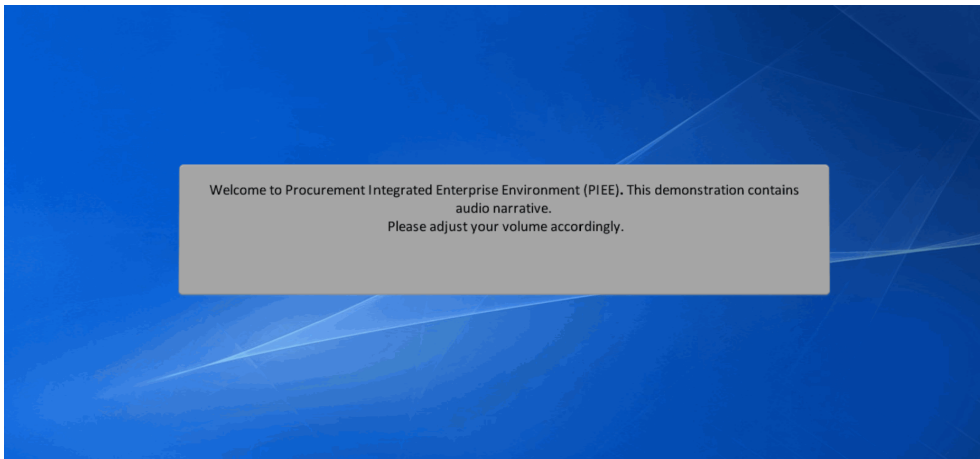
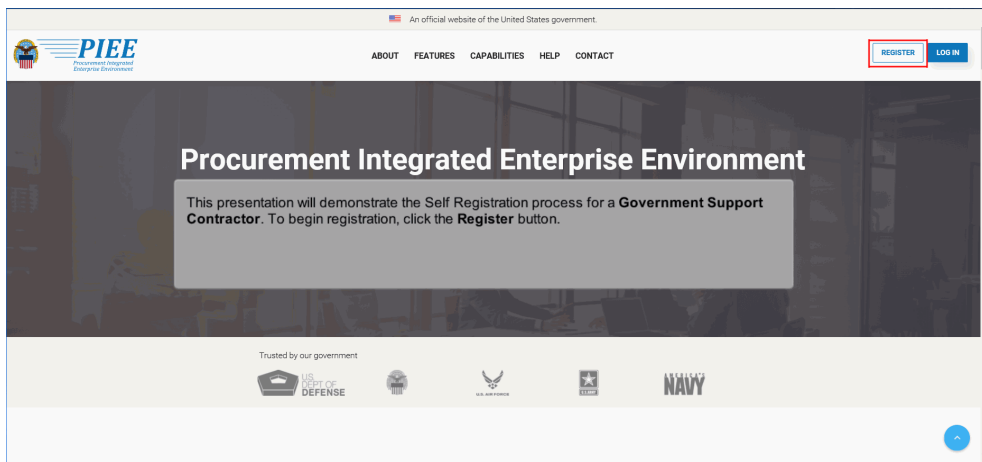


Intro



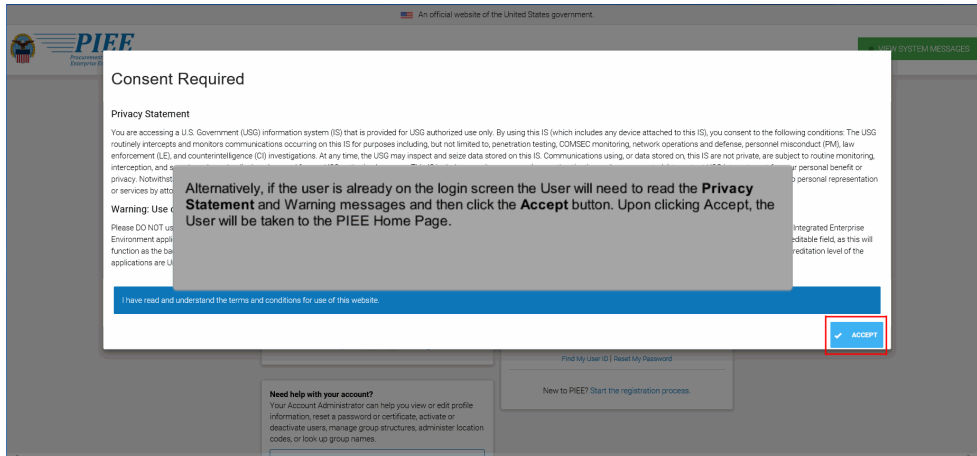
Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



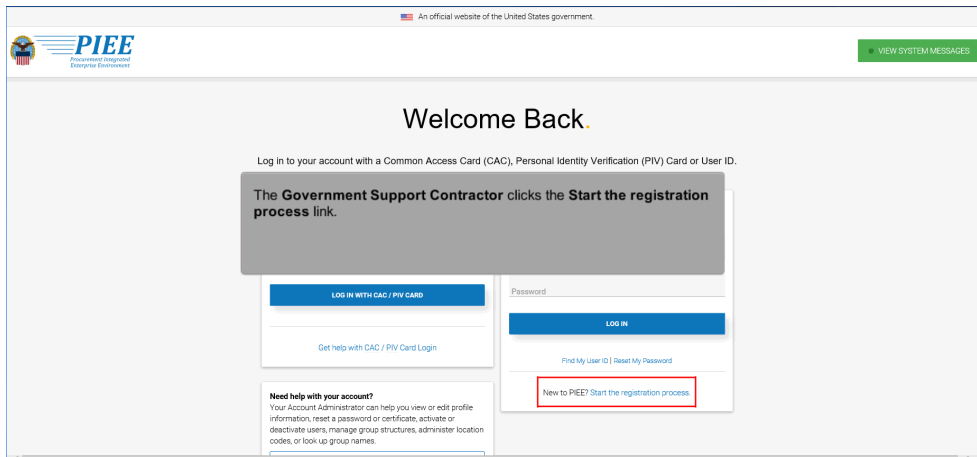
This presentation will demonstrate the Self Registration process for a Government Support Contractor. To begin registration, click the Register button.

Step 2



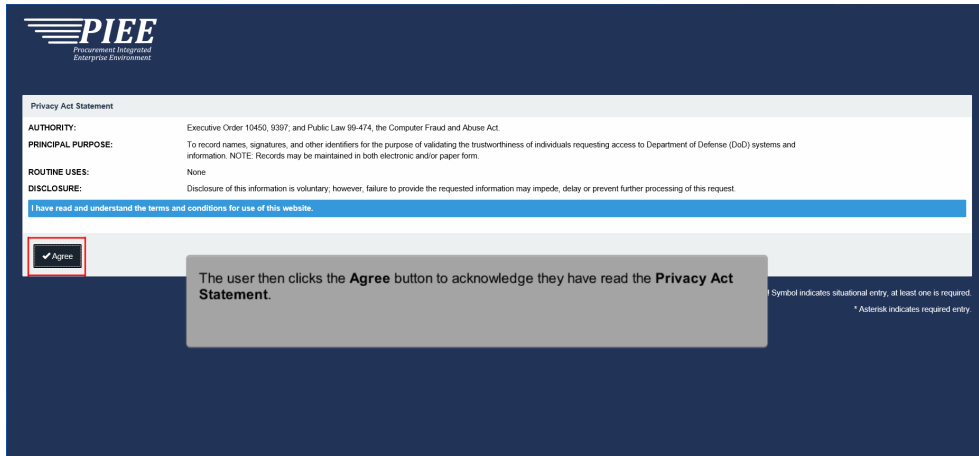
Alternatively, if the user is already on the login screen the User will need to read the Privacy Statement and Warning messages and then click the Accept button. Upon clicking Accept, the User will be taken to the PIEE Home Page.

Step 3



The Government Support Contractor clicks the Start the registration process link.

Step 4



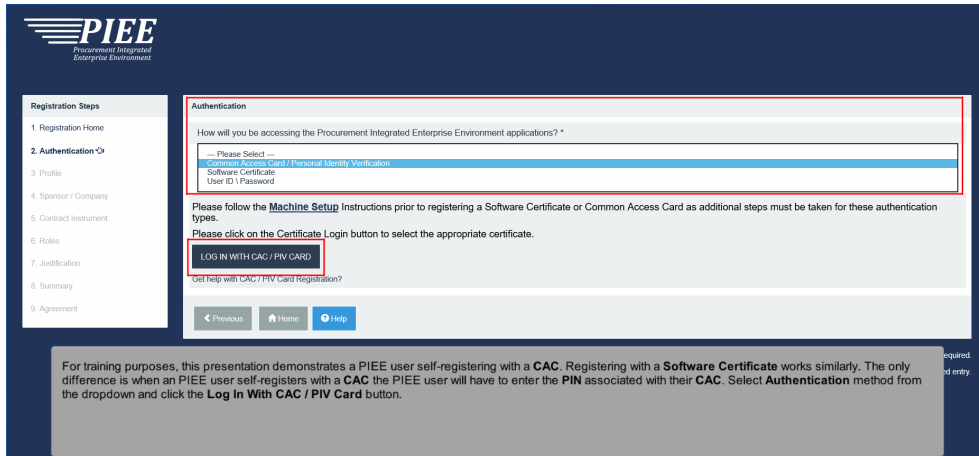
The user then clicks the Agree button to acknowledge they have read the Privacy Act Statement.

Step 5



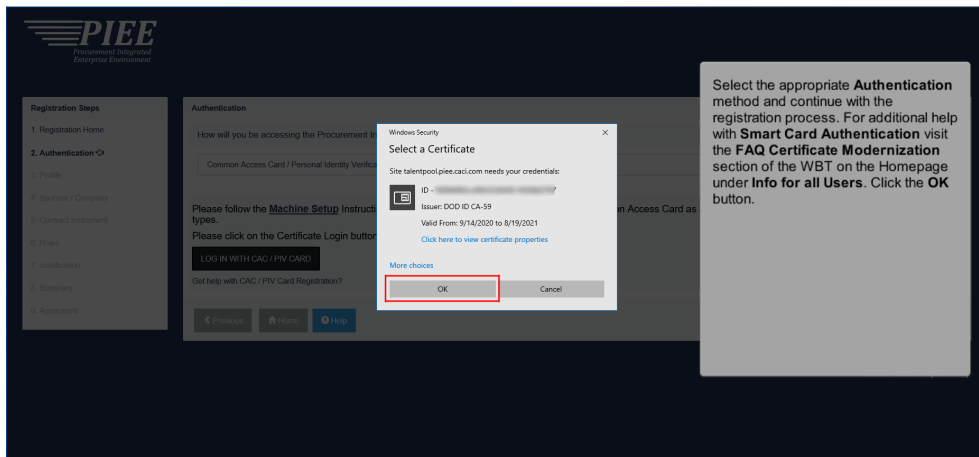
Click Government Support Contractor - Supporting DoD Organization or Government Support Contractor - Supporting Non-DoD Organization from What type of user are you?

Step 6



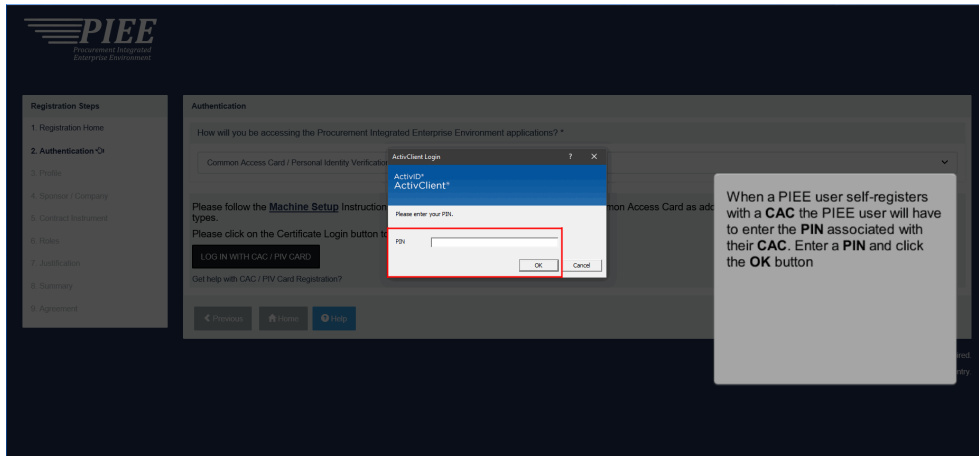
For training purposes, this presentation demonstrates a PIEE user self-registering with a CAC. Registering with a Software Certificate works similarly. The only difference is when an PIEE user self-registers with a CAC the PIEE user will have to enter the PIN associated with their CAC. Select Authentication method from the dropdown and click the Log In With CAC / PIV Card button.

Step 7



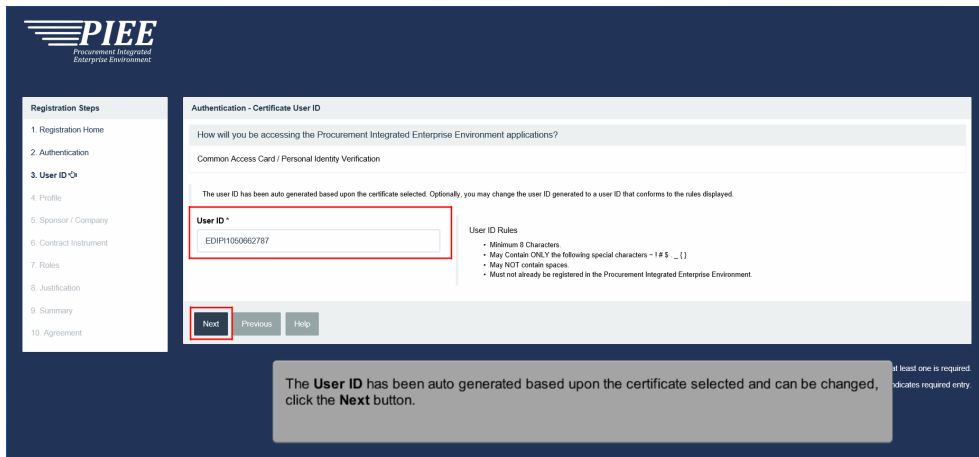
Select the appropriate Authentication method and continue with the registration process. For additional help with Smart Card Authentication visit the FAQ Certificate Modernization section of the WBT on the Homepage under Info for all Users. Click the OK button.

Step 8



When a PIEE user self-registers with a CAC the PIEE user will have to enter the PIN associated with their CAC. Enter a PIN and click the OK button

Step 9



The User ID has been auto generated based upon the certificate selected and can be changed, click the Next button.

Step 10

Specific data elements associated with the user's CAC/PIV card will be populated during registration. Any discrepancies with the DMDC populated items must be updated by following your local agency's policies regarding updating your personnel data.

Step 11

In the event that a personnel data retrieval failure from DMDC occurs, user will enter all required information on the user profile page and click the next button to continue registration.

Step 12

Registration Steps

1. Registration Home
2. Authentication
3. Security Questions
4. Profile
5. Sponsor / Company
6. Contract Instrument
7. Roles
8. Justification
9. Summary
10. Agreement

User Profile

First Name * Middle Name Last Name * Suffix

Home Organization DoDAAC/FEDAAC * Organization * Job Title * Grade/Rank

Email * Confirm Email * Cyber Awareness Training Date *

Commercial Telephone ! Extension Intl Country

Citizenship * Designation *

Next Previous **Save Registration** Help

! Symbol indicates situational entry, at least one is required.
* Asterisk indicates required entry.

After filling out the User Profile information, the application will allow user to Save the registration and complete the registration within 3 days.

Step 13

Registration Steps

1. Registration Home
2. Authentication
3. Security Questions
4. Profile
5. Sponsor / Company
6. Contract Instrument
7. Roles
8. Justification
9. Summary
10. Agreement

Additional Profile Information

Sponsor Information

Home Organization Agency Office Symbol Organization

First Name * Agency Information will be pulled from the database using the user's Home Organization's DoDAAC/FEDAAC. Agency and Address labels will be prefixed with "Home Organization."

Phone !

Home Organization Address

City State Zip Country

Company Information

Next Previous **Save Registration** Help

Additional Profile Information page provides fields for Sponsor Information and Company Information. Finish entering Additional Profile Information.

Agency Information will be pulled from the database using the user's Home Organization's DoDAAC/FEDAAC. Agency and Address labels will be prefixed with "Home Organization." Additional Profile Information page provides fields for Sponsor Information and Company Information. Finish entering Additional Profile Information.

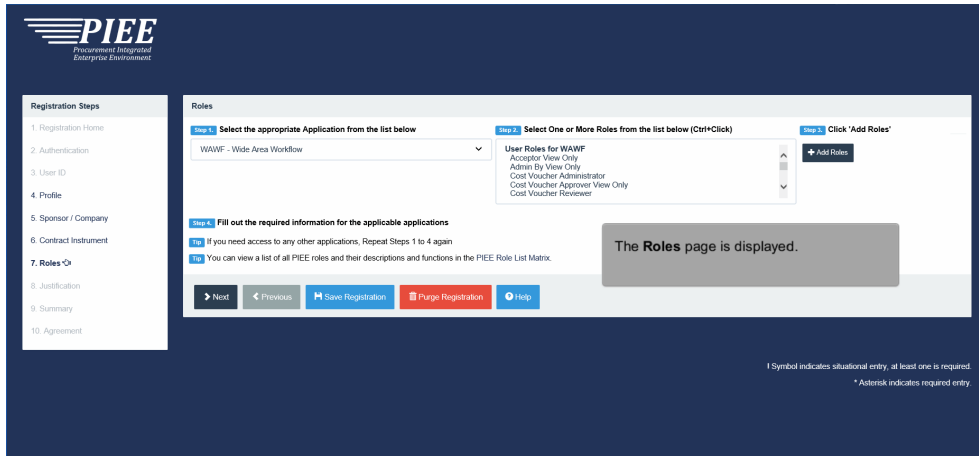
Step 14

After entering all applicable information click the Next button to continue.

Step 15

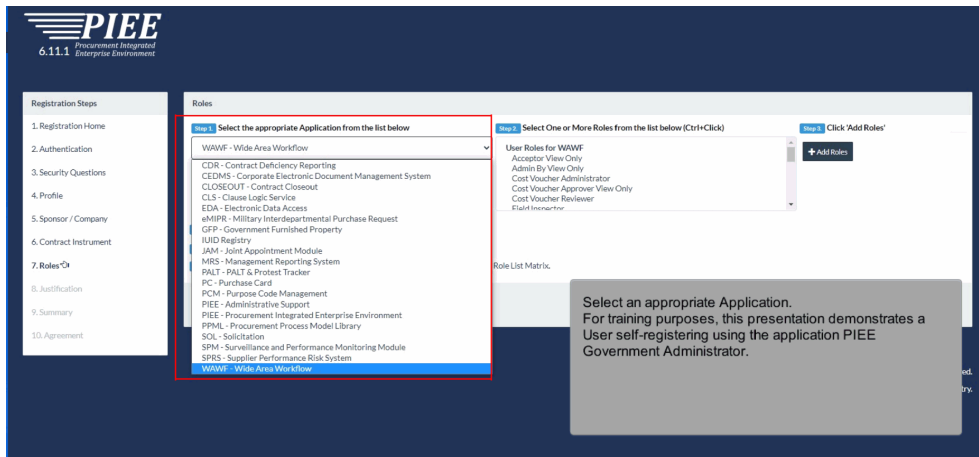
After capturing User Profile and Sponsor Information, the application will display the Contract Instrument page where the user can add up to three different Contracts along with the Contract Expiration Date. The application will verify/populate the Contract Expiration Date with the EDA application.

Step 16



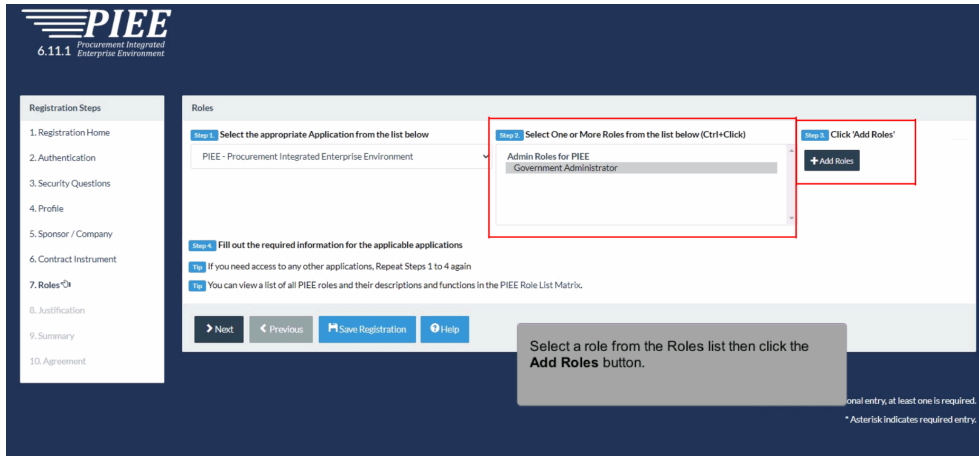
The Roles page is displayed.

Step 17



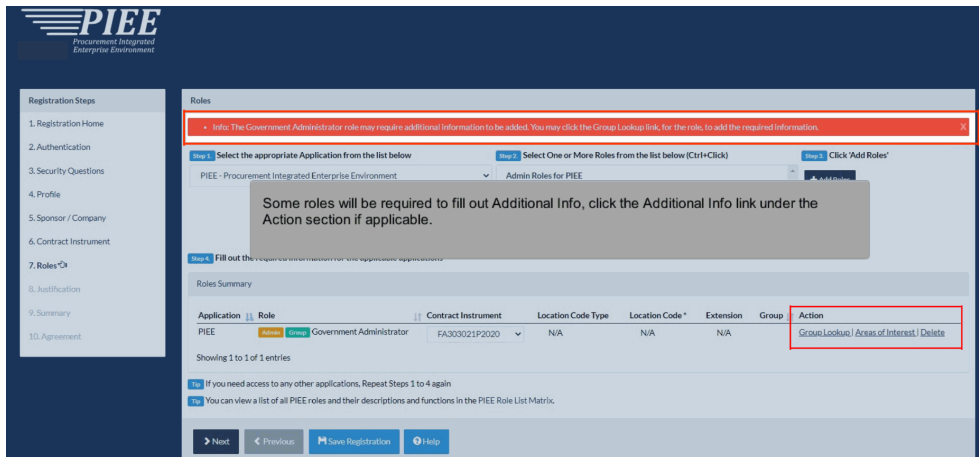
Select an appropriate Application.
For training purposes, this presentation demonstrates a User self-registering using the application PIEE Government Administrator.

Step 18



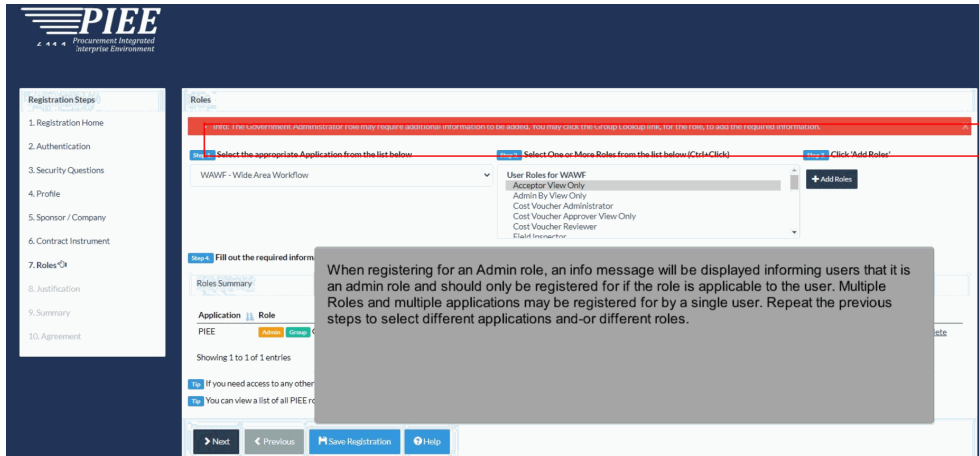
Select a role from the Roles list then click the Add Roles button.

Step 19



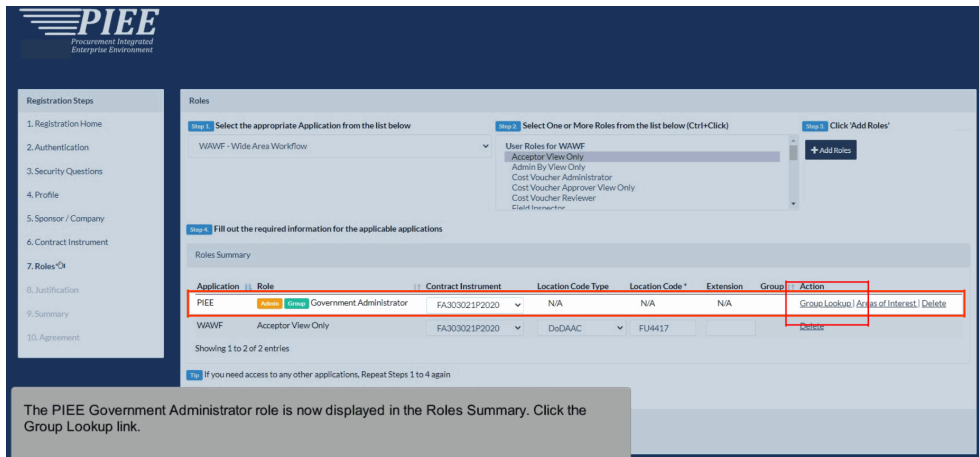
Some roles will be required to fill out Additional Info, click the Additional Info link under the Action section if applicable.

Step 20



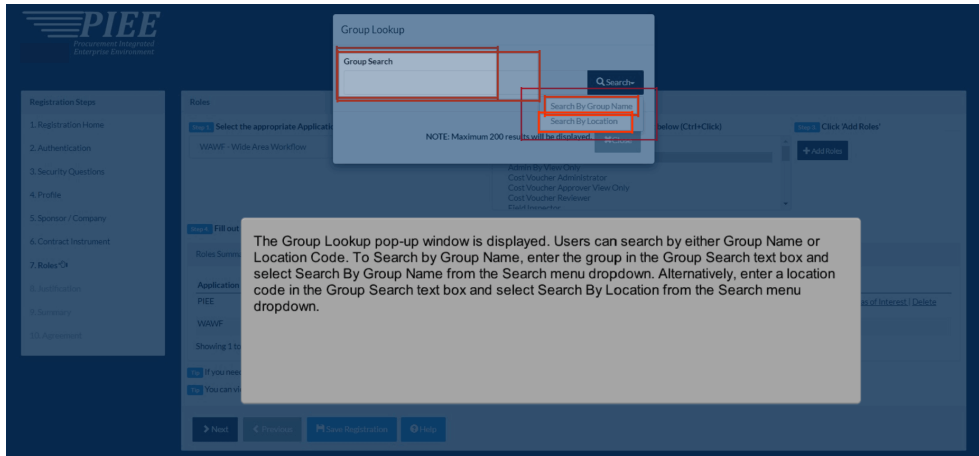
When registering for an Admin role, an info message will be displayed informing users that it is an admin role and should only be registered for if the role is applicable to the user. Multiple Roles and multiple applications may be registered for by a single user. Repeat the previous steps to select different applications and/or different roles.

Step 21



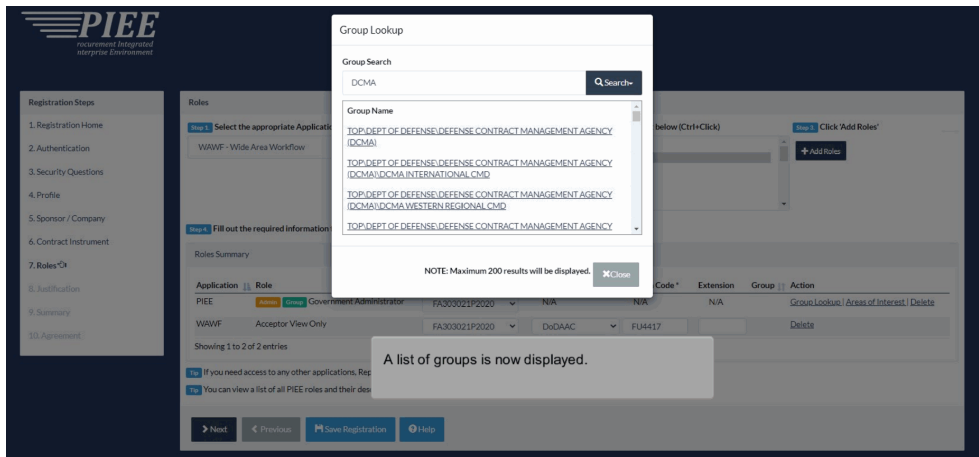
The PIEE Government Administrator role is now displayed in the Roles Summary. Click the Group Lookup link.

Step 22



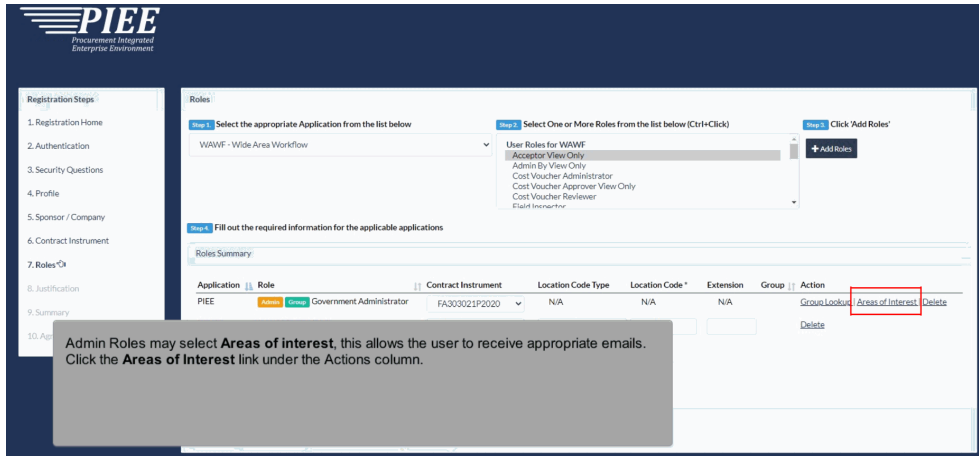
The Group Lookup pop-up window is displayed. Users can search by either Group Name or Location Code. To Search by Group Name, enter the group in the Group Search text box and select Search By Group Name from the Search menu dropdown. Alternatively, enter a location code in the Group Search text box and select Search By Location from the Search menu dropdown.

Step 23



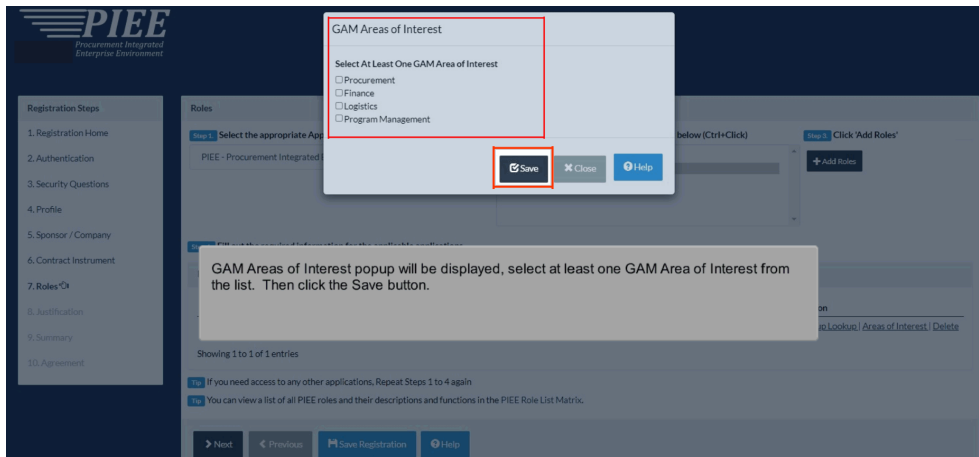
A list of groups is now displayed.

Step 24



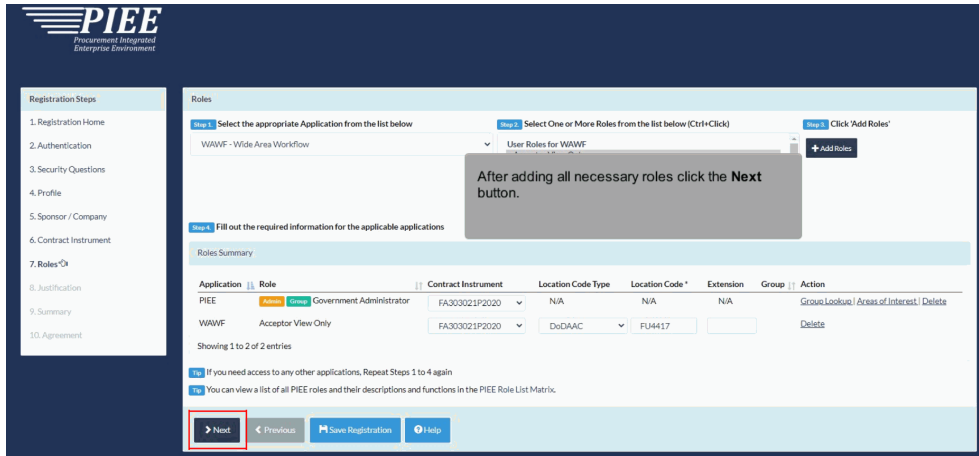
Admin Roles may select Areas of interest, this allows the user to receive appropriate emails. Click the Areas of Interest link under the Actions column.

Step 25



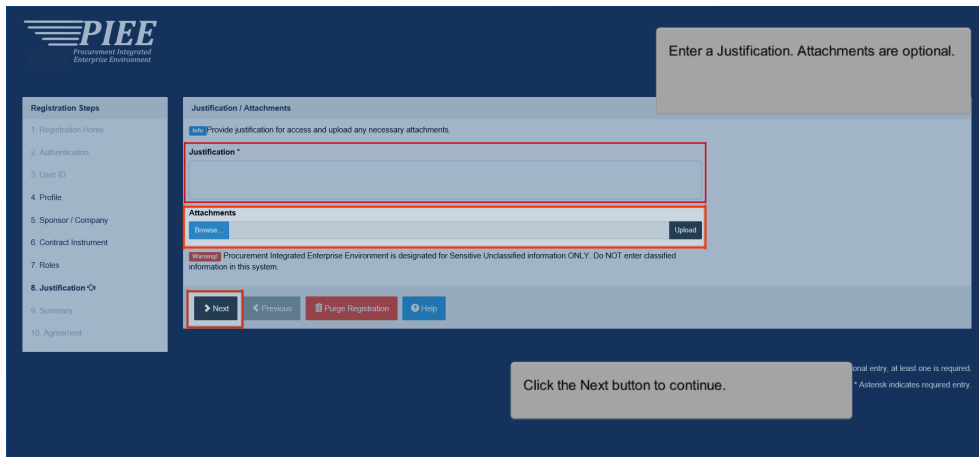
GAM Areas of Interest popup will be displayed, select at least one GAM Area of Interest from the list. Then click the Save button.

Step 26



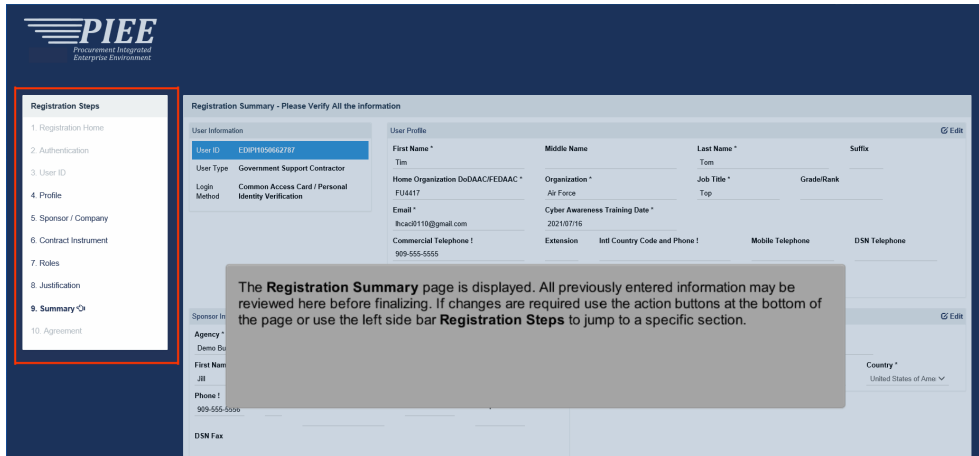
After adding all necessary roles click the Next button.

Step 27



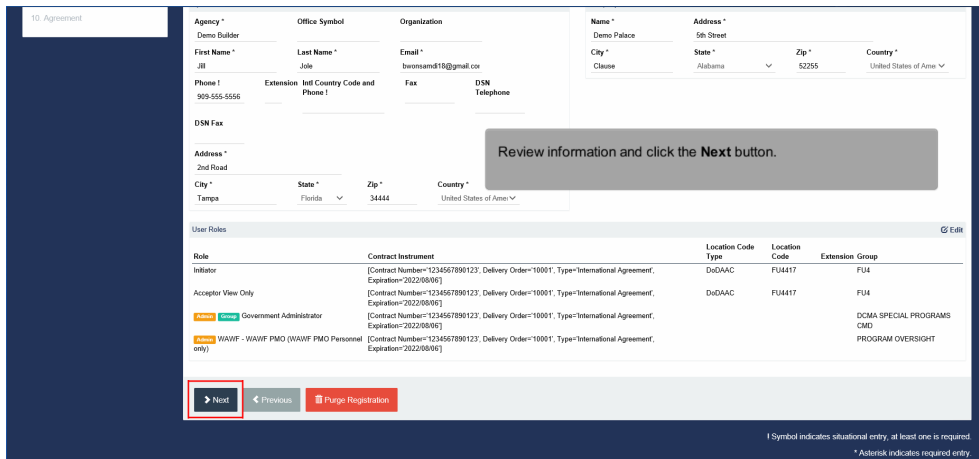
Enter a Justification. Attachments are optional. Click the Next button to continue.

Step 28



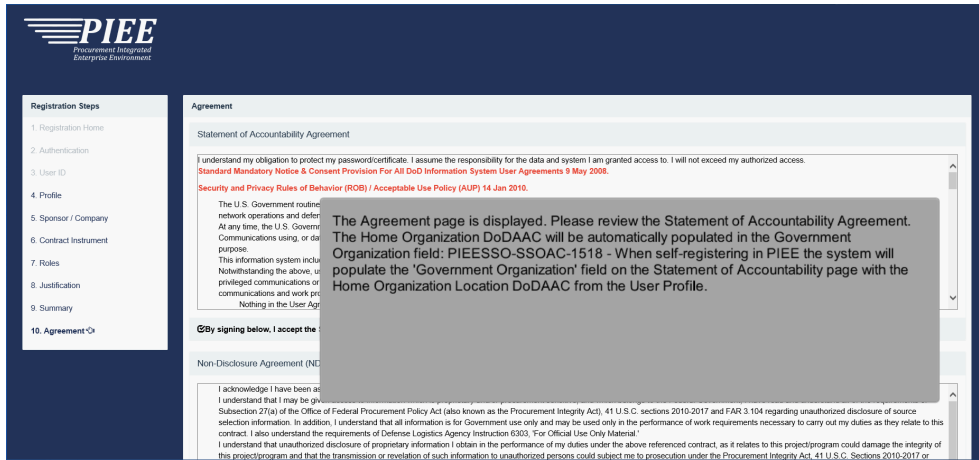
The Registration Summary page is displayed. All previously entered information may be reviewed here before finalizing. If changes are required use the action buttons at the bottom of the page or use the left side bar Registration Steps to jump to a specific section.

Step 29



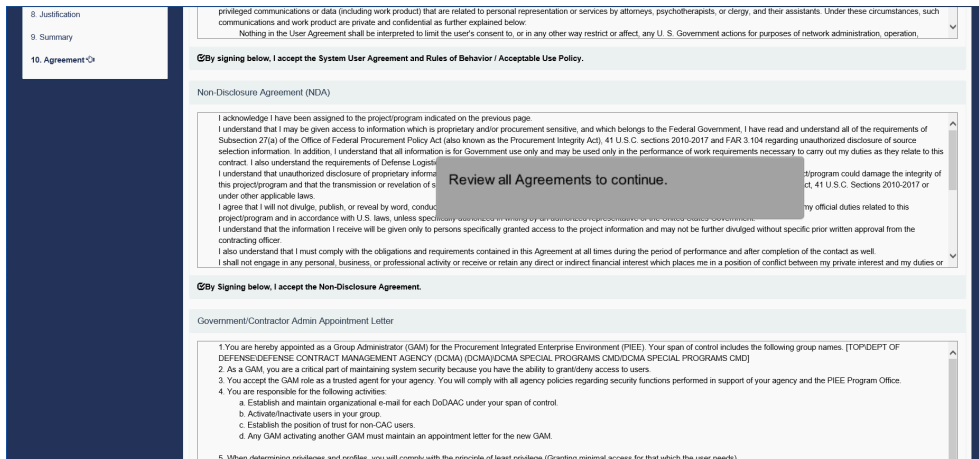
Review information and click the Next button.

Step 30



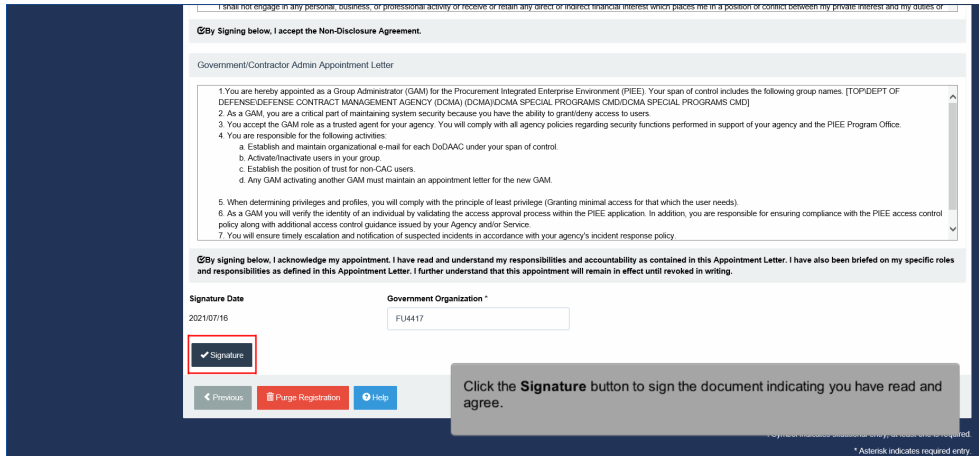
The Agreement page is displayed. Please review the Statement of Accountability Agreement. The Home Organization DoDAAC will be automatically populated in the Government Organization field: PIEESSO-SSOAC-1518 - When self-registering in PEEE the system will populate the 'Government Organization' field on the Statement of Accountability page with the Home Organization Location DoDAAC from the User Profile.

Step 31



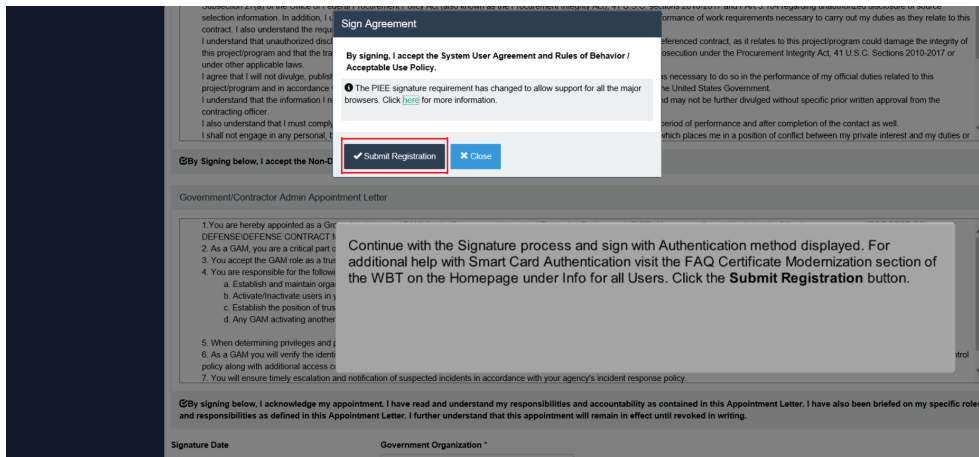
Review all Agreements to continue.

Step 32



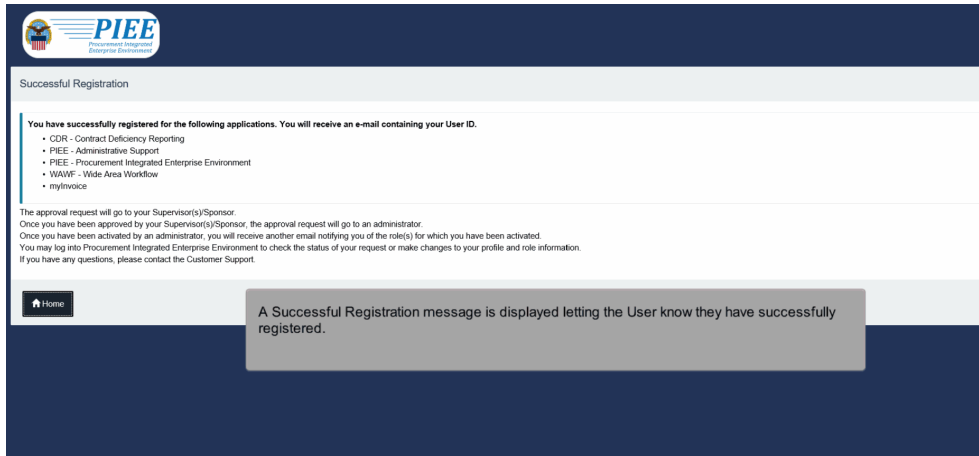
Click the Signature button to sign the document indicating you have read and agree.

Step 33



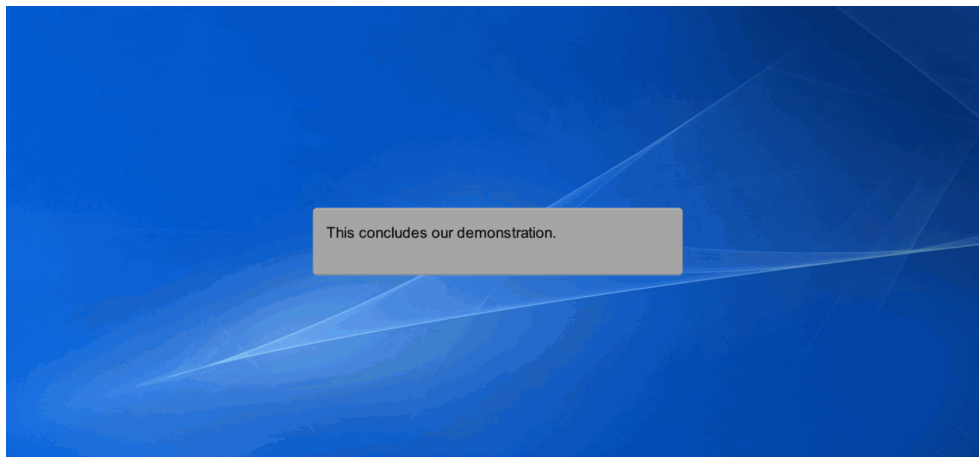
Continue with the Signature process and sign with Authentication method displayed. For additional help with Smart Card Authentication visit the FAQ Certificate Modernization section of the WBT on the Homepage under Info for all Users. Click the Submit Registration button.

Step 34



A Successful Registration message is displayed letting the User know they have successfully registered.

End



This concludes our demonstration.