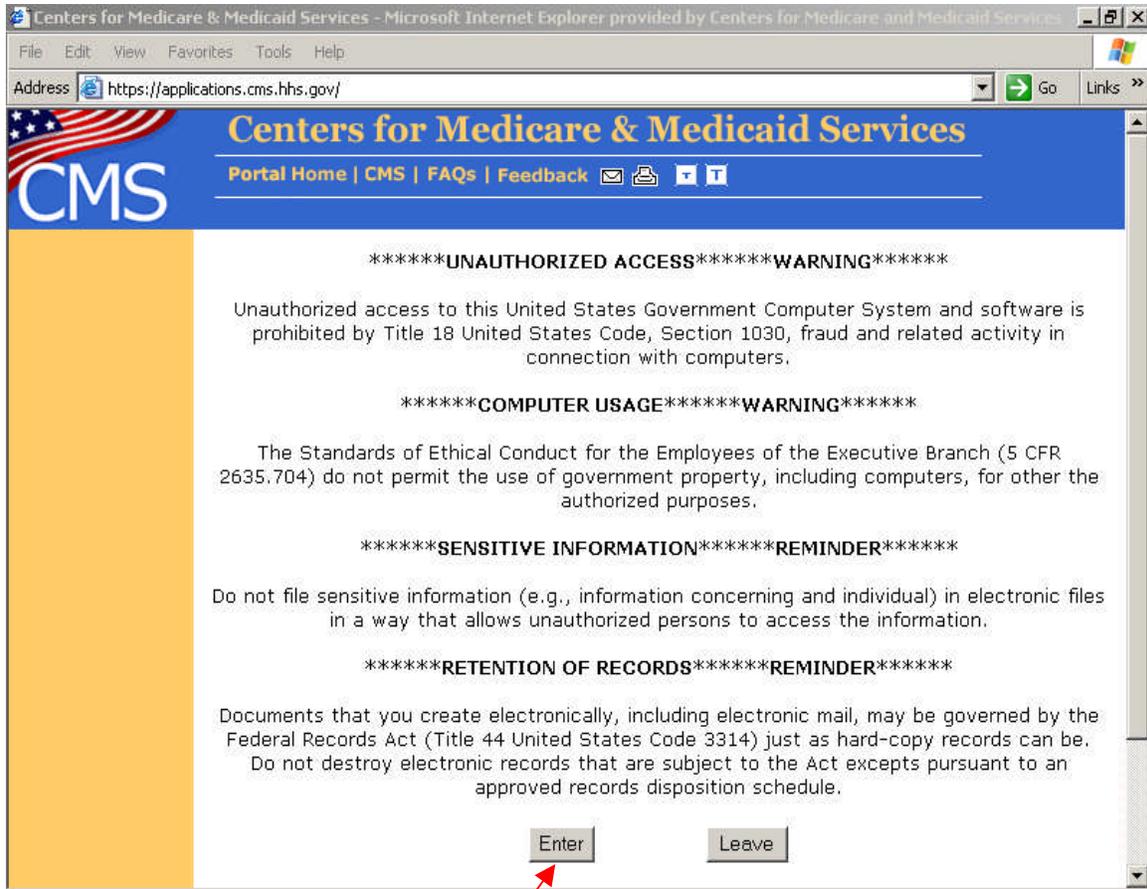


## Self Registration Procedures

- Connect to the CMS URL for IACS: <https://applications.cms.hhs.gov/>
- Read the warning banner, then select **Enter**



Click Enter

- Select **IACS**

Centers for Medicare & Medicaid Services - Microsoft Internet Explorer provided by Centers for Medicare and Medicaid Services

Address: <https://applications.cms.hhs.gov/bep.jsp>

## Centers for Medicare & Medicaid Services

Portal Home | CMS | FAQs | Feedback

### Beneficiary Eligibility Portal

The Beneficiary Eligibility Portal is property of the Centers for Medicare & Medicaid Services (CMS), CMS is a Federal agency within the U.S. Department of Health and Human Services. To learn more about CMS, visit [CMS](#).

The CMS Beneficiary Eligibility Portal is the gateway to the new initiatives being offered to the Medicare Advantage Plans and Provider communities to access beneficiary information.

As a partner and client of the CMS Beneficiary Portal, there is one service and two roles available for your choosing:

- **IACS** - Provides user management services required to access the application available within the portal
- **Plans** - Provides access to the applications to the Medicare Advantage Plans community
- **Providers** - Provides access to the applications to the Provider community, such as Hospitals and Physicians

Please refer to the Beneficiary Eligibility Links on the left panel and select a service to continue.

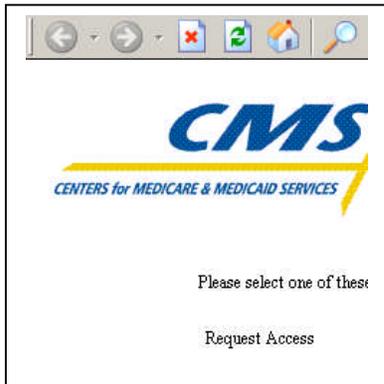
Privacy & Security | Accessibility | FOIA | Help | Email Updates | CMS Careers  
Health and Human Services | Medicare.gov | FirstGov  
Equal Employment Opportunity Data Posted Pursuant to the No Fear Act

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



[click here](#)

- Select **Self Registration**



[Click here](#)

## Complete the Form

- Social Security Number must be unique and real
- Email address must be your official business Email address. Enter this Email address twice for verification. Please DO NOT cut and paste.

https://idm.cms.hhs.gov - Identity Manager - Microsoft Internet Explorer provided by Centers for Medicare and Medicaid Services

File Edit View Favorites Tools Help

**CMS** *Individuals Authorized Access to the CMS Computer Services (IACS)*  
CENTERS for MEDICARE & MEDICAID SERVICES

### Application for Access to CMS Computer Systems

**User Information**

First Name:  \*

Last Name:  \*

Middle Initial:

Social Security Number:  \*

Valid SSN Format is XXX-XX-XXXX

Email Address:  \*

Please make sure to use your business/official email address while registering. Do not use a personal email account.

Email Address:  \*

Office Telephone:  \* Extn:

Enter same Email Address in each box

## Complete the Form (continued)

- Under the *Required Access* section, the appearance of the form will change depending on the User Type selected.

Valid Phone Number Format is XXX-XXX-XXXX

Company/Organization/Department Name: \*

Company Telephone Number(if different): Extn: \*

Valid Phone Number Format is XXX-XXX-XXXX

Mail Stop: \*

Address 1: \*

Address 2: \*

City: \*

( ) - Warning: Selected value for field **State:** does not match any of the allowed values.

State: (\*) \*

Zip Code: \* - \*

**Required Access**

User Type:  MA/MA-PD/PDP/CC  CSR  COB \*

NOTE: MA/MA-PD/PDP/CC is Medicare Advantage/Medicare Advantage - Prescription Drug/Prescription Drug Plan/Cost Cor

Justification:

## Complete the Form (continued)

- If selected User Type is *MA/MA-PDP/PD*, your screen will appear as it does in the below screen shot. (If selected User Type is *CSR*, skip to Page 11)
- Contract numbers must be entered one at a time; after each entry select **Add**

Identity Manager - Microsoft Internet Explorer provided by Centers for Medicare and Medicaid Services

Address: <https://idm.cms.hhs.gov/idm/user/anonWorkItemEdit.jsp>

File Edit View Favorites Tools Help

Zip Code: [ ] \* - [ ]

### Required Access

User Type:  MA/MA-PD/PDP/CC  CSR  COB \*

NOTE: MA/MA-PD/PDP/CC is Medicare Advantage/Medicare Advantage - Prescription Drug/Prescription Drug Plan/Cost Cor

Contract Number(s): [ ] Add

Please enter one contract at a time and click the button: Add. Ex: Hxxxx or Ex:Sxxxx

Role: [ ] \*

Justification: [ ]

\* indicates a required field

Next Cancel

Log

Enter first Contract number  
Then click Add

## Complete the Form (continued)

- Contract numbers will appear after the Contract Number(s) field. The form will reset to the top after each contract is added so you must scroll down to the Contract Number(s) field after each entry.

Identity Manager - Microsoft Internet Explorer provided by Centers for Medicare and Medicaid Services

Address: <https://idm.cms.hhs.gov/idm/user/anonWorkItemEdit.jsp?id=%23ID%23B9C26F7E776DB4E5%3A1F4B0DC%3A106F13E078F%3A59%3A>

### Required Access

User Type:  MA/MA-PD/PDP/CC  CSR  COB \*

NOTE: MA/MA-PD/PDP/CC is Medicare Advantage/Medicare Advantage - Prescription Drug/Prescription Drug Plan/Cost Cor

Contract Number(s):  Add

Please enter one contract at a time and click the button: Add. Ex: H1000 or Ex:S1000

Contract(s): H1111

Role:  \*

Justification:

\* indicates a required field

Next Cancel

Lo

Contract Numbers appear here after entered above

## Complete the Form (continued)

- Click on drop down arrow to select **Role**.

**User/Submitter** - sends and receives data files.

**User/Representative** - looks up data using the MARx/MBD user interface; does not send/receive data files.

**Approver** – Approves *User/Submitter* and *User/Representative* access.

The screenshot shows a web browser window titled "Identity Manager - Microsoft Internet Explorer provided by Centers for Medicare and Medicaid Services". The address bar shows the URL: <https://idm.cms.hhs.gov/idm/user/anonWorkItemEdit.jsp#variables.user.userType>. The main content area is titled "Required Access" and contains the following fields and controls:

- User Type:** Radio buttons for  MA/MA-PD/PDP/CC,  CSR, and  COB \*.
- NOTE:** MA/MA-PD/PDP/CC is Medicare Advantage/Medicare Advantage - Prescription Drug/Prescription Drug Plan/Cost Cor
- Contract Number(s):** A text input field followed by an "Add" button.
- Instruction:** Please enter one contract at a time and click the button: Add. Ex: Hxxxx or Ex:Sxxxx
- Role:** A dropdown menu with a downward arrow and an asterisk (\*). The dropdown is open, showing three options: "User/Submitter", "User/Representative", and "Approver". A red arrow points to the dropdown arrow, and a red box labeled "Select Role" is positioned to the right of the arrow.
- Justification:** A large text area for entering justification.
- Legend:** \* indicates a required field
- Buttons:** "Next" and "Cancel" buttons.

The browser's status bar at the bottom shows "Done" and "Internet".

Complete the Form (continued)

- Enter your RACF ID, if known. If your RACF ID is not known, **STOP** and call the Help Desk (1-800-927-8069) to obtain RACF ID information.

**NOTE:** You will only be prompted to add a RACF ID if your Role is *User/Submitter* or *User/Representative*. The RACF ID should be entered in all UPPER case.

- Enter Justification. The Justification field must include a valid reason for access.
- Click **Next** (*skip to Page 13*)

The screenshot shows a web browser window titled "Identity Manager - Microsoft Internet Explorer provided by Centers for Medicare and Medicaid Services". The address bar shows the URL: <https://idm.cms.hhs.gov/idm/user/anonWorkItemEdit.jsp#variables.user.role>. The main content area is titled "Required Access" and contains the following fields and controls:

- User Type:** Radio buttons for  MA/MA-PD/PDP/CC,  CSR, and  COB \*.
- NOTE:** MA/MA-PD/PDP/CC is Medicare Advantage/Medicare Advantage - Prescription Drug/Prescription Drug Plan/Cost Cor
- Contract Number(s):** A text input field with an "Add" button.
- Contract(s):** A text input field containing "H1111".
- Role:** A dropdown menu showing "User/Submitter".
- Current RACF ID:** A text input field.
- Justification:** A large text area for entering a justification.
- Buttons:** "Next" and "Cancel" buttons at the bottom.

Red arrows and boxes highlight specific areas for user input:

- An arrow points from a box labeled "Enter RACF ID" to the "Current RACF ID" field.
- An arrow points from a box labeled "Enter Justification" to the "Justification" text area.
- An arrow points from a box labeled "Click Next" to the "Next" button.

## Complete the Form (continued)

- If selected User Type is CSR, your screen will appear as it does in the below screen shot.
- Using drop down arrow, select Call Center
- Click **Add**

Identity Manager - Microsoft Internet Explorer provided by Centers for Medicare and Medicaid Services

File Edit View Favorites Tools Help

Address <https://idm.cms.hhs.gov/idm/user/anonWorkItemEdit.jsp#variables.user.userType> Go Links >>

### Required Access

User Type:  MA/MA-PD/PDP/CC  CSR  COB \*

NOTE: MA/MA-PD/PDP/CC is Medicare Advantage/Medicare Advantage - Prescription Drug/Prescription Drug Plan

Call Center:  Add

Please enter one call center at a time

Role:

Justification:

\* indicates a required field

Next Cancel

Done Internet

Select Call Center  
Then click Add

## Complete the Form (continued)

- Using drop down arrow, select Role.
- Enter Justification. The Justification field must include a valid reason for access.
- Click **Next**

Identity Manager - Microsoft Internet Explorer provided by Centers for Medicare and Medicaid Services

Address: <https://idm.cms.hhs.gov/idm/user/anonWorkItemEdit.jsp#variables.user.role>

Zip Code: 21244 \*

**Required Access**

User Type:  MA/MA-PD/PDP/CC  CSR  COB \*

NOTE: MA/MA-PD/PDP/CC is Medicare Advantage/Medicare Advantage - Prescription Drug/Prescription Drug Plan/Cost Cor

Call Center: 28th Avenue, Phoenix, AZ Add

Please enter one call center at a time and click the button: Add.

Role: User \* Select Role

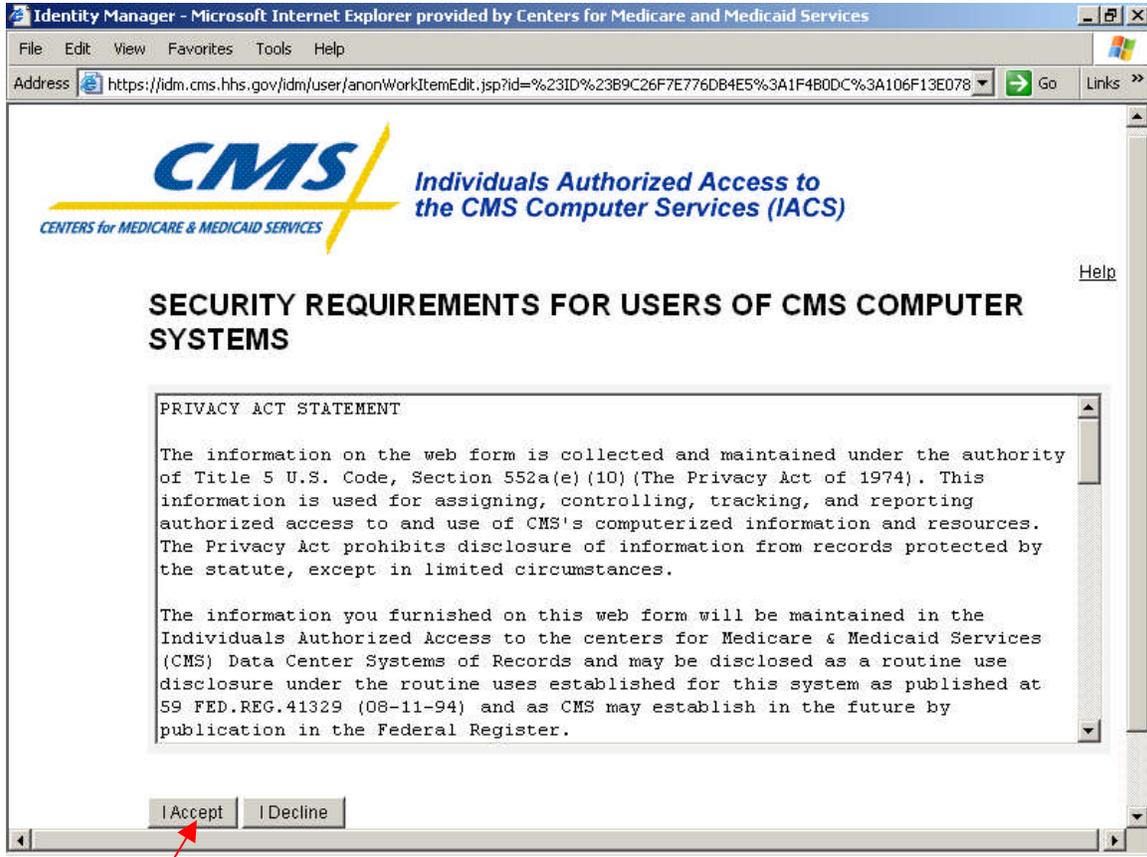
Justification: Enter Justification

\* indicates a required field

Next Cancel

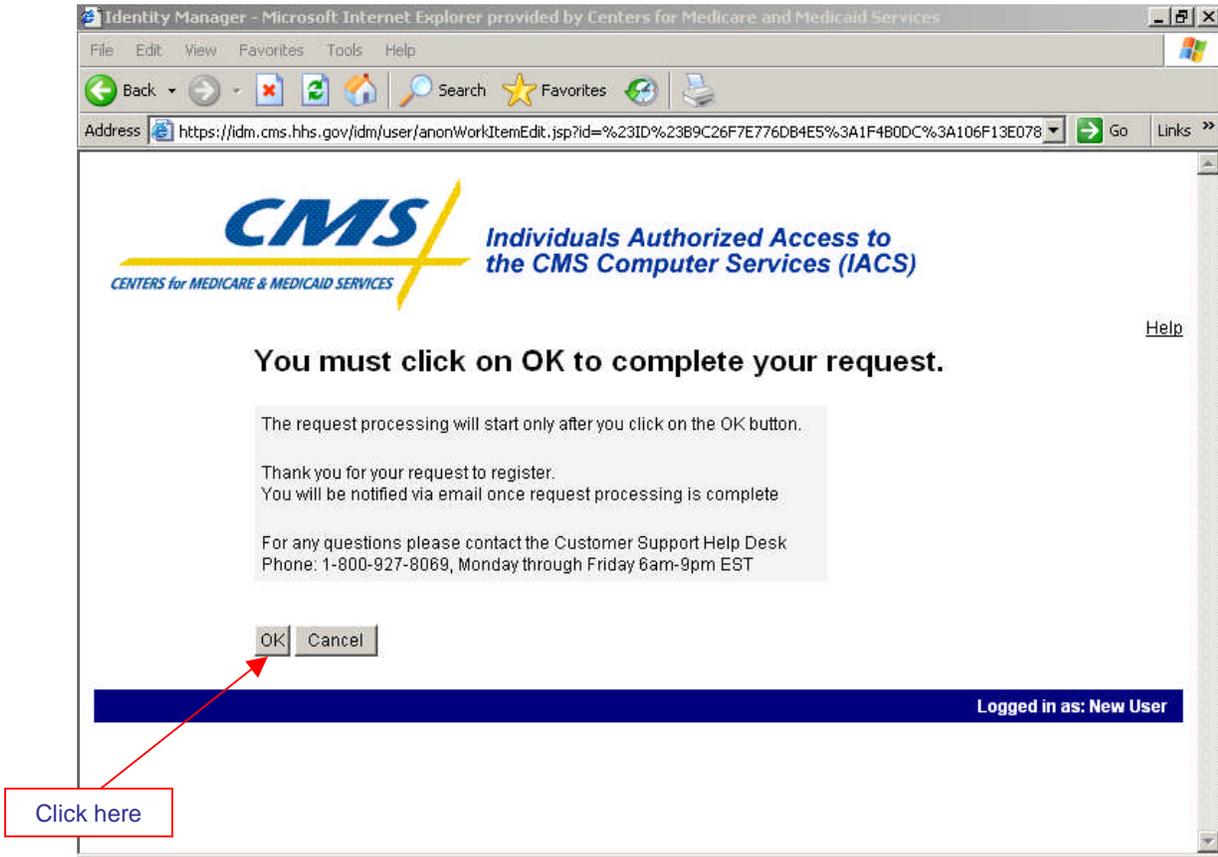
Click Next

- Read Privacy Act Statement
- Click **I Accept**



Click here

- Click **OK** to complete request



Upon being approved, two separate Email messages will be automatically sent to you. The first (**Subject:** FYI: User Creation Completed - Account ID Enclosed) will contain your User ID. The second (**Subject:** FYI: User Creation Completed - Password Enclosed) will contain your onetime password.

**NOTE:** If Email notification is not received within 24 hours after you register, please contact the Help Desk at (1-800-927-8069).

You may now log into the Enterprise Security Systems (ESS/IDM) using the Account ID and Password provided by accessing <https://applications.cms.hhs.gov>. Simply read the Privacy Statement, select **Enter** and follow the links to the main IACS page. Select **Registered User Login** and change your onetime password.

Congratulations! You are now an authorized user.