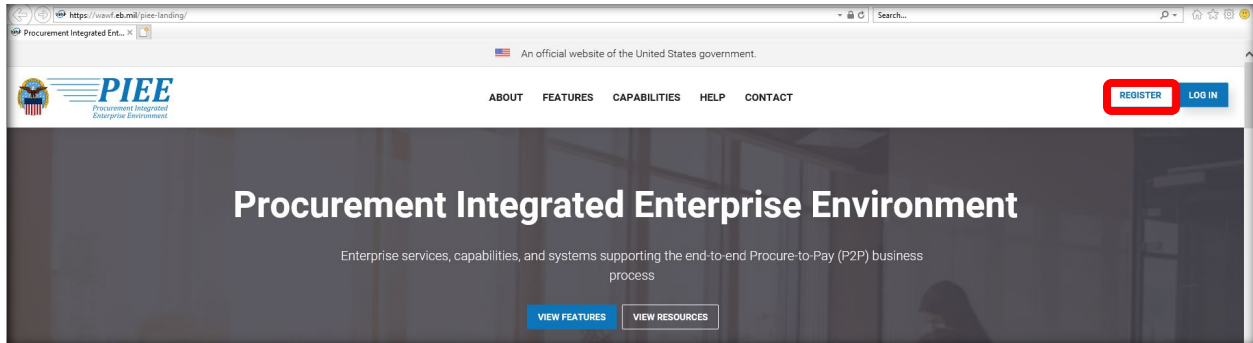


# DoD PERSONNEL ONLY

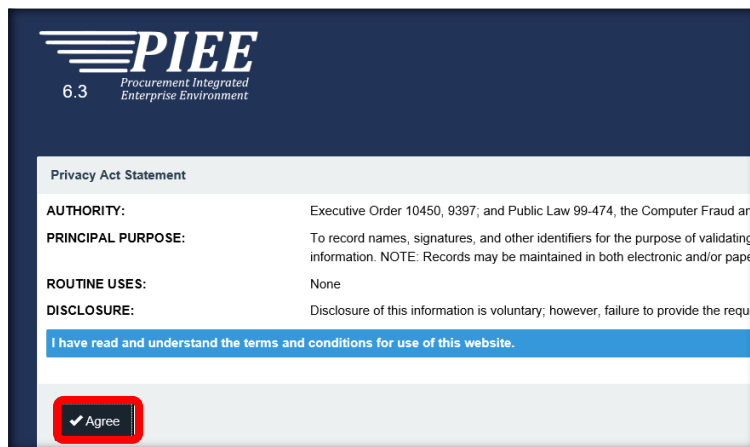
## Instructions to Register in PIEE for EDA and CID Database Access

Step 1: Open PIEE at <https://piee.eb.mil/piece-landing/>

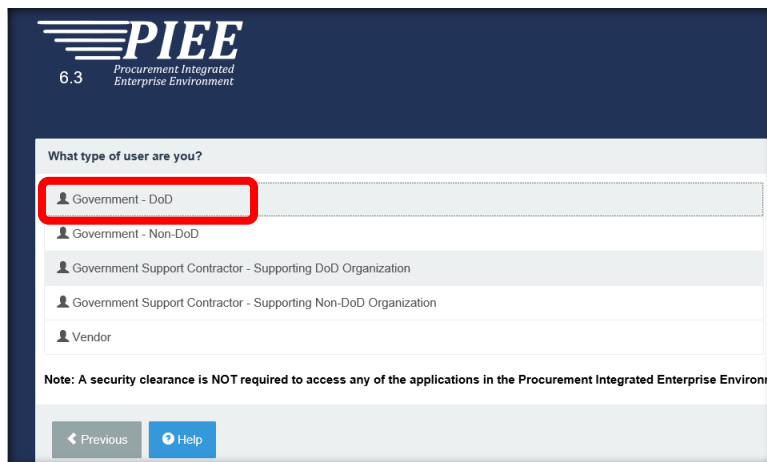
Step 2: Select “Register” in the upper right hand corner



Step 3: Click on “I Agree” on the Privacy Act Statement.



Step 4: Select “Government-DoD.”

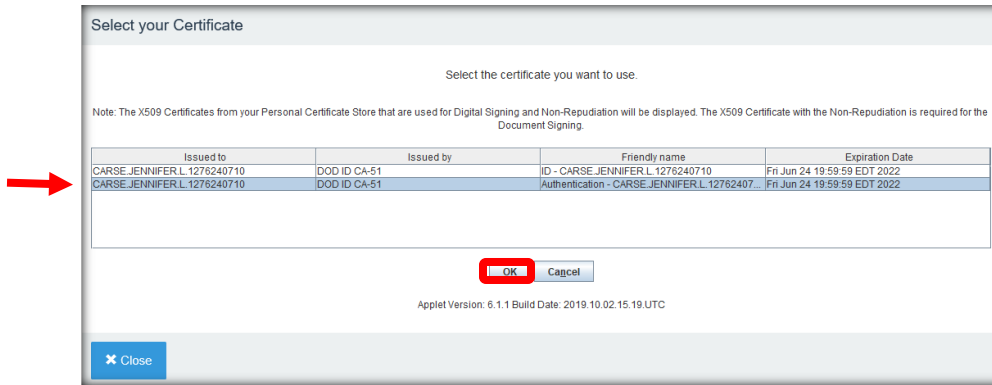


Step 5: Set up your account with your CAC. Click the drop down arrow in the box under “How will you be accessing the Procurement Integrated Enterprise Environment applications?” Select “Common Access Card/Personal Identity Verification”.

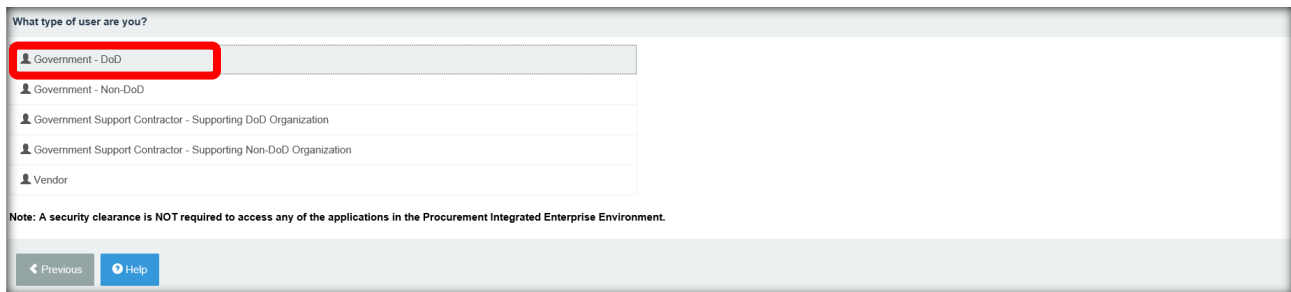
Step 6: Select “LOG IN WITH CAC/PIV”.

Step 7: This will start Java Script running and a Security Warning will appear. Click the box to the left of “I accept the risk and want to run this application.” Then click “Run.”

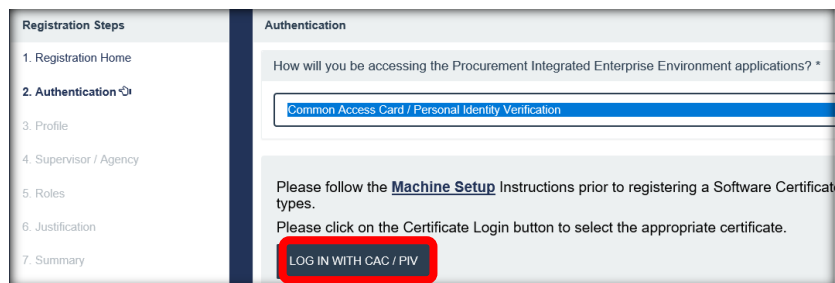
Step 8: The Select Your Certificate window will appear. Select the certificate you want to use to log in and then click “OK.” Note which certificate you select. You will need to use the same certificate each time you log in.



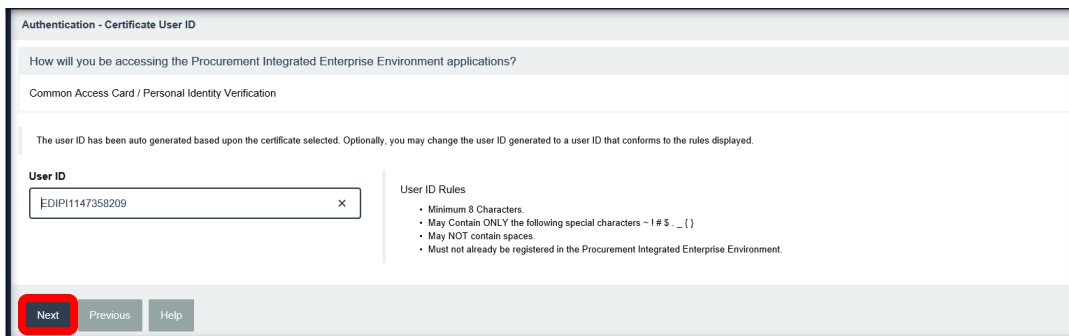
Step 9: Select “Government – DoD”



Step 10: Select the drop down arrow in the box under “How will you be accessing the Procurement Integrated Enterprise Environment applications?” Select “Common Access Card/Personal Identity Verification.” Select “LOG IN WITH CAC/PIV.”



Step 11: The system will generate an automatic User ID. Do Not change the ID. Select “Next.”



Step 12: Fill out the User Profile Information. If you are a Contracting Officer, then proceed to Step 12b.

Step 12a: Complete all required fields. If you are registering as an 1102, a pop up window will appear requesting Warrant Information. Select “No.” After completing all required fields, Select “Next.” (Proceed to Step 13)

The screenshot shows the 'User Profile' registration form. On the left is a 'Registration Steps' sidebar with 9 steps, where '4. Profile' is selected. The main form contains the following fields: First Name (Kori), Middle Name, Last Name (Marietta), Suffix, Home Organization DoDAAC/FEDAAC (GPC DoDAAC Lookup: S5113a), Organization (DCMA), Job Series (Please Select), Job Title, Grade/Rank, Email, Confirm Email, Cyber Awareness Training Date, Commercial Telephone, Extension, Intl Country Code and Phone, Mobile Telephone, DSN Telephone, Citizenship (US), and Designation (Please Select). At the bottom, there are four buttons: 'Next' (highlighted with a red box), 'Previous', 'Save Registration', and 'Help'.

Step 12b: Complete all required fields. A pop up will appear requesting your Warrant Information. Select Yes and enter the required Warrant information as well as upload your Warrant Certificate. After completing all required fields, Select “Next.”

The screenshot shows a 'Warrant Information' pop-up window. It contains an 'Info' message: 'You are required to enter the warrant information because you have entered Job Series of 1102.' Below the message is the question 'Do you have an Active Warrant?' and three buttons: 'Cancel', 'Yes' (highlighted with a red box), and 'No'. The background shows a partial view of the registration form with 'First Name' (Kori) and 'Home Organization DoDAAC/FEDAAC' visible.

Step 13: Fill out the Supervisor/Agency form. Enter your Supervisor’s information. In the case that you have an Alternate Supervisor, please enter that information as well. Click “Next.”

The screenshot shows the 'Additional Profile Information' form, specifically the 'Supervisor Information' section. The 'Registration Steps' sidebar on the left has '5. Supervisor / Agency' selected. The form includes: Supervisor Information with fields for First Name (Daniel), Last Name (Hanley), and Job Title (Director); Email (daniel.s.hanley7.civ@mail.mil) and Confirm Email (daniel.s.hanley7.civ@mail.mil); DSN Telephone; Phone (030) 220-4015; Extension; and Intl Country Code and Phone. Below this is an 'Alternate Supervisor Information (Optional)' section.

Step 14: Complete the Roles form. (The purpose of these instructions is to access the CID database. Discuss any additional roles with your Supervisor.)

Step 14a: Under the heading Step 1, select EDA – Electronic Data Access.

Step 14b: Under the heading Step 2, select your User Rolls for EDA.

Step 14c: Under the heading Step 3, select “Add Roles.”

The screenshot shows the 'Roles' registration page. On the left is a 'Registration Steps' sidebar with '6. Roles' selected. The main content area has three steps: Step 1 (Application), Step 2 (User Roles), and Step 3 (Add Roles). Step 1 has a dropdown menu with 'EDA - Electronic Data Access' selected. Step 2 shows a list of 'User Roles for EDA' including 'Acquisition Sensitive Reporting', 'Advanced Reporting', 'CDR POC', 'Contract Deficiency Report (Legacy)', and 'Contract Deficiency Report (Legacy) - ACO'. Step 3 has an 'Add Roles' button. Below the steps is a 'Roles Summary' table.

Application	Role	Location Code Type	Location Code *	Extension	Group	Action
CLOSEOUT	Job Series CCO Contract Specialist	DoDAAC	S5113A	N/A		Delete
CLS	Job Series Procurement Analyst/Policy Analyst	DoDAAC	S5113A	N/A		Delete

Step 14d: This will take you back to the Roles screen. Once you have selected your roles and verified that your list of roles is accurate and complete, then Select “Next.”

The screenshot shows the 'Roles' registration page with 'WAWF - Wide Area Workflow' selected in Step 1. Step 2 shows a list of 'User Roles for WAWF' including 'Acceptor', 'Acceptor View Only', 'Admin By View Only', 'Cost Voucher Administrator', and 'Cost Voucher Approver'. The 'Roles Summary' table is expanded to show 9 entries. At the bottom, a 'Next' button is highlighted with a red box.

Application	Role	Location Code Type	Location Code *	Extension	Group	Action
CLOSEOUT	Job Series CCO Contract Specialist	DoDAAC	S5113A	N/A		Delete
CLS	Job Series Procurement Analyst/Policy Analyst	DoDAAC	S5113A	N/A		Delete
EDA	Job Series Contracts	N/A	S5113A	N/A		Delete
GFP	Job Series GFP Approver	DoDAAC	S5113A	N/A		Delete
GFP	Job Series Contracting Specialist	DoDAAC	S5113A	N/A		Delete
PALT	Job Series PALT and Protest Contracting Official	DoDAAC	S5113A	N/A		Delete
PCM	Job Series Contractor DoDAAC Manager	DoDAAC	S5113A	N/A		Delete
SPM   EDA   CCM   JAM	Job Series Contract Specialist	DoDAAC	S5113A	N/A		Delete
WAWF	Job Series Issue By View Only	DoDAAC	S5113A			Delete

Step 15: Complete Justification form.

The screenshot shows the 'Justification / Attachments' page. The 'Registration Steps' sidebar has '7. Justification' selected. An info message states: 'Auto-registered EDA Role Advanced Reporting for S5113A from CLS Role Procurement Analyst/Policy Analyst'. Below this is a 'Justification \*' text field highlighted with a red box. There is an 'Attachments' section with a 'Browse...' button and an 'Upload' button. A warning message states: 'Procurement Integrated Enterprise Environment is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.' At the bottom, a 'Next' button is highlighted with a red box.

Step 16: Electronically sign the Agreement page. Select Signature to digitally sign the document.

Registration Steps

1. Registration Home
2. Authentication
3. User ID
4. Profile
5. Supervisor / Agency
6. Roles
7. Justification
8. Summary
9. Agreement

Agreement

Statement of Accountability Agreement

I understand my obligation to protect my password/certificate. I assume the responsibility for the data and system I am granted access to. I will not exceed my authorized access.  
**Standard Mandatory Notice & Consent Provision For All DoD Information System User Agreements 9 May 2008.**  
**Security and Privacy Rules of Behavior (ROB) / Acceptable Use Policy (AUP) 14 Jan 2010.**

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,

By signing below, I accept the System User Agreement and Rules of Behavior / Acceptable Use Policy.

Signature Date  
2019/12/10

Government Organization \*  
S5113A

!!! CONGRATULATIONS !!!

Step 17: If the signature is properly authenticated by the system, then the screen below will appear confirming your Registration is complete. Please remember that your account has to be approved by both your Supervisor and the GAM before you will be able to access the PIEE, EDA or the CID Database.

Successful Registration

**You have successfully registered for the following applications. You will receive an e-mail containing your User ID.**

- CCM - Contracting Communication Module
- CLOSEOUT - Contract Closeout
- CLS - Clause Logic Service
- EDA - Electronic Data Access
- GFP - Government Furnished Property
- JAM - Joint Appointment Module
- PALT - PALT & Protest Tracker
- PCM - Purpose Code Management
- SPM - Surveillance and Performance Monitoring Module
- WAWF - Wide Area Workflow
- myInvoice

The approval request will go to your Supervisor(s)/Sponsor.  
Once you have been approved by your Supervisor(s)/Sponsor, the approval request will go to an administrator.  
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.  
You may log into Procurement Integrated Enterprise Environment to check the status of your request or make changes to your profile and role information.  
If you have any questions, please contact the Customer Support.