

**ePACES Activation/Enrollment:** go to <https://www.emedny.org/enroll> for ePACES Activation (links providers' ePACES accounts to group ETIN)

For providers who have never had ePACES accounts:

- a. Call 800-343-9000. You will need the provider's NPI and the organization's ETIN. The Token will be emailed. When we called, the operator was willing to do 2 providers per call.
- b. Reply to the email, putting Token ONLY in subject field  
Wait 15 minutes. A series of emails will follow, with instructions in each, covering many of the steps below.
- c. Enter NPI and Token in Provider Number and Token boxes on ePACES Activation screen.
- d. On next screen, enter email address (2x) to which ePACES Enrollment Password will be emailed.
- e. Next screen provides ePACES Enrollment User ID (18 characters).
- f. When you receive the email with the ePACES Enrollment Password, reply putting the 20-character alphanumeric Token in the subject line.
- g. Enter Enrollment User ID and Password at the URL in A. above.
- h. On ePACES Submitter Registration screen, at top of page, enter Group ETIN and click on Find TSN.
- i. The next screen may show practice information. Click on Add TSN.
- j. You will know this process has been successfully completed when the provider's name appears in the dropdown list in the Administrator's ePACES account within 1 to 2 hours.

- A. Granting MEIPASS User Privileges to a “General User”:** go to <https://www.emedny.org/epaces> to grant MEIPASS privileges to a “General User” (“Primary Administrator” cannot complete registrations & attestations in MEIPASS)
- a. This is the ePACES login page. Administrator logs in. (slide 32 in DOH Prereq ppt)
  - b. Next screen – click “Add/Edit Users”
  - c. Next screen – click user name to perform MEIPASS Attestations.
  - d. On “Edit Current Users” screen - click “Add/Edit Access Privileges” next to each provider the user will attest for (this screen shows all providers linked to group ETIN).
  - e. On “Edit Access Privileges” screen, grant “Full Access” for MEIPASS.