

DeCA Web Pricing User Registration

Access to the system will be made using your email address and password.

Note: If you are requesting user registration for a new contract, your request must initially be approved by the DeCA Resale Contracting Office. This form will be part of your contract document package. If you are requesting a user registration for an existing contract, please fax the form to persons referenced below.

When DeCA processes your registration, you will be able to set your password by clicking the **"Forgot your password?"** link from the **Vendor Login** screen. A custom email will be sent to your registered email address containing instructions for setting your password.

Your password must conform to the following standards:

1. A minimum of 15 characters.
2. Include at least one uppercase alphabetic character.
3. Include at least one lowercase alphabetic character.
4. Include at least one non-alphanumeric (special) character.

Complete the fields below. Fields with an "*" are required. Vendor Number is not required for administrator type users. Brokers may indicate more than one Vendor Number if applicable.

*Company Name _____

*Vendor Number(s) _____

*Email Address _____

*First Name _____ *Last Name _____

Title _____

*Phone _____ Extension _____

Fax _____

*Address _____

*City _____

*State _____ *Zip Code _____ *Country _____

For questions about completing this form, contact:

Shirley Smith (804) 734-8000 X48312; shirley.smith@deca.mil

Diana Leighty (804) 734-8000 X48369; diana.leighty@deca.mil

When complete, please fax the form to Shirley Smith at (804) 734-8461.