508 Compliant Version

EDGE Server Registration – Issuer Approver

Introduction

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

Hello and welcome to this video tutorial on how an Issuer Approver will approve a request for an EDGE server. This video is intended for **Issuer EDGE Registration Approvers** and will demonstrate how to approve a request for an EDGE server submitted by the **Issuer Submitter**. The steps for the **Issuer Submitter** and **TPA Submitter** will be covered in separate video tutorials. All the activities covered in this tutorial will be performed through the EDGE Server Registration site. For more information on accessing the EDGE server Registration site, reference the **EDGE Server Registration – Access Site video tutorial** and the **EDGE Server Registration Job Aid on REGTAP.**

Step 1:

- When you log in and access the EDGE server homepage, you'll see your Server Request inbox. All active EDGE Server requests pending your approval with a status of "Pending Org Approval**" will be displayed here.**
- It is important to note that in this inbox Issuer Approvers can see both newly submitted requests and requests that have previously been rejected and resubmitted for your approval.
- To view an approval request you will select **View** in the **Action** column of the inbox.

Step 2:

- After the Request Approval Screen opens, you will see the request with fields greyed out.

Step 3:

- At this point, review all of the submitted data to ensure correctness.

Step 4:

- Following your review of the data, you will now be able to either **Approve or Reject** the Request.
- If you intend to Reject the Request, you must first provide an explanation for why the request is being rejected in the Comments field before click Reject Request. This will tell the **Issuer Submitter** why the request was rejected.

Step 5:

- If the data entered on the request is correct, you can **Approve** the request by clicking the **Approve Request** button.
- All Approved Requests for **Self-Hosted** EDGE servers will be forwarded to **CMS** for review.
- All Approved Requests for **TPA Hosted** EDGE servers will be forwarded to the selected TPA to complete.

Conclusion

This completes the **Issuer Approver** EDGE Server Registration module. Additional resources can be found on REGTAP. For EDGE Server support, please send all questions to CMS Help Desk by emailing: CMS_FEPS@cms.hhs.gov or call 1-855-CMS-1515.