

BRS Printable Help

August 2010

Table Of Contents

Initiating a Session	3
Security Requirement	4
Error Messages	5
Stopping and Suspending Work	5
New User	6
Returning User	20
Log In	20
Update Profile	24
View Request Status	26
Review Access Request Justification	26
Request Additional Access	27
Log Out	30
About BRS	31
Assistance and Problem Reporting	31
Glossary	32
Index	33

Initiating a Session

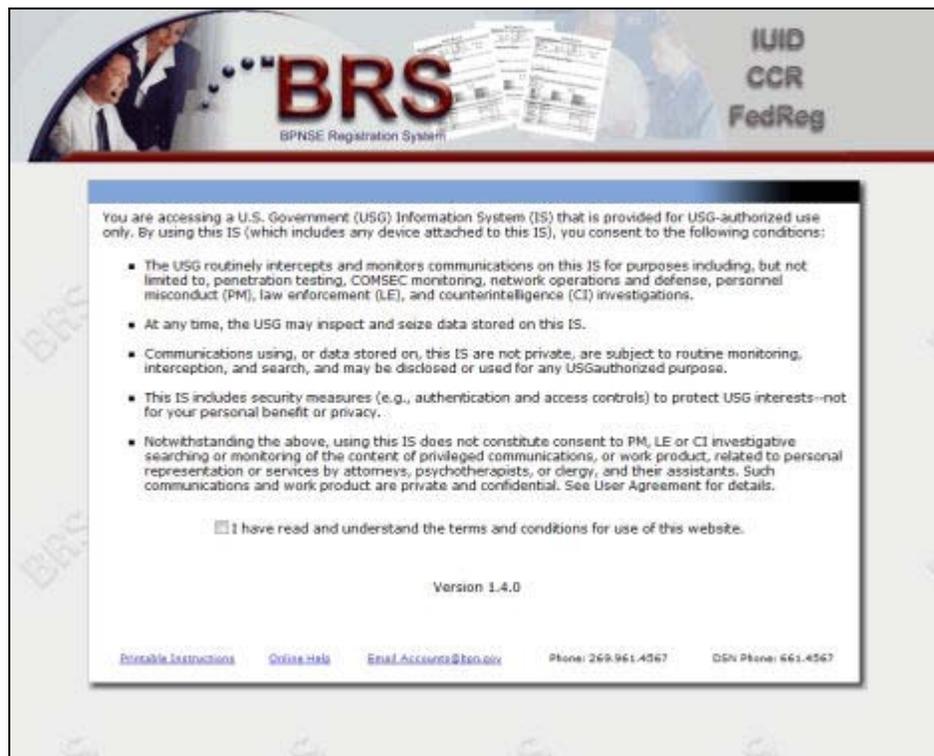
After launching the web browser, enter the BRS address in the location bar. The registration portion of BRS can be accessed at <https://www.bpn.gov/BRS>.

A first-time user is required to create a profile and request access for a user identification assignment. BPNSE assigns a user ID, and the user selects a password. The user ID and password can be used to access the BRS application.

The password is a code used to confirm the user identification and access authorization. New users select their own password at the time of registration.

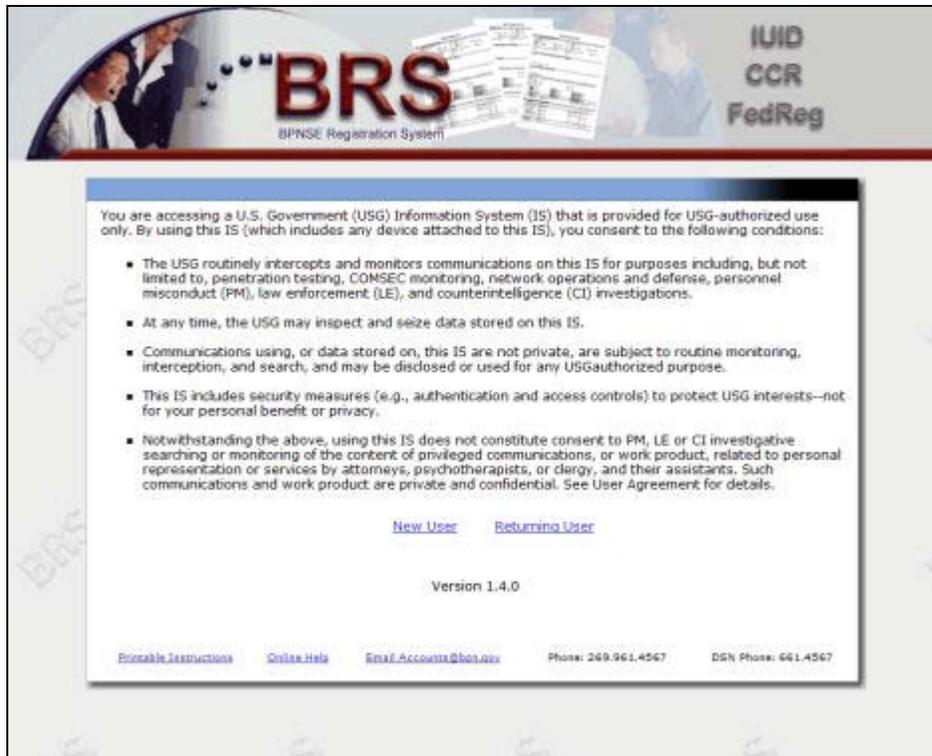
A permanent user ID and a new password will be assigned by BPNSE once the user has been approved for access the first time. These will be sent to the user via email. This new password must be changed on initial sign-on to the approved application.

When the BRS web site is accessed, the registrant BRS Terms and Conditions page is displayed as shown in the figure below.



BRS Terms and Conditions Page

Read the terms and conditions displayed on the page. Then select the check box at the bottom to indicate that you have read and understood them. The select a user page is displayed as shown in the figure below.



Select a User Page

Select an option: New User or Returning User.

Included on the BRS Home page are several BPNSE Web site links: New User, Returning User, Printable Instructions, Online Help, and Email link to BPN Accounts.

Security Requirement

When an application request is submitted, BRS may display a security warning similar to the figure below. (FedReg and IUID Contractor requesters will not see this page.)



Security Email Address Warning

If this page is displayed, the access you are requesting requires the email address of a security representative who can validate your clearance. If you have the required email address and want to continue, click on the link indicating so. The User Profile step is next.

Error Messages

Error messages relating to incorrect entries of passwords, data, etc., will be displayed periodically. The figure below shows a sample of an error message.



Sample Error Message

Stopping and Suspending Work

To terminate a session, close the browser. Be sure to complete your registration. All unsaved data is lost when you close the browser.

New User

If you are a new user, click on the Printable Instructions link to read and print instructions for registering. Click on the New User link to start the registering questionnaire process as shown in the figure below. You can click on the Printable Instructions link to read and print instructions for registering if you wish.



The screenshot shows a web form titled "New User Questionnaire". It contains five questions, each with "Yes" and "No" radio button options. The "No" option is selected for all questions. The fifth question includes a text input field for a DUNS number. Below the questions is a "View Available Applications" button. At the bottom of the form, there are links for "Printable Instructions", "Online Help", and "Email Accounts@hgn.gov", along with phone numbers: "Phone: 269.961.4567" and "DSN Phone: 661.4567".

Do you work for the BPNSE or the IAE? Yes No

Do you work in the Hart-Dole-Inouye Federal Center? Yes No

Are you a federal government employee? Yes No

Are you a federal government-sponsored contractor? Yes No

Are you a member of the U.S. Armed Forces? Yes No

If you are registered with the Central Contractor Registration, enter your DUNS number to apply for IUID Contractor or General Purpose API Contractor access:

[View Available Applications](#)

[Printable Instructions](#) [Online Help](#) [Email Accounts@hgn.gov](mailto:EmailAccounts@hgn.gov) Phone: 269.961.4567 DSN Phone: 661.4567

New User Questionnaire

The Questionnaire page asks questions to determine the type of user that is requesting access. Select the Yes or No radio buttons to answer the questions. If you wish to apply for IUID Contractor or General Purpose API Contractor access, you must have an active registration in CCR and enter the associated DUNS number for that registration. When satisfied with entries, click on View Available Applications to view the available applications list similar to the figure below.

Select Application

[Clear Selection](#)

CCIS CCIS: CCR Support Tool

CCR Tools CCR Tools: Proprietary - Includes tax information, e.g., TIN, SSN, and EIN
 CCR Tools: Sensitive - Includes Proprietary and Financial, e.g., bank account and routing numbers

CCRXML CCRXML: Non-Proprietary - Includes public and contact information, including email addresses
 CCRXML: Proprietary - Includes tax information, e.g., TIN, SSN, and EIN
 CCRXML: Sensitive - Includes Proprietary and Financial, e.g., bank account and routing numbers

Extracts Extracts: Complete - Includes Sensitive and MPIN
 Extracts: Federal Agency Registration
 Extracts: MPIN - DUNS, CAGE, MPIN
 Extracts: Non-Proprietary - Includes public and contact information, including email addresses
 Extracts: Proprietary - Includes tax information, e.g., TIN, SSN, and EIN
 Extracts: Sensitive - Includes Proprietary and Financial, e.g., bank account and routing numbers

Fed Reg Fed Reg: Federal Agency Registration (FAR)

IUID IUID: DCMA - DCMA employees only
List of DODAACs for DCMA User, separated by commas:

IUID: General Purpose API - System to System access for Government systems to access the General Purpose API
 IUID: Inquiry - VIEW ONLY access to the IUID registry for uniformed military, DOD civilian employees, and DOD-sponsored Contractors
 IUID: Legacy Submitter - UII input and maintenance access to the IUID registry for uniformed military, DOD civilian employees, and DOD-sponsored Contractors
(Optional) List of DODAACs for Legacy User, separated by commas:

[Printable Instructions](#) [Online Help](#) Email.Accounts@hgn.gov Phone: 269.961.4567 DSN Phone: 661.4567

Select Application Page

Applications are available on the Select Application page based on how you answered your questionnaire questions. Select the application you wish to request access to and click the Submit Application Request button to submit the request. You must select one application.

Note that IUID Contractor is a separate access and shows up as the only application option when a valid DUNS Number is entered on the questionnaire page. The figure below shows a sample.

IUID Contractor Request

When an application request is submitted, BRS may display a security warning similar to the figure below. (FedReg and IUID Contractor requesters will not see this page.)

Security Email Address Warning

If this page is displayed, the access you are requesting requires the email address of a security representative who can validate your clearance. If you have the required email address and want to continue, click on the link indicating so. The User Profile step is next.

User Profile

When applications have been selected and the request has been submitted, the User Profile page is displayed as shown in the figure below. This sample is for a government-sponsored contractor.

User Profile

Required fields are indicated by an asterisk (*).

User Information

Title (Mr., Ms., etc.):

*First Name:

Middle Name:

*Last Name:

Suffix:

Known By/Nickname:

*Job Title:

Government Project:

Last Six Digits of SSN:

*Phone: (ex: 212.555.1234)

Fax: (ex: 212.555.1234)

DSN Phone: (ex: 555.1234)

DSN Fax: (ex: 555.1234)

*Email:

*Confirm Email:

*Address:

*City:

*State/Province:

*Zip/Postal Code:

*Country: UNITED STATES

Annual Information Awareness Training Date: (mm/dd/yyyy)

Foreign Military Sales Expiration Date: (mm/dd/yyyy)

*Fed Reg Agency:

Company Information

*Company Name:

*Company Address:

*Company City:

*Company State/Province:

*Company Zip/Postal Code:

*Company Country: UNITED STATES

Sponsor Information

*Sponsor Agency:

Sponsor Office Symbol:

Sponsor Organization:

*POC First Name:

*POC Last Name:

*POC Title:

*POC Email:

*Confirm POC Email:

*POC Phone: (ex: 212.555.1234)

POC Fax: (ex: 212.555.1234)

POC DSN Phone: (ex: 555.1234)

POC DSN Fax: (ex: 555.1234)

*Sponsor Address:

*Sponsor City:

*Sponsor State/Province:

*Sponsor Zip/Postal Code:

*Sponsor Country: UNITED STATES

*Contract Number:

*Contract Expiration Date: (mm/dd/yyyy)

[Home](#) [Online Help](#) [Email Accounts](#) [Phone: 202.961.4967](#) [DSN Phone: 661.4967](#)

User Profile Page—Government Sponsored Contractor

A sample user profile for a federal government employee is shown in the figure below.

User Profile

Required fields are indicated by an asterisk (*).

User Information

Title (Mr., Ms., etc.):

*First Name:

Middle Name:

*Last Name:

Suffix:

Known By/Nickname:

*Job Title:

Government Project:

Last Six Digits of SSN:

*Phone: (ex: 212.555.1234)

Fax: (ex: 212.555.1234)

DSN Phone: (ex: 555.1234)

DSN Fax: (ex: 555.1234)

*Email:

*Confirm Email:

*Address:

*City:

*State/Province:

*Zip/Postal Code:

*Country: UNITED STATES

*Annual Information Awareness Training Date: (mm/dd/yyyy)

Foreign Military Sales Expiration Date: (mm/dd/yyyy)

Supervisor Information

*Supervisor First Name:

*Supervisor Last Name:

*Supervisor Title:

*Supervisor Phone: (ex: 212.555.1234)

Supervisor DSN Phone: (ex: 555.1234)

*Supervisor Email:

*Confirm Supervisor Email:

Agency Information

*Agency Name:

Agency Office Symbol:

Agency Organization:

*Agency Address:

*Agency City:

*Agency State/Province:

*Agency Zip/Postal Code:

*Agency Country: UNITED STATES

Security Information

The access you are requesting will require the email address of a security representative who can validate your clearance. If you are unsure of whom this might be, please contact your Human Resources/Management for this information.

*Security Email:

*Confirm Security Email:

[Printable Instructions](#)
 [Online Help](#)
 [Email Accounts@hcs.gov](#)
 Phone: 202-961-4567
 DSN Phone: 661-4567

User Profile Page—Federal Government Employee

The User Profile for a IUID Contractor applicant is shown in the figure below.

User Profile

Required fields are indicated by an asterisk (*).

User Information

Title (Mr., Ms, etc.):

*First Name:

Middle Name:

*Last Name:

Suffix:

Known By/Nickname:

*Job Title:

Government Project:

Last Six Digits of SSN:

*Phone: (ex: 212.555.1234)

Fax: (ex: 212.555.1234)

DSN Phone: (ex: 555.1234)

DSN Fax: (ex: 555.1234)

*Email:

*Confirm Email:

*Address:

*City:

*State/Province:

*Zip/Postal Code:

*Country: UNITED STATES

Annual Information Awareness Training Date: (mm/dd/yyyy)

Foreign Military Sales Expiration Date: (mm/dd/yyyy)

Supervisor Information

*Supervisor First Name:

*Supervisor Last Name:

*Supervisor Title:

*Supervisor Phone: (ex: 212.555.1234)

Supervisor DSN Phone: (ex: 555.1234)

*Supervisor Email:

*Confirm Supervisor Email:

Agency Information

*Agency Name:

Agency Office Symbol:

Agency Organization:

*Agency Address:

*Agency City:

*Agency State/Province:

*Agency Zip/Postal Code:

*Agency Country: UNITED STATES

Security Information

The access you are requesting will require the email address of a security representative who can validate your clearance. If you are unsure of whom this might be, please contact your Human Resources/Management for this information.

*Security Email:

*Confirm Security Email:

[Privacy | Security](#)
 [Online Help](#)
 [Email Accounts@Epmc.gov](#)
 Phone: 202.961.4567
 DSN: Phone: 661.4567

IUID Contractor User Profile Page

The User Profile for a CCR Extracts applicant will contain an Extract Information section at the bottom as shown in the figure below.

Extract Information

*Download Method:

*IP Address:

*Secondary/Technical Contact First Name:

*Secondary/Technical Contact Last Name:

*Secondary/Technical Contact Email:

*Confirm Secondary/Technical Contact Email:

*Secondary/Technical Contact Phone: (ex: 212.555.1234)

Secondary/Technical Contact DSN Phone: (ex: 555.1234)

[Printable Instructions](#) [Online Help](#) [Email Accounts@ben.gov](#) Phone: 269.961.4567 DSN Phone: 661.4567

Extracts Section User Profile Page

Tips for the User Profile Page

- Required fields are indicated by an asterisk (*).
- Dates should be in mm/dd/yyyy format.
- Enter phone and fax numbers using periods as shown in the examples on the page.
- If you use an email that is currently in the system, you will get a warning. At that point, you can choose to either continue saving the new profile or log in with the existing one.
Note: Each application request requires that you save a new profile unless you are adding a DUNS or DODDAC number to your previous request.

Enter all required information and additional information as available. When satisfied with entries, click the Submit Profile button at the bottom of the page.

If errors are present, the User Profile Page is redisplayed with a message stating which data needs to be corrected as shown in the figure below.

User Profile

Please correct the following errors:

- Sponsor City is required.
- Sponsor Zip/Postal Code is required.
- Sponsor State/Province is required.
- Contract Number is required.
- Contract Expiration Date is required.
- IP Address is required.

User Profile Errors

Correct the data and click the Submit Profile button again.

Note: If you do not successfully finish your registration request and click the Submit Profile button, your request is considered incomplete and will be deleted from the BRS system.

Application Justification Page

When all data is complete and accepted, the Application Justification page is displayed as shown in the figure below.

Application Justification Page

Enter a justification for the application you are seeking access to in the text box on the Application Justification page. Enter what data you need, why you need it, and how you will use it. Please limit your justification to less than 1,500 characters.

When satisfied with your entries, click on the Submit User Justification button. The user justification information is submitted, and a confirmation page is displayed containing your user ID and password entry field as shown in the figure below.

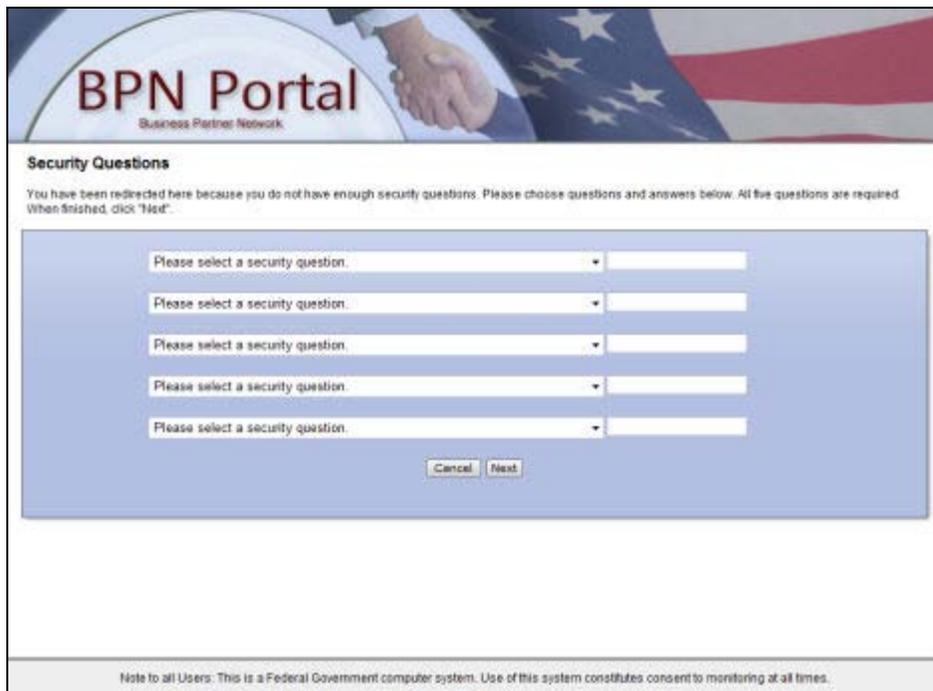
User ID Assignment

You will soon receive an email confirming your user ID. In the field provided, create a password and re-enter it in the next field.

Use these guidelines to create your password:

1. Passwords may not be any word found in the dictionary.
2. The password must be between 14 and 25 characters in length.
3. The password must contain at least two capital letters.
4. The password must contain at least two lower case letters.
5. The password must contain at least two numbers.
6. The password must contain at least two special characters.
7. The password cannot have any repeating characters in consecutive positions.

When satisfied with your password, click on the Save Password button. The BPN Portal Security Questions page is displayed as shown in the figure below.



BPN Portal Security Questions page

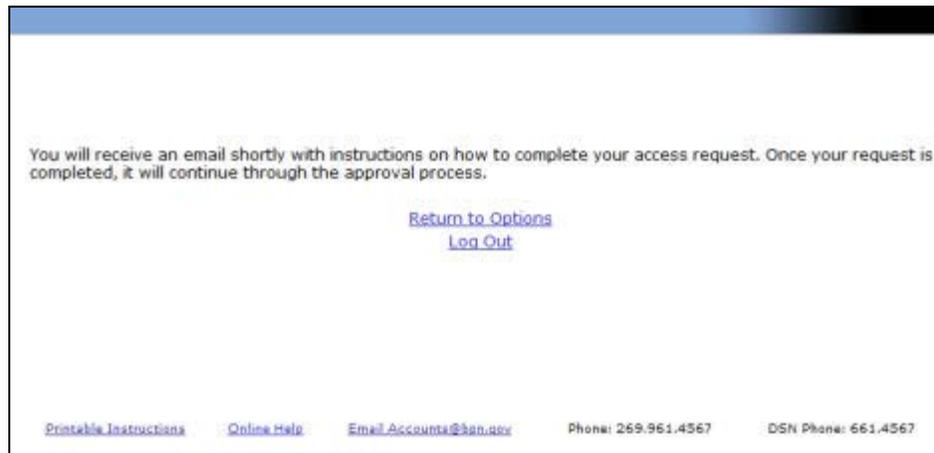
You will now create a question and answer combination that will be presented to you should you request help with your password. Your answer must exactly match the answer you type here.

Select your security questions from the drop-down menus, and enter your answers in the field next to them. When you have completed five question and answer sets, click Next to view a success message as shown next.



Security Questions Success Message

Click Continue. A confirmation page is displayed as shown in the figure below.



Confirmation Page

You should receive an email shortly with a link to the BRS User Confirm Email and Agree to Terms page.

Confirmation

When you receive your email, click on the link to open the BRS User Confirm Email and Agree to Terms page similar to the figure below.

BRS User Confirm Email and Agree to Terms Page

Follow the instructions in the email and on the page to confirm your email and other information displayed as well as agree to the terms. Once you complete this confirmation, your access

request will move to the next step in the approval process. Please note that the link in the email you will receive expires in 72 hours. Please complete your confirmation before it expires.

You have two sections on this page to act on: 1.) Select a form to view and 2.) confirm that you have read and agree to the terms on the forms.

Select a form to view

To view the form, click on the form name link on the Confirmation Page. The form is displayed similar to the figure below.

**CCR Account Application &
Interconnection Security Agreement
(ISA)
Between Central Contractor Registration (CCR)
And
DEFENSE, DEPARTMENT OF**

CCR Account Application & Interconnection
Security Agreement (ISA)

74 N. Washington Ave
Battle Creek, MI 49037
269.961.1234
:n @bpa.gov

I. INTERCONNECTION STATEMENT OF REQUIREMENTS

DEFENSE, DEPARTMENT OF requires an interconnection with CCR for the express purpose of utilizing information contained in the CCR database. This Interconnection Security Agreement (ISA) specifies the security requirements for establishing, operating, and maintaining this interconnection. Guidance for this ISA was taken from National Institute of Standards and Technology (NIST) Special Publications 800-18 and 800-47.

II. SYSTEM SECURITY CONSIDERATIONS

Data Sensitivity

Transfer application Extracts

Form Displayed—Sample

Forms are created dynamically within BRS according to each registrant's needs. The required forms are displayed based on applications requested, access-level required, and type of user (government employee, contractor, other). Read the form before closing the window. Check the check box on the confirmation page to indicate that you have read and agree to the terms stated on the form. Then click the Confirm button to digitally sign the form.

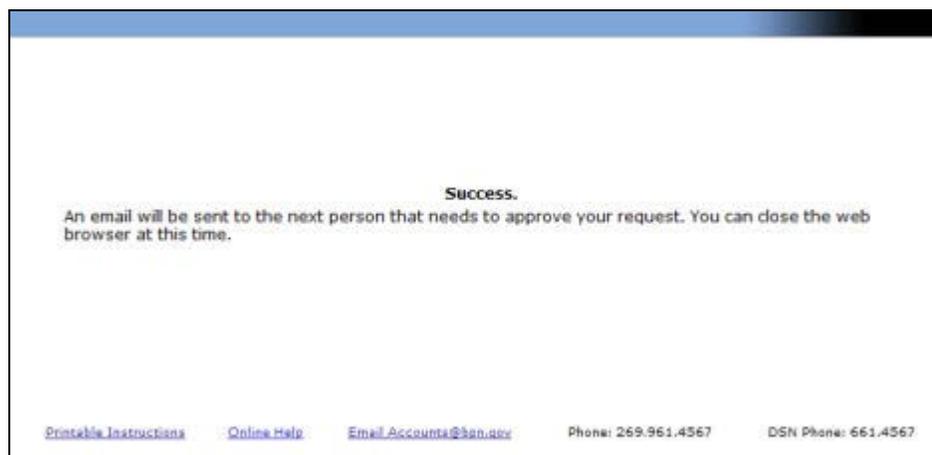
Correct Information

A Correct Information button is provided at the bottom of the Confirmation page. Click this button if you find your information is incorrect on the page. The User Profile page is opened.

Edit and click on the Submit Profile button. The Justification Page is then displayed. Edit as necessary and click submit. The User Confirmation page is redisplayed.

Confirm Button

Once you click the Confirm button, the Success page is displayed as shown in the next figure.



Success Message

An email will be sent to the next person that needs to approve your request. You can close the web browser at this time.

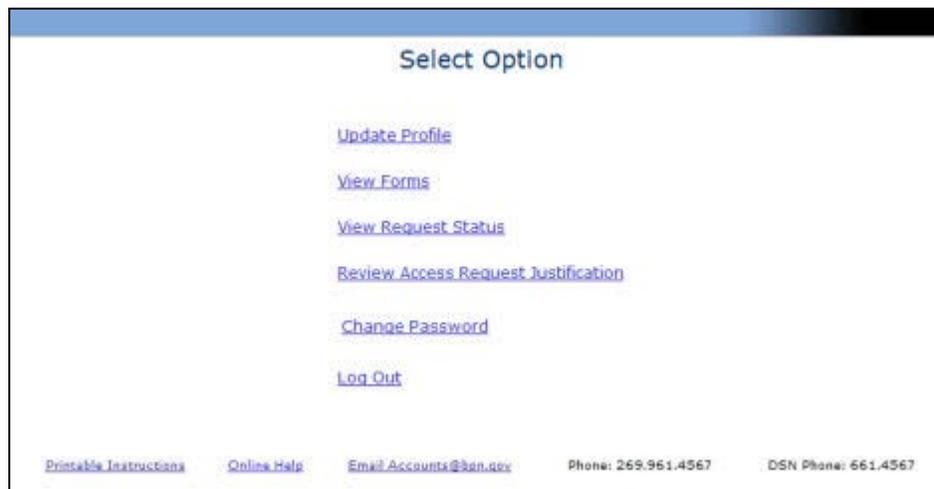
Completing the Process

Your request for access will now be processed by contacting each of your points of contact by email. The steps in the process will depend on what type of user you are. Digital signatures are used at each step.

- If you are a government-sponsored contractor, your request will be sent to your government sponsor first.
- If you are a government employee, your request is sent to your supervisor.
- BPNSE Security will then review your request.
- The last step in the approval process is BPNSE Accounts. Note: Accounts cannot approve your request until it has been approved by your sponsor or supervisor and security.

The length of time that it takes to complete the process depends on how long it takes each individual to complete his or her step. For example, if your supervisor is on vacation for a week, your approval could be delayed. You can check on your status at any time.

To check on your status, log in to BRS. Click on the “Returning User” link on the home page, and enter your user ID and password on the Returning User Log In page and click on the Log In button. The Select Option page is displayed as shown in the figure below.



Select Option Page

Click on View Request Status to display the Application Access Request Status page as shown in the figure below.



Application Access Request Status Page

When the status is still in process, the approval steps status table is displayed. The first status will be “Pending” when the first person in the process opens the request.

When your access request has been processed and approved, you will receive a Welcome email message. This email contains your user ID, a list of applications you have access to along with their current URL links, password information with a link should you need to reset your password, and a link to BPN Accounts should you need registration or accounts assistance.

Email Received

When you receive your email, click on the link to the application. A log in page is displayed similar to the figure below. We will use the BPN Portal for this example.

BPN Portal
Business Partner Network

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Log In

I have read and understand the terms and conditions for use of this website.

User ID:

Password:

[Change Password](#) [Forgot User ID](#) [Forgot Password](#)

BPN Portal Log In Page

Read the terms and conditions for using the web site, and then click on the check box to indicate that you have. Enter your User ID and Password and click on Enter Security Site. The application is opened.

Returning User

If you already have a User ID and you want to change your profile or your access requests (IUID contractor users only), log into BRS using the Returning User Log In page. Select the Returning User link on the home page. The Returning User Log In page is displayed as shown in the figure below.

BRS Log In Page

If you need assistance, there are three help links on the Returning User Log In page: Forgot User ID, Forgot Password, and Accounts@bpn.gov email link.

Log In

Enter user ID and password on the Returning User Log In Page. The password is displayed as a row of dots. Click on the Log In button. When a returning user successfully logs into BRS, the Select Option page is displayed similar to the figure below.

Select Option Page

There are up to seven options on the Select Option Page:

- Update a Profile
- View Forms
- View Request Status
- Review Access Request Justification
- Request Additional Access (Returning IUID users only)
- Change Password (For Official User ID)
- Log Out

Only returning IUID Contractors/DCMA and Legacy users will have the Request Additional Access option available.

Log In Help Links

Forgot User ID

If you forgot your user ID, click on the Forgot User ID link. The BPN Portal Forgot User ID page is displayed as shown in the figure below.



BPN Portal Forgot User ID Page

Enter your email address. Click the Next button. A User ID found message is displayed as shown in the next figure.



User ID Found Message

Click the Return to Login button to return to the Returning User Log In page. Your user ID should arrive in your email shortly. Check your spam or junk email folder if the email does not arrive after 10 minutes.

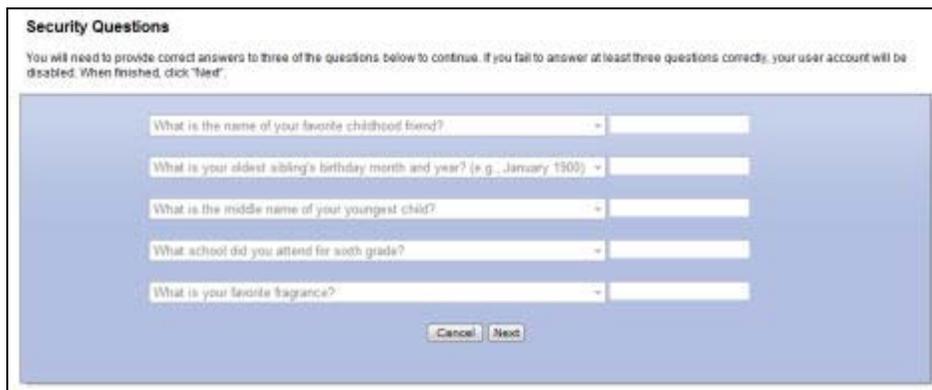
Forgot Password

If you need password assistance, click on the Forgot Password link. The BPN Portal Reset Password page is displayed as shown in the figure below.



BPN Portal Reset Password Page

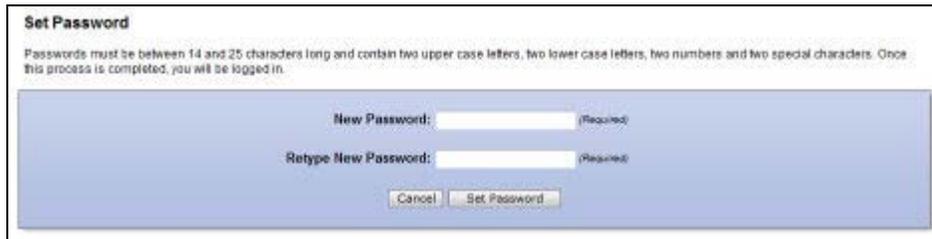
Enter your User ID and email address and click Next. The Security questions page is displayed with the five questions you selected when you set up your account similar to the figure below.



Security Questions for Password Reset

Click in the text entry fields next to the questions and enter your answers. Answer at least three questions, and then click the Next button. When your answers match exactly the answers you entered when you defined your security questions, an email is sent to notify you that someone is

trying to change your password, and the BPN Portal Set Password page is displayed as shown in the figure below.



BPN Portal Set Password Page

Enter your new password, and then retype it in the next field. Click on the Set Password button. Be sure to follow the guidelines for creating your new password:

1. Passwords may not be any word found in the dictionary.
2. The password must be between 14 and 25 characters in length.
3. The password must contain at least two capital letters.
4. The password must contain at least two lower case letters.
5. The password must contain at least two numbers.
6. The password must contain at least two special characters.
7. The password cannot have any repeating characters in consecutive positions.

When your password has been successfully changed, a confirmation message is displayed similar to the figure below, and you are signed in.



Password Changed Message

Click on the Continue button. The Select Option page is displayed

Accounts@bpn.gov link

Use the Accounts@bpn.gov email link if you need additional assistance with your account.

Update Profile

Click on the Update Profile link to display the User profile page similar to the figure on the next page.

User Profile

[Return to Options](#) [Log Out](#)

Required fields are indicated by an asterisk (*).

User Information

Title (Mr., Ms, etc.):

*First Name: MARY LOU

Middle Name:

*Last Name: USER

Suffix:

Known By/Nickname:

*Job Title: Administrator

Government Project:

Last Six Digits of SSN: 123456

*Phone: (ex: 212.555.1234)

Fax: (ex: 212.555.1234)

DSN Phone: (ex: 555.1234)

DSN Fax: (ex: 555.1234)

*Email:

*Confirm Email:

*Address: 74 N. WASHINGTON AVENUE

*City: BATTLE CREEK

*State/Province: MICHIGAN

*Zip/Postal Code: 49017

*Country: UNITED STATES

Annual Information Awareness Training Date: (mm/dd/yyyy)

Foreign Military Sales Expiration Date: (mm/dd/yyyy)

DUNS Number:

Supervisor Information

*Supervisor First Name: George

*Supervisor Last Name: Bush

*Supervisor Title: President

*Supervisor Phone: 269.961.1234 (ex: 212.555.1234)

Supervisor DSN Phone: (ex: 555.1234)

*Supervisor Email:

*Confirm Supervisor Email:

Company Information

*Company Name: NORTHROP GRUMMAN INFORMATION TEL

*Company Address: 74 N. Washington Avenue

*Company City: Battle Creek

*Company State/Province: MICHIGAN

*Company Zip/Postal Code: 49037

*Company Country: UNITED STATES

Sponsor Information

*Sponsor Agency: DEFENSE DEPARTMENT OF

Sponsor Office Symbol: DLIS

Sponsor Organization:

*POC First Name: Mary Lou

*POC Last Name: Testuser

*POC Title: Manager

*POC Email: test@bcrn.gov

*Confirm POC Email: test@bcrn.gov

*POC Phone: 269.555.1234 (ex: 212.555.1234)

POC Fax: (ex: 212.555.1234)

POC DSN Phone: (ex: 555.1234)

POC DSN Fax: (ex: 555.1234)

*Sponsor Address: 74 N. Washington Avenue

*Sponsor City: Battle Creek

*Sponsor State/Province: MICHIGAN

*Sponsor Zip/Postal Code: 49037

*Sponsor Country: UNITED STATES

*Contract Number: AB1CDE234FD307

*Contract Expiration Date: 09/30/2013 (mm/dd/yyyy)

Security Information

The access you are requesting will require the email address of a security representative who can validate your clearance. If you are unsure of whom this might be, please contact your Human Resources/Management for this information.

*Security Email:

*Confirm Security Email:

[Return to Options](#)

[Datafile Instructions](#) [Online Help](#) [Email Account@Bcrn.gov](#) Phone: 269.961.4367 DSN Phone: 661.4367

User Profile—Returning User

When satisfied with entries, click on the Submit Profile button. The User Profile page is closed, and a message is displayed, “Your profile has been successfully updated.” Note that if you have applied for IUID access, the company information fields come from the CCR database and are not editable.

User Profile Update Note: If you are a previously-approved user and you change your name, company, agency or email address, you will get a warning that if you proceed, your account will be disabled until the profile is reviewed and applications re-approved.

View Request Status

The third option on the Options menu is View Request Status. You can view your application access request status any time from this menu option. Click on View Request Status to view the Application Access Request Status page similar to the figure below.



Application Access Request Status page

Click on the Return to Options link to return to the Select Option page, or select Log Out to log out of BRS.

Review Access Request Justification

To edit your justification for access, select Review Access Request Justification from the Options menu. The Application Justification screen is displayed as shown in the figure below.



Application Justification—Edit

Edit your justification. Please limit your entry to less than 1,500 characters. When satisfied with entry, click on the Submit User Justification button. The Application Justification page is closed, and a message is displayed, “Your profile has been successfully updated.”

Request Additional Access

*The "Request Additional Access" option is only displayed on the menu page for returning IUID Contractors/DCMA and Legacy users.
All other users must request access separately for different applications.*

If you are an IUID contractor/DCMA or Legacy user, your Select Option page will be displayed with the Request Additional Access option listed.

When Request Additional Access is selected, the Select Application page is displayed similar to the figure below.

Select Application—Add DUNS Numbers

The Contractor user is shown in this example. The contractor can enter additional DUNS Numbers for separated by commas. The Legacy user’s Select Application page is similar but can list additional DoDAACS in the text entry field.

When satisfied with entries, click on the Submit Application Request button. The User Profile page is displayed as shown in the figure below.

User Profile

[Return to Options](#) [Log Out](#)

Required fields are indicated by an asterisk (*).

User Information

Title (Mr., Ms, etc.):

*First Name: MARY LOU

Middle Name:

*Last Name: USER

Suffix:

Known By/Nickname:

*Job Title: Administrator

Government Project:

Last Six Digits of SSN: 123456

*Phone: (ex: 212.555.1234)

Fax: (ex: 212.555.1234)

DSN Phone: (ex: 555.1234)

DSN Fax: (ex: 555.1234)

*Email:

*Confirm Email:

*Address: 74 N. WASHINGTON AVENUE

*City: BATTLE CREEK

*State/Province: MICHIGAN

*Zip/Postal Code: 49017

*Country: UNITED STATES

Annual Information Awareness Training Date: (mm/dd/yyyy)

Foreign Military Sales Expiration Date: (mm/dd/yyyy)

DUNS Number:

Supervisor Information

*Supervisor First Name: George

*Supervisor Last Name: Bush

*Supervisor Title: President

*Supervisor Phone: 269.961.1234 (ex: 212.555.1234)

Supervisor DSN Phone: (ex: 555.1234)

*Supervisor Email:

*Confirm Supervisor Email:

Company Information

*Company Name: NORTHROP GRUMMAN INFORMATION TEC

*Company Address: 74 N. Washington Avenue

*Company City: Battle Creek

*Company State/Province: MICHIGAN

*Company Zip/Postal Code: 49037

*Company Country: UNITED STATES

Sponsor Information

*Sponsor Agency: DEFENSE DEPARTMENT OF

Sponsor Office Symbol: DLIS

Sponsor Organization:

*POC First Name: Mary Lou

*POC Last Name: Testuser

*POC Title: Manager

*POC Email: test@bpn.gov

*Confirm POC Email: test@bpn.gov

*POC Phone: 269.555.1234 (ex: 212.555.1234)

POC Fax: (ex: 212.555.1234)

POC DSN Phone: (ex: 555.1234)

POC DSN Fax: (ex: 555.1234)

*Sponsor Address: 74 N. Washington Avenue

*Sponsor City: Battle Creek

*Sponsor State/Province: MICHIGAN

*Sponsor Zip/Postal Code: 49037

*Sponsor Country: UNITED STATES

*Contract Number: AB1CDE234F0307

*Contract Expiration Date: 09/30/2013 (mm/dd/yyyy)

[Return to Options](#)

[Printable Instructions](#)
 [Online Help](#)
 Email_Accounts@bpn.gov
 Phone: 269.961.4567
 DSN Phone: 661.4567

User Profile

Check to be sure that all data is accurate. When satisfied that all data is correct, click on the Submit Profile button. The Application Justification page is displayed as shown in the figure below.

Application Justification Page

Enter a justification for the application (additional DUNS) for which you are seeking access in the field provided. Please limit your justification to less than 1,500 characters. Click on the Submit User Justification button. A confirmation page is displayed as shown in the figure below.

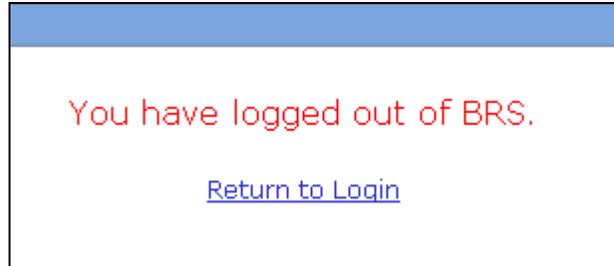
Profile Updated Confirmation Page

You should receive an email shortly with a link to the BRS user confirmation page. Follow the instructions in the email and on the page to confirm your email and other information displayed as well as agree to the terms. Your access request will move through the approval process when this confirmation is completed. See the New User Confirmation section for more information about completing the registration process.

When your application for access has been processed and approved, you will receive two emails with your access details.

Log Out

Selecting the Log Out link on the returning user's menu logs the user out and displays the following message.



Log Out Message

About BRS

This Help applies to the Business Partner Network Support Environment (BPNSE) Registration System (BRS), Version 1.4.

BRS provides the capability for on-line users to create and update a user profile and request access to various BPNSE web-based and Windows applications. From the log on screen, users can either create a new profile or log on using an existing user ID and password. When an access request is submitted, the application is processed, and a user ID and password are sent to the user via email once he or she is approved for access.

BRS is accessible from any personal computer or workstation with Internet web browser capability. BRS was developed, written, and tested by Northrop Grumman Information Systems (Northrop Grumman IS). It is maintained and updated by BPNSE and Northrop Grumman IS personnel.

<p>NOTE: If you do not complete the entire pre-registration process, your profile will be deleted and you will need to start again if you want to apply for access. Once you have finished entering all your information, you will be assigned a user ID and password that you can use to log in and update your information.</p>
--

Assistance and Problem Reporting

For on-line registration help or to find out the status of your registration, contact customer support by email at Accounts@bpn.gov.

Glossary**A**

ASR: Authorized Security Representative

B

BASIC: BPNSE Access Security Information Center

BPNSE: Business Partner Network Support Environment

BRS: BPNse Registration System

C

CCR: Central Contractor Registration

D

DLA: Defense Logistics Agency

DoD: Department of Defense

G

GUI: Graphical User Interface

L

LAN: Local Area Network

M

MB: Megabytes – Random Access Memory or Storage Memory

P

PMO: Program Management Office

R

RAM: Random Access Memory

U

User ID: User identification

Index

A

Application Justification 27

B

BPNSE 31

BRS 31

BRS Log In Page 20

Business Partner Network Support
Environment 31

E

Error Messages..... 5

G

Government-Sponsored 24

L

Login 20

P

Password Help 20

Problem Reporting 31

Profile Updated Confirmation Page..... 27

R

Request Additional Access 27

Returning User 20

S

Select Applications - Current Selected 27

Select Option Page..... 20

Submit Application Request button 27

Submit Profile button..... 24

Submit User Justification button..... 27

U

Update Profile 24

Update Security Information..... 4

User ID Help 20

User Profile - Returning User 24

User's Initial Interview Page 27

V

View Available Applications button..... 27