

# Instructions for Setting Up Accounts for the Corporate Office of Your Dialysis Organization

CMS has established a process so that facilities may designate access on the DialysisData website to a corporate user should they desire. This enclosure provides information that facilities will need in order to establish or re-establish dialysis-chain corporate access to the Dialysis Facility Reports (DFRs) and the Quarterly Dialysis Facility Compare (QDFC) Reports.

The following instructions may be used by facilities to ensure that corporate access is enabled and permissions granted appropriately. If they do not have their new master account credentials or they do not know their facility's MAH, then they should contact their Network representative.

## For facilities that have not previously set up a corporate user account:

1. MAH: Go to the [www.DialysisData.org](http://www.DialysisData.org) site, and click on the secure login button. Then click on the "Create/Edit Users" box on the login screen.
2. Log in using the NEW master account credentials provided on or around October 1, 2014.
3. Click on the "Add existing user" button. Given that corporate accounts are going to be added to a number of facilities, it is likely that the user is already in the system when you are trying to grant them access to your facility.
4. Search for the e-mail address associated with the corporate account. If the account exists, you will see a link to "add this user" to your facility. Click that link.
5. The user is added to your facility, but does not yet have permission to view your reports. To grant this permission, find the user in the table of users for your facility and click "edit".
6. Grant permissions to view the reports (where applicable):
  - a. Under "Can view DFC Report", select "Yes"
  - b. Under "Can comment on DFC Report" select "Yes"
  - c. Under "Can view DFR Report", select "Yes"
  - d. Under "Can comment on DFR Report" select "Yes"
7. Click "apply".

## For facilities that set up a corporate user account during the SRR Dry Run (April 2014):

1. MAH: Go to the [www.DialysisData.org](http://www.DialysisData.org) site, and click on the secure login button. Then click on the "Create/Edit Users" box on the login screen.
2. Log in using the NEW master account credentials provided on or around October 1, 2014.
3. Find the user in the table of users for your facility and click "edit".
6. Grant permissions to view the reports (where applicable):
  - a. Under "Can view DFC Report", select "Yes"
  - b. Under "Can comment on DFC Report" select "Yes"
  - c. Under "Can view DFR Report", select "Yes"
  - d. Under "Can comment on DFR Report" select "Yes"
7. Click "apply".