

How to Complete ACO-MS Registration

Version 2 | March 2024

OVERVIEW

To apply for participation in the Shared Savings Program for the upcoming performance year, all ACOs must register as an applicant. If your ACO does not register and submit the application before the deadline, you **cannot** apply to the Shared Savings Program for the upcoming performance year.

INITIAL APPLICANTS

Completing registration will open your ACO's application and allow individual users to create their accounts.

- 1 Go to [ACO-MS](#) and select "Apply".
- 2 Enter your ACO legal entity information including the following:
 - ACO taxpayer identification number (TIN)
 - ACO full legal entity name
 - Trade name/doing business as name (DBA) (optional) and
 - ACO address

Tip: Confirm that the information entered is accurate. Verify the TIN is correct and the legal entity name matches legal documentation.

- 3 Enter the contact information for your ACO's:
 - ACO Executive, Application Contact (primary), Application Contact (secondary) (optional), and Primary Contact (Public Usage).
 - Note: The Primary Contact serves as the ACO's point of contact for the public about the ACO. This person must be accessible by phone or email.
- 4 Review and submit.

RENEWAL AND EARLY RENEWAL APPLICANTS

- 1 Log into [ACO-MS](#); navigate to the Agreement Details subtab in ACO-MS.
- 2 Select the "Apply to Renew" or "Apply to Early Renew" button.
- 3 Confirm ACO's intention to apply for a new agreement period.
- 4 Review and submit.

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Note: Currently participating ACOs do not need to register to stay in your current ACO participation agreement.

NEXT STEPS

- Reference the [How to Manage ACO-MS User Access & Contacts](#) tip sheet for help setting up an ACO-MS account. This will allow any ACO contacts to obtain a user ID for logging into ACO-MS.
- ACOs must complete, certify, and submit Phase 1 of the application available on the ACO Dashboard by the deadline posted on the [Application Types & Timeline webpage](#).



Questions?

If you have any questions about ACO-MS or require technical assistance, click the SSP Helpdesk icon (located within the [ACO-MS](#) banner) or email SharedSavingsProgram@cms.hhs.gov.

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