ECP Module (DSS Non-ODAA)
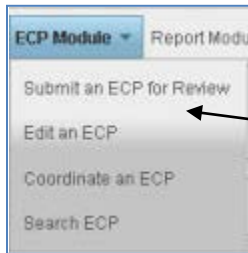
The ECP Module allows a DSS Non-ODAA user to submit an ECP for review, edit an ECP, coordinate an ECP, and search ECPs.

Access the Submit an ECP for Review Content

Go to the **ECP Module** menu, select **Submit an ECP for Review**.

The ECP Module – Submit an ECP for Review content appears.

By default, the ECP Info tab is displayed.

Enter the CAGE Code

1. Enter the first few characters of a CAGE Code in the **CAGE Code** field; a drop down menu of possible matches appears.
2. Select the desired CAGE Code.
3. Click **Submit**. The **Facility Data Sheet** and **Summary** sections appear.

Enter Summary Information

1. In the Summary section, enter the current date in the ECP UID field, in *YYYYMMDD* format.
2. Click the calendar icon beside the **DSS Received Date (optional)** field and choose the DSS Received Date (optional).

3. Click the calendar icon beside the **Coordination Due Date** field and choose the Coordination due date.
4. Click **Validate** (optional).
5. Click **Save**. The **Supporting Info** tab is now enabled.

Enter Supporting Info

1. Click the **Supporting Info** tab.
2. Upload an ECP document.
3. In the Select Designee(s) section, click the check box next to one or more designees.
4. Enter comments in the **Comments (optional)** field.
5. Click **Validate** (optional).
6. Click **Save**.

Submit the Package

1. Click **Submit for Review**. A Confirmation window appears.
2. Click **Submit**. A message appears in the browser window, indicating the ECP has been submitted for review, along with the ECP Unique Identifier (UID), and date and time of submission.

Access the Edit an ECP Content

Go to the **ECP Module** menu, select **Edit an ECP**. The ECP Module – Edit an ECP content appears.

Choose an ECP to edit

1. Click the check box next to the ECP to be edited.

2. Click **Open ECP**. By default, the ECP Info tab is displayed.
3. Edit the ECP as needed. When all changes are made, click the **Supporting Info** tab.
4. Click **Validate** (optional).
5. Click **Save**.
6. Click **Submit for Review** (follow the same instructions in **Submit the Package**).

Access the Coordinate an ECP Content

1. Go to the **ECP Module** menu, select **Coordinate an ECP**. The ECP Module – Coordinate an ECP content appears.
2. Click the check box next to the ECP you wish to coordinate.
3. Click **Open ECP**. By default, the ECP Data tab is displayed.
4. Click the **Process ECP** tab.
5. Select the radio button to **Concur** or **Not Concur** with the recommendation for the ECP.
6. Click **Validate** (optional).
7. Click **Submit**. A confirmation window appears.
8. Click **Submit**. A message appears in the browser window, indicating the ECP has been submitted, along with the ECP UID and the date and time of the submission.