

Domain Revalidation (ePP)

The **Domain Revalidation** page is where the Provider Administrator will submit the currently logged-in domain for annual re-validation to access the eCAMS HCE Provider Portal. In addition to revalidating the domain each year, all provider users of the domain must also be reauthorized annually to access the domain.



Note: Domain validation must be up to date before any users of the domain can be reauthorized.

Note: When a domain is revalidated, the Provider Administrator submitting the revalidation is reauthorized as the domain Provider Administrator at the same time.

To re-validate a domain:

1. Log in as Provider Administrator to the domain you want to revalidate.
2. At the **My Inbox** page, select the **Admin** tab and select **Domains** from the menu.

The **Manage Domains** page opens.

3. Select the checkbox for the current domain and select **Annual Revalidation**.

The **Domain Revalidation** page opens.

4. Ensure that **No** is selected to the first question about whether you have received the Temporary Key.
5. Enter the provider's Unique Entity Identifier (UEI) number in the **UEI** field.
6. Enter your email address in the **Accounts Receivable POC Email** field.
7. If applicable, enter the provider's EFT Indicator number in the **EFT Indicator** field.
8. Select **Submit**.

The Provider Portal validates the entered data with the information provided by SAM.gov. If successful, the Provider Portal displays a message on the page stating that a one-time use/unique Temporary Key has been sent to the ePP Provider Administrator's Accounts Receivable POC email address.



Note: The Temporary Key expires in 15 minutes. If the Temporary Key is invalid or expires before registration is complete, repeat the preceding steps.

9. When you have the Temporary Key, select **Yes** to the first question to display the **Temporary Key** field.
10. Enter the Temporary Key in the **Temporary Key** field.
11. Select **Submit**.

eCAMS HCE exits back to the **Manage Domains** page where the new annual validation date is shown in the **Annual Validity Date** column.