



**For filing a low utilization cost report electronically (via MCR eF portal) to CMS:**

1. Print out and sign the Signature Page (this may be stamped, faxed, scanned, or emailed) or sign it on your computer.
2. Be sure the checkbox on worksheet S indicating that your signature will be electronic is checked. If, instead of a checkbox, your signature page has a dropdown box that says “Y” or “N”, and the dropdown box does not say “Y”, you must contact your preparer.
3. Scan the signed Signature Page back into your computer, if necessary, and save the file.
4. The Security Officer (same person who can access the PS&R report) or the backup security officer should go to <https://mcref.cms.gov> and login using the same credentials he/ she used to order the PS&R report.
5. Locate the cost report for this facility for this fiscal year end and click “E-File CR”

Provider #	Provider Name	FYE	Cost Report Status	Action
123456	My Healthcare Facility	06/30/2020	<a href="#">Pending Receipt</a>	<a href="#">E-File CR</a>

6. For Medicare Utilization Choose: Low Utilization
7. Browse and select the signed signature page to the Signed Certification Page slot. (Make sure that the signature page is signed and the checkbox is checked per 2 above.)
8. Browse and select the cost report to the Print Image slot.
9. Browse and select the cost report package to the ‘Other’ slot. If there is other documentation, such as a waiver form, make sure to zip all documents together into one zip file and select the zip file to the ‘Other’ slot.
10. Check the checkbox indicating that you acknowledge that this is an official submission.
11. Click submit, and make sure there are no errors.

12. Print the submission confirmation and save it for your records. If we prepared your cost report, please send us a copy of this confirmation.