

# Instructions for Setting Up Accounts for the Corporate Office of Your Dialysis Organization

CMS has established a process so that facilities may designate access on the dialysis data website to a corporate user should they desire to do so. This enclosure provides information that facilities will need in order to establish or re-establish dialysis-chain corporate access to the Dialysis Facility Reports (DFRs) and the Quarterly Dialysis Facility Compare (QDFC) Reports.

The following instructions may be used by facilities to ensure that corporate access is enabled and permissions granted appropriately. If they do not have their new dialysis data website master account credentials or they do not know their facility's Master Account Holder (MAH), then they should contact their Network representative.

## For facilities that have not previously set up a corporate user account:

1. Dialysis data website MAH: Go to the [www.DialysisData.org](http://www.DialysisData.org) site, and log in using the dialysis data website NEW master account credentials provided on or around October 6, 2015.
2. Click on the "Add existing user" button. Given that corporate accounts are going to be added to a number of facilities, it is likely that the user is already in the system when you are trying to grant them access to your facility.
3. Search for the e-mail address associated with the corporate account. If the account exists, you will see a link to "add this user" to your facility. Click that link.
4. The user is added to your facility, but does not yet have permission to view your reports. To grant this permission, find the user in the table of users for your facility and click "edit".
5. Grant permissions to view the reports (where applicable):
  - a. Under "Can view DFC Report", select "Yes"
  - b. Under "Can comment on DFC Report & Discuss PII/PHI," select "Yes"
  - c. Under "Can view DFR Report", select "Yes"
  - d. Under "Can comment on DFR Report& Discuss PII/PHI," select "Yes"
7. Click "apply".

## For facilities that have already set up a corporate user account:

If you have already set up a user account for the corporate user, you will need to re-enable the user account and grant the appropriate permissions.

1. Dialysis data website MAH: Go to the [www.DialysisData.org](http://www.DialysisData.org) site, and log in using the NEW dialysis data website master account credentials provided on or around October 6, 2015.
2. After you have logged in, you are taken to a page with a list of users for your facility. If there are no users, you will only see a box with the master account information.
3. If you wish to re-activate the existing user account, click the "edit" button.
4. Then, set the "Enable/Disable User" selection to "Enabled", and select the appropriate permissions for the user. Then, the user will be able to view the DFR and QDFC reports.