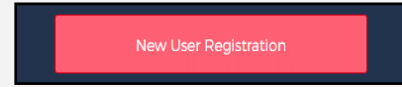


Getting started - if you do not already have an IDM account, start here. If you already have an IDM account, skip down to 'Initiate Role Request' below.

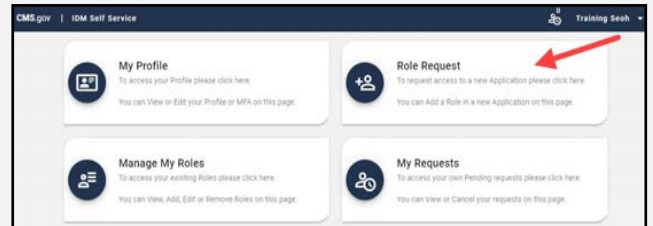
First, register for Managed Care Reporting Access

- Access MCR at <https://mdctmcr.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



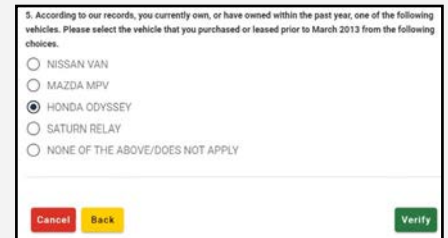
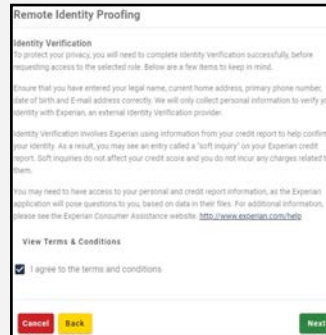
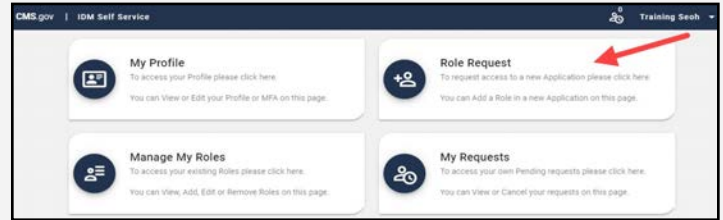
Next, Initiate Role Request for MCR Access

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



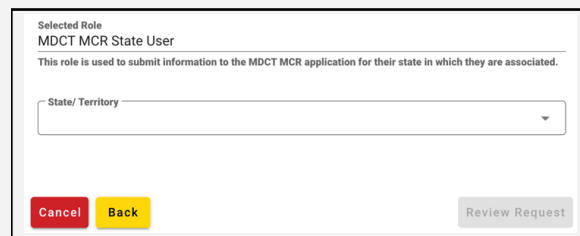
Next, Complete the Remote Identity Proofing (RIPD)

- View and agree to the terms and conditions. Then select the Next button
- Complete the Remote Identity Proofing form. Then select the Next button in the lower-right corner of the screen.
- Answer the RIDP proofing questions as applicable. Then select the Verify button



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

