

Individuals Authorized Access to the CMS Computer Services (IACS) Approver – MA/MA-PD/PDP/CC and CBO/CSR Requests Quick Reference Guide

This Quick Reference Guide provides the step-by-step instructions for an IACS approver authorized to process user requests for **MA/MA-PD/PDP/CC** and **CBO/CSR** applications.

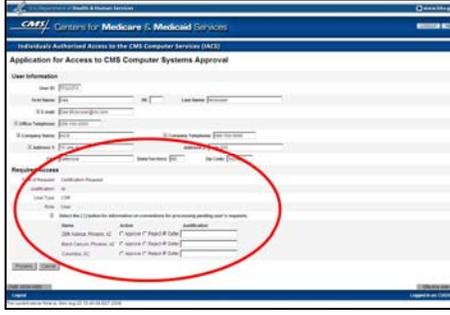
An approver may be responsible for processing the following types of user requests in IACS:

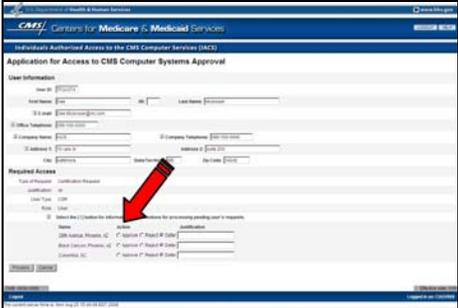
- CMS application roles
- Changes to access roles

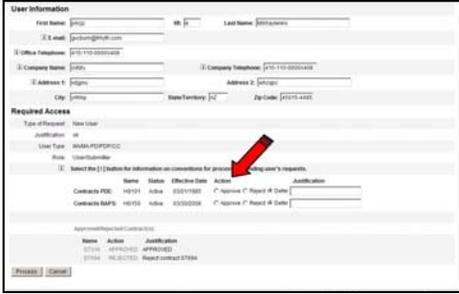
If you need assistance with the Approval process, refer to the **IACS User Guide for Approvers** or contact your Help Desk. Contact information may be found in the Help Resources portion of the Account Management screen.

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

Step	Action	Screen Displayed
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 3	Select the Account Management hyperlink on the menu bar toward the top of the CMS Application Portal Introduction screen.	

<p>Step 4</p>	<p>Select the My Profile hyperlink on the Account Management screen.</p>	
<p>Step 5</p>	<p>Enter your IACS User ID and Password in the fields provided on the Login to IACS screen.</p> <p>Select the Login button.</p>	
<p>Step 6</p>	<p>Select the Pending Approvals hyperlink or Pending Certifications hyperlink on the My Profile screen, depending on the approvals you want to process.</p>	
<p>Step 7</p>	<p>On the Inbox screen select the Name of the request you want to review in the Process column.</p> <p>Note: The role being requested, the name of the requestor and the request number are provided in the Description column.</p>	
<p>Step 8</p>	<p>Review the access request information on the Application for Access to CMS Computer Systems Approval screen.</p>	

<p>Step 9</p>	<p>Determine, by individual item listed, the action you will take and select the appropriate radio button. You can:</p> <ul style="list-style-type: none"> <p>Approve: Approve the request.</p> <p>If you select Approve, IACS will automatically enter Approved as the Justification text. You may overwrite the text as necessary.</p> <p>Reject: Reject the request.</p> <p>If you select Reject, you must enter Justification text in the field provided. This text may be visible to the requestor.</p> <p>Defer: Defer action on the request until a later time.</p> <p>No Justification text is required if you select Defer.</p> 	
<p>Step 10</p>	<p>When you have completed your actions, select the Process button to record your actions.</p>	

<p>Step 11</p>	<p>IACS will check to see if all items in this request have been approved or rejected.</p> <ul style="list-style-type: none"> • If yes, a message will display confirming that the request will be processed. • If you have deferred any item, a message will display informing you that additional actions are needed before processing. You will be asked to confirm your action. The request will remain in the list of pending approval requests until it is completely processed or expires. <p>Note: A message asking you to confirm your action when some Contract/Organization Numbers have been deferred is illustrated.</p>	
<p>Step 12A</p>	<p>If you open a pending approval request that has been partially processed by another authorized approver, information on what actions have already been taken on the request will appear at the bottom of the Application for Access to CMS Computer Systems Approval screen.</p>	
<p>Step 12B</p>	<p>You can take action on the remaining items as illustrated in Steps 9 through 11.</p>	
<p>Step 13</p>	<p>The next screen to be displayed will depend on whether or not you have more requests to be processed:</p>	

Step 14	If there are more requests to be processed, the Inbox screen will be displayed. You may continue processing other requests.	
Step 15	If there are no more requests to be processed, the My Profile screen will be displayed. The Pending Approvals hyperlink will no longer appear on the screen.	
Step 16	From the My Profile screen, you may <ul style="list-style-type: none"> • Select another option presented on this screen, or • Select the Logout hyperlink on the bottom left corner of the screen to exit. 	