

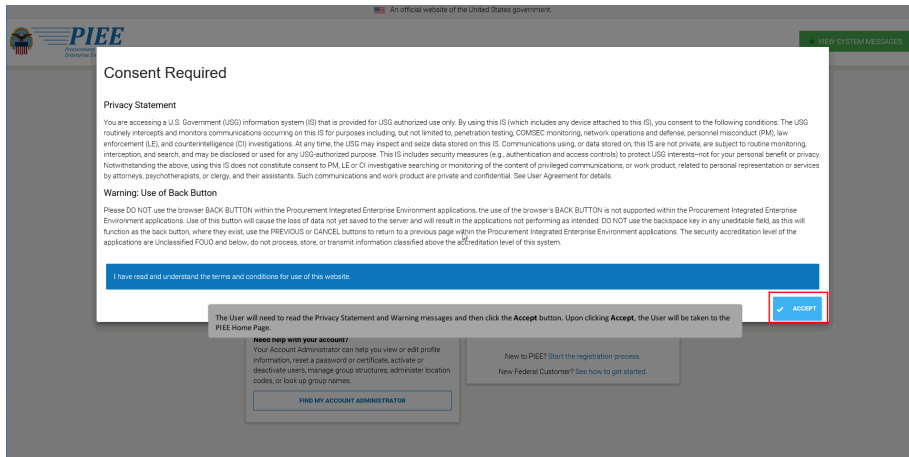
Intro



Cardholder (CH) Existing User Registration

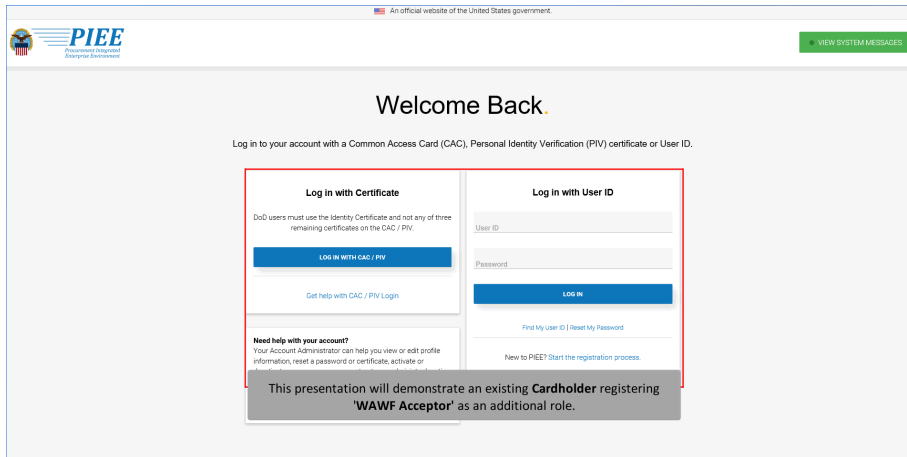
Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



The User will need to read the Privacy Statement and Warning messages and then click the Accept button. Upon clicking Accept, the User will be taken to the PIEE Home Page.

Step 2



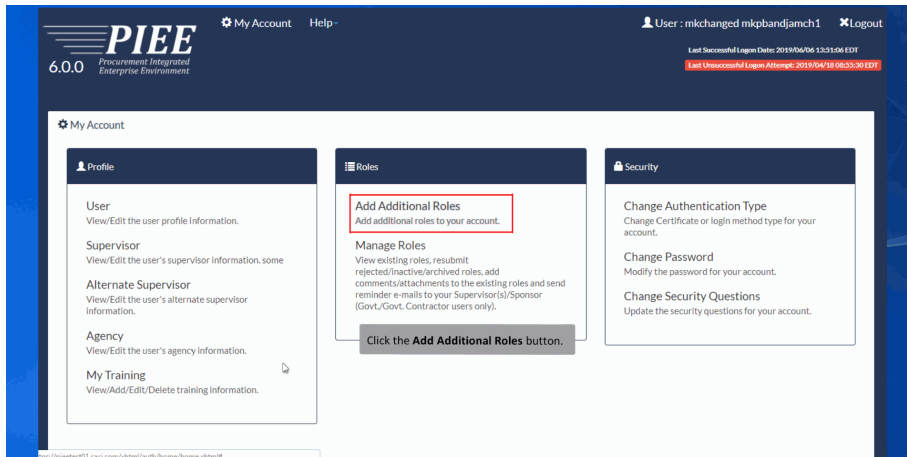
This presentation will demonstrate an existing Cardholder registering 'WAWF Acceptor' as an additional role.

Step 3



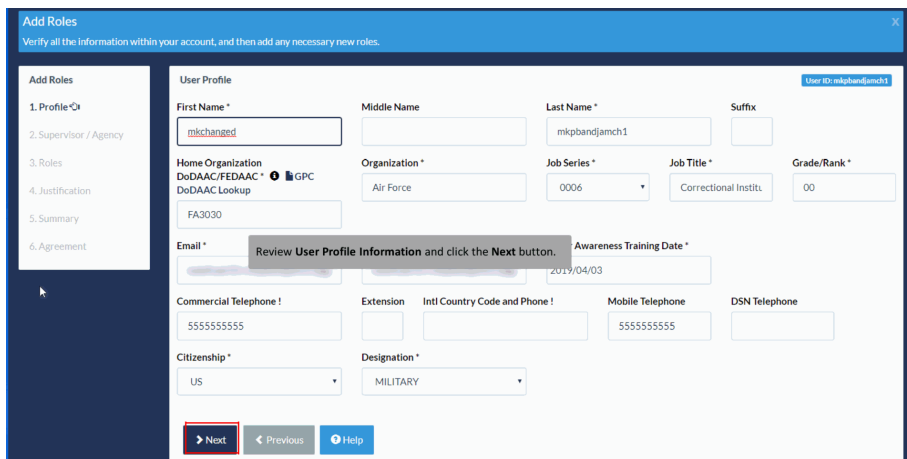
The User clicks the My Account link.

Step 4



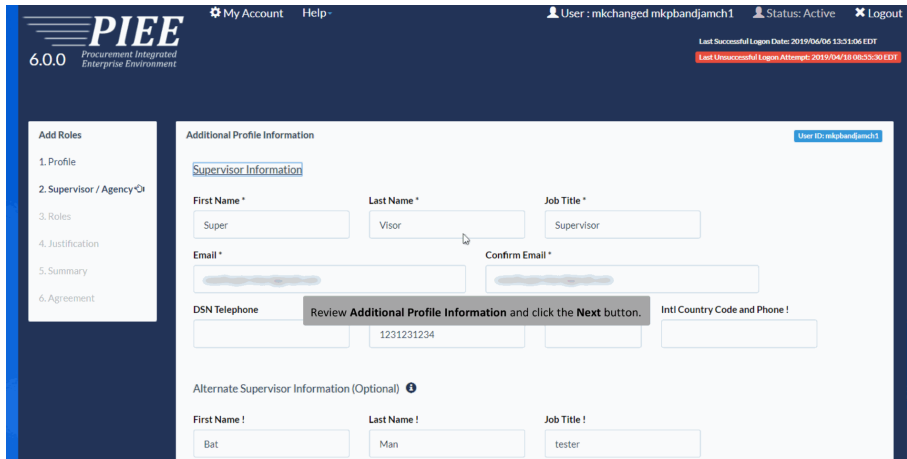
Click the Add Additional Roles button.

Step 5



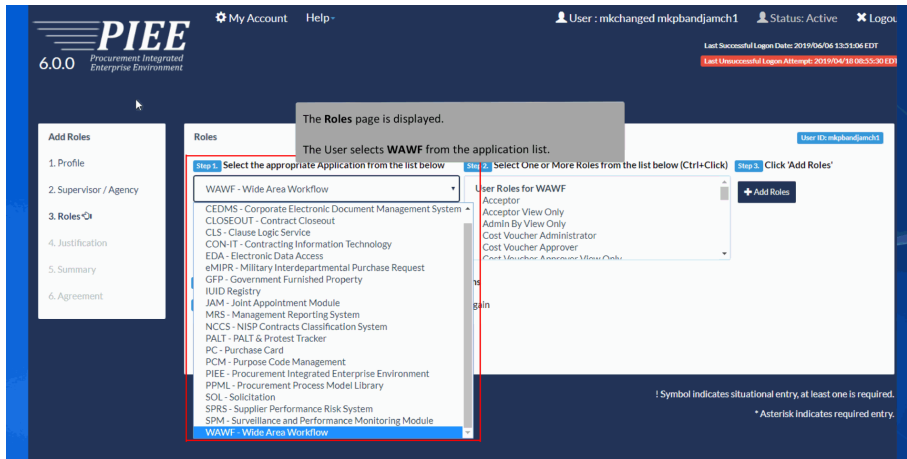
Review User Profile Information and click the Next button.

Step 6



Review Additional Profile Information and click the Next button.

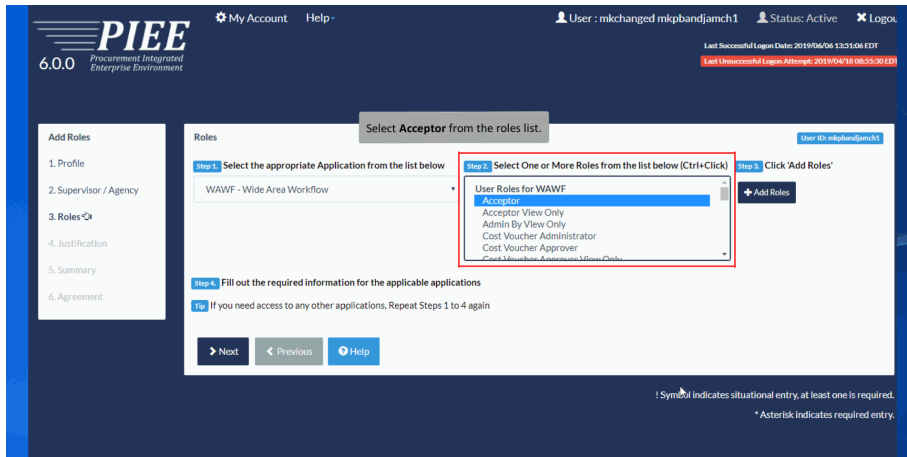
Step 7



The Roles page is displayed.

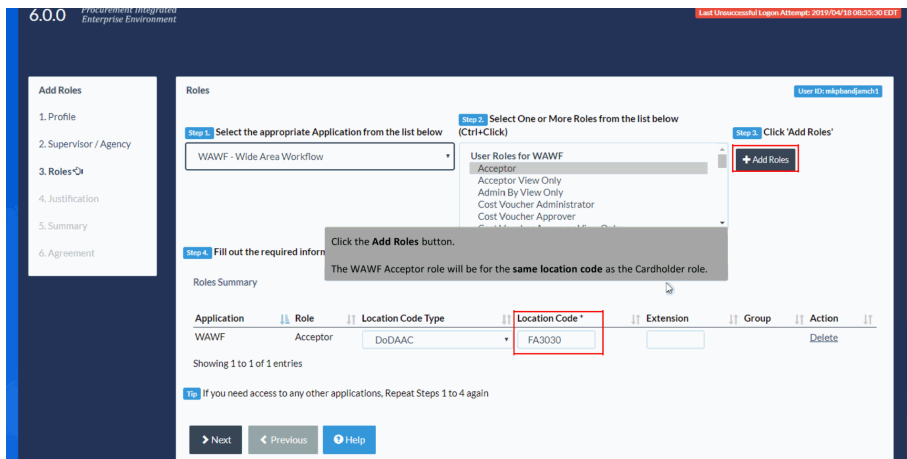
The User selects WAWF from the application list.

Step 8



Select Acceptor from the roles list.

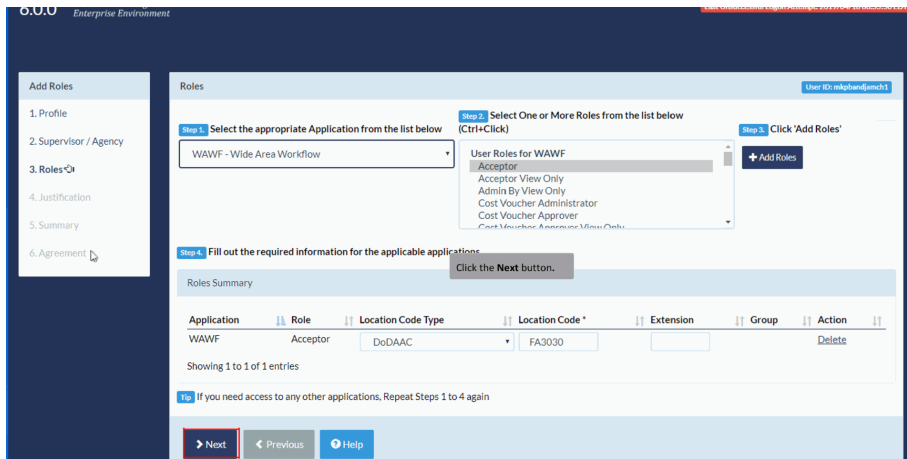
Step 9



Click the Add Roles button.

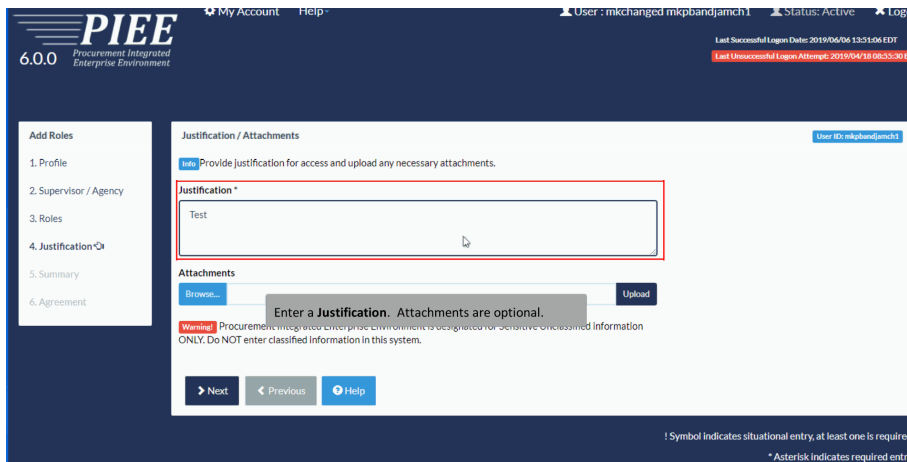
The WAWF Acceptor role will be for the same location code as the Cardholder role.

Step 10



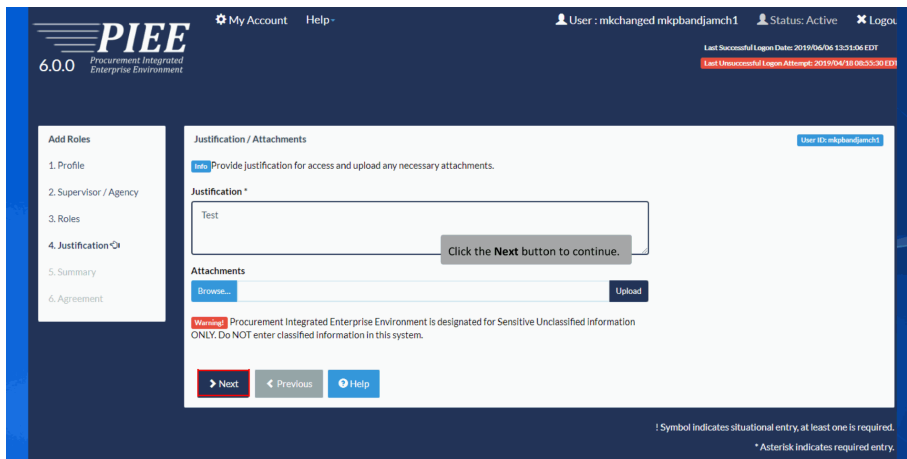
Click the Next button.

Step 11



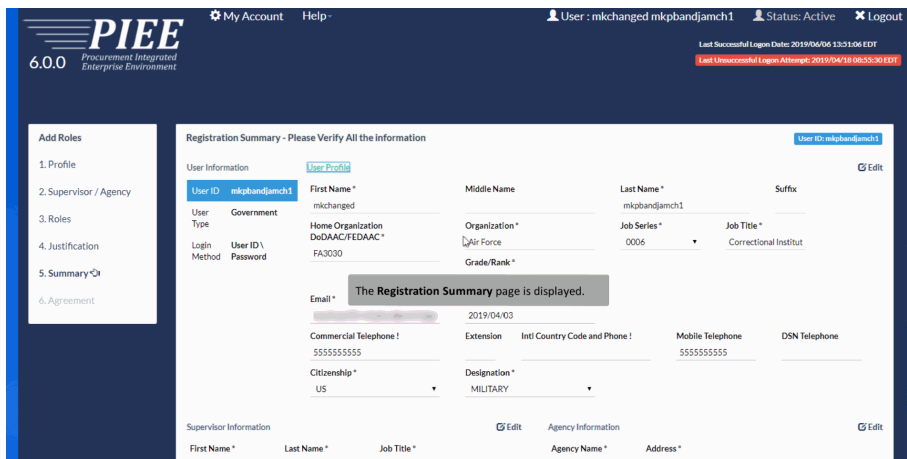
Enter a Justification. Attachments are optional.

Step 12



Click the Next button to continue.

Step 13



The Registration Summary page is displayed.

Step 14

registration summary - Please verify All the information

User Information [User Profile](#) [Edit](#)

User ID	mikpbandjamch1	First Name *	mikchanged	Middle Name		Last Name *	mikpbandjamch1	Suffix	
User Type	Government	Home Organization	DoDAAC/FEDAAC *	Organization *	Air Force	Job Series *	0006	Job Title *	Correctional Institut
Login Method	User ID \ Password	FA3030		Grade/Rank *	00				
				Email *		Cyber Awareness Training Date *			
				Commercial		Mobile Telephone	5555555555	DSN Telephone	
				5555555555					
				Citizenship *	US	Designation *	MILITARY		

Supervisor Information [Edit](#)

First Name *	Super	Last Name *	Visor	Job Title *	Supervisor
Email *					
DSN Telephone		Phone !	1231231234	Extension	
				Intl Country Code and Phone !	

Agency Information [Edit](#)

Agency Name *	Avengers	Address *	ABC
City *	New York	State *	New York
Zip *	32323	Country *	United States
Organization		Office Symbol	

Review information and click the Next button.

Step 15

registration summary - Please verify All the information

Alternate Supervisor Information [Edit](#)

First Name !	Bat	Last Name !	Man	Job Title !	tester
Email !					
DSN Telephone		Phone !	49111234	Extension	
				Intl Country Code and Phone !	1231231234
Reason !	test				

User Roles [Edit](#)

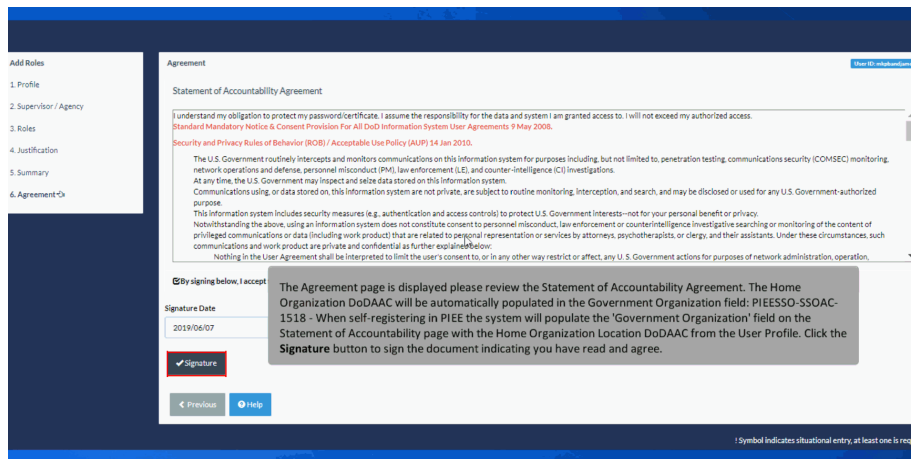
Role	Acceptor	Location Code Type	DoDAAC	Location Code	FA3030	Extension		Group	AETC
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Next Previous

Review information and click the Next button.

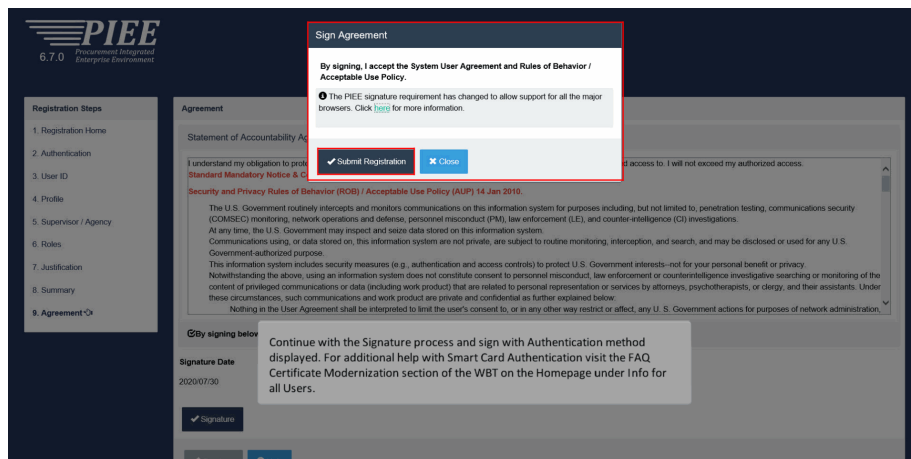


Step 16



The Agreement page is displayed please review the Statement of Accountability Agreement. The Home Organization DoDAAC will be automatically populated in the Government Organization field: PIESSO-SSOAC-1518 - When self-registering in PIEE the system will populate the 'Government Organization' field on the Statement of Accountability page with the Home Organization Location DoDAAC from the User Profile. Click the Signature button to sign the document indicating you have read and agree.

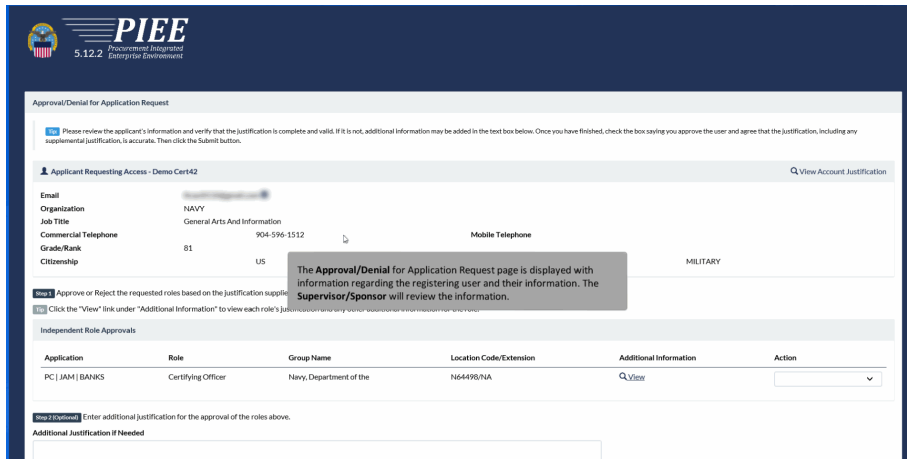
Step 17



Continue with the Signature process and sign with Authentication method displayed. For additional help with Smart Card Authentication visit the FAQ Certificate Modernization section of the WBT on the Homepage under Info for all Users.

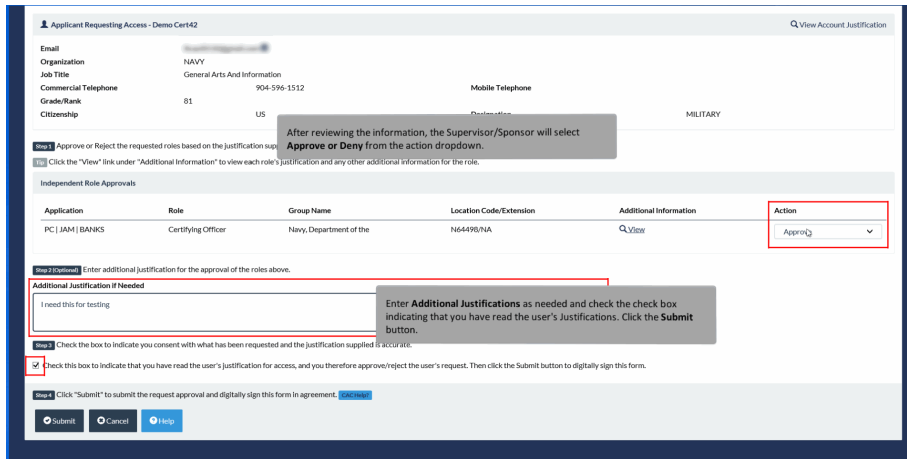


Step 20



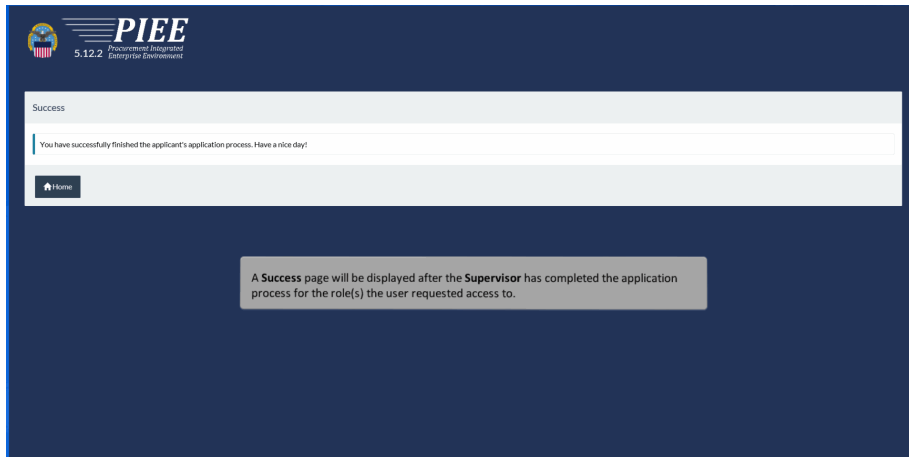
The Approval/Denial for Application Request page is displayed with information regarding the registering user and their information. The Supervisor/Sponsor will review the information.

Step 21



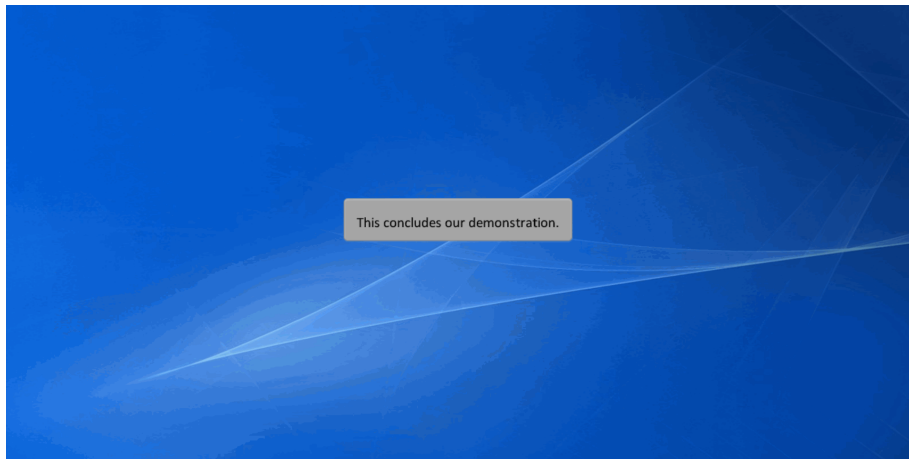
After reviewing the information, the Supervisor/Sponsor will select Approve or Deny from the action dropdown. Enter Additional Justifications as needed and check the check box indicating that you have read the user's Justifications. Click the Submit button.

Step 22



A Success page will be displayed after the Supervisor has completed the application process for the role(s) the user requested access to.

End



This concludes our demonstration.