Electronic Subcontracting Reporting System (eSRS)

http://www.esrs.gov

Department of Defense Government Training
Contractor Registration


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

- 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.
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
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”