

Individuals Authorized Access
to the CMS Computer Services

IACS

Reference Guide



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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 recompetite. 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.

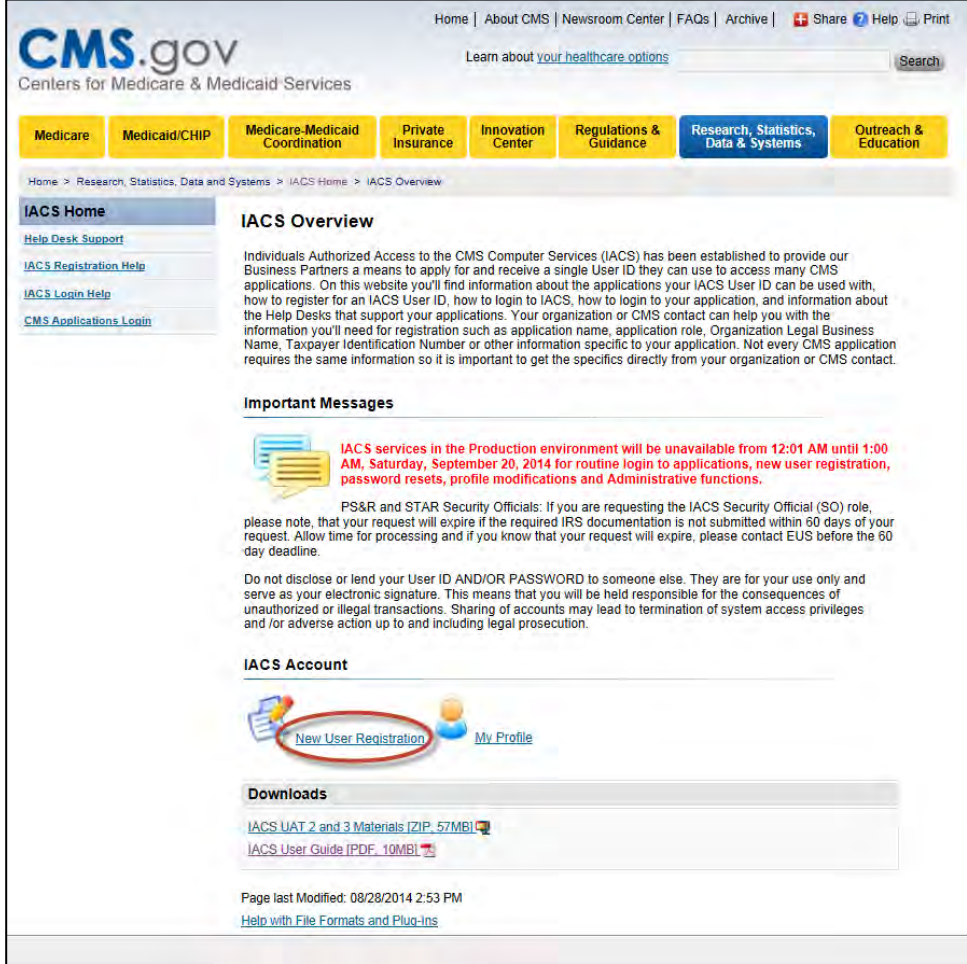
Profile – Information provided by the bidding supplier about the organization as well as the individual user’s pertinent information.

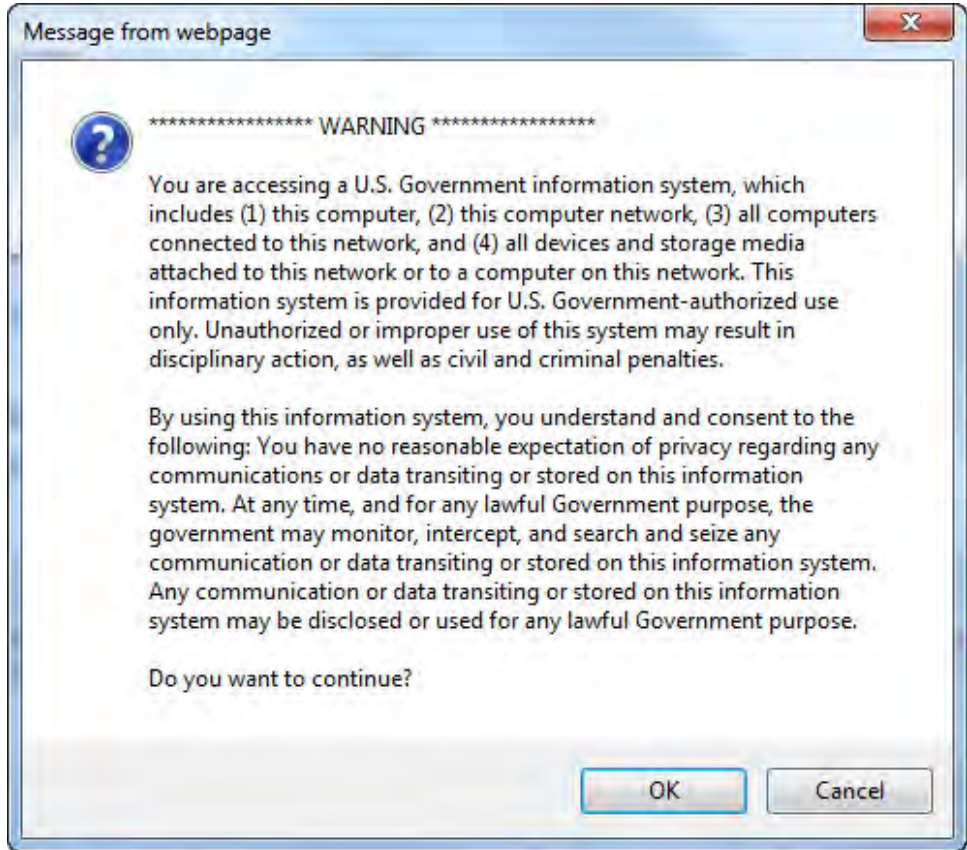
Associate [to] – Join or connect a user (BAO or EU) or an organization to its profile.

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

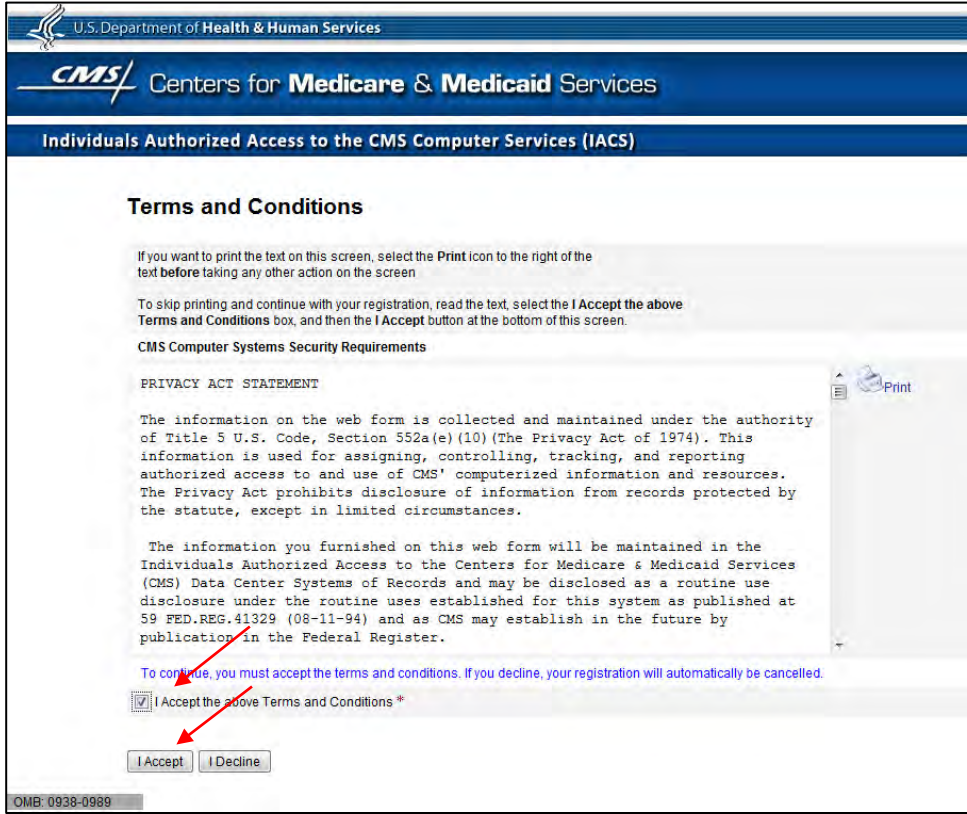
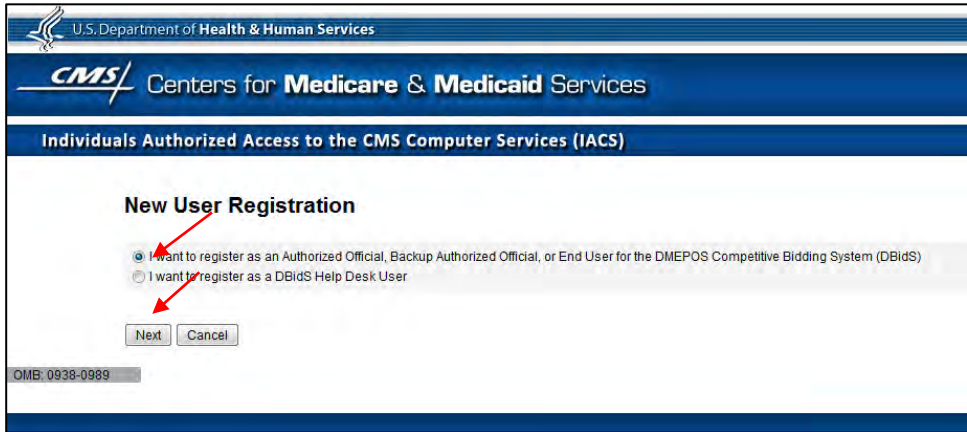
A. New User Registration

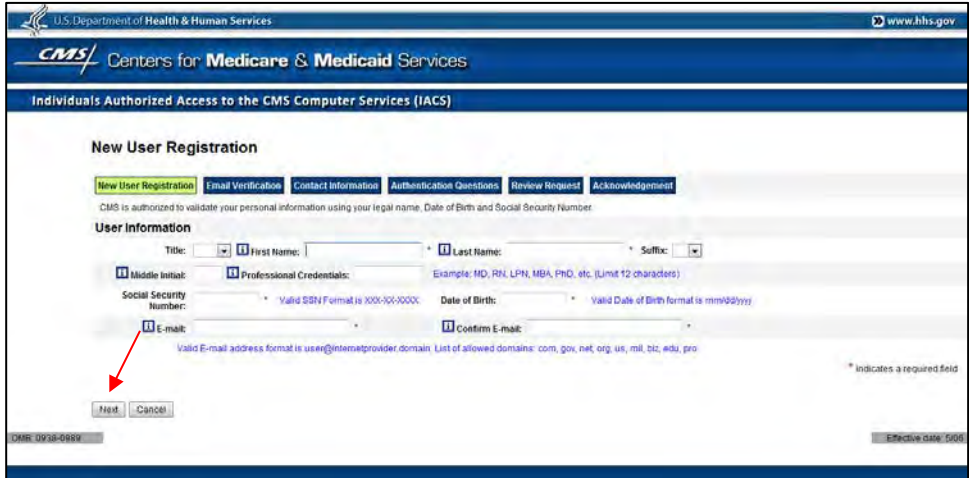
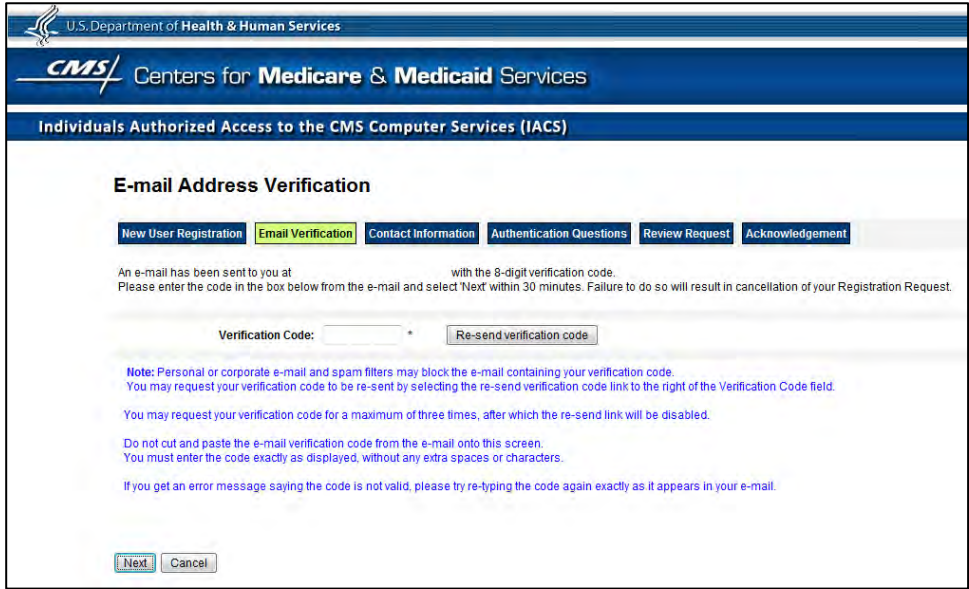
Step	Action	Screen Displayed
1	<p>Go to the CBIC website at www.dmecompetitivebid.com.</p> <p>Click Round 2 Recompete & National Mail-Order Recompete.</p> <p>Go to Bidding Suppliers and then Registration.</p> <p>Click Register Now.</p>	

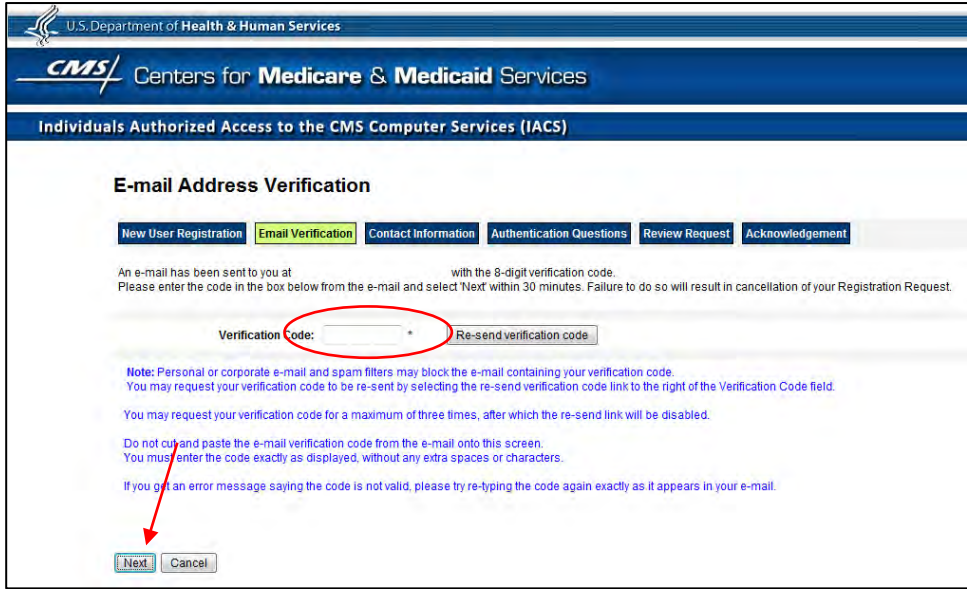
Step	Action	Screen Displayed
2	Click the New User Registration link on the IACS Overview page.	 <p>The screenshot displays the CMS.gov IACS Overview page. At the top, the CMS.gov logo and navigation links are visible. The main navigation bar includes links for Medicare, Medicaid/CHIP, Medicare-Medicaid Coordination, Private Insurance, Innovation Center, Regulations & Guidance, Research, Statistics, Data & Systems, and Outreach & Education. The page title is 'IACS Overview'. The content area includes a description of the IACS system, a section for 'Important Messages' with a red alert about service unavailability on September 20, 2014, and a 'New User Registration' link circled in red. A 'Downloads' section lists two files: 'IACS UAT 2 and 3 Materials (ZIP, 57MB)' and 'IACS User Guide (PDF, 10MB)'. The footer shows the page was last modified on 08/28/2014 at 2:53 PM.</p>

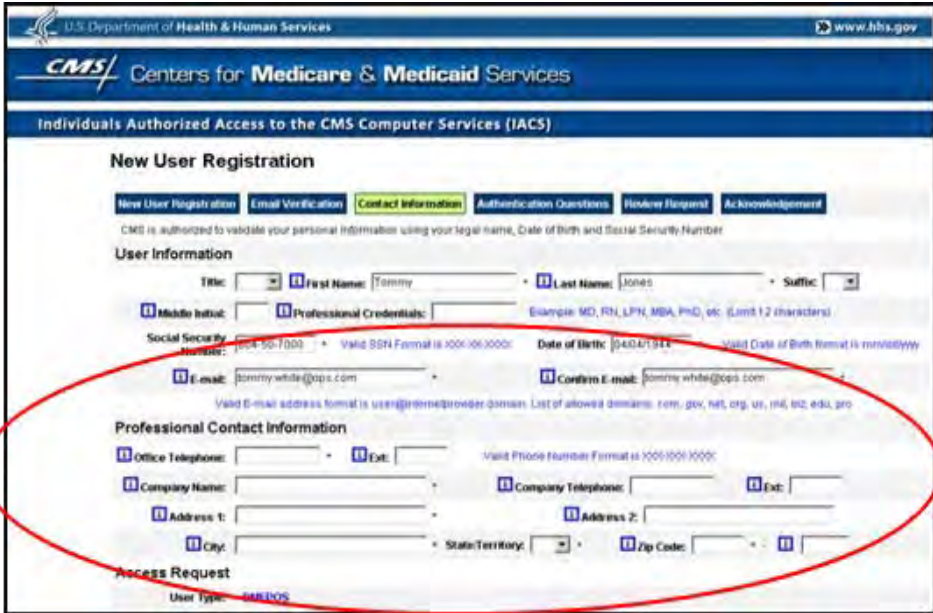
Step	Action	Screen Displayed
3	Click OK on the Warning message.	

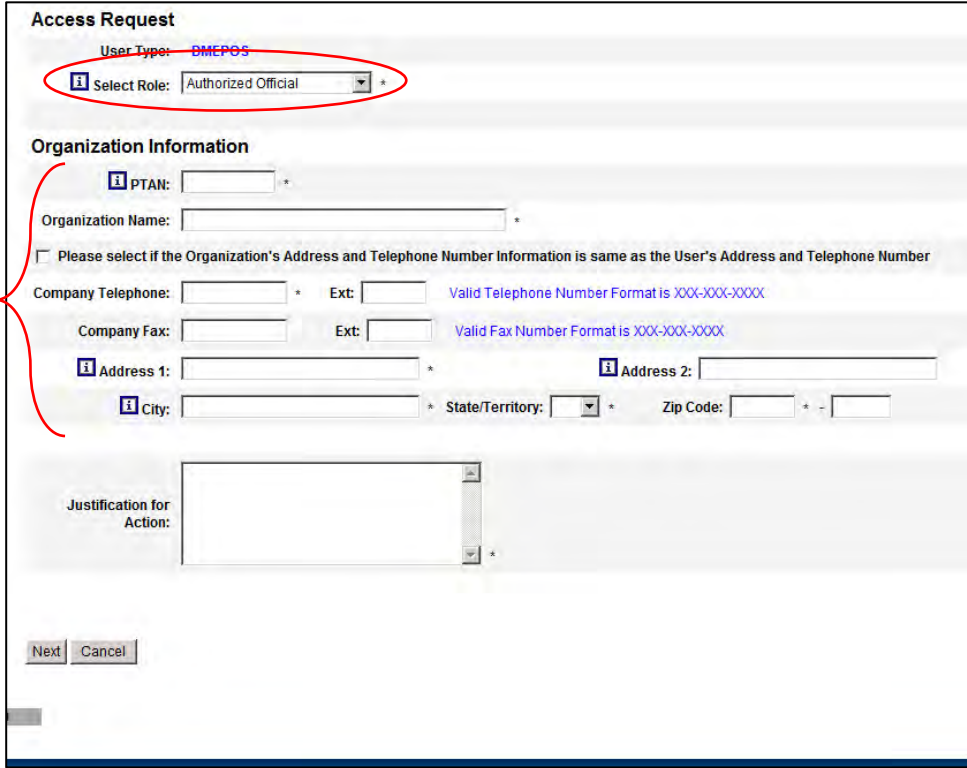
Step	Action	Screen Displayed
4	Click DMEPOS Bidding System (DBidS) in the New User Registration Menu for CMS User Applications portion of the screen.	 <p>The screenshot displays the CMS website header with the U.S. Department of Health & Human Services logo and the URL www.hhs.gov. Below the header, the text 'Centers for Medicare & Medicaid Services' is visible. A blue banner reads 'Individuals Authorized Access to the CMS Computer Services (IACS)'. The main content area is titled 'New User Registration Menu for CMS Applications'. It lists various applications with descriptions. The 'DMEPOS Bidding System (DBidS)' link is circled in red. Other applications listed include Bundled Payments EFT, CMS Administration - Physician Value, COB, Comprehensive Primary Care Initiative, CSP - HSTP, CSP - MCSIS, CSR, Demonstrations Community, Electronic Correspondence Referral System (ECRS) Web, esMD, and GENTRAN.</p>

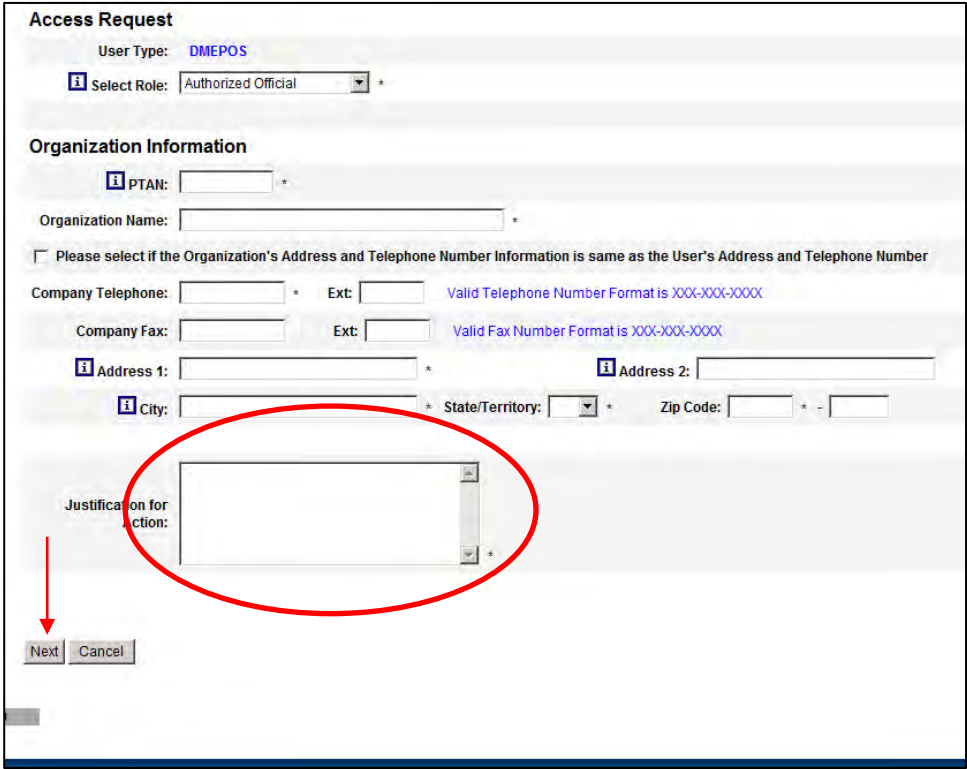
Step	Action	Screen Displayed
5	<p>Read the Terms and Conditions – Privacy Act Statement.</p> <p>Click the check box next to I Accept the above Terms and Conditions if in agreement.</p> <p>Click I Accept.</p>	
6	<p>Select “I want to register as an Authorized Official, Backup Authorized Official, or End 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>	

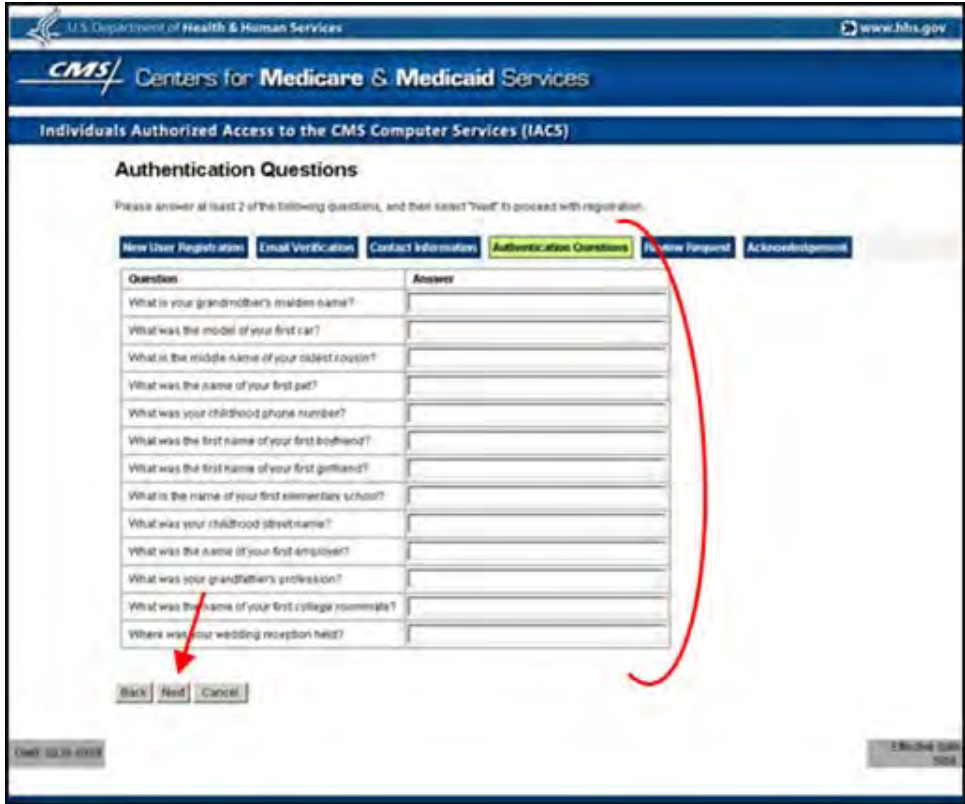
Step	Action	Screen Displayed
7	<p>On the New User Registration screen, complete all required fields, which are designated by an asterisk (*).</p> <p>It is important that you enter the correct e-mail address as important e-mails will be sent during registration and bidding that contain critical information. 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>New! 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="245 1045 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>	

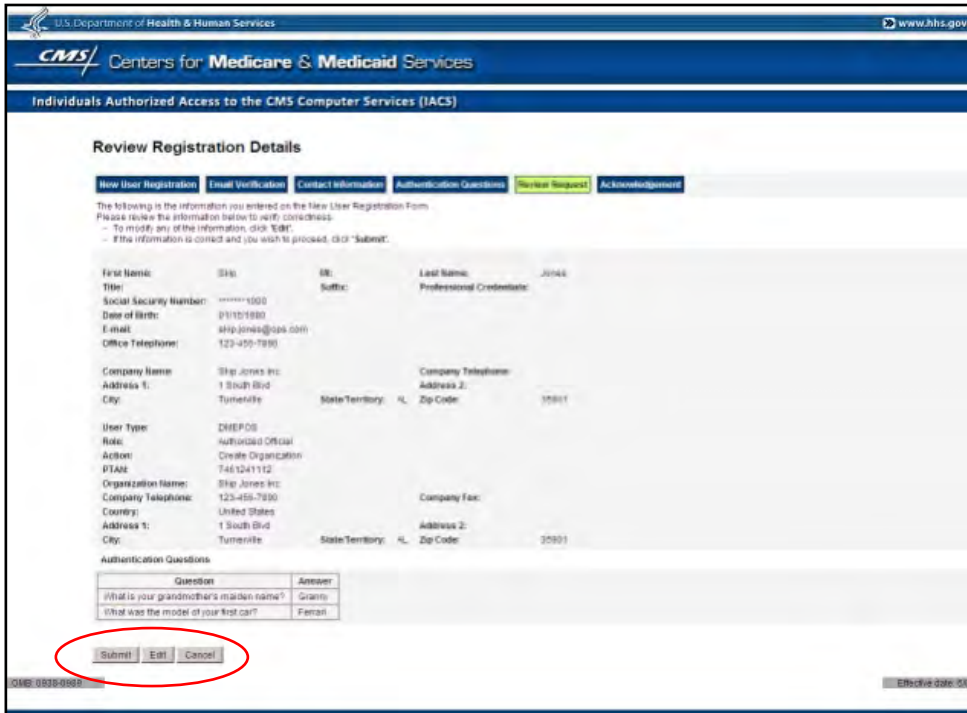
Step	Action	Screen Displayed
9	<p>Go to your e-mail account inbox and open the message containing the e-mail verification code. The subject line will be: E-mail Address Verification.</p> <p>Record the verification code provided.</p> <div data-bbox="235 420 905 656" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <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: <i>your code will appear here</i></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="235 982 905 1201" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <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>	

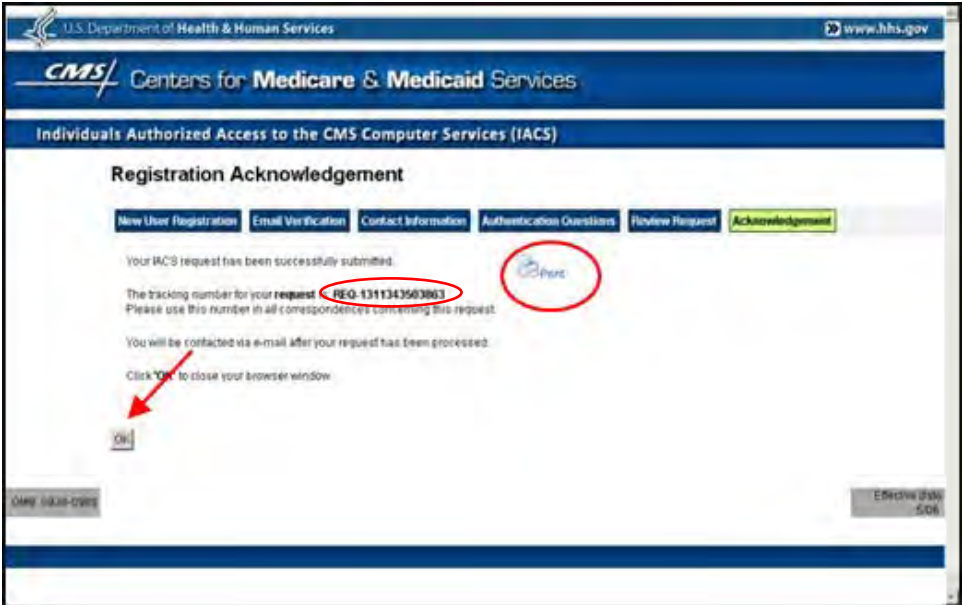
Step	Action	Screen Displayed
11	<p>On the New User Registration screen, enter the required information in the Professional Contact Information fields.</p> <div data-bbox="247 373 917 508" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Note: The fields in the User Information portion 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' screen for the CMS (Centers for Medicare & Medicaid Services). The page has a blue header with the CMS logo and the text 'Centers for Medicare & Medicaid Services'. Below the header, there is 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 main content area is titled 'New User Registration' and contains two sections: 'User Information' and 'Professional Contact Information'. The 'User Information' section is pre-filled with example data: Title (dropdown), First Name (Tommy), Last Name (Jones), Suffix (dropdown), Middle Initial (dropdown), Professional Credential (dropdown), Social Security Number (123-45-6789), Date of Birth (04/04/1914), E-mail (tommy.white@ops.com), and Confirm E-mail (tommy.white@ops.com). The 'Professional Contact Information' section is circled in red and contains fields for Office Telephone, Company Name, Company Telephone, Address 1, Address 2, City, State/Territory, and Zip Code. At the bottom, there is an 'Access Request' section with a 'User Type' dropdown set to 'DMEPOS'.</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="249 764 919 899" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <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="249 1084 919 1219" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <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>	

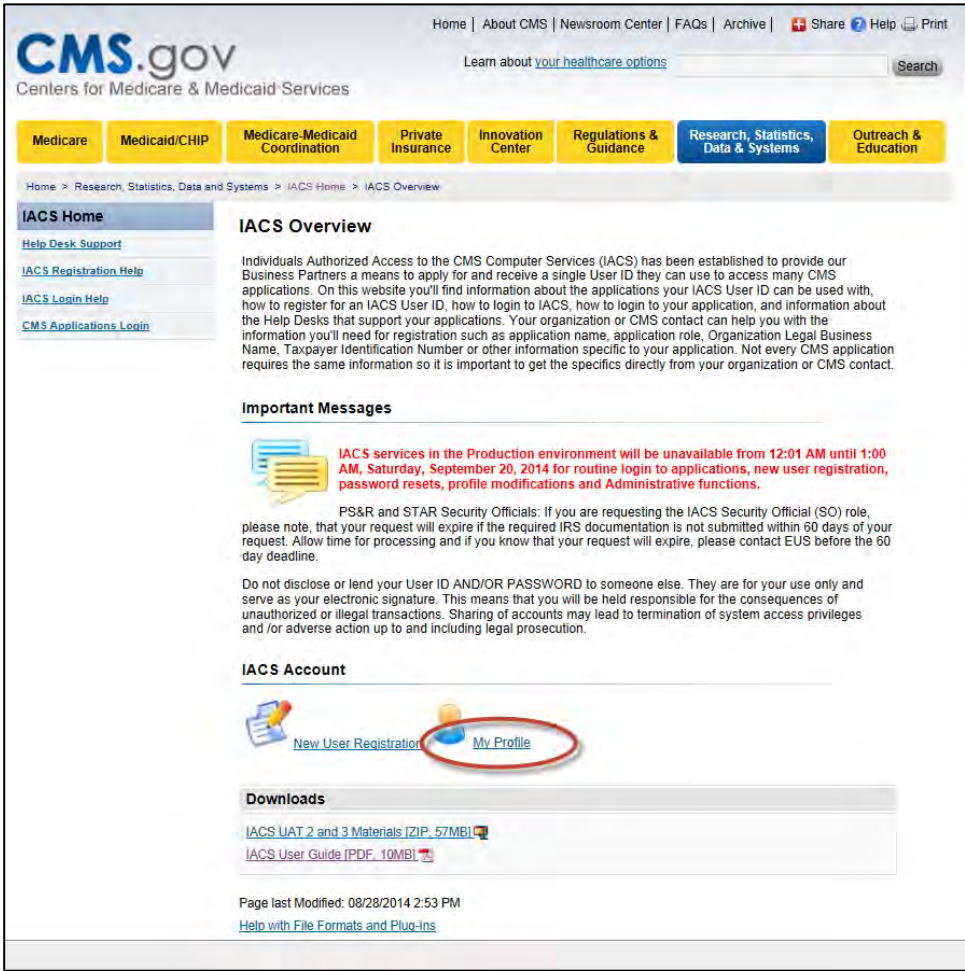
Step	Action	Screen Displayed
13	<p>Enter a brief justification for your request in the Justification for Action field. For example, <i>“Enter bid data,” etc.</i></p> <p>Click Next.</p> <div data-bbox="243 456 913 943" style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p>Note: If an organization 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 displays the 'Access Request' form. At the top, 'User Type' is set to 'DMEPOS' and 'Select Role' is 'Authorized Official'. The 'Organization Information' section contains several fields: 'PTAN', 'Organization Name', 'Company Telephone' and 'Ext.', 'Company Fax' and 'Ext.', 'Address 1' and 'Address 2', 'City', 'State/Territory', and 'Zip Code'. A checkbox option is present: 'Please select if the Organization's Address and Telephone Number Information is same as the User's Address and Telephone Number'. The 'Justification for Action' field is a large text area, circled in red. Below this field, a red arrow points to the 'Next' button, which is next to a 'Cancel' button.</p>

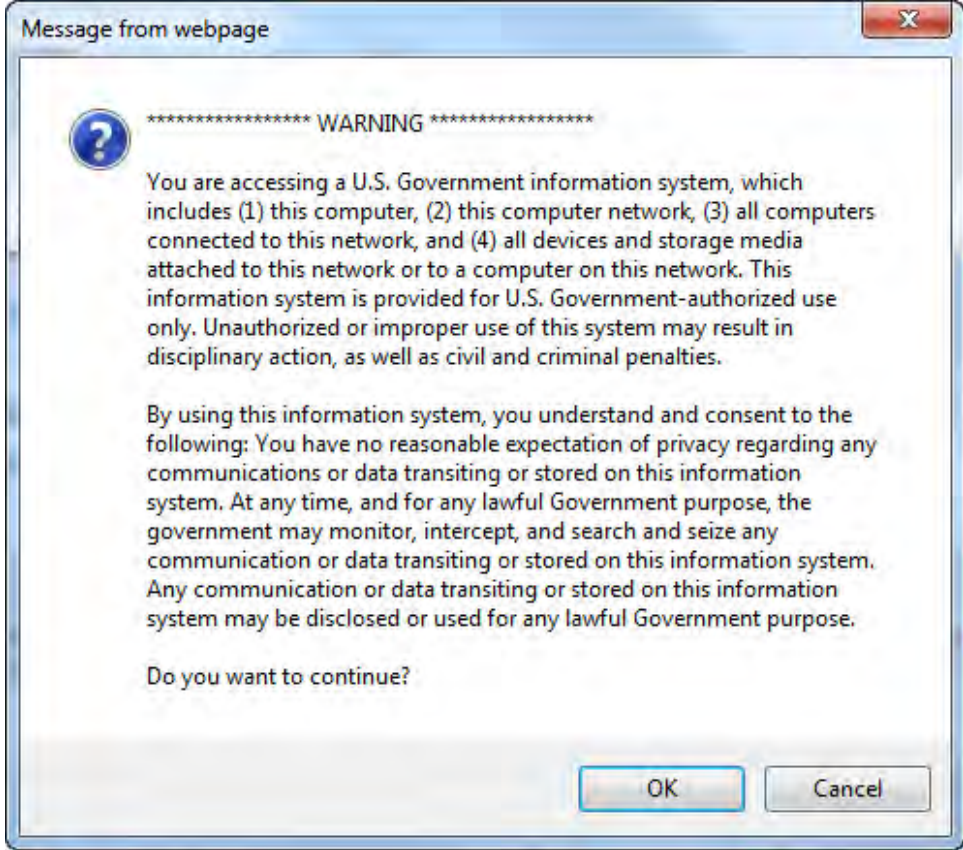
Step	Action	Screen Displayed
14	<p>Authentication Questions</p> <p>Answer at least two (2) of the 13 authentication questions on the Authentication Questions screen.</p> <p>These authentication questions will be used to verify your identity if you need to reset your password.</p> <p>Click Next.</p>	 <p>The screenshot shows the 'Authentication Questions' screen within the CMS system. The page header includes the U.S. Department of Health & Human Services logo and the URL www.hhs.gov. The CMS logo is also present. The page title is 'Individuals Authorized Access to the CMS Computer Services (IACS)'. Below the title is a navigation bar with buttons: 'New User Registration', 'Email Verification', 'Contact Information', 'Authentication Questions' (highlighted in green), 'Review Request', and 'Acknowledgement'. The main content area is titled 'Authentication Questions' and contains a table with 13 questions and corresponding answer fields. A red arrow points to the 'Next' button at the bottom of the form. A red curved arrow points from the 'Authentication Questions' button in the navigation bar to the form area.</p>

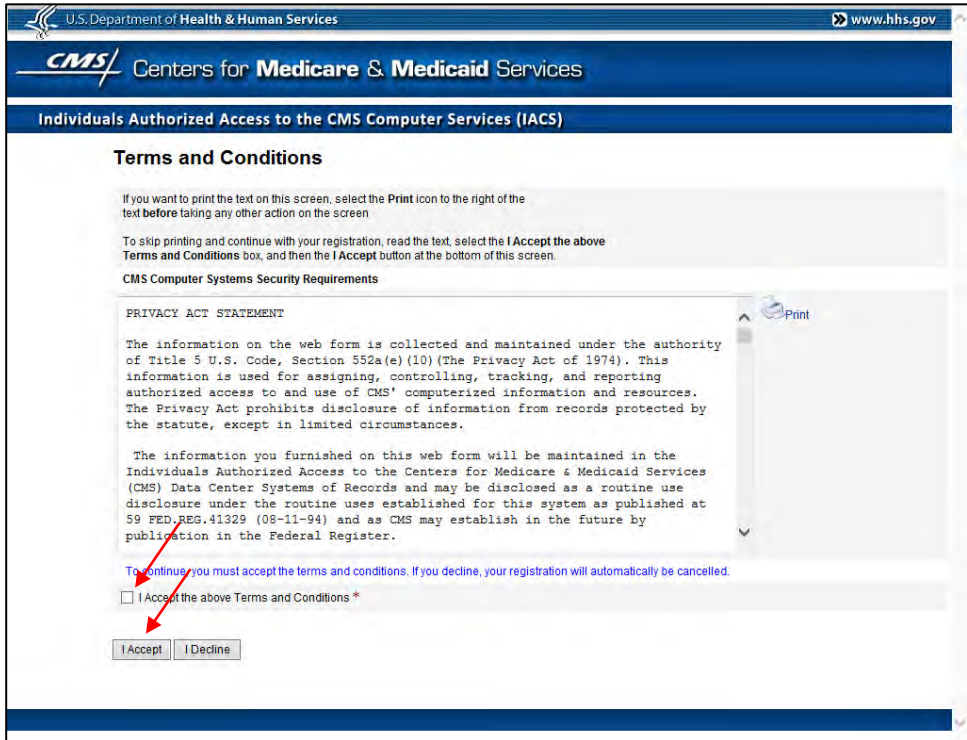
Step	Action	Screen Displayed
15	<p>Authorized Official/Backup Authorized Official/End User</p> <p>If your information is successfully validated with your organization's enrollment file, the Review Registration Details screen will appear.</p> <p>Review the information on the screen to make sure the information 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="237 812 907 1015" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <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' screen from the CMS (Centers for Medicare & Medicaid Services) website. The page header includes the U.S. Department of Health & Human Services logo and the CMS logo. The main heading is 'Review Registration Details'. Below this, there are several tabs: 'New User Registration', 'Email Verification', 'Contact Information', 'Authentication Questions', 'Review Request', and 'Acknowledgement'. The 'Review Request' tab is currently selected. The screen shows a form with various fields for user registration, including personal information, company details, and authentication questions. At the bottom, there are three buttons: 'Submit', 'Edit', and 'Cancel', which are circled in red.</p>

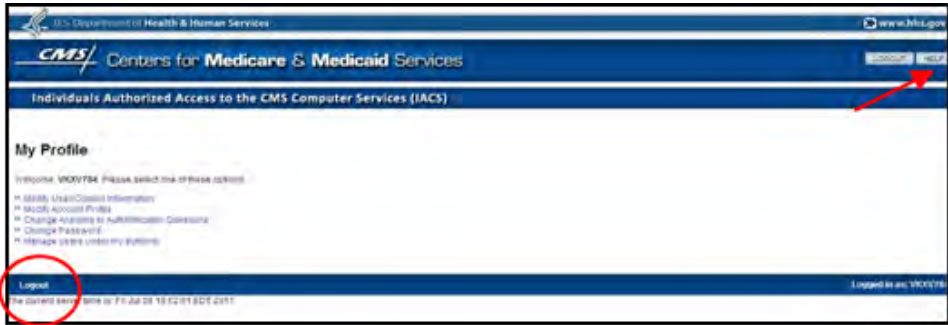
Step	Action	Screen Displayed
16	<p>The Registration Acknowledgement screen will appear next.</p> <p>Record the request tracking number you see on this screen or print the screen information by clicking the Print button to the right of the text.</p> <div data-bbox="237 431 909 605" style="border: 1px 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="237 917 909 1120" 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="216 415 882 583" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <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="216 625 882 824" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <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 \\</p> <p><i>Please do not reply to this system-generated email</i></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 displays the CMS.gov website's IACS Overview page. At the top, the CMS.gov logo and navigation links are visible. A sidebar on the left lists various support links. The main content area features an 'IACS Overview' section with a descriptive paragraph. Below this, an 'Important Messages' section contains a red alert regarding service unavailability on September 20, 2014. The 'IACS Account' section includes links for 'New User Registration' and 'My Profile', with the latter being highlighted by a red circle. A 'Downloads' section at the bottom provides links to user guides and materials. The footer shows the page was last modified on 08/28/2014 and includes a help link.</p>

Step	Action	Screen Displayed
20	Click OK on the Warning message.	 <p>The screenshot shows a standard Windows message box with a blue title bar that reads "Message from webpage". Inside the box, there is a blue circular icon with a white question mark. To the right of the icon, the text reads: "***** WARNING *****". Below this, there are two paragraphs of text. The first paragraph states: "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." The second paragraph states: "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, there are two buttons: "OK" and "Cancel".</p>

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 interface. At the top, there is a header for the U.S. Department of Health & Human Services and the CMS logo. Below this, a blue banner reads 'Centers for Medicare & Medicaid Services'. A sub-header indicates 'Individuals Authorized Access to the CMS Computer Services (IACS)'. The main content area is titled 'Terms and Conditions'. It contains instructions on how to print the text and how to skip printing. A section titled 'CMS Computer Systems Security Requirements' is followed by a 'Privacy Act Statement' which details the collection and use of information. At the bottom, there is a statement: 'To continue, you must accept the terms and conditions. If you decline, your registration will automatically be cancelled.' Below this statement is a checkbox labeled 'I Accept the above Terms and Conditions *'. A red arrow points from this checkbox down to the 'I Accept' button, which is located next to an 'I Decline' button.</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:

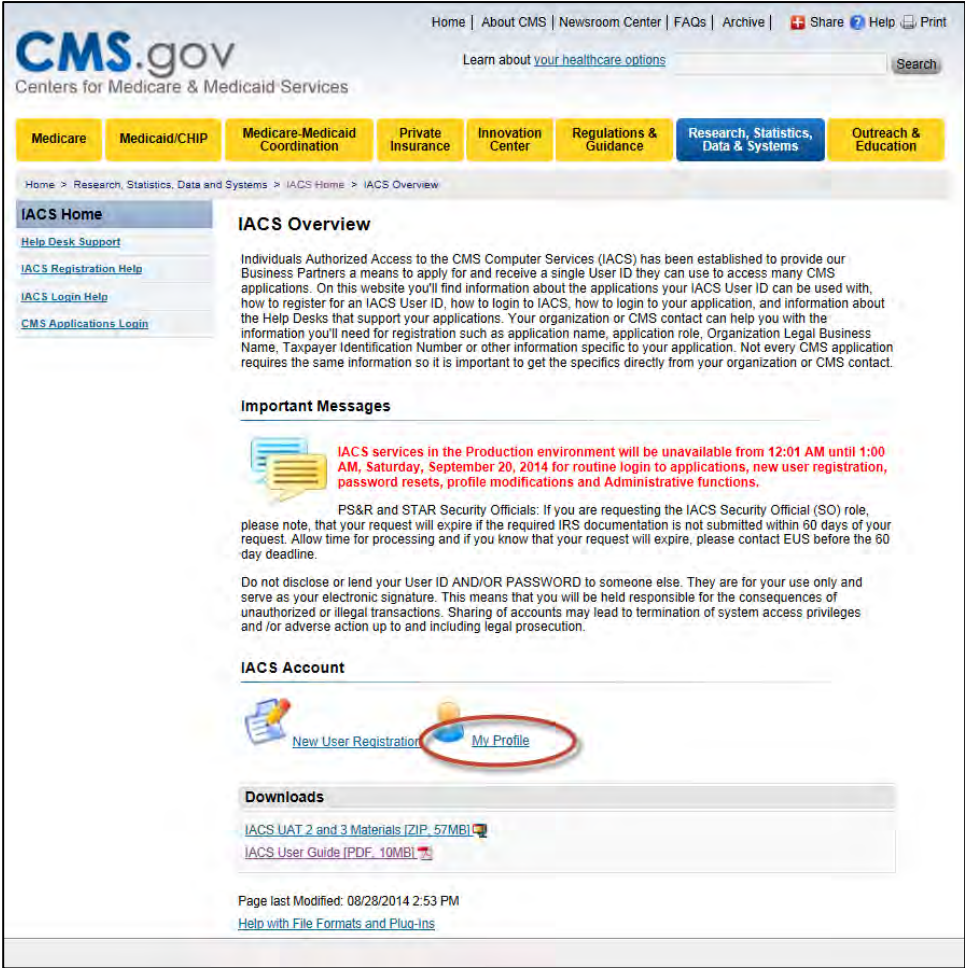
Primary members of a network only register ONE time. If the primary network member wants to submit an individual bid for a CBA and product category combination that is separate from the network's bid(s), the primary supplier should still register ONE time, but with two PTANs: one for the network and 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.

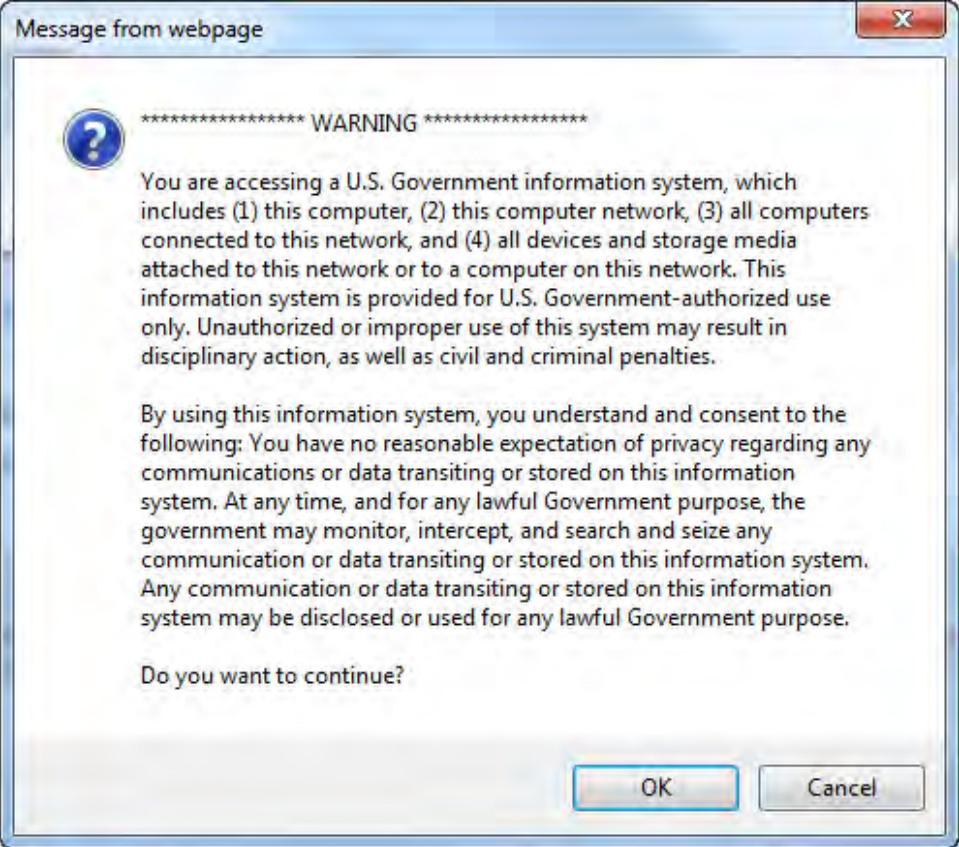
Suppliers are prohibited from competing against themselves when submitting bids in the Competitive Bidding Program. Therefore, suppliers that are commonly owned or commonly controlled must submit one bid for the same product category in the same competitive bidding area (CBA). If suppliers that are commonly 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).

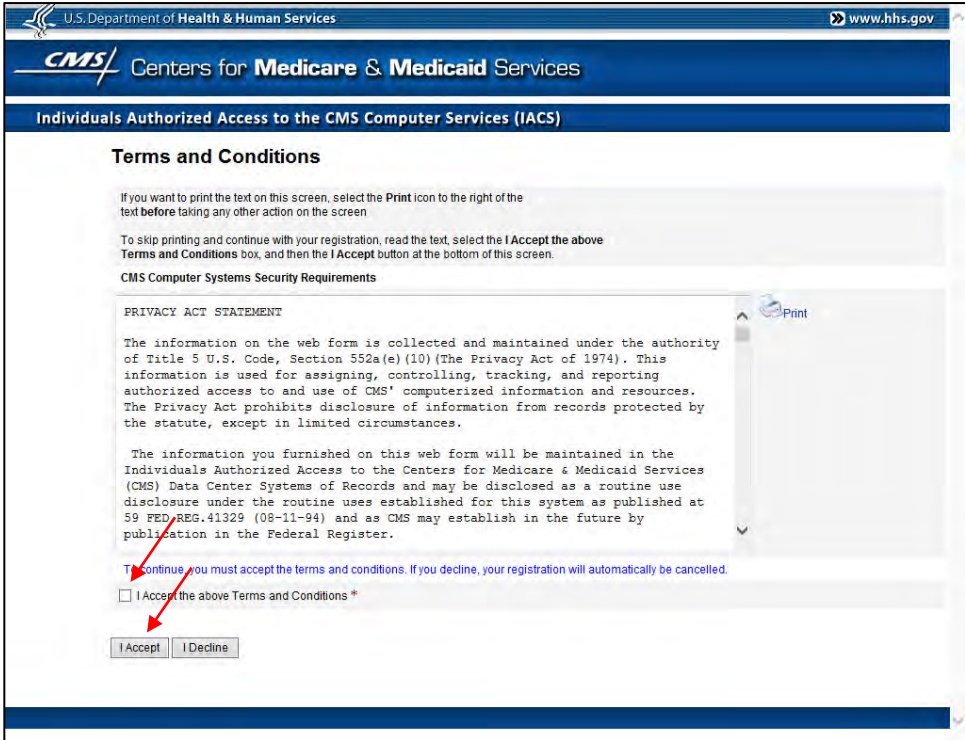
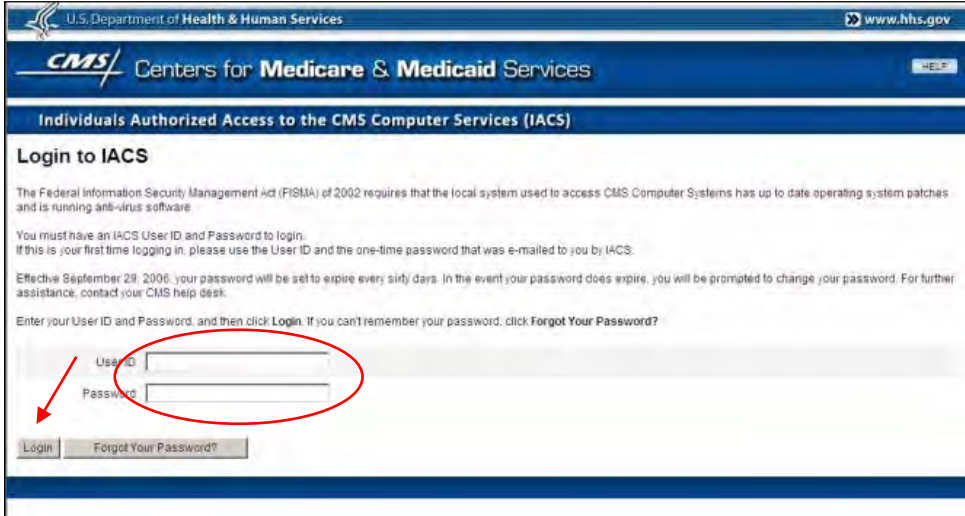
Suppliers sharing common ownership or common control with other suppliers must list on Form A of the online bidding system (DBidS) all commonly owned or controlled locations that would furnish any items in the same CBA/product category combination for which the suppliers are submitting a bid. This includes 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**).

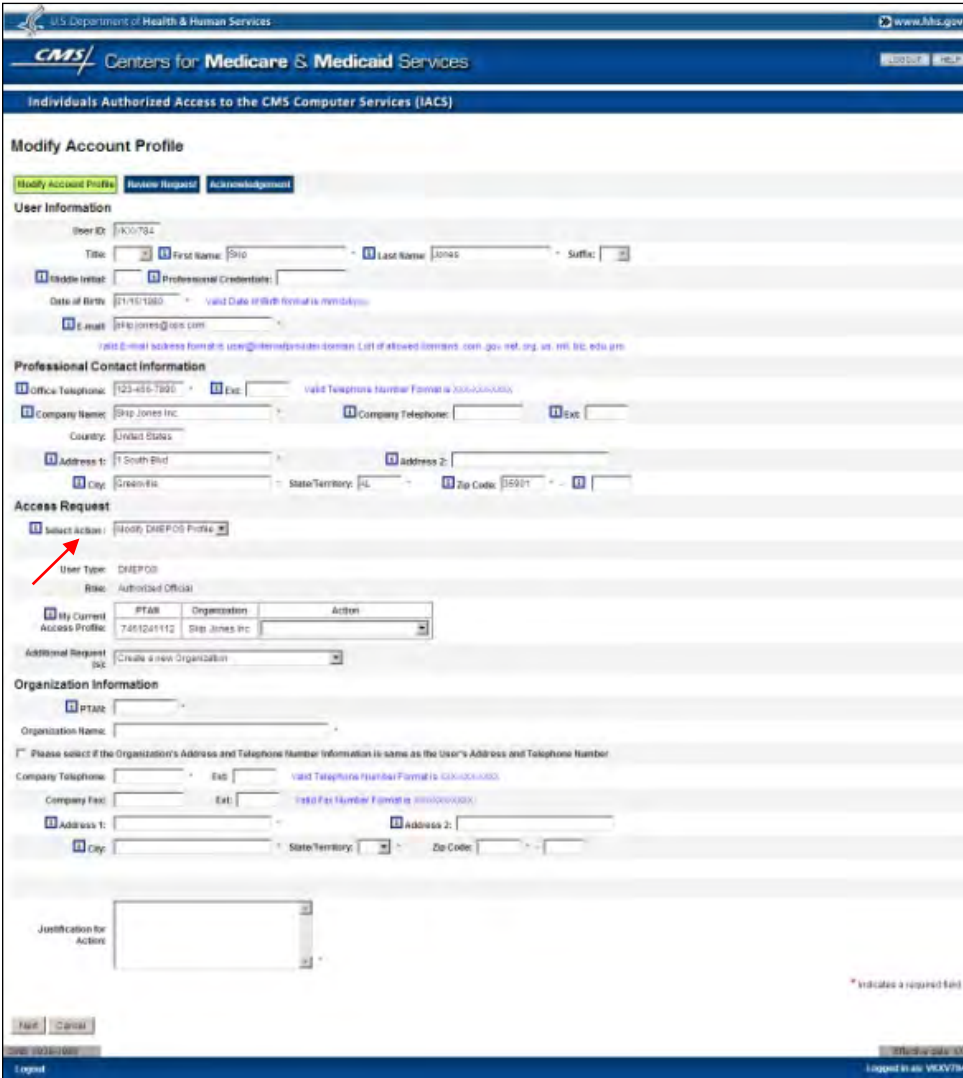
Step	Action	Screen Displayed
1	Go to the CBIC website at www.dmecompetitivebid.com . Click Round 2 Recompete & National Mail-Order Recompete . Go to Bidding Suppliers and then Registration . Click Register Now .	

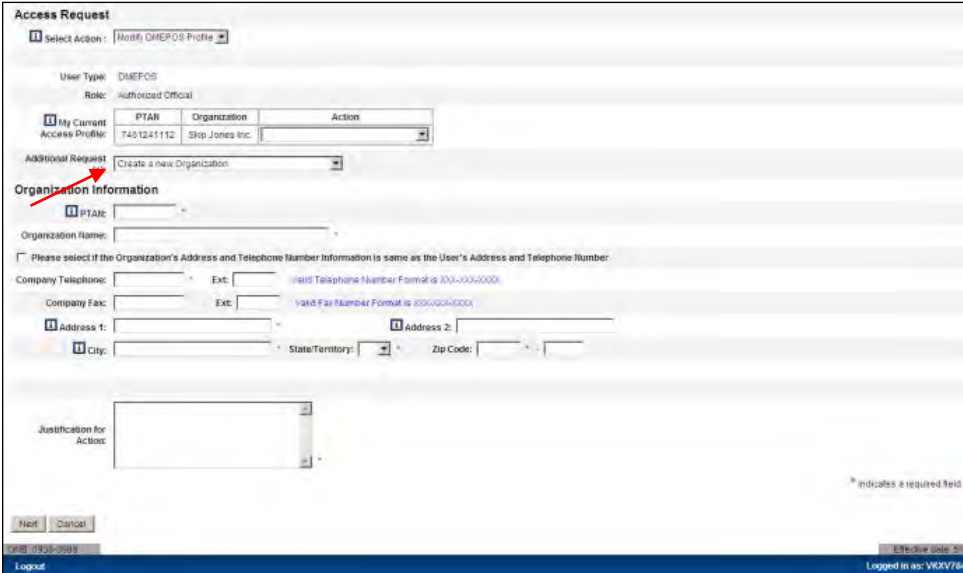
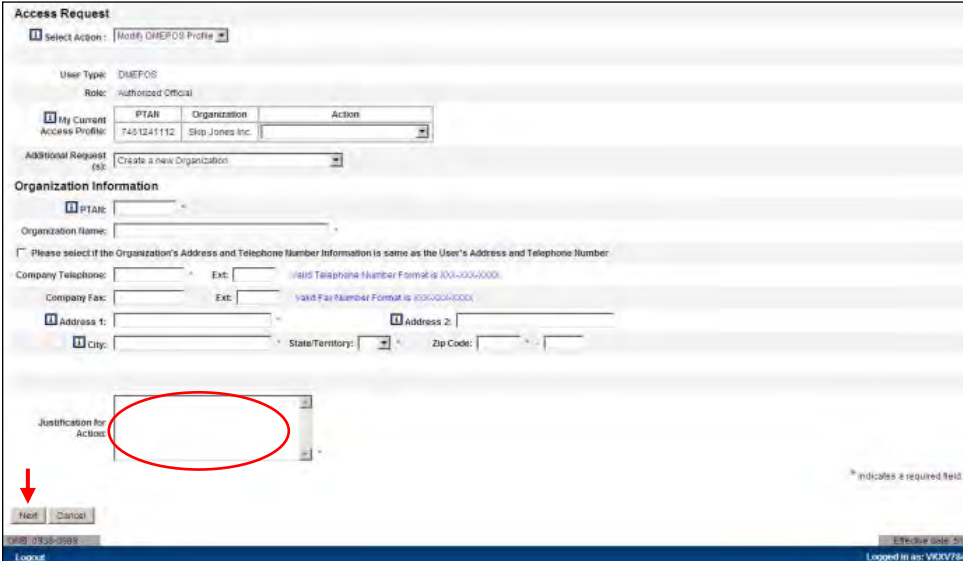
Step	Action	Screen Displayed
2	Click My Profile on the IACS Overview page	 <p>The screenshot displays the CMS.gov website's IACS Overview page. At the top, there's a navigation bar with links like Home, About CMS, Newsroom Center, FAQs, Archive, Share, Help, and Print. Below this is the CMS.gov logo and the text 'Centers for Medicare & Medicaid Services'. A horizontal menu contains buttons for Medicare, Medicaid/CHIP, Medicare-Medicaid Coordination, Private Insurance, Innovation Center, Regulations & Guidance, Research, Statistics, Data & Systems, and Outreach & Education. The breadcrumb trail shows 'Home > Research, Statistics, Data and Systems > IACS Home > IACS Overview'. On the left, a sidebar lists links: IACS Home, Help Desk Support, IACS Registration Help, IACS Login Help, and CMS Applications Login. The main content area is titled 'IACS Overview' and includes a paragraph about Authorized Access. Below this is an 'Important Messages' section with a red alert icon and text stating that IACS services will be unavailable from 12:01 AM until 1:00 AM on Saturday, September 20, 2014, for routine login, new user registration, password resets, profile modifications, and administrative functions. It also contains a notice for PS&R and STAR Security Officials regarding request expiration. The 'IACS Account' section features two links: 'New User Registration' and 'My Profile', with the latter circled in red. A 'Downloads' section lists 'IACS UAT 2 and 3 Materials (ZIP, 57MB)' and 'IACS User Guide (PDF, 10MB)'. At the bottom, it shows the page was last modified on 08/28/2014 at 2:53 PM and provides a link for file formats and plug-ins.</p>

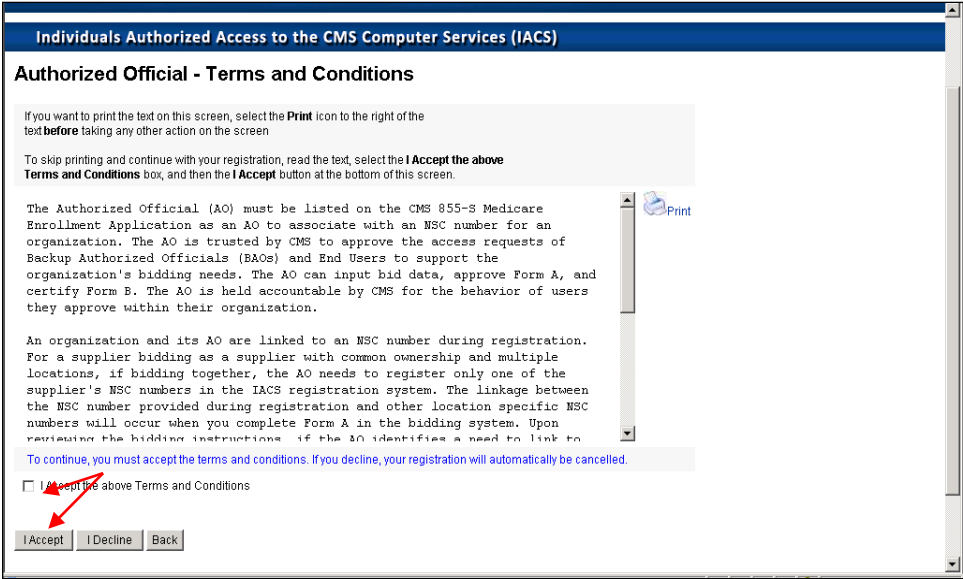
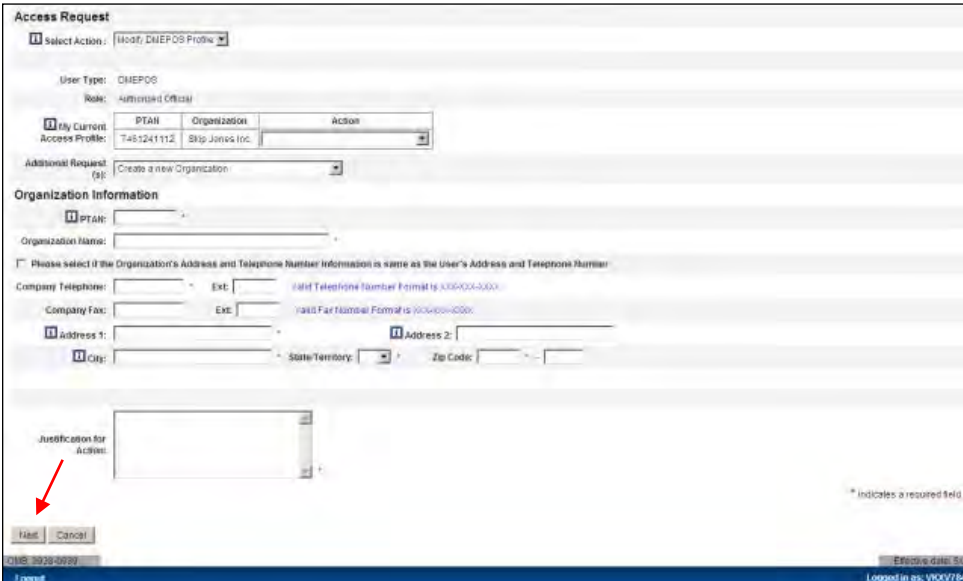
Step	Action	Screen Displayed
3	Click OK on the Warning message.	 <p>Message from webpage</p> <p>***** WARNING *****</p> <p>You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices 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	<p>Check I Accept the above Terms and Conditions and click the I Accept button.</p>	 <p>The screenshot shows the U.S. Department of Health & Human Services website for CMS Centers for Medicare & Medicaid Services. The page title is 'Individuals Authorized Access to the CMS Computer Services (IACS)'. Under the heading 'Terms and Conditions', there is a 'Privacy Act Statement' and a section for accepting terms. A red arrow points to the 'I Accept' button at the bottom of the page.</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; margin-top: 10px;"> <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>The screenshot shows the U.S. Department of Health & Human Services website for CMS Centers for Medicare & Medicaid Services. The page title is 'Individuals Authorized Access to the CMS Computer Services (IACS)'. Under the heading 'Login to IACS', there is a section for logging in. A red circle highlights the 'User ID' and 'Password' input fields, and a red arrow points to the 'Login' button at the bottom of the page.</p>


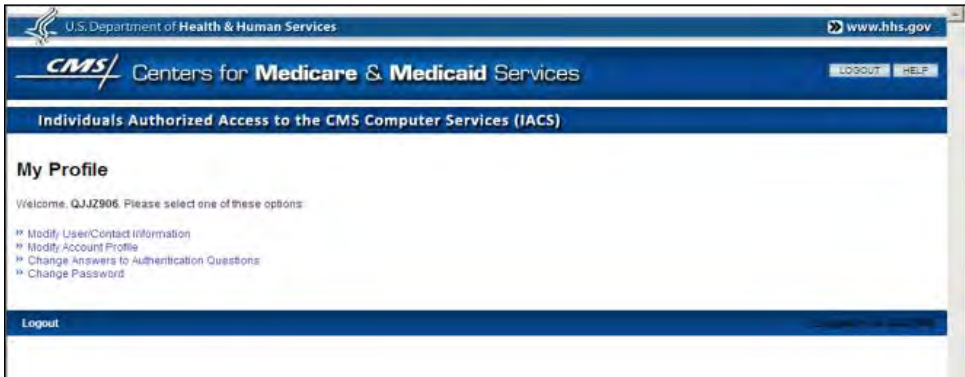
Step	Action	Screen Displayed
6	On the My Profile screen, click Modify Account Profile .	

Step	Action	Screen Displayed
7	Under the Access Request section, click on the Select Action drop down box and choose Modify DMEPOS Profile .	

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's a section for 'My Current Access Profile' with fields for PTAN (7451241112), Organization (Skip Jones Inc.), and Action. The 'Additional Request(s)' dropdown is highlighted with a red arrow and set to 'Create a new Organization'. Below this is the 'Organization Information' section with fields for PTAN, Organization Name, Company Telephone, Company Fax, Address 1, City, State/Territory, and Zip Code. There's also a 'Justification for Action' text area. At the bottom, there are 'Next' and 'Cancel' buttons. A red arrow points to the 'Next' button.</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 with a red oval highlighting the 'Justification for Action' text area and a red arrow pointing to the 'Next' button at the bottom left.</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="226 878 894 989"> <p>Note: Your modification will not be completed until you click Submit.</p> </div>	

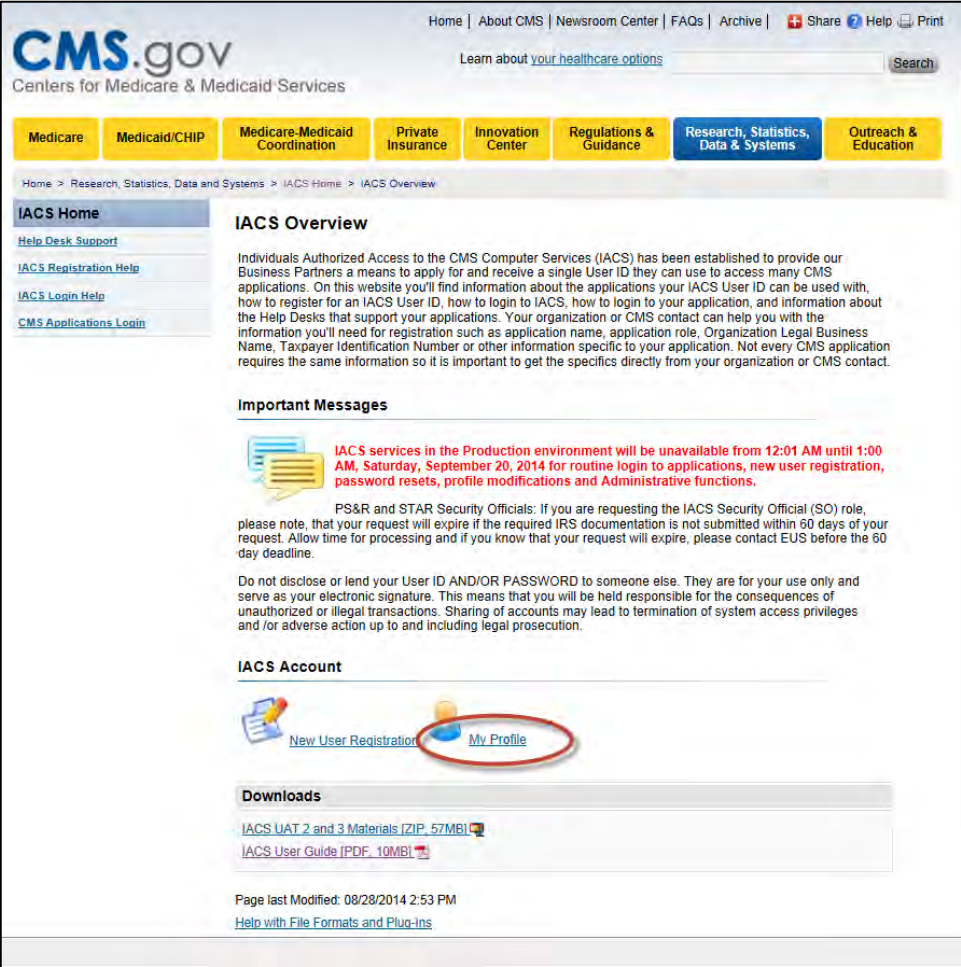
Step	Action	Screen Displayed
13	<p>The Modification Request Acknowledgement screen will appear.</p> <p>This screen contains a tracking number for your request. Record this tracking number and use it if you have questions regarding the status of your request.</p> <p>Click OK to complete your account profile 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>	

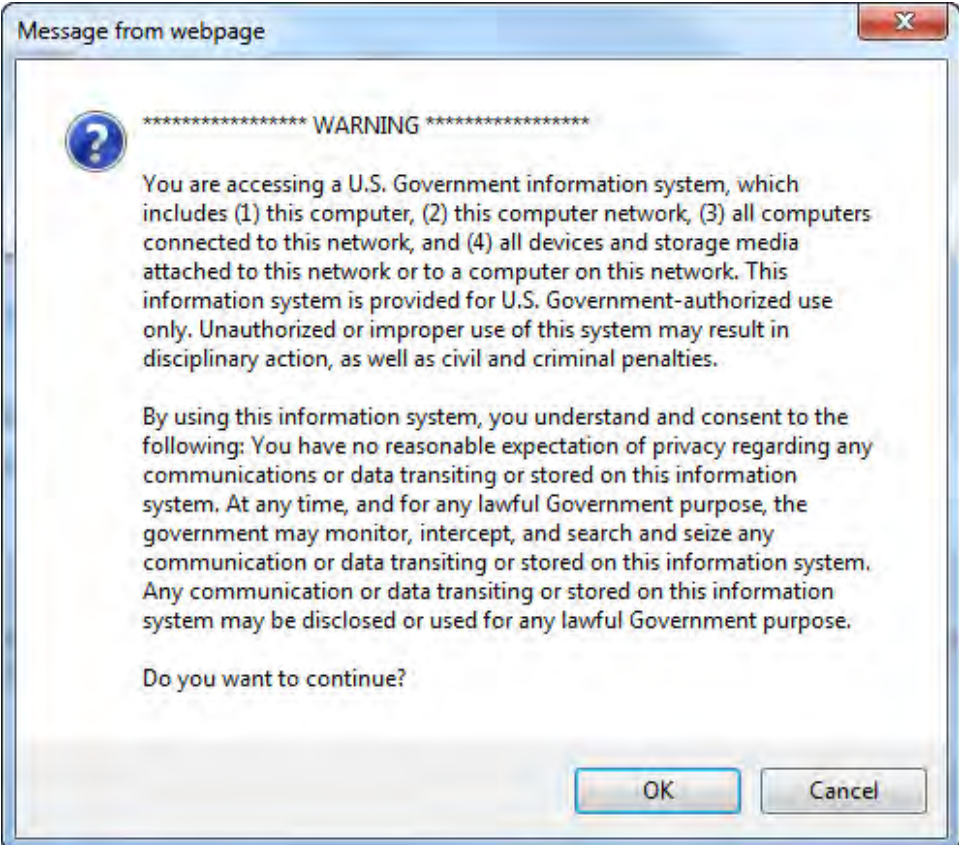
Note: If you do not receive an e-mail notification within 48 hours, please contact the CBIC customer service center at **877- 577-5331** from 9 a.m. to 9 p.m. prevailing Eastern Time.

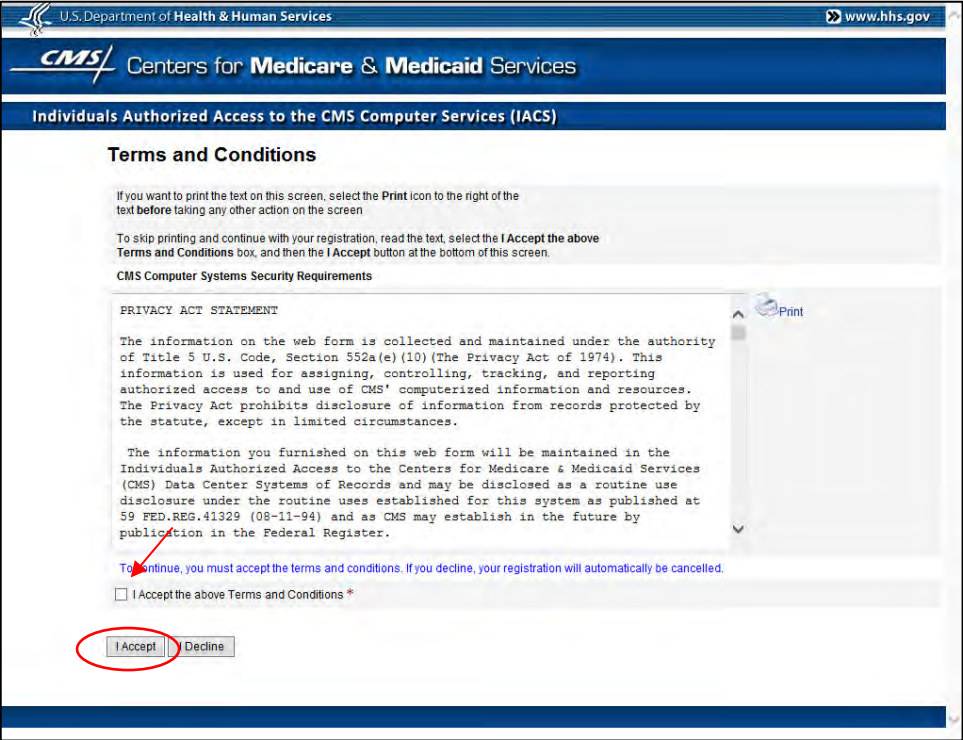
C.Associating to an Organization

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.

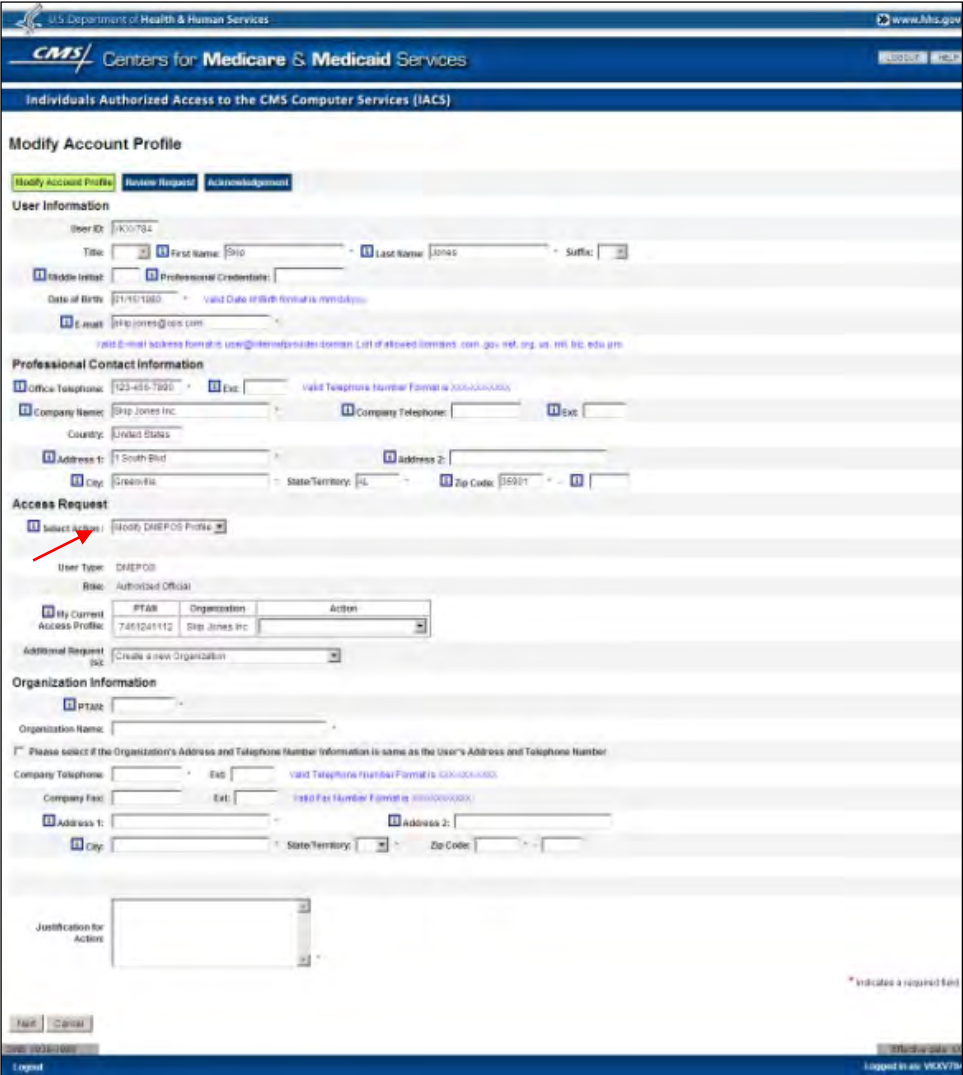
Step	Action	Screen Displayed
1	<p>Go to the CBIC website: www.dmecompetitivebid.com.</p> <p>Click Round 2 Recompete & National Mail-Order Recompete.</p> <p>Go to Bidding Suppliers and then Registration.</p> <p>Click Register Now.</p>	

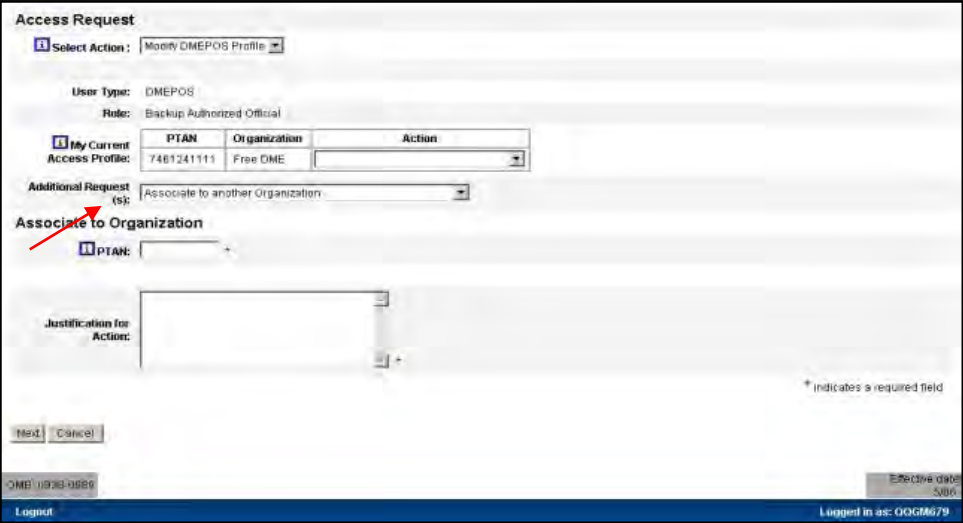
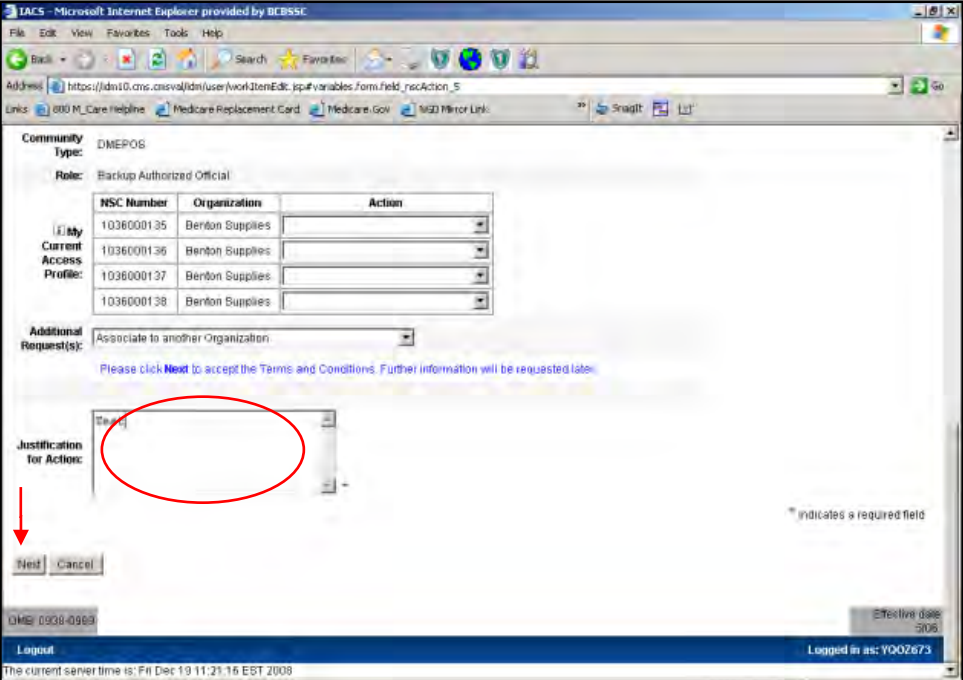
Step	Action	Screen Displayed
2	Click My Profile on the IACS Overview page.	 <p>The screenshot displays the CMS.gov website's IACS Overview page. At the top, the CMS.gov logo is visible alongside navigation links for Home, About CMS, Newsroom Center, FAQs, Archive, Share, Help, and Print. A search bar is also present. Below the header is a horizontal menu with categories: Medicare, Medicaid/CHIP, Medicare-Medicaid Coordination, Private Insurance, Innovation Center, Regulations & Guidance, Research, Statistics, Data & Systems, and Outreach & Education. The left sidebar features a list of links: IACS Home, Help Desk Support, IACS Registration Help, IACS Login Help, and CMS Applications Login. The main content area is titled 'IACS Overview' and includes a detailed paragraph about Authorized Access to CMS Computer Services. An 'Important Messages' section contains a red alert stating that IACS services will be unavailable from 12:01 AM to 1:00 AM on Saturday, September 20, 2014, for routine login, new user registration, password resets, profile modifications, and administrative functions. Below this, a notice for PS&R and STAR Security Officials is provided. The 'IACS Account' section contains two links: 'New User Registration' and 'My Profile', with the latter being circled in red. A 'Downloads' section lists links for '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 and provides a link for 'Help with File Formats and Plug-Ins'.</p>

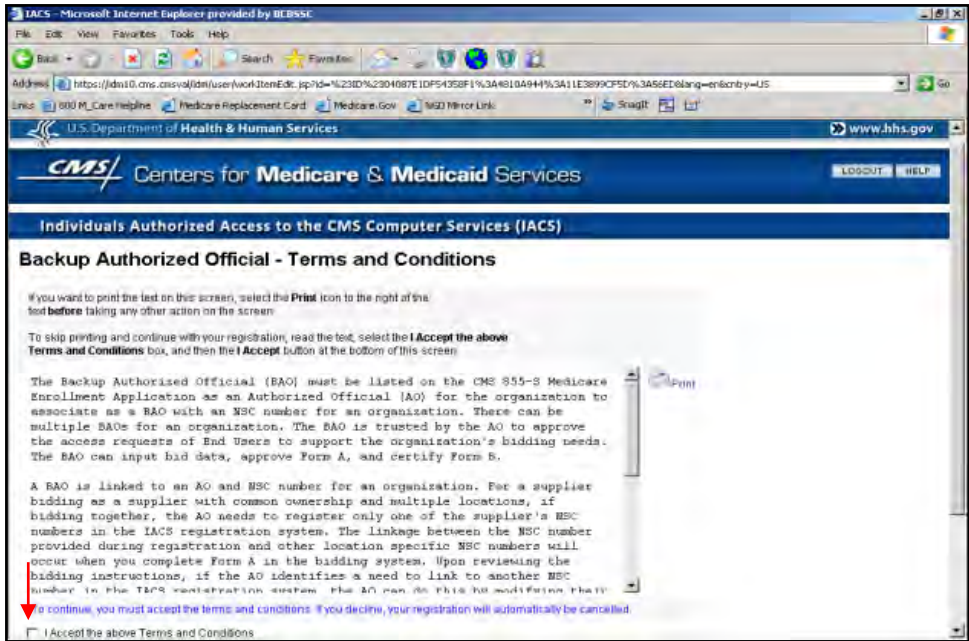
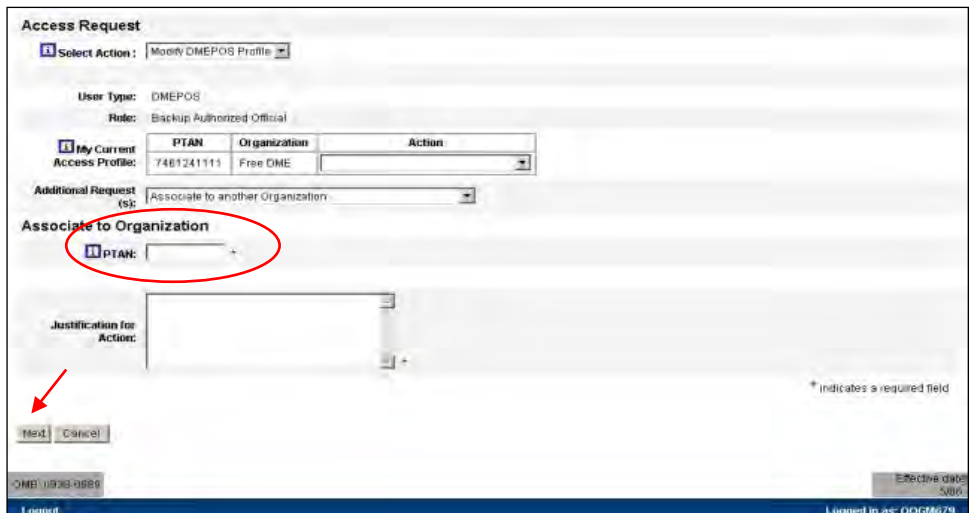
Step	Action	Screen Displayed
3	Click OK on the Warning message.	


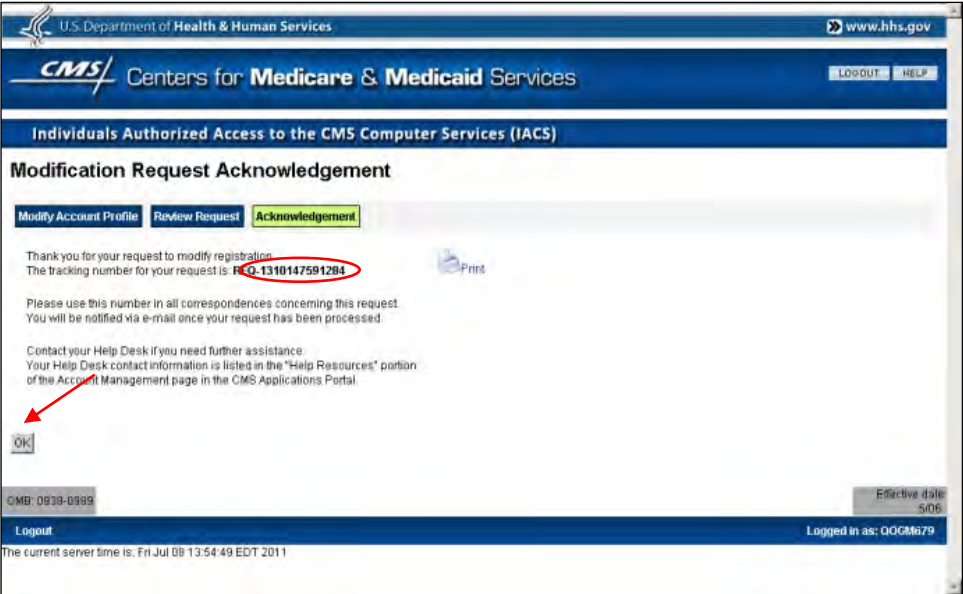
Step	Action	Screen Displayed
4	Check I Accept the above Terms and Conditions and click the I Accept button.	 <p>The screenshot shows the CMS website header with the U.S. Department of Health & Human Services logo and the URL www.hhs.gov. Below the header is the CMS logo and the text 'Centers for Medicare & Medicaid Services'. The main heading is 'Individuals Authorized Access to the CMS Computer Services (IACS)'. The section is titled 'Terms and Conditions'. It includes instructions on how to print the text and how to skip printing. A 'Print' button is visible on the right. The 'Privacy Act Statement' is displayed, followed by a checkbox for 'I Accept the above Terms and Conditions *'. At the bottom, there are two buttons: 'I Accept' and '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="226 334 894 669" style="border: 1px solid black; padding: 10px; 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	Click Modify Account Profile .	

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, Centers for Medicare & Medicaid Services. The page is titled 'Individuals Authorized Access to the CMS Computer Services (IACS)'. The 'Modify Account Profile' section has three tabs: 'Modify Account Profile' (selected), 'Review Requests', and 'Acknowledgements'. The 'User Information' section includes fields for User ID, Title, First Name, Last Name, Suffix, Middle Initial, Professional Credential, Date of Birth, and E-mail. The 'Professional Contact Information' section includes fields for Office Telephone, Company Name, Company Telephone, Ext., Country, Address 1, Address 2, City, State/Territory, and Zip Code. The 'Access Request' section has a 'Select Action' dropdown menu with a red arrow pointing to it, and a 'User Type' dropdown menu. The 'Organization Information' section includes fields for PTAB, Organization, Action, Company Telephone, Company Fax, Address 1, Address 2, City, State/Territory, and Zip Code. A 'Justification for Action' text area is also present. The page footer includes a 'Logout' button and a 'Logged in as: VICKY796' status.</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, “Enter bid data,” 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="237 251 907 362" 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.

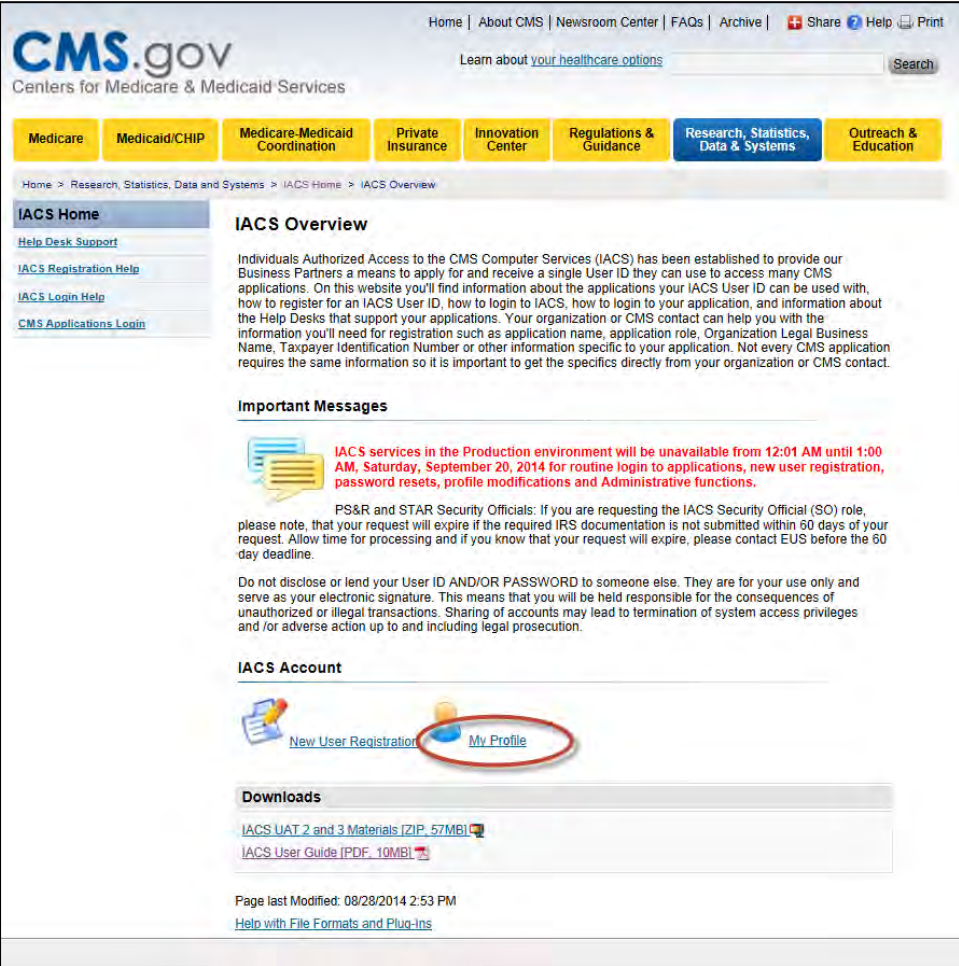
If no action is taken on an approval request within four (4) days, IACS automatically sends a reminder e-mail notification to the AO.

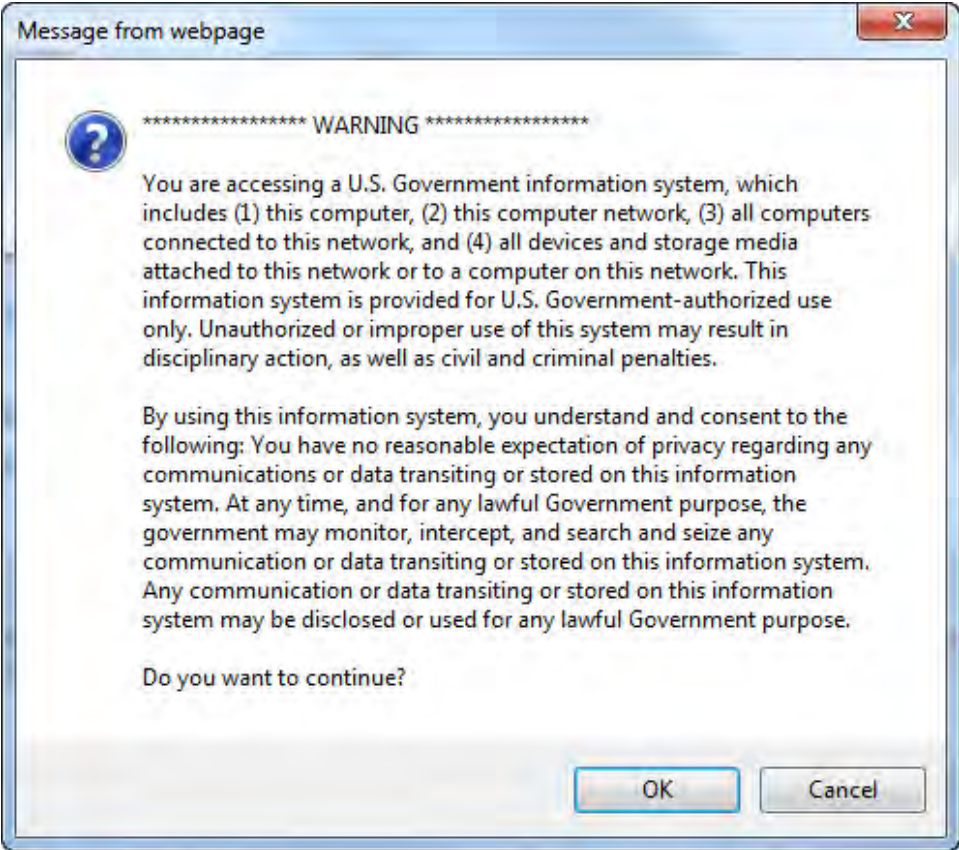
If an approval request for a BAO is not processed within 24 calendar days, the request is cancelled. The BAO will receive an e-mail notification to this effect. The BAO will then have to resubmit the registration request.

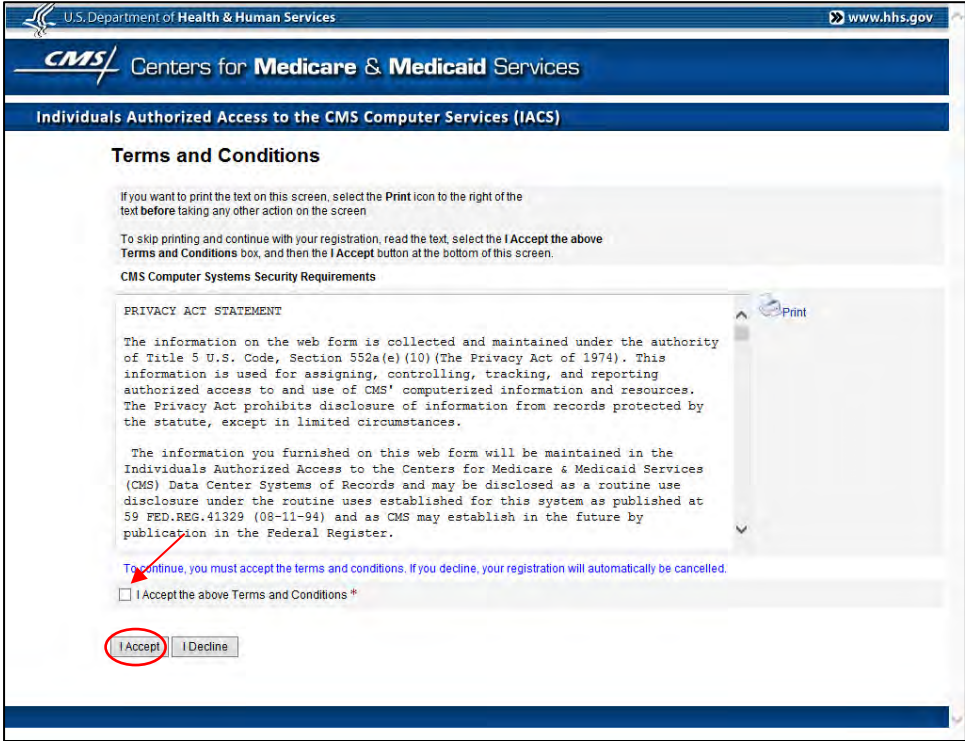
If an approval request for an EU is not processed within 12 calendar days, the request is cancelled. The EU is sent an e-mail notification to this effect. The EU will then have to resubmit the registration or the request.

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 .	

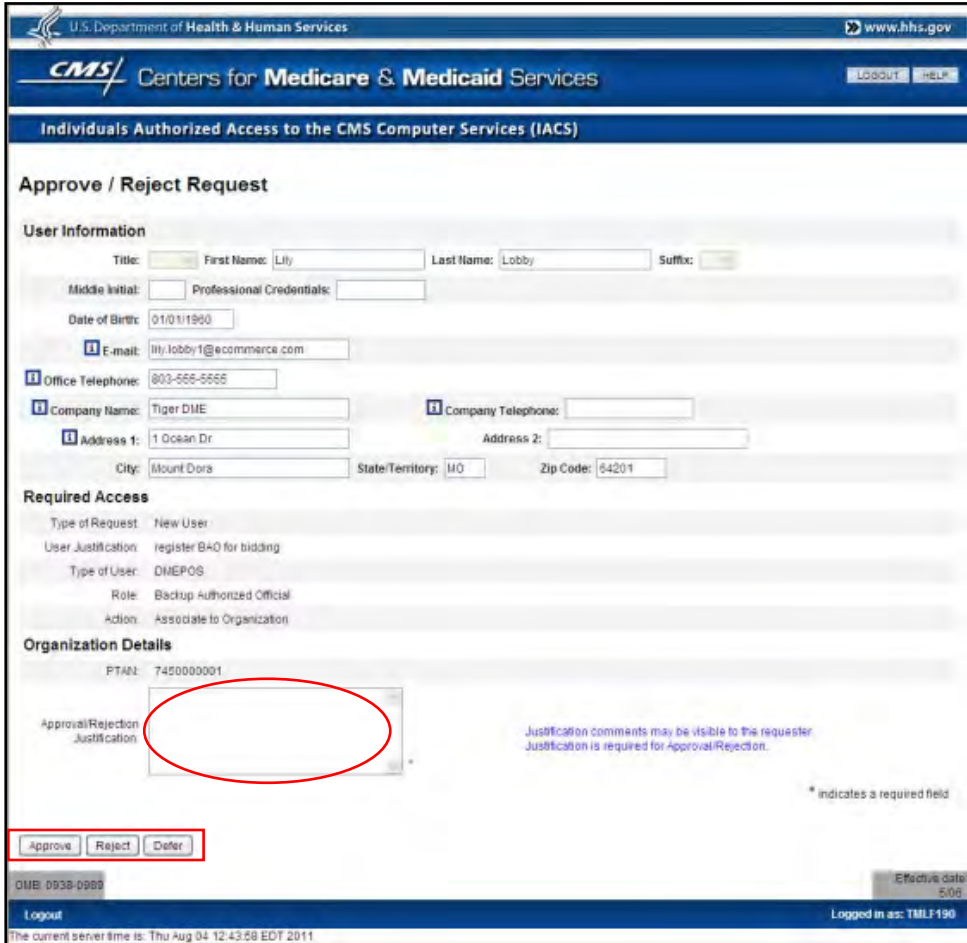
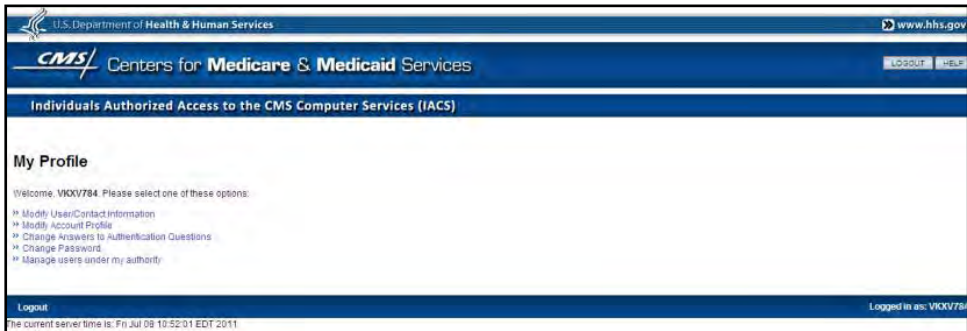
Step	Action	Screen Displayed
2	Click My Profile on the IACS Overview page.	 <p>The screenshot displays the CMS.gov IACS Overview page. At the top, there's a navigation bar with links like Home, About CMS, Newsroom Center, FAQs, Archive, and social media icons. Below this is a search bar and a row of topic buttons including Medicare, Medicaid/CHIP, Medicare-Medicaid Coordination, Private Insurance, Innovation Center, Regulations & Guidance, Research, Statistics, Data & Systems, and Outreach & Education. The left sidebar lists links for IACS Home, Help Desk Support, IACS Registration Help, IACS Login Help, and CMS Applications Login. The main content area, titled 'IACS Overview', provides information about the IACS system and includes an 'Important Messages' section with a red alert regarding service unavailability on September 20, 2014. It also features an 'IACS Account' section with links for 'New User Registration' and 'My Profile', where 'My Profile' is highlighted with a red circle. A 'Downloads' section at the bottom offers links to IACS UAT materials and the IACS User Guide. The footer indicates the page was last modified on 08/28/2014.</p>

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 displays the CMS website header with the U.S. Department of Health & Human Services logo and the URL www.hhs.gov. Below the header, the CMS logo is followed by 'Centers for Medicare & Medicaid Services'. The main heading is 'Individuals Authorized Access to the CMS Computer Services (IACS)'. Underneath, the section is titled 'Terms and Conditions'. A note states: 'If you want to print the text on this screen, select the Print icon to the right of the text before taking any other action on the screen.' Another note says: 'To skip printing and continue with your registration, read the text, select the I Accept the above Terms and Conditions box, and then the I Accept button at the bottom of this screen.' The 'CMS Computer Systems Security Requirements' section is also visible. A 'Privacy Act Statement' box contains text about information collection and use. A 'Print' icon is on the right. A red arrow points to the 'I Accept' button, which is circled in red. The 'I Decline' button is also visible.</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; padding: 10px; margin: 10px 0;"> <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.	

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.

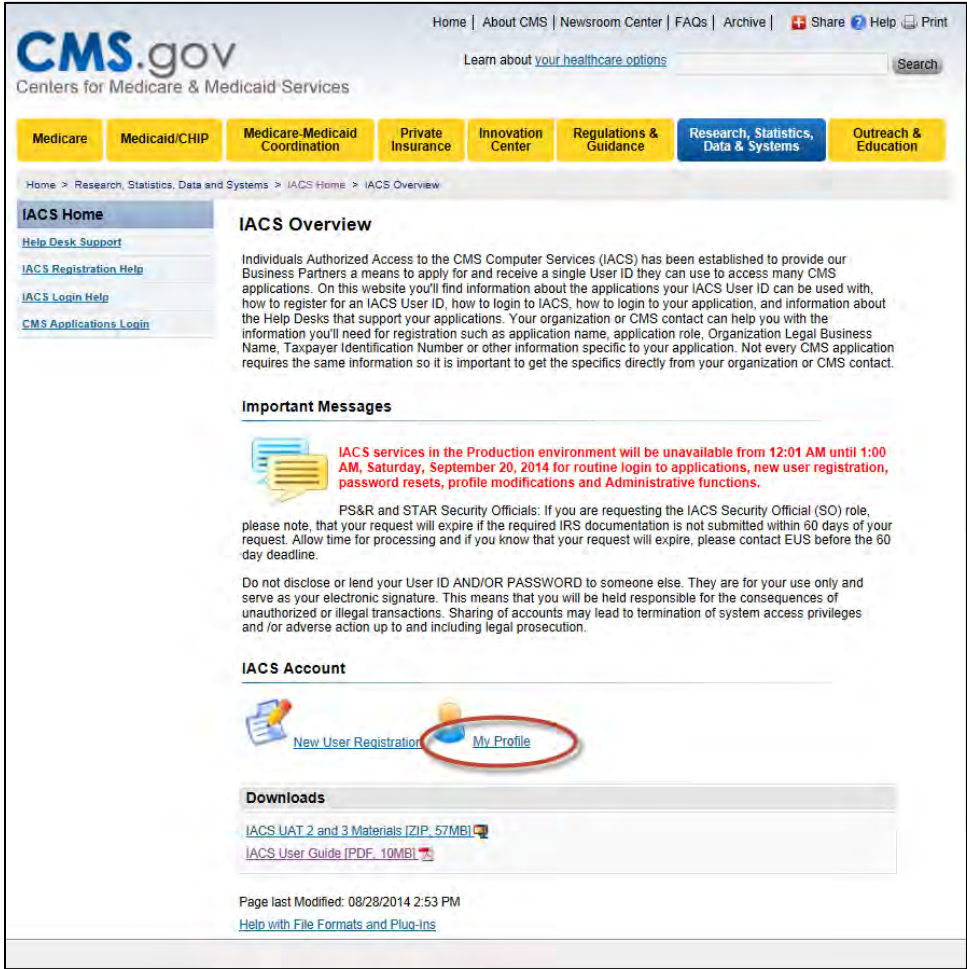
New! There is a new feature in IACS that allows AOs to export a report of all pending requests from BAOs and EUs. Simply click on the Excel icon labeled **Export** located to the right of the pending table. A pop-up box will appear asking if you would like to open, save or cancel this file. To save the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

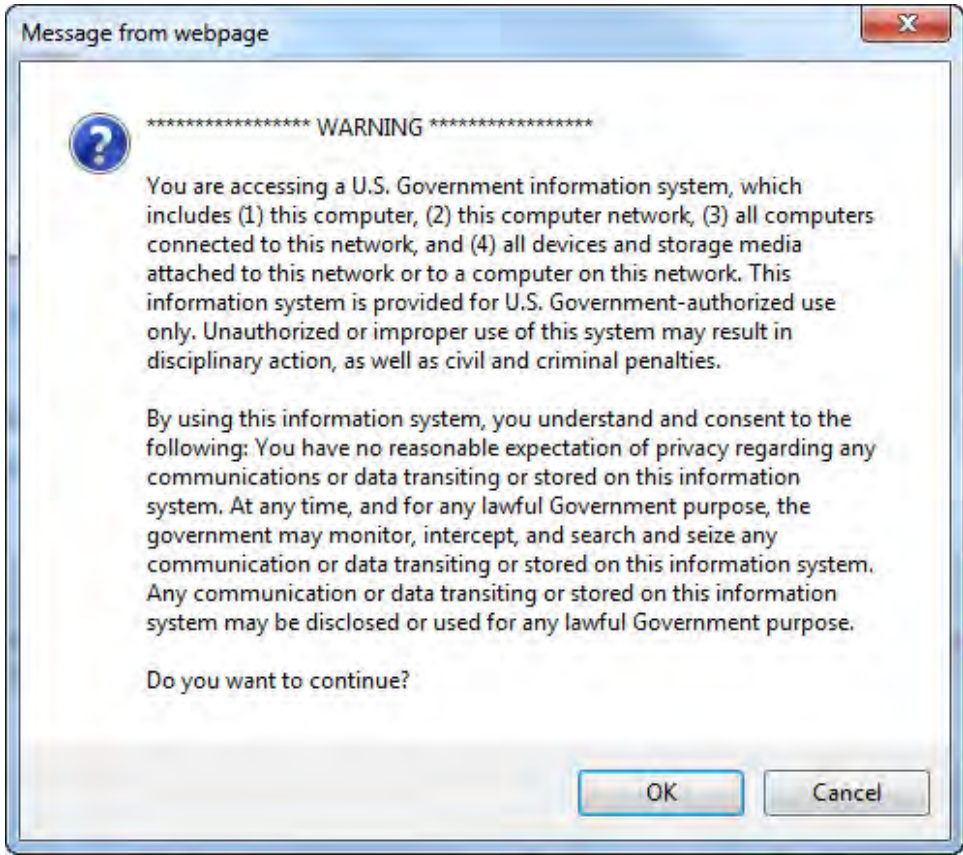
E. Modifying an Organization Profile

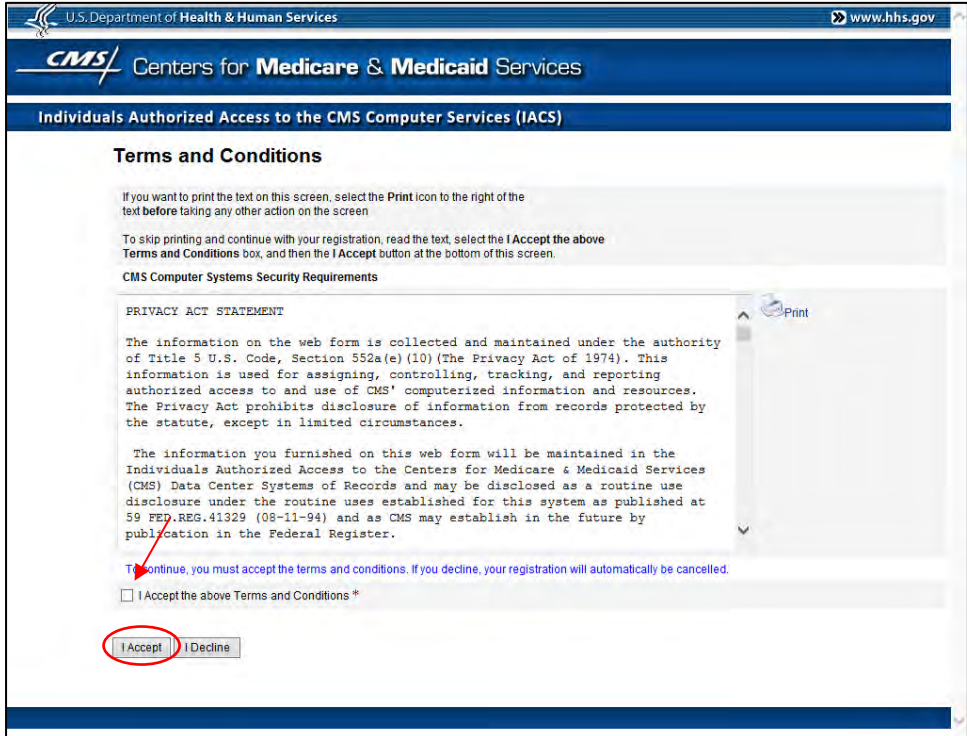
There may be times when your organization's information will need to be updated because of a change of location, change of business name, new telephone number, etc. Depending on your user role, you may be able to view and/or edit your organization's profile. If you are an authorized official (AO), you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

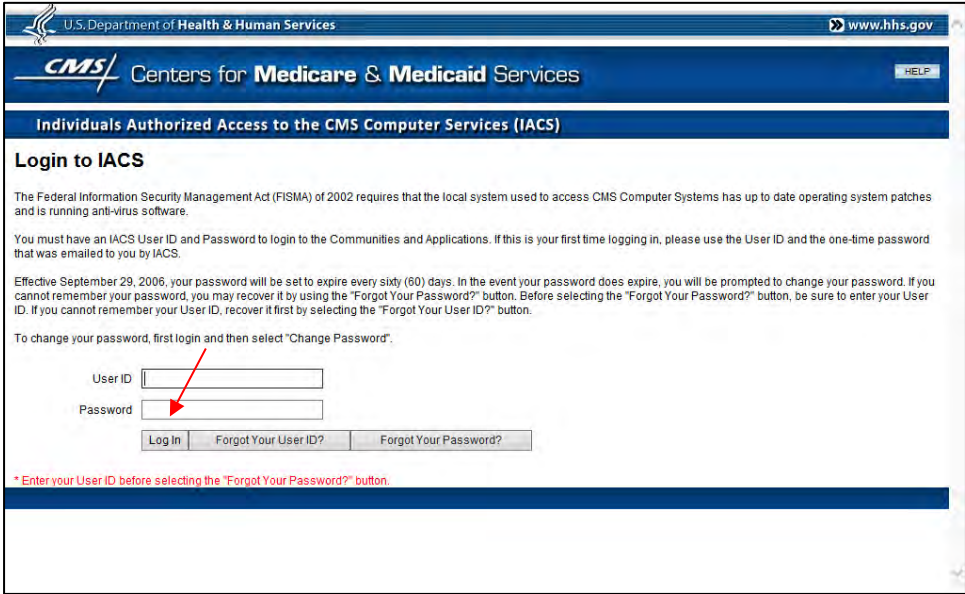
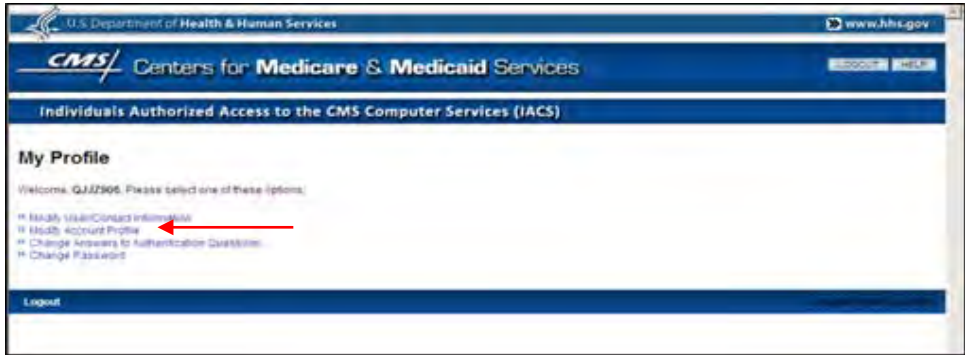
To modify an organization's information, the AO should complete the following steps.

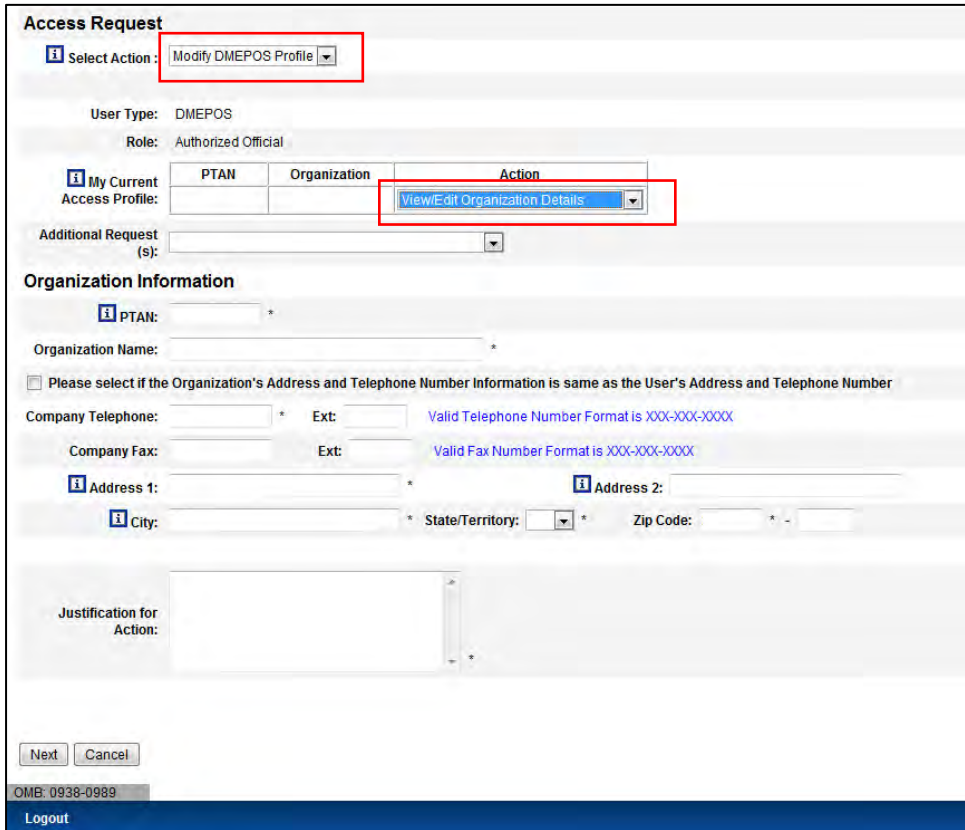
Step	Action	Screen Displayed
1	<p>Go to the CBIC website: www.dmecompetitivebid.com.</p> <p>Click Round 2 Recompete & National Mail-Order Recompete.</p> <p>Go to Bidding Suppliers and then click Registration.</p> <p>Click Register Now.</p>	

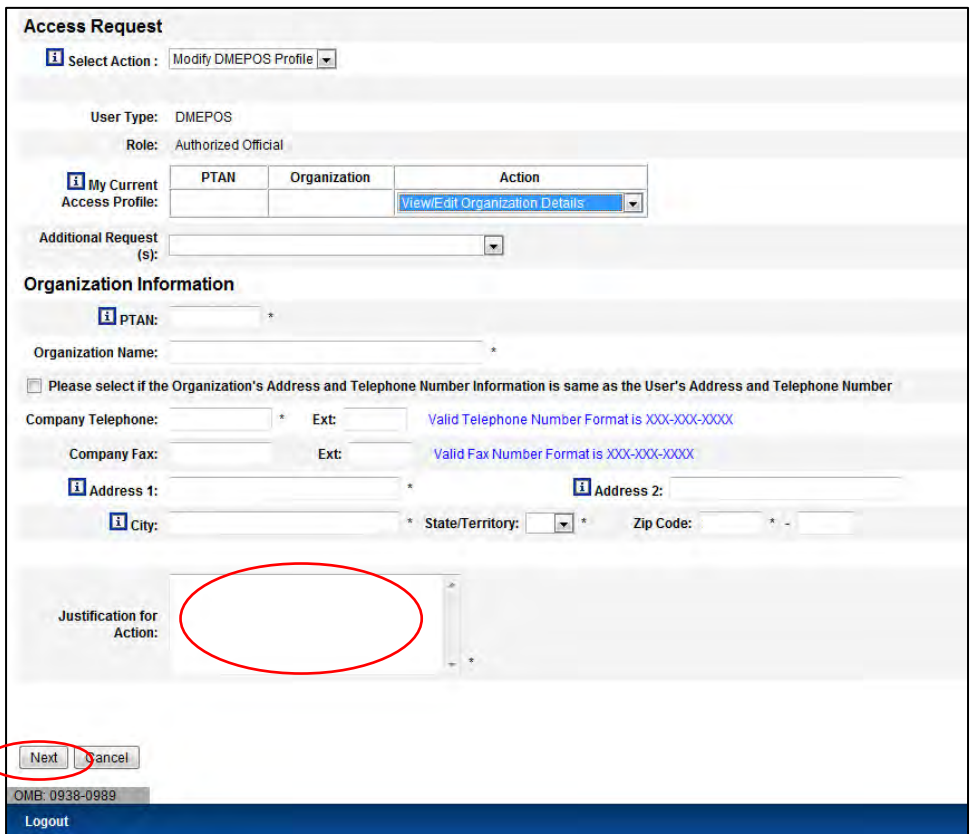

Step	Action	Screen Displayed
2	Click My Profile on the IACS Overview page.	 <p>The screenshot displays the CMS.gov website's IACS Overview page. The header includes the CMS.gov logo and navigation links. A sidebar on the left lists various support and registration links. The main content area features an 'IACS Overview' section with a detailed description of the system. Below this, an 'Important Messages' section contains a red alert regarding service unavailability on September 20, 2014. The 'IACS Account' section includes links for 'New User Registration' and 'My Profile', with 'My Profile' highlighted by a red circle. A 'Downloads' section at the bottom provides links to user guides and materials. The footer indicates the page was last modified on 08/28/2014.</p>



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 includes instructions on how to print the text and how to skip printing. A 'Print' button is visible. The 'Privacy Act Statement' is displayed, followed by a paragraph of text. At the bottom, there is a checkbox labeled 'I Accept the above Terms and Conditions *' and 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="222 321 919 691" style="border: 1px solid black; padding: 10px; 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	<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>	

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>	
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="237 1356 909 1458" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Note: Your modification will not be completed until you click Submit.</p> </div>	

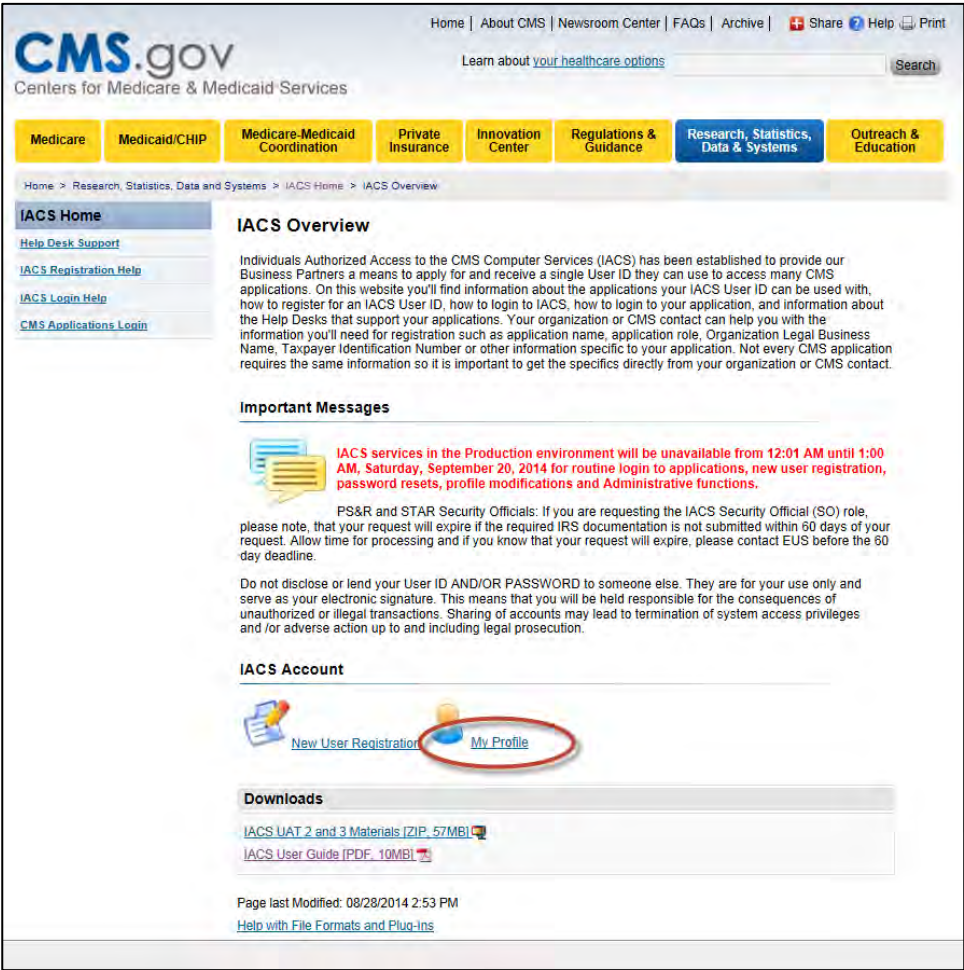
Step	Action	Screen Displayed
10	<p>The Modification Request Acknowledgment screen will appear.</p> <p>This screen contains a tracking number for your request. Record this tracking number and use it if you have questions regarding the status of your request.</p> <p>Click OK to complete your account profile 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>	

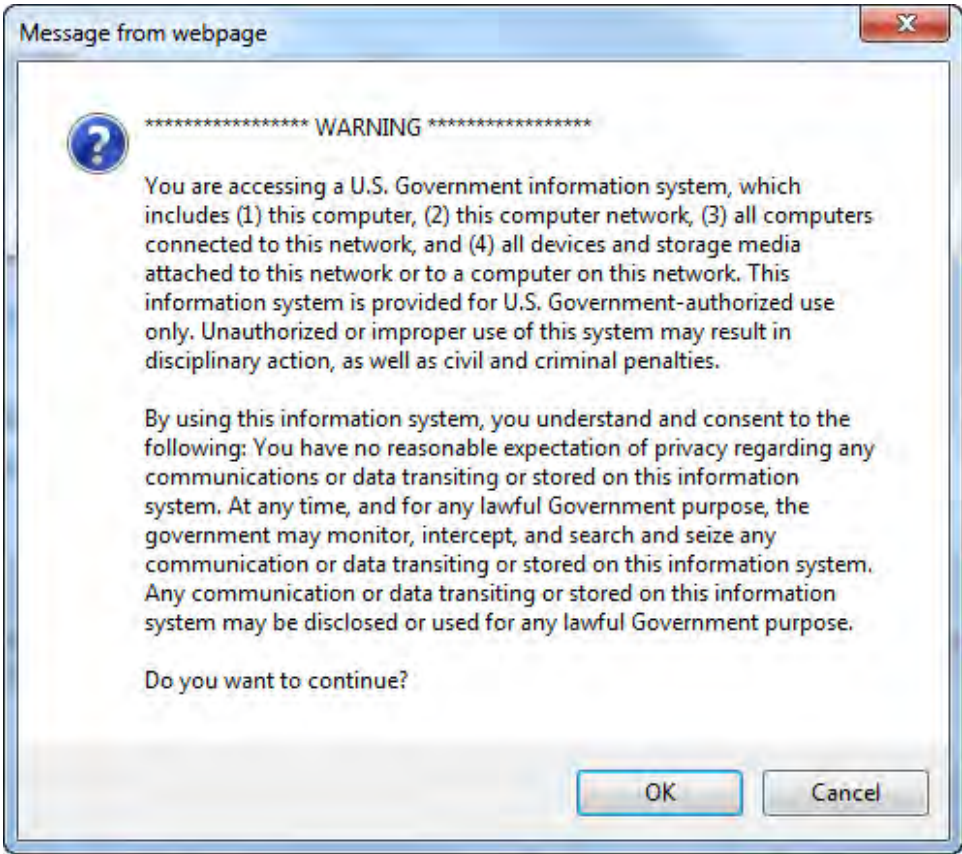
Note: If you do not receive an e-mail notification within 48 hours, please contact the CBIC customer service center at **877-577-5331** from 9 a.m. to 9 p.m. prevailing Eastern Time.

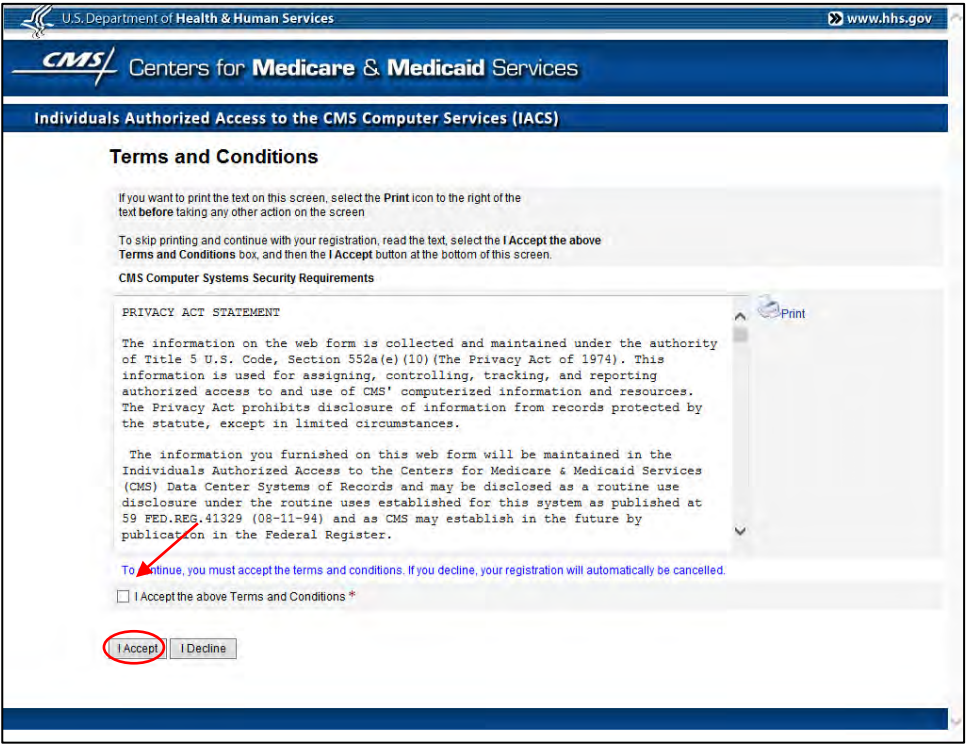
F. Modifying User/Contact Information

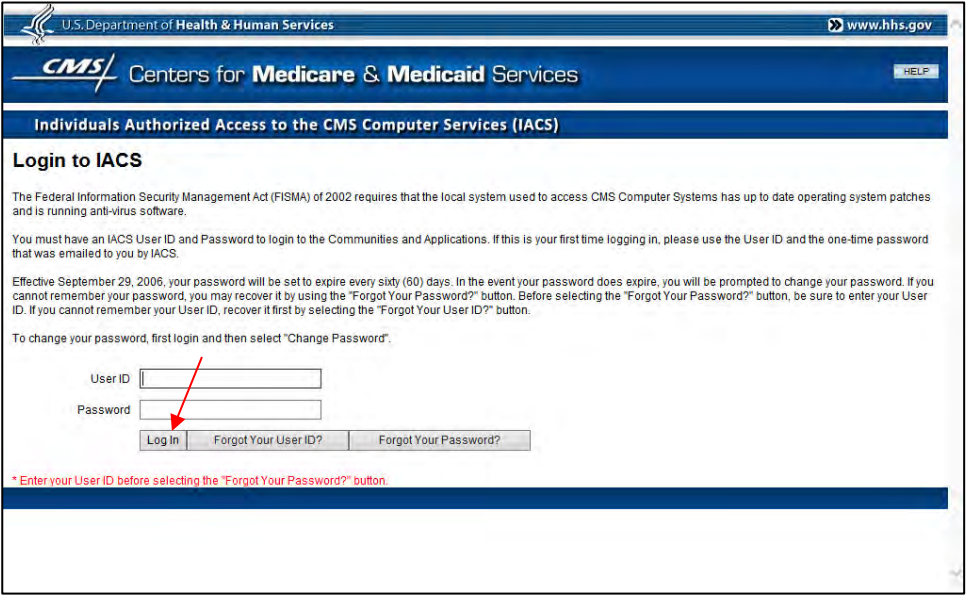
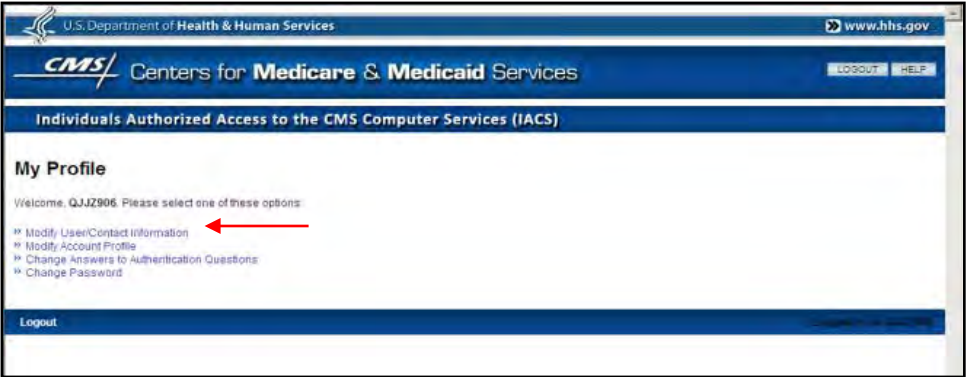
It is very important for all users (authorized officials, backup authorized officials and end users) to keep their contact information (such as an e-mail address, telephone number or address) current in IACS. Many critical notices are sent via the e-mail address on file in IACS to bidders during registration 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.

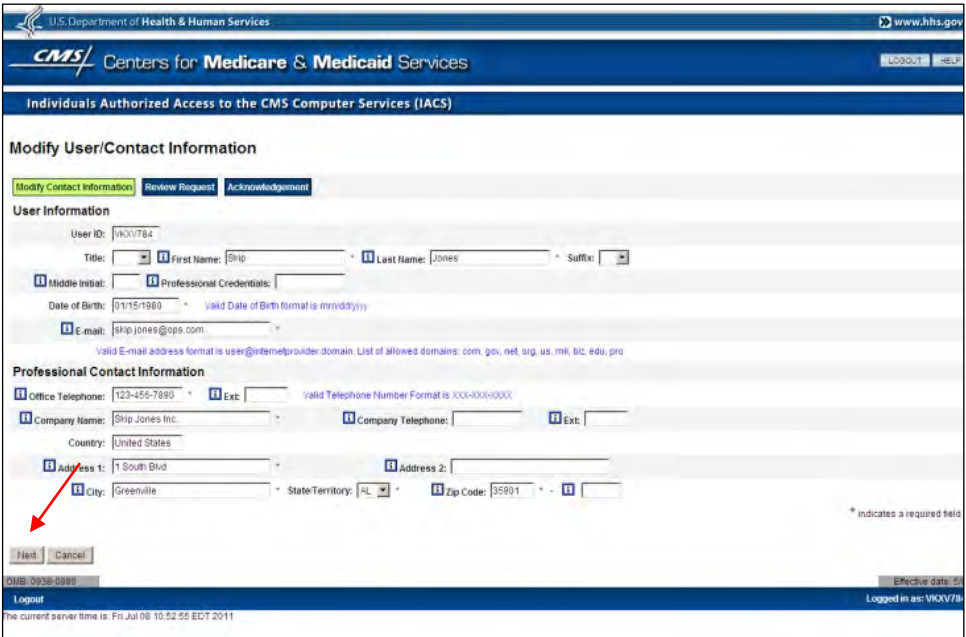
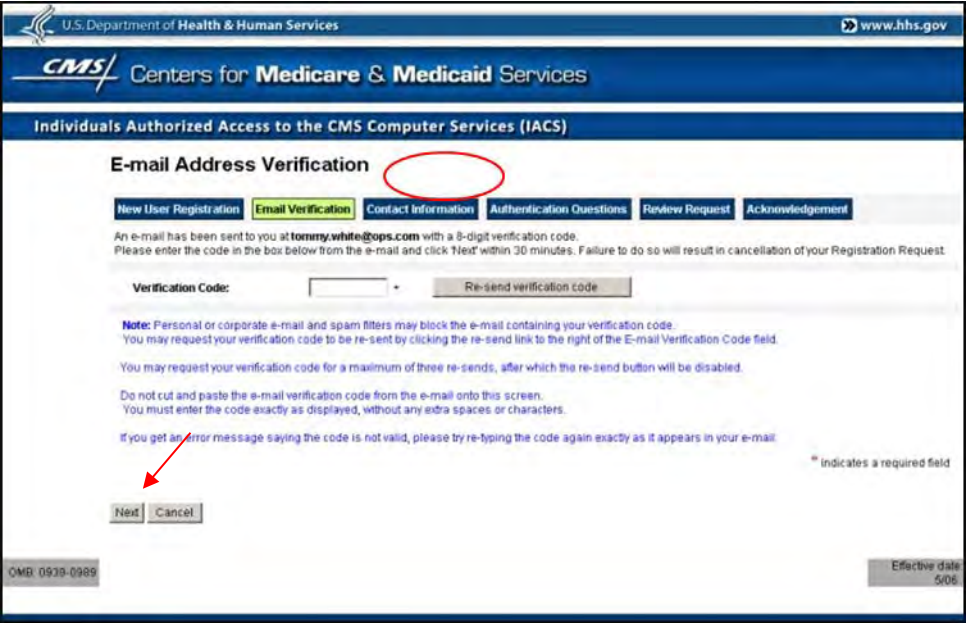
Step	Action	Screen Displayed
1	<p>Go to the CBIC website: www.dmecompetitivebid.com.</p> <p>Click Round 2 Recompete & National Mail-Order Recompete.</p> <p>Go to Bidding Suppliers and then click Registration.</p> <p>Click Register Now.</p>	

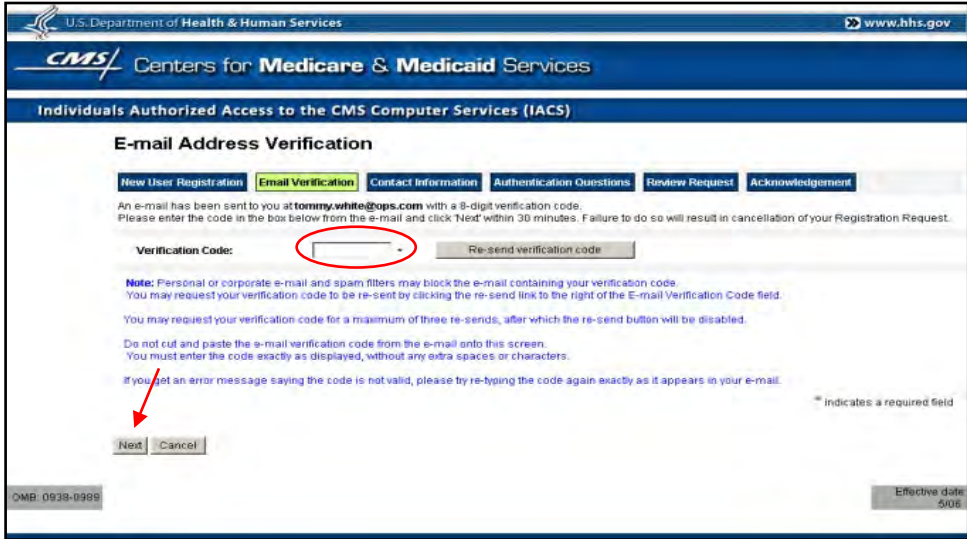
Step	Action	Screen Displayed
2	Click My Profile on the IACS Overview page	 <p>The screenshot displays the CMS.gov website's IACS Overview page. At the top, the CMS.gov logo is visible alongside navigation links: Home, About CMS, Newsroom Center, FAQs, Archive, Share, Help, and Print. A search bar is also present. Below the header is a row of eight yellow buttons representing different CMS services: Medicare, Medicaid/CHIP, Medicare-Medicaid Coordination, Private Insurance, Innovation Center, Regulations & Guidance, Research, Statistics, Data & Systems (highlighted in blue), and Outreach & Education. A breadcrumb trail indicates the current location: Home > Research, Statistics, Data and Systems > IACS Home > IACS Overview. The 'IACS Home' button is highlighted. The main content area, titled 'IACS Overview', provides information about the IACS system and includes an 'Important Messages' section with a red alert regarding service unavailability on September 20, 2014. Below this is the 'IACS Account' section, which features links for 'New User Registration' and 'My Profile'. The 'My Profile' link is circled in red. A 'Downloads' section at the bottom lists links for 'IACS UAT 2 and 3 Materials' and 'IACS User Guide'. The footer contains the page last modified date (08/28/2014 2:53 PM) and a link for 'Help with File Formats and Plug-Ins'.</p>

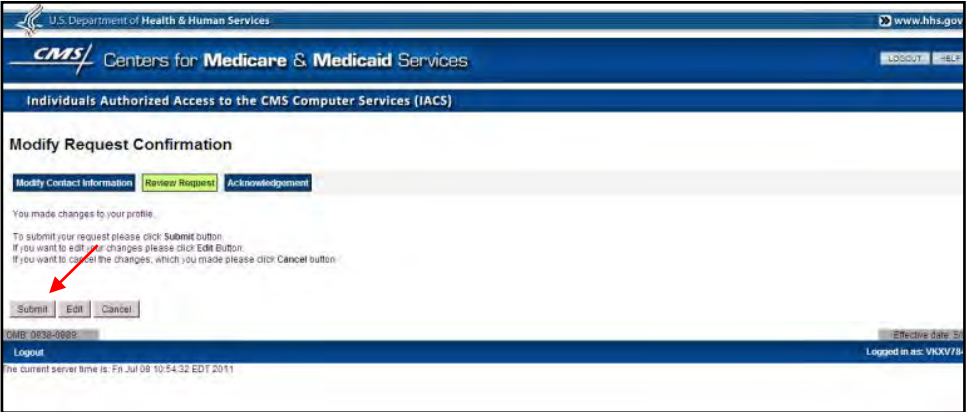
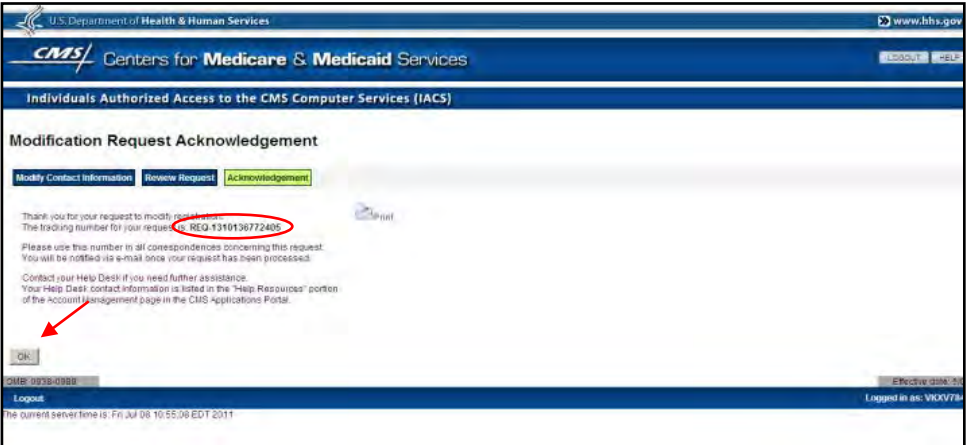
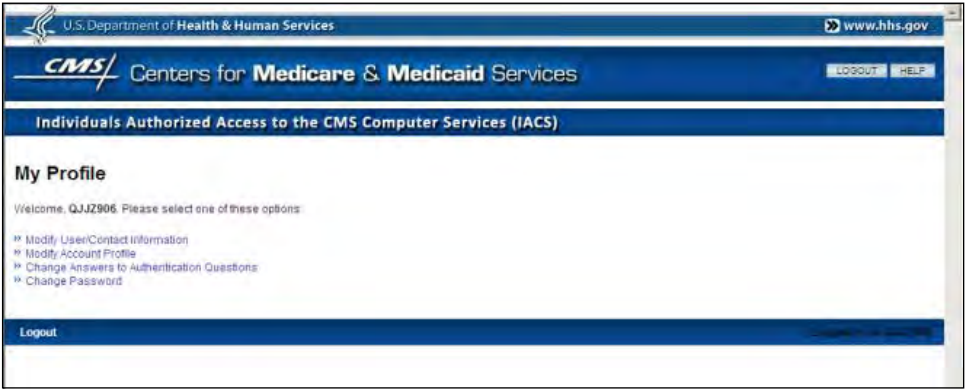
Step	Action	Screen Displayed
3	Click OK on the Warning message	 <p>Message from webpage</p> <p>***** WARNING *****</p> <p>You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices 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 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)'. Under this heading is the 'Terms and Conditions' section. It includes instructions on how to print the text and how to skip printing. A 'Privacy Act Statement' is displayed, explaining that information collected is used for assigning, controlling, tracking, and reporting authorized access. 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. 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> <div data-bbox="239 266 909 636" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <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="239 293 907 690" style="border: 1px solid black; padding: 10px; 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="241 357 919 597" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <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>Verification Code: <your code will appear here></p> <p>Thank you,</p> <p>IACS</p>
10	<p>Enter the verification code in the Verification Code field.</p> <p>Click Next.</p> <div data-bbox="241 901 919 1088" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <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="239 456 919 548" 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.

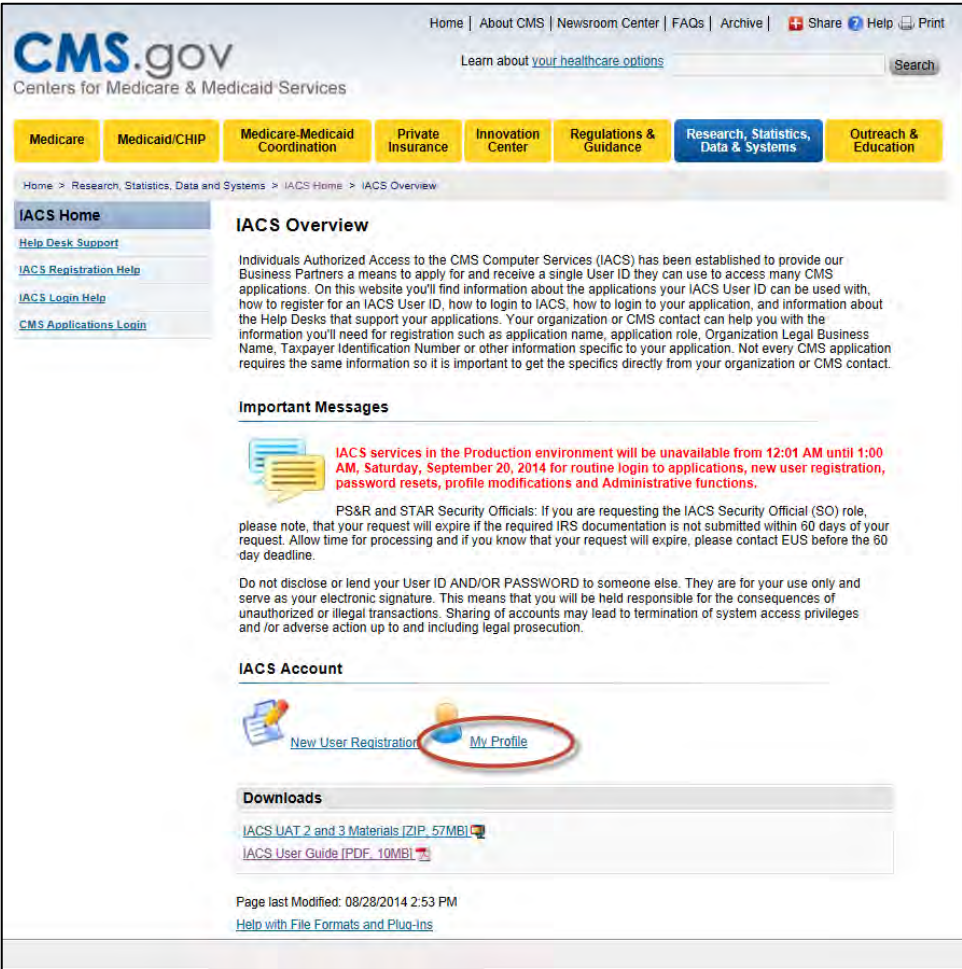
G. Disassociating from an Organization

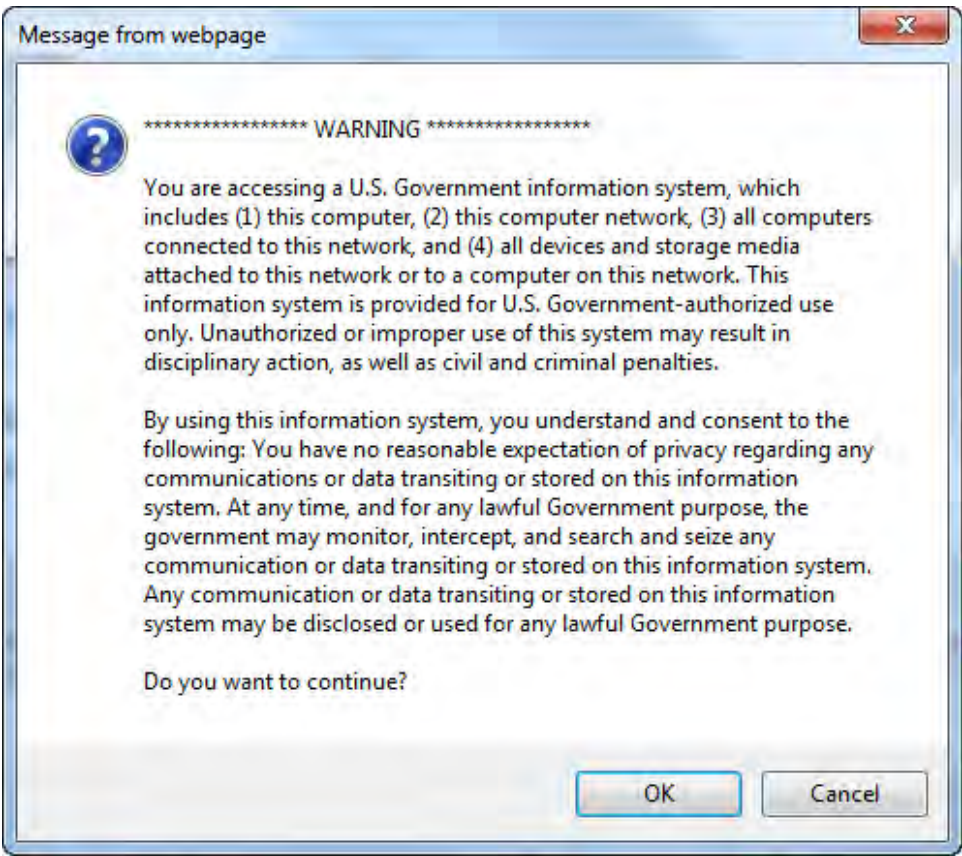
The disassociation feature in IACS removes a user's access to a specific organization's bidding profile. Situations may occur when a user may need to disassociate from an organization (for example, when an employee leaves the company or a location is sold). Authorized officials (AOs) may disassociate 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.

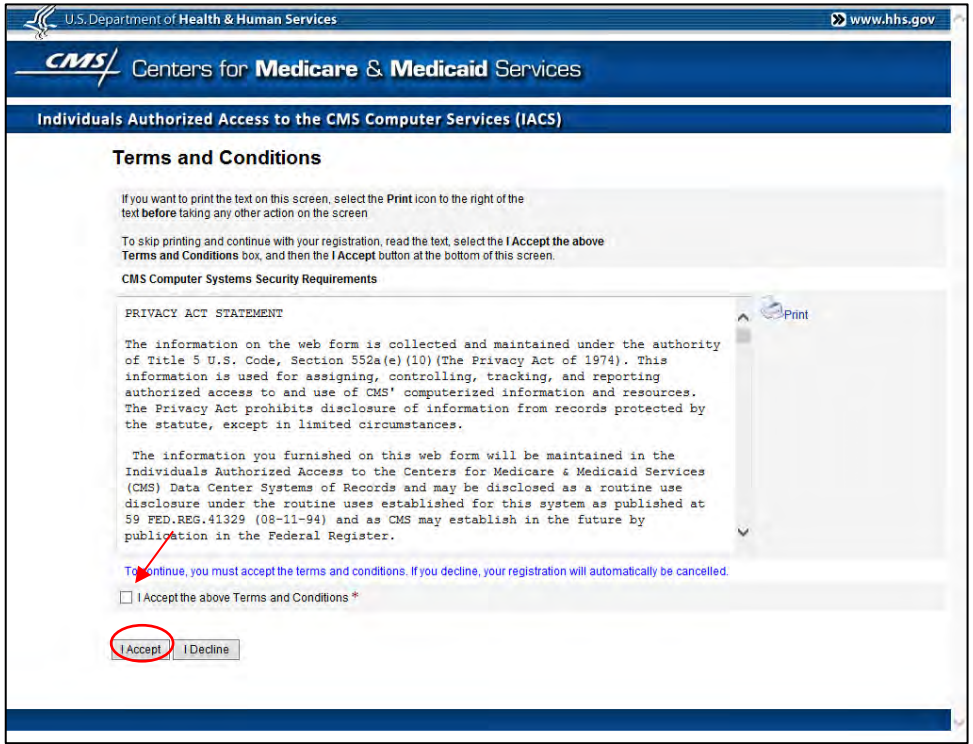
Note: It is strongly encouraged that more than one AO be listed on the CMS-855S application to enable a BAO to register in IACS. Having a BAO allows the bidding process to continue for your organization even if the AO leaves the company or no longer wishes to be involved in the bidding process. If the 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.

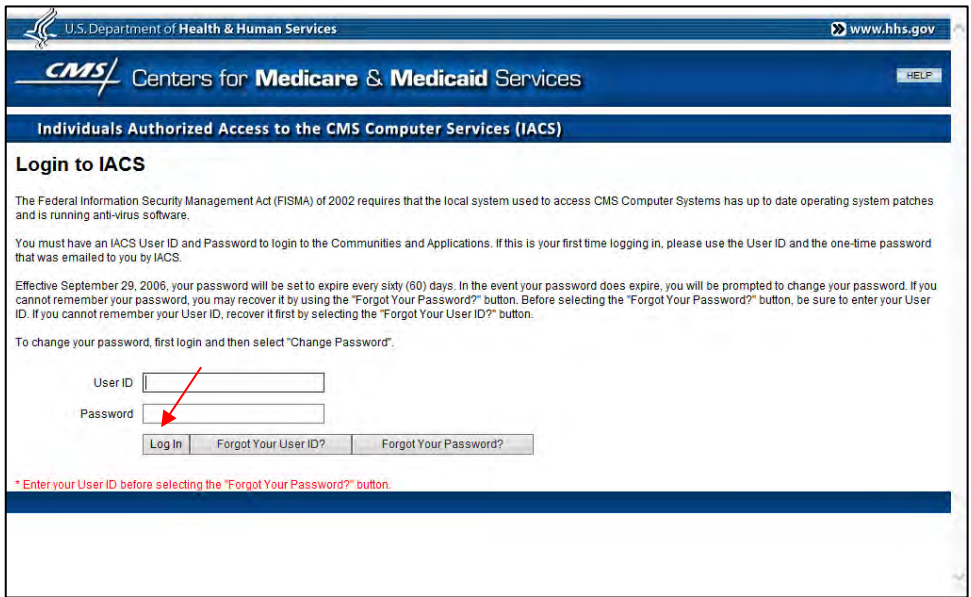
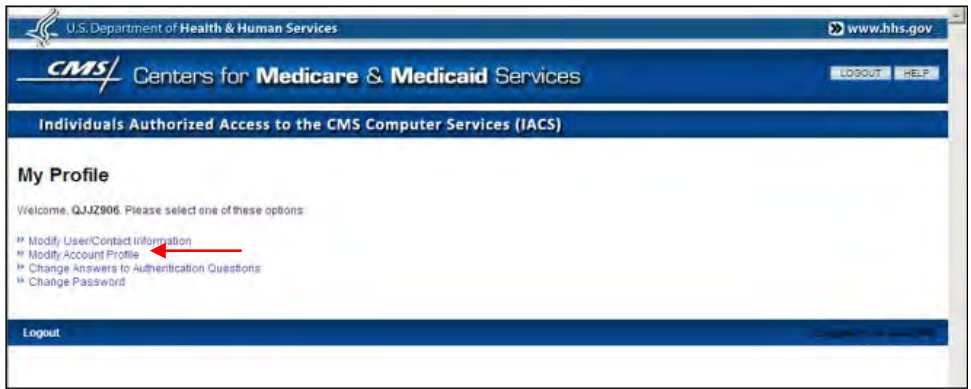
The following instructions detail how to disassociate a user's access to an organization's profile.

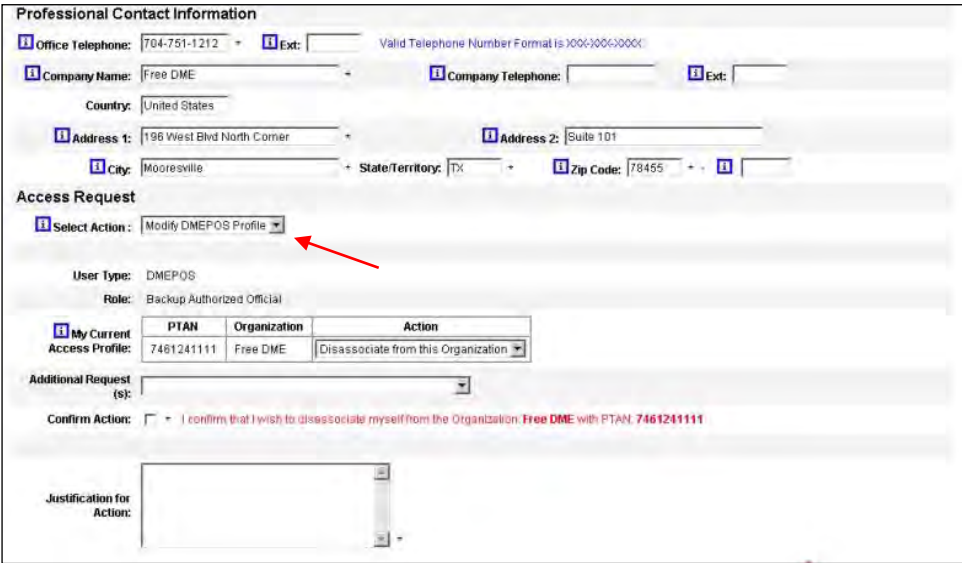
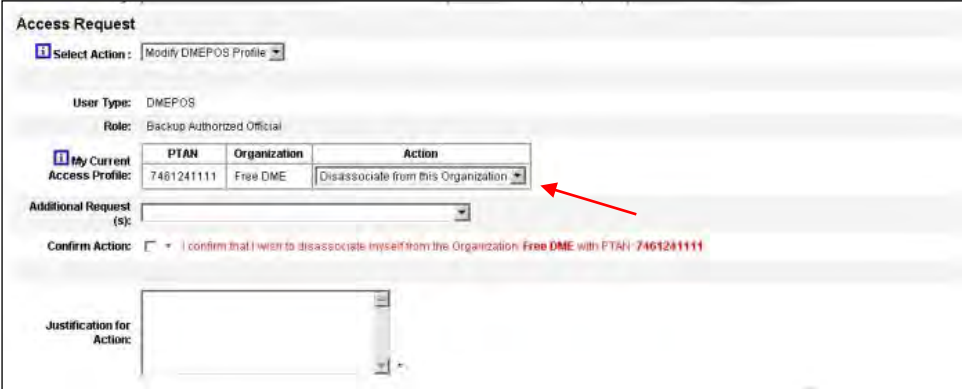
Step	Action	Screen Displayed
1	Go to the CBIC website: www.dmecompetitivebid.com . Click Round 2 Recompete & National Mail-Order Recompete . Go to Bidding Suppliers and then Registration . Click Register Now .	

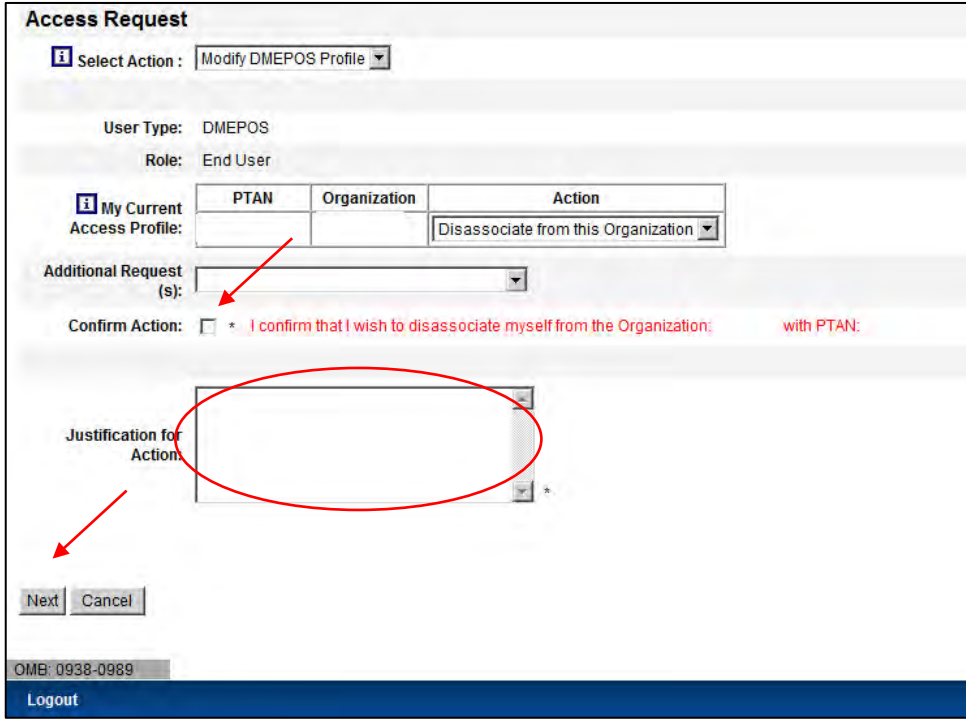
Step	Action	Screen Displayed
2	Click My Profile on the IACS Overview page.	


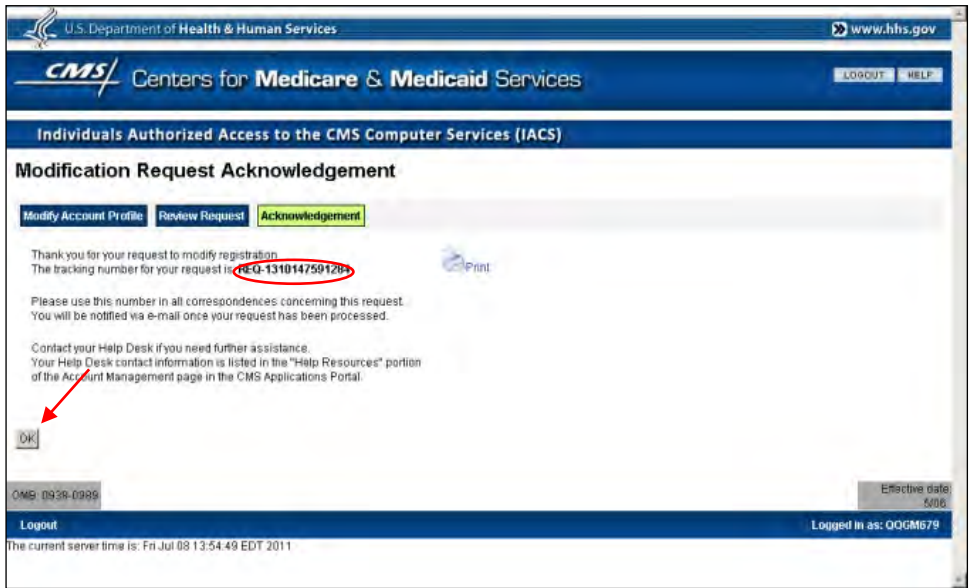
Step	Action	Screen Displayed
3	Click OK on the Warning message.	

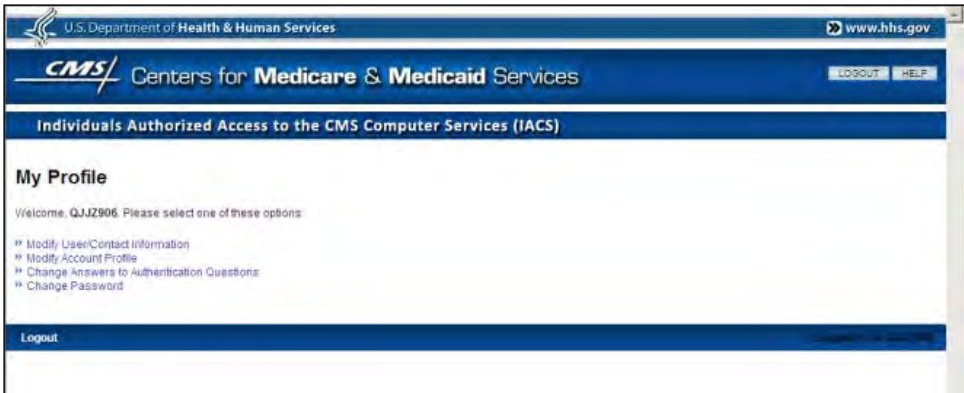
Step	Action	Screen Displayed
4	Check I Accept the above Terms and Conditions and click the I Accept button.	 <p>The screenshot shows the CMS website header with the U.S. Department of Health & Human Services logo and the URL www.hhs.gov. Below the header is the CMS logo and the text 'Centers for Medicare & Medicaid Services'. The main heading is 'Individuals Authorized Access to the CMS Computer Services (IACS)'. The section is titled 'Terms and Conditions'. It includes instructions on how to print the text and how to skip printing. A 'Privacy Act Statement' is displayed, explaining 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="239 337 911 708" style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <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	Click Modify Account Profile .	

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 highlighted with a red arrow and 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 PTAN 7461241111 and Organization Free DME. The 'Action' column shows 'Disassociate from this Organization'. The 'Confirm Action' checkbox is unchecked, and the 'Justification for Action' text area is empty.</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 highlighted with a red arrow and 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 PTAN 7461241111 and Organization Free DME. The 'Action' column shows 'Disassociate from this Organization'. The 'Confirm Action' checkbox is unchecked, and the 'Justification for Action' text area is empty.</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="237 849 907 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="237 250 907 352" style="border: 1px solid black; 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>	

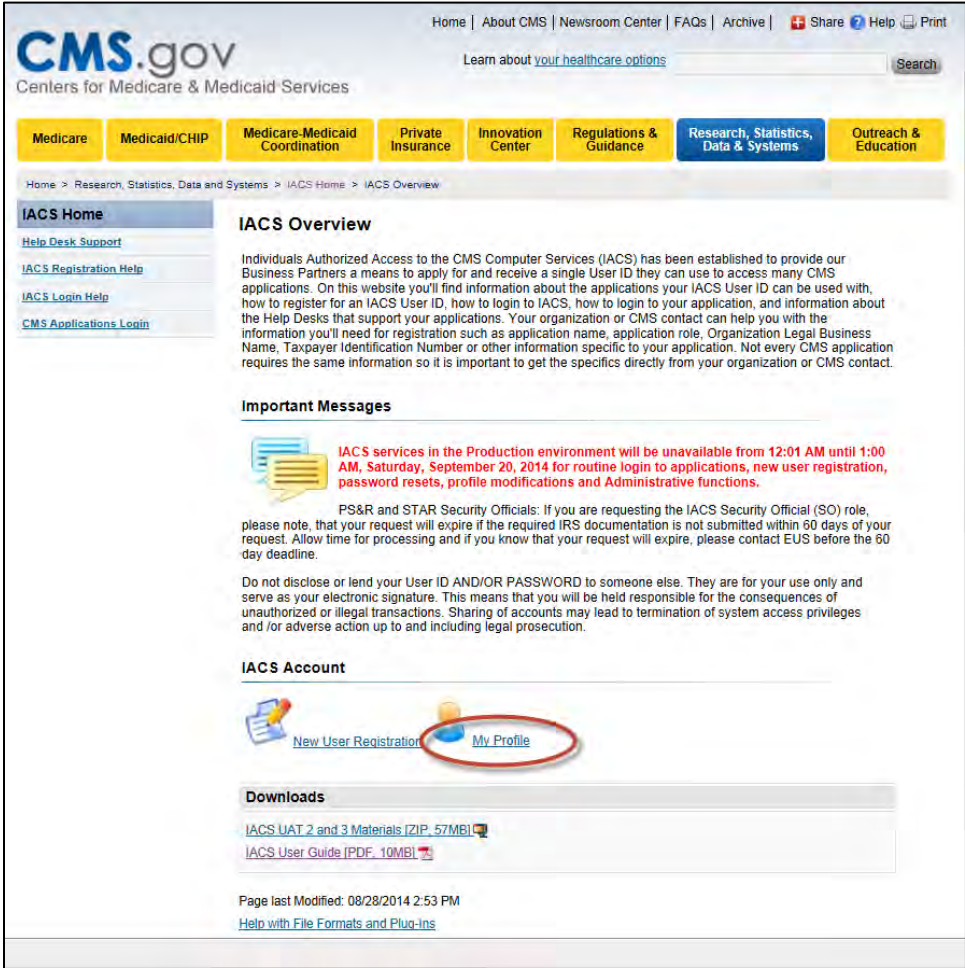
Step	Action	Screen Displayed
12	<p>The Modify Request Acknowledgement screen will close and the system will return to the My Profile screen.</p> <p>An e-mail notification will also be sent confirming that IACS has received your request and is providing you with a request number.</p>	 <p>The screenshot shows the 'My Profile' page of the CMS (Centers for Medicare & Medicaid Services) website. The header includes the U.S. Department of Health & Human Services logo and the URL www.hhs.gov. Below the header, there is a navigation bar with 'CMS' and 'Centers for Medicare & Medicaid Services'. A sub-header reads 'Individuals Authorized Access to the CMS Computer Services (IACS)'. The main content area is titled 'My Profile' and includes a welcome message: 'Welcome, QJZ906. Please select one of these options:'. There are four links listed: 'Modify User/Contact Information', 'Modify Account Profile', 'Change Answers to Authentication Questions', and 'Change Password'. At the bottom of the main content area, there is a 'Logout' link.</p>

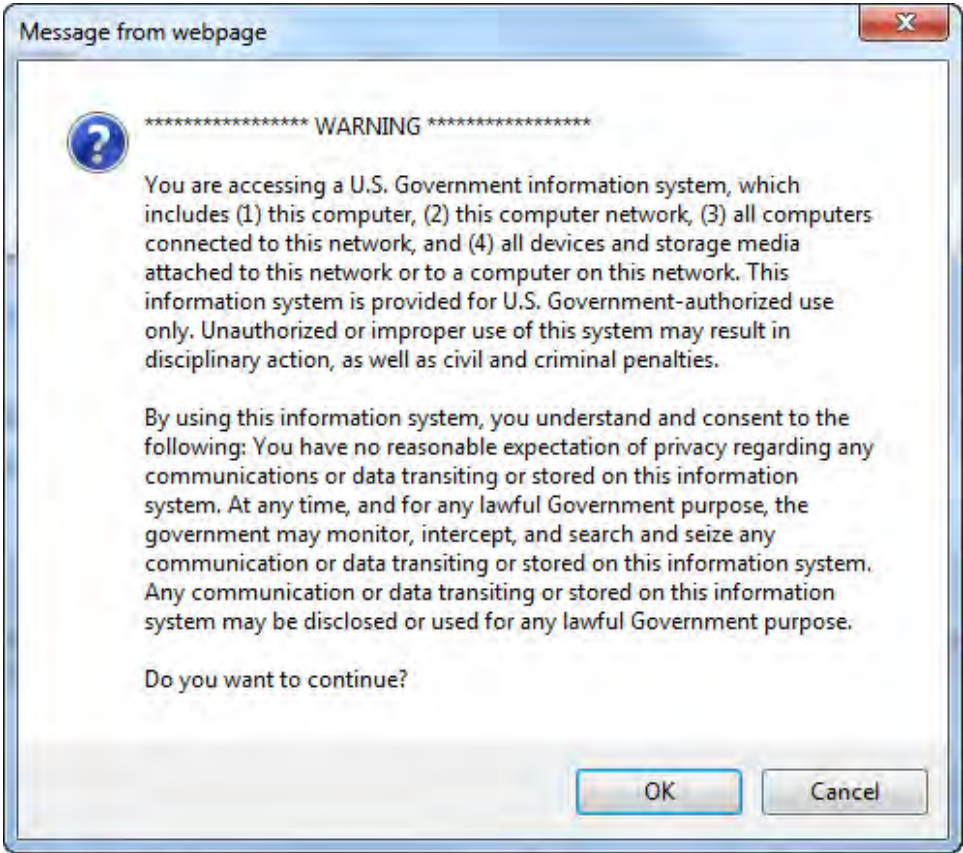

Note: If you do not receive an e-mail notification within 48 hours, please contact the CBIC customer service center at **877-577-5331** from 9 a.m. to 9 p.m. prevailing Eastern Time.

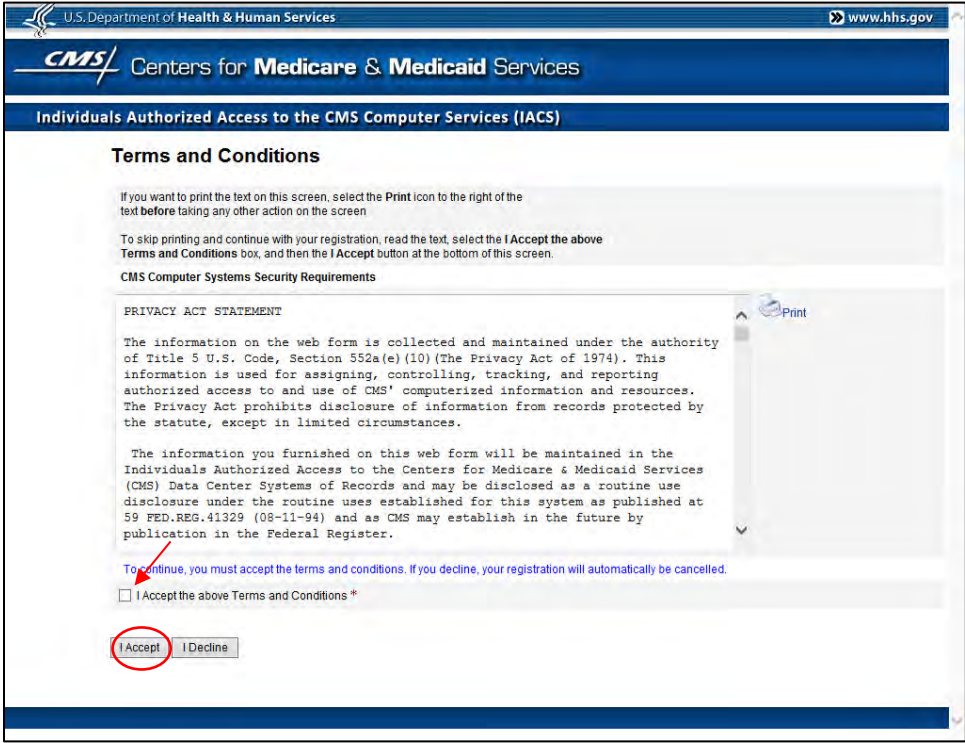
H. Disassociating from a Role

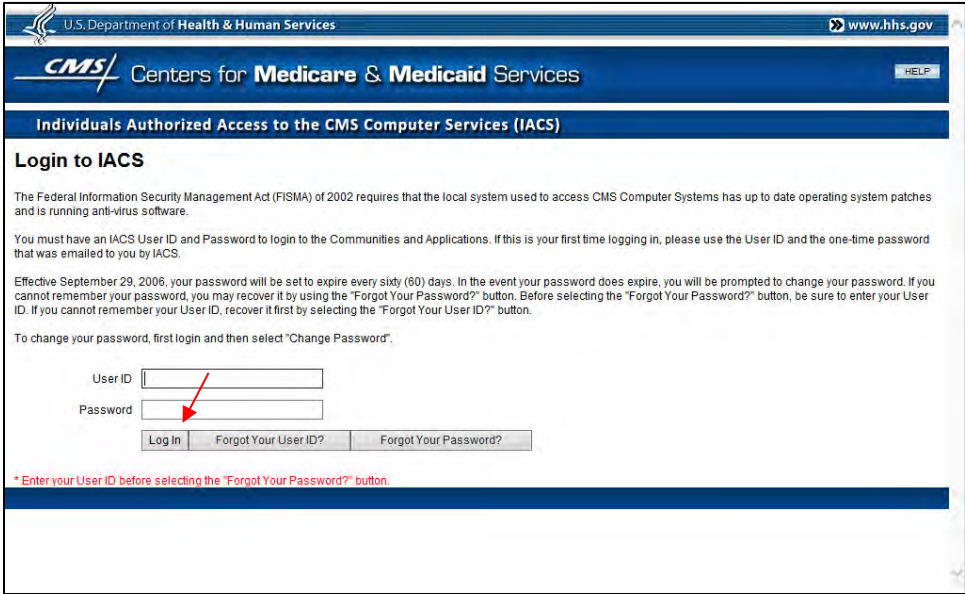
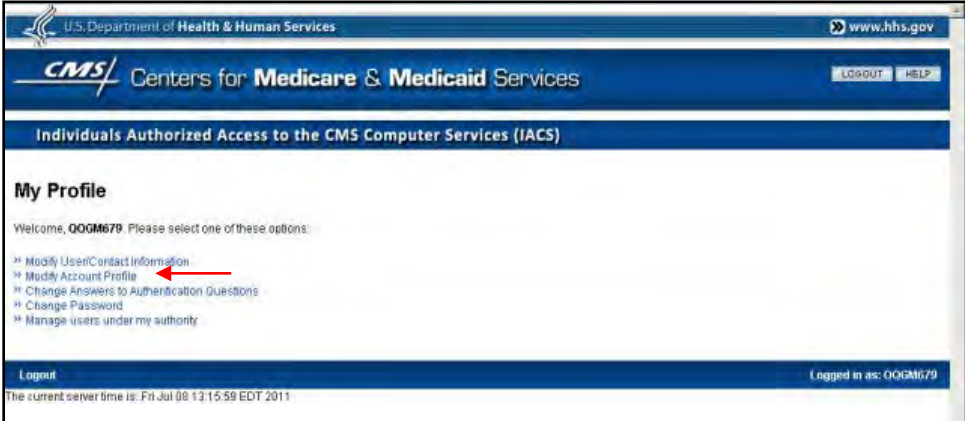
Backup authorized officials (BAOs) and end users (EUs) may disassociate themselves from a role in order to associate to another role. Authorized officials (AOs) may disassociate themselves if they are the only member of their organization registered in IACS. AOs who are not the only members of their 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.

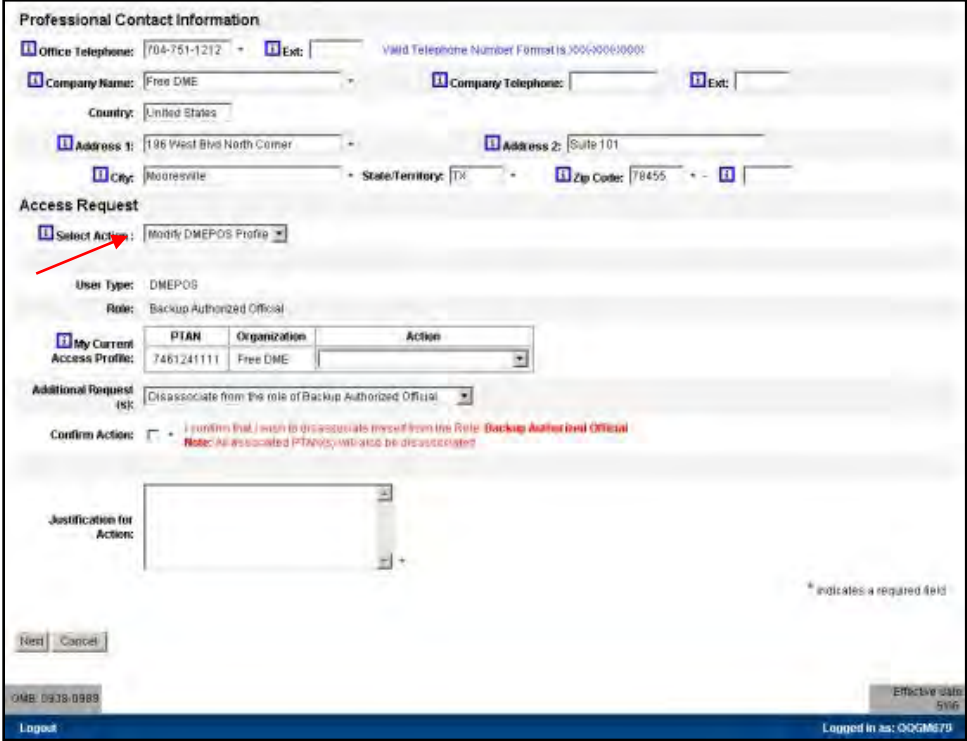
Step	Action	Screen Displayed
1	<p>Go to the CBIC website: www.dmecompetitivebid.com.</p> <p>Click Round 2 Recompete & National Mail-Order Recompete.</p> <p>Go to Bidding Suppliers and then Registration.</p> <p>Click Register Now.</p>	

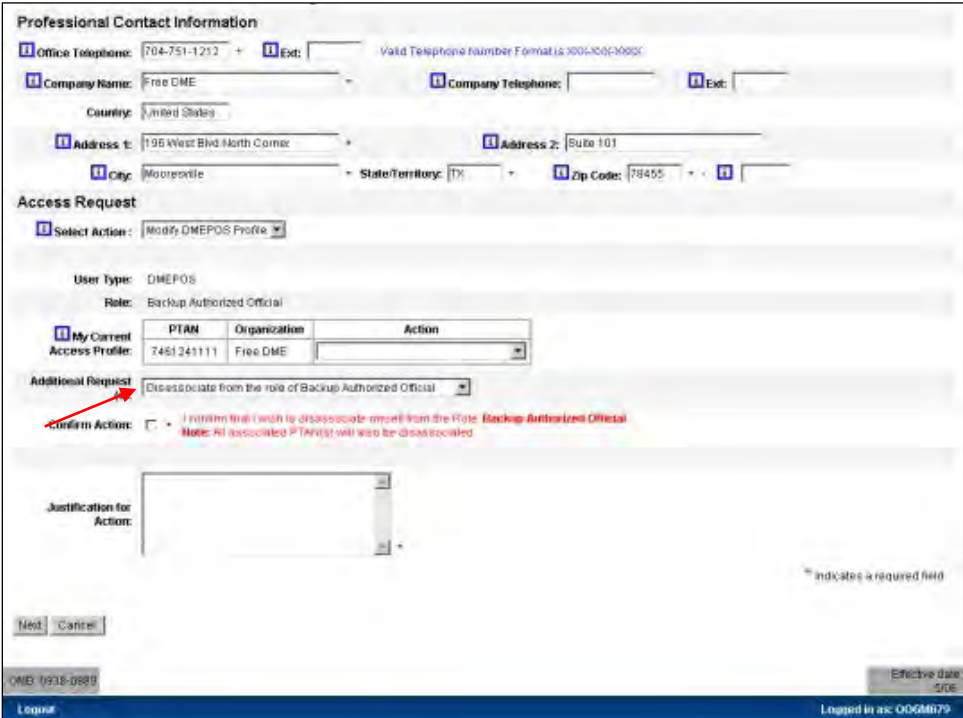
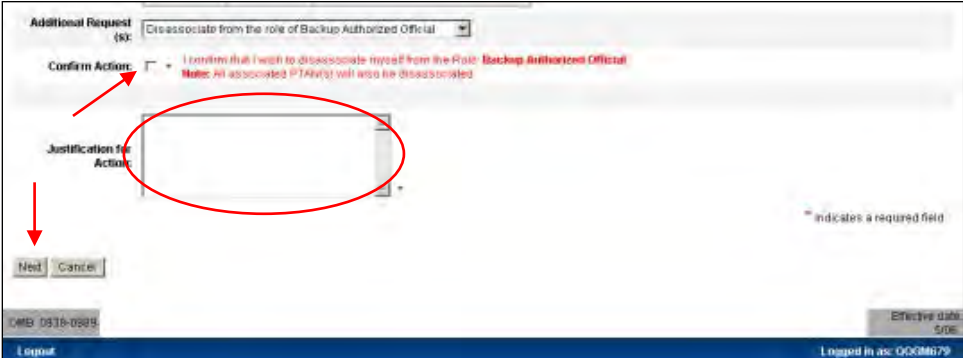
Step	Action	Screen Displayed
2	Click My Profile on the IACS Overview page.	 <p>The screenshot shows the CMS.gov website. The top navigation bar includes links for Home, About CMS, Newsroom Center, FAQs, Archive, Share, Help, and Print. Below this is a search bar. The main navigation bar features buttons for Medicare, Medicaid/CHIP, Medicare-Medicaid Coordination, Private Insurance, Innovation Center, Regulations & Guidance, Research, Statistics, Data & Systems, and Outreach & Education. The breadcrumb trail indicates the path: Home > Research, Statistics, Data and Systems > IACS Home > IACS Overview. The left sidebar contains links for IACS Home, Help Desk Support, IACS Registration Help, IACS Login Help, and CMS Applications Login. The main content area is titled 'IACS Overview' and contains a paragraph explaining the IACS system. Below this is a section for 'Important Messages' with a red alert icon and text stating that IACS services will be unavailable from 12:01 AM until 1:00 AM on Saturday, September 20, 2014. Another message mentions PS&R and STAR Security Officials. At the bottom, there are links for 'New User Registration' and 'My Profile', with 'My Profile' circled in red. A 'Downloads' section lists two files: 'IACS UAT 2 and 3 Materials (ZIP, 57MB)' and 'IACS User Guide (PDF, 10MB)'. The page footer indicates the last modified date as 08/28/2014 2:53 PM and provides a link for help with file formats and plug-ins.</p>


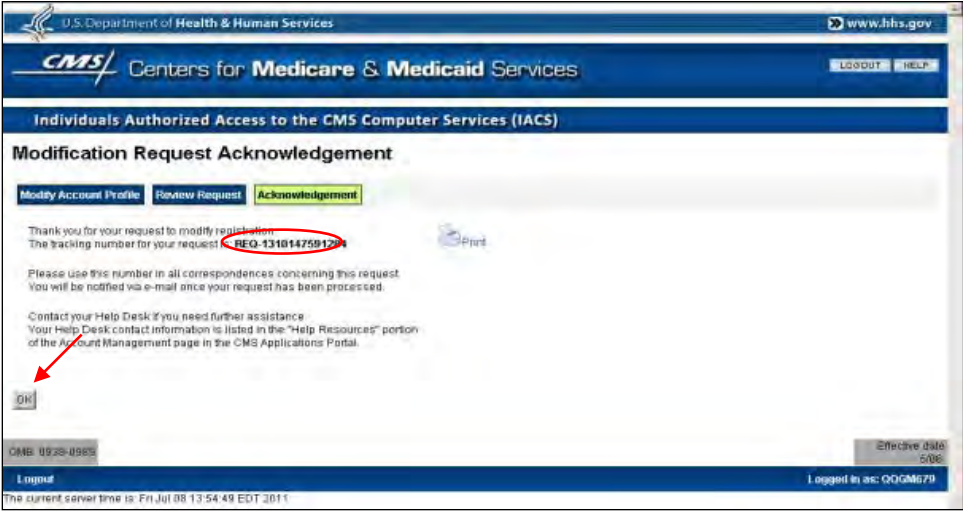
Step	Action	Screen Displayed
3	Click OK on the Warning message.	 <p>Message from webpage</p> <p>***** WARNING *****</p> <p> You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices 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 displays the CMS website header with the U.S. Department of Health & Human Services logo and the URL www.hhs.gov. Below the header, the CMS logo is followed by 'Centers for Medicare & Medicaid Services'. The main heading is 'Individuals Authorized Access to the CMS Computer Services (IACS)'. Underneath, the section is titled 'Terms and Conditions'. A note states: 'If you want to print the text on this screen, select the Print icon to the right of the text before taking any other action on the screen.' Another note says: 'To skip printing and continue with your registration, read the text, select the I Accept the above Terms and Conditions box, and then the I Accept button at the bottom of this screen.' Below this is the 'CMS Computer Systems Security Requirements' section, followed by the 'PRIVACY ACT STATEMENT'. The privacy statement text reads: '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. 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 (09-11-94) and as CMS may establish in the future by publication in the Federal Register.' To the right of the privacy statement is a 'Print' button. Below the privacy statement, a red arrow points to the text: 'To continue, you must accept the terms and conditions. If you decline, your registration will automatically be cancelled.' Below this text is a 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="252 341 919 711" style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <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 displays a web form titled 'Professional Contact Information' and 'Access Request'. The 'Professional Contact Information' section includes fields for Office Telephone, Company Name, Country, Address 1, City, State/Territory, and Zip Code. The 'Access Request' section features a 'Select Action' dropdown menu, which is highlighted with a red arrow and set to 'Modify DMEPOS Profile'. Below this, there are fields for User Type, Role, and a table for 'My Current Access Profile' with columns for PTAN, Organization, and Action. The 'Additional Request (s)' section contains a dropdown menu and a 'Confirm Action' checkbox. A 'Justification for Action' text area is also present. The form includes 'Next' and 'Cancel' buttons at the bottom. The footer shows the OMB number 0938-0889, a 'Logout' button, and the user 'Logged in as: OGCME70'.</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="239 321 905 402" style="border: 1px solid black; 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>	

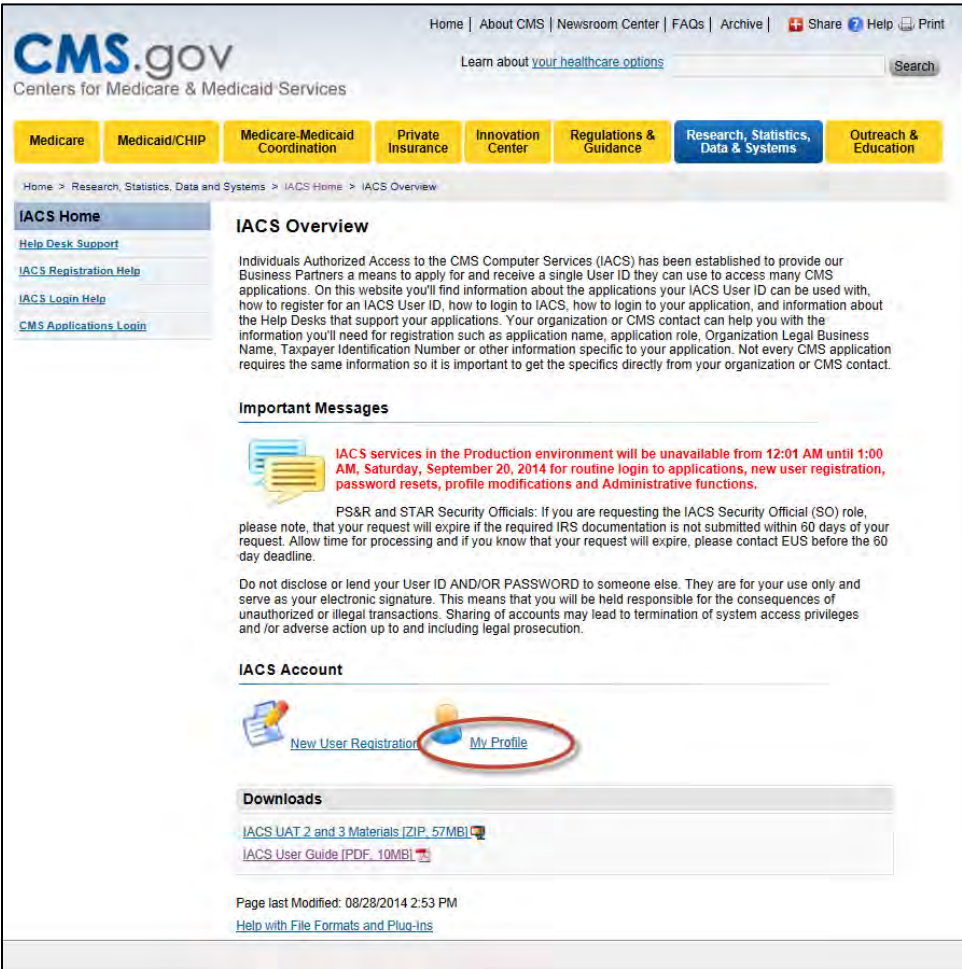
Note: If you do not receive an e-mail notification within 48 hours, please contact the CBIC customer service center at **877-577-5331** from 9 a.m. to 9 p.m. prevailing Eastern Time.

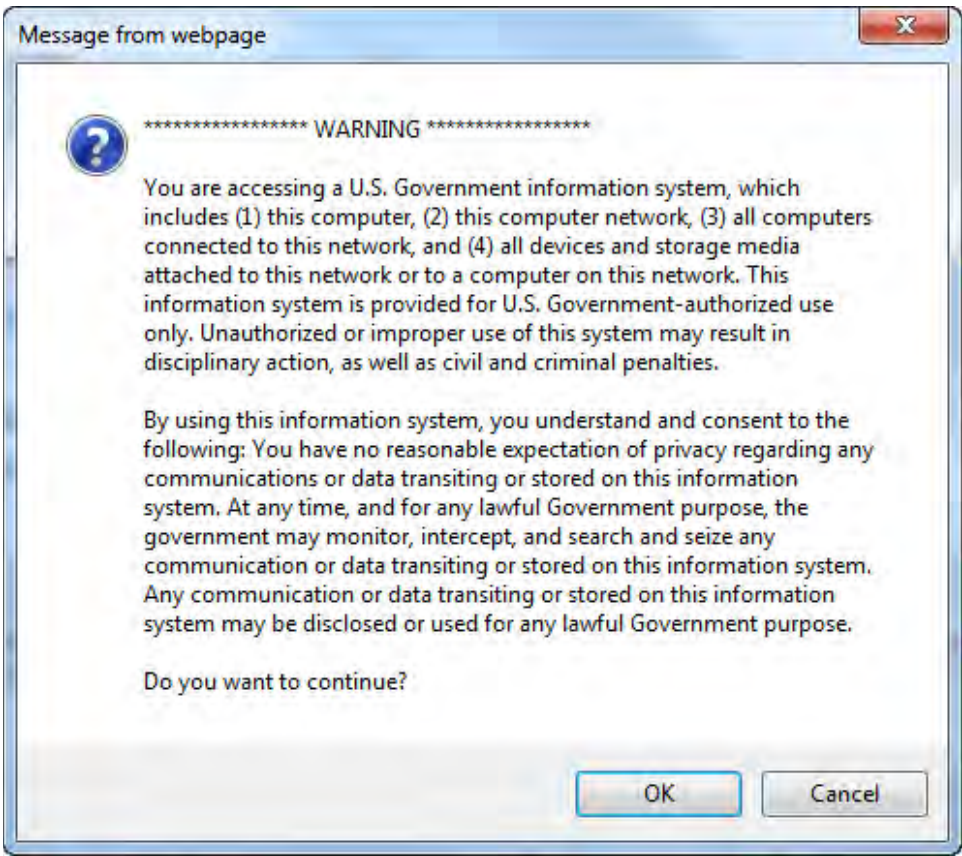
After completing this process, if you wish to be assigned a different role, complete the steps in the **Associating to a Role** process.

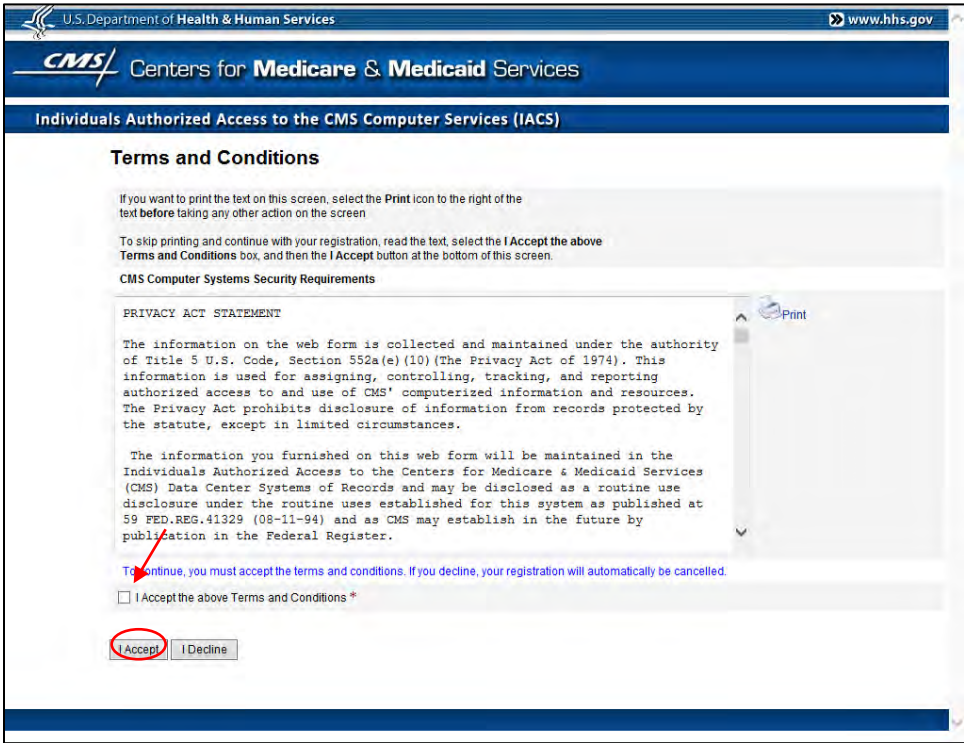
I. Associating to a Role

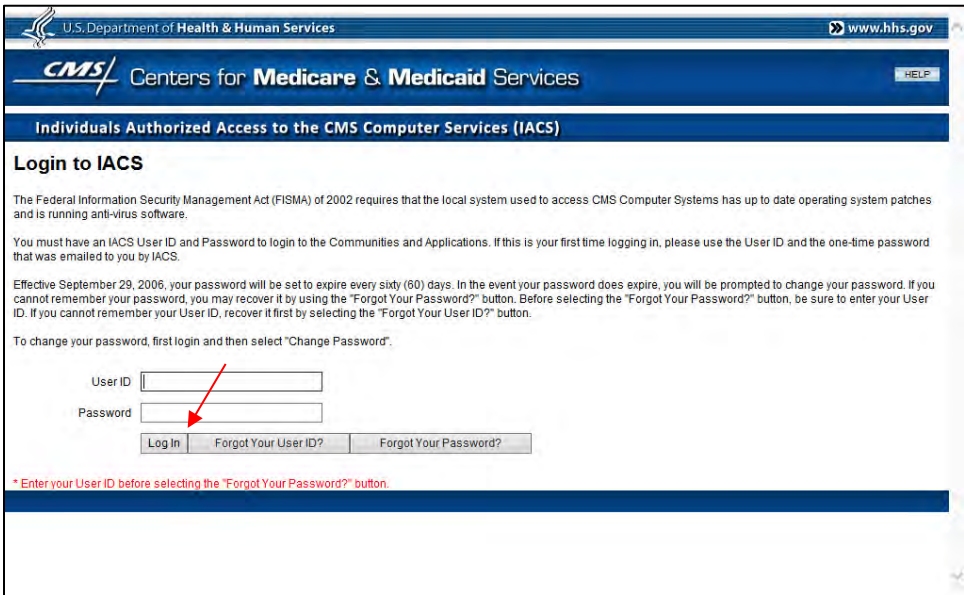
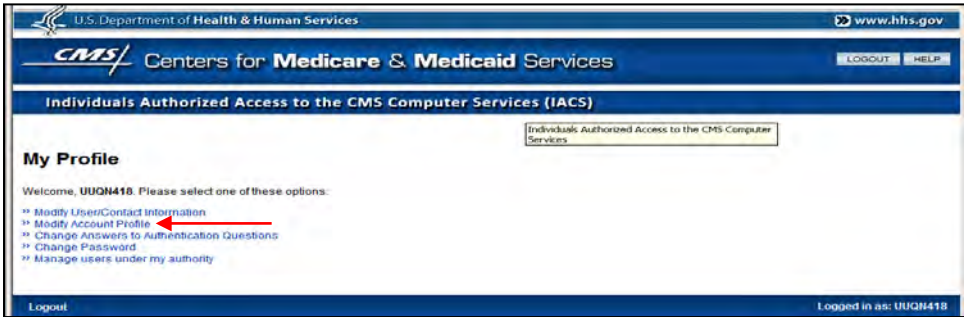
You may change your current role in IACS by disassociating from your role and associating to a new role. For example, an end user (EU) may disassociate from that role and be promoted to an authorized official (AO) or backup authorized official (BAO) (if included on the CMS-855S application) during the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

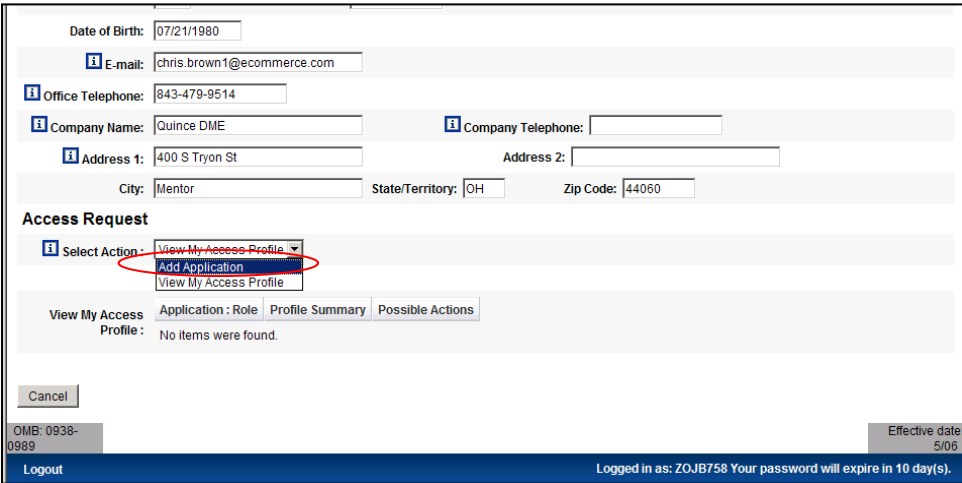
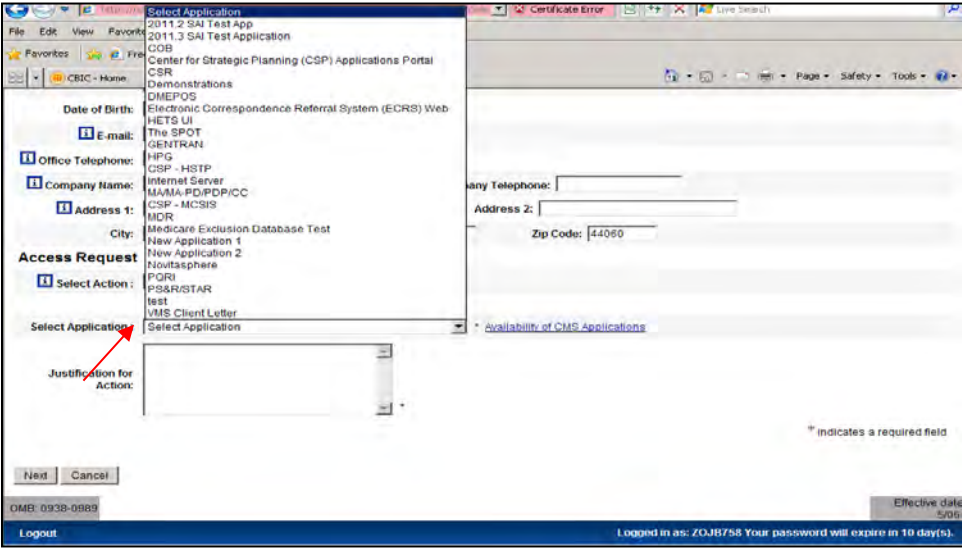
Step	Action	Screen Displayed
1	Go to the CBIC website: www.dmecompetitivebid.com . Click Round 2 Recompete & National Mail-Order Recompete . Go to Bidding Suppliers and then Registration . Click Register Now .	

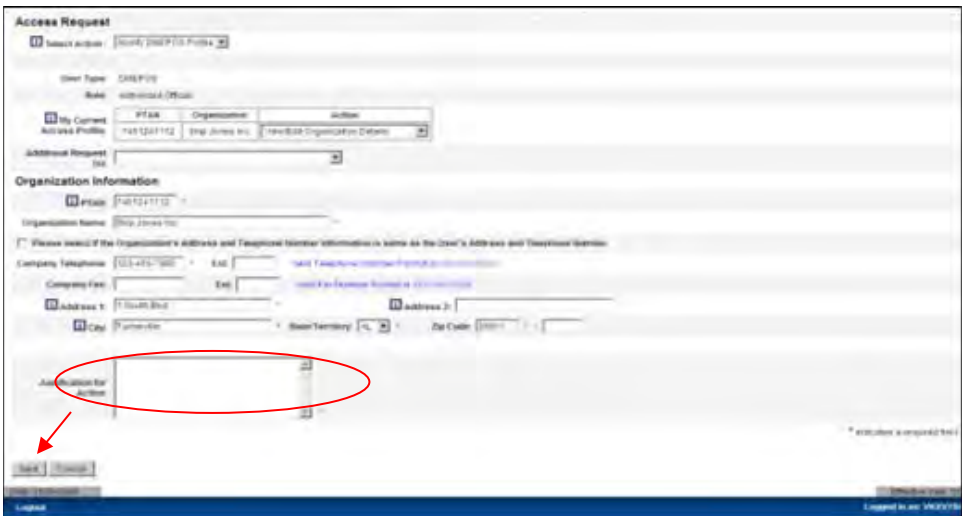
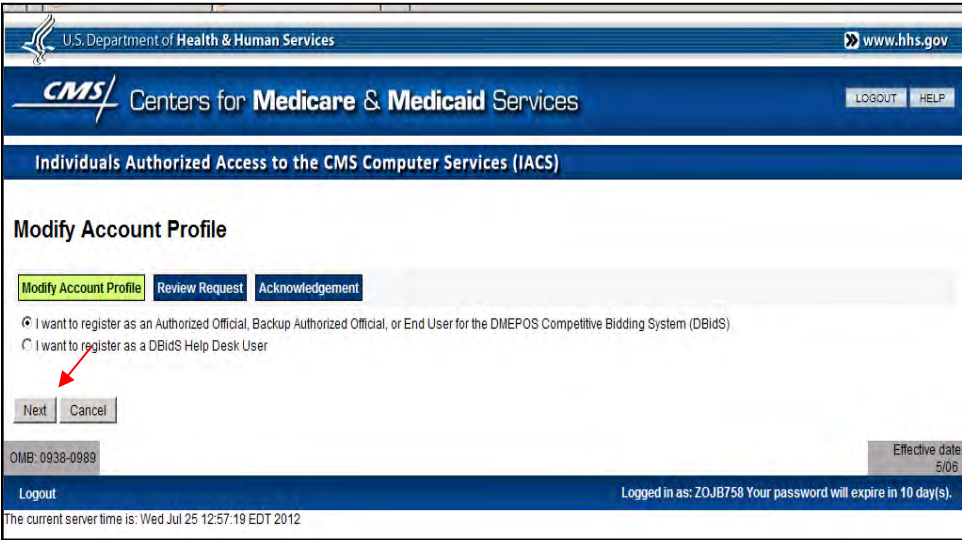
Step	Action	Screen Displayed
2	Click My Profile on the IACS Overview page.	 <p>The screenshot displays the CMS.gov website. At the top, there's a navigation bar with links like Home, About CMS, Newsroom Center, FAQs, Archive, Share, Help, and Print. Below this is a search bar and a row of service categories: Medicare, Medicaid/CHIP, Medicare-Medicaid Coordination, Private Insurance, Innovation Center, Regulations & Guidance, Research, Statistics, Data & Systems, and Outreach & Education. The breadcrumb trail indicates the path: Home > Research, Statistics, Data and Systems > IACS Home > IACS Overview. The left sidebar has a section titled 'IACS Home' with links for Help Desk Support, IACS Registration Help, IACS Login Help, and CMS Applications Login. The main content area is titled 'IACS Overview' and includes a paragraph about Authorized Access. Below this is an 'Important Messages' section with a red alert icon and text stating that IACS services will be unavailable from 12:01 AM until 1:00 AM on Saturday, September 20, 2014. Further down, there's a section for 'IACS Account' with links for 'New User Registration' and 'My Profile'. The 'My Profile' link is circled in red. At the bottom, there's a 'Downloads' section with links for 'IACS UAT 2 and 3 Materials (ZIP, 57MB)' and 'IACS User Guide (PDF, 10MB)'. The footer shows the page was last modified on 08/28/2014 at 2:53 PM and provides a link for 'Help with File Formats and Plug-Ins'.</p>

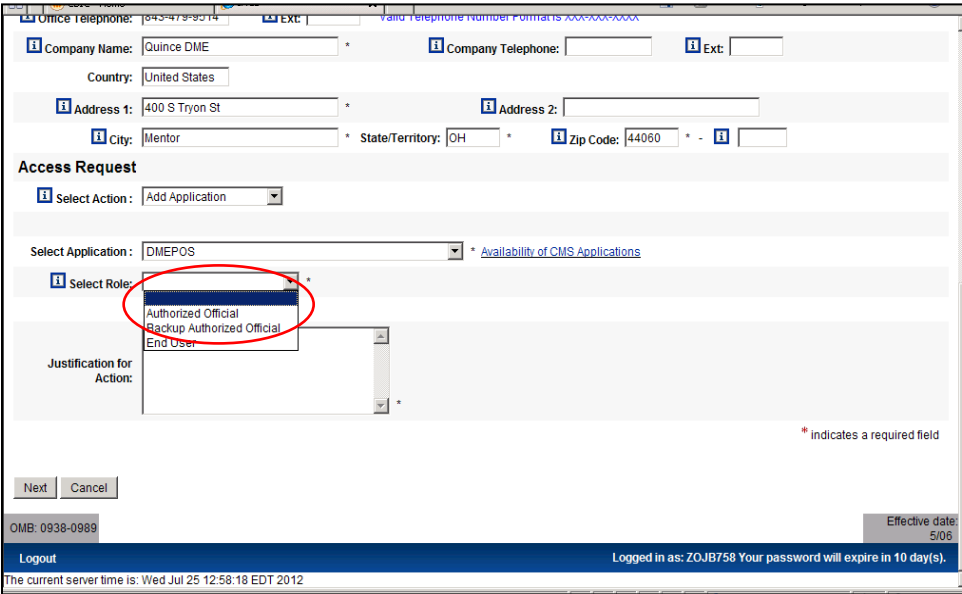
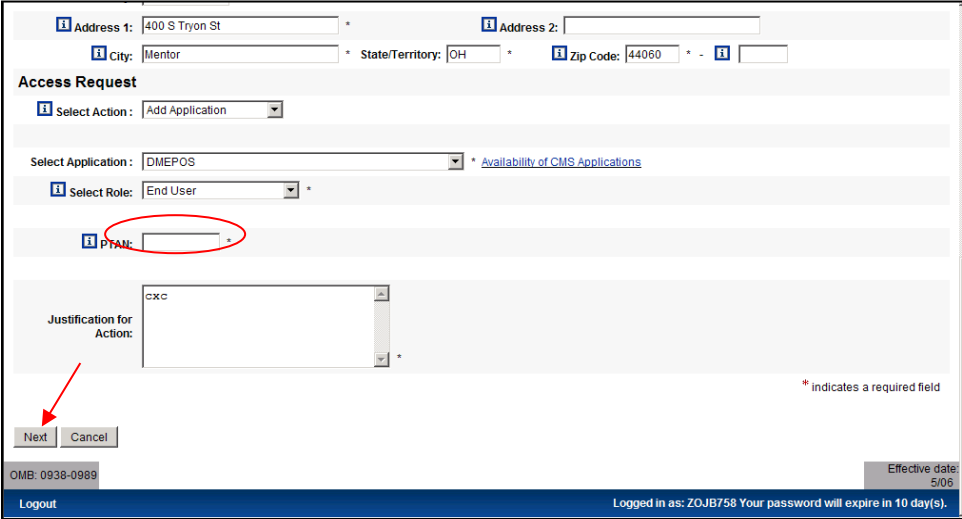
Step	Action	Screen Displayed
3	Click OK on the Warning message.	

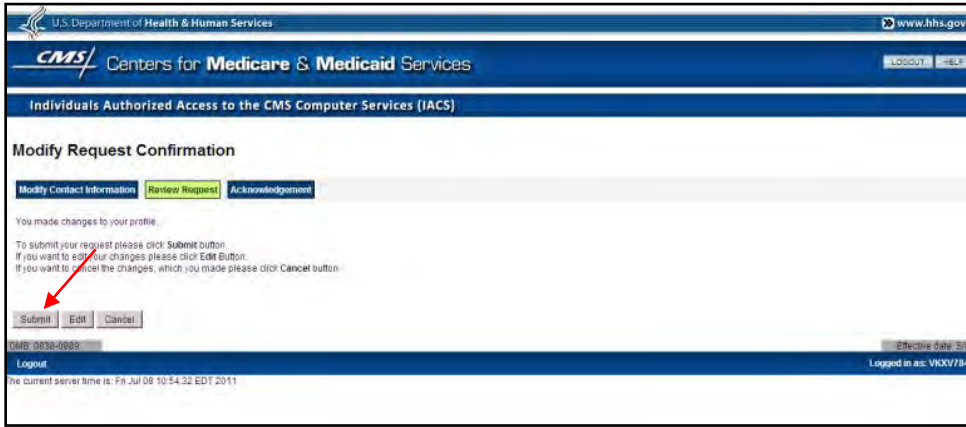
Step	Action	Screen Displayed
4	Check I Accept the above Terms and Conditions and click the I Accept button.	 <p>The screenshot shows the CMS website header with the U.S. Department of Health & Human Services logo and the URL www.hhs.gov. Below the header is the CMS logo and the text 'Centers for Medicare & Medicaid Services'. The main heading is 'Individuals Authorized Access to the CMS Computer Services (IACS)'. The section is titled 'Terms and Conditions'. It includes instructions on how to print the text and how to skip printing. The 'Privacy Act Statement' is displayed, detailing the collection and maintenance 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="237 321 907 690" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <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>The screenshot shows the 'Login to IACS' page. At the top is the U.S. Department of Health & Human Services header with the CMS logo and 'Centers for Medicare & Medicaid Services'. Below this is a blue bar with 'Individuals Authorized Access to the CMS Computer Services (IACS)'. The main heading is 'Login to IACS'. A paragraph explains the FISMA 2002 requirements. Another paragraph states that users must have an IACS User ID and Password. A third paragraph mentions password expiration every 60 days. Below the text are input fields for 'User ID' and 'Password'. A red arrow points to the 'Password' field. Below the fields are three buttons: 'Log In', 'Forgot Your User ID?', and 'Forgot Your Password?'. A red asterisk note at the bottom says: '* Enter your User ID before selecting the "Forgot Your Password?" button.'</p>
6	<p>Click Modify Account Profile.</p>	 <p>The screenshot shows the 'My Profile' page. At the top is the same header as the login screen. Below the blue bar is the heading 'My Profile'. A welcome message says 'Welcome, UUQH418. Please select one of these options:'. Below this is a list of links: 'Modify User/Contact Information', 'Modify Account Profile', 'Change Answers to Authentication Questions', 'Change Password', and 'Manage users under my authority'. A red arrow points to 'Modify Account Profile'. At the bottom left is a 'Logout' link, and at the bottom right is 'Logged in as: UUQH418'.</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 the 'Modify Account Profile' screen. In the 'Access Request' section, the 'Select Action' dropdown menu is open, and 'Add Application' is selected. The screen also displays personal and company information fields, a 'View My Access Profile' section, and a footer with OMB number and login status.</p>
8	Select DMEPOS from the drop down menu next to Select Application .	 <p>The screenshot shows the 'Select Application' screen. The 'Select Application' dropdown menu is open, displaying a list of applications. A red arrow points to the 'DMEPOS' option. The screen also includes a 'Justification for Action' field and a 'Next' button.</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>	
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>	

Step	Action	Screen Displayed
12	<p>Select Authorized Official, Backup Authorized Official, or End User next to Select Role.</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>	

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

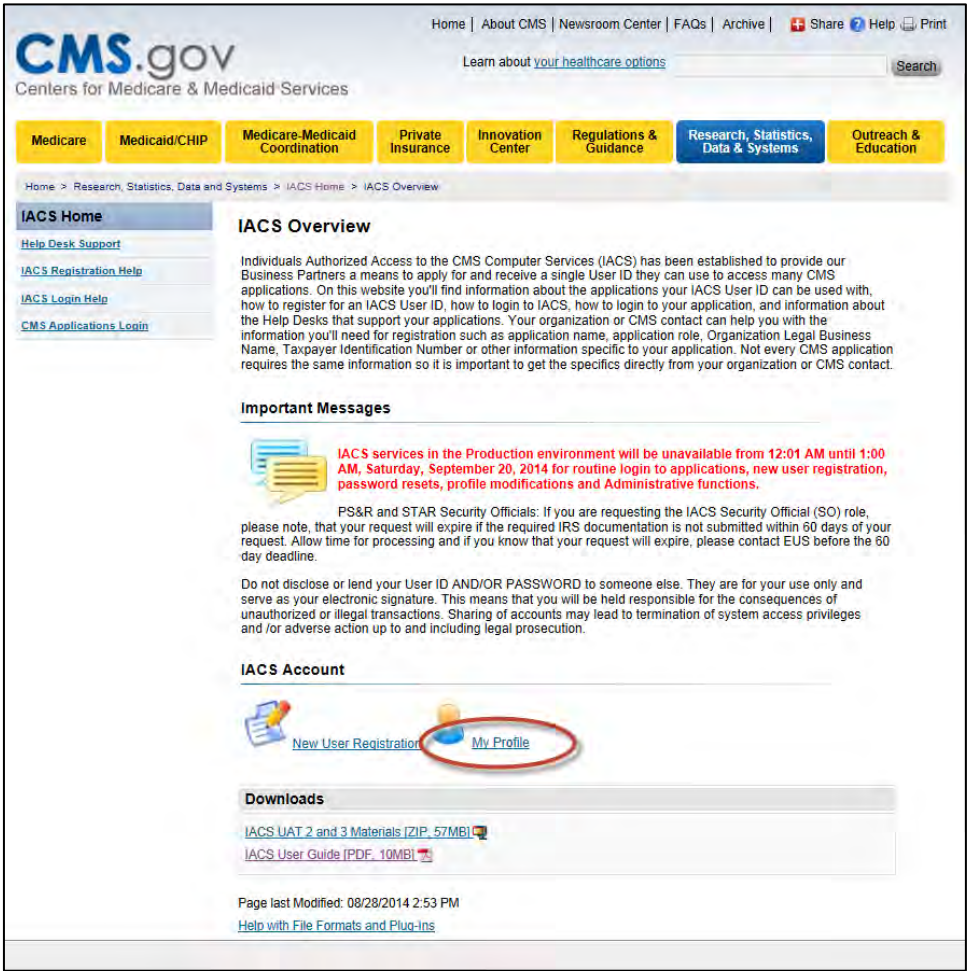
Note: If you do not receive an e-mail notification within 48 hours, please contact the CBIC customer service center at **877-577-5331** from 9 a.m. to 9 p.m. prevailing Eastern Time.

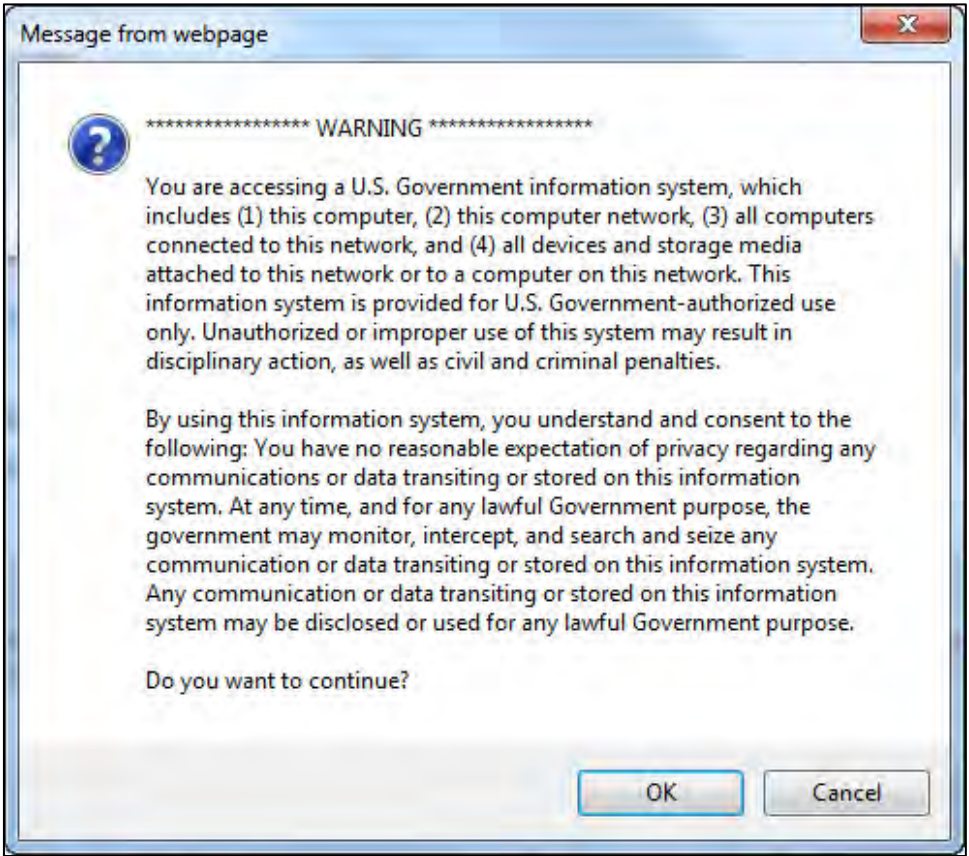
J. Modifying a Current Profile to add the DMEPOS Bidding System (DBidS) Application

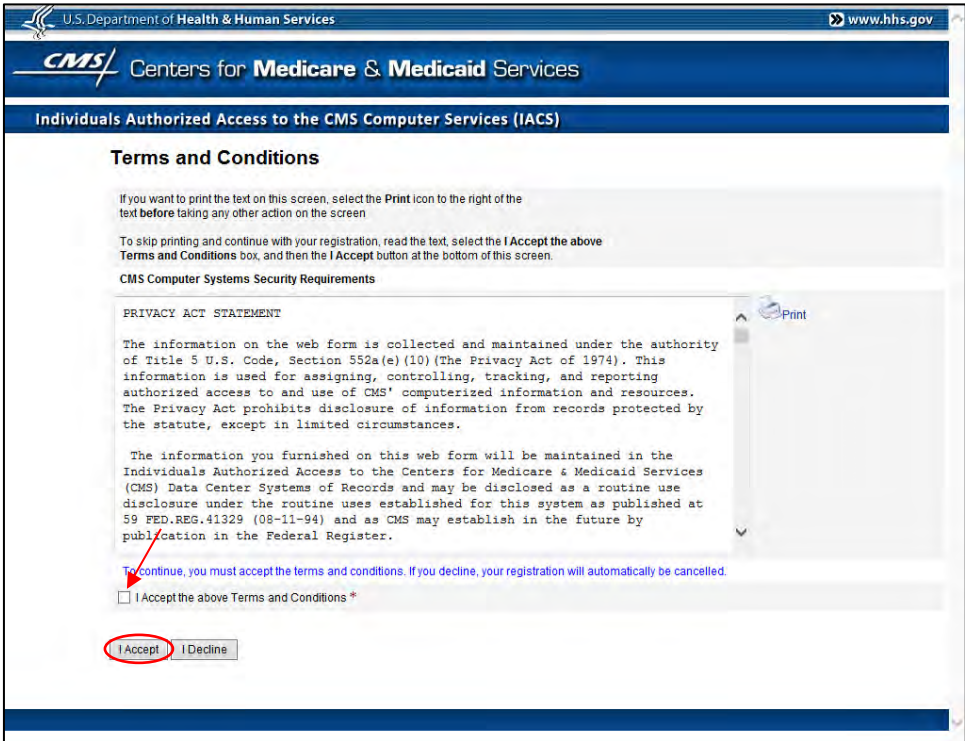
If you are currently registered in another IACS application for another line of Medicare business, your existing profile should be modified to add the DBidS application for the DMEPOS Competitive Bidding Program. If you attempt to register as a new user in DBidS and you already have an IACS profile created 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:

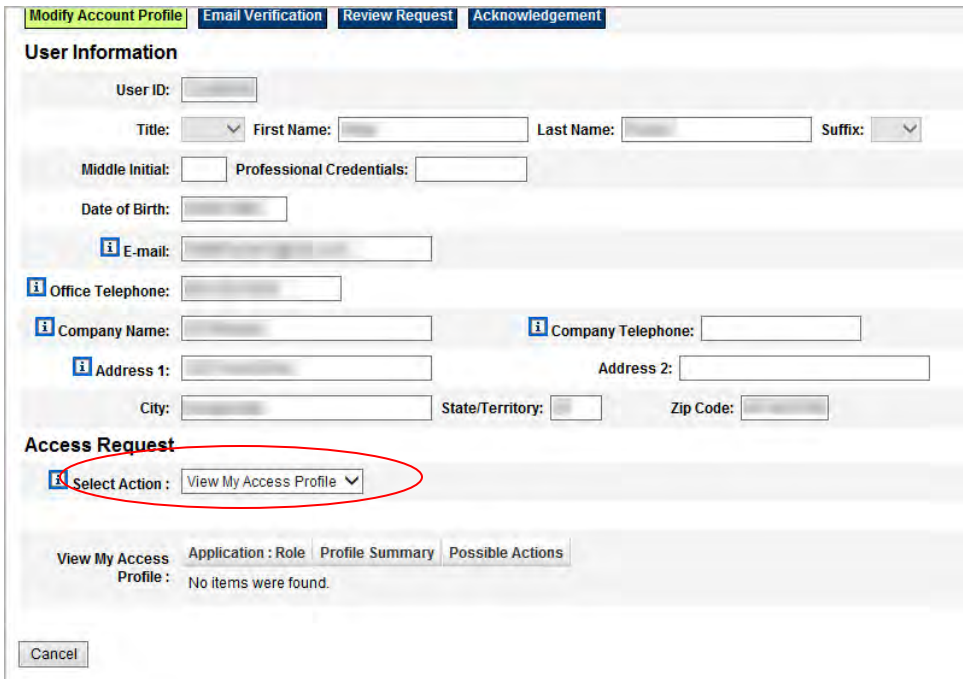
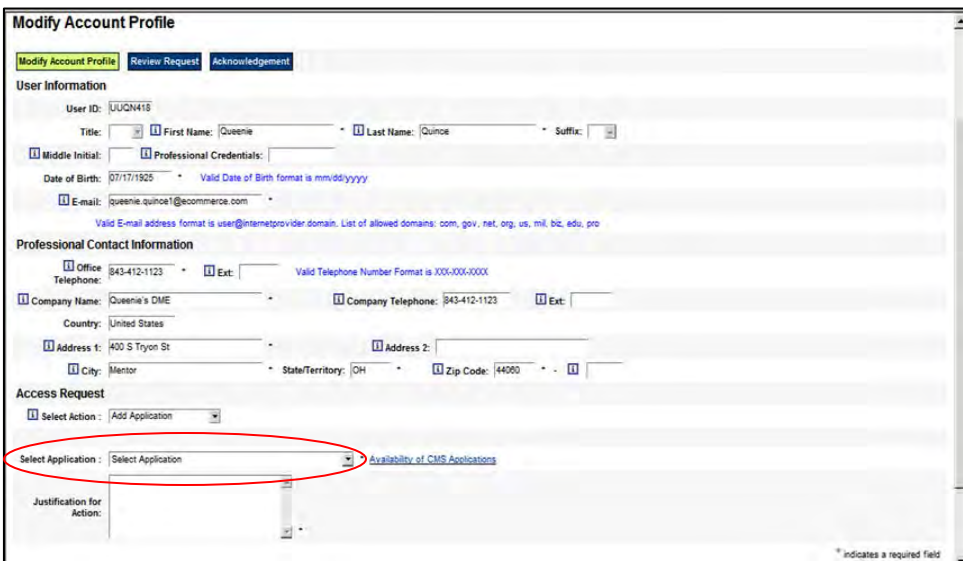
Step	Action	Screen Displayed
1	<p>Go to the CBIC website: www.dmecompetitivebid.com.</p> <p>Click Round 2 Recompete & National Mail-Order Recompete.</p> <p>Go to Bidding Suppliers and then Registration.</p> <p>Click Register Now.</p>	

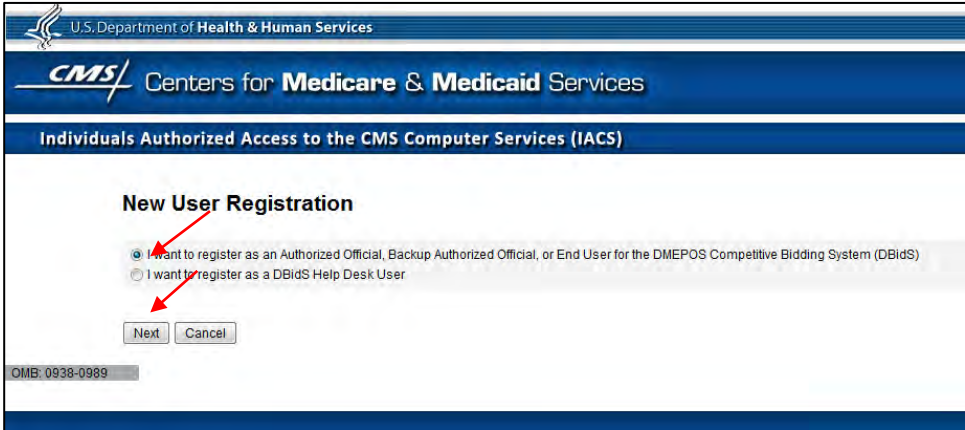
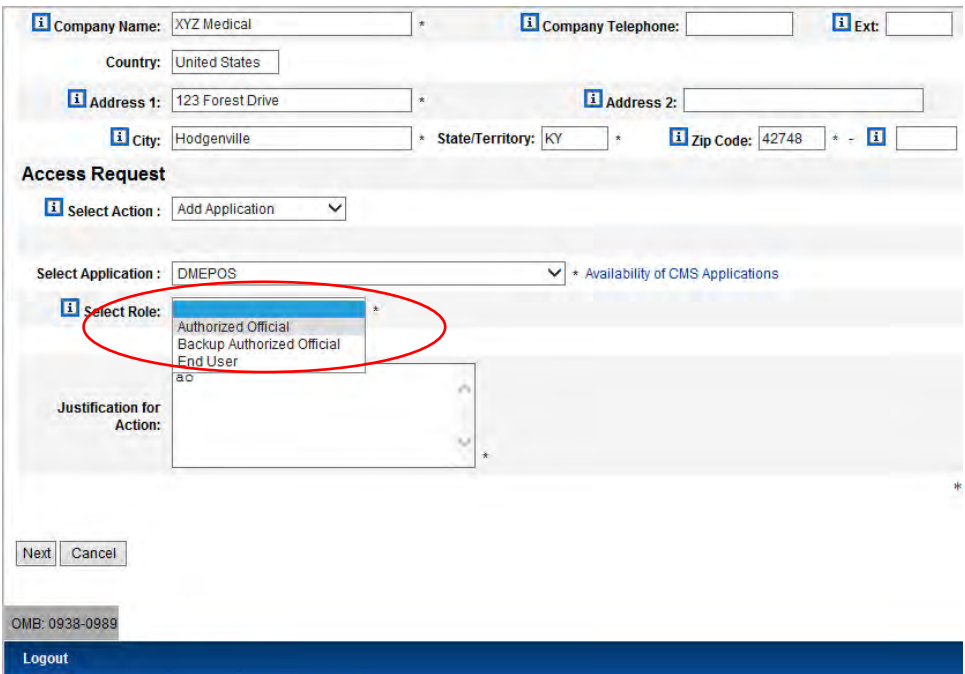
Step	Action	Screen Displayed
2	Click My Profile on the IACS Overview page.	 <p>The screenshot displays the CMS.gov IACS Overview page. At the top, there's a navigation bar with links for Home, About CMS, Newsroom Center, FAQs, Archive, Share, Help, and Print. Below this is a search bar and a row of service area buttons: Medicare, Medicaid/CHIP, Medicare-Medicaid Coordination, Private Insurance, Innovation Center, Regulations & Guidance, Research, Statistics, Data & Systems, and Outreach & Education. The main heading is 'IACS Overview'. A sidebar on the left lists links: IACS Home, Help Desk Support, IACS Registration Help, IACS Login Help, and CMS Applications Login. The main content area explains that IACS provides a single User ID for accessing CMS applications. It includes an 'Important Messages' section with a red alert stating that IACS services will be unavailable from 12:01 AM to 1:00 AM on Saturday, September 20, 2014, for routine login, new user registration, password resets, profile modifications, and administrative functions. Below this, there's a notice for PS&R and STAR Security Officials regarding request deadlines. The 'IACS Account' section features two links: 'New User Registration' and 'My Profile', with 'My Profile' 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 and provides a link for file formats and plug-ins.</p>

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 displays the CMS website header with the U.S. Department of Health & Human Services logo and the URL www.hhs.gov. Below the header, the page title is 'Centers for Medicare & Medicaid Services' and the subtitle is 'Individuals Authorized Access to the CMS Computer Services (IACS)'. The main heading is 'Terms and Conditions'. The text explains that if you want to print the text, you should select the 'Print' icon to the right of the text before taking any other action. It also states that to skip printing and continue with registration, you should read the text, select the 'I Accept the above Terms and Conditions' box, and then click the 'I Accept' button at the bottom. The 'Privacy Act Statement' is displayed in a scrollable box, detailing the collection and maintenance of information under the authority of Title 5 U.S. Code, Section 552a(e) (10) (The Privacy Act of 1974). It mentions that the 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. It also states that the information 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. A red arrow points to the 'I Accept' button at the bottom of the page, which is circled in red. The 'I Decline' button is also visible next to it.</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="226 321 894 691" style="border: 1px solid black; padding: 10px; 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	<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 is highlighted with a red circle, showing a dropdown menu with 'View My Access Profile' selected. Below this, there 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 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 'Professional Contact Information' section includes fields for Office Telephone, Company Name, Country, Address 1, Address 2, City, State/Territory, and Zip Code. The 'Access Request' section is highlighted with a red circle, showing a dropdown menu with 'Add Application' selected. Below this, there is a 'Justification for Action' field and a 'Next' button. A legend at the bottom right indicates that an asterisk (*) indicates a required field.</p>

9	<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>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>	
10	<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>	

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:

ao

Next

Cancel

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

[Submit](#) [Edit](#) [Cancel](#)

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.

The screenshot shows the 'Modification Request Acknowledgement' page from the U.S. Department of Health & Human Services, CMS Centers for Medicare & Medicaid Services. The page has a blue header with the CMS logo and the text 'Centers for Medicare & Medicaid Services'. Below the header, it says 'Individuals Authorized Access to the CMS Computer Services (IACS)'. The main title is 'Modification Request Acknowledgement'. There are four buttons: 'Modify Account Profile', 'Email Verification', 'Review Request', and 'Acknowledgement' (which is highlighted in green). The text on the page reads: 'Thank you for your request to modify registration. The tracking number for your request is: REQ-1457138672382'. The tracking number is circled in red. To the right of the tracking number is a 'Print' button. Below this, it says: 'Please use this number in all correspondences concerning this request. You will be notified via e-mail once your request has been processed.' Further down, it says: '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.' At the bottom left is an 'OK' button. At the bottom right is a 'Logout' button. The OMB number 0938-0989 is also visible.

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-1457138672382** [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.

[OK](#)

OMB: 0938-0989

[Logout](#)

13	<p>Once your request is processed, you will receive the following e-mail message:</p> <div data-bbox="266 212 886 435" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <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>
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Prepared by



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