

## Registration

User Authentication Type >>

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How will you be accessing WAWF? \*

- User ID \ Password
- Common Access Card
- Software Certificate

What Roles will you be registering for? \*

- Vendor
- Government

\* Asterisk indicates required entry.

This is an overview of the changes made in the Registration process for ECP0654 which adds the capability to use a Contractor DoDAAC in WAWF.

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[Next](#)[Help](#)

## Registration

User Authentication Type >> Data Capture >>

### User Profile \* [\(Edit\)](#)

First Name	Last Name	Commercial Telephone	DSN Telephone	Organization	Email Address	Title	Rank/Grade
John	Doe	555-555-5555	444-444-4444	CACI	wawf@caci.com	Contractor	Civ

### User Authentication \* [\(Edit\)](#)

User ID	Password
wawf_vendor	*****

### User Security Questions \* [\(Edit\)](#)

Security Question	Security Answer
Where is your high school located?	*****
What was your first job?	*****
What is the name of the street where you grew up?	*****

### Vendor User Roles \* [\(Add\)](#)

### Administrative User Roles \* [\(Add\)](#)

Vendors will now be allowed to use a Contractor DoDAAC when registering for certain roles in WAWF.

[Submit](#)[Previous](#)[Help](#)

## Registration - Add Vendor Role

Role \*

Contractor Contract Administrator View Only ▾  
Contractor Contract Administrator View Only  
Contractor Program Manager View Only  
Contractor Property Manager View Only  
Contractor Property Receiver  
Contractor Property Receiver View Only  
Contractor Property Ship From View Only  
Contractor Property Ship To View Only  
Contractor Property Shipper  
Contractor Property Shipper View Only  
Vendor  
Vendor Ship To View Only  
Vendor View Only

\*Asterisk indicates required entry.

A vendor can now use a Contractor DoDAAC to register for the following roles:  
Contractor Property Receiver  
Contractor Property Receiver View Only  
Contractor Property Ship From View Only  
Contractor Property Ship To View Only  
Contractor Property Shipper  
Contractor Property Shipper View Only  
Vendor Ship To View Only

## Registration - Add Vendor Role

Role \*

Contractor Property Receiver

Location Code \*    Extension

Q98969   

Note: Enter in one of the following for Location Code:

CAGE  
Contractor DoDAAC  
DUNS  
DUNS+4

\* Asterisk indicates required entry.

A message is added to the Registration - Add Vendor Role page, and the Location Code field will take a Contractor DoDAAC as input for the roles mentioned previously.

If the Contractor DoDAAC is not tied to a Parent CAGE Code, the user will be given an Error Message.

If the vendor tries to register a Contractor DoDAAC against a Role not mentioned, they will be given an Error Message.

Save

Cancel

Help

## Registration

User Authentication Type >> Data Capture >>

### User Authentication \* [\(Edit\)](#)

User ID	Password
wawf_vendor	*****

### User Security Questions \* [\(Edit\)](#)

Security Question	Security Answer
Where is your high school located?	*****
What was your first job?	*****
What is the name of the street where you grew up?	*****

### Vendor User Roles \* [\(Add\)](#)

Role	Group	Contractor DoDAAC	CAGE Code	DUNS	DUNS + 4	Extension	Comments	Attachments	Comments/Attachments	Actions
Contractor Property Receiver	TESTGOV	Q98969						N	<a href="#">View / Add</a>	<a href="#">Delete</a>

### Administrative User Roles [\(Add\)](#)

The Contractor DoDAAC is displayed on the Registration Summary Page.

[Submit](#) [Previous](#) [Help](#)

## Registration

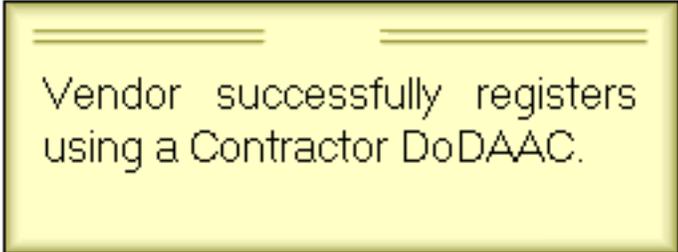
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### **You have successfully registered for Wide Area Workflow.**

You will receive an e-mail containing your User ID.

Once you have been activated by an administrator, you will receive another email notifying you of the role(s) for which you have been activated.

If you have any questions, please contact the Customer Support.



Vendor successfully registers  
using a Contractor DoDAAC.

## Registration - Add Government Role

Role \*

Acceptor

Location Code Type \*

DoDAAC

Location Code \*      Extension

Q98969

Anyone trying to register for a Government Role in WAWF will be given an error message if they use a Contractor DoDAAC in the Location Code field.

\* Asterisk indicates required entry.

ERROR: Contractor DoDAAC not allowed for this role.

Save

Cancel

Help

## Registration - Add Government Role

Role \*

Acceptor

- Acceptor
- Acceptor View Only
- Admin By View Only
- Cost Voucher Approver
- Cost Voucher Approver View Only
- Cost Voucher Reviewer
- Field Inspector
- Field Inspector View Only
- Government Program Manager View Only
- Government Property Administrator View Only
- Government Property Receiver
- Government Property Receiver View Only
- Government Property Ship From View Only
- Government Property Ship To View Only
- Government Property Shipper
- Government Property Shipper View Only
- Government Ship To View Only
- Grant Approver
- Grant Approver View Only
- Inspector
- Inspector View Only
- Issue By View Only
- Local Processing Office
- Local Processing Office Reviewer
- Local Processing Official View Only
- Pay Official
- Pay Official View Only
- Property ACO View Only
- Property PCO View Only

role.

Government Users who wish to view documents in the Acceptor Folder in a view only mode should register for the "Acceptor View Only" role.

A new "Government Ship To View Only" role has been added for users who wish to view documents in a view only mode where their DoDAAC is used in the Ship To Field on a WAWF document.

## Registration

### You have successfully registered for Wide Area Workflow

This concludes the changes made to the registration process for ECP0654.

You will receive an e-mail containing your User ID.

Once you have been activated by an administrator, you will receive another email notifying you of the role(s) for which you have been activated.

If you have any questions, please contact the Customer Support.

