Intro

Cardholder (CH) Existing User Registration
Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1

The User will need to read the Privacy Statement and Warning messages and then click the Accept button. Upon clicking Accept, the User will be taken to the Wide Area WorkFlow e-Business Suite Home Page.
Step 2

This presentation will demonstrate an existing Cardholder registering "WAWF Acceptor" as an additional role. For training purposes, this presentation demonstrates a User adding roles with a Software Certificate. Adding roles with a CAC works similarly. The only difference is when a User adding roles with a CAC the User will have to enter the PIN associated with their CAC.

Step 3

The User clicks the Certificate Login button.
Step 4

Select a Certificate and then click the OK button.

Step 5

The User clicks the My Account link.
Step 6

Click the Add Additional Roles button.

Step 7

Review User Profile Information and click the Next button.
Step 8

Review Additional Profile Information and click the Next button.

Step 9

The Roles page is displayed.

The User selects WAWF from the application list.
Step 10

Select Acceptor from the roles list.

Step 11

Click the Add Roles button.

The WAWF Acceptor role will be for the same location code as the Cardholder role.
Step 12

Click the Next button.

Step 13

Enter a Justification. Attachments are optional.
Step 14

Click the Next button to continue.

Step 15

The Registration Summary page is displayed.
Step 16

Review information and click the Next button.

Step 17

The Statement of Accountability page is displayed.
Step 18

Review information and click the Next button.

Step 19

Enter Government Organization and click the Signature button.
Step 20

Select certificate and click OK.

Step 21

A Successful Registration message is displayed letting the User know they have successfully registered.

Approval request, for new roles, will go to the Supervisor/Sponsor for approval.
Step 22

The email sent to the Appointee Supervisor will have a link for approving the role request. As the Supervisor, click the link to approve the appointment.

Step 23

The Approval/Denial for Application Request page is displayed with information regarding the registering user and their information. The Supervisor/Sponsor will review the information.
Step 24

After reviewing the information, the Supervisor/Sponsor will select Approve or Deny from the action dropdown. Enter Additional Justifications as needed and check the check box indicating that you have read the user’s Justifications. Click the Submit button.

Step 25

Select a Certificate from the Java Applet, then click the ‘OK’ button.
A Success page will be displayed after the Supervisor has completed the application process for the role(s) the user requested access to.

This concludes our demonstration.