ARRA In-bound Recipient Reporting
FederalReporting.gov
Registration Guide
Version 1.0

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Contents

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FederalReporting.gov Registration Quick Start Guide

FederalReporting.gov is the central government-wide data collection system for Agencies and Recipients of awards under Section 1512 of the Recovery Act. Recipients will access www.FederalReporting.gov in order to fulfill their reporting obligations. Prime Recipients and Sub Recipients are required to submit data on a quarterly basis. Federal Agencies will review quarterly reports.

This Registration Quick Start Guide will walk you through the steps to register as a user of FederalReporting.gov.

Who Needs to Register?

Federal Agency Users—Users from Federal Agencies that award and/or disburse Recovery Act funds must register to track and monitor those awards.

Prime Recipient Users—Users from organizations that receive Recovery Act awards directly from a Federal Agency must register to submit reports. Prime Recipient Users also track and monitor reporting which has been delegated to their Sub Recipients.

Sub Recipient Users—Users from organizations that receive Recovery Act awards from Prime Recipients and who have been delegated to report on Recovery Act projects by the Prime Recipient. If your Prime Recipient will be reporting on your behalf, you will not need to register.

Registration Pre-Requisites—Federal Agency Users

To register as a Federal Agency User, you will need:

1. **Email address**—Federal Agency User must enter their valid email address to register as a user. Federal Agency Users, register with your Federal Agency email only (such as extensions *.gov*, *.mil*, *.fed.us,* or *.si.edu*).

2. **Department / Agency name**—FederalReporting.gov will provide a drop-down menu of the departments/agencies with associated 2-digit Federal Agency code. You will need to select your Federal Agency's appropriate highest level department or agency from the list.

Registration Pre-Requisites—Recipient Users

To register as a Recipient User, you will need:

1. **Email address**—Recipient Users must enter their valid email address to register as a user.

2. **DUNS number**—Recipient Users must know their organization's DUNS number to register. If you need a DUNS number, visit D&B at http://fedgov.dnb.com/webform. DUNS number is required for both Prime Recipients and Sub Recipients.

3. **Central Contractor Registration (CCR)**—*Prime Recipients and Sub Recipients of financial assistance (i.e., grants and loans)* must be registered in CCR. Register with CCR at http://www.ccr.gov.

**To request a DUNS number from Dun & Bradstreet, go to
http://fedgov/dnb.com/webform.**

To register with Central Contractor Registration (CCR), go to http://www.ccr.gov.

In the pages that follow, we provide a step-by-step guide for each type of FederalReporting.gov user: Federal Agency Users, Recipient Users, and Point of Contact/Administrators.

This Quick Start Guide addresses the following steps for registration, logging in, and preparing for the critical reporting process.

- Registration Step By Step—**Federal Agency Users**

- Registration Step By Step—**Recipient Users**

- Registration Process—**Recipient Point of Contact Users**

- Change Your Password

- Recipient User Next Steps – Request FRPIN(s)

(1) Registration Step By Step—Federal Agency Users

Beginning Registration

Go to FederalReporting.gov, the web address for the system. Not yet registered? Click "Register Now" from the window along the left-hand side of the screen.

Registration Information Menu

The menu on the left-hand side of the page provides information about the registration process. Scroll down to find out additional information about the Registration Pre-Requisites.

Step 1: Enter Your Personal Information

Enter your name, email address, and phone number to begin the registration process. Your email address will serve as your User ID for logging in to FederalReporting.gov. Federal Agency Users must use their agency email. (Extension include *.gov*, *.mil*, *.fed.us,* and *.si.edu*. Do not use a personal email such as a yahoo or gmail account).

Once you have completed registration, FederalReporting.gov will email you a temporary password. Therefore, you must use a valid email address to register.

FederalReporting.gov

Home | About | Downloads | FAQ | Help

Enter Personal Information
- First Name
- Last Name
- Email *
- Confirm Email
- Phone Number
- Extension (if needed)

*Email Address will be your User ID for logging in.

Register with FederalReporting.gov
Please enter your personal information and organization information, and click Proceed.

Please note that all fields marked with an asterisk (*) are required fields.

Personal Information

First Name *
Last Name *
Email *
Confirm Email *
Your Email will also be your User ID for signing in.
Phone Number *
Ext

Step 2: Word Verification

Word Verification helps the system verify that the attempt to register is not computer-generated. Registrants should re-type the word as it appears in the box below the word. If you cannot read the word clearly, click "Refresh" to obtain a new word. If you would prefer an audio verification to type rather than a visual picture, click, "Please <u>click here</u> if you require an audio verification."

Step 3: Security Questions

Should you forget your password in the future, you can reset your password. During registration, you will provide answers to 3 security questions. Please select 3 different questions and type your answer below each question. Answers are **not** case-sensitive.

Security Questions
- Select 1st Security Question and type your answer below.
- Select 2nd Security Question and type your answer below.
- Select 3rd Security Question and type your answer below.

ce of letters that only a human is supposed to be able
ow, please click the link for audio verification. If
ct the help desk to register for FederalReporitng.gov.

ire an audio verification.

Security Question 1 * | What is your favorite hobby?
Answer *
Security Question 2 * | What city and state were you born in?
Answer *
Security Question 3 * | What high school did you graduate from?
Answer *

Step 4: Organization Information

In the Organization Information, click the radio button for "Federal Agency User." You will select the Federal Agency Name from the drop-down menu for your highest level Department / Agency.

Organization Information

I represent an/a *

○ Award Recipient
◉ Federal Agency

Federal Agency Name
00 - Legislative Branch

Proceed   Cancel

Organization Information
- Click "Federal Agency User"
- Select your Federal Agency / Department Name from the drop-down

Step 5: Click "Proceed"

Click "Proceed" to start the registration submission process. Select "Cancel" if you want to stop the registration process.

Step 6: Verify Your Information

You will need to verify the Personal Information and Organization Information entered. If the information is correct, select "Register Now." If you need to correct any information, select "Go Back." Select "Cancel" to cancel your registration.

Registration Confirmation

After selecting "Register Now," you will see the Registration Confirmation screen. Your confirmation number is included. You can then check your email to get your temporary password. You will be prompted to change your password upon initial log-in. Press "OK" to return to the Home page.

(2) Registration Step By Step—Recipient Users

Beginning Registration

Go to FederalReporting.gov, the web address for the system. Not yet registered? Click "Register Now" from the window along the left-hand side of the screen.

Registration Information Menu

The menu on the left-hand side of the page provides information about the registration process. Scroll down to find out additional information about the Registration Pre-Requisites.

Step 1: Enter Your Personal Information

Enter your name, email address, and phone number to begin the registration process.
Your email address will serve as your User ID for logging in to FederalReporting.gov.

Once you have completed registration, FederalReporting.gov will email you a temporary password. Therefore, you must use a valid email address to register.

Enter Personal Information
- First Name
- Last Name
- Email *
- Confirm Email
- Phone Number
- Extension (if needed)

*Email Address will be your User ID for logging in.

Step 2: Word Verification

Word Verification helps the system verify that the attempt to register is not computer-generated. Registrants should re-type the word as it appears in the picture in the box below the word. If you cannot read the word clearly, click "Refresh" to obtain a new word. If you would prefer an audio verification to type rather than a visual picture, click, "Please <u>click here</u> if you require an audio verification."

Security Information

The image pictured below is a randomly-generated sequence of letters that only a human is supposed to be able to identify. If you are unable to read the image pictured below, please click the link for audio verification. If audio verification is not a viable alternative, please contact the help desk to register for FederalReporitng.gov.

Please **click here** if you require an audio verification.

Word Verification *
Please type the word appearing in the picture:

Can't read it? <u>Refresh</u>.

deange

Word Verification
- Type the word shown in the field below the picture of the word
- Hit "refresh" to obtain a new word
- Users can select to hear the word using audio verification.

Step 3: Security Questions

Should you forget your password in the future, you can reset your password. During registration, you will provide answers to 3 security questions. Please select 3 different questions and type your answer below each question. Answers are **not** case-sensitive.

Security Questions
- Select 1st Security Question and type your answer below.
- Select 2nd Security Question and type your answer below.
- Select 3rd Security Question and type your answer below.

...ce of letters that only a human is supposed to be able ...ow, please click the link for audio verification. If ...ct the help desk to register for FederalReporitng.gov.

...ire an audio verification.

Security Question 1 * | What is your favorite hobby?
Answer *
Security Question 2 * | What city and state were you born in?
Answer *
Security Question 3 * | What high school did you graduate from?
Answer *

Step 4: Organization Information

In the Organization Information box, click the radio button for "Award Recipient."

Next, enter the DUNS number for your organization. For Award Recipients, it is important to use the DUNS number which appears on your award document. If no DUNS number is shown on the award document, check your original application for award and determine if the DUNS number was provided on that document. If you are still uncertain of the DUNS number on file with your Federal Awarding Agency, contact your Federal Awarding Agency.

Organization Information

I represent an/a *

- ⦿ Award Recipient
- ○ Federal Agency

Organization Information
- Click "Award Recipient"
- Type the DUNS # from your award document as your organization identifier

Federal Agency Name

00 - Legislative Branch

DUNS # *

Proceed   Cancel

Step 5: Click "Proceed"

Click "Proceed" to start the registration submission process. Select "Cancel" if you want to stop the registration process.

Step 6: Verify Your Information

You will need to verify the Personal Information and Organization Information entered. If the information is correct, select "Register Now." If you need to correct any information, select "Go Back." Select "Cancel" to cancel your registration.

Registration Confirmation

After selecting "Register Now," you will see the Registration Confirmation screen. Your confirmation number is included. You can then check your email to get your temporary password. You will be prompted to change your password upon initial log-in. Press "OK" to return to the Home page.

(3) Registration Process—Recipient Point of Contact Users

Each recipient organization has already defined points of Contact within the Central Contractor Registration (CCR) database. FederalReporting.gov will use this same Point of Contact (POC) as published in CCR. The POC helps to validate that each user reporting on behalf of a Recipient organization is authorized to submit on that organization's behalf.

FederalReporting.gov will automatically create a POC User within the system. The POC User for FederalReporting.gov will be the same individual(s) named within the organization's CCR registration.

When a Recipient User for a given organization registers for FederalReporting.gov, presenting the organization DUNS number, FederalReporting.gov will automatically create the User ID for the POC User. FederalReporting.gov sends an email to the POC User with the temporary password and FederalReporting.gov PIN (FRPIN) for the organization. All users submitting reports on behalf of that organization (as defined by DUNS number) will need to provide the FRPIN number at the time of report submission.

Use of FRPIN allows FederalReporting.gov to validate that an individual is authorized to submit for that Recipient.

When the POC User logs on to FederalReporting.gov for the first time, s/he will be prompted to change the password.

The POC User can optionally review Recipient Users who have registered for the organization and deny access in the case that an exception or issue is identified.

For more information, see the document entitled **"FederalReporting.gov Point of Contact User Guide – Registration and Next Steps."**

(4)   Change Your Password

You've registered at FederalReporting.gov. You've received your temporary password via email. Now you need to change your password to a secure password which you will remember in order to access the system.

FederalReporting.gov Terms and Conditions

Upon entering your User ID and password, you will see the Terms and Conditions message. Please read the Terms and Conditions and click "Accept" or "Decline."

Change Password

Before logging on, you need to change your password. Enter your assigned temporary password in "Old Password." Then type in a new password. Re-type the password to confirm. Once you have entered the data, click "OK."

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Change Password

Your registration is complete. Before logging on, you must change your password.

Old Password

New Password

Confirm New Password

OK

Password Requirements

Accessibility | Contact Info | Copyright Informa

Your new password must meet the following criteria:

- Must be between 8 and 32 characters.
- Must contain at least one alpha character.
- Must contain at least one numeric character.
- Must contain at least one special character.
- Cannot be the same as your current (old) password.

(5)   Recipient User Next Steps—Request FRPIN(s)

Now that you have registered as a Recipient User, you will need to identify each DUNS number for which you will be reporting.

Recipient Users will not be able to report without entering the FRPIN.

What is an FRPIN and why do I need it?

When you register as a user of FederalReporting.gov, you are asked to provide your organizational DUNS number. By providing just one DUNS number, you are automatically associated with your organization for registration purposes.

However, your organization may have received multiple ARRA awards under multiple DUNS numbers. Therefore, you will need to identify each DUNS number for which you will be reporting.

For each DUNS number for which you will be reporting, you will need a FederalReporting PIN (FRPIN) to submit your report. FederalReporting.gov assigns each DUNS number a unique FRPIN. The FRPIN is a 9-digit number created by FederalReporting.gov. The FRPIN is provided to your organization point of contact (POC) as listed in the Central Contractor Registration (CCR) database. That point of contact will serve as your DUNS administrator or will delegate that responsibility to another person in your organization. [1]

When you submit your report, the FRPIN lets us know that you are authorized to report on behalf of your organization.

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[1] If your organization is not registered in CCR, FederalReporting.gov will serve as your System Administrator and provide the FRPIN. You will only be able to receive the FRPIN for the DUNS number you entered at point of registration.
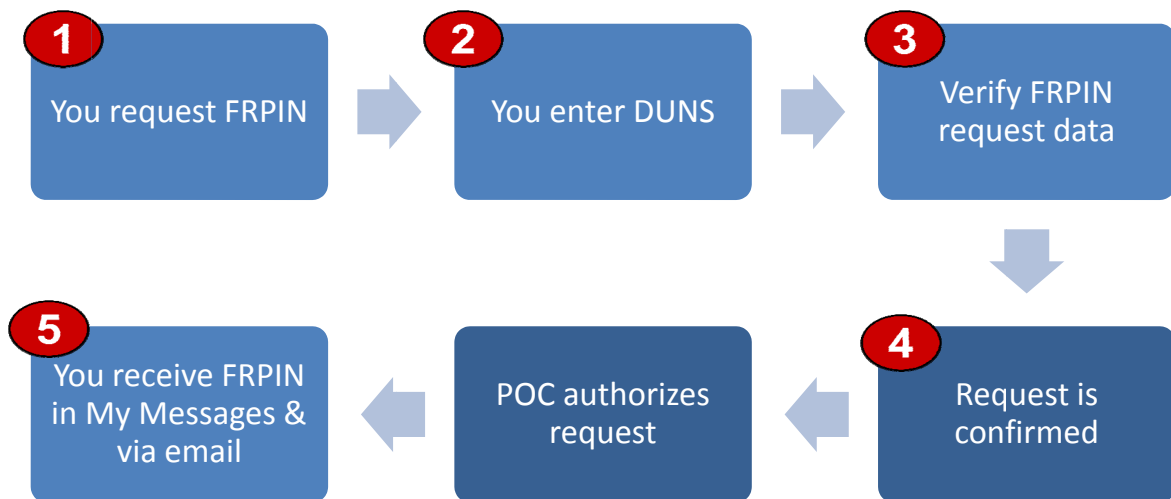
How do I get the FRPIN?

Each DUNS number will be assigned a unique 9-digit FRPIN. You will need the FRPIN associated with each DUNS number for which you will report. If you are reporting for more than one DUNS number, you will have more than one FRPIN. You must remember which FRPIN is associated with a given DUNS at the time of reporting.

This allows FederalReporting.gov to know that you are authorized to report for that DUNS.

FederalReporting.gov helps you obtain the FRPIN in just a few simple clicks upon successful registration.

1 You request FRPIN → **2** You enter DUNS → **3** Verify FRPIN request data

↓

5 You receive FRPIN in My Messages & via email ← **4** POC authorizes request ← **4** Request is confirmed

By entering each DUNS, you will automatically request the FRPIN for that DUNS number.

In order to submit reports on behalf of a given DUNS number, you must obtain the FRPIN associated with that DUNS.

Step 1: Request FRPIN

From Quick Links, under "Administration," click "Request FRPIN" to begin the FRPIN Request process.

Under Administration in the Quick Links menu, click "Request FRPIN."

Step 2: Enter DUNS number

For each DUNS number for which you will be reporting, you will need to request the associated FRPIN. Start by entering the first DUNS number for which you will report. Once you have entered the DUNS number, click OK.

Step 3: Verify Your FRPIN Request

FederalReporting.gov presents the information regarding the DUNS number for which you have requested FRPIN. This allows you to verify that you have correctly entered the DUNS number.

The system automatically takes you back to the Request FRPIN screen. If you are reporting for multiple DUNS numbers, you will need to enter each DUNS number to request each unique FRPIN.

Continue through Steps 2 and 3 until you have entered all DUNS numbers for which you will be reporting.

Behind the scenes, FederalReporting.gov is contacting the Point of Contact or DUNS Administrator for that DUNS number. The POC and/or DUNS Administrator are notified via email and system inbox (My Messages) of your request for the FRPIN. The POC or DUNS Administrator will approve or deny the FRPIN request.

When approved, FederalReporting.gov will send the FRPIN to your email and system inbox (My Messages).

Step 4: Receive Confirmation

FederalReporting.gov will confirm that your FRPIN request has been sent.

Step 5: Receive FRPIN

Once the POC and/or DUNS Administrator has approved your request for FRPIN, you will receive the 9-digit FRPIN number. You will receive a message from the system in your My Messages inbox within FederalReporting.gov. You will also receive an email to your email inbox. Remember to keep these messages for future reference at the time of reporting.

Need help with registration?
Contact us at 1-877-508-7386 or support@FederalReporting.gov.
Provide your name and confirmation number, if available.

FederalReporting.gov is the central government-wide data collection system for Federal Agencies and Recipients of Federal awards under Section 1512 of the Recovery Act. Recipients will access www.FederalReporting.gov in order to fulfill their reporting obligations. Federal Agencies, Prime Recipients and Sub Recipients are required to submit data on a quarterly basis for awards under the Recovery Act.

Through www.FederalReporting.gov, Recipients and Federal Agencies will have the ability to:
- Register for the site and manage their account(s)
- Submit reports
- View and comment on reports (if the user represents a Federal Agency or Prime Recipient)
- Update or correct reports when appropriate

Only registered Federal Agency and Recipient users will be able to submit and/or review data through FederalReporting.gov.

The general public will be able to view reporting data via www.Recovery.gov.