

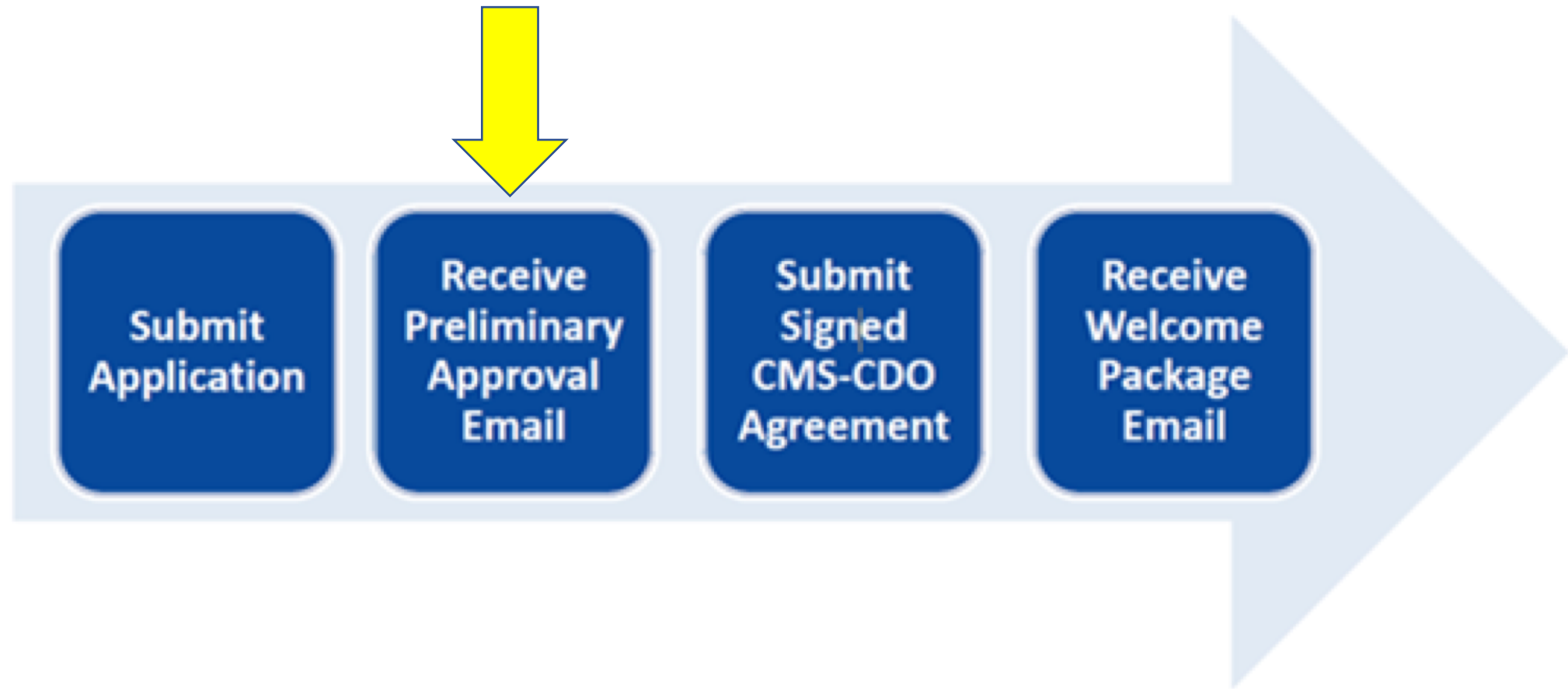
CAC Designated Organization (CDO) Application Process



Submit Application

- Open Application Period: July 2-September 14, 2018
 - Organizations that were unable to apply during the May application window
 - Organizations interested in becoming a CDO for the first time
 - Organizations that don't submit a CDO application by September 14 must wait until next summer to apply and will not be able to assist consumers with 2019 Marketplace plans
- CDO application located at <https://mats.secure.force.com/CDOApplication/>
- Complete both mandatory and optional fields on the CDO application

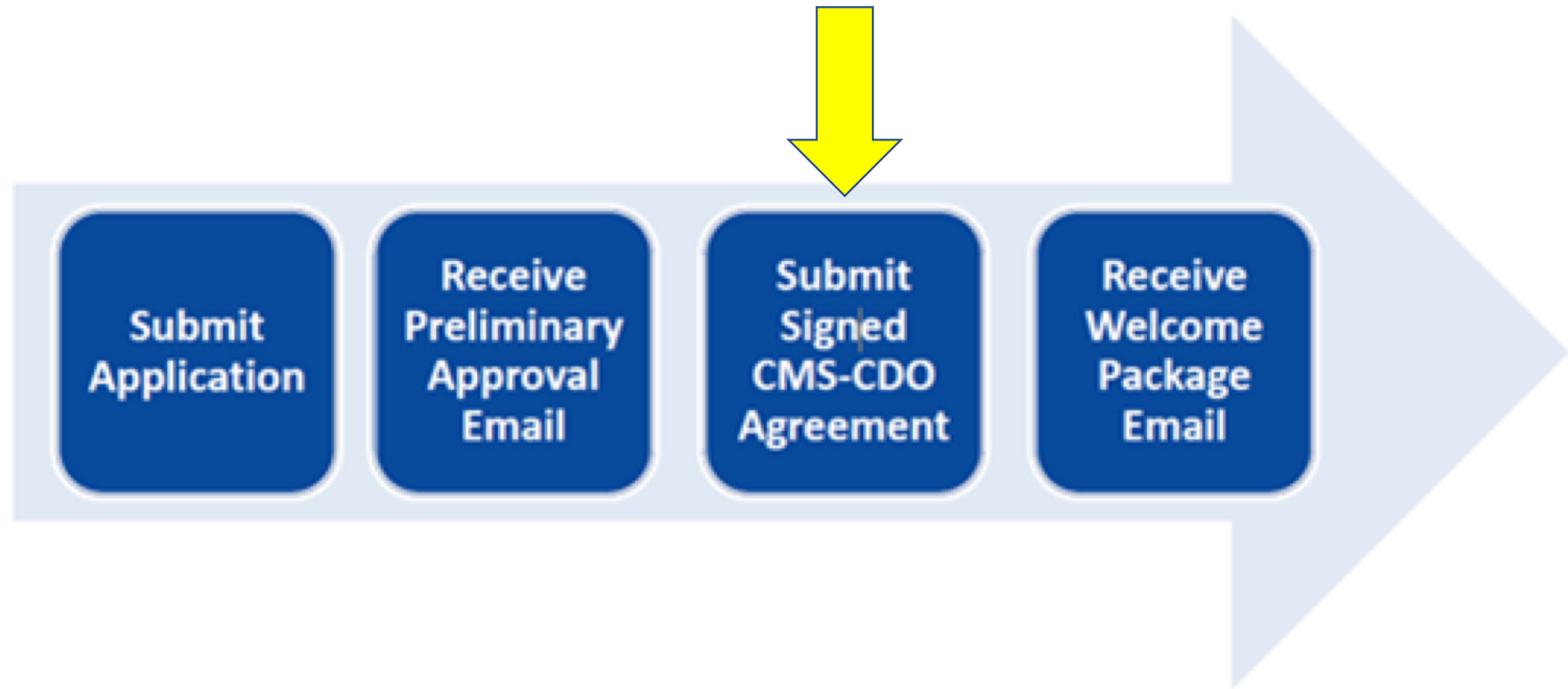
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Receive Preliminary Approval Email

- “Preliminary Approval” email will include a link to upload **pp. 1-12** of signed CMS-CDO agreement
- The information listed on the CMS-CDO agreement should match exactly the information listed on the CDO application
 - ABC Health Center, Inc \neq ABC Health Center
 - 800 N. Main St. \neq 800 North Main St.

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Receive Welcome Packet

- After CMS reviews the CMS-CDO agreement, a “Final Approval” email will be sent to organizations that meet CDO program requirements
- “Final Approval” email will contain subject line:
“CDO Agreement Approved”
 - CDO applicants are approved once CMS has sent the “Final Approval” email
- “Final Approval” email will contain CDO Welcome Packet
- Welcome Packet will contain new CDO ID
 - New CDO ID replaces old CDO ID existing CDOs received when they first became a CDO
- New CDO ID needed to:
 - Generate/issue CAC IDs
 - Complete annual CAC assister certification training

Important Takeaways

- **Deadline to submit a CDO application is September 14, 2018**
- CDO applicants are approved once they have received the “Final Approval” email with the subject line “**CDO Agreement Approved**”
- Check junk/spam folder to make sure CMS emails aren’t sent there
- Technical resources about the CDO application process are located at <https://marketplace.cms.gov/technical-assistance-resources/assister-programs/cac.html>
- Questions about the CDO application process should be sent to CACQuestions@cms.hhs.gov