

IACS: Getting Started

Registration Checklist

You should complete the following activities prior to accessing the Durable Medical Equipment, Prosthetics, Orthotics, and Supplies (DMEPOS) Bidding System (DBidS). All suppliers intending to submit a bid application to participate in the DMEPOS Competitive Bidding Program must first register in IACS (Individuals Authorized Access to the CMS Computer Services) to obtain a user ID and password to access DBidS.

The authorized official (AO) will register ONE time with ONE Provider Transaction Access Number (PTAN) issued by the National Supplier Clearinghouse (NSC). You may register with any active PTAN associated with your organization.

It is very important to note that each person who intends to view or enter data in DBidS must be registered in IACS and have his or her own user ID and password. Users may not share user IDs and passwords. They are for the individual's use only and serve as an electronic signature. Sharing of accounts may result in termination of system access privileges and/or adverse action up to and including legal prosecution.

- Designate one (1) AO listed on the CMS-855S enrollment form to act as your AO for registration purposes. AOs must register first and must approve other users' requests to access DBidS.
- You are urged to also register at least one backup authorized official (BAO). Only an individual identified as an AO on your company's CMS-855S enrollment form can register as an AO or BAO. You may also register end users (EUs) to help enter bid data. EUs do not have to be identified as an AO on your CMS-855S
- Ensure your enrollment information on file with the NSC and the Provider Enrollment, Chain and Ownership System (PECOS) is up-to-date and correct. In addition to your organization's mailing address, the following information for the AO and BAO provided during registration must match exactly with NSC records:
 - Legal name
 - PTAN
 - Social Security number
- It is very important to have a valid, working e-mail. Important information will be sent to this e-mail address during the registration and bidding processes.
- Refer to the [IACS Reference Guide](#) on the Competitive Bidding Implementation Contractor (CBIC) website, www.dmecompetitivebid.com, for additional information and for specific guidance.
- Sign up to receive e-mail updates and announcements on the CBIC website by selecting "E-mail Updates" on the home page.