

## Getting Your CCR User Account Started

Your user ID and password will replace your Trading Partner Identification Number for the method of logging into your Central Contractor Registration. Once a user account is created, you may invite a CCR Alternate Point of Contact as well as Maintenance Users. Maintenance Users have the ability to update and renew registrations associated with their User Accounts. The only function Maintenance Users do not have is the ability to edit the CCR Primary or Alternate POC.

Below are step-by-step instructions for creating a User Account for users who currently have a TPIN or Confirmation Number, creating a User Account for new users, assigning a Maintenance User to a registration, and removing a Maintenance User from a registration.

### **TPIN or Confirmation Number Update:**

- Start from the homepage <http://www.ccr.gov/>
- Select “Update or Renew Registration”.
- Select the appropriate entity and click “Continue”.
- Use TPIN or Confirmation Number log in and enter your DUNS and TPIN or Confirmation Number.
- Select “Log in”.
  - ❖ A message is displayed confirming that your log in is correct, but there is no user associated with that account yet.
  - ❖ An option to create a New User Account is also displayed.
- Click on “Create New User Account”.
- Type in your email address, then select “next”.
  - ❖ Important: The email address provided must match the existing email on file for the CCR Primary or Alternate POC. The data you provide here will also be used within the registration for your CCR POC information.
- The Create your User Account screen is displayed where you will be prompted to create a user ID and password, with instructions for both listed on that page. When satisfied with entries, click “Next”.
  - ❖ Once you create your user ID and password and click “Next”, CCR verifies that the password meets the criteria given and that the User ID has not already been used. If one of the fields is incorrect, you will be given a message prompting you to create a different User ID or password.
- If the User ID and password you create meet the criteria, when you click “Next”, the “Account Information” page is displayed.
- Enter your name and contact information on the Account Information page.
- Upon completing your account information, select “Next”.
- Now you will be prompted to create security questions.

- Use the drop-down option to select a question; enter the answer in the box to the right; and then click “Add Security Question”.
- Repeat this process until you have at least five question-answer sets. Then click on the “Next” button.
- A message is displayed confirming that you have successfully created your account.
- Click on “Finish”.
- Your registration is displayed and ready for you to update and renew.

### **Start a New Registration**

- Start from the homepage <http://www.ccr.gov/>
- Select “Start New Registration”.
- Select the appropriate entity and click “Continue”.
- Read the instructions, and then click “Continue with Registration”.
- Enter your DUNS Number and click on “Next”.
- Enter company information, and click “Next”.
- If the D&B data is correct, click “Accept/Continue”.
  - ❖ Log in or create a new user account options are displayed.
- Click “Create User Account”.
- The Create your user account screen is displayed. Enter a User ID and password. Instructions for both are listed on the page. Click on “Next”.
  - ❖ Once you create your User ID and password and click “Next”, CCR verifies that the password follows the criteria given and that the User ID has not already been taken. If one of the fields is incorrect, a message is displayed prompting you to create a different User ID or password.
- If the User ID and password you create meet the criteria, the Account Information page is displayed.
- Enter your name and contact information.
  - ❖ Important: the email address provided must match the existing email on file for the CCR Primary or Alternate POC. The data you provide here will also be used within the registration for your CCR POC information.
- Upon completing your account information, select “Next”.
- Now you will be prompted to create security questions.
- Use the drop-down option to select a question; enter the answer in the box to the right; and then click “Add Security Question”.
- Repeat this process until you have at least five question-answer sets. Then click on the “Next” button.
- A message is displayed confirming that you have successfully created your account.
- Click on “Finish”.
- A “New Registration” screen is displayed. Click “Continue”.
- Next, the CCR registration instructions page is displayed. Read the information, and then click “Continue”. The first page of your registration, General Information, is displayed.

**Add Maintenance Users**

- Start at your User Account page.
- Under the “CCR Registrations linked to your account” section, click on the “Users” link for the registration you wish to add a maintenance user to.
- Under the “Add User” section, select the “Access Level” drop-down menu list and select “Maintenance”.
- Enter the email address for the person you wish to invite as a maintenance user. Enter the email address again in the Confirm Email field. Click on “Add User”.
- The individual that the invitation has been sent to is now listed in the “Pending Invitations” section.
- Once the maintenance user has accepted the invitation, his or her name is shown under the “Users assigned to this registration” section with the user type listed as Maintenance.
- Multiple maintenance users may be assigned to a registration.

**Remove a Maintenance User**

- A Primary or Alternate CCR POC may remove a maintenance user from a registration. Start at your User Account page and click the “Users” link for the appropriate registration.
- Next, select the “Remove” link next to that user's name in the Users assigned to this registration section. The registration is instantly removed from the user account of the removed maintenance user.