

## Conversion to Personal Login IDs

To increase security, CMS is changing the way you login to the MDS Submission System and CASPER Reports. The new security system allows two individuals from your facility to obtain an individual user ID.

The change in security will be deployed at a state level. Deployments are scheduled through January 2010.

**Note:** The registration process is not to be used by those who submit for multiple facilities. If you are a user who submits for multiple facilities, send an e-mail to [help@qtso.com](mailto:help@qtso.com) for alternate instructions.

### How to Register For Your Personal Login ID

When the conversion project is rolled out, MDS providers will be required to register a maximum of two (2) users for their facility. The following table shows the registration steps:

STEP	ACTION
1	Select the MDS Individual User Registration link on the MDS Welcome Page. A login page will be presented. <b>Note:</b> The MDS Individual User Registration will not appear on the MDS Welcome Page until the conversion has rolled out to your state.
2	Enter your existing shared provider login ID and password.
3	Click on the 'Login' button. The MDS Individual User Registration page will be presented.
4	Complete the following items: <ul style="list-style-type: none"><li>• First Name</li><li>• Last Name</li><li>• Phone Number (do not include dashes (-) )</li><li>• E-Mail Address</li><li>• Password</li></ul> Your password must be: <ul style="list-style-type: none"><li>— a minimum of 8 characters, and maximum of 20 characters</li><li>— at least one upper and one lower case letter</li><li>— at least one number and a special character. Special characters include: \$!&amp;#@.</li></ul> Re-enter your Password. Enter your responses to the three (3) security questions.
5	Click on the 'Submit' button to process the request.

STEP	ACTION
	<p>A confirmation page will be presented. The confirmation page includes the following items:</p> <ul style="list-style-type: none"> <li>• Login ID. This begins with “MDS” and is 10 positions in length; for example: MDS1234567.</li> <li>• User’s Last Name</li> <li>• User’s First Name</li> <li>• User’s Phone Number</li> <li>• User’s E-Mail Address</li> <li>• Link to Return to the MDS Main Menu</li> </ul> <p><b>Note:</b> The confirmation page will not include the password that you created during the registration process.</p>

### Items to Note When Completing the Registration Form

- The password value must follow the password rules. If you need assistance with the password requirements, click on the ‘Password Rules’ button on the registration page to display the password requirements. The password that you enter during the registration step will be the password used with the new individual user ID.
- The password and responses to the security questions are encrypted values and will not display as text values on the registration page. The values will display as dots.
- If there are already two users registered for a facility, no additional registration requests can be processed. An error message will display indicating that the maximum number of users has already been registered.

### Using Your Personal Login ID

- Once your Personal Login ID has been created, the ID is immediately available to use for access the MDS Submission System and CASPER Reports.
- Submission files can be processed the same day. Validation reports will not be available for review until the following day.
- Your Personal Login ID password will not display as expired when accessing the MDS Submission system. You will receive the expiration message when you access the QIES National system (i.e., CASPER Reports).

### Personal Login ID/Password Maintenance

- The Personal Login ID is your permanent login ID for MDS Submissions and CASPER Reports. You can use the QIES User Maintenance Application to perform the following login ID maintenance tasks in a self-serve environment:
  - Update expired passwords.
  - Update responses to security questions.
  - Update user information.
  - Activate inactive account (‘inactive’ means your login ID has not been used in over 90 days)

— Reset a forgotten password.

### **Additional Information**

- Facilities are only allowed a maximum number of users. If there is turn-over in the facility and a new personal user ID is needed for a replacement worker, a request to revoke user access will need to be completed and submitted to the Help Desk. The 'Change Personal ID Request' is available on the QTSO website at <https://www.qtso.com>.
- If your facility needs additional personal user IDs, a request form must be completed and submitted to the Help Desk. The Help Desk will send the requests to CMS for approval. The 'Additional Personal ID Request' document is also on the QTSO website.

**Note:** Your Personal Login ID is your login ID for MDS Submissions and CASPER Reports. The Personal Login ID will **not** affect your AT&T/IBM Global Network Client login ID and password. Continue to use your h@ ID and password to log into the AT&T /IBM Global Network Client.

If you have any questions concerning this information, please contact the QTSO Help Desk at [help@qtso.com](mailto:help@qtso.com) or 1 (888) 477-7876.