

Individuals Authorized Access to CMS Computer Services (IACS)

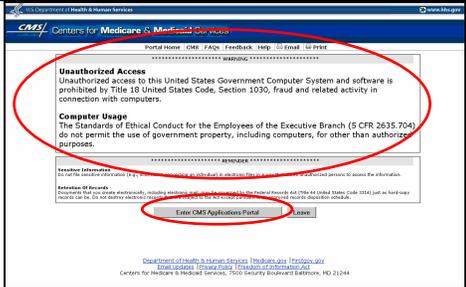
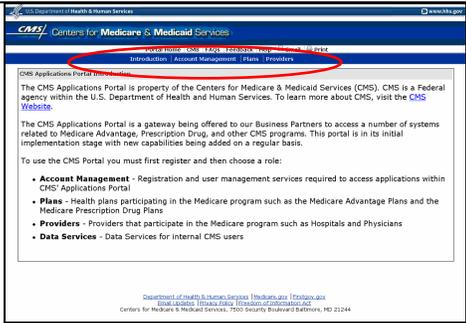
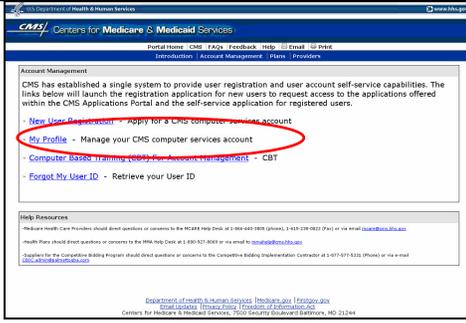
Request Access to a CMS Application

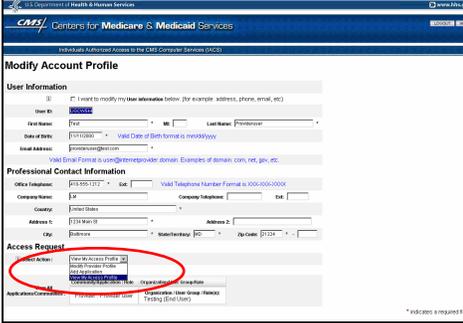
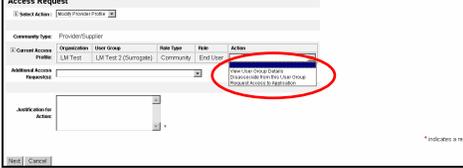
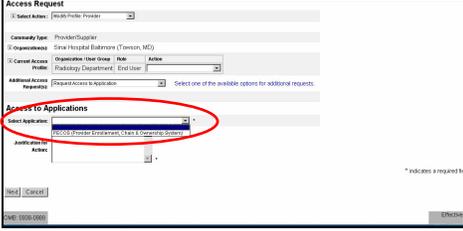
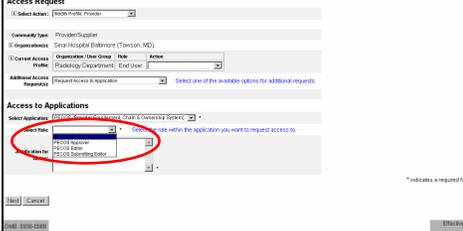
Quick Reference Guide

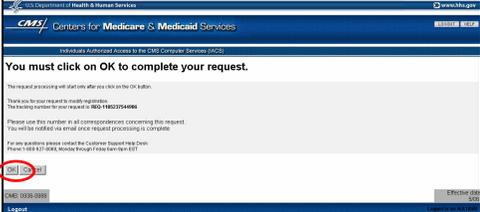
This Quick Reference Guide provides step-by-step instructions to access the IACS “Modify Account Profile” functionality and request access to a CMS Application.

This guide applies to IACS Individual Practitioners and Organization’s User Group Administrators, End Users and Surrogates who need access to a CMS application integrated with IACS.

The Steps to Request Access to a CMS Application for A Community User:

Step	Action	Screen Displayed
1	Go to the CMS Applications Portal URL: 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.	
3	Click on the Account Management hyperlink on the blue menu bar on the top of the “CMS Application Portal Introduction” screen.	
4	Click on the My Profile hyperlink on the “Account Management” screen.	

Step	Action	Screen Displayed
5	<p>Enter your new IACS User ID and Password in the fields provided on the “Login to IACS” screen.</p> <p>Click on the Login button.</p>	
6	<p>Select the Modify Account Profile hyperlink on the “My Profile” screen.</p>	
7	<p>Select the Modify “Provider” Profile option from the drop-down list in the “Select Action” field in the “Access Request” portion of the “Modify Account Profile” screen.</p> <p>Note: The text displayed as “Provider” in the selection above may vary according to your CMS User Community, which describes your business relationship with CMS. This step shows the selection for the Provider Community.</p>	
8	<p>Select the Request Access to Application option from the drop-down list in the “Action” field of the “My Current Access Profile” portion of the screen.</p>	
9	<p>Select the desired Application from the drop-down list in the “Select Application” field of the “Modify Account Profile” screen.</p>	
10	<p>Select the desired Role from the drop-down list in the “Select Role” field of the “Modify Account Profile” screen.</p>	

Step	Action	Screen Displayed
11	<p>Enter the Justification for Action (the reason you are requesting access).</p> <p>Click on the Next button.</p>	
12	<p>Record your request's tracking number or print the screen information by clicking the Print button to the right of the text.</p> <p>Note: You will need the request tracking number if you need assistance from your Help Desk.</p> <p>Click on the OK button on the "Registration Acknowledgement" screen to complete your registration.</p> <p>* The system will send you an e-mail that contains the request tracking number. Contact your Help Desk if you do not receive this e-mail within 24 hours.</p>	
13	<p>Once your request is approved, you will receive notification via e-mail.</p> <p>Note: For assistance, contact your Help Desk.</p>	