Individuals Authorized Access to the CMS Computer Services (IACS)
User Group Administrator (UGA)
New User Registration – Accessible Quick Reference Guide

This accessible 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, one-time 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 New User Registration for a User Group Administrator are:

Step	Action
Step 1	Go to the CMS Applications Portal website: https://applications.cms.hhs.gov
Step 2	Read the contents of the **CMS Applications Portal WARNING/REMINDER** screen. Select the ***Enter CMS Applications Portal*** button***.***
Step 3	Select the ***Account Management*** hyperlink on the menu bar towards the top of the **CMS Application Portal Introduction** screen.
Step 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. Select the ***New User Registration*** hyperlink on the **Account Management** screen.

Step 5	Select your CMS User Community on the **New User Registration Menu for CMS User Communities** portion of the screen by selecting the link that best describes your business relationship with CMS. For example: Select the ***Provider/Supplier Community*** hyperlink if you belong to the Medicare Provider Community.
Step 6	Read the Terms and Conditions - Privacy Act Statement. Select the ***I Accept the above Terms and Conditions*** box. Select the ***I Accept*** button.
Step 7	Select the role of ***User Group Administrator*** on the **New User Registration** screen by selecting on the radio button to the left of the *User Group Administrator* role. Select the ***Next*** button.
Step 8	Read the User Group Administrator - Terms and Conditions. Select the ***I Accept the above Terms and Conditions*** box. Select the ***I Accept*** button.
Step 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 will be validated against data at the SSA. Enter your email address. Select the ***Next*** button.

Step 10	If SSA validates your SSA information successfully, the **Email 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. **Note:** 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.
Step 11	Go to your email inbox and open the message with the email ***Verification Code.*** The subject line will read: Email Address Verification. Record the Verification Code provided. **Note:** Do NOT use the Verification Code shown here. It is provided for illustration purposes only.
Step 12	Enter the ***Verification Code*** in the *Verification Code* field on the **Email Address Verification** screen. Select the ***Next*** button.
Step 13	Enter the required information in the *Professional Contact Information* fields 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 at this point.

Step 14	**Note:** This Quick Reference Guide covers steps for creation of a user group only. Select the appropriate radio button option to the right of the **Action** label in the ***Access Request*** portion of the **New User Registration** screen. The radio buttons are: • ***Create a Provider User Group –*** Will create a user group within the Organization. • ***Create a Surrogate User Group –*** Will create a user group for an entity that works on behalf of the Organization. • ***Associate to an Existing User Group –*** Will associate to an existing user group in the selected Organization. **Note:** Access to CMS applications may be restricted, based on your User Group membership.
Step 15	Enter ***Organization Search*** information in the *Organization Search* fields. Provide, at a minimum, all or part of the Business Name of the Organization, the Country, and the State or Territory in the Organization's address. Select the ***Search*** button.
Step 16	Select your ***Organization*** from the drop-down list in the *Organization(s)* field in the ***Organization Details*** area of the screen.
Step 17	The screen will refresh and will display a new ***User Group Information*** area. **Note:** The title of this portion of the screen will depend on the type of user group that was select in an earlier step. Enter the required ***User Group*** information in the ***User Group Information*** area which is in the ***Access Request*** portion of the screen.
Step 18	Enter the reason you are requesting access in the ***Justification for Action*** *field*. Select the ***Next*** button.

Step 19	Review the information on the ***Review Registration Details*** screen to make sure the information is correct and then select the desired button: • ***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 20	Record your request's tracking number or print the **Registration Acknowledgement** screen by selecting 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. Select the ***OK*** button on the **Registration Acknowledgement** screen to complete your registration. **Note:** The system will send you an email that contains the request tracking number. Contact your Help Desk if you do not receive this email within 24 hours.
Step 21	Once your request is approved, you will receive two email messages. 1. The first email message with subject Line, FYI: User Creation Completed – Account ID Enclosed, will contain your IACS User ID. 2. The second email message with Subject Line, FYI: User Creation Completed – Password Enclosed, 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.
Step 22	Go to the CMS Applications Portal website: https://applications.cms.hhs.gov
Step 23	Read the contents of the **CMS Applications Portal WARNING/REMINDER** screen. Select the ***Enter CMS Applications Portal*** button.

Step 24	Select the ***Account Management*** hyperlink on the menu bar towards the top of the **CMS Applications Portal Introduction** screen.
Step 25	Select the ***My Profile*** hyperlink on the Account Management screen. **Note:** Your Help Desk contact information appears on the ***Help Resources*** portion of the screen.
Step 26	Enter your new IACS ***User ID*** and temporary, one-time ***Password*** in the fields provided on the **Login to IACS** screen. These are the User ID and Password you received in the two email messages. Select the ***Login*** button.
Step 27	Enter your new ***Password*** on the **Change Password** screen in the *New Password* field. Enter the same new ***Password*** in the *Confirm New Password* field. Select the ***Change Password*** button.
Step 28	Select the ***Change Answers to Authentication Questions*** hyperlink on the **My Profile** screen.
Step 29	Answer at least two of the ten authentication questions on the **Change Answers to Authentication Questions** screen. Select the ***Save*** button when you have finished answering the questions.
Step 30	Select the ***OK*** button on the **Change Answers Results** screen.
Step 31	On the **My Profile** screen, you may • Select another option presented on this screen, or • Select ***Logout*** on the bottom left corner of the screen.

Step 32	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.