



**FederalReporting.gov**

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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:

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

00 - Legislative Branch

DUNS Number \*

**FederalReporting.gov** is the central government-wide data collection system for Agencies and Recipients of awards under Section 1512 of the Recovery Act.

To register as a user, follow these simple steps:

**Type your Personal Information:**

- First Name
- Last Name
- Email
- Confirm Email
- Phone Number

Enter **Word Verification** to verify registration is not computer-generated. Choose audio verification if preferred.

Choose and answer **Security Questions** for future password reset, if needed.

Enter **Organization Information**. Indicate whether you are an **Award Recipient** (and enter organizational DUNS number) or **Federal Agency** (and select your Agency / Department from the drop-down menu).

**Meet your registration pre-requisites:**

- Valid email address
- DUNS Number (Recipients only)
- CCR Registration (Prime Recipients and Sub Recipients of financial assistance only)



You will need to verify the Personal Information and Organization Information entered. If the information is correct, select “Register Now.” If you need to change information which is incorrect, select “Go Back.” Select “Cancel” to cancel your registration.

**Registration Information**  
Before you can submit ARRA

**Verify Your Information**

We have located the following organization associated with the information you supplied. Please review the information below and select the "Register Now" button to submit your registration request. If this information is incorrect select the "Go Back" button to make corrections. You may cancel your registration at any time by selecting the "Cancel" button

**Personal Information**

First Name Joe  
Last Name Jones  
Email joejones@emailaddress.gov  
Phone Number 555-123-4567

**Organization Information**

I am a/an Funding Agency  
Funding Agency 47 - General Services Administration

By selecting "Register Now" below, you are certifying that you are associated with the entity listed above and submitting your information for registration with FederalReporting.gov.

**Verify Your Information**

- Verify your Personal Information and Organization Information
- Register Now, Go Back to correct data, or Cancel

### Registration Confirmation

After selecting “Register Now,” you will see the Registration Confirmation screen. Your confirmation number is included. You can then check your email to get your temporary password. Press “OK” to return to the Home page.

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

Meeting the registration pre-requisites and getting registered with FederalReporting.gov may

**Registration Confirmation**

Your registration request has been accepted! You will receive an email containing your temporary FederalReporting.gov password and any other registration instructions. \*

Your confirmation number is 78. Please keep this number for your records.

If you have not received an email within 48 hours, please contact [Support](#).

**Need help with registration?**  
Contact us at 1-877-508-7386 or [Support@FederalReporting.gov](mailto:Support@FederalReporting.gov).  
Provide your name and confirmation number, if available.