

Obtaining an Federally Facilitated Marketplace ID

Please complete the following after completing your Health Insurance Marketplace Training to retain a login for completing applications on the Marketplace:

1. Got to CMS Enterprise portal: <https://portal.cms.gov>
 - a. Select “New User Registration” – note: to allow time for your training results from MLN site to be transmitted to the CMS Enterprise Portal, you must generally wait at least two business days after completing your registration training and exams, and marketplace agreement(s) on the MLN website. During the initial 2013 launch of the agent/broker registration process, the transmission of training results may sometimes take longer than two business days.
2. As a result of selected “new user registration” the CMS Enterprise Identity Management system (EIDM) on the CMS Enterprise Portal will prompt you to agree to the terms and conditions and then enter basic identifying information. Be sure you enter your legal name rather than a nick name.
3. The EIDM system will prompt you to create a Marketplace User account and answer some challenge questions.
 - a. Agents will use this ID to enroll individuals in the FFM
4. After completion of step 3 the EIDM system will acknowledge the creation of the account and redirect you to the CMS enterprise portal home page for you to log back in with your new user ID and pw.
5. On the CMS Portal home page select “login to CMS secure portal” log in with the User ID and PW you created in step 3.
6. Select “Request Access Now”. On the “my access page” and select “request new application access”
7. Select “FFM” from the application description dropdown menu
8. Select your role “Agent/Broker”
9. Before granting you access the EIDM system will automatically begin a secure identity proofing process and will ask you so called “out of wallet” questions – because the answers are usually not found in your wallet or purse.

10. Once proofing is completed you will be returned to the “My access” page.
11. Enter your NPN and MLN user ID (the ID you used for the marketplace training)
– make sure they are accurate.
12. Once complete your FFM user ID will be activated and you will be granted the agent/broker role. Your FFM user ID and NPN must be entered on all Federally facilitated marketplace applications in order to receive compensation.

Note: if identity proofing is not feasible on-line the EIDM will display a phone number for you to call that is staffed by appropriate personnel.