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

EE		<ul> <li>VIEW SYSTE</li> </ul>
Consent Required		
Privacy Statement		
You are scenario a U.S. Downmere (USD) information system (IS) that is provided for USD autorized use only (by controlly interests) and nontrols communications occurring on this is for purpose including but children to enforcement (E.E. and counterinstigning). (C) investigations. At any term, the USD may happed and search adds as stored interestoria, and assume in the site of the counterinstitution of	using this IS (which includes any device attached to this IS), you consent to the tration testing, CDMSEC monitoring, network operations and defense, personn on this IS, communications using, or data sorted on, this IS are not private, as essurise (e.g., authentication and access controls) to protect USS interests—not for oring of the content of privileged communications, or work product, related to pa dominent for deallast.	following conditions: The USG el misconduct (PM), law subject to routine monitoring, for your personal benefit or privacy. lersonal representation or services
Warning: Use of Back Button		
Pease DO NOT use the browser BMCK BUTTON within the Procurement Integrated Enterprise Environment application Environment applications. Use of this button will cause the loss of data not yet aware to be server and will result in the Autorians at the back on where Previous use the PREVIOUS of CMCRE. buttons to the turn to a previous page with applications are Unclassified FOUD and below, do not process, store, or transmit information classified above the acti-	ns, the use of the browser's BACK BUTTON is not supported within the Procure applications not performing as intended. DD NOT use the backspace key in a in the Procurement litelygated Enterprise Environment applications. The securit reditation level of this system.	ment Integrated Enterprise ny uneditable field, as this will ty accreditation level of the
I have read and understand the terms and conditions for use of this website.		
		ACCEPT
The User will need to read the Privacy Statement and Warning messages and t PIEE Home Page.	then click the Accept button. Upon clicking Accept, the User will be taken to	to the
Need nep wits your account? Your Account Administrator can help you view or edit profile information, revel a password or certificate, activite or descrivete uses, manage group structures, administer location	New to PIEE? Start the registration process. New Federal Dustomer? See how to get started.	
cooker, or book up group her her.		
FIND MY ACCOUNT ADMINISTRATOR		

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.

	An official website of the	e United States government.	
PIEE Processes interview			VIEW SY
	Welcom	ne Back.	
	Log in to your account with a Common Access Card (CAC	), Personal Identity Verification (PIV) certificate or User ID.	
	Log in with Certificate	Log in with User ID	
	DoD users must use the identity Certificate and not any of three remaining certificates on the CAC / PIV.	User ID	
	LOG IN WITH CAC / PIV	Password	
	Get help with CAC / PIV Login	LOG IN	
	Need help with your account? Your Account Administrator can help you view or edit profile	Find My User ID   Reset My Reserved	
	This presentation will demonstrate	e an existing <b>Cardholder</b> registering	

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

#### Step 3



The User clicks the My Account link.



Click the Add Additional Roles button.

#### Step 5

les	User Profile				User ID: mkp
le∜Ĵ∎	First Name *	Middle Name	Last Name *		Suffix
rvisor / Agency	mkchanged		mkpbandjamch	1	
	Home Organization	Organization *	Job Series *	Job Title *	Grade/Rank
fication	DoDAAC/FEDAAC * 🔮 🖿 GPC DoDAAC Lookup	Air Force	0006	• Correctio	onal Institu 00
nary	FA3030				
ement	Email* Review User F	rofile Information and click the I	Next button. Awareness	Training Date *	
			2019/04/03		
	Commercial Telephone !	Extension Intl Country Code	e and Phone ! Mol	bile Telephone	DSN Telephone
	555555555		5	55555555	
	Citizenship *	Designation *			
	110	* ANUTADY			

Review User Profile Information and click the Next button.

🚽 🌣 My Account 🕒	lelp-		User : mkchanged mkpbandjamch1	Logout Status: Active
<u>.</u>			Last Success	ful Logon Date: 2019/06/06 13:51:06 EDT
d at			Last Unsuco	essful Logon Attempt: 2019/04/18 08:55:30 EDT
Additional Profile Informatio	n			User ID: mkpbandjamch1
Commente a la fara a tra				
Supervisor Information				
First Name *	Last Name *		Job Title *	
Super	Visor		Supervisor	
Email *		Confirm Email	1.	
	<b>&gt;</b>			
DSN Telephone	Review Additional Profi	le Information and clie	ck the Next button. Intl Country Code	and Phone !
	1231231234	4		
Alternate Supervisor Infe	ormation (Optional) 0			
First Name !	Last Name !		Job Title !	
Bat	Man		tester	
	Additional Profile Informatio Supervisor Information First Name * Super Email * DSN Telephone Alternate Supervisor Info First Name ! Bat	My Account Help-  Additional Profile Information  Supervisor Information  First Name * Last Name * Visor  Email *  DSN Telephone Review Additional Profile 123123123  Alternate Supervisor Information (Optional)  First Name ! Last	My Account Help-  Additional Profile Information  Supervisor Information  First Name *  Last Name *  Super  DSN Telephone  Review Additional Profile Information and cli  1231231234  Alternate Supervisor Information (Optional)  First Name !  Bat  Man	Wy Account Help-     User : mkchanged mkpbandjamch1      Inti Soree     Review Additional Profile Information     DSN Telephone Review Additional Profile Information and click the Next button.     Inti Country Code     1231231234  Alternate Supervisor Information(Optional)     First Name ! Job Title !     Bat Man tester

Review Additional Profile Information and click the Next button.

#### Step 7



The Roles page is displayed.

The User selects WAWF from the application list.



Select Acceptor from the roles list.

#### Step 9

Add Roles	Roles					User ID: mkpband
1. Profile	Step 1 Select the ap	propriate Applicatio	n from the list below	Step 2. Select One or More	Roles from the list below	Step 3 Click 'Add Roles'
2. Supervisor / Agency	WAWE - Wide Ar	aa Workflow		Liser Roles for WAWE		
3. Roles∜J	WANT - WIDE AT			Acceptor Acceptor		Add Roles
4. Justification				Admin By View Only Cost Voucher Adminis	trator	
5. Summary		_		Cost Voucher Approve	er en	
6. Agreement	Step 4. Fill out the re	Click t quired inform	the Add Roles button.			
		The V	AWF Acceptor role w	ill be for the same locatio	n code as the Cardholder role	
	Roles Summary				₽ D	
	Application	, It Role ⊔†	Location Code Type	11 Location Cod	le* 11 Extension	↓† Group ↓† Action
	WAWF	Acceptor	DoDAAC	• FA3030		Delete
	Showing 1 to 1 of 1	entries				

Click the Add Roles button.

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

O.U.U Enterprise Environme	Paler.	
1. Profile 2. Supervisor / Agency 3. Roles ℃ 4. Justification 5. Summary 6. Agreement b	Select the appropriate Application from the list below       WAWF - Wide Area Workflow       WAWF - Wide Area Workflow       Wawe - Workflow	Click Add Roles'
	Roles Summary       Application       11 Location Code Type       11 Location Code *       11 Extension         WAWF       Acceptor       DoDAAC       +       FA3030	jî Group ⊥î Action ⊥î Delete

Click the Next button.

## Step 11

	E Ser : mkchanged mkpb:	Last Successful Logon Date: 2019/06/06 13:51:06 EDT
0.0.0 Procurement Integra Enterprise Environm	lend the second s	Last Unsuccessful Logon Attempt: 2019/04/18 08:53:301
Add Roles	lustification / Attachments	Here ID- nikokuodi suoht
1. Profile	Mo Provide justification for access and upload any necessary attachments.	Occi ID-Integen Ajenicia
2. Supervisor / Agency	Justification *	
3. Roles	Test	
4. Justification ூ		
5. Summary 6. Agreement	Attachments  Information  Enter a Justification. Attachments are optional.  Weining Programming integration communication or approximation ONV to AVV for the defined information ONV for AVV for the defined information	
	Next              Previous         Help	
	! Symbo	l indicates situational entry, at least one is require

Enter a Justification. Attachments are optional.

6.0.0 Processes Environment	♥ My Account Help - LUser : mikchanged mikpt Generation	vandijamch 1 La Status: Active Lat Second Lagon Date: 2019/00/06 13 Lat Unsocentri Lagon Attempt: 2019/04	¥ Logou 151:06 EDT 118:08:35:30 ED1
Add Roles	Justification / Attachments	User ID: mkpl	bandjamch1
1. Profile	Provide justification for access and upload any necessary attachments.		
2. Supervisor / Agency	Justification *		
3. Roles	Test		
4. Justification ©	Click the Next button to continue.		
5. Summary	Attachments		
6. Agreement	Browse Upload		
	Procurement Integrated Enterprise Environment is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.		
	Next Previous OHelp		
	! Symb	ol indicates situational entry, at least on	e is required.
		* Asterisk indicates re	quired entry.

Click the Next button to continue.

#### Step 13

	My Account	Help-	L User : mk	changed mkpbandjamch1	L Status: Active 🗙 L
<u> </u>	Ľ			Last Success	ul Logon Date: 2019/06/06 13:51:06 ED1
5.0.0 Procurement Integr Enterprise Environ	rated nent			Last Unsucce	ssful Logon Attempt: 2019/04/18 08:55:
	Paristantian Community P				
Add Koles	Registration Summary - P	lease verify All the information			User ID: mkpbandjamch
1. Profile	User Information	User Profile			<b>⊠</b> E¢
2. Supervisor / Agency	User ID mkpbandjamch1	First Name *	Middle Name	Last Name *	Suffix
	User Government	mkchanged		mkpbandjamch1	
3. Koles	Туре	Home Organization	Organization*	Job Series* Job	Title *
4. Justification	Login User ID \	EA3030	Air Force	0006 • Cor	rectional Institut
5 Summarus I	Method Password		Grade/Rank *		
6 Amongart		The Registration	Summary page is displayed.		
o. Agreement			2019/04/03		
		Commercial Telephone !	Extension Intl Country Code and P	hone ! Mobile Telephone	DSN Telephone
		555555555		555555555	
		Citizenship*	Designation *		
		US •	MILITARY		
	Supervisor Information		E Edit Agency Informat	ion	C/ Ec
	-				

The Registration Summary page is displayed.

	registration summary	Please verity All t	ne information					User ID: mkpbandjamch1
1. Profile	User Information	User Profile						🖸 Edit
2. Supervisor / Agency	User ID mkpbandjamd	First Name* mkchanged		Middle Name	Li r	ast Name * nkpbandjamch1	Si	uffix
3. Roles	Type	Home Organi DoDAAC/FED	ration MAAC *	Organization * Air Force	Jc	ob Series * 0006 •	Job Title * Correctional In	istitut
5. Summary O	Method Password	FA3030		Grade/Rank * 00				
6. Agreement		Email *		Cyber Awareness	Fraining Date *			
		Commercia 5555555555	Review inform	ation and click the <b>N</b>	ext button.	Mobile Te	elephone	DSN Telephone
		Citizenship * US		Designation * MILITARY	•			
	Supervisor Information			🕼 Edit	Agency Information			🖾 Edit
	First Name * Super	Last Name * Visor	Job Title * Supervisor		Agency Name * Avengers	Address * ABC		le
	Email *	D			City * NewYork	State * New York	Zip* 32323	Country * United States •
	DSN Telephone	Phone ! 1231231234	Extension	Intl Country Code and Phone !	Organization	Office Symbol		

Review information and click the Next button.

#### Step 15



Review information and click the Next button.



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: PIEESSO-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.

6.0.0 Proceedings Environment		
Success		
You have successfully added roles for the following of WWWF - Wide Area Workflow • myInvoice Your approval request, for your new roles, will now go to roles that have been approved, and then the approval re activated role(s) for your account. If you have any quest	pplications: your Supervisor(s)/Sponsor for approval. Once you have been approved by your Supervisor(s)/Sponso quest vill go to an administrator for approval. Qnce your roles have been activated by an administrator ons or concerns, please contact Customer Supplot.	ir, you will receive an email notification of the r, you will receive another email indicating the
₩Home	A Successful Registration message is displayed letting the User know they have successfully registered. Approval request, for new roles, will go to the Supervisor/Sponsor for approval.	

A Successful Registration message is displayed letting the User know they have successfully registered.

Approval request, for new roles, will go to the Supervisor/Sponsor for approval.

#### Step 19

Channe         Channe<	
Approve Access Request for Demo Ce142	
n manganan na man	
Your approval as the supervisor/poroner is required. You have 32 Yours, at the post the label balance all equired. If wage too response a follow up amail will be water to you with a new Indi, Physical and the post the balance of the balance of email, have chiral's support for sectors will be regioned after 32/08/2018. Physical and have balance and follow the staps provided to approve of any the request. The STA INTEL MICHINE AND ADDIDATED TO THE STAPS ADDIDATED TO THE SMALL.	
The email sent to the <b>Appointee Supervisor</b> will have a link for approving the role request. As the <b>Supervisor</b> , click the link to approve the appointment.	

The email sent to the Appointee Supervisor will have a link for approving the role request. As the Supervisor, click the link to approve the appointment.

5.12.2 Procureme 5.12.2 Enterprise	IEEE nt Integrated Environment					
Approval/Denial for Application I	Request					
Please review the applicant' supplemental justification, is accu	's information and verify that the justific rate. Then click the Submit button.	ation is complete and valid. If it is not, additional inform	mation may be added in the text box below. Once you have finishe	d, check the box saying you approve the user and a	agree that the justification, including any	
Applicant Requesting Acces	is - Demo Cert42				Q View Account Justification	
Email Organization Job Title Commercial Telephone Grade/Rank Citizenship	NAVY General Arts And Info 81	rmation 904-596-1512 US The Approval/Denial for A	Mobile Telephone	MILITARY		
Aprove or Reject the requested role based on the justification segred     Superviser / Setting user and their information. The     Superviser /						
Independent Role Approvals						
Application	Role	Group Name	Location Code/Extension	Additional Information	Action	
PC   JAM   BANKS	Certifying Officer	Navy, Department of the	N64498/NA	Q <sub>Vittw</sub>	×	
Step 21Optional Enter additional ju	istification for the approval of the re	oles above.				

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

Email Organization	NAVY				
Job Title Commercial Telephone	General Arts And Into	rmation 904-596-1512	Mobile Telephone		
Grade/Rank Citizenship	81	US	Device of the supervisor/Sponsor will calact	MILITARY	
Discrete and approve or Reject the rec Click the "View" link under " Independent Role Approvals	uested roles based on the justificat Additional Information" to view eac	on sup Approve or Deny from the h role's justification and any other additional in	action dropdown. Iformation for the role.		
Application	Role	Group Name	Location Code/Extension	Additional Information	Action
PC   JAM   BANKS	Certifying Officer	Navy, Department of the	N64498/NA	Q_View	Appro-(3 🗸
e 2 (optional) Enter additional j ditional Justification if Neede I need this for testing	ustification for the approval of the r d	bles above.	r <b>Additional Justifications</b> as needed ann cating that you have read the user's Justif on.	d check the check box ications. Click the <b>Submit</b>	
Check this box to indicate that	you have read the user's justificati	on for access, and you therefore approve/rejec	t the user's request. Then click the Submit button to dig	Itally sign this form.	

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.

FILE PREED		
Success		
You have successfully finished the applicant's application proc	ess. Have a nice day!	
<b>♠</b> Home		
	A Success page will be displayed after the Supervisor has completed the application process for the role(s) the user requested access to.	

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.

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