Defense Security Service

National Industrial Security Program (NISP) Central Access Information Security System (NCAISS)

OBMS Tutorial

HS0021-15-F-0111

CICN: NCAISS-DOC-TD-OBMS-1388-1.0

September 21, 2015
Version 1.0

Purpose

The purpose of this tutorial is to provide OBMS users with high-level step-by-step instructions for requesting an OBMS account within NCAISS, requesting an update to an existing OBMS account within NCAISS, approving an OBMS account request within NCAISS, and accessing OBMS via NCAISS. After reviewing this tutorial you will be able to request an OBMS account within NCAISS, request an update to an existing OBMS account within NCAISS, access OBMS from NCAISS, and, if required, approve an OBMS access request within NCAISS. This tutorial is current as of September 21, 2015.

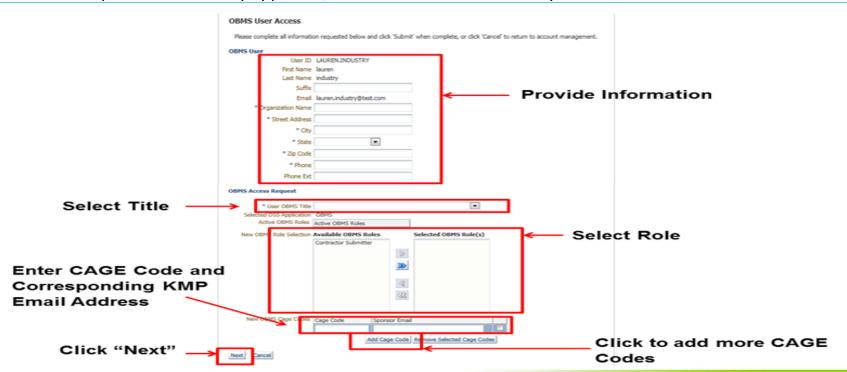## Contents

OBMS Account Request

This use case describes the process an NCAISS user follows to request access to OBMS. NOTE: This process assumes that the user has a valid NCAISS account. For a more detailed description of OBMS Account Request, please see the NCAISS User Guide on the **NCAISS page on DSS.mil**.

OBMS Account Request

1. After logging into NCAISS, you will see the NCAISS user homepage; click "Create/Modify Requests" link, under "Requests" to proceed.
2. Click the "Request/Manage OBMS Access" link, under "OBMS Requests" to proceed.
3. NCAISS determines the type of requestor you are, and displays the appropriate OBMS Access Request form (the external contractor submitter form is displayed below); enter the required information and click "Next."
   NOTE: The Sponsor/KMP email address entered must be that of an existing NCAISS user.
4. Upon clicking "Next," a confirmation page is displayed; after reviewing the request for accuracy, click "Confirm" to submit the request for review.
5. Once the request has been fully approved, the NCAISS solution notifies you via email.

OBMS Account Update Request

This use case describes the process that a user follows to update an existing OBMS account. For a more detailed description of OBMS Account Update, please see the NCAISS User Guide on the **NCAISS page on DSS.mil**.
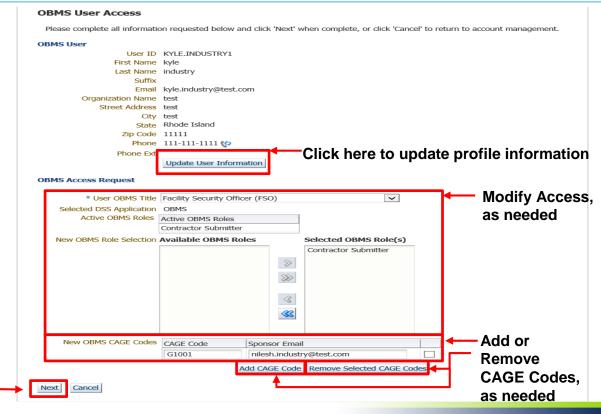
OBMS Account Update Request

1. After logging into NCAISS, you will see the NCAISS user homepage; click "Create/Modify Requests" link, under "Requests" to proceed.
2. Click the "Request/Manage OBMS Access" link, under "OBMS Requests" to proceed.
3. NCAISS displays the appropriate OBMS form with the previously submitted information pre-populated (the external industry user form is displayed below); make the necessary updates and click "Submit." **NOTE:** Updating an existing CAGE Code requires you to "Add Another CAGE Code" with the appropriate information and then select and "Remove Selected CAGE Code" to remove the old/incorrect CAGE Code row.
4. Upon clicking "Next," a confirmation page is displayed; after reviewing the request for accuracy, click "Confirm" to submit the request for review.
5. Once the update request has been fully approved, the NCAISS solution notifies you via email.
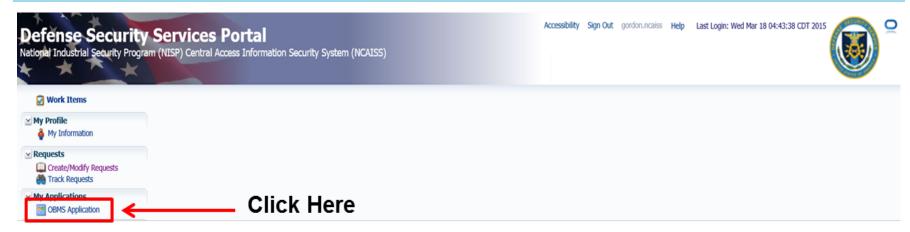
Accessing OBMS

This use case describes how a user accesses OBMS via NCAISS. NOTE: This process assumes that the user already possesses valid NCAISS and OBMS accounts. For a more detailed description of accessing OBMS, please see the NCAISS User Guide on the **NCAISS page on DSS.mil**.

Accessing OBMS

Activities for Accessing OBMS
1. After logging into NCAISS, you will see the NCAISS user homepage; click "OBMS Application" link, under the "My Application" to proceed.
2. NCAISS directs you to OBMS, and your OBMS homepage is displayed.

Approving an OBMS Account Request

This use case describes how a Sponsor/KMP approves an OBMS account request within NCAISS. NOTE: The Sponsor/KMP must have an active NCAISS account. For a more detailed description of approving an OBMS account request, please see the NCAISS User Guide on the **NCAISS page on DSS.mil**.

Approving an OBMS Account Request

Activities for Approving an OBMS Account Request

1. The Sponsor/KMP will receive an email notifying them of a pending OBMS account request in NCAISS that requires action.
2. After logging into NCAISS, the Sponsor/KMP will see the NCAISS user homepage; click the "Work Items" link to proceed.
3. A list of awaiting approvals is displayed; click the link for the account request you wish to view.
4. Review the request, and click either "Approve" or "Reject" to grant or deny the request form (the external contractor submitter request form is displayed below).

NOTE: Comments must be entered to reject a request. Click the comment icon above the comment box to enter comments.