

## Instructions for Accessing the FWA Medicare Learning Network<sup>®</sup> (MLN) Training Module

1. To take a web-based training course, go to: <http://www.cms.gov/MLNProducts> on the CMS website.
2. Under “Related Links”, at the bottom of the page, click on “Web-Based Training (WBT) Courses”.
3. Click on *Medicare Parts C and D Fraud, Waste and Abuse Training*, not the icon next to it.
4. At the top of the Course Description Window, you will be able to click on either “Login” or “Register”.
5. If you already have an MLN account, click “Login” and enter your User ID and Password.
6. If you do not have an MLN account, click “Register”.
  - You will be re-directed to a page with an e-mail address field stating “Please type your E-mail address and press Submit”.
  - Enter an e-mail address and click “Submit”.
  - The next screen will read: “No account was found matching your search criteria. Please click here to proceed with registration”.
  - Click the word “Here” to continue with registration.
7. After logging in or completing the registration, you will be re-directed to your home page.
8. Click on the “Web-Based Training Courses” link.
9. Click the *Medicare Parts C and D Fraud, Waste and Abuse Training* title, not the icon next to it.
10. Scroll to the bottom of the page and click the “Please click here to access Provider Compliance Web Page”, **not** the “Take Course” button.
11. You will be re-directed to the Provider Compliance Web Page.
12. Under “Downloads” click on *Medicare Parts C and D Fraud, Waste and Abuse Training*.
13. You will be asked whether you would like to “Open” or “Save the File”. Choose which option you prefer.
14. After you unzip the file, you will see two versions of the same training slides – one in PDF format and the other in PPT format. Choose either version to access the training.

15. Once you have finished the training, go to slide 59 for a “Certificate of Completion” template that can be used to document course completion. If you choose to use this certificate, click on slide 59 in the **PowerPoint** format, clear the existing fields - “Type Your Name Here” and “Insert Today’s Date” - and replace the contents with your name and the date that you completed the training.

16. Congratulations! You have successfully accessed the *Medicare Parts C and D Fraud, Waste and Abuse Training!*

If you have any questions regarding the Medicare Learning Network or this Course, you can contact CMS at [MLN@cms.hhs.gov](mailto:MLN@cms.hhs.gov).