

## PIEE/SPRS Access and Tips

1. From the main PIEE page, look for the 'Register' button on the top right hand side of the page.
2. Click on the 'Register' button and choose 'User Type'. Click on 'submit'.
3. From the drop down, select your type of authentication. For Gov't Users, it would be the CAC or PIV. Click on 'submit'. For Vendor Users, it would be the software certificate. Then you will need to 'select' the certificate that you want to use and click 'OK'. Enter your PIN and click 'OK'.
4. Your User Name will come up based on the certificate you chose. You can change your User Name here, then click 'Next'.
5. On the 'User Profile' page, fill in the required information and click 'Next'. A dialog box will open; the system will 'save' your profile information or let you finish it later. Click your choice.
6. For gov't, on the 'supervisor' step, be sure to enter a valid email address for your supervisor; 'submit'.
7. On the 'roles' step, select whichever one matches your role (or closest to).
8. Upon registration, an email with a one-time token will be generated and sent to the supervisor/sponsor email address entered during the registration process. (User must enter the valid email address of their supervisor/sponsor during registration).
9. If the supervisor/sponsor doesn't respond within 72 hours, Procurement Integrated Enterprise Environment will resend the email with a new token.
10. If the supervisor/sponsor doesn't respond within 30 days, the system will set the status of the user's role to 'Rejected'.
11. The SAM/GAM will activate the roles that have been approved. If the roles were rejected, the SAM/GAM will not be able to activate the rejected roles.
12. To add the SPRS access, once the Gov't Users have access to PIEE, they need to go back into their profile and 'add role'. Choose 'SPRS' and then 'Contracting Official'.

To register in the Production environment, the following is the Web Based training site:

(gov't) <https://wawftraining.eb.mil/wbt/xhtml/wbt/portal/overview/govtAndGovtContRegister.xhtml>