

BRS Registrant Printable Help

January 2013

Table of Contents

Initiating a Session	1
Getting Started	1
About BRS	2
Assistance and Problem Reporting	2
Security Requirement.....	2
Error Messages.....	3
Stopping and Suspending Work.....	3
New User	5
Returning User	17
Update Profile	21
View Forms.....	23
View Request Status	23
Review Access Request Justification.....	24
Request Additional Access	25
Log Out	28
Glossary	29

INITIATING A SESSION

Getting Started

After launching the web browser, enter the BRS address in the location bar.

A first-time user is required to create a profile and request access for a user identification assignment. BRS assigns a user ID, and the user selects a password. The user ID and password can be used to access the BRS application.

The password is a code used to confirm the user identification and access authorization. New users select their own password at the time of registration.

When the BRS web site is accessed, the registrant BRS Terms and Conditions page is displayed.

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USGauthorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

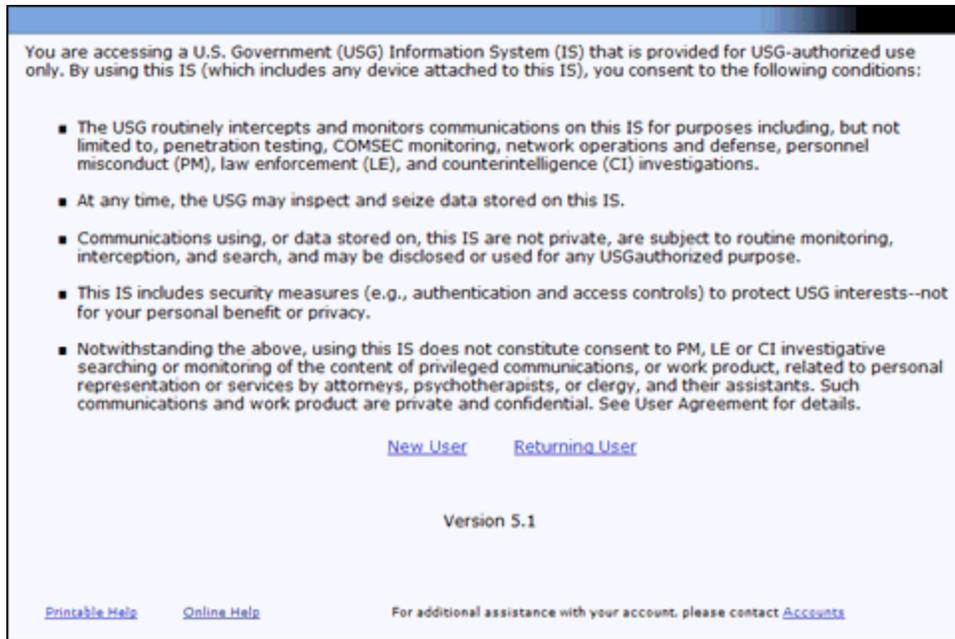
I have read and understand the terms and conditions for use of this website.

Version 5.1

[Printable Help](#) [Online Help](#) For additional assistance with your account, please contact [Accounts](#)

BRS Terms and Conditions Page

Read the terms and conditions displayed on the page. Then select the **check box** at the bottom to indicate that you have read and understood them. The select a user page is displayed.



Select a User Page

Select an option: New User or Returning User.

About BRS

This Help applies to the BASIC Registration System (BRS).

BRS provides the capability for on-line users to create and update a user profile and request access to various Web-based and Windows applications. From the log on screen, users can either create a new profile or log on using an existing user ID and password.

BRS is accessible from any personal computer or workstation with Internet web browser capability.

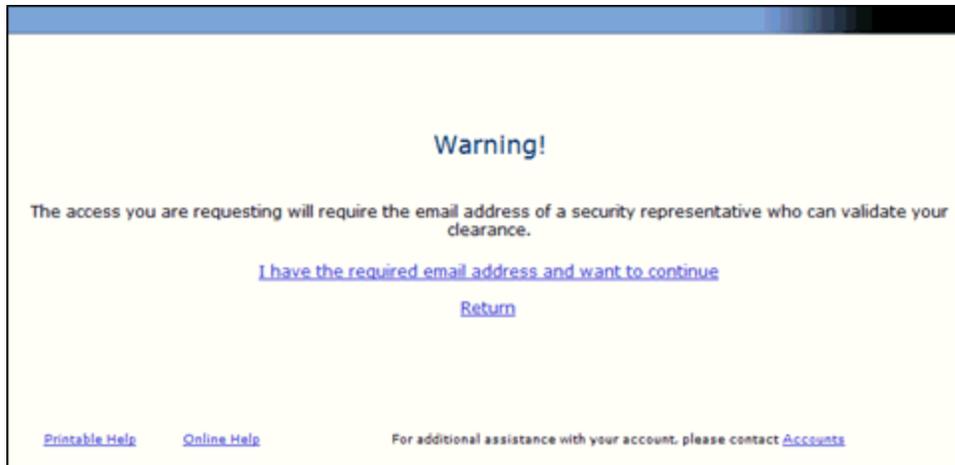
NOTE: If you do not complete the entire pre-registration process, your profile will be deleted, and you will need to start again if you want to apply for access. Once you have finished entering all your information, you will be assigned a user ID.

Assistance and Problem Reporting

For on-line registration help or to find out the status of your registration, contact customer support by email at iuid.accounts@dla.mil.

Security Requirement

When an application request is submitted, BRS may display a security warning similar to the figure below. (IUID Contractor requesters will not see this page.)

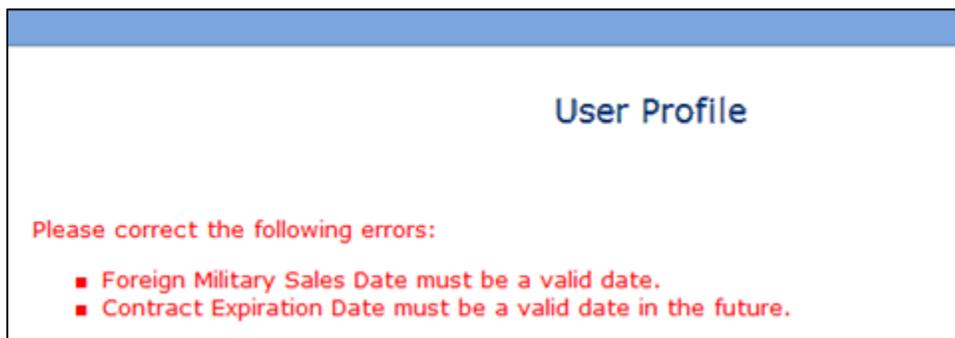


Security Email Address Warning

If this page is displayed, the access you are requesting requires the email address of a security representative who can validate your clearance. If you have the required email address and want to continue, click on the link indicating so. The User Profile step is next.

Error Messages

Error messages relating to incorrect entries of passwords, data, etc., will be displayed periodically. The figure below shows a sample of an error message.



Sample Error Message

Stopping and Suspending Work

To terminate a session, close the browser. Be sure to complete your registration. All unsaved data is lost when you close the browser.

NEW USER

Are you looking for:

[User Profile](#)

[Tips for the User Profile Page](#)

[Application Justification Page](#)

[Confirmation](#)

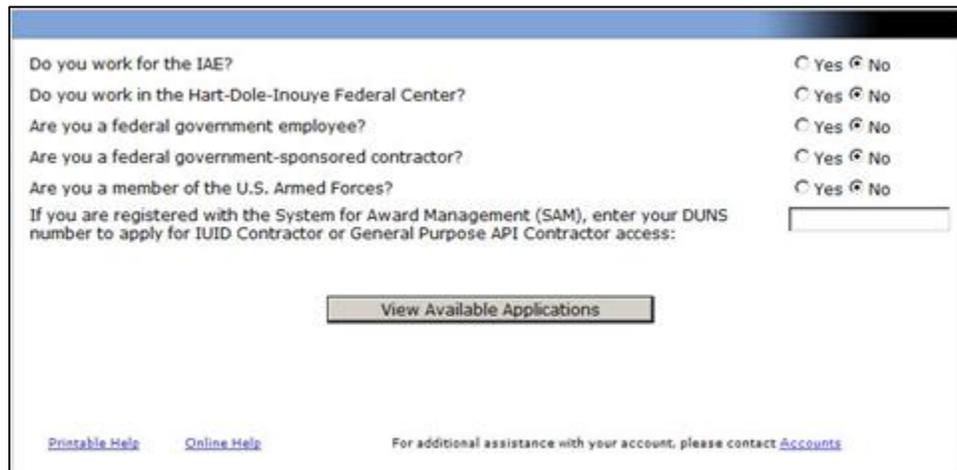
[Select a form to view](#)

[Correct Information](#)

[Confirm Button](#)

[Completing the Process](#)

Click on the **New User** link to start the registering questionnaire process as shown in the figure below. You can click on the **Printable Instructions** link to read and print instructions for registering if you wish.



The screenshot shows a questionnaire form with the following questions and options:

- Do you work for the IAE? Yes No
- Do you work in the Hart-Dole-Inouye Federal Center? Yes No
- Are you a federal government employee? Yes No
- Are you a federal government-sponsored contractor? Yes No
- Are you a member of the U.S. Armed Forces? Yes No

Below the questions, there is a text input field for the DUNS number, with the prompt: "If you are registered with the System for Award Management (SAM), enter your DUNS number to apply for IUID Contractor or General Purpose API Contractor access:"

A button labeled "View Available Applications" is centered below the input field.

At the bottom of the form, there are three links: "Printable Help", "Online Help", and "For additional assistance with your account, please contact Accounts".

New User Questionnaire

The Questionnaire page asks questions to determine the type of user that is requesting access. Note that this example shows what your questionnaire page could look like depending on the version of BRS you are accessing and the application you are seeking access to.

Select the **Yes** or **No** radio buttons to answer the questions.

If you wish to apply for IUID Contractor or General Purpose API Contractor access, you must have an active contractor registration and enter the associated DUNS number for that registration.

When satisfied with entries, click on **View Available Applications** to view the available applications list.

Select Application

[Clear Selection](#)

IUID IUID: DCMA - DCMA employees only

List of DODAACs for DCMA User, separated by commas:

IUID: General Purpose API - System to System access for Government systems to access the General Purpose API

IUID: Inquiry - VIEW ONLY access to the IUID registry for uniformed military, DOD civilian employees, and DOD-sponsored Contractors

IUID: Legacy Submitter - UII input and maintenance access to the IUID registry for uniformed military, DOD civilian employees, and DOD-sponsored Contractors

(Optional) List of DODAACs for Legacy User, separated by commas:

[Printable Help](#) [Online Help](#) For additional assistance with your account, please contact [Accounts](#)

Select Application Page

Applications are available on the Select Application page based on how you answered your questionnaire questions. Select the application you wish to request access to and click the **Submit Application Request** button to submit the request. You must select one application.

Note that if you are a government sponsored contractor and enter a valid DUNS number on the interview page, your Select Application page will appear similar to the next figure.

IUID Contractor Select Application Page

Select the IUID access you require, and click on the **Submit Application Request** button. When an application request is submitted, BRS may display a security warning similar to the figure below. (IUID Contractor requesters will not see this page.)

Security Email Address Warning

If this page is displayed, the access you are requesting requires the email address of a security representative who can validate your clearance. If you have the required email address and want to continue, click on the link indicating so. The User Profile step is next.

A sample user profile for a federal government employee is shown in the figure below.

User Profile

Required fields are indicated by an asterisk (*).

User Information

Title (Mr., Ms, etc.):

*First Name:

Middle Name:

*Last Name:

Suffix:

Known By/Nickname:

*Job Title:

Government Project:

Last Six Digits of SSN:

*Phone: (ex: 212.555.1234)

Fax: (ex: 212.555.1234)

DSN Phone: (ex: 555.1234)

DSN Fax: (ex: 555.1234)

*Email:

*Confirm Email:

*Address:

*City:

*State/Province:

*Zip/Postal Code:

*Country:

*Annual Information Awareness Training Date: (mm/dd/yyyy)

Foreign Military Sales Expiration Date: (mm/dd/yyyy)

Supervisor Information

*Supervisor First Name:

*Supervisor Last Name:

*Supervisor Title:

*Supervisor Phone: (ex: 212.555.1234)

Supervisor DSN Phone: (ex: 555.1234)

*Supervisor Email:

*Confirm Supervisor Email:

Agency Information

*Agency Name:

Agency Office Symbol:

Agency Organization:

*Agency Address:

*Agency City:

*Agency State/Province:

*Agency Zip/Postal Code:

*Agency Country:

Security Information

The access you are requesting will require the email address of a security representative who can validate your clearance. If you are unsure of whom this might be, please contact your Human Resources/Management for this information.

*Security Email:

*Confirm Security Email:

[Home](#) | [Online Help](#) | For additional assistance with your account, please contact [Accounts](#)

User Profile Page—Federal Government Employee

The User Profile for a IUID Contractor applicant is shown in the figure below.

The screenshot displays the 'User Profile' page with the following sections and fields:

- Required fields are indicated by an asterisk (*).**
- User Information:**
 - Title (Mr., Ms, etc.):
 - *First Name:
 - Middle Name:
 - *Last Name:
 - Suffix:
 - Known By/Nickname:
 - *Job Title:
 - Government Project:
 - Last Six Digits of SSN:
 - *Phone: (ex: 212.555.1234)
 - Fax: (ex: 212.555.1234)
 - DSN Phone: (ex: 555.1234)
 - DSN Fax: (ex: 555.1234)
 - *Email:
 - *Confirm Email:
 - *Address:
 - *City:
 - *State/Province: Choose a State/Province...
 - *Zip/Postal Code:
 - *Country: UNITED STATES
 - Annual Information Awareness Training Date: (mm/dd/yyyy)
 - Foreign Military Sales Expiration Date: (mm/dd/yyyy)
 - DUNS Number: 999999999
- Supervisor Information:**
 - *Supervisor First Name:
 - *Supervisor Last Name:
 - *Supervisor Title:
 - *Supervisor Phone: (ex: 212.555.1234)
 - Supervisor DSN Phone: (ex: 555.1234)
 - *Supervisor Email:
 - *Confirm Supervisor Email:
- Company Information:**
 - *Company Name:
 - *Company Address:
 - *Company City:
 - *Company State/Province: Choose a State/Province...
 - *Company Zip/Postal Code:
 - *Company Country: UNITED STATES

At the bottom of the form is a 'Submit Profile' button. Footer text includes 'Printable Help', 'Online Help', and 'For additional assistance with your account, please contact Accounts'.

IUID Contractor User Profile Page

Tips for the User Profile Page

- Required fields are indicated by an asterisk (*).
- Dates should be in mm/dd/yyyy format.
- Enter phone and fax numbers using periods as shown in the examples on the page.
- If you use an email that is currently in the system, you will get a warning. At that point, you can choose to either continue saving the new profile or log in with the existing one.
Note: Each application request requires that you save a new profile unless you are adding a DUNS or DODDAC number to your previous request.

Enter all required information and additional information as available. When satisfied with entries, click the **Submit Profile** button at the bottom of the page.

If errors are present, the User Profile Page is redisplayed with a message stating which data needs to be corrected as shown in the figure below.



The screenshot shows a web page titled "User Profile". Below the title, there is a red heading that says "Please correct the following errors:". Underneath this heading is a list of six error messages, each preceded by a red square bullet point:

- Sponsor City is required.
- Sponsor Zip/Postal Code is required.
- Sponsor State/Province is required.
- Contract Number is required.
- Contract Expiration Date is required.
- IP Address is required.

User Profile Errors

Correct the data and click the **Submit Profile** button again.

Note: If you do not successfully finish your registration request and click the Submit Profile button, your request is considered incomplete and will be deleted from the BRS system.

Application Justification Page

When all data is complete and accepted, the Application Justification page is displayed as shown in the figure below.



The screenshot shows a web page titled "Application Justification". Below the title, there is a text prompt: "Enter justification. Please include what data you need, why you need it, and how you will use it. (Limit 1500 Characters)". Below this prompt is a text input field with the label "IUID (Update)". At the bottom of the page, there is a button labeled "Submit User Justification". At the very bottom of the page, there are three links: "Printable Help", "Online Help", and "For additional assistance with your account, please contact [Accounts](#)".

Application Justification Page

Enter a justification for the application you are seeking access to in the text box on the Application Justification page. Enter what data you need, why you need it, and how you will use it. Please limit your justification to less than 1,500 characters.

When satisfied with your entries, click on the **Submit User Justification** button. The user justification information is submitted, and a confirmation page is displayed containing your user ID and password entry field as shown in the figure below.

Thank you for registering with the IUID Registry. You have been assigned the following user ID to allow you to view and edit your profile. You will receive an email shortly containing the user ID.

BPND2270

Passwords must be between 14 and 25 characters long and contain two upper case letters, two lower case letters, two numbers and two special characters. This password will expire and will need to be changed every 365 days.

Password:

Confirm Password:

[Printable Help](#) [Online Help](#) For additional assistance with your account, please contact [Accounts](#)

User ID Assignment

You will soon receive an email confirming your user ID. In the field provided, create a password and re-enter it in the next field.

Use these guidelines to create your password:

1. Passwords may not be any word found in the dictionary.
2. The password must be between 14 and 25 characters in length.
3. The password must contain at least two capital letters.
4. The password must contain at least two lower case letters.
5. The password must contain at least two numbers.
6. The password must contain at least two special characters.
7. The password cannot have any repeating characters in consecutive positions.

When satisfied with your password, click on the **Save Password** button. The Update Security Questions page is displayed.

Update Security Questions

Choose a question from the drop down box to change your question. When you are finished, click Next.

Select a Security Question...

[Printable Help](#) [Online Help](#) For additional assistance with your account, please contact [Accounts](#)

Update Security Questions page

You will now create a question and answer combination that will be presented to you should you request help with your password. Your answer must exactly match the answer you type here. Select your security questions from the drop-down menus, and enter your answers in the field next to them. When you have completed five question and answer sets, click **Next** to view a success message.

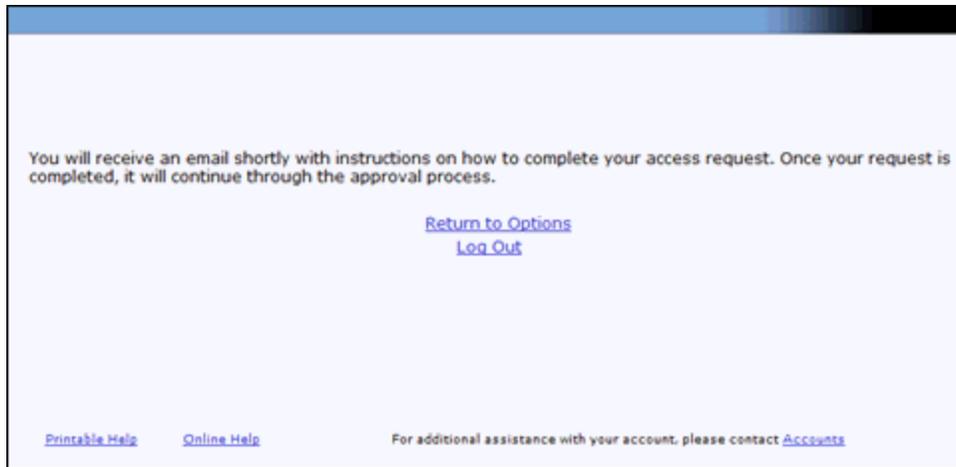
Profile Updated

Your Security Questions have been updated

[Printable Help](#) [Online Help](#) For additional assistance with your account, please contact [Accounts](#)

Security Questions Success Message

Click **Continue**. A confirmation page is displayed.

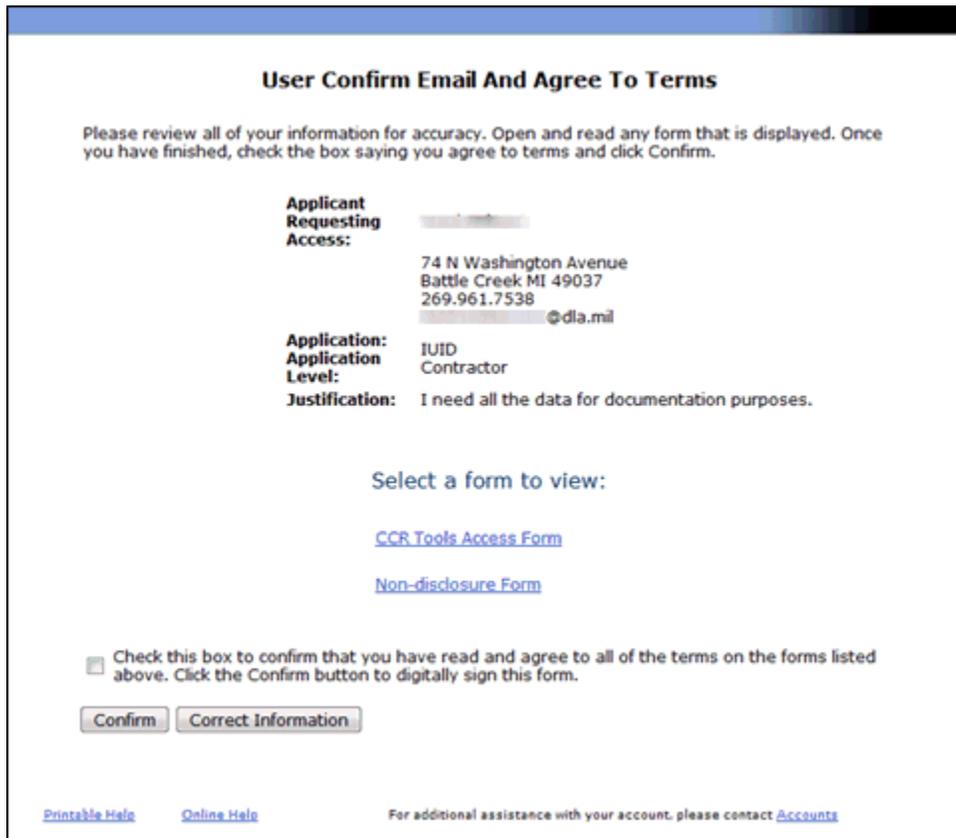


Confirmation Page

You should receive an email shortly with a link to the BRS User Confirm Email and Agree to Terms page.

Confirmation

When you receive your email, click on the link to open the BRS User Confirm Email and Agree to Terms page similar to the figure below.



BRS User Confirm Email and Agree to Terms Page

Follow the instructions in the email and on the page to confirm your email and other information displayed as well as agree to the terms. Once you complete this confirmation, your access request will move to the next step in the approval process. Please note that the link in the email you will receive expires in 72 hours. Please complete your confirmation before it expires.

You have two sections on this page to act on: 1.) Select a form to view and 2.) confirm that you have read and agree to the terms on the forms.

Select a form to view

To view the form, click on the **form name** link on the Confirmation Page. The form is displayed similar to the figure below.

Non-Disclosure Agreement (NDA)

74 N. Washington
BattleCreek, MI 49037

1. To carry out the duties as the information dissemination (ID) source for the IUID Registry, the Defense Logistics Information Service (DLIS) may disclose information to authorized representatives of the United States (U.S.) Government. This Non-Disclosure Agreement ("Agreement") covers information provided to the Department of Defense (DoD) under a mandate for federal contractors as described in 48 CFR, Parts 204, 212, and 252 and the Debt Collection Improvement Act of 1996, Public Law 104-134. The disclosure, of such information, to the public or outside of the Government shall be in accordance with all conditions and limitations set forth herein.
2. The Data Receiver has a requirement(s) for such data to perform certain tasks on behalf of the U. S. Federal Government. Because of this requirement(s), The Data Receiver is considered "authorized" for the purpose of this Agreement.
3. DLIS hereby determines that disclosure of information is necessary so that The Data Receiver may perform the duties required of them by the U. S. Federal Government.
4. DLIS shall grant access to information described for each year that a completed Non-Disclosure Agreement form is filled out and submitted or The Data Receiver request termination of access or DLIS terminates access. This Non Disclosure Agreement must be renewed each year. The Data Receiver further agrees that it shall use the information only for the purpose of the work required by the U. S. Federal Government and shall not use such data for commercial purposes.
5. The Data Receiver accepts the obligations contained in this Agreement in consideration of being granted access to secure information. The Data Receiver acknowledges that all obligations imposed by this agreement concerning the use and disclosure of such information apply for the duration of the requirement and at all times thereafter.
6. The Data Receiver agrees that it shall use the information obtained from the IUID Registry for the purpose of the work required by the U. S. Federal Government and shall not use such data for commercial purposes.

Form Displayed—Sample

Forms are created dynamically within BRS according to each registrant's needs. The required forms are displayed based on applications requested, access-level required, and type of user (government employee, contractor, other). Read the form before closing the window. Check the **check box** on the confirmation page to indicate that you have read and agree to the terms stated on the form. Then click the **Confirm** button to digitally sign the form.

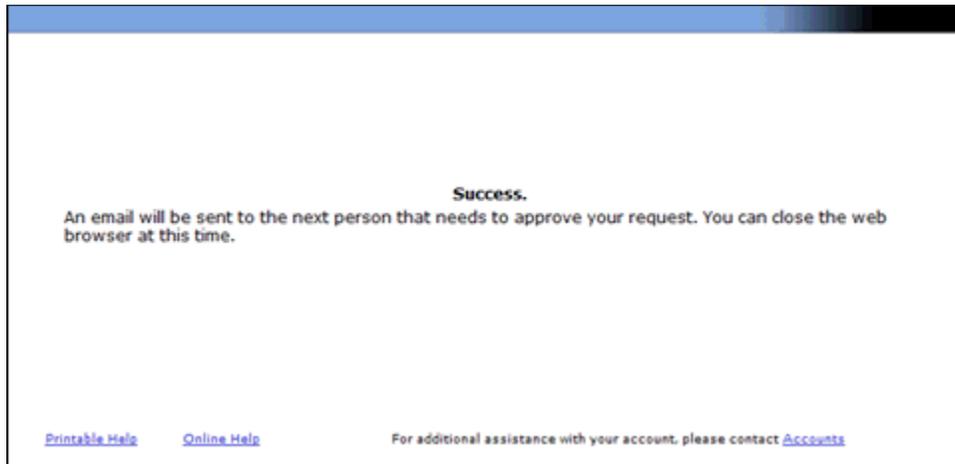
Correct Information

A Correct Information button is provided at the bottom of the Confirmation page. Click this button if you find your information is incorrect on the page. The User Profile page is opened.

Edit and click on the **Submit Profile** button. The Justification Page is then displayed. Edit as necessary and click submit. The User Confirmation page is redisplayed.

Confirm Button

Once you click the Confirm button, the Success page is displayed as shown in the next figure.



Success Message

An email will be sent to the next person that needs to approve your request. You can close the web browser at this time.

Completing the Process

Your request for access will now be processed by contacting each of your points of contact by email. The steps in the process will depend on what type of user you are. Digital signatures are used at each step.

- If you are a government-sponsored contractor, your request will be sent to your government sponsor first.
- If you are a government employee, your request is sent to your supervisor.
- Security will then review your request.
- The last step in the approval process is Accounts. Note: Accounts cannot approve your request until it has been approved by your sponsor or supervisor and security.

The length of time that it takes to complete the process depends on how long it takes each individual to complete his or her step. For example, if your supervisor is on vacation for a week, your approval could be delayed. You can check on your status at any time.

When your access request has been processed and approved, you will receive a Welcome email message. This email contains your user ID, a list of applications you have access to along with their current URL links, password information with a link should you need to reset your password, and a link to Accounts should you need registration or accounts assistance.

When you receive your email, click on the link to the application.

RETURNING USER

[Log In](#)

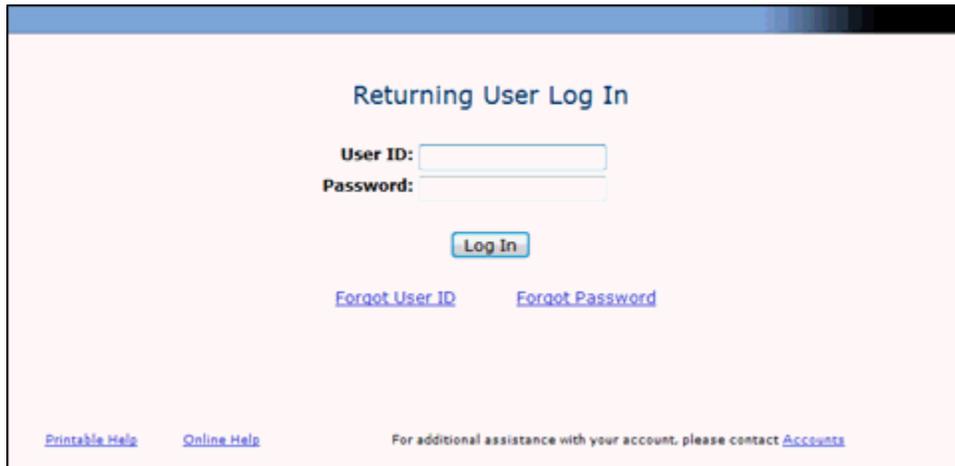
[Log In Help Links](#)

[Forgot User ID](#)

[Forgot Password](#)

[Accounts](#)

If you already have a User ID and you want to change your profile or your access requests (IUID contractor users only), log in to BRS using the Returning User Log In page. Select the **Returning User** link on the home page. The Returning User Log In page is displayed as shown in the figure below.

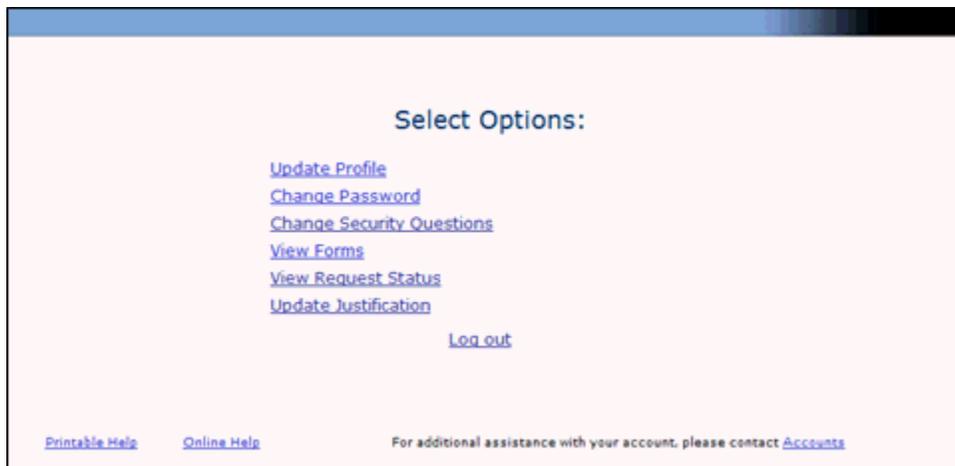


BRS Log In Page

If you need assistance, there are three help links on the Returning User Log In page: Forgot User ID, Forgot Password, and an Accounts email link.

Log In

Enter user ID and password on the Returning User Log In Page. The password is displayed as a row of dots. Click on the **Log In** button. When a returning user successfully logs in to BRS, the Select Options page is displayed.



Select Options Page

There are up to eight options on the Select Options Page:

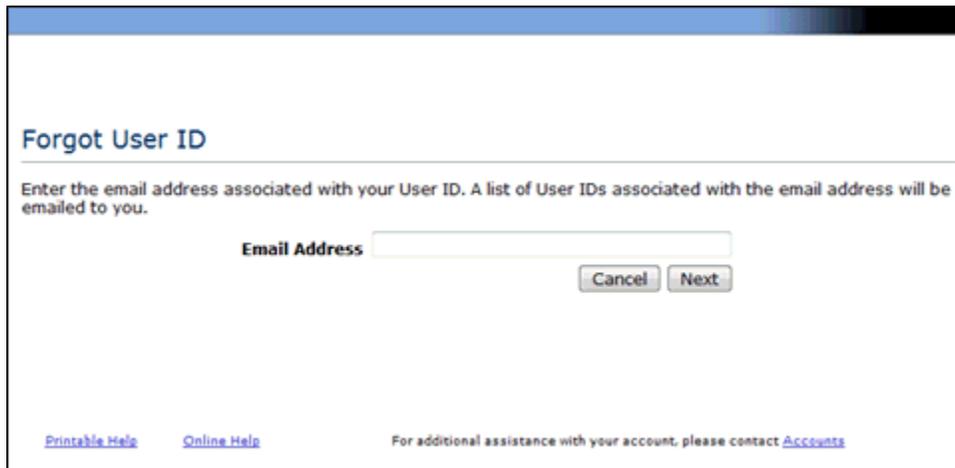
- | | |
|---------------------------|---|
| Update a Profile | View Request Status |
| Change Password | Update Justification |
| Change Security Questions | Request Additional Access (Returning IUID users only) |
| View Forms | Log Out |

Only returning IUID Contractors/DCMA and Legacy users will have the Request Additional Access option available.

Log In Help Links

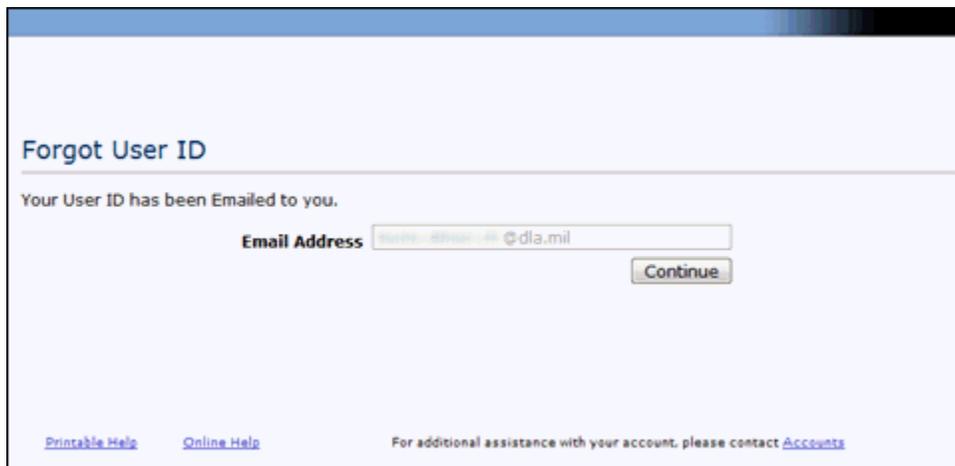
Forgot User ID

If you forgot your user ID, click on the Forgot User ID link. The Forgot User ID page is displayed as shown in the figure below.



Forgot User ID Page

Enter your email address. Click the **Next** button. A message is displayed as shown in the next figure.



User ID Has Been Emailed Message

Click the **Continue** button to return to the Returning User Log In page. Your user ID should arrive in your email shortly. Check your spam or junk email folder if the email does not arrive after 10 minutes.

Forgot Password

If you need password assistance, click on the **Forgot Password** link. The Password Reset page is displayed.

Password Reset Page

Enter your User ID and email address and click **Next**. The Security questions page is displayed with the five questions you selected when you set up your account similar to the figure below.

Security Questions for Password Reset

Click in the text entry fields next to the questions and enter your answers. Answer at least three questions, and then click the **Next** button. When your answers match exactly the answers you entered when you defined your security questions, an email is sent to notify you that someone is trying to change your password, and the Password Reset page is displayed.

Password Reset

Enter a new password and confirm.

The password must:

- Be 14 to 25 characters in length
- Contain 2 Uppercase letters
- Contain 2 Lowercase letters
- Contain 2 Numbers
- Contain 2 Special Characters: ! @ # \$ % ^ * ()
- Not Be a Previous Password
- Not contain Repeating characters
- Not contain Dictionary words

New Password

Confirm Password

[Printable Help](#) [Online Help](#) For additional assistance with your account, please contact [Accounts](#)

Password Reset Page

Enter your new password, and then retype it in the next field. Click on the **Next** button. Be sure to follow the guidelines for creating your new password:

1. Passwords may not be any word found in the dictionary.
2. The password must be between 14 and 25 characters in length.
3. The password must contain at least two capital letters.
4. The password must contain at least two lower case letters.
5. The password must contain at least two numbers.
6. The password must contain at least two special characters.
7. The password cannot have any repeating characters in consecutive positions.

When your password has been successfully changed, a confirmation message is displayed similar to the figure below, and you are logged in.

Profile Updated

Your Password has been Changed. You are now logged in.

[Printable Help](#) [Online Help](#) For additional assistance with your account, please contact [Accounts](#)

Password Changed Message

Click on the **Continue** button. The Select Options page is displayed.

Accounts link

Use the Accounts email link if you need additional assistance with your account.

Update Profile

Click on the **Update Profile** link to display the User profile page similar to the next figure.

User Profile

[Return to Options](#) [Log Out](#)

Required fields are indicated by an asterisk (*).

User Information

Title (Mr., Ms., etc.): Miss

*First Name: MARY LOU

Middle Name:

*Last Name: USER

Suffix:

Known By/Nickname:

*Job Title: Administrator

Government Project:

Last Six Digits of SSN: 123456

*Phone: 269.961.1234 (ex: 212.555.1234)

Fax: (ex: 212.555.1234)

DSN Phone: (ex: 555.1234)

DSN Fax: (ex: 555.1234)

*Email: @-da.mil

*Confirm Email: @-da.mil

*Address: 74 N. WASHINGTON AVENUE

*City: BATTLE CREEK

*State/Province: MICHIGAN

*Zip/Postal Code: 49017

*Country: UNITED STATES

*Annual Information Awareness Training Date: 09/01/2012 (mm/dd/yyyy)

Foreign Military Sales Expiration Date: 09/03/2013 (mm/dd/yyyy)

Supervisor Information

*Supervisor First Name: jethro

*Supervisor Last Name: Gibbs

*Supervisor Title: Manager

*Supervisor Phone: 269.961.1234 (ex: 212.555.1234)

Supervisor DSN Phone: (ex: 555.1234)

*Supervisor Email: test@bprn.gov

*Confirm Supervisor Email: test@bprn.gov

Company Information

*Company Name: ASA INFORMATION TECHNOLOGY

*Company Address: 74 N. Washington Avenue

*Company City: Battle Creek

*Company State/Province: MICHIGAN

*Company Zip/Postal Code: 49037

*Company Country: UNITED STATES

Sponsor Information

*Sponsor Agency: DEFENSE DEPARTMENT OF

Sponsor Office Symbol: DLIS

Sponsor Organization: DLA

*POC First Name: Mary Lou

*POC Last Name: TestUser

*POC Title: Manager

*POC Email: test@bprn.gov

*Confirm POC Email: test@bprn.gov

*POC Phone: 269.555.1234 (ex: 212.555.1234)

POC Fax: 269.961.9999 (ex: 212.555.1234)

POC DSN Phone: (ex: 555.1234)

POC DSN Fax: (ex: 555.1234)

*Sponsor Address: 74 N. Washington Avenue

*Sponsor City: Battle Creek

*Sponsor State/Province: MICHIGAN

*Sponsor Zip/Postal Code: 49037

*Sponsor Country: UNITED STATES

*Contract Number: AB1CDE234FD307

*Contract Expiration Date: 09/30/2013 (mm/dd/yyyy)

Security Information

The access you are requesting will require the email address of a security representative who can validate your clearance. If you are unsure of whom this might be, please contact your Human Resources/Management for this information.

*Security Email: Joe.Davis@security.Test

*Confirm Security Email: Joe.Davis@security.Test

[Submit Profile](#)

[Return to Options](#)

[Printable Help](#) [Online Help](#) For additional assistance with your account, please contact [Accounts](#)

User Profile—Returning User

When satisfied with entries, click on the **Submit Profile** button. The User Profile page is closed, and a message is displayed, “Your profile has been successfully updated.” Note that if you have applied for IUID access, the company information fields come from the SAM database and are not editable.

User Profile Update Note: If you are a previously-approved user and you change your name, company, agency or email address, you will get a warning that if you proceed, your account will be disabled until the profile is reviewed and applications re-approved.

View Forms

When **View Forms** is selected from the Select Option page, the Select a form to view/print page is displayed.



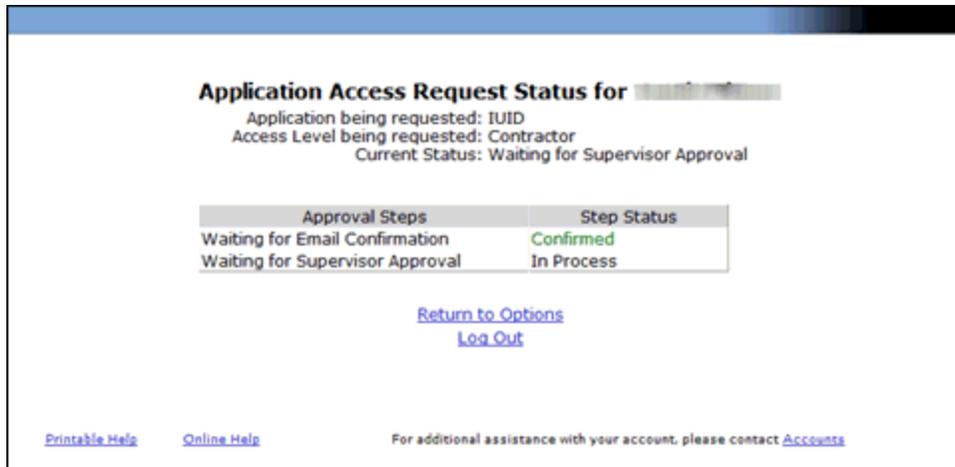
Select a form to view/print page

Your forms were digitally signed at the time you registered. Generally, forms need to be submitted only once, but they can be printed anytime. You will be notified if you need to submit new ones.

Click on the name of the form name link to display the form in PDF format. If you have questions, please contact iuid.accounts@dla.mil.

View Request Status

The third option on the Options menu is View Request Status. You can view your application access request status any time from this menu option. Click on **View Request Status** to view the Application Access Request Status page similar to the figure below.

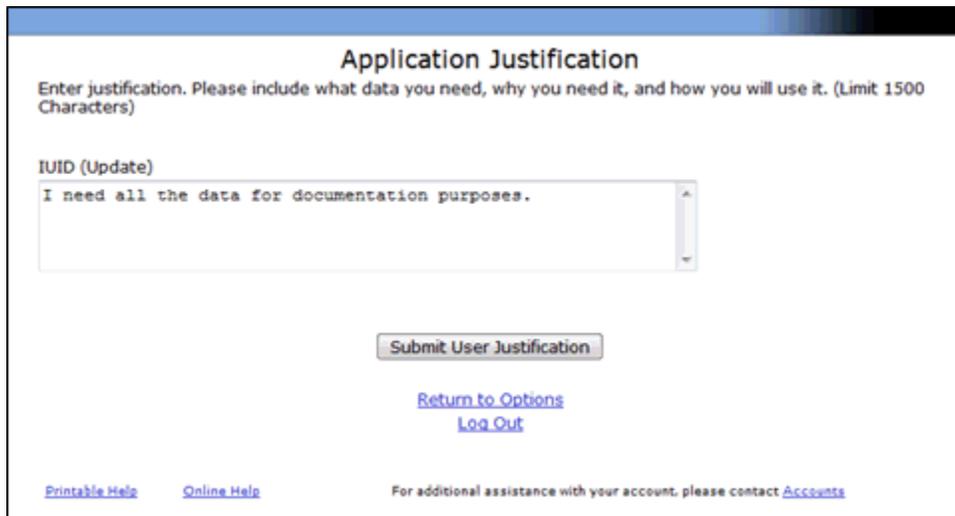


Application Access Request Status page

Click on the **Return to Options** link to return to the Select Option page, or select **Log Out** to log out of BRS.

Review Access Request Justification

To edit your justification for access, select **Review Access Request Justification** from the Options menu. The Application Justification screen is displayed as shown in the figure below.



Application Justification—Edit

Edit your justification. Please limit your entry to less than 1,500 characters. When satisfied with entry, click on the **Submit User Justification** button. The Application Justification page is closed, and a message is displayed, “Your profile has been successfully updated.”

Request Additional Access

The "Request Additional Access" option is only displayed on the menu page for returning IUID Contractors/DCMA and Legacy users.

All other users must request access separately for different applications.

If you are an IUID contractor/DCMA or Legacy user, your Select Option page will be displayed with the Request Additional Access option listed.

When **Request Additional Access** is selected, the Select Application page is displayed similar to the figure below.

Select Application—Add DODAACs

The Legacy user is shown in this example. The Legacy user can enter additional DODAACs for separated by commas. The Contractor user's Select Application page is similar but can list additional DUNS numbers in the text entry field.

When satisfied with entries, click on the **Submit Application Request** button. The User Profile page is displayed as shown in the figure below.

User Profile

[Return to Options](#) [Log Out](#)

Required fields are indicated by an asterisk (*).

User Information

Title (Mr., Ms, etc.): Miss

*First Name: MARYLOU

Middle Name: Chris

*Last Name: USER

Suffix:

Known By/Nickname:

*Job Title: Administrator

Government Project:

Last Six Digits of SSN: 999999

*Phone: 961.269.7538 (ex: 212.555.1234)

Fax: 961.269.9999 (ex: 212.555.1234)

DSN Phone: (ex: 555.1234)

DSN Fax: (ex: 555.1234)

*Email: @dia.mil

*Confirm Email: @dia.mil

*Address: 74 NORTH WASHINGTON

*City: BATTLE CREEK

*State/Province: MICHIGAN

*Zip/Postal Code: 49017

*Country: UNITED STATES

*Annual Information Awareness Training Date: 08/01/2010 (mm/dd/yyyy)

Foreign Military Sales Expiration Date: (mm/dd/yyyy)

DUNS Number:

Supervisor Information

*Supervisor First Name: George

*Supervisor Last Name: Bush

*Supervisor Title: President

*Supervisor Phone: 269.961.1234 (ex: 212.555.1234)

Supervisor DSN Phone: (ex: 555.1234)

*Supervisor Email: test@bprn.gov

*Confirm Supervisor Email: test@bprn.gov

Company Information

*Company Name: Northrop Grumman

*Company Address: 74 N Washington Avenue

*Company City: Battle Creek

*Company State/Province: MICHIGAN

*Company Zip/Postal Code: 49037

*Company Country: UNITED STATES

Sponsor Information

*Sponsor Agency: Navy Staff Offices

Sponsor Office Symbol: NAVY

Sponsor Organization: Admin

*POC First Name: Mary Lou

*POC Last Name: Testuser

*POC Title: Manager

*POC Email: test@dia.mil

*Confirm POC Email: test@dia.mil

*POC Phone: 269.555.1234 (ex: 212.555.1234)

POC Fax: (ex: 212.555.1234)

POC DSN Phone: (ex: 555.1234)

POC DSN Fax: (ex: 555.1234)

*Sponsor Address: 74 N. Washington Avenue

*Sponsor City: Battle Creek

*Sponsor State/Province: MICHIGAN

*Sponsor Zip/Postal Code: 49037

*Sponsor Country: UNITED STATES

*Contract Number: A81CDE234F0307

*Contract Expiration Date: 09/30/2013 (mm/dd/yyyy)

Agency Information

*Agency Name: Navy Staff Offices

Agency Office Symbol: NAVY

Agency Organization: SEALS

*Agency Address: 74 NORTH WASHINGTON AVENUE

*Agency City: BATTLE CREEK

*Agency State/Province: MICHIGAN

*Agency Zip/Postal Code: 49017

*Agency Country: UNITED STATES

Security Information

The access you are requesting will require the email address of a security representative who can validate your clearance. If you are unsure of whom this might be, please contact your Human Resources/Management for this information.

*Security Email: security@email.gov

*Confirm Security Email: security@email.gov

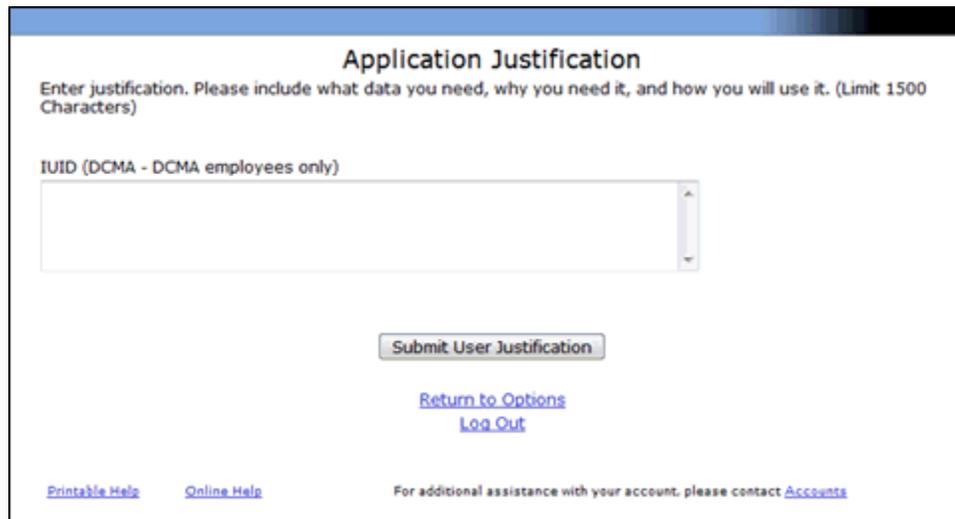
[Submit Profile](#)

[Return to Options](#)

[Privacy Policy](#) [Terms of Use](#) [Help](#) For additional assistance with your account, please contact [Account Support](#)

User Profile

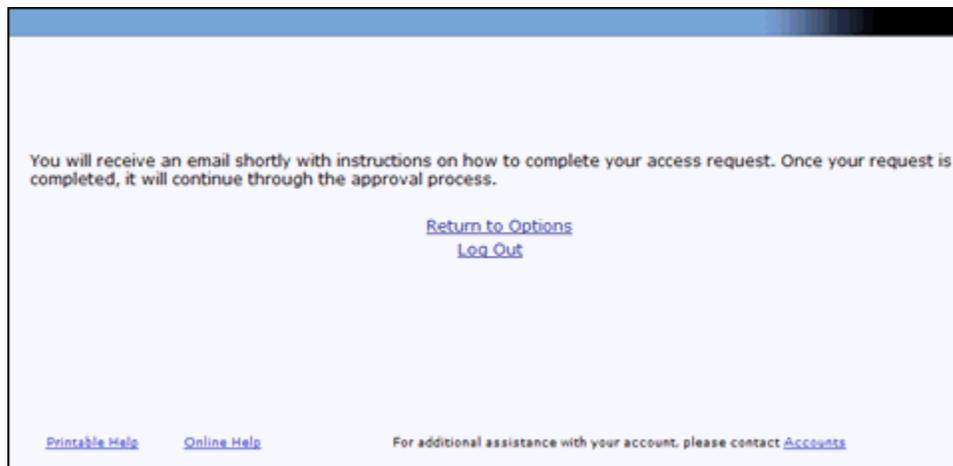
Check to be sure that all data is accurate. When satisfied that all data is correct, click on the **Submit Profile** button. The Application Justification page is displayed as shown in the figure below.



The screenshot shows a web page titled "Application Justification". Below the title is a text prompt: "Enter justification. Please include what data you need, why you need it, and how you will use it. (Limit 1500 Characters)". There is a text input field with the placeholder text "IUID (DCMA - DCMA employees only)". Below the input field is a button labeled "Submit User Justification". Underneath the button are two links: "Return to Options" and "Log Out". At the bottom of the page, there are three links: "Printable Help", "Online Help", and "For additional assistance with your account, please contact Accounts".

Application Justification Page

Enter a justification for the application (additional DUNS) for which you are seeking access in the field provided. Please limit your justification to less than 1,500 characters. Click on the **Submit User Justification** button. A confirmation page is displayed as shown in the figure below.



The screenshot shows a confirmation page with the following text: "You will receive an email shortly with instructions on how to complete your access request. Once your request is completed, it will continue through the approval process." Below this text are two links: "Return to Options" and "Log Out". At the bottom of the page, there are three links: "Printable Help", "Online Help", and "For additional assistance with your account, please contact Accounts".

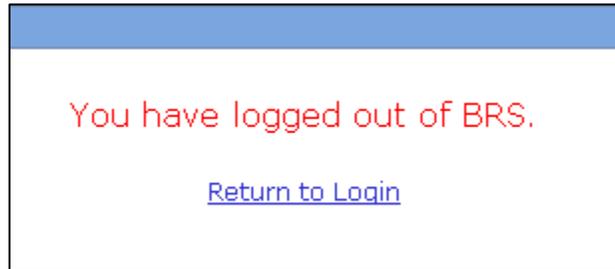
Profile Updated Confirmation Page

You should receive an email shortly with a link to the BRS user confirmation page. Follow the instructions in the email and on the page to confirm your email and other information displayed as well as agree to the terms. Your access request will move through the approval process when this confirmation is completed. See the New User Confirmation section for more information about completing the registration process.

When your application for access has been processed and approved, you will receive two emails with your access details.

Log Out

Selecting the **Log Out** link on the returning user's menu logs the user out and displays the following message.



Log Out Message

GLOSSARY

A

API: Application Program Interface

ASR: Authorized Security Representative

B

BASIC: BASIC Access Security Information Center

BRS: BASIC Registration System

D

DCMA: Defense Contract Management Agency

DLA: Defense Logistics Agency

DoD: Department of Defense

DUNS: Data Universal Numbering System

G

GUI: Graphical User Interface

I

IUID: Item Unique Identification

L

LAN: Local Area Network

M

MB: Megabytes – Random Access Memory or Storage Memory

P

PMO: Program Management Office

R

RAM: Random Access Memory

S

BRS Registrant Printable Help

SAM: System for Award Management

U

User ID: User identification