

Steps to Accessing CMS Enterprise Applications for Provider Organizations



The Centers for Medicare & Medicaid Services' (CMS') enterprise applications are those hosted and managed by CMS and do not include Fiscal Intermediary (FI)/carrier/Medicare Administrative Contractor (MAC) internet applications.

For Individuals Authorized Access to CMS Computer Services - Provider Community (IACS-PC) registration purposes, "organization" includes providers and suppliers such as hospitals, home health agencies, skilled nursing facilities, independent diagnostic testing facilities, ambulance companies, ambulatory surgical centers, and physician group practices. It also includes individual physicians and non-physician practitioners who want to delegate staff to conduct transactions on their behalf. In this case, for IACS-PC registration purposes, registration must be as an organization.

Step One: IACS-PC Registration

As few as two staff can be registered in IACS-PC for a provider organization to access CMS enterprise applications. The first person must register as a Security Official (SO), the second as a User Group Administrator (UGA). In this case, the UGA may access CMS applications as approved by the SO.

Table 1 – IACS-PC Registration Roles

| IACS-PC ROLE | SPECIAL NOTES | ASSOCIATES WITH | CREATES | APPROVED BY | APPROVES |
|--------------------------------|--|--|---------------------|--|-------------|
| SO | Accountable for all users | N/A | Organization | External User Services (EUS) Help Desk | BSO and UGA |
| Backup Security Official (BSO) | Optional | Organization | N/A | SO | UGA |
| UGA | Required May be only member of group | Organization | Provider User Group | SO or BSO | End User |
| End User | Member of User Group - optional if less than 10 users | Provider User Group or Surrogate User Group | N/A | UGA | N/A |
| Individual Practitioner | Physician or non-physician practitioner who is not in a group practice | Organization or Sole Provider | N/A | EUS Help Desk | N/A |
| Registry End User | Part of a Registry Organization and/or Registry User Group | Registry Organization or Registry User Group | N/A | UGA | N/A |

Step Two: Select Application Role Independently for EACH CMS Enterprise Application

An Application Approver is an IACS-PC user authorized to approve or deny user requests for application roles. Application roles determine how users can interact with the application (i.e., read only or edit and submit data). Roles may differ by application.

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Table 2 – IACS-PC Application Roles

| IACS-PC ROLE | APPLICATION ROLE | SPECIAL NOTES | ACCESS TO APPLICATION | APPROVED BY | APPROVES |
|--------------|---|---|-----------------------|----------------------------|--|
| SO | Default Approver if no Approver in User Group | Cannot access any application | NO | N/A | Application Approvers and members of User Group without Approver |
| BSO | Default Approver if no Approver in User Group | Cannot access any application | NO | N/A | Application Approvers and members of User Group without Approver |
| UGA | Application Approver for User Group | Must be member of User Group for which they act as Approver | NO | SO or BSO | Application Users in User Group |
| UGA | Application User | May belong to multiple User Groups in one or more organizations | YES | Approver (if no SO or BSO) | N/A |
| End User | Application Approver for User Group | Must be member of User Group for which they act as Approver | NO | SO or BSO | Application Users in User Group |
| End User | Application User | May belong to multiple User Groups in one or more organizations | YES | Approver (if no SO or BSO) | N/A |

Step Three: Enter Application When Available

Go to <https://applications.cms.hhs.gov> on the CMS website and click on **Enter CMS Applications Portal**.

Additional Resources

For help with access to IACS-PC, contact the EUS Help Desk by email at EUSSupport@cgi.com or by phone on 1-866-484-8049 or TTY/TDD on 1-866-523-4759.

To learn more about IACS-PC, visit the following MLN Matters articles about Individuals Authorized Access to CMS Computer Services - Provider Community (IACS-PC):

- SE0747: <http://www.cms.hhs.gov/MLNMattersArticles/downloads/SE0747.pdf>
- SE0753: <http://www.cms.hhs.gov/MLNMattersArticles/downloads/SE0753.pdf>
- SE0754: <http://www.cms.hhs.gov/MLNMattersArticles/downloads/SE0754.pdf>

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