

Individuals Authorized Access to CMS Computer Services (IACS)

Request Access to a CMS Application

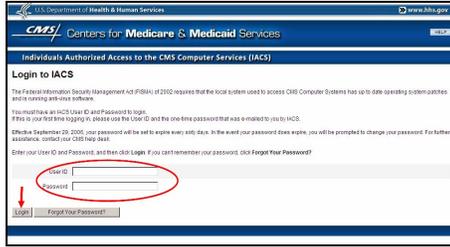
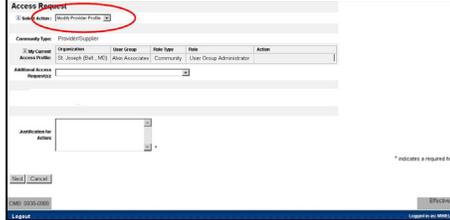
Quick Reference Guide

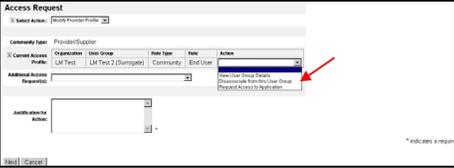
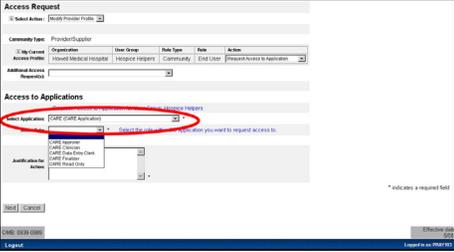
This Quick Reference Guide provides step-by-step instructions to access the IACS **Modify Account Profile** functionality and request access to a CMS Application.

This guide applies to users in the Provider/Supplier, FI/Carrier/MAC and CMS Contractor Communities. Those users are Individual Practitioners and Organization's User Group Administrators, End Users and Surrogates who use CMS applications integrated with IACS.

The Steps to Request Access to a CMS Application for a Community 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>Select the My Profile hyperlink on the Account Management screen.</p> <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 Modify Account Profile functionality, contact your Help Desk.</p>	
Step 5	<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>	
Step 6	<p>Select the Modify Account Profile hyperlink on the My Profile screen.</p>	
Step 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 options displayed may vary according to your CMS User Community, but the process you will follow will be the same.</p>	

Step	Action	Screen Displayed
Step 8	Select the Request Access to Application option from the drop-down list in the Action field of the My Current Access Profile table.	
Step 9	Select the desired Application from the drop-down list in the Select Application field in the Access to Applications portion of the screen. Note: Only applications available to your User Community will be displayed.	
Step 10	Select the desired Role from the drop-down list in the Select Role field in the Access to Applications portion of the screen. Note: Only roles available for the application that you select will be displayed.	
Step 11	Enter a brief justification statement for your access request in the Justification for Action field. Select on the Next button.	

Step	Action	Screen Displayed
<p>Step 12</p>	<p>You will receive confirmation of your request. You can return and modify your request or continue by selecting the Submit button.</p> <p>Note: If you select the Cancel button, your request will be cancelled.</p> <p>Select on the Submit button to continue with your request.</p>	
<p>Step 13</p>	<p>Record the tracking number for your request or print the screen by selecting the Print button to the right of the text.</p> <p>Note: if you need assistance from your Help Desk, you will need this tracking number.</p> <p>Select on the OK button to complete your request.</p>	
<p>Step 14</p>	<p>You will be sent an email confirming that IACS has received your request and providing you the tracking number for your request.</p> <p>Contact your Help Desk if you do not receive this email within 24 hours.</p> <p>Note: Refer to communications from the business owner for the CMS application you wish to access for instructions on how to access the application.</p>	<div style="border: 1px solid black; padding: 10px;"> <p>Please use the following request number when contacting CMS regarding this request:</p> <p>The tracking number for your request is: REQ-<your number will appear here>.</p> <p>Your request has been received by the Individuals Authorized Access to the CMS Computer Services (IACS).</p> <p>Thank you, IACS</p> <p>Please do not reply to this system-generated email.</p> </div>

Step	Action	Screen Displayed
Step 15	You will receive notification via email once your application access request is approved.	<div style="border: 1px solid black; padding: 10px;"> <p>Your Modify Profile Request (tracking number: REQ-<i><your request number will appear here></i> has been approved and processed in the Individuals Authorized Access to the CMS Computer Services (IACS).</p> <p>Thank you. IACS</p> <p>Please do not reply to this system-generated email.</p> </div>