Individuals Authorized Access to the CMS Computer Services (IACS)
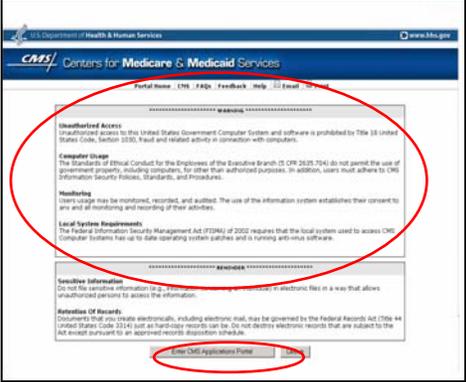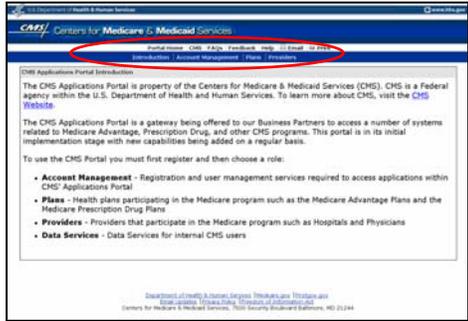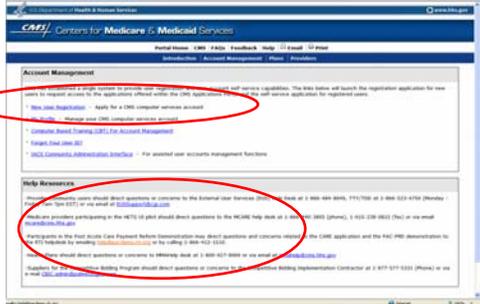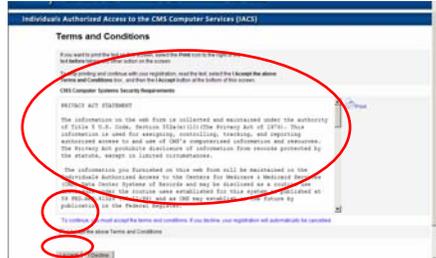# End User
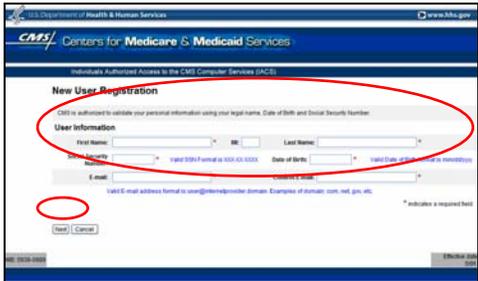## New User Registration – Quick Reference Guide

This Quick Reference Guide provides the step-by-step instructions for self-registration as an IACS End User for an Organization. This guide also includes instructions to log into IACS for the first time and change your temporary, one-time password.

An End User is a staff member who is trusted to perform Medicare business for the Organization. An End User is part of a User Group within the Organization. End Users may belong to multiple User Groups in one or more Organizations.
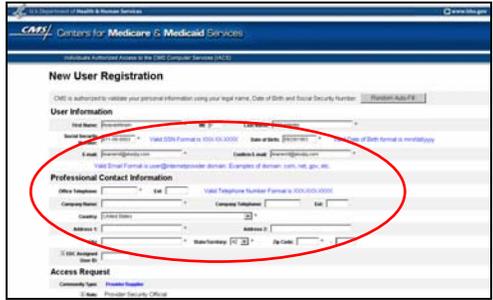
The Steps for IACS New User Registration for an End User are:

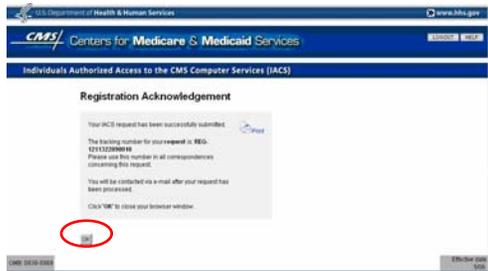| Step	Action	Screen Displayed
Step 1	Go to the CMS Applications Portal website: https://applications.cms.hhs.gov	
Step 2	Read the contents of the **CMS Applications Portal WARNING/REMINDER** screen. Select the **Enter CMS Applications Portal** button*.*	

Step	Action	Screen Displayed
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 hyperlink 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	Action	Screen Displayed
Step 7	Select the role of *End User* on the **New User Registration** screen by selecting on the radio button to the left of the *End User* role. Select the **Next** button.	
Step 8	Read the End User - 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.	

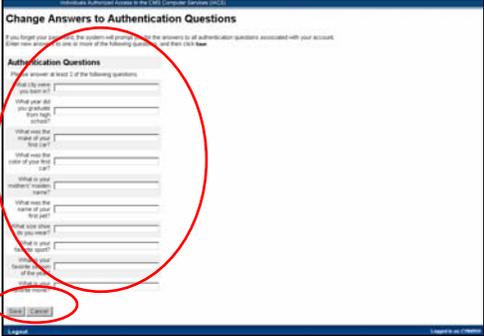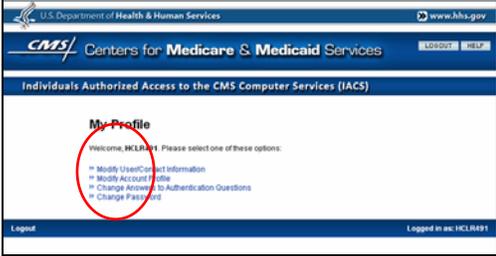| Step	Action	Screen Displayed
Step 10	If SSA validates your SSA information successfully, the **Email Address Verification** screen will appear. Leave this screen open while you proceed to the next step. **Note:** You will have 30 minutes to enter your verification code. **Note:** If your SSA information 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.	*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 request.* *Verification Code: 69751046* *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.	

Step	Action	Screen Displayed
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	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 15	Select your *Organization* from the drop-down list in the *Organization(s)* field in the **Organization Details** area of the screen.	
Step 16	Select your desired **User Group** from the drop-down list in the *User Group(s)* field in the **Organization Details** area of the screen.	
Step 17	Enter the reason you are requesting access in the **Justification for Action** *field*. Select the **Next** button.	
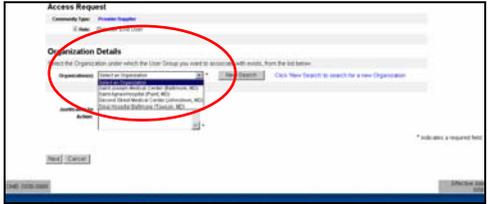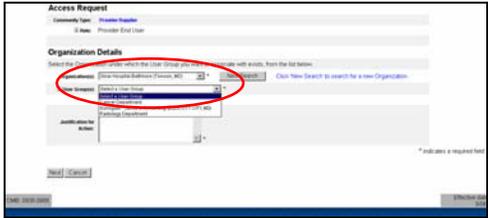
Step	Action	Screen Displayed
Step 18	Review the information on the *Review Registration Details* screen to make sure the information is correct and then select the desired button: • *Submit –* to submit the registration request • *Edit –* to return to the **New User Registration** screen to make changes to information you have entered, such as your Professional Contact Information • *Cancel –* (to cancel your registration request.	
Step 19	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	Action	Screen Displayed
Step 20	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 21	Go to the CMS Applications Portal website: https://applications.cms.hhs.gov	
Step 22	Read the contents of the **CMS Applications Portal WARNING/REMINDER** screen. Select the ***Enter CMS Applications Portal*** button*.*	

Step 23	Select the *Account Management* hyperlink on the menu bar towards the top of the **CMS Applications Portal Introduction** screen.	
Step 24	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 25	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 26	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.	
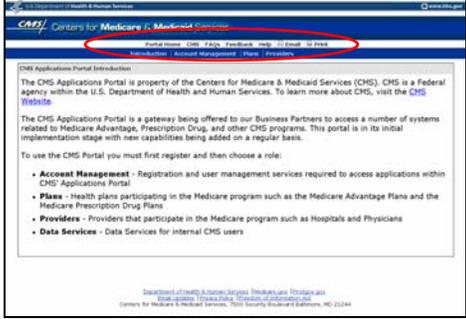
Step 27	Select the *Change Answers to Authentication Questions* hyperlink on the **My Profile** screen.	
Step 28	Answer at least two of the ten authentication questions on the **Change Answers to Authentication Questions** screen. Select the *Save* button when you have finished answering the questions.	
Step 29	Select the *OK* button on the **Change Answers Results** screen.	
Step 30	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 31	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.	