

Monday, August 10, 2009

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## Registration Information

Before you can submit ARRA reports through FederalReporting.gov, you must complete the one-time registration process.

You must meet certain prerequisites to register. Meeting the prerequisites may take **2 business days** or more, so please start early!

## Registration Prerequisites

1. Valid Email Address
2. DUNS Number (Recipients only)
3. CCR registration (Prime Recipients and Sub Recipients of financial assistance only)

### 1. Valid Email Address

All registrants must have a valid email address to submit ARRA reports on the FederalReporting.gov website. Federal Agency users must register using a valid government email address (email extension *.gov*, *.mil*, or *.usa*).

### 2. DUNS Number

All Recipient organizations must have a DUNS number. You can obtain the DUNS number from your award document. (If not found on the award document, use the DUNS number your organization provided on the application for award.)

If your organization does not know its DUNS or needs to register for one, visit the [Dun & Bradstreet website](#).

For more information about DUNS requirements for registration, visit the [Dun & Bradstreet website](#).

### 3. CCR Registration

Prime Recipients must also register in the Central Contractor Registration (CCR) database. Sub Recipients of financial assistance (i.e., grants and loans) must also register. Visit the [BPN.gov CCR Search website](#) for more information.

## Get Registered

Create a User ID and Password on FederalReporting.gov.

When your registration is complete, you will receive an email confirmation.

For more information, please consult the [FAQ Section](#) of the website.

## Register with FederalReporting.gov

Please enter your personal information and organization information, and click Proceed.

Please note that all fields marked with an asterisk (\*) are required fields.

### Personal Information

First Name \*

Last Name \*

Email \*

Confirm Email \*

Your Email will also be your User ID for signing in.

Phone Number \*  Ext

(ex.: 555-555-5555)

### Security Information

The image pictured below is a randomly-generated sequence of letters for distinguishing human beings from computers. If you are unable to read the image pictured below, please click the link for audio verification. If audio verification is not a viable alternative, please contact the [Service Desk](#) to register for FederalReporting.gov.

Please click here if you require an [audio verification](#).

Word Verification \*  
Please enter the letters you see in the image:

g u a g e d

Can't read it? [Generate a new image.](#)

Security Question 1 \* What is your favorite hobby?

Answer \*

Security Question 2 \* What city and state were you born in?

Answer \*

Security Question 3 \* What high school did you graduate from?

Answer \*

### Organization Information

I represent an/a \*

Award Recipient

Federal Agency

Federal Agency Name

05 - General Accounting Office

DUNS Number \*

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