Individuals Authorized Access to CMS Computer Services (IACS)
Request Access to a CMS Application
Accessible Quick Reference Guide

This Accessible Quick Reference Guide provides step-by-step instructions to access the IACS *Modify Account Profile* functionality and request access to a CMS Application.

This guide applies to users in the Provider/Supplier and FI/Carrier/MAC Communities. Those users are Individual Practitioners and Organization's User Group Administrators, End Users and Surrogates who use CMS applications integrated with IACS.

The Steps to Request Access to a CMS Application for a Community User 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 additional assistance with the ***Modify Account Profile*** functionality, please contact your Help Desk. Select the ***My Profile*** hyperlink on the **Account Management** screen.
Step 5	Enter your IACS ***User ID*** and ***Password*** in the fields provided on the **Login to IACS** screen. Select the ***Login*** button.
Step 6	Select the ***Modify Account Profile*** hyperlink on the **My Profile** screen.

Step 7	On the **Modify Account Profile** screen, in the ***Access Request*** portion of the screen, select the ***Modify Provider Profile*** action from the drop-down list in the *Select Action* field. **Note:** The actions displayed may vary according to your CMS User Community, but the process you will follow will be the same.
Step 8	Select the ***Request Access to Application*** action from the drop-down list in the *Action* field of the **My Current Access Profile** portion of the screen.
Step 9	Select the desired ***Application*** from the drop-down list in the *Select Application* field in the **Access to Applications** portion of the screen. **Note**: Only applications available to your User Community will be displayed.
Step 10	Select the desired ***Role*** from the drop-down list in the *Select Role* field in the **Access to Applications** portion of the screen. **Note:** Only roles available for the application that you select will be displayed.
Step 11	Enter a brief justification statement for your access request in the *Justification for Action* field. Select on the ***Next*** button.
Step 12	Record the tracking number for your request or print the screen by selecting the ***Print*** button to the right of the text. **Note:** If you need assistance from your Help Desk, you will need to provide this tracking number. Select on the ***OK*** button to complete your request.
Step 13	You will be sent an email confirming that IACS has received your request and providing you with the tracking number for your request. Contact your Help Desk if you do not receive this email within 24 hours. **Note:** Refer to communications from the business owner for the CMS application you wish to access for instructions on how to access the application.
Step 14	You will receive notification via email once your IACS access request is approved.