How to Register for Access to the CMS Open Payments (Sunshine Act) System
A step-by-step guide for physicians, created and shared by Duke University

Phase 1: EIDM New User Registration

1. Go to Website: https://portal.cms.gov/wps/portal/unauthportal/home/
2. Click on New User Registration on the right side of the screen
3. Agree to terms
4. Enter Demographics
5. Choose username, password, security questions and complete registration process

After you register, you’ll receive an immediate email confirmation from donotreply@cms.gov with subject: enterprise identity Management System (EIDM) Account registration

Phase 2: Request Access to Open Payments with EIDM Credentials

1. Go back to the homepage (or click link in #1 above) and login to the portal
2. Select “Request Access Now”
3. Select “Request New Application Access”
4. From dropdown for System Description select “Open Payments” and when the second dropdown for role appears select applicable manufacturer… and click submit

- Application Description: “Open Payments”
- Role: “Applicable Manufacturer, GPO, Physician, or Teaching Hospital”
5. Click “Next” on Identity Verification Screen, agree to terms on next screen and click “next”, review demographics and confirm email, enter SS# and then click “Next”.

6. On the Verify Identity Screen it will ask you to answer some personal questions to help prove you are the one completing the information. Select the appropriate answers and click “Next” and then click “Next” on the following screen. Then click “OK” on the successful completion screen.

7. Log out and then log back in to the portal: https://portal.cms.gov/wps/portal/unauthportal/home/

8. There will now be a gold “Open Payments tab in the upper left. Click on it and choose “Open Payments- Home”

9. Click on the sideways triangle to “Create a Profile”

10. Scroll to bottom of the next page and click “Start Profile”

11. Select “Physician” radio button and then click “Continue”

12. Enter Demographics and click “Continue”
On the Physician Details page, select the appropriate Physician Type from the dropdown box; enter your NPI number and Physician Specialty (Taxonomy) Code(s).

Don’t know your number or code? Access the NPI Registry Site and search for an individual provider to obtain your NPI and Taxonomy Code(s). After you enter your first name, last name and the security image, your information will appear on a different screen. Scroll down to find your NPI Number, your Provider Taxonomy Number(s) and your License Number.

13. Click “Add License” and then choose Nebraska from the dropdown and then enter your license number in the appropriate box and then click “ADD” (If you have other state licenses add those as well) then click “Continue”

14. Choose “Not now” radio button on the Authorized Representative page and click “Continue”
15. Review your information and click “Submit”

Log out of the system. Your information will be verified. Later, (up to 24 hrs. for them to “vet” your information) you can log back into the portal, go to the open payments home page and choose “Review and Dispute, Review, Affirm, Dispute” tab to review any reported open payments. See below for screen shots of these screens.

Questions:

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