



Electronic Subcontracting Reporting System (eSRS)

<http://www.esrs.gov>

Department of Defense Government Training
April 2008



Registering a Government User in eSRS

A screenshot of a Microsoft Internet Explorer browser window displaying the eSRS Test website. The browser title is "eSRS Test - Microsoft Internet Explorer". The address bar shows the URL "http://www.esrs.gov". The page content includes a header with the eSRS logo and the text "Integrated Acquisition Environment Electronic Subcontracting Reporting System". Below the header, there is a navigation bar with tabs for "eSRS Sign-In", "Register", and "Forgot my password". The "Register" tab is selected. The main content area contains a registration form with fields for "Email Address:" and "Password:". There is a checkbox for "Keep me logged in on this computer" and a link for "Not a government user? Click here.". At the bottom of the form are "Go" and "Reset" buttons. A red arrow points to the "Register" tab. The browser's status bar at the bottom shows "Done" and "Internet".

- ▶ 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”.



Registering a Government User in eSRS

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.



Registering a Government User in eSRS

- ▶ **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.**



Registering a Government User in eSRS

▶ 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.



Registering a Government User in eSRS

The screenshot shows a web browser window titled "eSRS Department of Defense Testing - Microsoft Internet Explorer". The address bar shows "https://esrs-dod.symplcity.com/index?_tab=gov_register". The page header includes the eSRS logo and the text "Integrated Acquisition Environment Electronic Subcontracting Reporting System". The main content area is titled "Government User Registration Wizard" and includes a "Welcome Government Users" section with a "Register" tab. A red warning box states "THIS IS A TEST SYSTEM" and provides the live system URL. The registration form is divided into three columns: "Instructions", "Registration Wizard", and "Progress".

Instructions:

Desired Password
Enter the password you wish to use to gain access to the system.

For security purposes, the password must meet the following criteria:

1. Must be between 10 and 14 characters
2. Must contain 2 of each of the following:
 - Lower case letter
 - upper case letter
 - number
 - special character (i.e. !, %, ^)

Repeat Desired Password
Repeat the password you entered in the previous field to verify it was entered correctly.

Government User Registration Wizard

Desired Password*:

Repeat Desired Password*:

Progress

Agency: AETC (AETC)

Your Full Name: Gordon Sumner

Your Suffix: Empty

The Title of Your Position: Empty

Your Email Address: sting@military.mil

Supervisor Name: jon bon jovi

Supervisor Email: jbj@military.mil

User Level: User Level agency

Permission Level/Role: Contracting Official

Desired Password: Empty

Repeat Desired Password: Empty

Would you like to register for multiple roles/offices?: Empty

► 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

eSRS Department of Defense Testing - Microsoft Internet Explorer

Address: https://esrs-dod.symplcity.com/index?_tab=gov_register

Wednesday, December 19, 2007 | 10:47 am

Welcome Government Users

eSRS Sign-In Register Forgot my password

THIS IS A TEST SYSTEM
This system is for testing purposes only.
The live eSRS system is located at <http://www.esrs.gov>.

Instructions

Additional Role(s)
Register for multiple roles here. To add more than one additional role, click the button labeled [click here to add an additional role] and then fill out the required fields for that role.

Government User Registration Wizard * indicates a required field

Additional Role(s):

Additional Role

Agency*: [dropdown menu]

User Level*:
 agency contracting office

Role*:
 Agency Coordinator (AC)
 Contracting Official
 Designated Government User (DGU)
 POC

Supervisor Name: [text box]

Supervisor Email: [text box]

Progress

Agency:
AETC (AETC)

Your Full Name:
Gordon Summer

Your Suffix:
Empty

The Title of Your Position:
Empty

Your Email Address:
sting@military.mil

Supervisor Name:
jon bon jovi

Supervisor Email:
jb@military.mil

User Level:
User Level agency

Permission Level/Role:
Contracting Official

Desired Password:
***** (hidden)

Repeat Desired Password:
***** (hidden)

Would you like to register for multiple roles/offices?:
Would you like to register for multiple roles/offices? yes

Additional Role(s):
Empty

▶ 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

eSRS Department of Defense Testing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address https://esrs-dod.symplixity.com/index?_tab=gov_register Go Links

eSRS Sign-In Register Forgot my password

THIS IS A TEST SYSTEM
This system is for **testing purposes only**.
The live eSRS system is located at <http://www.esrs.gov>.

Instructions

Verify Your Entries

Verify all entered information. If any information is not correct, press "Go Back" or click on the item to go directly to it. You will have a chance to review again before you submit this form.

Government User Registration Wizard * indicates a required field

Please verify all entered information and submit this form now.

Agency:
AETC (AETC)

Your Full Name:
Gordon Sumner

Your Suffix:
Empty

The Title of Your Position:
Empty

Your Email Address:
sting@military.mil

Supervisor Name:
jon bon jovi

Supervisor Email:
jbj@military.mil

User Level:
User Level agency

Permission Level/Role:
Contracting Official

Desired Password:
***** (hidden)

Repeat Desired Password:
***** (hidden)

Would you like to register for multiple roles/offices?:
Would you like to register for multiple roles/offices? no

Progress

Agency:
AETC (AETC)

Your Full Name:
Gordon Sumner

Your Suffix:
Empty

The Title of Your Position:
Empty

Your Email Address:
sting@military.mil

Supervisor Name:
jon bon jovi

Supervisor Email:
jbj@military.mil

User Level:
User Level agency

Permission Level/Role:
Contracting Official

Desired Password:
***** (hidden)

Repeat Desired Password:
***** (hidden)

Would you like to register for multiple roles/offices?:
Would you like to register for multiple roles/offices? no

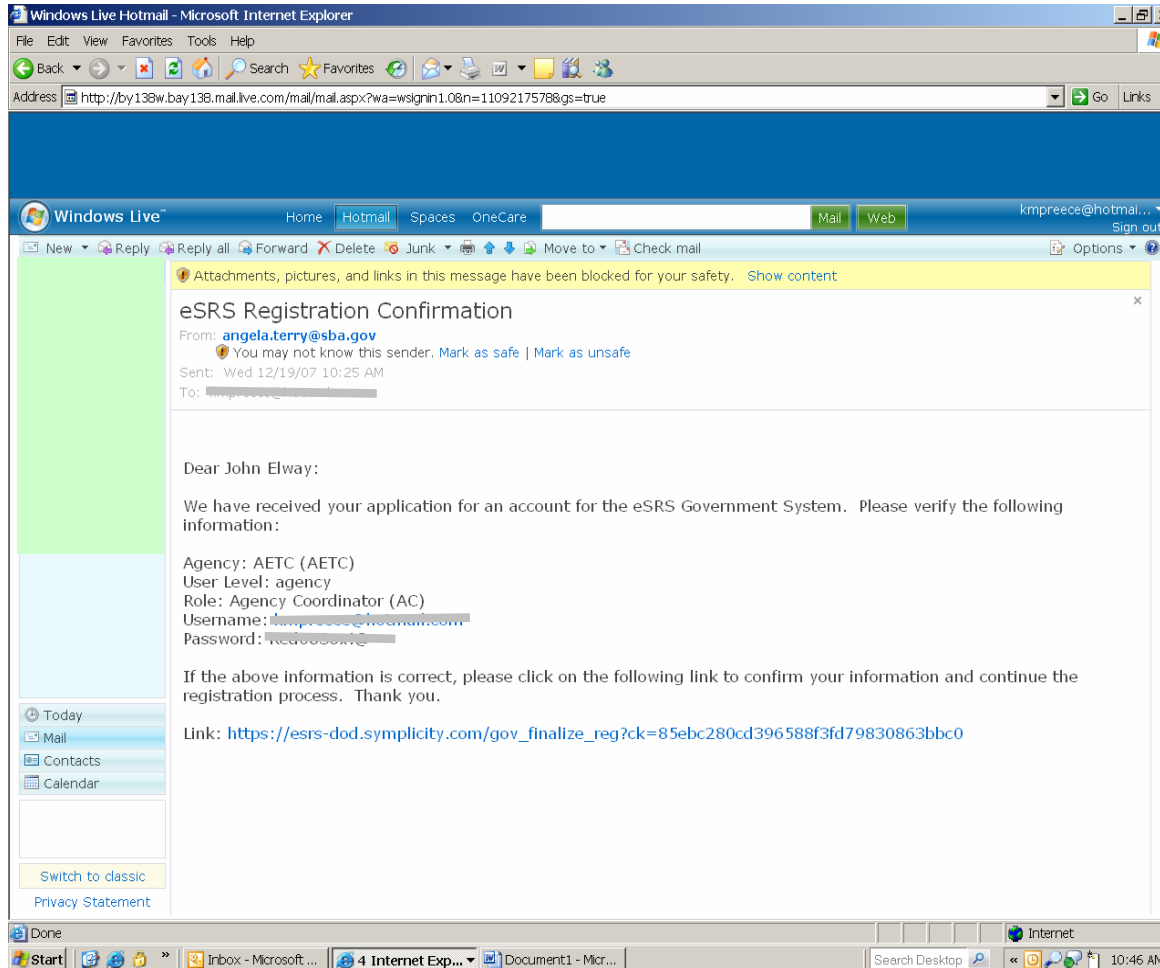
Help Desk Privacy Policy Version 1.7

Done Start Inbox - Microsoft ... 4 Internet Exp... Document1 - Mic... Search Desktop 10:46 AM

- ▶ **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”

A screenshot of a Microsoft Internet Explorer browser window displaying the eSRS (Electronic Subcontracting Reporting System) website. The browser's address bar shows the URL "https://esrs.symplicity.com/index?_tab=password". The page header includes the eSRS logo and the text "Integrated Acquisition Environment Electronic Subcontracting Reporting System FOR GOVERNMENT". The top right corner shows the date "Monday, January 7, 2008 | 4:16 pm" and the user "User: www.president@usm.mil | Logout". The main content area is titled "My Account" and has two tabs: "General Information" and "Password". The "Password" tab is active, showing a form with the title "My Password" and a note "* indicates a required field". The form contains two input fields: "Enter New Password:" and "Verify Password:". There are "Save" buttons at the top left and bottom of the form. A left-hand navigation menu includes "Home", "Reports" (with sub-items: Individual, Summary, Year-End SDB, SDB Participation), "Agencies" (with sub-items: Organizations, Contacts), "Contracts", "Reporting", and "My Account". The footer of the page includes "Help Desk", "Privacy Policy", and "Version 1.7".