Instructions for MLMS Training

To log in to the MLMS:

1. Navigate to the CMS Enterprise Portal using the following link: https://portal.cms.gov.
2. Click the New User Registration link.
3. Select the I Agree to Terms and Conditions check box and select the Next button.
4. Enter valid data in all the mandatory fields and select the Next button.
5. Create a user ID and password, and then choose challenge questions and answers. Then select the Next button.
6. Click the OK button, and wait 5 minutes.
7. Click the Login to CMS Secure Portal button on the CMS Enterprise Portal login page.
8. Click the I Accept button on the Terms and Conditions page.
9. Enter your user ID and password on the Login page and select the Login button.
10. Select the Request Access button on the CMS Enterprise Portal.
11. Enter “F” in the search box (OR) select SHOW ALL button.
12. Select the Request Access button on the FFM/Training-Agents/Brokers/Assistants tile.
13. Click the down arrow next to Role to access the drop-down list.
14. Select Assistants from the Role drop-down list.
15. Click on the Submit button.
16. Log out by clicking the OK button, and wait 2 minutes.
17. Click the Login to CMS Secure Portal button on the CMS Enterprise Portal login page.
18. Click the I Accept button on the Terms and Conditions page.
19. Enter your user ID and password on the Login page and select the Login button.
20. Click on the MLMS Training link.
21. Fill out the required information on the MLMS Assister MLMS Profile Page.
22. Click Save/Update to access the MLMS Home Page.

For a video guide on “Requesting Marketplace Learning Management System Access, click here.

To access the Assister training:

25. Click the New User Registration link.
26. Click the I agree to Terms and Conditions check box and select the Next button.
27. Enter valid data in all the mandatory fields and select the Next button.
28. Create a User ID and password, and then choose challenge questions and answers. Then select the Next button.
29. Click the OK button, and wait 5 minutes.
30. Click the Login to CMS Secure Portal button on the CMS Enterprise Portal login page.
31. Click the I Accept button on the Terms and Conditions page.
32. Enter your user ID and password on the Login page and select the Login button.
33. Select the Request Access Now button on the CMS Enterprise Portal.
34. Enter “F” in the search box (OR) select SHOW ALL button.
35. Select the Request Access button on the FFM/Training-Agents/Brokers/Assistants tile.
36. Click the down arrow next to Role to access the drop-down list.
37. Select Assistants from the Role drop-down list.
38. Click on the Submit button.
39. Log out by clicking the OK button, and wait 2 minutes.
40. Click the Login to CMS Secure Portal button on the CMS Enterprise Portal login page.
41. Click the I Accept button on the Terms and Conditions page.
42. Enter your user ID and password on the Login page and select the Login button.
43. Click on the MLMS link.
44. Fill out the required information on the MLMS Assister MLMS Profile Page.
45. Click Save/Update to access the MLMS Home Page.