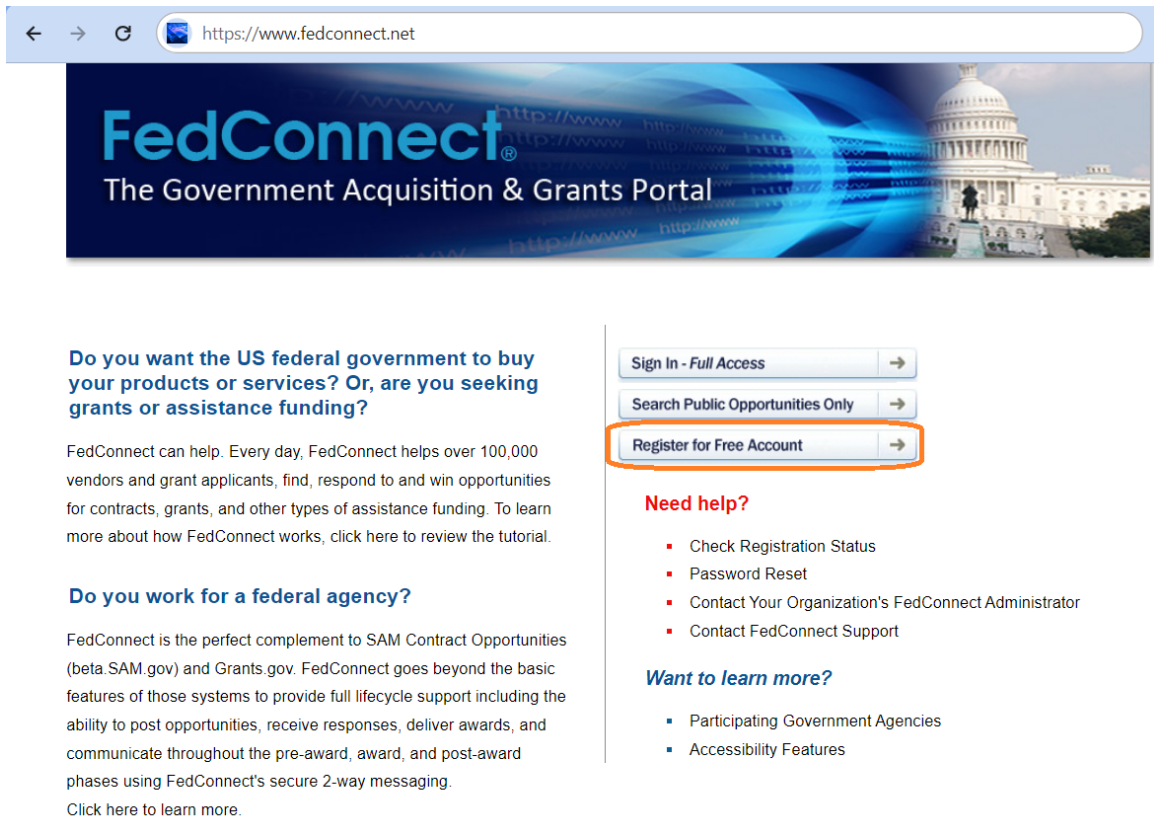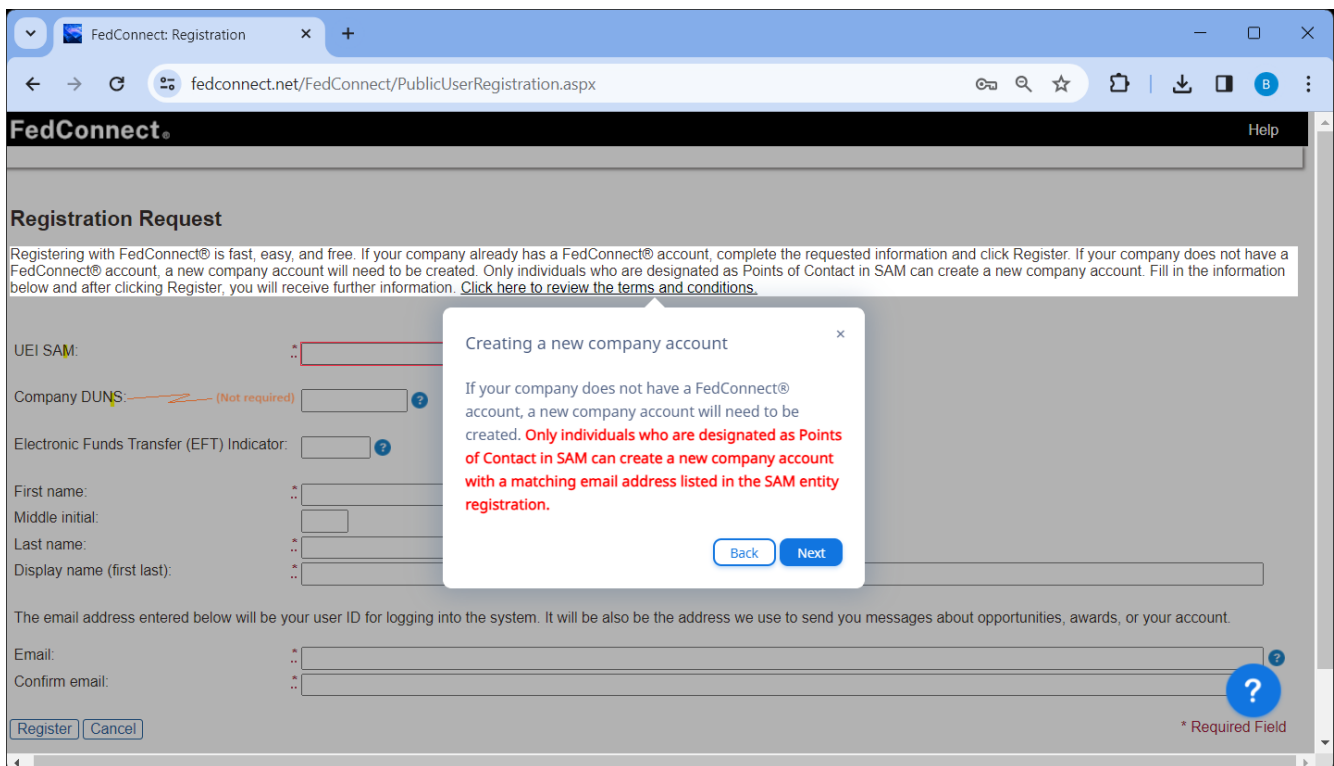# FedConnect.net – Initial Registration Guide

Start by clicking **Register for Free Account.**



Once you've clicked **Register for Free Account** on the FedConnect splash page, the Registration Request page displays.

Everything marked with a **red asterisk** is required. Simply complete all required fields and click **Register**. It's *that* easy!

**About *Name* and *Email* fields…**

**Name**: The name you enter here is how it displays in FedConnect and how it is submitted to the government. It must be your actual name, not a "handle" or "screen name." It cannot be seen by FedConnect users outside of your organization.

**Email**: Used as your user ID the next time you sign in to FedConnect. This is the email address where FedConnect sends alerts.

> *Update your email system to accept mail from fedconnect.net so important notices won't be blocked or sent to your spam folder.*

## What Happens After You Click Register

As soon as you click **Register**, FedConnect checks the UEI you used to see if someone from your organization already registered it.

- Either somebody from your organization already registered that UEI, or
- Nobody else registered that UEI, you are the first person to use it in FedConnect

**If someone already registered with the same DUNS**, then FedConnect notifies your administrator so they know to give you access. Your administrator must sign in to FedConnect and give you access.

Once you have registered or been given access by an administrator, FedConnect will send you an **email message with a temporary password** (it uses the email address you entered when you registered)

*Important! The temporary password expires within 72 hours, so be sure to sign in right away.*

## What to Do While You Wait

Feeling restless while you wait for your FedConnect email with that temporary password? On the FedConnect splash page, in the **Need help?** section, you can:

- Click **Check Registration Status** to check your registration progress.

- Click **Contact Your Organization's FedConnect Administrator** for a list of your organization's FedConnect administrators.
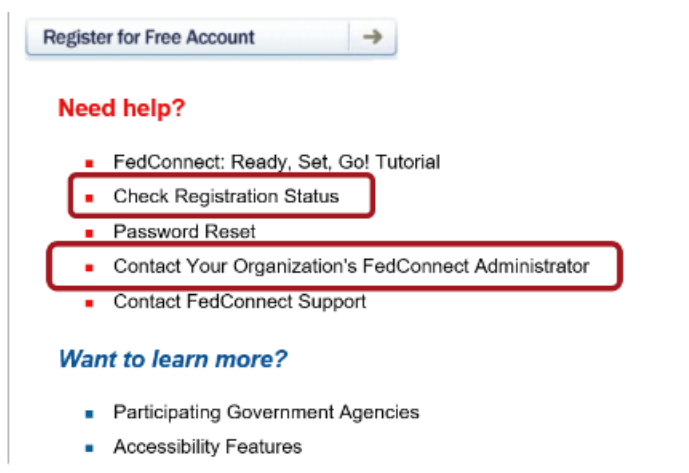
## Registering Other Users

You can register as many people as you need. Accounts are free, and via the Company Profile, you control who has access and access levels. You can register people as:

- **Administrators** (to manage your account and users –**we recommend more than one** in case one administrator accidentally locks his or her FedConnect account)

- Representatives (to review and respond to government postings)

*Give everyone who needs access has his or her own account so
you can monitor activity and save audit trails.*

## Signing In

Head back to www.fedconnect.net. This time, click **Sign In – Full Access**.

The next thing you will see is the Sign In page.

The email address you used when you registered is what you put in the *User ID* field.

*Important! IF this is your very first sign in to FedConnect, then this is where you use that temporary password that expires 72 hours after it is emailed to you.*

Once you sign in using the temporary password, FedConnect will prompt you to set the real password for your account. After you change your password, voila! You will be signed in to FedConnect.

*If you attempt to sign in twice and are unsuccessful, STOP. See the guidance below.*

## FedConnect's Strict Sign-In Rules

To say that FedConnect has a very stringent sign-in security policy is putting it lightly. We take security very seriously, so the system will inactivate your account after only **three** unsuccessful attempts to sign in.

*Your best bet after two unsuccessful sign in attempts is to click
the Forgot your password? Click here link.*

In this scenario, FedConnect sends a new temporary password to the email address you used when you registered.

When you try to sign in again using the temporary password, type slowly and carefully because the password is case sensitive and might contain symbols such as commas and periods.

## What to Do if You Get Locked Out of FedConnect

Think you got locked out of your FedConnect account? First, perform a simple test to confirm whether it really is indeed locked: click the **Forgot your password? Click here** link.

However, if it has been inactivated, FedConnect sends you an email message that lists your organization's FedConnect administrator(s) and email address(es). Contact one of them to have your account re-activated.

After either of the two scenarios above have played out, FedConnect will send you a new temporary password.

**Need Assistance?**

*Contact FedConnect's Customer Care Team*
Available Monday –Friday, 8 a.m. to 8 p.m., EDT*          *Closed on federal holidays

**Email:**     support@fedconnect.net
**Phone:**     #1-800-899-6665, Option 2