ACO-MS Tip Sheet

MEDICARE SHARED SAVINGS PROGRAM

Submitting and Managing Banking Information in ACO-MS

Version 3 | April 2025

This tip sheet instructs ACOs how to submit and update the banking information documents. For more information about banking information requirements, ACOs should refer to the *ACO Banking Form Instructions*.

How To Submit Banking Information for Initial Applicants

1. Log into ACO-MS; navigate to the Dashboard tab on the left side menu and click on your initial applicant (IA) task identification (ID).
2. Select your IA under your Task ID and the system will then navigate to the application.
3. Under Phase 1, select Banking Information.
4. Download and complete the required forms:
    - Form CMS-588
    - Form CMS-588 Cover Sheet
5. Select "Upload Supporting Documents."
6. Select one of the three required document types.
7. Click the Browse button to upload each of the documents. A date and time stamp will appear once successfully uploaded. Repeat these steps until all the following documents have been uploaded:
    - Form CMS-588
    - Form CMS-588 Cover Sheet
    - Supporting financial documentation

IMPORTANT!

ACO-MS will only accept documents in Word, Excel, or PDF formats to be uploaded. **Do not submit documents in any other format**.

8. Select "Submit for CMS Disposition" once **ALL** required banking information documents are uploaded.

How To Submit Banking Information Documents for Renewal ACOs

1. Log into ACO-MS; navigate to the Dashboard tab from the left side menu and click on your renewal applicant (RA) task ID.
2. Select your RA under your Task ID to navigate to the application.
3. Under Phase 1 Tab, select Banking Information.
4. Question 10 will appear: “I certify that my banking information on file with CMS for the Shared Savings Program is current.” Select **Yes** if your information is up to date.
5. Select **No** if your ACO's legal entity name, address, taxpayer identification number (TIN), financial institution/account information, or authorized/delegated official has changed.
6. Download and complete the required forms:
   - Form CMS-588
   - Form CMS-588 Cover Sheet
7. Select “Upload Supporting Documents.”
8. Select one of the three required documents.
9. Click the Browse button to upload each of the documents. A date and time stamp will appear once successfully uploaded. Repeat these steps until all the following documents have been uploaded:
   - Form CMS-588
   - Form CMS-588 Cover Sheet
   - Supporting financial documentation

IMPORTANT!

ACO-MS will only accept documents in Word, Excel, or PDF formats to be uploaded. **Do not submit documents in any other format**.

10. Select “Submit for CMS Disposition” once **ALL** required banking information documents are uploaded.

Requests for Information

- If corrections are needed in your ACO’s banking information documents, your ACO will receive notification that a request for information (RFI) has been issued.
- ACOs must re-upload all three banking information documents when responding and re-submitting the task.

How to Update Banking Information for Currently Participating ACOs

1. Log into ACO-MS; navigate to the My ACO tab on the left side menu and enter your ACO identification number (ID).

   Note: This feature is available to the ACO Executive, Authorized to Sign (primary and secondary), CMS Liaison, and financial contacts.

2. From the Documents tab, navigate to the Agreement Documents drop-down menu.
3. Select Banking Information.
4. Click Upload on the right-hand side of the screen.
5. Click the Browse button to upload each of the documents. A date and time stamp will appear once successfully uploaded. Repeat these steps until all the following documents have been uploaded:
   - Form CMS-588
   - Form CMS-588 Cover Sheet
   - Supporting financial documentation.

IMPORTANT!

ACO-MS will only accept documents in Word, Excel, or PDF formats to be uploaded. **Do not submit documents in any other format**.

6. Select “Submit for CMS Disposition” once **ALL** required banking information documents are uploaded.
7. After the submission of all three required documents, a Success message will appear, stating “Banking Information FME####### was successfully submitted for CMS disposition.”

Requests for Information

- If corrections are needed in your ACO's banking information documents, your ACO will receive notification that an RFI has been issued.
- ACOs must re-upload all three banking information documents when responding and re-submitting the task.

IMPORTANT!

Currently participating ACOs with approved banking information are permitted to update their banking information documents throughout the year. However, only one banking information task can be opened in ACO-MS. Your ACO must await completion of an open task (approval, denial, or withdrawn status) prior to requesting a new banking task.

QUESTIONS?

Click the SSP Helpdesk icon (located within the ACO-MS banner) or email SharedSavingsProgram@cms.hhs.gov.