Step 1: Open PIEE at [https://piee.eb.mil/piee-landing/](https://piee.eb.mil/piee-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)

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.”

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.”
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 Roles for EDA.

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

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.”

Step 15: Complete Justification form.
Step 16: Electronically sign the Agreement page. Select Signature to digitally sign the document.

!!! 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.