



**Centers for Medicare & Medicaid Services**

# **Enterprise Privacy Policy Engine Cloud (EPPE)**

## **Contractor Approval Workflow Training Module - DUA Requester Print DUA**

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**Version 2.0**

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# 1. Overview

This Training Guide will cover the following:

- How to Print a New/Re-Use Contractor DUA.
- How to Print the DUA Review Page from the New/Re-Use Contractor DUA.
- How to Print the DUA Lifecycle from the New/Re-Use Contractor DUA.
- How to Print an Update/Amended Contractor DUA.
- How to Print the DUA Review Page from the Updated/Amended Contractor DUA.
- How to Print the DUA Lifecycle from the Updated/Amended Contractor DUA.

## 1.1 EPPE Access Prerequisites

Before continuing this training, please complete the following:

- Obtain Identity Management (IDM) Credentials, Multi-Factor Authentication (MFA), and EPPE Access: <https://www.cms.gov/files/document/eppeidm.pdf>
- Access CMS Portal: <https://portal.cms.gov/>

## 1.2 Icons Used Throughout the EPPE System



A red asterisk denotes that a field is required to be entered.



The question mark icon, when selected, will display field specific help.

## 2. Print A New/Re-Use DUA

After submitting the DUA request, access printing options.

Figure 1: New/Re-Use DUA Request: Print DUA

The screenshot shows a web interface for a DUA request. At the top, it displays 'DUA Number: CONT-2022-59205'. Below this are two tabs: 'Collapsed View' (selected) and 'Expanded View'. A prominent green button labeled 'PRINT TO PDF' is visible in the upper right corner. The interface also shows sections for 'DUA Life Cycle' and 'Main Information', each with a plus or minus sign. At the bottom, there are fields for 'DUA Number: CONT-2022-59205', 'DUA Customer Type: Contractor', 'Privacy Act & HIPAA Authorization Code', and 'Privacy Act Authorization Code: PA03.ACO - ACCOUNTABLE CARE ORGANIZATIONS'.

1. Click the **PRINT TO PDF** button.

The Print to PDF pop-up opens.

Figure 2: Print DUA Options

The screenshot shows a 'Print DUA to PDF' dialog box. It contains the text 'Please select which type of PDF you would like to print:' followed by three radio button options: 'DUA Review', 'DUA Life Cycle', and 'Print All'. At the bottom of the dialog, there are two buttons: 'Print to PDF' (highlighted in green) and 'Cancel'.

2. Select
  - The **DUA Review** radio button to print all sections of the DUA except the DUA Life Cycle.
  - The **DUA Life Cycle** radio button to print the DUA Life Cycle only.
  - The **Print All** radio button to print both the DUA Review and DUA Life Cycle.
3. Click **Print to PDF**.

The DUA will be displayed in HTML format for printing. In this example, **Print DUA Review** was selected. The sections that will be displayed are:

- DUA Number
- Main Information
- CMS Contact (COR)
- COR Proxy
- Contract Information
- Subcontracting Organization
- Documents
- Custodians
- Data File Description
- Pending Data File Description
- Requester Proxy
- DUA Life Cycle

## 2.1 Print an Updated/Amended DUA

Figure 3: Updated/Amended DUA Request: Print DUA

The screenshot shows a web interface for a DUA request. At the top, the DUA Number is 'CONT-2023-70216'. Below this, there are tabs for 'Collapsed View' and 'Expanded View'. A yellow box highlights a 'PRINT TO PDF' button in the top right corner. The main content area is divided into sections: 'DUA Life Cycle' (with a '+' icon) and 'Main Information' (with a '-' icon). The 'Main Information' section contains two columns of data: 'DUA Information' (DUA Number: CONT-2023-70216, DUA Request Type: CREATE DUA, DUA Status: In Progress, Requested Date, Requester: Tester COR, Requester's Email: testercor97@gmail.com, Requester's Phone Number: (609) 665-2030) and 'Contract Information' (Contract/Grant Number: 3123123, Contract Start Date: 12/21/2023, Contract End Date: 12/31/2030). At the bottom right of the 'Main Information' section, there are buttons for 'Comment', 'Edit', 'Submit', and 'Quit'.

1. Click the **PRINT DUA TO PDF** button.

Figure 4: Select to Print DUA

The screenshot shows a dialog box titled 'Print DUA to PDF'. It contains the text 'Please select which type of PDF you would like to print:' followed by three radio button options: 'DUA Review', 'DUA Life Cycle', and 'Print All'. At the bottom of the dialog, there are two buttons: 'Print to PDF' (highlighted in green) and 'Cancel'.

2. Select an option:
  - **DUA Review** to print all sections of the DUA except the DUA Life Cycle.
  - **DUA Life Cycle** to print the DUA Life Cycle only.
  - The **Print All** radio button to print both the DUA Review and DUA Life Cycle.
3. Click **Print to PDF**.

In this example, **Print All** was selected. The DUA will be displayed in HTML format for printing:

- DUA Number
- Main Information
- CMS Contact (COR)
- COR Proxy
- Contract Information
- Subcontracting Organization
- Documents
- Custodians
- Data File Description
- Pending Data File Description
- Requester Proxy
- DUA Life Cycle

### 3. Acronyms

The following are acronyms used within the EPPE system.

Table 1: Acronyms

Acronym	Definition
<b>CMS</b>	Centers for Medicare and Medicaid Services
<b>COR</b>	CMS Contact (COR)
<b>DUA</b>	Data Use Agreement
<b>EPPE</b>	Enterprise Privacy Policy Engine
<b>HTML</b>	Hypertext Markup Language
<b>IDM</b>	Identity Management
<b>MFA</b>	Multi-Factor Authentication
<b>PDF</b>	Portable Document Format

## 4. EPPE Help Desk Information

EPPE Help Desk Contact Information

Hours of Operation: Monday – Friday 9:00 AM to 6:00 PM EST

844-EPPE-DUA (844-377-3382)

[eppe@cms.hhs.gov](mailto:eppe@cms.hhs.gov)