First Steps to Submitting MDS Data

1.) Make sure you have administrative rights on your computer. You must have this in order to install software. To determine whether you have administrative rights follow these directions:
   a. Right-Click the My Computer Icon;
   b. Select Left-Click "Properties";
   c. Select the "Computer Name" tab;
   d. If the "Change" box is grayed out, you do not have administrative rights;
   e. If you do not have administrative rights – contact your IT support to assist with the install.

2.) Obtain a CMSNet (Verizon) User ID:
   a. Go to the website https://www.qtso.com ;
   b. Click on CMSNetInformation in the CMSNet Information Box;
   c. Click on CMSNetAccessRequestForm (MDS)PDF 115KB;
   d. Complete, print, sign and submit the form to the address at the bottom of the page.

3.) Obtain a MDS User ID:
   a. Go to the website https://www.qtso.com ;
   b. Click on MDS in the Access Request Information/Forms box;
   c. Under Forms click on MDSIndivdualUserAccountRequest(PDF 224KB);
   d. Scroll towards the bottom of the page and complete, print, sign and submit the form to the address at the bottom of the page.

   The CMSNet and MDS Help desks will provide you with your User ID's in approximately 5 days. Remember to keep User ID's and passwords secure. NEVER share nor post where others can see.

4.) Ready to Submit:
   a. Go to the submission website and follow the prompts: https://www.qtso.com/submissions/submissions.html

For further assistance contact:

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