

How to Create or Modify an Organization

Add an NSC Number to Your Organization Profile

This guide provides a high-level overview on how to add another NSC supplier number to your bidding organization profile in IACS. An additional NSC number is only required when suppliers have more than one location and each location furnishes distinct product lines that do not compete, such as pharmacy and DME. In all other situations, suppliers only need to register with ONE supplier number.

Only Authorized Officials can create or modify an organization. Backup Authorized Officials and End Users can only associate their user profiles with an organization. The AO must have a user ID and password before the organization profile can be modified. Please carefully read the IACS Reference Guide before creating or modifying 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 Create an Organization.
10. The screen will refresh. Enter a brief explanation for the request into the Justification for Action field. For example, "Request to modify an organization, etc." Click Next.
11. Read and accept the Terms and Conditions for the modification if in agreement.

12. Complete the required fields as well as the optional fields if applicable. If the NSC number is not validated successfully, the system will display a warning message informing you of this issue. Also, if you are not listed as an AO on the CMS-855S enrollment form, the system will display a 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. Click Next.
13. If you are satisfied with the modifications you made, select the Submit button to submit your modification request.
14. 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.
15. Select OK to complete your profile modification. The screen will close and the system will return to the My Profile Screen.
16. 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.