

Individuals Authorized Access to the CMS Computer Services (IACS)

End User

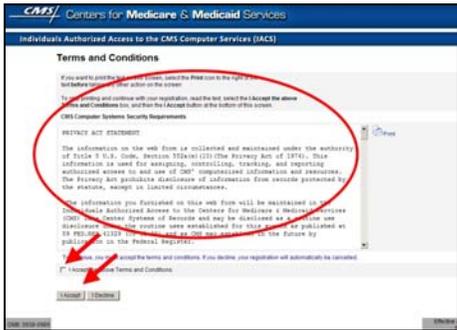
New User Registration – Quick Reference Guide

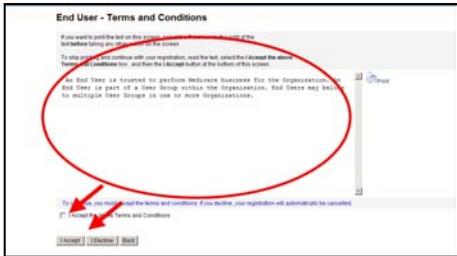
This Quick Reference Guide provides the step-by-step instructions for self-registration as an IACS End User for an Organization. This guide also includes instructions to log in to IACS for the first time and change your temporary, one-time password.

An End User is a staff member who is trusted to conduct business for the Organization. An End User is part of a User Group within the Organization. End Users may belong to multiple User Groups in one or more Organizations.

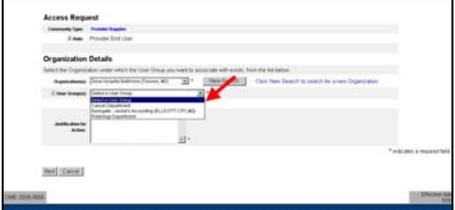
The Steps for IACS New User Registration for an End User are:

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.	

Step	Action	Screen Displayed
Step 4	<p>Refer to the Help Resources portion of the screen and record the contact information for your Help Desk.</p> <p>Note: If you need assistance with the registration process, contact your Help Desk.</p> <p>Select the New User Registration hyperlink on the Account Management screen.</p>	
Step 5	<p>Select a CMS User Community on the New User Registration Menu for CMS User Communities portion of the screen by selecting the hyperlink that best describes your business relationship with CMS.</p> <p>For example: Select the Provider/Supplier Community hyperlink if you belong to the Medicare Provider Community.</p>	
Step 6	<p>Read the Terms and Conditions - Privacy Act Statement.</p> <p>Select the I Accept the above Terms and Conditions box.</p> <p>Select the I Accept button.</p>	

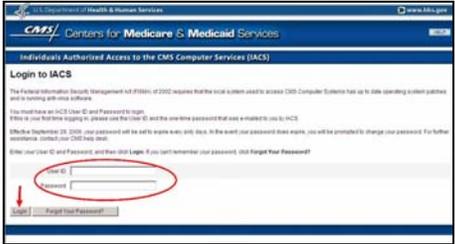
Step	Action	Screen Displayed
Step 7	<p>Select the role of End User on the New User Registration screen by selecting the radio button to the left of the End User role.</p> <p>Select the Next button.</p> <p>Note: The selection of roles may vary depending on the User Community you select in Step 5.</p>	
Step 8	<p>Read the End User - Terms and Conditions.</p> <p>Select the I Accept the above Terms and Conditions box.</p> <p>Select the I Accept button.</p>	
Step 9	<p>On the New User Registration screen enter the required information in the User Information fields, as follows:</p> <p>Enter your name, date of birth and Social Security Number (SSN) exactly as it is on file with the Social Security Administration (SSA).</p> <p>Note: Your first and last name, SSN and date of birth will be validated against data at the SSA.</p> <p>Enter your email address.</p> <p>Select the Next button.</p>	

Step	Action	Screen Displayed
Step 10	<p>If SSA validates your SSA information successfully, the Email Address Verification screen will appear.</p> <p>Leave this screen open while you proceed to the next step.</p> <p>Note: You will have 30 minutes to complete Steps 11 and 12.</p> <p>Note: If your SSA information cannot be validated, please, contact your local SSA office. Contact information can be found at http://www.ssa.gov on the SSA website.</p>	
Step 11	<p>Go to your email inbox and open the message with the email <i>Verification Code</i>. The subject line will read: Email Address Verification.</p> <p>Record the <i>Verification Code</i> provided.</p>	<p><i>You are receiving this email in response to a Registration request being submitted by you in IACS. Please enter the following code in the Registration window to complete verification and proceed with your request.</i></p> <p><i>Verification Code: <your code will appear here></i></p> <p><i>Thank you,</i></p> <p><i>IACS</i></p> <p><i>Please do not reply to this system generated email.</i></p>
Step 12	<p>Enter the Verification Code in the <i>Verification Code</i> field on the Email Address Verification screen.</p> <p>Select the Next button.</p>	

Step	Action	Screen Displayed
Step 13	<p>Enter the required information in the <i>Professional Contact Information</i> fields on the New User Registration screen.</p> <p>Note: The fields in the <i>User Information</i> portion of the screen have been pre-populated and cannot be changed at this point.</p>	
Step 14	<p>Enter Organization Search information in the <i>Organization Search</i> fields. Provide, at a minimum, all or part of the Business Name of the Organization, the Country, and the State or Territory in the Organization's address.</p> <p>Select the Search button.</p>	
Step 15	<p>Select your Organization from the drop-down list in the <i>Organizations</i> field in the Organization Details area of the screen.</p>	
Step 16	<p>Select your desired User Group from the drop-down list in the <i>User Groups</i> field in the Organization Details area of the screen.</p>	
Step 17	<p>Enter the reason you are requesting access in the Justification for Action field.</p> <p>Select the Next button.</p>	

Step	Action	Screen Displayed
Step 18	<p>Review the information on the Review Registration Details screen to make sure the information is correct and then select the desired button:</p> <ul style="list-style-type: none"> • Submit – to submit the registration request • Edit – to return to the New User Registration screen to make changes to information you have entered, such as your Professional Contact Information • Cancel – to cancel your registration request. 	
Step 19	<p>Record your request's tracking number or print the Registration Acknowledgement screen by selecting 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>Select the OK button on the Registration Acknowledgement screen to complete your registration.</p> <p>Note: The system will send you an email that contains the request tracking number. Contact your Help Desk if you do not receive this email within 24 hours.</p>	

Step	Action	Screen Displayed
Step 20	<p>Once your request is approved, you will receive two email messages.</p> <ol style="list-style-type: none"> The first email message with subject Line, FYI: User Creation Completed – Account ID Enclosed, will contain your IACS User ID. The second email message with Subject Line, FYI: User Creation Completed – Password Enclosed, will contain a temporary, one-time password. <p>Note: Wait until you receive your IACS User ID and temporary, one-time password to continue to the next step.</p>	
Step 21	<p>Go to the CMS Applications Portal website: https://applications.cms.hhs.gov</p>	
Step 22	<p>Read the contents of the CMS Applications Portal WARNING / REMINDER screen.</p> <p>Select the Enter CMS Applications Portal button.</p>	
Step 23	<p>Select the Account Management hyperlink on the menu bar toward the top of the CMS Applications Portal Introduction screen.</p>	

<p>Step 24</p>	<p>Select the My Profile hyperlink on the Account Management screen.</p> <p>Note: Your Help Desk contact information appears on the Help Resources portion of the screen.</p>	
<p>Step 25</p>	<p>Enter your new IACS User ID and temporary, one-time Password in the fields provided on the Login to IACS screen.</p> <p>These are the User ID and Password you received in the two email messages.</p> <p>Select the Login button.</p>	
<p>Step 26</p>	<p>Enter your new Password in the New Password field on the Change Password screen.</p> <p>Enter the same new Password in the Confirm New Password field.</p> <p>Select the Change Password button.</p>	
<p>Step 27</p>	<p>Select the Change Answers to Authentication Questions hyperlink on the My Profile screen.</p>	

Step 28	<p>Answer at least two of the ten authentication questions on the Change Answers to Authentication Questions screen.</p> <p>Select the Save button when you have finished answering the questions.</p>	
Step 29	<p>Select the OK button on the Change Answers Results screen.</p>	
Step 30	<p>On 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. 	
Step 31	<p>For information on how to request access to a CMS Application, please refer to the <i>IACS Request Access to a CMS Application – for Individual Practitioners, Organization Users, and Surrogate Users- Quick Reference Guide.</i></p>	