

Accessing the EDE Auditor Community

To access documentation for the Enhanced Direct Enrollment (EDE) program, auditors affiliated with an EDE entity must register for an account within the CMS Secure Portal and request access to the Opportunity to Network and Engage (zONE) platform. Once granted access to zONE, auditors should request access to the “Enhanced Direct Enrollment (EDE) Auditors.” A primary entity seeking approval from CMS to launch EDE must notify the Direct Enrollment Help Desk of who their official auditor(s) are. Auditors will not be approved for access to zONE until this step has occurred.

Register with CMS Enterprise Portal

1. Navigate to <https://portal.cms.gov/>.
2. Select **New User Registration**.

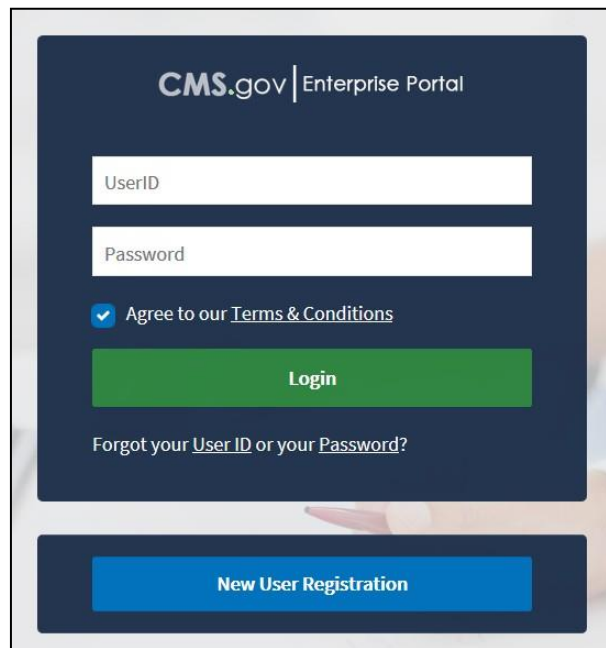


Figure 1: Portal Login: New User Registration

3. **Step #1** displays.

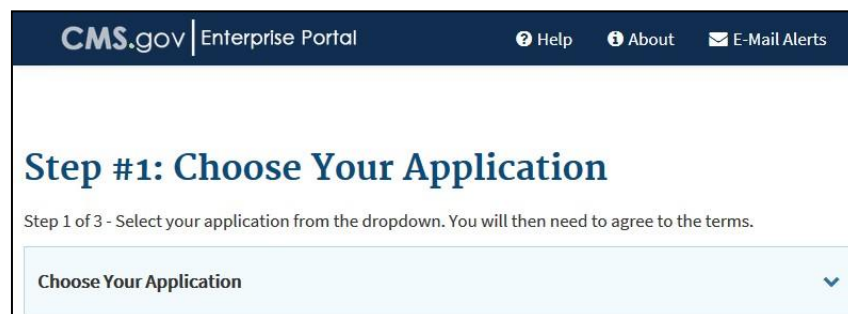


Figure 2: Choose Application Page

4. Select the zONE application from the drop-down menu.

T-MSIS: Transformed Medicaid Statistical Information System
UCM: Unified Case Management
zONE: Opportunity to Network and Engage

Figure 3: Choose Application Drop-Down Menu

5. Review the Terms & Conditions.

Step #1: Choose Your Application

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

zONE: Opportunity to Network and Engage

Terms & Conditions

OMB No.0938-1236 | Expiration Date: 03/31/2021 | Paperwork Reduction Act

Consent to Monitoring

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

☒ I agree to the terms and conditions

Next

Cancel

Figure 4: Terms & Conditions Agreement

6. Select the checkbox to agree to the Terms & Conditions.
7. Select the **Next** button. It is disabled until you select the checkbox.
8. Step #2 displays.
9. Provide responses for all required fields.
10. Select **Next**.
11. You will be directed to select a username and password.
12. Once your username and password have been secured, please log into the CMS Secure Portal at <https://portal.cms.gov/>.
13. From the homepage, please select "Request/Add Apps"

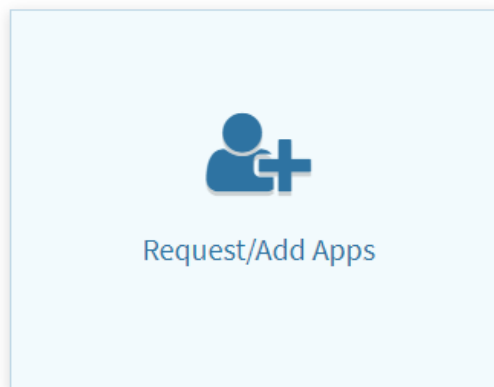
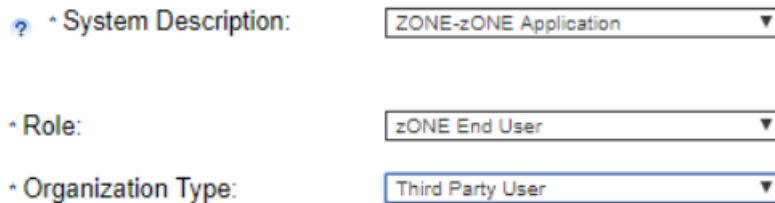


Figure 5: Request New Apps

14. Locate "zONE" from the list of available apps and select "Request Access."

15. You will be directed to request new system access.
16. Under “System Description” select “ZONE-zONE Application.”
17. Under “Role” select “zONE End User.”
18. Under “Organization Type” select “Third Party User.”



The screenshot shows a form with three dropdown menus. The first menu, labeled "System Description:", has "ZONE-zONE Application" selected. The second menu, labeled "Role:", has "zONE End User" selected. The third menu, labeled "Organization Type:", has "Third Party User" selected.

Figure 6: Requesting Access to zONE

19. In the section titled “Please submit role data”:
 - Please enter the name of your organization and address.
 - Under Supervisor Name, Email, and Phone Number, please enter the contact information for your direct supervisor for this engagement.
20. Under “Notes to the Approver,” please enter “I represent [Company Name], who is the auditor on record for [Name of Organization you are Auditing] for Enhanced Direct Enrollment.”
21. You will receive an email once your access to zONE has been approved.

Request Access to the EDE Auditor Community

22. Using your login credentials, log into zONE at <https://zone.cms.gov/>.
23. From the top navigation, select “Communities,” and then click “Browse Communities.”



Figure 7: Browse Communities

24. In the “Title” Box, type “Enhanced Direct Enrollment (EDE) Auditors.”
25. When the Enhanced Direct Enrollment (EDE) Auditors community appears, click “Join.”
26. You will receive an email from “zone-no-reply@cms.hhs.gov” when your access is approved.
27. Follow the link within the approval email to access the EDE Auditor Community.