

ASPEN Web ePOC User Account Login Instructions

Centers for Medicare and Medicaid Services (CMS) will deactivate your User ID after 60 days of inactivity. Your facility must have an active ASPEN Web ePOC user account for your facility to receive your Statement of Deficiency following a survey. This account is used to submit your Plan of Correction. It is highly recommended that you have at least two persons at your facility with ASPEN Web ePOC access.

Please follow the steps outlined below at least every 50 to 60 days to ensure your ASPEN Web ePOC account remains active:

1. Log into CMSNet Submission Access at <https://qtso.cms.gov/submissions/submissions.html>.
2. Select **Michigan** from the dropdown list and click the **'Select'** button.
3. On the **'Pre Sign-in Notification'** screen click the **'Proceed'** button.
4. On the Welcome to the CMS Secure Access Service screen enter your **username** and **password**. Click the **'Sign In'** button.
5. Select the web bookmark, **'CMS QIES Systems for Providers'** to launch the welcome screen.
6. Click the **'OK'** button on the Warning message screen.

Submission Access

Select your state from the dropdown list or from the image below.



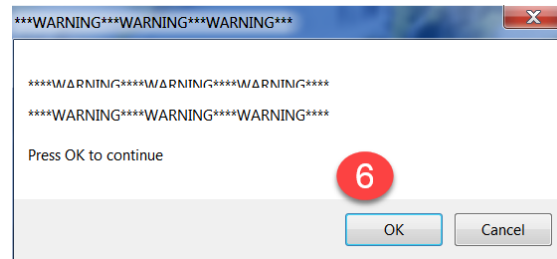
Pre Sign-In Notification

WARNINGWARNING**WARNING**
WARNING WARNING WARNING
Click OK to continue



Welcome to the CMS Secure Access Service

4 username N
password A
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Sign In



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7. Click the '**ASPEN Access (ePOC)**' link at the bottom of the screen.



Welcome to the CMS QIES Systems for Providers

[MDS and ePOC User Registration](#)

[MDS 3.0 Submissions](#)

MDS 3.0 Provider User's Guide | Choose a Section | Select

CASPER Reporting User's Guide for MDS Providers: | Choose a Section | Select

[CASPER Reporting](#) - Select this link to access the Final Validation and Provider reports.

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[QIES User Maintenance Application](#)

[QIES User Maintenance Application User's Guide](#)

[ASPEN Access \(ePOC\)](#)

8. Click the '**ASPEN Web**' link from the upper left corner of the ASPEN Access screen.
9. Enter your **ePOC login ID** and **password**.
10. Once you have navigated to the '**Survey List**' screen your account is recognized as being active (screen shot below for your reference).
 - Facility users associated with multiple facilities please navigate to the 'Survey List' screen for each facility listed on the 'Facility List' screen.



For password assistance and issues with the Secure Access Service login or Juniper Client Installation please contact CMSNet User Support by calling 888-238-2122 or by emailing mdcn.mco@palmettoqba.com.