



The End Stage Renal Disease Network Of Texas, Inc.

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www.esrdnetwork.org

Initial QIMS Registration Overview

First the facility Security Official (SO) needs to get an active QIMS account:

1. Security Official at facility completes Security Awareness Training and prints a minimum of 2 copies of the Certificate of Completion.
http://iase.disa.mil/eta/iss_icv5/launchpage.htm
2. Security Official registers for a QIMS account and prints a minimum of 2 copies of Part A (BEFORE clicking the Submit button on the preview screen). The first SO to register will choose Master Security Official for the SO and Master Manager for the EUM drop-downs.
<http://www.qualitynet.org/dcs/ContentServer?c=Page&pagename=QnetPublic%2FPage%2FQnetTier1&cid=1138115987358>
3. Security Official at facility has Part A notarized and completes the application by selecting the proper boxes and signing and dating it.
4. Security Official at facility completes Part B of the QIMS Application.
5. Security Official mails one original of all 3 forms (SAT Certificate, Part A and Part B) to the QualityNet Help Desk.

Once the facility Security Official's account is activated, the initial End-User Manager (EUM) can register:

6. EUM at facility completes Security Awareness Training and prints a minimum of 2 copies of the Certificate of Completion.
http://iase.disa.mil/eta/iss_icv5/launchpage.htm
7. EUM registers for a QIMS account and prints a minimum of 2 copies of Part A (BEFORE clicking the Submit button on the preview screen). They should choose a Security Official from the list that they will see in person and Master Manager for the EUM.
<http://www.qualitynet.org/dcs/ContentServer?c=Page&pagename=QnetPublic%2FPage%2FQnetTier1&cid=1138115987358>
8. EUM at facility completes Part A by selecting the proper boxes and signing and dating it.
9. EUM at facility completes Part B of the QIMS Application
10. EUM gives one original of all 3 forms (SAT Certificate, Part A and Part B) to the Security Official that they chose in the drop down. This should be an individual you will see in person.
11. Facility SO verifies identity of applicant and approves the account in QIMS
<https://idm.qualitynet.org/auth1/UI/Login?realm=qims&goto=https%3A%2F%2Fidm.qualitynet.org%3A443%2Fidmadmin>
12. Facility SO signs Part A as Identity Vetting Official and completes the required boxes.
13. Facility SO mails Part A to the QualityNet Help Desk. The SO must store the SAT Certificate and Part B for a minimum of 7.5 years.

Once the SO and EUM accounts are both activated the Regular User's at the facility can register:

14. Regular User at facility completes Security Awareness Training and prints a minimum of 2 copies of the Certificate of Completion.
http://iase.disa.mil/eta/iss_icv5/launchpage.htm
15. Regular User registers for a QIMS account and prints a minimum of 2 copies of Part A (BEFORE clicking the Submit button on the preview screen). They should choose a SO and EUM from the list that they will see in person.
<http://www.qualitynet.org/dcs/ContentServer?c=Page&pagename=QnetPublic%2FPage%2FQnetTier1&cid=1138115987358>
16. Regular User at facility completes Part B of the QIMS Application.
17. Regular User gives one original of all 3 forms (SAT Certificate, Part A and Part B) to the EUM that they chose in the drop down. This should be an individual you will see in person.
18. Facility EUM approves the account and gives them access to the proper applications.
19. Facility EUM signs Part A and Part B as the End User Manager and returns paperwork to Regular User applicant.
20. Regular User takes paperwork to their Facility SO.
21. Facility SO verifies identity of applicant, completes Part A by checking the proper boxes, and approves the account in QIMS.
<https://idm.qualitynet.org/auth1/UI/Login?realm=qims&goto=https%3A%2F%2Fidm.qualitynet.org%3A443%2Fidmadmin>
22. Facility SO signs Part A as Identity Vetting Official and completes the required boxes on Part B.
23. Regular User makes a copy of the final paperwork for their records.
24. Facility SO mails Part A to the QualityNet Help Desk. The SO must store the SAT Certificate and Part B for a minimum of 7.5 years.

Notes:

- The SO and EUM cannot be the same individual.
- If you previously had a QIPS account it has been deactivated and you must get a new QIMS account to access CROWNWeb.
- The Network 14 office recommends having at least 2 Security Officials and 2 End-User Managers to cover for people out of the office or if staff changes.
- Check out www.projectcrownweb.org for the latest information and trainings.
- DO NOT mail QIMS paperwork to the Network 14 office unless specifically directed to by Network 14 staff.
- The Part B roles apply to only CROWNWeb and are independent. You should check all the roles under the Facility column that you are wanting.
- Network 14 staff cannot reset passwords or unlock QIMS accounts. Your facility SO and EUM can or contact the CROWN Help Desk

QualityNet Help Desk
(866) 288-8912
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West Des Moines, IA 50266