

How to Complete ACO-MS Registration

Version 1 | March 2023

OVERVIEW

ACOs must register in the ACO Management System (ACO-MS) in order to start their application and create their account to participate in the Shared Savings Program. Completing registration will open the ACO’s application and allow individual users to create their accounts. If your ACO does not register and submit the application before the deadline, you **cannot** apply to the Shared Savings Program for the upcoming performance year.

- NOTE: Upon creating the ACO identity in ACO-MS, the ACO contact should check their email and use the link provided to complete registration.

COMPLETING REGISTRATION

- 1 Go to [ACO-MS](#) and select “Apply”
- 2 Enter your ACO legal entity information including the following:
 - ACO taxpayer identification number (TIN)
 - ACO full legal entity name
 - Trade name/doing business as name (DBA) (optional)
 - ACO address
- 3 Enter the contact information for your ACO’s
 - ACO Executive
 - Application Contact (primary)
 - Application Contact (secondary) (optional)
- 4 Review and submit
- 5 Receive Confirmation Email
 - Initial applicants can now obtain a user ID for logging into ACO-MS.



Tip for Success

Confirm that the information entered is accurate. Verify the TIN is correct and the legal entity name matches legal documentation.

Renewal ACOs

Currently participating ACOs with an agreement period end date of this calendar year, can navigate to the Agreement Details subtab in ACO-MS to register as a renewal applicant.

Currently Participating ACOs

You do not need to register to stay in your current ACO Participation Agreement.

If your ACO wants to terminate your existing participation agreement and apply to begin a new agreement period, you must apply as an Early Renewal applicant. Navigate to the Agreement Details subtab in ACO-MS and register as an early renewal applicant.

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NEXT STEPS

Reference the [ACO-MS: Initial Access Information](#) tip sheet for help setting up an ACO-MS account. This will allow any ACO contacts to obtain a user ID for logging into ACO-MS.

ACOs must certify and submit Phase 1 of the application available on the ACO dashboard by the deadline posted on the [Application Types & Timeline webpage](#).

RESOURCES

RESOURCE	DESCRIPTION
Application Types & Timeline webpage	Key application cycle deadlines and additional resources to help complete the application
Application Toolkit webpage	Materials to help applicants complete the application(s); the toolkit serves as a reference page for quick access to the Application Reference Manual and guidance documents
Program Statutes & Regulations webpage	Shared Savings Program regulations

Questions?

If you have any questions about ACO-MS or require technical assistance, click the SSP Helpdesk icon (located within the ACO-MS banner) or email SharedSavingsProgram@cms.hhs.gov.

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