

# BECOMING A MAT USER

## NEW USER REGISTRATION FORM

The Measure Authoring Tool New User Registration Form can be found through links on the Training and Resources page of the MAT public website ([www.emasuretool.cms.gov](http://www.emasuretool.cms.gov)). This form must:

- Be completed in its entirety
- Include the Organization's HL7 OID
  - If the organization does not have an HL7 OID and does not require one for their measure development, the user may request that a UUID be assigned to the organization specific to the MAT.
- Be Notarized to verify the identity of the requested user
  - The notary stamp or seal is required as allowed under state law. If a notary stamp is not required for your state, list the notary commission number in the field provided for the stamp or seal.
- Be Mailed in its original form to:

SemanticBits

MAT Support Desk

13921 Park Center Rd, Suite 420

Herndon, VA 20171

- Photocopies or faxes will not be accepted.
- It is recommended that you keep a copy for your records.

## APPLY FOR A UMLS® LICENSE

A UMLS® License and login is required to integrate with the Value Set Authority Center (VSAC) through the MAT. To request a license and create a UMLS® account, visit <https://uts.nlm.nih.gov/license.html>.

## SYMANTEC™ VIP ACCESS TWO-FACTOR AUTHENTICATION

The MAT uses two-factor authentication to enable a login to the system, and uses Symantec™ VIP Access to generate a security code for this purpose. This software can be installed on either a desktop or a mobile device. The MAT can support up to three installations of Symantec™ VIP Access for a single user, which means you may have one on your desktop, one on a tablet, and one on a cell phone if you wish. Or, if your organization does not wish to install the software on the company computer system, you may install one instance on a cell phone, as the instance of Symantec™ VIP Access does not need to be on the same device as the device that is currently running the MAT.

To set up Symantec™ VIP Access in order to access the MAT:

- Install Symantec™ VIP Access on up to three devices
  - For information on how to do this, please see the [Symantec™ VIP Access Setup](#) document found on the Training and Resources Page of the MAT public website.
- Provide the Credential ID(s) to the MAT Support Desk
- Receive a confirmation email from MAT Support stating that your Credential ID has been successfully registered with the MAT.

## HOW WILL I KNOW WHEN MY ACCOUNT IS SET UP?

You will receive the following notifications. It is recommended that you not try to access the MAT system until you have all three in hand.

- An email containing your User ID for the MAT.
- An email containing a temporary password for use with your first-time login.
  - This temporary password will expire 5 days from issue. If your temporary password has expired, please send a request to [sb-mat-user@semanticbits.com](mailto:sb-mat-user@semanticbits.com) for a new one.
- An email from MAT Support confirming that your Credential ID has been successfully registered with the MAT.

## WHAT DO I DO IF MY MAT ACCOUNT IS NO LONGER NEEDED?

If you no longer need your MAT account, please email a request to revoke the account to [sb-mat-user@semanticbits.com](mailto:sb-mat-user@semanticbits.com). Or use the Contact Us form on the Contact Us page of the MAT public website to inform the Support Desk that the account is no longer needed.