



Joint Certification Program (JCP)

Application User Guide

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Version 3.0

JCP External User's Help Guide

1.0 Document Information

Revision History

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

Item	Details
Document Author(s)	JCP Development Group

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2.0 Introduction

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

Portal URL:

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

Browser Compatibility & Two-Factor Authentication

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

*Safari is not supported currently.

3.0 User Registration into the JCP Portal

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

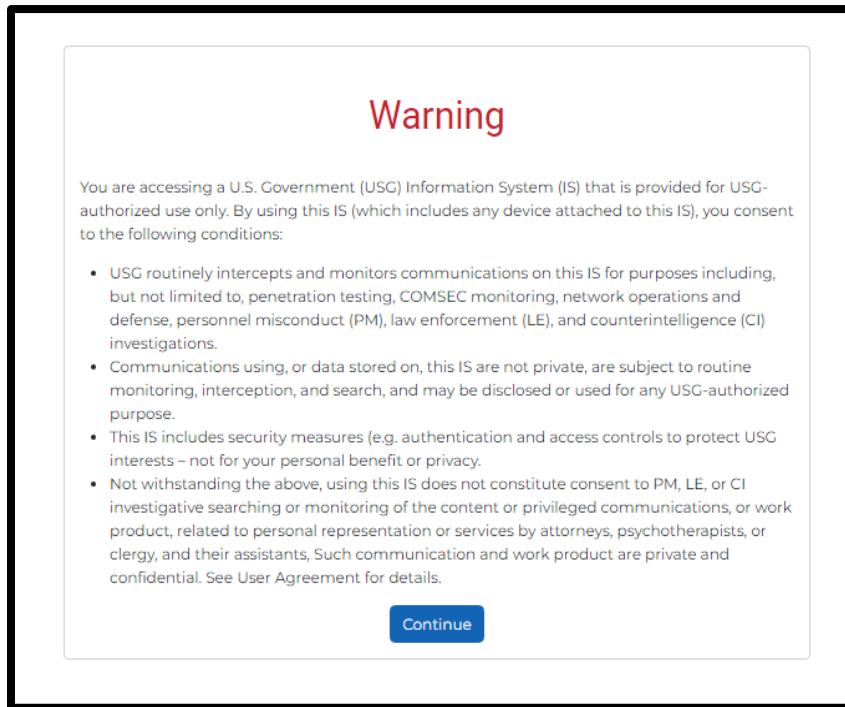


Figure 1-“Warning”Banner

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

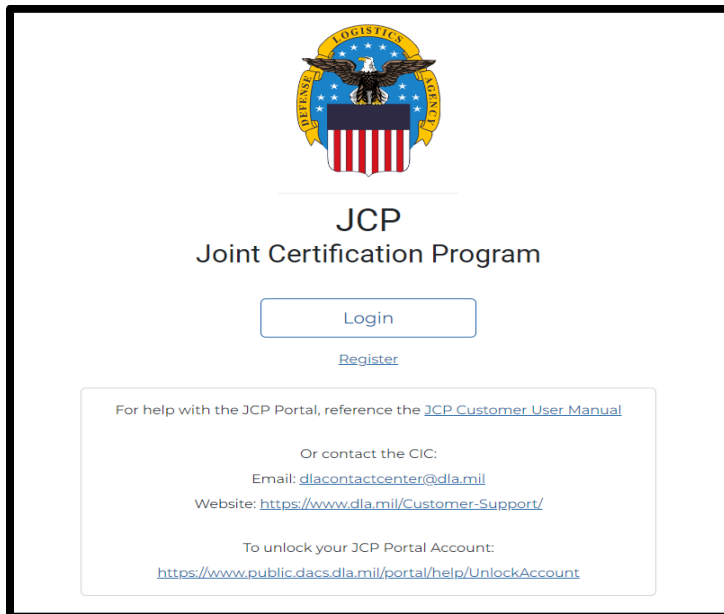


Figure 2-landing page

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

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

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

The screenshot shows a registration form titled "Register - User Name and Password". It includes the following fields and buttons:

- First Name *
- Last Name *
- Email *
- Telephone *
- User Name * (with a help icon)
- Password * (with a help icon)
- Confirm Password *
- Have a CAC? - Register with CAC (button)
- Return to Login (button)
- Register (button)

Figure 3-Register-User Name and Password Screen

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For Users That Have a Common Access Card (CAC)

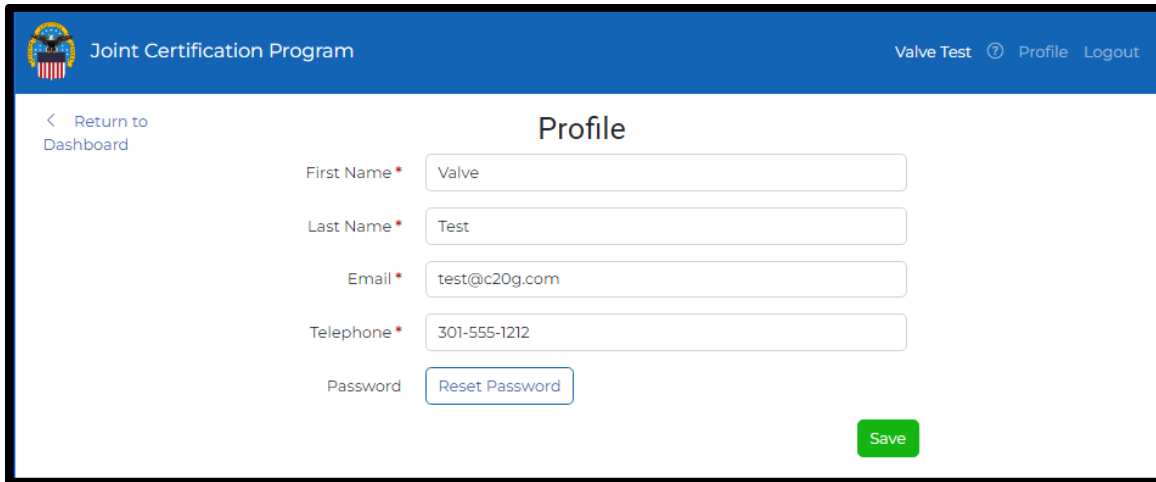
- Register – CAC page (for users that possess a government Common Access Card (CAC)).
 - All fields must be filled in (note the red asterisk * after each field name).
 - EDIPI - Enter the 10-digit ID (CAC ID) on the back of your CAC.
 - User Name - Enter your Username as firstname.lastname (ex: michael.gordon,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

The screenshot displays the 'Register - CAC' web page. At the top center is the title 'Register - CAC'. Below the title, there is a link 'Don't have a CAC?' followed by a blue button labeled 'Register with User Name and Password'. The main form consists of six input fields, each with a red asterisk indicating it is required: 'EDIPI *', 'User Name *', 'First Name *', 'Last Name *', 'Email *', and 'Telephone *'. The 'EDIPI *' and 'User Name *' fields have a blue question mark icon to their right. At the bottom of the form, there are two buttons: a light blue 'Return to Login' button and a dark blue 'Register' button.

Figure 4-Register-CAC screen

4.0 Profile Update & Password Reset

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




The screenshot shows the 'Profile' page of the Joint Certification Program. The header includes the program name and navigation links for 'Valve Test', 'Profile', and 'Logout'. A 'Return to Dashboard' link is located on the left. The main content area contains a form with the following fields: 'First Name' (Valve), 'Last Name' (Test), 'Email' (test@c20g.com), and 'Telephone' (301-555-1212). Below these fields is a 'Reset Password' button and a green 'Save' button.

Figure 5-Profile screen

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

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

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

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

Joint Certification Program

Valve Test Profile Logout

< Return to Dashboard

Profile

First Name *

Last Name *

Email *

Telephone *

Password

Current Password *

Password *

Confirm Password *

Figure 6-Profile screen (additional fields)

5.0 Logging into the JCP Portal:

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

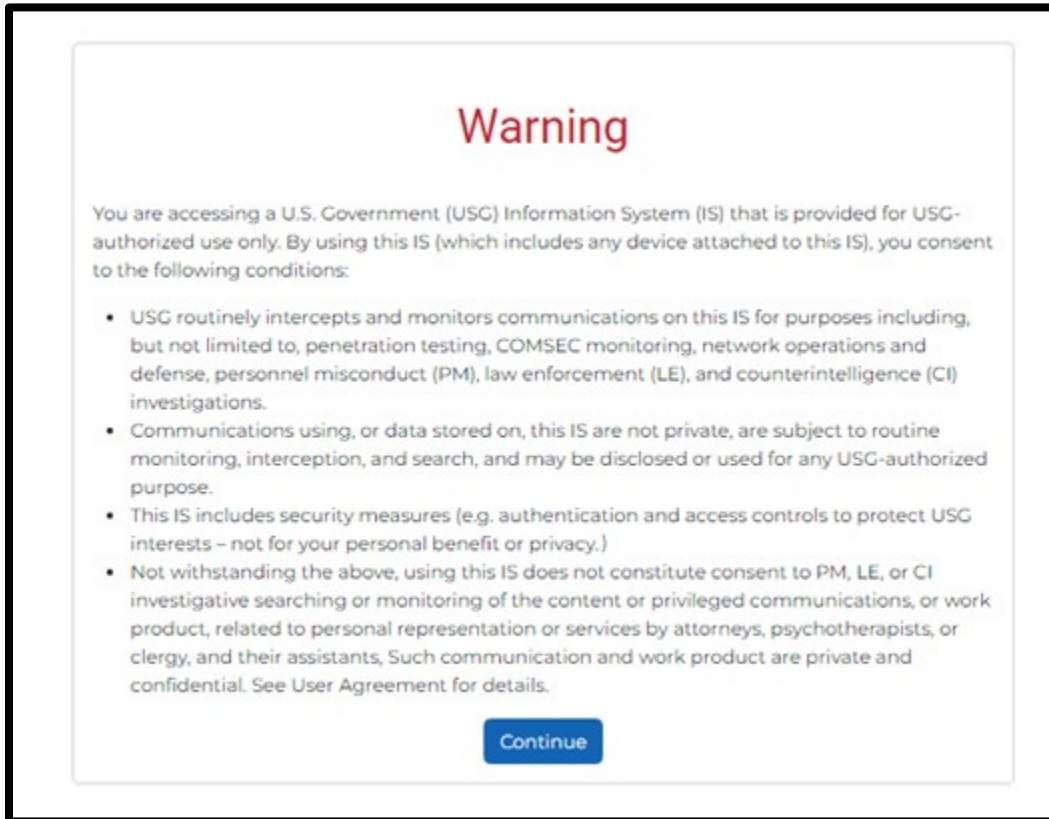


Figure 7- "Warning" screen

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

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Figure 8-Landing page

Figure 9 - JCP Access Page

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

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

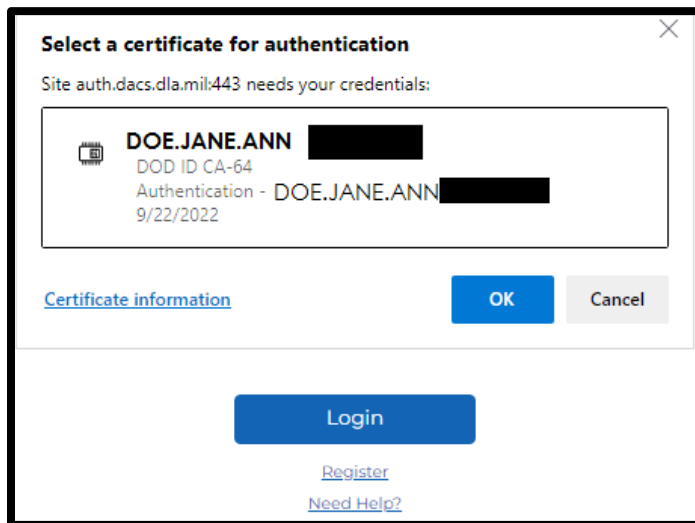


Figure 9-CAC certificate authentication

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

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

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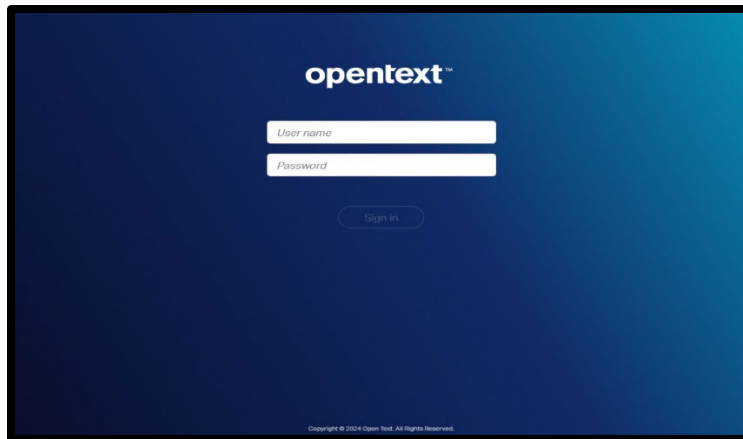


Figure 10-Opentext screen-username and password

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

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

Email: disa.global.servicedesk.mbx.dla-ticket-request@mail.mil

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

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

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

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

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

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

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



Figure 11-Opentext screen-authentication code box

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

Email: disa.global.servicedesk.mbx.dla-ticket-request@mail.mil

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

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

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

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

Email: disa.global.servicedesk.mbx.dla-ticket-request@mail.mil

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

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

6.0 Joining an Organization

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

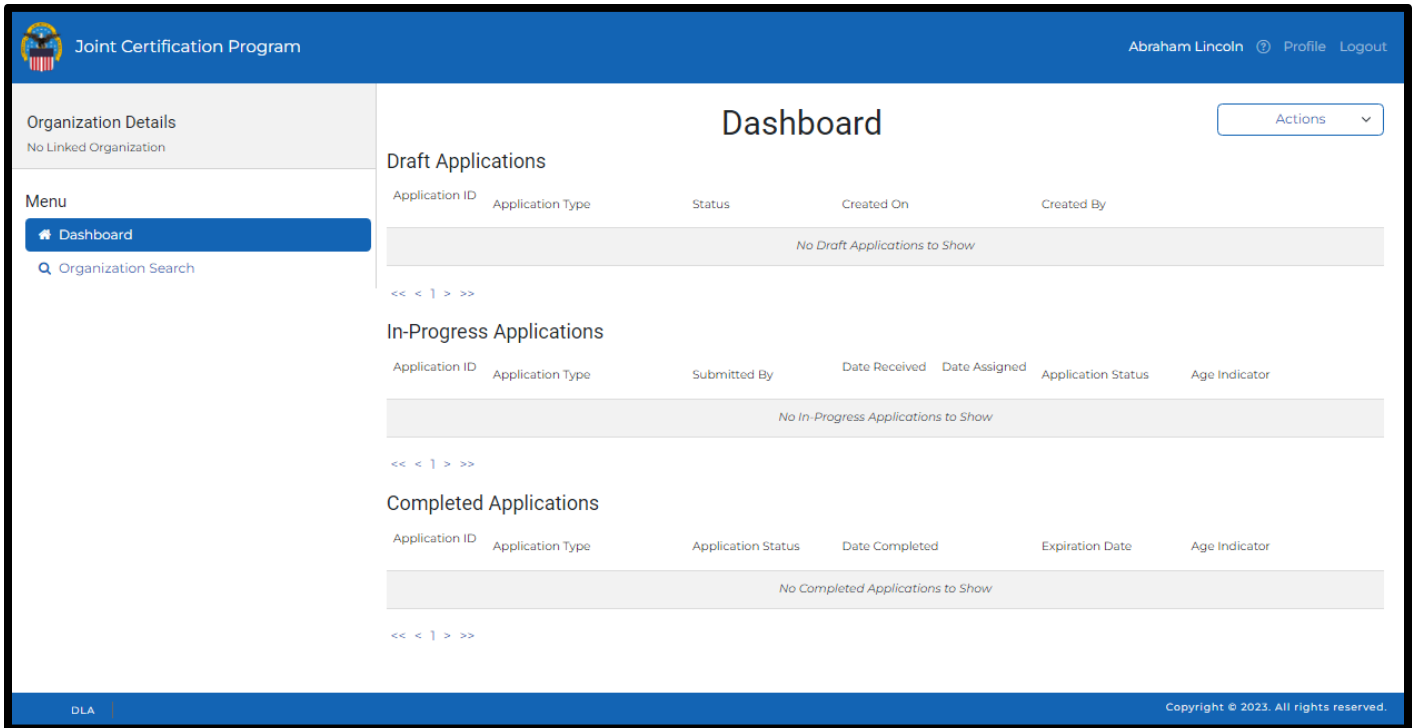


Figure 12-Dashboard screen

In the Actions drop-down are two options:

- Request to Join an Organization
- Create New Organization

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Request to Join an Organization

To request joining an existing organization, click the Actions drop-down and choose “Request to Join an Organization” (first option that appears in drop-down).

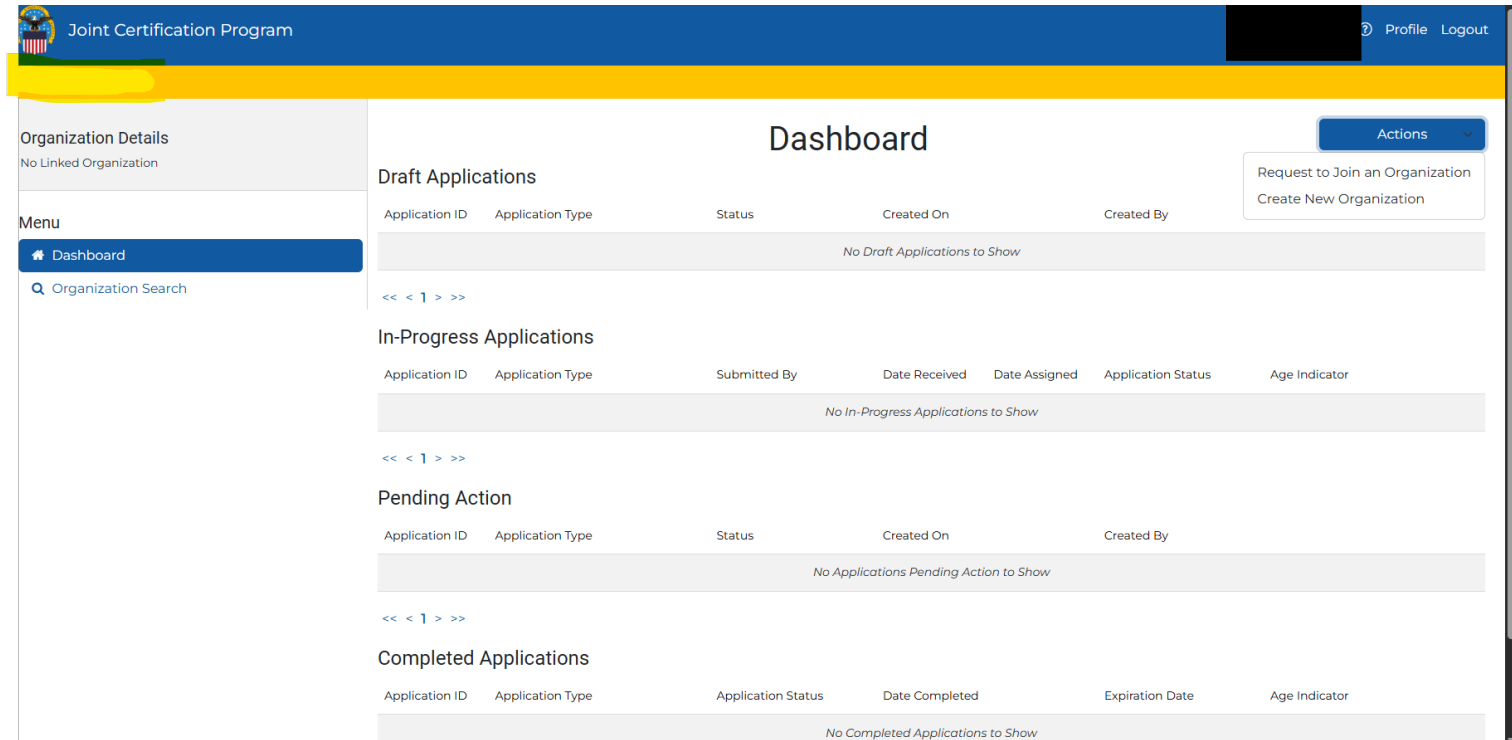


Figure 13-Dashboard screen (“Actions” tab)

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. However, best recommendation is to try searching by CAGE code only.

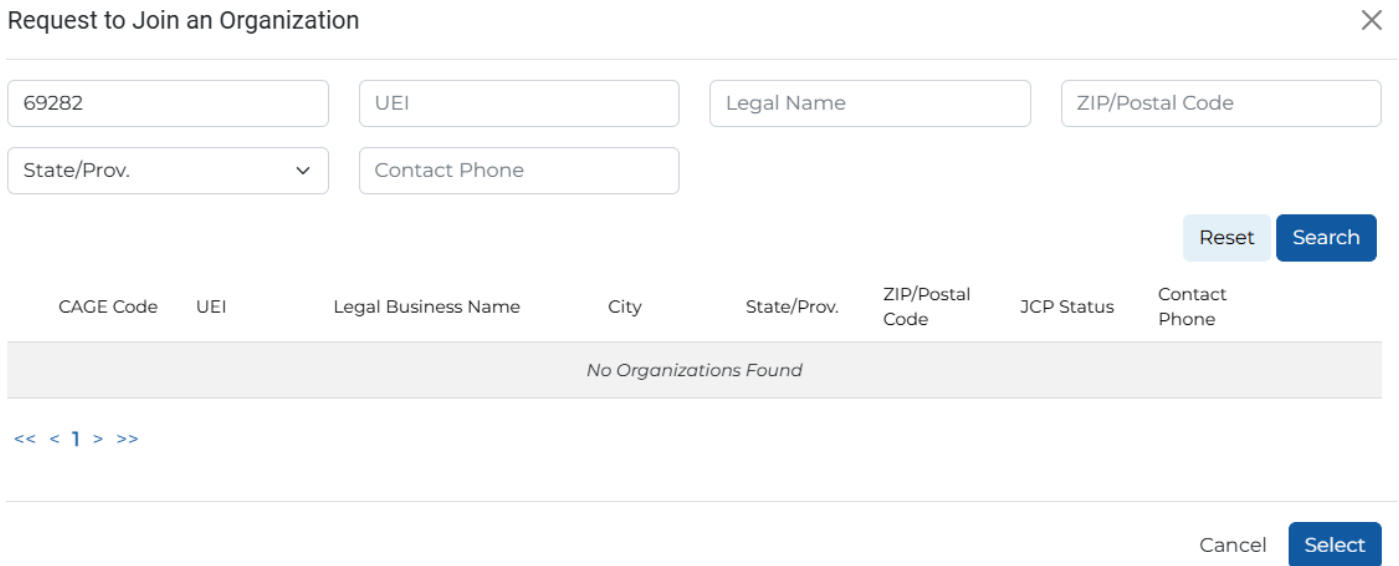


Figure 14-Request to Join an Organization screen (search)

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

Request to Join an Organization ✕

69282 UEI Legal Name ZIP/Postal Code

State/Prov. Contact Phone

Reset **Search**

CAGE Code	UEI	Legal Business Name	City	State/Prov.	ZIP/Postal Code	JCP Status	Contact Phone	
<input checked="" type="radio"/> 69282	--	JBK MANUFACTURING, LLC	DAYTON	OH	45404-1094	A - Active	9372338300	Open

<< < 1 > >>

Cancel **Select**

Figure 15-Request to Join an Organization screen (select)

Search fields will then gray out thereafter-next, hit the “Submit” button:

Request to Join an Organization ✕

69282 UEI Legal Name ZIP/Postal Code

State/Prov. Contact Phone

Reset **Search**

CAGE Code	UEI	Legal Business Name	City	State/Prov.	ZIP/Postal Code	JCP Status	Contact Phone	
<input type="radio"/> 69282	--	JBK MANUFACTURING, LLC	DAYTON	OH	45404-1094	A - Active	9372338300	Open

<< < 1 > >>

Back **Submit**

Figure 16- Request to Join an Organization screen (submit)

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

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

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

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

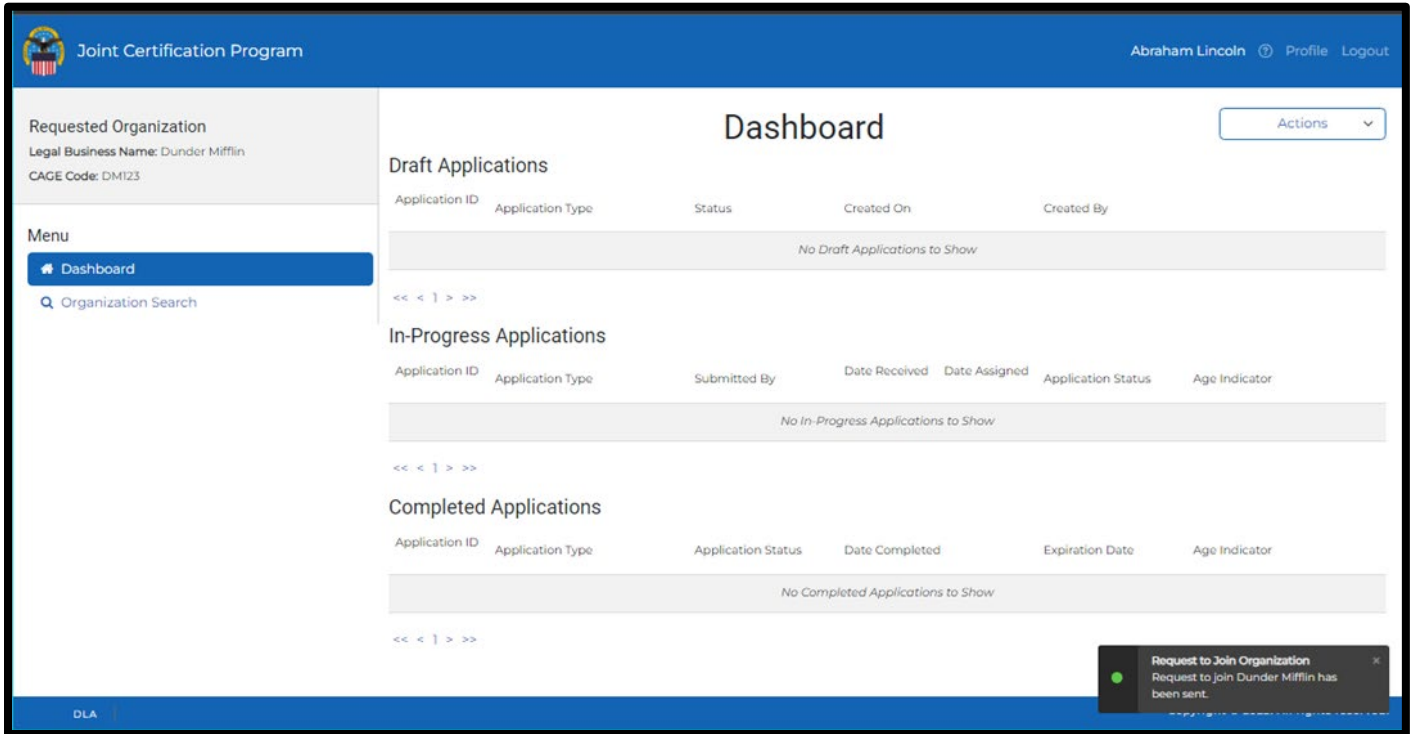


Figure 17-Dashboard (pending organization user request)

NOTE: If you are the first user to request to join an organization, a JCP Administrator will approve your request.

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

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

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Create New Organization

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

NOTE: The Organization information in the JCP Portal cannot be updated. We receive daily from SAM.gov and CAGE.dla.mil. Wait for the updates to appear for your organization in the JCP Portal, which normally takes place within 24 hours from organization creation.

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

The screenshot shows the 'Create New Organization' form in the JCP Portal. The form is titled 'Create New Organization' and is divided into three main sections: 'Basic Information', 'Ownership of Offeror Information', and 'Contact Information'. The 'Basic Information' section includes fields for 'Legal Business Name' (Testing, Inc.), 'CAGE Code' (12345), 'Type' (U.S./Canada Manufacturer), and 'Established Date' (03/17/2023). The 'Ownership of Offeror Information' section includes fields for 'Highest Level Owner' (Key Tester) and 'Immediate Level Owner'. The 'Contact Information' section includes fields for 'POC Name' (Abe Lincoln), 'POC Title' (Lead Tester), 'POC Email' (alincolin@gmail.com), 'Phone' (301-555-1212), 'Fax', 'Address 1' (123 Main St.), 'Address 2', 'PO Box', 'City' (Monroe), 'County', 'State/Province' (Wisconsin), 'Country' (United States), 'ZIP Code' (12345), 'ZIP+4 Extension', and 'Corporate URL'. A 'Submit' button is located at the bottom right of the form. The page header shows 'Joint Certification Program' and 'Abraham Lincoln' with 'Profile' and 'Logout' links. The footer shows 'DLA' and 'Copyright © 2023. All rights reserved.'

Figure 18-Create New Organization screen

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

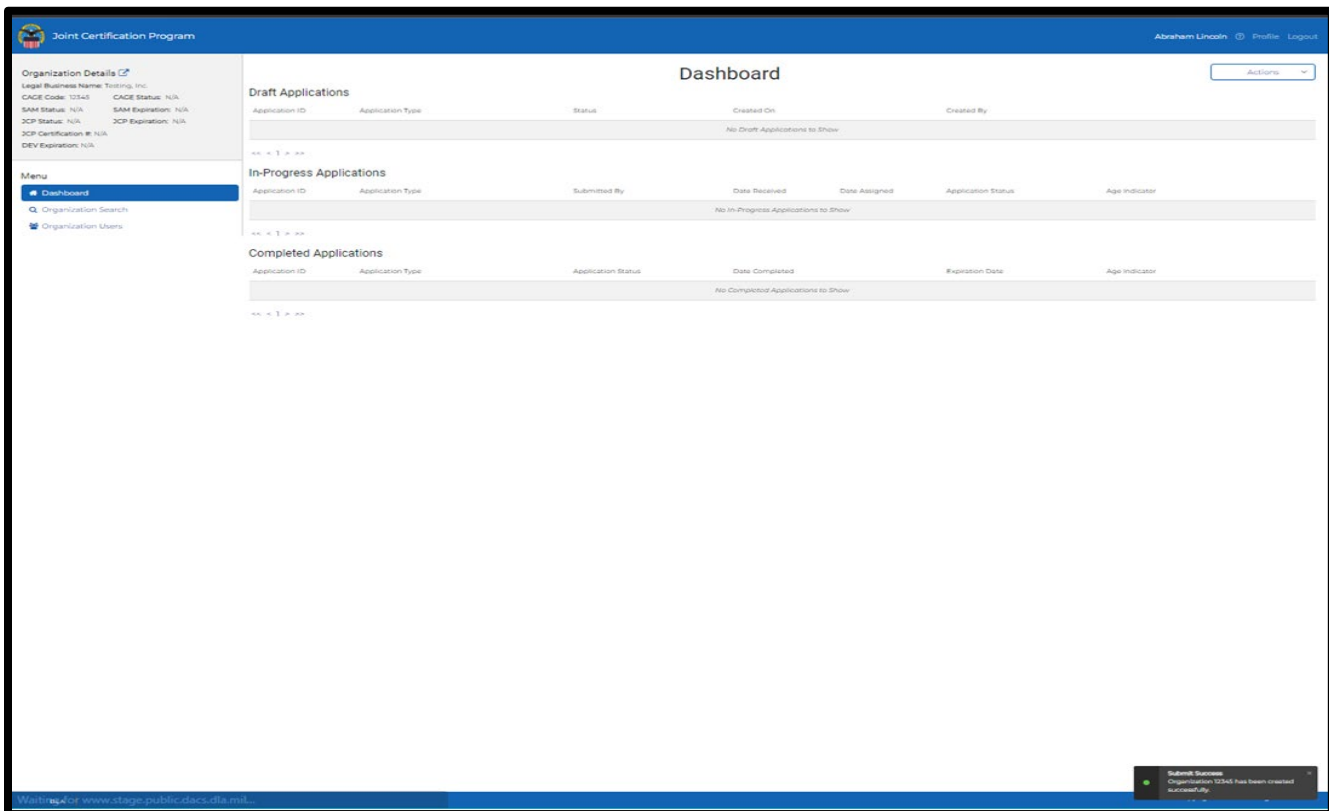


Figure 19-Dashboard Screen (approved organization user)

You will also be able to approve or deny new organization user requests (“Requests to Join Organization” section) for your organization under the “Organization Users” tab, in addition to seeing existing users under the “Approved Users” section:

< Return to Dashboard

Organization Details

Applications

Organization Users

Organization Users

Requests to Join Organization

First Name	Last Name	Username	Email	Contact Phone
------------	-----------	----------	-------	---------------

No Pending Requests to Join Your Organization

<< < 1 > >>

Approved Users

First Name	Last Name	Username	Email	Contact Phone
------------	-----------	----------	-------	---------------

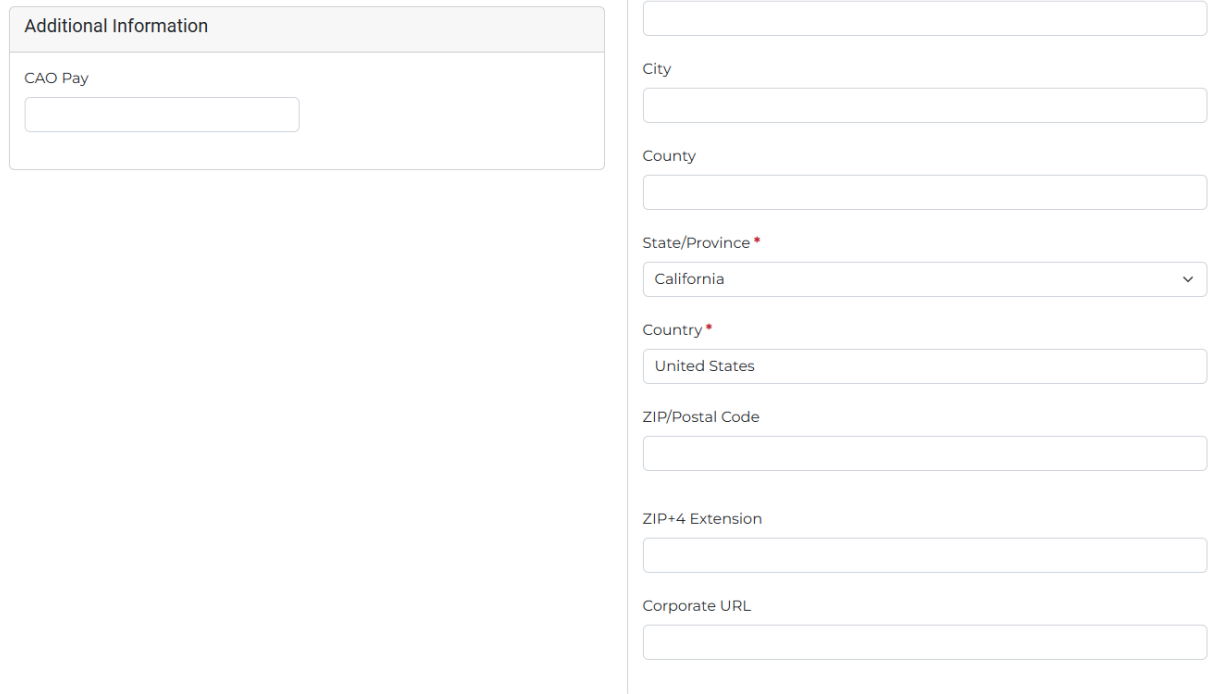
No Users Affiliated With Your Organization

<< < 1 > >>

Figure 20-“Organization Users” tab

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If you attempt to create an organization that already exists, you will see a “Submission Error” message and the transaction will not be complete. If that happens, you’ll have to ask to join the existing organization otherwise.



The screenshot shows a web form for creating an organization. On the left, there is a section titled "Additional Information" with a sub-section "CAO Pay" and an empty input field. The main form on the right contains several fields: "City" (empty), "County" (empty), "State/Province" (dropdown menu with "California" selected), "Country" (dropdown menu with "United States" selected), "ZIP/Postal Code" (empty), "ZIP+4 Extension" (empty), and "Corporate URL" (empty). At the bottom right, a dark grey error message box is visible with a red circle icon, containing the text: "Submission Error", "There are errors when creating the new organization. Please try again.", and a close button (X).

Figure 21-Create an Organization (Submission Error)

7.0 APPLICATION SUBMITTAL PROCESS:

Types of Applications

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

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

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

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

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

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

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8.0 JCP Certification Request (U.S.)

****NOTE:**** more on U.S. requirements can be found at this link: <https://www.dla.mil/logistics-operations/services/joint-certification-program/#jcp-certification-us>

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

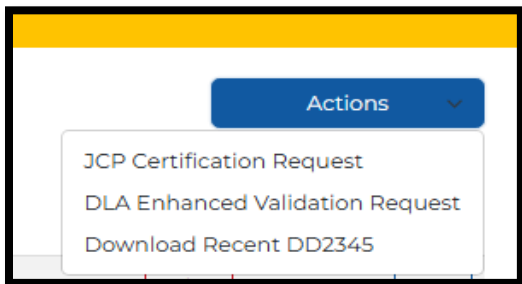


Figure 22- "Actions" drop-down options

You will then need to answer the pre-screen checklist that emerges on the following screen, as displayed below. Once completed, hit "Submit" to continue:

- Review the CAGE Code information. If it's invalid or needs to be updated, you'll need to complete that before submitting your JCP application. [?](#) *

Legal Business Name	JBK MANUFACTURING, LLC
CAGE Code	69282
Physical Address	2127 TROY STREET DAYTON, OH 45404-1094
Subsidiary (if applicable)	N/A

- Review SAMS. If you are not registered in SAMS or your registration has expired, the system will reject the application. *

UEI	
Expiration Date	SAMS Status

- Review DIBBS if you are requesting DLA access. If you are not registered in DIBBS, the system will reject the application. *
- Review SPRS. If you have not completed your NIST assessment, the system will reject your application. *
- Ensure Training is completed. *

Cancel

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Figure 23- "Pre-Screen" checklist

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

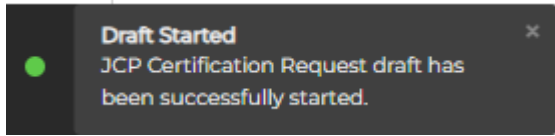


Figure 24-Draft Started confirmation

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

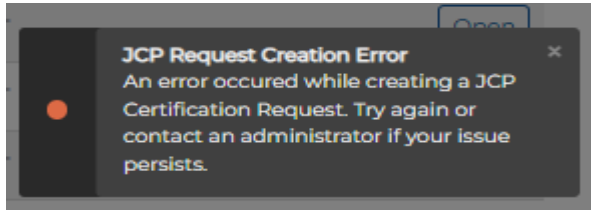


Figure 25-JCP Request Creation Error

While filling out the application, it will be in "draft" status, allowing you to save it if you need to go back to it later (accessible from your dashboard), under "Draft Applications" section.

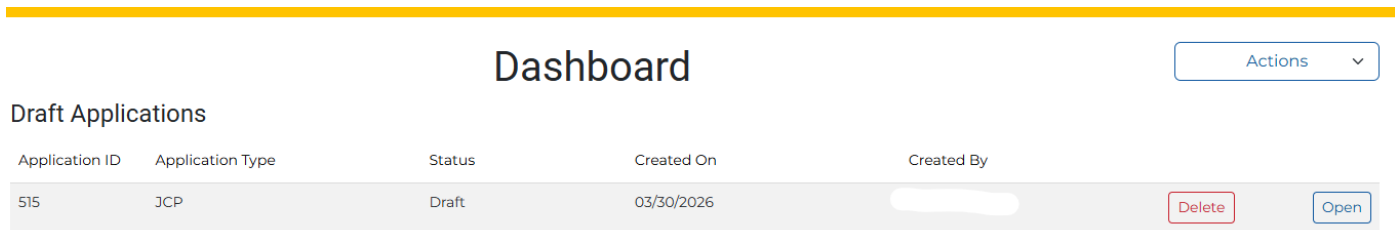


Figure 26-Dashboard-draft applications

If there are no current drafts, you'll otherwise see, "No Draft Applications to Show."

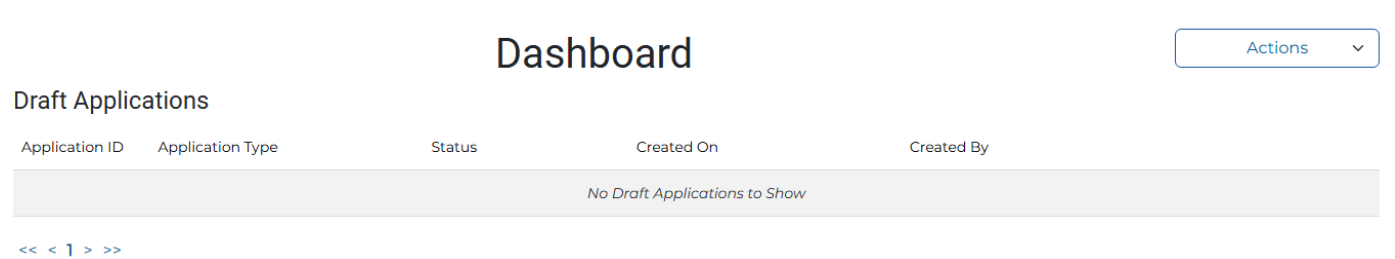


Figure 27-Dashboard-no draft applications

****NOTE:****if you have a draft application on your dashboard, that will prevent you from otherwise starting a new "JCP Certification Request" or "DLA Enhanced Validation" Request. In this case, you'll either need to delete existing draft application first, or use the existing draft application for your next submittal.

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Applicant Information

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

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

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

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

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

[Return to Dashboard](#)

Applicant Information

[Applicant Information](#)

[Attachments](#)

[Conditions of Certification](#)

Do you currently have a JCP Certification? No Yes

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

Certification Number
0000064

Physical Address
20745 M-60 E
CASSOPOLIS, MI 49031

Subsidiary (if applicable)
N/A

Company CAGE Code
SW803

Are you registered in SAM (System for Award Management)? No Yes

Current Expiration Date (if known)

Type of Submission (mark one) *
Initial Submission

[Delete Draft](#)

Figure 28-applicant information

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Data Custodian

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

Data Custodian

Name of Data Custodian *

Telephone Number (Direct Line) *

Title *

Email Address *

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

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

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

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

What is the physical address of this computer? *

Do you have a server to store unclassified export controlled technical information? * No Yes

Is the designated Data Custodian the person responsible for downloading DoD export-controlled technical Data? * No Yes

Is this Data Custodian the person responsible for receiving and disseminating unclassified data for the company? * No Yes

[+ Add Alternate Data Custodian](#)

Figure 29-Applicant Information (Data Custodian)

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

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

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

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

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

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

JCP External User's Help Guide

The following section of the application is vital as it ports over to the final DD2345 product. Ensure accuracy of all questions. For further instructions regarding answering the questions, please review [this document](#).

U.S. Application-questions:

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

Select Contractor Type ▼

Describe what you do *

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

200 character maximum

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

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

200 character maximum

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

Company Name	CAGE Code
No Manufacturers Selected	

Figure 30-Applicant Information (continued)

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

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

- Prime Contractor
- Sub-Contractor
- Neither

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

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

Sub-Contractor ▼

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

Figure 31-Applicant Information (continued)

JCP External User's Help Guide

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

“Describe what types(s) of items/materials/products or services you provide. Provide the NAICS (North American Industry Classification System) or associated FSC (Federal Supply Class) codes.” Mention what specific product/service your entity provides, and the corresponding NAICS codes, which should match the NAICS codes provided under your entity's SAM.GOV registration.

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

“Is your equipment/material/service related to the United States Munitions List (USML) or Commerce Control List (CCL)?” If you select “Yes,” select the relevant categories that appear in the drop-down options.

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

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

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

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

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 purpose for access to unclassified export controlled technical information *

200 character maximum

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

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

100 character maximum

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

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

Figure 32-Applicant Information (continued)

JCP External User's Help Guide

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

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

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

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

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

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

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

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

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

Authority to Sign this Application

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

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

Authority to Sign this Application

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

John C. Smith

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

Export Control Compliance Officer

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

No Yes

Save Next > Submit

Figure 33-Applicant Information (continued)

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

Hit “Save,” then “Next.”

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

JCP External User's Help Guide

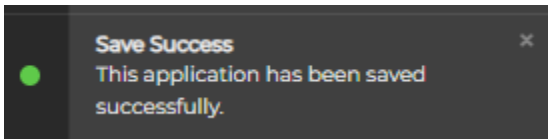


Figure 34-save success notification

Attachments

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

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

Other possible attachments_(depending on your entity’s situation):

- **Export Control License**-If you answer “Yes” to the export control license registration letter question, you will otherwise be required to upload a copy. (asterisk will be displayed).
- **DDTC Registration Letter**-If you answer “Yes” to the DDTC registration letter question, you will otherwise be required to upload a copy (asterisk required).

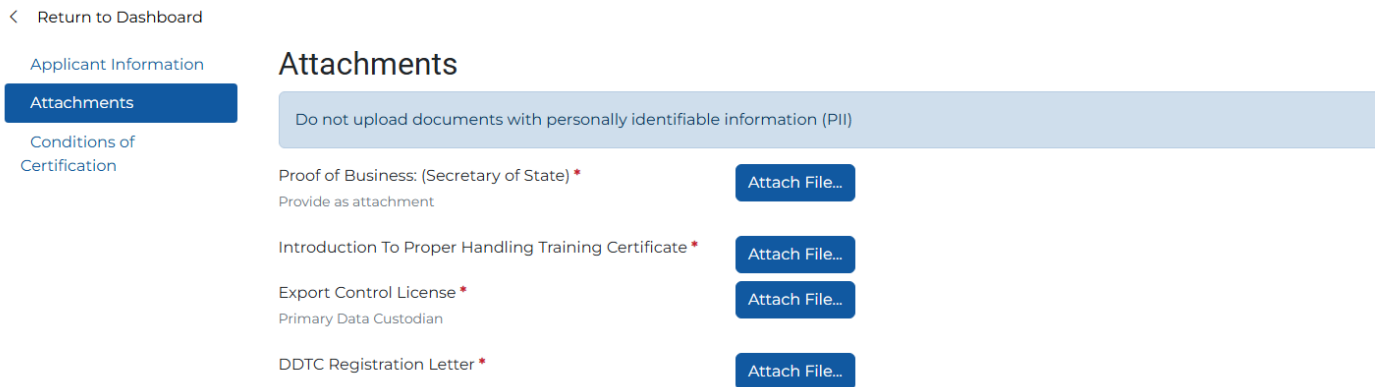


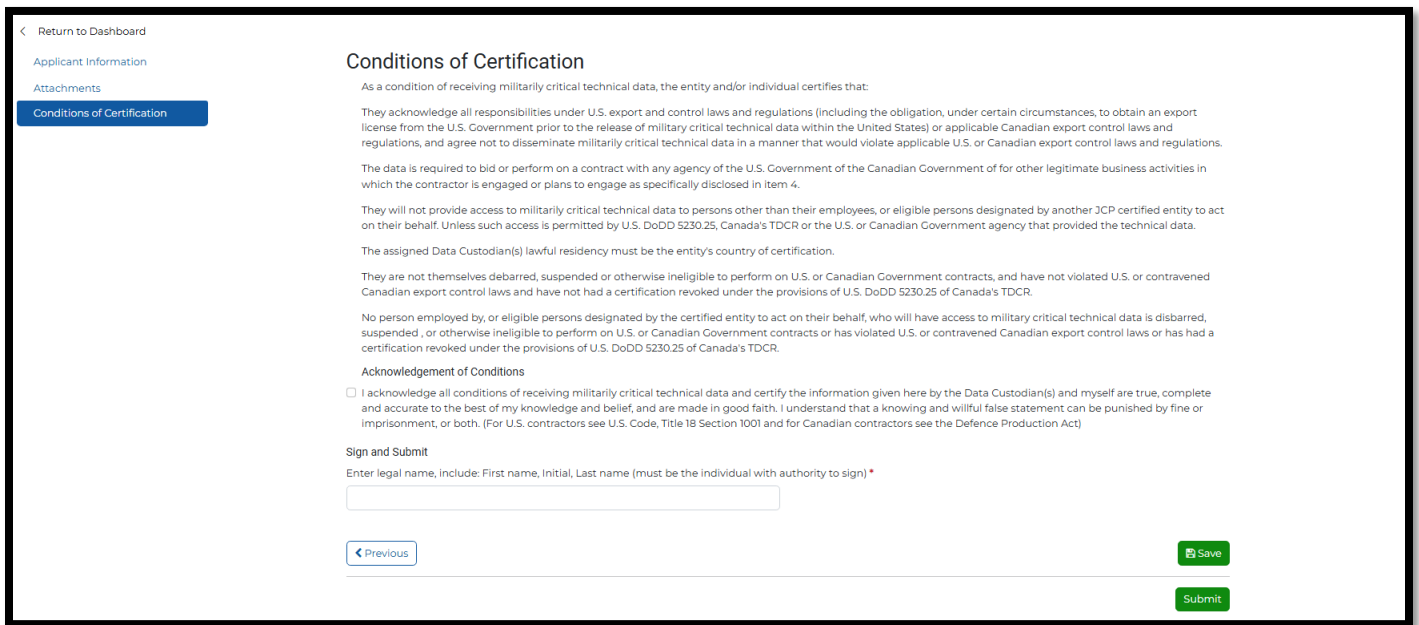
Figure 35-Attachments

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

JCP External User's Help Guide

Conditions of Certification

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



The screenshot shows a web form titled "Conditions of Certification". On the left is a navigation menu with "Conditions of Certification" selected. The main content area contains several paragraphs of text explaining the certification requirements, including obligations to acknowledge responsibilities, provide access to data, and acknowledge conditions. At the bottom, there is a "Sign and Submit" section with a checkbox for "I acknowledge all conditions..." and a text input field for the signatory's name. Navigation buttons for "Previous", "Save", and "Submit" are located at the bottom of the form.

Figure 36-Conditions of Certification

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

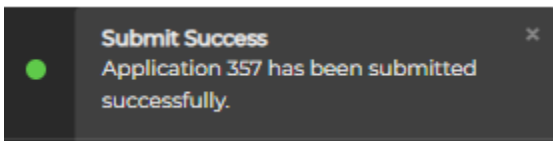


Figure 37-submit success notification

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

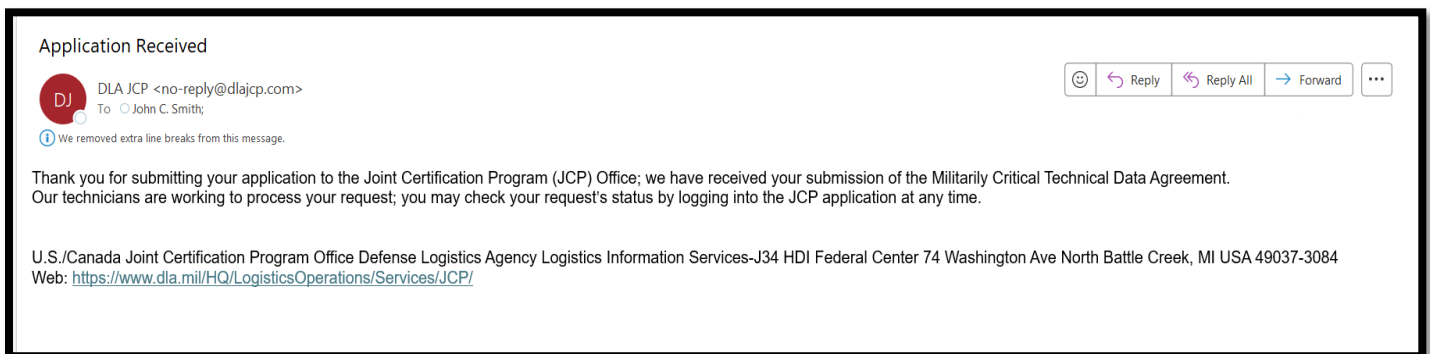


Figure 38-Application Received email confirmation

9.0 JCP Canadian Request (Canadian applicants)

****NOTE:**** prior to application submittal, please review Canadian requirements at this link:

<https://www.dla.mil/logistics-operations/services/joint-certification-program/#jcp-certification-canada>

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

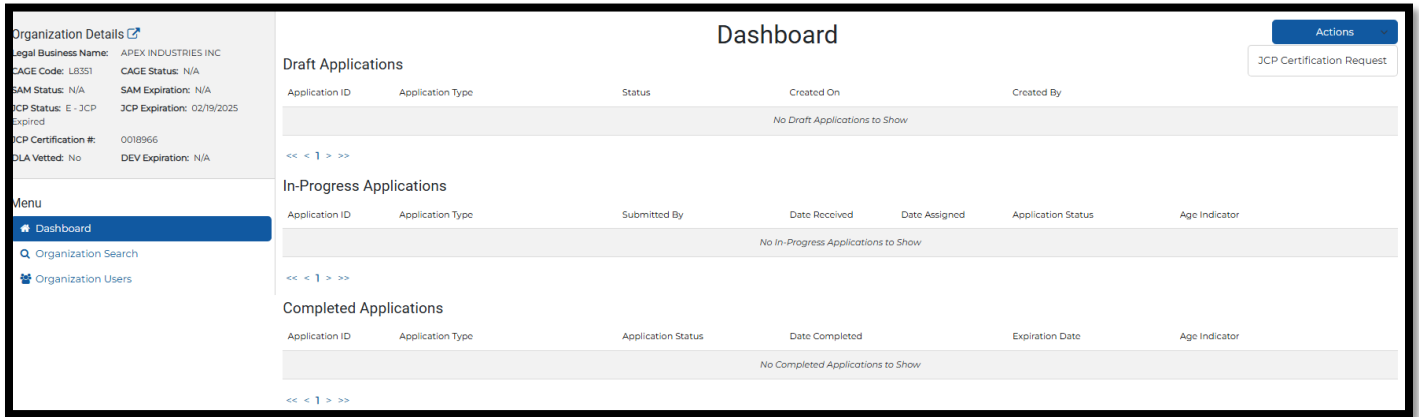


Figure 39-Dashboard

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

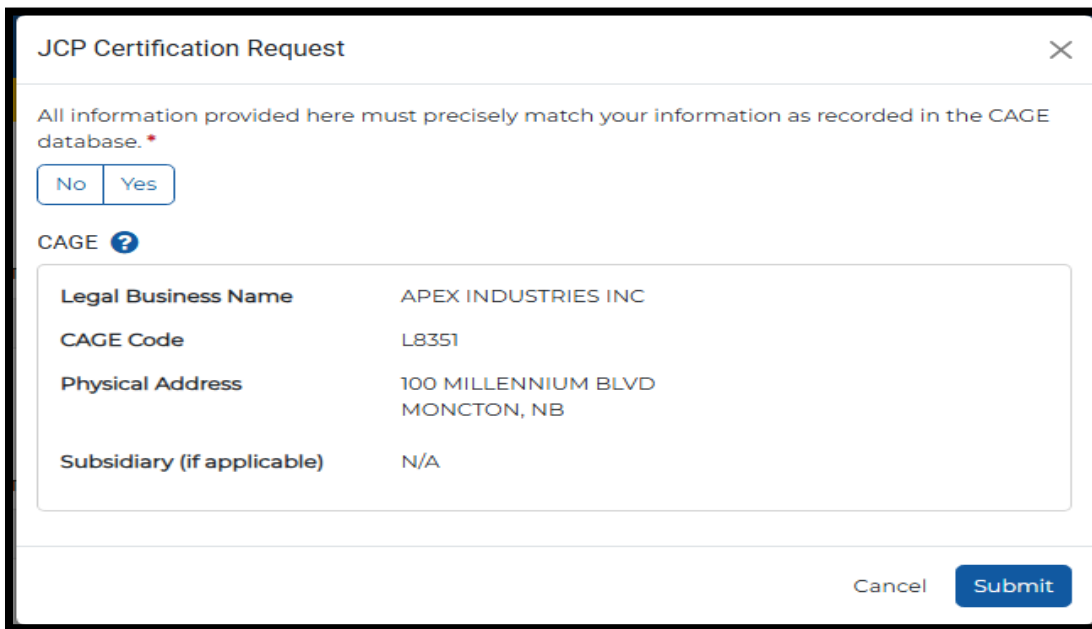


Figure 40-Verification

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

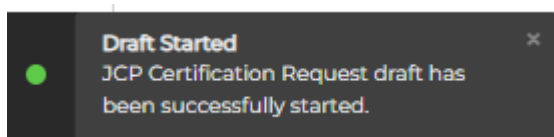


Figure 41-Draft Started notification

JCP External User's Help Guide

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

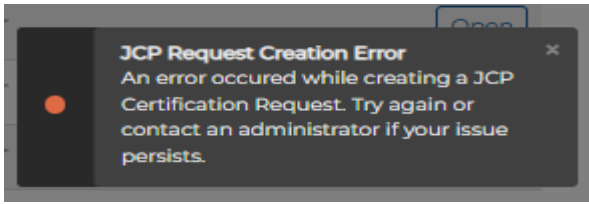


Figure 42-JCP Request Creation Error

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

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

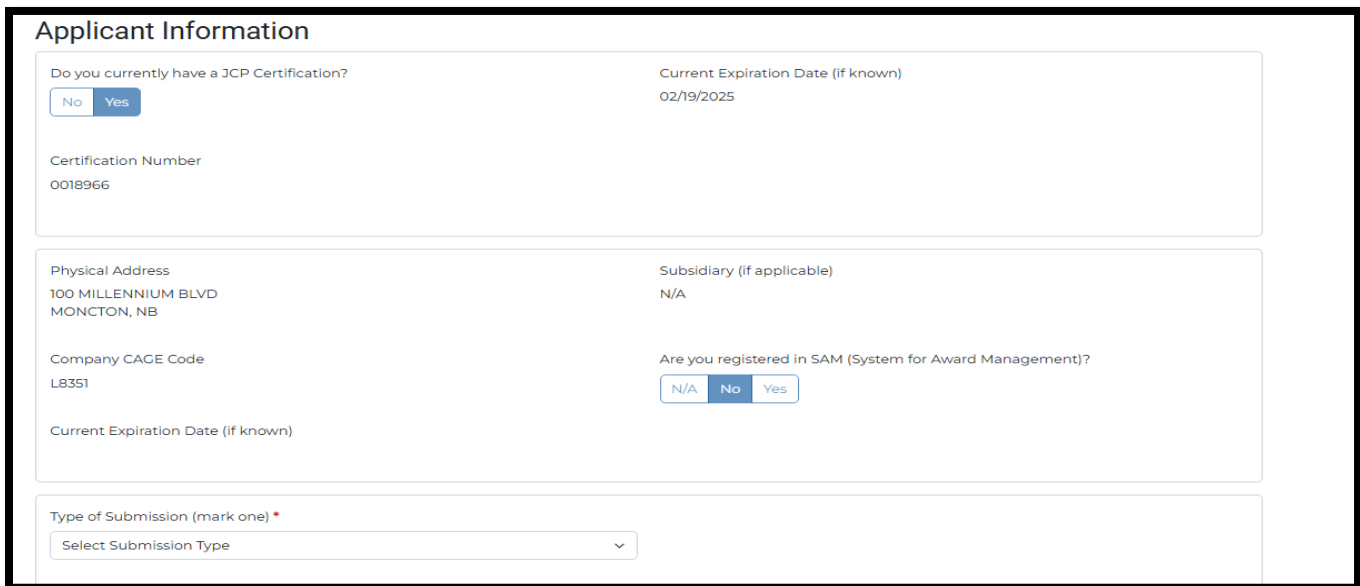
A screenshot of the "Applicant Information" form. The form is divided into several sections. The first section contains "Do you currently have a JCP Certification?" with "No" and "Yes" buttons, and "Current Expiration Date (if known)" with the value "02/19/2025". Below this is "Certification Number" with the value "0018966". The second section contains "Physical Address" with the value "100 MILLENNIUM BLVD MONCTON, NB", "Subsidiary (if applicable)" with the value "N/A", "Company CAGE Code" with the value "LB351", and "Are you registered in SAM (System for Award Management)?" with "N/A", "No", and "Yes" buttons. The third section contains "Current Expiration Date (if known)". The final section is "Type of Submission (mark one)" with a dropdown menu showing "Select Submission Type".

Figure 43-Applicant Information

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

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

JCP External User's Help Guide

Data Custodian

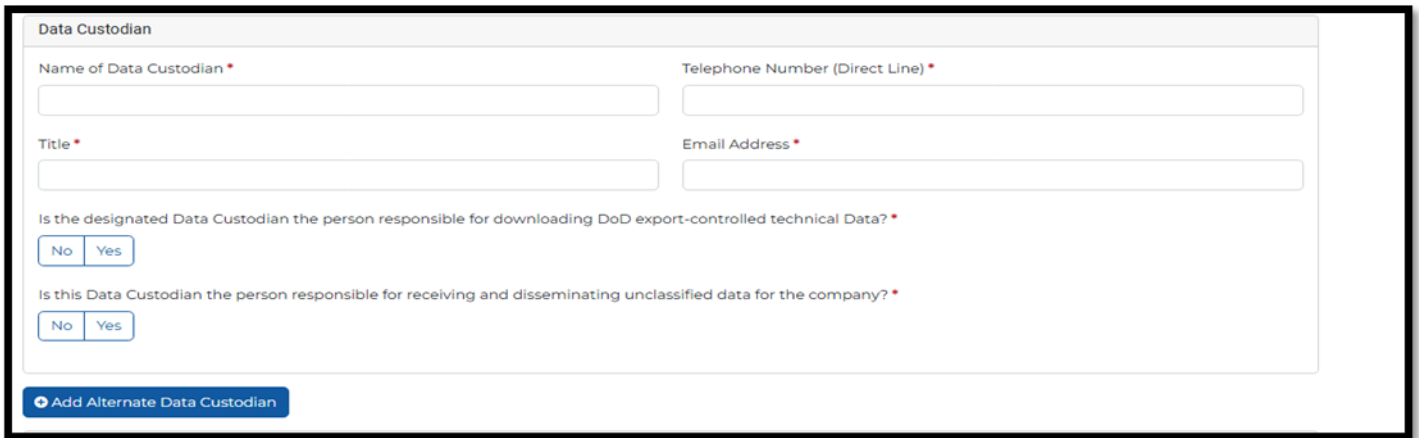
In the “Data Custodian” section, provide Primary Data Custodian’s name, title, email address and phone number.

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

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

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

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



The screenshot shows a web form titled "Data Custodian". It contains the following fields and questions:

- Name of Data Custodian ***: A text input field.
- Telephone Number (Direct Line) ***: A text input field.
- Title ***: A text input field.
- Email Address ***: A text input field.
- Is the designated Data Custodian the person responsible for downloading DoD export-controlled technical Data? ***: A question with two radio button options: "No" and "Yes".
- Is this Data Custodian the person responsible for receiving and disseminating unclassified data for the company? ***: A question with two radio button options: "No" and "Yes".
- Add Alternate Data Custodian**: A blue button with a plus icon.

Figure 44-applicant information (Data Custodian)


JCP External User's Help Guide

Canadian Application-questions:

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

Select Contractor Type

Describe what you do *

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

200 character maximum

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

200 character maximum

Are you registered with the Controlled Goods Program? *

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

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

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

200 character maximum

Figure 45-Applicant Information (continued)

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

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

100 character maximum

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

Figure 46-Applicant Information (continued)

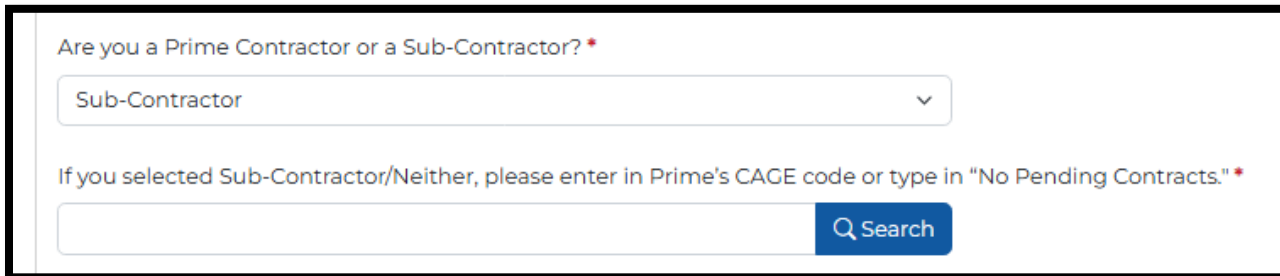
JCP External User's Help Guide

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

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

- Prime Contractor
- Sub-Contractor
- Neither

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



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

Sub-Contractor

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

Search

Figure 47-Applicant Information (continued)

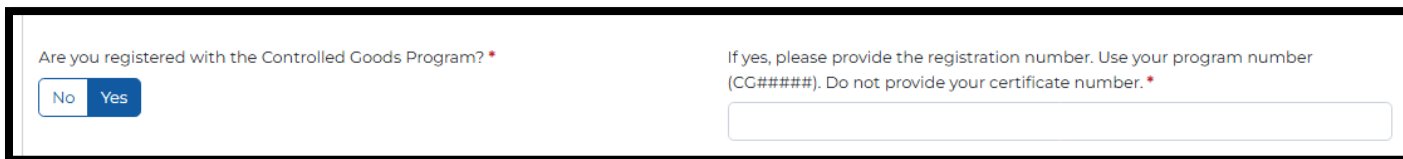
NOTE: CAGE Codes are site specific. If you are working with an organization with multiple sites, be sure to search out the CAGE attributed to your Prime’s location.

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

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

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

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



Are you registered with the Controlled Goods Program? *

No Yes

If yes, please provide the registration number. Use your program number (CG#####). Do not provide your certificate number. *

Figure 48-Applicant Information (controlled goods program)

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

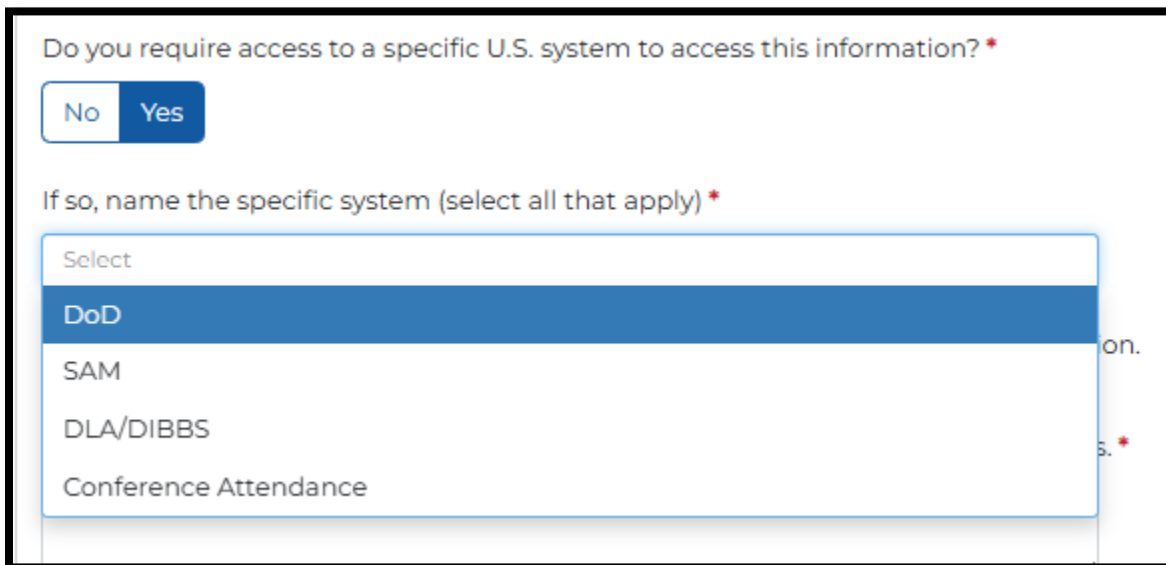
JCP External User's Help Guide

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

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

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

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

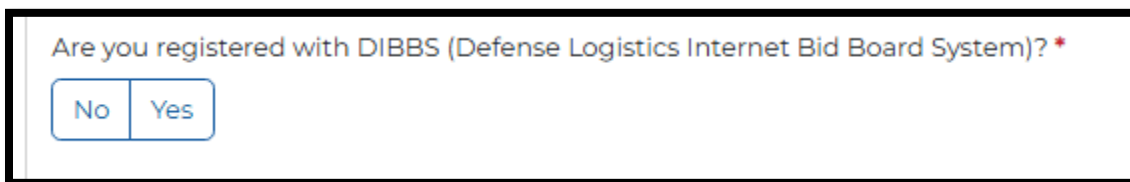


The screenshot shows a web form with the following elements:

- Question: "Do you require access to a specific U.S. system to access this information? *"
- Radio buttons: "No" and "Yes" (selected).
- Text: "If so, name the specific system (select all that apply) *"
- Dropdown menu with options: "Select", "DoD", "SAM", "DLA/DIBBS", "Conference Attendance".

Figure 49-applicant information (system access)

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



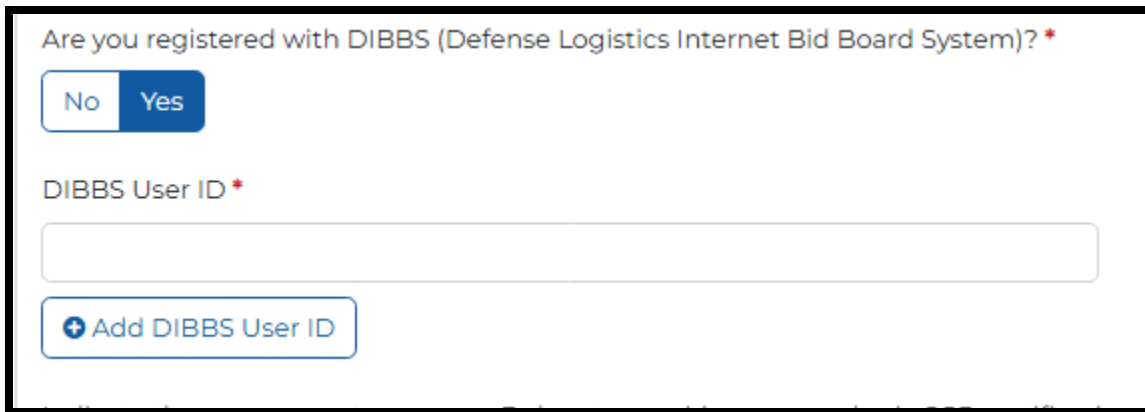
The screenshot shows a web form with the following elements:

- Question: "Are you registered with DIBBS (Defense Logistics Internet Bid Board System)? *"
- Radio buttons: "No" and "Yes".

Figure 50-applicant information (DIBBS)

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

JCP External User's Help Guide



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

No Yes

DIBBS User ID *

Figure 51-DIBBS user ID

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

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

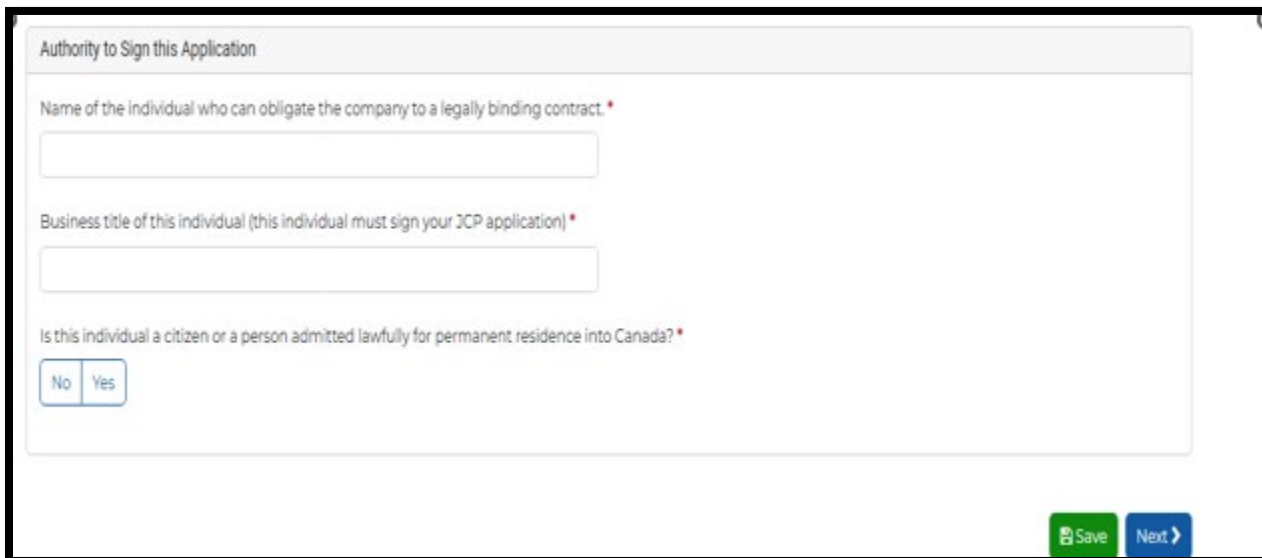
If you do not have a current Point of Contact for certification, you must indicate this.”

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

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

Select “N/A”, “Yes,” or “No.”

Authority to Sign this Application



Authority to Sign this Application

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

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

Is this individual a citizen or a person admitted lawfully for permanent residence into Canada? *

No Yes

Figure 52-applicant information (authority to sign)

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

JCP External User's Help Guide

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

Hit “Save,” then “Next.”

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

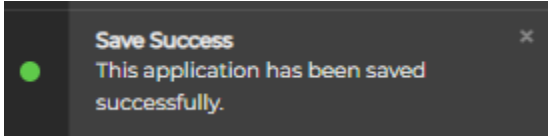


Figure 53-Save Success confirmation

Attachments

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

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

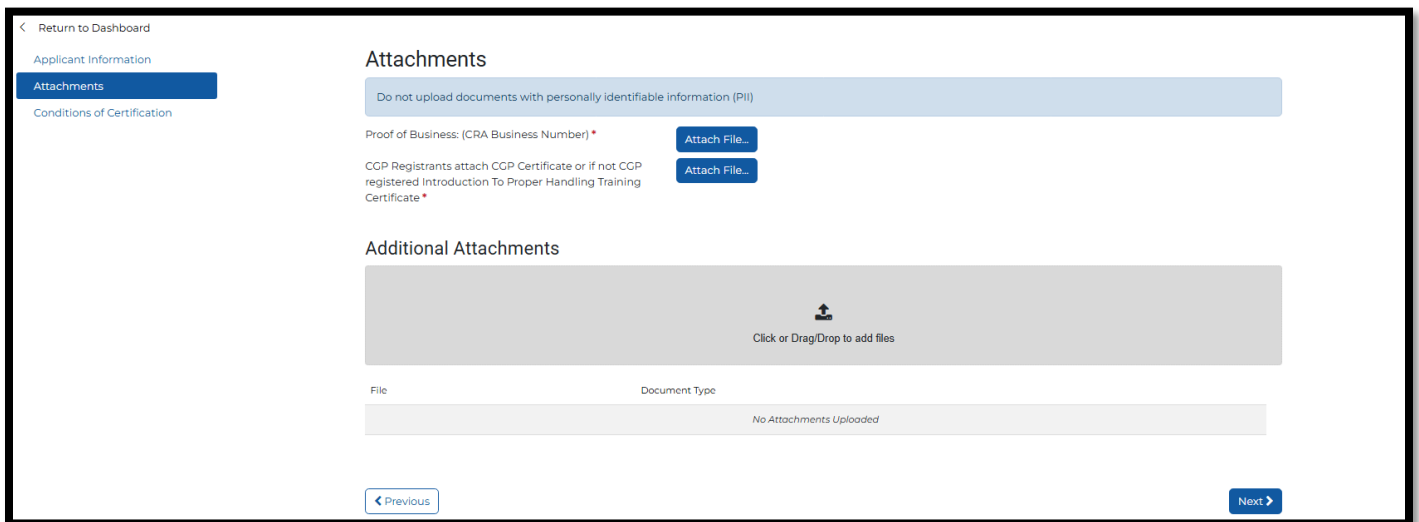
A screenshot of a web application interface. On the left is a navigation menu with "Attachments" selected. The main content area is titled "Attachments" and includes a warning: "Do not upload documents with personally identifiable information (PII)". Below this are two "Attach File..." buttons for "Proof of Business: (CRA Business Number) *" and "CGP Registrants attach CGP Certificate or if not CGP registered Introduction To Proper Handling Training Certificate *". There is an "Additional Attachments" section with a large grey box containing a download icon and the text "Click or Drag/Drop to add files". Below this is a table with columns "File" and "Document Type", which is currently empty and shows "No Attachments Uploaded". At the bottom are "Previous" and "Next" navigation buttons.

Figure 54-Attachments

The “Additional Attachments” section is where additional supplemental documents can otherwise be uploaded to.

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

JCP External User's Help Guide

Conditions of Certification

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

< Return to Dashboard

Applicant Information

Attachments

Conditions of Certification

Conditions of Certification

As a condition of receiving military 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 military 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 military critical technical data to persons other than their employees, or eligible persons designated by another JCP certified entity to act on their behalf. Unless such access is permitted by U.S. DoDD 5230.25, Canada's TDCR or the U.S. or Canadian Government agency that provided the technical data.

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

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

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

Acknowledgement of Conditions

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

Sign and Submit

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

John C. Smith

Figure 55-Conditions of Certification

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

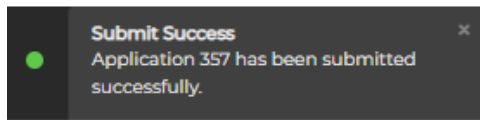


Figure 56-Submit Success confirmation

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

JCP External User's Help Guide

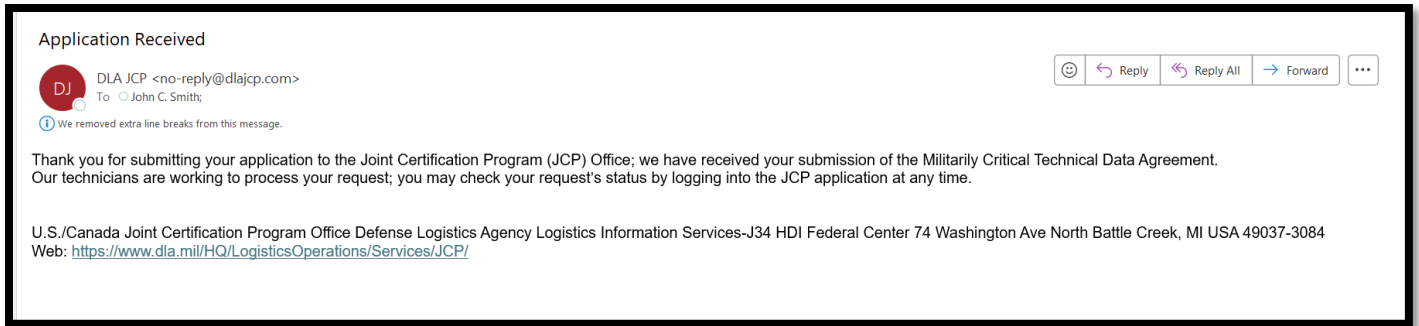


Figure 57-application received email confirmation

JCP External User's Help Guide

10.0 DLA Enhanced Validation (DEV) APPLICATION

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

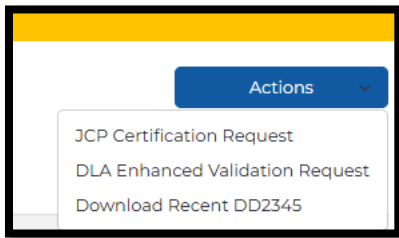


Figure 58-‘Actions’ drop-down options

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

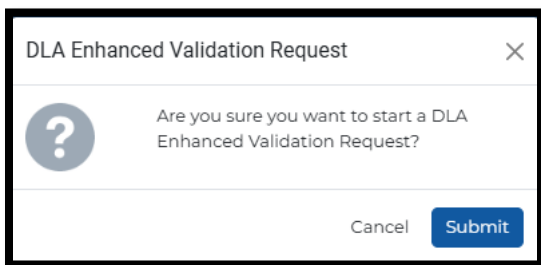


Figure 59-prompt-DLA Enhanced Validation

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

Application #	Country	Organization Name	CAGE Code	JCP Certification #	Application Type	Status
372	United States	K & M MACHINE-FABRICATING, INC.	5W803	0000064	DLA Enhanced Validation Request	Draft

[Return to Dashboard](#)

Applicant Information

Attachments

Conditions of Certification

NOTICE:

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

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

Applicant Information

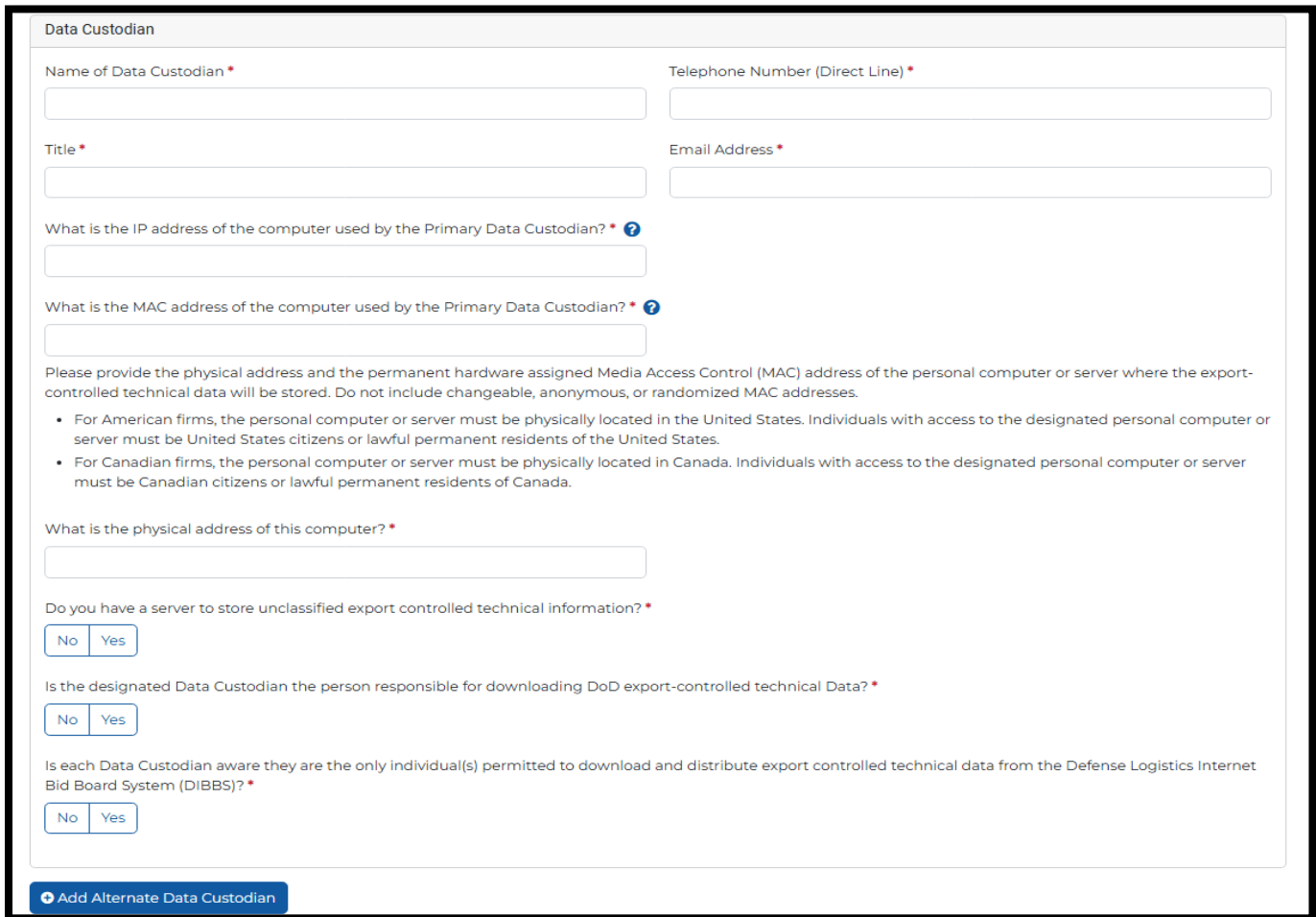
Legal Business Name	Physical Address
K & M MACHINE-FABRICATING, INC.	20745 M-60 E CASSOPOLIS, MI 49031
Subsidiary (if applicable)	Company CAGE Code
N/A	5W803
Expiration Date (if known)	Certification Number
08/10/2025	0000064

Figure 60-applicant information

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Data Custodian

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



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

Figure 61- applicant information (Data Custodian)

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

DEV Application Questions

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

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

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

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

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

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

No Yes

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

No Yes

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

No Yes

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

No Yes

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

500 character maximum

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

No Yes

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

No Yes

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? *

Figure 62- applicant information (continued)

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

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

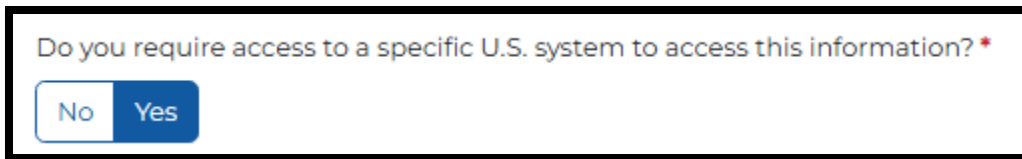
For the question, “Is the authorized signatory on the company’s JCP application and DD2345 Certificate also the company’s representative on this application?” choose “Yes” or “No.”

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

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

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

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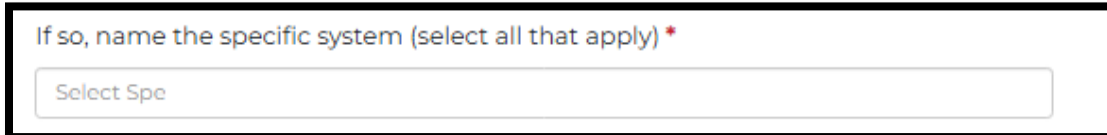


Do you require access to a specific U.S. system to access this information? *

No Yes

Figure 63 applicant information (system access question)

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



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

Select Spe

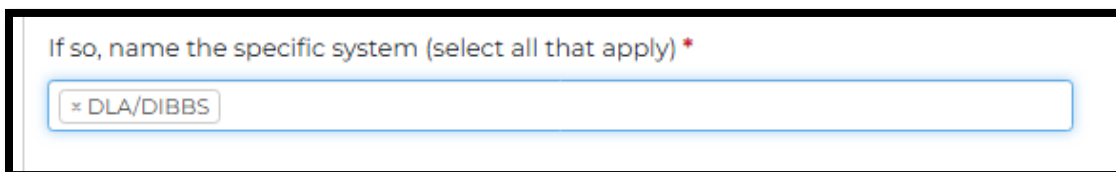
Figure 64- applicant information (system access box)



500 character maximum

DoD
SAM
DLA/DIBBS
Conference Attendance

Figure 65- applicant information (system access drop-down options)

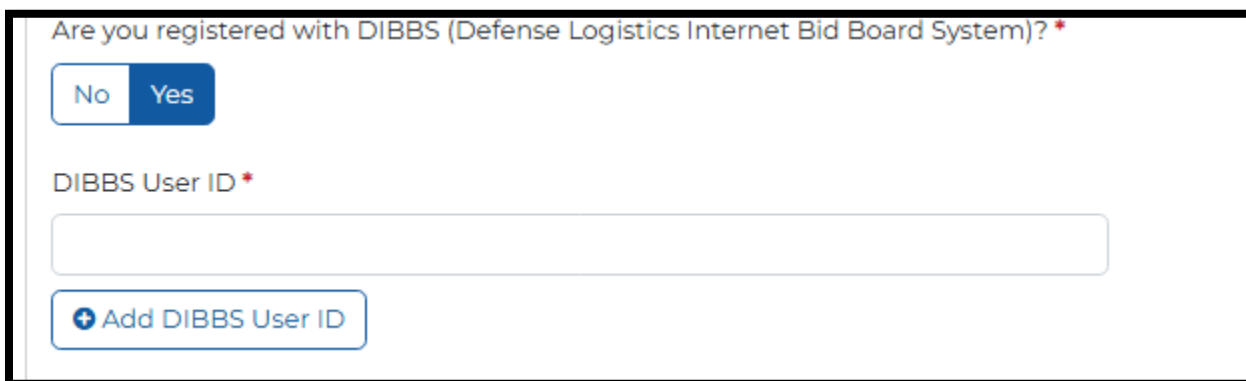


If so, name the specific system (select all that apply) *

DLA/DIBBS

Figure 66- applicant information (system access-DLA/DIBBS selection)

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



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

No Yes

DIBBS User ID *

Add DIBBS User ID

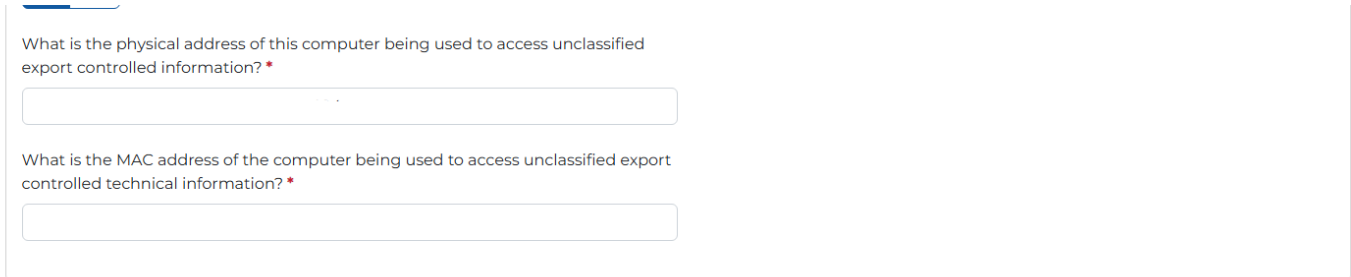
Figure 67- applicant information (system access, DIBBS user ID box)

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

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

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



The screenshot shows a web form with two text input fields. The first field is labeled "What is the physical address of this computer being used to access unclassified export controlled information? *". The second field is labeled "What is the MAC address of the computer being used to access unclassified export controlled technical information? *". Both fields are currently empty.

[← Previous](#)

[Save](#) [Next →](#)

Figure 68-applicant information (physical and MAC addresses)

JCP External User's Help Guide

Attachments

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

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

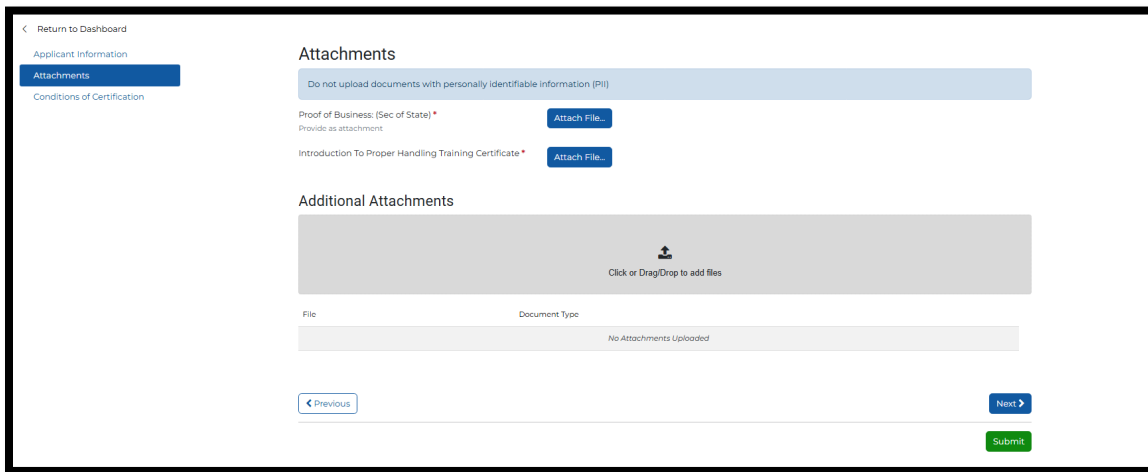


Figure 69-attachments

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

Canada

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

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

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

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

JCP External User's Help Guide

Conditions of Certification

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

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

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

Afterwards, hit “submit.”

Conditions of Certification

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

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

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

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

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

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

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

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

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

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

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

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

Figure 70-Conditions of Certification

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

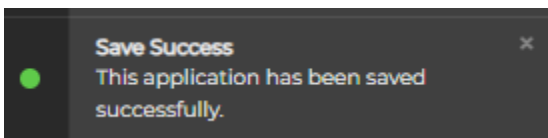


Figure 71-save success confirmation

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

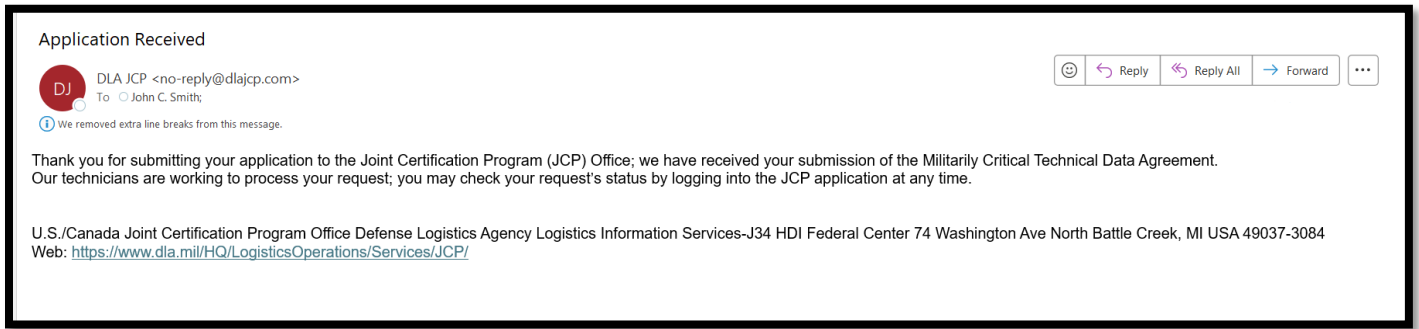


Figure 72-Application submission confirmation email

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11.0 After Application Submittal (next steps)

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

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

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

Email Example: "Application Returned" notification:

From: DLA JCP <no-reply-JCP@dla.mil>

Sent:

To:

Subject: Application Returned

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

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

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

Once the submitter receives the above notification email, they should log into the portal dashboard, go to the Pending Action" section, then click on "open" button to open the application number in question.

Actions ▾

Dashboard

Draft Applications

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

<< < 1 > >>

In-Progress Applications

Application ID	Application Type	Submitted By	Date Received	Date Assigned	Application Status	Age Indicator	
513	DLA Enhanced Validation Request		03/27/2026	03/27/2026	Returned-Vendor Action Required (see details)	--	Open
514	JCP - Initial		03/31/2026	--	Pending Assignment	--	Open

<< < 1 > >>

Pending Action

Application ID	Application Type	Status	Created On	Created By	
513	DLA Enhanced Validation Request	Returned-Vendor Action Required (see details)	03/27/2026		Withdraw Open

Figure 73-dashboard

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Application Feedback Review

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

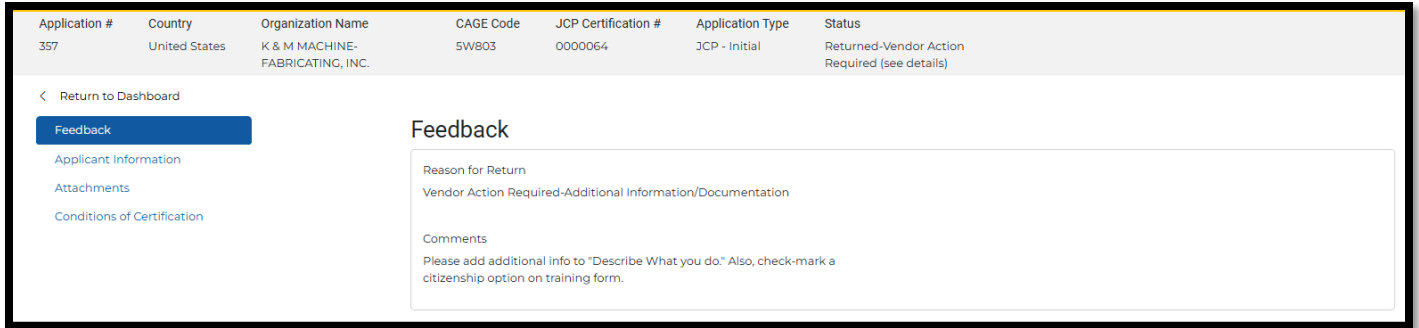


Figure 74-feedback tab

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

****NOTE:**** Do NOT use the no-reply-JCP@dla.mil email address, as it is unmonitored.

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

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

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

How it works

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

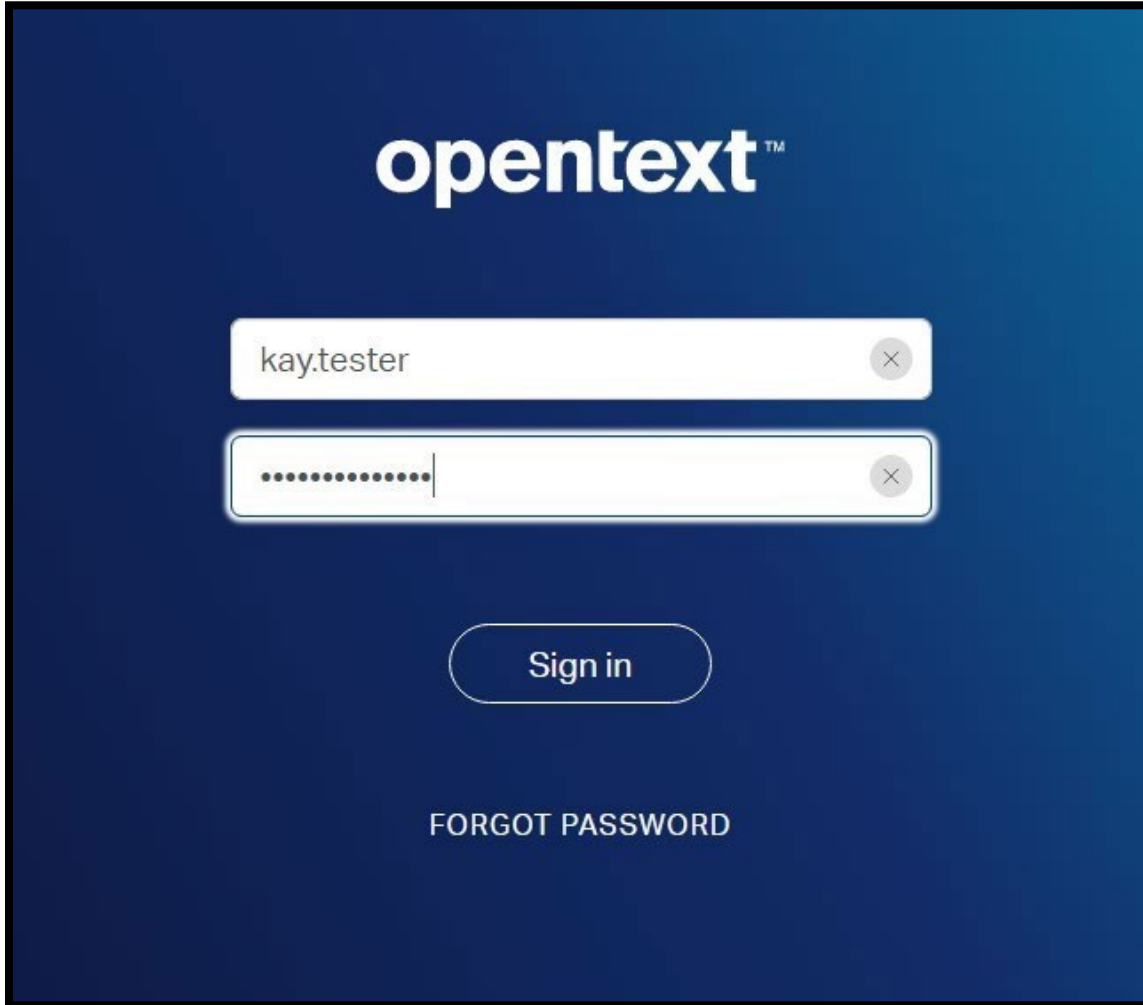
Google Authenticator app generates a six-digit code for you to enter when you log in. The code changes about every minute. Once you have set up the connection with JCP Portal's site, every time that you log out of your JCP Portal account you will need to use Google Authenticator to regain access when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

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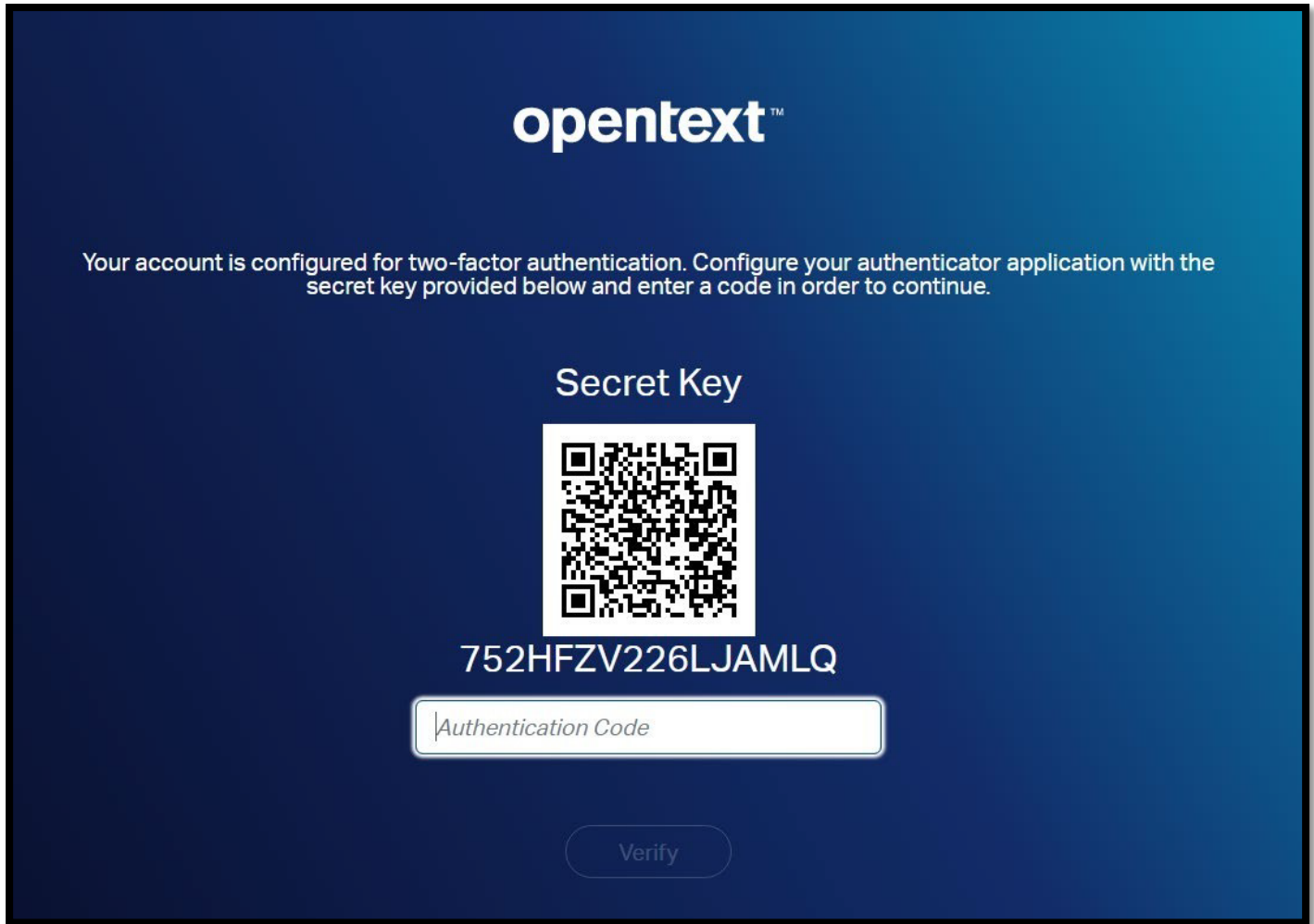
Steps to set up Google Authenticator

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

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



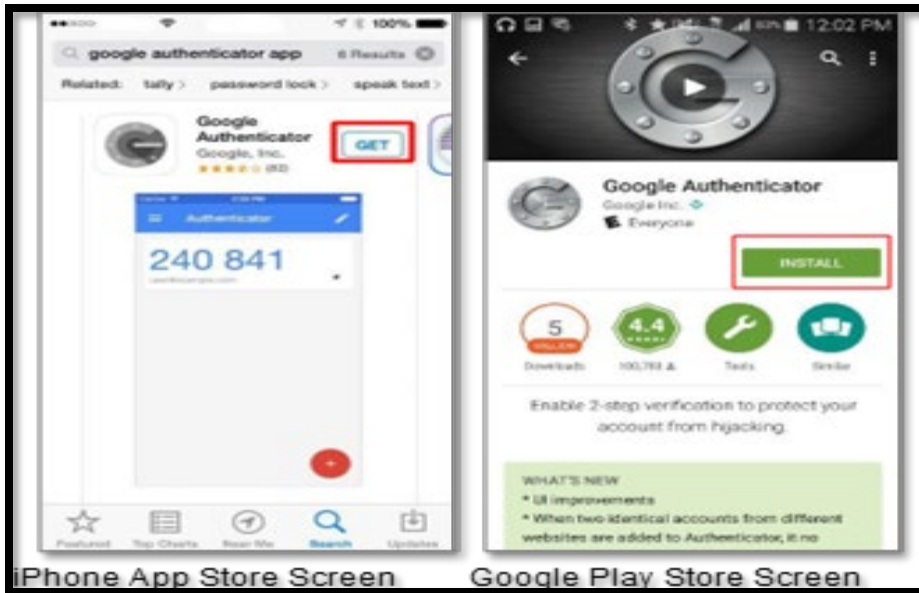
- On the next page, a prompt will inform you that you need to set up TFA on your account.
- On the next page, you will begin setup of Google Authenticator on your smartphone.
- You will be using Google Authenticator each time you login to JCP Portal to acquire the second authentication code the system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



Browser screen showing the QR and manual authentication codes

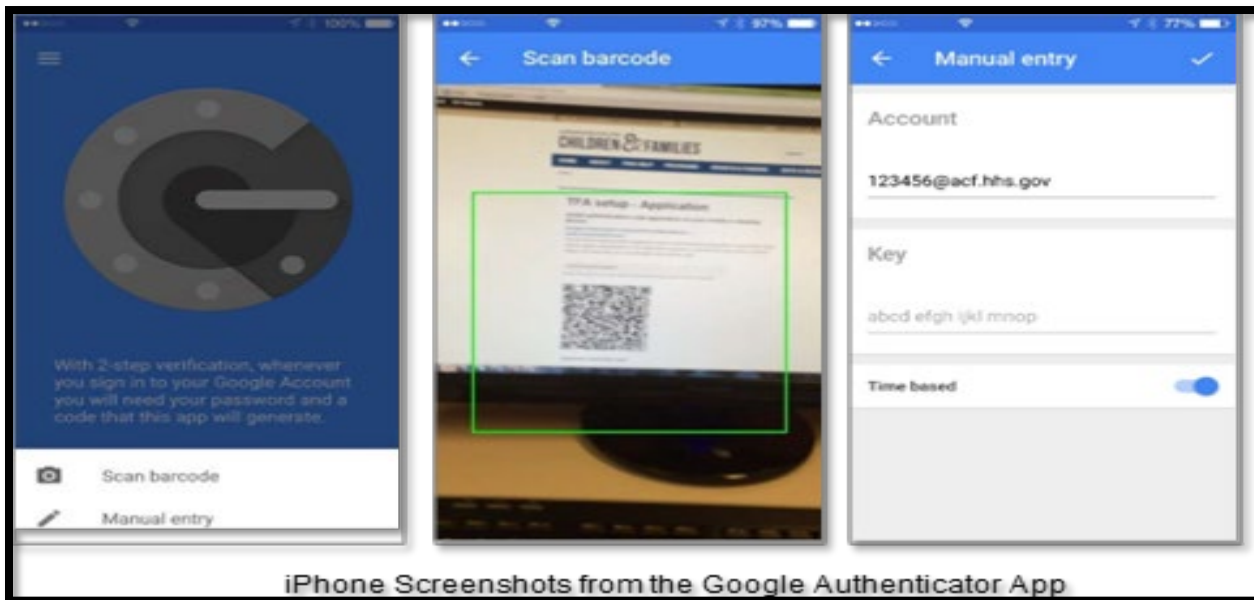
- You will use these in the following steps to connect your smartphone app with your JCP Portal account.
- On your smartphone, open the App Store on your iPhone or the Google Play Store on your Android device. Search for “Google Authenticator.”
- The Google Authenticator app will appear as the top search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

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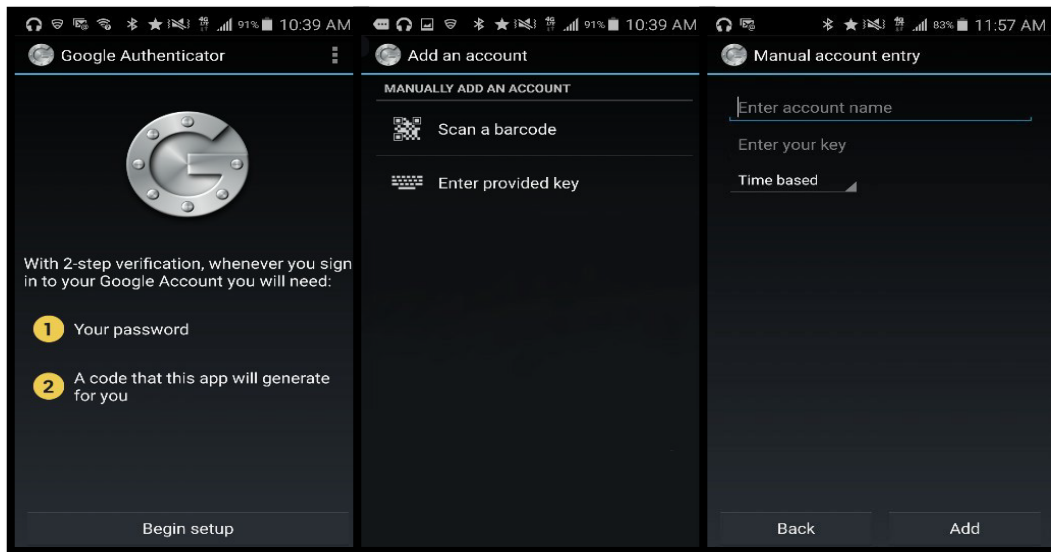
Note: you may need to enter your App/Play Store password to verify that you want to download the application.

- 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.



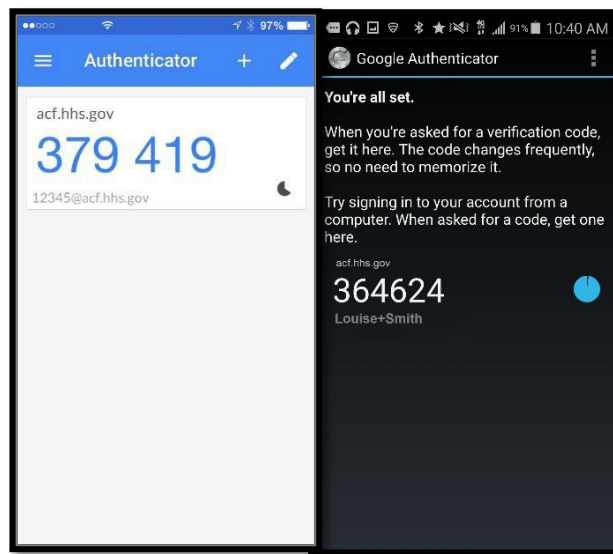
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Note: Android users should tap the “Begin Setup” button on the first screen in the application.



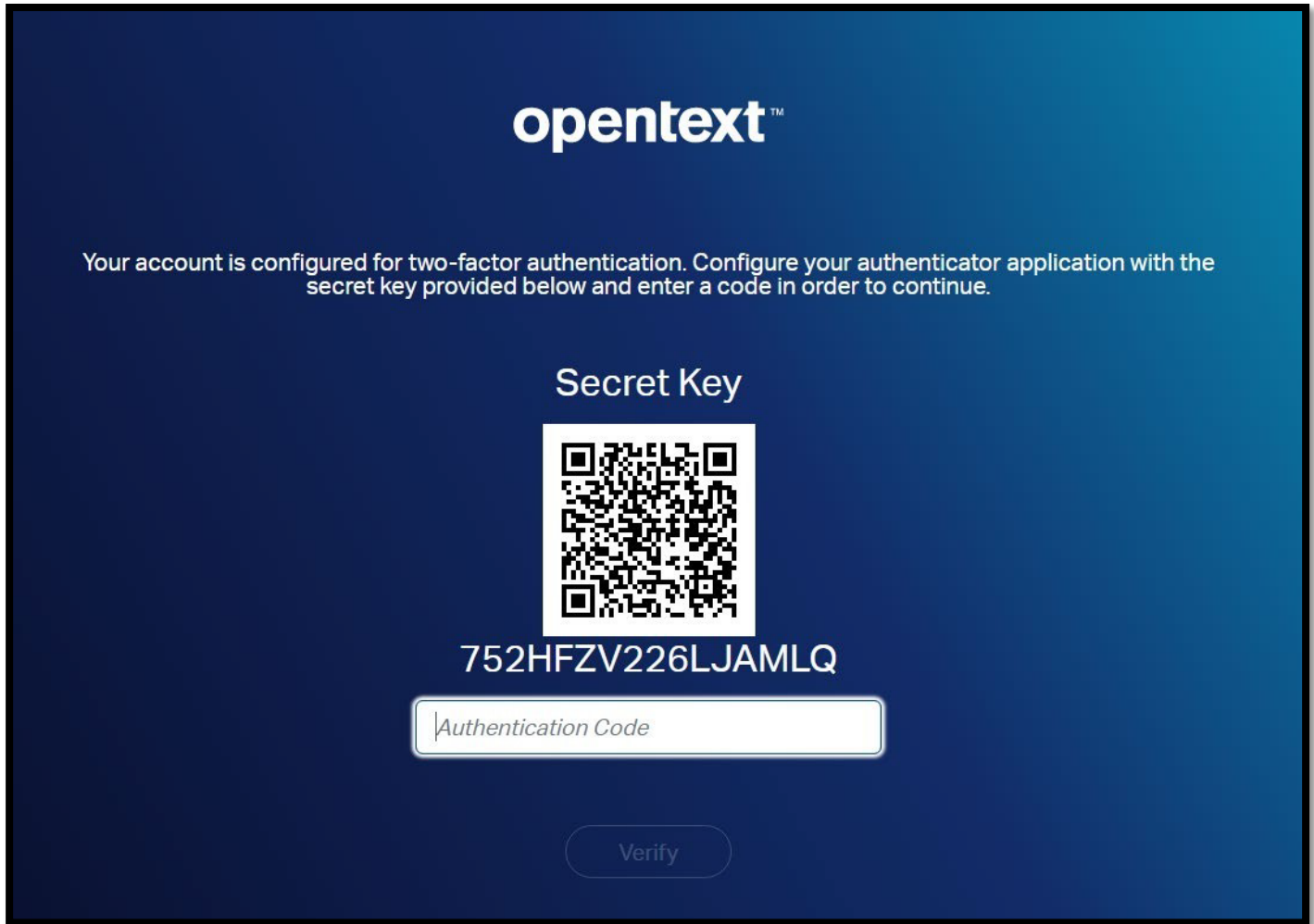
Android Screenshots from the Google Authenticator App

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



iPhone Google Authenticator Code Screen

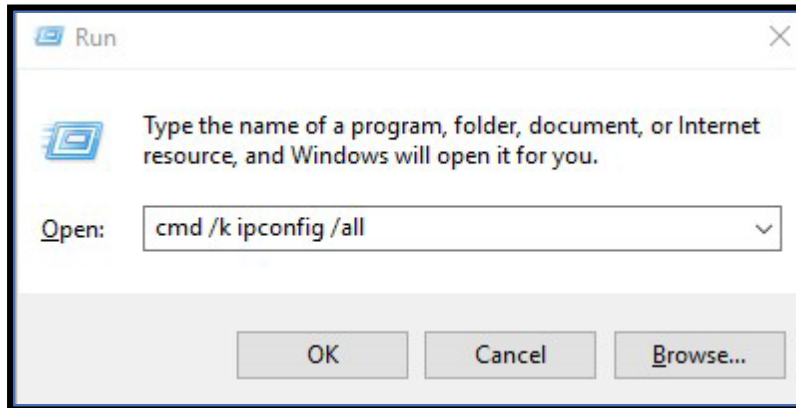
- Type the six-digit code you see in the app into the JCP Portal below the QR code. Then select verify and save.
- Note: the code has a timer, if the timer expires you may need to enter in a new code before continuing your login.



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

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

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



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

```
Windows IP Configuration

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

Ethernet adapter Ethernet0:

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