

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

## Individual Practitioner



### New User Registration – Quick Reference Guide


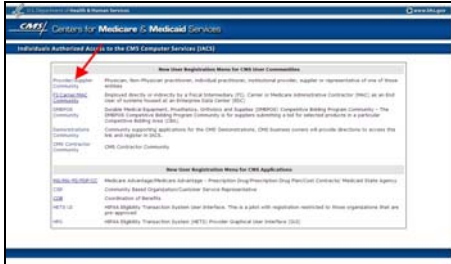
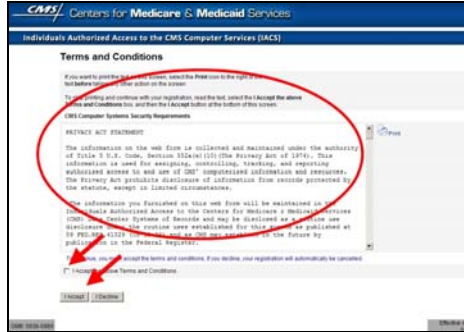
This Quick Reference Guide provides the step-by-step instructions for self-registration as an IACS Individual Practitioner in the Provider/Supplier Community. This guide also includes instructions to log in to IACS for the first time and change your temporary password.

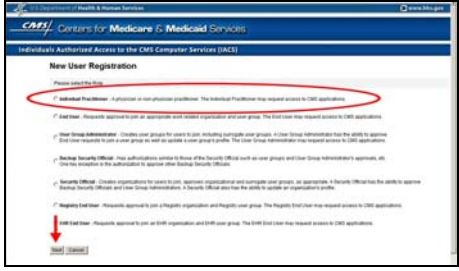
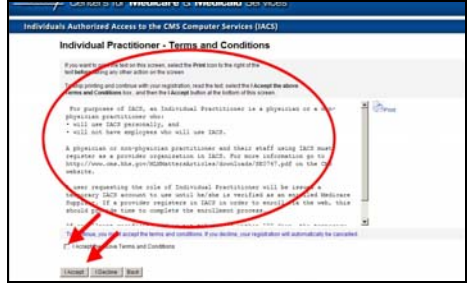

An Individual Practitioner is a Physician or Non-Physician Practitioner who is not in a group practice.


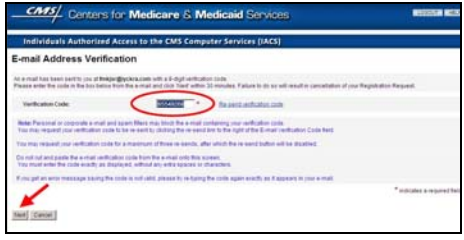
If you need assistance with the registration process, contact the External Users Services (EUS) Help Desk at 1-866-484-8049, TTY/TDD at 1-866-523-4759 (Monday – Friday 7am-7pm EST) or via email at [EUSupport@cqi.com](mailto:EUSupport@cqi.com).

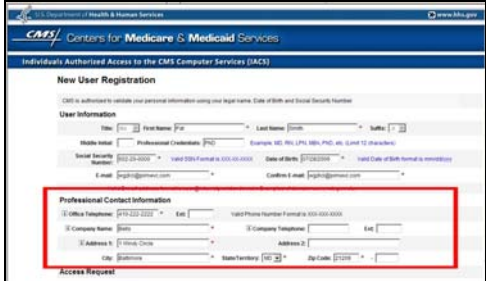

#### The Steps for IACS New User Registration for an Individual Practitioner are:


Step	Action	Screen Displayed
Step 1	Go to the CMS Applications Portal website: <a href="https://applications.cms.hhs.gov">https://applications.cms.hhs.gov</a>	
Step 2	Read the contents of the <b>CMS Applications Portal WARNING / REMINDER</b> screen.  Select the <b>Enter CMS Applications Portal</b> button.	
Step 3	Select the <b>Account Management</b> hyperlink on the menu bar toward the top of the <b>CMS Application Portal Introduction</b> screen.	




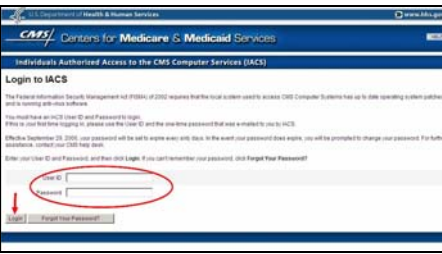
Step	Action	Screen Displayed
Step 4	<p>Refer to the <b>Help Resources</b> portion of the screen and record the contact information for your Help Desk.</p> <p><b>Note:</b> If you need assistance with the registration process, contact your Help Desk.</p> <p>Select the <b>New User Registration</b> hyperlink on the <b>Account Management</b> screen.</p>	
Step 5	<p>Select the <b>Provider/Supplier Community</b> hyperlink in the <b>New User Registration Menu for CMS User Communities</b> portion of the screen.</p> <p><b>Note:</b> From time to time, additional applications may be added to IACS. When this occurs, a new section entitled <b>New User Registration Menu for CMS Applications</b> will be added to the bottom of the <b>New User Registration Menu</b> screen which will allow users to register for these new applications.</p>	
Step 6	<p>Read the Terms and Conditions - Privacy Act Statement.</p> <p>Select the <b>I Accept the above Terms and Conditions</b> box.</p> <p>Select the <b>I Accept</b> button.</p>	

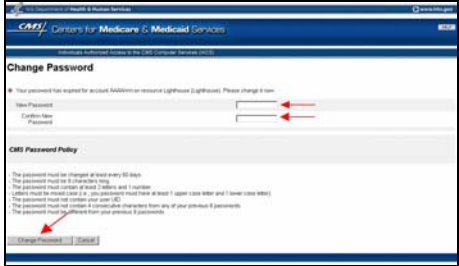




Step	Action	Screen Displayed
Step 7	<p>Select the role of <b>Individual Practitioner</b> on the <b>New User Registration</b> screen by selecting the radio button next to the <b>Individual Practitioner</b> role.</p> <p>Click on the <b>Next</b> button.</p>	
Step 8	<p>Read the Individual Practitioner - Terms and Conditions.</p> <p>Select the <b>I Accept the above Terms and Conditions</b> box.</p> <p>Select the <b>I Accept</b> button.</p>	
Step 9	<p>On the <b>New User Registration</b> screen enter the required information in the <b>User Information</b> 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><b>Note:</b> 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 <b>Next</b> button.</p>	

Step	Action	Screen Displayed
Step 10	<p>If SSA validates your SSA information successfully, the <b>Email Address Verification</b> screen will appear.</p> <p>Leave this screen open while you proceed to the next step.</p> <p><b>Note:</b> You will have 30 minutes to complete Steps 11 and 12.</p> <p><b>Note:</b> If your SSA information cannot be validated, please, contact your local SSA office. Contact information can be found at <a href="http://www.ssa.gov">http://www.ssa.gov</a> 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: <b>Email Address Verification</b>.</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: &lt;your code will appear here&gt;</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 <b>Verification Code</b> in the <i>Verification Code</i> field on the <b>Email Address Verification</b> screen.</p> <p>Select the <b>Next</b> button.</p>	

Step	Action	Screen Displayed
Step 13	<p>Enter the required information in the <i>Professional Contact Information</i> fields on the <b>New User Registration</b> screen.</p> <p><b>Note:</b> The fields in the <i>User Information</i> portion of the screen have been pre-populated and cannot be changed at this point.</p> <p>Select the <b>Next</b> button at the bottom of the screen.</p>	
Step 14	<p>Review the information on the <b>Review Registration Details</b> screen to make sure the information is correct and then select the desired button:</p> <ul style="list-style-type: none"> <li>• <b>Submit</b> – to submit the registration request</li> <li>• <b>Edit</b> – to return to the <b>New User Registration</b> screen to make changes to information you have entered, such as your Professional Contact Information</li> <li>• <b>Cancel</b> – to cancel your registration request.</li> </ul>	

Step	Action	Screen Displayed
Step 15	<p>Record your request's tracking number or print the <b>Registration Acknowledgement</b> screen by selecting the <i>Print</i> button to the right of the text.</p> <p><b>Note:</b> You will need the request tracking number if you need assistance from your Help Desk.</p> <p>Select the <b>OK</b> button on the <b>Registration Acknowledgement</b> screen to complete your registration.</p> <p><b>Note:</b> 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 16	<p>Once your request is approved, you will receive two email messages.</p> <ol style="list-style-type: none"> <li>1. The first email message with subject line, <b>FYI: User Creation Completed – Account ID Enclosed</b>, will contain your IACS User ID.</li> <li>2. The second email message with subject line, <b>FYI: User Creation Completed – Password Enclosed</b>, will contain a temporary, one-time password.</li> </ol> <p><b>Note:</b> Wait until you receive your IACS User ID and temporary password to continue to the next step.</p>	
Step 17	<p>Go to the CMS Applications Portal website:  <a href="https://applications.cms.hhs.gov">https://applications.cms.hhs.gov</a></p>	

Step	Action	Screen Displayed
Step 18	<p>Read the contents of the <b>CMS Applications Portal WARNING / REMINDER</b> screen.</p> <p>Select the <b>Enter CMS Applications Portal</b> button.</p>	
Step 19	<p>Select the <b>Account Management</b> hyperlink on the menu bar toward the top of the <b>CMS Applications Portal Introduction</b> screen.</p>	
Step 20	<p>Select the <b>My Profile</b> hyperlink on the <b>Account Management</b> screen.</p> <p><b>Note:</b> Your Help Desk contact information appears on the <b>Help Resources</b> portion of the screen.</p>	
Step 21	<p>Enter your new IACS <b>User ID</b> and temporary, one-time <b>Password</b> in the fields provided on the <b>Login to IACS</b> screen.</p> <p>These are the User ID and Password you received in the two email messages.</p> <p>Select the <b>Login</b> button.</p>	

Step	Action	Screen Displayed
Step 22	<p>Enter your new <b>Password</b> on the <b>Change Password</b> screen in the <b>New Password</b> field.</p> <p>Enter the same new <b>Password</b> in the <b>Confirm New Password</b> field.</p> <p>Select the <b>Change Password</b> button.</p>	
Step 23	<p>Select the <b>Change Answers to Authentication Questions</b> hyperlink on the <b>My Profile</b> screen.</p>	
Step 24	<p>Answer at least two of the ten authentication questions on the <b>Change Answers to Authentication Questions</b> screen.</p> <p>Select the <b>Save</b> button when you have finished answering the questions.</p>	
Step 25	<p>Select the <b>OK</b> button on the <b>Change Answers Results</b> screen.</p>	
Step 26	<p>On the <b>My Profile</b> screen, you may</p> <ul style="list-style-type: none"> <li>• Select another option presented on this screen, or</li> <li>• Select Logout on the bottom left corner of the screen.</li> </ul>	
<p>For information on how to request access to a CMS Application, please refer to the <b>IACS Request Access to a CMS Application – Quick Reference Guide</b> for Individual Practitioners, Organization Users, and Surrogate Users.</p>		