

Electronic Subcontracting Reporting System (eSRS)

http://www.esrs.gov

Department of Defense Government Training April 2008



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- 1 Visit <u>http://www.esrs.gov</u> 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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This system is for testing purposes only			
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Instructions Government Us	ser Registration Wizard	* indicates a required field	Progress
Your Full Name Your Full Name*:			Agency: AETC (AETC)
Please enter your full name. Example: John F. Smith Your Suffix:			Your Full Name: Empty
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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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Instructions	Government öser Registration wizard	indicates a required field	Progress
Permission Level/Role Agency Coordinator AC has full access to eSRS for their agency and below. User can manage other agency contacts, manage new agency contact registrations, weak of the second second reports on data from their registered level and below. POC POC users manage other agency contact, manage new agency contact registrations, wiew/accept/rejet contractor reports and run reports on data from their registered level and below. Contracting Official CO users view/accept/rejet; contractor data from their registered level and below. Dol users view/accept/rejet; contractor reports and run reports on data from their registered level and below.	Permission Level/Role*: Agency Coordinator (AC) Contracting Official Designated Goverment User (DGU) POC		Agency: Agency: Agency: Gordon Summer Your Suffix: Empty The Title of Your Position: Empty Your Email Address: sting@militar.mil Supervisor Name: jon bon jovi Benerid Password: Empty Repased Desired Password: Empty Would you like to register for multiple roles/offices2: Empty
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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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 wish to use to gain access to the system. For security purposes, the password must meet the following citeria: Must be between 10 and 14 characters Must contain 2 of each of the following: 	Repeat Desired Password*:		Your Full Name: Gordon Summer Your Suffix: Empty The Title of Your Position: Empty Your Email Address: sting@miltary.mil Supervisor Email: join bon joiv Supervisor Email: joifgmiltary.mil User Level User Level agency Permission Level/Kolg:
Repeat Desired Password Repeat the password you entered in the previous field to verify it was entered correctly.			Contracting Official Desired Password: Empty Would you like to resister for multiple roles/officies2: Empty
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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.



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Additional Role(s)	Additional Role(s):		Agency:
Register for multiple roles here. To add more than one additional role, dick the button labeled [cick here to add an additional role] and then fill out the required fields for that role.	Additional Role		AETC (AETC) Your Full Name: Gordon Sumner Your Suffix: Empty The Title of Your Position:
	User Level*: O agency: O contracting office		Empty Your Email Address:
	Role*: C Agency Coordinator (AC) C Contracting Official		sting@military.mil Supervisor Name: jon bon jovi
	C Designated Goverment User (DGU) C POC		<u>Supervisor Email</u> : jbj@military.mil
	Supervisor Name:		User Level: User Level agency
			Permission Level/Role: Contracting Official
	Supervisor Email:		Desired Password: ***** (hidden)
	Remove Role		Repeat Desired Password: ***** (hidden)
	Click Here To Add An Additional Role		Would you like to register for multiple roles/offices?: Would you like to register for multiple roles/offices? yes
	Go Back Continue		Additional Role(s): Empty
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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.



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Verify all entered information. If any information is not correct, press "Go Back" or click on		Your Full Name: Gordon Sumner
the item to go directly to it. You will have a chance to review again before you	Your Full Name: Gordon Sumner	Your Suffix: Empty
submit this form.	Your Suffix: Empty	The Title of Your Position: Empty
	The file of Your Position: Empty	Your Email Address: sting@military.mil
	Your Email Address: sting@military.mil	Supervisor Name: jon bon jovi
	Sungermice / mm Supervisor Amme: jon bon jovi	Supervisor Email: jbj@military.mil
	Supervisor Femail: tju@military.mil	User Level: User Level agency Permission Level/Role:
	User Level agency	Contracting Official Desired Password:
	Permission Level/Role: Contracting Official	***** (hidden) Repeat Desired Password:
	Desired Password: ***** (hidden)	***** (hidden) Would you like to register for multiple roles/offices?:
	Repeat Desired Password: ***** (hidden)	Would you like to register for multiple roles/offices? no
	Would you like to register for multiple roles/offices?: Would you like to register for multiple roles/offices? no	
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▶ 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.



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	eSRS Registration Confirmation	×
	From: angela.terry@sba.gov Ø You may not know this sender. Mark as safe Mark as unsafe	
	Sent: Wed 12/19/07 10:25 AM	
	To: http://www.comment.com/	
	Dear John Elway:	
	We have received your application for an account for the eSRS Government System. Please verifi	fy the following
	information:	
	Agency: AETC (AETC)	
	User Level: agency Role: Agency Coordinator (AC)	
	Username: Incorrect incorrection	
	If the above information is correct, please click on the following link to confirm your information registration process. Thank you.	and continue the
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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.





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 email address and password.



"My Account" Page

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Contractors	Title:	
Organizations Contacts	Fullname*: John Baker	
🗢 🇰 Agencies	First Name: John	
Organizations Contacts		
Contracts	Middle Name:	
Reporting	Last Name: Baker	
My Account	Suffix:	
	Email*: john.baker@osd.mil	
	Phone:	
	Cell Phone:	
	Fax:	
	Save	
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		-
🕘 Done		

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 <u>http://www.esrs.gov</u>
 - 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"

