CMS Webinar Registration

Through REGTAP

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New Process to Register for CMS Webinar Series

The Centers for Medicare and Medicaid Services (CMS) is working to provide our assister community with an improved webinar experience. Beginning with the September 7, 2022 webinar, our webinars will be hosted in the REGTAP community.

Please Update Your Account: We have added additional Organization Types that align with Assister roles in the community. Please update your REGTAP account, by logging in at https://regtap.cms.gov, go to "My Account" and select the Assister Organization Type from the dropdown list that best represents your role in the Marketplace.

- Certified Application Counselors (CAC) Designated Organizations (CDO)
- Federally-Certified Navigators and Navigator Grantee Organizations
- Primary Care Associations (PCA)
- State-Based Marketplace - Federal Platform (SBM-FP) Marketplace Assisters

CMS Webinar Registration

[Register Here]

New Process to Register for CMS Webinar Series

- Create an Account
- Organization Type: Navigator and Marketplace Assisters
- Title: Other/Navigator
- Role in Organization: Other/Navigator
- Accept Privacy Notice and Submit
- Confirmation will be sent to your email to verify and register

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CMS Webinar Registration

Creating your password

- Follow the guidance to create password
- Words are not allowed
- One uppercase
- One lower case
- 8 characters
- Special character and a number
- Save this password to your browser
- Go to the login page to sign in
- Accept terms of use

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Webinar Registration

- There may be a pop up that says "go to my account" – close the pop-up
- In the top tool bar click "Training Events"
- Select Training Events

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Webinar Selection

- This menu contains the available trainings
- Select the one that relates to the Navigator Program
- In this case – select Health Plan Coverage Effectuation, Payments, Grace Periods and Termination
- Select by clicking on the lightbulb icon on the far left

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Webinar Registration

- The event details window opens
- Please note that the times are always Eastern, you will need to adjust when you add to your calendar
- Click the Register Me button on the right
- You will get confirmation and an email confirmation next

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- You may get a pop up that says "go to my account" – don't
- In the top tool bar click "Training Events"
- Congratulations for getting this far

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Webinar Registration

- The webinar training now appears in "My Events"
- The email provides general information regarding the webinar
- You must make a calendar reminder for the event as you will not get the actual link until the day prior to the event.
- Remember this webinar starts at 1:00 PM Central
- ALSO note you will **not** be able to register the day of the event
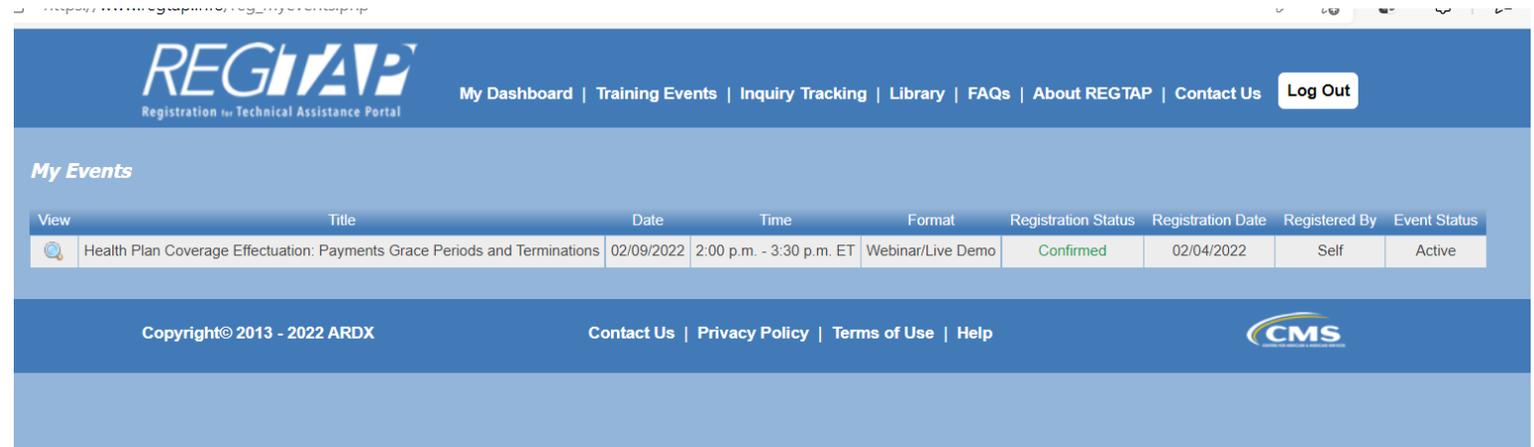
EMAIL:

For each webinar, you will receive an access email with the subject line 'REGTAP Reminder and Access Information' from no-reply@zoomgov.com. This access email will contain your unique ZoomGov access link and is distributed one (1) business day prior to each event and again one (1) hour before an event begins. Within the email, you have the ability to add to your calendar which will copy your unique access link to the invite for ease of joining. To locate this email, search for emails that start with 'REGTAP Reminder' from no-reply@zoomgov.com.

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