

Monday, March 04, 2013

**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!

[Paperwork Reduction Act and Privacy Act Statement](#)

## 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*, *.fed.us*, and *.si.edu*).

### 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

## Register with FederalReporting.gov

Please enter your personal information and organization information

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 sign-in

**Phone Number \***

(ex.: 555-555-5555)

### Security Information

Type the letters you see in the image into the Word Verification field below. If you cannot read the letters pictured below, please click the link for audio verification. If audio verification is not available, 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 \*

(CCR) database. Sub Recipients of financial assistance (i.e., grants and loans) must also register. Visit [CCR](#) for more information.

### Federal Agency Users - Agency 2-Digit Code

For registration, Federal Agency users will need the 2-digit department-level code for your agency. If you are unsure of your 2-digit code, see the Reference Lookup for Agency Codes spreadsheet on the [Downloads](#) page.

**Award Recipient**
 **Federal Agency**

**Federal Agency Name**  
12 - Department of Agriculture

**DUNS Number \***

Numbers only. Example: 001234567

### Get Registered

Create a User ID and Password on [FederalReporting.gov](#). Your registration Email will be your User ID for signing in.

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

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

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