

Obtaining a PV-PQRS Role for an Existing IACS User

Introduction

If you have an existing IACS account:

- You must first ensure that your account is still active → Contact the QualityNet Help Desk; and
 - You must add a Physician Value-Physician Quality Reporting System (PV-PQRS) Registration System role to your account.
- I. Before adding a PV-PQRS Registration System role to your existing IACS account, you will first need to determine which one of the following four roles you want to request:
- **PV-PQRS Group Security Official role:** The primary or backup PV-PQRS Group Security Official role allows the user to perform the following tasks on behalf of the group practice:
 - Register to participate in the PQRS Group Practice Reporting Option (GPRO).
 - Obtain the group practice's Quality and Resource Use Report (QRUR) and Supplemental QRUR.
 - Approve requests for the "PV-PQRS Group Representative" role in IACS.
 - **PV-PQRS Group Representative role:** The PV-PQRS Group Representative role allows the user to perform the following tasks on behalf of the group practice:
 - Register to participate in the PQRS GPRO.
 - Obtain the group practice's QRUR and Supplemental QRUR.
 - **PV-PQRS Individual role:** The primary or backup PV-PQRS Individual approver role allows the user to perform the following tasks on behalf of the solo practitioner:
 - Obtain the solo practitioner's QRUR.
 - Approve requests for the "PV-PQRS Individual Representative" role in IACS.
 - **PV-PQRS Individual Representative role:** The PV-PQRS Individual Representative role allows the user to perform the following task on behalf of the solo practitioner:
 - Obtain the solo practitioner's QRUR.

Information about registering to participate in the PQRS GPRO and obtaining QRURs is available at <http://www.cms.gov/PhysicianFeedbackProgram>.

Note: Group practices are identified in IACS by their Medicare billing Taxpayer Identification Number (TIN). A group practice consists of **two or more eligible professionals** (as identified by their National Provider Identifier (NPI)) that bill under the TIN. Solo practitioners are identified in IACS by their Medicare billing TIN and rendering National Provider Identifier (NPI). A solo practitioner consists of **only one eligible professional** (as identified by a NPI) that bills under the TIN. To find out if a TIN is already registered in IACS and who is the TIN's Group Security Official or Individual approver, please contact the QualityNet Help Desk and provide the TIN and the name of the group practice or solo practitioner.

If you have questions or need further assistance, please contact the QualityNet Help Desk by phone at (866) 288-8912 (TTY 1-877-715-6222) or by email at qnet-support@hcqis.org. Normal business hours are Monday-Friday from 8 am to 8 pm EST.

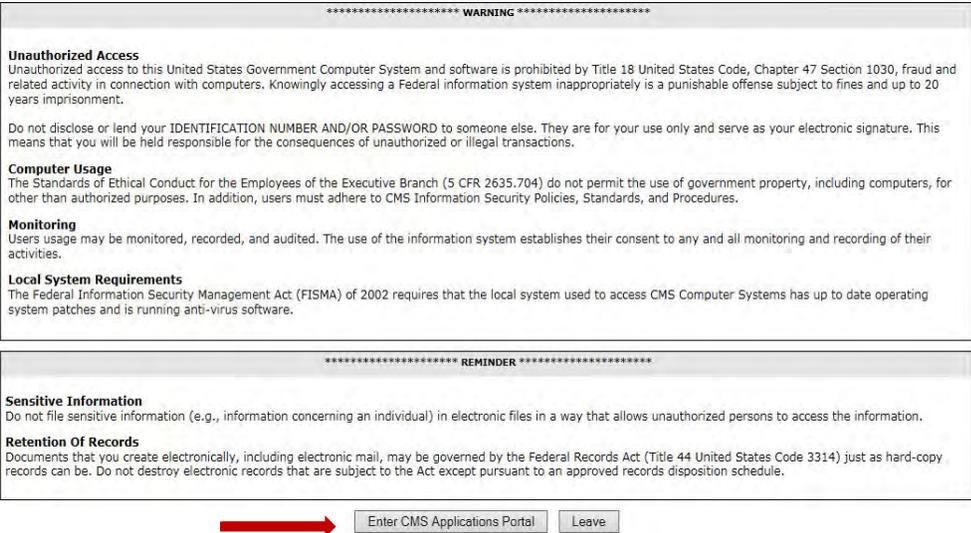
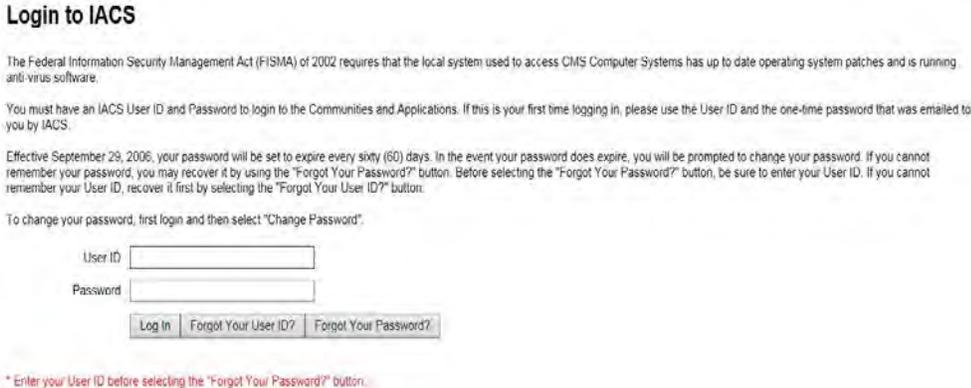
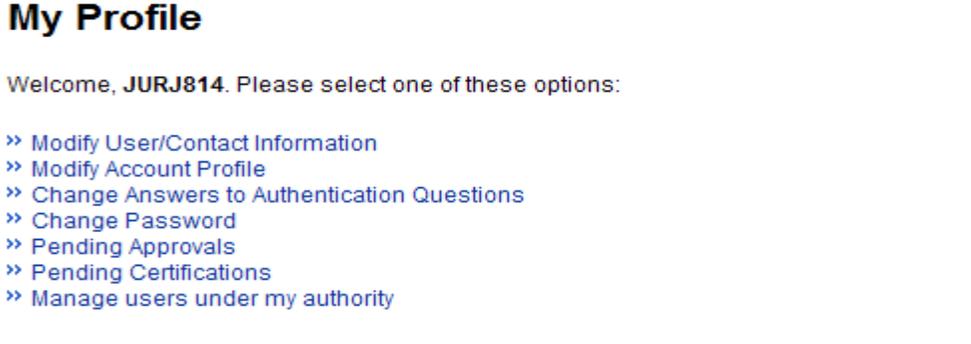
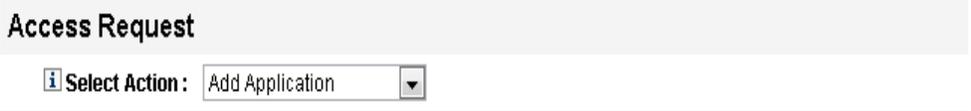
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- II. Please gather the following information before you begin the process for modifying your IACS account for the group or individual role you want to request:
- **PV-PQRS Group Security Official role:**
 - **User Information:** First Name, Last Name, Social Security Number, Date of Birth, and E-mail.
 - **Professional Contact Information:** Office Telephone, Company Name, and Address.
 - **Organization Information:**
 - For a **primary** Group Security Official role: Group practice's Medicare billing TIN, Legal Business Name, Rendering NPIs for **two different** eligible professionals who bill under the TIN and their corresponding individual Provider Transaction Access Numbers (PTANs) (*do not use the GROUP NPI or GROUP PTAN*), Address, and Phone Number.
 - OR**
 - For a **backup** Group Security Official role: Group practice's Medicare billing TIN.
 - **PV-PQRS Group Representative role:**
 - **User Information:** First Name, Last Name, Social Security Number, Date of Birth, and E-mail.
 - **Professional Contact Information:** Office Telephone, Company Name, and Address.
 - **Organization Information:**
 - Group practice's Medicare billing TIN.
 - **PV-PQRS Individual role:**
 - **User Information:** First Name, Last Name, Social Security Number, Date of Birth, and E-mail.
 - **Professional Contact Information:** Office Telephone, Company Name, and Address.
 - **Individual Eligible Professional Information:**
 - For a **primary** Individual approver role: First Name, Last Name, Solo practitioner's Medicare billing TIN, Solo practitioner's rendering NPI and the corresponding individual PTAN (*do not use the GROUP NPI or GROUP PTAN*), Address, and Phone Number.
 - OR**
 - For a **backup** Individual approver role: Solo practitioner's Medicare billing TIN and rendering NPI.
 - **PV-PQRS Individual Representative role:**
 - **User Information:** First Name, Last Name, Social Security Number, Date of Birth, and E-mail.
 - **Professional Contact Information:** Office Telephone, Company Name, and Address.
 - **Individual Eligible Professional Information:**
 - Solo practitioner's Medicare billing TIN and rendering NPI.

Step-by-Step Instructions: You have **15 minutes** to complete each screen (unless a different time is noted on the screen). Otherwise, you will lose all of the information you filled in and will need to start the process again. Please follow each step listed below unless otherwise noted for primary or backup role-specific screens.

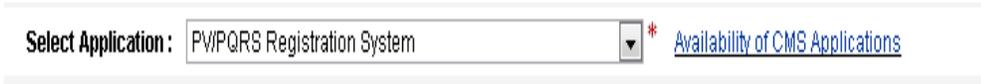
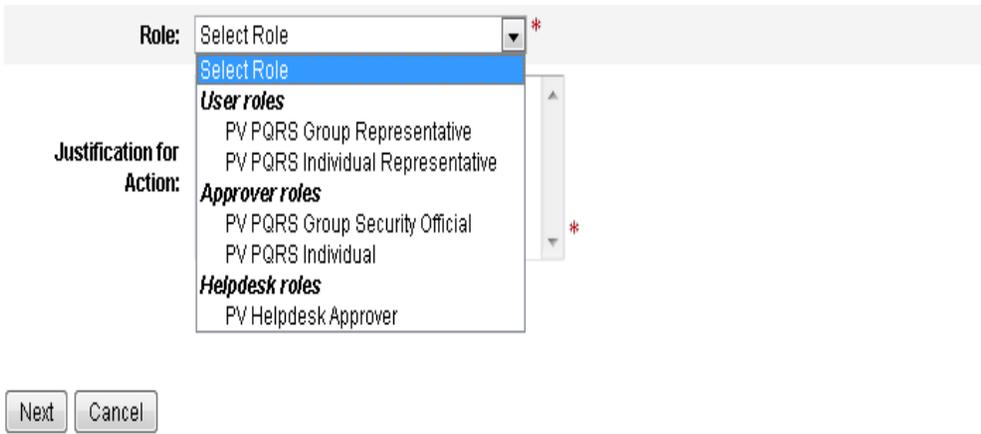
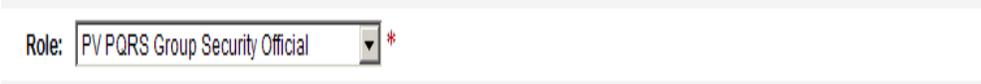
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| Steps | Screenshots |
|---|--|
| <p>1. Navigate to https://applications.cms.hhs.gov.</p> <p>2. Select Enter CMS Applications Portal, select Account Management, and select My Profile.</p> |  |
| <p>3. After accepting the Terms and Conditions, enter your IACS User ID and Password in the Login to IACS screen and select Log In.</p> |  |
| <p>4. Select Modify Account Profile in the My Profile screen.</p> |  |
| <p>5. Select Add Application from the Select Action dropdown menu under the Access Request section of the Modify Account Profile screen.</p> |  |

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| <p>6. Select PV/PQRS Registration System from the Select Application dropdown menu.</p> |  |
| <p>7. Select the PV-PQRS Registration System role from the Role dropdown menu that you want to add to your IACS account.</p> <p><i>Note: The screen will refresh after you select the role and display the appropriate fields that you need to complete. The PV Helpdesk Approver role is for CMS-use only.</i></p> <ul style="list-style-type: none"> • If you are requesting a PV-PQRS Group Security Official role, go to step 8(a). • If you are requesting a PV-PQRS Group Representative role, go to step 9(a). • If you are requesting a PV-PQRS Individual role, go to step 10(a). • If you are requesting a PV-PQRS Individual Representative role, go to step 11(a). |  |
| <p>The sub-steps described under Step 8 are for the PV-PQRS Group Security Official Role only.</p> | |
| <p>8. (a) Select PV PQRS Group Security Official from the Role dropdown menu.</p> <p>If you are requesting a primary Group Security Official role, proceed to Step 8(b) (1).</p> <p>If you are requesting a backup Group Security Official role, proceed to Step 8(b) (2).</p> |  |
| <p>8. (b)(1) Primary Group Security Official: If you are the first person in your group practice to sign up for an IACS account, select Create a New Organization. Then proceed to Step 8(c)(1).</p> <p style="text-align: center;">OR</p> <p>(b)(2) Backup Group Security Official: If you are signing up for an IACS account in order to become your group practice's backup Group</p> |  |

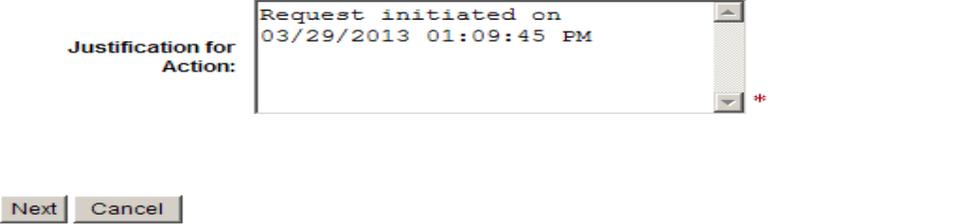
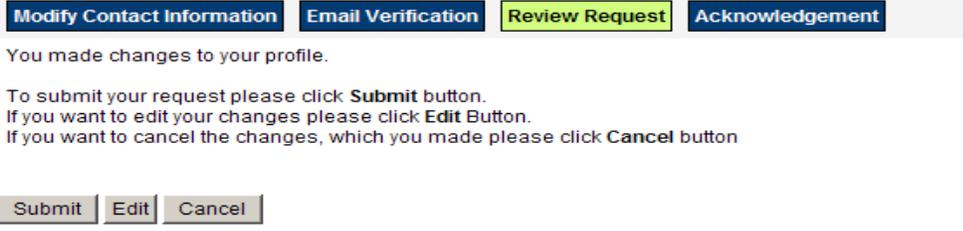
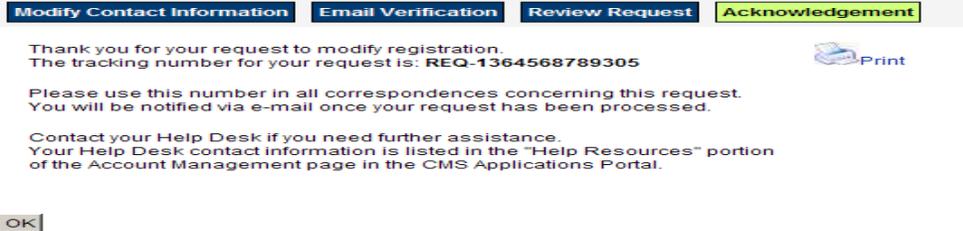
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| <p>Security Official, select Associate to an Existing Organization. Then proceed to Step 8(c)(2)(i).</p> | |
| <p>8. (c)(1) Primary Group Security Official: Enter your group practice's Medicare billing TIN; enter rendering NPIs for two different eligible professionals who bill under the TIN (<i>do not use the <u>group NPI</u></i>) and enter their corresponding individual PTANs (<i>do not use the <u>group PTAN</u></i>); and enter the remaining required Organization Information. Then proceed to Step 8(d).</p> <p>Example: Healthy Clinic with Medicare billing TIN 74-7575757 has ten eligible professionals in the group. Enter the rendering NPI and individual PTAN combinations for two of the eligible professionals: Dr. Smith and Dr. Beaver.</p> <ul style="list-style-type: none"> • Dr. Smith's rendering NPI is 4545454545 and the corresponding individual PTAN is G676767676 <i>Note: PTANs are alphanumeric therefore, enter the alpha characters.</i> • Dr. Beaver's rendering NPI is 2525252525 and the corresponding individual PTAN is 0012789456 <i>Note: All leading zeros in the PTAN should be entered.</i> |  <p style="text-align: center;">Organization Information</p> <p>TIN: 74-7575757 * Group Practice's 9 digit Medicare Billing TIN in XX-XXXXXXX format</p> <p>Legal Business Name: Healthy Clinic * Group Practice's Legal Business Name</p> <p>NPI 1: 4545454545 * PTAN 1: G676767676 * Individual Physician's PTAN corresponding to NPI 1</p> <p>NPI 2: 2525252525 * PTAN 2: 0012789456 * Individual Physician's PTAN corresponding to NPI 2</p> <p>NPI 3: * PTAN 3: * Individual Physician's PTAN corresponding to NPI 3</p> <p>Address Line 1: 101 Main St * Address Line 2: *</p> <p>City: Baltimore * State: MD * Zip Code: 21244 * Zip 4: *</p> <p>Country: United States</p> <p>Phone Number: 410-111-2222 * Group Practice's 10 digit contact phone number in XXX-XXX-XXXX format</p> <p>Fax Number: * Group Practice's 10 digit fax number in XXX-XXX-XXXX format</p> <p>Justification for Action: Request initiated on 03/11/2014 01:19:31 PM</p> <p style="text-align: center;">Next Cancel</p> |

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| <p>8. (c)(2)(i) Backup Group Security Official: Enter your group practice's Medicare billing TIN and select Search.</p> | <p>Organization Search</p>  |
| <p>8. (c)(2)(ii) Backup Group Security Official: Select the Organization's Name from the Organization dropdown menu.</p> <p><i>Note: If your Organization cannot be found, please verify that your group practice has an approved primary PV-PQRS Group Security Official and you entered the group practice's Medicare billing TIN correctly. If you do not know the primary Group Security Official, contact the QualityNet Help Desk.</i></p> | <p>Select the Organization you want to associate with, from the list below.</p>  |
| <p>8. (d) Enter the Justification for Action (e.g., modify existing account) and select Next.</p> |  |
| <p>8. (e) Confirm the request on the Modify Request Confirmation screen and select Submit.</p> | <p>Modify Request Confirmation</p>  |
| <p>8. (f) Record the registration modification request tracking number displayed on the Modification Request Acknowledgement screen.</p> | <p>Modification Request Acknowledgement</p>  |

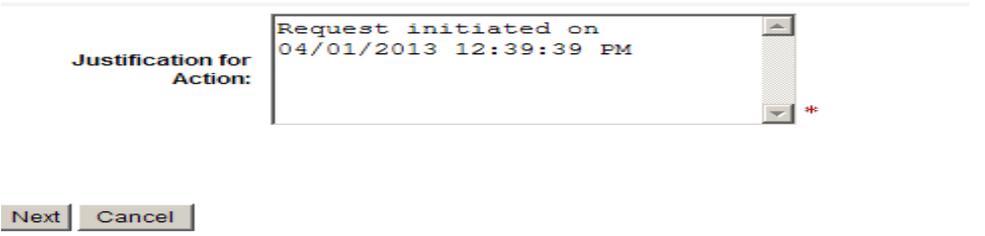
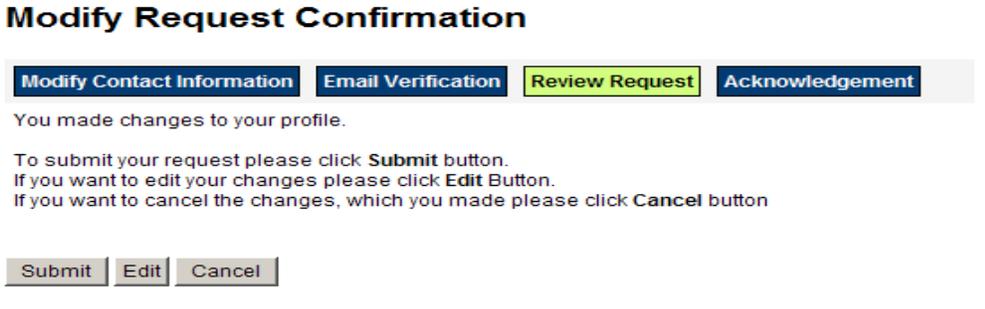
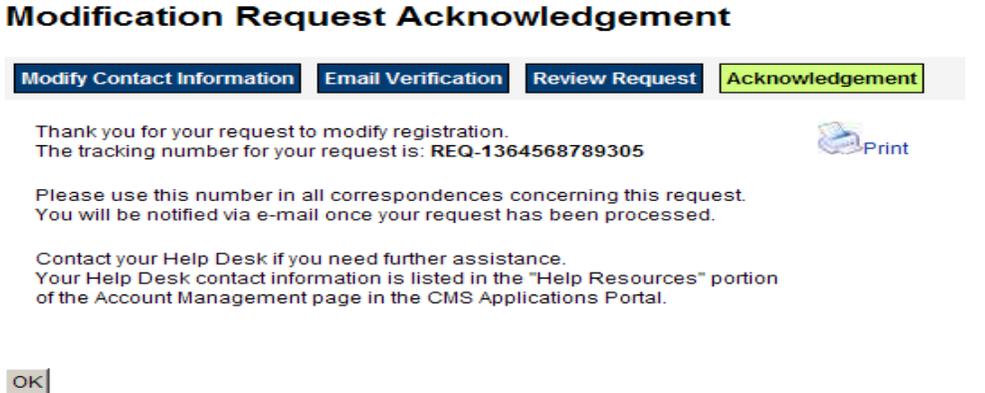
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| <p>8. (g) The Center for Medicare and Medicaid Services (CMS) will review a request for a <u>primary Group Security Official</u> role and notify the requestor of approval or denial within 24 hours after the request is submitted. CMS will approve a request for a <u>backup Group Security Official</u> role after verifying with the <u>primary</u> Group Security Official by phone that the requestor should have the backup Group Security Official role.</p> <p>8. (h) Once your request is approved, you will be able to use your IACS User ID and password to log into https://portal.cms.gov in order to</p> <ul style="list-style-type: none"> • Register to participate in the PQRS GPRO; and • Obtain the group practice's QRUR and Supplemental QRUR. | |
| <p>The sub-steps described under Step 9 are for the PV-PQRS Group Representative Role only.</p> | |
| <p>9. (a) Select the PV PQRS Group Representative from the Role dropdown menu.</p> | <p>Role: <input type="text" value="PV PQRS Group Representative"/> *</p> |
| <p>9. (b) Enter your group practice's Medicare billing TIN and select Search.</p> | <p>Organization Search</p> <p><input type="text" value="TIN:"/> * <small>Group Practice's 9 digit Medicare Billing TIN in XX-XXXXXX format</small></p> <p><input type="button" value="Search"/></p> |
| <p>9. (c) Select the Organization's Name from the Organization dropdown menu.</p> <p><i>Note: If your Organization cannot be found, please verify that your group practice has an approved primary PV-PQRS Group Security Official and you entered the group practice's Medicare billing TIN correctly. If you do not know your Group Security Official, contact the QualityNet Help Desk.</i></p> | <p>Select the Organization you want to associate with, from the list below.</p> <p><input type="text" value="Organization:"/> * <input type="button" value="New Search"/> Click 'New Search' to search for a new Organization.</p> |

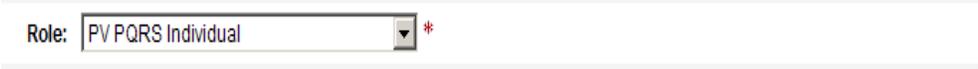
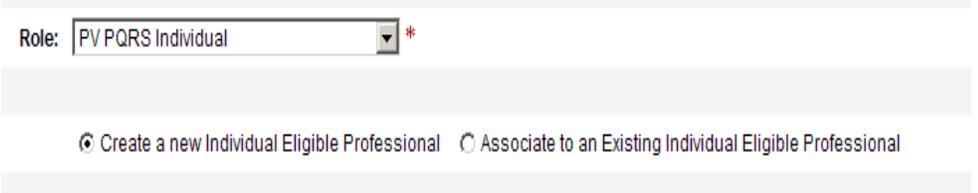
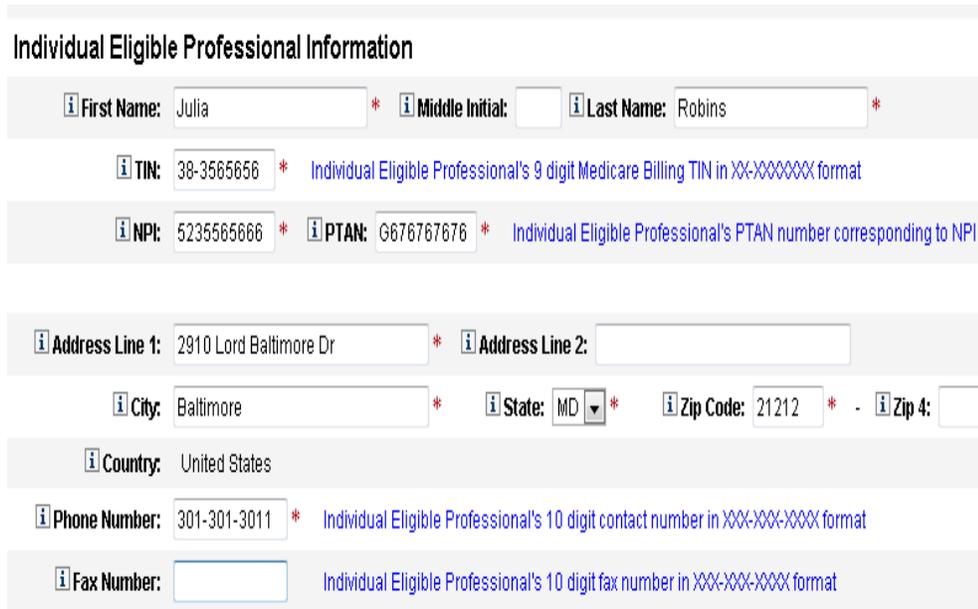
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| <p>9. (d) Enter the Justification for Action (e.g., modify existing account) and select Next.</p> |  |
| <p>9. (e) Confirm the request on the Modify Request Confirmation screen and select Submit.</p> |  |
| <p>9. (f) Record the registration modification request tracking number displayed on the Modification Request Acknowledgement screen.</p> |  |
| <p>9. (g) Your request must be approved by the group practice’s primary or backup Security Official within 12 calendar days after it is submitted. Otherwise, the request will be canceled and need to be resubmitted.</p> <p>9. (h) Once your request is approved, you will be able to use your IACS User ID and password to log into https://portal.cms.gov in order to:</p> <ul style="list-style-type: none"> • Register to participate in the PQRS GPRO; and • Obtain the group practice’s QRUR and Supplemental QRUR. | |

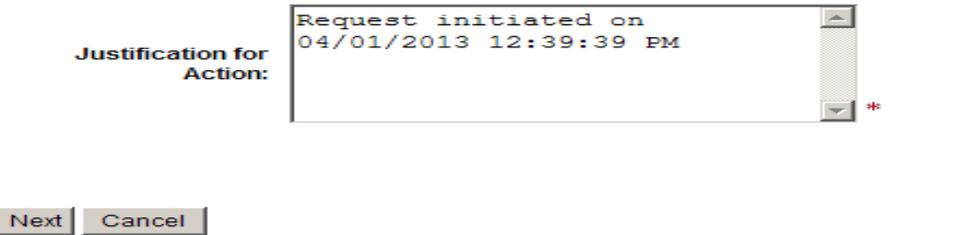
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|---|--|
| The sub-steps described under Step 10 are for the PV-PQRS Individual Role only. | |
| <p>10. (a) Select PV PQRS Individual from the Role dropdown menu.</p> <p>If you are requesting a primary Individual approver role, proceed to Step 10(b)(1). If you are requesting a backup Individual approver role, proceed to Step 10(b)(2).</p> |  |
| <p>10. (b)(1) Primary Individual Approver: If you are the first person (the solo practitioner or an authorized representative of the solo practitioner) to sign up for an IACS account on behalf of the solo practitioner, select Create a New Individual Eligible Professional. Then proceed to Step 10(c)(1). OR (b)(2) Backup Individual Approver: If you are signing up for an IACS account in order to become the solo practitioner's backup approver, select Associate to an Existing Individual Eligible Professional. Then proceed to Step 10(c)(2)(i).</p> |  |
| <p>10. (c)(1) Primary Individual Approver: Enter the solo practitioner's Medicare billing TIN, rendering NPI, and corresponding individual PTAN (do not use the GROUP NPI or GROUP PTAN); and enter the remaining required Individual Eligible Professional Information. Then proceed to Step 10(d).</p> <p>Example: Dr. Robins' Medicare billing TIN is 38-3565656. Her rendering NPI is 5235565666, and the corresponding individual PTAN is G676767676.</p> <p><i>Note: PTANs are alphanumeric therefore, enter the alpha characters. All leading zeros, if there are any in the individual PTAN, should be entered.</i></p> |  |

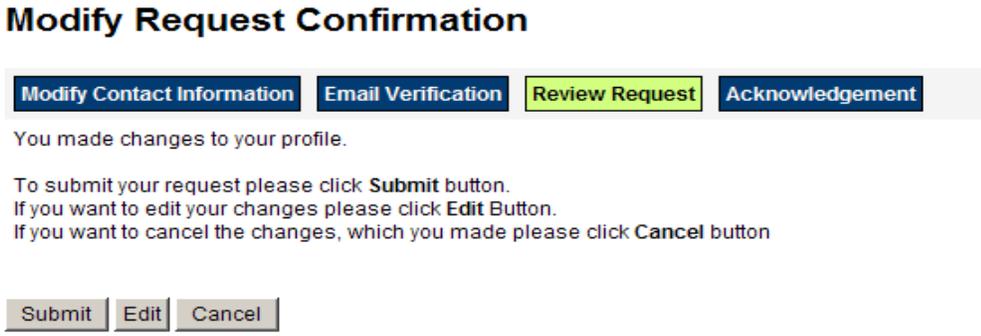
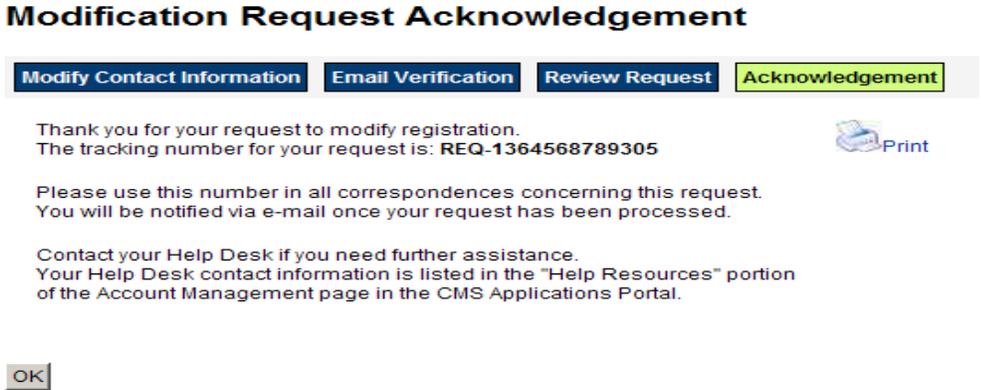
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|---|---|
| <p>10. (c)(2)(i) Backup Individual Approver: Enter the solo practitioner's Medicare billing TIN and rendering NPI and select Search.</p> <p>Example: Enter Dr. Robins' Medicare billing TIN 38-3565656 and rendering NPI 5235565666.</p> |  <p style="text-align: center;">Search for an Individual Eligible Professional</p> <p>TIN: 38-3565656 * Individual Eligible Professional's 9 digit Medicare Billing TIN in XX-XXXXXXX format</p> <p>NPI: 5235565666 * Individual Eligible Professional's 10 digit NPI number</p> <p style="text-align: center;">Search</p> |
| <p>10. (c)(2)(ii) Backup Individual Approver: Select the solo practitioner's name from the Individual Eligible Professional dropdown menu.</p> <p><i>Note: If the solo practitioner cannot be found, then please verify that there is an approved primary PV-PQRS Individual approver for the solo practitioner and you entered the solo practitioner's Medicare billing TIN and rendering NPI correctly. If you do not know the primary Individual approver, contact the QualityNet Help Desk.</i></p> |  <p>Select the Individual Eligible Professional you want to associate with, from the list below.</p> <p>Individual Eligible Professional: Julia Robins * New Search Click 'New Search' to search for a new Individual Eligible Professional.</p> |
| <p>10. (d) Enter the Justification for Action (e.g., modify existing account) and select Next.</p> |  <p>Justification for Action: Request initiated on 04/01/2013 12:39:39 PM *</p> <p style="text-align: center;">Next Cancel</p> |

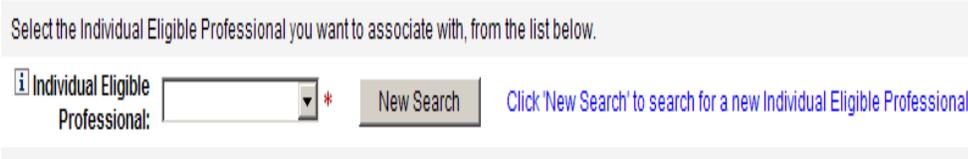
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| <p>10. (e) Confirm the request on the Modify Request Confirmation screen and select Submit.</p> |  <p style="text-align: center;">Modify Request Confirmation</p> <p style="text-align: center;"> Modify Contact Information Email Verification Review Request Acknowledgement </p> <p>You made changes to your profile.</p> <p>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</p> <p style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Edit"/> <input type="button" value="Cancel"/> </p> |
| <p>10. (f) Record the registration modification request tracking number displayed on the Modification Request Acknowledgement screen.</p> |  <p style="text-align: center;">Modification Request Acknowledgement</p> <p style="text-align: center;"> Modify Contact Information Email Verification Review Request Acknowledgement </p> <p>Thank you for your request to modify registration. The tracking number for your request is: REQ-1364568789305 </p> <p>Please use this number in all correspondences concerning this request. You will be notified via e-mail once your request has been processed.</p> <p>Contact your Help Desk if you need further assistance. Your Help Desk contact information is listed in the "Help Resources" portion of the Account Management page in the CMS Applications Portal.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> |
| <p>10. (g) CMS will review a request for a <u>primary Individual approver</u> role and notify the requestor of approval or denial within 24 hours after the request is submitted. CMS will approve a request for a <u>backup Individual approver</u> role after verifying with the <u>primary Individual approver</u> by phone that the requestor should have the backup Individual approver role.</p> <p>10. (h) Once your request is approved, you will be able to use your IACS User ID and password to log into https://portal.cms.gov in order to:</p> <ul style="list-style-type: none"> • Obtain a solo practitioner's QRUR. | |

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|---|--|
| The sub-steps described under Step 11 are for the PV-PQRS Individual Representative Role only. | |
| 11. (a) Select PV PQRS Individual Representative from the Role dropdown menu. |  |
| 11. (b) Enter the solo practitioner's Medicare billing TIN and rendering NPI and select Search . |  |
| 11. (c) Select the solo practitioner's name from the Individual Eligible Professional dropdown menu. <i>Note: If the solo practitioner cannot be found, then please verify that there is an approved primary PV-PQRS Individual approver for the solo practitioner and you entered the solo practitioner's Medicare billing TIN and rendering NPI correctly. If you do not know your Individual approver, contact the QualityNet Help Desk.</i> |  |
| 11. (d) Enter the Justification for Action (e.g., modify existing account) and select Next . |  |

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| <u>Steps</u> | <u>Screenshots</u> |
|---|--|
| <p>11. (e) Confirm the request on the Modify Request Confirmation screen and select Submit.</p> | <p style="text-align: center;">Modify Request Confirmation</p> <div style="text-align: center;"> Modify Contact Information Email Verification Review Request Acknowledgement </div> <p>You made changes to your profile.</p> <p>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</p> <div style="text-align: center; margin-top: 10px;"> Submit Edit Cancel </div> |
| <p>11. (f) Record the registration modification request tracking number on the Modification Request Acknowledgement screen.</p> | <p style="text-align: center;">Modification Request Acknowledgement</p> <div style="text-align: center;"> Modify Contact Information Email Verification Review Request Acknowledgement </div> <p>Thank you for your request to modify registration. The tracking number for your request is: REQ-1364568789305 Print</p> <p>Please use this number in all correspondences concerning this request. You will be notified via e-mail once your request has been processed.</p> <p>Contact your Help Desk if you need further assistance. Your Help Desk contact information is listed in the "Help Resources" portion of the Account Management page in the CMS Applications Portal.</p> <div style="text-align: center; margin-top: 10px;"> OK </div> |
| <p>11. (g) Your request must be approved by the solo practitioner's primary or backup Individual approver within 12 calendar days after it is submitted. Otherwise, the request will be canceled and need to be resubmitted.</p> <p>11. (h) Once your request is approved, you will be able to use your IACS User ID and password to log into https://portal.cms.gov in order to:</p> <ul style="list-style-type: none"> • Obtain a solo practitioner's QRUR. | |

If you have questions or need further assistance, please contact the QualityNet Help Desk by phone at (866) 288-8912 (TTY 1-877-715-6222) or by email at qnetupport@hcqis.org. Normal business hours are Monday-Friday from 8 am to 8 pm EST.

Obtaining a PV-PQRS Role for an Existing IACS User

How to Retrieve a Forgotten Password

If you forget your IACS password, then you can reset the password by following the steps listed below.

| | |
|---|---|
| 1 | Navigate to https://applications.cms.hhs.gov . |
| 2 | After accepting the Terms and Conditions , enter your IACS User ID and then select the <i>Forgot Your Password?</i> hyperlink. |
| 3 | Enter the SSN and the E-mail address and select <i>Next</i> . |
| 4 | When prompted, answer the Authentication Questions and select <i>Next</i> . |
| 5 | On the Change Password screen, enter the new password. |
| 6 | Confirm new password and select <i>Change Password</i> . |
| 7 | On the Change Password Results screen, select <i>OK</i> . |

Note: You will not be allowed to change the password more than once a day.

How to Reset an Expired Password (Password expired after 60 days)

Your IACS password must be changed at least once every 60 days. In the event your password does expire, you will be prompted to change your password when you log into your IACS account by following the steps listed below.

| | |
|---|---|
| 1 | Navigate to https://applications.cms.hhs.gov . |
| 2 | After accepting the Terms and Conditions , enter your IACS User ID and Password on the Login to IACS screen and select <i>Login</i> . |
| 3 | The system will display a message that your password has expired and you will be prompted to change your password. |
| 4 | On Change Password screen, enter your current password, a new password and re-enter the new password again. |
| 5 | Select <i>Change Password</i> to complete the Change Password process. |
| 6 | On the Change Password Results screen, select <i>OK</i> . |

Note: The IACS password must conform to the following CMS Password Policy:

- The password must be changed at least every 60 days.
- The password must be eight characters long.
- The password must start with an alphabetical character.
- The password must contain at least one number.
- The password must contain at least one lower case letter.
- The password must contain at least one upper case letter.
- The password must not contain the User ID.
- The password must not contain four consecutive characters from any of the previous six passwords.
- The password must be different from the previous six passwords.

If you have questions or need further assistance, please contact the QualityNet Help Desk by phone at (866) 288-8912 (TTY 1-877-715-6222) or by email at qnetupport@hcqis.org. Normal business hours are Monday-Friday from 8 am to 8 pm EST.