



Centers for Medicare & Medicaid Services

Annual Archive Confirmation Web Form Guide

July 2018

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Resources/Overview

The following Annual Archive Confirmation resources are available for review or download:

- Annual Archive Confirmation Web Form:
<https://acapaymentoperations.secure.force.com/AnnualArchiveConfirmation>
- EDGE Server Contact Database:
<https://acapaymentoperations.secure.force.com/EdgeContactDatabase>
- EDGE Server Annual Archive Job Aid:
https://www.regtap.info/uploads/library/DDC_EDGE_DBArchiveProcess_JobAid_062918_v1_5CR_070218.pdf
- EDGE Server Annual Data Archive webinar training materials, located in the REGTAP Library: <https://www.regtap.info>

1 Introduction

The Centers for Medicare & Medicaid Services (CMS) requires issuers to complete an annual archive process of the data stored on their External Data Gathering Environment (EDGE) server at the end of the benefit year data collection period. CMS deploys a remote command to all issuer EDGE servers that moves all enrollment, claim, and supplemental data from the production tables to newly created archive tables. This activity clears the production tables and, beginning in July 2018, data archived for the new benefit year will be restored to the production tables eliminating the need for issuer to re-submit new benefit year data submitted prior to the archive.

CMS developed the Annual Archive Confirmation web form to allow issuers to confirm the completion of the pre-archive (steps 1-6) and archive (steps 7-12) steps for each of their HIOS IDs. The web form also allows issuers to request assistance in the completion of archive steps.

Completion of the Annual Archive Confirmation web form is required for both submission windows in the process:

- Pre-archive completion (steps 1 - 6): July 9, 2018 - July 13, 2018
- Archive completion (steps 7 - 12): July 30, 2018 – August 6, 2018

The Annual Archive Confirmation 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 ensure the contact information has been updated in the EDGE Server Contact Database. The web form must be completed and submitted in a single session. It is recommended that you collect all necessary information before initiating the process.

This document is a step-by-step guide to complete and submit the Annual Archive Confirmation web form.



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®.

2 Pre-Archive Confirmation (Steps 1-6)

All issuers are required to prepare their servers before executing the archive remote command by completing pre-archive steps 1-6. You also must confirm completion of the pre-archive steps or request technical assistance for the pre-archive steps prior to the archive command execution.

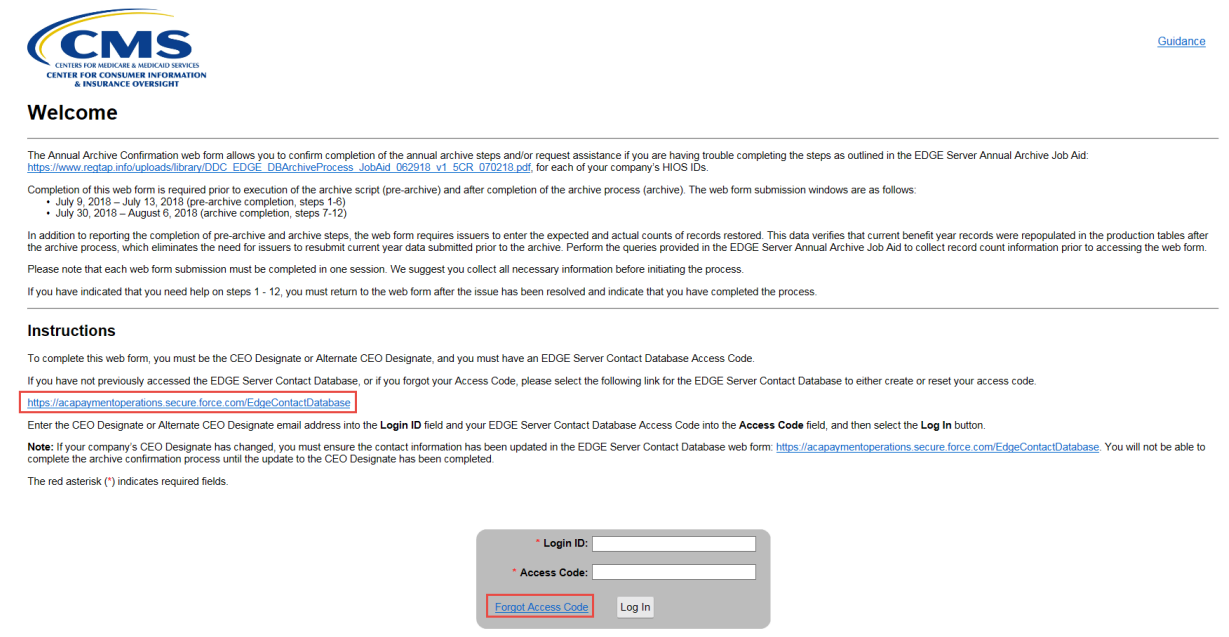
2.1 Welcome Page

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

Table 1: Login Selection

If	Then
You have an EDGE Server Contact Database Access Code,	Proceed to Section 2.1.1 to log in with your 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 1: Welcome Page



The screenshot shows the 'Welcome' page of the Annual Archive Confirmation web form. At the top left is the CMS logo. At the top right is a 'Guidance' link. The main heading is 'Welcome'. Below it, a paragraph explains the purpose of the web form and provides a link to the EDGE Server Annual Archive Job Aid. A bulleted list specifies submission windows for pre-archive and archive completion. Further text explains the data verification process and provides instructions for users needing help. A section titled 'Instructions' details the login process, including a link to the EDGE Server Contact Database and a note about CEO Designate updates. At the bottom, a login form is displayed with fields for 'Login ID' and 'Access Code', a 'Forgot Access Code' link, and a 'Log In' button. A warning box at the bottom of the page states that contact information must be updated if the CEO Designate has changed.

Welcome

The Annual Archive Confirmation web form allows you to confirm completion of the annual archive steps and/or request assistance if you are having trouble completing the steps as outlined in the EDGE Server Annual Archive Job Aid: https://www.regmap.info/uploads/library/IDC_EDGE_DBArchiveProcess_JobAid_062018_v1_SCR_070218.pdf, for each of your company's HIOS IDs.

Completion of this web form is required prior to execution of the archive script (pre-archive) and after completion of the archive process (archive). The web form submission windows are as follows:

- July 8, 2018 – July 13, 2018 (pre-archive completion, steps 1-6)
- July 30, 2018 – August 6, 2018 (archive completion, steps 7-12)

In addition to reporting the completion of pre-archive and archive steps, the web form requires issuers to enter the expected and actual counts of records restored. This data verifies that current benefit year records were repopulated in the production tables after the archive process, which eliminates the need for issuers to resubmit current year data submitted prior to the archive. Perform the queries provided in the EDGE Server Annual Archive Job Aid to collect record count information prior to accessing the web form.

Please note that each web form submission must be completed in one session. We suggest you collect all necessary information before initiating the process.

If you have indicated that you need help on steps 1 - 12, you must return to the web form after the issue has been resolved and indicate that you have completed the process.

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://acpaymentoperations.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 **Log In** button.

Note: If your company's CEO Designate has changed, you must ensure the contact information has been updated in the EDGE Server Contact Database web form: <https://acpaymentoperations.secure.force.com/EdgeContactDatabase>. You will not be able to complete the archive confirmation process until the update to the CEO Designate has been completed.

The red asterisk (*) indicates required fields.

Login ID:

Access Code:

[Forgot Access Code](#)



Warning: If your company's CEO Designate or Alternate CEO Designate has changed, you must ensure the contact information has been updated in the EDGE Server Contact Database. You cannot complete this process until the contact information is correct.

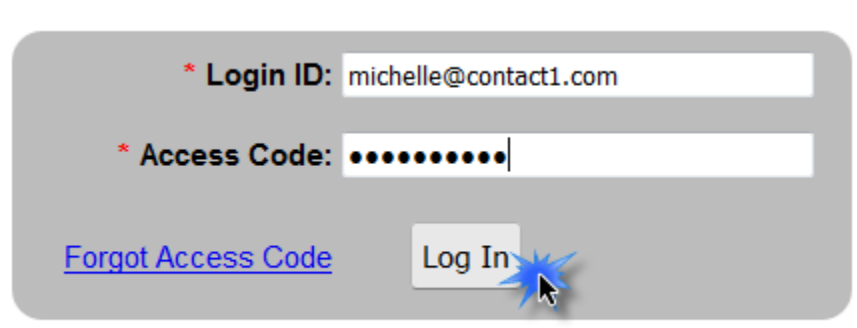
2.1.1 Log In With Access Code

Follow these steps to log into the web form using your EDGE Server Database Access Code, as presented in Figure 2:

1. Enter your CEO Designate or Alternate CEO Designate email address in the **Login ID** field.
2. Enter your EDGE Server Contact Database Access Code 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 image shows a login form with a light gray background. It contains two input fields: the first is labeled '* Login ID:' and contains the text 'michelle@contact1.com'; the second is labeled '* Access Code:' and contains ten black dots. Below the first field is a blue hyperlink that says 'Forgot Access Code'. To the right of the second field is a gray button labeled 'Log In'. A blue mouse cursor is pointing at the 'Log In' button.

2.2 Contact Information Page

The **Contact Information** page collects the EDGE Technical Contact information, as presented in Figure 3. The EDGE Technical Contact should be an individual with technical knowledge of your on-premise or AWS server. He/she will be contacted if your company needs technical support to complete the archive process.

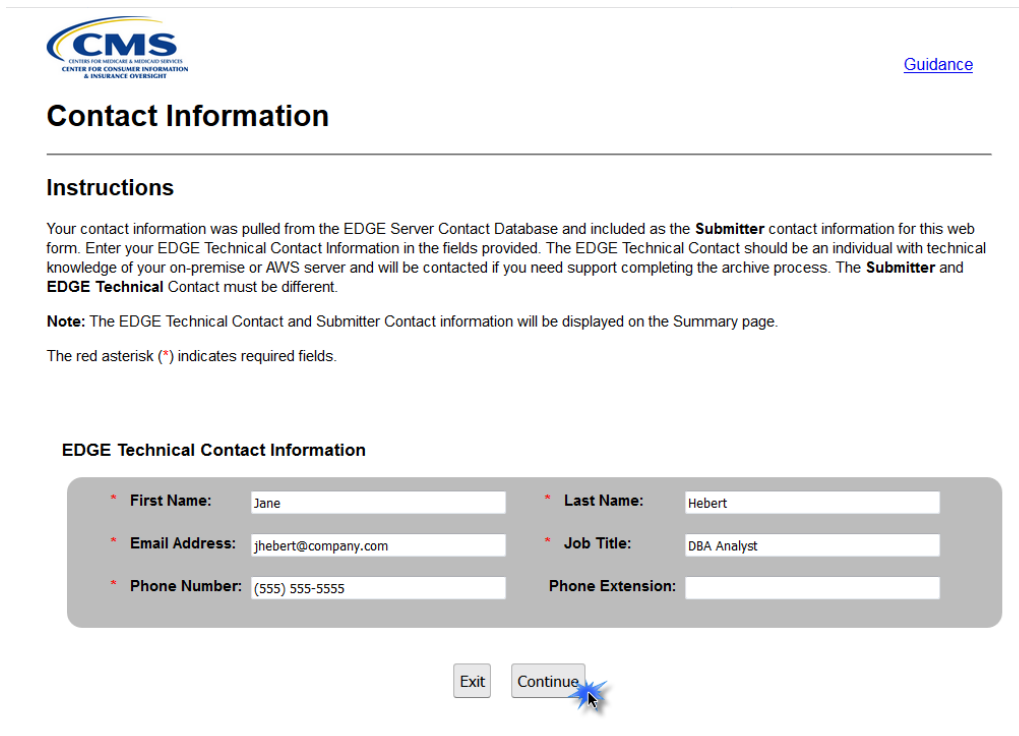
The Submitter can be either the CEO Designate or Alternate CEO Designate. Submitter information is retrieved from the EDGE Server Contact Database upon login and will be displayed on the **Summary** page. The Submitter and EDGE Technical Contact must be different.

1. Enter the EDGE Technical Contact information:

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

2. Select the **Continue** button. You will be directed to the **Archive Information** page of the form.

Figure 3: Contact Information Page



The screenshot shows the 'Contact Information' page of the CMS Annual Archive Confirmation Web Form. The page features the CMS logo at the top left and a 'Guidance' link at the top right. The main heading is 'Contact Information'. Below this is an 'Instructions' section explaining that contact information was pulled from the EDGE Server Contact Database and included as the 'Submitter' contact information. It also notes that the EDGE Technical Contact should be an individual with technical knowledge of the on-premise or AWS server. A 'Note' states that the EDGE Technical Contact and Submitter Contact information will be displayed on the Summary page. A red asterisk (*) indicates required fields. The form contains two main sections: 'EDGE Technical Contact Information' and 'Submitter Contact Information'. The 'EDGE Technical Contact Information' section includes fields for First Name (Jane), Last Name (Hebert), Email Address (jhebert@company.com), Job Title (DBA Analyst), Phone Number ((555) 555-5555), and Phone Extension. The 'Submitter Contact Information' section includes fields for First Name, Last Name, Email Address, Job Title, Phone Number, and Phone Extension. At the bottom of the form are 'Exit' and 'Continue' buttons. A mouse cursor is pointing at the 'Continue' button.

2.3 Archive Information Page

The **Archive Information** page allows you to report completion of pre-archive steps 1-6 for each of your company's HIOS IDs or request assistance with specific steps in the pre-archive process. Review Table 2 to select the option that best fits your situation for each HIOS ID listed in the Archive Status table.

Table 2: Archive Information Page

If	Then
You have completed the pre-archive steps for all HIOS IDs,	Continue to Section 2.3.1.
You have completed the pre-archive steps for specific HIOS ID(s),	Continue to Section 2.3.2.
You require assistance in completion of the pre-archive steps,	Continue to Section 2.3.3.

Figure 4: Archive Information Page



[Guidance](#)

Archive Information

Instructions

Select the option that best fits your situation for each HIOS ID listed in the table below. If you have completed archive steps for the current submission window for all of your HIOS IDs, select the **Select Yes for All** button to populate the entire column. If you select "Yes," the date you completed the steps is required in the **Completion Date** field.

If you select "No, I need help," select the **Step Where Issue Occurred?** from the drop-down list and provide a brief description of the issue(s) you are encountering in the **Help Explanation** field. You must return to this web form after the issue has been resolved and update the **Steps Complete?** to Yes.

The red asterisk (*) indicates required fields.

Issuer Company Name: Michelle's Company

Archive Status

HIOS ID	* Steps Complete? Select Yes for All	Completion Date	Step Where Issue Occurred?	Help Explanation
33121	--None--		--None--	0 of 1000 characters.
33122	--None--		--None--	0 of 1000 characters.

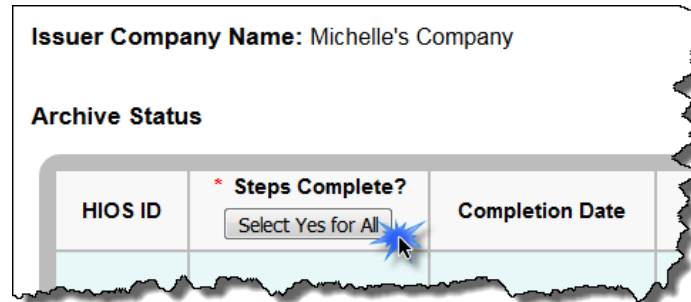
2.3.1 Pre-Archive Steps Completed for All HIOS IDs

Complete these steps in the Archive Status table to confirm completion of pre-archive steps 1-6 for all HIOS IDs.

Annual Archive Confirmation Web Form Guide

1. Select the **Select Yes for All** button in the **Steps Complete?** column of the Archive Status table.

Figure 5: Select Yes for All Button



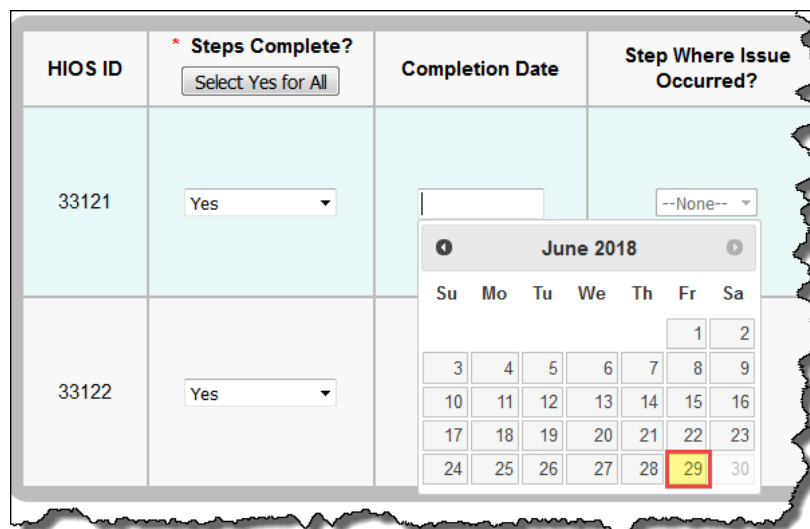
Issuer Company Name: Michelle's Company

Archive Status

HIOS ID	* Steps Complete?	Completion Date
	Select Yes for All	

2. Select the **Completion Date** from the calendar tool for each HIOS ID.

Figure 6: Calendar Tool



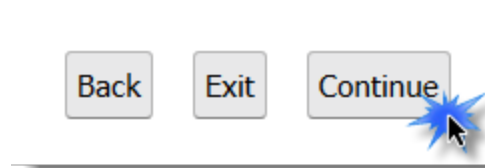
HIOS ID	* Steps Complete?	Completion Date	Step Where Issue Occurred?
33121	Yes		--None--
33122	Yes		

June 2018

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

3. Select the **Continue** button. You will be directed to the **Expected Counts of Records to be Restored** page.

Figure 7: Continue Button



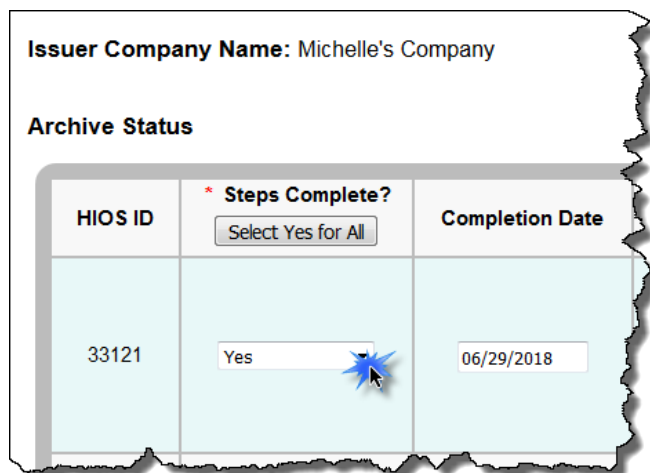
Back Exit Continue

2.3.2 Pre-Archive Steps Completed for Some HIOS IDs

Complete these steps in the Archive Status table to confirm completion of the pre-archive steps 1-6 for applicable HIOS IDs and request assistance for other HIOS IDs.

1. Select **Yes** from the drop-down menu in the **Steps Complete?** column of the Archive Status table for each HIOS ID for which the pre-archive steps are complete.

Figure 8: Selection Example



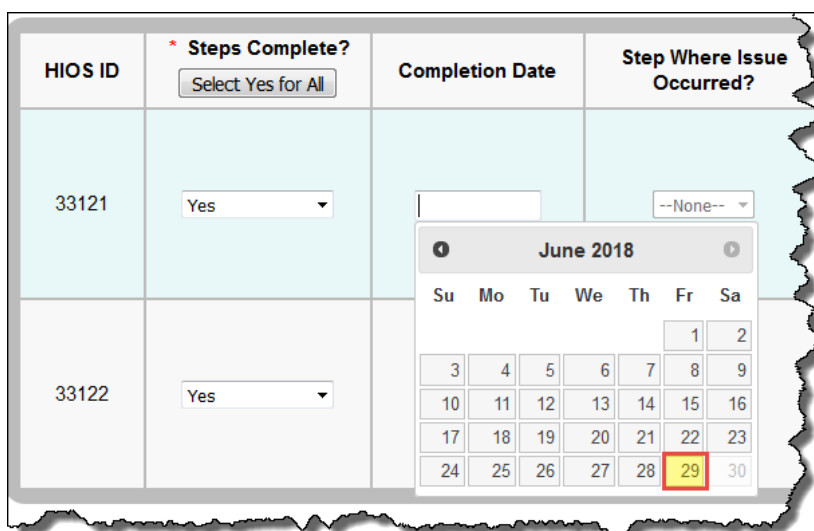
Issuer Company Name: Michelle's Company

Archive Status

HIOS ID	* Steps Complete? Select Yes for All	Completion Date
33121	Yes	06/29/2018

2. Select the **Completion Date** from the calendar tool for each HIOS ID for which the pre-archive steps are complete.

Figure 9: Calendar Tool



HIOS ID	* Steps Complete? Select Yes for All	Completion Date	Step Where Issue Occurred? --None--
33121	Yes		
33122	Yes		

June 2018

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

3. Continue to [Section 2.3.3](#) to indicate the HIOS ID(s) requiring assistance to complete the archive steps.

2.3.3 Need Assistance Completing Pre-Archive Steps

Complete these steps to indicate the HIOS ID(s) for which you require assistance to complete the pre-archive steps.

1. Select **No, I need help** from the drop-down menu in the **Steps Complete?** column of the Archive Status table for each HIOS ID for which the pre-archive steps are not complete because you need assistance.

Figure 10: Help Selection Example

Archive Status		
HIOS ID	* Steps Complete? Select Yes for All	Completion Date
33121	Yes	06/29/2018
33122	No, I need help	

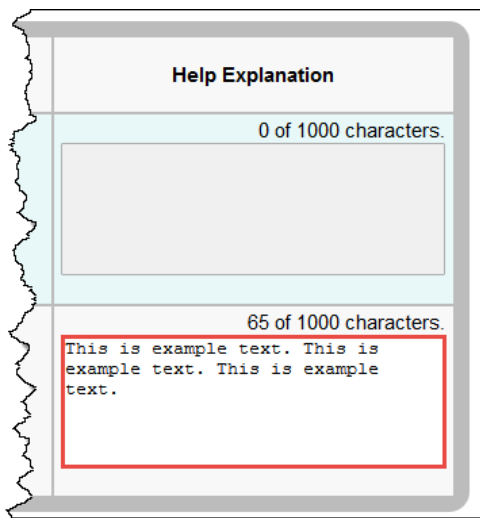
2. Select the Step number or Other from the drop-down menu in the **Step Where Issue Occurred?** column.

Figure 11: Step Issue Selection Example

HIOS ID	* Steps Complete? Select Yes for All	Completion Date	Step Where Issue Occurred?
33121	Yes	06/29/2018	--None--
33122	No, I need help		Step 2

3. Enter an explanation of the issue and assistance requested in the **Help Explanation** column.

Figure 12: Enter Explanation Example



4. Select the **Continue** button.
 - If you confirmed completion of pre-archive steps 1-6 for at least one HIOS ID, you will be directed to the **Expected Counts of Records to be Restored** page. Refer to [Section 2.4](#).
 - If you indicated you need assistance with all HIOS ID(s), you will be directed to the **Summary** page. Refer to [Section 2.5](#).

 **Warning:** If you request assistance with any HIOS ID, you will need to return to the Annual Archive Confirmation web form after the issue is resolved to complete confirmation for that HIOS ID.

Figure 13: Continue Button



2.4 Expected Counts of Records to be Restored

The **Expected Counts of Records to be Restored** page allows you to enter the counts of records you expect to be restored to your EDGE server after the archive is complete. To determine your counts and enter them into the web form, follow these steps:

1. Obtain the expected count of current benefit year records to be restored after the archive is complete using the queries provided in the EDGE Server Annual Archive Job Aid.

2. Enter the expected medical claim, expected pharmacy claim, and expected supplemental record counts in the Pre-Archive Expected Counts tables.



Warning: Expected Claim Counts must be equal to the sum of the Expected Active Claim Counts and Expected Inactive Claim Counts.

Figure 14: Expected Medical Claim Counts to be Restored Table


[Guidance](#)

Expected Counts of Records to be Restored

Instructions

Use the queries provided in the EDGE Server Annual Archive Job Aid to obtain the expected count of current benefit year records to be restored after the archive is complete. Enter the expected medical claim, expected pharmacy claim, and expected supplemental record counts in the Pre-Archive Expected Counts tables. Only HIOS IDs for which the Pre-Archive steps are complete will appear in the Pre-Archive Expected Counts tables.

The red asterisk (*) indicates required fields.

Pre-Archive Expected Counts Tables

Expected Medical Claim Counts to be Restored

HIOS ID	Steps Complete?	* Expected Medical Claim Count	* Expected Active Medical Claim Count	* Expected Inactive Medical Claim Count	* Expected Medical Claim Family Count	* Expected Active Medical Claim Family Count	* Expected Inactive Medical Claim Family Count
33121	Yes	0	0	0	0	0	0
33122	Yes	0	0	0	0	0	0

Figure 15: Expected Pharmacy Claim and Supplemental Records Counts to be Restored Table

Expected Pharmacy Claim and Supplemental Record Counts to be Restored

HIOS ID	Steps Complete?	* Expected Pharmacy Claim Count	* Expected Active Pharmacy Claim Count	* Expected Inactive Pharmacy Claim Count	* Expected Supplemental Record Count
33121	Yes	0	0	0	0
33122	Yes	0	0	0	0

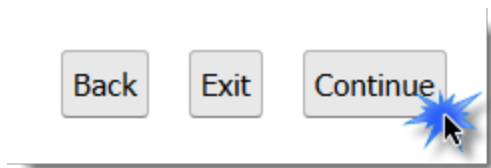
Back
Exit
Continue



Note: Only HIOS IDs for which the pre-archive steps 1-6 are complete will appear in the Pre-Archive Expected Counts tables.

3. Select the **Continue** button. You will be directed to the **Summary** page of the form.

Figure 16: Continue Button



2.5 Summary Page

1. Review the Archive Status table, which contains the confirmation details and/or request(s) for assistance in completion of the pre-archive steps. If needed, select the **Edit Archive Status** button to return to the **Archive Information** page to make updates to the information.

Figure 17: Edit Archive Status


[Guidance](#)

Summary

Instructions

Select the **Edit Archive Status** button to make edits to the archive status listed below for your company.

Michelle's Company

Archive Status Edit Archive Status

HIOS ID	Steps Complete?	Completion Date	Step Where Issue Occurred?	Help Explanation
33121	Yes	6/29/2018		
33122	Yes	6/29/2018		

2. Review the Pre-Archive Expected Counts tables. If needed, select the **Edit Expected Counts** button to return to the **Expected Counts of Records to be Restored** page to make updates to the information.

Figure 18: Edit Pre-Archive Expected Counts Tables

Expected Counts of Records to be Restored

Only HIOS IDs for which the Pre-Archive process is complete will appear in the Pre-Archive Expected Counts tables.

Select the **Edit Expected Counts** button to edit the Pre-Archive Expected Counts tables.

Pre-Archive Expected Counts Tables

Expected Medical Claim Counts to be Restored [Edit Expected Counts](#)

HIOS ID	Steps Complete?	Expected Medical Claim Count	Expected Active Medical Claim Count	Expected Inactive Medical Claim Count	Expected Medical Claim Family Count	Expected Active Medical Claim Family Count	Expected Inactive Medical Claim Family Count
33121	Yes	1,523	1,200	323	1,152	1,100	52
33122	Yes	2,513	2,200	313	1,431	1,300	131

Expected Pharmacy Claim and Supplemental Record Counts to be Restored

HIOS ID	Steps Complete?	Expected Pharmacy Claim Count	Expected Active Pharmacy Claim Count	Expected Inactive Pharmacy Claim Count	Expected Supplemental Record Count
33121	Yes	2,654	2,500	154	564
33122	Yes	4,562	4,000	562	1,128

Contact Information

- Review the Contact Information summary. If updates are needed for the EDGE Technical Contact, select the **Edit Contact Information** button.



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

Figure 19: Edit Contact Information

Contact Information

Select the **Edit Contact Information** button to edit the EDGE Technical Contact information. Remember that the Submitter and EDGE Technical Contact must be different.

Submitter Contact Information

First Name:	michelle	Last Name:	contact1
Email Address:	michelle@contact1.com	Job Title:	
Phone Number:		Phone Extension:	

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

EDGE Technical Contact Information

The red asterisk (*) indicates required fields.

* First Name:	Jane	* Last Name:	Hebert
* Email Address:	jhebert@company.com	* Job Title:	DBA Analyst
* Phone Number:	(555) 555-5555	Phone Extension:	

Edit Contact Information

Exit **Continue**

Table 3: Pre-Archive Summary Page

If	Then	To Navigate To
You confirmed pre-archive completion for one or more HIOS IDs	The Continue button appears on the Summary page.	Attestation page, refer to Section 2.6
You stated that you need help with all available HIOS IDs	The Submit button appears on the Summary page. (No attestation is required.)	Confirmation page, refer to Section 2.7

Figure 20: Submit Button

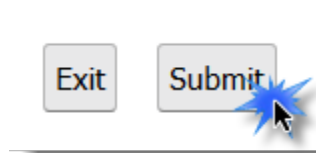
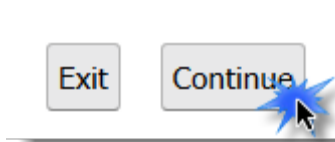


Figure 21: Continue Button



Warning: The archive confirmation process is not complete until a confirmation has been entered for all HIOS IDs for both archive stages on the Annual Archive Confirmation web form.

2.6 Pre-Archive Attestation Page

1. Select the check box next to each statement to attest the information submitted for each HIOS ID for pre-archive steps 1-6.

Figure 22: Attestation Statements

Pre-Archive Attestation

Instructions

Select the check box next to each statement to attest that information submitted for each HIOS ID listed on the Archive Confirmation Web form.

The red asterisk (*) indicates required fields.

As of 6/29/2018, I certify that the information entered for each HIOS ID listed on the Archive Confirmation Web form is accurate to the best of my knowledge:

☒	If my organization becomes aware that any of the data archived or restored to the EDGE server tables are untrue, inaccurate, or incomplete, my organization will promptly inform CMS.
☒	I am authorized to legally and financially bind my organization.
☒	The Expected Record Counts to be Restored entered for each HIOS ID on the Expected Counts of Records to be Restored page are accurate.
☒	If CMS identifies an issue or has questions about the information submitted, I agree to be a contact for responding to such questions.

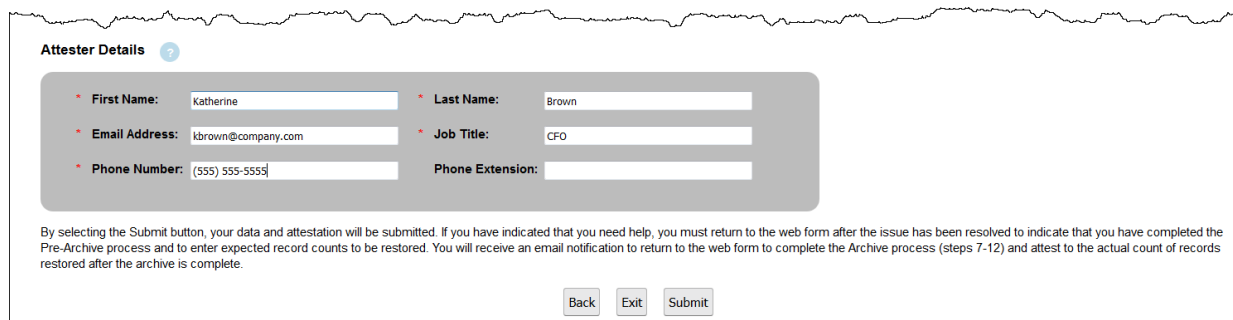
Attester Details

2. Complete the Attester Details section with the following information for the person attesting to the information entered into this web form:
 - First Name
 - Last Name
 - Email Address
 - Job Title

- Phone Number
- Phone Extension (optional)

 **Note: The individual providing the attestation must be someone who can legally and financially bind the company. This person is not required to be the Submitter.**

Figure 23: Attester Details



Attester Details

* First Name: Katherine * Last Name: Brown

* Email Address: kbrown@company.com * Job Title: CFO

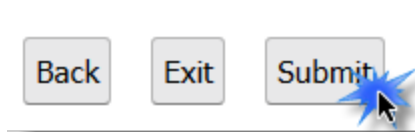
* Phone Number: (555) 555-5555 Phone Extension:

By selecting the Submit button, your data and attestation will be submitted. If you have indicated that you need help, you must return to the web form after the issue has been resolved to indicate that you have completed the Pre-Archive process and to enter expected record counts to be restored. You will receive an email notification to return to the web form to complete the Archive process (steps 7-12) and attest to the actual count of records restored after the archive is complete.

Back Exit Submit

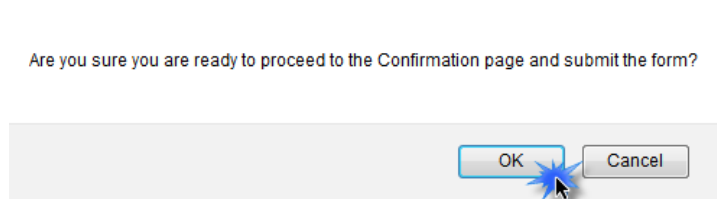
3. Select the **Submit** button.

Figure 24: Submit Button



4. Select the **OK** button in the dialog box to confirm you are ready to submit the form. You will be directed to the **Confirmation** page of the form.

Figure 25: OK Button



Are you sure you are ready to proceed to the Confirmation page and submit the form?

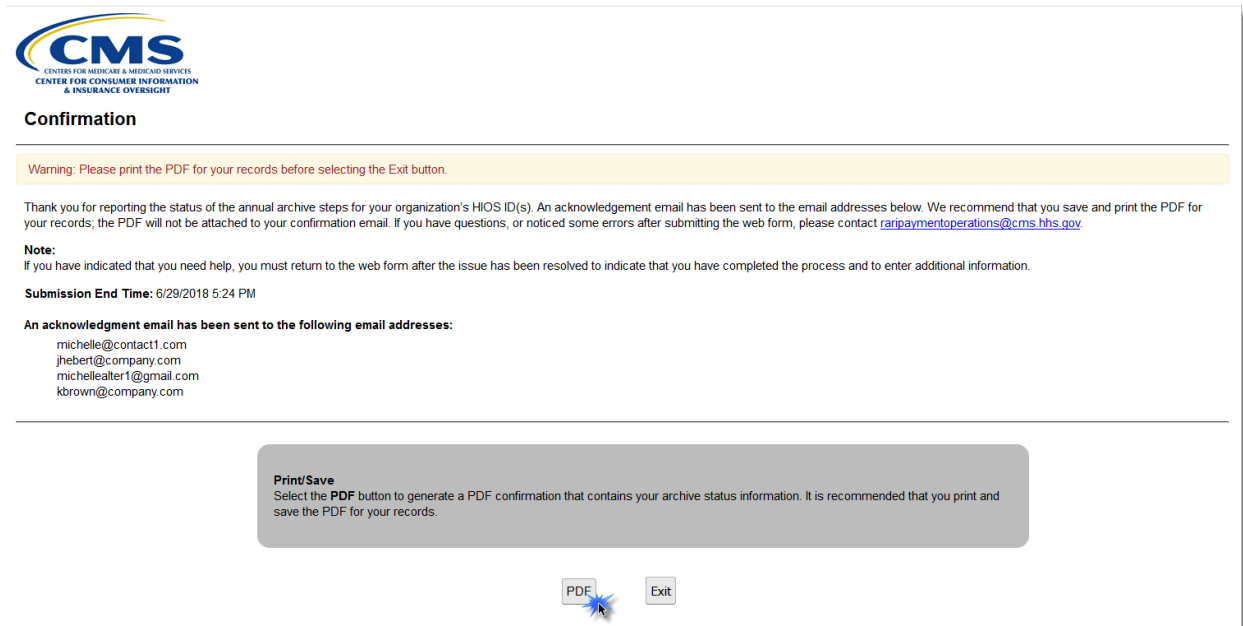
OK Cancel

2.7 Confirmation Page

After you submit your Annual Archive Confirmation web form for pre-archive steps 1-6, an acknowledgement email will be sent to the Submitter (CEO Designate or Alternate CEO Designate), EDGE Technical Contact, and Attester.

1. Select the **PDF** button to save/print the confirmation for your records.

Figure 26: PDF Button



Confirmation

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

Thank you for reporting the status of the annual archive steps for your organization's HIOS ID(s). An acknowledgement email has been sent to the email addresses below. We recommend that you save and print the PDF for your records; the PDF will not be attached to your confirmation email. If you have questions, or noticed some errors after submitting the web form, please contact aripaymentoperations@cms.hhs.gov.

Note:
If you have indicated that you need help, you must return to the web form after the issue has been resolved to indicate that you have completed the process and to enter additional information.

Submission End Time: 6/29/2018 5:24 PM

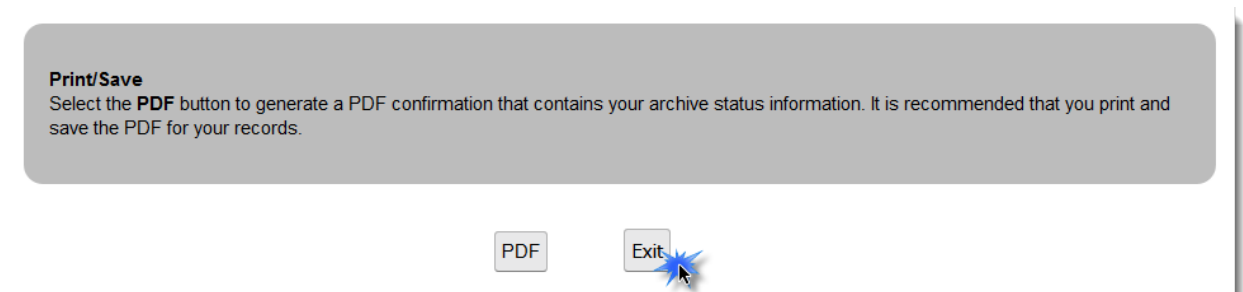
An acknowledgment email has been sent to the following email addresses:
michelle@contact1.com
jhebert@company.com
michellealter1@gmail.com
kbrown@company.com

Print/Save
Select the **PDF** button to generate a PDF confirmation that contains your archive status information. It is recommended that you print and save the PDF for your records.

 **Warning: The confirmation PDF will not be attached to the acknowledgement email. This will be your only chance to print/save your PDF confirmation.**

- Once your confirmation has been saved and/or printed, select the **Exit** button to exit the web form.

Figure 27: Exit Button



Print/Save
Select the **PDF** button to generate a PDF confirmation that contains your archive status information. It is recommended that you print and save the PDF for your records.

3 Archive Confirmation (Steps 7-12)

All issuers are required to complete archive steps 7-12 after the archive command is deployed. You also must confirm completion of the archive steps or request technical assistance for the archive steps using the Annual Archive Confirmation web form.

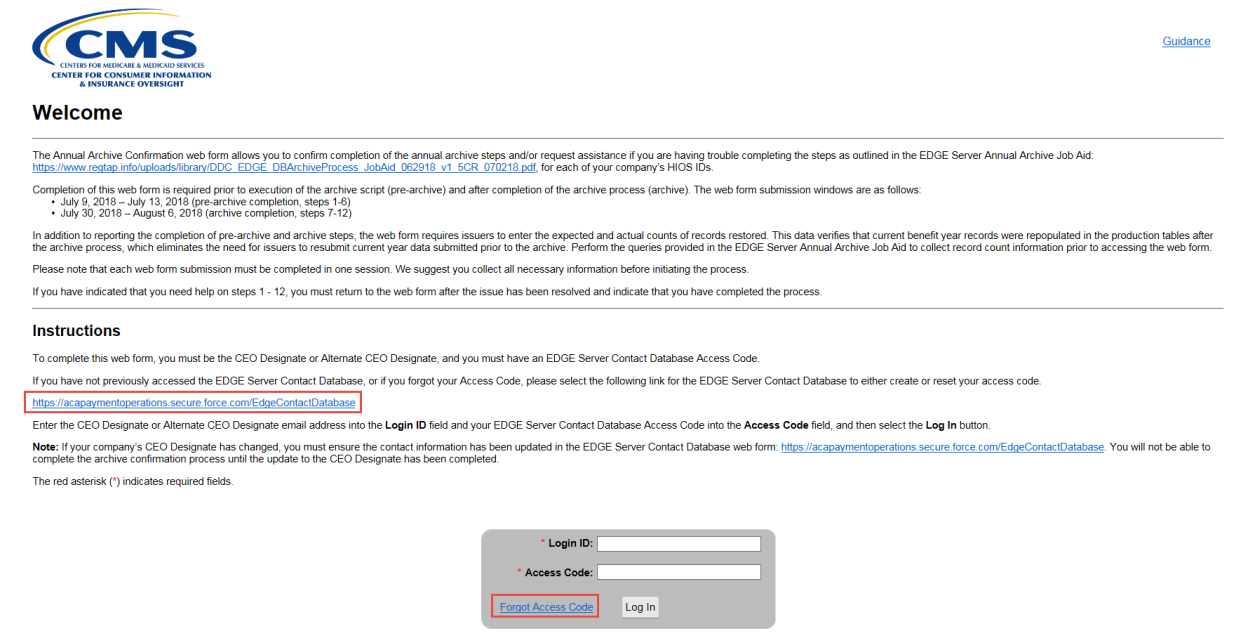
3.1 Welcome Page

Upon selecting the web form link in the invitation email you are directed to the **Welcome** page, as presented in Figure 28. Refer to Table 4 to determine how to proceed in the web form.

Table 4: Login Selection

If	Then
You have an EDGE Server Contact Database Access Code,	Proceed to Section 3.1.1 to log in with your 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 28: Welcome Page



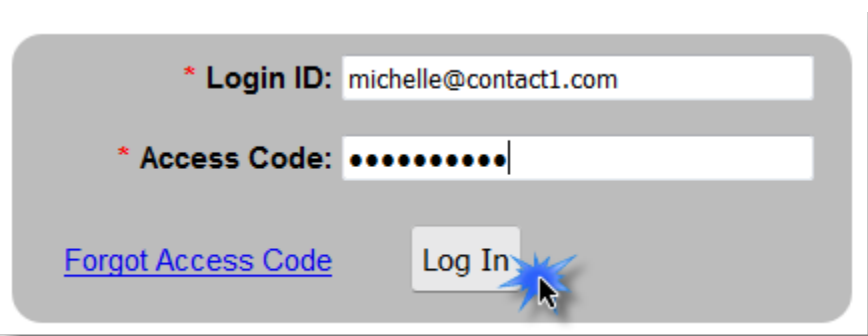
The screenshot shows the CMS logo at the top left and a "Guidance" link at the top right. The main heading is "Welcome". Below it, there is a paragraph explaining the purpose of the web form and a link to the "EDGE Server Annual Archive Job Aid". A bulleted list specifies the submission windows for pre-archive and archive completion. Further down, there are instructions for users, including a link to the "EDGE Server Contact Database" and a "Log In" button. A "Forgot Access Code" link is also visible. At the bottom, there is a login form with fields for "Login ID" and "Access Code", and a "Log In" button. A warning box at the bottom of the page states: "Warning: If your company's CEO Designate or Alternate CEO Designate has changed, you must ensure the contact information has been updated in the EDGE Server Contact Database. You cannot complete this process until the contact information is correct."

3.1.1 Log In With Access Code

Follow these steps to log into the web form using your EDGE Server Database Access Code, as presented in Figure 29:

1. Enter your CEO Designate or Alternate CEO Designate email address in the **Login ID** field.
2. Enter your EDGE Server Contact Database Access Code 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 29: 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 email address 'michelle@contact1.com'. The second field is labeled '* Access Code:' and contains a series of dots, indicating a masked password. Below the fields, there is a blue link labeled 'Forgot Access Code' and a button labeled 'Log In'. A mouse cursor is pointing at the 'Log In' button.

3.2 Contact Information Page

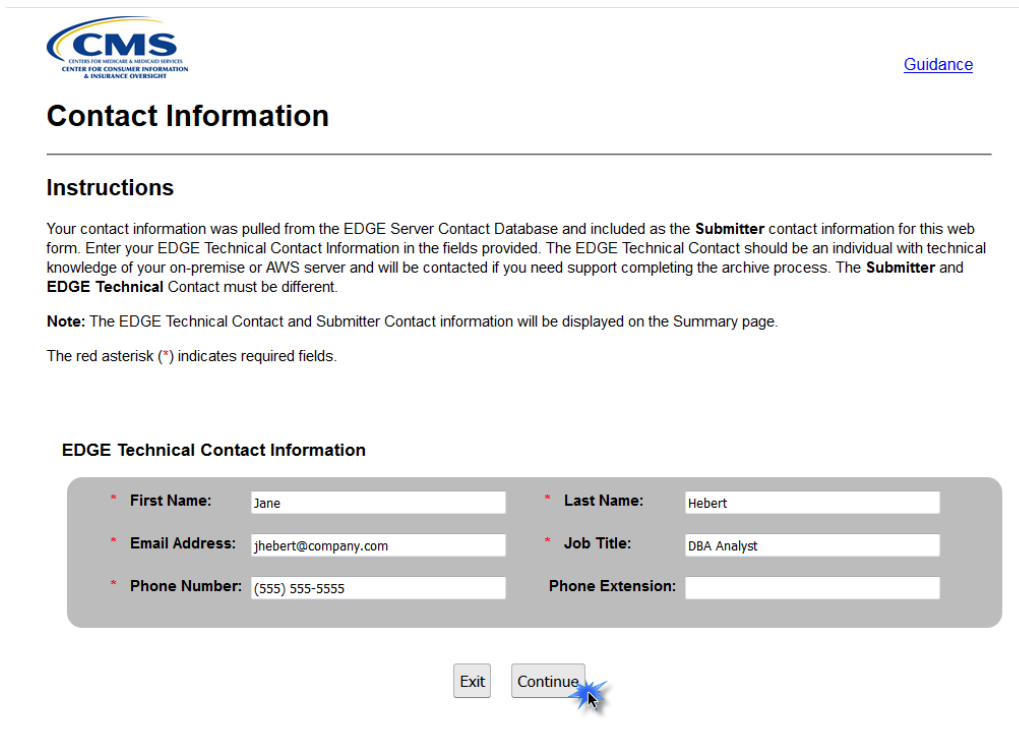
The **Contact Information** page collects the EDGE Technical Contact information, as presented in Figure 30. The EDGE Technical Contact should be an individual with technical knowledge of your on-premise or AWS server. He/she will be contacted if your company needs technical support to complete the archive process.

The Submitter can be either the CEO Designate or Alternate CEO Designate. Submitter information is retrieved from the EDGE Server Contact Database upon login and will be displayed on the **Summary** page. The Submitter and EDGE Technical Contact must be different.

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

2. Select the **Continue** button. You will be directed to the **Archive Information** page of the form.

Figure 30: Contact Information Page



The screenshot shows the 'Contact Information' page of the CMS Annual Archive Confirmation Web Form. The page includes the CMS logo, a 'Guidance' link, and a title 'Contact Information'. Below the title is an 'Instructions' section explaining that contact information was pulled from the EDGE Server Contact Database and included as the 'Submitter' contact information. It also notes that the EDGE Technical Contact should be an individual with technical knowledge of the on-premise or AWS server. A 'Note' states that the EDGE Technical Contact and Submitter Contact information will be displayed on the Summary page. A red asterisk (*) indicates required fields. The form contains two main sections: 'EDGE Technical Contact Information' and 'Submitter Contact Information'. The 'EDGE Technical Contact Information' section includes fields for First Name (Jane), Last Name (Hebert), Email Address (jhebert@company.com), Job Title (DBA Analyst), Phone Number ((555) 555-5555), and Phone Extension. The 'Submitter Contact Information' section includes fields for First Name, Last Name, Email Address, Job Title, Phone Number, and Phone Extension. At the bottom of the form are 'Exit' and 'Continue' buttons. A mouse cursor is pointing at the 'Continue' button.

3.3 Archive Information Page

The **Archive Information** page allows you to report completion of archive steps 7-12 for each of your company's HIOS IDs or request assistance with specific steps in the archive process. Review Table 5 to select the option that best fits your situation for each HIOS ID listed in the Archive Status table.

Table 5: Archive Information Page

If	Then
You have completed the archive steps for all HIOS IDs,	Continue to Section 3.3.1.
You have completed the archive steps for specific HIOS ID(s),	Continue to Section 3.3.2.
You require assistance in completion of the archive steps,	Continue to Section 3.3.3.

Figure 31: Archive Information Page



[Guidance](#)

Archive Information

Instructions

Select the option that best fits your situation for each HIOS ID listed in the table below. If you have completed archive steps for the current submission window for all of your HIOS IDs, select the **Select Yes for All** button to populate the entire column. If you select "Yes," the date you completed the steps is required in the **Completion Date** field.

If you select "No, I need help," select the **Step Where Issue Occurred?** from the drop-down list and provide a brief description of the issue(s) you are encountering in the **Help Explanation** field. You must return to this web form after the issue has been resolved and update the **Steps Complete?** to Yes.

The red asterisk (*) indicates required fields.

Issuer Company Name: Michelle's Company

Archive Status

HIOS ID	* Steps Complete? Select Yes for All	Completion Date	Step Where Issue Occurred?	Help Explanation
33121	--None--		--None--	0 of 1000 characters.
33122	--None--		--None--	0 of 1000 characters.

3.3.1 Archive Steps Completed for All HIOS IDs

Complete these steps in the Archive Status table to confirm completion of archive steps 7-12 for all HIOS IDs.

1. Select the **Select Yes for All** button in the **Steps Complete?** column of the Archive Status table.

Figure 32: Select Yes for All Button

Issuer Company Name: Michelle's Company

Archive Status

HIOS ID	* Steps Complete? Select Yes for All	Completion Date

2. Select the **Completion Date** from the calendar tool for each HIOS ID.

Figure 33: Calendar Tool

HIOS ID	* Steps Complete? Select Yes for All	Completion Date	Step Where Issue Occurred?
33121	Yes		--None--
33122	Yes		

June 2018

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

3. Select the **Continue** button. You will be directed to the **Actual Counts of Restored Records** page.

Figure 34: Continue Button

3.3.2 Archive Steps Completed for Some HIOS IDs

Complete these steps in the Archive Status table to confirm completion of archive steps for applicable HIOS IDs and request assistance for other HIOS IDs.

Annual Archive Confirmation Web Form Guide

1. Select **Yes** from the drop-down menu in the **Steps Complete?** column of the Archive Status table for each HIOS ID for which archive steps 7-12 are complete.

Figure 35: Selection Example

Issuer Company Name: Michelle's Company

Archive Status

HIOS ID	* Steps Complete? Select Yes for All	Completion Date
33121	Yes	06/29/2018

2. Select the **Completion Date** from the calendar tool for each HIOS ID for which archive steps 7-12 are complete.

Figure 36: Calendar Tool

HIOS ID	* Steps Complete? Select Yes for All	Completion Date	Step Where Issue Occurred?
33121	Yes		--None--
33122	Yes		

June 2018

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

3. Continue to [Section 3.3.3](#) to indicate the HIOS ID(s) requiring assistance to complete the archive steps.

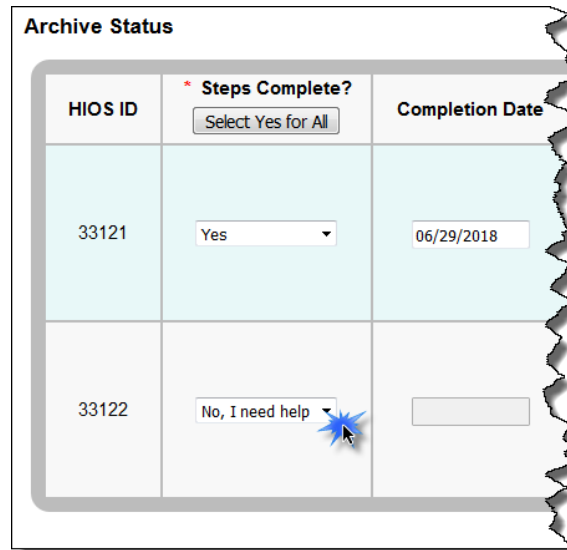
3.3.3 Need Assistance Completing Archive Steps

Complete these steps to indicate the HIOS ID(s) for which you require assistance to complete archive steps 7-12.

Annual Archive Confirmation Web Form Guide

1. Select **No, I need help** from the drop-down menu in the **Steps Complete?** column of the Archive Status table for each HIOS ID for which archive steps 7-12 are not complete because you need assistance.

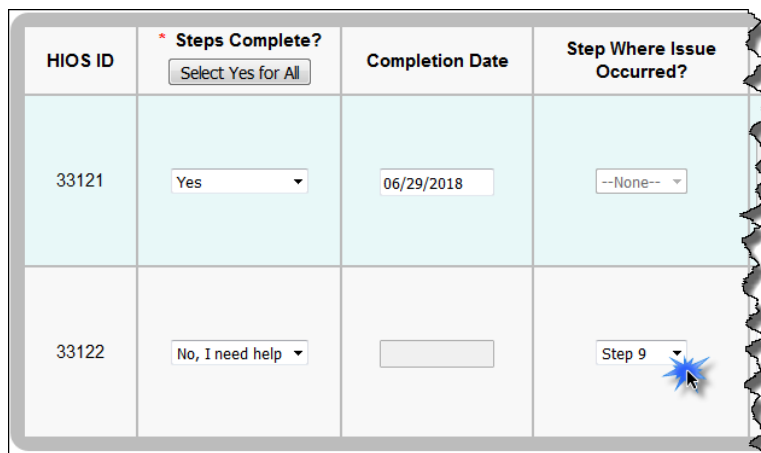
Figure 37: Help Selection Example



HIOS ID	* Steps Complete? Select Yes for All	Completion Date
33121	Yes	06/29/2018
33122	No, I need help	

2. Select the Step number or Other from the drop-down menu in the **Step Where Issue Occurred?** column.

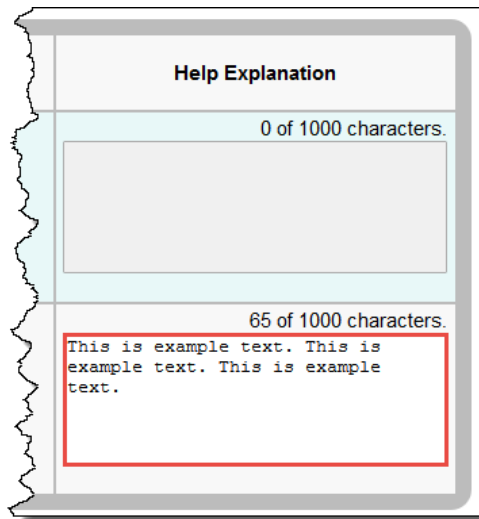
Figure 38: Step Issue Selection Example



HIOS ID	* Steps Complete? Select Yes for All	Completion Date	Step Where Issue Occurred?
33121	Yes	06/29/2018	--None--
33122	No, I need help		Step 9

3. Enter an explanation of the issue and assistance requested in the **Help Explanation** column.

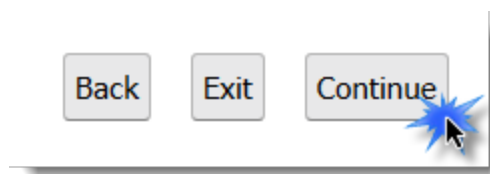
Figure 39: Enter Explanation Example



4. Select the **Continue** button.
 - If you confirmed completion of archive steps 7-12 for at least one HIOS ID, you will be directed to the **Actual Counts of Restored Records** page. Refer to [Section 3.4](#).
 - If you indicated you need assistance with all HIOS ID(s), you will be directed to the **Summary** page. Refer to [Section 3.5](#).

 **Warning:** If you request assistance with any HIOS ID, you will need to return to the Annual Archive Confirmation web form after the issue is resolved to complete confirmation for that HIOS ID.

Figure 40: Continue Button



3.4 Actual Counts of Restored Records

The **Actual Counts of Restored Records** page allows you to enter the counts of records to be restored to your EDGE server now that archive is complete. To determine your counts and enter them into the web form, follow these steps:

1. Obtain the actual count of current benefit year records restored after archiving process completed using the queries provided in the EDGE Server Annual Archive Job Aid.



Note: You may select the Expected Counts PDF button to generate a PDF of the expected counts submitted during the pre-archive steps 1-6 confirmation for comparison or your records.

2. Enter the actual medical claim, actual pharmacy claim, and actual supplemental record counts in the Archive Actual Counts tables.



Warning: Actual Claim Counts must be equal to the sum of the Actual Active Claim Counts and Actual Inactive Claim Counts.

Figure 41: Actual Medical Claim Table


[Guidance](#)

Actual Counts of Restored Records

Instructions

Select the **Expected Counts PDF** button to generate a PDF of the expected counts submitted during the Pre-Archive submission process.

Use the queries provided in the EDGE Server Annual Archive Job Aid to obtain the actual count of current benefit year records to be restored now that the archive is complete. Enter the actual medical claim, actual pharmacy claim, and actual supplemental record counts in the Archive Actual Counts tables. Only HIOS IDs for which the Archive steps are complete will appear in the Archive Actual Counts tables.

The red asterisk (*) indicates required fields.

Expected Counts PDF

Archive Actual Counts Tables

Actual Medical Claim Counts Restored

HIOS ID	Steps Complete?	* Actual Medical Claim Count	* Actual Active Medical Claim Count	* Actual Inactive Medical Claim Count	* Actual Medical Claim Family Count	* Actual Active Medical Claim Family Count	* Actual Inactive Medical Claim Family Count
33121	Yes	0	0	0	0	0	0
33122	Yes	0	0	0	0	0	0

Figure 42: Actual Pharmacy Claim and Supplemental Records Counts Table

Actual Pharmacy Claim and Supplemental Record Counts Restored

HIOS ID	Steps Complete?	* Actual Pharmacy Claim Count	* Actual Active Pharmacy Claim Count	* Actual Inactive Pharmacy Claim Count	* Actual Supplemental Record Count
33121	Yes	0	0	0	0
33122	Yes	0	0	0	0

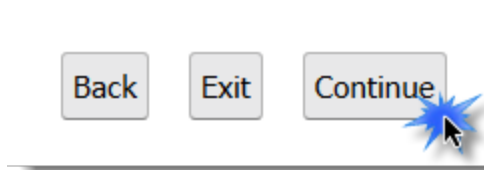
Back Exit Continue



Note: Only HIOS IDs for which the archive steps 7-12 are complete will appear in the Archive Actual Counts tables.

3. Select the **Continue** button. You will be directed to the **Summary** page of the form.

Figure 43: Continue Button



3.5 Summary Page

1. Review the Archive Status table, which contains the confirmation details and/or request(s) for assistance in completion of the archive steps. If needed, select the **Edit Archive Status** button to return to the **Archive Information** page to make updates to the information.

Figure 44: Edit Archive Status


[Guidance](#)

Summary

Instructions

Select the **Edit Archive Status** button to make edits to the archive status listed below for your company.

Michelle's Company

Archive Status **Edit Archive Status**

HIOS ID	Steps Complete?	Completion Date	Step Where Issue Occurred?	Help Explanation
33121	Yes	6/29/2018		
33122	Yes	6/29/2018		

2. Review the Archive Actual Counts tables. If needed, select the **Edit Actual Counts** button to return to the **Actual Counts of Restored Records** page to make updates to the information.



Note: You may also view a PDF of the expected counts from the pre-archive steps 1-6 by selecting the Expected Counts PDF button.

Figure 45: Edit Archive Actual Counts Tables

Actual Counts of Restored Records

Select the **Expected Counts** PDF button to generate a PDF for the expected counts submitted during the Pre-Archive Submission process to compare the counts of expected records to actual records restored.

Select the **Edit Actual Counts** button to edit the Archive Actual Counts tables.

Only HIOS IDs for which the Archive process is complete will appear in the Archive Actual Counts tables.

[Expected Counts PDF](#)

Archive Actual Counts Tables

Actual Medical Claim Counts Restored [Edit Actual Counts](#)

HIOS ID	Steps Complete?	Actual Medical Claim Count	Actual Active Medical Claim Count	Actual Inactive Medical Claim Count	Actual Medical Claim Family Count	Actual Active Medical Claim Family Count	Actual Inactive Medical Claim Family Count
33121	Yes	1,535	1,110	425	1,425	1,000	425
33122	Yes	2,355	2,205	150	2,100	2,000	100

Actual Pharmacy Claim and Supplemental Record Counts Restored

HIOS ID	Steps Complete?	Actual Pharmacy Claims Count	Actual Active Pharmacy Claims Count	Actual Inactive Pharmacy Claims Count	Actual Supplemental Record Count
33121	Yes	5,351	5,300	51	2,541
33122	Yes	7,673	6,703	970	5,214

- Review the Contact Information summary. If updates are needed for the EDGE Technical Contact, select the **Edit Contact Information** button.



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

Figure 46: Edit Contact Information

Contact Information

Select the **Edit Contact Information** button to edit the EDGE Technical Contact information. Remember that the Submitter and EDGE Technical Contact must be different.

Submitter Contact Information

First Name: michelle

Last Name: contact1

Email Address: michelle@contact1.com

Job Title:

Phone Number:

Phone Extension:

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

EDGE Technical Contact Information

The red asterisk (*) indicates required fields.

* First Name: Jane

* Last Name: Hebert

* Email Address: jhebert@company.com

* Job Title: DBA Analyst

* Phone Number: (555) 555-5555

Phone Extension:

Edit Contact Information

Exit

Continue

Table 6: Archive Summary Page

If	Then	To Navigate To
You confirmed archive completion for one or more HIOS IDs	The Continue button appears on the Summary page.	Attestation page, refer to Section 3.6
You stated that you need help with all available HIOS IDs	The Submit button appears on the Summary page. (No attestation is required.)	Confirmation page, refer to Section 3.7

Figure 47: Submit Button

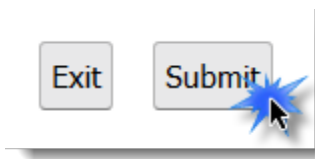
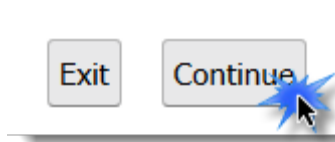


Figure 48: Continue Button

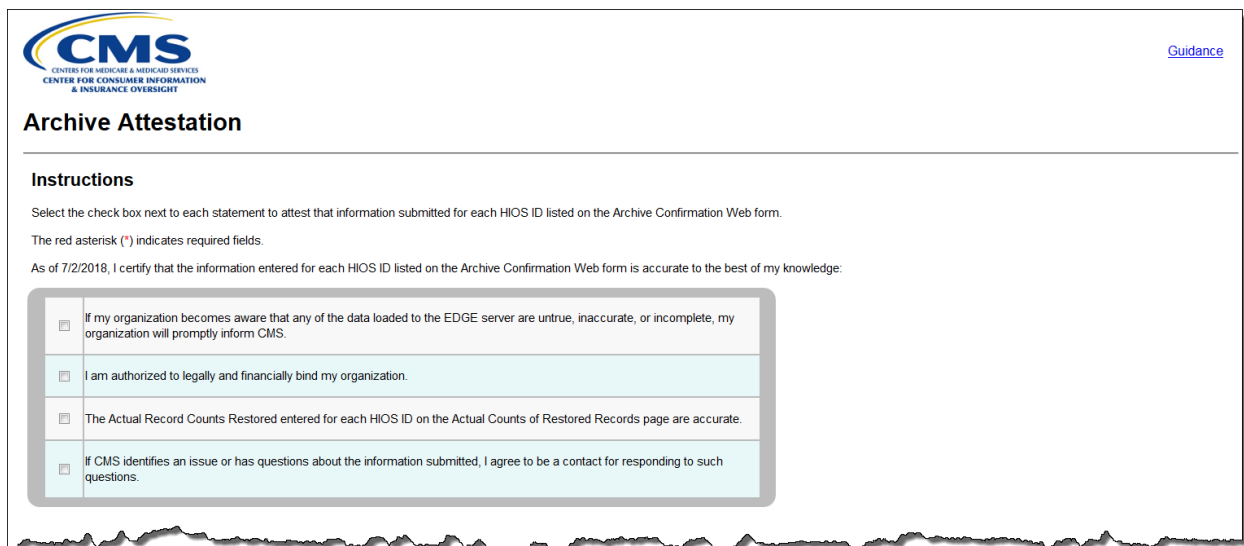


Warning: The archive confirmation process is not complete until a confirmation has been entered for all HIOS IDs for both archive stages on the Annual Archive Confirmation web form.

3.6 Archive Attestation Page

1. Select the check box next to each statement to attest the information submitted for each HIOS ID for archive steps 7-12.

Figure 49: Attestation Statements



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

[Guidance](#)

Archive Attestation

Instructions

Select the check box next to each statement to attest that information submitted for each HIOS ID listed on the Archive Confirmation Web form.

The red asterisk (*) indicates required fields.

As of 7/2/2018, I certify that the information entered for each HIOS ID listed on the Archive Confirmation Web form is accurate to the best of my knowledge:

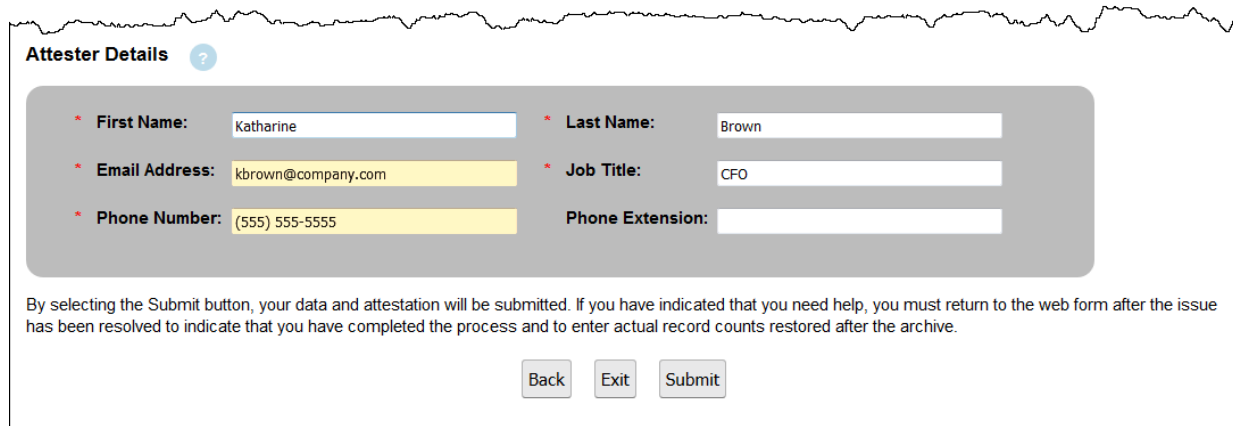
☐	If my organization becomes aware that any of the data loaded to the EDGE server are untrue, inaccurate, or incomplete, my organization will promptly inform CMS.
☐	I am authorized to legally and financially bind my organization.
☐	The Actual Record Counts Restored entered for each HIOS ID on the Actual Counts of Restored Records page are accurate.
☐	If CMS identifies an issue or has questions about the information submitted, I agree to be a contact for responding to such questions.

2. Complete the **Attester Details** section with the following information for the person attesting to the information entered into this web form:
 - First Name
 - Last Name
 - Email Address
 - Job Title
 - Phone Number
 - Phone Extension (optional)



Note: The individual providing the attestation must be someone who can legally and financially bind the company. This person is not required to be the Submitter.

Figure 50: Attester Details



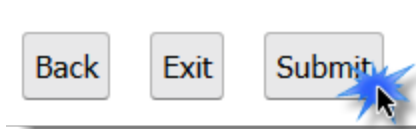
Attester Details ?

* First Name:	Katharine	* Last Name:	Brown
* Email Address:	kbrown@company.com	* Job Title:	CFO
* Phone Number:	(555) 555-5555	Phone Extension:	

By selecting the Submit button, your data and attestation will be submitted. If you have indicated that you need help, you must return to the web form after the issue has been resolved to indicate that you have completed the process and to enter actual record counts restored after the archive.

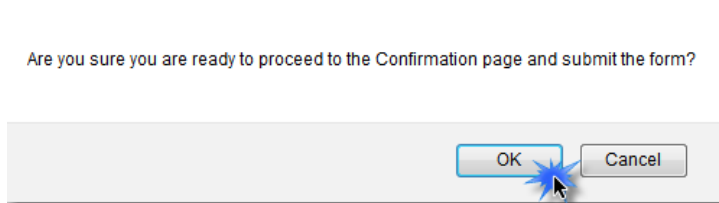
3. Select the **Submit** button.

Figure 51: Submit Button



4. Select the **OK** button in the dialog box to confirm you are ready to submit the form. You will be directed to the **Confirmation** page of the form.

Figure 52: OK Button



3.7 Confirmation Page

After you submit your Annual Archive Confirmation web form, an acknowledgement email will be sent to the Submitter (CEO Designate or Alternate CEO Designate), EDGE Technical Contact, and Attester.

1. Select the **PDF** button to save/print the confirmation for your records.

Figure 53: PDF Button



Confirmation

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

Thank you for reporting the status of the annual archive steps for your organization's HIOS ID(s). An acknowledgement email has been sent to the email addresses below. We recommend that you save and print the PDF for your records; the PDF will not be attached to your confirmation email. If you have questions, or noticed some errors after submitting the web form, please contact raripaymentoperations@cms.hhs.gov.

Note:

If you have indicated that you need help, you must return to the web form after the issue has been resolved to indicate that you have completed the process and to enter additional information.

Submission End Time: 7/2/2018 12:52 PM

An acknowledgment email has been sent to the following email addresses:

michelle@contact1.com
jhebert@company.com
michellealter1@gmail.com
kbrown@company.com

Print/Save

Select the **PDF** button to generate a PDF confirmation that contains your archive status information. It is recommended that you print and save the PDF for your records.



Warning: The confirmation PDF will not be attached to the acknowledgement email. This will be your only chance to print/save your PDF confirmation.

2. Once your confirmation has been saved and/or printed, select the **Exit** button to exit the web form.

Figure 54: Exit Button

Print/Save

Select the **PDF** button to generate a PDF confirmation that contains your archive status information. It is recommended that you print and save the PDF for your records.





Annual Archive Confirmation Web Form Guide

Congratulations! You have completed the Annual Archive Confirmation process. We appreciate your assistance in helping to verify the accuracy of the data archive and restoration. You will be notified by CMS when the blackout is lifted in order to begin, or resume, submitting current benefit year data to the EDGE Server.