



**Joint Certification Program  
Operations Support Solution  
External Portal**

**User Guide**

**Prepared by: New River Systems, Inc.**

**4/06/2023  
Version 1.2**

## 1.0 Document Information

### 1.1 Revision History

<i>Version</i>	<i>Author</i>	<i>Date</i>	<i>Changes</i>
<i>1.0</i>	<i>Kelly Conboy</i>	<i>2/1/2023</i>	<i>Initial Draft</i>
<i>1.1</i>	<i>Jeanne Brown</i>	<i>2/10/2023</i>	<i>Quality Check</i>
<i>1.1</i>	<i>Kelly Conboy</i>	<i>2/23/2023</i>	<i>Updates made per QC recommendations</i>
<i>1.1</i>	<i>Kelly Conboy</i>	<i>3/17/2023</i>	<i>Updates per approved CR</i>
<i>1.2</i>	<i>Kelly Conboy</i>	<i>4/4/2023</i>	<i>Updates after UAT</i>
<i>1.2</i>	<i>Kelly Conboy</i>	<i>4/5/2023</i>	<i>After internal review</i>
<i>1.2</i>	<i>Kelly Conboy</i>	<i>4/6/2023</i>	<i>Updated Signature page screenshots and wording for JCP and DEV applications</i>

### 1.2 Document Specifics

<i>Item</i>	<i>Details</i>
Document Author(s)	
Contact Information	<a href="#">➤</a>

### 1.3 Disclosure Information

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## 2.0 Introduction

The purpose of this document is to provide end user instructions for the **JCP External Portal**.

### Portal URL:

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

## 2.1 Scope

The scope for the **JCP External Portal** User document is as follows:

- User Registration
- User Help
- User Profile
- Logging into the Portal
- Joining an Organization
- Dashboard
- Organization Details
- JCP Application
- DLA Enhanced Validation Application
- JCP and DEV Application - Feedback
- Viewing In-Progress and Completed Applications
- Organization Search
- Organization Users

## 2.2 Assumptions

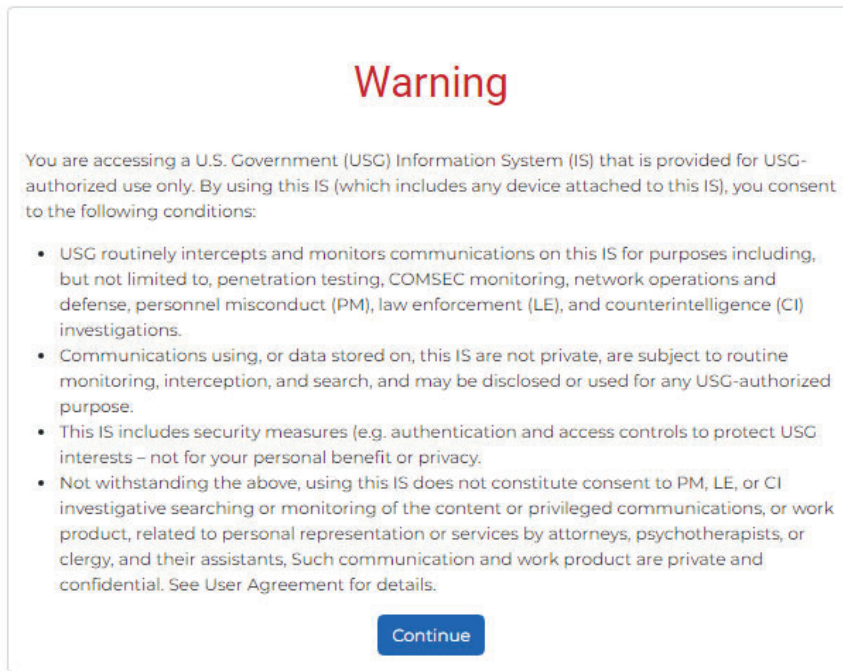
The following assumptions apply to the **JCP Portal**.

- The user has browser software to access the **JCP Portal**.
- The user has Google Authenticator set up on their phone ([directions in Appendix C](#))



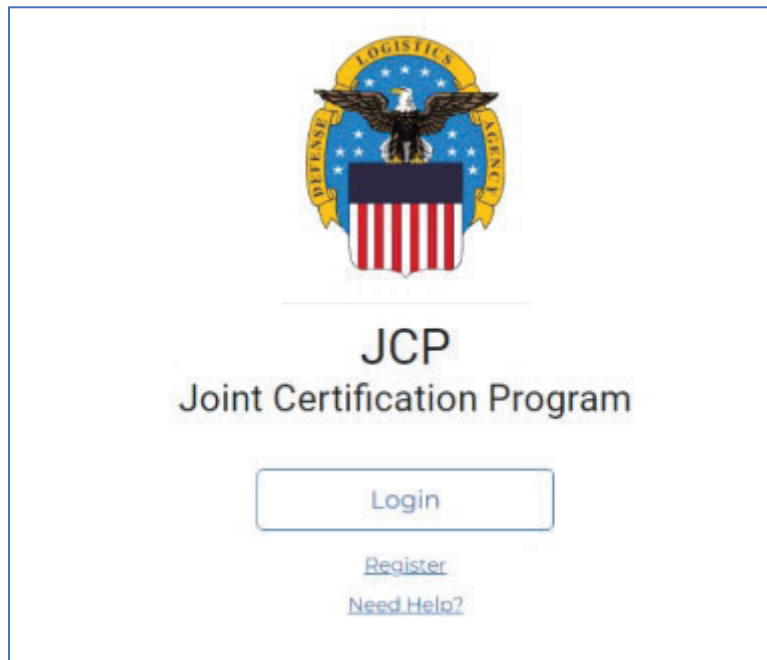
### 3.0 User Registration into the JCP Portal

When the user accesses the JCP External Portal, a Warning message appears. To move onto the Login page, click the **Continue** button.



JCP Portal Warning Page

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



JCP Access Page

**Register – User Name and Password** page – for use by users that do NOT possess a government Common Access Card (CAC).

- All fields must be filled in.
  - 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.

## 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](#)

**Registration – User Name and Password Page**

**Register – CAC page:**

- All fields must be filled in.
  - EDIPI - Enter the 10-digit 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.

**Register - CAC**

Don't have a CAC? - [Register with User Name and Password](#)

EDIPI \*  ?

User Name \*  ?

First Name \*

Last Name \*


Email \*

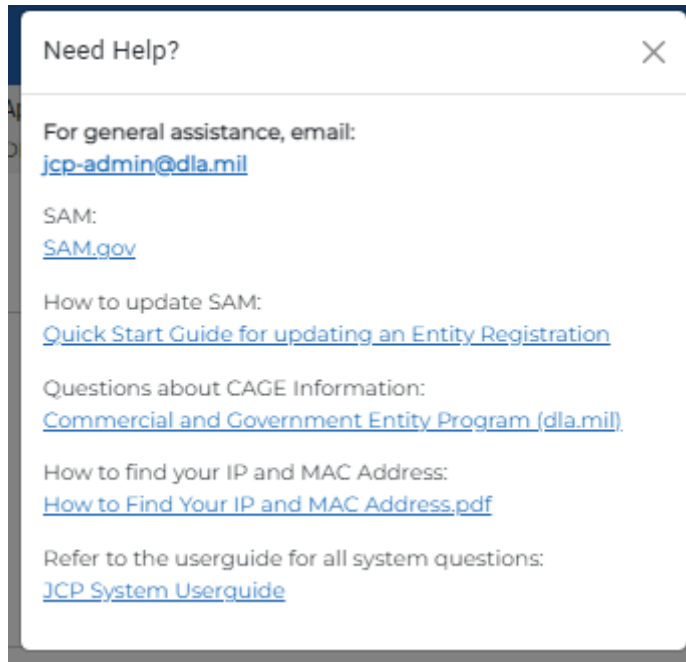
Telephone \*

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

**Registration – CAC Page**

## 4.0 Help

In the header of a main page, such as the Dashboard, next to the Profile link, is a Help icon  that is clicked to display a **Need Help?** pop-up.



**Help Pop-up**

The items available in the pop-up are:

- General Assistance email address: [jcp-admin@dla.mil](mailto:jcp-admin@dla.mil)
- Link to SAM.gov: <https://sam.gov/>
- Link to Quick Start Guide for updating SAM PDF that is downloadable. [See Appendix A for guide contents.](#)
- Link to Questions about CAGE Info: <https://cage.dla.mil/Info/about>
- Link to How to Find Your IP and MAC Address.pdf document. [See Appendix B for contents.](#)
- Link to JCP System User guide (this document).

## 5.0 Profile

In the header of a main page, such as the Dashboard, next to the **Help** and **Logout** links, is the **Profile** link.

To update your **Profile** information (First Name, Last name, Email, or Telephone), make a change in any or all the form fields and save by clicking the **Save** button.

The screenshot shows the 'User Profile Page' within the 'Joint Certification Program' portal. The page features a blue header with the program logo and navigation links for 'Valve Test', 'Profile', and 'Logout'. The main content area is titled 'Profile' and contains a form with the following fields and values:


- First Name: Valve
- Last Name: Test
- Email: test@c20g.com
- Telephone: 301-555-1212

There is a 'Reset Password' button next to the 'Password' label and a green 'Save' button at the bottom right of the form.

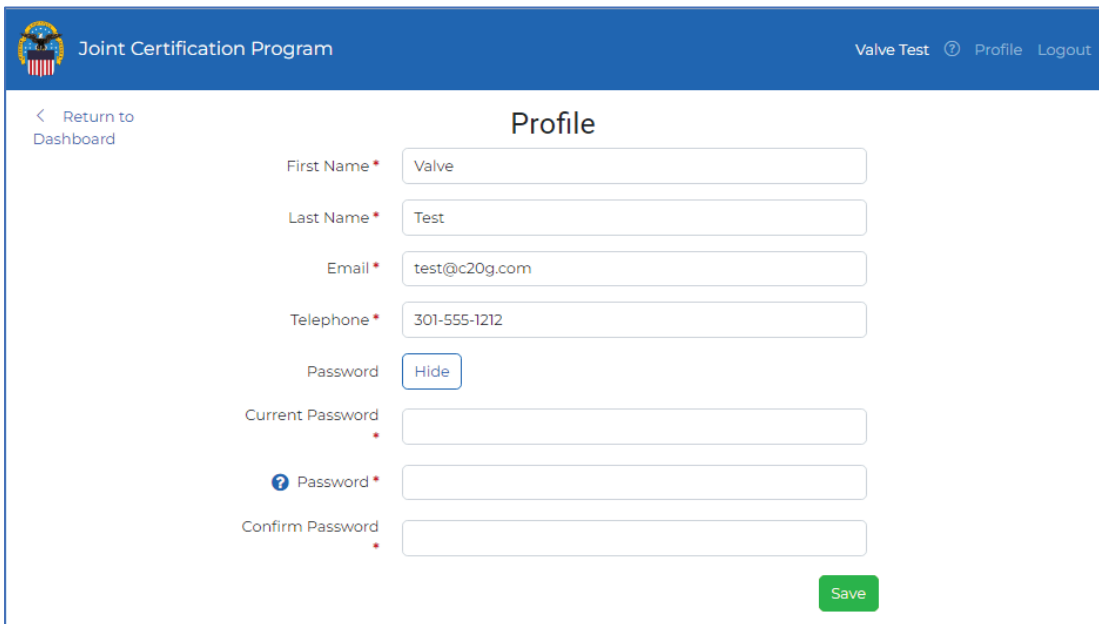
**User Profile Page**

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 Profile 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

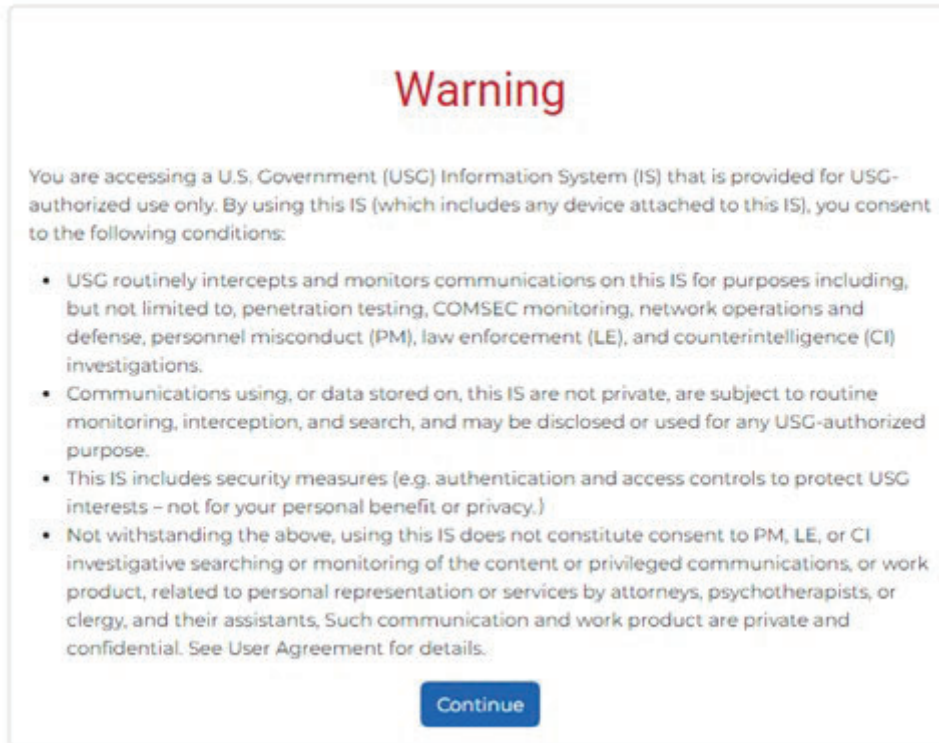


The screenshot shows the 'Profile' page of the Joint Certification Program. The page has a blue header with the program logo and navigation links for 'Valve Test', 'Profile', and 'Logout'. A breadcrumb trail shows '< Return to Dashboard'. The main content area is titled 'Profile' and contains several input fields: 'First Name' (Valve), 'Last Name' (Test), 'Email' (test@c20g.com), and 'Telephone' (301-555-1212). Below these are password fields: a 'Password' field with a 'Hide' button, a 'Current Password' field, a 'Password' field with a help icon, and a 'Confirm Password' field. A green 'Save' button is located at the bottom right of the form.

**User Profile Page - Password Reset**

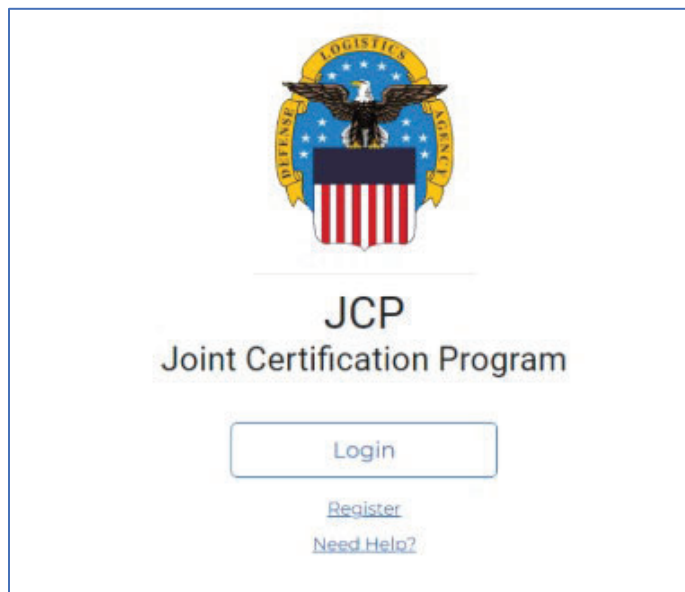
## 6.0 Logging into the JCP Portal

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



**JCP Portal Warning Page**

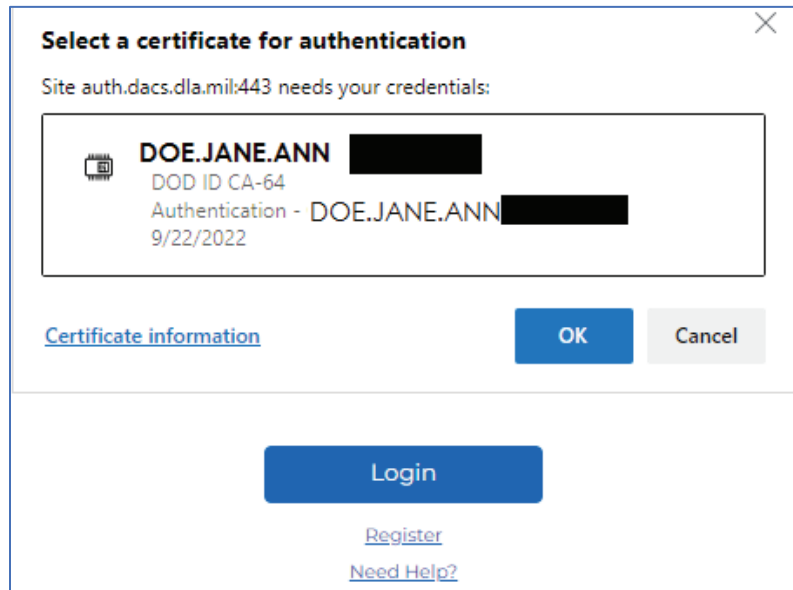
Then you must click the Login button. You will be prompted for your CAC certificate.



**JCP Access Page**

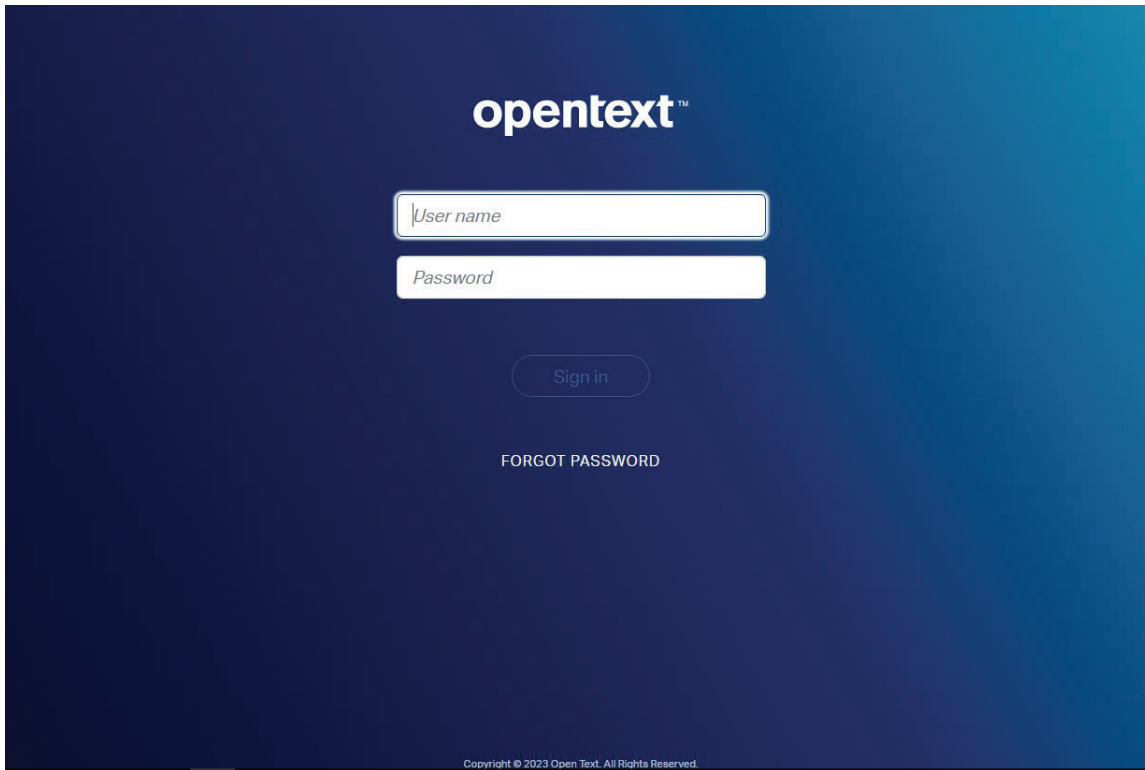
If you have a CAC, click on the **CAC certificate**, and click the **OK** button. You will be taken to the Dashboard page.

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



**CAC Certificate on Login Page**

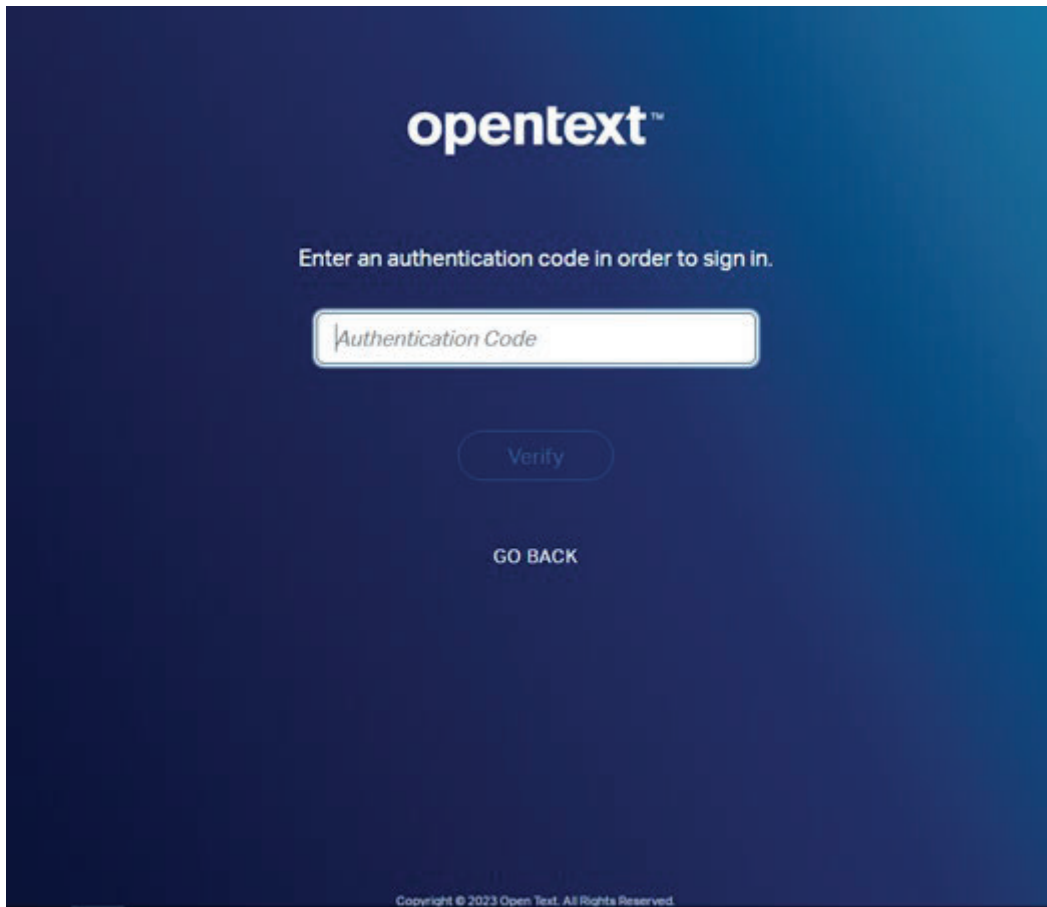
Key in your **User name** and **Password** and click the **Sign In** Button.



**JCP Portal Login Page**



Get the code from your **Authenticator** on your phone and key it into **the Authentication Code** box (see instructions in [Appendix C](#) for setting up two-factor authentication). Once you key in your Authentication Code, click the **Verify** button. You will be taken to the **Dashboard** page. Be aware that the **Authenticate Code** changes every minute.



JCP Portal Login - Authentication Code Page

## 7.0 Joining an Organization

If you have just registered with the **JCP Portal**, you won't be initially attached to any organization. Upon first login after registration, you will see a **Dashboard** page display similar to the screenshot below. The **Organization Details** on the left, top side state **No Linked Organization**.

The screenshot shows the JCP Portal Dashboard for a user named Abraham Lincoln. The page is divided into a left sidebar and a main content area. The sidebar includes 'Organization Details' (No Linked Organization) and a 'Menu' with 'Dashboard' and 'Organization Search'. The main content area is titled 'Dashboard' and features an 'Actions' dropdown menu. It contains three sections: 'Draft Applications', 'In-Progress Applications', and 'Completed Applications'. Each section has a table header and a message indicating no applications are currently shown. The table headers are: Draft Applications (Application ID, Application Type, Status, Created On, Created By); In-Progress Applications (Application ID, Application Type, Submitted By, Date Received, Date Assigned, Application Status, Age Indicator); and Completed Applications (Application ID, Application Type, Application Status, Date Completed, Expiration Date, Age Indicator).

In the Actions drop-down are two options:

- Request to Join an Organization
- Create New Organization

### 7.1 Request to Join an Organization

To request to join 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.

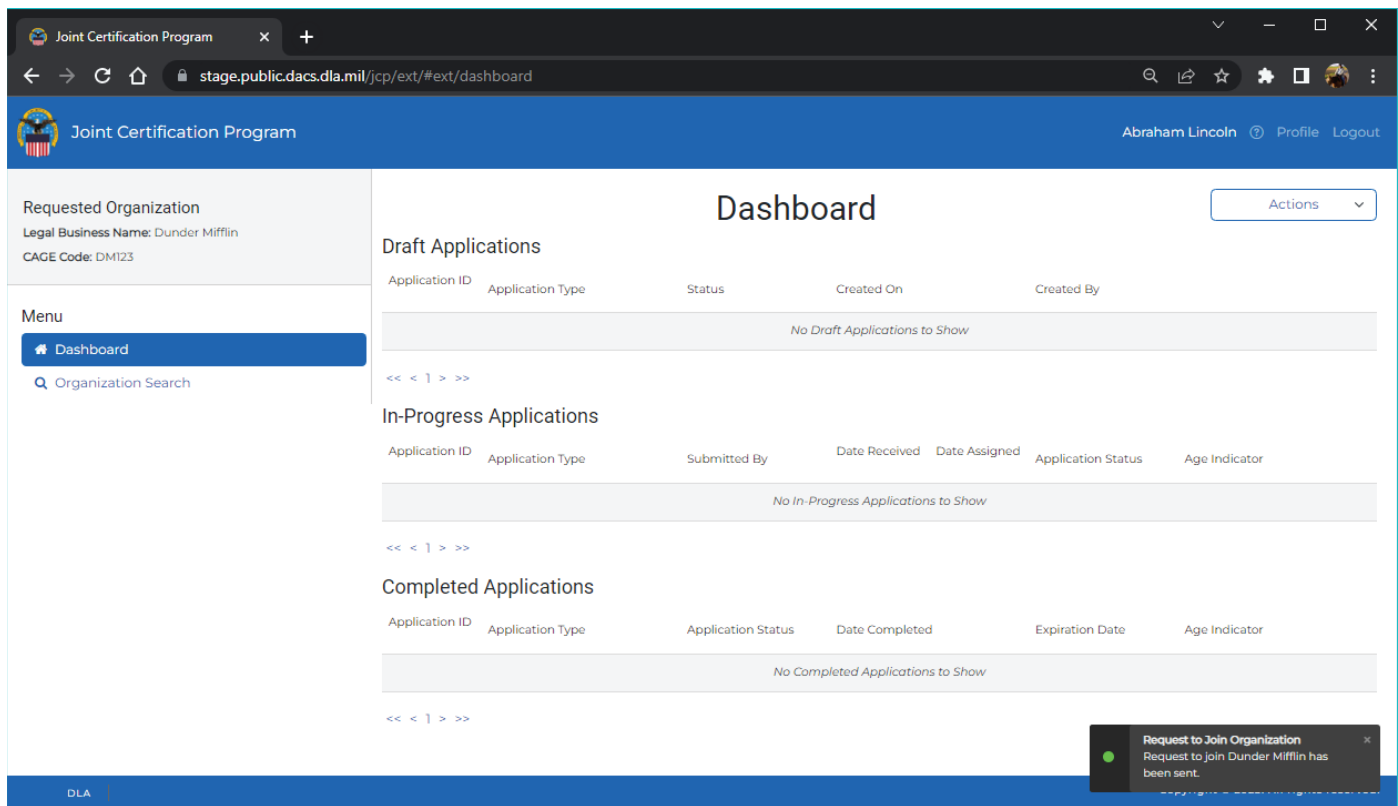
Click the radio button for the organization you want to join and click the **Select** button in the lower-right.

**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.

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

Request to Join an Organization Pop-Up

You will be taken back 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.



**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 or deny your request.

You will receive an email stating whether you were approved or denied, so be sure to have a valid email address in your user profile.

## 7.2 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**.

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: Kay Tester  
Immediate Level Owner:

List of Officers:

**Additional Information**

CAO Pay:

**Contact Information**

POC Name: Abbe Lincoln

POC Title: Lead Tester

POC Email: alincolin@gmail.com

Phone: 301-555-1232

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:

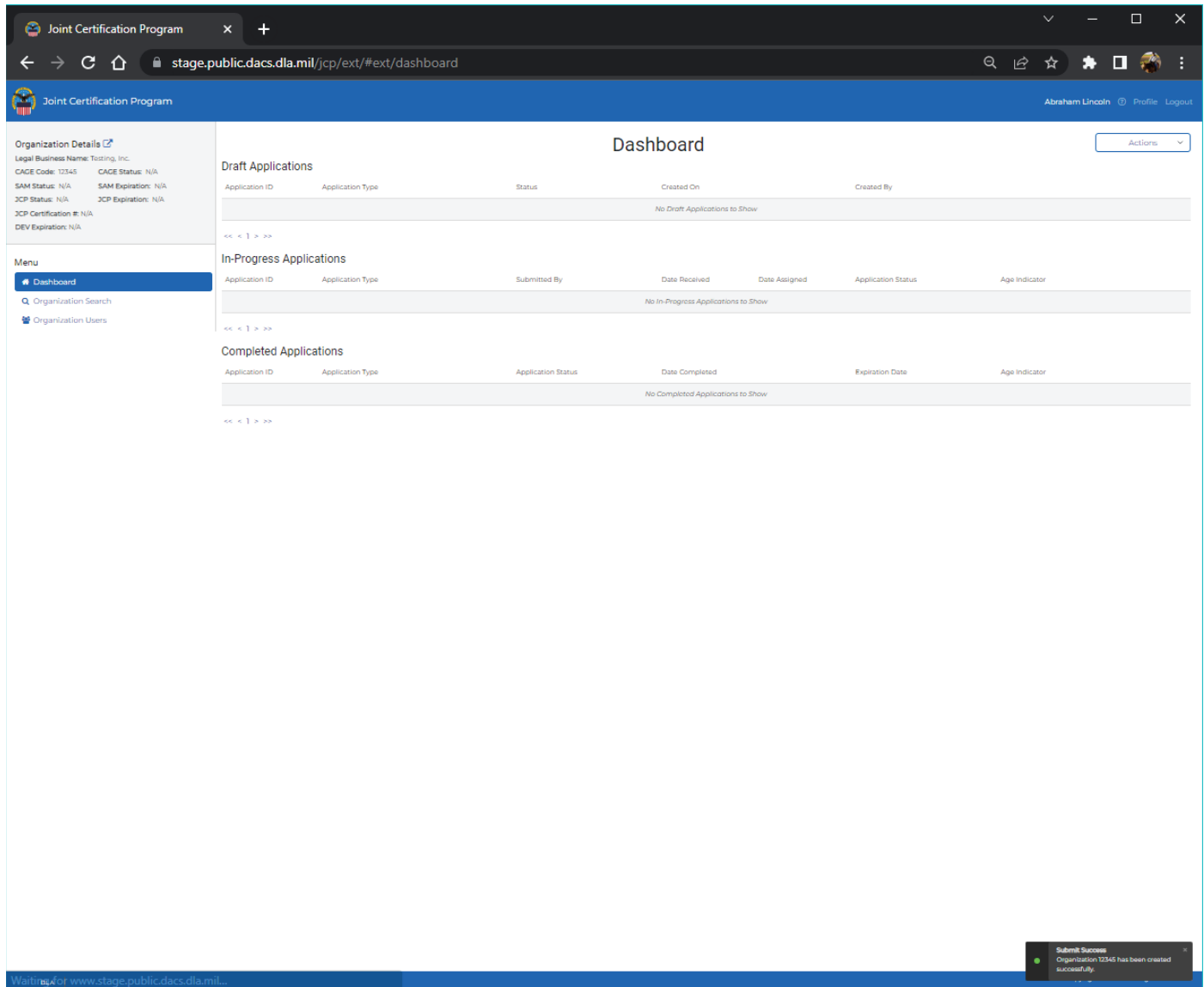
[Submit](#)

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**Create New Organization Form**

Notice in the **Dashboard** page the new **Organization Details** on top left with your organization's information. Since you created the new organization, you can now create a new **JCP Certification Request**. You will also be able to approve or deny new user join requests for your organization.

**Note:** It is best to try to 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 complete. If that happens, you'll have to ask to join the existing organization (see [Section 7.1](#))



Dashboard with successful Organization Creation

## 8.0 Dashboard

The **Dashboard** is the User's landing page for the **JCP Portal**. All items available in the Portal can be reached from this page.

The screenshot shows the JCP Portal Dashboard. The top navigation bar includes the program name and user information. The main content area is divided into three sections: Draft Applications, In-Progress Applications, and Completed Applications. Each section has a table with columns for Application ID, Application Type, Status, Submitted By, Date Received, Date Assigned, Application Status, and Age Indicator. All three sections currently display 'No [Category] Applications to Show'. A left sidebar contains 'Organization Details' and a 'Menu' with 'Dashboard', 'Organization Search', and 'Organization Users'.



### JCP Portal Dashboard Page

The **Dashboard** page lists the following:

- Organization Details and a link to a full Organization Details page.
- **Actions:** Create JCP Application and Create DLA Enhanced Validation Application (if the organization does NOT yet have a JCP number, the only action that will appear in the Actions drop-down will be the Create JCP Application).
- **Draft Applications:** Lists any applications that are currently being worked on. Provides ability to delete or edit an existing draft application.
- **In-Progress Applications:** Lists any submitted applications that are currently in the review phase – with ability to view them.
- **Completed Applications:** Lists any completed or rejected applications with ability to view them.
- Menu tabs for the **Dashboard**
  - Dashboard
  - Organization Search: used to search or Organizations.
  - Organization Users: used to view all users attached to the user's Organization.

### 9.0 Organization Details from Organization Details link on Dashboard page.

This page provides all details available for the given Organization. Click the **Return to Dashboard** link to return to the **Dashboard**.

 Joint Certification Program Jane Doe  Profile Logout

[Return to Dashboard](#)

#### Organization Details

3G050: BAE SYSTEMS

CAGE Information	
CAGE Code	3G050
UEI	
Status	
Type	U.S./Canada Manufacturer
Established Date	11/05/2019
CAGE Update Date	
CAGE Expiration	
SAM Expiration	

Contact Information	
POC	ZACHARY SWEET
POC Title	EXPORT COMPLIANCE OFFICER
POC Email	
Phone	781-981-5997
Fax	
Address	244 WOOD ST
P.O. Box	
City	LEXINGTON
County	
State/Province	Massachusetts
Country	United States
Zip/Postal	02421-9108
Corporate URL	

Ownership of Offeror Information	
Highest Level Owner	List of Officers
Immediate Level Owner	

Additional Information	
CAO-PAY	

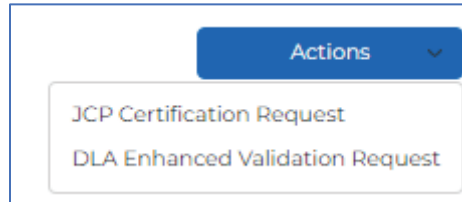
### JCP Portal Organization Details Page



## 10.0 JCP Application

### 10.1 JCP Certification Application – New Draft

To begin a new **JCP Certification Application**, from the **Dashboard** page, click the **Actions** select box in the top right corner of the Dashboard page. From the dropdown choose **JCP Certification Request**. A popup entitled **JCP Certification Request** will appear. **NOTE:** If you already have a JCP Certification, the **Actions** drop-down will also include **DLA Enhanced Validation Request** as an option.



**Actions drop-down**

The only item that is editable is the No/Yes Question at the top of the pop-up asking **Is all information for CAGE and SAM below accurate?**

If **No** is selected and you click **Submit** – you will be given the message: **You cannot proceed if CAGE/SAM information is not accurate.** You will not be able to proceed with the application at this point. Click the **X** in top right of the pop-up or **Cancel** to close the pop-up.

If **Yes** is selected and you click **Submit** – the pop-up will disappear and the JCP Application **Applicant Information** page will appear.

**NOTE:** CAGE and SAM section headers each has a blue question mark icon. Hover over the icon to get more information about CAGE and SAM.

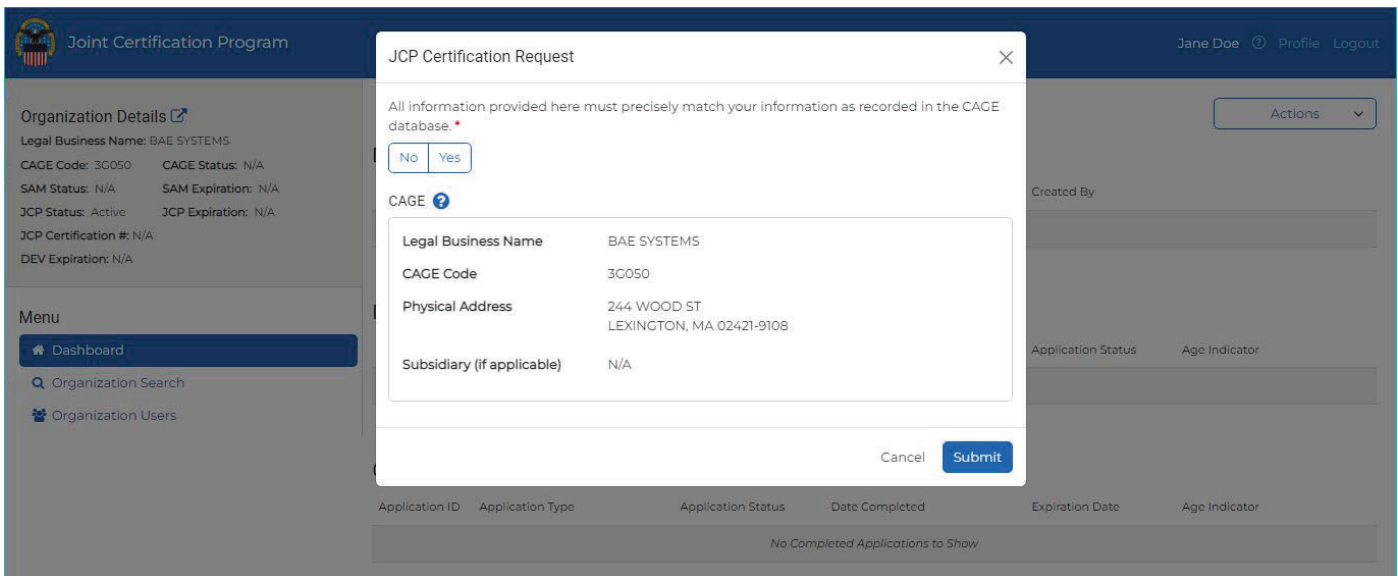
### 10.1.1. U.S. Organization JCP Application

The screenshot displays the JCP Portal Dashboard for a user named Jane Doe. The page is divided into several sections:

- Organization Details:** Legal Business Name: BAE SYSTEMS, CAGE Code: 3G050, 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:** Dashboard (selected), Organization Search, Organization Users.
- Dashboard:** Features an 'Actions' dropdown menu with a highlighted 'JCP Certification Request' option.
- Draft Applications:** A table with columns: Application ID, Application Type, Status, Created On, Created By. It shows 'No Draft Applications to Show'.
- In-Progress Applications:** A table with columns: Application ID, Application Type, Submitted By, Date Received, Date Assigned, Application Status, Age Indicator. It contains one entry: Application ID 89, Application Type JCP - Initial, Submitted By Jane Doe, Date Received 03/17/2023, Date Assigned --, Application Status Pending Assignment, Age Indicator --. An 'Open' button is present next to the entry.
- Completed Applications:** A table with columns: Application ID, Application Type, Application Status, Date Completed, Expiration Date, Age Indicator. It shows 'No Completed Applications to Show'.

DLA Copyright © 2023. All rights reserved.

#### U.S. Dashboard Actions

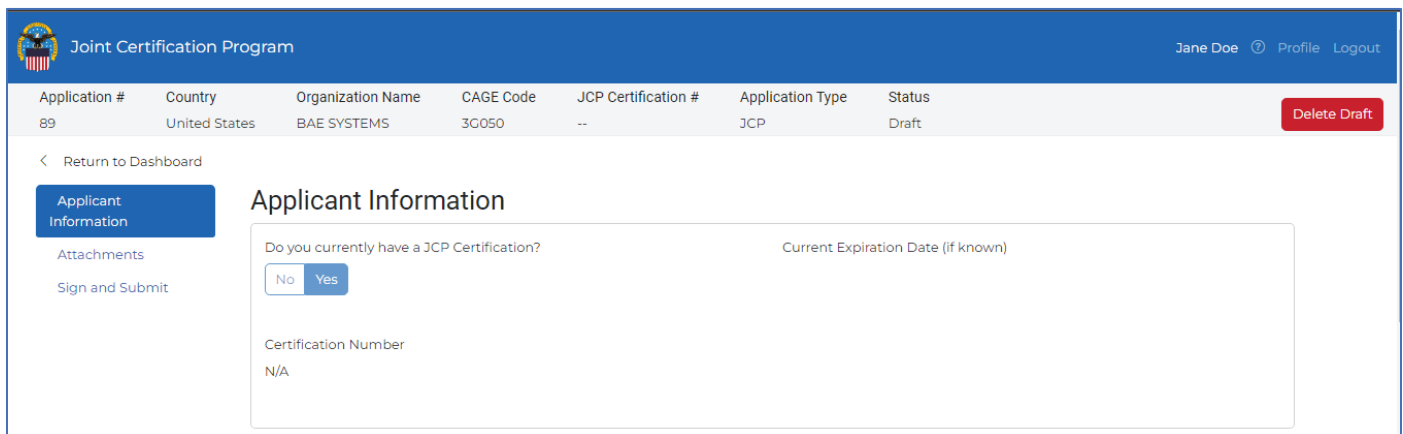


**U.S. JCP Certification Request Pop-up**

All items in the **Applicant Information** page marked with a red \* (asterisk) must be answered.

**1. Questions in First Section of The U.S. JCP Application Information Page - this information is pulled into the Applicant Information page from existing Organization data – nothing to update.**

- Do you currently have a JCP Certification? Yes
- Current Expiration Date (if known):
- Certification Number



**U.S. JCP Application First Section Questions (always read only)**

2. Questions in Second Section of The U.S. JCP Application Information Page - all but the Type of Submission are pulled into the Applicant Information page from existing Organization data:

- Physical Address
- Subsidiary (if applicable)
- Company CAGE Code
- Are you registered in SAM (System for Award Management) (No/Yes)?
- Current Expiration Date (if known)
- Type of Submission (mark one) \*
  - Initial Submission
  - Renewal (*removed 5-Year – waiting for approval on this*)
  - Revision

Physical Address 244 WOOD ST LEXINGTON, MA 02421-9108	Subsidiary (if applicable) N/A
Company CAGE Code 3C050	Are you registered in SAM (System for Award Management)? <input type="button" value="No"/> <input type="button" value="Yes"/>
Current Expiration Date (if known)	

Type of Submission (mark one) \*

Select Submission Type

Select Submission Type

Initial Submission

5-Year Renewal

Revision

U.S. JCP Application Second Section Questions

3. Questions in Data Custodian (Third) Section of the U.S. JCP Application Information Page

- Name of Data Custodian\* (First and Last name)
- Telephone Number (Direct Line) \* (auto-formatted – just type in phone without dashes).
- Title\* (Data Custodian Title)
- Email Address\* (Data Custodian’s email address)
- What is the IP address of the computer used by the Primary Data Custodian? \*  
*Hover over the blue question mark icon for help.*
- What is the MAC address of the computer used by the Primary Data Custodian? \*  
*Hover over the blue question mark icon for help.*
- What is the physical address of this computer? \*
- Do you have a server to store DoD export controlled technical information? \*
  - If **No** is clicked, continue to the next question.
  - If **Yes** is clicked, an additional question appears that must be completed:
    - o If yes, what is the MAC address? \*
- Is the designated Data Custodian, (i.e., the person responsible for downloading DoD export-controlled technical data from and protecting it from unauthorized dissemination) also the company's signatory and authorized company representative on this application? \*
- Add Alternate Data Custodian – if this is clicked, a new set of questions is displayed.

**Data Custodian**

Name of Data Custodian *	Telephone Number (Direct Line) *
<input type="text" value="Jane Doe"/>	<input type="text" value="301-555-1212"/>
Title *	Email Address *
<input type="text" value="Lead Tester"/>	<input type="text" value="jdoe@mail.com"/>

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? \* ?

What is the physical address of this computer? \*

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

If yes, what is the MAC address? \*

Is the designated Data Custodian (person responsible for receiving and disseminating unclassified technical data) also the company's signatory and authorized company representative on this application? \*

U.S. JCP Application Data Custodian (Third) Section Questions

## Add Alternate Data Custodian in U.S. JCP Application

Alternate Data Custodian ✕


Name of Data Custodian (Alternate) *	Telephone Number (Alternate, Direct Line) *
<input type="text" value="John Smith"/>	<input type="text" value="301-555-2345"/>
Title (Alternate) *	Email Address *
<input type="text" value="Tester"/>	<input type="text" value="jsmith@mail.com"/>
What is the IP address of the computer used by the Alternate Data Custodian? *	
<input type="text" value="124.124.124.124"/>	
What is the MAC address of the computer used by the Alternate Data Custodian? *	
<input type="text" value="06:05:04:03:02:01"/>	
What is the physical address of this computer? *	
<input type="text" value="Boston, MA"/>	

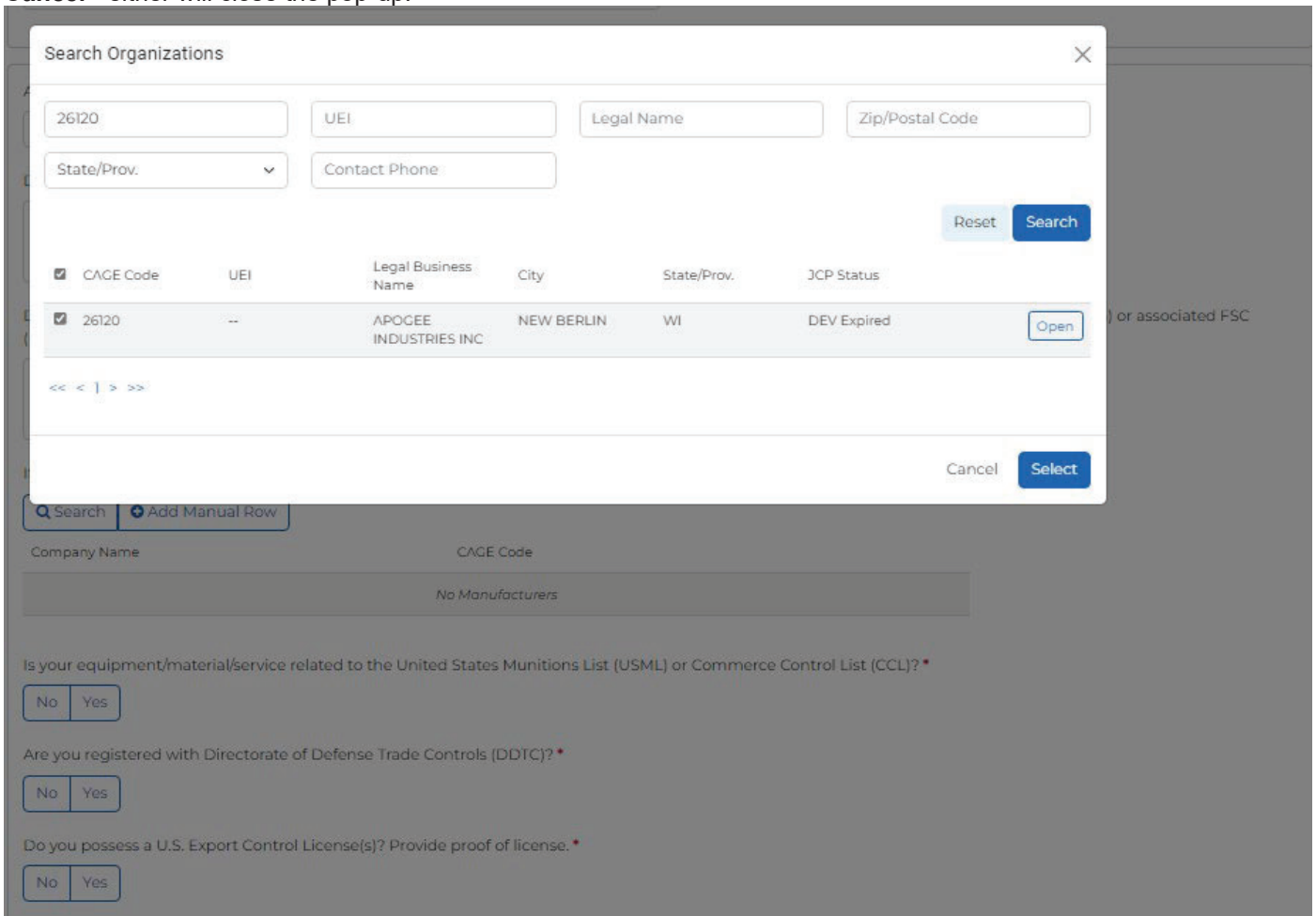
## U.S. JCP Application Alternate Data Custodian (Third) Section Questions

- Name of Data Custodian (Alternate)\* (First and Last name)
- Telephone Number (Alternate, Direct Line) \* (auto-formatted – just type in phone without dashes).
- Title (Alternate) \* (Data Custodian Title)
- Email Address\* (Data Custodian's email address)
- What is the IP address of the computer used by the Alternate Data Custodian? \*
- What is the MAC address of the computer used by the Alternate Data Custodian? \*
- What is the physical address of this computer? \*

**Note:** To close the Alternate Data Custodian section, click the X in far-right Alternate Data Custodian Header bar.

4. Questions in Fourth Section of The U.S. JCP Application Information Page

- Are you a Prime Contractor or a Sub-Contractor? \* You must select one of the following items:
  - Prime Contractor
  - Sub-Contractor
  - Neither
- Describe what you do? \* Hover over  icon to get link to US Relevant Business Activity guide.
- Describe what types(s) of items/materials/products or services you provide? What are the NAICS (North American Industry Classification System) or associated FSC (Federal Supply Class) codes of these products?\*
- If you are a non-manufacturer, provide the CAGEs and company name(s) of the manufacturer(s) that produce your product
- Click **Search** to search for a CAGE and a pop-up will appear where you can search for an organization. If you get a result, click the checkbox next to the organization you want to add and click the **Select** button, otherwise click **Cancel** - either will close the pop-up.



CAGE Search Pop-up in U.S. JCP Application Applicant Information Page

- If you don't want to **Search**, click the **+Add Manual Row** button and type in the **Company Name** and **CAGE Code**. If you want to remove a row – click the **red trash can** icon and the row will be removed.

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

Prime Contractor

Describe what you do? \* ?



Testing

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

Testing Services

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

Search Add Manual Row

Company Name	CAGE Code	
APOGEE INDUSTRIES INC	26120	
ABC CORPORATION	12345	

**Added CAGE Codes Section in U.S. JCP Application Applicant Information Page**



- Is your equipment/material/service related to the United States Munitions List (USML) or Commerce Control List (CCL)? \*
- Are you registered with Directorate of Defense Trade Controls (DDTC)? \*
- Do you possess a U.S. Export Control License(s)? Provide proof of license. \*
- State your legitimate business purpose for Unclassified Export Controlled Technical Information access. \*

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

Prime Contractor

Describe what you do? \* ?

Testing

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

Testing Services

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

Search Add Manual Row

Company Name	CAGE Code	
APOGEE INDUSTRIES INC	26120	
ABC CORPORATION	12345	

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

No Yes

Are you registered with Directorate of Defense Trade Controls (DDTC)? \*

No Yes

Do you possess a U.S. Export Control License(s)? Provide proof of license. \*

No Yes

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

Testing

U.S. JCP Application Fourth Section Questions (Screenshot 1 of 2)

- Do you require access to a specific system to access this information? \*
  - If **No** is clicked, continue to the next question.
  - If **Yes** is clicked, an additional question appears that must be completed:
- If so, name the specific system (select all that apply)
  - DoD
  - SAM
  - DLA/DIBBS
  - Conference Attendee

**Note:** DoD, SAM, and Conference Attendance can be selected together.

- DLA/DIBBS can only be selected individually.
  - If DLA/DIBBS is selected, the following question is displayed:
- Are you registered with DIBBS \*
  - If **No** is clicked, continue to the next question.
  - If **Yes** is clicked, an additional question appears that must be completed:
    - DIBBS Registration # \*
- Indicate the government agency or 3rd party requiring you obtain JCP certification. Include the Point of Contact Information. If you do not have a current Point of Contact for certification, you should indicate this. \*
- 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) 800-711 cybersecurity assessment documented on the Supplier Performance Risk System (SPRS) at <https://www.sprs.csd.disa.mil/> in accordance with DFARS Case 2019-D041? \*

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

No  Yes

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

\* DLA/DIBBS

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

No  Yes

DIBBS Registration # \*

Indicate the government agency or 3rd party requiring you obtain JCP certification. Include the Point of Contact Information. If you do not have a current Point of Contact for certification, you should indicate this. \*

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) 800-711 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

**U.S. JCP Application Fourth Section Questions (Screenshot 2 of 2)**

5. Questions in Final (Fifth) Section of The U.S. JCP Application Information Page

- Are you a citizen or a person admitted lawfully for permanent residence into the United States? \*
- Name of the individual who can obligate the company to a legally binding contract. \*
- Title of the individual who can obligate the company to a legally binding contract. \*

Click the **Save** button to save your entries for the **Applicant Information** page so that you can return to this draft JCP application at a later time.

Click the **Next** button to move to the **Attachments** page of the **JCP Application**.

Click the **Submit** button if you have completed the **Attachments** and **Sign and Submit** pages. If you click **Submit** and you have not completed everything, you will receive an error message letting you know what needs to be fixed to successfully submit your **JCP Application**.

The screenshot shows a web form with the following elements:

- A question: "Are you a citizen or a person admitted lawfully for permanent residence into the United States? \*". Below it are two buttons: "No" and "Yes". The "Yes" button is highlighted in blue.
- A text input field: "Name of the individual who can obligate the company to a legally binding contract. \*". The text "John Q. Doe" is entered in the field.
- A text input field: "Title of the individual who can obligate the company to a legally binding contract. \*". The text "Director" is entered in the field.
- At the bottom right of the form area, there are two buttons: a green "Save" button with a floppy disk icon and a blue "Next >" button.
- Below the form area, there is a separate green "Submit" button.

U.S. JCP Application Final (Fifth) Section Questions

## 6. U.S. JCP Application Attachments

For United States JCP Applications, the required Attachments are:

- Proof of Legitimate Business (Secretary of State)
- Introduction to Proper Handling Training Certificate

Joint Certification Program Jane Doe Profile Logout

Application #	Country	Organization Name	CAGE Code	JCP Certification #	Application Type	Status
89	United States	BAE SYSTEMS	3C050	--	JCP	Draft

[Return to Dashboard](#)

Applicant Information

**Attachments**

Sign and Submit

### Attachments

Do not upload documents with personally identifiable information (PII)

Proof of Business: (Sec of State) \* [Proof of Business.pdf](#)

Introduction To Proper Handling Training Certificate \* [Training Certificate.pdf](#)

### Additional Attachments

Click or Drag/Drop to add files

File	Document Type
No Attachments Uploaded	

[Previous](#) [Next](#) [Submit](#)

### U.S. JCP Application Attachments Page

To attach a required file, click the **Attach File** button next to the name of the required document in the **Attachments** page of the JCP Application. You will be prompted to find your document via Windows Explorer where you will find and choose your document and click **Open**.

To attach additional attachments:

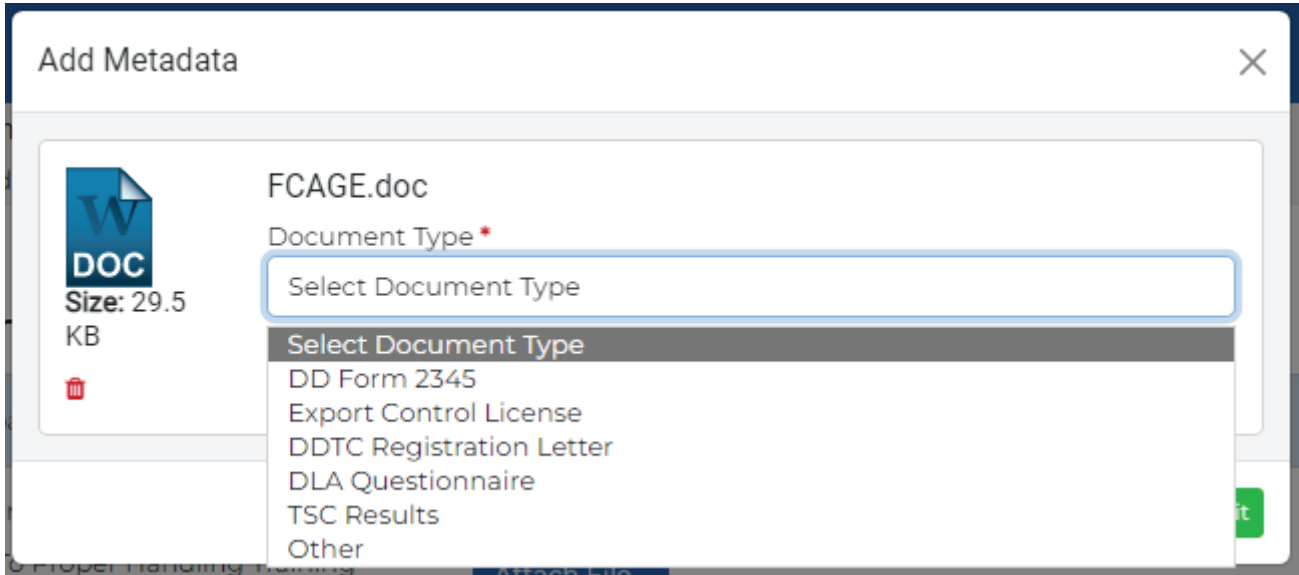
- Click in the **Click or Drag/Drop to add files box**, choose the file via Windows Explorer and click **Open**.  
or
- Find a document on your computer and drag it to this box and drop it in

**NOTE:** If you do not attach the required documents, you cannot navigate to the next tab in the application. The names of the required documents will be automatically renamed once uploaded into the application.

In both cases, a pop-up will appear asking you to select a **Document Type**:



Available document types:

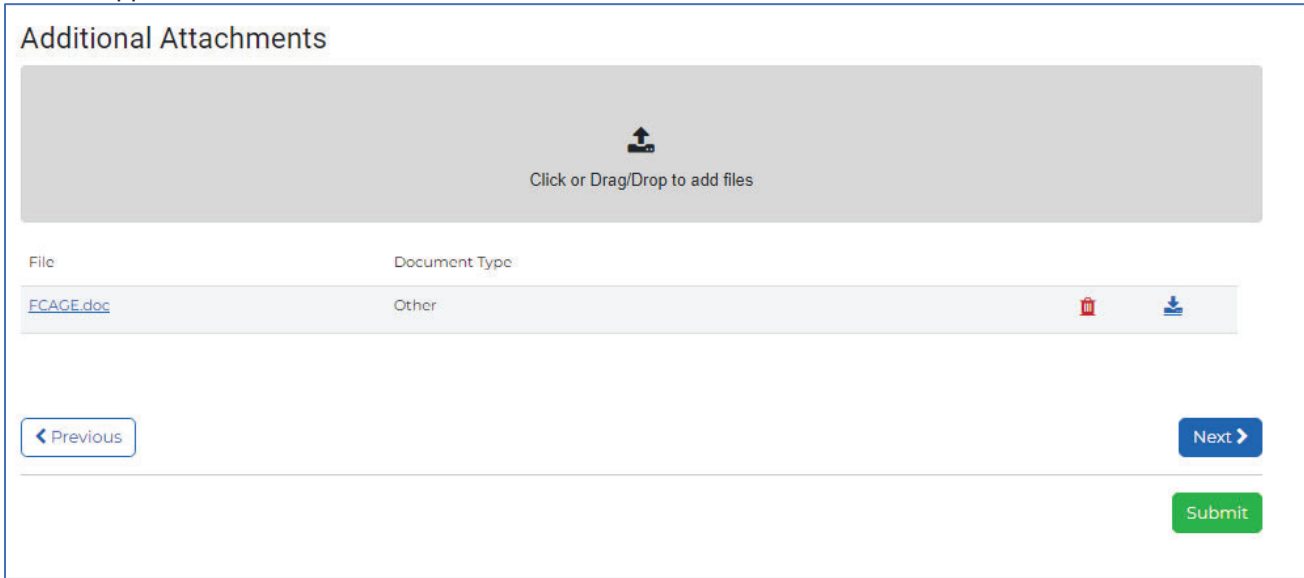
- DD Form 2345
- Export Control License
- DDTC Registration Letter
- DLA Questionnaire
- TSC Results
- Other



**U.S. JCP Application Document Type Select Box Pop-up**

Once the **Document Type** is chosen, click the **Submit** button. Clicking the **Cancel** button will keep the document from being uploaded.

- The red trashcan icon  can be clicked for a particular uploaded document to remove it from the Draft JCP Application.
- The name of the document or the blue down arrow  can be clicked to download the uploaded document from the JCP Application.



**Additional Attachments Section of the U.S. JCP Application Attachments Page**

Click the **Next** button to move to the **Sign and Submit** page of the **JCP Application**.

Click the **Submit** button if you have completed the **Attachments** and **Sign and Submit** pages. If you click **Submit** and you have not completed everything, you will receive an error message letting you know what needs to be fixed to successfully submit your **JCP Application**.

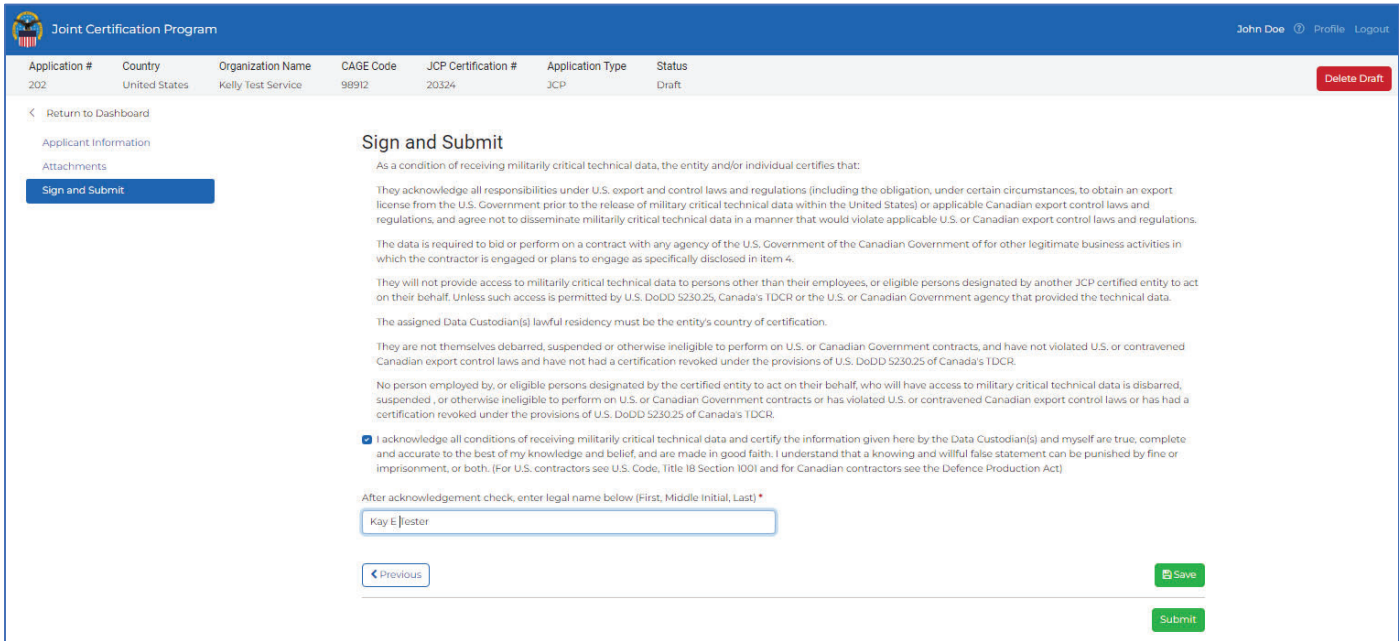
7. U.S. JCP Application Sign and Submit

The check box must be clicked so that it appears as a check mark .

After acknowledgement check, enter legal name below (First, Middle Initial, Last)\* field must be populated with the user’s name.

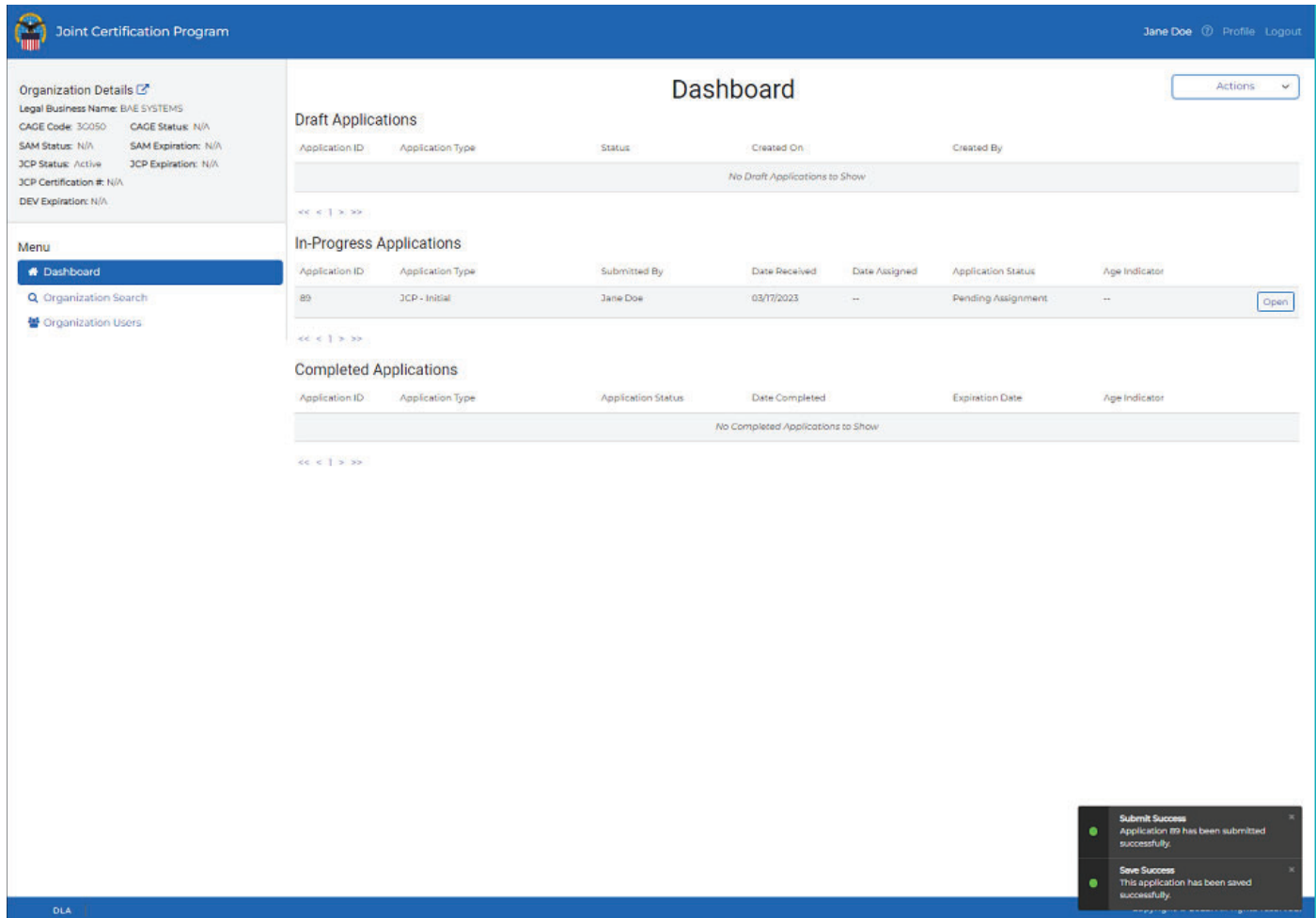
Click the **Save** button to save your entries for the **Applicant Information** page so that you can return to this draft JCP application at a later time.

Click the **Previous** button to move to the **Attachments** page of the **JCP Application**.



U.S. JCP Application Sign and Submit Page

Click the **Submit** button if you have completed the **Applicant Information** page, **Attachments**, and **Sign and Submit** pages. If you click **Submit** and you have not completed everything, you will receive an error message letting you know what needs to be fixed to successfully submit your **JCP Application**. If you have completed everything, after you click the **Submit** button, you will receive a message on the bottom of the screen that you have successfully submitted and will be returned to the **Dashboard**.



U.S. Dashboard with Successful Submission message



## 10.1.2. Canada Organization JCP Application

The screenshot shows the 'Dashboard' for the Joint Certification Program. On the left, there is a sidebar with 'Organization Details' and a 'Menu' containing 'Dashboard', 'Organization Search', and 'Organization Users'. The main content area is titled 'Dashboard' and features a 'Draft Applications' table. The table has columns for Application ID, Application Type, Status, Created On, and Created By. There are five rows of draft applications, each with 'Delete' and 'Open' buttons. A 'JCP Certification Request' pop-up is visible in the top right corner, and a 'DLA Enhanced Validation Request' button is also present.

Application ID	Application Type	Status	Created On	Created By	Actions
35	JCP	Draft	02/01/2023	Canada Test	Delete Open
36	JCP	Draft	02/01/2023	Canada Test	Delete Open
38	JCP	Draft	02/03/2023	Canada Test	Delete Open
44	JCP	Draft	02/06/2023	Canada Test	Delete Open
49	JCP	Draft	02/10/2023	James Kirk	Delete Open

### Dashboard Actions

The screenshot shows the 'JCP Certification Request' pop-up form overlaid on the dashboard. The form contains a warning message: 'All information provided here must precisely match your information as recorded in the CAGE database.' Below this, there are two sections: 'CAGE' and 'SAM (U.S. System of Award Management)'. The 'CAGE' section includes fields for 'Legal Business Name' (MAPLE LEAF SYSTEMS), 'CAGE Code' (CA123), 'Physical Address' (11 Lake Street, Toronto, ON M4B1Y7), and 'Subsidiary (if applicable)' (N/A). The 'SAM' section includes fields for 'UEI' and 'SAM Expiration Date'. At the bottom of the form are 'Cancel' and 'Submit' buttons.

### Canada JCP Certification Request Pop-up

All items in the **Applicant Information** page marked with a red \* (asterisk) must be answered.

**1. Questions in first section of the Canada JCP Application Information Page - this information is pulled into the Applicant Information page from existing Organization data – nothing to update.**

- Do you currently have a JCP Certification? Yes
- Current Expiration Date (if known):
- Certification Number

The screenshot displays the 'Joint Certification Program' interface. At the top, there is a header with the program name and user information for James Kirk. Below this is a table listing application details:

Application #	Country	Organization Name	CAGE Code	JCP Certification #	Application Type	Status	CGP #
90	Canada	MAPLE LEAF SYSTEMS	CA123	0022222	JCP	Draft	--

Navigation options include 'Return to Dashboard' and 'Delete Draft'. The main section is titled 'Applicant Information' and contains a form with the following fields:

- Do you currently have a JCP Certification? (Buttons: No, Yes) - 'Yes' is selected.
- Current Expiration Date (if known): 02/23/2028
- Certification Number: 0022222

**Canada JCP Application First Section Questions (always read only)**

2. Questions in Second Section of The Canada JCP Application Information Page - all but the Type of Submission are pulled into the Applicant Information page from existing Organization data:

- Physical Address
- Subsidiary (if applicable)
- Company CAGE Code
- Are you registered in SAM (System for Award Management)?
- Current Expiration Date (if known)
- Type of Submission (mark one) \*:
  - Initial Submission
  - Renewal (*removed 5-Year – waiting for approval on this*)
  - Revision

Physical Address 11 Lake Street Toronto, ON M4B1Y7	Subsidiary (if applicable) N/A
Company CAGE Code CA123	Are you registered in SAM (System for Award Management)? <input type="button" value="N/A"/> <input type="button" value="No"/> <input type="button" value="Yes"/>
Current Expiration Date (if known)	
Type of Submission (mark one) * Initial Submission	
Select Submission Type Initial Submission 5-Year Renewal Revision	

Canada JCP Application Second Section Questions (*read only except Type of Submission*)

3. Questions in Data Custodian (Third) Section of The Canada JCP Application Information Page

Initially, the following questions are available in Block 3:


- Name of Data Custodian\* (First and Last name)
- Telephone Number (Direct Line) \* (auto-formatted – just type in phone without dashes).
- Title \* (Data Custodian Title)
- Email Address \* (Data Custodian’s email address)
- Is the designated Data Custodian, (i.e., the person responsible for downloading DoD export-controlled technical data from and protecting it from unauthorized dissemination) also the company’s signatory and authorized company representative on this application? \*
- Add Alternate Data Custodian – if this is clicked, a new set of questions is displayed.

Canada JCP Application Data Custodian (Third) Section Questions

Canada JCP Application Alternate Data Custodian Section Questions

- Name of Data Custodian (Alternate) \* (First and Last name)
- Telephone Number (Alternate, Direct Line) \* (auto-formatted – just type in phone without dashes).
- Title (Alternate) \* (Data Custodian Title)
- Email Address \* (Data Custodian’s email address)
- What is the IP address of the computer used by the Alternate Data Custodian? \*
- What is the MAC address of the computer used by the Alternate Data Custodian? \*
- What is the physical address of this computer? \*
- **Note:** To close the Alternate Data Custodian section, click the X in far-right Alternate Data Custodian Header bar.
- What is the IP address of the computer used by the Primary Data Custodian? Hover the blue question mark icon for help. \*
- What is the MAC address of the computer used by the Primary Data Custodian? Hover the blue question mark icon for help. \*
- Do you have a server to store DoD` export controlled technical data? \*
  - If **No** is clicked, continue to the next question.
  - If **Yes** is clicked, an additional question appears that must be completed:
    - o If yes, what is the MAC address?

4. Questions in Fourth Section of The Canada JCP Application Information Page

- Are you a Prime Contractor or a Sub-Contractor? \* You must select one of the following items:
  - Prime Contractor
  - Sub-Contractor
  - Neither
- Describe what you do? \* Hover over  icon to get link to US Relevant Business Activity guide.
- Describe what types(s) of items/materials/products or services you provide? What are the NAICS (North American Industry Classification System) or associated FSC (Federal Supply Class) codes of these products?\*
- Are you registered with the Controlled Goods Program? \*
  - If **No** is chosen, move onto the next question.
  - If **Yes** is chosen, a new question is displayed:
- If yes, please provide the registration number. Use your program CG#####. Do not provide your certificate number. \*
- Is your equipment/material/service related to the United States Munitions List (USML) or Commerce Control List (CCL)? \*

Canada JCP Application Data Custodian Fourth Section Questions Page (1 of 2)

- Do you require access to a specific U.S. system to access this information? \*
  - If **No** is clicked, continue to the next question.
  - If **Yes** is clicked, an additional question appears that must be completed:
- If so, name the specific system (select all that apply)
  - DoD
  - SAM
  - DLA/DIBBS
  - Conference Attendee

**Note:** DoD, SAM, and Conference Attendance can be selected together.

- **DLA/DIBBS** can only be selected individually.  
**IMPORTANT:** If **DLA/DIBBS** is chosen, the following questions are added to the **Data Custodian** section of the **Applicant Information** page:

- 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? \*
- What is the physical address of this computer? \*
  - Do you have a server to store unclassified export controlled technical information? \*
    - If **No** is clicked, continue to the next question.

- If **Yes** is clicked, an additional question appears that must be completed:
  - o If yes, what is the MAC address? \*
- Is the designated Data Custodian (person responsible for receiving and disseminating unclassified technical data) also the company's signatory and authorized company representative on this application?\*
- If **DLA/DIBBS** is chosen, the following questions are added to the **Alternate Data Custodian** section of the **Applicant Information** page:
  - 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? \*
  - What is the physical address of this computer? \*
  - Are you registered with DIBBS \*
    - If **No** is clicked, continue to the next question.
    - If **Yes** is clicked, an additional question appears that must be completed:
      - o DIBBS Registration # \*
  - Indicate the government agency or 3rd party requiring you obtain JCP certification. Include the Point of Contact Information. If you do not have a current Point of Contact for certification, you should indicate this.\*
  - 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) 800-711 cybersecurity assessment documented on the Supplier Performance Risk System (SPRS) at <https://www.sprs.csd.disa.mil/> in accordance with DFARS Case 2019-D041? \*

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

No  Yes

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

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

No  Yes

DIBBS Registration # \*

Indicate the government agency or 3rd party requiring you obtain JCP certification. Include the Point of Contact Information. If you do not have a current Point of Contact for certification, you should indicate this. \*

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) 800-711 cybersecurity assessment documented on the Supplier Performance Risk System (SPRS) at <https://www.sprs.csd.disa.mil/> in accordance with DFARS Case 2019-D041? \*

N/A  No  Yes

Canada JCP Application Data Custodian Fourth Section Questions (2 of 2)

**Data Custodian**

Name of Data Custodian *	Telephone Number (Direct Line) *
<input type="text" value="James Kirk"/>	<input type="text" value="717-555-1212"/>
Title *	Email Address *
<input type="text" value="CEO"/>	<input type="text" value="jkirk@mail.com"/>
What is the IP address of the computer used by the Primary Data Custodian? * ?	
<input type="text" value="124.124.124.124"/>	
What is the MAC address of the computer used by the Primary Data Custodian? * ?	
<input type="text" value="01:02:03:04:05:06"/>	
What is the physical address of this computer? *	
<input type="text" value="Toronto, ON"/>	
Do you have a server to store unclassified export controlled technical information? *	
<input type="button" value="No"/> <input checked="" type="button" value="Yes"/>	
If yes, what is the MAC address? *	
<input type="text" value="01:02:03:04:05:06"/>	
Is the designated Data Custodian (person responsible for receiving and disseminating unclassified technical data) also the company's signatory and authorized company representative on this application? *	
<input type="button" value="No"/> <input checked="" type="button" value="Yes"/>	

**Data Custodian Questions In Canada JCP Application after choosing DLA/DIBBS**

**Alternate Data Custodian** ✕

Name of Data Custodian (Alternate) *	Telephone Number (Alternate, Direct Line) *
<input type="text" value="Leonard McCoy"/>	<input type="text" value="717-555-1234"/>
Title (Alternate) *	Email Address *
<input type="text" value="COO"/>	<input type="text" value="jkirk@mail.com"/>
What is the IP address of the computer used by the Alternate Data Custodian? *	
<input type="text" value="125.125.125.125"/>	
What is the MAC address of the computer used by the Alternate Data Custodian? *	
<input type="text" value="06:05:04:03:02:01"/>	
What is the physical address of this computer? *	
<input type="text" value="Toronto, ON"/>	

**Alternate Data Custodian Questions In Canada JCP Application after choosing DLA/DIBBS**

**5. Questions in Final (Fight) Section of The Canada JCP Application Information Page**

- Are you a citizen or a person admitted lawfully for permanent residence into Canada? \*
- Name of the individual who can obligate the company to a legally binding contract. \*
- Title of the individual who can obligate the company to a legally binding contract. \*

Click the **Save** button to save your entries for the **Applicant Information** page so that you can return to this draft JCP application at a later time.

Click the **Next** button to move to the **Attachments** page of the **JCP Application**.

Click the **Submit** button if you have completed the **Attachments** and **Sign and Submit** pages. If you click **Submit** and you have not completed everything, you will receive an error message letting you know what needs to be fixed to successfully submit your **JCP Application**.

The screenshot shows a web form with the following elements:

- A question: "Are you a citizen or a person admitted lawfully for permanent residence into Canada? \*" with radio buttons for "No" and "Yes". The "Yes" button is selected.
- A text input field for "Name of the individual who can obligate the company to a legally binding contract. \*" containing the text "James Kirk".
- A text input field for "Title of the individual who can obligate the company to a legally binding contract. \*" containing the text "CEO".
- At the bottom right, there are three buttons: a green "Save" button, a blue "Next >" button, and a green "Submit" button.

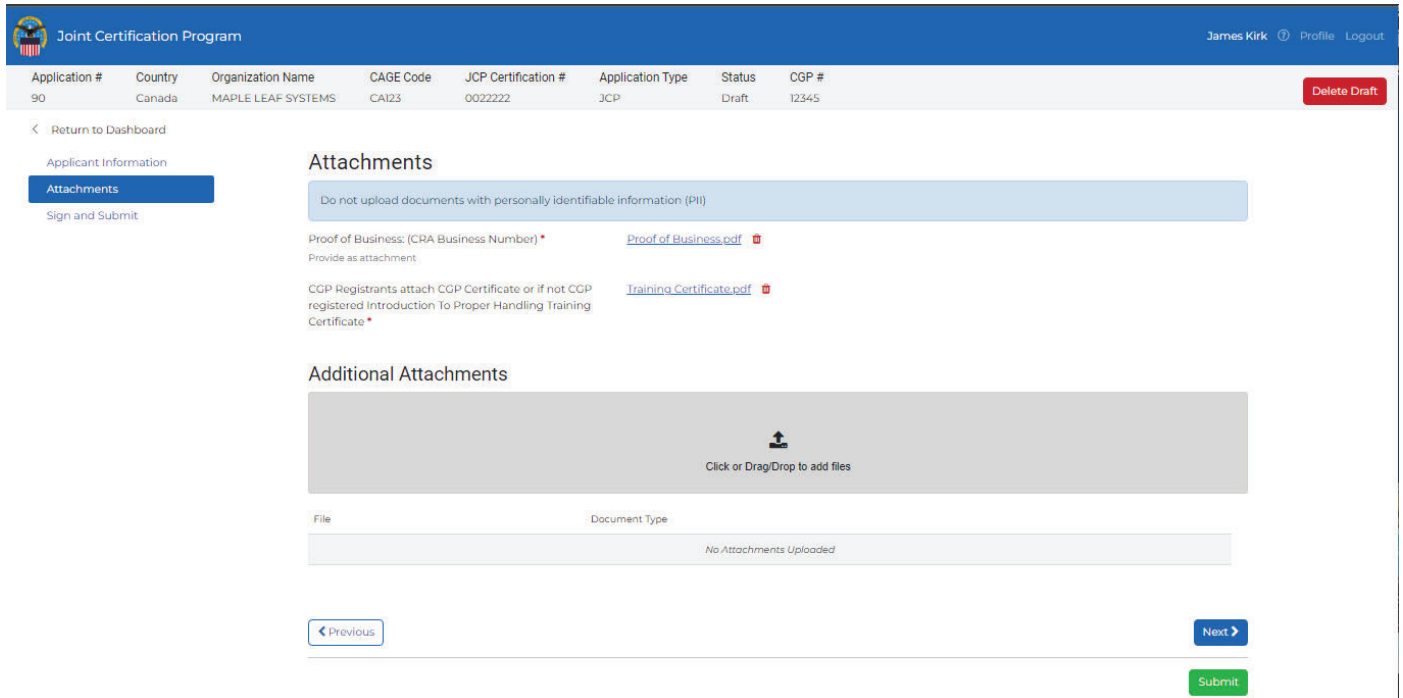
**Canada JCP Application Final (Fifth) Section Questions**



## 6. Canada JCP Application Attachments Page

For Canada JCP Applications, the required Attachments are:

- Proof of Business: (CRA Business Number) Provide as attachment \*
- CGP Registrants attach CGP Certificate or if not CGP registered Introduction To Proper Handling Training Certificate \*



### Canada JCP Application Attachments Page

To attach a required file, click the **Attach File** button next to the name of the required document in the **Attachments** page of the JCP Application. You will be prompted to find your document via Windows Explorer where you will find and choose your document and click **Open**.

To attach additional attachments:

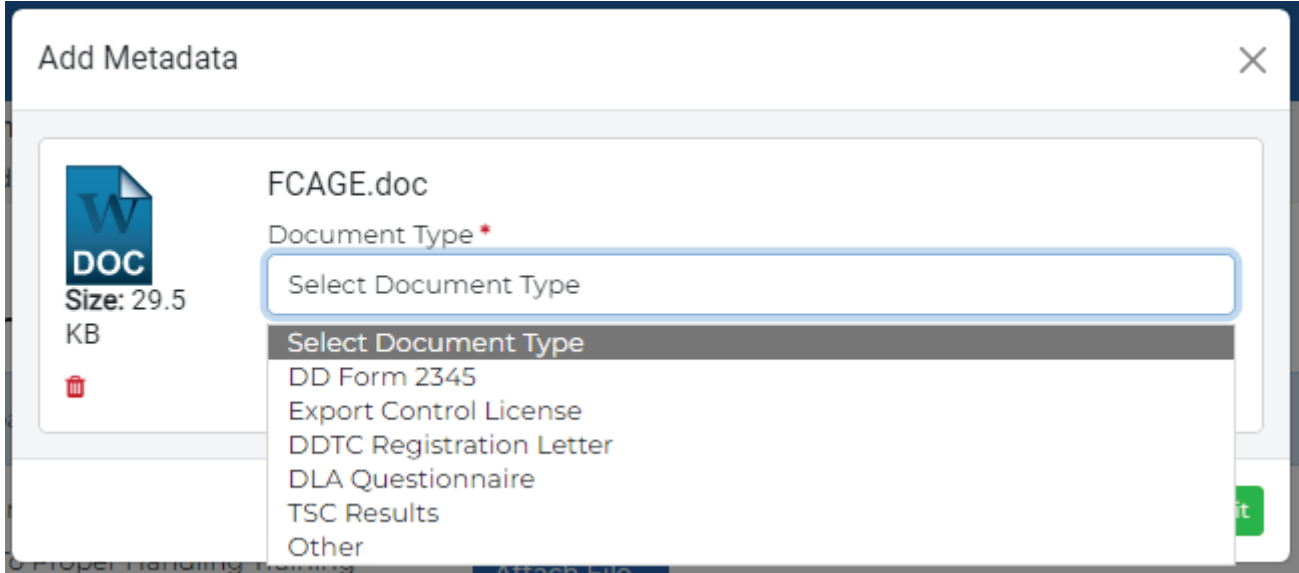
- Click in the **Click or Drag/Drop to add files box**, choose the file via Windows Explorer and click **Open**.  
or
- Find a document on your computer and drag it to this box and drop it in

**NOTE:** If you do not attach the required documents, you cannot navigate to the next tab in the application. The names of the required documents will be automatically renamed once uploaded into the application.

In both cases, a pop-up will appear asking you to select a **Document Type**:



Available document types:

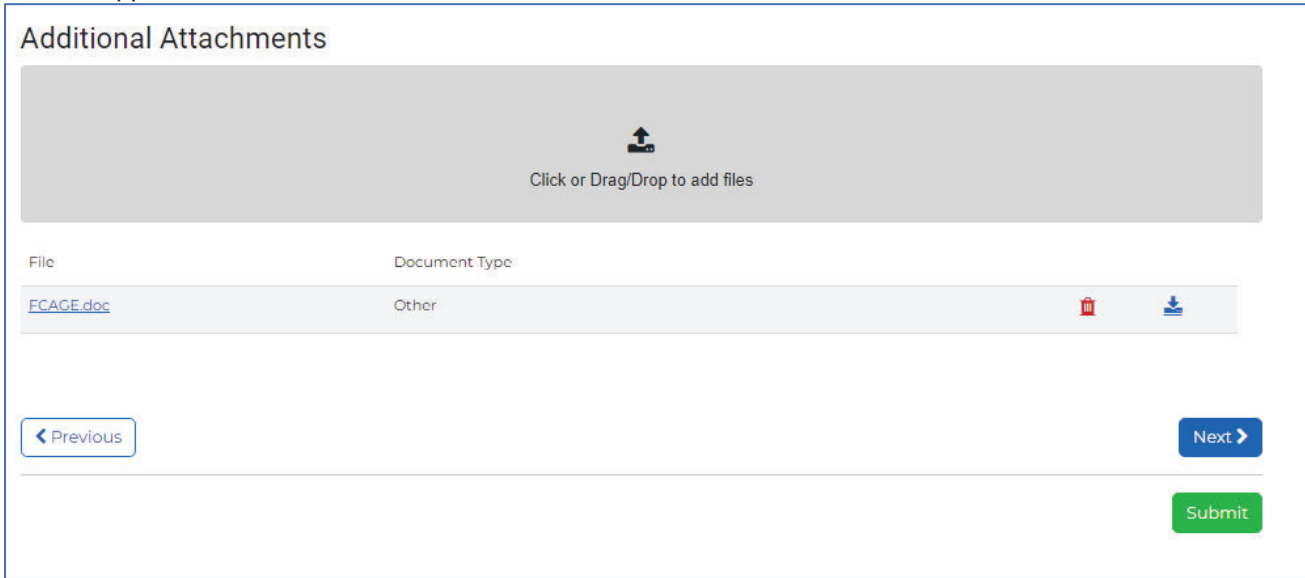
- DD Form 2345
- Export Control License
- DDTC Registration Letter
- DLA Questionnaire
- TSC Results
- Other



Canada JCP Application Document Type Select Box Pop-up

Once the **Document Type** is chosen, click the **Submit** button. Clicking the **Cancel** button will keep the document from being uploaded.

- The red trashcan icon  can be clicked for a particular uploaded document to remove it from the Draft JCP Application.
- The name of the document or the blue down arrow  can be clicked to download the uploaded document from the JCP Application.



**Additional Attachments Section of the Canada JCP Application Attachments Page**

Click the **Next** button to move to the **Sign and Submit** page of the **JCP Application**.

Click the **Submit** button if you have completed the **Attachments** and **Sign and Submit** pages. If you click **Submit** and you have not completed everything, you will receive an error message letting you know what needs to be fixed to successfully submit your **JCP Application**.

### 7. Canada JCP Application Sign and Submit Page

The check box must be clicked so that it appears as a check mark .

After acknowledgement check, enter legal name below (First, Middle Initial, Last)\* field must be populated with the user's name.

Click the **Save** button to save your entries for the **Applicant Information** page so that you can return to this draft JCP application at a later time.

Click the **Previous** button to move to the **Attachments** page of the **JCP Application**.

Click the **Submit** button if you have completed the **Applicant Information** page, **Attachments**, and **Sign and Submit** pages. If you click **Submit** and you have not completed everything, you will receive an error message letting you know what needs to be fixed to successfully submit your **JCP Application**. If you have completed everything, after you click the **Submit** button, you will receive a message on the bottom of the screen that you have successfully submitted and will be returned to the **Dashboard**.

The screenshot shows the 'Sign and Submit' page in the JCP Portal. At the top, there is a header with the 'Joint Certification Program' logo and the user's name 'James Kirk' with a profile icon and a 'Logout' link. Below the header is a table listing application details:

Application #	Country	Organization Name	CAGE Code	JCP Certification #	Application Type	Status
173	Canada	Analytics Communication Systems Inc	38661	20175	DLA Enhanced Validation Request	Draft

On the right side of the table is a red 'Delete Draft' button. Below the table is a navigation menu with 'Return to Dashboard', 'Applicant Information', 'Attachments', and 'Sign and Submit' (which is highlighted with a blue button). The main content area is titled 'Sign and Submit' and contains the following text:

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 debarred, 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) \*

James T Kirk

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

John A Smith

At the bottom of the page, there are three buttons: 'Previous' (with a left arrow), 'Save' (with a floppy disk icon), and 'Submit'.

### Canada JCP Application Sign and Submit Page

**Joint Certification Program** | James Kirk | Profile | Logout

**Organization Details**  
 Legal Business Name: MAPLE LEAF SYSTEMS  
 CAGE Code: CA123 | CAGE Status: Active  
 SAM Status: Active | SAM Expiration: N/A  
 JCP Status: Active | JCP Expiration: 02/23/2028  
 JCP Certification #: 0022222  
 DEV Expiration: 02/23/2026

**Menu**  
 # Dashboard  
 🔍 Organization Search  
 👤 Organization Users

### Dashboard

Actions ▾

#### Draft Applications

Application ID	Application Type	Status	Created On	Created By		
35	JCP	Draft	02/01/2023	Canada Test	Delete	Open
36	JCP	Draft	02/01/2023	Canada Test	Delete	Open
38	JCP	Draft	02/03/2023	Canada Test	Delete	Open
44	JCP	Draft	02/06/2023	Canada Test	Delete	Open
49	JCP	Draft	02/10/2023	James Kirk	Delete	Open

<< < 1 2 3 > >>

#### In-Progress Applications

Application ID	Application Type	Submitted By	Date Received	Date Assigned	Application Status	Age Indicator	
67	DLA Enhanced Validation Request	James Kirk	02/24/2023	02/24/2023	DLA Reviewing Application	7	Open
68	DLA Enhanced Validation Request	James Kirk	02/24/2023	02/24/2023	DLA Reviewing Application	7	Open
74	JCP - Initial	James Kirk	03/02/2023	--	Pending Assignment	--	Open
90	JCP - Initial	James Kirk	03/07/2023	--	Pending Assignment	--	Open

<< < 1 > >>

#### Completed Applications

Application ID	Application Type	Application Status	Date Completed	Expiration Date	Age Indicator	
34	JCP - Initial	Rejected	--	--	--	Open
39	JCP - Initial	Completed	02/03/2023	02/03/2028	--	Open
40	DLA Enhanced Validation Request	Rejected	02/24/2023	--	--	Open
41	DLA Enhanced Validation Request	Completed	02/03/2023	02/03/2026	--	Open
42	DLA Enhanced Validation Request	Rejected	02/15/2023	--	--	Open

<< < 1 2 > >>

**Submit Success**  
 Application 90 has been submitted successfully.

**Save Success**  
 This application has been saved successfully.

DLA

Canada Dashboard with Successful Submission message

## 10.2 JCP Application – Update Draft (U.S. and Canada)

To update a **Draft JCP Certification Application**, from the **Draft Applications** table in the **Dashboard**, click the **Open** button for the application you want to update.

The screenshot shows the JCP Portal Dashboard. On the left, there is a sidebar with 'Organization Details' and a 'Menu' containing 'Dashboard', 'Organization Search', and 'Organization Users'. The main area is titled 'Dashboard' and contains a table of 'Draft Applications'. The table has columns for Application ID, Application Type, Status, Created On, and Created By. Each row includes 'Delete' and 'Open' buttons. The 'Open' button for application ID 21 is highlighted in yellow. A pagination control at the bottom shows '<< < 1 2 > >>'. A top navigation bar includes 'Valve Test', 'Profile', and 'Logout'.

Application ID	Application Type	Status	Created On	Created By	Actions
16	DLA Enhanced Validation Request	Draft	01/24/2023	Valve Test	Delete Open
21	JCP	Draft	01/25/2023	Valve Test	Delete Open
22	DLA Enhanced Validation Request	Draft	01/27/2023	Valve Test	Delete Open
30	JCP	Draft	02/01/2023	Mike Scott	Delete Open
33	JCP	Draft	02/01/2023	Valve Test5	Delete Open

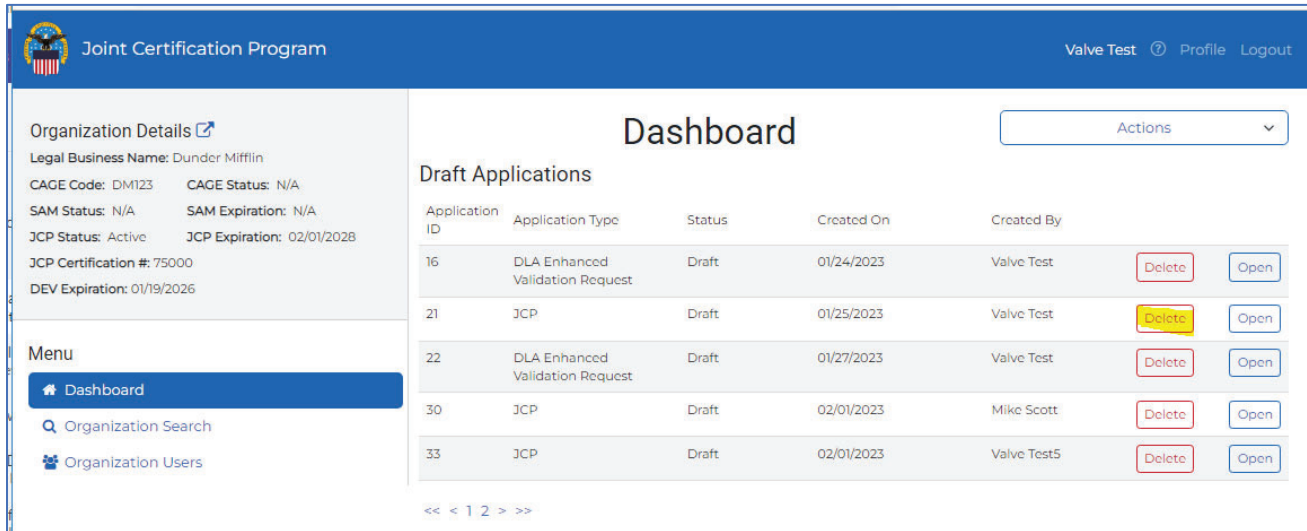
All items in the **Applicant Information** page marked with a red \* (asterisk) must be answered.

See [Section 10.1.1 for U.S. Application](#) and [Section 10.1.2 for Canada Application](#). Creating a new draft application and updating an existing draft application are the same.

### 10.3 JCP Application – Delete Draft (U.S. and Canada)

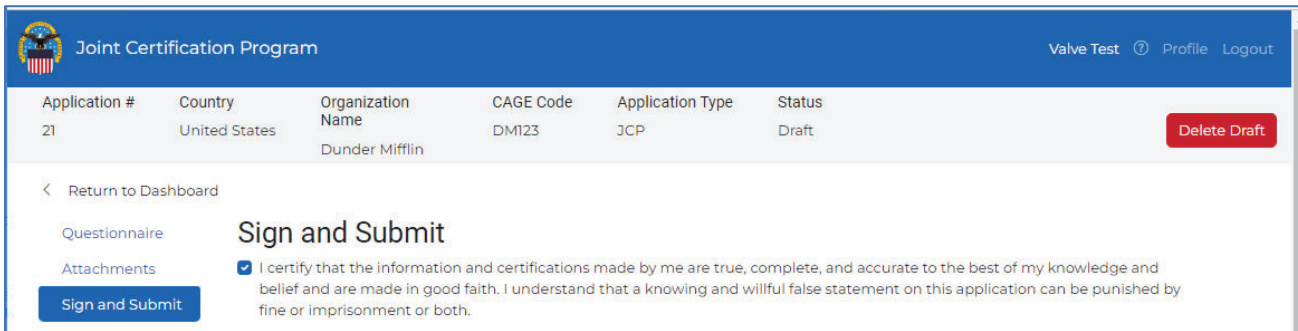
To delete a Draft JCP Application:

- Click the **Delete** button for the Application you want to delete within the **Draft Applications** section of the Dashboard.



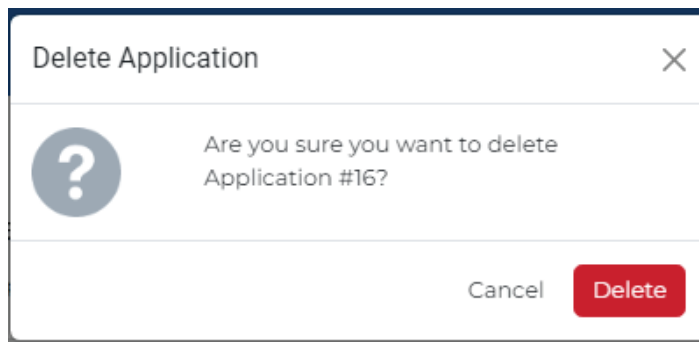
**Delete button for a given Draft Application**

- Click the **Open** button for the Application you want to delete and from any of the pages in the Application, click the red **Delete Draft** button.



**Delete Draft button from within a JCP Draft Application**

For either approach, a **Delete Application Pop-up** will appear – click the red **Delete** button to delete the JCP Application from the JCP Portal.



**Delete Application Pop-up**

## 11.0 DLA Enhanced Validation Request Application

### 11.1 DLA Enhanced Request – New Draft

To begin a new **DLA Enhanced Validation Request** Application, click the Actions select box in the top right corner of the Dashboard page. From the dropdown choose **DLA Enhanced Validation Request**.

The screenshot shows the JCP Portal Dashboard. On the left is the Organization Details sidebar for MAPLE LEAF SYSTEMS. The main area is titled 'Dashboard' and contains a table of 'Draft Applications'. An 'Actions' dropdown menu is open in the top right, showing 'JCP Certification Request' and 'DLA Enhanced Validation Request' (highlighted in yellow).

Application ID	Application Type	Status	Created On	Created By	Actions
35	JCP	Draft	02/01/2023	Canada Test	Delete Open
36	JCP	Draft	02/01/2023	Canada Test	Delete Open
38	JCP	Draft	02/03/2023	Canada Test	Delete Open
44	JCP	Draft	02/06/2023	Canada Test	Delete Open
49	JCP	Draft	02/10/2023	James Kirk	Delete Open

All items in the **Applicant Information** page marked with a red \* (asterisk) must be answered.

#### 11.1.1. U.S. Organization DLA Enhancement Request Application

1. **Questions in First Section of The U.S. DLA Enhancement Request Application Information Page** - this information is pulled into the Applicant Information page from existing Organization data – nothing to update.

- Legal Business Name
- Physical Address
- Subsidiary (if applicable)
- Company CAGE Code
- Expiration Date (if known)
- Certification Number

The screenshot shows the 'Applicant Information' page for application #93. It displays a table with application details and a form with the following fields:

Application #	Country	Organization Name	CAGE Code	JCP Certification #	Application Type	Status
93	United States	Dunder Mifflin	DM123	75000	DLA Enhanced Validation Request	Draft

<b>Legal Business Name</b> Dunder Mifflin	<b>Physical Address</b> 1725 Slough Ave. Suite 200 Scranton, PA 18507
<b>Subsidiary (if applicable)</b> N/A	<b>Company CAGE Code</b> DM123
<b>Expiration Date (if known)</b> 03/16/2028	<b>Certification Number</b> 75000

**U.S. DLA Enhancement Request Application First Section Questions (always read only)**



2. Questions in Data Custodian (Second) Section of The U.S. DLA Enhancement Request Application Information Page

- Name of Data Custodian \* (First and Last name)
- Telephone Number (Direct Line) \* (auto-formatted – just type in phone without dashes).
- Title \* (Data Custodian Title)
- Email Address \* (Data Custodian’s email address)
- What is the IP address of the computer used by the Primary Data Custodian? \* *Hover over the blue question mark icon for help.*
- What is the MAC address of the computer used by the Primary Data Custodian? \* *Hover over the blue question mark icon for help.*
- What is the physical address of this computer? \*
- Do you have a server to store unclassified export controlled technical information? \*
  - If **No** is clicked, continue to the next question.
  - If **Yes** is clicked, an additional question appears that must be completed:
    - o If yes, what is the MAC address?
- Is the designated Data Custodian (person responsible for receiving and disseminating unclassified technical data) also the company's signatory and authorized company representative on this application? \*
- Add Alternate Data Custodian – if this is clicked, a new set of questions is displayed.

**Data Custodian**

Name of Data Custodian *	Telephone Number (Direct Line) *
<input type="text" value="John Barnes"/>	<input type="text" value="301-555-2525"/>
Title *	Email Address *
<input type="text" value="Tester"/>	<input type="text" value="jbarnes@mail.com"/>
What is the IP address of the computer used by the Primary Data Custodian? * ?	
<input type="text" value="123.123.123.123"/>	
What is the MAC address of the computer used by the Primary Data Custodian? * ?	
<input type="text" value="01:02:03:04:05:06"/>	
What is the physical address of this computer? *	
<input type="text" value="Scranton, PA"/>	
Do you have a server to store unclassified export controlled technical information? *	
<input type="button" value="No"/> <input checked="" type="button" value="Yes"/>	
If yes, what is the MAC address? *	
<input type="text" value="01:02:03:04:05:06"/>	
Is the designated Data Custodian (person responsible for receiving and disseminating unclassified technical data) also the company's signatory and authorized company representative on this application? *	
<input type="button" value="No"/> <input checked="" type="button" value="Yes"/>	

[+ Add Alternate Data Custodian](#)

**U.S. DLA Enhancement Request Application Data Custodian (Second) Section Questions**

**Add Alternate Data Custodian in U.S. DLA Enhanced Validation Request Application**

- Name of Data Custodian (Alternate)\* (First and Last name)
- Telephone Number (Alternate, Direct Line) \* (auto-formatted – just type in phone without dashes).
- Title (Alternate) \* (Data Custodian Title)
- Email Address\* (Data Custodian’s email address)
- What is the IP address of the computer used by the Alternate Data Custodian? \*
- What is the MAC address of the computer used by the Alternate Data Custodian? \*
- What is the physical address of this computer? \*

**Note:** To close the Alternate Data Custodian section, click the X in far-right Alternate Data Custodian Header bar.

The screenshot shows a web form titled "Alternate Data Custodian" with a close button (X) in the top right corner. The form contains several input fields with labels and asterisks indicating required fields:

- Name of Data Custodian (Alternate) \***: Input field containing "Emily Smith".
- Telephone Number (Alternate, Direct Line) \***: Input field containing "301-555-2323".
- Title (Alternate) \***: Input field containing "Tester".
- Email Address \***: Input field containing "esmith@mail.com".
- What is the IP address of the computer used by the Alternate Data Custodian? \***: Input field containing "121.121.121.121".
- What is the MAC address of the computer used by the Alternate Data Custodian? \***: Input field containing "01:02:03:04:05:06".
- What is the physical address of this computer? \***: Input field containing "Scranton, PA".

**U.S. JCP Application Alternate Data Custodian (Second) Section Questions**

3. Questions in Final (Third) Section of The U.S. DLA Enhancement Request Application Information Page

- 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) 800-711 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 your company's data custodian (i.e. the person responsible for downloading export-controlled data from cFolders and protecting it from unauthorized dissemination) also the individual who signed your company's Joint Certification Program (JCP) certificate (i.e. DD Form 2345) \*
- Has your company's data custodian reviewed 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 Unclassified Export Controlled Technical Information access. \*

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) 800-711 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

Is your company's data custodian (i.e. the person responsible for downloading export-controlled data from cFolders and protecting it from unauthorized dissemination) also the individual who signed your company's Joint Certification Program (JCP) certificate (i.e. DD Form 2345) \*

No  Yes

Has your company's data custodian reviewed 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? \*

No  Yes

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

Testing IT Systems

U.S. DLA Enhancement Request Application Final (Third) Section Questions (1 of 2)

- Do you require access to a specific U.S. system to access this information? \*
  - If **No** is clicked, continue to the next question.
  - If **Yes** is clicked, an additional question appears that must be completed:
- If so, name the specific system (select all that apply)
  - DoD
  - SAM
  - DLA/DIBBS
  - Conference Attendee

**Note: DoD, SAM, and Conference Attendance** can be selected together.
- **DLA/DIBBS** can only be selected individually.
- If DLA/DIBBS is selection, an additional question appears that must be completed:
- Are you registered with DIBBS (Defense Logistics Internet Bid Board System)? \*
  - If **No** is clicked, continue to the next question.
  - If **Yes** is clicked, an additional question appears that must be completed:
    - DIBBS Registration # \*
- Do you have a server to store unclassified export controlled technical information? \*
  - If **No** is clicked, continue to the next question.
  - If **Yes** is clicked, an additional question appears that must be completed:
    - If yes, what is the MAC address? \*
- 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? \*
- Click the **Save** button to save your entries for the **Applicant Information** page so that you can return to this draft DLA Enhanced Validation Request application at a later time.
- Click the **Next** button to move to the **Attachments** page of the **Application**.
- Click the **Submit** button if you have completed the **Attachments** and **Sign and Submit** pages. If you click **Submit** and you have not completed everything, you will receive an error message letting you know what needs to be fixed to successfully submit your **DLA Enhanced Validation Request Application**.

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

No  Yes

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

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

No  Yes

DIBBS Registration # \*

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

No  Yes

If yes, what is the MAC address? \*

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

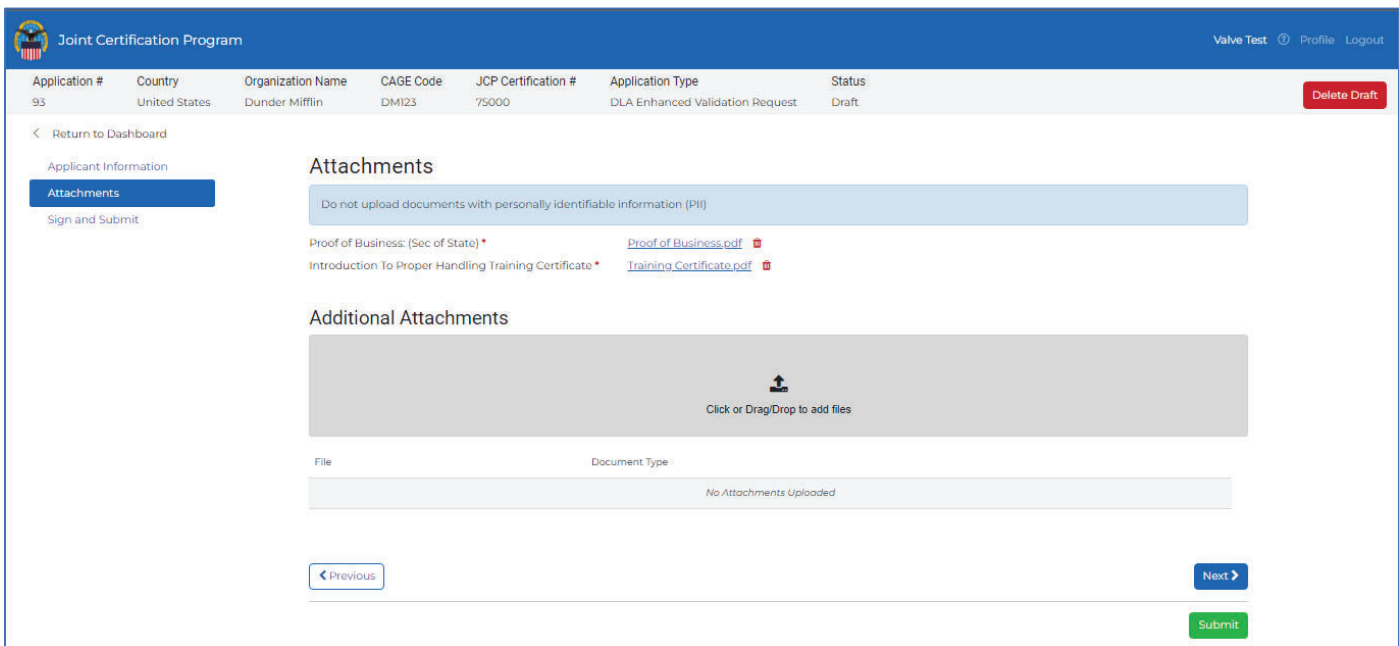
What is the MAC address of the computer being used to access unclassified export controlled technical information? \*

U.S. DLA Enhancement Request Application Final (Third) Section Questions (2 of 2)

#### 4. U.S. DLA Enhanced Validation Request Application Attachments Page

For **DLA Enhanced Validation Request Applications**, the required **Attachments** are:

- Proof of Business: (Sec of State) \*  
Provide an attachment
- Introduction To Proper Handling Training Certificate\*



#### U.S. DLA Enhanced Validation Request Attachments Page

To attach a required file, click the **Attach File** button next to the name of the required document in the **Attachments** page of the **DLA Enhanced Validation Request** Application. You will be prompted to find your document via Windows Explorer where you will find and choose your document and click **Open**.

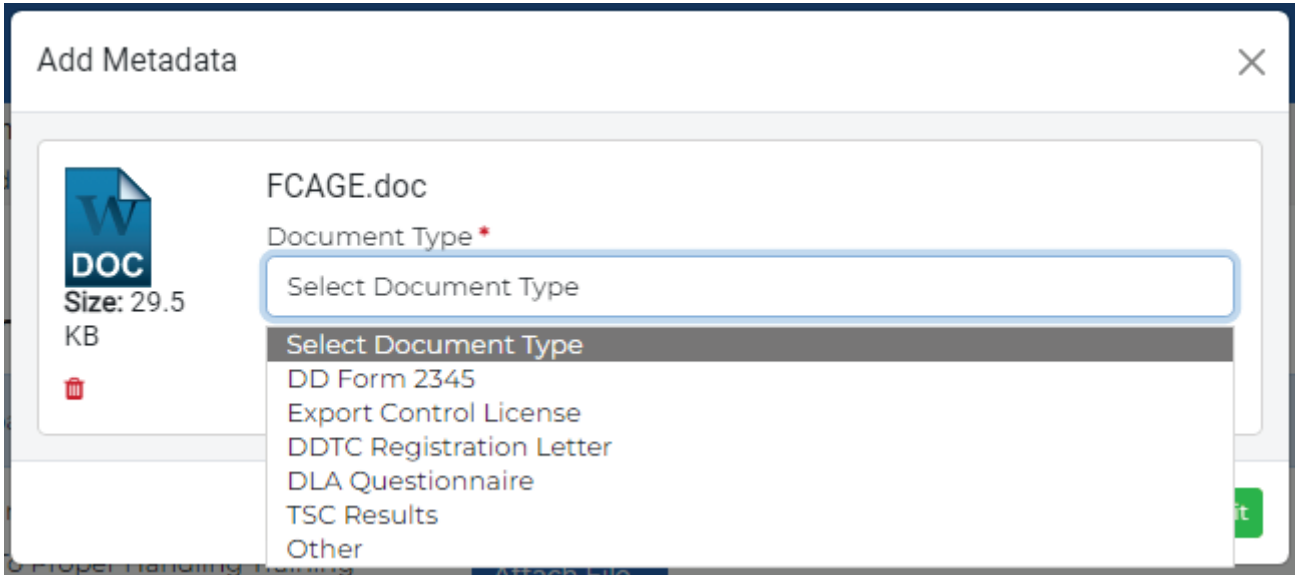
To attach additional attachments:

- Click in the **Click or Drag/Drop to add files** box, choose the file via Windows Explorer and click **Open**.  
or
- Find a document on your computer and drag it to this box and drop it in

In both cases, a pop-up will appear asking you to select a **Document Type**:



Available document types:

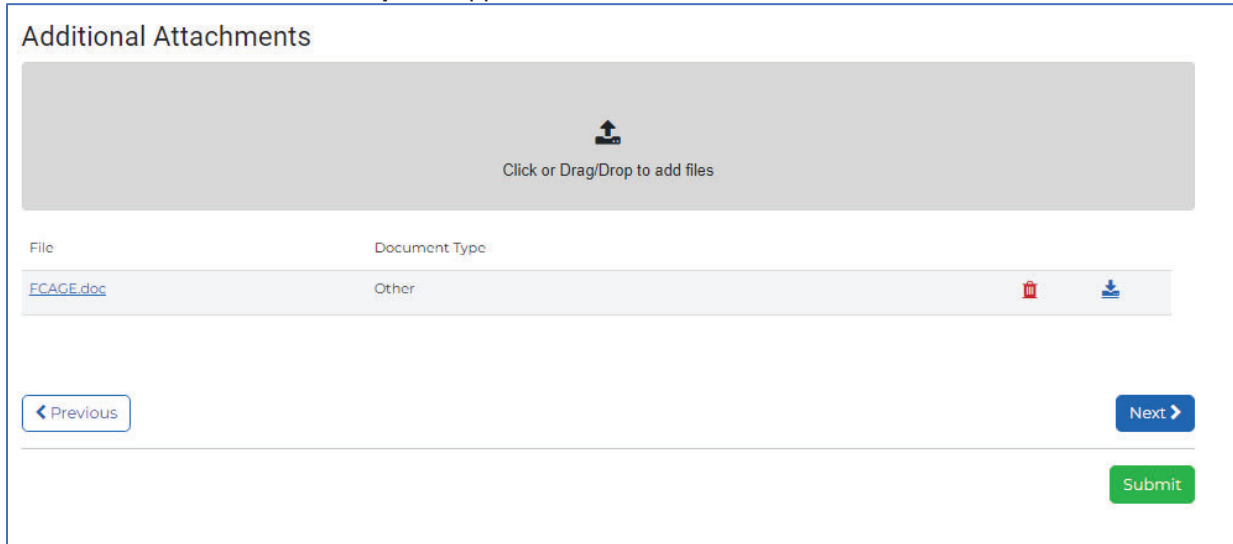
- DD Form 2345
- Export Control License
- DDTC Registration Letter
- DLA Questionnaire
- TSC Results
- Other



**U.S. DLA Enhanced Validation Request Application Document Type Select Box Pop-up**

Once the **Document Type** is chosen, click the **Submit** button. Clicking the **Cancel** button will keep the document from being uploaded.

- The red trashcan icon  can be clicked for a particular uploaded document to remove it from the Draft **DLA Enhanced Validation Request** Application.
- The name of the document or the blue down arrow  can be clicked to download the uploaded document from the **DLA Enhanced Validation Request** Application.



**Additional Attachments Section of the U.S. JCP Application Attachments Page**

Click the **Next** button to move to the **Sign and Submit** page of the **DLA Enhanced Validation Request** Application.

Click the **Submit** button if you have completed the **Attachments** and **Sign and Submit** pages. If you click **Submit** and you have not completed everything, you will receive an error message letting you know what needs to be fixed to successfully submit your **DLA Enhanced Validation Request** Application.



5. U.S. DLA Enhanced Validation Request Application Sign and Submit Page

- 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) \*

Click the **Save** button to save your entries for the **Applicant Information** page so that you can return to this draft JCP application at a later time.

Click the **Previous** button to move to the **Attachments** page of the **DLA Enhanced Validation Request Application**.

Click the **Submit** button if you have completed the **Applicant Information** page, **Attachments**, and **Sign and Submit** pages. If you click **Submit** and you have not completed everything, you will receive an error message letting you know what needs to be fixed to successfully submit your **DLA Enhanced Validation Request Application**. If you have completed everything, after you click the Submit button, you will receive a message on the bottom of the screen that you have successfully submitted and will be returned to the Dashboard.

**Joint Certification Program** John Doe Profile Logout

Application #	Country	Organization Name	CAGE Code	JCP Certification #	Application Type	Status
203	United States	Kelly Test Service	98912	20324	DLA Enhanced Validation Request	Draft

[Delete Draft](#)

[Return to Dashboard](#)

Applicant Information

Attachments

**Sign and Submit**

**Sign and Submit**

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 debarred, 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) \*

John A Doe

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

David K Brightman

[Previous](#) [Save](#) [Submit](#)

U.S. DLA Enhanced Validation Request Application Sign and Submit Page

Joint Certification Program Valve Test Profile Logout

---

**Organization Details** [✕](#)  
Legal Business Name: Dunder Mifflin  
CAGE Code: DM123 CAGE Status: N/A  
SAM Status: N/A SAM Expiration: N/A  
JCP Status: Active JCP Expiration: 03/16/2028  
JCP Certification #: 75000  
DEV Expiration: 03/16/2026

**Menu**  
Dashboard  
Organization Search  
Organization Users

### Dashboard

Actions ▾

#### Draft Applications

Application ID	Application Type	Status	Created On	Created By		
16	DLA Enhanced Validation Request	Draft	01/24/2023	Valve Test	Delete	Open
33	JCP	Draft	02/01/2023	Valve Test5	Delete	Open
37	JCP	Draft	02/02/2023	Valve Test	Delete	Open
69	JCP	Draft	02/26/2023	Valve Test5	Delete	Open
71	JCP	Draft	03/01/2023	Valve Test	Delete	Open

<< < 1 2 > >>

#### In-Progress Applications

Application ID	Application Type	Submitted By	Date Received	Date Assigned	Application Status	Age Indicator	
21	JCP - Renewal	Valve Test	02/15/2023	02/15/2023	Pending Assignment	--	Open
55	JCP - Initial	Valve Test	02/13/2023	02/15/2023	Received-Analyst Reviewing Application	17	Open
58	JCP - Initial	Valve Test	02/14/2023	02/15/2023	Received-Analyst Reviewing Application	--	Open
93	DLA Enhanced Validation Request	Valve Test	03/17/2023	--	Pending Assignment	--	Open

<< < 1 > >>

#### Completed Applications

Application ID	Application Type	Application Status	Date Completed	Expiration Date	Age Indicator	
8	JCP - Initial	Completed	01/19/2023	01/19/2028	--	Open
9	DLA Enhanced Validation Request	Completed	01/19/2023	01/19/2026	--	Open
10	JCP - Initial	Rejected	--	--	--	Open
18	JCP - Initial	Completed	01/26/2023	01/26/2028	--	
19	DLA Enhanced Validation Request	Rejected	01/31/2023	--	--	

<< < 1 2 3 4 > >>

**Submit Success** ✕  
Application 93 has been submitted successfully.

**Save Success** ✕  
This application has been saved successfully.

U.S. Dashboard with Successful Submission message

### 11.1.2. Canada Organization DLA Enhancement Request Application

1. **Questions in First Section of The Canada DLA Enhancement Request Application Information Page** - this information is pulled into the Applicant Information page from existing Organization data – nothing to update.

- Legal Business Name
- Physical Address
- Subsidiary (if applicable)
- Company CAGE Code
- Expiration Date (if known)
- Certification Number

The screenshot shows the 'Applicant Information' page in the JCP Portal. At the top, there is a blue header with the 'Joint Certification Program' logo and the user name 'James Kirk' with links for 'Profile' and 'Logout'. Below the header is a table listing application details:

Application #	Country	Organization Name	CAGE Code	JCP Certification #	Application Type	Status
79	Canada	MAPLE LEAF SYSTEMS	CA123	0022222	DLA Enhanced Validation Request	Draft

On the right side of the table is a red 'Delete Draft' button. Below the table, there is a navigation bar with 'Return to Dashboard' and 'Applicant Information' (highlighted). Under 'Applicant Information', there are links for 'Attachments' and 'Sign and Submit'. The main content area is titled 'Applicant Information' and contains two sections of data:

<b>Legal Business Name</b> MAPLE LEAF SYSTEMS	<b>Physical Address</b> 11 Lake Street Toronto, ON M4B1Y7
<b>Subsidiary (if applicable)</b> N/A	<b>Company CAGE Code</b> CA123
<b>Expiration Date (if known)</b> 02/23/2028	<b>Certification Number</b> 0022222

**Canada DLA Enhancement Request Application First Section Questions (*always read only*)**

2. Questions in Data Custodian (Second) Section of The Canada DLA Enhancement Request Application Information Page

- Name of Data Custodian \* (First and Last name)
- Telephone Number (Direct Line) \* (auto-formatted – just type in phone without dashes).
- Title \* (Data Custodian Title)
- Email Address \* (Data Custodian’s email address)
- What is the IP address of the computer used by the Primary Data Custodian? \* *Hover the blue question mark icon for help.*
- What is the MAC address of the computer used by the Primary Data Custodian? \* *Hover the blue question mark icon for help.*
- What is the physical address of this computer? \*
- Do you have a server to store DoD export-controlled technical information? \*
  - If **No** is clicked, continue to the next question.
  - If **Yes** is clicked, an additional question appears that must be completed:
    - o If yes, what is the MAC address?
- Is the designated Data Custodian (person responsible for receiving and disseminating unclassified technical data) also the company's signatory and authorized company representative on this application? \*
- Add Alternate Data Custodian – if this is clicked, a new set of questions is displayed.

**Data Custodian**

Name of Data Custodian *	Telephone Number (Direct Line) *
<input type="text" value="James Kirk"/>	<input type="text" value="717-555-1212"/>
Title *	Email Address *
<input type="text" value="CEO"/>	<input type="text" value="jkirk@mail.com"/>
What is the IP address of the computer used by the Primary Data Custodian? * ?	
<input type="text" value="124.124.124.124"/>	
What is the MAC address of the computer used by the Primary Data Custodian? * ?	
<input type="text" value="01:02:03:04:05:06"/>	
What is the physical address of this computer? *	
<input type="text" value="Toronto, ON"/>	
Do you have a server to store unclassified export controlled technical information? *	
<input type="button" value="No"/> <input checked="" type="button" value="Yes"/>	
If yes, what is the MAC address? *	
<input type="text" value="01:02:03:04:05:06"/>	
Is the designated Data Custodian (person responsible for receiving and disseminating unclassified technical data) also the company's signatory and authorized company representative on this application? *	
<input type="button" value="No"/> <input checked="" type="button" value="Yes"/>	

[+ Add Alternate Data Custodian](#)

Canada DLA Enhancement Request Application Data Custodian (Second) Section Questions

Add Alternate Data Custodian in Canada DLA Enhanced Validation Request Application

- Name of Data Custodian (Alternate)\* (First and Last name)
- Telephone Number (Alternate, Direct Line) \* (auto-formatted – just type in phone without dashes).
- Title (Alternate) \* (Data Custodian Title)
- Email Address\* (Data Custodian’s email address)
- What is the IP address of the computer used by the Alternate Data Custodian? \*
- What is the MAC address of the computer used by the Alternate Data Custodian? \*
- What is the physical address of this computer? \*

**Note:** To close the Alternate Data Custodian section, click the X in far-right Alternate Data Custodian Header bar.

Alternate Data Custodian ✕

Name of Data Custodian (Alternate) *	Telephone Number (Alternate, Direct Line) *
<input type="text" value="Leonard McCoy"/>	<input type="text" value="301-555-1234"/>
Title (Alternate) *	Email Address *
<input type="text" value="Tester"/>	<input type="text" value="lmccoy@mail.com"/>
What is the IP address of the computer used by the Alternate Data Custodian? *	What is the MAC address of the computer used by the Alternate Data Custodian? *
<input type="text" value="123.123.123.123"/>	<input type="text" value="01:02:03:04:05:06"/>
What is the physical address of this computer? *	
<input type="text" value="Earth"/>	

Canada JCP Application Alternate Data Custodian (Second) Section Questions

3. Questions in Final (Third) Section of The Canada DLA Enhancement Request Application Information Page

- 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) 800-711 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 your company's data custodian (i.e. the person responsible for downloading export-controlled data from cFolders and protecting it from unauthorized dissemination) also the individual who signed your company's Joint Certification Program (JCP) certificate (i.e. DD Form 2345) \*
- Has your company's data custodian reviewed 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 Unclassified Export Controlled Technical Information access. \*

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) 800-711 cybersecurity assessment documented on the Supplier Performance Risk System (SPRS) at <https://www.sprs.csd.disa.mil/> in accordance with DFARS Case 2019-D041? \*

N/A  No  Yes

Is your company's data custodian (i.e. the person responsible for downloading export-controlled data from cFolders and protecting it from unauthorized dissemination) also the individual who signed your company's Joint Certification Program (JCP) certificate (i.e. DD Form 2345) \*

No  Yes

Has your company's data custodian reviewed 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? \*

No  Yes

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

testing

Canada DLA Enhancement Request Application Final (Third) Section Questions (1 of 2)

- Do you require access to a specific U.S. system to access this information? \*
  - If **No** is clicked, continue to the next question.
  - If **Yes** is clicked, an additional question appears that must be completed:
- If so, name the specific system (select all that apply)
  - DoD
  - SAM
  - DLA/DIBBS
  - Conference Attendee

**Note: DoD, SAM, and Conference Attendance** can be selected together.

- **DLA/DIBBS** can only be selected individually.
- If DLA/DIBBS is selection, an additional question appears that must be completed:
- Are you registered with DIBBS (Defense Logistics Internet Bid Board System)? \*
  - If **No** is clicked, continue to the next question.
  - If **Yes** is clicked, an additional question appears that must be completed:
    - DIBBS Registration # \*
- Do you have a server to store unclassified export controlled technical information? \*
  - If **No** is clicked, continue to the next question.
  - If **Yes** is clicked, an additional question appears that must be completed:
    - If yes, what is the MAC address? \*
- 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? \*
- Click the **Save** button to save your entries for the **Applicant Information** page so that you can return to this draft DLA Enhanced Validation Request application at a later time.
- Click the **Next** button to move to the **Attachments** page of the **Application**.
- Click the **Submit** button if you have completed the **Attachments** and **Sign and Submit** pages. If you click **Submit** and you have not completed everything, you will receive an error message letting you know what needs to be fixed to successfully submit your **DLA Enhanced Validation Request Application**.

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

No  Yes

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

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

No  Yes

DIBBS Registration # \*

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

No  Yes

If yes, what is the MAC address? \*

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? \*

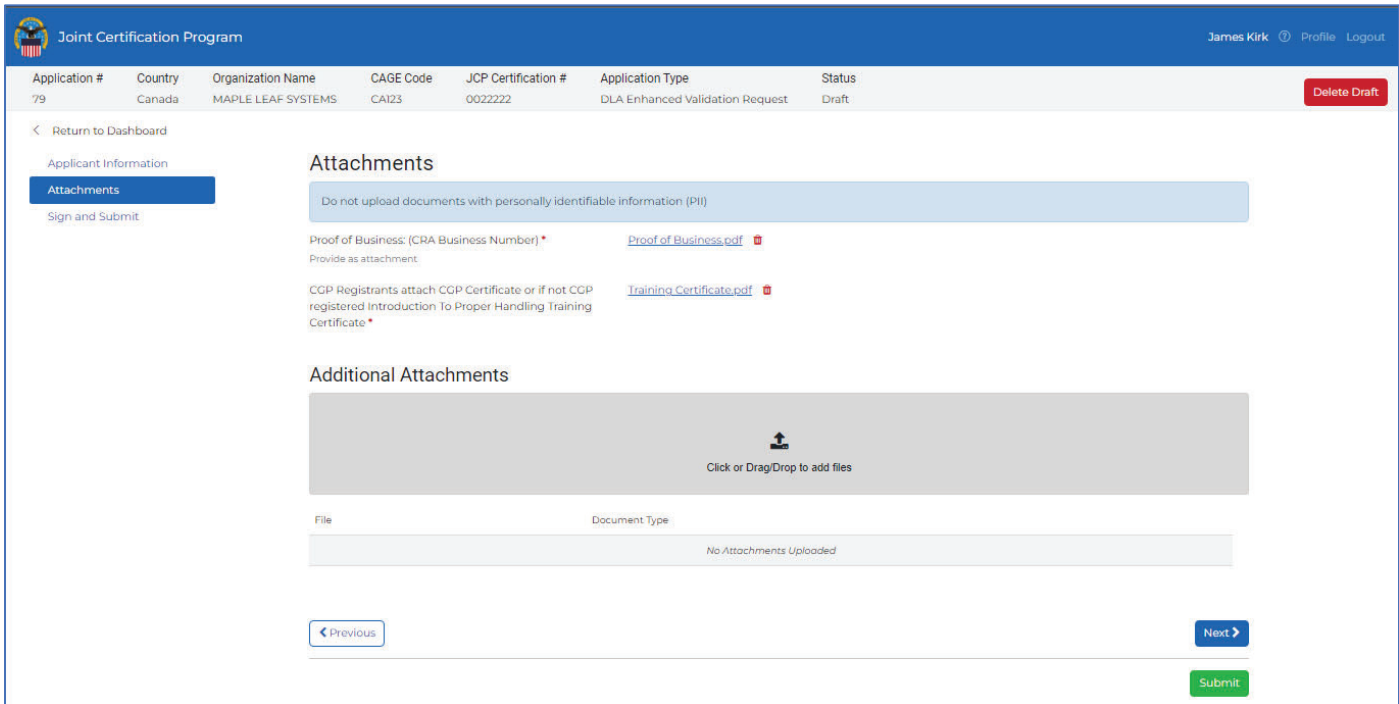
Canada DLA Enhancement Request Application Final (Third) Section Questions (2 of 2)



#### 4. Canada DLA Enhanced Validation Request Application Attachments Page Attachments

For **DLA Enhanced Validation Request Applications**, the required **Attachments** are:

- Proof of Business: (CRA Business Number) \*  
Provide an attachment
- CGP Registrants attach CGP Certificate or if not CGP registered Introduction To Proper Handling Training Certificate \*



#### Canada DLA Enhanced Validation Request Application Attachments Page

To attach a required file, click the **Attach File** button next to the name of the required document in the Attachments page of the **DLA Enhanced Validation Request** Application. You will be prompted to find your document via Windows Explorer where you will find and choose your document and click **Open**.

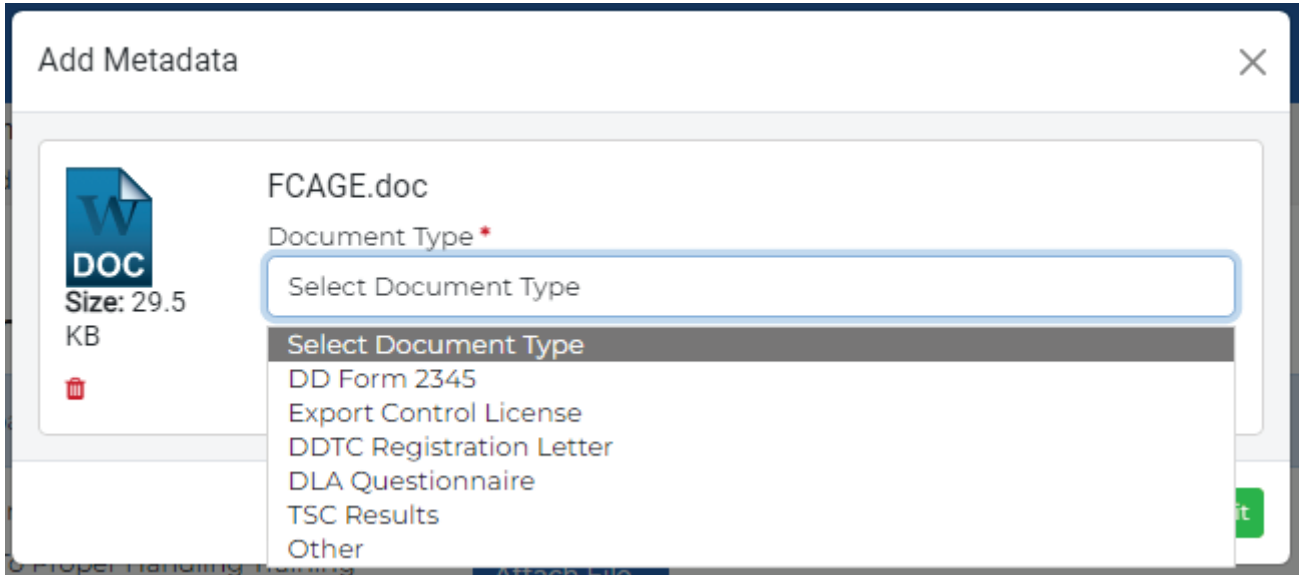
To attach additional attachments:

- Click in the **Click or Drag/Drop to add files** box, choose the file via Windows Explorer and click **Open**.  
or
- Find a document on your computer and drag it to this box and drop it in

In both cases, a pop-up will appear asking you to select a **Document Type**:



Available document types:

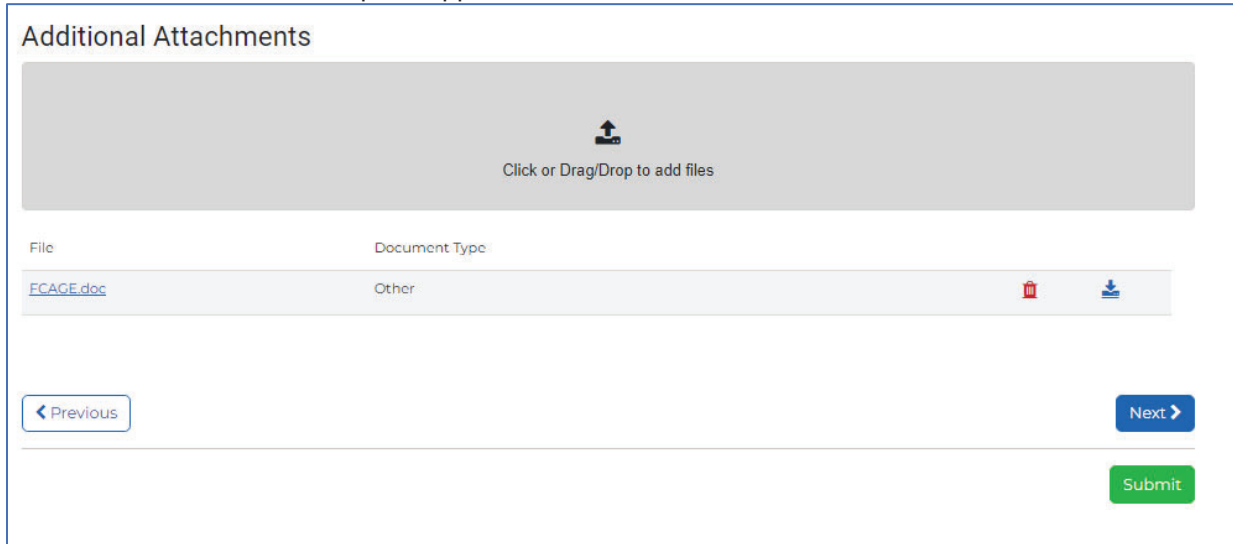
- DD Form 2345
- Export Control License
- DDTC Registration Letter
- DLA Questionnaire
- TSC Results
- Other



Canada DLA Enhanced Validation Request Application Document Type Select Box Pop-up

Once the **Document Type** is chosen, click the **Submit** button. Clicking the **Cancel** button will keep the document from being uploaded.

- The red trashcan icon  can be clicked for a particular uploaded document to remove it from the Draft JCP Application.
- The name of the document or the blue down arrow  can be clicked to download the uploaded document from the DLA Enhanced Validation Request Application.



**Additional Attachments Section of the Canada JCP Application Attachments Page**

Click the **Next** button to move to the **Sign and Submit** page of the **DLA Enhanced Validation Request Application**.

Click the **Submit** button if you have completed the **Attachments** and **Sign and Submit** pages. If you click **Submit** and you have not completed everything, you will receive an error message letting you know what needs to be fixed to successfully submit your **DLA Enhanced Validation Request Application**.

### 5. Canada DLA Enhanced Validation Request Application Sign and Submit Page

- 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) \*

Click the **Save** button to save your entries for the **Applicant Information** page so that you can return to this draft JCP application at a later time.

Click the **Previous** button to move to the **Attachments** page of the **DLA Enhanced Validation Request Application**.

Click the **Submit** button if you have completed the **Applicant Information** page, **Attachments**, and **Sign and Submit** pages. If you click **Submit** and you have not completed everything, you will receive an error message letting you know what needs to be fixed to successfully submit your **DLA Enhanced Validation Request Application**. If you have completed everything, after you click the **Submit** button, you will receive a message on the bottom of the screen that you have successfully submitted and will be returned to the **Dashboard**.

The screenshot shows the 'Sign and Submit' page in the JCP Portal. At the top, there is a header with the Joint Certification Program logo and the user's name, James Kirk, with links for Profile and Logout. Below the header is a table listing applications. The table has columns for Application #, Country, Organization Name, CAGE Code, JCP Certification #, Application Type, and Status. The first row shows Application # 173, Country Canada, Organization Name Analytics Communication Systems Inc, CAGE Code 38661, JCP Certification # 20175, Application Type DLA Enhanced Validation Request, and Status Draft. A 'Delete Draft' button is visible to the right of the table.

Below the table is a navigation sidebar with links for 'Return to Dashboard', 'Applicant Information', 'Attachments', and 'Sign and Submit'. The 'Sign and Submit' link is highlighted with a blue button.

The main content area is titled 'Sign and Submit' and contains the following text:

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 debarred, 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) \*

James T Kirk

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

John A Smith

At the bottom of the page, there are three buttons: 'Previous', 'Save', and 'Submit'.

Canada Sign and Submit page of the DLA Enhanced Validation Request Application

**Joint Certification Program** | James Kirk | Profile | Logout

**Organization Details**  
 Legal Business Name: MAPLE LEAF SYSTEMS  
 CAGE Code: CA023 | CAGE Status: Active  
 SAM Status: Active | SAM Expiration: N/A  
 JCP Status: Active | JCP Expiration: 02/23/2028  
 JCP Certification #: 0022222  
 DEV Expiration: 02/23/2026

**Menu**  
 Dashboard  
 Organization Search  
 Organization Users

### Dashboard

**Draft Applications**

Application ID	Application Type	Status	Created On	Created By		
35	JCP	Draft	02/01/2023	Canada Test	Delete	Open
36	JCP	Draft	02/01/2023	Canada Test	Delete	Open
38	JCP	Draft	02/03/2023	Canada Test	Delete	Open
44	JCP	Draft	02/06/2023	Canada Test	Delete	Open
49	JCP	Draft	02/10/2023	James Kirk	Delete	Open

<< < 1 2 3 > >>

**In-Progress Applications**

Application ID	Application Type	Submitted By	Date Received	Date Assigned	Application Status	Age Indicator	
67	DLA Enhanced Validation Request	James Kirk	02/24/2023	02/24/2023	DLA Reviewing Application	7	Open
68	DLA Enhanced Validation Request	James Kirk	02/24/2023	02/24/2023	DLA Reviewing Application	7	Open
74	JCP - Initial	James Kirk	03/02/2023	--	Pending Assignment	--	Open
79	DLA Enhanced Validation Request	James Kirk	03/07/2023	--	Pending Assignment	--	Open
90	JCP - Initial	James Kirk	03/07/2023	--	Pending Assignment	--	Open

<< < 1 > >>

**Completed Applications**

Application ID	Application Type	Application Status	Date Completed	Expiration Date	Age Indicator	
34	JCP - Initial	Rejected	--	--	--	Open
39	JCP - Initial	Completed	02/03/2023	02/03/2028	--	Open
40	DLA Enhanced Validation Request	Rejected	02/24/2023	--	--	Open
41	DLA Enhanced Validation Request	Completed	02/03/2023	02/03/2026	--	Open
42	DLA Enhanced Validation Request	Rejected	02/15/2023	--	--	Open

<< < 1 2 > >>

**Submit Success**  
 Application 79 has been submitted successfully.

**Save Success**  
 This application has been saved successfully.

Canada Dashboard with Successful Submission message

## 11.2 DLA Enhanced Validation Request – Update Draft (U.S. and Canada)

To update a **Draft DLA Enhanced Validation Request Application**, from the **Draft Applications** table in the **Dashboard**, click the **Open** button for the application you want to update.

**Joint Certification Program** Valve Test Profile Logout

**Organization Details**  
 Legal Business Name: Dunder Mifflin  
 CAGE Code: DM123 CAGE Status: N/A  
 SAM Status: N/A SAM Expiration: N/A  
 JCP Status: Active JCP Expiration: 02/01/2028  
 JCP Certification #: 75000  
 DEV Expiration: 01/19/2026

**Menu**  
 Dashboard  
 Organization Search  
 Organization Users

**Dashboard** Actions

**Draft Applications**

Application ID	Application Type	Status	Created On	Created By		
16	DLA Enhanced Validation Request	Draft	01/24/2023	Valve Test	Delete	Open
21	JCP	Draft	01/25/2023	Valve Test	Delete	Open
22	DLA Enhanced Validation Request	Draft	01/27/2023	Valve Test	Delete	Open
30	JCP	Draft	02/01/2023	Mike Scott	Delete	Open
33	JCP	Draft	02/01/2023	Valve Test5	Delete	Open

<< < 1 2 > >>

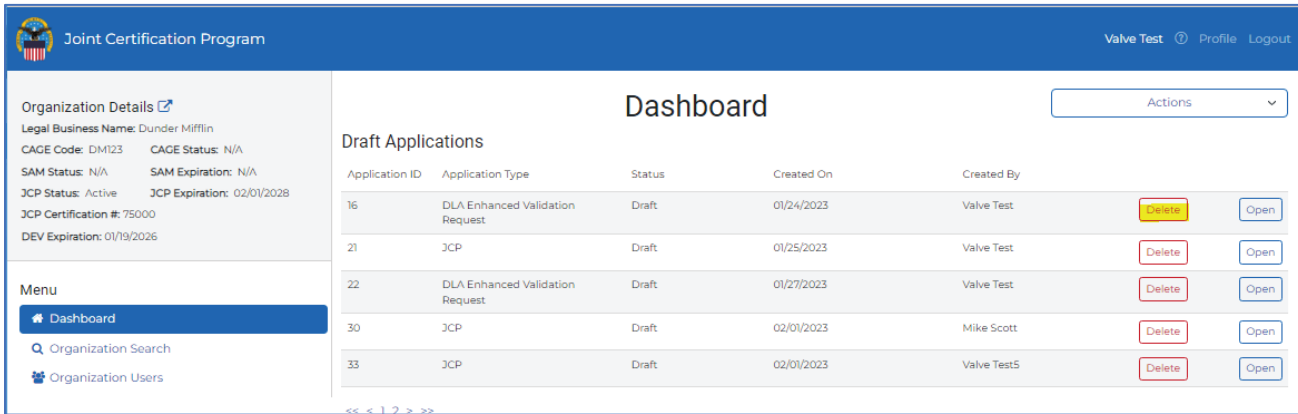
All items in the **Applicant Information** page marked with a red \* (asterisk) must be answered.

See [Section 11.1.1 for U.S. Application](#) and [Section 11.1.2 for Canada Application](#). Creating a new draft application and updating an existing draft application are the same.

### 11.3 DLA Enhanced Validation Request – Delete Draft (U.S. and Canada)

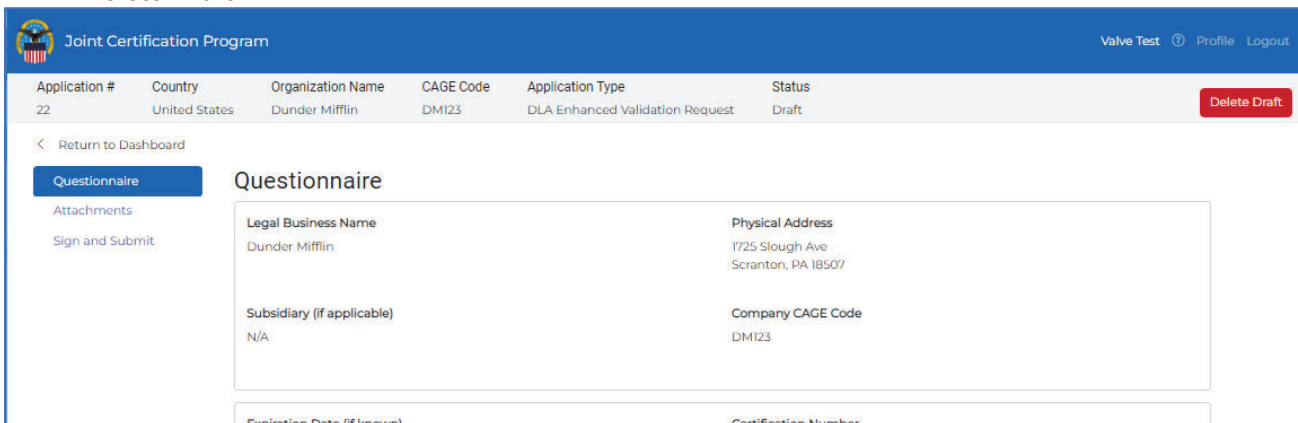
To delete a Draft JCP Application:

- Click the Delete button for the Application you want to delete within the Draft Applications section of the Dashboard.



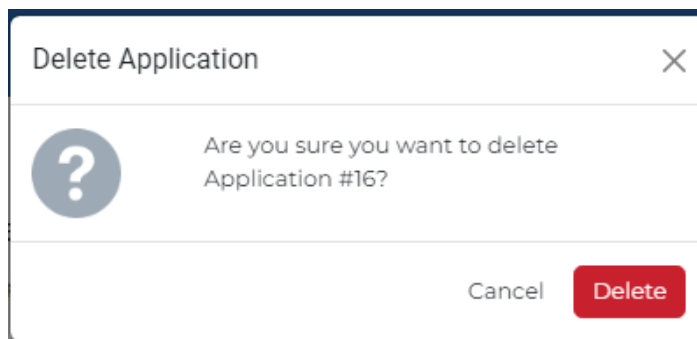
#### Delete button for a given Draft Application

- Click the **Open** button for the Application you want to delete and from any of the pages in the Application, click the red **Delete Draft** button.



#### Delete Draft button from within a DLA Enhanced Validation Request Draft Application

For either approach, a **Delete Application** pop-up will appear – click the red **Delete** button to delete the **DLA Enhanced Validation** application from the JCP Portal.



#### Delete Application Pop-up

## 12.0 JCP and DEV Application – Feedback

When an application is returned during the review phase, the **Organization User** will see the application listed in the **In-Progress Applications** table of the Dashboard page. The Application Status will be listed as **Returned-Vendor Action Required** (see details).

In-Progress Applications						
Application ID	Application Type	Submitted By	Date Received	Date Assigned	Application Status	Age Indicator
22	DLA Enhanced Validation Request	Valve Test	02/08/2023	02/11/2023	DLA Reviewing Application	--
54	JCP - Initial	Valve Test	02/13/2023	02/13/2023	Returned-Vendor Action Required (see details)	--

<< < ] > >>

### In-Progress Applications table of the Dashboard

When the application is opened, the first page of the application that appears is the read-only, **Feedback page**. This page displays to the **Organization User** what needs to be added/updated to the existing application in order to return it for further review. Click the **Next** button or any of the tabs to make necessary changes before submitting again.

Application #	Country	Organization Name	CAGE Code	JCP Certification #	Application Type	Status
54	United States	Dunder Mifflin	DM123	75000	JCP - Initial	Returned-Vendor Action Required (see details)

< Return to Dashboard

**Feedback**

Questionnaire

Attachments

Sign and Submit

### Feedback

Email: [JCP-ADMIN@DLA-MIL](mailto:JCP-ADMIN@DLA-MIL)

Reason for Return: Incomplete application-additional information required

Comments: Update questions

[Next >](#)

[Submit](#)

### Application Feedback page



### 13.0 View In Progress or Completed Applications

To view any Application, click the **Open** button for the application you want to view.

**NOTE:** If you open a **Draft Application**, the pages will be editable.

The screenshot displays the JCP Portal Dashboard for the user 'Valve Test'. The dashboard is divided into three main sections: Draft Applications, In-Progress Applications, and Completed Applications. Each section contains a table of application records with columns for Application ID, Application Type, Status, Date Received/Completed, Date Assigned, Application Status, and Age Indicator. Action buttons like 'Delete' and 'Open' are provided for each record.

**Organization Details:**  
 Legal Business Name: Dunder Mifflin  
 CAGE Code: DM123 CAGE Status: N/A  
 SAM Status: N/A SAM Expiration: N/A  
 JCP Status: Active JCP Expiration: 02/01/2028  
 JCP Certification #: 75000  
 DEV Expiration: 01/19/2026

**Menu:**  
 Dashboard (selected)  
 Organization Search  
 Organization Users

**Draft Applications Table:**

Application ID	Application Type	Status	Created On	Created By	Actions
16	DLA Enhanced Validation Request	Draft	01/24/2023	Valve Test	Delete Open
21	JCP	Draft	01/25/2023	Valve Test	Delete Open
22	DLA Enhanced Validation Request	Draft	01/27/2023	Valve Test	Delete Open
30	JCP	Draft	02/01/2023	Mike Scott	Delete Open
33	JCP	Draft	02/01/2023	Valve Test5	Delete Open

**In-Progress Applications Table:**

Application ID	Application Type	Submitted By	Date Received	Date Assigned	Application Status	Age Indicator
10	JCP - Initial	Valve Test	01/20/2023	02/01/2023	Received-Analyst Reviewing Application	Open
24	DLA Enhanced Validation Request	Valve Test	01/30/2023	--	Pending Assignment	Open
31	JCP - Renewal	Valve Test5	02/01/2023	--	Pending Assignment	Open
32	DLA Enhanced Validation Request	Valve Test5	02/01/2023	--	Pending Assignment	Open

**Completed Applications Table:**


Application ID	Application Type	Application Status	Date Completed	Expiration Date	Age Indicator
8	JCP - Initial	Completed	01/19/2023	01/19/2028	Open
9	DLA Enhanced Validation Request	Completed	01/19/2023	01/19/2026	Open
18	JCP - Initial	Completed	01/26/2023	01/26/2028	Open
19	DLA Enhanced Validation Request	Rejected	01/31/2023	--	Open
23	JCP - Initial	Completed	02/01/2023	02/01/2028	Open

Footer: COUNTERPOINT Copyright © 2022. All rights reserved.

JCP Portal Dashboard Page

The following are all the pages of a sample Application that is viewed. None of the items in the application are updateable.

U.S. vs Canadian wording is slightly different in the JCP and DLA Enhanced Validation Request forms. This section is used to demonstrate how to navigate through the view of an application in the **JCP Portal**.


**Joint Certification Program**

[Valve Test](#)
[Profile](#)
[Logout](#)

Application #	Country	Organization Name	CAGE Code	JCP Certification #	Application Type	Status
21	United States	Dunder Mifflin	DM123	75000	JCP - Renewal	Pending Assignment

[Return to Dashboard](#)

Applicant Information

[Attachments](#)  
[Sign and Submit](#)

### Applicant Information

Do you currently have a JCP Certification? <input type="radio"/> No <input checked="" type="radio"/> Yes	Current Expiration Date (if known) 02/15/2028
Certification Number 75000	

Physical Address 1725 Slough Ave Suite 200 Scranton, PA 18507	Subsidiary (if applicable) N/A
Company CAGE Code DM123	Are you registered in SAM (System for Award Management)? <input type="radio"/> No <input checked="" type="radio"/> Yes
Current Expiration Date (if known)	

Type of Submission (mark one) \*  

5-Year Renewal

#### Data Custodian

Name of Data Custodian * <input type="text" value="Jeanne Brown"/>	Telephone Number (Direct Line) * <input type="text" value="240-586-2018"/>
Title * <input type="text" value="Tester"/>	Email Address * <input type="text" value="jbrown@usps.opentext.com"/>
What is the IP address of the computer used by the Primary Data Custodian? * <input type="text" value="123.123.123.123"/>	
What is the MAC address of the computer used by the Primary Data Custodian? * <input type="text" value="00-1D-D8-20-67-F3"/>	
What is the physical address of this computer? * <input type="text" value="200 Bear Den Rd, Arytown, MD 12345"/>	
Do you have a server to store unclassified export controlled technical information? * <input type="radio"/> No <input checked="" type="radio"/> Yes	
Is the designated Data Custodian (person responsible for receiving and disseminating unclassified technical data) also the company's signatory and authorized company representative on this application? * <input type="radio"/> No <input checked="" type="radio"/> Yes	

**JCP Application Form View (Screenshot 1 of 2)**

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

Prime Contractor

Describe what you do? \*

Test applications

Describe what type(s) of items/materials/products or services you provide? What are the NAICS (North American Industry Classification System) or associated FSC (Federal Supply Class) codes of these products? \*

services

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

Company Name	CAGE Code
Test Company	0A123

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

No Yes

Are you registered with Directorate of Defense Trade Controls (DDTC)? \*

No Yes

Do you possess an Export Control License(s)? Provide proof of license. \*

No Yes

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

test

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

No Yes

Indicate the government agency or contractor and point of contact information requiring you to obtain a JCP Certification. \*

test

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

No Yes

Indicate the government agency or 3rd party requiring you obtain JCP certification. Include the Point of Contact Information. If you do not have a current Point of Contact for certification, you should indicate this. \*

DLA

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) 800-711 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

Are you a citizen or a person admitted lawfully for permanent residence into the United States? \*

No Yes

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

John Q Doe

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

Director

Next >

JCP Application Form View (Screenshot 2 of 2)

The screenshot shows the 'Attachments' tab in the JCP Portal. At the top, there is a header with the 'Joint Certification Program' logo and user options: 'Valve Test', 'Profile', and 'Logout'. Below the header is a table with application details:

Application #	Country	Organization Name	CAGE Code	JCP Certification #	Application Type	Status
21	United States	Dunder Mifflin	DM123	75000	JCP - Renewal	Pending Assignment

On the left side, there is a navigation menu with options: 'Return to Dashboard', 'Applicant Information', 'Attachments' (highlighted), and 'Sign and Submit'. The main content area is titled 'Attachments' and lists two items:

- Proof of Business: (Sec of State) \* with a link to [Proof of Business.pdf](#)
- Introduction To Proper Handling Training Certificate \* with a link to [Training.Certificate.docx](#)

Below this is the 'Additional Attachments' section, which contains a table:

File	Document Type	
<a href="#">FCAGE.doc</a>	Other	

At the bottom of the main content area, there are 'Previous' and 'Next' navigation buttons.

**JCP Application Form Attachments Tab View**

The screenshot shows the 'Sign and Submit' tab in the JCP Portal. The header and application details table are identical to the previous screenshot. The navigation menu on the left has 'Sign and Submit' highlighted. The main content area is titled 'Sign and Submit' and contains the following text:

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 debarred, 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.

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)

Below the text is a form field labeled 'Enter Name Below \*' with the text 'Valve.Test' entered. At the bottom, there is a 'Previous' navigation button.

**JCP Application Form Sign and Submit Tab View**

## 14.0 Organization Search

The **Organization Search** page is used to search for CAGE codes within the JCP Portal.

Available Search filters:

- CAGE Code
- UEI
- Legal Name
- Zip/Postal Code
- State/Prov (drop-down)
- Contact Phone

**Note:** If no filters are selected and the **Search** button is clicked, all available CAGE Code records will display.

The screenshot shows the 'Organization Search' page. On the left, there is a sidebar with 'Organization Details' for 'Dunder Mifflin' and a 'Menu' with options like 'Dashboard', 'Organization Search', and 'Organization Users'. The main area has a search form with filters for CAGE Code (123456), Legal Name, Zip/Postal Code, State/Prov, and Contact Phone. A 'Search' button is present. Below the form is a table with one row of results:

CAGE Code	UEI	Legal Business Name	City	State/Prov.	JCP Status
DM123	123456	Dunder Mifflin	Scranton	PA	Active

**Organization Search Page**

## 15.0 Organization Users

This page lists all Users that are attached the current organization.

**Organization Details**

Legal Business Name: Dunder Mifflin

CAGE Code: DM123 CAGE Status: N/A

SAM Status: N/A SAM Expiration: N/A

JCP Status: Active JCP Expiration: 03/16/2028

JCP Certification #: 75000

DEV Expiration: 03/16/2026

**Menu**

- Dashboard
- Organization Search
- Organization Users**

### Organization Users

**Requests to Join Organization**

First Name	Last Name	Username	Email	Contact Phone	
Abraham	Lincoln2	abe.lincoln2	alincoln2@mail.com	301-555-1234	Deny Approve

<< < | > >>

**Approved Users**

First Name	Last Name	Username	Email	Contact Phone	
Valve	Test	Valve.Test	test@c20g.com	301-555-1212	
Michael	Scott	michael.scott	tcrossland@c20g.com	123-123-1232	Remove
Valve	Test5	Valve.Test5	valve.test5@dla.mil	555-444-3333	Remove
Kay	Tester	kay.testster	kelly.a.conboy.ctr@dla.mil	301-555-1212	Remove
Jeanne	Brown	jbrownExtTest	jeannetbrown@aol.com	240-586-2018	Remove
Fred	Song	fredsong	fredsong@gmail.com	8478589392	Remove
Pam	Beasley	pam.beasley	pam.beasley@dundermifflin.com	344243-4343	Remove

<< < | > >>

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### Organization Users Page

There are two sections in the **Organization Users** page:

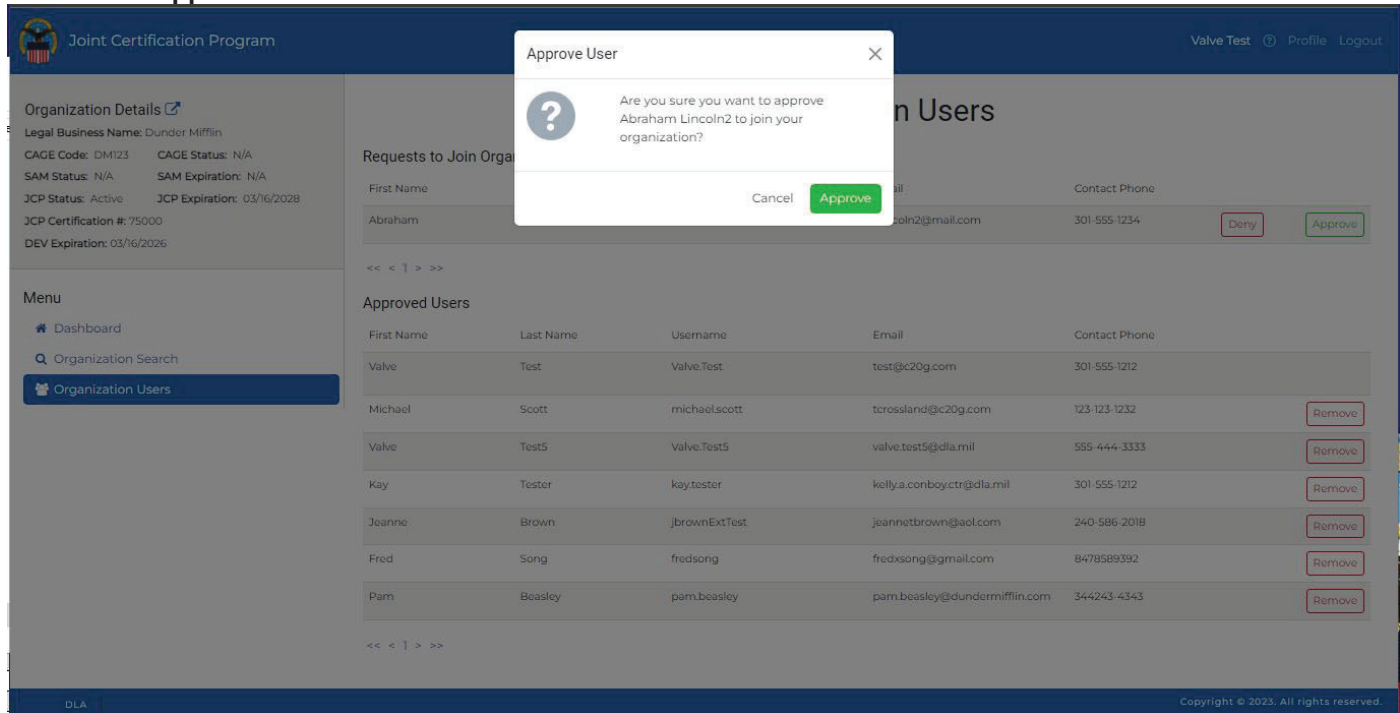
- Requests to Join Organization
- Approved Users

## 15.1 Requests to Join Organization

When a new **JCP Portal** user registers and logs in for the first time, they will need to either choose an existing organization to join or create a new organization. When they request to join a new organization, the other members of the Organization have the ability to Approve or Deny the request. Be sure to look for your desired organization before creating a duplicate.

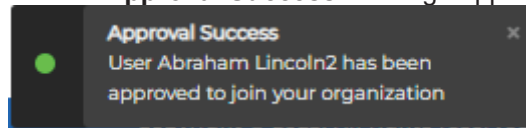
### To Approve a request:

- Click the **Approve** button in the **Requests to Join Organization** section of the **Organization Users** page.
- A pop-up title Approve User appears with the following:
  - Are you sure you want to approve [User's Name] to join your organization?
- Click the **Approve** button.



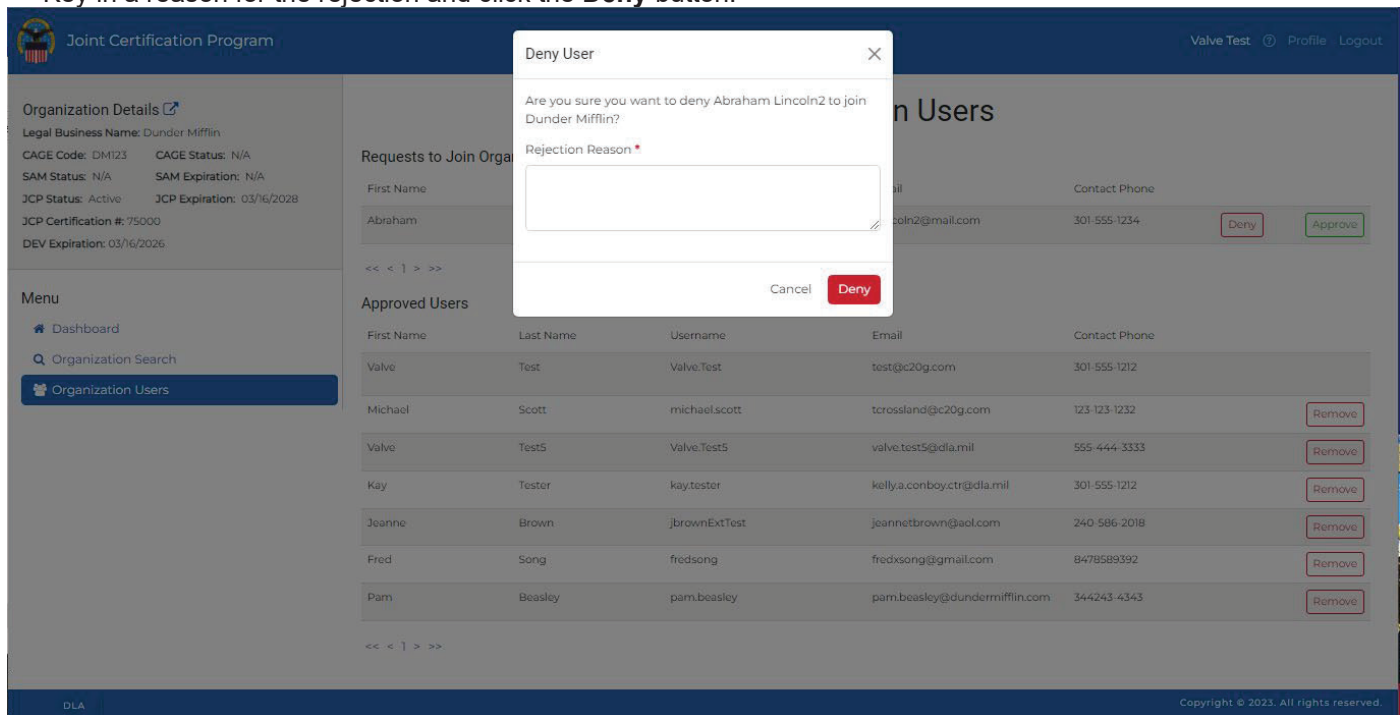
### Approve User Pop-Up

- The user is removed from the **Requests to Join Organization** section of the **Organization Users** page and added to the Approved Users section. An **Approval Success** message appears at the bottom, right of the page:



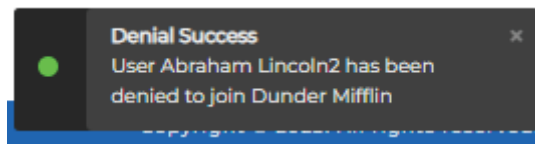
To Deny a request:

- Click the Approve button in the **Requests to Join Organization** section of the **Organization Users** page.
- A pop-up title **Approve User** appears with the following:  
 Are you sure you want to deny [User's Name] to join [Organization]?  
 Rejection Reason \* (text box)
- Key in a reason for the rejection and click the **Deny** button.



Deny User Pop-Up

- The user is removed from the **Requests to Join Organization** section of the **Organization Users** page and a **Denial Success** message appears at the bottom, right of the page:



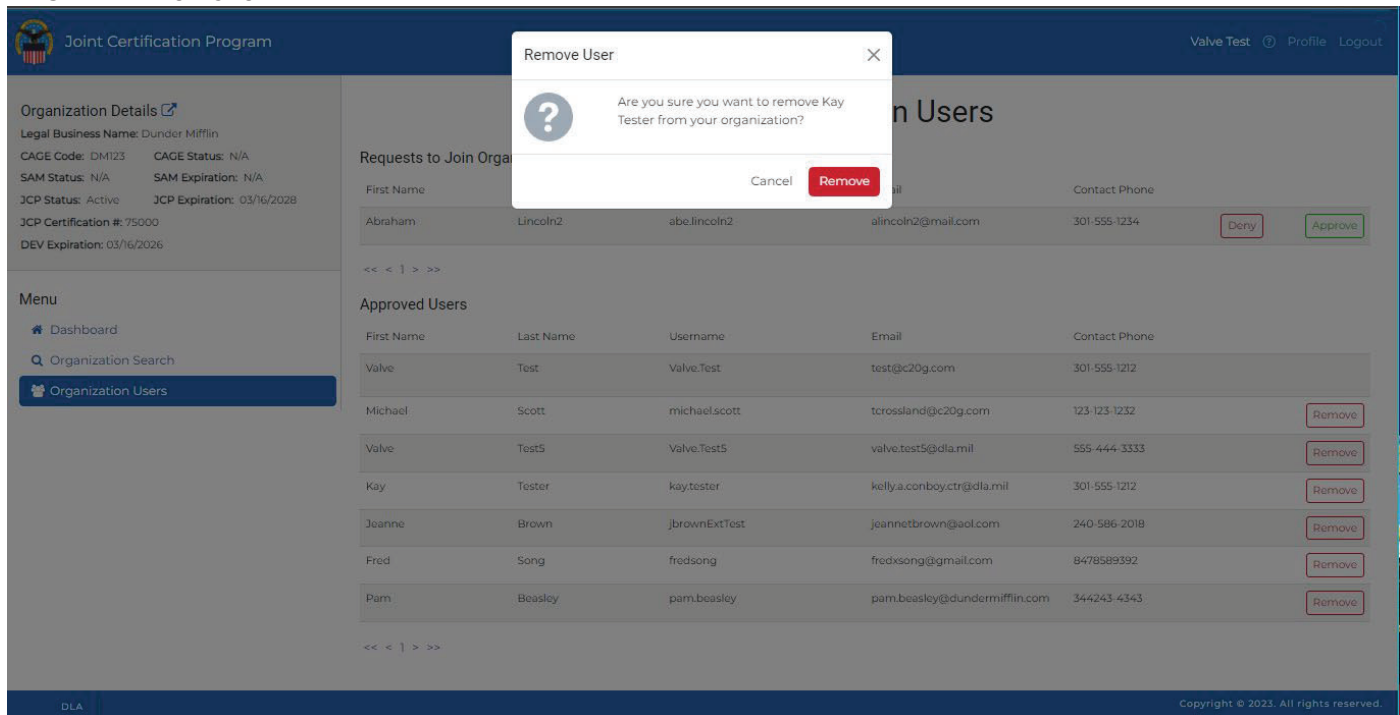


## 15.2 Approved Users

When an approved user needs to be removed from an organization, any user of the organization can remove any of the approved users, except themselves.

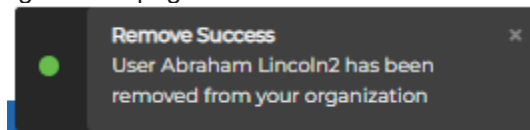
### To Remove an Approved User:

- Click the **Remove** button for a given user in the **Approved Users** section of the **Organization Users** page.
- A pop-up titled **Remove User** appears with the following:
- Are you sure you want to remove [Approved User] from the organization?
- Click the **Remove** button.



### Dashboard with Remove User Pop-up

- The user is removed from the **Approved Users** section of the **Organization Users** page and a **Remove Success** message appears at the bottom, right of the page:



## 16.0 Appendices

### 16.1 Appendix A: Quick Start Guide for Updating an Entity Registration



## Quick Start Guide for Updating an Entity Registration

### Helpful Information

#### Viewing Your Entity Record

- If you chose to make your record public, you can view your entity record by going to [www.sam.gov](http://www.sam.gov), selecting Search Records, and searching by your DUNS number or Legal Business Name
- If your record is available in the public search, but expired, you can view it by searching for your entity by DUNS Number or Legal Business Name, selecting the "Inactive" checkbox, and clicking the "Apply Filters" button
- If you opted out of public search, you will need to log into SAM with the appropriate user account, select Entity Registrations and then Existing Entity Registrations to view your record

#### Before You Start

- When you renew or update your registration, you must review the entire record. Take the time to make sure all the information is accurate and complete.
- If your entity's physical address has changed since you last renewed, make sure to update the address Dun and Bradstreet (D&B) has on file prior to updating the registration in SAM.
- **NEW!** You must prepare, sign, and submit a letter formally appointing your Entity Administrator following the [posted instructions](#).

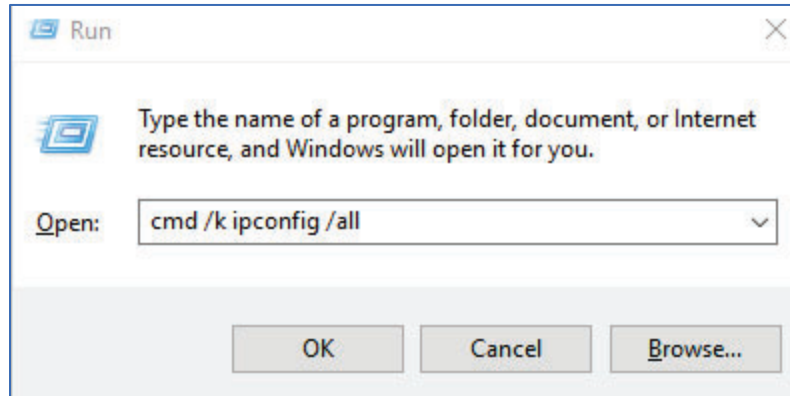
### Steps for Updating an Entity Registration

1. Type [www.sam.gov](http://www.sam.gov) in your Internet browser address bar and then login with your SAM username and password.
2. On the My SAM page, select Entity Registrations and then Existing Entity Registrations from the sub-navigation menu.
3. Search for the entity you want to update or select the Legal Business Name of the entity the Entity List.
4. Select Update Entity from the Registration Details panel.
  - You may not update a registration in Submitted status. You may only update registrations that are Active, Expired, or a Work in Progress.
5. You may delete a Work in Progress if necessary. This will not affect your Active or Expired entity registration.
6. Select what you would like to update: Purpose of Registration and remaining entity registration. All sections applicable to the registration besides the Purpose of Registration or Point of Contacts only (skip to step 9).
7. Update the Core Data section.
8. Update the Assertions section (not required if registering for Federal Assistance opportunities only).
9. Update the Representations and Certifications section (not required if registering for Federal Assistance opportunities only).
10. Update the Points of Contact section, including optional POCs. You may remove optional POCs if they are no longer relevant.
11. If you qualify as a small business, update your information in SBA's Dynamic Small Business Search (DSBS) or apply for a small business certification via the "SBA Supplemental" page.
12. Select Submit. Your registration will be reviewed. You will receive an email from [SAM.gov](mailto:SAM.gov) when your registration is active.

*Please note: If your registration update requires IRS or CAGE revalidation, it could take 10-12 business days for it to become active and replace your previous registration.*

## 16.2 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 Tcpi . . . . . :
```

## 16.1 Appendix C: Two-Factor Authentication Setup

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

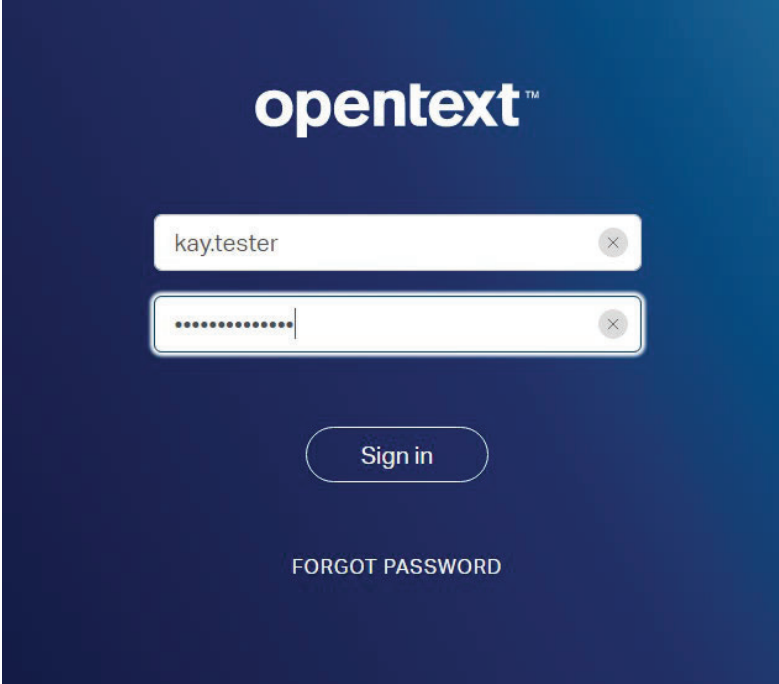
In a two-factor authentication system the first form of user identification is your current login credentials - your username and password. The second form of identification is created by a special algorithm in the JCP Portal system and sent to a device you have authorized to receive that code. JCP Portal 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.

### Steps to set up Google Authenticator

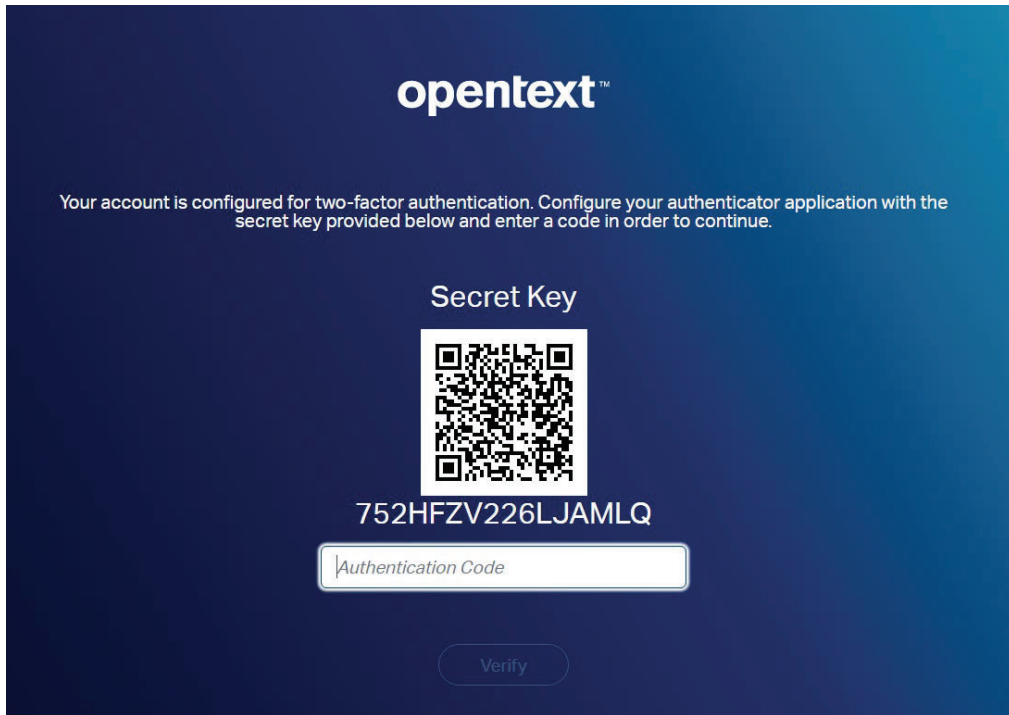
Follow the steps below to link Google Authenticator to your **JCP Portal** account and use it as your secondary method of identification.

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



The image shows a login page for 'opentext™'. It features a dark blue background with white text and input fields. The username field contains 'kay.testner' and the password field is masked with dots. Below the fields is a 'Sign in' button and a 'FORGOT PASSWORD' link.

- 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.

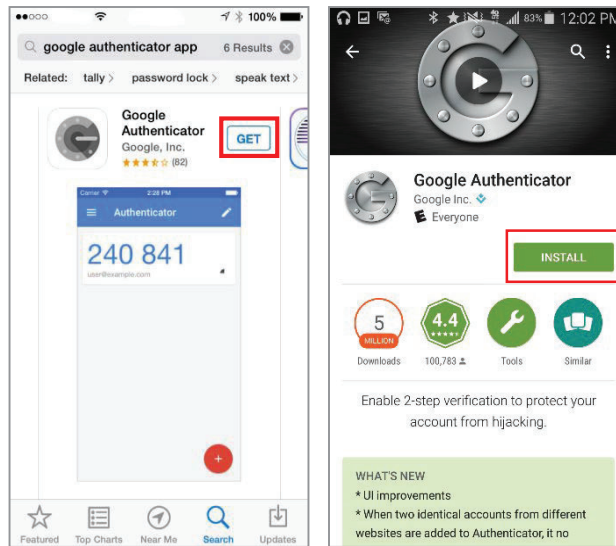


**Browser screen showing the QR and manual authentication codes**

- 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.”



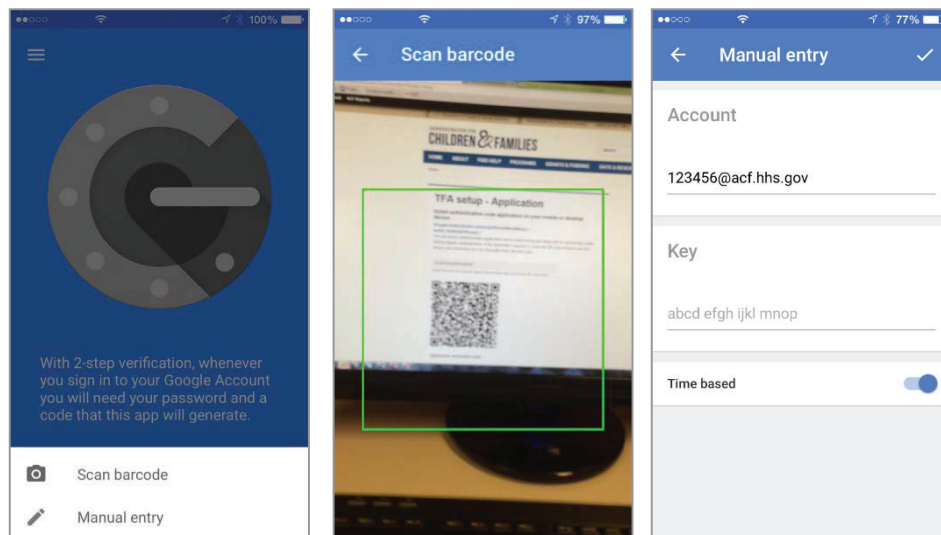
- The Google Authenticator app will appear as the top search result. In the App Store, select “Get” and then “Install”, as you do with any app you are installing. Choose the “Install” option in the Google Play Store.



iPhone App Store Screen

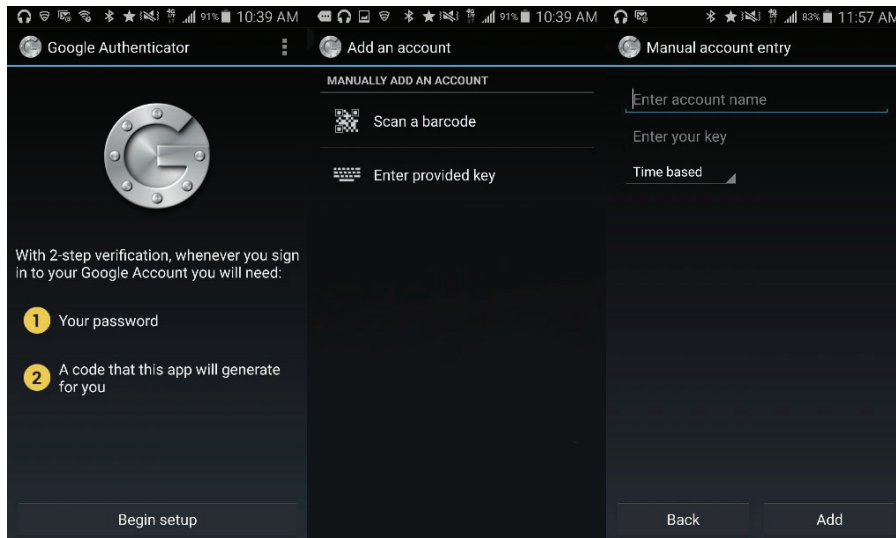
Google Play Store Screen

- **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.



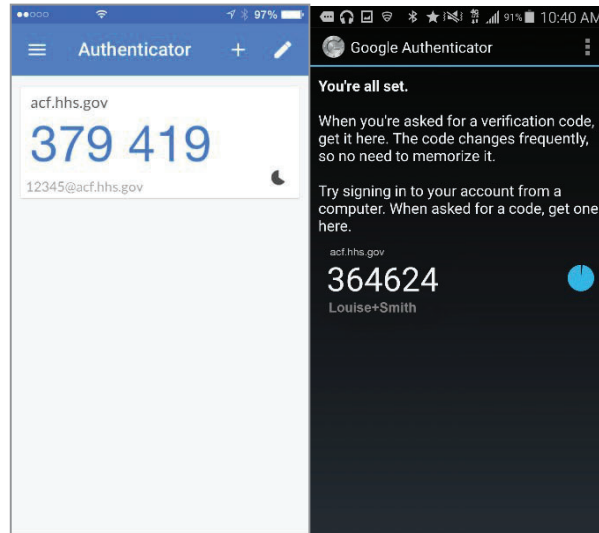
iPhone Screenshots from the Google Authenticator App

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



Android Screenshots from the Google Authenticator App

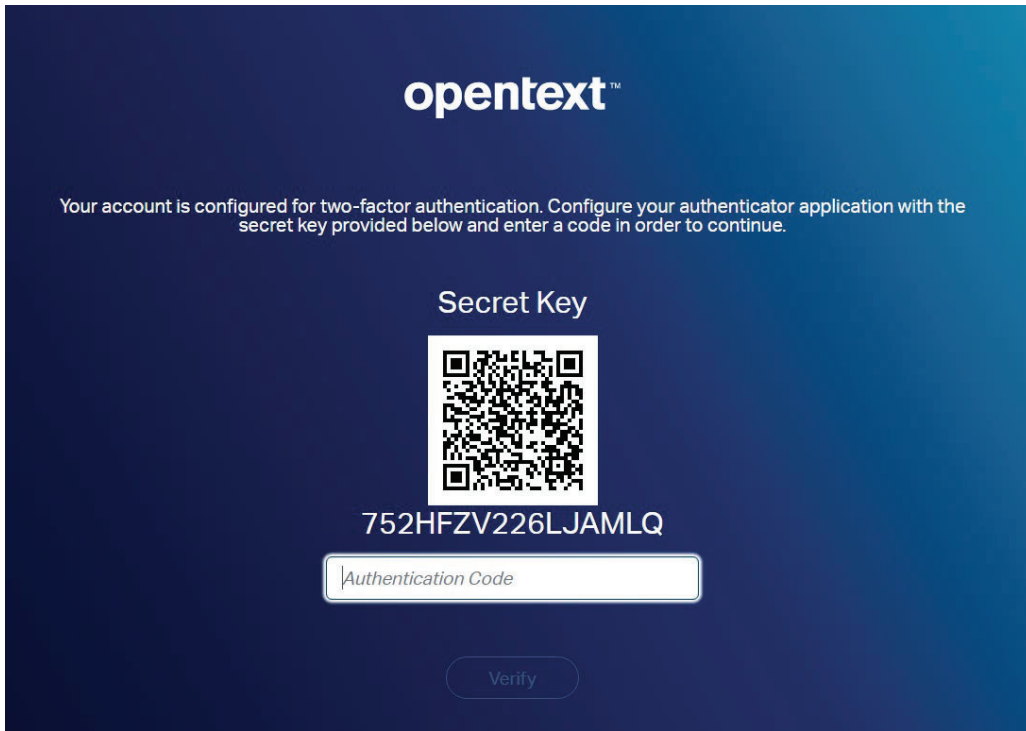
- If you select “Scan a barcode,” your phone’s camera will activate. Hold your phone close to the screen to allow the camera to capture the QR code.
- When the QR code or manual code has processed, Google Authenticator will generate a six-digit verification code and display it.



iPhone Google Authenticator Code Screen

**Android 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