

# EDI Support Services

## ***User Documentation: Changing Passwords as a Network Service Vendor (NSV)***

Due to security policy, all Submitter passwords expire 60 days after issuance. For Network Service Vendors (NSV), EDISS Gateway credentials can be changed through the EDI Gateway SSPR site or via an SFTP connection. This document outlines the process for NSVs to change their password via SFTP connection.

### **In this document:**

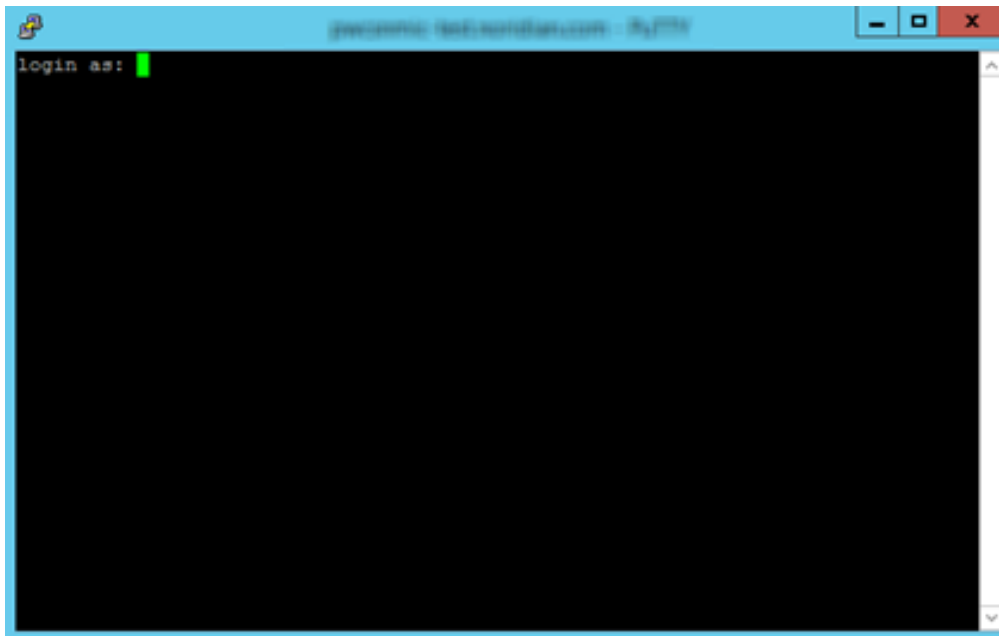
- [Changing EDISS Gateway Password After expiration](#)
- [Changing EDISS Gateway Password Prior to Expiration](#)

Password changes completed through SFTP connectivity will require connection to a specific IP and Port combination. If you do not have this IP and Port, it can be confirmed by the EDISS Help Desk.

### ***Changing EDISS Gateway Password After Expiration***

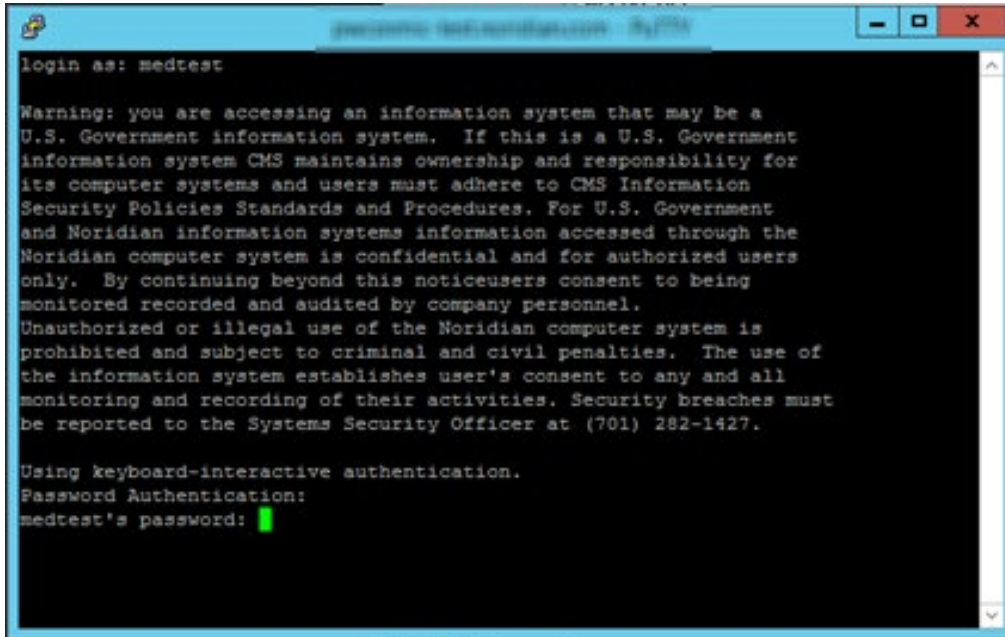
The five steps outlined below provide instructions on changing the password after it has expired.

1. The first prompt will be the login screen.



## Changing Passwords in the EDISS Gateway Continued...

2. Upon entering the EDISS Gateway credentials, the current password will need to be entered.

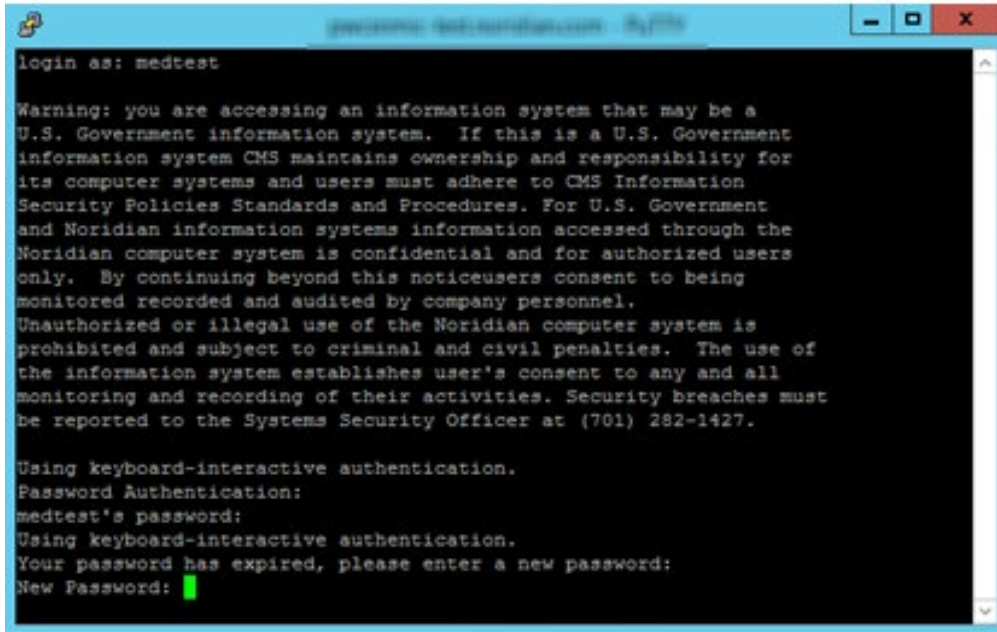


3. A message will state the password has expired and prompt for a new password to be entered. Enter a new password that fits the below criteria (the password will need to be repeated to complete this step):

### Password criteria:

- At least eight (8) characters, maximum of 16
- At least one upper-case letter
- At least one lower-case letter
- At least one number
- At least one special character (\$, #, \*, -, or \_). Do not use '&' or '+'
- The use of dictionary names or words as passwords is prohibited.
- The same password cannot be reused for six (6) generations
- Maximum Sequential Repeat: 2 (e.g. LL or GG or 00 is the max of repeats of a character allowed)
- Maximum characters from previous password: 4

## Changing Passwords in the EDISS Gateway Continued...

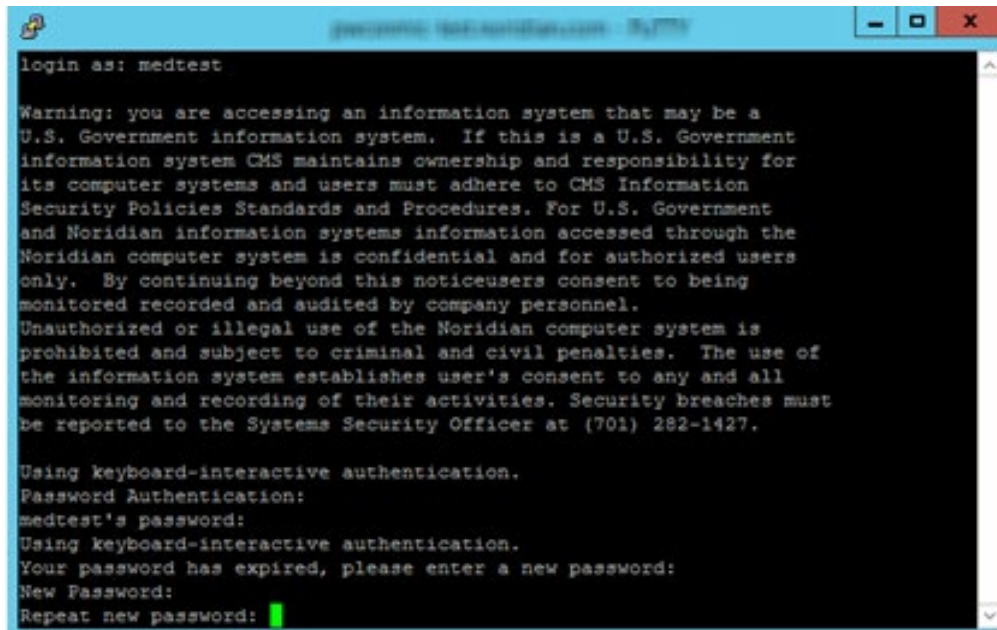


```
login as: medtest

Warning: you are accessing an information system that may be a
U.S. Government information system.  If this is a U.S. Government
information system CMS maintains ownership and responsibility for
its computer systems and users must adhere to CMS Information
Security Policies Standards and Procedures.  For U.S. Government
and Noridian information systems information accessed through the
Noridian computer system is confidential and for authorized users
only.  By continuing beyond this notice users consent to being
monitored recorded and audited by company personnel.
Unauthorized or illegal use of the Noridian computer system is
prohibited and subject to criminal and civil penalties.  The use of
the information system establishes user's consent to any and all
monitoring and recording of their activities.  Security breaches must
be reported to the Systems Security Officer at (701) 282-1427.

Using keyboard-interactive authentication.
Password Authentication:
medtest's password:
Using keyboard-interactive authentication.
Your password has expired, please enter a new password:
New Password: █
```

4. Re-enter the new password for confirmation.



```
login as: medtest

Warning: you are accessing an information system that may be a
U.S. Government information system.  If this is a U.S. Government
information system CMS maintains ownership and responsibility for
its computer systems and users must adhere to CMS Information
Security Policies Standards and Procedures.  For U.S. Government
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monitoring and recording of their activities.  Security breaches must
be reported to the Systems Security Officer at (701) 282-1427.

Using keyboard-interactive authentication.
Password Authentication:
medtest's password:
Using keyboard-interactive authentication.
Your password has expired, please enter a new password:
New Password:
Repeat new password: █
```

5. After successful password change, a message will appear indicating the date of the password change and a time of expiration.

**Note:** If the password change is unsuccessful, an error message will be received and the change process detailed above will need to be repeated.

## Changing Passwords in the EDISS Gateway Continued...



```
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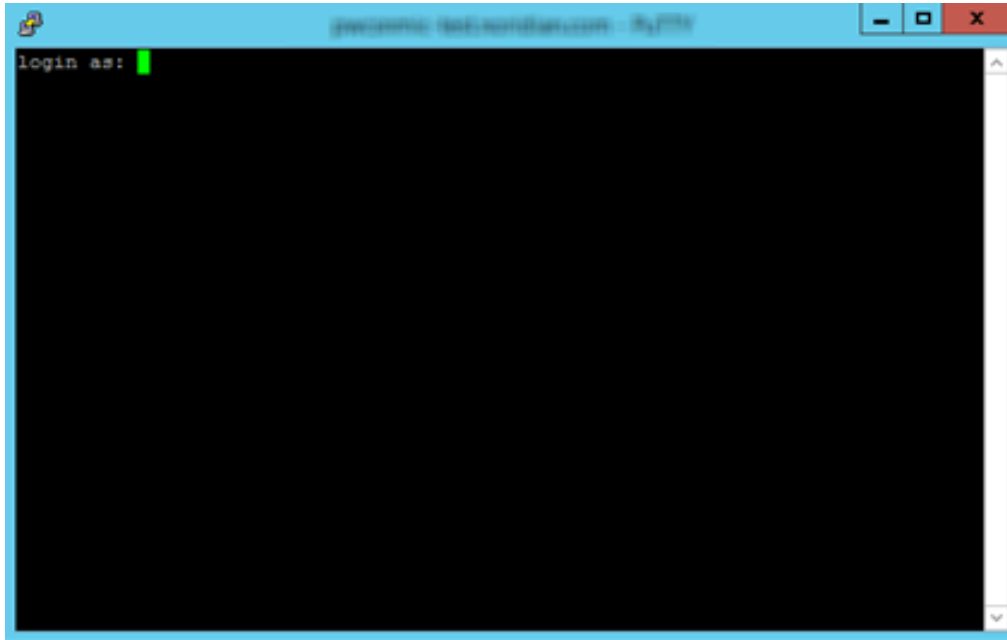
Using keyboard-interactive authentication.
Password Authentication:
medtest's password:
Using keyboard-interactive authentication.
Your password has expired, please enter a new password:
New Password:
Repeat new password:
Using keyboard-interactive authentication.
Your password has expired, please enter a new password:
New Password:
Repeat new password:
Using keyboard-interactive authentication.
Password changed successfully.
Last login: Wed Mar 23 2016 05:38:59 -0500
Your password will expire in 60 days.
```

### Changing EDISS Gateway Password Prior to Expiration

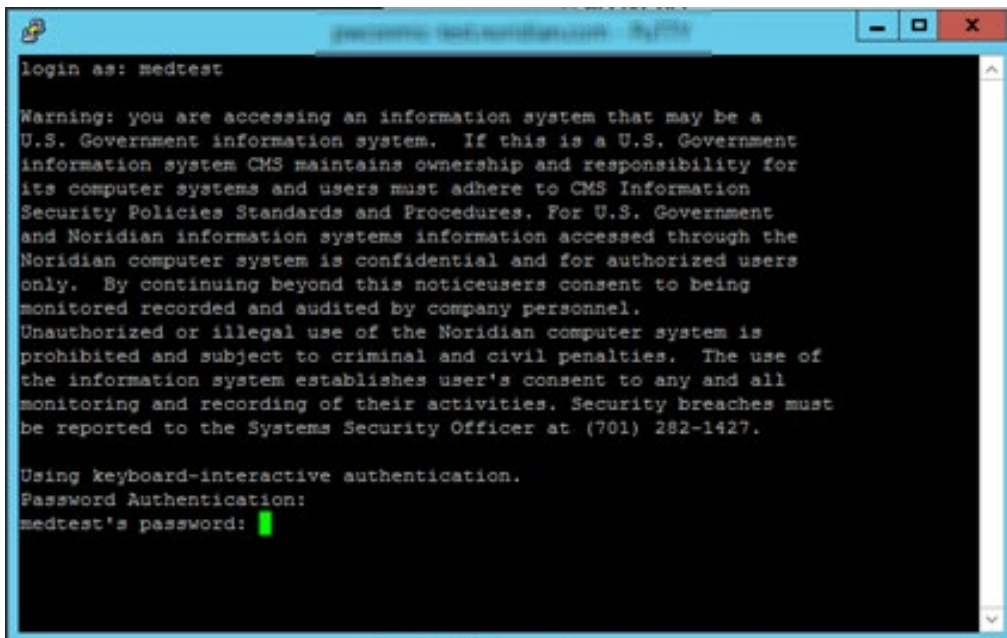
The next five steps outlined below provide instructions on changing the password before it has expired.

1. The first prompt will be the login screen.

## Changing Passwords in the EDISS Gateway Continued...



2. Upon entering the EDISS Gateway credentials, the current password will need to be entered.



3. After the current password has been entered, enter the current password again in order to receive the prompt to perform a change.

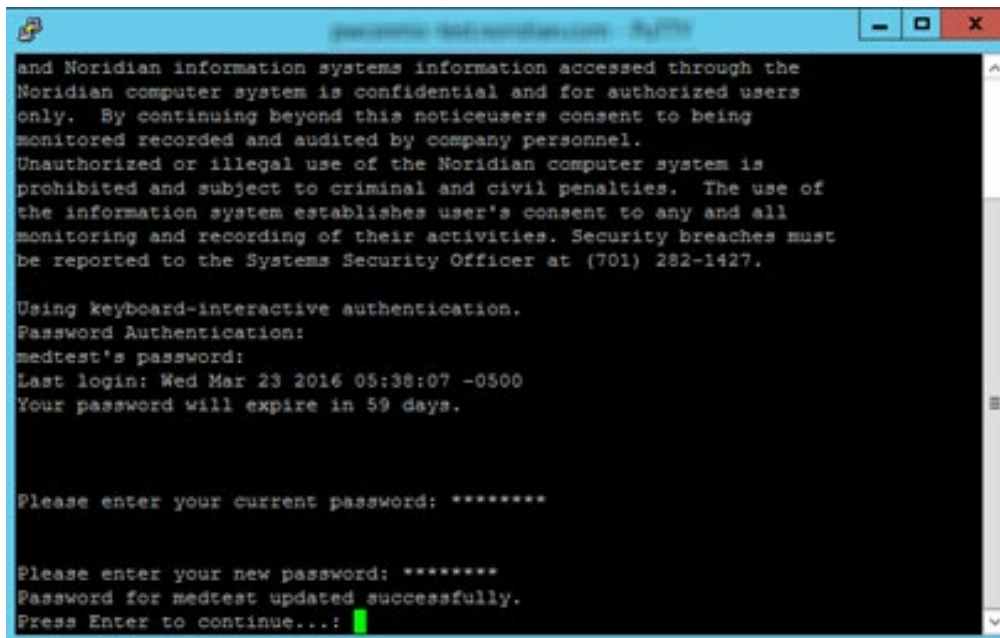
## Changing Passwords in the EDISS Gateway Continued...

- The new password must fit the below criteria (the password will need to be repeated again to complete this step):

Password criteria:

- At least eight (8) characters, maximum of 16
  - At least one upper-case letter
  - At least one lower-case letter
  - At least one number
  - At least one special character (\$, #, \*, -, or \_). Do not use '&' or '+'
  - *The use of dictionary names or words as passwords is prohibited.*
  - The same password cannot be reused for six (6) generations
  - Maximum Sequential Repeat: 2 (e.g. LL or GG or 00 is the max of repeats of a character allowed)
  - Maximum characters from previous password: 4
- A confirmation message will be received after a successful password change. Press enter to continue through to the session.

**Note:** If the password change is unsuccessful, an error message will be received and the change process detailed above will need to be repeated.



```
and Noridian information systems information accessed through the
Noridian computer system is confidential and for authorized users
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Unauthorized or illegal use of the Noridian computer system is
prohibited and subject to criminal and civil penalties. The use of
the information system establishes user's consent to any and all
monitoring and recording of their activities. Security breaches must
be reported to the Systems Security Officer at (701) 282-1427.

Using keyboard-interactive authentication.
Password Authentication:
medtest's password:
Last login: Wed Mar 23 2016 05:38:07 -0500
Your password will expire in 59 days.

Please enter your current password: *****

Please enter your new password: *****
Password for medtest updated successfully.
Press Enter to continue...:
```