Individuals Authorized Access to the CMS Computer Services (IACS) Backup Security Official (BSO) New User 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, one-time 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
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.	Contracts of Modil & Rouse Services Oversitivity Contracts for Medicate S: Medicated Schulders Tendenses (10: 1780;
	Select the <i>Enter CMS Applications Portal</i> button.	Here the set of the the first set of the

The Steps for IACS New User Registration for a Backup Security Official are:

Step	Action	Screen Displayed
Step 3	Select the <i>Account Management</i> hyperlink on the menu bar towards the top of the CMS Application Portal Introduction screen.	Concerns for Medicare S Medicald Synthesis Concerns for Medicare S Medicare S Medicare S Medicare S Medicare S Concerns for Medicare S Medicare S Medicare S Medicare S Medicare S Medicare S Concerns for Section Section S Section Section S Medicare S Medicare S Medicare S Medicare S Concerns for Section Sect
Step 4	Refer to the <i>Help Resources</i> 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 <i>New User Registration</i> 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.	Contracts for Medicar & S. Medicard Scrubber Contracts Contracts for Medicar & S. Medicard Scrubber Contracts
	For example: Select the <i>Provider/Supplier Community</i> hyperlink if you belong to the Medicare Provider Community.	
Step 6	Read the Terms and Conditions - Privacy Act Statement.	Inderdexity Antibioteck Access to the CASE Computer Services (UAS) Terms and Conditions Any setting the other hange and the first set the operation We wanted the other hange and the first set the operation The operating and the other hange and the first set the operation of the other hange and the other hange and the first set the operation Price and the other hange and the other hange and the other hange and the other Price and the other hange and the other hange and the other hange and the other hange and the other hange Price and the other hange and
	Select the <i>I Accept the above Terms and Conditions</i> box.	The second secon
	Select the <i>I Accept</i> button.	

Step	Action	Screen Displayed
Step 7	Select the role of Backup Security Official on the New User Registration screen by selecting on the radio button to the left of the <i>Backup Security Official</i> role. Select the Next button.	
Step 8	Read the Backup Security Official - Terms and Conditions. Check the <i>I Accept the above Terms</i>	Inductival Aucharized Access to the CMI Computer Services (MCI) Beckup Security Official - Terms and Continions The Security official - Terms and Continions The Security of t
	and Conditions box.	To restore an involution of the two and and the first state of a shadow in the states of the states
	Select the <i>I Accept</i> button.	
Step 9	On the New User Registration screen enter the required information in the <i>User Information</i> 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).	* adulte a regional tard.
	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 <i>Next</i> button.	

Step	Action	Screen Displayed
Step 10	If SSA validates your SSA information successfully, the Email Address Verification screen will appear.	US Department of Haahh & Human Services Ornershinger Ornershi
	Leave this screen open while you proceed to the next step.	When Case Provide a constraint of the c
	Note: You will have 30 minutes to enter your verification code.	Dan una den
	Note: 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.	
Step 11	Go to your email inbox and open the message with the email <i>Verification</i> <i>Code.</i> The subject line will read: Email Address Verification.	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
	Record the Verification Code provided.	verification Code: 69751046
	Note: Do NOT use the Verification Code shown here. It is provided for illustration purposes only.	Thank you, IACS Please do not reply to this system generated email.
Step 12	Enter the Verification Code in the Verification Code field on the Email Address Verification screen. Select the Next button.	Construction of Handh & Human Services Constructions
		Mar. Provide a reservation term and access billion to a public bill and relativishing mer and adapted term. The reservation term and access billion term billion term billion term and adapted term and adapted term and adapted term. The reservation term and access billion term and adapted term and adapted term and adapted term. The reservation term and access term and adapted term andadpted term and adapted term and adapted term and adapted term and

Step	Action	Screen Displayed
Step 13	Enter the required information in the <i>Professional Contact Information</i> fields on the New User Registration screen. Note: The fields in the User <i>Information</i> portion of the screen have been pre-populated and cannot be changed at this point.	Contract of sound a based based Contract of Medical di Derivico Contr
Step 14	Enter the required Organization Search information in the <i>Organization</i> <i>Search</i> 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. Select the Search button.	Access Request We want have a main and the set of the
Step 15	Select your desired Organization from the drop-down list in the <i>Organization(s)</i> field in the Organization Details area of the screen.	Access Segret Commission: A memory of the intervent of t
Step 16	Enter the reason you are requesting access in the <i>Justification for Action field</i> . Select the <i>Next</i> button.	Access Regard Center Respect Center Respect Center Respect (Second Order) Description of the second Order Description of the second Order Order Respect (Second Order)

Step	Action	Screen Displayed
Step 17	 Review the information on the <i>Review Registration Details</i> screen to make sure the information is correct and then select 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. 	<page-header></page-header>
Step 18	Record your request's tracking number or print the Registration Acknowledgement screen by selecting the Print button to the right of the text.	Contrarys for Medicane & Medicaid Schules Based and the second and the
	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	Action	Screen Displayed
Step 19	Once your request is approved, you will receive two email messages.	
	 The first email message with subject Line, FYI: User Creation Completed – Account ID Enclosed, will contain your IACS User ID. 	
	 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 20	Go to the CMS Applications Portal website: https://applications.cms.hhs.gov	
Step 21	Read the contents of the CMS Applications Portal WARNING/REMINDER screen. Select the Enter CMS Applications Portal button.	<page-header></page-header>

Step 24	Enter your new IACS User ID and	And the first first first first state of a state is a prove to be Constant to the provided Constant of a first of the state of a state of the state
Step 24	Enter your new IACS User ID and temporary, one-time Password in the fields provided on the Login to IACS screen.	List Department of Nexth & Nexteen Services Control of Control of Nexteen Services Control of Con
	These are the User ID and Password you received in the two email messages. Select the <i>Login</i> button.	Present Light Transmott
Step 25	Enter your new Password in the New Password field on the Change Password screen.	Consideration Conside
	Enter the same new password in the <i>Confirm New Password</i> field.	Cit? Present Onling A spectra multi-stranger at well and an
	Select the Change Password button.	

Step 26	Select the Change Answers to Authentication Questions hyperlink on the My Profile screen.	Control of weak block brokes Control for Medicare (5 Medicaid Sorricos) Anno 100 Control for Medicare (5 Medicaid Sorricos) Anno 100 My Profile
Step 27	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 28	Select the <i>OK</i> button on the Change Answers Results screen.	Canada Advance for Medicaire 5. Medicaid Diriving and the second of the
Step 29	 On the My Profile screen, you may Select another option presented on this screen, or Select <i>Logout</i> on the bottom left corner of the screen. 	US Department of Health & Human Services