



Chapter 3 User Registration

Each Federal Agency User and Award Recipient User of FederalReporting.gov must register as a system user in order to access the various functions within the system.

This chapter covers the following topics:

- Registration overview
- Federal Agency User registration
- Recipient User registration
- Recipient Point of Contact User automatic registration
- Request FRPIN (Recipient Users only)



3.1 Registration overview

Each individual who will be submitting or reviewing reports on behalf of an Agency or a Recipient must register as a user at FederalReporting.gov. Each user must complete a one-time registration in order to access core system functions.

Your email address will serve as your FederalReporting.gov User ID. Once registered, you will receive your temporary password via email. Users may not share passwords with other individuals.

3.1.1 Who needs to register?

Each individual who will be submitting or reviewing reports on behalf of an Agency or a Recipient must register as a user. Users will register as either a Federal Agency User or an Award Recipient User.

3.1.1.1 Registering as a Federal Agency User

Federal Agencies are Federal entities that provide funds under the Recovery Act. Users from Federal Agencies that award and/or disburse Recovery Act funds must register to track and monitor those awards.

Federal Agencies **review and comment** upon Recipient reports. Agencies may include both Funding Agencies and Awarding Agencies. Funding Agencies provide Recovery Act funds. An Awarding Agency awards/administers such funds through an award (such as a federally awarded contract, grant, or loan). For example, the Department of Health and Human Services (HHS), as a Funding Agency, may engage the General Services Administration (GSA) to issue and manage a contract on its behalf. GSA would be termed the Awarding Agency.

Funding Agency and Awarding Agency may be the same. Note that Awarding Agencies will be reviewing reports in FederalReporting.gov. If you are affiliated with a Funding Agency only, you will not need to register with FederalReporting.gov.

3.1.1.2 Registering as a Recipient

Recipients are typically non-Federal entities that **receive Recovery Act funding**, and should register as a Recipient User. At the point of registration, it is only important that a user know that he or she is registering as a Recipient user.

At the point when users begin reporting, the user will need to understand whether he or she is reporting as a Prime Recipient or a Sub Recipient.

Note that for federally awarded contracts, the Prime Recipient (federal contractor) is required to report on behalf of any Sub Recipients. Sub Recipients of federal contractors,



therefore, do not need to register as FederalReporting.gov users as they will not be reporting in the system.

Prime Recipients are non-Federal entities that receive Recovery Act funding as Federal awards.

Sub Recipients are entities that are awarded Recovery funding through a legal instrument from the Prime Recipient to support the performance of any portion of the substantive project or program for which the Prime Recipient received the Recovery funding.

Prime Recipient Users—Users from organizations that receive Recovery Act awards directly from a Federal Agency must register to submit reports. Prime Recipient Users also track and monitor reporting which has been delegated to their Sub Recipients.

Sub Recipient Users—Users from organizations that receive Recovery Act awards from Prime Recipients and who have been delegated to report on Recovery Act projects by the Prime Recipient. If your Prime Recipient will be reporting on your behalf, you will not need to register. Note that Prime Recipients of federally awarded contracts (federal contractors) will report for all Sub Recipients (subcontractors). Therefore, Sub Recipients of federally awarded contracts need not register to use FederalReporting.gov.

Recipients may submit reports as a Prime Recipient or a Sub Recipient. Prime Recipients will also review Sub Recipient reports. Prime Recipients may delegate reporting responsibilities to a Sub Recipient or may choose to report for the Sub Recipient—what is termed the Prime Service Provider model. The Prime Service Provider model will be explained in more detail in Chapter 7, Report Submission Overview.



3.2 Federal Agency User registration

To register as a Federal Agency User, the user will need the following:

Email address—The user will need to enter a valid email address to register as a user. Federal Agency Users must register with the Federal Agency email only (such as extensions .gov, .mil, .fed.us, or si.edu).

Department/Agency name—FederalReporting.gov will provide a drop-down menu of the departments/agencies with associated 2-digit Federal Agency code. The user will need to select the Agency’s appropriate highest level department or agency from the list.

The following sections provide a step-by-step guide through the registration process for a Federal Agency User.

3.2.1 Beginning registration

Enter the Web address for the system, www.FederalReporting.gov, in the browser. The Left Side Bar includes the “Not Registered?” box. Within the “Not Registered?” box, click the “Register Now” command button.

The screenshot shows the FederalReporting.gov homepage. At the top, there is a navigation bar with links for Home, About, Downloads, FAQ, and Help. Below this, there are several main sections:

- Log In:** A box containing fields for User ID and Password, a Login button, and a link for "I forgot my password".
- Messages:** A box containing three bullet points:
 - Registration:** Registration for all Agencies, Prime Recipients, and Sub Recipients starts August 17, 2009.
 - Reporting:** FederalReporting.gov will be available for reporting activities on October 1, 2009.
 - Reports:** Final report data will be published to Recovery.gov for public viewing by October 30, 2009.
- Not Registered?:** A box with a "Register Now" button. A large grey callout box is overlaid on this section, stating: "To register as a user, click 'Register Now.'"
- Download Templates:** A box with buttons for "Microsoft Excel" and "XML Schema".
- LIVE HELP:** A chat window showing a user's profile picture and status: "Offline now. Leave us a message." with a "Send" button and a "Live Chat by" indicator.
- Recipients:** A section titled "Recipients" with a sub-header "Recipients and Sub Recipients) begins on" and a description: "ing or reviewing reports on behalf of an Agency".

Below the "Recipients" section, there is a detailed registration guide:

Before you can submit reports through FederalReporting.gov, you must complete a one-time registration. You must meet certain pre-requisites to register. Meeting pre-requisites and registering with FederalReporting.gov may take 2 business days or more, so please start early!

What Do I Need to Register?
Users will register as either a Federal Agency or a Recipient of an award.

Registering as a Federal Agency
Federal Agencies are Federal entities which provide ARRA funds and include both Funding Agencies and Awarding Agencies. An Awarding Agency awards/administers such funds through an award (such as a contract, grant, or loan). Federal Agencies must track and monitor Recovery Act dollars. Funding/Awarding Agency users who will review submitted reports should register as a Federal Agency User.

Registering as a Recipient
Recipients are non-Federal entities that receive Recovery Act funding, and should register as a Recipient User. Recipients may submit reports as a Prime Recipient or a Sub Recipient. At the time of registration, the system does not distinguish between Prime Recipients and Sub Recipients.



Clicking “Register Now” takes you to the Registration Page. Within the Registration Page, the Left Side Bar includes Registration Information such as Registration Prerequisites. The menu on the left-hand side of the page provides information about the registration process. The Content Area includes the fields and functions for entering the registration information.

FederalReporting.gov

Home | About | Downloads | FAQ | Help

Registration Information
Before you can submit ARRA reports through FederalReporting.gov, you must complete the one-time registration process.

You must meet certain prerequisites to register. Meeting the prerequisites may take 2 business days or more, so please start early!

Registration Prerequisites

1. Valid Email Address
2. DUNS Number (Recipients only)
3. CCR registration (Prime Recipients and Sub Recipients of financial assistance only)

1. Valid Email Address
All registrants must have a valid email address to submit ARRA reports on the FederalReporting.gov website. Federal Agency users must register using a valid government email address (email extension gov, mil, or usa).

2. DUNS Number
All Recipient organizations must have a DUNS number. You can obtain the DUNS number from your award document. (If not found on the award document, use the DUNS number your organization provided on the application for award.)

If your organization does not know its DUNS or needs to register for one, visit the [Dun & Bradstreet website](#).

For more information about DUNS requirements for registration, visit the [Dun & Bradstreet website](#).

3. CCR Registration
Prime Recipients must also register in the Central Contractor Registration (CCR) database. Sub Recipients of financial assistance (i.e., grants and loans) must also register. Visit the [EPA.gov CCR Search website](#) for more information.

Get Registered
Create a User ID and Password on FederalReporting.gov.

When your registration is complete, you will receive an email confirmation.

For more information, please consult the [FAQ Section](#) of the website.

Register with FederalReporting.gov
Please enter your personal information and organization information, and click Proceed

Registration Information

- Guidance for registering at FederalReporting.gov
- Registration Prerequisites

(tel: 855-555-5555) Ext:

Security Information

The image pictured below is a randomly generated sequence of letters for computers. If you are unable to read the image pictured below, please click the link for audio verification. If audio verification is not a viable alternative, please contact the [Service Desk](#) at FederalReporting.gov.

Please click here if you require an [audio verification](#) link to register for.

Word Verification
Please enter the letters you see in the image:

Can't read it? [Generate a new image](#)

Security Question 1 * What is your favorite hobby?
Answer:

Security Question 2 * What city and state were you born in?
Answer:

Security Question 3 * What high school did you graduate from?
Answer:

Organization Information

I represent an/a *

Award Recipient

Federal Agency

Federal Agency Name

DUNS Number *



3.2.2 Step 1: Enter personal information

The user will need to enter pertinent Personal Information in the Personal Information fields. An asterisk appears next to the field label of each mandatory field.



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<p>Registration Information</p> <p>Before you can submit ARRA reports through FederalReporting.gov, you must complete the one-time registration process.</p> <p>You must meet certain pre-requisites to register. Meeting the pre-requisites may take 2 business days or more, so please start early!</p> <p>Pre-Requisites</p> <ol style="list-style-type: none"> Valid Email Address DUNS number (Recipients only) 	<p>Register with FederalReporting.gov</p> <p>Please enter your personal information and organization information, and click Proceed.</p> <p>Please note that all fields marked with an asterisk (*) are required fields.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Personal Information</p> <p>First Name * <input type="text"/></p> <p>Last Name * <input type="text"/></p> <p>Email * <input type="text"/></p> <p>Confirm Email * <input type="text"/></p> <p>Phone Number * <input type="text"/> <small>Your Email will also be your User ID for signing in.</small></p> <p>Ext <input type="text"/> <small>(ex.: 555-555-5555)</small></p> </div>
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The table which follows provides the following information: Field Name, User Action to be taken, indication if the field is a mandatory field (must be entered in order to complete registration), and any comments or notes of importance related to that field.

Field	User Action	Mandatory	Comments
First Name	Enter your first name	Yes	
Last Name	Enter your last name	Yes	
Email	Enter your email address	Yes	Email address for Federal Agency users must end with a standard federal government extension such as .gov, .mil, .fed.us, si.edu, etc.
Confirm Email	Re-enter the email address	Yes	Must be entered exactly as entered in the Email field
Phone Number	Enter telephone number	Yes	Enter 10-digit telephone number with area code
Ext.	Enter phone extension	No	



Note that FederalReporting.gov uses the email address as User ID. Once you have completed registration, FederalReporting.gov will email you a temporary password. Therefore, you must use a valid email address to register. Federal Agency users must use a valid Federal Agency email address with applicable federal government email extension (such as extensions .gov, .mil, .fed.us, si.edu) in order to register as a Federal Agency user.

3.2.3 Step 2: Word verification

Within the Security Information section, the Word Verification feature helps the system verify that the attempt to register is not computer-generated. Registrants should re-type the letters that appear in the Word Verification box in the free text field that appears below the Word Verification letters.

If you cannot read the word clearly, click the “Generate a new image” hyperlink to obtain a new word.

If you would prefer an audio verification to type rather than a visual picture, click, “Please click here if you require an [audio verification](#).”

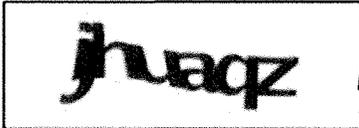
Security Information

Type the letters you see in the image into the Word Verification field below. If you are unable to read the image pictured below, please click the link for audio verification. If audio verification is not a viable alternative, please contact the [Service Desk](#) to register for FederalReporting.gov.

Please click here if you require an [audio verification](#).

Word Verification *
Please enter the letters you see in the image:

Can't read it? [Generate a new image](#).



Word Verification

- Type the word shown in the field below the picture of the word
- Click the “Generate a new image” hyperlink to obtain a new word
- Users can select to hear the word using audio verification.



The table which follows provides additional information regarding the text fields on the Word Verification section.

Field	User Action	Mandatory	Comments
Word Verification	Enter the letters as they appear in the image	Yes	Users may choose audio verification as an alternative by clicking the hyperlink that states "Please click here if you require an <u>audio verification</u> ."

3.2.4 Step 3: Security questions

Should you forget your password in the future, you can reset your password. During registration, you will provide answers to 3 security questions. Please select 3 different questions from the various options and type your answer below each question. Answers are **not** case-sensitive.

Security Information

Type the letters you see in the image into the Word Verification field below. If you are unable to read the image pictured below, please click the link below. If you are unable to read the image, please contact the [Service Desk](#).

Please click here if you are unable to read the image.

Word Verification *
Please enter the letters you see in the image.

Can't read it? [Generate a new image.](#)

Security Questions

- Select 1st Security Question and type your answer below.
- Select 2nd Security Question and type your answer below.
- Select 3rd Security Question and type your answer below.

Security Question 1 * What is your favorite hobby? ▼

Answer *

Security Question 2 * What city and state were you born in? ▼

Answer *

Security Question 3 * What high school did you graduate from? ▼

Answer *



The table which follows provides additional information regarding the text fields in the Security Question section.

Field	User Action	Mandatory	Comments
Security Question 1	Use the drop-down to select the Security Question	Yes	Each of the 3 Security Questions must be unique
Answer	Enter answer to Security Questions 1	Yes	
Security Question 2	Use the drop-down to select the Security Question	Yes	
Answer	Enter answer to Security Question 2	Yes	
Security Question 3	Use the drop-down to select the Security Question	Yes	
Answer	Enter answer to Security Question 3	Yes	

3.2.5 Step 4: Organization information

In the Organization Information, click the radio button for “Federal Agency User.” You will select the Federal Agency Name from the drop-down menu for your highest level Department/Agency.

The screenshot shows the "Organization Information" form. It includes a section titled "I represent an/a *" with two radio button options: "Award Recipient" and "Federal Agency". The "Federal Agency" option is selected. Below this is a "Federal Agency Name" field containing the text "00 - Legislative Branch". At the bottom are "Proceed" and "Cancel" buttons. A callout box on the right provides instructions: "Organization Information" followed by a bulleted list: "Click 'Federal Agency User'" and "Select your Federal Agency/Department Name from the drop-down". An arrow points from the callout box to the "Federal Agency Name" field.



The table which follows provides additional information regarding the fields in the Organization Information section.

Field	User Action	Mandatory	Comments
“I represent an/a” radio button <ul style="list-style-type: none"> • Award Recipient • Federal Agency 	Choose the “Federal Agency” radio button	Yes	
Federal Agency Name	From drop-down list, choose the department/agency 2-digit code and name for which the user is registering as a user	Yes	User will only be able to review and comment on reports associated with the high-level 2-digit department/agency for which the user has registered

Should you have difficulty identifying the proper 2-digit code to enter, go to the Downloads page to access to Reference Lookup for Agency Code spreadsheet.

3.2.6 Step 5: Click “Proceed”

Click “Proceed” to start the registration submission process. Select “Cancel” if you want to stop the registration process. Clicking “Cancel” returns the user to the Home Page.

Organization Information

I represent an/a *

Award Recipient

Federal Agency

Federal Agency Name

00 - The Legislative Branch

Proceed

Cancel



3.2.7 Step 6: Verify your information

You will need to verify the Personal Information and Organization Information entered. If the information is correct, select "Register Now." If you need to correct any information, select "Go Back." Select "Cancel" to cancel your registration.

3.2.8 Registration confirmation

After selecting "Register Now," you will see the Registration Confirmation screen. Your confirmation number is included. You can then check your email to get your temporary password. You will be prompted to change your password upon initial log-in. Press "OK" to return to the Home page.





3.3 Recipient User registration

To register as a Recipient User, the user will need the following:

1. **Email address**—Recipient Users must enter their valid email address to register as a user.
2. **DUNS number**—Recipient Users must know their organization's DUNS number to register. If the user's organization does not have a DUNS number, the organization will need to visit Dun & Bradstreet via <http://fedgov.dnb.com/webform> to begin the DUNS number registration process. DUNS number is required for both Prime Recipients and Sub Recipients.
3. **Central Contractor Registration (CCR)**—Prime Recipients must be registered in CCR. In addition, Sub Recipients of financial assistance (i.e., grants and loans) must be registered in CCR. Register with CCR at <http://www.ccr.gov>.

The following sections provide a step-by-step guide through the registration process for a Recipient User.



3.3.1 Beginning registration

Enter the Web address for the system, FederalReporting.gov, in the browser. The Left Side Bar includes the “Not Registered?” box. Within the “Not Registered?” box, click the “Register Now” command button.

The screenshot shows the FederalReporting.gov homepage. At the top is the site logo and navigation links: Home, About, Downloads, FAQ, and Help. Below this are several functional boxes:

- Log In:** Contains fields for User ID and Password, a Login button, and a link for "I forgot my password".
- Messages:** Lists three key dates: Registration starts August 17, 2009; Reporting begins October 1, 2009; and Reports are published by October 30, 2009.
- Not Registered?:** Features a prominent "Register Now" button. A callout box points to this button with the text: "To register as a user, click 'Register Now.'"
- Download Templates:** Offers links for Microsoft Excel and XML Schema.
- LIVE HELP:** A chat window that is currently offline, with a "Send" button and a "Live Chat by" section.
- Recipients:** A section explaining that registration for Recipients and Sub Recipients begins on a certain date for reporting or reviewing reports on behalf of an Agency.

The main content area provides detailed registration instructions:

Before you can submit reports through FederalReporting.gov, you must complete a one-time registration. You must meet certain pre-requisites to register. Meeting pre-requisites and registering with FederalReporting.gov may take 2 business days or more, so please start early!

What Do I Need to Register?
Users will register as either a Federal Agency or a Recipient of an award.

Registering as a Federal Agency
Federal Agencies are Federal entities which provide ARRA funds and include both Funding Agencies and Awarding Agencies. An Awarding Agency awards/administers such funds through an award (such as a contract, grant, or loan). Federal Agencies must track and monitor Recovery Act dollars. Funding/Awarding Agency users who will review submitted reports should register as a Federal Agency User.

Registering as a Recipient
Recipients are non-Federal entities that receive Recovery Act funding, and should register as a Recipient User. Recipients may submit reports as a Prime Recipient or a Sub Recipient. At the time of registration, the system does not distinguish between Prime Recipients and Sub Recipients.

Clicking “Register Now” takes you to the Registration Page.



Within the Registration Page, the Left Side Bar includes Registration Information such as Registration Prerequisites. The menu on the left-hand side of the page provides information about the registration process. The Content Area includes the fields and functions for entering the registration information.

FederalReporting.gov

Home | About | Downloads | FAQ | Help

Registration Information

Before you can submit ARRA reports through FederalReporting.gov, you must complete the one-time registration process.

You must meet certain prerequisites to register. Meeting the prerequisites may take 2 business days, so please start early!

Registration Prerequisites

- Valid Email Address
- DUNS Number (Recipients only)
- CCR registration (Prime Recipients and Sub Recipients of financial assistance only)

1. Valid Email Address

All registrants must have a valid email address to submit ARRA reports on the FederalReporting.gov website. Federal Agency users must register using a valid government email address (email extension .gov, .mil, or .usa).

2. DUNS Number

All Recipient organizations must have a DUNS number. You can obtain the DUNS number from your award document. (If not found on the award document, use the DUNS number your organization provided on the application for award.)

If your organization does not know its DUNS or needs to register for one, visit the [Dun & Bradstreet website](#).

For more information about DUNS requirements for registration, visit the [Dun & Bradstreet website](#).

3. CCR Registration

Prime Recipients must also register in the Central Contractor Registration (CCR) database. Sub Recipients of financial assistance (i.e., grants and loans) must also register. Visit the [BPN.gov CCR Search website](#) for more information.

Get Registered

Create a User ID and Password on FederalReporting.gov.

When your registration is complete, you will receive an email confirmation.

For more information, please consult the [FAQ Section](#) of the website.

Register with FederalReporting.gov

Please enter your personal information and organization information, and click Proceed

Registration Information

- Guidance for registering at FederalReporting.gov
- Registration Prerequisites

Security Information

The image pictured below is a randomly-generated sequence of letters for distinct computers. If you are unable to read the image pictured below, please click the [audio verification](#) link for audio verification. If audio verification is not a viable alternative, please contact the [Service Desk](#) to register for FederalReporting.gov.

Please click here if you require an audio verification.

Word Verification *
Please enter the letters you see in the image:

u 3 p n t r y

Can't read it? [Generate a new image](#)

Security Question 1 * What is your favorite hobby?

Answer *

Security Question 2 * What city and state were you born in?

Answer *

Security Question 3 * What high school did you graduate from?

Answer *

Organization Information

I represent an/a *

Award Recipient

Federal Agency

Federal Agency Name

DUNS Number *



3.3.2 Step 1: Enter personal information

The user will need to enter pertinent Personal Information in the Personal Information fields. An asterisk appears next to the field label of each mandatory field.



FederalReporting.gov

Home | About | Downloads | FAQ | Help

<p>Registration Information</p> <p>Before you can submit ARRA reports through FederalReporting.gov, you must complete the one-time registration process.</p> <p>You must meet certain pre-requisites to register. Meeting the pre-requisites may take 2 business days or more, so please start early!</p> <p>Pre-Requisites</p> <ol style="list-style-type: none"> Valid Email Address DUNS number (Recipients only) 	<p>Register with FederalReporting.gov</p> <p>Please enter your personal information and organization information, and click Proceed.</p> <p>Please note that all fields marked with an asterisk (*) are required fields.</p> <p>Personal Information</p> <p>First Name * <input type="text"/></p> <p>Last Name * <input type="text"/></p> <p>Email * <input type="text"/></p> <p>Confirm Email * <input type="text"/></p> <p><small>Your Email will also be your User ID for signing in.</small></p> <p>Phone Number * <input type="text"/></p> <p>Ext <input type="text"/></p> <p><small>(ex.: 655-655-6555)</small></p>
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The table which follows provides the following information: Field Name, User Action to be taken, indication if the field is a mandatory field (must be entered in order to complete registration), and any comments or notes of importance related to that field.

Field	User Action	Mandatory	Comments
First Name	Enter your first name	Yes	
Last Name	Enter your last name	Yes	
Email	Enter your email address	Yes	
Confirm Email	Re-enter the email address	Yes	Must be entered exactly as entered in the Email field
Phone Number	Enter telephone number	Yes	Enter 10-digit telephone number with area code
Ext.	Enter phone extension	No	

Once you have completed registration, FederalReporting.gov will email you a temporary password. Therefore, you must use a valid email address to register.



3.3.3 Step 2: Word verification

Within the Security Information section, the Word Verification feature helps the system verify that the attempt to register is not computer-generated. Registrants should re-type the letters that appear in the Word Verification box in the free text field that appears below the Word Verification letters.

If you cannot read the word clearly, click the “Generate a new image” hyperlink to obtain a new word.

If you would prefer an audio verification to type rather than a visual picture, click, “Please click here if you require an [audio verification.](#)”

Security Information

Type the letters you see in the image into the Word Verification field below. If you are unable to read the image pictured below, please click the link for audio verification. If audio verification is not a viable alternative, please contact the [Service Desk](#) to register for FederalReporting.gov.

Please click here if you require an [audio verification.](#)

Word Verification *
Please enter the letters you see in the image:

Can't read it? [Generate a new image.](#)



Word Verification

- Type the word shown in the field below the picture of the word
- Click the “Generate a new image” hyperlink to obtain a new word
- Users can select to hear the word using audio verification.



The table which follows provides additional information regarding the text fields on the Word Verification section.

Field	User Action	Mandatory	Comments
Word Verification	Enter the letters as they appear in the image	Yes	Users may choose audio verification as an alternative by clicking the hyperlink that states "Please click here if you require an audio verification ."

3.3.4 Step 3: Security questions

Should you forget your password in the future, you can reset your password. During registration, you will provide answers to 3 security questions. Please select 3 different questions from the various options and type your answer below each question. Answers are **not** case-sensitive.

Security Information

Type the letters you see in the image into the Word Verification field below. If you are unable to read the image pictured below, please click the [link](#) to generate a new image. If you still cannot read the image, please contact the [Service Desk](#).

Please click

Word Verification *
Please enter the letters you see in the image.

Can't read it? [Generate a new image.](#)

Security Questions

- Select 1st Security Question and type your answer below.
- Select 2nd Security Question and type your answer below.
- Select 3rd Security Question and type your answer below.

Security Question 1 * What is your favorite hobby? ▼

Answer *

Security Question 2 * What city and state were you born in? ▼

Answer *

Security Question 3 * What high school did you graduate from? ▼

Answer *



The table which follows provides additional information regarding the text fields in the Security Question section.

Field	User Action	Mandatory	Comments
Security Question 1	Use the drop-down to select the Security Question	Yes	Each of the 3 Security Questions must be unique
Answer	Enter answer to Security Questions 1	Yes	
Security Question 2	Use the drop-down to select the Security Question	Yes	
Answer	Enter answer to Security Question 2	Yes	
Security Question 3	Use the drop-down to select the Security Question	Yes	
Answer	Enter answer to Security Question 3	Yes	

3.3.5 Step 4: Organization information

In the Organization Information, click the radio button for “Award Recipient.” Type the DUNS Number associated with your award.

Organization Information

I represent an/a *

Award Recipient

Federal Agency

Federal Agency Name

00 - Legislative Branch

DUNS # *

Proceed **Cancel**

Organization Information

- Click “Award Recipient”
- Type the DUNS # from your award document as your organization identifier



The table which follows provides additional information regarding the fields in the Organization Information section.

Field	User Action	Mandatory	Comments
“I represent an/a” radio button <ul style="list-style-type: none"> • Award Recipient • Federal Agency 	Choose the “Award Recipient” radio button	Yes	
DUNS Number	Enter the DUNS Number associated with your organization	Yes	Use the DUNS Number associated with the award on which you will report as your DUNS Number. Selecting a given DUNS Number at registration does not restrict the user from reporting for other DUNS Numbers.

3.3.6 Step 5: Click “Proceed”

Click “Proceed” to start the registration submission process. Select “Cancel” if you want to stop the registration process. Clicking “Cancel” returns the user to the Home Page.

Organization Information

I represent an/a *

Award Recipient

Federal Agency

Federal Agency Name

DUNS # *



3.3.7 Step 6: Verify your information

You will need to verify the Personal Information and Organization Information entered. If the information is correct, select "Register Now." If you need to correct any information, select "Go Back." Select "Cancel" to cancel your registration.

Registration Information
Before you can submit ARRA reports through FederalReporting.gov, you must complete the one-time registration process.
You must meet certain

Verify Your Information
We have located the following organization associated with the information you supplied. Please review the information below and select the "Register Now" button to submit your registration request. If this information is incorrect select the "Go Back" button to make corrections. You may cancel your registration at any time by selecting the "Cancel" button

Personal Information
First Name: Felicia
Last Name: Jordan
Email: feliciajordan@mywork.com
Phone Number: 555-555-1218

Organization Information
DUNS Number: 001009872
I represent an/a: Award Recipient
Legal Business Name: UNITED RENTALS, INC.
Address: 4450 RTE 130
BURLINGTON, NJ 080162287
DBA: UNITED RENTALS
Phone Number: 4433324120
Country Code: USA

By selecting "Register Now" below, you are certifying that you are associated with the entity listed above and submitting your information for registration with FederalReporting.gov.

Verify Your Information

- Verify your Personal Information and Organization Information
- Register Now, Go Back to correct data, or cancel

3.3.8 Registration confirmation

After selecting "Register Now," you will see the Registration Confirmation screen. Your confirmation number is included. You can then check your email to get your temporary password. You will be prompted to change your password upon initial log-in. Press "OK" to return to the Home page.

Registration Information
Before you can submit ARRA reports through FederalReporting.gov, you must complete the one time registration process.
Meeting the registration pre-requisites and getting registered with FederalReporting.gov may

Registration Confirmation
Your registration request has been accepted! You will receive an email containing your temporary FederalReporting.gov password and any other registration instructions. *
Your confirmation number is 78. Please keep this number for your records.
If you have not received an email within 48 hours, please contact [Support](#).



3.4 Recipient Point of Contact User registration

Each recipient organization has already defined Points of Contact within the Central Contractor Registration (CCR) database. FederalReporting.gov will use this same Point of Contact (POC) as published in CCR—specifically, the individual(s) listed as the Government Business Primary Point of Contact and Electronic Business Primary Point of Contact—as FederalReporting.gov POC(s).

The Recipient POC User for FederalReporting.gov will be the same individual(s) named as the Government Business Primary Point of Contact and Electronic Business Primary Point of Contact within the organization’s CCR registration.

When the first user from an organization registers with a given DUNS number, the Government Business Primary Point of Contact and Electronic Business Primary Point of Contact listed in CCR are both automatically registered. Each POC will receive an email notification from FederalReporting.gov, including the POC’s temporary password to log on to the system.

If you are the only individual who will be reporting on behalf of a DUNS number, though, you will need to register as a FederalReporting.gov user. Upon successful registration, FederalReporting.gov will automatically recognize you as a Government Business Primary Point of Contact or Electronic Business Primary Point of Contact and automatically apply the POC role to you within FederalReporting.gov. FederalReporting.gov will automatically create a POC User within the system.

3.4.1 Why the Recipient POC role?

The Recipient POC role helps to validate that each user reporting on behalf of a Recipient organization is authorized to submit reports. By validating authorization at the point of report submission, FederalReporting.gov helps ensure that fraudulent data is not submitted into the system. That validation is done through a unique PIN created by FederalReporting.gov and administered by the Recipient POC user or a designated individual within the organization. The FRPIN is further describes in Section 3.5.

3.4.2 What does a Recipient POC User do?

The Recipient POC can perform all of the reporting and review functions of any other Recipient user. In addition, the POC will also perform the following functions:

- Assign DUNS Administrator
- Remove a user from your DUNS organization
- FRPIN administration
 - Approve FRPIN in response to user request
 - Deny FRPIN in response to user request
 - Reset/Change FRPIN



Additional information regarding the responsibilities of the Recipient POC user is found in Chapter 5.



3.5 Request FRPIN (Recipient Users only)

3.5.1 What is an FRPIN?

When you register as a user of FederalReporting.gov, you are asked to provide your organizational DUNS number. By providing just one DUNS number, you are automatically associated with your organization for registration purposes.

However, your organization may have received multiple ARRA awards under multiple DUNS numbers. Therefore, you will need to identify each DUNS number for which you will be reporting.

For each DUNS number for which you will be reporting, you will need a FederalReporting PIN (FRPIN) to submit your report. FederalReporting.gov assigns each DUNS number a unique FRPIN. The FRPIN is a 9-digit number created by FederalReporting.gov. The FRPIN is provided to your organization POC as listed in the Central Contractor Registration (CCR) database. That POC will serve as your DUNS administrator or will delegate that responsibility to another person in your organization.¹

When you submit your report, the FRPIN lets us know that you are authorized to report on behalf of your organization.

3.5.2 How do I get the FRPIN?

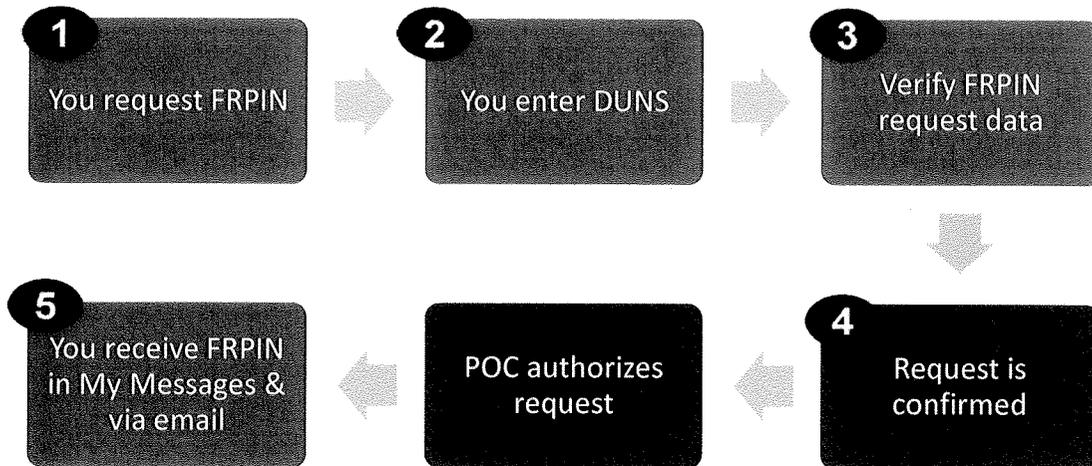
Each DUNS number will be assigned a unique 9-digit FRPIN. You will need the FRPIN associated with each DUNS number for which you will report. If you are reporting for more than one DUNS number, you will have more than one FRPIN. You must remember which FRPIN is associated with a given DUNS at the time of reporting.

This allows FederalReporting.gov to know that you are authorized to report for that DUNS.

For each DUNS number for which you will be reporting, you will need a FederalReporting PIN (FRPIN) to submit your report.

The following exhibit shows the steps necessary to request the FRPIN.

¹ If your organization is not registered in CCR, FederalReporting.gov will serve as your System Administrator and provide the FRPIN. You will only be able to receive the FRPIN for the DUNS number you entered at point of registration.



By entering each DUNS, you will automatically request the FRPIN for that DUNS number.

In order to submit reports on behalf of a given DUNS number, you must obtain the FRPIN associated with that DUNS.



Step 1: Request FRPIN

From Quick Links, under "Administration," click "Request FRPIN" to begin the FRPIN Request process.



FederalReporting.gov

Home | About | Downloads | FAQ | Help

Hello, Sandra Ling
(Recipient User)

[You have 1 unread messages.](#)

Logout

Messages

- **Registration begins Wednesday, August 17, 2009.** Registration for all Federal Agencies and Recipients.
- **Reporting begins Thursday, October 1, 2009.** Full FederalReporting.gov system available.
- **Reports publicly available October 11, 2009.** Initial submission reports available for public view at Recovery.gov.

Current Reporting Cycle
Quarterly Reports Published - Recipient Reports published on Recovery.gov.

The report submission period for this fiscal quarter has concluded. You may review your reports using the links below.

Quick Links

Reports

- [My Reports](#)
- [Reports to Correct](#)

Administration

- [My Account](#)
- [Request FRPIN](#)

Download Templates

[Microsoft Excel](#)

[XML Schema](#)

QUESTIONS?

Offline for the moment. Leave a message.

FederalReporting.gov Reporting

The Reporting Period begins **October 1, 2009**. Be sure to register at FederalReporting.gov as a user to report.

Now that you're registered, it's time to gather the data you will need to report.

Reporting Information

Recipients - prepare to list each DUNS number for which you will be reporting.

When you registered to be a user of FederalReporting.gov, you were asked to provide your organizational DUNS number. By just providing one DUNS number, you are automatically associated with your organization. However, your organization may have received multiple ARRA awards under multiple DUNS numbers. At this time, you will need to identify each DUNS number for which you will be reporting.

For each DUNS number for which you will be reporting, you will need an FRPIN to submit your report. FederalReporting.gov will send you a Reporting PIN (FRPIN). The FRPIN is a 9-digit number that identifies your organization point of contact (POC) and your organization's Reporting PIN (FRPIN). That point of contact will serve as the primary point of contact for other person in your organization.

you must obtain the FRPIN

For each DUNS number for which you will be reporting, you must obtain the FRPIN. The FRPIN is a 9-digit number that identifies your organization point of contact (POC) and your organization's Reporting PIN (FRPIN). That point of contact will serve as the primary point of contact for other person in your organization.

FRPIN will be sent to your FederalReporting.gov inbox automatically upon acceptance by the POC or DUNS administrator that you are authorized to submit reports for that DUNS.

You will need to enter each individual DUNS number for which you will be reporting.

To start entering the DUNS number(s) for which you will be reporting, go to "My Account" and click "Request FRPIN."

Under Administration in the Quick Links menu, click "Request FRPIN."

Chapter 3 User Registration

~ Page 3-25 ~



Step 2: Enter DUNS number

For each DUNS number for which you will be reporting, you will need to request the associated FRPIN. Start by entering the first DUNS number for which you will report. Once you have entered the DUNS number, click OK.



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Hello, Theresa White
(Recipient User)

Request FRPIN

Request FRPIN

Recipients are required to have the FRPIN for each DUNS that they wish to report against...
Recipients can use this form to request and receive the FRPIN for the DUNS they enter below.

DUNS #

Enter the first DUNS number for which you will be reporting and click "OK."

The report submission period for this fiscal quarter has concluded. You may review your reports using the links below.



Step 3: Verify your FRPIN request

FederalReporting.gov presents the information regarding the DUNS number for which you have requested FRPIN. This allows you to verify that you have correctly entered the DUNS number.



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Verify the data about the organization based on the DUNS you entered.

If this is not your organization, click "Go Back" and re-enter the data.

If the information is correct, click "Request FRPIN."

Verify Your FRPIN Request

We have located the following organization associated with the DUNS you supplied. Please review the information below and select the "Request FRPIN" button to submit your FRPIN request. If this information is incorrect select the "Go Back" button to supply another DUNS.

Organization Information

DUNS # 001009872

Legal Business Name UNITED RENTALS, INC.

Address 4450 RTE 130
BURLINGTON NJ 080162287

DBA UNITED RENTALS

Phone Number 4433324120

Country Code USA

The system automatically takes you back to the Request FRPIN screen. If you are reporting for multiple DUNS numbers, you will need to enter each DUNS number to request each unique FRPIN.

Continue through Steps 2 and 3 until you have entered all DUNS numbers for which you will be reporting.

Behind the scenes, FederalReporting.gov is contacting the POC or DUNS Administrator for that DUNS number. The POC and/or DUNS Administrator are notified via email and system inbox (My Messages) of your request for the FRPIN. The POC or DUNS Administrator will approve or deny the FRPIN request.

When approved, FederalReporting.gov will send the FRPIN to your email and system inbox (My Messages).



Step 4: Receive confirmation

FederalReporting.gov will confirm that your FRPIN request has been sent.



FederalReporting.gov

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Hello, Sandra Ling
(Recipient User)

[You have 1 unread messages.](#)

[Logoff](#)

FRPIN Request Confirmation

You have successfully submitted your FRPIN Request. You will receive an email when your request is approved or denied.

[OK](#)

Current Reporting Cycle

Quarterly Reports Published -
Recipient Reports published on
[Recovery.gov](#).



Step 5: Receive FRPIN

Once the POC and/or DUNS Administrator has approved your request for FRPIN, you will receive the 9-digit FRPIN number. You will receive a message from the system in your My Messages inbox within FederalReporting.gov. You will also receive an email to your email inbox. Remember to keep these messages for future reference at the time of reporting.

FederalReporting.gov
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Messages

- **Registration:** Registration for all Agencies, Prime Recipients, and Sub Recipients starts August 17, 2009.
- **Reporting:** FederalReporting.gov will be available for reporting activities on October 1, 2009.
- **Reports:** Final report data will be published to Recovery.gov for public viewing by October 30, 2009.

My Information | **My Messages**

My Messages

Inbox

Welcome! You have 0 new messages in your inbox.

Delete | Mark as Read

Message Text

Welcome to FederalReporting.com!

Click the message you wish to open.

js.13524518...

2009-08-03 19:02:15.0

Your message is automatically saved unless you choose to delete it.

FederalReporting.gov
Home | About | Downloads | FAQ | Help

Hello, T White (Recipient User) **Logout**

Current Reporting Cycle
Quarterly Reports Published - Recipient Reports published on Recovery.gov.

The report submission period for this fiscal quarter has concluded. You may review your reports using the links below.

Messages

- **Registration:** Registration for all Agencies, Prime 2009.
- **Reporting:** FederalReporting.gov will be available t
- **Reports:** Final report data will be published to Rec

My Information | **My Messages**

Message

The requested FRPIN for DUNS 001000368 is 135245186.

Delete | Back

Your message is automatically saved unless you choose to delete it.