Individuals Authorized Access to the CMS Computer Services (IACS) Approver
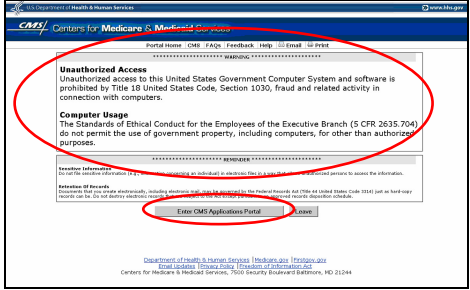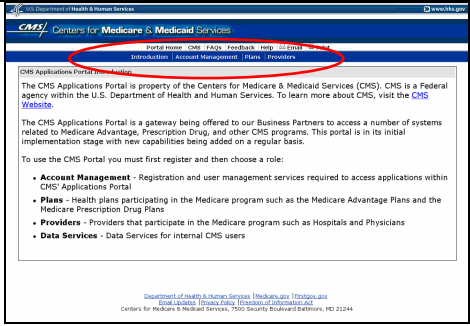
Quick Reference Guide

This Quick Reference Guide provides the step-by-step instructions for an approver to process user requests for which the approver is responsible.
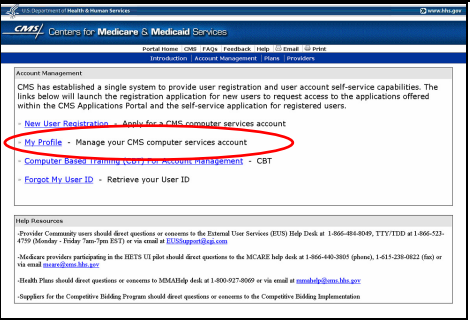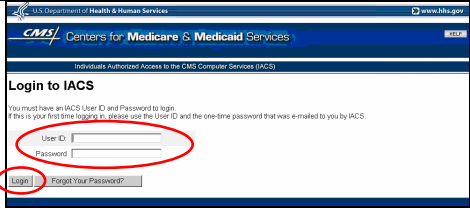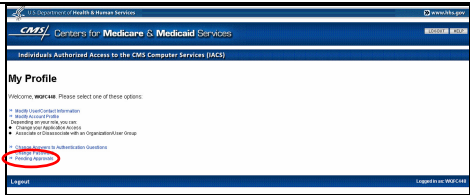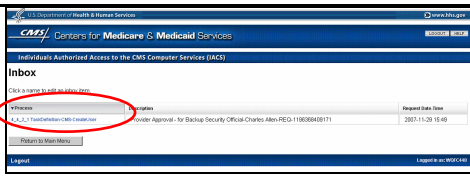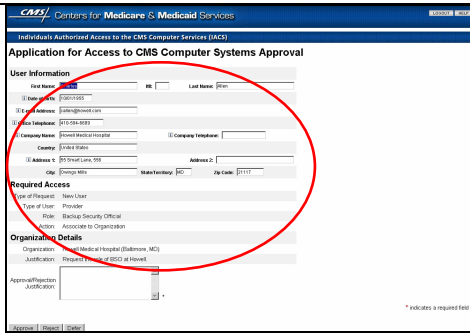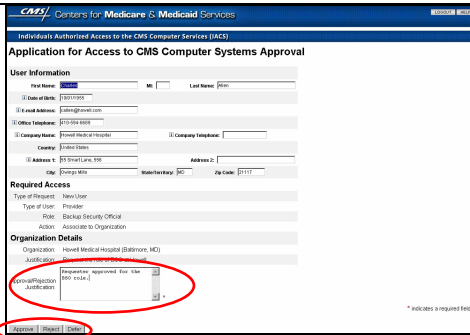
An approver may be responsible for processing the following types of user requests:
- CMS application roles
- Creation of community user groups
- Associations to community organizations or user groups
- Community user roles
- Changes to application or community roles

If you need assistance with the approval process, contact your Help Desk.

The Steps for an IACS Approver to Process an Access Request:

Step	Action	Screen Displayed
1	Go to the CMS Applications Portal URL: https://applications.cms.hhs.gov	
2	Read the contents of the "CMS Applications Portal **WARNING/REMINDER**" screen. Click on the **Enter CMS Applications Portal** button.	
3	Click on the **Account Management** hyperlink on the blue menu bar on the top of the "CMS Application Portal Introduction" screen.	

4	Click on the **My Profile** hyperlink on the "Account Management" screen.	
5	Enter your IACS **User ID** and **Password** in the fields provided on the "Login to IACS" screen. Click on the **Login** button.	
6	Select the **Pending Approvals** hyperlink on the "My Profile" screen.	
7	Select the **Name** under the "Process" column of the request you want to review. Note: The role being requested, the name of the requester and the request number are provided in the "Description" column.	
8	Review the access request information in the "Application for Access to CMS Computer Systems Approval" screen.	
9	Enter a brief statement for the **Approval/Rejection Justification** and click on the desired button: • **Approve**: Approve the request. • **Reject**: Reject the request. • **Defer**: Defer action on the request until a later time.	

10	The next screen to be displayed will depend on whether there are more requests to be processed or not:
	    • If there are more requests to be processed, the "Inbox" screen will be displayed. You may continue processing other requests.
	    • If there are no more requests to be processed, the "My Profile" screen will be displayed. The Pending Approvals link will not appear on the screen.	

11	From the "My Profile" screen, click on **Logout** in the blue bar across the middle of the "My Profile" screen.	