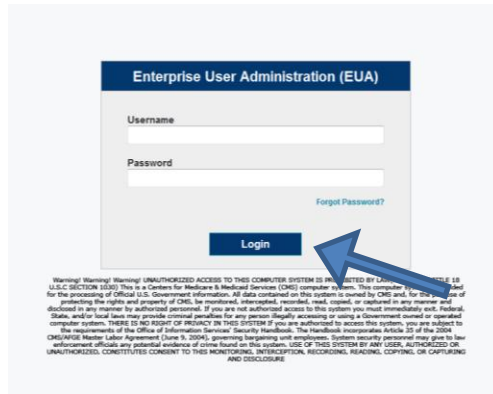****PLEASE READ THIS DOCUMENT IN ITS ENTIRETY BEFORE PROCEDING****

To change your password click this link https://eua.cms.gov
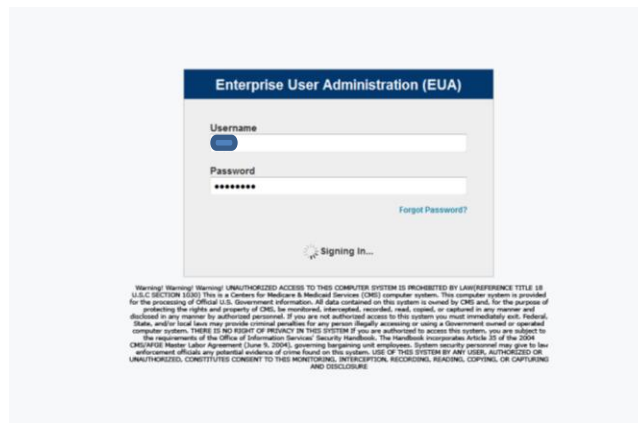
Enter your 4 character CMS User ID and click Login

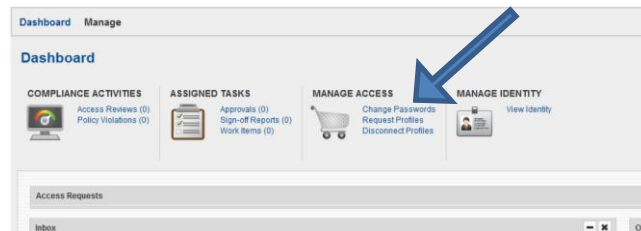**Please Note: You will have to use like case for your username above.**

(All caps or all lowercase)

You should see this:

Once you Login you will be brought to the DASHBOARD

Click "Change Passwords" under "Manage Access"

You will then be brought to this screen

Click the check box next to the words ACCOUNT ID.

You will then see a drop down, Click "SELECT EVERYTHING"

You will then need to click the check box above where you are, where it says

"Synchronize passwords for selected accounts"

You will then be prompted to enter a new password and confirm your new password.

Once you enter your new password you will then have to click SUBMIT.

(Please note if you press enter you will be stuck in a password change loop)

Once you click SUBMIT you will then be taken to a page to verify your changes,

Click SUMBIT again.

Once you click SUBMIT the second time you will be brought to this screen, please be patient the process can take up to a minute before anything happens.
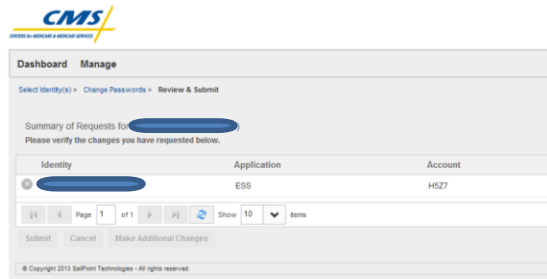
Once complete you will receive a message seen below, that "Your request(s) has been submitted successfully
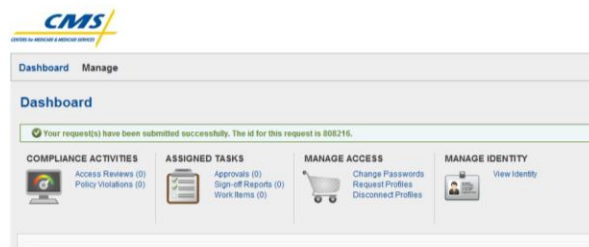
Please note if using a CMS Laptop/Desktop

When finished with the steps above:

Close OUTLOOK

Remove your PIV Card and lock your workstation

Reinsert PIV card and unlock your workstation

(Your new password will then be sync'd locally on your workstation)