

myCGS Registration Checklist

(Designated Approvers and End Users)

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Provider Contact Center - Jurisdiction B: 1.866.590.6727

Provider Contact Center - Jurisdiction C: 1.866.270.4909

The following steps must be completed in the order listed.

Authorized Official completes and submits the myCGS Approver Designation Form (https://www.cgsmedicare.com/jc/forms/pdf/mycgs_approver_designation_form.pdf)

Designated Approver receives authorization code from CGS

NOTE: The authorization code is valid for 60 days

Designated Approver completes registration in myCGS (<https://mycgsportal.com/>)

Successful registration includes:

- Receive myCGS User ID and temporary password (via email)
- Change password
- Set Multi-Factor Identification (MFA) preferences
- Choose and answer security questions

End Users may now begin to register in myCGS:

End User registers in myCGS (<https://mycgsportal.com/>)

Designated Approver logs into myCGS to approve End User

End User completes final steps of registration:

- Receive myCGS User ID and temporary password (via email)
- Change password
- Set Multi-Factor Identification (MFA) preferences
- Choose and answer security questions

For complete instructions, refer to the myCGS Registration and Account Management Guide (https://www.cgsmedicare.com/jc/mycgs/pdf/mycgs_registrationguide.pdf). For answers to common questions and issues, refer to our myCGS FAQs (<https://www.cgsmedicare.com/jc/help/faqs/current/mycgs.html>). If you need additional assistance, call our Provider Contact Center at 1.866.590.6727 (JB) or 1.866.270.4909 (JC).