

Individuals Authorized Access to the CMS Computer Services (IACS)

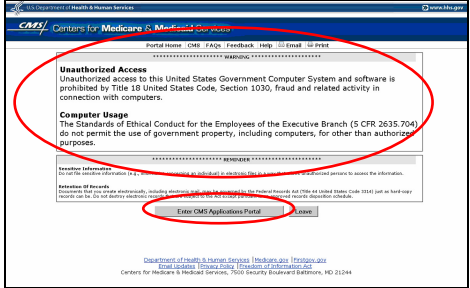
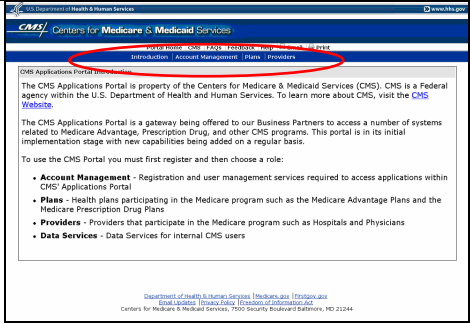
User Group Administrator (UGA) Registration

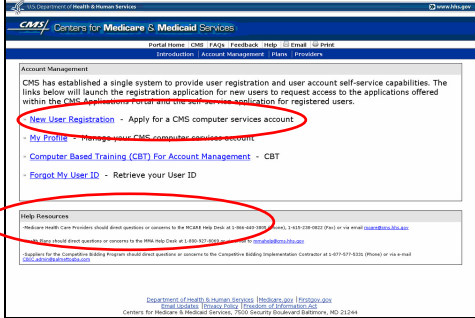
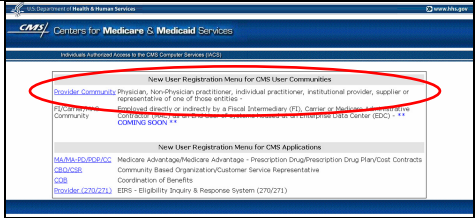
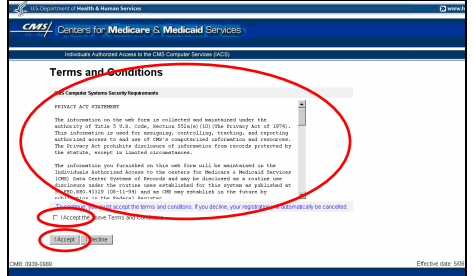
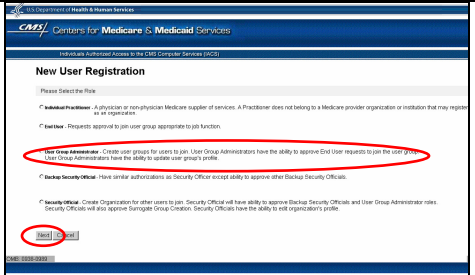
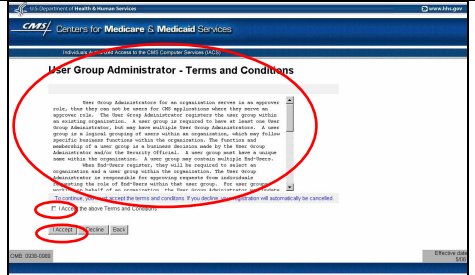
Quick Reference Guide

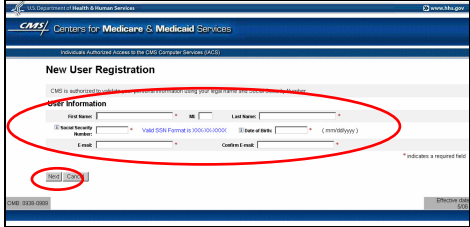
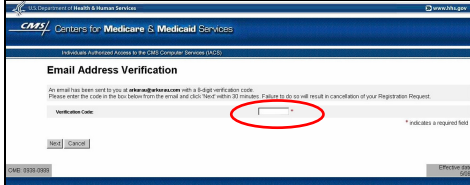
This Quick Reference Guide provides the step-by-step instructions for self-registration as an IACS User Group Administrator. This guide also includes instructions to log into IACS for the first time and change your temporary password.

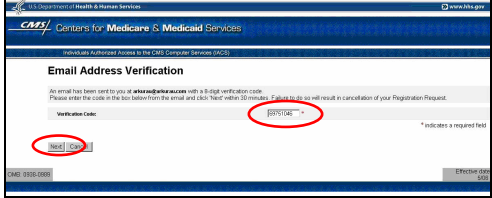
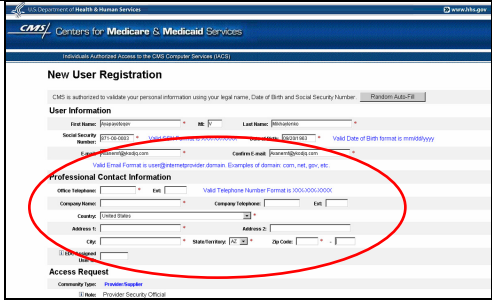
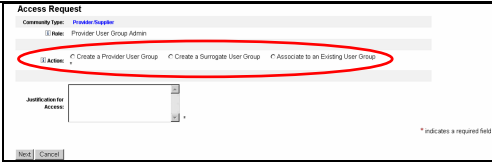
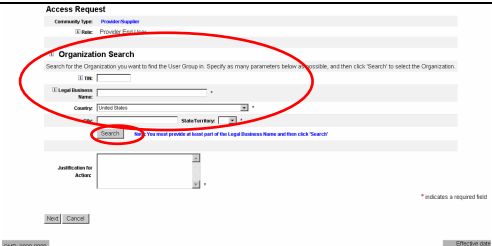
A User Group Administrator is the person who can register the User Group within an Organization and update the User Group profile information in IACS. There can be multiple User Group Administrators for the same User Group within an Organization. The User Group Administrator is trusted to approve the access requests of End Users for that User Group. The User Group Administrator is approved by the Security Official or Backup Security Official. This guide assumes the User Group Administrator will create a User Group during registration.

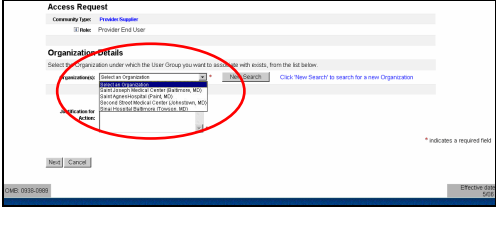
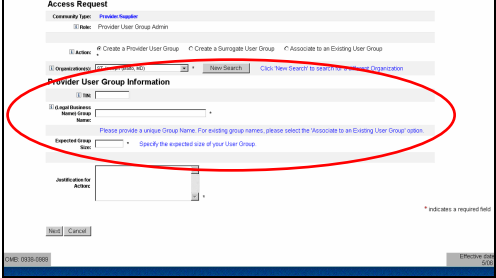
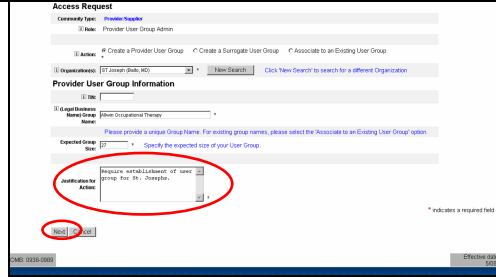
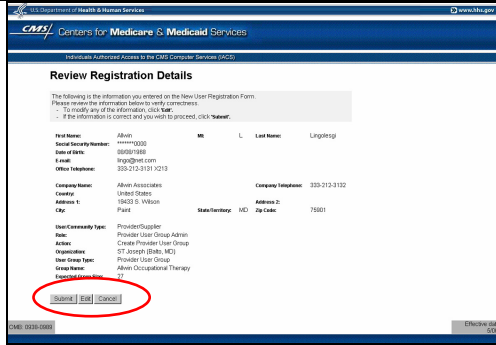
The Steps for IACS Registration for a User Group Administrator:

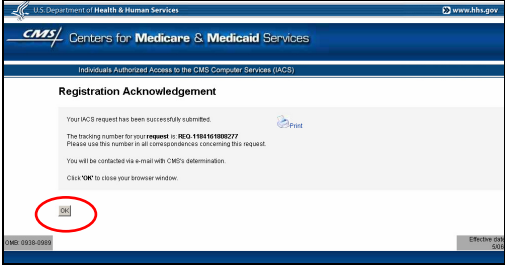
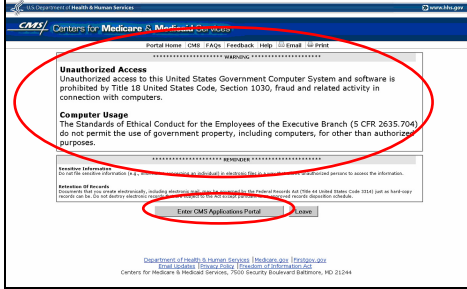
Step	Action	Screen Displayed
1	Go to the CMS Applications Portal URL: https://applications.cms.hhs.gov	
2	Read the contents of the “CMS Applications Portal WARNING/REMINDER ” screen. Click on the Enter CMS Applications Portal button.	
3	Click on the Account Management hyperlink on the blue menu bar on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

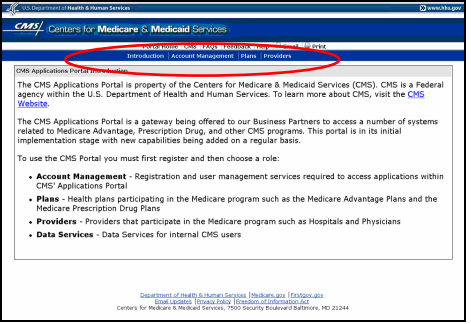
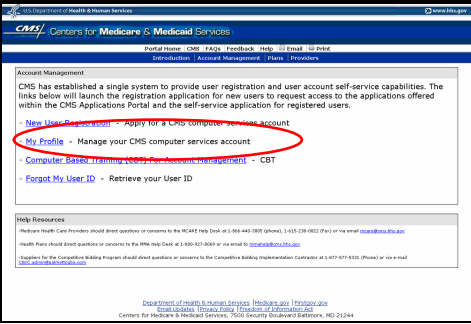
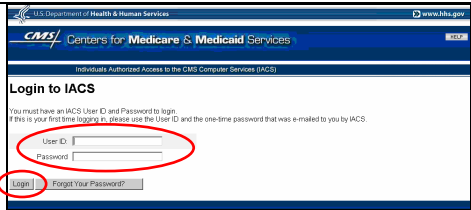
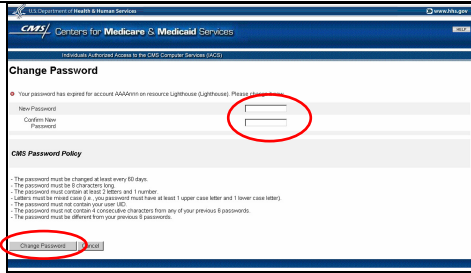
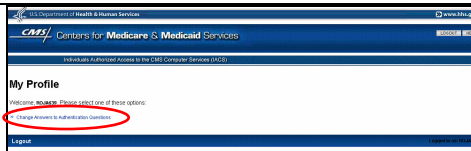
Step	Action	Screen Displayed
4	<p>Refer to the “Help Resources” portion of the screen and record the contact information for your Help Desk.</p> <p>Note: If you need assistance with the registration process, contact your Help Desk.</p> <p>Click on the New User Registration hyperlink on the “Account Management” screen.</p>	
5	<p>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.</p> <p>For example: Click on the Provider Community hyperlink if you belong to the Medicare Provider Community.</p>	
6	<p>Read the Terms and Conditions - Privacy Act Statement.</p> <p>Check the “I Accept the above Terms and Conditions” box.</p> <p>Click on the I Accept button.</p>	
7	<p>Select the role of User Group Administrator on the “New User Registration” screen by clicking on the radio button next to the “User Group Administrator” role.</p> <p>Click on the Next button.</p>	
8	<p>Read the User Group Administrator - Terms and Conditions.</p> <p>Check the “I Accept the above Terms and Conditions” box.</p> <p>Click on the I Accept button.</p>	

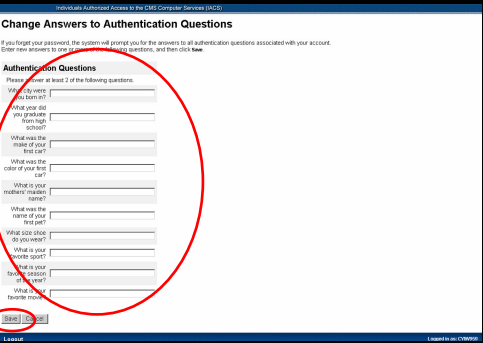
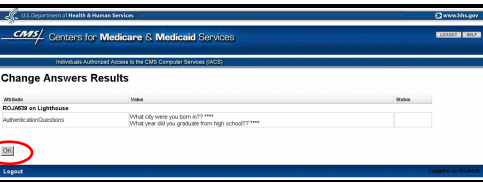
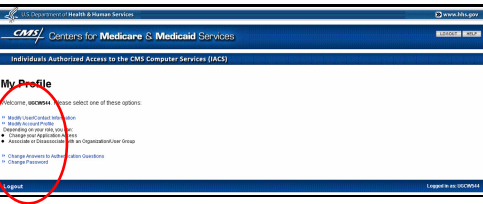
Step	Action	Screen Displayed
9	<p>On the “New User Registration” screen enter the required information in the User Information fields, as follows:</p> <p>Enter your name, date of birth and Social Security Number (SSN) exactly as it is on file with the Social Security Administration (SSA).</p> <p>Note: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

Step	Action	Screen Displayed
12	<p>Enter the Verification Code in the “Email Address Verification” screen.</p> <p>Click on the Next button.</p>	
13	<p>Enter the Professional Contact Information on the “New User Registration” screen.</p> <p>Note: The fields in the User Information portion of the screen have been pre-populated and cannot be changed.</p>	
14	<p>Note: This guide covers steps for creation of a user group only.</p> <p>Click on the appropriate radio button option to the right of the “Action” label in the “Access Request” portion of the “New User Registration” screen:</p> <ul style="list-style-type: none"> • Create a Provider User Group- (to create a user group within the Organization.) • Create a Surrogate User Group- (to create a user group for an entity that works on behalf of the Organization’s) • Associate to an Existing User Group- (to associate to an existing user group in the selected Organization.) <p>Note: Access to CMS applications may be restricted based on your User Group membership.</p>	
15	<p>Enter Organization Search information in the Organization Search fields.</p> <p>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.</p> <p>Click on the Search button.</p>	

Step	Action	Screen Displayed
16	Select your Organization from the drop-down list in the “Organization(s)” field in the “Organization Details” area of the screen.	
17	<p>The screen will refresh and will display a new “User Group Information” area.</p> <p>Note: The title of this portion of the screen will depend on the type of user group that was select on an earlier step.</p> <p>Enter the User Group information in the “User Group Information” area in the “Access Request” portion of the screen.</p>	
18	<p>Enter the Justification for Action (the reason you are requesting access).</p> <p>Click on the Next button.</p>	
19	<p>Review the information on the “Review Registration Details” screen to make sure the information is correct and then click on the desired button:</p> <ul style="list-style-type: none"> • Submit- (to submit the registration request) • Edit- (to return to the “New User Registration” screen to make changes to information you have entered, such as your Professional Contact Information) • Cancel- (to cancel your registration request). 	

Step	Action	Screen Displayed
20	<p>Record your request's tracking number or print the screen information by clicking the Print button to the right of the text.</p> <p>Note: You will need the request tracking number if you need assistance from your Help Desk.</p> <p>Click on the OK button on the "Registration Acknowledgement" screen to complete your registration.</p> <p>* 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.</p>	
21	<p>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.</p> <p>Note: Wait until you receive your IACS User ID and temporary one-time password to continue to the next step.</p>	
22	<p>Go to the CMS Applications Portal URL: https://applications.cms.hhs.gov</p>	
23	<p>Read the contents of the "CMS Applications Portal WARNING/REMINDER" screen.</p> <p>Click on the Enter CMS Applications Portal button.</p>	

24	<p>Click on the Account Management hyperlink on the blue menu bar on the top of the screen.</p>	
25	<p>Note: Your Help Desk contact information appears on the “Help Resources” portion of the screen.</p> <p>Click on the My Profile hyperlink on the “Account Management” screen.</p>	
26	<p>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.)</p> <p>Click on the Login button.</p>	
27	<p>Enter your new Password on the “Change Password” screen in the new password box.</p> <p>Enter the same new Password in the “Confirm New Password” box.</p> <p>Click on the Change Password button.</p>	
28	<p>Click on the Change Answers to Authentication Questions hyperlink on the “My Profile” screen.</p>	

<p>29</p>	<p>Answer at least two (2) of the ten (10) Authentication Questions on the “Change Answers to Authentication Questions” screen.</p> <p>Click on the Save button when you have finished answering the questions.</p>	
<p>30</p>	<p>Click on the OK button on the “Change Answers Results” screen.</p>	
<p>31</p>	<p>On the “My Profile” screen, you may select another option presented on the screen or click Logout on the bottom left corner of the screen.</p>	
<p>32</p>	<p>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.</p>	