Electronic Subcontracting Reporting System (eSRS)

http://www.esrs.gov

Department of Defense Government Training
April 2008

Registering a Government User in eSRS

▸ **1 – Visit http://www.esrs.gov to register.**

▸ **2 – Select "Government" under "Log-In or Register Now" on the main page.**

▸ **3 – Select the "Register" tab under the text "Welcome Government Users".**

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▸ **4 – From the pull-down menu, select the Agency you currently work for.**

▸ Example of the hierarchy: Department of Defense, Department of the Air Force, AETC

▸ **QUICK TIP:** Select the main organization that you will need access to their subcontracting reports. You will have the option to select other offices later in the registration process.

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▶ **5 – Select "Continue".** Your contracting office should appear in the "Agency" box. Click "Continue" again.

▶ **6 – Fill in your name and e-mail address.** Make sure that you fill in all the boxes that are noted with a red *. These are mandatory fields. The other boxes are optional but useful.

▶ **7 – Fill in your supervisor's name and e-mail address.**

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▸ **8 – Select your User Level**

▸ If you select "Agency", you will be registered at the level you selected above (Example - DoD, Air Force, AETC). If you select Contracting Office, you will receive a drop-down menu that contains office codes. Select the code that correctly corresponds with your office. These codes should be one command below the Agency you selected (Example - Below AETC).

▸ **9 – Select your Permission/Level Role:**

▸ **Agency Coordinator (AC):** This person is usually the head of the contracting office and is responsible for approving registration requests in the system. They have user access to all contracts under their contracting office or agency and can accept/reject submitted subcontracting plans. They can also run reports in the system.

▸ **Point of Contact (POC):** This person has the same rights as the AC but is not the lead for eSRS in the organization.

▸ **Contracting Official (CO):** This person is responsible for contract subcontracting plans within the organization. They can accept/reject submitted subcontracting plans and run reports in the system.

▸ **Designated Government User (DGU):** This person will have access to see subcontracting plans in the system and run reports. They cannot accept/reject submitted plans.

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▶ **10 – Select and enter your password.**

  – The instructions on the left hand side of the page indicate the format that you must follow to select a password.

▶ **QUICK TIP:** It is a good idea to write the password down once you have decided what it should be. You will need it later to log into the site.

Registering a Government User in eSRS

▸ **11- Additional Roles**

– If you are responsible for contracts in other organizations and need to have access to those subcontracting reports, you can add additional roles/offices to your registration.

– If you are only responsible for contracts and subcontracting reporting plans under the office you originally selected, do not register for multiple roles/offices.

Registering a Government User in eSRS

▸ **12 - Verify your information.**

▸ Check to ensure that the information you have selected is correct. If you would like to edit some of the information, click on the link to the section you would like to edit or use the "Go Back" button at the bottom of the page.

▸ If you are satisfied with the information that has been submitted, select the "Submit "Registration" button.

Registering a Government User in eSRS
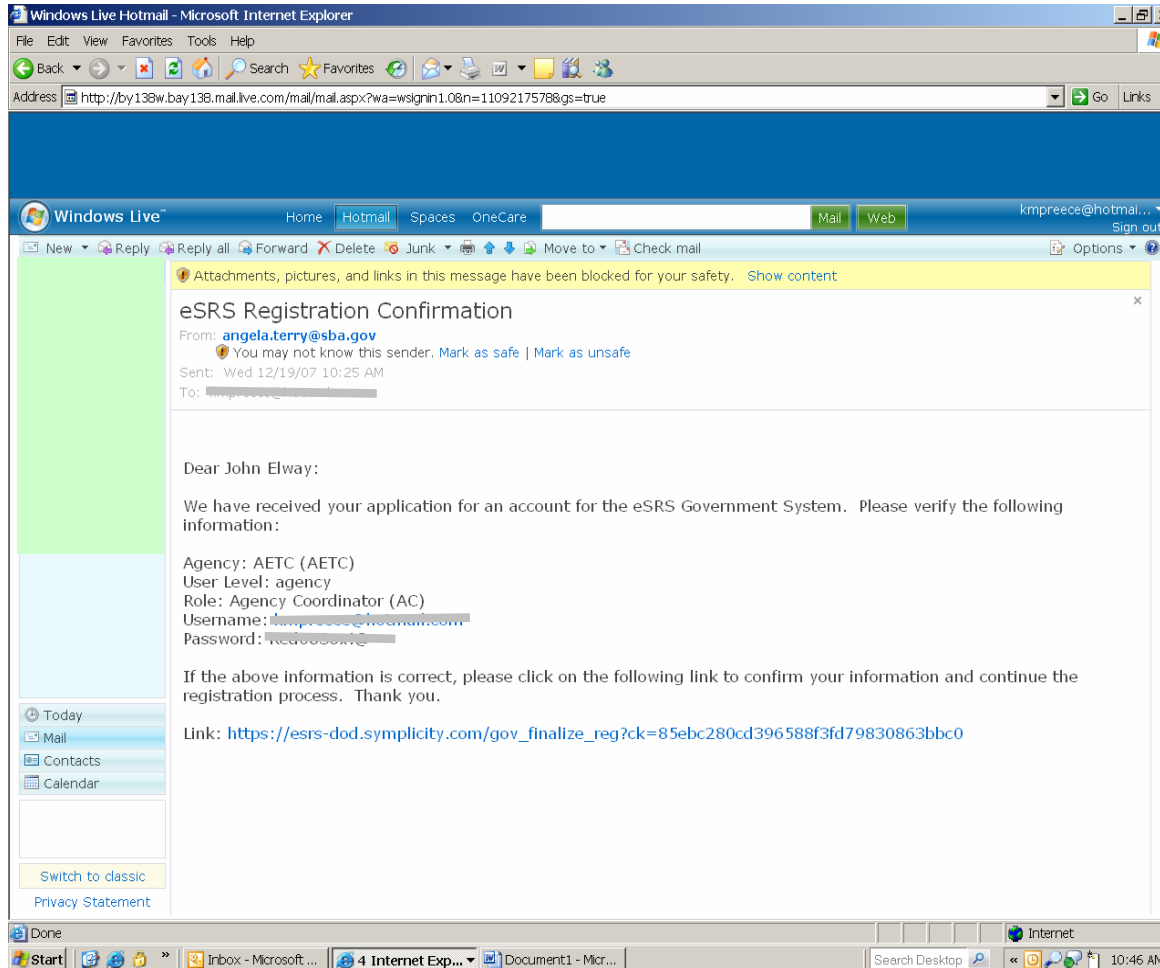
13 – Check your e-mail.

▸ Once you have submitted your registration request, you should receive an e-mail from Angela Terry at SBA (Program Manager for eSRS) advising you that your application for an account in eSRS has been received.

▸ To continue the registration process, you must click on the link at the bottom of the e-mail. You will then be taken back to the eSRS Web site and to a page that confirms your account success.

▸ **QUICK TIP:** Since all Web browsers and e-mail are different, make sure that you click on the entire URL in the e-mail you receive. Sometimes the URL may appear on two lines and only the top line is active. An easy way to ensure that you correctly use the link is to cut and paste the entire link into a new browser.

Registering a Government User in eSRS

▸ **14 – Your registration is not complete.**

▸ The Agency Coordinator of your contracting office must approve your registration in the system.

▸ If your office does not have an Agency Coordinator registered in the system, an Agency Coordinator at a level above your organization will have rights to approve your registration request.

▸ Once this has been completed, you will receive another e-mail from Angela Terry at SBA (Program Manager for eSRS) confirming that your registration is now active.

▸ You can then log into eSRS using your e-mail address and password.

"My Account" Page

From this page, you can:

▸ Edit and save your "General Information"

▸ Change your password

▸ See what user roles you have been registered under.

   – If you have registered under different user roles, you should come to this page to select the role you are interested in working under during that session.

   – At any time you can change your user role during your session.

Changing Your Password in eSRS

- ▶ **If you forget your password when logging into the system:**

  - Go to http://www.esrs.gov

  - Click on "Government"

  - Select the "Forgot my Password" tab above the registration input box

  - Enter the e-mail address you used to register in the system

  - An e-mail will be sent to you with a new password

- ▶ **Once you have logged back into the system with the new password, you can change your password.**

  - Select "My Account" from the left side navigation

  - Click on the "Password" tab

  - Enter your new password and click "Save"