Wide Area Workflow 5.0

Home

Login to WAWF

User ID *

Forgot your User ID?

Password *

Forgot your Password?

[Login]

* Asterisk indicates required entry.

Certificate Login to WAWF

[Certificate Login]

New User?

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Wide Area Workflow

System Messages

(2010-OCT-22) *VENDORS!*

This presentation will demonstrate the Self Registration process for a Vendor/Contractor using the new Wide Area Workflow 5.0.0 user interface.

This presentation contains audio narrative. Please adjust your volume accordingly.

Every user of WAWF must self-register on the WAWF web site by completing the online registration form.

Vendors will need to take several steps to establish a personal account:

1. Complete your Vendor activation requirements
2. Set up your machine to use WAWF
3. Self-register as "Vendor" or your Contractor role for your CAGE codes
4. Log on to WAWF for the first time.

[Help]

Wide Area Workflow 5.0

Home

Login to WAWF

User ID *

Forgot your User ID?

Password *

Forgot your Password?

[Login]

* Asterisk indicates required entry.

Certificate Login to WAWF

[Certificate Login]

You will need to complete several steps to ensure that you are activated to use the WAWF system. These steps are found on the Pre-Registration: Vendor Getting Started Help link. Contractors will also use this page. You need to fulfill these requirements before you register from the "Registration" link.

The Vendor clicks this link and the Registration Instructions open. You will see that there are 11 steps to activating your account in WAWF. You may not have to implement all eleven steps, depending on your role in your company's WAWF Group Structure.

New User?

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Pre-Registration: Instructions for Agencies and Services New to WAWF

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Wide Area Workflow - Windows Internet Explorer

https://bulldog.caci-op.com/xhtml/unauth/web/homepage/VendorGettingStartedHelp.xhtml

File   Edit   View   Favorites   Tools   Help

Favorites   Wide Area Workflow

Wide Area Workflow 5.0

Vendor Getting Started in WAWF

General Steps for a Vendor to follow to use WAWF

Step 1. Register with the Central Contractor Registry (CCR).

Step 2. Establish an Electronic Business (EB) Point of Contact (POC) in CCR.

Step 3. Register for Electronic Document Access (EDA). (This step is not required but recommended.)

Step 4. Ensure CAGE Code is added to WAWF Group Structure.

Step 5. Establish an Organizational Email Address.

Step 6. Designate a Group Administrator Manager (GAM).

Step 7. Determine if batch feeds for data input is necessary.

Step 8. Set up PCs to Access WAWF.

Step 9. Self Register GAM.

Step 10. Have all users for the CAGE Code(s) self-register on the WAWF web site for one of the available Vendor Roles.

Step 11. Practice Using WAWF.

Step 1: Register with Central Contractor Registry (CCR).

All vendors must be registered in the CCR in order to sell goods and services to the Department of Defense (DoD).

Register at URL http://www.ccr.gov/ (External Link).

For help with registration in CCR, contact the CCR Assistance Center at 1-888-227-2423, or Federal Service Desk at 866-606-8220 POC, you can contact the Federal Service Desk.

Return to the TOP of the page.

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Home

Login to WAWF

User ID *

Forgot your User ID?

Password *

Forgot your Password?

Login

* Asterisk indicates required entry.

Certificate Login to WAWF

Certificate Login

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Active CAGEs & Roles

The next step in establishing a personal account in the WAWF system is setting up your computer.

The Vendor clicks the Machine Setup link to access the seven (7) steps necessary to set up your machine. Following the directions from these pages ensures that WAWF functions properly on your machine.

Google

Page ▾ Safety ▾ »

Machine Setup

General Steps to configure a machine to use WAWF

1. Verify Hardware adequacy
2. Verify Software adequacy
3. Plug-ins (if needed)
4. PKI Certificate Installation/Configuration And Browser Setup
5. Establish Client Security
6. Ensure current computer environment is functioning properly
7. Download/Install/Configure PureEdge viewer for 2.0D access (if required)

Internet   100%

WAWF
Wide Area Workflow

Help

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Home

Login to WAWF

User ID *

Forgot your User ID?

Password *

Forgot your Password?

Login

* Asterisk indicates required entry.

Certificate Login to WAWF

Certificate Login

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Active CAGEs & Roles

System Messages

(2010-OCT-22) *VENDORS!*

When all requirements are in place, you can register to use WAWF.

The Vendor clicks the Registration link.

WAWF

Wide Area Workflow

Help

Wide Area Workflow 5.0

Registration

Logon Type >>

How will you be accessing WAWF? *

- ◉ User ID \ Password
- ○ Common Access Card
- ○ Software Certificate

What Roles will you be registering for? *

- ◉ Vendor
- ○ Government

* Asterisk indicates required entry.

The Logon Type page is displayed where the Vendor selects their logon method:

-User ID and Password
-Common Access Card (CAC)
-Software Certificate

Most Vendors will use the User ID and Password logon method.

If you are a Vendor, Contractor, or Supplier who is resident on a DoD military site, you may be required to use a CAC card or External Certificate Authority (ECA) certificate logon.

The WAWF application utilizes digital certificates (also called Public Key Infrastructure or PKI certificates) to identify users of the system and to sign documents in the system. Digital certificates are encrypted files containing private keys that are verified against a chain of trust that is known to the browser.

If you are selecting logon with the Software Certificate or CAC, you must obtain a PKI certificate before self registering.

Next   Help

Wide Area Workflow 5.0

Registration

User Authentication Type >>

How will you be accessing WAWF? *

○ User ID \ Password
◉ Common Access Card
○ Software Certificate

What Roles will you be registering for? *

◉ Vendor
○ Government

* Asterisk indicates required entry.

The Vendor selects the Common Access Card radio button if they wish to register with a CAC Card. The Common Access Card (CAC) is a United States Department of Defense (DoD) smart card issued as standard identification for active-duty military personnel, reserve personnel, civilian employees, non-DoD other government employees and State Employees of the National Guard and eligible contractor personnel. The CAC is used as a general identification card as well as for authentication to enable access to DoD computers, networks, and certain DoD facilities. The CAC enables facilitating the use of PKI authentication, and establishes an authoritative process for the use of identity credentials.

If your active certificate is installed on your workstation computer and your browser's certificate authority is set up to "trust" your certificate, you are ready to continue registering to log on to WAWF using a certificate.

Next   Help

Registration

User Authentication Type >>

How will you be accessing WAWF? *

○ User ID \ Password
○ Common Access Card
◉ Software Certificate

What Roles will you be registering for? *

◉ Vendor
○ Government

* Asterisk indicates required entry.

The Vendor selects the Software Certificate radio button if they wish to register with a Software Certificate, a digital certificate from a Certificate Authority (CA). The CA issues an encrypted digital certificate containing the applicant's public key and a variety of other identification information.

You must have obtained a certificate and had it loaded onto your Common Access Card to use digital certificates.

If your active certificate is installed on your workstation computer and your browser's certificate authority is set up to "trust" your certificate, you are ready to continue registering to log on to WAWF using a certificate.

Next   Help

Wide Area Workflow 5.0

Home

Registration

Logon Type >>

How will you be accessing WAWF? *

- ⦿ User ID \ Password
- ○ Common Access Card
- ○ Software Certificate

What Roles will you be registering for? *

- ⦿ Vendor
- ○ Government

* Asterisk indicates required entry.

For training purposes, this presentation demonstrates a Vendor self-registering using a CAC card, Software Certificate and User ID/Password.

The Vendor selects the User ID/Password and Vendor radio buttons before clicking the Next button.

Next   Help

Wide Area Workflow 5.0

Home

Registration

User Profile * (Edit)

First Name	Last Name	Commercial Telephone	DSN Telephone	Organization	Email Address	Title	Rank/Grade

User Authentication * (Edit)

User ID	Password

User Security Questions * (Edit)

Security Question	Security Answer

Vendor User Roles * (Add)

Administrative User Roles * (Add)

* Asterisk indicates required entry.

The Data Capture page is displayed. The Vendor clicks the Edit and/or Add links to edit and add information for each section.

The Vendor clicks the Edit link for the User Profile section.

Submit   Previous   Help

Wide Area Workflow 5.0

Home

Registration - Edit User Profile

First Name *
John

Last Name *
Smith

Commercial Telephone *
1234567

DSN Telephone

Organization *
Job

Title *
Manager

Email Address *
jsmith@job.com

Confirm Email *
jsmith@job.com

Rank/Grade

* Asterisk indicates required entry.

The personal profile form opens. Type in your information.

Required fields are First and Last Name, telephone, organization , title and your e-mail address. The DSN (Defense Switched Network) telephone number is not a required field, but may be necessary for your business process.

Click the Save button when finished.

Save   Cancel   Help

Wide Area Workflow 5.0

Home

Registration

User Authentication Type >> Data Capture >>

User Profile * (Edit)

First Name	Last Name	Commercial Telephone	DSN Telephone	Organization	Email Address	Title	Rank/Grade
John	Smith	1234567		Job	jsmith@job.com	Manager	

User Authentication * (Edit)

User ID	Password

The Vendor clicks the Edit link for the User Authentication section.

User Security Questions * (Edit)

Security Question	Security Answer

Vendor User Roles * (Add)

Administrative User Roles * (Add)

* Asterisk indicates required entry.

Submit   Previous   Help

Wide Area Workflow 5.0

Registration - Edit Authentication

User ID Rules

- Minimum 8 characters
- May contain ONLY the following special characters ~ ! # $ ^ _ { }
- Must not already be registered in WAWF.

User ID *

jsmithvendor

Password Rules

- Minimum 8 characters
- Must contain at least 1 capital letter
- Must contain at least 1 lower case letter
- Must contain at least 1 number
- Must contain at least 1 special character

- Cannot contain consecutive characters (abc or cba)
- Cannot contain repeating characters (aa, bb, etc)
- Cannot contain the same character more than twice
- Entered passwords must be different from last 10 passwords used
- Cannot be changed within 24 hours

New Password *

••••••••

New Password Confirmation *

••••••••

* Asterisk indicates required entry.

[Save] [Cancel] [Help]

The User ID and Password page is now displayed. This is where the Vendor will type in a User ID of their choice.

Your User ID must contain a minimum of 8 characters, may only contain certain special characters and may not already be registered in WAWF.

Next, the Vendor types in their password and clicks the Save button.

Note: The password seleced must follow certain Password Rules as listed on the screen.

Wide Area Workflow 5.0

Home

Registration

User Authentication Type >> Data Capture >>

User Profile * (Edit)

First Name	Last Name	Commercial Telephone	DSN Telephone	Organization	Email Address	Title	Rank/Grade
John	Smith	1234567		Job	jsmith@job.com	Manager	

User Authentication * (Edit)

User ID	Password
johnsmith	*********

The Vendor clicks the Edit link for the User Security Questions section.

User Security Questions * (Edit)

Security Question	Security Answer

Vendor User Roles * (Add)

Administrative User Roles * (Add)

* Asterisk indicates required entry.

Submit   Previous   Help

Wide Area Workflow 5.0

Home

Registration - Edit Security Questions

Answers might be obtained via googling, blogs, personal websites, genealogy charts, online social networks (facebook, myspace, etc), high school website, picture sites (flickr, photobucket, shutterfly), online phone books, reverse phone look-ups, and other online resources.

WAWF suggests picking unique security questions/answers which cannot be looked up via the aforementioned means.

Security Question 1 *
[Where is your high school located? ▼]

Security Question 1 Answer *
[   ]

Security Question 1 Answer Confirmation *
[   ]

Security Question 2 *
[Where is your high school located? ▼]

Security Question 2 Answer *
[   ]

Security Question 2 Answer Confirmation *
[   ]

Security Question 3 *
[Where is your high school located? ▼]

Security Question 3 Answer *
[   ]

Security Question 3 Answer Confirmation *
[   ]

* Asterisk indicates required entry.

The Edit Security Questions page is displayed.

The Vendor selects 3 unique questions and answers that will be used when you reset your password or if you forgot your password the answers will be required by the GAM or Ogden Help Desk.

Your security questions and answers are case sensitive and should be kept secure.

[Save]   [Cancel]   [Help]

Site Index   FAQ   Customer Support   Accessibility   Security & Privacy

Wide Area Workflow 5.0

Registration - Edit Security Questions

Answers might be obtained via googling, blogs, personal websites, genealogy charts, online social networks (facebook, myspace, etc), high school website, picture sites (flickr, photobucket, shutterfly), online phone books, reverse phone look-ups, and other online resources.

WAWF suggests picking unique security questions/answers which cannot be looked up via the aforementioned means.

Security Question 1 *
What is your favorite fruit?

Security Question 1 Answer *
••••••

Security Question 1 Answer Confirmation *
••••••

Security Question 2 *
What is your pet's name?

Security Question 2 Answer *
•••••

Security Question 2 Answer Confirmation *
•••••

Security Question 3 *
What is your favorite color?

Security Question 3 Answer *
••••

Security Question 3 Answer Confirmation *
••••

* Asterisk indicates required entry.

The Vendor selects 3 unique questions and answers and clicks the Save button.

Save   Cancel   Help

Wide Area Workflow 5.0

Home

Registration

User Authentication Type >> **Data Capture** >>

User Profile * [Edit]

First Name	Last Name	Commercial Telephone	DSN Telephone	Organization	Email Address	Title	Rank/Grade
John	Smith	1234567		Job	jsmith@job.com	Manager	

User Authentication * (Edit)

User ID	Password
johnsmith	*********

User Security Questions * (Edit)

Security Question	Security Answer
Where is your high school located?	***************
What is your pet's name?	***************
What is your favorite color?	***************

Vendor User Roles * (Add)

Administrative User Roles * (Add)

The Vendor clicks the Add link for the Vendor User Roles section.

* Asterisk indicates required entry.

Submit   Previous   Help

Wide Area Workflow 5.0

Home

Registration - Add Vendor Role

Role *
Contractor Contract Administrator View Only ▼

Location Code *   **Extension**

* Asterisk indicates required entry.

> The Add Vendor Role page is displayed.
>
> You can have one or more user roles within WAWF. You may be a Group Administrator as well as a Vendor. You may be Program Manager as well as a Contractor.

Save   Cancel   Help

Wide Area Workflow 5.0

Home

Registration - Add Vendor Role

Role *

Contractor Contract Administrator View Only ⌄

Contractor Contract Administrator View Only
Contractor Program Manager View Only
Contractor Property Manager View Only
Contractor Property Receiver
Contractor Property Receiver View Only
Contractor Property Ship From View Only
Contractor Property Ship To View Only
Contractor Property Shipper
Contractor Property Shipper View Only
Vendor
Vendor View Only

The Vendor selects a Role from the dropdown menu.

Save   Cancel   Help

Wide Area Workflow 5.0

Registration - Add Vendor Role

Role *
[Vendor   ▼]

Location Code *   **Extension**
[06481]   [   ]

* Asterisk indicates required entry.

> Next, the Vendor enters in a Location Code.
>
> You or your company may have received more than one CAGE Code or several CAGE Code Extensions from the Central Contractor Registration (CCR). Here you will enter only one CAGE Code.
>
> The Vendor then clicks the Save button.

[Save]   [Cancel]   [Help]

Wide Area Workflow 5.0

Home

Registration

User Authentication Type >> Data Capture >>

User Profile * [Edit]

First Name	Last Name	Commercial Telephone	DSN Telephone	Organization	Email Address	Title	Rank/Grade
John	Smith	1234567		Job	jsmith@job.com	Manager	

User Authentication * (Edit)

User ID	Password
johnsmith	*********

User Security Questions * (Edit)

Security Question	Security Answer
Where is your high school located?	***************
What is your pet's name?	***************
What is your favorite color?	***************

Vendor User Roles * (Add)

Role	Group	Location Code	Extension	Comments	Attachments	Comments/Attachments	Actions
Vendor	PEDJA	06481		N	N	View / Add	Delete

Administrative User Roles (Add)

Comments and attachments are optional fields. They may be added at this point by clicking the View/Add link under the Comments/Attachments heading.

* Asterisk indicates required entry.

[Submit] [Previous] [Help]

Wide Area Workflow 5.0

Home

Registration

User Authentication Type >> **Data Capture** >>

User Profile *   [Edit]

First Name	Last Name	Commercial Telephone	DSN Telephone	Organization	Email Address	Title	Rank/Grade
John	Smith	1234567		Job	jsmith@job.com	Manager	

User Authentication *   (Edit)

User ID	Password
johnsmith	*********

User Security Questions *   (Edit)

Security Question	Security Answer
Where is your high school located?	***************
What is your pet's name?	***************
What is your favorite color?	***************

Vendor User Roles *   (Add)

Role	Group	Location Code	Extension	Comments	Attachments	Comments/Attachments	Actions
Vendor	PEDJA	06481		N	N	View / Add	Delete

Administrative User Roles   (Add)

The Vendor clicks the Add link for the Administrative User Roles section.

* Asterisk indicates required entry.

[Submit] [Previous] [Help]

Wide Area Workflow 5.0

Registration - Add Administrative Role

Role *
[Group Administrator ▾]

Group Name *
[   ] [Group Lookup]

*** Asterisk indicates required entry.**

The Add Administrative Role page is displayed.

Group Administrator is the only Administrative Role a vendor can register for.

Enter the name of the Group you are registering to be the Group Administrator for. If you do not know the Group Name, click the Group Lookup button to look up the Group Name you wish to register as a Group Administrator against.

When complete, the Vendor clicks the Save button.

[Save] [Cancel] [Help]

Wide Area Workflow 5.0

Registration

User Authentication Type >> **Data Capture** >>

User Profile * [Edit]

First Name	Last Name	Commercial Telephone	DSN Telephone	Organization	Email Address	Title	Rank/Grade
John	Smith	1234567		Job	jsmith@job.com	Manager	

User Authentication * (Edit)

User ID	Password
johnsmith	*********

User Security Questions * (Edit)

Security Question	Security Answer
Where is your high school located?	***************
What is your pet's name?	***************
What is your favorite color?	***************

Vendor User Roles * (Add)

Role	Group	Location Code	Extension	Comments	Attachments	Comments/Attachments	Actions
Vendor	PEDJA	06481		N	N	View / Add	Delete

Administrative User Roles (Add)

Once the Data Capture is complete, the Vendor clicks the Submit button.

* Asterisk indicates required entry.

[Submit] [Previous] [Help]

Wide Area Workflow 5.0

Home

Registration - View & Accept Information System User Agreement

STANDARD MANDATORY NOTICE AND CONSENT PROVISION FOR ALL DOD INFORMATION SYSTEM USER AGREEMENTS

By signing [or clicking-through] this document, you acknowledge and consent that when you access Department of Defense (DoD) information systems:

You are accessing a U.S. Government (USG) information system (IS) (which includes any device attached to this information system) that is provided for U.S. Government authorized use only.

You consent to the following conditions:

The U.S. Government routinely intercepts and monitors communications on this information system for purposes including, but not limited to, penetration testing, communications security (COMSEC) monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counter-intelligence (CI) investigations.

At any time, the U.S. Government may inspect and seize data stored on this information system.

Communications using, or data stored on, this information system are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any U.S. Government-authorized purpose.

This information system includes security measures (e.g., authentication and access controls) to protect U.S. Government interests--not for your personal benefit or privacy.

Notwithstanding the above, using an information system does not constitute consent to personnel misconduct, law enforcement or counterintelligence investigative searching or monitoring of the content of privileged communications or data (including work product) that are related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Under these circumstances, such communications and work product are private and confidential, as further explained below:

Nothing in the User Agreement shall be interpreted to limit the user's consent to, or in any other way restrict or affect, any U. S. Government actions for purposes of network administration, operation, protection, or defense, or for communications security. This includes all communications and data on an information system, regardless of any applicable privilege or confidentiality.

The user consents to interception/capture and seizure of ALL communications and data for any authorized purpose (including personnel misconduct, law enforcement, or counterintelligence investigation). However, consent to interception/capture or seizure of communications and data is not consent to the use of privileged communications or data for personnel misconduct, law enforcement, or counterintelligence investigation against any party and does not negate any applicable privilege or confidentiality that otherwise applies.

Whether any particular communication or data qualifies for the protection of a privilege, or is covered by a duty of confidentiality, is determined in accordance with established legal standards and DoD policy. Users are strongly encouraged to seek personal legal counsel on such matters prior to using an information system if the user intends to rely on the protections of a privilege or confidentiality.

Users should take reasonable steps to identify such communications or data that the user asserts are protected by any such privilege or confidentiality. However, the user's identification or assertion of a privilege or

Accept   Previous   Help

The View & Accept Information System User Agreement page is displayed. The Vendor reads the agreement and clicks the Accept button if they accept the information on the page.

Registration

You have successfully registered for Wide Area Workflow.

You will receive an e-mail containing your User ID.

Once you have been activated by an administrator, you will receive another email notifying you of the role(s) for which you have been activated.

If you have any questions, please contact the Customer Support.

Upon clicking the Accept button a success message will be displayed letting the Vendor know they have successfully registered for WAWF.

You will immediately receive an e-mail confirming your registration.

Wide Area Workflow 5.0

Home

Registration

User Authentication Type >>

How will you be accessing WAWF? *

○ User ID \ Password
◉ Common Access Card
○ Software Certificate

What Roles will you be registering for? *

◉ Vendor
○ Government

* Asterisk indicates required entry.

Now we will demonstrate a Vendor self-registering using a CAC card.

The Vendor selects the Common Access Card and Vendor radio buttons before clicking the Next button.

Next   Help

Wide Area Workflow 5.0

Home

Registration

User Authentication Type >>

How will you be accessing WAWF? *

○ User ID \ Password
◉ Common Access Card
○ Software Certificate

What Roles will you be registering for? *

◉ Vendor
○ Government

* Asterisk indicates required entry.

Select Certificate   ? ☒

Select the certificate you want to use.

Issued to	Issued by	Intende...	Friendly...	Expirati...	Location
BAXT...	DOD JIT...	Smart C...	None	9/3/2011	Not avai
LPONI...	DOD OM...	<All>	LPONIN...	3/26/2011	Not avai
BALD...	DOD JIT...	<All>	None	8/25/2011	Not avai
CUKE...	DOD JIT...	<All>	CUKELA...	8/25/2011	Not avai
ANDE...	DOD JIT...	Smart C...	Signatur...	9/3/2011	Not avai
LPOT...	DOD JIT...	<All>	LPOTW...	3/26/2011	Not avai

[OK]   [Cancel]   [View Certificate]

The Select Certificate window is displayed.

[Next]   [Help]

Security & Privacy   Accessibility   Vendor Customer Support   Government Customer Support   FAQ   Site Index

Wide Area Workflow 5.0

Registration

User Authentication Type >>

How will you be accessing WAWF? *

- ○ User ID \ Password
- ● Common Access Card
- ○ Software Certificate

What Roles will you be registering for? *

- ● Vendor
- ○ Government

* Asterisk indicates required entry.

Select Certificate

Select the certificate you want to use.

Issued to	Issued by	Intende...	Friendly...
BAXTER.HENRY.1160155082	DOD JIT...	Smart C...	None
LPONINE.CACI.9000002136	DOD OM...	<All>	LPONIN...
BALDWIN.FRANK.PIV TRAN.1...	DOD JIT...	<All>	None
CUKELA.LOUIS.PIV END POIN...	DOD JIT...	<All>	CUKELA...
ANDERSON.ROBERT.1160155...	DOD JIT...	Smart C...	Signatur...
LPOTWO.CACI.9000002077	DOD JIT...	<All>	LPOTW...

[OK]   [Cancel]   [View Certificate]

The Vendor selects the certificate of the CAC card and then clicks the OK button.

[Next]   [Help]

Wide Area Workflow 5.0

Home

Registration

User Authentication Type >>

How will you be accessing WAWF? *

○ User ID \ Password
◉ Common Access Card
○ Software Certificate

What Roles will you be registering for? *

◉ Vendor
○ Government

* Asterisk indicates required entry.

Security Alert ☒

This Web site needs to create a digital signature using your private key.

WARNING: Allowing an untrusted Web site to use your private key is a security risk. The Web site could use your private key to compromise protected data or assume your identity.

Do you want this Web site to create the signature now?

☐ Do not show this dialog box again.

If you select this check box, any Web pages within this site will be able to create digital signatures without prompting you again. However, you will be prompted again when you visit another Web site.

[Yes]   [No]

The warning message is displayed asking if the user wants the Web site to create a digital signature. The Vendor clicks the Yes button to continue.

[Next]   [Help]

Security & Privacy   Accessibility   Vendor Customer Support   Government Customer Support   FAQ   Site Index

Wide Area Workflow 5.0

Registration

User Authentication Type >>

How will you be accessing WAWF? *

- ○ User ID \ Password
- ● Common Access Card
- ○ Software Certificate

What Roles will you be registering for? *

- ● Vendor
- ○ Government

* Asterisk indicates required entry.

ActivClient Login

ActivIdentity
ActivClient

Please enter your PIN.

PIN [   ]

[OK]   [Cancel]

The ActivClient Login window is displayed.

[Next]   [Help]

Wide Area Workflow 5.0
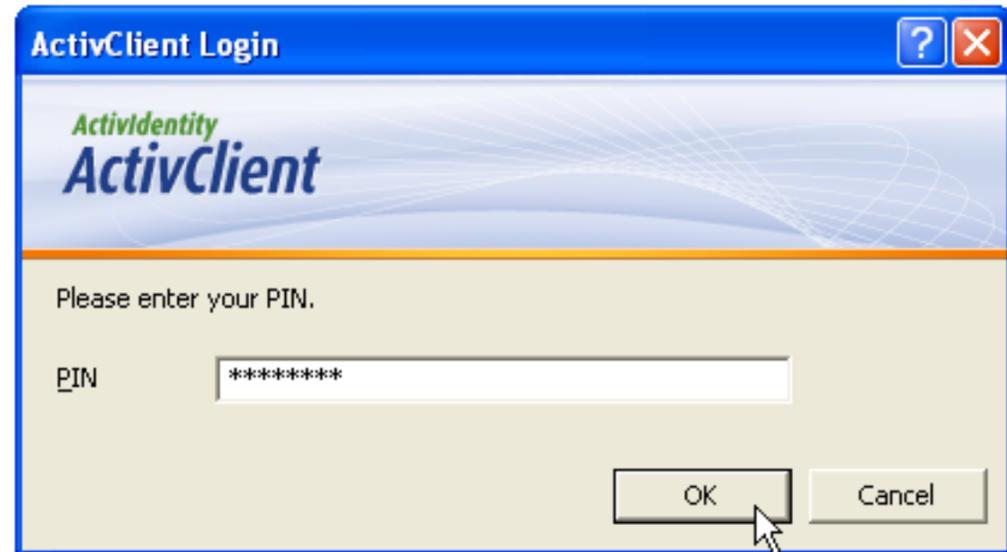
Registration

User Authentication Type >>

How will you be accessing WAWF? *

- ○ User ID \ Password
- ● Common Access Card
- ○ Software Certificate

What Roles will you be registering for? *

- ● Vendor
- ○ Government

* Asterisk indicates required entry.

ActivClient Login   [?][X]

ActivIdentity
ActivClient

Please enter your PIN.

PIN   [********]

[OK]   [Cancel]

The Vendor enters a pin number and then clicks the OK button.

[Next]   [Help]

Wide Area Workflow 5.0

Home

Registration

User Authentication Type >> **Data Capture** >>

User Profile * (Edit)

First Name	Last Name	Commercial Telephone	DSN Telephone	Organization	Email Address	Title	Rank/Grade
LOUIS.PIV END POINT	CUKELA						

User Authentication *

User ID

EDIPI1001236942

Vendor User Roles * (Add)

Administrative User Roles * (Add)

The Data Capture page is displayed with the User ID.
The Vendor clicks the Edit and/or Add links to edit and add
information for each section.

* Asterisk indicates required entry.

Submit	Previous	Help

Wide Area Workflow 5.0

Home

Registration

User Authentication Type >>

How will you be accessing WAWF? *

○ User ID \ Password
○ Common Access Card
◉ Software Certificate

What Roles will you be registering for? *

◉ Vendor
○ Government

* Asterisk indicates required entry.

Back to the Registration - User Authentication Type page.

Now we will demonstrate a Vendor self-registering using a Software Certificate. The Vendor selects the Software Certificate radio button before clicking the Next button.

Next   Help

Wide Area Workflow 5.0

Home

Registration

User Authentication Type >>

How will you be accessing WAWF? *

- ○ User ID \ Password
- ○ Common Access Card
- ⦿ Software Certificate

What Roles will you be registering for? *

- ⦿ Vendor
- ○ Government

* Asterisk indicates required entry.

Select Certificate

Select the certificate you want to use.

Issued to	Issued by	Intende...	Friendly...
BAXTER.HENRY.1160155082	DOD JIT...	Smart C...	None
LPONINE.CACI.9000002136	DOD OM...	<All>	LPONIN...
BALDWIN.FRANK.PIV TRAN.10...	DOD JIT...	<All>	None
CUKELA.LOUIS.PIV END POINT...	DOD JIT...	<All>	None
ANDERSON.ROBERT.1160155...	DOD JIT...	Smart C...	Signatur...
LPOTWO.CACI.9000002077	DOD JIT...	<All>	LPOTW...

[OK] [Cancel] [View Certificate]

As the Vendor clicks the Next button, the Select Certificate window is displayed.

[Next] [Help]

Wide Area Workflow 5.0

Home

Registration

User Authentication Type >>

How will you be accessing WAWF? *

○ User ID \ Password
○ Common Access Card
◉ Software Certificate

What Roles will you be registering for? *

◉ Vendor
○ Government

* Asterisk indicates required entry.

Select Certificate [?] [X]

Select the certificate you want to use.

Issued to	Issued by	Intende...	Friendly...
ANDERSON.ROBERT.1160155...	DOD JIT...	Smart C...	Signatur...
LPOTWO.CACI.9000002077	DOD JIT...	<All>	LPOTW...
PAYFOURTEEN.CACI.9000002...	DOD JIT...	<All>	PAYFOU...
CACI.PAYTWENTYTHREE.9000...	DOD JIT...	<All>	CACI.PA...
LPOSIX.CACI.9000002133	DOD JIT...	<All>	LPOSIX....
INSPECTORTEN.CACI.900000...	DOD OM...	<All>	INSPECT...

[OK] [Cancel] [View Certificate]

The Vendor selects the Certificate and then clicks the OK button.

[Next] [Help]

Wide Area Workflow 5.0

Home

Registration

User Authentication Type >>

How will you be accessing WAWF? *

○ User ID \ Password
○ Common Access Card
⦿ Software Certificate

What Roles will you be registering for? *

⦿ Vendor
○ Government

* Asterisk indicates required entry.

Security Alert   ❌

This Web site needs to create a digital signature using your private key.

WARNING: Allowing an untrusted Web site to use your private key is a security risk. The Web site could use your private key to compromise protected data or assume your identity.

Do you want this Web site to create the signature now?

☐ Do not show this dialog box again.

If you select this check box, any Web pages within this site will be able to create digital signatures without prompting you again. However, you will be prompted again when you visit another Web site.

[Yes]   [No]

The warning message is displayed asking if the user wants the Web site to create a digital signature. The Vendor clicks the Yes button to continue.

[Next]   [Help]

Wide Area Workflow 5.0

Home

Registration

User Authentication Type >> Data Capture >>

User Profile * (Edit)

First Name	Last Name	Commercial Telephone	DSN Telephone	Organization	Email Address	Title	Rank/Grade
CACI	LPOSIX						

User Authentication *

User ID
EDIPI9000002133

Vendor User Roles * (Add)

Administrative User Roles * (Add)

The Data Capture page is displayed with the User ID.
The Vendor clicks the Edit and/or Add links to edit and add information for each section.

* Asterisk indicates required entry.

Submit   Previous   Help

Security & Privacy   Accessibility   Vendor Customer Support   Government Customer Support   FAQ   Site Index

Wide Area Workflow 5.0

Home

Login to WAWF

User ID *

[   ]

Forgot your User ID?

Password *

[   ]

Forgot your Password?

[Login]

* Asterisk indicates required entry.

Certificate Login to WAWF

[Certificate Login]

New User?

Registration

Pre-Registration: Vendor Getting Started Help

Pre-Registration: Instructions for Agencies and Services New to WAWF

Machine Setup

Help

Web Based Training

What's New

Functional Information

Web Services for WAWF

Group Administrator Lookup

Active DoDAACs & Roles

Active CAGEs & Roles

System Messages

This concludes the Self Registration demonstration for a Vendor/Contractor using the new Wide Area Workflow 5.0.0 user interface.

WAWF

Wide Area Workflow

[Help]