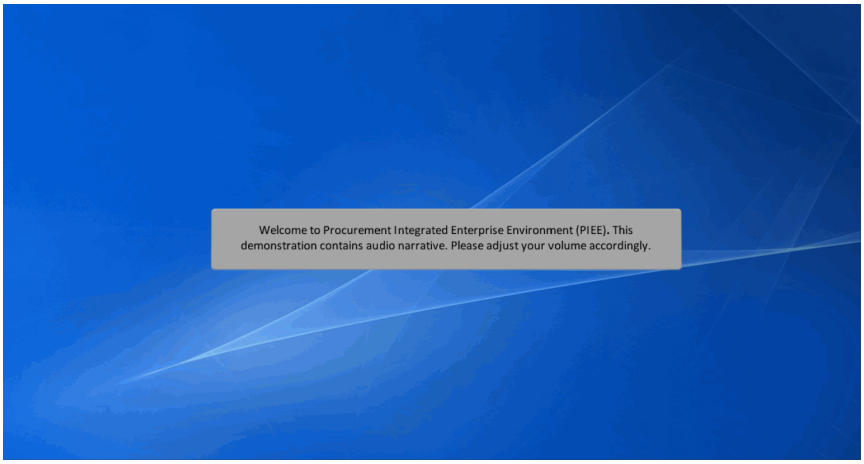
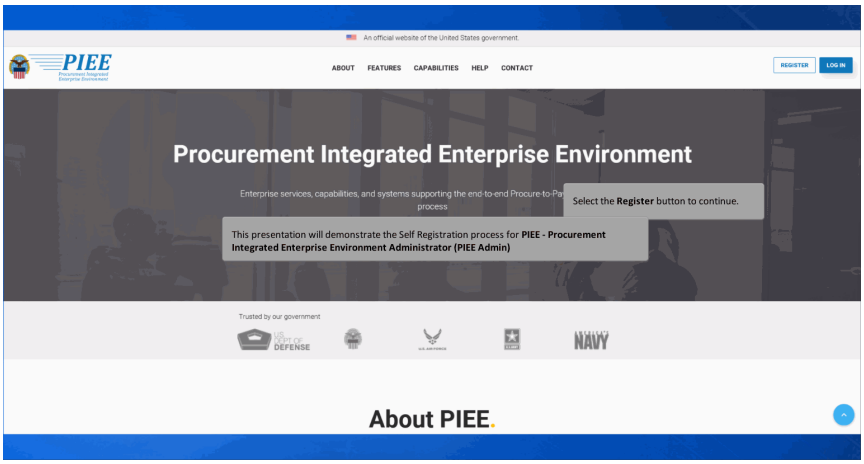
Intro



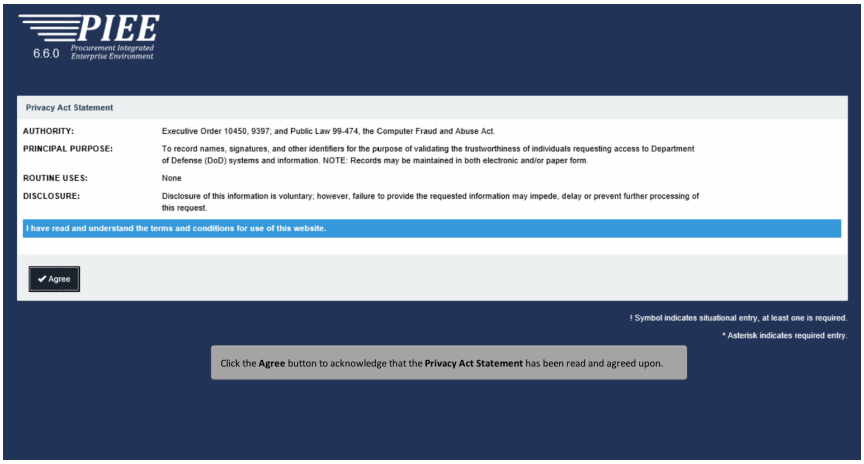
Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



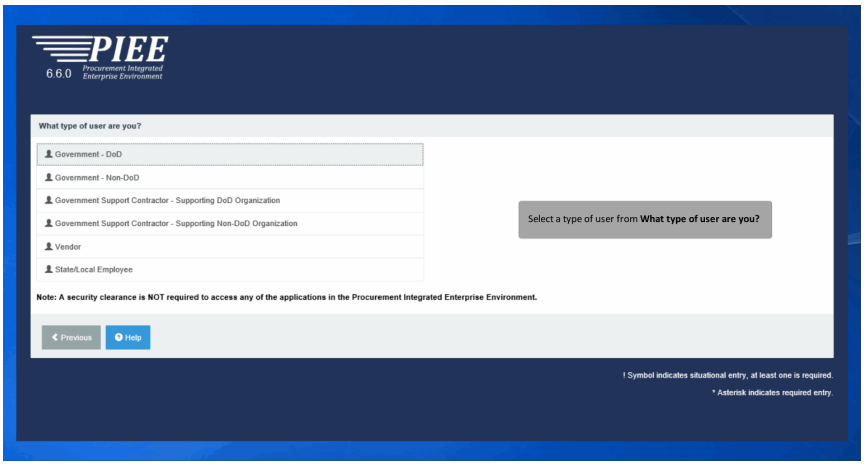
This presentation will demonstrate the Self Registration process for PIEE - Procurement Integrated Enterprise Environment Administrator (PIEE Admin) Select the Register button to continue.

Step 2



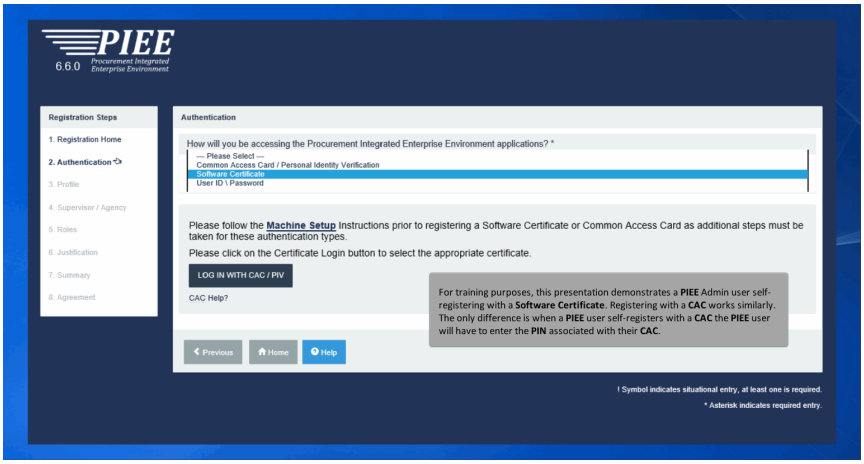
Click the Agree button to acknowledge that the Privacy Act Statement has been read and agreed upon.

Step 3



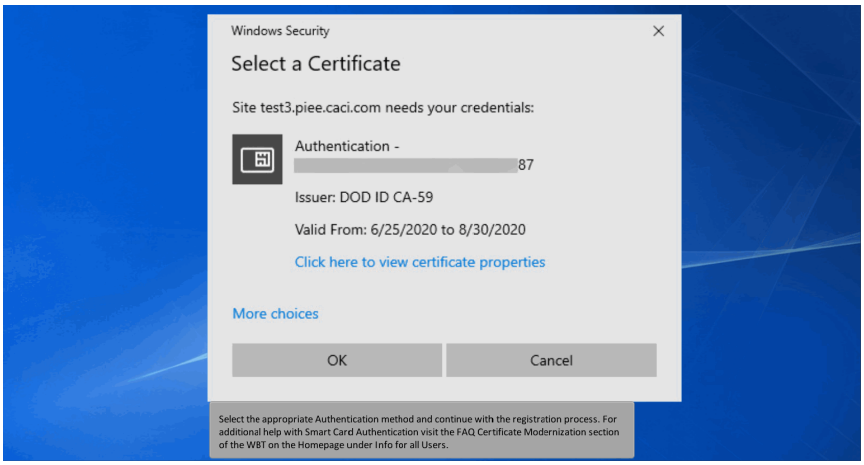
Select a type of user from What type of user are you?

Step 4



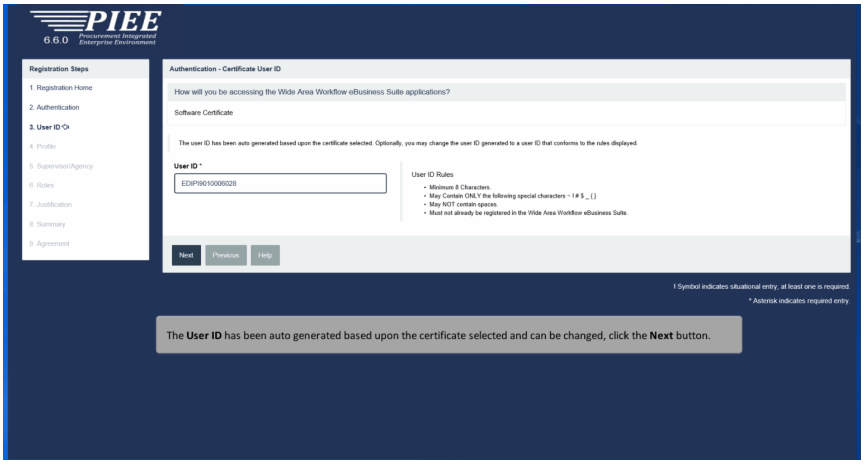
For training purposes, this presentation demonstrates a PIEE Admin user self-registering with a Software Certificate. Registering with a CAC works similarly. The only difference is when a PIEE user self-registers with a CAC the PIEE user will have to enter the PIN associated with their CAC.

Step 5



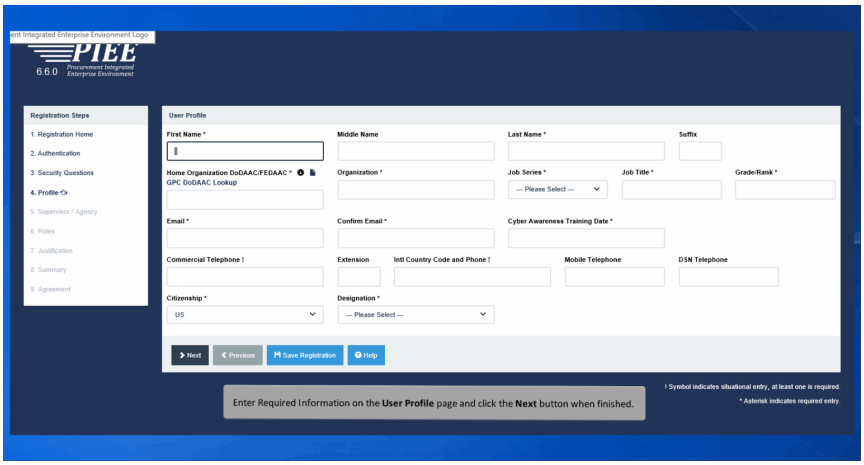
Select the appropriate Authentication method and continue with the registration process. For additional help with Smart Card Authentication visit the FAQ Certificate Modernization section of the WBT on the Homepage under Info for all Users.

Step 6



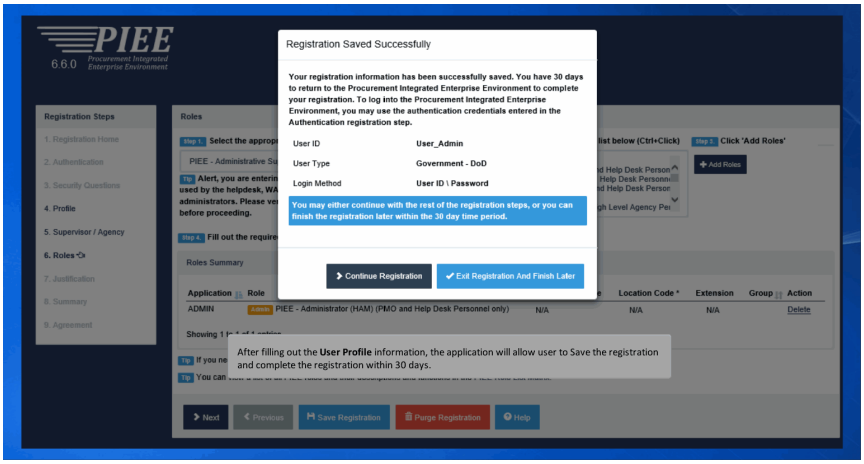
The User ID has been auto generated based upon the certificate selected and can be changed, click the Next button.

Step 7



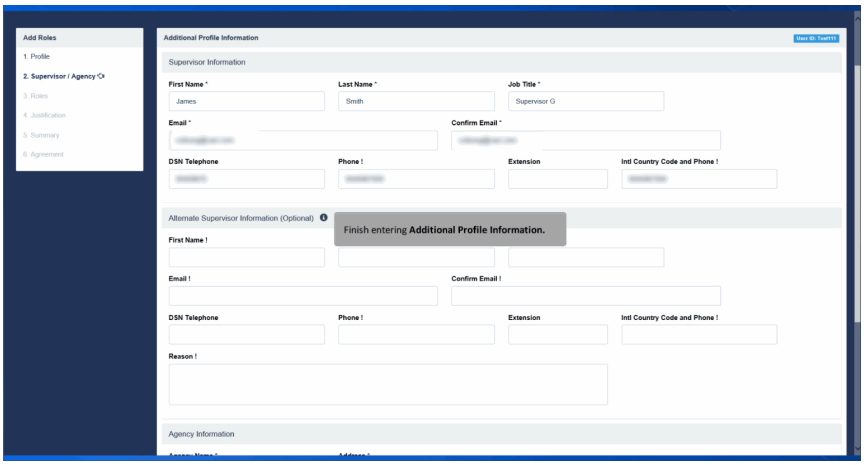
Enter Required Information on the User Profile page and click the Next button when finished.

Step 8



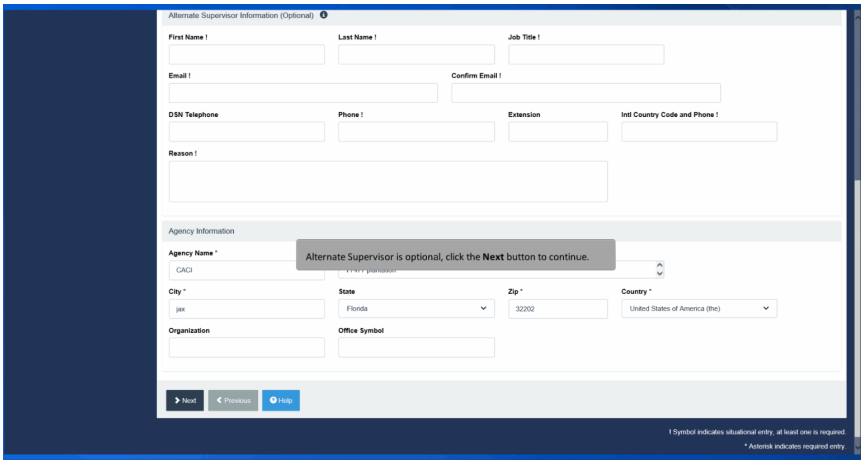
After filling out the User Profile information, the application will allow user to Save the registration and complete the registration within 30 days.

Step 9



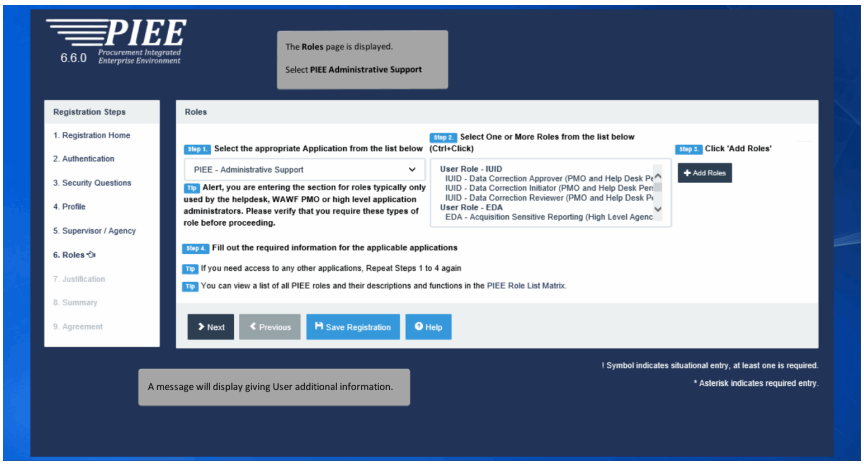
Finish entering Additional Profile Information.

Step 10



Alternate Supervisor is optional, click the Next button to continue.

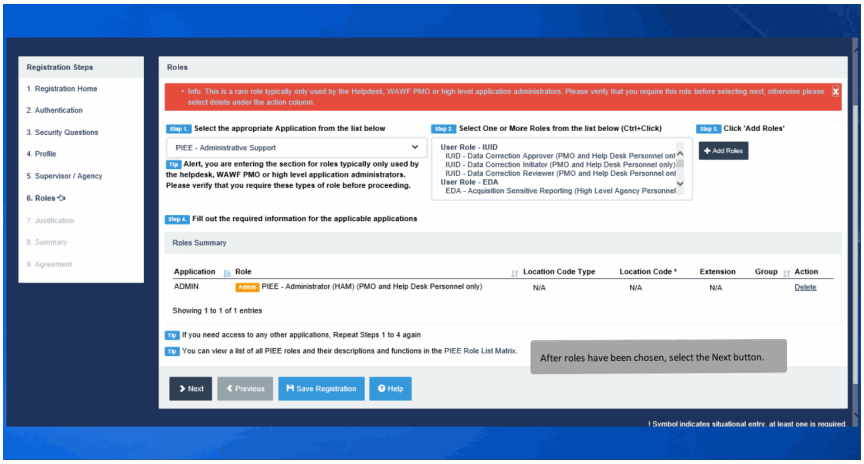
Step 11



The Roles page is displayed.

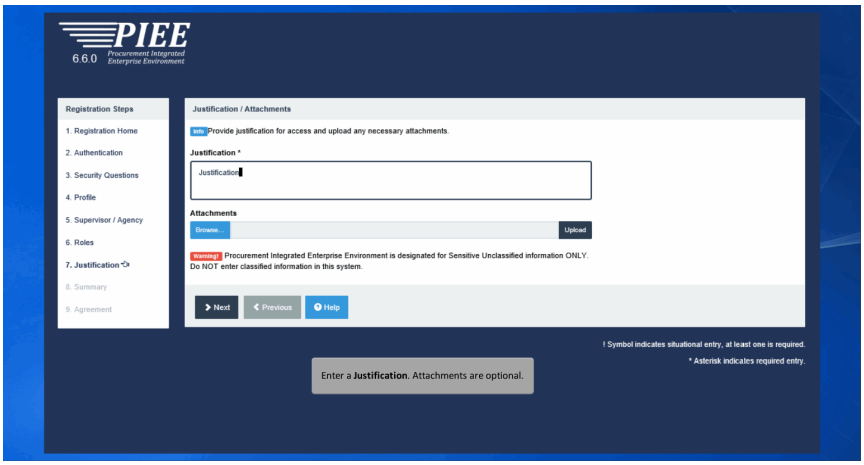
Select PIEE Administrative Support A message will display giving User additional information.

Step 12



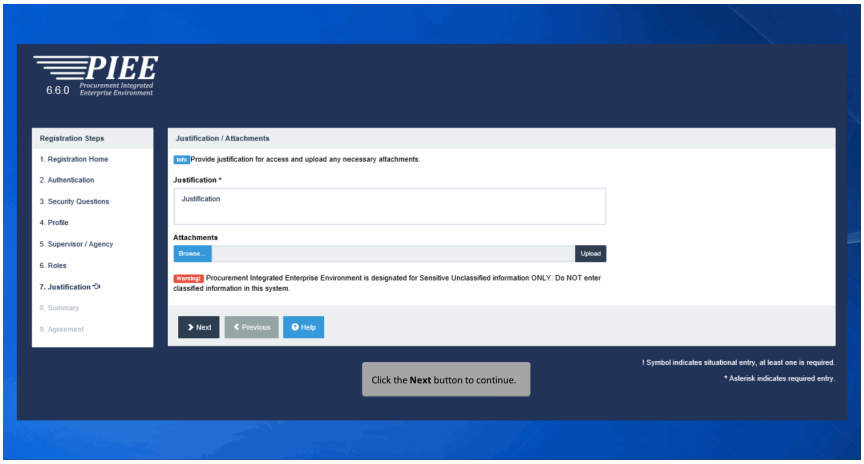
After roles have been chosen, select the Next button.

Step 13



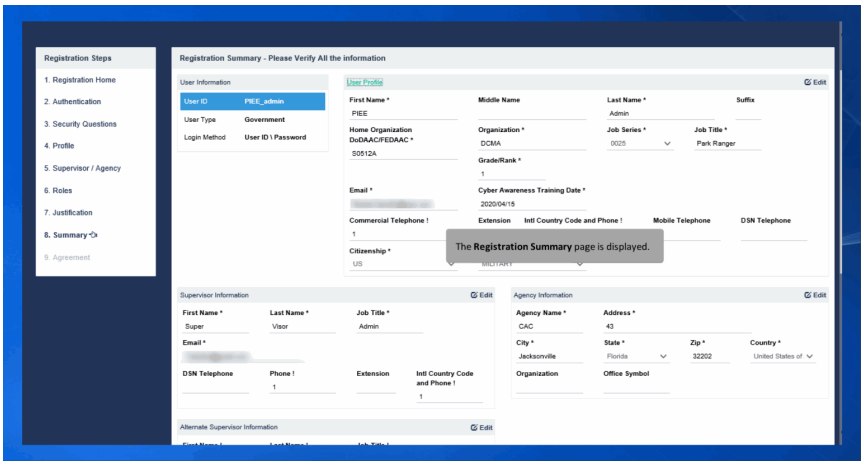
Enter a Justification. Attachments are optional.

Step 14



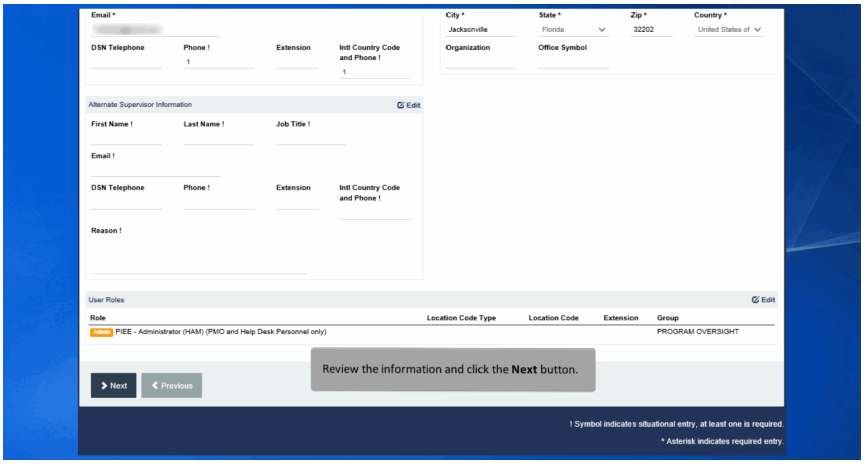
Click the Next button to continue.

Step 15



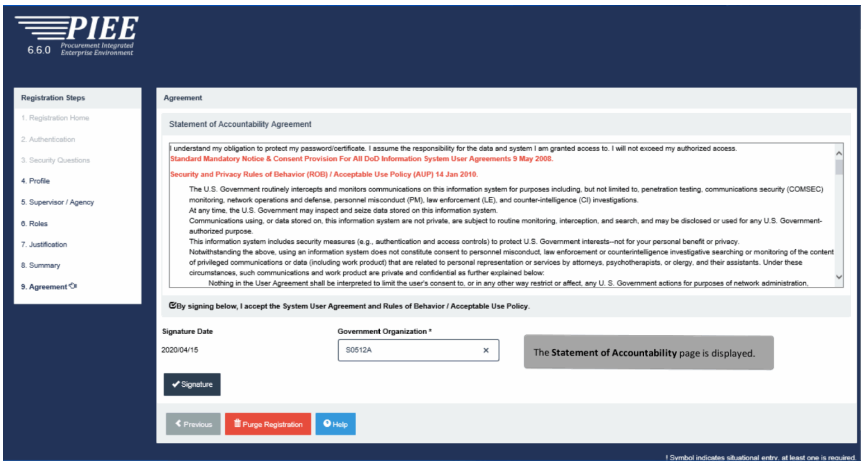
The Registration Summary page is displayed.

Step 16



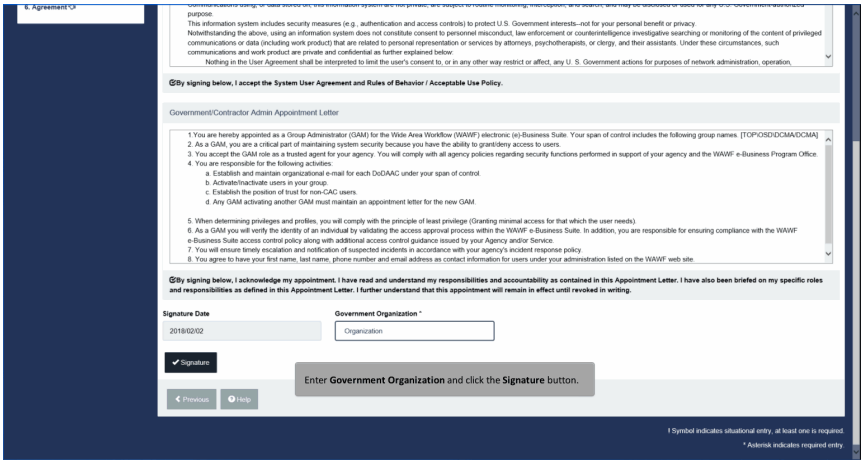
Review the information and click the Next button.

Step 17



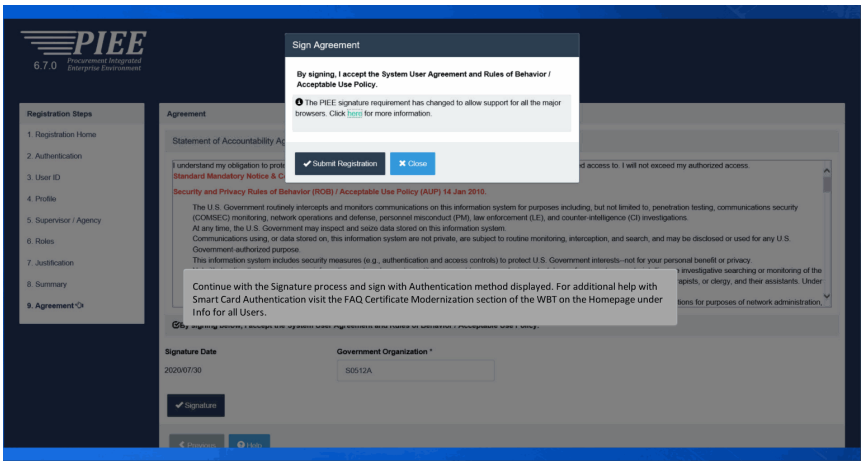
The Statement of Accountability page is displayed.

Step 18



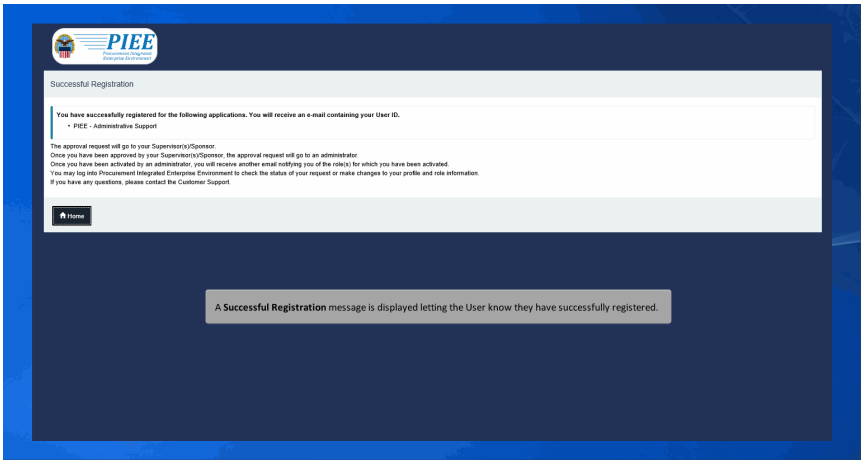
Enter Government Organization and click the Signature button.

Step 19



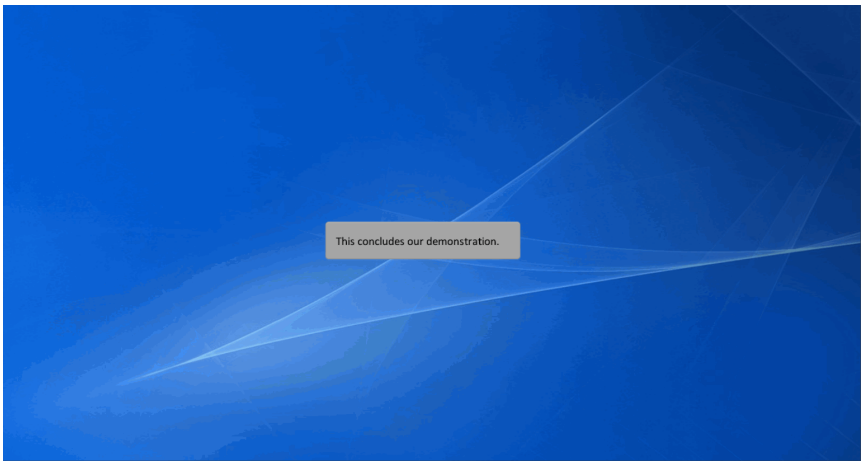
Continue with the Signature process and sign with Authentication method displayed. For additional help with Smart Card Authentication visit the FAQ Certificate Modernization section of the WBT on the Homepage under Info for all Users.

Step 20



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

End



This concludes our demonstration.