



Centers for Medicare & Medicaid Services

Enterprise Privacy Policy Engine Cloud (EPPE)

Limited Data Set (LDS) Approval Workflow Training Module- Print LDS DUA

Version 2.0

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1. Overview

This Training Guide will cover the following:

- How to Print a New/Re-Use LDS DUA.
- How to Print the DUA Review Page from a New/Re-Use LDS DUA.
- How to Print the DUA Lifecycle from a New/Re-Use LDS DUA.
- How to Print an Update/Amended LDS DUA.
- How to Print the DUA Review Page from an Update/Amended LDS DUA.
- How to Print the DUA Lifecycle from an Updated/Amend LDS DUA.

1.1 EPPE Access Prerequisites

Before continuing this training, please complete the following:

- Obtain Identity Management (IDM) Credentials, Multi-Factor Authentication (MFA), and EPPE Access: <https://www.cms.gov/files/document/eppeidm.pdf>
- Access CMS Portal: <https://portal.cms.gov/>

1.2 Icons Used Throughout the EPPE System



A red asterisk denotes that a field is required to be entered.

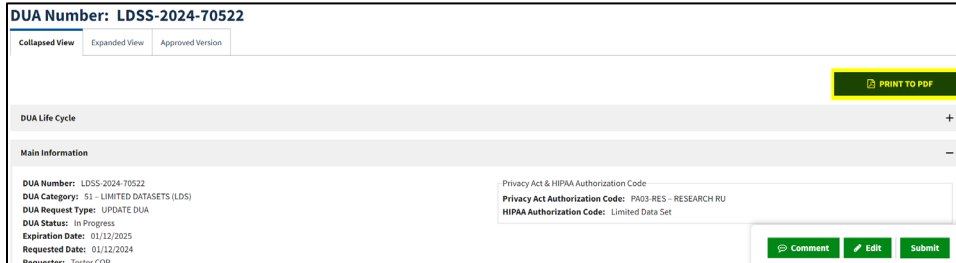


The question mark icon, when selected, will display field specific help.

2. Print a New/Re-Use LDS DUA

Print options are available.

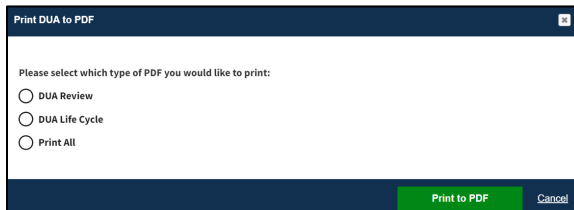
Figure 1: How to Print the DUA



1. Click the **PRINT TO PDF** button at the top of the screen to access printing options.

The Select to Print a DUA pop-up is displayed.

Figure 2: Select to Print a DUA



2. Select an option:
 - **DUA Review** to print all sections of the DUA except the DUA Life Cycle.
 - **DUA Life Cycle** to print the DUA Life Cycle only.
 - **PRINT ALL** to print both the DUA Review and DUA Life Cycle.
3. Click **Print to PDF**.

The DUA Displays in HTML format for printing. In this example, **Print DUA Review** was selected.

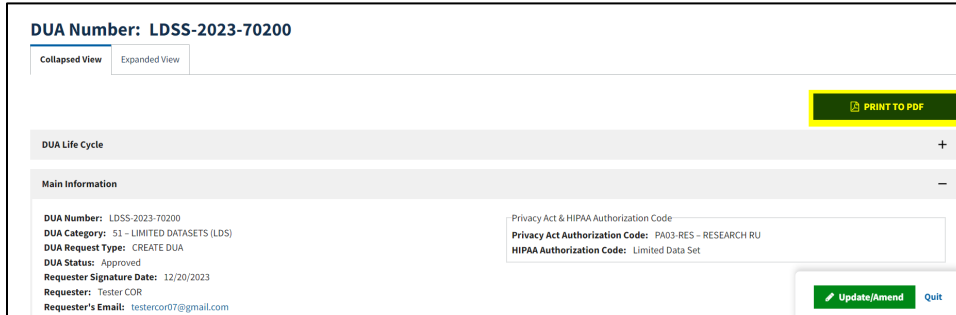
Sections displayed are:

- DUA Number
- Main Information
- Collaborating Organization
- Documents
- Custodians
- Data File Description
- Pending Data File Description
- Requester Proxy

3. Print an Updated/Amended DUA

Print options are available.

Figure 3: How to Print the Updated/Amended DUA



1. Click the **PRINT DUA TO PDF** button at the top of the screen to access printing options.

The Select to Print a DUA pop-up is displayed.

Figure 4: Select to Print a DUA (same as Figure 2)



2. Select an option:
 - **DUA Review** to print all sections of the DUA except the DUA Life Cycle.
 - **DUA Life Cycle** to print the DUA Life Cycle only.
 - **PRINT ALL** to print both the DUA Review and the DUA Life Cycle.
3. Click **Print to PDF**.

The DUA Displays in HTML format for printing. In this example, **Print DUA Review** was selected.

Sections displayed are:

- DUA Number
- Main Information
- Collaborating Organization
- Documents
- Custodians
- Data File Description
- Pending Data File Description
- Requester Proxy

4. Acronyms

The following are acronyms used within the EPPE system.

Table 1: Acronyms

Acronym	Definition
CMS	Centers for Medicare and Medicaid Services
DUA	Data Use Agreement
EPPE	Enterprise Privacy Policy Engine
HTML	Hypertext Markup Language
IDM	Identity Management
LDS	Limited Data Set
MFA	Multi-Factor Authentication
PDF	Portable Document Format

5. EPPE Help Desk Information

EPPE Help Desk Contact Information

Hours of Operation: Monday – Friday 9:00 AM to 6:00 PM EST

844-EPPE-DUA (844-377-3382)

eppe@cms.hhs.gov

Note: For information on policies, forms, and other LDS DUA related information, please refer to the [Limited Data Set \(LDS\)](#) page.