Issuers are required, each benefit year, to report the status of their EDGE server or provide an explanation regarding why data will not be submitted for the identified HIOS ID(s) by market. The EDGE Server Status web form allows issuers to report the status of their company’s EDGE server participation in the risk adjustment program for the 2017 benefit year. The web form also allows issuers to report new HIOS ID(s) that are subject to the HHS-operated risk adjustment program.

The EDGE Server Status web form link will be emailed to company CEO Designates and Alternate CEO Designates. If your company’s CEO Designate or Alternate CEO Designate has changed, you must update the contact information in the EDGE Server Contact Database web form.

This document is a step-by-step guide to log in, complete, and submit the EDGE Server Status web form for the 2017 benefit year.



Note: The web form is optimized for use with Google Chrome™ or Firefox®. Some form features, such as error messaging, may not function properly in Internet Explorer®.

1.1. Submission Windows

There are three (3) EDGE server status submission windows for the 2017 Benefit Year, as outlined in Table 1.

Table 1: EDGE Server Status Web Form Submission Windows

Submission Window	Purpose	Submission Dates	Reference
1	Submit 2017 EDGE server status	August 14, 2017 – August 25, 2017	Section 2
2	Update 2017 EDGE server status	December 19, 2017 – January 3, 2018	Section 3
3	Final 2017 EDGE server status – submit Risk Adjustment Default Charge (RADCh) information	March 1, 2018 – April 13, 2018	Section 4

2. Submission Window 1

Submission Window 1 is open August 14, 2017 – August 25, 2017 at 11:59 p.m. Eastern Time (ET). During this submission window, all issuers are required to report the status of their EDGE server or provide an explanation regarding why data will not be submitted for the identified HIOS ID(s) by market.

2.1. Welcome Page

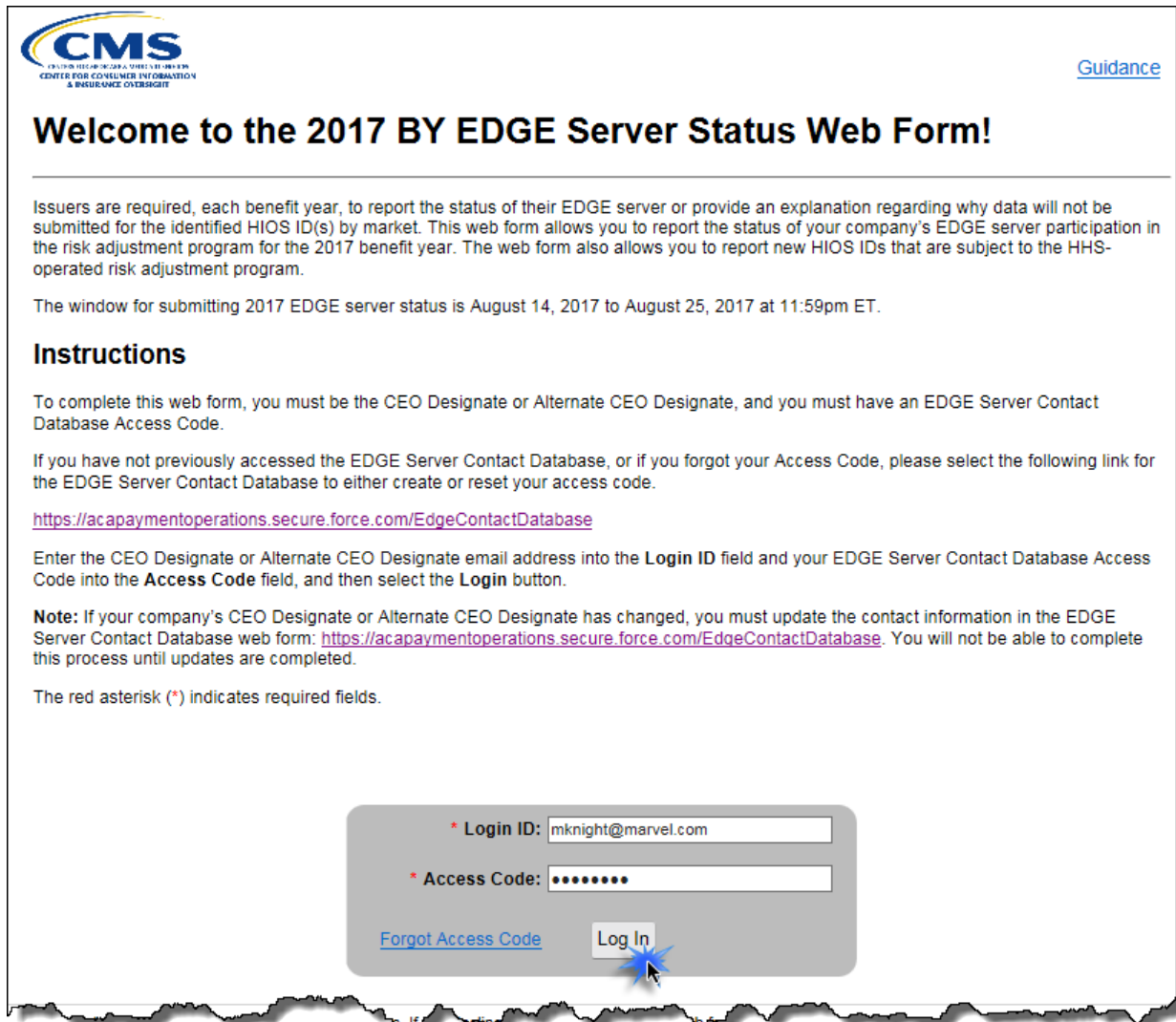
Upon selecting the web form link in the invitation email, you are directed to the Welcome page, as shown in Figure 1. Refer to Table 2 to determine how to proceed in the web form.

Table 2: Log In Selection

If	Then
You have an EDGE Server Contact Database Access Code,	Proceed to Section 2.1.1 to log in with the Access Code.
You have not created an EDGE Server Contact Database Access Code OR you need to reset your Access Code,	Select the EDGE Server Contact Database Web Form link to create or reset your Access Code.

If	Then
You have forgotten your EDGE Server Contact Database Access Code,	Select the Forgot Access Code link to reset your Access Code.

Figure 1: Welcome Page



The screenshot shows the welcome page for the 2017 BY EDGE Server Status Web Form. It includes the CMS logo, a "Guidance" link, and a heading "Welcome to the 2017 BY EDGE Server Status Web Form!". The page contains instructions for users, including a deadline for submission (August 14, 2017 to August 25, 2017 at 11:59pm ET). It also provides a link to the EDGE Server Contact Database and a login form with fields for Login ID and Access Code, along with a "Forgot Access Code" link and a "Log In" button.

Welcome to the 2017 BY EDGE Server Status Web Form!

Issuers are required, each benefit year, to report the status of their EDGE server or provide an explanation regarding why data will not be submitted for the identified HIOS ID(s) by market. This web form allows you to report the status of your company's EDGE server participation in the risk adjustment program for the 2017 benefit year. The web form also allows you to report new HIOS IDs that are subject to the HHS-operated risk adjustment program.

The window for submitting 2017 EDGE server status is August 14, 2017 to August 25, 2017 at 11:59pm ET.

Instructions

To complete this web form, you must be the CEO Designate or Alternate CEO Designate, and you must have an EDGE Server Contact Database Access Code.

If you have not previously accessed the EDGE Server Contact Database, or if you forgot your Access Code, please select the following link for the EDGE Server Contact Database to either create or reset your access code.

<https://acapaymentoperations.secure.force.com/EdgeContactDatabase>

Enter the CEO Designate or Alternate CEO Designate email address into the **Login ID** field and your EDGE Server Contact Database Access Code into the **Access Code** field, and then select the **Login** button.

Note: If your company's CEO Designate or Alternate CEO Designate has changed, you must update the contact information in the EDGE Server Contact Database web form: <https://acapaymentoperations.secure.force.com/EdgeContactDatabase>. You will not be able to complete this process until updates are completed.

The red asterisk (*) indicates required fields.

Login Form:

- * Login ID:
- * Access Code:
- [Forgot Access Code](#)
-

2.1.1. Log In With Access Code

Follow the steps below to log in to the web form using your EDGE Server Database Access Code, as shown in Figure 2.

1. Enter the CEO Designate or Alternate CEO Designate email address in the **Login ID** field.

2. Enter the EDGE Server Contact Database Access Code for your company in the **Access Code** field.
3. Select the **Log In** button. You will be directed to the Contact Information page of the web form.

Figure 2: Log In with Access Code



The screenshot shows a login form with two input fields. The first field is labeled '* Login ID:' and contains the text 'mknight@marvel.com'. The second field is labeled '* Access Code:' and contains ten dots. Below the first field is a blue hyperlink that says 'Forgot Access Code'. To the right of the second field is a button labeled 'Log In'. A blue starburst graphic is positioned over the 'Log In' button, indicating it should be clicked.

2.2. Contact Information Page

The Contact Information page collects Alternate Contact information, as shown in Figure 3. The Submitter contact information is pulled from the EDGE Server Contact Database and will be displayed with the Alternate Contact on the Summary page.

1. Enter the Alternate Contact Information:
 - First Name
 - Last Name
 - Email Address
 - Job Title
 - Phone Number
 - Phone Extension (optional)



Note: The Alternate Contact and Submitter Contact information must be different.

2. Select the **Continue** button. You will be directed to the Third Party Administrator page.

Figure 3: Contact Information Page

Contact Information

Instructions

Enter the **Alternate Contact Information** in the fields provided. Contact information, pulled from the EDGE Server Contact Database, includes the Submitter contact information for this web form. The Submitter and Alternate Contact must be different.

Note: Alternate Contact and Submitter Contact information will be displayed on the Summary page.

The red asterisk (*) indicates required fields.

Alternate Contact Information

* First Name:

* Last Name:

* Email Address:

* Job Title:

* Phone Number:

Phone Extension:

2.3. Third Party Administrator Page

Complete the Third Party Administrator page by answering the question, “Is your company working with a Third Party Administrator (TPA) or other third party to support EDGE server operations?”, as shown in Figure 4.

1. Select **Yes** or **No** to the question, “Is your company working with a Third Party Administrator (TPA) or other third party to support EDGE server operations?”

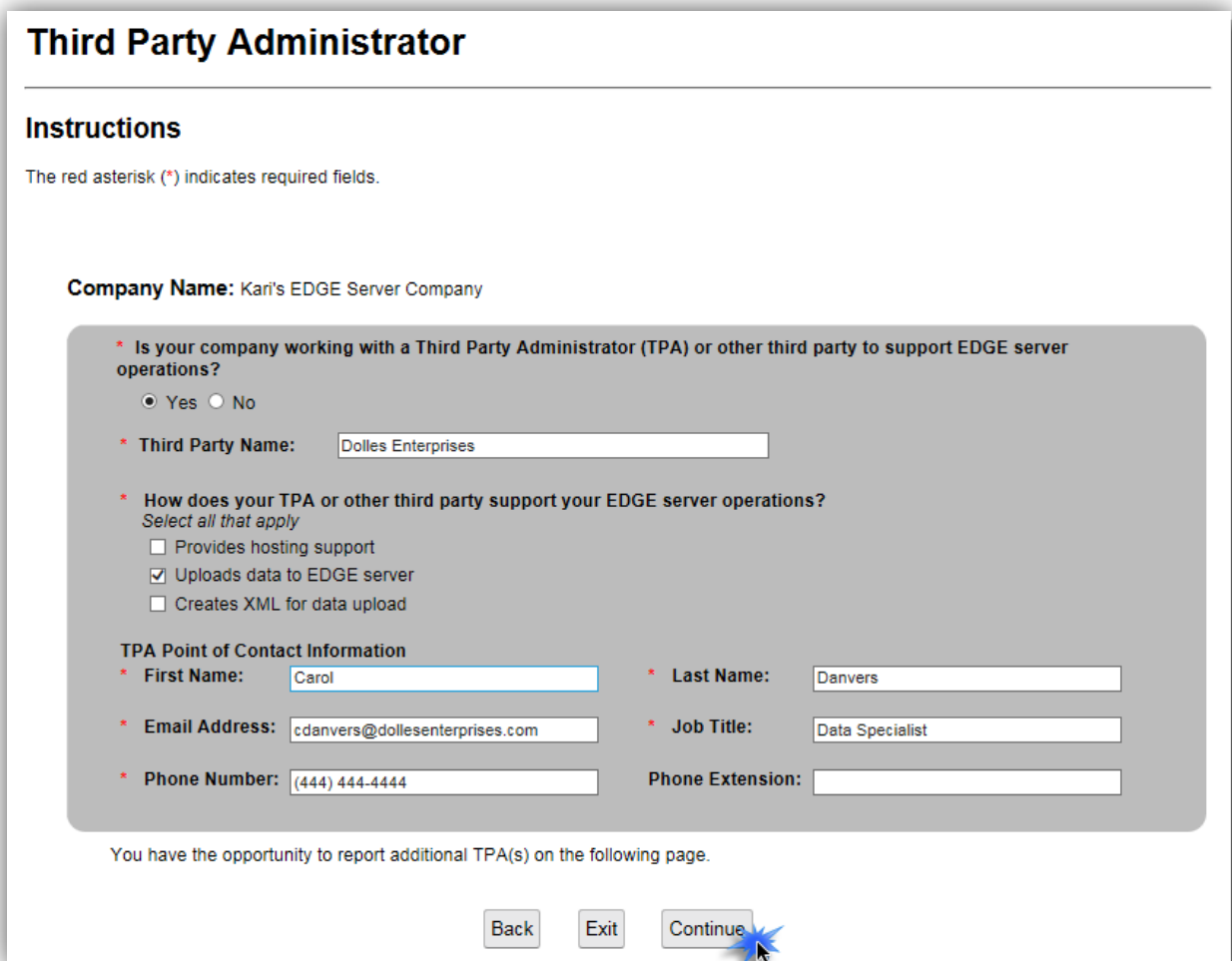
Table 3: Third Party Administrator Decision Table

If	Then
Yes is selected in Step 1,	Continue to Step 2.
No is selected in Step 1,	Continue to Step 5.

2. Enter the TPA name.
3. Answer the question, “How does your TPA or other third party support your EDGE server operations? (Select all that apply.)

- Provides hosting support
 - Uploads data to EDGE server
 - Creates XML for data upload
4. Enter TPA Point of Contact Information:
- First Name
 - Last Name
 - Email Address
 - Job Title
 - Phone Number
 - Phone Extension (optional)
5. Select the **Continue** button.

Figure 4: Third Party Administrator Page



Third Party Administrator

Instructions

The red asterisk (*) indicates required fields.

Company Name: Kari's EDGE Server Company

* Is your company working with a Third Party Administrator (TPA) or other third party to support EDGE server operations?

☒ Yes ☐ No

* Third Party Name:

* How does your TPA or other third party support your EDGE server operations?
Select all that apply

☐ Provides hosting support
☒ Uploads data to EDGE server
☐ Creates XML for data upload

TPA Point of Contact Information

* First Name: Carol	* Last Name: Danvers
* Email Address: cdanvers@dollesenterprises.com	* Job Title: Data Specialist
* Phone Number: (444) 444-4444	Phone Extension:

You have the opportunity to report additional TPA(s) on the following page.

2.3.1. Additional TPA Page

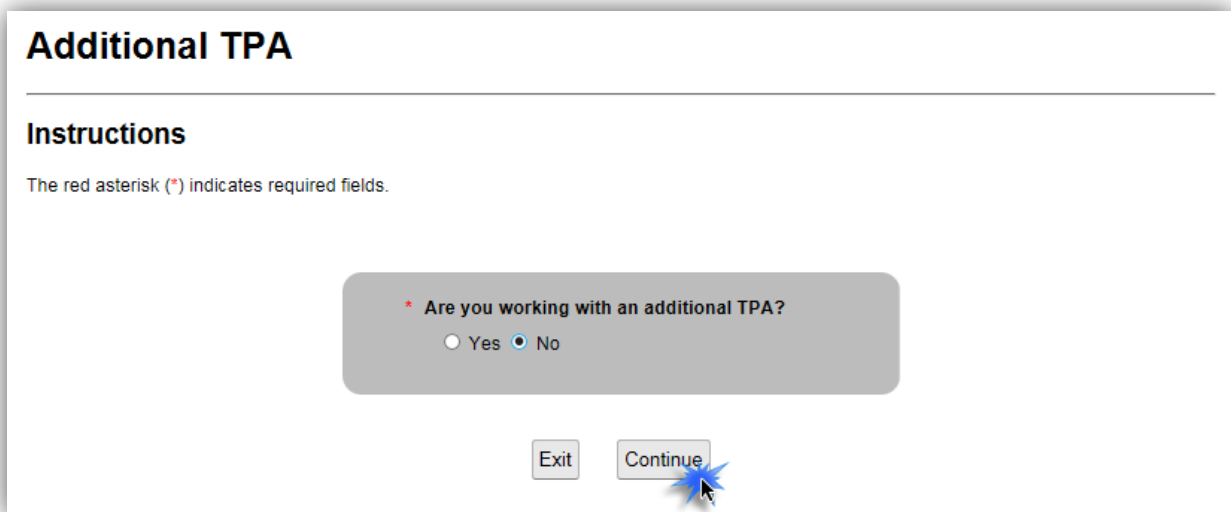
The Additional TPA page allows for the entry of additional TPAs or other third party vendors with whom your company is working to support EDGE server operations (see Figure 5). This page only opens after entering TPA information on the Third Party Administrator page.

1. Select **Yes** or **No** to the question, “Are you working with any additional TPAs?”
2. Select the **Continue** button. See Table 4 for navigation from the Additional TPA page.

Table 4: Navigation from the Additional TPA Page

If	Then
Yes is selected in Step 1,	You will be directed to the Third Party Administrator page (see Section 2.3).
No is selected in Step 1,	You will be directed to the 2017 EDGE Markets page (see Section 2.4).

Figure 5: Additional TPA Page



Additional TPA

Instructions

The red asterisk (*) indicates required fields.

* Are you working with an additional TPA?

☐ Yes ☒ No

2.4. 2017 EDGE Markets Page

The 2017 EDGE Markets page lists the HIOS ID(s) associated with your company's CEO Designate in a table, as shown in Figure 6.

1. For each HIOS ID listed, select the market(s) for which ACA-compliant plans are being offered and/or providing coverage for the 2017 Benefit Year. At least one (1) market must be selected for each HIOS ID.

Select the **Apply to All** button to populate the entire column if a plan offered and/or providing coverage in that market is applicable to all HIOS IDs in that column.

2. Select the **Continue** button. You will be directed to the 2017 EDGE Server Status page.



Note: The option to include an additional HIOS ID is available from the [Add HIOS ID page](#), see [Section 2.5.1](#).

Figure 6: 2017 EDGE Markets Page

2017 EDGE Markets

Instructions

Select the market(s) for the HIOS ID(s) offering ACA-compliant plans providing coverage for the 2017 benefit year in the table below.

Select the **Apply to All** button to populate the entire column if a plan offered and/or providing coverage in that market for all HIOS IDs in the table. At least one market requires selection for each HIOS ID.

Company Name: Kari's EDGE Server Company

HIOS ID and Market

HIOS ID	Individual Market ? Apply to All	Small Group Market Apply to All	Merged Market Apply to All	N/A ? Apply to All
44043	☒	☒		☐
44042			☒	☐
44041			☒	☐

2.5. 2017 EDGE Server Status Page

The HIOS ID(s) associated with your company's CEO Designate are listed in the EDGE Server Status table, as shown in Figure 7. Identify the EDGE server status for each HIOS ID and associated market in the table. You will have the opportunity to add an additional HIOS ID from the Add HIOS ID page of the web form.

1. Select a response to the question, "Did you sell or have enrollment in ACA-compliant plans; and therefore, will you have EDGE data to submit for 2017?" See Table 5 for response options for the EDGE Server Status table.

Table 5: EDGE Server Status Table Response and Reason Selections

Response Options	Reason Options
Yes, I intend to submit EDGE data and have more than 500 billable member months.	N/A
Yes, I intend to submit EDGE data and have 500 or fewer billable member months.	N/A
No, I do not intend to submit EDGE data.	Requires selection of a Reason: • Has, or will have, 500 or fewer billable member months statewide in 2017 and will be assessed a lower RADC • Has, or will have, more than 500 billable member months and will be assessed a RADC • Offers only grandfathered, transitional, or large group plans in 2017 • Offers only standalone dental in 2017 • Has no 2017 enrollment in any of its plans that are subject to the risk adjustment program



Note: Inclusion of comments is optional for all response and reason selections.

2. Select the **Continue** button.

Figure 7: 2017 EDGE Server Status Page

2017 EDGE Server Status

Instructions

Select the option that describes your company's EDGE server status for each HIOS ID and associated market in the table below.

- If a HIOS ID has no enrollment, select the **No, I do not intend to submit EDGE data** option and the corresponding reason from the Reason column.
- If a HIOS ID has 500 or fewer billable member months, select the **No, I do not intend to submit EDGE data** option and the corresponding reason from the Reason column.

Note: If a Reason selection includes election of a Risk Adjustment Default Charge (RADC), you will be required to update RADC information during the third submission window.

The red asterisk (*) indicates required fields.

Company Name: Kari's EDGE Server Company

EDGE Server Status

HIOS ID	Market	* Did you sell or have enrollment in ACA-compliant plans; and therefore, will you have EDGE data to submit for 2017?	Reason	Comments
44041	Merged	Yes, I intend to submit EDGE data and have it	--None--	
44042	Merged	Yes, I intend to submit EDGE data and have it	--None--	
44043	Individual	Yes, I intend to submit EDGE data and have it	--None--	
44043	Small Group	Yes, I intend to submit EDGE data and have it	--None--	

Note: You have the opportunity to indicate if you have additional HIOS ID(s) to report on the following page.

2.5.1. Add HIOS ID Page

The Add HIOS ID page (see Figure 8) allows for entry of an additional HIOS ID not included in the EDGE Server Status table on the 2017 EDGE Server Status page of the web form.

- Select **Yes** or **No** to the question, "Is there an additional HIOS ID associated with this CEO Designate for which you will have EDGE data for the 2017 benefit year?"
- Select the **Continue** button. See Table 6 for navigation from the Add HIOS ID page.

Table 6: Navigation from the HIOS ID Page

If	Then
Yes is selected in Step 1,	You will be directed to the Additional HIOS ID page (see Section 2.6).
No is selected in Step 1,	You will be directed to the Summary page (see Section 2.7).

Figure 8: Add HIOS ID Page

Add HIOS ID

Instructions

The red asterisk (*) indicates required fields.

* Is there an additional HIOS ID associated with this CEO Designate for which you will have EDGE data for the 2017 benefit year?

☒ Yes ☐ No

2.6. Additional HIOS ID Page

The Additional HIOS ID page (see Figure 9) only opens if the option to enter an additional HIOS ID was selected on the Add HIOS ID page.

1. Enter all required company level HIOS ID information:

- HIOS ID
- Legal Business Name
- State (select from the list)
- Market (select all that apply)

Figure 9: Additional HIOS ID Company Level Information

Company Name: Kari's EDGE Server Company

* **HIOS ID:**

* **Legal Business Name:**

* **State:**

* **Market:** ☒ Individual ☐ Small Group ☐ Merged

2. Select the **Create Table** button to populate the table.



Note: This action creates a new row in the Additional HIOS ID table. If an error is discovered after the table is created, select the Reset Table button to edit HIOS ID, Legal Business Name, State, or Market, then select the Create Table button, and proceed to Step 3.

Figure 10: Additional HIOS ID Table

Table Instructions

Select the option that describes your company's EDGE server status for each HIOS ID and associated market in the table below.

- If you select **No, I do not intend to set up an EDGE server**, select an option from the Reason column.
- Select the **Reset Table** button to edit the HIOS ID, Legal Business Name, State, or Market.

Additional HIOS ID

HIOS ID	Legal Business Name	State	Market	* Did you sell or have enrollment in ACA-compliant plans; and therefore, will you have EDGE data to submit for 2017?	Reason	Comments
23456	Raven Health of the Midlands	KS	Individual	Yes, I intend to submit EDGE data and have	--None--	

Note: You will have the opportunity to indicate whether or not you have additional HIOS ID(s) on the following page.

3. Within the Additional HIOS ID table (see Figure 10), select an answer to the question, “Did you sell or have enrollment in ACA-compliant plans; and therefore, will you have EDGE data to submit for 2017?” See Table 7 for response and reason options.

Table 7: Response and Reason Options

Response Options	Reason Options
Yes, I intend to submit EDGE data and have more than 500 billable member months.	N/A
Yes, I intend to submit EDGE data and have 500 or fewer billable member months.	N/A
No, I do not intend to submit EDGE data.	Requires selection of a Reason: • Has, or will have, 500 or fewer billable member months statewide in 2017 and will be assessed a lower RADC • Has, or will have, more than 500 billable member months and will be assessed a RADC • Offers only grandfathered, transitional, or large group plans in 2017 • Offers only standalone dental in 2017 • Has no 2017 enrollment in any of its plans that are subject to the risk adjustment program



Note: Inclusion of comments is optional for all response and reason selections.

4. Select the **Continue** button.

The web form returns to the Add HIOS ID page. Select **Yes** or **No** to the question, “Is there an additional HIOS ID associated with this CEO Designate for which you will have EDGE data for the 2017 benefit year?” See Table 8 for navigation from this page.

Table 8: Navigation from the Additional HIOS ID Page

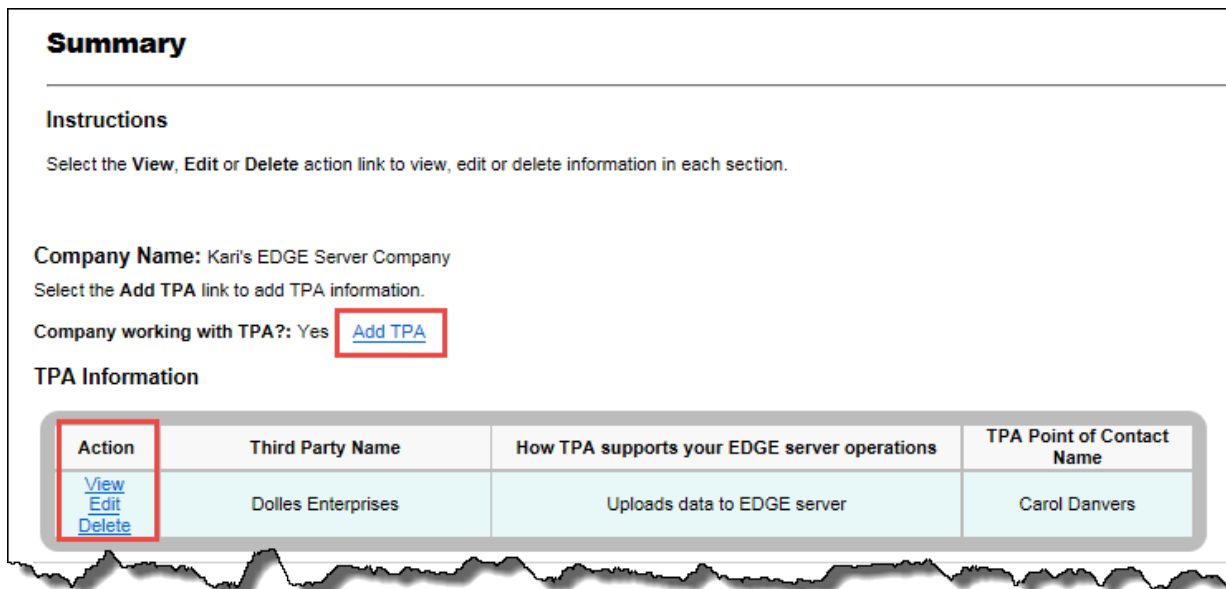
If	Then
Yes is selected in Step 5,	You will be directed to the Additional HIOS ID page (see Section 2.6).
No is selected in Step 5,	You will be directed to the Summary page (see Section 2.7).

2.7. Summary Page

Review the Summary page in its entirety. The option to edit the TPA Information, 2017 EDGE Server Status, Additional HIOS ID(s), and Contact Information sections is available (see Figure 11).

1. Review the content of the TPA Information table (if applicable). To view, edit, or delete TPA Information, select the **View**, **Edit**, or **Delete** Action link next to the TPA. To add a TPA, select the **Add TPA** link.

Figure 11: Summary Page TPA Information Table



Summary

Instructions

Select the **View**, **Edit** or **Delete** action link to view, edit or delete information in each section.

Company Name: Kari's EDGE Server Company

Select the **Add TPA** link to add TPA information.

Company working with TPA?: Yes [Add TPA](#)

TPA Information

Action	Third Party Name	How TPA supports your EDGE server operations	TPA Point of Contact Name
View Edit Delete	Dolles Enterprises	Uploads data to EDGE server	Carol Danvers

2. Review the 2017 EDGE Server Status table (see Figure 12) for accuracy. To edit this table, select the **Edit** link.

Figure 12: Summary Page 2017 EDGE Server Status Table

2017 EDGE Server Status [Edit](#)

HIOS ID	Market	2017 Data?	Reason	Comments
44041	Merged	Yes, I intend to submit EDGE data and have more than 500 billable member months.	N/A	N/A
44042	Merged	Yes, I intend to submit EDGE data and have more than 500 billable member months.	N/A	N/A
44043	Individual	Yes, I intend to submit EDGE data and have more than 500 billable member months.	N/A	N/A
44043	Small Group	Yes, I intend to submit EDGE data and have more than 500 billable member months.	N/A	N/A

Additional HIOS ID(s) [Add](#)

- Review the Additional HIOS ID(s) table (see Figure 13) (if applicable) for accuracy. To edit or delete an added HIOS ID, select the **Edit** or **Delete** Action link next to the HIOS ID. To add a HIOS ID, select the **Add** link.

Figure 13: Summary Page Additional HIOS ID(s) Table

Additional HIOS ID(s) [Add](#)

Action	HIOS ID	Legal Business Name	State	Market	2017 Data?	Reason	Comments
Edit Delete	23456	Raven Health of the Midlands	KS	Individual	Yes, I intend to submit EDGE data and have more than 500 billable member months.	N/A	N/A

- Review the Contact Information section (see Figure 14) for accuracy. Select the **Edit Contact Information** button to edit the Alternate Contact Information. If the Submitter Contact Information is incorrect, you must exit the web form and make updates in the EDGE Server Contact Database.

Figure 14: Summary Page Contact Information Section

Contact Information

Select the **Edit Contact Information** button to edit the Alternate Contact Information. The Submitter and Alternate Contact **must** be different.

The red asterisk (*) indicates required fields.

Alternate Contact Information

* First Name:	Jessica	* Last Name:	Jones
* Email Address:	jjones@marvel.com	* Job Title:	CFO
* Phone Number:	(555) 555-5555	Phone Extension:	

Edit Contact Information

Note: If the **Submitter Contact Information** is incorrect, you must exit the web form and make updates in the EDGE Server Contact Database.

Submitter Contact Information

First Name:	Misty	Last Name:	Knight
Email Address:	mknight@marvel.com	Job Title:	President
Phone Number:	(555) 555-4567	Phone Extension:	

Exit **Continue**

5. Select the **Continue** button. You will be directed to the Attestation page.

2.8. Attestation Page

Prior to completing the 2017 EDGE Server Status process, an individual with the authority to legally and financially bind the company must attest to the information submitted in the web form.



Note: The individual providing the attestation must be someone with the authority to legally and financially bind the company. This person is not required to be the Submitter, Alternate Contact, or CEO. This individual does not have to personally complete these steps.

1. Thoroughly review the Attestation instructions and statement (see Figure 15).

2. Select the check box next to the Attestation statement to indicate agreement.
3. Complete the **Attester Details** section with the following information:
 - First Name
 - Last Name
 - Email Address
 - Job Title
 - Phone Number
 - Phone Extension (optional)
4. Select the **Submit** button. You will be directed to the Confirmation page.

Figure 15: Attestation Page

Attestation

Instructions

Prior to completing the 2017 EDGE Server Status process, an individual with the authority to legally and financially bind the company must attest to the information submitted in this web form. To attest, the submitter must select the check box next to the attestation and complete the Attester Details. Please note that the individual completing the web form does not need to be the attester; however, the attester must be aware of the 2017 EDGE server status filing as they will be the individual contacted if CMS identifies an issue or has questions.

Attestation

* ☒ I hereby attest and certify that the information for all HIOS ID(s) provided in this status submission is true, complete and accurate to the best of my knowledge as of today. If the company becomes aware that the information contained on this 2017 EDGE Server Status form is incorrect, incomplete or misreported, my company will promptly inform CMS. If CMS identifies an issue or has questions about the information submitted, I agree to be a contact for responding to such questions.

I acknowledge that failing to comply with the HHS-operated risk adjustment data requirements could result in my organization triggering the enforcement actions under 45 CFR § 153.740.

I acknowledge that the data submitted to the EDGE server and made available for the permanent risk adjustment program established under Section 1343 of the Affordable Care Act may be subject to the False Claims Act.

I am authorized to legally and financially bind my organization.

Attester Details ?

* First Name:	Matthew	* Last Name:	Murdock
* Email Address:	mmurdock@marvel.com	* Job Title:	CTO
* Phone Number:	(121) 212-1212	Phone Extension:	

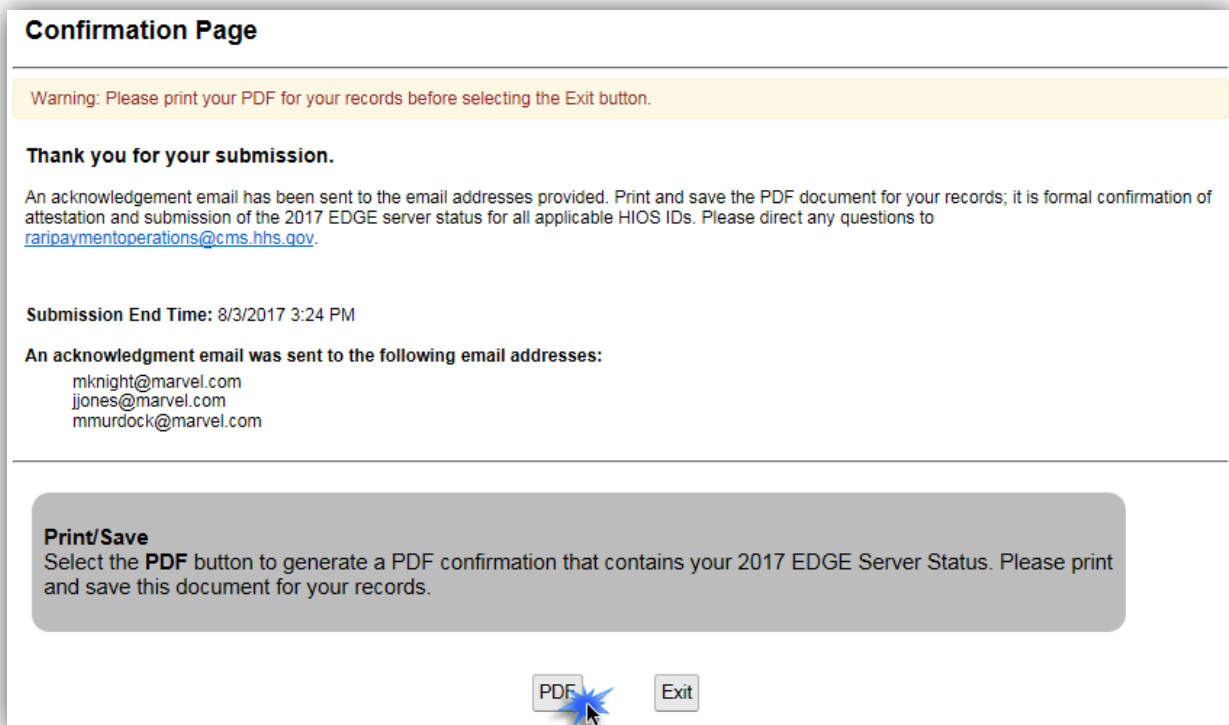
By selecting the **Submit** button, the EDGE server status information and attestation is submitted.

2.9. Confirmation Page

An acknowledgement email will be sent to the email addresses provided (see Figure 16). Please save and print the PDF of the Confirmation for your records.

1. Select the **PDF** button to save/print the Confirmation for your records.
2. Once the Confirmation is saved and/or printed, select the **Exit** button to exit the web form.

Figure 16: Confirmation Page



Confirmation Page

Warning: Please print your PDF for your records before selecting the Exit button.

Thank you for your submission.

An acknowledgement email has been sent to the email addresses provided. Print and save the PDF document for your records; it is formal confirmation of attestation and submission of the 2017 EDGE server status for all applicable HIOS IDs. Please direct any questions to raripaymentoperations@cms.hhs.gov.

Submission End Time: 8/3/2017 3:24 PM

An acknowledgment email was sent to the following email addresses:

mknights@marvel.com
jjones@marvel.com
mmurdock@marvel.com

Print/Save
Select the **PDF** button to generate a PDF confirmation that contains your 2017 EDGE Server Status. Please print and save this document for your records.

3. Submission Window 2

Submission Window 2 is open December 19, 2017 – January 3, 2018 at 11:59 p.m. ET. During this submission window, issuers are allowed to make updates to the EDGE server status information provided during Submission Window 1. Issuers will receive an invitation email with a link to the EDGE Server Status Web Form accessible during Submission Window 2.



Note: If you do not need to make updates to the EDGE server status information provided during Submission Window 1, you do not need to take any action during Submission Window 2.

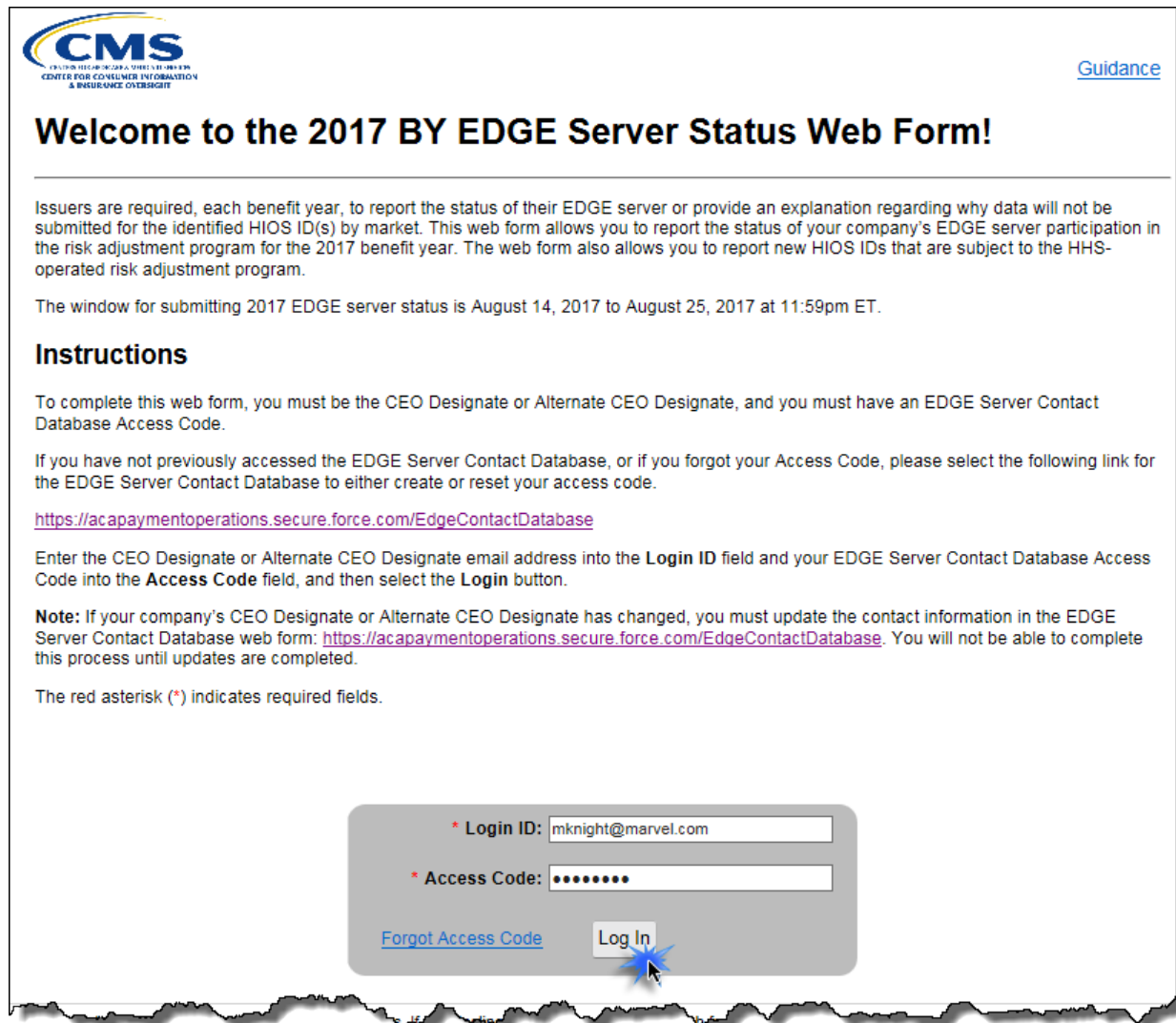
3.1. Welcome Page

Upon selecting the web form link in the invitation email for Submission Window 2, you are directed to the Welcome page, as shown in Figure 17. Refer to Table 9 to determine how to proceed in the web form.

Table 9: Log In Selection

If	Then
You have an EDGE Server Contact Database Access Code,	Proceed to Section 3.1.1 to log in with the Access Code.
You have not created an EDGE Server Contact Database Access Code OR you need to reset your Access Code,	Select the EDGE Server Contact Database Web Form link to create or reset your Access Code.
You have forgotten your EDGE Server Contact Database Access Code,	Select the Forgot Access Code link to reset your Access Code.

Figure 17: Welcome Page



The screenshot shows the welcome page of the 2017 BY EDGE Server Status Web Form. At the top left is the CMS logo. At the top right is a link labeled "Guidance". The main heading is "Welcome to the 2017 BY EDGE Server Status Web Form!". Below this, a paragraph explains that issuers are required to report the status of their EDGE server or provide an explanation. Another paragraph states the submission window is from August 14, 2017, to August 25, 2017, at 11:59pm ET. The "Instructions" section follows, stating that users must be the CEO Designate or Alternate CEO Designate and have an EDGE Server Contact Database Access Code. It provides a link to the EDGE Server Contact Database if the user has not previously accessed it or forgot their access code. A note mentions that if the CEO Designate or Alternate CEO Designate has changed, the contact information must be updated. The red asterisk (*) indicates required fields. At the bottom, there is a login form with fields for "Login ID" (containing "mknight@marvel.com") and "Access Code" (containing seven dots). There is a "Forgot Access Code" link and a "Log In" button with a mouse cursor pointing at it.

 [Guidance](#)

Welcome to the 2017 BY EDGE Server Status Web Form!

Issuers are required, each benefit year, to report the status of their EDGE server or provide an explanation regarding why data will not be submitted for the identified HIOS ID(s) by market. This web form allows you to report the status of your company's EDGE server participation in the risk adjustment program for the 2017 benefit year. The web form also allows you to report new HIOS IDs that are subject to the HHS-operated risk adjustment program.

The window for submitting 2017 EDGE server status is August 14, 2017 to August 25, 2017 at 11:59pm ET.

Instructions

To complete this web form, you must be the CEO Designate or Alternate CEO Designate, and you must have an EDGE Server Contact Database Access Code.

If you have not previously accessed the EDGE Server Contact Database, or if you forgot your Access Code, please select the following link for the EDGE Server Contact Database to either create or reset your access code.

<https://acapaymentoperations.secure.force.com/EdgeContactDatabase>

Enter the CEO Designate or Alternate CEO Designate email address into the **Login ID** field and your EDGE Server Contact Database Access Code into the **Access Code** field, and then select the **Login** button.

Note: If your company's CEO Designate or Alternate CEO Designate has changed, you must update the contact information in the EDGE Server Contact Database web form: <https://acapaymentoperations.secure.force.com/EdgeContactDatabase>. You will not be able to complete this process until updates are completed.

The red asterisk (*) indicates required fields.

* Login ID:

* Access Code:

[Forgot Access Code](#)

3.1.1. Log In With Access Code

Follow the steps below to log into the web form using your EDGE Server Database Access Code, as shown in Figure 18.

1. Enter the CEO Designate or Alternate CEO Designate email address in the **Login ID** field.
2. Enter the EDGE Server Contact Database Access Code for your company in the **Access Code** field.
3. Select the **Log In** button. You will be directed to the Summary page of the web form.

Figure 18: Log In with Access Code



* Login ID:

* Access Code:

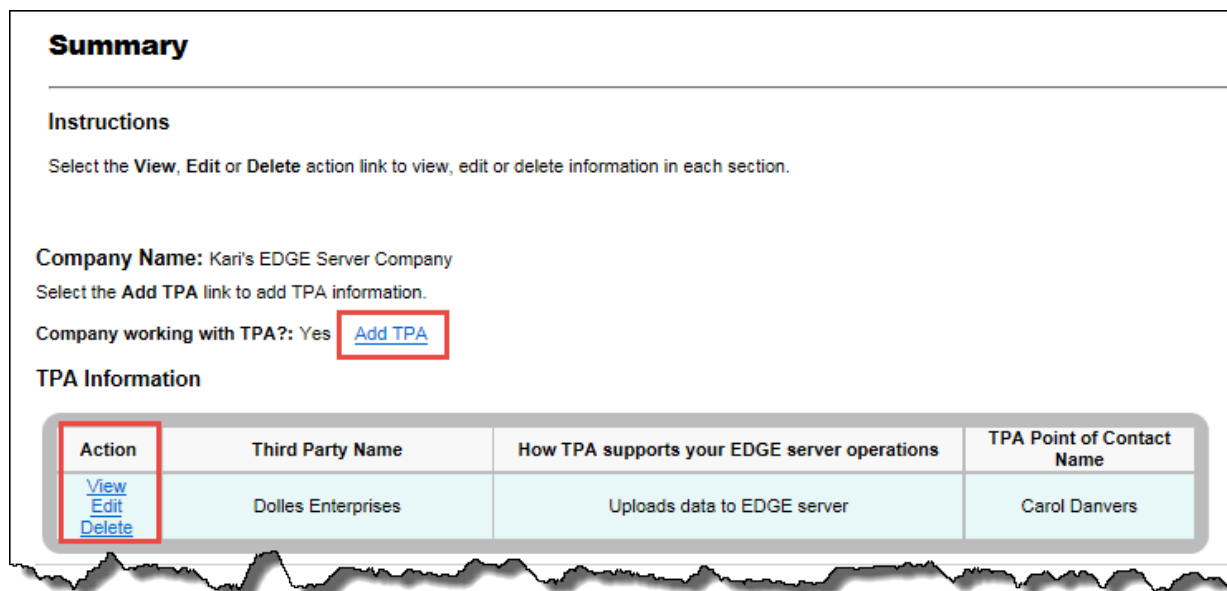
[Forgot Access Code](#)

3.2. Summary Page

The information entered in the web form during Submission Window 1 will be displayed on the Summary page. The option to edit the TPA Information, 2017 EDGE Server Status, Additional HIOS ID(s), and Contact Information sections is available.

1. Review the content of the TPA Information table (see Figure 19) (if applicable). To view, edit, or delete TPA Information, select the **View**, **Edit**, or **Delete** Action link next to the TPA. To add a TPA, select the **Add TPA** link.

Figure 19: Summary Page TPA Information Table



Summary

Instructions
Select the **View**, **Edit** or **Delete** action link to view, edit or delete information in each section.

Company Name: Kari's EDGE Server Company
Select the **Add TPA** link to add TPA information.

Company working with TPA?: Yes

TPA Information

Action	Third Party Name	How TPA supports your EDGE server operations	TPA Point of Contact Name
View Edit Delete	Dolles Enterprises	Uploads data to EDGE server	Carol Danvers

2. Review the 2017 EDGE Server Status table (see Figure 20) for accuracy. To edit this table, select the **Edit** link.

Figure 20: Summary Page 2017 EDGE Server Status Table

2017 EDGE Server Status [Edit](#)

HIOS ID	Market	2017 Data?	Reason	Comments
44041	Merged	Yes, I intend to submit EDGE data and have more than 500 billable member months.	N/A	N/A
44042	Merged	Yes, I intend to submit EDGE data and have more than 500 billable member months.	N/A	N/A
44043	Individual	Yes, I intend to submit EDGE data and have more than 500 billable member months.	N/A	N/A
44043	Small Group	Yes, I intend to submit EDGE data and have more than 500 billable member months.	N/A	N/A

Additional HIOS ID(s) [Add](#)

- Review the Additional HIOS ID(s) table (see Figure 21) (if applicable) for accuracy. To edit or delete an added HIOS ID, select the **Edit** or **Delete** Action link next to the HIOS ID. To add a HIOS ID, select the **Add** link.

Figure 21: Summary Page Additional HIOS ID(s) Table

Additional HIOS ID(s) [Add](#)

Action	HIOS ID	Legal Business Name	State	Market	2017 Data?	Reason	Comments
Edit Delete	23456	Raven Health of the Midlands	KS	Individual	Yes, I intend to submit EDGE data and have more than 500 billable member months.	N/A	N/A

- Review the Contact Information section (see Figure 22) for accuracy. Select the **Edit Contact Information** button to edit the Alternate Contact Information. If the Submitter Contact Information is incorrect, you must exit the web form and make updates in the EDGE Server Contact Database.

Figure 22: Summary Page Contact Information Section

Contact Information

Select the **Edit Contact Information** button to edit the Alternate Contact Information. The Submitter and Alternate Contact **must** be different.
The red asterisk (*) indicates required fields.

Alternate Contact Information

* First Name:	Jessica	* Last Name:	Jones
* Email Address:	jjones@marvel.com	* Job Title:	CFO
* Phone Number:	(555) 555-5555	Phone Extension:	

Edit Contact Information

Note: If the **Submitter Contact Information** is incorrect, you must exit the web form and make updates in the EDGE Server Contact Database.

Submitter Contact Information

First Name:	Misty	Last Name:	Knight
Email Address:	mknight@marvel.com	Job Title:	President
Phone Number:	(555) 555-4567	Phone Extension:	

Exit

Continue

- Once all updates have been completed, select the **Continue** button. You will be directed to the Attestation page.

3.3. Attestation Page

Prior to completing updates to the 2017 EDGE Server Status process, an individual with the authority to legally and financially bind the company must attest to the updated information in the web form.



Note: The individual providing the attestation must be someone with the authority to legally and financially bind the company. This person is not required to be the Submitter, Alternate Contact, or CEO. This individual does not have to personally complete these steps.

1. Thoroughly review the Attestation instructions and statement (see Figure 23).
2. Select the check box next to the Attestation statement to indicate agreement.
3. Complete the Attester Details section with the following information:
 - First Name
 - Last Name
 - Email Address
 - Job Title
 - Phone Number
 - Phone Extension (optional)

Figure 23: Attester Details

Attestation

Instructions

Prior to completing the 2017 EDGE Server Status process, an individual with the authority to legally and financially bind the company must attest to the information submitted in this web form. To attest, the submitter must select the check box next to the attestation and complete the Attester Details. Please note that the individual completing the web form does not need to be the attester; however, the attester must be aware of the 2017 EDGE server status filing as they will be the individual contacted if CMS identifies an issue or has questions.

Attestation

* ☒ I hereby attest and certify that the information for all HIOS ID(s) provided in this status submission is true, complete and accurate to the best of my knowledge as of today. If the company becomes aware that the information contained on this 2017 EDGE Server Status form is incorrect, incomplete or misreported, my company will promptly inform CMS. If CMS identifies an issue or has questions about the information submitted, I agree to be a contact for responding to such questions.

I acknowledge that failing to comply with the HHS-operated risk adjustment data requirements could result in my organization triggering the enforcement actions under 45 CFR § 153.740.

I acknowledge that the data submitted to the EDGE server and made available for the permanent risk adjustment program established under Section 1343 of the Affordable Care Act may be subject to the False Claims Act.

I am authorized to legally and financially bind my organization.

Attester Details ?

* First Name:

* Email Address:

* Phone Number:

* Last Name:

* Job Title:

Phone Extension:

By selecting the **Submit** button, the EDGE server status information and attestation is submitted.

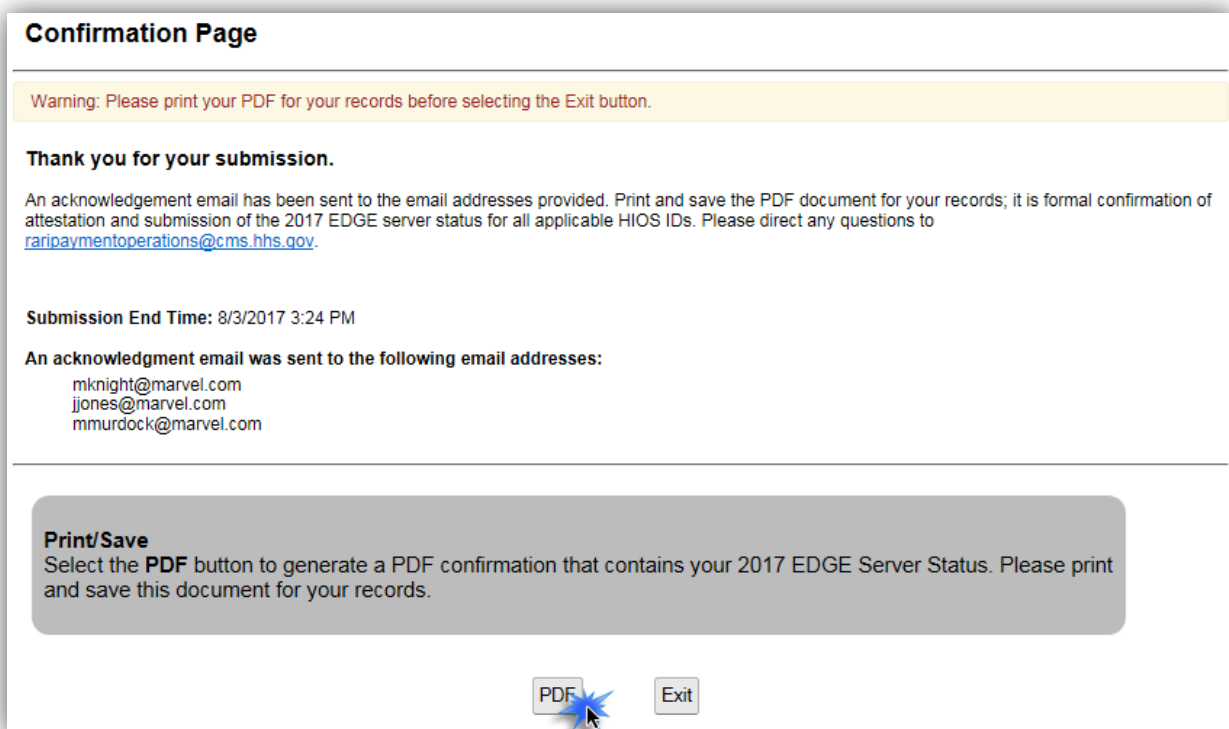
4. Select the **Submit** button. You will be directed to the Confirmation page.

3.4. Confirmation Page

An acknowledgement email will be sent to the addresses provided (see Figure 24). Please save and print the PDF of the Confirmation for your records.

1. Select the **PDF** button to save/print the Confirmation for your records.
2. Once the Confirmation is saved and/or printed, select the **Exit** button to exit the web form.

Figure 24: Confirmation Page



Confirmation Page

Warning: Please print your PDF for your records before selecting the Exit button.

Thank you for your submission.

An acknowledgement email has been sent to the email addresses provided. Print and save the PDF document for your records; it is formal confirmation of attestation and submission of the 2017 EDGE server status for all applicable HIOS IDs. Please direct any questions to raripaymentoperations@cms.hhs.gov.

Submission End Time: 8/3/2017 3:24 PM

An acknowledgment email was sent to the following email addresses:

- mknight@marvel.com
- jjones@marvel.com
- mmurdock@marvel.com

Print/Save
Select the **PDF** button to generate a PDF confirmation that contains your 2017 EDGE Server Status. Please print and save this document for your records.

4. Submission Window 3

Submission Window 3 is open March 1, 2018 – April 13, 2018 at 11:59 p.m. ET. During this submission window, only issuers who elected RADDC will be invited to complete the web form to enter RADDC-specific information.

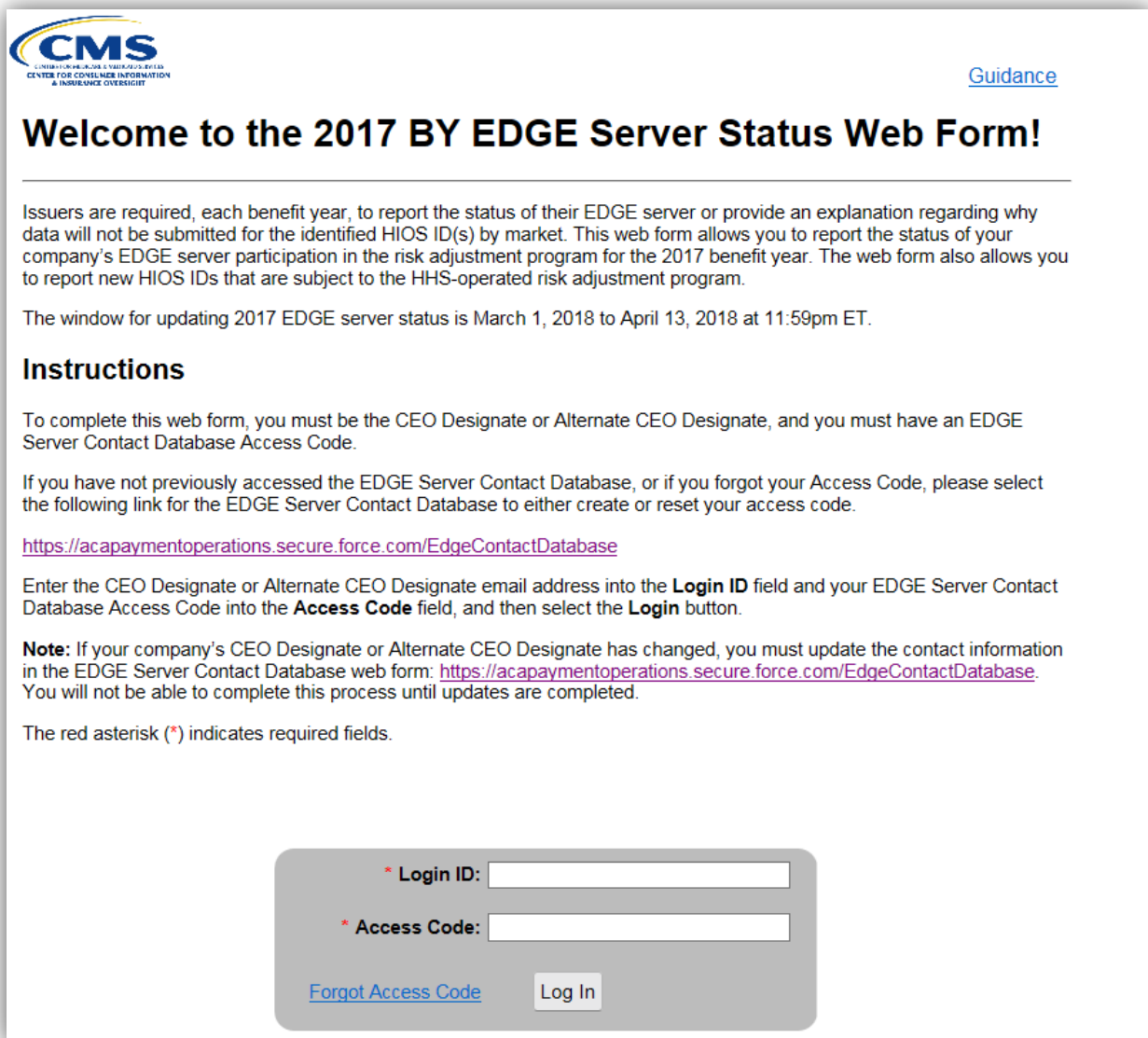
4.1. Welcome Page

Upon selecting the web form link in the invitation email for Submission Window 3, you are directed to the Welcome page as shown in Figure 25. Refer to Table 10 to determine how to proceed in the web form.

Table 10: Log In Selection

If	Then
You have an EDGE Server Contact Database Access Code,	Proceed to Section 4.1.1 to log in with the Access Code.
You have not created an EDGE Server Contact Database Access Code OR you need to reset your Access Code,	Select the EDGE Server Contact Database Web Form link to create or reset your Access Code.
You have forgotten your EDGE Server Contact Database Access Code,	Select the Forgot Access Code link to reset your Access Code.

Figure 25: Welcome Page



The screenshot shows the welcome page of the 2017 BY EDGE Server Status Web Form. At the top left is the CMS logo. At the top right is a link labeled "Guidance". The main heading is "Welcome to the 2017 BY EDGE Server Status Web Form!". Below this is a paragraph explaining that issuers are required to report the status of their EDGE server or provide an explanation. It also mentions that the web form allows reporting the status of the company's EDGE server participation in the risk adjustment program for the 2017 benefit year, and that it allows reporting new HIOS IDs. A note specifies the window for updating 2017 EDGE server status is March 1, 2018 to April 13, 2018 at 11:59pm ET. The "Instructions" section states that users must be the CEO Designate or Alternate CEO Designate and have an EDGE Server Contact Database Access Code. It provides a link to the EDGE Server Contact Database if the user has not previously accessed it or forgot their Access Code. It then instructs users to enter their email address in the "Login ID" field, their Access Code in the "Access Code" field, and select the "Login" button. A "Note" states that if the CEO Designate or Alternate CEO Designate has changed, the contact information must be updated in the EDGE Server Contact Database web form, providing the same link. It also states that the process cannot be completed until updates are completed. A final note states that the red asterisk (*) indicates required fields. At the bottom is a login form with two input fields: "* Login ID:" and "* Access Code:". Below the "Access Code" field is a link "Forgot Access Code" and a "Log In" button.

Welcome to the 2017 BY EDGE Server Status Web Form!

Issuers are required, each benefit year, to report the status of their EDGE server or provide an explanation regarding why data will not be submitted for the identified HIOS ID(s) by market. This web form allows you to report the status of your company's EDGE server participation in the risk adjustment program for the 2017 benefit year. The web form also allows you to report new HIOS IDs that are subject to the HHS-operated risk adjustment program.

The window for updating 2017 EDGE server status is March 1, 2018 to April 13, 2018 at 11:59pm ET.

Instructions

To complete this web form, you must be the CEO Designate or Alternate CEO Designate, and you must have an EDGE Server Contact Database Access Code.

If you have not previously accessed the EDGE Server Contact Database, or if you forgot your Access Code, please select the following link for the EDGE Server Contact Database to either create or reset your access code.

<https://acapaymentoperations.secure.force.com/EdgeContactDatabase>

Enter the CEO Designate or Alternate CEO Designate email address into the **Login ID** field and your EDGE Server Contact Database Access Code into the **Access Code** field, and then select the **Login** button.

Note: If your company's CEO Designate or Alternate CEO Designate has changed, you must update the contact information in the EDGE Server Contact Database web form: <https://acapaymentoperations.secure.force.com/EdgeContactDatabase>. You will not be able to complete this process until updates are completed.

The red asterisk (*) indicates required fields.

* Login ID:

* Access Code:

[Forgot Access Code](#)

4.1.1. Log In With Access Code

Follow the steps below to log into the web form using your EDGE Server Database Access Code, as shown in Figure 26.

1. Enter the CEO Designate or Alternate CEO Designate email address in the **Login ID** field.
2. Enter the EDGE Server Contact Database Access Code for your company in the **Access Code** field.
3. Select the **Log In** button. You will be directed to the Summary page of the web form.

Figure 26: Log In With Access Code



A screenshot of a web form for logging in. It has a light gray background with rounded corners. At the top, there is a label '* Login ID:' followed by a text input field containing 'mknight@marvel.com'. Below that is a label '* Access Code:' followed by a text input field containing seven dots. At the bottom left, there is a blue hyperlink 'Forgot Access Code'. At the bottom right, there is a 'Log In' button with a blue starburst graphic over it.

4.2. Contact Information Page

The Contact Information page collects Alternate Contact information, as shown in Figure 27. The Submitter contact information is pulled from the EDGE Server Contact Database and will be displayed with the Alternate Contact on the Summary page.

1. Enter the Alternate Contact Information:

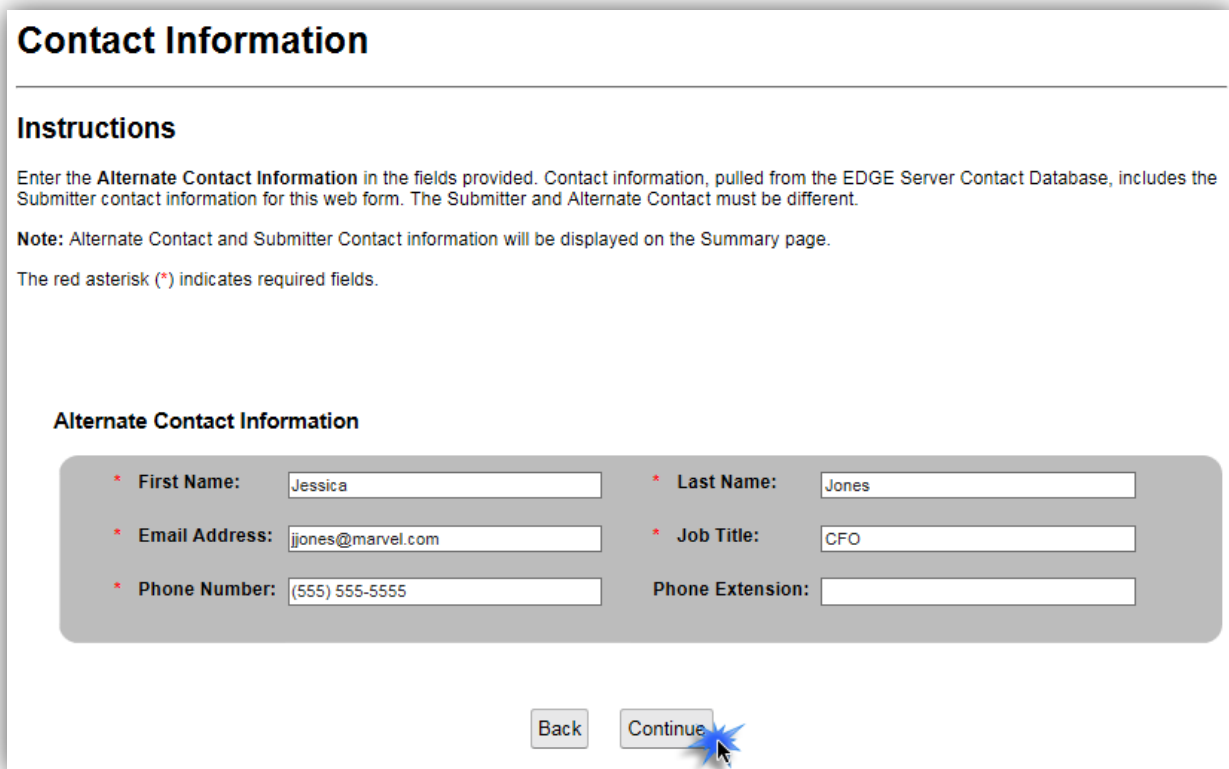
- First Name
- Last Name
- Email Address
- Job Title
- Phone Number
- Phone Extension (optional)



Note: The Alternate Contact and Submitter Contact information must be different.

2. Select the **Continue** button. You will be directed to the Risk Adjustment Default Charge Information page.

Figure 27: Contact Information Page



Contact Information

Instructions

Enter the **Alternate Contact Information** in the fields provided. Contact information, pulled from the EDGE Server Contact Database, includes the Submitter contact information for this web form. The Submitter and Alternate Contact must be different.

Note: Alternate Contact and Submitter Contact information will be displayed on the Summary page.

The red asterisk (*) indicates required fields.

Alternate Contact Information

* First Name:	Jessica	* Last Name:	Jones
* Email Address:	jjones@marvel.com	* Job Title:	CFO
* Phone Number:	(555) 555-5555	Phone Extension:	

4.3. Risk Adjustment Default Charge Information Page

When you indicated your company does not intend to submit EDGE data, you elected to receive the Risk Adjustment Default Charge (RADC) for the HIOS ID(s) and markets(s) displayed in the RADC Applicable HIOS ID(s) table.

1. Enter the **Total Number of Applicable Risk Pools** for each HIOS ID and Market in the RADC Applicable HIOS ID(s) table (see Figure 28).

Figure 28: RADC Applicable HIOS ID(s)


[Guidance](#)

Risk Adjustment Default Charge Information

Your company has indicated that it does not intend to submit EDGE data and therefore elects to receive the Risk Adjustment Default Charge (RADC) for the HIOS ID(s) and market(s) in the table below for one of the following reasons:

- It either has, or will have 500 or fewer billable member months statewide in 2017 and will be assessed a lower RADC.
- It has, or will have, more than 500 billable member months and will be assessed a RADC.

Instructions

Select the **Total Number of Applicable Risk Pools** (when applicable) for the HIOS ID(s) listed below and select the **Create Table** button to add them to the **Risk Pool and Billable Member Month Information** table. Select the **Reset Table** button if you need to start over.

The red asterisk (*) indicates required fields.

Company Name: Kari's EDGE Server Company

RADC Applicable HIOS ID(s)

HIOS ID	State	Market	* Total Number of Applicable Risk Pools
44042	VT	Merged	1 ▼
44043	MD	Individual	1 ▼

Create Table Reset Table

2. Select the Create Table button to populate the Risk Pool and Billable Member Month Information table (see Figure 28).
3. Within the Risk Pool and Billable Member Month Information Table, select the Risk Pool from the drop-down menu, if applicable, for each HIOS ID and market (see Figure 29).

Figure 29: Risk Pool and Billable Member Month Information Table

Table Instructions

Select the **Risk Pool** (when applicable), enter the **Rate and Benefits Information System (RBIS) Plan ID** and select the **Billable Member Months** for the applicable HIOS ID(s) listed.

The red asterisk (*) indicates required fields.

Risk Pool and Billable Member Month Information

HIOS ID	State	Market	Risk Pool	* Rate and Benefits Information System (RBIS) Plan ID	* Billable Member Months
44042	VT	Merged	--None--	44042VT1234567	300
44043	MD	Individual	Non-catastrophic	44043MD7654321	250

Back Exit Continue

4. Enter the **Rate and Benefits Information System (RBIS) Plan ID** for each HIOS ID and market (see Figure 29).



Note: The RBIS Plan ID is a 14-character alphanumeric code formatted as the 5-digit HIOS ID + 2 letter state + 3-digit Product ID + 4-digit Plan ID. Example: 11111MD1234567

5. Enter the **Billable Member Months** for each HIOS ID and market (see Figure 29).
6. Select the **Continue** button. You will be directed to the Summary page.

4.4. Summary Page

Review the Summary page in its entirety. The option to edit the RADC Information and Contact Information sections is available.

1. Review the RADC Information section for accuracy. Select the **Edit** link to make updates to this information before submitting.

Figure 30: RADC Information Section – Summary Page

RADC Information [Edit](#)

HIOS ID	State	Market	Risk Pool	Rate and Benefits Information System (RBIS) Plan ID	Billable Member Months
44042	VT	Merged		44042VT1234567	300
44043	MD	Individual	Non-catastrophic	44043MD7654321	250

2. Review the Contact Information section for accuracy. Select the **Edit Contact Information** button to edit the Alternate Contact Information. If the Submitter Contact Information is incorrect, you must exit the web form and make updates in the EDGE Server Contact Database.

Figure 31: Contact Information Section – Summary Page

Contact Information

Select the **Edit Contact Information** button to edit the Alternate Contact Information. The Submitter and Alternate Contact **must** be different.

The red asterisk (*) indicates required fields.

Alternate Contact Information

* First Name: * Last Name:

* Email Address: * Job Title:

* Phone Number: Phone Extension:

[Edit Contact Information](#)

Note: If the Submitter Contact Information is incorrect, you must exit the web form and make updates in the EDGE Server Contact Database.

Submitter Contact Information

First Name: Last Name:

Email Address: Job Title:

Phone Number: Phone Extension:

3. Once all updates have been completed, select the **Continue** button. You will be directed to the Attestation page.

4.5. Attestation Page

Prior to completing the RADC updates to the EDGE Server Status web form, an individual with the authority to legally and financially bind the company must attest to the updated information in the web form.



Note: The individual providing the attestation must be someone with the authority to legally and financially bind the company. This person is not required to be the Submitter, Alternate Contact, or CEO. This individual does not have to personally complete these steps.

1. Thoroughly review the Attestation instructions and statement (see Figure 32).
2. Select the check box next to the Attestation statement to indicate agreement.
3. Complete the Attester Details section with the following information:
 - First Name
 - Last Name
 - Email Address
 - Job Title
 - Phone Number
 - Phone Extension (optional)
4. Select the **Submit** button. You will be directed to the Confirmation page.

Figure 32: Attestation Page

Attestation

Instructions

Prior to completing the 2017 EDGE Server Status process, an individual with the authority to legally and financially bind the company must attest to the information submitted in this web form. To attest, the submitter must select the check box next to the attestation and complete the Attester Details. Please note that the individual completing the web form does not need to be the attester; however, the attester must be aware of the 2017 EDGE server status filing as they will be the individual contacted if CMS identifies an issue or has questions.

Attestation

* ☐ I certify that my organization's enrollment data submitted for the default risk adjustment charge contained on this 2017 Benefit Year EDGE Server Status form is, to the best of my knowledge, true, accurate, and complete, as well as consistent with our internal enrollment data. If my organization becomes aware that enrollment data are untrue, incorrect or incomplete, CMS shall be promptly informed. I acknowledge that the provisions of the Affordable Care Act regarding payments made by or in connection with an Exchange are subject to the False Claims Act if those payments include any federal funds. This includes the permanent risk adjustment program established under Section 1343 of the Affordable Care Act. I further certify that I am authorized to legally and financially bind my organization.

Attester Details ?

* First Name:

* Last Name:

* Email Address:

* Job Title:

* Phone Number:

Phone Extension:

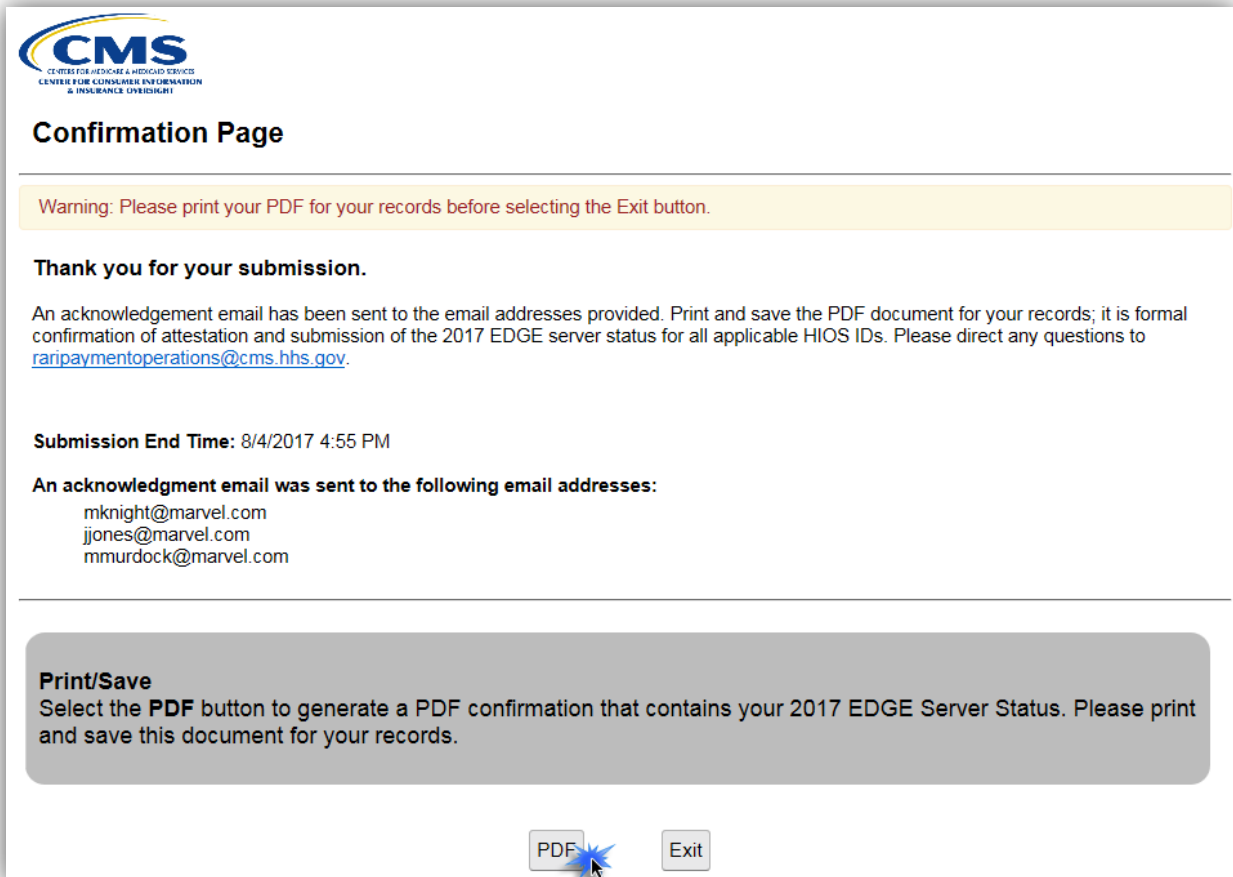
By selecting the **Submit** button, the EDGE server status information and attestation is submitted.

4.6. Confirmation Page

An acknowledgement email will be sent to the addresses provided (see Figure 33). Please save and print the PDF of the Confirmation for your records.

1. Select the **PDF** button to save/print the Confirmation for your records.
2. Once the Confirmation is saved and/or printed, select the **Exit** button to exit the web form.

Figure 33: Confirmation Page



The screenshot shows the CMS Confirmation Page. At the top left is the CMS logo. Below it is the title "Confirmation Page". A yellow warning box contains the text: "Warning: Please print your PDF for your records before selecting the Exit button." Below the warning is a "Thank you for your submission." message, followed by a paragraph stating that an acknowledgement email has been sent and providing the email address raripaymentoperations@cms.hhs.gov. Below this is the "Submission End Time: 8/4/2017 4:55 PM". Another line states "An acknowledgment email was sent to the following email addresses:" followed by three email addresses: mknights@marvel.com, jjones@marvel.com, and mmurdock@marvel.com. A grey box at the bottom contains the "Print/Save" section, which instructs the user to select the PDF button to generate a PDF confirmation. At the very bottom are two buttons: "PDF" and "Exit". A mouse cursor is pointing at the "PDF" button.

CMS
CENTERS FOR MEDICARE & MEDICAID SERVICES
CENTRE FOR CONSUMER INFORMATION
& INSURANCE OVERSIGHT

Confirmation Page

Warning: Please print your PDF for your records before selecting the Exit button.

Thank you for your submission.

An acknowledgement email has been sent to the email addresses provided. Print and save the PDF document for your records; it is formal confirmation of attestation and submission of the 2017 EDGE server status for all applicable HIOS IDs. Please direct any questions to raripaymentoperations@cms.hhs.gov.

Submission End Time: 8/4/2017 4:55 PM

An acknowledgment email was sent to the following email addresses:

mknights@marvel.com
jjones@marvel.com
mmurdock@marvel.com

Print/Save
Select the **PDF** button to generate a PDF confirmation that contains your 2017 EDGE Server Status. Please print and save this document for your records.

PDF Exit