

## CROWNWeb/EQRS Registration for New Facility User

1. Sign up for HARP Account here <https://harp.qualitynet.org/register/profile-info>
2. Request EQRS Access <http://eqrs.cms.gov/>
  - a. Sign in with HARP Credentials
  - b. Request CROWNWeb Access
  - c. Continue
  - d. Search for organization
    - Use your CCN or NPI
  - e. Select Role
    - Each facility needs at minimum 1 Security Official (SO) to approve/deactivate accounts
    - Select Facility Viewer and/or Facility Editor
  - f. Add
  - g. Submit Request
  - h. You will receive an email when your request has been approved

The screenshot shows the 'MANAGE ACCESS' sidebar with 'Request access' highlighted. The main content area is titled 'Organization Category' (Step 1) and contains the following elements:

- Progress indicator: 1 Organization Category, 2 Organization role, 3 Review and submit.
- Instruction: 'Select the organization category for which you are requesting a role to.'
- Radio button options: CMS, CMS Support, Facility (selected), Network, Corporation.
- Instruction: 'Please select the application you are requesting role to.'
- Radio button options: CROWNWeb (selected).
- 'Continue' button.

The screenshot shows the 'MANAGE ACCESS' sidebar with 'Request access' highlighted. The main content area is titled 'Organization role' (Step 2) and contains the following elements:

- Progress indicator: 1 Organization Category, 2 Organization role, 3 Review and submit.
- Instruction: 'Please search by using the organization's CCN, DBA name or NPI number and then select the role you are requesting for.'
- Search box: 'Search for organization' with input '55 [REDACTED]' and a search icon.
- Role list: Facility Viewer, Facility Administrator, Facility Editor, Security Official.
- 'Add' button next to the role list.
- 'Submit request' button.
- '< Previous' button.