

Obtaining access to PS&R is a 2-step process. First you must obtain an IACS ID and password, and then you must request access (and be approved) for the PS&R application.

These instructions are intended for PS&R Administrators and End-Users. The Security Official for each FI/MAC organization has previously been vetted in IACS.

IACS

- In the IACS website, www.cms.hhs.gov/iacs, select the FI/Carrier/MAC Community link (left margin),
- At the bottom of the FI/Carrier/MAC Community page there are various Quick Reference Guides that include step-by-step instructions to register in IACS. These are very helpful in obtaining your IACS ID. Choose the guide for your specific role. If you have questions regarding the roles, the manuals should assist you.
- Once you have received your IACS ID and password (via 2 separate emails), and have updated your profile (as explained in the Quick Reference Guides), you will need to request approval for PS&R access,

PS&R

- Go to the “My Profile” hyperlink in the “Account Management” section of your IACS account (you may have to re-enter your user ID and password),
- On the “My Profile” page select the “Modify Account Profile” hyperlink,
- On the “Modify Account Profile” page, scroll down to the “Access Request” section, in the drop-down box select “Modify FI/Carrier/MAC Profile”, and the screen will refresh,
- In the “My Current Access Profile” box, on the far right there is a drop-down under “Action”, select “Request Access to Application”, and the screen will refresh,
- Under “Access to Applications”, in the “Select Application” drop-down, select PS&R (PS&R Application)”, and the screen will refresh

- A “Role” drop-down will appear, select “PS&R User”, and type in justification (i.e. Access to PS&R needed),
- Click “Next”, and hit “Submit”,
- The request will go to the Security Official (or Application Approver) for approval. Once approved, you will receive 2 emails, 1 informing you that the request was sent, and then another when approved.
- Once you have PS&R access granted, you may enter PS&R by using the URL included on the FI/MAC Community page on the PS&R website (www.cms.hhs.gov/psrr) or by selecting PS&R within IACS (by using the “Provider” link on the header of the main IACS page, and selecting the PS&R hyperlink).
- Enter your IACS ID and password into the PS&R log-in page (will appear to be an IACS page), and you will enter the PS&R application.
- If you have questions regarding IACS, please contact the IACS help desk, External User Services (EUS) at 866-484-8049, or EUSSupport@cgi.com.
- PS&R application specific questions should be directed to a User Group Administrator at your FI/MAC.