NEICE M/CMS New State Onboarding Checklist

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| State Responsibility | NEICE Team Responsibility |
| Procures the necessary hardware, SQL database. |  |
| Public IP Address provided by the state. |  |
|  | Send API Key to the state. |
| Go Live Date to be provided by the state |  |
|  | NEICE Team to send email to all states on onboarding date |
|  | Send the M/CMS packages and installation documents through sftp. |
| Downloads the M/CMS packages and installation documents from sftp. |  |
|  | Work with the state to install and configure M/CMS application and interfaces as needed. |
|  | Provision state in NEICE   1. Whitelist IP Address 2. Configure the state to connect to NEICE Clearinghouse |
| State needs to do verify the M/CMS application connection to the clearinghouse.   1. Log into the application using the local admin account. 2. Ping Clearinghouse |  |
| Send an email confirmation to NEICE team once the verification is complete. |  |
|  | On the day of go live send an email to All states confirming the new state onboarding to NEICE family and welcoming the new state once a confirmation is received from the state. |