EDA User Registering for Sub Roles
Reference Guide

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EDA Roles with the capability to register for Sub Roles:

- Contract Load Notifications
- Upload Attach/Admin Docs
- Upload Inactive Contracts
- Contracts MIPRs
- Upload MIPR
- Update MIPR Attachments
- Upload MIPR Attachments

NOTE: The process of requesting a Sub Role can also be done on applicable existing roles. For this guide, the process is shown from an initial role request. (Please see additional information last section of the guide)

The Government user will navigate to the PIEE Registration page and begin the registration process.
Agree to Privacy Act Statement and select user.

Choose how you will access the Procurement Integrated Enterprise Environment applications and proceed through the registration process.
When requesting an EDA role, a warning message will appear to indicate that the role requested may need additional information. Select the **Additional Info** link and add the requested information.

Add requested information for the Sub Role and click the **Save Role** button.
After the user has requested Roles/Sub Roles, an email will confirm that their role request has been registered in PIEE and is awaiting Supervisor/Sponsor approval.

Sample Confirmation email to user:
The Sponsor/Supervisor will receive an email notifying them that a sub role has been requested and they need to take action. There is a link in the email they will use to approve the sub role.

**Supervisor/Sponsor Approval Required email:**

![Email screenshot showing the approval process.]

When the roles are approved, the user will receive an email notification that the role has been approved and is awaiting activation.

![Email screenshot showing the approval confirmation.]

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<thead>
<tr>
<th><strong>EDA - Contract Load Notification DoDAACs for Location Code: 50512A</strong></th>
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<tbody>
<tr>
<td>Once your access has been activated, you will be logging on to the system with the certificate you have selected. For future reference, your user ID is: SubroleID</td>
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<tr>
<td>You will be notified by email once you have been activated for access to the registered applications. If you have any questions, please contact the Procurement Integrated Enterprise Environment Help Desk.</td>
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Once the roles are approved, the GAM will receive an email notifying that action is needed to activate the requested sub role.

When the roles are activated, the user will receive an email that the sub roles were added.
Requesting a Sub Role for Existing Role

Log into PIEE with applicable user and select the My Account link at the top of the PIEE homepage.

Click the Manage Roles on the My Account page and follow instructions to add a sub role.