

How to request Contractor/Vendor (Support Role) access to SPRS when you do not have an existing PIEE account:

1. Click "register" button
2. Click "Agree" button
3. Choose what type of user you are
4. Choose how you will logon
5. Enter information requested based on which manner of log on chosen.
6. Enter the requested information on the profile screen and click "next"
7. Verify the information on the Company screen and click "next"
8. On the roles screen in step 1 choose "SPRS – Supplier Performance Risk System"
9. On the roles screen in step 2 choose "Contractor/Vendor (Support Role)"
10. On the roles screen in step 3 click "+ Add Roles" button
11. On the roles screen in step 4 enter/verify the "Location Code Type"
12. On the roles screen in step 4 enter/verify the "Location Code" should be your CAGE code
13. Click "Next"
14. Enter your justification and click "next"
15. Review your registration summary and click "next"
16. Review the user agreement/rules of behavior policy and click "signature" button.
17. Once these steps have been completed you SPRS access awaits approval by the SPRS PMO.

How to request SPRS Contractor/Vendor (Support Role) access if you have an active PIEE account.

1. Log into PIEE (<https://wawf.eb.mil>)
2. Click "My Account"
3. Click "Add Additional Roles"
4. Verify the information on the profile screen and click "next"
5. Verify the information on the Company screen and click "next"
6. On the roles screen in step 1 choose "SPRS – Supplier Performance Risk System"
7. On the roles screen in step 2 choose "Contractor/Vendor (Support Role)"
8. On the roles screen in step 3 click "+ Add Roles" button
9. On the roles screen in step 4 enter/verify the "Location Code Type"
10. On the roles screen in step 4 enter/verify the "Location Code" should be your CAGE code
11. Click "Next"
12. Enter your justification and click "next"
13. Review your registration summary and click "next"
14. Review the user agreement/rules of behavior policy and click "signature" button.
15. Once these steps have been completed you SPRS access awaits approval by the SPRS PMO.