

SFTP Access for Government/Government Support Users

Training Document



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Overview

The SFTP (Secure File Transfer Protocol) access provides users with a secure and efficient way to upload FTP/EDI documents in PIEE. It replaces the DD 2875 Form and ensures that all file transfers are encrypted and protected. With this access, authorized users can quickly and safely upload sensitive information, maintaining compliance with necessary security standards and streamlining the document upload process.

Who has Access

All Government users have access to add SFTP Credentials.

Registration

All Government users with a DoDAAC can self-register for the SFTP Access role (refer to **Government and Government Support Contractor Registration**). For existing PIEE Accounts, add the role instead. One SFTP Access can cover multiple DoDAACs.

PIEE
Procurement Integrated Enterprise Environment

Registration Steps

1. Registration Home
2. Authentication
3. Security Questions
4. Profile
5. Supervisor / Agency
6. Roles
7. Justification
8. Summary
9. Agreement

Roles

Step 1: Select the appropriate Application from the list below

PIEE - Procurement Integrated Enterprise Environment

Step 2: Select One or More Roles from the list below (Ctrl+Click)

Admin Roles for PIEE
Government Administrator
SFTP Access

Step 3: Click 'Add Roles'

Step 4: Fill out the required information for the applicable applications

Roles Summary

Application	Role	Location Code Type	Location Code*	Extension	Group	Find My GAM	Action
PIEE	Admin SFTP Access	N/A	S0512A	N/A	DCMA SOUTHERN CALIFORNIA		Delete
PIEE	Admin SFTP Access	N/A	SUK12A	N/A	ARCHIVE DODAAC		Delete
PIEE	Admin SFTP Access	N/A	HQ0337	N/A	ACCOUNTS PAYABLE CONTRACT PAY NORTH MOC-H HQ0337		Delete
PIEE	Admin SFTP Access	N/A	S0512A	N/A	DCMA SOUTHERN CALIFORNIA		Delete

Showing 1 to 4 of 4 entries

Tip The Contractor Administrator and Government Administrator roles are under the PIEE - Procurement Integrated Enterprise Environment application under [Step 1].

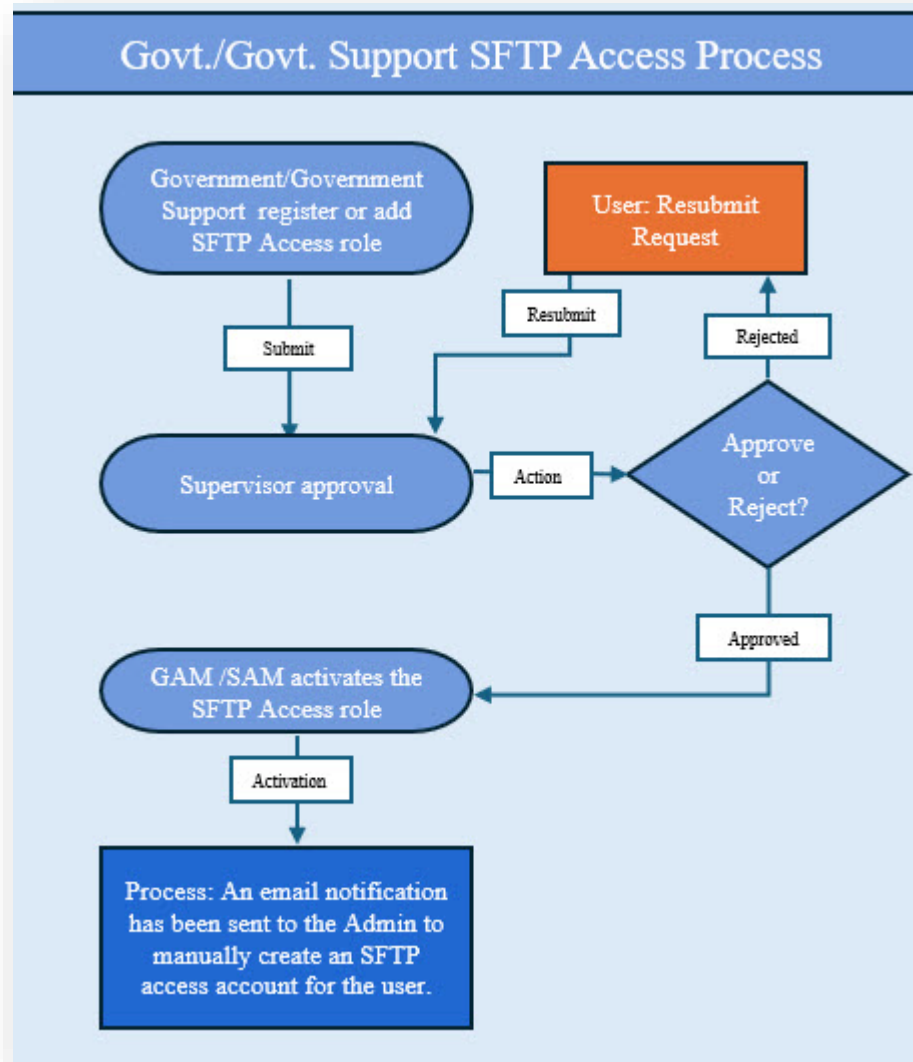
Tip If you need access to any other applications, Repeat Steps 1 to 4 again.

Tip You can view a list of all PIEE roles and their descriptions and functions in the PIEE Role List Matrix.

Navigation: Next, Previous, Save Registration, Help

! Symbol indicates situational entry, at least one is required.
* Asterisk indicates required entry.

	<p><i>NOTE: The DoDAACs presented in above screenshot are for purposes of example only. All users must utilize their own DoDAAC that is assigned to them.</i></p>
<p>SFTP Access Workflow Process</p>	<p>Prerequisites:</p> <ol style="list-style-type: none">1. Registration: Government/Government Support must register with the SFTP Access role.2. Activation by Supervisor: The Supervisor must activate the SFTP Access role.3. Activation by GAM: GAM must activate the SFTP Access role. <p>Process:</p> <ol style="list-style-type: none">4. Email Notification:<ul style="list-style-type: none">• Government SFTP Access role activation triggers an automatic email to the admin.• The email instructs the admin on manual SFTP account creation for the Government user.



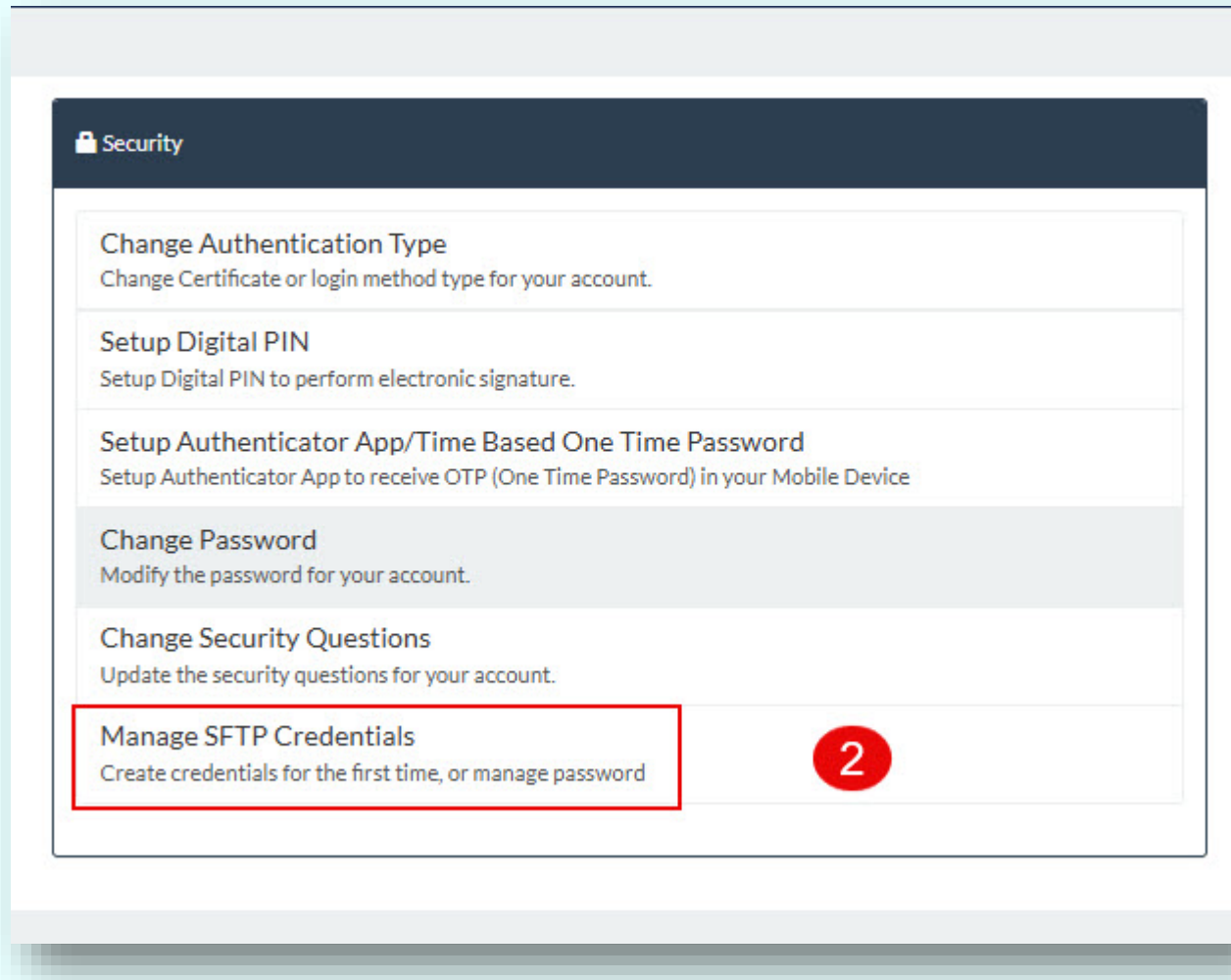
Manage SFTP Credentials

Create SFTP User ID and password (a one-time process) or manage their existing password for the SFTP server.

1. Log into **PIEE**, then click the **My Account** button at the top of the window.



2. The Manage SFTP Credentials options will be available on the My Account screen, select the **Manage SFTP Credential** link.



3. The **Create SFTP Access Credentials** screen displays, create new credentials or manage existing password.
 1. A drop-down list appears with the question, *"How will you be accessing the SFTP File Transfer Service?"* The default selection is **User ID\Password**.
 2. The **User ID** field defaults to the user's first and last name. The user may enter a custom User ID, following the provided User ID rules and guidelines.
 3. The user enters a **password**, ensuring it meets the Password Guidelines (e.g., minimum length, complexity requirements, etc.), and then confirms it in the **Password Confirmation** field.

Create SFTP Access Credentials

How will you be accessing the SFTP File Transfer Service? *

User ID \ Password

User ID Rules

- Minimum 8 Characters.
- May Contain ONLY the following special characters ~ ! # \$ _ [] ONLY if a human Systems are NOT allowed to use any special characters
- May NOT contain spaces.
- Must not already be registered in the Procurement Integrated Enterprise Environment.

Password Rules

- Must be different then the current Procurement Integrated Enterprise Environment User ID Password
- Minimum 15 characters
- Maximum 40 characters
- Must contain at least 1 capital letter
- Must contain at least 1 lower case letter
- Must contain at least 1 number
- Must contain at least 1 special character
- Entered passwords must be different from last 10 passwords used
- Cannot be changed within 24 hours
- Entered passwords cannot be the same as User ID

User ID *

Password *

Password Confirmation *

✓ Submit ← Cancel

*Asterisk indicates required entry.
!! Symbol indicates situational entry, at least one is required.

Complete the steps, then select the **Submit** button to finalize your SFTP Credentials.

Buttons:

- *Submit*
- *Cancel*