



Electronic Subcontracting Reporting System (eSRS)

<http://www.esrs.gov>

Department of Defense Government Training



Registering a Government User in eSRS

A screenshot of a Microsoft Internet Explorer browser window displaying the eSRS Test page. The browser title is "eSRS Test - Microsoft Internet Explorer". The address bar shows "http://www.esrs.gov". The page header includes the eSRS logo and the text "Integrated Acquisition Environment Electronic Subcontracting Reporting System". The main content area has a "Welcome Government Users" heading and three tabs: "eSRS Sign-In", "Register", and "Forgot my password". The "Register" tab is selected. Below the tabs is a registration form with fields for "Email Address:" and "Password:". There is a checkbox for "Keep me logged in on this computer" and a link "Not a government user? Click here.". At the bottom of the form are "Go" and "Reset" buttons. A red arrow points to the "Register" tab. The browser status bar at the bottom shows "Done" and "Internet".

- ▶ 1 – Visit <http://www.esrs.gov> to register.
- ▶ 2 – Select “Government” under “Log-In or Register Now” on the main page.
- ▶ 3 – Select the “Register” tab under the text “Welcome Government Users”.



Registering a Government User in eSRS

- ▶ 4 – From the pull-down menu, select the Agency you currently work for.
- ▶ Example of the hierarchy: Department of Defense, Department of the Air Force, AETC
- ▶ **QUICK TIP:** Select the main organization that you will need access to their subcontracting reports. You will have the option to select other offices later in the registration process.



Registering a Government User in eSRS

eSRS Department of Defense Testing - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://esrs-dod.symplicity.com/index?_tab=gov_register

Wednesday, December 19, 2007 | 10:44 am

Welcome Government Users

THIS IS A TEST SYSTEM
This system is for testing purposes only.
The live eSRS system is located at <http://www.esrs.gov>.

Government User Registration Wizard

Instructions

Your Full Name
Please enter your full name.
Example: John F. Smith

Your Suffix
If applicable, enter your suffix

The Title of Your Position
Enter the title of the position you hold at your agency.

Your Email Address
Enter your email address.
Example: john@agency.gov

Your Full Name*:

Your Suffix:

The Title of Your Position:

Your Email Address*:

Go Back Continue

Progress

Agency: AETC (AETC)

Your Full Name: Empty

Your Suffix: Empty

The Title of Your Position: Empty

Your Email Address: Empty

Supervisor Name: Empty

Supervisor Email: Empty

User Level: Empty

Permission Level/Role: Empty

Desired Password: Empty

Repeat Desired Password: Empty

Would you like to register for multiple roles/offices?: Empty

- ▶ **5 – Select “Continue”.** Your contracting office should appear in the “Agency” box. Click “Continue” again.
- ▶ **6 – Fill in your name and e-mail address.** Make sure that you fill in all the boxes that are noted with a red *. These are mandatory fields. The other boxes are optional but useful.
- ▶ **7 – Fill in your supervisor’s name and e-mail address.**



Registering a Government User in eSRS

My Account

General Information Password **Request New Role** ? help

Note: Please fill out all the required information below and click [send request] to submit your registration for a new role. You will receive registration has been approved.

New Role Information * indicates a required field

Agency*:

User Level*: agency contracting office

Role*: Agency Coordinator (AC)
 Contracting Official
 Designated Government User (DGU)
 POC

Supervisor Name:

Supervisor Email:

▶ **8 – Select your User Level.**

▶ When you select “Agency”, you will see all the reports at the agency level in the organization you are registering under.

▶ “Contracting Office” corresponds with DoDAACs. When you select “Contracting Office”, you can then select a specific DoDAAC to register under. If you select that DoDAAC, you will only see reports connected to that DoDAAC. This is a good way to have the system sort through all reports and show you just what you need to see.

▶ **QUICK TIP:** If you don’t see your DoDAAC listed, do not type it in. This will cause problems with your registration request. You should either contact your eSRS lead to find out what to select when you register or you can select “Agency” instead of “Contracting Office” to complete your registration process. Once your registration is confirmed and you log into eSRS, you can update your role with the correct DoDAAC.



Registering a Government User in eSRS

- ▶ **9 – Select your Permission/Level Role:**
- ▶ **Agency Coordinator (AC):** This person is usually the head of the contracting office and is responsible for approving registration requests in the system. They have user access to all contracts under their contracting office or agency and can accept/reject submitted subcontracting plans. They can also run reports in the system.
- ▶ **Point of Contact (POC):** This person has the same rights as the AC but is not the lead for eSRS in the organization.
- ▶ **Contracting Official (CO):** This person is responsible for contract subcontracting plans within the organization. They can accept/reject submitted subcontracting plans and run reports in the system.
- ▶ **Designated Government User (DGU):** This person will have access to see subcontracting plans in the system and run reports. They cannot accept/reject submitted plans.



Registering a Government User in eSRS

eSRS Department of Defense Testing - Microsoft Internet Explorer

Address: https://esrs-dod.simplcity.com/index?_tab=gov_register

Wednesday, December 19, 2007 | 10:44 am

Welcome Government Users

eSRS Sign-In Register Forgot my password

THIS IS A TEST SYSTEM
This system is for testing purposes only.
The live eSRS system is located at <http://www.esrs.gov>.

Instructions

Desired Password
Enter the password you wish to use to gain access to the system.

For security purposes, the password must meet the following 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 (i.e. !, %, ^)

Repeat Desired Password
Repeat the password you entered in the previous field to verify it was entered correctly.

Government User Registration Wizard * indicates a required field

Desired Password*:

Repeat Desired Password*:

Progress

Agency:
AETC (AETC)

Your Full Name:
Gordon Sumner

Your Suffix:
Empty

The Title of Your Position:
Empty

Your Email Address:
sting@military.mil

Supervisor Name:
Jon bon jovi

Supervisor Email:
jbj@military.mil

User Level:
User Level agency

Permission Level/Role:
Contracting Official

Desired Password:
Empty

Repeat Desired Password:
Empty

Would you like to register for multiple roles/offices?:
Empty

Help Desk Privacy Policy Version 1.7

Start | Inbox - Microsoft ... | 4 Internet Exp... | Document1 - Mcr... | Search Desktop | 10:44 AM

► 10 – Select and enter your password.

- The instructions on the left hand side of the page indicate the format that you must follow to select a password.

► **QUICK TIP:** It is a good idea to write the password down once you have decided what it should be. You will need it later to log into the site.



Registering a Government User in eSRS

eSRS Department of Defense Testing - Microsoft Internet Explorer

Address: https://esrs-dod.simplcity.com/index?_tab=gov_register

Wednesday, December 19, 2007 | 10:47 am

eSRS Integrated Acquisition Environment
FOR GOVERNMENT Electronic Subcontracting Reporting System

Welcome Government Users

eSRS Sign-In Register Forgot my password

THIS IS A TEST SYSTEM
This system is for testing purposes only.
The live eSRS system is located at <http://www.esrs.gov>.

Instructions
Additional Role(s)
Register for multiple roles here. To add more than one additional role, click the button labeled [click here to add an additional role] and then fill out the required fields for that role.

Government User Registration Wizard * indicates a required field

Additional Role(s):

Additional Role

Agency*:

User Level*:
 agency contracting office

Role*:
 Agency Coordinator (AC)
 Contracting Official
 Designated Government User (DGU)
 POC

Supervisor Name:

Supervisor Email:

Remove Role

Click Here To Add An Additional Role

Go Back Continue

Progress

Agency:
AETC (AETC)

Your Full Name:
Gordon Sumner

Your Suffix:
Empty

The Title of Your Position:
Empty

Your Email Address:
sting@military.mil

Supervisor Name:
jon bon jovi

Supervisor Email:
jbj@military.mil

User Level:
User Level agency

Permission Level/Role:
Contracting Official

Desired Password:
***** (hidden)

Repeat Desired Password:
***** (hidden)

Would you like to register for multiple roles/offices?:
Would you like to register for multiple roles/offices? yes

Additional Role(s):
Empty

► 11- Additional Roles

- If you are responsible for contracts in other organizations and need to have access to those subcontracting reports, you can add additional roles/offices to your registration.
- If you are only responsible for contracts and subcontracting reporting plans under the office you originally selected, do not register for multiple roles/offices.



Registering a Government User in eSRS

eSRS Department of Defense Testing - Microsoft Internet Explorer

Address: https://esrs-dod.symplixity.com/index?_tab=gov_register

THIS IS A TEST SYSTEM
This system is for **testing purposes only**.
The live eSRS system is located at <http://www.esrs.gov>.

Instructions

Verify Your Entries
Verify all entered information. If any information is not correct, press "Go Back" or click on the item to go directly to it. You will have a chance to review again before you submit this form.

Government User Registration Wizard * indicates a required field

Please verify all entered information and submit this form now.

Agency:
AETC (AETC)

Your Full Name:
Gordon Sumner

Your Suffix:
Empty

The Title of Your Position:
Empty

Your Email Address:
sting@military.mil

Supervisor Name:
jon bon jovi

Supervisor Email:
jbj@military.mil

User Level:
User Level agency

Permission Level/Role:
Contracting Official

Desired Password:
***** (hidden)

Repeat Desired Password:
***** (hidden)

Would you like to register for multiple roles/offices?:
Would you like to register for multiple roles/offices? no

Progress

Agency:
AETC (AETC)

Your Full Name:
Gordon Sumner

Your Suffix:
Empty

The Title of Your Position:
Empty

Your Email Address:
sting@military.mil

Supervisor Name:
jon bon jovi

Supervisor Email:
jbj@military.mil

User Level:
User Level agency

Permission Level/Role:
Contracting Official

Desired Password:
***** (hidden)

Repeat Desired Password:
***** (hidden)

Would you like to register for multiple roles/offices?:
Would you like to register for multiple roles/offices? no

Go Back **Submit Registration**

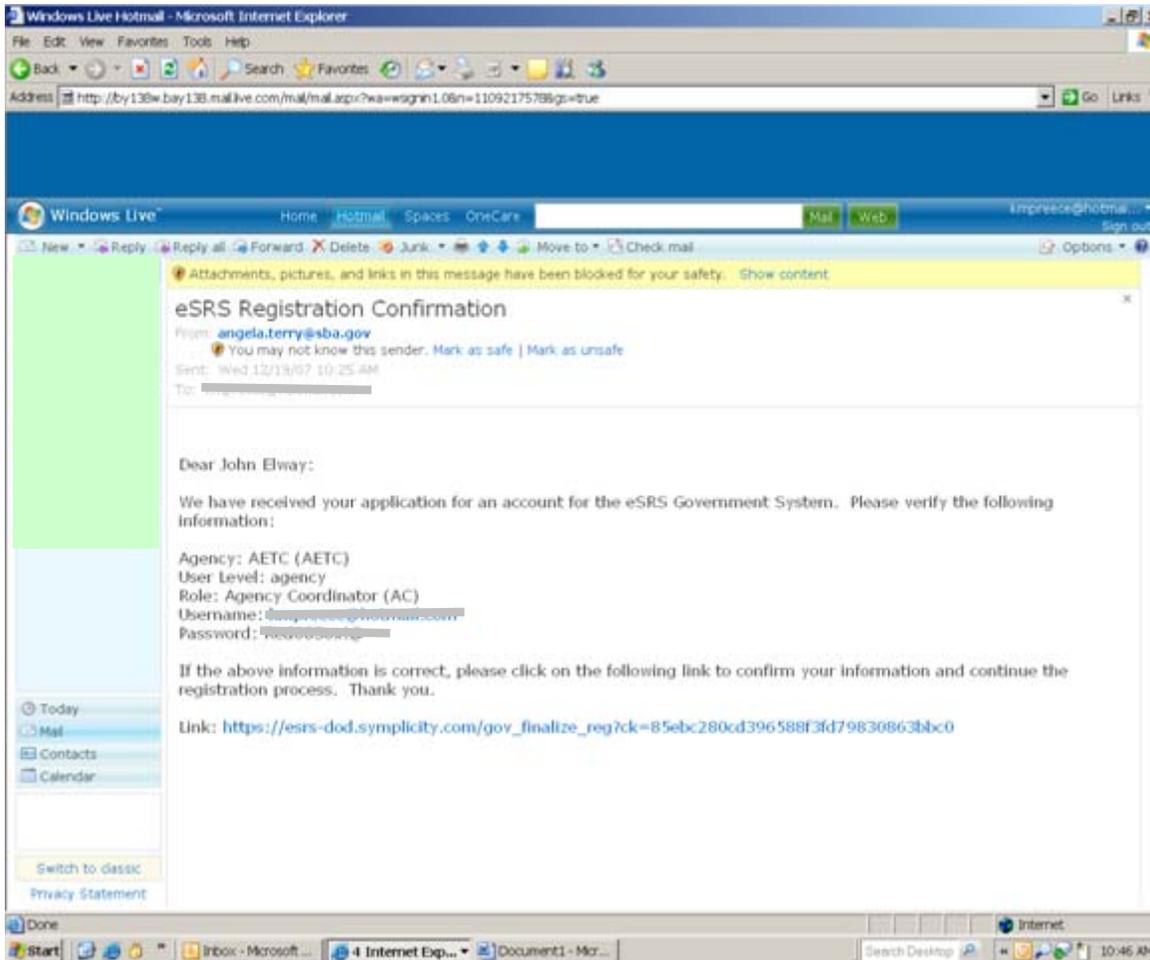
Help Desk Privacy Policy Version 1.7

Done Start Inboxes - Microsoft ... 4 Internet Exp... Document1 - Micr... Search Desktop 10:46 AM

- ▶ **12 - Verify your information.**
- ▶ Check to ensure that the information you have selected is correct. If you would like to edit some of the information, click on the link to the section you would like to edit or use the "Go Back" button at the bottom of the page.
- ▶ If you are satisfied with the information that has been submitted, select the "Submit Registration" button.



Registering a Government User in eSRS



13 – Check your e-mail.

- ▶ Once you have submitted your registration request, you should receive an e-mail from Angela Terry at SBA (Program Manager for eSRS) advising you that your application for an account in eSRS has been received.
- ▶ To continue the registration process, you must click on the link at the bottom of the e-mail. You will then be taken back to the eSRS Web site and to a page that confirms your account success.
- ▶ **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.



Registering a Government User in eSRS



- ▶ **14 – Your registration is not complete.**
- ▶ The Agency Coordinator of your contracting office must approve your registration in the system.
- ▶ If your office does not have an Agency Coordinator registered in the system, an Agency Coordinator at a level above your organization will have rights to approve your registration request.
- ▶ Once this has been completed, you will receive another e-mail from Angela Terry at SBA (Program Manager for eSRS) confirming that your registration is now active.
- ▶ You can then log into eSRS using your e-mail address and password.



“My Account” Page

The screenshot shows the eSRS 'My Account' page. The main form is titled 'My Account Information' and contains the following fields:

- Title: [Empty]
- Fullname*: John Baker
- First Name: John
- Middle Name: [Empty]
- Last Name: Baker
- Suffix: [Empty]
- Email*: john.baker@osd.mil
- Phone: [Empty]
- Cell Phone: [Empty]
- Fax: [Empty]

A 'Save' button is located at the bottom left of the form. A 'User Roles' window is open on the right, showing the following information:

User Roles
DEPT OF DEFENSE Super-User (9789) (000)
Agency in bold is current selected role

From this page, you can:

- ▶ Edit and save your “General Information”
- ▶ Change your password
- ▶ See what user roles you have been registered under.
 - If you have registered under different user roles, you should come to this page to select the role you are interested in working under during that session.
 - At any time you can change your user role during your session.



Changing Your Password in eSRS

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

- Go to <http://www.esrs.gov>
- Click on “Government”
- Select the “Forgot my Password” tab above the registration input 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 “My Account” from the left side navigation
- Click on the “Password” tab
- Enter your new password and click “Save”

The screenshot shows a Microsoft Internet Explorer browser window displaying the eSRS (Electronic Subcontracting Reporting System) website. The browser's address bar shows the URL https://esrs.symplicity.com/index?_tab=password. The page header includes the eSRS logo and the text "Integrated Acquisition Environment Electronic Subcontracting Reporting System FOR GOVERNMENT". The date and time are shown as "Monday, January 7, 2008 | 4:16 pm" and the user is identified as "User: wwwprc@usmcm.com | Logout". The page is powered by E.GOV and USA.gov. The main content area is titled "My Account" and has two tabs: "General Information" and "Password". The "Password" tab is active, showing a form with the following fields: "My Password" (with a note "* indicates a required field"), "Enter New Password:" (with an input field), and "Verify Password:" (with an input field). There are "Save" buttons at the top left and bottom of the form. A left sidebar contains a navigation menu with options: Home, Reports (Individual, Summary, Year-End SDB, SDB Participation), Agencies (Organizations, Contacts), Contracts, Reporting, and My Account. The footer of the page includes "Help Desk", "Privacy Policy", and "Version 1.7".