

FedConnect_® 3.0

Ready, Set, Go!





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Want the US federal government to buy your products or services? Seeking grants or assistance funding?

FedConnect[®] can help! This one-stop website with opportunities for federal contracts, grants (and other assistance funding) bridges the gap between government agencies and vendors and grants applicants. It streamlines the process of doing business with government.

Through this portal you can review opportunities and receive awards all in a secure, auditable, open channel of communication with the government. And you can create teams in FedConnect to help you manage it all.

This guide is designed to help you get up and running as quickly as possible. First, we cover registration, which is **fast**, **easy**, **and** *FREE*! We also show you opportunities, making submissions, and receiving awards.

And of course, if you ever need help, the FedConnect Support Team is standing by, ready to assist you.



Are you ready? Let's GO!

www.fedconnect.net

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Before You Register

To register, you must submit the following information:

- A SAM UEI
- SAM MPIN

SAM UEI = A SAM Unique Entity Identifier is the 12 digit code that replaced the DUNS number to identify your organization and is required to Register with FedConnect. FedConnect uses this information to authenticate your organization against the System for Award Management (SAM).

SAM MPIN = SAM Marketing Partner Identification Number (MPIN). It is required by the government for most contracts, grants, and financial assistance. It is required for FedConnect registration.

If your organization already has a SAM MPIN but you don't know what it is, use the search on the SAM website to look up SAM records. The person whose name is listed there as the electronic business POC for your organization is likely the one who knows the MPIN.

FedConnect does not store your MPIN—it uses it for SAM authentication and for security.

Quick Recap:

- 1. Get a SAM UEI (go to www.sam.gov and register there).
- 2. Use the SAM UEI and SAM MPIN to register with FedConnect.

Registering in FedConnect

When you have your SAM UEI, you can register in FedConnect.

To register with FedConnect, go to <u>www.fedconnect.net</u>. The FedConnect splash page displays, and then you can click the button labeled **Register for Free Account**.

FedConnect The Government Acquisition & Gran	
Do you want the US federal government to buy your products or services? Or, are you seeking grants or assistance funding?	Sign In - Full Access → Search Public Opportunities Only →
FedConnect can help. Every day, FedConnect helps over 100,000	Register for Free Account ->
vendors and grant applicants, find, respond to and win opportunities for contracts, grants, and other types of assistance funding. To learn more about how FedConnect works, click here to review the tutorial.	Need help? FedConnect: Ready, Set, Go! Tutorial
Do you work for a federal agency?	Check Registration Status Password Reset
FedConnect is the perfect complement to FedBizOpps and Grants.gov. FedConnect goes beyond the basic features of those systems to provide	Contact Your Organization's FedConnect Administrator Contact FedConnect Support
full lifecycle support including the ability to post opportunities, receive responses, deliver awards, and communicate throughout the pre-award.	Want to learn more?
award, and post-award phases using FedConnect's secure 2-way messaging.	Participating Government AgenciesAccessibility Features
Click here to learn more.	

Once you've clicked **Register for Free Account** on the FedConnect splash page, the Registration Request page displays.

FedConnect。	Help
Registration Request	
Registering with FedConnect® is fast, easy, and free. If your company already has a FedConnect® account, complete the requested information and cick Register. If your company does not have a FedConnect® account, a new company account will need to be created. Only indivi designated as Points of Contact in SAM can create a new company account. Fill in the information below and after clicking Register, you will receive further information. <u>Click here to review the terms and conditions</u> .	duals who are
UEI SAM:	
Company DUNS:	
Electronic Funds Transfer (EFT) Indicator:	
First name:	
Middle initiat	
Last name:	
Display name (first last).	
The email address entered below will be your user ID for logging into the system. It will be also be the address we use to send you messages about opportunities, awards, or your account.	
Email	8
Confirm email:	
Register Cancel	* Required Field

Everything marked with a **red asterisk** is required. Simply complete all required fields and click **Register**. It's **that** easy!



About those Name and Email fields...

<u>Name</u>: The name you enter here is how it displays in FedConnect and how it is submitted to the government. It must be your actual name, not a "handle" or "screen name." It cannot be seen by FedConnect users outside of your organization.

Email: Used as your user ID the next time you sign in to FedConnect. This is the email address where FedConnect sends alerts.

Update your email system to accept mail from fedconnect.net so important notices won't be blocked or sent to your spam folder.

What Happens After You Click Register

As soon as you click **Register**, FedConnect checks the SAM UEI you used to see if someone from your organization already registered it. This can go either one of two ways:

- Somebody from your organization already registered that SAM UEI
- Nobody else registered that UEI, you are the first person to use it in FedConnect

<u>If someone already registered with the same UEI</u>, then FedConnect notifies your administrator so he or she knows to give you access. Your administrator must sign in to FedConnect and give you access.

If FedConnect does not find your UEI in the SAM database, then it routes you back to the Registration Request page. But this time the *SAM MPIN* field displays so you can enter that information. This route to registration is a little more involved.

FedConnect uses the MPIN to authenticate your account against SAM. If the UEI and MPIN you entered match your organization's record in SAM, then FedConnect creates an account for your organization, and retrieves core data from your SAM record.

You will be set up as the first administrator for your organization. As an administrator, you can set up and approve registration requests from other users in your organization who self-register using the process documented above.

<u>Either way</u>, you end up in the same place: <u>FedConnect will send</u> you an email message with a temporary password (it uses the email address you entered when you registered).

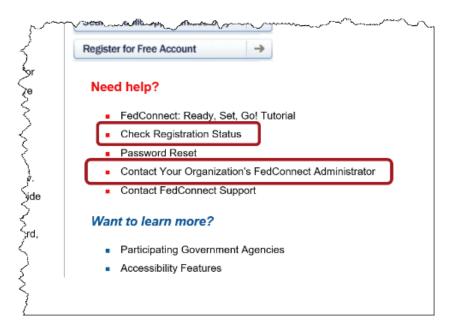
<u>Important</u>! The temporary password expires within 72 hours, so be sure to sign in right away.



What to Do While You Wait

Feeling restless while you wait for your FedConnect email with that temporary password? On the FedConnect splash page, in the **Need help?** section, you can:

- Click Check Registration Status to check your registration progress.
- Click **Contact Your Organization's FedConnect Administrator** for a list of your organization's FedConnect administrators.



In each case, you are prompted for your email address. Once you enter your email address and click **Check Status** or **Contact Administrators**, respectively, the system either sends the requested information to your email address (in the case of **Check Status**) or sends an email to your FedConnect administrator.

Registering Other Users

You can register as many people as you need. Accounts are free, and via the Company Profile, you control who has access and access levels. You can register people as:

- Administrators (to manage your account and users –we recommend more than one in case one administrator accidentally locks his or her FedConnect account)
- Representatives (to review and respond to government postings)

Give everyone who needs access has his or her own account so you can monitor activity and save audit trails.

Signing In

When the registration process is done, it's time for the exciting part—signing in to FedConnect!

Head on back to <u>www.fedconnect.net</u>. Only this time, click **Sign In – Full Access**.



The next thing you will see is the Sign In page.

edConnect.
ign In
EDEPAL GOVERNMENT SYSTEM WARNING: This system provides access to data and information as part of US Government procursment opportunities and is to be used only in accordance with the "terms fuer boated on this is in Unauthorized used the information system is prohibited and subject to criminal and vici pontiation. Registered users the informations by the method of the terms yatem user responsibilities as described under the "terms of use" and further consert to their activities being recorded, monitored and audited. THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM Anyone sing this system expressly consents to such monitoring and is advised that if such monitoring reveals improper, malicious, or criminal activity, system administration personnel may provide evidence to law norcement officials.
ser ID: *
ser iu.
assword: * Forgot your password? Click here,
Sign In Cancel * Required Field

The email address you used when you registered is what you put in the User ID field.

<u>Important</u>! IF this is your very first sign in to FedConnect, then this is where you use that temporary password that expires 72 hours after it is emailed to you.

Once you sign in using the temporary password, FedConnect will prompt you to set the real password for your account. After you change your password, voila! You will be signed in to FedConnect.

If you attempt to sign in twice and are unsuccessful, STOP. See the guidance on the next page.



FedConnect's Strict Sign-In Rules

To say that FedConnect has a very stringent sign-in security policy is putting it lightly. We take security very seriously, so the system will inactivate your account after only three unsuccessful attempts to sign in.

Your best bet after two unsuccessful sign in attempts is to click the Forgot your password? Click here link.

In this scenario, FedConnect sends a new temporary password to the email address you used when you registered.

When you try to sign in again using the temporary password, type slowly and carefully because the password is case sensitive and might contain symbols such as commas and periods.

What to Do if You Get Locked Out of FedConnect

Think you got locked out of your FedConnect account? First, perform a simple test to confirm whether it really is indeed locked: click the **Forgot your password? Click here** link.

However, <u>if it has been inactivated</u>, FedConnect sends you an email message that lists your organization's FedConnect administrator(s) and email address(es). Contact one of them to have your account re-activated.

After either of the two scenarios above have played out, FedConnect will send you a new temporary password.



Navigating the System

When you sign in to FedConnect, the first page that displays is the Message Center page. You can think of this as the "Home page" for registered users. Here, we will describe the features on the page that will help you navigate the system.

The Message Center page also goes by "the main Message Center."

The condensed version of the Message Center that displays on the opportunities pages is "the opportunities Message Center."

The descriptions of the features below apply to both the main Message Center and the opportunities Message Center.

The Message Center Page—"Home" For Registered Users

The following picture provides an example of how the Message Center page might look. Some text on the page was intentionally blurred out or removed to alleviate privacy concerns.

edC	connect.			Home Videos	Help My F	rofile Company	/ Profile	S	Sign
nbox	age center all opportunities	directed oppor	tunities my opportunities	awards					
Inbox	Search Criteria Advanced Options Document						Sean	ch	
Drafts	⊠ ê From	Representative	Subject		Document	Received	Public NO	← 8	×
Cutbox		Mar Pale	Cit. Deliver, aveiller		1000	0.4040.04	YES	+ =	×
r≡." Sent	Message Reply								1
eleted									

So, let's break it down into its navigational elements (each one will be described in detail after the list). Starting at the top of the page and working our way down, we have:

- 1. **The System Toolbar**: Displays in the top right corner of the page, is composed of links labeled **Home**, **Videos**, **Help**, **My Profile**, **Company Profile**, and **Sign Out**.
- 2. **The Menu Bar**: Displays across the top of the page just under the FedConnect logo. Each word in the list is called a tab, each tab is a link. Click the links to access the pages. The tab is bold when you are on its corresponding page. Tabs



are titled message center, all opportunities, directed opportunities, my opportunities, and awards.

- 3. **The Inbox Panel**: Displays vertically on the left side of the page and contains icons labeled **Inbox**, **Drafts**, **Outbox**, **Sent**, and **Deleted**.
- 4. The Message Search Menu: Displays above the list of messages. Includes links labeled Search Criteria and Advanced Options.
- 5. **The VCR Buttons**: Display in the last three unlabeled columns in the list of messages, just after the *Public* column. Includes icons with hover text labeled **Click to reply to message, Click to print message, Click to delete message**.

About the System Toolbar

The system toolbar is available on most pages within FedConnect. The following picture provides a close-up view of the system toolbar.

Home	Ι	Help	Ι	My Profile	T	Company Profile	Ι	Sign Out	

The system toolbar includes the following links:

- Home—Click to return to the main Message Center page.
- Help—Click to launch the FedConnect online help system.
- My Profile—Click to access the User Info page where you can manage your personal settings for FedConnect.
- **Company Profile**—Click to access the Company Info page where you can manage your organization's users and company information. Available only to users who are designated in FedConnect as administrators by your organization.
- Sign Out—Click to sign out of the current active FedConnect session.

About the Menu Bar

To move about through the heart of FedConnect, use the links on the menu bar. The following picture provides a close-up view of the menu bar.

```
message center | all opportunities | directed opportunities | my opportunities | awards
```

The menu bar includes the following links:

- Message Center—Click to view a list of links to the messages related to all opportunities and awards where you are a team member.
- All Opportunities—Click to view a list of links to all procurement, grant, and other financial assistance opportunities. Includes both public and opportunities specifically directed to your organization.



- **Directed Opportunities**—Click to view a list of links to the opportunities directed to your organization (and possibly other vendors) by the agency. These are opportunities that are otherwise not available to the general public.
- My Opportunities—Click to view a list of links to the opportunities where you
 registered as a team member or simply to receive notifications. Included on this
 list are all non-auction type opportunities for contracts, grants, or other forms
 of financial assistance.
- Awards—Click to view a list of links to the awards sent to your organization via FedConnect.

About the Inbox Panel

The inbox panel displays icons that are probably already familiar to most users, so we will cover them only briefly here. The following list describes each button.

- Click **Inbox** to return to the main inbox in the Message Center. It contains public or directed messages sent to your organization.
- Click **Drafts** to see a list of the drafts of messages that were started and then saved by your organization but not yet completed and sent.
- Click Outbox to see a list of the messages sent via the Message Center. It contains messages your organization sent but that the agency has not yet picked up.
- Click **Sent** to see a list of messages sent by your organization and that the agency has picked up.
- Click **Deleted** to view a list of the messages that you deleted from the Message Center view.

About the Message Search Menu

The message search menu contains two [*Unlabeled*] fields you can use to search for messages in the Message Center. Searching is covered more thoroughly in Searching in FedConnect.

About the VCR Buttons

Maybe not everyone remembers VCRs or even knows what a VCR is, but in the software industry some navigational buttons are called VCR buttons. The following picture illustrates the VCR buttons.



Home	Videos	He	lp	My Profile	I C	ompany	Profile	1	Sign	Out
<u>}</u>		1 110	1 4					1	c.g.	
{ awards										
<u>}</u>										_
<u>}</u>							Sea	arch	1	
{			_						-	
}			Doc	ument Rece	eived		Publi			
}			8	#				+	≞×	
}			-	- 14.7	-		-			
}			6	<u>-</u>				+	≞×	
}					- 25.0		100		_	
2		~~~~		m	~~~~	~~~~~	hom	1	<u>₽</u> X	ᆈ

The following is a list of the three VCR buttons and a description of each.

- To respond to a message, select it from the list and click the Click to reply to message button (looks like a left-pointing arrow).
- To print a message, select it from the list and click the Click to print message button.
- To delete a message, select it from the list and click the Click to delete message button.

Searching in FedConnect

The search features in FedConnect are reliably consistent, so once you read about them here, you will be able to use the search in each of the following locations:

- Messages in the message center
- Opportunities (all, direct, and "my")
- Awards

You can perform a "basic search" or an "advanced search." To refine the list of results, the basic search has one search filter and the advanced search has multiple. Either way, for basic or advanced, after you enter search criteria, click **Search** to trigger FedConnect to run the search. (Do not use the **Enter** key on your keyboard, you must click **Search**.)

USING A BASIC SEARCH

The following picture illustrates the basic search layout (it's from the messages search).

= S	earch Criteria	Advanced Options	
	Document 🗸		Search

A basic search has two [Unlabeled] fields. The first contains a drop-down list you can use to narrow the search results based on specific criteria. Once you make a selection in that field, you can type all or part of the word that will best help you find what you're looking for in the second [Unlabeled] field, which is a long empty text box.

USING AN ADVANCED SEARCH

When you click **Advanced Options**, the search menu extends and contains more fields. The following picture illustrates the advanced search layout (from messages).

	Advanced Options	
Subject:		Search
From:		
Document:		
Public: Yes V		

The advanced search fields match most of the selections in the drop-down list from the basic search, but the difference is that in advanced search they are text boxes.

If you need more real estate on the page but you don't want to redo your search, click the **Hide search criteria** button to the left of the **Search Criteria** link.



Opportunities—The Lay of the Land

Opportunities in FedConnect are really the heart and soul of the product. Therefore, we will devote plenty of time to discussing how to use them. The following text describes (in this order):

- The types of opportunities
- The "landscape" of opportunities pages and how to navigate them

Types of Opportunities

Federal agencies post a variety of different types of opportunities on FedConnect[®] including those for procurement awards, grants and other financial assistance. In FedConnect, opportunities are either public or directed.

MORE ABOUT PUBLIC OPPORTUNITIES

You do not need to be a registered user of FedConnect[®] to view public opportunities. Public opportunities that government agencies post are available for anyone.

MORE ABOUT OPPORTUNITIES FOR SIGNED IN REGISTERED USERS

As a registered user who has signed in, you can see all opportunities, whether public or directed. Directed opportunities can be for a specific vendor or applicant, or a limited group of vendors or applicants.

If you are looking for opportunities for a procurement award (for example, a contract) look for these opportunity posts:

- Solicitation
- Notices (pre-solicitation notices, sources sought, and special notices)

If you are looking for assistance awards (for example, a grant), look for these opportunity posts:

• Funding opportunities

The Opportunities Pages

The FedConnect pages you will use to see the lists of opportunities are named as follows:

- The All Opportunities page
- The Directed Opportunities page
- The My Opportunities page

Each of the pages in the above list might contain any combination of opportunities for procurement awards, grants, and other financial assistance.



The All Opportunities Page

The All Opportunities page lists everything available in FedConnect—both public opportunities and opportunities available to registered FedConnect users.



Navigation Sign in to FedConnect | click **all opportunities** on the menu bar

The following picture illustrates the All Opportunities page. Some details are blurred out for privacy.

II opportuniti	es directed opportunities	my opportunities	awards				
	· · · ·						
ublic opportunities that m	eet the criteria you have specified in your use	r profile. To view a pa	rticular opportunity, c	lick the hyperlink under the	title. For mo	ore details	on using this
Advanced Options							
							Search
					Dec I		Reference
Туре	Agency	Issuing Office	Issue Date	Response Due Date	FSC	NAICS	Number
Amendment to Solicitation	OF DEA up to the DECEMBER OF DESCRIPTION	Instity (Miss Name	107008	05/28/2020 11:00 PM US/Eastern	-		
Funding Opportunity	a 200 generale a 200 margale	CHICP-setting Name	107080	06/06/2020 12:30 PM US/Eastern			4,7070000
Pre-solicitation Notice	107 apropola dell' disente	tearing Tay (2008a	10110000-0-022	05/21/2020 03:06 AM US/Eastern			and the second s
Solicitation	(FUT ap on) FUT Motors	Cline	107080	05/31/2020 02:30 PM US/Eastern			N. 11 (1998)
					-	-	
	Advanced Options Type Amendment to Solicitation Funding Opportunity Pre-solicitation Notice	Advanced Options Type Agency Amendment to Solicitation Functing Opportunity Pre-solicitation Notice	Advanced Cotions Type Agency Amendment to Solicitation Funding Opportunity Pre-solicitation Notice	Advanced Options Type Agency Issuing Office Issue Date Funding Opportunity Pre-solicitation Notice	able opportunities that meet the criteria you have specified in your user profile. To view a particular opportunity, click the hyperlink under the Advanced Options Type Agency Issuing Office Issue Date Response Due Date Amendment to Solidation 05/28/2020 11:00 PM USFastern 06/28/2020 12:00 PM Funding Opportunity Pre-solicitation Notice 05/21/2020 02:00 FM 05/21/2020 02:00 FM	able opportunities that meet the criteria you have specified in your user profile. To view a particular opportunity, click the hyperlink under the title. For mo Advanced Options Type Agency Issuing Office Issue Date Response Due Date PSC / PSC Amendment to Solicitation 05/28/2020 11:00 PM USFastern 00/08/2020 12:00 PM VISFastern Pre-solicitation Notice 05/21/2020 02:00 FM USFastern 05/21/2020 02:00 FM	Advanced Options

The columns that display might vary depending upon search criteria. Our picture illustrates results for a basic search.

The Directed Opportunities Page

The Directed Opportunities page displays the opportunities that are specifically for your organization, or for a group of companies selected by the agency that posted the opportunity.



Navigation

Sign in to FedConnect | click **directed opportunities** on the menu bar



The following picture illustrates how the Directed Opportunities page might look. Some details are blurred out for privacy.

ssage center	all opportu	nities dir	ected opp	ortunities	my opportu	nities awards					
is a list of directe	d opportunities av	ailable to you that have	e been posted t	o FedConnect. Note that	these opportunit	es are not available to the	public, but r	ather a specific	set of ven	dors - including	g yours -
is a list of directe rmined by the pos	d opportunities av sting agency. To v	ailable to you that hav iew a particular oppor	e been posted t unity, click the h	o FedConnect. Note that typerlink under the title.	these opportunit	ies are not available to the	public, but r	ather a specific	set of ven	dors - including	g yours -
rmined by the pos	sting agency. To v	iew a particular oppor	e been posted t unity, click the h	o FedConnect. Note that yperlink under the title.	these opportunit	ies are not available to the	public, but n	ather a specific	set of ven	dors - including	g yours -
Search Criteria	sting agency. To v	iew a particular oppor	e been posted t unity, click the h	o FedConnect. Note that hyperlink under the title.	these opportuniti	ies are not available to the	public, but r	ather a specific	set of ven		
rmined by the pos	sting agency. To v	iew a particular oppor	e been posted t unity, click the h	o FedConnect. Note that yperlink under the title.	these opportuniti	es are not available to the	public, but n	ather a specific	set of ven		g yours - Search
Search Criteria	sting agency. To v	iew a particular oppor	e been posted t unity, click the t	o FedConnect. Note that hyperlink under the title.	these opportunit	es are not available to the	public, but n	ather a specific			Search

The My Opportunities Page

The My Opportunities page is just like it sounds—all about the opportunities you are personally involved with. It displays the opportunities you have registered to receive notifications for, or the opportunities where you are a member of the opportunity team.



Navigation Sign in to FedConnect | click **my opportunities** on the menu bar

The following picture illustrates how the My Opportunities page might look. Some details are blurred out for privacy.

	ect.						Home	Videos	Help	My Profile		Compa	ny Profile	Sigr
essage center	all opportunities	directed	d opportunities	s	my	opportuniti	es I	awards						
	Inities where you have regi													
													Searc	h
Search Criteria	Advanced Options		y			Issuing Office	Issue Date	Response D	ue Date	PSC	/ FSC	NAICS	Searc	
∃ Search Criteria Title	Advanced Options		у	1000	11.04	Issuing Office			ue Date 2:00 AM US/Ea:		/ FSC	NAICS		

The Opportunity Page

The Opportunity page comprises three panels. Reading from left to right, they are as follows:

- The left-side panel is pretty static and tells the story about the agency and overview information about the opportunity.
- The center panel is flexible and its story changes according to the status of the opportunity



• The right-side panel somewhat flexible and has some status changes. It adds more detail to the opportunity's story by way of documentation and vendor or applicant information such as response team members and responses.

Illustrations of the Opportunity Page During Different Opportunity Scenarios

In this section, we will cover how the Opportunity page might look in three different scenarios:

- 1. When you have not yet registered for the opportunity
- 2. When you access the opportunity and your company has already registered for it
- 3. When you join the response team for an opportunity

THE OPPORTUNITY PAGE WHEN NOBODY HAS REGISTERED

If you are the first person to review the opportunity for your organization, or no one from your organization has registered yet, the Opportunity page will look similar to the following picture. Descriptions of the elements on the page and information about how it looks in various scenarios are described in more detail following this picture.

FedConn	nect.	Home Videos Help My Profile	Company Profile Sig	gn Out
Opportunity	/: •••••••			
Description	and the second second	This is the opportunity summary page. To the left you will see a description and an overview of this opportunity. To the right you will see a list of the attached documentation. To view any of the attachments, simply click the attachment name. To respond to this opportunity or submit questions, you must first register as an interested party. To register, click the Register to Receive Notifications button below.	Documentation	
Overview Reference number: Issue date: Response due: Set Aside: NAICS:	05/29/2020 05/31/2020 04:00 PM US/Eastern 454112-Electronic Auctions	What do I do now? Register to Receive Notifications Return to Opportunity List	Control Co	
PSC / FSC: Agency: Contracting office:	6910-TRAINING AIDS			
Place of Performanc	-			
Contact: Phone: Fax: Email:	NG Status Record Comparison			
Vendors conference: Location: Details:	e:			
L/OLONS.				



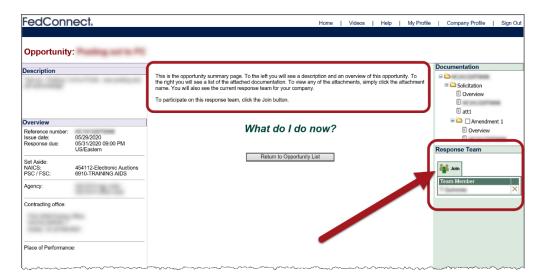
The following table lists what happens in the left, center, and right panels when you open an opportunity that your company has not registered for.

Left Panel	Center Panel	Right Panel
 In this initial scenario, the left panel contains: The Description block, with high-level information about the opportunity The Overview block, with basic agency contact information 	In this first scenario, the center panel contains two buttons: Register to Receive Notifications Return to Opportunity List	 In scenario one, the right panel contains The Documents block The documents that the agency posted with the opportunity

Table 1. Opportunity Page Panels: New Opportunity

THE OPPORTUNITY PAGE IN A REGISTERED OPPORTUNITY, YOU HAVE NOT JOINED THE TEAM

This second scenario illustrates how it might look if someone from your organization has already registered for an opportunity. In this case, the Opportunity page will look similar to the next picture, with new wording, and an addition to the right panel.





The following table lists what happens in the left, center, and right panels when you open an opportunity that your organization has already registered for, but you have not yet joined the response team.

Left Panel	Center Panel	Right Panel
Even in this second scenario, the left panel still contains: • The Description block • The Overview block	In this second scenario, the center panel contains:A different message	In scenario two, the right panel contains everything from the first time, but also: • The Response Team block • The Join button

Table 2. Opportunity Page Panels: Registered Opportunity

THE OPPORTUNITY PAGE IN A REGISTERED OPPORTUNITY WHEN YOU ARE A TEAM MEMBER

In this third scenario, your organization has registered for the opportunity, and you have become a member of the response team. The most obvious addition to the center panel is an abbreviated version of the Message Center. And what's great about it is that the center panel really becomes a little online business communication hub for you, your organization, and the agency that posted the opportunity.

The following picture illustrates how the Opportunity page might look in this third scenario.

FedConnect.	Home Videos Help My Profile	e Company Profile Sign Out
Opportunity:		
Description		Documentation
Description	Inbox Message Center To send a secure message or question to the contracting office, click New Message. You will receive an email	Contraction Contr
Overview	notification once a reply is posted here.	🖃 🦳 Amendment 1
Overview O5/29/2020 Issue date: 05/29/2020 Response due: 05/31/2020 04:00 PM US/Eastern US/Eastern	DO NOT submit prioing or solicitation attachments through the Message Center. Search Criteria <u>Advanced Options</u> From Search	Overview Responses
Set Aside: NAICS: 454112-Electronic Auctions PSC / FSC: 6910-TRAINING AIDS Agency:	Drafts No messages found.	Create Submit No Response
Contracting office:	Cottoor Sent	Response tram
Place of Performance:	Return to Opportunity List	Team Memb
Contact: Phone: Fax: Email:		
Vendors conference:		
Location:		
Details:		



The following table lists what happens in the left, center, and right panels when you open a registered opportunity, and you are a member of the response team.

Left Panel	Center Panel	Right Panel
Still no change in the third scenario, the left panel still contains: • The Description	 In this third scenario, the center panel contains: A mini version of the Message Center 	In scenario three, the right panel contains everything from the first two, but also:
blockThe Overview block	message center	 The Responses block The Create button

Table 3. Opportunity Page Panels: Response Team Member

Opportunities in Action

There are several actions you can take on opportunities. In brief, these actions include such things as:

- Reviewing and registering interest in an opportunity (this differs from registering as a user)
- Joining or removing yourself from a response team
- Creating and submitting a response
- Creating a "no bid" response

Reviewing and Registering for an Opportunity

When you find an opportunity in the list that you want to review, click its link in the *Title* column.



Navigation

Sign in to FedConnect | click **all opportunities** -OR- **directed opportunities** on the menu bar | click an opportunity title in the *Title* column

The following picture illustrates a Software Management solicitation amendment link in the *Title* column.

dConnect	•				Home He	ilp N	My Profile	Compa	ny Profile S	Sigr
ssage center	all opportuniti	es directed opportunities	my opportunities	awards						
	public opportunities that m	neet the criteria you have specified in your use	er profile. To view a pa	rticular opportunit	y, click the hyperli	nk under ti	he title. For n	nore details	on using this	
e, dick Help.										
Search Criteria	Advanced Options									
777.41	1									
Title 🗸									Search	
	Type	Agency	Issuing Office	Issue Date	Response D	ue Date	PSC / FSC	NAICS	Search Reference Number	
itle		Agency	Issuing Office	Issue Date	Response D 05/28/2020 1 US/Eastern			NAICS	Reference	
itle	Type Amendment to	Agency	Issuing Office	Issue Date	05/28/2020 1	1:00 PM		NAICS	Reference	
itle	Fype Amendment to Solicitation	Agency	Issuing Office	Issue Date	05/28/2020 1 US/Eastern 06/06/2020 1	1:00 PM 2:30 PM		NAICS	Reference	
Title Vitte	Type Amendment to Solicitation Funding Opportunity	Agency	Issuing Office	Issue Date	05/28/2020 1 US/Eastern 06/06/2020 1: US/Eastern 05/21/2020 0:	1:00 PM 2:30 PM 3:06 AM		NAICS	Reference	

After you click an opportunity title link in the *Title* column, the Opportunity page displays. This is where you can register interest in opportunities. If you register interest in an opportunity that means you will be kept up to date on it and can respond to it.



Any user who registers interest or who joins a response team receives updates on opportunities and can respond to them. The difference is that when you register, you are doing so on behalf of your organization. This happens only once. When you join a response team, you do so in your own interest.



Navigation

Sign in to FedConnect | click **all opportunities** -OR- **directed opportunities** on the menu bar | click an opportunity title in the *Title* column | click **Register to Receive Notifications**

FedConn	iect.	Home Help My Profile	Company Profile Sign Out
Opportunity	has been	w 8.2	
Description	12	This is the opportunity summary page. To the left you will see a description and an overview of this opportunity. To the right you will see a list of the attached documentation. To view any of the attachments, simply click the attachment name. To respond to this opportunity or submit questions, you must first register as an interested party. To register, click the	Documentation
Overview Reference number: Issue date: Response due:	05/18/2020 05/18/2020 12:00 PM US/Eastern	Register to Receive Notifications button below. What do I do now?	 Overview Amendment 2 Overview
Set Aside: NAICS: PSC / FSC:	CORE ALCOLUMN	Register to Receive Notifications Return to Opportunity List	

After you click **Register to Receive Notifications**, the Message Center, the Responses block, and the Response Team block all display on the Opportunity page.

Joining or Removing Yourself from a Response Team

If someone from your organization has already registered, and if you want to receive updates or to respond too, then all you need to do is join the response team. And joining a response team is really simple! Once you're on the Opportunity page, all you have to do is click **Join** in the Response Team block.





Sign in to FedConnect | click **all opportunities** -OR- **directed opportunities** on the menu bar | click an opportunity title in the *Title* column | click **Join**

FedConr	nect.	Home Help My Profile	Company Profile Sign Out
Opportunity			
Description Overview		This is the opportunity summary page. To the left you will see a description and an overview of this opportunity. To the right you will see a list of the attached documentation. To view any of the attachments, simply click the attachment name. You will also see the current response team for your company. To participate on this response team, click the Join button.	Documentation
Reference number: Issue date: Response due:	05/15/2020 06/15/2020 05:00 PM US/Eastern	What do I do now?	Response Team
Set Aside: NAICS: PSC / FSC:	NA CONTRACTOR OTHER DECIMAL CONTRACT	Return to Opportunity List	× ×

Once you click **Join**, your name displays in the Team Member list in the Response Team block.

WANT TO REMOVE YOURSELF FROM THE RESPONSE TEAM?

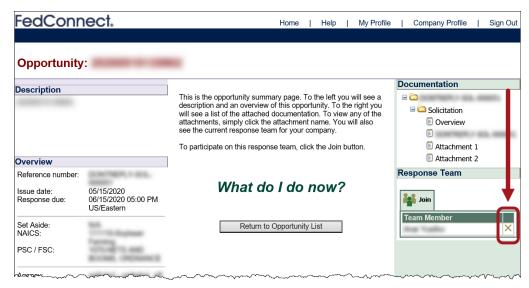
To remove yourself (or anyone else, for that matter) from a response team, just look for the little capital letter **X** that displays in the far-right column of the Team Member table in the Response Team block on the Opportunity page. At the prompt, click **OK** to continue.



Navigation

Sign in to FedConnect | click **my opportunities** -OR- **directed opportunities** on the menu bar | click an opportunity title in the *Title* column | click **X**





At the prompt, click **OK** to continue.

Don't panic if you accidentally delete the wrong user. (Hey. It can happen!) Nothing prevents the user from going back into the opportunity and clicking Join to rejoin the response team.

ACKNOWLEDGING AMENDMENTS (OR MODIFICATIONS)

If the agency issues an amendment to an opportunity, it displays in the Documentation block on the Opportunity page (this also applies to modifications that might display in the Documentation block on the Award page). To acknowledge that you received the amendment, select the checkbox next to it and click **Acknowledge**.

The following picture illustrates how to acknowledge updated documentation from the agency.

FedConnect.	Home Help My Profile Company Profile Sign Ou
Opportunity:	to providing to Proper
Description	Documentation
Charles and the second	Inbox New documents have arrived. Please actional/digre receipt by checking the checking and checking the checking the checking and checking the checking the checking and checking the che
Overview	notification once a reply is posted here. DO NOT submit pricing or solicitation attachments through the Message Center.
Reference number: Issue date: 06/05/2020 Response due: 06/10/2020 04:00 PM US/Eastern Set Aside: NAICS: PSC / FSC: Agency: Contracting office:	DU NOI submit prinding or solicitation attachments through the Message Carter.
Place of Performance:	Sert Set Set Set Set Set Set Set Set Set Se



Creating and Submitting a Response

Whether you submit a proposal for financial assistance or a grant, or you submit a quote or proposal, FedConnect provides a way to prepare and securely transmit that information directly to the government. FedConnect includes six pages that you can use to create and submit a response for an opportunity. These are the page titles:

- Cover Page
- Pricing
- Attachments
- Cost Sensitive Attachments
- Summary
- Complete

<u>Important</u>! The recommended file size limit of files you can send in FedConnect is 25 MB per individual file, or 100 MB per response or message.



Example

For example, a user cannot submit a response that contains an attachment 40 MB in size, however they can submit a response that contains two attachments each at 20 MB in size. In addition, the user would not be able to submit a response that contains 6 attachments each at 20MB in size, as that would exceed the 100 MB submission limit.

Recording Cover Page Information

Use the Cover Page page to enter your organization's key contact information. To speed the process along, FedConnect prefills these fields with data from your company profile.



Navigation

Sign in to FedConnect | click an opportunities tab | click an opportunity title | click **Create** or click a response link in the *Description* column in the Responses block to open an existing response



The following picture illustrates the **Create** button and a response link in the *Description* column in the Responses block on the right panel on the Opportunity page.

FedConn Opportunity		Home Help My Profile Company Profil	e Sign Ou
Description	6.	Drafts Documentation	
Overview Reference number: Issue date:	10/10/2019	Message Center To send a secure message or question to the contracting office, click New Message. You will receive an email notification once a reply is posted here. Description S atus Date As Solicited R ceived 06/08/2020 History C	Copy Withdraw
Issue date: Response due: 	10/10/2019 05/27/2020 12:00 PM US/Eastern		
NAICS: PSC / FSC:	tion des attents (1. attent attents (1. attent) att	Drafts New No messages found.	×

A NOTE ABOUT PREVIOUSLY SUBMITTED RESPONSES

Responses already submitted and responses that you exited before submitting display in the Responses block.

Depending upon the type of opportunity, you might be able to submit more than one response. For example, an opportunity might allow for a primary and an alternate response. All of those responses are created and managed in the Responses block on the Opportunity page.

The following list explains the features in the table in the Responses block:

- **Description**—FedConnect automatically defaults the description to "As Solicited." Can be edited on the Cover Page when you create or edit a response.
- Status—The response's current status (Submitted, Received, etc.)
- **Date**—The status date. For instance, if the status is Received, the date column displays the date the government agency received the response.
- **History**—Click to see the response's audit history (who accessed it, edited it, submitted it, etc.)
- **Copy**—To make a copy of the response and use it to create a new response for this opportunity, click **Copy**.
- Withdraw—Click to tell the agency that you want to withdraw the response. Depending upon the rules of the competition, the agency will let you know whether your withdrawal request is granted.

Adding Pricing Information

Use the Pricing page to enter pricing for line items. This is most frequently used for simple requests for quotes. The Pricing page does not always display as it is dependent upon the agency posting of the opportunity.





Sign in to FedConnect | click an **opportunities** tab | click an opportunity title | create or open a response | click **Pricing**

The following picture illustrates the Pricing page.

FedConne	Home Help My Profile Company Profile Sign	n Out
	pricing attachments cost sensitive attachments summary complete	
Add Item		
Item:	0001	
Description:		
Award type:	Fixed Price V	
Quantity:		
Unit of issue:		
Unit price:		
Amount:		
1 <u>2</u>		-
Previous Continu	ue Return to Opportunity Summary	

Adding Attachments

If you want to include any attachments <u>other than cost-sensitive attachments</u> with the response, add them on the Attachments page.



Navigation

Sign in to FedConnect | click an **opportunities** tab | click an opportunity title | create or open a response | click **Attachments**



The following picture illustrates the Attachments page.

	Home	Help My Profile Compan	y Profile Sign
over page pricing	attachments cost sensitive a	ttachments summary	complete
or direction on what docume gency point of contact via the	be submitted as part of your official response and will be r ntation should be provided as a part of your response, ple e Message Center. size is 25 MB or less with a total size for all attachments c	ase refer to the opportunity posting or n	
] Attach File		л	
]) Attach File Title	File Name	,	
	File Name Attachment 1.docx	" Details	×

Adding Cost Sensitive Attachments

Use the Cost Sensitive Attachments page to fulfill government agency requests for pricing or other cost-type data when they want you to include it separately from your primary proposal.



Sign in to FedConnect | click an **opportunities** tab | click an opportunity title | create or open a response | click **Cost Sensitive Attachments**

The following picture illustrates the Cost Sensitive Attachments page.

FedConnect.	Home	Help My Profile	Company Profile	Sign Out
cover page pricing attachmer	nts cost sensitiv	ve attachments	summary c	complete
Documents attached here will be identified as cost a attachments may only be viewed by members of the		from the remaining portions of	f your proposal. Cost sensitive	Э
(The total file size for all attachments cannot exceed	d 12MB.)			
(]) Attach File				
Title	File Name			
Cost Sensitive	Attachment 2.docx		Details ×	
Previous Continue Return to Oppo	rtunity Summany			
Previous Continue Return to Oppor	rtunity Summary			



Reviewing the Summary

Use the Summary page to get an overall look at what you are about to transmit to the government. You can quickly review or print the summary from this page.



Navigation

Sign in to FedConnect | click an **opportunities** tab | click an opportunity title | create or open a response | click **Summary**

The following picture illustrates the Summary page.

edConnect.		Home Help	My Profile Co	ompany Profile Sign O
cover page pricing	attachments cost se	nsitive attachments	summary	complete
E Print				
Reference Number:				
Cover Page				
Description: As Solicited				
Company name: DUNS:				
Mailing address:				
City:				
State:				
Postal code:				
Country:				
Contact:				
Phone:				
Fax:				
Email:				
Items				
Item number:				
Description:				
Award type:				
Quantity:				
Unit of issue:				
Unit price:				
Amount:				
Item number:				
Description:				
Award type:				
Quantity:				
Unit of issue:				
Option Line Items				
There are currently no option line ite	ems.			
Attachments				
Title	File Name	Created By	Last Upd	lated By
Attachment	Attachment 1.docx	the second second		1.1
Cost Sensitive Attachments				
Title	File Name	Created By	Last Upd	lated By
Cost Sensitive	Attachment 2.docx	and the second second		10 Table 1
Complete				
Offer valid days:				60



Completing and Submitting the Response

The Complete page is where you actually submit the response to the government agency. This sends the response along with any attachments you added.



Navigation

Sign in to FedConnect | click an **opportunities** tab | click an opportunity title | create or open a response | click **Complete**

The following picture illustrates the Complete page.

FedConne	ect.				Hom	ə	Help	My Profile	I	Company Profile	Sign Out
cover page	pricing	attachments		cost sen	sitive atta	:hme	nts	summary		complete	
 This is the final ste To review or main If the response 	ake changes, cli		·			e pag	es.				
Offer valid for (da	/s):[60										
	sponse to Agend			Cancel							

Before you submit the response, be sure to make an entry in the *Offer valid for (days)* field. By default, **60** automatically displays in this field, but you can edit it.

You must also make sure you've included an attachment that contains the signature of someone who can contractually bind your organization.

When you are sure everything is ready, click Submit Response to Agency.

Response Confirmation

When you click **Submit Response to Agency**, FedConnect records the date and time of the submission and displays the Confirmation page with the date and timestamp.



Navigation

Sign in to FedConnect | click an **opportunities** tab | click an opportunity title | create or open a response | click **Complete** | click **Submit Response to Agency**



The following picture illustrates the Confirmation page.

	ect.			Home	e Hel	p	My Profile	I	Com	oany Profile	Sig	in Oi
over page	pricing	attachments	I	cost sensitive a	ttachment	s	summa	ry	I	confir	matio	on
Print Your response ha												
		records.										
Confirmation Num	iber:											
Confirmation Num	ber: 6/9/2020 7:3 Queued. Aw		-up.									
Confirmation Num Sent: Status:	lber: 6/9/2020 7:3 Queued. Aw ncy:	32:11 AM	-up.									

In the previous picture, the submission's status is "Queued. Awaiting agency pick-up." This status means that FedConnect is waiting for the government agency's system to pick it up. This can be minutes or hours—it depends on the agency's system configuration.

Regardless of when the agency picks up your response, the date and timestamp that they see as the submitted date and time is the actual date and time when you clicked **Submit Response to Agency**. It displays on the Confirmation page in the *Sent* field.

Click the **Print** icon if you want to print a copy of the confirmation for your records.

Submitting "No Bid" Responses

In the event that you should want to submit a "no response," like a "no bid" type of response, FedConnect has you covered for that scenario, too.



Navigation

Sign in to FedConnect | click an **opportunities** tab | click an opportunity title | create or open a response | click **No Bid Response**



The following picture illustrates the location of the **Submit No Response** button on the Opportunity page.

edConnect.	Home Help My Profi	le Company Profile Sign Ou
Opportunity:	-	
escription		Documentation
scription	Inbox	Collicitation Solicitation
	Message Center	Cverview
< >	To send a secure message or question to the contracting office, click New Message. You will receive an email notification once a reply is posted here.	Attachment 1 Attachment 2
Reference number: ssue date: Response due:	DO NOT submit pricing or solicitation attachments through the Message Center. Search Criteria Advanced Options Intox From Search Search	Responses
iet Aside: IAICS: 'SC / FSC:	Drafts	No responses found.
gency:		
Contracting office:	Outbox	
		Response Team

When you click **Submit No Response**, the Complete page displays, just like it does when you submit a full response, but this time the message differs slightly, as illustrated in the following picture.

FedConnect.	Home	I	Help	I	My Profile	I	Company Profile	I	Sign Out
complete									
This is the final step in the response process.									
 If the response is ready for submission, click Submit R To review or make changes, click Previous to step bac 				e pa	ges.				
Submit Response to Agency									
Return to Opportunity Summary									



To finalize the process, click **Submit Response to Agency**. A final version of the Complete page displays with date and timestamp, and you can print a copy of the page for your records—all of this is illustrated in the following picture.

FedConned	ct.	Home	Ι	Help	My Profile	I	Company Profile	I	Sign Out
complete									
E Print									
	een successfully submitted. age for your records.								
Confirmation Number:	111110000000000000000000000000000000000								
Sent:	6/9/2020 11:22:45 AM								
Status: Picked up by Agency:	Queued. Awaiting agency pick-up.								
Submitted by:	10-10-1-10-00								
Return to Opport	unity Summary								

<u>Important</u>! The only time you can submit a "no bid" response is when your company or organization has not yet submitted a response.

In fact, the **Submit No Response** button does not even display on the Opportunity page if someone has already responded to an opportunity. Furthermore, even if someone submitted a response and then it was withdrawn, you still cannot then go back in and submit a no bid response.

On the flip side of that, however, you can submit a no bid response, and then withdraw it. In this case, FedConnect sends a withdraw requested email to the agency. Once you have withdrawn the no bid response, you can then submit a regular response. Keep in mind that all of these transactions are recorded in FedConnect and that all parties involved will have a full audit trail.

Receiving an Award

Government agencies can deliver awards to your organization via FedConnect[®]. Awards can include government contracts, grants, or other forms of financial assistance. The Awards page displays a list of all of the awards to your organization that were delivered by an agency via FedConnect. Even though an award displays in the list, that doesn't necessarily mean you are on the award team. Awards in FedConnect have a team concept similar to response teams; you must intentionally join the team.



Navigation

Sign in to FedConnect | click awards on the menu bar

The following picture illustrates how the Awards page might look. Some details are blurred out for privacy.

	inect.			Home	Videos Help My	Profile Con	npany Profile
sage cente	r all opportunities di	irected opportunities my opp	portunities	awards			
		particular award, click the hyperlink unde	er the title. For more d	etails on using this pa	ge, click Help.		
is a list of a Search Cr Title		particular award, click the hyperlink unde	er the title. For more d	etails on using this pa	ge, click Help.		Search
Search Cr Title	iteria Advanced Options	particular award, click the hyperlink unde	er the title. For more de	etails on using this pa	ge, click Help. Modification Number	PSC / FSC	Search NAICS Auctio
Search Cr	teria Advanced Options					PSC / FSC	

From the Awards page, click a link in the *Title* column and the Award page displays with all the specific details of the award.

FedConr	nect.	Home Help My Prot	file Company Profile Sign Out
Award:	report Standard	Benton Program	
Description	198.	What do I do now? This is the award summary page. To the fifty you will see a description and an overview of this award. To the right you will see a list of the attached documentation. To view any of the attachments, simply click the attachment name. You will also see the current award team for your company. To participate on this award team, click the Join button.	Documentation
Overview			Join
Post date:	05/28/2020	Return to Award List	Team Member
NAICS: PSC / FSC:	1100		×
Award date: Award / Order Num	05/28/2020 nber:		
Agency:	101003-001020		
Issuing office:			
Contact name: Phone: Fax: Email:			



Illustrations of the Award Page in Different Scenarios

In this section, we will cover how the Award page might look in two different scenarios:

- 1. When you have not yet joined the award team
- 2. When you are a member of the award team

THE AWARD PAGE WHEN YOU HAVE NOT JOINED THE TEAM

This first scenario illustrates how it might look when you open an award, but you have not yet joined the team. In this case, the Award page will look similar to the next picture, with new wording, and an addition to the right panel.

Description	What do I do now?	Documentation
Description	What do I do now?	
	This is the award summary page. To the left you will see a description and an overview of this award. To the right you will see a list of the attached documentation. To view any of the attachments, simply click the attachment name. You will also see the current award team for your company.	BASE
	To participate on this award team, click the Join button.	Award Team
Dverview		ion 🎥
Post date: 05/28/2020	Return to Award List	Team Member
NAICS: PSC / FSC:		1 damanan
Award date: 05/28/2020 Award / Order Number:		
Agency:		
Issuing office:		
The same disc is the		
tions of strength of the		
Contact name:		
Phone:		
Fax: Email:		

The following table lists what happens in the left, center, and right panels when you open an award, but you have not yet joined the award team.

Left Panel	Center Panel	Right Panel
 In this first scenario, the left panel contains: The Description block The Overview block 	 In this first scenario, the center panel contains: A "What Do I Do Now?" message 	 In scenario one, the right panel contains: The Documentation block The Award Team block The Join button

Table 4. Award Page P	Panels: Not An Award	Team Member
-----------------------	----------------------	-------------

THE AWARD PAGE WHEN YOU ARE A TEAM MEMBER

In this second scenario you have become a member of the award team. Like the Opportunity page, the condensed Message Center displays in the center panel so that you, your organization, and the agency can communicate about the award.



The following picture illustrates how the Award page might look in this second scenario.

Description	Inbox	Documentation
	Message Center To send a secure message or question to the contracting office, click New Message. You will receive an email notification once a reply is posted here. DO NOT submit pricing or solicitation attachments through the Message Center. CRM B search Cirtication	🖃 🧰 BASE
Overview	Search Criteria Advanced Options From Search	Team Member
Post date: 05/28/2020		
NAICS: PSC / FSC:	Image: Transfer and the second seco	
Award date: 05/28/2020 Award / Order Number:	05/28/2020 02.27 PM NO	<u>n</u>
Agency:	≓ m Sert	^
Issuing office:		
Fild saving offse for 2468 antibase 1 Evalue, 11.2018/4001		
Contact name: Phone:	-	

The following table lists what happens in the left, center, and right panels when you open an award, and you are a member of the award team.

Left Panel	Center Panel	Right Panel
No change—the left panel still contains: • The Description block • The Overview block	 In this second scenario, the center panel contains: A mini version of the Message Center 	 In scenario two, the right panel contains: The Documentation block The Award Team block Because you are already a member, it does NOT display: The Join button

Table 5. Award Page Panels: Award Team Member

Sending/Receiving Messages

When you review an opportunity, work on a response, or manage an award, you might have questions or need to discuss something with the agency. In the FedConnect Message Center, you can do just that! We've mentioned in a couple of places in this document that there are two versions of the Message Center: the full version you see when you sign in to FedConnect, and the condensed or abbreviated version you see on the Opportunity page and the Award page (it offers a more focused view of the Message Center). Either way, most of the concepts for using the Message Center are the same, and in the following text any substantial differences will be called out.

The FedConnect Message Center works much like a standard email program where you can create a new message, reply to messages, add attachments, etc.

FedConnect's Message Center has three benefits over a traditional email system: all transactions are <u>secure</u>, <u>recorded</u> in the system, and automatically <u>associated</u> with their related opportunity or award. Those are benefits that all parties involved can count on!

The main Message Center displays a compilation of all messages, both those directed to your company or organization and those sent publicly. When you open an opportunity or award to view the details, the condensed version of the Message Center displays only the communication sent or received for that specific document.

Another standout feature in the main Message Center is that you have delete option (the X on the far-right side of the list of messages—there is one for each message), which makes the list more manageable and makes it easier to find things. Messages you delete from the main Message Center are not actually deleted from the document record—they just don't display in the main Message Center anymore. You can still see them when you view the summary of their related opportunity or award.

To restore a deleted message, go to the Deleted folder, select the message and click the button that looks a little bit like a recycling symbol (two arrows turning as if in a continuous circle). When you hover your mouse over it, the label is "**Click to undelete message**." When you click that button, the message is returned to the folder you originally deleted it from. The only exceptions are draft messages that have not yet been sent—they are permanently removed from FedConnect.



The full Message Center looks something like this:

	age center all opportunities	directed opportunities my opportunitie	es awards					
oox	Search Criteria Advanced Options	1						
box	Document V	•				Sea	irch	
	🖂 🕘 From	Representative Subject		Document	Received	Public		
afts		Sortha Tromporur III. Judget Late. Test		224		NO	+ 1	
dibox		Non Price 19, Jakier, patient		1000	C-4240.54	YES	÷ 1	
ent	Message Reply				1			-
Ì								
leted								

The focused version of the Message Center looks something like this:

Opportunity: Description Inbox Overview Inbox Reference number: Insuré date: Issue date: 07/15/2020 Response date: Point VAICS: NA Soft Aside: NA PSC / FSC: Adapte Onnards PSC / FSC: NA Agency: Interview	FedConne	ect.				Hor	me \	/ideos	Help	My Profile		Company Profile	Sig	gn Out
Description Inbox Overview Inbox Reference number: 07/15/2020 Response due: 07/15/2020 Variable: 07/15/2020 Response due: 07/15/2020 Set Asido: N/A Set Asido: N/A Set Asido: N/A Agency: Image for the set of the set o	Opportunity:	ferment MR. 1	-											
Overview Inbox © Solicitation Overview To send a secure message or question to the centracting office, cick New Message. You will conview © Verview Response due: 07/15/2020 E Secure Criteria Advanced Cellons Sol Acido: N/A Secure Criteria Advanced Cellons Sol Acido: N/A From V Search Criteria Sol Acido: N/A From V Search Criteria Advanced Cellons From V Search Criteria Search Criteria Sol Acido: N/A From V Search Criteria NNCS: No messages found. From V Search Criteria Agency: Contrast No messages found. Team Member	and the second sec													
Overview Incode an email notification once a rebyle posted here. Form Incode a rebyle posted here. Incode a rebyle posted here. Incode a rebyle posted here. Reference number: Issue daire. 07115/2020 Incode a rebyle posted here. Incode a rebyle posted a rebyle posted here. Incode a rebyle posted a rebyle posted a re			Messa To send a	secure message or que	estion to the contracting	office, click New Mess	age. You v	vill	6	0verview				
Reference number: Insue date: 07/15/2020 Image: Contential Advanced Octions Image: Contential Advanced Octions See Addr: N/A USE Basic From Image: Contential Advanced Octions Image: Contential Advanced Octions Set Addr: N/A NA Image: Contential Advanced Octions Image: Contential Advanced Octions Set Addr: N/A Image: Contential Advanced Octions Image: Contential Advanced Octions NAICS: N/A Image: Contential Advanced Octions Image: Contential Advanced Octions Adstr: No Image: Contential Advanced Octions Image: Contential Advanced Octions Adstr: No Image: Contential Advanced Octions Image: Contential Advanced Octions Adstr: No Image: Contential Advanced Octions Image: Contential Advanced Octions Adstr: No Image: Contential Advanced Octions Image: Contential Advanced Octions Agency: Image: Contential Advanced Octions Image: Contential Advanced Octions Image: Contential Advanced Octions Agency: Image: Contential Advanced Octions Image: Contential Advanced Octions Image: Contential Advanced Octions Agency: Image: Contential Advanced Octions Image: Contential Advanced Octions Image: Contential Advanced Octions Agency: Image: Contential Advanced Octions Image: Co	Overview		receive an	email notification once	a reply is posted here.									
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Managing Your Account

Managing your FedConnect account comprises managing:

- Your company profile (limited to your organization's FedConnect administrator)
- Your user profile (all FedConnect users)

Each one is described in more detail in the following pages.

Company Profile

If you are the FedConnect administrator for your organization, you have access to each of the following parts of the company profile:

- Read-only key company information (UEI, CAGE, notification method, etc.)
- Searchable list of users, both active and inactive
- Read-only company address and key contact information
- Read-only list of PSC/FSC codes that interest your company
- Read-only list of NAICS codes that interest your company

The address and codes are automatically downloaded from SAM when your company account is created in FedConnect—once created, all of that information must be edited via the SAM website. Changes in SAM can be updated in FedConnect if your FedConnect administrator clicks the **Update Company from SAM** button on the Company Info page.



Navigation

Sign in to FedConnect | click Company Profile on the system toolbar

The following picture illustrates the Company Info page.

FedConnect.	
Unison Software, Inc. — Christoph	er Orem
company info users addres	s psc/fsc naics
Unison Software, Inc.	
UEI SAM:	WK4KLC4ZBNF8
DUNS:	130698921
Electronic Funds Transfer (EFT) Indicator	
CAGE:	0CAZ6
Update company info:	Update Company from SAM 2
FedConnect® sends information about op	portunities, award notices, and alerts to your organization. Please select how you would like to receive these.
Notification Method:	Individual User Email Addresses
Continue Return to Message Center	
© 2023 Unison Software, Inc. All rights reserved.	Terms of Service and Use



To navigate to the other areas of the company profile, click the tabs on the menu bar, or click **Continue** at the bottom of the page.

My Profile

In FedConnect[®], My Profile is your personal profile. It is where you maintain information such as your name, how it displays or prints, and the types of notifications you would like to receive from FedConnect. It is also where you go to change your password.

The email address listed in your personal profile is your FedConnect user ID, and its where FedConnect sends send email alerts for opportunities, awards, etc.



Navigation

Sign in to FedConnect | click My Profile on the system toolbar

The following picture illustrates the User Info page.

FedConnect.	Home	T	Help	T	My Profile	T	Company Profile	1	Sign Out
user info notifications									
Sector Sector									
First name: *									
Middle initial:									
Last name: *									
Display name (First,Last) : *									
Display name (Last,First) : *									
Email: *									
Title :									
Office Phone :									
Extension :									
CellPhone :									
Password: Change Password									
Continue Return to Message Center							*	Requi	red Field

Click the **Notifications** tab to configure the types of notifications you want FedConnect to send to you via email. You can control this by filtering to only the NAICS and agencies where you have interest. This is a personal setting and does not affect others in your organization.

In Closing

We at Unison sincerely hope that by using FedConnect, your organization is met with success, and that by bridging the gap between you and the federal opportunities that exist, we have somehow helped your organization flourish.

Unison's FedConnect application is a web portal that bridges the gap between government agencies and their vendor and grants applicant communities to streamline the process of doing business with government. Through this portal you can review opportunities and receive awards. You and your team will also have an open channel of communication with the government that is both secure and auditable.

However, this differs from Unison Marketplace, which is an all-encompassing online acquisition platform that assists in the purchasing the goods and services needed to fulfill procurement requirements for the Federal government. Unison Marketplace enables small and large companies to easily bid, win, and manage contracts.

If you are looking for assistance with Unison Marketplace or your Unison Marketplace account, please navigate to the following URL and our Marketplace Support team can help with your request:

https://marketplace.unisonglobal.com/