



CRV Provider Registration

Welcome to the Illinois Centralized Repository Vault (CRV).

The CRV provides a centralized, secure website for businesses contracting with the State of Illinois to upload documentation one time in one location for access by multiple participating state agencies.

This e-mail has been sent in response to a request for access to the CRV system. In order to use the CRV, Providers must authorize one or more Provider Contacts to register for access to the CRV.

Pre-Registration Requirements

- The Provider Contact must have an **Illinois.gov ID** from the [State of Illinois CMS Identity Management System](#)

An **Illinois.gov ID** uniquely identifies an individual person authorized for access to State of Illinois computing services, such as the CRV.

Illinois.gov IDs should not be re-used by another person, or shared by more than one person. If someone new, or more than one person who works for the Provider, needs to access the CRV, each must have their own Illinois.gov ID.

- The Provider must have a **DUNS Number**.

Please make certain to use the **correct** number for the Provider and address being registered. Each separate location of a business should have its own **DUNS Number**.

The Dun and Bradstreet web site (www.dnb.com) has resources to check an existing **DUNS Number**, or to request a **DUNS Number** if one is needed.

Provider Contact Registration

- Go to the DHS [Centralized Repository Vault \(CRV\)](#) website and select ("click") [CRV Registration Form](#).

Centralized Repository Vault

CRV Provider Registration

Invitation Key: *

Provider Information

Provider Name: *
DUNS Number: *
FEIN: *

Contact Information

First Name: *
Middle Initial:
Last Name: *
Title:
Address Line 1: *
Address Line 2:
City: *
State: *
Zip Code: *
Phone Number:
Fax Number:
Illinois.gov ID: *
Email Address: *
Confirm Email Address: *

* Indicate the primary State Agency with which you contract

- Department of Children and Family Services
- Department of Human Services
- Department on Aging
- Department of Public Health
- Department of Healthcare and Family Services

* Certify the registration

I certify that I am a representative for the above-named Provider. I am authorized to upload and remove corporate and company documents submitted to the State of Illinois on behalf of the Provider into the Centralized Repository Vault.

Submission Date: 09/25/2015

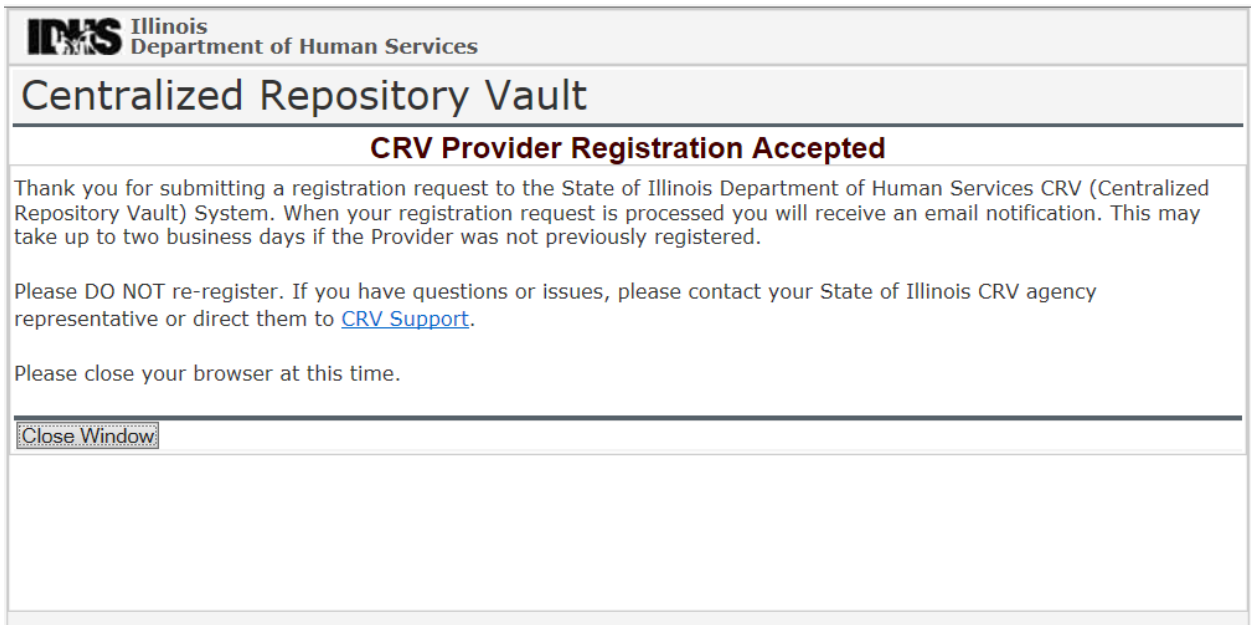
Using the CRV Registration Page

1. Complete the CRV Registration page (as shown above).
2. All fields with a Red asterisk (*) are **required**.

3. Be sure to carefully enter the **Invitation Key** from this e-mail in the proper space at the top of the registration page. The registration can't be submitted without the correct key.

Your Invitation Key is: TNBK-CMPY-QTZR

4. The Certification check box is **required**. ("I certify that I am a representative for the above-named Provider. I am authorized to upload and remove corporate and company documents submitted to the State of Illinois on behalf of the Provider into the Central Repository Vault.")
5. Select ("click") the [**Submit Registration**] button when complete.
6. Any error messages, or additional instructions that need to be followed, will be displayed in the **Message box** at the top.
7. The **Registration Accepted** page will display after the registration has been successfully submitted:



IDHS Illinois
Department of Human Services

Centralized Repository Vault

CRV Provider Registration Accepted

Thank you for submitting a registration request to the State of Illinois Department of Human Services CRV (Centralized Repository Vault) System. When your registration request is processed you will receive an email notification. This may take up to two business days if the Provider was not previously registered.

Please DO NOT re-register. If you have questions or issues, please contact your State of Illinois CRV agency representative or direct them to [CRV Support](#).

Please close your browser at this time.

Close Window

8. It may take up to 2 business days before registration approval is complete.
9. The person listed in the **Contact Information** will be notified via the email address provided if registration has been approved and access to CRV granted.

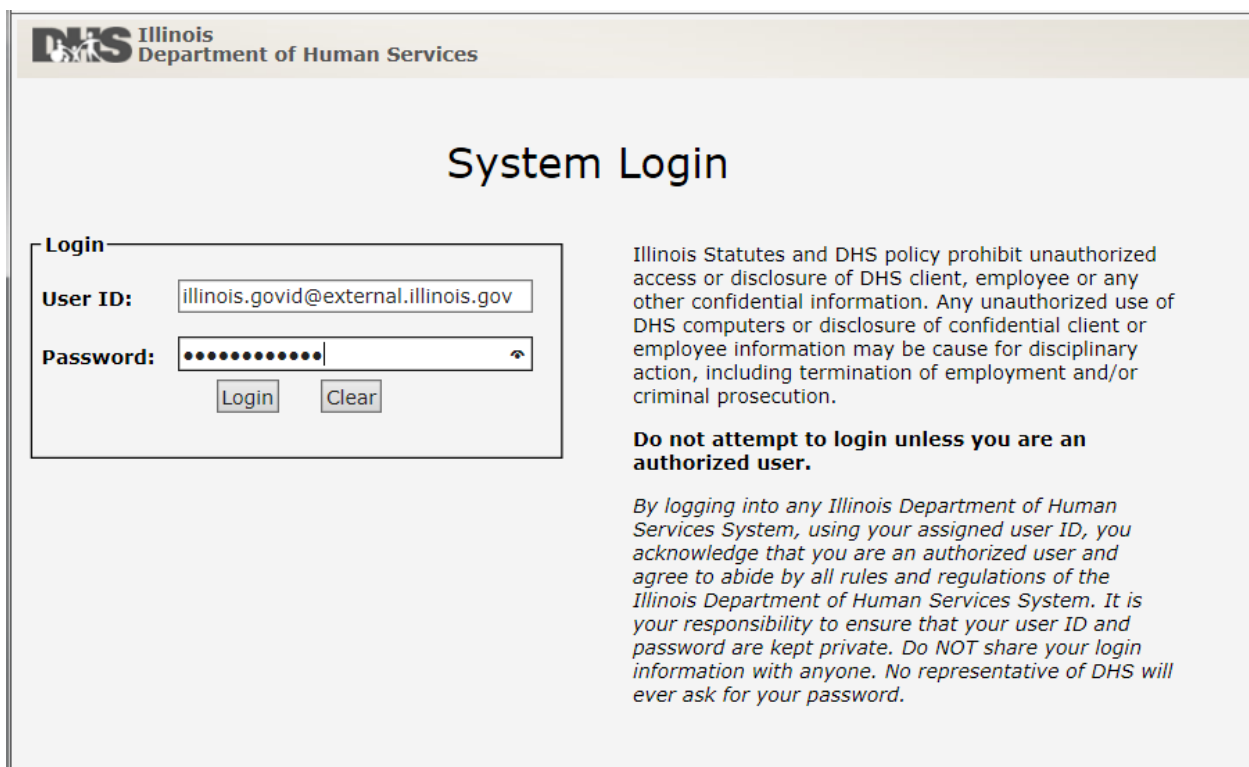
Post Registration Instructions

- The Contact will receive an **email notification** of the registration status.
- The registration **must be approved** by a CRV Administrator BEFORE log-in to the CRV application is possible.

Accessing the CRV

After receiving the registration approval email, go to the DHS [Centralized Repository Vault \(CRV\)](#) website and select ("click") [CRV Login](#).

The CRV **System Login** will be displayed:



DHS Illinois
Department of Human Services

System Login

Login

User ID:

Password:

Illinois Statutes and DHS policy prohibit unauthorized access or disclosure of DHS client, employee or any other confidential information. Any unauthorized use of DHS computers or disclosure of confidential client or employee information may be cause for disciplinary action, including termination of employment and/or criminal prosecution.

Do not attempt to login unless you are an authorized user.

By logging into any Illinois Department of Human Services System, using your assigned user ID, you acknowledge that you are an authorized user and agree to abide by all rules and regulations of the Illinois Department of Human Services System. It is your responsibility to ensure that your user ID and password are kept private. Do NOT share your login information with anyone. No representative of DHS will ever ask for your password.

Enter the **Illinois.gov ID** as User name, and be sure to include the domain suffix (usually "@external.illinois.gov") as part of the ID.

Enter the **Illinois.gov ID** password (from the [State of Illinois CMS Identity Management System](#)) as Password.

Select ("click") the [**Log On**] button, to log in to the CRV.