



The Office of the National Coordinator for
Health Information Technology

Certified Health IT Product List (CHPL)

DEVELOPER USER GUIDE



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Document History

Version Number	Description of Change	Date
1	Final Developer User Guide published.	January 1, 2022
2	Updated to include new Developer menu item, directions on how to inactivate users, and an indication that developer user management is the responsibility of that developer organization.	February 21, 2022
3	Added Attestations Condition and Maintenance of Certification submission instructions.	April 1, 2022
4	Updated Attestations Condition and Maintenance of Certification submission instructions.	October 1, 2022





User Account Activation

- 1) A Developer User invited to create or update an account on the [CHPL](#) will receive an account invitation email with instructions. *Please note a user associated with more than one developer organization will receive more than one invitation.*
- 2) Once you receive the account invitation email, click on the link referenced in the email to create or update an account. *Please note the invitation link is only valid for 3 days.*
- 3) Once the User Registration page opens --
 - a. Create a New User Account: Please proceed to Step 4 to create a new user account. If you have already created a user account and need to link it to an additional developer organization, please update your existing user account instead.
 - b. Update an Existing User Account: Log in to your existing user account on the User Registration page if you have received more than one account invitation. The update process will link your account to an additional developer organization and can be repeated as needed for subsequent invitations. *Please note both the email (or user name) and password are case sensitive.*
- 4) To create a new user account, click on **“Create a New Account”** on the User Registration page.

User Registration

Welcome to ONC's Certified Health IT Product List (CHPL). You have been invited to be an Administrator, which will allow you to manage your organization's information on the CHPL. Please log in to your existing account to add any permissions and/or organizations, or create a new account by selecting the 'create a new account' button below.

Log in to your existing account

This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes all devices/storage media attached to this system. This system is provided for Government-authorized use only. Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties. At any time, and for any lawful Government purpose, the government may monitor, record, and audit your system usage and/or intercept, search and seize any communication or data transiting or stored on this system. Therefore, you have no reasonable expectation of privacy. Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

LOG IN TO YOUR ACCOUNT

If you require accessibility assistance, please visit the [Health IT Feedback and Inquiry Portal](#) and select "Certified Health IT Product List (CHPL)" to submit a ticket.

Or CREATE A NEW ACCOUNT

- 5) Fill out the user account fields and create a password for your CHPL user account. Re-enter your password in the **“Verify Password”** field, and click on **“Create Account”**. *Please note both the email (or user name) and password are case sensitive.*





User Registration

Welcome to ONC's Certified Health IT Product List (CHPL). You have been invited to be an Administrator, which will allow you to manage your organization's information on the CHPL. Please log in to your existing account to add any permissions and/or organizations, or create a new account by completing the form and selecting the 'create account' button below.

Create a new account.

Registration form with the following fields:

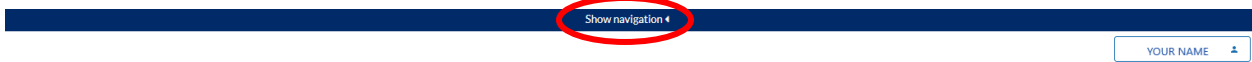
- FULL NAME *
- FRIENDLY NAME
- TITLE
- PHONE NUMBER
- EMAIL *
- PASSWORD *
- VERIFY PASSWORD *

At the bottom of the form is a button labeled "CREATE ACCOUNT".

If you require accessibility assistance, please visit the [Health IT Feedback and Inquiry Portal](#) and select "Certified Health IT Product List (CHPL)" to submit a ticket.

Or [LOG IN TO YOUR EXISTING ACCOUNT](#)

- 6) A new page will load indicating your account has been created and that you should check your email to activate your new account.
- 7) When you receive the activation email, click on the link referenced in the email to activate your account. *Please note if you try to log in to CHPL without activating your account, a new activation email will be generated. If the activation link has expired, please see the "Technical Assistance" section of this User Guide to submit a ticket.*
- 8) Once the User Confirmation page opens, your account has been activated and you can log in to the CHPL.
- 9) Once logged in, you may select the **"Show Navigation"** link at the top of the page to view the CHPL navigation links. *Please see the "CHPL Navigation" section of this User Guide for more information.*



User Confirmation

Thank you for confirming your account. You may now log in.

User confirmation options:

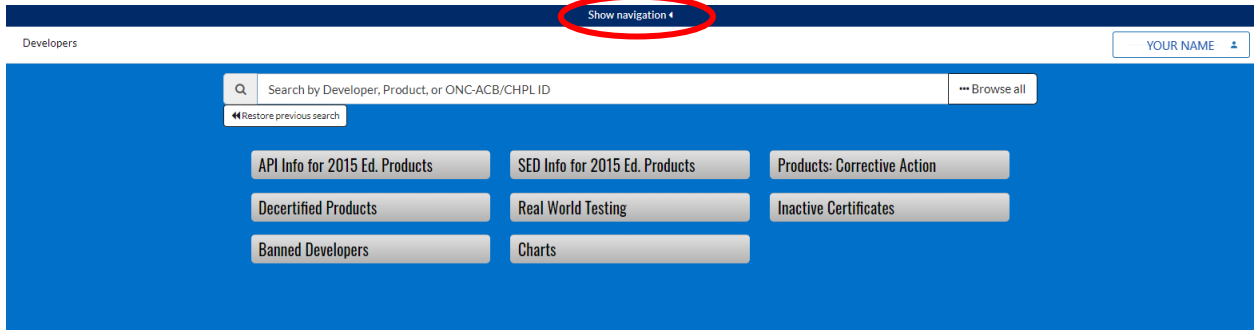
- Your Name
- LOG OUT
- CHANGE PASSWORD



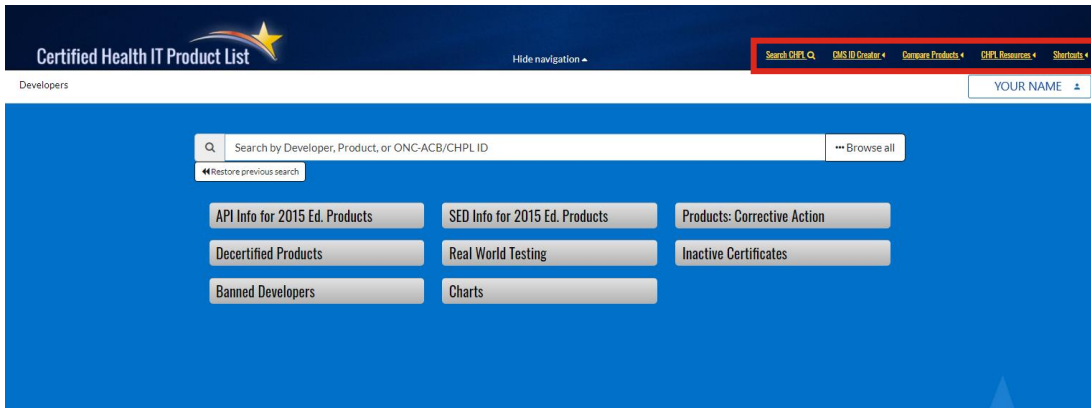


CHPL Navigation

- 1) To navigate the [CHPL](#) as a Developer User, log in to your CHPL account by clicking on the **“Administrator Login”** button in the upper right corner of the CHPL.
- 2) The main menu is located towards the top of the screen, and a **“Show Navigation”** link will appear above the logged in menu.



- 3) Clicking **“Show Navigation”** will display the public navigation items, which are the yellow links (e.g., CHPL Resources, Shortcuts). *Please note this link will only appear for a logged in user and is not available on the public view for a non-logged in user.*

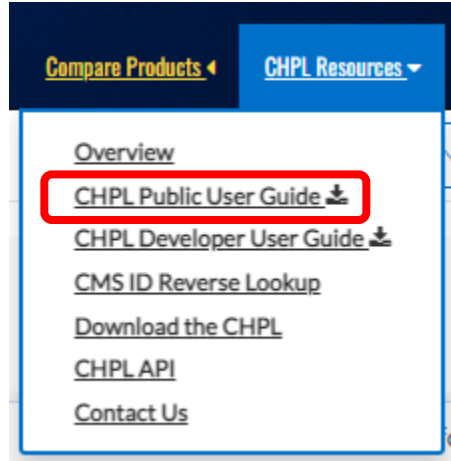


- 4) Clicking **“Hide Navigation”** will collapse the top menu bar (i.e., the yellow links) at the top of the screen again.





For reference, detailed information on navigating the CHPL is available in the CHPL Public User Guide. To access this document, click on the “**CHPL Resources**” link on the upper right navigation bar, and select “**CHPL Public User Guide**” from the drop-down menu.

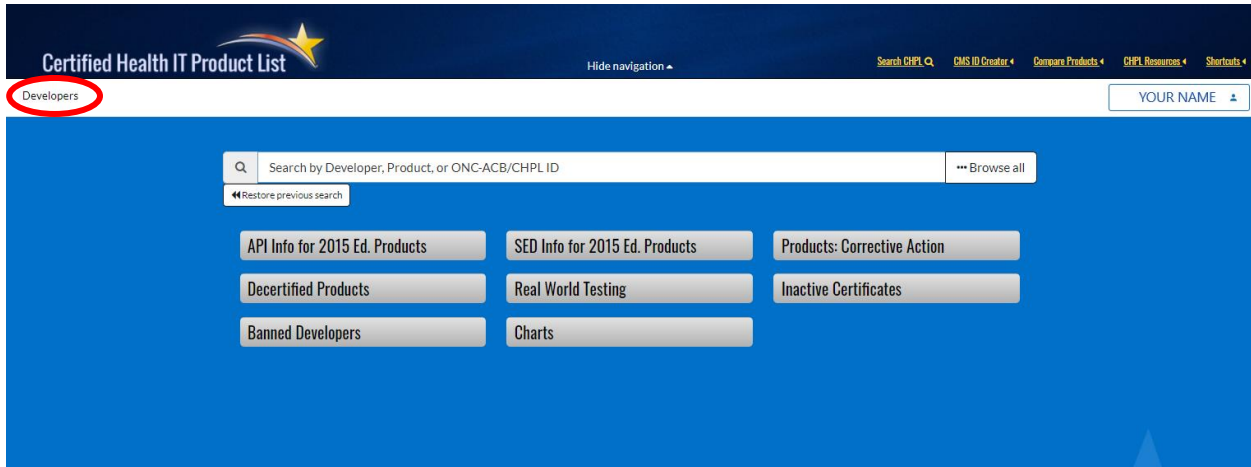




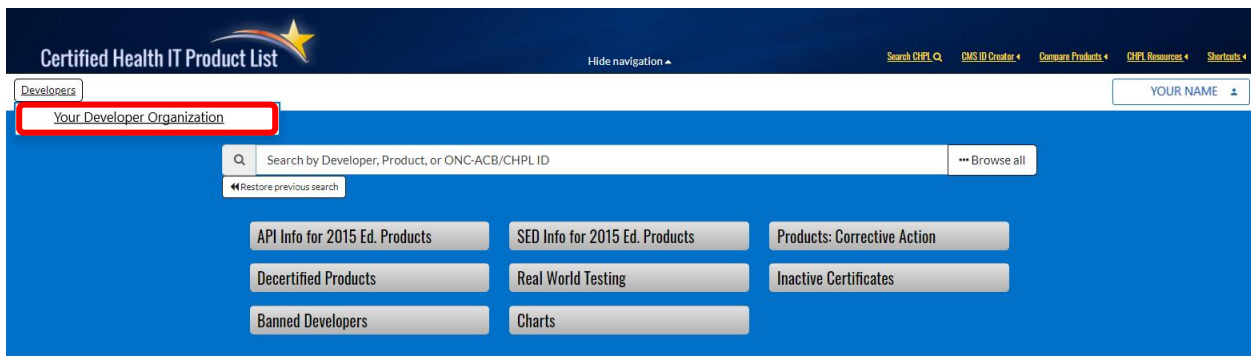
User Account Management

Edit Account Details

- 1) To edit the details of your user account, log in to the [CHPL](#) and select the “**Developers**” link on the left side of the navigation bar.



- 2) Select your developer organization.



- 3) On the “**Developer Information**” page, you will see your developer organization’s contact information and associated user accounts on the left.
- 4) To edit your user account, select the pencil icon in your user account.





Manage Users (1)

FULL NAME, FRIENDLY NAME, TITLE, EMAIL, OR USER NAME 👤

Your Name

<p>Email: example@email.com</p> <p>Phone Number: (XXX)XXX-XXXX</p> <p>Role: ROLE_DEVELOPER</p> <p>Organization: Developer Organization Name</p>	<p>Last Login: Jan 6, 2022 3:30:15 PM ET</p> <p>Account Locked: <input type="checkbox"/></p> <p>Account Enabled: <input checked="" type="checkbox"/></p> <p>Password change on next login: <input type="checkbox"/></p>
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- 5) Once the edit screen appears, you can edit your full name, friendly name, title, phone number, as well as prompt a password change on your next login.

Manage Users (1)

Edit User

example@email.com

<p>User Information</p> <p>FULL NAME * Your Name</p> <p>FRIENDLY NAME</p> <p>TITLE</p> <p>PHONE NUMBER (XXX)XXX-XXXX</p>	<p>Settings</p> <p><input type="checkbox"/> ACCOUNT LOCKED</p> <p><input checked="" type="checkbox"/> ACCOUNT ENABLED</p> <p><input type="checkbox"/> PASSWORD CHANGE ON NEXT LOGIN</p>
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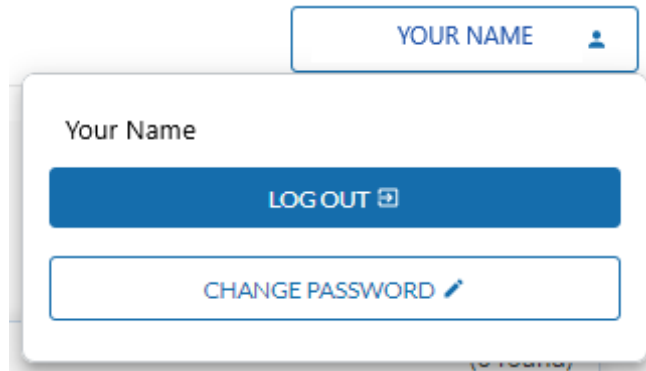
- 6) When your edits are complete, select the **“Save”** button at the bottom of of the screen.



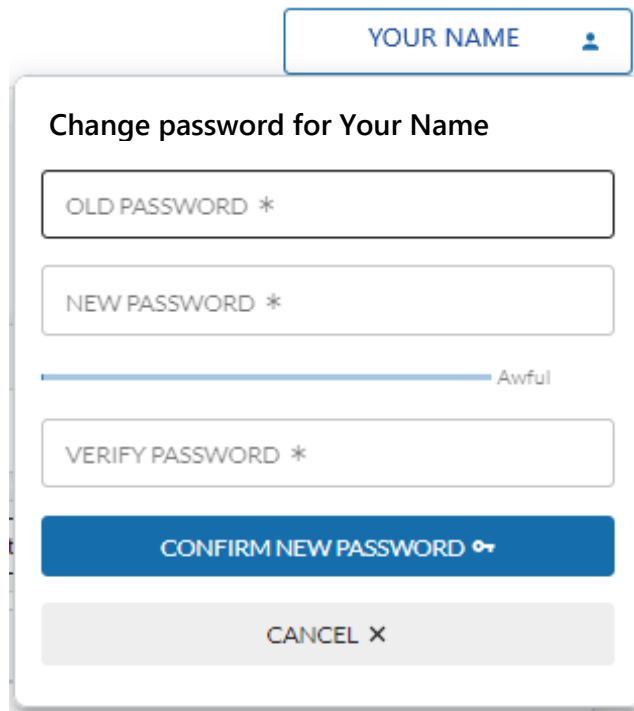


Password Management

- 1) To edit your password, log in to the [CHPL](#) and click on the button with your name in the upper right corner of the page.



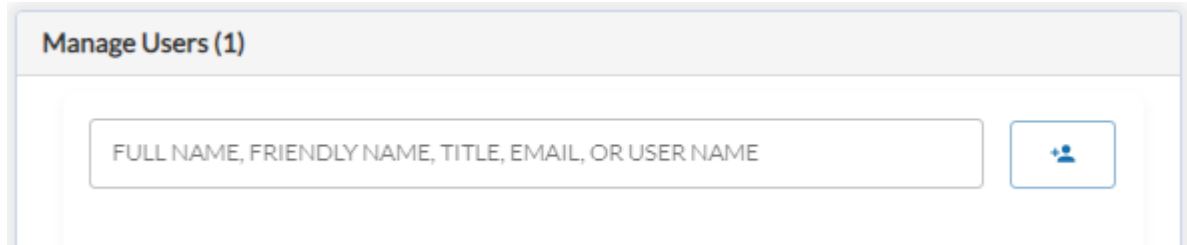
- 2) Enter your previous password and create a new password. Re-enter your new password in the **“Verify Password”** field and click **“Confirm New Password”**.







Inviting Additional Developer Users

- 1) On your developer organization’s **“Developer Information”** page, you will see a text box at the top of the **“Manage Users”** section when logged in to the [CHPL](#).



- 2) You can type a name, title, or email address into this text box to search for developer user accounts already created for your developer organization. You can also select the  icon to add a new developer user to your organization.
- 3) Once you click the  icon, enter the email for the new developer user into the text box that appears and click **“Send Invite”**.



- 4) The newly created developer user will receive an invitation email to create an account on the CHPL.

Inactivating Developer Users

User management is the responsibility of the developer organization. If an existing CHPL developer user leaves a developer organization, or is no longer active on the CHPL, the developer organization should ensure those users are inactivated.

- 1) To inactivate a specific Developer User, navigate to the **“Developer Information”** page by clicking on the **“Developers”** link on the left side of the navigation bar.
- 2) Find the user that needs to be inactivated under the **“Manage Users”** section and click on the pencil icon in that Developer User’s box.





Manage Users (1)

FULL NAME, FRIENDLY NAME, TITLE, EMAIL, OR USER NAME

Your Name

Email: example@email.com	Last Login: Jan 6, 2022 3:30:15 PM ET
Phone Number: (XXX)XXX-XXXX	Account Locked: <input type="checkbox"/>
Role: ROLE_DEVELOPER	Account Enabled: <input checked="" type="checkbox"/>
Organization: Developer Organization Name	Password change on next login: <input type="checkbox"/>

- 3) When the “Edit User” box appears, toggle the “**Account Enabled**” setting to off (gray) and click the blue “Save” button at the bottom of the screen.

Manage Users (1)

Edit User
example@email.com

User Information	Settings
FULL NAME * Your Name	<input type="checkbox"/> ACCOUNT LOCKED
FRIENDLY NAME	<input checked="" type="checkbox"/> ACCOUNT ENABLED
TITLE	<input type="checkbox"/> PASSWORD CHANGE ON NEXT LOGIN
PHONE NUMBER (XXX)XXX-XXXX	



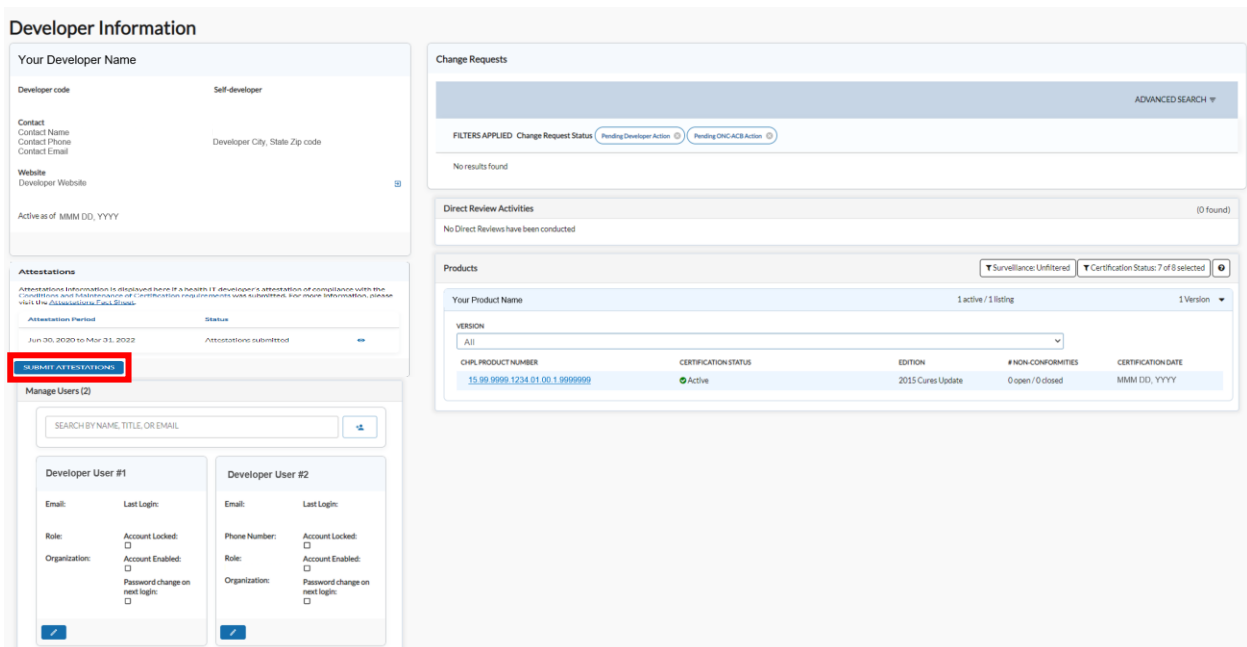


Attestations

The [Attestations Resource Guide](#) is available to help Certified Health IT Developers understand their responsibilities under the [Attestations Condition and Maintenance of Certification](#) requirements.

Submitting Attestations

- 1) Log in using the “**Administrator Login**” button in the upper right corner of the CHPL.
- 2) Select the “**Developers**” link on the left side of the navigation bar, and click on the name of the developer organization for which you are submitting Attestations.
- 3) Once you are on your developer organization’s “**Developer Information**” page, click on the “**Submit Attestations**” button in the “**Attestations**” section. *Please note the CHPL will only allow one submission at a time for a developer organization.*



- 4) Once you are on the “**Submit Attestations**” page, follow the steps, clicking the “**Next**” or “**Back**” buttons to navigate through the sections.
- 5) On the “**Section 2 – Attestations**” page, you must select a response for each of the Condition and Maintenance of Certification requirements before being able to select “**Next**”. *Please note if “Noncompliant” is selected, you may, but are not required to indicate the status of one or more CAPs under the Certification Program.*
- 6) On the “**Section 3 – Electronic Signature**” page, enter your name in the “**Electronic Signature**” text box exactly how it appears in the “**Name**” field to to be able to select “**Sign Electronically**”. This will serve as your official electronic signature.





- 7) Once your Attestations submission has been signed electronically, you will see a confirmation page. Click on the “Close” button at the bottom to exit the “Submit Attestations” wizard.

Viewing and Editing Submitted Attestations

- 1) Once your Attestations have been submitted, you will be able to view the submission, also known as a Change Request, on your developer organization’s “Developer Information” page in the “Change Requests” section. You will also be able to see the status of the Change Request.

The screenshot shows a web interface titled "Change Requests". At the top right, there is an "ADVANCED SEARCH" button. Below it, a "FILTERS APPLIED" section shows three filters: "Change Request Status" (Pending Developer Action), "Pending ONC-ACB Action", "Creation Date" (After: 8 months ago), and "Last Updated" (After: 8 months ago). Below the filters, it says "SEARCH RESULTS: (1-1 of 1 Results)" and a "DOWNLOAD 1 RESULT" button. The main content is a table with columns: "Request Type", "Request Status", and "Time Since Last Status Change". The table contains one row: "Developer Attestation Change Request", "Pending ONC-ACB Action", and "1 hour ago". A "VIEW" button is located to the right of the row. At the bottom, there is a pagination control showing "Rows per page: 10" and "1-1 of 1".

- 2) To view the responses submitted for your developer organization, click on the “View” button on the right side of the Change Request entry.
- 3) Once on the Developer Change Request view page, you can click on “Edit” to edit and re-submit your existing Attestations Change Request, or “Withdraw” to remove a pending Attestations Change Request. Withdrawing a pending Attestations Change Request will remove the existing Attestations Change Request and will re-enable the ‘Submit Attestations’ button on your developer organization’s “Developer Information” page.





Change Requests

1/1 **Developer Attestation Change Request**

DEVELOPER: Developer Organization Name	CREATION DATE: Sep 13, 2022 10:43:35 AM	REQUEST STATUS: Pending ONC-ACB Action	TIMESINCE LAST STATUS CHANGE: 4 minutes ago	ASSOCIATED ONC-ACBS None
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ATTESTATION PERIOD
Apr 1, 2022 - May 30, 2022

SUBMITTED ATTESTATIONS

Attestation	Response
Information Blocking: We attest to compliance with the Information Blocking Condition of Certification requirement described in 45 CFR 170.401 .	Compliant
Assurances: We attest to compliance with the Assurances Condition and Maintenance of Certification requirements described in 45 CFR 170.402 .	Compliant with the requirements of 45 CFR 170.402; certifies to the criterion at 45 CFR 170.315(b)(10) and provides all of its customers of certified health IT with health IT certified to the certification criterion in 45 CFR 170.315(b)(10).
Communications: We attest to compliance with the Communications Condition and Maintenance of Certification requirements described in 45 CFR 170.403 .	Compliant
Application Programming Interfaces: We attest to compliance with the Application Programming Interfaces (APIs) Condition and Maintenance of Certification requirements described in 45 CFR 170.404 .	Compliant
Real World Testing: We attest to compliance with the Real World Testing Condition and Maintenance of Certification requirements described in 45 CFR 170.405 .	Compliant

CHANGE REQUEST HISTORY

Acting Organization	Date of Status Change	Status	Comments
Developer Organization Name	Sep 13, 2022 10:43:35 AM	Pending ONC-ACB Action	

CLOSE ✕

EDIT ✎
WITHDRAW 🗑

Accepting/Rejecting/Revising Submitted Attestations

- 1) Once an ONC-Authorized Certification Body (ONC-ACB) reviews your Attestations Change Request for completeness, you will receive an email notification to indicate whether the submission was accepted, rejected, or sent back to the developer for edits, along with any comments the ONC-ACB added to the Attestations Change Request.
- 2) If the Attestations Change Request is accepted, no further action is required by the developer.
- 3) If the Attestations Change Request was sent back for edits, the Attestations Change Request will appear in the “Change Requests” section of your Developer Information page, and the Request Status will be “Pending Developer Action”.
 - An Attestations Change Request in this status should be revised and resubmitted. This can be completed by selecting “**View**”, and then “**Edit**”.
 - Once edits are complete, you will need to electronically sign the Attestations Change Request again, which will then go back to the ONC-ACB for review. *Please note if you are unsure why your Attestations Change Request was sent back to you for edits, please contact your ONC-ACB directly.*
- 4) If the Attestations Change Request is rejected, the “**Submit Attestations**” button will be re-enabled on the developer organization’s “**Developer Information**” page. The developer is then responsible for submitting a new Attestations Change Request. *Please note if you are unsure why your Attestations Change Request was rejected, please contact your ONC-ACB directly.*





Attestations Submission Assistance

For assistance with the Attestations submission process, please see the [Health IT Feedback and Inquiry Portal](#) to submit an ONC Health IT Certification ticket as applicable --

- For technical assistance with this process, please select the “**CHPL**” category.
- For questions regarding the Attestations Condition and Maintenance of Certification requirement, please select the “**Attestations Condition**” category.
- For questions regarding a Condition and Maintenance of Certification requirement other than Attestations, please select the **relevant Condition** category.

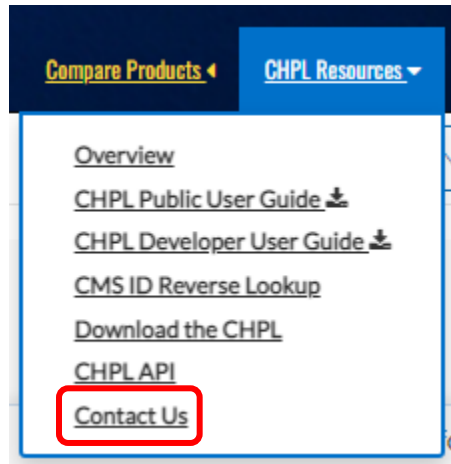
Once the Attestations submission process is completed, please direct any inquiries regarding the submission to your ONC-ACB.





Technical Assistance

For technical assistance with accessing or navigating the [CHPL](#), please use the “**Contact Us**” link on CHPL. To access this link, click on the “**CHPL Resources**” link on the upper right navigation bar, and select “**Contact Us**” from the drop-down menu.



This will direct you to ONC’s Health IT Feedback and Inquiry Portal to submit an ONC Health IT Certification ticket to ONC. When creating the ticket, please select “**CHPL**” as the category.

