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A CELERIAN GROUP COMPANY

myCGS Portal:
# How to Register as a Designated Approver

Hi there! Did you know that the CGS portal, or myCGS, is a quick and easy way to access increase productivity? Wondering how your company can start using the myCGS Web Portal for DME MAC Jurisdictions B and C? Let's walk through how to register as a Designated Approver—or DA—to get started.

Before anyone in your company can access myCGS, someone needs to register as a Designated Approver, or a DA. This person approves and manages employee access. We recommend having at least two DAs, but you can register as many as you'd like.

Here's what you'll need to register:

- Your company's Tax ID, plus a PTAN and NPI combo tied to it
- A recent CGS check—within the last 12 months—from Jurisdiction B or C
- The check must match your NPI/PTAN and be one of the last 50 checks your company has received from CGS within the past 12 months.

Now let's go to the portal to show you how to register!

Step 1: Go to mycgsportal.com and click Register for DME myCGS.

Step 2: Fill out your user info—name, email, phone, date of birth—and create a 4-digit PIN.

Step 3: Select your jurisdiction (JB or JC), choose Designated Approver as your role, and enter your NPI, PTAN, and Tax ID.

Enter a recent CGS check number and amount. Make sure it matches your NPI/PTAN. Complete the reCAPTCHA and click Next.

Create a secure password, then choose and answer three security questions. These help you recover your account if needed.

Agree to the Terms of Use, then confirm your company's security training. If needed, watch the CGS security video or read the transcript.

You'll see a Submission Successful message with your User ID. You'll also get a confirmation email.

Now, set up Multi-Factor Authentication (MFA). Choose text, email, or Google Authenticator—we recommend setting up at least two options.

Log in again using your MFA code—and that's it! You're now ready to use myCGS and manage access for your team.

Thanks for watching! For more help, check out the myCGS User Manual or visit our website.

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