

HPES-EDC PPTN Sign On Instructions:

Listed below are the instructions for signing into PPTN.

Prior to signing into PPTN, ensure you have received a logon-id and temporary password from your System Support contact at Noridian. The letter will provide helpful information about your logon-id/temporary password and how to utilize PPTN.

LOGGING INTO PPTN:

1. To access the HPES-EDC Selection Screen, key your assigned logon-id & **temporary** password in the appropriate field and press the <enter> key.

HPES-EDC Log On Screen

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                                @@@@@@@@@@@@@ @@@@@@@@@@@@@ @@@@@ @@@@
                                @@ @@@ @ @@@ @ @@@ @
cccc  aaaaaa  @ @@@ @ @@@ @@@ @@@ @@@ @
cc   cc   aa  @@@ @@@ @@@ @@@ @@@@@
cc   aa   aa  @@@ @@@ @@@ @@@ @@@@@
cc   aaaaaa  @@@ @@@@@@@@@ @@@@
cc   aa   aa  @@@ @@@ @@@@
cc   aa   aaa @@@ @@@ @ @@@ REL 5.3/00
cccc  aaaa  aa  TM @@@ @@@ @ @@@
                                @@@ @@@ @ @@@
                                @@@@@ @@@@@ @@@@@ @@@@@
                                @@@@@ @@@@@ @@@@@ @@@@@

                                Copyright (C) 2010 CA. All rights reserved.
Userid:                                (or LOGOFF)                                11:18:35
Password:                               11/26/12
New Password:                           LPR01144
Account:                                 PC92-4AG
Transfer:                                SMRTPROD

Data contained in this system is confidential and proprietary. Use of this data
for other than legitimate purposes authorized by HPES will be prosecuted
----- CA TPX Session Management -----
PF1=Help   PF3=Logoff
```

2. You will be asked to change your password. Key your new password, using the criteria listed below, and press <enter>. The system will then ask you to crosscheck your password. Re-key your password and press <enter> again.

When selecting your password, the following criteria must be followed:

- Do not use passwords incorporating your Global ID (NET ID)
- Do not use any character more than twice
- Do not use more than two numeric characters
- Do not use alphabetic characters only
- Do not re-use your existing password
- Password must contain a minimum of eight alphanumeric characters
- Do not use uppercase or special characters
- Do not use easily recognizable passwords, incorporating things such as "password," your name, birth dates, names of children, or words found in a dictionary

Some additional password standards:

- Must not change more than once in a 24-hour period
- Must not be changed to any of your previous six passwords
- Must change when there is a possible compromise
- Must not be disclosed to another person
- Must not appear in readable format when entering the password for authentication
- Must not be stored in scripts, files, or applications unless compensating controls are in place

Other helpful information:

- The logon process will automatically be terminated if three consecutive invalid password attempts are made.
- Six invalid password attempts in one day (from 00:01-23:59) will result in the logon ID being disabled and the number of password violations (PSWD-VIO) being set to six.
- IDS are suspended after 30 days and cancelled after 60 days.
- IDS are revoked after 3 attempts

NOTE: For Security purposes the PASSWORD field will not display the password as it is keyed. (Above information supplied by HPES-EDC via the EDC password standards document.)

3. When the password has been accepted, the following message will appear at the bottom of the screen stating "Password was successfully changed".

ACCESS THE MCS SYSTEM

- Place your cursor on the line next to the following option depending on which State you want to access and press <enter>.

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TPX MENU FOR      XXX1234      Panelid - TEN0041
Terminal - LPR00044
Model - PC92-4AG
System - A1TPX12

Cmdkey=PF15      Jump=PF13      Menu=PF14
Print=NONE      Cmdchar=/

  Sessid      Sesskey      Session Description      Status
_ MCSP37-1    PF          AZ/UT/MT MCS PROD
_ MCSP37-2    PF          AZ/UT/MT MCS PROD
_ MCSP38-1    PF          MAC J3 ND/SD/WY MCS PROD
_ MCSP38-2    PF          MAC J3 ND/SD/WY MCS PROD
_ MCSP17-1    PF          MAC JE NORTHERN CA MCS PROD
_ MCSP17-2    PF          MAC JE NORTHERN CA MCS PROD
_ MCSP18-1    PF          MAC JE SOUTHERN CA MCS PROD
_ MCSP18-2    PF          MAC JE SOUTHERN CA MCS PROD
_ MCSP19-1    PF          MAC JE HI/NV MCS PROD
_ MCSP19-2    PF          MAC JE HI/NV MCS PROD
_ MCSU17-1    PF          MAC JE NORTHERN CA MCS UAT
_ MCSU17-2    PF          MAC JE NORTHERN CA MCS UAT
_ MCSU18-1    PF          MAC JE SOUTHERN CA MCS UAT
_ MCSU18-2    PF          MAC JE SOUTHERN CA MCS UAT
_ MCSU19-1    PF          MAC JE HI/NV MCS UAT
_ MCSU19-2    PF          MAC JE HI/NV MCS UAT
_ MCSU37-1    PF          AZ/UT/MT MCS UAT
_ MCSU37-2    PF          AZ/UT/MT MCS UAT
_ MCSU38-1    PF          MAC J3 ND/SD/WY MCS TEST
_ MCSU38-2    PF          MAC J3 ND/SD/WY MCS TEST

Command ==>
PF1=Help PF7/19=Up PF8/20=Down PF10/22=Left PF11/23=Right H =Cmd Help

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- You are now located at the MCS Sign On Screen.

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WELCOME TO CMS EDC AT EDS (CICSP11)- XX PART B PRODUCTION

A T U C I P 1 1 MVS/ESA      SP7.0.7 M2064 C I C S 6.3.0
NETNAME: VTUM2147 TERMINAL: $00D DATE: 05/06/07 TIME: 07:45:50

      CCCCCCCCCC PPPPPPPPPPP      11      11
    CCCCCCCCCC PPPPPPPPPPP      111      111
  CC          CC PP          PP      1111      1111
    CC          PP          PP      11          11
  CC          PP          PP      11          11
    CC          PPPPPPPPPPP      11          11
  CC          PPPPPPPPPPP      11          11
    CC          PP          11          11
  CC          CC PP          11          11
CCCCCCCCCCCC PP          1111111111 1111111111
CCCCCCCCCC PP          1111111111 1111111111

KEY IN TRANSACTION CODE AND PRESS ENTER

DFH3504I SIGN ON COMPLETE

```

- The cursor is positioned at the top left of the screen at the 'W' in the word WELCOME. With your cursor still at the 'W' key one of the following strings based upon the state you are trying to access over the top of the "welcome" verbiage:

When selecting your password, the following criteria must be followed:

- Must be exactly eight (8) characters in length
- Must start with a letter (not a number or special character)
- Passwords are case-sensitive
- Must have at least 1 special character - @, #, \$
- Must have at least 1 number
- Passwords should be easy for you to remember but hard for others to guess
- Examples of acceptable passwords include SPR1NG\$4 and C@nad@01

Passwords can not contain the following:

- More than three (3) consecutive characters of the user's USERID
- Cannot be the same as any of the previous 12 passwords
- The three (3) letter month abbreviation (MAR, APR, etc)
- The two (2) digit number of the current month (01 for Jan, 02 for Feb, etc)
- More than three (3) identical characters in a row (aaa, bbb, ccc, etc)
- More than two consecutive characters of a table of characters located near each other on the keyboard (includes all number and common usages like ASDF, QWERTY and so forth)
- More than three (3) consecutive characters of the existing password.

7. You have successfully logged into the MCS System.
8. Refer to the Noridian website (www.noridianmedicare.com, claims, PPTN) to learn how to use the PPTN screens.

SIGNING OFF THE MCS SYSTEM

1. While at the "PPTN Production Menu", clear the screen by using the <Pause Break> key on your keyboard.
2. From the blank screen, key the word "LOGOFF" and press <enter>.
3. A message will appear that states "Session Ended".
4. You have successfully signed off of the MCS System.

HELPFUL HINTS

- You must wait at least twelve months before reusing any password.
- Once you have incorrectly typed in your password three times the system will automatically suspend your id. When this occurs, contact your System Support contact for a reset

- You must access the MCS system at least once every 20-25 days to remain an active user. If your logon id is not used for 30 days, your logon id will be suspended and you will need to contact your System Support contact for a reset. If your logon id has not been used for 60 days, it will be systematically deleted and you will have to submit an MCPS (Medicare Claims Process Systems) form to have the login id reinstated.
- Every 30 days the system will display a message at the bottom of the screen stating that your password has expired and that you should select a new one. Select a new password to ensure your access is not interrupted.
- **CAUTION:** If you incorrectly key your password three times, the system will display a security violation message and you will not be able to access the system until your password has been reset. If you ever need to have your password reset – either due to a security violation or because you have forgotten your password, you will need to contact your Noridian System Support contact.

For password resets, contact a User Security at 877-908-8431