



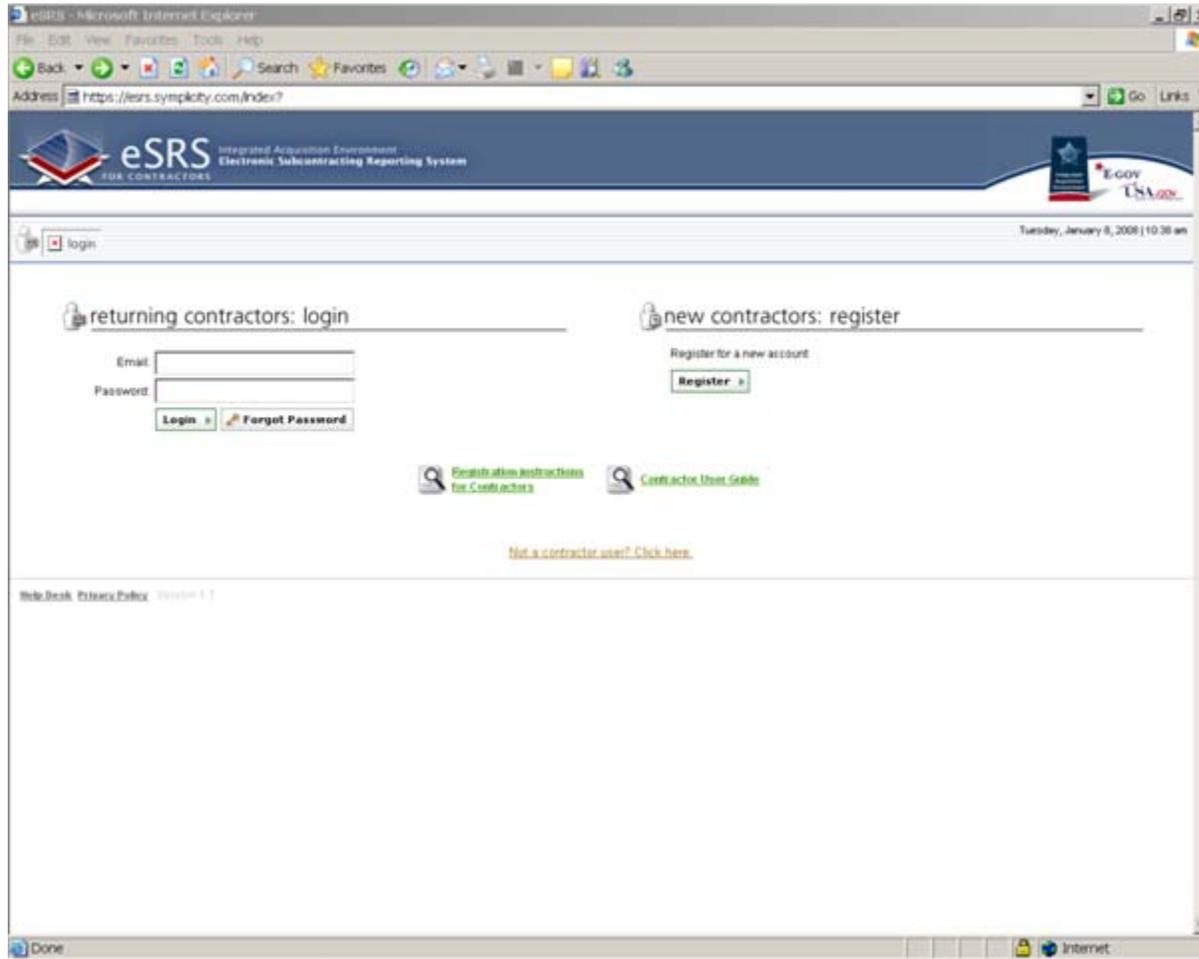
# Electronic Subcontracting Reporting System (eSRS)

<http://www.esrs.gov>

Department of Defense Government Training



# Contractor Registration



- ▶ 1 – Visit <http://www.esrs.gov> to register.
- ▶ 2 – Select “Contractors” under “Log-In or Register Now” on the main page.
- ▶ 3 – Select “New Contractors: Register” on the right side of the page.



# Contractor Registration

A screenshot of a Microsoft Internet Explorer browser window displaying the eSRS (Integrated Acquisition Environment Electronic Subcontracting Reporting System) registration page. The browser's address bar shows the URL "https://easr.symplcity.com/index?reg=step1". The page header includes the eSRS logo and the text "FOR CONTRACTORS". The main content area is titled "Registration Step 1 of 2" and contains the instruction "Please enter your DUNS Identification Number." Below this, there is a text box labeled "DUNS #" and two buttons: "Cancel" and "Next >". A small note explains that the field was previously called "Contractor Identification Number" and provides instructions on how to enter the DUNS number. The browser's status bar at the bottom shows "Done" and "Internet".

- ▶ **4 – Enter your company’s DUNS (Data Universal Numbering System).**
  - Your company information will then be pulled over from the Central Contractor Registration (CCR).
- ▶ **Quick Tip:** Make sure that the DUNS number you are using corresponds with DUNS number used on the contract you are submitting a report for.



# Contractor Registration

A screenshot of the eSRS (Integrated Acquisition Environment Electronic Subcontracting Reporting System) registration form, displayed in Microsoft Internet Explorer. The browser window title is "eSRS - Microsoft Internet Explorer" and the address bar shows "https://eers.symplcity.com/regwstep2B". The page header includes the eSRS logo and the text "Integrated Acquisition Environment Electronic Subcontracting Reporting System FOR CONTRACTORS". The date and time are "Tuesday, January 9, 2008 | 10:55 am". The main content area is titled "Registration Step 2 of 2" and contains a "Contractor Information" section. This section includes fields for "DBRS", "Legal Business Name", "Doing Business As (DBA)", "Cage #", "Division Name" (with a note "Not Found in CCR"), and "Division Number" (with a note "Not Found in CCR"). Below this is a "Physical Address" section with fields for "Street Address", "City", "State", "Zip+4", and "Country" (set to "United States"). At the bottom is a "Mailing Address" section with fields for "Street Address", "City", and "State". A "Registration Help" box on the right side of the form states: "After submitting this form, you will receive an email to verify the information. Only after following the instructions in the email will your account be activated." The browser's taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft..., eSRS Department..., eSRS - Microsoft..., Document1 - Mic...), and the system tray with the time "10:53 AM".

- ▶ **5– Review your company information.**
- ▶ **Quick Tip:** If your company information is incorrect, you will need to make the changes in Central Contractor Registration (CCR).
  - Once you make the changes, it will take approximately two business days for the updates to push over to eSRS.
  - <http://www.ccr.gov>



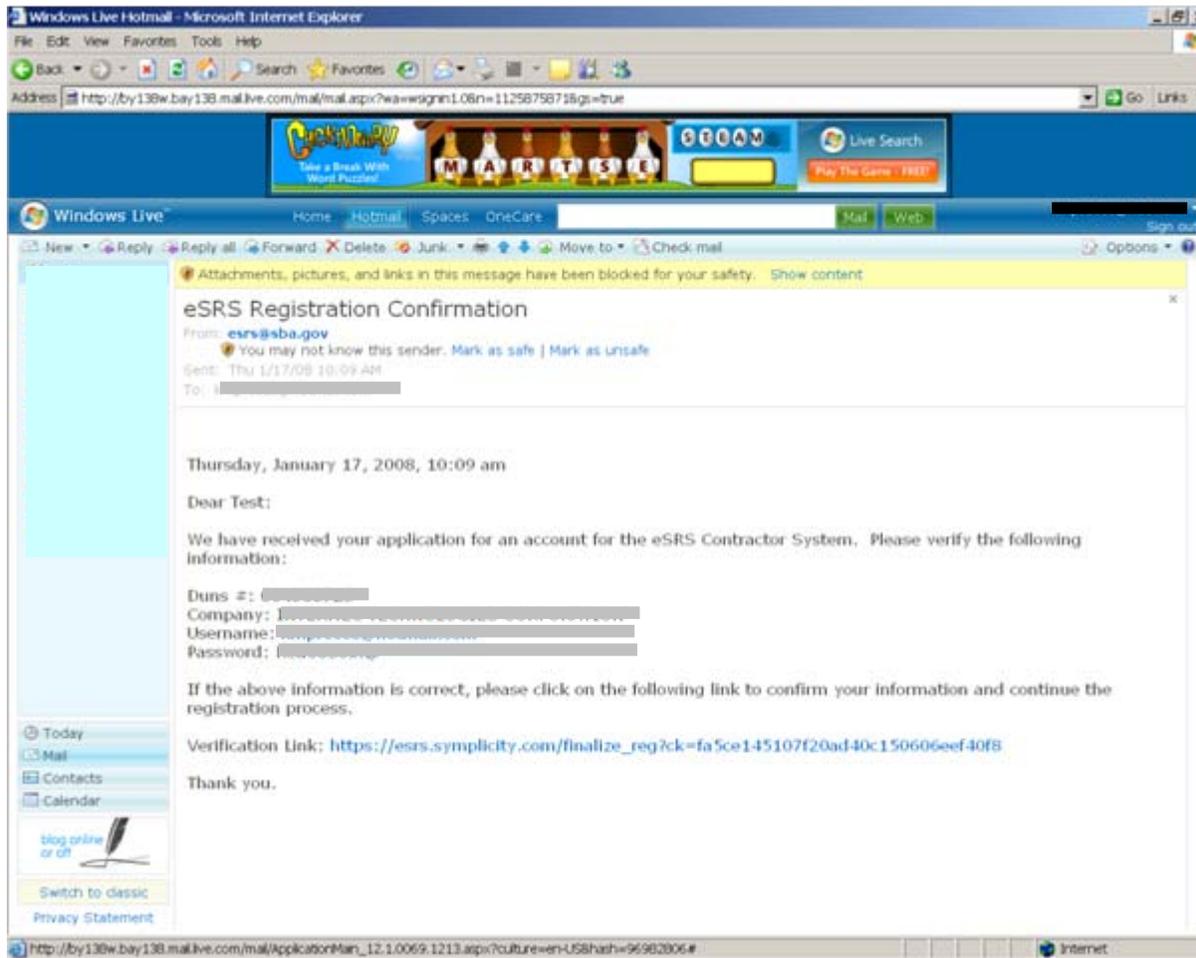
# Contractor Registration

A screenshot of a Microsoft Internet Explorer browser window displaying the eSRS Contractor Registration form. The browser's address bar shows the URL "https://esrs.symplixity.com/reg-irstep26". The form is titled "Mailing Address" and "Contact Information". The "Mailing Address" section includes fields for Street Address, City, State, Zip+4, and Country (United States). The "Contact Information" section includes fields for Group Name, Follower, Suffix, Title, Email Address, Phone Number, Supervisor Name, and Supervisor Email. Below these fields is a "Enter Password" section with a list of criteria: 1. Must be between 10 and 14 characters; 2. Must contain 2 of each of the following: Lower case letter, upper case letter, number, special character (e.g., !, %, ?). There are two password input fields, one for "Enter Password" and one for "Verify Password". At the bottom of the form is an "Authorization" section with a checkbox for "yes" and a radio button for "no". The browser's taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft, eSRS Department, eSRS - Microsoft, Document1 - Micr...), and the system tray with the time 10:53 AM.

- ▶ **6– Fill in the Contact Information.** The items marked with a **red \*** are mandatory fields.
- ▶ **Quick Tip:** After you create your password, write it down so that you can use it later in the registration process.



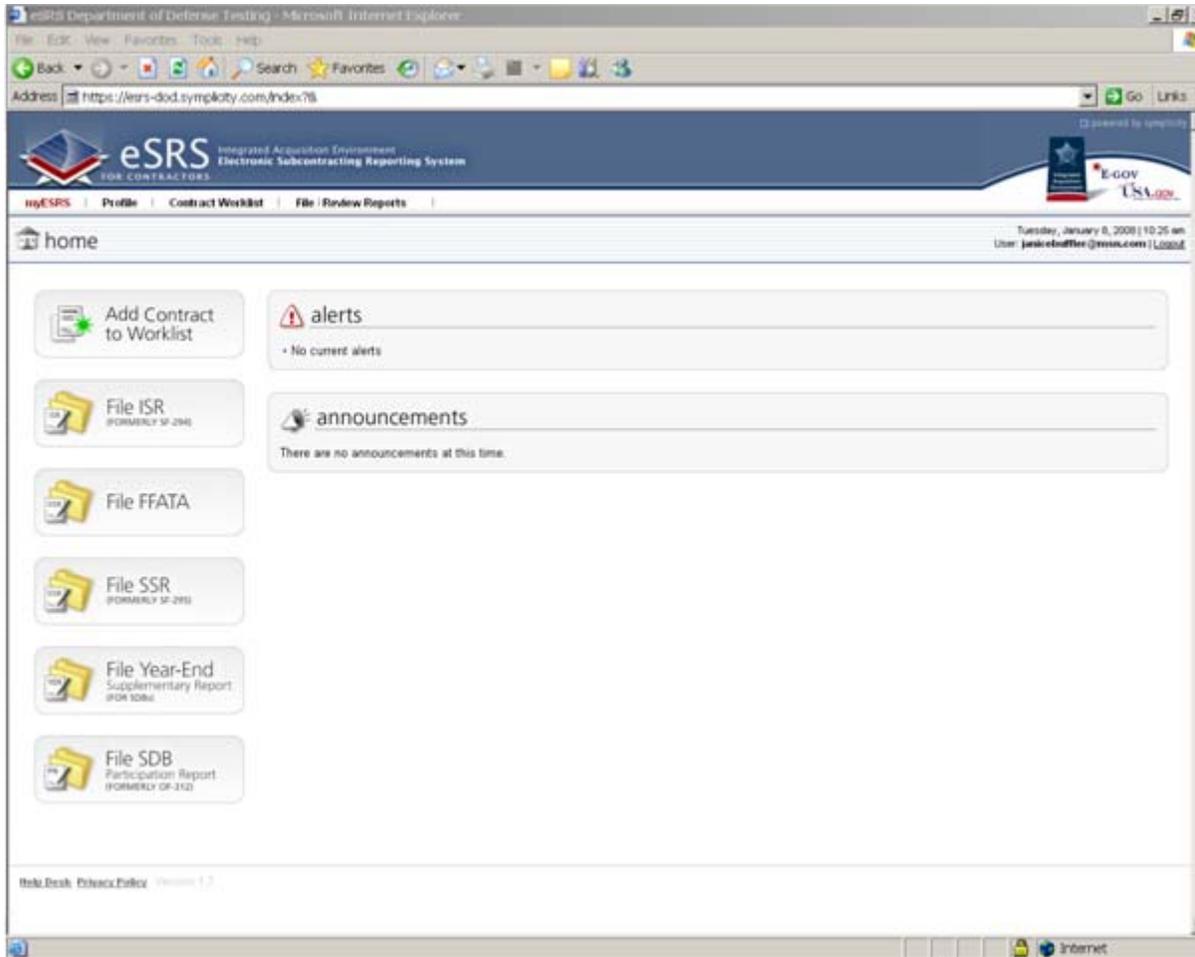
# Contractor Registration



- ▶ **7– Check your e-mail box for an e-mail from esrs@sba.gov.**
  - The e-mail will confirm your registration request. To finish your registration, you must click on the link provided in the e-mail. It will take you back to the eSRS system to log in.
- ▶ **Quick Tip:** Since all Web browsers and e-mail are different, make sure that you click on the entire URL in the e-mail you receive. Sometimes the URL may appear on two lines and only the top line is active. An easy way to ensure that you correctly use the link is to cut and paste the entire link into a new browser.



# Contractor Registration



- ▶ **7 - You should receive another e-mail from eSRS confirming your registration and welcoming you.**
  
- ▶ **8– Once you log back into eSRS, you will go to your home page.**
  - This is the place you will start when you begin to enter a report into the system.
  - System announcements will be posted on this page for your information.
  - You can always return to this page by selecting “myESRS”, located in the upper left corner of the screen.



# Changing Your Password

## ▶ If you forget your password when logging into the system:

- Go to <http://www.esrs.gov>
- Click on “Contractors”
- Select the “Forgot my Password” tab under the returning contractors” login box.
- Enter the e-mail address you used to register in the system
- An e-mail will be sent to you with a new password

## ▶ Once you have logged back into the system with the new password, you can change your password

- Select “Profile” from the navigation in the upper left hand corner
- Click on the “Account” tab
- Enter your new password and click “Save”

