

## Procurement Integrated Enterprise Environment (PIEE) / Supplier Performance Risk System (SPRS) Access

New users with no PIEE Access:

1. Navigate to <https://cac.piee.eb.mil/> on preferred browser (Chrome, EDGE, or FireFox)
2. Click the 'New User' button in the top right corner of the page
3. Click the 'Register' button at the left bottom of the page
4. Read Privacy Act Statement and click 'Agree'
5. Select user type from list (Government – DoD)
6. Select Common Access Card/Personal Identity Verification and click 'LOG IN WITH CAC/PIV CARD'
7. Select Certificate and click 'Ok'
8. Enter PIN associated with the CAC and click 'Ok'
9. Auto-generated User ID may be changed, click 'Next'
10. Enter Profile information and click 'Next'
11. Enter Supervisor information including valid email address and click 'Submit'
12. Select 'SPRS – Supplier Performance Risk System' from drop down on Roles page
13. Select 'SPRS Acquisition Professional' from User Roles list
14. Click '+Add Roles' button and click Next\*
15. Enter Justification (Role required to Adjudicate Challenges) and click 'Next'
16. Review Registration Summary page and click 'Next'
17. Review Statement of Accountability Agreement and click 'Signature'

PIEE Registration Training video (7:03min)

[https://pieetraining.eb.mil/wbt/portal/portal/Government\\_User\\_Registration\\_Process.html](https://pieetraining.eb.mil/wbt/portal/portal/Government_User_Registration_Process.html)

PIEE users with no SPRS Access:

1. Login to PIEE <https://piee.eb.mil/xhtml/unauth/home/login.xhtml>
2. Click 'My Account' at the top left of the landing page
3. Click 'Add Additional Roles' in Roles, middle section
4. Review profile, make any changes, and click 'Next'
5. Review Supervisor / Agency information to be sure Supervisor email is accurate and click 'Next'
6. Select 'SPRS – Supplier Performance Risk System' from drop down on Roles page
7. Select 'SPRS Acquisition Professional' from User Roles list
8. Click '+Add Roles' button and click Next\*
9. Enter Justification (Role required to Adjudicate Challenges) and click 'Next'
10. Review Registration Summary page and click 'Next'
11. Review Statement of Accountability Agreement and click 'Signature'

Screenshots for instructions (pages 2-4)

\*Click the 'Admin Lookup' link under Find My GAM to identify role activator after Supervisor approval.

## Step 1

An official website of the United States government.



VIEW SYSTEM MESSAGES

# Welcome Back.

Log in to your account with a Common Access Card (CAC), Personal Identity Verification (PIV) Card or User ID.

### Log in with Certificate

DoD users must use the Authentication Certificate if available on the CAC / PIV Card. If the Authentication Certificate is not available, the Identity Certificate may be used.

**LOG IN WITH CAC / PIV CARD**

Get help with [CAC](#) / [PIV](#) Card Login

### Log in with User ID

User ID

Password

CAPTCHA Image  
**434450**

AUDIO  
RELOAD

## Step 2



My Account Administration Help

Welcome to the Procurement Integrated Enterprise Environment

## Step 3



My Account Administration Help

### My Account

#### Profile

**User**  
View/Edit the user profile information.

**Supervisor**  
View/Edit the user's supervisor information.  
some

**Alternate Supervisor**  
View/Edit the user's alternate supervisor information.

#### Roles

**Add Additional Roles**  
Add additional roles to your account.

**Manage Roles**  
View existing roles, resubmit rejected/inactive/archived roles, add comments/attachments to the existing roles and send reminder e-mails to your Supervisor(s)/Sponsor (Govt./Govt. Contractor users only).

#### Security

**Change**  
Change C  
account.

## Step 4

**Add Roles** x

Verify all the information within your account, and then add any necessary new roles.

**Add Roles**  
 1. Profile  
 2. Supervisor / Agency  
 3. Roles

**User Profile** User ID:

First Name

Middle Name

Last Name

Suffix

Home Organization  
DoDAAC/FEDAAC \* ?

Organization \*

Job Series \*

Job Title \*

Grade/Rank

## Step 5

**Additional Profile Information** User ID:

Please verify your Supervisor/Agency information.

Supervisor Information

First Name \*

Last Name \*

Job Title \*

Email \*

Confirm Email \*

## Steps 6-8

**Roles** User ID:

**Step 1.** Select the appropriate Application from the list below

**Step 2.** Select One or More Roles from the list below (Ctrl+Click)

**Step 3.** Click 'Add Roles'

**User Roles for SPRS**  
 SPRS Acquisition Professional  
 SPRS Cyber Government User  
 VTM Acquisition Professional  
 VTM IC User (Analyst)  
 VTM Program Officer

**Step 4.** Fill out the required information for the applicable applications

**Roles Summary**

Application	Role	Location Code Type	Location Code *	Extension	Group	Find My GAM	Action
<input type="button" value="View"/> SPRS   EDA	SPRS Acquisition Professional	DoDAAC	<input type="text"/>	N/A		<a href="#">Admin Lookup</a>	<a href="#">Delete</a>

Showing 1 to 1 of 1 entries

**Tip** If you need access to any other applications, Repeat Steps 1 to 4 again

**Tip** You can view a list of all PIEE roles and their descriptions and functions in the PIEE Role List Matrix.

## Step 9

Justification / Attachments User ID:

**Info** Provide justification for access and upload any necessary attachments.

Justification \*

Attachments

**Warning!** Procurement Integrated Enterprise Environment is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.

## Step 10

Registration Summary - Please Verify All the information User ID:

User Information

<b>User ID</b>	First Name	Middle Name	Last Name	Suffix
User Government	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Type	Home Organization DoDAAC/FEDAAC *	Organization *	Job Series *	Job Title *
Login Method	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Common Access Card / Personal Identity Verification		Grade/Rank		
	Email *			Cyber Awareness Training Date *

## Step 11

Agreement User ID:

Statement of Accountability Agreement

I understand my obligation to protect my password/certificate. I assume the responsibility for the data and system I am granted access to. I will not exceed my authorized access.

**Standard Mandatory Notice & Consent Provision For All DoD Information System User Agreements 9 May 2008.**

**Security and Privacy Rules of Behavior (ROB) / Acceptable Use Policy (AUP) 14 Jan 2010.**

The U.S. Government routinely intercepts and monitors communications on this information system for purposes including, but not limited to, penetration testing, communications security (COMSEC) monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counter-intelligence (CI) investigations.

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Notwithstanding the above, using an information system does not constitute consent to personnel misconduct, law enforcement or counterintelligence

By signing below, I accept the System User Agreement and Rules of Behavior / Acceptable Use Policy.

Signature Date  Government Organization \*