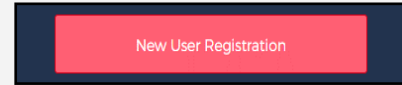


Getting started - if you do not already have an IDM account, start here. If you already have an IDM account, skip down to 'Initiate Role Request' below.

First, register for Money Follows the Person (MFP) Access

- Access MFP at <https://mdctmfp.cms.gov> and select "Register"
- Select the New User Registration button on the IDM sign-in screen
- Enter the personal and address information requested on the next two screens. Also select the "I agree to the terms and conditions" checkbox.
- Enter a User ID and password and select a security question and an answer. Then select the Submit button

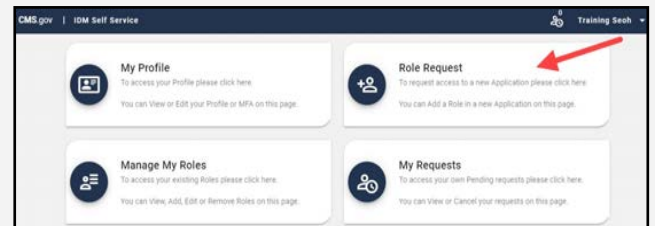


 A registration form with fields for First Name, Last Name (Optional), Last Name, Last Name, First Suffix, Last Suffix, and E-mail address. There is a "View Terms & Conditions" link and a checkbox for "I agree to the terms and conditions".

 A registration form with fields for User ID, Password, Confirm Password, Security Question, and Answer. There are "Cancel" and "Submit" buttons at the bottom.

Next, Initiate Role Request for MFP Access

- Sign in to IDM at <https://home.idm.cms.gov/>
- Select the Role Request tile
- Select "Medicaid Data Collection Tool Money Follows the Person (MDCT MFP)" from the Select an Application drop-down list
- Select the MFP State User role
- Watch for an email confirming your role request submission.

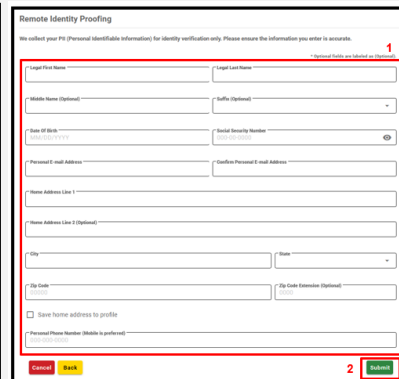
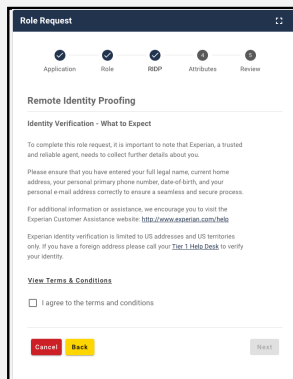
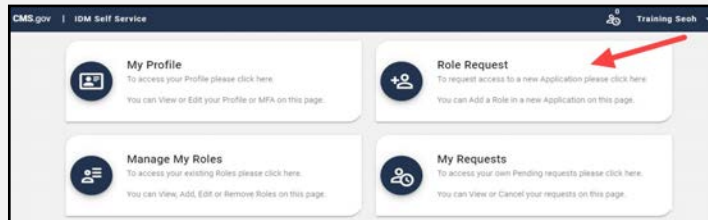


 The Role Request form with a progress bar showing Application, Role, and Review steps. The "Selected Application" dropdown is set to "Medicaid Data Collection Tool Money Follows the Person (MDCT MFP)" (highlighted with a red arrow). There is a "View Helpdesk Details" button and a "Select a Role" dropdown.

 A dropdown menu showing role options: MDCT MFP State User (highlighted with a red arrow), MDCT MFP CMS Internal User, Approver, MDCT MFP Business Owner Rep, and MDCT MFP Approver.

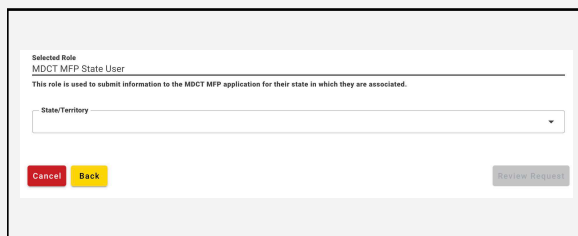
Next, Complete the Remote Identity Proofing (RIPD)

- View and agree to the terms and conditions. Then select the Next button
- Complete the Remote Identity Proofing form. Then select the Submit button in the lower-right corner of the screen.
 - Important note: Please use your personal email address and phone number for RIDP.
- If Experian is unable to verify your personally identifiable information (PII), please contact MDCT Help Desk.



Finally, Complete, Review, and Submit your Role Request

- Select the applicable role attributes via the drop-down lists. Then select the Review Request button



- Complete the Reason for Request text box. Then select the Submit Role Request button

