# Intro

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

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

Approving/Billing Official Appointment

## Step 1



This presentation provides an overview of registering and setting an appointment for a Joint Appointment Module (JAM) Approving/Billing Official (ABO) user.

This presentation provides an overview of registering and setting an appointment for a Joint Appointment Module (JAM) Approving/Billing Official (A/BO) user. Upon being nominated for the A.B.O., the Nominee will receive an email with instructions to complete the registration process for the ABO role.

Upon being nominated for the A/BO, the Nominee will receive an email with instructions to complete the registration process for the A/BO role.

Suprove All Solution - City -	In Email V Done Mark Categorize Move DiActions Mark Categorize	e Follow Up- Translate Up- Translate To Related To Related To Select Translate To Select Translate	
Direct Bryood PIEE Nomination Notice To  Produit Information	Calect Sheps G Move Tags	6 Editrig Zoon	
This email was generated in a Jax TEST 5.12.2 environment. If you a	re a PRODUCTION user, then please ignore it.		
Attention Demo Cert42,			
Home Organization Code: N54498			
You have been nominated for the following: Role: Approving/Billing Official (A/BO) Location Code: N64498			
Please sign in to your account and select "My Account" then "Add	udditional Roles" for the role listed above. The nominated role will be automa	atically added to your account after completing this step. You will be no	tified by email when your action is required to complete your appointment.
If you believe this is was done in error or if you have any questions Demo OADPC1 Email: <u>corablajan2014@gmail.com</u>	please contact you nominator.		
	An email is to log into Instruction to log into their acc	ng nominated for the <b>ABO</b> role with ount to continue the process.	tion

An email is sent to the user being nominated for the A/BO role with instruction to log into their account to continue the process. An email is sent to the user being nominated for the ABO role with instruction to log into their account to continue the process.

#### Step 3

PIEE **	My Account Help- Once the nominee is logged in, click the My Account button to register for the A/BO role.	X Logout
	Weicome to the Procurement Integrated Enterprise Environment	
As an exit A/BO rol be above Sericitation	Processed damage and a second	
System Messages (2013-JAN-17 12:05 EST) System: All	Once the nominee is logged in, click the My Account button to register for the ABO role.	^
Version: Build Date: Application Server: HTTP Server: Database: FTP/EDI Server: FTP/EDI Server Path: Operating System: Status: Current Usage:	3 127 2013. Weighter # 20.0.5 dot. 10.0.101 IBM-HE \$ 20.0.5 dot. 10.0.101 IBM-HE \$ 20.0.5 Commoders Commoders Commoders Commoders F 20.0.0.0.0.0.0.0.0.0.0.0.0.0.0.0.0.0.0.	v

As an existing PIEE user, the user being nominated will log in to register for the A/BO role.As an existing PIEE user, the user being nominated will log in to register for the ABO role.

Once the nominee is logged in, click the My Account button to register for the ABO role.

Once the nominee is logged in, click the My Account button to register for the A/BO role.



Under the Roles section click the Add Additional Roles button.

## Step 5

	Of My Account Help			LUser : Demo Cert42	L Status: Active	× Logout
Procurement integrated				LastS	accessful Logon Date: 2018/11/2	0 14:07:49 EST
Enterprise Environment						
Add Roles Verify all the information within your act						×
Add Balas	Lices Deplie					
1. Profile 🗇	First Name *	Middle Name	Last Name *	Suffix	USER TO: EDITIVISION	0.12970
2. Supervisor / Agency	Demo ×	]	Cert42			
3. Roles	Home Org				Grade/Rank *	
4. Justification	On the User Profile p	age, review and verify the infor	mation. If it is not current, the	information ***	81	_
5. Summary	Email*	time. When an the information	The accurace, click the Next but	ton.		
6. Agreement	Ihcaci01					
	Commerci			phone		
	904-596-1512	Decimation t				
	OTHER ¥	MILITARY	×			
						_
	Next					

On the User Profile page, review and verify the information. If it is not current, the information can be updated at this time. When all the information is accurate, click the Next button.

DIFF	My Account Help -			LUser : Demo Cert42	L Status: Active	× Logou
Procurement Integrated					esoful Logon Date: 2018/11/	28 15:03:27 EST
	Additional Profile Information				User ID: EDIP193	01002970
	Supervisor Information					
ncy 🗘	First Name*	Last Name *	Job Title *			
	John	Doe	supervisor			
	Email*	Email* Confirm Email*				
	dbuilder4@gmail.com	dbuilder4@gmail.com dhuilder4@gmail.com				
	DSN Telephone On the	Additional Profile Information	page, verify the informatio	n and update as necessary.		
	Agency Information					
	Agency Name *	Address *				
	Agency CACI	50 North Laura Street		Ç		
	City*	State *	Zip *	Country *		
	Jacksonville	FL.	32202	United States of America (the)	~	
	Organization	Office Symbol				

On the Additional Profile Information page, verify the information and update as necessary.

## Step 7

	Confirm E	Email !		
P	hone !	Extension	Intl Country Code and Phone !	
		h		
tion				-1
	ddrore !			
Once the	information is complete,	click the <b>Next</b> button.		
	Georgia	¥ 32413	United States of America (the)	
	mce symbol			
	ation A	ation Address* Once the information is complete, Georgia Office Symbol	ation Address* Once the information is complete, click the Next button.	ation Address* Once the information is complete, click the Next button. Georgia V 32413 Livited States of America (the) Office Symbol

Once the information is complete, click the Next button.

Add Roles	Roles	User 8D: raylangivers
1. Profile	Implie         Select One or More Roles from the list below           Implie         Select The appropriate Application from the list below           (Ctrl+Click)         Ctrl+Click	Step 3 Click 'Add Roles'
2. Supervisor / Agency 3. Roles 🛈	PC - Purchase Card User Roles for PC CRB - Contrast Deficiency Reporting Agency/Organization Program Coordinator (A/OPC)	+ Add Roles
4. Justification	CDN - Contract Detections Proportions CEDNS - Corporate Electronic Document Management System CLOSEOUT - Contract Closeout CLOSEOUT - Contract Closeout CLOSEOUT - Contract Closeout	
5. Summary	CONT - Contracting Information Technology EDA - Electronic Data Access	•
6. Agreement	FedMail eMIPR - Military Interdepartmental Purchase Request GFP - Government Furnished Property in	
	JUID Registry JAM - Joint Appointment Module MRS - Management Reporting System	
	PALT PALTS Protect Tracker PC-Parchase Card PC-tracker	
	PIEE - Administrative Support PIEE - Procurement Integrated Enterprise Environment PIPUL - Procurement Process Model I Integra Symbol in	ndicates situational entry, at least one is required.
	SOL-Solicitation SPM - Surveillance and Performance Monitoring Module	<ul> <li>Asterisk indicates required entry.</li> </ul>

On the roles page, select the PC (Purchase Card) application.

# Step 9

Adfale     Image: Constraint of the properties of the prop	6.11.0 Procurement Integ	<b>L</b> rated ment	Last Successful Legen Date: 2022/03/11 15:07:05 UTC Last Unsuccessful Legen Attempt: 2022/03/11 15:04:37 UTC
Summary A Agreement betw: <u>Distantional Review</u> A Agreement Bees Cline Attractions Repeat Resp: 164 Again To vane add coases to any other applications. Repeat Steps 15 4 Again To vane add coases to any other applications. Repeat Steps 16 4 Again To vane add coases to any other applications. Repeat Steps 164 Again To vane add coases to any other applications. Repeat Steps 164 Again To vane add coases to any other applications. Repeat Steps 164 Again To vane add coases to any other applications. Repeat Steps 164 Again To vane add coases to any other applications. Repeat Steps 164 Again To vane add coases to any other applications. Repeat Steps 164 Again To vane add coases to any other applications. Repeat Steps 164 Again To vane add coases to any other applications. Repeat Steps 164 Again To vane add coases to any other applications. Repeat Steps 164 Again To vane add coases to any other applications. Repeat Steps 164 Again To vane add coases to any other applications. Repeat Steps 164 Again To vane add coases to any other applications. Repeat Steps 164 Again To vane add coases to any other applications. Repeat Steps 164 Again To vane add coases to any other applications. Repeat Steps 164 Again To vane add coases to any other applications. Repeat Steps 164 Again To vane add coases to any other applications. Repeat Steps 164 Again To vane add coases to any other applications. Repeat Steps 164 Again To vane add coases to any other applications. Repeat Steps 164 Again To vane add coases to any other applications. Repeat Steps 164 Again To vane add coases to any other applications. Repeat Again To vane add coases to any other applications. Repeat Again To vane add coases to any other applications. Repeat Again To vane add coases to any other applications. Repeat Again To vane add coases to any other applicat	Add Roles 1. Profile 2. Supervisor / Agency 3. Roles © 4. Justification	Roles  Roles Roles Roles  Roles  Roles  Roles  Roles  Roles  Roles  Roles  Roles  Roles  Roles  Roles  Roles  Roles  Roles  Roles  Roles  Roles  Roles  Role	Ute 10 retrepose Song 2 Click Yeak Roles' CC
Next      Providue     Disign      Symbol indicates situational entry, at least one is required.     *Attentik indicates required entry.	5. Summary 6. Agreement	below.         Data Mining Reviewer           CPC Tables that devolution & and the consistence of the applicable applications           CPC Tables that the consistence of the applicable applications           CPC Tables that the consistence of the applicable applications           CPC Tables that the consistence of the applicable applications           CPC Tables that the consistence of the applicable applications           CPC Tables that the consistence of the applicable applications of the consistence of the applicable applications in the PIEE Role List Matrix.	
		> Nod. 《 Previous 0 Holp 1 Symbol	l indicates situational entry, at least one is required. * Asterisk indicates required entry.

6.11.0 Procurement Integra	E. eos	Last Successful Legen Date: 2022/03/11 15:07:05 UTC Last Unnuccessful Legen Attempt: 2022/03/11 15:06:57 UTC	
Add Roles	Roles	User ID: replangivens	
2. Supervisor / Agency	Step1 Select the appropriate Application from the list below (Cri+Click)	Step 2. Click 'Add Roles'	
3. Roles 🕲 4. Justification 5. Summary	PC-Pardwate Card Piece Rev Jewice Rev Card Functional Capability, and role in step 2, you will be granted access to the applicable purchase card applications. These will be displayed in Step 2 below.	-) + Add Roles	
6. Agreement	If you need access to any other applications           If you need access to any other applications, Rupeat Steps 1 to 4 again           You can view a first of all PIEE roles and their descriptions and functions in the PIEE Role List Matrix.		
	Next CProvidue O Help		
	Sele Role Select the ABO role that is available because of the ABO role that is available because of the Add Roles button to continue the registration.	he Nomination. Click the	

Select the A/BO role that is available because of the Nomination. Click the Add Roles button to continue the registration. Select the ABO role that is available because of the Nomination. Click the Add Roles button to continue the registration.

#### Step 9

1. Profile     Image: Select the appropriate Application from the list below.     Image: Select the appropriate Application from the list below.     Image: Select the appropriate Application from the list below.     Image: Select the appropriate Application from the list below.     Image: Select the appropriate Application from the list below.       2. Supervisor / Agency     The Select the appropriate Application from the list below.     Image: Select the appropriate Application from the list below.     Image: Select the appropriate Application from the list below.       3. Roles 'D     The Select the Applications from the displayed in Select the application from the Decempting from the Application from the Application from
2. Supervisor / Agency PC - Purchase Card User Roles for PC - Purchase Card User Roles for PC - Purchase Card Functional Capability, and Activity of the Purchase Card Functional Capability, and Carabon for Purchase Card Functional Capability, and Purchase Card Functis, and Purchase
A. Justification     A. J
5. Summary Below. Data Mining Reviewer GPC Datasating/Accounting Authority/GPC Data
6. Agreement Step 4 Fill out the required information for the applicable applications
<ul> <li>If you need access to any other applications. Repeat Steps 1 to 4 again</li> <li>You can view a list of all PIEE roles and their descriptions and functions in the PIEE Role List Matrix.</li> </ul>
> Next < Previous ● Help

PIEE Procurement Integrated Enterprise Environment	✿ My Account Help-	User : Demo Cert42 Lat Status: Active X Log Last Soccessful Logon Date: 2018/13/20 15:03:27
Add Roles 1. Profile 2. Supervisor / Agency	The role has been added to the Role Summary section. Click the <b>Next</b> button to continue the registration.	aur to townshadne aus Citck: Add Roles' ▲ Add Roles
3. Roles <sup>C</sup> 4. Justification 5. Summary 6. Agreement	Bunk         FB out the required information for the applicable applications           Roles Summary	·
	Application         III         Boole         III         Location Code * yee           PC LMM [INNSS         Approving/tilling Official (A/IRO)         DxDAxC         N66498           Browing 150 of 1 entries         Strong 150 of 1 entries         N66498	ij Extension jj Group jj Action jj N/A Delete
	Tour new laces is any other appendixed, repeak strips 1 to 4 again     Tour      Constant     Constant     Constant     Constant	! Symbol indicates situational entry, at least one is require

The role has been added to the Role Summary section. Click the Next button to continue the registration.

#### Step 11

	E ♥ My Account Help- LUser: LStatus: Active ¥ Logo
6.17.1 Procurement In Enterprise Envi	Any existing training in the user's profile will be populated on the Training page. If necessary, the user will be prompted to enter any required training courses that have not been previously added to their profile.
Add Roles	Training Uver ID:
1. Profile	Warning: or DoD 1 (CLG 0010) is a required training course. X
2. Supervisor / Agency 3. Roles	Course Type Component Course Name Completion Date Certificate Frequency Due Date Hours Provider Source Action
4. Training ∜u 5. Justification	Cf Add Training -      > Next       C Previous      Help
6. Summary	
7. Agreement	To add training courses, select the <b>Add Training</b> dropdown menu.
	*Asterisk indicates required entry

Any existing training in the user's profile will be populated on the Training page. If necessary, the user will be prompted to enter any required training courses that have not been previously added to their profile. To add training courses, select the Add Training dropdown menu.

6.17.1 Procurement Int 6.17.1 Enterprise Enviro	Second Help-	LUser: Status: Active X Logout
Add Roles 1. Profile 2. Supervisor / Agency 3. Roles 4. Training St 5. Justification	Training         • Warning: or DuD 1 (CLG 0010) is a required training course.         Course Type       Component         Course Type       Component         Course Type       Component         Course Type       Omponent         Course Type       Next         Previous       Help         Add GPC Training       Omponent	Vert® X Frequency Due Date Hours Provider Source Action
6.Summary 7.Agreement	Select the Add GPC Training button.	! Symbol indicates situational entry, at least one is required. * Asterisk indicates required entry.

Select the Add GPC Training button.

# Step 13

.17.1 Procurement Integrated Enterprise Environment	Add Training The Add Training modal is displayed. Co	omplete all required fields.	Successful Logon Date: 2023/08/31 15:36:22 U
	Course Type *		
	Component Specified		
Add Roles	Component *		
1. Profile	- Select -	~	ce Action
Supervisor / Agency	Course *		
. Roles	- Select -	~	
l. Training ூ	Certificate *		_
5. Justification	CHAODET HEM		
i. Summary	Completion Date * Frequency * Hours	Provider	
Agreement	When finished adding training informat	tion, select the <b>Add</b> button.	
	Cancel		t one is required

The Add Training modal is displayed. Complete all required fields. When finished adding training information, select the Add button.

Enterprise Enviro	nment	he training course infor	mation wi	ill be display	ed on the	Training	page. The	user				
Add Roles	Training	ay edit or delete the info	ormation	using the Ad	tion butt	ons.					Jser ID:	
1. Profile	Course Type	Component	Course	Completion	Certificate	Frequency	Due Date	Hours P	rovider So	urce	Action	
2. Supervisor / Agency 3. Roles	Component Specified	DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	DoD 1 (CLG 0010)	2023/08/01	1.docx	2 Years	2025/07/31		M	anual	Delete	View
4. Training D	🕑 Add Train	ning • 🔹 Next < Pro	evious	a Help								
6. Summary				-								

The training course information will be displayed on the Training page. The user may edit or delete the information using the Action buttons. Select the Next button to continue.

#### Step 15

	♥ My Account Help -	LUser : Demo Cert42 LStatus: Active Klagout
Add Roles	Justification / Attachments	User 10: EDI199001002970
1. Profile	Provide justification for access and upload any necessary attachments.	
2. Supervisor / Agency	Justification *	
3. Roles	I need this for testing	
4. Training		
5. Justification O	Attachments Browen Upted	
7. Agreement	wome Procurement Integrated Enterprise Environment is designated for Sensitive Unclassified Information ONLY. Do NOT enter classified Information in this system.	
	Criticola      C	stifications are mandatory when er the Justification here and any et m

The Justification and Attachments page is displayed. Justifications are mandatory when registering for new roles. Attachments are optional. Enter the Justification here and any Attachments and then click the Next button.

PIEE Province inductor Compare Controlment	Or My Account Help -			L User : De	nmo Cert42 L Status: Active X Logout
Add Roles	Registration Summary - Please V	erify All the information			User ID: (DiP19301002970
1. Profile	User Information	User Profile			@ Edit
2. Supervisor / Agency	User ID EDIP19301002970	First Name * Demo	Middle Name	Last Name * Cert42	Suffix
3. Roles	User Government Type	Home Organization DoDAAC/FEDAAC*	Organization *	Job Series * Job	Title *
4. Training	Login Software Method Certificate	N64498	NAVY	1001 Y Ge	eneral Arts And Informatic
5. Justification		Grade/Rank * 81			
6. Summary ℃		Email *	Cyber Awareness Training Date *		
7. Agreement		Ihcaci0110@gmail.com	2018/09/26		
	Т	he <b>Registration Summary</b> pany updates are needed, retu	age is displayed. Review the in rn to the section to make the	nformation. If update there.	
	Supervisor Information				🕑 Edit
	First Name* John			itreet	
	Email*				Zip* Country*
	dbuilder4@gmail.com		or the second se		32202 United States of Ame V
	DSN Telephone Pho	me! Extension In P	ntl Country Code and Organization hone !	Office Symbol	
			001-12-845-1623		

The Registration Summary page is displayed. Review the information. If any updates are needed, return to the section to make the update there.

### Step 17

3. Roles 4. Training 5. Justification 6. Summary O	User Type Login Method	Government Software Certificate	Hom N6- Grad 81 Ema	e Organization 1498 de/Rank *	DoDAAC/FEDA	AC*	Organization ' NAVY Cyber Awarer	ess Traini	vg Date *	Job Series* 1001	v	Job Title * General Arts A	und Informatic	
7. Agreement			Ihci Corr 904	ici0110@gmail. imercial Telept I-596-1512	com one !		2018/09/26 Extension	lnti C	ountry Code and Phone !		Mobile Teleph	one	DSN Telephone	
			Citia	<b>xenship *</b> HER		Ý	Designation * MILITARY		~					
	Supervisor I	nformation						🖉 Edit	Agency Information					<b>G</b> Edit
	First Name John	•	Last Name* Doe		Job Title • supervisor				Agency Name* Agency CACI	Addr 50 N	ess * orth Laura Street			
	Email • dbuilder4(	gmail.com							City * Jacksonville	State FL	•	Zip* 32202	Country* United States of Am	.v.
	DSN Telepi	hone	Phone !		Extension	Intl Co Phone 001-1	untry Code and ! 2-845-1623		Organization	Offic	e Symbol			
	User Roles									() Edit				
	Role			Location C	ode Type	Location Co	de Exte	nsion	Group					
	Approving/	Billing Official (A/BC	0	DoDAAC		N64498			Navy, Department of the					
	> Next	< Previou:		Aft cor	er verifyir Itinue.	ng the ini	formatio	n is a	curate, click th	ie Next b	utton to			
												nbol indicates	situational entry, at least one i * Asterisk indicates requ	is required. iired entry.

After verifying the information is accurate, click the Next button to continue.

PIEE Preserveneel Independent Enterprise Environment	✿ My Account Help		LUser : Demo Cert42 LStatus: Active X Logout Lat Surrend Luger Set: 21581328 358827337			
Add Roles	Agreement		User ID: ED:P1930:502970			
1. Profile 2. Supervisor / Agency 3. Roles 4. Training 5. Justification 6. Summary 7. Agreement ©	Statement of Accountability Agreement Junderstand my deligition to protect my parswor Jandard Handlard Pictuation (January 1996) Security and Pictua Security and Pictuation (January 1996) The U.S. Government called in the Control Pictuation of the U.S. Government called in the Control Communications using and the Control Communications using and the Control Communications using and the Control Pictuation of the Control Pictuation (January 1997) In side communications using and the Control pictuation of the Control Pictuation (January 1997) In Security and Control Pictuation (January 1997) In Security (January 1997) In Security Security (Januar	valuer tilfsaks. I assume the responsibility for the data in TV AII DO Information System Unite Agreements and the AII DO Information System Unite Agreements and monitors communications on this information system personent introduction (TA), taxe enforcement II.0.1. In personent introduction (TA), taxe enforcement II.0.1. In the Arrange Agreement II.0.1. In the	and system I am granted access to I will not exceed my authorized access.  In any 2006 In			
	By signing below, I accept the System User Age	reement and Rules of Behavior / Acceptable Use Poli	cy			
	Signature Date	Government Organization *	Click the Signature button to sign the Statement of			
	2018/11/28	N64498	Accountability Agreement, indicating you have read and			
	agree.					
	Previous     OHelp					

Click the Signature button to sign the Statement of Accountability Agreement, indicating you have read and agree.

#### Step 19



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.

Success	A Success page will be displayed indicating the roles that have been added.
You have successfully added roles for the following applications:	
IAPLETO Guadantiment Module     PC - Purchase Card	
tooli approval tequescitor your new roles, win novi go o your super visio/ sportsol for approval, once y go to an administrator for approval. Once your roles have been activated by an administrator, you will i	you have usen applicable to your supervised, sported, you ministerie an initial insurance of the instrument of the supervised applicable, and user to be applicable applica
<b>♠</b> Home	
Based on the information on the to the <b>Supervisor</b> to approve to	ne <b>Additional Profile Information</b> page, an email will be sent the role request.

A Success page will be displayed indicating the roles that have been added. Based on the information on the Additional Profile Information page, an email will be sent to the Supervisor to approve the role request.

#### Step 21



The Nominee Supervisor will receive an email notification to approve the ABO role. The Nominee Supervisor will receive an email notification to approve the A/BO role.

Cutyons A Constraint of Constr
Darle Braynel Cont Rep: 5 Nam Epp 5 Editing 2xxxx Approve Access Request for Damo Certif2
This email was generated in a Jas TIST 5.12.3 environment. If you are a PIGOUCTICN user, then please ignore it.
Government user Demo Cert42 has requested access to the following applications :
PC - Approxing/Billing Official (A/Itio) for Location Code: NM4888
Trus approval as the segmentarylycones in required. Trus have 72 percess, at the greet the in the badrow will require a finding and and the sent to prove with a new loak, true show for approve the the new of at the finding approximate, Deene Certify's request for access will be registed after 12/20/2018.
Please use the link block and follow the step provided to approve of any the request. https://putr.ca.org.com/partial/application-blocken
THIS IS A SYSTEM GENERATED EMML MESSAGE, PLANE OD NOT RESPOND TO THIS EMML.
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 role.

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 role.

#### Step 23

5.12.2 Frocurences	EEE st. fl. daggrated St. driversonment				
Approval/Denial for Application Re	lequest				
Please review the applicant's supplemental justification, is accurately ac	information and verify that the justificat ate. Then click the Submit button.	tion is complete and valid. If it is not, additional information may be ad	dded in the text box below. Once you have finished	, check the box saying you approve the user and agree	e that the justification, including any
Applicant Requesting Access	s - Demo Cert42				Q View Account Justification
Email Organization Job Title Commercial Telephone Grade/Rank Citizenship	Ilhcacl0110@gmail.cor NAVY General Arts And Info 61 ested roles based on the justificat dditional information" to view eac	The <b>Approval or Denial</b> for Applicat regarding the registering user and t information.	ion Request page is display heir information. The <b>Supe</b>	ved with information rvisor will review the	
Independent Role Approvals					
Application	Role	Group Name	Location Code/Extension	Additional Information	Action
PC   JAM   BANKS	Approving/Billing Official (A/BO	) Navy, Department of the	N64498/NA	Q.View	· · ·
Step 2 (Optional) Enter additional just Additional Justification if Needed	tification for the approval of the role	es above.			

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

Applicant Requesting Acces	is - Demo Cert42				Q View Account Justification		
Email Organization Job Title Commercial Telephone Grade/Rank Citizenship	Ihcaci0110@gmail.com 22 NAVY General Arts And Information 904-596-15 81 OTHER	After reviewing the information, the Supervisor will select <b>Approve</b> or <b>Reject</b> from the action dropdown.					
Step1 Approve or Reject the required Click the "View" link under "/	ested roles based on the justification supplied. Additional information" to view each role's justifi	cation and any other additional information for the	role.				
Independent Role Approvals							
Application	Role	Group Name	Location Code/Extension	Additional Information	Action		
PC   JAM   BANKS	Approving/Billing Official (A/BO)	Navy, Department of the	N64498/NA	Q <sub>Max</sub>	Approve Reject		
Additional Justification if Needeo	1						
Step 3 Check the box to indicate the Check this box to indicate that	you consent with what has been requested and the you have read the user's justification for accord ne request approval and digitally sign this for	e ketification succiled is accurate. Enter <b>Additional Justifications</b> Justifications, then click the <b>Su</b>	as needed. Check the box <b>bmit</b> button.	indicating that you have rea	d the user's		
Submit O Cancel	ӨНер						

After reviewing the information, the Supervisor will select Approve or Reject from the action dropdown. Enter Additional Justifications as needed. Check the box indicating that you have read the user's Justifications, then click the Submit button.

#### Step 25

Success		
You have successfully finished the appl	can't's application process. Have a nice day!	
<b>≜</b> Home		
	A Success page will be displayed after the Supervisor has completed the Nominee's application process.	

A Success page will be displayed after the Supervisor has completed the Nominee's application process.

Culpture And Culpture Tayle State Culpture Tayle St
All -Group - Unread + Up + - Alleria Phalong Quick Steps (5 Move Tag + Ching Zone)
AMA Approximate Required for Approving Billing Official (A/BO) Role
This email was generated in a Jan TIST 5.12.2 environment. If you are a RIGOLUTION user, then please ignore it.
You have norminated Damo Cert42 for the Approxing/Billing Official (A/BO) role. This role requires an active Approxing/Billing Official Appairtment in the joint Appointment Modela (JAM) before the role can be activated by a Group Administrator (GAM).
You can initiate the Approxing/Billing Official Appointment workflow process within the Procument integrated Enterprise Environment (PEE) by following these steps:
Step 1: Login in the Procurement Integrated Enterprise Environment (PIEE) application then access the Approxing/Billing Official Appointment in the Joint Appointment Module (JAM) by selecting the "Create Appointment" menu option.
Step 2: Enter the appointment information then submit the appointment to the designated appointing Authority (DDS77 AA) for eproval.
If you are the nominee, this email is for informational purposes only and you have no action at this time.
NOTE: This email service is outbound only. We are unable to receive and process replice to this mailbox.
An email no. An email notification is sent to the <b>Nominee</b> for informational purposes only and no action is needed. The <b>Nominator Nominator</b> will also receive the email informing them they can now initiate the <b>ABO Appointment</b> process.

An email notification is sent to the Nominee for informational purposes only and no action is needed. The Nominator will also receive the email informing them they can now initiate the A/BO Appointment process. An email notification is sent to the Nominee for informational purposes only and no action is needed. The Nominator will also receive the email informing them they can now initiate the ABO Appointment process.

#### Step 27



The Nominator (A/OPC or O-A/OPC) and any A/OPC and O-A/OPC in the span of control of the Nominee will receive an email notification with instructions to initiate the A/BO role appointment for the Nominee. The Nominator (AOPC or O.A.O.P.C.) and any AOPC and O.A.O.P.C. in the span of control of the Nominee will receive an email notification with instructions to initiate the A/BO role appointment for the Nominee.

Bayee X and A and
AM 164498 - Develow Appointment Required for Certifying Officer Role     Annual Segurit ant
This email was generated in a Jac TIST 5.12.3 environment, if you are a PRODUCTION user, then please ignore it.
Demo Cen42,
Demo Cert42 has registered for the Certifying Officer role in DoD Organization M64498. This role requires an active Certifying Officer Appointment in the Jaint Appointment Module (JAM) before the role can be activated by a Group Administrator (GAM).
You must immediately initiate the Certifying Officer Appointment workflow process within the Procurement Integrated Enterprise Environment (PIEE) by following these steps:
Tage 1: Large NHL at <u>Hisper/Jahren conserve</u> Step 2: Que Tau and Large NHL at <u>Hisper/Jahren conserve</u> Step 3: Que Tau Char Units Appointment Modula (Julio H) schlar (Bar Jahren Tau Charl Certifying Officer Appointment Fage). Step 3: Que Charlot Har Steppinter Hyper Appointment (Large Har Jahren Harl Harl Harl Harl Harl Harl Harl Harl
10717: This email service is outboard only. We are unable to receive and process regiles to this mailbox.
An er An enaal notification with instructions will be sent to the <b>Nominator</b> and additional emails will be sent to anyone in the span of control of the <b>Nominee</b> , informing them to create a JAM ABO Appointment Appoo

An email notification with instructions will be sent to the Nominator and additional emails will be sent to anyone in the span of control of the Nominee, informing them to create a JAM A/BO Appointment for the Nominee. An email notification with instructions will be sent to the Nominator and additional emails will be sent to anyone in the span of control of the Nominee, informing them to create a JAM A/BO Appointment.

#### Step 29



The Nominator will need to create the A/BO appointment for the appointee at this time. Log into PIEE as the Nominator to continue the appointment process. The Nominator will need to create the ABO appointment for the appointee at this time. Log into PIEE as the Nominator to continue the appointment process.

After logging in, click the JAM icon to create the A/BO appointment. After logging in, click the JAM icon to create the ABO appointment.

Joint Appointment Module	Create Appointment +			
	Apency/Organization Pro	gram Coordinator Appointment		
System Messages	Approving/Billing Official	Appointment		
	Certifying Officer Appoint	ment		
(2013-JAN-17 12:05) Syst	Oversight Agency/Organi	zation Program Coordinator Appointment	Click the <b>Create Appointment</b> dropdown to expand it.	
Version:		5.12.2 Patch2_03		
Build Date:		11/27/2018		
Application Server:		WebSphere 9.0.0.5 (jdk1.8.0_181)		
HTTP Server:		IBM IHS 9.0.0.5		
Database:		T5122W		
FTP/EDI Server:		Commodore		
FTP/EDI Server Path:		/caci_db/efp/WAWF_RA_sec/Test/Version5122	VFTPEDIDirectory	
Operating System:		Solaris 11		
Status:		Production		
Current Usage:		5.12.2 Testing		
Please start by selecting an c	ption from the menu abov	Select the <b>Approving Billing Officia</b> dropdown.	al Appointment from the Create Appointment	
0.1115				
Онар				

Click the Create Appointment dropdown to expand it.Select the Approving Billing Official Appointment from the Create Appointment dropdown.

#### Step 31



In this demonstration the Initiator will be an O-A/OPC. Select Item 2 to continue. In this demonstration the Initiator will be an O.A.O.P.C. Select Item 2 to continue.

Appointmei	nt Module Create Appointme	ent - Search Appointment	<ul> <li>My Appointments -</li> </ul>	My Training Exit				Ua	r : Bwonsamd
Create Approvir	ng/Billing Official Appointment - Dra	a							
heitister									0.000
Initiator									C Hep
First Name		A list of A	ppointees will b	e displayed, select the	appropriate Appo	ointee from	Work Email Addre	55	
Bwonsamd	1	the Action	Column. Click t	ne select button to ch	eate the appointm	ent.	bwonsamd 18igg	mail.com	
PIEE Role									
Oversight /	Agency/Organization Program Coor	dinator							
😮 Reset Initia	ator								
A									
Appointee									<b>O</b> hep
Select an App	pointee. This is a required action.								
Display 10	✓ items							Filter:	
Item	Name 👫	DoD Component	DoD Organization	DoD Organization Name	Work Phone Number	Work Email Address	11	PIEE Role	Action
1	Cert42, Demo	Department of the Navy	N64498	NSWC PHILADELPHIA DIV	904-596-1512	Ihcaci0110@gmail.com		Approving/Billing Official	Select
2	comp time	Department of the Navy	N54498	NSWC PHILADELPHIA DIV	904-596-1512	corablajian2014@gmail.cor	n	Approving/Billing Official	Select
3	Test 5122, mojgan_AO_test1	Department of the Navy	N00061	MARINA MILITARE AMERICANA	7773332222	testingmojgan+mojgan_AO	_test1@gmail.com	Approving/Billing Official	Select
Showing 1 to	o 3 of 3 items							Previous	
-									
Hdp									

A list of Appointees will be displayed, select the appropriate Appointee from the Action column. Click the Select button to create the appointment.

## Step 33

ator										•	<b>0</b> He
d Name	Last Name	Work Phone Number			Work Emai	il Address					
ern	Alcime	555555555555555555555555555555555555555			eragovt)	18+AOPCA	@gmail.com				
E Role	DoD Group Name	DoD Organization			DoD Organ	nization N	ame				
gency/Organization Program Coordinator	AETC	FA3030			FA3030	17 CONS	cc				
Roset Initiator											
cintee										•	0 11
A Name	Last Name	Work Phone Number			Work Email	il Addrese					
k	mipbandjamaopc	555555555			eragov102	22@gmail	com				
0 Component	DoD Organization	DoD Organization Name			PIEE Role						
epartment of the Air Force	FU4417	FU4417 1 SOCS SOCS			Approvin	g Billing Of	ficial				
Surrement DoDAC • • The A/BO The	ABO Appointment page will be display	red as a draft. Verify the inform	ation.				December	Fourre	Edit	Dalata	Min
M013 - Overview of Acministra Ethic						ours	CACI	Manual	Edit	Delete	-
5005 - Certifice Officer Levelster Training for Burchase Card Press	ente ECD 1158 Suroller Performance Dick Sustem (SDI	PS) Single Sine On (SSO) SDD Silder only	2019/04/01	1 Year	2020/03/24		CALL	Manual	644	Delete	100
C005 - Del Company Campany Company in a contract Campany	Ins	to) diligiti digiti dil (ddu) Grus conneceptor	2010/0401	2 Veen	202010301	'		Manual	C01	Delete	100
COUL-DED Covernment Commercial Factories Card Overnee	Loremptumodolitaren on onconsequences providenze (o	ij asci	2010/12/10	2 Tears	20201211			Mattas	Eat	Deete	100
Add Training											
Seast Appointee											_

The A/BO Appointment page will be displayed as a draft. Verify the information. The ABO Appointment page will be displayed as a draft. Verify the information.

First Name	Last Name	Work Phone Number	Work Email Address
Demo	Tester	9045961000	lhenning@caci.com
PIEE Role	DoD Group Name	DoD Organization	DoD Organization Name
Agency/Organization Program Coordinator	DCMA LOS ANGELES	S0512A	DCMA LOS ANGELES
Q Reset Direct AVOPC			
Delegating/Appointing Signatory			О н
First Name	Last Name	Work Phone Number	Work Email Address
Bwonsamdi	Zandalar	904-596-1512	bwonsamdi18@gmail.com
DoD Component	DoD Organization	DoD Organization Name	PIEE Role
Department of the Navy	511100000071		Oversight Agency/Organization Program Coordinator
Additional Details			
Additional Details	ion is correct click the <b>Submit</b> button	for the appointment.	
Additional Details	ion is correct click the <b>Submit</b> button	for the appointment.	0 Tr Work Email Address

If the information is correct click the Submit button for the appointment.

## Step 35



Click on the I concur with the Appointment Certifications button.

C	ing Patherik											
Initiator	im Submit											O Help
Com	ments										_	
Pirst Name												
OWOIISainta												
PIEE Role												
Oversight Agency/Organization	ou sure you want to subir	it ans appointine	ikr									
@ Reset Initiator	Cancel 🕑 Submit	6 Help							_			
First Name		Last Name					Work E	mail Address	5			
Demo		Cert42	Enter Comments and click the Sul	mit button.			Ihcaci	0110@gmail	com			
DoD Component		DoD Organizatio					PIEE R	sle				
Department of the Navy		N64498					Appro	ving/Billing O	fficial			
Course Name						Due Date	Marrier	Desuidas	f	<b>Field</b>	Delete	Man
Gourse Name			Certificate	Completion Date	rrequency	Due Date	HOUIS	Provider	addroe	Euk	Delete	VIEW
CLG005 - Continuous Learning Module			CERT.bt	2018/11/28	Initial				Manual	Edit	Delete	View
CLG001 - DoD Government Commercia	I Purchase Card Overview		DoD Government Commercial Purchase Card.docx	2018/11/08	2 Years	2020/11/07			Manual	Edit	Delete	View
CLG006 - Certifying Officer Legislation T	Training for Purchase Card F	ayments	Certifying Officer Legislation Training docx	2018/11/08	1 Year	2019/11/08			Manual	Edit	Delete	View
COUG - Centrying Officer Legislation Training for Purchase Card Payments												

Enter Comments and click the Submit button.

# Step 37

The PIEE sign	nature requirem	ent has changed to allow su	pport for all the major bro	wsers. Click here for more	e information.		
		g	,,,				
e you sure you	want to sign th	nis appointment?					
Cancel	ප Sign						
Continue	with the Sig	nature process and sig	n with Authenticatio	n method displayed	. For additional help	with Smart Card Au	thentication
	AO Cortific	ate Modernization sec	ction of the <b>WBT</b> on t	the Homepage unde	r Info for all Users.		

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.



An email notification is sent to the A/BO Nominee to review and sign the appointment. An email notification is sent to the ABO Nominee to review and sign the appointment.

#### Step 39



An email notification sent to the ABO Nominee will include a link and instructions to review and sign the appointment. An email notification sent to the A/BO Nominee will include a link and instructions to review and sign the appointment.

pproving/Billing Official Appointment - Pending Appointee App	oval									
Initiator									1	Help
First Name	Last Name		Work Phone Nur	iber		Work Ema				
Bwonsamdi	Zandalar		904-596-1512			bwonsar				
PIEE Role	DoD Group Nat	110								
Oversight Agency/Organization Program Coordinator	Navy, Departr	ment of the								
Appointee										O Hel
First Name	Last Name		Work Phone Nun	Work Email Address						
Demo	Cert42		904-596-1512	Ihcaci0110@gmail.com PIEE Role Approving Billing Official						
DoD Component	DoD Organizat	lon	DoD Organizatio							
Department of the Navy	N64498									
Course Name	1	The Appointee reviews the in	formation.	MCV	Due Date	Hours	Provider	Source	View	
CLG005 - Continuous Learning Module	_								Manual	View
CLG001 - DoD Government Commercial Purchase Card Ov	erview	DoD Government Commercial Purch	ase Card docx	2018/11/08	2 Years	2020/11/07			Manual	View
CLG006 - Certifying Officer Legislation Training for Purchas	e Card Payments	Certifying Officer Legislation Training	docx	2018/11/08	1 Year	2019/11/08			Manual	Vew
Direct Agency/Organization Program Coordinator										G He
For the second se	LastNews		West Diversity	h		West Free				
	and the second se		THORN A THORN PROFILE	Work Email Address						

The Appointee reviews the information.

# Step 41

Bwonsamdi		Zandalar		904-596-1512	bwonsamdr18@gmail.com
oD Component		DoD Organization		DoD Organization Name	PIEE Role
Department of the Navy		511100000071			Oversight Agency/Organization Program Coordinator
dditional Details					
omente					
Needs for testing.					
ing opointee Supervisor					0
				West Direct Number	Much Free? Address
irst name		Last Name		Work Phone Number	work Email Address
John		Due			abaidervigginar.com
			The Annointee clicks th	Annrove or Reject button	
ppointment Workflow			The Appointee clicks th	e Approve of Reject batton.	•
Date	Action	Status			IEE Role
2018/11/28 16:39:03	Submit	Pending Supervisor Approval			versight Agency/Organization Program Coordinator
2018/11/28 16:44:12	Approve	Pending Appointee Approval	John Doe	Doe.John	Appointee Supervisor
Amount of Daired	C Demand Council	Matteries 67 Datate	Julio.		

The Appointee clicks the Approve or Reject button.



The Appointee clicks the Approve button in the Appointment Certifications window.

### Step 43

	ocintee Anomyal								
Confirm A	prove						_		
nitiator Comments									
First Name									
Bwonsamdi									
PIEE Role									
Oversight Agency/Organization Are you au	e you want to approve this appointment?								
O Cano	C Approve								
Appointee								O Hel	
First Name	Last Name	Work Phone Number		Work Ema	il Address				
Demo	Cert42	904-596-1512	904-596-1512 Ihcaci0110@gmail.com						
DoD Component	DoD Organization	DoD Organization Name		PIEE Role					
Department of the Navy	N64498	NSWC PHILADELPHIA DIV		Approving	g Billing Off	icial	al de la companya de		
Course Name	The Appointee enters <b>Comments</b> an	d clicks the <b>Approve</b> button	Frequency	Due Date	Hours	Provider	Source	View	
			Initial				Manual	View	
CLG005 - Continuous Learning Module							Manual	Meur	
CLG005 - Continuous Learning Module CLG001 - DoD Government Commercial Purc	ase Card Ove		2 Years				Married	View	
CLG005 - Continuous Learning Module CLG001 - DoD Government Commercial Purc CLG006 - Certifying Officer Legislation Trainin	ase Card Ove		2 Years 1 Year	2019/11/08			Manual		
CLG00 - Continuous Learning Module CLG001 - DoD Government Commercial Purc CLG006 - Certifying Officer Legislation Trainin	ase Card Ove		2 Years 1 Year	2019/11/08			Manual		
CL0006 - Centrusus Learning Module CL0001 - DoD Government Commercial Puru CL0006 - Centrying Officer Legislation Trainin	aser Card Ow 5 for Punchase		2 Years	2019/11/08			Manual		
CL0006 - Centrusus Learning Module CL0001 - DxD Government Commercial Purc CL0006 - Centifying Officer Legislation Trainin	See Card Ow		2 Years 1 Year	2019/11/08			Manual	<b>O</b> He	

The Appointee enters Comments and clicks the Approve button.

O Are	The PIEE signature requirement has changed to allow support for all the major browsers. Click here for more information.	
0	Cancel C Sign	
	Continue with the Signature process and sign with Authentication method displayed. For additional help with Smart Card Authentication, visit the <b>FAQ Certificate Modernization</b> section of the <b>WBT</b> on the Homepage under <b>Info for all Users</b> .	

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 45

uppointment Module Exit											
proving/Billing Official Appointment - Active		The ABO Appointment is no	w active and the	Government							
FO: Appointment is active. Email notification has been sent to	the Delegating/Appointing Signal	Administrator (GAW) is nov	v able to activate.								
Inišator										C Help	
First Name	Last Name		Work Phone Number			Work Ema	il Address				
Bwonsamdi	Zandalar		904-596-1512			bwonsam	ndi 18@gma	il.com			
IEE Role	DoD Group Name										
Oversight Agency/Organization Program Coordinator	Navy, Department of th	0									
Appointee										O He	
first Name	Last Name		Work Phone Number		Work Email Address						
Demo	Cert42		904-596-1512			Ihcaci0110@gmail.com					
loD Component						PIEE Role					
Department of the Navy	Administrator	ointment is now active a	nd the <b>Govern</b> ctivate	iment		Approvin	g Billing Off	icial			
Course Name		(	coroce.			Due Date	Hours	Provider	Source	View	
CLG005 - Continuous Learning Module									Manual	View	
						2020/11/07			Manual	View	
CLG001 - DoD Government Commercial Purchase Card Ov	ervid		Certifying Officer Legislation Training.docx 2018/11/08 1 Year								
CLG001 - DoD Government Commercial Purchase Card Ov CLG006 - Certifying Officer Legislation Training for Purchase	ervid e Card Payments	Certifying Officer Legislation Training.	locx	2018/11/08	1 Year	2019/11/08			Manual	View	
CLG001 - DoD Government Commercial Purchase Card Ov CLG006 - Certifying Officer Legislation Training for Purchas	e Card Payments	Certifying Officer Legislation Training.	docx	2018/11/08	1 Year	2019/11/08			Manual	View	

The A/BO Appointment is now active and the Government Administrator (GAM) is now able to activate. The ABO Appointment is now active and the Government Administrator (GAM) is now able to activate.

Signer And And Farly Ref. Const. Cons
All Produce + Urread - Qp+ Phatheag Delete Respond Quict Steps G More Tags G Editing Zoain
AM M6448 - Activation Notice for Approving filling Official Appointment     N • Nonitibipand arr
This email was generated in a Jax TEST 5 12.2 environment. If you are a PRODUCTION user, then please ignore it.
Demo Certi2,
You have been designated as the Appointee for the following appointment in the Joint Appointment Modale (JAM):
Appointment Approximation for Billing Office Appointment Component: Department of the Billing Location DisDARC: N64488 - NSWC PHILADELPHIA DIV
This appointment has been approved and is now active. In order to complete your system access request, a Government Administrator (GAM) must activate your requested role. This is a notification email only and no action is required on your part for this appointment.
NOTE: This email service is outbound only. We are unable to receive and process replies to this mailbox.
An email induited an email notification is sent to the ABD Nominee Toval of the

An email notification is sent to the A/BO Nominee stating the approval of the appointment. An email notification is sent to the ABO Nominee stating the approval of the appointment.

#### Step 47



A Government Administrator (GAM) will recieve an email notification. The GAM can now activate the role to finish the appointment process for the A/BO role. A Government Administrator (GAM) will recieve an email notification. The GAM can now activate the role to finish the appointment process for the ABO role.



A GAM must login to activate the requested role. The GAM is associated to the DoDAAC designated during the appointment process. A GAM must login to activate the requested role. The GAM is associated to the doedack designated during the appointment process.

As a GAM expand the Administration dropdown to access the Administration console to locate the user to activate their role. Select PIEE Administration from the dropdown.

As a GAM, expand the Administration dropdown to access the Administration connsole in order to locate the user to activate their role. Select PIEE Administration from the dropdown.

### Step 49

Administration Console Menu -		A new Concession	Exit
Main Menu			Т
Menu Option Ecroso Management Location Management Notification Management Sobject Matter Exert (SME Management User / Role Management	Description Administer groups and subgroups by adding, remaining, moving / detelling groups in the group structure, and adding / moving locations in the group structure, and adding / moving locations in the group structure, and adding in addination for adding administer for adding	ucture.	
		* Asterisk indicates require † Only one field is ro	d entr squire
	Click the User Role Management link from the Main Menu list to locate the user.		

Click the User Role Management link from the Main Menu list to locate the user.

Administration Console Menu	1×	Ēx
User / Role Management		
Search by User Search by Role User ID Equal To V E-Mail Equal To V	First Name Saur Tr. V DoD D Saur Tr. V	Last Name Equal To V X.509 Subject Name Fount To V
Q Sarch Clotun Cloud	The <b>GAM</b> can search on any criteria. For this presentation, en Enter the email address of the appointee with the role that ne	*Actents indicates regimes nail will be used for the search. reds to be activated.
Then click the <b>Search</b> bu	tton.	

The GAM can search on any criteria. For this presentation, email will be used for the search. Enter the email address of the appointee with the role that needs to be activated. Then click the Search button.

# Step 51

Administration Console	Menu -	Exit
Search Result		
Show 10 V entries		Search:
User Id 👫	First Name 🕼 Last Name 🕼 E-Mail 🕼 DoD ID 🕼 X.509 Subject Name 🕼	Application(s)
EDIPI9301002970 I Showing 1 to 1 of 1 entries	2emo Cert42 lbcac01108gmail.com 9301002970 CN+edx42.x824921002970.CU+DK3ACU+PKI.OU+DxB.O+U.S.Government_C=U5	PC Previous 1 Next
Back     Download		
		* Asterisk indicates required entr
		† Only one field is require
	Click the User Id from the list to review the role.	

Click the User Id from the list to review the role.

Administration Console Menu		Exit
PIEE Access Approval for Demo Cert42		Request Type : Modification
Overview	Overview	
Profile	Pending Supervisor/Sponsor Approval	
Supervisor Agency	No roles were found for Pending Superviso/Sponsor Approval.	
Justification/Attachments		
User Roles	Pending Admin Approval	
Role History	Show 10 v entries	Search:
Profile History	Application         II         Role         II         Group Name         III         Location Code         III         Extension         III           PC         Cose         Oversight A/OPC (O-A/OPC)         NAXSUP WEAPON SYSTEMS SUPPORT PHIL         III         Extension         III	Status     1     Additional Information     11       Review Required <ul> <li> </li> </ul> <ul> <li> </li> <li> </li> <li> </li> </ul> <ul> <li> </li> <li> </li> <li> </li> </ul> <ul> <li> </li> <li> </li> <li> </li> <li> </li> <li> </li> <li> </li> <li> </li></ul> <li> </li> <li> </li> <li> </li> <li> </li> <ul> <li> </li> <li> </li> <li> </li> <li> </li></ul> <li> </li> <li> </li> <li> </li> <li> </li> <li> </li> <li> </li> <li> <li> </li> <li> <li> </li> <li></li></li></li>
	PC Cross Oversight A/OPC (O-AVOPC) Navy, Department of the	Review Required
	P Click the <b>User Roles</b> tab on the left side to view all roles that need to be activated. SN	Review Required Q. Previous 1 Next
	Active scores	
	Show 10 v entries	Search:

Click the User Roles tab on the left side to view all roles that need to be activated.

# Step 53



Locate the role that needs to be activated by the GAM.

Administration Console	Menu -	E contractor E
PIEE Access Approval for Demo Cer	12	Request Type : Modification
Overview	User Roles	
Profile Supervisor	Change All Status: V   Filter Roles By Status: All Active Inactive Archived Pending Approval Rejected Blocked	
Agency	Show 10 v entries	Search:
Justification/Attachments Reset Certificate	Location Acce Code/ Action User/D    Name    None    Role    Application    Group Name    Extension    Statu    Statu	rss roval Create Additional us ≬† Date ≬† Information
User Roles Role History	EDIP99301002970 Demo Cert42 Come Oversight A/OPC PC Navy, Archived Arch     Co-A/OPC Department of     the	lived 2018/11/05 View
Profile History	EDIPI9201002970 Demo Cet42 Approving/Billing-Official PC Navy, N64496 Inactive Rev Activate Persistent Interview	ew 2018/11/28 <u>View</u> aired
	EDIPI99001002970 Demo Cert42 Come Oversight A/OPC PC NAVSUP Inactive Rev (O-A/OPC) WIGAPON Rep SYSTEMS	ew 2018/11/14 <u>View</u> uired
	Select Activate from the Action dropdown.	ched in 2018/11/08 <u>View</u>
	EDIPP301002770 Demo Ce142 Come GPC PC Navy, Active Atta Delegating/Appointing Department of PIEE Authority (RCC DAA) the	ched In 2018/09/26 <u>View</u>
	Showing 1 to 5 of 5 entries	Previous 1 Next

Select Activate from the Action dropdown.

# Step 55

	Show 10 ¥	entries								ŝ	earch:	
ustification/Attachments	Action	User ID 🔒	First Name ⊥†	Last Name 👔	Role 1	Application 1	Group Name 👔	Location Code / Extension 1	Status 🕼	Access Approval Status	Create Date ⊥†	Additional Information
ser Roles ole History	<b>∠</b> Note	EDIPI9301002970	Demo	Cert42	Grose Oversight A/OPC (O-A/OPC)	PC	Navy, Department of the		Archived	Archived	2018/11/05	View
rofile History	Activate V	EDIPI9301002970	Demo	Cert42	Approving/Billing Official (A/BO)	PC	Navy, Department of the	N64498	Inactive	Review Required	2018/11/28	View
	~	EDIPI9301002970	Demo	Cert42	Group Oversight A/OPC (O-A/OPC)	PC	NAVSUP WEAPON SYSTEMS SUPPORT PHIL		Inactive	Review Required	2018/11/14	View
	~	EDIPI9301002970	Demo	Cert42	Certifying Officer	PC	Navy, Department of the	N64498	Active	Attached in PIEE	2018/11/08	View
	~	EDIP19301002970	Demo	Cert42	Group GPC Delegating/Appointing Authority (GPC DAA)	PC	Navy, Department of the		Active	Attached in PIEE	2018/09/26	View
	Showing 1 to 5 of	5 entries									Previous	1 Nex
	✔Update	C Refresh	Add Roles		Click the <b>Upda</b>	te button f	o continue.					
< Back												

Click the Update button to continue.

Role Status Change Confirmation  First Last User ID II Name    Name    Role    Application    Group Name    Extension    Status    Apprval Status		
First Last Location.Code/ CurrentRole CurrentAccess UserID ∐ Name    Name    Role    Application    Group Name    Extension    Status    ApprovalStatus		
EDIPI9301002970 Demo Cert42 Approving/Billing Official PC Navy, Department N64498 Inactive Review Requires	New Role         New Access           11         Status         11         Approval Status           d         Active         Attached in PIEE	Government
Autification*		
As the GAM, enter Justifications for the role's activation.		* Asterisk indicates required e
Click the <b>Confirm</b> button to continue.		† Only one field is requ

As the GAM, enter Justifications for the role's activation. Click the Confirm button to continue.

# Step 57

Administration Console	Menu -				Exit
Roles Updated					
Roles Successfully Updated					
First User ID II Name EDIPI9301002970 Demo	Last I Name Cert42	Role     Approving/Billing Official     PC     (A/BO)	Croup Name II Extension Navy, Department of N64498 the	Previous Role Previous Access Approval Status Inactive Review Required	New Role         New Access Approval           If Status         If           Active         Attached in PIEE
◆ Continue					
					* Asterisk indicates required ent † Only one field is require
		A <b>Success</b> page will be display the Continue button to finish t	ed indicating the role's previo he review of the user's roles.	us status and the new status. Click	

A Success page will be displayed indicating the role's previous status and the new status. Click the Continue button to finish the review of the user's roles.

Administration Console Mer	nu •									8==	Generation	Exit
PIEE Access Approval for Demo Cert42										Reque	st Type : Modific	ation
Overview	User Roles	The new s	tatus will be	indicated now. C	lick the Exit	button when						
Profile Supervisor	Change All Status:	finished.						cked				
Agency	Show 10 🗸 entrie	es						ļ		Search:		
Justification/Attachments	Action User	First	: Last ie¦† Name†	Role	† Application []	Group Name 👔	Location Code / Extension	Status 🕼	Access Approval Status	Create	Additional Information	
User Roles Role History	✓ EDIF	99301002970 Dem	o Cert42	Group Oversight A/OPC (O-A/OPC)	PC	Navy, Department of the		Archived	Archived	2018/11/05	View	
Profile History	EDIF	219301002970 Dem	o Cert42	Group Oversight A/OPC (O-A/OPC)	PC	NAVSUP		Inactive	Review Required	2018/11/14	View	
♣Print	EDIP	99301002970 Dem	10 Cert42	Approving/Billing Official (A/BO)	PC	SYSTEMS SUPPORT PHIL Navy, Department of the	N64498	Active	Attached in PIEE	2018/11/28	View	
	EDIP	99301002970 Dem	o Cert42	Certifying Officer	PC	Navy, Department of the	N64498	Active	Attached in PIEE	2018/11/08	View	
	₩ EDIP	719301002970 Dem	o Cert42	GPC Delegating/Appointing Authority (GPC DAA)	PC	Navy, Department of the		Active	Attached in PIEE	2018/09/26	View	
	Showing 1 to 5 of 5 entr	ries								Previous	1 Next	

The new status will be indicated now. Click the Exit button when finished.

## Step 59



The A/BO role is now active and the appointment process is completed. The ABO role is now active and the appointment process is completed.

End



This concludes our demonstration.