# CMS Webinar Registration

Through REGTAP



CMS Webinar Registration

### 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



### 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



CMS Webinar Registration

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



CMS Webinar Registration

### 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



### 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

# REGISTER

My Dashboard | Training Events | Inquiry Tracking | Library | FAQs | About REGTAP | Contact Us

#### **Fraining Events**

View	Title	Date	Format	Location	Time	Duration
0,	2022 Marketplace Agent and Broker Office Hours	03/03/2022 - 01/05/2023	Webinar/Live Demo	Web	2:00 p.m 3:00 p.m. ET	60 Minutes
0	Health Plan Coverage Effectuation: Payments Grace Periods and Terminations	02/09/2022	Webinar/Live Demo	Web	2:00 p.m 3:30 p.m. ET	90 Minutes
0	HHS Risk Adjustment Data Validation Webinar Series	01/26/2022 - 12/31/2022	Webinar/Live Demo	Web	2:00 p.m 3:00 p.m. ET	60 Minutes
0,	2022 Qualified Health Plan (QHP) Certification Webinar Series	01/13/2022 - 12/15/2022	Webinar/Live Demo	Web	Thursdays from 1:00 p.m 2:00 p.m. ET	60 Minutes
0,	Enrollment Issuer Policy Call Series XVII	01/10/2022 - 12/12/2022	Webinar/Live Demo	Web	1:00 p.m 2:00 p.m. ET	60 Minutes
0	EDGE Server Webinar Series XI	08/10/2021 - 08/09/2022	Webinar/Live Demo	Web	12:00 p.m 1:00 p.m. ET	60 Minutes

# CMS Webinar Registration

opyright© 2013 - 2022 ARDX



Registration Tips

CMS Webinar Registration

### 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

GIZAP Technical Assistance Portal	My Dashboard   Training Events   Inquiry Tracking   Library   FAQs   About REGTAP   Contact Us
Event Details	
Title	Health Plan Coverage Effectuation: Payments Grace Periods and Register Me
Format	Webinar/Live Demo
Location	Web
Duration	90 Minutes
Date	02/09/2022
Time	2:00 p.m 3:30 p.m. ET
<b>Registration Deadline</b>	Registration for the event will close 24 hours before the session.
Purpose	CMS will provide Marketplace agents, brokers, navigators and certified application counselors (CACs) with tips and best practices on health plan coverage effectuation topics. Subject Matter Experts (SMEs) will be available to respond to questions.
Description	CMS will provide updates and information agents, brokers, navigators and CACs will need to successfully operate in the Marketplace. CMS will also respond to participant questions.
	Back to Events

### Webinar Registration

- 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



CMS Webinar Registration

### 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

	1.1. 5.1 5= 5. 1.1								5
	REGISTRATION (1) TECHNICAL ASSISTANCE PORTAL	My Dashboard   Training Eve	ents   Inquiry Tracki	ng   Library   FAQ	s   About REGTA	P   Contact Us	Log Out		
My	Events								
Viev	w Title	Date	Time	Format	Registration Status	Registration Date	Registered By	Event Status	
0	Health Plan Coverage Effectuation: Payments Grace P	eriods and Terminations 02/09/2022	2:00 p.m 3:30 p.m. E	Vebinar/Live Demo	Confirmed	02/04/2022	Self	Active	
	Copyright© 2013 - 2022 ARDX	Contact Us	Privacy Policy   Te	rms of Use   Help		Ć	CMS		

#### EMAIL:

For each webinar, you will receive an access email with the subject line 'REGTAP Reminder and Access Information' from <u>no-reply@zoomgov.com</u>. 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 <u>no-reply@zoomgov.com</u>.

# CMS Webinar Registration