

**Overview of how to obtain an HPID**

1. Register in the CMS Enterprise Portal at <https://portal.cms.gov>
  - a. Go to the CMS Enterprise Portal and click “New User Registration” on the right side of the page.
  - b. Complete the New User Registration process and receive email confirmation of user registration.
  
2. Register for a HIOS Account and gain access to HIOS
  - a. Go to HIOS homepage and click on manage an organization.
  - b. Search your company by entering your company’s Federal EIN number to see if your organization is already registered in HIOS. If it does not return any results then click on “create organization” at the bottom of the page.
  - c. Fill out all company information such as:
    - i. Company’s legal name
    - ii. Federal EIN
    - iii. Incorporated State
    - iv. Domiciliary address
  - d. An email notification will be sent to the organization once the information submitted has been reviewed and approved by HIOS.
  
3. Assign HIOS User Role Management
  - a. HPOES roles: users only can have one role at a time.
    - i. Guest user role: This role is able to view general HPOES information.
    - ii. Submitter user role: A representative of the health plan or other entity that submits an application.
  - b. You will receive an email notification once the roles have been approved.
  
4. Complete and Submit the HPID application
  - a. Click on “create profile” and then click the “apply for HPID” button.
  - b. Select your Payer company name on the drop down menu.

- c. Enter your health plans NAIC number, payer identification number, or you may enter “Not Applicable”.
  - d. Finally, this will take you to the application review page and then you may submit your application on this screen.
5. HPID number is assigned

**Step by Step Instructions on how to obtain an HPID are available:**

Picture instructions:

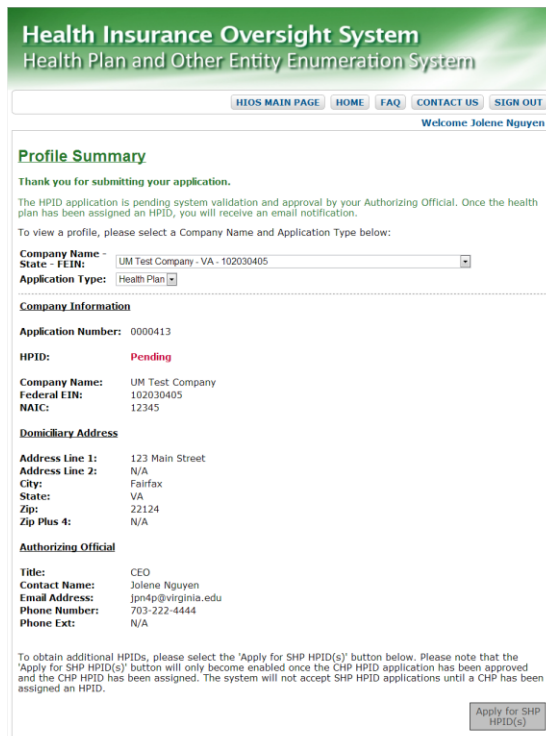
<http://www.cms.gov/Regulations-and-Guidance/HIPAA-Administrative-Simplification/Affordable-Care-Act/Downloads/HPIDQuickGuideOctober2014v2.pdf>

Detailed text instructions:

<http://www.cms.gov/Regulations-and-Guidance/HIPAA-Administrative-Simplification/Affordable-Care-Act/Downloads/HPIDQuickGuideOctober2014508Accessible.pdf>

Video instructions:

<http://www.youtube.com/watch?v=o39nzyOlkpc>



**Health Insurance Oversight System**  
Health Plan and Other Entity Enumeration System

HIOS MAIN PAGE HOME FAQ CONTACT US SIGN OUT

Welcome Jolene Nguyen

**Profile Summary**

Thank you for submitting your application.

The HPID application is pending system validation and approval by your Authorizing Official. Once the health plan has been assigned an HPID, you will receive an email notification.

To view a profile, please select a Company Name and Application Type below:

Company Name - State - FEIN: UM Test Company - VA - 102030405

Application Type: Health Plan

**Company Information**

Application Number: 0000413

HPID: Pending

Company Name: UM Test Company  
Federal EIN: 102030405  
NAIC: 12345

**Domiciliary Address**

Address Line 1: 123 Main Street  
Address Line 2: N/A  
City: Fairfax  
State: VA  
Zip: 22124  
Zip Plus 4: N/A

**Authorizing Official**

Title: CEO  
Contact Name: Jolene Nguyen  
Email Address: jpn4p@virginia.edu  
Phone Number: 703-222-4444  
Phone Ext: N/A

To obtain additional HPIDs, please select the "Apply for SHP HPID(s)" button below. Please note that the "Apply for SHP HPID(s)" button will only become enabled once the CHP HPID application has been approved and the CHP HPID has been assigned. The system will not accept SHP HPID applications until a CHP has been assigned an HPID.

Apply for SHP HPID(s)

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