

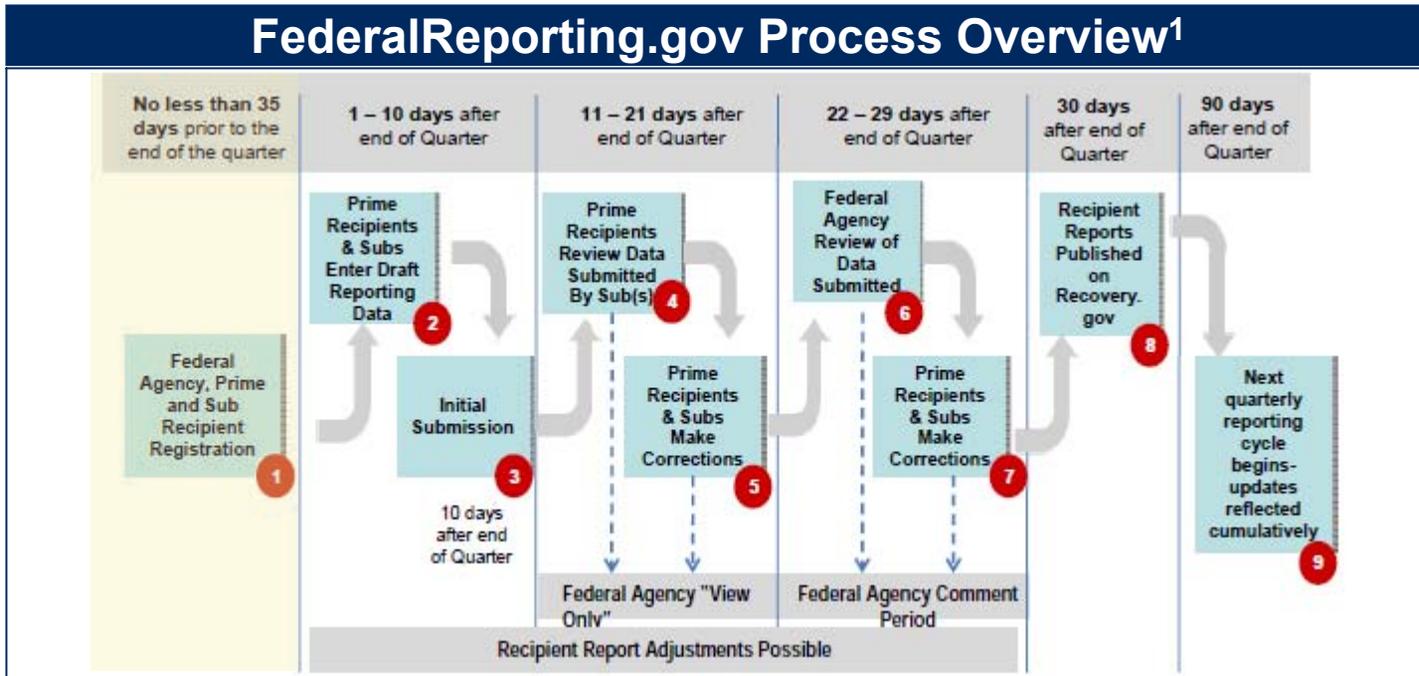
# Registration Overview for OMB Section 1512 Reporting for DOE Prime Recipients

December 1, 2009





# Registration for OMB Section 1512 reporting for DOE ARRA Recipients



<sup>1</sup> From: [http://www.whitehouse.gov/assets/documents/Webinar\\_3\\_ARRA\\_Recipient\\_Reporting\\_-\\_Process\\_Overview.pdf](http://www.whitehouse.gov/assets/documents/Webinar_3_ARRA_Recipient_Reporting_-_Process_Overview.pdf)

- Before filing first report, register online at <http://www.FederalReporting.gov>
- Registration can happen at any time and only needs to occur once



## FederalReporting.gov Prime Recipient Registration Prerequisites:

**DUNS Number**



**CCR Registration**



**Valid Email Address**

- Registration for a DUNS Number can be completed at the Duns and Bradstreet website: <http://fedgov.dnb.com/webform>.
- DUNS Registration may take several days to process.
- DUNS Number is required to register with CCR.
- Central Contract Registration (CCR) is only required for Prime Recipients. ([CCR Registration Profile](#))
- Registration requires the recipient’s organization Tax ID Number or Employer ID Number.
- CCR Registration may take several days to process.
- All registrants must have a valid email address.
- Users can create a free account by searching for “free email” in an online search engine.
- Valid email addresses are required to register in <http://www.FederalReporting.gov>

**Email address, DUNS and CCR numbers are required for <http://www.FederalReporting.gov> registration.**



## Getting Started: Make sure you are prepared with the Checklist

- If it's 60 days before the end of the quarter, do you have your DUNS Number?

**Tip:** 60 days prior to the end of FY09 Quarter 4: July 30th  
60 days prior to the end of FY10 Quarter 1: October 31st  
60 days prior to the end of FY10 Quarter 2: January 31st  
60 days prior to the end of FY10 Quarter 3: April 30th



- If it's 60 days before the end of the quarter, do you have your CCR Number?

- If it's 35 days before the end of the quarter, have you registered at <http://www.FederalReporting.gov>?

**Tip:** 35 days prior to the end of FY 09 Quarter 4: August 26th  
35 days prior to the end of FY 10 Quarter 1: November 26th  
35 days prior to the end of FY 10 Quarter 2: February 24th  
35 days prior to the end of FY 10 Quarter 3: May 26th

- Will you be reporting for Sub-Recipients? Have you communicated your decision to your Sub-Recipients and provided your DUNS number?



# Registration is the first step in the OMB Reporting Process

To register, go to: <http://www.FederalReporting.gov>

## Notional Screenshot:

Personal Information

First Name \*

Last Name \*

Email \*

Confirm Email \*

Your Email will also be your User ID for signing in.

Phone Number \*

Ext

(ex.: 555-555-5655)

**Note:** All screenshots are illustrative and will not necessarily reflect the finalized OMB reporting document.

Data Element	Definition	Where do I find it?
<b>First Name</b> <b>Last Name</b> <b>Email</b> <b>Confirm Email</b> <b>Phone Number</b>	Personal contact information. Your email will also serve as your User ID.	Varies, based on user

**Tip:** Users can register now at <http://www.FederalReporting.gov>.



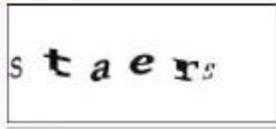
# Registration: Personal Information

Security measures used for login and password protection.

## Notional Screenshot:

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

**Word Verification \***  
Please type the word appearing in the picture:  
Can't read it? [Refresh](#)



steers

**Security Question 1 \*** What is your favorite hobby?  
**Answer \*** Baseball

**Security Question 2 \*** What is the name of your childhood pet?  
**Answer \*** Fluffy

**Security Question 3 \*** What was the color of your first car?  
**Answer \*** White

**Tip:** Type the word that appears in the textbox. If you have trouble viewing the word, click the "refresh" button.

**Tip:** Write down the answers to your "Security Questions" and save them in a safe place. You will be asked to provide the original answers to these questions if you forget your login.

Data Element	Definition	Where do I find it?
Word Verification	Verification that helps protect users and the system from automated security threats.	N/A
Security Questions	Questions containing personal responses. Answers will be used for login if password is forgotten.	N/A



# Registration: Organization Information

Basic identification information for reporting entity.

## Notional Screenshot:

**Tip:** If you don't have a DUNS Number, go to: <http://fedgov.dnb.com/webform>

Data Element	Definition	Where do I find it?
I am a/an	Indicate if you represent an award recipient or Funding Agency. Prime Recipients should select, "Award Recipient".	N/A
Funding Agency Name	Name of Federal Agency managing the funds. All DOE award recipients and sub-recipients should select, "Department of Energy".	N/A
DUNS #	The Prime Recipient organization's nine-digit Data Universal Numbering System (DUNS) number or Central Contractor Registration plus four extended DUNS numbers.	Get a DUNS number at: <a href="http://fedgov.dnb.com/webform">http://fedgov.dnb.com/webform</a>



# Personal Information

Basic information for point of contact.

## Notional Screenshot:

**My Account**

Personal Information

User ID: burdell.schwartz@cgifederal.com  
 Name: Burdell Schwartz  
 Phone Number: 703-227-6002

**Tip:** This information will automatically populate.

**Tip:** If auto-populated information is incorrect, return to [FederalReporting.gov](http://FederalReporting.gov) registration and edit account information.

Data Element	Definition	Where do I find it?
<b>User ID</b>	Email address entered during the online FederalReporting.gov registration. Click "Edit Information" to correct any errors.	N/A Field will automatically populate based on previous answers.
<b>Name</b>	Name entered when completing the online FederalReporting.gov registration. Click "Edit Information" to correct any errors.	N/A Field will automatically populate based on previous answers.
<b>Phone Number</b>	Phone number entered when completing the online FederalReporting.gov registration. Click "Edit Information" to correct any errors.	N/A Field will automatically populate based on previous answers.

<sup>1</sup> Note: Screenshots are illustrative and will not necessarily reflect the finalized OMB reporting document.



# Organization Information

Unique identifying information for recipient organization.

## Notional Screenshot:



Data Element	Definition	Where do I find it?
<b>DUNS #</b>	The prime recipient organization's nine-digit Data Universal Numbering System (DUNS) number or Central Contractor Registration plus four extended DUNS numbers.	<a href="#">DUNS #</a> was entered during Federalreporting.gov registration.
<b>Recipient MPIN Number</b>	The Marketing Partner ID Number (MPIN) is a mandatory code created by the CCR registration that allows access to other government applications.	<a href="#">CCR Registration Profile</a>
<b>Parent DUNS Number</b>	Unique identifier of parent organization/company.	N/A Field will automatically populate based on previous answers.
<b>Recipient EIN</b>	Recipient organization's Employer Identification Number (EIN). Provided by the Internal Revenue Service (IRS).	Internal Revenue Service (IRS)

Data Elements not shown in screenshot.



# Organization Information *con't*

Unique identifying information for recipient organization.

## Notional Screenshot:

Organization Information

DUNS # 173718891  
 I am a/an Award Recipient  
**Legal Business Name** ROOFING RESOURCES INCORPORATED  
**Address** 608 CHADDSFORD DR  
 CHADDS FORD, PA 19317  
**CCR Govt POC Name** RICHARD O. COLLINS  
**CCR Govt POC Email** burdell.schwartz@cgifederal.com  
**CCR Elec POC Name** RICHARD O. COLLINS  
**CCR Elec POC Email** burdell.schwartz@cgifederal.com

**Tip:** This information will automatically appear.

Data Element	Definition	Where do I find it?
I am a/an	Recipient type entered during registration.	N/A Field will automatically populate based on previous answers.
Legal Business Name Address	Name and Address of Recipient Organization. This should be the same name and address that appear in recipient's Central Contractor Registration (CCR).	N/A Field will automatically populate based on previous answers.
CCR Govt POC Name CCR Govt POC Email CCR Elec POC Name CCR Elec POC Email	Central Contractor Registration (CCR) Point of Contacts' names and email addresses.	N/A Field will automatically populate based on previous answers.