

MDS Alert

Reader Questions: Know This Login Information

Question: I'm new at my facility and am trying to submit data for payroll based journal (PBJ) report. Can I use a colleague's credentials to access this or do I need my own?

Indiana Subscriber



Answer: According to the Centers for Medicare & Medicaid Services (CMS), each user should have their own credentials, including user ID. If your facility has already exceeded its three allotted user IDs, you can request that a previous user ID is deleted and a new one is created for you, CMS said in a question-and-answer set. However, if you already have a CMSNet user ID, you should be able to register to receive PBJ access. If you don't have a CMSNet ID, you'll need to register for one. You can find the appropriate forms at <https://qtso.cms.gov/access-forms>.