



ARRA In-bound Recipient Reporting  
FederalReporting.gov  
Registration Guide  
Version 1.0

---

This page intentionally left blank.



## Contents

FederalReporting.gov Registration Quick Start Guide.....	1
Who Needs to Register?.....	1
Registration Pre-Requisites—Federal Agency Users.....	2
Registration Pre-Requisites—Recipient Users.....	2
(1) Registration Step By Step—Federal Agency Users.....	4
Beginning Registration.....	4
Registration Information Menu.....	5
Step 1: Enter Your Personal Information.....	6
Step 2: Word Verification.....	7
Step 3: Security Questions.....	8
Step 4: Organization Information.....	9
Step 5: Click “Proceed”.....	9
Step 6: Verify Your Information.....	10
Registration Confirmation.....	10
(2) Registration Step By Step—Recipient Users.....	11
Beginning Registration.....	11
Registration Information Menu.....	12
Step 1: Enter Your Personal Information.....	13
Step 2: Word Verification.....	14
Step 3: Security Questions.....	15
Step 4: Organization Information.....	16
Step 5: Click “Proceed”.....	16
Step 6: Verify Your Information.....	17
Registration Confirmation.....	17
(3) Registration Process—Recipient Point of Contact Users.....	18
(4) Change Your Password.....	19
FederalReporting.gov Terms and Conditions.....	19
Change Password.....	20
(5) Recipient User Next Steps—Request FRPIN(s).....	21
What is an FRPIN and why do I need it?.....	21
How do I get the FRPIN?.....	22



ARRA In-bound Recipient Reporting  
FederalReporting.gov  
Registration Guide

---

Step 1: Request FRPIN .....	23
Step 2: Enter DUNS number.....	24
Step 3: Verify Your FRPIN Request .....	25
Step 4: Receive Confirmation.....	26
Step 5: Receive FRPIN .....	27



## FederalReporting.gov Registration Quick Start Guide

FederalReporting.gov is the central government-wide data collection system for Agencies and Recipients of awards under Section 1512 of the Recovery Act. Recipients will access [www.FederalReporting.gov](http://www.FederalReporting.gov) in order to fulfill their reporting obligations. Prime Recipients and Sub Recipients are required to submit data on a quarterly basis. Federal Agencies will review quarterly reports.

This Registration Quick Start Guide will walk you through the steps to register as a user of FederalReporting.gov.

### Who Needs to Register?

**Federal Agency Users**—Users from Federal Agencies that award and/or disburse Recovery Act funds must register to track and monitor those awards.

**Prime Recipient Users**—Users from organizations that receive Recovery Act awards directly from a Federal Agency must register to submit reports. Prime Recipient Users also track and monitor reporting which has been delegated to their Sub Recipients.

**Sub Recipient Users**—Users from organizations that receive Recovery Act awards from Prime Recipients and who have been delegated to report on Recovery Act projects by the Prime Recipient. If your Prime Recipient will be reporting on your behalf, you will not need to register.



## Registration Pre-Requisites—Federal Agency Users

To register as a Federal Agency User, you will need:

1. **Email address**—Federal Agency User must enter their valid email address to register as a user. Federal Agency Users, register with your Federal Agency email only (such as extensions *.gov*, *.mil*, *.fed.us*, or *.si.edu*).
2. **Department / Agency name**—FederalReporting.gov will provide a drop-down menu of the departments/agencies with associated 2-digit Federal Agency code. You will need to select your Federal Agency’s appropriate highest level department or agency from the list.

## Registration Pre-Requisites—Recipient Users

To register as a Recipient User, you will need:

1. **Email address**—Recipient Users must enter their valid email address to register as a user.
2. **DUNS number**—Recipient Users must know their organization’s DUNS number to register. If you need a DUNS number, visit D&B at <http://fedgov.dnb.com/webform>. DUNS number is required for both Prime Recipients and Sub Recipients.
3. **Central Contractor Registration (CCR)**—*Prime Recipients and Sub Recipients of financial assistance (i.e., grants and loans)* must be registered in CCR. Register with CCR at <http://www.ccr.gov>.

To request a DUNS number from Dun & Bradstreet, go to  
<http://fedgov/dnb.com/webform>.

To register with Central Contractor Registration (CCR), go to <http://www.ccr.gov>.



In the pages that follow, we provide a step-by-step guide for each type of FederalReporting.gov user: Federal Agency Users, Recipient Users, and Point of Contact/Administrators.

This Quick Start Guide addresses the following steps for registration, logging in, and preparing for the critical reporting process.

- Registration Step By Step—**Federal Agency Users**
- Registration Step By Step—**Recipient Users**
- Registration Process—**Recipient Point of Contact Users**
- Change Your Password
- Recipient User Next Steps – Request FRPIN(s)



## (1) Registration Step By Step—Federal Agency Users

### Beginning Registration

Go to FederalReporting.gov, the web address for the system. Not yet registered? Click “Register Now” from the window along the left-hand side of the screen.

**FederalReporting.gov**

Home | About | Downloads | FAQ | Help

**Log In**

User ID   
Password   
  
[I forgot my password](#)

**Not Registered?**

**Download Templates**

**LIVE HELP**  
Offline now  
Leave us a message.  
  
Live Chat by LivePerson  
★★★★★

**Messages**

- **Registration:** Registration for all Agencies, Prime Recipients, and Sub Recipients starts August 17, 2009.
- **Reporting:** FederalReporting.gov will be available for reporting activities on October 1, 2009.
- **Reports:** Final report data will be published to Recovery.gov for public viewing by October 30, 2009.

To register as a user, click “Register Now.”

**Recipients**

Recipients and Sub Recipients) begins on  
ing or reviewing reports on behalf of an Agency  
or a Recipient must register as a user.

Before you can submit reports through FederalReporting.gov, you must complete a one-time registration. You must meet certain pre-requisites to register. Meeting pre-requisites and registering with FederalReporting.gov may take 2 business days or more, so please start early!

**What Do I Need to Register?**

Users will register as either a Federal Agency or a Recipient of an award.

**Registering as a Federal Agency**

Federal Agencies are Federal entities which provide ARRA funds and include both Funding Agencies and Awarding Agencies. An Awarding Agency awards/administers such funds through an award (such as a contract, grant, or loan). Federal Agencies must track and monitor Recovery Act dollars. Funding/Awarding Agency users who will review submitted reports should register as a Federal Agency User.

**Registering as a Recipient**

Recipients are non-Federal entities that receive Recovery Act funding, and should register as a Recipient User. Recipients may submit reports as a Prime Recipient or a Sub Recipient. At the time of registration, the system does not distinguish between Prime Recipients and Sub Recipients.





## Registration Information Menu

The menu on the left-hand side of the page provides information about the registration process. Scroll down to find out additional information about the Registration Pre-Requisites.

**FederalReporting.gov**

Home | About | Downloads | FAQ | Help

**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.

**Registration Information**

- Guidance for registering at FederalReporting.gov
- Indicates Registration Pre-Requisites

**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:

u p n t r y

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

**Security Question 1 \***

**Answer \***

**Security Question 2 \***

**Answer \***

**Security Question 3 \***

**Answer \***

**Organization Information**

**I represent an/a \***

Award Recipient

Federal Agency

**Federal Agency Name**

**DUNS Number \***



## Step 1: Enter Your Personal Information

Enter your name, email address, and phone number to begin the registration process. Your email address will serve as your User ID for logging in to FederalReporting.gov. Federal Agency Users must use their agency email. (Extension include *.gov*, *.mil*, *.fed.us*, and *.si.edu*. Do not use a personal email such as a yahoo or gmail account).

Once you have completed registration, FederalReporting.gov will email you a temporary password. Therefore, you must use a valid email address to register.

The screenshot shows the FederalReporting.gov website header with the logo and navigation links: Home | About | Downloads | FAQ | Help. The main content area is titled "Register with FederalReporting.gov" and includes instructions: "Please enter your personal information and organization information, and click Proceed." and "Please note that all fields marked with an asterisk (\*) are required fields." A blue callout box on the left lists the required fields: First Name, Last Name, Email \*, Confirm Email, Phone Number, and Extension (if needed). Below this list, a note states: "\*Email Address will be your User ID for logging in." The registration form itself has a red header "Personal Information" and contains the following fields: First Name \*, Last Name \*, Email \*, Confirm Email \*, Phone Number \*, and Ext. A note below the Phone Number field states: "Your Email will also be your User ID for signing in."



## Step 2: Word Verification

Word Verification helps the system verify that the attempt to register is not computer-generated. Registrants should re-type the word as it appears in the box below the word. If you cannot read the word clearly, click “Refresh” to obtain a new word. If you would prefer an audio verification to type rather than a visual picture, click, “Please [click here](#) if you require an audio verification.”

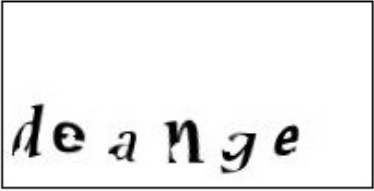
**Security Information**

The image pictured below is a randomly-generated sequence of letters that only a human is supposed to be able to identify. 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 help desk to register for FederalReporting.gov.

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

**Word Verification \***  
Please type the word appearing in the picture:

Can't read it? [Refresh](#).



**Word Verification**

- Type the word shown in the field below the picture of the word
- Hit “refresh” to obtain a new word
- Users can select to hear the word using audio verification.



### Step 3: Security Questions

Should you forget your password in the future, you can reset your password. During registration, you will provide answers to 3 security questions. Please select 3 different questions and type your answer below each question. Answers are **not** case-sensitive.

#### Security Questions

- Select 1<sup>st</sup> Security Question and type your answer below.
- Select 2<sup>nd</sup> Security Question and type your answer below.
- Select 3<sup>rd</sup> Security Question and type your answer below.

...ce of letters that only a human is supposed to be able  
...ow, please click the link for audio verification. If  
...t the help desk to register for FederalReporting.gov.

**...ire an audio verification.**



<b>Security Question 1 *</b>	What is your favorite hobby?	<input type="text"/>
<b>Answer *</b>		<input type="text"/>
<b>Security Question 2 *</b>	What city and state were you born in?	<input type="text"/>
<b>Answer *</b>		<input type="text"/>
<b>Security Question 3 *</b>	What high school did you graduate from?	<input type="text"/>
<b>Answer *</b>		<input type="text"/>



#### Step 4: Organization Information

In the Organization Information, click the radio button for “Federal Agency User.” You will select the Federal Agency Name from the drop-down menu for your highest level Department / Agency.

**Organization Information**

**I represent an/a \***

Award Recipient

Federal Agency

**Federal Agency Name**  
00 - Legislative Branch

**Proceed** **Cancel**

**Organization Information**

- Click “Federal Agency User”
- Select your Federal Agency / Department Name from the drop-down

#### Step 5: Click “Proceed”

Click “Proceed” to start the registration submission process. Select “Cancel” if you want to stop the registration process.



## Step 6: Verify Your Information

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

## 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. You will be prompted to change your password upon initial log-in. Press “OK” to return to the Home page.



## (2) Registration Step By Step—Recipient Users

### Beginning Registration

Go to FederalReporting.gov, the web address for the system. Not yet registered? Click “Register Now” from the window along the left-hand side of the screen.

**FederalReporting.gov**

Home | About | Downloads | FAQ | Help

**Log In**

User ID   
Password    
[I forgot my password](#)

**Not Registered?**

**Download Templates**

**LIVE HELP**  
Offline now  
Leave us a message.  
  
Live Chat by LivePerson  
★★★★★

**Messages**

- **Registration:** Registration for all Agencies, Prime Recipients, and Sub Recipients starts August 17, 2009.
- **Reporting:** FederalReporting.gov will be available for reporting activities on October 1, 2009.
- **Reports:** Final report data will be published to Recovery.gov for public viewing by October 30, 2009.

To register as a user, click “Register Now.”

**Recipients**

Recipients and Sub Recipients) begins onboarding or reviewing reports on behalf of an Agency or a Recipient must register as a user.

Before you can submit reports through FederalReporting.gov, you must complete a one-time registration. You must meet certain pre-requisites to register. Meeting pre-requisites and registering with FederalReporting.gov may take 2 business days or more, so please start early!

**What Do I Need to Register?**

Users will register as either a Federal Agency or a Recipient of an award.

**Registering as a Federal Agency**

Federal Agencies are Federal entities which provide ARRA funds and include both Funding Agencies and Awarding Agencies. An Awarding Agency awards/administers such funds through an award (such as a contract, grant, or loan). Federal Agencies must track and monitor Recovery Act dollars. Funding/Awarding Agency users who will review submitted reports should register as a Federal Agency User.

**Registering as a Recipient**

Recipients are non-Federal entities that receive Recovery Act funding, and should register as a Recipient User. Recipients may submit reports as a Prime Recipient or a Sub Recipient. At the time of registration, the system does not distinguish between Prime Recipients and Sub Recipients.



## Registration Information Menu

The menu on the left-hand side of the page provides information about the registration process. Scroll down to find out additional information about the Registration Pre-Requisites.

**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**

**Registration Information**

- Guidance for registering at FederalReporting.gov
- Indicates Registration Pre-Requisites

(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 Federal Reporting.gov.

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

**Word Verification \***  
Please enter the letters you see in the image:  
u p p n t ry

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 \***

**Proceed** **Cancel**





## Step 1: Enter Your Personal Information

Enter your name, email address, and phone number to begin the registration process. Your email address will serve as your User ID for logging in to FederalReporting.gov.

Once you have completed registration, FederalReporting.gov will email you a temporary password. Therefore, you must use a valid email address to register.

The screenshot shows the registration page for FederalReporting.gov. At the top, there is a navigation menu with links for Home, About, Downloads, FAQ, and Help. The main heading is "Register with FederalReporting.gov" followed by the instruction "Please enter your personal information and organization information, and click Proceed." Below this, a note states "Please note that all fields marked with an asterisk (\*) are required fields." The registration form is titled "Personal Information" and includes the following fields: First Name \*, Last Name \*, Email \*, Confirm Email \*, Phone Number \*, and Ext. A note below the form states "Your Email will also be your User ID for signing in." and provides an example extension "(ex.: 655-655-6555)".

**Enter Personal Information**

- First Name
- Last Name
- Email \*
- Confirm Email
- Phone Number
- Extension (if needed)

\*Email Address will be your User ID for logging in.



## Step 2: Word Verification

Word Verification helps the system verify that the attempt to register is not computer-generated. Registrants should re-type the word as it appears in the picture in the box below the word. If you cannot read the word clearly, click “Refresh” to obtain a new word. If you would prefer an audio verification to type rather than a visual picture, click, “Please [click here](#) if you require an audio verification.”


**Security Information**

The image pictured below is a randomly-generated sequence of letters that only a human is supposed to be able to identify. 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 help desk to register for FederalReporting.gov.

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

**Word Verification \***  
Please type the word appearing in the picture:

Can't read it? [Refresh](#).



**Word Verification**

- Type the word shown in the field below the picture of the word
- Hit “refresh” to obtain a new word
- Users can select to hear the word using audio verification.



### Step 3: Security Questions

Should you forget your password in the future, you can reset your password. During registration, you will provide answers to 3 security questions. Please select 3 different questions and type your answer below each question. Answers are **not** case-sensitive.

#### Security Questions

- Select 1<sup>st</sup> Security Question and type your answer below.
- Select 2<sup>nd</sup> Security Question and type your answer below.
- Select 3<sup>rd</sup> Security Question and type your answer below.

...ce of letters that only a human is supposed to be able  
...ow, please click the link for audio verification. If  
...t the help desk to register for FederalReporting.gov.

...ire an audio verification.

...e

Security Question 1 *	What is your favorite hobby?	▼
Answer *	<input type="text"/>	
Security Question 2 *	What city and state were you born in?	▼
Answer *	<input type="text"/>	
Security Question 3 *	What high school did you graduate from?	▼
Answer *	<input type="text"/>	



#### Step 4: Organization Information

In the Organization Information box, click the radio button for “Award Recipient.”

Next, enter the DUNS number for your organization. For Award Recipients, it is important to use the DUNS number which appears on your award document. If no DUNS number is shown on the award document, check your original application for award and determine if the DUNS number was provided on that document. If you are still uncertain of the DUNS number on file with your Federal Awarding Agency, contact your Federal Awarding Agency.

**Organization Information**

**I represent an/a \***

Award Recipient  
 Federal Agency

**Federal Agency Name**  
00 - Legislative Branch

**DUNS # \***

**Organization Information**

- Click “Award Recipient”
- Type the DUNS # from your award document as your organization identifier

**Proceed** **Cancel**

#### Step 5: Click “Proceed”

Click “Proceed” to start the registration submission process. Select “Cancel” if you want to stop the registration process.



## Step 6: Verify Your Information

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

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

**Verify Your Information**

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

**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: Felicia  
Last Name: Jordan  
Email: feliciajordan@mywork.com  
Phone Number: 555-555-1218

**Organization Information**

DUNS Number: 001009872  
I represent an/a : Award Recipient  
Legal Business Name: UNITED RENTALS, INC.  
Address: 4450 RTE 130  
BURLINGTON, NJ 080162287  
DBA: UNITED RENTALS  
Phone Number: 4433324120  
Country Code: USA

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.

Register Now Go Back 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. You will be prompted to change your password upon initial log-in. 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 prerequisites 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](#).

OK



### **(3) Registration Process—Recipient Point of Contact Users**

Each recipient organization has already defined points of Contact within the Central Contractor Registration (CCR) database. FederalReporting.gov will use this same Point of Contact (POC) as published in CCR. The POC helps to validate that each user reporting on behalf of a Recipient organization is authorized to submit on that organization's behalf.

FederalReporting.gov will automatically create a POC User within the system. The POC User for FederalReporting.gov will be the same individual(s) named within the organization's CCR registration.

When a Recipient User for a given organization registers for FederalReporting.gov, presenting the organization DUNS number, FederalReporting.gov will automatically create the User ID for the POC User. FederalReporting.gov sends an email to the POC User with the temporary password and FederalReporting.gov PIN (FRPIN) for the organization. All users submitting reports on behalf of that organization (as defined by DUNS number) will need to provide the FRPIN number at the time of report submission.

Use of FRPIN allows FederalReporting.gov to validate that an individual is authorized to submit for that Recipient.

When the POC User logs on to FederalReporting.gov for the first time, s/he will be prompted to change the password.

The POC User can optionally review Recipient Users who have registered for the organization and deny access in the case that an exception or issue is identified.

For more information, see the document entitled **“FederalReporting.gov Point of Contact User Guide – Registration and Next Steps.”**



## (4) Change Your Password

You've registered at FederalReporting.gov. You've received your temporary password via email. Now you need to change your password to a secure password which you will remember in order to access the system.

### FederalReporting.gov Terms and Conditions

Upon entering your User ID and password, you will see the Terms and Conditions message. Please read the Terms and Conditions and click "Accept" or "Decline."

**FederalReporting.gov Terms and Conditions**

**LOG OFF IMMEDIATELY** if you do not consent to the conditions stated in the following notice. Otherwise click "Accept" to accept the terms and proceed.

**I. Usage Agreement**

This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy in anything viewed, created, downloaded, or stored on this system, including e-mail, Internet, and Intranet use. Any or all uses of this system (including all peripheral devices and output media) and all files on this system may be intercepted, monitored, read, captured, recorded, disclosed, copied, audited, and/or inspected by authorized FederalReporting.gov personnel, the Office of Inspector General (OIG), and/or other law enforcement personnel, as well as authorized officials of other agencies. Access or use of this computer by any person, whether authorized or unauthorized, constitutes consent to such interception, monitoring, reading, capturing, recording, disclosure, and dissemination. This consent includes the use of this system for any purpose, including but not limited to, the use of this system for the purpose of 18 U.S.C. 1030 or other Federal laws and regulations and may result in criminal, civil, or administrative penalties. By using this system, you agree to these terms and conditions and acknowledge that there is no warranty of any kind, expressed or implied, including but not limited to, the merchantability, fitness for a particular purpose, or non-infringement of any third party's intellectual property rights. Any information, will be used to establish user accounts for submitting subcontracting information may also be used by Federal contracting officials to assist in the resolution of issues. Telephone number and email address, is used by this system to set up profiles of user accounts for FBO activities. FederalReporting.gov user accounts support user authentication and authorization for authorized law enforcement, homeland security and national security activities. Information may be shared with outside parties.

**Read the FederalReporting.gov Terms and Conditions.**

**Click "Accept" to continue.**

**Accept**      **Decline**



## Change Password

Before logging on, you need to change your password. Enter your assigned temporary password in “Old Password.” Then type in a new password. Re-type the password to confirm. Once you have entered the data, click “OK.”

The screenshot shows the FederalReporting.gov website interface. At the top left is the logo. Below it is a navigation menu with links: Home | About | Downloads | FAQ | Contact Us | Help. The main content area is titled "Change Password" in a red box. Below the title, it says "Your registration is complete. Before logging on, you must change your password." There are three input fields: "Old Password", "New Password", and "Confirm New Password". Below the fields is an "OK" button and a link for "Password Requirements". At the bottom of the page, there are links for "Accessibility", "Contact Info", and "Copyright Informa".

Your new password must meet the following criteria:

- Must be between 8 and 32 characters.
- Must contain at least one alpha character.
- Must contain at least one numeric character.
- Must contain at least one special character.
- Cannot be the same as your current (old) password.





## **(5) Recipient User Next Steps—Request FRPIN(s)**

Now that you have registered as a Recipient User, you will need to identify each DUNS number for which you will be reporting.

**Recipient Users will not be able to report without entering the FRPIN.**

### **What is an FRPIN and why do I need it?**

When you register as a user of FederalReporting.gov, you are asked to provide your organizational DUNS number. By providing just one DUNS number, you are automatically associated with your organization for registration purposes.

However, your organization may have received multiple ARRA awards under multiple DUNS numbers. Therefore, you will need to identify each DUNS number for which you will be reporting.

For each DUNS number for which you will be reporting, you will need a FederalReporting PIN (FRPIN) to submit your report. FederalReporting.gov assigns each DUNS number a unique FRPIN. The FRPIN is a 9-digit number created by FederalReporting.gov. The FRPIN is provided to your organization point of contact (POC) as listed in the Central Contractor Registration (CCR) database. That point of contact will serve as your DUNS administrator or will delegate that responsibility to another person in your organization.<sup>1</sup>

**When you submit your report, the FRPIN lets us know that you are authorized to report on behalf of your organization.**

---

<sup>1</sup> If your organization is not registered in CCR, FederalReporting.gov will serve as your System Administrator and provide the FRPIN. You will only be able to receive the FRPIN for the DUNS number you entered at point of registration.

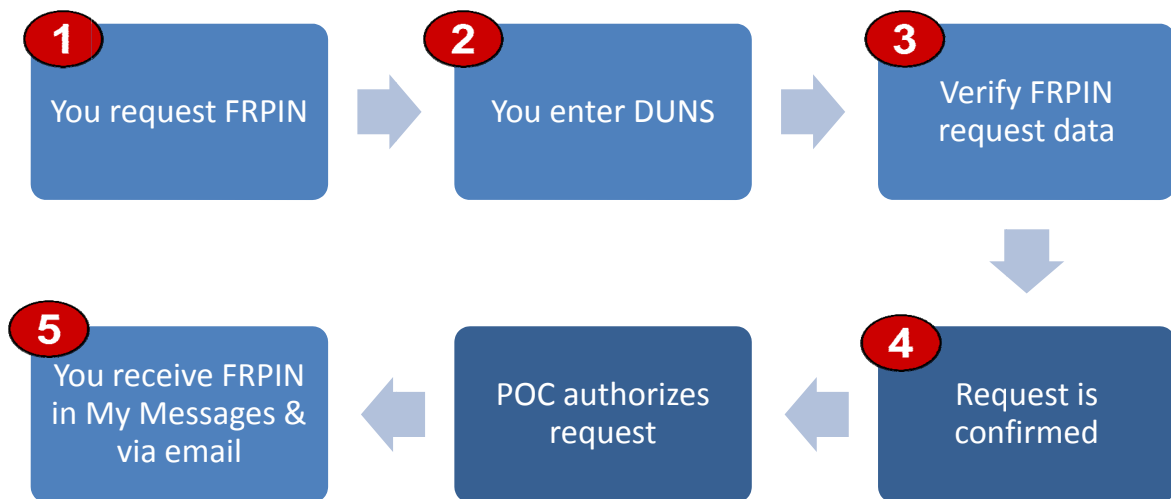


### How do I get the FRPIN?

Each DUNS number will be assigned a unique 9-digit FRPIN. You will need the FRPIN associated with each DUNS number for which you will report. If you are reporting for more than one DUNS number, you will have more than one FRPIN. You must remember which FRPIN is associated with a given DUNS at the time of reporting.

This allows FederalReporting.gov to know that you are authorized to report for that DUNS.

FederalReporting.gov helps you obtain the FRPIN in just a few simple clicks upon successful registration.



By entering each DUNS, you will automatically request the FRPIN for that DUNS number.

**In order to submit reports on behalf of a given DUNS number, you must obtain the FRPIN associated with that DUNS.**



## Step 1: Request FRPIN

From Quick Links, under “Administration,” click “Request FRPIN” to begin the FRPIN Request process.

**FederalReporting.gov**

Home | About | Downloads | FAQ | Help

Hello, Sandra Ling  
(Recipient User)  
[You have 1 unread messages.](#)  
**Logoff**

**Messages**

- **Registration begins Wednesday, August 17, 2009.** Registration for all Federal Agencies and Recipients.
- **Reporting begins Thursday, October 1, 2009.** Full FederalReporting.gov system available.
- **Reports publicly available October 11, 2009.** Initial submission reports available for public view at Recovery.gov.

**Current Reporting Cycle**  
Quarterly Reports Published - Recipient Reports published on Recovery.gov.

The report submission period for this fiscal quarter has concluded. You may review your reports using the links below.

**Quick Links**

**Reports**

- [My Reports](#)
- [Reports to Correct](#)

**Administration**

- [My Account](#)
- [Request FRPIN](#)

**Download Templates**

[Microsoft Excel](#)

[XML Schema](#)

**QUESTIONS?**  
Offline for the moment. Leave a message.

**FederalReporting.gov Reporting**

The Reporting Period begins **October 1, 2009**. Be sure to register at FederalReporting.gov as a user to report.

Now that you're registered, it's time to gather the data you will need to report.

**Reporting Information**

**Recipients - prepare to list each DUNS number for which you will be reporting.**

When you registered to be a user of FederalReporting.gov, you were asked to provide your organizational DUNS number. By just providing one DUNS number, you are automatically associated with your organization. However, your organization may have received multiple ARRA awards under multiple DUNS numbers. At this time, you will need to identify each DUNS number for which you will be reporting.

For each DUNS number for which you will be reporting, you will need an FRPIN to submit your report. FederalReporting.gov will send you a Request for Reporting PIN (FRPIN). The FRPIN is a 9-digit number that identifies your organization point of contact (POC) for that DUNS number (CCR). That point of contact will serve as the primary contact person in your organization.

**You must obtain the FRPIN**

You must obtain the FRPIN for each DUNS number for which you will be reporting. By entering each DUNS number for which you will be reporting, you will be able to identify the POC or DUNS administrator for that DUNS number. The POC or DUNS administrator for that DUNS number will automatically receive notification that you have requested the FRPIN.

**FRPIN will be sent to your FederalReporting.gov inbox automatically upon acceptance by the POC or DUNS administrator that you are authorized to submit reports for that DUNS.**

You will need to enter each individual DUNS number for which you will be reporting.

To start entering the DUNS number(s) for which you will be reporting, go to "My Account" and click "Request FRPIN."



## Step 2: Enter DUNS number

For each DUNS number for which you will be reporting, you will need to request the associated FRPIN. Start by entering the first DUNS number for which you will report. Once you have entered the DUNS number, click OK.

**FederalReporting.gov**

Home | About | Downloads | FAQ | Help

Hello, Theresa White  
(Recipient User)

**Request FRPIN**

**Request FRPIN**

Recipients are required to have the FRPIN for each DUNS that they wish to report against. Recipients can use this form to request and receive the FRPIN for the DUNS they enter below.

DUNS #

OK Cancel

The report submission period for this fiscal quarter has concluded. You may review your reports using the links below.



### Step 3: Verify Your FRPIN Request

FederalReporting.gov presents the information regarding the DUNS number for which you have requested FRPIN. This allows you to verify that you have correctly entered the DUNS number.

**FederalReporting.gov**

Home | About | Downloads | FAQ | Help

#### Verify Your FRPIN Request

We have located the following organization associated with the DUNS you supplied. Please review the information below and select the "Request FRPIN" button to submit your FRPIN request. If this information is incorrect select the "Go Back" button to supply another DUNS.

**Organization Information**

**DUNS #** 001009872  
**Legal Business Name** UNITED RENTALS, INC.  
**Address** 4450 RTE 130  
BURLINGTON NJ 080162287

**DBA** UNITED RENTALS  
**Phone Number** 4433324120  
**Country Code** USA

Verify the data about the organization based on the DUNS you entered.

If this is not your organization, click "Go Back" and re-enter the data.

If the information is correct, click "Request FRPIN."

The system automatically takes you back to the Request FRPIN screen. If you are reporting for multiple DUNS numbers, you will need to enter each DUNS number to request each unique FRPIN.

Continue through Steps 2 and 3 until you have entered all DUNS numbers for which you will be reporting.

Behind the scenes, FederalReporting.gov is contacting the Point of Contact or DUNS Administrator for that DUNS number. The POC and/or DUNS Administrator are notified via email and system inbox (My Messages) of your request for the FRPIN. The POC or DUNS Administrator will approve or deny the FRPIN request.

When approved, FederalReporting.gov will send the FRPIN to your email and system inbox (My Messages).



### Step 4: Receive Confirmation

FederalReporting.gov will confirm that your FRPIN request has been sent.

The screenshot shows the FederalReporting.gov website interface. At the top left is the site logo. A navigation bar contains links for Home, About, Downloads, FAQ, and Help. On the left side, a user is logged in as Sandra Ling (Recipient User), with a notification for 1 unread message and a Logoff button. The main content area features a large confirmation box titled "FRPIN Request Confirmation" with the text: "You have successfully submitted your FRPIN Request. You will receive an email when your request is approved or denied." and an OK button. Below this, a section titled "Current Reporting Cycle" states "Quarterly Reports Published - Recipient Reports published on Recovery.gov."



### Step 5: Receive FRPIN

Once the POC and/or DUNS Administrator has approved your request for FRPIN, you will receive the 9-digit FRPIN number. You will receive a message from the system in your My Messages inbox within FederalReporting.gov. You will also receive an email to your email inbox. Remember to keep these messages for future reference at the time of reporting.

**FederalReporting.gov**

Home | About | Downloads | FAQ | Help

**Messages**

- **Registration:** Registration for all Agencies, Prime Recipients, and Sub Recipients starts August 17, 2009.
- **Reporting:** FederalReporting.gov will be available for reporting activities on October 1, 2009.
- **Reports:** Final report data will be published to Recovery.gov for public viewing by October 30, 2009.

**My Information** | **My Messages**

**My Messages**

**Inbox**

Welcome! You have 0 new messages in your inbox.

Delete | Mark as Read

<input type="checkbox"/>	Message Text	Date
<input type="checkbox"/>	<a href="#">Welcome to FederalReporting.com!</a>	2009-08-03 17:52:04.0
<input type="checkbox"/>	<a href="#">The requested FRPIN for DUNS 001000368 is 13524518...</a>	2009-08-03 17:52:04.0

Click the message you wish to open.

**Quick Links**

**Reports**

- [My Reports](#)
- [Reports to Correct](#)

**Administration**

- [My Account](#)
- [Request FRPIN](#)

**FederalReporting.gov**

Home | About | Downloads | FAQ | Help

Hello, T White (Recipient User) **Logoff**

**Current Reporting Cycle**  
Quarterly Reports Published - Recipient Reports published on Recovery.gov.

The report submission period for this fiscal quarter has concluded. You may review your reports using the links below.

**Messages**

- **Registration:** Registration for all Agencies, Prime Recipients, and Sub Recipients starts August 17, 2009.
- **Reporting:** FederalReporting.gov will be available for reporting activities on October 1, 2009.
- **Reports:** Final report data will be published to Recovery.gov for public viewing by October 30, 2009.

**My Information** | **My Messages**

**Message**

The requested FRPIN for DUNS 001000368 is 135245186.

Delete | Back

Your message is automatically saved unless you choose to delete it.



**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.**

FederalReporting.gov is the central government-wide data collection system for Federal Agencies and Recipients of Federal awards under Section 1512 of the Recovery Act. Recipients will access [www.FederalReporting.gov](http://www.FederalReporting.gov) in order to fulfill their reporting obligations. Federal Agencies, Prime Recipients and Sub Recipients are required to submit data on a quarterly basis for awards under the Recovery Act.

Through [www.FederalReporting.gov](http://www.FederalReporting.gov), Recipients and Federal Agencies will have the ability to:

- Register for the site and manage their account(s)
- Submit reports
- View and comment on reports (if the user represents a Federal Agency or Prime Recipient)
- Update or correct reports when appropriate

Only registered Federal Agency and Recipient users will be able to submit and/or review data through FederalReporting.gov.

The general public will be able to view reporting data via [www.Recovery.gov](http://www.Recovery.gov).