



## **Joint Certification Program (JCP)**

### **Application User Guide**

**18 August 2025**

**Version 2.1**

## JCP External User's Help Guide

### 1.0 Document Information

#### Revision History

Version	Author	Date	Changes
1.0	JCP Development Group	2/1/2023	Initial Draft
1.1	JCP Development Group	2/10/2023	Quality Check
1.1	JCP Development Group	2/23/2023	Updates made per QC recommendations
1.1	JCP Development Group	3/17/2023	Updates per approved CR
1.2	JCP Development Group	4/4/2023	Updates after UAT
1.2	JCP Development Group	4/5/2023	After internal review
1.2	JCP Development Group	4/6/2023	Updated Signature page screenshots and wording for JCP and DEV applications
1.2	JCP Development Group	10/26/2023	Removed 5-year Renewal from Type of Submission – page 23 and 38.
2.0	JCP Development Group	07/24/2025	Updated directions/screenshots due to recent updated deployments to portal
2.1	JCP Development Group	08/13/2025	Final Review

#### Document Specifics

Item	Details
Document Author(s)	JCP Development Group

# JCP External User's Help Guide

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## JCP External User's Help Guide

### 2.0 Introduction

The purpose of this document is to provide end user instructions for gaining access to and processing applications in the JCP Portal.

Portal URL:

<https://www.public.dacs.dla.mil/jcp/ext/>

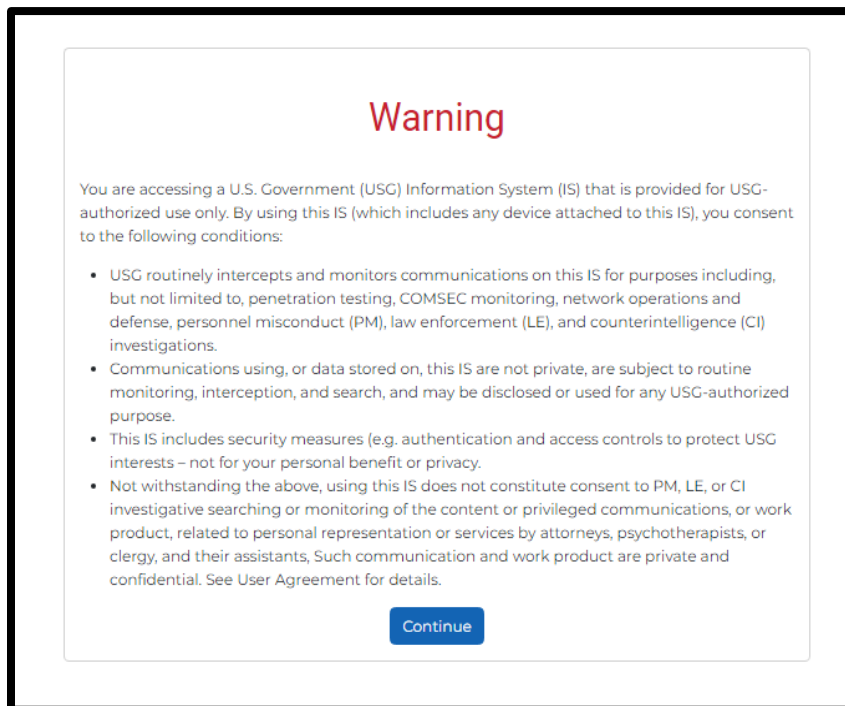
#### Browser Compatibility & Two-Factor Authentication

- The browsers below allow for access to the JCP Portal\*:
  - Google Chrome browser
  - MS Edge browser
  - Firefox browser
- The user has downloaded Google Authenticator (or any Time-Based One-Time Password -compliant authenticator app) on their smartphone ([directions in Appendix A](#)) or as a browser extension.

\*Safari is not supported currently.

### 3.0 User Registration into the JCP Portal

When the user accesses the JCP Portal, a Warning message appears. To log in click the Continue button.



When the user is on the Login page, click the Register link below the Login button to go to the Registration page.

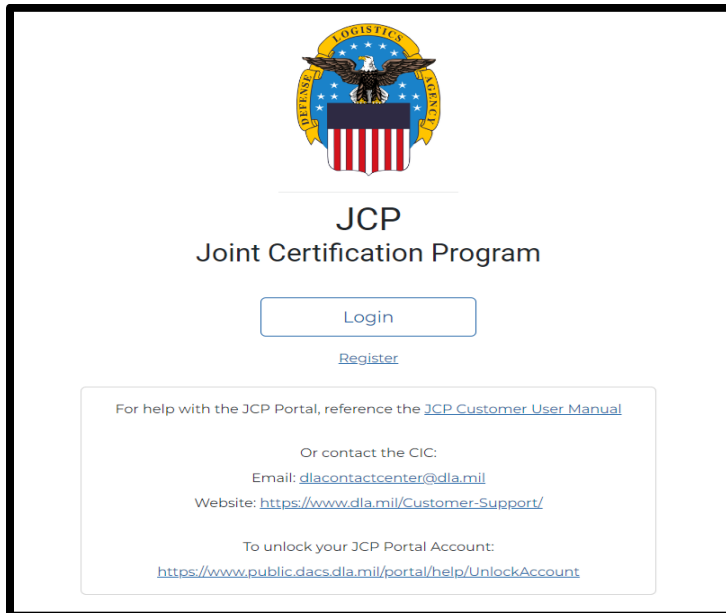


Figure 1 - JCP Access Page

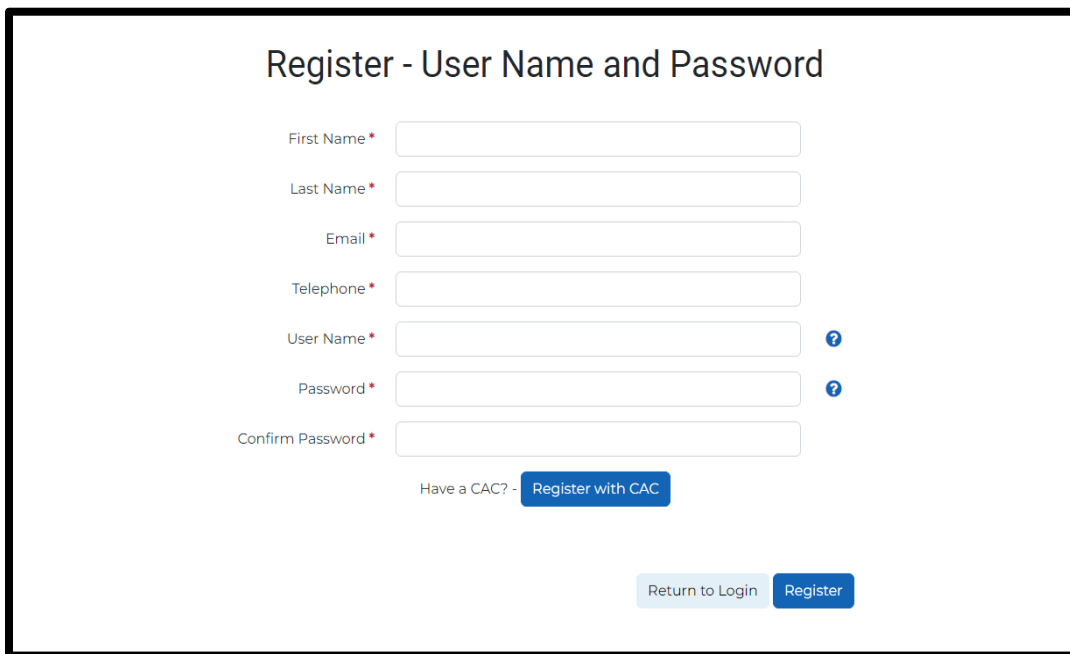
For Users That Do Not Have a Common Access Card (CAC)

- Register - User Name and Password page:

## JCP External User's Help Guide

- All fields must be filled in (note the red asterisk \* after each field name).
  - User Name - Enter your Username as firstname.lastname (ex: michael.gordon, sarah.jones ).
  - Enter your password:
    - must be 12 characters long and must contain at least:
      - 1 lowercase letter
      - 1 uppercase letter
      - 1 number
      - 1 special character.
  - You must type your password into the Password as well as the Confirm Password fields.
  - Once all fields are filled in, click the Register button to create the new account.

NOTES: Each user may only have one JCP Portal account. To change your password, refer to the Profile screen in the portal. See section 3 for instructions.



Register - User Name and Password

First Name \*

Last Name \*

Email \*

Telephone \*

User Name \*  ?

Password \*  ?

Confirm Password \*

Have a CAC? - [Register with CAC](#)

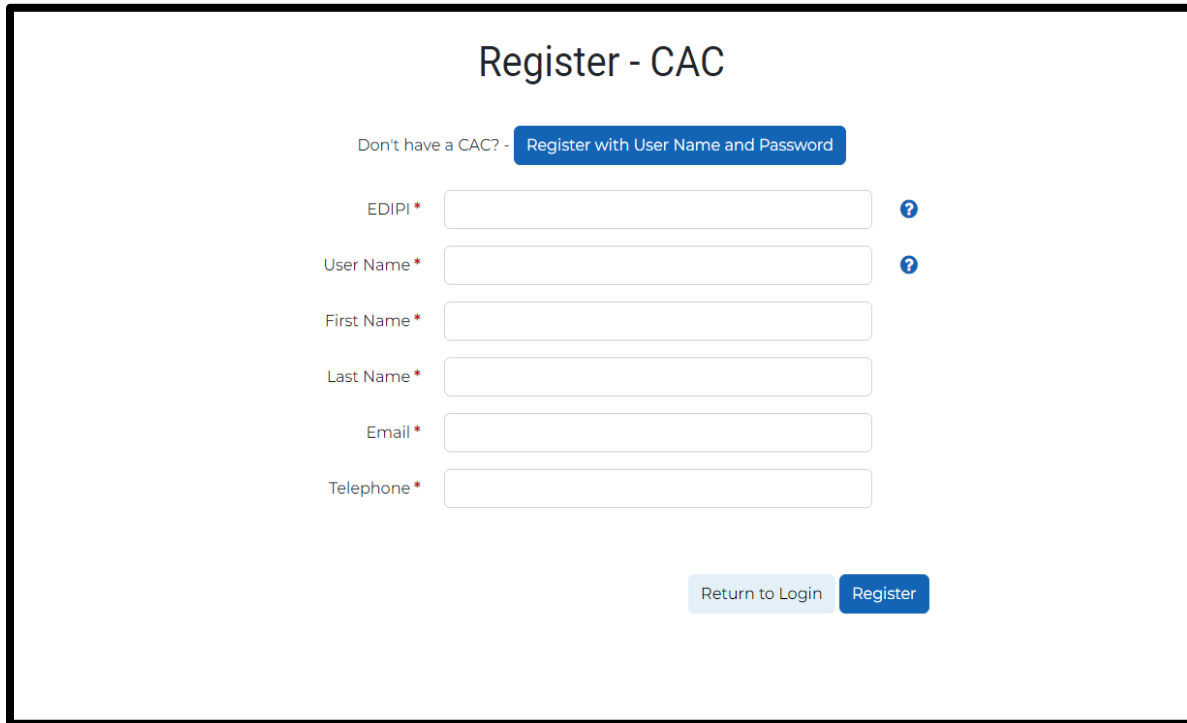
[Return to Login](#) [Register](#)

Figure 2 - Register – Username and Password Page

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### For Users That Have a Common Access Card (CAC)

- Register – CAC page (for users that possess a government Common Access Card (CAC)).
  - All fields must be filled in (note the red asterisk \* after each field name).
    - EDIPI - Enter the 10-digit ID (CAC ID) on the back of your CAC.
    - User Name - Enter your Username as firstname.lastname (ex: michael.gordon, sarah.jones ).
    - Once all fields are filled in, click the Register button to create the new account.



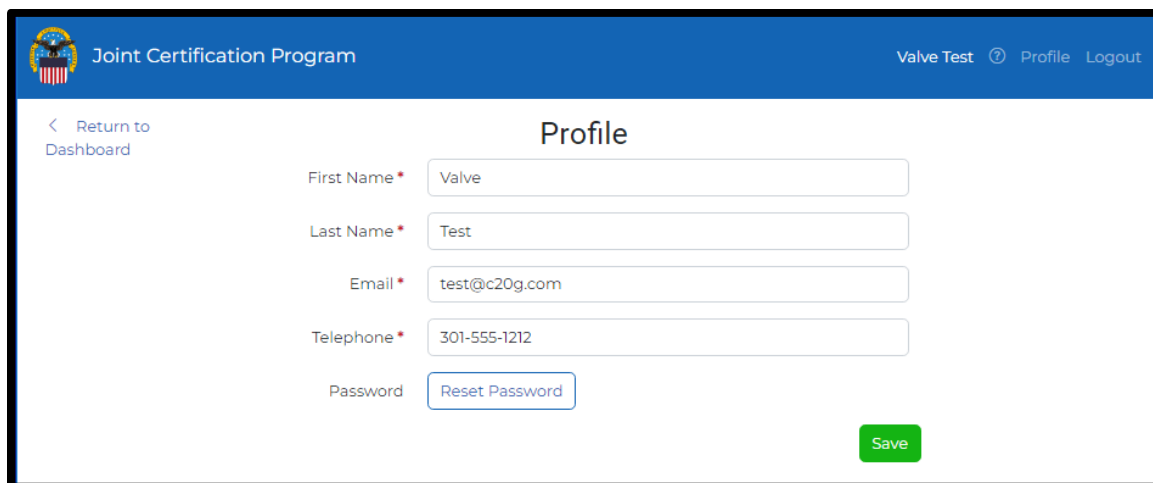
The screenshot shows a web form titled "Register - CAC". At the top, there is a link "Don't have a CAC? - Register with User Name and Password". Below this, there are six input fields, each with a red asterisk indicating it is required: "EDIPI", "User Name", "First Name", "Last Name", "Email", and "Telephone". Each field has a blue question mark icon to its right. At the bottom of the form, there are two buttons: "Return to Login" and "Register".

Figure 3 - Register – CAC Page



### 4.0 Profile Update & Password Reset

To update your Profile information (First Name, Last name, Email, or Telephone, or to reset your password), after logging into the JCP Portal, click the “Profile” link which displays the “Profile” pop-up. Use this pop-up to make a change in any or all the form fields and save by clicking the Save button or to reset your password.




The screenshot shows the 'Profile' page of the Joint Certification Program. The header is blue with the JCP logo and the text 'Joint Certification Program'. On the right side of the header are links for 'Valve Test', 'Profile', and 'Logout'. The main content area has a title 'Profile' and a back link '< Return to Dashboard'. The form contains the following fields: 'First Name' with the value 'Valve', 'Last Name' with the value 'Test', 'Email' with the value 'test@c20g.com', and 'Telephone' with the value '301-555-1212'. There is a 'Reset Password' button next to the 'Password' field. A green 'Save' button is located at the bottom right of the form.

Figure 4 - User Profile Page

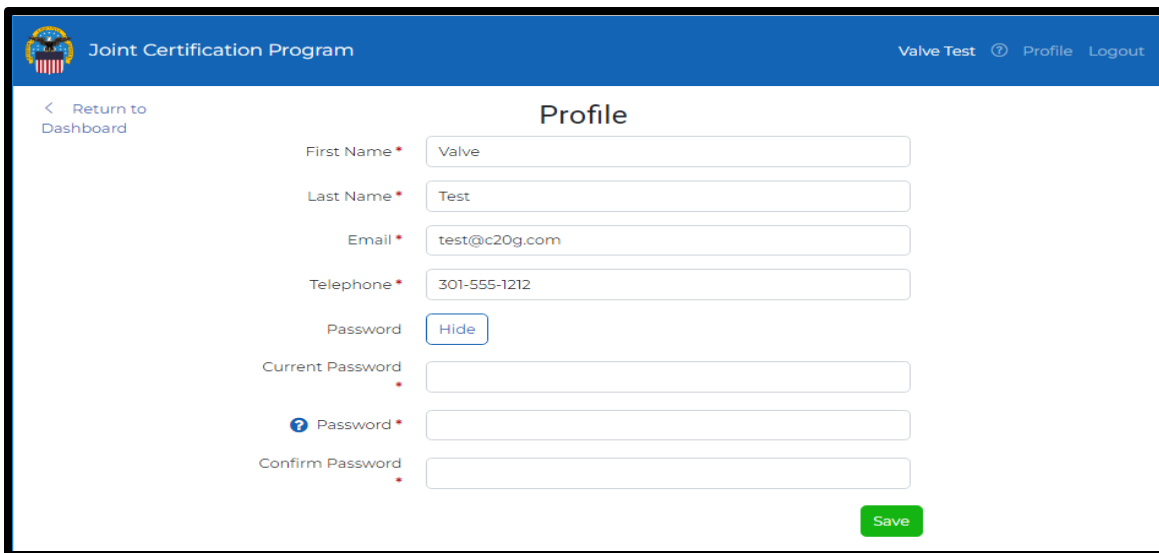
To reset your password, click the Reset Password button. Key in the current password into the Current Password field, then key in your new password into the Password and Confirm Password fields and click the Save button.

Note: Clicking the Hide button will remove the password fields from the page.

**Important:** Your password MUST follow the following naming convention: This info is available when the  icon is hovered over by your mouse.

- at least 12 characters
- at least 1 upper case letter
- at least 1 lower case letter
- at least 1 number
- at least 1 special character

## JCP External User's Help Guide



The screenshot displays the 'Joint Certification Program' (JCP) external user interface. The top navigation bar is blue and contains the JCP logo, the text 'Joint Certification Program', and links for 'Valve Test', 'Profile', and 'Logout'. The main content area is white and titled 'Profile'. On the left, there is a link to 'Return to Dashboard'. The form contains the following fields: 'First Name' (filled with 'Valve'), 'Last Name' (filled with 'Test'), 'Email' (filled with 'test@c20g.com'), 'Telephone' (filled with '301-555-1212'), and 'Password' (with a 'Hide' button). Below these are three password-related fields: 'Current Password', 'Password' (with a help icon), and 'Confirm Password'. A green 'Save' button is located at the bottom right of the form.

Joint Certification Program

Valve Test Profile Logout

< Return to Dashboard

### Profile

First Name \* Valve

Last Name \* Test

Email \* test@c20g.com

Telephone \* 301-555-1212

Password Hide

Current Password \*

? Password \*

Confirm Password \*

Save

Figure 5 - User Profile Page - Password Reset

## JCP External User's Help Guide

### 5.0 Logging into the JCP Portal:

To Log into the JCP External Portal you must click the Continue button on the USG Warning page.

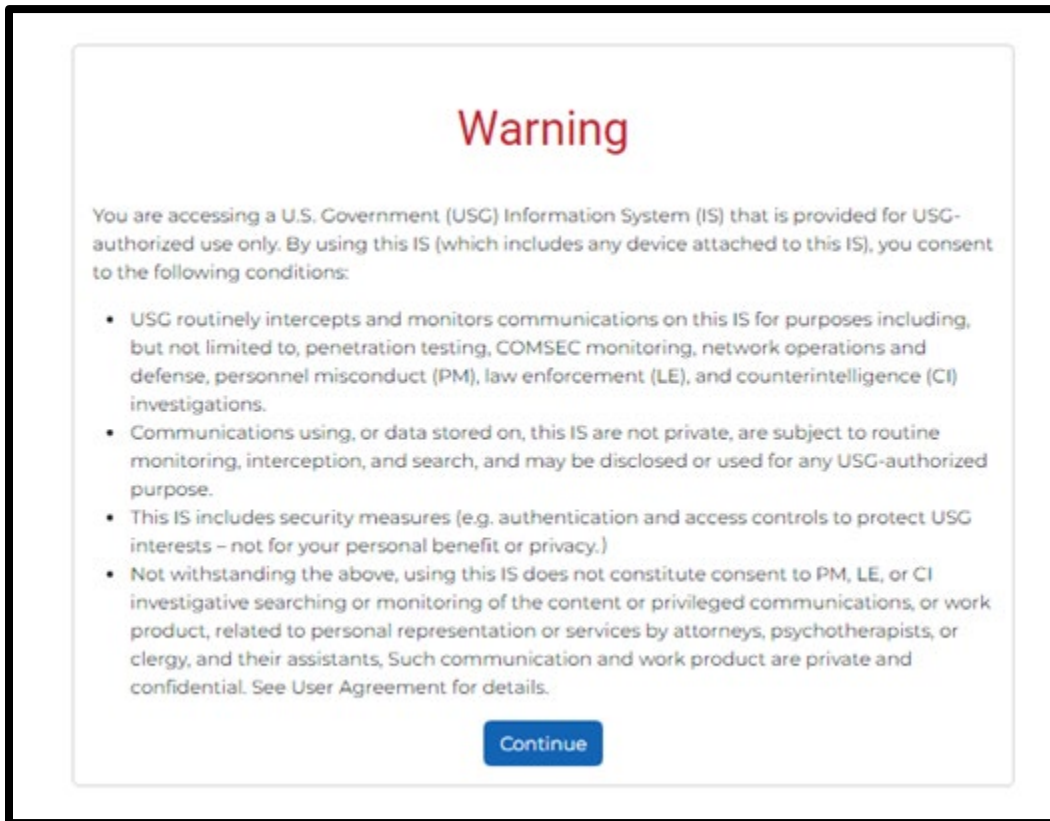


Figure 6 - JCP Portal Warning Page

Then you must click the Login button. You will be prompted for your CAC certificate.

## JCP External User's Help Guide



Figure 7 - JCP Access Page

If you have a CAC, click on the CAC certificate, and click the OK button. You will be taken to the Dashboard page.

If you do not possess a CAC, click the Cancel button.

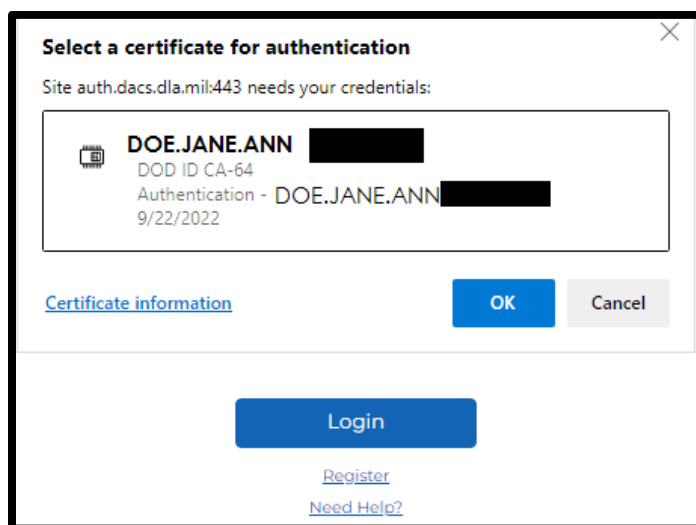


Figure 8 - CAC Certificate on Login Page

If you have hit the Cancel button above or have not been prompted for a certificate at all, the Username and Password Login page will appear. Type in your Username and Password and click the Sign In button.

NOTE: The Sign In button will become available to click once you type in your Username and Password.

## JCP External User's Help Guide

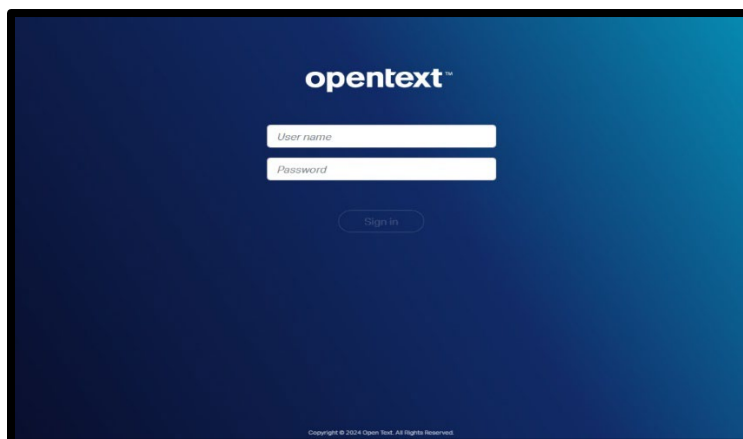


Figure 9 - JCP Portal Login Page

NOTE: If you receive an “invalid credentials” message when submitting your Username and Password, try to unlock your account by using this URL: <https://www.public.dacs.dla.mil/portal/help/UnlockAccount>.

If you still get the error after unlocking your account, you must contact DISA Global Service for an unlock as follows:

Email: [disa.global.servicedesk.mbx.dla-ticket-request@mail.mil](mailto:disa.global.servicedesk.mbx.dla-ticket-request@mail.mil)

Phone: Toll Free: 844-DISA-HLP (Press 5 to get DLA)

**IMPORTANT:** Reference J62KAA - DACS-JCP, as this is the group the DISA agent needs to escalate your ticket to, and state that you need a password reset.

Once you have successfully signed in with your Username and Password, you will be directed to a page to enter an Authentication Code.

If you have not yet set up your Authenticator app, you will see a QR Code and Secret key.

Get the 6-digit code from your Authenticator on your smartphone and type it into the Authentication Code box.

Once you type in your Authentication Code, click Verify (which will become available once you key in the 6-digit code). You will be successfully logged into the JCP Portal.

NOTE: Be aware that the Authenticate Code in the Authenticator app changes every 30 seconds.

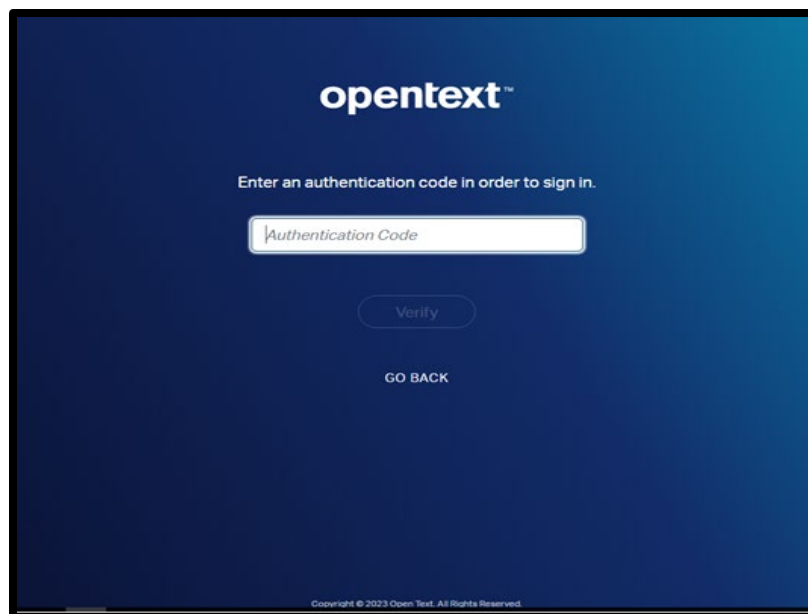


Figure 10 - JCP Portal Login - Authentication Code Page

NOTE: If you are struggling to register or access the JCP portal after following the 2-Factor set-up instructions, a DISA Global Service desk ticket as follows:

Email: [disa.global.servicedesk.mbx.dla-ticket-request@mail.mil](mailto:disa.global.servicedesk.mbx.dla-ticket-request@mail.mil)

Phone: Toll Free: 844-DISA-HLP (Press 5 to get DLA)

**IMPORTANT:** Reference J62KAA - DACS-JCP and state that you need a secret key reset.

**IMPORTANT:** If you realize that you have registered for a non-CAC account and need a CAC account, you must re-register for a new account. You will need to use a different username and email address to re-register and there is no way currently to remove your original account. You can try to use your original username by adding a one to it when registering and the same with your email address. Once you are logged into the JCP Portal, click the Profile link in the top right of the page and you can update your email address and save the change.

**IMPORTANT:** If you realize that you have registered for a CAC account and need a username/password account, submit a DISA Global Service desk ticket as follows:

Email: [disa.global.servicedesk.mbx.dla-ticket-request@mail.mil](mailto:disa.global.servicedesk.mbx.dla-ticket-request@mail.mil)

Phone: Toll Free: 844-DISA-HLP (Press 5 to get DLA)

**IMPORTANT:** Reference J62KAA - DACS-JCP and provide details about your need to update your CAC account to a Username/Password account.

6.0 Joining an Organization

If you have successfully logged into the JCP Portal, you might need to join an existing organization. Upon first login after registration, you will see the Dashboard page display like the screenshot below. The Organization Details on the left, top side state No Linked Organization.

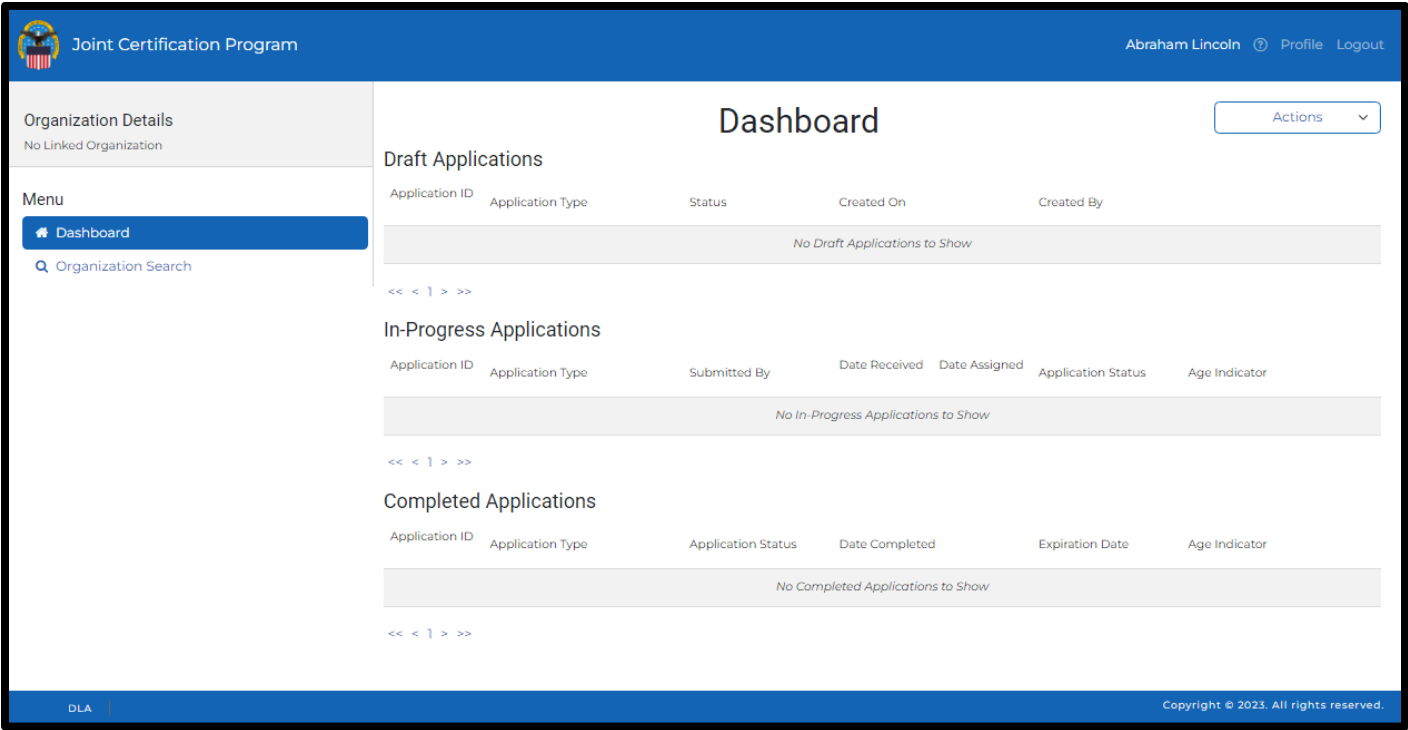


Figure 11 - JCP Portal Dashboard Page

In the Actions drop-down are two options:

- Request to Join an Organization
- Create New Organization

## JCP External User's Help Guide

### Request to Join an Organization

To request joining an existing organization, click the Actions drop-down and choose Request to Join an Organization. The Request to Join an Organization pop-up appears.

Search for an existing organization that you would like to join by filling in search criteria into one of the fields and clicking the Search button. You can search by CAGE Code, UEI, Legal Name, Zip/Postal Code, State/Province, or Contact Phone.

A list of search results should appear with a radio button next to each organization. Click the radio button for the organization you want to join and click the Select button.

**IMPORTANT:** If you do not find your organization (recommend searching via the CAGE Code only, then clicking “Search”) – you will need to choose Create a New Organization.

**NOTE:** If you do NOT select an organization and click the Select button, an error message will display at the bottom right of the page and the pop-up will remain.

Request to Join an Organization

CAGE Code UEI Mifflin Zip/Postal Code

State/Prov. Contact Phone

Reset Search

CAGE Code	UEI	Legal Business Name	City	State/Prov.	JCP Status
<input checked="" type="radio"/> DM123	123456	Dunder Mifflin	Scranton	PA	Active

<< < | > >>

Cancel Select

Figure 12 - Request to Join an Organization Pop-Up



JCP External User’s Help Guide

You will be redirected to the Dashboard page and will see that in the upper left side of the page Requested Organization appears with Legal Business Name and CAGE Code, and a message will appear at the bottom right of the page stating:

Request to join [Legal Name] has been sent. You will not be able to start any applications until an existing member of the Organization you have requested to join approves your request.

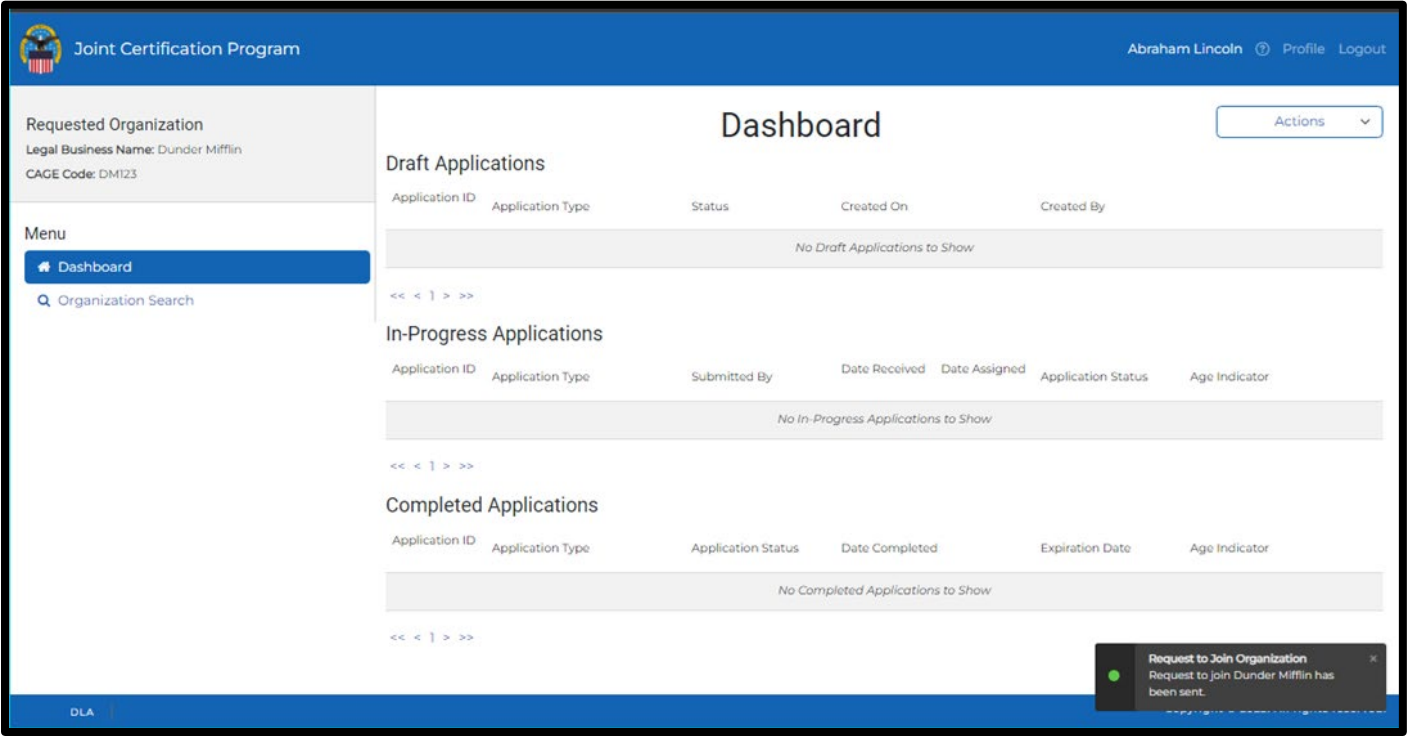


Figure 13 - Dashboard after new user completes Organization join request

NOTE: If you are the first user to request to join an organization, a JCP Administrator will approve your request. You will receive an email stating whether you were approved, so be sure to have a valid email address in your user profile.

**IMPORTANT:** If you have joined the wrong Organization, you must re-register for a new account. See [Section 3.0](#) for how to Register. Remember, when re-registering for a new account, a different username and email address must be used.

## JCP External User's Help Guide

### Create New Organization

To create a new organization, from the Actions drop-down in the Dashboard page, click Create New Organization. The Create New Organization page will appear. Fill in all the necessary information into the form and click the Submit button. The Dashboard page appears again with a success message at the bottom right of the page stating Organization [CAGE Code] has been created successfully.

NOTE: The Organization information in the JCP Portal cannot be updated. We receive daily from SAM.gov and CAGE.dla.mil. Wait for the updates to appear for your organization in the JCP Portal.

Joint Certification Program

Abraham Lincoln Profile Logout

Return to Dashboard

### Create New Organization

#### Basic Information

Legal Business Name \*

Testing, Inc.

CAGE Code \*

12345

Type

U.S./Canada Manufacturer

Established Date

03/17/2023

#### Ownership of Offeror Information

Highest Level Owner

Key Tester

Immediate Level Owner

List of Officers

#### Additional Information

CAO Pay

#### Contact Information

POC Name

Abc Lincoln

POC Title

Lead Tester

POC Email

alincolin@gmail.com

Phone

301-555-1212

Fax

Address 1

123 Main St.

Address 2

PO Box

City

Monroe

County

State/Province \*

Wisconsin

Country \*

United States

ZIP Code

12345

ZIP+4 Extension

Corporate URL

Submit

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Figure 14 - Create New Organization Form

## JCP External User's Help Guide

Notice on the Dashboard page the new Organization Details on top left with your organization's information.

You will also be able to approve or deny new user join requests for your organization in the portal.

**\*\*NOTE:\*\*** Search for an organization first before attempting to create a new organization. You can do this by requesting to join an existing organization, which allows you to search.

If you attempt to create an organization that already exists, you will see an error message and the transaction will not be complete. If that happens, you'll have to ask to join the existing organization otherwise.

The screenshot displays the JCP External User Dashboard. The top navigation bar includes the JCP logo, the text "Joint Certification Program", and user information for "Abraham Lincoln" with links for "Profile" and "Logout".

**Organization Details** (Left Sidebar):

- Legal Business Name: Testing, Inc.
- CAGE Code: 12345 | CAGE Status: N/A
- SAM Status: N/A | SAM Expiration: N/A
- JCP Status: N/A | JCP Expiration: N/A
- JCP Certification #: N/A
- DEV Expiration: N/A

**Menu** (Left Sidebar):

- Dashboard (Selected)
- Organization Search
- Organization Users

**Dashboard** (Main Content Area):

**Draft Applications**

Application ID	Application Type	Status	Created On	Created By
No Draft Applications to Show				

**In-Progress Applications**

Application ID	Application Type	Submitted By	Date Received	Date Assigned	Application Status	Age Indicator
No In-Progress Applications to Show						

**Completed Applications**

Application ID	Application Type	Application Status	Date Completed	Expiration Date	Age Indicator
No Completed Applications to Show					

**Footer:**

Waiting for www.stage.public.dacs.dhs.mil...

**Success Message:** Submit Success: Organization 12345 has been created successfully.

Figure 15 - Dashboard with successful Organization Creation

## JCP External User's Help Guide

### 7.0 APPLICATION SUBMITTAL PROCESS:

#### Types of Applications

There are several application types that can be submitted in the JCP Portal:

JCP Certification Request-used for initial, revision and renewal DD2345 requests.

- JCP Certification Request-U.S.
- JCP Certification Request-Canada

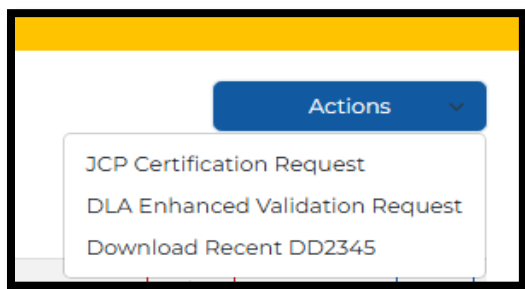
The U.S. and Canada have separate applications for each country applicants, as there are differences in the types of questions asked on each version, for legal reasons.

DLA Enhanced Validation (DEV) Request-used for requesting a separate “enhanced” JCP cert to access DLA-managed export-controlled data in repositories such as [DIBBS](#) and [cFolders](#).

More information: <https://www.dla.mil/Logistics-Operations/Enhanced-Validation/>

### 8.0 JCP Certification Request (U.S.)

Since you’ve now created the new organization, you can now fill out a new JCP Certification Request. To begin, click the drop-down arrow on the “Actions” box (upper right-hand corner) to select that option.



You will then need to address the three requirements listed on the following screen, as displayed below. Once completed, hit “Submit” to continue

JCP External User’s Help Guide

JCP Certification Request

DoD Export-controlled technical data is both "controlled technical information" and "covered defense information" as those terms are defined in DFARS clauses 252.204-7008, 252.204-7009, and 252.204-7012. Is your company in full compliance with the terms of these clauses? \*

No

Yes

Does your company have a U.S. National Institute of Standards and Technology (NIST) Special Publication (SP) 800-171 cybersecurity assessment documented on the Supplier Performance Risk System (SPRS) at <https://www.sprs.csd.disa.mil/> in accordance with DFARS Case 2019-D041? \*

No

Yes

All information provided here must precisely match your information as recorded in the CAGE database. \*

No

Yes

CAGE ?

Legal Business Name

K & M MACHINE-FABRICATING, INC.

CAGE Code

5W803

Physical Address

20745 M-60 E  
CASSOPOLIS, MI 49031

Subsidiary (if applicable)

N/A

Cancel

Submit

You should then receive a “Draft Started” confirmation (lower-right-hand corner of screen.

Draft Started

JCP Certification Request draft has been successfully started.

If you receive the confirmation error below, return to portal at later time and try again:

JCP Request Creation Error

An error occured while creating a JCP Certification Request. Try again or contact an administrator if your issue persists.

While filling out the application, it will be in “draft” status, allowing you to save it if you need to go back to it later (accessible from your dashboard), under “Draft Applications” section. If there are no current drafts, you’ll otherwise see, “No Draft Applications to Show.”

Organization Details

Legal Business Name:

K & M MACHINE-FABRICATING, INC.

CAGE Code:

5W803

SAM Status:

N/A

JCP Status:

A - Active

JCP Certification #:

0000064

DLA Vetted:

Yes

CAGE Status:

N/A

SAM Expiration:

N/A

JCP Expiration:

08/10/2025

DEV Expiration:

08/08/2025

Dashboard

Draft Applications

Application ID	Application Type	Status	Created On	Created By
No Draft Applications to Show				

<<

<

1

>

>>

In Progress Applications

## JCP External User's Help Guide

### Applicant Information

Once logged into the portal, you will be placed on the Applicants Information page. The box containing the Physical Address is populated over from the CAGE system.

If the address is not correct or has been updated in SAM/CAGE, make needed changes in SAM.GOV before proceeding further.

Each application is assigned an Application #, which will be listed in the banner showing in screenshot below.

**\*\*NOTE:\*\*** For the “Are you registered in SAM (System for Award Management) question, the default answer will be toggled to “No.” This is because your entity’s SAM.GOV data will still need to migrate to the portal (if you had to create your organization first). This can take up to 24 hours to migrate.

Application #	Country	Organization Name	CAGE Code	JCP Certification #	Application Type	Status
357	United States	K & M MACHINE-FABRICATING, INC.	SW803	0000064	JCP	Draft

[Return to Dashboard](#)

[Applicant Information](#)  
[Attachments](#)  
[Conditions of Certification](#)

### Applicant Information

Do you currently have a JCP Certification?

Current Expiration Date (if known)  
08/10/2025

Certification Number  
0000064

Physical Address  
20745 M-60 E  
CASSOPOLIS, MI 49031

Subsidiary (if applicable)  
N/A

Company CAGE Code  
SW803

Are you registered in SAM (System for Award Management)?

Current Expiration Date (if known)

Type of Submission (mark one) \*

## JCP External User's Help Guide

### Data Custodian

In the “Data Custodian” section, provide Primary Data Custodian’s name, title, email address and phone number:

Data Custodian

Name of Data Custodian \*

Telephone Number (Direct Line) \*

Title \*

Email Address \*

What is the IP address of the computer used by the Primary Data Custodian? \* ?

What is the MAC address of the computer used by the Primary Data Custodian? \* ?

Please provide the physical address and the permanent hardware assigned Media Access Control (MAC) address of the personal computer or server where the export-controlled technical data will be stored. Do not include changeable, anonymous, or randomized MAC addresses.

• For American firms, the personal computer or server must be physically located in the United States. Individuals with access to the designated personal computer or server must be United States citizens or lawful permanent residents of the United States.

• For Canadian firms, the personal computer or server must be physically located in Canada. Individuals with access to the designated personal computer or server must be Canadian citizens or lawful permanent residents of Canada.

What is the physical address of this computer? \*

Do you have a server to store unclassified export controlled technical information? \*

No

Yes

Is the designated Data Custodian the person responsible for downloading DoD export-controlled technical Data? \*

No

Yes

Is this Data Custodian the person responsible for receiving and disseminating unclassified data for the company? \*

No

Yes

+ Add Alternate Data Custodian

To find the IP and MAC address information, utilize [this document](#).

For the “What is the Physical Address of this Computer?” Question, add the physical postal address where the computer itself is located.

If answering “yes” to the “Do you have a server to store unclassified export controlled technical information” question, you will otherwise be prompted to enter the server’s MAC address.

For the “Is the designated Data Custodian the person responsible for downloading DOD export-controlled technical data?” question, choose “Yes” or “No.”

For the “Is this data custodian responsible for receiving and disseminating unclassified data for the company?” choose “Yes” or “No.”

If wishing to add an alternate data custodian, click on the blue “Add Alternate Data Custodian” box. The same fields completed for the primary data custodian will now need to be completed for the alternate data custodian as well.

The following section of the application is vital as it ports over to the final DD2345 product. Ensure accuracy of all questions.

## JCP External User's Help Guide

### U.S. Application-questions:

Are you a Prime Contractor or a Sub-Contractor? \*

Select Contractor Type

Describe what you do \*

Use Help ? for instructions. This information will appear on your DD2345 certificate

200 character maximum

Describe what types(s) of items/materials/products or services you provide.

Provide the NAICS (North American Industry Classification System) or associated FSC (Federal Supply Class) codes \*

200 character maximum

If you are a non-manufacturer, provide the CAGEs and company name(s) of the manufacturer(s) that produce your product

Q Search + Add Manual Row

Company Name	CAGE Code
No Manufacturers Selected	

“Are you a Prime Contractor or a Sub-Contractor?”

Hit the drop-down arrow and select one of the three options:

- Prime Contractor
- Sub-Contractor
- Neither

If you selected “Sub-Contractor” or “Neither”, enter in Prime’s CAGE code (or search for it, by clicking blue “Search” button or enter “manufacturer”, “distributor”, “wholesaler”, etc.

Are you a Prime Contractor or a Sub-Contractor? \*

Sub-Contractor

If you selected Sub-Contractor/Neither, please enter in Prime's CAGE code or type in "No Pending Contracts." \*

Q Search

“Describe what you do”-provide a short synopsis of what your entity does.

“Describe what types(s) of items/materials/products or services you provide. Provide the NAICS (North American Industry Classification System) or associated FSC (Federal Supply Class) codes.” Mention what specific



## JCP External User's Help Guide

product/service your entity provides, and the corresponding NAICS codes, which should match the NAICS codes provided under your entity's SAM.GOV registration.

“If you are a non-manufacturer, provide the CAGEs and company name(s) of the manufacturer(s) that produce your product.” Manually enter this information or click “Search” to find the entity/CAGE code in question, so you can otherwise that information. Click on “Add Manual Row” if multiple entities need to be added.

“Is your equipment/material/service related to the United States Munitions List (USML) or Commerce Control List (CCL)?” If you select “Yes,” enter the relevant categories.

See United States Munitions List (USML) for list of categories. <https://www.ecfr.gov/current/title-22/chapter-I/subchapter-M/part-121>

See Commercial Control List (CCL) for list of categories. <https://www.bis.doc.gov/index.php/regulations/commerce-control-list-ccl>

The screenshot displays a registration form with the following sections:

- Is your equipment/material/service related to the United States Munitions List (USML)? \***  
Buttons: No, Yes
- Is your equipment/material/service related to the Commerce Control List (CCL)? \***  
Buttons: No, Yes
- Are you registered with Directorate of Defense Trade Controls (DDTC)? \***  
Buttons: No, Yes
- Do you possess a U.S. Export Control License(s)? Provide proof of license. \***  
Buttons: No, Yes
- State your purpose for access to unclassified export controlled technical information \***  
Text input field with a 200 character maximum limit.
- Do you require access to a specific U.S. system to access this information? \***  
Buttons: No, Yes
- Indicate the government agency or 3rd party requiring you to obtain JCP certification.**  
**Provide a Point of Contact (Name, Business Title, Company, Phone, email address)**  
**If you do not have a current Point of Contact for certification, you must indicate this. \***  
Text input field with a 100 character maximum limit.
- DoD Export-controlled technical data is both "controlled technical information" and "covered defense information" as those terms are defined in DFARS clauses 252.204-7008, 252.204-7009, and 252.204-7012. Is your company in full compliance with the terms of these clauses? \***  
Buttons: No, Yes
- Does your company have a U.S. National Institute of Standards and Technology (NIST) Special Publication (SP) 800-171 cybersecurity assessment documented on the Supplier Performance Risk System (SPRS) at <https://www.sprs.csd.disa.mil/> in accordance with DFARS Case 2019-D041? \***  
Buttons: No, Yes

“Are you registered with Directorate of Defense Trade Controls (DDTC)?” If selecting “yes,” you will be prompted to upload copy of entity's DDTC registration letter in the “attachments” section.

## JCP External User's Help Guide

“Do you possess a U.S. Export Control License(s)? Provide proof of license.” If “yes” is selected, upload copy of license in the “attachments” section of application.

“State your purpose for access to unclassified export controlled technical information.” Explain why you require JCP certification. Example responses: “Bidding on solicitations,” “attending conferences,” etc.

“Indicate the government agency or 3rd party requiring you to obtain JCP certification.

Provide a Point of Contact (Name, Business Title, Company, Phone, email address)

If you do not have a current Point of Contact for certification, you must indicate this.”

Enter name and contact info of external POC/agency requesting certification. If there is none, indicate such otherwise.

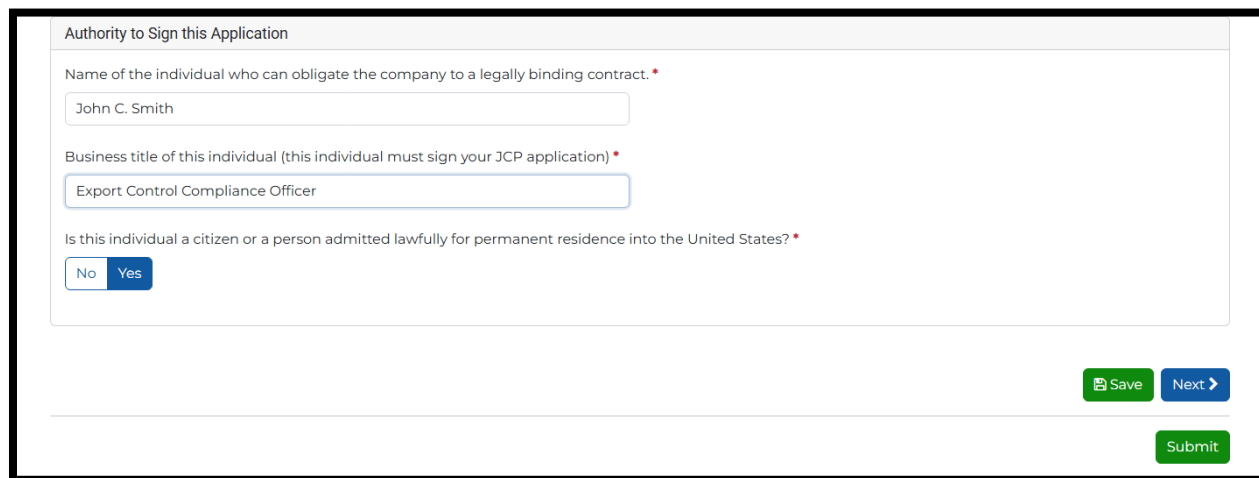
“Do you require access to a specific U.S. system to access this information?” If selecting yes, you will otherwise be prompted to select the system(s) in question.

**\*\*NOTE:\*\***if selecting “DLA/DIBBS,” you’ll also be prompted to enter all applicable DIBBS user IDs as well (five-digit CAGE code, followed by two additional digits).

### Authority to Sign this Application

“Name of the individual who can obligate the company to a legally binding contract”-The individual signing this section must match the signatory listed on the separate “Conditions of Certification” section of the application.

“Business title of this individual (this individual must sign your JCP application)”-the designated signatory’s official title should be listed in this section.

A screenshot of a web form titled "Authority to Sign this Application". The form contains three main sections. The first section is labeled "Name of the individual who can obligate the company to a legally binding contract." with a red asterisk, and has a text input field containing "John C. Smith". The second section is labeled "Business title of this individual (this individual must sign your JCP application)." with a red asterisk, and has a text input field containing "Export Control Compliance Officer". The third section is labeled "Is this individual a citizen or a person admitted lawfully for permanent residence into the United States?" with a red asterisk, and has two radio buttons: "No" and "Yes", with "Yes" being selected. At the bottom right of the form, there are three buttons: "Save" (green), "Next" (blue with a right arrow), and "Submit" (green).

Authority to Sign this Application

Name of the individual who can obligate the company to a legally binding contract. \*

John C. Smith

Business title of this individual (this individual must sign your JCP application) \*

Export Control Compliance Officer

Is this individual a citizen or a person admitted lawfully for permanent residence into the United States? \*

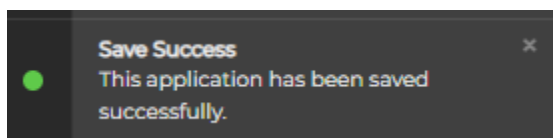
No Yes

Save Next Submit

“Is this individual a citizen or a person admitted lawfully for permanent residence into the United States?” Answer “Yes” or “No.”

Hit “Save,” then “Next.”

**\*\*NOTE:\*\*** after saving, you will see a “Save Success” confirmation notification in the lower right-hand corner of your screen:



# JCP External User’s Help Guide

## Attachments

In this section, attach the two mandatory documents requested below (in .pdf format):

- Proof of Business-typically, a document from the Secretary of State (SOS) indicating active status within the last 365 days (often called a “Certificate of Good Standing,” or equivalently named document.
- Introduction To Proper Handling Training Certificate”- read this [slide presentation](#). Then, fill out and sign the “Certification Statement of Export Control Compliance” training form (on pg. 15) and upload.

Return to Dashboard

Applicant Information

Attachments

Conditions of Certification

Attachments

Do not upload documents with personally identifiable information (PII)

Proof of Business: (Sec of State) \*  
Provide as attachment

Attach File...

Introduction To Proper Handling Training Certificate \*

Attach File...

Additional Attachments

Click or Drag/Drop to add files

File	Document Type
No Attachments Uploaded	

Previous

Next

Submit

The “Additional Attachments” section is where supplemental documents such as DDTC registration letter/export control license, etc., can otherwise be uploaded to.

# JCP External User’s Help Guide

## Conditions of Certification

In this section, check-mark the “Acknowledgement of Conditions” box, then add the signatory’s name. Hit “Save,” then “Submit.”

Return to Dashboard

Applicant Information

Attachments

Conditions of Certification

Conditions of Certification

As a condition of receiving militarily critical technical data, the entity and/or individual certifies that:

They acknowledge all responsibilities under U.S. export and control laws and regulations (including the obligation, under certain circumstances, to obtain an export license from the U.S. Government prior to the release of military critical technical data within the United States) or applicable Canadian export control laws and regulations, and agree not to disseminate militarily critical technical data in a manner that would violate applicable U.S. or Canadian export control laws and regulations.

The data is required to bid or perform on a contract with any agency of the U.S. Government of the Canadian Government of for other legitimate business activities in which the contractor is engaged or plans to engage as specifically disclosed in item 4.

They will not provide access to militarily critical technical data to persons other than their employees, or eligible persons designated by another JCP certified entity to act on their behalf. Unless such access is permitted by U.S. DoDD 5230.25, Canada's TDCR or the U.S. or Canadian Government agency that provided the technical data.

The assigned Data Custodian(s) lawful residency must be the entity's country of certification.

They are not themselves debarred, suspended or otherwise ineligible to perform on U.S. or Canadian Government contracts, and have not violated U.S. or contravened Canadian export control laws and have not had a certification revoked under the provisions of U.S. DoDD 5230.25 of Canada's TDCR.

No person employed by, or eligible persons designated by the certified entity to act on their behalf, who will have access to military critical technical data is disbarred, suspended, or otherwise ineligible to perform on U.S. or Canadian Government contracts or has violated U.S. or contravened Canadian export control laws or has had a certification revoked under the provisions of U.S. DoDD 5230.25 of Canada's TDCR.

Acknowledgement of Conditions

☐ I acknowledge all conditions of receiving militarily critical technical data and certify the information given here by the Data Custodian(s) and myself are true, complete and accurate to the best of my knowledge and belief, and are made in good faith. I understand that a knowing and willful false statement can be punished by fine or imprisonment, or both. (For U.S. contractors see U.S. Code, Title 18 Section 1001 and for Canadian contractors see the Defence Production Act)

Sign and Submit

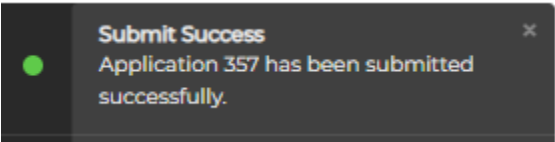
Enter legal name, include: First name, Initial, Last name (must be the individual with authority to sign) \*

Previous

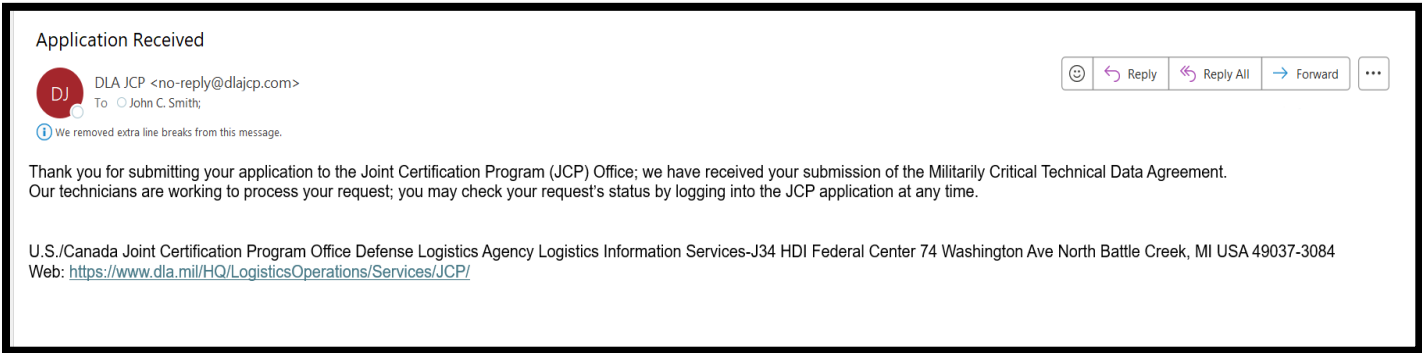
Save

Submit

You will then receive a “Submit Success” submission confirmation message (lower right-hand corner of screen) thereafter.



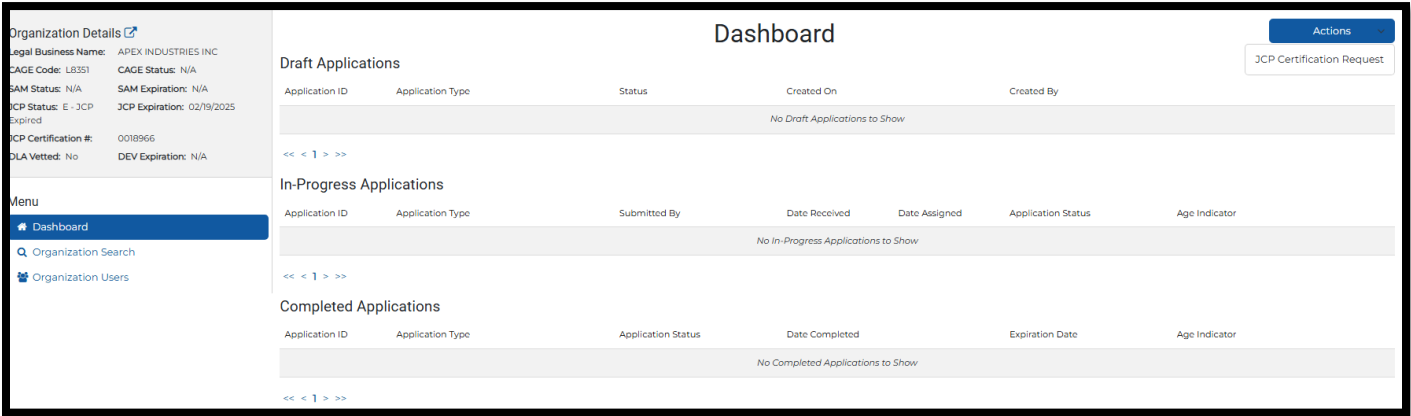
An “Application Received” confirmation email will also arrive in submitter’s inbox (see sample below).



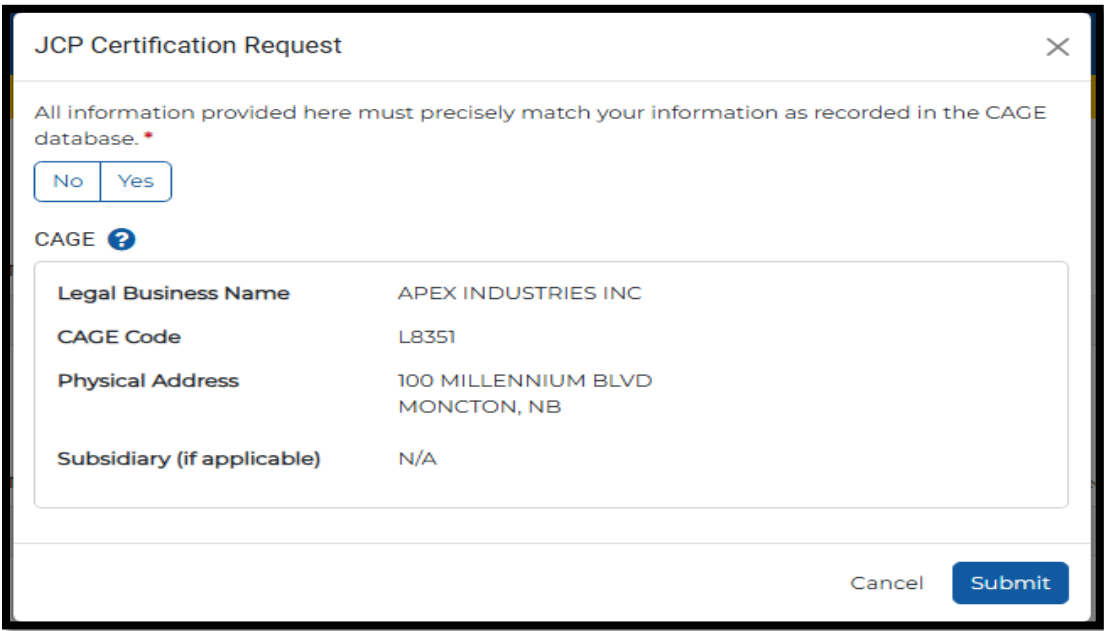
JCP External User’s Help Guide

9.0 JCP Canadian Request (Canadian applicants)

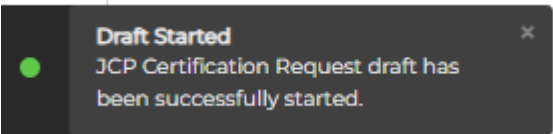
From your dashboard, click the drop-down box next to Actions and select “JCP Certification Request.”



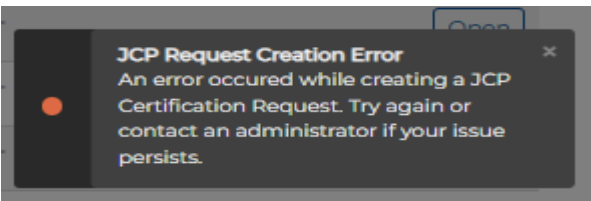
Verify that your information matches as requested and select either “No” or “Yes.” Then Click “Submit.”



You should then receive a “Draft Started” confirmation (lower-right-hand corner of screen).



If you receive the confirmation error below, return to portal at later time and try again:



## JCP External User's Help Guide

If “Yes” was selected, you will be brought to the “Applicant Information” page to begin the application process.

The “Do you currently have a JCP Certification?” and “Are you registered in SAM (System for Award Management)?” have the responses auto filled (no further action required on your end for these).

The screenshot shows the 'Applicant Information' form. It contains several sections: 1. Certification status: 'Do you currently have a JCP Certification?' with 'No' and 'Yes' buttons. 'Current Expiration Date (if known)' is '02/19/2025'. 2. Certification details: 'Certification Number' is '0018966'. 3. Address and subsidiary: 'Physical Address' is '100 MILLENNIUM BLVD MONCTON, NB'. 'Subsidiary (if applicable)' is 'N/A'. 4. Company and SAM registration: 'Company CAGE Code' is 'L8351'. 'Are you registered in SAM (System for Award Management)?' has 'N/A', 'No', and 'Yes' buttons. 'Current Expiration Date (if known)' is empty. 5. Submission type: 'Type of Submission (mark one) \*' with a dropdown menu showing 'Select Submission Type'.

Under “Type of Submission,” click on the down arrow for “Select Submission Type,” and choose from the following:

- Initial Submission-choose if your entity has never previously been certified before.
- Revision-choose if revising or renewing an existing JCP certification.

The screenshot shows the 'Data Custodian' form. It includes: 1. Fields for 'Name of Data Custodian \*' and 'Telephone Number (Direct Line) \*'. 2. Fields for 'Title \*' and 'Email Address \*'. 3. Two yes/no questions: 'Is the designated Data Custodian the person responsible for downloading DoD export-controlled technical Data? \*' and 'Is this Data Custodian the person responsible for receiving and disseminating unclassified data for the company? \*'. 4. A blue button at the bottom: 'Add Alternate Data Custodian'.

### Data Custodian

In the “Data Custodian” section, provide Primary Data Custodian’s name, title, email address and phone number.

For the question “Is the designated Data Custodian the person responsible for downloading DOD export-controlled technical data?” Choose “Yes” or “No.”

For the question “Is this data custodian responsible for receiving and disseminating unclassified data for the company?” choose “Yes” or “No.”

If you will add an alternate data custodian, click on the blue “Add Alternate Data Custodian” box. The same fields completed for the primary data custodian now need to be completed for the alternate data custodian as well.

## **JCP External User's Help Guide**

The following you provide in the next section will appear in your final DD2345 certificate if approved. You must ensure your responses are all current and accurate.


## JCP External User's Help Guide

### Canadian Application-questions:

Are you a Prime Contractor or a Sub-Contractor? \*

Select Contractor Type

Describe what you do \*

Use Help  for instructions. This information will appear on your DD2345 certificate

200 character maximum

Describe what types(s) of items/materials/products or services you provide.  
Provide the NAICS (North American Industry Classification System) or associated FSC (Federal Supply Class) codes \*

200 character maximum

Are you registered with the Controlled Goods Program? \*

Is your equipment/material/service related to the United States Munitions List (USML)? \*

Is your equipment/material/service related to the Commerce Control List (CCL)? \*

State your legitimate business purpose for Unclassified Export Controlled Technical Information access. \*

200 character maximum

Do you require access to a specific U.S. system to access this information? \*

Indicate the government agency or 3rd party requiring you to obtain JCP certification.  
Provide a Point of Contact (Name, Business Title, Company, Phone, email address)  
If you do not have a current Point of Contact for certification, you must indicate this. \*

100 character maximum

Does your company have a U.S. National Institute of Standards and Technology (NIST) Special Publication (SP) 800-171 cybersecurity assessment documented on the Supplier Performance Risk System (SPRS) at <https://www.sprs.csd.disa.mil/> in accordance with DFARS Case 2019-D041? \*



## JCP External User's Help Guide

“Are you a Prime Contractor or a Sub-Contractor?”

Hit the drop-down arrow and select one of the three options:

- Prime Contractor
- Sub-Contractor
- Neither

If you selected “Sub-Contractor” or “Neither”, enter in Prime’s CAGE code (or search for it, by clicking the blue “Search” button or enter “manufacturer”, “distributor”, “wholesaler”, etc.

The screenshot shows a web form titled "Are you a Prime Contractor or a Sub-Contractor? \*". Below the title is a dropdown menu with "Sub-Contractor" selected. Below the dropdown is a text input field with the placeholder text "If you selected Sub-Contractor/Neither, please enter in Prime's CAGE code or type in 'No Pending Contracts.' \*". To the right of the text input field is a blue button with a magnifying glass icon and the text "Search".

NOTE: CAGE Codes are site specific. If you are working with an organization with multiple sites, be sure to search out the CAGE attributed to your Prime’s location.

“Describe what you do”- identify the work you do which requires access to unclassified export controlled technical data. Example, “I am/we are a manufacturer, distributor, data broker, consultant or other.

“Describe what types(s) of items/materials/products or services you provide. Provide the NAICS (North American Industry Classification System) or associated FSC (Federal Supply Class) codes.”

- Prior to making application to the JCP, if you are registered with SAM, the U.S. System of Award Management, you should ensure the information in SAM is accurate and up to date.
- The information provided in this application must match what is on record with SAM. Any mismatch and your application will be returned for correction.
- If you do not know your NAICS codes you can find then online at the Statistics Canada website: <https://www23.statcan.gc.ca/imdb/p3VD.pl?Function=getVD&TVD=1369825>

“Are you registered with the Controlled Goods Program?” Answer “yes” if you hold a current, active CGP Certification. If you answer “yes”, you will need to provide your program number (see screenshot below):

The screenshot shows a web form titled "Are you registered with the Controlled Goods Program? \*". Below the title are two radio buttons: "No" and "Yes". To the right of the radio buttons is a text input field with the placeholder text "If yes, please provide the registration number. Use your program number (CG#####). Do not provide your certificate number. \*".

Your CGP number begins with CG and is a permanent number. It does not change overtime. Your certificate number changes with each renewal or revision. Be sure to use your CG number here.

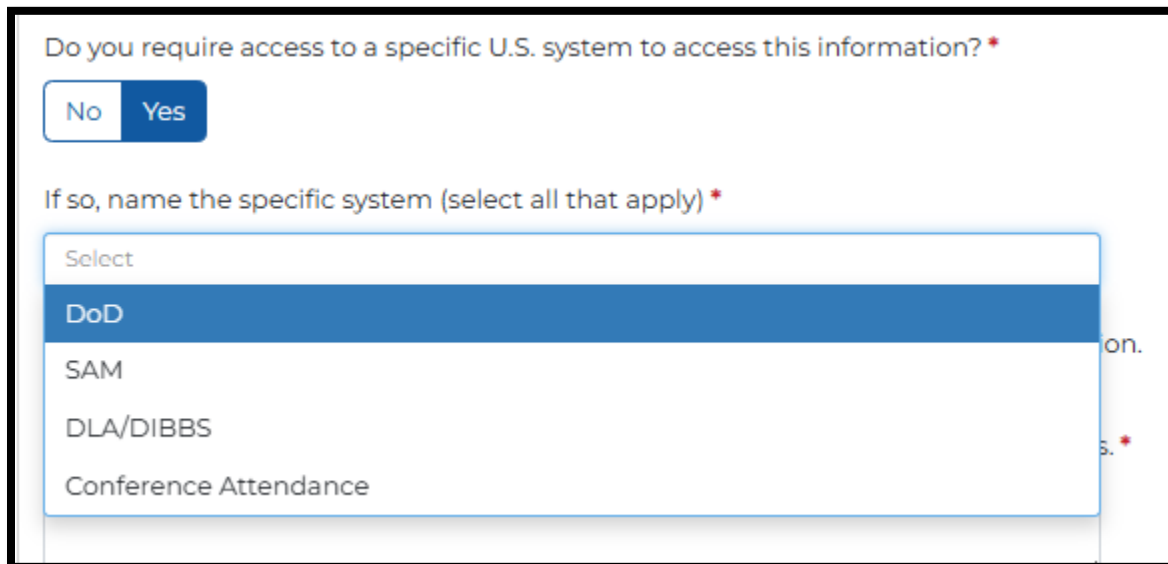
“Is your equipment/material/service related to the United States Munitions List (USML) or Commerce Control List (CCL)?” If you select “Yes,” enter the relevant categories. See United States Munitions List (USML) for list of categories. <https://www.ecfr.gov/current/title-22/chapter-I/subchapter-M/part-121>

## JCP External User's Help Guide

“State your legitimate business purpose for Unclassified Export Controlled Technical Information access.”

Explain why you require export-controlled access. Example responses: “Certification is required to bid on solicitations,” “Certification is required to attending conferences,” “Certification is required to exchange export controlled technical information with XYZ Corp” etc.

“Do you require access to a specific U.S. system to access this information?” If you select yes, you will otherwise be prompted to select the system(s) in question.



Do you require access to a specific U.S. system to access this information? \*

If so, name the specific system (select all that apply) \*

Select

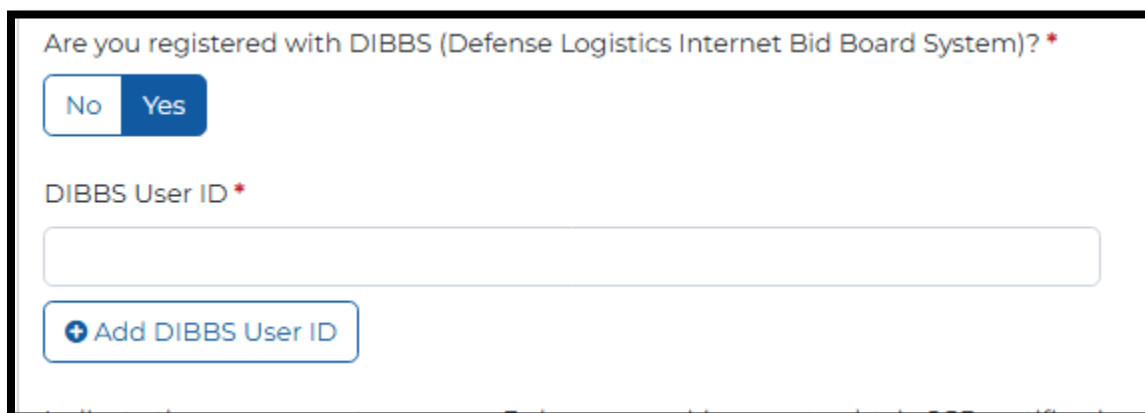
- DoD
- SAM
- DLA/DIBBS
- Conference Attendance

\*\*NOTE:\*\*if selecting “DLA/DIBBS,” you’ll also be prompted to answer the following question:



Are you registered with DIBBS (Defense Logistics Internet Bid Board System)? \*

If “Yes” is selected, enter all applicable DIBBS user IDs as well (five-digit CAGE code, followed by two additional digits).



Are you registered with DIBBS (Defense Logistics Internet Bid Board System)? \*

DIBBS User ID \*

+ Add DIBBS User ID

“Indicate the government agency or 3rd party requiring you to obtain JCP certification.

## JCP External User's Help Guide

Provide a Point of Contact (Name, Business Title, Company, Phone, email address)

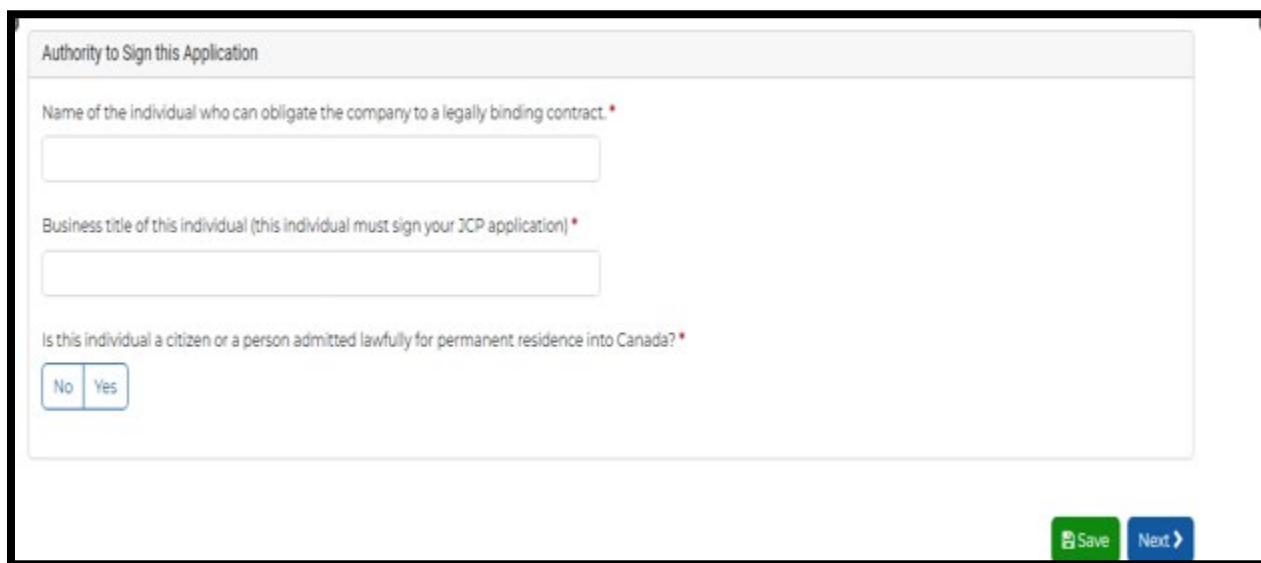
If you do not have a current Point of Contact for certification, you must indicate this.”

Enter name and contact info of external POC/agency requesting certification. If there is none, indicate such otherwise.

Does your company have a U.S. National Institute of Standards and Technology (NIST) Special Publication (SP) 800-171 cybersecurity assessment documented on the Supplier Performance Risk System (SPRS) at <https://www.sprs.csd.disa.mil/> in accordance with DFARS Case 2019-D041?

Select “N/A”, “Yes,” or “No.”

### Authority to Sign this Application

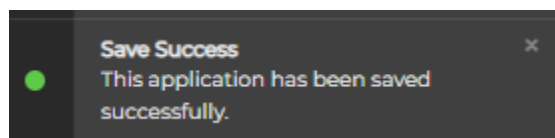
A screenshot of a web form titled "Authority to Sign this Application". The form contains three main sections. The first section is a text input field labeled "Name of the individual who can obligate the company to a legally binding contract." with a red asterisk. The second section is another text input field labeled "Business title of this individual (this individual must sign your JCP application)" with a red asterisk. The third section is a question "Is this individual a citizen or a person admitted lawfully for permanent residence into Canada?" with a red asterisk, followed by two radio buttons labeled "No" and "Yes". At the bottom right of the form are two buttons: a green "Save" button and a blue "Next" button with a right arrow.

“Name of the individual who can obligate the company to a legally binding contract”-The individual signing this section must match the signatory listed on the separate “Conditions of Certification” section of the application.

“Business title of this individual (this individual must sign your JCP application)”-the designated signatory’s official title should be listed in this section.

Hit “Save,” then “Next.”

**\*\*NOTE:\*\*** after saving, you will see a “Save Success” confirmation notification in the lower right-hand corner of your screen:



# JCP External User’s Help Guide

## Attachments

In this section, attach the two mandatory documents requested below (in .pdf format):

- Proof of Business-provide documentation from a federal or provincial government source which verifies your legal standing as a business.
- Introduction To Proper Handling Training Certificate”-Please If your organization is not registered with the Controlled Goods Program, your Data Custodian(s) (both Primary and Alternate) must read this [slide presentation](#). Then, fill out and sign the “Certification Statement of Export Control Compliance” form (on pg. 15) and upload it.

Return to Dashboard

Applicant Information

Attachments

Conditions of Certification

Attachments

Do not upload documents with personally identifiable information (PII)

Proof of Business: (CRA Business Number) \*

Attach File...

CGP Registrants attach CGP Certificate or if not CGP registered Introduction To Proper Handling Training Certificate \*

Attach File...

Additional Attachments

Click or Drag/Drop to add files

File	Document Type
No Attachments Uploaded	

Previous

Next

The “Additional Attachments” section is where additional supplemental documents can otherwise be uploaded to. Click “Next,” which will take you to the “Conditions of Certification” section.

JCP External User’s Help Guide

Conditions of Certification

In this section, checkmark the “Acknowledgement of Conditions” box, then the signatory’s name. Then hit “submit.”

[Return to Dashboard](#)

Applicant Information

Attachments

Conditions of Certification

### Conditions of Certification

As a condition of receiving militarily critical technical data, the entity and/or individual certifies that:

They acknowledge all responsibilities under U.S. export and control laws and regulations (including the obligation, under certain circumstances, to obtain an export license from the U.S. Government prior to the release of military critical technical data within the United States) or applicable Canadian export control laws and regulations, and agree not to disseminate militarily critical technical data in a manner that would violate applicable U.S. or Canadian export control laws and regulations.

The data is required to bid or perform on a contract with any agency of the U.S. Government of the Canadian Government of for other legitimate business activities in which the contractor is engaged or plans to engage as specifically disclosed in item 4.

They will not provide access to militarily critical technical data to persons other than their employees, or eligible persons designated by another JCP certified entity to act on their behalf. Unless such access is permitted by U.S. DoDD 5230.25, Canada's TDCR or the U.S. or Canadian Government agency that provided the technical data.

The assigned Data Custodian(s) lawful residency must be the entity's country of certification.

They are not themselves debarred, suspended or otherwise ineligible to perform on U.S. or Canadian Government contracts, and have not violated U.S. or contravened Canadian export control laws and have not had a certification revoked under the provisions of U.S. DoDD 5230.25 of Canada's TDCR.

No person employed by, or eligible persons designated by the certified entity to act on their behalf, who will have access to military critical technical data is disbarred, suspended , or otherwise ineligible to perform on U.S. or Canadian Government contracts or has violated U.S. or contravened Canadian export control laws or has had a certification revoked under the provisions of U.S. DoDD 5230.25 of Canada's TDCR.

**Acknowledgement of Conditions**

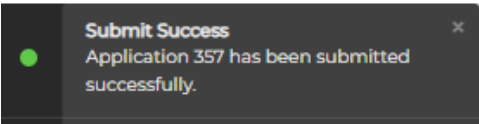
☒ I acknowledge all conditions of receiving militarily critical technical data and certify the information given here by the Data Custodian(s) and myself are true, complete and accurate to the best of my knowledge and belief, and are made in good faith. I understand that a knowing and willful false statement can be punished by fine or imprisonment, or both. (For U.S. contractors see U.S. Code, Title 18 Section 1001 and for Canadian contractors see the Defence Production Act)

**Sign and Submit**

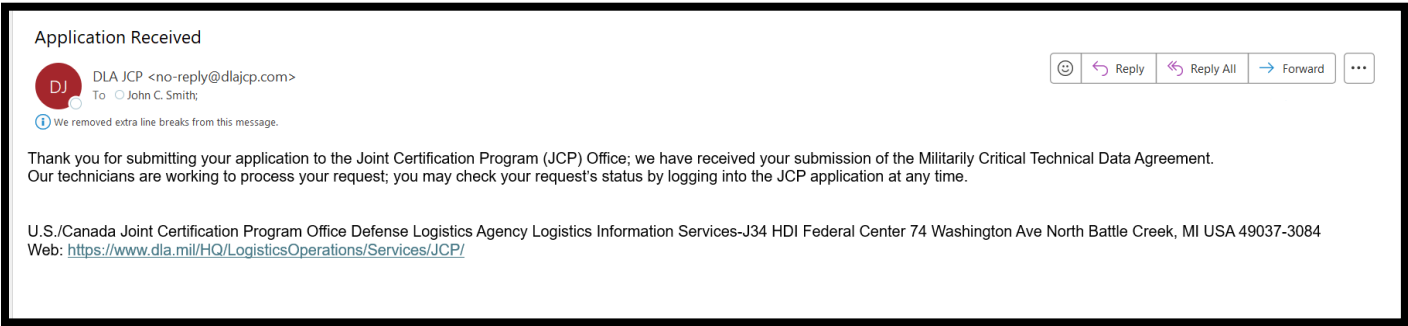
Enter legal name, include: First name, Initial, Last name (must be the individual with authority to sign) \*

John C. Smith

You will then receive a “success” submission confirmation message (lower right-hand corner of screen) thereafter.

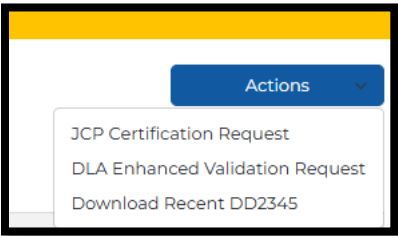


An “Application Received confirmation email will also arrive in submitter’s inbox (see sample below).

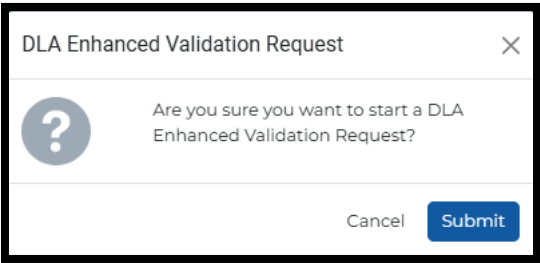


10.0 DLA Enhanced Validation (DEV) APPLICATION

From your “dashboard” page, click the down arrow next to “Actions” box, and select “DLA Enhanced Validation” (DEV) Request



You will receive the prompt below-click on “Submit:



Application is now displayed Review “Applicant Information” to ensure data is otherwise correct:

Application #	Country	Organization Name	CAGE Code	JCP Certification #	Application Type	Status
372	United States	K & M MACHINE-FABRICATING, INC.	SW803	0000064	DLA Enhanced Validation Request	Draft

[Return to Dashboard](#)

Applicant Information

Attachments

Conditions of Certification

**NOTICE:**

The following application, if approved, will allow access to DLA (Defense Logistics Agency) unclassified export controlled technical data held in DIBBS/cFolders (Defense Logistics Internet Bid Board System). Approval to access this data depends on a valid JCP certification and is granted or denied by the DLA, not the JCP Office

If you wish to apply for access to the unclassified export controlled technical data, held in DIBBS, related specifically to a DLA solicitation/purchase order or contract, you may proceed with the application below.

**Applicant Information**

**Legal Business Name**  
K & M MACHINE-FABRICATING, INC.

**Physical Address**  
20745 M-60 E  
CASSOPOLIS, MI 49031

**Subsidiary (if applicable)**  
N/A

**Company CAGE Code**  
SW803

**Expiration Date (if known)**  
08/10/2025

**Certification Number**  
0000064

## JCP External User's Help Guide

### Data Custodian

In the “Data Custodian” section, fill out the name and contact information fields accordingly.

The screenshot shows a web form titled "Data Custodian". It contains several input fields and checkboxes. The fields are: "Name of Data Custodian" (required), "Telephone Number (Direct Line)" (required), "Title" (required), "Email Address" (required), "What is the IP address of the computer used by the Primary Data Custodian?" (required, with a help icon), and "What is the MAC address of the computer used by the Primary Data Custodian?" (required, with a help icon). Below these fields is a paragraph of instructions: "Please provide the physical address and the permanent hardware assigned Media Access Control (MAC) address of the personal computer or server where the export-controlled technical data will be stored. Do not include changeable, anonymous, or randomized MAC addresses." This is followed by two bullet points: "For American firms, the personal computer or server must be physically located in the United States. Individuals with access to the designated personal computer or server must be United States citizens or lawful permanent residents of the United States." and "For Canadian firms, the personal computer or server must be physically located in Canada. Individuals with access to the designated personal computer or server must be Canadian citizens or lawful permanent residents of Canada." Below the instructions is a field for "What is the physical address of this computer?" (required). Then there are three checkboxes: "Do you have a server to store unclassified export controlled technical information?" (required), "Is the designated Data Custodian the person responsible for downloading DoD export-controlled technical Data?" (required), and "Is each Data Custodian aware they are the only individual(s) permitted to download and distribute export controlled technical data from the Defense Logistics Internet Bid Board System (DIBBS)?" (required). At the bottom left is a button labeled "+ Add Alternate Data Custodian".

Data Custodian

Name of Data Custodian \*

Telephone Number (Direct Line) \*

Title \*

Email Address \*

What is the IP address of the computer used by the Primary Data Custodian? \* ?

What is the MAC address of the computer used by the Primary Data Custodian? \* ?

Please provide the physical address and the permanent hardware assigned Media Access Control (MAC) address of the personal computer or server where the export-controlled technical data will be stored. Do not include changeable, anonymous, or randomized MAC addresses.

- For American firms, the personal computer or server must be physically located in the United States. Individuals with access to the designated personal computer or server must be United States citizens or lawful permanent residents of the United States.
- For Canadian firms, the personal computer or server must be physically located in Canada. Individuals with access to the designated personal computer or server must be Canadian citizens or lawful permanent residents of Canada.

What is the physical address of this computer? \*

Do you have a server to store unclassified export controlled technical information? \*

Is the designated Data Custodian the person responsible for downloading DoD export-controlled technical Data? \*

Is each Data Custodian aware they are the only individual(s) permitted to download and distribute export controlled technical data from the Defense Logistics Internet Bid Board System (DIBBS)? \*

+ Add Alternate Data Custodian

To find the IP and MAC address information, utilize [this document](#).

### DEV Application Questions

For the “What is the Physical Address of this Computer?” Question, add the physical postal address where the computer itself is located.

If answering “yes” to the “Do you have a server to store unclassified export controlled technical information” question, you will otherwise be prompted to enter the server’s MAC address.

For the “Is the designated Data Custodian the person responsible for downloading DOD export-controlled technical data?” question, choose “Yes” or “No.”

For the “Is each Data Custodian aware they are the only individual(s) permitted to download and distribute export controlled technical data from the Defense Logistics Internet Bid Board System (DIBBS)?” question, choose “Yes” or “No.”

If wishing to add alternate data custodian, hit the + sign for the “Add Alternate Data Custodian” box.

## JCP External User's Help Guide

DoD Export-controlled technical data is both "controlled technical information" and "covered defense information" as those terms are defined in DFARS clauses 252.204-7008, 252.204-7009, and 252.204-7012. Is your company in full compliance with the terms of these clauses? \*

Does your company have a U.S. National Institute of Standards and Technology (NIST) Special Publication (SP) 800-171 cybersecurity assessment documented on the Supplier Performance Risk System (SPRS) at <https://www.sprs.csd.disa.mil/> in accordance with DFARS Case 2019-D041? \*

Is the authorized signatory on the company's JCP application and DD2345 Certificate also the company's representative on this application? \*

Have the company's data custodians completed the training titled, "Proper Handling of DoD Export Controlled Technical Data" and do they understand the company's obligations to protect export controlled data from unauthorized distribution? \*

State your purpose for access to unclassified export controlled technical information in DIBBS \*

500 character maximum

Do you require access to a specific U.S. system to access this information? \*

Do you have a server to store unclassified export controlled technical information? \*

What is the physical address of this computer being used to access unclassified export controlled information? \*

What is the MAC address of the computer being used to access unclassified export controlled technical information? \*

For the question, "DoD Export-controlled technical data is both "controlled technical information" and "covered defense information" as those terms are defined in DFARS clauses 252.204-7008, 252.204-7009, and 252.204-7012. Is your company in full compliance with the terms of these clauses?" choose "Yes" or "No."

For the question, "Does your company have a U.S. National Institute of Standards and Technology (NIST) Special Publication (SP) 800-171 cybersecurity assessment documented on the Supplier Performance Risk System (SPRS) at <https://www.sprs.csd.disa.mil/> in accordance with DFARS Case 2019-D041?" choose "Yes" or "No."

For the question, "Is the authorized signatory on the company's JCP application and DD2345 Certificate also the company's representative on this application?" choose "Yes" or "No."

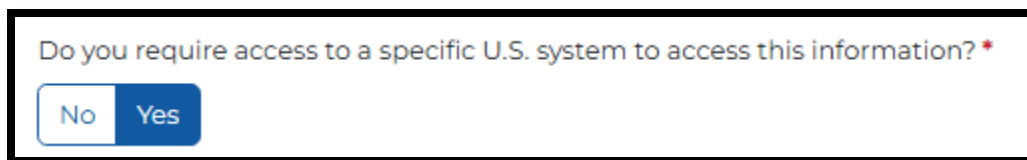
For the question, "Have the company's data custodians completed the training titled, "Proper Handling of DoD Export Controlled Technical Data" and do they understand the company's obligations to protect export-controlled data from unauthorized distribution?" select "Yes" or "No."

For the "State your purpose for access to unclassified export controlled technical information in DIBBS" question, state why your entity requires this access (to bid on solicitations, etc.)

For the "Do you require access to a specific U.S. system to access this information" questions, select "Yes:"



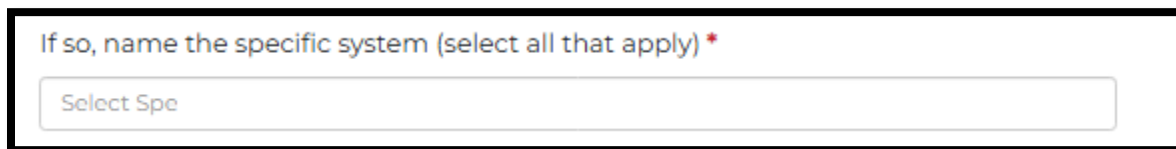
## JCP External User's Help Guide



Do you require access to a specific U.S. system to access this information? \*

No Yes

When prompted, then click on the box under “If so, name the specific system (select all that apply)” and click, “DLA/DIBBS,” which should then populate



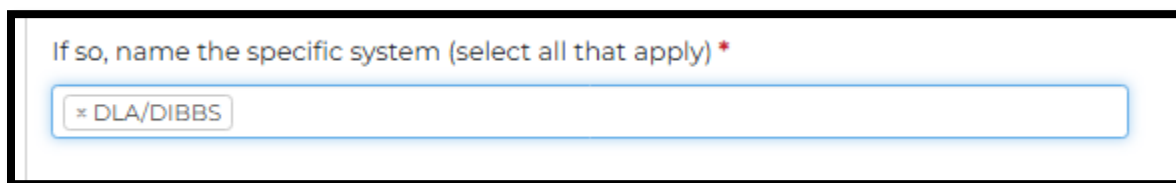
If so, name the specific system (select all that apply) \*

Select Spe



500 character maximum

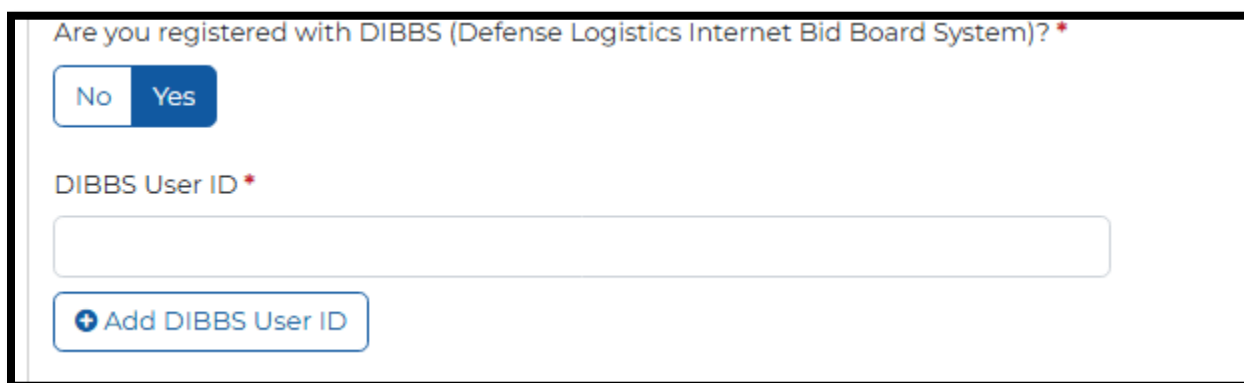
DoD  
SAM  
DLA/DIBBS  
Conference Attendance



If so, name the specific system (select all that apply) \*

DLA/DIBBS

If selecting “Yes” for the “Are you registered with DIBBS (Defense Logistics Internet Bid Board System)?” question, you will be prompted to enter all applicable DIBBS user IDs (five-digit CAGE code followed by two additional digits). If needing to add multiple DIBBS user IDs, click the “Add DIBBS User ID” box.



Are you registered with DIBBS (Defense Logistics Internet Bid Board System)? \*

No Yes

DIBBS User ID \*

+ Add DIBBS User ID

For the “What is the physical address of this computer being used to access unclassified export-controlled information?” question, enter the physical (postal) location where the computer is otherwise located.

For the “What is the MAC address of the computer being used to access unclassified export controlled technical information?” enter associated MAC address.

Click “Save,” then “Next,” which will take you to the “Attachments section.

## JCP External User's Help Guide

### Attachments

In this section, attach the two mandatory documents requested below (in .pdf format). Requested documents differ by country (see below):

- U.S.
- Proof of Business-typically, a document from the Secretary of State (SOS) indicating active status within the last 365 days (often called a “Certificate of Good Standing,” or equivalently named document).
  - Introduction To Proper Handling Training Certificate\*- read this [slide presentation](#). Then, fill out and sign the “Certification Statement of Export Control Compliance” training form (on pg. 15) and upload.

The screenshot shows the 'Attachments' section of the JCP application interface. On the left, a sidebar contains links for 'Return to Dashboard', 'Applicant Information', 'Attachments' (highlighted), and 'Conditions of Certification'. The main content area is titled 'Attachments' and includes a warning: 'Do not upload documents with personally identifiable information (PII)'. Below this, there are two mandatory upload fields: 'Proof of Business: (Sec of State) \*' with an 'Attach File...' button, and 'Introduction To Proper Handling Training Certificate \*' also with an 'Attach File...' button. A section titled 'Additional Attachments' features a large grey box with a download icon and the text 'Click or Drag/Drop to add files'. Below this is a table with columns 'File' and 'Document Type', currently showing 'No Attachments Uploaded'. At the bottom, there are 'Previous' and 'Next' buttons, and a green 'Submit' button.

The “Additional Attachments” section is where supplemental documents such as DDTC registration letter/export control license, etc., can otherwise be uploaded to.

### Canada

- Proof of Business- provide documentation from the [Canada Revenue Agency \(CRA\)](#) that includes your CRA number.
- Introduction To Proper Handling Training Certificate\*- read this [slide presentation](#). Then, fill out and sign the “Certification Statement of Export Control Compliance” training form (on pg. 15) and upload.

The “Additional Attachments” section is where other supplemental documents can be uploaded.

**\*\*NOTE:\*\*** Under “Additional Attachments”, the JCP requires both U.S. and Canadian applicants upload copy of entity’s existing Approved DD2345. Doing so will minimize additional delays during your application process. If the Approved DD2345 is not uploaded, it will result in a Return.

Click “Save,” then “Next,” which will take you to the “Conditions of Certification” section.

## JCP External User's Help Guide

### Conditions of Certification

In this section, check-mark the “Acknowledgement of Conditions” box, then the signatory’s name. Then enter the applicable names in the fields below:

(b) Authorized Company Representative (As it appears on your DD Form 2345, Block 6)-the name of the official signatory listed on your entity’s existing DD2345, in the designated block specified.

(c) Company Data Custodian (As it appears on your DD Form 2345, Block 3)-the data custodian listed on the entity’s existing DD2345, in the designated block specified.

Afterwards, hit “submit.”

### Conditions of Certification

As a condition of receiving Militarily Critical Technical Data, the entity and/or individual certifies that:

They acknowledge all responsibilities under applicable U.S. export and control laws and regulations (including the obligation, under certain circumstances, to obtain an export license from the U.S. Government prior to the release of military critical technical data within the United States) or applicable Canadian export control laws and regulations, and agree not to disseminate militarily critical technical data in a manner that would violate applicable U.S. or Canadian export control laws and regulations.

The data is required to bid or perform on a contract with any agency of the U.S. Government or the Canadian Government or for other legitimate business activities in which the contractor is engaged or plans to engage as specifically disclosed in item 4.

They will not provide access to militarily critical technical data to persons other than their employees or eligible persons designated by the certified entity to act on their behalf unless such access is permitted by U.S. DoDD 5230.25, Canada's TDCR or the U.S. or Canadian Government agency that provided the technical data.

The assigned Data Custodian(s)'s lawful residency must be in the entity's country of certification.

They are not themselves debarred, suspended or otherwise ineligible to perform on U.S. or Canadian Government contracts, and have not violated U.S. or contravened Canadian export control laws and have not had a certification revoked under the provisions of U.S. DoDD 5230.25 or Canada's TDCR.

No person employed by, or eligible persons designated by the certified entity to act on their behalf, who will have access to military critical technical data is disbarred, suspended, or otherwise ineligible to perform on U.S or Canadian Government contracts or has violated U.S. or contravened Canadian export control laws or has had a certification revoked under the provisions of U.S. DoDD 5230.25 or Canada's TDCR.

I certify that the information and certifications made by the Data Custodian and myself are true, complete, and accurate to the best of my knowledge and belief and are made in good faith. I understand that a knowing and willful false statement on this form can be punished by fine or imprisonment or both. (For U.S. contractors see U.S. Code, Title 18, Section 1001 and for Canadian contractors see the Defense Production Act)"

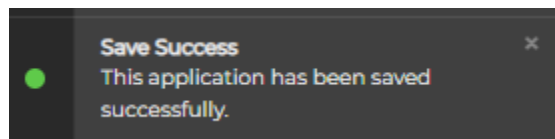
☐ I certify that the information and certifications made by me are true, complete, and accurate to the best of my knowledge and belief and are made in good faith. I understand that a knowing and willful false statement on this application can be punished by fine or imprisonment or both.

After acknowledgement check, enter legal name below (First, Middle Initial, Last):

(b) Authorized Company Representative (As it appears on your DD Form 2345, Block 6) \*

(c) Company Data Custodian (As it appears on your DD Form 2345, Block 3) \*

You will then receive a “success” submission confirmation message (lower right-hand corner of screen):



An “Application Received” confirmation email will also arrive in submitter’s inbox (see sample below).

JCP External User’s Help Guide

Application Received

DJ

DLA JCP <no-reply@dlajcp.com>  
To: John C. Smith;

☺

↩ Reply

↩ Reply All

➡ Forward

⋮

ⓘ We removed extra line breaks from this message.

Thank you for submitting your application to the Joint Certification Program (JCP) Office; we have received your submission of the Military Critical Technical Data Agreement. Our technicians are working to process your request; you may check your request's status by logging into the JCP application at any time.

U.S./Canada Joint Certification Program Office Defense Logistics Agency Logistics Information Services-J34 HDI Federal Center 74 Washington Ave North Battle Creek, MI USA 49037-3084  
Web: <https://www.dla.mil/HQ/LogisticsOperations/Services/JCP/>

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11.0 After Application Submittal (next steps)

Once your application is submitted, it will be assigned to a JCP analyst for review.

The JCP office cannot provide a specific timeline regarding processing, as we typically work applications in the order received. However, once your application completes initial review by an analyst, that individual will send feedback via the portal.

When the application is returned to your dashboard by the analyst, the submitter will receive a notification email, like the one below:

Email Example: “Application Returned” notification:

From: DLA JCP <[no-reply-JCP@dla.mil](mailto:no-reply-JCP@dla.mil)>

Sent:

To:

Subject: Application Returned

Thank you for contacting the Joint certification Program (JCP) Office; we have received your submission of the Militarily Critical Technical Data Agreement, DD Form 2345.

However, your application needs to be reviewed, updated, and returned to us before we can continue with the application process. Log into <https://www.public.dacs.dla.mil/jcp/ext> and review the errors with your application. Upon resubmission, we will continue the application process.

U.S./Canada Joint Certification Program Office  
Defense Logistics Agency Logistics Information Services-J34  
HDI Federal Center 74 Washington Ave North Battle Creek, MI USA 49037-3084  
Web: <https://www.dla.mil/HQ/LogisticsOperations/Services/JCP/>

Once the submitter receives the above notification email, they should log into the portal dashboard, then go to “In-Progress Applications” section, then click on “open” button to open the application number in question.

In-Progress Applications						
Application ID	Application Type	Submitted By	Date Received	Date Assigned	Application Status	Age Indicator
357	JCP - Initial		08/08/2025	08/08/2025	Returned-Vendor Action Required (see details)	--

Open

# JCP External User’s Help Guide

## Application Feedback Review

Once application is open, go to the “feedback” section-that is where they will find additional information/requests submitted by the analyst.

Application #	Country	Organization Name	CAGE Code	JCP Certification #	Application Type	Status
357	United States	K & M MACHINE-FABRICATING, INC.	5W803	0000064	JCP - Initial	Returned-Vendor Action Required (see details)

< Return to Dashboard

Feedback

Applicant Information

Attachments

Conditions of Certification

Feedback

Reason for Return

Vendor Action Required-Additional Information/Documentation

Comments

Please add additional info to "Describe What you do." Also, check-mark a citizenship option on training form.

If there are additional questions, the submitter should send an email to: [JCP-admin@dla.mil](mailto:JCP-admin@dla.mil) with both the CAGE code and application # in the subject line.

**\*\*NOTE:\*\*** Do NOT use the [no-reply-JCP@dla.mil](mailto:no-reply-JCP@dla.mil) email address, as it is unmonitored.

Once the requested revisions/changes are made, resubmit the application, which will go back on the analyst’s bench for review.

### 12.0 Appendix A: Two-Factor Authentication Setup (Google Authenticator)

All JCP Portal users, who have a username and password, will need to enable Two Factor Authentication (TFA) on their JCP Portal accounts. Two Factor Authentication (TFA) is a tool to help prevent unauthorized users from accessing your JCP Portal account.

#### How it works

In a two-factor authentication system the first form of user identification is your current login credentials - your username and password. The second form of identification is created by a special algorithm in the JCP Portal system and sent to a device you have authorized to receive that code. JCP Portal is using a smartphone application, Google Authenticator, as the primary tool for receiving codes. Because any user attempting to login must possess both your username and password AND your phone, it is much more difficult for a user account to become compromised.

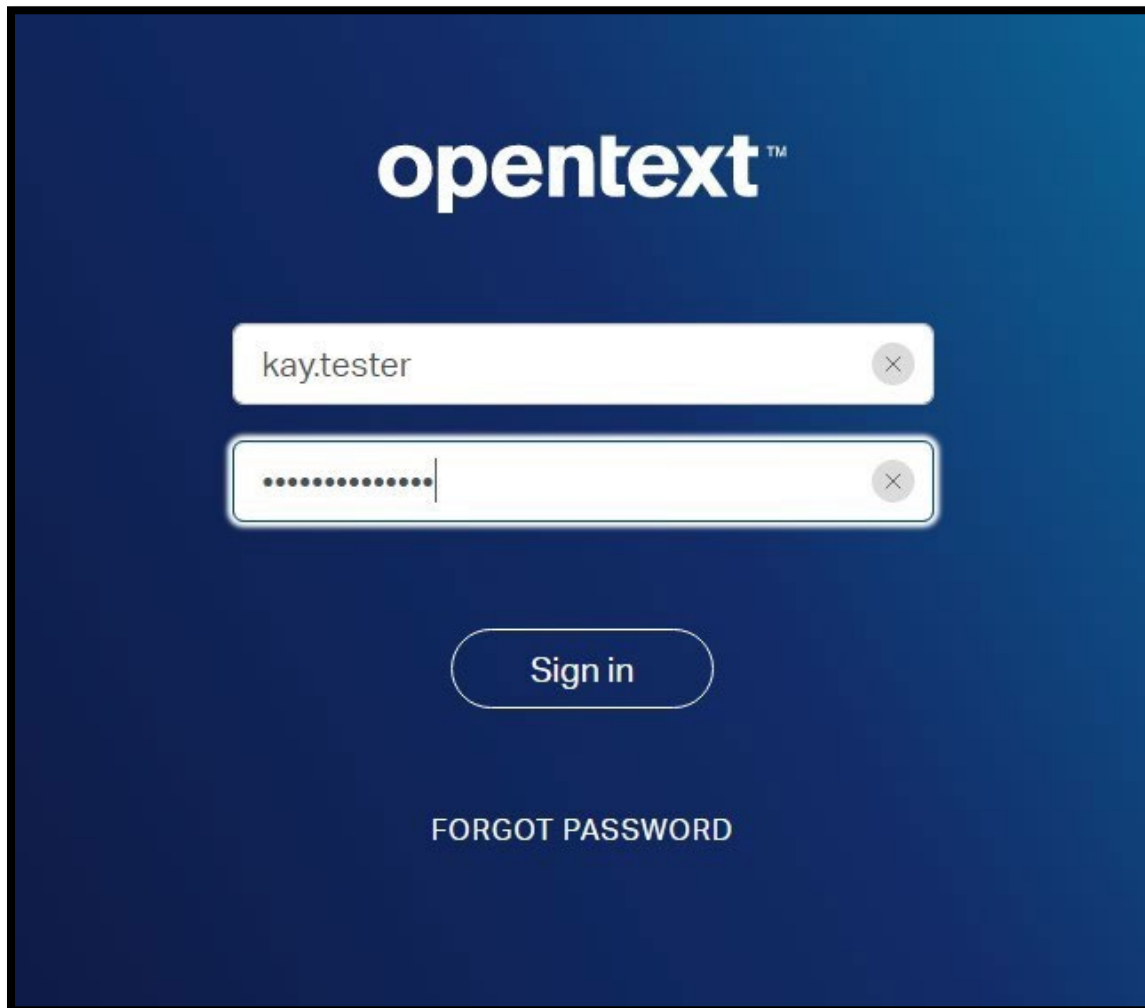
Google Authenticator app generates a six-digit code for you to enter when you log in. The code changes about every minute. Once you have set up the connection with JCP Portal's site, every time that you log out of your JCP Portal account you will need to use Google Authenticator to regain access when you login again.

## JCP External User's Help Guide

### Steps to set up Google Authenticator

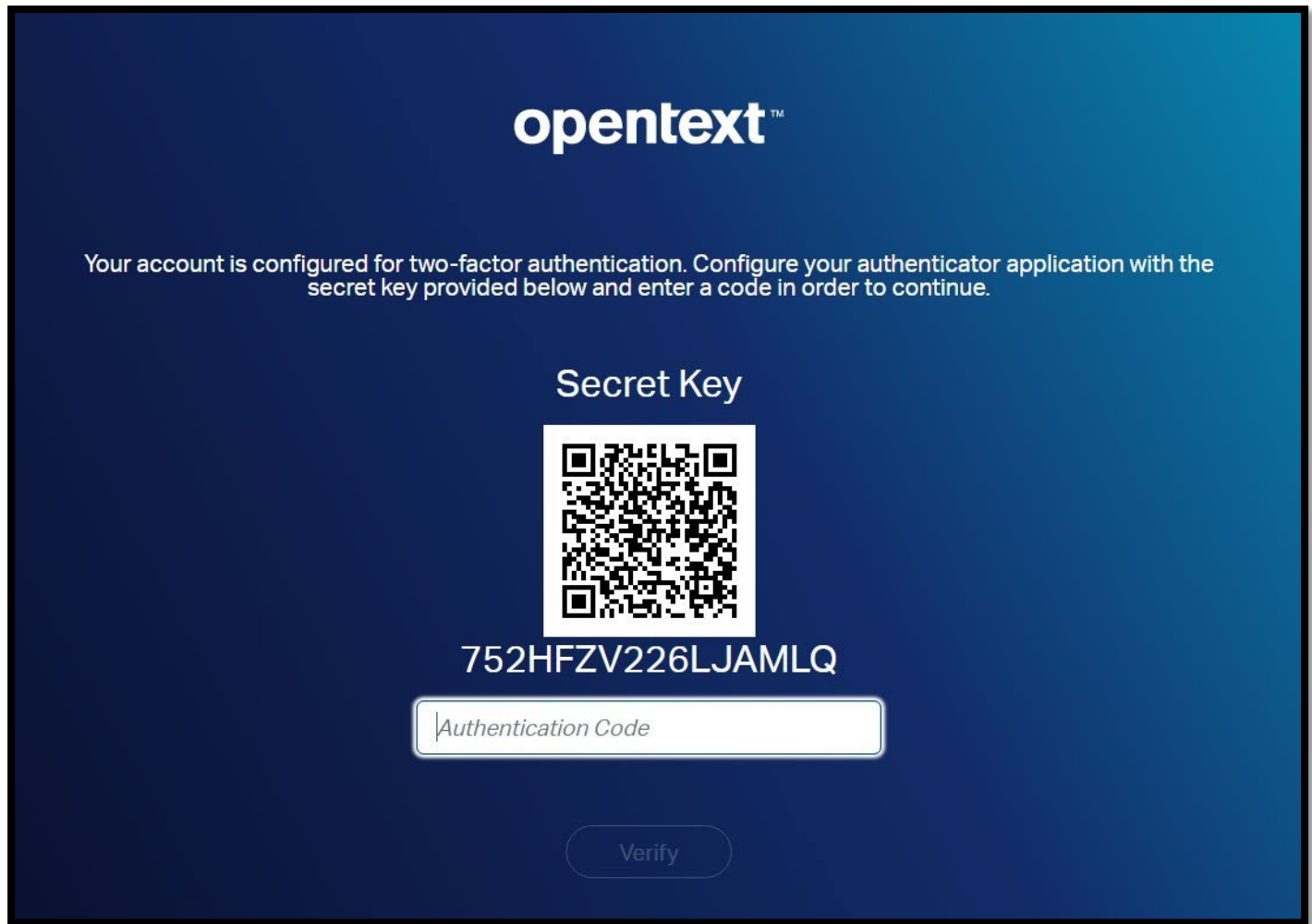
Follow the steps below to link Google Authenticator to your JCP Portal account and use it as your secondary method of identification.

- Login to your JCP Portal account using your username and password as you normally would.



- On the next page, a prompt will inform you that you need to set up TFA on your account.
- On the next page, you will begin setup of Google Authenticator on your smartphone.
- You will be using Google Authenticator each time you login to JCP Portal to acquire the second authentication code the system now requires. Below that, you will see a manual verification code and a QR code you can scan with your phone.

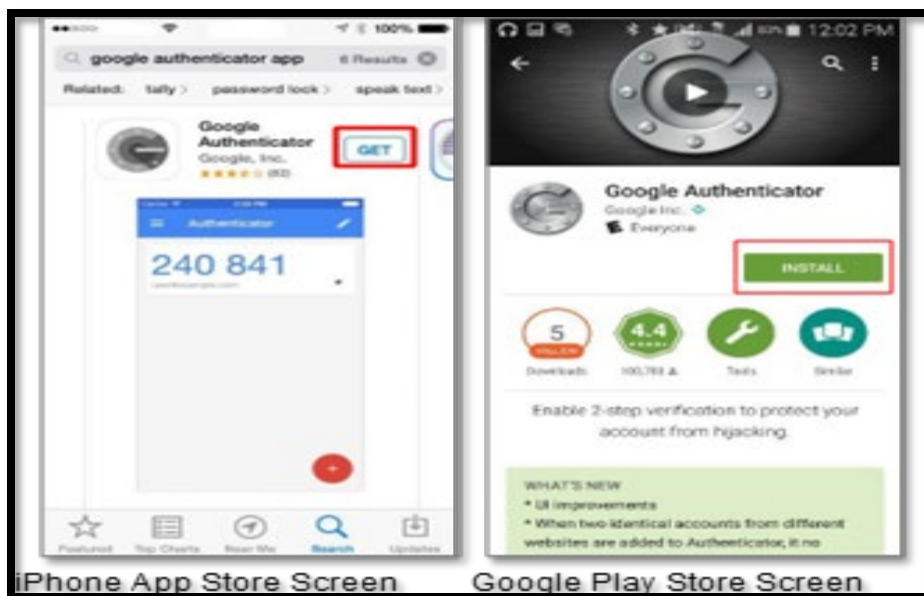




Browser screen showing the QR and manual authentication codes

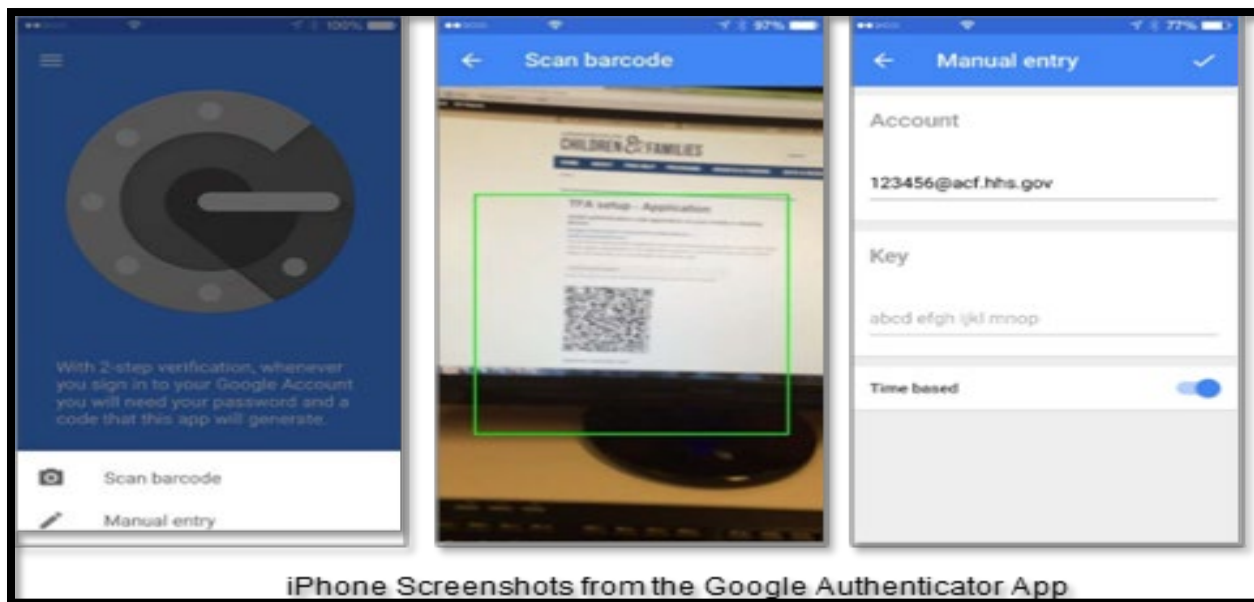
- You will use these in the following steps to connect your smartphone app with your JCP Portal account.
- On your smartphone, open the App Store on your iPhone or the Google Play Store on your Android device. Search for “Google Authenticator.”
- The Google Authenticator app will appear as the top search result. In the App Store, select “Get” and then “Install”, as you do with any app you are installing. Choose the “Install” option in the Google Play Store.

## JCP External User's Help Guide



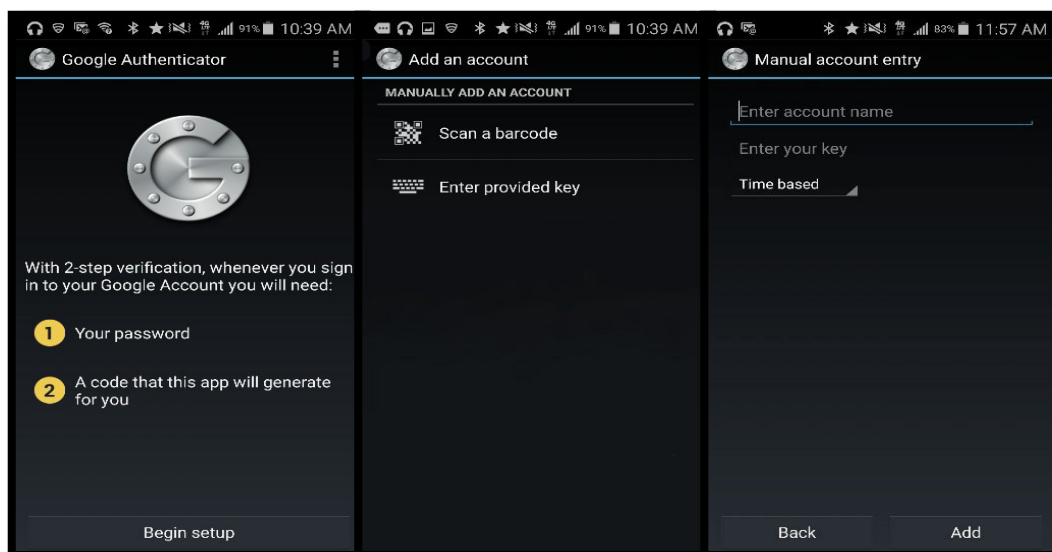
Note: you may need to enter your App/Play Store password to verify that you want to download the application.

- Exit the app store and wait for the app to download before continuing. Once the Google Authenticator app has been installed, open the app.
- A menu will appear that will allow to you either scan the QR code on the JCP Portal or manually enter the verification code that appears above the QR code.



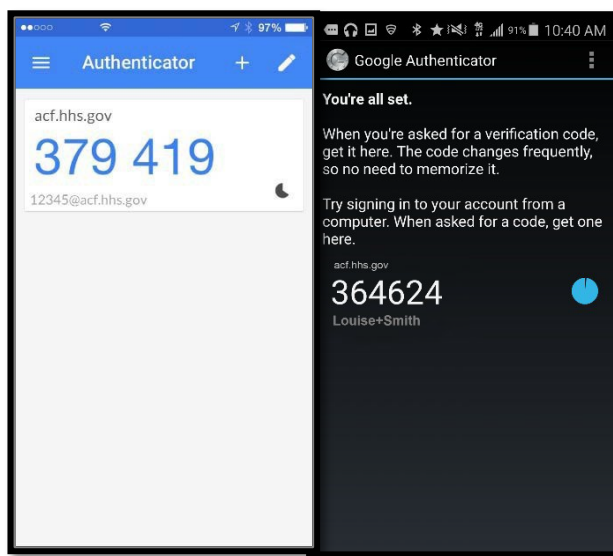
## JCP External User's Help Guide

Note: Android users should tap the “Begin Setup” button on the first screen in the application.



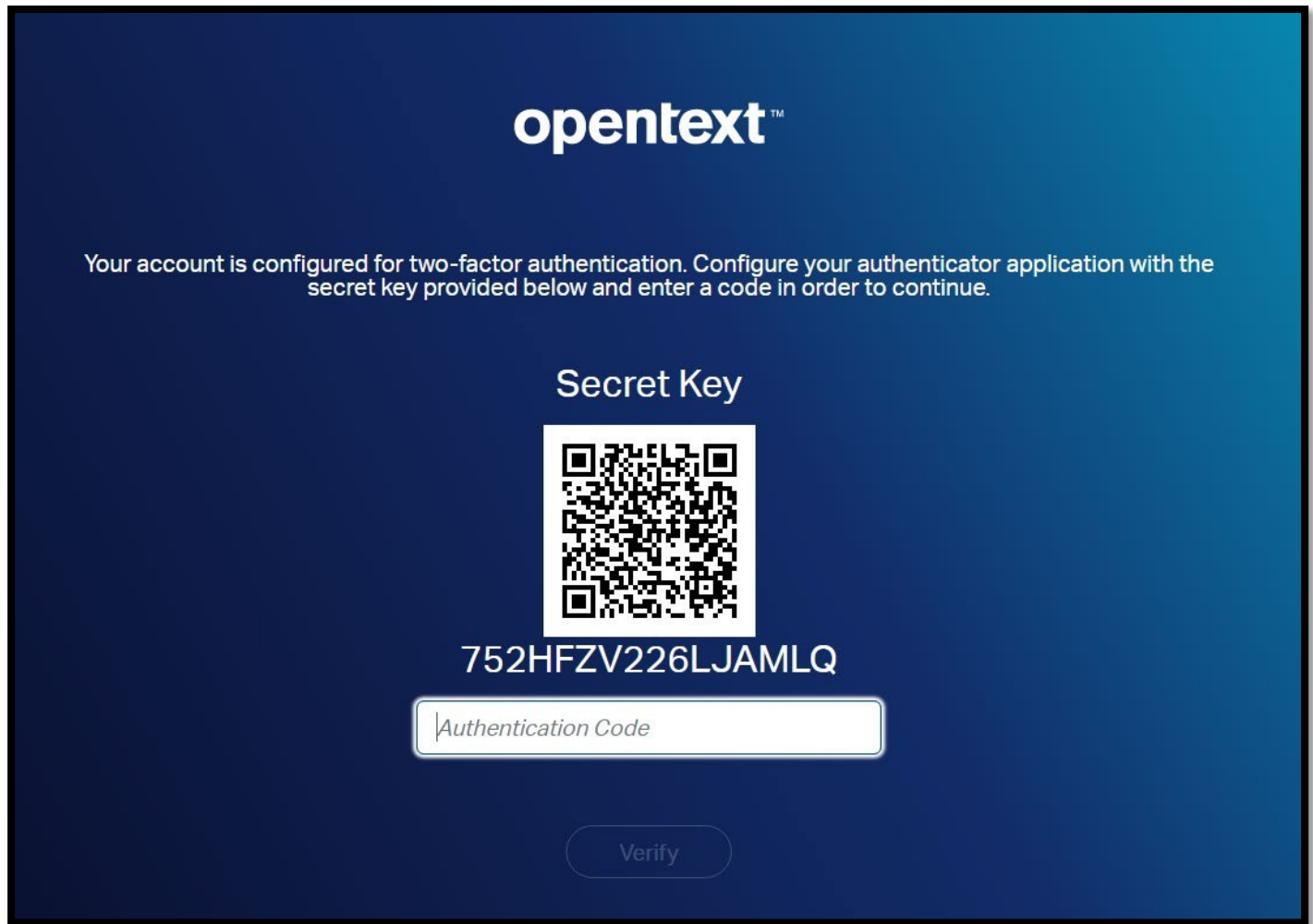
Android Screenshots from the Google Authenticator App

- If you select “Scan a barcode,” your phone’s camera will activate. Hold your phone close to the screen to allow the camera to capture the QR code.
- When the QR code or manual code has processed, Google Authenticator will generate a six-digit verification code and display it.



iPhone Google Authenticator Code Screen

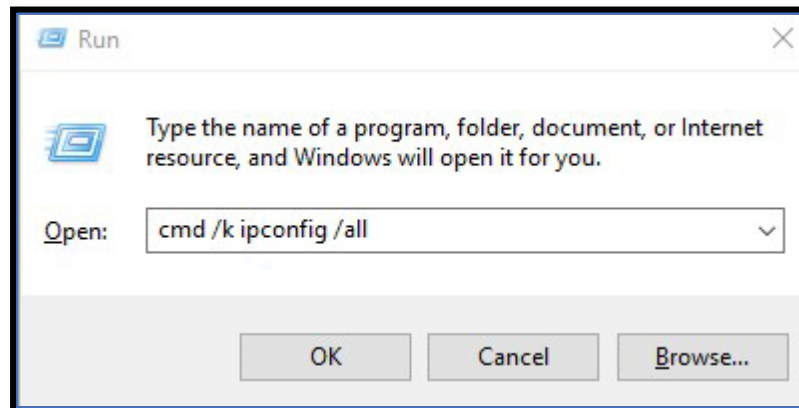
- Type the six-digit code you see in the app into the JCP Portal below the QR code. Then select verify and save.
- Note: the code has a timer, if the timer expires you may need to enter in a new code before continuing your login.



The field in your Browser where you enter the initial Verification Code from the app

### 13.0 Appendix B: How to Find Your IP and MAC Address

To determine your personal computer or server MAC address, open a run window (Windows Logo key + R). Then type `cmd /k ipconfig /all` (note the three spaces) and press /Enter



The 'physical address' listed is the 'MAC address,' which is made up of 6 groups of 2 hexadecimal characters (e.g. 00-21-70-BE-C6-71).

```
Windows IP Configuration

Host Name . . . . . :
Primary Dns Suffix . . . . . :
Node Type . . . . . :
IP Routing Enabled. . . . . :
WINS Proxy Enabled. . . . . :
DNS Suffix Search List. . . . . :


Ethernet adapter Ethernet0:

Connection-specific DNS Suffix . :
Description . . . . . :
Physical Address. . . . . :
DHCP Enabled. . . . . :
Autoconfiguration Enabled . . . . :
IPv4 Address. . . . . :
Subnet Mask . . . . . :
Default Gateway . . . . . :
DHCP Server . . . . . :
DNS Servers . . . . . :
NetBIOS over Tcpip. . . . . :
```