Individuals Authorized Access to the CMS Computer Services (IACS) Security Official (SO) New User Registration – Quick Reference Guide

This Quick Reference Guide provides the step-by-step instructions for self-registration as an IACS 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.

The Security Official is the person who can register the Organization in IACS and update the Organization profile information in IACS. There can be only one Security Official for an Organization. The Security Official is trusted by CMS to approve the access requests of Backup Security Officials, User Group Administrators and Application Approvers. The Security Official is held accountable by CMS for the behavior of those who they approve as well as the End Users for the Organization.

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

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.	Contrary for Medicary 5. Medi
	Select the <i>Enter CMS Applications Portal</i> button.	Bennemer proved, solar grandwark, of and with advanced poyses. In addams, using solar bit (0). We can be an use on which are advanced on the solar bit is silenced on the solar bit (0). Descent Provided Solar Bit (0) Descent Provided Sol

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.	Operations of the second
Step 4	Refer to the <i>Help Resources</i> portion of the screen and record the contact information for your Help Desk.	Control barrier (and a format format (a format (a format (a format)))) Control barrier (a for a format (a format (a format))) Control barrier (a format (a format (a format))) Control barrier (a format (a format)) Control barrier (a format)) Control barrier (a format (a format)) Control barrier (a format)) Control barrier (a format)) Control barrier (a format) Control barrier (a format))
	Note: If you need assistance with the registration process, contact your Help Desk.	In the second
	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 (of Medican's Schedularity) Contracts
	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.	Individually Anthonized Access to the Cold Computer Sentence (IACC) Terms and Conditions Write the Anthonized Access to the Cold Conditions Write the Anthonized Access to the Cold Conditions Write the Anthonized Access to the Cold Conditions Write the Anthonized Access to the Anthonized Access t
	Select the <i>I Accept the above Terms</i> and Conditions box.	The second s
	Select the <i>I Accept</i> button.	

Step	Action	Screen Displayed
Step 7	Select the role of Security Official on the New User Registration screen by selecting on the radio button to the left of the <i>Security Official</i> role. Select the Next button.	Concernment was a traveled and a final travele
Step 8	Read the Security Official - Terms and Conditions. Select the <i>I Accept the above Terms</i> <i>and Conditions</i> box.	<text><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></text>
	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). Note: Your first and last name, SSN and date of birth will be validated against data at the SSA.	Constants for Medicare 5. Medicaid Sorvices works a database to a Corport of Computer Sources (MCC) works and a database to a Corport of Computer Sources (MCC) works and a database to a Corport of Computer Sources (MCC) works and a database to a Corport of Computer Sources (MCC) works and a database to a Corport of Computer Sources (MCC) works and a database to a Corport of Computer Sources (MCC) works and a database to a Corport of Computer Sources (MCC) works and a database to a Corport of Computer Sources (MCC) works and a database to a Corport of Computer Sources (MCC) works and a database to a Corport of Computer Sources (MCC) works and a database to a Corport of Computer Sources (MCC) works and a database to a Corport of Computer Sources (MCC) works and a database to a Corport of Computer Sources (MCC) works and a database to a Corport of Computer Sources (MCC) works and a database to a Corport of Computer Sources (MCC) works and a database to a Corport of Computer Sources (MCC) works and a database to a Corport of Computer Sources (MCC) works and a database to a Corport of Computer Sources (MCC) works and a database to a Corport of Computer Sources (MCC) works and a database to a Corport of Computer Sources (MCC) works and a database to a Corport of Computer Sources (MCC) works and a database to a Corport of Computer Sources (MCC) works and a database to a Corport of Computer Sources (MCC) works and a database to a Corport of Computer Sources (MCC) works and a database to a Corport of Computer Sources (MCC) works and a database to a Corport of Computer Sources (MCC) works and a database to a Corport of Computer Sources (MCC) works and a database to a Corport of Computer Sources (MCC) works and a database to a Corport of Computer Sources (MCC) works and a database to a Corport of Computer Sources (MCC) works and a database to a Corport of Computer
	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.	
	Leave this screen open while you proceed to the next step.	More in transmit or surgents in source do cal a fair to source to be a more of submergen one with transmit and source of the source of th
	Note: You will have 30 minutes to enter your verification code.	Dat 2535.000
	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
Record the Verification Code	proceed with your request. Verification Code: 69751046 Thank you,	
	Note: Do NOT use the Verification Code shown here. It is provided for illustration purposes only.	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 <i>Next</i> button.	More for example on expension on the off space. These many tasks bade a result of space and on the space of the space

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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 <i>User Information</i> portion of the screen have been pre-populated and cannot be changed at this point.	
Step 14	Enter the required Organization information in the <i>Organization</i> <i>Information</i> fields: for example, a unique TIN/SSN, Legal Business Name, Expected Organization Size, etc.	Access Report The frame frame frame The fra
	Note: For information about the required format or information about a specific data field, select the information icon to the left of the data field.	
Step 15	Enter the reason you are requesting access in the <i>Justification for Action field</i> .	Access Repared Stream Variants Private Stream Variants View View View View <
	Select the <i>Next</i> button.	Particular in an

Step	Action	Screen Displayed
Step 16	 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. 	
Step 17	Record your request's tracking number or print the Registration Acknowledgement screen by selecting the Print button to the right of the text.	Child Concerns for Medicare & Medicaid Services Concerns for Medicare & Medicaid Services Individuals Authorized Access to the CAS Computer Services (IACS) Registration Acknowledgement ProvedConcerns the new service (IACS) Prove Strategies and the provesame in the provesa
	Note: You will need the request tracking number if you need assistance from your Help Desk.	In the second se
	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 18	You will receive instructions via email or other means regarding any other information that is needed to process your IACS request.	
	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 19	Go to the CMS Applications Portal website: https://applications.cms.hhs.gov	
Step 20	Read the contents of the CMS Applications Portal WARNING/REMINDER screen. Select the <i>Enter CMS Applications</i> <i>Portal</i> button.	<page-header><page-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></page-header></page-header>

Step	Action	Screen Displayed
Step 21	Select the <i>Account Management</i> hyperlink on the menu bar towards the top of the CMS Applications Portal Introduction screen.	Concentration from to how how Concentration Concentratin Concentration Concentra
Step 22	Select the <i>My Profile</i> hyperlink on the Account Management screen. Note: Your Help Desk contact information appears on the <i>Help Resources</i> portion of the screen.	Control of the Alexandra and Alexandra
Step 23	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.	
Step 24	Select the <i>Login</i> button. Enter your new <i>Password</i> in the <i>New</i> <i>Password</i> field on the Change Password screen. Enter the same new password in the <i>Confirm New Password</i> field. Select the <i>Change Password</i> button.	

Step	Action	Screen Displayed
Step 25	Select the Change Answers to Authentication Questions hyperlink on the My Profile screen.	
Step 26	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.	the second
Step 27	Select the <i>OK</i> button on the Change Answers Results screen.	
Step 28	 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. 	US Department of Health & Human Services Were Ministry Centerns for Medicare S Medicaid Services Extent Medicate S Medicaid Services Medicate Services (IACS) My Profile Medicate Services (IACS) Medicate Services (IACS)