

How to Register in IACS

This guide provides a high-level overview on how to register in IACS. Please carefully read the IACS Reference Guide before completing IACS registration. This guide may be found on the Competitive Bidding Program website at <http://www.dmecompetitivebid.com/>. You must successfully register and receive a user ID and password before you can access the on-line bid application system (DBidS).

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. Select New User Registration.
6. Select DMEPOS Community.
7. Read and accept the Terms and Conditions – Privacy Act Statement if in agreement.
8. Select Yes to confirm that you are a bidder trying to request access to the DBidS application. Click Next.
9. Select the applicable user's role: Authorized Official (AO), Backup Authorized Official (BAO) or End User (EU). Definitions and responsibilities of each user role may be found in the IACS Reference Guide.
10. Read and accept the Terms and Conditions for assigned roles if in agreement.
11. Complete the New User Registration form. Once this form is completed, IACS will send a verification code to the e-mail address you entered into the registration screen. This code allows you to proceed to the next New User Registration screen. Make sure your e-mail address is entered correctly.
12. Check your e-mail mailbox for the verification code that you will enter into the E-mail Address Verification screen. You only have 30 minutes to complete this process.
13. Enter the verification code into the E-mail Address Verification screen and click Next.
14. The New User Registration screen will appear with additional fields to complete. Complete the required fields as well as any optional fields that are applicable to your organization. Click Next.

15. Examine the Review Registration Details screen to ensure your information is accurate. If the information is correct, click Submit. If you do not click Submit, your registration will not process. If the Review Registration Details screen does not appear, the information you entered into IACS cannot be validated. You will receive an e-mail with further instructions.
16. Record the tracking number from the Registration Acknowledgement screen. Click OK at the bottom of the page to complete the registration.
17. An e-mail notification will be sent to the user (AO, BAO, EU). The e-mail sent to the AO will confirm that the registration request has been approved, but will NOT contain a user ID and password (see Step 18). The BAO and EU will receive an e-mail informing them that their requests will be processed. The BAO and EU will also receive separate e-mails with additional information once their requests have been processed.
18. The AO will receive two letters by U.S. postal mail. The first letter contains the AO's IACS user ID. The second letter contains the AO's IACS temporary password. The AO should receive the user ID and password in approximately 10 days after completing IACS registration.
19. The AO will receive an e-mail informing him or her of the BAO's or EU's request for access (new user registration) to IACS. The AO must approve or reject the BAO's or EU's request for access. If the AO approves the request, a separate e-mail containing the IACS user ID and temporary password is sent to the BAO or EU.
20. Once the user ID and temporary password are received, the user can log into IACS to change the password as well as change answers to authentication questions. Registration is now complete.
21. If you receive an error message, contact the Competitive Bidding Program Customer Service Center at 1-877-577-5331 for assistance.

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.