

How to Register in IACS

This guide provides a high-level overview of how to register in the Individuals Authorized Access to the CMS Computer Services (IACS) system. Please carefully read the [IACS Reference Guide](#) before registering. This guide may be found on the Competitive Bidding Implementation Contractor (CBIC) website at www.dmecompetitivebid.com. You must successfully register and receive a user ID and password before you can access the online bidding 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 to an organization once the registration period is over.

1. Go to the CBIC website at www.dmecompetitivebid.com.
2. Click **Bidding Suppliers: Round 2 & National Mail-Order** located on the homepage and then click **Registration**.
3. Click **Register Now**.
4. Click on **Enter CMS Applications Portal**.
5. Select **Account Management** in the blue bar.
6. Select **New User Registration**.
7. Select **DMEPOS Bidding System (DBidS)**.
8. Read and accept the **Terms and Conditions - Privacy Act Statement** if in agreement.
9. Select **"I want to register as a bidder with access to the DBidS application."**
Click **Next**.
10. Complete all required fields, which are designated by an asterisk. Click **Next**.
11. Check your e-mail mailbox for the verification code that you will enter into the **E-mail Address Verification** screen. You have only **30 minutes** to complete this process.
12. Enter the verification code into the **E-mail Address Verification** screen and click **Next**.
13. 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**.

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14. Under the **Access Request** section, select the applicable User's Role: Authorized Official (AO), Backup Authorized Official (BAO), or End User (EU). Definitions and responsibilities of each user role can be found in the help content by clicking the "i" icon next to **Role** and in the **IACS Reference Guide**.
15. Answer at least two (2) authentication questions. Click **Next**.
16. Carefully 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.
17. Record the tracking number from the **Registration Acknowledgement** screen. Click **OK** at the bottom of the page to complete the registration.
18. An e-mail notification will be sent to the user (AO, BAO, EU), informing him or her that his or her request will be processed. The user will also receive separate e-mails with additional information such as the user ID and one-time temporary password once the request has been processed.
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 one-time temporary password will be sent to the BAO or EU. If the AO rejects the request, the BAO or EU will receive an e-mail notifying him or her that the request has been rejected.
20. Once the user ID and one-time temporary password are received, the user can log into IACS to change the password. Registration is now complete.

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 privileges and/or adverse action up to and including legal prosecution.