


Examples - Setting Up Your Account and Gaining Provider Access

Create Your Account

If you have received an Invitation E-mail containing a PIN and you don't yet have an I&A account, follow the instructions in section *How New I&A Users Register from a Staff End Users (SEU) or Access Manager (AM) Invitation*.

If you have received an Invitation E-mail containing a PIN and you already have an I&A account, follow the instructions in section *How an Existing I&A User Responds to a Staff End Users (SEU) or Access Manager (AM) Invitation Access Manager (AM)*.

1. select  button or select the [register](#) link on the I&A login page and you will be navigated to the User Registration page.



Sign In

* indicates required field(s)

* **User ID:**

* **Password:**

Sign In

[? Forgot Password](#)

[? Retrieve Forgotten User ID](#)

[? Enter your PIN](#)

One account to access multiple systems

Create one account with the Identity & Access Management System to manage access to NPPES, PECOS, and EHR incentive programs, manage staff, and authorize others to access your information. **Create Account Now**


PECOS Use this system to register for Medicare or update your current enrollment information.

EHR Register to receive EHR incentive payments for eligible professionals and hospitals that adopt, implement and upgrade or demonstrate meaningful use with certified EHR technology.

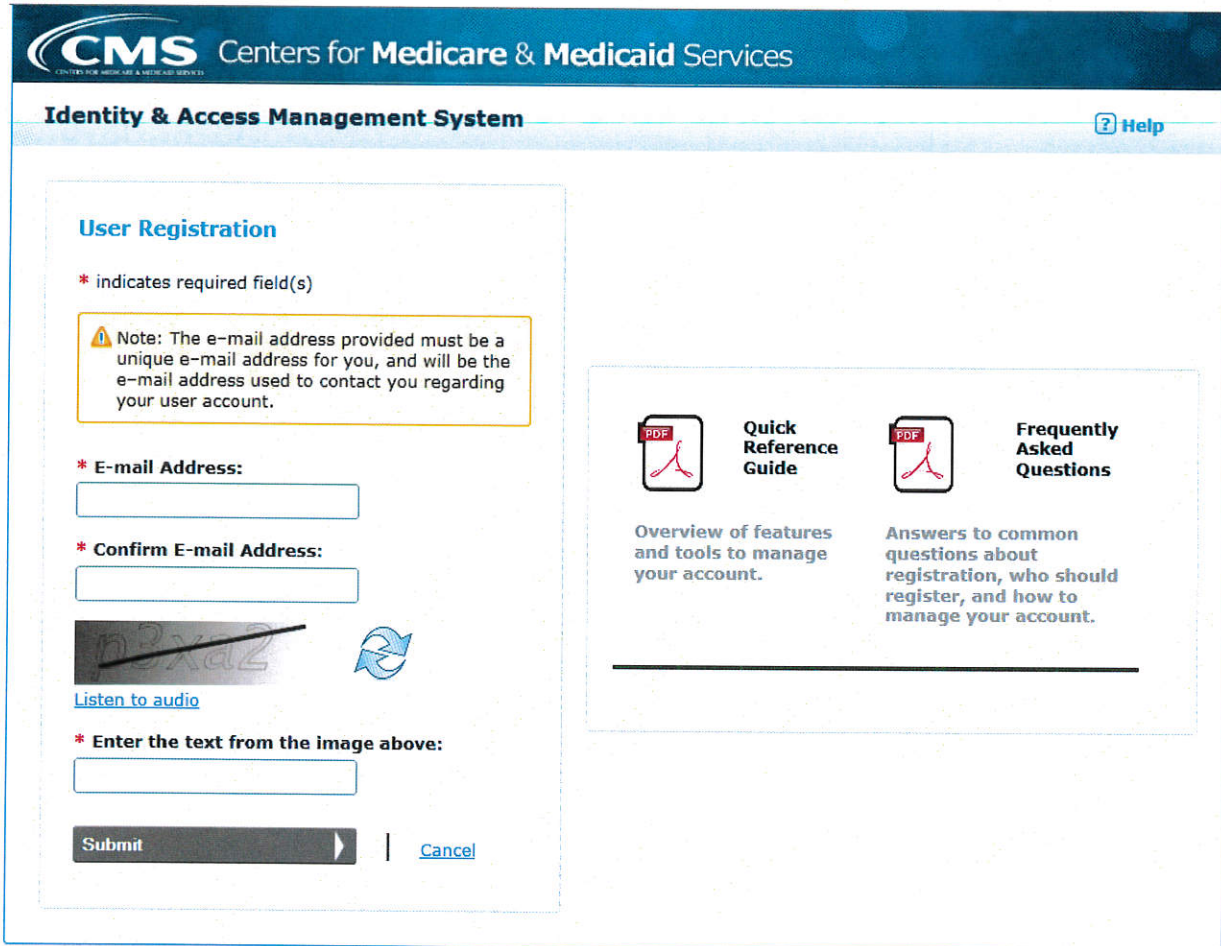
NPPES Use this system to apply for and manage National Provider Identifiers (NPIs).

Quick Reference Guide
Overview of features and tools to manage your account.

Frequently Asked Questions
Answers to common questions about registration, who should register, and how to manage your account.

2. Enter your email address and the text seen in the image on the User Registration page. If you have trouble seeing the image you can either select the Listen to Audio link or select the  icon to have the image refreshed.

Once you have successfully entered the required data, select the **Submit** button



The screenshot shows the CMS Identity & Access Management System User Registration page. The page header includes the CMS logo and the text "Centers for Medicare & Medicaid Services". Below the header, the page title "Identity & Access Management System" is displayed, along with a "Help" link. The main content area is titled "User Registration" and includes a note about email address requirements, input fields for "E-mail Address" and "Confirm E-mail Address", a CAPTCHA image with a "Listen to audio" link, and a "Submit" button. To the right of the registration form, there are two links: "Quick Reference Guide" and "Frequently Asked Questions", each with a PDF icon and a brief description of the content.

CMS Centers for Medicare & Medicaid Services

Identity & Access Management System [Help](#)



User Registration

* indicates required field(s)

Note: The e-mail address provided must be a unique e-mail address for you, and will be the e-mail address used to contact you regarding your user account.

* E-mail Address:

* Confirm E-mail Address:

[Listen to audio](#)

* Enter the text from the image above:

| [Cancel](#)

Quick Reference Guide
Overview of features and tools to manage your account.

Frequently Asked Questions
Answers to common questions about registration, who should register, and how to manage your account.

3. Enter the required data on the User Security page and select the **Continue** button. Security Questions and Answers cannot be duplicated. You must select 5 different questions, each having a unique answer (different from the other 4 answers).

The screenshot shows the 'User Security' step of a registration process. At the top, the CMS logo and 'Centers for Medicare & Medicaid Services' are displayed. Below this is the 'Identity & Access Management System' header with a 'Help' link. The page title is 'User Registration - User Security'. A progress bar shows four steps: 'Step 1 User Security' (active), 'Step 2 User Info', 'Step 3 MFA Setup', and 'Final Review'. The main content area includes a legend for required fields, input fields for User ID, Password, and Confirm Password, and a list of compliance rules. Below these are five security questions and their corresponding answer fields. At the bottom, there are 'Continue' and 'Cancel' buttons.

*** indicates required field(s)**

*** User ID:**

*** Password:**

*** Confirm Password:**

User ID Compliance:

- Must be 6-12 alphanumeric characters and unique within the Identity & Access Management System and NPPES.
- Must not contain more than four numeric characters, any spaces, or any special characters.
- Must not contain personally identifiable information such as SSN or NPI.

Password Compliance:

- ✗ Must be 8-12 alphanumeric characters.
- ✗ Must contain at least one letter.
- ✗ Must contain at least one number.
- ✗ Must contain at least one [valid special character](#).
- ✗ Must not contain any invalid special characters.
- ✗ Must not start with numeric characters.
- ✗ Must not contain three repeating characters.
- ✗ Must not be the same as your User ID.
- ✗ Password must match Confirm Password.

Please select five different security questions and enter their answers below:

* Question 1: <input type="text" value="Select"/>	* Answer 1: <input type="text"/>
* Question 2: <input type="text" value="Select"/>	* Answer 2: <input type="text"/>
* Question 3: <input type="text" value="Select"/>	* Answer 3: <input type="text"/>
* Question 4: <input type="text" value="Select"/>	* Answer 4: <input type="text"/>
* Question 5: <input type="text" value="Select"/>	* Answer 5: <input type="text"/>

Continue | [Cancel](#)

4. Enter the required data on the User Information page and select the **Continue** button.

CMS Centers for Medicare & Medicaid Services Logged in as SamElliot Sign Out

Identity & Access Management System Help

User Registration - User Information

Step 1 User Security Step 2 User Info Step 3 MFA Setup Final Review

Please provide the details below. They will be used to verify your identity. [Back to Previous Page](#)

* indicates required field(s)

<p>* First Name: <input type="text"/></p> <p>Middle Name: <input type="text"/></p> <p>* Last Name: <input type="text"/></p> <p>Suffix: <input type="text"/></p> <p>* Business Phone Number: <input type="text"/></p> <p>Fax Number: <input type="text"/></p> <p>* Date of Birth: (MM/DD/YYYY) <input type="text"/></p> <p>* SSN: <input type="text"/></p> <p>Primary E-mail Address: sam.elliott@email.com</p>	<p>* Personal Phone Number: <input type="text"/></p> <p>* Home Address Line 1: <input type="text"/></p> <p>Home Address Line 2: <input type="text"/></p> <p>* City: <input type="text"/></p> <p>* Country: United States <input type="text"/></p> <p>* State/ Province/ Territory: SE - Select One <input type="text"/></p> <p>* Postal/ZIP Code: <input type="text"/></p>
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| [Cancel](#)

5. The system will attempt to standardize your address to meet USPS standards. If the standardized address is different from what you entered. The system will alert you. We encourage you to use the standardized address unless it is incorrect.

Select your address ✕

⚠ Important Note: Your address has been standardized.
Your address has been standardized to USPS standards to your ensure contact information is accurate. Both the address you entered and your standardized address are displayed below. If the standardized address is incorrect, you may choose to use the address you entered by selecting it below. If you wish to modify the address, select Cancel to return to the address entry page.

Use Standardized Address:

719 W Holly Ave
Sterling, VA 20164-4621
United States

Use The Address I Entered:

719 W Holly Ave
Sterling, VA 20164
United States

Continue

- You will be required to set up at least one Multi-Factor Authentication (MFA) method. And will be given the option to set up a second (alternative) method. Select your Primary Authentication Method from the dropdown list and select **Continue**.

The screenshot shows the CMS Identity & Access Management System interface. At the top, it says "CMS Centers for Medicare & Medicaid Services" and "Logged in as SamElliot Sign Out". The main heading is "Identity & Access Management System" with a "Help" link. Below that is "User Registration - Multi-Factor Authentication (MFA) Setup". A progress bar shows four steps: Step 1 User Security (checked), Step 2 User Info (checked), Step 3 MFA Setup (active), and Final Review. A "Back to Previous Page" link is visible. The main content area contains instructions: "* indicates required field(s)", "We need a way to deliver a temporary code to you to verify your identity. We can do this via a phone number (either by voice or Text/SMS) or you can choose to have it sent to you in an e-mail. You must enter this code on the next page.", "You must identify at least one method for receiving your verification code; however, you may provide up to two different methods.", "Please note the following Text/SMS and Voice Call Details:", and a list of notes: "International phone numbers are not supported.", "Standard message and data charges may be applied by your carrier.", "By entering a Mobile Phone Number, you are certifying that you are the account holder or have the holder's permission to use the phone number to receive a Text/SMS message." Below this is the instruction "Please select a Multi-Factor Authentication Method:" and a dropdown menu labeled "* Authentication Method:" with the text "Select Primary Authentication Method". At the bottom of the form are "Continue" and "Cancel" buttons.

*** Authentication Method:**

- Select Primary Authentication Method
- Phone Number Text/SMS
- E-mail Address
- Phone Number Voice Call

7. If you select E-mail Address, the e-mail address will be pre-populated with your primary e-mail address you entered when you started registration, however you may change it.

The screenshot shows the 'User Registration - Multi-Factor Authentication (MFA) Setup' page. At the top, the CMS logo and 'Centers for Medicare & Medicaid Services' are displayed, along with the user 'SamElliot' and a 'Sign Out' link. The page title is 'Identity & Access Management System' with a 'Help' icon. A progress bar indicates four steps: Step 1 (User Security), Step 2 (User Info), Step 3 (MFA Setup), and Final Review. A 'Back to Previous Page' link is visible. The main content area contains instructions on how to receive a verification code (via phone or email) and lists details for Text/SMS and Voice Call. A dropdown menu for 'Authentication Method' is set to 'E-mail Address'. Below this, there is a text input field for the email address, which is pre-filled with 'sam.elliott@email.com'. At the bottom, there are 'Send E-mail' and 'Cancel' buttons.

CMS Centers for Medicare & Medicaid Services Logged in as SamElliot Sign Out

Identity & Access Management System ? Help

User Registration - Multi-Factor Authentication (MFA) Setup

Step 1 User Security Step 2 User Info Step 3 MFA Setup Final Review

[« Back to Previous Page](#)

* indicates required field(s)

We need a way to deliver a temporary code to you to verify your identity. We can do this via a phone number (either by voice or Text/SMS) or you can choose to have it sent to you in an e-mail. You must enter this code on the next page.

You must identify at least one method for receiving your verification code; however, you may provide up to two different methods.

Please note the following Text/SMS and Voice Call Details:

- International phone numbers are not supported.
- Standard message and data charges may be applied by your carrier.
- By entering a Mobile Phone Number, you are certifying that you are the account holder or have the holder's permission to use the phone number to receive a Text/SMS message.

Please select a Multi-Factor Authentication Method:

* **Authentication Method:**

E-mail Address

You can use the E-mail Address associated with your I&A account or enter a new one.

* **E-mail Address where you will receive your verification code**

sam.elliott@email.com

Select the Send E-mail button to verify that it works.

| [Cancel](#)

If you select Phone Number Text/SMS, you must enter your 10 digit phone number.

Please select a Multi-Factor Authentication Method:

*** Authentication Method:**
Phone Number Text/SMS

*** Phone Number:**
Enter your 10 digit phone number the way you normally dial it.
(703) 555-1212

Send Text/SMS | Cancel

If you select Phone Number Voice Call, you must enter your 10 digit phone number, and have the ability to enter an extension.

Please select a Multi-Factor Authentication Method:

*** Authentication Method:**
Phone Number Voice Call

*** Phone Number:**
Enter your 10 digit phone number the way you normally dial it.
(703) 555-1212

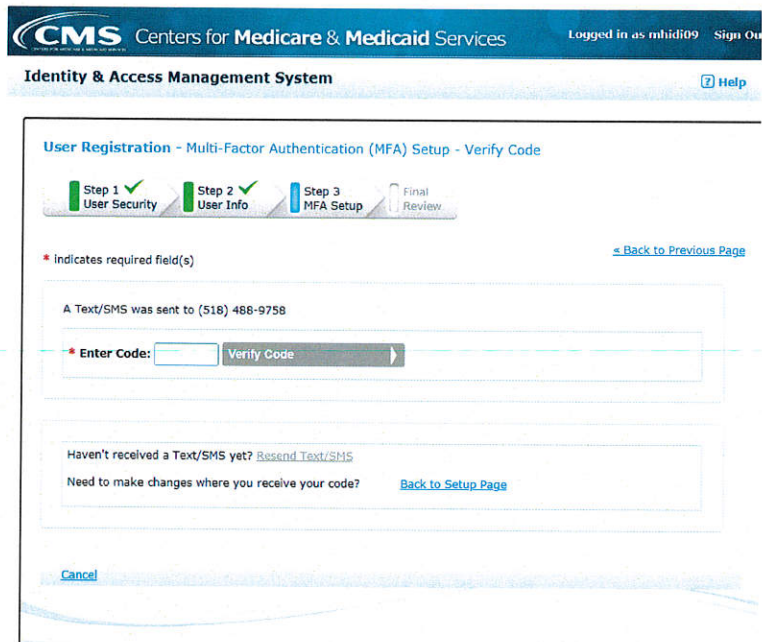
Extension:
Enter your phone number extension if applicable.
12345

Call | Cancel

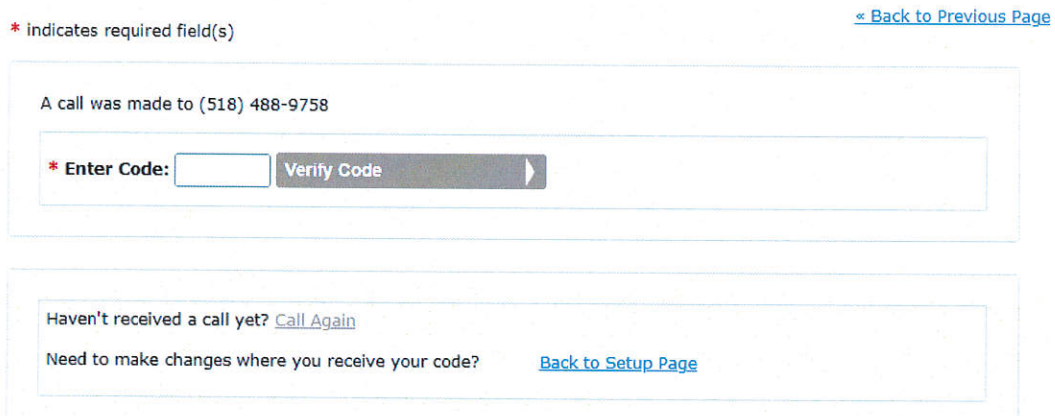
8. Enter the code you receive and select **Verify Code**.
If for some reason you do not receive a code, select the link (**Resend E-mail, Resend Text/SMS or Call Again**) to have a new code sent to you. If you need to change your method or update your e-mail address (Phone Number, if you selected Text/SMS or Voice Call) select the **Back to Setup Page** link to start the set up again.

The screenshot shows the 'User Registration - Multi-Factor Authentication (MFA) Setup - Verify Code' page. At the top, the CMS logo and 'Centers for Medicare & Medicaid Services' are visible, along with the user's login information 'Logged in as mehdi404' and a 'Sign Out' link. The page title is 'Identity & Access Management System' with a 'Help' icon. A progress bar indicates four steps: Step 1 User Security (completed), Step 2 User Info (completed), Step 3 MFA Setup (current step), and Final Review. A message states 'An E-mail was sent to mhidi06@gmail.com'. Below this is a form with a required field '* Enter Code:' and a 'Verify Code' button. There are also links for 'Resend E-mail' and 'Back to Setup Page'. A 'Cancel' link is at the bottom left.

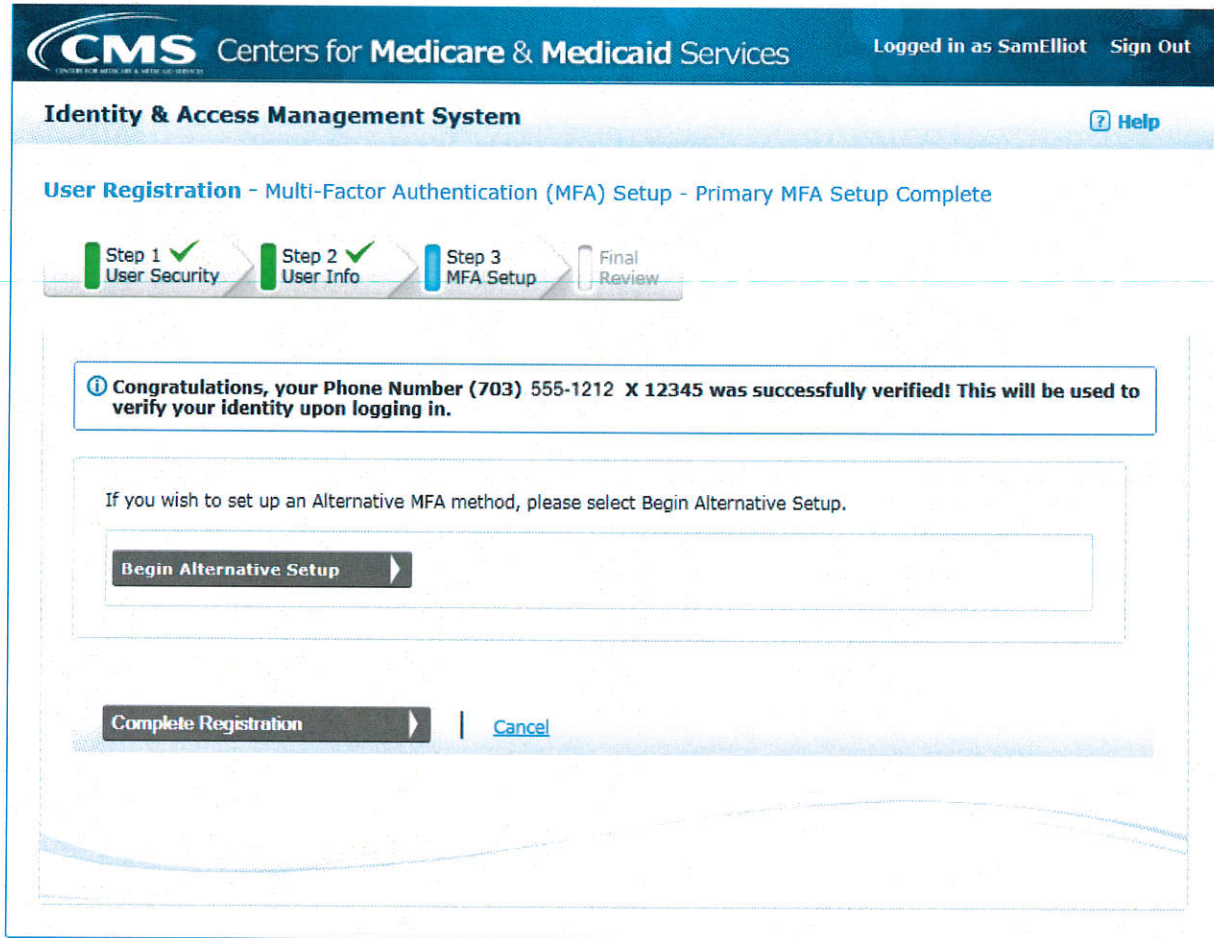
If you selected Phone Number Text/SMS, you will see the following on the verification page



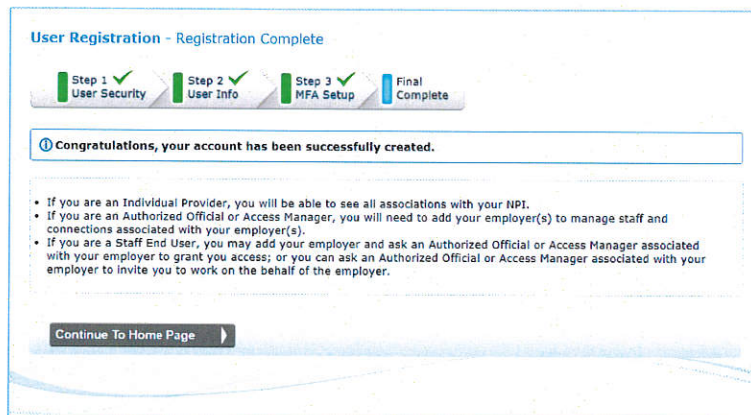
If you selected Phone Number Voice Call, you will see the following on the verification page



9. Your Primary MFA Method was successfully set up. You may now choose to either set up an alternative (second) method, or Complete your registration.



10. Your registration is complete, select the **Continue to Home page** button to be navigated to your I&A Home page.



11. You have successfully created your I&A account.

The screenshot shows the homepage of the Identity & Access Management System. At the top, there is a header for CMS Centers for Medicare & Medicaid Services, with a user logged in as 'Admin01'. The main navigation bar includes 'Home', 'My Profile', and 'My Connections', with 'Home' selected. The page content is divided into several sections:

- Home:** A welcome message: "Welcome to the Identity and Access Management System!". Below this are two questions: "Are you an Individual Provider?" and "Are you responsible for an Organization?".
- Individual Provider Information:** A paragraph stating: "We have not been able to locate an NPI record that matches the information you provided. If you are an individual who provides health care services, please register for an NPI (or update your existing information) before you login to any additional CMS systems."
- Organization Information:** A paragraph stating: "If you are the Authorized Official or Access Manager for a Healthcare Organization (or a 3rd Party Company, such as a billing or credentialing management company that does not provide health care services, but works on behalf of health care providers), select the My Profile section and add your employers to begin the approval process."
- None of above?:** A paragraph stating: "If you do not match either description above, please review the Frequently Asked Questions (FAQ) below and/or contact your supervisor and ask that they invite you to register as a member of their staff. If they have not registered already, they will need to do so."
- News & Alerts:** A section titled "EUS Contact Information:" with details: "External User Services (EUS), PO Box 792750, San Antonio, Texas 78279, https://eus.custhelp.com".
- Application Links:** A list of links: "NPDES National Plan and Provider Enumeration System", "PECOS Medicare Provider Enrollment, Chain, and Ownership System", and "EHR Incentive Programs Promoting Interoperability Programs Registration System".
- Quick Reference Guide:** A link with a PDF icon and the text: "Quick Reference Guide Overview of features and tools to manage your account."
- Frequently Asked Questions:** A link with a PDF icon and the text: "Frequently Asked Questions Answers to common questions about registration, who should register, and how to manage your account."