Steps to Accessing CMS Enterprise Applications for Provider Organizations
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CMS enterprise applications are those hosted and managed by CMS and do not include Fiscal Intermediary (FI)/carrier/Medicare Administrative Contractor (MAC) internet applications.

For IACS-PC registration purposes, "organization" includes providers and suppliers such as hospitals, home health agencies, skilled nursing facilities, independent diagnostic testing facilities, ambulance companies, ambulatory surgical centers, and physician group practices. It also includes individual physicians and non-physician practitioners who want to delegate staff to conduct transactions on their behalf. In this case, for IACS-PC registration purposes, registration must be as an organization.

As few as 2 staff can be registered in IACS-PC for a provider to access CMS enterprise applications. The first person must register as an SO, the second as a UGA. In this case, the UGA may access CMS applications as approved by the SO.

Step One: IACS-PC Registration

IACS-PC ROLE	SPECIAL NOTES	ASSOCIATES WITH	CREATES	APPROVED BY	APPROVES
Security Official (SO)	Accountable for all users	N/A	Organization	EUS Help Desk	BSO and UGA
Backup Security Official (BSO)	Optional	Organization	N/A	SO	UGA
User Group Administrator (UGA)-Provider	Required May be only member of group	Organization	Provider User Group	SO or BSO	End User
UGA-contractor	Optional May be only member of group	Organization	Surrogate User Group	SO or BSO	End User
End User	Member of user group - optional if less than 10 users	Provider User Group or Surrogate User Group	N/A	UGA	N/A

Step Two: Select Application Role Independently for EACH CMS Enterprise Application

An application Approver is an IACS-PC user authorized to approve or deny user requests for application roles. Application roles determine how users can interact with the application (i.e., read only or edit and submit data). Roles may differ by application.

IACS-PC ROLE	APPLICATION ROLE	SPECIAL NOTES	ACCESS TO APPLICATION	APPROVED BY	APPROVES
SO	Default approver if no Approver in user group	Cannot access any application	NO	N/A	Application Approvers and members of user group w/out Approver
BSO	Default approver if no Approver in user group	Cannot access any application	NO	N/A	Application Approvers and members of user group w/out Approver
UGA	Application Approver for user group or	Must be member of user group for which they act as approver	NO	SO or BSO	Application users in user group
UGA	Application User	Must be member of user group for which they act as approver	YES	Approver (if none SO or BSO)	N/A
End User	Application Approver for user group or	Must be member of user group for which they act as approver	NO	SO or BSO	Application users in user group
End User	Application User	Must be member of user group for which they act as approver	YES	Approver (if none SO or BSO)	N/A

Step 3: Enter Application When Available

Go to *https://applications.cms.hhs.gov* on the CMS website and then click on **Enter CMS Applications Portal**.

Help With Access To IACS-PC

EUS Help Desk - email at *EUSSupport@cgi.com* or phone on 1-866-484-8049 or TTY/TDD on 1-866-523-4759.

To Learn More About IACS-PC

Visit the following MLN Matters articles about Individuals Authorized Access to CMS Computer Services - Provider Community (IACS-PC):

– SE0747: *http://www.cms.hhs.gov/MLNMattersArticles/downloads/SE0747.pdf*
– SE0753: *http://www.cms.hhs.gov/MLNMattersArticles/downloads/SE0753.pdf*
– SE0754: *http://www.cms.hhs.gov/MLNMattersArticles/downloads/SE0753.pdf*