

myCGS Portal: How to Register as an End User

Hi there! Today, we're going to walk you through how to register as an End User in the myCGS Web Portal for DME MAC Jurisdictions B and C.

Before you begin, make sure you have:

- Your company's Tax ID
- A PTAN and NPI tied to that Tax ID

You won't be able to register without a Designated Approver (DA) in place.

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

Step 2: Enter your name, email, phone number, and date of birth.

Create a 4-digit PIN you'll remember. This will help you recover your User ID if needed.

Choose your jurisdiction (JB, JC, or both). Select End User as your role and click Next.

Step 3: Enter your NPI, PTAN, and Tax ID.

If your company's designated approver isn't registered yet, you'll get an error message. Try again once someone in your company registers as a designated approver.

Step 4: Complete the reCAPTCHA and click Next.

Step 5: Create a password and then choose and answer three security questions. These will help you recover your account if needed. These are case-sensitive, so remember them exactly.

Step 6: Review the Terms of Use and click Agree.

Step 7: Confirm your company's security training. If needed, watch the 12-minute CGS video or read the transcript.

Step 8: You'll see a Submission Successful message.

Your Designated Approver has 5 days to approve your request. Once approved, you'll get an email with your myCGS User ID.

Step 9: Log in at mycgsportal.com and set up your Multi-Factor Authentication.

Choose text, email, or Google Authenticator—we recommend setting up at least two options.

Step 10: Log in again using your MFA code—and you're in!

You're now ready to use myCGS.

We hope this made registration easy. Thanks for watching!

