

Medicaid Drug Rebate Program (MDRP)

National Drug Rebate Agreement (NDRA) Medicaid Drug Programs (MDP) System Access

Effective: September 1, 2020

All MDP users will be required to have their own Enterprise Identity Management (EIDM) account. Once access has been granted, you must sign in and request an NDRA.

There are 3 possible scenarios for users requesting an NDRA. Please follow the instructions under the scenario below which applies to you.

Scenario 1: Users who have access to the Drug Data Reporting (DDR) for Medicaid system

If you have an EIDM ID and access to the DDR system, you already have access to the MDP system.

1. Log into the CMS Enterprise Portal (<https://portal.cms.gov>) with your existing EIDM ID and password.
2. Click on the **MACBIS** tile.
3. Select the word **Application** under the **MDP** heading in the drop down menu.
4. Follow the instructions in the MDP NDRA User Guide (found in MDP under the Help and User Guide buttons) and submit your request for a new NDRA.

Scenario 2: Users who have an existing EIDM ID, but do not have an approved role to access DDR or MDP systems

If you already have an EIDM ID but do not have an approved role to access the DDR or MDP systems, you will need to request a role for MDP access.

1. On the top banner, under your name, select **My Access** from the drop-down menu to request a role. Alternatively, you can select **Request/Add Apps** on the **My Portal** page.
2. Search for **Drug Data Reporting for Medicaid (DDR)/Medicaid Drug Programs (MDP)** in the catalog. When the DDR/MDP tile appears, select the gray **Request Access** button.
3. The **Application Description** field automatically populates with **Drug Data Reporting for Medicaid (DDR)/Medicaid Drug Programs (MDP)**.
4. In the **Select a Role** drop-down menu, choose an appropriate EIDM role. For example, if you are a Drug Manufacturer/Labeler user, select **Labeler**.
5. Next, enter any notes to the Approver including justification for your role request.

Justification wording: *I am requesting access to the Medicaid Drug Programs (MDP)*

system to request a new NDRA.

Then select **Submit**. After submitting your request, you may be directed to Identity Verification. If so, please continue to Step 3 in the EIDM Instruction Guide for DDR Users for further instruction. Note: All users are subject to mandatory Identity Verification prior to receiving the Multi-Factor Authentication (MFA) prompt. All users will be required to add MFA.

6. When Identity Verification is completed and/or MFA is added, you will be directed to the **Request Acknowledgment** screen, indicating that your MDP role request has been processed. Select **OK** to acknowledge and close the screen.
7. After you have selected **OK**, you will be directed to the **View and Manage My Access Screen**. The tables on this screen display roles that you currently hold, as well as any pending and rejected requests.
8. When your role request has been approved or rejected, you will receive an email notification. After your role request has been approved, you will see the MACBIS tile on the main page of the portal after you log in.
9. Log into the CMS Enterprise Portal (<https://portal.cms.gov>) with your existing EIDM ID and password.
10. Click on the **MACBIS** tile.
11. Select the word **Application** under the MDP heading in the drop down menu.
12. Follow the instructions in the MDP NDRA User Guide (found in MDP under the Help and User Guide buttons) and submit your request for a new NDRA.

Scenario 3: Users who do not have an existing EIDM ID

If you do not have an existing EIDM ID, you will need to create a new ID and complete the role request process.

1. Go to the CMS Enterprise Portal at <https://portal.cms.gov>.
2. Select **New User Registration**.
3. Under Choose Your Application, select **MDP: Medicaid Drug Program**.
4. Follow the prompts and enter the required information to create your EIDM ID and password. Once the ID has been completed and you receive an email confirmation from the CMS Enterprise Portal, you will need to log in with your new credentials and complete the process. Refer to the [EIDM Instruction Guide for DDR Users](#) for more information (Note: DDR EIDM processes also apply to MDP).
5. The first time you log into the portal with these new credentials, you will be required to complete your user profile. Please follow the prompts and enter your information.
6. On the top banner, under your name, select **My Access** from the drop-down menu to request a role. Alternatively, you can select **Request/Add Apps** on the **My Portal** page.
7. Search for **Drug Data Reporting for Medicaid (DDR)/Medicaid Drug Programs (MDP)** in the catalog. When the DDR/MDP tile appears, select the gray **Request Access** button.

8. The **Application Description** field automatically populates with **Drug Data Reporting for Medicaid (DDR)/Medicaid Drug Programs (MDP)**.
9. In the **Select a Role** drop-down menu, choose an appropriate EIDM role. For example, if you are a Drug Manufacturer/Labeler user, select **Labeler**.
10. Next, enter any notes to the Approver including justification for your role request.

Justification wording: *I am requesting access to the Medicaid Drug Programs (MDP) system to request a new NDRA.*

Then select **Submit**. After submitting your request, you may be directed to Identity Verification. If so, please continue to Step 3 in the EIDM Instruction Guide for DDR Users for further instruction. Note: All users are subject to mandatory Identity Verification prior to receiving the Multi-Factor Authentication (MFA) prompt. All users will be required to add MFA.

11. When Identity Verification is completed and/or MFA is added, you will be directed to the **Request Acknowledgment** screen, indicating that your MDP role request has been processed. Select **OK** to acknowledge and close the screen.
12. After you have selected **OK**, you will be directed to the **View and Manage My Access Screen**. The tables on this screen display roles that you currently hold, as well as any pending and rejected requests.
13. When your role request has been approved or rejected, you will receive an email notification. After your role request has been approved, you will see the MACBIS tile on the main page of the portal after you log in.
14. Log into the CMS Enterprise Portal (<https://portal.cms.gov>) with your existing EIDM ID and password.
15. Click on the **MACBIS** tile.
16. Select the word **Application** under the MDP heading in the drop down menu.
17. Follow the instructions in the MDP NDRA User Guide (found in MDP under the Help and User Guide buttons) and submit your request for a new NDRA.

For more detailed instructions, please refer to the [EIDM Instruction Guide for DDR Users](#). If you have any questions or concerns regarding MDP access, please email the MDP Operations Team at DDR@cms.hhs.gov or contact the DDR Help Desk at DDRHelpDesk@dcca.com or 1-833-879-6075.