



CMS MERIT
Quick Start Guide
for **SUBMITTERS**

March 2026

In This Guide:

What is CMS MERIT?	2
Getting Access to CMS MERIT	3
Setting Your Password	4
Setting Up Two-Factor Authentication	4
Submitting a Measure	6
Adding Components or Instrument-Derived Measures to Submission	10
Adding a Co-Submitter (Prior to Submission)	12
Changing the Information You Saved (Prior to Submission)	13
Adding an Attachment, Changing, or Deleting an Attachment (Prior to Submission)	13
Viewing the Information You Submitted	14
Exporting/Printing a Copy of Your Submission	15
Checking on the Measure Status	16
Changing the Information You Submitted	18
For More Information	20

What is CMS MERIT?

The Centers for Medicare & Medicaid Services (CMS) MUC Entry/Review Information Tool ([MERIT](#)) is the tool for measure developers to submit their clinical quality measures for consideration by CMS. This tool allows you to enter and submit the required information for your submission. Note that you have the option to save your information and return to edit it prior to submission. CMS MERIT is also used for facilitating searches of measures from the current and previous years and structuring the workflow for CMS review of measures submitted to the MUC List. Additional information about the development of the MUC list and the pre-rulemaking process can be found on the [CMS Pre-Rulemaking Webpage on the MMS Hub](#).

This Quick Start Guide provides an overview of how to use [CMS MERIT](#) to submit a measure for consideration by CMS.

Getting Access to CMS MERIT

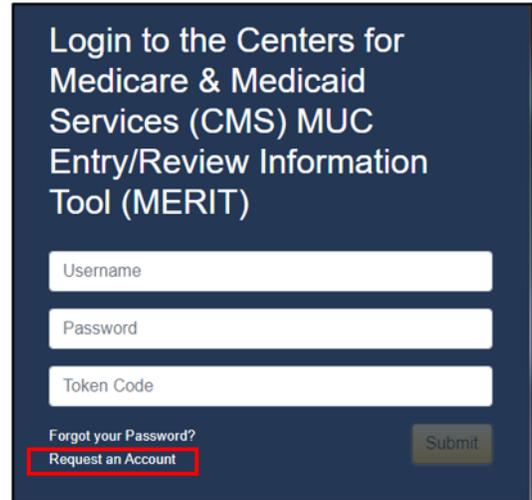
Click here to go to [CMS MERIT](#).

If you do not have a CMS MERIT account, click Request an Account at the bottom. For those that have a CMIT account (separate from CMS MERIT), whether it is active or not will need to request a CMS MERIT account to submit a measure for consideration by CMS. Follow the instructions below to request and activate your CMS MERIT account.

Click on [Request an Account](#)

Note: *CMS MERIT is a separate tool on the CMS Measures Inventory Tool (CMIT) platform, but you will use your CMIT username, password, and token code for logging in to CMS MERIT.*

To request access, complete the fields on this page and click [Submit](#).



Account Request

Personal Information

First Name* Last Name*

Company/Organization*

E-mail* Phone Number (format: 123-456-7890)*

Account Information

Which sites would you like access to? Select All That Apply

- The CMS Measure Inventory Tool (CMIT)
- MUC Entry/Review Information Tool (MERIT)
- Measure and Instrument Development and Support (MIDS) Library
For CMS & MIDS Contractors Only.

Additional Comments or Questions

Message

[Submit Request](#)

Note that it may take up to one business day to process your request. In the meantime, you may review the MERIT Data Template in Word available on the [Pre-Rulemaking Resource page](#) to preview the fields you will be asked to complete in CMS MERIT and draft your information.

When your account request is processed, you will receive an email from noreply-qmms@cms.hhs.gov that contains the text: “An account has been created for you in the CMS Measure Inventory Tool (CMIT)...”. The email will include a hyperlink to activate your account, set/reset your password, and set your two-factor authentication credentials.

If you have not received this initialization email within 2 business days, please check your spam folder and contact MMS Support via email (MMSsupport@battelle.org) or phone (1-888-243-7592) to confirm your registration.

Setting Your Password

To set your password, navigate to the password set/reset page from the hyperlink provided in the “CMIT: Activate your account” email. Enter a password of your choice into the **New Password** and **Confirm New Password** boxes and click **Reset Password**. Your password must meet the criteria listed on the page.

Change Password

- Password must be at least 10 characters long (15 for administrators).
- Password must contain at least 1 upper case character(s) (3 for administrators).
- Password must contain at least 1 lower case character(s) (3 for administrators).
- Password must contain at least 1 digit(s) (3 for administrators).
- Password must contain at least 1 special character(s) (3 for administrators).
- Password must not be the same as any of the previous 24 passwords used.

New Password **Confirm Password**

Setting Up Two-Factor Authentication

After you have successfully set your password, you will be directed to the page to set up your two-factor authentication token. CMS MERIT requires two-factor authentication to provide the needed level of security as designated by CMS. An authenticator is a way to prove to a computer system that you really are who you are; this process is called authentication. The two required factors are:

- Your password, and
- A token code generated by Google Authenticator

You must install Google Authenticator on your mobile device to access CMS MERIT.

Google Authenticator is available for free from the App Store (iOS), Google Play (Android), or m.google.com/authenticator (Blackberry). A single instance of Google Authenticator will support multiple accounts from different applications and with different shared keys.

Verify 2-Factor Authentication

CMIT requires two-factor authentication via the Google Authenticator app. Use the following steps to set up an associated entry in the Google Authenticator app.

- On your phone, tablet or other device, obtain the Google Authenticator app.
- Open the Google Authenticator app and select the option to set up a new account.
- Either choose the option to scan a barcode and scan the following QR code.

EXAMPLE

- Or choose the option for manual entry and enter any desired value into the "Account" field that will associate this entry with your account on CMIT (e.g., "CMIT: username") and enter the following value in the "Key" field. UPNDVZQF5UN65FQ
- Enter the latest token code from the new entry in the Google Authenticator app into the field to the right.
- Upon subsequent logins, you will not need to set up a new account in the Google Authenticator app. You will only need to enter the latest token code from the entry for CMIT from the Google Authenticator app.

Enter Google Authenticator Code

Token Code

Continue

Rules of Behavior and Terms of Use

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 (1) this computer network, (2) all computers connected to this network, and (3) all devices connected to a computer on this network.

Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties.

Personal use of social media and networking sites on this system is limited as to not interfere with official work duties and is subject to monitoring.

By using this system, you understand and consent to the following:

I audit your devices and data on this system.

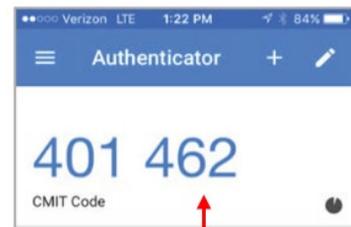
expectation of privacy regarding any communication or data transmitted or stored on this system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transmitted or stored on this system.

Google Authenticator Key (QR Code)

Google Authenticator Text

Enter the Token Code displayed in Google Authenticator (see above) for your CMIT account and click Continue (see above). Google Authenticator will generate a new **Token Code** every 30 seconds. The small timer to the right of the code indicates how much time remains before the code changes. **TIP: If the timer indicates that there are only a few seconds left, wait for it to display the next Token Code before entering a code.**

Note: CMS staff will use VIP Access (instead of Google Authenticator) for two-factor authentication. Please see the Quick Start Guide for Reviewers or contact MMSsupport@Battelle.org for assistance.



Token Code

Submitting a Measure

When you log in to CMS MERIT, you will begin your submission by clicking either **Submit a Measure** or **Download Submission Template**, as shown below:

If you click Submit a Measure, you will have the option to **Submit a New Measure** or **Submit From an Existing Measure** using the MUC ID or measure title:

How to Submit a Measure

Submit A Measure

Select the button below to begin submitting a new measure. You will be able to save your information as you go along and can even leave and come back later to complete it. Once you think you have everything entered that is required, the system will check your entry and check your entry for completeness. If it finds anything missing it will let you know by providing a list of incomplete data fields with a link so you can go directly to the field and provide the information. Once the automated review is complete and all required information has been entered you will be able to submit your measure.

Download Submission Template

If you want to be able to work on your measure information offline, rather than saving it online, you can download our submission template and fill in a word document with all your measure information. Once you have finished filling out the form, you can copy and paste the information into our online form to submit the measure for consideration

 <p>Submit A Measure Submit a new measure to be considered for the MUC List.</p> <p>Submit A Measure</p>	 <p>Download Submission Template Download a word document template to work on your submission offline, then copy and paste your information once you are ready!</p> <p>Download Submission Template</p>
---	--

Submit A Measure

How would you like to submit this Measure?

 <p>Submit A Measure Submit a new measure from scratch that has not been previously submitted.</p> <p>Submit A Measure</p>	 <p>Submit From An Existing Measure Submit a new measure from a previously submitted measure.</p> <p>Submit From An Existing Measure</p>
--	---

Required fields are denoted by a red asterisk, as in the examples below:

The screenshot shows the 'MY SUBMISSIONS' page for measure MUC2026-009. The left sidebar contains a menu with 'Properties' selected. The main content area shows the 'Properties' section with a 'Measure Title' field. A red box highlights the 'Measure Title' label, which includes a red asterisk (*). Below the label is a 'View Definition' link. A red arrow points from the text 'Required Field' to the asterisk. The text 'Characters remaining: 700' is visible at the bottom right of the form area.

Below each field (both required and optional), you will see a “View Definition” link. Click the link to read guidance on how to complete the requested information. Click the X to exit the view definition window.

The screenshot shows the 'View Definition' window for the 'Measure Title' field. The window title is 'Measure Title' with a close button (X) in the top right corner. The text inside the window reads: 'Provide the measure title only (255 characters or less). Put any program-specific identification (ID) number under Characteristics, not in the title.' Below this is a note: 'Note: Do not enter the CMIT ID, consensus-based entity (endorsement) ID, former Jira MUC ID number, or any other ID numbers here (see other fields below). The Medicare program name should not ordinarily be part of the measure title, because each measure record already has a required field that specifies the Medicare program. An exception would be if there are several measures with otherwise identical titles that apply to different programs. In this case, including or imbedding a program name in the title (to prevent there being any otherwise duplicate titles) is helpful. For additional information on measure title, see: <https://mmshub.cms.gov/measure-lifecycle/measure-specification/document-measure>.' The window is overlaid on the same 'Measure Title' field as in the previous screenshot, with a red box around the 'View Definition' link and a red arrow pointing to the window.

You can navigate through CMS MERIT by clicking on the pages in the navigation bar on the left side of the page or by clicking on the **Save & Continue** button in the bottom right corner of the page. The tool will automatically save your entry in each field when you advance to the next field. It is a good idea to save your information when exiting your submission by clicking the **Save** button in the upper right corner of the page. **NOTE: If you click the back arrow in your browser without first clicking “Save” you may lose the information you entered on that page.**

The screenshot displays the CMS MERIT submission interface. On the left is a navigation bar with sections: Steward or Owner, Properties (selected), Characteristics, Similar Measures, Attachments, General Submitter Comments, and Review & Submit. The main content area contains several required fields, each with a red asterisk and a 'View Definition' link: Numerator Exclusions, Denominator, Denominator Exclusions, and Denominator Exceptions. Below these is a text area for 'Briefly describe the rationale for the measure'. At the bottom left is a '< Previous' button, and at the bottom right is a 'Save & Continue' button highlighted with a red box and a red arrow pointing to it.

Note that some answers will generate additional questions for you to complete. For example, if you indicate that your measure is currently in CMIT in the Characteristics page of CMS MERIT, an additional question will appear asking you to provide the CMIT ID for the measure.

Remember, you can save your information at any time and come back later to complete your submission. Once you think you have entered everything that is required, the system will check your entry for completeness. Navigate to the **Review & Submit** section of the left navigation bar.

CMS MERIT will automatically check for any missing information.



Please review your information before submitting

Please take this time to review the information you have provided and ensure accuracy. Once you have finished reviewing, click the Submit Measure button below.

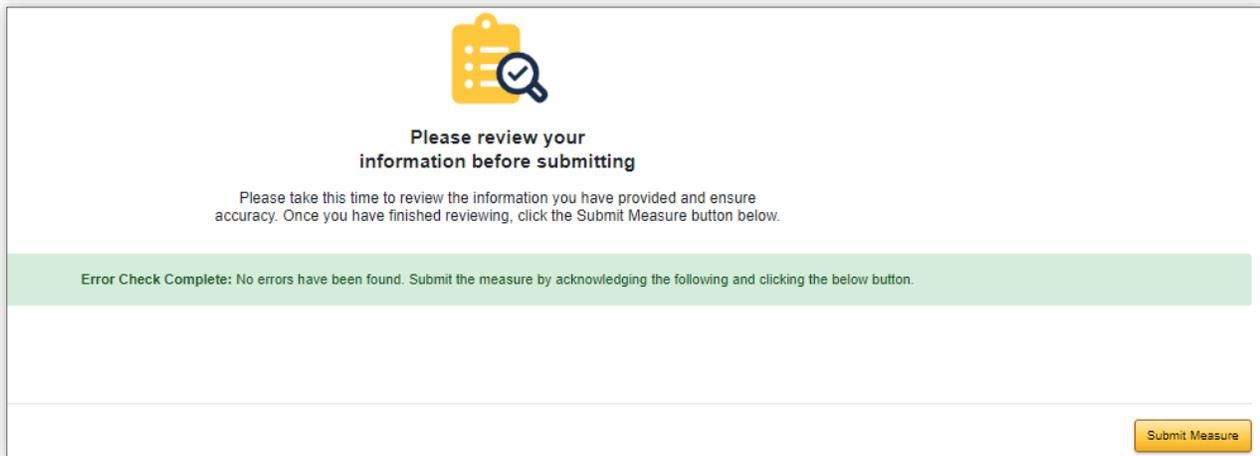
Check Submission for Errors

When you click the [Check Submission for Errors](#) button, CMS MERIT will provide a list of any incomplete data fields with a link to each so you can go directly to the field and supply the required information. Once the automated review is complete and all required information has been entered, you will be able to submit your measure.

You can click on the red links to go directly to the missing information. Or you can go to the red triangles on the navigation page.

The screenshot shows the CMS MERIT Submitter interface. On the left is a navigation menu with items: Steward or Owner (with a red triangle), Properties (with a red triangle), Characteristics (with a red triangle), Similar Measures (with a red triangle), Attachments (with a red triangle), General Submitter Comments (with a green checkmark), and Review & Submit (highlighted in dark blue). The main content area displays the measure ID 'MUC2026-009' and 'Last Updated: 2026-03-06'. Below this is a red banner with the text: 'Incomplete Required Information: Please use the links below to complete the required fields and resubmit'. Underneath the banner is a section titled 'Missing Information' with a list of red links: 'Did another federal agency or any other organizations, subcontractors, or partners participate in developing the measure?', 'Measure Steward or Owner', 'Measure Steward or Owner Contact Information', 'Is the Measure Developer different than the steward or owner?', 'Is any part of the measure or use of the measure proprietary and/or licensed?', and 'Briefly describe the rationale for the measure'. A red arrow points from the 'Steward or Owner' menu item to the first red link.

After you receive confirmation that all required fields have been completed, click on the **Submit** button in the lower right corner of the **Review and Submit** page.



Please review your information before submitting

Please take this time to review the information you have provided and ensure accuracy. Once you have finished reviewing, click the Submit Measure button below.

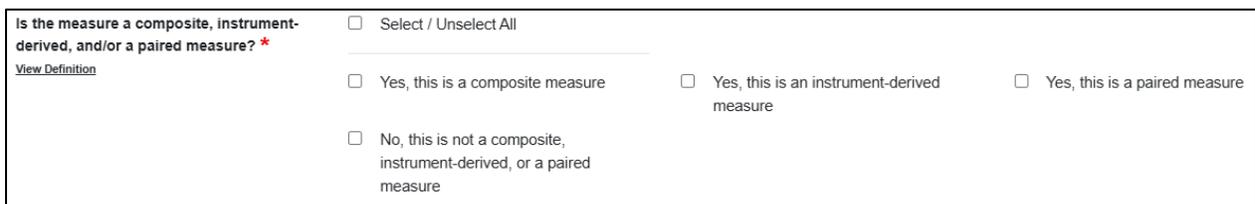
Error Check Complete: No errors have been found. Submit the measure by acknowledging the following and clicking the below button.

Submit Measure

Adding Components or Instrument-Derived Measures to Submission

Identify the Measure Category: During the submission process, you will encounter a question asking if the measure is a composite or an instrument-derived measure. Please select the appropriate option.

- A composite measure contains two or more individual measures, resulting in a single measure and a single score. This includes index measures. Stratified measure scores are distinct from composite measures. Information about measure stratification is collected in a separate question within this template.
- An instrument-derived measure is a measure for which data collection relies primarily on an instrument, such as a standardized survey or assessment tool. The instrument may or may not be self-administered. Select “Yes, this is an instrument-derived measure” if the accountable entity level score for your measure is calculated from data collected via an instrument.



Is the measure a composite, instrument-derived, and/or a paired measure? *

[View Definition](#)

Select / Unselect All

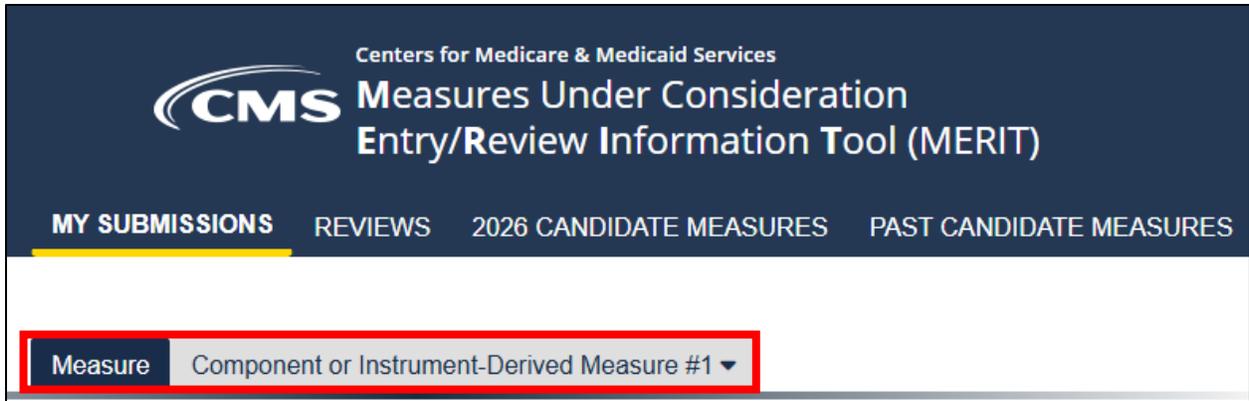
Yes, this is a composite measure

Yes, this is an instrument-derived measure

Yes, this is a paired measure

No, this is not a composite, instrument-derived, or a paired measure

Access the Relevant Tab: If you select “Yes, this is a composite measure” when you click Save the “Add New Component or Instrument-Derived Measure” tab will appear at the top of the page. This tab is specifically designed for entering details about composite or instrument-derived measures.



If you select “Yes, this is an instrument-derived measure” a question will appear asking if this measure is comprised of multiple measures from the same instrument or a single measure based on one instrument.

Is this a single measure based on one instrument, or are there multiple measures derived from the same instrument? *

Multiple measures derived from the same instrument

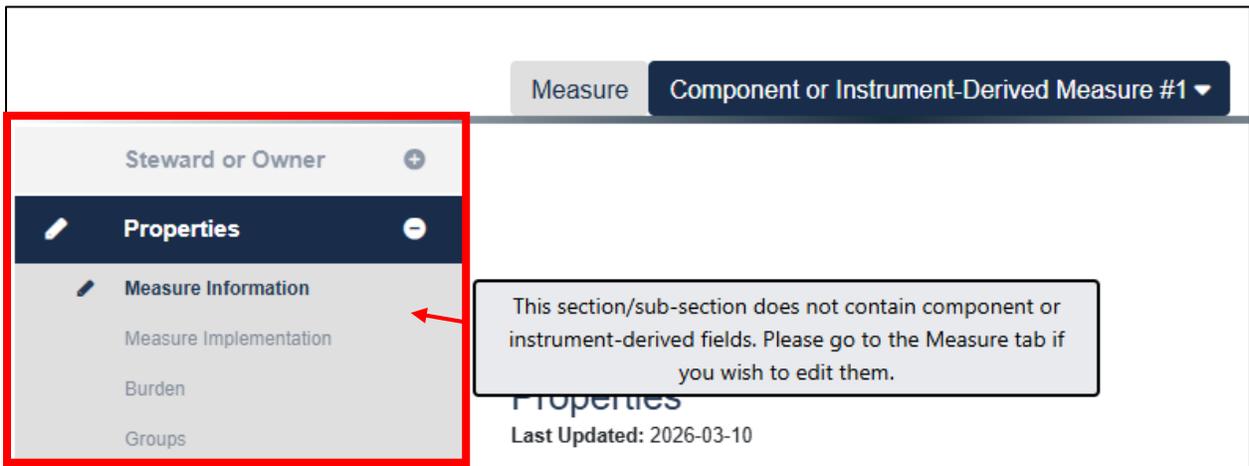
Single measure based on one instrument

[View Definition](#)

If you select “Multiple measures derived from the same instrument” when you click Save the “Add New Component or Instrument-Derived Measure” tab will appear at the top.

Enter Measure Details: Within this tab, you can add as many components or instrument-derived measures as needed. Simply follow the prompts to input the necessary information.

Greyed-out fields in the navigation bar indicate areas of information not required for component or instrument-derived measures. A tooltip will appear to inform submitters that these fields are unnecessary for component or instrument-derived measures.



Adding a Co-Submitter (Prior to Submission)

CMS MERIT allows multiple users to work on a measure submission. To request that a colleague be granted rights to edit your measure information, navigate to **Submitter information** and select the user from the dropdown as shown below:

Step #1

Address Line 1
Enter an address

Address Line 2
Enter an address

City State Zip Code
City State Zip Code

Email Address
Enter email address

Phone Number
(000) 000-0000

Other MERIT users who will contribute to this measure (Optional)

The following users are marked as Submitters for this measure. This means they have read/write/change access to modify this measure in MERIT.

- webbjc

The following users will also be given this same access upon saving the page:
[None Selected]

Step #2

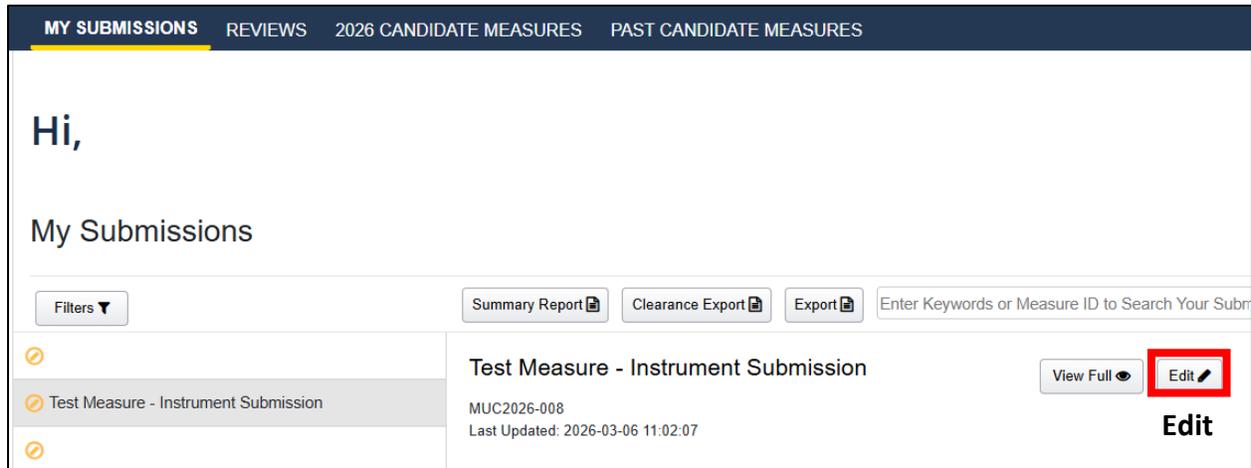
To add another user as a submitter, select a username below, click the "add" link, and save the page.

NOTE: The co-submitter must already have a CMS MERIT account to be granted shared submission rights to your measure.

NOTE: While CMS MERIT does accommodate multiple users, you will not receive notification if your co-submitter is simultaneously working on your measure. Coordinate with your co-submitter colleague(s) to ensure that you are not overwriting one another's changes in CMS MERIT.

Changing the Information You Saved (Prior to Submission)

Go to **My Submissions** at the top of the page and select the measure you would like to revise. Click the **Edit** button to be taken to the submission form where you can navigate to the field in question, then revise and save information as needed.



The screenshot shows the 'MY SUBMISSIONS' section of a web application. The navigation bar includes 'MY SUBMISSIONS', 'REVIEWS', '2026 CANDIDATE MEASURES', and 'PAST CANDIDATE MEASURES'. The main content area displays a greeting 'Hi,' followed by 'My Submissions'. Below this is a search bar with filters and buttons for 'Summary Report', 'Clearance Export', and 'Export'. A table lists submissions, with the first entry 'Test Measure - Instrument Submission' highlighted. To the right of this entry are buttons for 'View Full' and 'Edit', with the 'Edit' button highlighted in a red box. Below the table, the text 'MUC2026-008' and 'Last Updated: 2026-03-06 11:02:07' is visible, along with an 'Edit' link.

Adding an Attachment, Changing, or Deleting an Attachment (Prior to Submission)

Navigate to the **Attachments** page on the left navigation bar. You will have the opportunity to **Drag & Drop Files** or **Browse Files** to attach your document. Your uploaded attachment will appear on the page under **Current Attachments**.



The screenshot shows a vertical navigation menu with the following items: 'Steward or Owner', 'Properties', 'Characteristics', 'Similar Measures', 'Attachments', 'General Submitter Comments', and 'Review & Submit'. The 'Attachments' item is highlighted with a red box.

Current Attachments **Uploaded files will appear here** Save

Add More Attachments
 CMS requests all attachments meet accessibility standards as mandated in Section 508 of the Rehabilitation Act of 1973. For guidance about 508 compliance, please visit [Section508.gov](#) and the [CMS Creating Accessible Products](#). For any questions or concerns, please reach out to MMSSupport@battelle.org.

Drag & Drop Files Here or **Upload new files here**
Browse Files

< Previous Save & Continue

You can provide comments on the attachment or change or delete your attachment from this screen.

After making all desired adjustments to your attached files, click **Save** or **Save & Continue** to save your files and any associated attachments.

Viewing the Information You Submitted

Click on **My Submissions** and then click on **View Full**.

MY SUBMISSIONS REVIEWS 2026 CANDIDATE MEASURES PAST CANDIDATE MEASURES

Hi,

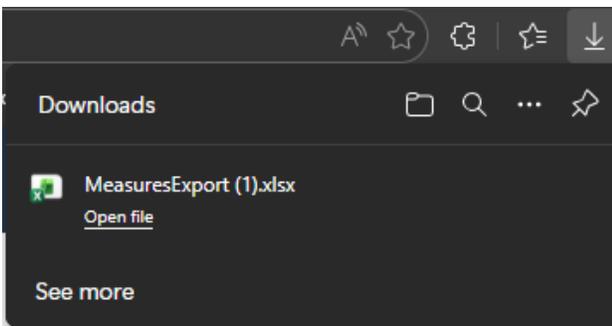
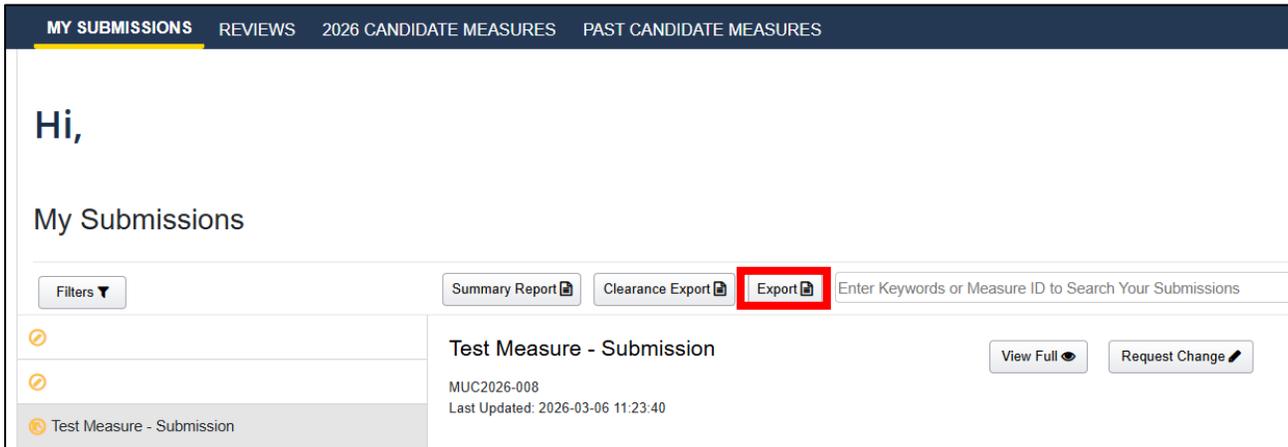
My Submissions

Filters Summary Report Clearance Export Export Enter Keywords or Measure ID to Search Your Submissions

<ul style="list-style-type: none"> Test Measure - Submission 	<p>Test Measure - Submission</p> <p>MUC2026-008 Last Updated: 2026-03-06 11:23:40</p>	View Full Request Change
---	---	--

Exporting/Printing a Copy of Your Submission

On the **My Submissions** page, click on the **Export** button to download an excel spreadsheet of your measure submissions. The downloaded file may appear towards the top right, or the bottom left of the screen.



Checking on the Measure Status

To check the status of your measure, log in to CMS MERIT and click on **My Submissions** at the top of the page. Select the measure of interest listed on the left side of the page. On the right side of the page, you will see a summary report of the measure. This summary includes a status section that shows where the measure is in the review process.

The screenshot displays the 'My Submissions' interface. At the top, there are navigation tabs: 'MY SUBMISSIONS' (highlighted), 'REVIEWS', '2026 CANDIDATE MEASURES', and 'PAST CANDIDATE MEASURES'. A 'Hi,' greeting and a 'Submit a New Measure' button are visible. Below the navigation, there are filters, action buttons (Summary Report, Clearance Export, Export), and a search bar. A list of submissions is on the left, with 'Test Measure - Submission' selected. The main content area shows a 'Test Measure - Submission' summary for MUC2026-008, last updated on 2026-03-06. It includes a 'Submission Summary' table with columns for Measure Type, Healthcare Domain, MUC ID, and Submitters. Below this is a 'Programs' section. A red box highlights the 'Status' section, which shows two '1st/2nd Level Review' entries, each with a set of icons for actions like edit, delete, and reply.

Measure Type	Cost/Resource Use	MUC ID	MUC2026-008
Healthcare Domain	Behavioral Health	Submitters	webbjc

Programs	Status
Merit-based Incentive Payment System–Quality	1st/2nd Level Review
Hospital Inpatient Quality Reporting Program	1st/2nd Level Review

During the review process by CMS, you may be asked to provide clarifications on the information you have submitted. If additional information or clarifications are requested, you will receive an email from prm-no-reply@battelle.org with the subject line “New Comment: YOUR MEASURE TITLE”.

To review and respond to the comment, login to CMS MERIT and click on **My Submissions** at the top of the page. Then click on the commented measure listed on the left side of the page. On the right side of the page, you will see a Summary report of the measure. Under **Activity** you will see a history of comments and decisions on your measure and the action to **Reply** as in the example below:

Programs	Status	
Merit-based Incentive Payment System–Quality	1st/2nd Level Review	   
Hospital Inpatient Quality Reporting Program	1st/2nd Level Review	   

Description
TEST

Attachments

Decile Table	 Teams Attendee Capacity Packs.docx	0.028 MB	2026-03-04 19:00:00
------------------------------	--	----------	---------------------

Activity

[Subscribe](#)
[Add Comment](#)

 **webbje** 2026-03-06 11:34:51 | Comments
 Program: Merit-based Incentive Payment System–Quality
 Please make the title a little more descriptive.
[Reply](#)

 **webbje** 2026-03-06 11:34:51 | Comments
 Program: Hospital Inpatient Quality Reporting Program
 Please make the title a little more descriptive.
[Reply](#)

 **Measure Submitted** 2026-03-06 11:23:40 | Status Update

Submitters can also reply to reviewer comments directly within a measure submission. For example, if you log in and see a comment requesting a change to the measure, make the update using the Change Request process (see next section). Then scroll to the bottom of the page where the comment appears and reply there—no need to go back to the [My Submissions](#) page. This keeps the conversation in one place and makes comment threads easier to follow for both submitters and reviewers.

Steward or Owner

- Steward or Owner Information
- Measure Developer Information
- Submitter Information
- Steward/Owner Submitter Comments
- Properties**
- Characteristics
- Similar Measures
- Attachments
- General Submitter Comments

City * State * Zip Code *

Email Address *

Phone Number *

Did another federal agency or any other organizations, subcontractors, or partners participate in developing the measure? * [View Definition](#)

Previous Comments On This Page

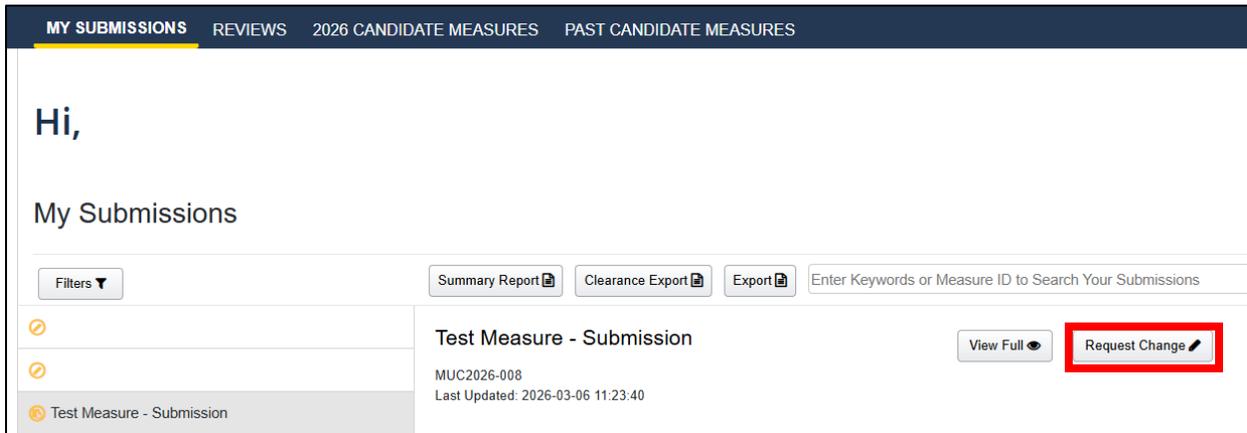
 **webbje** 2026-03-06 11:34:51
 Please make the title a little more descriptive.
[Reply](#)

 **webbje** 2026-03-06 11:34:51
 Please make the title a little more descriptive.
[Reply](#)

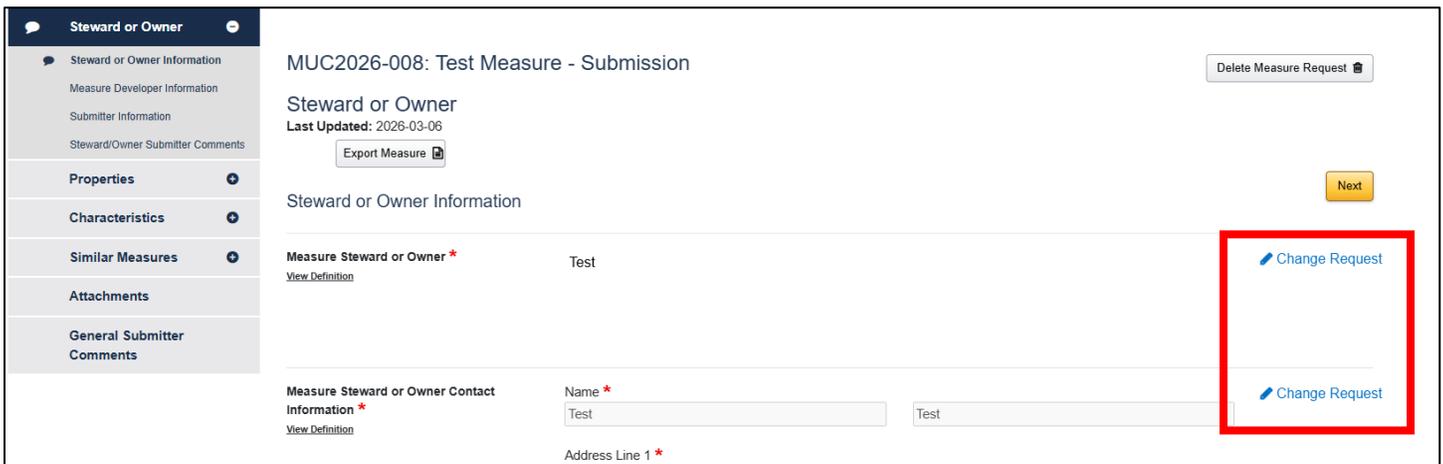
[Next](#)

Changing the Information You Submitted

If you want to change the information in your submission after you have submitted your measure, you must submit a request to make a change. To do so, click on **My Submissions**, then select the measure you wish to change from the list on the left and click **Request Change**.



You can then select the data element you wish to revise by clicking **Change Request**.



For More Information

For more information about the Pre-Rulemaking Process or questions on other general measure topics, please email MMSupport@Battelle.org.