



# **Central Contractor Registration User's Guide**

**April 2009**

**If you have any questions regarding this user's guide,  
please contact the CCR Helpdesk at**

**888-227-2423**

**from within the United States**

**or**

**269-961-5757**

**Internationally**

**or**

**DSN 661-5757**

## TABLE OF CONTENTS

<b>WELCOME TO CCR .....</b>	<b>1</b>
Introduction.....	1
Who registers in CCR? .....	1
<b>HOW TO REGISTER.....</b>	<b>3</b>
Additional important information.....	3
User ID and Password.....	3
<b>HOW TO KNOW YOUR REGISTRATION WAS SUCCESSFUL .....</b>	<b>4</b>
<b>MAINTAINING YOUR CCR REGISTRATION .....</b>	<b>5</b>
Your Responsibilities.....	5
To initiate any changes or submit a renewal.....	6
To cancel an active registration .....	6
<b>SPECIAL REQUIREMENTS FOR NON U.S. REGISTRANTS .....</b>	<b>7</b>
<b>INFORMATION NEEDED TO REGISTER.....</b>	<b>8</b>
General Information.....	8
Corporate Information .....	11
Goods/Services .....	15
Financial Information .....	16
Point Of Contact .....	18
Disaster Response Contractor (DRC) Data Elements.....	19
Electronic Data Interchange (EDI) .....	20
Online Representations and Certifications (ORCA).....	20
<b>APPENDIX A – CCR WELCOME EMAIL .....</b>	<b>21</b>
<b>APPENDIX B – USER ID REQUEST .....</b>	<b>22</b>
<b>APPENDIX C – RESET USER ID.....</b>	<b>23</b>
<b>APPENDIX D – CCR RENEWAL EMAIL (30 DAYS TO EXPIRATION) .....</b>	<b>24</b>
<b>APPENDIX E – EXPIRED EMAIL.....</b>	<b>25</b>
<b>APPENDIX F – MAINTENANCE USER RESET EMAIL .....</b>	<b>26</b>
<b>APPENDIX G – NEW USER ACCOUNT, NEW REGISTRATION.....</b>	<b>27</b>
<b>APPENDIX H – NEW USER ACCOUNT, UPDATE.....</b>	<b>28</b>
<b>APPENDIX I – POC NOTIFICATION.....</b>	<b>29</b>

# Welcome to CCR

## Introduction

Central Contractor Registration (CCR) is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores, and disseminates data in support of agency acquisition missions, including Federal agency contract and assistance awards. Please note that the term “assistance awards” includes grants, cooperative agreements, and other forms of federal assistance. Whether applying for assistance awards, contracts, or other business opportunities, all entities are considered “registrants”.

Both current and potential federal government registrants are required to register in CCR in order to be awarded contracts by the federal government. Registrants are required to complete a one-time registration to provide basic information relevant to procurement and financial transactions. Registrants must update or renew their registration at least once per year to maintain an active status. In addition, entities (private non-profits, educational organizations, state and regional agencies, etc.) that apply for assistance awards from the Federal Government through Grants.gov must now register with CCR as well. However, registration in no way guarantees that a contract or assistance award will be awarded.

CCR validates the registrant information and electronically shares the secure and encrypted data with the federal agencies' finance offices to facilitate paperless payments through electronic funds transfer (EFT). Additionally, CCR shares the data with federal government procurement and electronic business systems.

Please note that any information provided in your registration may be shared with authorized federal government offices. However, registration does not guarantee business with the federal government.

## Who registers in CCR?

- According to the Federal Acquisition Regulation (FAR) policy FAR 4.1102 (October 1, 2003), “Prospective contractors shall be registered in the CCR database prior to award of a contract or agreement.”
- Federal Acquisition Circular (FAC) 2001-16 amends the FAR policy to require contractor registration in the CCR database effective October 1, 2003. <http://acquisition.gov/comp/far/FAC/fac01016.pdf>
- According to the Defense Federal Acquisition Regulations Supplement (DFARS) policy, DFARS 204.7302, prospective registrants must be registered in CCR prior to the award of a contract—basic agreement, basic ordering agreement, or blanket purchase agreement. FAR clause 52.232-33 requires registration for payment.
- Organizations applying for assistance awards (e.g. grants and cooperative agreements) from the federal government through Grants.gov need to register

in CCR. Individuals applying for Federal assistance awards are not required to register with CCR unless a particular Federal agency requires the registration or the individual is applying for an assistance award through Grants.gov.

- Prime contractors are not required to have their subcontractors register in CCR. If a prime's subcontractor wants to bid directly for contracts with the federal government, it should register in CCR.
- EFT and assignment of claims is described as stated in FAR 52.232-33 Paragraph G:

“EFT and assignment of claims: If the Contractor assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the Contractor shall require as a condition of any such assignment, that the assignee shall register separately in the CCR database and shall be paid by EFT in accordance with the terms of this clause. Notwithstanding any other requirement of this contract, payment to an ultimate recipient other than the Contractor, or a financial institution properly recognized under an assignment of claims pursuant to Subpart 32.8, is not permitted. In all respects, the requirements of this clause shall apply to the assignee as if it were the Contractor. EFT information that shows the ultimate recipient of the transfer to be other than the Contractor, in the absence of a proper assignment of claims acceptable to the Government, is incorrect EFT information within the meaning of paragraph (d) of this clause.”
- Until all intra-governmental transactions are routed through the Intra-governmental Transaction Exchange (IGTE), some federal government agencies may be required to register in CCR as well. This may include agencies that receive payment via an EFT or whose trading partner [e.g., Department of Defense (DOD), National Aeronautics and Space Administration (NASA)] requires a Commercial and Government Entity (CAGE) Code be submitted.
- All sole proprietors, corporations, partnerships, and governmental organizations desiring to do business with the government must register in CCR. Foreign vendors without a U.S. bank account will also need to register with the CCR but will receive a check via mail rather than via direct deposit. CCR registration is **not** required for Individuals seeking Grants. National Institute of Health (NIH) Peer Reviewers are **not** required to register in CCR. Please visit <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-08-075.html> or [click here](#) to review NIH's detailed information.

# How to Register

Enter your registration online through the World Wide Web (www):

Step 1: Access the CCR online registration through the CCR [home page](http://www.ccr.gov) at <http://www.ccr.gov>. Click on “Start New Registration.” You must have a Data Universal Numbering System (DUNS) Number in order to begin the registration process.

Step 2: Prior to registering in CCR, you will be asked to select one of the following:

- 1) I am **not** a U.S. Government entity.
- 2) I am a U.S. Federal Government entity, required by my trading partner to be registered in CCR (e.g. CAGE code).
- 3) I am a U.S. Federal Government Entity registering for intra-governmental transactions.

Please note that if you select #3, you will be directed to Federal Agency Registration (FedReg).

Step 3: Complete and submit the online registration. If you already have the necessary information on hand (see below), the online registration takes approximately one hour to complete, depending upon the size and complexity of your business or organization.

## Additional important information

If you are unable to complete your application during your initial session, you can return at another time using your user ID and password and clicking on “Update/Renew” under the Registration Column on your User Account page. Clicking “Validate/Save data” at the bottom of any registration page will save the incomplete registration. A list of information you are missing is displayed when “Show Errors” is selected from the registration tools list. Registrations in process are saved for up to 120 days for your convenience.

## User ID and Password

Please note that Trading Partner Identification Numbers (TPINs) and Confirmation Numbers are no longer issued and will not be accepted to access a registration starting December 21, 2009. The TPIN process has been replaced by a user account accessed by a user ID and password. If you have not created a user account for CCR, please create one by going to [www.CCR.gov](http://www.CCR.gov) and clicking “Update or Renew Registration”. Select the appropriate entity; then click on “Continue”. Enter your DUNS and TPIN or Confirmation Number. You will then be prompted to create your user ID, password, and user account. Active registrations that do not have a user account associated with them

after December 21, 2009 will not be able to convert to the user ID and password by means of their DUNS and TPIN. They will have to contact the CCR Helpdesk at 1-888-227-2423. Dial 269-961-5757 for international calls for assistance or by internet at <http://wwf.ccr.gov/contactccr.aspx>. Expired registrations that do not convert to user ID and password will be deleted.

### **Rules for Creating a Password**

- A password must contain a minimum of eight total characters including at least one upper case, one lower case, one number, and one special character (i.e. @, #, \$, %, \*).
- An example of an acceptable password is: JohnDoe5#.
- A password must be changed at least every 60 days.
- A password must be different from the previous six passwords used.
- A password may not be changed more often than once every 24 hours.
- If a password is entered incorrectly three times within a 30-minute period, the account will be locked out for 30 minutes.

## **How to Know Your Registration Was Successful**

All mandatory information must be provided in order to complete your registration online. You will be notified of missing information by a list of “errors” within system messages on each page when you click “Validate/Save Data”. Once you have provided the information, click “Validate/Save Data” again to verify that all necessary fields are filled.

Once the CCR user completes the registration, it will take 24 to 48 business hours to process. When the registration becomes active, the CCR user will receive a notice by email stating that other users can now be invited to the registration. The CCR Primary and CCR Alternate will receive a welcome email letting them know the registration is now active.

In addition to receiving these notices, you can verify the status of your registration by two methods:

1. Go online by visiting CCR's [homepage \(www.ccr.gov\)](http://www.ccr.gov) and clicking on “Search CCR”. When prompted, enter your DUNS Number and click “Search”. The registration status is located at the top of the page. Note: If you opt out from public display of your information, you will not be able to perform the public search on your registration.
2. Also, you can verify the status of your registration online by going into your user account and reviewing the “State Last Action” across from the DUNS.

Valid Statuses are:

- **Active:** Registration is Active.
- **Registered/Active Pending:** Registration is in process of being validated.
- **Inactive:** Registration has been cancelled or has expired.
- **Invalid:** DUNS Number is incorrect. Contact D&B to verify the DUNS Number.

If you receive an “Out of Business” message, please contact D&B at 1-866-705-5711 (US only) or [govt@dnb.com](mailto:govt@dnb.com) (International registrants) to verify the status of your DUNS record. You may continue with CCR registration after D&B has confirmed the status of your record.

## Maintaining Your CCR Registration Your Responsibilities

- You are responsible for ensuring the accuracy of your registration. Use your User ID, Password, and DUNS number when making any changes to your profile.
- You are responsible for updating all of your registration information as it changes, including ensuring that all changes to D&B and IRS are reflected in your CCR registration. Remember that the Legal Business Name and Physical Address information are now automatically input into your registration from D&B, and it is your responsibility to keep this information updated at D&B. Companies within the U.S.A. may contact D&B at 866-705-5711. U.S.A. and non-U.S.A. companies may also use the [web \(http://fedgov.dnb.com/webform/\)](http://fedgov.dnb.com/webform/) to search, revise information, or request a DUNS number.
- You must renew and revalidate your registration at least every 12 months from the date you previously registered. However, you are strongly urged to revalidate your registration more frequently to ensure that CCR is up to date and in synch with changes that may have been made to DUNS and IRS information. If you do not renew your registration, it will expire. An expired registration will affect your ability to receive contract awards or payments, submit assistance award applications via Grants.gov, or receive certain payments from some federal government agencies.
- Please remember that once you cancel your registration, all payments, if payments are being made, will cease. A registrant must remain active in CCR until all payments are made to avoid discontinuation.
- You may voluntarily delete your registration at any time by going online with your User ID, Password and DUNS Number or contacting the CCR Helpdesk at (888) 227-2423 or (269) 961-5757 (DSN: 661-5757). If you delete your registration, your information will be removed from the CCR database. If you delete your registration by mistake, you may also call to reinstate that registration.

- In the event the Electronic-Business POC leaves your organization, you must ensure that his or her alternate and successor have the information they need to fulfill the E-Business POC role. For instance, the E-Business POC must know the names, contact information, and access privileges of each POC.
- In the event the Administrator (CCR user) leaves your organization, you must ensure that his or her alternate and successor have the reference materials they need to continue the CCR update process. For instance, the Administrator should have access to reference guides, names, and contacts of individuals involved with the CCR registration process and other information needed to update the CCR record.

## To initiate any changes or submit a renewal

Changes can be made to your registration by:

Step 1: Going to CCR's [homepage](http://www.ccr.gov) (<http://www.ccr.gov>), and clicking on “Update or Renew Registration”.

Step 2: Prior to updating or renewing your registration in CCR, you will be asked to select one of the following:

- 1) I am **not** a U.S. Government entity.
- 2) I am a U.S. Federal Government entity required by my trading partner to be registered in CCR (e.g. CAGE Code).
- 3) I am a U.S. Federal Government Entity registering for intra-governmental transactions.

Please note that if you select #3, you will be directed to FedReg.

Step 3: Enter your user ID and password, and then click “Log In”. If you enter your password incorrectly three times within 30 minutes, your account will be locked out for 30 minutes. If you know your password, you will be able to login at that time. Otherwise, you must answer security questions in order to gain access to your account.

Step 4: Select Update/Renew for the DUNS number of the record you wish to change.

Step 5: Make the necessary changes. Then click the “Validate/Save Data” button to register an update in the system.

To submit a renewal with no changes, follow the same steps listed above with the exception of making changes to your information. Reminder: you must click “Validate/Save Data” to activate the renewal even if none of your information has changed. Please be aware that requirements may have been implemented since your last visit. You may receive an error on your renewal if a new requirement is not fulfilled.

## To cancel an active registration



Go to [CCR \(www.ccr.gov\)](http://www.ccr.gov) and click on “Update or Renew Registration”. Check that you are: 1) I am **not** a U.S. Government entity (if appropriate). Enter your user ID and password and click “Log In”. Select “Update/Renew” for the DUNS number for the registration you wish to cancel. On the next screen click “Delete Profile” in the upper left corner to cancel your registration.

## **Special Requirements for Non U.S. Registrants**

Non U.S. companies must first obtain a North Atlantic Treaty Organization (NATO) CAGE (NCAGE) Code from the appropriate source. According to the FAR, if the contractor is working for a department under the Department of Defense umbrella, they will need to register in CCR to receive payment from DFAS.

The NCAGE Code can be obtained directly from the Codification Bureau in your country. Please view the up-to-date list of countries and the information necessary to contact the Codification Bureau. If your organization does not already have an NCAGE Code assigned, for most countries you can obtain one by connecting to [Form AC135 \(http://www.dlis.dla.mil/Forms/Form\\_AC135.asp\)](http://www.dlis.dla.mil/Forms/Form_AC135.asp). If you cannot submit this form by Internet, you can obtain an NCAGE Code by contacting the National Codification Bureau of the country where your organization is located. For a list of addresses, go to the [NATO Point of Contact Page \(http://www.dlis.dla.mil/nato\\_poc.asp\)](http://www.dlis.dla.mil/nato_poc.asp). Search for a CAGE Code on our [website \(http://www.dlis.dla.mil/cage\\_welcome.asp\)](http://www.dlis.dla.mil/cage_welcome.asp).

If you are located outside the United States and do not pay employees within the U.S., you are not required to provide a Taxpayer Identification Number (TIN).

If you are incorporated outside the U.S., you must provide country of incorporation. Non U.S. registrants doing business outside the U.S. are not required to complete the Financial Information section of the registration.

# Information Needed to Register

## General Information

\*Items are mandatory

**\*Data Universal Numbering System (DUNS) Number:** The Data Universal Numbering System (DUNS) Number is a unique nine-character identification number provided by the commercial company D&B. Call D&B at 1-866-705-5711 or access their website at <http://fedgov.dnb.com/webform> if you do not have a DUNS Number. The process to request a DUNS Number via phone takes about 10 minutes and is free of charge. Internet requests are fulfilled within 24 hours. Once a DUNS Number has been issued, it will be available for use in CCR within 24 hours. For further information on D&B and DUNS, please see the [DUNS Number Guidance](http://www.ccr.gov/doc/DUNSGuidance.doc) (<http://www.ccr.gov/doc/DUNSGuidance.doc>).

You must have a different nine-digit DUNS Number for each physical location or different address in your business or organization as well as each legal division that may be co-located. When entering your DUNS Number, enter only the numbers; do not include dashes.

**Government Registrants:** If a DUNS Number entered in CCR is found in an existing FedReg record, both primary and alternate POCs in CCR will be notified of the FedReg POC, while the FedReg POC will be notified of the government POC listed in the CCR registration.

**DUNS +4:** The use of DUNS+4 Numbers to identify registrants is limited to identifying different CCR records for the same registrant at the same physical location. For example, a registrant could have two records for themselves at the same physical location to identify two separate bank accounts. (Registrants wishing to register their subsidiaries and other entities should ensure that each additional location obtains a separate DUNS Number from D&B at 1-866-705-5711.)

**CAGE Code:** The Commercial and Government Entity (CAGE) Code is a five-character ID number used extensively within the federal government. The CAGE Code is used to support a variety of mechanized systems throughout the government and provides for a standardized method of identifying a given facility at a specific location. The code may be used for a facility clearance, a pre-award survey, automated bidders list, identification of debarred bidders, fast pay processes, etc. Registrants with a U.S. address may submit the application without a CAGE Code if they do not have one. If your application does not contain a CAGE Code, one will be assigned to you. The CCR registration process will also verify existing CAGE Codes for all applicants. To speed up the process, make every effort to use a current CAGE Code in your application. You must have a separate CAGE Code for each physical location and separate division at the same physical location. Each separate CCR registration must have its own CAGE Code. If you think you have a CAGE Code, search the [DLIS CAGE](#) site,

([http://www.dlis.dla.mil/cage\\_welcome.asp](http://www.dlis.dla.mil/cage_welcome.asp)). If you need assistance with conducting your search, call toll free: 1-888-227-2423 or DSN 661-5757. NOTE: Registrants located outside of the U.S. are required to include an NCAGE Code on the registration, or it will be considered incomplete. Information on NCAGE codes may be found [here](http://www.dlis.dla.mil/Forms/Form_AC135.asp) ([http://www.dlis.dla.mil/Forms/Form\\_AC135.asp](http://www.dlis.dla.mil/Forms/Form_AC135.asp)).

- \* **Legal Business Name and Doing Business As (DBA):** Enter the legal name by which you are incorporated and pay taxes. If you commonly use another name, such as a franchise, licensee name, or an acronym, then include that in the DBA space below the Legal Business Name. Your legal business name as entered on the CCR registration MUST match the legal business name at Dun & Bradstreet. If the information does not match, your registration may be rejected during processing. Do not type “same” or “as shown above” in the DBA field.
- \* **U.S. Federal TIN:** The Tax Identification Number (TIN) is the nine-digit number which is either an [Employer Identification Number](http://www.irs.gov/businesses/small/article/0,,id=98350,00.html) (EIN) assigned by the Internal Revenue Service (IRS) (<http://www.irs.gov/businesses/small/article/0,,id=98350,00.html>) or [Social Security Number](http://www.ssa.gov/replace_sscard.html) (SSN) assigned by the Social Security Administration (SSA) ([http://www.ssa.gov/replace\\_sscard.html](http://www.ssa.gov/replace_sscard.html)).

If you do not know your TIN/EIN, contact the IRS at 1-866-255-0654 (Option 4). If you operate as an individual sole proprietorship, you may use your Social Security Number if you do not have a TIN/EIN. If you are located outside the United States and do not pay employees within the U.S., you are not required to provide a TIN. When entering your TIN (EIN or SSN) on the Web site, enter only the numbers; do not include the dashes (Example: 123456789 not 123-45-6789).

In compliance with U.S. Code, Title 31, Section 7701, (c), (3): The Federal Government may use the TIN to collect and report on any delinquent amounts arising out of the registrant's relationship with the Federal Government.

All TINs will be validated by the IRS. You will not be allowed to have an active CCR registration without a validated TIN. The TIN matching process is a joint effort among the General Services Administration (GSA), Department of Defense (DOD), and the IRS to improve the quality of data in government acquisition systems.

In order to complete your CCR registration and qualify as a registrant eligible to bid for federal government contracts or apply for federal assistance awards (e.g. grants and cooperative agreements), the TIN and Taxpayer Name combination you provide in CCR must match exactly to the TIN and Taxpayer Name used in federal tax matters.

It may take three to five business days to validate new and updated records prior to becoming active in CCR.

**Division Name and Number:** If you do business or are identified as a division of a larger company, use this space to indicate the proper name for your division. If a number

identifier commonly distinguishes your division, enter that in the division number field. Otherwise, leave blank.

**Registration URL:** If applicable, provide your business or organization home page URL. Both upper and lower cases are acceptable.

**Physical Address Information:** All address information, physical street address 1 and 2, City, State, Zip, Foreign Province Code, and Country cannot be edited in CCR. This information will be automatically populated by D&B. In order to change this information, registrants must go to the [D&B website \(http://fedgov.dnb.com/webform/\)](http://fedgov.dnb.com/webform/) and edit the information that is currently in their D&B record.

\* **Physical Street Address 1:** From D&B, P.O. Box and c/o may not be used in this space. You may not register a branch of the business with the branch address and the headquarters DUNS Number.

**Physical Street Address 2:** From D&B, this space is a continuation of your physical street address, if needed.

\* **City, State, Zip:** From D&B

**Foreign Province Code:** From D&B

\* **Country:** From D&B

\* **Mailing Address Information:** If you are unable to receive mail at your physical address, enter a proper mailing address here. A Post Office Box is permissible.

\* **Business Start Date:** Enter the date the business was formed or established. This may be used to distinguish you from others with similar names. When entering the information on the web site, you must enter as mm/dd/yyyy. (Example: 01/01/1995)

\* **Fiscal Year End Date:** Enter the day on which you close your fiscal year. For example, if you use the calendar year, enter 12/31. When entering the information on the web site, you must enter as mm/dd.

**Average Number of Employees for this location:** This is an OPTIONAL data field. Be sure to provide accurate information about the number of employees for your business or organization. For more information, visit [SBA \(http://www.sba.gov/size\)](http://www.sba.gov/size).

**Annual Receipts for this location:** This is an OPTIONAL data field. Receipts are the gross revenue averaged over the firm's last three fiscal years. Be sure to provide accurate information about the three-year average annual receipts for your business. Please only enter numbers (no decimals, dollar signs, or commas). For more information, visit [SBA](http://www.sba.gov/size) at <http://www.sba.gov/size>.

- \* **Average Number of Employees including all affiliates:** This information is passed to SBA in order to calculate your business size using SBA's official size standards for your industry. The average number of persons employed for each pay period over the firm's latest 12 months, including persons employed by the parent organization, all branches, and all affiliates worldwide.
- \* **Average Annual Receipts including all affiliates:** Receipts means "total income" (or in the case of a sole proprietorship, "gross income") plus "cost of goods sold" as these terms are defined and reported on Internal Revenue Service tax return forms. Receipts are averaged over a concern's latest three (3) completed fiscal years to determine its average annual receipts. Please only enter numbers (no decimals, dollar signs, or commas). For more information, go to [SBA \(www.sba.gov/size\)](http://www.sba.gov/size) and select the "Glossary" link. This information is passed to SBA in order to calculate your business size using SBA's official size standards for your industry. The average receipts over the last three completed fiscal years, including receipts of the parent organization, all branches, and all affiliates worldwide.

As of May 7, 2008, registrants are required to annually reenter and validate receipts and number of employees.

**Company Security Level:** If applicable, choose the correct level of security for the facility.

**Highest Employee Security Level:** If applicable, choose the security level of the employee with the highest employee security level at that facility.

**Information Opt-Out:** Starting in July 2008, this data element allows registrants to "opt-out" of public display of their record. Opting Out may result in a reduction in federal government business opportunities, and subcontractors choosing this option will not be visible to prime contractors. If you do not wish to allow the public to search and view your record, please select the radio button for "I DO NOT authorize my company information to be displayed in CCR's Public Search".

## Corporate Information

\* Items are mandatory

- \* **Type of Relationship with the U.S. Federal Government:**
- **Grants:** This option is for those who plan to apply for federal government assistance awards (e.g. grants and cooperative agreements).
  - **Contracts:** This option is for those who plan to respond to federal government contracts.
  - **Both Contracts and Grants:** This option is for those who plan to respond to both federal government contracts and assistance awards grants.

\* **Type of Organization:** You must categorize your organization.

**U.S. Federal, State, Local, Tribal, or Foreign Government entity/agency  
Business or Organization**

**U.S. Federal State, Local, Tribal, or Foreign Government Entities:** If you choose U.S. Federal, State, Local, Tribal, or Foreign Government entities above, the following options will appear:

\* **U.S. Federal Government**

- Federal Agency
- Federally Funded Research and Development Corporation

\* **U.S. State Government**

\* **U.S. Local Government**

- City
- County
- Inter-municipal
- Local Government Owned
- Municipality
- School District
- Township

\* **U.S. Tribal Government**

\* **Foreign Government**

**Other Governmental Entities (Optional Information. Check if the types apply to your organization)**

- Airport Authority
- Council of Governments
- Housing Authorities Public/Tribal
- Interstate Entity
- Planning Commission
- Port Authority
- Transit Authority

**Business or Organization:** This section will appear if you indicate that you are a business or organization.

Check all the descriptions that apply to your business (you must choose at least one). If you are a small business, emerging small business, or a participant in SBA programs such as 8(a), 8(a) Joint Venture and HUB Zone, this information will be inserted into your registration directly from SBA. You will not need to enter this information.

If you are an AbilityOne (formerly JWOD) agency, you will no longer be able to select AbilityOne (formerly JWOD) as a business type. You will be authorized by the Committee for the Purchase From People Who are Blind or Severely Disabled. This information will be inserted into your registration automatically.

**PLEASE NOTE: You should select business types that reflect the current status of your business. The business types are not an indication of the business opportunities you hope to pursue.**

**\* Type of Organization:** You must choose one of the boxes to indicate the legal form of your business.

**Corporate Entity, Not Tax Exempt (Firm pays U.S. Federal Income Taxes or U.S. Possession Income Taxes)**

- If you choose Corporation as your status, you must enter the state of incorporation if incorporated in the U.S. If you are incorporated outside the U.S., you must provide country of incorporation and check foreign supplier under business types.

**Corporate Entity, Tax Exempt (Firm does not pay U.S. Federal Income Taxes or U.S. Possession Income Taxes)**

- If you choose Corporation as your status, you must enter the state of incorporation if incorporated in the U.S. If you are incorporated outside the U.S., you must provide country of incorporation and check foreign supplier under business types.

**Partnership or Limited Liability Partnership  
Sole Proprietorship**

- **\* Owner Information:** Mandatory if you have checked “Sole Proprietorship” as business type. You must provide the name and phone number of the owner of the business.

**International Organization**

- Defined in the [Code of Federal Regulations](http://www.access.gpo.gov/nara/cfr/cfr-table-search.html) (26 CFR 1.6049-4) (<http://www.access.gpo.gov/nara/cfr/cfr-table-search.html>).

**Other**

- **Limited Liability Company**
- **Subchapter S Corporation**

**Other Types of Organizations (Optional Information. Check if the types apply to your organization):**

- Foreign Owned and Located
- Small Agricultural Cooperative

**\* Profit Structure**

- For Profit Organization
- Non Profit Organization
- Other Not for Profit Organization

**Socio-Economic Categories:** Business Size and SBA program participation are validated by SBA. These items are no longer self-certified. Small Business status will automatically be derived from the receipts, number of employees, assets, or megawatt hours and NAICS

codes entered in the General Information portion of the registration. Check all that apply (optional):

- Community Development Corporation
- Labor Surplus Area Firm

**These categories require that the firm is 51% owned and controlled by one or more members of the selected socio-economic group (optional)**

- Self-Certified Small Disadvantaged Business
- Veteran Owned Business
- Service Disabled Veteran Owned Business
- Woman Owned Business
- Minority Owned Business (If selected, then sub-type is required)
  - Asian-Pacific American Owned
  - Subcontinent Asian (Asian-Indian) American Owned
  - Black American Owned
  - Hispanic American Owned
  - Native American Owned
  - Other than one of the preceding

**All Registrants will complete the following sections**

**(Check all the apply - optional)**

- Community Development Corporation
- Domestic Shelter
- Educational Institution
- Foundation
- Hospital
- Veterinary Hospital

**Educational Entities (optional)**

- 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)

**Nature of Organization's Business (optional)**

- Architecture and Engineering (A&E)
- Construction Firm
- Manufacturer of Goods
- Research and Development



- Service Provider

**Socio-Economic Certifications:**

DOT Certified Disadvantaged Business Enterprise (Yes)

**Federally Recognized Native American Entities:**

Alaskan Native Corporation Owned Firm

Native Hawaiian Organization Owned Firm

American Indian Owned

Tribally Owned Firm

Indian Tribe (Federally Recognized)

## Goods/Services

\* Items are mandatory

\* **North American Industry Classification System (NAICS) Codes:** NAICS Codes are a method for classifying business establishments. You must supply at least one for your registration to be complete. If you do not know your NAICS codes, you may search for your NAICS [here](http://www.census.gov/epcd/naics07) (<http://www.census.gov/epcd/naics07>). You must use six-digit NAICS Codes in your registration. You can add or change NAICS Codes at any time. Nothing precludes you from bidding on a procurement that has a NAICS code that you have not listed in your record.

\* **Standard Industrial Classification (SIC) Codes:** Use this section to list all the classification codes that apply to your products and services. Be sure to list as many as apply. SIC codes can be four or eight digits, all numeric. You must supply at least one valid SIC code for your registration to be complete. If you do not know your SIC codes, you may perform a search here: [www.osha.gov/oshstats/sicser.html](http://www.osha.gov/oshstats/sicser.html).

**Product Service Codes (PSC Codes):** PSC Codes are optional, four-character, and alpha-numeric. PSC Codes are similar to SIC Codes. PSC Codes are used only to identify services. You may search for PSC Codes [here](http://www.fpds-ng.com/downloads/psc_data_10242006.xls) ([http://www.fpds-ng.com/downloads/psc\\_data\\_10242006.xls](http://www.fpds-ng.com/downloads/psc_data_10242006.xls)).

**Federal Supply Classification Codes (FSC Codes):** FSC Codes are optional and four numeric digits. FSC Codes are similar to SIC Codes. FSC Codes are used only to identify products. You may search for an FSC Code [here](http://www.dlis.dla.mil/h2) (<http://www.dlis.dla.mil/h2>). When typing in your SICs, PSCs, or FSCs, separate them with a comma only, no spaces (Example: 1234, 5231, 9012).

## Financial Information

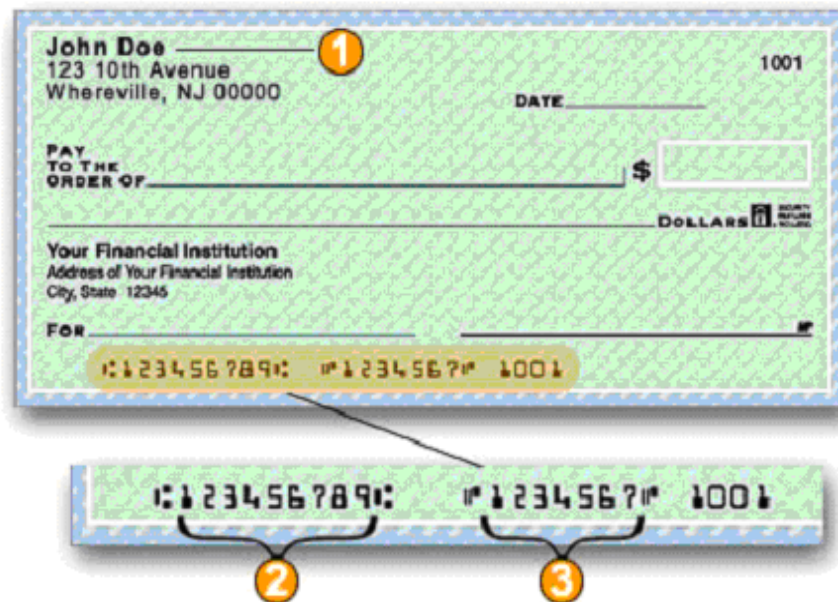
\* Items are mandatory

All registrants must complete this section except non-U.S. registrants doing business outside the U.S. and federal government agencies. Electronic Funds Transfer (EFT) is the U.S. Federal Government's preferred payment method and has been legally mandated for all contract and assistance award (e.g. grant and cooperative agreement) payments. Contact your bank or financial institution for the necessary information to complete this section.

### Electronic Funds Transfer (EFT):

**Financial Institution:** Name of the bank used for EFT/banking purposes. This field will be automatically filled from the ABA Routing Number provided below.

- \* **ABA Routing Number:** ABA Routing number is the American Banking Association nine-digit routing transit number of your financial institution. Contact your financial institution if you require assistance obtaining this number. You may also find the routing number on a check. It is usually the first nine digits in the lower left-hand corner. This number must be the EFT ABA Routing number, not the Wire Transfer ABA number.
- \* **Account Number, Type, & Lockbox Number:** Enter the appropriate account number to which you want your EFT payments deposited and check the proper box to indicate whether it is a checking or savings account. If you prefer to use a lockbox service, enter the appropriate account number in the space provided. If you use a lockbox for your banking purposes, you must also check “checking” under account type.



- (1) The name on the account is found at the top of your check.  
 (2) The Bank Routing Number is found on the bottom of your check between the two colons.  
 (3) The Bank Account Number is found on the bottom of your check after the nine-digit bank routing number.

- \* **Automated Clearing House (ACH):** ACH is the Automated Clearing House department of your bank. Enter the appropriate contact information for the ACH coordinator at your bank. This information is necessary should problems occur with your EFT transfer; payment locations must have a bank contact to call. Note that email addresses requested under the contact entries refer to Internet email, not a local area network email address within your office. When entering the phone numbers on the web site, enter the numbers only; do not put in dashes or parentheses. [Example: 9995551212, not (999) 555-1212.]
- \* **Remittance Information:** This is the address where you would like a paper check mailed *in the event an EFT transfer does not work*. Please indicate on the name line the party the check should be made payable to and fill in the appropriate information for mailing the check. If you use a lockbox and want checks mailed directly to the bank, insert the bank name and address here.
- \* **Accounts Receivable:** Provide contact information for the accounts receivable person at your business or organization. An email address is required. This is the contact provided to Defense Finance and Accounting Service regarding EFT payments on your federal government contracts and DOD funded assistance awards. *Please note that this contact is not authorized to receive or release information regarding the CCR registration to any Registration Helpdesk personnel.* It may be beneficial to have the accounts receivable contact also act as the additional contact for the registration.
- \* **Credit Card Information:** Does your business or organization accept credit cards for payment? This is a YES or NO question.

## Point Of Contact

\* Items are mandatory

\* **The CCR Primary POC** List the name of the person that acknowledges that the information provided in the registration is current, accurate, and complete. This CANNOT be the name of the business. The CCR Primary and the Alternate Contacts are the only people authorized to share information with CCR Helpdesk personnel. It is important that the person named here has knowledge about the CCR Registration. A valid email address is required. Both upper and lower cases are acceptable for all email addresses.

\* **CCR POC Alternate:** Provide a name and phone number for another person at your business or organization should questions arise when the primary contact is not available. It is important that the alternate POC has knowledge about the CCR Registration. A valid email address is required. Both upper and lower cases are acceptable for all email addresses.

**Government Business POC:** This POC is that person in the organization responsible for marketing and sales with the federal government. An email address is required. Both upper and lower cases are acceptable for all email addresses. This POC and contact information, if entered, will be publicly displayed on the CCR Search Page. All contact methods are mandatory.

**Past Performance POC:** This POC is that person in the business or organization responsible for administering the business or organization's federal government past performance reports and response efforts. An email address is required. Both upper and lower cases are acceptable for all email addresses. This POC and contact information is optional and, if entered, will be publicly displayed on the CCR Inquiry web site. All contact methods are mandatory.

\* **Electronic Business POC:** The EB POC is the person in the business or organization responsible for authorizing individual personnel access into federal government electronic business systems [e.g., Electronic Document Access (EDA), Wide Area Workflow (WAWF)]. POC and contact information is mandatory. This information will be publicly displayed on the CCR Inquiry web site. All contact methods are mandatory. Visit WAWF at <https://wawf.eb.mil/vreg.htm#Step2> to view detailed information on EB POC responsibilities for WAWF.

As of May 7, 2008, registrants are required to annually validate that POC information is still correct.

\* **Marketing Partner ID Number (MPIN):** This is a self-created access code that will be shared with authorized partner applications [e.g., Past Performance Information Retrieval System (PPIRS), Online Representations and Certifications Application (ORCA), etc.]. The MPIN is used to access these other systems, and you should guard it as such. The MPIN must contain nine characters, at least one alpha and one numeric character each. It should not contain spaces or special characters. For organizations submitting assistance

award (e.g. grant) applications, the MPIN allows the EB POC to approve other individuals within the organization who are authorized to submit applications on the organization's behalf.

## Disaster Response Contractor (DRC) Data Elements

This optional section is for those contractors wishing to do business with the Federal Government, such as the Federal Emergency Management Agency (FEMA) in the event of a natural disaster. When national emergencies or natural disasters such as floods and hurricanes occur, supplies and services need to be procured and rushed to the affected area quickly. To expedite this process, the government needs to establish and maintain a registry of contractors who are willing to provide debris removal, distribution of supplies, reconstruction, and other disaster or emergency relief activities. Collecting this information in CCR provides a means for potential local contractors to identify themselves to the federal agencies during a time of a disaster.

**Bonding Levels:** A "Bond" is a written instrument executed by a bidder or contractor (the "principal") and a second party (the "surety" or "sureties") to assure fulfillment of the principal's obligations to a third party (the "obligee" or "Government") identified in the bond. If the principal's obligations are not met, the bond assures payment, to the extent stipulated, of any loss sustained by the obligee. Whether for service type contracts or construction, bonding levels assure the U.S. Government that prospective contractors are capable of fulfilling its requirements.

Additional information about bonds may be found in the Federal Acquisition Regulation (FAR) Part 28, <http://farsite.hill.af.mil/vffara.htm>.

If your company is from an industry that normally does not require bonding in order to bid on contracts, please leave the Bonding Level section blank.

When entering Bond Levels, you may enter any or all fields. They are not dependent on each other.

Additional information on FEMA disasters may be found at:  
<http://www.fema.gov/hazard/index.shtm>.

**Geographic Area Served:** The Geographic Area Served is the State, County, Congressional District, and/or Metropolitan Statistical Area where the vendor provides or delivers products and/or services. This information is collected to identify prospective contractors which can deliver emergency supplies and services needed in a specific disaster area. Additional information on Metropolitan Statistical Areas may be found at <http://www.whitehouse.gov/omb/bulletins/fy2007/b07-01.pdf>.

When entering your Geographic Area, you are stating the FEMA declared disaster area for which you will be able to provide disaster response services. That is, your organization

can go and work as a contractor where there is a declared disaster area, for example, the areas affected by hurricane Katrina.

If you select "Any State", two states, or three states, you cannot enter any other Geographic Area Served. If you select one state, you can enter up to three counties and three Metropolitan Statistical Areas (MSAs). Counties and MSAs are dependent on the state that you choose.

## **Electronic Data Interchange (EDI)**

This is an optional section for those doing business through EDI. If you have questions about doing business through EDI, please contact your local [Procurement Technical Assistance Center \(PTAC\)](http://www.dla.mil/db/procurem.htm) (<http://www.dla.mil/db/procurem.htm>).

**EDI Contact Information:** If you are registering as an EDI-capable business or organization, please provide an EDI Point of Contact here.

## **Online Representations and Certifications (ORCA)**

To submit offers on solicitations, you must register in ORCA. Please allow 48 hours after your new CCR record to become active and then visit the [ORCA Application](https://orca.bpn.gov) at <https://orca.bpn.gov> to enter the information electronically. If you have changed items in CCR that may affect your ORCA record, please allow 48 hours for your changes in CCR to become effective and then visit ORCA to complete this update.

## Appendix A – CCR Welcome Email

Subject: Central Contractor Registration (CCR) Welcome to CCR

Dear CCR Registrant:

Congratulations! Your registration in the Central Contractor Registration (CCR) system has been accepted.

To view the status of your registration or to obtain your CAGE Code, you may go to <http://www.ccr.gov/> at any time and select "Search CCR". Simply type in your DUNS number, select "List all vendors", and then click "Search" to view your Trading Partner Profile (TPP).

Or

You may also view the status of your registration or obtain your CAGE Code by going into your user account page and reviewing "Last Action" and "CAGE". Note: If you have chosen to opt out from displaying your company information on the CCR Public Search page, you will have to use this option to review your status.

Please note that you are responsible for the maintenance and accuracy of your registration, and it must be renewed at least annually. You will need to log in to your user account with your user ID and password to update and renew your registration. If you have not set up a user account, you will need to contact the registration's administrator to request a user invitation for access.

If you have questions, contact CCR at 1-888-227-2423. Dial 269-961-5757 for international calls.

Please add our "from" email address, [ccremail@bpn.gov](mailto:ccremail@bpn.gov), to your address book and safe lists to ensure that your CCR email is not blocked by a filter.

Thank you,  
The CCR Group  
[www.ccr.gov](http://www.ccr.gov)

CC-EWE

## **Appendix B – User ID Request**

Subject: CCR User ID Request

Dear <FNAME>,

The User ID is <UNAME>

If you have questions, contact CCR at 1-888-227-2423. Dial 269-961-5757 for international calls.

Thank you,  
The CCR Group  
[www.ccr.gov](http://www.ccr.gov)

CC-UNR



## Appendix C – Reset User ID

Subject: CCR Reset User /<DUNS>

Dear CCR Maintenance User:

Your user profile has been reset in the Central Contractor Registration (CCR). Please click on the link below to re-establish your user profile.

<https://www.bpn.gov/ccr/auth/invite.aspx?invite=<TXTBLK2>>

You may also copy and paste the link into your browser address line to go to CCR to recreate your profile.

If you have questions, contact CCR at 1-888-227-2423. Dial 269-961-5757 for international calls.

Thank you,  
The CCR Group

DUNS <DUNS>

CC-RST

## Appendix D – CCR Renewal Email (30 Days to Expiration)

Subject: Central Contractor Registration (CCR) Expiration Warning

Dear CCR Registrant:

Renewal Notification for DUNS Number: <DUNS>

Your registration in Central Contractor Registration (CCR) is due to expire within 30 days on <DATE>.

To maintain Active status in CCR and to insure continued payments on existing contracts, you must renew your registration. The maintenance and renewal of your registration is your responsibility.

**BEFORE YOU RENEW YOUR REGISTRATION:** Requirements to convert your TPIN to a User ID and password were implemented on December 21, 2008. For instruction on how to convert your TPIN to a user account, please take a moment to watch this video tutorial <http://www.acquisition.gov/CCRStrongPassword.wmv>. You may also use our FAQ's to learn more about this process at <http://www.ccr.gov/FAQ.aspx#accounts>.

**HOW TO RENEW YOUR REGISTRATION:** Once you have converted your TPIN to a User ID and password, access the CCR web site at <http://www.ccr.gov/>, and then click on "Update or Renew Registration" on the left side of the page. Select the appropriate entity; then click on "Continue". Enter your User ID and password, and click on "Log In". Your CCR User ID and password are required for accessing your registration and making changes and renewals. Make any necessary updates. When satisfied with entries, click on the "Validate/Save Data" button to process.

For assistance, contact the Procurement Technical Assistance Center (PTAC) at <http://www.dla.mil/db> or the Small Business Administration (SBA) office in your area.

If you have questions, contact CCR at 1-888-227-2423. Dial 269-961-5757 for international calls.

Thank you,  
The CCR Group  
[www.ccr.gov](http://www.ccr.gov)

CC-E30

## Appendix E – Expired Email

Subject: Central Contractor Registration (CCR) Expiration Notice

Dear CCR Registrant:

Your registration in the Central Contractor Registration System has expired on <DATE>.

**BEFORE YOU RENEW YOUR REGISTRATION:** Requirements to convert your TPIN to a User ID and password were implemented on December 21, 2008. For instruction on how to convert your TPIN to a user account, please take a moment to watch this video tutorial <http://www.acquisition.gov/CCRStrongPassword.wmv>. You may also use our FAQ's to learn more about this process at <http://www.ccr.gov/FAQ.aspx#accounts>.

**HOW TO RENEW YOUR REGISTRATION:** Once you have converted your TPIN to a User ID and password, access CCR at <http://www.ccr.gov/>, and then click on "Update or Renew Registration" on the left side of the page. Select the appropriate entity; then click on "Continue". Enter your User ID and password, and then click on "Log In". Your CCR User ID and password are required for accessing your registration and making changes and renewals. On your User Account page, select Update/Renew for the registration you wish to renew. Make any necessary updates. When satisfied with entries, click on the "Validate/Save Data" button to process.

For assistance, contact the Procurement Technical Assistance Center (PTAC) at <http://www.dla.mil/db> or the Small Business Administration (SBA) office in your area.

If you have questions, please contact CCR at 1-888-227-2423. Dial 269-961-5757 for international calls.

Thank you,  
The CCR Group  
[www.ccr.gov](http://www.ccr.gov)

CC-EXP

## Appendix F – Maintenance User Reset Email

Subject: Central Contractor Registration (CCR) Maintenance User profile Reset

Dear CCR Maintenance User:

Your user profile has been reset in the Central Contractor Registration (CCR). Please click on the link below to re-establish your user profile.

<https://www.bpn.gov/ccr/auth/invite.aspx?invite=<TXTBLK2>>

You may also copy and paste the link into your browser address line to go to CCR to recreate your profile.

If you have questions, please contact CCR at <http://www.ccr.gov/contactccr.aspx> or telephone at 1-888-227-2423. Dial 269-961-5757 for international calls.

Thank you,  
The CCR Group

## Appendix G – New User Account, New Registration

This email was sent by an automated administrator. Please do not reply to this message.

Dear CCR User:

Congratulations, you have successfully created a CCR user account, and you are the administrator of this registration. If you do not wish to add additional users to this registration, no further action is required. However, you can now invite an additional administrator as well as maintenance users.

Administrators can update any of the data within the registration. The CCR Primary or Alternate POC in the CCR registration would be an appropriate person to invite as an administrator. Maintenance users can update all data within the CCR Registration except the CCR Primary and Alternate POCs.

To invite an administrator or maintenance user:

1. Go to [www.ccr.gov](http://www.ccr.gov) and click on Update or Renew Registration.
2. Select the appropriate entity and click on “Continue”.
3. On the Update/Renew page scroll down to User Account Login and click on “User Account Login”.
4. Enter your user ID and password and click on “Log In”.
5. On your User Account page within the CCR registrations linked to your account section and under Manage Users, click on “Users”.
6. In the Add User area, read the instructions and then select the appropriate Access Level within the drop-down box.
7. Enter the valid email address of the administrator or maintenance user.
8. Confirm the email address and then click on “Add User”.
9. The invited user is sent an email with instructions for completing the process.

If you have questions regarding your registration or creating and maintaining user accounts, please access the CCR website at [www.ccr.gov](http://www.ccr.gov) and click on Help. You can view the CCR User Guide, Frequently Asked Questions, or the User Account Guide.

Thank you,  
The CCR Group

CC-UMN

## Appendix H – New User Account, Update

This email was sent by an automated administrator. Please do not reply to this message.

Dear CCR User:

Congratulations, you have successfully created a CCR User Account, and you are the administrator of this registration. Your user ID and password login has replaced the Trading Partner Identification Number (TPIN). Your TPIN is no longer valid. If you do not wish to add additional users to this registration, no further action is required. However, you can now invite an additional administrator as well as maintenance users.

Administrators can update any of the data within the registration. The CCR Primary or Alternate POC in the CCR registration would be an appropriate person to invite as an administrator. Maintenance users can update all data within the CCR Registration except the CCR Primary and Alternate POCs.

To invite an administrator or maintenance user:

1. Go to [www.ccr.gov](http://www.ccr.gov) and click on Update or Renew Registration.
2. Select the appropriate entity and click on “Continue”.
3. On the Update/Renew page scroll down to User Account Login and click on “User Account Login”.
4. Enter your user ID and password and click on “Log In”.
5. On your User Account page within the CCR registrations linked to your account section and under Manage Users, click on “Users”.
6. In the Add User area, read the instructions and then select the appropriate Access Level within the drop-down box.
7. Enter the valid email address of administrator or maintenance user.
8. Confirm their email address and then click on “Add User”.
9. The invited user is sent an email with instructions for completing the process.

If you have questions regarding your registration or creating and maintaining user accounts, please access the CCR website at [www.ccr.gov](http://www.ccr.gov) and click on Help. You can view the CCR User Guide, Frequently Asked Questions, or the User Account Guide.

Thank you,  
The CCR Group

CC-UMM

## Appendix I – POC Notification

This email was sent by an automated administrator. Please do not reply to this message.

Dear CCR User,

<NAME> has created a CCR user account (user ID and password) for your CCR registration and has been designated as an administrator for your CCR registration. This administrator has full access privileges to all the fields in your CCR registration. The user ID and password have replaced the Trading Partner Identification Number (TPIN). You can no longer access your CCR registration with the TPIN.

In order for you to create your user account and access your registration, you must receive an email invitation from the administrator. The email will contain a link with instructions to complete the process. Please contact the administrator listed above at <NAME email address> if you would like an invitation.

If you feel that <NAME> should not have created a CCR user account and have access to your CCR registration, please contact CCR at 1-888-227-2423. Dial 269-961-5757 for international calls.

Thank you,  
The CCR Group  
[www.ccr.gov](http://www.ccr.gov)

CC-TVC