ePM Quick Reference Guide #123
External ePM User Recertification

WHAT IS USER ACCESS & CERTIFICATION?

The User Access and Certification (UAC) Tool is a web-based application that is used to facilitate ePM's annual recertification requirement. The tool allows external ePM users to certify that they still need access to ePM and to accept the GSA Rules of Behavior.

Email notifications will be sent from epmsupport@gsa.gov when the recertification period has started and periodically throughout the recertification period. If recertification is not completed by the recertification end date, users will lose their access to ePM and lose access to the programs and projects.

Additionally, the UAC Tool can be used to update contact information at any time.

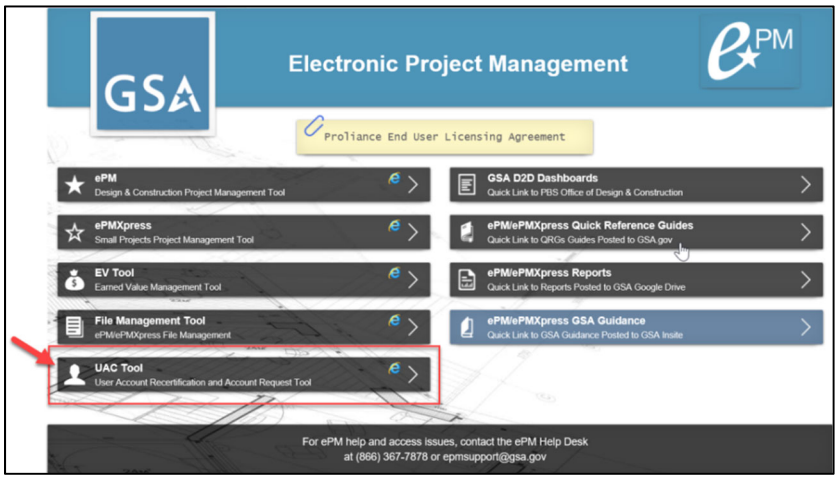
If you no longer need access to ePM, please notify epmsupport@gsa.gov.

WHO WILL USE THIS?

- All external ePM Users

EXTERNAL EPM USER ACCESS & CERTIFICATION

1. Launch the UAC Tool from the ePM Portal.



2. Verify your contact information. The information displayed is from the ePM address book.

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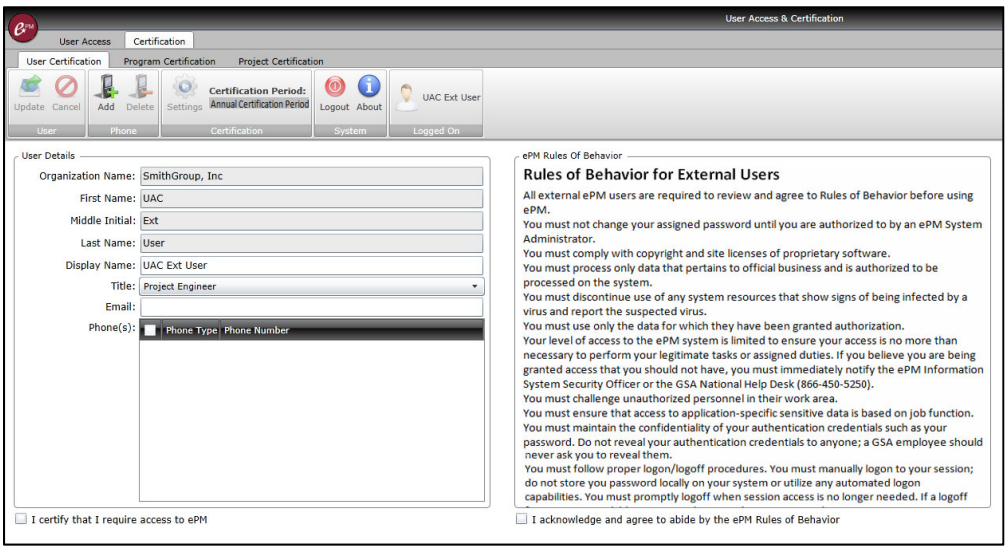
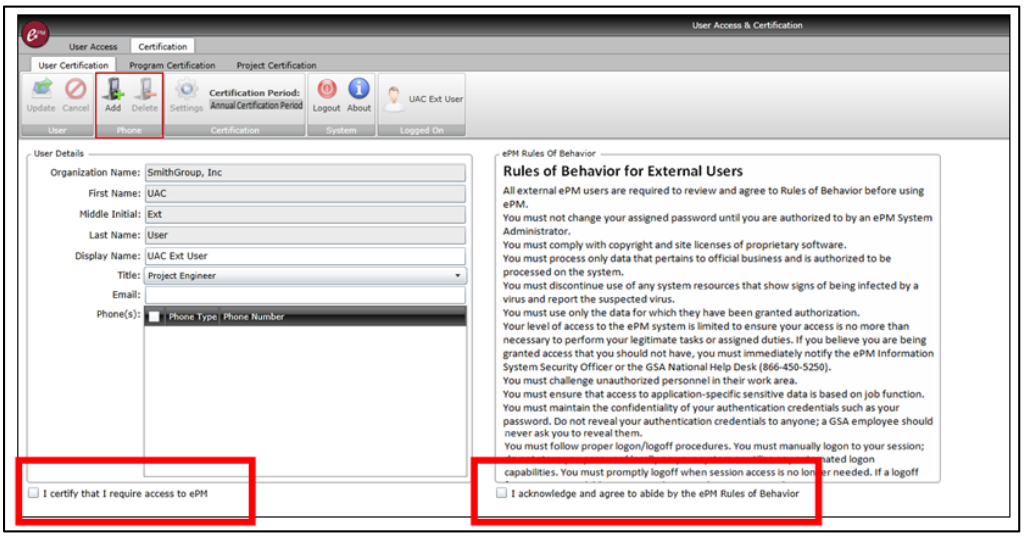
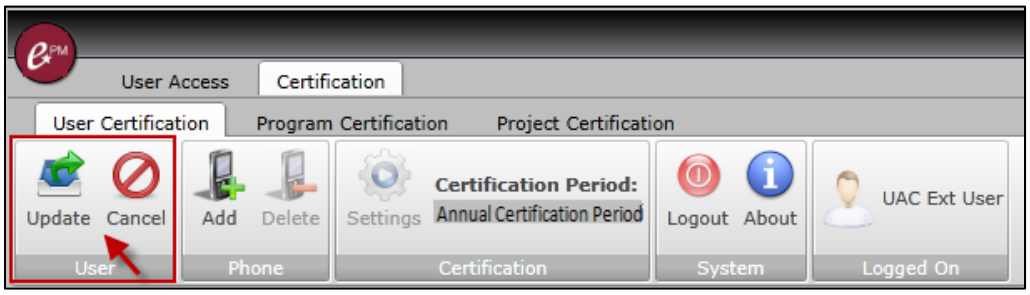
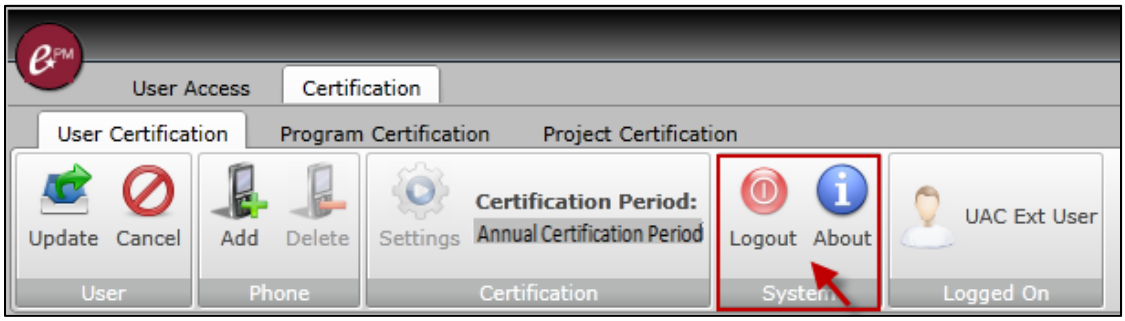


- The following fields are read-only:
  - Organization Name
  - First Name
  - Middle Name
  - Last Name
- If any of the information above is incorrect, please contact your local ePM Regional System Administrator.
- The following fields can be updated if necessary:
  - Display Name
  - Title (select from the dropdown list)
  - Email Address
  - Telephone Number (to add or remove a telephone number use the buttons in the toolbar)



3. Put a check mark in the box in front of “I certify that I require access to ePM.”
4. Put a check mark in the box in front of “I acknowledge and agree to abide by the ePM Rules of Behavior.”
5. To save, click ‘Update’ in the toolbar.



A confirmation window opens stating that the account has been recertified successfully.

6. Click ‘Logout’ in the toolbar.