

## How to Associate a User with an Organization

### Add User Profiles to an Organization

This guide provides a high-level overview on how to associate a user profile with a bidding organization. Remember, only Backup Authorized Officials (BAO) and End Users (EU) can associate their user profiles with the bidding organization. The BAO and EU must first have an IACS user ID and password to associate their user profiles with an organization. Please carefully read the IACS Reference Guide before associating a user profile with an organization. This guide may be found on the Competitive Bidding Program website at <http://www.dmecompetitivebid.com/>.

**NOTE:** While users may modify their profiles at any time, even after IACS registration is closed, NEW USERS will NOT be able to register or associate with an organization once the registration period is over.

1. Go to the Competitive Bidding Program website at <http://www.dmecompetitivebid.com/>.
2. Click on the Register in IACS link located on the homepage.
3. Click on Enter CMS Applications Portal.
4. Select Account Management in the blue bar.
5. Click on My Profile.
6. Log into IACS using your user ID and password.
7. Select Modify Account Profile.
8. Under the Access Request section, click on the Select Action drop down box and choose Modify DMEPOS Profile.
9. The screen will refresh. Under the Access Request section, click on the Additional Request drop down box and choose Associate to an Organization.
10. The screen will refresh. Enter a brief explanation for the request into the Justification for Action field. For example, "Request to associate a new user profile to organization, enter bid data, etc." Click Next.
11. Read and accept the Terms and Conditions for the modification if in agreement.
12. Enter the 10-digit NSC number of the organization for which you wish to be associated with into the NSC field. This number must be the same number provided by the AO.
13. Click Next. If the NSC number is not entered correctly, you will receive a warning message informing you of this issue. You will be given two additional opportunities to revise your information for NSC validation. If the information fails to validate on your third try, you will be sent an e-mail with further instructions.

14. If you are satisfied with the modifications you made, select the Submit button to submit your modification request.
15. The Modification Request Acknowledgement screen will appear. This page contains a tracking number for the request. Record this tracking number to use if you have questions regarding the status of your request.
16. Select OK to complete your profile modification. The Modification Request Acknowledgement screen will close and the system will return to the My Profile Screen. An Authorized Official must approve this request before the BAO's or EU's user profile will be associated with the organization.
17. An e-mail notification will be sent confirming that IACS has received your request. If you do not receive an e-mail notification within 48 hours, please contact the Competitive Bidding Program Customer Service Center at 1-877-577-5331.

**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.