

Individuals Authorized Access to CMS Computer Services (IACS)

User Guide – Attachment A

**MA/MA-PD/PDP/CC – Medicare Advantage/Medicare
Advantage-Prescription Drug/Prescription Drug Plan/Cost
Contracts**

DRAFT

Software Release 4.2.2

Document Version 8.0

December 2006

Document No.: IACS.UG.01.0.8.0

Contract No.: 500-02-0040

Prepared for:

Centers for Medicare & Medicaid Services (CMS)

OIS/ISMG

7500 Security Boulevard, N3-00-01

Baltimore, Maryland 21244-1850

Prepared by:

Northrop Grumman Corporation

Information Technology

7575 Colshire Drive

McLean, VA 22102

REVISION HISTORY

Date	Version	Reason for Change	Author
09/14/2006	0.1	Initial version of this Attachment for MA/MA-PD/PDP/CC.	Elaine Purcell
09/26/2006	6.1	Updated version numbers.	Elaine Purcell
10/19/2006	7.0	Finalized based on CMS approval	Sarah Worthing
11/01/2006	7.1	Updated based on customer comments and updates to IACS portal screens.	Elaine Purcell
12/12/2006	7.2	Updated based on customer comments.	Elaine Purcell
12/20/2006	8.0	Finalized based on no comments received	Sarah Worthing

CONTENTS

A-1.0 MA/MA-PD/PDP/CC Specific Registration Fields.....	A-1
A-1.1 MA/MA-PD/PDP/CC – User/Submitter Role	A-2
A-1.2 MA/MA-PD/PDP/CC – User/Representative Role.....	A-5
A-1.3 MA/MA-PD/PDP/CC – Approver	A-8
A-2.0 Modify Account Profile	A-10
A-3.0 Login to MA/MA-PD/PDP/CC Plans	A-17

FIGURES

Figure A-1: Access Request Portion of the New User Registration Screen.....	A-1
Figure A-2: MA/MA-PD/PDP/CC Related Field	A-1
Figure A-3: MA/MA-PD/PDP/CC Role Field	A-2
Figure A-4: MA/MA-PD/PDP/CC Contract Number Fields – User/Submitter.....	A-3
Figure A-5: MA/MA-PD/PDP/CC RACF ID Field	A-4
Figure A-6: MA/MA-PD/PDP/CC Justification for Access Field	A-5
Figure A-7: MA/MA-PD/PDP/CC Contract Number Fields – User/Representative.....	A-6
Figure A-8: MA/MA-PD/PDP/CC RACF ID Field	A-7
Figure A-9: MA/MA-PD/PDP/CC Justification for Access Field	A-7
Figure A-10: Access Request Portion of the New User Registration Screen.....	A-8
Figure A-11: MA/MA-PD/PDP/CC Related Fields.....	A-8
Figure A-12: MA/MA-PD/PDP/CC Role Field	A-9
Figure A-13: MA/MA-PD/PDP/CC Contract Number Fields.....	A-9
Figure A-14: MA/MA-PD/PDP/CC Justification for Access Field for Approver.....	A-10
Figure A-15: Government Computer System Warning/Reminder Screen	A-11
Figure A-16: CMS Applications Portal Introduction Screen	A-12
Figure A-17: Account Management Screen.....	A-12
Figure A-18: Log In to IACS Screen	A-13
Figure A-19: My Profile – Modify Account Profile Option.....	A-13
Figure A-20: Example of User Information Fields in Modify Account Profile.....	A-14
Figure A-21: IACS Modify Account Profile Screen - MA/MA-PD/PDP/CC.....	A-15
Figure A-22: Final Modify Account Profile Screen	A-16
Figure A-23: Government Computer System Warning Screen.....	A-17
Figure A-24: CMS Applications Portal Introduction Screen	A-18
Figure A-25: Plans Screen.....	A-19
Figure A-26: Login to IACS Screen.....	A-19

This attachment provides instructions on completing the “Required Access” portion of the “New User Registration” screen for Medicare Advantage/Medicare Advantage-Prescription Drug/Prescription Drug Plan/Cost Contracts (MA/MA-PD/PDP/CC). This attachment also provides instructions on modifying your account profile as well as instructions on how to access your desired CMS plans.

A-1.0 MA/MA-PD/PDP/CC Specific Registration Fields

Action: In the *Access Request* section, choose *MA/MA-PD/PDP/CC* for *User Type*.
(See Figure A-1)

Access Request

MA/MA-PD/PDP/CC CBO/CSR COB Provider (270/271)

User Type *

Justification for Access: *

Next Cancel

OMB: 0938-0989 Effective date: 5/06

* indicates a required field

Figure A-1: Access Request Portion of the New User Registration Screen

The screen will refresh and display an MA/MA-PD/PDP/CC related Role field as shown in Figure A-2.

Access Request

MA/MA-PD/PDP/CC CBO/CSR COB Provider (270/271)

User Type *

Role: *

Justification for Access: *

Next Cancel

OMB: 0938-0989 Effective date: 5/06

* indicates a required field

Figure A-2: MA/MA-PD/PDP/CC Related Field

Action: In the **Role** field, you may select **User/Submitter** (sends and receives data files, may look up data using the MARx/MBD user interface) or **User/Representative** (looks up data using the MARx/MBD user interface; does not send/receive data files) as your user role. The Role selection options are in a drop down list and appear as shown in Figure A-3.

The screenshot shows the 'Access Request' form. At the top, there are radio buttons for 'User Type' with options: MA/MA-PD/PDP/CC (selected), CBO/CSR, COB, and Provider (270/271). Below this is a 'Role' dropdown menu with a red arrow pointing to it from a box labeled 'Select Role'. The dropdown menu is open, showing three options: 'User/Submitter', 'User/Representative', and 'Approver'. To the left of the dropdown is the label 'Justification for Access:'. At the bottom left are 'Next' and 'Cancel' buttons. At the bottom right, there is a note: '* Indicates a required field'. The footer contains 'OMB: 0938-0989' on the left and 'Effective date: 5/06' on the right.

Figure A-3: MA/MA-PD/PDP/CC Role Field

A-1.1 MA/MA-PD/PDP/CC – User/Submitter Role

When you select the user role of User/Submitter, the screen will refresh and Contract Number fields will be displayed as shown in Figure A-4. You may enter a Contract Number (example: Hxxxx,9xxxx, Rxxxx or Sxxxx) as a User/Submitter, a Prescription Drug Event (PDE) submitter, or a Risk Adjustment Processing System (RAPS) submitter. You can enter Contract Numbers in any, or all, of the Contract Number fields as they apply to your work.

Action: Enter **Contract Numbers** (example: Hxxxx, 9xxxx, Rxxxx, or Sxxxx) one at a time, and click **Add** (See Figure A-4).

Access Request

User Type: MA/MA-PD/PDP/CC CRO/CSR COR Provider (270/271)

Role: *

For the User/Submitter Role, at least one Contract/Mailbox Number must be submitted. *

Plan Contract Number: Ex: Hxxxx or Sxxxx

PDE Mailbox Number: Ex: Hxxxx or Sxxxx

RAPS Mailbox Number: Ex: Hxxxx or Sxxxx

RACF ID:

Justification for Access:

* indicates a required field.

OMB: 0938-0989 Effective date: 5/06

Figure A-4: MA/MA-PD/PDP/CC Contract Number Fields – User/Submitter

- Contract numbers must be entered one at a time. Click **Add** after each entry.
- If you enter an invalid contract number, the screen will refresh and an error message will appear near the top of the screen informing you of the error and requesting that you enter a valid contract number. Scroll down the page to the Contract Number/s field/s and enter a valid contract number.

NOTE: Once contract numbers have been added to the registration screen, they cannot be changed or removed. If you enter an incorrect contract number, you can either cancel your registration request and do a new request or continue with your current request and inform your EPOC of the error. Your EPOC can then deny that specific contract access request.

After the Contract Number/s is entered, the screen will refresh and display the entered Contract Numbers in separate, labeled fields as shown in Figure A-5. Below the entered Contract Number fields is a field for you to enter your RACF ID.

Action: Enter a **RACF ID**, if you have one.

The screenshot shows the 'Access Request' form with the following fields and values:

- User Type:** MA/MA-PD/PDP/CC (selected), CBO/CSR, COB, Provider (270/271)
- Role:** User/Submitter *
- Plan Contract Number:** [Empty] Add Ex: Hxxxx or Sxxxx
- PDE Mailbox Number:** [Empty] Add Ex: Hxxxx or Sxxxx
- RAPS Mailbox Number:** [Empty] Add Ex: Hxxxx or Sxxxx
- Contracts:** H1010
- PDE Contracts:** HC151
- RAPS Contracts:** HC150
- RACF ID:** [Empty] (highlighted with a red arrow)
- Justification for Access:** [Empty text area]

* indicates a required field

Next Cancel

OMB: 0938-0989 Effective date: 5/06

Figure A-5: MA/MA-PD/PDP/CC RACF ID Field

Note: The RACF ID should be entered in all UPPER case. If your RACF ID is not known, STOP and call the applicable Help Desk for your user community to obtain your RACF ID information.

Attention Existing CMS System Users: If you have already been assigned a RACF ID to access CMS systems (e.g. HPMS), you must enter this ID when you register for IACS. The IACS system enforces this rule based on your SSN. Once you've been approved as an IACS user, your RACF and IACS passwords will automatically synchronize, as long as you use IACS for all future password changes. Changing your RACF password via EUA will NOT cause synchronization with IACS to occur.

Action: Enter a brief statement for the **Justification for Access**. This justification field must include a valid reason for access. (See Figure A-6)

Action: Click on **Next** when you are done filling in all the required fields on the "New User Registration" screen.

Access Request

User Type: MA/MA-PD/PDP/CC CBO/CSR COB Provider (270/271)

Role: *

For the User/Submitter Role, at least one Contract/Mailbox Number must be submitted. *

Plan Contract Number: Add Ex: Hxxxx or Sxxxx

PDE Mailbox Number: Add Ex: Hxxxx or Sxxxx

RAPS Mailbox Number: Add Ex: Hxxxx or Sxxxx

Contracts: H1010

PDE Contracts: HC151

RAPS Contracts: HC150

RACF ID:

Justification for Access:

* indicates a required field

Next Cancel

OMB: 0938-0988 Effective date: 5/06

Figure A-6: MA/MA-PD/PDP/CC Justification for Access Field

When you click on **Next**, the system will validate the data you have entered in each of the fields on the "New User Registration" screen. If there is any invalid data or there are any mandatory fields not filled in, the system will redisplay the "New User Registration" screen. The top part of the screen will be shown with error messages informing you of data that needs to be corrected or mandatory fields that still need to be filled in.

When the data in all fields are valid and all mandatory fields have been completed, the system will display a "Review Registration Details" screen in which you can review the information you entered in the "New User Registration" screen. Go to **Section 2.4 – Completion of Registration Process** in the Main Body of the User Guide for an example of the "Review Registration Details" screen. This section also provides the procedure for completing the IACS registration process.

A-1.2 MA/MA-PD/PDP/CC – User/Representative Role

When you select the user role of **User/Representative**, the screen will refresh and a Contract Number field will be displayed as shown in Figure A-7.

Action: Enter **Contract Numbers** (example: Hxxxx, 9xxxx, Rxxxx, or Sxxxx) one at a time, and click **Add**.

Access Request

User Type: MA/MA-PD/PDP/CC CBO/CSR COB Provider (270/271)

Role: UserRepresentative *

Please enter one contract at a time and click 'Add'

Contract Number(s): Add Ex: Hxxxx or Sxxxx

RACF ID:

Justification for Access:

* indicates a required field

Next Cancel

OMB: 0938-0989 Effective date: 5/06

Figure A-7: MA/MA-PD/PDP/CC Contract Number Fields – User/Representative

- Contract numbers must be entered one at a time. Click **Add** after each entry.
- If you enter an invalid contract number, the screen will refresh and an error message will appear near the top of the screen informing you of this and requesting that you enter a valid contract number. Scroll down the page to the Contract Number/s field/s and enter a valid contract number.

NOTE: Once contract numbers have been added to the registration screen, they cannot be changed or removed. If you enter an incorrect contract number, you can either cancel your registration request and do a new request or continue with your current request and inform your EPOC of the error. Your EPOC can then deny that specific contract access request.

After the Contract Number/s is entered, the screen will refresh and display the entered Contract Number/s. Below the entered Contract Number field is a field for you to enter your RACF ID.

Action: Enter a **RACF ID**, if you have one.

Access Request

User Type: MA/MA-PD/PDP/CC CBO/CSR COB Provider (270/271)

Role: UserRepresentative *

Please enter one contract at a time and click 'Add'

Contract Number(s): Add Ex: Hxxxx or Sxxxx

Contracts: H1010

RACF ID:

Justification for Access:

* indicates a required field

Next Cancel

OMB: 0938-0989 Effective date: 5/06

Figure A-8: MA/MA-PD/PDP/CC RACF ID Field

Note: The RACF ID should be entered in all UPPER case. If your RACF ID is not known, STOP and call the applicable Help Desk for your user community to obtain RACF ID information.

Attention Existing CMS System Users: If you have already been assigned a RACF ID to access CMS systems (e.g. HPMS), you must enter this ID when you register for IACS. The IACS system enforces this rule based on your SSN. Once you've been approved as an IACS user, your RACF and IACS passwords will automatically synchronize, as long as you use IACS for all future password changes. Changing your RACF password via EUA will NOT cause synchronization with IACS to occur.

Action: Enter a brief statement for the **Justification for Access**. This justification field must include a valid reason for access. (See Figure A-9)

Action: Click on **Next** when you are done filling in all the required fields on the "New User Registration" screen.

The screenshot displays the 'Access Request' form. At the top, there are radio buttons for 'User Type' with options: MA/MA-PD/PDP/CC (selected), CBO/CSR, COB, and Provider (270/271). Below this is a 'Role' dropdown menu set to 'User/Representative'. A blue instruction reads: 'Please enter one contract at a time and click "Add"'. There is a 'Contract Numbers' input field with an 'Add' button and an example 'Ex: Hxxxx or Sxxxx'. Below that, the 'Contracts' field shows 'H1010'. The 'RACF ID' field is empty. The 'Justification for Access' field is a large text area, currently empty, with a red arrow pointing to it from the right. At the bottom left, there are 'Next' and 'Cancel' buttons, with a red arrow pointing to the 'Next' button. A legend at the bottom right states '* indicates a required field'. The footer contains 'OMB: 0938-0989' on the left and 'Effective date: 5/06' on the right.

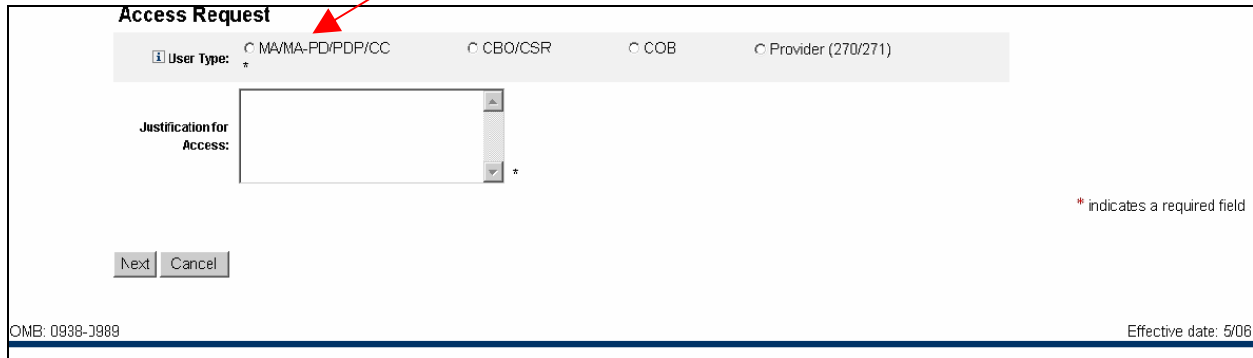
Figure A-9: MA/MA-PD/PDP/CC Justification for Access Field

When you click on **Next**, the system will validate the data you have entered in each of the fields on the "New User Registration" screen. If there is any invalid data or there are any mandatory fields not filled in, the system will redisplay the "New User Registration" screen. The top part of the screen will be shown with error messages informing you of data that needs to be corrected or mandatory fields that still need to be filled in.

When the data in all fields are valid and all mandatory fields have been completed, the system will display a "Review Registration Details" screen in which you can review the information you entered in the New User Registration screen. Go to **Section 2.4 – Completion of Registration Process** in the Main Body of the User Guide for an example of the "Review Registration Details" screen. This section also provides the procedure for completing the IACS registration process.

A-1.3 MA/MA-PD/PDP/CC – Approver

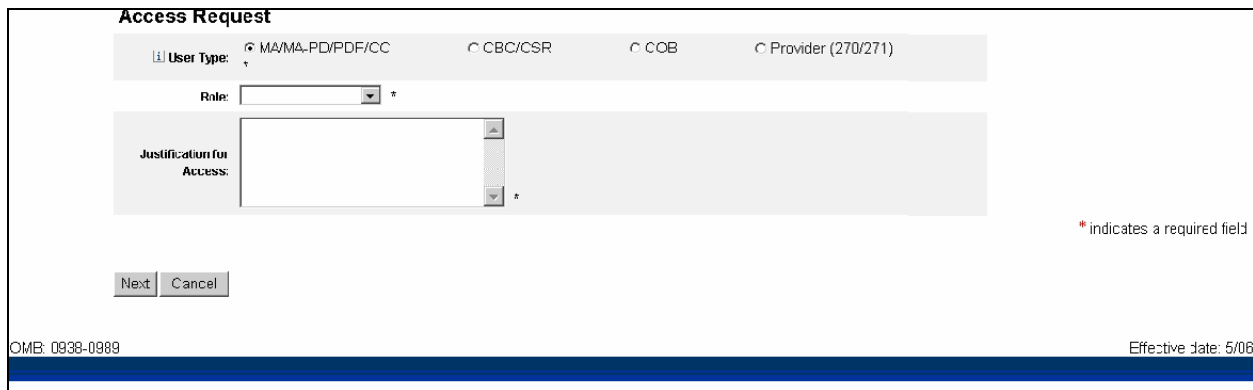
Action: In the *Access Request* section, choose *MA/MA-PD/PDP/CC* for *User Type*. (See Figure A-10)



The screenshot shows the 'Access Request' form. At the top, there is a section for 'User Type' with four radio button options: 'MA/MA-PD/PDP/CC', 'CBO/CSR', 'COB', and 'Provider (270/271)'. The 'MA/MA-PD/PDP/CC' option is selected, and a red arrow points to it. Below this is a 'Justification for Access:' text area with a vertical scrollbar. At the bottom left are 'Next' and 'Cancel' buttons. At the bottom right is a note: '* indicates a required field'. The footer contains 'OMB: 0938-0989' and 'Effective date: 5/06'.

Figure A-10: Access Request Portion of the New User Registration Screen

The screen will refresh and display an MA/MA-PD/PDP/CC related Role field as shown in Figure A-11.



The screenshot shows the 'Access Request' form after refreshing. The 'User Type' section remains the same. A new 'Role:' dropdown menu has appeared below the 'User Type' section, with an asterisk indicating it is a required field. The 'Justification for Access:' text area is still present. At the bottom left are 'Next' and 'Cancel' buttons. At the bottom right is a note: '* indicates a required field'. The footer contains 'OMB: 0938-0989' and 'Effective date: 5/06'.

Figure A-11: MA/MA-PD/PDP/CC Related Fields

Action: Select Approver from the Role selection drop down list as shown in Figure A-12.

Figure A-12: MA/MA-PD/PDP/CC Role Field

Action: Enter **Contract Numbers** (example: Hxxxx, 9xxxx, Rxxxx, or Sxxxx) one at a time, and click **Add** (See Figure A-13)

Figure A-13: MA/MA-PD/PDP/CC Contract Number Fields

- Contract numbers must be entered one at a time. Click **Add** after each entry.
- Contract numbers will appear after the Contract Number(s) field.
- If you enter an invalid contract number, the screen will refresh and an error message will appear near the top of the screen informing you of this and requesting that you enter a valid contract number. Scroll down the page to the Contract Number/s field/s and enter a valid contract number.

NOTE: Once contract numbers have been added to the registration screen, they cannot be changed or removed. If you enter an incorrect contract number, you can either cancel your registration request and do a new request or continue with your current request and inform your EPOC of the error. Your EPOC can then deny that specific contract access request.

After the Contract Number/s is entered, the screen will refresh as shown in Figure A-14.

Action: Enter a brief statement for the **Justification for Access**. This justification field must include a valid reason for access.

Action: Click on **Next** when you are done filling in all the required fields on the "New User Registration" screen.

The screenshot shows the 'Access Request' form with the following elements:

- User Type:** MA/MA-PD/PDP/CC (selected), CBO/CSR, COB, Provider (270/271)
- Role:** Approver (selected)
- Contract Number(s):** Input field with an 'Add' button and an example 'Ex. Hxxxx or Sxxxx'
- Justification for Access:** A large text area with a red arrow pointing to it.
- Buttons:** 'Next' and 'Cancel' buttons, with a red arrow pointing to the 'Next' button.
- Legend:** * indicates a required field
- Footer:** OMB: 0938-0989, Effective date: 5/06

Figure A-14: MA/MA-PD/PDP/CC Justification for Access Field for Approver

When you click on **Next**, the system will validate the data you have entered in each of the fields on the "New User Registration" screen. If there is any invalid data or there are any mandatory fields not filled in, the system will redisplay the "New User Registration" screen. The top part of the screen will be shown with error messages informing you of data that needs to be corrected or mandatory fields that still need to be filled in.

When the data in all fields are valid and all mandatory fields have been completed, the system will display a "Review Registration Details" screen in which you can review the information you entered in the "New User Registration" screen. Go to **Section 2.4 – Completion of Registration Process** in the Main Body of the User Guide for an example of the "Review Registration Details" screen. This section also provides the procedure for completing the IACS registration process.

A-2.0 Modify Account Profile

Occasionally you may want to modify your existing CMS account profile. This can involve adding contract numbers to the list of those to which you already have access. Conversely, you may also delete items from your access listing if you no longer need such access.

The following steps and screens show you how to access your profile account in IACS to make the desired modifications.

Action: Browse to <https://applications.cms.hhs.gov> (See Figure A- 15).

Action: Read the content of the government computer system WARNING/REMINDER screen, and then agree by clicking **Enter CMS Applications Portal**.

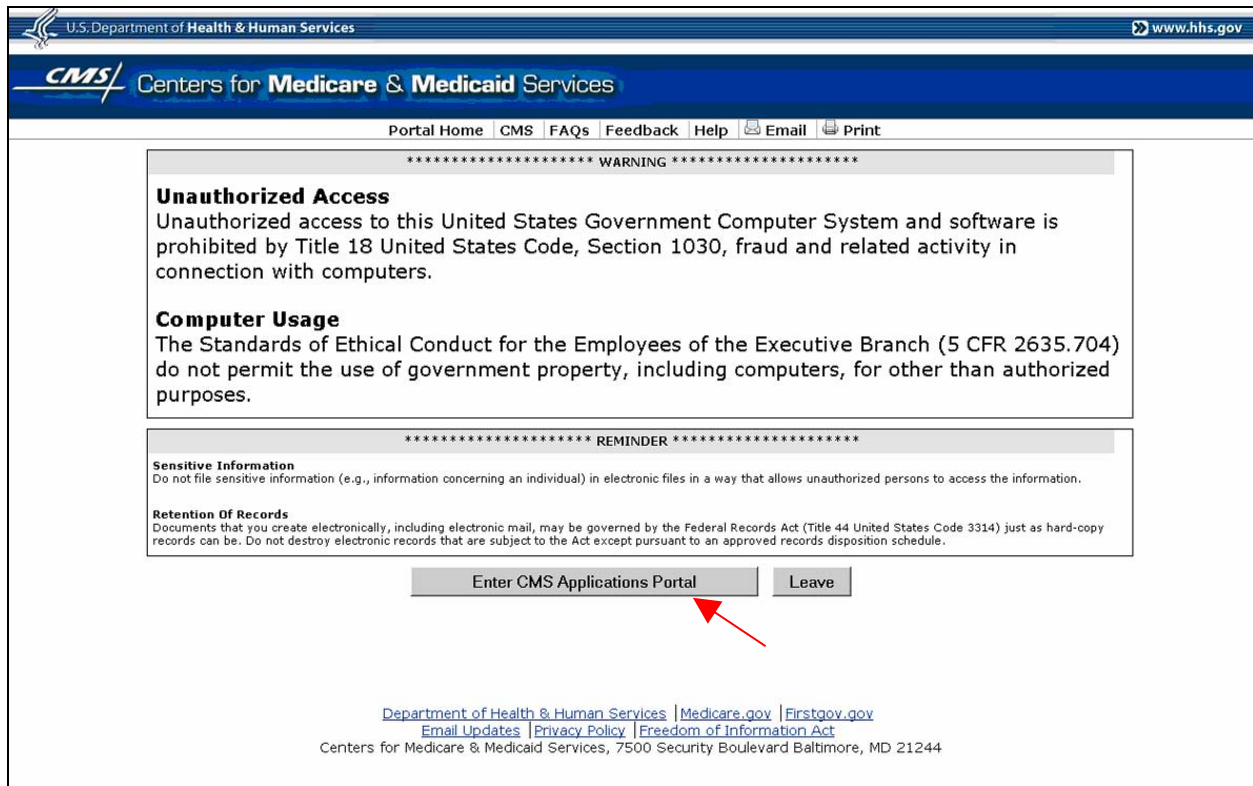
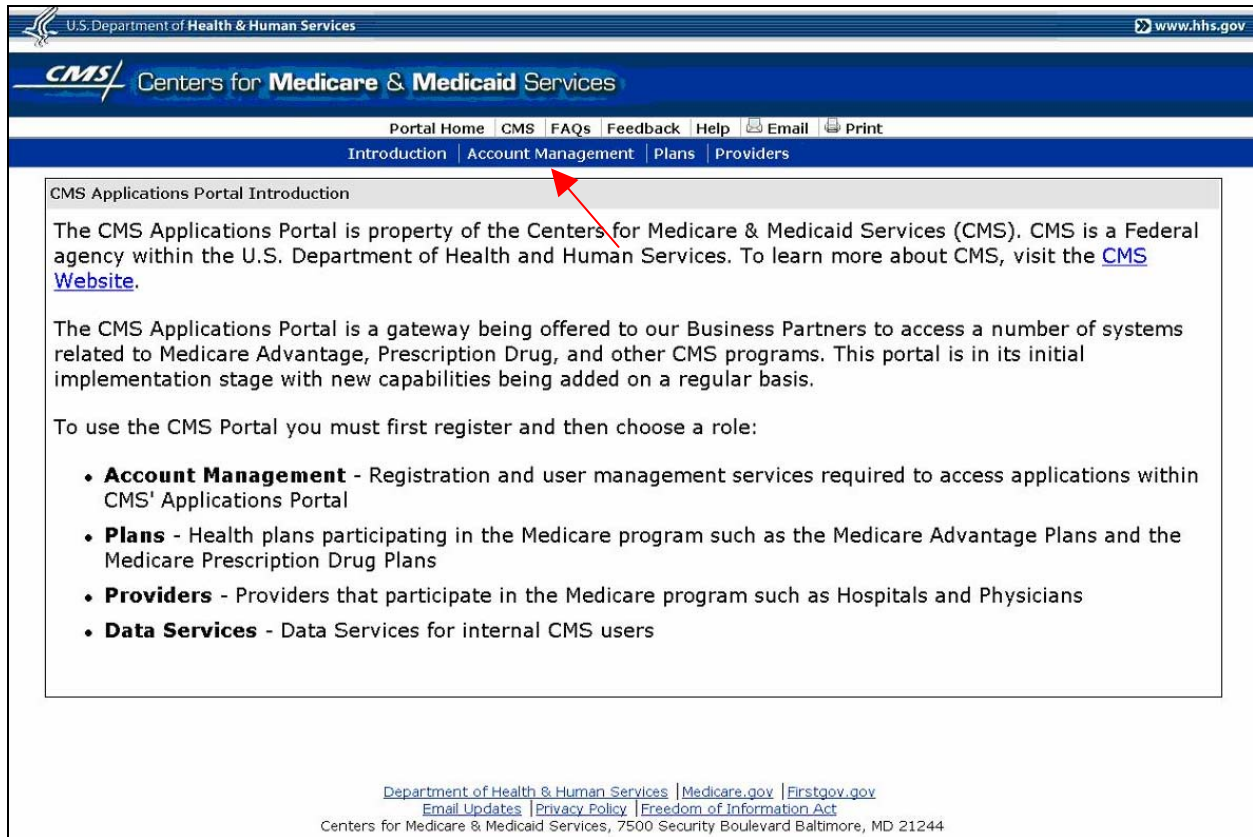


Figure A- 15: Government Computer System Warning/Reminder Screen

If you do not want to proceed any further , you can click on **Leave** to exit.

The “CMS Application Portal Introduction” screen will open as shown in Figure A-16.

Action: Click on **Account Management** in the blue menu bar towards the top of the screen.



U.S. Department of Health & Human Services www.hhs.gov

CMS Centers for Medicare & Medicaid Services

Portal Home | CMS | FAQs | Feedback | Help | Email | Print

Introduction | **Account Management** | Plans | Providers

CMS Applications Portal Introduction

The CMS Applications Portal is property of the Centers for Medicare & Medicaid Services (CMS). CMS is a Federal agency within the U.S. Department of Health and Human Services. To learn more about CMS, visit the [CMS Website](#).

The CMS Applications Portal is a gateway being offered to our Business Partners to access a number of systems related to Medicare Advantage, Prescription Drug, and other CMS programs. This portal is in its initial implementation stage with new capabilities being added on a regular basis.

To use the CMS Portal you must first register and then choose a role:

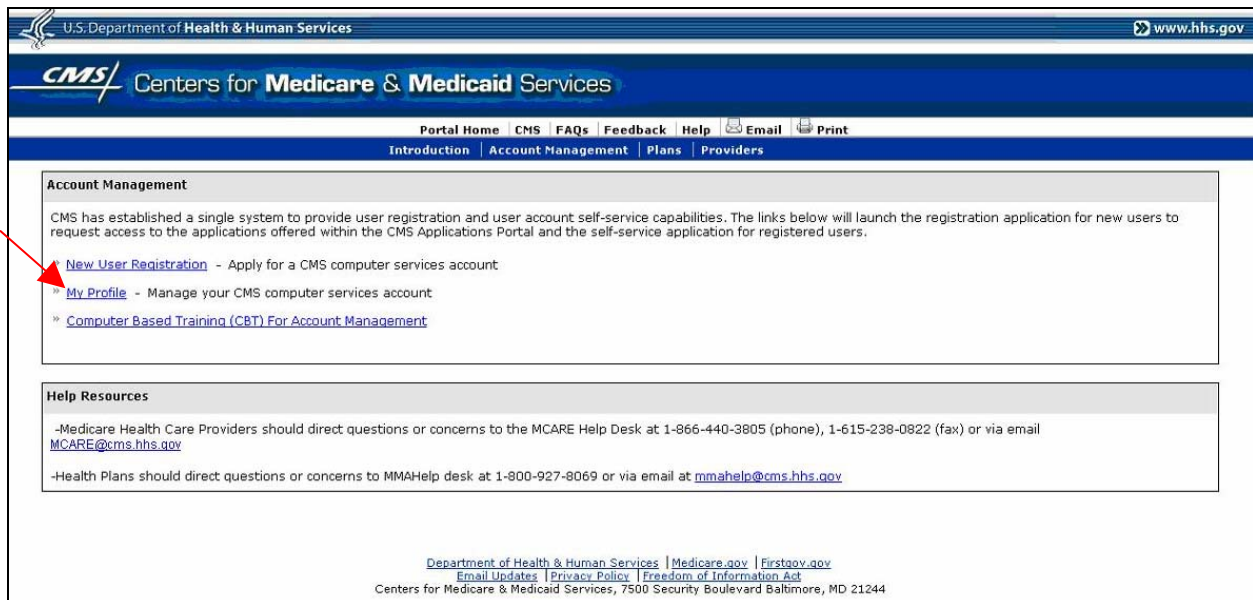
- **Account Management** - Registration and user management services required to access applications within CMS' Applications Portal
- **Plans** - Health plans participating in the Medicare program such as the Medicare Advantage Plans and the Medicare Prescription Drug Plans
- **Providers** - Providers that participate in the Medicare program such as Hospitals and Physicians
- **Data Services** - Data Services for internal CMS users

Department of Health & Human Services | [Medicare.gov](#) | [Firstgov.gov](#)
[Email Updates](#) | [Privacy Policy](#) | [Freedom of Information Act](#)
 Centers for Medicare & Medicaid Services, 7500 Security Boulevard Baltimore, MD 21244

Figure A-16: CMS Applications Portal Introduction Screen

The screen will change to the “Account Management” screen shown in Figure A-17.

Action: Click on *My Profile*.



U.S. Department of Health & Human Services www.hhs.gov

CMS Centers for Medicare & Medicaid Services

Portal Home | CMS | FAQs | Feedback | Help | Email | Print

Introduction | **Account Management** | Plans | Providers

Account Management

CMS has established a single system to provide user registration and user account self-service capabilities. The links below will launch the registration application for new users to request access to the applications offered within the CMS Applications Portal and the self-service application for registered users.

- [New User Registration](#) - Apply for a CMS computer services account
- [My Profile](#) - Manage your CMS computer services account
- [Computer Based Training \(CBT\) For Account Management](#)

Help Resources

-Medicare Health Care Providers should direct questions or concerns to the MCARE Help Desk at 1-866-440-3805 (phone), 1-615-238-0822 (fax) or via email MCARE@cms.hhs.gov

-Health Plans should direct questions or concerns to MMAHelp desk at 1-800-927-8069 or via email at mmahelp@cms.hhs.gov

Department of Health & Human Services | [Medicare.gov](#) | [Firstgov.gov](#)
[Email Updates](#) | [Privacy Policy](#) | [Freedom of Information Act](#)
 Centers for Medicare & Medicaid Services, 7500 Security Boulevard Baltimore, MD 21244

Figure A-17: Account Management Screen

The Login to IACS screen will open as shown in (See Figure A-18)

Action: Enter your *User ID*

Action: Enter your *Password* and click *Login*.

U.S. Department of Health & Human Services www.hhs.gov

CMS Centers for Medicare & Medicaid Services HELP

Individuals Authorized Access to the CMS Computer Services (IACS)

Login to IACS

You must have an IACS User ID and Password to login.
If this is your first time logging in, please use the User ID and the one-time password that was e-mailed to you by IACS.

User ID:

Password

Login Forgot Your Password?

Figure A-18: Log In to IACS Screen

A “My Profile” screen will be displayed as shown in Figure A-19.

Action: Select *Modify Account Profile*.

U.S. Department of Health & Human Services www.hhs.gov

CMS Centers for Medicare & Medicaid Services LOGOUT HELP

Individuals Authorized Access to the CMS Computer Services (IACS)

My Profile

Welcome, CSRL111. Please select one of these options:

- Change Answers to Authentication Questions
- Change Password
- **Modify Account Profile**

Logout Logged in as: CSRL111

Figure A-19: My Profile – Modify Account Profile Option

A “Modify Account Profile” screen will open. Selected **User Information** fields will be filled in with information you previously provided during the registration process, however the information in these fields cannot be changed. An example of the User Information fields in a “Modify Account Profile” screen is shown in Figure A-20.

The screenshot shows the 'Modify Account Profile' page for the CMS system. The page header includes the U.S. Department of Health & Human Services logo and the CMS logo. The main title is 'Modify Account Profile'. Below this, the 'User Information' section contains the following fields:

User ID:	TYF1746		
First Name:	EFT Tester	MI:	
Last Name:	EFT Tester5		
Email Address:	Testing@testing.com		
Office Telephone:	410-786-1683		
Company Name:	CMS	Company Telephone:	
Address 1:	7500 Security Blvd	Address 2:	Phantom City
City:	TN	State:	AL
Zip Code:	54215-1234		

Figure A-20. Example of User Information Fields in Modify Account Profile

If you are a User Type of **MA/MA-PD/PDP/CC** and your Role is that of **User/Submitter**, the Access Request portion of the “Modify Account Profile” screen will appear as shown in the example in Figure A-21. The screens for the **User/Representative** role and the **Approver** role will be similar to the one shown in Figure A-21 except the value for the Role field will reflect the different roles. It is not possible to change roles using the Modify Account Profile option. If you must change your role, contact the appropriate Help Desk for assistance.

The screenshot displays the 'IACS Modify Account Profile Screen - MA/MA-PD/PDP/CC'. At the top, it shows 'User Type: MA/MA-PD/PDP/CC' and 'Role: User/Submitter'. Below this are three sections for adding identifiers:

- Plan Contract Number:** A text input field followed by an 'Add' button.
- PDE Mailbox Number:** A text input field followed by an 'Add' button.
- RAPS Mailbox Number:** A text input field followed by an 'Add' button.

Each of these three sections is followed by a 'Modify' section:

- Modify Plan Contracts:** A list titled 'Existing Contracts and Selected Contract' containing 'H0150'. To its right is a 'Contracts to Remove' list. Between them are four arrow buttons: a single right arrow (>), a single left arrow (<), a double right arrow (>>), and a double left arrow (<<).
- Modify PDE Mailboxes:** A list titled 'Existing Contracts and Selected Contract' containing 'H0150'. To its right is a 'Contracts to Remove' list. Between them are four arrow buttons: a single right arrow (>), a single left arrow (<), a double right arrow (>>), and a double left arrow (<<).
- Modify RAPS Mailboxes:** A list titled 'Existing Contracts and Selected Contract' which is currently empty. To its right is a 'Contracts to Remove' list. Between them are four arrow buttons: a single right arrow (>), a single left arrow (<), a double right arrow (>>), and a double left arrow (<<).

At the bottom left, there are 'Next' and 'Cancel' buttons. At the bottom right, a legend states '* indicates a required field'. The asterisk is visible next to the 'Justification for Access' field label.

Figure A-21: IACS Modify Account Profile Screen - MA/MA-PD/PDP/CC

If you want to add a new Contract Number to your current list of Contract Numbers, do the following:

Action: Enter the **Contract Number** and click on **Add**.

If you want to add another Contract Number, repeat the Action stated above.

If you want to remove one or more Contract Numbers, do the following:

Action: In the **Modify Contracts/Mailboxes** field areas, within the “Existing Contracts and Selected Contracts” area select the **Contract Number** to be removed

Action: Click on the box with the arrow facing to the right (>)

The system will move the selected Contract Number to the “Contracts to Remove” area on the right. If you change your mind, you can move the Contract Number in the “Contracts to Remove” area back to the “Existing Contracts and Selected Contracts” area by clicking on the box with the arrow facing to the left (<).

If you want to move all Contract Numbers in the “Existing Contracts and Selected Contracts” area to the “Contracts to Remove” area, click on the box with the double arrow facing to the right (>>). If you change your mind, you can move all the Contract Numbers in the

“Contracts to Remove” area back to the “Existing Contracts and Selected Contracts” area by clicking on the box with the double arrow facing to the left (<).

Once you have finished making your modifications, perform the following:

Action: Enter a brief statement for the **Justification for Access**. This justification field must include a valid reason for access.

Action: Click on **Next** when you are done modifying your registration profile.

When you click on Next, a final registration screen will be displayed as shown in Figure A-22. You must click on the “OK” button to complete the account profile modification process. If you select the “Cancel” button, your account profile modification process will be cancelled and any changes you made to your profile will be lost.

Action: Click on **OK**.

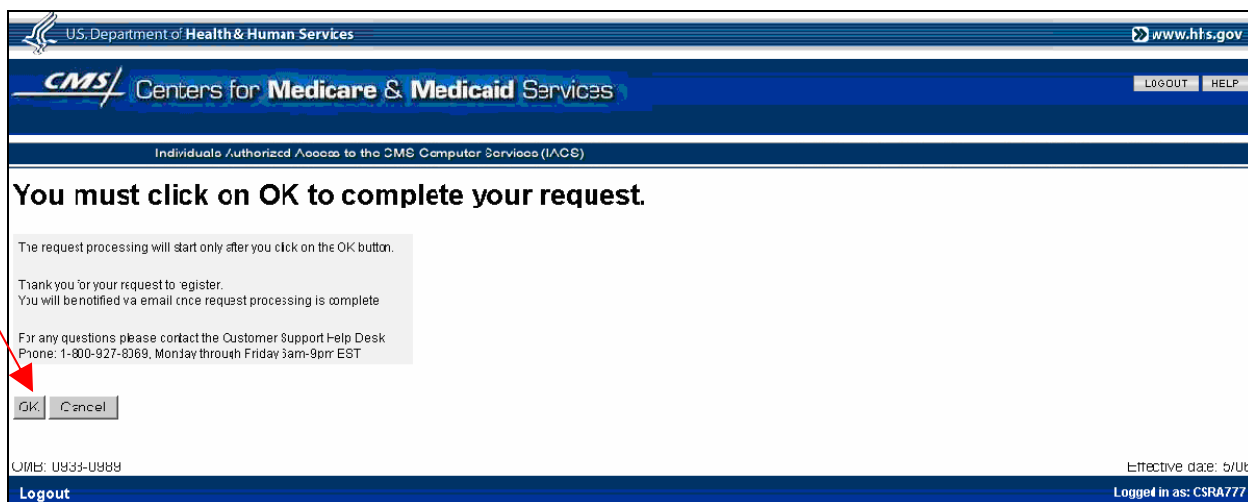


Figure A-22. Final Modify Account Profile Screen

After Account Profile Modification

You will be sent an email confirming that IACS has received your request and giving you a Request Number. You should use that request number if you contact CMS regarding your request. If an email notification is not received within 24 hours after you register, please contact the applicable Help Desk for your user community.

Your approver will be notified of your pending request via email. You will be notified via email of the approval or denial of your requested modification.

NOTE: Removal of Contracts does not require approval.

A-3.0 Login to MA/MA-PD/PDP/CC Plans

Once you have been approved and provisioned in IACS, you will want to access the screens for the plan/s you will be working on. You will login through IACS and the system will verify and authorize you to access the desired plan. You will then be presented the opening screen for the plan application you are accessing.

The following steps and screens show you how to access your desired plans through IACS.

Action: Browse to <https://applications.cms.hhs.gov> (See Figure A-23).

Action: Read the contents of the government computer system “WARNING/REMINDER” screen, and then agree by clicking **Enter CMS Applications Portal**.

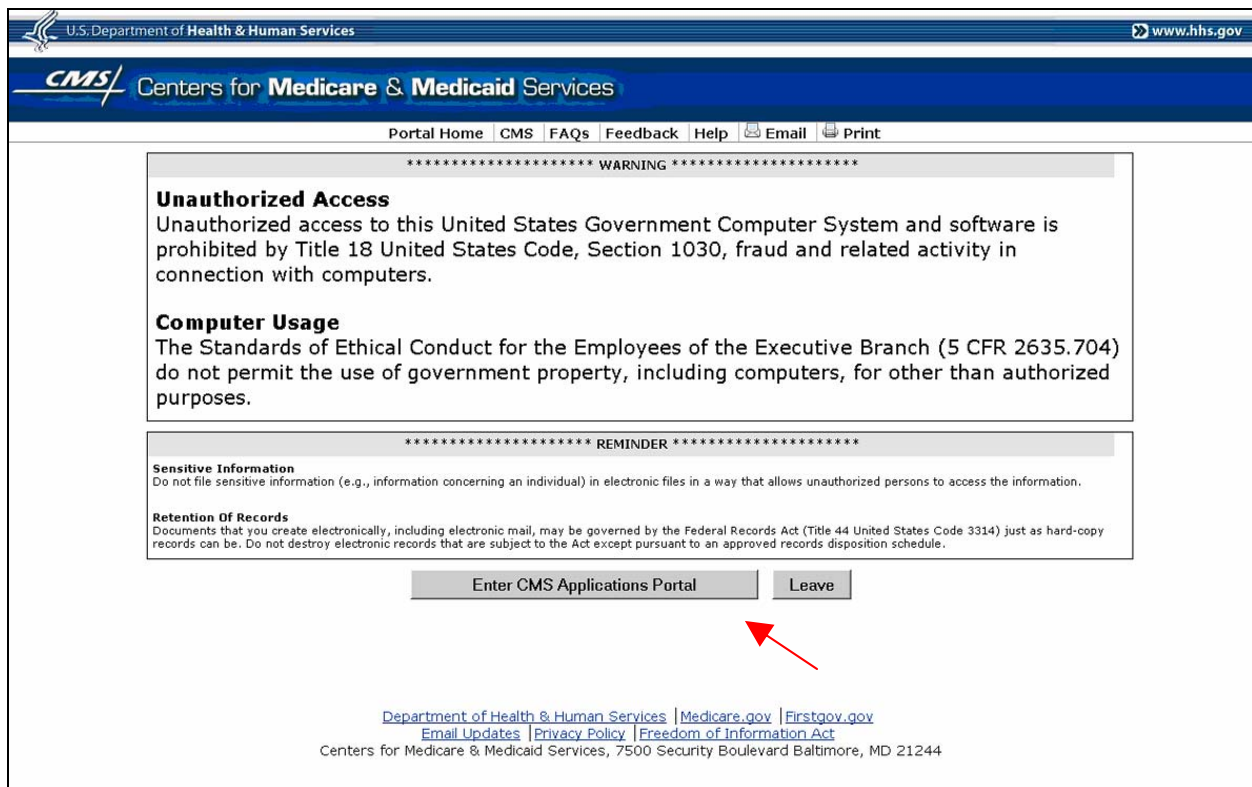


Figure A-23: Government Computer System Warning Screen

If you do not want to proceed any further, you can click on **Leave** to exit.

The CMS Application Portal screen will open as shown in Figure A-24.

Action: Click on **Plans** in the blue menu bar towards the top of the screen.

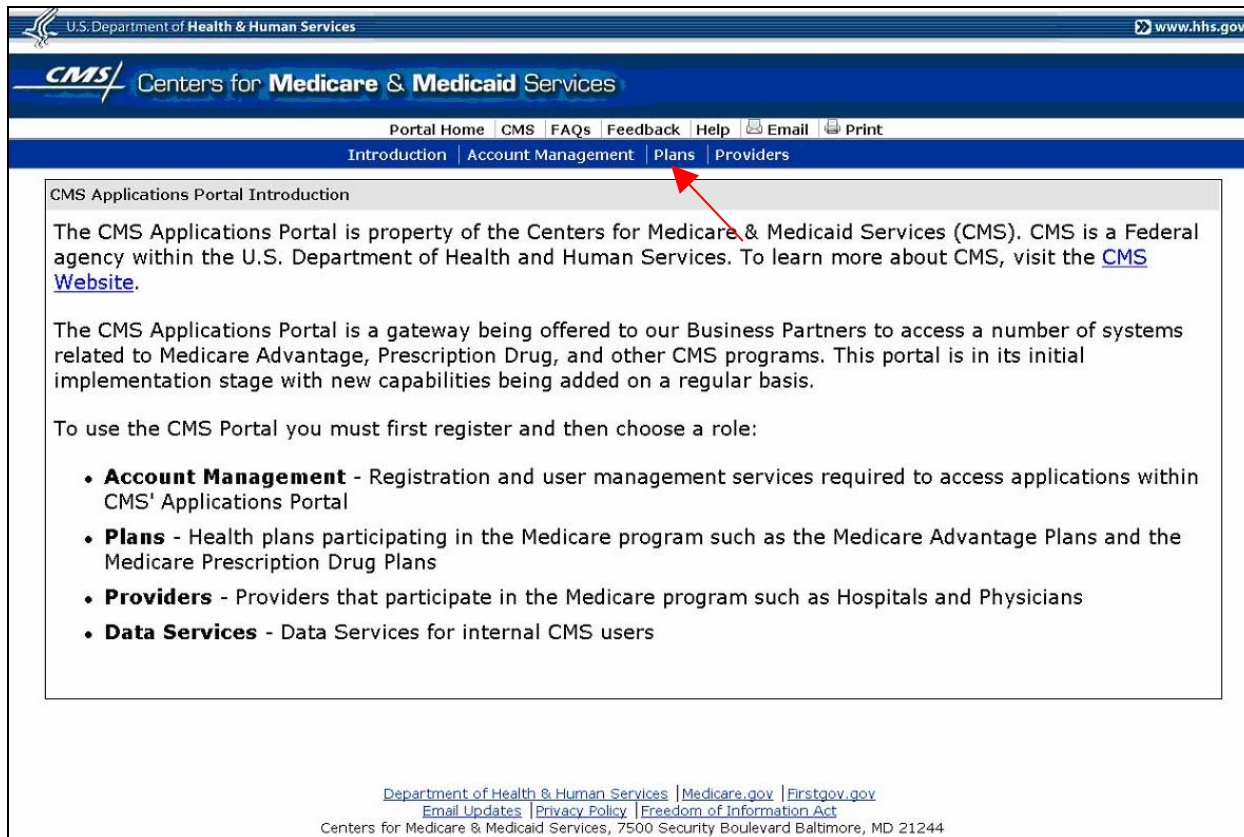


Figure A-24: CMS Applications Portal Introduction Screen

The screen will change to the Plans screen shown in Figure A-25.

U.S. Department of Health & Human Services www.hhs.gov

CMS Centers for Medicare & Medicaid Services

Portal Home | CMS | FAQs | Feedback | Help | Email | Print

Introduction | Account Management | Plans | Providers | Data Services

Plans

CMS continues to work toward streamlining and improving Plan user access to beneficiary data required to administer MMA contracts. CMS is implementing new screens that combine the information that Plans previously accessed using the separate MARx and MBD User Interfaces. As a result, Plans will access a single user interface to obtain a consistent view of beneficiary eligibility and enrollment data.

The following applications are available to Health Plans participating in the Medicare program:

- » [Medicare Advantage & Part-D Inquiry System](#)
- » [Medicare Beneficiary Database User Interface - \(MBD UI\)](#)

Important Messages

-CMS has completed the single UI, the Medicare Advantage & Part-D Inquiry System (referred to as the common UI & formerly referred to as the MARx UI). The data, which was once available through the MBD-UI, will now be available through the common UI. This data will be incorporated into several existing MARx screens (M205, M222 and M232) as well as a new screen (M233-Beneficiary-Utilization.)

-The MBD-UI will retired in mid-December and will not be accessible after that time

[Department of Health & Human Services](#) | [Medicare.gov](#) | [Firstgov.gov](#)
[Email Updates](#) | [Privacy Policy](#) | [Freedom of Information Act](#)
 Centers for Medicare & Medicaid Services, 7500 Security Boulevard Baltimore, MD 21244

Figure A-25: Plans Screen

Action: Click on the link to the plan you want to access: MA Part D or (MBD UI).

The IACS Login screen will be displayed as shown in Figure A-26.

U.S. Department of Health & Human Services www.hhs.gov

CMS Centers for Medicare & Medicaid Services

Individuals Authorized Access to the CMS Computer Services (IACS)

Login to IACS

Enter your User ID and password, and then click **Login**. If you can't remember your password, click **Forgot your password?**

User ID

Password

[Forgot your password?](#)

Figure A-26: Login to IACS Screen

When you login with your IACS User ID and Password, the system will verify your identity. The IACS system will notify your plan application software that you are authorized to access the application. The application will then open the first screen for you to begin your work.