

Individuals Authorized Access to the CMS Computer Services (IACS)

Approver – Quick Reference Guide

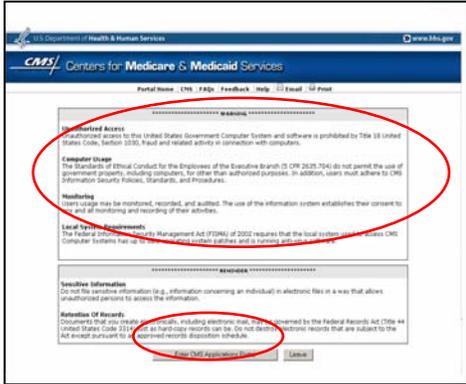
This Quick Reference Guide provides the step-by-step instructions for an IACS approver to process user requests for which the approver is responsible.

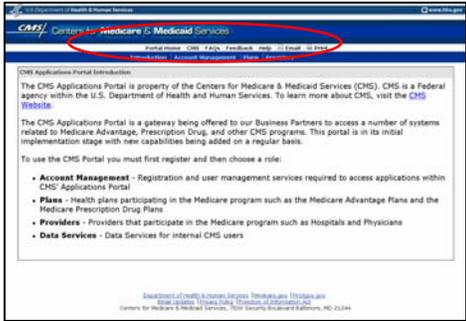
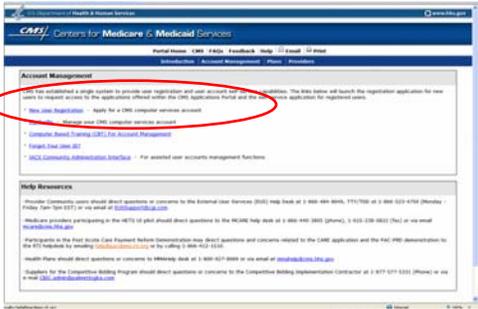
An approver may be responsible for processing the following types of user requests in IACS:

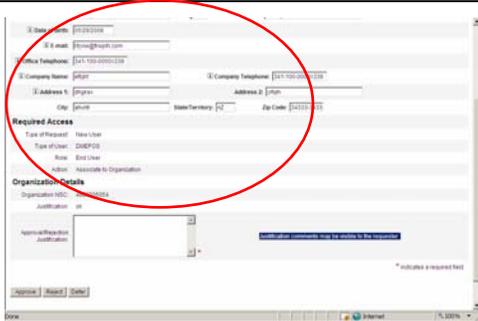
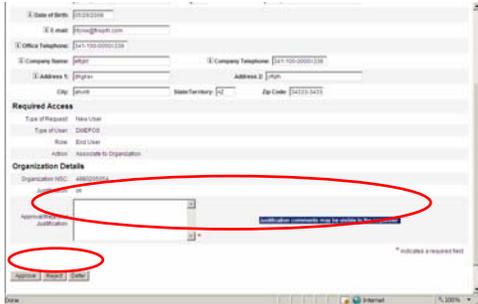
- CMS application roles
- Creation of community user groups
- Associations to community organizations or user groups
- Community user roles
- Changes to application or community roles

If you need assistance with the Approval process, contact your Help Desk. Contact information may be found in the Help Resources portion of the Account Management screen.

The Steps for an IACS Approver to Process a Request are:

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

Step	Action	Screen Displayed
3	Click on the Account Management hyperlink on the blue menu bar towards the top of the “CMS Application Portal Introduction” screen.	 <p>The screenshot shows the 'CMS Applications Portal Introduction' page. At the top, there is a blue navigation bar with several links. The 'Account Management' link is circled in red. Below the navigation bar, there is a main content area with text and a list of roles: Account Management, Plans, Providers, and Data Services.</p>
4	Click on the My Profile hyperlink on the “Account Management” screen.	 <p>The screenshot shows the 'Account Management' page. On the left side, there is a vertical menu with several links. The 'My Profile' link is circled in red. The main content area contains information about user registration and account management.</p>
5	Enter your IACS User ID and Password in the fields provided on the “Login to IACS” screen. Click on the Login button.	 <p>The screenshot shows the 'Login to IACS' page. There are two input fields: 'User ID' and 'Password'. Both fields are circled in red. Below the fields is a 'Login' button, which is also circled in red.</p>
6	Select the Pending Approvals hyperlink on the “My Profile” screen.	 <p>The screenshot shows the 'My Profile' page. On the left side, there is a vertical menu with several links. The 'Pending Approvals' link is circled in red. The main content area contains a 'Welcome' message and a list of options.</p>

<p>7</p>	<p>On the Inbox screen select the Name under the “Process” column of the request you want to review.</p> <p>Note: The role being requested, the name of the requestor and the request number are provided in the “Description” column.</p>	
<p>8</p>	<p>Review the access request information in the “Application for Access to CMS Computer Systems Approval” screen.</p>	
<p>9</p>	<p>Enter a brief statement for the Approval/Rejection Justification and click on the desired button:</p> <ul style="list-style-type: none"> • Approve: Approve the request. • Reject: Reject the request. • Defer: Defer action on the request until a later time. If you select Defer, no Approval/Rejection Justification text is needed. <p>Note: Approval/Rejection Justification text may be visible to the requestor.</p>	

<p>10</p>	<p>The next screen to be displayed will depend on whether there are more requests to be processed or not:</p> <ul style="list-style-type: none"> • If there are more requests to be processed, the “Inbox” screen will be displayed. You may continue processing other requests. • If there are no more requests to be processed, the “My Profile” screen will be displayed. The “Pending Approvals” hyperlink will not appear on the screen. 	
<p>11</p>	<p>From the “My Profile” screen, you may</p> <ul style="list-style-type: none"> • Select another option presented on this screen or • Select Logout on the bottom left corner of the screen to exit. 	