



Chapter 4—Point of Contact and DUNS Administrator

In this chapter:

- *POC Responsibilities*
- *Assigning a DUNS administrator*
- *POC Administrative Functions*

This chapter explains the responsibilities of Recipient Point of Contact (POC) and how a POC can share some of those responsibilities by assigning the role of DUNS administrator to someone else in his/her organization. Points of Contact and DUNS administrators are applicable to recipients only.

Recipient Point of Contact (POC)

The defined POC for each recipient organization for FederalReporting.gov is the same as the Government Business Primary Point of Contact and the Electronic Business Primary Point of Contact designated in the Central Contractor Registration (CCR) database.

You may be automatically registered as a Point of Contact for FederalReporting.gov if a recipient registers with the DUNS number for which you are the POC. FederalReporting.gov identifies you as the POC from CCR and automatically creates a profile for you when the first individual with a given DUNS number completes registration at FederalReporting.gov.

You will receive an email with all the registration information including a temporary password and the FederalReportingPIN (FRPIN) for the particular DUNS number.

An individual may serve as a POC for multiple DUNS numbers.

An individual may serve as a POC for multiple DUNS numbers. Click “View My DUNS” in the Administration area in the Quick Links box to see the information about each DUNS number for which you serve as POC. The CCR Search Results section shows the DUNS Number, associated Business Name, Doing Business As (DBA name, if applicable); and the FRPIN associated with that DUNS number

Recipient Point of Contact Responsibilities

The Recipient POC performs all the reporting and review functions of any recipient. In addition, the POC also:

- Assigns DUNS administrator
- Removes a user from a DUNS organization
- Approves or denies FRPIN requests
- Resets/changes FRPIN



DUNS administrator

In order to decrease the administrative burden on an organization's recipient POC, a POC for a given DUNS number can share that responsibility with one other individual in his/her organization by assigning that person to be a DUNS administrator.

- The person assigned as the DUNS administrator must already be registered at FederalReporting.gov.
- The person can serve as DUNS administrator for only one DUNS number. If your organization has more than one DUNS number, you need to assign different DUNS Administrators for each DUNS number.

DUNS Administrator Responsibilities



- Remove a user from a DUNS organization
- Approve FRPIN in response to user request
- Deny FRPIN in response to user request
- Reset/change FRPIN

POC Administrative Functions

As the POC, you will perform all administrative functions through the Quick Links box on the home page. Use the four links below:

- **User Administration**
 - How to Search for users associated with organizations for which you are the POC.
 - On the User Administration page, you can search for organizations that you are the POC for by User ID (email address), Last Name, and DUNS number.
 - If your organization includes many individuals who will register at FederalReporting.gov under a given DUNS number, you may wish to search by Last Name or User ID.
 - If you are a POC for multiple DUNS numbers, you can also search by DUNS number.
 - How to Assign/Revoke a DUNS administrator -- The individual assigned as a DUNS administrator must be registered as a FederalReporting.gov user and must be a member of the DUNS organization. Only an individual who is listed as a member of that DUNS organization shown in My Accounts can serve as the DUNS administrator for that DUNS number.
 - Click on "User Administration" in the Quick Links box.
 - On the User Administration page, click on "Add DUNS Administrator" 🗑️ in the row of the User ID you have selected as your choice for DUNS administrator. A message will ask "Do you want to grant DUNS Administrator abilities to...?"
 - Click "OK." You will note that the 🗑️ next to the person's User ID changes to "Revoke DUNS Administrator."
 - Should you wish to revoke DUNS administrator role for this individual, click on "Revoke DUNS Administrator" and follow the steps.



- o How to Remove a User from a DUNS group -- When a user registers with a given DUNS number, that user automatically becomes a member of that DUNS organization group. From time to time, you may need to remove a user from your DUNS organization group. For example, if an individual is no longer employed by your organization. By removing a user from your DUNS organization group, you remove that user’s ability to submit or view reports associated with any DUNS number.
 - Click on "User Administration" in the Quick Links box on the home page.
 - On the User Administration page, click "Edit DUNS Organization"  next to the User ID of the person you wish to remove. You will be directed to the Edit Group Membership page where all the DUNS groups associated with the particular User ID are displayed.
 - Click "Remove User .
 - The system asks, “Are you sure you want to delete?”
 - Click “OK.”

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Hello, Mary Smith
(Point of Contact)

[You have 1 unread messages.](#)

Logoff

Thank you for registering with FederalReporting.gov. Reporting via this website is scheduled to begin on October 1st 2009.

Quick Links Administration

- [User Administration](#)
- [View My DUNS](#)
- [My Account](#)
- [My Work Queue](#)

Download Templates

Microsoft Excel

XML Schema

User Administration

Search Filters

User ID

Last Name







Confirmation Number

DUNS Number

Search

Search Results

4 users found, displaying all users

	User ID			
 	James_work_email@yahoo.com	James	Taylor	001009872
 	hnsmith4mycompany@gmail.com	John	Smith	001009872
 	mastersjill1234@aol.com	Jill	Masters	001009872
 	andrajling1977@aol.com	Sandra	Ling	001009872

• Click the icon in left column to toggle the Add/Revoke DUNS Administrator Function

• Click the icon in the right column to Add/Remove User from DUNS Organization



- **View My DUNS**

A POC may be listed in CCR as the Government Business Point of Contact or Electronic Business Point of Contact for multiple DUNS numbers. A POC can potentially serve as POC for multiple DUNS in CCR. For each DUNS number for which a user registers, FederalReporting.gov will automatically create a POC user within FederalReporting.gov based upon that DUNS number’s POCs in CCR. As such, a user may serve as POC for multiple DUNS numbers in FederalReporting.gov. To view the DUNS numbers for which you serve as POC:

- o Click “View my DUNS” in the Quick Links box the home page to go to the My DUNS page with the DUNS numbers and associated Business Name and FRPIN.
- o To the right of each FRPIN is the Reset FRPIN icon . This allows the Point of Contact or DUNS Administrator reset the 9-digit FRPIN.

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My DUNS

CCR Search Results

DUNS	Business Name	DBA	PIN
001003748	STERLINGWEAR OF BOSTON, INC.		572983510
001003750	ROLLING STONE LANDSCAPING		700987585
001009872	UNITED RENTALS, INC.	UNITED RENTALS	805652602


- **My Account**

- o Manage personal and organization information
 - Receive email in My Messages inbox
 - NOTE: System inbox messages will be archived at the end of each reporting cycle. For example, at the beginning of the October reporting cycle, inbox messages from the July reporting cycle will be archived and will no longer appear in the inbox.

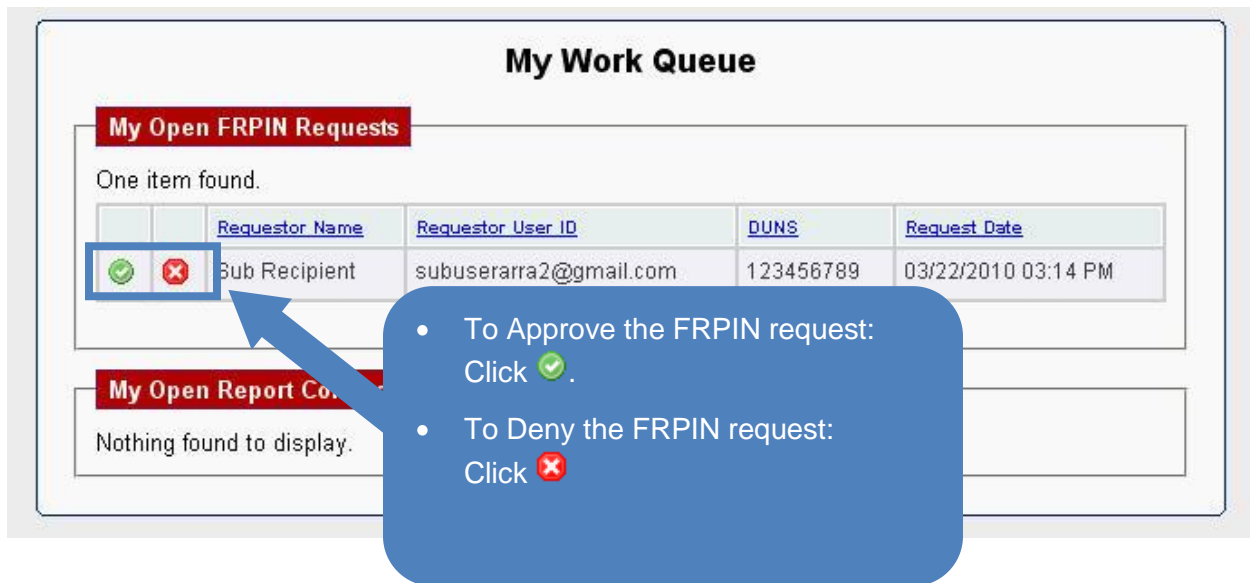
- **My Work Queue**

- o How to Approve or Deny FRPIN -- One of the most important roles of the POC and DUNS administrator is to approve or deny requests for the FRPIN that is required in order to submit a report for a given DUNS number. The POC or DUNS administrator will need to approve or deny each request for a FRPIN. As the POC or DUNS administrator, you will be notified by email that you have pending FRPIN requests.
 - To access FRPIN requests, click "My Work Queue" in the Quick Links box on the home page to go to the My Open FRPIN Requests page. It is important that FRPIN requests be responded to in a timely manner. Click the Green Check to Approve Request for



FRPIN; click the Red X  to Deny. You will be asked if you want to Approve Request or Deny Request.



- Click "OK" to carry out the action.
- An automatic email with the FRPIN is sent to the requesting individual. If the POC or DUNS administrator denies the user's request, the user will also be notified by email.



My Work Queue

My Open FRPIN Requests



One item found.

	Requestor Name	Requestor User ID	DUNS	Request Date
 	Sub Recipient	subuserarra2@gmail.com	123456789	03/22/2010 03:14 PM

My Open Report Co...

Nothing found to display.

Callout Box:


- To Approve the FRPIN request: Click .
- To Deny the FRPIN request: Click .

- o How to Reset FRPIN -- For security purposes, your organization may wish to change the FRPIN. Both POCs and DUNS administrators can reset or change the FRPIN associated with a given DUNS number.

The FRPIN should be changed only if you believe the number has been compromised. The POC or DUNS administrator must inform authorized users of the new FRPIN.



To change the FRPIN:

- Click “View My DUNS” within the Administration area in Quick Links. A POC will see each of the DUNS for which he/she is listed as POC.
- In the far right-hand column next to the FRPIN number is the Reset FRPIN . Click on this icon to reset the FRPIN to a new 9-digit number.
- You will be asked " “Are you sure you want to reset the FRPIN for DUNS...?”
- Click “OK" to reset the FRPIN.
- The FRPIN will be refreshed and the new FRPIN displayed.

NOTE: FederalReporting.gov will not automatically notify the users associated with a DUNS number that the FRPIN has changed. **The POC or the DUNS administrator must inform authorized users of the new FRPIN.**