Individuals Authorized Access to the CMS Computer Services (IACS) Backup Security Official (BSO) Registration Quick Reference Guide

This Quick Reference Guide provides the step-by-step instructions for self-registration as an IACS Backup Security Official for an Organization. This guide also includes instructions to log into IACS for the first time and change your temporary password.

A Backup Security Official performs many of the same functions as a Security Official in an Organization. There can be one or more Backup Security Officials in an Organization. The Backup Security Official can approve the access request of User Group Administrators and Application Approvers, and may aid the Security Official with the administration of User Groups and user accounts in the Organization.

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 <i>Enter CMS Applications</i> <i>Portal</i> button.	Control of Marketing of Marketing of States (States Constraints) Control of Marketing of Marketing of States (States Constraints) Constraints of States Constraints (States Constraints) Constraints) Constraints Cons
3	Click on the Account Management hyperlink on the blue menu bar on the top of the "CMS Application Portal Introduction" screen.	Control for Medicare (): Medical Derivice Control for Medicare (): Medicare (

The Steps for IACS Registration for a Backup Security Official:

Step	Action	Screen Displayed
4	Refer to the "Help Resources" portion of the screen and record the contact information for your Help Desk. Note: If you need assistance with the registration process, contact your Help Desk. Click on the <i>New User Registration</i> hyperlink on the "Account Management" screen.	Concept for Medican S Medical Sciences Figure 1 (1997) Concept for Medical Figure 1 (1997) Concept for Medical
5	Select your CMS User Community on the "New User Registration Menu for CMS Communities" portion of the screen by clicking the link that best describes your business relationship with CMS. For example: Click on the Provider Community hyperlink if you belong to the Medicare Provider Community.	Contract for WeekCare 5 (Contracts Service) Contract for Contracts (Contracts Contracts) Contract for Contracts (Contracts) Contract for Contracts (Contracts) Contract for Contracts Contract for Contracts Contract for Contracts Contract Contracts Contract
6	Read the Terms and Conditions - Privacy Act Statement. Check the <i>"I Accept the above Terms</i> <i>and Conditions</i> " box. Click on the <i>I Accept</i> button.	Contract from Maddacare S Medicaid Stratuces Instant Advanced Advance and Medicaid Stratuces Instant Advanced Advance and Advanced A
7	Select the role of Backup Security Official on the "New User Registration" screen by clicking on the radio button next to the "Backup Security Official" role. Click on the Next button.	Contrast to the second se
8	Read the Backup Security Official - Terms and Conditions. Check the <i>"I Accept the above Terms</i> <i>and Conditions"</i> box. Click on the <i>I Accept</i> button.	

Step	Action	Screen Displayed
9	On the "New User Registration" screen enter the required information in the User Information fields, as follows: Enter your name, date of birth and Social Security Number (SSN) exactly as it is on file with the Social Security Administration (SSA). Note: Your first and last name, SSN and date of birth are validated against data at the Social Security Administration. Enter your e-mail address.	Contract Advanced Advanced Servery Color Contract Advanced Advanced Servery Color Contract Advanced Advance
10	Click on the Next button. If SSA validates your SSA information	Secondary
	successfully, the "E-mail Address Verification" screen will appear. Leave this screen open while you proceed to the next step. Note: You will have 30 minutes to enter your verification code. *If your SSA information cannot be validated, please, contact your local SSA office. Contact information can be found at <u>http://www.ssa.gov</u> on the SSA website.	Event and Audentifications of a Medication Skynology Instrumentation State Skynology (Control Control Week and Control Control Control Skynology (Control Control Skynology (Control Control Skynology (Control Skyn
11	Go to your e-mail Inbox and open the message with the e-mail <i>Verification</i> <i>Code</i> (Subject Line: Email address Verification). Record the Verification Code provided. NOTE: Do NOT use the Verification Code shown here. It is provided for illustrative purposes only.	You are receiving this email in response to a Registration request being submitted by you in IACS. Please enter the following code in the Registration window to complete verification and proceed with your request. Verification Code: 69751046 Thank you, IACS Please do not reply to this system generated email.

Step	Action	Screen Displayed
12	Enter the <i>Verification Code</i> in the "Email Address Verification" screen. Click on the <i>Next</i> button.	Control of the Manual Annual Ann
13	Enter the <i>Professional Contact</i> <i>Information</i> on the "New User Registration" screen. Note: The fields in the User Information portion of the screen have been pre- populated and cannot be changed.	Concerns of and Advance Answer Concerns for Medicare 3: Medical Borycoc Indexed Advance Answer (Stational Borycoc) Indexed Advance Answer (Stational Bory
14	Enter Organization Search information in the Organization Search fields. Provide, at a minimum, all or part of the Business Name of the Organization and, the Country and State/Territory in the Organization's address. Click on the Search button.	Access Regist We determine Simply
15	Select your desired Organization from the drop-down list in the "Organization(s)" field in the "Organization Details" area of the screen.	Access Regard To the first instance The more field from (1990) Sector Objections The sector Objection Sector Objections The sector Objection The se
16	Enter the <i>Justification for Action</i> (the reason you are requesting access). Click on the <i>Next</i> button.	Access trapped Time Provide Data (Router) Office Time Provide Data (Router) Office Organization Details Better the Organization Details Organization Details Organizationo

Step	Action	Screen Displayed
17	 Review the information on the <i>"Review Registration Details</i>" screen to make sure the information is correct and then click on the desired button: <i>Submit</i>- (to submit the registration request) <i>Edit</i>- (to return to the "New User Registration" screen to make changes to information you have entered, such as your Professional Contact Information) <i>Cancel</i>- (to cancel your registration request). 	● entropy of a Madriana S Madriana Surplus Control for Madriana S Madriana Sorphises Interventional Sector Sec
18	Record your request's tracking number or print the screen information by clicking the <i>Print</i> button to the right of the text. Note: You will need the request tracking number if you need assistance from your Help Desk. Click on the <i>OK</i> button on the "Registration Acknowledgement" screen to complete your registration. * The system will send you an e-mail that contains the request tracking number. Contact your Help Desk if you do not receive this e-mail within 24 hours.	
19	Once your request is approved, you will receive two e-mail messages. The first e-mail message will contain your IACS User ID. The second e-mail message will contain a temporary one-time password. Note: Wait until you receive your IACS User ID and temporary one-time password to continue to the next step.	
20	Go to the CMS Applications Portal URL: <u>https://applications.cms.hhs.gov</u>	

21	Read the contents of the "CMS	
	Applications Portal	Controls for Medicane S. Market and access freehouting. So and divine found time. One rates readed time. Sealand divine
	WARNING/REMINDER" screen.	Unaathorized Access Unaathorized Access to this United States Government Computer System and software is prohibited by Title 10 United States Code, Section 1030, fraud and related activity in connection white computers.
	Click on the Enter CMS Applications	Computer Usage The Standards of thical Conduct for the Employees of the Executive Branch (5 CFR 2635 704) do not permit the use of government property, including computers, for other than authorize purposes
	Click on the <i>Enter CMS Applications</i> <i>Portal</i> button.	Contract of the second se
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22	Click on the <i>Account Management</i>	Contract functs from Medicane Services
	hyperlink on the blue menu bar on the top of the screen.	
		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
		related to Medicare Advantage, Prescription Drug, and other CMS programs. This portal is in its initial implementation target with the expapabilities being added on a regular basis. To use the CMS Portal you must first register and then choose a role:
		Account Nanagement - Registration and user management services required to access applications within CMS Applications Foral Phans - Health Jans participating in the Medicare program such as the Medicare Advantage Plans and the
		Medicare Prescription Drug Plans • Provides: - Provides: That participate in the Medicare program such as Hospitals and Physicians • Data Services - Data Services for Internal CMS users
		Description of Annual Tuberge Lengtes Theorem (Traditional Control of Control
23	Note: Your Help Desk contact	Contract of Andrew Investment Contract of Medicaid Society Contract of Medicaid Society
	information appears on the "Help	Oct 2/5 10 INRUGENT OF INRUGENT OCT 100/0051 Provident Oct 100/01 Problem Help Entral IC Inter Britesitation Account Messgenerit Elima Providen
	Resources" portion of the screen.	CMDs setabilished a single system to provide user registration and user account self-service capabilities. The Inick below will aunch the registration application for new users to request access to the applications offered within the CMS deplications Portal and the self-service application for registreed users.
	Click on the My Profile hyperlink on the	- Here User Representation - Apply for a CH3 composer sum isse account - <u>My Englise</u> - Manage your CM5 computer services account
	Click on the <i>My Profile</i> hyperlink on the "Account Management" screen.	Computer Darks training (SBS) for Associat Handperiority - CBT Forgot My User ID - Retrieve your User ID
		Neigh Resources
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24	Enter your new IACS User ID and	Clic US Department of Health & Hennes Services Controls for Medicane & Medicaid Services
	<i>Password</i> in the fields provided on the "Login to IACS" screen. (These are the	Individuals Authorized Access to the CMS Compare Services (MCS) Login to IACS
	User ID and Password you received in	You must have an MCS User (D and Password to logn. If this is your final time logging in, grease use the User (D and the one-time password that was e-mailed to you by MCS.
	the two e-mail messages.)	Use D
		Kajar
	Click on the <i>Login</i> button.	
25	Enter your new Password on the	Contract freeds there alrees Contract freeds there alrees Contract for Medicare & Medicaid Biry/cont
	"Change Password" screen in the new password box.	Industa Altropol foreign the Conf Compare Servers (ACC) Change Password
		To passed the expert in scard AMAINS means a lightware free to the first to the first of th
	Enter the same new Password in the	CMS Password Policy
	"Confirm New Password" box.	 The present on the share of children over 60 (or.) The present multiple indexectory tays The present multiple indexectory and the multiple indexectory tays The present multiple indexectory and the multiple indexectory tays The present multiple indexectory multiple indexecto
	Click on the <i>Change Password</i> button.	
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26	Click on the <i>Change Answers to</i> <i>Authentication Questions</i> hyperlink on the "My Profile" screen.	
27	Answer at least two (2) of the ten (10) <i>Authentication Questions</i> on the "Change Answers to Authentication Questions" screen. Click on the <i>Save</i> button when you have finished answering the questions.	
28	Click on the OK button on the "Change Answers Results" screen.	Comparement of Handle Schwarze Andream Comparements of the Mitchight Schwarze (Schwarze Schwarze Schwa
29	On the "My Profile" screen, you may select another option presented on the screen or click <i>Logout</i> on the bottom left corner of the screen.	Construction frame & Means Annuel Services Construction (Services) Construction for Medicane & Medicaid Services Individual Anthonized Access to the CMS Compares Services (SACS) Property Model and Anthonized Access to the CMS Compares Services (SACS) Property Construction for the Annuel Service Construction for the Annuel Service Construction of the Annuel Service (SACS) Construction of the A