STEPS FOR SUBMITTING THE RECORD OF P2P RECONCILIATION PAYMENTS

The following instructions explain how to submit the Record of P2P Reconciliation Payments module within HPMS. More detailed instructions are provided in the "P2P Worksheet/Attestation Helpful Hints" document under the "Documentation" section of the Part D Attestations 2013 Start Page in HPMS.

1. Download a 2013 P2P Worksheet template from the HPMS. **HPMS > Plan Bids > Part D Attestations > Contract Year 2013 > (Download) > Download P2P Worksheet Template**	2. Enter the following data a. "Payer Contract Number" Column b. "Contract Number Paid" Column c. "Total Amount Owed" Column d. "Amount Paid" Columns for January 2013 – June 2014 e. "Comments" Column

STEPS FOR ELECTRONICALLY SIGNING THE ATTESTATION OF PLAN-TO-PLAN (P2P) RECONCILIATION PAYMENT DATA

1.	Access the P2P Attestation on HPMS using the following navigation path: HPMS Homepage > Plan Bids > Part D Attestations > Contract Year 2013 > Submit P2P Worksheet/Attestation.
2.	Select Parent Organization. If your Parent Organization is not listed, please contact the HPMS Access team at HPMS_Access@cms.hhs.gov.
3.	Select all applicable contracts under your Parent Organization. If any of the contracts offered by your organization in 2013 are not listed, please contact the HPMS Access team at HPMS_Access@cms.hhs.gov.
4.	Enter the Payment As of Date. Indicate the date that the Part D sponsor submitted the most recent P2P Payments for 2013 P2P payment activity. This date cannot be a future date.
5.	Attach the P2P Worksheet by clicking the "Browse" button and selecting the appropriate file.
6.	Review the following: a. Contract Numbers b. Organization Name
7.	The signee must enter their title.
8.	The CEO, CFO, or COO must electronically sign the attestation. By selecting the "Submit" button, the attestation is signed electronically.
9.	Review the signed attestation using the P2P Worksheet/Attestation Submission or History reports in HPMS.