Individuals Authorized Access to the CMS Computer Services (IACS) End User Registration Quick Reference Guide

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

An End User is a staff member who is trusted to perform Medicare business for the Organization. An End User is part of a User Group within the Organization. End Users may belong to multiple User Groups in one or more Organizations.

The Steps for IACS Registration for an End User:

Step	Action	Screen Displayed
1	Go to the CMS Applications Portal URL: <u>https://applications.cms.hhs.gov</u>	
2	Read the contents of the "CMS Applications Portal WARNING/REMINDER " screen. Click on the <i>Enter CMS Applications</i> <i>Portal</i> button.	Contract from the Market and Contract from the Second
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 S. Medicald Sproyles Control for Medicare S. Medicald Sproyles Control for Medicare S. Medicald Sproyles Control for Medicare S. Medicald Medicare S. Medicald Services Control for Medicare S. Medicald Medicare Structure Structure Control for Medicare S. Medicald Medicare Structure Structure The CH5 Application Fortal is patients by the Control for Medicare S. Medicald Services Control for Medicare Medicare Structure The CH5 Applications Fortal is a gateway being offered to our Business Fartners to access a number of systems related to Medicare Advantage, Prescription Drug, and other CM5 programs. This portal is in its initial implementation stage with these capabilities the gaded on a regulare basis. To use the CM5 Portal you must first register and then choose a role: Accored Management - Registration and user management services regulared to access applications within CRF2 Applications Fortal is not be medicare program such as the Medicare Advantage Flans and the Medicare Advantage France To Data Services. Data Services - Data Services for Internal CMS users CRF2 Applications that patients the medicare program such as Hoppitals and Physicians Data Services - Data Services for Internal CMS users CRF2 Applications

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 New User Registration hyperlink on the "Account Management" screen.	Concernent Contract Contend Contract Contract Contract Contract Contract Contract Contra
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.	Contrary for Medicaine S. Medicaid Schrödes Contrary for Medicaine Schrödes Polymer (Schrödes) Contrary for Medicaine Schrödes Contrary for Medicaine Schrödes Polymer (Schrödes) Contrary for Medicaine Schrödes Polymer (Schrödes) Polymer (Schrö
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 of the Mathematication Contract of the Mathemati
7	Select the role of <i>End User</i> on the "New User Registration" screen by clicking on the radio button next to the "End User" role. Click on the <i>Next</i> button.	Concrete for Medicate & Medicated Explores Concrete for Medicate Conconcrete for Medica
8	Read the End User - 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.	<page-header></page-header>

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. Click on the Next button.	Control for Medican's Medical Services Product Annual Annual Annual Section (Control of Control of
10	If SSA validates your SSA information 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.	Encounter Encounter Contraction International Address Verification International Address Verification International Address Verification
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 "E- mail Address Verification" screen. Click on the <i>Next</i> button.	Control to Storement Annual Annual Annual Annual Annual Story College Control of Storement Annual Store Coll Convected Storement (Coll Storement) Control of Storement Annual Store Coll Convected Storement (Coll Storement) Control of Storement Annual Store Coll Convected Storement (Coll Storement) Control of Storement Annual Store Coll Convected Storement (Coll Storement) Control of Storement Annual Store Coll Convected Storement (Coll Storement) Control of Storement Annual Store Coll Convected Storement (Coll Storement) Control of Storement Annual Store Coll Convected Storement (Coll Storement) Control of Storement Annual Store Coll Convected Storement (Coll Storement) Control of Storement Annual Store Coll Convected Storement (Coll Storement) Control of Storement Annual Store Coll Convected Storement (Coll Storement) Control of Storement (Coll Storement) Control of Storement) Control of Storement) Control of Storement (Coll Storement) Control of Storement) Control of Storement) Control of Storement Control of Storement
13	Enter the Professional Contact Information 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.	Control for Medicang S Medicaid Services Control for Medicaing S
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.	
15	Select your desired Organization from the drop-down list in the "Organization(s)" field in the "Organization Details" area of the screen.	Access Regress
16	Select your desired User Group from the drop-down list in the "User Group(s)" field in the "Organization Details" area of the screen.	Access Request The set of the set
17	Enter the <i>Justification for Action</i> (the reason you are requesting access). Click on the <i>Next</i> button.	Access Request

Step	Action	Screen Displayed
18	 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). 	Production of an Model card of a Model card (a Service) Product of an Model card of a Model card (a Service) Product of an Model card of a Model card (a Service) Product of a Model card of a Model card (a Service) Product of a Model card of a Model card (a Service) Product of a Model card of a Model card (a Service) Product of a Model card of a Model card (a Service) Product of a Model card of a Model card (a Model
19	Record your request's tracking number or print the screen information by clicking the Print 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.	Concretence of Health & Homese Service Concretence for Medicater & Medicatid Services Description Concretence for Medicater & Medicatid Services Description Concretence for Medicater & Medicatid Services Description Concretence for Medicater & Medicatid Services Owner Concretence for Medicater & Medicatid Services Owner Concretence for Medicater & Medicatid Services Concretence for Medicater & Medicat
20	Once your request is processed, 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.	
21	Go to the CMS Applications Portal URL: <u>https://applications.cms.hhs.gov</u>	

22	Read the contents of the "CMS Applications Portal WARNING/REMINDER " screen. Click on the <i>Enter CMS Applications</i> <i>Portal</i> button.	Construction that was a water Construction of Medicane St Medicane State States Productions of Medicane St Medicane Productions
23	Click on the Account Management	Disentener atmeth 8 innen konste Ortern fre indisen 8 indiset i known farsten Ortern fre indisen 8 indiset i known farsten Disenten farste i known farsten Disenten farste i known farsten
23	hyperlink on the blue menu bar on the top of the screen.	Control for Medicary (5 Medical Sorvice) Provides The Control
24	Note: Your Help Desk contact information appears on the "Help Resources" portion of the screen. Click on the <i>My Profile</i> hyperlink on the "Account Management" screen.	Carbon Contracted House House Carbon Contract Co
25	Enter your new IACS User ID and Password in the fields provided on the "Login to IACS" screen. (These are the User ID and Password you received in the two e-mail messages.) Click on the Login button.	Vertures for Medicare & Medi
26	Enter your new Password on the "Change Password" screen in the new password box. Enter the same new Password in the "Confirm New Password" box. Click on the Change Password button.	

27	Click on the <i>Change Answers to</i> <i>Authentication Questions</i> hyperlink on the "My Profile" screen.	Contrast of Name Status
28	Answer at least two (2) of the ten (10) <i>Authentication Questions</i> on the "Change Answers to Authentication Questions" screen.	Declaration devices to the Odd Computer Service (note) Change Answers to Authentication Questions Answers to Authentication Questions Answers to Authentication Questions Answers to Authentication Questions Answers Ans
	Click on the <i>Save</i> button when you have finished answering the questions.	
29	Click on the <i>OK</i> button on the "Change Answers Results" screen.	Contrary for Medicare S. Medicaid Sonyces
30	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.	Control Nation Nation Nation Control Nation
31	Refer to the "IACS Request Access to a CMS Application for Individual Practitioners and, Organization Users and Surrogates- Quick Reference Guide", on the same website, to log into IACS and request access to a CMS application.	