

HPMS E-Mail

Date: February 22, 2024

Subject: (Pxxxx) ACTION REQUIRED: 2025 Medicare Manufacturer Discount Program Agreements

According to our records, your organization has not yet signed the Medicare Manufacturer Discount Program Manufacturer Agreement and Third-Party Administrator (TPA) Agreement. If you haven't already done so, a request for HPMS user access and a signatory letter must be submitted immediately to ensure your capability to electronically sign your Agreements by March 1, 2024. If the Agreements are not signed by the deadline, your organization will not be able to participate in the Manufacturer Discount Program in 2025. Please refer to the following link for instructions on how to request your HPMS user ID and submit a signatory letter: <https://www.cms.gov/Research-Statistics-Data-and-Systems/Computer-Data-and-Systems/HPMS/UserIDProcess.html>.

Agreements must be electronically signed within the Manage Agreements tab in the Manufacturer Discount Program Module in HPMS. Step-by-step instructions explaining how to electronically review and sign the Agreements can be found beginning on page 10 of the Manufacturer Discount Program User Guide.

Contact us as soon as possible if you require assistance:

- Questions related to the Manufacturer Discount Program Agreements should be sent to PartDManufacturerDiscountProgram@cms.hhs.gov
- Questions related to HPMS user access should be sent to HPMSConsultantAccess@cms.hhs.gov

Thank you for your interest in the Medicare Manufacturer Discount Program.

You may disregard this message if you have already submitted required ownership data and signed the Manufacturer Discount Program Manufacturer Agreement and Third-Party Administrator (TPA) Agreement in HPMS or if you do not cover any labeler codes and do not expect to cover any labeler codes in the future.

