



ARRA In-bound Recipient Reporting  
FederalReporting.gov  
Recipient Point of Contact / DUNS  
Administrator User Guide –  
Registration and Next Steps  
Version 1.0

---

**The Point of Contact and DUNS  
Administrator roles apply to Recipient  
organizations only.**

**This guide is not applicable to Federal  
Agencies.**

This page intentionally left blank.



## Contents

FederalReporting.gov Recipient Point of Contact / DUNS Administrator User Guide —

Registration and Next Steps.....	1
(1) Who Is a Recipient Point of Contact? .....	1
(2) What are the responsibilities of a Recipient Point of Contact?.....	2
(3) What is the FRPIN?.....	2
(4) What is a DUNS Administrator?.....	2
(5) Organization Not Registered in CCR?.....	3
(6) User Function Matrix .....	4
(7) How Does the POC Register? .....	5
Beginning Registration .....	6
Registration Information Menu.....	7
Step 1: Enter Your Personal Information.....	8
Step 2: Word Verification .....	9
Step 3: Security Questions .....	10
Step 4: Organization Information .....	11
Step 5: Click “Proceed” .....	11
Step 6: Verify Your Information.....	12
Registration Confirmation .....	12
(8) User Administration Functions .....	13
Understanding the User Administration Page.....	14
(9) View My DUNS.....	16
(10) Assign DUNS Administrator .....	17
What Can a DUNS Administrator Do?.....	17
Select User to Serve As DUNS Administrator .....	18
(11) Revoke DUNS Administrator .....	20
(12) Remove a User from Your DUNS Organization Group .....	22
(13) FRPIN Administration .....	27
My Open FRPIN Requests.....	29
Approve FRPIN Request .....	30
Deny FRPIN Request.....	31
(14) Reset/Change FRPIN .....	32



This page intentionally left blank.



## **FederalReporting.gov Recipient Point of Contact / DUNS Administrator User Guide — Registration and Next Steps**

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.

**The Point of Contact and DUNS Administrator roles only apply to Recipient organizations. These roles do not apply to Federal Agency users.**

This Registration Quick Start Guide will walk you the roles of Recipient Point of Contact and DUNS Administrator, explaining the role responsibilities. We will also address the various functions associated with those roles, including step-by-step instructions on performing these functions in FederalReporting.gov.

### **(1) Who Is a Recipient Point of Contact?**

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.

When the first user registers using a given organizational DUNS, 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, specifically:

- Individual listed as the Government Business Primary Point of Contact
- Individual listed as the Electronic Business Primary Point of Contact

These two individuals are automatically assigned as the FederalReporting.gov POCs.



## (2) What are the responsibilities of a Recipient Point of Contact?

The Recipient POC can perform all of the reporting and review functions of any Recipient user. In addition, the POC will also perform the following functions:

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

## (3) What is the FRPIN?

When a user registers at FederalReporting.gov, he/she is asked to provide the organizational DUNS number. By providing just one DUNS number, he/she is automatically associated with that organization for registration purposes.

For each DUNS number for which a user will be reporting, he/she will need a FederalReporting PIN (FRPIN) to submit the 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 the organization POC as listed in the Central Contractor Registration (CCR) database. **It is the responsibility of the POC to approve or deny user requests for FRPIN.** The POC can share that responsibility with the DUNS Administrator.

**The FRPIN is generated by FederalReporting.gov and is required in order for a Prime Recipient or Sub Recipient user to submit reports.**

The FRPIN lets FederalReporting.gov know that the user is authorized to report on behalf of that DUNS. It is important to note that a user can be authorized to report for awards associated with more than one DUNS number. However, that individual will only be associated with one DUNS Organization group. **Even if a user is not a member of a DUNS organization group, he/she may be authorized to report for other DUNS numbers and will require the FRPIN for each DUNS number in order to report.**

## (4) What is a DUNS Administrator?

In order to decrease the administrative burden on an organization's Recipient Point(s) of Contact, FederalReporting.gov provides the capability to share those responsibilities. A POC for a given DUNS can share that responsibility with one other individual in his/her organization by assigning that person to be a DUNS Administrator.



Later in this guide, we will explain how to assign a DUNS Administrator. It is important to know that:

- The person you assign to be DUNS Administrator must already be a registered user of FederalReporting.gov.
- The person can only serve as DUNS Administrator for one DUNS number. If your organization has more than one DUNS number, you will need to assign different individuals as DUNS Administrator for each DUNS number.

Note: An individual can serve as POC for multiple DUNS numbers. However, an individual can only serve as DUNS Administrator for one DUNS number. If your organization has multiple DUNS numbers for which individuals will be reporting and you wish to assign a DUNS Administrator, you will need to assign a separate DUNS Administrator for each DUNS number. For more information about assigning a DUNS Administrator, see Section **(10) Assign DUNS Administrator**.

#### **(5) Organization Not Registered in CCR?**

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

**All organizations reporting Recovery Act data are encouraged to register with CCR. CCR registration is mandatory for Prime Recipients and Sub Recipients of financial assistance (i.e., grants and loans).**



## (6) User Function Matrix

Table 1 shows the various roles or functions Recipient Users may have as users of FederalReporting.gov. In this guide, you will read more about the POC and DUNS Administrator functions.

**Table 1: User Types and Functions**

	Register as User	Assign DUNS Administrator	User Administration	Approve / Deny Request for FRPIN	Reset / Change FRPIN
<b>Recipient User</b>	✓				
<b>Recipient Point of Contact</b>	✓ <sup>1</sup>	✓	✓	✓	✓
<b>DUNS Administrator</b>	✓		✓	✓	✓

---

<sup>1</sup> See Section (7) **How Does the POC Register?** for details about online and automatic registration of POCs.





## (7) How Does the POC Register?

As a POC for your organization, you can go to FederalReporting.gov and register as a user. However, it is important to note that you may not need to register yourself. FederalReporting.gov allows for the automatic registration of POCs.

**As soon as a Recipient user at FederalReporting.gov entering the DUNS number for which you are a POC, the system identifies you as a POC from CCR and automatically creates a user profile for you.** FederalReporting.gov will automatically send the POC an email detailing the registration information (including temporary password and DUNS FRPIN). The email will be sent to the POC email address listed in CCR.

If you work for a small organization, you may be the only person who will use FederalReporting.gov. **Note that if you will be your organization's only user, you must go to FederalReporting.gov and register. Also, if you are a Sub Recipient not registered in CCR, you must go to FederalReporting.gov and register.**

*If you have already been registered as a FederalReporting.gov user, skip to (8) User Administration Functions.*



## Beginning Registration

Go to FederalReporting.gov. Click “Register Now” from the window along the left-hand side of the screen.

**FederalReporting.gov**

Home | About | Downloads | FAQ | Help

**Log In**

User ID   
Password   
**Login**  
[I forgot my password](#)

**Messages**

- **Registration:** Registration for all Agencies, Prime Recipients, and Sub Recipients starts August 17, 2009.
- **Reporting:** FederalReporting.gov will be available for reporting activities on October 1, 2009.
- **Reports:** Final report data will be published to Recovery.gov for public viewing by October 30, 2009.

**Not Registered?**  
**Register Now**

**Download Templates**  
**Microsoft Excel**  
**XML Schema**

**LIVE HELP**  
Offline now  
Leave us a message.  
**Send**  
Live Chat by LivePerson  
★★★★★

**To register as a user, click “Register Now.”**

**or Recipients**

Recipients and Sub Recipients) begins on  
itting or reviewing reports on behalf of an Agency  
or a recipient must register as a user.

Before you can submit reports through FederalReporting.gov, you must complete a one-time registration. You must meet certain pre-requisites to register. Meeting pre-requisites and registering with FederalReporting.gov may take 2 business days or more, so please start early!

**What Do I Need to Register?**

Users will register as either a Federal Agency or a Recipient of an award.

**Registering as a Federal Agency**

Federal Agencies are Federal entities which provide ARRA funds and include both Funding Agencies and Awarding Agencies. An Awarding Agency awards/administers such funds through an award (such as a contract, grant, or loan). Federal Agencies must track and monitor Recovery Act dollars. Funding/Awarding Agency users who will review submitted reports should register as a Federal Agency User.

**Registering as a Recipient**

Recipients are non-Federal entities that receive Recovery Act funding, and should register as a Recipient User. Recipients may submit reports as a Prime Recipient or a Sub Recipient. At the time of registration, the system does not distinguish between Prime Recipients and Sub Recipients.



## 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.

The screenshot shows the FederalReporting.gov registration interface. A blue callout box highlights the 'Registration Information' section, which includes:

- Guidance for registering at FederalReporting.gov
- Indicates Registration Pre-Requisites
- Includes instructions for obtaining pre-requisites, including DUNS number and CCR Registration (for prime recipients only)

The registration page itself is divided into several sections:

- Registration Information:** Explains the one-time registration process and the need to meet prerequisites.
- Registration Prerequisites:** Lists three requirements: Valid Email Address, DUNS Number, and CCR registration.
- 1. Valid Email Address:** States that registrants must use a valid government email address.
- 2. DUNS Number:** Explains how to obtain a DUNS number and provides a link to the Dun & Bradstreet website.
- 3. CCR Registration:** Explains that prime recipients must also register in the Central Contractor Registration (CCR) database.
- Get Registered:** Instructs users to create a User ID and Password and provides a link to the FAQ Section.
- Word Verification:** A CAPTCHA section where users enter the letters 'u p n t l y'.
- Security Questions:** Three dropdown menus for hobbies, birthplace, and high school.
- Organization Information:** A section where users select 'Award Recipient' or 'Federal Agency' and provide their name and DUNS number.

How Does the POC Register?



## 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.

The screenshot shows the registration page for FederalReporting.gov. At the top, there is a navigation menu with links for Home, About, Downloads, FAQ, and Help. The main heading is "Register with FederalReporting.gov" followed by the instruction "Please enter your personal information and organization information, and click Proceed." Below this, a note states "Please note that all fields marked with an asterisk (\*) are required fields." The registration form is titled "Personal Information" and includes the following fields: First Name \*, Last Name \*, Email \*, Confirm Email \*, Phone Number \*, and Ext. A note below the phone number field says "Your Email will also be your User ID for signing in." and provides an example extension: "(ex.: 555-555-5555)".

**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 [click here](#) 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 FederalReporting.gov.

Please [click here](#) if you require an audio verification.

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

Can't read it? [Refresh](#).



**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 1<sup>st</sup> Security Question and type your answer below.
- Select 2<sup>nd</sup> Security Question and type your answer below.
- Select 3<sup>rd</sup> 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  
...t the help desk to register for FederalReporting.gov.

**...ire an audio verification.**



<b>Security Question 1 *</b>	What is your favorite hobby?	▼
<b>Answer *</b>	<input type="text"/>	
<b>Security Question 2 *</b>	What city and state were you born in?	▼
<b>Answer *</b>	<input type="text"/>	
<b>Security Question 3 *</b>	What high school did you graduate from?	▼
<b>Answer *</b>	<input type="text"/>	



#### 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

Federal Agency Name  
00 - Legislative Branch

DUNS # \*

Proceed Cancel

Organization Information

- Click “Award Recipient”
- Type the DUNS # from your award document as your organization identifier

#### 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.

Support.' At the bottom, there is an 'OK' button."/&gt;





## (8) User Administration Functions

As the POC, you have certain responsibilities related to user administration. You can share those responsibilities with another individual in your organization by naming that individual as DUNS Administrator. You can also deny membership of a user in your DUNS organization.

Naming a DUNS Administrator or denying membership in your DUNS organization can be done from the User Administration page. To access the User Administration page, simply click on “User Administration” in the Quick Links section on the home page.

The screenshot shows the FederalReporting.gov website interface. At the top is the logo and navigation links: Home, About, Downloads, FAQ, Help. Below this are several sections:

- Messages:** A box with a greeting "Hello, Mary Smith (Point of Contact)" and a "Logoff" button. It also contains a list of messages:
  - Registration begins Wednesday, August 17, 2009. Registration for all Federal Agencies and Recipients.
  - Reporting begins Thursday, October 1, 2009. Full FederalReporting.gov system available.
  - Reports publicly available October 11, 2009. Initial submission reports available for public view at Recovery.gov.
- FederalReporting.gov Reporting:** A large section with a blue callout box that says: "Click 'User Administration' to name a DUNS Administrator or to deny membership in your DUNS organization." The text in this section explains the reporting process, mentioning FRPIN (Federal Reporting PIN) and the need to obtain it for each DUNS number. It also states: "In order to submit reports on behalf of a given DUNS number, you must obtain the FRPIN associated with that DUNS." and "FRPIN will be sent to your FederalReporting.gov inbox automatically upon acceptance by the POC or DUNS administrator that you are authorized to submit reports for that DUNS."
- Quick Links Administration:** A box with a list of links: User Administration, View My DUNS, My Account, My Work Queue. A blue arrow points from the callout box to the "User Administration" link.
- Download Templates:** A box with buttons for "Microsoft Excel" and "XML Schema".
- QUESTIONS?:** A box with a "Live Chat by LivePerson" button and a "Send" button.

At the bottom of the page are links for Accessibility, Copyright Information, and Privacy Policy.



## Understanding the User Administration Page

Within the User Administration page, you see two key areas: “Search Filters” and “Search Results.”

If your organization includes many individuals who will be registering at FederalReporting.gov under a given DUNS number, you may wish to search on by Lane Name or User ID. If you are POC for multiple DUNS numbers, you can also search by DUNS number. You can do so with “Search Filters.”

For example, James Taylor is a member of my organization who will be reporting our Recipient Reports for my organization. I want to search for James in the system to see that he has registered as a member of my organization. I can simply type James’ last name, “TAYLOR”, into the “Last Name” field. Likewise, I can type his email address into the User ID field. As POC, if I am the POC for multiple DUNS numbers, I can also search by DUNS number to see all members of my DUNS organization. (Confirmation Number field is used by FederalReporting.gov Service Desk resources only.)

**Search by User ID (email address), Last Name, or DUNS Number as your Search Filter.**

**User Administration**

**Search Filters**

User ID

Last Name

Confirmation Number

DUNS Number

**Search**



**Search Results**









4 users found, displaying all users.

	User ID	First Name	Last Name	DUNS #
	james_work_email@yahoo.com	James	Taylor	001009872
	johnsmith4mycompany@gmail.com	John	Smith	001009872
	mastersjill1234@aol.com	Jill	Masters	001009872
	sandrajling1977@aol.com	Sandra	Ling	001009872



The second area of the User Administration window is the Search Results area. The primary feature of the Search Results area is the User Administration table. The User Administration table shows each user for your organization. In this case, 4 users have registered under this organizational DUNS.

The Search Results table is made up of 5 columns. The two left columns hold icons which allow for user administration functions. The Add DUNS Administrator icon  allows you to add the individual as a DUNS Administrator. The Edit DUNS Organization icon  allows you to remove the individual from your DUNS organization. The remaining columns show the User ID, First Name, and Last Name of each individual registered as a user for your organizational DUNS.

		<b>User ID</b>	<b>First Name</b>	<b>Last Name</b>	<b>DUNS #</b>
		james_work_email@yahoo.com	James	Taylor	001009872
		johnsmith4mycompany@gmail.com	John	Smith	001009872
		mastersjill1234@aol.com	Jill	Masters	001009872
		sandrajling1977@aol.com	Sandra	Ling	001009872



## (9) 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.

From the View My DUNS link within the Administration area in Quick Links, the POC user can view information regarding each DUNS for which he/she serves as POC.

The screenshot shows the FederalReporting.gov homepage. In the 'Quick Links Administration' section, a blue arrow points to the 'View My DUNS' link. Other visible elements include a 'Messages' section with registration dates, a 'FederalReporting.gov Reporting' section with a reporting period of October 1, 2009, and a 'Reporting Information' section.

The POC user clicks on “View My DUNS” in order to view the DUNS for which he/she serves as POC.

The screenshot shows the 'My DUNS' page. A red header indicates 'CCR Search Results'. Below is a table with the following data:

DUNS	Business Name	DBA	PIH
001003748	STERLINGWEAR OF BOSTON, INC.		572963510
001003750	ROLLING STONE LANDSCAPING		7009E7585
001009872	UNITED RENTALS, INC.	UNITED RENTALS	805652602



## (10) Assign DUNS Administrator

In order to decrease the administrative burden on organization Recipient Points of Contact, FederalReporting.gov provides the capability to share those responsibilities. As Point of Contact for your organizational DUNS, you can share that responsibility with another individual by assigning a DUNS Administrator.

**A POC is not required to designate a DUNS Administrator. This function was created to ease the burden on organizations and to provide a backup resource to perform certain user administration functions for your organization.**

In order for you to assign an individual to be DUNS Administrator, that individual must already be registered as a FederalReporting.gov user. At point of registration, that individual must have entered your organizational DUNS number as the DUNS for which he/she is registering.

### What Can a DUNS Administrator Do?

You can share many of the POC responsibilities with your named DUNS Administrator. Once you have selected an individual in your organization to serve as the DUNS Administrator, he/she will be able to perform the following functions:

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




### Select User to Serve As DUNS Administrator

Mary Smith, the organizational DUNS POC, has decided to designate James Taylor as the DUNS Administrator. If Mary is unable to perform user administration or administer requests for FRPIN, James will be able to perform those functions.

Mary begins by accessing the User Administration link from the Quick Links box.

By hovering over the Add DUNS Administrator icon, Mary will see that the icon instructs her to “Click to grant DUNS Administrator abilities to james\_work\_email@yahoo.com”.

Mary clicks the Add DUNS Administrator icon  in the row where James’ User ID, First Name, and Last Name are found.



**FederalReporting.gov**

Home | About | Downloads | FAQ | Help

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

**QUESTIONS?**

**User Administration**

**Search Filters**

User ID

Last Name

Confirmation Number

DUNS Number


Search

**Search Results**

4 users found, displaying all users.

	User ID	First Name	Last Name	DUNS #
	james_work_email@yahoo.com	James	Taylor	001009872
	<a href="#">Click to grant DUNS Administrator abilities to james_work_email@yahoo.com</a>		Smith	001009872
	mastersjill1234@aol.com	Jill	Masters	001009872
	sandrajling1977@aol.com	Sandra	Ling	001009872



When Mary clicks on the Add DUNS Administrator icon , the system asks “Do you want to grant DUNS Administrator abilities to james\_work\_email@yahoo.com?” She will then click “OK” to grant DUNS Administrator abilities.




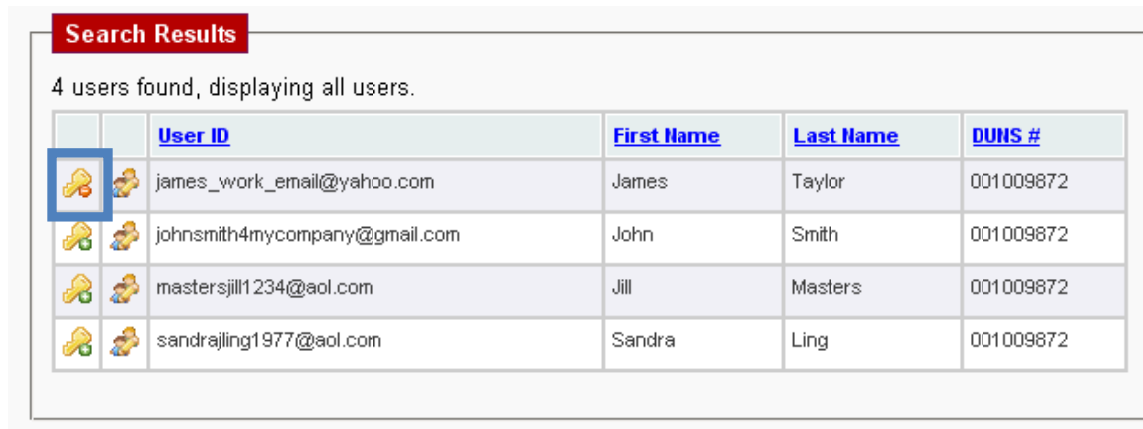
The screenshot shows the FederalReporting.gov website interface. The main content area is titled "User Administration". A search filter is applied, and a search results table is displayed. A modal dialog box is overlaid on the table, asking for confirmation to grant DUNS Administrator abilities to james\_work\_email@yahoo.com. The dialog has "OK" and "Cancel" buttons.

**Search Results**

4 users found, displaying all users.

	User ID	First Name	Last Name	DUNS #
	james_work_email@yahoo.com	James	Taylor	001009872
	johnsmith4mycompany@gmail.com	John	Smith	001009872
	mastersjill1234@aol.com	Jill	Masters	001009872
	sandrajling1977@aol.com	Sandra	Ling	001009872





James has now been designated as DUNS Administrator for this DUNS organization. You will note the change in the User Administration table: the icon for James has changed to the Revoke DUNS Administrator icon . In the future, Mary may choose to remove James as DUNS Administrator using this function.



This is a close-up of the search results table. The first row, for James Taylor, now shows a Revoke DUNS Administrator icon (a yellow icon with a red 'X') instead of the Add icon. The rest of the table remains the same.


**Search Results**

4 users found, displaying all users.

	User ID	First Name	Last Name	DUNS #
	james_work_email@yahoo.com	James	Taylor	001009872
	johnsmith4mycompany@gmail.com	John	Smith	001009872
	mastersjill1234@aol.com	Jill	Masters	001009872
	sandrajling1977@aol.com	Sandra	Ling	001009872



## (11) Revoke DUNS Administrator

If Mary determines that she no longer requires James to serve as DUNS Administrator, she can choose to revoke those responsibilities within the system. She simply needs to click the Revoke DUNS Administrator icon  associated with James.



The screenshot shows the 'User Administration' section of the FederalReporting.gov website. It includes a search filter form with fields for User ID, Last Name, Confirmation Number, and DUNS Number, and a 'Search' button. Below the search form is a 'Search Results' table with 4 users found. A callout box highlights the 'Revoke DUNS Administrator' icon for the user James Taylor.

**User Administration**

Search Filters

User ID

Last Name

Confirmation Number

DUNS Number

Search

Search Results

4 users found, displaying all users.

	User ID	First Name	Last Name	DUNS #
	james_work_email@yahoo.com	James	Taylor	001009872
	johnsmith4mycompany@gmail.com	John	Smith	001009872
	mastersjill1234@aol.com	Jill	Masters	001009872
	sandrajling1977@aol.com	Sandra	Ling	001009872


Search Results

4 users found, displaying all users.

	User ID	First Name	Last Name	DUNS #
	james_work_email@yahoo.com	James	Taylor	001009872
	james_work_email@yahoo.com	James	Smith	001009872
	mastersjill1234@aol.com	Jill	Masters	001009872
	sandrajling1977@aol.com	Sandra	Ling	001009872







When Mary clicks on the Revoke DUNS Administrator icon , the system asks “Do you want to revoke DUNS Administrator abilities from james\_work\_email@yahoo.com?” She will then click “OK” to revoke DUNS Administrator abilities.



The screenshot shows the FederalReporting.gov website interface. The main content area is titled "User Administration". A modal dialog box is open in the center, asking "Do you want to revoke DUNS Administrator abilities from james\_work\_email@yahoo.com?" with "OK" and "Cancel" buttons. Below the dialog, there is a search filter section with a "DUNS Number" input field and a "Search" button. The search results section shows "4 users found, displaying all users." and a table with columns: User ID, First Name, Last Name, and DUNS #.

	User ID	First Name	Last Name	DUNS #
	james_work_email@yahoo.com	James	Taylor	001009872
	johnsmith4mycompany@gmail.com	John	Smith	001009872
	mastersjill1234@aol.com	Jill	Masters	001009872
	sandrajling1977@aol.com	Sandra	Ling	001009872

Once Mary clicks “OK,” the search results will reflect that any user with the Add DUNS Administrator icon  can be designated as DUNS Administrator. Remember that only one user can be designated as DUNS Administrator.



## (12) Remove a User from Your DUNS Organization Group

When a user registers with a given DUNS number, that user automatically becomes a member of that DUNS organization group. As POC or DUNS Administrator for a DUNS number, you can see all users who are members 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, you may wish to remove that user from your DUNS organization group. **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.** In order to report or view reports for any DUNS number, that user will need to request membership in another DUNS organization group.



To remove a user from your DUNS organization group, go to User Administration. To access the User Administration page, simply click on “User Administration” in the Quick Links box.

The screenshot shows the FederalReporting.gov homepage. At the top, there is a navigation bar with links for Home, About, Downloads, FAQ, and Help. Below this, the user is greeted as 'Hello, Mary Smith (Point of Contact)' and notified that they have 1 unread message. A 'Logoff' button is present. A 'Messages' section lists key dates: Registration begins Wednesday, August 17, 2009; Reporting begins Thursday, October 1, 2009; and Reports publicly available October 11, 2009. A 'Thank you' message states that reporting via the website is scheduled to begin on October 1st, 2009. The 'Quick Links Administration' section contains links for 'User Administration', 'View My DUNS', 'My Account', and 'My Work Queue'. Below this are 'Download Templates' for Microsoft Excel and XML Schema. A 'QUESTIONS?' section offers a live chat service. A large blue callout box with white text points to the 'User Administration' link, stating: 'Click “User Administration” to view those users associated with your DUNS organization group.' The bottom of the page includes links for Accessibility, Copyright Information, and Privacy Policy.



The POC or DUNS Administrator can use Search Filters to locate the user to remove from the DUNS organization group. In this example, 4 users are members of this DUNS organization group. All 4 are shown below in the Search Results area.

**FederalReporting.gov**

Home | About | Downloads | FAQ | Help

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	First Name	Last Name	DUNS #
	james_work_email@yahoo.com	James	Taylor	001009872
	johnsmith4mycompany@gmail.com	John	Smith	001009872
	mastersjill1234@aol.com	Jill	Masters	001009872
	sandrajling1977@aol.com	Sandra	Ling	001009872


Within the User Administration Table the POC or DUNS Administrator will see the Edit DUNS Organization icon for each User ID. By clicking the Edit DUNS Organization icon , the POC or DUNS Administrator can begin the process of removing a user from the DUNS organization group.


**Search Results**

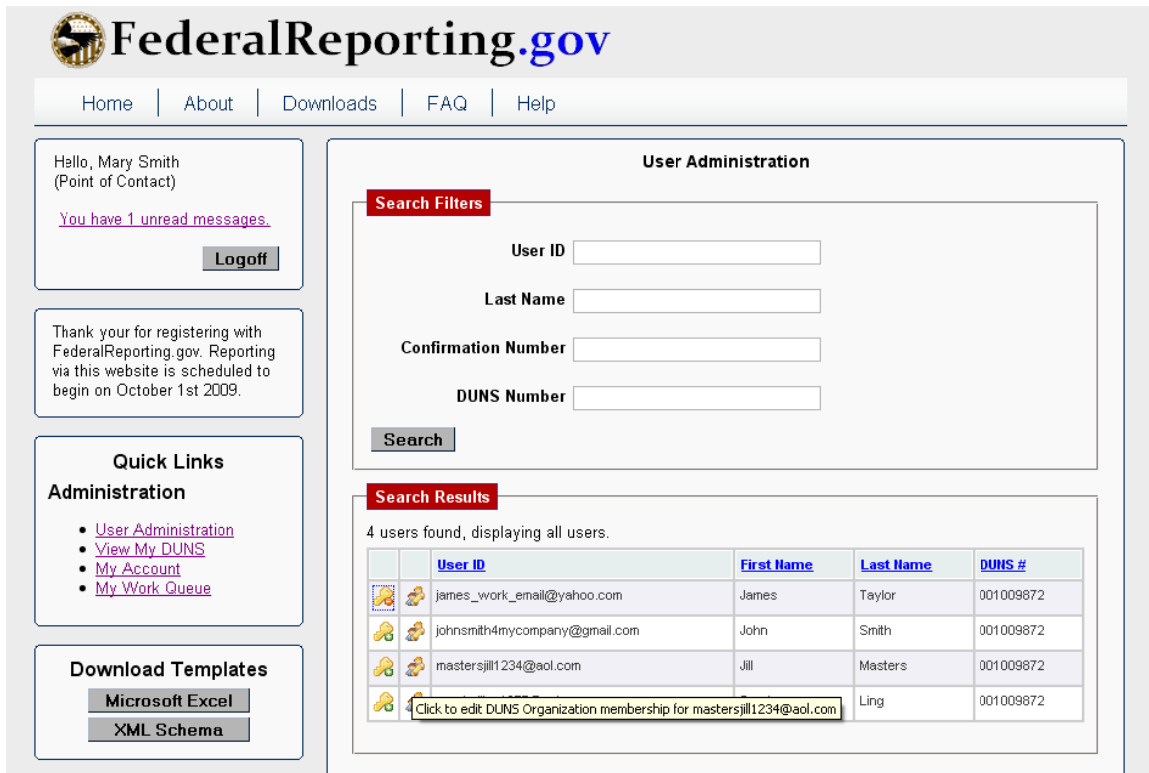
4 users found, displaying all users.

	User ID	First Name	Last Name	DUNS #
	james_work_email@yahoo.com	James	Taylor	001009872
	johnsmith4mycompany@gmail.com	John	Smith	001009872
	mastersjill1234@aol.com	Jill	Masters	001009872
	sandrajling1977@aol.com	Sandra	Ling	001009872



Jill Masters has left the organization, and the POC, Mary Smith, needs to remove her from the DUNS organization group. When hovering over the Edit DUNS Organization icon  associated with Jill Masters, she is instructed to “Click to edit group membership for MastersJill1234@aol.com.”

Mary clicks on the Edit DUNS Organization icon  associated with Jill Masters.



**FederalReporting.gov**

Home | About | Downloads | FAQ | Help

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	First Name	Last Name	DUNS #	
	james_work_email@yahoo.com	James	Taylor	001009872	
	johnsmith4mycompany@gmail.com	John	Smith	001009872	
	mastersjill1234@aol.com	Jill	Masters	001009872	
	Click to edit DUNS Organization membership for mastersjill1234@aol.com			Ling	001009872



When Mary clicks on the Edit DUNS Organization icon , she is sent to the Edit Group Membership page. The groups with which the User ID of mastersjill1234@aol.com is associated are displayed—in this case, Group ID 001009872.

When Mary hovers over the icon to the left of the Group ID number, the Remove User icon , she is instructed to “Click to remove the user from 001009872.”



Mary clicks the Remove User Icon . The system asks, “Are you sure you want to delete?” Mary clicks “OK” to remove Jill Masters from the DUNS organization group 001009872.



Jill Masters is no longer associated with that DUNS organization group. **She can no longer report on behalf of this DUNS or any other DUNS.** She can no longer view reports.

In order for Jill Masters to create and submit reports or view reports for any DUNS, she will need to be added as a member of another DUNS organization group.



### (13) FRPIN Administration

To avoid inadvertent submission of reports, each Recipient Organization will establish a Federal Reporting PIN (FRPIN) that will have to be entered to submit a report. A unique 9-digit FRPIN is generated by FederalReporting.gov for each unique DUNS number. The POC and/or designated DUNS Administrator administers the FRPIN. Users will request the FRPIN corresponding to each DUNS number for which they will be reporting. FederalReporting.gov allows the Recipient User to request the FRPIN from within the system. The POC and/or DUNS Administrator can also use the system to approve or deny request for FRPIN.

If you are POC or DUNS Administrator, you will receive a message in your email inbox and in My Messages within FederalReporting.gov indicating that a given individual has requested the FRPIN.

**As a POC or DUNS Administrator, you need to respond in a timely manner to requests for FRPIN in order to help your organization meet reporting requirements on time.**

**FRPIN is required to submit a report. Therefore, it is very important for POC and DUNS Administrators to respond to requests for FRPIN right away.**

**Delay in approving FRPIN requests may result in a user's inability to report on behalf of the organization.**



In order to approve or deny the request for FRPIN, you will need to go to My Work Queue.

**FederalReporting.gov**

Home | About | Downloads | FAQ | Help

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

**QUESTIONS?**

Offline for the moment. Leave a message.

Type your question here and click below...

Send >>

Live Chat by LivePerson

**Messages**

- Registration begins **Wednesday, August 17, 2009**. Registration for all Federal Agencies and Recipients.
- Reporting begins **Thursday, October 1, 2009**. Full FederalReporting.gov system available.
- Reports publicly available **October 11, 2009**. Initial submission reports available for public view at Recovery.gov.

**FederalReporting.gov Reporting**

The Reporting Period begins **October 1, 2009**. Be sure to register at FederalReporting.gov as a user to report.

Now that you need to report.

**Reporting Recipient**

When you **you will be reporting.**

you were asked to provide your organizational information automatically associated with your multiple ARRA awards under multiple DUNS numbers for which you will be reporting.

you need an FRPIN to submit your report. Reporting PIN (FRPIN). The FRPIN is a 9-digit number to your organization point of contact (POC) or organization (CCR). That point of contact will serve as another person in your organization.

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

You will need to request the FRPIN for each DUNS number for which you will be reporting. By entering each DUNS, you will automatically request the FRPIN for that DUNS number. The POC or DUNS administrator for your organization, as identified by the DUNS number, will automatically receive notification that you have requested the FRPIN.

**FRPIN will be sent to your FederalReporting.gov inbox automatically upon acceptance by the POC or DUNS administrator that you are authorized to submit reports for that DUNS.**

You will need to enter each individual DUNS number for which you will be reporting.

To start entering the DUNS number(s) for which you will be reporting, go to "My Account" and click "Request FRPIN."

Click "My Work Queue" to approve or deny user requests for the FRPIN associated with your DUNS number.



Accessibility | Copyright Information | Privacy Policy

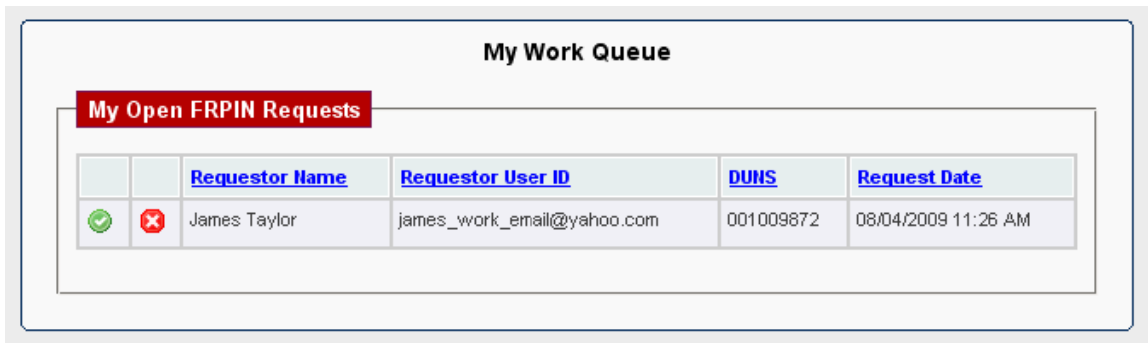






## My Open FRPIN Requests


Within My Work Queue, the POC or DUNS Administrator will see My Open FRPIN Requests. From this window, the POC or DUNS Administrator will view each request for FRPIN to which he/she must respond. Because the user will be unable to report for the DUNS organization without the FRPIN, it is of vital importance that the POC or DUNS Administrator respond to each FRPIN Request in a timely manner.

Like the User Administration table, the My Open FRPIN Requests table also includes multiple columns. The first two columns include clickable icons to either Approve Request for FRPIN (the green check icon  in the first column) or Deny Request for FRPIN (the red “x” icon  in the second column). The remaining columns show the Requestor Name, Requestor User ID, the DUNS number for which the FRPIN is requested, and the date and time the request was made within the system.



The screenshot shows a window titled "My Work Queue" with a sub-section "My Open FRPIN Requests". Below this is a table with the following data:

		<a href="#">Requestor Name</a>	<a href="#">Requestor User ID</a>	<a href="#">DUNS</a>	<a href="#">Request Date</a>
		James Taylor	james_work_email@yahoo.com	001009872	08/04/2009 11:26 AM

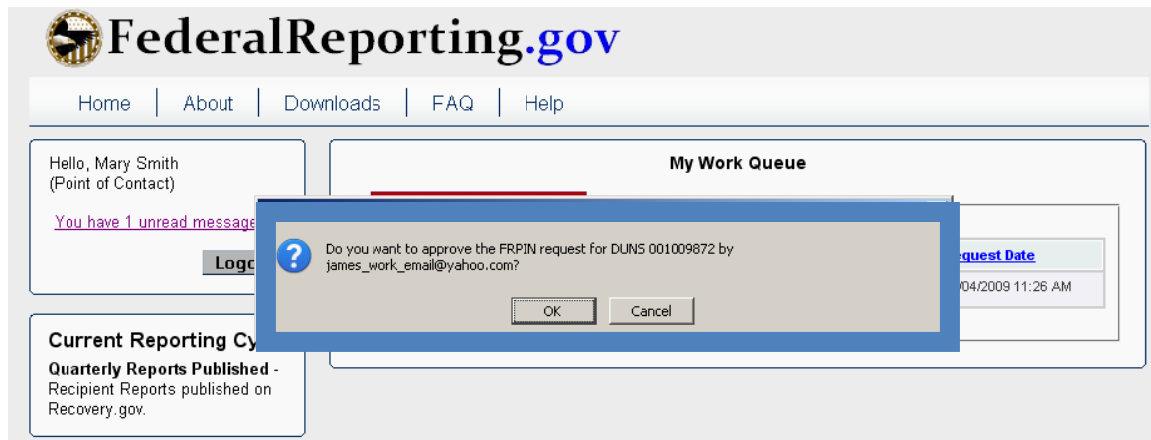
By hovering over the Approve FRPIN Request icon , the POC or DUNS Administrator will see the instruction to “Click to approve the FRPIN Request for DUNS 001009872 by james\_work\_email@yahoo.com.”

Similarly, by hovering over the Deny Request for FRPIN icon , the POC or DUNS Administrator will see the instruction to “Click to deny the FRPIN Request for DUNS 001009872 by james\_work\_email@yahoo.com.”



### Approve FRPIN Request

When the POC or DUNS Administrator clicks the icon to Approve Request for FRPIN, the system asks “Do you want to approve the FRPIN request for DUNS 001009872 by [james\\_work\\_email@yahoo.com](mailto:james_work_email@yahoo.com)?” He or she will then click “OK” to approve the request.



FederalReporting.gov will automatically send an email to the requestor indicating approval of the FRPIN request for that DUNS organization. The email will include the FRPIN number. The same message will also be sent to the users’ FederalReporting.gov inbox in My Messages.



## Deny FRPIN Request

When the POC or DUNS Administrator clicks the icon to Deny Request for FRPIN, the system asks “Do you want to deny the FRPIN request for DUNS 001009872 by [james\\_work\\_email@yahoo.com](mailto:james_work_email@yahoo.com)?” He or she will then click “OK” to deny the request.

The screenshot shows the FederalReporting.gov website interface. At the top left is the logo and the text "FederalReporting.gov". Below this is a navigation bar with links for "Home", "About", "Downloads", "FAQ", and "Help". The main content area is divided into several sections. On the left, there is a greeting "Hello, Mary Smith (Point of Contact)" and a message "You have 1 unread messages." with a "Log out" button. Below this is a section for "Current Reporting Cycle" and "Quarterly Reports Published". On the right, there is a "My Work Queue" section with a red header "My Open FRPIN Requests". A table lists requests, with one entry highlighted. A blue-bordered dialog box is overlaid on the table, containing a question mark icon and the text: "Do you want to deny the FRPIN request for DUNS 001009872 by james\_work\_email@yahoo.com?". Below the text are "OK" and "Cancel" buttons. The table entry behind the dialog shows a "Request Date" of "04/2009 11:26 AM".


FederalReporting.gov will automatically send an email to the requestor indicating denial of the FRPIN request for that DUNS organization. The same message will also be sent to the user’s FederalReporting.gov inbox in My Messages.

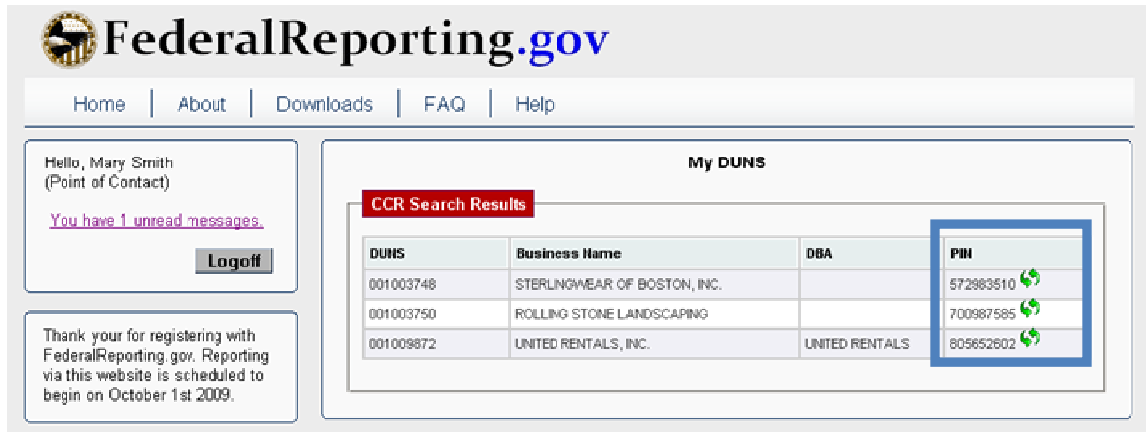


## (14) Reset/Change FRPIN




For security purposes, your organization may wish to change the FRPIN. Both POCs and DUNS Administrators can regenerate or update the FRPIN associated with a given DUNS. **FederalReporting.gov suggests that FRPIN only be changed if you believe the number has been compromised.**


To change FRPIN, the POC or DUNS Administrator clicks “View My DUNS” within the Administration area in Quick Links. A POC may see multiple DUNS—each of the DUNS for which he/she is listed as POC in CCR.

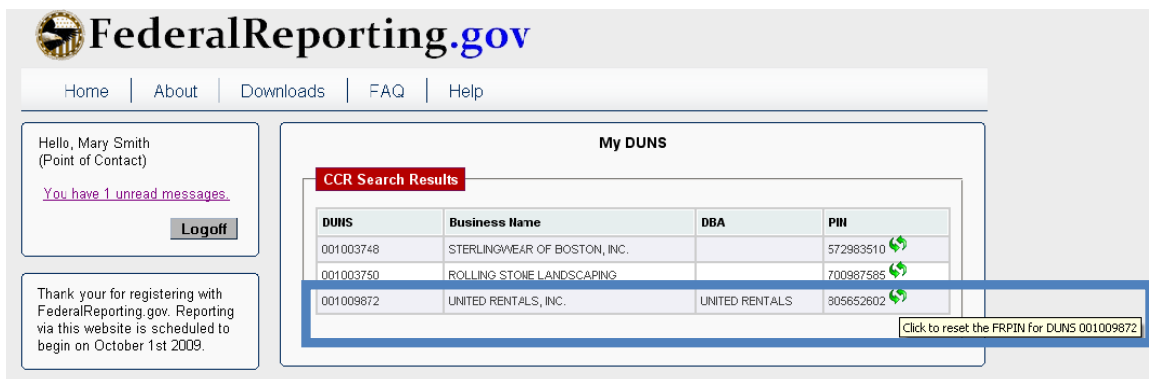
The right-hand column of the table displays the FRPIN associated with the DUNS number. The user can now see the DUNS information. To the right of this number, the system provides the Reset FRPIN icon .



The screenshot shows the 'My DUNS' section of the FederalReporting.gov website. It features a table titled 'CCR Search Results' with the following data:

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

Mary chooses to reset the FRPIN associated with DUNS 001009872. Click on the Reset FRPIN icon  to reset the FRPIN to a new 9-digit number.



This screenshot is similar to the previous one but includes a tooltip for the reset FRPIN icon on the row for DUNS 001009872. The tooltip text reads: "Click to reset the FRPIN for DUNS 001009872."



When Mary clicks the icon to Reset FRPIN icon, the system asks “Are you sure you want to reset the FRPIN for DUNS 001009872?” Mary will click “OK to reset the FRPIN.

The system asks you to verify that you want to rest the FRPIN. Click “OK” to reset the FRPIN.

**My DUNS**

**CCR Search Results**

DUNS	Business Name	PIN
572983510		572983510
700987585		700987585
805652602	ED RENTALS	805652602

Are you sure you want to reset the FRPIN for DUNS 001009872?

OK Cancel

The FRPIN number is refreshed. The new FRPIN is displayed.

**My DUNS**

**CCR Search Results**

DUNS	Business Name	PIN
001003748	STERLINGWEAR OF I	572983510
001003750	ROLLING STONE LAP	700987585
001009872	UNITED RENTALS, IN	620858891

The new FRPIN is shown in the table.

Note that FederalReporting.gov will not automatically notify the users associated with that DUNS that the FRPIN has changed. **The POC or the DUNS Administrator must inform authorized users of the new FRPIN.** This notification cannot be done within the system.



**Need help with Point of Contact functions?  
Contact us at 1-877-508-7386 or [support@FederalReporting.gov](mailto:support@FederalReporting.gov).**

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](http://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](http://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](http://www.Recovery.gov).