

Individuals Authorized Access
to the CMS Computer Services

IACS

Reference Guide



Contents

INTRODUCTION.....	3
PRIOR TO REGISTERING IN IACS:	3
ROLE DEFINITIONS	5
DEFINITIONS	6
A. NEW USER REGISTRATION	7
B. CREATING AN ORGANIZATION	26
C. ASSOCIATING TO AN ORGANIZATION	36
D. APPROVING/REJECTING ORGANIZATION REQUESTS	46
E. MODIFYING AN ORGANIZATION PROFILE	54
F. MODIFYING USER/CONTACT INFORMATION	62
G. DISASSOCIATING FROM AN ORGANIZATION.....	71
H. DISASSOCIATING FROM A ROLE	80
I. ASSOCIATING TO A ROLE.....	89
J. MODIFYING A CURRENT PROFILE TO ADD THE DMEPOS BIDDING SYSTEM (DBIDS) APPLICATION	98

Introduction

The Individuals Authorized Access to the CMS Computer Services (IACS) Reference Guide provides step-by-step instructions on how to register to submit a bid for the Durable Medical Equipment, Prosthetics, Orthotics, and Supplies (DMEPOS) Competitive Bidding Program. DMEPOS suppliers must first register in IACS before they are able to access the DMEPOS Bidding System (DBidS). If you registered in a previous round (Round 1 Recompete, Round 2, or the national mail-order competition), your old user ID has expired and cannot be used. You will need to register again to have access to DBidS for Round 2 Recompete or the national mail-order recompete. Please note that you cannot access DBidS until the bid window has opened.

The guide provides instructions on:

- A. Registering in IACS
- B. Creating an Organization
- C. Associating to an Organization
- D. Approving/Rejecting Organization Requests
- E. Modifying an Organization Profile
- F. Modifying User/Contact Information
- G. Disassociating from an Organization
- H. Disassociating from a Role
- I. Associating to a Role
- J. Modifying a Current Profile to Add the DBidS Application

Prior to registering in IACS:

Please ensure you have completed the following steps:

- Choose one (1) authorized official (AO) listed on your CMS-855S enrollment form to act as your IACS registration AO. The AO's role is instrumental to bidding and must remain active to prevent the organization's other users from losing access to the bidding system. Your company may have multiple individuals listed as the AOs on the enrollment form. However, for IACS registration purposes, only one AO may register for the Competitive Bidding Program. The other AOs listed on the enrollment form may act as backup authorized officials (BAOs) in IACS. If there is only one AO listed on the CMS-855S form, we strongly encourage you to add one or more to serve as BAOs in order to avoid disruption in the bidding process should the AO leave the organization or become unavailable during the bid window. BAOs have many of the same capabilities in registration as an AO.

Please note that only individuals who meet the definition of an AO may be added to your CMS-855S enrollment application as an AO. For more information about adding an AO to your CMS-855S enrollment application, please visit the National Supplier Clearinghouse's (NSC) website at www.palmettogba.com/nsc or contact the NSC at 866-238-9652.

- Make sure that information on file with the NSC and in the Provider Enrollment, Chain and Ownership System (PECOS) is correct and current. In addition to your organization's mailing address, the legal name, date of birth and Social Security number (SSN) of the AO and BAOs must match exactly with what is on your organization's enrollment record in order to successfully register in IACS. If you need to change or correct this information, you may find change-of-information assistance and forms on the NSC website.
- Determine which billing number, or Provider Transaction Access Number (PTAN), to use for registration. You should register in IACS only ONE time with ONE PTAN to create a single organization that represents all bids.
- Primary members of a network only register ONE time. If the primary network member wants to submit an individual bid for a CBA and product category combination that is separate from the network's bid(s), the primary member should still register ONE time but with two PTANs: one for the network bid and another for the individual bid. However, members of a network (who are not the primary network member) who are submitting a bid(s) for a CBA and product category combination separate from the network bid(s) will need to register to submit their separate bid.
- Companies that are commonly owned and/or commonly controlled should register only ONE time and submit ONE bid application that includes all locations that provide the product category in the CBA. All locations that provide items in a product category to beneficiaries in a CBA must be included on the bid application. Regulations do not allow commonly owned or commonly controlled companies to bid against themselves. For definitions of commonly owned or controlled companies, see **Definitions** on page 6.
- Make sure the e-mail address you enter into IACS is correct and is working at the time of registration. This is important because you will be sent e-mails containing critical information during the registration and bidding periods.
- Prepare your computer:
 - The Centers for Medicare & Medicaid Services (CMS) screens are designed to be viewed at a minimum screen resolution of 800 x 600.
 - Use Internet Explorer version 6.0 or higher.
 - Verify that the latest version of JAVA and/or ActiveX is installed on your PC.
 - Disable pop-up blockers prior to attempting to access the CMS Applications Portal.

Role Definitions

Authorized Official (AO)

To register as an authorized official (AO) in IACS, you must be listed as an AO on the CMS-855S enrollment application. In addition, the organization must have a unique and active PTAN assigned by the NSC.

The AO is the person who can register an organization in IACS and update the organization's profile information in IACS.

- For IACS registration purposes, there can be only **ONE** AO for an organization. Each organization is identified by the PTAN entered by the AO. The AO is trusted by CMS to approve or reject the request for backup authorized officials (BAOs) and end users (EU) to access and enter data in DBidS.
- The instructions for approving or rejecting requests for access are found in **Section D – Approving/Rejecting Organization Requests**. The AO's role is instrumental to bidding and must remain active to prevent all other users for the organization from losing access to the bidding system.
- The AO is accountable and responsible for the actions of those he or she approves and adds to the organization, allowing them to view or submit bid data.
- The registered AO is trusted to perform business for a DMEPOS organization. The AO must also update the organization's enrollment file if a registered AO or BAO leaves the organization. The AO (and/or the BAO) can approve Form A and certify Form B(s) in DBidS.

Backup Authorized Official (BAO)

To register as a backup authorized official (BAO), you must be listed as an AO on the CMS-855S enrollment application. If there is only one AO listed on the CMS-855S form, we strongly encourage you to add one or more to serve as BAOs in order to avoid disruption in the bidding process should the AO leave the organization or become unavailable during the bid window. For IACS registration purposes, there can be one or more BAOs in an organization. A BAO performs many of the same functions as an AO for an organization.

- A registered BAO is trusted to perform business for a DMEPOS organization.
- A BAO has the authority to approve or reject an EU's request to be included on the company's registration profile and access the company's bid to enter and view data.
- A BAO can approve Form A and certify Form B(s) in DBidS.
- A BAO must update the organization's registration profile if the registered AO leaves the company.
- A BAO may associate to more than one organization (bidding entity) as long as each organization has the same AO and when the AO has registered more than one PTAN in IACS (see network exception on page 4). Each organization is identified by a PTAN entered by the AO.

End User (EU)

An end user (EU) has limited capabilities. An EU does not have to be identified on the CMS-855S enrollment application, but may be someone whom the organization trusts to conduct company business and enter bid information once bidding opens. An EU may associate to more than one

organization (bidding entity) as long as each organization has the same AO and when the AO has registered more than one PTAN in IACS. Each organization is identified by a PTAN entered by the AO. An EU cannot approve Form A or certify Form B (this function must be done by the AO or BAO). There may be multiple EUs, but only one EU at a time may be in DBidS entering data on the same form (Form A or Form B).

Helpful Hint

An icon () is located on specific fields throughout the IACS application. If you click on one of these icons, helpful information regarding the field will appear.

Definitions

Common Ownership – Commonly owned suppliers are those where one or more suppliers has an ownership interest totaling at least five percent in the other(s). The term “ownership interest” is defined as “the possession of equity in the capital, stock, or profits of another supplier.”

Commonly Controlled – Commonly controlled suppliers are those where one or more of the supplier’s owners is also an officer, director, or partner in another supplier.

DMEPOS Bidding System (DBidS) – In IACS, this represents a community for suppliers submitting a bid for selected products in a particular competitive bidding area. DBidS is also the name of the online bid submission system for the DMEPOS Competitive Bidding Program.

Organization – A bidding entity such as an individual or a company.

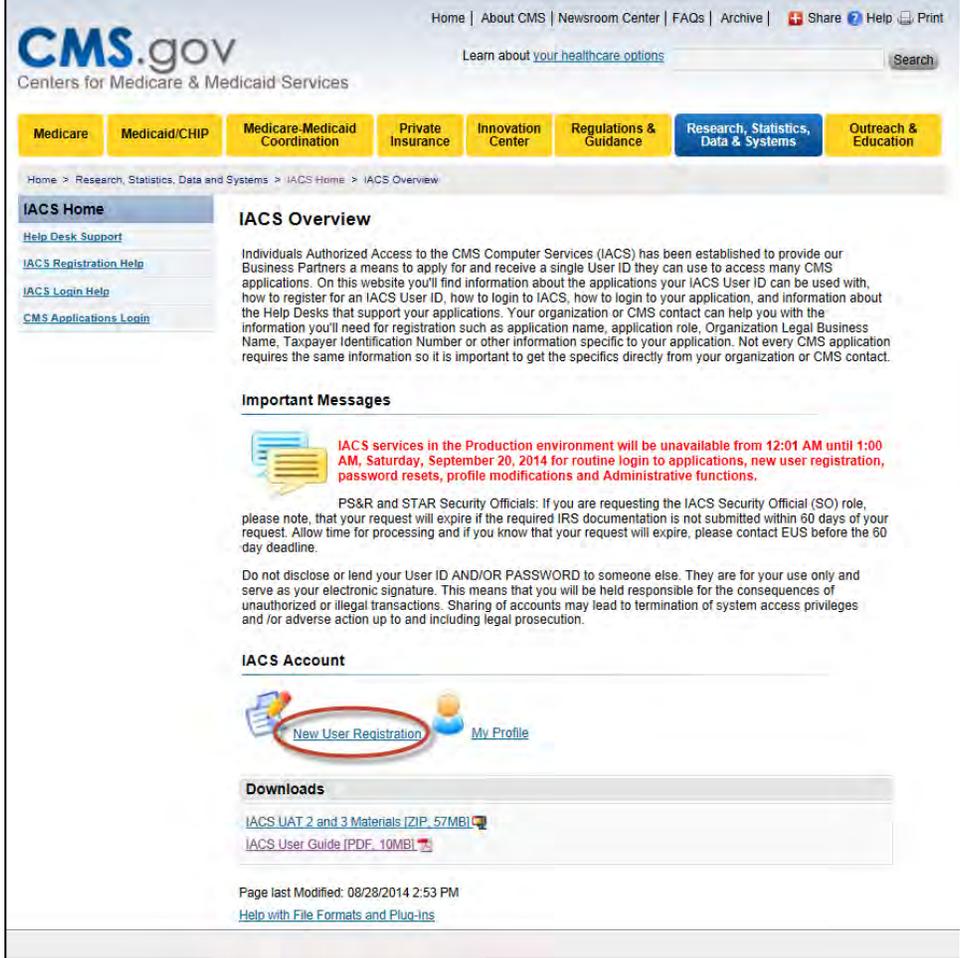
Profile – Information provided by the bidding supplier about the organization as well as the individual user’s pertinent information.

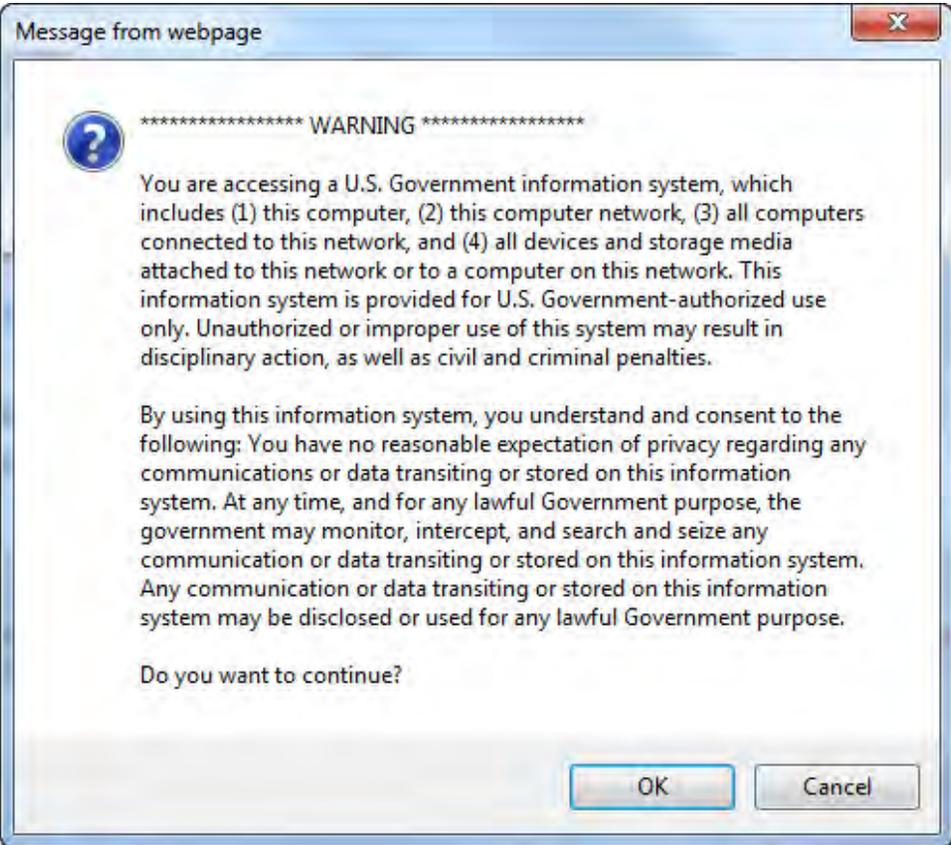
Associate [to] – Join or connect a user (BAO or EU) or an organization to its profile.

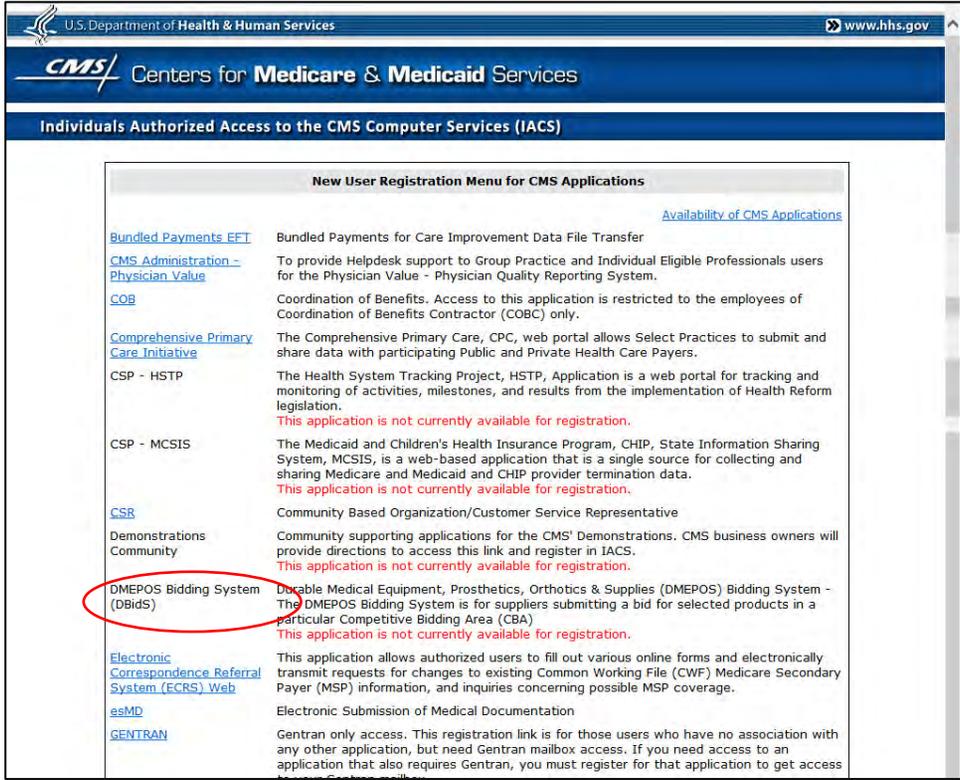
Disassociate [from] – Remove or detach a user’s profile from an organization.

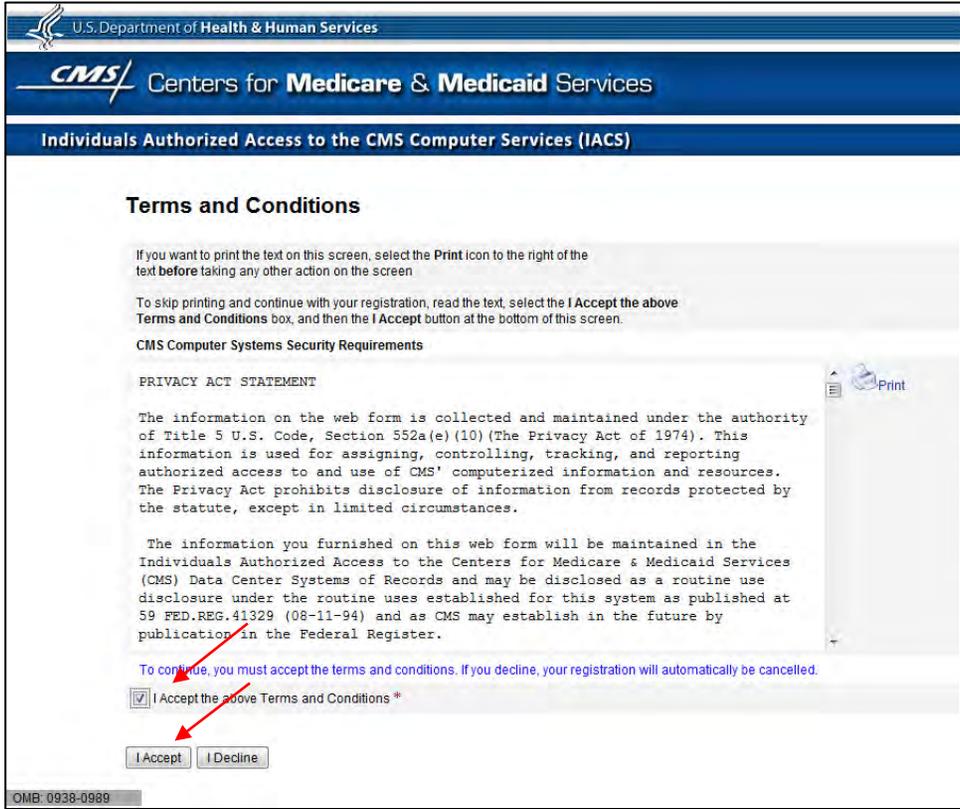
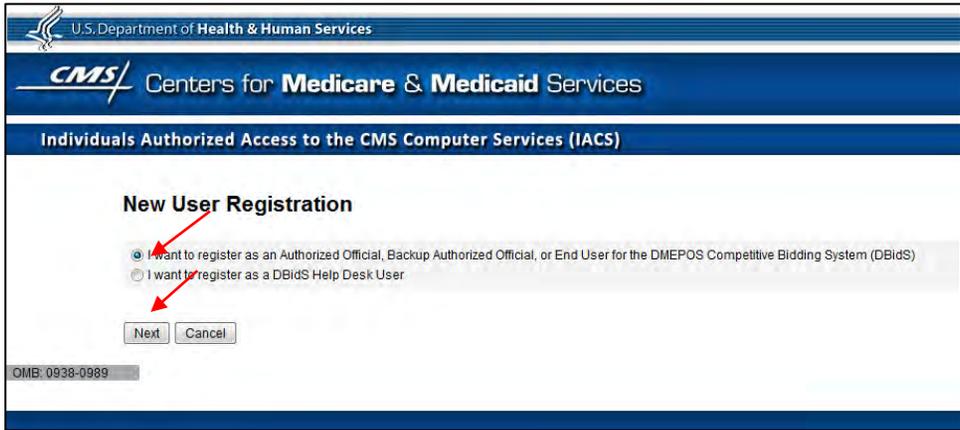
A. New User Registration

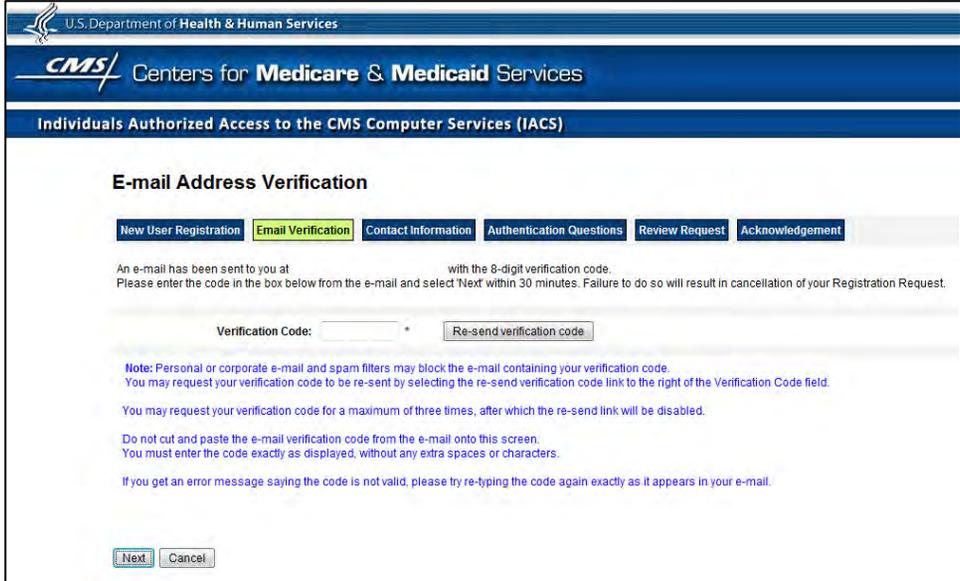
Step	Action	Screen Displayed
1	Go to the CBIC website at www.dmecompetitivebid.com . Click Round 2 Recompete & National Mail-Order Recompete . Go to Bidding Suppliers and then Registration . Click Register Now .	

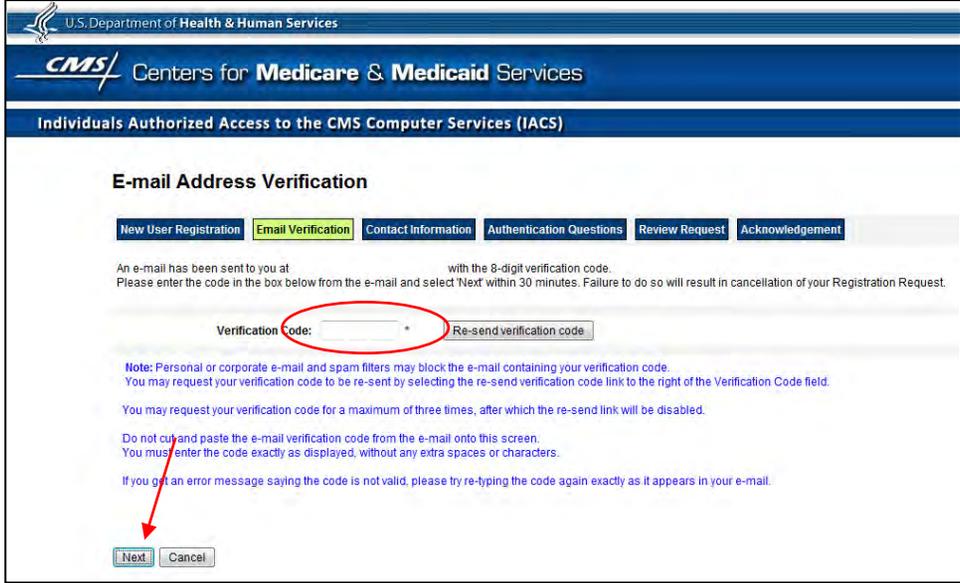
Step	Action	Screen Displayed
2	Click the New User Registration link on the IACS Overview page.	 <p>The screenshot shows the CMS.gov website with the following elements:</p> <ul style="list-style-type: none"> Header: CMS.gov logo, navigation links (Home, About CMS, Newsroom Center, FAQs, Archive), and utility links (Share, Help, Print). Search bar: "Learn about your healthcare options" with a search button. Navigation menu: Medicare, Medicaid/CHIP, Medicare-Medicaid Coordination, Private Insurance, Innovation Center, Regulations & Guidance, Research, Statistics, Data & Systems, Outreach & Education. Breadcrumbs: Home > Research, Statistics, Data and Systems > IACS Home > IACS Overview Left sidebar: IACS Home, Help Desk Support, IACS Registration Help, IACS Login Help, CMS Applications Login. Main content: <ul style="list-style-type: none"> IACS Overview: Introduction to IACS and its purpose. Important Messages: A red message about service unavailability on September 20, 2014, and a note about PS&R and STAR Security Officials. IACS Account: A section with a "New User Registration" link circled in red and a "My Profile" link. Downloads: Links for "IACS UAT 2 and 3 Materials (ZIP, 57MB)" and "IACS User Guide (PDF, 10MB)". Footer: "Page last Modified: 08/28/2014 2:53 PM" and "Help with File Formats and Plug-Ins".

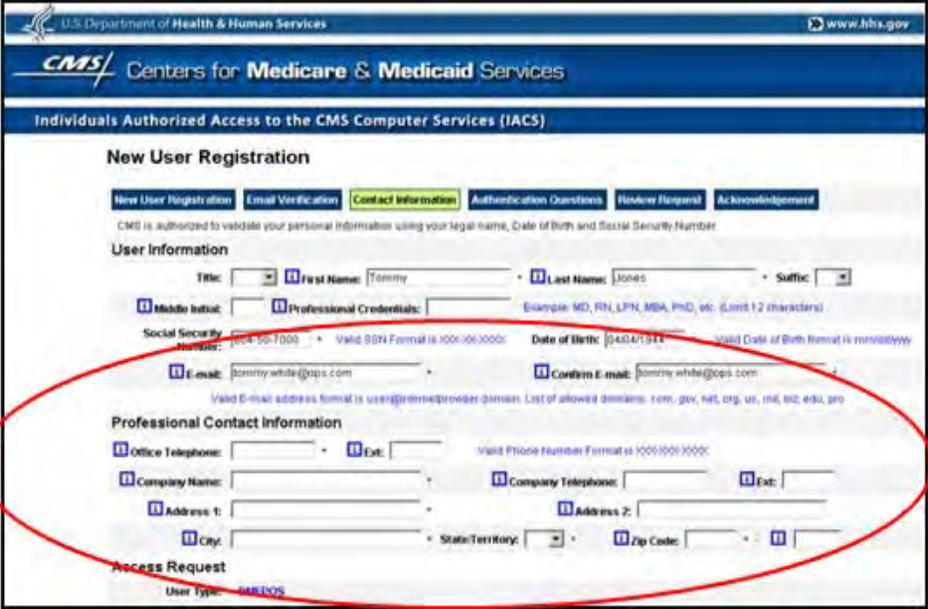
Step	Action	Screen Displayed
3	Click OK on the Warning message.	

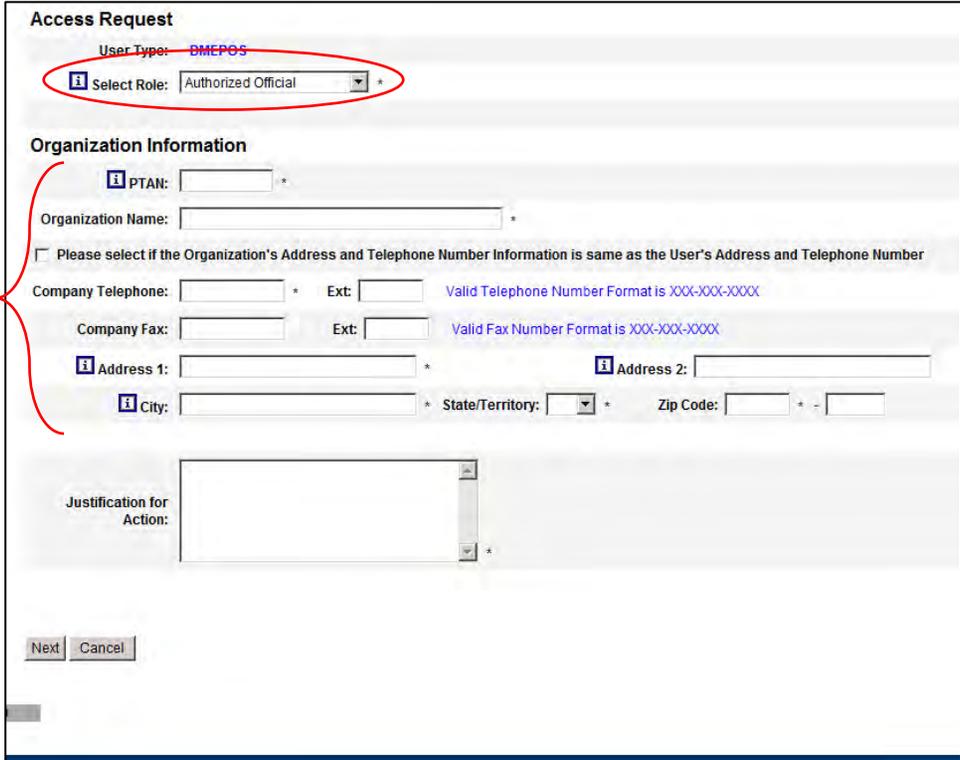
Step	Action	Screen Displayed																																							
4	Click DMEPOS Bidding System (DBidS) in the New User Registration Menu for CMS User Applications portion of the screen.	 <p>The screenshot shows the 'New User Registration Menu for CMS Applications' page. The page header includes the U.S. Department of Health & Human Services logo and the CMS logo. The main content area lists various applications with their descriptions and registration status. The 'DMEPOS Bidding System (DBidS)' link is circled in red.</p> <table border="1"> <thead> <tr> <th>Application Name</th> <th>Description</th> <th>Registration Status</th> </tr> </thead> <tbody> <tr> <td>Bundled Payments EFT</td> <td>Bundled Payments for Care Improvement Data File Transfer</td> <td>Available</td> </tr> <tr> <td>CMS Administration - Physician Value</td> <td>To provide Helpdesk support to Group Practice and Individual Eligible Professionals users for the Physician Value - Physician Quality Reporting System.</td> <td>Available</td> </tr> <tr> <td>COB</td> <td>Coordination of Benefits. Access to this application is restricted to the employees of Coordination of Benefits Contractor (COBC) only.</td> <td>Available</td> </tr> <tr> <td>Comprehensive Primary Care Initiative</td> <td>The Comprehensive Primary Care, CPC, web portal allows Select Practices to submit and share data with participating Public and Private Health Care Payers.</td> <td>Available</td> </tr> <tr> <td>CSP - HSTP</td> <td>The Health System Tracking Project, HSTP, Application is a web portal for tracking and monitoring of activities, milestones, and results from the implementation of Health Reform legislation.</td> <td>This application is not currently available for registration.</td> </tr> <tr> <td>CSP - MCSIS</td> <td>The Medicaid and Children's Health Insurance Program, CHIP, State Information Sharing System, MCSIS, is a web-based application that is a single source for collecting and sharing Medicare and Medicaid and CHIP provider termination data.</td> <td>This application is not currently available for registration.</td> </tr> <tr> <td>CSR</td> <td>Community Based Organization/Customer Service Representative</td> <td>Available</td> </tr> <tr> <td>Demonstrations Community</td> <td>Community supporting applications for the CMS' Demonstrations. CMS business owners will provide directions to access this link and register in IACS.</td> <td>This application is not currently available for registration.</td> </tr> <tr> <td>DMEPOS Bidding System (DBidS)</td> <td>Durable Medical Equipment, Prosthetics, Orthotics & Supplies (DMEPOS) Bidding System - The DMEPOS Bidding System is for suppliers submitting a bid for selected products in a particular Competitive Bidding Area (CBA)</td> <td>This application is not currently available for registration.</td> </tr> <tr> <td>Electronic Correspondence Referral System (ECRS) Web</td> <td>This application allows authorized users to fill out various online forms and electronically transmit requests for changes to existing Common Working File (CWF) Medicare Secondary Payer (MSP) information, and inquiries concerning possible MSP coverage.</td> <td>Available</td> </tr> <tr> <td>esMD</td> <td>Electronic Submission of Medical Documentation</td> <td>Available</td> </tr> <tr> <td>GENTRAN</td> <td>Gentran only access. This registration link is for those users who have no association with any other application, but need Gentran mailbox access. If you need access to an application that also requires Gentran, you must register for that application to get access</td> <td>Available</td> </tr> </tbody> </table>	Application Name	Description	Registration Status	Bundled Payments EFT	Bundled Payments for Care Improvement Data File Transfer	Available	CMS Administration - Physician Value	To provide Helpdesk support to Group Practice and Individual Eligible Professionals users for the Physician Value - Physician Quality Reporting System.	Available	COB	Coordination of Benefits. Access to this application is restricted to the employees of Coordination of Benefits Contractor (COBC) only.	Available	Comprehensive Primary Care Initiative	The Comprehensive Primary Care, CPC, web portal allows Select Practices to submit and share data with participating Public and Private Health Care Payers.	Available	CSP - HSTP	The Health System Tracking Project, HSTP, Application is a web portal for tracking and monitoring of activities, milestones, and results from the implementation of Health Reform legislation.	This application is not currently available for registration.	CSP - MCSIS	The Medicaid and Children's Health Insurance Program, CHIP, State Information Sharing System, MCSIS, is a web-based application that is a single source for collecting and sharing Medicare and Medicaid and CHIP provider termination data.	This application is not currently available for registration.	CSR	Community Based Organization/Customer Service Representative	Available	Demonstrations Community	Community supporting applications for the CMS' Demonstrations. CMS business owners will provide directions to access this link and register in IACS.	This application is not currently available for registration.	DMEPOS Bidding System (DBidS)	Durable Medical Equipment, Prosthetics, Orthotics & Supplies (DMEPOS) Bidding System - The DMEPOS Bidding System is for suppliers submitting a bid for selected products in a particular Competitive Bidding Area (CBA)	This application is not currently available for registration.	Electronic Correspondence Referral System (ECRS) Web	This application allows authorized users to fill out various online forms and electronically transmit requests for changes to existing Common Working File (CWF) Medicare Secondary Payer (MSP) information, and inquiries concerning possible MSP coverage.	Available	esMD	Electronic Submission of Medical Documentation	Available	GENTRAN	Gentran only access. This registration link is for those users who have no association with any other application, but need Gentran mailbox access. If you need access to an application that also requires Gentran, you must register for that application to get access	Available
Application Name	Description	Registration Status																																							
Bundled Payments EFT	Bundled Payments for Care Improvement Data File Transfer	Available																																							
CMS Administration - Physician Value	To provide Helpdesk support to Group Practice and Individual Eligible Professionals users for the Physician Value - Physician Quality Reporting System.	Available																																							
COB	Coordination of Benefits. Access to this application is restricted to the employees of Coordination of Benefits Contractor (COBC) only.	Available																																							
Comprehensive Primary Care Initiative	The Comprehensive Primary Care, CPC, web portal allows Select Practices to submit and share data with participating Public and Private Health Care Payers.	Available																																							
CSP - HSTP	The Health System Tracking Project, HSTP, Application is a web portal for tracking and monitoring of activities, milestones, and results from the implementation of Health Reform legislation.	This application is not currently available for registration.																																							
CSP - MCSIS	The Medicaid and Children's Health Insurance Program, CHIP, State Information Sharing System, MCSIS, is a web-based application that is a single source for collecting and sharing Medicare and Medicaid and CHIP provider termination data.	This application is not currently available for registration.																																							
CSR	Community Based Organization/Customer Service Representative	Available																																							
Demonstrations Community	Community supporting applications for the CMS' Demonstrations. CMS business owners will provide directions to access this link and register in IACS.	This application is not currently available for registration.																																							
DMEPOS Bidding System (DBidS)	Durable Medical Equipment, Prosthetics, Orthotics & Supplies (DMEPOS) Bidding System - The DMEPOS Bidding System is for suppliers submitting a bid for selected products in a particular Competitive Bidding Area (CBA)	This application is not currently available for registration.																																							
Electronic Correspondence Referral System (ECRS) Web	This application allows authorized users to fill out various online forms and electronically transmit requests for changes to existing Common Working File (CWF) Medicare Secondary Payer (MSP) information, and inquiries concerning possible MSP coverage.	Available																																							
esMD	Electronic Submission of Medical Documentation	Available																																							
GENTRAN	Gentran only access. This registration link is for those users who have no association with any other application, but need Gentran mailbox access. If you need access to an application that also requires Gentran, you must register for that application to get access	Available																																							

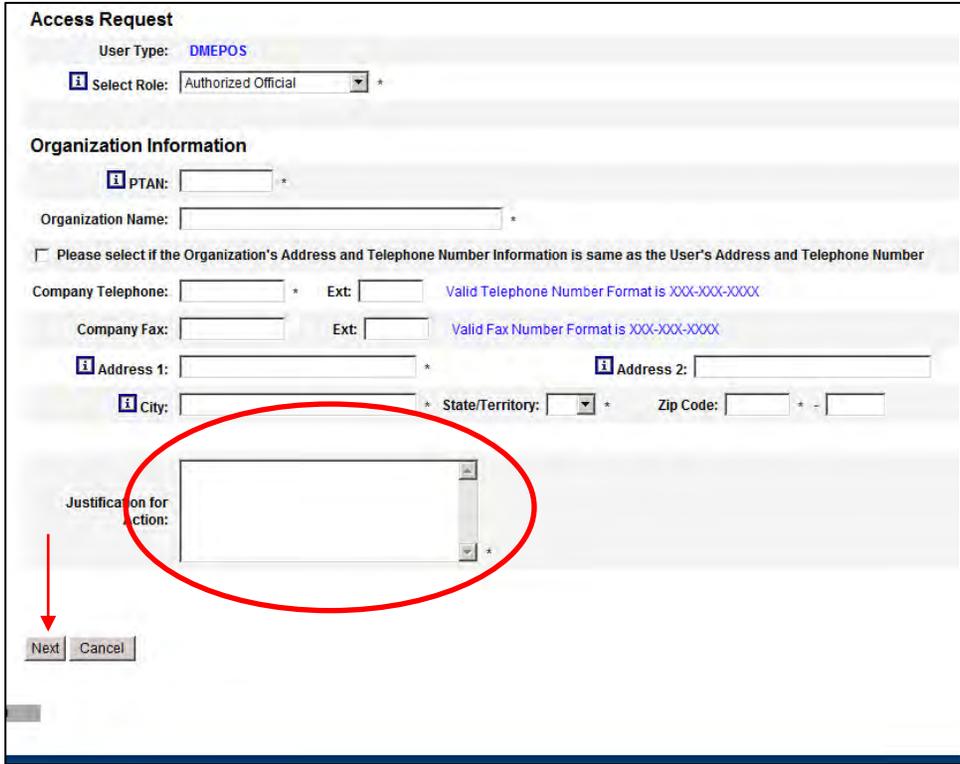
Step	Action	Screen Displayed
5	<p>Read the Terms and Conditions – Privacy Act Statement.</p> <p>Click the check box next to I Accept the above Terms and Conditions if in agreement.</p> <p>Click I Accept.</p>	
6	<p>Select “I want to register as an Authorized Official, Backup Authorized Official, or End User for the DMEPOS Competitive Bidding System (DBidS). Do NOT choose, “I want to register as a DMEPOS Help Desk User.” You will not be able to move forward with your registration if you select this option.</p> <p>Click Next.</p>	

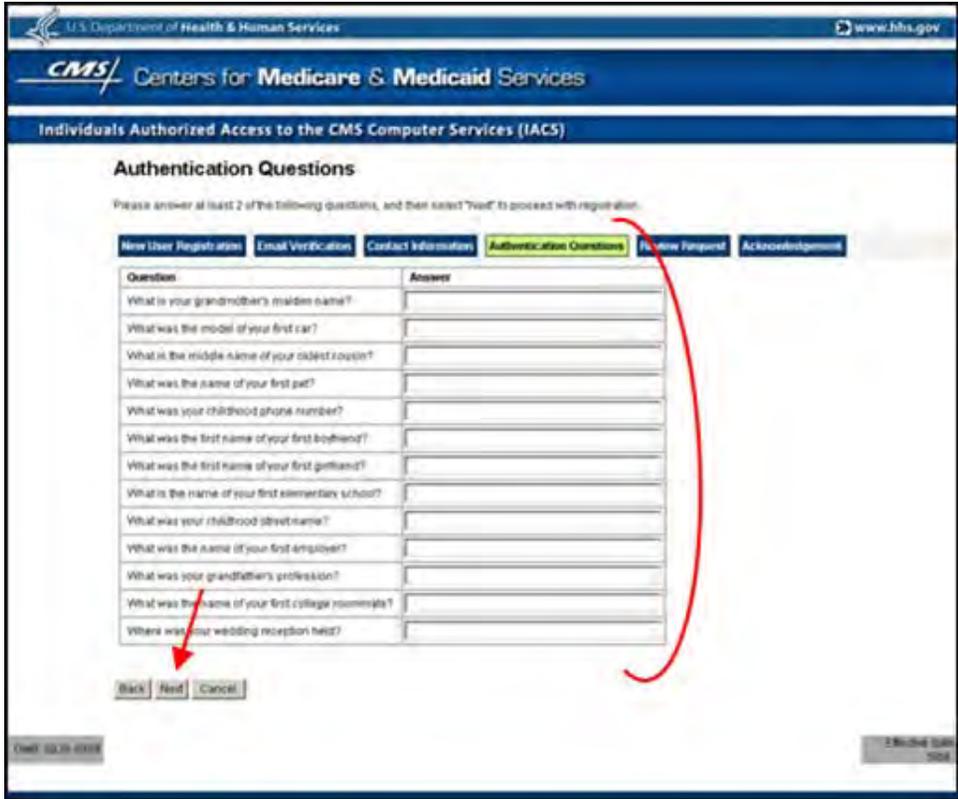
Step	Action	Screen Displayed
7	<p>On the New User Registration screen, complete all required fields, which are designated by an asterisk (*).</p> <p>It is important that you enter the correct e-mail address as important e-mails will be sent during registration and bidding that contain critical information. Please add iacs_support@cms.hhs.gov and @palmettogba.com to your e-mail contact list to ensure our e-mails are not filtered into your spam or junk mail folder.</p> <p><i>New!</i> Please note that the New User Registration tab is highlighted. The highlighted tab helps you quickly identify which stage of the registration process you are currently completing.</p> <p>Click Next.</p>	
8	<p>After you click on Next, the E-mail Address Verification screen will appear.</p> <p>Leave this screen open by opening a new browser window while you proceed to the next step.</p> <div data-bbox="243 1044 913 1179" style="border: 1px solid black; padding: 5px; background-color: #ffffcc;"> <p>Note: EUs will not be sent e-mails containing a verification code. Only the AOs and BAOs will receive these e-mails.</p> </div>	

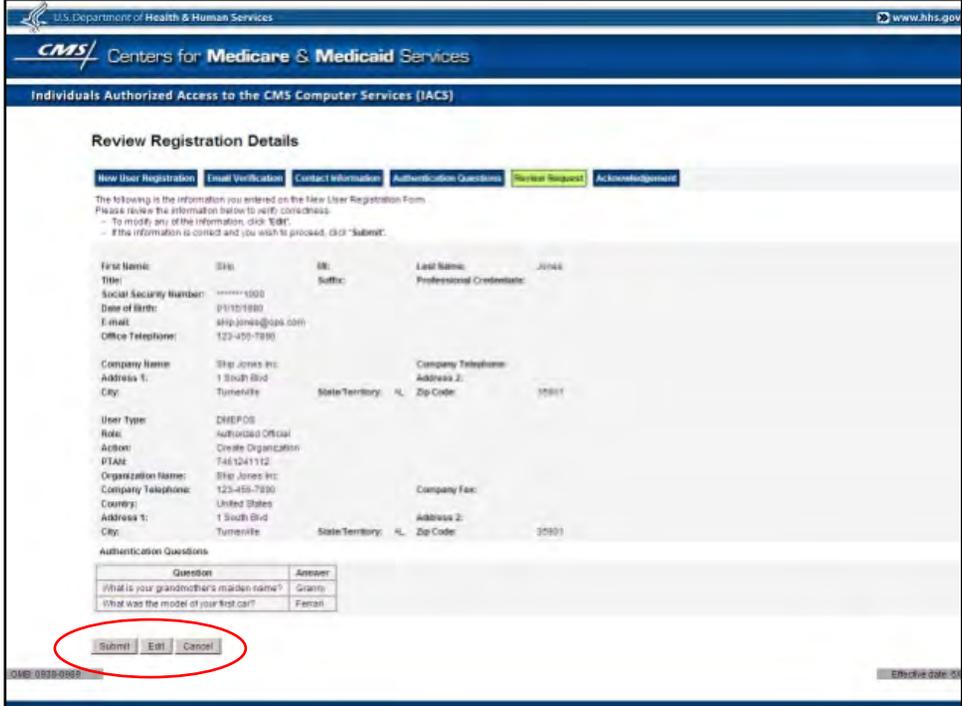
Step	Action	Screen Displayed
9	<p>Go to your e-mail account inbox and open the message containing the e-mail verification code. The subject line will be: E-mail Address Verification.</p> <p>Record the verification code provided.</p> <div data-bbox="235 423 905 656" style="border: 1px solid black; background-color: #ffffcc; padding: 5px;"> <p>Note: You have 30 minutes to complete this process. If you do not complete this part of the registration process within 30 minutes, your request will be cancelled and the information you entered will be lost. You will be required to register again.</p> </div> <p>Go back to the E-mail Address Verification screen.</p>	<p><i>You are receiving this email in response to a Registration request being submitted by you in IACS. Please enter the following code in the Registration window to complete verification and proceed with your request.</i></p> <p>Verification Code: <your code will appear here></p> <p><i>Thank you, IACS</i></p> <p><i>Please do not reply to this system generated email.</i></p>
10	<p>Enter the verification code in the Verification Code field.</p> <p>Click Next.</p> <div data-bbox="243 984 913 1201" style="border: 1px solid black; background-color: #ffffcc; padding: 5px;"> <p>Note: If you do not receive the verification e-mail, click Re-send verification code to the right of the Verification Code field on the E-mail Address Verification screen. You may ask to have it re-sent up to three (3) times.</p> </div>	

Step	Action	Screen Displayed
11	<p>On the New User Registration screen, enter the required information in the Professional Contact Information fields.</p> <div data-bbox="247 375 915 508" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Note: The fields in the User Information portion of the screen have been filled in automatically and cannot be changed at this point.</p> </div>	 <p>The screenshot shows the 'New User Registration' page for the CMS (Centers for Medicare & Medicaid Services). The page is titled 'Individuals Authorized Access to the CMS Computer Services (IACS)'. It features a navigation bar with tabs: 'New User Registration', 'Email Verification', 'Contact Information', 'Authentication Questions', 'Review Request', and 'Acknowledgment'. The 'Contact Information' tab is currently selected. The page is divided into two main sections: 'User Information' and 'Professional Contact Information'. The 'User Information' section contains fields for Title, First Name (Tommy), Last Name (Jones), Suffix, Middle Initial, Professional Credential, Social Security Number (000-00-7000), Date of Birth (04/04/1914), and E-mail (tommy.white@ops.com). The 'Professional Contact Information' section contains fields for Office Telephone, Company Name, Company Telephone, Ext., Address 1, Address 2, City, State/Territory, and Zip Code. The 'Access Request' section at the bottom shows 'User Type' set to 'MARSOS'. A red oval highlights the 'Professional Contact Information' section.</p>

Step	Action	Screen Displayed
12	<p>Under the Access Request section, select the registration role for which you are registering:</p> <ul style="list-style-type: none"> • Authorized Official • Backup Authorized Official • End User <p>Authorized Official – After selecting the role of Authorized Official, the screen will refresh and display the Organization Information section.</p> <p>Enter the organization’s information in the Organization Information fields (for example, a unique PTAN and the company name and address.) This information must match information on the CMS-855S form.</p> <div data-bbox="247 764 919 899" style="border: 1px solid black; padding: 5px; background-color: #ffffcc;"> <p>Note: The PTAN can be any location that you intend to include on your bid to furnish items in the CBA(s).</p> </div> <p>Backup Authorized Official or End User – Enter the 10-digit PTAN of the organization (bidding entity) to which you want to associate. This must be the same PTAN provided by the AO.</p> <div data-bbox="247 1084 919 1219" style="border: 1px solid black; padding: 5px; background-color: #ffffcc;"> <p>Note: Additional information about selected data fields can be accessed by clicking the information icon to the left of the data field.</p> </div>	 <p>The screenshot shows the 'Access Request' form. The 'User Type' is 'DMEPOS'. The 'Select Role' dropdown menu is set to 'Authorized Official' and is circled in red. Below this is the 'Organization Information' section, which includes fields for PTAN, Organization Name, Company Telephone, Company Fax, Address 1, Address 2, City, State/Territory, and Zip Code. There is also a 'Justification for Action' text area. At the bottom of the form are 'Next' and 'Cancel' buttons.</p>

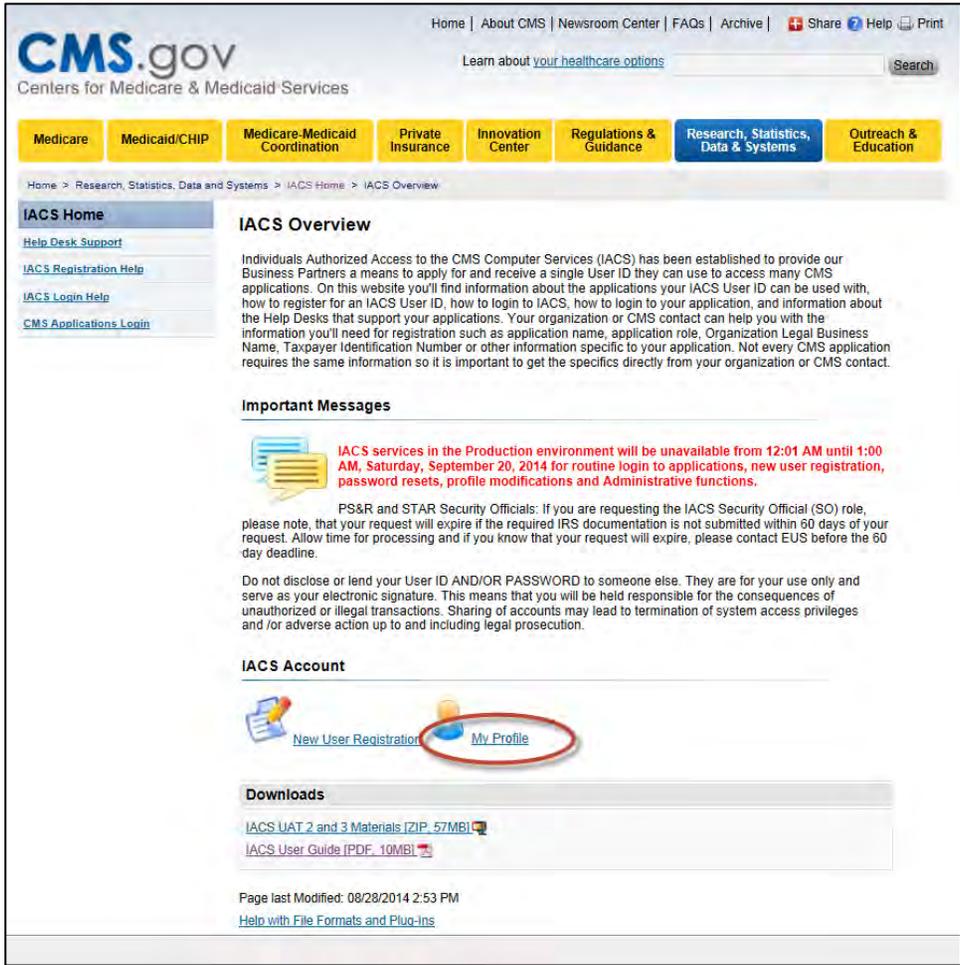
Step	Action	Screen Displayed
13	<p>Enter a brief justification for your request in the Justification for Action field. For example, <i>“Enter bid data,” etc.</i></p> <p>Click Next.</p> <div data-bbox="243 456 913 943" style="border: 1px solid black; background-color: #ffffcc; padding: 5px; margin: 10px 0;"> <p>Note: If an organization has already registered in IACS with the same PTAN, you will receive a warning message informing you of this issue and you will not be allowed to continue registration. Also, if you are not listed as an authorized official on the CMS-855S form, the system will display a warning message.</p> <p>After you receive this message, you will have two (2) chances to revise information for validation against your organization’s enrollment file. If you are unsuccessful in validating your information, you will receive an e-mail providing further instructions.</p> </div>	 <p>The screenshot shows the 'Access Request' form with the following sections:</p> <ul style="list-style-type: none"> User Type: DMEPOS Select Role: Authorized Official (dropdown menu) Organization Information: <ul style="list-style-type: none"> PTAN: [text input] Organization Name: [text input] <input type="checkbox"/> Please select if the Organization's Address and Telephone Number Information is same as the User's Address and Telephone Number Company Telephone: [text input] * Ext: [text input] <small>Valid Telephone Number Format is XXX-XXX-XXXX</small> Company Fax: [text input] * Ext: [text input] <small>Valid Fax Number Format is XXX-XXX-XXXX</small> Address 1: [text input] * i Address 2: [text input] * i City: [text input] * i State/Territory: [dropdown] * Zip Code: [text input] * - [text input] Justification for Action: [text area] * i (highlighted with a red circle) Buttons: Next, Cancel (with a red arrow pointing to 'Next')

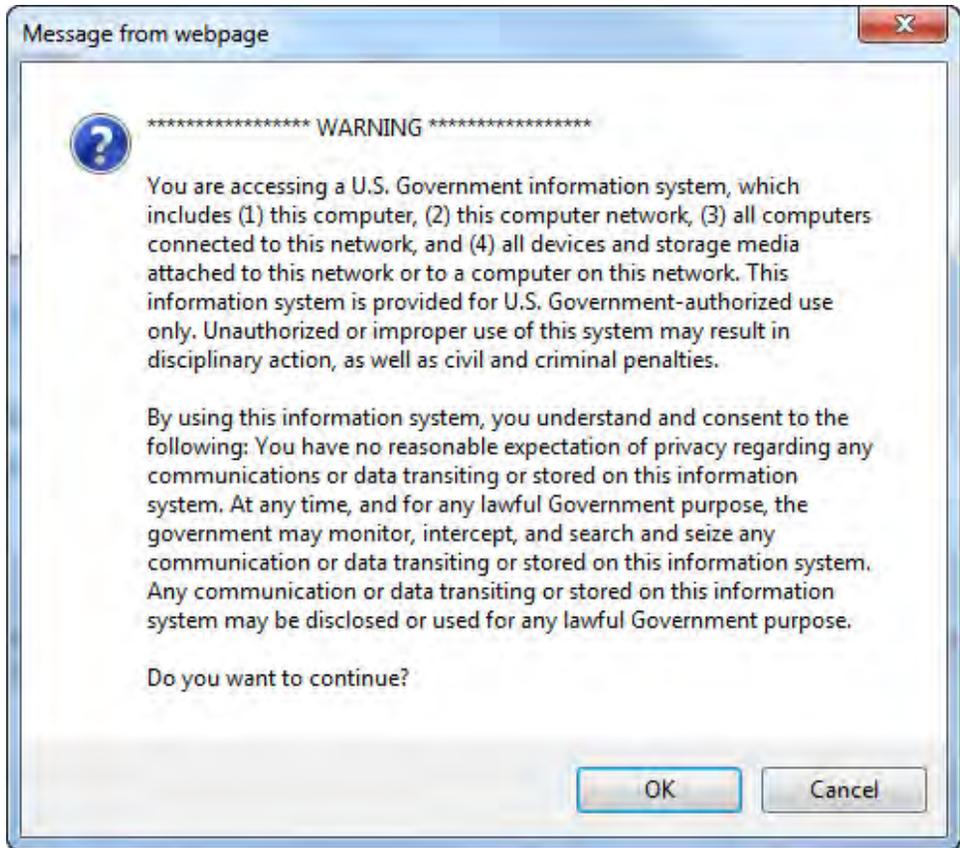
Step	Action	Screen Displayed
14	<p>Authentication Questions</p> <p>Answer at least two (2) of the 13 authentication questions on the Authentication Questions screen.</p> <p>These authentication questions will be used to verify your identity if you need to reset your password.</p> <p>Click Next.</p>	

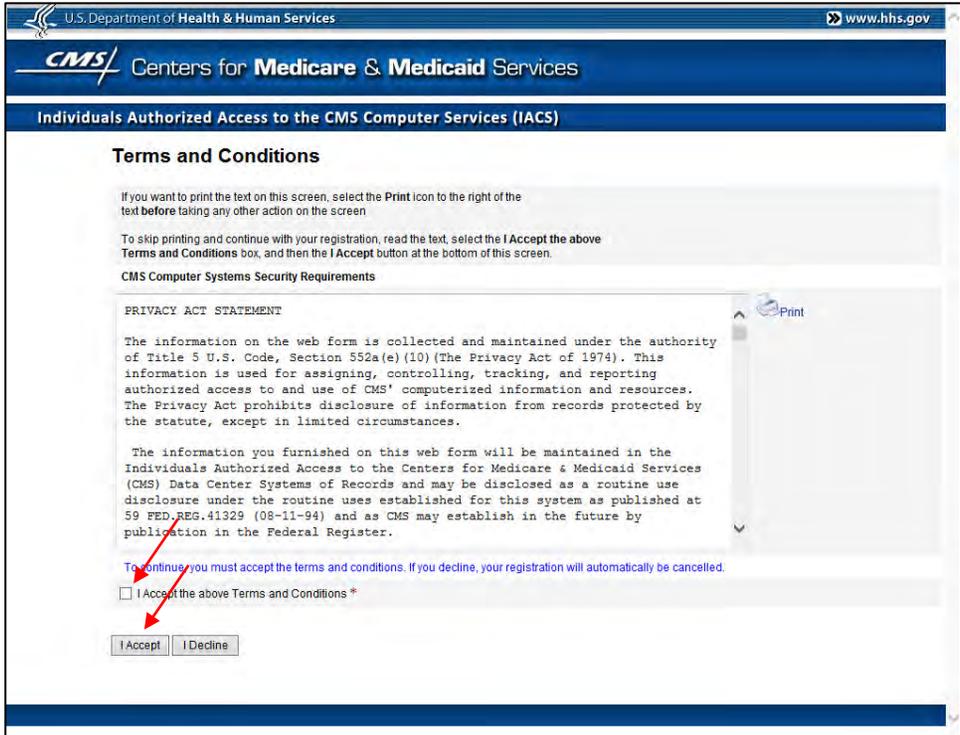
Step	Action	Screen Displayed						
15	<p>Authorized Official/Backup Authorized Official/End User</p> <p>If your information is successfully validated with your organization's enrollment file, the Review Registration Details screen will appear.</p> <p>Review the information on the screen to make sure the information is correct. Then click the desired button:</p> <ul style="list-style-type: none"> • Submit – to submit the registration request • Edit – to return to the New User Registration screen to make changes to information you have entered, such as your professional contact information • Cancel—to cancel your registration request <div data-bbox="237 813 905 1013" style="border: 1px solid black; padding: 5px; background-color: #ffffcc;"> <p>Note: If the data you entered does not match the information in your organization's enrollment file after three (3) attempts, your registration will be cancelled. You will receive an e-mail providing further instructions.</p> </div>	 <p>The screenshot displays the 'Review Registration Details' page from the CMS system. The page header includes the U.S. Department of Health & Human Services logo and the CMS logo. The main content area is titled 'Review Registration Details' and contains a form with the following information:</p> <ul style="list-style-type: none"> Personal Information: First Name: Bill, Last Name: Jones, Title: [blank], Social Security Number: [redacted], Date of Birth: 01/10/1980, E-mail: bill.jones@jones.com, Office Telephone: 123-456-7890. Professional Information: Company Name: Bill Jones Inc., Company Telephone: [blank], Address 1: 1 South Blvd, City: Turnerville, State/Territory: AL, Zip Code: 35001. User Information: User Type: DMEPOS, Role: Authorized Official, Action: Create Organization, PTAB#: 7461241112, Organization Name: Bill Jones Inc., Company Telephone: 123-456-7890, Country: United States, Address 1: 1 South Blvd, City: Turnerville, State/Territory: AL, Zip Code: 35001. Authentication Questions: <table border="1"> <thead> <tr> <th>Question</th> <th>Answer</th> </tr> </thead> <tbody> <tr> <td>What is your grandmother's maiden name?</td> <td>Granny</td> </tr> <tr> <td>What was the model of your first car?</td> <td>Ferrari</td> </tr> </tbody> </table> <p>At the bottom of the form, there are three buttons: 'Submit', 'Edit', and 'Cancel', which are circled in red.</p>	Question	Answer	What is your grandmother's maiden name?	Granny	What was the model of your first car?	Ferrari
Question	Answer							
What is your grandmother's maiden name?	Granny							
What was the model of your first car?	Ferrari							

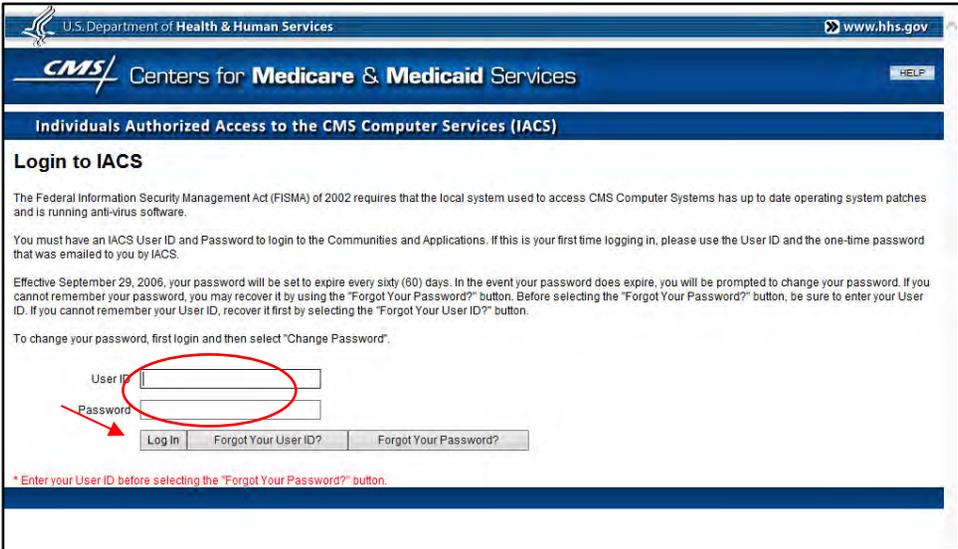
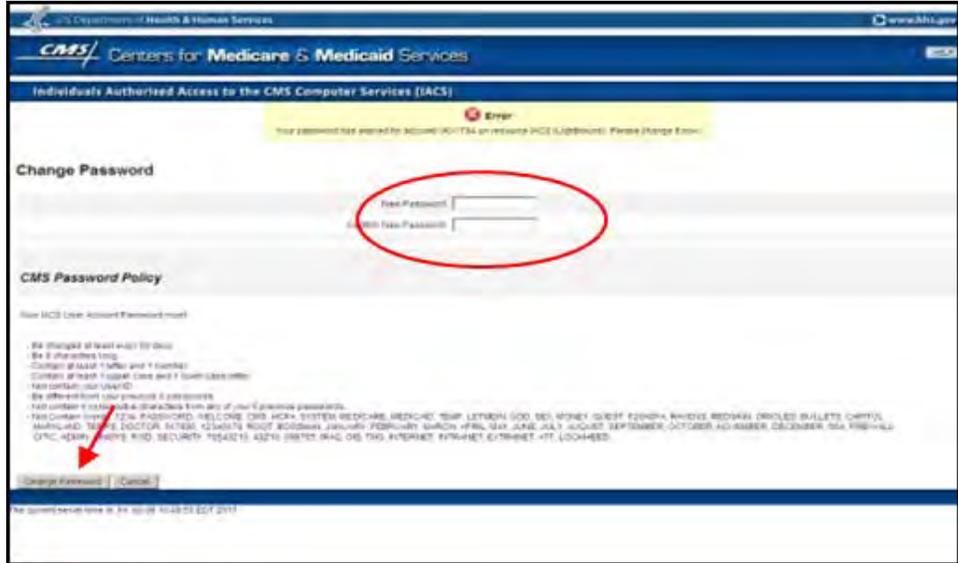
Step	Action	Screen Displayed
16	<p>The Registration Acknowledgement screen will appear next.</p> <p>Record the request tracking number you see on this screen or print the screen information by clicking the Print button to the right of the text.</p> <div data-bbox="237 431 909 605" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Note: You will need the request tracking number for this registration request if you need assistance from the CBIC customer service center.</p> </div> <p>Click OK at the bottom of the screen to complete your registration.</p> <p>A Microsoft Internet Explorer window will appear that says, "The webpage you are viewing is trying to close the tab. Do you want to close this tab?"</p> <p>Click Yes.</p> <div data-bbox="237 919 909 1122" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Note: You will also receive an e-mail containing the request tracking number. Contact the CBIC customer service center at 877-577-5331 from 9 a.m. to 9 p.m. prevailing Eastern Time if you do not receive this e-mail within 24 hours.</p> </div>	
17	<p>Authorized Official</p> <p>Once your request is processed, you will receive the following two (2) e-mail messages:</p> <ol style="list-style-type: none"> 1. The first e-mail message, with the subject line FYI: User Creation Completed – Account ID Enclosed, contains your IACS user ID. 2. The second e-mail message, with the subject line 	<p>IACS User ID E-Mail</p> <p><i>Subject: FYI: User Creation Completed – Account ID Enclosed</i></p> <p><i>Request for access to a Centers for Medicare & Medicaid Services' system has been approved. \\ The tracking number of your request is REQ-xxxxxxxxxxxx</i></p> <p><i>To access CMS Internet applications, use the following User ID: KXLJ225\</i></p>

Step	Action	Screen Displayed
	<p>FYI: User Creation Completed – Password Enclosed, contains a temporary, one-time password.</p> <p>Wait until you receive your IACS user ID and temporary password to continue to the next step.</p> <div data-bbox="212 415 882 583" style="border: 1px solid black; background-color: #ffffcc; padding: 5px;"> <p>Note: The authorized official of the organization to which you wish to associate must first approve your access request before you will receive your user ID and temporary password.</p> </div> <div data-bbox="212 623 882 824" style="border: 1px solid black; background-color: #ffffcc; padding: 5px;"> <p>Note: As an authorized official, you will need to approve/reject access requests by backup authorized officials or end users through your user profile. Instructions for this will be covered further along in the guide.</p> </div> <p>Backup Authorized Official or End User</p> <p>Once your request is approved and processed, you will receive two (2) e-mail messages:</p> <ol style="list-style-type: none"> 1. The first e-mail message with the subject line FYI: User Creation Completed – Account ID Enclosed contains your IACS user ID. 2. The second e-mail message with the subject line FYI: User Creation Completed – Password Enclosed contains a temporary, one-time password. 	<p>\\\ Thank you, \\ IACS \\ Please do not reply to this system-generated email</p> <p>IACS Password E-Mail</p> <p><i>Subject: FYI: User Creation Completed – Password Enclosed</i></p> <p><i>\ The tracking number for your request is REQ-xxxxxxxxxxxxx\</i></p> <p><i>\ Your temporary one-time password is the first two letters of your last name (1st letter upper case, 2nd - lower case) and the last 6 digits of your Social Security Number.\</i></p>
18	To change your temporary password to a permanent password, follow the instructions below:	

Step	Action	Screen Displayed
	<p>Go to the CBIC website at www.dmecompetitivebid.com.</p> <p>Click Round 2 Recompete.</p> <p>Go to Bidding Suppliers and then Registration.</p> <p>Click Register Now.</p>	
19	Click My Profile on the IACS Overview page.	 <p>The screenshot shows the CMS.gov website with the following content:</p> <ul style="list-style-type: none"> Header: CMS.gov, Centers for Medicare & Medicaid Services. Navigation links: Home, About CMS, Newsroom Center, FAQs, Archive, Share, Help, Print. Search bar: Learn about your healthcare options. Navigation menu: Medicare, Medicaid/CHIP, Medicare-Medicaid Coordination, Private Insurance, Innovation Center, Regulations & Guidance, Research, Statistics, Data & Systems (highlighted), Outreach & Education. Breadcrumbs: Home > Research, Statistics, Data and Systems > IACS Home > IACS Overview Left sidebar: IACS Home, Help Desk Support, IACS Registration Help, IACS Login Help, CMS Applications Login. Main content: <ul style="list-style-type: none"> IACS Overview: Introduction to IACS and how to register/login. Important Messages: IACS services in the Production environment will be unavailable from 12:01 AM until 1:00 AM, Saturday, September 20, 2014 for routine login to applications, new user registration, password resets, profile modifications and Administrative functions. PS&R and STAR Security Officials: Information regarding Security Official (SO) role requests. Security warning: Do not disclose or lend your User ID AND/OR PASSWORD to someone else. IACS Account: Links for New User Registration and My Profile (circled in red). Downloads: IACS UAT 2 and 3 Materials (ZIP, 57MB), IACS User Guide (PDF, 10MB). Footer: Page last Modified: 08/28/2014 2:53 PM, Help with File Formats and Plug-Ins.

Step	Action	Screen Displayed
20	Click OK on the Warning message.	

Step	Action	Screen Displayed
21	Check I Accept the above Terms and Conditions and click the I Accept button.	 <p>The screenshot shows the CMS website header with the U.S. Department of Health & Human Services logo and the URL www.hhs.gov. Below the header is the CMS logo and the text 'Centers for Medicare & Medicaid Services'. The main heading is 'Individuals Authorized Access to the CMS Computer Services (IACS)'. Underneath is the section 'Terms and Conditions'. The text includes instructions on how to print and how to skip printing. A 'Privacy Act Statement' is displayed in a scrollable box, detailing the collection and use of information. Below the statement, there is a checkbox labeled 'I Accept the above Terms and Conditions *'. A red arrow points from the text 'To continue you must accept the terms and conditions. If you decline, your registration will automatically be cancelled.' to the 'I Accept' button.</p>

Step	Action	Screen Displayed
22	<p>Enter your IACS user ID and temporary password on the Login to IACS screen.</p> <p>Click Login.</p> <div data-bbox="247 378 915 745" style="border: 1px solid black; padding: 5px; background-color: #ffffcc;"> <p>Note: If after three (3) attempts you are unable to successfully enter your user ID and/or password, your account will be locked for 60 minutes. You may attempt to log in to IACS again after 60 minutes. If you have forgotten your user ID and/or password, you may recover them by using the “Forgot your User ID?” link on the Account Management screen and/or the “Forgot your password?” button at the bottom of the Login screen.</p> </div>	
23	<p>You will be automatically prompted to change your password. Please follow the CMS Password Policy guidance provided at the bottom of the screen when creating your new password. Enter your new password in the New Password field of the Change Password screen.</p> <p>Enter the same, new password in the Confirm New Password field.</p>	

Step	Action	Screen Displayed
24	<p>On the My Profile screen, you may:</p> <ul style="list-style-type: none"> • Select another option presented on this screen, or • Click the Logout in the bottom left corner or the upper right hand corner of the screen. 	

You are now ready to log in to DBidS when the bidding window opens.

Important Reminder: All users can and must register and use their own individual user ID and password. DO NOT DISCLOSE OR LEND YOUR USER ID AND/OR PASSWORD to anyone else. They are for your use only and serve as your electronic signature. This means that you will be held responsible for the consequences of unauthorized or illegal transactions. Sharing of accounts may lead to termination of system access privileges and/or adverse action up to and including legal prosecution.

Please keep your user ID and password as you will be asked to use them again in the future.

B. Creating an Organization

In most cases, suppliers should register in IACS only **ONE** time with **ONE** PTAN to create a single organization that represents all bids. However, there is one specific situation that would require a supplier to add one or more PTANs to his or her profile in IACS to create an additional organization:

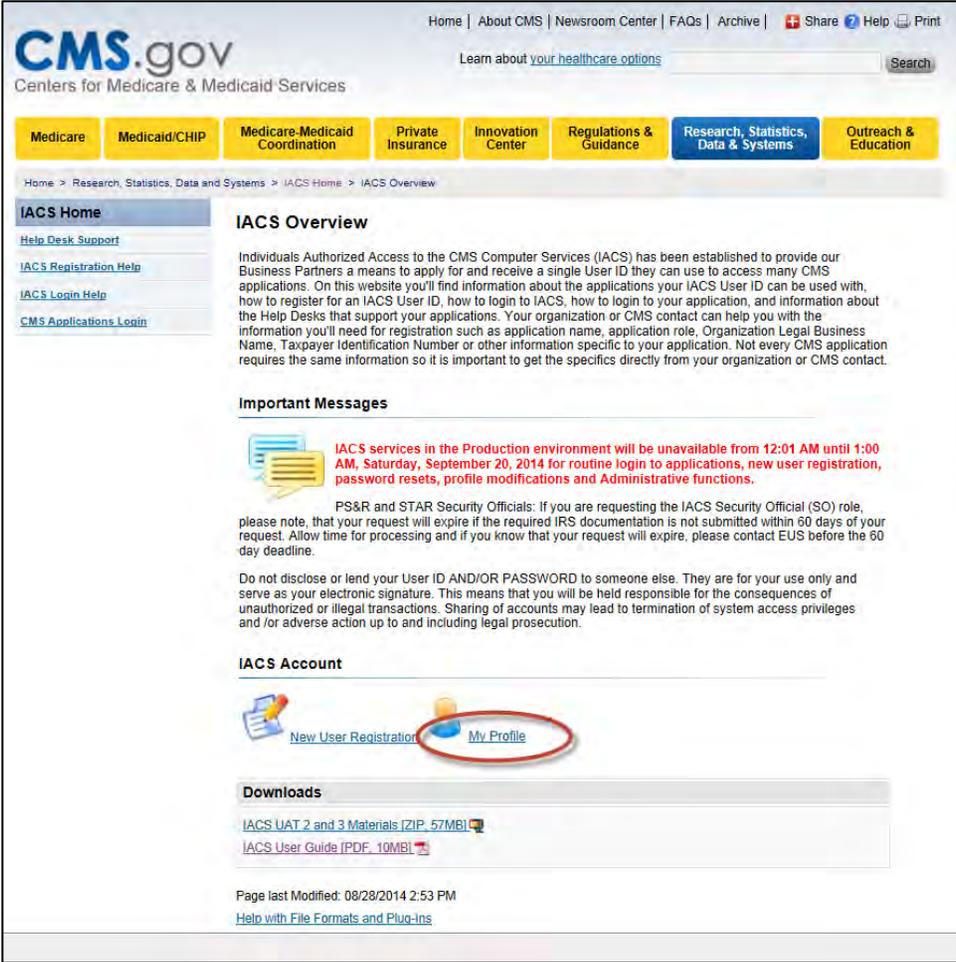
Primary members of a network only register ONE time. If the primary network member wants to submit an individual bid for a CBA and product category combination that is separate from the network's bid(s), the primary supplier should still register ONE time, but with two PTANs: one for the network and another for the individual bid. However, members of a network (who are not the primary network member) who are submitting a bid for a CBA and product category combination separate from the network bid(s) will need to register to submit their separate bid.

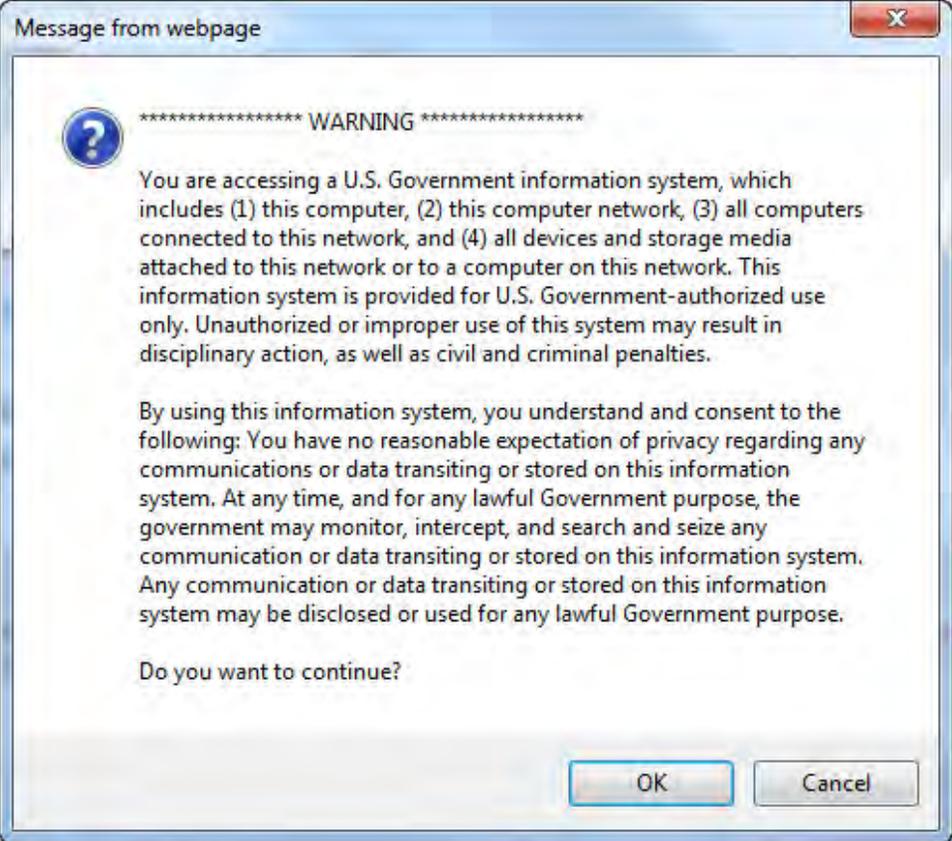
Suppliers are prohibited from competing against themselves when submitting bids in the Competitive Bidding Program. Therefore, suppliers that are commonly owned or commonly controlled must submit one bid for the same product category in the same competitive bidding area (CBA). If suppliers that are commonly owned or commonly controlled submit a bid(s) for the same CBA/product category combination(s), the bid(s) will be disqualified, and none of these suppliers will be awarded a contract for that CBA/product category combination(s).

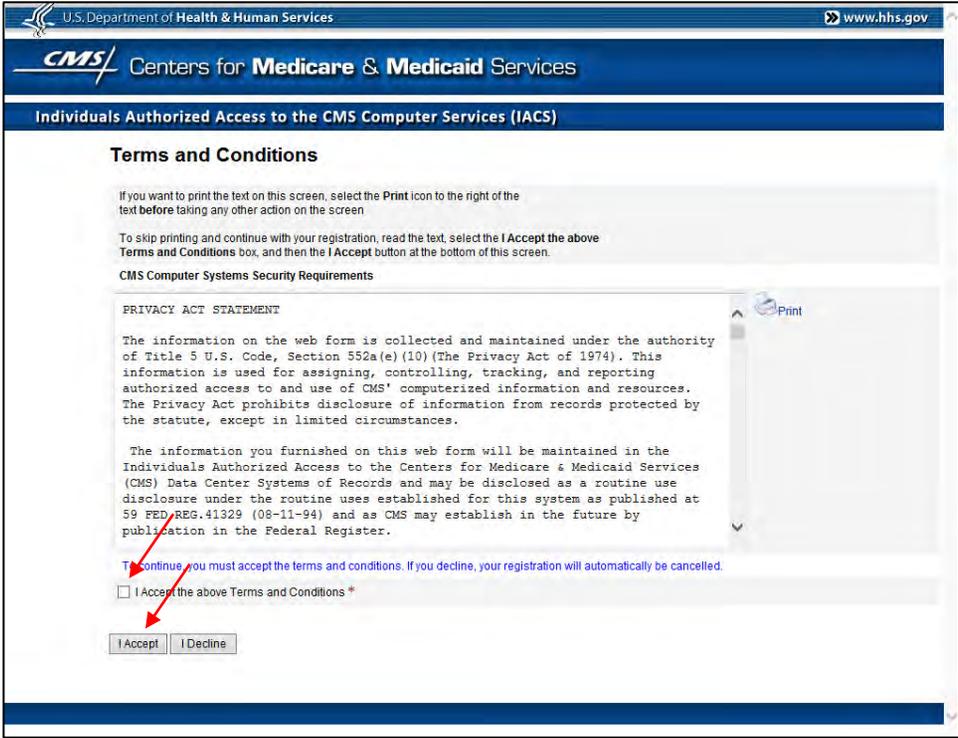
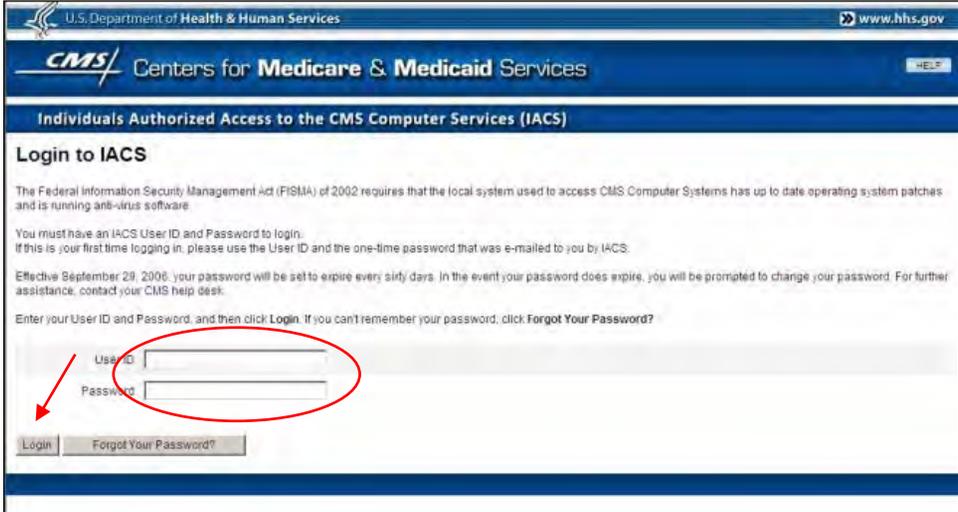
Suppliers sharing common ownership or common control with other suppliers must list on Form A of the online bidding system (DBidS) all commonly owned or controlled locations that would furnish any items in the same CBA/product category combination for which the suppliers are submitting a bid. This includes locations physically located inside or outside the CBA that currently furnish items and services to beneficiaries in that CBA or will do so if awarded a contract. If commonly owned or controlled suppliers are awarded a contract, all locations listed on Form A will be considered contract suppliers for that CBA/product category combination.

The "Create an Organization" feature in IACS allows suppliers to add PTANs when appropriate. Only an AO may add PTANs through the "Create an Organization" feature. Backup authorized officials (BAOs) or end users (EUs) may associate with multiple organizations, as long as each organization has the same AO. (See **Section C – Associating to an Organization**).

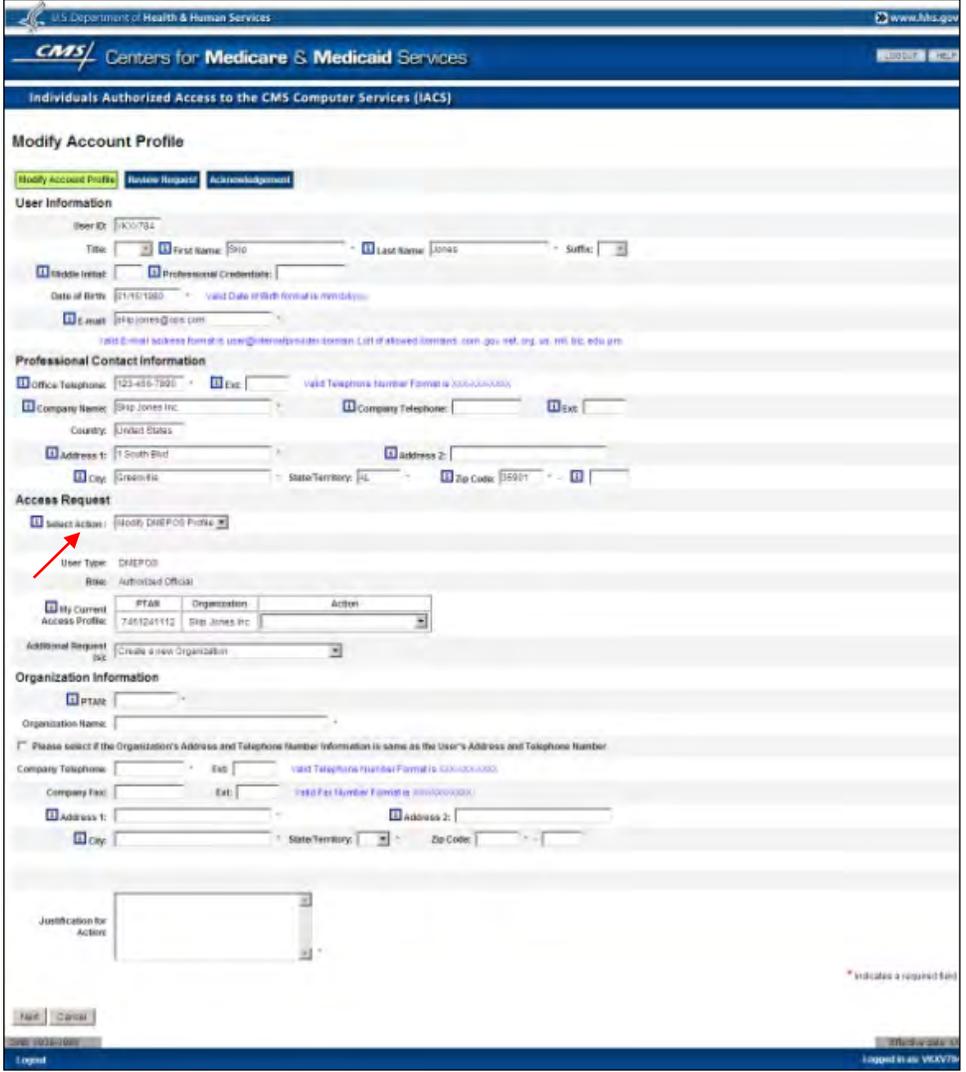
Step	Action	Screen Displayed
1	Go to the CBIC website at www.dmecompetitivebid.com . Click Round 2 Recompete & National Mail-Order Recompete . Go to Bidding Suppliers and then Registration . Click Register Now .	

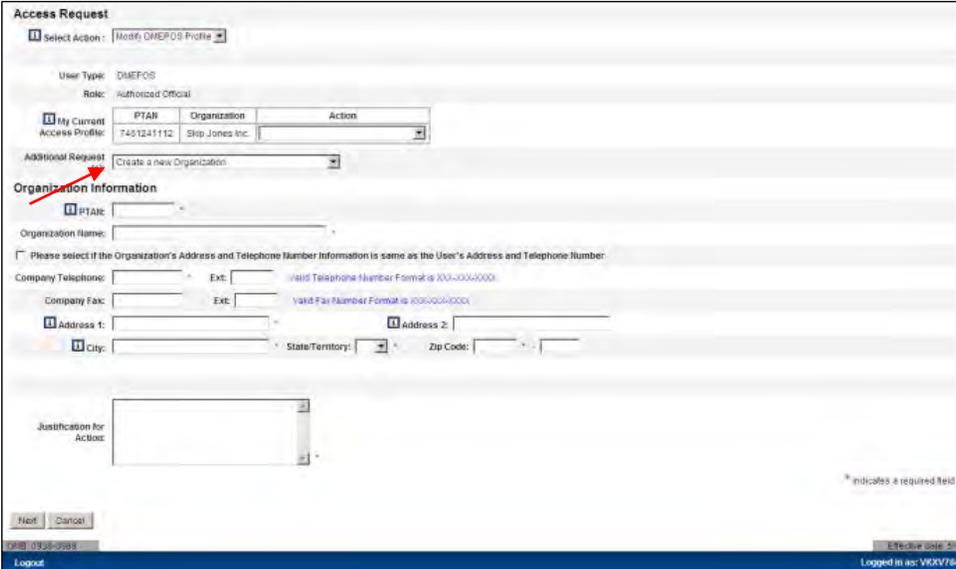
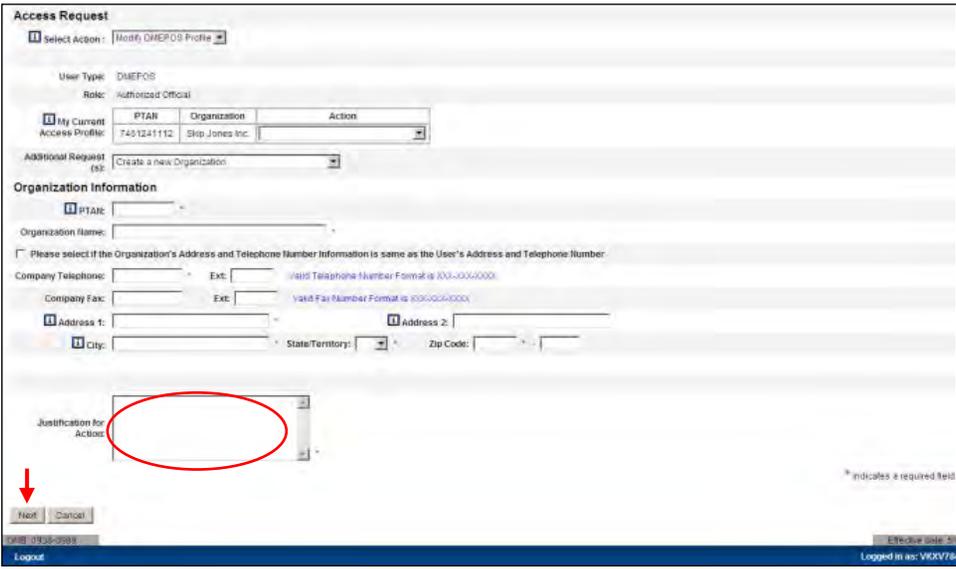
Step	Action	Screen Displayed
2	Click My Profile on the IACS Overview page	 <p>The screenshot shows the CMS.gov website's IACS Overview page. At the top, there is a navigation bar with links for Home, About CMS, Newsroom Center, FAQs, Archive, Share, Help, and Print. Below this is a search bar and a menu with categories: Medicare, Medicaid/CHIP, Medicare-Medicaid Coordination, Private Insurance, Innovation Center, Regulations & Guidance, Research, Statistics, Data & Systems, and Outreach & Education. The main content area is titled 'IACS Overview' and includes an 'Important Messages' section with a red alert: 'IACS services in the Production environment will be unavailable from 12:01 AM until 1:00 AM, Saturday, September 20, 2014 for routine login to applications, new user registration, password resets, profile modifications and Administrative functions.' Below this is a section for 'IACS Account' with a 'My Profile' link circled in red. A 'Downloads' section lists 'IACS UAT 2 and 3 Materials (ZIP, 57MB)' and 'IACS User Guide (PDF, 10MB)'. The footer indicates the page was last modified on 08/28/2014 at 2:53 PM.</p>

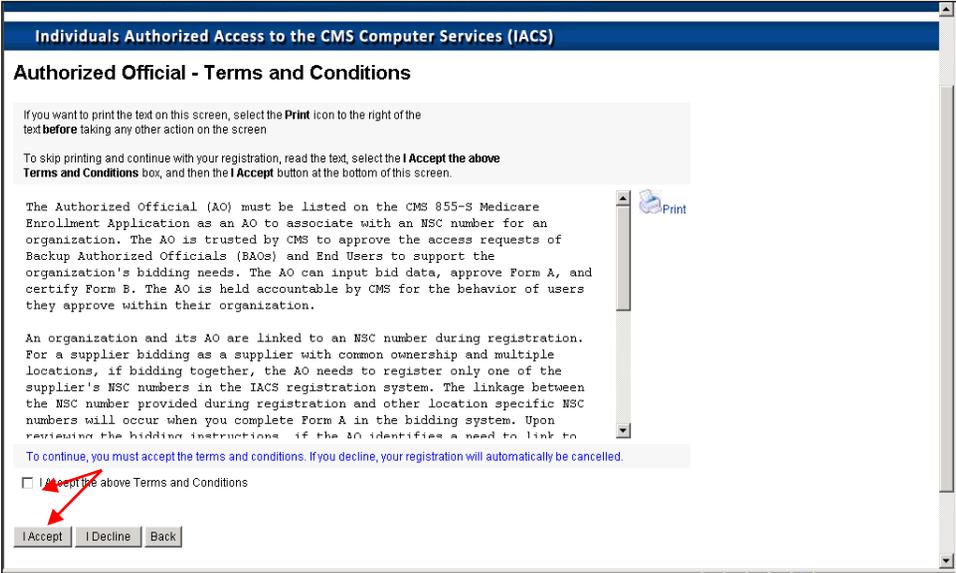
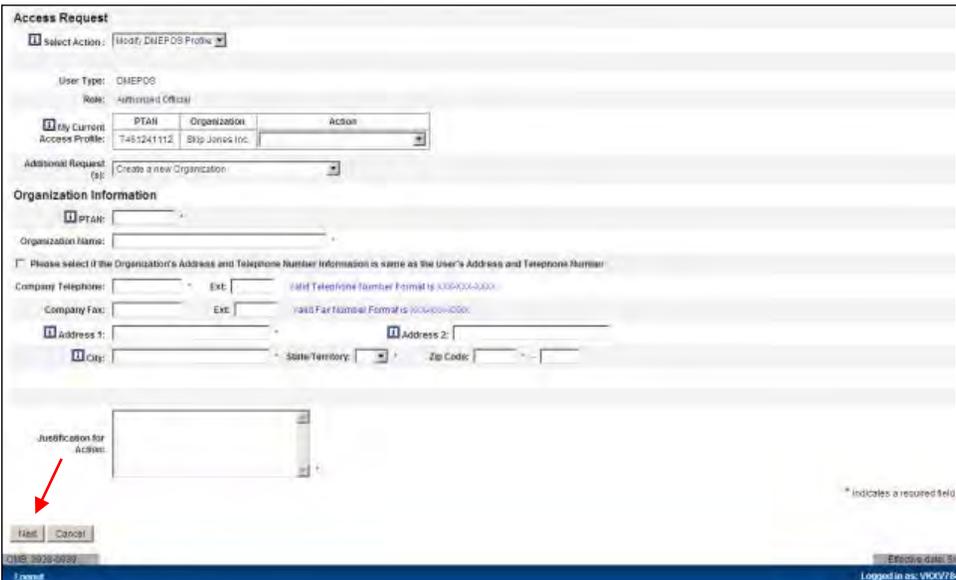
Step	Action	Screen Displayed
3	Click OK on the Warning message.	

Step	Action	Screen Displayed
4	<p>Check I Accept the above Terms and Conditions and click the I Accept button.</p>	
5	<p>Enter your user ID and password on the Login to IACS screen.</p> <p>Click Login.</p> <div data-bbox="237 1097 905 1468" style="border: 1px solid black; padding: 5px; background-color: #ffffcc;"> <p>Note: If after three (3) attempts you are unable to successfully enter your user ID and/or password, your account will be locked for 60 minutes. You may attempt to log in to IACS again after 60 minutes. If you have forgotten your user ID and/or password, you may recover them by using the “Forgot your User ID?” link on the Account Management screen and/or the “Forgot your password?” button at the bottom of the Login screen.</p> </div>	

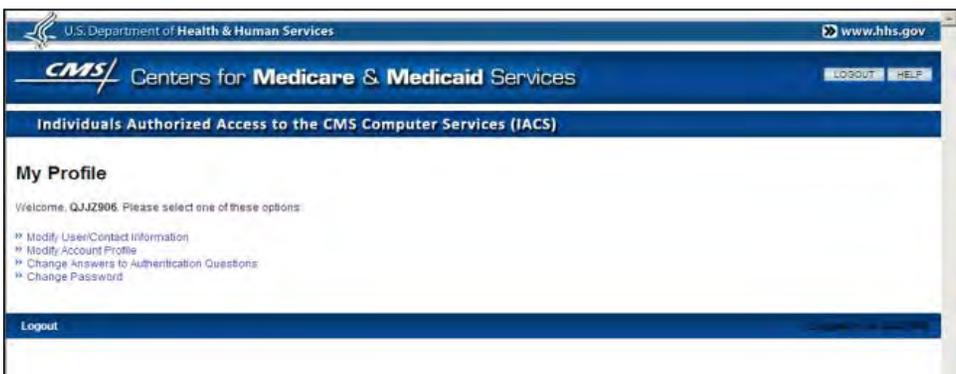
Step	Action	Screen Displayed
6	On the My Profile screen, click Modify Account Profile .	 <p>The screenshot shows the CMS (Centers for Medicare & Medicaid Services) website interface. At the top, it displays the U.S. Department of Health & Human Services logo and the URL www.hhs.gov. Below this is the CMS logo and the text 'Centers for Medicare & Medicaid Services'. A navigation bar contains 'LOGOUT' and 'HELP' buttons. The main content area is titled 'Individuals Authorized Access to the CMS Computer Services (IACS)' and 'My Profile'. A welcome message reads 'Welcome QJZ906. Please select one of these options:'. A list of options is provided: <ul style="list-style-type: none"> Modify User/Contact Information Modify Account Profile (highlighted with a red arrow) Change Answers to Authentication Questions Change Password A 'Logout' button is located at the bottom of the main content area.</p>

Step	Action	Screen Displayed
7	Under the Access Request section, click on the Select Action drop down box and choose Modify DMEPOS Profile .	 <p>The screenshot shows the 'Modify Account Profile' page for the U.S. Department of Health & Human Services. The page is titled 'Individuals Authorized Access to the CMS Computer Services (IACS)'. The 'Modify Account Profile' section is active, with sub-sections for 'User Information', 'Professional Contact Information', 'Access Request', and 'Organization Information'. In the 'Access Request' section, the 'Select Action' dropdown menu is open, and a red arrow points to the 'Modify DMEPOS Profile' option. Other options visible include 'My Current Access Profile' and 'Additional Request'. The 'User Information' section includes fields for User ID, Title, First Name, Last Name, Middle Initial, Date of Birth, and E-mail. The 'Professional Contact Information' section includes fields for Office Telephone, Company Name, Country, Address 1, City, State/Territory, and Zip Code. The 'Organization Information' section includes fields for PTAB, Organization Name, Company Telephone, Company Fax, Address 1, City, State/Territory, and Zip Code. A 'Justification for Action' text area is also present. The page includes a 'Login' button at the bottom left and a 'Logout' button at the bottom right.</p>

Step	Action	Screen Displayed
8	<p>The screen will refresh. Under the Access Request section, click on the Additional Request(s) drop down box and choose Create a New Organization.</p>	 <p>The screenshot shows the 'Access Request' form. At the top, there's a 'Select Action' dropdown set to 'Modify DMEPOS Profile'. Below that, 'User Type' is 'DMEPOS' and 'Role' is 'Authorized Official'. There are fields for 'My Current Access Profile' with 'PTAN' (7451241112) and 'Organization' (Skip Jones Inc.). The 'Additional Request(s)' dropdown is open, showing 'Create a new Organization' selected, with a red arrow pointing to it. The 'Organization Information' section includes fields for 'Organization Name', 'Company Telephone', 'Company Fax', 'Address 1', 'City', 'State/Territory', and 'Zip Code'. There is also a 'Justification for Action' text area. At the bottom, there are 'Next' and 'Cancel' buttons. A 'Logout' link is at the bottom left, and 'Effective date: 2' and 'Logged in as: VEXV76' are at the bottom right.</p>
9	<p>The screen will refresh. Enter a brief justification for your request in the Justification for Action field. For example, <i>“Enter bid data,”</i> etc.</p> <p>Click Next.</p>	 <p>This screenshot is identical to the previous one, but the 'Justification for Action' text area is highlighted with a red oval. A red arrow now points to the 'Next' button at the bottom left of the form.</p>

Step	Action	Screen Displayed
10	<p>Read and accept the Terms and Conditions for the modification.</p> <p>Click the check box next to I Accept the Above Terms and Conditions if in agreement.</p> <p>Click I Accept.</p>	
11	<p>Complete the required fields and, if applicable, the optional fields.</p> <p>If the two addresses and telephone numbers are the same, you may click on the box next to Please select if the Organization's Address and Telephone Number information is the same as the User's Address and Telephone Number. This will fill in these fields automatically.</p> <p>If the addresses and telephone numbers are not the same, you will need to enter the corresponding information into the appropriate fields. Click Next when you have completed the information.</p>	

Step	Action	Screen Displayed
	<p>Note: If the PTAN is not validated successfully, the system will display a warning message informing you of this issue. If you are not listed as an authorized official on the CMS-855S application, the system will display a message informing you of this issue. You will be given two (2) additional opportunities to revise information for validation against your organization's enrollment record. If the information fails to validate on your third try, you will be sent an e-mail that provides further instructions.</p>	
12	<p>The Modify Request Confirmation screen will appear. If you are satisfied with your changes, click Submit.</p> <p>If you need to update or correct your changes, click Edit. You will be taken back to the Modify Account Profile screen.</p> <p>If you wish to cancel your changes, click Cancel.</p> <div data-bbox="226 878 894 987" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Note: Your modification will not be completed until you click Submit.</p> </div>	

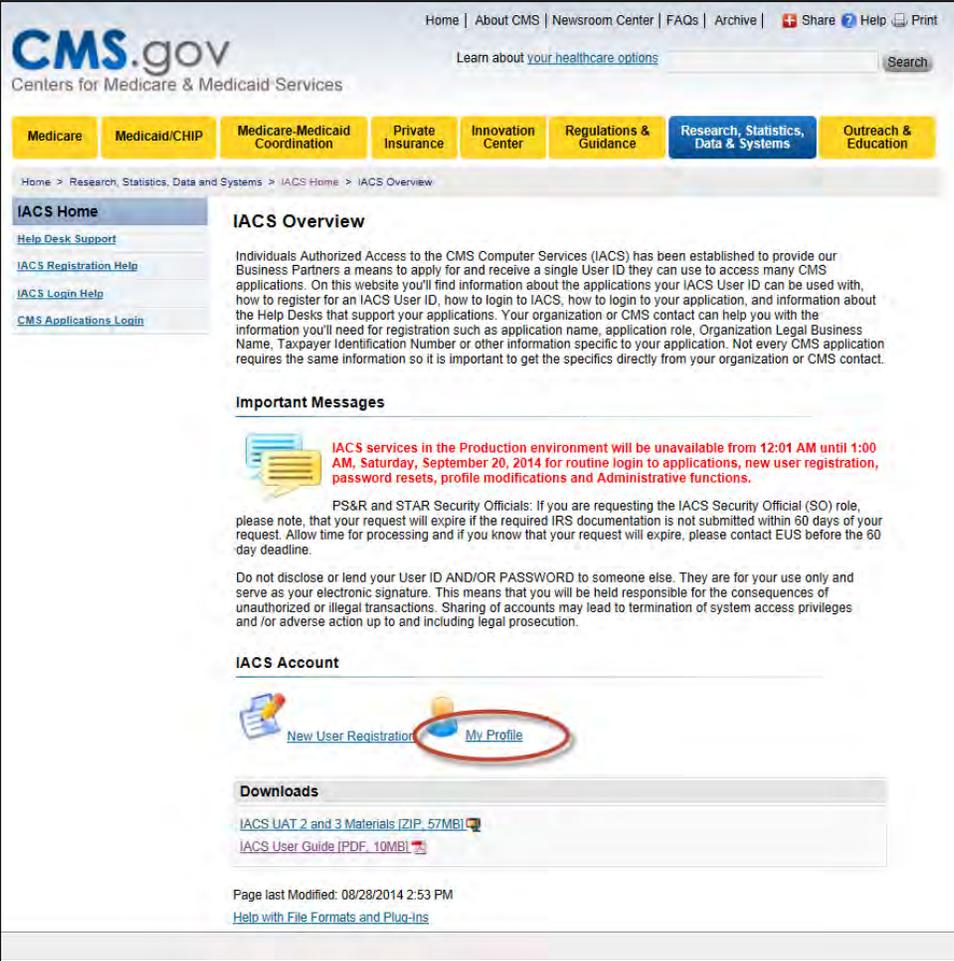
Step	Action	Screen Displayed
13	<p>The Modification Request Acknowledgement screen will appear.</p> <p>This screen contains a tracking number for your request. Record this tracking number and use it if you have questions regarding the status of your request.</p> <p>Click OK to complete your account profile modification.</p>	
14	<p>The Modify Request Acknowledgement screen will close and the system will return to the My Profile screen.</p> <p>An e-mail notification will also be sent confirming that IACS has received your request and is providing you with a request number.</p>	

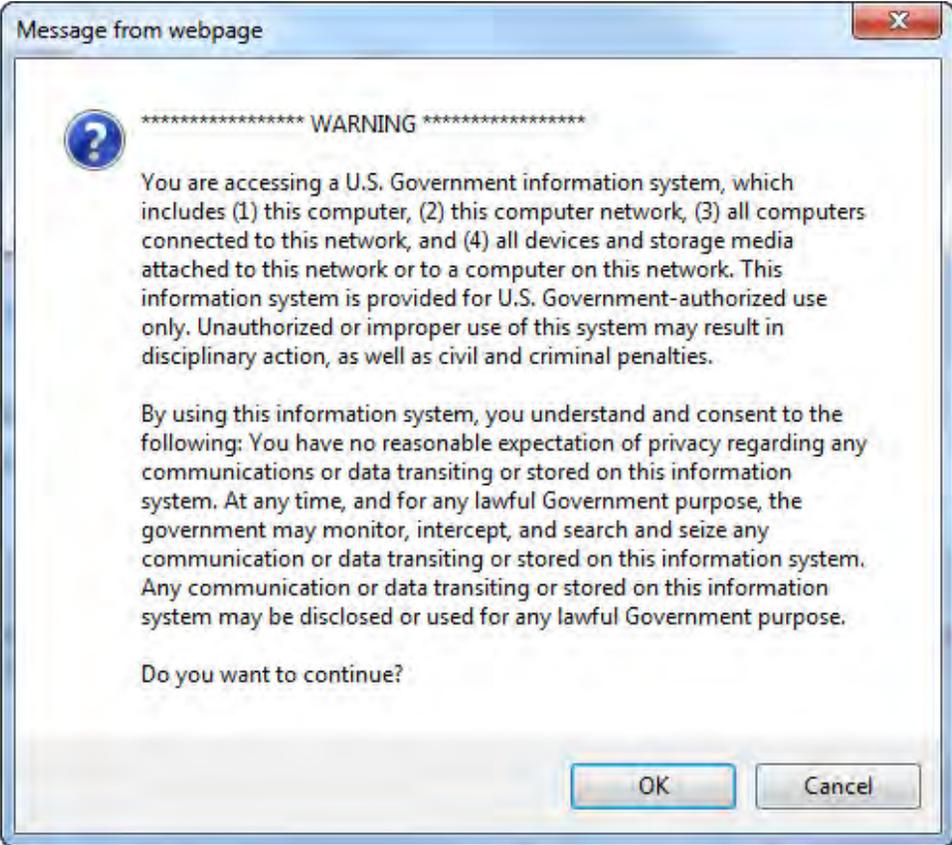
Note: If you do not receive an e-mail notification within 48 hours, please contact the CBIC customer service center at **877- 577-5331** from 9 a.m. to 9 p.m. prevailing Eastern Time.

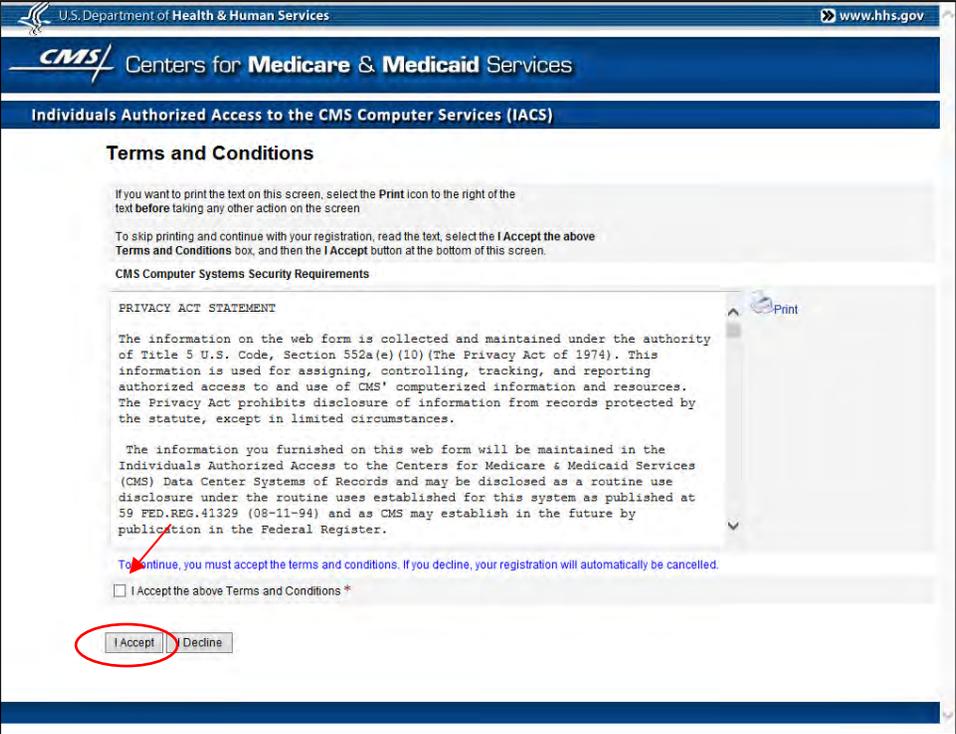
C.Associating to an Organization

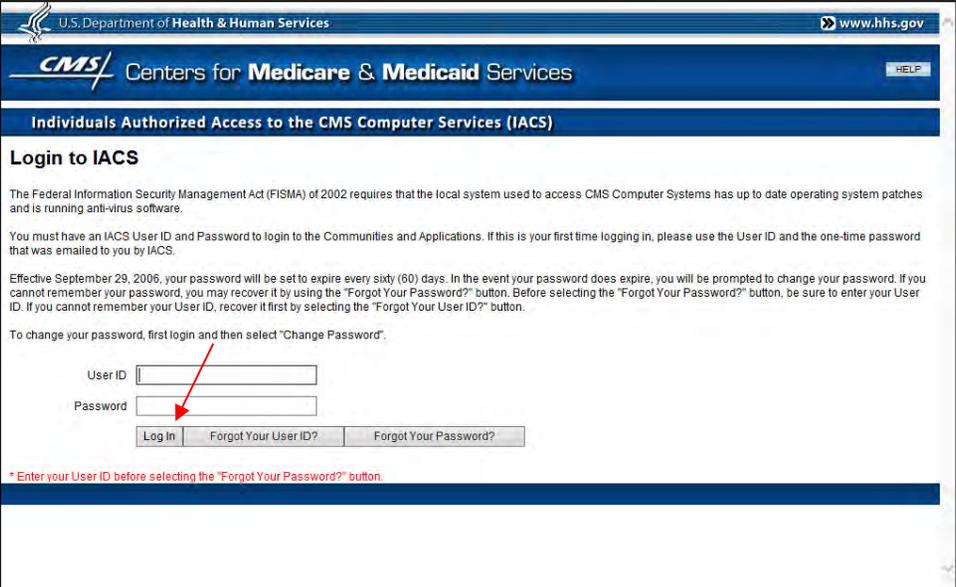
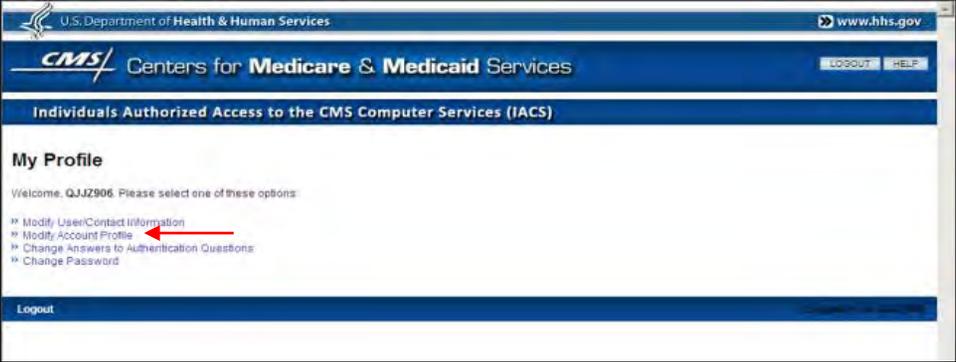
If you are a backup authorized official (BAO) or an end user (EU), you may associate to more than one organization (bidding entity) as long as each organization has the same authorized official (AO) and when the AO has registered more than one PTAN in IACS. Each organization is identified by a PTAN entered by the AO. See **Section B – Creating an Organization** for more information regarding adding PTANs into IACS.

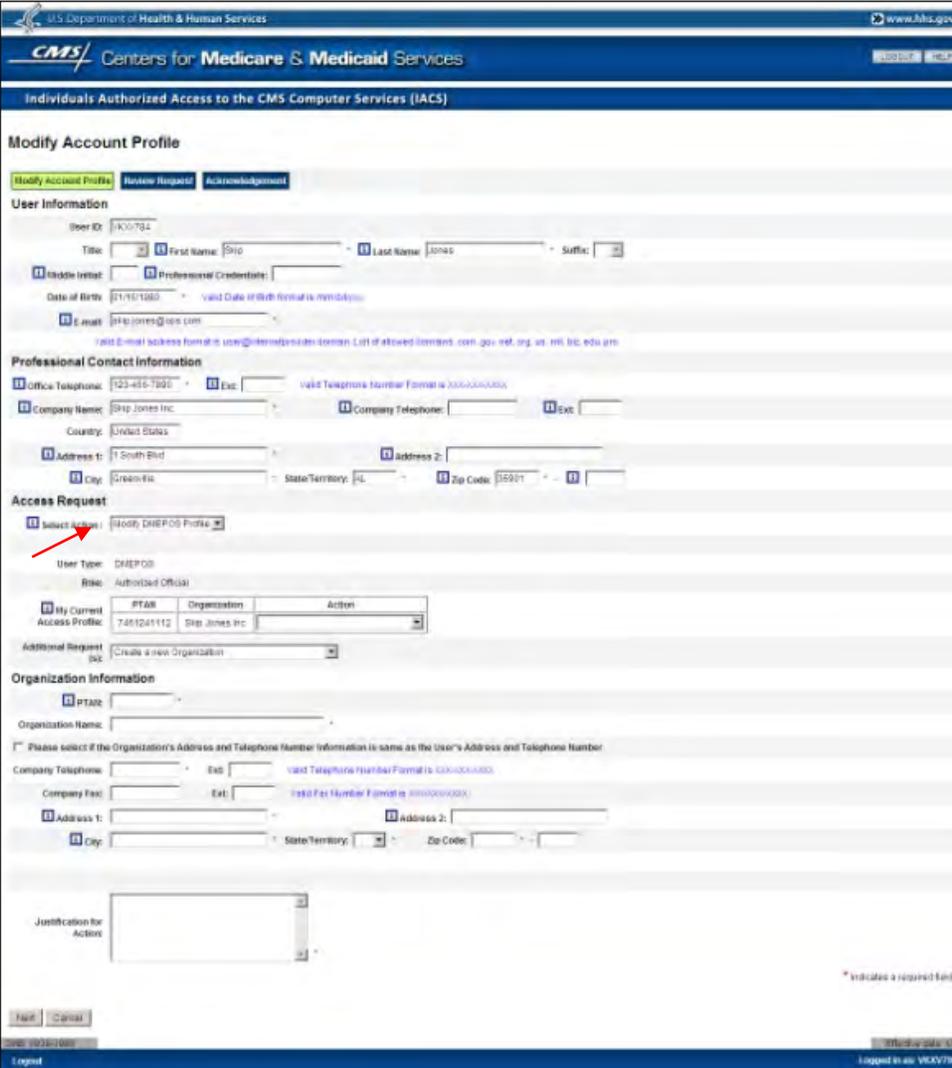
Step	Action	Screen Displayed
1	Go to the CBIC website: www.dmecompetitivebid.com . Click Round 2 Recompete & National Mail-Order Recompete . Go to Bidding Suppliers and then Registration . Click Register Now .	

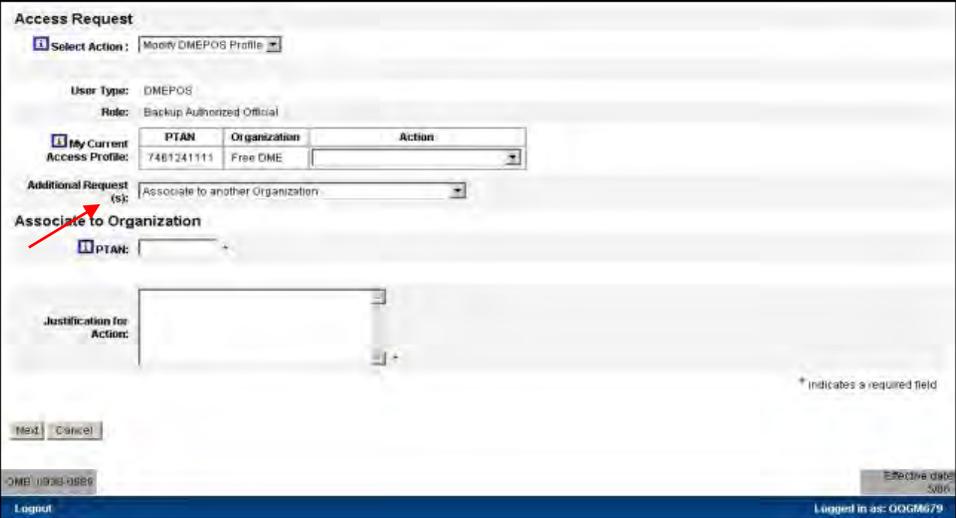
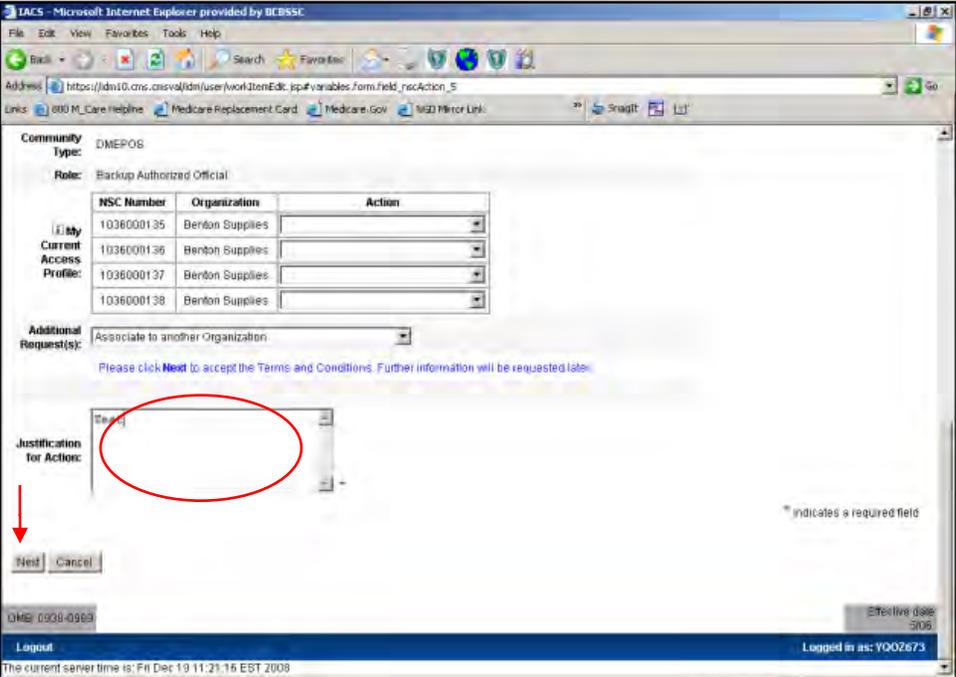
Step	Action	Screen Displayed
2	Click My Profile on the IACS Overview page.	 <p>The screenshot shows the CMS.gov website with the following elements:</p> <ul style="list-style-type: none"> Header: CMS.gov logo, navigation links (Home, About CMS, Newsroom Center, FAQs, Archive), and utility links (Share, Help, Print). Navigation: A row of buttons for Medicare, Medicaid/CHIP, Medicare-Medicaid Coordination, Private Insurance, Innovation Center, Regulations & Guidance, Research, Statistics, Data & Systems (highlighted), and Outreach & Education. Breadcrumbs: Home > Research, Statistics, Data and Systems > IACS Home > IACS Overview Left Sidebar: IACS Home, Help Desk Support, IACS Registration Help, IACS Login Help, CMS Applications Login. Main Content: <ul style="list-style-type: none"> IACS Overview: Introduction text about IACS access for Business Partners. Important Messages: A red alert stating: "IACS services in the Production environment will be unavailable from 12:01 AM until 1:00 AM, Saturday, September 20, 2014 for routine login to applications, new user registration, password resets, profile modifications and Administrative functions." Below this is a notice for PS&R and STAR Security Officials regarding request deadlines. IACS Account: A section with two links: "New User Registration" and "My Profile" (circled in red). Downloads: A list of files: "IACS UAT 2 and 3 Materials (ZIP, 57MB)" and "IACS User Guide (PDF, 10MB)". Footer: "Page last Modified: 08/28/2014 2:53 PM" and a link for "Help with File Formats and Plug-Ins".

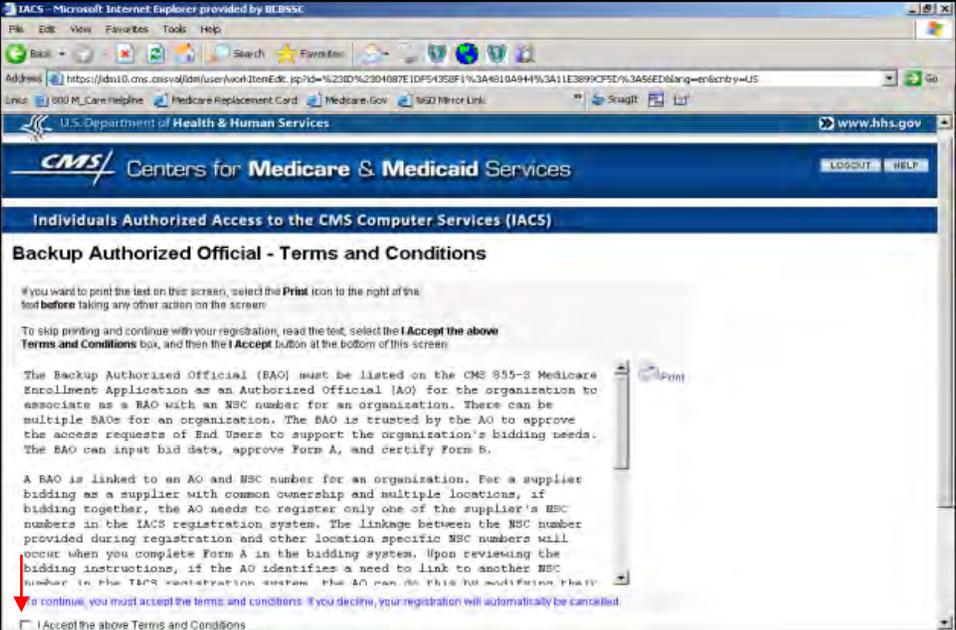
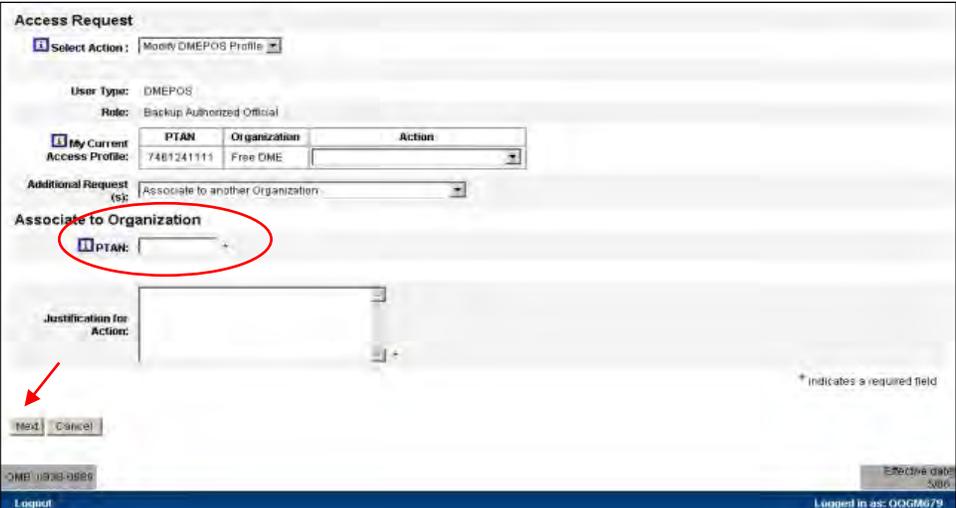
Step	Action	Screen Displayed
3	Click OK on the Warning message.	

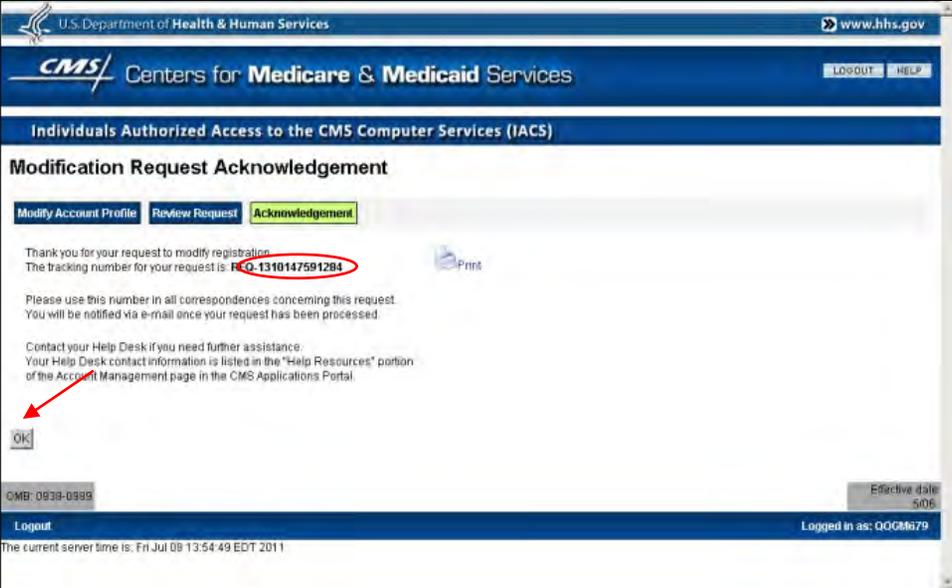
Step	Action	Screen Displayed
4	Check I Accept the above Terms and Conditions and click the I Accept button.	 <p>The screenshot shows the CMS website interface. At the top, it says 'U.S. Department of Health & Human Services' and 'www.hhs.gov'. Below that is the CMS logo and 'Centers for Medicare & Medicaid Services'. The main heading is 'Individuals Authorized Access to the CMS Computer Services (IACS)'. Underneath is the 'Terms and Conditions' section. It contains instructions on how to print and skip printing. A 'Privacy Act Statement' is displayed in a scrollable box, detailing the collection and use of information. At the bottom of the terms, there is a blue link: 'To continue, you must accept the terms and conditions. If you decline, your registration will automatically be cancelled.' Below this is a checkbox labeled 'I Accept the above Terms and Conditions *'. At the very bottom, there are two buttons: 'I Accept' and 'Decline'. The 'I Accept' button is circled in red in the original image.</p>

Step	Action	Screen Displayed
5	<p>Enter your user ID and password on the Login to IACS screen.</p> <p>Click Login.</p> <div data-bbox="226 318 894 683" style="border: 1px solid black; background-color: #ffffcc; padding: 5px;"> <p>Note: If after three (3) attempts you are unable to successfully enter your user ID and/or password, your account will be locked for 60 minutes. You may attempt to log in to IACS again after 60 minutes. If you have forgotten your user ID and/or password, you may recover them by using the “Forgot your User ID?” link on the Account Management screen and/or the “Forgot your password?” button at the bottom of the Login screen.</p> </div>	
6	<p>Click Modify Account Profile.</p>	

Step	Action	Screen Displayed
7	Under the Access Request section, click on the Select Action drop down box and choose Modify DMEPOS Profile .	 <p>The screenshot shows the 'Modify Account Profile' page for the U.S. Department of Health & Human Services, CMS Centers for Medicare & Medicaid Services. The page is titled 'Individuals Authorized Access to the CMS Computer Services (IACS)'. The 'Modify Account Profile' section is active, with tabs for 'Modify Account Profile', 'Review Requests', and 'Acknowledgement'. The 'User Information' section includes fields for User ID, Title, First Name (Sho), Last Name (Jones), Suffix, Middle Initial, Professional Credentials, Date of Birth (1/15/1980), and E-mail (sho.jones@cms.com). The 'Professional Contact Information' section includes fields for Office Telephone, Company Name (Sho Jones Inc.), Company Telephone, Ext., Country (United States), Address 1 (1 South Blvd), City (Green Hills), State/Territory (AL), Address 2, and Zip Code (35901). The 'Access Request' section is highlighted, and a red arrow points to the 'Select Action' dropdown menu, which is currently set to 'Modify DMEPOS Profile'. Below this, the 'User Type' is 'DMEPOS' and the 'Role' is 'Authorized Official'. The 'Additional Request' section includes a dropdown for 'Create a new Organization'. The 'Organization Information' section includes fields for PTAB, Organization Name, Company Telephone, Company Fax, Address 1, City, State/Territory, and Zip Code. A 'Justification for Action' text area is also present. The page includes a 'Save' button and a 'Cancel' button. The footer shows 'Logged in as: WCV796'.</p>

Step	Action	Screen Displayed
8	<p>The screen will refresh. Under the Access Request section, click on the Additional Request drop down box and select Associate to another Organization.</p>	
9	<p>The screen will refresh. Enter a brief justification for your request in the Justification for Action field. For example, <i>“Enter bid data,”</i> etc.</p> <p>Click Next.</p>	

Step	Action	Screen Displayed
10	<p>Read and accept the Terms and Conditions for modification.</p> <p>Click the check box next to I Accept the Above Terms and Conditions if in agreement.</p> <p>Click I Accept.</p>	
11	<p>Enter the 10-digit PTAN of the new organization to which you wish to be associated. The number must be the same PTAN provided by the AO.</p> <p>The Justification for Action field is already populated with previously entered information.</p> <p>Click Next.</p>	

Step	Action	Screen Displayed
12	<p>If you are ready to submit your modifications, click Submit.</p> <div data-bbox="237 253 905 362" style="border: 1px solid black; background-color: #ffffcc; padding: 5px; margin: 10px 0;"> <p>Note: Your modification request will not be completed until you click Submit.</p> </div> <p>If you need to update or correct your changes, click Edit. You will be taken back to the Modify Account Profile screen.</p> <p>If you wish to cancel your changes, click Cancel.</p>	
13	<p>The Modification Request Acknowledgment screen will appear.</p> <p>This screen contains a tracking number for your request. Record this tracking number and use it if you have questions regarding the status of your request.</p> <p>Click OK to complete your account profile modification.</p>	

Step	Action	Screen Displayed
14	<p>The Modify Request Acknowledgment screen will close and the system will return to the My Profile screen.</p> <p>An e-mail notification will also be sent confirming that IACS has received your request and is providing you with a request number.</p> <p>Keep in mind that the authorized official or backup authorized official, if applicable, must approve your request to associate to an organization.</p>	

Note: If you do not receive an e-mail notification within 48 hours, please contact the CBIC customer service center at **877-577-5331** from 9 a.m. to 9 p.m. prevailing Eastern Time.

D. Approving/Rejecting Organization Requests

The authorized official (AO) and/or backup authorized official (BAO) must approve registration requests from others in their organization before they can have access to DBidS. The AO is the only role that can approve or reject a BAO's request to access an organization's bid or modify information. However, both the AO and a BAO can approve or reject an end user's (EU) request to access an organization's bid or modify information. This approval/rejection process can only occur after the BAO or EU has registered as a new user in IACS. AOs will receive an e-mail notification informing them that a pending approval request is in their queue awaiting action.

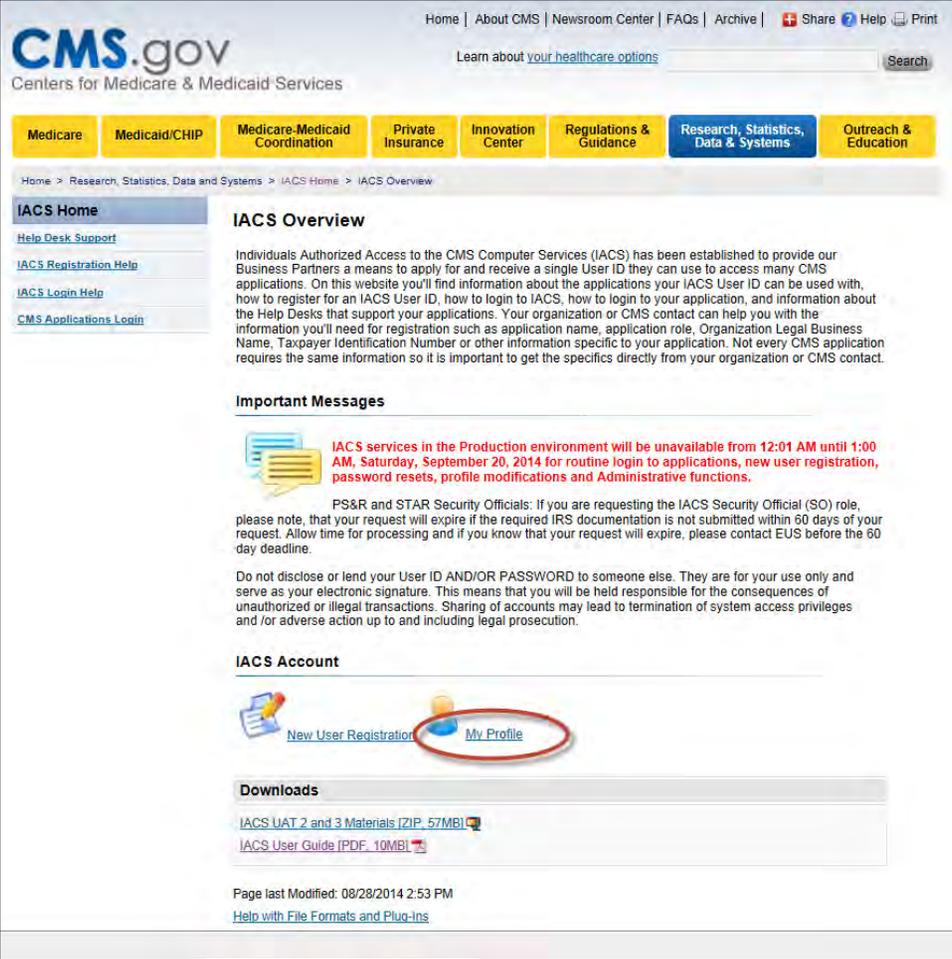
If no action is taken on an approval request within four (4) days, IACS automatically sends a reminder e-mail notification to the AO.

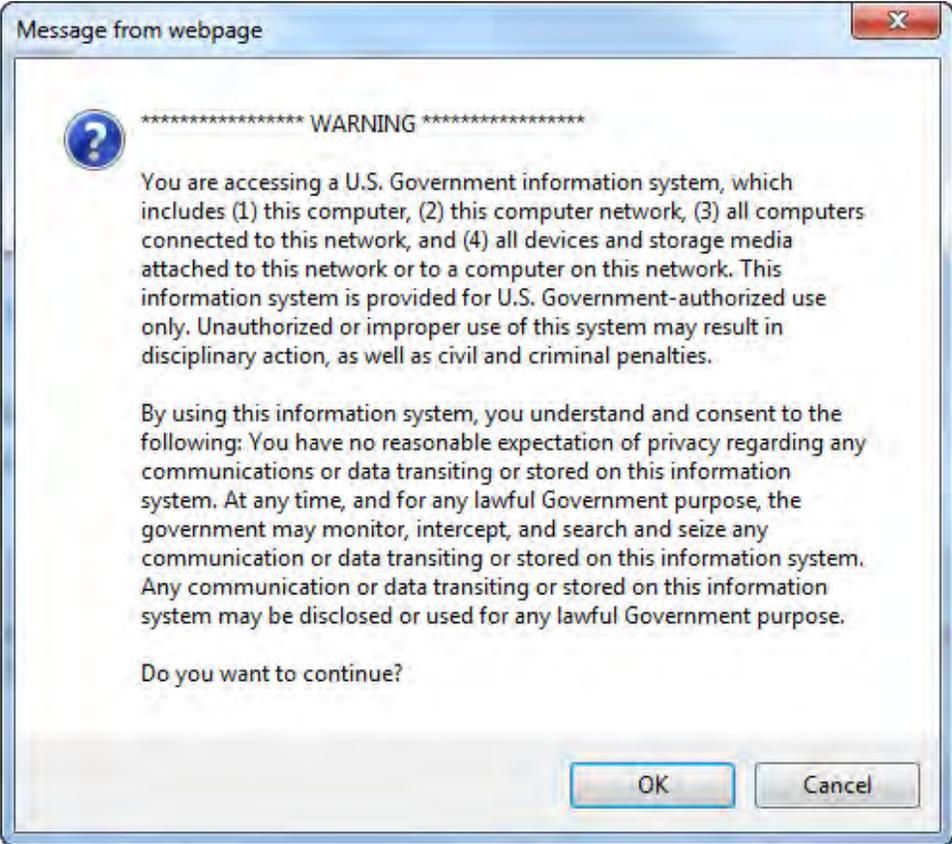
If an approval request for a BAO is not processed within 24 calendar days, the request is cancelled. The BAO will receive an e-mail notification to this effect. The BAO will then have to resubmit the registration request.

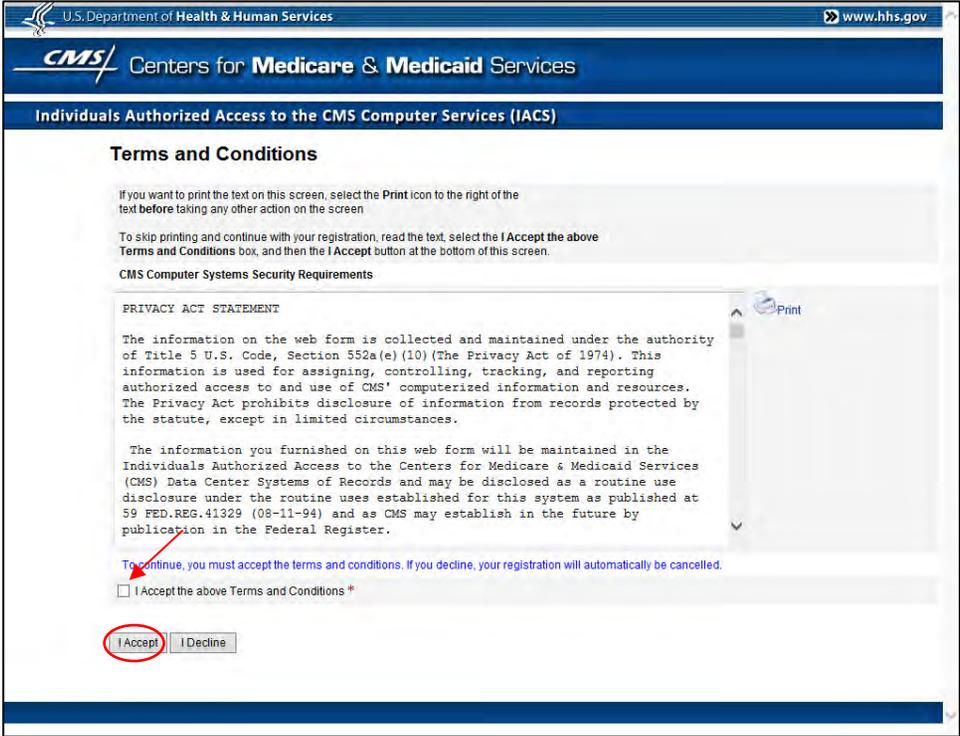
If an approval request for an EU is not processed within 12 calendar days, the request is cancelled. The EU is sent an e-mail notification to this effect. The EU will then have to resubmit the registration or the request.

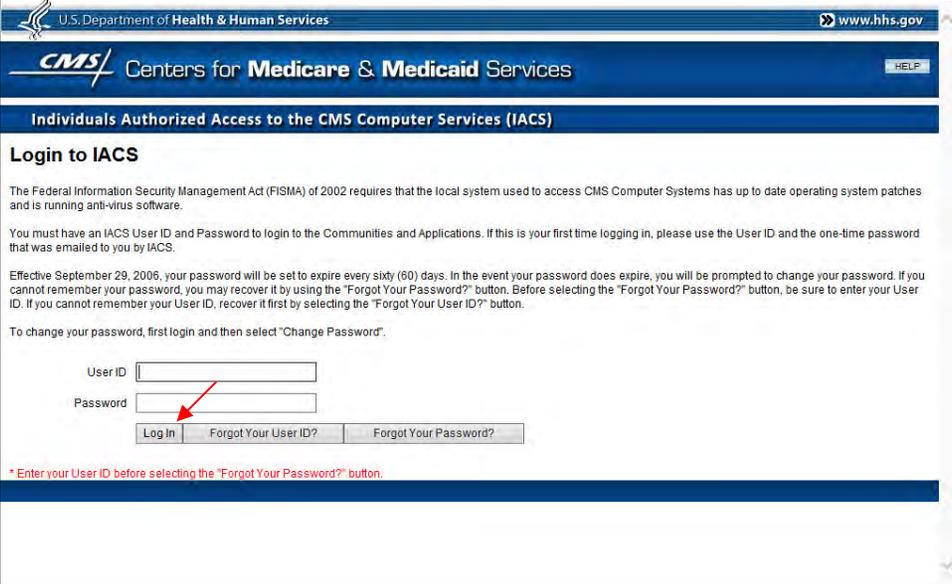
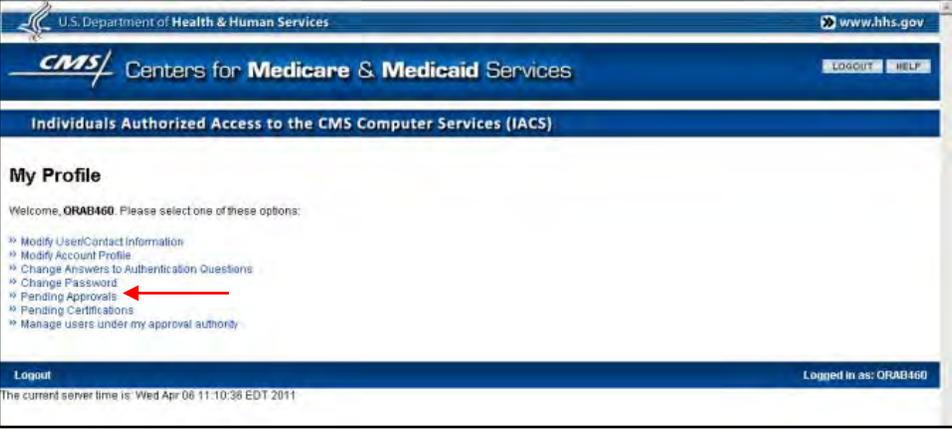
The following instructions detail how to approve or reject requests for organization access.

Step	Action	Screen Displayed
1	Go to the CBIC website: www.dmecompetitivebid.com . Click Round 2 Recompete & National Mail-Order Recompete . Go to Bidding Suppliers and then click Registration . Click Register Now .	

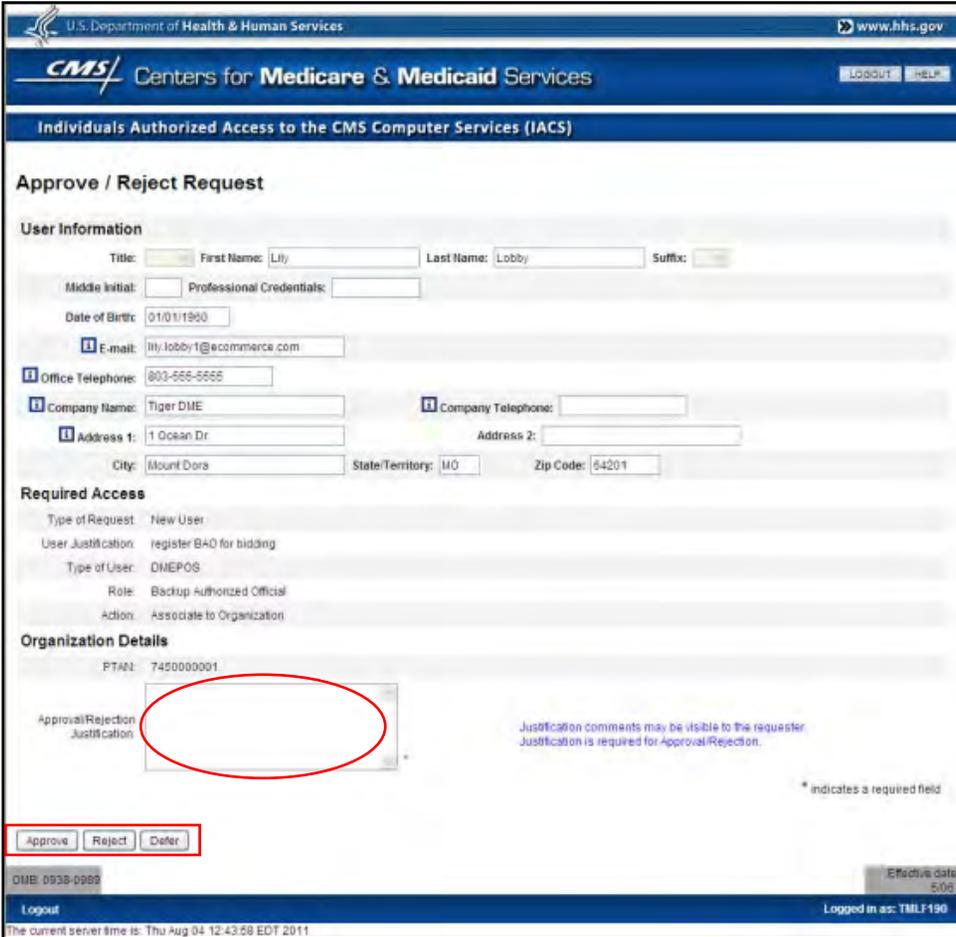
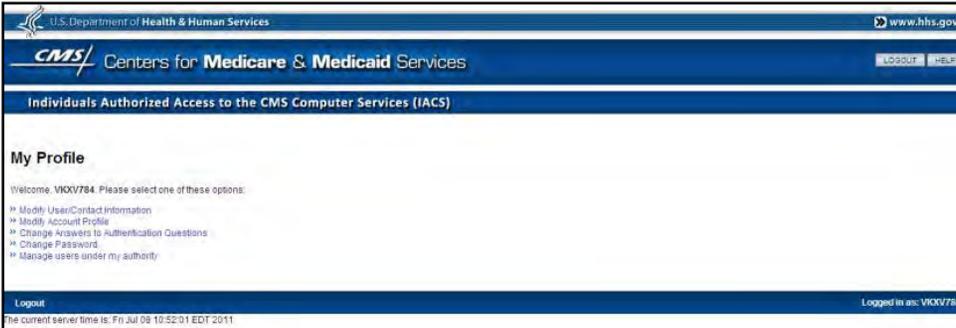
Step	Action	Screen Displayed
2	Click My Profile on the IACS Overview page.	 <p>The screenshot shows the CMS.gov website with the following content:</p> <ul style="list-style-type: none"> Header: CMS.gov, Centers for Medicare & Medicaid Services. Navigation links: Home, About CMS, Newsroom Center, FAQs, Archive, Share, Help, Print. Secondary Navigation: Medicare, Medicaid/CHIP, Medicare-Medicaid Coordination, Private Insurance, Innovation Center, Regulations & Guidance, Research, Statistics, Data & Systems, Outreach & Education. Breadcrumbs: Home > Research, Statistics, Data and Systems > IACS Home > IACS Overview Section: IACS Overview <ul style="list-style-type: none"> Text: Individuals Authorized Access to the CMS Computer Services (IACS) has been established to provide our Business Partners a means to apply for and receive a single User ID they can use to access many CMS applications. On this website you'll find information about the applications your IACS User ID can be used with, how to register for an IACS User ID, how to login to IACS, how to login to your application, and information about the Help Desks that support your applications. Section: Important Messages <ul style="list-style-type: none"> Message: IACS services in the Production environment will be unavailable from 12:01 AM until 1:00 AM, Saturday, September 20, 2014 for routine login to applications, new user registration, password resets, profile modifications and Administrative functions. Text: PS&R and STAR Security Officials: If you are requesting the IACS Security Official (SO) role, please note, that your request will expire if the required IRS documentation is not submitted within 60 days of your request. Allow time for processing and if you know that your request will expire, please contact EUS before the 60 day deadline. Text: Do not disclose or lend your User ID AND/OR PASSWORD to someone else. They are for your use only and serve as your electronic signature. This means that you will be held responsible for the consequences of unauthorized or illegal transactions. Sharing of accounts may lead to termination of system access privileges and/or adverse action up to and including legal prosecution. Section: IACS Account <ul style="list-style-type: none"> Links: New User Registration, My Profile (circled in red) Section: Downloads <ul style="list-style-type: none"> Links: IACS UAT 2 and 3 Materials [ZIP, 57MB], IACS User Guide [PDF, 10MB] Page last Modified: 08/28/2014 2:53 PM Help with File Formats and Plug-ins

Step	Action	Screen Displayed
3	Click OK on the Warning message.	

Step	Action	Screen Displayed
4	Check I Accept the above Terms and Conditions and click the I Accept button.	 <p>The screenshot shows the CMS website interface. At the top, there is a navigation bar with the U.S. Department of Health & Human Services logo and the URL www.hhs.gov. Below this is a blue header with the CMS logo and the text 'Centers for Medicare & Medicaid Services'. The main content area is titled 'Individuals Authorized Access to the CMS Computer Services (IACS)'. Underneath, there is a section for 'Terms and Conditions'. The text explains that information on the web form is collected and maintained under the authority of Title 5 U.S. Code, Section 552a(e)(10) (The Privacy Act of 1974). It also states that the information will be maintained in the IACS Data Center Systems of Records and may be disclosed as a routine use. At the bottom of the page, there is a checkbox labeled 'I Accept the above Terms and Conditions *' which is currently unchecked. To the right of this checkbox is a 'Print' button. Below the checkbox, there are two buttons: 'I Accept' and 'I Decline'. The 'I Accept' button is circled in red, and a red arrow points to it from the text 'To continue, you must accept the terms and conditions. If you decline, your registration will automatically be cancelled.'</p>

Step	Action	Screen Displayed
5	<p>Enter your user ID and password on the Login to IACS screen.</p> <p>Click Login.</p> <div data-bbox="226 337 894 704" style="border: 1px solid black; background-color: #ffffcc; padding: 5px;"> <p>Note: If after three (3) attempts you are unable to successfully enter your user ID and/or password, your account will be locked for 60 minutes. You may attempt to log in to IACS again after 60 minutes. If you have forgotten your user ID and/or password, you may recover them by using the “Forgot your User ID?” link on the Account Management screen and/or the “Forgot your password?” button at the bottom of the Login screen.</p> </div>	
6	<p>On the My Profile screen, click Pending Approvals.</p>	

Step	Action	Screen Displayed						
7	Click on a link under Process to a specific pending approval or, if you do not wish to continue with the approval/rejection process, click Return to Main Menu to exit this screen.	 <p>The screenshot shows the 'Individuals Authorized Access to the CMS Computer Services (IACS)' interface. At the top, it displays the U.S. Department of Health & Human Services logo and the URL www.hhs.gov. Below this is the CMS logo and 'Centers for Medicare & Medicaid Services'. The main heading is 'Individuals Authorized Access to the CMS Computer Services (IACS)'. The 'Inbox' section contains a table with the following data:</p> <table border="1"> <thead> <tr> <th>Process</th> <th>Description</th> <th>Request Date-Time</th> </tr> </thead> <tbody> <tr> <td>2011_02 TaskDefinition-CMS-CreateUser</td> <td>DMEPOS Approval - for Backup Authorized Official-Lilly Lobby-REQ-1312475058054</td> <td>2011-08-04 12:36</td> </tr> </tbody> </table> <p>A red box highlights the 'Process' column header. Below the table is a 'Return to Main Menu' button. The footer shows 'Logout' and 'Logged in as: TMLF19'. The current server time is 'Thu Aug 04 12:43:16 EDT 2011'.</p>	Process	Description	Request Date-Time	2011_02 TaskDefinition-CMS-CreateUser	DMEPOS Approval - for Backup Authorized Official-Lilly Lobby-REQ-1312475058054	2011-08-04 12:36
Process	Description	Request Date-Time						
2011_02 TaskDefinition-CMS-CreateUser	DMEPOS Approval - for Backup Authorized Official-Lilly Lobby-REQ-1312475058054	2011-08-04 12:36						

Step	Action	Screen Displayed
8	<p>The Approve/Reject Request screen shows information regarding the requestor as well as the type of access being requested.</p> <p>The information about the access being requested is located in the Required Access section.</p> <p>Enter a brief justification of the approval/rejection of the request in the Approval/ Rejection Justification field.</p> <p>There are three (3) actions the approver can take on this screen: 1) Approve, 2) Reject, or 3) Defer. These options are located at the bottom of the screen.</p> <p>If you select Defer, no justification statement is required as the item will remain in your Inbox in pending status.</p> <p>Once an option is chosen, an e-mail will be sent to the BAO or EU advising him/her of the AO's approval or rejection of the registration request.</p>	
9	<p>When you select the desired action, IACS will return you to the list of pending approvals until all pending approvals have been either approved or rejected. Once all pending approvals have been resolved, you will be returned to the My Profile screen.</p>	

Note: If you do not receive an e-mail notification within 48 hours, please contact the CBIC customer service center at **877-577-5331** from 9 a.m. to 9 p.m. prevailing Eastern Time.

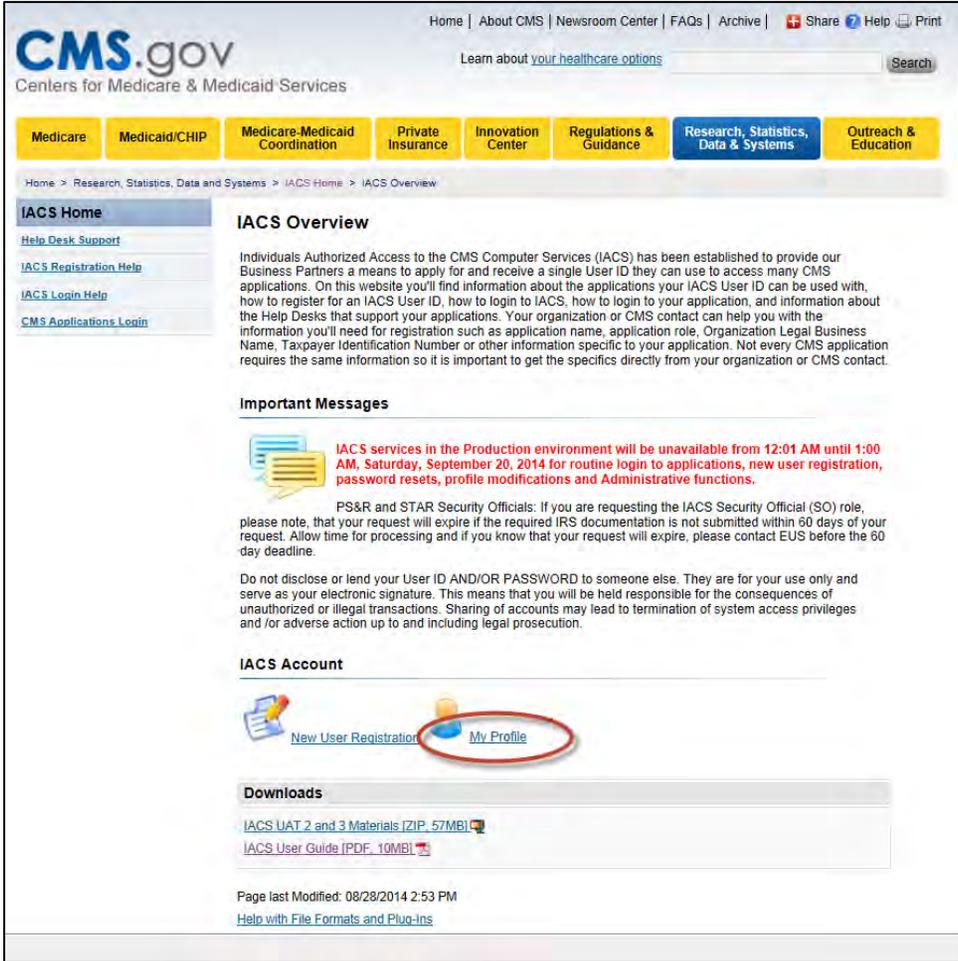
New! There is a new feature in IACS that allows AOs to export a report of all pending requests from BAOs and EUs. Simply click on the Excel icon labeled **Export** located to the right of the pending table. A pop-up box will appear asking if you would like to open, save or cancel this file. To save the file, click **Save** and select a folder. To open the folder, either select **Open** from the pop-up box or locate the file you saved in the applicable folder.

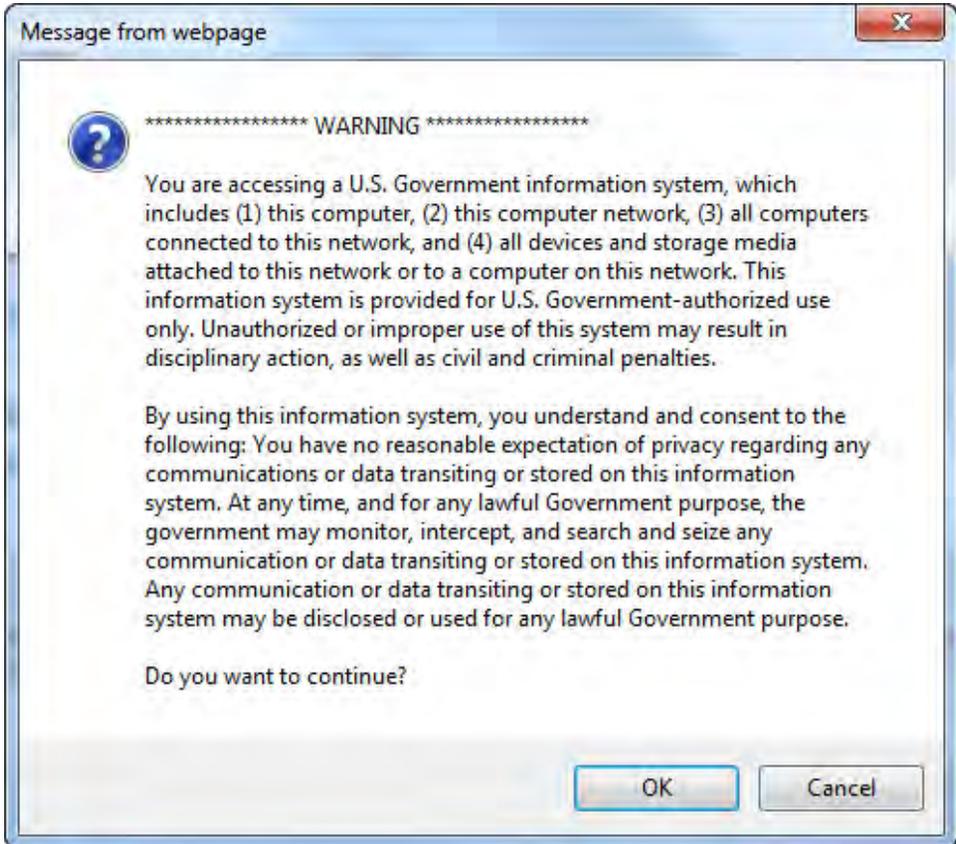
E. Modifying an Organization Profile

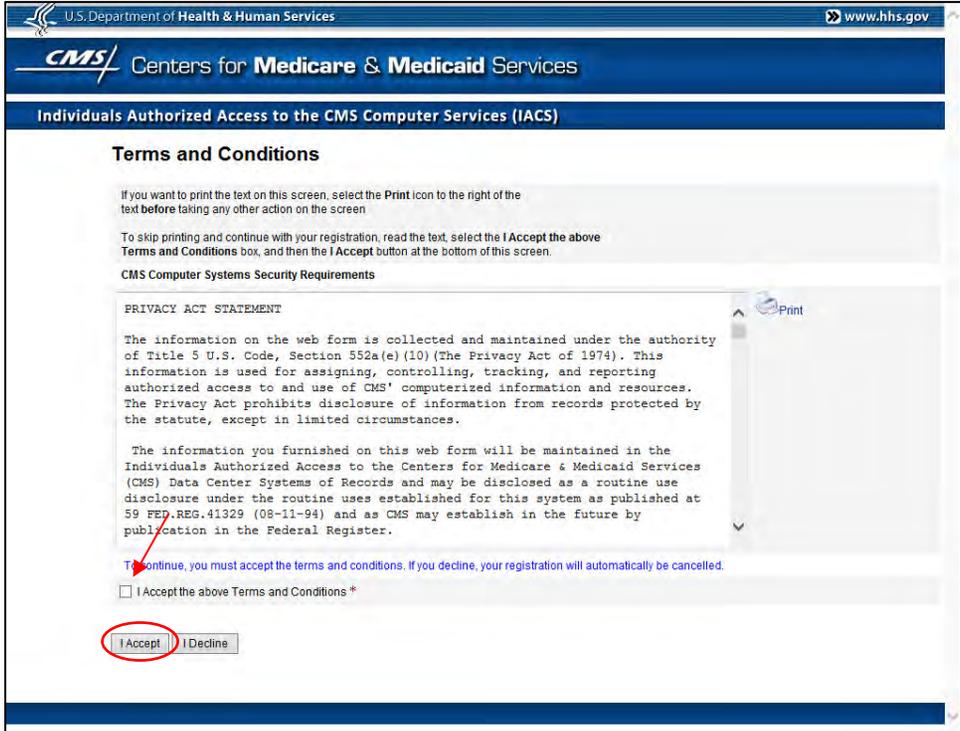
There may be times when your organization's information will need to be updated because of a change of location, change of business name, new telephone number, etc. Depending on your user role, you may be able to view and/or edit your organization's profile. If you are an authorized official (AO), you can view and edit the organization fields. If you are a backup authorized official (BAO) or an end user (EU), you are only allowed to view the information in the organization fields.

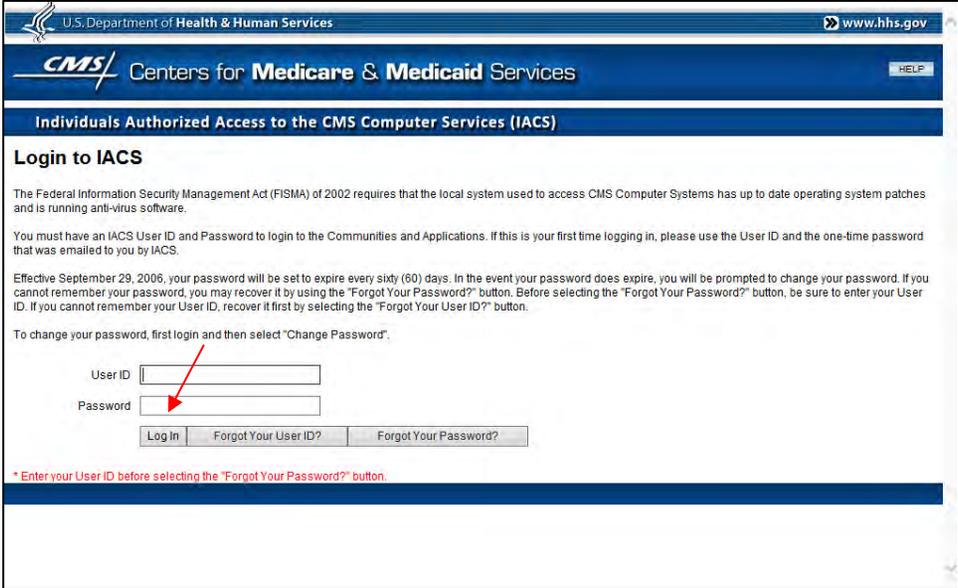
To modify an organization's information, the AO should complete the following steps.

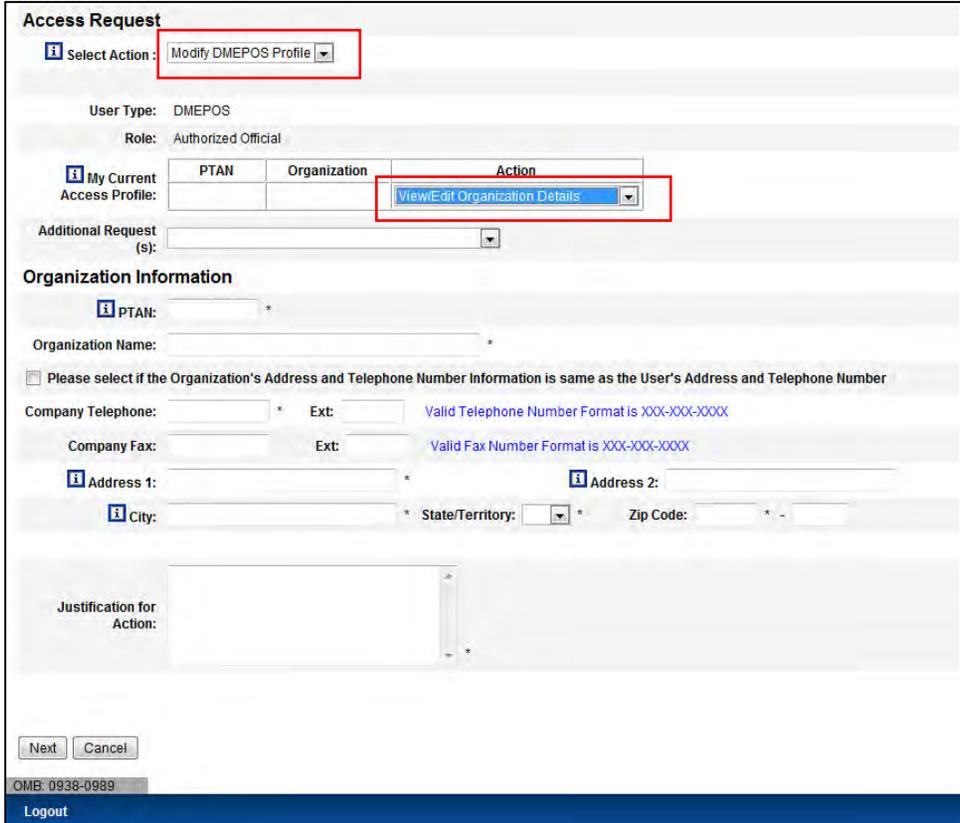
Step	Action	Screen Displayed
1	Go to the CBIC website: www.dmecompetitivebid.com . Click Round 2 Recompete & National Mail-Order Recompete . Go to Bidding Suppliers and then click Registration . Click Register Now .	

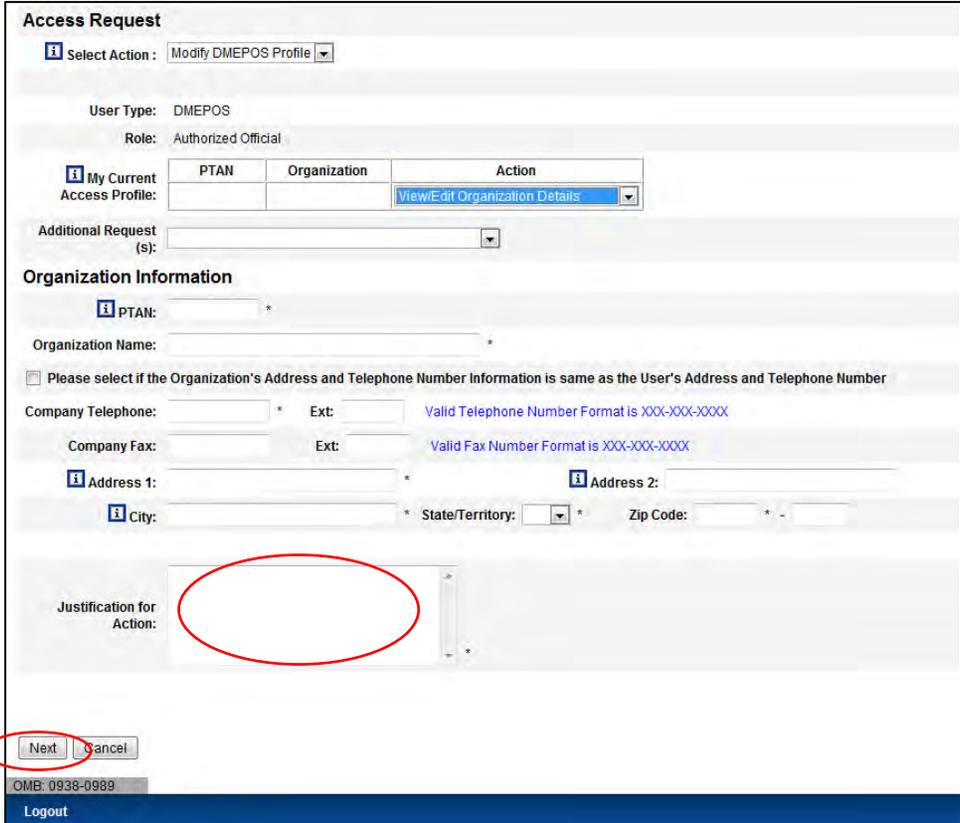
Step	Action	Screen Displayed
2	Click My Profile on the IACS Overview page.	 <p>The screenshot shows the CMS.gov website with the following elements:</p> <ul style="list-style-type: none"> Header: CMS.gov logo, navigation links (Home, About CMS, Newsroom Center, FAQs, Archive, Share, Help, Print), and a search bar. Navigation Menu: Medicare, Medicaid/CHIP, Medicare-Medicaid Coordination, Private Insurance, Innovation Center, Regulations & Guidance, Research, Statistics, Data & Systems, Outreach & Education. Breadcrumbs: Home > Research, Statistics, Data and Systems > IACS Home > IACS Overview Left Sidebar: IACS Home, Help Desk Support, IACS Registration Help, IACS Login Help, CMS Applications Login. Main Content: <ul style="list-style-type: none"> IACS Overview: Introduction text about IACS access. Important Messages: A red alert message about service unavailability on September 20, 2014, and a notice for PS&R and STAR Security Officials regarding request deadlines. IACS Account: Links for New User Registration and My Profile (circled in red). Downloads: Links for IACS UAT 2 and 3 Materials (ZIP, 57MB) and IACS User Guide (PDF, 10MB). Footer: Page last Modified: 08/28/2014 2:53 PM, Help with File Formats and Plug-Ins.

Step	Action	Screen Displayed
3	Click OK on the Warning message.	

Step	Action	Screen Displayed
4	Check I Accept the above Terms and Conditions and click the I Accept button.	 <p>The screenshot shows the CMS website header with the U.S. Department of Health & Human Services logo and the URL www.hhs.gov. Below the header is the CMS logo and the text 'Centers for Medicare & Medicaid Services'. The main heading is 'Individuals Authorized Access to the CMS Computer Services (IACS)'. The section is titled 'Terms and Conditions'. It contains instructions on how to print the text and how to skip printing. Below this is the 'CMS Computer Systems Security Requirements' section, which includes a 'PRIVACY ACT STATEMENT'. The statement explains that information collected on the web form is maintained under the authority of Title 5 U.S. Code, Section 552a(e) (10) (The Privacy Act of 1974). It also states that the information will be maintained in the CMS Data Center Systems of Records and may be disclosed as a routine use disclosure. At the bottom of the page, there is a checkbox for 'I Accept the above Terms and Conditions' and two buttons: 'I Accept' (circled in red) and 'I Decline'.</p>

Step	Action	Screen Displayed
5	<p>Enter your user ID and password on the Login to IACS screen.</p> <p>Click Login.</p> <div data-bbox="222 326 917 691" style="border: 1px solid black; background-color: #ffffcc; padding: 5px;"> <p>Note: If after three (3) attempts you are unable to successfully enter your user ID and/or password, your account will be locked for 60 minutes. You may attempt to log in to IACS again after 60 minutes. If you have forgotten your user ID and/or password, you may recover them by using the “Forgot your User ID?” link on the Account Management screen and/or the “Forgot your password?” button at the bottom of the Login screen.</p> </div>	
6	<p>Click Modify Account Profile.</p>	

Step	Action	Screen Displayed
7	<p>Scroll down to the Access Request section of the Modify Account Profile screen.</p> <p>Click Modify DMEPOS Profile in the Select Action field. The screen will refresh.</p> <p>In the Action field next to the applicable PTAN, click View/Edit Organization Details.</p>	 <p>The screenshot displays the 'Access Request' interface. At the top, the 'Select Action' dropdown menu is highlighted with a red box and contains the option 'Modify DMEPOS Profile'. Below this, the 'My Current Access Profile' section features a table with columns for 'PTAN', 'Organization', and 'Action'. The 'Action' dropdown for the selected PTAN is highlighted with a red box and shows 'View/Edit Organization Details'. The 'Organization Information' section contains several input fields: 'PTAN', 'Organization Name', 'Company Telephone' (with 'Ext.'), 'Company Fax' (with 'Ext.'), 'Address 1', 'Address 2', 'City', 'State/Territory', and 'Zip Code'. A checkbox is present for 'Please select if the Organization's Address and Telephone Number Information is same as the User's Address and Telephone Number'. A 'Justification for Action' text area is located below the organization information. At the bottom of the screen, there are 'Next' and 'Cancel' buttons, and a 'Logout' link in the footer.</p>

Step	Action	Screen Displayed
8	<p>The Organization Information section will appear. View or edit the information in these fields.</p> <p>If you are the AO that has edited any information in these fields, you must enter a brief explanation of the change in the Justification for Action field. For example, "Enter bid data," etc.</p> <p>Once the changes are completed in the organization fields, click Next.</p> <p>If you are not going to make any changes to the Organization Information, click Cancel to exit this screen.</p>	 <p>The screenshot shows the 'Access Request' form. At the top, there is a 'Select Action' dropdown menu set to 'Modify DMEPOS Profile'. Below this, the 'User Type' is 'DMEPOS' and the 'Role' is 'Authorized Official'. There is a table with columns 'PTAN', 'Organization', and 'Action'. The 'Action' dropdown is set to 'View/Edit Organization Details'. Below the table is an 'Additional Request (s):' dropdown. The 'Organization Information' section includes fields for 'PTAN', 'Organization Name', 'Company Telephone', 'Company Fax', 'Address 1', 'Address 2', 'City', 'State/Territory', and 'Zip Code'. A 'Justification for Action' text area is circled in red. At the bottom, the 'Next' and 'Cancel' buttons are circled in red. The footer shows 'OMB: 0938-0989' and a 'Logout' link.</p>
9	<p>The Modify Request Confirmation screen will appear. If you are satisfied with your changes, click Submit.</p> <p>If you need to update or correct your changes, click Edit. You will be taken back to the Modify Account Profile screen.</p> <p>If you wish to cancel your changes, click Cancel.</p> <div data-bbox="239 1354 907 1458" style="border: 1px solid black; background-color: #ffffcc; padding: 5px;"> <p>Note: Your modification will not be completed until you click Submit.</p> </div>	 <p>The screenshot shows the 'Modify Request Confirmation' screen. It has a header for 'CMS Centers for Medicare & Medicaid Services' and 'Individuals Authorized Access to the CMS Computer Services (IACS)'. The main heading is 'Modify Request Confirmation'. Below this, there are three tabs: 'Modify Contact Information', 'Business Settings', and 'Account Management'. The text says 'You made changes to your profile. To submit your request, please click Submit button. If you want to edit changes please click Edit button. If you want to cancel the changes, which you made please click Cancel button.' A red arrow points to the 'Submit' button. At the bottom, there are 'Cancel', 'Edit', and 'Submit' buttons. The footer shows 'Logout' and 'The current session expires on: Fri Jul 28 10:54:22 EDT 2017'.</p>

Step	Action	Screen Displayed
10	<p>The Modification Request Acknowledgment screen will appear.</p> <p>This screen contains a tracking number for your request. Record this tracking number and use it if you have questions regarding the status of your request.</p> <p>Click OK to complete your account profile modification.</p>	
11	<p>The Modify Request Acknowledgment screen will close and the system will return to the My Profile screen.</p> <p>An e-mail notification will also be sent confirming that IACS has received your request and providing you with a request number.</p>	

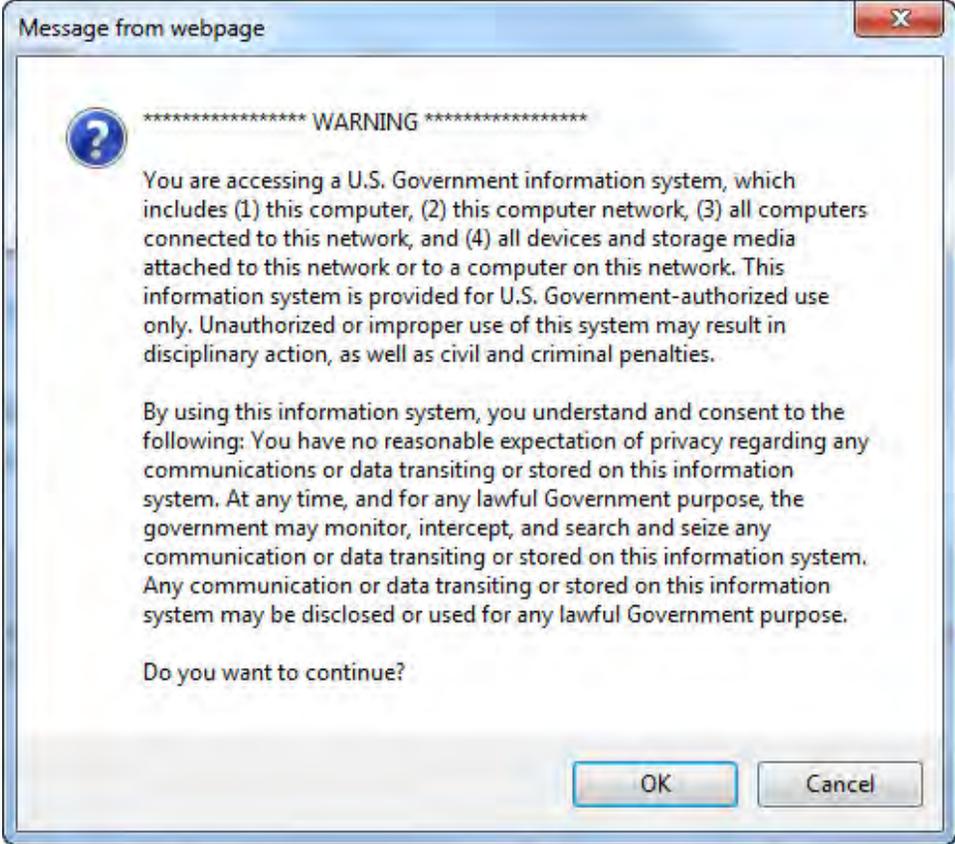
Note: If you do not receive an e-mail notification within 48 hours, please contact the CBIC customer service center at **877-577-5331** from 9 a.m. to 9 p.m. prevailing Eastern Time.

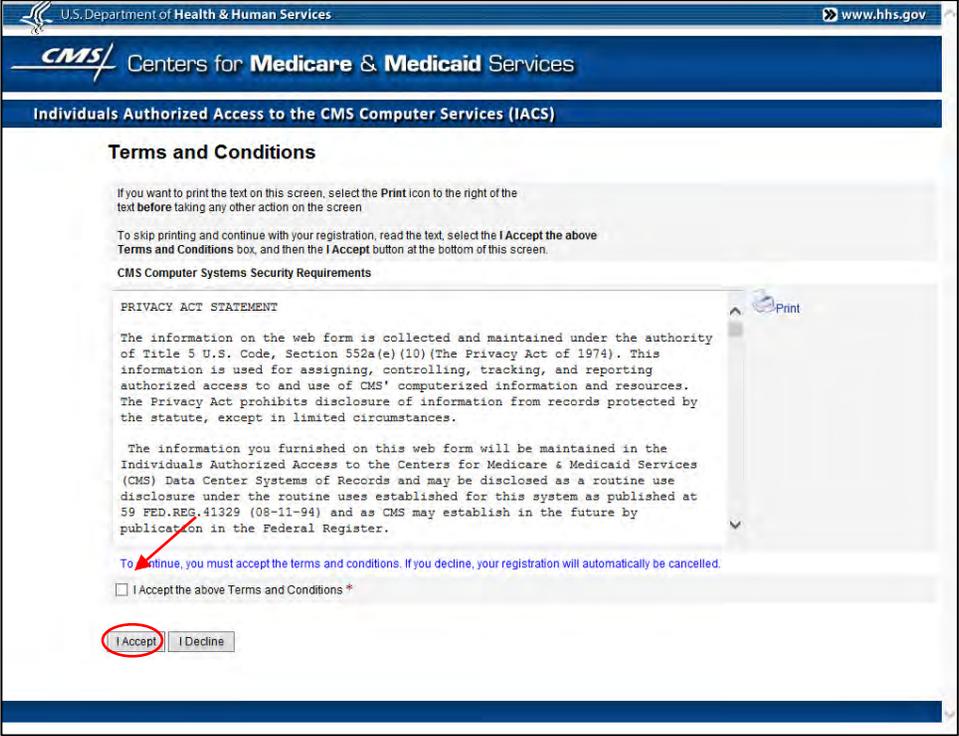
F. Modifying User/Contact Information

It is very important for all users (authorized officials, backup authorized officials and end users) to keep their contact information (such as an e-mail address, telephone number or address) current in IACS. Many critical notices are sent via the e-mail address on file in IACS to bidders during registration and bidding. If you need to update contact information (such as an e-mail address, telephone number or address), you should promptly do so in IACS. If you need to update your contact information after the close of the registration period, please be sure to update your enrollment records, as appropriate, and then call the CBIC customer service center at 877-577-5331 to make sure all updates are complete.

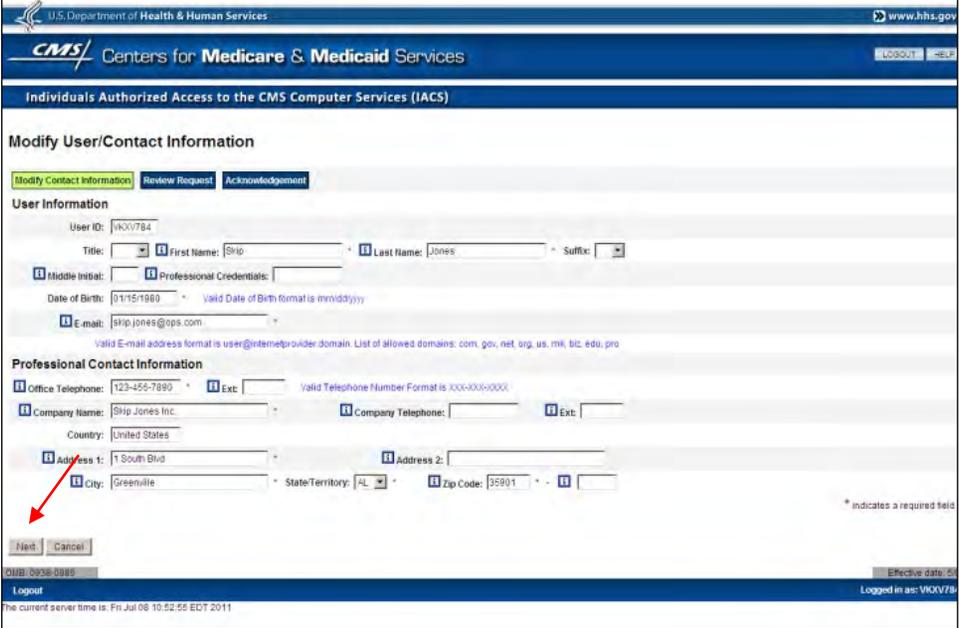
Step	Action	Screen Displayed
1	Go to the CBIC website: www.dmecompetitivebid.com . Click Round 2 Recompete & National Mail-Order Recompete . Go to Bidding Suppliers and then click Registration . Click Register Now .	

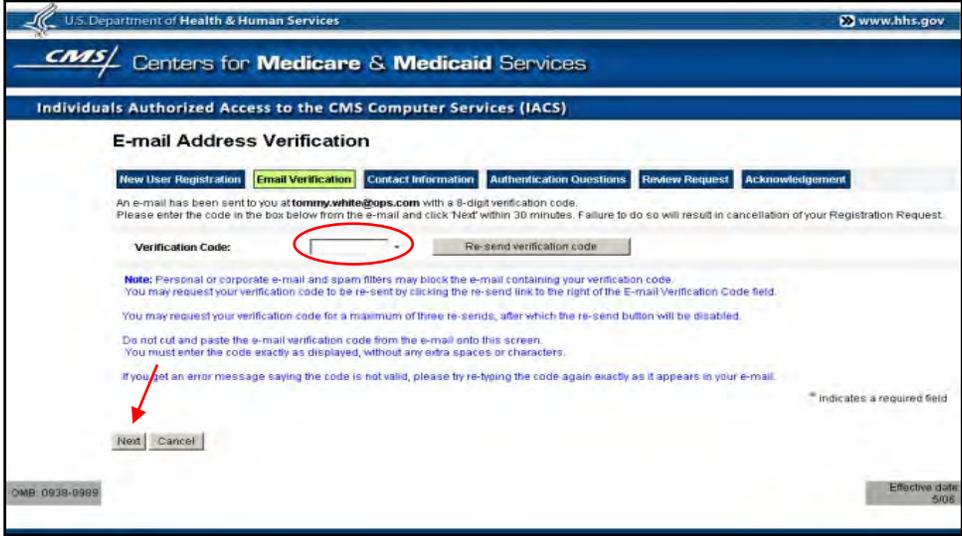
Step	Action	Screen Displayed
2	Click My Profile on the IACS Overview page	

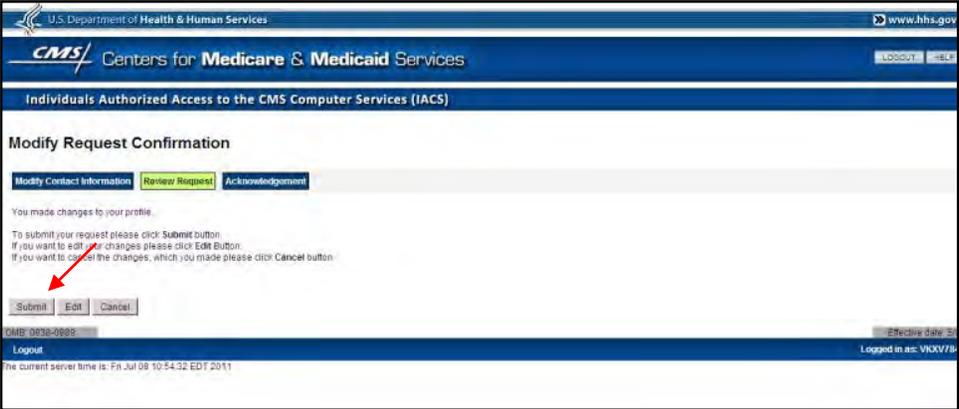
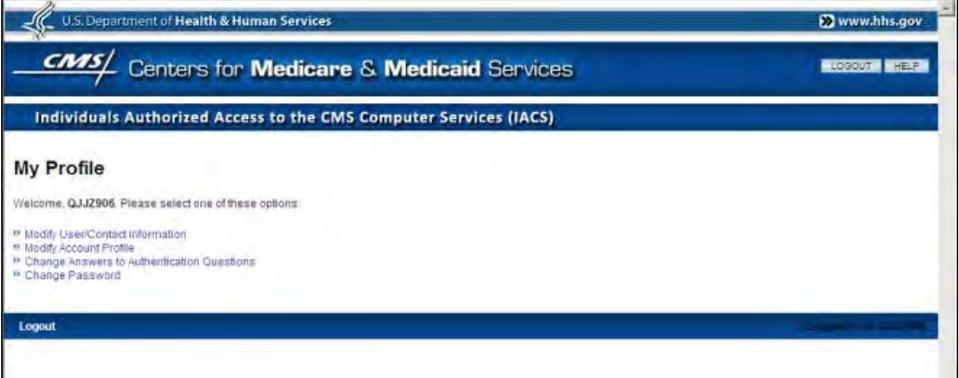
Step	Action	Screen Displayed
3	Click OK on the Warning message	

Step	Action	Screen Displayed
4	Check I Accept the above Terms and Conditions and click the I Accept button.	 <p>The screenshot shows the CMS website header with the U.S. Department of Health & Human Services logo and the URL www.hhs.gov. Below the header is the CMS logo and the text 'Centers for Medicare & Medicaid Services'. The main heading is 'Individuals Authorized Access to the CMS Computer Services (IACS)'. Underneath is the section 'Terms and Conditions'. The text includes instructions on how to print the page and how to skip printing. A 'Privacy Act Statement' is displayed in a scrollable box, detailing the collection and use of information. At the bottom, there is a red arrow pointing to the 'I Accept' button, which is circled in red. Next to it is an 'I Decline' button. A checkbox labeled 'I Accept the above Terms and Conditions *' is also present.</p>

Step	Action	Screen Displayed
5	<p>Enter your user ID and password on the Login to IACS screen.</p> <div data-bbox="239 266 907 636" style="border: 1px solid black; padding: 5px; background-color: #ffffcc;"> <p>Note: If after three (3) attempts you are unable to successfully enter your user ID and/or password, your account will be locked for 60 minutes. You may attempt to log in to IACS again after 60 minutes. If you have forgotten your user ID and/or password, you may recover them by using the “Forgot your User ID?” link on the Account Management screen and/or the “Forgot your password?” button at the bottom of the Login screen.</p> </div> <p>Click Login.</p>	
6	<p>Click Modify User/Contact Information.</p>	

Step	Action	Screen Displayed
7	<p>Enter the updated information into the appropriate fields.</p> <p>Click Next.</p> <div data-bbox="239 293 905 690" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Note - The following fields cannot be modified:</p> <ul style="list-style-type: none"> First Name Last Name Date of Birth <p>This is to protect others from accessing and modifying your account. To update this information, you must contact the CBIC customer service center at 877-577-5331.</p> </div>	
8	<p>If you update your e-mail address, the E-mail Address Verification screen will appear when you click Next.</p> <p>Leave this screen open by opening a new browser window while you proceed to the next step.</p>	

Step	Action	Screen Displayed
9	<p>Go to your e-mail account inbox and open the message containing the e-mail verification code. The subject line will be E-mail Address Verification.</p> <p>Record the verification code provided.</p> <div data-bbox="241 358 919 597" style="border: 1px solid black; padding: 5px; background-color: #ffffcc;"> <p>Note: You have 30 minutes to complete this process. If you do not complete this part of the modification process within 30 minutes, the modifying request will be cancelled and the information you entered will be lost. You will be required to update your information again.</p> </div> <p>Go back to the E-mail Address Verification screen.</p>	<p><i>You are receiving this email in response to a Registration request being submitted by you in IACS. Please enter the following code in the Registration window to complete verification and proceed with your request.</i></p> <p><i>Verification Code: <your code will appear here></i></p> <p><i>Thank you,</i></p> <p><i>IACS</i></p>
10	<p>Enter the verification code in the Verification Code field.</p> <p>Click Next.</p> <div data-bbox="241 902 919 1089" style="border: 1px solid black; padding: 5px; background-color: #ffffcc;"> <p>Note: If you do not receive the verification e-mail, click Re-send Verification Code to the right of the Verification Code field on the E-mail Address Verification screen. You may ask to have it re-sent up to three (3) times.</p> </div>	

Step	Action	Screen Displayed
11	<p>The Modify Request Confirmation screen will appear. If you are satisfied with your changes, click Submit.</p> <p>If you need to update or correct your changes, click Edit. You will be taken back to the Modify Account Profile screen.</p> <p>If you wish to cancel your changes, click Cancel.</p> <div data-bbox="239 451 919 548" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Note: Your modification will not be completed until you click Submit.</p> </div>	
12	<p>The Modification Request Acknowledgment screen will appear.</p> <p>This screen contains a tracking number for your request. Record this tracking number and use it if you have questions regarding the status of your request.</p> <p>Click OK to complete your account profile modification.</p>	
13	<p>The Modify Request Acknowledgment screen will close and the system will return to the My Profile screen.</p> <p>An e-mail notification will also be sent confirming that IACS has received your request and is providing you with a request number.</p>	

Note: If you do not receive an e-mail notification within 48 hours, please contact the CBIC customer service center at **877-577-5331** from 9 a.m. to 9 p.m. prevailing Eastern Time.

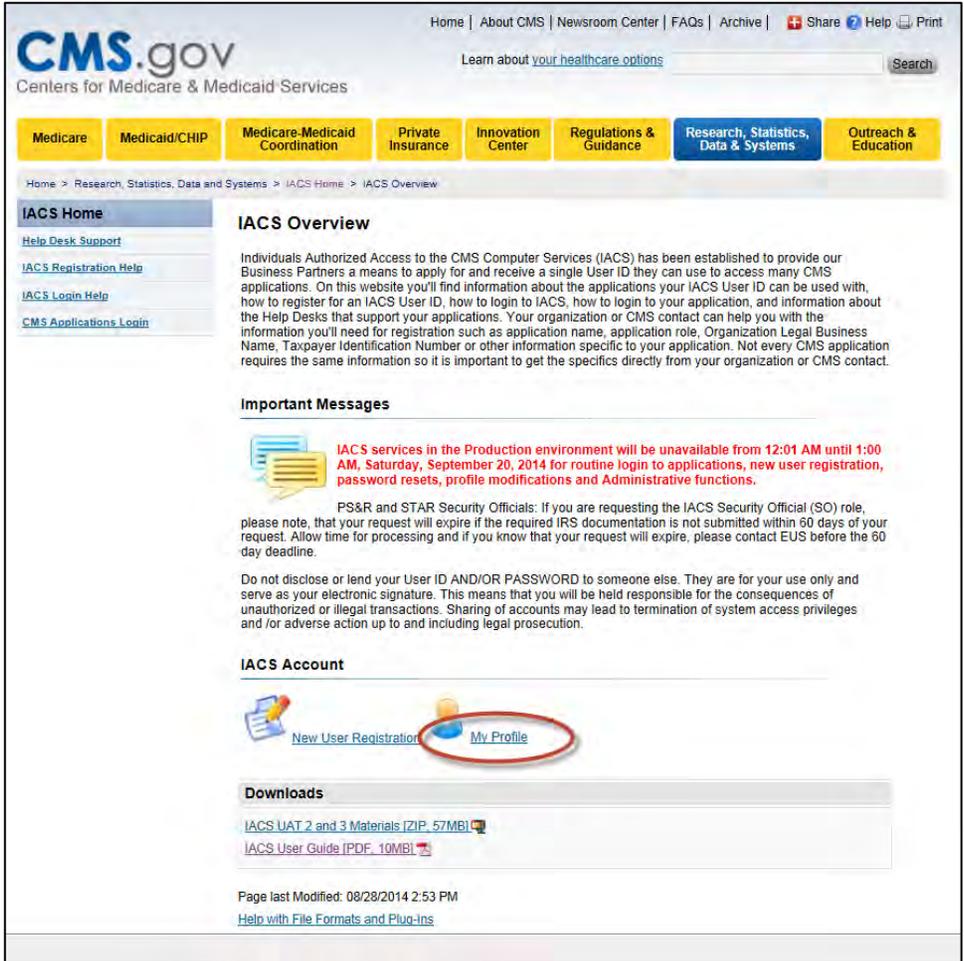
G. Disassociating from an Organization

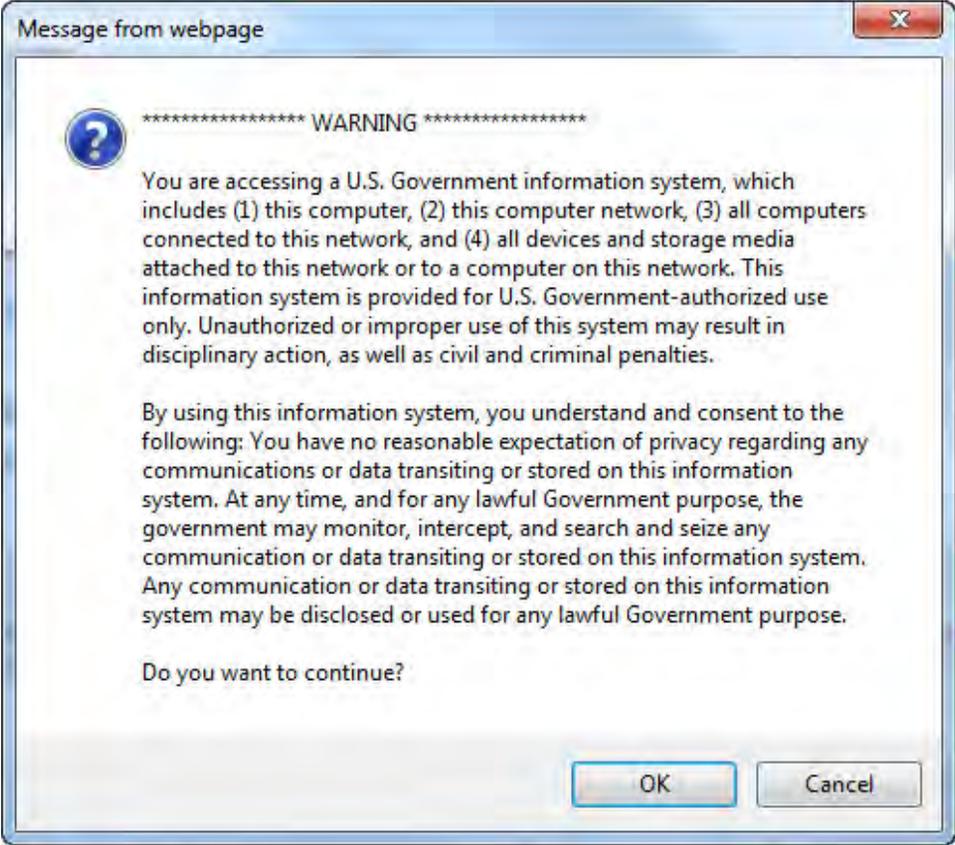
The disassociation feature in IACS removes a user's access to a specific organization's bidding profile. Situations may occur when a user may need to disassociate from an organization (for example, when an employee leaves the company or a location is sold). Authorized officials (AOs) may disassociate themselves only if they are the only member of their organization registered in IACS. If an AO leaves the company and a backup authorized official (BAO) is associated with the AO's organization, the AO or BAO must contact the CBIC customer service center at **877-577-5331** from 9 a.m. to 9 p.m. prevailing Eastern Time for assistance with upgrading the BAO to an AO role. BAOs and end users (EUs) are also able to disassociate themselves in IACS. However, no user (AO, BAO, EU) may disassociate another user. This may only be done by contacting the CBIC customer service center.

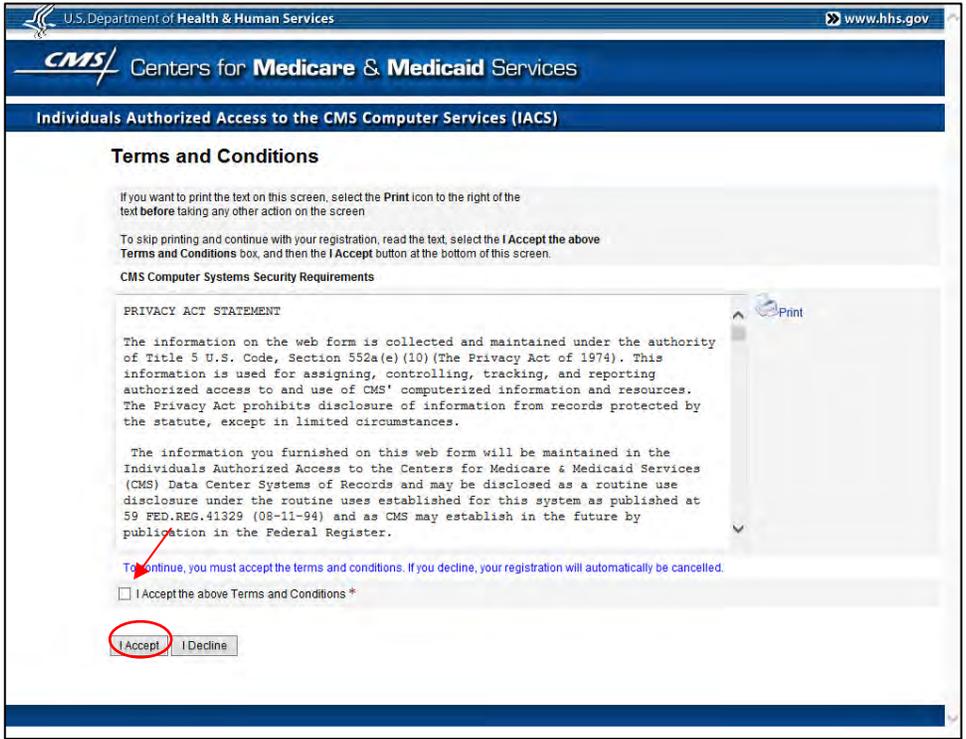
Note: It is strongly encouraged that more than one AO be listed on the CMS-855S application to enable a BAO to register in IACS. Having a BAO allows the bidding process to continue for your organization even if the AO leaves the company or no longer wishes to be involved in the bidding process. If the AO is disassociated from the organization and there is not a BAO registered, the organization cannot continue with the bidding process and will be excluded from the Competitive Bidding Program.

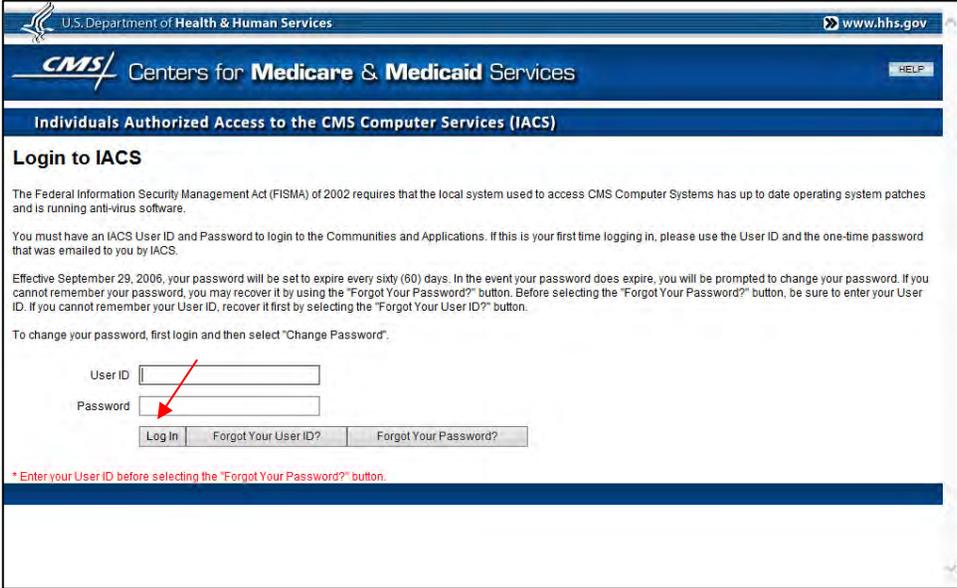
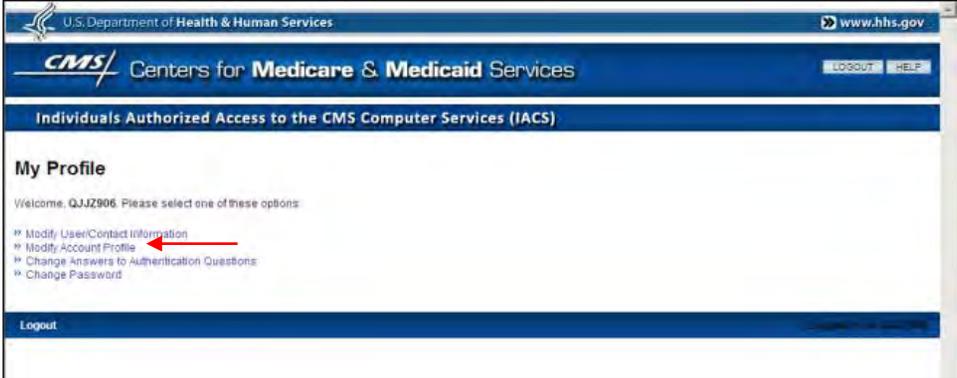
The following instructions detail how to disassociate a user's access to an organization's profile.

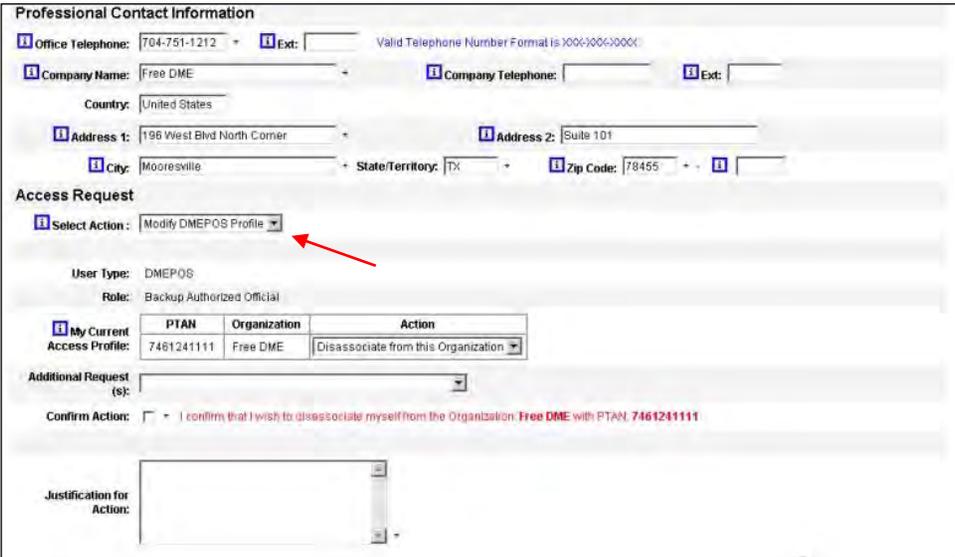
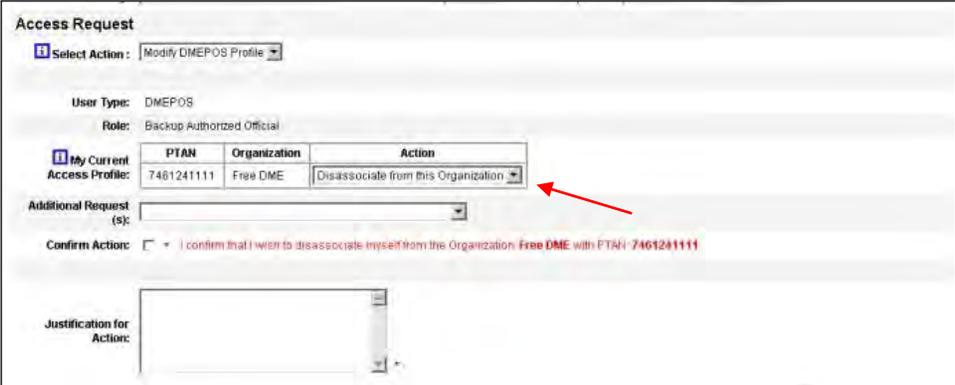
Step	Action	Screen Displayed
1	Go to the CBIC website: www.dmecompetitivebid.com . Click Round 2 Recompete & National Mail-Order Recompete . Go to Bidding Suppliers and then Registration . Click Register Now .	

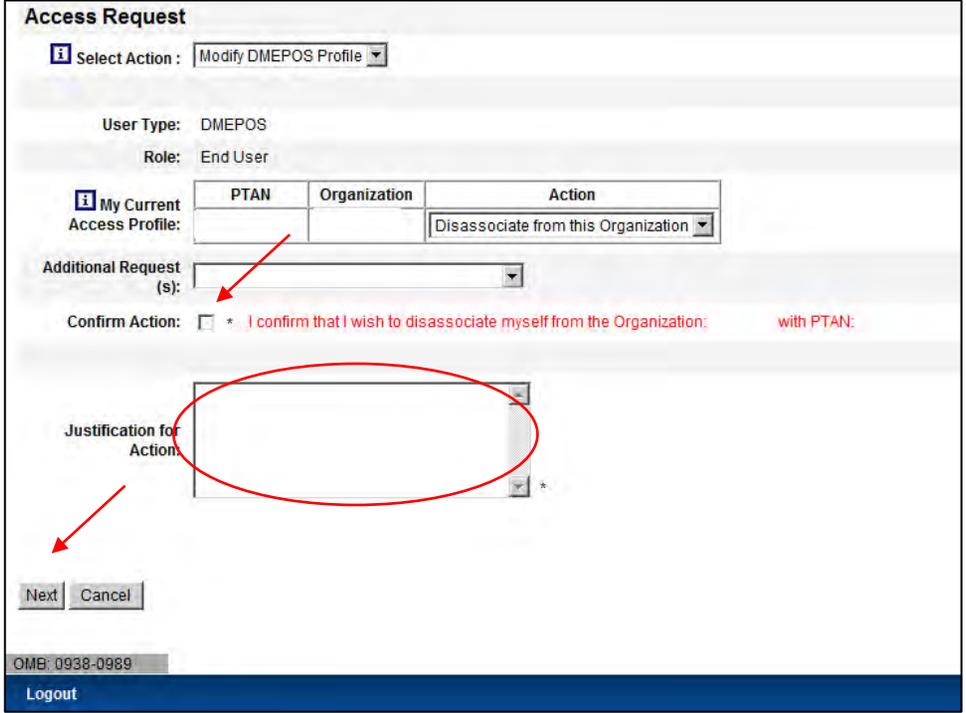
Step	Action	Screen Displayed
2	Click My Profile on the IACS Overview page.	 <p>The screenshot shows the CMS.gov website with the following content:</p> <ul style="list-style-type: none"> Header: CMS.gov, Centers for Medicare & Medicaid Services. Navigation links: Home, About CMS, Newsroom Center, FAQs, Archive, Share, Help, Print. Menu: Medicare, Medicaid/CHIP, Medicare-Medicaid Coordination, Private Insurance, Innovation Center, Regulations & Guidance, Research, Statistics, Data & Systems, Outreach & Education. Breadcrumbs: Home > Research, Statistics, Data and Systems > IACS Home > IACS Overview Section: IACS Overview. Text: "Individuals Authorized Access to the CMS Computer Services (IACS) has been established to provide our Business Partners a means to apply for and receive a single User ID they can use to access many CMS applications..." Section: Important Messages. Message: "IACS services in the Production environment will be unavailable from 12:01 AM until 1:00 AM, Saturday, September 20, 2014 for routine login to applications, new user registration, password resets, profile modifications and Administrative functions." Text: "PS&R and STAR Security Officials: If you are requesting the IACS Security Official (SO) role, please note, that your request will expire if the required IRS documentation is not submitted within 60 days of your request..." Section: IACS Account. Links: "New User Registration", "My Profile" (circled in red). Section: Downloads. Links: "IACS UAT 2 and 3 Materials [ZIP, 57MB]", "IACS User Guide [PDF, 10MB]". Page last Modified: 08/28/2014 2:53 PM. Link: "Help with File Formats and Plug-Ins".

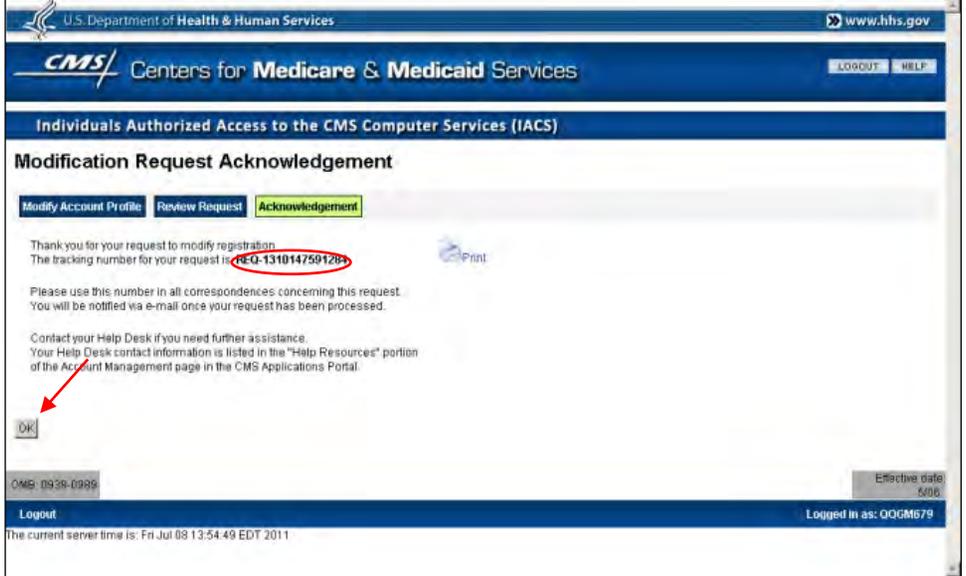
Step	Action	Screen Displayed
3	Click OK on the Warning message.	 A screenshot of a Windows-style dialog box titled "Message from webpage". The dialog box has a blue header bar with a red close button in the top right corner. The main content area is white and contains a blue question mark icon on the left. To the right of the icon, the text reads: "***** WARNING *****". Below this, there is a paragraph of text: "You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties." Below this paragraph is another paragraph: "By using this information system, you understand and consent to the following: You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system. Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose." At the bottom of the dialog box, there is a question: "Do you want to continue?". Below the question are two buttons: "OK" and "Cancel".

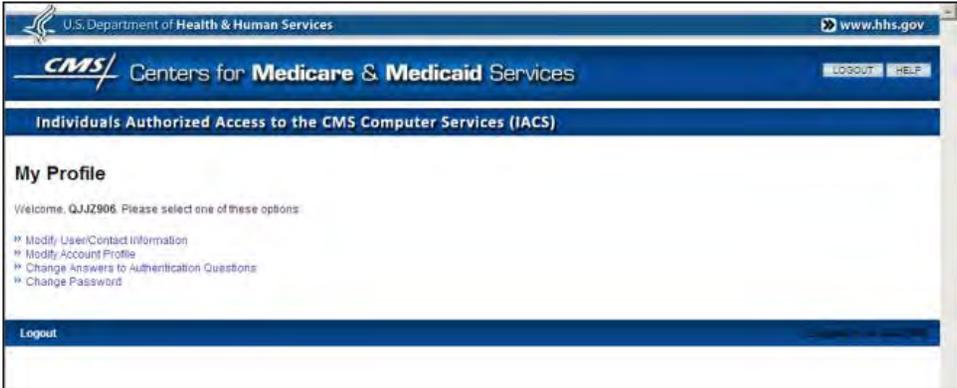
Step	Action	Screen Displayed
4	Check I Accept the above Terms and Conditions and click the I Accept button.	 <p>The screenshot shows the CMS website interface. At the top, it says 'U.S. Department of Health & Human Services' and 'www.hhs.gov'. Below that is the CMS logo and 'Centers for Medicare & Medicaid Services'. The main heading is 'Individuals Authorized Access to the CMS Computer Services (IACS)'. Underneath is the 'Terms and Conditions' section. It contains instructions on how to print or skip printing, followed by the 'CMS Computer Systems Security Requirements' and a 'PRIVACY ACT STATEMENT'. The privacy statement text is as follows:</p> <p>The information on the web form is collected and maintained under the authority of Title 5 U.S. Code, Section 552a(e)(10) (The Privacy Act of 1974). This information is used for assigning, controlling, tracking, and reporting authorized access to and use of CMS' computerized information and resources. The Privacy Act prohibits disclosure of information from records protected by the statute, except in limited circumstances.</p> <p>The information you furnished on this web form will be maintained in the Individuals Authorized Access to the Centers for Medicare & Medicaid Services (CMS) Data Center Systems of Records and may be disclosed as a routine use disclosure under the routine uses established for this system as published at 59 FED.REG.41329 (08-11-94) and as CMS may establish in the future by publication in the Federal Register.</p> <p>Below the text, there is a 'Print' icon and a link: 'To continue, you must accept the terms and conditions. If you decline, your registration will automatically be cancelled.' There is an unchecked checkbox labeled 'I Accept the above Terms and Conditions *'. At the bottom, there are two buttons: 'I Accept' (circled in red) and 'I Decline'.</p>

Step	Action	Screen Displayed
5	<p>Enter your user ID and password on the Login to IACS screen.</p> <p>Click Login.</p> <div data-bbox="239 337 909 708" style="border: 1px solid black; padding: 5px; background-color: #ffffcc;"> <p>Note: If after three (3) attempts you are unable to successfully enter your user ID and/or password, your account will be locked for 60 minutes. You may attempt to log in to IACS again after 60 minutes. If you have forgotten your user ID and/or password, you may recover them by using the “Forgot your User ID?” link on the Account Management screen and/or the “Forgot your password?” button at the bottom of the Login screen.</p> </div>	
6	<p>Click Modify Account Profile.</p>	

Step	Action	Screen Displayed
7	Under the Access Request section, click on the Select Action drop down box and choose Modify DMEPOS Profile .	 <p>The screenshot shows the 'Professional Contact Information' section with fields for Office Telephone, Company Name, Country, Address 1, City, State/Territory, and Zip Code. Below this is the 'Access Request' section. The 'Select Action' dropdown menu is set to 'Modify DMEPOS Profile', which is highlighted by a red arrow. The 'User Type' is 'DMEPOS' and the 'Role' is 'Backup Authorized Official'. A table shows the 'My Current Access Profile' with columns for PTAN, Organization, and Action. The PTAN is 7461241111, the Organization is Free DME, and the Action is 'Disassociate from this Organization'. There is a 'Confirm Action' checkbox and a 'Justification for Action' text area.</p>
8	The screen will refresh. Under the Access Request section, click on the Action drop down box and select Disassociate from an Organization next to the PTAN from which you wish to disassociate.	 <p>The screenshot shows the 'Access Request' section. The 'Select Action' dropdown menu is set to 'Modify DMEPOS Profile'. The 'User Type' is 'DMEPOS' and the 'Role' is 'Backup Authorized Official'. A table shows the 'My Current Access Profile' with columns for PTAN, Organization, and Action. The PTAN is 7461241111, the Organization is Free DME, and the Action is 'Disassociate from this Organization', which is highlighted by a red arrow. There is a 'Confirm Action' checkbox and a 'Justification for Action' text area.</p>

Step	Action	Screen Displayed
9	<p>The screen will refresh and display a Confirm Action box with a message to the right of the box which reads:</p> <p>I confirm that I wish to disassociate myself from the Organization [Organization Name] with PTAN(s): [PTAN].</p> <p>The organization name and PTAN for which you are associated will display.</p> <p>Click this check box if you want to continue with the disassociation from the specific organization identified by the PTAN.</p> <p>Enter a brief justification for your request in the Justification for Action field.</p> <p>Click Next. This will take you to the Modify Request Confirmation screen.</p> <div data-bbox="237 849 905 1151" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Reminder: An authorized official who wants to disassociate from an organization may only do so if he or she is the only member of the organization registered in IACS. If there are other members in the organization registered in IACS, the AO or BAO must contact the CBIC customer service center at 877-577-5331 from 9 a.m. to 9 p.m. prevailing Eastern Time for assistance.</p> </div>	

Step	Action	Screen Displayed
10	<p>If you are ready to submit your modifications, click Submit.</p> <div data-bbox="237 250 905 350" style="border: 1px solid black; background-color: #ffffcc; padding: 5px;"> <p>Note: Your modification request will not be completed until you click Submit.</p> </div> <p>If you need to update or correct your changes, click Edit. You will be taken back to the Modify Account Profile screen.</p> <p>If you wish to cancel your changes, click Cancel.</p>	
11	<p>The Modification Request Acknowledgement screen will appear.</p> <p>This screen contains a tracking number for your request. Record this tracking number and use it if you have questions regarding the status of your request.</p> <p>Click OK to complete your account profile modification.</p>	

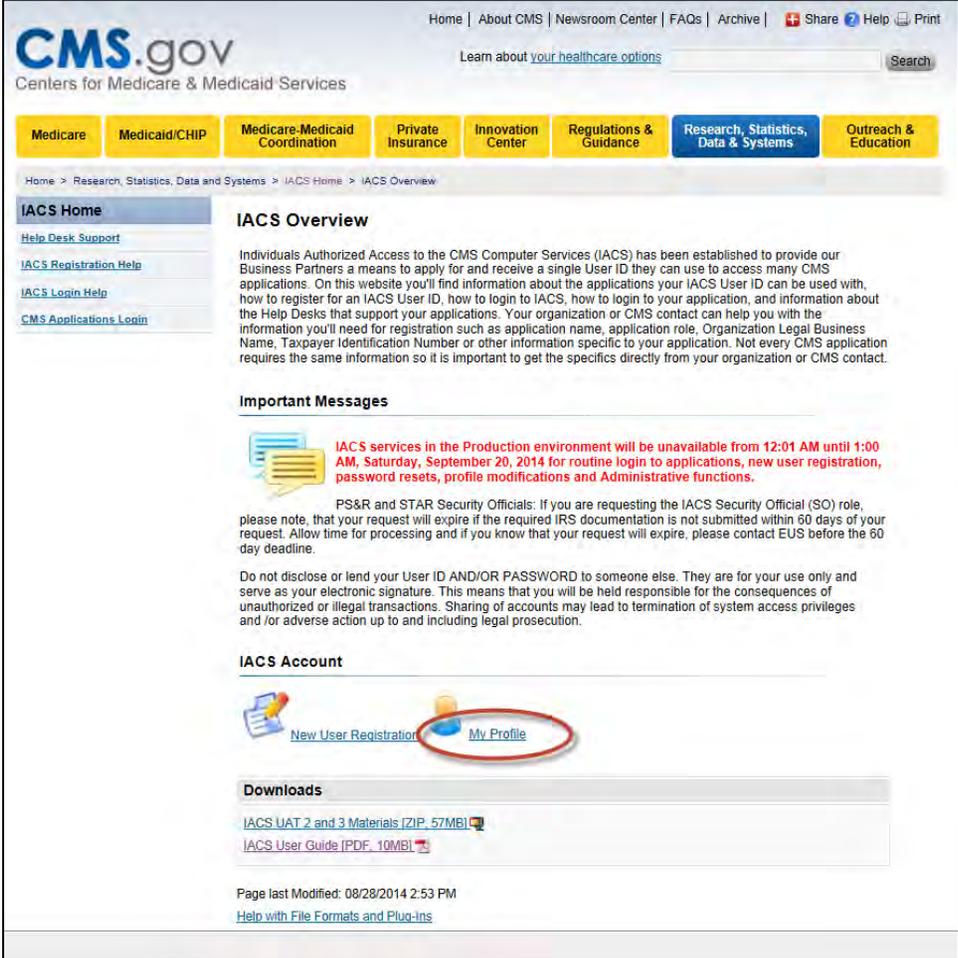
Step	Action	Screen Displayed
12	<p>The Modify Request Acknowledgement screen will close and the system will return to the My Profile screen.</p> <p>An e-mail notification will also be sent confirming that IACS has received your request and is providing you with a request number.</p>	

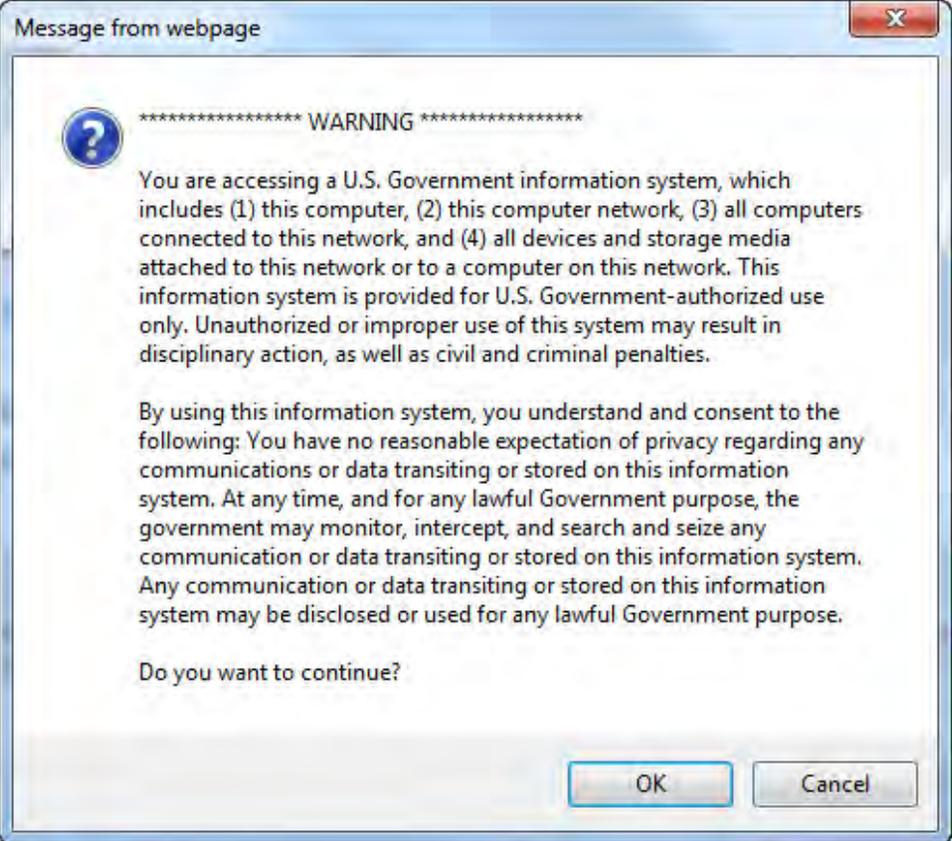
Note: If you do not receive an e-mail notification within 48 hours, please contact the CBIC customer service center at **877-577-5331** from 9 a.m. to 9 p.m. prevailing Eastern Time.

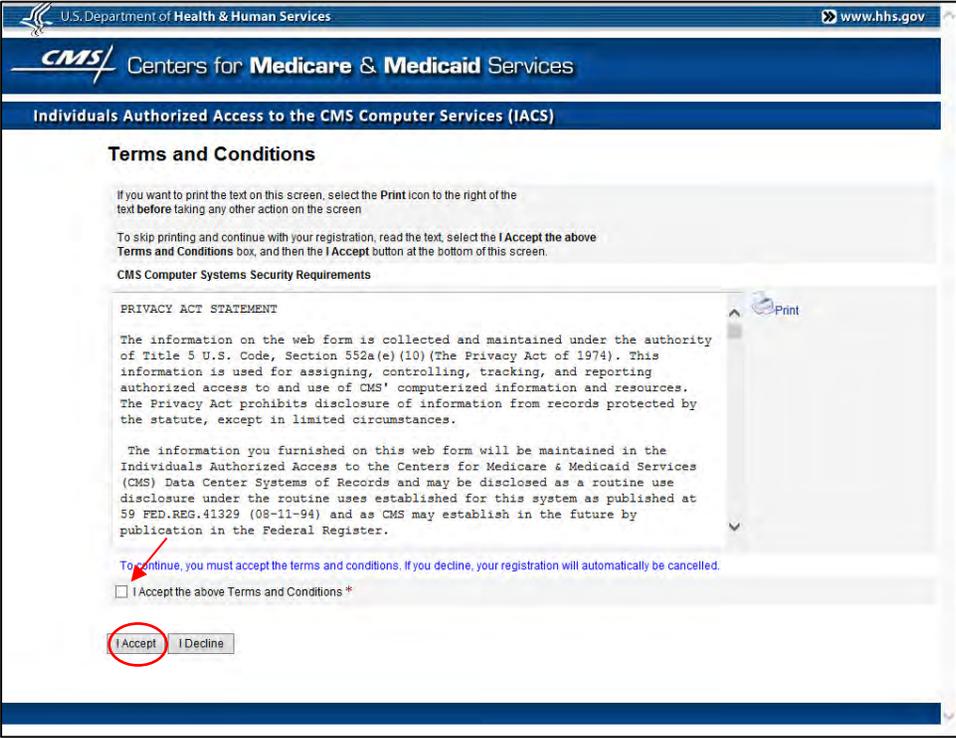
H. Disassociating from a Role

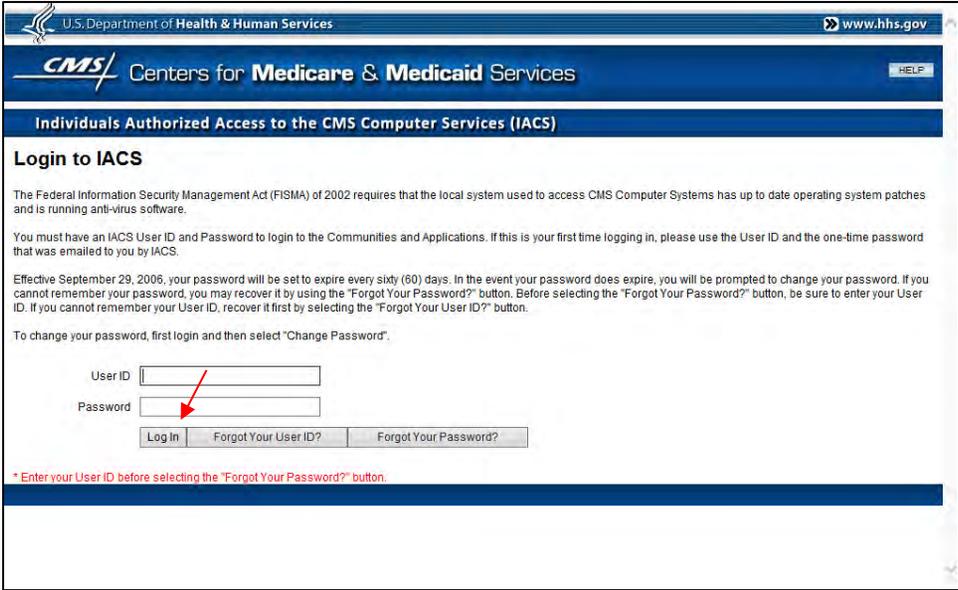
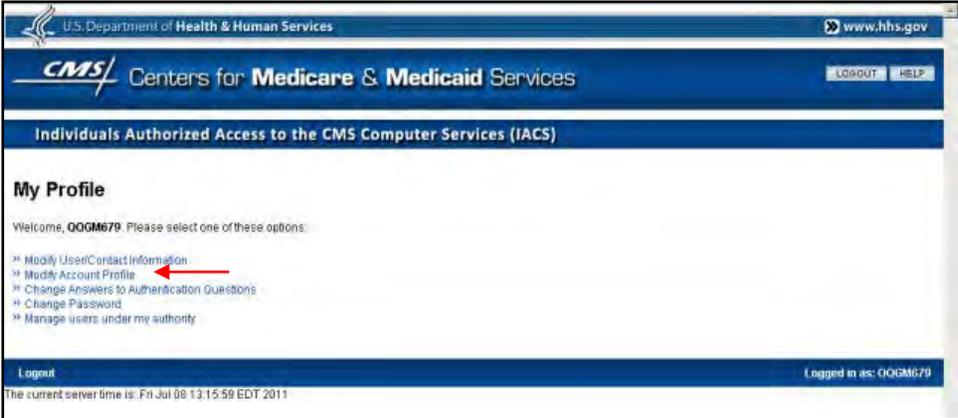
Backup authorized officials (BAOs) and end users (EUs) may disassociate themselves from a role in order to associate to another role. Authorized officials (AOs) may disassociate themselves if they are the only member of their organization registered in IACS. AOs who are not the only members of their organization and need to disassociate from their roles must contact the CBIC customer service center at **877-577-5331**. For example, an EU may disassociate from that role and be promoted to a BAO or AO (if included on the CMS-855S application) during the registration period. However, once the registration window closes, IACS users may not associate to new roles.

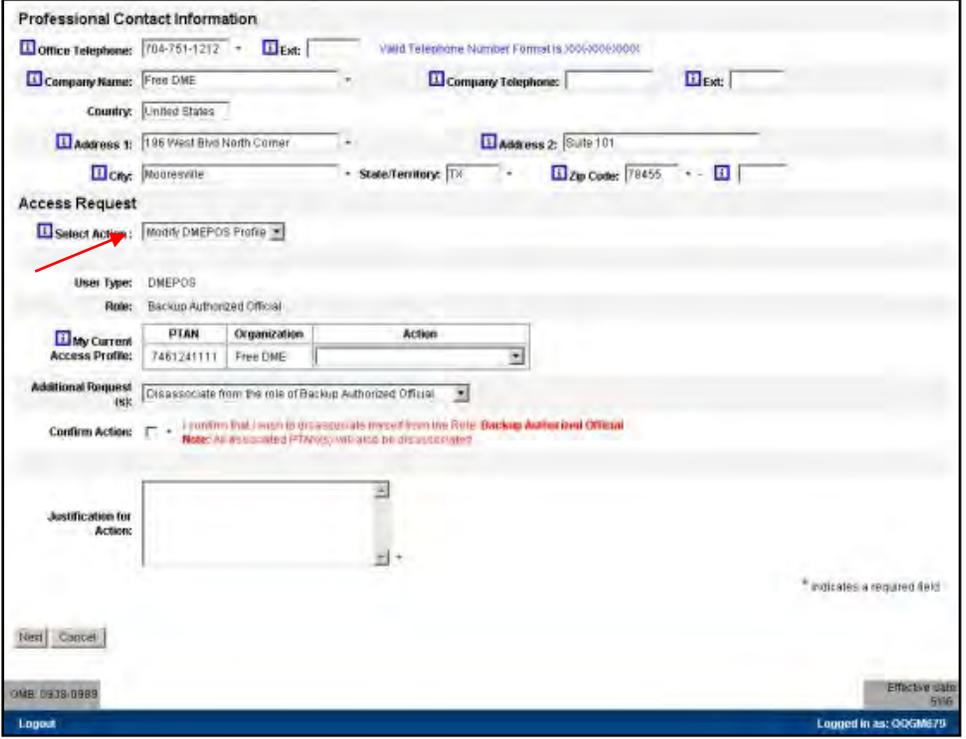
Step	Action	Screen Displayed
1	Go to the CBIC website: www.dmecompetitivebid.com . Click Round 2 Recompete & National Mail-Order Recompete . Go to Bidding Suppliers and then Registration . Click Register Now .	

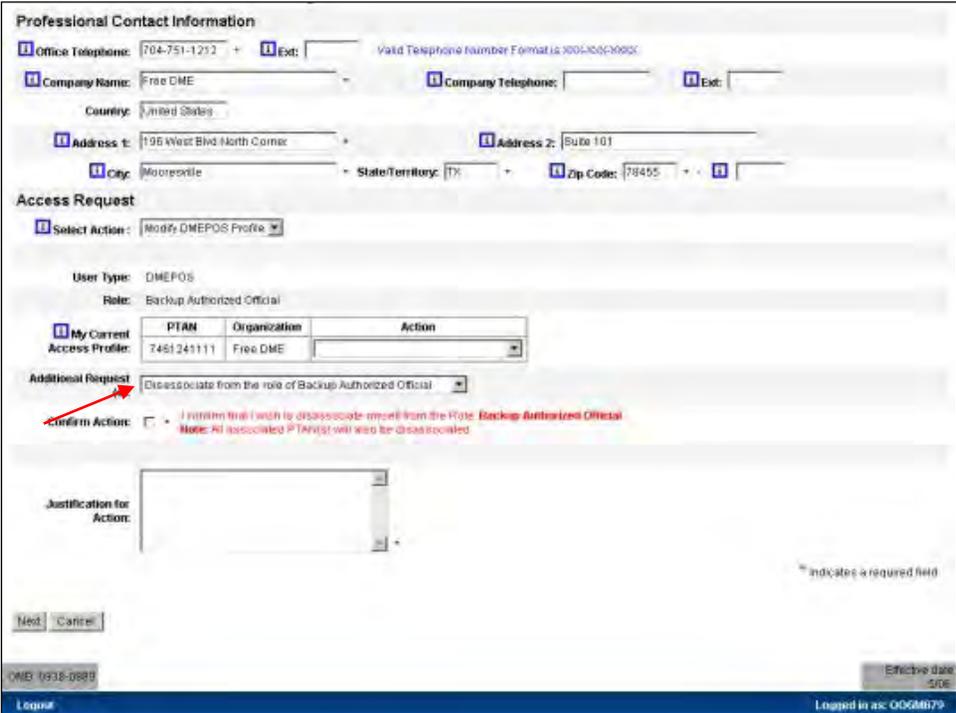
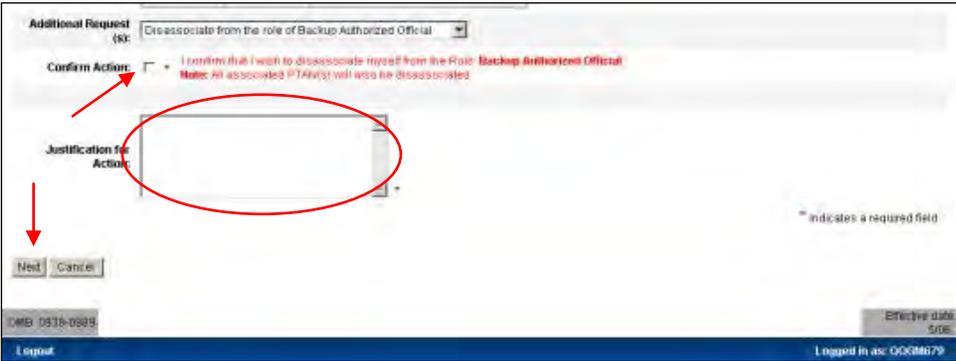
Step	Action	Screen Displayed
2	Click My Profile on the IACS Overview page.	 <p>The screenshot shows the CMS.gov website with the following elements:</p> <ul style="list-style-type: none"> Header: CMS.gov logo, navigation links (Home, About CMS, Newsroom Center, FAQs, Archive, Share, Help, Print), and a search bar. Navigation Menu: Medicare, Medicaid/CHIP, Medicare-Medicaid Coordination, Private Insurance, Innovation Center, Regulations & Guidance, Research, Statistics, Data & Systems, Outreach & Education. Breadcrumbs: Home > Research, Statistics, Data and Systems > IACS Home > IACS Overview Left Sidebar: IACS Home, Help Desk Support, IACS Registration Help, IACS Login Help, CMS Applications Login. Main Content: <ul style="list-style-type: none"> IACS Overview: Introduction to IACS services. Important Messages: A red message about service unavailability on September 20, 2014, and a note for PS&R and STAR Security Officials regarding request deadlines. IACS Account: Links for New User Registration and My Profile (circled in red). Downloads: Links for IACS UAT 2 and 3 Materials (ZIP, 57MB) and IACS User Guide (PDF, 10MB). Footer: Page last Modified: 08/28/2014 2:53 PM, Help with File Formats and Plug-ins.

Step	Action	Screen Displayed
3	Click OK on the Warning message.	 <p>Message from webpage</p> <p>***** WARNING *****</p> <p>You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.</p> <p>By using this information system, you understand and consent to the following: You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system. Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.</p> <p>Do you want to continue?</p> <p>OK Cancel</p>

Step	Action	Screen Displayed
4	Check I Accept the above Terms and Conditions and click the I Accept button.	 <p>The screenshot shows the CMS website interface. At the top, it says 'U.S. Department of Health & Human Services' and 'www.hhs.gov'. Below that is the CMS logo and 'Centers for Medicare & Medicaid Services'. The main heading is 'Individuals Authorized Access to the CMS Computer Services (IACS)'. Underneath is the 'Terms and Conditions' section. It contains instructions on how to print the text and how to skip printing. A 'PRIVACY ACT STATEMENT' is displayed in a scrollable box, detailing the collection and use of information. At the bottom of the page, there is a checkbox labeled 'I Accept the above Terms and Conditions *' and two buttons: 'I Accept' (circled in red) and 'I Decline'.</p>

Step	Action	Screen Displayed
5	<p>Enter your user ID and password on the Login to IACS screen.</p> <p>Click Login.</p> <div data-bbox="249 339 919 711" style="border: 1px solid black; padding: 5px; background-color: #ffffcc;"> <p>Note: If after three (3) attempts you are unable to successfully enter your user ID and/or password, your account will be locked for 60 minutes. You may attempt to log in to IACS again after 60 minutes. If you have forgotten your user ID and/or password, you may recover them by using the “Forgot your User ID?” link on the Account Management screen and/or the “Forgot your password?” button at the bottom of the Login screen.</p> </div>	
6	<p>Click Modify Account Profile.</p>	

Step	Action	Screen Displayed
7	Select Modify DMEPOS Profile on the Select Action drop down box as shown.	 <p>The screenshot shows a web form titled "Professional Contact Information" and "Access Request". The "Professional Contact Information" section includes fields for Office Telephone (704-751-1212), Company Name (Free DME), Country (United States), Address 1 (198 West Blvd North Corner), City (Moorestville), State/Territory (TX), and Zip Code (78455). The "Access Request" section has a "Select Action" dropdown menu with "Modify DMEPOS Profile" selected, indicated by a red arrow. Below this, the "User Type" is "DMEPOS" and the "Role" is "Backup Authorized Official". There is a table for "My Current Access Profile" with columns for PIAN, Organization, and Action. The "Additional Request(s)" dropdown is set to "Disassociate from the role of Backup Authorized Official". A "Confirm Action" checkbox is present with a note: "I confirm that I wish to disassociate myself from the Role: Backup Authorized Official. Note: All associated PTANs will also be disassociated." A "Justification for Action" text area is empty. At the bottom, there are "Reset" and "Cancel" buttons, a "Logout" link, and a footer with "OMB: 0938-0889" and "Effective date: 5/06".</p>

Step	Action	Screen Displayed
8	<p>Click on the Additional Request(s) drop down box and choose Disassociate from the role of [assigned role, i.e. Authorized Official, Backup Authorized Official, End User].</p> <p>The screen will refresh.</p>	
9	<p>A box will appear with a confirmation statement in red. The confirmation statement reads: I confirm that I wish to disassociate myself from the Role: _____. Note: All associated PTANs will also be disassociated.</p> <p>Place a checkmark in the box beside the confirmation statement by clicking inside it. Next, enter a brief justification as to why you are disassociating from your role into the Justification for Action field and click on Next.</p>	

Step	Action	Screen Displayed
10	<p>The Modify Request Confirmation screen will appear. If you are ready to submit your modifications, click Submit.</p> <div data-bbox="239 305 905 406" style="border: 1px solid black; background-color: #ffffcc; padding: 5px; margin: 10px 0;"> <p>Note: Your modification request will not be completed until you click Submit.</p> </div> <p>If you need to update or correct your changes, click Edit. You will be taken back to the Modify Account Profile screen.</p> <p>If you wish to cancel your changes, click Cancel.</p>	
11	<p>The Modification Request Acknowledgement screen will appear.</p> <p>This screen contains a tracking number for your request. Record this tracking number and use it if you have questions regarding the status of your request.</p> <p>Click OK to complete your account profile modification.</p>	

Step	Action	Screen Displayed
12	<p>The Modify Request Acknowledgement screen will close and the system will return to the My Profile screen.</p> <p>An e-mail notification will also be sent confirming that IACS has received your request and is providing you with a request number.</p>	

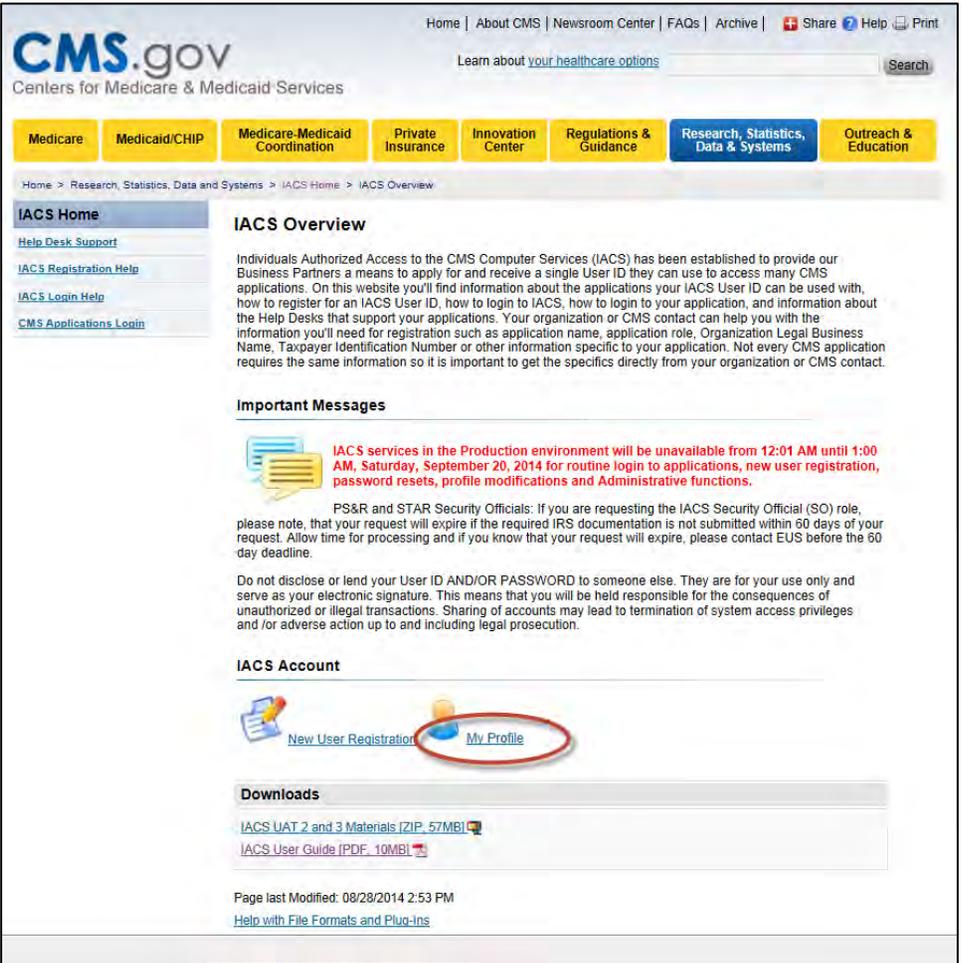
Note: If you do not receive an e-mail notification within 48 hours, please contact the CBIC customer service center at **877-577-5331** from 9 a.m. to 9 p.m. prevailing Eastern Time.

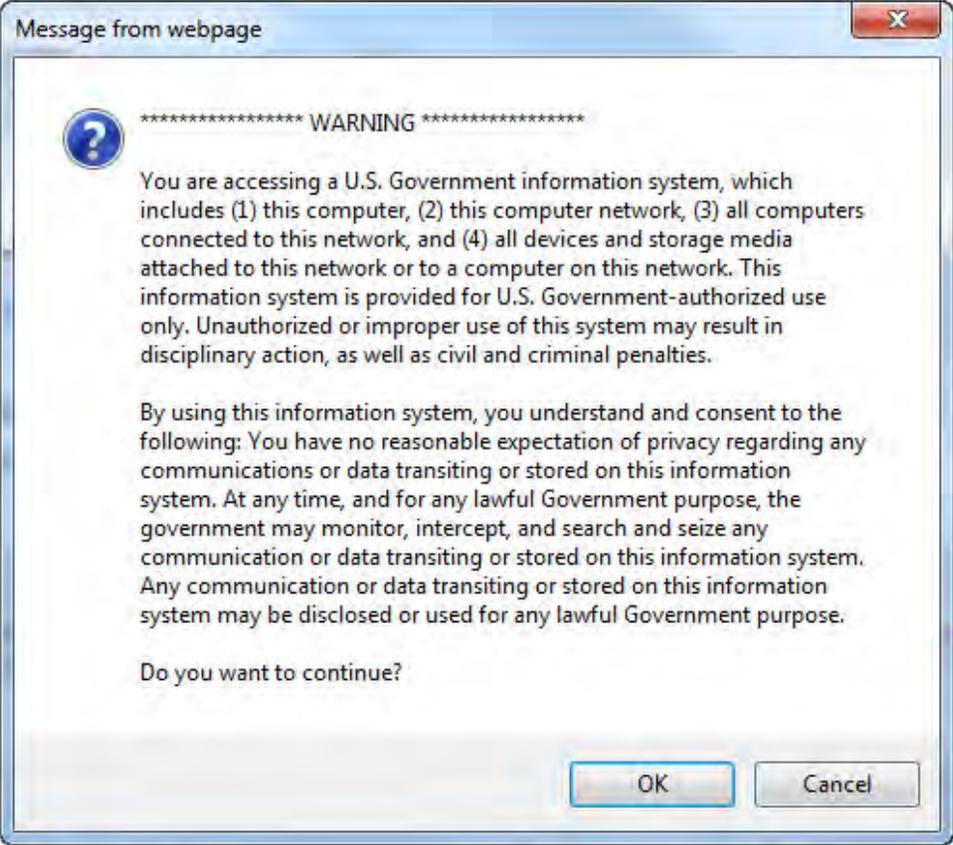
After completing this process, if you wish to be assigned a different role, complete the steps in the **Associating to a Role** process.

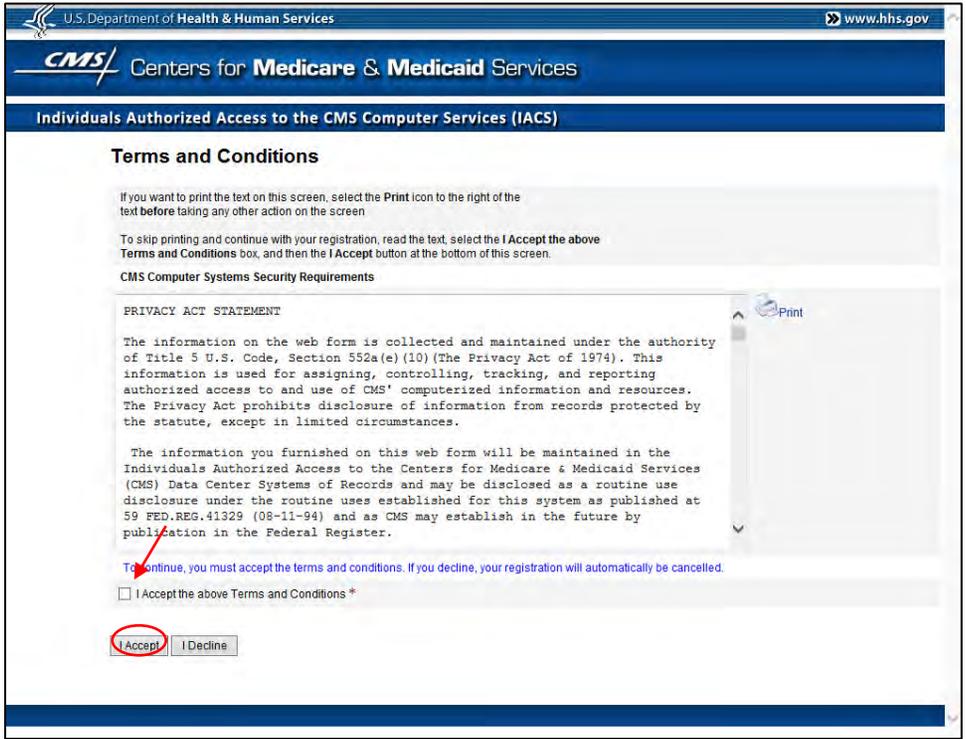
I. Associating to a Role

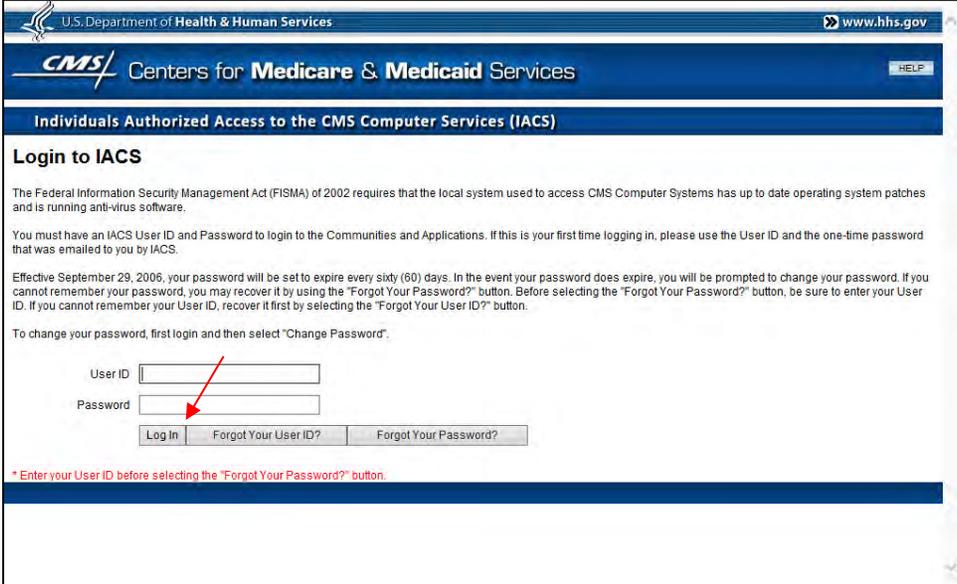
You may change your current role in IACS by disassociating from your role and associating to a new role. For example, an end user (EU) may disassociate from that role and be promoted to an authorized official (AO) or backup authorized official (BAO) (if included on the CMS-855S application) during the registration period. However, once the registration window closes, IACS users may not associate to new roles.

Step	Action	Screen Displayed
1	Go to the CBIC website: www.dmecompetitivebid.com . Click Round 2 Recompete & National Mail-Order Recompete . Go to Bidding Suppliers and then Registration . Click Register Now .	

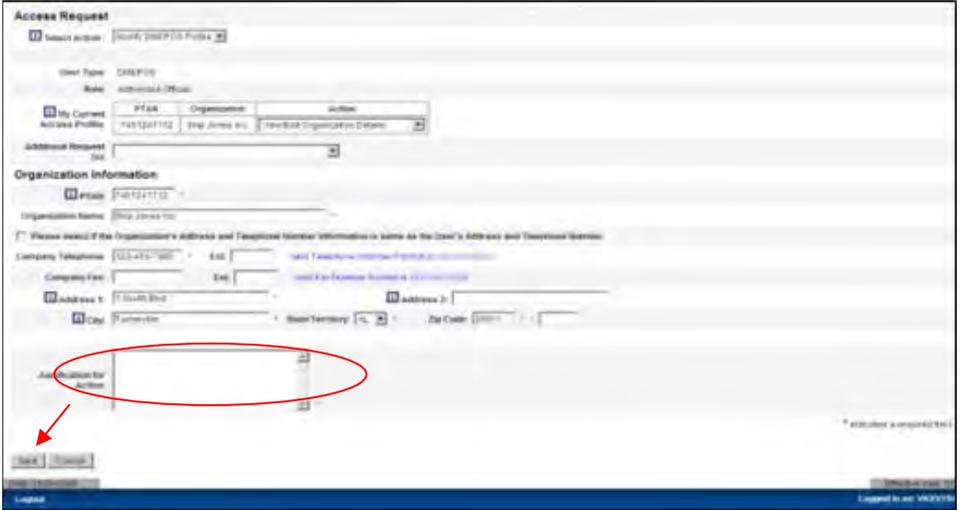
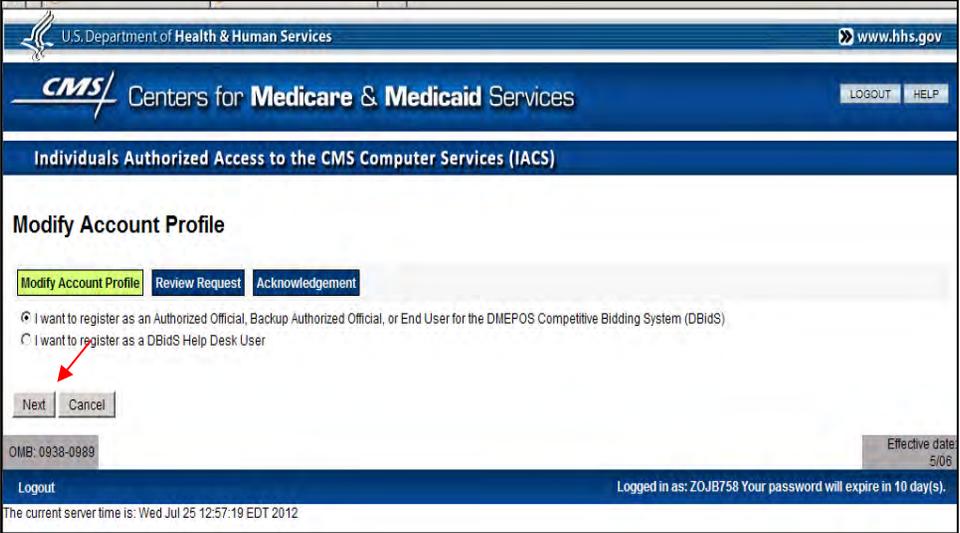
Step	Action	Screen Displayed
2	Click My Profile on the IACS Overview page.	 <p>The screenshot shows the CMS.gov website with the following content:</p> <ul style="list-style-type: none"> Header: CMS.gov, Centers for Medicare & Medicaid Services. Navigation links: Home, About CMS, Newsroom Center, FAQs, Archive, Share, Help, Print. Search bar: Learn about your healthcare options. Navigation menu: Medicare, Medicaid/CHIP, Medicare-Medicaid Coordination, Private Insurance, Innovation Center, Regulations & Guidance, Research, Statistics, Data & Systems, Outreach & Education. Breadcrumbs: Home > Research, Statistics, Data and Systems > IACS Home > IACS Overview. Section: IACS Home <ul style="list-style-type: none"> Help Desk Support IACS Registration Help IACS Login Help CMS Applications Login Section: IACS Overview <p>Individuals Authorized Access to the CMS Computer Services (IACS) has been established to provide our Business Partners a means to apply for and receive a single User ID they can use to access many CMS applications. On this website you'll find information about the applications your IACS User ID can be used with, how to register for an IACS User ID, how to login to IACS, how to login to your application, and information about the Help Desks that support your applications. Your organization or CMS contact can help you with the information you'll need for registration such as application name, application role, Organization Legal Business Name, Taxpayer Identification Number or other information specific to your application. Not every CMS application requires the same information so it is important to get the specifics directly from your organization or CMS contact.</p> Section: Important Messages <ul style="list-style-type: none"> IACS services in the Production environment will be unavailable from 12:01 AM until 1:00 AM, Saturday, September 20, 2014 for routine login to applications, new user registration, password resets, profile modifications and Administrative functions. PS&R and STAR Security Officials: If you are requesting the IACS Security Official (SO) role, please note, that your request will expire if the required IRS documentation is not submitted within 60 days of your request. Allow time for processing and if you know that your request will expire, please contact EUS before the 60 day deadline. Do not disclose or lend your User ID AND/OR PASSWORD to someone else. They are for your use only and serve as your electronic signature. This means that you will be held responsible for the consequences of unauthorized or illegal transactions. Sharing of accounts may lead to termination of system access privileges and /or adverse action up to and including legal prosecution. Section: IACS Account <ul style="list-style-type: none"> New User Registration My Profile (circled in red) Section: Downloads <ul style="list-style-type: none"> IACS UAT 2 and 3 Materials (ZIP, 57MB) IACS User Guide (PDF, 10MB) Page last Modified: 08/28/2014 2:53 PM Help with File Formats and Plug-Ins

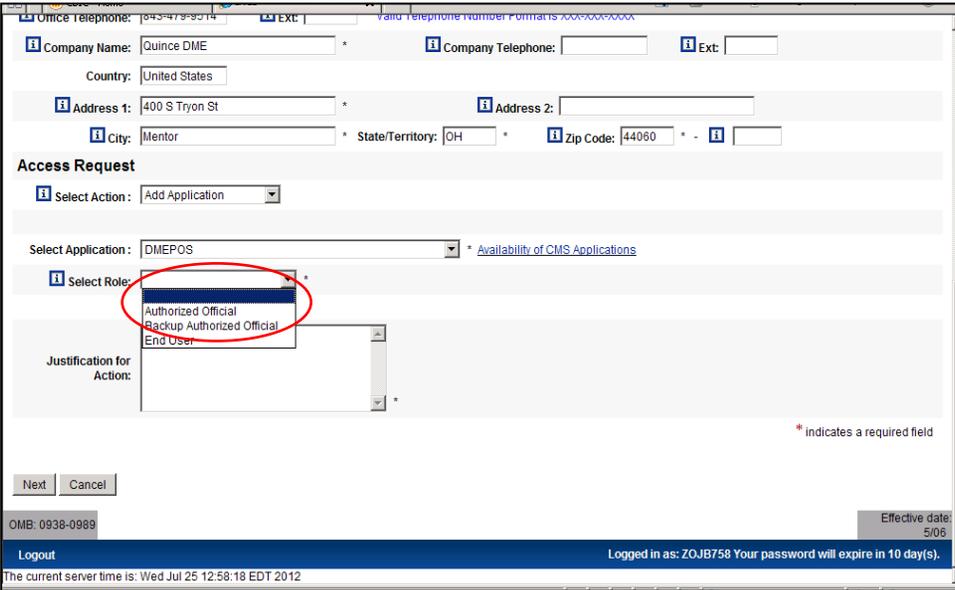
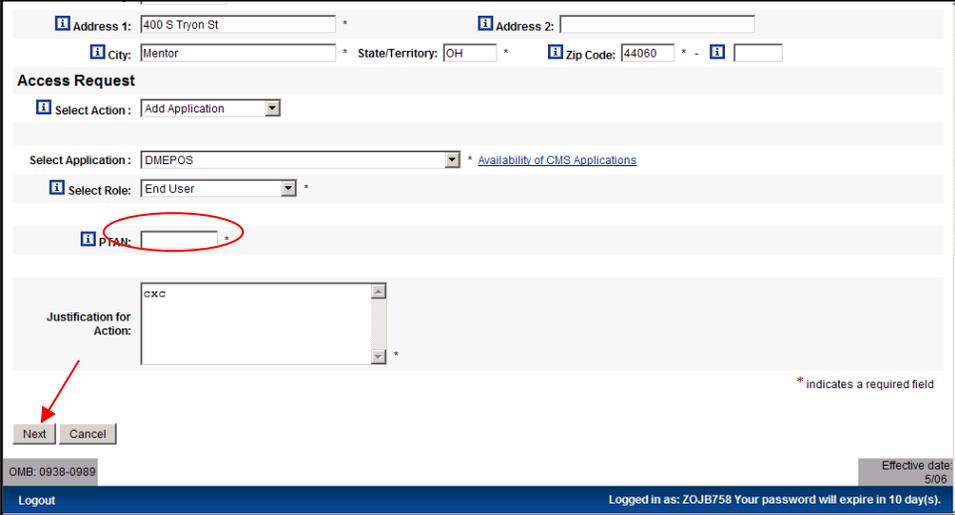
Step	Action	Screen Displayed
3	Click OK on the Warning message.	

Step	Action	Screen Displayed
4	Check I Accept the above Terms and Conditions and click the I Accept button.	 <p>The screenshot shows the CMS website interface. At the top, it says 'U.S. Department of Health & Human Services' and 'www.hhs.gov'. Below that is the CMS logo and 'Centers for Medicare & Medicaid Services'. The main heading is 'Individuals Authorized Access to the CMS Computer Services (IACS)'. Underneath is the 'Terms and Conditions' section. It contains instructions on how to print and how to skip printing. A 'Privacy Act Statement' is displayed in a scrollable box, detailing the collection and use of information. At the bottom, there is a checkbox for 'I Accept the above Terms and Conditions *' and two buttons: 'I Accept' (circled in red) and 'I Decline'.</p>

Step	Action	Screen Displayed
5	<p>Enter your user ID and password on the Login to IACS screen.</p> <p>Click Login.</p> <div data-bbox="235 321 905 690" style="border: 1px solid black; background-color: #ffffcc; padding: 5px;"> <p>Note: If after three (3) attempts you are unable to successfully enter your user ID and/or password, your account will be locked for 60 minutes. You may attempt to log in to IACS again after 60 minutes. If you have forgotten your user ID and/or password, you may recover them by using the “Forgot your User ID?” link on the Account Management screen and/or the “Forgot your password?” button at the bottom of the Login screen.</p> </div>	
6	<p>Click Modify Account Profile.</p>	

Step	Action	Screen Displayed
7	In the Access Request section of the Modify Account Profile screen, select Add Application from the drop down box next to Select Action . The screen will refresh.	<p>The screenshot shows a web form for 'Modify Account Profile'. At the top, there are fields for Date of Birth (07/21/1980), E-mail (chris.brown1@ecommerce.com), Office Telephone (843-479-9514), Company Name (Quince DME), and Company Telephone. Below these are fields for Address 1 (400 S Tryon St), Address 2, City (Mentor), State/Territory (OH), and Zip Code (44060). The 'Access Request' section features a dropdown menu labeled 'Select Action' with a red circle around it. The dropdown menu is open, showing three options: 'View My Access Profile', 'Add Application' (highlighted in blue), and 'View My Access Profile'. Below the dropdown are tabs for 'View My Access Profile', 'Application : Role', 'Profile Summary', and 'Possible Actions'. The 'View My Access Profile' tab is active, displaying 'No items were found.' and a 'Cancel' button. At the bottom, there is a 'Logout' button and a status bar indicating 'Logged in as: ZOJB758 Your password will expire in 10 day(s)'.</p>
8	Select DMEPOS from the drop down menu next to Select Application .	<p>The screenshot shows the same 'Modify Account Profile' web form as in step 7. The 'Select Application' dropdown menu is open, displaying a list of application names. A red arrow points to the 'DMEPOS' option in the list. Other visible options include '2011.2 SAI Test App', '2011.3 SAI Test Application', 'COB', 'Center for Strategic Planning (CSP) Applications Portal', 'CSR', 'Demonstrations', 'Electronic Correspondence Referral System (ECRS) Web', 'HETS UI', 'The SPOT', 'CENTRAH', 'HPG', 'CSP - HSTP', 'Internet Server', 'MAMA-PD/PD/CC', 'CSP - MCSIS', 'MDR', 'Medicare Exclusion Database Test', 'New Application 1', 'Novitasphere', 'PORI', 'PDSRSTAR', 'test', and 'VMS Client Letter'. The 'Justification for Action' field is empty. At the bottom, there are 'Next' and 'Cancel' buttons. The status bar at the bottom indicates 'Logged in as: ZOJB758 Your password will expire in 10 day(s)'.</p>

Step	Action	Screen Displayed
10	<p>Enter a brief justification for your request in the Justification for Action field. For example, “Enter bid data,” etc.</p> <p>Click Next.</p>	 <p>The screenshot shows the 'Access Request' form with fields for User Type, Role, My Current Access Profile, Organization Information, and Justification for Action. A red oval highlights the 'Justification for Action' text area, and a red arrow points to the 'Next' button at the bottom left.</p>
11	<p>Select “I want to register as an Authorized Official, Backup Authorized Official, or End User for the DMEPOS Competitive Bidding System (DBidS).”</p> <p>Click Next.</p>	 <p>The screenshot shows the 'U.S. Department of Health & Human Services' header and the 'CMS Centers for Medicare & Medicaid Services' logo. The page title is 'Individuals Authorized Access to the CMS Computer Services (IACS)'. Under 'Modify Account Profile', there are three tabs: 'Modify Account Profile', 'Review Request', and 'Acknowledgement'. The first radio button option is selected: 'I want to register as an Authorized Official, Backup Authorized Official, or End User for the DMEPOS Competitive Bidding System (DBidS)'. A red arrow points to the 'Next' button.</p>

Step	Action	Screen Displayed
12	<p>Select Authorized Official, Backup Authorized Official, or End User next to Select Role.</p>	 <p>The screenshot shows the 'Access Request' form with the following fields: Company Name (Quince DME), Company Telephone, Ext, Country (United States), Address 1 (400 S Tryon St), Address 2, City (Mentor), State/Territory (OH), and Zip Code (44060). The 'Select Action' is 'Add Application'. The 'Select Application' is 'DMEPOS'. The 'Select Role' dropdown is open, showing 'Authorized Official', 'Backup Authorized Official', and 'End User'. The 'Justification for Action' field is empty. The 'Next' and 'Cancel' buttons are visible at the bottom. The footer shows 'OMB: 0938-0989', 'Effective date: 5/06', and 'Logged in as: ZOJB758 Your password will expire in 10 day(s)'. The current server time is 'Wed Jul 25 12:58:18 EDT 2012'.</p>
13	<p>Enter the 10-digit PTAN of the organization to which you wish to be associated. The number must be the same PTAN registered by the AO.</p> <p>The Justification for Action field is already populated with previously entered information.</p> <p>Click Next.</p>	 <p>The screenshot shows the 'Access Request' form with the following fields: Address 1 (400 S Tryon St), Address 2, City (Mentor), State/Territory (OH), and Zip Code (44060). The 'Select Action' is 'Add Application'. The 'Select Application' is 'DMEPOS'. The 'Select Role' is 'End User'. The 'PTAN' field is highlighted with a red circle. The 'Justification for Action' field is populated with 'cxc'. The 'Next' and 'Cancel' buttons are visible at the bottom. A red arrow points to the 'Next' button. The footer shows 'OMB: 0938-0989', 'Effective date: 5/06', and 'Logged in as: ZOJB758 Your password will expire in 10 day(s)'. The current server time is 'Wed Jul 25 12:58:18 EDT 2012'.</p>

Step	Action	Screen Displayed
14	If you are ready to submit your modification, click Submit .	

Note: If you do not receive an e-mail notification within 48 hours, please contact the CBIC customer service center at **877-577-5331** from 9 a.m. to 9 p.m. prevailing Eastern Time.

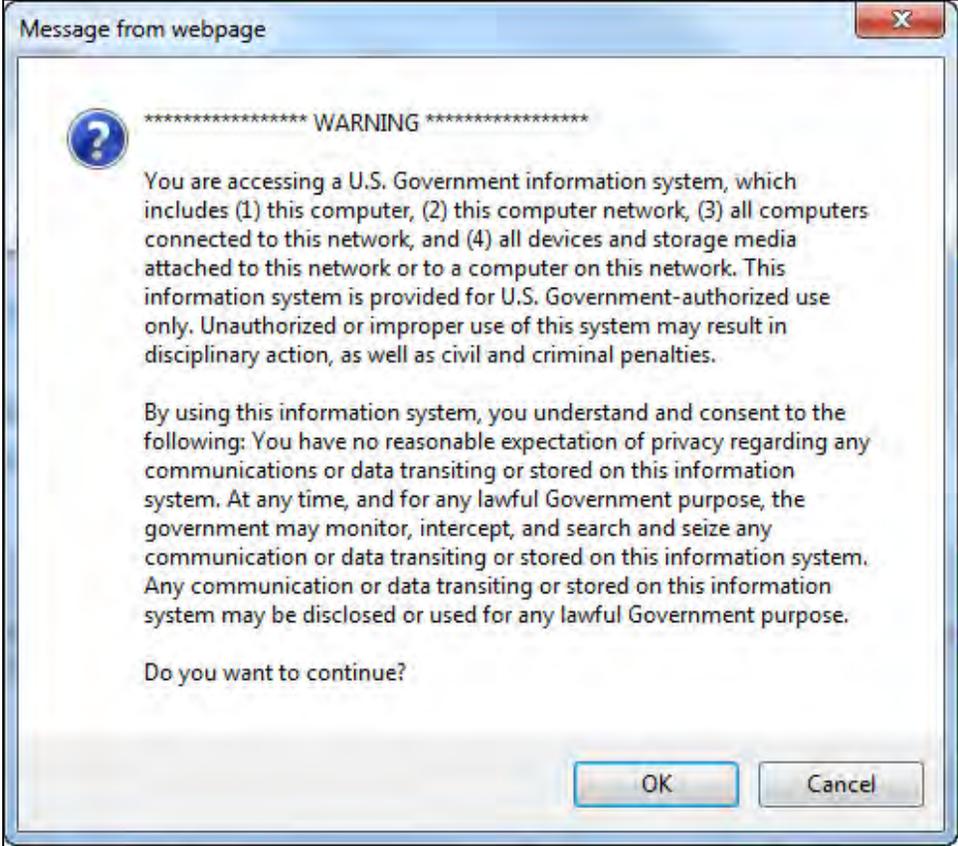
J. Modifying a Current Profile to add the DMEPOS Bidding System (DBidS) Application

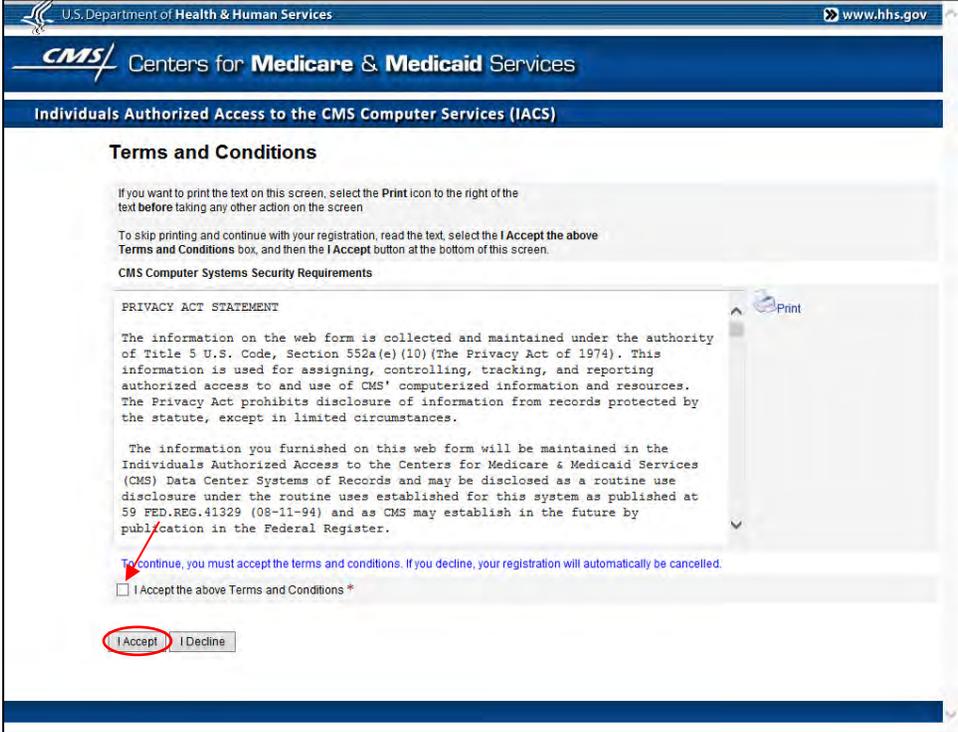
If you are currently registered in another IACS application for another line of Medicare business, your existing profile should be modified to add the DBidS application for the DMEPOS Competitive Bidding Program. If you attempt to register as a new user in DBidS and you already have an IACS profile created for another application, you will receive error messages and not be able to complete the registration process.

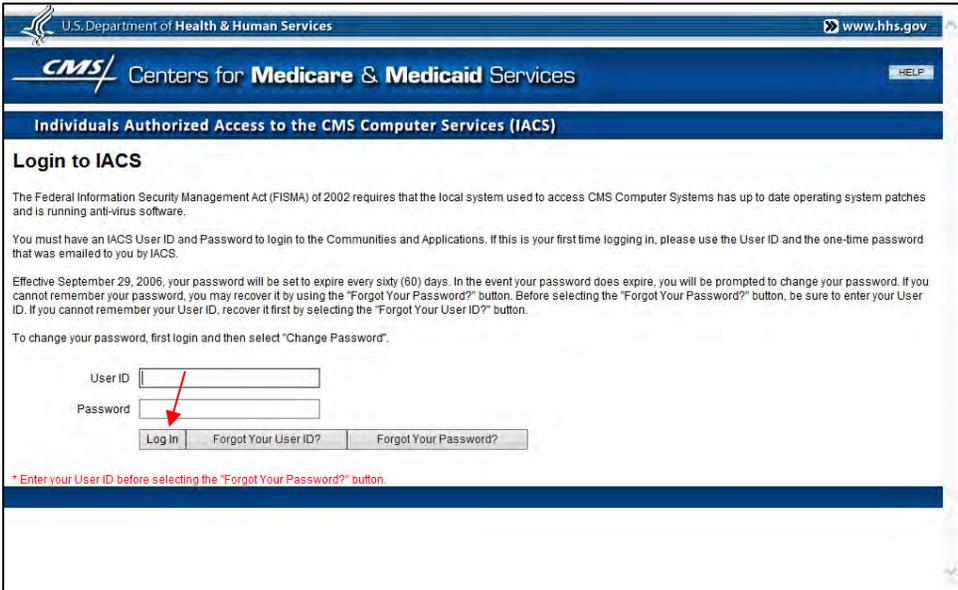
To modify a current profile to add another IACS application, the authorized official (AO) should complete the following steps:

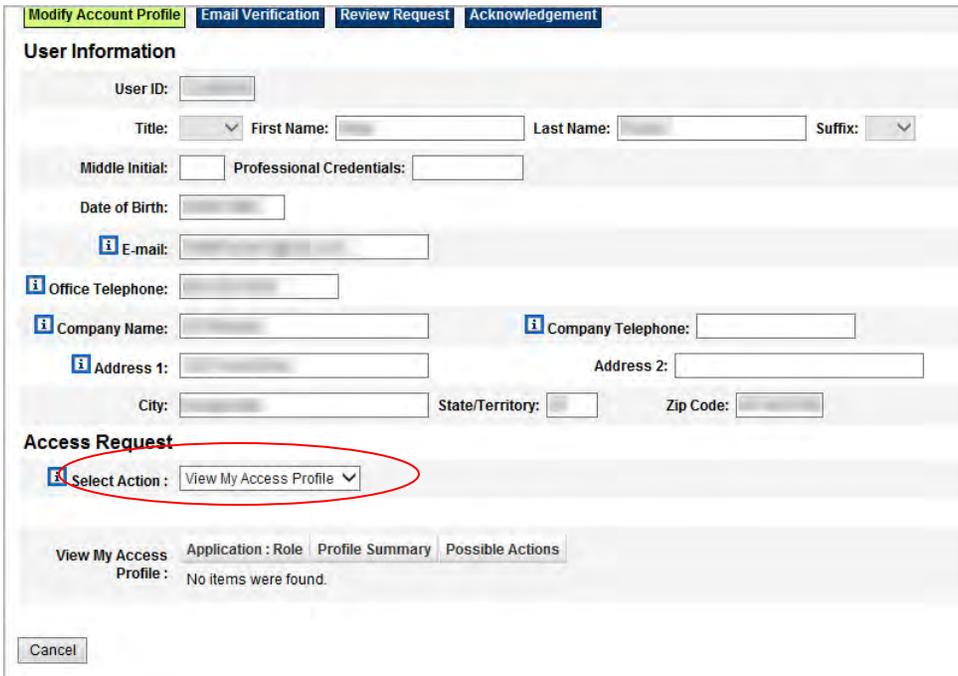
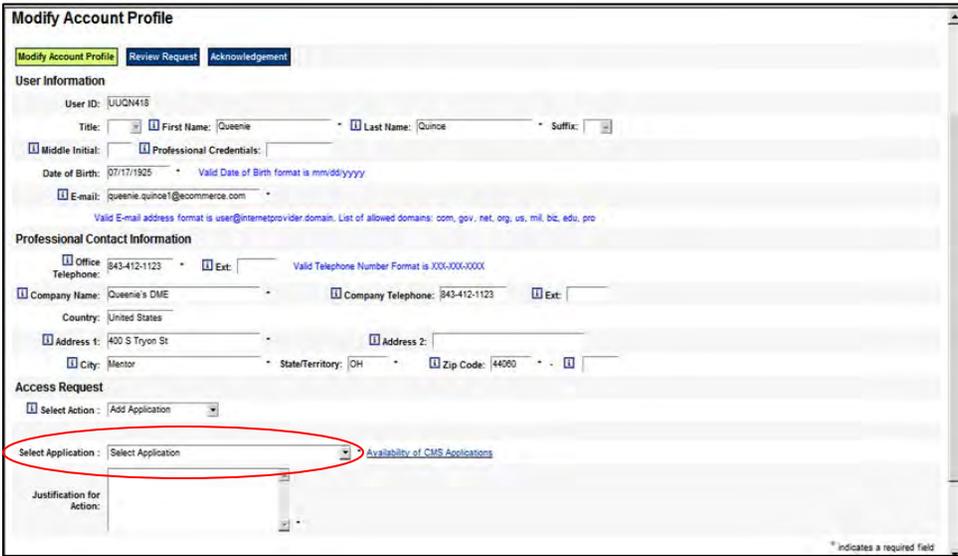
Step	Action	Screen Displayed
1	Go to the CBIC website: www.dmecompetitivebid.com . Click Round 2 Recompete & National Mail-Order Recompete . Go to Bidding Suppliers and then Registration . Click Register Now .	

Step	Action	Screen Displayed
2	Click My Profile on the IACS Overview page.	

Step	Action	Screen Displayed
3	Click OK on the Warning message.	

Step	Action	Screen Displayed
4	Check I Accept the above Terms and Conditions and click the I Accept button.	 <p>The screenshot shows the CMS website interface. At the top, it says 'U.S. Department of Health & Human Services' and 'www.hhs.gov'. Below that is the CMS logo and 'Centers for Medicare & Medicaid Services'. The main heading is 'Individuals Authorized Access to the CMS Computer Services (IACS)'. Underneath is the section 'Terms and Conditions'. There is a 'Print' icon on the right side of the text area. At the bottom, there are two buttons: 'I Accept' and 'I Decline'. The 'I Accept' button is circled in red.</p>

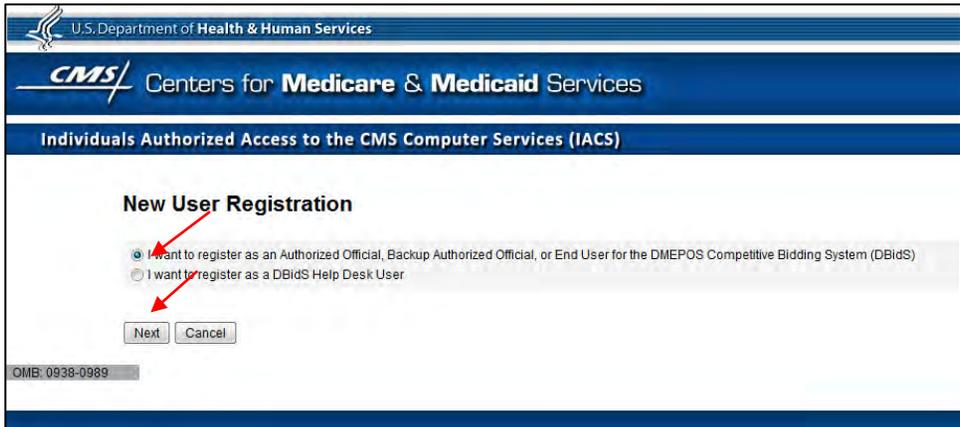
Step	Action	Screen Displayed
5	<p>Enter your user ID and password on the Login to IACS screen.</p> <p>Click Login.</p> <div data-bbox="226 326 894 691" style="border: 1px solid black; background-color: #ffffcc; padding: 5px;"> <p>Note: If after three (3) attempts you are unable to successfully enter your user ID and/or password, your account will be locked for 60 minutes. You may attempt to log in to IACS again after 60 minutes. If you have forgotten your user ID and/or password, you may recover them by using the “Forgot your User ID?” link on the Account Management screen and/or the “Forgot your password?” button at the bottom of the Login screen.</p> </div>	
6	<p>Click Modify Account Profile.</p>	

Step	Action	Screen Displayed
7	<p>In the Access Request section of the Modify Account Profile screen, select Add Application from the drop down box next to Select Action. The screen will refresh.</p>	 <p>The screenshot shows the 'Modify Account Profile' screen with tabs for 'Modify Account Profile', 'Email Verification', 'Review Request', and 'Acknowledgement'. The 'User Information' section includes fields for User ID, Title, First Name, Last Name, Middle Initial, Professional Credentials, Date of Birth, E-mail, Office Telephone, Company Name, Company Telephone, Address 1, Address 2, City, State/Territory, and Zip Code. The 'Access Request' section features a 'Select Action' dropdown menu, which is circled in red, with 'View My Access Profile' selected. Below this are buttons for 'View My Access Profile', 'Application : Role', 'Profile Summary', and 'Possible Actions'. A 'Cancel' button is at the bottom.</p>
8	<p>Select DMEPOS from the Select Application drop down box.</p> <p>Enter a brief justification for your request on the Justification for Action field. For example, “Enter bid data,” etc.</p> <p>Click Next.</p>	 <p>The screenshot shows the 'Modify Account Profile' screen with tabs for 'Modify Account Profile', 'Review Request', and 'Acknowledgement'. The 'User Information' section is populated with data: User ID: UUCN418, Title: [empty], First Name: Quenie, Last Name: Quince, Middle Initial: [empty], Professional Credentials: [empty], Date of Birth: 07/17/1925, E-mail: quenie.quince1@ecommerce.com. The 'Professional Contact Information' section includes Office Telephone: 843-412-1123, Company Name: Quenie's DME, Company Telephone: 843-412-1123, Country: United States, Address 1: 400 S Tryon St, City: Mentor, State/Territory: OH, and Zip Code: 44000. The 'Access Request' section has 'Select Action' set to 'Add Application' and 'Select Application' set to 'Select Application', which is circled in red. A 'Justification for Action' field is visible at the bottom. A legend at the bottom right indicates that an asterisk (*) denotes a required field.</p>

9 Select “I want to register as an Authorized Official, Backup Authorized Official, or End User for the DMEPOS Competitive Bidding System (DBidS).”

Do NOT choose, “I want to register as a DMEPOS Help Desk User.” You will not be able to move forward with your registration if you select this option.

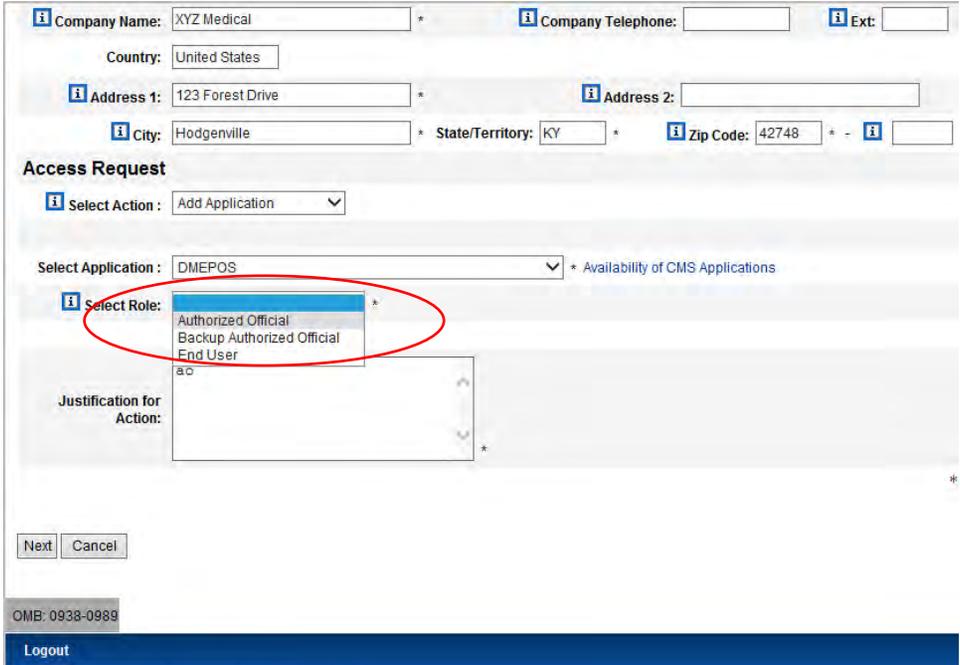
Click **Next**.



10 Under the **Access Request** section, select the registration role for which you are registering:

- Authorized Official
- Backup Authorized Official
- End User

Authorized Official – After selecting the role of **Authorized Official**, the screen will refresh and display the **Organization Information** section.



Enter the organization's information in the **Organization Information** fields (for example, a unique PTAN and the company name and address.) This information must match information on the CMS-855S form.

Note: The PTAN can be any location that you intend to include on your bid to furnish items in the CBA(s).

Backup Authorized Official or End User – Enter the 10-digit PTAN of the organization (bidding entity) to which you want to associate. This must be the same PTAN provided by the AO.

Note: Additional information about selected data fields can be accessed by clicking the information icon to the left of the data field.

Note: If the data you entered does not match the information in your organization's enrollment file **after** three (3) attempts, your registration will be cancelled. You will receive an e-mail providing further instructions.

Click **Next**.

Organization Information

PTAN: *

Organization Name: *

Please select if the Organization's Address and Telephone Number Information is same as the User's Address and Telephone Number

Company Telephone: * Ext: Valid Telephone Number Format is XXX-XXX-XXXX

Company Fax: Ext: Valid Fax Number Format is XXX-XXX-XXXX

Address 1: * Address 2: *

City: * State/Territory: * Zip Code: -

Justification for Action:

Next Cancel

11

Authorized Official/Backup Authorized Official/End User

If your information is successfully validated with your organization's enrollment file, the **Review Registration Details** screen will appear.

Click the desired button:

- **Submit** – to submit the registration request
- **Edit** – to return to the New User Registration screen to make changes to information you have entered, such as your professional contact information
- **Cancel**—to cancel your registration request

U.S. Department of Health & Human Services

CMS Centers for **Medicare & Medicaid** Services

Individuals Authorized Access to the CMS Computer Services (IACS)

Modify Request Confirmation

[Modify Account Profile](#) [Email Verification](#) [Review Request](#) [Acknowledgement](#)

You made changes to your profile.

To submit your request please click **Submit** button.
If you want to edit your changes please click **Edit** Button.
If you want to cancel the changes, which you made please click **Cancel** button

OMB: 0938-0989

[Logout](#)

12

The **Registration Acknowledgement** screen will appear next.

Record the **request tracking number** you see on this screen or print the screen information by clicking the **Print** button to the right of the text.

Note: You will need the request tracking number for this registration request if you need assistance from the CBIC customer service center.

Click **OK** at the bottom of the screen to complete your registration.

You will be returned to the **My Profile** page.

U.S. Department of Health & Human Services

CMS Centers for **Medicare & Medicaid** Services

Individuals Authorized Access to the CMS Computer Services (IACS)

Modification Request Acknowledgement

[Modify Account Profile](#) [Email Verification](#) [Review Request](#) [Acknowledgement](#)

Thank you for your request to modify registration.
The tracking number for your request is: **REQ-XXXXXXXXXX** [Print](#)

Please use this number in all correspondences concerning this request.
You will be notified via e-mail once your request has been processed.

Contact your Help Desk if you need further assistance.
Your Help Desk contact information is listed in the "Help Resources" portion of the Account Management page in the CMS Applications Portal.

OMB: 0938-0989

[Logout](#)

13	<p>Once your request is processed, you will receive the following e-mail message:</p> <div data-bbox="268 212 884 435" style="border: 1px solid black; background-color: #ffffcc; padding: 5px;"> <p>Note: If you do not receive an e-mail notification within 48 hours, please contact the CBIC customer service center at 877-577-5331 from 9 a.m. to 9 p.m. prevailing Eastern Time.</p> </div>	<p>IACS add DMEPOS request approval e-mail</p> <p><i>Subject: FYI: Your IACS DMEPOS request has been processed</i></p> <p><i>Your Modify Profile request (tracking number: REQ-xxxxxxxxxxxxx) has been approved and processed in the Individuals Authorized Access to the CMS Computer Systems (IACS).</i></p>
----	---	---

Prepared by



PALMETTO GBA[®]
A CELERIAN GROUP COMPANY