



## ASSIST TRAINING

# HELP DOCUMENTATION

## How Do I Register a Contractor?

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### Overview

The Contractor User Registration page enables users to register a new Contractor User and associate the person to one or more Contractor Companies. After the initial registration process, Contractor User information may be accessed and updated by the user.

### Navigation

Click the Register tab, select Contractor. The Contractor company search page displays. Search for the users' company, find the company name in the section called "Register a User to a company registered in ASSIST", click the Company name. If the username does not display, the user needs registered.

## Option 2:

Click on Registration and select 'Register a New Contractor' on the drop-down. To register a new user, click Register. Contractor User Registration page displays.

## Step 1. The 'Complete the Contractor Information

Complete the information. This section enables you to enter information about the contractor user account.

**Username** – Enter a user name up to 70 characters long. You may use letters and numbers, but no spaces. This is the username that is used for logging into ASSIST. It must be unique in the system. If you enter a username that is already in use, a message will alert you to enter a new username. Once you save this form for the first time, this field may not be changed without help from the AASBS Helpdesk.

**First Name** – Enter the user's first name. The first name entered during the search step will be

populated in the field and may be edited on this form. Once you save this form for the first time, this field may not be changed without help from the AASBS Helpdesk.

M.I. – Enter the user's middle initial. This is not a required field. Once you save this form for the first time, this field may not be changed without help from the AASBS Helpdesk.

Last Name – Enter the user's last name. The last name entered during the search step will be populated in the field and may be edited on this form. Once you save this form for the first time, this field may not be changed without help from the AASBS Helpdesk.

Email Address - Enter the user's work email address.

Password - Password must contain at least 16 characters and no more than 30 characters. The password must include at least one upper-case letter, lower case letter, number, and special characters except for comma (,) or period (.). This is the password that this user will use for logging into ASSIST.

Confirm Password - Re-enter the same password as above.

Office Phone - Enter the user's work phone number and extension, if applicable.

Office Fax - Enter the user's work fax number. The office fax number is a required field because of an external system requirement. If you do not have a fax number, enter 111-111-1111.

Address Line 1 - Enter the user's work place street address, line 1, i.e. 123 Main Street.

Address Line 2 - Enter the user's work place street address, line 2, i.e. Suite 101.

City - Enter the user's work place city.

State/Province - Select the user's work place state or province.

Zip/Postal Code - Enter the user's work place zip or postal code.

Country - Select the user's work place country.

The screenshot shows the 'Contractor User Registration' page on the GSA ASSIST website. The page has a blue header with the GSA ASSIST logo and a navigation bar with links: HOME, ACQUISITION, FUNDING, FINANCE, REPORTS, REGISTRATION (active), and HELP. Below the navigation bar is a progress indicator showing four steps: 1. Search for a Company, 2. Search for a Contractor, 3. Create a Profile (current step), and 4. Registration Successfully Submitted. The main heading is 'Contractor User Registration' followed by 'User Profile Information'. A note states: 'Complete the required (\*) fields below. Important! Your 'Username' and 'Password' are required to access your registration.' The form contains the following fields: Username (filled with 'RobertSNiewood'), First Name, M. I., Last Name, Email Address, Password (masked with asterisks), Confirm Password, Office Phone (with an 'Ext' field), Office Fax, Address Line 1, Address Line 2, City, State/Province (dropdown menu with 'Choose One' selected), Zip/Postal Code, and Country (dropdown menu with 'United States' selected). All fields are marked with a red asterisk to indicate they are required.

## Step 2. Complete the System Access information.

This section enables you to select one or more ASSIST applications that the user will need access to and also to indicate the default module you wish to view upon login.

- CPRM - Select 'CPRM' if the user needs access to the Contract Payment Reporting Module (formerly, the GWAC Management Module). The CPRM is an application that enables the GSA Government-wide Acquisition Contract (GWAC), Connections II, and OASIS Program Offices, Client Agencies and Contractors to track their awards, invoices and contract access fees.

**System Access**  
Select the Applications you need access to.

**Modules \***

☐ ASSIST  
☐ CPRM

Select a default module. Upon successful login, your default module will be displayed.

**Select a default module \***

☐ ASSIST  
☐ CPRM

## Step 3. Complete the Company Access information.

**NOTE:** This table has four editable fields that must be completed for each company in the table. To edit each field, *double-click in the table cell* to expose the selection options:

**Point of Contact** - If you will be a Point of Contact for this company for the company's registration profile and other users, select 'Primary' or 'Alternate', if not, select 'No'. For more information about being a Point of Contact, please see Overview of Company POC Role in User Account Registration.

**Submitting Quote** - If you will be responding to Requests for Quote (RFQs) by submitting quotes, select 'Yes', if not, select 'No'.

**Signer** - If you will be a signer on bilateral purchase orders for your company, select 'Yes' or 'Authorized', if not, select 'No'. This feature is currently not activated in ITSS or TOS.

**Open Market** - If you are authorized to submit quotes on Open Market solicitations, select 'Yes', if not, select 'No'.

**Company Access**  
We give access to the companies in companies you are requesting access to. Please select the following for double clicking in the selected columns below:  
1) Are you a Point of Contact or Alternate for your company?  
2) Will you be submitting quotes for your company?  
3) Will you be a signer on bilateral purchase orders for your company?  
4) Will you be submitting quotes for your company on Open Market solicitations?  
5) Will you be submitting quotes for your company on Open Market solicitations?

Name	Company	DUNS	DUNS + 4	Point of Contact	Submitting Quote	Signer	Open Market	Authorization
21	TESTING COMPANY ONE	123456789	123456789	No	Yes	No	Yes	<a href="#">Add Attachment</a>

If you need access to another company, select 'Add Company'. Your access privileges will not be granted until your registration request has been approved.

[Add Company](#)

## Step 4. Complete the Contract Access information.

This section enables you to request to associate your company's contracts to your user account.

Skip this step if no contracts need to be associated to the user account at this time or if the contract has not been registered in ASSIST. For more information about registering contracts, please see Process to Register a Contract.

Click the 'Add Contract' button to display the Add Existing Contract by Company dialog box. Select your company and the table will populate with the company's contracts already registered in ASSIST. Find the contract in the list, highlight the row and click Submit.

The Contract Access table displays the Contracts you have selected. Click the red 'X' to remove a contract.

Select Submit to save and cancel to discard changes.

## Step 5. Select the 'Submit' to save or 'Cancel' to discard changes.

## Related Tasks

- Register a Contractor Company
- Overview of Company POC Role
- Contractor Registration - Contractor Company Search
- Contractor User Training Module