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.

The first person to register for the provider organization must be the designated Security Official (SO). The SO is ultimately responsible for all users in the organization. The SO will:
- First register the organization in IACS,
- Submit all required verification documentation, and
- If approved, will then be given the ability to approve other users' access to the PS&R system.

Note – the SO can approve users, but cannot use the specific application (PS&R). The SO will delegate PS&R access to the "PS&R Users".

Once the SO is approved, in order to obtain PS&R access the PS&R Users should complete the following:

IACS
- In the IACS website, www.cms.hhs.gov/iacs, select the Provider/Supplier Community link (left margin),

- At the bottom of the Provider/Supplier 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 IACS manuals should assist you.

- Once you have completed the IACS registration and 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 Provider/Supplier 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)",

 - 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 Provider 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.

- If you have PS&R application specific questions, please contact your FI/MAC.

Note – The PS&R allows access to Medicare providers only. Home Offices or surrogate groups will not be able to directly access PS&R. Therefore, each provider will need to complete a separate registration.