

DEPARTMENT OF HEALTH & HUMAN SERVICES
Centers for Medicare & Medicaid Services
7500 Security Boulevard
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Medicare Plan Payment Group

DATE: February 15, 2011
TO: All Medicare Advantage, Prescription Drug Plan, Cost, PACE, and
Demonstration Organizations Systems Staff
FROM: Cheri Rice /s/
Acting Director, Medicare Plan Payment Group
SUBJECT: Reminder – Transition to ECRS Web

On February 28th, 2011, ECRS submissions via the current CICS environment will no longer be available. The ECRS web-based application was activated on February 1st 2011 and is currently available for ECRS submissions.

To register for ECRS Web you will need to obtain an Individuals Authorized Access to the CMS Computer Services (IACS) ID:

New User Registration:

- To obtain IACS Access, go to the CMS Applications Portal Website at the following link: <https://applications.cms.hhs.gov>. Click on "Enter CMS Applications Portal"
- Under CMS Applications Portal Introduction, click on "Account Management"
- On the next page, under Account Management, click on "New User Registration"
- On the Individuals Authorized Access to the CMS Computer Services (IACS) page, click on: "Electronic Correspondence Referral System (ECRS Web)."
- Check the box, and Click "I Accept the above Terms and Conditions" to accept the terms and conditions for IACS access
- Enter all required information (be sure to enter an accurate email address)
- In the Role drop down box, Select *User Roles- ECRS Web User*
- In the Justification Box, please type how you will be using ECRS Web
- Click on Next, and continue following the instructions on the subsequent screens

If you already have an IACS ID:

- Go to: <https://applications.cms.hhs.gov>. Click on "Enter CMS Applications Portal"
- Under CMS Applications Portal Introduction, click on "Account Management"
- On the next page, under Account Management, Click on "My Profile"

- Check the box, and Click “I Accept the above Terms and Conditions” to accept the terms and conditions for IACS access
- Login with your current IACS User ID and password
- Once logged in, Click “Modify Account Profile”
- Under Access Request, Select “Add Application” from the drop down list
- From the Application drop down list, Select ECRS Web
- In the Role drop down list, select *User Roles- ECRS Web User*
- In the Justification Box, please type how you will be using ECRS Web
- Click on Next, and continue following the instructions on the subsequent screens

Upon completion of the IACS New User Registration, you will receive an e-mail confirming that IACS has received your request and providing you with a Request Number. Once approved for access by the IACS administrators at CMS, you will be sent your IACS User ID and temporary password in two separate emails. Please Note: It may take up to a week to process your IACS request.

To access ECRS Web, you will also need an access code, which can be obtained by contacting Alberta Smythe at (646) 447-4645 or Bill Ford at (646) 448-6613 at the COBC.

For additional registration guidance and for assistance with the ECRS Web transition, please access the following Computer Based Training (CBT) Curriculum link:
<http://nhassociates.na5.acrobat.com/ecrs-hp/>.

To register for ECRS Web CBTs:

- Send an e-mail to techi@nhassociates.net indicating that you are requesting the *ECRS Web CBT curriculum*.
- Include the following: company name, company description (i.e. Fiscal Intermediary, Carrier, Part A and Part B Medicare Administrative Contractor, Medicare Secondary Payer Recovery Contractor, Medicare Advantage Health Plan, or Drug Plan Sponsor) and the name, phone number (formatted: ###-###-####), and e-mail address for each individual you would like to register.
- Once your request has been processed, an e-mail notification containing the URL for the curriculum will be sent to each registered individual.

If you have any questions or experience any problems accessing ECRS Web, please contact the COB EDI Department at 646-458-6740.