



north dakota  

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**department of  
human services**

North Dakota EHR Incentive Payment Program

# First Time User

Creating an Account – User ID and Password

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# North Dakota Medicaid EHR Incentive Payment Program

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## Registration Steps for Eligible Professionals and Hospitals

**\*NOTE – All EP/EH's must first be registered with the CMS EHR Registration and Attestation System at:**

<http://www.cms.gov/Regulations-and-Guidance/Legislation/EHRIncentivePrograms/RegistrationandAttestation.html>

Each EP/EH will receive a CMS EHR Confirmation number that will be needed to start the ND attestation. Please allow 24 hours after registering with CMS for the number to be valid in the ND Portal.

## Welcome Page: Account Creation

1. Access ND Registration and Attestation Portal – Select Register Now!

<https://apps.nd.gov/dhs/mmis/hitech/login.htm>

You are entering the North Dakota DHS Health Information Technology System.

**Note: Please DO NOT use your browser's back and forward options to navigate this application. Use the buttons provided in the application.**

The screenshot shows the North Dakota Login portal. On the left, there is a section titled "Already Registered - Not sure?" with fields for "North Dakota Login:" and "Password:", each with a "Forgot" link and a "Login" button. Below this is a link to "Update your account". On the right, there is a section titled "New to North Dakota Online Services?" with a "Register Now!" button circled in red. Below this is a list of "Benefits of North Dakota Login" and a link to "Need help? Read through the FAQ." At the bottom, there is a link to "Service Desk."

2. First Time users must create an account
  - ND Login – Must be at least 3 characters and cannot be an existing ID
  - Password – at least 6 characters long, 1 upper case character, 2 lower case characters and 1 number must be included in the password
  - Business Email – This will be the email that will contacted if there is an issue with the attestation
  - Business/Organization Details – Name of the facility the physician is attesting with and the contact name will be the person contacted regarding the attestation

**Business/Organization Account Details**

Business/Organization accounts should only be used for online services related to the business or organization you represent

**Login Details**

\*North Dakota Login:

\*Password:

\*Confirm Password:

\*Business Email:

\*Confirm Business Email:

**North Dakota Login Requirements:**

- at least 3 characters long
- cannot be an existing ID

**Password Requirements:**

- at least 6 characters long
- 1 upper case character
- 2 lower case characters
- 1 number

**Business/Organization Details**

\*Business Name:

\*Contact Name: First  MI  Last  Suffix

\*Address 1:

3. Login – Enter the login information created in step 2.

North Dakota  
*login*

**Already Registered - [Not sure?](#)**

North Dakota Login:

[Forgot Login](#)

Password:

[Forgot Password](#)

[Update your account](#)

**New to North Dakota Online Services?**

Benefits of North Dakota Login

- One North Dakota Login and password to access multiple [ND Online Services](#)
- Register once for secure access to State services

Need help? Read through the [FAQ](#).

For assistance with this North Dakota Login, contact the [Service Desk](#).

4. User Profile – The first time a user logs in, a profile must be completed  
This should be the person that is attesting on behalf of a provider or the provider if they are self-attesting

The image shows a web form titled "User Information" with a blue header. Below the header, there is a red asterisk and the word "Required". The form contains several input fields with the following labels and values:

- Name: John Doe
- Organization Name: Good Medical Center
- EIN/TIN: 123456789
- Title: Administrator
- SSN: 111223333
- Phone: 7015555555
- Email Address: JDOE@nd.gov
- Address 1: 123 Street Name
- Address 2: (empty)
- City: Anytown
- State: ND
- Zip: 55555
- Preferred Communication: Email or Phone

A blue "Save" button is located at the bottom left of the form.

To edit this information at any time, you can access this information from the "Your Profile" tab on the main menu.