

CMS Publication Mailing List: Instructions

The instructions to set up an account and order publications in the Publication Mailing List is as follows:

To set up an account:

1. Type in the URL address of the CMS Publications Mailing List
<http://pubordering.cms.hhs.gov/maillinglist>
2. Select the link New user? Register here.
3. Enter the password **cms07** all lowercase.
4. Create a username and enter it twice.
5. You will be prompted to change your password. Pick an organization type: ESRD - do not put yourself in as **Miscellaneous** or you will not see all the publications.
6. Proceed to fill in all forms required to register.
7. **Please Note: what is on the website is ALL that is current in print to order. If you do not locate a publication it is because it is not available.**
8. There is a search box in the top right corner you can use to search for a specific publication by title or publication number. If you would like to see a list of all CMS Publications on the website enter nothing in the box and hit the word go.
9. All quantities are in ones. For example if you put a 1 in the space you will only get one book.
10. If you forget your username and or password there is a link on the log on screen to retrieve it.
11. To view an order you have placed recently or in the past select the link that says Order History.
12. There are two bars a quarter of the way from the top of the screen, the first one has Your account information links etc. The second has categories where certain publications can be found. By putting your pointer over one of the words for example Medicare and You you will see a drop down list broken out by state where you can narrow your search for a publication.

For other questions, E-mail: mailpubs@cms.hhs.gov