# Quality Payment

PROGRAM

# Register for a HCQIS Access Roles and Profile (HARP) Account

Updated: 3/20/2020

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#### Introduction

You will create an account and establish credentials in the HCQIS Access Roles and Profile system (HARP), and you will manage access to organizations by signing in to the Quality Payment Program on <u>app.cms.gov</u>. This document will take you through the steps of registering for a HARP account and provide information on the remote identity proofing process that's a part of the registration process.

**What is HARP?** HARP is a secure identity management portal provided by us. New users who want to sign in to <u>app.cms.gov</u> will create their account in the HARP system.

If you already have an EIDM account and have verified you can sign in to <u>app.cms.gov</u> with your EIDM User ID and password, you can stop here.

You **DO NOT** need to register for a HARP account.





#### **Register for a HARP Account: Instructions and Screenshots**

#### Sign In to the Quality Payment Program

Go to <u>app.cms.gov</u>, and click **Sign In** on the upper right-hand corner.

You do NOT need to register if you have credentials that let you sign in to <u>qpp.cms.gov</u>.

Enter your **User ID** and **Password** in the requested fields to sign in and **stop** here.

You need to register if you have never signed in to <u>app.cms.gov</u>. **Register** with HARP to obtain appropriate credentials in order to sign in.

- 1. Go to <u>https://qpp.cms.gov/login</u>
- 2. Click the **Register** tab or the **Register** link next to Sign In (see next page)

Quality Payr	ment	MIPS - Nett-based incentive Payment Sistem	APMs ~ Atemative Payment Models	About ~ The Quality Payment Program	Sign In Hanage Account and Register
QPP A	ccount				
sic		•			
User ID User ID PASSWO	In in to QI	PP  rd? <u>Recover ID or reset pa</u> rd? <u>Recover ID or reset pa</u> re to this: I certify to the best of f accurate, and complete if I becc  will correct such information pe  latification of any submitted infor  g fines, civil damages, and/or imp  ave an account?  ar	issword ny knowledge that all of ime aware that any subn amptiy. I understand that multion may be punished resonment.	the Information wited information is t the knowing by oriminal civil or	

Have questions? Contact the Quality Payment Program By Phone: 1-866-288-8292 (Customers who are hearing impaired can dial 711 to be connected to a TRS Communications Assistant) or By Email: <u>QPP@cms.hhs.gov</u> Monday – Friday, 8 a.m. – 8 p.m. ET

#### **Register for QPP**

Click **Register with HARP** at the bottom of the page, you will be redirected to the <u>HARP</u> site to complete your registration.



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#### **HARP Account Registration**

The HARP registration process will take between 5 and 15 minutes, depending on how quickly your identity can be verified.

All fields with an asterisk (\*) are required.

To gain access to <u>qpp.cms.gov</u>, your identity must be verified.

- HARP uses Experian **remote identity proofing** to verify your identity.
- For more information about remote identity proofing visit the FAQs.

For a video walking you through the HARP registration process visit the <u>HARP YouTube</u> <u>Playlist</u>.

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## **Step 1: Profile Information**

Enter your account information, like your:

- Legal name;
- Date of birth;
- Residential address; and
- Social Security Number (SSN).

You must provide all required information identified with an asterisk (\*).

**Tip**: Enter your **personal home address**, not your organization's address or an address provided in Provider Enrollment, Chain and Ownership System (PECOS).

This information is used to confirm your identity.

1			-4
file Information	Account Information	Remote Proofing	Confirmation
Profile l	nformation		
Enter your profile	Information for identity p adv called Experian? Enter	roofing. HARP uses Experia Reference Number	in to help verify
Want to retry a pr	reviously falled registration	attempt? Retry Remote Pr	roafing
All fields marked	with an asterisk (*) are req	uired.	
Legal First Name		Legal Last Name *	
Middle Initial		Date of Birth * 🖷	
		mm/dd/yyyy	-
Email Address *		Confirm Email Address +	
		1-	
Phone Number		is your address in the Ur	nited States? *
		Yes No	
Home Address Lli	ne 1 *	Home Address Line 2	
City *		State *	
			T
ZIP Code *		ZIP Code Extension	
Social Security Nu	imber* 🛛		
	Ð		
Don't want to enter Initiate Manual Proc	your SSN? fing		
I agree to the T	erms & Conditions +		

Have questions? Contact the Quality Payment Program By Phone: 1-866-288-8292 (Customers who are hearing impaired can dial 711 to be connected to a TRS Communications Assistant) or By Email: <u>QPP@cms.hhs.gov</u> Monday – Friday, 8 a.m. – 8 p.m. ET

#### Why do I have to enter my personal information?

Because your HARP credentials are used to sign in to Centers for Medicare & Medicaid Services (CMS) applications (e.g., <u>app.cms.gov</u>), that handle sensitive information like personally identifiable information (PII) and personal health information (PHI), you must complete identify proofing.

The personal information that uniquely identifies you, like your SSN, is used to verify your identity through Experian's remote proofing process.

This information is used to create personalized remote proofing questions later in the registration process that you will answer to verify your identity.

#### Don't want to provide your SSN or live outside of the United States?

A manual proofing process is available. However, it is not recommended to initiate the manual proofing if you are able to complete the remote proofing process.

Don't want to enter your SSN? Initiate Manual Proofing

To initiate the manual proofing process, you will:

- 1. **Initiate** the manual proofing process
- 2. Provide all the information on the Profile Information page (you can leave SSN blank)
- 3. Skip ahead (click <u>here</u>) for more information.

#### Want to learn more about the manual proofing process?

Skip ahead (click here) for more information.

Have questions? Contact the Quality Payment Program By Phone: 1-866-288-8292 (Customers who are hearing impaired can dial 711 to be connected to a TRS Communications Assistant) or By Email: <u>QPP@cms.hhs.gov</u> Monday – Friday, 8 a.m. – 8 p.m. ET



#### **Review the Terms and Conditions**

After you enter your profile information, you will review the HARP terms and conditions.



Then you will check the **Terms & Conditions** box to confirm that you read the conditions and select **Next.** 



Have questions? Contact the Quality Payment Program By Phone: 1-866-288-8292 (Customers who are hearing impaired can dial 711 to be connected to a TRS Communications Assistant) or By Email: <u>QPP@cms.hhs.gov</u> Monday – Friday, 8 a.m. – 8 p.m. ET



#### **Experian Reference Number**

If you have already spoken with Experian, you may enter the **reference number** provided by Experian.

1 Profile Information	Account Information	3 Remote Proofing	Confirmation
Profile li	nformation		
Enter vour profile	information for identity pr	oofing HARD uses Experia	on to help verify

Enter the reference number and your email address to continue with the registration process.

Experian Reference Number ×	Important: Make sure your Profile
If you have already spoken to Experian and were able to be identity proofed over the phone, enter your reference number and associated email address to continue with the registration process. Reference Number *	Information contains the same first name, last name, and
Email Address *	SSN verified by Experian.
<b>© IMPORTANT:</b> On the next page, make sure to update your Profile Information with the same <b>first</b> name, last name, and SSN verified by Experian.	
Cancel	

Have questions? Contact the Quality Payment Program By Phone: 1-866-288-8292 (Customers who are hearing impaired can dial 711 to be connected to a TRS Communications Assistant) or By Email: <u>QPP@cms.hhs.gov</u> Monday – Friday, 8 a.m. – 8 p.m. ET



#### **Step 2: Account Information**

#### **User ID and Password**

Create a User ID and Password.

	Junt mormation	Remote Proofing	Confirmation
Account Inf	ormation	1	
Create your user ID, pass	word, and challeng	e question.	
and the second s			
All fields marked with an	asterisk (*) are requ	uired.	
All fields marked with an	asterisk (*) are requ	uired.	
All fields marked with an	asterisk (*) are requ	uired.	
All fields marked with an User ID *	asterisk (*) are requ II 100 characters.	uired.	
All fields marked with an User ID * User ID must be between 6- Password *	asterisk (*) are requ 100 characters.	Confirm Password *	

When creating your User ID and Password, use the criteria below.

Your HARP User ID must meet the following criteria:	Your HARP password must meet the following criteria:
Be a minimum of 5 characters (maximum of 100) alphanumeric characters and symbols.	<ul> <li>Be a minimum of 12 characters, and include the following:</li> <li>A lowercase letter</li> <li>An uppercase letter</li> <li>A number (0-9)</li> <li>A symbol (e.g., !, @, #, \$, %, ^, &amp;, *)</li> </ul>
<b>NOTE</b> : Your User ID and Password cannot cor cannot contain your User ID, first name or last '+', '(', ')', '>', '<'.	ntain PII or PHI. In addition, your Password name, or the following special characters:

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#### **Challenge Question**

Choose a challenge question and provide an answer, then select Next.

Challenge Question Answer must be at least 4 characters and cannot contain the challenge question v be used if you need reset you		<b>v</b>	Note: This
be used if you need reset you	Challenge Question Answer must be question, user ID, or password.	at least 4 characters and cannot contain the challenge	question
reset you			be used if vou need
			reset you

#### Choosing a Challenge Question and Answer:

Select one challenge question and provide an answer.

The challenge answer is not case sensitive and has a minimum character length of 4 (maximum of 100) alphanumeric characters.

A manual proofing process is available.

- 1. Provide all of the information on the Profile Information page (you can leave SSN blank)
- 2. Skip ahead (click <u>here</u>) for more information.

Have questions? Contact the Quality Payment Program By Phone: 1-866-288-8292 (Customers who are hearing impaired can dial 711 to be connected to a TRS Communications Assistant) or By Email: <u>QPP@cms.hhs.gov</u> Monday – Friday, 8 a.m. – 8 p.m. ET

#### Step 3: Remote (Identity) Proofing

Based on the information provided in Profile Information, Experian will generate personalized remote identity proofing questions unique to you.

#### Answer the remote proofing

	Remote Proofing
nswer the <b>remote proofing</b>	All fields marked with an asterisk (*) are required.
uestions for Experian to confirm your lentity, check I'm not a robot, then	<ol> <li>You may have opened a mortgage loan in or around February 2018. Please select the lender to whom you currently make your mortgage payments. If you do not have a mortgage, select 'NONE OF THE ABOVE/DOES NOT APPLY'. *</li> </ol>
lick Novt	BANK OF AMERICA
	FLEET MORTGAGE
or additional information on the	BANK ONE
mote identity proofing process visit	* WASHTENAW MTG CO
	NONE OF THE ABOVE/DOES NOT APPLY
	<ol><li>You may have opened an auto loan in or around December 2015. Please select the lender for this account. If you do not have such an auto loan, select 'NONE OF THE ABOVE/DOES NOT APPLY'. *</li></ol>
	HOUSEHOLD BK
"I'm not a Robot?"	ONYX ACCEPT
	AMERICAN HONDA FIN
ReCAPTCHA is a challenge-	NOWCOM/NEW YORK MOTORC
response test that determines	NONE OF THE ABOVE/DOES NOT APPLY
whether a user is human or a het	3. You may have opened a (BANK CREDIT CARD) credit card. Please select the year in which your account was opened.
	© 2009
It offers an extra layer of security.	◎ 2011
protecting both users and	© 2013
wobsites from spam and abuse by	© 2015
	* NONE OF THE ABOVE/DOES NOT APPLY
anowing valid users to continue.	4. You may have opened a Home Equity Line of Credit type loan in or around July 2016. Please select the lender to whom you currently make your payments or made your payments. * FLEET MORTGAGE
	PARKWAY MTG
	ROCK FINANCIAL CORP
	FREDDIE MAC
	* NONE OF THE ABOVE/DOES NOT APPLY
	5. Which of the following is a current or previous employer? If there is not a matched employer name, please select 'NONE OF THE ABOVE'. *
	CLAKELAND BANK
	SOURCE ONE MANAGEMNT
	MOUNTAIN RESPITORY
	SEMINOLE MOSU
	* NONE OF THE ABOVE/DOES NOT APPLY
	V I'm not a robot
	← Back Next →

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Updated: 3/20/2020

Confirmation

3 Remote Proofing



#### **Step 4: Confirmation**

Your HARP account has been created!

Click Login to Complete Setup to set up a device for two-factor authorization.

Confir	rmation
Your short	account has been successfully created. You should receive an email tly containing your user ID and confirming that your account was created.
inal ste	ep: Set up two-factor authentication
u're almos	st done! Log into HARP to set up two-factor authentication and complete

You will also receive **an email** confirming your registration which contains your User ID.

Have questions? Contact the Quality Payment Program By Phone: 1-866-288-8292 (Customers who are hearing impaired can dial 711 to be connected to a TRS Communications Assistant) or By Email: <u>QPP@cms.hhs.gov</u> Monday – Friday, 8 a.m. – 8 p.m. ET



#### Step 5. Set Up Two-Factor Authentication

Enter your newly created **User ID** and **Password**, agree to the **Terms and Conditions**, and then click **Login**.

CMS.gov HARP HCQIS Access Roles and Profile	
Login   Enter your user ID and password to login.   User ID *   Password *   Password *   Forgot your user ID or password?   I agree to the Terms & Conditions *   Login	

#### Future Login and Two-Factor Authentication:

We use two-factor authentication every time you access your HARP account. This means that each time you login, you will be prompted to enter a new security code sent to the device you set up in the following steps.

Have questions? Contact the Quality Payment Program By Phone: 1-866-288-8292 (Customers who are hearing impaired can dial 711 to be connected to a TRS Communications Assistant) or By Email: <u>QPP@cms.hhs.gov</u> Monday – Friday, 8 a.m. – 8 p.m. ET



#### Add Device

After logging in, you will be prompted to set up two-factor authentication.

All accounts are required to set up two-factor authentication for additional security. Add your preferred **device type**.

CMS.gov   HARP HCQIS Access Roles and Profile	Recommended Device Options:
Set Up Two-Factor Authentication You are required to set up two-factor authentication. Enter the fields below to add one or more two-factor authentication devices to your account. Learn More → All fields marked with an asterisk (*) are required.	1. Choose <b>SMS</b> when you want to receive your security code via <b>text message</b> .
Add Device Device Type *	2. Choose Voice when you want to receive your security code via phone call.

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Next, you will be prompted to enter either your phone number or set up Google Authenticator, where you will receive your code. Once complete, click **Send Code**.

CMS.gov   harp	
HCQIS Access Roles and Profile	
Set Up Two-Factor Authentication You are required to set up two-factor authentication. Enter the fields below to add one or more two-factor authentication devices to your account. Learn More → All fields marked with an asterisk (*) are required. Add Device Device Type *	No. of the second secon
Please enter your phone number to receive a text with a security code. Phone Number * Send Code	

Have questions? Contact the Quality Payment Program By Phone: 1-866-288-8292 (Customers who are hearing impaired can dial 711 to be connected to a TRS Communications Assistant) or By Email: <u>QPP@cms.hhs.gov</u> Monday – Friday, 8 a.m. – 8 p.m. ET



Then, enter the **code** you received via text or phone call and click **Submit**.

HCQIS Access Roles and Profile	
Enter Code	
Enter the security code to verify the device. Security Code *	- S
Submit Cancel	
Need a new code? Resend Code	

Your device has been added! You can add another device, remove the device you just

CMS.gov   harp	entered, or click <b>Complete Setup</b> .
HCQIS Access Roles and Profile	Can I update devices later?
Set Up Two-Factor Authentication   You are required to set up two-factor authentication. Enter the fields below to add one or more two-factor authentication devices to your account. Learn More +   All fields marked with an asterisk (*) are required.   Device Type   Contact   SMS   ACTIVE   Remove   Device Type *    Tormplete Setup	Yes, you can always log back in later to update your device(s).

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Once your account setup is complete, you will be able to **sign in to QPP** or go back and **sign in to your HARP user profile**.



### **Errors with the Remote Proofing Process**

If your identity **cannot** be verified based on the answers you provided, you will receive an error message prompting you to **contact** Experian Verification Support Services at 1-866-578-5409 and provide your **review reference number**.

If Experian cannot verify your identity, you will need to initiate the **manual proofing process**. For more information on manual proofing, click <u>here</u>.

Have questions? Contact the Quality Payment Program By Phone: 1-866-288-8292 (Customers who are hearing impaired can dial 711 to be connected to a TRS Communications Assistant) or By Email: <u>QPP@cms.hhs.gov</u> Monday – Friday, 8 a.m. – 8 p.m. ET



Create an Account HCQIS Access Roles and Profile O Profile Information Account Information Remote Proofing Confirmation	If you believe you made an error answering one or more Remote Proofing questions, you
Remote Proofing	can also click <b>Back</b> .
We were unable to verify the information you provided. If you think you have entered the correct information, please contact Experian Verification Support Services at 1-866-578-5409 and provide the Review Reference Number: HARPTTFpyfei ← Back Next →	You will return to the Profile Information page, where you can start the process again.

#### **Manual Identity Proofing**

If you do not want to provide your SSN or if you live outside of the United States, you will need to go through a **manual proofing process** to verify your identity.

**Note**: It is not recommended to initiate manual proofing if you are able to complete the remote proofing process because it takes longer to be approved and verified than remote proofing.

#### Don't want to provide your Social Security Number?

Complete the required (\*) Profile Information fields (you can leave SSN blank). Check that you agree to the terms and conditions and click the link to Initiate Manual Proofing below the SSN field.

#### Don't live in the United States?

If you don't have an address in the United States, complete all the required (\*) <u>Profile Information</u> fields (SSN will be optional).

your address in the United State	s? *
Yes No	

Select **No** to the question regarding your address in the U.S., and check that you agree to the **terms and conditions**.

Then, click the link to Initiate Manual Proofing below the SSN field.

Have questions? Contact the Quality Payment Program By Phone: 1-866-288-8292 (Customers who are hearing impaired can dial 711 to be connected to a TRS Communications Assistant) or By Email: <u>QPP@cms.hhs.gov</u> Monday – Friday, 8 a.m. – 8 p.m. ET



#### **Initiate Manual Proofing**

Once you click **Initiate Manual Proofing**, additional information about manual proofing will display.

- Review the **manual proofing guidance** and **required documentation** needed in order to complete the manual proofing process.
- Then, click **Submit Info for Manual Proofing** to begin the manual proofing process or you may **Cancel** your request.

You will only be able to click **Submit Info for Manual Proofing** if you have entered your Profile Information completely (with the exception of the SSN).

Initiate Manual Proofing ×
Please enter all required fields to submit Profile Information for manual proofing.
It is not recommended to initiate manual proofing if you are able to complete remote proofing, as manual proofing takes longer to complete.
To initiate manual proofing, you will need to complete the following steps:
<ol> <li>Submit your Profile Information and Account Information via HARP (SSN field is optional)</li> <li>Send the following documents to your application's help desk via email, fax, or mail         <ul> <li>One of three approved forms of Government Photo IDs:                 <ul> <li>Current driver's license issued by state or territory; OR</li> <li>Federal or State government issued photo identification card; OR</li> <li>U.S. Passport</li> <li>Two copies of financial institution official bills or statements addressed to the address used during the registration process. Payroll information is also accepted.</li> <li>If you choose not to fill out the HARP SSN field, you will need to provide only the last four digits of your SSN to your application's help desk</li> <li>The device fill explores the second division of the provide only the last four digits of your SSN to your application's help desk</li> <li>The device fill explores the second division of the second division division of the second division divi</li></ul></li></ul></li></ol>
The help desk will contact you via email if they need to request additional information.
Submit Info for Manual Proofing

You will send a copy of **ONE** of these approved forms of government issued identification:

- Driver's license;
- Federal or State Photo ID; or
- U.S. Passport

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After clicking **Submit Info for Manual Proofing,** you will create a User ID and Password, select a Challenge Question, and provide a Challenge Question Answer.

#### User ID and Password

Create a User ID and Password using the criteria below.

Your HARP User ID must meet the following criteria:	Your HARP password must meet the following criteria:	
• Be a minimum of 5 characters (maximum of 100) alphanumeric characters and symbols.	<ul> <li>Be a minimum of 12 characters, and include the following:</li> <li>A lowercase letter</li> <li>An uppercase letter</li> <li>A number (0-9)</li> <li>A symbol (e.g., !, @, #, \$, %, ^, &amp;, *)</li> </ul>	
<b>NOTE</b> : Your User ID and Password cannot contain PII or PHI. In addition, your Password cannot contain your User ID, first name or last name, or the following special characters: '+', '(', ')', '>', '<'.		

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#### **Challenge Question**

Choose a challenge question and provide an answer, then click I'm not a Robot and Next.

The challenge question will be used if you need to reset your password.

Profile Information	Account Information	n Remote Proofing Confirmation
Account	Informatio	on
Create your user l All fields marked v	ID, password, and chall with an asterisk (*) are	lenge question. required.
User ID *		
User ID must be bet	ween 5-100 characters.	
Password *		Confirm Password *
Password must be a (0-9), and symbol (!@	it least 12 characters and ii 9#\$%^&*). Cannot contain	nclude a lowercase letter, uppercase letter, number username.
	on * 🕕	Challenge Question Answer *
Challenge Questic		
Challenge Questic		•

#### Choosing a Challenge Question and Answer:

Select one challenge question and provide an answer.

The challenge answer is not case sensitive and has a minimum character length of 4 (maximum of 100) alphanumeric characters.

A manual proofing process is available.

- 1. Provide all of the information on the Profile Information page (you can leave SSN blank)
- 2. Skip ahead (click <u>here</u>) for more information.

Have questions? Contact the Quality Payment Program By Phone: 1-866-288-8292 (Customers who are hearing impaired can dial 711 to be connected to a TRS Communications Assistant) or By Email: <u>QPP@cms.hhs.gov</u> Monday – Friday, 8 a.m. – 8 p.m. ET

#### Confirmation

After creating your Account Information, you will arrive at the **Confirmation** page, notifying that you have successfully completed the <u>Profile Information</u> and <u>Account Information</u> steps of your HARP registration.

$\sim$	$\sim$	$\sim$	
Profile Information	Account Information	Remote Proofing	Confirmation
Confirm	ation		
You have success the Quality Paymo password to log in	fully submitted your Profil ent Program. You will not l nto CMS applications until	e Information and Account be able to use your HARP u you complete manual pro-	t Information to user ID or ofing.
Manual Pro	ofing Next Step	s	
To complete the r documents to the fax, or encrypted	nanual proofing for identi contact information listed email (contact information	ty verification, please send I below. You can send secu n listed below).	the following ure mail, secure
<ol> <li>One of three         <ul> <li>Curren</li> <li>Federa</li> <li>U.S. Pa</li> </ul> </li> <li>Two copies address use accepted.</li> </ol>	e approved forms of Gove t driver's license issued by l or State government issu ssport of financial institution offii d during the registration p	rnment Photo IDs: state or territory; OR ed photo identification car cial bills or statements add rocess. Payroll information	rd; OR ressed to the n is also
The Identity & Acc received identifica	ess Management Team w ation documents or if they	ill contact you via email if t need to request additiona	hey have not l information.
Upon successful r creation. Log into authentication.	nanual proofing, you will r HARP with your user ID a	eceive an email confirming nd password to set up two	g your account -factor
<b>Quality Paymen</b> 8:00 AM - 8:00 PN Monday - Friday	t <b>Program</b> I EST		
Email: QPP@cms. Phone: 1-866-288	hhs.gov -8292		

**Note**: You will **not** be able to use your HARP account or sign into <u>app.cms.gov</u> until you have completed the **manual proofing process** 

To complete the process, you must send the **required** documentation to the Quality Payment Program within the designated time period to verify your identity. If the Quality Payment Program does NOT receive your required documentation, your account will be closed and you will need to begin the HARP account creation and manual proofing process again.

Have questions? Contact the Quality Payment Program By Phone: 1-866-288-8292 (Customers who are hearing impaired can dial 711 to be connected to a TRS Communications Assistant) or By Email: <u>QPP@cms.hhs.gov</u> Monday – Friday, 8 a.m. – 8 p.m. ET



#### Forgot User ID or Password

If you forget your User ID or Password, click the **Recover ID or reset password** at the bottom of the <u>app.cms.gov</u> sign in page.

Sign In to QPP USER ID	
PASSWORD Password Show Password	
Forgot your user id or password? <u>Recover ID or reset password</u> . STATEMENT OF TRUTH In order to sign in, you must agree to this: I certify to the best of my knowledge that all of the information that will be submitted will be true, accurate, and complete. If become aware that any submitted information is not true, accurate, and complete, I will carreet such information promptly. I understand that the knowing omission, mixrepresentation, or faithcation of any submitted information may be purished by criminal, civil, or administrative penalties, including fines, civil damages, and/or imprisonment. Ves, I agree.	
Sign In > Don't have an account? Register	

If you need to reset your password, **you cannot reuse your last three passwords** and your new password must meet the HARP password criteria below:

#### Your HARP password must meet the following criteria:

Be a minimum of 12 characters and include the following:

- A lowercase letter
- An uppercase letter
- A number (0-9)
- A symbol (e.g., !, @, #, \$, %, ^, &, \*)

**NOTE**: Your password cannot contain part of your User ID, first name or last name, or the following special characters (+, (, ), >, <).

Have questions? Contact the Quality Payment Program By Phone: 1-866-288-8292 (Customers who are hearing impaired can dial 711 to be connected to a TRS Communications Assistant) or By Email: <u>QPP@cms.hhs.gov</u> Monday – Friday, 8 a.m. – 8 p.m. ET

## What's Next?

Now that you have completed your HARP registration and set up your device for two-factor authentication, you will be able to **sign in** to <u>app.cms.gov</u> with your newly created User ID and password.

Once there you will need to **Connect to an Organization**.

Review the **Connect to an Organization document** in this <u>guide</u> to learn how to request access to an organization(s) so you can view, submit, and manage data on behalf of that organization(s).

#### **Frequently Asked Questions**

#### 1. What is remote identity proofing?

Remote identity proofing (RIDP) is the process of validating personal information that uniquely identifies you. For example, your credit history, personal demographic information, Social Security Number (SSN), and other indicators. This information will be used to locate your information in Experian and to create questions that only you can answer to verify your identity.

#### 2. What happens to the data I submit for remote identity proofing?

The personal information you provided, such as your personal address and contact information, is stored in your HARP profile account. The information that uniquely identifies you, such as your Social Security Number (SSN) and credit history that Experian used to confirm your identity, is not retained by us. For more information regarding how we use the information you provide, please read the <u>CMS Privacy Act Statement</u>.

## 3. Who do I contact if my identity can't be verified during the remote identity proofing process?

If your identity can't be verified through the online <u>remote identity proofing</u> process, you will be prompted to contact Experian Verification Support Services and provide the Review Reference Number included in the notification. For security purposes, Experian Support Services can't assist you if you don't have a reference number.

Experian Verification Support Service representatives are available Monday through Friday from 8:30 a.m. to 10:00 p.m., Saturday from 10:00 a.m. to 8:00 p.m., and Sunday from 11:00 a.m. to 8:00 p.m., Eastern Time. Call (866) 578-5409. The Experian website can be accessed at <a href="https://www.experian.com">www.experian.com</a>.

All other questions on the HARP Account Registration process should be directed to the Quality Payment Program via phone at 1-866-288-8292 or email at <u>app@cms.hhs.gov</u>.

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#### 4. What if my identify can't be verified during the Experian phone proofing process?

If you contact the Experian Verification Support Services Help Desk at (866) 578-5409 and your identity can't be confirmed, you will be encouraged to complete the <u>manual identity proofing</u> <u>process</u>. Please note that you will have to send required documentation to the Quality Payment Program Service Center through one of the approved delivery methods within 30 days of your account creation.

## 5. What if I don't send the required manual proofing documentation to the Service Center within the designated time period?

If you fail to submit the required documentation to the Quality Payment Program to complete the manual proofing process within the designated time period, your request will be closed. If your request is closed, you will need to start the account creation process and manual proofing process again.

In order to complete your HARP account creation and gain QPP Account access, your identity must be verified. In order to complete this process, you must send the required documentation to the Quality Payment Program within the designated time period to complete the manual proofing process and verify your identify.

#### 6. Will remote identity proofing affect my credit score?

No, this will not impact your credit score. Experian creates a "soft" inquiry, which is only visible to you and the requesting consumer. Soft inquiries have no impact on your credit report, history, or score.

Date	Change Description
3/20/2020	<ul> <li>Moved Terms and Conditions step to reflect correct location in registration process.</li> </ul>
	<ul> <li>Added Quality Payment Program contact information for those who are hearing impaired.</li> </ul>
12/2/2019	Added link to HARP Youtube videos
7/1/2019	Added version history
	Corrected stretched images
12/18/2018	Original posting

### **Version History**

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