# Central Contractor Registration (CCR) New Registration Screenshots December 2008



Welcome to CCR



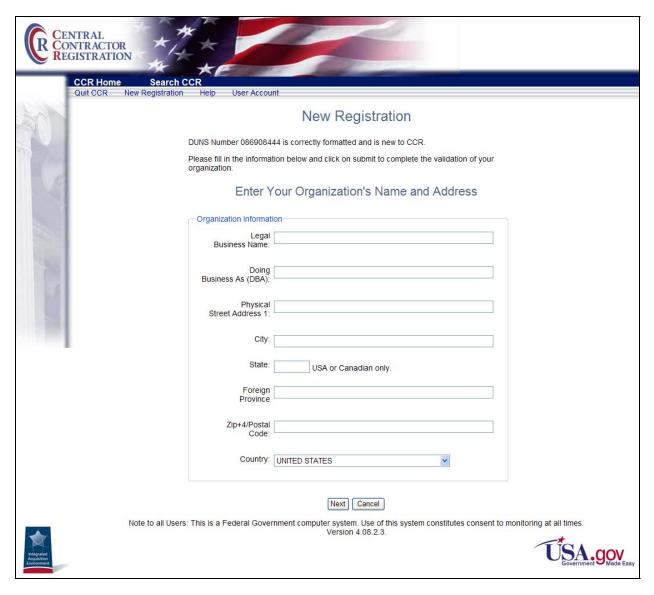
**Select Entity Type** 



Start New Registration Information—Four Key Items Needed to Start



**Enter DUNS Number** 



**Enter Your Organization's Name and Address** 



When Your Input Doesn't Match D&B Sufficiently



**CCR New Registration Verification** 

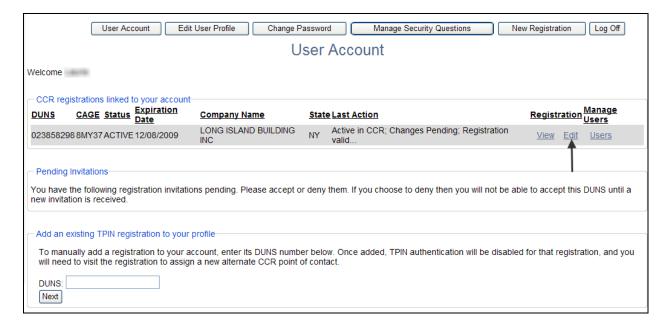


**Associate Your DUNS with a CCR User Account** 

#### If you already have an account, click Sign in button:

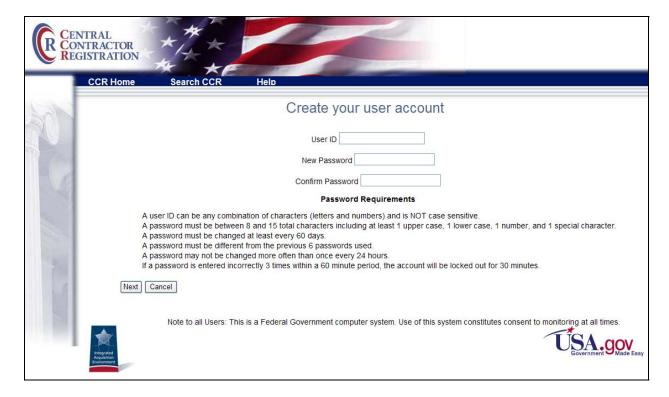


#### Sign in with User ID and Password

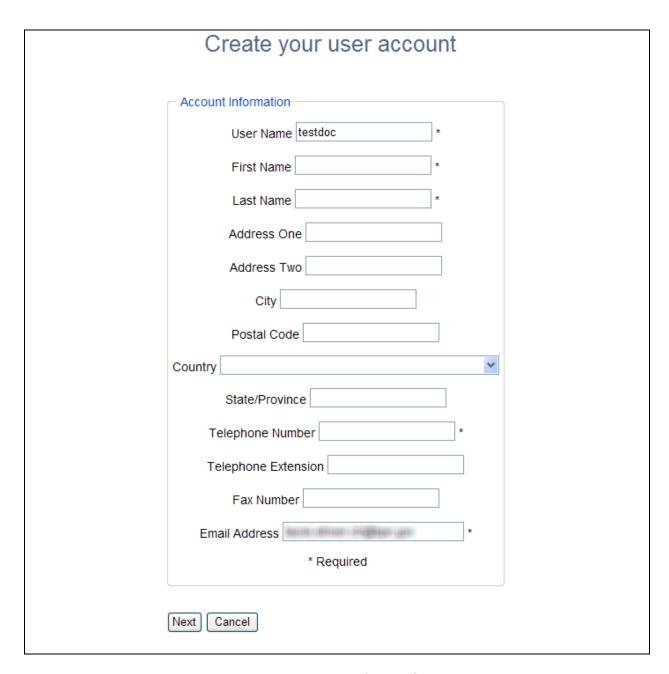


**User Account Page: Click Edit** 

#### **Or Create User Account**



**Create Your User Account** 



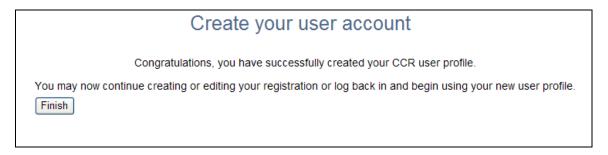
**Enter Account Information** 



#### **Select and Answer at Least Five Security Questions**



**Five Questions Answered: Click Next** 



**User profile Successfully Created: click Finish** 



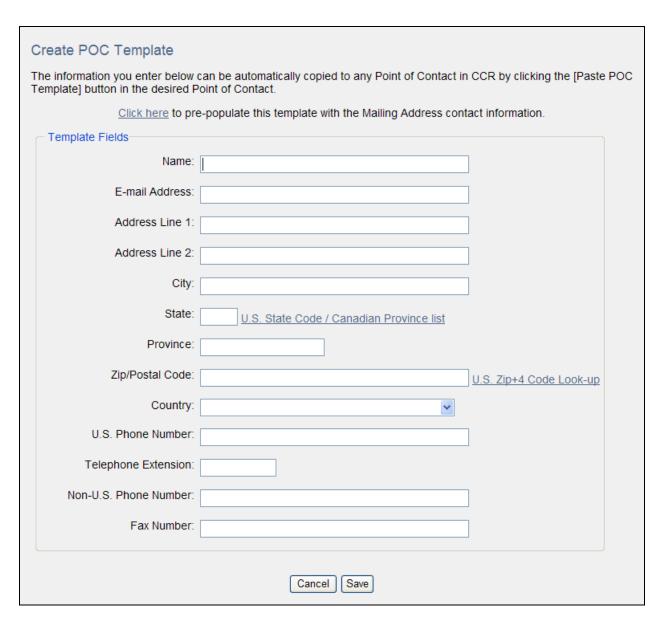
**DUNS Verified, Account Created** 



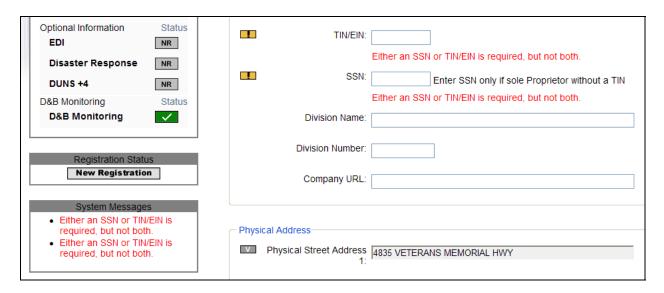
#### **Instructions Page**



**General Information Page** 



**Create POC Template** 



**System Error Messages Displayed** 



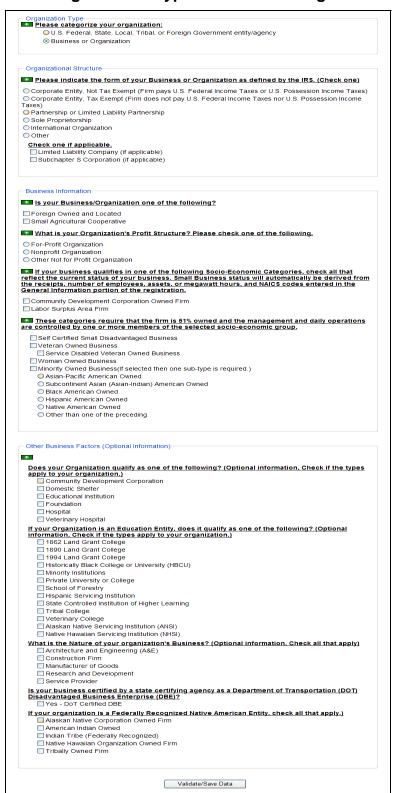
**Corporate Information Page** 

# Select Organization Type: U.S. Federal, State, Local, Tribal, or Foreign Government entity/agency

Type of Government    Please select your type of Government Entity.   Pederal Government (if selected, choose all subgroups that apply)   Federal Agency   Federally Funded Research and Development Corporation   U.S. State Government (if selected, choose all subgroups that apply)   City
Please select your type of Government Entity.  Federal Government (if selected, choose all subgroups that apply) Federal Agency Federally Funded Research and Development Corporation  U.S. State Government U.S. Local Government (if selected, choose all subgroups that apply) City
□ Federal Government (if selected, choose all subgroups that apply)     □ Federal Agency     □ Federally Funded Research and Development Corporation     ∪ U.S. State Government     ○ U.S. Local Government (if selected, choose all subgroups that apply)     □ City
□ Federal Agency □ Federally Funded Research and Development Corporation ○ U.S. State Government ○ U.S. Local Government (if selected, choose all subgroups that apply) □ City
□ Federal Agency □ Federally Funded Research and Development Corporation ○ U.S. State Government ○ U.S. Local Government (if selected, choose all subgroups that apply) □ City
<ul> <li>○ U.S. State Government</li> <li>○ U.S. Local Government (if selected, choose all subgroups that apply)</li> <li>□ City</li> </ul>
<ul> <li>○ U.S. Local Government (if selected, choose all subgroups that apply)</li> <li>□ City</li> </ul>
□City
□ County
☐ Inter-municipal
Local Government Owned
Municipality
☐ School District ☐ Township
○ Tribal Government
O Foreign Government
Is your organization/entity one of the following? (Optional information. Check if the types apply
your organization.)
☐ Airport Authority
Council of Governments
☐ Housing Authorities Public/Tribal
Interstate Entity
Planning Commission
☐ Port Authority ☐ Transit Authority
Transit Authority
Does your Organization qualify as one of the following? (Optional information, Check if the types apply to your organization.)  Community Development Corporation
Domestic Shelter
☐ Educational Institution ☐ Foundation
□ Hospital
☐ Veterinary Hospital
If your Organization is an Education Entity, does it qualify as one of the following? (Optional information, Check if the types apply to your organization.)
1862 Land Grant College
□ 1890 Land Grant College □ 1994 Land Grant College
☐ Historically Black College or University (HBCU)
☐ Minority Institutions
☐ Private University or College
School of Forestry
☐ Hispanic Servicing Institution ☐ State Controlled Institution of Higher Learning
Tribal College
□ Veterinary College
Alaskan Native Servicing Institution (ANSI)
□ Native Hawaiian Servicing Institution (NHSI)
What is the Nature of your organization's Business? (Optional information, Check all that apply)  Architecture and Engineering (A&E)
Construction Firm
☐ Manufacturer of Goods
Research and Development
Service Provider
Is your business certified by a state certifying agency as a Department of Transportation (DOT)  Disadvantaged Business Enterprise (DBE)?  Yes - DoT Certified DBE
If your organization is a Federally Recognized Native American Entity, check all that apply.)
Alaskan Native Corporation Owned Firm
American Indian Owned
Indian Tribe (Federally Recognized)
☐ Indian Tribe (Federally Recognized) ☐ Native Hawaiian Organization Owned Firm
Indian Tribe (Federally Recognized)
☐ Indian Tribe (Federally Recognized) ☐ Native Hawaiian Organization Owned Firm
☐ Indian Tribe (Federally Recognized) ☐ Native Hawaiian Organization Owned Firm

Type and Business Factors Displayed for Government Organization

#### **Select Organization Type: Business or Organization**



Organization Structure, Business Information, and Other Factors for Organization Displayed

#### **Corporate Entity Selected on Corporate Information page:**

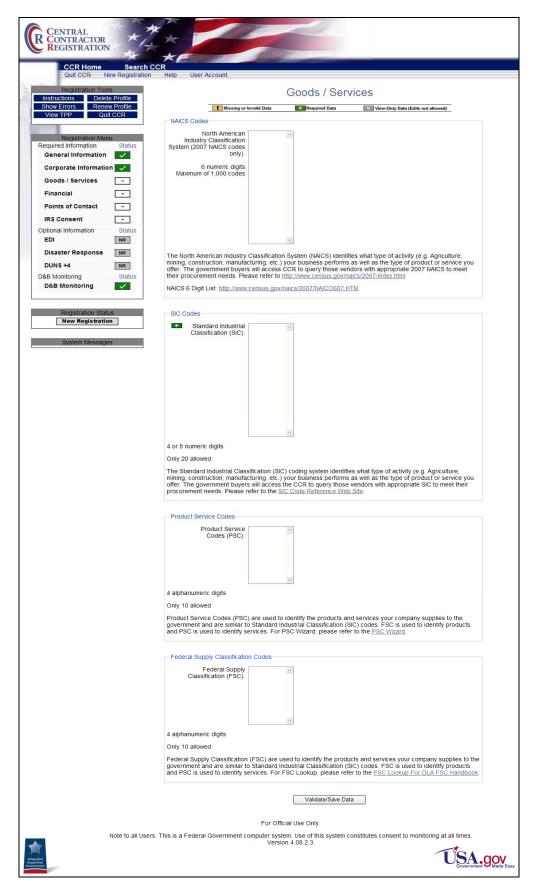


**Incorporation Section Displayed** 

# **Sole Proprietorship Selected on Corporate Entity Page:**

Organizational Structure				
* Please indicate the form of your Business or Organization as defined by the IRS. (Check one)				
<ul> <li>○ Corporate Entity, Not Tax Exempt (Firm pays U.S. Federal Income Taxes or U.S. Possession Income Taxes)</li> <li>○ Corporate Entity, Tax Exempt (Firm does not pay U.S. Federal Income Taxes nor U.S. Possession Income Taxes)</li> <li>○ Partnership or Limited Liability Partnership</li> <li>⑤ Sole Proprietorship</li> <li>○ International Organization</li> <li>○ Other</li> </ul>				
Check one if applicable.  □ Limited Liability Company (if applicable)  □ Subchapter S Corporation (if applicable)				
<b>★</b> Sole Proprietorship Point of Contact				
Required if you selected "Sole Proprietorship" as Type of Organization				
	<u>Create POC Template</u> <u>Paste POC Template</u>			
Name: [				
E-mail Address:				
U.S. Phone Number:				
Telephone Extension:				
Non-U.S. Phone Number:				
Fax Number: [				

**Sole Proprietorship Point of Contact Section Displayed** 



#### **Goods/Services Page**

Quit CCR New Registration	
Registration Tools Inctions Delete Profile Errors Renew Profile	Financial Information
TPP Quit CCR	Missing or Invalid Data Required Data View-Only Data (Edits not allowed)  Electronic Funds Transfer (EFT)
Registration Menu	This content is optional for Non-U.S. Businesses.  Financial Institution:
ormation Status	ABA Routing
ormation ✓	Number:
.es	Account Number:
act _	Re-enter Account Number.
Status	Account Type: O Checking O Savings
NR NR	Lockbox Number:
Status	Automated Clearing House (ACH) At least one method of contact must be entered for your financial institution unless you are a government
	organization or a Non-U.S. Business.  US Phone Number:
	Non-US Phone
ies	Number.
	** FAX (US Only):
	E-mail Address:
	Remittance Information—
	Address to mail check to if EFT is temporarily unavailable.
	Create POC Template Paste POC Template  Name:
	Address Line 1:
	Address Line 2:
	City.
	State: USA or Canadian registrants only.
	Province: All countries other than USA or Canada.
	U.S. State Code / Canadian Province list ZipiPostal Code:
	U.S. Zip+4 Code Look-up
	Country:
	Accounts Receivable Point of Contact
	NOTE. All CCR Financial email correspondence will be directed to this person at this email address.
	Create POC Template Paste POC Template  Name:
	E-mail Address:
	U.S. Phone
	Number:
	Telephone Extension:
	Non-U.S. Phone Number:
	Fax Number:
	Credit Cards
	Does the company over the company accept credit cards as a method of payment?
	Validate/Save Data

**Financial Information Page** 



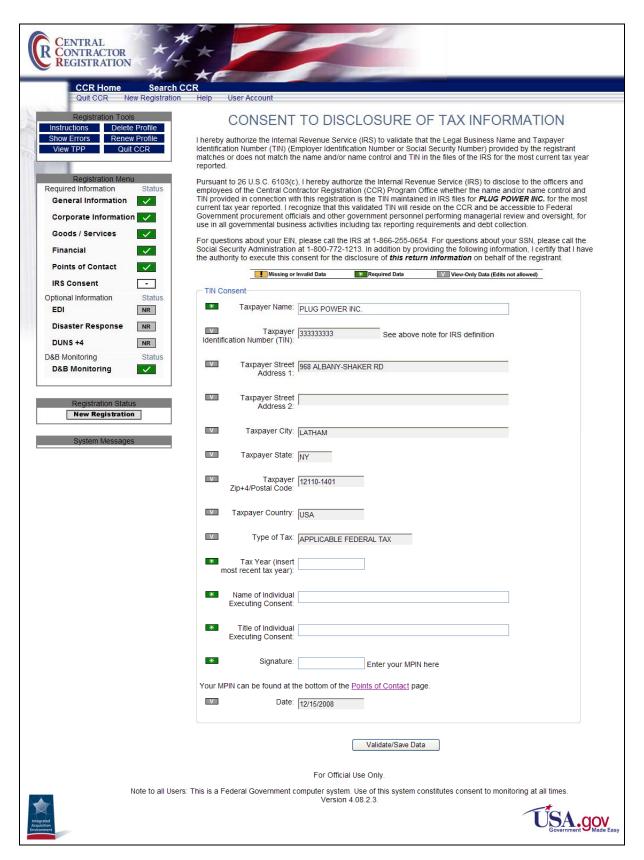
Points of Contact Page—Part 1

Past Performance Point	of Contact - Primary
	aichy displayed on the CCR Inquiry Web Site. For more information visit the PPAIS web
Nam	Create POC Template Paste POC Template
E-mail Addres	S.
Address Line	t:
Address Line	2:
CR	х.
Stat	USA or Canadian registrants only
Province	75 55 15 15 15 15 15 15 15 15 15 15 15 15
Zip/Postal Cod	U.S. State Code / Canadian Province list
· ·	U.S. Zip+4 Code Look-up
Countr	
U.S. Phor Number	rie ri
Telephor Extensio	e v
Non-U.S. Phor Numbe	de C
Fax Numbe	
Past Performance Point This information will be out	of Contact - Alternate sicky displayed on the CCR Inquiry Web Site. For more information visit the PPAIS web
site.	
Nam	Greate POG Template Paste POG Template  e:
E-mail Addres	*
Address Line	1:
Address Line	2:
CR	×.
State	USA or Canadian registrants only.
Province	
Zipi/Postai Cod	U.S. State Code / Canadian Province list
411234	U.S. Zip+4 Code Look-up
Countr	
U.S. Phor Number	et c
Telephor Extension	ie in the second
Non-U.S. Phor Numbe	ee r.
Fax Numbe	
_	
The person in the compan electronic business system information will be publicly	y responsible for authorizing individual company personnel access into government is [e.g. Electronic Document Access (EDA), Wide Area Work Flow (WAWF), etc.] This displayed on the CCR Inquiry Web Site.
Nam	
E-mail Addres	S.
Address Line	1:
Address Line	2:
CR	y.
State	out of our admit registrates only.
Province	Par Countries of the Talan Cove of Canada.
Zip/Postal Cod	U.S. State Code / Canadian Province list
Countr	U.S. Zip+4 Code Look-up y:
U.S. Phor Numbe	e
Telephor Extensio	int C
Non-U.S. Phor	de C
Number Fax Number	
P ax rumos	

Points of Contact Page—Part 2

Electronic Business Po	oint of Contact - Alternate
This information will be public	cly displayed on the CCR inquiry Web Site.
Name	Create POC Template Paste POC Template
E-mail Address:	
Address Line 1:	
Address Line 2	
City	
State:	USA or Canadian registrants only.
Province:	COT OF CONTROL 1 1 CONTROL OF 1 1
Province.	The Countries of the Harry Countries.
Zip/Postal Code:	U.S. State Code / Canadian Province list
	U.S. Zip+4 Code Look-up
Country	
U.S. Phone	
Number	
Telephone Extension:	
Non-U.S. Phone	
Number:	
Fax Number:	
Previous Business Name	
	Create POC Template Paste POC Template
Name:	
Address Line 1	
Address Line 2	
City	
State	USA or Canadian registrants only.
Province:	All countries other than USA or Canada.
	U.S. State Code / Canadian Province list
Zip/Postal Code:	
	U.S. Zip+4 Code Look-up
Country:	
Used by registering government (HQ), e.g. DLA.  Name:	nent agencies. If this CCR registration is a division of the government, provide the  Create PDC Template Paste PDC Template
Address Line 1:	
Address Line 2	
City	
State	USA or Canadian registrants only.
Province:	All countries other than USA or Canada.
	U.S. State Code / Canadian Province list
Zip/Postal Code:	
Country	U.S. Zip+4 Code Look-up
Country	
Corporate Point of Contac	
	Create POC Template Paste POC Template
Name:	
E-mail Address:	
U.S. Phone Number:	
Telephone Extension	
Non-U.S. Phone	
Number:	
Fax Number:	
MPIN:	
Marketing Partner ID (MPIN) applications (e.g., Past Pert etc.). The MPIN acts as you	This is a self-defined access code that will be shared with authorized partner ormance Automated information Bytem (PPAB). Technical Data Southors (TeOS) is password in these other systems, and you should upon drift as such. The MPN portain at least one alpha character, one number, and no spaces or special
	Validate/Save Data
	For Official Use Only
ote to all Users: This is a Federal Government of	For Official Use Only.  computer system. Use of this system constitutes consent to monitoring at all times.
and the second s	Version 4 08 2 3.

Points of Contact Page—Part 3



## **IRS Consent Page**



#### Successful Registration Finish Or



Successful Registration Finish—Qualified for one or more SBA Small Business Types

#### Record resides in Federal Agency Registration (FedReg):

# Registration Complete

All of your CCR data has been saved and is now being processed, which could take 24-48 hours. If you want to fill out the optional information, or continue to make changes to your profile, please use the [Registration Menu] located on the left of your screen. Otherwise to leave this program, click "Quit CCR" on the application menu.

Submission of offers on solicitations requires Representations and Certifications. Please allow 48 hours for your new CCR record to become effective and then visit the Online Representations and Certifications Application (ORCA) at <a href="https://orca.bpn.gov">https://orca.bpn.gov</a> to enter the information electronically.

Our records indicate that DUNS number 002643443 also resides in the Federal Agency Registration (FedReg). We will be notifying the FedReg POC for DUNS Number 002643443 that a CCR record is being created using that DUNS number.

#### You have successfully finished your CCR Registration!!!

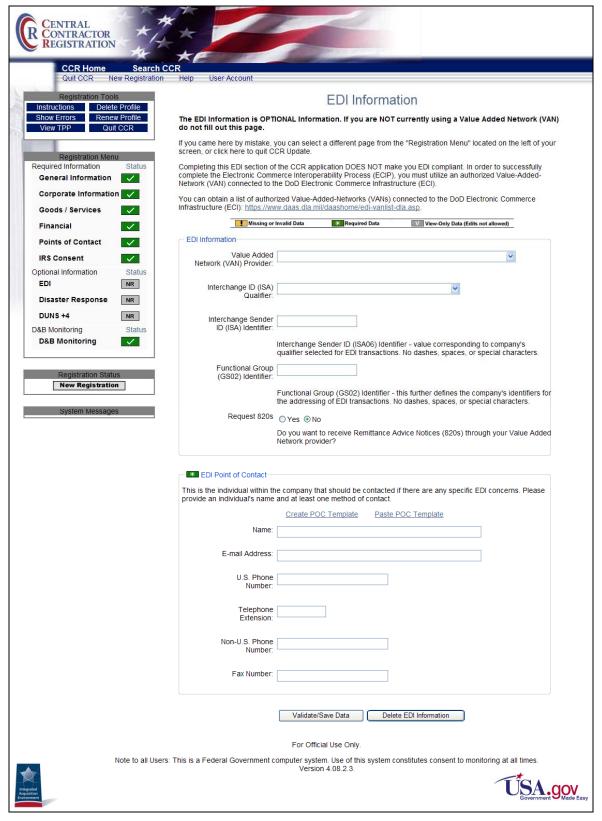
All of your CCR data has been saved and is now being processed, which could take 24-48 hours. If you want to fill out the optional information, or continue to make changes to your CCR profile, please use the [Registration Menu] located on the left of your screen.

Note: CCR is currently unable to check for any new SBA Small Business Types. Select the [View your SBA Small Business Types] button for more details.



For Official Use Only.

**DUNS Number in FedReg Message** 



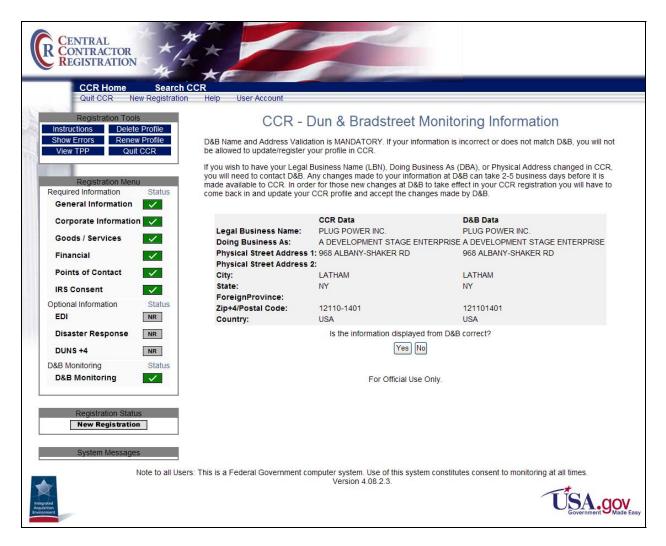
#### **EDI Information Page**



#### **Disaster Response Page**



**DUNS + 4 Information Page** 



# **D&B Monitoring Information Page—Mandatory**

#### **D&B Monitoring is Mandatory for Monitored Countries**

# CCR - Dun & Bradstreet Monitoring Information

D&B Monitoring is OPTIONAL information. Your CCR information currently matches what is on file at Dun and Bradstreet. You may continue on with your CCR registration by choosing a different page from the [Registration Menu] located on the left of the screen.

If you wish to have your Legal Business Name (LBN), Doing Business As (DBA), or Physical Address changed in CCR, you will need to contact D&B. Any changes made to your information at D&B can take 2-5 business days before it is made available to CCR. In order for those new changes at D&B to take effect in your CCR registration you will have to come back in and update your CCR profile and accept the changes made by D&B.

> **CCR Data** D&B Data

LOCKHEED MARTIN AIRCRAFT LOCKHEED MARTIN AIRCRAFT Legal Business Name:

ARGENTINA S.A. ARGENTINA S.A.

Avenida Fuerza Aérea Argentina 5500

Doing Business As:

Physical Street Address AVENIDA FUERZA AÉREA ARGENTINA

5500

**Physical Street Address** 

City: CÓRDOBA Córdoba

State:

ForeignProvince:

Zip+4/Postal Code: X5010JMN Country: ARG ARG

Is the information displayed from D&B correct?



#### **D&B Monitoring Information Page—Optional**

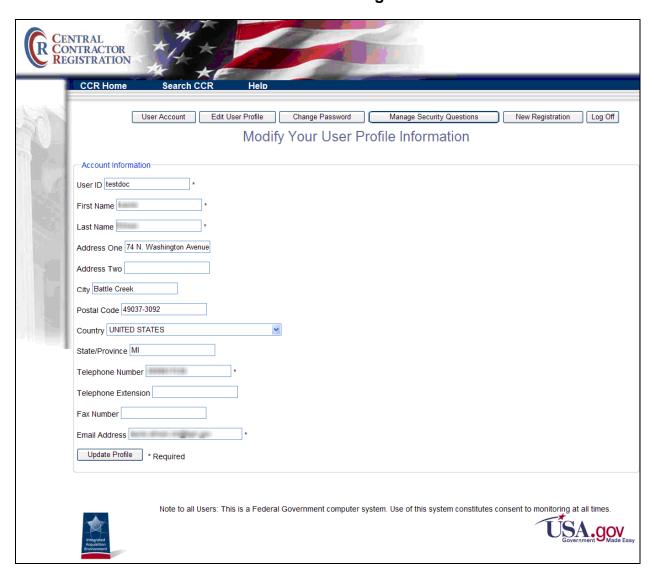
D&B Monitoring is Optional for Non-Monitored Countries or U.S. Territories (American Samoa, Guam, Northern Mariana Is, Puerto Rico, Virgin Islands, U.S.)

#### **Dun & Bradstreet indicates company out of business:**



**D&B Out of Business Indicator Message** 

## **User Account Pages:**



**Edit User Profile** 



**Change Password** 



**Manage Security Questions** 



**New Registration** 



**Manage Users**