These instructions are for registering as a New User and requesting User Roles within Procurement Integrated Enterprise Enviroment "PIEE" for the first time.

First, you will need to register in the PIEE system. Please go to <u>https://wawf.eb.mil</u> Once on the PIEE Home screen, read the Privacy and Warning terms and conditions statements and click the "Accept" button.

Next, you will need to begin by selecting the "Register" button as shown below.



Next, you will select the appropriate type of user you will be...



Select how you will be accessing the Wide Area Work Flow.

NOTE: Most users will select the Common Access Card (CAC)

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1 Peoplettation Home	Avenentication	
1. Registration Home	How will you be accessing the Procurement Integrated Enterprise Environment applications? *	
2. Authentication "O	Common Access Card / Personal Identity Verification	×
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	Please follow the Machine Setup Instructions prior to registering a Software Certificate or Common Access Card as additional steps must types.	be taken for these authentication
9 per ll'incert	Please click on the Certificate Login button to select the appropriate certificate.	
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Here you will select the appropriate certificate to use when accessing the PIEE system and then click "OK"

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DIFF	Select your Certificate	
6.0.0 Procurement Integrated Enterprise Environment	Select the certificate you want to use	
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Select and answers the following security questions as shown below and then select "Next"

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This is your User Profile page. Fill in "all the required information" and select "Next" at the bottom of the screen. *Notes:*

- 1. Your Home Organization Location is your local DoDAAC. This is important to verify to ensure any approvals are routed to the correct POCs for action.
- 2. You need to ensure that you have a current Cyber Awareness Training date.
- 3. You will also need to verify what your job series number is.

gistration Steps	User Profile			
egistration Home	First Name *	Middle Name	Last Name *	Suffix
ithentication				
ecurity Questions	Home Organization DoDAAC/FEDAAC * 🗿 📗	Organization *	Job Series * Job Title *	Grade/Rank *
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	Next	tón 3 Help		

The next screen is your Supervisor information and Alternate Supervisor (if applicable) and Agency Information – fill in "all the appropriate blocks" and select "Next" at the bottom of the screen.

	Supervisor Information					
	First Name *	Last Name *		Job Title *		
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- / · · · · · · · · · · · · · · · · · ·	Email *		Confirm Email *			
iency Di						
	DSN Telephone	Phone !		Extension	Intl Country Code and Phone !	
	Alternate Supervisor Information (Optional)	0				
	First Name !	Last Name !		Job Title !		
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Next, the below screen will pull up and you will be required to request what "Applications" you will require access to within PIEE by clicking on the appropriate platform from the list as shown below.

This example shows a request for WAWF (Invoicing). Once selected you will then need to request your specific role within WAWF that you will be using by selecting from the list to the right shown by the red arrows.

Note: If you are unsure of what role you require contact your recommending agency for guidance.

Additionally, commonly used role assignments are "Acceptor" if you are a COR on a contract and "Acceptor View Only" and "Admin By View Only" usually used for Contracting Officers and Contracting Specialists.

Once you have selected the appropriate role(s) then you will click Add Roles to the far right.

gistration Steps	Roles		
Registration Home	Step 1. Select the appropriate Application from the list below	Step 2. Select One or More Roles from the list below (Ctrl+Click)	Step 3. Click 'Add Roles'
Authentication	WAWF - Wide Area Workflow	✓ User Roles for WAWF	+ Add Roles
Security Questions		Acceptor View Only Admin By View Only	
rofile		Cost Voucher Administrator Cost Voucher Approver	
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	Next		
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			* Asterisk indicates requi

Once you have successfully added "your" WAWF required role(s).....depending on what you selected your screen should look similar to the below screen shot.

For a COR you should have the role listed in green.

If a Contracting Officer or Specialist you should have the roles listed in red.

in a section of the s	Roles						
egistration Home	Step 1. Select the ap	ppropriate Application from the list b	elow	Step 2. Select One or M	lore Roles from the list belo	w (Ctrl+Click)	Step 3. Click 'Add Roles'
uthentication ecurity Questions rofile	WAWF - Wide Are	a Workflow	v	User Roles for WAWI Acceptor Acceptor View Only Admin By View Only Cost Voucher Admini Cost Voucher Approv	F istrator ver		Add Roles
upervisor / Agency	Step 4, Fill out the re	equired information for the applicable	applications				
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ummary	Application	Role	Location Code Ty	pe	Location Code *	Extension	Group Action
	WAWF	Acceptor	DoDAAC	v	SP0600		Delete
	WAWF	Acceptor view Only	DoDAAC	~	SP0600		Delete
_	WAWF						

Next, you will go back to the application selection box as seen below and expand the selection options.

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Astration Steps	Roles				•			
egistration Home	Step 1. Select the a	appropriate Application from the	list below	Selec	t One or More Roles from	the list below (Ctrl+Click)	Siee 3.	Click 'Add Roles'
uthentication ecurity Questions rofile	WAWF - Wide An	ea Workflow	v	User Role: Acceptor Acceptor Admin By Cost Vou Cost Vou	s for WAWF View Only View Only cher Administrator cher Appröver		****	ld Roles
pervisor / Agency	Fill out the	required information for the appl	icable applications					
oles 🗇	Roles Summary							
stification								
_	Application	Role	Location Code Type		Location Code *	Extension	Group	Action
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	WAWF	Adoeptor View Only	DeDAAG	*	SP0600		GOVERNMENT.	NUNK Delete
	WAWF	Admin by View Only	DODAAC	v	SP0600		GOVERNMENT.	Delete
	Showing 1 to 3 of	3 entries						
	If you need acc	ess to any other applications. Repe	eat Steps 1 to 4 again					
	Information in c							
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Next, you will need to find the SPM module near the bottom of the page (as shown below) and select that.

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ration Steps	UID Registry ICCS - NISP Con	tracts Classification System							
istration Home	ILE Procurement	ode Management nf Integrated Enterprise Environme	ent	Sinn 7, Selec	t One or More Roles from	the list below (Ctrl+Click)		Siep 3. Click 'Add R	oles'
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At www.www.sh	/AWF /AWF /AWF howing 1 to 3 of 3	Acceptor Acceptor View Only Admin By View Only entries	DoDAAC DoDAAC	\$ \$	SP0600 SP0600		GOVER	NMENT JUNK	<u>Delete</u> Delete
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A W W Sh	AWF AWF AWF howing 1 to 3 of 3 If you need acce	Acceptor Acceptor View Only Admin By View Only entines sis to any other applications, Repe Strewards	DoDAAC DoDAAC DoDAAC at Steps 1 to 4 again	* °	SP0600 SP0600		GOVER	NMENT JUNK	<u>Delete</u>

Now you will then select the appropriate "Role" within the SPM platform for which you need access.

Choose your Role from the available options shown by the red arrows within the section box.

Note: If you are unsure of what role you require contact your recommending agency for guidance.

Additionally, commonly used role assignments are "Contracting Officer Representative" if you are a COR on a contract. "Contract Officer" and "Contract Specialist"

Then click on the "Add Roles" button to the far right.

0.0 Enterprise Environm	ent							
stration Steps	Roles							
gistration Home	Select the a	oppropriate Application from the I	ist below	Siep 7. Selec	One or More Roles from	the list below (Ctrl+Click)	Siep3. Click 'Add	Roles'
thenticution curity Questions office	SPM - Surveilland	e and Performance Monitoring Mod	tule v	User Roles Administr Auditor Contract S Contractin Contractin	for SPM ting Contracting Officer specialist g Officer g Officer Representative		+ Add Refers	
pervisor / Agency	Fill out the	required information for the appli	cable applications					
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	Application	Role	Location Code Type	_	Location Code *	Extension	Group	Action
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	WAWE	Acceptor View Only	DoDAAC	×	SP0600		GOVERNMENT JUNK	Delete
	WAWE	Admin By View Only	DoDAAC	~	SP0600		GOVERNMENT JUNK	Delete
	Showing 1 to 3 of	3 entries						
	If you need acc	ess to any other applications, Repe	at Steps 1 to 4 again					
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	> Next <	Province A Save Registration	n 😰 Help					
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							a symbol mulcales sidadoria	renny, at least the

Again once you have requested a role you should have a similar screen that shows what role(s) you have requested indicated within the green square.

For a COR you should have the role listed in green.

For a Contracting Officer or a Specialist you should have the role(s) listed in red respectively.

When completed select the "Next" button at the bottom of the screen.

Registration Hone	Stea 1 Select the appro	priate Application from the list below	Step 2. Select One of	or More F	Roles from the list below	(Ctrl+Click)	Click 'Add Role:	e .
Authentication	SPM - Surveillance and	d Performance Monitoring Module	V User Roles for SF	PM	Differen		+ Add Roles	
security Questions			Auditor Contract Special	ist.	Childer			
Profile			Contracting Offic	er eri Repres	sent/tiwe		*	
and a start of the	and the second second							
Supervisor / Agency	Step 4. Fill out the requir	red information for the applicable applications						
Roles 🗇	Roles Summary							
Justification								
and the second s	SPM CCM JAM	Contracting Officer Representative	DoDAAC	~	SP0800	Extension	Group	Delete
	SPM CCM JAM	Contract Specialist	DoDAAC	~	SP0600	N/A		Delete
	SPM CCM JAM	Contracting Officer	DoDAAG		SP0600	N/A		Delete
		Acceptor	DoDAAC	~	SP0600		GOVERNMENT JUNK	Delete
	WAWF						GOVERNMENT_JUNK	Delete
	WAWF	Acceptor View Only	DoDAAC	~	SP0600		Server and a server of a server of	the second se
	WAWF WAWF WAWF	Acceptor View Only Admin By View Only	DoDAAC DoDAAC	*	SP0600 SP0600		GOVERNMENT JUNK	Delete
	WAWF WAWF WAWF Showing 1 to 6 of 6 entit	Acceptor View Only Admin By View Only ies	DoDAAC DoDAAC	*	SP0600 SP0600		GOVERNMENT JUNK	Delete
	WAWF WAWF WAWF Showing 1 to 6 of 6 entr	Acceptor View Only Admin By View Only	DoDAAC DoDAAC	*	SP0600 SP0600		GOVERNMENT JUNK	Delete
	WAWF WAWF WAWF Showing 1 to 6 of 6 entr	Acceptor View Only Admin By View Only ies any other applications, Repeat Steps 1 to 4 again	DoDAAC DoDAAC	× ×	SP0600 SP0600		GOVERNMENT JUNK	Delete
	WAWF WAWF WAWF Showing 1 to 6 of 6 entr	Acceptor View Only Admin By View Only ies any other applications, Repeat Steps 1 to 4 again	DoDAAC DoDAAC	~ ~	SP0600 SP0600		GOVERNMENT JUNK	Delete

After you have requested in SPM the role as a COR the system will require your training certificates as shown below.

gistration Steps	rianing.								
Registration Home	Course Name	Completion Date	Certificate	Frequency	Due Date	Hours	Provider	Source	Action
ecunity Questions	COR Training Course Name	Training Level	Equivalency	Completion Date	Certificate	Hours	Provider	Source	Action
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oles.	C Add training -	- Next							
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You will click on the Add Training button and then select the Add COR Training option as shown below.



Next, you will be given the options of what available training certificates are listed in the SPM application by clicking on the drop down button for Training Course(s).



The following screen shot shows what is available to select from concerning Training Certifications.

Note:



Select from the following what training certifications you have that are also listed the same in the drop down.



Then input the correct date of the training certificate in the Completion Date field and finally browse your computer and upload them as shown below.

	Add COR Training	
ution Steps	Training Course*	
Instan Hame	Certificate *	Source A
dy Questions	Completion Date * Equivalency Provider	Source
	Are you sure you want to add this training record?	
ing-St calion	Gr Add Caned O Help	
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When you upload your certificate it should look similar as what is listed below.

JAD Enterprise Enviro	Add COR Training	
	Training Course "	
stration Steps	DAU COR 222, DAU CLG 222 COR on-line training, ALMC-CL COR Course or Equivalent:	
gistration Home	Cartificate -	Source Action
Ibentication	Choose File CLC 222 pdf	
cump (Questions		Source Action
nie	Completion Date * Equivalency Provider	
pervision / Agenity	3610/02/03	
les	Are you sure you want to add this training record?	
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Mar Maria		
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Next, you will be required to upload the rest of your training certificates in like manner.



For the training certificates that you have that are not listed as part of the drop down options...select "Other" and fill in the training course name as shown below.



Once you have uploaded your training certifications your listing should look similar to the below screen shot. After this is complete you will click the "Next" button to continue.

egistration Steps	Training											
Registration Home	Course Name	Completion Date	Certifie	cate	Frequenc		Due Date	Hours	Provider	Source		Action
Authentication	COR Training											
Security Questions	Course Name			Training Level	Equivalency	Completion Date	Certificate		Hours Provider	Source	Ac	ion
Profile	CLM 049 Procument Fr	aud Indicators			No	2019/07/16	CLM 049 Procur	ment Fraud	σ	MANUAL	Edit D	iote V
Supervisor / Agency	RAPT/WAWF Overview	training			No	2019/05/29	IRAPT Overview	pdt	0	MANUAL	Edir De	lete V
Roles	CPARS Overview Trainin	ng			No	2019/04/02	CPARS Overiew	Training.pdf	ō	MANUAL	Edit D	Inter V
Training Ca	DAU DOD 002 Combatt	ng Human Trafficking for DoD Acquisition Pro	ofessionals	ABC	No	2019/01/17	DOD 002.pdf		σ	MANUAL	Edit Di	iùiu V
training et	DAU CLM 003 Ethics Tra	aining or Agency Equiv		ABC	No	2016/08/14	CLM 003.pdf		ō	MANUAL	Edit De	ing V
Justification	CLC 120 Utilities Privatiz	ation Contract Administration			No	2018/08/13	CLC 120.pdf		U	MANUAL	Edit D	iote V
	DAU COR 222, DAU CL Equivalent	C 222 COR on-line training, ALMC-CL COR C	Course or	(A)BC	Na	2016/05/09	CLC 222 pdf		ů	MANUAL	Edit D	ien: V
	G Add Training -	Next Chrevious Help.										
	4								Symbol indicates a	etuational e Aste	ntry, at least risk indicales	ne is re require

Here you will need to add your justification as to why you need access to the different platforms within PIEE. As sample explanation is listed in the screen shot below.

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(https://www.fliannerg.eb.roil/shite	r undeforegatelinerheining ethertariet 🥄 🔎 = 🖬 C 🔛 Stack Minket Date : Daw Janus, - 😁 Chymnaerws y Maeler Cape, 🛛 😁 Preusermert Integrati	el Trans, 🐖 Procurementine una Leen. 🤲 Vide Ana Workflow el Bason, 🧬 Procurement integrated E. 🤌 una su 🖤
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6.0.0 Enterprise Environme		
Registration Steps	Justification / Attachments	
1. Registration Home	The provide justification for access and upload any necessary attachments	
2 Authentication	Justification *	
3, Security Questions	Need access to the required roles to perform daily duties.	
4. Profile		
5 Supervisor / Agency	Attachments	
6 Roles	Brease	Uplead
7. Training	Warman Procurement Integrated Enterprise Environment is designated for Sensitive Unclassified information ONLY. D Information in this system.	o NOT enter classified
8. Justification O		
Charles .	> Next < Previous	
2		
		I Symbol indicates situational entry, at least one is required
		* Asterisk indicates required entry.
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Next, you will need to verify all of the summary information in your profile and role requests and click the "Next" button.

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Finally, you will need to sign and date the Statement of Accountability Agreement and after this you will have completed the initial system requirements and the role requests for iRAPT and CORT Tool.

The next step in the process is to wait until you're notified from the WAWF and CORT Tool System Group Admins that your account(s)/role(s) have been granted and activated.

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7 Authentication	Statement of Accountability Agreement	
1 Family Combad	I understand my colgation to protect my password/certificate	a 1 assume the responsibility for the data and system 1 and gasted access to 1 set and exceed my sufficiented access.
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+ Hond.	The U.S. Government routinety intercepts and monitors (J.E), and country intercepts (Chineselle Mons.	es communiçations on this intomation system for purposes including, that and timited to, perioditation leiding, communiçations security (COMSEC) monitoring, initianti, operations and defense, pressionel inspondent (PM). Les elutionsent
S Supervisor / Agency	At any time, the U.S. Government may inspect and sec	es data tende en fra Mannalisa tyteen
s. Roles	This information system includes security measures (e.	provide the second
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9 Summary		
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