

User Account Guide

Your user ID and password will replace your Trading Partner Identification Number (TPIN) as the method of logging into your Central Contractor Registration. Once a user account is created, you may invite an Administrator as well as Maintenance Users. Administrators have the ability to update and renew the registration with no restrictions. Maintenance Users have the ability to update and renew the registration but cannot change the CCR Primary or Alternate POCs.

Below are step-by-step instructions for:

1. [Creating a User Account—for users who currently have a TPIN or Confirmation Number](#)
2. [Creating a User Account—for new users](#)
3. [Adding an Administrator and/or Maintenance User to a registration](#)
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*Please Note: Passwords will now expire every 60 days per security policy.

1. Creating a User Account—for users who currently have a TPIN or Confirmation Number:

- Start from the homepage <http://www.ccr.gov/>.
- Select “Update or Renew Registration”.
- Select the appropriate entity and click “Continue”.
- Use TPIN or Confirmation Number log in and enter your DUNS and TPIN or Confirmation Number.
- Select “Log in”.
 - ❖ A message is displayed confirming that your login is correct and prompting you to select the appropriate option to link your registration to a user account.
 - ❖ An option to create a new user account is also displayed.
- Click on “Create New User Account”.
- Type in your email address, then select “next”.
 - ❖ The Create your User Account page is displayed. You will be prompted to create a user ID and password. Instructions for both are listed on that page. When satisfied with entries, click “Next”.
 - ❖ Once you create your user ID and password and click “Next”, CCR verifies that the password meets the criteria given and that the user ID has not already been

used. If one of the fields fails verification, you will be given a message prompting you to create a different user ID or password.

- Click “Next”. If the user ID and password you create meet the criteria, the “Account Information” page is displayed.
- Enter your name and contact information. Note that User ID, First & Last Name, Phone number, and Email are all mandatory fields.
- Upon completing your account information, select “Next”.
- Now you will be prompted to create security questions.
- Use the drop-down option to select a question; enter the answer in the box to the right; and then click “Add Security Question”.
- Repeat this process until you have at least five questions-answer sets. Then click on the “Next” button.
- A message is displayed prompting you to save the user account information and continue creating or editing your Trading Partner Profile or annual validation.
- Click on “Next”.
- Your registration is displayed and ready for you to update and renew.

2. Creating a User Account—for new users:

- Start from the homepage <http://www.ccr.gov/>.
- Select “Start New Registration”.
- Select the appropriate entity and click “Continue”.
- Read the instructions, and then click “Continue with Registration”.
- Enter your DUNS Number and click on “Next”.
- Enter company information (Legal Business Name & Physical Street Address), and click “Next”.
- If the D&B data is correct, click “Accept/Continue”.
- ❖ . Log in or create a new user account options are displayed.
- Click “Create User Account”.
- The Create Your User Account page is displayed. Enter a user ID and password. Instructions for both are listed on the page. Click on “Next”.
- ❖ . Once you create your user ID and password and click “Next”, CCR verifies that the password follows the required criteria and that the user ID has not already been taken. If one of the fields fails verification, a message is displayed prompting you to create a different user ID or password.
- If the user ID and password you create meet the criteria, the Account Information page is displayed.

- Enter your name and contact information. Note that User ID, First Name, Last Name, Phone number, and Email are all mandatory fields.
- Upon completing your account information, select “Next”.
- Now you will be prompted to create security questions.
- Use the drop-down option to select a question; enter the answer in the box to the right; and then click “Add Security Question”.
- Repeat this process until you have at least five questions-answer sets. Then click on the “Next” button.
- A message is displayed prompting you to save the user account information and continue creating or editing your Trading Partner Profile or annual validation.
- Click on “Next”.
- A “New Registration” screen is displayed. Click “Continue”.
- Next, the CCR registration instructions page is displayed. Read the information, and then click “Continue”. The first page of your registration, General Information, is displayed.

3. Adding an Administrator or Maintenance User to a Registration:

- Once you receive the email from CCR letting you know you can now invite users, log in to CCR and start at your User Account page.
- Under the “CCR Registrations linked to your account” section, click on the "Users" link for the registration you wish to add a maintenance user to.
- Under the “Add User” section, select the “Access Level” drop-down menu list and select the type of user you would like to add (e.g., Administrator or Maintenance) depending on the level of access the user requires.

****Note:** Administrators have the ability to update and renew the registration with no restrictions. Maintenance Users have the ability to update and renew the registration but cannot change the CCR Primary or Alternate POCs.

- Enter the email address for the person you wish to invite. Enter the email address again in the Confirm Email field. Click on “Add User”.
- The individual to whom the invitation has been sent is now listed in the “Pending Invitations” section.
- Once the invited user has accepted the invitation and created a user account, his or her name is shown under the “Users assigned to this registration” section with the user type listed as Administrator or Maintenance.
- Multiple users may be assigned to a registration.

4. Removing an Administrator or Maintenance User from a Registration:

- An Administrator may remove any user from a registration. Start at your User Account page and click the “Users” link for the appropriate registration.
- Next, select the “Remove” link next to that user's name in the Users assigned to this registration section. The user's user account is immediately removed from the registration.

5. Linking a DUNS Number to a User Account:

- One or multiple registrations can be added to a user account.
- Start at the User Account page.
- Under “Add an existing registration to your profile” section, enter the DUNS number and click “Next”.
- Enter the TPIN for that registration and click “Next”. The DUNS number will now be listed on your User Account page.

*Note: Once you have completed or updated your registration and it becomes active, you will receive an email letting you know that you are now able to invite additional users to the registration. Invitations can be sent from the “User Account” page.

**Note: If the DUNS and TPIN that you are trying to enter have already been used to create a user account, the TPIN will not be valid. You will have to request access to that registration from one of the Administrators.

**STILL HAVING PROBLEMS? WANT TO AVOID CALLING THE HELP DESK?
CLICK [HERE](#) TO SEE THE MOST COMMON USER ID & PASSWORD
QUESTIONS AND ANSWERS.**