Individuals Authorized Access to the CMS Computer Services (IACS) User Group Administrator (UGA) New User 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, 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.

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. 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></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>

The Steps for IACS New User Registration for a User Group Administrator 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.	Control C
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.	<image/> <text><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></text>
	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 Medicare & Medicare & Medicare & Sectors Contracts for Medicare & Medicare & Sectors Contracts for Medicare & Medica
	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 Architectural Access to the CASS Computer Services (IACS) Terms and Conditions Research on the other hand on the super services (IACS) Terms and conditions The provide service and the super services of the super services The provide service and the super services of the services of the services of the super services of the services of th
	Select the <i>I Accept the above Terms</i> and Conditions box.	 where the duration traces uncome traces of the UPIC. But the second secon
	Select the <i>I Accept</i> button.	

Step	Action	Screen Displayed
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.	Contract Low Medicates 1: Medicate Contract Contract Low Medicates 1: Medicate Contract Contract Low Medicates 1: Medicate Contract Medicate Answer Internet Internet Internet Processes Processes Processes Processes Processes Processes Processes Processes Proceses Processes
Step 8	Read the User Group Administrator - Terms and Conditions. Select the <i>I Accept the above Terms</i> <i>and Conditions</i> box.	In the second set of the second set of the second second second set of the second sec
	Select the <i>I Accept</i> button.	Ŭ
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).	Val E ou dates fond a suglescripted date. Europe d'anne en se profit *absine i report he en con en
	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	Action	Screen Displayed
Step 10	If SSA validates your SSA information successfully, the Email Address Verification screen will appear.	212 Organization of Hashin & Human Services CASS_CONTROL OF Medicane & Medicaid Services Example Authorities Access to the CMS Computer Services (ACS) E-mail Address Verification As unst to base on the provide Automation of the Address to the CMS Computer Services (ACS) E-mail Address Verification As unst to base on the provide Automation of the Address to the CMS Computer Services (ACS) Under the base on the provide Automation of the Address to the CMS Computer Services (ACS) Under the base on the provide Automation of the Address to the CMS Computer Services (ACS) Under the base on the provide Automation of the Address to the CMS Computer Services (ACS)
	Leave this screen open while you proceed to the next step.	BMC Provide reporter and all cases these top tables be end in determining one end allowed in the first and the provide report of the end in the first and the provide report of the end in the first allowed in the first
	Note: You will have 30 minutes to enter your verification code.	Jaa Ji sa Jina (
	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.	request. 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.	US Department of Module & Human Services Overseable gav Overseable gav Overseable gav Overseable gav Individuals Authorised Access to the CMS Computer Services (IACS) E-mail Address Verification As and in the part of department department of the part of the part of the partment of the
	Select the <i>Next</i> button.	Verdiant Color Pre read with web data to sate. For Pranad or compandy an under same links in the link link of the color of the data to sate. Pre read web data to sate links in the link link of the link link of the link of the link. The many approximate data to sate links in the link link of the link of the link of the link of the link. Pre read web data to sate links. The many approximate data to sate links in the link of the link. Pre read web data to sate links. The many approximate data to sate links. Pre read web data to sate links. Pre read web data to sate links. The many approximate data to sate links. Pre read web data to sate links. Pre read web data to sate links. The many approximate data to sate links. Pre read web data to sate links. Pre read web data to sate links. The many approximate data to sate links. Pre read web data to sate links. Pre read web data to sate links. The many approximate data to sate links. Pre read web data to sate links. Pre read web data to sate links. The many approximate data to sate links. Pre read web data to sate links. Pre read web data to sate links. The many approximate data to sate links. Pre read web data to sate links. Pre read web data to sate links.

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.	
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. 	Image: Transmit and Transm

Step	Action	Screen Displayed
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.	Access Report Implicitual formation Implici
	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.	Access Request
Step 17	The screen will refresh and will display a new <i>User Group Information</i> 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 <i>User Group</i> information in the <i>User Group</i> <i>Information</i> area which is in the	Access Repart See a filter and the filter applies to the filter app
	Access Request portion of the screen.	
Step 18	Enter the reason you are requesting access in the <i>Justification for Action field</i> . Select the <i>Next</i> button.	Access Repeat Immune the intermediate frame and into the top of the data the intermediate frame and the intermediate f

Step	Action	Screen Displayed
Step 19	 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 20	Record your request's tracking number or print the Registration Acknowledgement screen by selecting the <i>Print</i> button to the right of the text. Note: You will need the request	Centerys for Medicare & Medicard Services Centerys for Medicare & Medicard Services Individuals Authorited Access to the CMS Computer Services (IACS) Registration Acknowledgement "service provide the services within the service of the CMS Computer Services (IACS) Provide the service service of the Service
	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 21	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 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 <i>Enter CMS Applications</i> <i>Portal</i> button.	<page-header></page-header>

Step 24	Select the <i>Account Management</i> hyperlink on the menu bar towards the top of the CMS Applications Portal <i>Introduction</i> screen.	Control of the American Contro
Step 25	Select the <i>My Profile</i> hyperlink on the Account Management screen. Note: Your Help Desk contact information appears on the <i>Help</i> <i>Resources</i> portion of the screen.	Control of Marketing of Marketing Control of Mark
Step 26	Enter your new IACS <i>User ID</i> and temporary, one-time <i>Password</i> 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 <i>Login</i> button.	Control of the second sec
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.	Contract of the second of

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 <i>OK</i> button on the Change Answers Results screen.	Control of the second devices for the second devices Control of the second devices of the second devi
Step 31	 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 Www.Mhus.gov Contains for Medicaro & Medicaid Services Individuals Authorized Access to the CMS Computer Services (IACS) My Profile Precise Precise Precise selectore d'huse extense Precise Precise selectore d'huse extense Precise Precise selectore d'huse extense Precise Precise selectore d'huse extense Precise selecto
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.	