



## Chapter 3—FederalReportingPIN - FRPIN

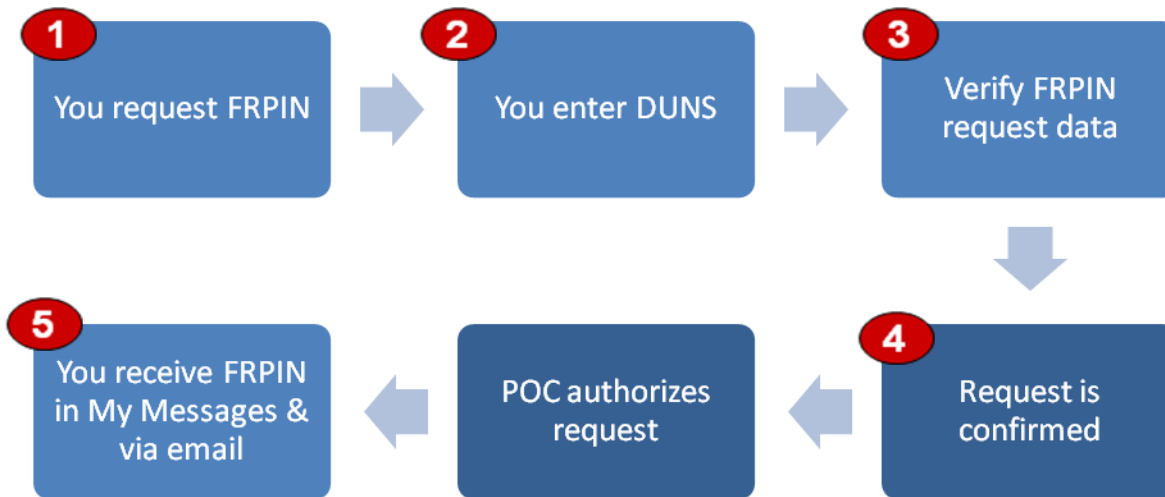
Only recipients need FRPINs to report.

### What is an FRPIN?

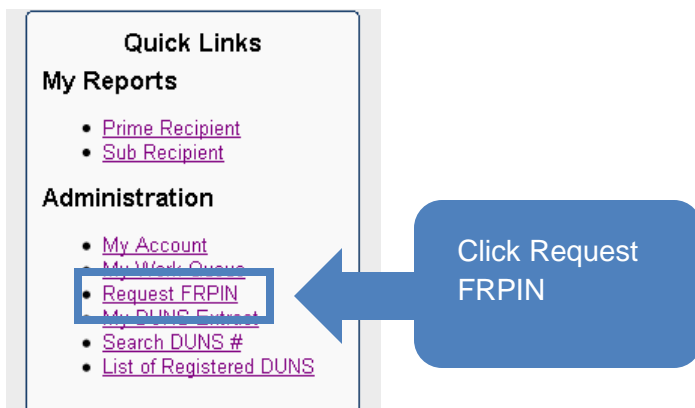
When you register, you are asked to provide your organizational DUNS number. For each DUNS number for which you are reporting, you need a 9-digit FRPIN in order to submit your report. If you are reporting for six (6) DUNS Numbers, you will need six (6) FRPINs. The FRPIN is provided to your organization’s POC who serves as your DUNS administrator or who delegates that responsibility to another person in your organization.

### How do I get the FRPIN?

The chart below illustrates steps involved to request and receive a FRPIN.



### Step 1: Request FRPIN



In the Quick Links box on the home page, under Administration, click “Request FRPIN.”



### **Step 2: Enter DUNS number**

Enter the first DUNS number for which you are reporting. Click “OK.”

### **Step 3: Verify your FRPIN request**

Review the information as you have entered it and click on “Request FRPIN” or “Go Back” to make changes. The “Request FRPIN” will take you back to the Request FRPIN screen. If you are reporting for multiple DUNS numbers, you need to enter each DUNS number to request unique FRPINs for each. Continue Steps 2 and 3 until you have entered all DUNS numbers for which you will be reporting.

When you have completed the verification, the POC or DUNS administrator for that DUNS number will receive an email regarding your request. The POC or DUNS administrator will approve or deny the FRPIN request.

### **Step 4: Request Confirmed**

You will receive confirmation that your FRPIN request has been sent.

### **Step 5: Receive FRPIN**

When the POC and/or DUNS administrator approves your request for FRPIN, you will receive the 9-digit FRPIN number via your My Messages inbox as well as your registration email inbox. Keep these messages for future reference at the time of reporting.

NOTE: System inbox messages will be archived at the end of each reporting cycle. See Chapter 4 for more details.

