**ATTACHMENT B: User Authorization Instructions**

Acumen has configured a website to facilitate the CY 2014 Formulary Administration Analysis (FAA). Part D sponsors will use the Formulary and Benefits Monitoring website to upload data and communicate with Acumen and CMS regarding data issues. To ensure that each sponsor can access this website, the Medicare Compliance Officer (MCO) must complete the User Authorization process for each contract.

In accordance with Federal Information Security Management Act (FISMA) regulations, only the MCO for a given contract may authorize user access to Acumen’s Formulary and Benefits Monitoring website for that contract. MCOs will complete the User Authorization process using the User Security Website – a web tool that allows MCOs to manage user access permissions for their designated contracts on the Acumen websites.

To complete User Authorization, the MCO must:

1. Identify individuals who require access to the Formulary and Benefits Monitoring website for each contract.
   1. Contracts are limited to **five** authorized users.
   2. All authorized website users will have the ability to view all contract-specific site content and transfer data for their designated contract and permission level.
   3. All authorized website users will also be able to discuss any data concerns with Acumen and CMS through contract-specific discussion boards.
2. Log on to the User Security Website (https://PartD.ProgramInfo.US/User\_Security).
3. Submit an Available User Request Form for each new user.
4. Designate users for each contract individually.
5. Authorize access permissions for each user.

Following completion of the user authorization process, Acumen will send authorized users a letter containing login credentials for the website via USPS. Users will also receive an email with additional guidance on accessing and navigating the website. To ensure timely access to the Formulary and Benefits Monitoring website, MCOs must complete the user authorization process by **October 10, 2014.**

If you have any questions about the user authorization process, please contact Acumen at

FormularyBenefits@AcumenLLC.com or (650) 558-8006.