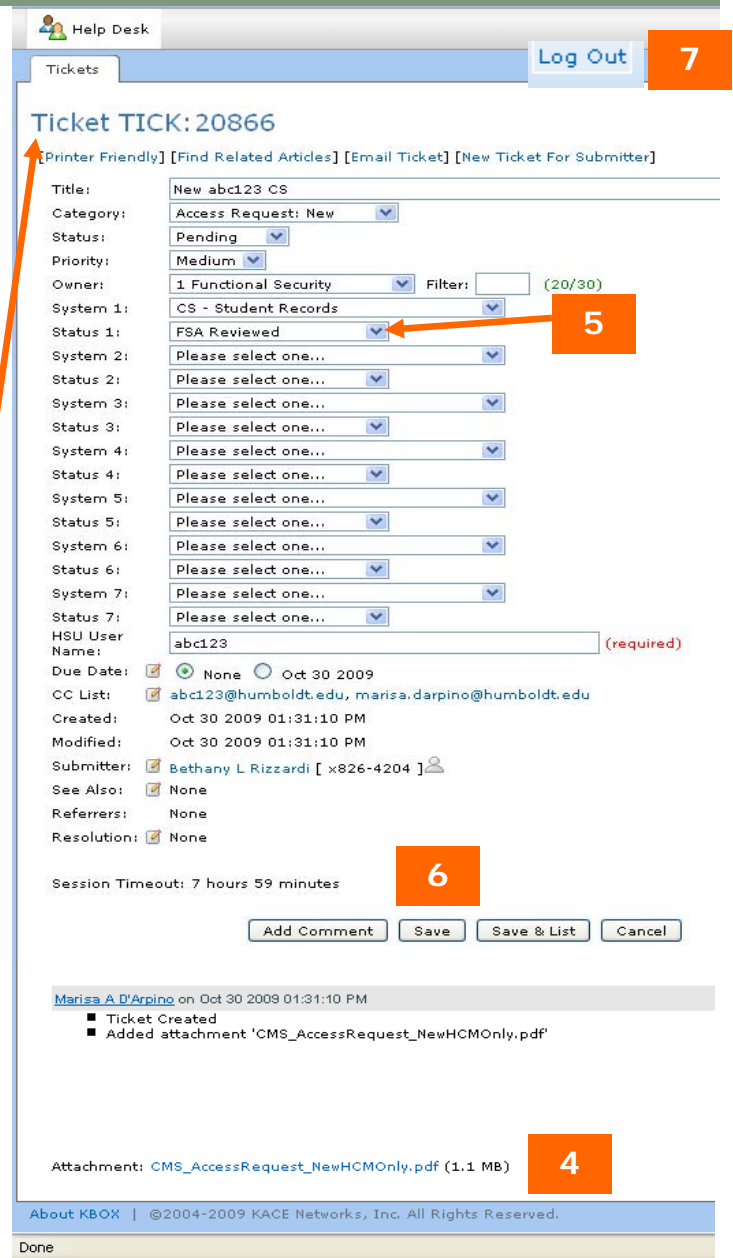
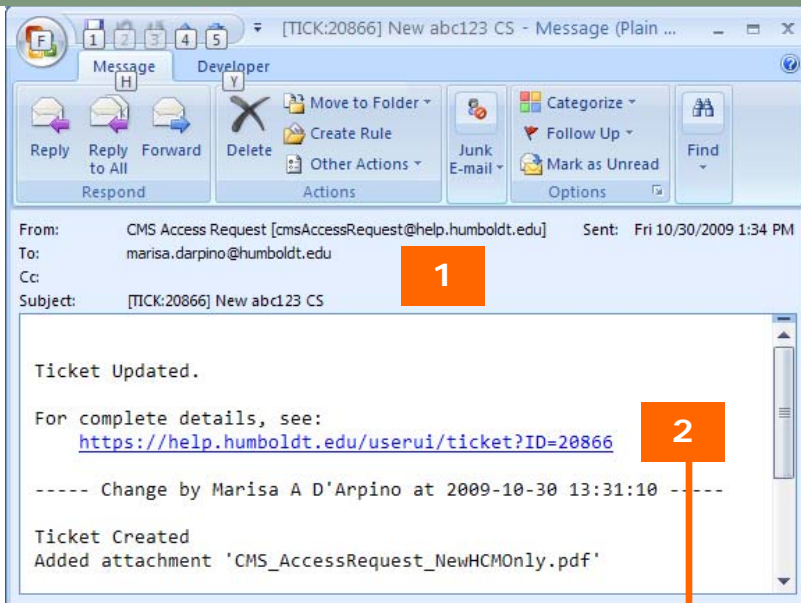


QUICK REFERENCE for ACCESS GRANTORS



SINGLE ACCESS REQUEST

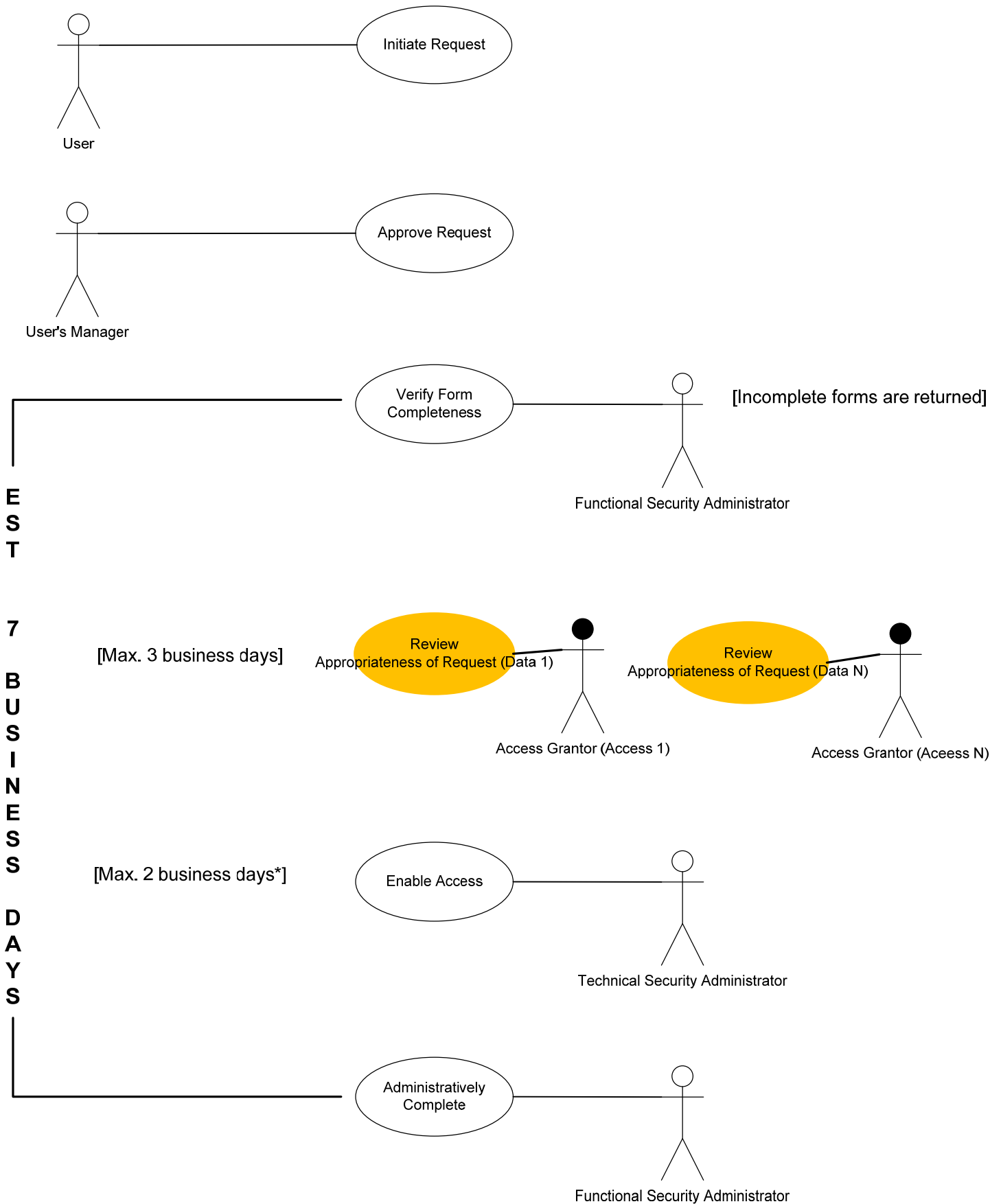
1. Open the E-mail from CMS Access Request.
2. Click on the Ticket link within the e-mail.
3. Login to the Ticketing System.
4. Open (double click) and review the Access Request attachment. Click on the Browser's Back button to return to the Ticket.
5. Change the appropriate System Status(es) from 'FSA Reviewed' to 'Data Manager Approved.'
6. Press Save.
7. Logout of the Ticketing System.



MULTIPLE ACCESS REQUESTS

- A. Follow SINGLE ACCESS REQUEST steps 1-6.
- B. Go to your e-mail box and open the next CMS Access Request e-mail.
- C. Click on the Ticket link within the e-mail. The Access Request Ticket window opens in a new Browser tab.
- D. Repeat SINGLE ACCESS REQUEST steps 5 and 6
- E. Repeat Multiple Access Requests steps A-D until all Access Requests are reviewed.

CMS ACCESS REQUEST PROCESS Overview



*Existing roles