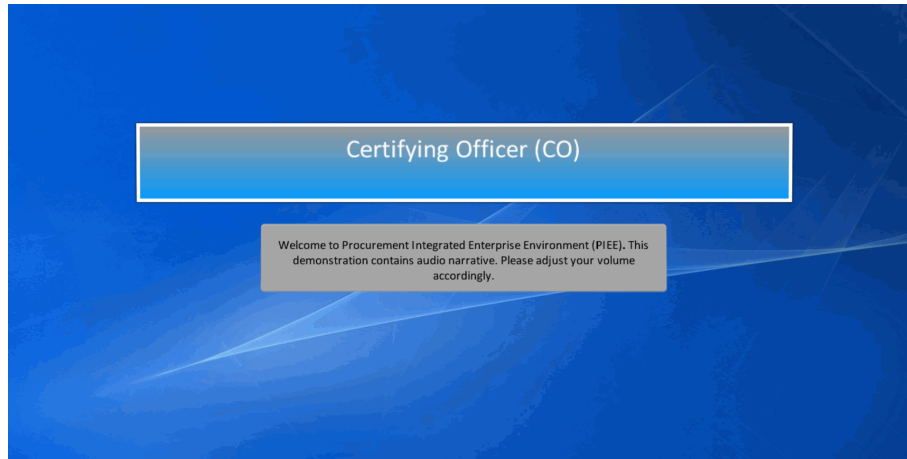
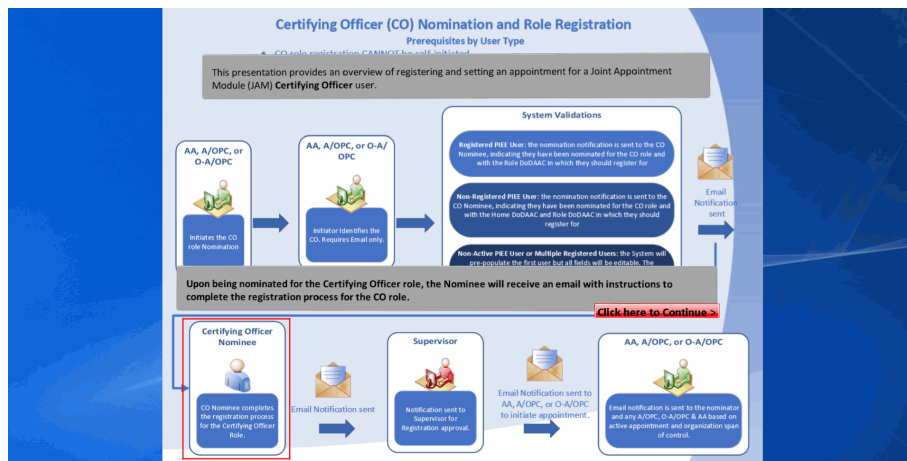


Intro



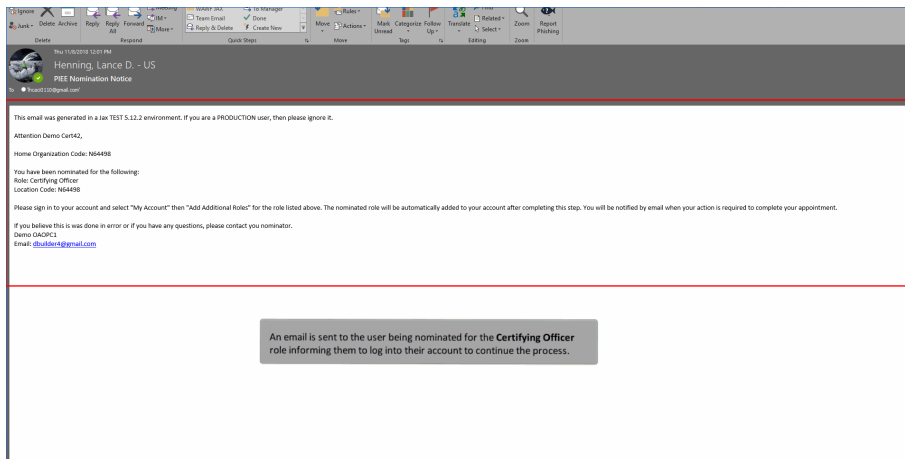
Certifying Officer (CO) Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



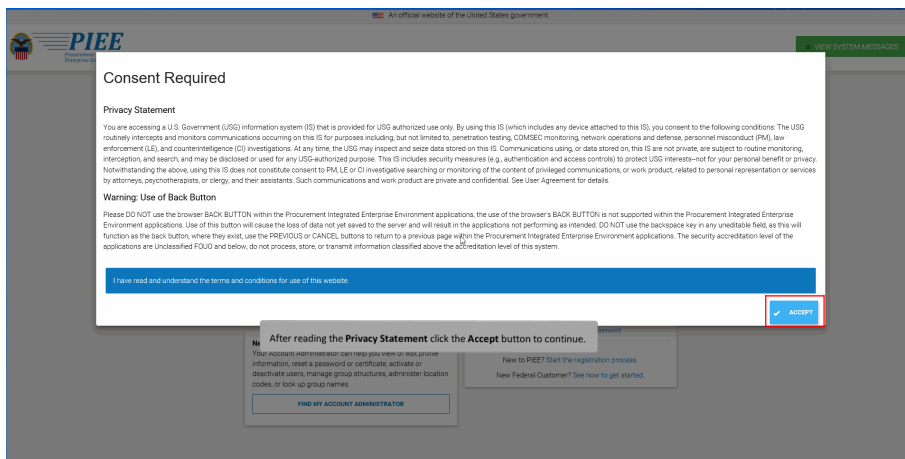
Upon being nominated for the Certifying Officer role, the Nominee will receive an email with instructions to complete the registration process for the CO role. This presentation provides an overview of registering and setting an appointment for a Joint Appointment Module (JAM) Certifying Officer user.

Step 2



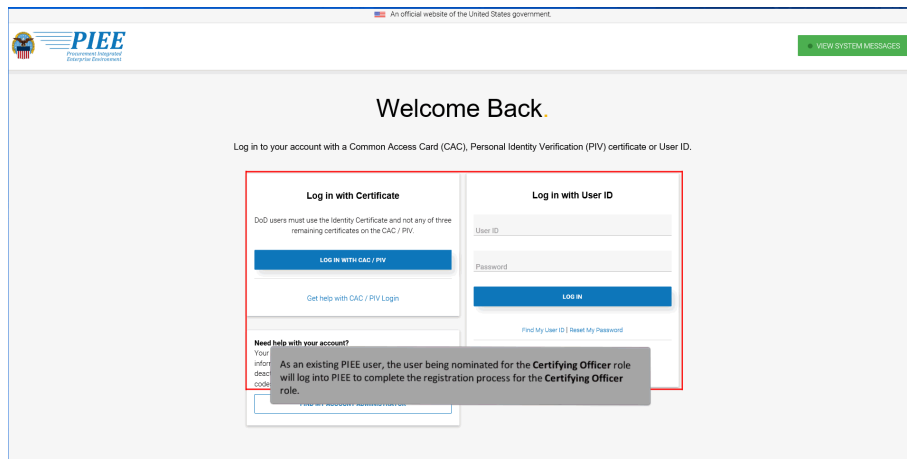
An email is sent to the user being nominated for the Certifying Officer role informing them to log into their account to continue the process.

Step 3



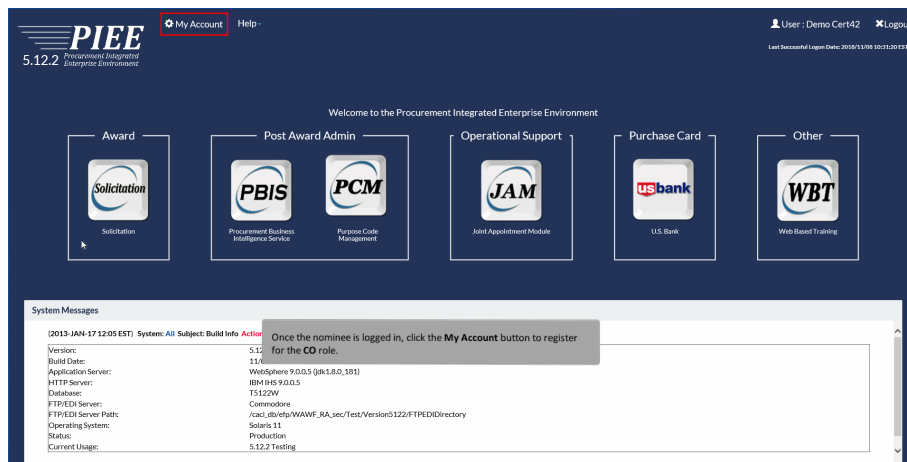
After reading the Privacy Statement click the Accept button to continue.

Step 4



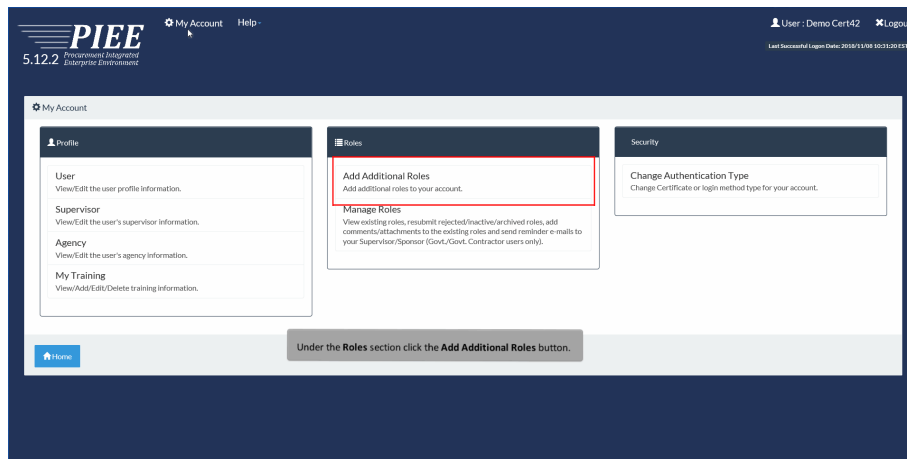
As an existing PIEE user, the user being nominated for the Certifying Officer role will log into PIEE to complete the registration process for the Certifying Officer role.

Step 5



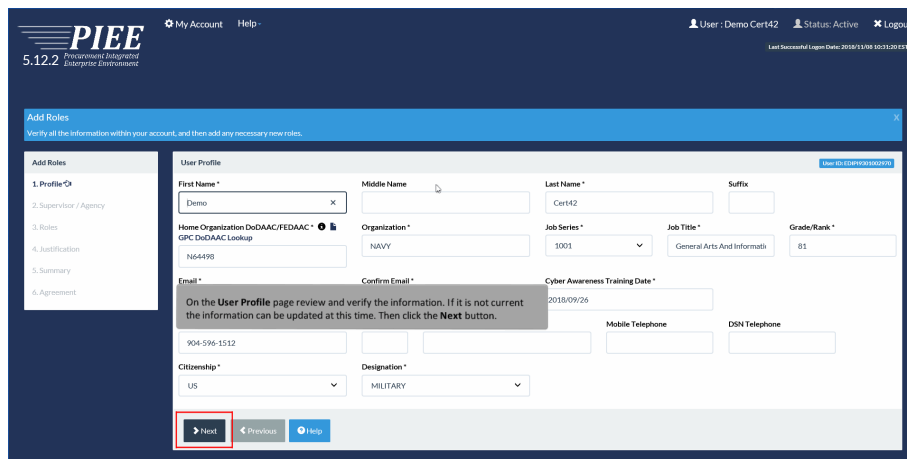
Once the nominee is logged in, click the My Account button to register for the CO role.

Step 6



Under the Roles section click the Add Additional Roles button.

Step 7



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

Step 8

The screenshot shows the 'Additional Profile Information' page. The 'Supervisor Information' section contains fields for First Name (John), Last Name (Doe), Job Title (Supervisor), Email (dbuilder4@gmail.com), and Confirm Email (dbuilder4@gmail.com). The 'Agency Information' section includes Agency Name (Agency CAC), City (Jacksonville), State (FL), Zip (32202), and Country (United States of America (the)). A callout box points to the Agency Name field with the text: 'On the Additional Profile Information page verify the information and update as necessary. Then click the Next button.'

On the Additional Profile Information page verify the information and update as necessary. Then click the Next button.

Step 9

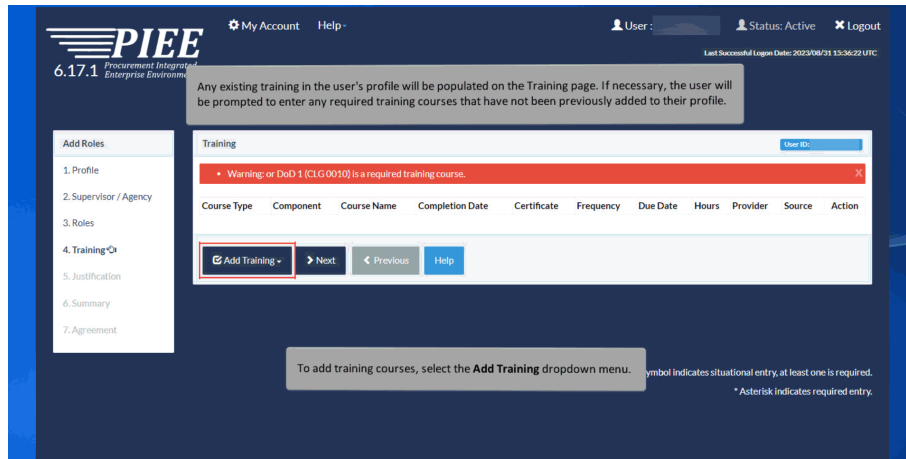
The screenshot shows the 'Roles' page. The 'Application' dropdown is set to 'WAWF - Wide Area Workflow'. The 'User Roles for WAWF' list includes: Acceptor, Acceptor View Only, Admin By View Only, Cost Voucher Administrator, and Cost Voucher Approver. The 'Roles Summary' table is as follows:

| Application | Role | Location Code Type | Location Code * | Extension | Group | Action |
|------------------|--------------------|--------------------|-----------------|-----------|-------|--------|
| PC JAM BANKS | Certifying Officer | DclDAAC | N64498 | N/A | | Delete |

A callout box points to the 'Certifying Officer' role with the text: 'On the Roles page the CO role will be auto populated. Click the Next button.'

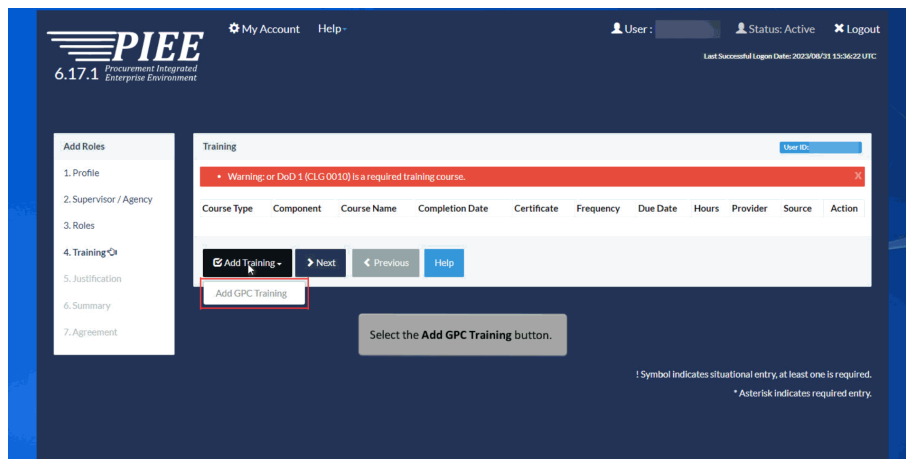
On the Roles page the CO role will be auto populated. Click the Next button.

Step 10



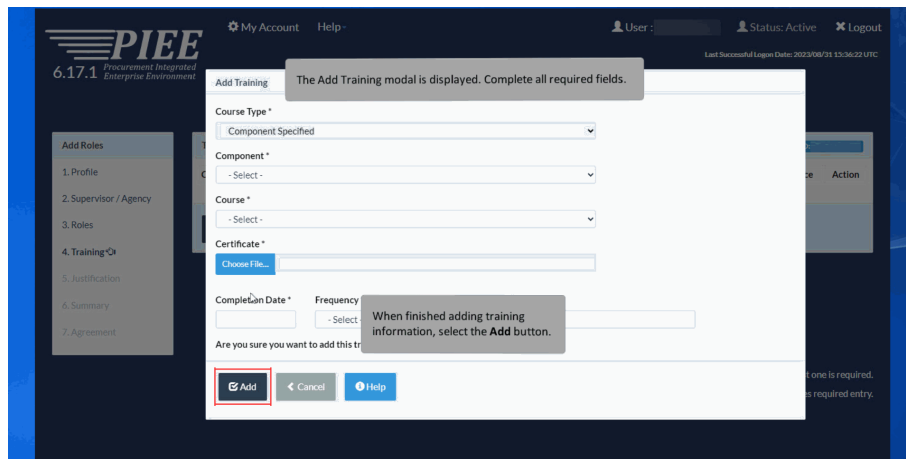
Any existing training in the user's profile will be populated on the Training page. If necessary, the user will be prompted to enter any required training courses that have not been previously added to their profile. To add training courses, select the Add Training dropdown menu.

Step 11



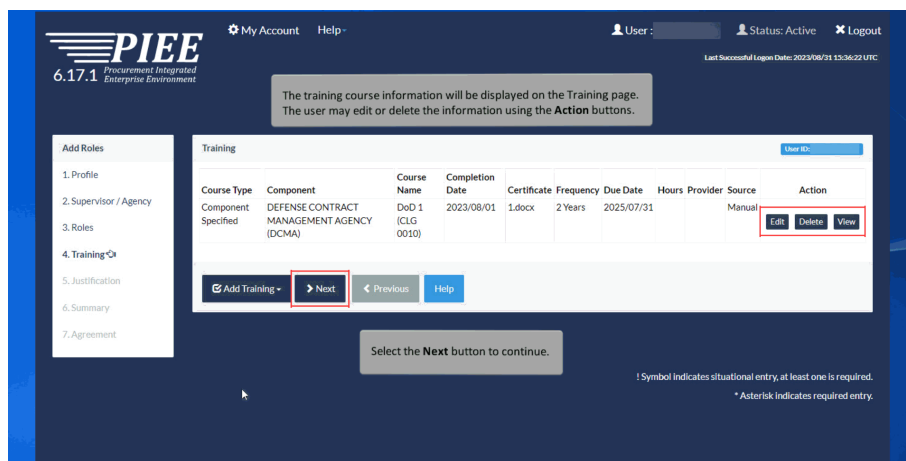
Select the Add GPC Training button.

Step 12



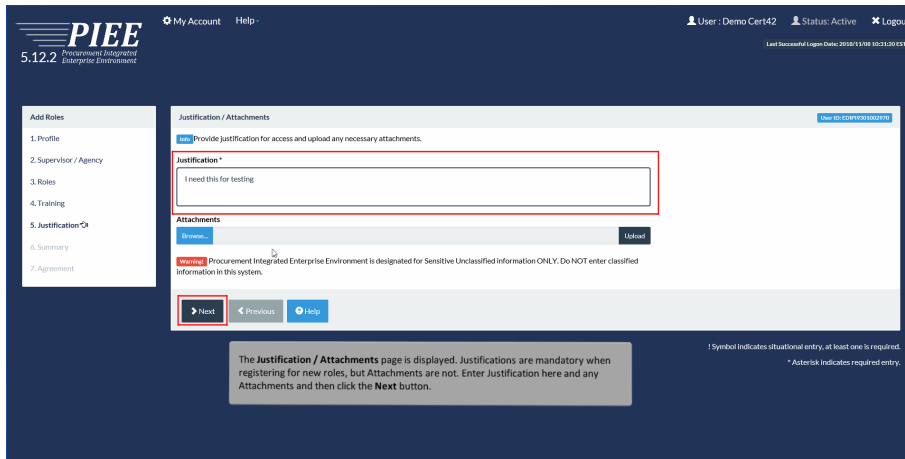
The Add Training modal is displayed. Complete all required fields. When finished adding training information, select the Add button.

Step 13



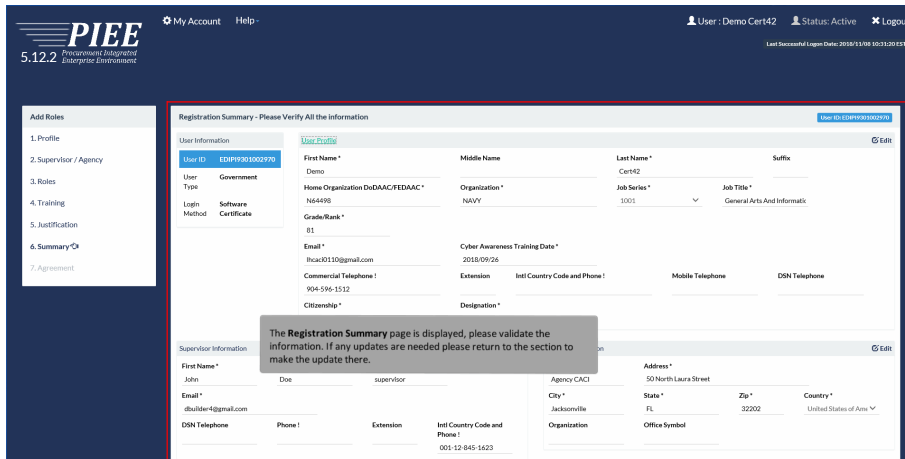
The training course information will be displayed on the Training page. The user may edit or delete the information using the Action buttons. Select the Next button to continue.

Step 14



The Justification / Attachments page is displayed. Justifications are mandatory when registering for new roles, but Attachments are not. Enter Justification here and any Attachments and then click the Next button.

Step 15



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

Step 16

The screenshot shows a user profile form with the following sections:

- User Information:** Home Organization DoDAAC/FEDAAC*, Organization*, Job Series*, Job Title*, Login Method, Software Certificate, Grade/Rank*, Email*, Cyber Awareness Training Date*, Commercial Telephone 1, Extension, Intl Country Code and Phone 1, Mobile Telephone, DSN Telephone, Citizenship*, Designation*.
- Supervisor Information:** First Name*, Last Name*, Job Title*, Email*, DSN Telephone, Phone 1, Extension, Intl Country Code and Phone 1.
- Agency Information:** Agency Name*, Address*, Agency CACI, City*, State*, Zip*, Country*, Organization, Office Symbol.
- User Roles:** Role (Certifying Officer).

At the bottom, there are 'Next' and 'Previous' buttons. A red box highlights the 'Next' button. A grey callout box says: "After verifying the information, click the Next button to continue."

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

Step 17

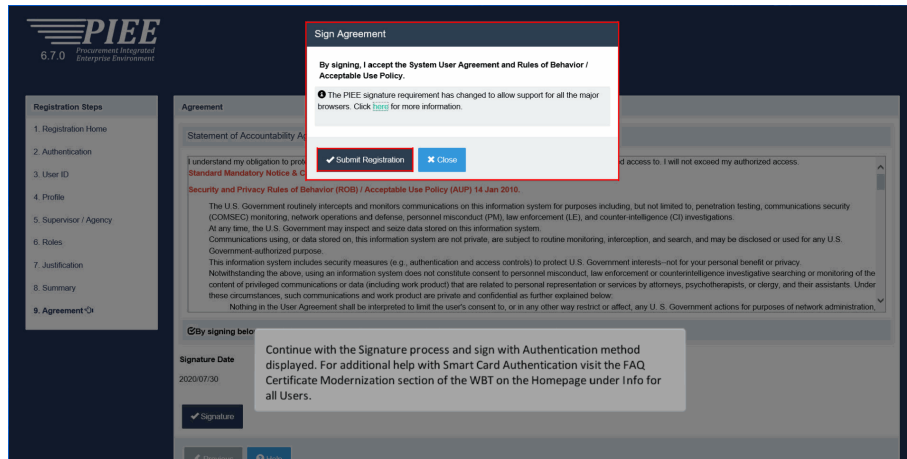
The screenshot shows the 'Agreement' page with the following elements:

- Statement of Accountability Agreement:** A text area containing the agreement terms, including a reference to the Standard Mandatory Notice & Consent Provision For All DoD Information System User Agreements 9 May 2008.
- Signature Date:** A field with the value '2018/11/08'.
- Government Organization*:** A dropdown menu with the value 'N64498'.
- Signature Button:** A button with a checkmark icon, highlighted with a red box.

A grey callout box says: "Click the Signature button to sign the document indicating you have read and agree."

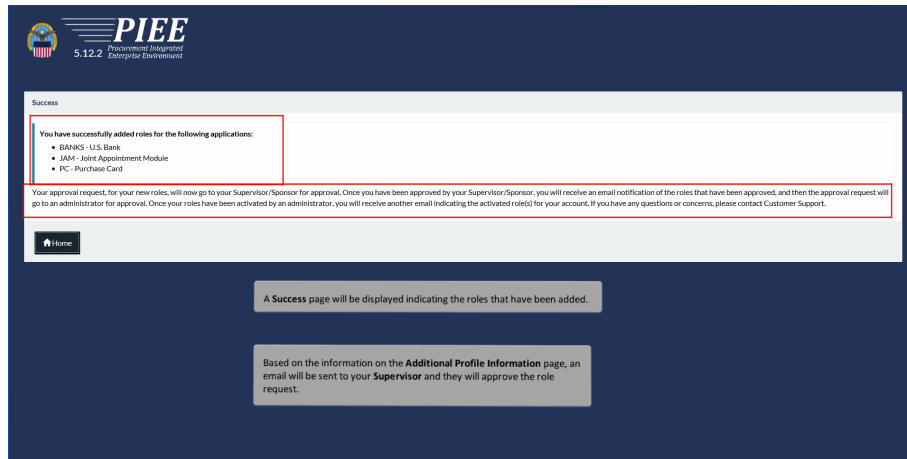
The Agreement page is displayed please review the Statement of Accountability Agreement. The Home Organization DoDAAC will be automatically populated in the Government Organization field: PIEESSO-SSOAC-1518 - When self-registering in PIEE the system will populate the 'Government Organization' field on 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 18



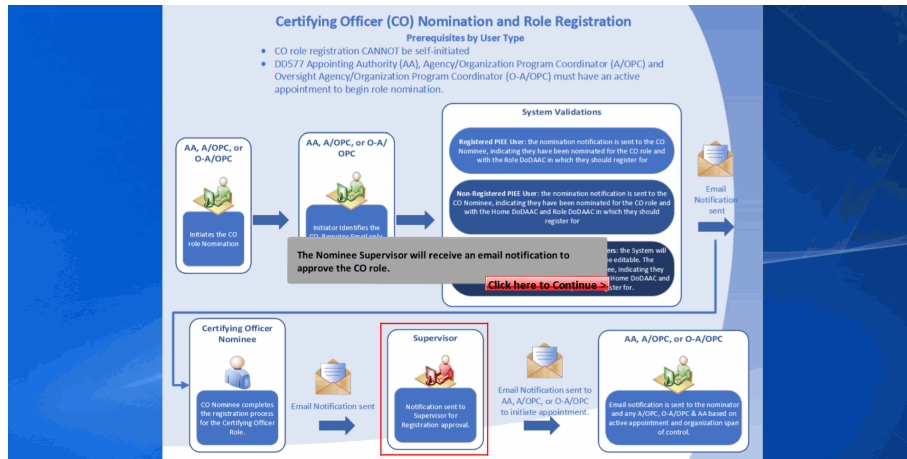
Continue with the Signature process and sign with Authentication method displayed. For additional help with Smart Card Authentication visit the FAQ Certificate Modernization section of the WBT on the Homepage under Info for all Users.

Step 19



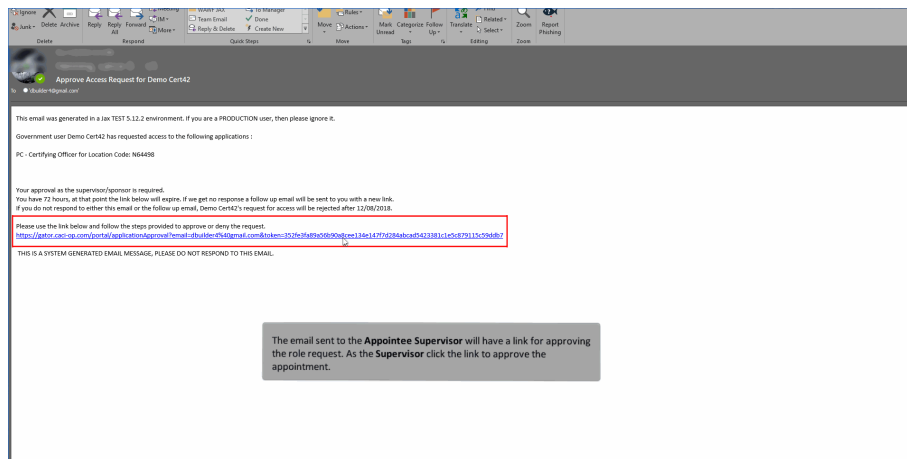
A Success page will be displayed indicating the roles that have been added. Based on the information on the Additional Profile Information page, an email will be sent to your Supervisor and they will approve the role request.

Step 20



The Nominee Supervisor will receive an email notification to approve the CO role.

Step 21



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.

Step 22

Approval/Denial for Application Request

Please review the applicant's information and verify that the justification is complete and valid. If it is not, additional information may be added in the text box below. Once you have finished, check the box saying you approve the user and agree that the justification, including any supplemental justification, is accurate. Then click the Submit button.

Applicant Requesting Access - Demo Cert42 View Account Justification

Applicant Information:
 Email: itcac0110@gmail.com
 Organization: NAVY
 Job Title: General Arts And Information
 Commercial Telephone: 904-596-1512
 Grade/Rank: B1
 Citizenship: US
 Mobile Telephone: [blank]
 Designation: MILITARY

Steps:
 Step 1: Approve or Reject the requested roles based on the justification supplied.
 Step 2: Click the "View" link under "Additional Information" to view each role's justification and any other additional information for the role.

| Application | Role | Additional Information | Action |
|------------------|--------------------|-----------------------------------|---------------------------------|
| PC JAM BANKS | Certifying Officer | Navy, Department of the N64496/NA | View [dropdown] |

Step 2 (Optional): Enter additional justification for the approval of the roles above.
 Additional Justification if Needed: [text area]

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 23

Applicant Requesting Access - Demo Cert42 View Account Justification

Applicant Information:
 Email: itcac0110@gmail.com
 Organization: NAVY
 Job Title: General Arts And Information
 Commercial Telephone: 904-596-1512
 Grade/Rank: B1
 Citizenship: US
 Mobile Telephone: [blank]
 Designation: MILITARY

Steps:
 Step 1: Approve or Reject the requested roles based on the justification supplied.
 Step 2: Click the "View" link under "Additional Information" to view each role's justification and any other additional information for the role.

| Application | Role | Group Name | Location Code/Extension | Additional Information | Action |
|------------------|--------------------|-------------------------|-------------------------|------------------------|--------------------|
| PC JAM BANKS | Certifying Officer | Navy, Department of the | N64496/NA | View | Approve [dropdown] |

Step 2 (Optional): Enter additional justification for the approval of the roles above.
 Additional Justification if Needed: I need this for testing

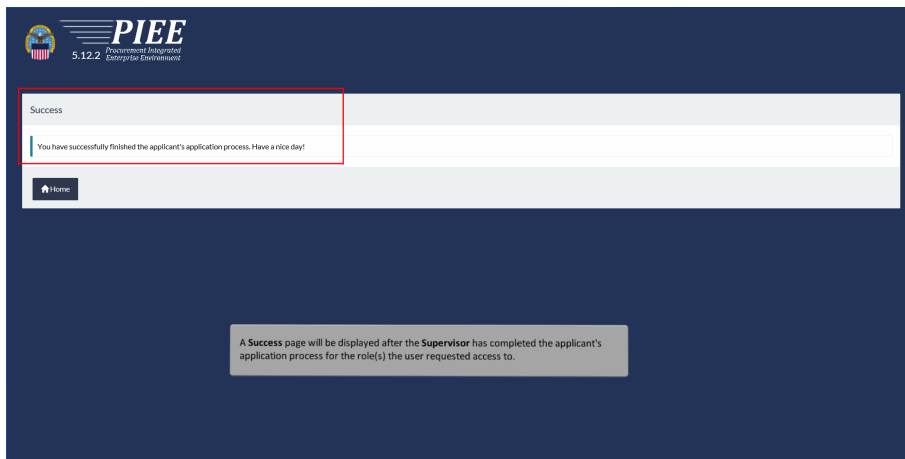
Step 3: Check the box to indicate you consent with what has been requested and the justification supplied is accurate.
 Check this box to indicate that you have read the user's justification for access, and you therefore approve/reject the user's request. Then click the Submit button to digitally sign this form.

Step 4: Click "Submit" to submit the request approval and digitally sign this form in agreement. [Get Help](#)

Buttons: Submit Cancel Help

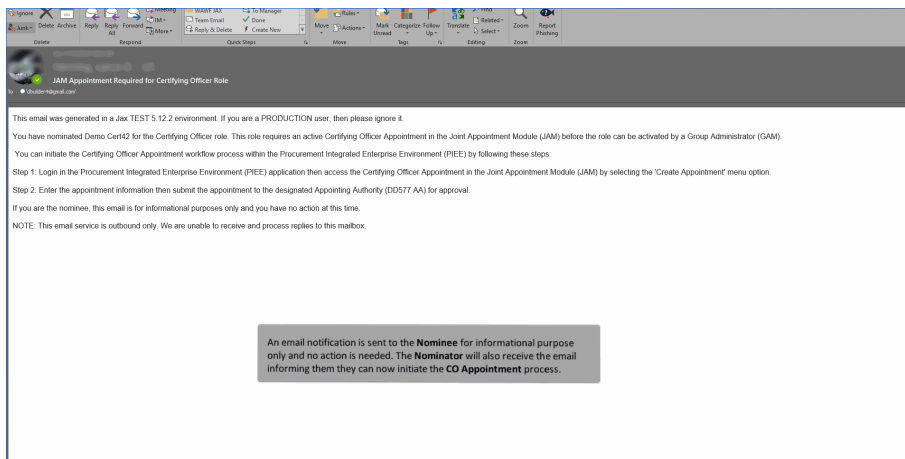
After reviewing the information, the Supervisor/Sponsor will select Approve or Deny from the action dropdown. Enter Additional Justifications as needed and check the check box indicating that you have read the user's Justifications. Click the Submit button.

Step 24



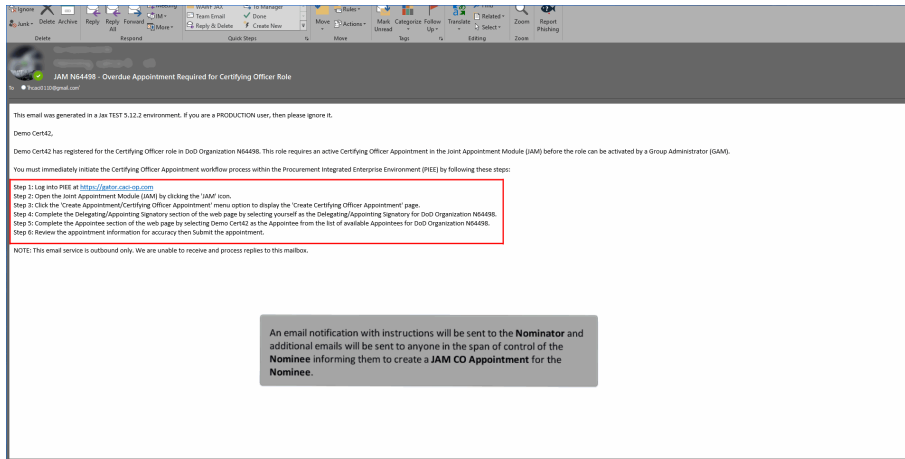
A Success page will be displayed after the Supervisor has completed the applicant's application process for the role(s) the user requested access to.

Step 25



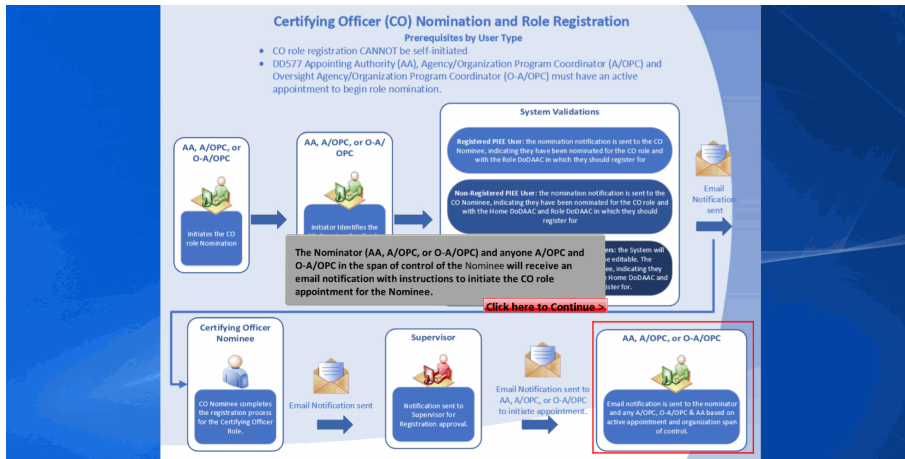
An email notification is sent to the Nominee for informational purpose only and no action is needed. The Nominator will also receive the email informing them they can now initiate the CO Appointment process.

Step 26



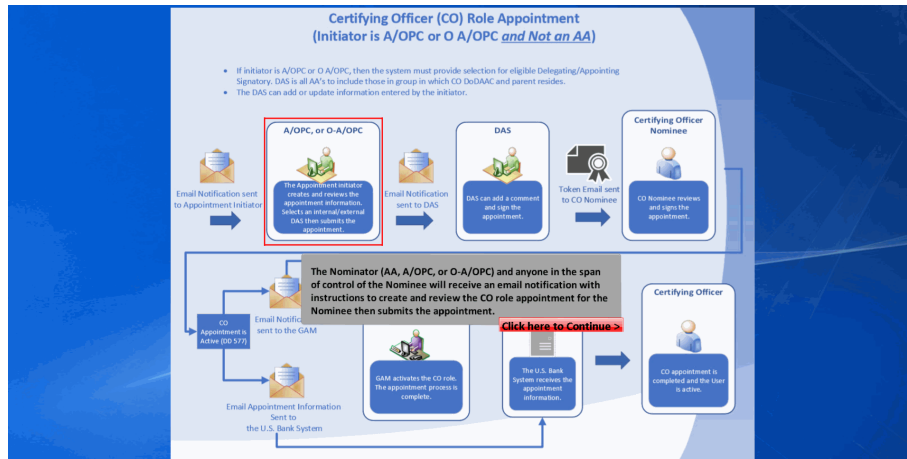
An email notification with instructions will be sent to the Nominator and additional emails will be sent to anyone in the span of control of the Nominee informing them to create a JAM CO Appointment for the Nominee.

Step 27



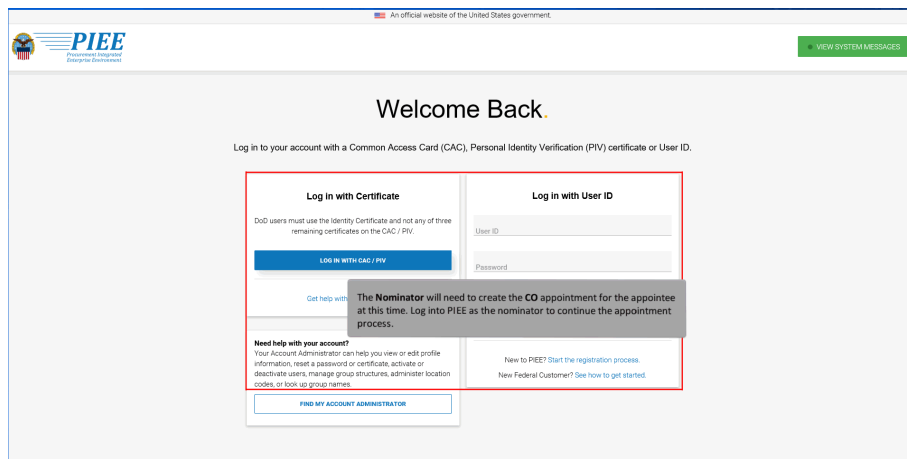
The Nominator (AA, A/OPC, or O-A/OPC) and anyone A/OPC and O-A/OPC in the span of control of the Nominee will receive an email notification with instructions to initiate the CO role appointment for the Nominee.

Step 28



The Nominator (AA, A/OPC, or O-A/OPC) and anyone in the span of control of the Nominee will receive an email notification with instructions to create and review the CO role appointment for the Nominee then submits the appointment.

Step 29



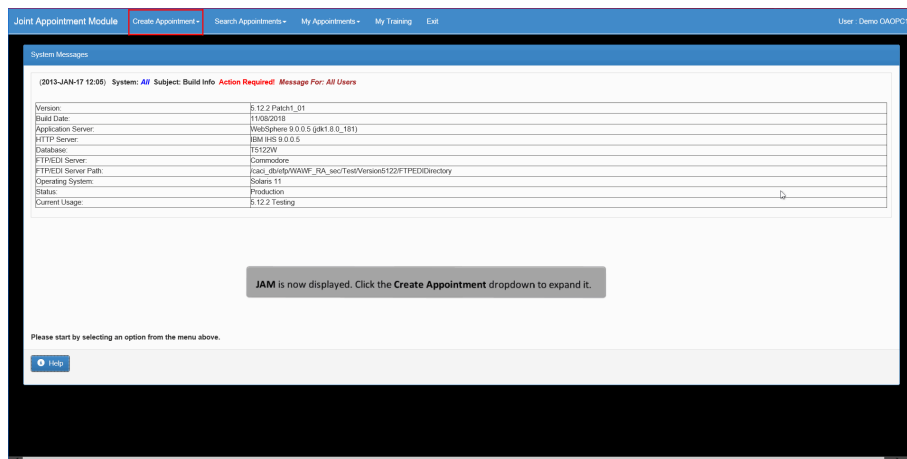
The Nominator will need to create the CO appointment for the appointee at this time. Log into PIEE as the nominator to continue the appointment process.

Step 30



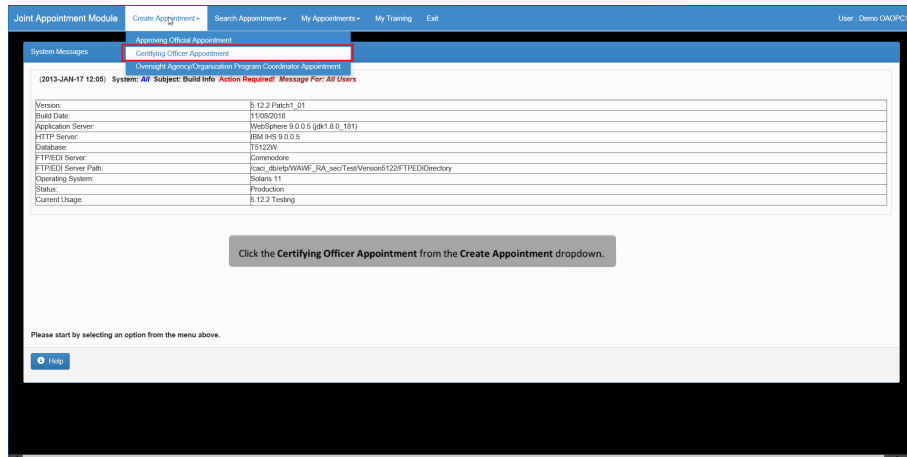
Click the JAM icon to create the CO appointment.

Step 31



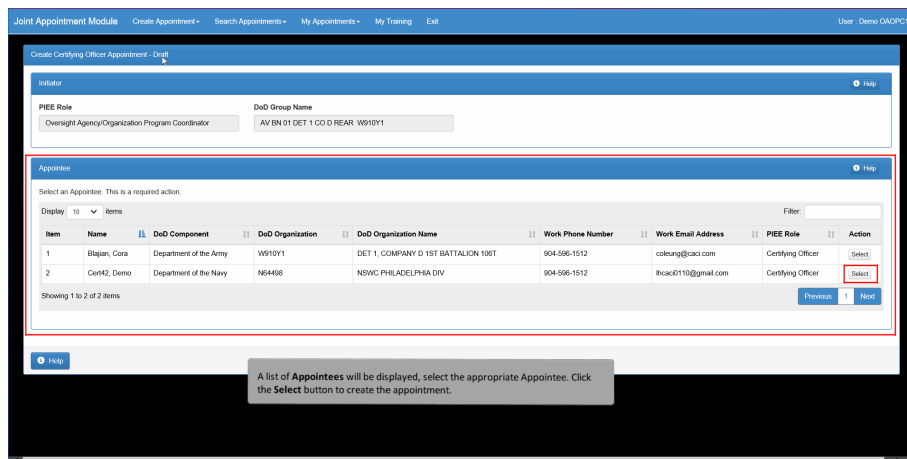
JAM is now displayed. Click the Create Appointment dropdown to expand it.

Step 32



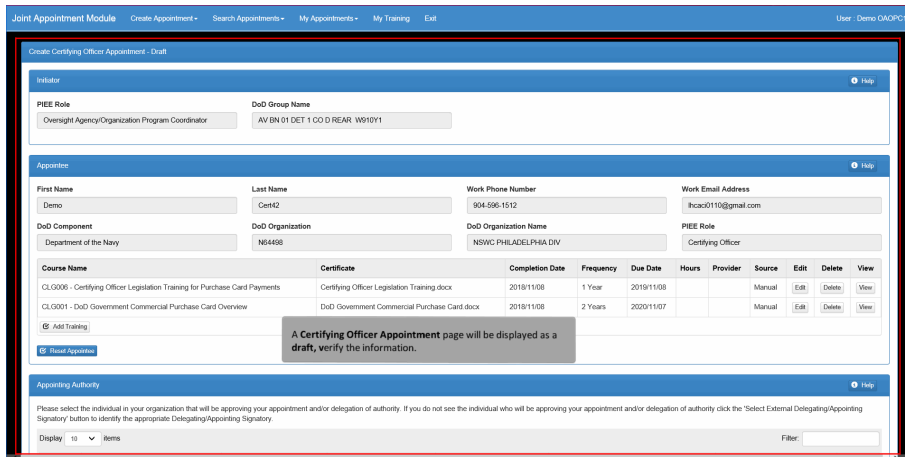
Click the Certifying Officer Appointment from the Create Appointment dropdown.

Step 33



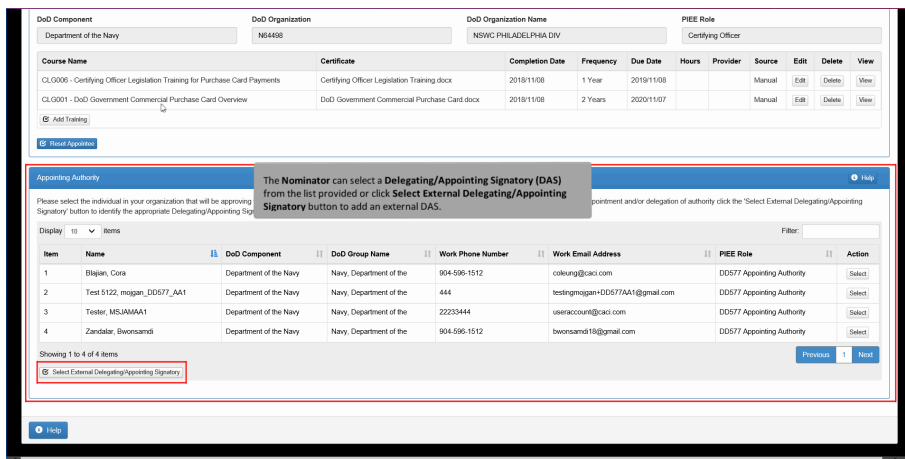
A list of Appointees will be displayed, select the appropriate Appointee. Click the Select button to create the appointment.

Step 34



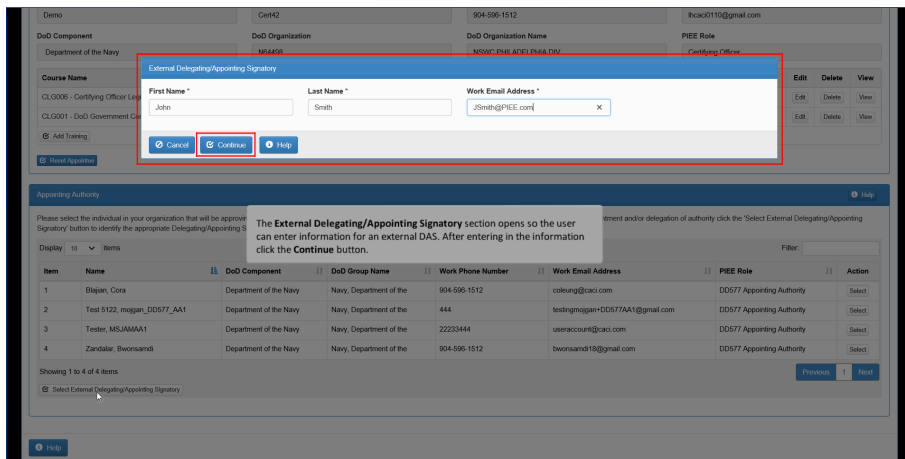
A Certifying Officer Appointment page will be displayed as a draft, verify the information.

Step 35



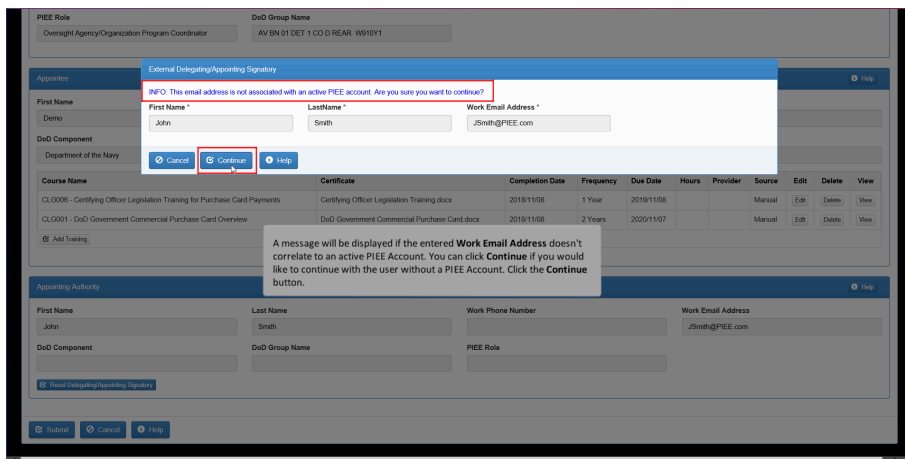
The Nominator can select a Delegating/Appointing Signatory (DAS) from the list provided or click Select External Delegating/Appointing Signatory button to add an external DAS.

Step 36



The External Delegating/Appointing Signatory section opens so the user can enter information for an external DAS. After entering in the information click the Continue button.

Step 37



A message will be displayed if the entered Work Email Address doesn't correlate to an active PIEE Account. You can click Continue if you would like to continue with the user without a PIEE Account. Click the Continue button.

Step 38

The external DAS will now be displayed on the page. If the user has made a mistake or wants to change the currently selected DAS, they can click Reset Delegating/Appointing Signatory button to remove the selected DAS. Click the Reset Delegating/Appointing Signatory button to continue.

Step 39

| Item | Name | DoD Component | DoD Group Name | Work Phone Number | Work Email Address | PIIE Role | Action |
|------|----------------------------|------------------------|-------------------------|-------------------|-------------------------------|----------------------------|----------|
| 1 | Bhajan, Cora | Department of the Navy | Navy, Department of the | 904-596-1512 | cokeung@csaci.com | DD577 Appointing Authority | [Select] |
| 2 | Test S122_mjagan_DD577_AA1 | Department of the Navy | Navy, Department of the | 444 | testmjagan+DD577AA1@gmail.com | DD577 Appointing Authority | [Select] |
| 3 | Tester, MSJAMAA1 | Department of the Navy | Navy, Department of the | 22233444 | useraccounts@csaci.com | DD577 Appointing Authority | [Select] |
| 4 | Zardidar, Bwonsandi | Department of the Navy | Navy, Department of the | 904-596-1512 | bwonsandi18@gmail.com | DD577 Appointing Authority | [Select] |

The DAS section has reset, and the user can now select or enter a new DAS.

Step 40

DoD Component: Department of the Navy
 DoD Organization: N64498
 DoD Organization Name: NSWC PHILADELPHIA DIV
 PIIIE Role: Certifying Officer

| Course Name | Certificate | Completion Date | Frequency | Due Date | Hours | Provider | Source | Edit | Delete | View |
|---|--|-----------------|-----------|------------|-------|----------|--------|------|--------|------|
| CL0006 - Certifying Officer Legislation Training for Purchase Card Payments | Certifying Officer Legislation Training.docx | 2018/11/08 | 1 Year | 2019/11/08 | | | Manual | Edit | Delete | View |
| CL0001 - DoD Government Commercial Purchase Card Overview | DoD Government Commercial Purchase Card.docx | 2018/11/08 | 2 Years | 2020/11/07 | | | Manual | Edit | Delete | View |

Appointing Authority

Please select the individual in your organization that will be approving your appointment and/or delegation of authority. If you do not see the individual who will be approving your appointment and/or delegation of authority click the "Select External Delegating/Appointing Signatory" button to identify the appropriate Delegating/Appointing Signatory.

| Item | Name | DoD Component | DoD Group Name | Work Phone Number | Work Email Address | PIIIE Role | Action |
|------|----------------------------|------------------------|-------------------------|-------------------|---------------------------------|----------------------------|--------|
| 1 | Blajan, Cora | Department of the Navy | Navy, Department of the | 904-596-1512 | colreung@casi.com | DD577 Appointing Authority | Select |
| 2 | Test S1Z2, mojan_DD577_AA1 | Department of the Navy | Navy, Department of the | 444 | testingmojan+DD577AA1@gmail.com | DD577 Appointing Authority | Select |
| 3 | Tester, MSJAMAA1 | Department of the Navy | Navy, Department of the | 22233444 | useraccount@casi.com | DD577 Appointing Authority | Select |
| 4 | Zandalar, Bwonsandi | Department of the Navy | Navy, Department of the | 904-596-1512 | bwonsandi18@gmail.com | DD577 Appointing Authority | Select |

Showing 1 to 4 of 4 items

Click the Select button next to the DAS that will be given the privileges to activate the appointment.

Click the Select button next to the DAS that will be given the privileges to activate the appointment.

Step 41

PIIIE Role: Oversight Agency/Organization Program Coordinator
 DoD Group Name: AV BN 01 DET 1 CO D REAR W610Y1

Appointee

First Name: Demo
 Last Name: CerK2
 Work Phone Number: 904-596-1512
 Work Email Address: fhac0110@gmail.com

DoD Component: Department of the Navy
 DoD Organization: N64498
 DoD Organization Name: NSWC PHILADELPHIA DIV
 PIIIE Role: Certifying Officer

| Course Name | Certificate | Completion Date | Frequency | Due Date | Hours | Provider | Source | Edit | Delete | View |
|---|--|-----------------|-----------|------------|-------|----------|--------|------|--------|------|
| CL0006 - Certifying Officer Legislation Training for Purchase Card Payments | Certifying Officer Legislation Training.docx | 2018/11/08 | 1 Year | 2019/11/08 | | | Manual | Edit | Delete | View |
| CL0001 - DoD Government Commercial Purchase Card Overview | DoD Government Commercial Purchase Card.docx | 2018/11/08 | 2 Years | 2020/11/07 | | | Manual | Edit | Delete | View |

The DAS that was selected from the list is now displayed.

Appointing Authority

First Name: Bwonsandi
 Last Name: Zandalar
 Work Phone Number: 904-596-1512
 Work Email Address: bwonsandi18@gmail.com

DoD Component: Department of the Navy
 DoD Group Name: Navy, Department of the
 PIIIE Role: DD577 Appointing Authority

The DAS that was selected from the list is now displayed.

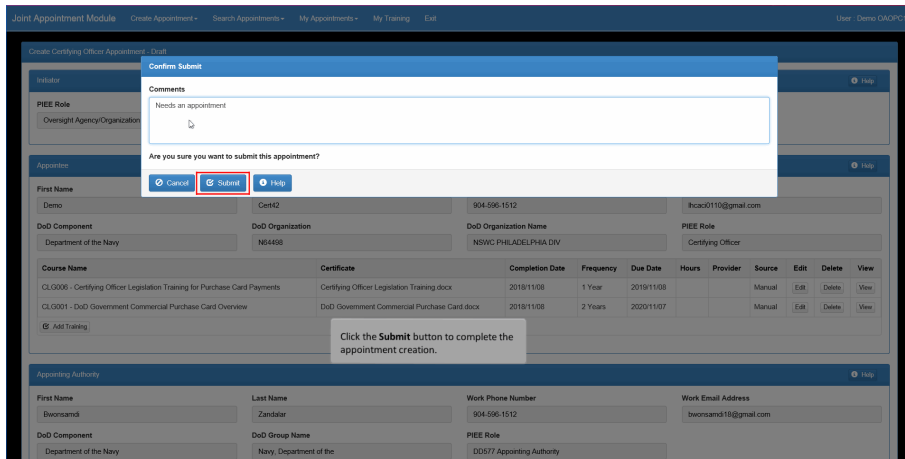
Step 42

After verifying the information click the Submit button to continue, please update as necessary.

Step 43

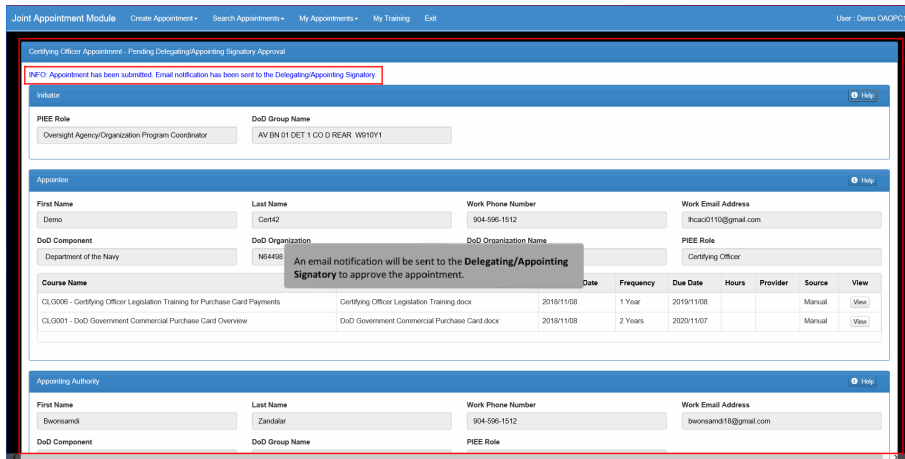
Comments can be entered with the appointment.

Step 44



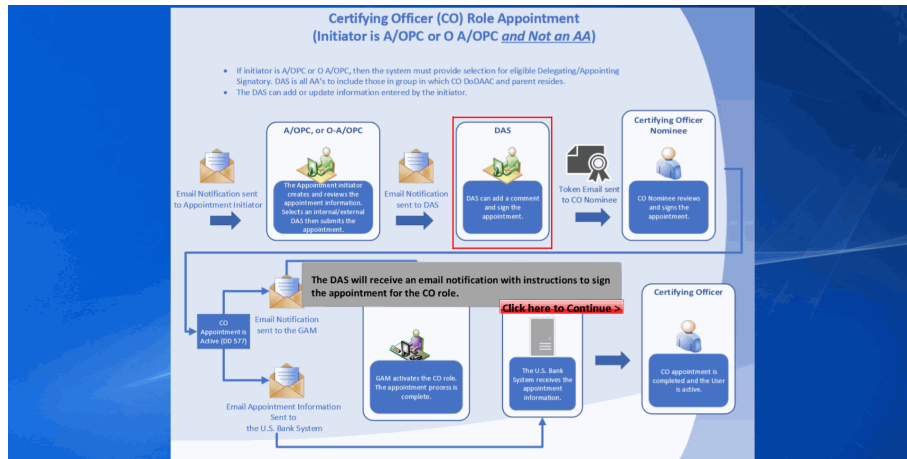
Click the Submit button to complete the appointment creation.

Step 45



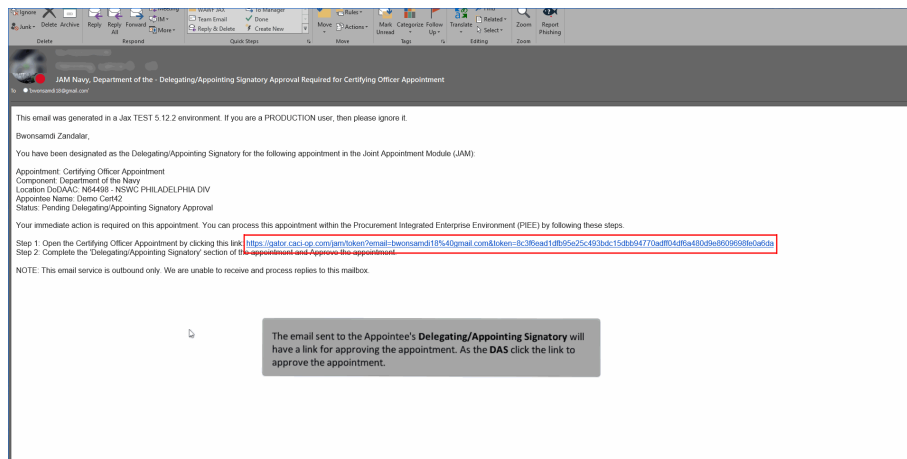
A Success page and message will be displayed. An email notification will be sent to the Delegating/Appointing Signatory to approve the appointment.

Step 46



The DAS will receive an email notification with instructions to sign the appointment for the CO role.

Step 47



The email sent to the Appointee's Delegating/Appointing Signatory will have a link for approving the appointment. As the DAS click the link to approve the appointment.

Step 48

| Course Name | Certificate | Completion Date | Frequency | Due Date | Hours | Provider | Source | View |
|---|--|-----------------|-----------|------------|-------|----------|--------|------|
| CL0006 - Certifying Officer Legislation Training for Purchase Card Payments | Certifying Officer Legislation Training.docx | 2018/11/08 | 1 Year | 2019/11/08 | | | Manual | View |

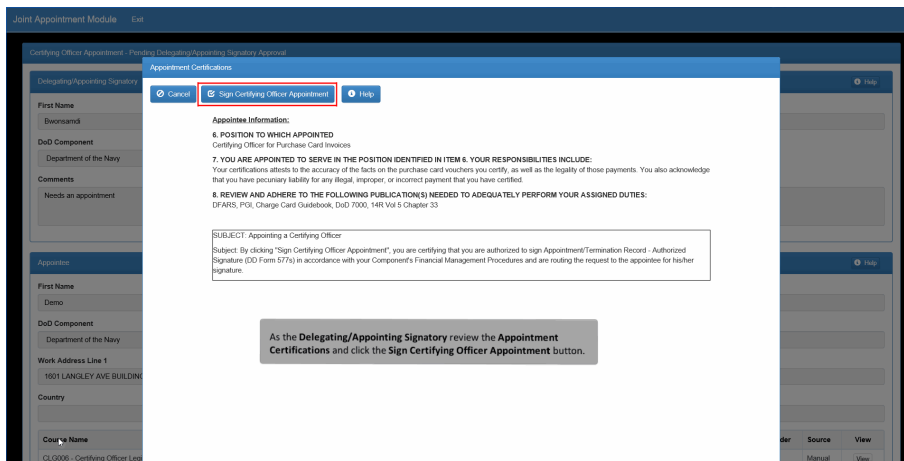
As the Delegating/Appointing Signatory review the information for the appointment created by the nominator.

Step 49

| Date | Action | Status | PIEE Role |
|---------------------|--------|--|--|
| 2018/11/08 13:00:58 | Submit | Pending Delegating/Appointing Signatory Approval | Demo OACPC1 Signature Not Required Oversight Agency/Organization Program Coordinator |

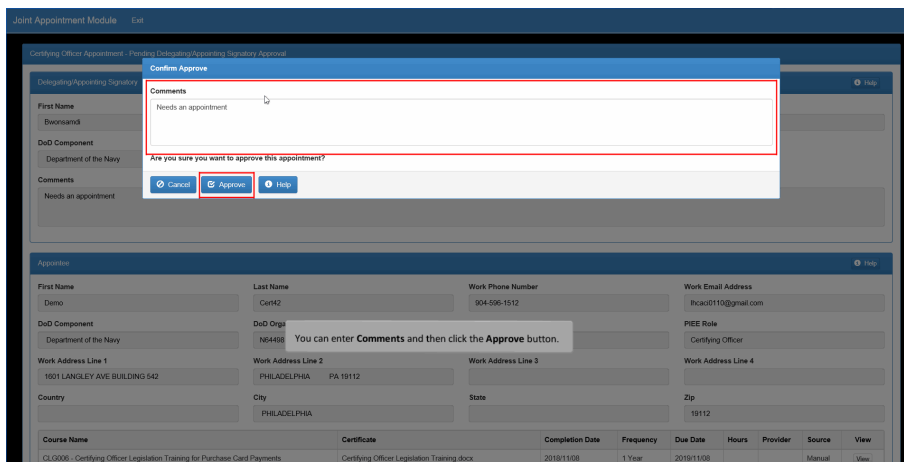
If the information is correct click the Approve button for the appointment.

Step 50



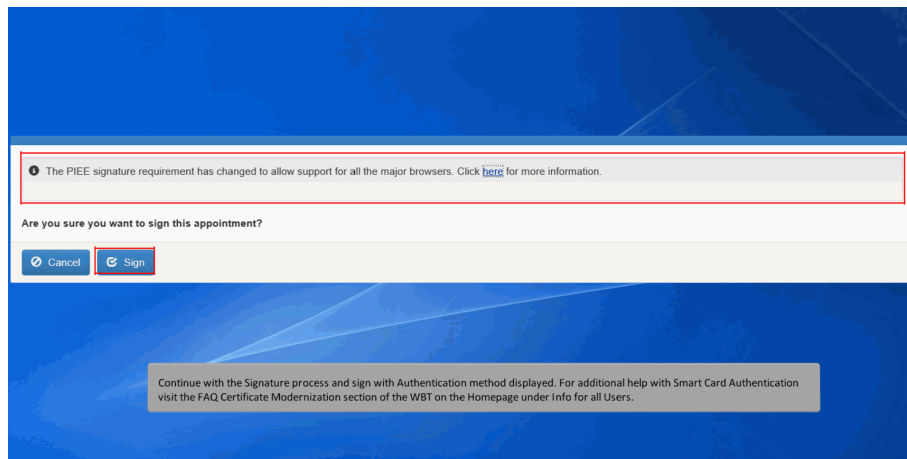
As the Delegating/Appointing Signatory review the Appointment Certifications and click the Sign Certifying Officer Appointment button.

Step 51



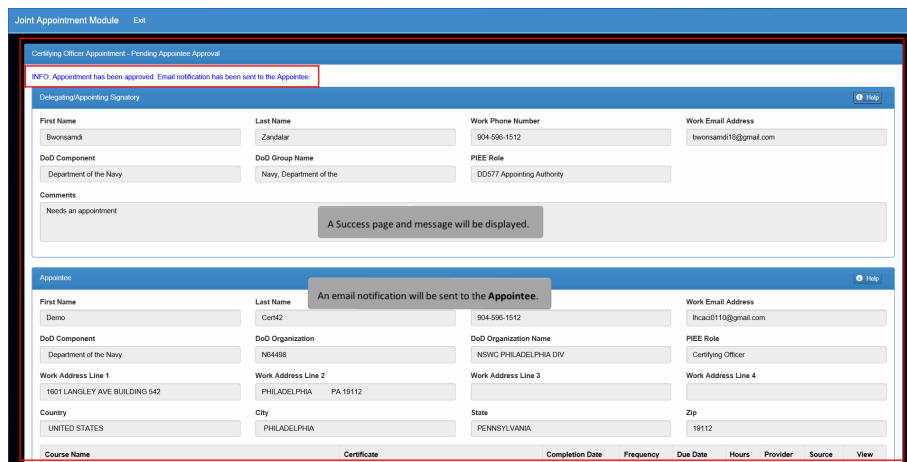
You can enter Comments and then click the Approve button.

Step 52



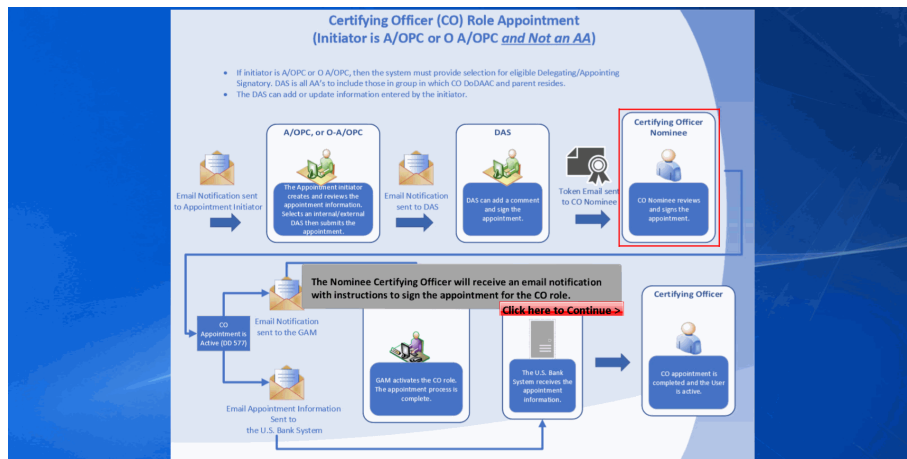
Continue with the Signature process and sign with Authentication method displayed. For additional help with Smart Card Authentication visit the FAQ Certificate Modernization section of the WBT on the Homepage under Info for all Users.

Step 53



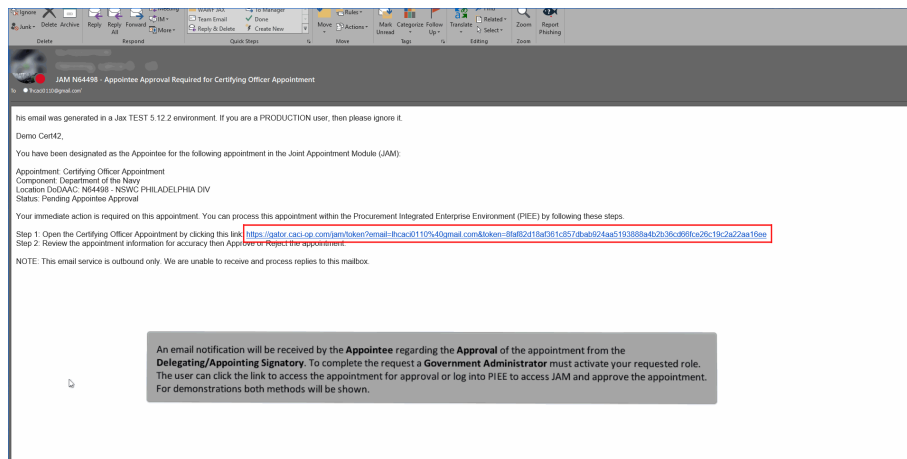
A Success page and message will be displayed. An email notification will be sent to the Appointee.

Step 54



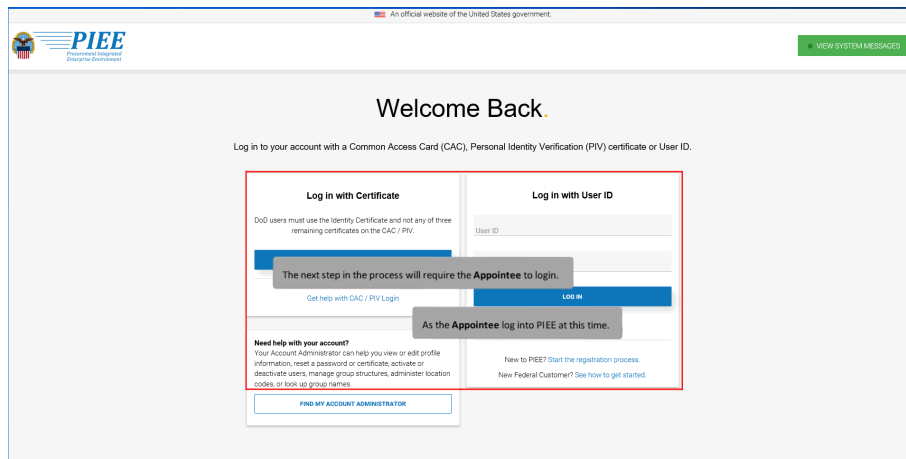
The Nominee Certifying Officer will receive an email notification with instructions to sign the appointment for the CO role.

Step 55



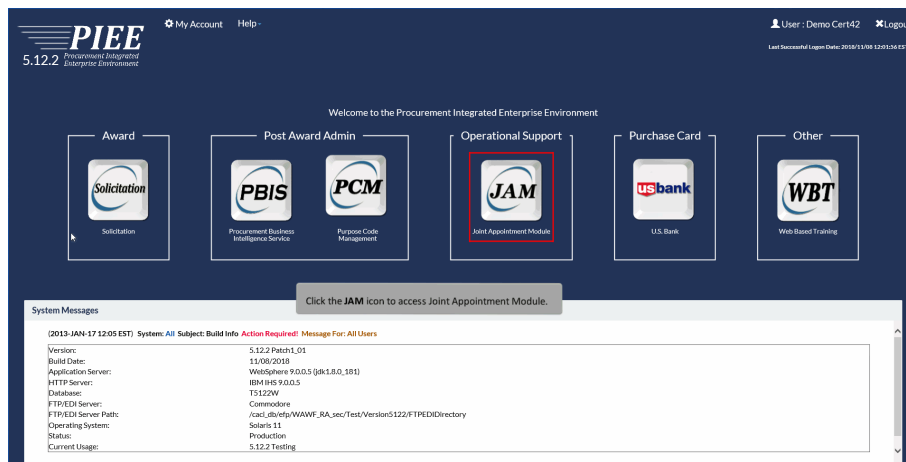
An email notification will be received by the Appointee regarding the Approval of the appointment from the Delegating/Appointing Signatory. To complete the request a Government Administrator must activate your requested role. The user can click the link to access the appointment for approval or log into PIEE to access JAM and approve the appointment. For demonstrations both methods will be shown.

Step 56



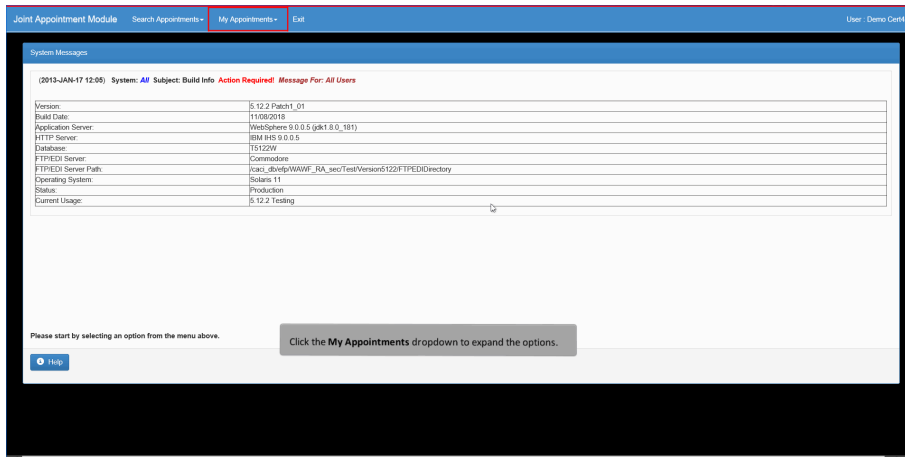
The next step in the process will require the Appointee to login. As the Appointee log into PIEE at this time.

Step 57



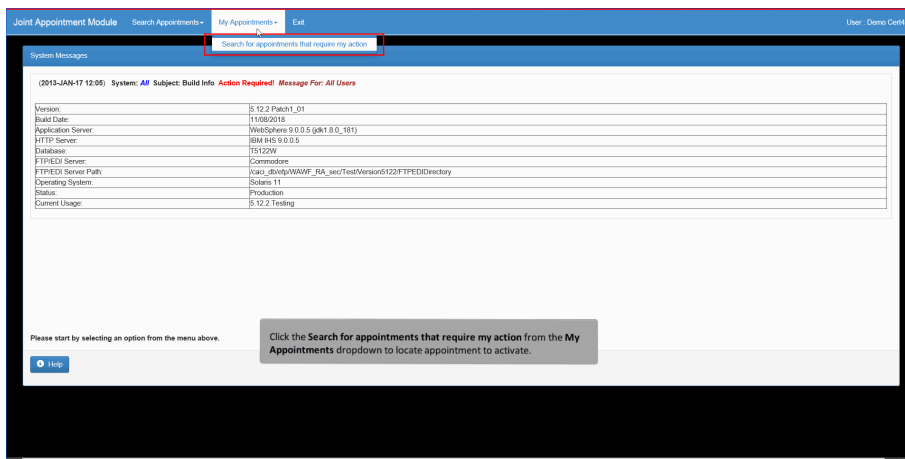
Click the JAM icon to access Joint Appointment Module.

Step 58



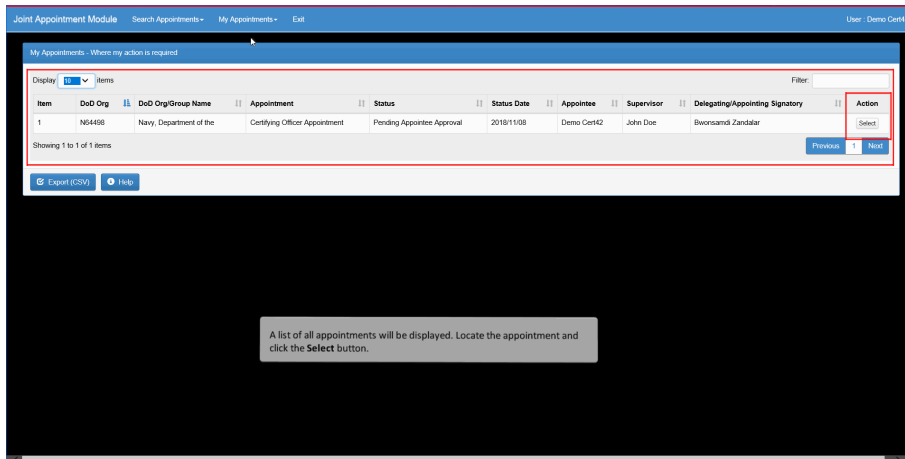
Click the My Appointments dropdown to expand the options.

Step 59



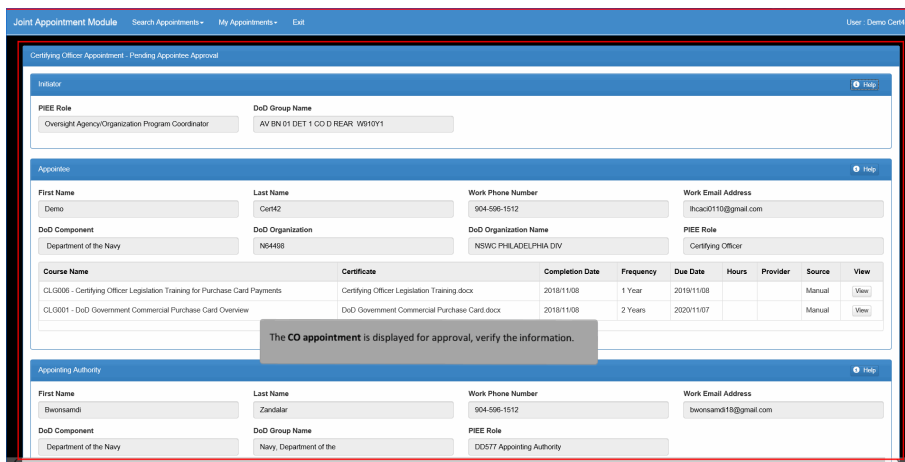
Click the Search for appointments that require my action from the My Appointments dropdown to locate appointment to activate.

Step 60



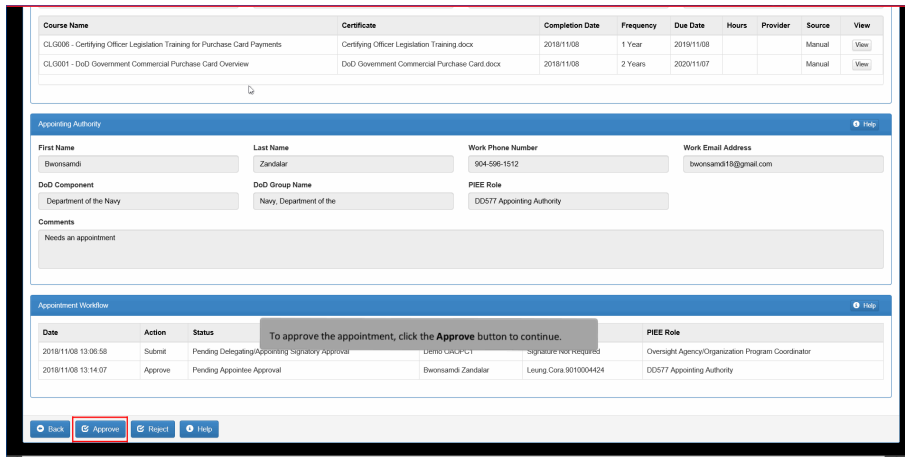
A list of all appointments will be displayed. Locate the appointment and click the Select button.

Step 61



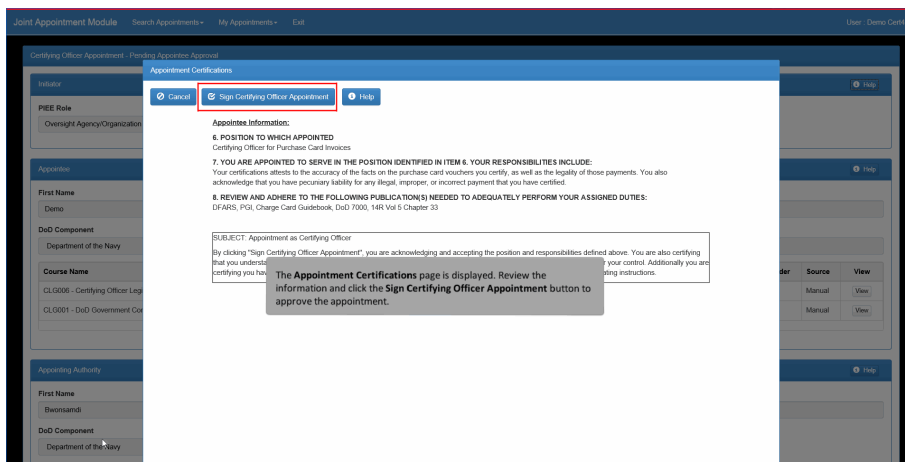
The CO appointment is displayed for approval, verify the information.

Step 62



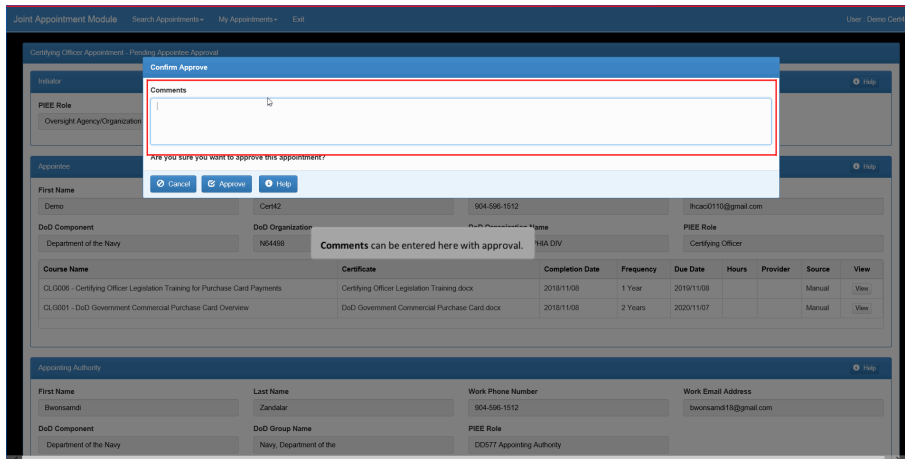
To approve the appointment, click the Approve button to continue.

Step 63



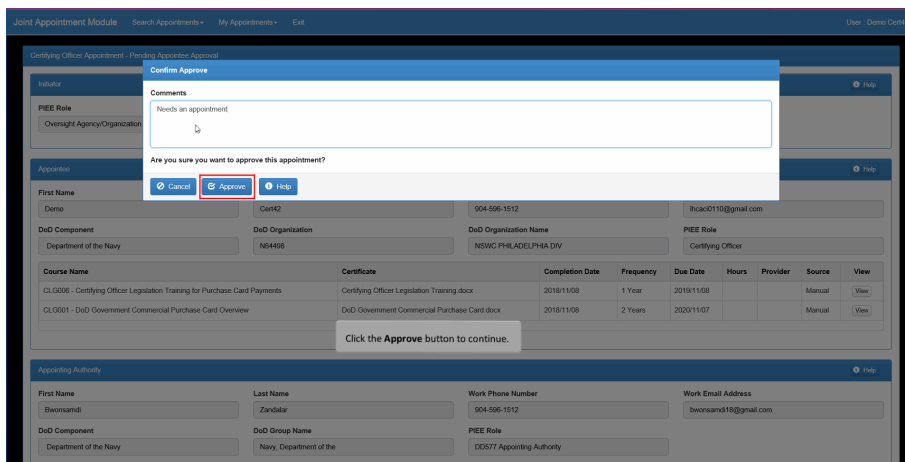
The Appointment Certifications page is displayed. Review the information and click the Sign Certifying Officer Appointment button to approve the appointment.

Step 64



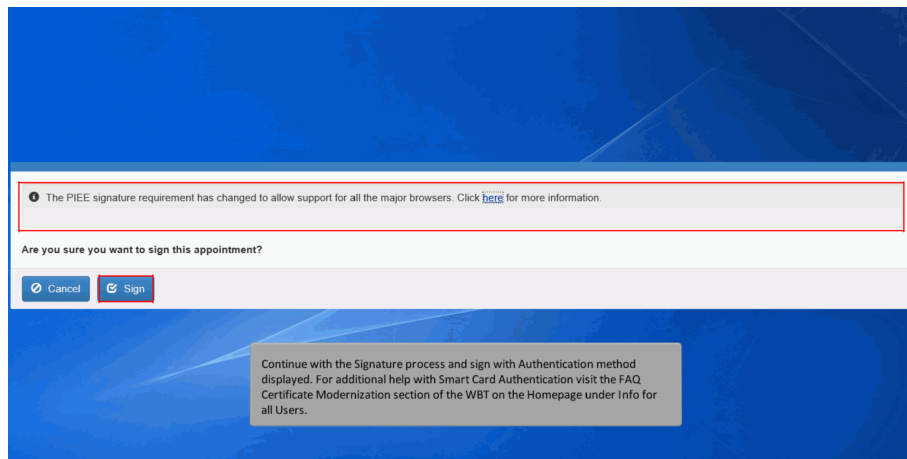
Comments can be entered here with approval.

Step 65



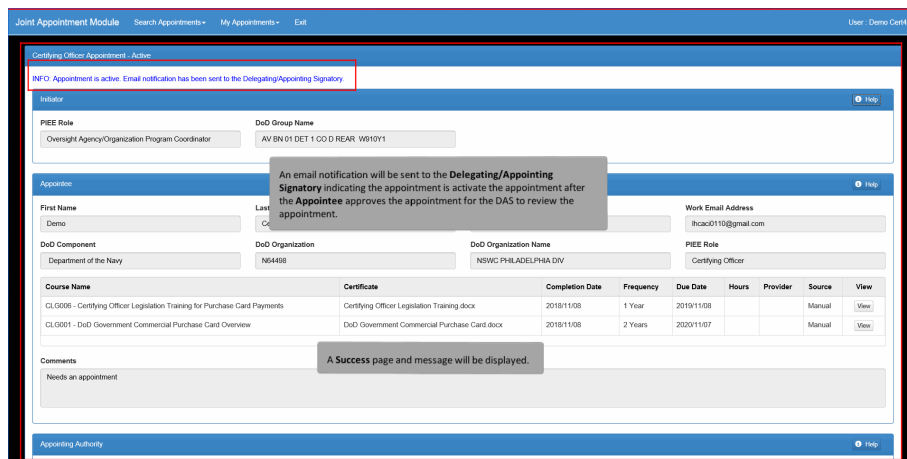
Click the Approve button to continue.

Step 66



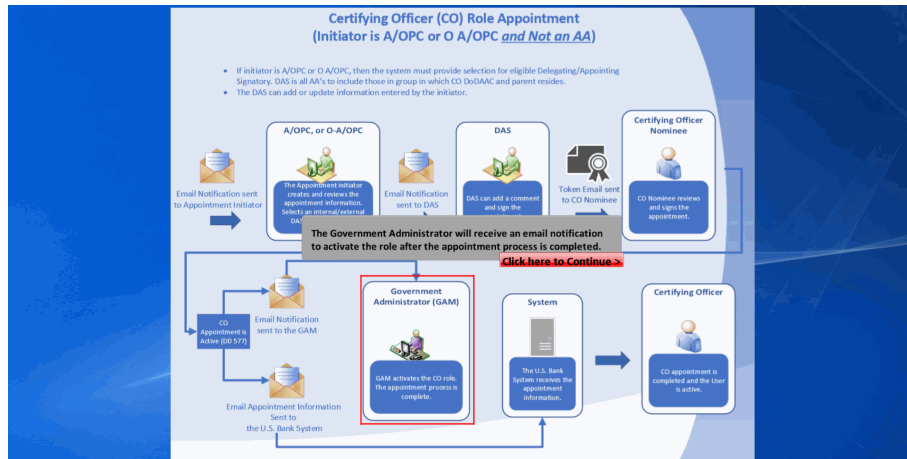
Continue with the Signature process and sign with Authentication method displayed. For additional help with Smart Card Authentication visit the FAQ Certificate Modernization section of the WBT on the Homepage under Info for all Users.

Step 67



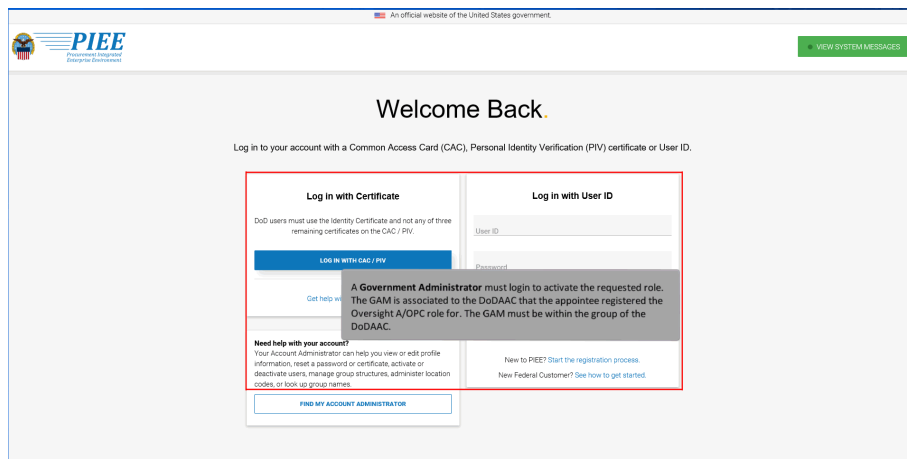
A Success page and message will be displayed. An email notification will be sent to the Delegating/Appointing Signatory indicating the appointment is activate the appointment after the Appointee approves the appointment for the DAS to review the appointment.

Step 68



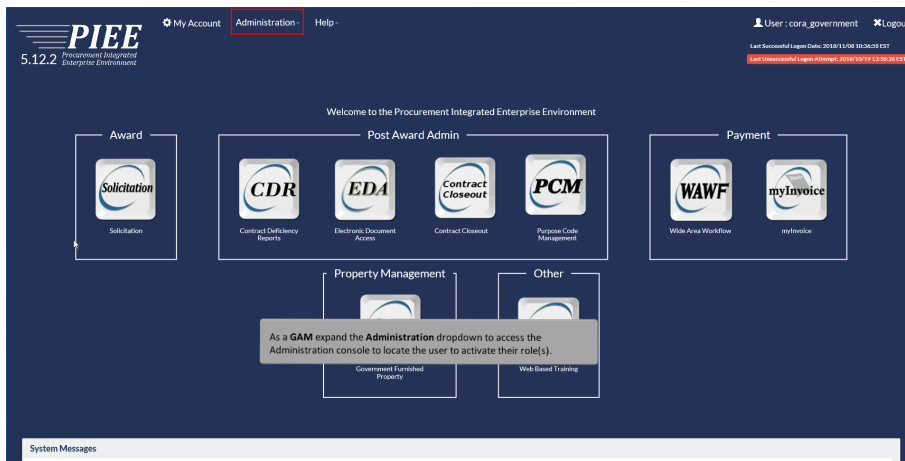
The Government Administrator will receive an email notification to activate the role after the appointment process is completed.

Step 69



A Government Administrator must login to activate the requested role. The GAM is associated to the DoDAAC that the appointee registered the Oversight A/OPC role for. The GAM must be within the group of the DoDAAC.

Step 70



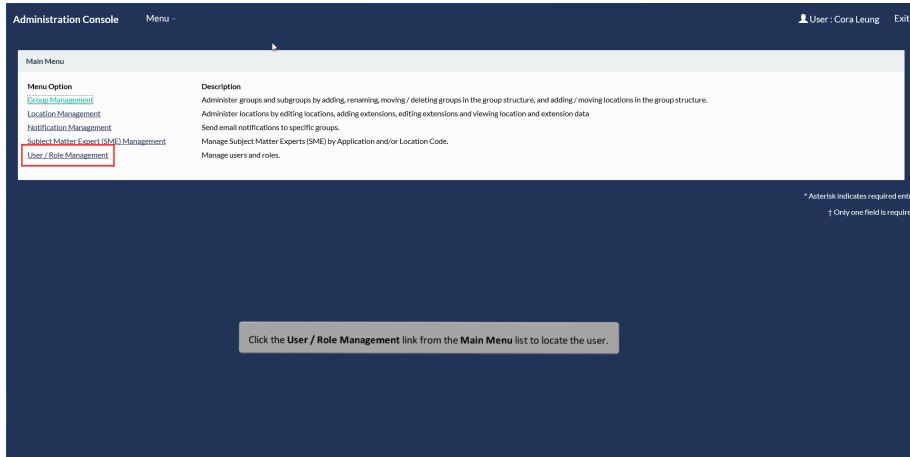
As a GAM expand the Administration dropdown to access the Administration console to locate the user to activate their role(s).

Step 71



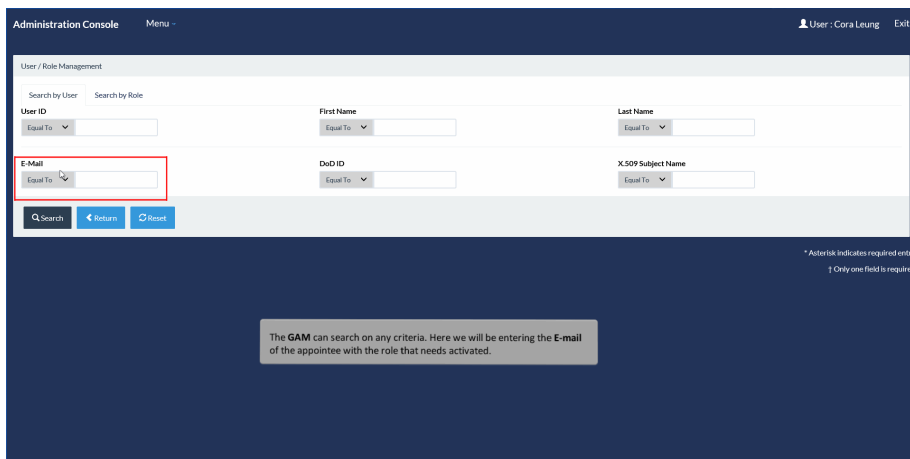
Select PIEE Administration from the dropdown.

Step 72



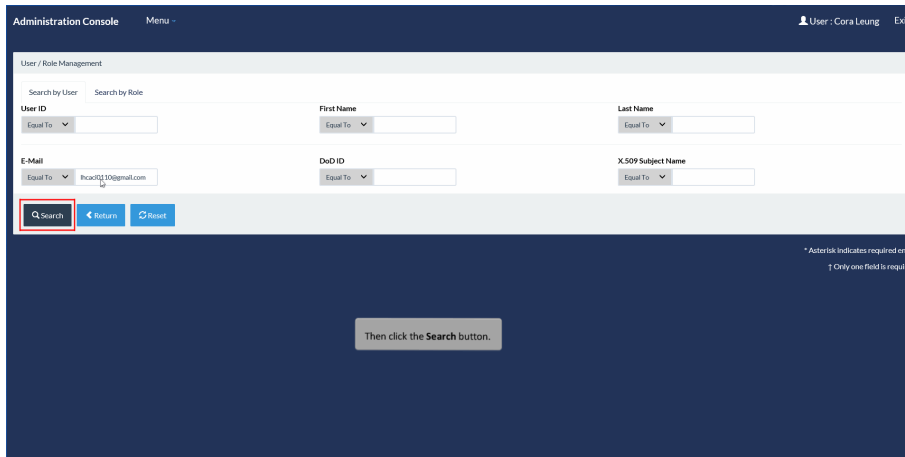
Click the User / Role Management link from the Main Menu list to locate the user.

Step 73



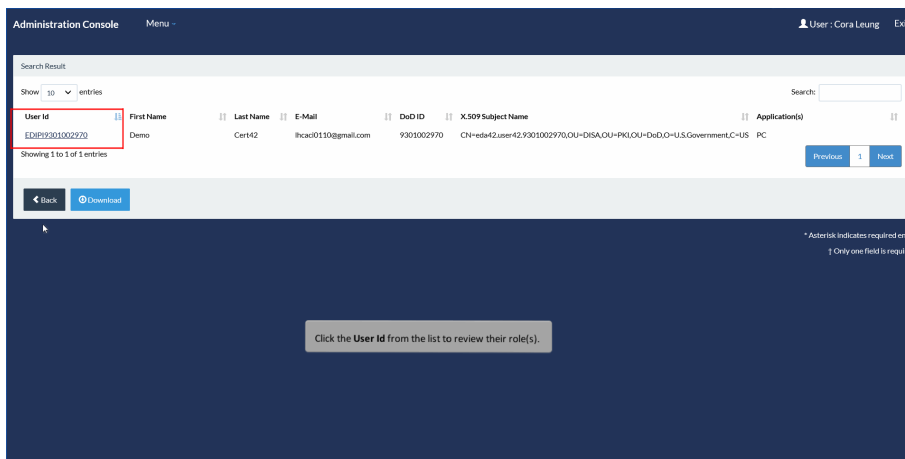
The GAM can search on any criteria. Here we will be entering the E-mail of the appointee with the role that needs activated.

Step 74



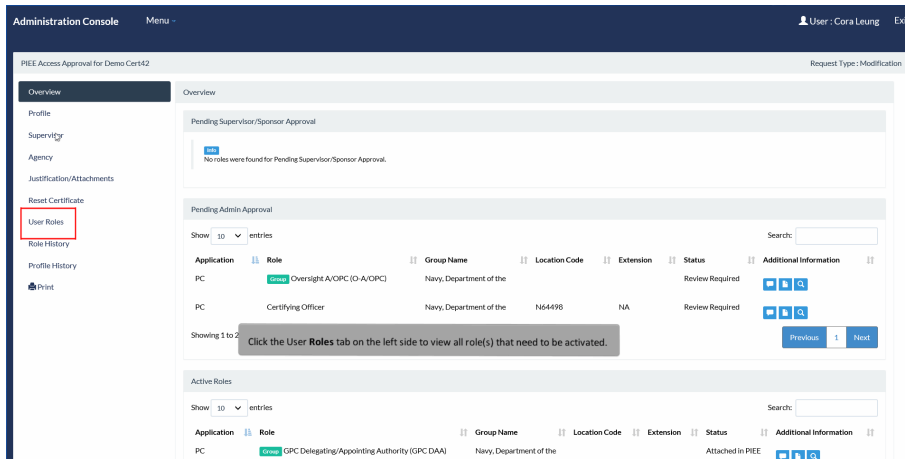
Then click the Search button.

Step 75



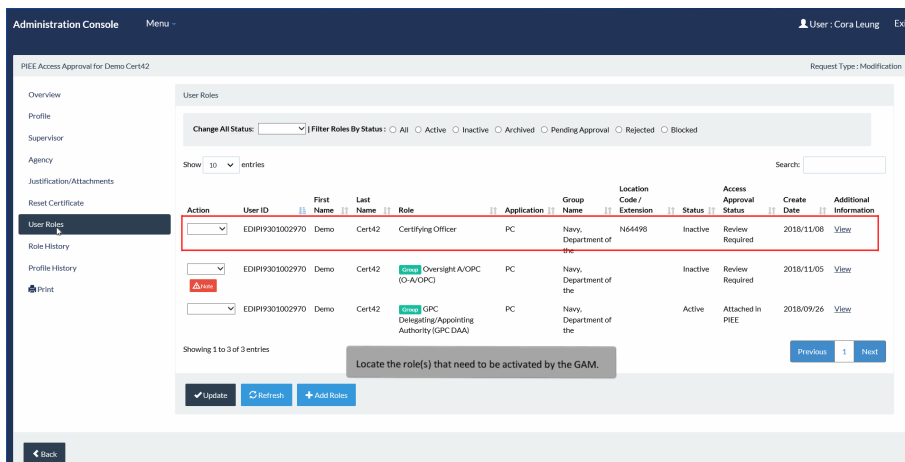
Click the User Id from the list to review their role(s).

Step 76



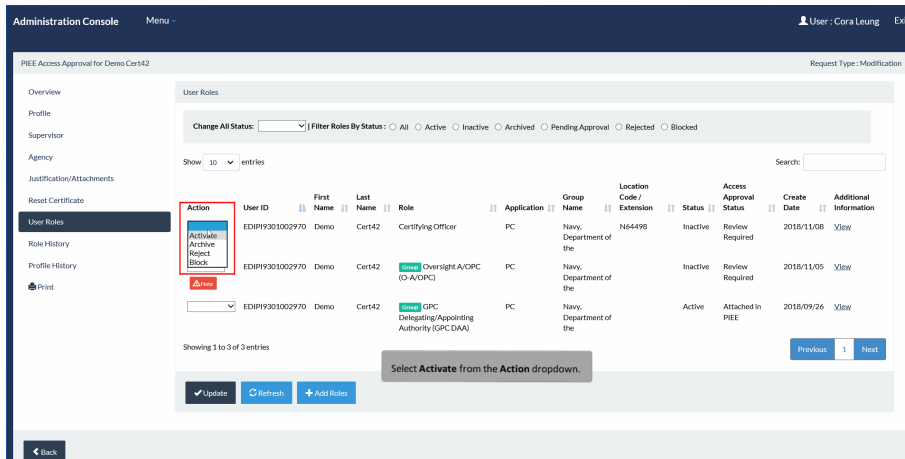
Click the User Roles tab on the left side to view all role(s) that need to be activated.

Step 77



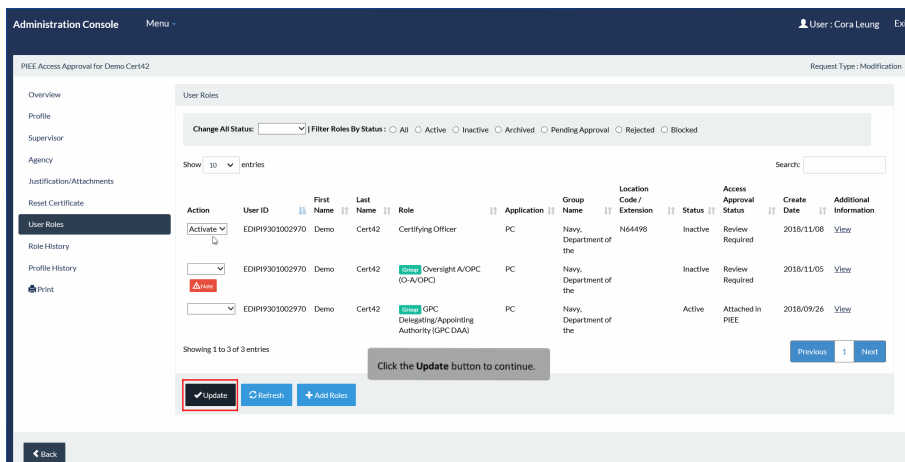
Locate the role(s) that need to be activated by the GAM.

Step 78



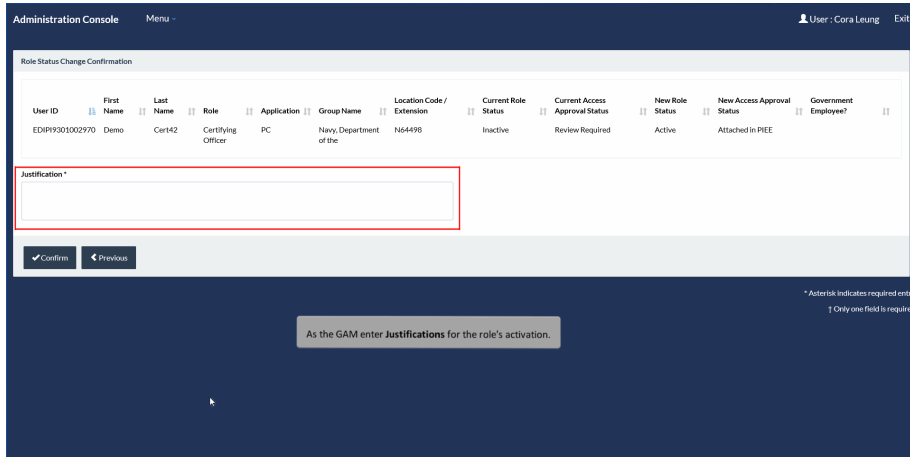
Select Activate from the Action dropdown.

Step 79



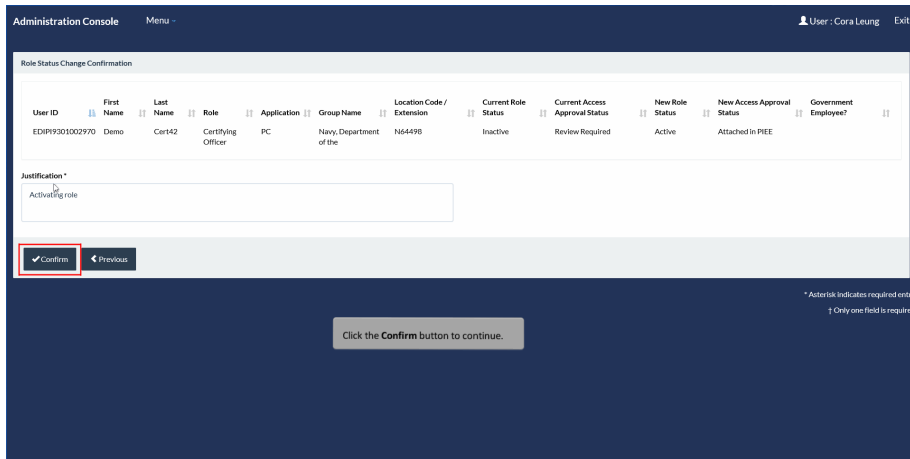
Click the Update button to continue.

Step 80



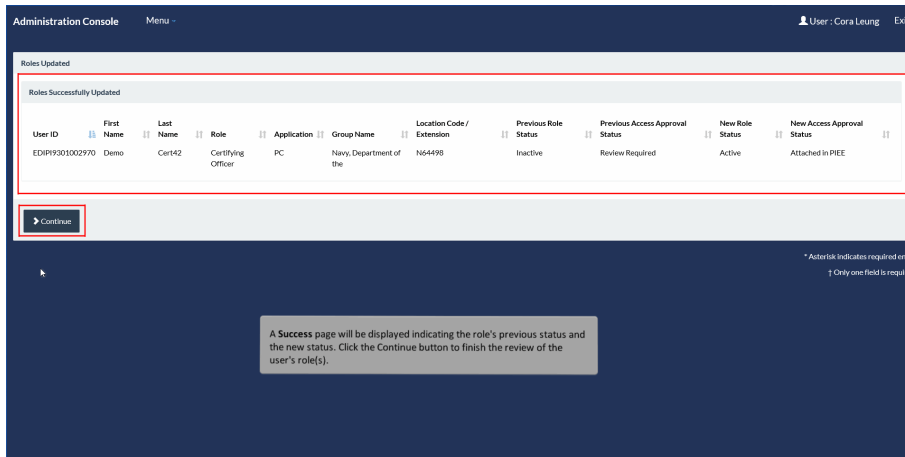
As the GAM enter Justifications for the role's activation.

Step 81



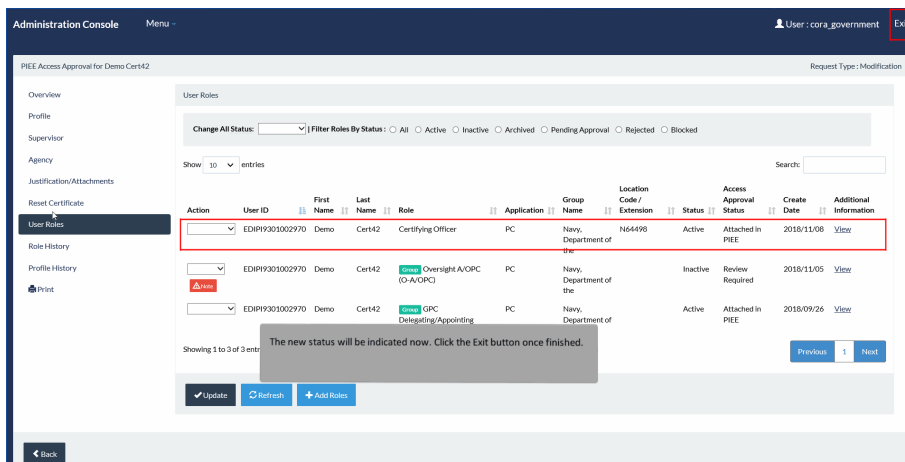
Click the Confirm button to continue.

Step 82



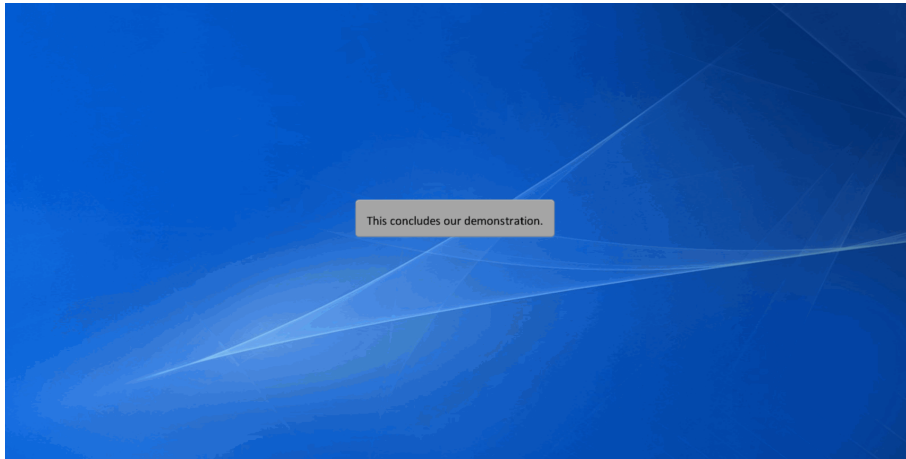
A Success page will be displayed indicating the role's previous status and the new status. Click the Continue button to finish the review of the user's role(s).

Step 83



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

End



This concludes our demonstration.