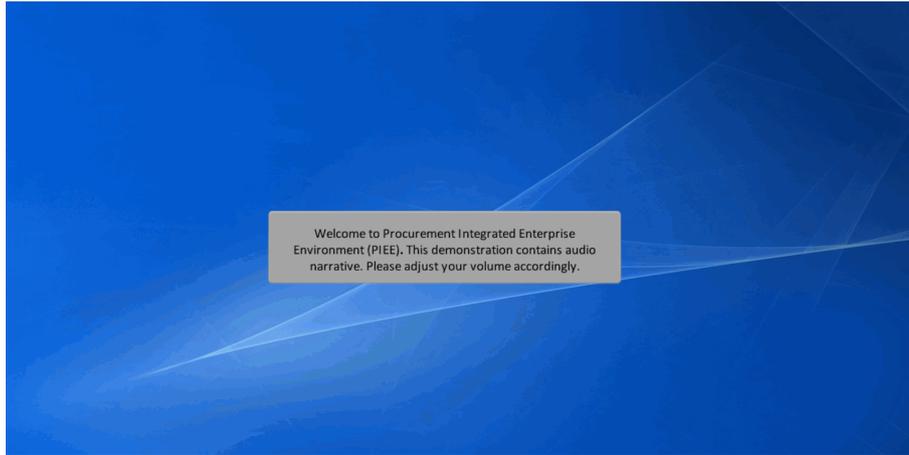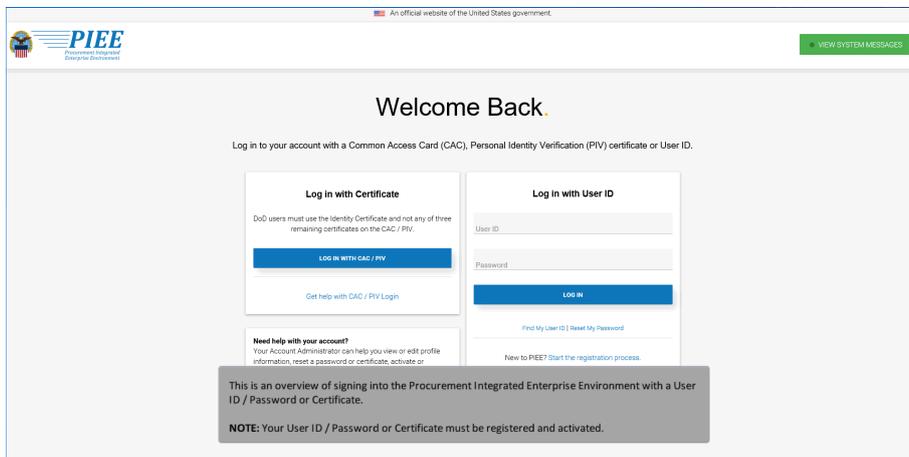## Intro

Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.
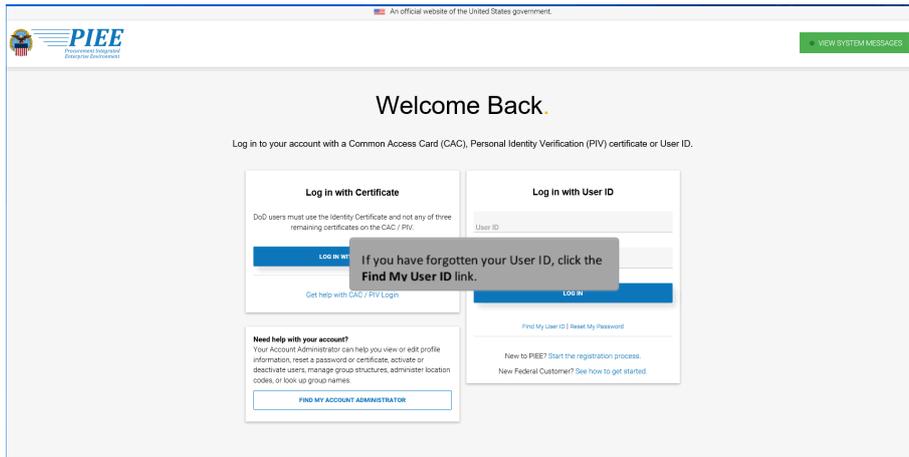
Step 1

This is an overview of signing into the Procurement Integrated Enterprise Environment with a User ID / Password or Certificate.
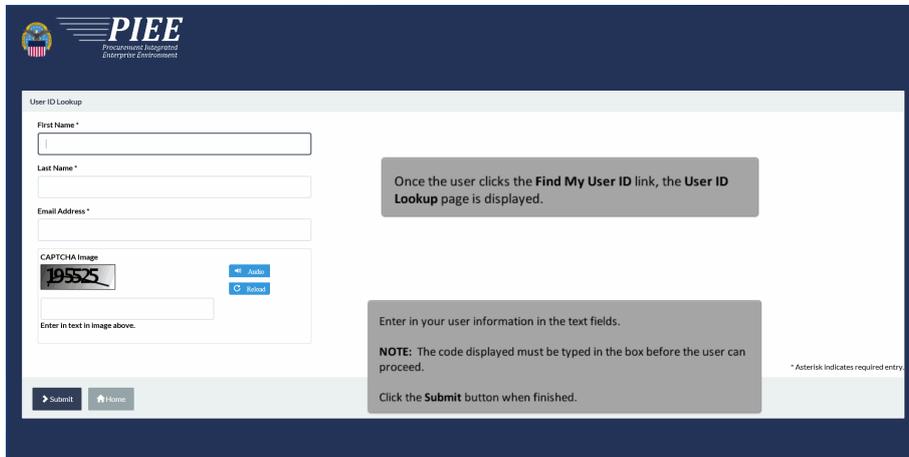
NOTE: Your User ID / Password or Certificate must be registered and activated.

Step 2

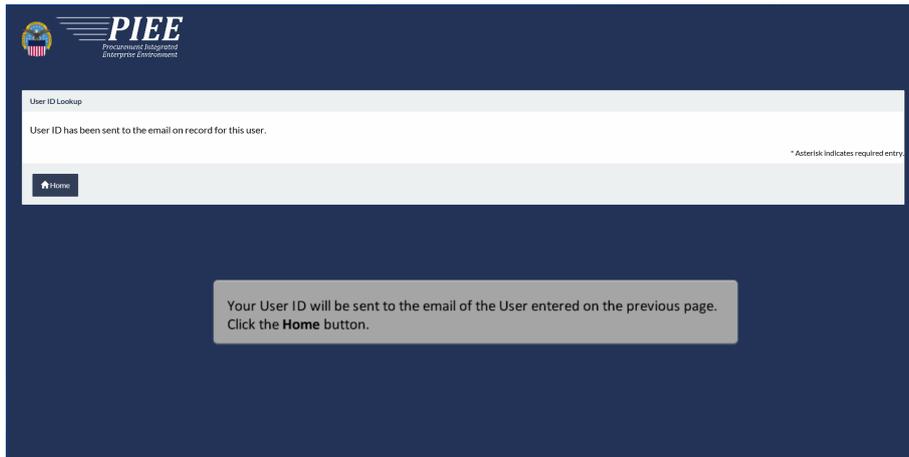If you have forgotten your User ID, click the Find My User ID link.

Step 3

Once the user clicks the Find My User ID link, the User ID Lookup page is displayed. Enter in your user information in the text fields.

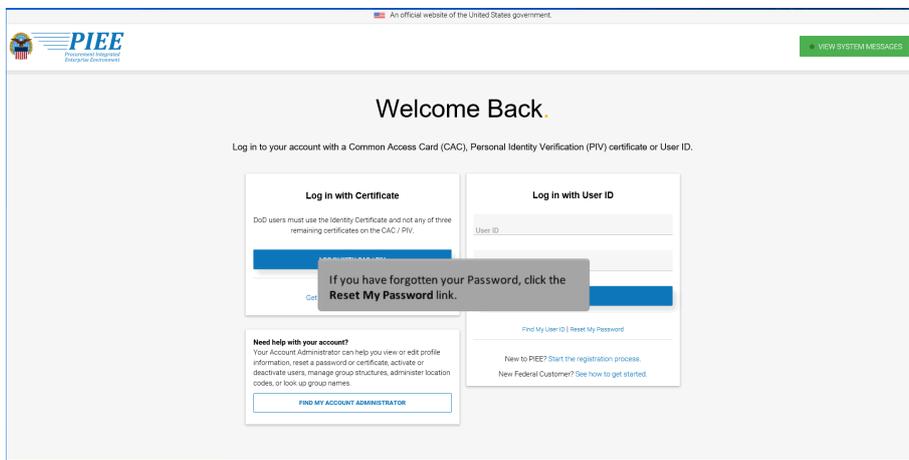NOTE: The code displayed must be typed in the box before the user can proceed.

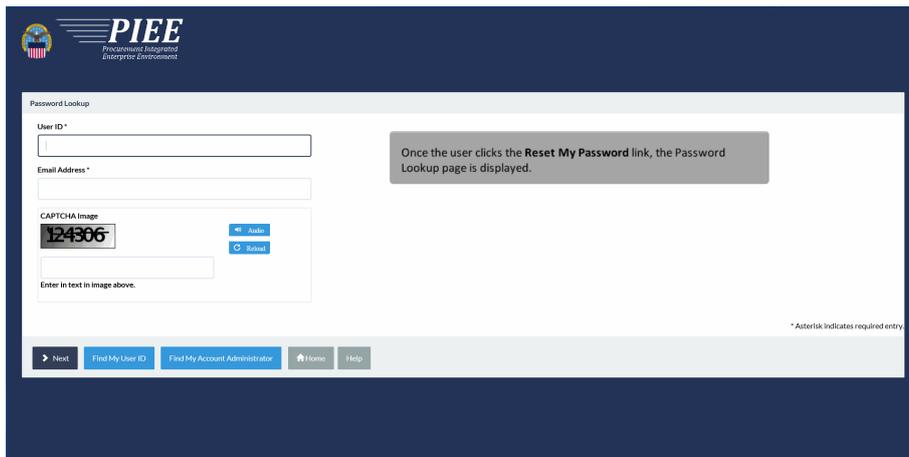Click the Submit button when finished.

Step 4

Your User ID will be sent to the email of the User entered on the previous page.
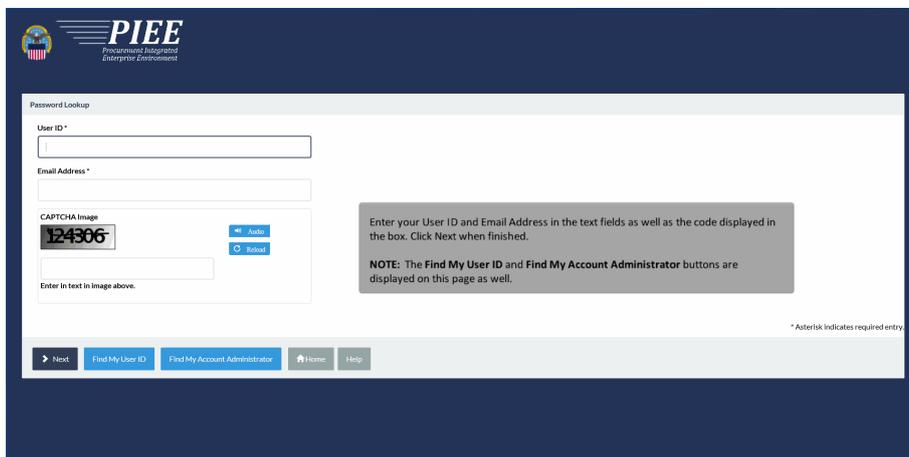Click the Home button.

Step 5

If you have forgotten your Password, click the Reset My Password link.

Step 6

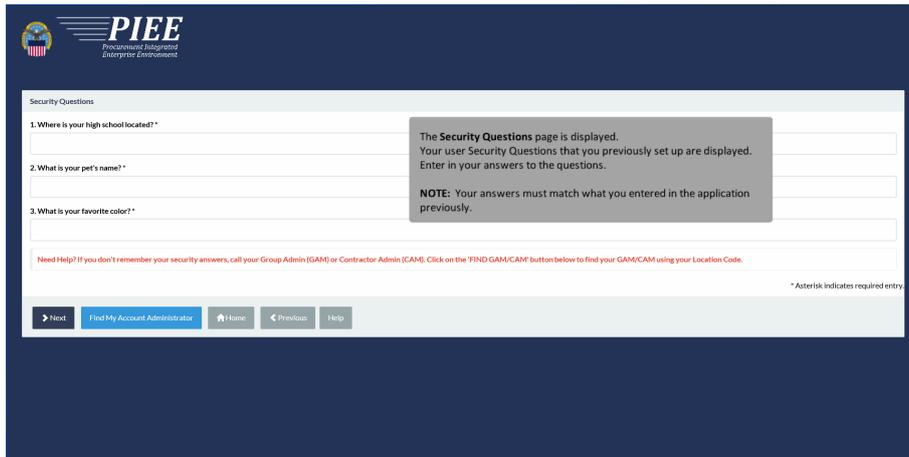Once the user clicks the Reset My Password link, the Password Lookup page is displayed.

Step 7

Enter your User ID and Email Address in the text fields as well as the code displayed in the box. Click Next when finished.

NOTE: The Find My User ID and Find My Account Administrator buttons are displayed on this page as well.
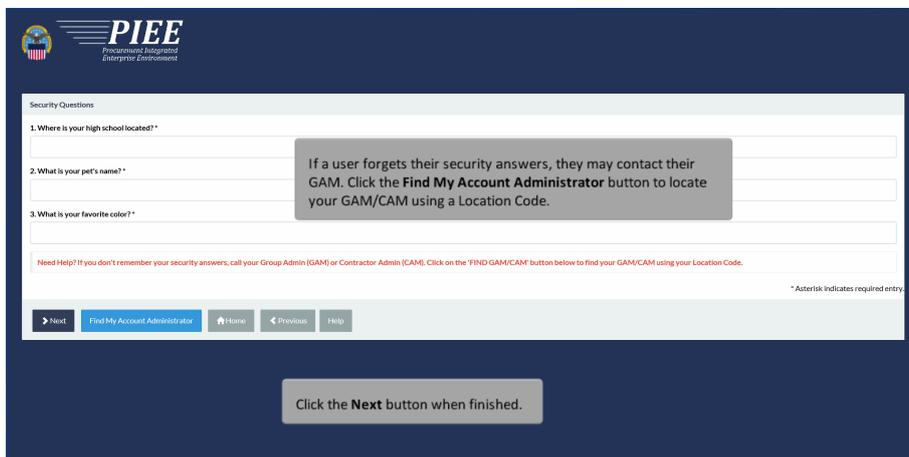
Step 8

The Security Questions page is displayed.
Your user Security Questions that you previously set up are displayed. Enter in your answers to the questions.
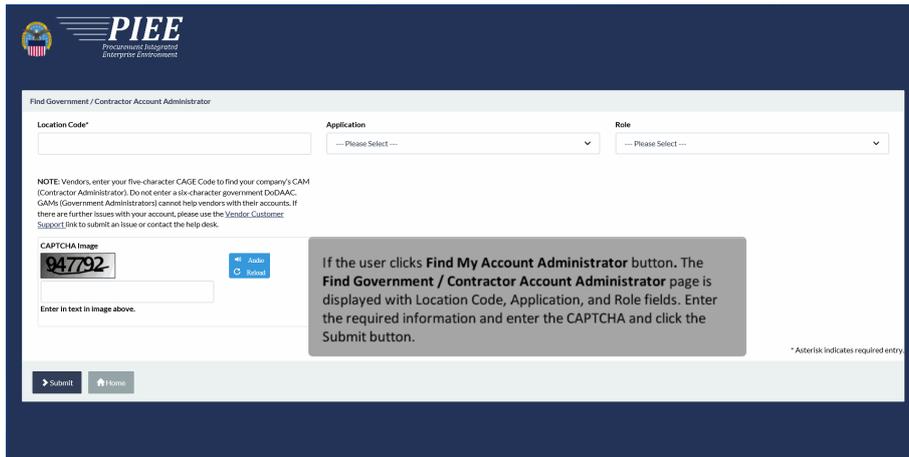
NOTE: Your answers must match what you entered in the application previously.

Step 9

If a user forgets their security answers, they may contact their GAM. Click the Find My Account Administrator button to locate your GAM/CAM using a Location Code. Click the Next button when finished.
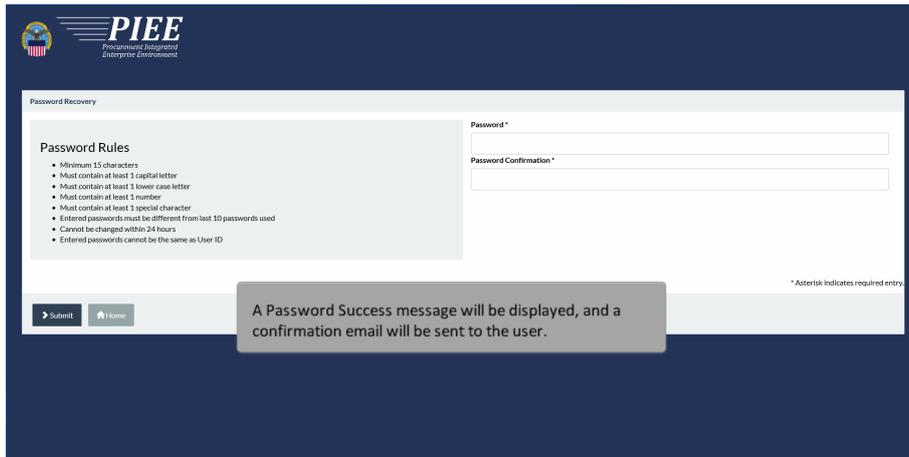
Step 10

If the user clicks Find My Account Administrator button. The Find Government / Contractor Account Administrator page is displayed with Location Code, Application, and Role fields. Enter the required information and enter the CAPTCHA and click the Submit button.
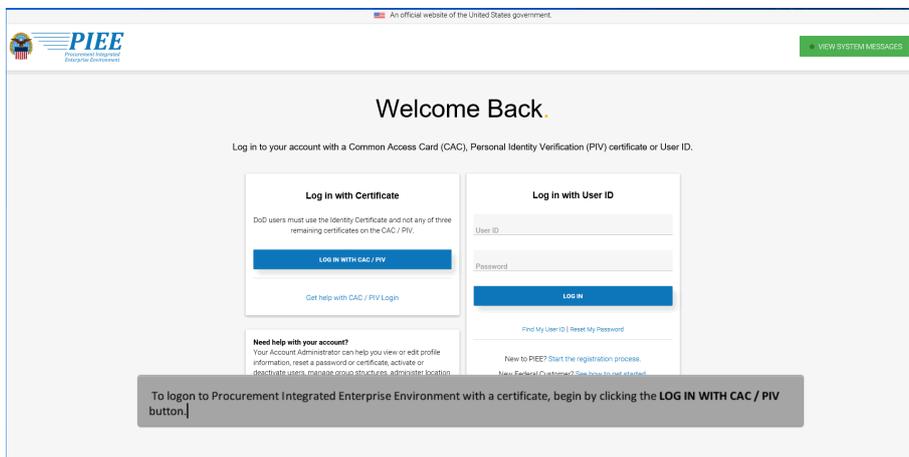
Step 11
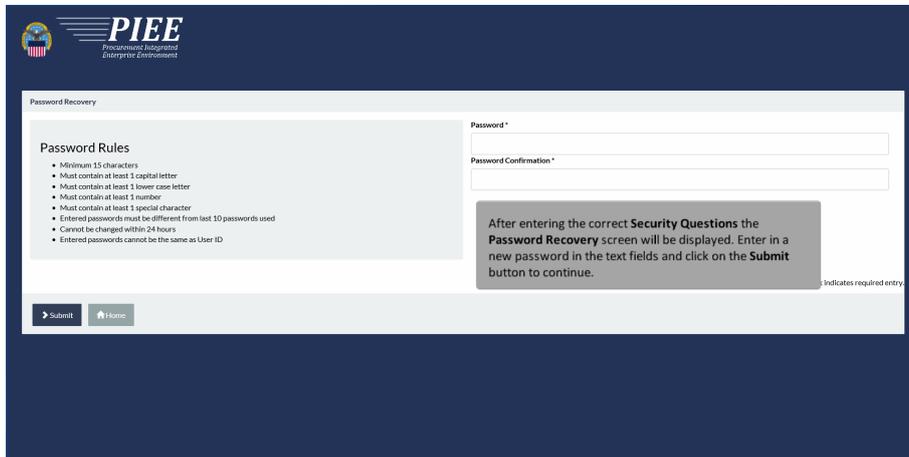
After entering the correct Security Questions the Password Recovery screen will be displayed. Enter in a new password in the text fields and click on the Submit button to continue.

Step 12

A Password Success message will be displayed, and a confirmation email will be sent to the user.
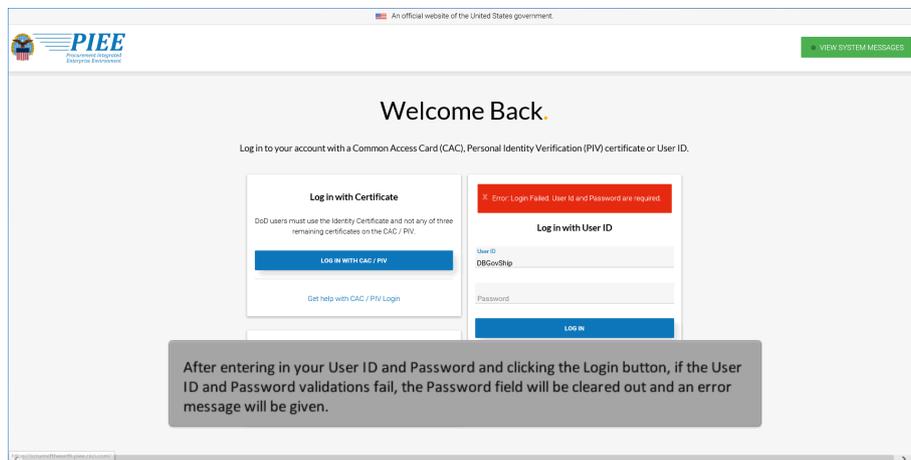
Step 13

 To logon to Procurement Integrated Enterprise Environment with a certificate, begin by clicking the LOG IN WITH CAC / PIV button.

Step 14

Continue by selecting your CAC / PIV and clicking the OK button. For additional help with Smart Card Authentication visit the FAQ Certificate Modernization section of the WBT on the Homepage under Info for all Users.
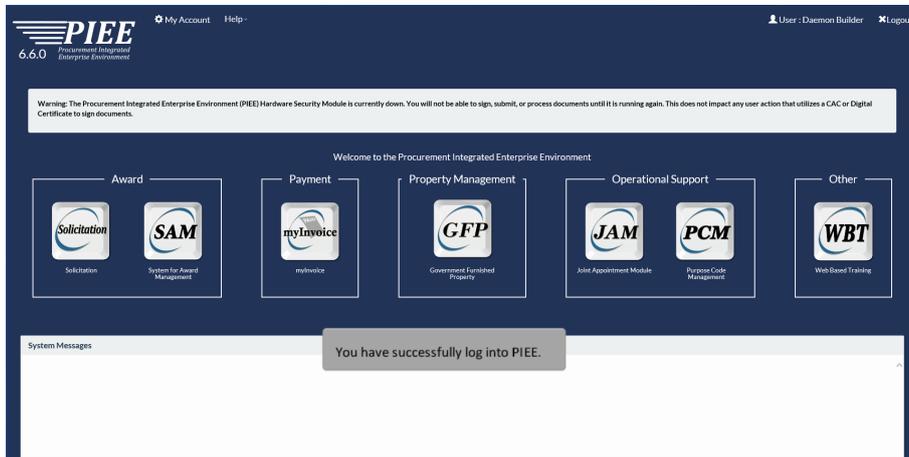
Step 15

After entering in your User ID and Password and clicking the Login button, if the User ID and Password validations fail, the Password field will be cleared out and an error message will be given.
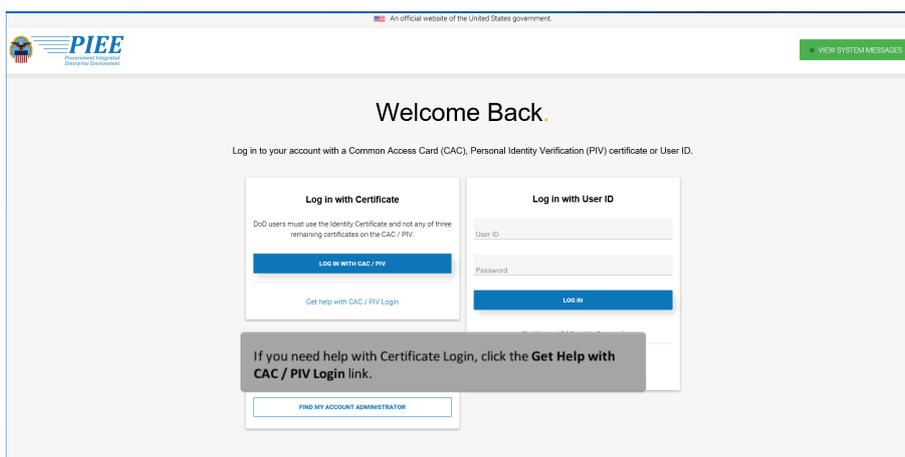
Step 16
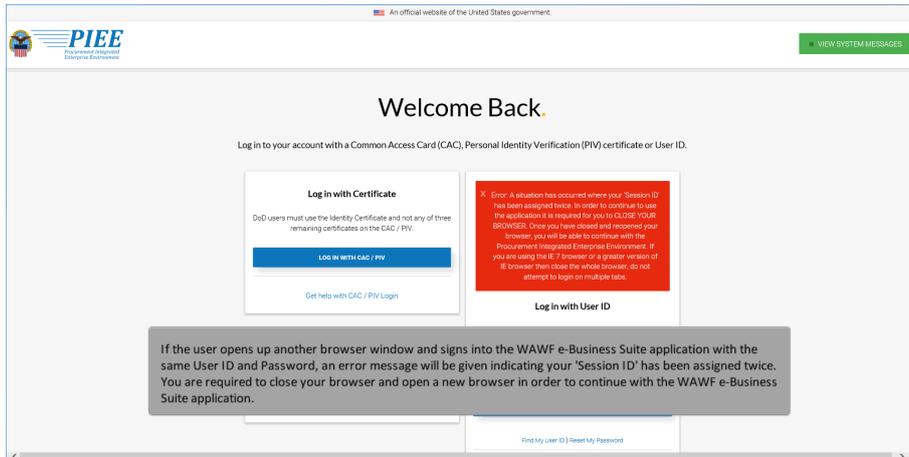
If the user opens up another browser window and signs into the WAWF e-Business Suite application with the same User ID and Password, an error message will be given indicating your 'Session ID' has been assigned twice. You are required to close your browser and open a new browser in order to continue with the WAWF e-Business Suite application.
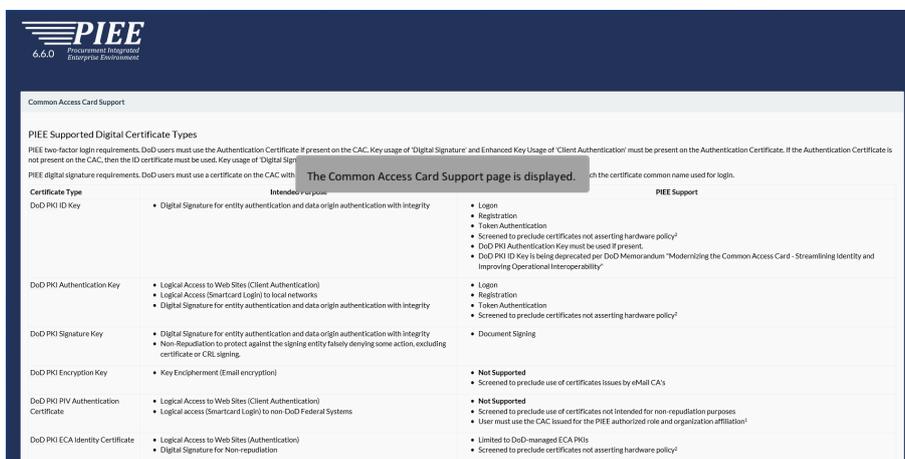
Step 17

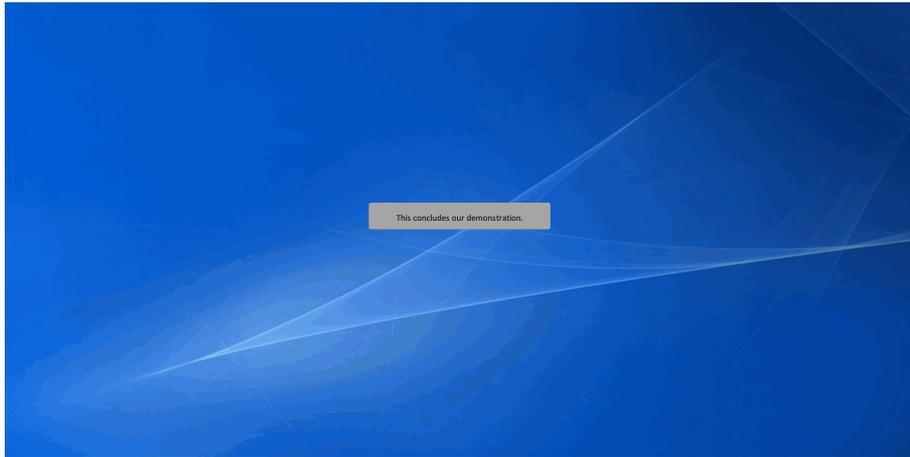
You have successfully log into PIEE.

Step 18

If you need help with Certificate Login, click the Get Help with CAC / PIV Login link.

Step 19

The Common Access Card Support page is displayed.

End

This concludes our demonstration.