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

The Nomination process for the ABO role begins with the A/OPC or O-A/OPC will initiate the ABO role.
Step 2

This presentation provides an overview of nominating, registering, and setting an appointment for a Joint Appointment Module (JAM) Approving Billing Official user. After reading the Privacy Statement click the Accept button to continue.

Step 3

The first step in the process is nominating a user for the ABO role. In this demonstration we will start the nomination process logging into PIEE as an Oversight A/OPC.
Step 4

Select the appropriate Certificate and click OK.

Step 5

Enter the PIN and click OK.
Step 6

Once the AOPC is logged into PIEE to nominate a user, click the GPC Nomination dropdown.

Step 7

Now click Create Nomination from the GPC Nomination dropdown.
Step 8

A/OPC or an O-A/OPC will identify the ABO via the required fields Email, Home DoDAAC, and DoDAAC for the role.

Step 9

On the GPC Role Nomination page enter the Nominee’s Email.
Step 10

Once the email is entered click the Next button.

Step 11

If the System maps the email to a single PIEE user, the information will be prepopulated.
Step 12

The GPC Nomination page displays the results and if one PIEE account matches, the User information will be populated.

Step 13

Select Approving Billing Official from the Role dropdown menu. Enter the Role Location Code.
Step 14

After entering the information click the Submit button.

Step 15

A GPC Role Nomination Confirmation message will be displayed with information regarding the user being nominated.
Step 16

The Approving Billing Official Nominee will receive an email with instructions to complete the registration process for the ABO role.

Step 17

An email is sent to the user being nominated for the Approving Billing Official role informing them to log into their account to continue the process.
For this portion of the demonstration we will be showing the process for an existing PIEE user logging in and adding the Approving Billing Official role. At this time the user being nominated for the Approving Billing Official role will need to log into PIEE to complete the registration process for the Approving Billing Official role.

After reading the Privacy Statement click the Accept button to continue.
Step 20

Select the appropriate Certificate and click OK.

Step 21

Enter your PIN and click OK.
Step 22

Once the nominee is logged in click the My Account button to register for the ABO role.

Step 23

Under the Roles section click the Add Additional Roles button.
Step 24

On the User Profile page review and verify the information. If it is not current the information can be updated at this time. Then click the Next button.

Step 25

On the Additional Profile Information page verify the information and update as necessary. Once the information is complete, click the Next Button.
Step 26

On the Roles page the ABO role will be available because of the Nomination. Click the Next button to continue the registration.

Step 27

If a user has existing Training Certificates in their PIEE user profile, the information will be auto-populated.
Step 28

On the Add Training page enter any additional training information.

Step 29

After entering the information for the training click the Add button.
Step 30

The new training will be displayed you can edit, delete, or view the training. Click the Add Training button to add any other training. Any training added will now show up in the user’s PIEE account profile.

Step 31

The Justification and Attachments page is displayed. Justifications are mandatory when registering for new roles, but Attachments are not. Enter the Justification here and any Attachments and then click the Next button.
Step 32

The Registration Summary page is displayed, please validate the information. If any updates are needed please return to the section to make the update there.

Step 33

After verifying the information, click the Next button to continue.
Click the Signature button to sign the document indicating you have read and agree.

As the Nominee, if you are using a User ID and password, the user will have a prompt to enter it here. For our demonstrations we are using a software certificate. Select a Certificate from the Java Applet, then click the 'OK' button.
A Success page will be displayed indicating the roles that have been added. Based on the information on the Additional Profile Information page, an email will be sent to your Supervisor and they will approve the role request.

The Nominee Supervisor will receive an email notification to approve the ABO role.
Step 38

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 39

The Approval or Denial for Application Request page is displayed with information regarding the registering user and their information. The Supervisor or Sponsor will review the information.
Step 40

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

Step 41

Select a Certificate from the Java Applet, then click the OK button.
Step 42

A Success page will be displayed after the Supervisor has completed the Nominee's application process.

Step 43

An email notification is sent to the Nominee for informational purpose only and no action is needed. The Nominator will also receive the email informing them they can now initiate the ABO Appointment process.
Step 44

The Nominator (A/OPC or O-A/OPC) and anyone A/OPC and O-A/OPC in the span of control of the Nominee will receive an email notification with instructions to initiate the ABO role appointment for the Nominee.

Step 45

The Nominator (A/OPC or O-A/OPC) and anyone in the span of control of the Nominee will receive an email notification with instructions to create and review the ABO role appointment for the Nominee then submits the appointment.
Step 46

An email notification with instructions will be sent to the Nominator and additional emails will be sent to anyone in the span of control of the Nominee informing them to create a JAM ABO Appointment for the Nominee.

Step 47

The Nominator will need to create the ABO appointment for the appointee at this time. Log into PIEE as the Nominator to continue the appointment process.
Step 48

Select the appropriate Certificate and click OK.

Step 49

Click the JAM icon to create the ABO appointment.
Step 50

Click the Create Appointment dropdown to expand it.

Step 51

Click the Approving Billing Official Appointment from the Create Appointment dropdown.
Step 52

In this demonstration the Initiator was an Oversight Agency Organization Program Coordinator. Select Item 2 to continue.

Step 53

A list of Appointees will be displayed, select the appropriate Appointee. Click the Select button to create the appointment.
Step 54

An Approving Billing Official Appointment page will be displayed as a draft, verify the information.

Step 55

If the information is correct click the Submit button for the appointment.
Step 56

Click on the I concur with the Appointment Certifications button.

Step 57

Enter Comments and click the Submit button.
Step 58

Select the appropriate Certificate and click OK.

Step 59

The appointment has been submitted and awaiting supervisor approval.
Step 60

An email notification is sent to the Appointee's Supervisor with a link to review and sign the appointment.

Step 61

An email notification is sent to the Appointee's Supervisor with a link to review and sign the appointment.
Step 62

Select the appropriate Certificate and click OK.

Step 63

The Supervisor reviews the information.
Step 64

The Supervisor Approves or Rejects the Appointment.

Step 65

The Supervisor clicks the Approve button.
Step 66

The Supervisor enters Comments and clicks the Approve button.

Step 67

Select the appropriate Certificate and click OK.
Step 68

The Appointment is now approved and signed by the Appointee’s Supervisor.

Step 69

An email notification is sent to the ABO Nominee to review and sign the appointment.
Step 70

An email notification is sent to the ABO Nominee to review and sign the appointment.

Step 71

Select the appropriate Certificate and click OK.
Step 72

The Appointee reviews the information.

Step 73

The Appointee clicks the Approve or Reject button.
Step 74

The Appointee clicks the Approve button.

Step 75

The Appointee enters Comments and clicks the Approve button.
Select the appropriate Certificate and click OK.

The ABO Appointment is now active and the GAM is now able to activate.
An email notification is sent to the ABO Nominee stating the approval of the appointment.

A Government Administrator will receive an email notification, the GAM can now activate the role to finish the appointment process for the ABO role.
Step 81

A Government Administrator must login to activate the requested role. The GAM is associated to the DoDAAC designated during the appointment process.

Step 82

Select the appropriate Certificate and click OK.
Step 83

As a GAM expand the Administration dropdown to access the Administration console to locate the user to activate their role.

Step 84

Select PEE Administration from the dropdown.
Step 85

Click the User Role Management link from the Main Menu list to locate the user.

Step 86

The GAM can search on any criteria. Here we will be entering the E-mail of the appointee with the role that needs activated.
Step 87

Then click the Search button.

Step 88

Click the User Id from the list to review their role.
Step 89

Click the User Roles tab on the left side to view all roles that need to be activated.

Step 90

Locate the role that needs to be activated by the GAM.
Step 91

Select Activate from the Action dropdown.

Step 92

Click the Update button to continue.
Step 93
As the GAM enter Justifications for the role's activation.

Step 94
Click the Confirm button to continue.
Step 95

A Success page will be displayed indicating the role's previous status and the new status. Click the Continue button to finish the review of the user's roles.

Step 96

The new status will be indicated now. Click the Exit button once finished.
Step 97

Click the Logout button once finished.

Step 98

The ABO role is now active and the appointment process is completed.
This concludes our demonstration.