



Chapter 2—Registration

Important information for award recipients and federal agencies

Award Recipients – To register you must have:

1. A valid email address – this will be your User ID
2. A DUNS number – If your organization doesn't have a DUNS number, visit Dun & Bradstreet at <http://fedgov.dnb.com/webform>
3. Central Contractor Registration – All prime recipients and all sub-recipients of grants and loans must be registered in CCR. To register, go to <http://www.ccr.gov>.

NOTE: Allow up to two weeks for the CCR registration process.

Federal Agencies – Only federal awarding agencies need to register. You need the following:

1. A valid email address with a gov, mil, fed.us, bia.edu, bie.edu, or si.edu extension – this will be your User ID.
2. Department/Agency name and associated 2-digit federal agency code

**The email address you use to register is your User ID
for logging into FederalReporting.gov.**

Who must register?

- Award Recipients
 - Any organization or entity that has received \$25,000 or more in a federal grant or loan under the Recovery Act
 - Any organization or entity that has received a federal contract funded by the Recovery Act.
- Federal Awarding Agencies
 - Any individual submitting or reviewing reports on behalf of a federal agency or an award recipient must register.

Who does not need to register?

- Sub-recipients of prime recipients who are federal contractors.
- Sub-recipients whose prime recipients are reporting for them.
- Individuals

Recipient Registration Process

- From the home page, click on “Register Now” to go directly to the Registration Page.



- Read the information in the left sidebar to verify that you have met all the registration prerequisites.

- Answer the three security questions. If you forget your password, you will be able to reset it using these security questions. In the Organization Information box, select Award Recipient. Fill in the DUNS Number. Proceed to the Personal Information page.
- Fill in your personal information. You must complete all fields with an asterisk.
- Verify the Personal Information or "Go Back" to make changes. (Clicking "Cancel" will return you to the home page.)
- Click "Register Now" to see the Registration Confirmation screen with your confirmation number. Click "OK" to return to the home page.
- You will receive an email with your temporary password. You will be prompted to change your password upon initial log in.

NOTE: See Chapter 3 for directions on How to Request the FRPIN needed for reporting.



Recipient Point of Contact (POC) Registration Process

- When the first user from an organization registers with a specific DUNS number, the Government Business Primary Point of Contact and Electronic Business Primary Point of Contact listed in CCR are automatically registered at FederalReporting.gov. Each will receive an email notification that includes a temporary password.
- However, if you are both reporting on behalf of a DUNS number and the POC listed in CCR, you will need to follow the registration steps for Recipient Registration. Upon successful registration, FederalReporting.gov will automatically recognize you as a Government Business Primary Point of Contact or Electronic Business Primary Point of Contact.

NOTE: See Chapter 4 for details on POC/DUNS Administrator

Federal Awarding Agency Registration Process

- On the home page, click "Register Now" to go directly to the Registration page.
- Answer the three security questions. If you forget your password, you will be able to reset it using these security questions. In the Organization Information box, click on "Federal Agency," and choose the correct agency name from the drop-down menu. Fill in the DUNS Number. Proceed to the next page.
- Fill in the Personal Information section. You must complete all fields with an asterisk.
- Verify the Personal Information or "Go Back" to make changes. (Clicking "Cancel" will return you to the home page.)
- Click "Register Now," to see the Registration Confirmation screen with your confirmation number.
- You will receive an email with your temporary password. You will be prompted to change your password upon initial log in.