DXC FISS Logon Instructions and Password Requirements

Before accessing the FISS System, you must first connect through your Network Service Vendor. Then you will see the Centers For Medicare & Medicaid Services DXC Virtual Data Center menu where you will select Option 2 DXC – VDC Menu. Depending on your Network Service Vendor’s connectivity configuration, you may be taken directly to the DXC-VDC Menu Logon screen.

1. Enter your User ID in the Userid field then press the Tab Key to go to the Password Field and then enter the temporary password and press the Enter key.
   - You will receive the message “Your password has expired”.
   - Create a new password using the Password Requirements below.
   - Enter the new password in the “New Password field” and press the Enter Key.
   - You will be prompted to enter the new password again then you reenter the new password and then press the Enter Key.

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2. On the TPX Menu, tab to the applicable Session Then Type an “S” next to the Sessid and press the Enter Key.

a. If you access the J8 MAC MI Session, you will be directed to the WELCOME TO CMSCICSA212 - MAC J8 MI PART A PRODUCTION screen.
b. If you access the J5 National MAC Session, you will be directed to the CMS CICSA001 - MAC J5 NATIONAL – PART A PRODUCTION screen.

3. Type FSS0 (the 0 is a Zero) to access claim information or HIQA to access the Common Working File (CWF) and then press the Enter Key.
Logoff Process

To Logoff an open session and return to the TPX Menu

1. Press the PF3 key until you reach the screen “SESSION SUCCESSFULLY TERMINATED”

2. Then type “Logoff” and press the Enter Key.

3. To Logoff the TPX Menu, type the letter ‘K’ in the command field and press the enter Key.
Password Requirements

- The password must be eight characters in length.
- Do not use passwords incorporating your User ID.
- Use at least one upper case alpha character.
- Use at least one lower case alpha character.
- Do not use any character more than twice.
- Consecutive repeating characters are not allowed – for example the ‘ll’ in ‘allowed’ will cause an error. Characters can be repeated, for example ‘e’ in ‘Eve’ would be acceptable, but characters used more than once cannot be immediately next to each other in the password.
- Use at least one of the following special characters $ @ # . = < + ! * - % _ > ? : &
- The password cannot start with a numeric character.
- Use at least one numeric character.
- Do not use easily recognizable passwords such as your name, birth dates, children’s name or words found in the dictionary.
- The following ‘words’ are restricted and may not be used in any position in the password:
  IBM  RACF  PASSWORD  PHRASE
  SYS1  IBMUSER  SECRET
- The following abbreviations may not be used as the 1st characters of passwords:
  APPL  MAY  APR  NET  BASIC  OCT
  CADAM  PASS  DEC  ROS  DEMO  SEP
  FEB  SIGN  FOCUS  SYS  GAME  TEST
  JAN  TSO  JUL  VALID  JUN  VTAM
  LOG  XXX  MAR  1234

Additional Requirements

- The password will expire every 30 days. Users are required to enter a new valid password upon receiving a prompt from the system.
- The User ID will be revoked after 30 days of inactivity or if three consecutive invalid password attempts are made. If the User ID is revoked or you need to reset the
password, contact the DDE Remote Department at 866-580-5986 for J8 MI/IN providers or 866-518-3251 for J5/J5 National providers.

• The password cannot be changed to any of your previous six passwords.

• At least four characters must be changed from the previous password.

• The password must be changed when there is a possible compromise.

• The password cannot be disclosed to another person.

• The password cannot appear in a readable format when entering the password for authentication.

• The password should not be stored in scripts, files, or applications unless compensating controls are in place.

4. User IDs are deactivated after 60 days of inactivity. To keep the User ID active, you will need to log into the User ID every 29 days. If the User ID is deactivated.