

DXC-VDC PPTN

Sign On Instructions

Listed below are the instructions for signing into PPTN. Prior to signing into PPTN, ensure you have received a logon-id and temporary password from your EDI contact at CGS. The letter will provide helpful information about your logon-id/temporary password for PPTN.

LOGGING INTO PPTN

DXC-VDC Sign On Menu

1. Type your logon-ID in the **Userid:** field.
2. Tab to the **Password:** field, and type your password.
3. Press the **ENTER** key.

```
CMSMSG10      Centers For Medicare & Medicaid Services      CMS TN3270 Server
                DXC Virtual Data Center

*****
This warning banner provides privacy and security notices consistent with
applicable federal laws, directives, and other federal guidance for accessing
this Government system, which includes all devices/storage media attached to
this system. This system is provided for Government authorized use only.
Unauthorized or improper use of this system is prohibited and may result in
disciplinary action and/or civil and criminal penalties. At any time, and
for any lawful Government purpose, the government may monitor, record, and
audit your system usage and/or intercept, search and seize any communication
or data transiting or stored on this system. Therefore, you have no reasonable
expectation of privacy. Any communication or data transiting or stored on
this system may be disclosed or used for any lawful government purpose.
*****

1  CDS-VDC Menu
2  DXC-VDC Menu
3  BDC-VDC Menu
4  CMS Menu

TISC0065 - DXC  ENTER REQUEST ==> 2
```

4. To access the DXC-VDC Selection Screen, key your assigned logon-id & temporary password in the appropriate field and press the <enter> key.

DXC-VDC Log On Screen

```
DXC-VDC Menu      Centers for Medicare & Medicaid Services
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Userid:           (or LOGOFF)           Time:      11:34:51
Password:         Date:      01/08/18
New Password:     Terminal: TISC0065
Account:         Model:      PC92-4AG
Transfer:         SMRT:      SMRTPROD

Data contained in this system is confidential and proprietary. Use of this data
for other than legitimate purposes authorized by CMS will be prosecuted.
----- CA TPX Session Management -----
PF1=Help  PF3=Logoff
```

DXC-VDC PPTN Sign On Instructions

You will be asked to change your password. Key your new password, using the criteria listed below, and press <enter>. The system will then ask you to crosscheck your password. Re-key your password and press <enter> again.

When selecting your password, the following criteria must be followed:

- Do not use passwords incorporating your RACF ID
- Do not use any character more than twice
- Do not use more than two numeric characters
- Do not use alphabetic characters only
- Do not re-use your existing password
- Password must contain a minimum of eight alphanumeric characters
- Do not use uppercase or special characters
- Do not use easily recognizable passwords, incorporating things such as "password," your name, birth dates, names of children, or words found in a dictionary

Some additional password standards:

- Must not change more than once in a 24-hour period
- Must not be changed to any of your previous twelve passwords
- Must change when there is a possible compromise
- Must not be disclosed to another person
- Must not appear in readable format when entering the password for authentication
- Must not be stored in scripts, files, or applications unless compensating controls are in place

Other helpful information:

- The logon process will automatically be terminated if three consecutive invalid password attempts are made.
- Three invalid password attempts in one day (from 00:01-23:59) will result in the logon ID being disabled.
- IDs are suspended after 30 days and cancelled after 60 days.
- IDs are revoked after 3 attempts

Note: For Security purposes the PASSWORD field will not display the password as it is keyed. (Above information supplied by DXC-VDC via the HP password standards document.)

When the password has been accepted, the following message will appear at the bottom of the screen stating "Password was successfully changed".

ACCESS THE MCS SYSTEM

1. Place your cursor on the line next to the following option depending on which State you want to access and press <enter>.

```
TPX MENU FOR DXF1801                                Panelid - TEN0041
                                                         Terminal - T1SC0570
Cmdkey=PF15      Jump=PF13      Menu=PF14           Model - PC92-4AG
Print=NONE       Cmdchar=/      System - A1TPX32
Sessid          Sesskey  Session  Description  Status
_ MCSPF1-1 PF          MAC J15 OH MCS PROD
_ MCSPF1-2 PF          MAC J15 OH MCS PROD
_ MCSPF2-1 PF          MAC J15 KY MCS PROD
_ MCSPF2-2 PF          MAC J15 KY MCS PROD
Command ==>
PF1=Help PF7/19=Up PF8/20=Down PF10/22=Left PF11/23=Right H =Cmd Help
```

2. You are now located at the MCS Sign On Screen.

DXC-VDC PPTN Sign On Instructions

```
WELCOME TO CMS DXC AT HP (CICSB341)- XX PART B PRODUCTION
```

```
WELCOME TO CMS CICSB341 - MAC J15 OH PART B PRODUCTION
```

```
A C P F B 3 4 1 MVS/ESA VER 2R02 SP7.2.2 M2827 CICS TS 5.2.0  
NETNAME: T12G1023 TERMINAL: $8DC DATE: 03/21/19 TIME: 11:09:25
```

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```
KEY IN TRANSACTION CODE AND PRESS ENTER
```

```
DFH3504I SIGN ON COMPLETE
```

3. The cursor is positioned at the top left of the screen at the 'W' in the word WELCOME. With your cursor still at the 'W' key one of the following strings based upon the state you are trying to access over the top of the "welcome" verbiage:

For Kentucky Providers - Key:

sbky,XXXX,p,menu using your assigned Clerk ID in place of the XXXX.

For Ohio Providers - Key:

sboh,XXXX,p,menu using your assigned Clerk ID in place of the XXXX.

4. Erase the remainder of the line by pressing the <End> key on your keyboard and press the <Enter> key.

Note: If pressing the <END> key doesn't remove the line, move the cursor to the end of the line and backspace to remove the extra characters located after the string listed above.

```
WELCOME TO CMS CICSB341 - MAC J15 OH PART B PRODUCTION
```

```
A C P F B 3 4 1 MVS/ESA VER 2R02 SP7.2.2 M2827 CICS TS 5.2.0  
NETNAME: T12G1009 TERMINAL: $874 DATE: 03/21/19 TIME: 10:49:16
```

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```
KEY IN TRANSACTION CODE AND PRESS ENTER
```

```
DFH3504I SIGN ON COMPLETE
```

```
sbky,xxxx ,p,menu
```

```
A C P F B 3 4 1 MVS/ESA VER 2R02 SP7.2.2 M2827 CICS TS 5.2.0  
NETNAME: T12G1009 TERMINAL: $874 DATE: 03/21/19 TIME: 10:49:16
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```
KEY IN TRANSACTION CODE AND PRESS ENTER
```

```
DFH3504I SIGN ON COMPLETE
```

5. The next screen is the password verification screen. Key your assigned **temporary** clerk password in the “PASSWORD:” line below and press <enter>.

```
MULTI-CARRIER SYSTEM CLERK PASSWORD VERIFICATION
*****
* *
* *
* CLERK ID: XXX *
* *
* PASSWORD: *
* *
* *
* *
* IF CHANGING YOUR PASSWORD, PLEASE ENTER TWICE: *
* *
* NEW PASSWORD: (ENTER TWICE): *
* *
* *
*****
```

6. After you key the temporary clerk password, you will be prompted to key a new password for your clerk id. Key your password in the ‘NEW PASSWORD’ field and the ‘(ENTER TWICE)’ field and press <enter>.

When selecting your password, the following criteria must be followed:

- Must be exactly eight (8) characters in length
- Must start with a letter (not a number or special character)
- Passwords are case-sensitive
- Must have at least 1 special character - @, #, \$
- Must have at least 1 number
- Passwords should be easy for you to remember but hard for others to guess
- Examples of acceptable passwords include SPR1NG\$4 and C@nad@01

Passwords cannot contain the following:

- More than three (3) consecutive characters of the user’s USERID
- Cannot be the same as any of the previous 12 passwords
- The three (3) letter month abbreviation (MAR, APR, etc.)
- The two (2) digit number of the current month (01 for Jan, 02 for Feb, etc.)
- More than three (3) identical characters in a row (aaa, bbb, CCC, etc.)
- More than two consecutive characters of a table of characters located near each other on the keyboard (includes all number and common usages like ASDF, QWERTY and so forth)
- More than three (3) consecutive characters of the existing password.

7. You have successfully logged into the MCS System.

SIGNING OFF THE MCS SYSTEM

1. While at the “**PPTN Production Menu**”, **clear the screen by using the <Pause Break> key** on your keyboard.
2. From the blank screen, key the word “LOGOFF” and press <enter>.
3. A message will appear that states “Session Ended”.
4. You have successfully signed off of the MCS System.

HELPFUL HINTS

- You must wait at least twelve months before reusing any password.
- Once you have incorrectly typed in your password three times the system will automatically suspend your id. When this occurs, contact our Security Department for a reset.
- You must access the MCS system at least once every 20-25 days to remain an active user. If your logon id is not used for 30 days, your logon id will be suspended and you will need to contact our Security Department for a reset. If your logon id has not been used for 60 days, it will be systematically deleted and you will have to submit a J15 DDE PPTN Application/Reactivation form to have the login ID reinstated.
- Every 30 days the system will display a message at the bottom of the screen stating that your password has expired and that you should select a new one. Select a new password to ensure your access is not interrupted.

CAUTION: If pressing the <END> key doesn't remove the line, move the cursor to the end of the line and backspace to remove the extra characters located after the string listed above.

Please contact our security department at 1.615.660.5444 or CGS.Medicare.OPID@cgsadmin.com for password resets.