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# **Individuals Authorized Access to the CMS Computer Services (IACS) User Guide**

## **Attachment H – Demonstrations Community**

**March 2009**

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## Important Note

The ***IACS User Guide Main Body*** contains information about and instructions on how to complete procedures that are *applicable to all IACS users*. You must have an understanding of these procedures and information to understand what is presented in this Attachment.

Please read the ***IACS User Guide Main Body*** before you begin to use this Attachment. It can be found under **General User Guides and Resources** at: [www.cms.hhs.gov/IACS](http://www.cms.hhs.gov/IACS)

This IACS Help Document Attachment provides instructions on how to:

1. Complete the ***Access Request*** portion of the **New User Registration** screen for Demonstrations Community.
2. Modify your account profile.
3. Access your desired Demonstrations Community application.

## H 1.0 Demonstrations Community Access Request Fields

When you began your registration process, you selected the **New User Registration** hyperlink on the **Account Management** screen. The system then displayed the **New User Registration Menu** screen illustrated in Figure H 1.

You then selected the hyperlink for the Demonstrations Community and the **New User Registration** screen opened.

You completed the **User Information** portion of this screen according to the instructions provided in the IACS User Guide Main Body.

Up until this point, the information you provided was generic and identified you to IACS. Now we will examine the information fields that are specific to the current Demonstrations Community.

New User Registration Menu for CMS User Communities	
<a href="#">Provider/Supplier Community</a>	Physician, Non-Physician practitioner, individual practitioner, institutional provider, supplier or representative of one of those entities
<a href="#">FI/Carrier/MAC Community</a>	Employed directly or indirectly by a Fiscal Intermediary (FI), Carrier or Medicare Administrative Contractor (MAC) as an End User of systems housed at an Enterprise Data Center (EDC)
<a href="#">DMEPOS Community</a>	Durable Medical Equipment, Prosthetics, Orthotics and Supplies (DMEPOS) Competitive Bidding Program Community - The DMEPOS Competitive Bidding Program Community is for suppliers submitting a bid for selected products in a particular Competitive Bidding Area (CBA).
<a href="#">Demonstrations Community</a>	Community supporting applications for the CMS' Demonstrations. CMS business owners will provide directions to access this link and register in IACS.
<a href="#">CMS Contractor Community</a>	CMS Contractor Community

New User Registration Menu for CMS Applications	
<a href="#">MA/MA-PD/PDP/CC</a>	Medicare Advantage/Medicare Advantage - Prescription Drug/Prescription Drug Plan/Cost Contracts
<a href="#">CSR</a>	Community Based Organization/Customer Service Representative
<a href="#">COB</a>	Coordination of Benefits
<a href="#">HETS UI</a>	HIPAA Eligibility Transaction System User Interface. This is a pilot with registration restricted to those organizations that are pre-approved

Figure H 1: New User Registration Menu Screen

In the **Access Request** portion of the **New User Registration** screen, as illustrated in Figure H 2:, the User Type field will be pre-populated with the Demonstrations Community

selection you made on the **New User Registration Menu** screen. A *Role* field and *Justification for Action* field are also displayed.



The screenshot shows the 'Access Request' form. The 'User Type' is set to 'Demonstrations'. The 'Role' field is a dropdown menu currently showing 'Select Role'. Below it is a text area for 'Justification for Action'. At the bottom left are 'Next' and 'Cancel' buttons. A note at the bottom right states '\* indicates a required field'.

**Figure H 2: Demonstrations Community -- User Type Displayed**

The *Role* field contains a drop-down list of Roles as illustrated in Figure H 3.

**Note:** A single role is currently available for the Demonstrations Community, the Electronic Health Record Demonstration (EHRD) User – this role will be able to perform the EHRD functions as required.

### H-1.1 Demonstrations – EHRD User

To register in IACS you must select a role in your User Community. Select the **EHRD User** role from the drop-down list in the *Role* field as illustrated in Figure H 3:.



The screenshot shows the 'Access Request' form with the 'Role' dropdown menu open. The dropdown list contains 'Select Role' and 'EHRD User'. A red box highlights the text 'Select Role' with an arrow pointing to the 'EHRD User' option in the dropdown. The 'Justification for Action' field is empty. At the bottom left are 'Next' and 'Cancel' buttons. A note at the bottom right states '\* indicates a required field'.

**Figure H 3: Demonstrations -- Role Drop-down List**

**Action:** Select the **EHRD User** role from the *Role* field drop-down list.

The screenshot displays the 'Access Request' form. At the top, it shows 'User Type: Demonstrations' and 'Role: EHRD User \*'. Below this is a large text area labeled 'Justification for Action:' containing the text 'Require this access for work.'. A red arrow points to this text area. Below the text area are two buttons: 'Next' and 'Cancel'. A second red arrow points to the 'Next' button. In the bottom right corner, there is a small text '\* indicates a required field'. At the bottom left, there is a reference number 'MB: 0938-0989' and at the bottom right, 'Effective date: 5/06'.

**Figure H 4: Demonstrations -- Justification for Action Field**

**Action:** Enter a brief justification statement for your request in the *Justification for Action* field that is illustrated in Figure H 4. This field must include the reason you are requesting this action.

**Action:** Select the **Next** button when you are done filling in all the required fields on the **New User Registration** screen.

When you select the **Next** button, the system will validate the data you have entered in each of the fields on the **New User Registration** screen. If there is any invalid or missing data, the system will redisplay the **New User Registration** screen with a warning message at the top of the screen informing you what data needs to be corrected or of required fields that still need to be addressed.

When the data in all fields is valid and all required fields have been completed, the system will display a **Review Registration Details** screen in which you can review the information you entered in the **New User Registration** screen.

Go to the **Completing Your New User Registration** section in the IACS User Guide Main Body, for an example of the **Review Registration Details** screen. This section also explains how to complete the IACS new user registration process.

## H 2.0 Modify Account Profile

From time to time you may need to modify or update your IACS account profile to request a role in another IACS integrated CMS Application or CMS User Community.

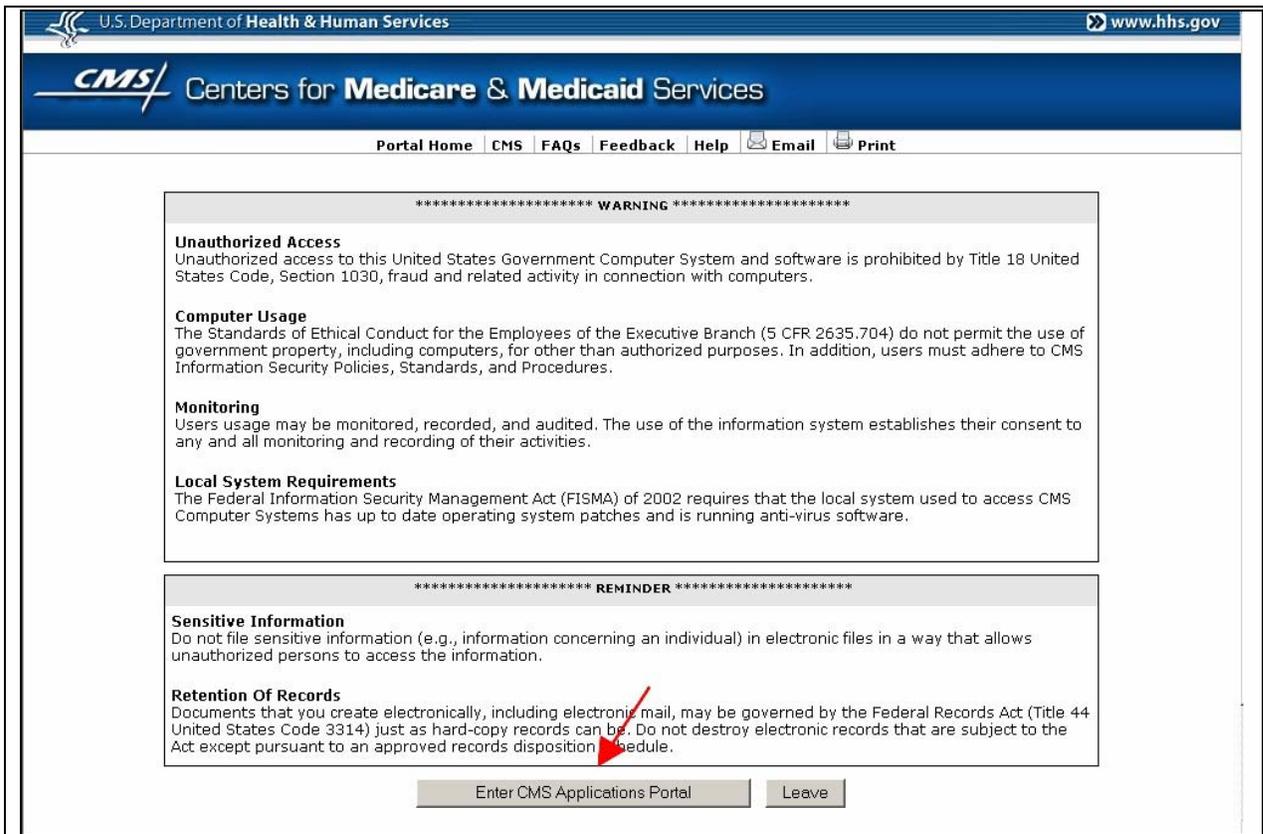
The following steps and screens show how to access your IACS account profile to make desired modifications.

**Action:** Browse to <https://applications.cms.hhs.gov> on the CMS website.

The **CMS Applications Portal WARNING/REMINDER** screen will display as illustrated in Figure H 5:.

**Action:** Read the important information on this screen and indicate your agreement by selecting the **Enter CMS Applications Portal** button.

If you do not want to proceed any further and want to exit, select the **Leave** button.



**Figure H 5: CMS Applications Portal WARNING/REMINDER Screen**

**Action:** Read the important information on this screen and indicate your agreement by selecting the **Enter CMS Applications Portal** button.

If you do not want to proceed any further and you want to exit, select the **Leave** button.

The **CMS Applications Portal Introduction** screen will display as illustrated in Figure H 6.



Figure H 6: CMS Applications Portal Introduction Screen

**Action:** Select the **Account Management** hyperlink in the menu bar toward the top of the screen.

The screen will change to the **Account Management** screen as illustrated in Figure H 7.

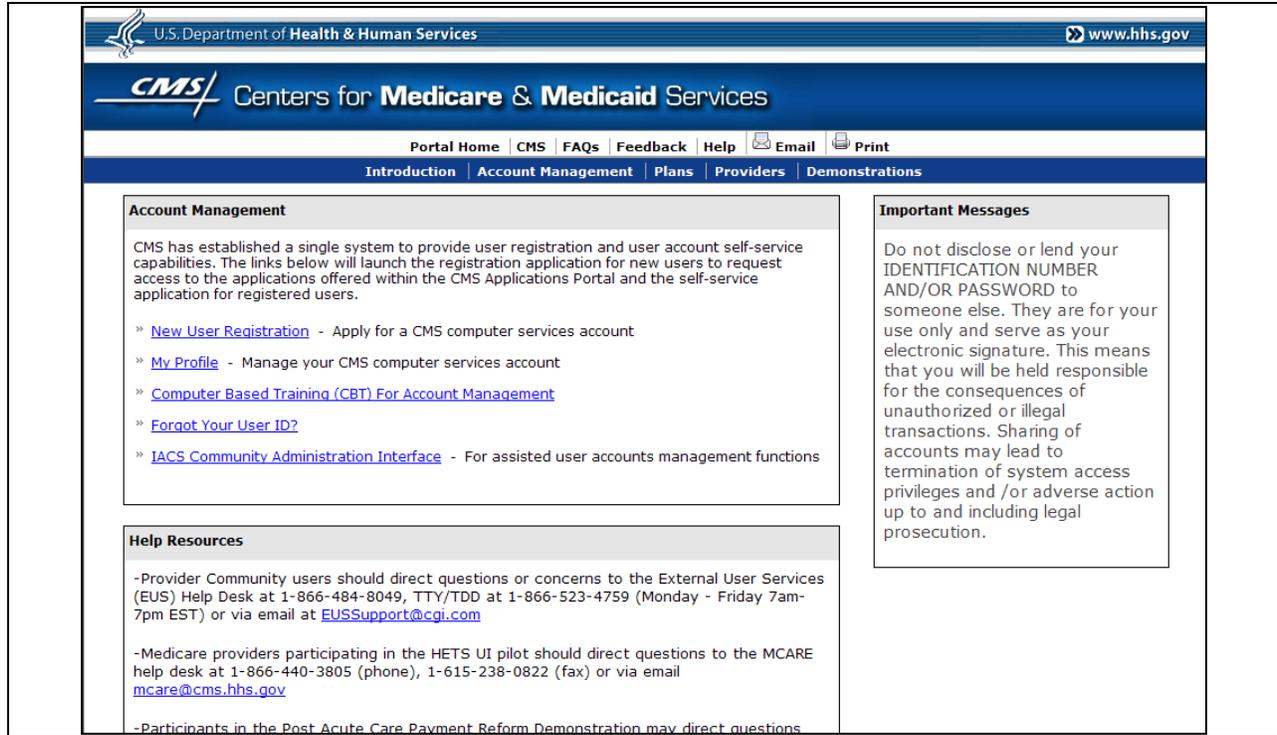


Figure H 7: Account Management Screen

**Action:** Select the *My Profile* hyperlink.

The **Login to IACS** screen will display as illustrated in Figure H 8.

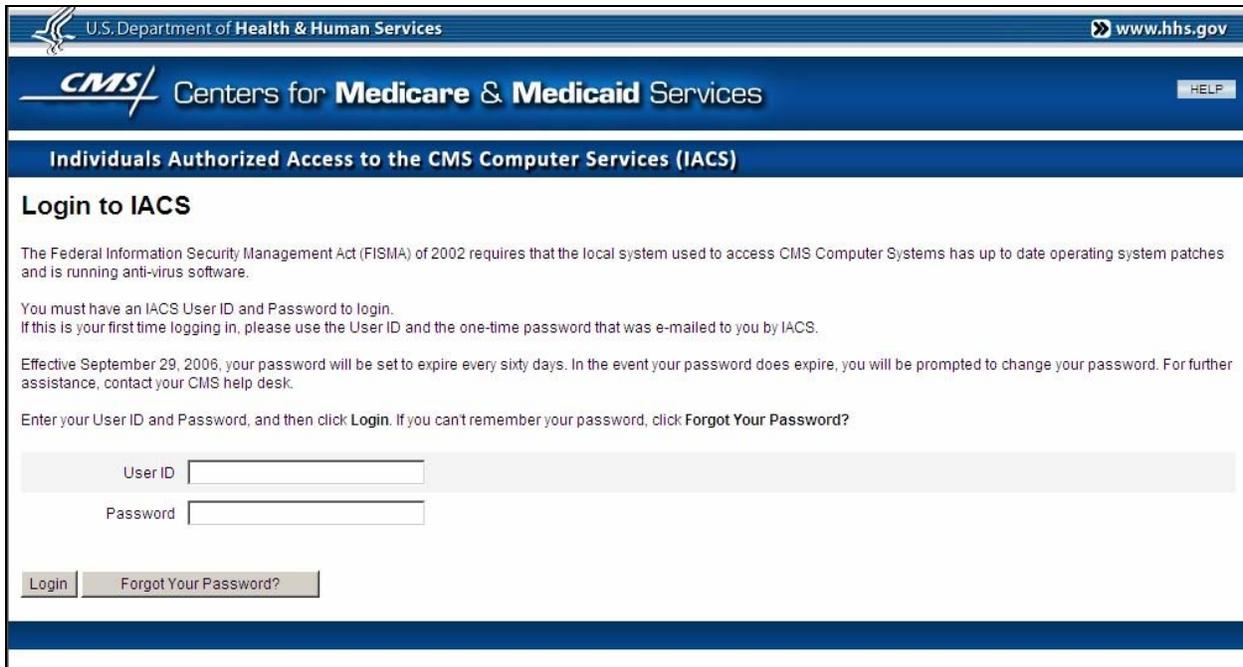


Figure H 8: Login to IACS Screen

**Action:** Enter your *User ID*

**Action:** Enter your *Password*.

**Action:** Select the *Login button*.

The **My Profile** screen will display as illustrated in Figure H 9.

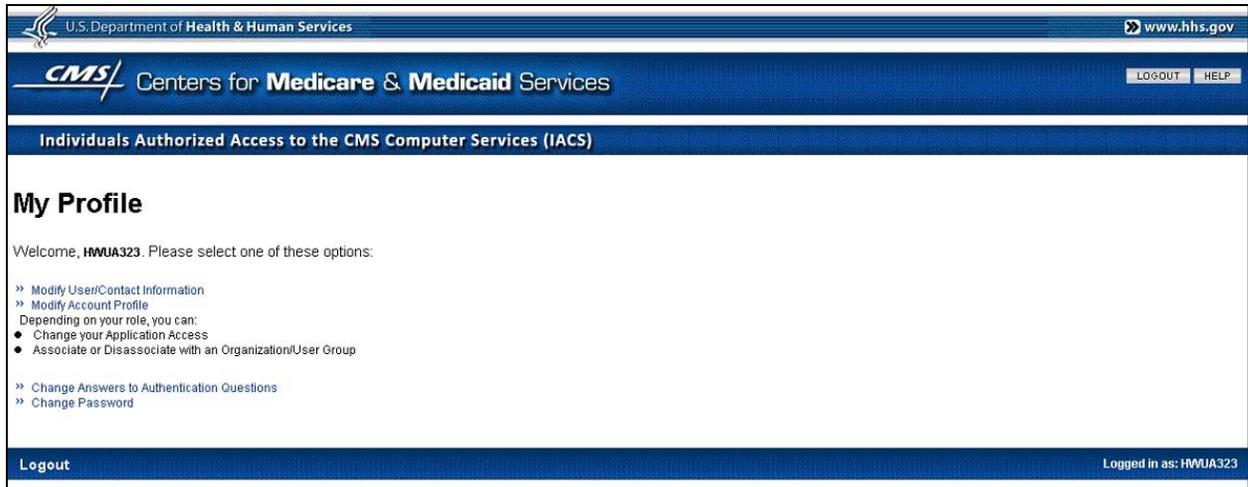


Figure H 9: My Profile Screen

The **My Profile** screen contains the following hyperlinks:

- **Modify User/Contact Information** – Provides access to the IACS functionality that will allow you to request changes to your User and/or Professional Contact Information. For additional information, see Section H 2.1 below.
- **Modify Account Profile** – Provides access to the IACS functionality that will allow you to request changes to your IACS Account Profile such as adding CMS application access or user communities. For additional information, see Section H 2.2 of this document.
- **Change Answers to Authentication Questions** – Provides access to the IACS functionality that will allow you to change or answer additional authentication questions. For additional information, see Section 3.2 in the *IACS User Guide, Main Body*.
- **Change Password** – Provides access to the IACS functionality that will allow you to change your IACS password. For additional information, see Section 3.1 in the *IACS User Guide, Main Body*.

## H 2.1 Modify User/Contact Information

The **Modify User/Contact Information** hyperlink provides you with the option to modify the **User Information** and/or **Professional Contact Information** you provided during your IACS registration or updated later. If you change your telephone number or move to a different address, you can update that information by selecting this hyperlink.

**Note:** When you select the **Modify User/Contact Information** hyperlink, the **Modify User/Contact Information** screen displays as illustrated in Figure H 10:. The **User Information** fields are filled in with the information stored in IACS. The **SSN** field and your social security number are not displayed.

U.S. Department of Health & Human Services www.hhs.gov

**CMS** Centers for Medicare & Medicaid Services LOGOUT HELP

Individuals Authorized Access to the CMS Computer Services (IACS)

### Modify User/Contact Information

**User Information**

User ID: HWUA323

First Name: Michael \* MI: M Last Name: Mikhaylenko \*

Date of Birth: 03/11/1968 \* Valid Date of Birth format is mm/dd/yyyy

Email Address: MMMike@network.net \*  
Valid E-mail address format is user@internetprovider.domain. Examples of domain: com, net, gov, etc.

**Professional Contact Information**

Office Telephone: 828-100-1828 \* Ext: 828 Valid Telephone Number Format is XXX-XXX-XXXX

Company Name: Michael Associates Company Telephone: 828-100-1828 Ext: 828

Country: United States \*

Address 1: 1932 N. Wilson \* Address 2: \*

City: Paint \* State/Territory: MD \* Zip Code: 82892 \* - \*

\* indicates a required field

Next Cancel

OMB: 0938-0989 Effective date 5/06

Logout Logged in as: HWUA323

Figure H 10: Modify User/Contact Information Screen

**Action:** Modify your **User and/or Professional Contact Information** as needed.

**Action:** Select the **Next** button when you have completed making your changes.

**Note:** If you make changes to your email address, the screen will refresh when you leave the Email field after making your change and a **Confirm Email Address** field will appear in which you must confirm your new email address.

The following validation processes will apply on **User Information** changes:

- A *First Name* change will be validated against information on file at the SSA.
- A *Last Name* change will be validated against information on file at the SSA.
- A *Date of Birth* change will be validated against information on file at the SSA.
- An *Email Address* change will be validated to be unique as stored in IACS.

When you select the Next button, the system will display the **Modify Request Confirmation** screen as illustrated in Figure H 10:.

U.S. Department of Health & Human Services

**CMS** Centers for **Medicare & Medicaid** Services

Individuals Authorized Access to the CMS Computer Services (IACS)

## Modify Request Confirmation

You made changes to your profile.

To submit your request please click **Submit** button.  
If you want to edit your changes please click **Edit** Button.  
If you want to cancel the changes, which you made please click **Cancel** button

OMB: 0938-0989

[Logout](#)

**Figure H 11: Modify Request Confirmation Screen**

**Action:** Select the **Submit** button to submit your modification request.

**Note:** Your modifications will not be completed unless the **Submit** button is selected.

- Select the **Edit** button to return and edit your changes.

- If you select the **Cancel** button, your request will be cancelled and any modifications you entered will be lost. A screen indicating this will be displayed. You must select the **OK** button to confirm the action, exit that screen and, close the browser window.

When you select the **Submit** button, a **Modification Request Acknowledgement** screen will display as illustrated in Figure H 10:. You must select the **OK** button to complete your account profile modification.

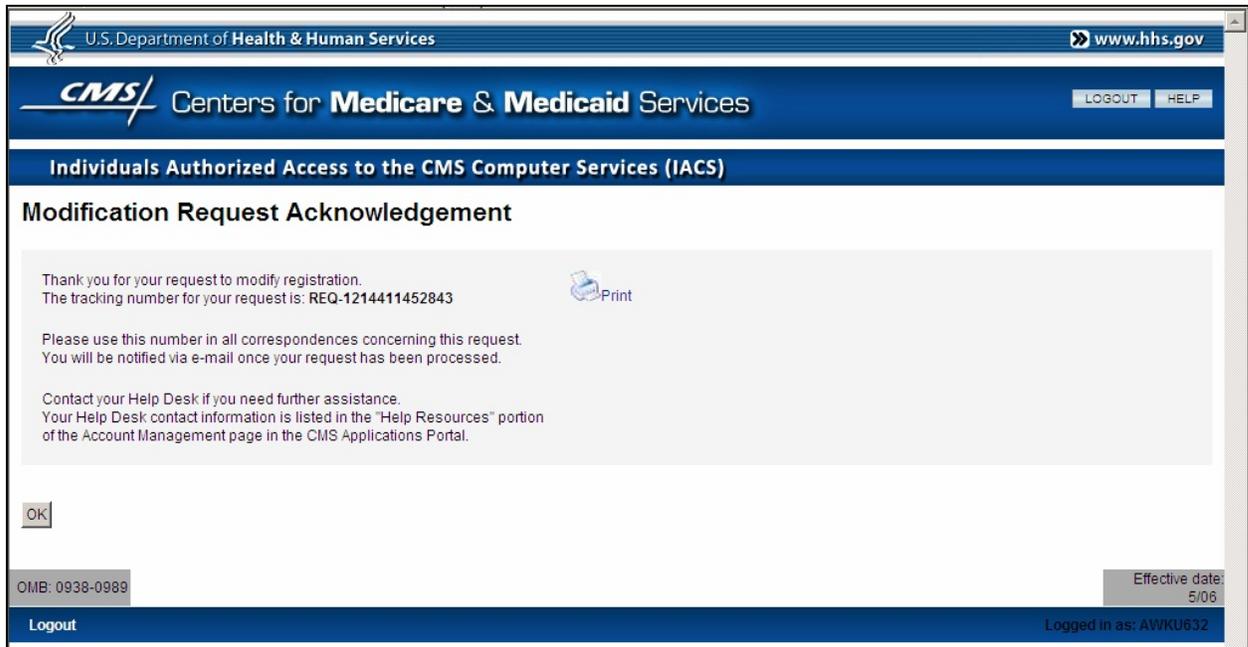


Figure H 12: Modification Request Acknowledgement Screen

The **Modification Request Acknowledgement** screen indicates your request has been successfully submitted and provides a tracking number for your request. **Record this tracking number** and use it if you have questions about the status of your request.

**Note:** You can print the information contained on the screen by selecting the **Print** icon.

**Action:** Select the **OK** button to complete the Modify Account Profile process.

The **Modification Request Acknowledgement** screen will close and the system will return to the **My Profile** screen.

## H 2.2 Modify Account Profile

This section describes how to modify the **Access Request** information that is in your IACS Account Profile.

**Note:** To see how to modify your **User or Professional Contact Information**, please go to Section H 2.1 of this attachment.

**Note:** When modifying your **Access Request** information, you may only request one change to your profile or one additional application access at a time. You can, however, submit one request and immediately re-enter the Modify Account Profile functionality to submit another request.



Figure H 13: My Profile Screen

**Action:** Select the **Modify Account Profile** hyperlink from the **My Profile** screen.

The **Modify Account Profile** screen will display.

Selected **User Information** fields will be filled in with information you previously provided during the registration process; however, the information in these fields cannot be changed. Also, the SSN field is not displayed. Sample **User Information** fields in a **Modify Account Profile** screen are illustrated in Figure H 14.

In the **Access Request** portion of the **Modify Account Profile** screen a **Select Action** field and a **View My Access Profile** table display. Both are illustrated in Figure H 14. The **View My Access Profile** table contains the following information:

- **Community/Application: Role** – Displays your current applications or communities and your role within each application or community.
- **Profile Summary** – Displays a summary of your IACS account profile.

- **Possible Actions** – Displays a listing of possible actions that you can take based on each of your approved roles.

**Note:** If you have a role in more than one application or community, each application or community will display in a separate row in the table.

**Individuals Authorized Access to the CMS Computer Services (IACS)**

**Modify Account Profile**

**User Information**

User ID:

First Name:  \*    MI:     Last Name:  \*

Date of Birth:  \*    Valid Date of Birth format is mm/dd/yyyy

E-mail:  \*

Valid E-mail address format is user@internetprovider.domain. Examples of domain: com, net, gov, etc.

**Professional Contact Information**

Office Telephone:  \*    Ext:     Valid Telephone Number Format is XXX-XXX-XXXX

Company Name:     Company Telephone:     Ext:

Country:  \*

Address 1:  \*    Address 2:

City:  \*    State/Territory:  \*    Zip Code:  \* -

**Access Request**

Select Action:

View My Access Profile:	Community/Application : Role	Profile Summary	Possible Actions
	Demonstrations : EHRD User	Role: EHRD User	As an EHRD User: o Modify professional contact information

\* indicates a required field

Cancel

OMB: 0938-0989    Effective date: 5/06

**Figure H 14: Demonstrations EHRD User – Modify Account Profile Screen**

The *Select Action* field provides a drop-down list of actions you can take when modifying your account profile. This list is illustrated in

Figure H 15.

The *default* view is **View My Access Profile**.

In the *Select Action* field drop-down list, you can select one of the following actions:

- **View My Access Profile** – This is the *default* view and it allows you to view your existing IACS profile with all roles and provides a brief summary of entities specific to each role. If this is the action you want to take, go to Section H 2.2.4.
- **Modify Demonstrations Profile** – If you select this action, you will receive an on-screen message telling you that there are no details to modify as part of the EHRD application. For more information on this message, go to Section H 2.2.1.
- **Add Application** – Allows you to select an application to which you want to request access. You can only request access to one application at a time. Select this action

if you want to request access to applications. If this is the action you want to take, go to Section H 2.2.2.

- **Add Community** – Allows you to select a CMS Community to which you want to request access. You can only request access to one community role at a time. If this is the action you want to take, go to Section H 2.2.3.

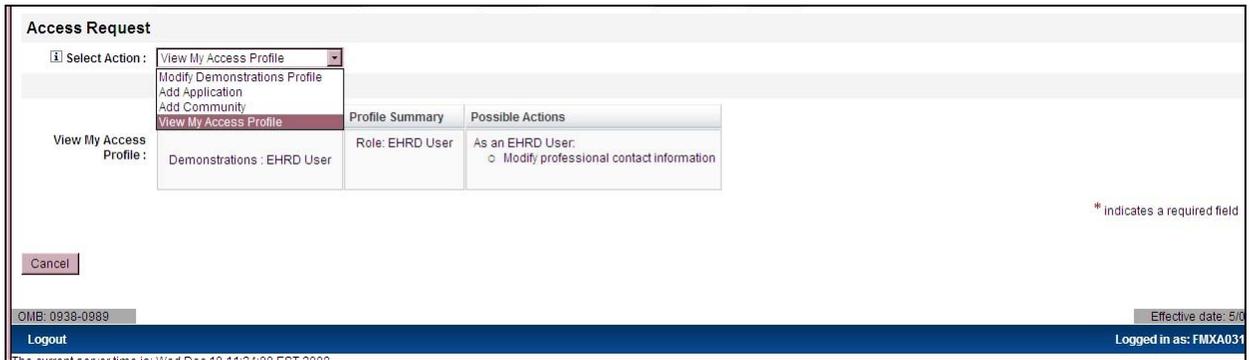


Figure H 15: Modify Account Profile – Select Action Drop-down List

**Action:** Select the **Action** you want to take.

Detailed explanations of each action are provided in the following subsections.

### H-2.2.1 Modify Demonstrations Profile

As an **EHRD User**, if you select the action of **Modify Demonstrations Profile**, the screen will refresh and display an on-screen message as illustrated in Figure H 16.

In the **Access Request** portion of the screen, the **View My Access Profile** table showing your current applications and roles **is no longer displayed**.

**Figure H 16: EHRD User: Modify Demonstrations Profile Screen**

**Note:** An onscreen message will display informing you that the EHRD User profile cannot **currently** be modified.

### H 2.2.2 Add Application

When you select the **Add Application** action, the screen will refresh and you will be presented with a screen similar to the one illustrated in Figure H 17.

This action will allow you to request access to other CMS applications integrated with IACS.

In the **Access Request** portion of the screen, the **View My Access Profile** table showing your current applications and roles **is no longer displayed**.

A **new field is displayed** entitled *Select Application* along with the *Justification for Action* field.

**Figure H 17: Modify Demonstrations Profile – Add Application**

The *Select Application* field has a drop-down list of the other CMS applications integrated with IACS as illustrated in Figure H 18:.

**Note:** If you are already authorized to access an application, it will not be listed in the drop-down list. You may only have **one role in an application**.

Please refer to the procedures for requesting access to the various CMS applications, using the Modify Account Profile option, which are provided in the following IACS Help Document Attachments:

- **Attachment A – MA/MA-PD/PDP/CC** – Medicare Advantage/Medicare Advantage-Prescription Drug/Prescription Drug Plan/Cost Contracts
- **Attachment B – CBO/CSR** – Community Based Organization/Customer Service Representative
- **Attachment C – COB** – Coordination of Benefits
- **Attachment D – HETS UI** – HIPAA Eligibility Transaction System User Interface

The screenshot shows a web form titled "Access Request". At the top, there is a "Select Action:" dropdown menu with "Add Application" selected. Below this, there is a "Select Application:" dropdown menu with a list of options: "MAMA-PD/PDP/CC", "CBO/CSR", "COB", and "HETS UI". The "Select Application:" field is marked with an asterisk (\*). To the right of the dropdown menu is a text input field for "Justification for Action:". At the bottom left of the form, there are "Next" and "Cancel" buttons. At the bottom right, there is a note: "\* indicates a required field".

**Figure H 18: Add Application – Select Application Drop-down List**

**Action:** Select the desired **Application** from the drop-down list.

**Action:** Enter a brief justification statement for your action in the *Justification for Access* field.

**Action:** Select the **Next** button when you have completed your modification.

**Note:** Go to Section **H-2.3 Completing Your Account Profile Modification** for information on completing your modification.

### H 2.2.3 Add Community

When you select the **Add Community** action, the screen will refresh and you will be presented with a screen similar to the one illustrated in Figure H 19. This action will allow you to request a role in a CMS User Community.

In the **Access Request** portion of the screen, the **View My Access Profile** table showing your current applications and roles **is no longer displayed**.

A **new field is displayed** entitled *Select Community* along with the *Justification for Action* field.

Please refer to the procedures for requesting access to the various CMS User Communities, using the Modify Account Profile option, which are provided in the following IACS Help Document Attachments:

- **Attachment E – DMEPOS Community** – Durable Medical Equipment, Prosthetics, Orthotics & Supplies (DMEPOS) Competitive Bidding System (DBidS) Community
- **Attachment F – Provider/Supplier – Individual Practitioner**
- **Attachment G – Provider/Supplier and FI/Carrier/MAC Communities**
- **Attachment J – CMS Contractor Community**

**Figure H 19: Modify Demonstrations Profile – Add Community**

The *Select Community* field has a drop-down list containing the available CMS User Communities as illustrated in the example in Figure H 20:.

**Figure H 20: Add Community – Select Community Drop-down List**

**Action:** Select the desired **Community** from the drop-down list.

**Note:** If you have a role in a Community, that Community will not display in the drop-down list.

**Action:** Enter a brief justification statement for your action in the *Justification for Access* field.

**Action:** Select the **Next** button when you have completed your modification.

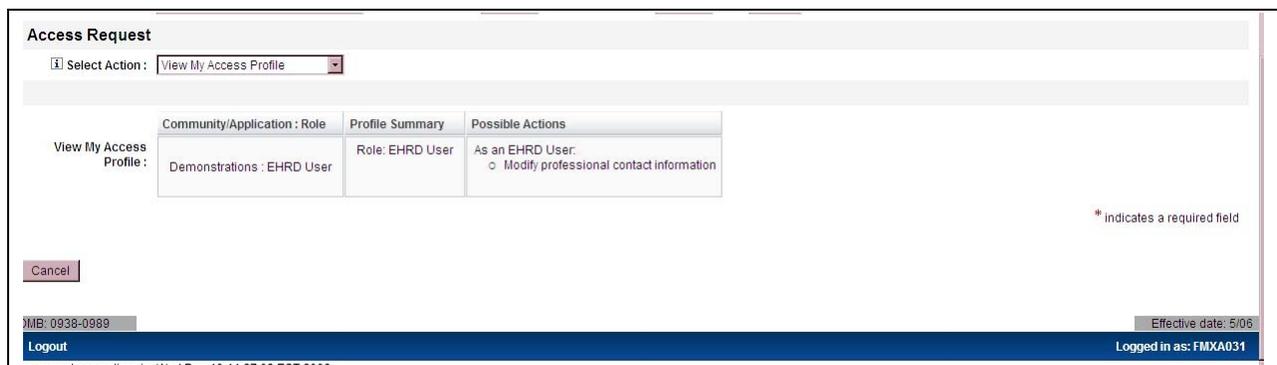
**Note:** Go to Section **H-2.3 Completing Your Account Profile Modification** for information on completing your modification.

### H 2.2.4 View My Access Profile

With the **View My Access Profile** action selected, the screen will look similar to the example illustrated in Figure H 21. In the **Access Request** portion of the screen, a table showing your current applications and roles is displayed. All of the applications and/or community roles for which you are approved to access are listed in this table.

There are no actions for you to take if you select **View My Access Profile**.

**Note:** This is the **default** view that appears when the Modify Account Profile screen first displays. If you then select the **View My Access Profile** action from the *Select Action* field, the screen will not change.



**Figure H 21: View My Access Profile Table on Screen**

However, if you have recently submitted a Modify Account Profile update request and the request is still awaiting approval, a *Pending Requests* table will display immediately below the **Access Request** label and contain all the requests you have submitted that are still awaiting approval. This table is illustrated in Figure H 22.

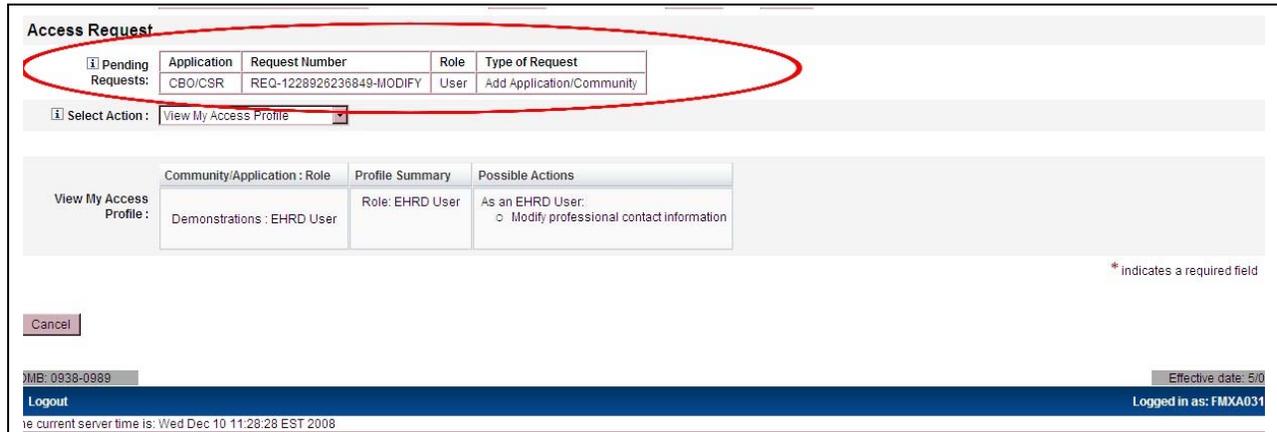


Figure H 22: Pending Requests Table on Screen

### H-2.3 Completing Your Account Profile Modification

When you select the **Next** button, the system will display the **Modify Request Confirmation** screen as illustrated in Figure H 23:.

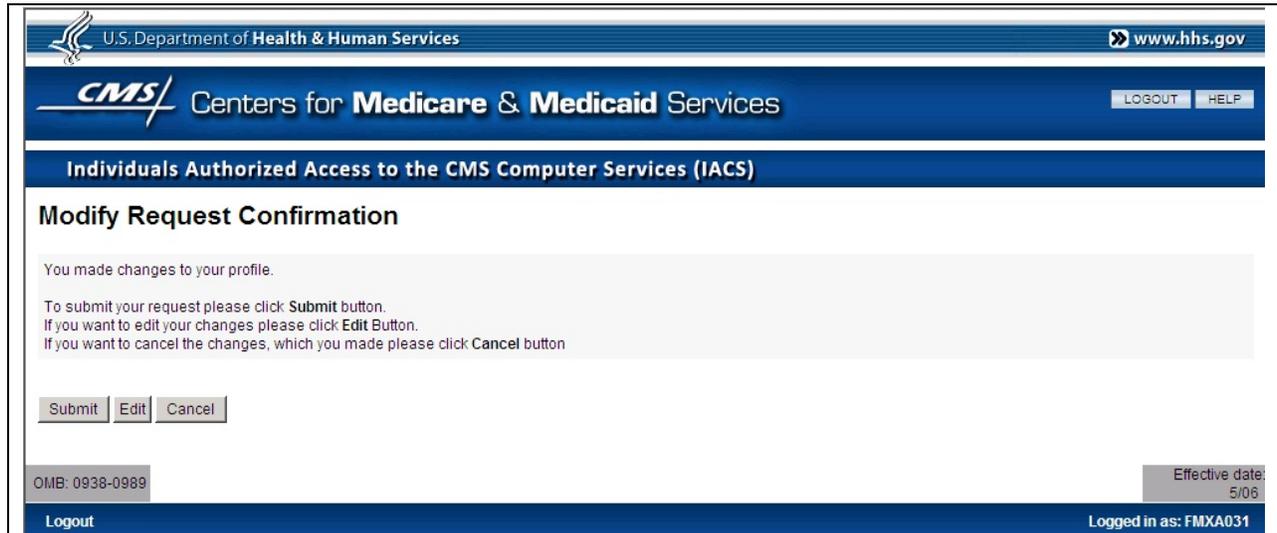


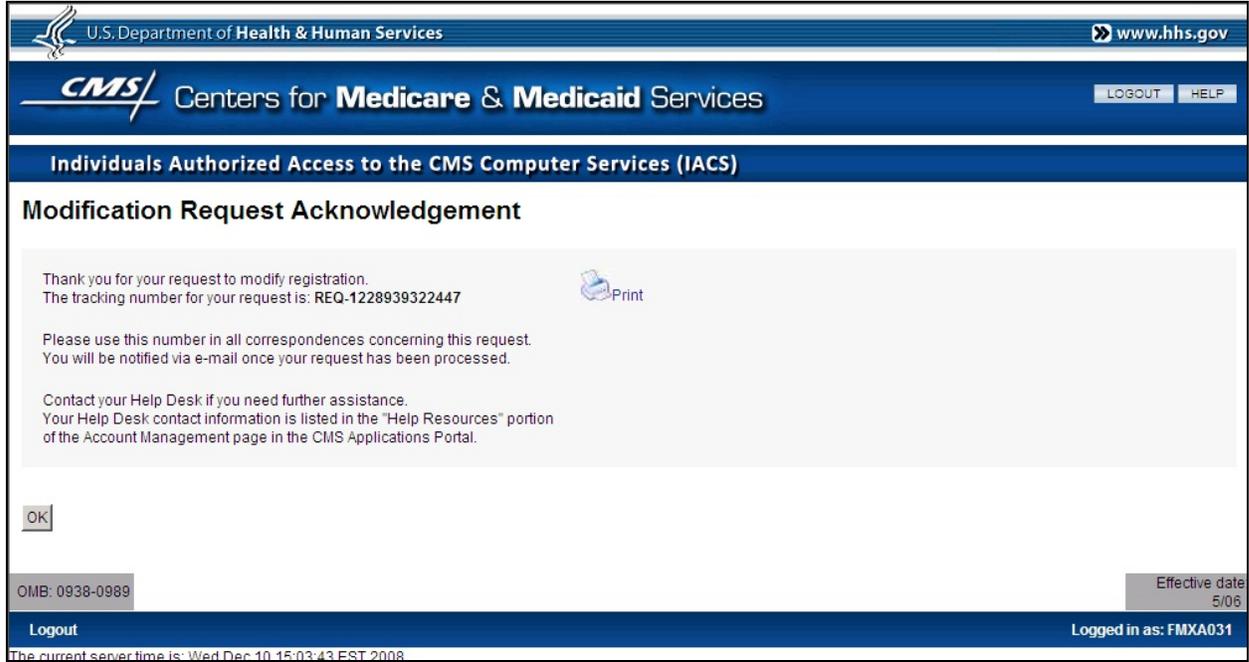
Figure H 23: Modify Request Confirmation Screen

**Action:** Select the **Submit** button to submit your modification request.

- To return and edit your changes, select the **Edit** button.
- If you select the **Cancel** button, your request will be cancelled and any modifications you entered will be lost. A screen indicating this will be displayed.

**Note:** Your modifications will not be completed unless the **Submit** button is selected.

When you select the **Submit** button, a **Modification Request Acknowledgement** screen will display as illustrated in Figure H 24:. You must select the **OK** button to complete your account profile modification.



**Figure H 24: Modification Request Acknowledgement Screen**

The **Modification Request Acknowledgement** screen indicates your request has been successfully submitted and provides a tracking number for your request. **Record this tracking number** and use it if you have questions about the status of your request.

**Note:** You can print the information contained on the screen by selecting the **Print** icon.

**Action:** Select the **OK** button to complete the Modify Account Profile process.

The **Modification Request Acknowledgement** screen will close and the system will return to the **My Profile** screen, Figure H 9.

#### **H-2.4 After Your Account Profile Modification**

You will be sent an email confirming that IACS has received your request and providing you with a Request Number. You should use this request number if you contact your Help Desk regarding your request.

If an email notification is not received within 24 hours after you modify your profile, please contact your Help Desk.

Your approver will be notified of your pending request via email. You will be notified via email if your requested account profile modification is approved or denied.

### H 3.0 Login to the Demonstrations Application

Once you have been approved and provisioned in IACS, you will want to access the demonstration on which you will be working. When you login to IACS, the system will verify your identity and authorize you to access the demonstration for which you have been approved. You will then be presented with the demonstration's opening screen.

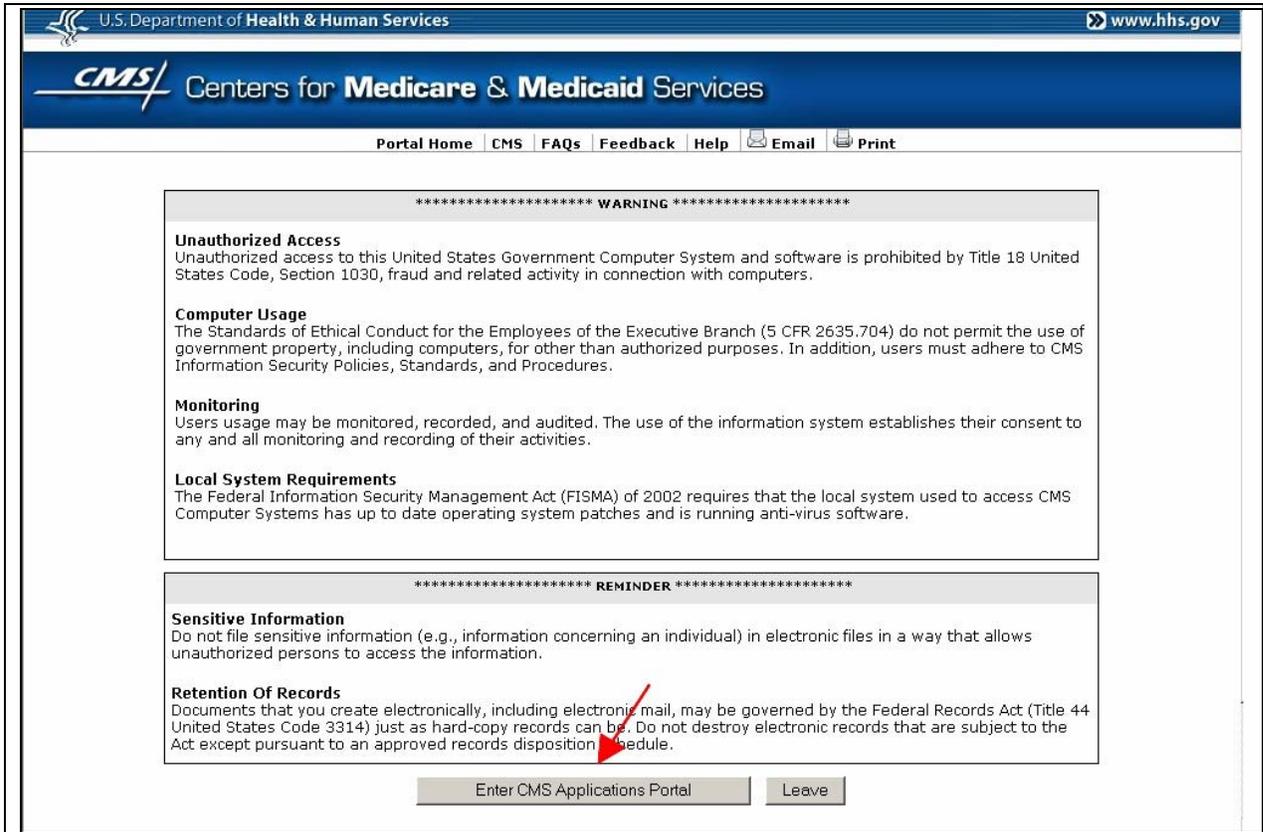
The following steps and screens show how to access your desired demonstration through IACS.

**Action:** Browse to <https://applications.cms.hhs.gov> on the CMS website.

The **CMS Applications Portal WARNING/REMINDER** screen will display as illustrated in Figure H 25.

**Action:** Read the important information on this screen and indicate your agreement by selecting the **Enter CMS Applications Portal** button.

If you do not want to proceed any further and want to exit, select the **Leave** button.

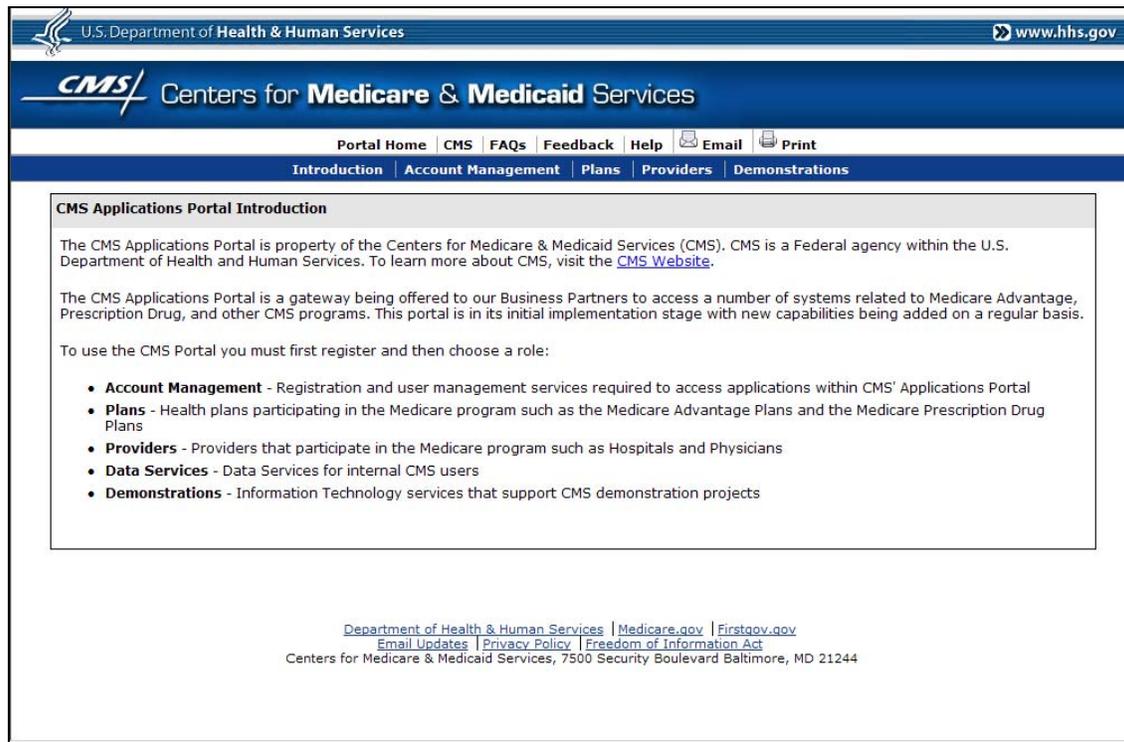


### Figure H 25: CMS Applications Portal WARNING/REMINDER Screen

**Action:** Read the important information on this screen and indicate your agreement by selecting the **Enter CMS Applications Portal** button.

If you do not want to proceed any further and you want to exit, select the **Leave** button.

The **CMS Applications Portal Introduction** screen will display as illustrated in Figure H 26



**Figure H 26: CMS Applications Portal Introduction Screen**

**Action:** Select the **Demonstrations** hyperlink in the menu bar toward the top of the screen.

The screen will change to the **Demonstrations** screen as illustrated in Figure H 27.

Hyperlinks on this screen will allow users to access available demonstrations.

The bottom portion of the screen provides Help Resources with Help Desk contact information and email hyperlinks.

U.S. Department of Health & Human Services [www.hhs.gov](http://www.hhs.gov)

**CMS** Centers for Medicare & Medicaid Services

Portal Home | CMS | FAQs | Feedback | Help | Email | Print

Introduction | Account Management | Plans | Providers | Demonstrations

### Demonstrations

The Centers for Medicare & Medicaid Services (CMS) conducts and sponsors a number of innovative demonstration projects that test and measure the effect of potential program changes. Our demonstrations study the likely impact of new methods of service delivery, coverage of new types of service, and new payment approaches on beneficiaries, providers, health plans, states, and the Medicare Trust Funds. Evaluation projects validate our research and demonstration findings and help us monitor the effectiveness of Medicare, Medicaid, and the State Children's Health Insurance Program (SCHIP).

The following systems are available to assist individuals in performing CMS Demonstration functions:

- » [Electronic Health Record \(EHR\) Demonstration System](#) - Use of this application is restricted to applicants initially enrolling in the demonstration and previously approved individuals actively participating in the Electronic Health Record Demonstration.

### Help Resources

Participants in the Electronic Health Record Demonstration may direct questions and concerns related to the Electronic Health Record Demonstration System (EHRDS) to the EHRDS mailbox at [EHR\\_Demo\\_Application\\_Support@cms.hhs.gov](mailto:EHR_Demo_Application_Support@cms.hhs.gov).

[Department of Health & Human Services](#) | [Medicare.gov](#) | [Firstgov.gov](#)  
[Email Updates](#) | [Privacy Policy](#) | [Freedom of Information Act](#)  
Centers for Medicare & Medicaid Services, 7500 Security Boulevard Baltimore, MD 21244

**Figure H 27: Demonstrations Screen**

**Action:** Select the *appropriate* demonstration hyperlink.

The **Login to IACS** screen will display as illustrated in Figure H 28.

U.S. Department of Health & Human Services [www.hhs.gov](http://www.hhs.gov)

**CMS** Centers for **Medicare & Medicaid** Services [HELP](#)

**Individuals Authorized Access to the CMS Computer Services (IACS)**

**Login to IACS**

The Federal Information Security Management Act (FISMA) of 2002 requires that the local system used to access CMS Computer Systems has up to date operating system patches and is running anti-virus software.

You must have an IACS User ID and Password to login.  
If this is your first time logging in, please use the User ID and the one-time password that was e-mailed to you by IACS.

Effective September 29, 2006, your password will be set to expire every sixty days. In the event your password does expire, you will be prompted to change your password. For further assistance, contact your CMS help desk.

Enter your User ID and Password, and then click **Login**. If you can't remember your password, click **Forgot Your Password?**

User ID

Password

**Figure H 28: Login to IACS Screen**

- Action:** Enter your *User ID*
- Action:** Enter your *Password*.
- Action:** Select the *Login button*.

**Note:** If you have forgotten your IACS password, select the *Forgot Your Password?* button.

When you login with your IACS User ID and Password:

1. The IACS system will verify your identity
2. Notify demonstration application software that you are authorized to access the application
3. The application will then open the first screen for you to begin work.

**End of Attachment H**