

# IACS: Getting Started

## Registration Checklist

Before you can access the Durable Medical Equipment, Prosthetics, Orthotics, and Supplies (DMEPOS) Bidding System (DBidS) to submit a bid to participate in the DMEPOS Competitive Bidding Program, you must first register in IACS (Individuals Authorized Access to the CMS Computer Services) to obtain a user ID and password. Once bidding opens, you will use that user ID and password to log into 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. 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 application 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. Note: If you are bidding as a part of a network or if you are a commonly owned or commonly controlled supplier, refer to the [Request for Bids \(RFB\) instructions](#) and the [Common Ownership and Common Control](#) fact sheet for specific information.

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. Sharing user IDs and passwords is strictly prohibited. They are for the individual's use only and serve as an electronic signature. Sharing of user IDs 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 application to act as your AO for registration purposes. AOs must register first and must approve other users' requests to access DBidS.
- Ensure your enrollment information on file with the NSC and the Provider Enrollment, Chain and Ownership System (PECOS) is up-to-date and correct. For example, information the AO and BAO(s) provide during registration must match exactly with enrollment records:
  - Legal name
  - Correspondence Address
  - PTAN
  - Social Security number
- It is very important that you have a valid, working e-mail account and that it is kept up to date. Important registration and bidding information will be sent to this e-mail address. Refer to the [IACS Reference Guide](#) on the Competitive Bidding Implementation Contractor (CBIC) website, [www.dmecompetitivebid.com](http://www.dmecompetitivebid.com), for additional information and for specific guidance on how to register to bid. We also recommend that you watch the short instructional video, [How to Register to Submit a Bid](#), for step-by-step guidance. It is designed to be viewed on any device – computer, tablet or phone – and can be launched from the CBIC website.
- Sign up to receive e-mail updates and announcements on the CBIC website by selecting *E-mail Updates* on the home page.