

CROWN/REMIS Connecting Instructions – October 22, 2002

Connection to REMIS requires several elements that must be in place prior to any attempt to connect. These items are: 1.) For dial-up users, AT&T Global Network Services (AGNS) user ID and password; 2.) A CMS user ID and password; 3.) Registering with the Iowa Foundation for Medical Care (IFMC) as a REMIS user

The following instructions provide information on obtaining, configuring, and using each of these components to connect to REMIS. CMS users have a static connection to the server and should ignore references to AGNS accounts and procedures.

I. Registering with IFMC

Call the QualityNet Help Desk at 866-288-8912. The Help Desk will open a trouble ticket and start the process for registration. This process may take two to three weeks and involves providing documentation to IFMC verifying your identification. A CMS employee will send the required paperwork and instructions.

II. Obtain AGNS Access and a CMS user ID

Users should visit the web site <http://www.cms.hhs.gov/mdcn/access.pdf> to obtain the CMS user ID request form. If you already have a CMS user ID, enter your ID in the field in the upper right corner and check the change box in the type of request field. If you are a new CMS user, check the add box in the type of request field. Check the appropriate box in the **User Information** field. Complete the information in fields a – h. The application name is REMIS, check the (P) box for production server and the (R) box for remote access. CMS employees need only check the (P) box, remote access is not necessary. Sign the form indicating that you've read the Privacy Act statement and send the form to your CMS Project Officer or local CMS RACF administrator for approval.

III. Microsoft Internet Explorer Browser

You will need a current version of Microsoft Internet Explorer, version 5.5 or newer, in order to access REMIS. You can download Internet Explorer from the Microsoft website: <http://www.microsoft.com/downloads/search.asp>. In most cases, the default setup for this software is acceptable. Individuals experiencing connectivity problems with the default settings should contact the QualityNet Help Desk at 866-288-8912.

IV. Connecting to REMIS using your AT&T Global Services user ID and password.

AGNS offers two methods for users to connect to REMIS, these are dial-up and leased line. A dial-up account, while less expensive than the leased line option, provides a slower connection to the network per session. The leased line alternative provides organizations with a permanent secure connection to REMIS and higher data transmission speeds. As indicated this option is more expensive. The selected method of connection will affect the procedure each user performs.

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A. Connecting to the REMIS through AGNS with a leased line account.

With this type of connection, the user has a permanent secure connection to the REMIS. They are **not** required to enter their AGNS User ID and password each time they initiate a session. Users with this type of connection, and CMS users, should proceed to section V of this document and continue with the instructions for logging into REMIS.

B. Connecting to REMIS through AGNS with a dial account.

With this type of connection, the user must establish connectivity to REMIS on a per session basis. This is done through the use of the AT&T Global Dialer software. Using this AT&T supplied software, the user will dial up a local host, enter in their AT&T user ID and password to connect to the REMIS server. These login IDs are managed by a local account representative. Users who do not know or have forgotten their AT&T Global Dialer **password** should contact the AT&T support desk at **888-212-6036**. You will need to supply your account number to have your password reset.

Users with this type of account, who do not already have the dialer software configured on their machine, should refer to the **Dial-up Installation Instructions** at the CMS website: <http://www.cms.hhs.gov/mdcn>. The dialer software can be obtained at the ATT web site: <ftp://ftp.attglobal.net/pub/client/win32/setup4266.exe>. Note: later versions of the dialer are not currently supported.

If you already have the dialer software installed and active on your machine, you should proceed to section V for REMIS logon procedures.

C. Using the AT&T Global Dialer

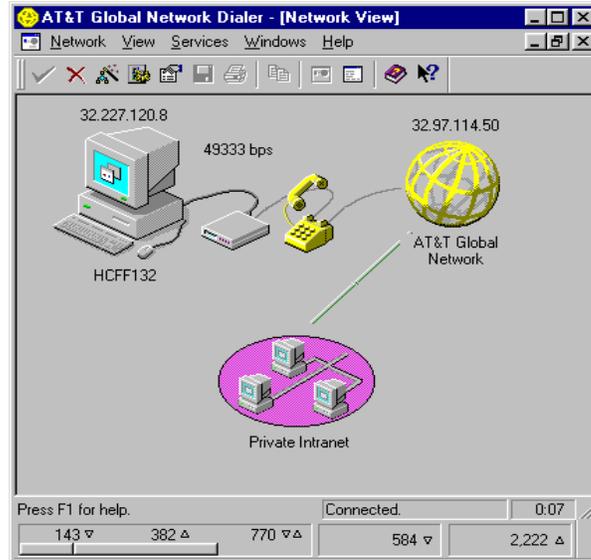
1. Start the AT&T Global Dialer software. You will see the Login screen shown below. If you do not know or have forgotten your password you must call AT&T to have it reset. That number is 888-212-6036. Type in your AT&T Global Dialer password and click on **Connect**.



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After connecting, if a newer version of the Dialer or the telephone list is detected, it will be downloaded. If so, wait for completion before continuing. When it completes, click **OK** in the dialer window.

- Next you will see the AT&T Global Dialer Network View window shown below. Click on **Private Intranet**.



Next you will see a window displaying shortcuts to various sites within the network. One of these shortcuts should be labeled REMIS. Double click on the REMIS shortcut to initiate a browser session and go the REMIS login screen. See the instructions below if you do not have a shortcut.

V. Accessing REMIS

These instructions assume that the user is a CMS user or has established a connection via AGNS using a leased line connection or by using the global dialer software.

A. Logging into REMIS

Double click on the shortcut entitled REMIS, setup instructions follow. This step will start the browser software and connect you with the REMIS server. Enter the assigned username and password. For further information about the REMIS application you can check out the REMIS Training Manual at <http://www.cms.hhs.gov/esrd/7e3.pdf>. If you encounter any problems, please call the QualityNet Help Desk at 866-288-8912.

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B. Setting up a shortcut

If you do not see a REMIS shortcut you will have to create one. To do this, dialup users right **click** in the white space of the Private Intranet sites screen, or, leased line or CMS users, an area of the desktop workspace near the icons for other applications, then select **new** and then select **shortcut** from the pop up menu.

In the field labeled “**Type the location of the item**” on the next screen you see, type in the REMIS URL address which is [http://32.82.41.129:7777/pls/remisprod/remis_menu\\$.startup](http://32.82.41.129:7777/pls/remisprod/remis_menu$.startup) (there is an underscore between remis and menu\$) and click on **Next**. Type in **REMIS** as the name for the new icon and click on **Finish** to complete the setup process.