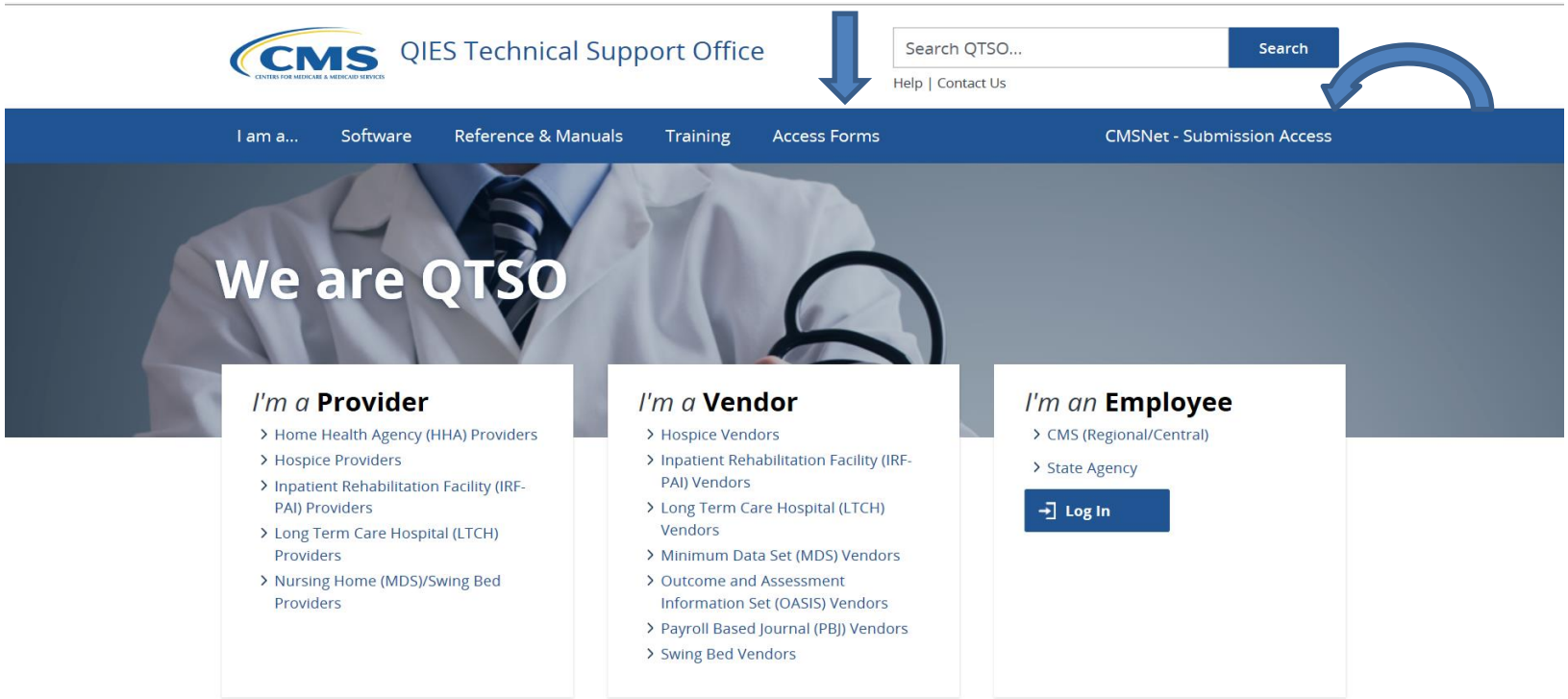
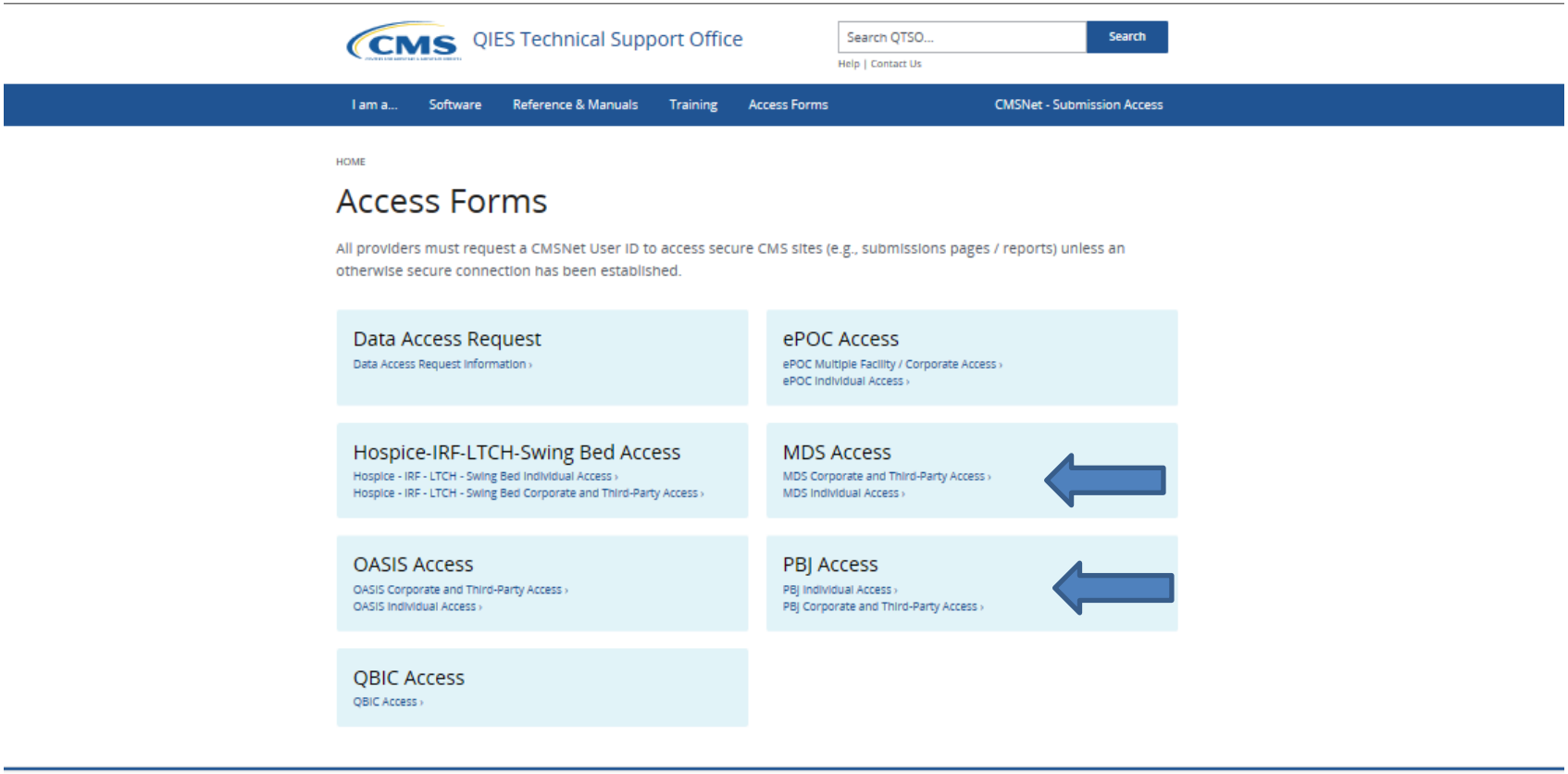
CMSNet User and QIES Submission ID

- **To obtain access/passwords to MDS or PBJ data, go to** https://qtso.cms.gov
- **Click on the "Access Forms" link at the top of the screen, or "CMSNet-Submission Access" link**
- **Note: If you already have a CMSNet User ID, and you are only wanting to add PBJ or MDS access to you current access, you may do so at the QIES Submission Screen and skip this initial step**



- **Under “MDS Access” or “PBJ Access”, click on “Individual acess”**
- **If your facility desires to have more than 2 individuals authorized to submit and access data and reports, choose the Corporate Link.** When completing the Corporate forms, indicate why you need an additional user account (e.g., QAPI staff member requires account to access CASPER reports; HR personnel requires access to submit PBJ data, etc.)



- **Follow Step 1 in the instructions. You will receive your CMSNet ID first and from there you will have access to obtain the QIES Submission ID.**
- **After receipt of the CMSNet ID, follow the instructions in Step 2 to obtain your QIES Submission ID.**

QIES Technical Support Office

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PBJ Individual Access

All providers must request a CMSNet User ID to access secure CMS sites (e.g., submissions pages / reports) unless an otherwise secure connection has been established.

Requesting access to CMS systems requires two steps to obtain two separate login IDs.

Step 1:

Use the CMSNet Online Registration application to request a CMSNet User ID.
The CMSNet ID is needed to access secure CMS sites (e.g., submissions pages/reports) unless an otherwise secure connection has been established.

CMSNet Online Registration Instructions

Step 2:

Use the QIES online User Registration tool to obtain a QIES Submission ID.
Once you have registered for a CMSNet User ID, you will receive an email from MDCN.mco@palmettogba.com containing your login information. Using this information you will connect through the 'CMS Secure Access Service'.

Once securely connected, select the 'CMS QIES Systems for Providers' link to access the QIES online 'User Registration' tool. New users must utilize the online 'User Registration' tool to obtain a QIES Submission login ID (the only exception is Corporate/Third-Party accounts).

Please NOTE: CMS allows a total of TWO (2) Individual User accounts per facility. **Exception: CMS allows a total of FOUR (4) ePOC user accounts**

Downloads

- CMSNet Online Registration Instructions [PDF 444 KB]
- PBJ Individual User Account Maintenance Request (Only use this form to remove individual accounts or request additional users)
- Completing and Saving a PDF Form Electronically [PDF 77 KB]

QIES Submission ID:

- **Click on either "MDS User Registration" or "Payroll Based Journal User Registration"**
- **Complete required steps to obtain your QIES Submission ID**
- **If you already have access to either PBJ or MDS and want to add access to the other one, click on the link "Add PBJ-MDS Access to your Active Individual User Account"**

Access Payroll Based Journal (PBJ) CASPER Reports

Go to QIES to Success at: https://web.qiesnet.org/qiestosuccess/

Click on CASPER Reports on the left side of the screen

QIES to Success

Home | Suggestions | Help Desk

ASPEN
ASPEN Web Access
Dashboards
S&C QCOR
QIES State Applications
MDS 3.0 Public Reports:
MDS 3.0 Frequency Report
CASPER
CASPER Reports
HHA training Worksheet
MDS training Worksheet

QIES Workbench

MDS 3.0 Viewer
MDS 3.0 DMS

OASIS Viewer
OASIS DMS

ISTW
Integrated Surveyor Training Website
QIES Infocenter
QIES User Maintenance
HHA Account Maintenance
MDS Account Maintenance
CMS
Training & Education
MDS / jRAVEN
OASIS / jHAVEN
Swing Bed / jRAVEN
IRF-PAI
Metadata
Online Training
QIES Community Connection
CMS.gov
MEDICARE.gov
NPI Registry Search
QTSO
Survey & Cert. Letters

Possible QIES scheduled downtime begins Tuesday, August 6, at 8:00 PM (ET) and ends at 11:00 PM (ET)

Systems Maintenance downtime begins Friday, August 9, at 8:00 PM (ET) and ends Sunday, August 11, at 6:00 PM (ET)

The QIES scheduled downtime begins Saturday, August 10, at 6:00 AM (ET) and ends at 6:00 PM (ET)

Possible QIES scheduled downtime begins Tuesday, August 20, at 8:00 PM (ET) and ends at 11:00 PM (ET)

CMS
CENTERS FOR MEDICARE & MEDICAID SERVICES
Centers for Medicare & Medicaid Services

QIES Security Notice: Disabling and Deleting Accounts

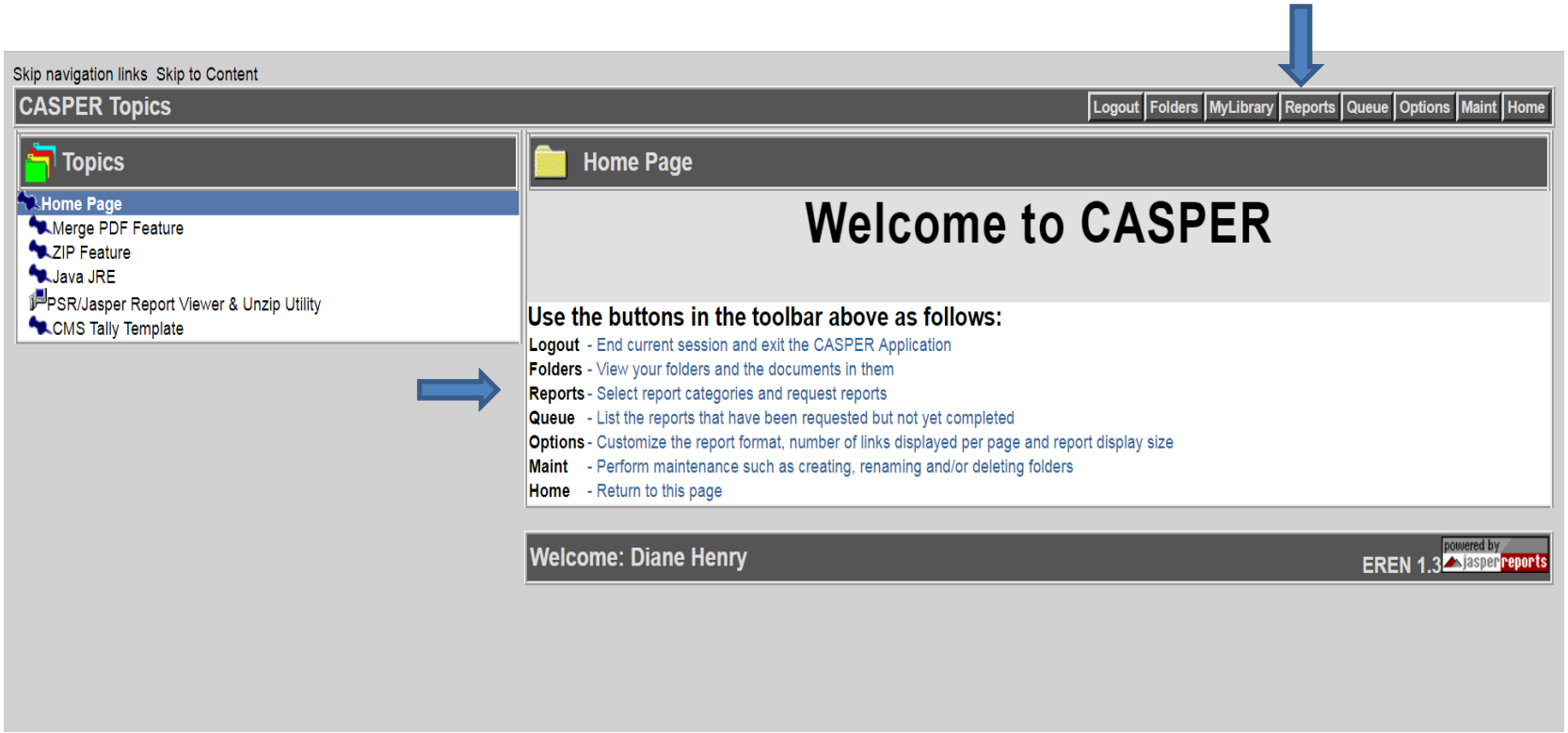
To better secure our applications, QIES security will require each user to successfully login every 60 days, effective June 26, 2017. If this does not occur, the account will be disabled and can only be re-enabled by contacting the QTSO Help Desk at (888) 477-7876.

Accounts that have no activity for more than 365 days will be deleted. Once your account is deleted, you will not be able to use or re-enable the account. If your account is deleted, you will need to request access through CMS as you did originally; you will be assigned a new User ID and password when the access is granted.

QIES users will continue to use QUMA to update passwords as required every 60 days; and use security questions to unlock accounts if the password is forgotten or the account is locked due to the password being entered incorrectly three times.
If you have any questions concerning this information, please contact the QTSO Help Desk at help@qtso.com or 1 (888) 477-7876.
Posted 05/16/2017

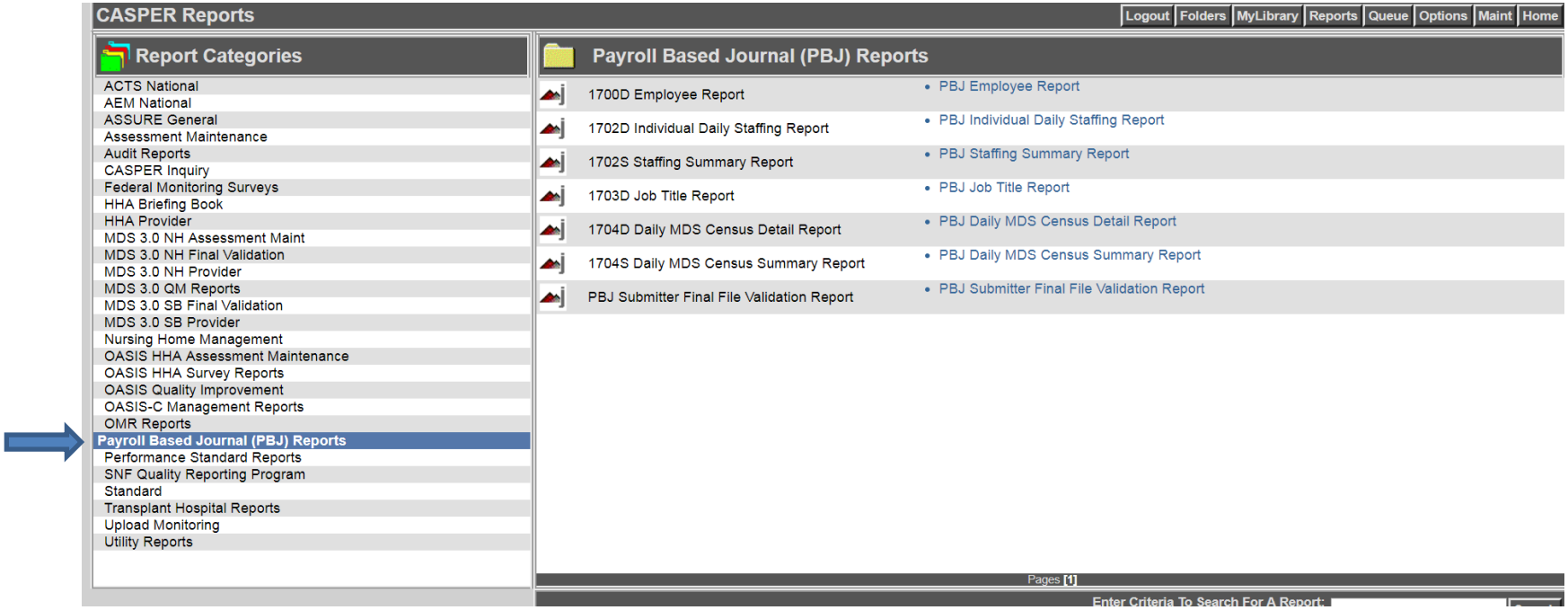
Accessibility Policy | Help | Privacy Policy

After logging in, click on “Reports” tab at the top of the screen, or in the middle of the screen.



Click on Payroll Based Journal (PBJ) Reports on the left side of the screen.

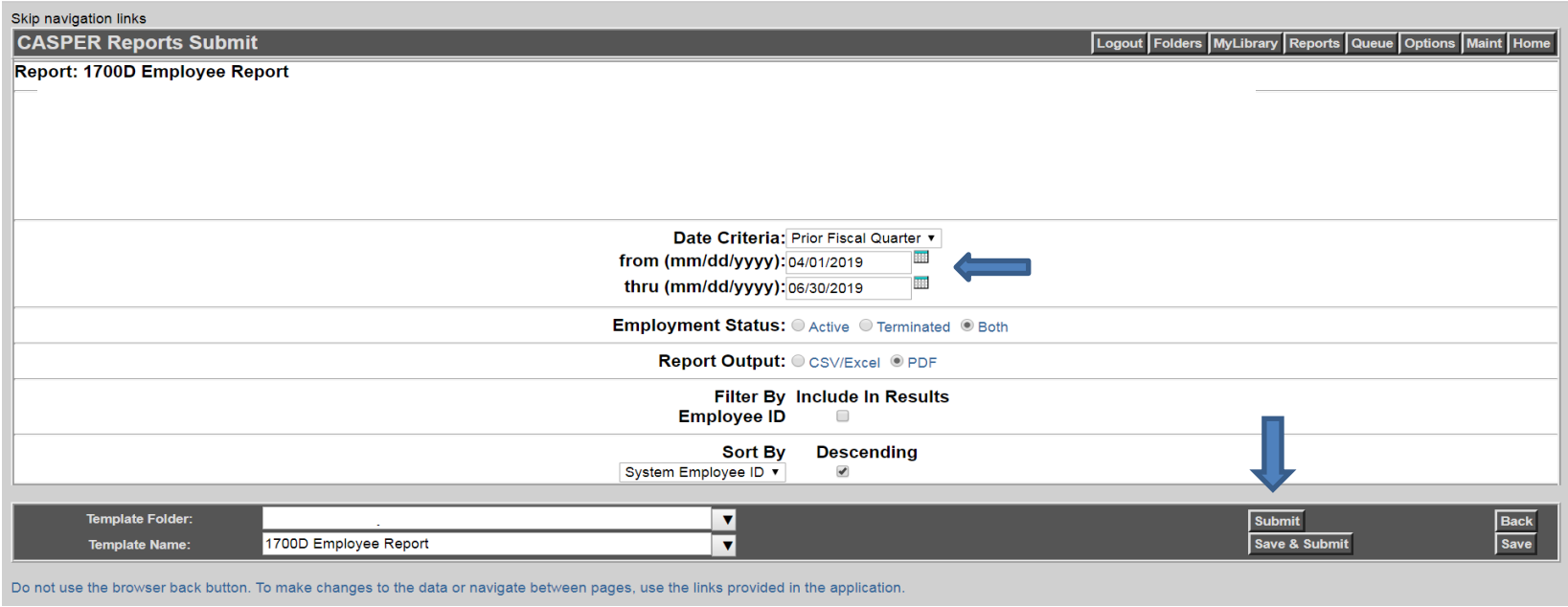
Available PBJ reports will appear in the middle of the screen



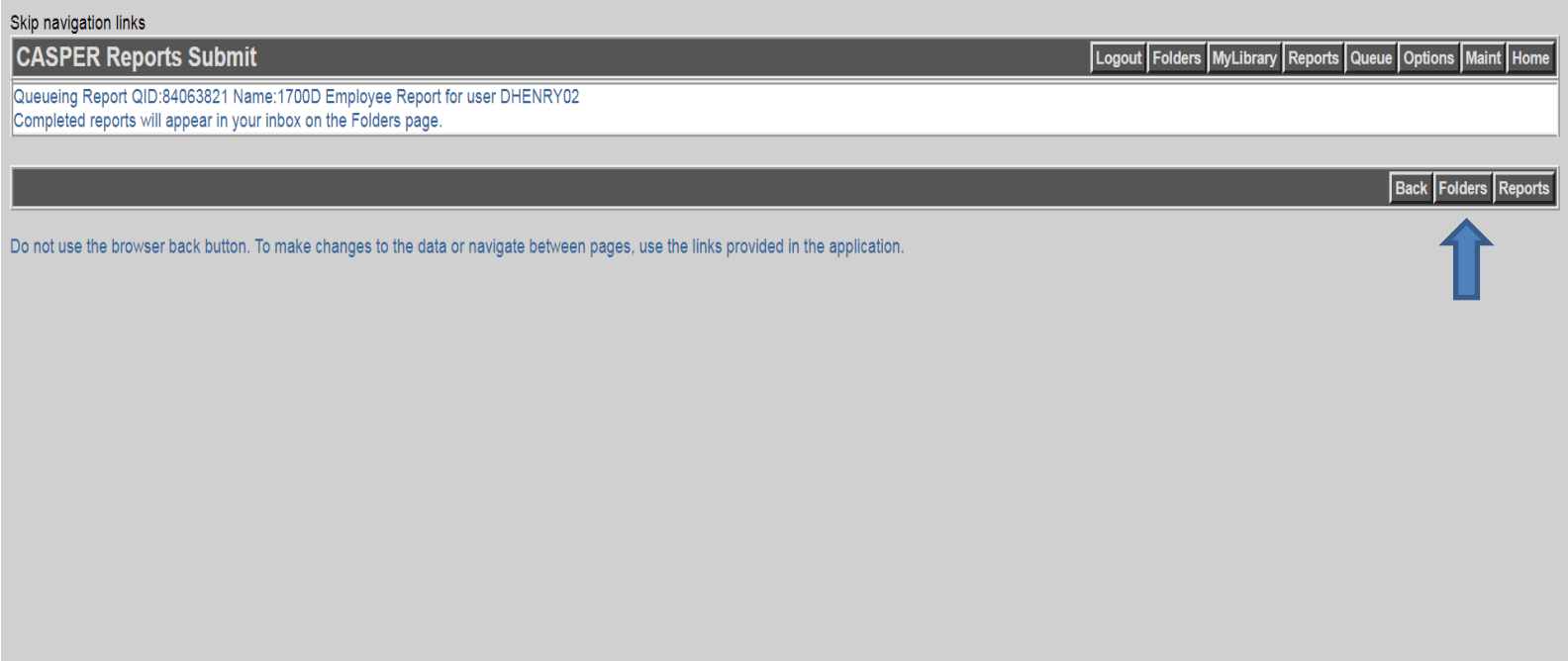
Date Criteria defaults to the most current quarter.

Dates may be adjusted if you prefer to view prior quarterly data.

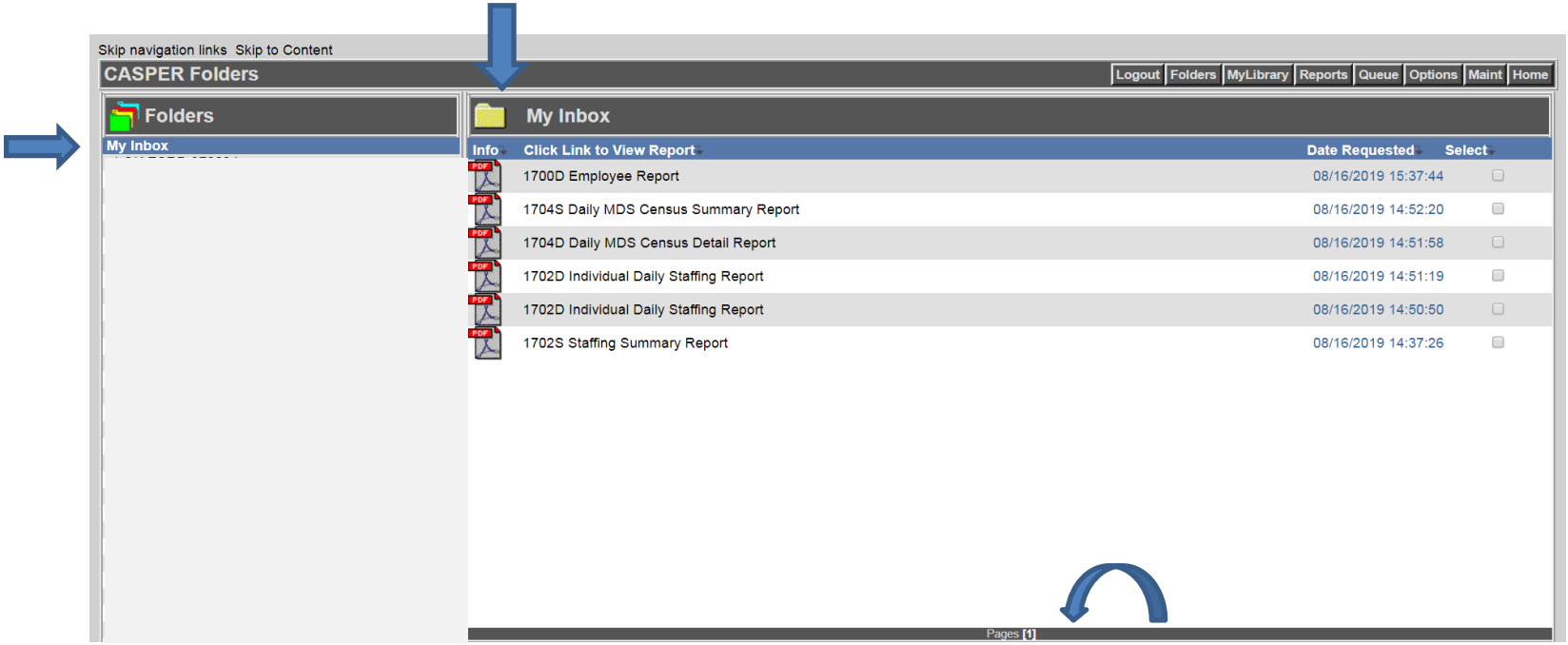
Click "Submit"



Click “Folders” to access reports



Reports will appear in your “My Inbox”

Click on “My Inbox” on the left of the screen if not showing

If you have numerous reports in the middle of the screen, some may appear on “Page 2”