



DEPARTMENT OF HEALTH & HUMAN SERVICES

Office of Consumer Information and  
Insurance Oversight

200 Independence Avenue SW  
Washington, DC 20201

DATE: September 14, 2010

TO: Issuers of Health Insurance

FROM: Teresa DeCaro  
Web Portal Team Lead

SUBJECT: CEO/CFO Attestation Requirements of CMP Data for Presentation on 10/1

This memo describes the process for attestation by your organization's CEO or CFO of plan data submitted to the CMP for display on the healthcare.gov web portal on October 1, 2010. The last day to attest to the accuracy of your organization's plan data is 11:59pm EDT on Friday, September 24, 2010. Plans for which the attestation is not submitted by this date will not be included on the October 1 release of the web portal.

After your organization's plan benefit and rate data passes the quality assurance review checks and is uploaded to <https://finderverify.healthcare.gov> for your organization's preview, and after your organization determines the data your organization submitted to produce the results on this preview tool is complete and accurate, then your organization is ready to complete the required attestation by either your CEO or CFO.

When your organization's plan data is ready for attestation by your CEO or CFO, an email will be sent to your designated CMP contact. This contact person is required to forward this email to your CEO or CFO and it includes instructions for submitting the attestation. The email will contain a link to allow your CEO or CFO to review the data that was submitted by your organization. In order to view this information, your CEO or CFO will need to enter the user ID and password that is provided in the email.

Once your CEO or CFO is satisfied that the information is accurate, they should return to the email which also provides a link to submit the attestation. Once the link is clicked, your CEO or CFO will be able to submit an electronic signature and complete their attestation. Your organization's CEO or CFO will also be able to print out a copy of their attestation. After your organization's attestation has been received by the CMP, a confirmation email will be sent to your designated CMP contact. This confirmation should be kept as part of your organization's official records.

If your CEO or CFO has questions about the data that was submitted, they should contact the person in your organization that submitted the information. For technical assistance, please contact the CMP Help Desk at either 1-877-425-3708 or [cmp@ehealthinsurance.com](mailto:cmp@ehealthinsurance.com).