

HARP is a secure identity management portal provided by the Centers for Medicare and Medicaid Services (CMS). Creating an account through HARP provides users with a user ID and password that can be used to access many CMS applications.

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For HARP and EQRS training, go to:
<https://mycrownweb.org/harp-training/>

For HARP FAQs, go to:
<https://harp.qualitynet.org/login/help>

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Registering for a New HARP Account

- 1 Go to the HARP *Login Page* at <https://harp.cms.gov/login/login>, click **Sign Up**. The *Create an Account* screen displays.
- 2 Enter your *Profile Information* to begin the account creation process. The following fields are required:
 - Legal First Name
 - Legal Last Name
 - Date of Birth
 - Email Address
 - Confirm Email Address
 - Is your address in the United States
 - Home Address Line 1
 - City
 - State
 - ZIP Code
 - Social Security Number
- 3 Check the *I agree to the Terms & Conditions* checkbox and click on **Next**.
- 4 Enter the *Account Information* to create your user ID. The following fields required:
 - User ID
 - Password
 - Confirm Password
 - Challenge Question
 - Challenge Question Answer

- 5 Click **Next** to answer the *Remote Proofing* questions.
- 6 Check the *I'm not a robot* checkbox and click **Next**.
- 7 Click **Log into HARP** to access HARP.

Setting Up a Two-Factor Authentication

- 1 Go to the HARP *Login Page* at <https://harp.cms.gov/login/login>, enter your **User ID** and **Password**. Agree to the *Terms & Conditions* and click **Login**. The *Two-Factor Authentication* screen displays.
- 2 Click the **Device Type** drop-down to select the desired two-factor authentication device.
- 3 Click **Send Code**. A CMS verification code will be sent to your selected **Device Type**.
- 4 Enter the code you received and click **Submit**. The *Profile Information* screen displays.
- 5 Review the profile information for accuracy. Click **Two-Factor Device**.
- 6 Click the **Device Type** drop-down arrow.
- 7 Select the desired additional two-factor authentication device.
- 8 Follow the configuration requirements for the selected two-factor authentication device.
- 9 Click **Complete Setup**.

Selecting a Challenge Question

- 1 Go to the HARP *Login Page* at <https://harp.cms.gov/login/login>, enter your **User ID** and **Password**. Agree to the Terms & Conditions and click **Login**. The *Two-Factor Authentication* screen displays.
- 2 Click the **Device Type** drop-down to select the desired two-factor authentication device.
- 3 Click **Send Code**. A CMS verification code will be sent to your selected **Device Type**.
- 4 Enter the code you received and click **Submit**. The *Profile Information* screen displays.
- 5 Review the profile information for accuracy. Click the *Challenge Question* link.
- 6 Enter your **Password**.
- 7 Click the *Challenge Question* drop-down and select the desired **Challenge Question**.
- 8 Enter the *Challenge Question Answer*.
- 9 Click **Save**. HARP refreshes with “Challenge Question updated” message.

Changing your Password

- 1 Go to the HARP *Login Page* at <https://harp.cms.gov/login/login>, enter your **User ID** and **Password**. Agree to the *Terms & Conditions* and click **Login**. The *Two-Factor Authentication* screen displays.
- 2 Click the **Device Type** drop-down to select the desired two-factor authentication device.
- 3 Click **Send Code**. A CMS verification code will be sent to your selected **Device Type**.
- 4 Enter the code you received and click **Submit**. The *Profile Information* screen displays.
- 5 Review the profile information for accuracy. Click the *Change Password* link.
- 6 Enter the **Old Password**, a **New Password**, and then retype to *Confirm the New Password*.
- 7 Click **Save**. HARP refreshes with “Password successfully changed” message.

Requesting an EQRS Role

- 1 Open your web browser and go to <https://eqrs.cms.gov/globalapp/>. The *Sign into EQRS* screen displays.
- 2 Enter your HARP **username** and **password**.
- 3 Click the **Agree to our Terms & Conditions** checkbox and click **Sign In**. A two-factor authentication screen displays.
- 4 Click **Send code** or make the appropriate selections to receive a one-time security code.
- 5 Enter the **security code** and click **Verify**. The *My access* screen displays.
- 6 Review the *My access* section to see if EQRS is listed as an approved application. If EQRS is listed, click *View access* to review the access details and to make sure the facility you need access to is already listed. If the facility you need access to is listed, you can stop at this step. If EQRS is not listed or the facility you need access to is not listed, proceed to the next step.
- 7 Click **Request access** under Manage Access. The *Organization Category* screen displays.
- 8 Select the **Organization Category**. The screen refreshes and displays a list of applications.
- 9 Select **EQRS** and click the **Continue** button. The *Organization Role* screen displays.
- 10 Search for your **organization**, select the desired **Role**, and click **Add**. The screen refreshes and displays the *Review selected roles* section.
- 11 Review the selected role and click **Submit request**. A *Submit role request* dialogue box displays.

- 12 Click **Yes, continue**. The system refreshes and displays a message confirming that your role request has been successfully submitted

Note: An organization's Security Official reviews and approves role requests. Users who have not logged into their EQRS account within the past 60 days will have their account automatically disabled. Users will then need to follow the steps for requesting an EQRS Role listed in this guide and re-request access.

Viewing an EQRS User Login Date

An EQRS Security Official (SO) can login to EQRS and view the last login date for each user from a selected facility.

- 1 Open your web browser and go to <https://eqrs.cms.gov/globalapp/>. The *Sign into EQRS* screen displays.
- 2 Enter your HARP **username** and **password**.
- 3 Click the **Agree to our Terms & Conditions** checkbox and click **Sign In**. A *two-factor authentication* screen displays.
- 4 Click **Send code** or make the appropriate selections to receive a one-time security code.
- 5 Enter the **security code** and click **Verify**. The *My access* screen displays.
- 6 Click on **Manage user list** and enter the facility name in the search box.
- 7 Review the username(s) and the user(s) last login date to EQRS.