

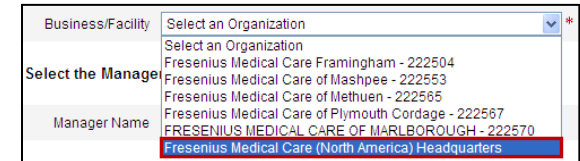
**Table of Contents**

BSO Regular End User Registration..... 1  
 Accessing the Part B Form ..... 3  
 Completing the Printed Part B Form..... 3  
 Completing the SAT ..... 4  
 XML Data Submission ..... 5  
 View a Processing Summary Report ..... 5

**BSO Regular End User Registration**

- 1 Launch **Internet Explorer**. The *Internet Explorer* web browser displays.
- 2 Click in the address bar and enter [www.qualitynet.org](http://www.qualitynet.org), and then press **Enter**. The *QualityNet* home page displays.
- 3 Click the **ESRD** tab. The *ESRD* screen displays.
- 4 Click the **Register for a QIMS account** link. The *Basic Info* tab displays.
- 5 Enter required information on the *Basic Info* tab, and then click the **Identity Info** tab. The *Identity Info* tab displays.
- 6 Enter required information on the *Identity Info* tab, and then click the **Business Info** tab. The *Business Info* tab displays.
- 7 Enter required information on the *Business Info* tab, and then scroll down to the "Business/Facility Search" section.

- 8 Search for your organization by entering your headquarters' **Business/Facility** name and **State**.



**DaVita – CO**  
**Dialysis Clinic, Inc – TN**  
**Fresenius Medical Care (North America) Headquarters – MA**

- 9 Select **Master Manager** as your appointed End User Manager (EUM) and **Master Security Official** as your appointed Security Official (SO).
- 10 Click the **Applications** tab. The *Applications* tab displays.
- 11 Identify the applications to which you will need access, in addition to the default/required QIMS option. Be sure to select **CROWNWeb** here.
- 12 Click the **Submit** button at the bottom of the page. A *new user creation confirmation* message displays.
- 13 Click **OK**. An electronic version of the QIMS form displays.
- 14 Review the QIMS form and, if correct, check the **verification** checkbox.


This material was prepared by FMQAI, the CROWNWeb Outreach, Communication, and Training contractor, under contract with the Centers for Medicare & Medicaid Services (CMS), an agency of the U.S. Department of Health and Human Services. The contents presented do not necessarily reflect CMS policy.

- 15 Print the form. Select **File | Print** or right-click on the screen and select **Print**.
- 16 Click **Submit**.
- 17 On the printed Part A form, provide any missing information, and check the **Create Regular End User Account** box on the paper form.
- 18 Get the QIMS Part A form notarized and sign the “Applicant” field.
- 19 Go to the ESRD tab on [www.qualitynet.org](http://www.qualitynet.org) to access, print and complete the CROWNWeb Part B form. (See [CW Part B](#) for instructions on completing the Part B form.)
- 20 Go to [http://iase.disa.mil/eta/iss\\_icv5/launchpage.htm](http://iase.disa.mil/eta/iss_icv5/launchpage.htm) to complete and print a certificate of completion of CMS’ mandatory Security Awareness Training if you have not taken this training within the past year. (See [SAT](#) for instructions on completing the CMS Security Awareness Training.)
- 21 Mail the completed QIMS Part A form, CROWNWeb Part B form, and a copy of the Security Awareness Training certificate to:  
  
Buccaneer, A Vangent Company  
1401 50th St., Suite 200  
West Des Moines, IA 50266  
Attn: QualityNet Help Desk

## Accessing the Part B Form

- 1 Launch **Internet Explorer**. The *Internet Explorer* web browser displays.
- 2 Click in the address bar and enter [www.qualitynet.org](http://www.qualitynet.org), and then press **Enter**. The *QualityNet* home page displays.
- 3 Click the **ESRD** tab. The *ESRD* screen displays.
- 4 Click the **Part B** link. The *CROWNWeb Part B Form* displays.



- 5 Open the PDF document, and click the **Printer icon** (  ).

## Completing the Printed Part B Form

- 1 In the CROWNWeb and ESRD QIP Roles and Scope section, enter:

**First Name** - Your first name.

**Middle Name** - Your middle name. If you have no middle name, enter "NMN".

**Last Name** - Your last name.

- 2 Select **Other Roles** and **Third Party Submitter for Batch** for your organizational affiliation.

- 3 Mail the Part B form (along with the completed QIMS Part A form, and Security Awareness Training certificate) to:

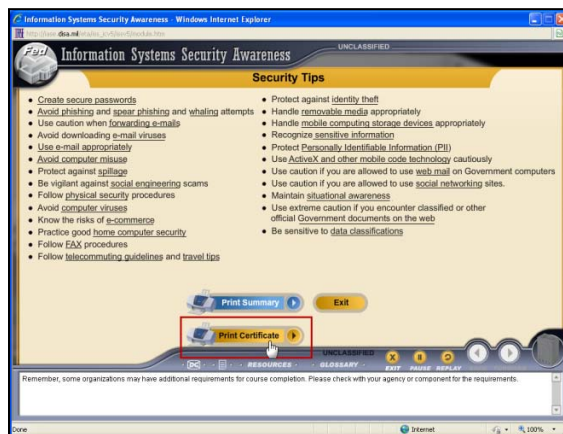
Buccaneer, A Vangent Company  
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Attn: QualityNet Help Desk

## Completing the SAT

- 1 Launch **Internet Explorer**. The *Internet Explorer* web browser displays.
- 2 Click in the address bar and enter [http://iase.disa.mil/eta/iss\\_icv5/launchpage.htm](http://iase.disa.mil/eta/iss_icv5/launchpage.htm), and then press **Enter**. The *Information Systems Awareness* home page displays.
- 3 Click the **Launch New Information Systems Security Awareness** link. The SAT course launches.
- 4 Complete the Information Systems Security Awareness training. Once complete, the *Security Tips* page displays.
- 5 Click **Print Certificate**, enter your name as you would like it to appear on the SAT certificate, and send it your printer of choice.

- 6 Mail the SAT certificate (along with the completed QIMS Part A form, and CROWNWeb Part B form) to:

Buccaneer, A Vangent Company  
1401 50th St., Suite 200  
West Des Moines, IA 50266  
Attn: QualityNet Help Desk



### XML Data Submission

- 1 From the *CROWNWeb* home page, click **EDI**.  
The *File Upload* screen displays.
- 2 Browse to the desired file, and then click **Upload**.
- 3 Click **Submit** to process the desired file.  
Once *CROWNWeb* has validated the file, a confirmation message displays.

### View a Processing Summary Report

- 1 From the *CROWNWeb* home page, click **EDI**.  
The *File Upload* screen displays.
- 2 Click **Processing Summary**. The *File Processing Summary* screen displays.
- 3 Click the icon for a desired upload to view the Feedback File for the selected upload.