

How to request Contracting Officer access to SPRS when you do not have an existing PIEE account:

1. Click “register” button
2. Click “Agree” button
3. Choose what type of user you are
4. Choose how you will logon
5. Enter information requested based on which manner of log on chosen.
6. Enter the requested information on the profile screen and click “next”
7. Enter the requested information on the Supervisor/Agency screen and click “next”
8. On the roles screen in step 1 choose “SPRS – Supplier Performance Risk System”
9. On the roles screen in step 2 choose “Contracting officer”
10. On the roles screen in step 3 click “+ Add Roles” button
11. On the roles screen in step 4 enter/verify the “Location Code Type” should say DoDAAC
12. On the roles screen in step 4 enter/verify the “Location Code” should be your DoDAAC
13. Click “Next”
14. Enter your justification and click “next”
15. Review your registration summary and click “next”
16. Review the user agreement/rules of behavior policy and click “signature” button.
17. Once these steps have been completed you SPRS access awaits approval by your agency GAM.

To request SPRS Contracting Officer access if you have an active PIEE account.

1. Log into PIEE (<https://wawf.eb.mil>)
2. Click “My Account”
3. Click “Add Additional Roles”
4. Verify the information on the profile screen and click “next”
5. Verify the information on the Supervisor/Agency screen and click “next”
6. On the roles screen in step 1 choose “SPRS – Supplier Performance Risk System”
7. On the roles screen in step 2 choose “Contracting officer”
8. On the roles screen in step 3 click “+ Add Roles” button
9. On the roles screen in step 4 enter/verify the “Location Code Type” should say DoDAAC
10. On the roles screen in step 4 enter/verify the “Location Code” should be your DoDAAC
11. Click “Next”
12. Enter your justification and click “next”
13. Review your registration summary and click “next”
14. Review the user agreement/rules of behavior policy and click “signature” button.
15. Once these steps have been completed you SPRS access awaits approval by your agency GAM.