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 https://wawf.eb.mil 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.
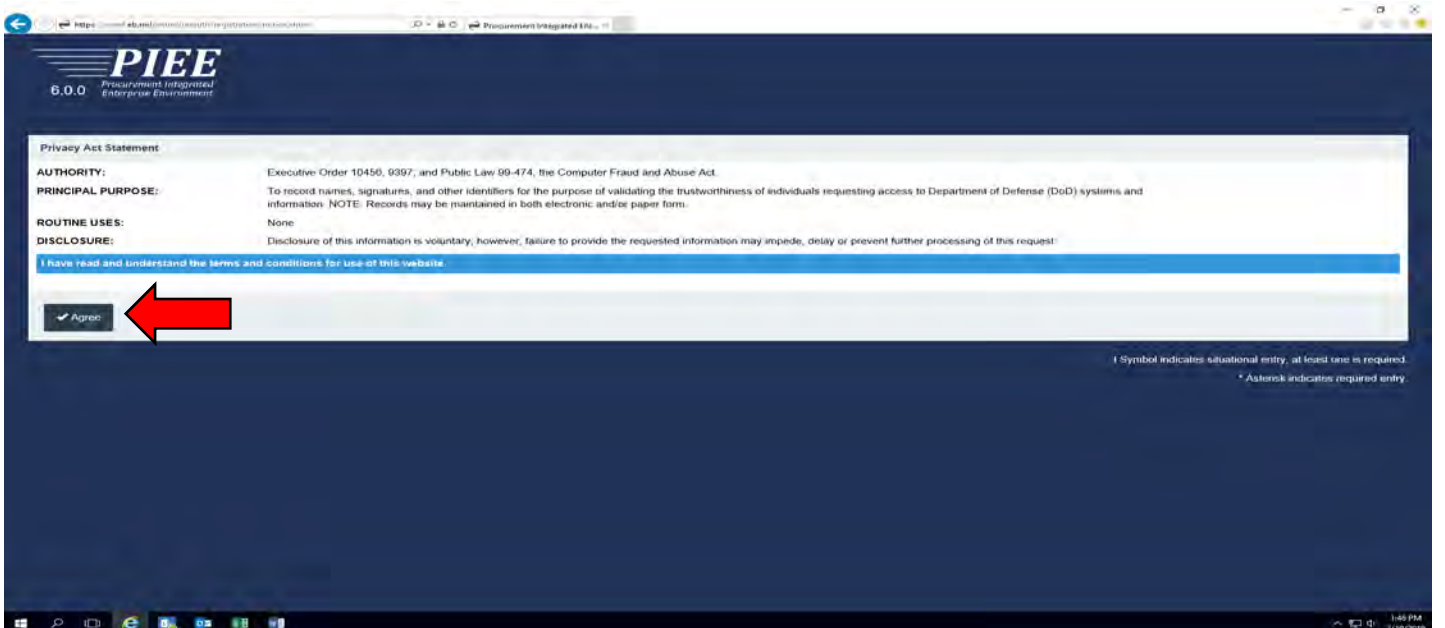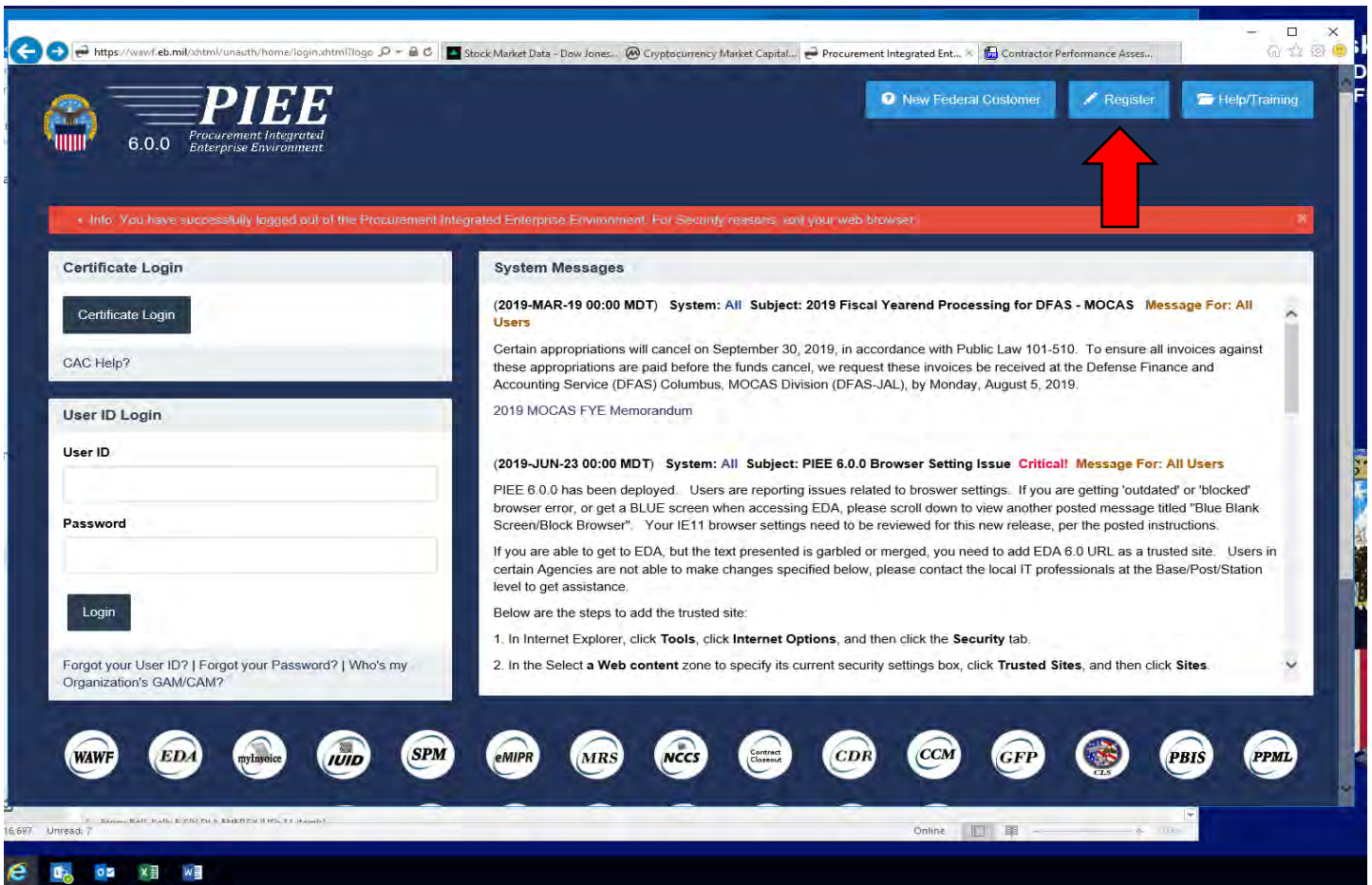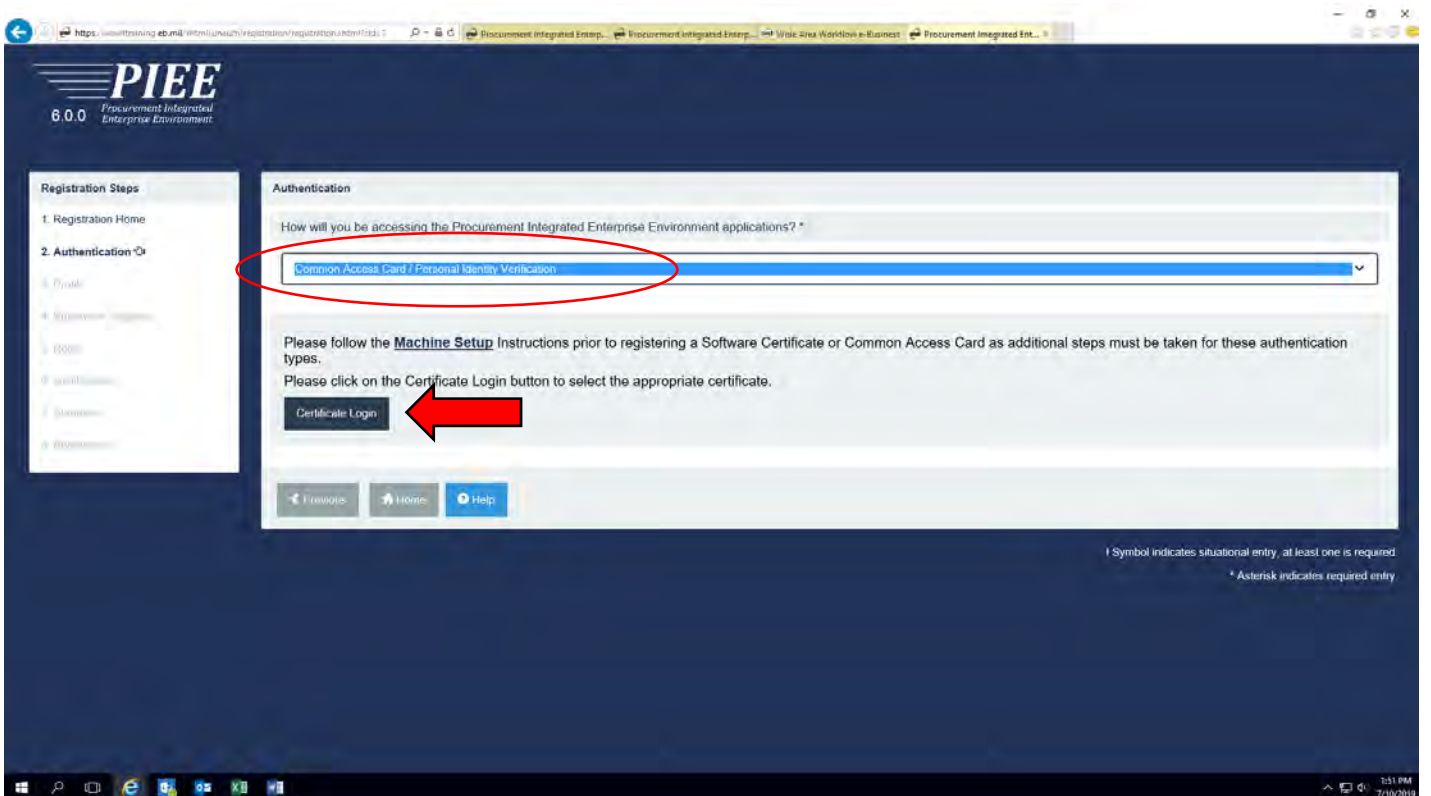
Next, you will select the appropriate type of user you will be…
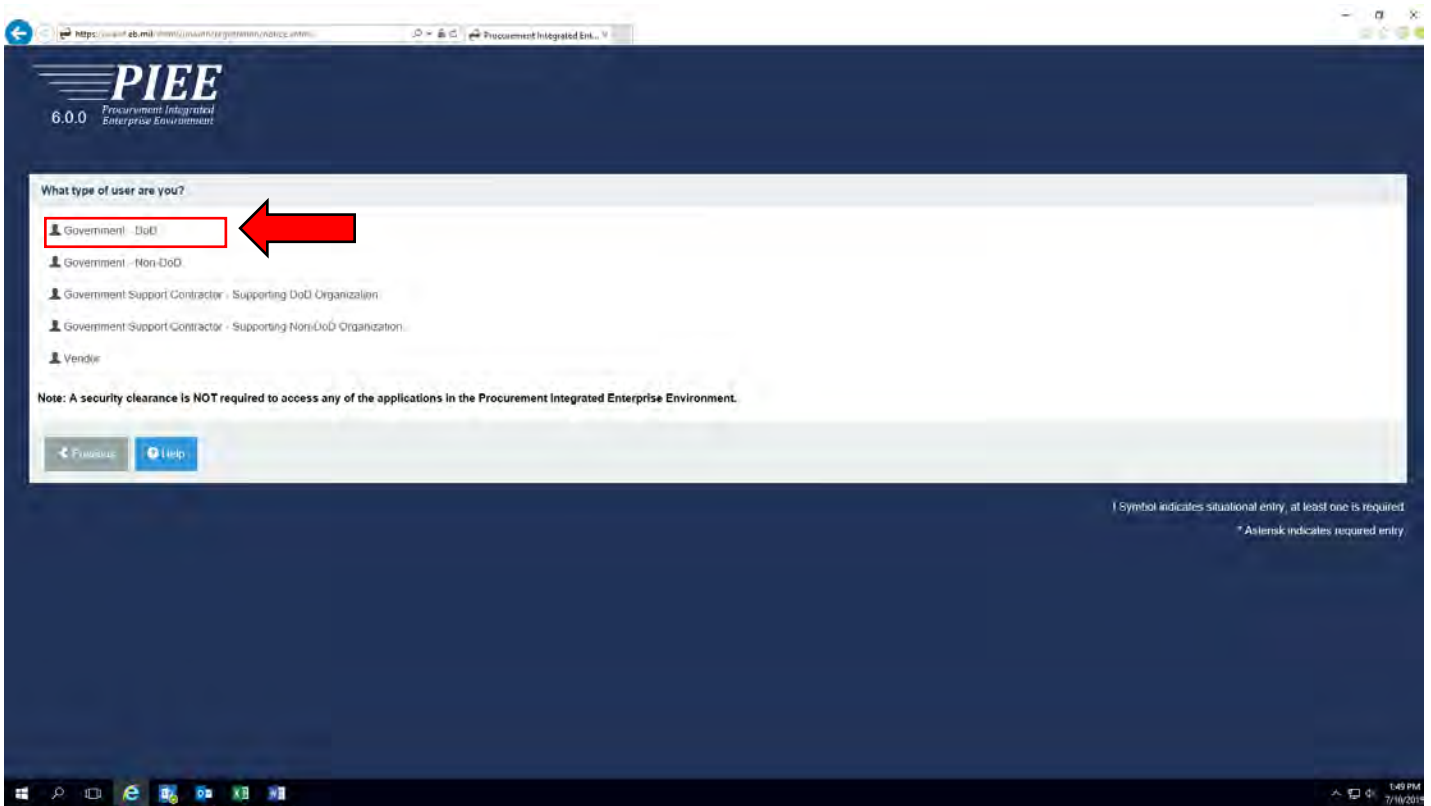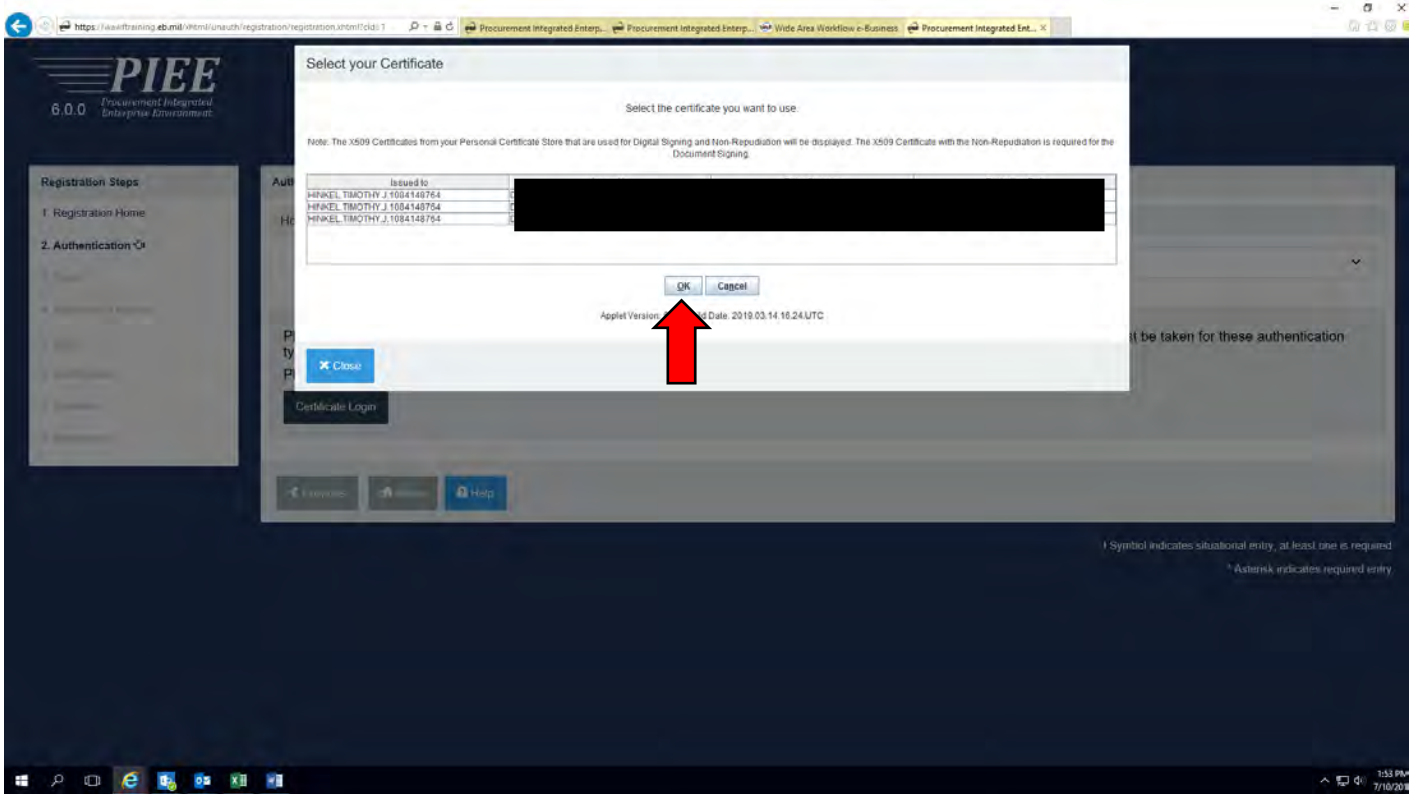

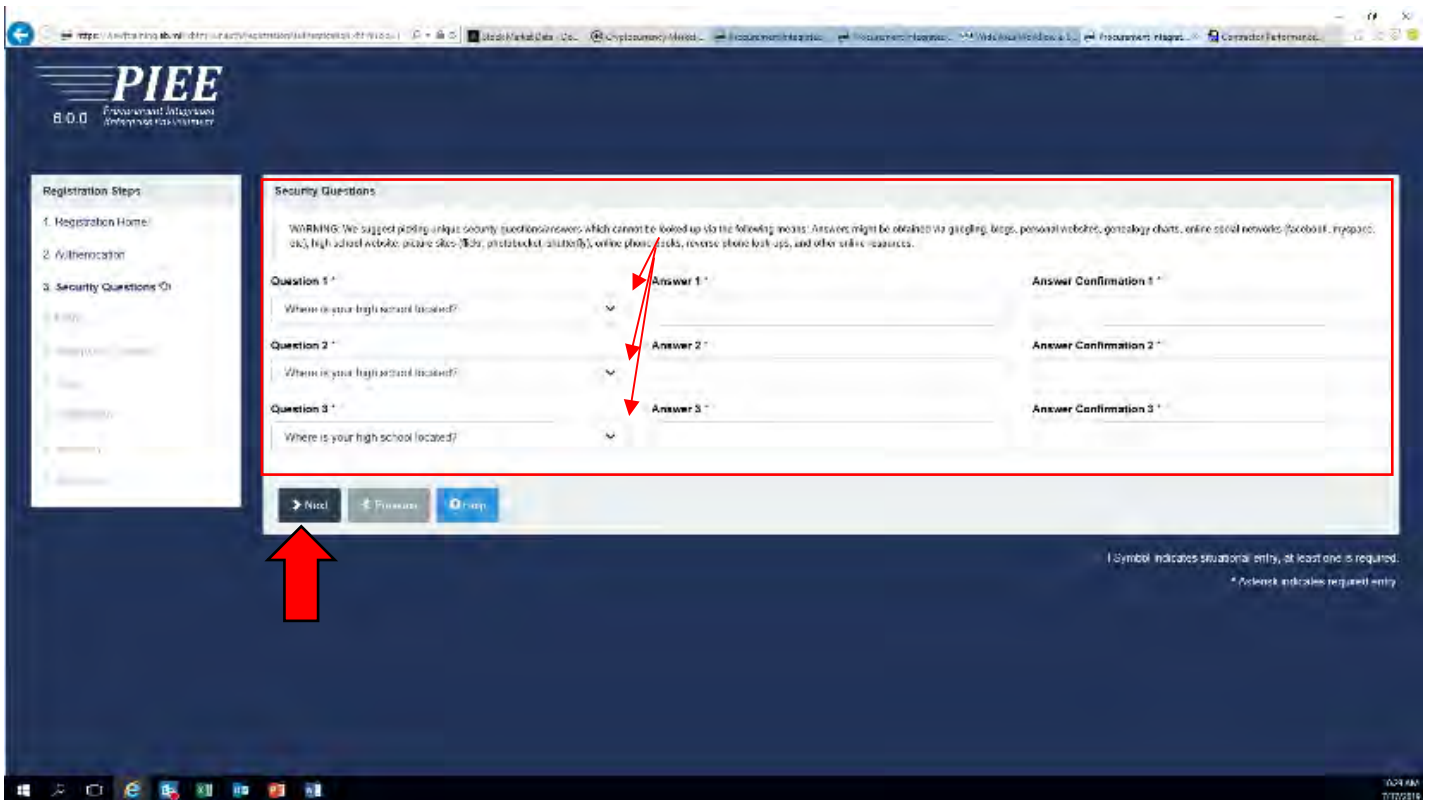Select how you will be accessing the Wide Area Work Flow.

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

Here you will select the appropriate certificate to use when accessing the PIEE system and then click "OK"

Select and answers the following security questions as shown below and then select "Next"

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.*

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.

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.

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.

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

Next, you will need to find the SPM module near the bottom of the page (as shown below) and select that.

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.

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.

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

You will click on the Add Training button and then select the Add COR Training option as shown below.
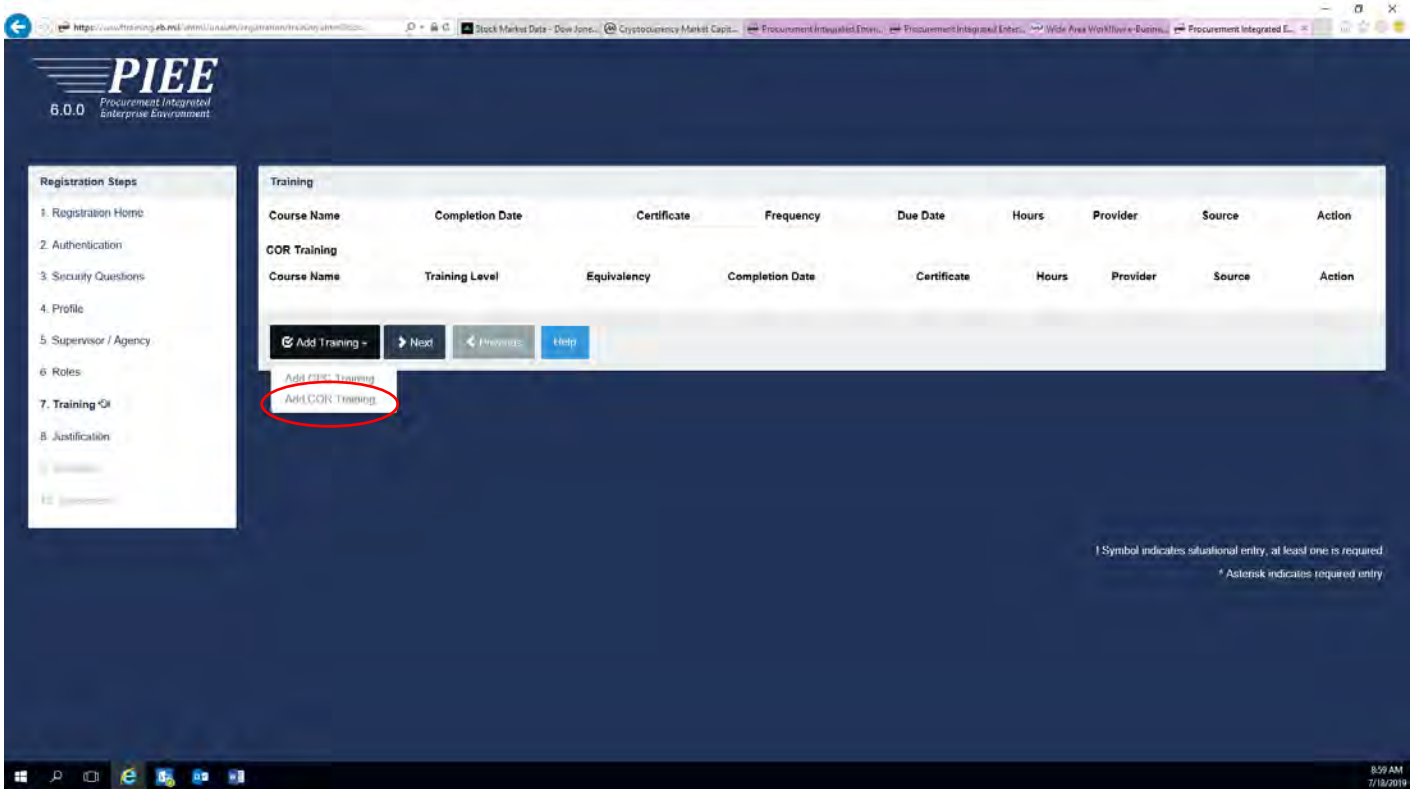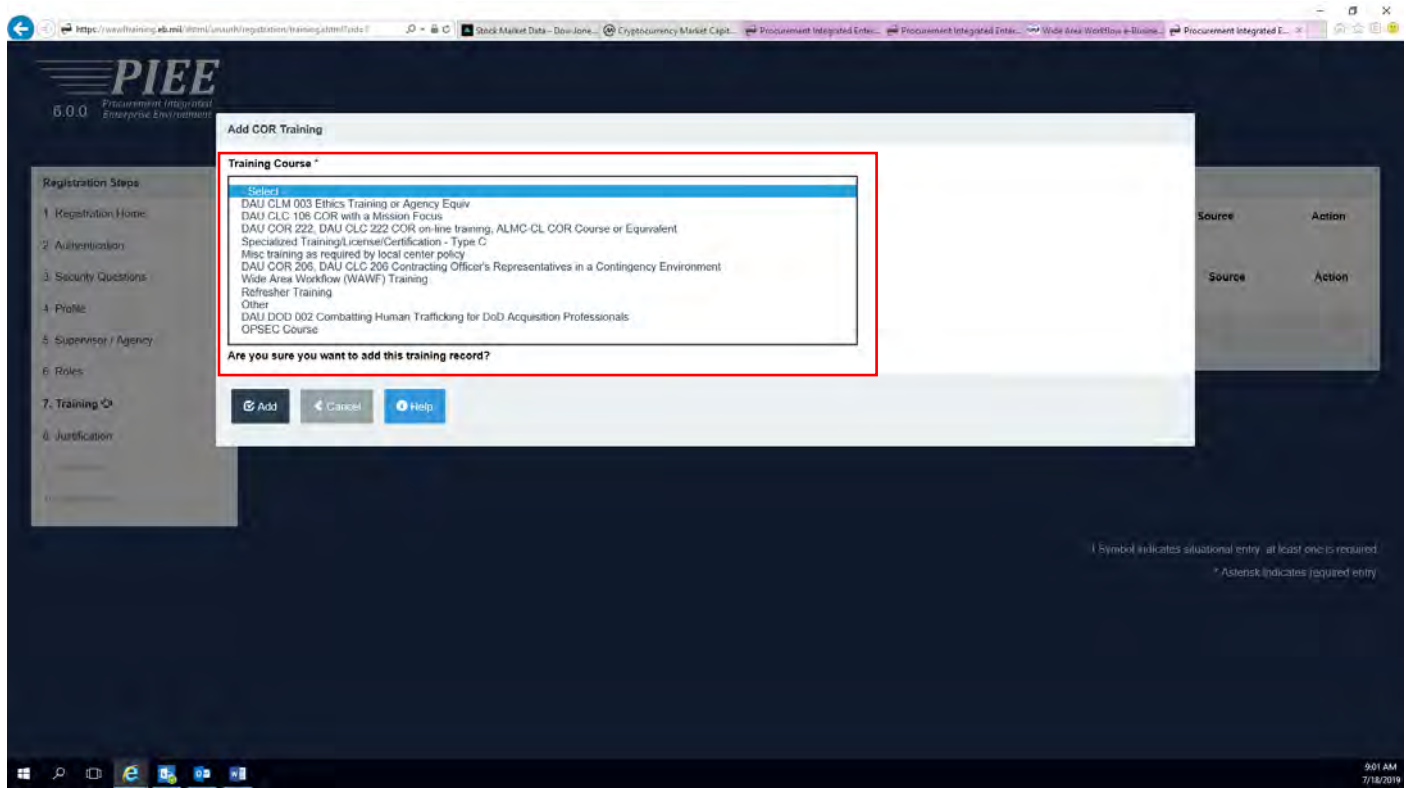

Next, you will be given the options of what available training certificates are listed in the SPM application by clicking on the drop down button for Training Course(s).
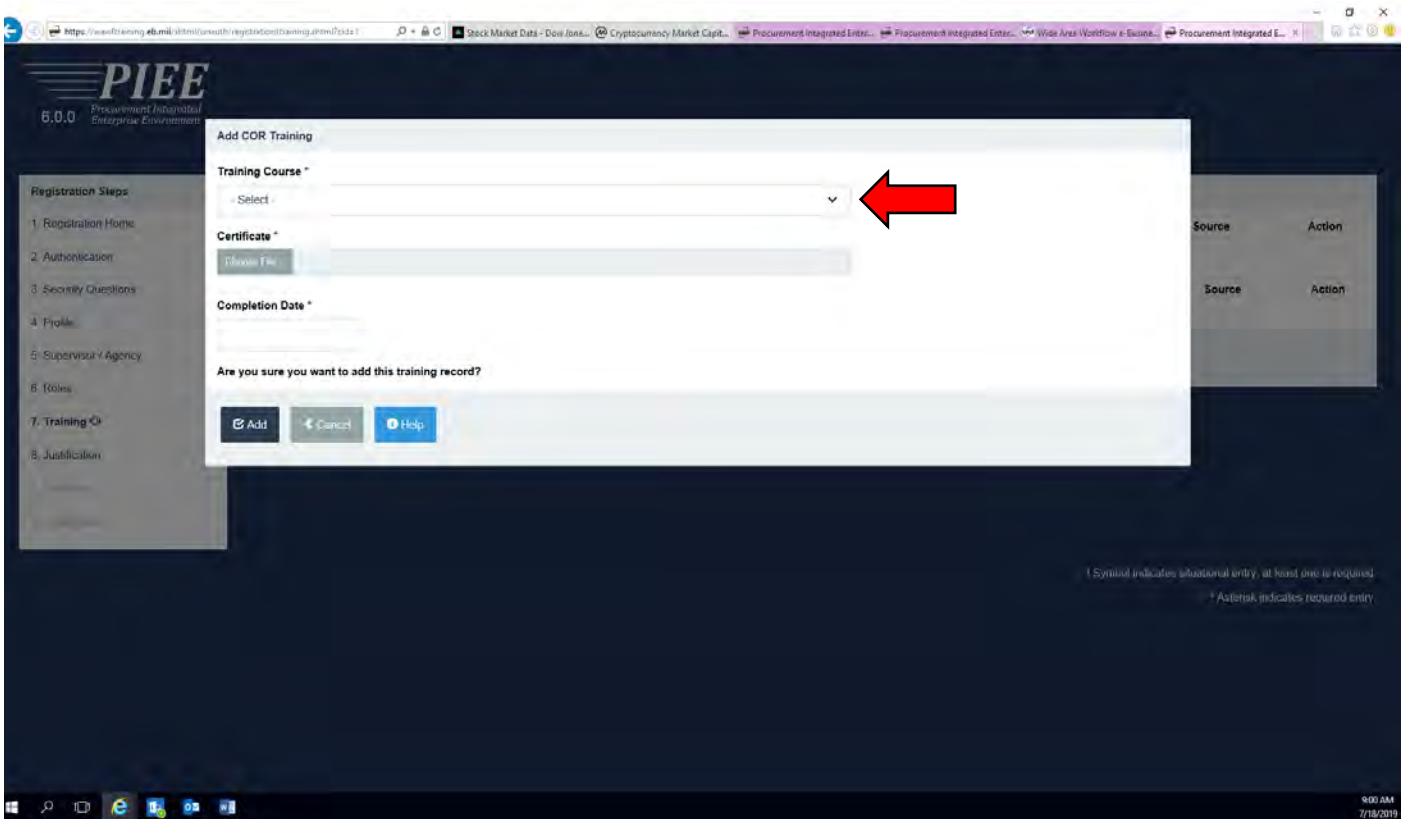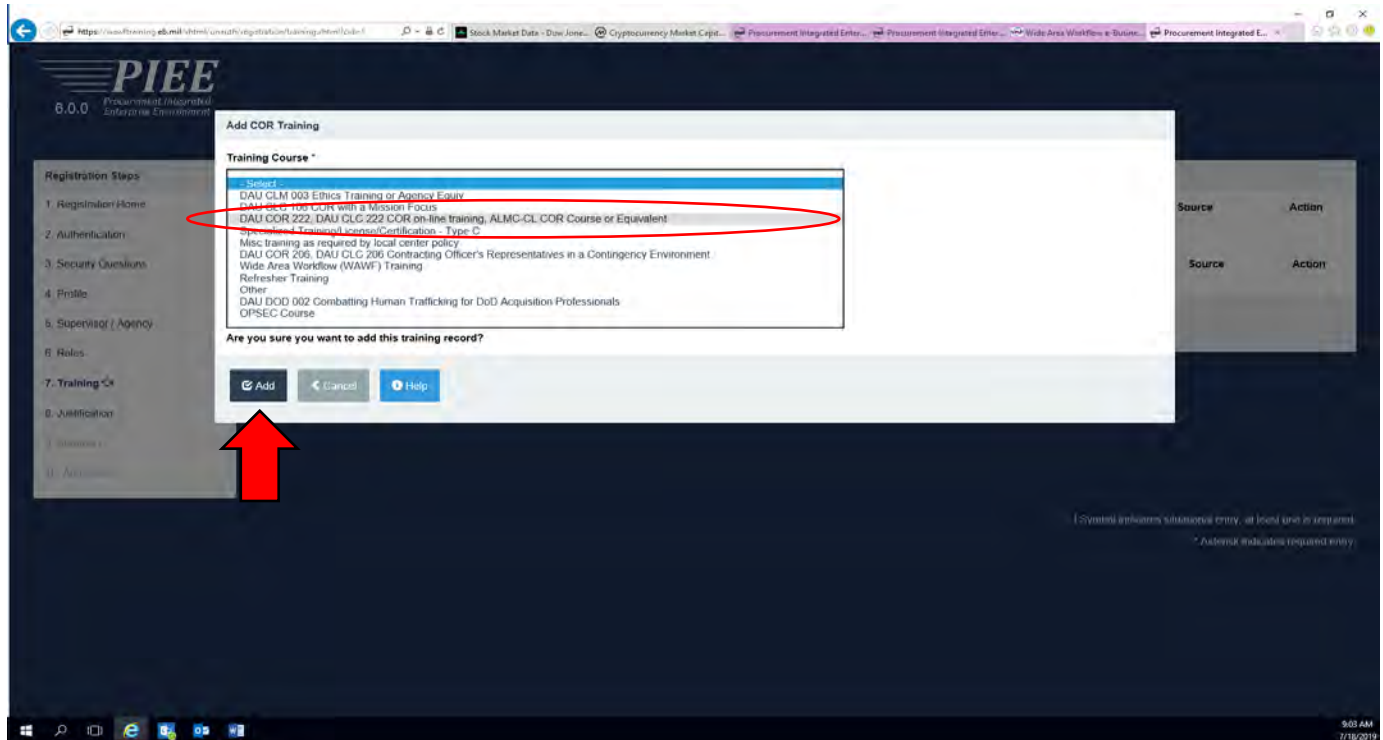
The following screen shot shows what is available to select from concerning Training Certifications.
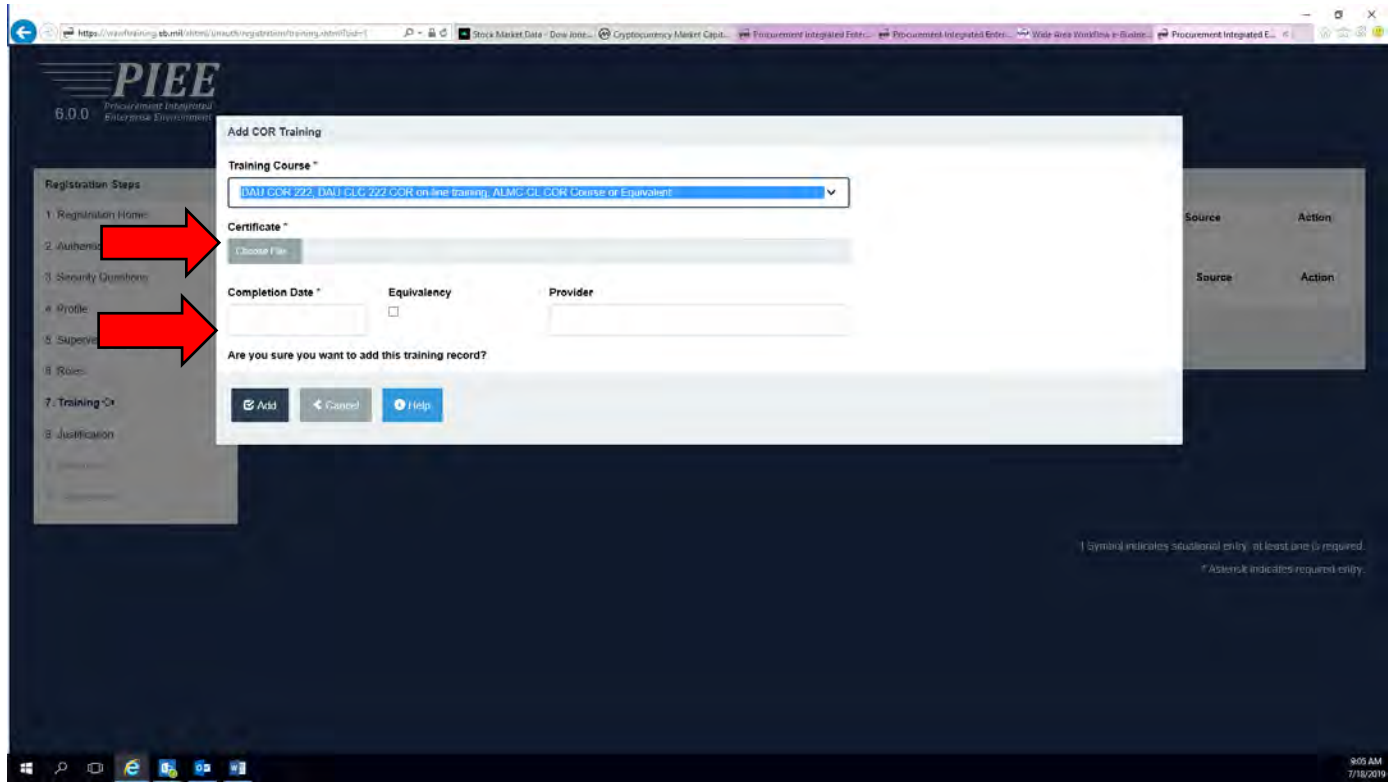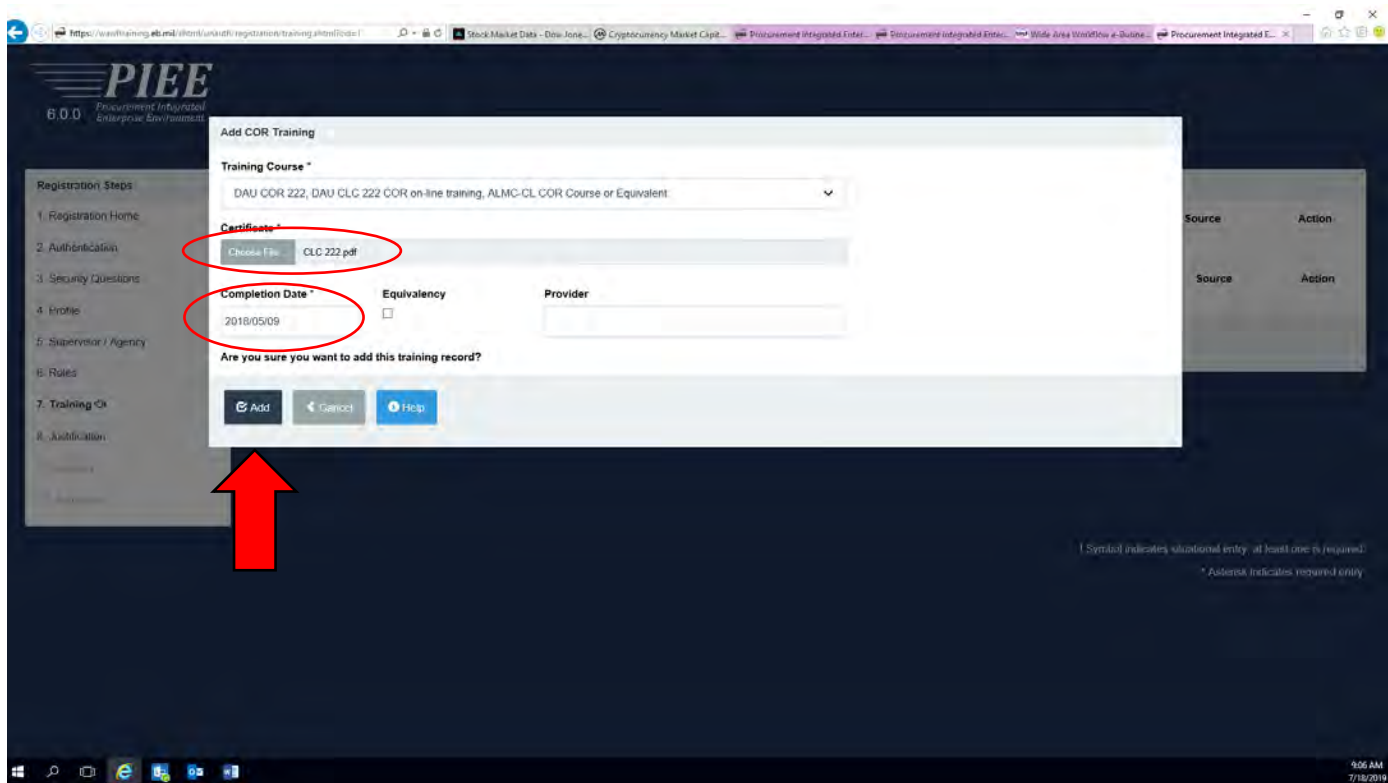
Note:

Select from the following what training certifications you have that are also listed the same in the drop down.
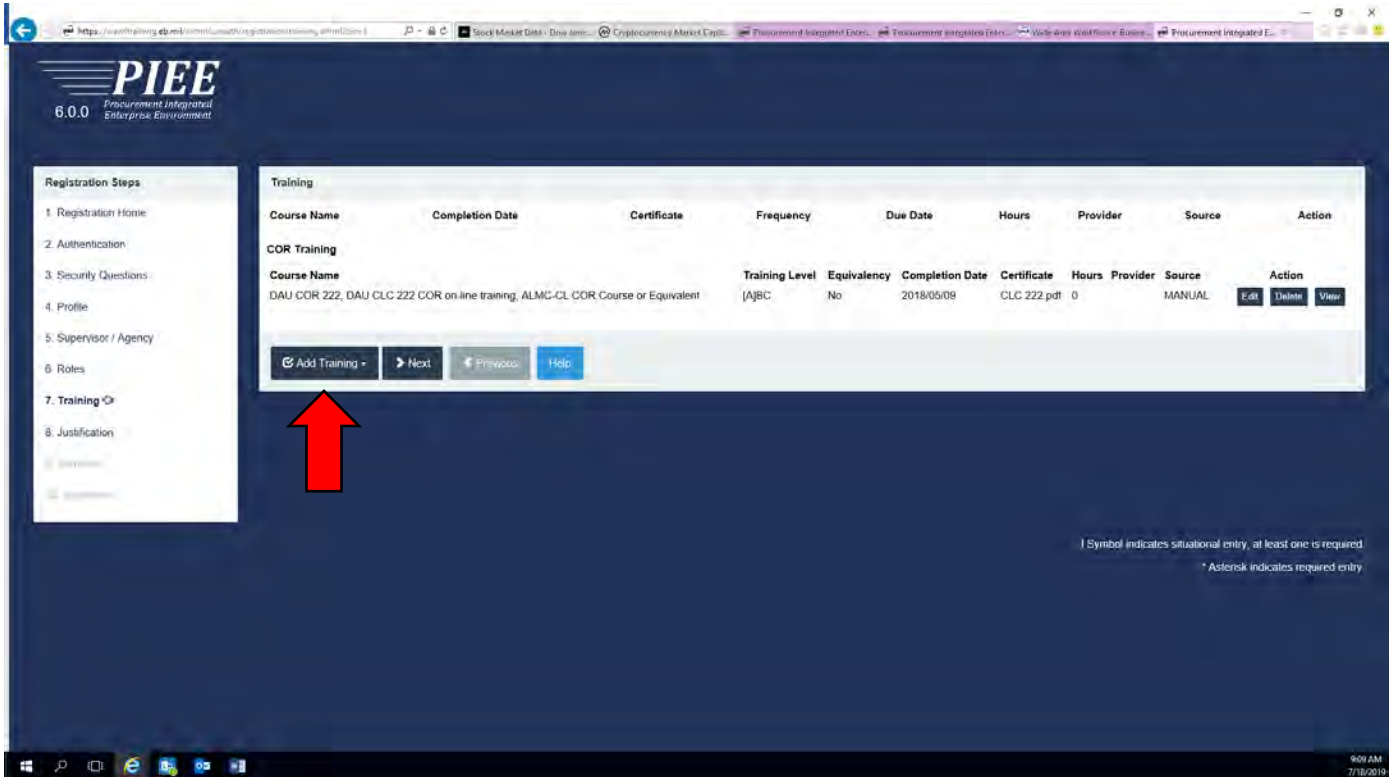
Then input the correct date of the training certificate in the Completion Date field and finally browse your computer and upload them as shown below.
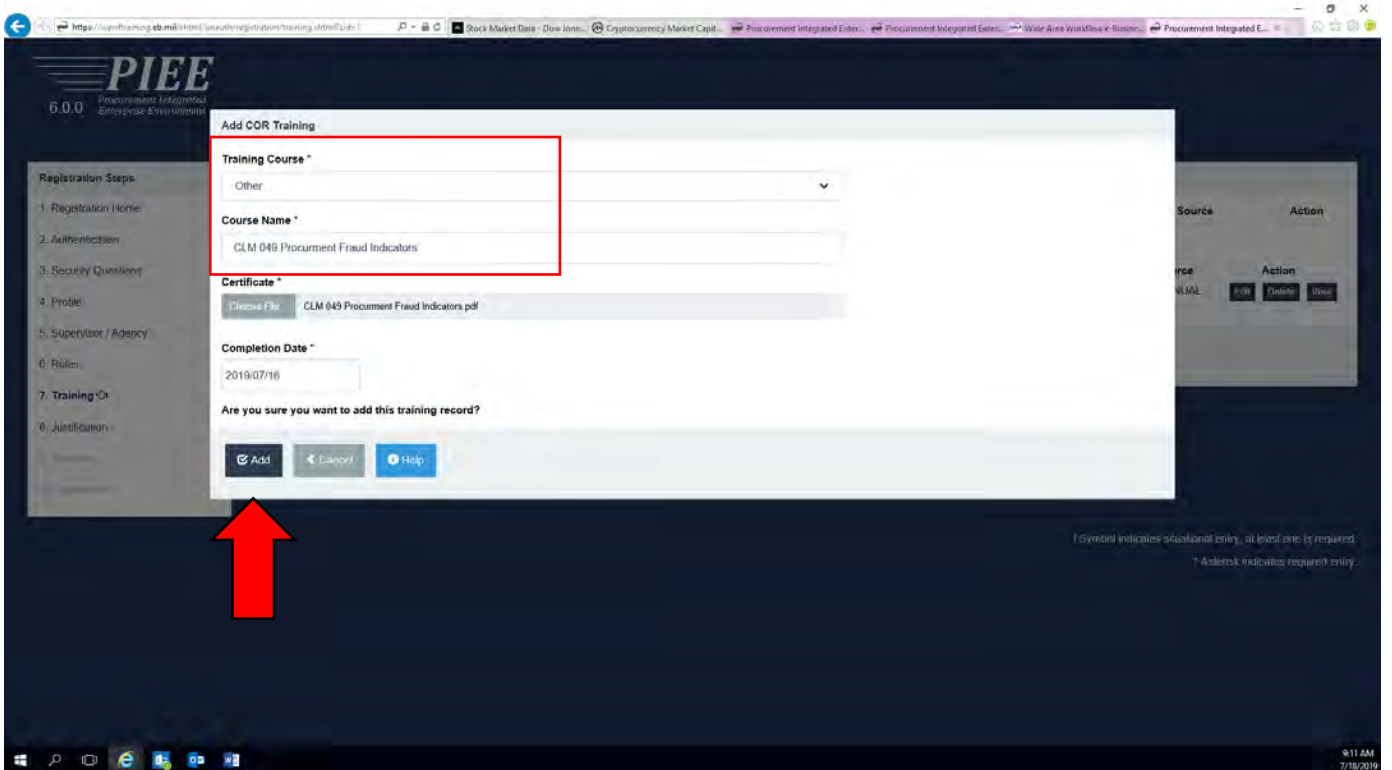

When you upload your certificate it should look similar as what is listed below.

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.

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.

Next, you will need to verify all of the summary information in your profile and role requests and click the "Next" button.

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.